

COUNCIL PROCEEDINGS

October 16, 2007

The City Council of Thief River Falls, Minnesota, met in regular session at 5:00 p.m., on October 16, 2007 in the Council Chambers of City Hall. The following Councilmembers were present: Bendickson, Cullen, Erickson, Kajewski, Lee, and Schmalz. Councilmember Holten and Mayor Nordhagen were absent. Vice-Mayor Cullen chaired the meeting.

RESOLUTION NO. 10-272-07: APPROVAL OF COUNCIL PROCEEDINGS

The City Council reviewed two sets of Council Proceedings. Following discussion, Councilmember Schmalz introduced Resolution No. 10-272-07, being seconded by Councilmember Lee, that:

RESOLVED, by the City Council, to approve the October 2, 2007 Council Proceedings and the October 9, 2007 Committee of the Whole Proceedings, with corrections.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10-273-07: APPROVAL OF PAYMENT OF BILLS

Councilmember Lee indicated he reviewed the bills prior to the meeting. Following discussion, Councilmember Lee introduced Resolution No. 10-273-07, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to authorize payment of the second half of October bills in the amount of \$497,599.31 and the October 1 – October 12, 2007 prepayments in the amount of \$587,755.56. 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. 10-274-07: ACCEPTANCE OF PRESENTATION ON CITY HALL BEAUTIFICATION PROJECT BY EAGLE SCOUT BILLY LEWIS

Billy Lewis appeared before the City Council to present the project description for a garden east of the City Hall building. Following discussion, Councilmember Lee introduced Resolution No. 10-274-07, being seconded by Councilmember Kajewski, that:

WHEREAS, pursuant to Resolution No. 6-146-07, the City Council authorized proceeding with a beautification project of an area immediately east of City Hall as designed by the Master Gardeners; and,

WHEREAS, Billy Lewis presented his proposal to construct a portion of the design as his Eagle Scout project, consisting of landscaping to include a pathway, fencing, and planting of shrubs and perennial flowers. His project requires assistance from the City of Thief River Falls to provide heavy equipment to prepare top soil, provide

needed top soil, provide tree chip mulch, and provide future maintenance of the garden.

THEREFORE, BE IT RESOLVED, that the City Council hereby accepts the proposed Eagle Scout project as presented by Billy Lewis.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10-275-07: APPROVAL OF FUND BALANCE RESERVE POLICY

The City Council reviewed a Decision Memorandum prepared by City Administrator Torkelson and Finance Director Johnson. Following discussion, Councilmember Bendickson introduced Resolution No. 10-275-07, being seconded by Councilmember Kajewski, that:

BE IT RESOLVED, that the City Council hereby adopts a Fund Balance/Reserve Policy to provide the City with guidelines for ensuring and maintaining an appropriate level of funds, unreserved and reserved, and to sustain the financial integrity of the City. It is the intent of the City to provide a stable financial environment for which citizens can depend on a consistent and quality level of services, by ensuring that:

- 1) The City will strive to attain an unreserved fund balance of 35 to 50 percent of fund operating revenues;
- 2) The City will monitor fund balances in special revenue funds to stay consistent with the need and use of the specific purpose of that fund;
- 3) The City will review capital project fund balances on an annual basis to assure the fund balance is in line with the fund's objectives;
- 4) The City's debt service funds will strive to maintain a minimum of the next year's debt service payments due as fund reserves; and,
- 5) In the enterprise funds, the City shall calculate fund reserves to be current assets (not including inventories) less current liabilities. The City will strive to maintain a minimum fund reserve of eight to seventeen percent of operating expenditures for each enterprise fund.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10-276-07: APPROVAL OF PROGRESSION RAISE FOR DALLAS BOTHUM, PART-TIME OFF-SALE CLERK

The City Council reviewed a proposed progression raise for a part-time Off-Sale Liquor Clerk. Following discussion, Councilmember Erickson introduced Resolution No. 10-276-07, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to grant Dallas Bothum, part-time Off-Sale Liquor Clerk, a progression raise. Mr. Bothum shall progress to Step 5 (top) of the Grade Level 2 Off-Sale Clerk salary schedule, retroactive to September 6, 2007.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 10-277-07: APPROVAL OF EPIPHANY STATION CHURCH
CONDITIONAL USE PERMIT – 403 MAIN AVENUE NORTH**

Mike Moore, Community Development Director, presented a Planning Commission recommendation. Following discussion, Councilmember Lee introduced Resolution No. 10-277-07, being seconded by Councilmember Kajewski, that:

WHEREAS, pursuant to proper notice, the Planning Commission conducted a public hearing on October 15, 2007 to review a Conditional Use Permit application submitted by Epiphany Station to remodel and use the current building at 403 Main Avenue North as a church; and,

WHEREAS, the Planning Commission recommends approval of the Conditional Use Permit based upon the fact that the property is presently zoned Central Business District (C-3) where churches are permitted as a Conditional Use and the request meets all eight of the "Criteria For Granting Conditional Use Permits, as required by City Code 152.

THEREFORE, BE IT RESOLVED, that the City Council accepts the Planning Commission's recommendation and grants Epiphany Station, 206 Westwood Court, Thief River Falls, MN 56701 a Conditional Use Permit to operate a church in the building to be remodeled on property legally described as: All of Lots 1 and 2 and the East 75' of Lots 3 and 4, Block 21, of Original Townsite and the West 65' of Lots 3 and 4, Block 21, of Original Townsite.

On vote being taken, the resolution was unanimously passed.

**DISCUSSION OF MATTER OF TIF 1-8 DEVELOPER'S AGREEMENT FOR 24-
PLEX UNIT RENTAL HOUSING**

Mike Moore, Community Development Director, reported that the Planning Commission has passed a motion at their October 15, 2007 meeting in support of the terms of a proposed agreement prepared by Ehlers and Associates as it relates to TIF District 1-8, Wheatland Estates – Harold Jesh, Developer, to construct a 24-plex unit rental housing complex. This was for information and discussion only, and will be presented to the City Council on November 6, 2007 for action.

RESOLUTION NO. 10-278-07: PROCLAMATION IN SUPPORT OF MINNESOTA MANUFACTURER'S WEEK

The Mayor presented a proposed proclamation. Following discussion, Councilmember Bendickson introduced Resolution No. 10-278-07, being seconded by Councilmember Schmalz, that:

WHEREAS, the manufacturing industry is a dynamic part of Minnesota's economy, and promotion of this sector's strength, success and high quality of life is an integral part of Minnesota's economic development strategy; and,

WHEREAS, manufacturing provides high skill, high wage jobs which significantly contributes to Minnesota's high standard of living and economic vitality; and,

WHEREAS, manufacturing has the largest total payroll of any business sector in Minnesota, providing 17.4 billion in 2006 wages; and,

WHEREAS, manufacturing produces \$34.1 billion for the state economy and is the largest share, 16.0 percent of our gross state product; and,

WHEREAS, manufactured exports brought over \$15.2 billion into the Minnesota economy in 2006.

THEREFORE, let it be known, that on this 16th day of October 2007, I, Steve Nordhagen, Mayor of Thief River Falls, do hereby declare the week of October 22-26, 2007 as Minnesota Manufacturer's Week in Thief River Falls, Minnesota.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10-279-07: APPROVAL TO EXTEND COMPLETION DATE FOR DAVIDSON READY MIX & CONSTRUCTION TO COMPLETE IMPROVEMENT PROJECT

The City Council reviewed a requested submitted to Ron Lindberg, Public Works Director, from Davidson Ready Mix & Construction, Inc. Following discussion, Councilmember Lee introduced Resolution No. 10-279-07, being seconded by Councilmember Bendickson, that:

WHEREAS, the City has received a request to extend the completion date of the East Greenwood Street and Nelson Drive improvements from Davidson Ready Mix & Construction, Inc., due to the delayed award date and the annexation delays.

THEREFORE, BE IT RESOLVED, by the City Council, to extend the completion date for Davidson Construction, Inc., from October 19, 2007 to June 27, 2008 for the East Greenwood Street and Nelson Drive improvements portion of the 2007 Street, Sidewalk, and Utilities Improvement Project.

On vote being taken, the resolution was unanimously passed.

ITEMS FOR INFORMATION

- 1) The Mayor's Ad-Hoc Committee reviewing the position of City Administrator will be held immediately following the Council Meeting.

ADJOURNMENT

There being no further discussion, Councilmember Erickson moved, being seconded by Councilmember Schmalz, to adjourn the meeting at 6:05 p.m. On vote being taken, the Chair declared the motion unanimously carried and the meeting adjourned.

Steve Nordhagen, Mayor

Attest: _____
Jodie R. Torkelson, City Administrator