

January 17, 2023 City Council Minutes

A regular meeting of the City Council of the City of International Falls, Minnesota was held in the Council Chambers of the Municipal Building on the 17th day of January, 2023 at the hour of 5:30 P.M.

MEMBERS PRESENT: Mayor Droba and Councilors Buller, Holden and Kalar. Councilor Wegner via Zoom conferencing.

MEMBERS ABSENT: None.

APPROVED agenda with additions as presented

MOTION by Councilor Holden to approve agenda with the following additions:

1. Approve Resolution No. ___-2023 to join the Coalition of Greater Minnesota Cities (Council action)
2. Approve completing a Quiet Title Action on city property, City Attorney Nelson (Council action)
3. Consider having a title opinion done on all the titles “held” by the City of International Falls or that the City of International Falls has an interest in, City Attorney Nelson (Council action)

Motion seconded by Councilor Buller and carried unanimously.

APPROVED minutes of the Tuesday, January 3, 2023 City Council Organizational meeting

MOTION by Councilor Buller to approve minutes of the Tuesday, January 3, 2023 City Council Organizational meeting. Motion seconded by Councilor Kalar and carried unanimously.

APPROVED minutes of the Tuesday, January 3, 2023 regular City Council meeting

MOTION by Councilor Holden to approve minutes of the Tuesday, January 3, 2023 regular City Council meeting. Motion seconded by Councilor Kalar and carried unanimously.

APPROVED minutes of the Monday, January 9, 2023 Committee-of-the-Whole meeting

MOTION by Councilor Buller to approve minutes of the Monday, January 9, 2023 Committee-of-the-Whole meeting. Motion seconded by Councilor Holden and carried unanimously.

ADOPTED Resolution No. 04-2023 approving transfers, payment of claims, and accounts payable

MOTION by Councilor Kalar to adopt Resolution No. 04-2023 approving transfers, payment of claims and accounts payable for the second monthly City Council meeting. Motion seconded by Councilor Buller carried unanimously.

CLAIMS

Adam Hanson	Winterizing Fire Boats	300.00	75050
Adam Mannausau	CAT Team Travel Expenses	105.00	75051
All Season Equipment, Inc.	Tools – Street, M&R – Water Plant	118.89	75052
Amazon Capital Services	Supplies – Fire/Police/Building Official	407.85	75053
Anderson Law Offices, P.A.	Legal Services	6,740.00	75054
Andy Kittelson	Boot Allowance	160.00	75055
APG Media of MN	Deputy Admin Ads	190.50	75056
Aqua-Pure, Inc.	Quarterly Service	1,000.00	75057
Aramark Uniform & Career Apparel	Cleaning Services	1,474.31	75058
Auto Value Int’l Falls	Parts & Lubricant – Storm Sewer	91.10	75059
Ben Mortenson	CAT Team – Travel Expense	105.00	75060
Bolton & Menk, Inc.	Engineering Services	8,837.50	75061
Border Boxes	Shipping – Water Plant	70.75	75062
Brian Jespersen	Police Benefit	150.00	75063
Brian Youso	Police Benefit	150.00	75064
Cady Business Technologies	Annual Premium Support Plan – Mitel	1,992.00	75065
Cargill Inc. Salt	Ice Control: De-Icer Salt	16,964.17	75066
Cenex Voyager Fleet	Gas – Police	3,792.60	75067
CherryRoad Media, Inc.	Minutes, Meeting Dates, & Ads	2,667.93	75068
City of Int’l Falls Fund 401	Water Funds Transfer	66,666.66	75069
City of Int’l Falls Fund 403	Water Funds Transfer	20,567.25	75070

City of Ranier	Water – City Beach	11.55	75071
Civic Systems, LLC	Semi-Annual Software Support	9,787.00	75072
CivicPlus	Full Service Supplemental Subscription	1,953.80	75073
Costin Group, Inc.	Government Relations	2,000.00	75074
DSC Communications	M&R – Equipment & Pagers	7,790.50	75075
E. Koochiching San. Sewer District	City Beach & Water Plant	207.00	75076
Eckman – International Falls	M&R Equipment – Tahoe	226.79	75077
Eric Weingart	Ambulance Overpayment Refund	442.40	75078
Expert Billing, LLC	Ambulance Transports	3,596.00	75079
Falls Lumber Company	Tools – Water Plant	28.79	75080
Forestland Sales & Service	Parts – Water Plant/Street	647.75	75081
Friend’s Garbage Service, LLC	Monthly Garbage Service	1,823.67	75082
Frontier	Monthly Telephone Service	2,864.59	75083
Galls, an Aramark Co., LLC	Clothing – Fire/Sweney	874.08	75084
Gopher State One-Call	Monthly Billing–St.Lighting/Water	21.60	75085
Grotberg Electronics, LLC	Emergency Squad Equip. Removal	400.00	75086
H & L Mesabi	Parts – Street	1,127.30	75087
Hawkins, Inc.	Chemicals	3,015.49	75088
Innovative Office Solutions, LLC	Supplies – Wtr Plnt/Amb/Wtr Admin	2,184.83	75089
Int’l Assoc. for Property & Evidence	Membership – H. Olson	65.00	75090
Int’l Assoc. of Chiefs of Police	Membership Renewal	190.00	75091
Koerter’s Fuel & Car Wash	Gas – St/St.Lt./Pol/Sew/Wtr/W.Pl.	9,521.70	75092
Lawson Products, Inc.	Supplies – Safety	181.87	75093
League of Minnesota Cities	Conference Registration – Droba/Buller	700.00	75094
Linde Gas & Equipment, Inc.	Oxygen – Ambulance	1,155.64	75095
LMC Insurance Trust	WC Deductible	500.00	75096
MacQueen Equipment, Inc.	Parts – Street Department/San. Sewer	215.67	75097
Madden Galanter Hansen, LLP	Legal Services	2,916.10	75098
Mannco Trucking, Inc.	Parts – Unit141, Ladder 2– Fire	392.40	75099
Marco	Copier Agreement Police	250.86	75100
Menards International Falls	Tools – Fire/Wtr.Pl., Sup – St.Lt, Bldg	577.84	75101
Mershon Technology Interests	Supplies – Street	219.00	75102
Meyers Glass	Door Repair – Water/Gar, Boarding	1,414.72	75103
Michael Musich	Police Benefit	150.00	75104
Midcontinent Communications	Water Plant/Street Garage/Fire/Amb	524.90	75105
Minnesota Energy Resources	Utilities	13,248.30	75106
Minnesota Power	Utilities	45,298.04	75107
MN Bureau of Criminal Apprehen.	BCA Narcotics Investigation	750.00	75108
MN Dept. of Labor & Industry	Elevator Maintenance	100.00	75109
N Koochiching Area Sanitary Dist.	Effluent / Backwash / Surcharge	79,413.04	75110
NAPA Falls Supply	Parts – Fire/Gar, Rescue/L.2 – Fire	1,365.02	75111
Nick Kittelson	Boot Allowance	160.00	75112
Northern Lumber & Hardware	Sup – St/Strm, M&RO – St, Mailbox	147.97	75113
O’Reilly Automotive, Inc.	Unit Ladder 2, Parts – St/Fire/Pol/Wtr	2,161.19	75114
Paul Kennedy	Reimbursement – Equipment	191.26	75115
Pelland Welding, Inc.	Supplies – Street	78.08	75116
PowerPlan	Unit 710L Repairs	3,093.69	75117
R&R Specialties of Wisconsin	Maintenance – Kerry Park Arena	1,297.20	75118
Rainy Lake Oil	Off Road Fuel – Water, Oil – St Garage	814.53	75119
Range Paper Corp.	Clean Sup – Gar/VNP/Amb/Fire	672.31	75120
Rhory Gelo	Safety Boot Allowance	160.00	75121
Robert Heinlen	Safety Boot Allowance	159.99	75122
Royal Tire, Inc.	Maintenance – Street	6,725.94	75123
Soundnorth	Supplies – Water Department	9.99	75124
Steve Boyum Construction	Snow Removal	3,630.00	75125
Streicher’s Inc.	Clothing – J. Mastin	113.99	75126
Taylor’s Plumbing & Heating, LLC	Bldg Maintenance – Ice Shelter	190.00	75127
Terry Christie	Police Benefit	150.00	75128
Terry Wood	Police Benefit	150.00	75129
TK Elevator Corp.	Water Plant Elevator Maintenance	798.05	75130
Tom Lynch	Police Benefit	150.00	75131
US Bank	GO Bond Interest & Payment	488,337.50	75132
Verizon Wireless	Monthly Cellular Service	1,747.38	75133
Wagner Construction, Inc.	22nd Street Improvements Proj.	34,404.54	75134
Wagner Construction, Inc.	Hwy Lane/Industrial Avenue Proj.	72,780.80	75135
Willi Kostiuk	Police Benefit	150.00	75136
WMG Lyfjaberg, LLC	Medical Director	300.00	75137
CGMC	2023 Assessment Dues	2,594.00	75148
The following checks were issued under blanket authorization:			
AFLAC	Supplemental Insurance	179.58	101665

All State – American Heritage	Supplemental Insurance	9.64	101666
Bay Ridge Administrators, LLC	Supplemental Insurance	364.30	101667
Bremer Bank NA	Federal Withholding	42,826.82	101668
I.U.O.E. Local Central Pen Fund	Retirement	4,277.70	101669
City of Int'l Falls	HRA – Police / Fire	494.00	101670
City of Int'l Falls	Health Insurance – 49ers	364.00	101671
IAMAW District W3	Union Dues	1,751.00	101672
Int'l Falls Fire Department	Fire Dept. Relief	406.00	101673
Int'l Falls Ambulance Service	Dues	161.00	101674
I.U.O.E. Local 49ers	Health Reimbursement	840.00	101675
Justin Franz, Sec/Treas	C.O.P.S	110.00	101676
MN Child Support Pmt Center	Wage Assignment	604.05	101677
MN Department of Revenue	State Withholding	8,315.00	101678
Empower Retirement	Deferred Comp	8,918.00	101679
NCPERS Minnesota	Life Insurance Premiums	112.00	101680
N. Kooch Area Sanitary District	Health Insurance Premiums	50.00	101681
PERA	Retirement	38,615.51	101682
RCB Collections, Inc.	Wage Assignment	133.61	101683
United Way of NE MN Inc.	Employee Donation	15.00	101684

AUDIENCE

PUBLIC HEARING

**OPENING BIDS:
ACCEPTED bid from
Shannon's Inc in the amount of
\$3,600 for Lots 17-22 Block 1,
Plat of Fairview Addition of
Koochiching, Parcel No. 92-
1140-01170**

OLD BUSINESS

**CONSENT AGENDA:
APPROVED as presented**

**NEW BUSINESS:
APPROVED Mayoral
Proclamation declaring January
29 - February 4, 2023 as
Catholic Schools Week at St.
Thomas Aquinas School**

**APPROVED appointment of
Tim Wegner to the North
Koochiching Area Sanitary
District Board**

**APPROVED final Backus Plat
in Block 43 & 44, Plat of
International Falls**

None.

None.

MOTION by Councilor Buller to accept bid from Shannon's Inc in the amount of \$3,600 for Lots 17-22 Block 1, Plat of Fairview Addition of Koochiching, Parcel No. 92-1140-01170 and authorize the City Attorney to work with Shannon's on a development agreement. Motion seconded by Councilor Holden and carried unanimously.

None.

MOTION by Councilor Buller to approve the Consent Agenda as presented:

- Approve/allow necessary expenses for 2023 travel and training for Public Works staff

Motion seconded by Councilor Kalar and carried unanimously.

MOTION by Councilor Holden to approve the Mayoral Proclamation declaring January 29 - February 4, 2023 as Catholic Schools Week at St. Thomas Aquinas School. Motion seconded by Councilor Kalar and carried unanimously.

MOTION by Councilor Holden to approve the appointment of Tim Wegner to the North Koochiching Area Sanitary District Board. Motion seconded by Councilor Buller and carried unanimously.

Isaac Meyer, Kootasca Housing Development Director, Scarlet Bennett and Justin Eilers Alexander Baker project representatives shared that they have been working closely with Jason Fisher, City Engineer and Kelly Meyers, Building Official with the separation of the Backus/AB property. Kelly Meyers stated there are few minor adjustments that need to be completed on the plat such as typo's and line colors. Meyers suggested moving forward with project.

MOTION by Councilor Holden to approve the final Backus Plat in Block 43 & 44 of International Falls. Motion seconded by Councilor Buller and carried unanimously.

ADOPTED Resolution No. 05-2023 authorizing execution of a Development Agreement providing for the City's tax increment financing assistance for the Alexander Baker Building project

APPROVED request to re-hire Kevin Zook as an Emergency Medical Technician (EMT) for the International Falls Ambulance Service

APPROVED request to remove part-time Patrol Officers from the International Falls Police Department Roster

APPROVED request to approve hiring for the position of full-time Patrol Officer

Public Works

Recommendations:

APPROVED advertising for bids for rehabilitation of Lift Station #15 at 5th Avenue East

APPROVED advertising for bids for the 2023 Local Roads and Utilities

ADOPTED Resolution No. 06-2023 approving plans and ordering advertising for bids for the 2023 9th Avenue E. and 20th Street E

APPROVED 7th Street/2nd Avenue Municipal State Aid (MSA) Street and Utilities project

APPROVED advertising for bids for the Demolition Landfill Closure project

APPROVED advertising for bids for the 2023 City Beach repair and Water Treatment Plant Clay Berm removal project

MOTION by Councilor Holden to adopt Resolution No. 05-2023 authorizing execution of a Development Agreement providing for the City's tax increment financing assistance for the Alexander Baker Building project. Motion seconded by Councilor Kalar and carried unanimously.

MOTION by Councilor Kalar to approve request to re-hire Kevin Zook as an Emergency Medical Technician (EMT) for the International Falls Ambulance Service. Motion seconded by Councilor Buller and carried unanimously.

MOTION by Councilor Buller to approve request to remove part-time Patrol Officers from the International Falls Police Department Roster as presented. Motion seconded by Councilor Kalar and carried unanimously.

MOTION by Councilor Holden to approve hiring of Joshua Ballejo as full-time Patrol Officer effective January 18, 2023. Motion seconded by Councilor Buller and carried unanimously.

MOTION by Councilor Buller to approve advertising for bids for rehabilitation of Lift Station #15 at 5th Avenue East. Motion seconded by Councilor Holden and carried unanimously.

MOTION by Councilor Buller to approve advertising for bids for the 2023 Local Roads and Utilities Projects to include:

- Randy's Auto alley- utilities
- 9th Avenue, 5th Street-8th Street full-depth reclamation
- Highway Lane
- Stenberg addition mill and overlay

Motion seconded by Councilor Holden and carried unanimously.

MOTION by Councilor Kalar to adopt Resolution No. 06-2023 approving plans and ordering advertising for bids for the 2023 9th Avenue E. and 20th Street E, as a petitioned special assessment project. Motion seconded by Councilor Buller and carried unanimously.

MOTION by Councilor Holden to approve 7th Street/2nd Avenue Municipal State Aid (MSA) Street and Utilities project. Motion seconded by Councilor Buller and carried unanimously.

MOTION by Councilor Kalar to approve advertising for bids for the Demolition Landfill Closure project. Motion seconded by Councilor Buller and carried unanimously.

MOTION by Councilor Holden to approve advertising for bids for the 2023 City Beach repair and Water Treatment Plant Clay Berm removal project. Motion seconded by Councilor Kalar and carried unanimously.

APPROVED radio lease program for mobile units and portable radios with Motorola to upgrade Public Works radio system from VHF to ARMER

MOTION by Councilor Buller to approve radio lease program for mobile units and portable radios with Motorola to upgrade Public Works radio system from VHF to ARMER upon review and approval from City Attorney Nelson. Motion seconded by Councilor Holden and carried unanimously.

ADOPTED Emerald Ash Borer (EAB) Management Plan

MOTION by Councilor Holden to adopt Emerald Ash Borer (EAB) Management Plan. Motion seconded by Councilor Kalar and carried unanimously.

APPROVED purchasing a 24' tri-axle 50 ton trailer from Towmaster Trailers for \$46,106.95

MOTION by Councilor Buller to approve the purchase of a 24' tri-axle 50-ton trailer from Towmaster Trailers for \$46,106.95, state bid price, as a budgeted item. Motion seconded by Councilor Holden and carried unanimously.

APPROVED purchasing a Towmaster TC-12HD dump trailer from McCoy Equipment for \$15,900

MOTION by Councilor Buller to approve the purchase of a Towmaster TC-12HD dump trailer from McCoy Equipment for \$15,900, as a budgeted item. Motion seconded by Councilor Kalar and carried unanimously.

INFORMATIONAL: Rainy River Intake Inspection report

Public Works Director Brokaw shared the Rainy River Intake Inspection report for the city of International Falls.

**Committee-of-the-Whole recommendations:
APPROVED first reading of Contract Ordinance setting rates collected as revenue supporting utility operations**

MOTION by Councilor Buller to approve the first reading of Contract Ordinance setting rates collected as revenue supporting utility operations. Motion seconded by Councilor Holden and carried unanimously.

APPROVED Resolution No. 07-2023 to join the Coalition of Greater Minnesota Cities

MOTION by Councilor Holden to approve Resolution No.07-2023 to join the Coalition of Greater Minnesota Cities. Motion seconded by Councilor Buller and carried unanimously.

APPROVED completing a Quiet Title Action on city property

MOTION by Councilor Buller to authorize the City Attorney complete a Quiet Title Action on city property, legally described as: Lots 1,3,4,5,8,9 and the North one-half of Lot 10, Auditors Plat No. 19 (city garage). Motion seconded by Councilor Kalar and carried unanimously.

TABLED having a title opinion done on all titles "held" by the City of International Falls or that the City of International Falls has an interest in

City Attorney Nelson suggested the city have a title opinion done on all titles "held" by the City or that the City has interest in to confirm ownership. The title opinion would show if any defects exist, that could cause the City not to have a clear title on a property. The Mayor and Councilors stated they were in support of the title opinion but wanted to know what the cost would be.

MOTION by Councilor Buller to table having a title opinion done on all titles "held" by the City of International Falls or that the City of International Falls has an interest in until the City Attorney provides a report showing the cost to have the title opinion completed. Motion seconded by Councilor Holden and carried unanimously.

INFORMATIONAL: Town Hall Meeting discussing the Community's current Opioid/ATOD challenges

Mayor Droba shared that there is a Town Hall Meeting to discuss the community's current Opioid/ATOD challenges and a call for prevention scheduled on Wednesday, February 8, 2023 at 6:30 P.M. at Backus Community Center. Mayor Droba encourage the council members and the community to attend.

**REPORTS:
Reports of the Attorney,
Administrator and Department
Heads**

City Attorney Nelson shared she will be presenting a report at the first council meeting each month showing what she has been working on.

The International Falls Police Department Activity Report for December 2022 was available for review along with the December 2022 Fire/Rescue/EMS Activity Report.

The 2022 Annual Police Report was available for review.

**Reports of Mayor and Council
Committees**

Mayor Droba shared that conversations are still ongoing for the Kerry Park project as well as determining dates to further discuss the project at the Capital.

Mayor Droba encouraged participation with the Coalition of Greater Minnesota Cities as they advocate for small rural Minnesota.

AUDIENCE

None.

ADJOURNMENT

Mayor Droba concluded with the next regular City Council meeting scheduled for Monday, February 6, 2023 at 5:30 P.M. in the City Council Chambers. Mayor Droba adjourned the meeting at 6.45 P.M.

Harley M. Droba, Mayor

Attest:

Betty Bergstrom, City Administrator