

## COUNCIL PROCEEDINGS

March 14, 2006

The City Council of Thief River Falls, Minnesota, met in regular session at 5:00 p.m., on March 14, 2006 in the Council Chambers of City Hall. The following Councilmembers were present: Blacklance, Carlson, Cullen, Holten, Kajewski, Schmalz, Worker, and Mayor Wennberg. No Councilmembers were absent. Mayor Wennberg chaired the meeting.

### **APPROVAL OF COUNCIL PROCEEDINGS**

The City Council reviewed two sets of Council Proceedings. Following discussion, Councilmember Cullen moved, being seconded by Councilmember Carlson, to approve the February 28, 2006 Council Proceedings and the March 6, 2006 Adjourned Council Proceedings as presented. On vote being taken, the Chairman declared the motion unanimously carried.

### **RESOLUTION NO. 3-51-06: APPROVAL OF PAYMENT OF BILLS**

Councilmembers Kajewski and Schmalz indicated they reviewed the bills prior to the meeting. Following discussion, Councilmember Schmalz introduced Resolution No. 3-51-06, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to authorize payment of the first half of March bills in the amount of \$522,936.03 and the February 21 – March 3, 2006 prepayments in the amount of \$348,260.75. 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.

It should be noted that Councilmember Work arrived at the meeting at this time.

### **ENERGY SERVICES GROUP PRESENTATION OF ENERGY EFFICIENCY ANALYSIS OF CITY FACILITIES**

Mark Bucholz of Energy Services Group appeared before the City Council to report on their preliminary analysis for improving energy efficiency in City facilities and to request approval of a Project Development Agreement authorizing them to develop a Comprehensive Facility Management Plan. Following discussion, it was the Council's consensus to refer this matter to the various Council Committees for their recommendation.

### **RESOLUTION NO. 3-52-06: APPROVAL TO SUPPORT CONVENTION AND VISITOR'S BUREAU'S "MARSS" MARKETING CONCEPT**

Larry Rohlf, Diana Josephson, and Dave Bergman on behalf of the Convention and Visitor's Bureau appeared before the City Council to present a new marketing tool concept for Thief River Falls and a request for financial assistance. The proposed plan involves specifically marketing the recreational venues of the City through the use of CD roms and baseball-card sized inserts to advertise the various facilities. Following discussion, Councilmember Carlson introduced Resolution No. 3-52-06, being seconded by Councilmember Cullen, that:

RESOLVED, by the City Council, to support the Convention and Visitor's Bureau's "Marketing Area Regional State Sports" (MARSS) concept to market that fact that the City's sports facilities, lodging facilities, and eating establishments make it possible for Thief River Falls to compete on a local, state, and regional basis for tournaments and sporting events.

BE IT FURTHER RESOLVED, to authorize financial assistance to the Convention and Visitor's Bureau in the amount of \$2,500 each year for two years and in-kind services toward the MARSS production and implementation of this plan.

On vote being taken, the resolution was unanimously passed.

### **WAL-MART FACILITY TOUR**

Brent Holzhauser of Wal-Mart appeared before the City Council to extend an invitation to tour the Wal-Mart facility on March 28, 2006 at 6:30 p.m.

It should be noted that Councilmember Blacklance left the meeting at this time.

### **RESOLUTION NO. 3-53-06: APPROVAL OF EMPLOYEE ASSISTANCE PROGRAM CONTRACT WITH NORTHWEST MEDICAL CENTER**

An Administrative Services Committee recommendation was presented. Following discussion, Councilmember Worker introduced Resolution No. 3-53-06, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to accept the Administrative Services Committee's recommendation to authorize and direct the Mayor and City Administrator to execute an Employee Assistance Program contract with Northwest Medical Center (NWMC), whereby NWMC shall provide confidential employee assistance services for City employees and provide the City with training and consultation services on a fee-for-service basis, effective April 1, 2006 through March 31, 2008.

On vote being taken, the resolution was unanimously passed.

### **RESOLUTION NO. 3-54-06: APPROVAL OF PURCHASE OF GSRPS TRAILER MOUNT DRILLING/CORING MACHINE FROM GIDDINGS MACHINE COMPANY, INC.**

A Public Utilities Committee recommendation was presented. Following discussion, Councilmember Cullen introduced Resolution No. 3-54-06, being seconded by Councilmember Carlson, that:

RESOLVED, by the City Council, to accept the Public Utilities Committee's recommendation to approve payment of \$23,695.06 to Giddings Machine Company, Inc. for payment of an already delivered GSRPS trailer mount drilling/coring machine to replace a steamer for locating water main leaks.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 3-55-06: APPROVAL OF KLM ENGINEERING, INC. CONTRACT FOR INSPECTION OF WATER TOWERS**

A Public Utilities Committee recommendation was presented. Following discussion, Councilmember Carlson introduced Resolution No. 3-55-06, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, to accept the Public Utilities Committee's recommendation to accept a proposal for a remote-operated vehicle inspection of the City's two elevated water towers in amount of \$3,600 if both tanks can be inspected consecutively, with an additional \$1,200 being billed if another day is required. Other charges may be required for additional cleaning and/or repairs.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 3-56-06: APPROVAL OF REVISED MANAGEMENT INFORMATION SYSTEM (MIS) POLICY**

Barry Froiland, MIS Director, presented a Public Utilities Committee recommendation. Following discussion, Councilmember Kajewski introduced Resolution No. 3-56-06, being seconded by Councilmember Cullen, that:

RESOLVED, by the City Council, to accept a Public Utilities Committee recommendation to approve a revised Management Information System (MIS) Policy, as presented.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 3-57-06: APPROVAL OF QUOTE FROM JADCORE, INC. FOR REFUSE BAGS**

A Public Works Committee recommendation was presented. Following discussion, Councilmember Schmalz introduced Resolution No. 3-57-06, being seconded by Councilmember Kajewski, that:

WHEREAS, pursuant to Council authorization on February 14, 2006 the following quotes were received and tabulated on March 7, 2006 for the purchase of 402,500 City refuse bags:

JADCORE, Inc.	\$26,746.13
Dyna Pak Corporation	\$35,536.05
American Solution for Business	\$38,544.13

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation and accept the low quote submitted by JADCORE, Inc. for the purchase of 402,500 refuse bags at a cost of \$26,746.13, and to authorize the purchase of an additional 35,000 bags at an additional cost of \$2,658.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 3-58-06: APPROVAL OF TRANSFER OF MIKE MCLEAN TO FULL-TIME PUBLIC WORKS MAINTENANCE (AIRPORT) POSITION**

A Public Works Committee recommendation was presented. Following discussion, Councilmember Worker introduced Resolution No. 3-58-06, being seconded by Councilmember Cullen, that:

WHEREAS, the City Council authorized at its February 14, 2006 Council meeting to post a full-time Public Works Maintenance (Airport) position opening to Teamster #320 employees; and,

WHEREAS, the Public Works Committee has determined that a current qualified Teamster employee did apply.

THEREFORE BE IT RESOLVED, by the City Council, to accept a Public Works Committee recommendation to approve the internal transfer of Mike McLean from a part-time Public Works Maintenance (Airport) position to full-time status, effective March 13, 2006.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 3-59-06: APPROVAL OF PLANS AND SPECIFICATIONS FOR THE 2006 STREET AND UTILITIES IMPROVEMENT PROJECT**

Ron Lindberg, Public Works Director, presented a Public Works Committee recommendation. Following discussion, Councilmember Schmalz introduced Resolution No. 3-59-06, being seconded by Councilmember Cullen, that:

WHEREAS, pursuant to Resolution No. 2-32-06, Widseth, Smith, and Nolting and the City's Engineering Technical Services Department have prepared plans and specifications for the following improvements:

- 1) Brooks Avenue – bituminous reclamation and turn lanes;
- 2) First Street, Second Street, and Atlantic Avenue – bituminous reclamation/milling;
- 3) Oakland Park Road, Baken Street, and MMCDC Housing Area – bituminous wearing course paving;
- 4) Countryside Mobile Home Park – streets bituminous reclamation;
- 5) Highway 59 West Frontage Road Improvements;
- 6) Hanson Drive - street and storm sewer construction;
- 7) Hanson Drive – utilities extension;
- 8) Alley West of Main Avenue - improvements;
- 9) Fourth Street and Davis Avenue – storm sewer replacement;

AND WHEREAS, they have presented such plans and specifications to the City Council for approval.

It should be noted that originally a proposal to repair First Street Bridge was included in the Plans and Specifications, but as a result of this improvement being accomplished as part of a County improvement project, the First Street Bridge repairs will not be included as part of the 2006 Street and Utilities Improvement Project.

THEREFORE, BE IT RESOLVED, by the City Council, that:

- 1) Such plans and specifications, a copy of which is on file in the Office of the City Administrator, are hereby approved; and,
- 2) The City Administrator shall prepare and cause to be inserted in The Times newspaper and in the Construction Bulletin an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be publicly opened, tabulated, and the responsibility of the bidders will be considered in the Council Chambers of City Hall on May 2, 2006 at 11:00 a.m. by the City Administrator and Public Works Director. They shall present their recommendation to the City Council on May 9, 2006 at 5:00 p.m. in the Council Chambers of City Hall, at which time the City Council may act upon the recommendation. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the City Administrator for five percent of the amount of such bid.

On vote being taken, the resolution was unanimously passed.

### **ADJOURNMENT**

There being no further discussion, Councilmember Schmalz moved, being seconded by Councilmember Kajewski, to adjourn the meeting at 6:50 p.m. On vote being taken, the Chairman declared the motion unanimously carried and the meeting adjourned.

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Dale Wennberg, Mayor

Attest: \_\_\_\_\_  
Jodie R. Torkelson, City Administrator