COUNCIL PROCEEDINGS

Tuesday, January 18, 2022

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on January 18, 2022. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Curt Howe, to approve the agenda with the addition of 8.6.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 01.15.22: Approval of January 4, 2022 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 1-15-22, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve January 4, 2022 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.16.22: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 1-16-22, being seconded by Councilmember Steve Narverud that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $921,894.02. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.17.22: Approve Open Position of Billing Clerk Filling

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 1-17-22, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Michelle Paulson, has submitted her resignation effective December 31, 2021. To continue efficient operations of the Billing Office, the position needs to be filled.

WHEREAS, This is a budgeted position.

THEREFORE, BE IT RESOLVED Approval of Billing Clerk Position Job Description and Opening Position for Filling.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.18.22: Adopting 2022 Mileage and Meal Reimbursements

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 1-18-22, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Attached is the 2022 Government Services Administration meals reimbursement schedule for reimbursement for travel outside of Pennington County. Meals would be reimbursed at \$18.00 for Breakfast, \$20.00 for lunch and \$36.00 for dinner. No reimbursement on alcohol or tips. The City of Thief River Falls has in the past followed the federal reimbursement rate for mileage and in 2022 is .585 cents per mile.

THEREFORE, BE IT RESOLVED To adopt the Northern Minnesota (Duluth) meal reimbursement schedule and the 2022 federal mileage rate as on file in the City Administrator's Office.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.19.22: Approval of Temporary Intoxicating Liquor License to Chamber of Commerce During Riverfest

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 1-19-22, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The Thief River Falls Chamber of Commerce has applied for a temporary liquor license for Music Festival Riverfest to be held at Hartz Park.

WHEREAS, The license fee is \$35 per day.

THEREFORE, BE IT RESOLVED To Approve a Temporary Intoxicating Liquor License Effective August 5 – August 6, 2022 for Music Festival Riverfest.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.20.22: To Approve a Beer in the Park Permit Effective July 23, 2022 for a Wedding at Oakland Park (East and West) from 12:00 p.m. to 6:00 p.m.

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 1-20-22, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Dylan Bergerson has applied for a Beer in the Park Permit for a wedding at Oakland Park (East and West).

WHEREAS, The park has been reserved with the Parks and Recreation Department. No financial transactions may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge). The permit allows for the consumption of 3.2 malt liquor only. No strong beer, wine, or intoxicating liquor I allowed.

THEREFORE, BE IT RESOLVED To Approve a Beer in the Park Permit Effective July 23, 2022 for a Wedding at Oakland Park (East and West) from 12:00 p.m. to 6:00 p.m.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 01.21.22: Approval of Environmental Scanning Option 4 for our Strategic Plan from gCarveau & Associates

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 1-21-22, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, A RFP for Strategic Planning Services was prepared and approved in July of 2021. Proposals were accepted through September 3, 2021. A workgroup was created to review the proposals and discussed through the Committees. The workgroup then narrowed the selection to three proposals. The three proposals were then part of an additional interview with the workgroup. After discussion at the Administrative Services committee, the recommendation was made to go forward with gCariveau and Associates. The Strategic Plan will be completed in 2022.

The cost of the base plan is $23,750 and will be spread over 2021-2023. The City will have options to choose from to complete the environmental scanning services, which will be an additional amount to the base.

WHEREAS, Environmental Scanning Option #4 - additional cost $12,255 for the 1st half of Departments analyzed.

THEREFORE, BE IT RESOLVED Approval of Environmental Scanning Option 4.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.22.22: Call for Public Hearing on February 15, 2022 at 5:30 PM to discuss a Citizen's Participation Plan as part of the DEED Small Cities Development Program.

A Public Works Committee recommendation was presented. Following discussion, Councilmember Steve Narverud introduced Resolution No. 1-22-22 , being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Minnesota Department of Employment and Economic Development (DEED) through their Small Cities program has grant funds available for housing rehabilitation for low to moderate income residents. The city entered into an agreement with the NW MN Multi-County HRA to prepare a preliminary and final grant application for this program as the City of Thief River Falls continues to have needs for improvements to existing housing.

WHEREAS, The proposed grant would be for renovations to multi-family rental units. The criteria for this grant would allow any location within the city limits. The proposed grant application would be for $600,000 and fund approximately 40 units. The building owner would be responsible for 30% of the project cost and 20% in a low interest loan. The remaining 50% would be a grant. The eligible SCDP funds (loan and grant) for each unit would be $12,500. The preliminary application was approved by DEED and final application is recommended.

WHEREAS, The costs associated with the application are $5,000. The NW Minnesota Multi-County HRA has agreed to pay for 50% of the application fee. The total cost to the city for these services is $2,500.

WHEREAS, A public hearing is required

THEREFORE, BE IT RESOLVED Call for Public Hearing on February 15, 2022 at 5:30 PM to discuss a Citizen's Participation Plan as part of the DEED Small Cities Development Program.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.23.22: 2022 Street & Utilities Improvements Feasibility Report

Following discussion, Councilmember Steve Narverud introduced Resolution No. 1-23-22, being seconded by Councilmember Curt Howe, that:

WHEREAS, The items outlined in the feasibility report listed below are potential improvements based on items from the City's Capital Improvement Program, items requested by developers, homeowners, and other departments.

The 2022 Street and Utilities improvement plan for the city of Thief River Falls includes resurfacing of base and pavement on portions of State, Arnold, Duluth, and Knight Avenues located between 3rd Street and 9th Street. It would also include portions of resurfacing of pavement on streets located between the Avenues of resurfaced base and pavement.

WHEREAS, The City Council needs to call for a public hearing on any or all the items included in the feasibility report to proceed with the project. The public hearing is scheduled for February 15th at 5:30 P.M. in the City Council Chambers. All affected residents will be mailed a notice of hearing, giving them an opportunity to attend and voice their opinion for or against the project. A hearing notice will also be published in the Times.

WHEREAS, Outlined in the feasibility report and financial summary.

WHEREAS, Minnesota Statute Chapter 429 requirements apply

THEREFORE, BE IT RESOLVED Approve Feasibility Report for the proposed 2022 Street & Utilities Improvements and call for a public hearing.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.24.22: West Water Tower Reconditioning

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 1-24-22, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, The City of Thief River Falls has had the West Water Tower Reconditioning Project in the Capital Improvement Budget for a number of years. The interior epoxy coating has deteriorated to the point of needing replacement. The exterior is at the end of its expected 25 year span. The tower was last reconditioned in 1995.

WHEREAS, Water Tower coating projects are the most successful if completed in July/August in our climate for the ultimate quality during warm and long days. The project will protect the structure and ensure another 25 years of service.

WHEREAS, The proposal is for $101,898.00 for the Engineering portion, and will be bonded for along with the painting and labor once the project is bid and the total is known. Bonding payments are built into the Water Utility rates per Northland Securities.

THEREFORE, BE IT RESOLVED Approve the proposal of KLM Engineering to provide Design, Construction Management and Warranty Inspection for the West 500,000 gallon Water Tower Reconditioning.

On vote being taken, the resolution was unanimously passed.

Call for First Reading of Ordinance No. 114 to Consider Amending the City Code to Adopt the State Fire Code Appendix O Relating to Fires and Barbeques on Balconies.

Councilmember Jason Aarestad motion, being seconded by Councilmember Steve Narverud to call for First Reading of Ordinance No. 114 to Consider Amending the City Code to Adopt the State Fire Code Appendix O Relating to Fires and Barbeques on Balconies.

The motion carried.

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next Council Meeting.

WHEREAS, Appendix K of the 2015 MN State Fire Code was adopted to the City Code in 2018 which prohibits open flames and fuel storage on balconies (see attached ordinance). The 2020 MN State Fire Code changed the designation of Appendix K to Appendix O. The Fire Department recommended adoption of Appendix O as a safety measure and the Public Safety/Liquor committee reviewed the ordinance and recommends its adoption to the City Council.

WHEREAS, The City Attorney drafted the proposed ordinance.

THEREFORE, BE IT RESOLVED Call for First Reading of Ordinance No. 114 to Consider Amending the City Code to Adopt the State Fire Code Appendix O Relating to Fires and Barbeques on Balconies

RESOLUTION NO. 01.25.22: Approval to send Letter Regarding Red River Basin

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 1-25-22 , being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED Approve to send Letter Regarding Red River Basin to the U.S. Army Corps of Engineers.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

Mayor Brian Holmer and Water Superintendent Wayne Johnson gave highlights of Red River Basin Report.

UPCOMING MEETINGS

- Committee of Whole - January 26th at 5:30 p.m.
- City Council Meeting - February 1st at 5:30 p.m.
- Public Utilities Committee - February 7th at 7:00 a.m.
- Public Safety/Liquor Committee - February 7th at 4:30 p.m.
- Administrative Services Committee - February 8th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - February 9th at 4:30 p.m.

INFORMATIONAL ITEMS

- Investment Summary 12/2021
- Mayor Holmer reminded to keep sidewalks cleaned.
- Councilmember Steve Narverud mentioned there was no garbage pick up Monday due to Holiday.

ADJOURNMENT

There being no further discussion, Councilmember Curt Howe, being seconded by Councilmember Jason Aarestad to adjourn at 6:00 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest:

Angela Philipp, City Administrator