

COUNCIL PROCEEDINGS

Tuesday, May 2, 2023

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on May 2, 2023. This meeting is being presided over by Mayor Brian Holmer.

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- National Travel and Tourism Week 2023

APPROVE AGENDA

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

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 05.95.23: Approval of April 18, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 05.95.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve April 18, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.96.23: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 05.96.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$1,583,957.78 and Council Per Diems in the total amount of \$1,332.50. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 05.97.23: Authorize City Administrator to Sign the Music in the Floyd B. Olson Gazebo Park Contracts as they are received for the Summer 2023.

Following discussion, Councilmember Scott Pream introduced Resolution No. 05.97.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Pioneer 90.1 is the recipient of an Arts & Cultural Heritage Fund (Legacy) grant. One of their approved projects is a live concert series called "Pioneer 90.1 Live Sessions". Audio recordings of the concerts in the park will be broadcast on Pioneer 90.1 and shared with other public radio stations.

Pioneer 90.1 has an approved purchase order for the City of Thief River Falls that will cover performance fees and building a small stage area in front of the gazebo. Performers will be contracted by the city, and the radio station (Northland Community & Technical College) will reimburse performance fees.

WHEREAS, Legacy Funds.

THEREFORE, BE IT RESOLVED Authorize the City Administrator to sign the Music in the Park contracts as they are received for the summer of 2023.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.98.23: Approve Independent Service Contract with Brian Benitt

Following discussion, Councilmember Scott Pream introduced Resolution No. 05.98.23, being seconded by Councilmember Megan Bourne, that:

WHEREAS, Brian Benitt has previously worked for the city. Brian has valuable pesticide application certifications, as well as general process information that can be shared with other staff members.

WHEREAS, The city has had an absent forester position since the beginning of January, 2023.

WHEREAS, The contract would be for \$55.00/hour with a maximum of 30 hours per week to conduct the services needed by the Public Works Department.

THEREFORE, BE IT RESOLVED Authorize the Mayor and City Administrator to sign the Independent Service Contract with Brian Benitt for various forestry services.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.99.23: Amend Resolution 07.168.22 Approve Public Works Recommendation to contract services quoted (95 degrees West) for spring 2023, in the amount of \$28,000.00.

Following discussion, Councilmember Michele McCraw introduced Resolution No. 05.99.23, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED Approve Public Works Recommendation to contract services quoted (95 degrees West) for spring 2023, in the amount of \$26,900.00 The

total consists of \$17,650.00 for color ortho imagery (47 sq miles/Red perimeter), and \$9,250.00 for lidar bare earth delivery (15.5 miles/yellow perimeter) data.

\$15,000.00 Community Services Contract Services Budget
\$11,800.00 Stormwater Utilities Contract Services Budget

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.100.23: Summary of City of Administrator Performance Review

Delray Sparby presented Summary of City of Administrator Performance Resolution No. 05.100.23.

At the April 18th, 2023, meeting of the City Council, the meeting was closed by the council to evaluate the job performance of Angie Philipp, City Administrator as it relates to the wage study pay rate adjustment implementation and certain expense issues. This closed meeting was recessed to April 25th, 2023. As required by Minnesota State Statute 13D.05 Subd. 3 (a), at its next open meeting, the public body shall summarize its conclusions regarding the evaluation.

The council conducted an evaluation of Angie Philipp, City Administrator, as it relates to the wage study pay rate adjustment implementation and certain expense issues and as a summary of it's conclusions, the council found that Ms. Philipp:

1. Was aware of a pay rate adjustment payroll implementation error on approximately December 16th, 2022, as it related to the Teamsters, Fire Union and LELS.
2. That subsequently the same payroll implementation error was allowed to occur in the next following pay period in regard to the MAPS pay rate adjustment implementation, which further exacerbated the pay rate adjustment implementation payroll error.
3. That the pay rate adjustment implementation error was not brought to committee until the first committee meeting in March of 2023 and was not presented to the full council until the March 21st, 2023, regular council meeting.
4. That conflicting amounts have been provided as to the amount or cost of the error and the exact amount of the pay rate adjustment payroll implementation error is still not known and is being calculated by the Brady Martz accounting firm.
5. That certain expense issues were adequately explained to the Council.
6. That it was the consensus of the Council that the issue was not so much the implementation error itself, which can be fixed, but the exacerbation of the error, not bringing it to the Council's attention in a timely manner and not having a firm number for the Council's consideration of the issue.

RESOLUTION NO. 05.101.23: Performance Appraisal of City Administrator Position

Following discussion, Councilmember Mike Lorensen introduced Resolution No. 05.101.23, being seconded by Councilmember Scott Pream that:

WHEREAS, The League of Minnesota Cities Human Resources Reference Manual recommends regular performance evaluations:

“The purpose of the performance evaluation process is to review with employees what is expected of them, what they are doing well, how they are deficient in performance (if at all), how they can improve, and what goals they are expected to achieve over the next performance period. Performance evaluations, if done effectively, are a key component of performance management.” (League of Minnesota Cities Human Resources Reference Manual, Chapter 7, Page 55)

THEREFORE, BE IT RESOLVED The City Council has conducted a performance evaluation of City Administrator, Angela Philipp, an individual who is subject to its authority, as it relates to the wage study, pay rate adjustment implementation and certain expense issues. Based upon said review the City Council recommends the following corrective action: The City Administrator will be suspended without pay from May 3rd through May 9th, 2023. Performance reviews will be scheduled for June 20th, August 15th, and October 17th, 2023.

Councilmember Anthony Bolduc requested a roll call vote. On vote being taken, Pream, McCraw, Lorenson, Bourne, and Holmer voted aye. Councilmember Bolduc voted nay. Councilmember Aarestad abstained. The motion carried and the item passed.

RESOLUTION NO. 05.102.23: Approval to appoint Dale Narlock as Director and Brian Jacobson as Advisor to the NMPA Board of Directors.

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 05.102.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City of Thief River Falls is a member of the Northern Municipal Power Agency. Each of the twelve members of the Agency appoints a Director and Advisor as a member of the NMPA Board of Directors.

THEREFORE, BE IT RESOLVED To accept the Utilities Committee recommendation to appoint Dale Narlock as Director and Brian Jacobson as Advisor to the Northern Municipal Power Agency Board of Directors. Terms effective May 1, 2023 through April 30, 2024.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.103.23: Authorize Mayor Brian Holmer to sign a letter of support to USA Hockey.

Following discussion, Councilmember Scott Pream introduced Resolution No. 05.103.23, being seconded by Councilmember Megan Bourne, that:

WHEREAS, Ralph Engelstad Arena and the City of Thief River Falls, fully supports Minnesota Sports and Events. We take great pride in our community's ability to deliver a pre-tournament experience with the 2026 World Junior Championships that will be unforgettable for participants, coaches, media and fans from around the world.

THEREFORE, BE IT RESOLVED Authorize Mayor Brian Holmer to sign a letter of support for some 2026 World Junior Championship pre-tournament games to be held at

the Ralph Engelstad Arena.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mayor Holmer mentioned he and Councilmember Mike Lorenson attended the airport hangar ground breaking and third largest.
- Mayor Holmer reminded of the Pennington County clean-up day is Saturday, May 6th, from 8 a.m. to 12p.m.
- Councilmember Mike Lorenson would like councilmembers to look into how other cities are utilizing American Rescue Funds. Mike also mentioned citizens have expressed concerns about property values going up. The city does not have any impact on the property values. Mike recommends citizens reach out to the county with questions.

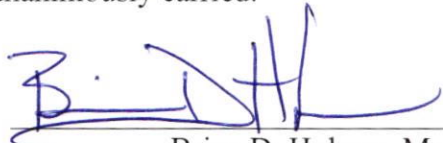
UPCOMING MEETINGS

- Committee of Whole Meeting - May 2nd Immediately following City Council
- Pennington County clean-up day is Saturday, May 6th, from 8 a.m. to 12p.m.
- Utilities Committee Meeting - May 8th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - May 8th at 4:30 p.m.
- Administrative Services Committee Meeting - May 9th at 4:30 p.m. (Rm 201)
- Public Works Committee Meeting - May 10th at 4:30 p.m.
- City Council Meeting - May 16th at 5:30 p.m.

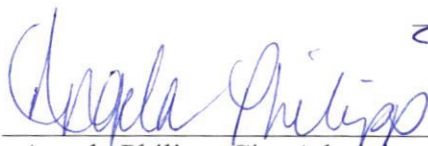
INFORMATIONAL ITEMS

ADJOURNMENT

There being no further discussion, Councilmember Anthony Bolduc, being seconded by Councilmember Scott Pream to recess to the Committee of Whole at 6:05 p.m. On vote being taken, the Chair declared the motion unanimously carried.


Brian D. Holmer, Mayor

Attest:


Angela Philipp, City Administrator