

COUNCIL PROCEEDINGS

February 8, 2005

The City Council of Thief River Falls, Minnesota, met in regular session at 5:00 p.m., on February 8, 2005 in the Council Chambers of City Hall. The following Councilmembers were present: Kajewski, Carlson, Worker, Blacklance, Cullen, Schmalz, and Mayor Wennberg. Councilmember Holten was absent. Mayor Wennberg chaired the meeting.

APPROVAL OF COUNCIL PROCEEDINGS

The City Council reviewed the January 25, 2005 Council Proceedings. Following discussion, Councilmember Cullen moved, being seconded by Councilmember Kajewski, to approve the January 25, 2005 Council Proceedings as presented. On vote being taken, the Chairman declared the motion unanimously carried.

RESOLUTION NO. 2-33-05: APPROVAL OF PAYMENT OF BILLS

Councilmembers Carlson and Blacklance indicated they reviewed the bills prior to the meeting. Following discussion, Councilmember Carlson introduced Resolution No. 2-33-05, being seconded by Councilmember Blacklance, that:

RESOLVED, by the City Council, to authorize payment of the January prepayments in the amount of \$1,409,184.37 and the first half of February payments in the amount of \$369,851.25. A printout of the bills authorized for payment is attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

PRESENTATION OF SUMMERFIELD PLACE FINANCIAL OVERVIEW BY GREATER MINNESOTA MANAGEMENT

Miriam Buchanan, CEO Greater Minnesota Management, appeared before the Council to present a financial overview of the SummerField Place in Thief River Falls. The SummerField Place facilities in Thief River Falls total 117 apartments (144 bedrooms). Overall, Ms. Buchanan indicated that the Phase II reserves are gone and refinancing is being considered. Changes are being proposed in the next year or two, but at this time it is not sure how the Thief River Falls facilities will be affected. This item was for information only and no action was taken.

RESOLUTION NO. 2-34-05: APPROVAL OF REVISED HDR ENGINEERING, INC. LEASE FOR OFFICE SPACE

A Public Works Committee recommendation was presented. Following discussion, Councilmember Worker introduced Resolution No. 2-34-05, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to accept a Public Works Committee recommendation to authorize and direct the Mayor and City Administrator to execute an amended

lease with HDR Engineering, Inc., whereby HDR shall lease office space located at 324 Second Street East in Thief River Falls for a monthly fee to the City of \$890.00 effective March 1, 2005 through February 28, 2007, contingent upon HDR completing agreed upon improvements to the building.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-35-05: APPROVAL OF USE OF CONFIDENTIALITY AGREEMENT FOR ALL CITY EMPLOYEES

An Administrative Services Committee recommendation was presented. Following discussion, Councilmember Cullen introduced Resolution No. 2-35-05, being seconded by Councilmember Carlson, that:

RESOLVED, by the City Council, to accept the Administrative Services Committee recommendation to require that all City employees sign a Confidentiality Agreement with regard to the release of personal, private, or confidential data as regulated by Federal and State laws.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-36-05: APPROVAL OF EMPLOYMENT OF GINGER ALBY AND VERN WITTENBERG, PATROL OFFICERS

A Public Safety Committee recommendation was presented. Following discussion, Councilmember Kajewski introduced Resolution No. 2-36-05, being seconded by Councilmember Blacklance, that:

RESOLVED, by the City Council, to accept a Public Safety Committee recommendation to approve the employment of the following persons:

Ginger Alby hired as a Patrol Officer, effective February 15, 2005, at Step 1 of the Patrol Officer's salary schedule for an hourly wage of \$14.51 per hour; and,

Vern Wittenberg hired as a Patrol Officer, effective February 22, 2005, at Step 1 of the Patrol's Officer's salary schedule for an hourly wage of \$14.51 per hour.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-37-05: APPROVAL OF SANITARY SEWER MAINTENANCE POLICY

Arlo Rude, Director of Utilities, presented a Public Utilities Committee recommendation. Following discussion, Councilmember Carlson introduced Resolution No. 2-37-05, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to accept the Public Utilities Committee recommendation to adopt the following Sanitary Sewer Maintenance Policy:

1. **Purpose.**

The purpose of this policy is to provide the City of Thief River Falls with procedures for maintaining its sanitary sewer system. These procedures are an important part in preventing sewer backups into homes, business, and the natural environment. Maintenance also protects and extends the life of the City's sanitary sewer system. The City will attempt to provide such maintenance in a safe and cost effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The City will use City employees, equipment, and/or private contractors to conduct this maintenance.

2. **Routine Maintenance and Inspection.**

2.1. Sanitary Sewer Lines.

2.1.1. Scope of City's Responsibility. The City will maintain the City's sanitary sewer lines. Private property owners are responsible for the maintenance of the private lines from the City's main line to any adjoining property.

2.1.2. Schedule. The City will attempt to clean every City sanitary sewer line under 10 inches every 5 years, considering budget restraints.

2.1.3. Problem Area. This is defined as an area that has had more than a minimum sanitary sewer backup, blockage, or a known problem such as grease accumulation or shallow slope. The City will attempt to clean a problem area twice a year in the first year. If there are no further problems, the City will attempt to clean the problem area once the second year and to a regular schedule in the third year.

2.1.4. Television Camera Inspections. City's sanitary sewer lines will be inspected by television camera as needed. Any sanitary sewer lines that are located on a street where a street maintenance project is planned will be inspected prior to those projects, if possible. A contractor installing sanitary sewer lines shall use a camera to inspect the sanitary sewer lines to determine that there are no problems with the sanitary sewer lines prior to the City accepting the sanitary sewer lines. City shall have access to the filming by the contractor.

2.1.5. Visual Inspection. City will attempt to visually inspect a portion of the sanitary sewer lines on an annual basis by having employees look down the manholes in an effort to determine if there are any problems.

2.2. Sanitary Sewer Lift Stations.

2.2.1. Schedule. The City will attempt to maintain the lift stations on a daily basis using reasonable maintenance. The maintenance will be reflected in the checklist developed for each lift station.

2.2.2. Electrical Components. An electrician will inspect and maintain the electrical components of the lift stations as needed.

2.2.3. Flow Meters. The flow meters at the lift stations will be checked on a routine basis to insure that the lift stations are working properly in an effort to detect any problems in the system.

3. **Emergency Response.**

3.1. Definition. An emergency response occurs in response to a call from citizens, City employees, or an alarm that indicates there is a possible problem in the sanitary sewer system.

3.2. Response. After receiving notice of a possible problem, a City employee will respond and determine if there is a problem with the City's sanitary sewer system. If a problem is detected, the employee will remedy it based on accepted procedures. If necessary, the City employee will obtain assistance from other City employees or outside contractors.

4. **Inflow/Infiltration.**

4.1. Definitions. Inflow is defined as where storm water is misdirected into the sanitary sewer system through intentional connections such as sump pumps and roof leaders. Infiltration is defined as where storm and ground water enter the sanitary sewer system through cracks or leaks in the sewer pipes or manholes.

4.2. Inflow. To reduce inflow, the City has developed a program to eliminate illegal connections to the sanitary sewer system. This includes enforcement of the ordinance banning such connections and public education to encourage voluntary compliance.

4.3. Infiltration. To reduce infiltration, City employees will attempt to annually inspect manholes and repair any that contribute to infiltration problems. The sewer lines are maintained and inspected pursuant to Section 2 of this policy.

5. **Training.**

The City will provide training to employees that are involved in routine maintenance and inspection and in emergency response. Training will include procedures to follow in various situations and how to properly use equipment.

6. **Weather Conditions.**

Sanitary sewer system maintenance and inspections and emergency response will be conducted when weather conditions do not endanger the safety of City

employees or equipment. Factors that may delay sanitary sewer maintenance and inspections and emergency response include, but are not limited to, severe cold, flooding, rains, snow, and wind.

7. **Documentation.**

The City will document all of its maintenance, inspections, and emergency responses for its sanitary sewer system. The City will also attempt to document any circumstances where something has occurred that limits its ability to comply with this policy. These records will be kept in accordance with the City's record retention policy.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-38-05: RESOLUTION ADOPTING A SPILL PREVENTION CONTROL AND COUNTERMEASURE PROCEDURE PLAN

Arlo Rude, Director of Utilities, presented a Public Utilities Committee recommendation. Following discussion, Councilmember Carlson introduced Resolution No. 2-37-05, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to accept the Public Utilities Committee recommendation and adopt the Spill Prevention Control and Countermeasure Procedure Plan, dated January 2005, a copy of which is on file in the Office of the City Administrator.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-39-05: APPROVAL OF 2005 CONSERVATION PROGRAM AND STATE CONSERVATION IMPROVEMENT PROJECT

Arlo Rude, Director of Utilities, presented a Public Utilities Committee recommendation to adopt a City and State Conservation Program. Following discussion, Councilmember Cullen introduced Resolution No. 2-39-05, being seconded by Councilmember Kajewski, that:

WHEREAS, the State of Minnesota mandates a Conservation Improvement Program whereby a municipal utility has the option of spending up to 1.5% of revenue towards energy conservation incentives to residential customers, or should the municipal utility not spend the 1.5% of revenue on energy conservation, the amount under the 1.5% be paid to the State of Minnesota; and,

WHEREAS, a City Conservation Program has been developed to spend the revenues on residential customers through financing and promotion of home energy improvements, geothermal systems, utility conservation projects, Energy Star appliances rebates, home air conditioner/heat pump rebates, and low income conservation assistance programs.

NOW, THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Utilities Committee recommendation and adopt the 2005 City Conservation Program to comply with the State Conservation Improvement Program. The projected Electric De

partment Budget revenue is \$7,485,982 in power sales to project a program spending of \$112,290.00.

On vote being taken, the resolution was unanimously passed.

MATTER OF PROPOSED SUBORDINATION AGREEMENT FOR ROGER AND LUWANA HINDEN

The Council was informed that prior to the Council meeting the Hindens paid their loan in full, therefore no subordination agreement is necessary. The City Council pulled this item from the Agenda.

MATTER OF PENNINGTON COUNTY FAIR BOARD AND MINNESOTA DEER HUNTERS ASSOCIATION AGREEMENT FOR A NORTHWEST OUTDOOR EXTRAVAGANZA AT THE RALPH ENGELSTAD ARENA

A proposed agreement between City of Thief River Falls, Pennington County Fair Board, and the Minnesota Deer Hunters Association for a Northwest Outdoor Extravaganza at the Ralph Engelstad Arena was discussed. Following discussion, Councilmember Kajewski moved, being seconded by Councilmember Worker, to table this matter for further discussion and review of a draft of the agreement. On vote being taken, the Chairman declared the motion unanimously carried.

ADJOURNMENT

There being no further discussion, Councilmember Kajewski moved, being seconded by Councilmember Carlson, to adjourn the meeting at 5:43 p.m. On vote being taken, the Chairman declared the motion unanimously carried and the meeting adjourned.

Dale Wennberg, Mayor

Attest: _____
Jodie R. Torkelson, City Administrator