

## **COUNCIL PROCEEDINGS**

**January 16, 2007**

The City Council of Thief River Falls, Minnesota, met in regular session at 5:00 p.m., on January 16, 2007 in the Council Chambers of City Hall. The following Councilmembers were present: Bendickson, Cullen, Erickson, Holten, Kajewski, Lee, Schmalz, and Mayor Nordhagen. No Councilmembers were absent. Mayor Nordhagen 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 Kajewski, to approve the January 2, 2007 Committee of the Whole Proceedings and the January 9, 2007 Council Proceedings, with amendments. On vote being taken, the Chairman declared the motion unanimously carried.

### **RESOLUTION NO. 1-12-07: APPROVAL OF PAYMENT OF BILLS**

Councilmembers Holten and Erickson indicated they reviewed the bills prior to the meeting. Following discussion, Councilmember Holten introduced Resolution No. 1-12-07, being seconded by Councilmember Erickson, that:

RESOLVED, by the City Council, to authorize payment of the second half of January bills in the amount of \$52,269.52. 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. 1-13-07: APPROVAL OF SUBORDINATION AGREEMENT FOR PAUL AND JACKIE GONSOROWSKI REGARDING SLOW SECOND MORTGAGE**

A request by Bank of America for the City to subordinate on a slow second mortgage loan made to Paul and Jackie Gonsorowski was presented as part of the Consent Agenda. Following discussion, Councilmember Cullen introduced Resolution No. 1-13-07, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, that the City hereby agrees to subordinate its position on a slow second mortgage with Paul and Jackie Gonsorowski and Bank of America on property legally described as Lot 1 of Block 2 of Zeh's Addition.

On vote being taken for the Consent Agenda, the resolution was unanimously passed.

### **RESOLUTION NO. 1-14-07: APPROVAL OF SUBORDINATION AGREEMENT FOR CHARLES AND JANICE HICKS REGARDING A HEAT PUMP LOAN**

A request by Border State Bank for the City to subordinate on a heat pump loan made to Charles and Janice Hicks was presented as part of the Consent Agenda.

Following discussion, Councilmember Cullen introduced Resolution No. 1-14-07, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, that the City hereby agrees to subordinate its security interest in the heat pump and related equipment with Border State Bank and Charles and Janice Hicks on property legally described as the East ½ of Lot 6 and all of Lot 7, Block 1 in Bratrud's Rearrangement of Thief River Falls.

On vote being taken for the Consent Agenda, the resolution was unanimously passed.

**RESOLUTION NO. 1-15-07: APPROVAL OF RESOLUTION IN SUPPORT OF INCREASED STATE-WIDE LIBRARY FUNDING**

A request by the Northwest Regional Library System was presented as part of the Consent Agenda. Following discussion, Councilmember Cullen introduced Resolution No. 1-15-07, being seconded by Councilmember Schmalz, that:

WHEREAS, the Regional Public Library Systems in Minnesota contribute to both improvements in library operation and efficiencies in providing service to the entire population of the State of Minnesota; and,

WHEREAS, the Regional Public Library Systems are primarily funded through local tax levies and the State of Minnesota through Regional Library Basic System Support; and,

WHEREAS, the State of Minnesota has not increased its contribution to Regional Library Basic System Support in over a decade; and,

WHEREAS, the funding for Regional Public Library Systems has increasingly fallen on local property tax dollars.

THEREFORE, BE IT RESOLVED, the City Council of Thief River Falls hereby requests its legislative representatives and the Governor to place a high priority on a substantial increase in the Regional Public Library System Basic Support appropriation during the 2007 legislative session.

BE IT FURTHER RESOLVED, the City Council of Thief River Falls hereby requests the Association of Minnesota Counties join the Minnesota Library Association in lobbying the Legislature for this increase during the 2007 legislative session.

On vote being taken for the Consent Agenda, the resolution was unanimously passed.

**RESOLUTION NO. 1-16-07: APPROVAL OF PROGRESSION RAISE FOR LYNN SKIBICKI, CAD OPERATOR**

A proposed progression raise for Lynn Skibicki, CAD Operator, was presented as part of the Consent Agenda. Following discussion, Councilmember Cullen introduced Resolution No. 1-16-07, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, to approve a progression raise for Lynn Skibicki, CAD Operator. Mr. Skibicki shall progress to Step 3 of the Grade Level 5 CAD Operator salary schedule, effective January 24, 2007.

On vote being taken for the Consent Agenda, the resolution was unanimously passed.

**RESOLUTION NO. 1-17-07: ACCEPTANCE OF RESIGNATION OF SHOAN NELSON, PARK MAINTENANCE/ARENA WORKER**

As part of the Consent Agenda, the City Council considered the resignation of a Parks and Recreation Department employee. Following discussion, Councilmember Cullen introduced Resolution No. 1-17-07, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, to accept the resignation of Shoan Nelson, Parks Maintenance/Arena Worker, effective January 12, 2007.

On vote being taken for the Consent Agenda, the resolution was unanimously passed.

**RESOLUTION NO. 1-18-07: ACCEPTANCE OF RESIGNATION OF RYAN KEZAR, PATROL OFFICER**

As part of the Consent Agenda, the City Council considered the resignation of a Police Department employee. Following discussion, Councilmember Cullen introduced Resolution No. 1-18-07, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, to accept the resignation of Ryan Kezar, Patrol Officer, effective January 16, 2007.

On vote being taken for the Consent Agenda, the resolution was unanimously passed.

**FILLING OF PARKS MAINTENANCE/ARENA POSITION REFERRED BACK TO COMMITTEE OF THE WHOLE FOR DISCUSSION**

A proposal to fill the vacated Park Maintenance/Arena position through internal posting or, if necessary, through external posting was discussed. Following discussion, Councilmember Lee moved, being seconded by Councilmember Bendickson, to refer this matter back to the Committee of the Whole for further discussion. On vote being taken, the Chairman declared the motion carried by a seven-yes, one-no (Cullen) vote.

**RESOLUTION NO. 1-19-07: APPROVAL OF MONROE CROSSING DINNER THEATER CONCERT AT THE RALPH ENGELSTAD ARENA**

A proposal for a dinner/concert in the Imperial Room at the Ralph Engelstad Arena was reviewed. Following discussion, Councilmember Lee introduced Resolution No. 1-19-07, being seconded by Councilmember Bendickson, that:

RESOLVED, by the City Council, to authorize the City Administrator to execute a Performance Agreement with Monroe Crossing for a dinner/concert in the Imperial Room at the Ralph Engelstad Arena on March 30, 2007.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-20-07: APPROVAL OF TRF FIRE RELIEF ASSOCIATION DEFERRED INTEREST BYLAW AMENDMENT**

The City Council reviewed a recommendation from the TRF Volunteer Fire Department Relief Association. Following discussion, Councilmember Kajewski introduced Resolution No. 1-20-07, being seconded by Councilmember Lee, that:

RESOLVED, by the City Council, that Article VIII. Section 2. of the Restate Bylaws of the Thief River Falls Firemen's Relief Association, be amended as follows:

ARTICLE VIII. – DEATH BENEFITS AND PENSIONS

Section 2. A member of the Association who has completed 20 years of active service with the Thief River Falls Fire Department, who has completed 20 years of active membership in the Association, and who separates from active service and membership before reaching age 50 may apply for a deferred service pension. The deferred service pension starts when the former member separates from active service and membership and when the former member makes a valid written application. The association shall add interest to the deferred benefit amount, compounded annually, at a rate equal to five percent. The deferred service pension shall be governed by and shall be calculated under the general statute, special law, Association's Articles of Incorporation, or Association Bylaw provisions applicable on the date on which the member separated from active service with the Thief River Falls Fire Department and active membership in the Association. The Section applies to anyone who has separated from active service and membership from and after January 1, 1998.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-21-07: APPROVAL OF 2007 ELECTRIC CONSERVATION IMPROVEMENT PROGRAM**

An annual State-mandated program was brought to the Council for consideration. Following discussion, Councilmember Lee introduced Resolution No. 1-21-07, being seconded by Councilmember Schmalz, that:

WHEREAS, the State Conservation Improvement Program mandates the City spend 1.5% of the revenue for sales of electricity for energy conservation programs. Should the City not spend the 1.5% of revenue on energy conservation any amount less then the 1.5% has to be paid to the State; and,

WHEREAS, the Electric Department budget for 2007 is \$7,884,931 in power sales revenue which would mean 1.5% in conservation spending equals \$118,274; and,

WHEREAS, the City will be reporting the expenditures of the conservation program spending to the Public Service Commissioner; and,

WHEREAS, the conservation expenses for this state required program are recorded on work orders, rebate programs, and promotion programs. Labor costs for the customer service representative and other staff involved are also part of the CIP expenditures.

THEREFORE, BE IT RESOLVED, by the City Council, to adopt the 2007 City Conservation Program and State Conservation Improvement Program. Funding for the conservation program is limited to the budget listed below. The City Council may change funding limits as determined appropriate:

### **RESIDENTIAL CUSTOMERS**

#### **Home Energy Improvement**

1. Offer home energy audits.
2. Provide grants for insulation improvements to homes. Attic insulation, outside envelope insulation, and insulated exterior door.
  - A. R19 insulation \$.20/sq foot R11 insulation \$0.175/sq foot for attic space or exterior wall space.
  - B. Attic blown insulation, \$0.30 per cubic foot.
  - C. Insulation applied for a residing project
    1. ½" insulation to and including 1" foam insulation, \$0.20/ square foot
    2. ¼" fan foil, R1.5 to R3, \$0.10/square foot
  - D. \$100.00 per insulated exterior door, not storm doors.
3. Provide grants for window replacement.
  - A. Minimum of \$100.00 per window to 50% of the cost of the window not to exceed \$150.00 per window, limit of 5 per customer.

Maximum single facility energy improvement rebate of \$750.00 per year.

4. Budget \$46,000.00

### **Geothermal Systems**

1. The City start an "Earth Energy" campaign for geothermal systems.  
Transfer energy from the ground to heat a home or business. Transfer energy from the home to the ground for cooling.
2. Rebates for the installation of geothermal heat exchanger system.  
\$2,000.00 per residential installation
3. Budget \$4,000.00

### **Appliances Rebate Program, Energy Star**

1. Rebate amount to be  
Dishwasher        \$75.00  
Clothes washer    \$100.00  
Refrigerator       \$100.00  
Customer provides receipt, model number and energy star information from appliance.
2. Budget \$25,800.00

### **Home Air Conditioners/Heat pumps**

1. Rebate \$100.00 for the purchase of an Energy Star central air conditioner.  
Rebate \$250.00 for the purchase of an Energy Star heat pump.
2. Budget \$6,000.00

### **Low Income Conservation Assistance**

1. Donate \$10,000 to Inter County Community Council for energy savings improvements for low income homes in Thief River Falls.

### **Compact Fluorescent Lamps**

1. Provide 500 compact fluorescent lamps to be given to residential customers.
2. Budget \$3,500.00

### **Financing - Residential Budget for all loans, \$20,000.**

Dual heat systems: 5% loans. Only finance a 100% capable back up system (whole house). Include replacement of the secondary heating furnace for whole house.

Heat pumps: 0% loan for an energy star heat pump installed. For non-energy star units, if installed with a dual heat installation a 5% loan, for non-dual heat a 7% loan.

Air conditioners: If installed with a dual heat installation a 5% loan, if installed with non-dual heat system a 7% loan.

## **MUNICIPAL GOVERNMENT FACILITIES**

### **Lighting Improvements**

1. Convert metal halide ice sheet lighting to fluorescent lighting the Ralph Engelstad Arena.
2. Budget: \$15,000.00

## **COMMERCIAL AND INDUSTRIAL CUSTOMERS**

### **Financing**

Financing with low interest loans will be considered for commercial/industrial customers for electric heat or other large loads.

### **Fluorescent lighting**

Conversion to energy efficient fluorescent lighting fixtures for a commercial customer. Loan to include material and labor to replace existing lighting with energy saving lighting. Installation has to demonstrate a savings of 10% or more of energy for the lighting system.

Matching grant of up to \$2,000.00 to be matched by customer. Not for labor or material provided by the customer.

0% interest loan for a maximum of \$8,000.00 for 5 years. 5% interest 5 year loan for above \$8,000.00

Grant Budget \$8,000.00 Loans from Utility Reserves.

### **Utility Conservation Projects**

1. Upgrade street lights, mercury vapor luminaire conversion to high pressure sodium. Energy cost savings from the changing of luminaries.

### **Promotion of Program:**

1. City Newsletter
2. Local Press

On vote being taken, the resolution was unanimously passed.

## **CALL FOR BIDS FOR TWO SEWER LIFT PUMPS**

A request for the replacement of two sewer lift pumps was discussed. Following discussion, Councilmember Kajewski moved, being seconded by Councilmember Lee, to authorize the Public Utilities Director to solicit bids for a 75 horsepower lift pump and a 125 horsepower lift pump that are used as part of the wastewater collection system. Bids shall be opened on February 9, 2007 at 2:00 p.m. On vote being taken, the Chairman declared the motion unanimously carried.

## **RESOLUTION NO. 1-22-07: APPROVAL OF 2008-2013 AIRPORT CAPITAL IMPROVE-MENT PLAN**

The Airport Capital Improvement Plan was presented. Following discussion, Councilmember Holten introduced Resolution No. 1-22-07, being seconded by Councilmember Lee, that:

RESOLVED, by the City Council, to approve the 2008-2013 Airport Capital Improvements Plan, as presented. A summary of the 2008-2013 plan at the Thief River Falls Regional Airport is as follows:

<u>Priority #</u>	<u>YEAR</u> <u>State/Federal</u> <u>Fiscal</u>	<u>PROPOSED IMPROVEMENT</u>	<u>FAA FUND</u>	<u>STATE FUND</u>	<u>CITY FUND</u>
1	2008	Tractor Snow Broom/Blower	617,500	0	32,500
2	2008	Replace Furnace in Terminal	0	11,500	4,500
3	2008	MPSH	760,000	0	40,000
4	2009	Hangar Area Restoration (6,700 sq yds)	0	60,000	60,000
5	2009	Terminal Building Rehabilitation	0	63,000	27,000
6	2008	Environmental Assessment	71,250	0	3,750
7	2008	Land Acquisition	190,000	0	10,000
8	2010	Recondition Runway 13/31 and Taxiway	1,900,000	0	100,000
9	2010	Replace Runway/Taxiway Lighting	275,000	0	14,500
10	2010	Extend Runway 13/31 and Taxiway	3,800,000	0	200,000
11	2010	Install Instrument Landing System (ILS) 13/31	950,000	0	50,000
12	2010	Relocate CSAH #17 (runway encroachment)	380,000	0	20,000
13	2010	Four-Unit Large Bay Hangar	190,000	0	10,000
14	2011	Site Preparation-MPSH for FBO and 3 T-Hangars	0	50,000	50,000
15	2011	New Apron/Txy for FBO Y& Hangar Access	0	150,000	150,000
16	2012	New FBO Building	285,000	0	15,000
17	2012	Paved Apron and Tie-Down Area	0	280,000	120,000
18	2012	Paved Parking Lot	0	84,000	36,000

The 2008-2013 Airport Capital Improvement Plan, in its entirety, is on file in the Office of the Public Works Director.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-23-07: ACCEPTANCE OF PROPOSED 2007 STREET, SIDE-WALK AND UTILITIES IMPROVEMENT PROJECT AND CALLING FOR PUBLIC HEARING**

The City Council reviewed the 2007 Street, Sidewalk, and Utilities Improvements Feasibility Report prepared by the Public Works Director. Following discussion, Councilmember Lee introduced Resolution No. 1-23-07, being seconded by Councilmember Cullen, that:

WHEREAS, pursuant to Resolution No. 12-248-06, a report has been prepared by the Public Works Director with reference to the following proposed improvements:

- 1) Bituminous Reclamation – First Street from Barzen Avenue to Brooks Avenue;
- 2) Greenwood Street Utilities Improvements and Street Construction – Gilbert Industrial Park;
- 3) Spruce Avenue Curb and Gutter and Sidewalk Replacement Adjacent to Franklin Middle School;
- 4) Water Main Extension and Frontage Road Street Improvements – Van-Rooy Drive South of Wendt Drive at Highway 32;
- 5) MMCDC Phase I Housing Site Development – Area South of Challenger Elementary School;
- 6) Curb and Gutter and Bituminous Base Installation – Alice Drive 500 feet South of Greenwood Street;
- 7) Cartway Drive and Oak Avenue North Street Improvements; and,
- 8) East Greenwood Street Housing Development Area – Utilities Extension and Minor Street Improvements.

WHEREAS, the report provides information regarding whether the proposed projects are necessary, cost-effective, and feasible.

NOW, THEREFORE, BE IT RESOLVED, by the City Council, that the Council will consider the improvements of such projects in accordance with the report and the invoicing of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of \$2,873,000.

BE IT FURTHER RESOLVED, that a public hearing shall be held on such proposed improvements on the 15th day of February, 2007 in the Council Chambers of the City Hall at 7:00 p.m. and that the City Administrator shall give mailed and published notice of such hearing and improvements as required by law.

On vote being taken, the resolution was unanimously passed.

#### **DISCUSSION OF CREATING AN ADVISORY BOARD FOR MARKETING OF THE RALPH ENGELSTAD ARENA**

The City Council discussed the concept of an advisory board for marketing of the Ralph Engelstad Arena. Following discussion, Councilmember Erickson moved, being seconded by Councilmember Lee, to authorize the Mayor to seek candidates for a proposed advisory board (no more than five persons) to assist in the marketing of the

Ralph Engelstad Arena. This matter will be brought back to the Council for further discussion. On vote being taken, the Chairman declared the motion unanimously carried.

### **PROCLAMATION OF 2007 SCOUT WEEK**

The City of Thief River Falls has been asked to honor the Boy Scouts of America. Following discussion, Councilmember Cullen moved, being seconded by Councilmember Schmalz, to proclaim February 4-10, 2007 as Scouting Anniversary Week by expressing appreciation to the community organizations that sponsor scouting and the volunteer leaders for bringing this value-based program to our young people. On vote being taken, the Chairman declared the motion unanimously carried.

### **ITEMS FOR INFORMATION**

- 1) A Pandemic and Avian Flu Training will be held in Roseau on January 31, 2007.
- 2) A Community Summit Partnership meeting will be held on January 31, 2007 at 7:00 p.m. in the Imperial Room of the Ralph Engelstad Arena.

### **ADJOURNMENT**

There being no further discussion, Councilmember Schmalz moved, being seconded by Councilmember Cullen, to adjourn the meeting at 6:03 p.m. On vote being taken, the Chairman declared the motion unanimously carried and the meeting adjourned until 4:30 p.m. on January 23, 2007.

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Steve Nordhagen, Mayor

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