

March 20, 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 20th day of March 2023 at the hour of 5:30 P.M.

MEMBERS PRESENT: Mayor Droba and Councilors Buller, Holden, Kalar and Wegner

MEMBERS ABSENT: None.

APPROVED agenda as presented

MOTION by Councilor Buller to approve agenda as presented. Motion seconded by Councilor Wegner and carried unanimously.

APPROVED minutes of the March 6, 2023 regular City Council meeting

MOTION by Councilor Kalar to approve minutes of the regular City Council meeting of March 6, 2023. Motion seconded by Councilor Holden and carried unanimously.

APPROVED minutes of the March 13, 2023 Committee-of-the-Whole meeting

MOTION by Councilor Holden to approve minutes of the Committee-of-the-Whole meeting of March 13, 2023. Motion seconded by Councilor Buller and carried unanimously.

ADOPTED Resolution No. 22-2023 approving transfers, payment of claims, and accounts payable

MOTION by Councilor Kalar to adopt Resolution No. 22-2023 approving transfers, payment of claims and accounts payable for the second monthly City Council meeting. Motion seconded by Councilor Wegner and carried unanimously.

CLAIMS

A+ Pest Management	Pest Control-Municipal Bldg/KP/VNP	432.55	75485
ACCT Inc	Removal-VAT W/Mastic SF P.O.	11,781.25	75486
Amazon Capital Services	Supplies-Admin/Amb/IT	123.72	75487
Auto Value Int'l Falls	Parts-Housing/Water Plant	320.97	75488
Bear's Port Town Tire	Tires-Water Plant	3,500.00	75489
Bolton & Menk Inc	Engineering Services	90,085.00	75490
Border Boxes	Shipping-Water Plant	70.50	75491
Bound Tree Medical LLC	Ambulance Supplies	1,627.03	75492
Brian Jespersen	Police Benefit	150.00	75493
Brian Youso	Police Benefit	150.00	75494
CherryRoad Media Inc.	Min /Mtg /Budget/RFQ Bldg Needs	2,370.23	75495
City of Int'l Falls-Fund 401	Water Funds Transfer	66,666.66	75496
City of Int'l Falls-Fund 403	Water Funds Transfer	20,567.25	75497
City of Ranier	Water-City Beach	11.55	75498
CMS Medicare	Amb Overpayment Refund-32044980	2,049.82	75499
Dakota Supply Group	Materials-Water Dept.	18,501.15	75500
Donald Fish	Overpayment Refund	324.44	75501
Expert Billing LLC	Ambulance Transports	3,277.00	75502
Finance & Commerce Inc	2023 Rep. Flood Damage-City Beach	229.90	75503
Frontier	Monthly Telephone Service	2,560.85	75504
Galls, an Aramark Co., LLC	Clothing-Bombenger/Offerdahl/Maish	422.39	75505
Graybar	Bldg Maint-Park&Rec/VNP	2,739.74	75506
H & L Mesabi	Grader Blades-Street	5,504.00	75507
Hawkins Inc	Chemicals	2,632.32	75508
Image Trend Inc	EMS SaaS/Field Support-Annual Fee	4,637.10	75509
Innovative Office Solutions LLC	Supplies-Envelopes	620.17	75510
Julie Ehrman	Planning Commission Training	15.00	75511
Kiesler Police Supply	19 Glock 9mm Pistols	2,031.00	75512
Koerter's Fuel & Car Wash	St/Police/Garage/Elec/Storm/Water	7,034.95	75513
Lawson Products Inc	Supplies-Electrical	457.77	75514
LVC Inc	VNP Fire Alarm Troubleshoot/Repair	1,923.96	75515
M.A.P.E.T.	2023 M.A.P.E.T. Annual Conference	200.00	75516
Madden Galanter Hansen LLP	Labor Relations/Arbitration	1,903.29	75517

Mannco Trucking Inc	Parts-Street	24.80	75518
Marco	Monthly Antivirus	80.00	75519
Marco - LEC	LEC-C368 Copier Agreement	254.18	75520
Menards International Falls	Supplies-Water/Amb/KP/GGB/Street	148.05	75521
Michael Musich	Police Benefit	150.00	75522
Minnesota Energy Resources	Monthly Service	9,700.86	75523
Minnesota Industries	Tools/Gloves-Water Dept.	98.45	75524
Minnesota Power	Monthly Service	41,069.70	75525
MN BCA	DMT-G Cert-Offerdahl/Olson	175.00	75526
MN Pollution Control Agency	Industrial Stormwater Ann. Permit Fee	400.00	75527
North Country Collision	Storage-Police Vehicle	4,400.00	75528
Northern Lumber & Hardware	Supplies/Parts-Street/Sign/Water	156.54	75529
Office of MnIT Services	Wide Area Network(WAN) Services	267.73	75530
O'Reilly Automotive Inc	Amb/Gar/Fire/St/P&R/Sewer/Street	1,194.10	75531
Pelland Welding, Inc.	Oil-Fire, Parts-Water Plant	493.44	75532
Peter Kalar	Travel/Training Reimbursement	1,436.82	75533
Rainy Lake Medical Center	Medical Supplies	1,438.11	75534
Rainy Lake Oil	Fuel-Fire/Water	624.86	75535
Safety-Kleen Systems Inc	Hazardous Waste Disposal	522.56	75536
Streicher's Inc	Clothing-Franko/M Kostiuk	190.98	75537
Stryker Sales Corp	Ambulance Parts	684.22	75538
Tara Besch	Planning Commission Training	15.00	75539
Taylor's Plumbing & Heating LLC	Bldg Maint-City Garage	2,097.95	75540
Terry Christie	Police Benefit	150.00	75541
Terry Wood	Police Benefit	150.00	75542
Tim Wegner	Travel Reimbursement	105.00	75543
Tom Lynch	Police Benefit	150.00	75544
Travis Thompson	House Demo-1021 9th St	12,700.00	75545
UHL Company Inc	Bldg Maint-VNP	1,777.00	75546
Walt Buller	Travel Expense	419.40	75547
WEX Bank	Gas-Fire/Housing/St/Amb/Water/Sew	4,418.75	75548
Willi Kostiuk	Police Benefit	150.00	75549
WMG Lyfjaberg LLC	Medical Director	300.00	75550
Xerox Corporation	Maintenance Agreement-Water Plant	39.76	75551
XPO Logistics Freight, Inc	Maint/Repair-Street Garage	966.36	75552
The following checks were issued under blanket authorization:			
AFLAC	Supplemental Insurance	182.08	101736
All State-American Heritage	Supplemental Insurance	9.64	101737
Bay Bridge Administrators, LLC	Supplemental Insurance	364.30	101738
Bremer Bank, NA	Federal Withholding	41,033.80	101739
I.U.O.E. Central Pension Fund	Retirement	4,386.30	101740
City of Int'l Falls	HRA-Police/Fire	520.00	101741
City of Int'l Falls	Health Insurance-49ers	1599.00	101742
IAMAW District W3	Union Dues	1,845.50	101743
Int'l Falls Ambulance Service	Dues	175.00	101744
I.U.O.E. Local 49ers	Health Reimbursement	840.00	101745
Justin Franz, Sec/Treas.	C.O.P.S.	120.00	101746
MN Child Support Pmt Center	Wage Assignment	784.48	101747
MN Department of Revenue	State Withholding	7,890.43	101748
Empower Retirement	Deferred Compensation	9,018.00	101749
NCPERS Minnesota	Life Insurance Premiums	112.00	101750
N. Kooch Area Sanitary District	Health Insurance Premiums	237.50	101751
PERA	Retirement	37,338.50	101752
RCB Collections, Inc.	Wage Assignment	373.73	101753
United Way of NE MN Inc.	Employee Donation	15.00	101754

AUDIENCE
PUBLIC HEARING
OPENING BIDS
OLD BUSINESS

None.
None.
None.
None.

CONSENT AGENDA
APPROVED consent agenda
with deletion of agenda item

MOTION by Councilor Wegner to approve the Consent Agenda as presented:
1. Approve 2023 LMCIT Liability Coverage Waiver

number 3

- Form to not waive limits on Municipal Tort Liability and authorize signatures
2. Approve/allow necessary expenses for elected officials and/or department heads to attend the 2023 League of Minnesota Cities Annual Conference June 21-23 in Duluth, MN
 3. Approve ending employment with Makayla Werdier per the International Union of Operating Engineers (Local #49) collective bargaining agreement Article 19 and authorize posting/advertising the Office Clerk position
 4. Approve removing Kyle Rasmussen from the position of Spare FireFighter Engineer

Motion seconded by Councilor Kalar. Motion failed 4-1 with Councilors Buller, Kalar, Wegner and Mayor Droba voting “yea” and Councilors Holden voting “nay”. Approval of the consent agenda must be unanimous.

Councilor Holden requested removing consent agenda item number 3 (Approve ending employment with Makayla Werdier per the International Union of Operating Engineers (Local #49) collective bargaining agreement Article 19 and authorize posting/advertising the Office Clerk position.) from the agenda.

MOTION by Councilor Kalar to remove consent agenda item number 3 and approve consent agenda items 1, 2, and 4. Motion seconded by Councilor Holden and carried unanimously.

**NEW BUSINESS:
INFORMATIONAL – County
Assessor Open Book meeting**

It was noted that the County Assessor Open Book meeting will be held on Wednesday, May 17, 2023 from 9:00 A.M. to 12:00 P.M. (Noon) at the County Assessor’s office, 715 4th Street for informal appeal for taxpayers to discuss their property assessment/valuation.

**ADOPTED Resolution No. 23-
2023 approving Commercial
Loan Program for Whispering
Leaf Irrevocable Trust as
requested by TruStar Federal
Credit Union**

Max Ducharme explained that he purchased the Sport Shop building and is looking for funding to renovate the 2nd and 3rd floor. Mr. Ducharme stated he would be adding two apartments to the 2nd floor and one apartment to the 3rd floor.

MOTION by Councilor Buller to adopt Resolution No. 23-2023 approving Commercial Loan Program funding in the amount of \$24,999.99 as requested by TruStar Federal Credit Union on behalf of Whispering Leaf Irrevocable Trust to improve the building located at 345 3rd Street. Motion seconded by Councilor Kalar and carried unanimously.

**APPROVED Planning
Commission recommendation
regarding application to change
zoning of parcel from R-1B
Residential to M-1B
Manufacturing for Shannon’s
Inc., David Hebig**

Kelly Meyers, Building Official noted the property adjacent to Holler field is currently R-1B Residential. Shannon’s is requesting a change in zoning of the parcel to M-1B Manufacturing so Shannon’s could use it as a lay down area and a place to pile snow.

MOTION by Councilor Holden to approve the Planning Commission’s recommendation to change zoning of Lots 17-22 of Block 1 Plat of Fairview from R-1B Residential to M-1B Manufacturing for Shannon’s Inc., David Hebig and applicant; and furthermore to amend the official zoning map accordingly. Motion seconded by Councilor Wegner and carried unanimously.

**ADOPTED Resolution No. 24-
2023 approving 1-4 day**

MOTION by Councilor Kalar to adopt Resolution No. 24-2023 application and permit for a 1 day to 4 day temporary

temporary on-sale liquor license application for St. Thomas Aquinas Catholic School

on-sale liquor license application and permit for the St. Thomas Aquinas Catholic School in connection with the St. Thomas School Gala on Saturday, April 29, 2023. Motion seconded by Councilor Buller and carried unanimously.

ADOPTED Resolution No. 25-2023 approving application for exempt permit for MN Deer Hunters Association, Trails End Chapter

MOTION by Councilor Holden to adopt Resolution No. 25-2023 approving application for exempt permit for MN Deer Hunters Association, Trails End Chapter to conduct a raffle, with the drawing to be held on April 20, 2023 at Backus Community Center. Motion seconded by Councilor Wegner and carried unanimously.

APPROVED first reading of Contract Ordinance #982 for the Repair Flood Damage to City Beach Project

MOTION by Councilor Buller to approve the first reading of Contract Ordinance #982 for the Repair Flood Damage at City Beach Project with the bid being awarded to J & J Contracting, LLC, 1210 Industrial Avenue, International Falls, MN in the amount of \$169,320.00. Motion seconded by Councilor Kalar and carried unanimously.

PUBLIC WORKS COMMITTEE

RECOMMENDATION(S):

- a. **Approve Survey Services of Holler Field as provided by Bolton & Menk**

- b. **Approve Memorandum of Agreement to plan and implement protection and restoration efforts for the Rainy River – Rainy Lake Watershed as part of the Rainy River – Rainy Lake Planning Group and appoint membership**

MOTION by Councilor Buller to approve the Survey Services of Holler Field to provide the field work necessary to locate survey markers and stake the property line with expenses not to exceed \$3,500.00 as presented from Bolton & Menk. Motion seconded by Councilor Wegner and carried unanimously.

City Engineer Jason Fisher explained as part of the Rainy River-Rainy Lake Watershed plan a memorandum of agreement needs to be completed. Also, two city officials need to be assigned to the Policy Committee. Once all the steps are complete the grant will be finalized and monies will be available.

MOTION by Councilor Buller to approve Memorandum of Agreement to plan and implement protection and restoration efforts for the Rainy River – Rainy Lake Watershed as part of the Rainy River – Rainy Lake Planning Group and appoint Councilor Kalar to the Policy Committee and Councilor Buller as the alternate. Motion seconded by Councilor Kalar and carried unanimously.

COMMITTEE-OF-THE-WHOLE

RECOMMENDATION(S):

- a. **Approved participating in the Rainy Lake Coalition (RLC) as it relates to the Canadian National (CN) Railroad Bridge, Mile 85.0 over Rainy River, Ranier, Minnesota**

- b. **Approved entering into a lease agreement with Citizens for Backus/AB, Backus Community Center to provide space for the Police Department**

MOTION by Councilor Holden to approve participation in the Rainy Lake Coalition (RLC) as it relates to the Canadian National (CN) Railroad Bridge, Mile 85.0 over Rainy River, Ranier, Minnesota. Motion seconded by Councilor Buller and carried unanimously.

MOTION by Councilor Holden to approve entering into a two-year lease agreement with Citizens for Backus/AB, Backus Community Center to provide space for the Police Department with the option to continue on a month-to-month basis after the initial two-year term.

Councilor Wegner stated he has received several calls from concerned citizens.

MOTION by Councilor Wegner to postpone approving entering into a lease agreement with Citizens for Backus/AB, Backus Community Center until the April 17, 2023 council meeting to allow time to discuss further with Koochiching County. Motion seconded by Councilor

Kalar. Motion failed 2-3 with Councilors Kalar and Wegner voting “yea” and Mayor Droba, Councilors Buller and Holden voting “nay”.

Original Motion passed 4-1 with Mayor Droba, Councilors Buller, Holden and Wegner voting ‘yea’ and Councilor Kalar voting ‘nay’.

c. Approved participation on the Digital Connection Committee and appointed Todd Ojala, IT

MOTION by Councilor Kalar to approve participation on the Digital Connection Committee and appoint Todd Ojala, IT as the city representative. Motion seconded by Councilor Holden and carried unanimously.

d. Approved Frontier quote to upgrade the current phone system from Mitel to YeaLink SIP-T53W

MOTION by Councilor Holden to approve the Frontier quote to upgrade current phone system from Mitel to YeaLink SIP-T53W for all city departments except for the Administration and Fire/EMS departments. Motion seconded by Councilor Buller and carried unanimously.

APPROVED purchase of Evidence Locker for the Police Department

MOTION by Councilor Buller to approve purchase of Evidence Locker for the Police Department in the amount of \$6,262.00 from line item 101.41100.5600/Capital Outlay Furniture & Equipment. Motion seconded by Councilor Wegner and carried unanimously.

Reports of the Administrator, Attorney, and Department Heads

The International Falls Police Department Activity Report for February 2023 was available for review.

Reports of Mayor and Council Committees

Councilor Holden shared with the council that the Recreation Commission voted to dissolve effective June 30, 2023. The Athletic Director from ISD #361 will be responsible to schedule and oversee all activities and the City of International Falls will maintain the grounds previously used by the recreation commission and owned by the City.

Councilor Wegner shared that the Forest Hill Cemetery Board hired web designer Wendy Reiners to create a website for Forest Hill Cemetery. Also, they are continuing to map out the plots of those buried in the cemetery. The website will have the ability to show users where their loved ones are buried.

Mayor Droba shared that he was contacted to testify at the hearing of the Capital Investment Committee at the Senate on March 21, 2023. The City of International Falls has potentially received \$1 million dollars for the Kerry Park project. Mayor Droba stated the \$1 million doesn’t help much. Droba noted he will attending and asking for additional support in the amount of 1.8 million, which would cover the design and engineering costs of the project.

AUDIENCE

None.

ADJOURNMENT

Mayor Droba reminded everyone that the next regular City Council meeting will be held on Monday, April 3, 2023 at 5:30 P.M. in the City Council Chambers. Mayor Droba adjourned the meeting at 6:22 P.M.

Harley M. Droba, Mayor

Attest:

Betty Bergstrom, City Administrator