

COUNCIL PROCEEDINGS

January 8, 2008

The City Council of Thief River Falls, Minnesota, met in regular session at 5:00 p.m., on January 8, 2008 in the Council Chambers of City Hall. The following Councilmembers were present: Bendickson, Cullen, Erickson, Holten, Kajewski, Lee, Schmalz, and Nordhagen. No Councilmembers were absent. Mayor Nordhagen chaired the meeting.

APPROVAL OF AGENDA

Councilmember Cullen motioned, being seconded by Councilmember Kajewski, to approve the agenda with the addition of two items. On vote being taken, the motion was unanimously approved and the agenda adopted.

RESOLUTION NO. 1-1-08: APPROVAL OF COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Lee introduced Resolution No. 1-1-08, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, to approve the December 18, 2007 Council Proceedings as presented.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-2-08: APPROVAL OF PAYMENT OF BILLS

Presented as part of the Consent Agenda, Councilmember Cullen introduced Resolution No. 1-2-08, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, to authorize payment of the bills and disbursements in the total amount of \$975,991.64. A printout of the approved disbursements is attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-3-08: RESOLUTION TO DESIGNATE THE TIMES AS THE OFFICIAL NEWSPAPER

An annual item of business was presented. Following discussion, Councilmember Cullen introduced Resolution No. 1-3-08, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to designate The Times as the official newspaper of the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-4-08: RESOLUTION TO APPROVE OFFICIAL DEPOSITORIES FOR CITY FUNDS

An annual item of business was presented. Following discussion, Councilmember Kajewski introduced Resolution No. 1-4-08, being seconded by Councilmember Lee, that:

RESOLVED, the City Council, to appoint the following institutions as official depositories for City funds for calendar year 2008:

Minnesota Municipal Money Market Fund
c/o PMA Financial Inc.
27545 Diehl Road, Suite 100
Warrenville, IL 60555

Wells Fargo Bank West, NA
208 Main Avenue North
Thief River Falls, MN 56701

Northern State Bank
201 Third Street East
Thief River Falls, MN 56701

Edward D. Jones & Company
105 Third Street East
Thief River Falls, MN 56701

Border State Bank
1528 Highway 59 South
Thief River Falls, MN 56701

Piper Jaffray
800 Nicollet Mall, Suite 880
Minneapolis, MN 55402-7020

Wells Fargo Investments
406 Main Avenue, 1st Floor
Fargo, ND 58126

RBC Dain Rauscher, Inc.
60 South Sixth Street
Minneapolis, MN 55402

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-5-08: RESOLUTION TO APPROVE NORTHERN STATE BANK COLLATERAL IN EXCESS OF FDIC INSURANCE FOR 2008

An annual item of business was presented. Following discussion, Councilmember Schmalz introduced Resolution No. 1-5-08, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to approve an agreement with Northern State Bank for collateral in excess of the FDIC Insurance for 2008.

BE IT FURTHER RESOLVED, to authorize the City Administrator to execute any and all documents necessary relating to this agreement.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-6-08: RESOLUTION TO APPOINT PROCESS SERVER FOR 2008

An annual item of business was presented. Following discussion, Councilmember Lee introduced Resolution No. 1-6-08, being seconded by Councilmember Erickson, that:

RESOLVED, by the City Council, to appoint the Chief of Police as the process server for calendar year 2008.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-7-08: RESOLUTION TO APPROVE APPOINTMENTS TO BOARDS AND COMMISSIONS

An annual item of business was presented. Following discussion, Councilmember Bendickson introduced Resolution No. 1-7-08, being seconded by Councilmember Lee, that:

RESOLVED, by the City Council, to accept the Mayor's recommendations and approve the following appointments:

HOUSING AND REDEVELOPMENT AUTHORITY – 5 year term

Mike Skjervan

PLANNING COMMISSION & BOARD OF ADJUSTMENTS AND APPEALS – 3 year term

Jim Mattison

John Johnson (reappointment)

Richard Sjoberg (reappointment)

COMMUNITY DEVELOPMENT ADVISORY BOARD – 3 year term

Ron Ray (reappointment)

POLICE CIVIL SERVICE COMMISSION – 3 year term

Bill Barthold

TRF REGIONAL LIBRARY BOARD – 3 year term

Mina Patel

Denise Nordhagen

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-8-08: RESOLUTION TO APPROVE COUNCILMEMBER APPOINTMENTS TO COMMUNITY AND STATEWIDE BOARDS, COMMISSIONS, AND COMMITTEES

An annual item of business was presented. Following discussion, Councilmember Bendickson introduced Resolution No. 1-8-08, being seconded by Councilmember Lee, that:

RESOLVED, to approve the following appointments to various community/state boards and committees for calendar year 2008:

Airport Zoning Board	Ken Schmalz and Conrad Holten
Airport Advisory Board	Ken Schmalz
City Employee Safety Committee	Conrad Holten
Coalition of Greater Minnesota Cities	Elvera Cullen
Community Development Advisory Board	Ken Schmalz
Community Development Advisory Board (Ex-Officio)	Steve Nordhagen
Community Education Advisory Board	Elvera Cullen
Convention and Visitors Bureau Board	Floyd Erickson
Jobs, Inc. (Ex-Officio)	Emery Lee
Joint Rocksbury/North/City Zoning Board	Conrad Holten
League of Minnesota Cities	Steve Nordhagen
MEC Joint Powers Board	Floyd Erickson
MN Department of Transportation Variance Board	Steve Nordhagen
Northwest Regional Development Commission	Elvera Cullen
Pennington County Building Committee	Ken Schmalz
Pennington County Historical Society	Odette Bendickson
Pennington County Water Quality Task Force	Glen Kajewski
Planning Commission/Board of Adjsts & Appeals	Conrad Holten
Red Lake River Corridor Enhancement Project	Glen Kajewski
TRF Chamber of Commerce Board of Directors	Odette Bendickson
TRF Library Board/Regional Library Board	Odette Bendickson
TRF Youth Development Committee	Floyd Erickson

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-9-08: RESOLUTION TO APPOINT AN ACTING MAYOR IN THE ABSENCE OF MAYOR NORDHAGEN FOR CALENDAR YEAR 2008

An annual item of business was presented. Following discussion, Councilmember Cullen introduced Resolution No. 1-9-08, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to appoint Ken Schmalz as Acting Mayor in the absence of Mayor Nordhagen for calendar year 2008.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-10-08: RESOLUTION APPROVAL OF CONTRACT FOR SERVICES WITH JOBS, INC.

Community Development Director Moore presented the renewal of a contract between the City of Thief River Falls and Jobs, Inc. Following discussion, Councilmember Schmalz introduced Resolution No. 1-10-08, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to authorize and direct the Mayor and City Administrator to execute a contract with Jobs, Inc., whereby Jobs, Inc., shall reimburse the City for a portion of the salaries of the Community Development Director and the Community Development Secretary in exchange for their assistance in the activities of Jobs, Inc. for calendar year 2008.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-11-08: RESOLUTION APPROVAL OF INTERNAL TRANSFER OF ROY FISHER TO POSITION OF METER READER

Director of Utilities Rude presented the City Council with a recommendation for filling of the position of Meter Reader through the Teamster #320 internal transfer process as per union contract. Following discussion, Councilmember Erickson introduced Resolution No. 1-11-08, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, to approve the transfer of Roy L. Fisher from Public Works Maintenance (Government Buildings) to the position of Meter Reader, effective January 2, 2008.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-12-08: RESOLUTION APPROVAL OF WATER RATE INCREASE

Director of Utilities Rude presented the City Council with a proposed water rate increase as proposed during the 2008 budget process. Following discussion, Councilmember Bendickson introduced Resolution No. 1-12-08, being seconded by Councilmember Lee, that:

WHEREAS, the City of Thief River Falls owns and operates a municipal water utility; and,

WHEREAS, the City Council sets the rates for the sale of water to retail customers; and,

WHEREAS, the City Council uses the revenue from the sale of water to retail customers for operation, maintenance, installation of water distribution system, financing loans and bonds, and other expenses of the Water Department; and,

WHEREAS, the City Council has determined that a change in water rates is needed.

THEREFORE, BE IT RESOLVED, by the City Council, that the existing water utility rates shall be in effect only for billings up to and including February 29, 2008; and,

BE IT FURTHER RESOLVED, that the following water utility rates shall be in effect for billings from and after March 1, 2008, until thereafter amended:

WATER UTILITY RATES EFFECTIVE MARCH 2008 BILLING

Determination of Rate: As provided by City Ordinance, the City shall determine the rate at which a customer is charged.

State Sales Tax: Where applicable, the water utility rates shown below are subject to state sales tax.

Monthly Service Charge: The monthly service charge is the minimum charge and is in addition to any volume charge. A customer served by more than one meter shall be billed a service charge for each meter.

Monthly Service Charge:

Service Size	Charge
5/8" & 3/4"	\$ 11.50
1"	\$ 23.00
1-1/4"	\$ 36.50
1-1/2"	\$ 51.00
2"	\$ 91.00
3"	\$205.00
4"	\$364.00
6"	\$820.00

Volume Charge per 1,000 gallons: The volume charge, to be billed monthly, is as follows:

Usage	Charge
Up to 10,000 gallons	\$2.80 per 1,000 gallons
10,001 to 2,000,000 gallons	\$2.90 per 1,000 gallons
More than 2,000,000 gallons	\$2.49 per 1,000 gallons

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-13-08: APPROVAL OF COUNCIL COMMITTEE STRUCTURE

The City Council reviewed a proposed change in the council committee structure to add functional committees and cross-cutting committees in addition to the current committee of the whole and regular council meetings. Following discussion, Council-member Schmalz introduced Resolution No. 1-13-08, being seconded by Council-member Bendickson, that:

RESOLVED, by the City Council, to adopt the following committee structure, effective immediately:

FUNCTIONAL COMMITTEES: consisting of Administrative Services Committee, Parks/Public Safety Committee, Public Works Committee, and Public Utili-

ties Committee. Each committee shall consist of four councilmembers, who shall rotate committees on an annual basis.

2008	ADMINISTRATIVE SERVICES	PARKS/ PUBLIC SAFETY	PUBLIC WORKS	PUBLIC UTILITIES
1st YEAR	Bendickson	Cullen	Erickson	Kajewski
2nd YEAR	Schmalz	Bendickson	Holten	Lee
3rd YEAR	Kajewski	Lee	Nordhagen	Holten
4th YEAR	Nordhagen	Schmalz	Cullen	Erickson

CROSS-CUTTING COMMITTEES: consisting of Capital Acquisitions Committee, Budget/Finance Committee, Long Range Planning/Annexation Committee, and Personnel/Labor Committee. Each committee shall consist of four councilmembers, who shall rotate committees on an annual basis.

2008	CAPITAL ACQUISITIONS	BUDGET/ FINANCE	LONG RANGE PLANNING/ ANNEXATION	PERSONNEL/ LABOR
1st YEAR	Holten	Bendickson	Schmalz	Erickson
2nd YEAR	Nordhagen	Erickson	Cullen	Kajewski
3rd YEAR	Lee	Cullen	Nordhagen	Schmalz
4th YEAR	Kajewski	Holten	Lee	Bendickson

COMMITTEE OF THE WHOLE: The Committee of the Whole shall meet the third Tuesday of each month at 4:30 p.m. The Committee of the Whole shall consist of all councilmembers.

REGULAR COUNCIL MEETINGS: Shall remain as stated in City Code – meetings shall be held on the 1st and 3rd Tuesday of each month at 5:00 p.m.

BE IT FURTHER RESOLVED, the committees shall meet during the year as scheduled in the attached 2008 calendar.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-14-08: RESOLUTION APPROVING LEASE WITH PENNINGTON COUNTY FOR USE OF AUDITORIUM GYM FLOOR AND TEMPORARY OFFICE SPACE

City Administrator Torkelson presented the City Council with a proposed lease with Pennington County. Following discussion, Councilmember Lee introduced Resolution No. 1-14-08, being seconded by Councilmember Bendickson, that:

WHEREAS, the auditorium located at 123 Main Avenue North, was transferred from the City of Thief River Falls to Pennington County effective the beginning of January, 2008. The City still has a need for use of the gymnasium for the City volleyball league and for a small office space to house the staff working on the Small Cities Rehabilitation Program; and,

WHEREAS, Pennington County is allowing the City to continue usage of the gymnasium and office space through December 31, 2008 in exchange for the City performing snow removal duties as detailed in the lease.

THEREFORE, BE IT RESOLVED, by the City Council, to authorize and direct the Mayor and City Administrator to execute a lease with Pennington County, effective January 1, 2008 through December 31, 2008.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-15-08: RESOLUTION ACCEPTING QUOTE FOR RENTAL OF WASTEWATER DEPARTMENT LAND

Public Utilities Director Rude presented the City Council with a summary of the quotes received for rental of 134 acres of land. Following discussion, Councilmember Schmalz introduced Resolution No. 1-15-08, being seconded by Councilmember Cullen, that:

WHEREAS, the following quotes were received for the rental of 134 acres located south of the wastewater treatment ponds:

BIDDER	QUOTE PER ACRE	ANNUAL PAYMENT
Carlson, Pete	\$76.01	\$10,185.34
Bienek, Mike	\$70.10	\$ 9,393.40
Koop, Tom	\$57.00	\$ 7,638.00
Joppru, Wade	\$55.00	\$ 7,370.00
Lundstrum, Leon	\$40.00	\$ 5,360.00

WHEREAS, Pete Carlson has submitted the highest quote.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the quote submitted by Pete Carlson for rental of 134 acres of property in the amount of \$76.01 per acre per year, for a three-year lease period.

BE IT FURTHER RESOLVED, to authorize the City Attorney to prepare the lease and to authorize and direct the Mayor and City Clerk to execute such lease.

On vote being taken, the resolution was unanimously passed.

INFORMATIONAL ITEMS

- 1) Snow removal on sidewalks is responsibility of property owners. If the City removes the snow because of non-compliance, the City will bill the property owner for the snow removal service.
- 2) Snowmobiles need to respect private property. The City will need to discuss strategies on how to encourage compliance.

UPCOMING MEETINGS

- January 22, 2008 – City Council/division Director Retreat following Committee of the Whole Meeting.

ADJOURNMENT

There being no further discussion, Councilmember Lee moved, being seconded by Councilmember Cullen, to adjourn the meeting at 5:35 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