

COUNCIL PROCEEDINGS

September 13, 2005

The City Council of Thief River Falls, Minnesota, met in regular session at 5:00 p.m., on September 13, 2005 in the Council Chambers of City Hall. The following Councilmembers were present: Holten, Worker, Carlson, Blacklance, Cullen, Schmalz, and Mayor Wennberg. Councilmember Kajewski was absent. Mayor Wennberg chaired the meeting.

APPROVAL OF COUNCIL PROCEEDINGS

The City Council reviewed the August 23, 2005 Council Proceedings. Following discussion, Councilmember Worker moved, being seconded by Councilmember Carlson, to approve the August 23, 2005 Council Proceedings as presented. On vote being taken, the Chairman declared the motion unanimously carried.

RESOLUTION NO. 9-179-05: APPROVAL OF PAYMENT OF BILLS

Councilmember Worker indicated she reviewed the bills prior to the meeting. Following discussion, Councilmember Worker introduced Resolution No. 9-179-05, being seconded by Councilmember Carlson, that:

RESOLVED, by the City Council, to authorize payment of the first half of September bills in the amount of \$726,145.63 and the August 22-31, 2005 prepayments in the amount of \$232,089.61. A printout of the bills approved for payment is attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 9-180-05: APPROVAL OF REVISED STREET SUPERVISOR JOB DESCRIPTION

A Public Works Committee recommendation was presented. Following discussion, Councilmember Worker introduced Resolution No. 9-180-05, being seconded by Councilmember Blacklance, that:

RESOLVED, by the City Council, to accept the Public Works Committee's recommendation and approve the revised Street Supervisor job description, dated September 13, 2005. It should be noted that there was less than a 20% change of job duties, therefore a grade level reevaluation was not warranted.

BE IT FURTHER RESOLVED, by the City Council, to authorize that the position be opened and advertised to the public for filling pending the submission of a letter of resignation of the current Street Supervisor.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 9-181-05: APPROVAL OF MARK II CONTRACT EXTENSION FOR 2005 STREET AND UTILITIES IMPROVEMENT PROJECT

A Public Works Committee recommendation was presented. Following discussion, Councilmember Worker introduced Resolution No. 9-181-05, being seconded by Councilmember Holten, that:

RESOLVED, by the City Council, to accept the Public Works Committee's recommendation to approve Change Order No. 2 with Mark II of Fosston, Inc., to extend the dates for substantial completion of the 2005 Street and Utilities Improvement Project to September 30, 2005 and final completion date to October 14, 2005 (Change Order #1 completion date is October 23, 2005).

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 9-182-05: APPROVAL OF QUOTE FROM ROTO-ROOTER PLUMBING AND DRAIN FOR STORM SEWER SERVICE

A Public Works Committee recommendation was presented. Following discussion, Councilmember Cullen introduced Resolution No. 9-182-05, being seconded by Councilmember Schmalz, that:

WHEREAS, the Public Works Committee received and reviewed the following three quotes for televising and cleaning of sanitary sewer lines:

Veit Companies – Bemidji, MN	\$61,250.00
Infratech, Inc. – Rogers, MN	\$52,030.00
Roto-Rooter Plumbing and Drain – Grand Forks, ND	\$40,050.00

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to approve the low quote submitted by Roto-Rooter Plumbing and Drain of Grand Forks, ND to provide televising and cleaning of sanitary sewers in the amount of \$40,050.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 9-183-05: APPROVAL OF GRANT AGREEMENT FOR AIRPORT CONSULTANT SERVICES WITH REYNOLDS, SMITH & HILLS, INC. AND ULTEIG ENGINEERS FOR UPDATE OF THE AIRPORT MASTER PLAN AND AIRPORT LAYOUT PLAN

A Public Works Committee recommendation was presented. Following discussion, Councilmember Carlson introduced Resolution No. 9-183-05, being seconded by Councilmember Cullen, that:

RESOLVED, by the City Council of Thief River Falls as follows:

- 1) That the State of Minnesota Agreement No. 88682 “Grant Agreement for Airport Consultant Services,” for State Project No. 5701-67 at the Thief River Falls Regional Airport is accepted.
- 2) That the Mayor and City Administrator are authorized to execute this agreement and any amendments on behalf of the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 9-184-05: APPROVAL OF PROGRESSION RAISE FOR MELISSA BUSHY, COMMUNITY DEVELOPMENT SECRETARY

An Administrative Services Committee recommendation was presented. Following discussion, Councilmember Schmalz introduced Resolution No. 9-184-05, being seconded by Councilmember Cullen, that:

RESOLVED, by the City Council, to accept the Administrative Services Committee’s recommendation and grant Melissa Bushy, Community Development Secretary, a progression raise to Step 2 (1,040 hours) of the Grade Level 4 Non-Union salary schedule for a new hourly salary of \$12.80 retroactive to August 16, 2005.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 9-185-05: APPROVAL OF CITY OF THIEF RIVER FALLS PRELIMINARY 2006 BUDGET

The City Council reviewed preliminary 2006 budget information. Following discussion, Councilmember Schmalz introduced Resolution No. 9-185-05, being seconded by Councilmember Cullen, that:

RESOLVED, by the City Council, to adopt the City of Thief River Falls Preliminary 2006 Budget. A summary of the 2006 revenue and expenditures is as follows:

	2006	2006	TRANSFERS TO OR USE OF FUND
	<u>REVENUE</u>	<u>EXPENSE</u>	<u>RESERVES</u>
General Fund	\$ 6,040,020	\$ 6,040,020	\$ 0
Liquor Dispensary	\$ 3,267,800	\$ 3,297,800	<\$ 30,000>
Water Utility Fund	\$ 1,511,847	\$ 1,428,882	\$ 82,965
Electric Utility Fund	\$ 7,939,878	\$ 7,927,714	\$ 12,164
Wastewater Utility Fund	\$ 546,688	\$ 600,047	<\$ 53,359>
Sanitation Utility Fund	\$ 679,500	\$ 680,683	<\$ 1,183>
Airport	\$ 630,501	\$ 568,720	\$ 61,781
Storm Water Utility Fund	\$ 158,000	\$ 112,440	\$ 45,560
Police Relief Pension Fund	\$ 22,427	\$ 28,800	<\$ 6,373>
Cemetery	\$ 59,950	\$ 56,450	\$ 3,500
Debt Service Fund	<u>\$ 533,200</u>	<u>\$ 737,500</u>	<u><\$ 204,300></u>
TOTAL	\$21,389,811	\$21,479,056	<\$ 89,245>

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 9-186-05: APPROVAL OF PROPOSED TAX LEVY FOR 2006

The City Council reviewed information relative to the proposed 2006 tax levy. Following discussion, Councilmember Carlson introduced Resolution No. 9-186-05, being seconded by Councilmember Blacklance, that:

RESOLVED, by the City Council, to approve the 2006 proposed tax levy at two percent (2%) decrease from the 2005 Tax Levy of \$1,745,177 for a total proposed Tax Levy for 2006 of \$1,709,623. Breakdown of the proposed tax levy is as follows:

Base Levy	\$ 1,110,765
Regional Library Maintenance	\$ 144,643
City Hall Lease Payment	\$ 113,760
Mosquito Control	\$ 18,500
Bonded Indebtedness	\$ 307,000
Public Pension Liability	\$ 14,955
TOTAL 2006 PROPOSED TAX LEVY	\$ 1,709,623

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 9-187-05: APPROVAL OF PARTICIPATION IN THE SALVATION ARMY HEATSHARE PROGRAM

A Public Utilities Committee recommendation was presented. Following discussion, Councilmember Carlson introduced Resolution No. 9-187-05, being seconded by Councilmember Cullen, that:

WHEREAS, in conjunction with the Salvation Army, the City proposes to adopt an energy related program to advance the common good and general welfare of the people by soliciting voluntary contributions from utility customers and employees to assist needy customers of the Thief River Falls public utilities with energy related problems, including but not limited to residential heating bills, repairs on home heating equipment, and shut offs; and to provide assistance in reducing the cost of utilities for qualified low-income elderly, disabled, and others with special needs who have difficulty paying their energy related expenses.

THEREFORE, BE IT RESOLVED, by the City Council, to accept a Public Utilities Committee recommendation to authorize and direct the Mayor and City Administrator to execute a HeatShare Program Agreement in conjunction with the Salvation Army, effective September 1, 2005 through August 31, 2006.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 9-188-05: ADOPTION OF THE SMALL CITIES DEVELOPMENT PROJECT OWNER OCCUPIED AND RENTAL HOUSING REHABILITATION POLICIES AND PROCEDURES

A Community Development Advisory Board recommendation was presented. Following discussion, Councilmember Schmalz introduced Resolution No. 9-188-05, being seconded by Councilmember Cullen, that:

WHEREAS, the Community Development Advisory Board met on September 1, 2005 and was informed that the State of Minnesota Department of Employment and Economic Development has approved the Policies and Procedures for the Small Cities Development Project Rehabilitation Project; and,

WHEREAS, the Community Development Advisory Board recommends that the City Council adopts the policies and procedures as presented.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Community Development Advisory Board's recommendation and adopt the Policies and Procedures for the Small Cities Development Project Rehabilitation Project as presented.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 9-189-05: APPROVING THE DECERTIFICATION OF TAX INCREMENT FINANCING DISTRICT NO. 1-2

A Community Development Advisory Board recommendation was presented. Following discussion, Councilmember Cullen introduced Resolution No. 9-189-05, being seconded by Councilmember Carlson, that:

WHEREAS, on June 8, 1999 the City of Thief River Falls (the "City") created its Tax Increment Financing District No. 1-2 ("District No.") within its Development District No. 1 (the "Project"); and,

WHEREAS, as of the date hereof all bonds and obligations to which tax increment from District No. 1-2 have been pledged, have been paid in full, or defeased and all other costs of the Project have been paid; and,

WHEREAS, the City desires by this resolution to cause the decertification of District No. 1-2 after which all property taxes generated by property within the District will be distributed in the same manner as all other property taxes.

THEREFORE, BE IT RESOLVED, by the City Council of Thief River Falls, that the City's staff shall take such action as is necessary to cause the County Auditor of Pennington County to decertify the District No. 1-2 as a tax increment district and to no longer remit tax increment from the District No. 1-2 to the City.

On vote being taken, the resolution was unanimously passed.

MAYOR WENNBERG VACATED CHAIR FOR PARKS AND RECREATION DISCUSSION

At this time Mayor Wennberg vacated the chair to Vice-Mayor Carlson during discussion of Parks and Recreation Committee business.

RESOLUTION NO. 9-190-05: APPROVAL OF PROGRESSION RAISE FOR MELISSA HAMS, PARKS AND RECREATION SECRETARY

A Parks and Recreation Committee recommendation was presented. Following discussion, Councilmember Worker introduced Resolution No. 9-190-05, being seconded by Councilmember Cullen, that:

RESOLVED, by the City Council, to accept the Parks and Recreation Committee recommendation and grant Melissa Hams, Parks and Recreation Secretary, a progression raise. Ms. Hams shall progress to Step 5 (top) of the Grade Level 4 non-union salary schedule for a hourly wage of \$18.29, effective September 16, 2005.

On vote being taken, the resolution was passed with a six-yes vote, with Mayor Wennberg abstaining.

RESOLUTION NO. 9-191-05: APPROVAL OF ROOFING AND REPAIR QUOTE FROM MC ROOFING AT REA AND HOMCC ARENAS

A Parks and Recreation Committee recommendation was presented. Following discussion, Councilmember Cullen introduced Resolution No. 9-191-05, being seconded by Councilmember Blacklance, that:

RESOLVED, by the City Council, to accept a Parks and Recreation Committee recommendation to approve a quote in the amount of \$5,300.00 submitted by MC Roofing for repair of roofing at the HOMCC and repair and improvements of the eave troughs and entrances at the REA.

On vote being taken, the resolution was passed with a six-yes vote, with Mayor Wennberg abstaining.

MAYOR WENNBERG RESUMED CHAIR

At this time Mayor Wennberg resumed the Chair for the remaining Council business.

ADJOURNMENT

There being no further discussion, Councilmember Cullen moved, being seconded by Councilmember Worker, to adjourn the meeting at 5:32 p.m. On vote being taken, the Chairman declared the motion unanimously carried and the meeting adjourned until September 14, 2005 at 12:00 p.m. in the Council Chambers for meeting with MnDOT.

Dale Wennberg, Mayor

Attest: _____
Jodie R. Torkelson, City Administrator