COUNCIL PROCEEDINGS

Tuesday, January 17, 2023

CALL TO ORDER

This meeting is officially called to order at 05:30 PM on January 17, 2023. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Steve Narverud motioned, being seconded by Councilmember Scott Pream, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 01.14.23: Approval of January 3, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 01-14-23, being seconded by Councilmember Megan Bourne, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the January 3, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.15.23: Approval of January 9, 2023 Special Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 01-15-23, being seconded by Councilmember Megan Bourne, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the January 9, 2023 Special Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.16.23: City of Thief River Falls Year End Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 01-16-23, being seconded by Councilmember Megan Bourne, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $541,346.91. Approved December 30, 2022.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.17.23: City of Thief River Falls Bills and Disbursements and Per Diems

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 01-17-23, being seconded by Councilmember Megan Bourne, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $862,495.01 and per diems in the total amount of $747.50. 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. 01.18.23: Approval to fill position of Public Works Forester

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 01-18-23, being seconded by Councilmember Megan Bourne, that:

WHEREAS, The Public Works Department is seeking to fill the position of Forester due to the resignation of Brian Benitt effective December 31, 2022. The position is necessary to keep the department operating efficiently.

THEREFORE, BE IT RESOLVED To begin the process to fill the position of Forester within the Public Works Department. Position shall be open to Teamster #320 employees for ten days, as per union contract and if not filled through this process, the Public Works Forester position will be opened to the public.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.19.23: 2023 Mileage Reimbursement and Meal Reimbursement

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 01-19-23, being seconded by Councilmember Megan Bourne, that:

WHEREAS, The 2023 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 2023 is .655 cents per mile.

THEREFORE, BE IT RESOLVED Adopt the Northern Minnesota (Duluth) Meal Reimbursement Schedule and the 2023 Federal Mileage Rate as on File in the City Administrator's Office.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.20.23: Approve Contract with K&K Towing

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 01-20-23, being seconded by Councilmember Megan Bourne, that:

WHEREAS, The Police Department had a contact with Falls Towing that will be ending on January 22nd, 2023. Because of the contact ending a request for proposals was submitted and we had received proposals from Falls Towing and K&K Towing.

THEREFORE, BE IT RESOLVED To approve a 3 year contract with K&K Towing. On December 23rd, 2022 proposals were to be handed in to the City Administrator. Two proposals were received and reviewed by Police Chief Adam and Deputy Chief Roff. We would like to move forward with this contract with K&K Towing starting January 23rd, 2023, to January 22nd of 2026.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 01.21.23: Approve Inventory Position Job Description and Authorize to Advertise</u>

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced <u>Resolution No. 01-21-23</u>, being seconded by Councilmember Megan Bourne, that:

WHEREAS, Resolution No. 12-289-22 created the positions of Inventory and Administrative Assistant and approved proposed job descriptions be sent to David Drown and Associates for grading. To efficiently run the Electric and Water Department office, it was discussed to create an Inventory position to take care of Inventory, Work Orders, and Purchasing and dissolve the Administrative Assistant Inventory position to become an Administrative Assistant position. The proposed job descriptions were reviewed by Utilities Committee before being sent to DDA for grading.

THEREFORE, BE IT RESOLVED Approve the Inventory position job description and grading from David Drown and Associates (DDA). The Inventory position will be a Grade 3. Also authorize to advertise the position to the Teamsters #320 union per the union contract for 10 days. If the position is not filled by internal posting, it will be posted to the public for filling.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 01.22.23: Approve Administrative Assistant Job Description and Grading and Appointment</u>

A Councilmember requested removal from the Consent Agenda for discussion, Councilmember Michele McCraw being seconded by Councilmember Megan Bourne that:

<u>RESOLUTION NO. 01.22.23</u> be placed in New Business for discussion.

<u>NEW BUSINESS</u>

<u>RESOLUTION NO. 01.22.23: Approve Administrative Assistant Job Description and Grading and Appointment</u>

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced <u>Resolution No. 01-22-23</u>, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Resolution No. 12-289-22 created the positions of Inventory and Administrative Assistant and approved proposed job descriptions be sent to David Drown and Associates for grading. To efficiently run the Electric and Water Department office, it was discussed to create an Inventory position to take care of Inventory, Work Orders, and Purchasing and dissolve the Administrative Assistant Inventory position to become an Administrative Assistant position. The proposed job descriptions were reviewed by Utilities Committee before being sent to DDA for grading.

THEREFORE, BE IT RESOLVED Approve revisions to the Administrative Assistant Inventory position and title as Administrative Assistant and delegation of LeeAnn Lund, current Administrative Assistant Inventory, as Administrative Assistant effective January 18, 2023. It should be noted that there is no salary difference in this Delegation. The Administrative Assistant position was graded by David Drown and Associates and was determined to be a Grade 3.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 01.23.23: Appointment of Richard Beier, Interim Fire Chief, as Fire Chief</u>

Following discussion, Councilmember Jason Aarestad introduced <u>Resolution No. 01-23-23</u>, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City Council, by Resolution No. 11-238-22, authorized to appoint Richard Beier as interim Fire Chief. The interim Fire Chief would continue in the firefighter rotation schedule and his shift performance would be reviewed within 6 months.

THEREFORE, BE IT RESOLVED Approve the appointment of Richard Beier as Fire Chief, effective January 18, 2023. Mr. Beier's salary will start at Step 1 of Grade 11 for $41.26 per hour for an annual salary of $102,984.96. Mr. Beier will be eligible to move to step 2 of Grade 11 on January 18, 2024, with City Council approval. The Fire Chief position is a MAPS position.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 01.24.23: Approve Employment of Derek Neisen as Firefighter</u>

Following discussion, Councilmember Jason Aarestad introduced <u>Resolution No. 01-24-23</u>, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City Council, by Resolution No. 12-278-22, authorized that the City of Thief River Falls move forward with filling the position of Firefighter due to the retirement of Marty Semanko. Applications from the public were accepted and interviews conducted on January 11, 2023.

WHEREAS, The filling of the position will complete filling all vacancies in the department.

THEREFORE, BE IT RESOLVED Approve the employment of Derek Neisen as Firefighter, effective February 6, 2023. Mr. Neisen's salary will start at Grade 5 Step 1 for $29.05 per hour for one year and then shall be eligible to proceed to the next step at the end of the probation period and City Council approval. Employment is contingent upon successful completion of all required background pre-employment requirements.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.25.23: Approval of Councilmember Appointments to Community and Statewide Boards, Commissions and Committees

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 01-25-23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED to approve the following appointments to various community/state boards and committees for calendar year 2023:

Airport Zoning Board	Steve Narverud & Jason Aarestad
Airport Authority Commission (3 year term)	Brian Holmer & Mike Lorenson
City Employee Safety Committee	Jason Aarestad
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	Scott Pream
Advance Thief River (Ex-Officio)	Steven Narverud
MEC Joint Powers Board	Megan Bourne
Northwest Regional Library Board	Scott Pream
Pennington County Historical Society	Scott Pream
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	Megan Bourne
TRF Chamber of Commerce (Ex Officio)	Michele McCraw (Alternate Megan Bourne)
TRF Library Board	Scott Pream

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.26.23: Approval of Community Board and Commission Appointments

Following discussion, Councilmember Michele McCraw introduced Resolution No. 01-26-23, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED Accept the Mayor and Council recommendations to make the following reappointments to the various Boards and Commissions:

Housing & Redevelopment Authority (5-year term)

Nathan Haase and Jim Dagg

Planning Commission & Board of Appeals & Adjustments (3-year term)

Matthew Shaffer, Teri Averill and Richard Sjoberg

Mike Parker and Rick Reierson reaffirm 1/31/25

Community Development Advisory Board (3-year term)
Chad Broadwell
Tim Hagl and Steve Lillestol reaffirm 1/31/25

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.27.23: Resolution for the City of Thief River Falls, to Act as a Sponsoring Agency for the Construction Project, Barzen Multi-use Connection Trail

Following discussion, Councilmember Scott Pream introduced Resolution No. 01-27-23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Barzen Avenue is a major transportation route for both transport vehicles, and a integral public route to work for many. Currently, this route is two-way, non-urbanized travel route. Pedestrian and bike travel is limited to the vehicle travel lanes. Long range planning has discussed and supported this connection trail concept in 2021. The Electric department has previously placed and maintains light poles for visibility along this corridor.

WHEREAS, This application for alternative funding source is currently earmarked for the year 2027. There may be opportunities for a project to move ahead in the funding schedule if the project is construction ready.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls to act as a sponsoring agency for the project identified as **Barzen Multi-use Connection Trail** seeking federal transportation funds, and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED: That City of Thief River Falls Public Works Director, Travis Giffen, is hereby authorized to act as agent on behalf of this sponsoring agency.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.28.23: Resolution to Agreeing to Maintain Facility - Barzen Multi-use Connection Trail

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 01-28-23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA.

WHEREAS, The Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: The City of Thief River Falls is the sponsoring Agency for the transportation alternatives project identified as Barzen Multi-use Connection Trail.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls as the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.29.23: H&H Properties, LLC – Conditional Use Permit Request

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 01-29-23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, H&H Properties, LLC has purchased the property located at 111 4th Street East for the purpose of creating a retail space on the first floor. This is an allowable use in this zoning district with a conditional use permit.

WHEREAS, Retail is an allowable use in the Downtown Fringe District (C-4) if the gross floor area of the building is less than 3,000 square feet. If it is more than 3,000 square feet and not exceeding 5,000 square feet, it requires a conditional use permit. Gross floor area is definition in our code as the sum of all horizontal area of all floors of a building, excluding the basement. The actual area of the first floor proposed for retail space is 1,750 square feet.

THEREFORE, BE IT RESOLVED Approve a Conditional Use Permit for H&H Properties, LLC for retail space in a building in excess of 3,000 square feet of gross floor area in a Downtown Fringe District (C-4).

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.30.23: Approval of Sanitation Rate Increase

Following discussion, Councilmember Steve Narverud introduced Resolution No. 01-30-23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City has established rates for sanitation services that include twice a week residential and multi-family refuse pickup. These rates also cover leaf vac in the spring and fall, alley snow plowing, tree branch disposal, garbage bags, appliance and bulky item pick up, and other miscellaneous services.

WHEREAS, The current rates that were established for 2020, 2021 and 2022 have been reviewed for a rate increase. The proposed rate increase would take place over the next three years and would apply each year in 2023, 2024, and 2025. Sanitation rates would be increased approximately 5% each year for the next three years. This increase would be consistent with the previous year's rate increases.

THEREFORE, BE IT RESOLVED Approve a three-year Sanitation Rate Increase.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.31.23: 2023 Street & Utilities Improvements Feasibility Report

Following discussion, Councilmember Steve Narverud introduced Resolution No. 01-31-23, being seconded by Councilmember Jason Aarestad, 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 2023 Street and Utilities improvement plan for the city of Thief River Falls includes:

- Reconstruction of base and pavement on portions of Arnold, Duluth, and Knight Avenues located between 9th street and 12th street. It would also include portions of resurfacing of pavement on streets located between Arnold Avenue and Trunk Highway #32.
- Completion of Robson Court Development Cul-de-sac.

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 21st 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.

THEREFORE, BE IT RESOLVED Approve Feasibility Report for the proposed 2023 Street & Utilities Improvements and Call for a Public Hearing to be Held at 5:30 pm on February 21, 2023 in Council Chambers.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.32.23: Approval of step change for Deputy Police Chief Position

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 01-32-23, being seconded by Councilmember Megan Bourne, that:

THEREFORE, BE IT RESOLVED Upon further review of the Deputy Police Chief, Michael Roff, it was determined that Mr. Roff's wage shall be moved from the current Grade 9 Step 1 of $37.40 per hour to Grade 9 Step 3 of $40.55 per hour, with retro pay back to his Deputy Police Chief start date of October 29, 2022. Mr. Roff will receive the 2% COLA increase for 2023 effective January 1, 2023, and then move to Grade 9 Step 4 of $42.91 on October 29, 2023 upon City Council approval.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

- City Council Meeting - February 7th at 5:30 p.m.
- Utilities Committee - February 13th at 7:00 a.m.
- Public Safety/Liquor Committee - February 13th at 4:30 p.m.
- Administrative Services Committee - February 14th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - February 15th at 4:30 p.m.
- City Council Meeting - February 21th at 5:30 p.m.

INFORMATIONAL ITEMS

Councilmember Jason Aarestad asked Delray Sparby for an update on the messy yard case. Delray Sparby indicated Nathan Haase was in court this morning regarding the messy yard. The Judge gave them 10 days to remove items. January 30th, Sentence to Serve will be able to assist with clean up.

Councilmember Mike Lorenson suggested we have a Committee of Whole meeting. Council agreed to have a meeting following the February 7th Council meeting.

ADJOURNMENT

There being no further discussion, Councilmember Jason Aarestad, being seconded by Councilmember Scott Pream to adjourn at 6:03 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: Angela Philipp

Angela Philipp, City Administrator