

## COUNCIL PROCEEDINGS

FEBRUARY 2, 2021

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on February 2, 2021 in the Council Chambers of City Hall. The following Councilmembers were present: Holmer, Lorenson, McCraw, Bolduc, Howe, Narverud, Prudhomme (webex) and Aarestad. No Councilmembers were absent. Mayor Holmer chaired the meeting.

### **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**

- None

### **APPROVAL OF AGENDA**

Councilmember Aarestad motioned, being seconded by Councilmember Lorenson, to approve the agenda as presented. On roll call vote being taken, the motion was unanimously approved.

### **RESOLUTION NO. 2-24-21: APPROVAL OF COUNCIL PROCEEDINGS**

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-24-21, being seconded by Councilmember Howe, that:

BE IT RESOLVED, by the City Council, to approve January 19, 2021 Council Proceedings as presented.

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

### **RESOLUTION NO. 2-25-21: APPROVAL OF PAYMENT OF BILLS**

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-25-21, being seconded by Councilmember Howe, that:

BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$6,444,618.50 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. 2-26-21: EXTENDING THE STATE OF EMERGENCY FOR COVID-19 PANDEMIC THROUGH FEBRUARY 12, 2021**

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

WHEREAS, a State of Emergency for the COVID-19 Pandemic Event was declared by the City of Thief River Falls originally per Resolution No. 3-55-20 on March 17, 2020; and

WHEREAS, the State of Emergency has been extended again.

NOW, THEREFORE, the City of Thief River Falls declares the City of Thief River Falls, Minnesota in a State of Emergency through February 12, 2021 or until circumstances no longer require a State of Emergency.

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

**RESOLUTION NO. 2-27-21: APPROVAL OF COMMERCIAL ENERGY IMPROVEMENT LOAN FOR JILL STENBERG, OWNER OF OLD BOSTWICK'S**

A request for action was presented. Following discussion, Councilmember Aarestad introduced Resolution No. 2-27-21, being seconded by Councilmember Bolduc, that:

WHEREAS, the Community Development Advisory Board has presented a recommendation to the City Council to grant Jill Stenberg, owner of Old Bostwick's a Commercial Energy Loan.

RESOLVED, by the City Council to accept the Community Development Advisory Board recommendation to authorize the Mayor and City Administrator to sign documents granting a seven (7) year Commercial Energy Improvement Loan in the amount of \$76,082.00 with interest rate of 2%, secured by a mortgage on property identified as 224 LaBree Avenue North, Thief River Falls.

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

**RESOLUTION NO. 2-28-21: ACCEPTANCE OF ONLINE/REMOTE MEETING ETIQUETTE**

A Committee of the Whole recommendation was presented. Following discussion, Councilmember Narverud introduced Resolution No. 2-28-21, being seconded by Councilmember Lorenson, that:

WHEREAS, the Committee of the Whole on January 26, 2021 reviewed a document prepared by the City Attorney with regard to etiquette for online/remote meeting.

RESOLVED, by the City Council to accept the etiquette for online/remote meeting guidelines as follows:

1. Wear appropriate clothes: Dress as you would in the office conference room
2. A professional setting is good etiquette: Pick a location with plenty of light and neutral background. No beds or messy rooms or open closets
3. Stay seated and stay present: Give a virtual meeting your full attention. It is disrespectful to flick through papers or check emails, multitask or completely do something other than your meeting. Use attentive body language and focus your eyes toward the camera

4. Limit meeting distractions: Keep background noise to a minimum, you might miss key information
5. Mute your microphone when your not talking: Typing on the keyboard or other background noises are amplified in a virtual setting
6. Speak clearly and use good manners: Try to ensure no one speaks over anyone else, although there may be unavoidable lags due to slower connections
7. Follow League of Minnesota Cities memo's regarding meetings and Minnesota State statutes:
  - a. All councilmembers must be able to hear and see each other and all discussion and testimony presented at any location at which at least one councilmember is present
  - b. All members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes of all councilmembers
  - c. Votes to be taken by roll call
  - d. Each location at which a councilmember is present must be open and accessible to the public (under Governor's pandemic executive order there is more flexibility, open and accessible is not necessary and appearance by telephone is allowable)
  - e. The public body shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating in the meeting by interactive television.

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

**RESOLUTION NO. 2-29-21: APPROVAL OF UPDATED DEPUTY CITY CLERK JOB DESCRIPTION AND APPROVAL OF OPENING POSITION FOR FILLING**

The matter of an updated Deputy City Clerk job description and opening position for filling was tabled at the January 19, 2021 Council meeting. Councilmember Narverud moved to remove from the table, being seconded by Councilmember Lorensen. On vote being taken, the motion was unanimously approved.

Following discussion, Councilmember Lorensen introduced Resolution No. 2-29-21, being seconded by Councilmember Narverud, that:

WHEREAS, Jennifer Nelson has resigned from the position of Deputy City Clerk; and,

WHEREAS, the Deputy City Clerk job description was reviewed and updated.

THEREFORE, BE IT RESOLVED, to accept the Administrative Services Committee recommendation and reviewed by the Committee of the Whole, to approve the updated Deputy City Clerk job description and authorize the non-union position be advertised for filling to the general public.

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

**RESOLUTION NO. 2-30-21: APPROVAL OF JOINT RESOLUTOIN WITH NORTH TOWNSHIP FOR ORDERLY ANNEXATION OF PROPERTY OWNED BY FRANKHANEL, LLC, RYAN AND JAMIE BAKKEN, AND JOAN BAKKE PROPERTIES**

A request for action was presented. Following discussion, Councilmember Prudhomme introduced Resolution No. 2-30-21, being seconded by Councilmember Aarestad, that:

WHEREAS, The City of Thief River Falls, Minnesota, (hereafter “City”), did receive a Petition for Annexation of Real Property into the City due to the need of utilities, transportation and other services provided by the City, and

WHEREAS, The owners of the Real Property to be annexed pursuant to this Agreement did sign a Joint Petition for Annexation, and

NOW, THEREFORE BE IT RESOLVED, to authorize the Mayor and City Administrator to execute a Joint Resolution Agreement with North Township for the Orderly Annexation of property owned by Frankhanel, LLC, Ryan and Jamie Bakken, and Joan Bakke properties, consisting of 49.50 acres in part of the East ½ of Section 32, T.154N., R.43W., and 2.96 acres in Blocks 1 and 5 of Nelson’s First Addition.

It should be noted the approval is contingent upon receipt of all required signatures.

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

**COUNCIL BOARDS AND COMMISSION REPORTS**

- None

**UPCOMING MEETINGS/EVENTS**

- Utilities Committee Meeting – February 8<sup>th</sup> at 7:00 a.m.
- Public Safety/Liquor Committee Meeting – February 8<sup>th</sup> at 4:30 p.m.
- 2021 Street & Utilities Improvement Project Hearing – February 8<sup>th</sup> at 7:00 p.m.
- Administrative Services Committee Meeting – February 9<sup>th</sup> at 3:00 p.m.
- Public Works Committee Meeting – February 9<sup>th</sup> at 6:30 p.m.
- City Council Meeting – February 16<sup>nd</sup> 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 McCraw to close the meeting to discuss development offer of real property to be sold by the City of Thief River Falls,

property located at Lots 1-12, Block 38 of Original Townsite of Thief River Falls. On roll call vote being taken the meeting was unanimously closed at 5:45 p.m.

**RECOVENE COUNCIL MEETING**

Councilmember Lorenson moved, being seconded by Councilmember Prudhomme to reconvene the meeting at 6:25 p.m. On roll call vote being taken, the meeting was unanimously voted to reconvene.

**ADJOURNMENT**

There being no further discussion, Councilmember Narverud moved, being seconded by Councilmember Prudhomme to adjourn at 7:00 p.m. until February 8, 2021 at 7:00 p.m. On roll call vote being taken, the Chair declared the motion unanimously carried.

\_\_\_\_\_  
Brian D. Holmer, Mayor

Attest: \_\_\_\_\_  
Angela Philipp, City Administrator