

COUNCIL PROCEEDINGS

Tuesday, June 7, 2022

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on June 7, 2022. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

Advance Thief River - Michelle Landsverk

APPROVE AGENDA

Councilmember Michele McCraw motioned, being seconded by Councilmember Rachel Prudhomme, to approve the agenda with the addition of 8.5 New Business.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 06.112.22: Approval of May 17, 2022 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 06-112-22, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve May 17, 2022 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.113.22: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 06-113-22, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$1,905,431.21. 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. 06.114.22: Approval of Community Board and Commission Appointments

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 06-114-22, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED To Accept the Mayor's Recommendation to Make the Following Reappointments to the Community Development Advisory Board:

Community Development Advisory Board

Tim Hagl & Steve Lillestol

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.115.22: Approval to Begin Process to Fill Position of Patrol Officer

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 06-115-22, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Due to the resignation of Jaden Hanson, effective June 10th, 2022, the position will be vacant and has been determined to fill the position to continue the efficiency of the department.

WHEREAS, This is a budgeted item for 2022.

THEREFORE, BE IT RESOLVED Accept the Public Safety Committee recommendation to begin the process of filling the position of Patrol Officer. The position is a LELS Union Grade Level 6 non-exempt position. The Patrol Officer vacancy will be opened to the public for filling.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.116.22: Approve Progression Raise for Travis Giffen, Public Works Director

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 06-116-22, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City Council, by Resolution No. 5-132-21, appointed Travis Giffen as Public Works Director, at 95% of the top salary and eligibility to progress to the top step effective June 14, 2022.

THEREFORE, BE IT RESOLVED Approve Travis Giffen, Public Works Director, the one-year progression raise to the top of the MAPS Grade Level 13 salary, for a new monthly salary of \$8,630 effective June 14, 2022.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.117.22: Approve Power Plant Foreman Job Description

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 06-117-22, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, With the upcoming resignation of Dale Narlock, Electric Superintendent, the Labor Committee unanimously concurred that Ronald Lund be appointed as the contact for FERC compliance and be compensated for the additional time, responsibilities, and duties involved with this position.

THEREFORE, BE IT RESOLVED Approve the Power Plant Foreman job description designation as a Grade Level 8, Teamster, non-exempt position. This pay increase will be effective June 12, 2022 for Ronnie Lund with a new salary of \$34.70 per hour.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

Call for second reading to consider amendment to City Code Chapter 92.300 changing PERMITTING OF AN OUTDOOR SIDEWALK ZONE to SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS, and sections 92.301 – 92.315; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

Councilmember Jason Aarestad motioned, being seconded by Councilmember Anthony Bolduc to call for the second reading of an ordinance of Call for second reading to consider amendment to City Code Chapter 92.300 changing PERMITTING OF AN OUTDOOR SIDEWALK ZONE to SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS, and sections 92.301 – 92.315; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

WHEREAS, The City of Thief River Falls has sections in the city code within the general regulations that controls among other things streets and sidewalks. This section includes requirements for permitting the use of a portion of sidewalks for business use.

WHEREAS, The City of Thief River Falls currently has an ordinance for permitting of an outdoor sidewalk zone. This was established in preparation for some of the sidewalk improvements that took place in 2019 to allow business use on portions of the sidewalk with a permit. Over the past couple of years, sidewalks being used for business use has increased and the current sidewalk requirements need minor revisions to address actual conditions and maintain clarification on the Minnesota Department of Transportation requirements.

THEREFORE, BE IT RESOLVED Call for second reading to consider amendment to City Code Chapter 92.300 changing PERMITTING OF AN OUTDOOR SIDEWALK ZONE to SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS, and sections 92.301 – 92.315; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.118.22: Approval to amend City Code Chapter 92.300 changing PERMITTING OF AN OUTDOOR SIDEWALK ZONE to SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS, and sections 92.301 – 92.315; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

Councilmember Jason Aarestad motioned, being seconded by Councilmember Anthony

Bolduc, to approve Resolution No 6.118.22 amending City Code Chapter 92.300 changing PERMITTING OF AN OUTDOOR SIDEWALK ZONE to SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS, and sections 92.301 – 92.315; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

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THEREFORE, BE IT RESOLVED Approval to Amend City Code Chapter 92.300 changing PERMITTING OF AN OUTDOOR SIDEWALK ZONE to SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS, and sections 92.301 – 92.315; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

On vote being taken, the resolution was unanimously passed.

Call for second reading to consider amendment to City Code Chapter 152.087 EXCLUDED SIGNS to add (L) Sidewalk signs as allowed by sidewalk use permit; and 152.091 PROHIBITED SIGNS (D) to add (unless allowed in a sidewalk use permit); and (F) to remove “A-frames”; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

Councilmember Jason Aarestad motioned, being seconded by Councilmember Mike Lorensen to call for the second reading of an ordinance of Call for second reading to consider amendment to City Code Chapter 152.087 EXCLUDED SIGNS to add (L) Sidewalk signs as allowed by sidewalk use permit; and 152.091 PROHIBITED SIGNS (D) to add (unless allowed in a sidewalk use permit); and (F) to remove “A-frames”; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

WHEREAS, The City of Thief River Falls has sections in the city code within land usage that controls among other things the zoning code. This section includes requirements for signs. This section governs all sign regulations including those excluded from a permit, prohibited signs, and definitions.

WHEREAS, The City of Thief River Falls currently does not allow signs on a sidewalk. Included in the sidewalk use permit being considered there is language to allow signs on a sidewalk provided they are under 6 square feet, within the sidewalk use permit area, at

least 26 inches in height, and removed when the business is closed. This ordinance amendment would allow these signs.

THEREFORE, BE IT RESOLVED Call for second reading to consider amendment to City Code Chapter 152.087 EXCLUDED SIGNS to add (L) Sidewalk signs as allowed by sidewalk use permit; and 152.091 PROHIBITED SIGNS (D) to add (unless allowed in a sidewalk use permit); and (F) to remove "A-frames"; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

Final approval of this ordinance should be contingent upon approval of the Sidewalk Use Permit on Municipal Roadways.

RESOLUTION NO. 06.119.22: Approval to amend to City Code Chapter 152.087 EXCLUDED SIGNS to add (L) Sidewalk signs as allowed by sidewalk use permit; and 152.091 PROHIBITED SIGNS (D) to add (unless allowed in a sidewalk use permit); and (F) to remove "A-frames"; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

Councilmember Jason Aarestad motioned, being seconded by Councilmember Anthony Bolduc, to approve Resolution No 6.119.22 amending City Code Chapter 152.087 EXCLUDED SIGNS to add (L) Sidewalk signs as allowed by sidewalk use permit; and 152.091 PROHIBITED SIGNS (D) to add (unless allowed in a sidewalk use permit); and (F) to remove "A-frames"; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

WHEREAS, The City of Thief River Falls has sections in the city code within land usage that controls among other things the zoning code. This section includes requirements for signs. This section governs all sign regulations including those excluded from a permit, prohibited signs, and definitions.

WHEREAS, The City of Thief River Falls currently does not allow signs on a sidewalk. Included in the sidewalk use permit being considered there is language to allow signs on a sidewalk provided they are under 6 square feet, within the sidewalk use permit area, at least 26 inches in height, and removed when the business is closed. This ordinance amendment would allow these signs.

THEREFORE, BE IT RESOLVED Approval to Amend City Code Chapter 152.087 EXCLUDED SIGNS to add (L) Sidewalk signs as allowed by sidewalk use permit; and 152.091 PROHIBITED SIGNS (D) to add (unless allowed in a sidewalk use permit); and (F) to remove "A-frames"; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

Final approval of this ordinance should be contingent upon approval of the Sidewalk Use Permit on Municipal Roadways.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06-120-22: Appointment of John Kinsman as Interim Electric Superintendent

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 06-120-22 , being seconded by Councilmember Rachel Prudhomme, that:

WHEREAS, With the upcoming resignation of Dale Narlock, Electric Superintendent, the Labor Committee unanimously concurred that John Kinsman be appointed as the Interim Electric Superintendent and be compensated for the additional time, responsibilities, and duties involved. The Labor Committee found it in the best interest of the City to have a person appointed to take on the additional duties during the time the position is vacated.

THEREFORE, BE IT RESOLVED Approve to appoint John Kinsman, Electric Foreman, as the Interim Electric Superintendent, effective June 12, 2022, until the management position can be filled. Salary shall be the mid-point between the two positions, which for 2022 equals an increase in hourly wage for Mr. Kinsman in the amount of \$3.41 per hour.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

1. Councilmember Rachel Prudhomme reminded the community of the Bike Swap to be held June 8th from 3:30 pm to 8 pm and June 9th from 9 am to 1 pm. The event will be held the Fire Hall Annex (former ITS building) parking lot.
2. Councilmember Steve Narverud reminded the residents The City of Thief River Falls Public Works Department annual bag and large item sticker handout will be June 6th thru June 10th from 7 am to 5 pm. The Public Works Maintenance Facility is located at 1121 North Atlantic Avenue. This is for all City homeowners and renters. There will be no second handout for renters

UPCOMING MEETINGS

City Council Meeting - June 21st at 5:30 P.M.

Utilities Committee - June 13th at 7:00 A.M.

Public Safety/Liquor Committee - June 13th at 4:30 P.M.

Administrative Services Committee - June 14th at 4:30 P.M. Room 201 City Hall

Public Works Committee - June 15th at 4:30 P.M.

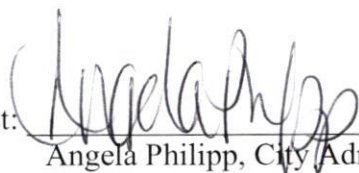
INFORMATIONAL ITEMS

Advance Thief River Activity Report

ADJOURNMENT

There being no further discussion, Councilmember Rachel Prudhomme, being seconded by Councilmember Mike Lorenson to adjourn at 6:07 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Attest:

A handwritten signature in blue ink, appearing to read "Angela Philipp", written over a horizontal line.

Angela Philipp, City Administrator

Brian D. Holmer, Mayor

A handwritten signature in blue ink, appearing to read "B. D. Holmer", written in a stylized cursive script.