

COUNCIL PROCEEDINGS

FEBRUARY 16, 2021

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on February 16, 2021 in the Council Chambers of City Hall. The following Councilmembers were present: Holmer, Lorenson, McCraw, Bolduc, Howe, Narverud, and Aarestad. Councilmember Prudhomme was absent. Mayor Holmer chaired the meeting.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- None

APPROVAL OF AGENDA

Councilmember Lorenson motioned, being seconded by Councilmember Aarestad, to approve the agenda with the addition of Item 8.05 to close the meeting to discuss the sale of real property. On roll call vote being taken, the motion was unanimously approved.

RESOLUTION NO. 2-31-21: APPROVAL OF COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-31-21, being seconded by Councilmember Bolduc, that:

BE IT RESOLVED, by the City Council, to approve February 2, 2021 Council Proceedings as presented.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-32-21: APPROVAL OF PAYMENT OF BILLS

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-32-21, being seconded by Councilmember Bolduc, that:

BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$1,033,774.40 and Council Per Diems in the amount of \$422.50. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-33-21: ADOPTING 2021 MILEAGE AND MEAL REIMBURSEMENTS

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-26-21, being seconded by Councilmember Bolduc, that:

RESOLVED, by the City of Thief River Falls to accept an Administrative Services Committee recommendation and adopt the mileage rate equal to the federal mileage rate of \$.56 per mile and the Northern Minnesota (Duluth meal reimbursement sched-

ule of \$18.00 for breakfast, \$19.00 for lunch and \$34.00 for dinner (no change from 2020). No reimbursements on alcohol or tips.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-34-21: APPROVAL OF PETER CARLSON LAND LEASE AT GILBERT INDUSTRIAL PARK

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-34-21, being seconded by Councilmember Bolduc, that:

WHEREAS, Pete Carlson has rented 38 acres of farmland from the city for several years in the Gilbert Industrial Park. A recent sale to Garden Valley has reduced this to 35.65 acres. The lease has provisions to terminate the lease in the event of any lot sales in the industrial park.

THEREFORE, BE IT RESOLVED, by the City Council to accept a Public Works Committee recommendation the renewal of a lease between the City of Thief River Falls and Pete Carlson for farmland rental until December 15, 2023 in the Gilbert Industrial Park; and authorize the Mayor and City Administrator to execute the agreement. Gilbert shall pay a total of \$5,657.00 over the three-year period, which represents a 3% increase each year.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-35-21: APPROVAL OF TEMPORARY INTOXICATING LIQUOR LICENSE FOR PENNINGTON COUNTY FAIR ASSOCIATION DURING PENNINGTON COUNTY FAIR

Removed from the Consent Agenda for discussion, Councilmember Aarestad introduced Resolution No. 2-35-21, being seconded by Councilmember McCraw, that:

BE IT RESOLVED, by the City Council, to accept the Public Safety/Liquor Committee recommendation to grant the Pennington County Fair Association a Temporary Intoxicating Liquor License, effective July 14 – 18, 2021 from noon to midnight at the Fairgrounds during the Pennington County Fair.

On roll call vote being taken, the resolution was unanimously passed, with Councilmember Howe abstaining.

RESOLUTION NO. 2-36-21: APPROVAL OF 2021 STREET & UTILITIES IMPROVEMENTS AND CALLING FOR PLANS AND SPECIFICATIONS

Mark Borseth, Public Works Director, presented a Public Works Committee recommendation. Following discussion, Councilmember Narverud introduced Resolution No. 2-36-21, being seconded by Councilmember Bolduc, that:

WHEREAS, a public hearing was held on February 8, 2021 to discuss the proposed improvements. The City will need to order the improvements and call for plans and specifications at the February 16, 2021 Council Meeting to allow adequate preparation time to stay on schedule for a May 6th bid opening. The City Council may order any, or all, of the items identified in the list of improvements. The City council provided the provided the Minnesota Department of Transportation with a Resolution of Municipal Consent.

WHEREAS, the list of projects are based on items from the City's Capital Improvement Programs, items requested by developers, homeowners, and other departments.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to order Improvements and Call for Plans and Specifications for the 2021 Street & Utilities Improvements Project as follows:

1. Franklin Middle School Safe Route to School Multi-Use Trail
2. Oakland Park Multi-Use Trail
3. Fairgrounds Miscellaneous Paving
4. Valley Home Access Realignment
5. Airport Entrance Road Repair
6. Miscellaneous Patching
7. Robson Court Street Construction

On roll call vote being taken, the resolution was unanimously passed.

FIRST READING OF AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 152 ENTITLED "ZONING CODE" BY AMENDING THE CITY ZONING DISTRICTS MAP, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10 AND SECTION 152.998, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

Councilmember Narverud motion, being seconded by Councilmember Bolduc to call for the first reading of an ordinance of the City of Thief River Falls, Minnesota, by amending City Code Chapter 152, by changing the zoning designation of certain described property from Multi-Family Residential District (R9-4) to General Business District (C-2). The motion carried.

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next Council Meeting.

FIRST READING OF AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 152 ENTITLED "ZONING CODE" BY AMENDING THE CITY ZONING DISTRICTS MAP, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10 AND SECTION 152.998, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

Councilmember Aarestad motion, being seconded by Councilmember McCraw to call for the first reading of an ordinance of the City of Thief River Falls, Minnesota, by amending City Code Chapter 152, by changing the zoning designation of certain described real property from Light Industrial District (I-1) to Central Business District (C-3). The motion carried.

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next Council Meeting.

RESOLUTION NO. 2-37-21: APPROVAL OF COMPREHENSIVE PLAN AMENDMENT

A Public Works Committee and Planning Commission recommendation was presented. Following discussion, Councilmember Lorensen introduced Resolution No.2-37-21, being seconded by Councilmember Howe, that:

WHEREAS, The City of Thief River Falls has a comprehensive plan in place to use as a tool for development and planning. The city's zoning regulations reference certain aspects of the comprehensive plan for compatibility; and,

WHEREAS, the City is considering rezoning the former Dean Foods property from Light Industrial District (I-1) to Central Business District (C-3) to allow Pomp's Tire to repurpose this facility for a retail tire store and repair garage. The 2040 Comprehensive Plan identifies this property as Industrial, which is consistent with the previous use as a milk bottling plant.

THEREFORE, BE IT RESOLVED, to accept the Planning Commission and Public Works Committee recommendation to amend the Comprehensive Plan to designate Original Townsite of Thief River Falls, Lots 23 through 30, Block 63; and Original Townsite of Thief River Falls, Lots 31 & 32, Block 63, and West 10 feet of Vacated Alley in Block 63, and West 160 feet of Vacated Bay Street adjacent to Lot 32 and Vacated Alley, Thief River Falls, Minnesota as Central Business District.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-38-21: RESOLUTION CALLING FOR PUBLIC HEARING FOR MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT (DEED) MINNESOTA INVESTMENT FUND INCENTIVE PROGRAM – NORTHERN PRIDE EXPANSION

A Public Works Committee recommendation was presented. Following discussion, Councilmember Bolduc introduced Resolution No. 2-38-21, being seconded by Councilmember Aarestad, that:

WHEREAS, Northern Pride has purchased the former Northwest Beverage building on Pennington Avenue to further expand their turkey processing business. They are undertaking extensive building improvements and modifications to repurpose the building, as well as significant investment in equipment to convert this to a food processing facility. They have requested a forgivable loan through the DEED MIF program to assist with the cost of improvements. The incentive is based on the number of new full-time jobs, the rate of pay,

and the cost of the eligible expenses. Eligible expenses are subject to a 50% local match by Northern Pride.

THEREFORE, BE IT RESOLVED, to accept the Public Works Committee recommendation to call for a public hearing on March 2, 2021 at 5:30 P.M. for Minnesota Department of Employment and Economic Development (DEED) Minnesota Investment Fund incentive program for a Northern Pride expansion

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-39-21: APPROVAL OF PUBLIC WORKS DIRECTOR JOB DESCRIPTION AND OPENING POSITION FOR FILLING

A Public Works Committee recommendation was presented. Following discussion, Councilmember Narverud introduced Resolution No. 2-39-21, being seconded by Councilmember Howe, that:

WHEREAS, Mark Borseth, Public Works Director has submitted his resignation effective April 2, 2021.

THEREFORE, BE IT RESOLVED, to accept the Public Works Committee recommendation to approve the Public Works Director job description and authorize to advertise to the public to fill the position.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-40-21: APPROVAL OF PUBLIC WORKS FOREMAN TITLE AND DESIGNATION OF MICHAEL OLSON

A Public Works Committee recommendation was presented. Following discussion, Councilmember McCraw introduced Resolution No. 2-40-21, being seconded by Councilmember Narverud, that:

WHEREAS, Resolution No. 12-308-17 created the positions of Park Foreman and Street Sanitation Foreman, during which time the departments were clearly separated. Resolution No. 9-203-19 involved restructuring the departments into one "Public Works Department" with corresponding employees being retitled Public Works Maintenance positions. Throughout the past five years both foreman positions have worked interchangeably in the two foreman positions for cohesiveness in the Public Works Department.

WHEREAS, due to the resignation of John Cervantes, Street/Sanitation Foreman, effective February 26, 2021 the next phase, through attrition, is restructuring to one foreman position.

THEREFORE, BE IT RESOLVED, to accept a Public Works Committee recommendation to approve revisions and title as Public Works Foreman and delegation of Michael Olson, Park Foreman as Public Works Foreman effective February 27, 2021. It should be noted that there is no salary difference in this delegation.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-41-21: APPROVAL TO INTERNALLY PROMOTE SERGEANT

A Public Safety Committee recommendation was presented. Following discussion, Councilmember Bolduc introduced Resolution No. 2-41-21, being seconded by Councilmember Aarestad, that:

WHEREAS, in the Police Department are currently seven shifts per pay period for which the department pays a senior officer an additional \$18 to fulfill those tasks typically handled by a sergeant. Over the course of a year this equals \$3,276 for contractual “shift commander” pay for those scheduled shifts which have no sergeant.

WHEREAS, by promoting a fourth sergeant within the department, all four of the scheduled shifts would be managed by supervisors with the added training and authority to make decisions, mentor staff, take complaints against officers in the absence of the chief or deputy chief, and act as a representative of the department. This promotion will not add a staff member to the department’s roster, it will simply promote an existing patrol officer into a sergeant’s role and the schedule will remain as it is.

THEREFORE, BE IT RESOLVED, to accept a Public Safety Committee recommendation to authorize that the Police Department begin the internal process of hiring a Sergeant.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-42-21: RESOLUTION URGING LAWMAKERS TO RESOLVE THE 2022-2023 BUDGET WITHOUT REDUCTION TO LOCAL GOVERNMENT AID

Following discussion, Councilmember Aarestad introduced Resolution No. 2-42-21, being seconded by Councilmember McCraw, that:

WHEREAS, Minnesota’s cities are on the front lines of the COVID-19 response and need to be strong to provide services to support the economic recovery; and,

WHEREAS, Local Government Aid (LGA) is an essential aid program to Minnesota cities, helping to restrain local property taxes; and,

WHEREAS, LGA helps cities pay for critical needs and services such as public safety, street maintenance & repairs, libraries, parks and trails, economic development and housing; and,

WHEREAS, the \$564 million LGA appropriation in 2021 represents just 2.2% of the state’s general fund; and,

WHEREAS, our state (and nation) is facing one of the worst economic struggles in its history; and,

WHEREAS, the City has taken the following steps to support our residents and business through Emergency Micro Loan Funds with a 6-month deferral of payment, the City also for several months has not charged penalties on delinquent utility bills, and the utilities have also not been shut off for those in delinquent status. Because of this the City has had an increase in delinquency in the range of \$250,000. The City has also retained all employment to continue to provide essential services.

WHEREAS, the most important thing the Minnesota Legislature can do this session to keep cities strong and healthy is to ensure that LGA is paid on time and in full; and,

WHEREAS, the City of Thief River Falls' community would be economically devastated without LGA. For example, if the City had to levy the amount of \$3,240,782 the amount the City receives in LGA, our tax rate would increase by 65.882%, a \$200,000 commercial property's taxes for the City would increase by \$2,150.00 per year, a \$100,000 residential home would increase in tax by \$475.00 and a \$200,000 residential home would increase in tax by \$1,200.00. The tax levy alone would go up by 115.91% just to cover LGA loss.

BE IT RESOLVED that the City Council of Thief River Falls, Minnesota urges through this Resolution to its lawmakers that the state resolve the state budget for 2022-2023 without reductions to Local Government Aid; and,

BE IT FURTHER RESOLVED that this resolution be transmitted to US 7th Congressional Representative Michelle Frischbach, Senator Amy Klobuchar, Senator Tina Smith, Speaker of the House Melissa Hortman, Senate Majority Leader Paul Gazelka, House Minority Leader Kurt Daudt, Senate Minority Leader Susan Kent, and Governor Tim Walz.

On roll call vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSION REPORTS

- None

UPCOMING MEETINGS/EVENTS

- City Council Meeting – March 2nd at 5:30 p.m.
- Utilities Committee Meeting – March 8th at 7:00 a.m.
- Public Safety/Liquor Committee Meeting – March 8th at 4:30 p.m.
- Administrative Services Committee Meeting – March 9th at 3:00 p.m.
- Public Works Committee Meeting – March 10th at 4:30 p.m.
- City Council Meeting – March 16th at 5:30 p.m.

INFORMATIONAL ITEMS

- None

**CLOSURE OF COUNCIL MEETING PURSUANT TO MN STATUTE §13D.05 TO
DISCUSS SALE OF REAL PROPERTY**

Councilmember Narverud moved, being seconded by Councilmember Lorensen to close the meeting to discuss development offer of real property to be sold by the City of Thief River Falls, property identified as the East 120 feet of Lots 1-12, Block 38 of Original Townsite of Thief River Falls. On roll call vote being taken the meeting was unanimously closed at 6:03 p.m.

RECOVENE COUNCIL MEETING

Councilmember Lorensen moved, being seconded by Councilmember Aarestad to reconvene the meeting at 6:53 p.m. On roll call vote being taken, the meeting was unanimously voted to reconvene.

ADJOURNMENT

There being no further discussion, Councilmember Bolduc moved, being seconded by Councilmember Lorensen to adjourn at 6:56 p.m. On roll call vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator