

COUNCIL PROCEEDINGS

Tuesday, February 15, 2022

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on February 15, 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 Bolduc, Prudhomme arrived at 5:32 p.m. and Lorensen arrived at 5:34 p.m. Mayor Holmer chaired the meeting.

PUBLIC HEARING

- Small Cities Development Grant – Joan Uhren presented, no public comment.
- Feasibility Report for the 2022 Street and Utilities Improvements – Travis Giffen presented, no public comment.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Mike Lorensen to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 02.34.22: Approval of February 1, 2021 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 02-34-22, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve February 1, 2022 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.35.22: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 02-35-22, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$704,510.44. 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. 02.36.22: Appointment of Casey Engelstad as Billing Clerk through Internal Transfer Process

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 02-36-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City Council approved Resolution No. 1-17-22 authorizing that the Billing Clerk position begin the process to fill a vacancy.

THEREFORE, BE IT RESOLVED To approve the Teamster internal transfer of Casey Engelstad from Off-Sale Clerk to Billing Clerk, effective February 16, 2022. Ms. Engelstad's wage shall be frozen at her current wage of \$26.20 for one year and then shall be eligible for progression to the top step of the Grade Level 4 Billing Clerk salary schedule. As per union contract, there is a 30-day probationary period to return to the prior position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02-37-22: Fill Part-time Off Sale Clerk Position in Liquor Department

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 02-37-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City had previously over a year ago went through the process to fill this position (both internally and public) without success. The position has been determined to be necessary in the continued efficiency and success in the operations of the Liquor Department.

THEREFORE, BE IT RESOLVED To accept the Public Safety/Liquor Committee recommendation to fill a part-time Off Sale Clerk position at Falls Liquors and open the position to Teamster No. 320 Union employees as part of the internal transfer process. In the event that the position is not filled through the Teamster internal transfer process, the position will be opened to the public.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 02.38.22: Approval of Small Cities Development Grant

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 02-38-22, being seconded by Councilmember Rachel Prudhomme, 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. This project hearing serves as a Citizen's Participation Plan as part of the DEED Small Cities Development Program.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls as the legal sponsor, authorizing the application for a MN DEED Small Cities Grant; and authorize the Mayor and Administrator to execute the agreements and amendments as are necessary to implement the project on behalf of the applicant.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.39.22: MAK Properties, LLC. – Redevelopment Tax Increment Financing - Call for Public Hearing

The MAK Properties, LLC. – Redevelopment Tax Increment Financing – Call for Public Hearing was presented. Following discussion, Councilmember Rachel Prudhomme moved to table this item, being seconded by Councilmember Mike Lorenson:

On vote being to table, the motion unanimously carried and the item tabled.

RESOLUTION NO. 02.40.22: Accept the Quote from Ditch Witch for the purchase price of \$45,795 for the 2020 Hx30 Vac. Excavator

Following discussion, Councilmember Anthony Bolduc introduced Resolution 02.40.22, being seconded by Councilmember Rachel Prudhomme, that:

WHEREAS, The City Electric Department had in the 2022 budget to replace the existing Vac-Tron Vacuum Excavator. The Vac-Tron Excavator was purchased in 2004 and has served the City Electric Department very well. Due to the condition of the vacuum excavator, it is time to replace the unit due to additional maintenance costs of the machine. Four quotes were received to replace the vacuum excavator based off specs and requirements from the electric crew and state bid. Bidders to quote the machine were Vermeer, ABM Equipment, Ditch Witch of MN. Ditch Witch submitted two bids for the vacuum excavator. The second quote was for a 2020 leased vac from NPL with 228 hrs. of run time.

WHEREAS, Based off of the 2021 estimates, the City Electric Department budgeted \$60,000 to purchase a 500-gallon vac excavator. This year's cost of equipment exceeded the budget for 2022. The City of Thief River Falls received 3 quotes, Vermeer at \$96,591.14, Ditch Witch at \$80,505.91 and ABM at \$119,865. We also received a second quote from Ditch Witch for a used leased Vac with 228 hrs. for \$45,795 tax included.

THEREFORE, BE IT RESOLVED Accept the Quote from Ditch Witch for the purchase price of \$45,795 for the 2020 Hx30 Vac. Excavator.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.41.22: Approval of Motor Grader Rental

Following discussion, Councilmember Curt Howe introduced Resolution 02.41.22, being seconded by Councilmember Rachel Prudhomme, that:

WHEREAS, The city owns and maintains a fleet of vehicles and equipment for snow removal and other street maintenance operations. The efficient plowing of streets and removing snow in the central business district requires two motor graders. The city currently owns a 20t I John Deere 770 and leases a second motor grader. The current rental agreement

with Davidson Construction will be complete at the end of March 2022. If the city decides to enter into an agreement for a new machine for the 2022 snow season, an order must be placed now to ensure that the equipment is received in time for the season.

WHEREAS, The city requires two motor graders in the winter months, November through March, but only needs one motor grader in the summer. The city has fulfilled its obligation with Davidson Construction on the current rental agreement. The staff recommends moving into a lease with RDO equipment to upgrade our blade features, lower our risk of breakdowns, and possibly make some capital gain on investment. Lease/rental agreement have been in place on this type of equipment from the 2019/2020 snow seasons with great success and no unexpected expenses.

THEREFORE, BE IT RESOLVED Approve a motor grader Lease agreement with RDO Equipment for the 2022/2023 through the 2027/2028 snow seasons.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.42.22: Order Improvements and Call for Plans and Specifications for the 2022 Street & Utilities Improvements Project

Following discussion, Councilmember Steve Narverud introduced Resolution 02.42.22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The list of projects is based on items from the City's Capital Improvement Program, items requested by developers, homeowners, and other departments.

WHEREAS, A public hearing was held tonight, February 15th, to discuss the proposed improvements. The City Council will need to order the improvements and call for plans and specifications to allow adequate preparation time to stay on schedule for a May 5th bid opening. The council may order any, or all, of the items identified in the list of improvements.

THEREFORE, BE IT RESOLVED Order Improvements and Call for Plans and Specifications for the 2022 Street & Utilities Improvements Project as follows:

1. NORTHWESTERN RESIDENTIAL DISTRICT – STREET RECONSTRUCTION

- State Avenue North, from 3rd street to 10th street, excluding 6th street
- Arnold Avenue North, from 6th Street to 9th street.
- Duluth Avenue North, from 4th Street to 9th street, excluding 6th street.
- Knight Avenue North, from 4th Street to 6th street, and 7th to 9th street.

2. NORTHWESTERN RESIDENTIAL DISTRICT – PAVEMENT RESURFACING

- 9th Street from State Avenue to T.H. #32
- 8th Street from State Avenue to Knight Ave
- 7th Street from State Avenue to T.H.#32
- Knight Ave from 6th Street to 7th Street
- 5th Street from Kinney Ave to T.H. #32

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

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

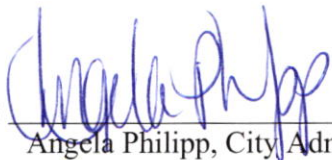
INFORMATIONAL ITEMS

- Investment Summary 1/2022
- Thief River Falls Fire Department 2021 Annual Report
- Mayor Holmer mentioned the City of TRF – Rural Fire Association Annual Meeting, February 24, 2022 at 11 a.m., City Hall (Council Chambers).
- Councilmember Steve Narverud mentioned that snow piles are being cut down by the city and county. Please be patient.

ADJOURNMENT

There being no further discussion, Councilmember Anthony Bolduc, being seconded by Councilmember Mike Lorensen to adjourn at 6:05 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Attest:



Angela Philipp, City Administrator



Brian D. Holmer, Mayor