

**City of Red Lake Falls
City Council Meeting
July 25, 2022
Minutes**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Red Lake Falls, Red Lake County, Minnesota was duly held in the Council Chambers of said City on the 25th day of July, 2022.

Members Present: Allen Bertilrud, Kevin Brevik, Briana Ingraham, Sara Kenfield, Cheryl Matzke

Members Absent: Neil Knaack

Others Present: Kathy Schmitz, Jane Thibert, Delray Sparby, Matt Swendra, Erik Hove, Deb Derouin

The meeting was called to order at 6:00 p.m.

APPROVAL OF AGENDA

Remove items 6.03 Blue Line Proposal and 6.04 Grinders from the agenda.

Brevik moved, seconded by Ingraham to approve the amended Agenda as presented.

On vote being taken, the motion was unanimously passed.

CONSENT AGENDA

Ingraham moved, retracted motion as she was not at the last meeting.

Kenfield moved, seconded by Brevik, to approve the Consent Agenda.

Approval of the July 11, 2022 City Council Meeting Minutes

Approval of the Bills and Disbursements

Finance Checks #043607 - #043626 + Payroll E Checks 1-25 (\$16,789.20)

(Includes direct deposit HSA deductions & contributions)

For: Brevik, Kenfield, Matzke and Bertilrud. Against: None Abstain: Ingraham Absent: Knaack. MOTION CARRIED

NEW BUSINESS

Erik Hove, County Engineer addressed the council and shared a copy of the Memorandum of Understanding, between the City of Red Lake Falls and Red Lake County. The county will be the lead for the County Road 1 project from Hwy 32 to McLean by the elementary school to complete the project in 2023. The county will invoice the city for any projects the city wants to add. The chart on page 3 of the Memorandum of Understanding broke down the cost and responsibility. Erik recommended that the city considers that sewer & watermain improvements be done at this time.

City Administrator Schmitz will contact Cavin Berube from Stantec to have a contract ready for the next council meeting. A hearing will be required to notify the residents of the option to update their private lines.

McLean Avenue will be used as the detour, and it is the county’s responsibility to add gravel & chloride to keep the dust down for the residents that live along that street.

Kenfield moved, seconded by Ingraham to accept the Memorandum of Understanding, and enter an agreement with Red Lake County on the Highway 1 project.

On vote being taken, the motion was unanimously passed.

Ingraham inquired as to what the county’s responsibility will be with the trail project. Erik stated that the County is the financial middleman. The city has received a TAPP Grant for 80% of the project or \$280,000 for the Bottineau Trail (old railway). Ingraham stated since the trail is in both the city & county, will the county be financially assisting with the remaining 20% of required funding? Erik explained that the County’s trail project is the portion of the trail from The Spot to Voyageur’s View, and that they would not be funding the remaining 20% of the Bottineau Trail. Administrator Schmitz asked who owns the bridge by the powerhouse on the trail? It has a damaged ice breaker and wondering who will be responsible for fixing it. The TAPP Grant covers the entire Bottineau Trail. Erik said he would have to look into the history of that.

Deb Derouin from Red Lake County Insurance informed the council that the 2022 insurance proposal came back from the League of MN, and is \$52,772, an 8.95% increase from last year. They have seen this as the normal increase for property, with Inflation Guard and Cyber Insurance being the main reasons for the increase.

Matzke moved, seconded by Ingraham to accept the 2022 insurance proposal.

On vote being taken, the motion was unanimously passed.

Ingraham moved, seconded by Matzke to amend Resolution #07-02-22 Election Judge Appointments by adding Deb Derouin as an election judge.

For: Brevik, Ingraham, Matzke and Bertilrud. Against: None Abstain: Kenfield Absent: Knaack. MOTION CARRIED

**CITY OF RED LAKE FALLS
RESOLUTION #07-02-2022
Amendment of Election Judge Appointments**

At a regular meeting of the Red Lake Falls City Council held on July 25, 2022, council member Ingraham moved, seconded by Matzke to approve the addition of Deb Derouin as election judge, and amended Resolution #07-02-22 with the addition of her name on this 25th day of July, 2022.

And upon a vote being taken hereon, the following voted in favor thereof: Allen Bertilrud, Kevin Brevik, Briana Ingraham, Cheryl Matzke Against: none Abstain: Sara Kenfield Absent: Neil Knaack

Whereupon said amended resolution was declared duly passed and adopted this 25th day of July, 2022.

WHEREAS, the City of Red Lake Falls must staff and run a polling place from 7:00 a.m. to 8:00 p.m. at City Hall (108 2nd St. S) for the August 9, 2022 State Primary Election and the November 8, 2022 General Election; and

WHEREAS, the City of Red Lake Falls has contacted and established a list of qualified election judges;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Red Lake Falls does hereby appoint the attached list of judges for the above listed dates and will be scheduled at the discretion of the City Administrator.

List of Election Judges: Sara Kenfield – Head Judge

Mary Ann Benoit	Sherry Raymond	Sherry Largis	Bonnie Tydlacka
Clem Benoit	Wes Largis	Bev Phillion	Missy Sletten
Brenda Seeger	JoAnn Zutz	Sue Knutson	Lana Violette
Gloria Peterson	Carol Seeger	Margaret Toulouse	DeeAnn Leines
Ruth Schultz	Genevieve Knott	Sherry Thompson	Jane Thibert
Kathy Schmitz	Deb Derouin		

The motion for the adoption of the foregoing resolution was made by member Cheryl Matzke, and duly seconded by member Kevin Brevik,

And upon a vote being taken hereon, the following voted in favor thereof:
Allen Bertilrud, Kevin Brevik, Cheryl Matzke, Against: none, Abstain: Sara Kenfield
Absent: Briana Ingraham, Neal Knaack

Whereupon said resolution was declared duly passed and adopted this 25th day of July, 2022.

SIGNED:

ATTEST:

Allen Bertilrud, Mayor

Kathleen Schmitz, City Administrator

The council discussed the future of and options for the current city hall building. We are using approximately 10% of the space, and the monthly cost to heat or cool is between \$1000 - \$1500 a month. Kenfield feels we need a feasibility study to develop a comprehensive or capital improvement plan including all of the city’s buildings & property before making a decision. Administrator Schmitz stated that all city owned buildings & property needs work. A few years ago, the city had plans drawn up from WSN & Stantec for the city hall. Matzke agreed that it would be good to have a comprehensive plan, but we also need funding from the legislature and a bonding bill passed. Administrator Schmitz needs an idea of what we are doing for the budget.

Mayor Bertilrud will contact the League and Angie from Thief River Falls to see what they suggest and if they recommend using a consulting company and report to the council at the next city council meeting

Attorney Delray Sparby reported that with any new road, culverts are the city’s responsibility. With any existing road the replacement is the property owner’s responsibility. Cleaning ditches is usually the city’s responsibility if it is a roadway ditch.

Attorney Sparby reminded them that any new or replacement culvert needs to be permitted through the watershed. He is still waiting to hear from the League of Minnesota for clarification and will look for a model ordinance for the council to review.

Attorney Sparby reviewed the airport lease with Vathauer's and sent an email to Administrator Schmitz on July 25, 2022, explaining that the intended use is for commercial spraying operations and the lease is effective until 2034. An explanation of the termination conditions is in the letter & the letter will be filed with the Vathauer Airport lease.

On the July 11, 2022 city council meeting the motion to reject the Widseth bid of \$9,250 to spec out the two bathrooms at the mall was a tie vote.

On July 25, 2022 Brevik moved, seconded by Matzke to reject the proposed \$9,250 bid to spec the mall bathrooms from Widseth. Ingraham asked if we had received any other architects' proposals? She also proposed that we get another bid from someone else.

For: Brevik, Ingraham, Matzke and Bertilrud. Against: Kenfield Absent: Knaack.

MOTION CARRIED

Matzke moved, seconded by Kenfield to raise the spending authority for the City Administrator from \$5,000 to \$10,000.

For: Ingraham, Kenfield, Matzke and Bertilrud. Against: Brevik Absent: Knaack.

MOTION CARRIED

Homeowners on McLean that have received a letter from Attorney Sparby to move their sheds, have not been able to move them as the conditions are still too wet.

COUNCIL BOARDS AND SHERIFF/ADMINISTRATOR/ENGINEER REPORTS

Sheriff Mitch Bernstein reported that they are ready for Summerfest. Please report any issues to their office.

FEMA has completed their assessment, and everything is a go. The county is waiting for paperwork from FEMA to complete the next step. He will keep the council informed as things progress.

The Sheriff's office has received multiple complaints about kids on motorized bicycles/scooters. They have been trying to educate parents, that they are not illegal to have, however you must be 12 years of age or older to ride them. If we hear of citizen complaints, please have them call the Sheriff's Office.

Administrator Schmitz informed the council that the State called, wanting to know who we are using as our building inspector. WSN was supposed to have set something up for us a while ago, but we have not heard from them. Administrator Schmitz called Brad Bail again and he said he will send us a quote on an hourly rate but informed her that it will not be cost effective. She has not yet received a quote at this time. The state wants an answer tomorrow.

Basically, we have three options. 1) Opt out, by not having one we would not be able to enforce State Building Codes 2) Hire & use Brad Bail, from Widseth at an hourly rate, although it will not be cost effective, and building permits will not cover the cost 3) Send a contractor to become a limited building inspector, it is a 5day course, however the next class is in four months from now.

She was under the understanding that as long as we were not issuing building permits, we were ok until we could find one.

Attorney Sparby did not think we were required to have one, and people would be required to meet the state building codes, we just wouldn't have anyone to inspect it.

Administrator Schmitz understands that we need to have one, or the state will send someone. Our only other option is to opt out. Administrator Schmitz will need to know the cost for the budget, and we will need a quote from Brad Bail before the council can vote on it.

Swimming Pool will be closing on August 19, 2020.

Aerial Mosquito spraying is scheduled for the evening of Wednesday, July 27th.

UPCOMING MEETINGS

8.01 Council Meeting August 8, 2022 6:00 pm

ADJOURNMENT

The meeting adjourned at 7:28 pm.

Respectfully submitted,

Allen Bertilrud, Mayor

Kathleen Schmitz, City Administrator