

COUNCIL PROCEEDINGS

Tuesday, March 21, 2023

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on March 21, 2023. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

- Digi-Key Day - April 3rd in Thief River Falls
- Lifesaving Awards

APPROVE AGENDA

Councilmember Scott Pream motioned, being seconded by Councilmember Mike Lorenson, to approve the agenda with the addition of 8.6 and 8.7.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 03.66.23: Approval of March 7, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced Resolution 03.66.23, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve March 7, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.67.23: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced Resolution 03.67.23, 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 \$1,517,324.66. 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. 03.68.23: Approval Sidewalk Snow Removal Contract

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced Resolution 03.68.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City of Thief River Falls Code requires property owners clear snow from Sidewalks adjacent to their property within 48 hours and within 24 hours in the

central business district. After the 24 and 48-hour periods staff, through the Building Official, will inspect all sidewalks and authorize the snow to be removed by a private snow removal contractor.

WHEREAS, The city contracts for these services. The city advertised in the Times to request quotes for a two-year contract. Bids were received from Trent Collins & Ashton's Mowing Service & Snow Removal. Trent Collins had the low bid for sidewalk snow removal in the amount of \$25.00 per parcel.

Trent Collins has performed this work for the last four years and provided high quality work with great reliability. The city adds a \$10.00 administrative fee and passes the cost on to the property owner.

THEREFORE, BE IT RESOLVED Award Sidewalk Snow Removal to Trent Collins for a two-year contract with services provided from October 15, 2023 to March 31, 2025.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.69.23: Approval of Grass Mowing Contract

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced Resolution 03.69.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City of Thief River Falls Code requires a property owner to control grass and weeds on their property as follows:

91.37 OWNERS RESPONSIBLE FOR TRIMMING, REMOVAL AND THE LIKE.

All property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds, grasses, and rank vegetation or other uncontrolled plant growth on their property, which at the time of notice, is in excess of six inches in height.

Inspections are conducted periodically (typically every other week) during the growing season through the Building Official, with notice sent to noncompliant property owners after each inspection. Property owners are given seven days to mow their grass, or it will be completed by the contractor.

WHEREAS, Every two years the city requests quotes for these services. An advertisement for bids was placed in the Times. Bids were received for grass mowing per parcel, hourly mowing, and tractor mowing with a low bid established in each category. The city adds a \$10.00 administrative fee and passes the cost on to the property owner.

THEREFORE, BE IT RESOLVED Award the following grass mowing contracts for services from May 15, 2023 to December 31, 2024.

- Grass Mowing Per Parcel - Wade Cota
- Other Mowing Per Hour - Wade Cota
- Tractor Mowing Per Hour - Les Cota

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.70.23: Approval of Stump Grinding

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced Resolution 03.70.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City actively manages the urban forest throughout the city with a City Forester. The responsibilities for this position include inspection and managed removal of diseased trees on public and private property, tree pruning, tree planting, inspection of wood piles and public relations regarding forestry. Stump grinding services are contracted out to the private sector. The volume of this work varies greatly on the number of diseased elm trees that are removed each year.

WHEREAS, A request for sealed bids was published in the Times. A quote was submitted by B & K Stump Grinding, LLC. This was the only quote received. B & K has done this work for the city in the past and provides reliable quality services.

THEREFORE, BE IT RESOLVED Approve the low bid to grind stumps, clean up, backfill, and seeding from B & K Stump Grinding, LLC for services to be provided from July 1, 2023 to June 30, 2024.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 03.71.23: Authorize the City Administrator to sign the US Dept of Energy Western Area Power Administration (WAPA) contract upon legal review

Following discussion, Councilmember Steve Narverud introduced Presented as part of the Consent Agenda, Councilmember Scott Pream introduced Resolution 03.71.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, WAPA implemented a new renewable energy certificate program. Each designated area in the upper great plains region has had a contract developed in accordance with the program principals. The program principals include the individual city members of the NMPA. An individual city member may establish its own MRETS account and administer the program. However there would be a cost to set up that account (approximately \$2,000.00) and the labor cost associated with the same. This contract provides the terms and conditions that would allow the City to designate Minnkota Power Cooperative Inc. to administer the City's MRET account and the contract definition they shall follow in providing renewable energy certificate management services on behalf of the City of Thief River Falls. Allowing a central management service also allows Minnkota and NMPA to assure that all reporting requirements are coordinated and being complied with appropriately.

THEREFORE, BE IT RESOLVED Authorize the City Administrator to sign the US Dept of Energy Western Area Power Administration (WAPA) contract upon legal review for Minnkota Power Cooperative Inc to administer renewable energy certificates for the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.72.23: To Amend Resolution 12.287.22 Approval of 2023 Memorandum of Understanding for MAPS

Following discussion Councilmember Jason Aarestad moved to table Resolution 03.72.23, being seconded by Councilmember Megan Bourne, that:

On vote being to table, Pream, Bolduc, Lorenson, Aarestad and Bourne, Narverud and Holmer voted aye. The motion carried and the item tabled.

RESOLUTION NO. 03.73.23: To Amend Resolution 12.263.22 Approval of the Memorandum of Understandings for Teamster #320 Public and Fire Unions, LELS, and memorandums for Non-Union, City Administrator, Human Resources Coordinator

Following discussion Councilmember Jason Aarestad moved to table Resolution 03.73.23, being seconded by Councilmember Megan Bourne, that:

On vote being to table, Pream, Bolduc, Lorenson, Aarestad and Bourne, Narverud and Holmer voted aye. The motion carried and the item tabled.

RESOLUTION NO. 03.74.23: Approval of Cellular Device Policy

Following discussion, Councilmember Steve Narverud introduced Resolution 03.74.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, The City of Thief River Falls would like to update the existing Cell Phone Policy with a Cellular Device Policy.

WHEREAS, The City has multiple devices such as cell phones, iPads, and jet packs that should be included in the policy.

- ☐ This policy will include all cellular devices within the City.
- ☐ Includes enrollment of Enterprise Mobility Management (EMM) to help manage and control mobile devices.
- ☐ Restricts TikTok from city devices.
- ☐ This policy will replace the existing Cell Phone Policy.

THEREFORE, BE IT RESOLVED Approve the Cellular Device Policy for the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

Councilmember Jason Aarestad requested a list of employees who have city cell phones.

RESOLUTION NO. 03.75.23: Approval of Greenwood Street Bridge use request

Following discussion, Councilmember Jason Aarestad introduced Resolution 03.75.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, MN DNR has been monitoring movement of tagged fish for the last several years using passive acoustic receivers mounted to granite slabs and placed on the Red River bottom. While this has allowed flexibility in placement, they have experienced some equipment loss. Currently the DNR is working with MNDOT, counties, and cities to obtain permits and permission to install acoustic receivers on bridges that span the Minnesota Rivers; hoping to expand and replicate this successful approach. Permission

to perform similar actions on bridges in surrounding communities has already been granted.

THEREFORE, BE IT RESOLVED To grant permission to the Department of Natural Resources Fisheries Division to install a fish tracking device on Greenwood Street Bridge.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.76.23: Approval of Kroozers Ride Share Application

Following discussion, Councilmember Steve Narverud introduced Resolution 03.76.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Application, license fees, certificate of insurance and ASE Certified Certificate signed by an ASE mechanic were not submitted according to renewal procedures.

WHEREAS, \$30/1st Taxi \$25/each additional Taxi Annually.

THEREFORE, BE IT RESOLVED Authorize the Kroozers to conduct any passenger conveyance being driven, on call or traversing a scheduled or unscheduled route, for public use or hire upon payment of a fare or at regular fare rates, but not including ambulances and such conveyances as are designed for mass transportation as buses, trains, or streetcars.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.77.23: Approving Cdap-21-0037-O-Fy23 Procedural Guidelines Governing The Administration Of City Of Thief River Falls Small Cities Rental Rehabilitation Program And Related Policies

Following discussion, Councilmember Steve Narverud introduced Resolution No. 03.77.23, being seconded by Councilmember Jason Aarestad, 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; and,

WHEREAS, The City of Thief River Falls has entered into an agreement with the NW MN Multi-County HRA for grant application and administration of this program; and,

WHEREAS, The City of Thief River Falls was awarded this grant for renovations to multi-family rental units for \$600,000 and will fund approximately 44 units within the city limits through a financing package of 50% SCDP deferred loan (0% for five years) and forgiven if ownership is retained and grant conditions continue, 20% low interest loan (3% for 5 years) and 30% owners share. The maximum SCDP funding per unit is \$12,500 and the average is expected to be \$12,000 per unit. The Northwest Minnesota Multi-County HRA has committed \$50,000 in leverage funding from their HRA Levy to assist property owners having difficulty meeting the 30% match requirement; and,

WHEREAS, Procedural guidelines governing the administration of the City of Thief River Falls Small Cities Rental Rehabilitation Program are required; and,

WHEREAS, The City of Thief River Falls will formally declare the conviction and intention of the City to achieve the aims of the Fair Housing Act and to assist the Secretary of Housing and Urban Development (HUD) for the promotion and assurance of equal opportunity in housing and regard to race, color, religion, sex, handicap, familial status, national origin or public assistance status; and,

WHEREAS, The City of Thief River Falls understands, acknowledges, and affirms its obligation to further Fair Housing practices under the Housing & Community Development Act and other legislation & implementing regulations (Title VIII of the Civil Rights Act of 1968); and,

WHEREAS, The City of Thief River Falls anticipates participating in the Minnesota Small Cities Development Program. Through this participation, rehabilitation of Rental Housing properties will occur. The consequence of the proposed activities is that the potential for displacement exists, although it is not anticipated. The purpose of the Residential Anti-displacement and Relocation Assistance Plan is to describe the steps the City shall take to mitigate the adverse effects of displacement on low and moderate-income persons; and,

WHEREAS, Program Income will be generated as deferred loans are triggered by the sale of properties within the 5 year mortgage period from an LMI contract holder to Non-LMI buyers of the specific property rehabbed, and when repayments of the 3% interest loans are made. Loan payments will be made directly to NW MN Multi-County HRA; and,

WHEREAS, The City of Thief River Falls is required to adopt a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against individuals in non-violent civil rights demonstrations; and,

WHEREAS, The City of Thief River Falls is required to have a plan to direct employment and other economic opportunities generated by HUD financial assistance for housing and community development programs, to the greatest extent feasible, toward low-and very low-income persons, particularly those who are recipients of government assistance for housing. The City will also follow Section 3 HUD requirements intended to ensure that when employment or contracting opportunities are available on HUD funded projects, preference is given to low-and very low-income persons or businesses. Being a Section 3 Business is not required, however preference is given to those businesses; and,

WHEREAS, The City of Thief River Falls is required to approve the Certification of a Drug-Free Workplace Policy.

THEREFORE, BE IT RESOLVED, The City of Thief River Falls approves CDAP-21-0037-O-FY23 Procedural Guidelines, Fair Housing Policy, Fair Housing Plan of Action, Residential Anti-Displacement and Relocation Assistance Plan, Program

Income/Generated Income Plan, Excessive Force Policy, Section 3 Plan, and Certification for a Drug-Free Workplace.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- City Council Meeting - April 4th at 5:30 p.m.
- Utilities Committee - April 10th at 7:00 a.m.
- Public Safety/Liquor Committee - April 10th at 4:30 p.m.
- Administrative Services Committee - April 11th at 4:30 p.m.
- Public Works Committee - April 12th at 4:30 p.m.
- City Council Meeting - April 18th at 5:30 p.m.

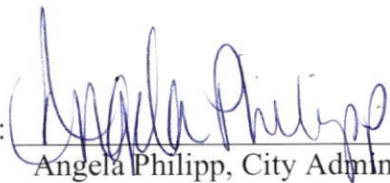
INFORMATIONAL ITEMS

- February 2023 Investment Summary
- Spring Clean-up Day - May 6th from 8 am to noon (Les's Sanitation)
- Councilmember Mike Lorensen wants the application process for positions to be: receive applications, review, interview, recommendation to special committee meeting if timing doesn't work, offer position, if accepted then to council for approval.
- Councilmember Jason Aarestad commented Mayor extended calendar parking to March 31st and thank you to the street department for a fantastic job.

ADJOURNMENT

There being no further discussion, Councilmember Mike Lorensen, being seconded by Councilmember Scott Pream to adjourn at 6:06 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Attest:


Angela Philipp, City Administrator


Brian D. Holmer, Mayor