COUNCIL PROCEEDINGS

Tuesday, March 15, 2022

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on March 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, Bolduc, Prudhomme and Lorenson. Mayor Holmer chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- Enbridge Update - Julie Uber
- Bleeding Disorders Awareness Month - Miranda Solem

APPROVE AGENDA

Councilmember Curt Howe motioned, being seconded by Councilmember Mike Lorenson, to approve the agenda with the additions of 8.05.

On vote being taken, the motion was unanimously approved.

CONSENT AGENDA

RESOLUTION NO. 03.47.22: Approval of March 1, 2022 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-47-22, being seconded by Councilmember Anthony Bolduc, that:

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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.48.22: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-48-22, 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 $1,896,288.60 and council per diem in the amount of $260.00. 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. 03.49.22: Approval of Progression Raise for Renee Olson, Deputy City Clerk

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-49-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Ms. Olson was hired on March 17, 2021 at Step 3 and as per the benefit package, she is eligible for a one-year progression raise.

THEREFORE, BE IT RESOLVED To accept the Administrative Services Committee recommendation and grant Renee Olson, Deputy City Clerk, a progression raise to Step 4 of the Non-Union Grade Level 4 salary schedule, effective March 17, 2022 for a new salary of $25.46 per hour.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.50.22: Approval of Progression Raise for Jeremy Kasprzak, Apprentice Lineworker

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-50-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Jeremy Kasprzak has completed all requirements to progress to Step 7, including Unit 3 of the Journey Lineworker apprentice schedule.

THEREFORE, BE IT RESOLVED To accept the Public Utilities Committee recommendation and grant Jeremy Kasprzak, Apprentice Lineworker, a progression raise. Mr. Kasprzak shall progress to Step 7 of 8 of the Grade Level 6/Pay Range 8 Apprentice Lineworker salary schedule, for a new hourly salary of $32.88 effective March 3, 2022.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.51.22: Approval of Progression Raise for Ian Lund, Apprentice Lineworker

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-51-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Ian Lund has progressed through the salary schedule. Mr. Lund has completed Unit 4 Training and is eligible for Step 8 progression and is now a license Lineworker.

THEREFORE, BE IT RESOLVED To accept the Public Utilities Committee recommendation and grant Ian Lund, Apprentice Lineworker, a progression raise. Mr. Lund shall progress to Step 8 of 8 of the Grade Level 6/Pay Range 8 Apprentice Lineworker salary schedule, for a new hourly salary of $33.70 effective April 4, 2022.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.52.22: Approval of Progression Raise for Norman Betland, GIS/Mapping Technician

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-52-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Mr. Betland was hired on October 4, 2021 and as per the benefit package, is eligible for a 6 month progression raise.

THEREFORE, BE IT RESOLVED To grant Norman Betland, GIS/Mapping Technician, a progression raise to Step 2 of the GIS/Mapping Technician Grade Level 6 salary schedule, effective April 4, 2022 for a new salary of $21.60 per hour.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.53.22: Approval of Appointment of Ryan Richardson to the Northwest Regional Library Board

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-53-22, being seconded by Councilmember Anthony Bolduc , that:

WHEREAS, The term of Glenice Johnson as City of Thief River appointee to the Northwest Regional Library Board expired December 31, 2021 and she asked not to be reappointed. Under the terms of the Agency Agreement for NWRL, we are required to recommend a representative of the local library board be appointed in her place.

The board met February 16 and voted to recommend Ryan Richardson to the City for appointment.

THEREFORE, BE IT RESOLVED Approve Appointment of Ryan Richardson to the Northwest Regional Library Board.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.54.22: Approval of Animal Control Service Agreement with Pennington County Humane Society

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-54-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The previous three-year agreement with Pennington County Humane Society for Animal Control Services.

THEREFORE, BE IT RESOLVED To approve execution of an animal control services agreement with Pennington County Humane Society for a one-year contract for $1,400 per month for 2022.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.55.22: Approval of Amendments to HR Coordinator (former HR Specialist) Job Description and Opening the Position for Filing

Councilmember Rachel Prudhomme requested removal from the Consent Agenda for discussion, Councilmember Jason Aarestad, being seconded by Councilmember Anthony Bolduc, that:

RESOLUTION NO. 03.55.22 be placed in New Business for discussion.

RESOLUTION NO. 03.56.22: Approval of Housing & Local Decision-Making Authority Resolution

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-56-22, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the Council of the City of Thief River Falls, this Council supports local decision-making authority and opposes legislation that restricts the ability for local elected officials to respond to the needs of their communities.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.57.22: Approve Quote from Revolution Company for the Purchase of Plastic Refuse Bags

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-57-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The city of Thief River Falls purchases plastic refuse bags on annual basis for distribution to the residents of the city. The city has historically used black garbage bags with "TRF" printed on them to indicate they are a sanitation customer of the city.

WHEREAS, Increase in refuse bag costs. Jadcore has instituted three refuse bag increases totaling 33% since the city has ordered refuse bags for the 2021 sanitation bag handout. Although this increase is significant, Jadcore is still low bid by a margin of $26,876.00. With the current rising petroleum costs and lead times, we need to get to get our order secured for our June sanitation bag hand out.

THEREFORE, BE IT RESOLVED To accept the Public Works Committee recommendation to approve the purchase of plastic refuse bags from Jadcore, Inc. in the amount of $37,064.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.58.22: Approval to Designate the Ralph Engelstad Arena as the City of Thief River Falls Polling Place for all Precincts for 2022 Elections

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 03-58-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Minnesota Statue section 204B.14, subd.3 (d) requires that polling place must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first. The designated polling place remains the polling place for these precincts throughout the calendar year unless: Polling place becomes unavailable or an emergency occurs after the deadline to designate a polling place but before the polls close on election day.

THEREFORE, BE IT RESOLVED By the City Council, to designate the Ralph Engelstad Arena, 525 Brooks Avenue North, Thief River Falls as the City of Thief River Falls designated polling place for all precincts within the City limits for 2022 Elections.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 03.55.22: Approval of Amendments to HR Coordinator (former HR Specialist) Job Description and Opening the Position for Filing

Councilmember Rachel Prudhomme, introduced Resolution No. 03-55-22 , being seconded by Councilmember Michele McCraw, that:

WHEREAS, The position was vacated by the resignation of LeAnn Engelstad and is an essential part of the Administration Department.

THEREFORE, BE IT RESOLVED To accept the Administrative Services Committee recommendation to approve minimal changes to the former HR Specialist job description, now titled HR Coordinator authorize to begin the process to fill a vacant position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.59.22: Approval of TRF Police Department Order of a Ford Explorer Police Vehicle for Purchase in 2022

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 03-59-22 , being seconded by Councilmember Rachel Prudhomme, that:

WHEREAS, The police department is budgeted for $36,000 to purchase a squad vehicle for 2022 with an additional $10,000 to purchase/install police equipment into the vehicle. A previous order of a Dodge Charger from Dodge of Burnsville was cancelled by the Dodge Corporation due to lack of parts. So, efforts continued to locate a viable police vehicle and Ford appears capable of providing it at a price within the police department's budget.

WHEREAS, The attached letter from Thief River Ford shows their price of $35,157 for the Ford Explorer along with a list of selected options. Some of the added options include a ballistic door panel in the driver's door, spotlight on the driver's side, rear camera on demand, and keyless idle feature. Three other bids were received from Tenvoorde Ford of St. Cloud, Nelson Ford of Fergus Falls, and Christian Brothers Ford of Crookston. Tenvoorde had the lowest bid of $35,016, but with the added cost of gas to travel to St. Cloud to pick up the vehicle it is likely that the difference of $141 would be a wash.

THEREFORE, BE IT RESOLVED Approve the TRF Police Department squad car purchase of a 2022 Ford Explorer police vehicle from Thief River Ford to be paid from 2022 budget.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.60.22: Approval for the City of Thief River Falls a New Server

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 03-60-22, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The server that resides at the ----- as a redundant backup server for the City, but does not meet the requirements to perform optimally.

WHEREAS,

- The new server will be built to meet our present and future needs.
    - It would replace our existing Active Directory and file server (purchased in 2018) located in City Hall.
- The existing server from City Hall would replace the smaller server located in the electrical building.
- The small server could be utilized in other areas\departments in the City.

THEREFORE, BE IT RESOLVED Approve for the City of Thief River Falls a new server from Morris Electronics as recommended by the Administrative Services Committee.

On vote being taken, the resolution was unanimously passed.

First Reading of an Ordinance to Amend Chapter 11 of City Code: "City Standards (Ward Boundaries)"

Councilmember Jason Aarestad motioned, being seconded by Councilmember Anthony Bolduc to call for the first reading of Ordinance of the City of Thief River Falls, Minnesota, Amending City Code Chapter 11 Entitled "City Standards (Ward Boundaries)" By Amending Ward Boundaries.

RESOLUTION NO. 03.61.22: Approval of an Ordinance of the City of Thief River Falls, Minnesota, Amending City Code Chapter 11 Entitled "City Standards (Ward Boundaries)" By Amending Ward Boundaries

Following discussion, Councilmember Curt Howe introduced Resolution No. 03-61-22, being seconded by Councilmember Jason Aarestad, to suspend 2nd reading and approve Ordinance of the City of Thief River Falls, Minnesota, Amending City Code Chapter 11 Entitled "City Standards (Ward Boundaries)" By Amending Ward Boundaries:

WHEREAS, The legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statue section 204B.14, subd.3 (d) requires that the polling place must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first.

THEREFORE, BE IT RESOLVED That the City Council of the City of Thief River Falls, County of Pennington, State of Minnesota hereby establishes the ward boundaries as follows:

Section 11.01. Entitled "WARD BOUNDARIES", is hereby amended to read:

CHAPTER 11: CITY STANDARDS

Section 11.01 Ward boundaries

§ 11.01 WARD BOUNDARIES.

The Wards shall be limited and bounded hereinafter set forth.

WARD 1 (PRECINCT "A"): North Boundary: City Limits; East Boundary: City Limits; South Boundary: from the easterly City Limits east on the Red Lake River to the Thief River; West Boundary: From the Thief River north to the City Limits.

WARD 1 (PRECINCT "B"): North Boundary: City Limits; East Boundary: From the City Limits south on the Thief River to the Red Lake River south to First Street; South Boundary: From the Red Lake River west on First Street to Main Avenue, West Boundary: From First Street north on Main Avenue to City Limits.

WARD 2: North Boundary: City Limits; East Boundary: From the north City Limits south on Main Avenue to First Street; South Boundary: First Street West from Main Avenue to Brooks Avenue, north on Brooks Avenue to Second Street, west on Second Street to Barzen Avenue, South to First Street West to the City Limits; West Boundary: City Limits.

WARD 3 (PRECINCT "A"): North Boundary: From the westerly City Limits east on First Street West to Barzen Avenue, north on Barzen Avenue to Second Street, east on Second Street to Brooks Avenue, South on Brooks Avenue to First Street West, east on First Street to Arnold Avenue; East Boundary: From First Street south on Arnold Avenue to Highway 32, west on Highway 32 to Oakland Park Road south to City Limits; South Boundary: City Limits; West Boundary: City Limits.

WARD 3 (PRECINCT "B"): North Boundary: From Arnold Avenue east on First Street to the Red Lake River North East along Red Lake River to CP Railroad tracks; East Boundary: East: South along the CP Railroad from the Red Lake River to City Limits; South Boundary: City Limits; West Boundary: From City Limits north on Oakland Park Road to Highway 32, east on Highway 32 to Arnold Avenue, north on Arnold Avenue to First Street.

WARD 4: North Boundary: From CP Railroad tracks and east on the Red Lake River to Merriam Avenue; East Boundary: From the Red Lake River south on Merriam Avenue to Gulf Street, west on Gulf Street to Crocker Avenue, south on Crocker Avenue to Greenwood Street, east on Greenwood Street to Alice Avenue, south on Alice Avenue to the City Limits; South Boundary: City Limits; West Boundary: City Limits north on CP Railroad tracks to the Red Lake River.

WARD 5: North Boundary: From Merriam Avenue east on the Red Lake River to City Limits; East Boundary: City Limits; South Boundary: City Limits; West Boundary: From the south City Limits north on Alice Avenue to Greenwood Street, West on Greenwood Street to Crocker Avenue; north on Crocker Avenue to Gulf Street, east on Gulf Street to Merriam Avenue, north on Merriam Avenue to the Red Lake River.

Attached to this resolution, for illustrative purposes, is a map showing said precincts and the polling place location.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.62.22: West Water Tower Reconditioning

Following discussion, Councilmember Curt Howe introduced Resolution No. 03-62-22, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls advertised for sealed bids via QuestCDN's online bidding platform. Bids were publicly opened on March 7th at 2:00 pm Central Time. Seven bids were received and the lowest bid from Viking Industrial Painting was the winning qualified bid.

WHEREAS, The West Tower was last painted inside and out in 1995. The interior has corrosion spots that need repair, and the entire Tower will be sandblasted and repaired and recoated. Estimated life of the paint is 25 years.

THEREFORE, BE IT RESOLVED Approve Viking Industrial Painting's bid of $479,900.00 for the Cleaning, Repairing and Painting of the West Tower # 2.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Mike Lorenson recommends community to look at going paperless utility billing.
- Mayor Holmer states calendar parking has been lifted. Also, asks if Public Works and the Police department could look into a request for special parking passes by Trinity Church.
- Councilmember Steve Narverud mentions to slow down on roads while roads are thawing.

UPCOMING MEETINGS

- City Council Meeting - April 5th at 5:30 P.M.
- Utilities Committee - April 11th at 7:00 A.M.
- Public Safety/Liquor Committee - April 12th at 7:00 A.M.

- Administrative Services Committee - April 12th at 4:30 P.M. Room 201 City Hall
- Public Works Committee - April 13th at 4:30 P.M.

INFORMATIONAL ITEMS

- Investment Summary 2/2022

ADJOURNMENT

There being no further discussion, Councilmember Rachel Prudhomme, being seconded by Councilmember Michael Lorenson to adjourn at 6:14 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: ____________________

Angela Philipp, City Administrator