# COUNCIL PROCEEDINGS

## Tuesday, January 4, 2022

**CALL TO ORDER**

This meeting is officially called to order at 5:30 p.m. on January 4, 2022. This meeting is being presided over by Mayor Brian Holmer.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

The following Councilmembers were present: Holmer, Howe, McCraw, Bolduc, Narverud, Aarestad, Prudhomme and Lorenson. Mayor Holmer chaired the meeting.

**PUBLIC FORUM**

**PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**

**APPROVE AGENDA**

Councilmember Rachel Prudhomme motioned, being seconded by Councilmember Mike Lorenson, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

**CONSENT AGENDA**

RESOLUTION NO. 1.1.22: Approval of December 21, 2021 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 1-1-22, being seconded by Councilmember Rachel Prudhomme, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to approve December 21, 2021 Council Proceedings.

RESOLUTION NO. 1.2.22: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 1-2-22, being seconded by Councilmember Rachel Prudhomme, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $2,512,086.40 and council per diem in the amount of $65.00. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

RESOLUTION NO. 1.3.22: Approval of "Schedule of Council Member Meetings" Authorized to Charge a Per Diem

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 1-3-22, being seconded by Councilmember Rachel Prudhomme, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED by the City Council, to approve the following "Schedule of Council Member Meetings" list as meetings authorized to charge a per diem of attending on behalf of the City of Thief River Falls:

**Schedule of Council Member Meetings**

Administrative Services Committee
Airport Zoning Board
Airport Authority Commission
Budget/Finance Ad Hoc Committee
Building Workgroup
Coalition of Greater Minnesota Cities
Employee Safety Committee
Community Development Advisory Board
Community Education Advisory Board
Convention and Visitors Bureau Board
Jobs, Inc.
Joint City/County Meeting
Joint City/School District Meeting
League of Minnesota Cities
Legislative Lobbying Meetings
Long Range Planning/Annexation Ad Hoc Committee
MEC Joint Powers Board
Northwest Regional Development Commission
Northwest Regional Library Board
Pennington County Historical Society
Pennington County Solid Waste Committee
Personnel/Labor Ad Hoc Committee
Planning Commission
Public Safety/Liquor Committee
Public Utilities Committee
Public Works Committee
Red Lake River Corridor Joint Board
Red River Basin Joint Powers Board
Strategic Planning Workgroup
TRF Area Community Fund Advisory Committee
TRF Chamber of Commerce
TRF Day at the Capitol
TRF Library Board
Tri-Cities Joint Meeting

Also, any of Committees that are established by the City Council or appointments made or meetings attended while representing the City of Thief River Falls.

Per diem shall be paid retroactively upon submission of documentation approved by City Administrator.

RESOLUTION NO. 1.4.22: Approval of Employment of Mark Paulson as Mechanic

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 1-4-22, being seconded by Councilmember Rachel Prudhomme, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The City Council authorized filling the position, and created the upcoming resignation of John Houske. No Teamster members applied for the position, and it was advertised and filled by public process. The position is an essential part of the Public Works Department.

THEREFORE, BE IT RESOLVED Approve the employment of Mark Paulson as a Mechanic in the Public Works Department. Mr. Paulson shall be placed at Step 4 of the Grade Level 5 Mechanic salary schedule ($26.43 per hour), effective January 10, 2022, pending successful completion of all pre-employment backgrounds and testing.

RESOLUTION NO. 1.5.22: Approval of Appointment of Brian Holmer to the Thief River Falls Regional Airport Authority

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 1-5-22, being seconded by Councilmember Rachel Prudhomme, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED Approval of Appointment of Brian Holmer to the Thief River Falls Regional Airport Authority - 3 Year Term

**NEW BUSINESS**

RESOLUTION NO. 1.6.22: Approval to Designate the Times Newspaper as the Official Newspaper

Following discussion, Councilmember Rachel Prudhomme introduced Resolution No. 1-6-22, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED by the City Council, to designate The Times as the official newspaper of the City of Thief River Falls.

RESOLUTION NO. 01.7.22: Approval of Official Depositories for City Funds

Following discussion, Councilmember Rachel Prudhomme introduced Resolution No. 1-7-22, being seconded by Councilmember Steve Narverud, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED by the City Council, to appoint the following institutions as official depositories for City funds for calendar year 2022:

Minnesota Municipal Money Market Fund
c/o PMA Financial Network, Inc.
2135 City Gate Lane 7th Floor
Naperville, IL 60563

Wells Fargo Advisors LLC
222 West Superior Street
Duluth, MN 55802

RBC Capital Markets LLC
60 South Sixth Street
Minneapolis, MN 55402

Border State Bank
1528 Highway 59 South
Thief River Falls, MN 56701

Wells Fargo Bank West, NA
208 Main Avenue North
Thief River Falls, MN 56701

Northern State Bank
201 Third Street East
Thief River Falls, MN 56701

Piper Jaffray
800 Nicollet Mall, Suite 800
Minneapolis, MN 55402-7020

RESOLUTION NO. 1.8.22: Approval of Northern State Bank Collateral in Excess of FDIC Insurance for 2022

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 1-8-22, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED by the City Council, to approve an agreement with Northern State Bank for collateral in excess of the FDIC Insurance of $250,000 per account for 2022.

BE IT FURTHER RESOLVED, to authorize the City Administrator to execute any and all documents necessary relating to this agreement.

RESOLUTION NO. 1.9.22: Approval of Appointment of Councilmember Steve Narverud as Acting Mayor in Absence of Mayor Holmer for Calendar Year 2022

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 1-9-22, being seconded by Councilmember Curt Howe, that:

On vote being taken, the resolution was passed with Councilmember Steve Narverud abstaining.

THEREFORE, BE IT RESOLVED by the City Council, to appoint Councilmember Steve Narverud as the Acting Mayor in the absence of Mayor Holmer for calendar year 2022.

RESOLUTION NO. 1.10.22: Approval of City Council Committee Assignments for Calendar Year 2022

Following discussion, Councilmember Curt Howe introduced Resolution No. 1-10-22, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED by the City Council, to appoint the following City Council Committees and Committee Members for calendar year 2022:

Functional Standing Committees

**Utilities**
Holmer
Lorenson
Bolduc
Prudhomme

**Public Works**
Narverud
Howe
Lorenson
McCraw

**Public Safety/Liquor**
Narverud
Aarestad
Prudhomme
Bolduc

**Administrative Services**
McCraw
Holmer
Howe
Aarestad

**Crosscutting Ad Hoc Committees**

**Budget/Finance (ad hoc)**
Holmer
Lorenson
Prudhomme

**Long Range Planning/Annexation (ad hoc)**
Holmer
McCraw
Narverud

**Personnel/Labor (ad hoc)**
Holmer
Lorenson
Howe

**Strategic Planning Workgroup**
Michelle McCraw
Anthony Bolduc
Angela Philipp

**Building Workgroup**
Curt Howe
Steve Narverud
Mike Lorenson

<u>RESOLUTION NO. 1.11.22: Approval of Councilmember Appointments to Community and Statewide Boards, Commissions and Committees</u>

Following discussion, Councilmember Rachel Prudhomme introduced <u>Resolution No. 1-11-22</u>, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED to approve the following appointments to various community/state boards and committees for calendar year 2022:

| | |
|---|---|
| Airport Zoning Board | Steve Narverud & Jason Aarestad |
| Airport Authority Commission (3 year term) | Brian Holmer & Curt Howe |
| City Employee Safety Committee | Rachel Prudhomme |
| Community Development Advisory Board | Anthony Bolduc |
| Community Development Advisory Board (Ex-Officio) | Brian Holmer |
| Community Education Advisory Board | Mike Lorenson |
| Convention and Visitors Bureau Board | Curt Howe |
| Jobs, Inc. (Ex-Officio) | Steven Narverud |
| MEC Joint Powers Board | Curt Howe (Rachel Prudhomme, Alternate) |
| Northwest Regional Development Commission | Brian Holmer |
| Northwest Regional Library Board | Michele McCraw |
| Pennington County Historical Society | Rachel Prudhomme |
| Pennington County Solid Waste Committee | Michele McCraw |
| Planning Commission/Board of Appeals & Adjustments | Steven Narverud |
| Red Lake River Corridor Joint Board | Mike Lorenson (Kajewski, Alternate) |
| TRF Area Community Fund's Advisory Committee | Jason Aarestad |
| TRF Chamber of Commerce (Ex Officio) | Rachel Prudhomme (Michele McCraw, Alternate) |
| TRF Library Board | Michele McCraw |

<u>RESOLUTION NO. 1.12.22: Approval of Appointment of Process Server for 2022</u>

Following discussion, Councilmember Jason Aarestad introduced <u>Resolution No. 1-12-22</u>, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED by the City Council, to appoint the Chief of Police as the process server for calendar year 2022.

RESOLUTION NO. 1.13.22: Reaffirming City's Decision not to Waive the Monetary Limit of Municipal Tort Liability Established by MN Statute

**Following discussion, Councilmember Rachel Prudhomme introduced Resolution No. 1-13-22, being seconded by Councilmember Steve Narverud, that:**

On vote being taken, the resolution was unanimously passed.

WHEREAS, Because the City of Thief River Falls obtains its liability coverage from the League of Minnesota Cities Insurance Trust, the City must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

THEREFORE, BE IT RESOLVED by the City Council to reaffirm and inform the League of Minnesota Cities Insurance Trust that the City of Thief River Falls does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 and authorizes the City Administrator to execute any and all documents relating to the action.

RESOLUTION NO. 1.14.22: Approval to Reappoint Widseth Smith Nolting as City Engineering Firm and Rich Clauson as Engineer of Record

**Following discussion, Councilmember Rachel Prudhomme introduced Resolution No. 1-14-22, being seconded by Councilmember Curt Howe, that:**

On vote being taken, the resolution was unanimously passed.

WHEREAS, The City of Thief River Falls uses an external consultant to provide engineering services for municipal street and utilities improvement projects, state required bridge inspections and Municipal State Aid process. The City has a long term successful relationship with Widseth Smith Nolting working together with city staff to complete these tasks.

WHEREAS, Each year the success of the relationship is evaluated and an appointment made. The Public Works Committee discussed the services provided and determined it be in the City's best interest to reappoint Widseth Smith Nolting and Rich Clauson. This is a multi-discipline firm with expertise in many areas. They have a strong relationship with the MnDot State Aid office and specialize in municipal projects. There is great value to utilize a firm that has been involved in long term projects that often span several years from inception through completion.

THEREFORE, BE IT RESOLVED by the City Council, to confirm the appointment of Widseth Smith Nolting as the City's Engineering Firm and appoint Rich Clauson as Engineer of Record.

## COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mayor Holmer reminded to keep side walks clean during upcoming storms. Committee of Whole date change from January 24th to January 26th at 5:30 pm.
- Councilmember Steve Narverud mentioned a Public Safety concern to check and clear the area by fire hydrants.
- Councilmember Rachel Prudhomme why we do not pay the Chamber of Commerce? Delray will review information provided and report back to council. Prudhomme asked for check to be held

for Advance Thief River until review is completed.

**UPCOMING MEETINGS**

- Utilities Committee - January 10th at 7:00 a.m.
- Public Safety/Liquor Committee - January 10th at 4:30 p.m.
- Administrative Services Committee - January 11th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - January 12th at 4:30 p.m.
- City Council Meeting - January 18th at 5:30 p.m.
- Committee of Whole - January 26th at 5:30 p.m.

**INFORMATIONAL ITEMS**

**ADJOURNMENT**

There being no further discussion, Councilmember Anthony Bolduc moved, being seconded by Councilmember Mike Lorenson to adjourn at 5:47 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: Angela Philipp, City Administrator