

## COUNCIL PROCEEDINGS

January 4, 2011

The City Council of Thief River Falls, Minnesota, met in regular session at 5:00 p.m. on January 4, 2011 in the Council Chambers of City Hall. The following Councilmembers were present: Cullen, Erickson, Haj, Holten, Kajewski, Schmalz, Swanson, and Mayor Nordhagen. No Councilmembers were absent. Mayor Nordhagen chaired the meeting.

### **OFFICIAL OATH OF OFFICE**

The following newly elected or re-elected City Officials took the Oath of Office:

Steve "Beaver" Nordhagen – Mayor  
Glen Kajewski – 1<sup>st</sup> Ward Councilmember  
Dean C. Swanson – 3<sup>rd</sup> Ward Councilmember  
Joseph Haj – 5<sup>th</sup> Ward Councilmember  
Elvera Cullen – Councilmember-at-Large

### **APPROVAL OF AGENDA**

Councilmember Holten motioned, being seconded by Councilmember Schmalz, to approve the agenda. On vote being taken, the motion was unanimously approved.

### **RESOLUTION NO. 1-1-11 APPROVAL OF COUNCIL PROCEEDINGS**

Presented as part of the Consent Agenda, Councilmember Schmalz introduced Resolution No. 1-1-11, being seconded by Councilmember Haj, that:

RESOLVED, by the City Council, to approve the December 21, 2010 Council Proceedings, as presented.

On vote being taken, the resolution was unanimously passed.

### **RESOLUTION NO. 1-2-11: APPROVAL OF PAYMENT OF BILLS**

Presented as part of the Consent Agenda, Councilmember Schmalz introduced Resolution No. 1-2-11, being seconded by Councilmember Haj, that:

RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$438,349.30. A printout of the approved payments and disbursements is attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-3-11: APPROVAL OF PROGRESSION RAISE FOR CASEY ENGELSTAD, OFF-SALE CLERK**

Presented as part of the Consent Agenda, Councilmember Schmalz introduced Resolution No. 1-3-11, being seconded by Councilmember Haj, that:

RESOLVED, by the City Council, to approve a progression raise to Casey Engelstad, part-time Off-Sale Clerk. Ms. Engelstad shall progress to Step 3 of the Off-Sale Clerk Grade Level 2/Pay Range 2 salary schedule, retroactive to December 7, 2010.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-4-11: APPROVAL OF CHANGE ORDER NO. 2 FOR DAVIDSON CONSTRUCTION CONTRACT FOR THIEF RIVER FALLS REGIONAL AIRPORT MULTI-PURPOSE HANGAR CONSTRUCTION**

Presented as part of the Consent Agenda, Councilmember Schmalz introduced Resolution No. 1-4-11, being seconded by Councilmember Haj, that:

RESOLVED, to approve Change Order No. 2 to the Davidson Construction, Inc. contract for construction of the Thief River Falls Regional Airport Multi-Purpose Hangar for removal of unsuitable material and replacement with compacted granular backfill. Change Order No. 2 will increase the contract by \$4,317.00, resulting in a final contract cost of \$2,474,992.20.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-5-11: A RESOLUTION OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, TO ESTABLISH A LOCAL BOARD OF APPEAL AND EQUALIZATION PURSUANT TO MINNESOTA STATUTE 274.014, SUBD. 3, PARAGRAPH C.**

City Administrator presented a request from the Pennington County Assessor. Following discussion, Councilmember Cullen introduced Resolution No. 1-5-11, being seconded by Councilmember Schmalz, that:

WHEREAS, the City of Thief River Falls is authorized to serve as the local board of appeal and equalization pursuant to Minnesota Statute 274.01; and

WHEREAS, the City of Thief River Falls's powers to act as the local board of appeal and equalization were transferred to the County of Pennington pursuant to Minnesota Statute 274.014, Subd. 3, paragraph a; and

WHEREAS, said statute provides for the reinstatement of the governing body of the city to serve as the local board of appeal and equalization by resolution of

said city council and upon proof of compliance with Minnesota Statute 274.014, Subd. 2:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Thief River Falls, Minnesota, to establish the City Council as the local board of appeal and equalization pursuant to the above-referenced statutes.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-6-11: APPROVAL TO DESIGNATE THE TIMES NEWSPAPER AS THE OFFICIAL NEWSPAPER**

An annual item of business was presented. Following discussion, Councilmember Kawewski introduced Resolution No. 1-6-11, being seconded by Councilmember Erickson, 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. 1-7-11: APPROVAL OF OFFICIAL DEPOSITORIES FOR CITY FUNDS**

An annual item of business was presented. Following discussion, Councilmember Cullen introduced Resolution No. 1-7-11, being seconded by Councilmember Schmalz, that:

RESOLVED, the City Council, to appoint the following institutions as official depositories for City funds for calendar year 2011:

Minnesota Municipal Money Market Fund  
c/o PMA Financial Inc.  
City Gate Lane 7<sup>th</sup> Floor  
Naperville, IL 60563

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

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

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 LLC  
406 Main Avenue, 1<sup>st</sup> Floor  
Fargo, ND 58126

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-8-11: APPROVAL OF NORTHERN STATE BANK COLLATERAL IN EXCESS OF FDIC INSURANCE FOR 2011**

An annual item of business was presented. Following discussion, Councilmember Kajewski introduced Resolution No. 1-8-11, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, to approve an agreement with Northern State Bank for collateral in excess of the FDIC Insurance of \$250,000 per account for 2011.

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. 1-9-11: APPROVAL OF APPOINTMENT OF PROCESS SERVER FOR 2011**

An annual item of business was presented. Following discussion, Councilmember Holten introduced Resolution No. 1-9-11, being seconded by Councilmember Cullen, that:

RESOLVED, by the City Council, to appoint the Chief of Police as the process server for calendar year 2011.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-10-11: APPROVAL OF COUNCILMEMBER APPOINTMENTS TO COMMUNITY AND STATEWIDE BOARDS, COMMISSIONS, AND COMMITTEES**

An annual item of business was presented. Following discussion, Councilmember Holten introduced Resolution No. 1-10-11, being seconded by Councilmember Cullen, that:

RESOLVED, to approve the following appointments to various community/state boards and committees for calendar year 2011:

Airport Zoning Board  
Airport Authority Commission

City Employee Safety Committee  
Community Development Advisory Board

Ken Schmalz & Conrad Holten  
Steve Nordhagen &  
Glen Kajewski  
Conrad Holten  
Ken Schmalz

Community Development Advisory Board (Ex-Officio)	Steve Nordhagen
Community Education Advisory Board	Dean Swanson
Convention and Visitors Bureau Board	Floyd Erickson
Jobs, Inc. (Ex-Officio)	Joseph Haj
Joint Rocksbury/North/City Zoning Board	Dean Swanson
MEC Joint Powers Board	Floyd Erickson
Northwest Regional Development Commission	Elvera Cullen
Pennington County Historical Society	Elvera Cullen
Pennington County Solid Waste Committee	Ken Schmalz
Planning Commission/Board of Appeals & Adjustments	Conrad Holten
TRF Chamber of Commerce (Ex Officio)	Joseph Haj
TRF Library Board/Northwest Regional Library Board	Joseph Haj

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-11-11: APPROVAL OF CITY COUNCIL COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2011**

An annual item of business was presented. Following discussion, Councilmember Cullen introduced Resolution No. 1-11-11, being seconded by Councilmember Schmalz, that:

RESOLVED, by the City Council, to appoint the following City Council Committees and Committee Members for calendar year 2011:

**Crosscutting Committees**

**Budget/Finance**

Holten, Chair  
Erickson  
Cullen  
Haj

**Long Range Planning/Annexation**

Cullen, Chair  
Haj  
Schmalz  
Swanson

**Personnel/Labor**

Kajewski, Chair  
Erickson  
Schmalz  
Nordhagen

**Functional Committees**

**Utilities**

Nordhagen, Chair  
Kajewski  
Cullen  
Swanson

**Parks and Recreation/Public Safety**

Schmalz, Chair  
Cullen  
Erickson  
Haj

**Public Works**

Swanson, Chair  
Holten  
Kajewski  
Haj

**Administrative Services**

Erickson, Chair  
Schmalz  
Holten  
Nordhagen

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-12-11: APPROVAL OF APPOINTMENT OF COUNCILMEMBER SCHMALZ AS ACTING MAYOR IN ABSENCE OF MAYOR NORDHAGEN FOR CALENDAR YEAR 2011**

An annual item of business was presented. Following discussion, Councilmember Kajewski introduced Resolution No. 1-12-11, being seconded by Councilmember Holten, that:

RESOLVED, by the City Council, to appoint Councilmember Ken Schmalz as the Acting Mayor in the absence of Mayor Nordhagen for calendar year 2011.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-13-11: APPROVAL OF INDEPENDENT SERVICES CONTRACT WITH JOBS INCORPORATED**

The renewal of a proposed agreement was presented. Following discussion, Councilmember Schmalz introduced Resolution No. 1-13-11, being seconded by Councilmember Haj, 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 2011.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-14-11: APPROVAL OF 2011 SALARY AND BENEFIT PACKAGE FOR THE CITY ADMINISTRATOR AND FINANCE DIRECTOR**

A Personnel and Labor Committee recommendation was presented. Following discussion, Councilmember Cullen introduced Resolution No. 1-14-11, being seconded by Councilmember Kajewski, that:

RESOLVED, by the City Council, to accept the Personnel and Labor Committee recommendation to approve the Salary and Benefit Package for the City Administrator and the Finance Director, effective January 1, 2011.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-15-11: REAFFIRMING CITY'S DECISION NOT TO WAIVE THE MONETARY LIMIT OF MUNICIPAL TORT LIABILITY ESTABLISHED BY MN STATUTE**

A recommendation from the City Administrator's Office was presented. Following discussion, Councilmember Schmalz introduced Resolution No. 1-15-11, being seconded by Councilmember Kajewski, that:

WHEREAS, because the City of Thief River Falls obtains its liability coverage from the League of Minnesota Cities Insurance Trust, the City must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

THEREFORE, BE IT RESOLVED, by the City Council to accept an Administrative Services Committee to reaffirm Resolution No. 10-211-06, and inform the League of Minnesota Cities Insurance Trust that the City of Thief River Falls does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 and authorizes the City Administrator to execute any and all documents relating to the action.

On vote being taken, the resolution was unanimously passed.

**UPCOMING MEETINGS/EVENTS**

- 2011 Street Improvement Project Hearing – January 6, 2011 at 7:00 p.m.
- Utilities Committee – January 10, 2011 at 4:30 p.m.
- Parks & Recreation/Public Safety Committee – January 11, 2011 at 4:30 p.m.
- Public Works Committee – January 12, 2011 at 4:30 p.m.
- Administrative Services Committee – January 13, 2011 at 4:30 p.m.
- City Council Meeting – January 18, 2011 at 5:00 p.m.
- Budget and Finance Committee – January 18, 2011 at 6:00 p.m.

- Long Range Planning Committee – January 19, 2011 at 4:30 p.m.
- Personnel/Labor Committee – January 20, 2011 at 4:30 p.m.

**ITEMS FOR INFORMATION**

- 2011 City Council Calendar

**ADJOURNMENT**

There being no further discussion, Councilmember Schmalz moved, being seconded by Councilmember Cullen, to adjourn the meeting at 5:07 p.m. On vote being taken, the Chair declared the motion unanimously carried and the meeting adjourned.

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Steve Nordhagen, Mayor

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