

## **COUNCIL PROCEEDINGS**

**JANUARY 19, 2021**

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on January 19, 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.

### **BIKEMN PRESENTATION**

Glen Kajewski, Dorian Grilley and Cheryl Lee appeared before the City conducted a BikeMN presentation. BikeMN mission and vision is to unite and strengthen bicycle advocacy, provide education and work for a more bicycle friendly Minnesota. Dorian Grilley, Executive Director of BikeMN indicated that Thief River Falls is doing many of the right things, that some areas to focus on would be to teach bicycle safety education in the schools, update the bike map, more signage, working with businesses, events that celebrate bicycling, ensure that community members are engaged and have access to biking areas. Applications to participate in BikeMN are due in August of 2021.

### **APPROVAL OF AGENDA**

Councilmember Howe motioned, being seconded by Councilmember Bolduc, to approve the agenda as presented. On vote being taken, the motion was unanimously approved.

### **RESOLUTION NO. 1-12-21: APPROVAL OF COUNCIL PROCEEDINGS**

Presented as part of the Consent Agenda, Councilmember Lorenson introduced Resolution No. 1-12-21, being seconded by Councilmember Bolduc, that:

BE IT RESOLVED, by the City Council, to approve January 5, 2021 Council Proceedings as presented.

On vote being taken, the resolution was unanimously passed.

### **RESOLUTION NO. 1-13-21: APPROVAL OF PAYMENT OF BILLS**

Presented as part of the Consent Agenda, Councilmember Lorenson introduced Resolution No. 1-2-21, 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 \$849,168.79 and Council Per Diems in the amount of \$1,852.52. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

### **RESOLUTION NO. 1-14-21: APPROVAL OF BEER IN THE PARK PERMIT FOR ANDREA ADAMS AT LIONS PARK**

Presented as part of the Consent Agenda, Councilmember Lorenson introduced Resolution No. 1-14-21, being seconded by Councilmember Bolduc, that:

RESOLVED, by the City Council, to approve a Beer in the Park Permit for Andrea Adams at Lion's Park on June 5, 2021.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-15-21: ADVANCED MUNICIPAL STATE AID RESOLUTION**

Presented as part of the Consent Agenda, Councilmember Lorenson introduced Resolution No. 1-15-21, being seconded by Councilmember Bolduc, that:

WHEREAS, the Municipality of Thief River Falls has completed Municipal State Aid Street Projects in 2020 which will require State Aid funds in excess of those available in its State Aid Construction Account, and

WHEREAS, said municipality is prepared to proceed with the construction of said projects through the use of an advance from the Municipal State Aid Street Fund to supplement the available funds in their State Aid Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of 1/11/2021	\$	(466,445.72)
Less estimated disbursements:		
Project # 170-103-007	\$	(70,554.28) Encumbered
Project # 170-103-007	\$	260,004.38
Project # 170-104-002	\$	11,996.46
Project # 170-108-019	\$	1,111,855.49
Project # 170-110-010	\$	64,136.68
Project # 170-111-022	\$	0
Project # 170-010-007	\$	58,894.58
Bond Principle (if any)	\$	
Project Finals (overruns-if any)	\$	
Other	\$	
Total Estimated Disbursements		\$1,436,333.31
Advance Amount (amount in excess of acct balance)		\$1,436,333.31

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.14, Subd. 6 and Minnesota Rules, Chapter 8820.1500, Subp. 10b, and

WHEREAS, the Municipality acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW, THEREFORE, BE IT RESOLVED that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved Municipal State Aid Street Project(s) of the Municipality of Thief River Falls in an amount up to \$1,436,333.31. I hereby authorize repayments from subsequent accruals to the Municipal State Aid Street Construction Account of said Municipality from future year allocations until fully repaid.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-16-21: APPROVAL OF HIGHWAY 1 WEST IMPROVEMENTS  
CHANGE ORDER #4**

Presented as part of the Consent Agenda, Councilmember Lorenson introduced Resolution No. 1-16-21 being seconded by Councilmember Bolduc, that:

RESOLVED, to approve Change Order No. 4 for the 2020 Highway No. 1 West Improvements in the amount of \$5,400.00.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-17-21: APPROVAL OF COMMUNITY BOARD AND COMMISSION  
APPOINTMENTS**

A request for action was presented. Following discussion, Councilmember Narverud introduced Resolution No. 1-17-21, being seconded by Councilmember Howe, that:

BE IT RESOLVED, to accept the Mayor's recommendation to make the following reappointments to the various Boards and Commissions:

Housing & Redevelopment Authority (5-year term)  
Emery Lee

Planning Commission & Board of Appeals & Adjustments (3-year term)  
Emery Lee and Ron Lindberg

Community Development Advisory Board (3-year term)  
Nathan Haase and Dave Onkka

Ralph Engelstad Arena History Committee (2-year term)  
Dale Wennberg, Scott Bergland, Doug Dallmann, and James Hurst

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-18-21: APPROVAL OF PURCHASE OF BODY CAMERAS AND  
SERVER FROM BAYCOM**

A Public Safety Committee recommendation was presented. Following discussion, Councilmember Aarestad introduced Resolution No. 1-18-21, being seconded by Councilmember Bolduc, that:

WHEREAS, Resolution No. 6-119-20 authorized the Police Department to move forward with the implementation of a body worn camera (BWC) program within the Police Department;

RESOLVED, by the City Council to accept the Public Safety Committee recommendation and authorize the purchase of five body worn cameras and a server from Baycom. Baycom submitted a quote of \$4,850 for the cost of the five cameras, including vest mounts and a three-year device license for each camera and \$10,624 for a server, including IT support during installation.

It should be noted that a body worn camera policy will need to still be finalized and approved by the City Council.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-19-21: AUTHORIZE POLICE DEPARTMENT TO PROCEED INTERNALLY WITH FILLING A POSITION OF SERGEANT**

A Public Safety Committee recommendation was presented. Following discussion, Councilmember McCraw introduced Resolution No. 1-19-21, being seconded by Councilmember Aarestad, that:

WHEREAS, the City of Thief River Falls has recently hired several new patrol officers and promoted a Sergeant to the position of Investigator which leaves the department short a Sergeant; and

WHEREAS, adding the third Sergeant will provide better supervision and training for the less experienced officers and the department has in the past operated with three Sergeants on staff.

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 vote being taken, the resolution was unanimously passed.

**APPROVAL OF DEPUTY CITY CLERK JOB DESCRIPTION UPDATE AND FILLING OF POSITION TABLED**

An Administrative Services Committee recommendation to update the Deputy City Clerk job description and open the vacant position was presented. Following discussion, Councilmember Prudhomme moved to table this item, being seconded by Aarestad. On vote being taken, Prudhomme, Bolduc, Lorensen, Aarestad and McCraw voted aye and Narverud, Howe and Holmer voted nay. The motion carried and the item tabled.

**RESOLUTION NO. 1-20-21: CALLING FOR AMENDED FEASIBILITY STUDY FOR  
POTENTIAL 2021 STREET & UTILITIES IMPROVEMENT**

A Public Works Committee recommendation was presented. Following discussion, Councilmember Narverud introduced Resolution No. 1-20-21, being seconded by Councilmember Howe that:

WHEREAS, Resolution No. 12-273-20 called for a Feasibility Study, which since that date requires additional considerations; and,

WHEREAS, the following list of potential improvements is based on items from the City's Capital Improvement Program, items requested by developers, and other departments:

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

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works recommendation to call for a Feasibility Study for the potential 2021 Street & Utilities Improvements.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-21-21: APPROVAL OF 2021 STREET & UTILITIES  
IMPROVEMENTS FEASIBILITY REPORT AND CALLING FOR PUBLIC HEARING**

A Public Works Committee recommendation was presented. Following discussion, Councilmember Lorenson introduced Resolution No. 1-21-21, being seconded by Councilmember Bolduc, that:

WHEREAS, items outlined in the feasibility report listed below are potential improvements based on items from the City's Capital Improvement Program, items requested by developers, homeowners, and other departments:

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 (option 7B)

THEREFORE, BE IT RESOLVED, by the City Council, that the Council will consider the improvements of such projects in accordance with the report and the invoicing of abutting

property for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429.

BE IT FURTHER RESOLVED that a public hearing shall be held on such proposed improvements on the 8th day of February 2021 at 7:00 p.m. in the Council Chambers of City Hall and that the City Administrator shall give mailed and published notice of such hearing and improvements as required by law.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-22-21: APPROVAL OF CALENDAR PARKING POLICY  
CLARIFICATIONS**

A Public Works Committee recommendation was presented. Following discussion, Councilmember McCraw introduced Resolution No. 1-22-21, being seconded by Councilmember Narverud, that:

RESOLVED, by the City Council, to accept a Public Works Committee recommendation and approve the Calendar Parking Policy, which contains clarification of classification to Red Lake Boulevard, Alice Drive and Cottonwood Avenue and state highways outside the Central Business District:

**CALENDAR PARKING**

**(A) Streets and Avenues.** It is a petty misdemeanor for any person to park or leave standing, between November 15 and March 15 of the following year, any motor vehicle on any street designated as an "avenue" between 6:00 a.m. and 9:00 a.m. on Mondays, Wednesdays, and Fridays (Including Red Lake Boulevard, Alice Drive and Cottonwood Avenue), or on any designated street, road, boulevard, circle, court, cul-de-sac, drive, or lane between the hours of 6:00 a.m. and 9:00 a.m. on Tuesdays, Thursdays, Saturdays, and Sundays. State highways outside of the Central Business District are not part of this restriction. State highways in the Central Business District are addressed in (C) below.

**(B) Parking Lots.** It is a petty misdemeanor for any person to park or leave standing, between November 15 and March 15 of the following year, any motor vehicle in City parking lots identified as the west half of the parking lot east of LaBree Avenue and from Second Street to 150 feet south of Second Street (Municipal Lot No. 1), the west half the parking lot west of LaBree Avenue and north of First Street (Municipal Lot No. 2), the west half of the parking lot located between Second Street and Third Street west of Knight Avenue (Municipal Lot No. 3) and the west half of the parking lot located between LaBree Avenue and Horace Avenue north of Fourth Street (Municipal Lot No. 4) between the hours of midnight and 6:00 a.m. on Mondays, Wednesday, and Fridays, or in City parking lots identified as the east half of the parking lot east of LaBree Avenue and from Second Street to 150 feet south of Second Street (Municipal Lot No. 1), the east half of parking lot west of LaBree Avenue and north of First Street (Municipal Lot No. 2), the east half of parking lot located between Second Street and Third Street west of Knight Avenue (Municipal Lot No. 3) and the east half of the parking lot located between LaBree Avenue and Horace Avenue north of Fourth Street (Municipal Lot No. 4) between the hours of midnight and 6:00 a.m. on Tuesdays, Thursdays, and Saturdays.

**(C) Central Business District Streets and Avenues.** It is a petty misdemeanor for any person to park or leave standing year around, any motor vehicle on any street or avenue in the Central Busi-

ness District between 2:00 a.m. and 6:00 a.m. on any day between November 15 and March 15 of the following year. This area is bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east (including LaBree Avenue east to the former hospital emergency entrance). This restriction includes Highway 32 (Main Avenue) from Zeh Street to Fourth Street and Highway 59 (Third Street) from Duluth Avenue to Atlantic Avenue.

**(D) Snow Emergency.** The Mayor has the ability to declare a snow emergency and start calendar parking city wide before November 15<sup>th</sup> or after March 15<sup>th</sup> of the following year.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-23-21: APPROVAL OF POLICY REVISIONS TO REFUSE COLLECTION SECTION OF RATES AND FEES SCHEDULE REGARDING DUMPSTERS**

A Public Works Committee recommendation was presented. Following discussion, Councilmember Howe introduced Resolution No. 1-23-21, being seconded by Councilmember Narverud, that:

RESOLVED, to accept a Public Works Committee recommendation and amend the Refuse Collection Charges section of the Rates and Fees Schedule regarding dumpsters and fees:

For residential customers in addition to their regular service. Dumpsters are available for a maximum of two weeks for customer convenience of non-TRF bags. A minimum of two weeks is required without a dumpster between each two-week period with a rented dumpster. Dumpster rates are for twice a week pickup at 100% capacity. One minimum dump fee will be charged for each two-week period or the actual number of dumps, whichever is greater.

Effective on January 1, 2022, multi-family building owners will be charged the Level 1 rate for each unit in their building in addition to a dumpster fee. Tenants will not be charged directly for sanitation services.

Renters that do not have dumpster access will be provided garbage bags as per the traditional schedule as a homeowner.

On vote being taken, the resolution was unanimously passed.

**COUNCIL BOARDS AND COMMISSION REPORTS**

- Holmer discussed the COVID-19 pilot vaccine program to persons 65 years old and older and school staff. Thief River Falls has been picked as a program site.
- Howe commented on the struggles with getting registered for the vaccine – MN VA has shots available and may call 701-335-4380 to inquire.
- Narverud asked that the public pick up after their dogs when walking and barking dogs are an issue and should be discussed by the Public Safety Committee.
- Narverud questions the COVID-19 shot process.

### **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 10<sup>th</sup> at 4:30 p.m.
- City Council Meeting – February 2<sup>nd</sup> at 5:30 p.m.

### **INFORMATIONAL ITEMS**

- Investment Summary, dated 12/31/20.

### **ADJOURNMENT**

There being no further discussion, Councilmember Lorenson moved, being seconded by Councilmember McCraw to adjourn at 7:00 p.m. On vote being taken, the Chair declared the motion unanimously carried.

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Brian D. Holmer, Mayor

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