

COUNCIL PROCEEDINGS

Tuesday, November 21, 2023

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- Visit TRF 2023 Budget - Amanda Hughes

APPROVE AGENDA

Councilmember Scott Pream motioned, being seconded by Councilmember Steve Narverud, to approve the agenda with addition of 8.13 and the removal of 8.9.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 11.250.23: Approval of November 7, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 11.250.23, being seconded by Councilmember Anthony Bolduc, that:

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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.251.23: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 11.251.23, 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 \$529,710.19. 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. 11.252.23: Approve Uncollectible Utility Account Write-offs

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 11.252.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Collection of delinquent accounts is done each month rather than wait until year end. The attached is a summary of what has been done with those delinquent accounts.

WHEREAS, Most delinquents are turned over to the Minnesota Revenue Recapture program to be taken from the customers' State tax withholdings and end up being paid. A few are turned over to the Credit Bureau. If the customer who incurred the bill owned the property, we can certify it to the County for collection with taxes.

THEREFORE, BE IT RESOLVED Accept a Utility Committee recommendation to approve write-off of uncollectible utilities accounts for the previous 12-month period. \$5,114.43 has been turned over to the Credit Bureau; \$59,164.02 has been submitted to the MN Revenue Recapture program, \$4,952.52 in small direct write-offs and \$80,668.25 turned over to tax roll, for a total of \$149,899.22.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

Call for First Reading of City of Thief River Falls – Amend City Code

Councilmember Jason Aarestad motioned, being seconded by Councilmember Mike Lorenson to call for the first reading of an ordinance of City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

WHEREAS, The City of Thief River Falls was very proactive and established a Solar Energy Systems ordinance prior to the State of Minnesota enacting any State Building Codes regulating Solar Energy Systems. We must now update our city ordinance to be in compliance. A Public Hearing was held on November 14th at the Planning and Zoning Commission meeting and recommended to Council for approval.

WHEREAS, The City of Thief River Falls currently requires a setback of five (5) feet from the edge of the roof. Minnesota State Building Codes require only a three (3) foot setback. The State also does not require any certifications on the part of the installer.

THEREFORE, BE IT RESOLVED Call for First Reading and consider amending City Code 152.056 Solar Energy Systems. Delete requirement 4. Under section (C), Renumber subsections 5-10 as 4-9. Deleting Community Services Director and replacing it with Building Official under subsection 7 Abandonment. Under Section (D) Safety, Subsection 1 Compliance with building code, to read "...shall comply with all local, state, and fire building codes." Under Subsection (D 5) Batteries. Delete "...be placed in a secure container or enclosure meeting,," and replace with meet. And under Section E delete "Installer must be NABCEP Certified."

On vote being taken, the call for first reading was unanimously passed.

RESOLUTION NO. 11.253.23: Approve Greenwood Cemetery First Addition

Following discussion, Councilmember Steve Narverud introduced Resolution No. 11.253.23, being seconded by Councilmember Michele McCraw, that:

WHEREAS, This is a replating of the First Addition to South Greenwood Cemetery to account for the adjustments that were made to the alleyways between cemetery plots. A Public Hearing was held on November 14th at the Planning and Zoning Commission meeting and recommended to Council for approval.

WHEREAS, This corrects the change that occurred to the original plat when some of the alleyways between burial plots were widened by the sexton during plotting of gravesites.

THEREFORE, BE IT RESOLVED Approve the preliminary replating of First Addition to South Greenwood Cemetery.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.254.23: Approval Of Visit Thief River Falls 2024 Budget

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.254.23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED Approve Visit Thief River Falls 2024 Budget as presented.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Liquor Store Employee Discussion

Council discussed full-time positions, feel employees are more invested. More control with scheduling and increase attractiveness of position. Council is in favor of discussion going back to Public Safety Liquor Committee.

RESOLUTION NO. 11.255.23: Approve to purchase of a Scissor Lift trailer

Following discussion, Councilmember Mike Lorensen introduced Resolution No. 11.255.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Electric Department has a scissor lift that gets used at various city buildings. This is a very heavy piece of equipment and using the existing trailers is a safety hazard during loading and unloading, especially when the trailer is wet or icy. The proposed trailer is designed for a scissor lift and the bed is a lot lower. The angle of the ramps during loading and unloading will be very low also making it a lot safer.

THEREFORE, BE IT RESOLVED Accept the price quote from Grand Trailer Sales, EGF, MN of \$6495.00 for the purchase of a scissor lift trailer.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.256.23: Resolution of Support for the Pennington County Cr 62 and Rocksby Township 150th Avenue Ne Reconstruction Projects

Following discussion, Councilmember Steve Narverud introduced Resolution No. 11.256.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Pennington County is proposing the reconstruction of CR 62, from Tindolph to Hanson Drive; and

WHEREAS, Rocksby Township is proposing the reconstruction of 150th Avenue NE, from CSAH 8 to CR 62; and the Council agrees with the need for the project. The City of Thief River Falls continues to see a strong need for multi-housing and single-family housing. The projects being proposed will benefit the community and region by providing a safe and efficient road system for the public to access its schools, medical

facilities, and workplace.

THEREFORE, BE IT RESOLVED By the City Council, to accept the Public Works Committee recommendation to provide a Resolution of Support for the Pennington County and Rocksbury Township road projects.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.257.23: Approve Hiring of Nicholas Olson as Public Works Maintenance

Following discussion, Councilmember Steve Narverud introduced Resolution No. 11.257.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, It was approved on resolution number 9-219-23 to open the Public Works Maintenance position to the public for filling. Interviews were conducted on November 14, 2023.

THEREFORE, BE IT RESOLVED To approve the hiring of Nicholas Olson as Public Works Maintenance. Mr. Olson will start at a Grade 3 Step 3 for \$26.40 per hour. This is a Teamster 320 position. Mr. Olson's start date will be November 22, 2023. Employment is contingent upon successful completion of all pre-employment requirements and a background check.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.258.23: Approve Carnegie Library interior repair

Following discussion, Councilmember Scott Pream introduced Resolution No. 11.258.23, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The Carnegie roof had developed leaks from the existing roof condition. A new roof surface has been constructed, and interior repairs can be completed.

THEREFORE, BE IT RESOLVED To approve the agreement to hire contract work from the Cider Mill for a lump sum of \$600.00 to complete interior damage caused by roof leaks at the Carnegie Library. The approved work is to include any surface preparation, and paint restoration to match the existing environment.

On vote being taken, the resolution was unanimously passed.

Approval to accept the signed Law Enforcement Labor Services Memorandum of Agreement for Interim 2024 Employee Health Insurance Payments

Item removed.

RESOLUTION NO. 11.259.23: Approval of City Organizational Chart

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 11.259.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The Administrative Services Committee met on November 14th, 2023 and discussed the organizational structure of the City. Currently, the City Council or Council Committee is the immediate supervisor of the Department Heads; and

WHEREAS, There is no change to the current City Administrator's job description and the Administrator shall continue to plan, organize and direct City affairs to ensure a coordinated and efficient effort to meet the goals and objectives of the City. The City Administrator will serve as the primary liaison between the Council and City staff, developing and recommending City policy to the Council and, in turn, coordinating and disseminating all policies, orders, resolutions, and regulations of the Council to the staff and general public, either directly or through subordinates.

THEREFORE, BE IT RESOLVED By the City Council, to adopt an Organizational Chart of the City of Thief River Falls as recommended by the Administrative Services Committee, attached hereto and made a part hereof. It was determined to amend the structure by having the City Administrator to be the immediate supervisor of the Department Heads.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.260.23: Approve Application for County City On-Sale Wine License to Line on 59

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.260.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Line on 59 currently holds a 3.2 On and Off Sale valid through December 31, 2023.

WHEREAS, Obtaining an Application for County City On-Sale Wine License would allow Line on 59 to serve strong beer.

THEREFORE, BE IT RESOLVED Approve the Application for County City On-Sale Wine License to Line on 59 effective November 22, 2023 with the City, pending state inspections.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.261.23: Approve Application for County City On-Sale Wine License to Moe's Burgers & Brews

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.261.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, Moe's Burgers & Brew applied for a 3.2 On and Off Sale Liquor License on November 7th, 2023 and was approved at City Council valid through December 31, 2023.

WHEREAS, Obtaining an Application for County City On-Sale Wine License would allow Moe's Burgers & Brew to serve strong beer.

THEREFORE, BE IT RESOLVED Approve the Application for County City On-Sale Wine License to Moe's Burgers & Brews effective November 24, 2023 with the City, pending state inspections.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.262.23: Resolution to apply for a joint grant application for Kendall Ave, Pennington County Cr 62, and Rocksbury Township 150th Avenue Ne Reconstruction Projects

Following discussion, Councilmember Steve Narverud introduced Resolution No. 11.262.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, Pennington County is proposing the reconstruction of CR 62, from Tindolph to Hanson Drive; and a Rocksbury Township right of way connecting CR 62 and CASH 8. An improvement to Kendall Avenue would benefit the community and would be beneficial to complete with the same project proposed.

WHEREAS, Rocksbury Township is proposing the reconstruction of 150th Avenue NE, from CSAH 8 to CR 62; and the Council agrees with the need for the project. The City of Thief River Falls continues to see a strong need for multi-housing and single-family housing. The projects being proposed will benefit the community and region by providing a safe and efficient road system for the public to access its schools, medical facilities, and workplace.

THEREFORE, BE IT RESOLVED by the City Council, to accept the Public Works Committee recommendation to enter into a joint grant application for a project that would combine road improvements within the City of Thief River Falls, Pennington County, and Rocksbury Township right of ways.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- City Surplus Auction on the City Website ends next week.
- Councilmember Jason Aarestad reminded of the Tree Lighting at the Floyd B. Olson park sponsored by the Downtown Business Development Association. There will be a petting zoo, hot chocolate, photos with Santa, Rusty Nail, music and more. November 25th 3 pm to 6 pm.
- Councilmember Anthony Bolduc asked about loitering issues at the Ralph parking lots.
- Discussion on consistency with Calendar Parking. Deputy Chief Mike Roff states they have started issuing tickets. There will be leniency with the holidays.
- Councilmember Mike Lorensen mentioned Core Main hired a new company to install water meters, Hydra Corp.
- Mayor Holmer asked for Forester position to be discussed at Committee of Whole on December 5th.

UPCOMING MEETINGS

- City Council Meeting - December 5th at 5:30 p.m.
- Committee of Whole – December 5th Immediately Following Council
- Truth-in-Taxation December 5th at 6:00 P.M.
- Public Utilities Committee Meeting - December 11th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - December 11th at 4:30 p.m.

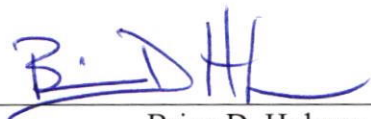
- Administrative Services Committee Meeting - December 12th at 4:30 p.m.
- Public Works Committee Meeting - December 13th at 4:30 p.m.
- City Council Meeting - December 19th at 5:30 p.m.

INFORMATIONAL ITEMS

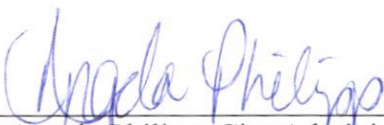
- October 2023 Investment Summary
- Police Presence in Schools
Deputy Chief Mike Roff states they have met with the schools and the contract was dropped, 60 day cancellation was waived. The current contract was scheduled to end on December 31, 2023. Police Officers will rotate walk throughs into each school on a daily basis as allowed. Mayor Holmer commends Police Chief Adam and Deputy Chief Roff for looking for a way around this issue.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream, being seconded by Councilmember Mike Lorenson to adjourn at 7:02 p.m. On vote being taken, the Chair declared the motion unanimously carried.



Brian D. Holmer, Mayor

Attest: 

Angela Philipp, City Administrator