

**THIEF RIVER FALLS CITY COUNCIL  
AGENDA  
TUESDAY – JANUARY 16, 2018**

**COUNCIL CHAMBERS  
CITY HALL – 405 3<sup>RD</sup> STREET EAST  
5:30 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM** – *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. Speakers are requested to come to the microphone, state their name and address for the record, and limit their remarks to five minutes. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.*
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
  - Lifesaving awards
  - Downtown Development Presentation (page 3-68)
- 6. APPROVE AGENDA** – *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.*
- 7. CONSENT AGENDA** – *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.*
  - 7.01 Approval of January 2, 2018 Council Proceedings (page 69-75)
  - 7.02 City of Thief River Falls Bills and Disbursements
  - 7.03 Approval of progression raise for Christopher Klie, Apprentice Lineworker (page 76-77)
  - 7.04 Approval of 2018 mileage and meal reimbursement schedule (page 78-79)
  - 7.05 Approval to write off Falls Liquor Store NSF checks (page 80-81)
  - 7.06 Approval to write off uncollectible utility accounts (page 82-86)
  - 7.07 Approval of waiver petition with NMPA (page 87)
  - 7.08 AE2S Task Order 5 & 6 (page 88-105)
  - 7.09 AE2S Task Order 7 (page 106-112)
  - 7.10 Renewal of TRFAHA Concession Agreement (page 113-116)
  - 7.11 Approval of summer ice in the Ralph Engelstad Arena (page 117-118)
  - 7.12 Approval of appointments to Boards and Commissions (page 119)
  - 7.13 Approval of Kmart Property Deed Transfer (page 120)

## 8. NEW BUSINESS

- 8.01 Resolution approving the issuance of Electric Revenue Bonds Series 2018A (page 121-133)
- 8.02 Approval of Electric Department Building Award (page 134-141)
- 8.03 2018 Street & Utilities Improvements Feasibility Report (page 142-152)
- 8.04 Approval of CIMCO Mechanical, Energy and DFS audit proposal (page 153-182)
- 8.05 Building Inspector job description posting (page 183-186)
- 8.06 First Reading of Ordinance amendment – Outdoor Sidewalk Commerce Zone (page 187-193)
- 8.07 Summary of Performance Evaluation of Liquor Store Manager

## 9. COUNCIL BOARDS AND COMMISSIONS REPORTS – *Not all boards or commissions will have met prior to the Council meeting. These reports are intended to keep the other council members informed of actions or proposed actions taken by these boards and commissions. Only those with something to report would be on the agenda.*

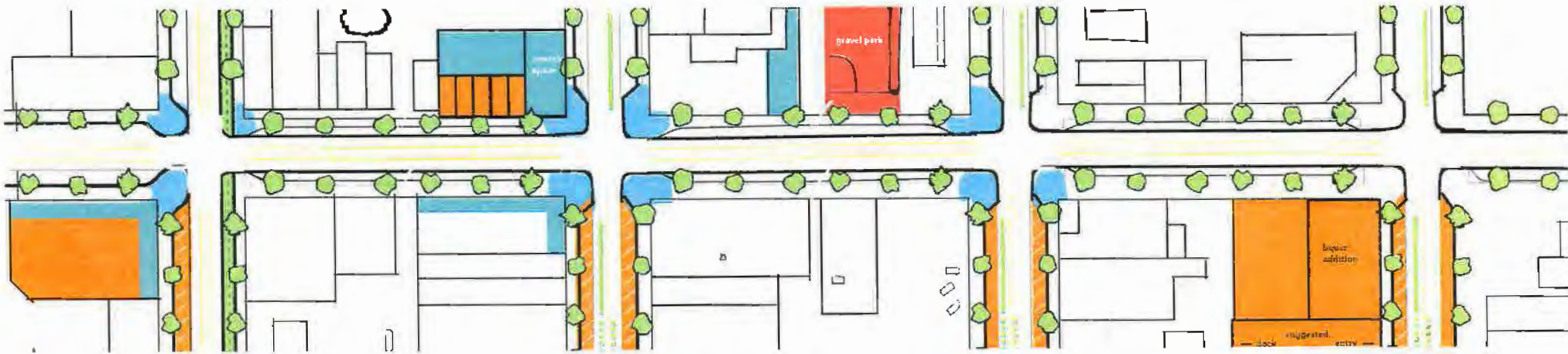
## 10. UPCOMING MEETINGS

- 10.01 City Council Meeting – February 6<sup>th</sup> at 5:30 p.m.
- 10.02 Utilities Committee Meeting – February 12<sup>th</sup> at 7:00 a.m.
- 10.03 Public Safety/Liquor Committee Meeting – February 12<sup>th</sup> at 4:30 p.m.
- 10.04 Administration Committee Meeting – February 13<sup>th</sup> at 4:30 p.m.
- 10.05 Public Works Committee Meeting – February 14<sup>th</sup> at 4:30 p.m.
- 10.06 City Council Meeting – February 20<sup>th</sup> at 5:30 p.m.

## 11. INFORMATIONAL ITEMS

- Investment Summary dated 12/31/17 (page 194)

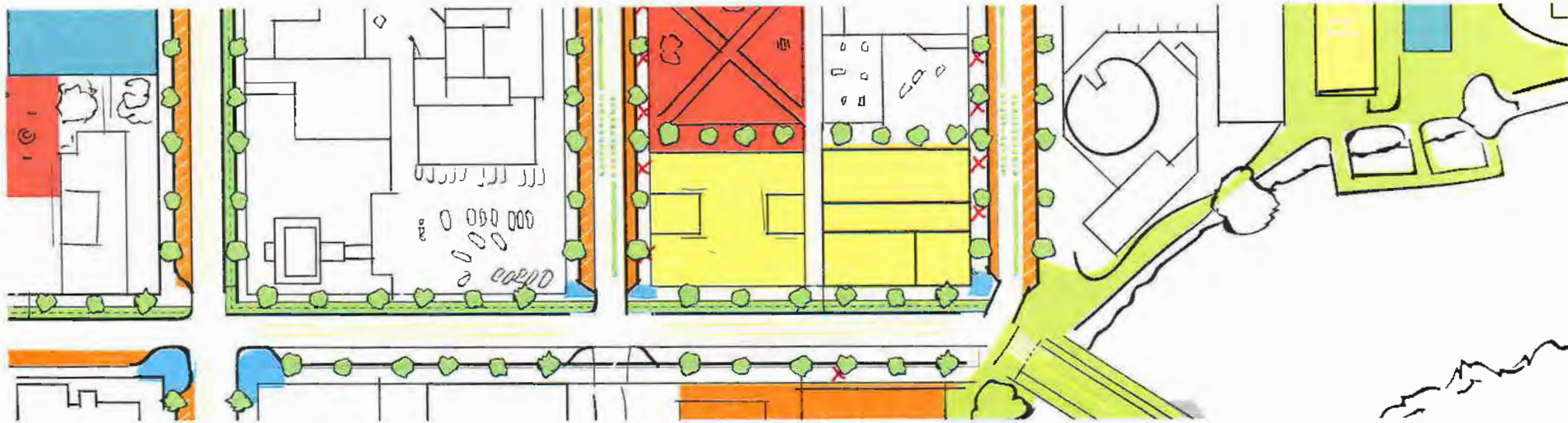
## 12. ADJOURNMENT



# THIEF RIVER FALLS

# NEW VISION FOR DOWNTOWN

## COMMUNITY MASTERPLAN - OCTOBER 2017



# **NEW VISION FOR DOWNTOWN - COMMUNITY MASTERPLAN**

Thief River Falls, MN

Final Report  
October 2017

## **DESIGN AND REPORT DEVELOPMENT**

Virajita Singh	Assistant Vice Provost, Office for Equity & Diversity Senior Research Fellow, Center for Sustainable Building Research
Joe Polacek	Master of Urban and Regional Planning Candidate, Humphrey School of Public Affairs Graduate Research Assistant, Center for Sustainable Building Research

## **PLANNING TEAM**

Faye Auchenpaugh	Member, Thief River Falls Downtown Development Association
Linda Kingery	Executive Director, Northwest Minnesota Sustainable Development Partnership
Ashley Nerhus	Executive Director, Thief River Falls Chamber of Commerce
Ryan Walseth	Chair, Thief River Falls Downtown Development Association

## **IMAGE SOURCES UNLESS OTHERWISE NOTED, BY:**

Virajita Singh, Joe Polacek, Amy Halvorson

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## PARTNERS

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The Thief River Falls Chamber of Commerce is a non-profit membership organization for businesses and organizations in the Thief River Falls community.

We believe that Thief River Falls is northwest Minnesota's top destination to work, live, play and shop and we advocate that in all that we do. We support our members by promoting a business climate that enhances economic vitality and improves the quality of life for all citizens.



The Downtown Development Association (DDA) is a committee of the Thief River Falls Chamber of Commerce, working to preserve and rejuvenate downtown Thief River Falls as a vibrant and flourishing destination.

Through a renewed focus, we will continue to be an economically viable regional center of Northwest Minnesota.

Northwest Regional Sustainable  
Development Partnership

UNIVERSITY OF MINNESOTA  
EXTENSION

The Northwest Region in Minnesota is not defined by county boundaries, but for reference, it generally serves Kittson, Roseau, Lake of the Woods, Marshall, Pennington, Red Lake, Clearwater, Beltrami, Polk, Norman, Mahnomon, Cloy, and Wilkin counties.

The NW Regional Partnership organizes its work around four focus areas: Natural Resources, Clean Energy, Food and Agriculture and Resilient Communities.

## PARTNERS

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### Center for Urban and Regional Affairs (CURA)

UNIVERSITY OF MINNESOTA  
Driven to Discover

The Center for Urban and Regional Affairs (CURA) connects the resources of the University of Minnesota with the interests and needs of urban communities and the region for the benefit of all.

CURA pursues its urban and regional mission by facilitating and supporting connections between state and local governments, neighborhoods, and nonprofit organizations, and relevant resources at the University, including faculty and students from appropriate campuses, colleges, centers or departments.



The Northwest Minnesota Foundation invests resources, facilitates collaboration, and promotes philanthropy to make the region a better place to live and work.

We have adopted a concept called Quality of Place, which we use to focus our resources on meeting the needs of our rural region. Quality of Place is something all communities will need to be successful in the future, found in four asset areas: Natural Assets - outdoor recreation, clean air and water, lakes and forests; Structural assets - housing, health care, education; Social assets - leadership, effective organizations, community character; Economic assets - jobs, family incomes, business opportunities.

### COLLEGE OF DESIGN



Working to transform the built environment in ways that provide for the ecological, economic, and social needs of the present without compromising those of the future.

Energy and Climate Change; The Water Cycle; Sustainable Materials for a healthy built environment; Value and benefits of regenerative designs; Equitable designs to provide sustainability for all; Creating Regenerative and Resilient Communities.



## ACKNOWLEDGMENTS

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We express sincere thanks to all those who contributed to the project and to the design process for their participation and contributions to the vision of Thief River Falls.

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### DOWNTOWN DEVELOPMENT ASSOCIATION, EXECUTIVE COMMITTEE

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Ryan Walseth

Jorrod Kalsnes

Trevar Swanson

Ryan Bakken

Jim Dagg

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### CITY OF THIEF RIVER FALLS AND PENNINGTON COUNTY

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Dan Sollom, Councilmember Ward 2  
Rachel Prudhomme, Councilmember Ward 5  
Steve Narverud, Councilmember At Large

Brian Holmer, Mayor  
Rodney Otterness, City Administrator  
Dale Narlock, Electric Superintendent  
Mark Borseth, Community Services Director

Missy Sletten, Parks and Recreation  
Christine Anderson, Economic Development  
Kevin Ericksan, Deputy Auditor-Treasurer

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### COMMUNITY MEMBERS

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Heidi Brenden  
Wade Benson  
Ivette Garrett  
Andrea Zipprich  
Curtis Huot  
Amy Beckius-Johnson  
Laura Stengrim  
Don Sollom

John Clark  
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Lucy Aasland  
Dave Bergman  
Glen Kajewski  
Stacy Olson  
Logan Kalinowski

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### RESEARCH INPUT

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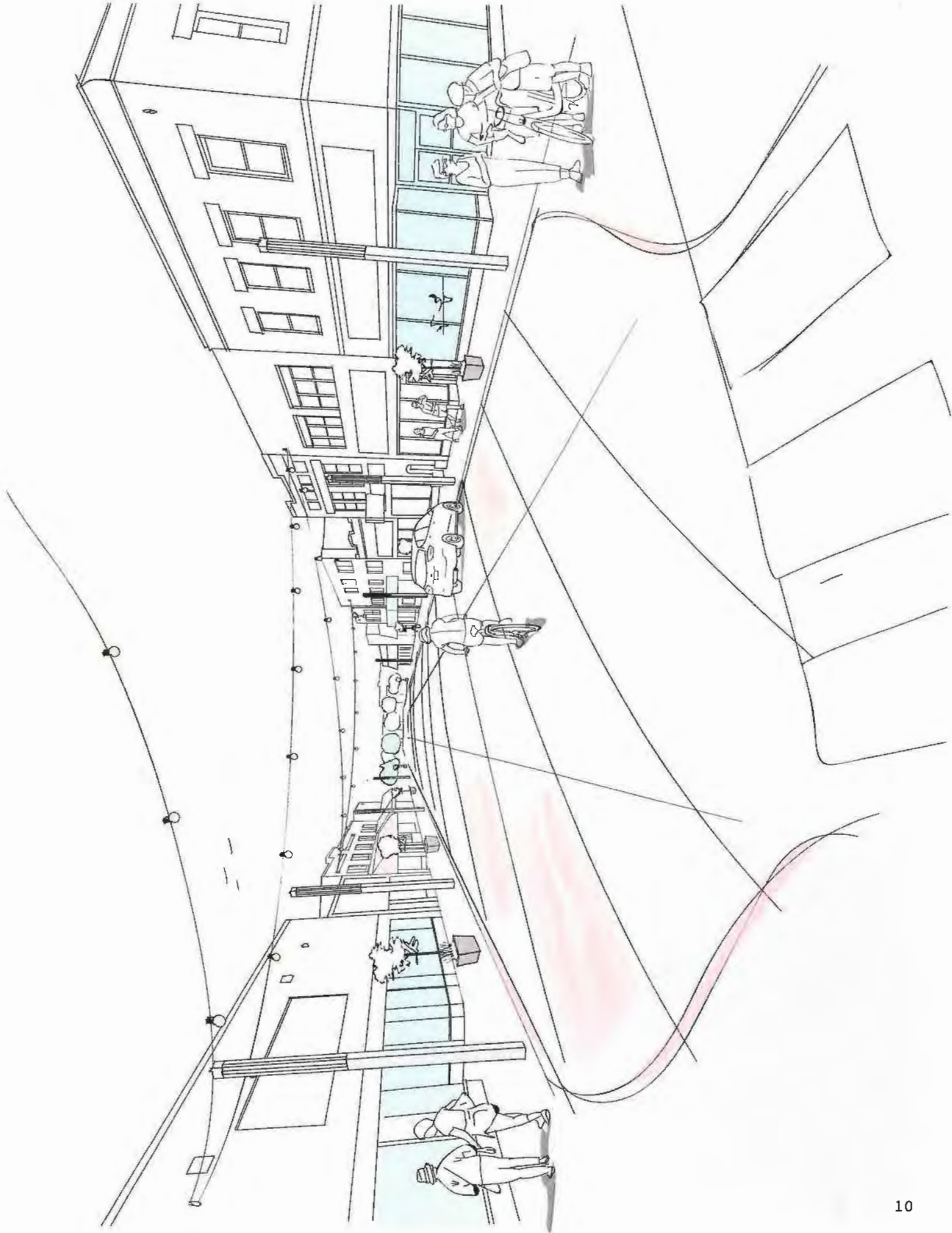
Doug Lauer  
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Mark Schmitke  
Faye Auchenpaugh

Linda Kingery  
Ashley Nerhus



## EXECUTIVE SUMMARY

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**Project Introduction:** Changes to buildings and urban development in a town or city often move at a slower pace than the communities needs for change in response to current times and realities. Because physical assets of a community take long to plan, develop, fund and implement, this time lag is natural.

Thief River Falls (TRF) is a good example of this where it has the assets of a nice downtown with wide streets and some handsome historic buildings and is also in the middle of transforming towards what it might become to meet the needs of its community that now includes a workforce from the region due to the presence of some large global businesses based here.

This phenomenon and the challenge of transforming of towns towards present and future needs is not unique to TRF. Across the nation, communities are developing and evolving their buildings and infrastructure in response to changing economic, social and environmental conditions and generational needs. Of note (TRF with its Red Lake River and Thief River that have their confluence in the vicinity of downtown) is the trend across the nation where community buildings once largely turned their backs on local rivers perhaps seeing them as mostly functional waterbodies that were mostly a means of transportation or commerce, carrying lumber and other commodities downstream or a receiver of the town's effluents. It is only in more recent years that communities have been looking towards the rivers and riverfronts as places to live in and sources of recreation and beauty.

- to promote a business climate that enhances economic vitality and improves the quality of life for all residents
- to develop a master plan with community engagement that creates a unified, welcoming environment and provides documents that can be used for fundraising and implementation of the master plan.

**Precedent Research:** A study of examples or 'precedents' of other regional, national and international projects informed the development of the project.

**Community Engagement:** Participation and input by community was critical to the development of the vision in three meetings held in the Carnegie Library in Thief Rivers Falls from June to August 2017.

**Design Context, Principles & Recommendations:** A study of the context, precedent research and community input informed design principles and recommendations specific to Thief River Falls were developed through the process.

1. **Connect with Nature** (page 43)
2. **Design with Scale** (page 45)
3. **Express Culture** (page 47)
4. **Foster Innovation** (page 49)
5. **Create Experiences** (page 51)
6. **Maintain and Troubleshoot** (page 53)
7. **Create Winning Teams** (page 55)

In conclusion, it is hoped this work developed by the Design Team in partnership with the Planning Team and the Thief River Falls community members will inspire action and steady implementation of the new vision for Thief River Falls in the coming months.



## SECTION ONE: **PROJECT INTRODUCTION**

THIS SECTION SETS THE CONTEXT FOR THE PROJECT AND DISCUSSES SOME HISTORY AND DEMOGRAPHIC DATA OF THIEF RIVER FALLS



## PROJECT INTRODUCTION

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Changes to buildings and urban development in a town or city often move at a slower pace than the communities needs for change in response to current times and realities. Because physical assets of a community take long to plan, develop, fund and implement, this time lag is natural. Thief River Falls (TRF) is a good example of this where it has the assets of a nice downtown with wide streets and some handsome historic buildings and is also in the middle of transforming towards what it might become to meet the needs of its community that now includes a workforce from the region due to the presence of some large global businesses based here.

This phenomenon and the challenge of transforming of towns towards present and future needs is not unique to TRF. Across the nation, communities are developing and evolving their buildings and infrastructure in response to changing economic, social and environmental conditions and generational needs. Of note (TRF with its Red Lake River and Thief River that have their confluence in the vicinity of downtown) is the trend across the nation where community buildings once largely turned their backs on local rivers perhaps seeing them as mostly functional waterbodies that were mostly a means of transportation or commerce, carrying lumber and other commodities downstream or a receiver of the town's effluents. It is only in more recent years that communities have been looking towards the rivers and riverfronts as places to live in and sources of recreation and beauty.

In addition to responding to the place and its natural resources in new ways, cities and towns are also responding to social, economic and technological changes of more diverse communities, with more economic mobility than in the past and more technological choices which influences lifestyles. This trend is concurrent with challenges of inequity and poverty, providing for aging populations, issues of racial tension in communities. These challenges could be seen as opportunities and that is the role design and a design process plays in planning the future and infrastructure of a community - of envisioning possibilities while working with the challenges and constraints

This project initiated by the Downtown Development Association of TRF was intended with two goals:

- To promote a business climate that enhances economic vitality and improves the quality of life for all residents
- To develop a master plan with community engagement that creates a unified, welcoming environment and provides documents that can be used for fundraising and implementation of the master plan.

There were many original design and development influences for the project including:

- Social Economic Environmental Design (SEED) (Promote social equality / Advocate for those with limited voice / Help conserve resources).
- Smart Growth America (Mixed land uses / Compact design / Develop toward existing communities).
- Regenerative Design (Interwoven "people" and "place" / Restore, renew, revitalize local energy and materials)
- Rural Creative Placemaking (Character of place shaped by community members / to celebrate, inspire, and be inspired).

The project process led to development of design principles more specific for Thief River Falls that are described in later sections.

## HISTORY

The first known settlers in the area of Thief River Falls were Dakota people. In the eighteenth-century, Ojibwe tribes moving westward from what is now New York State largely displaced the Dakota people.

Some Dakota people continued to remain in the area secretly settled on riverbanks near the site of Thief River Falls. The river is said to have been named Secret Earth River by the Ojibwe referring to the secret encampment settled by the Dakota. The French pronunciation of that name was later said to have been interpreted into the Thief River.

Some highlights of the history are listed below:

- Euro-American settlers moved to Thief River Falls late in the nineteenth-century. Carl Kretzschmar moved from Germany via Crookston in 1888 and opened a flour mill on the river. In 1892 two brothers, Patrick and James Meehan, opened the first saw mill in the area. Logs were cut more than one hundred miles upriver and floated to the mill. By 1901 the mill employed 250 people each season.
- In the 1950's, area native Edgar Hetteen helped build the first Polaris snowmobile. Hetteen moved to Thief River Falls in 1960 and founded the company that would become Arctic Cat.
- One Thief River Falls native, Ronald Stordahl, returned home from studying electrical engineering at the University of Minnesota. By 1972 he established Digi-Key, an electronics distributor to supply HAM radio components. The company was early in adopting catalog and website sales tactics and is now one of the world's largest distributors of electronic components.
- Construction of the Ralph Engelstad Arena began in 2003, with a capacity of over 9,000 people.



Photos: (T): Swartek (L): Swartek  
(R): Digi-key



## DEMOGRAPHICS

The population of Thief River Falls is 8,764, the largest city in the county of Pennington, Minnesota.

Most of the people in Thief River Falls fall between the ages of 18 and 64, making a majority of the population within the workforce age group. Most of the population (90 percent) is White. 10 percent of the population is People of Color, including Black, Latino, and Asian-American residents.

The median household income is \$40,271. The bulk of the population (43 percent) makes under \$35,000 per year. Nearly 20 percent of the population makes between \$50,000 and \$75,000. Still, 10 percent of the population is living below poverty. Of those living below the poverty line, youth between 5 and 24 years account for 37.7 percent, and seniors above 55 years account for 21.7 percent.

Most working age adults are employed. 86 percent of people between 18 and 64 have jobs. Most work in manufacturing, retail trade, and wholesale trade. Of the 8,764 people that live in Thief River Falls, nearly 75 percent work in the City as well. Over half of the population lives within ten minutes of work.

Population Age

<17	21%
18-64	61%
>65	18%



Poverty by Age Group

12-17	17%
18-24	11%
55-64	11%
>65	10%



Workers by Industry

Manufacturing	
Retail trade	
Wholesale	



Miles from Work

<10	80%
>50	9%

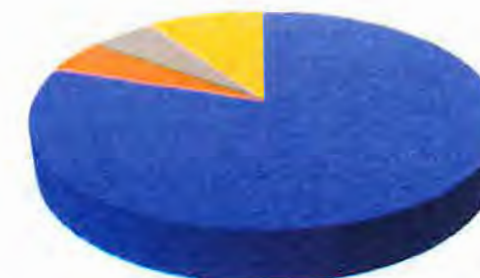




Photo: Jeroen Verrecht

## SECTION TWO: **PRECEDENT RESEARCH**

THIS SECTION DESCRIBES SOME OF THE EXAMPLES OR 'PRECEDENTS' THAT INFORMED THE DEVELOPMENT OF THE PROJECT

## PRECEDENT #1: RIVER AND DOWNTOWN

### Northfield, Minnesota

- Historic Division Street
- Nearby riverfront
- Town Square as entry-point

Northfield is situated on the banks of the Cannon River in Southern Minnesota. It is home to two liberal-arts schools and has a vibrant downtown at its core. Division Street, the main river-side highway, is lined with historic buildings dating to the 19th-century. In recent years, many of the buildings have been repurposed from their original programs into arts and entertainments spaces. An old YMCA building was transformed into a gallery, dance studio, classrooms, and gift store.

Bridge Square is a small but important park for the activation of this downtown. It is located where Division Street meets the Water Street bridge and has been known to get people out of their cars and frequenting local businesses nonetheless. Its simple features include a fountain, benches, and grass. Throughout the year, this space is used for community events -large and small- and is sometimes referred to as the "Living Room" of Northfield.

Northfield is a success story for the activation and reuse of its downtown area. Largely built as an area of utility and necessity for early pioneers, downtown Northfield has been transformed into an area for entertainment and experiences. The connection between the historic district and integration of the nearby riverfront has made for place that is enjoyed by people from near and far.



Photos: (Top-L) Midwest Living, (Top-R) Mobile Town Guide, (Bottom) Apple Maps

## PRECEDENT #2: PLACEHOLDERS

### Grand Forks, North Dakota

- Clearing of land
- Creation of small "pocket" parks
- Private investment

Grand Forks and East Grand Forks sit on the banks of the Red River, 50 miles west of Thief River Falls. In 1997, the cities were devastated by a 500-year flood - submerging buildings in 5 feet of water and engulfing some in flames. In the years that followed leaders had to come up with new ways to spur development in the vacated parcels with threat of losing investment to the peripherals.

Some vacant lots in downtown Grand Forks were transformed into "pocket parks" with grassy areas, tables and chairs, and public art. Not only did they serve as a place for people to hang out, but as it turns out, as incubators for future development. Proposals for redevelopment of Arbor Park were accepted in 2016 but debate over the future of the park continued into 2017. With a small margin, voters decided to allow the construction of a \$7.5 million condo and retail building to take place of the "pocket park."

It was devastation that led to the vacancy and excessive open land in downtown Grand Forks. Though due to less devastation, a similar trend in developable land exists in Thief River Falls. In efforts to spur development, TRF may develop unused and underutilized land into outdoor recreation and leisure areas - even if only until future development catches on.



Photos: (Top-L) Grand Forks Herald, (Top-R) Strong Towns, (Bottom) Apple Maps

## PRECEDENT #3: RENAISSANCE ZONE

### Fargo, North Dakota

- Creation of downtown renaissance zone
- State and local tax incentives
- Increased private investment

Fargo sits on the Red River, just over 100 miles from Thief River Falls. Like many cities, Fargo saw a decline in downtown development through the twentieth century. Interstate highways and adjoining shopping malls pulled development to the periphery. In more recent years, however, downtown Fargo has undergone significant revitalization and development.

The Renaissance Zone - a 39-city-block area - was established in 1999 to entice development downtown. New developments in the area are exempt from property and income tax for 5 years. Additionally, commercial entities are exempt from State income tax for 5 years. In the ten years that followed the establishment of the Zone, building values climbed from \$103 million to \$218 million. The investment is partly thanks to North Dakota State University who began placing departments and housing downtown - including the \$18 million mixed-use Cityscapes Plaza. Local investment has helped spur streetscape enhancements along Broadway, making it easier for students to bike between campuses.

Leaders in Fargo recognized that they needed a stronger core and forged a way to entice new development downtown. Tax incentives within the Renaissance Zone were crucial for attracting investment to the area, creating a more engaging and attractive place to live, work, and play. Thief River Falls could see similar benefits by enticing growing businesses and the local college to locate offices and housing downtown.



Photos: (Top-left) Park Company,  
(Top-right) Metro Jacksonville, (Bottom) Apple Maps

## PRECEDENT #4: LIVABILITY

### Bend, Oregon

- Economic downturn
- Diversification of jobs
- Focus on livability

Bend, Oregon lies along the Deschutes River at the foot of the Cascade Mountains. Like TRF, its establishment was largely due to successful milling industry along the river. But after the supply of timber dried up in the 1980's, Bend experienced a devastating recession including high levels of unemployment.

In order to establish a more resilient economy, local leaders recognized that they needed to diversify the supply of jobs. In the following years, the Economic Development for Central Oregon agency (EDCO) was established to help entrepreneurs set-up business in the area. The overarching goal of the EDCO was to diversify the economy but their tactics went beyond providing loans and tax incentives - they would focus on creating a excellent place to live.

Bend is significant to Thief River Falls in that it leveraged its small-town environment and proximity to nature for economic development. People moved to Bend because the city was walkable, bikeable, and fishable. They fostered a community that was supportive of itself by hosting networking events for entrepreneurs (including a \$250k start-up prize), "Pub talks" for local business owners to share ideas, and an economic advisory board to advise city council on entrepreneurial issues.



Photos: (Top-L) EPA Report, (Top-R) EPA Report, (Bottom) Apple Maps

## PRECEDENT #5: TOWN SQUARE

### Bürchen, Switzerland

- Declining town center
- Competition to revision space
- Democratic and versatile in design

The municipality of Bürchen in the Swiss Alps was largely dependant on the construction of vacation homes. With a saw mill in crisis, locals wanted to create a more sustainable economy, utilizing the surrounding mountainous region to create more jobs. They called for an international competition, divided into phases, to improve the public space and the social benefits that follow.

The purpose of the competition was to make the outdoor space of the town attractive and engaging for more people. To attract tourism, the space should act as a meeting point at the center of town. The process of development was meant to be as transparent, democratic, and collaborative as possible. The resulting design for the first phase was a series of amphitheaters at the perimeter of the space that could utilized for many different kinds of activities.

The competition in Bürchen is significant to planning for Thief River Falls because both town centers need to function as a *meeting place* for residents and visitors. Like Bürchen, Thief River Falls is seeking attention to its downtown that engages residents in a democratic process. The successful spaces in both towns will be used for a wide variety of functions, and therefore must be versatile for years to come.



Photos: Centre de Cultura Contemporània de Barcelona.



## PRECEDENT #6: TEMPORARY BRIDGE

### Brussels, Belgium

- Continued efforts to connect with river
- Administrative and ownership complications
- Temporary installation as prototype

A temporary installation, simply titled BRIDGE, was placed across a water canal in Brussels. The installation was one part of a continued effort to transform the industrial area along the canal to a playground for all ages. For years the canal (on which the industrial uses were dependant) worked as a barrier for residents to cross. Recent efforts including festivals and activities have focused on reframing the canal district as a community asset.

For years there had been attempts to construct a permanent bridge on the site of this temporary installations. Political and administrative complexities continued to halt the project. Gijs Van Voerenbergh proposed the installation of a temporary bridge, partly built of rented cranes, to embody the ambitions of the communities efforts. Although the BRIDGE was only in place for two days, it helped to present a future vision for the area.

The BRIDGE installation could work as a model for future projects in Their River Falls. Rather than committing to one particular vision, it may be possible to test concepts for a short period to see how the community responds.



Photos: (Top) Jeroen Verreent, (Bottom-L) Tim Van De Velde, (Bottom-R) Jeroen Verreent

## PRECEDENT #7: RECYCLAB

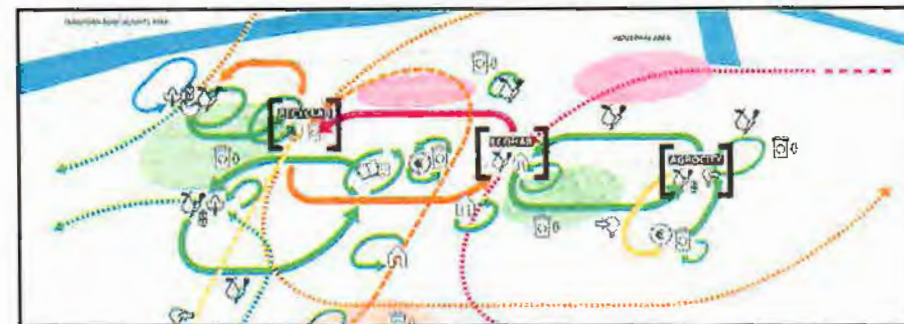
### Colombes, France

- Civic hubs focusing on closed system ecology
- Temporary structures on available space
- Citizen run with over 100 participants

Recyclab is one of a series of civic hubs in the Paris suburb of Colombes focused on closed systems. Each facility has a focus on recycling and recapturing energy from local waste. The facilities are run by over 100 local residents and located on sites temporarily available for this use.

The hub hosts co-working workshops for makers and designers and a participative workshop open to residents for repairing and DiY sessions. There are workshops on bee keeping, grey water remediation, and textile recycling among others. The facility is also used to hold debates on relevant topics.

The Recyclab project suggests how multiple locations in Thief River Falls with multiple groups involved could be working in concert to create new systems and foster innovation in the city.



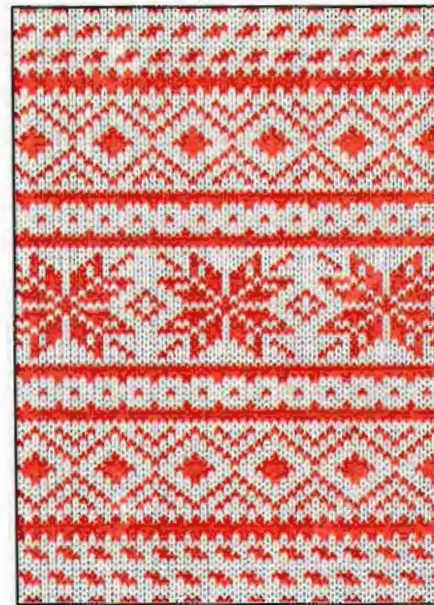
Photos: (Top) Parisien, (Middle) R-Urban, (Bottom) R-Urban

## PRECEDENT #8: SCANDINAVIAN DESIGN

### Contemporary & Traditional

Norwegian and Scandinavian design is well-known for a strong design sensibility; Patterns/motifs/scale in traditional arts and crafts. Clean, modern, simple, forms and aesthetic in interior design and furniture. Contrast and connection to nature in architecture and urban context

- Simplicity in design
- Connection to nature
- Use of small scale and attention to detail



Photos: (Top) e-architect, (Bottom-L) 123RF, (Bottom-R) Shoise



## SECTION THREE: **COMMUNITY ENGAGEMENT**

THIS SECTION DOCUMENTS COMMUNITY PARTICIPATION AND INPUT TO THE DEVELOPMENT OF THE VISION IN THREE MEETINGS HELD IN THE CARNEGIE LIBRARY IN THIEF RIVER FALLS FROM JUNE TO AUGUST 2017.



# COMMUNITY MEETING #1

## Mapping Assets, Liabilities, Aspirations

June 22, 2017

The first community meeting was organized around community members mapping their local assets, liabilities, and aspirations - things they liked, didn't like or were missing from the area, and their dreams for downtown in the future. The responses varied widely, and some topics were considered assets as well as liabilities

In small groups, community members placed green dots for assets, red dots for liabilities, and blue dots for aspirations.

- Education
- Restaurants
- China King
- China Buffet
- Subway
- Taco Johns
- The Park on 3rd
- The Schooner
- gas/food
- Shopping
- Michael's meats
- Ace
- The Shed
- Budget
- The Candy Shop
- Trnifty White
- Healthcare
- Hearing on Main
- Sedro Medical
- Lincere
- JFC
- Dance studio
- Brings many families to town
- Entertainment
- The Rusty nail
- VW
- Bonds
- No overhead power lines
- Less power outages

### Highlights of Assets:

- Buildings
- Parks
- Parking
- Trees and landscape
- Museums
- Historic buildings
- Essentials - food and grocery
- Music and entertainment

### Highlights of Liabilities:

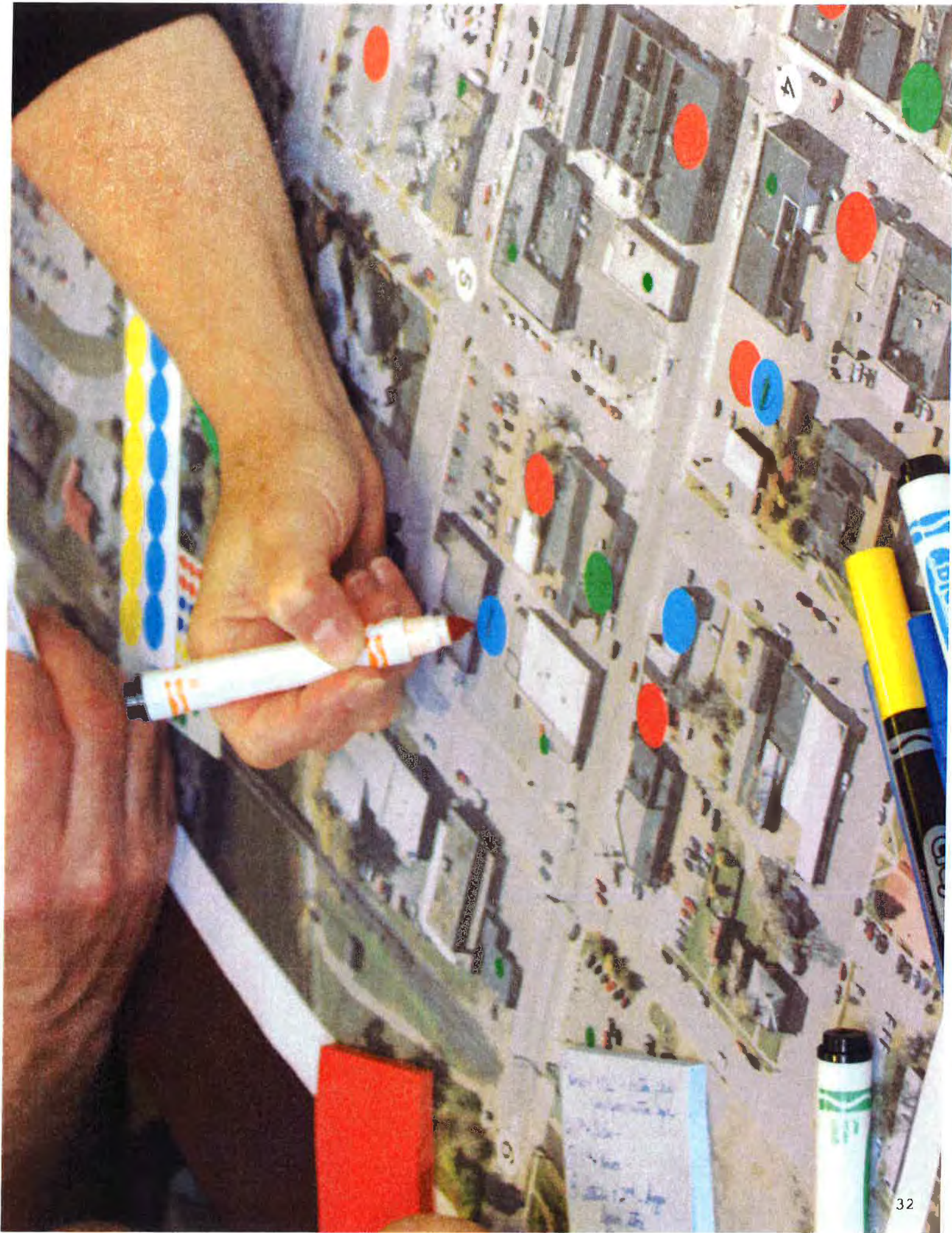
- Abandoned and untended spaces
- Empty lots
- Safety issues
- Parking issues
- Aesthetic plan for buildings and sites
- Connectivity
- Connected trails

### Full List of Assets:

- Hugos (3x)
- Liquor store (3x)
- Riverwalk (3x)
- Sears (2x)
- Justice Center (2x)
- Library (2x)
- Pennington Main & Square (2x)
- High school (2x)
- JCPenney
- Elks
- Hospital
- Carnegie
- Plenty of Parking
- Benches downtown
- Walkability
- Stop lights are easier to get across
- Floya B. Olson Park
- Good blvd trees on 2nd Street
- Post office
- Active businesses downtown (variety of businesses)
- Examples
- Fire dept
- High rise opts.
- Apartments downtown
- Times, etc
- Churches
- Feder Engelstad
- Pioneer Village

### Full List of Liabilities:

- Empty spaces (4x)
- Abandoned Elks building (2x)
- Old buildings (2x)
- Empty JCP building (2x)
- Old Arena (2x)
- Trains are long and blocking traffic (2x)
- Not a walkable space downtown (2x)
- Old grain elevator across from Eagles (2x)
- Old dominoes building (2x)
- Jail
- Old Bostwick's building
- Being able to see the turkeys at the turkey plant
- Dangerous intersection at the alley by the mailbox
- Yellow flashing lights at hard to cross intersections





# COMMUNITY MEETING #1

## Mapping Assets, Liabilities, Aspirations

June 22, 2017

### Full List of Liabilities - continued:

- Trail - could be more bike friendly
- More connectivity
- Cosmetics of buildings
- Safe walkability on State Highways that go through downtown
- Park w/the fountain - can't get to it - never used
- Buildings by NSB & Dance Studio
- Northern State Bank
- Ancerson Bros Home by Firestone
- Consignment shop
- Old Hosp.
- Maurices/Bostwick
- Empty lot by bank
- Unused parking
- Street parking for downtown business is bad

### Highlights of Aspirations:

- River connection
- Signage
- Building redevelopment
- Safe street access
- Places to have coffee and hangout
- Experiences for each age group
- Parking
- Public art
- Wide sidewalks with benches
- Planters with flowers & trees

### Full List of Aspirations:

- Use of the river (3x)
- New apartments (3x)
- Pocket Park (2x)
- Bike parking (2x)
- Lighting (2x)
- Bathrooms (2x)
- Signage (2x)
- Safe walkability on state highways that go through downtown (2x)
- Parking (2x)
- 14-18 year olds don't have a lot to do downtown
- School
- Bank
- Better signage at the dance studio

### Full List of Aspirations - continued:

- and revitalizing apartments there
- trees/vegetation (movable)
- Elks building
- Street redevelopment
- Diagonal parking at the post office
- Need safer access to library from across the street
- Fishing pier downtown
- Swimming pool in Sanford parking lot
- Coffee shop
- Make streets and trails more pedestrian friendly - loop downtown
- Main traffic routes thru town
- Empty buildings in good shape
- Horace & Main - Outdoor park/ green space/ outdoor cafe
- 1st & LaBree
- 3rd & Horace
- Atlantic & 2nd - bigger liquor store
- Olaf Sanford - one side at angle one side reg
- Auditorium/Cla Arena - Wider sidewalks with benches
- Accessible parks - planters with flowers & trees
- Inclusive of mobility
- Multi Generational interests
- Edible landscapes
- Uniform alleys and parking lots
- Streetscape that invite gathering
- Seating
- Snack
- Visibly walkable and bikeable spaces
- Businesses obviously inclusive to disability
- Public art in addition to the trolls! (not statues of people)
- Getting cameras so people can't move forward and back as to not get a parking ticket taking up customers parking spots
- Parking Labree
- Downtown restaurants open late
- Improve store fronts
- Streets need repair
- Remove building by Eagles for parking lot



## COMMUNITY MEETING #2

### Two Design Scenarios

July 19, 2017

The second community meeting focused on two design scenarios - one on small investments and the second on larger investments. With both scenarios focusing on the same principles, meeting attendees were asked to vote between the two scenarios, and to prioritize individual elements under each scenario.

Dots were placed on the boards by community members to demarcate elements of the scenarios that they found promising. Most of the dots were placed on the concept of reallocating street space to reduce speed and improve access. Community members demonstrated equal enthusiasm for a low-cost downtown history tour.

Concept	Dots
Scenario (1): Small Investments	7
<b>Scenario (2): Full Vision</b>	<b>24</b>
<b>Experiences (1): History tour</b>	<b>15</b>
<b>Scale (1): Street space/parking</b>	<b>15</b>
<b>Scale (2): Small retail</b>	<b>14</b>
Experiences (2): Town square	13
Nature (1): Small greening	11
Nature (2): Large greening	11
Culture (2): Town branding	11
Innovation (1): Innovation center	8
Culture (1): Artist space	7
Innovation (2): Innovation district	2

"We were almost all in favor of scenario two, although we talked about scenario one as a place to start."

-- Community participant

#### Community recommendations:

- At the intersection of 2nd St & Atlantic insert a sign showing access to Riverwalk
- Greer space with picnic tables with a canopy for people who buy food from restaurants and can sit and enjoy lunch
- Can a walking bridge be added to 1st St. bridge and keep bridge 4 lanes?
- Enhance Riverwalk by paint on asphalt - simple, cheap
- Superstructure design - create "anchors" like a mall design - e.g. Horace, Trinity Church on one side & hospital on other
- Concerned about traffic <next to bridge>
- Concerned about who pays for it? <Parking ramp>
- Outside plays, musicals, concerts, speeches.
- Hangout spot, place to read, eat lunch, place to stay
- Old -DR building- restaurant/ brew pub with boat/snowmobile access from the river
- Modern street lights - not so ornate
- Uniform signage around town for buildings of importance "H" for hospital, police, city hall, courthouse, etc
- "Toll Moo" with descriptions
- Maybe in conjunc. w/historic building walk/ book/ markers
- Foot bridge on 1st Street bridge
- Interesting architecture - < Elk's> solid opportunity
- Need to decide before 2019
- Maybe wide sidewalks
- Coffee shop
- Develop with eye on the market for retail space
- Rec center <in auditorium>
- We think parking problems can be solved. More important to elevate the desire to be downtown - people can figure out the parking if they want to come
- No more office space on main floor
- Green park in downtown lot
- Bad - people don't park correctly. Camera in police car so they will get ticket for sitting all day - move chess and move back
- Don't use all of parking lot or we will have trouble to have customers park



## COMMUNITY MEETING #3

### Feedback on Final Design Proposal

August 17, 2017

The final community meeting took place to discuss final design scenario, priorities, and phasing. For the third time, small groups formed around table-sized boards to discuss ideas illustrated. Conversation topics were diverse and community members had varied ideas of what to prioritize.

#### What can happen in the next year?

- Create winning teams & prioritizing goals
- Determine style of light poles, fixtures needed prior to any construction - Spacing of lights; -height of lights; Style of light
- Mural on Michael's Meats
- Improve parkway to allow higher pedestrian count
- RV, camper sites in TRF
- Unified board / Identify for TRF
- More vegetation downtown planters
- Paint lines on La Bree, paint bank wall, signage
- Temporary Ped Park on LaBree between 2nd & 3rd
- Street Vendors
- Robotics competition
- Makerspace, - identify location, donors, teachers/mentor - In winter; plenty of board people eager to learn new skills - maybe 2nd year
- More events to get downtown used more often
- Street pole banners \*easy in one year
- Incentivize new business - not just say that "we support it"
- Lower taxes on business property for new startups and more incentive
- Attract new businesses
- Find grants for these new businesses
- Experimental parking
- Signage: we must consider moving signs for businesses at right angles to the building
- Unify our resources, accessible chamber of commerce information
- Heritage festivals
- Massage it / tweak it
- Diag. parking on LaBree between 2nd & 3rd
- Start w/some diagonal parking
- Find grants - compile & make accessible
- Better advertising

#### Who will help drive this idea forward?

- Engage NW Arts Council for grants & artists
- Makerspace > DK? (Digi-key)
- Build a non-profit center in the auditorium (ICCC)
- Street lights could be part of CERTS seed grant
- Bringing in nature, city forester and parks & rec staff?
- City, DDA, Economic Development Director
- City, DDA, Economic Development, Interested parties meet to discuss realities and possibilities
- Turn entrepreneurs onto SCORE
- This group here, today

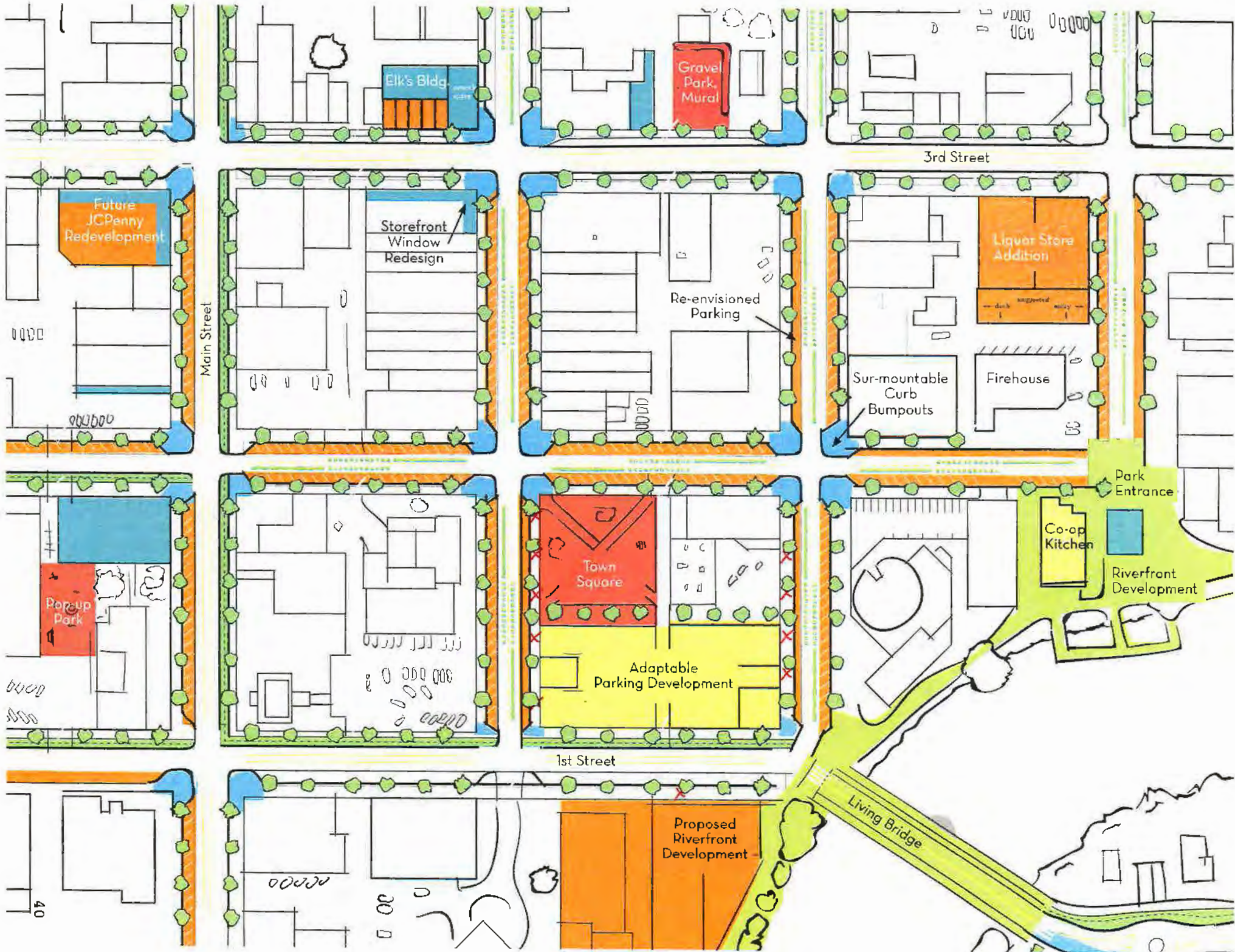
#### What are the challenges, and how do we move past?

- Attract businesses to downtown City could look at tax incentives?
- Making sure this doesn't end like some of the TRForward projects ended (with being dropped)
- Funding, how this plan fits in the greater plan of the city, tax break, increasing support, collaboration
- Financing mechanism for improving businesses Tax incentives?
- Pierre SD model (Amy to check on ownership)
- Getting grant \$, City mind-set (change), funding
- What do business owners get in mere services when assessed a higher tax rate
- Increase in taxes Who funds any programs?
- Research town grants for development events
- Coordination between this [Downtown] dev. Agency & city council
- Diverse businesses
- Graduated tax scale - incentive to bring new business
- What resources do we have now that we can build up?
- Is the city council willing to help?



## SECTION FOUR: **DESIGN CONTEXT, PRINCIPLES & RECOMMENDATIONS**

THIS SECTION DOCUMENTS THE CONTEXT OF THIEF RIVER FALLS, THE SCENARIOS AND SPECIFIC DESIGN PRINCIPLES DEVELOPED ALONG THE WAY AND THE FINAL DESIGN RECOMMENDATIONS



Elk's Bldg.

Gravel Park Mural

3rd Street

Future JCPenny Redevelopment

Main Street

Storefront Window Redesign

Re-envisioned Parking

Liquor Store Addition

Sur-mountable Curb Bumpouts

Firehouse

Park Entrance

Co-op Kitchen

Riverfront Development

Town Square

Adaptable Parking Development

1st Street

Proposed Riverfront Development

Living Bridge

40



## DESIGN PRINCIPLES

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The following principles evolved as the design team worked with the community and engaged in the design process. They are intended to infuse the masterplan and future implementation with themes and a direction that is at once specific and holistic. Each design principle is elaborated by specific examples in the pages that follow.

### 1. Connect with Nature

Connection with nature addresses an important human need for all age groups while also beautifying place and providing for recreational and outdoor activities. This design for downtown has two opportunities: One, connecting downtown more strongly to the natural resources, particularly the two rivers that flow through the area, and Two, bringing nature into downtown through plantings and trees.

### 2. Design with Scale

One important quality of design is attention to scale. This design principle emerges also from Scandinavian design which was an influence in this project and suggests an attention to scale in all aspects of the downtown masterplan and implementation, such as attention to window displays, scaling down the wideness of the street spaces with parking and planters on sidewalks.

### 3. Express Culture

The past of Thief River Falls and its culture are reflected in its downtown buildings. This design principle encourages cultural expression in three ways: Recognition and display of the past of different cultures in every opportunity. Distinct displays of Native American presence in the region and marking of spaces and artifacts, some of which are already identified; Expression of the Scandinavian and other cultures in downtown; and cultural influences such as from new immigrant communities in the region.

### 4. Foster Innovation

This design principle is intended to advance the future of Thief River Falls through the downtown revitalization, so innovation from its citizens of all ages is invited and encouraged while being actively and visibly expressed in downtown. This principle is key to move beyond the past towards a vibrant and community engaged present and future.

### 5. Create Experiences

In our fast-paced times, quality and a variety of memorable experiences for people of all ages are key to creating value. This design principle is intended to provide a lens where leaders in the community are asking the question: Have we created meaningful experiences in downtown for every person in the community? There is great potential for Thief River Falls to provide experiences for TRF citizens -young and old- as well as for regional visitors and workforce communities that are present in downtown everyday.

### 6. Maintain and Troubleshoot

Maintenance is often missing from the design vision. This design principle is intended to include maintenance and sustainability as part of every design decision. That said, conversations about maintenance have the ability to kill design vision as well so it is suggested that a troubleshooting mindset be brought along with a maintenance focus where the design vision is the goal and creative ways are found to achieve it.

### 7. Create Winning Teams

None of the design principles above can be implemented without the engaged, enthusiastic participation of the community. It is suggested that the community invites all community members interested in implementing the design to the table and form smaller teams that address different aspects of the master plan. These teams can be organized around the above design principles or by other criteria that seems to organically fit the needs of the community.



**SCENARIO TWO: A FULLER VISION**



**SCENARIO ONE: A NEW BEGINNING**

# TWO SCENARIOS

## Scenario One: A New Beginning

### Gateways to the river, trees and planting on the sidewalks

Consider greening downtown at the entry on highway 56 using trees and planters. Sturdy planters could be moved and rearranged allowing for flexibility. This green space could lead to river access-points which are themselves visible and easy to approach, connecting downtown more strongly to nature.



#### Living Bridge

This is a new bridge over the river. It is a green bridge, meaning it is made of living plants and trees. It is a living bridge, meaning it is made of living plants and trees. It is a living bridge, meaning it is made of living plants and trees.

### Reallocate critical street-space

With the goal of creating safer streets for pedestrians and creating active parking near transit, utilizing the space in different ways is suggested. A combination of street water drainage, nature through lanes, parallel and angled parking can make for a better downtown experience for users.



#### Transit-Focused Parking

This is a new parking lot. It is a transit-focused parking lot, meaning it is designed for people who are using public transit. It is a transit-focused parking lot, meaning it is designed for people who are using public transit. It is a transit-focused parking lot, meaning it is designed for people who are using public transit.

### Create a flexible art space that expresses local culture

Scenic murals and arts and crafts express the heritage of town. They may be shared as active experiences, sharing the culture of the place in downtown in an engaging way beyond St. Julien and West. For example, imagine the artist who created the trolls invited to offer teaching workshops.



#### Artists Space

This is a new art space. It is a flexible art space, meaning it can be used for a variety of art-related activities. It is a flexible art space, meaning it can be used for a variety of art-related activities. It is a flexible art space, meaning it can be used for a variety of art-related activities.

### Create an innovation center

Using the auditorium or other spaces that lend themselves to such use, consider creating a venue that hosts a series of workshops by Dig-Key, Arctic Call, and other leaders to introduce participants to state-of-the-art debates and present ideas, bringing entrepreneurs, historians, artists and other experts/talents to bring ideas relevant to the future of TRF and engage individuals and groups of all ages from the region.



#### Innovation Center

This is a new innovation center. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas.

### Celebrate the history

History plaques can tell history through diverse lenses. Set a future historic tour of downtown with signs throughout the area and by the river and other key spots. Consider placemark signage in downtown and the riverfront to enhance the sense of place.



#### History Tour

This is a new history tour. It is a tour that takes people through the history of the town. It is a tour that takes people through the history of the town. It is a tour that takes people through the history of the town.

## Scenario Two: A Fuller Vision

### Gateways to the river, trees and planting on the sidewalks

Consider greening throughout downtown using trees and planters. Sturdy planters could be moved and rearranged allowing for flexibility. This green space could lead to river access-points which are themselves visible and easy to approach, connecting downtown more strongly to nature.



#### Adaptive Ave. and River

This is a new adaptive avenue. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas.

### Create and rent small spaces

Create opportunities for small boutique businesses as well as larger retail on the ground floor. Invite co-ops of different kinds to share space including artist, local food, small engine repair, and bike co-ops. Encourage space to be used for creating, teaching, and selling of local goods.



#### Create Small Spaces

This is a new small space. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas.

### Develop branding, signage, and window treatment

Develop an identity and branding for Thiel River Falls with professional help and feedback from the community working with a planning team to carry it out throughout downtown.



#### Develop, Windows and Create a Brand

This is a new branding and signage. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas.

### Incentivize Innovative District

Create a variety of incentives that foster innovative operation and work in downtown, a co-working space, Dig-Key office presence, and more.



#### Convertible Parking Ramp

This is a new convertible parking ramp. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas.

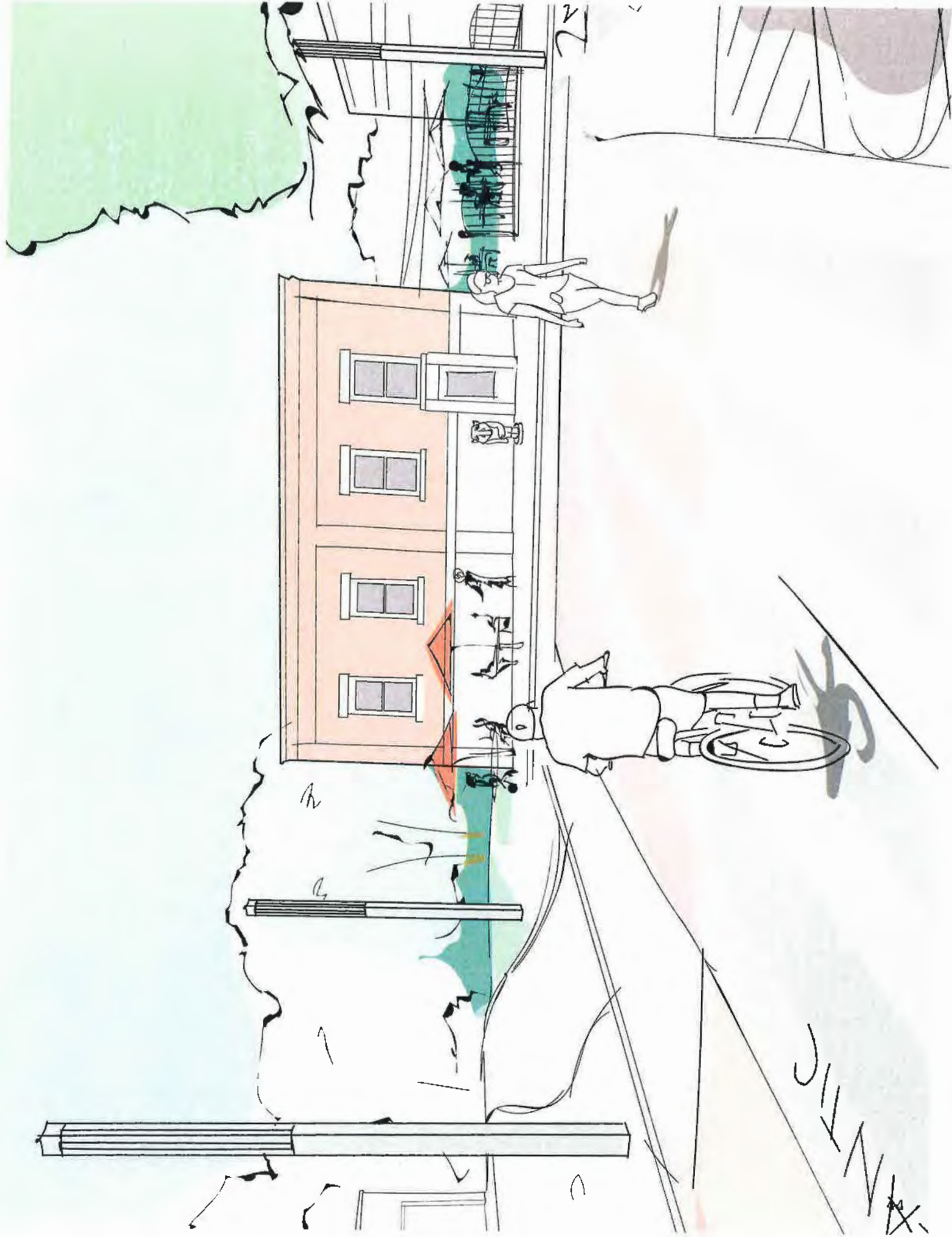
### Build a space to stay

Create a unique, evolving sense of place capitalizing on the history, the presence of the river and tourism and the evolving possibilities of downtown. With every development, enhance Thiel River Falls' sense of place.



#### Create a Town Square

This is a new town square. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas. It is a place where people can come to learn about new technologies and ideas.



JINNA

## CONNECT WITH NATURE

### Recommendation 1

#### Gateways to the river, trees and planters on the sidewalks, riverside development

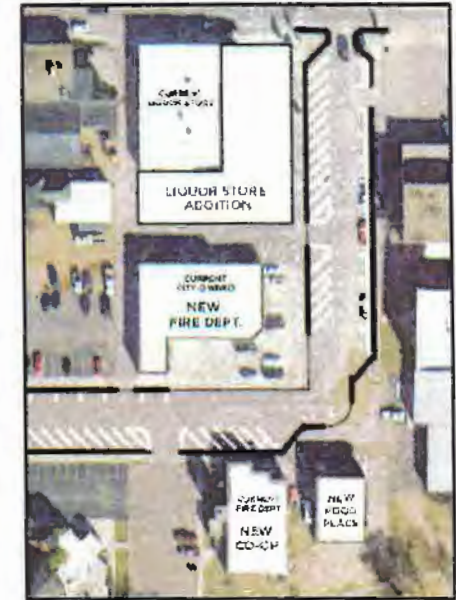
**Consider greening downtown at the entry** on Highway 59 using trees and planters. Sturdy planters could be moved and rearranged allowing for flexibility. This greenscape could create a sense of 'gateway' and lead to river access-points which are themselves visible and easy to approach, connecting downtown more strongly to nature.

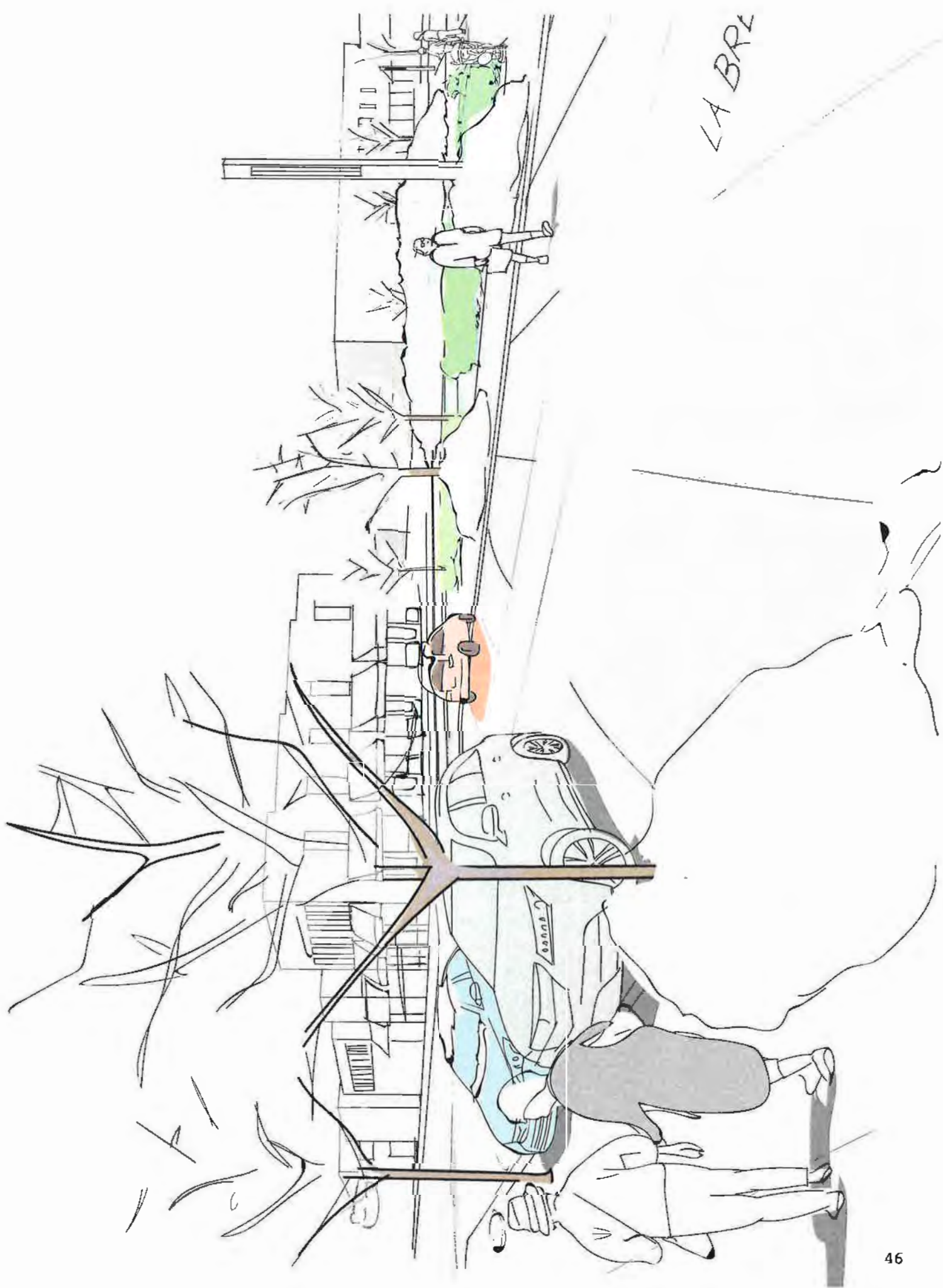
**Consider greening throughout downtown** using trees and planters. Aesthetically pleasing yet low maintenance tree and plants could be selected. Sturdy planters could be moved and rearranged allowing for flexibility, and summer and winter displays.

**1A. Shared Bridge:** The 1st Street Bridge could be used as a great connection to the river and asset to the existing Riverwalk system. Converting the bridge from four-lanes to two-lanes for automotive traffic would allow for more safe space for pedestrians and bikers. Restriping using paint is all that is necessary to start. Proposed riverfront apartments development is shown in this view.

**1B. Atlantic Ave. and River:** Use city-owned buildings to front the river and connect to it. A city supported shared-kitchen could allow for smaller operations to gain needed traction in the restaurant market. These city-owned properties also allow for outdoor, riverside seating.

Opposite: City owned buildings near Atlantic Avenue and 2nd Street could be used to draw innovation into downtown. Top right: Reallocating bridge space with connection to the river and active modes of transportation could entice developers to the area. Bottom left: Living bridge Bottom right: Atlantic Ave. and River





## DESIGN WITH SCALE

### Recommendation 2

#### Reallocate critical street-space; create and rent small spaces; invite coops

**Create safer streets for pedestrians and provide more parking near retail** using painted lines in the street. A combination of storm water drainage, narrow through lanes, parallel and angled parking will slow traffic, offer proximal parking to retail and make for a better downtown experience for users.

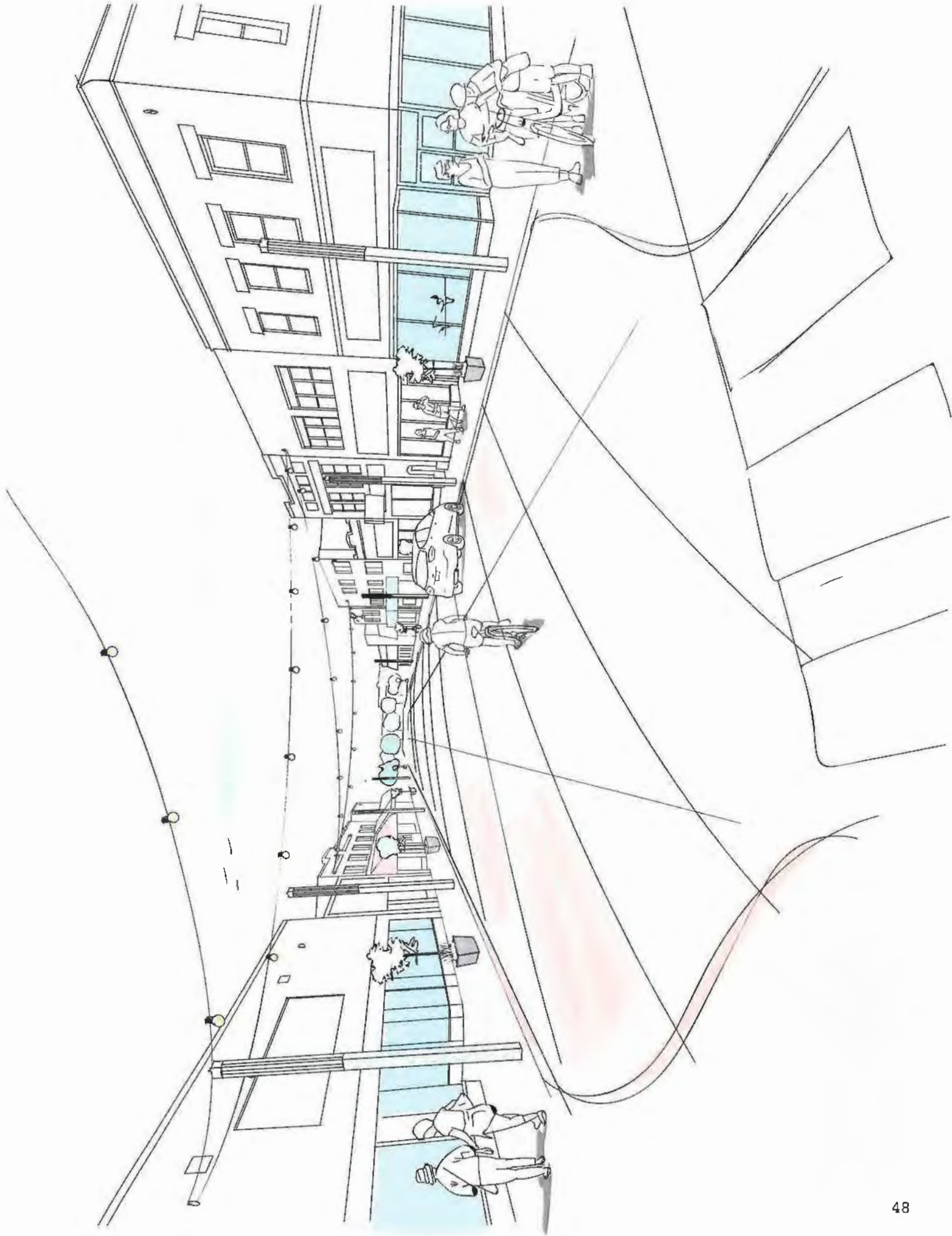
**Create opportunities for small boutique businesses as well as larger retail** on the ground floor of downtown buildings. **Invite coops of different kinds** to share space including artist, local food, small engine repair, and bike co-ops. Encourage space to be used for creating, teaching, and selling of local goods.

**2A. Transform Parking:** The space on the street can be re-allocated for a more comfortable experience for drivers, bikers, walkers, and shoppers. A mix of parallel and angled parking on La Bree Avenue, 2nd Street and other streets would increase access to stores while creating a better environment. Restriping using paint is all that is necessary to start. The new spaces could provide for snow piles in the winter

**2B. Reopen Windows and create a sense of identity using urban elements:** Create a program to replace boarded windows in downtown, including the Elk's building, auditorium, and dance studio. Overhangs can be replaced with fabric awnings. Street trees can be used for shade. Simple history plaques on facades can express history through diverse lenses. Use vibrant colors on awnings, signage, and facades to help create a sense of place.

Opposite: Angled parking can increase the number of parking stalls and improve access to local businesses and amenities. Top right: Expanding the liquor store into the existing parking lot could improve service without moving out of downtown. Middle: Limiting curb cuts to alleys can increase on-street parking and preserve access. Bottom: Elk's building sectioned into smaller spaces







## EXPRESS CULTURE

### Recommendation 3

#### Create flexible spaces that express local history and culture; develop branding and identity for use in downtown urban elements

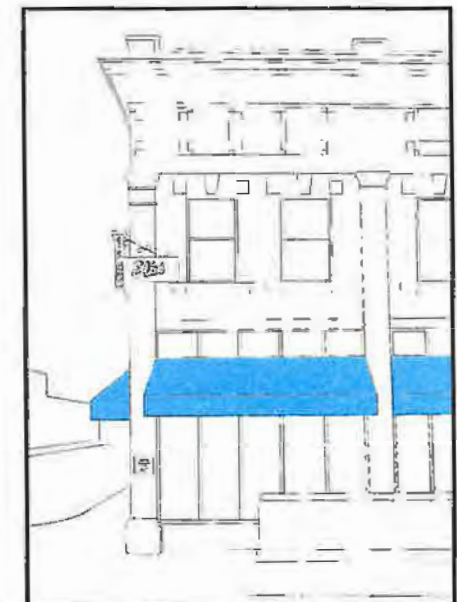
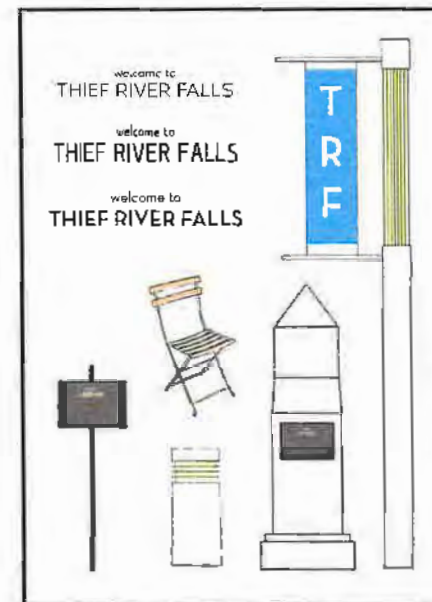
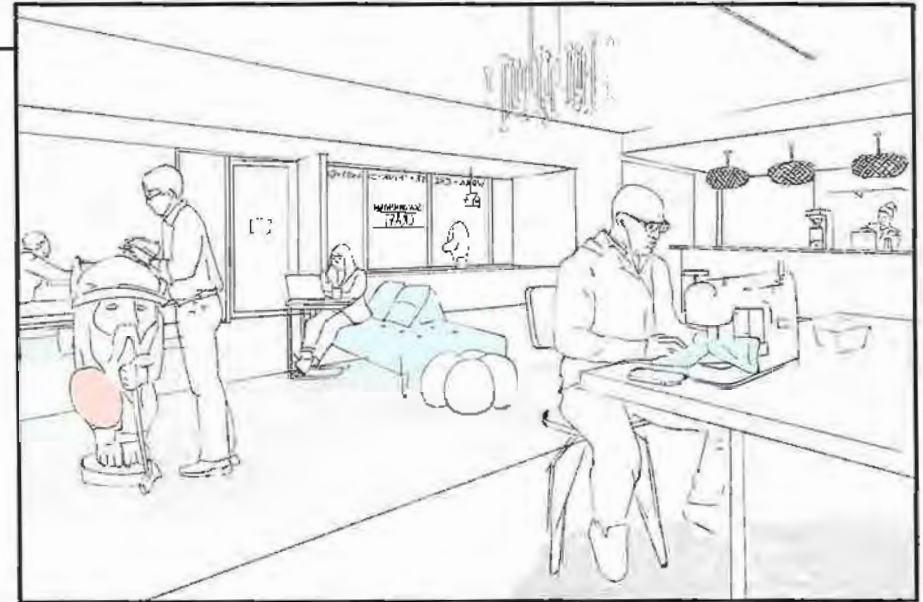
**Visually express history and culture.** Native American culture is part of the history of the town, Scandinavian culture represents the heritage of a majority of the current population and new immigrant presence will be part of its future. Scandinavian arts and crafts express the heritage of town that may be shared as active experiences in an ongoing way beyond Scandinavian Week.

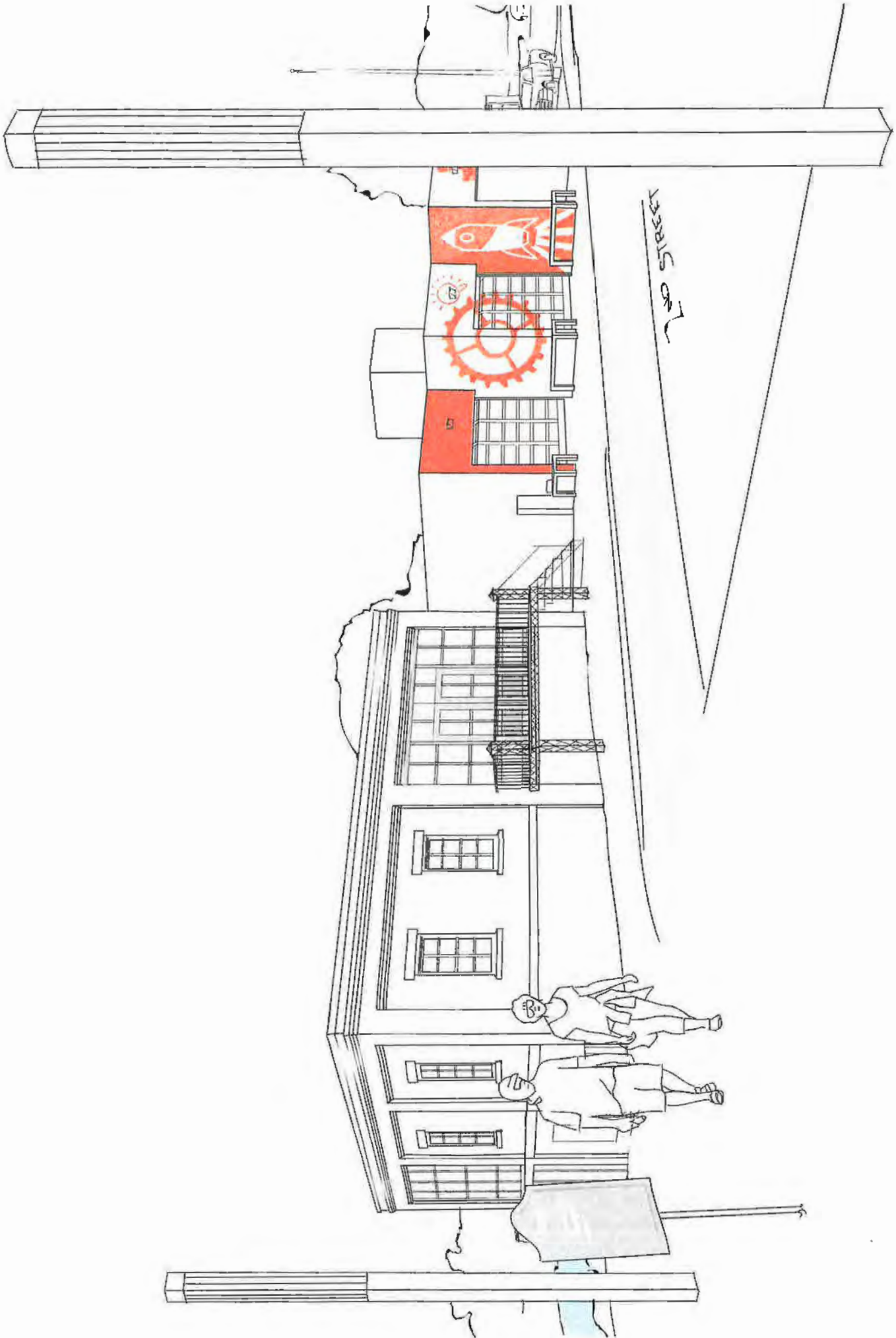
**Develop an identity and branding for Thief River Falls** with professional help and feedback from the community working with a planning team to carry it out throughout downtown.

**3A. Artist Space:** The existing Elks Lodge building retail space could be used as a shared place to work and teach local arts and crafts. Minimal alterations to the building are necessary to get started.

**3B. Open Windows That Create a Brand:** Create a program to replace boarded windows in downtown, including the Elk's building, auditorium, and dance studio. Overhangs can be replaced with fabric awnings. Street trees can be used for shade. Simple history plaques on facades can express history through diverse lenses. Use vibrant colors on awnings, signage, and facades

Opposite: By creating mixed-use spaces, La Bree Avenue can regain its place as a cultural hub for the region. Top right: Coworking space can provide a collaborative environment for local artists to create, teach, and sell their crafts. Bottom left: Create a unified brand for Thief River Falls. Bottom right: Create a program to re-open shuttered windows.





## FOSTER INNOVATION

### Recommendation 4

#### Create an innovation center with Makerspace; incentivize an innovation district

Create venues that host ongoing series of workshops by Digi-Key, Arctic Cat, and other leaders that introduce participants to state of the art robotics and inventing.

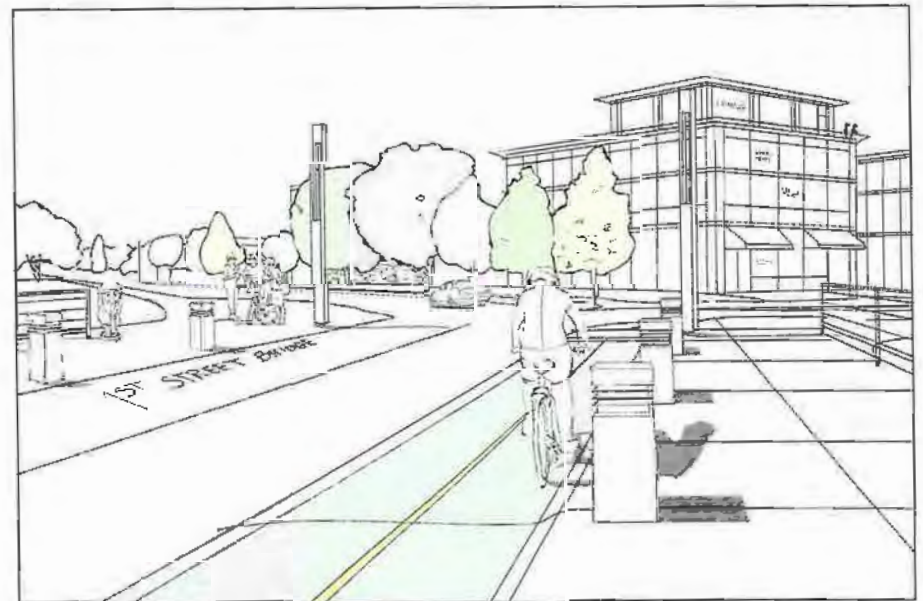
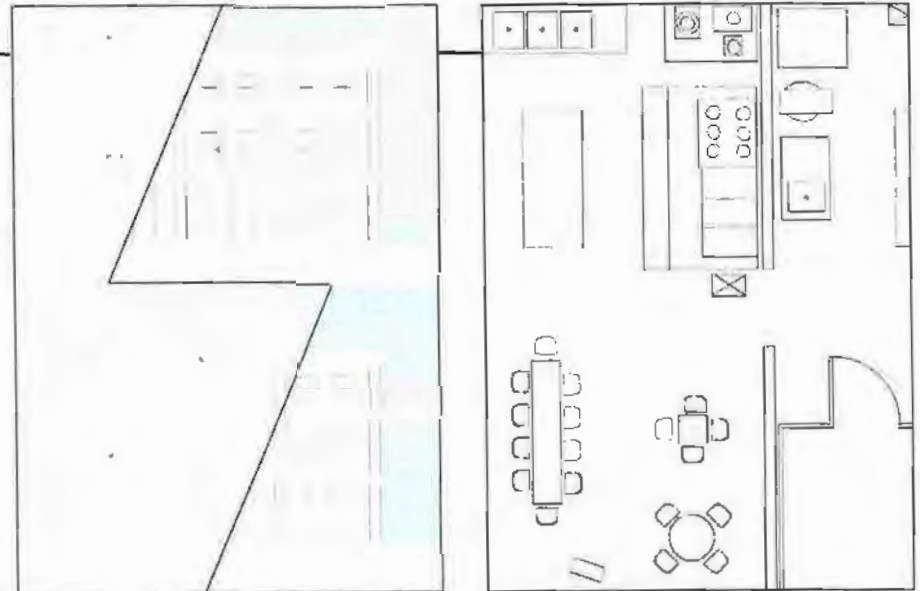
Bring entrepreneurs, historians, artists and other experts with talents to share ideas relevant to the future of TRF that engages individuals and groups of all ages from the region.

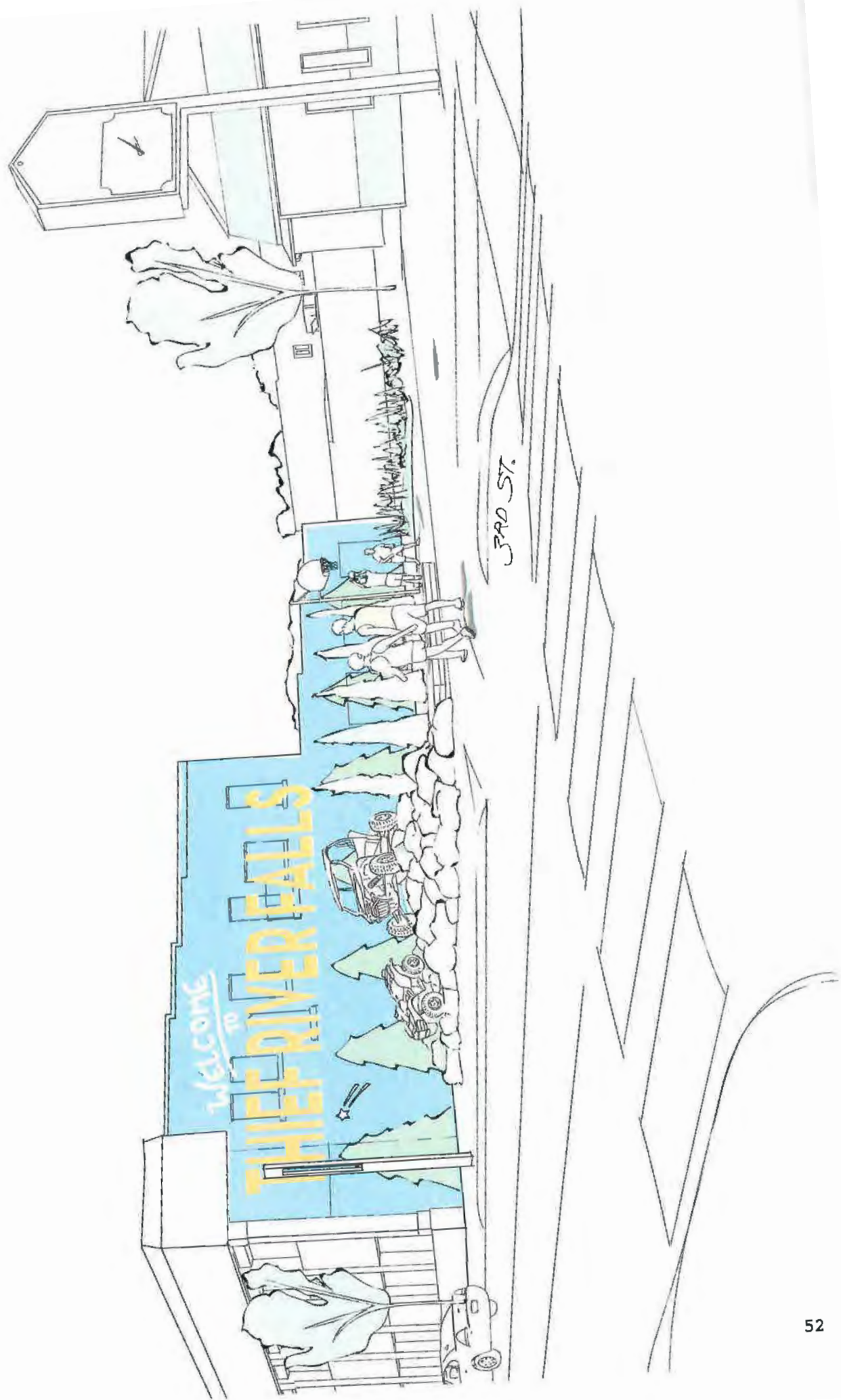
Create a variety of incentives including financial incentives that foster innovative operation and work in downtown, a co-working space, shared kitchen, Makerspace and co-op retail.

**4A. Innovation Center:** This space could be used to explore and teach new skills in robotics, cooking, and other technologies. Minimal alterations to the building are necessary to get started. An outdoor space to display such innovations could be located outside the proposed Makerspace at Atlantic and 2nd Street.

**4B. Convertible Parking Ramp:** Encourage growing companies to locate their offices downtown. A parking ramp could ease tensions and attract new business. With flat floors, it could also be repurposed in-full or in-part to accommodate retail, office, and housing. Tax Increment Financing may be considered, as it would increase property values. Consider giving businesses tax exemptions for five years after relocating downtown.

Opposite: Buildings with access to the river could feature outdoor seating. Others with large doors could function as Makerspace workshops. Top right: shared kitchens lower overhead for restaurant entrepreneurs. Top left: Parking ramps with horizontal floors can be converted into livable space later. Bottom: Mixed use streets for peds, bikes, and drivers better support mixed use buildings for retail, office, and housing.





## CREATE EXPERIENCES

### Recommendation 5

#### Celebrate the history; build on a sense of place

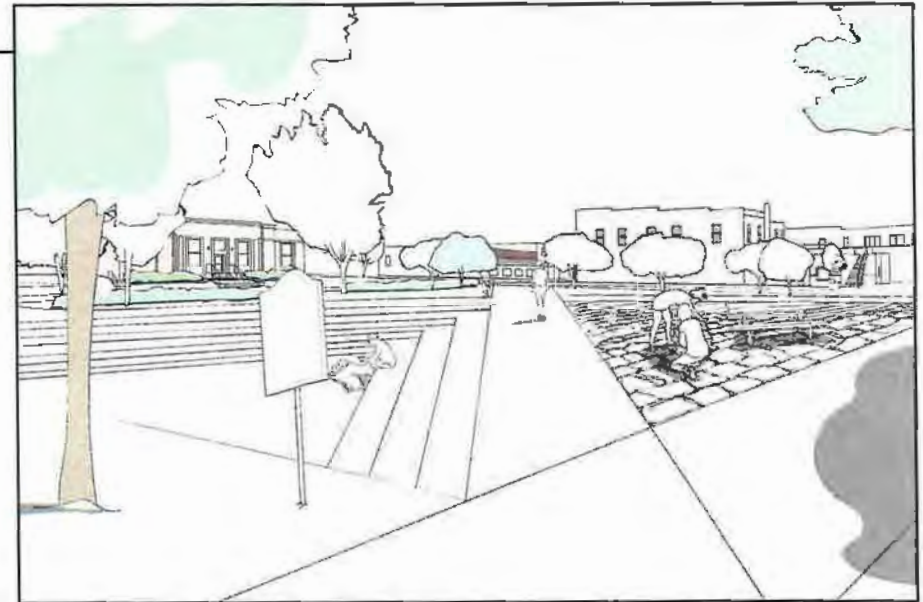
**Use history plaques to tell history through diverse lenses** for a future historic tour of downtown with signs throughout the area and by the river and other key spots. Consider planning signage in downtown and the riverfront to enhance the sense of place.

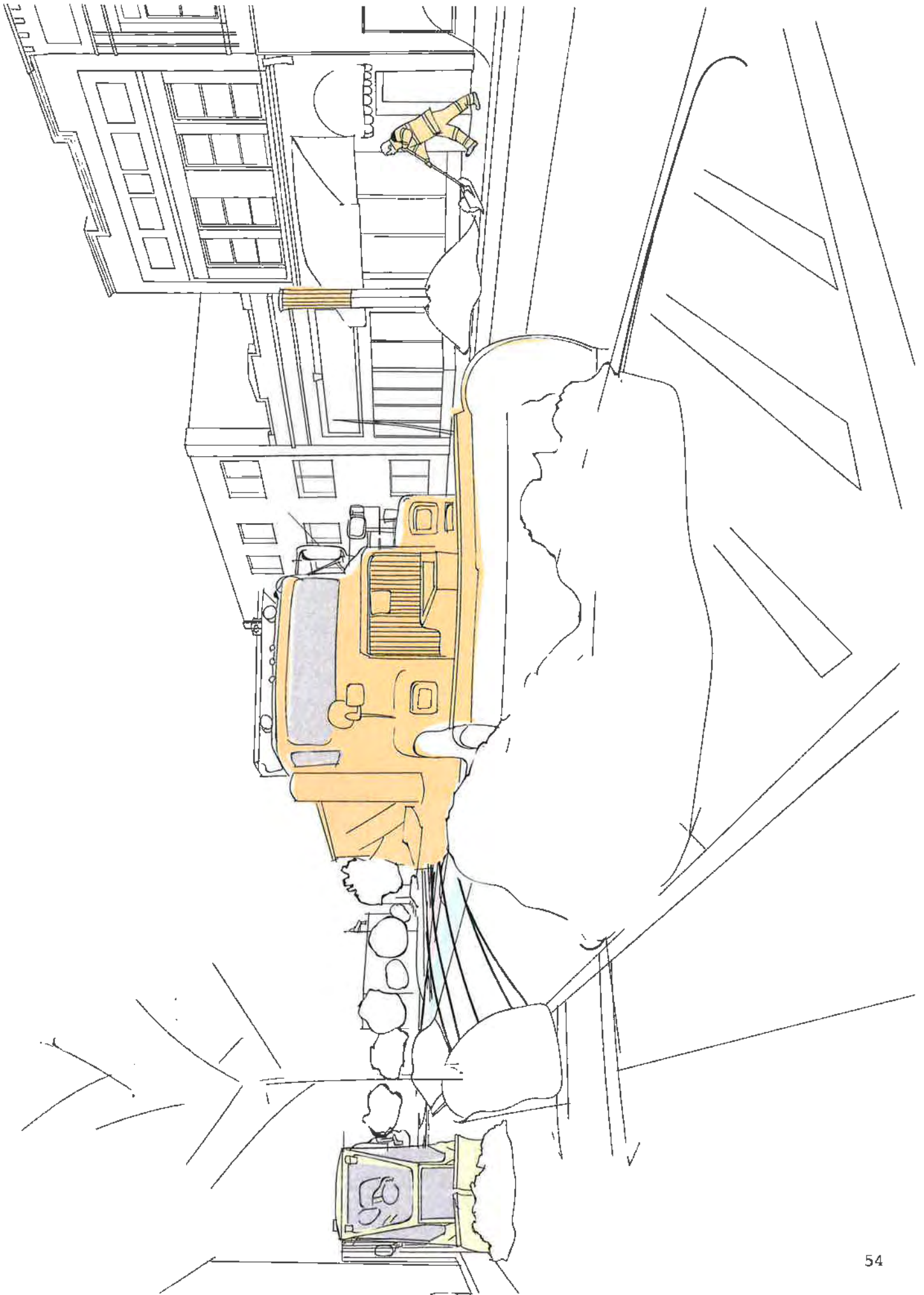
**Build a unique, evolving sense of place capitalizing on the history, the presence of the river, and nature** and the evolving possibilities of downtown. With every development, enhance Thief River Falls sense of place.

**5A. History Tour:** History can be expressed through downtown, adding to the experience of the current environment. Simple plaques and pamphlets can tell the story of downtown and connect different locations. They may form the foundation for walking tours and entice people to explore downtown businesses.

**5B. Town Square:** Consider transforming the municipal parking lot on La Bree Avenue and 2nd Street into an outdoor living room for the town. This would create a transitional space between the river and the downtown business district and a place that would encourage people to get out of their cars and spend time downtown.

Opposite: Open lots can be transformed into public use parks, creating a presentable entry to downtown and enticing future development. Top right: Repurposing a parking lot for a town square would provide a place to congregate and an entry-point to downtown businesses. Bottom right: Plan of typical town square. Bottom left: Create a historic tour.





## MAINTAIN & TROUBLESHOOT

### Recommendation 6

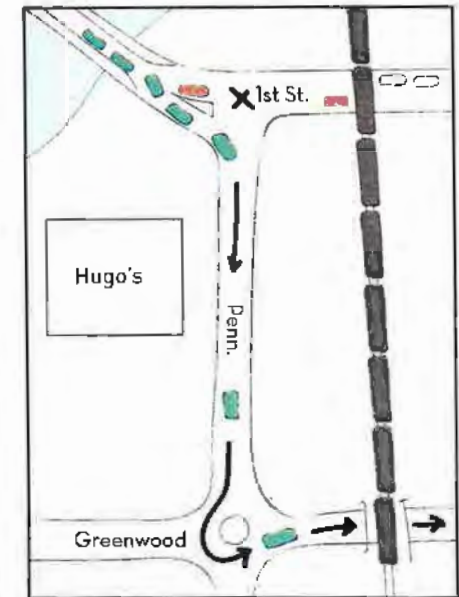
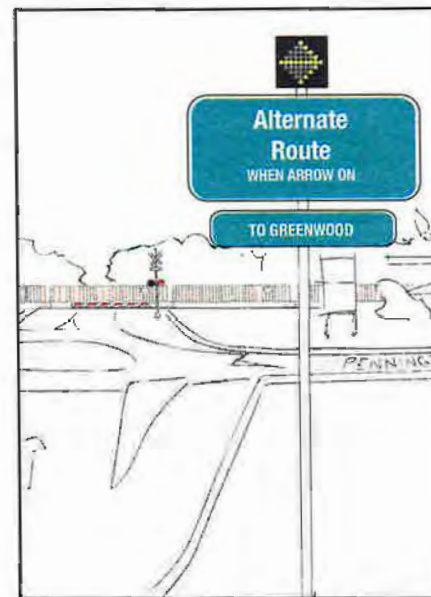
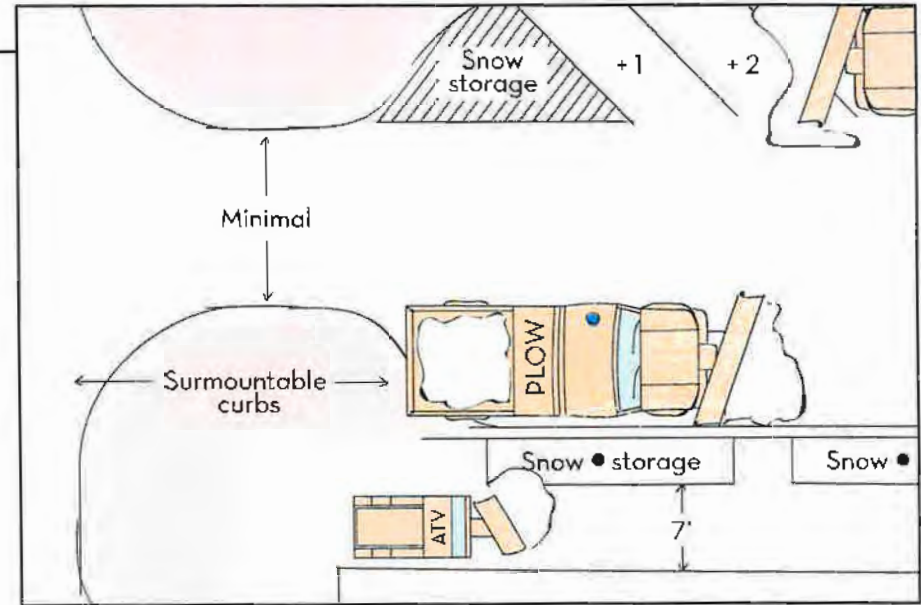
#### Maintenance as key to innovation; adopt a troubleshooting approach

Address maintenance issues as an integral part of the process and include public works and other city staff in creating the solutions.

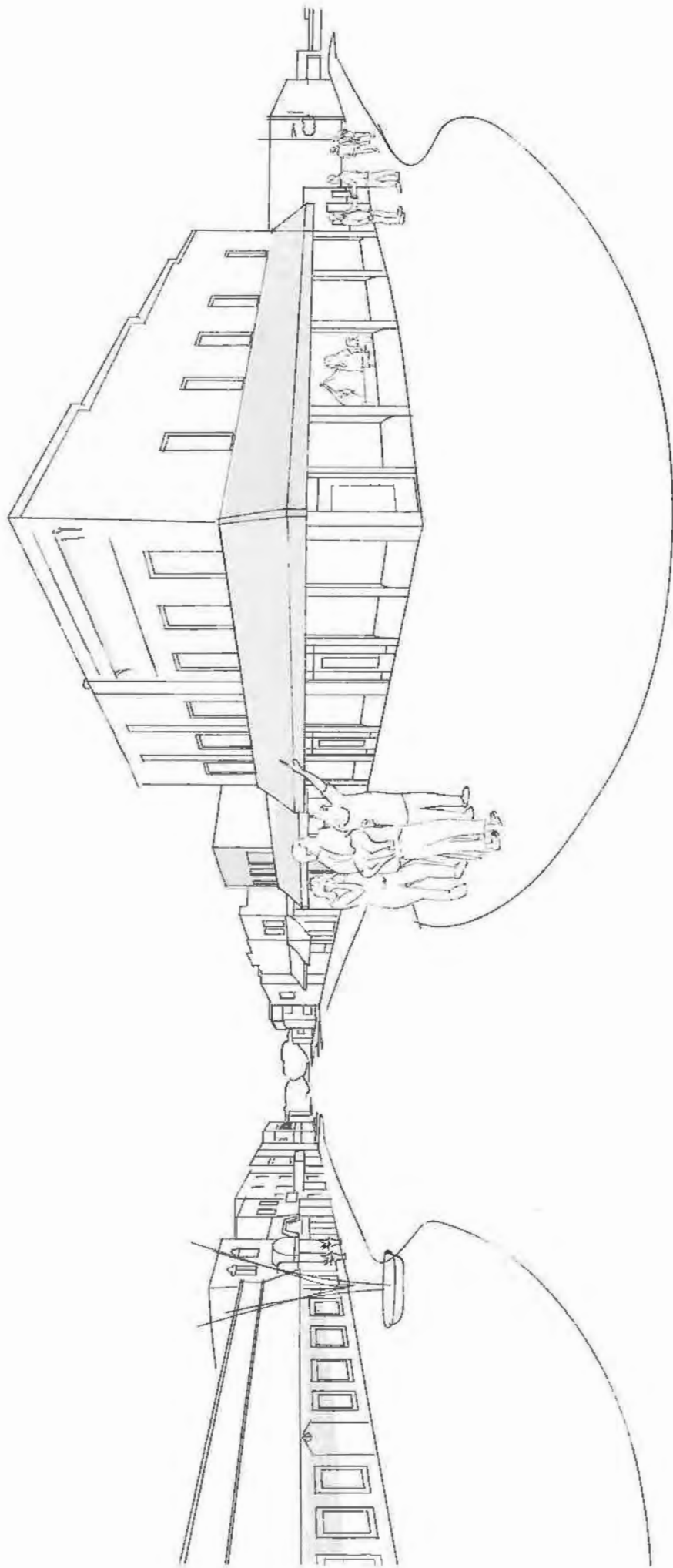
Troubleshoot problems as they come up in implementing the vision of TRF. Use the troubleshooting to engage expertise within the community.

**6B. Plowing Suggestions:** Introduction of surmountable curbs and bump-outs at the intersections could be paired with a shift to skid steers and smaller vehicles to move and remove snow from downtown streets. Some space to locate snow piles can be integrated into the area plan.

**6A. Railroad Bypass:** Use the new Greenwood underpass to reroute traffic from 1st Street while trains are passing. Visual cues including illuminated arrows and multiple detour signs can suggest to drivers that they should follow an alternate route and help decongest the bridge.



Opposite: Creating a custom plan for snow removal is critical to maintaining an engaging environment through the winter months. Top right: introduce surmountable curbs, bump-outs, and smaller plowing vehicles. Bottom right: Direct traffic to Greenwood underpass to avoid congestion. Bottom left: Use visual cues at 1st and Pennington to direct traffic.





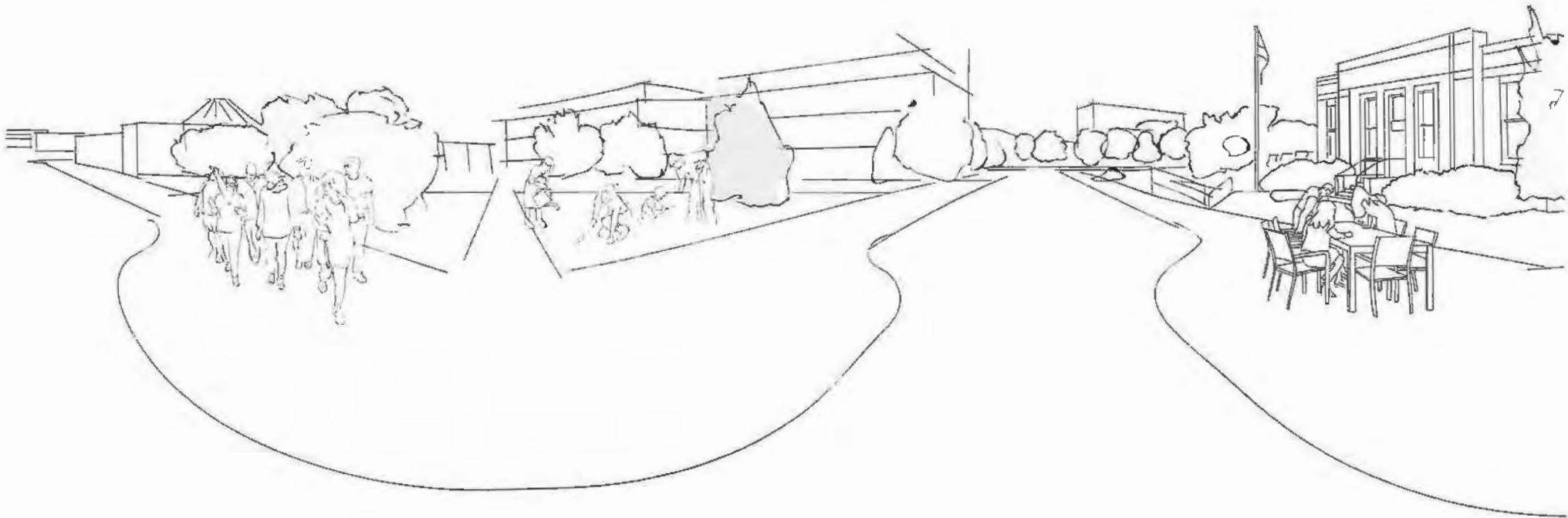
## CREATE WINNING TEAMS

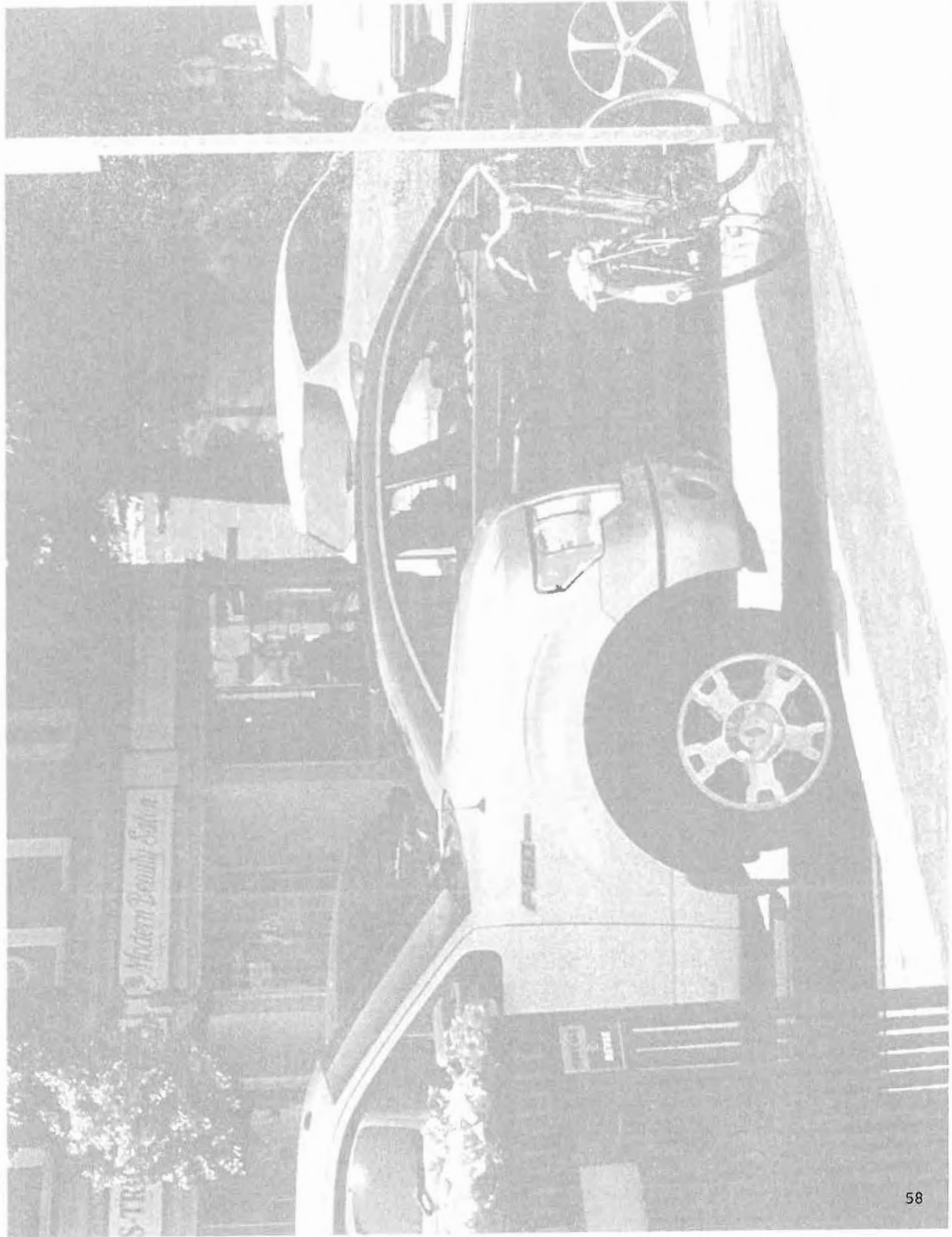
### Recommendation 7

**Create intergenerational, diverse teams of people committed to implementing the vision for Thief River Falls.**

**Structure the teams across topics:** "Nature", "Design and Brand", "Culture", "Innovation and Experiences", and "Maintenance and Troubleshooting".

**Below:** Teams that are engaged in themselves and engaging of others are necessary for the success of future place making.





**SECTION FIVE: SUMMARY OF DESIGN PRINCIPLES & RECOMMENDATIONS**

## NOTE ON LANDSCAPING AND MAINTENANCE

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### GENERAL MAINTENANCE

- Assume continued maintenance on infrastructure and landscaping
- Consider maintenance as key element to design, include public works in process
- Partner and learn from other cities and organizations on state of the art infrastructure maintenance (or creative solutions to infrastructure maintenance).

### WINTER MAINTENANCE

- Use surmountable curbs to ease the process of plowing.
- Continue to develop procedure for pre-snow, during-snow, and post-snow for best practice (pre-treat, plow, broom, post-treat).
- Invest in a skid steer, ATV, or other small tractor with multiple uses including sprayer, broom, blade, and snow bucket
- Be mindful of the salt and sand use with respect to runoffs to the river
- Consider training staff through the Fortin Certification Program

### TREE CANOPY

- Use a variety of trees (max 20% each), including:
  - ginko
  - columnar types of linden
  - hackberry
  - crabapple with persistent fruit
- Use structured soil for downtown trees and explore trench arrangements to integrate with the stormwater.

### FLORAL PLANTERS

- When planting flowers, consider:
  - zinnias
  - marigold
  - canna lily
  - new guinea impatiens
  - petunias
  - black eyed susans
  - echinacea
  - russian sage
  - monarda
  - bee balm
  - day lilies
  - chrysanthemums (in fall)
  - juniper
  - fountain grass
  - potato vine
  - feather reed grass
- Use floral planters that can be transitioned to winter displays and can be grouped together during the winter to ease plowing.

## SUMMARY OF DESIGN PRINCIPLES & RECOMMENDATIONS

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**1. CONNECT WITH NATURE** - Gateways to the river, trees and planters on the sidewalks, riverside development

- Green downtown at the entry on Highway 59 using trees and planters.
- Green downtown throughout using trees and planters
- Create a Living Bridge
- Develop Atlantic Ave. and Riverfront

**2. DESIGN WITH SCALE** - Reallocate critical street-space; create and rent small spaces; invite coops

- Create safer streets for pedestrians and provide more parking near retail using painted lines in the street.
- Create opportunities for small boutique businesses as well as larger retail on the ground floor of downtown buildings.
- Transform Parking
- Reopen Windows and create a sense of identity using urban elements

**3. EXPRESS CULTURE** - Create flexible spaces that expresses local history and culture; develop branding and identity for use in downtown urban elements

- Visually express history and culture
- Develop an identity and branding for Thief River Falls with professional help and feedback from the community working with a planning team to carry it out throughout downtown.
- Create an Artist Space in downtown
- Reopen Windows and Create a Brand

**4. FOSTER INNOVATION** - Create an innovation center with Makerspace; incentivize an innovation district

- Create venues that host ongoing series of workshops by Digi-Key, Arctic Cat, and other leaders that introduce participants to state of the art robotics and inventing.
- Create a variety of incentives including financial incentives that foster innovative operation and work in downtown, a co-working space, shared kitchen, Makerspace and co-op retail.

- Create an Innovation Center
- Develop a Convertible Parking Ramp

**5. CREATE EXPERIENCES** - Celebrate the history; build on a sense of place

- Use history plaques to tell history through diverse lenses for a future historic tour of downtown with signs throughout the area and by the river and other key spots.
- Build a unique, evolving sense of place capitalizing on the history, the presence of the river, and nature and the evolving possibilities of downtown
- Organize a regular History Tour
- Create a Town Square: Consider transforming the municipal parking lot on La Bree Avenue and 2nd Street into an outdoor living room for the town.

**6. MAINTAIN AND TROUBLESHOOT** - Maintenance as key to innovation; adopt a troubleshooting approach

- Address maintenance issues as an integral part of the process and include public works and other city staff in creating the solutions.
- Troubleshoot problems as they come up in implementing the vision of TRF. Use the troubleshooting to engage expertise within the community
- Follow a Planning protocol
- Create a Railroad Bypass

**7. CREATE WINNING TEAMS** - Create intergenerational, diverse teams of people committed to implementing the vision for Thief River Falls.

Structure the teams across topics such as "Nature", "Design and Brand", "Culture", "Innovation and Experiences", and "Maintenance and Troubleshooting", or with another logic that is useful for the community's work

# PRIORITIES

Dream big and start small. Consider high-goals for the future of Thief River Falls and start working toward that vision using incremental steps, attracting advocates along the way. Work through mistakes and continue to develop new solutions.

PHASE ONE	PHASE TWO	PHASE THREE
<b>CONNECT WITH NATURE</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Planters in high-visibility areas</li> <li><input type="checkbox"/> Restripe 1st St. bridge to widen walkway</li> <li><input type="checkbox"/> New wayfinding signage for river-front at Atlantic/2nd St.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Planters throughout downtown</li> <li><input type="checkbox"/> Planters on 1st St. bridge to separate walk/bike/drive spaces</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Trees planted into ground</li> <li><input type="checkbox"/> Curb separation on 1st St. bridge to widen sidewalk/bikeway</li> <li><input type="checkbox"/> Redevelop 2nd St. bldgs. to front the river</li> </ul>
<b>DESIGN WITH SCALE</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Paint bumpouts at intersections Item Two</li> <li><input type="checkbox"/> Restripe to angled parking in select areas</li> <li><input type="checkbox"/> Gut unoccupied commercial space to studs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Place planters into bumpouts at intersections</li> <li><input type="checkbox"/> Close all but critical curb-cuts, using alley as access to surface lots</li> <li><input type="checkbox"/> Divide unoccupied commercial units to simple, small, inter-connected</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Recurb intersections using bumpouts and sur-mountable curbs</li> <li><input type="checkbox"/> Restripe as much parking as possible to angled</li> <li><input type="checkbox"/> Create incubation and lower bar-of-entry for small business</li> </ul>
<b>EXPRESS CULTURE</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop new town "brand" with help from local graphic design class</li> <li><input type="checkbox"/> Use unoccupied commercial space as artist collaborative</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reopen shuttered windows and replace with high-quality</li> <li><input type="checkbox"/> Improve artist collaborative to support sales, educational programs</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use open fenestrations to express culture through marketing brand</li> <li><input type="checkbox"/> Update collaborative to be innovative co-working, office &amp; artist space</li> </ul>

## PRIORITIES (CONT.)

PHASE ONE	PHASE TWO	PHASE THREE
<b>FOSTER INNOVATION</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Use unoccupied space to host robotics, Makerspace</li> <li><input type="checkbox"/> Use unused commercial kitchen to prepare, teach nutrition</li> <li><input type="checkbox"/> Develop TIF district to fund downtown development</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Improve Makerspace, partner with Digi-Key, Artic Cot</li> <li><input type="checkbox"/> Rent commercial kitchens to encourage start-up restaurants</li> <li><input type="checkbox"/> Develop second-floor office space for small and large companies</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Move Makerspace into high-quality facility, open to downtown &amp; river</li> <li><input type="checkbox"/> Build rentable kitchen with multiple cooking, teaching, dining spaces</li> <li><input type="checkbox"/> Build parking ramp with horizontal floors for future redevelopment</li> </ul>
<b>CREATE EXPERIENCES</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Create history pamphlet, self-guided tour</li> <li><input type="checkbox"/> Block-off Lobree for weekly block-parties, grilling competition</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop hard plaques with history of certain points</li> <li><input type="checkbox"/> Paint, use planters in municipal lot to produce pop-up park</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create guided tours of town with historic and river views</li> <li><input type="checkbox"/> Redevelop municipal lot to town-square with space for programs</li> </ul>
<b>MAINTAIN &amp; TROUBLESHOOT</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Consider maintenance and plowing implications in new developments</li> <li><input type="checkbox"/> Place signage to direct traffic around RR x-ing using Greenwood</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop maintenance procedures to accommodate new developments</li> <li><input type="checkbox"/> Create custom, adoptable plowing &amp; shoveling plan for downtown</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Purchase smaller atv/skid-steer vehicle to plow small spaces</li> </ul>
<b>CREATE WINNING TEAMS</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Structure the teams across topics</li> <li><input type="checkbox"/> Develop a regular schedule for meeting and working together in individual teams and as a larger group</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Meet as a group of teams and report progress and celebrate successes</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reflect on how teams are working, and tweak and change things as necessary</li> <li><input type="checkbox"/> Plan the next phase of the teams' work</li> </ul>

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## RESOURCES

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### **Northwest Minnesota Arts Council**

Regular grants up to \$10,000,  
Ideas and grant announcements  
avail.

Mara Hanel, Director

### **Midwest Minnesota Community Development Corporation**

Commercial lending

housing services

Nonprofit lender

### **Clean Energy Resource Teams**

Seed funding for energy saving projects - Focus on economic development and collaboration

### **Northwest Minn. Foundation**

Promotes demonstration projects

Award grants locally

### **Fortin Consulting, inc.**

Winter maintenance training

Certification in plow and salting

### **MnDOT Transportation Grants**

Safe Routes to School

Transportation Alternatives

Darren Laesch, Planning Director

### **Project for Public Spaces**

Nonprofit planning and education

Revitalizing Rural Communities

### **National Endowment for the Arts**

Creative placemaking grants

Solutions to development challenges

### **Department of Natural Resources**

Grant and educational programs

Knowledge in dam, river, and tree

care

### **Department of Agriculture - Rural Development**

Economic development loans and grants, business development, telecommunications, housing programs

Resilient communities work group

andrew.gag@mn.usda.gov

### **Statewide Health Improvement Partnership**

Supporting active living

Strategies for creating a healthier community

### **TRF Growing Forward**

Amy Beckius Johnson

### **TRF Farmers Market**

Nicole Peterson

nicolepete@hotmail.com

### **Partnership 4 Health**

Patrick Hollister

Active Living Planner

patrick.hollister@co.clay.mn.us

### **Minnesota State Arts Board**

Stimulates and encourages creation, performance, and appreciation of the arts. Grant information online.



JANUARY 2, 2018

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on January 2, 2018 in the Council Chambers of City Hall. The following Councilmembers were present: Holmer, Narverud, Sollom, Howe, Prudhomme, Brown, Aarestad and Hagen. No Councilmembers were absent. Mayor Holmer chaired the meeting.

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

- School Choice Week Proclamation

**APPROVAL OF AGENDA**

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

**RESOLUTION NO. 1-1-18: APPROVAL OF COUNCIL PROCEEDINGS**

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 1-1-18, being seconded by Councilmember Aarestad, that:

RESOLVED, by the City Council, to approve December 19, 2017 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-2-18: APPROVAL OF PAYMENT OF BILLS**

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 1-2-18, being seconded by Councilmember Aarestad, that:

RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$1,718,505.84. A printout of the approved payments and disbursements is attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-3-18: APPROVAL TO REAPPOINT WIDSETH SMITH NOLTING AS CITY ENGINEERING FIRM AND RICH CLAUSON AS ENGINEER OF RECORD**

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 1-3-18, being seconded by Councilmember Aarestad, that:

BE IT RESOLVED, by the City Council, to confirm the appointment of Widseth Smith Nolting as the City's Engineering Firm and appoint Rich Clauson as Engineer of Record.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-4-18: APPROVAL OF MNDOT AGENCY DELEGATED PROCESS AGREEMENT**

Presented as part of the Consent Agenda, Councilmember Howe introduced Resolution No. 1-4-18, being seconded by Councilmember Aarestad, that:

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of Thief River Falls to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and the City Administrator are hereby authorized and directed for and on behalf of the City of Thief River Falls to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1030101, a copy of which said agreement was before the City of Thief River Falls and which is made a part hereof by reference.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-5-18: APPROVAL TO DESIGNATE THE TIMES NEWSPAPER AS THE OFFICIAL NEWSPAPER**

An annual item of business was presented. Following discussion, Councilmember Brown introduced Resolution No. 1-5-18, being seconded by Councilmember Aarestad, that:

RESOLVED, by the City Council, to designate The Times as the official newspaper of the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-6-18: APPROVAL OF OFFICIAL DEPOSITORIES FOR CITY FUNDS**

An annual item of business was presented. Following discussion, Councilmember Prudhomme introduced Resolution No. 1-6-18, being seconded by Councilmember Brown, that:

RESOLVED, by the City Council, to appoint the following institutions as official depositories for City funds for calendar year 2018:

Minnesota Municipal Money Market Fund  
c/o PMA Financial Network, Inc.  
2135 City Gate Lane 7<sup>th</sup> Floor  
Naperville, IL 60563

Wells Fargo Bank West, NA

Border State Bank  
1528 Highway 59 South  
Thief River Falls, MN 56701

Piper Jaffray  
800 Nicollet Mall, Suite 800

208 Main Avenue North  
Thief River Falls, MN 56701

Minneapolis, MN 55402-7020

Northern State Bank  
201 Third Street East  
Thief River Falls, MN 56701

Wells Fargo Advisors LLC  
222 West Superior Street  
Duluth, MN 55802

RBC Capital Markets LLC  
60 South Sixth Street  
Minneapolis, MN 55402

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-7-18: APPROVAL OF NORTHERN STATE BANK COLLATERAL IN EXCESS OF FDIC INSURANCE FOR 2018**

An annual item of business was presented. Following discussion, Councilmember Brown introduced Resolution No. 1-7-18, being seconded by Councilmember Howe, that:

RESOLVED, by the City Council, to approve an agreement with Northern State Bank for collateral in excess of the FDIC Insurance of \$250,000 per account for 2018.

BE IT FURTHER RESOLVED, to authorize the City Administrator to execute any and all documents necessary relating to this agreement.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-8-18: REAFFIRMING CITY'S DECISION NOT TO WAIVE THE MONETARY LIMIT OF MUNICIPAL TORT LIABILITY ESTABLISHED BY MN STATUTE**

An annual item of business was presented. Following discussion, Councilmember Brown introduced Resolution No. 1-8-18, being seconded by Councilmember Sollom, that:

WHEREAS, because the City of Thief River Falls obtains its liability coverage from the League of Minnesota Cities Insurance Trust, the City must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

THEREFORE, BE IT RESOLVED, by the City Council to reaffirm and inform the League of Minnesota Cities Insurance Trust that the City of Thief River Falls does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 and authorizes the City Administrator to execute any and all documents relating to the action.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-9-18: APPROVAL OF APPOINTMENT OF PROCESS SERVER FOR 2018**

An annual item of business was presented. Following discussion, Councilmember Prudhomme introduced Resolution No. 1-9-18, being seconded by Councilmember Aarestad, that:

RESOLVED, by the City Council, to appoint the Chief of Police as the process server for calendar year 2018.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-10-18: APPROVAL OF APPOINTMENT OF COUNCILMEMBER BROWN AS ACTING MAYOR IN ABSENCE OF MAYOR HOLMER FOR CALENDAR YEAR 2018**

An annual item of business was presented. Following discussion, Councilmember Prudhomme introduced Resolution No. 1-10-18, being seconded by Councilmember Aarestad, that:

RESOLVED, by the City Council, to appoint Councilmember Brown as the Acting Mayor in the absence of Mayor Holmer for calendar year 2018.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-11-18: APPROVAL OF CITY COUNCIL COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2018**

An annual item of business was presented. Following discussion, Councilmember Howe introduced Resolution No. 1-11-18, being seconded by Councilmember Narverud, that:

RESOLVED, by the City Council, to appoint the following City Council Committees and Committee Members for calendar year 2018:

**Functional Standing Committees**

**Utilities**

Holmer  
Hagen  
Sollom  
Prudhomme

**Public Works**

Brown  
Howe  
Sollom  
Narverud

**Public Safety/Liquor**

Aarestad  
Narverud  
Prudhomme  
Holmer

**Administrative Services**

Aarstad  
Hagen  
Howe  
Brown



**Crosscutting Ad Hoc Committees**

**Budget/Finance (ad hoc)**

Holmer  
Brown  
Prudhomme

**Long Range Plan-  
ning/Annexation (ad hoc)**

Holmer  
Sollom  
Narverud

**Personnel/Labor (ad hoc)**

Holmer  
Brown  
Howe

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-12-18: APPROVAL OF COUNCILMEMBER APPOINTMENTS  
TO COMMUNITY AND STATEWIDE BOARDS, COMMISSIONS AND  
COMMITTEES**

An annual item of business was presented. Following discussion, Councilmember Prudhomme introduced Resolution No. 1-12-18, being seconded by Councilmember Narverud, that:

RESOLVED, to approve the following appointments to various community/state boards and committees for calendar year 2018:

Airport Zoning Board	Steve Narverud & Jason Aarestad
Airport Authority Commission (3 year term)	Brian Holmer & Curt Howe
City Employee Safety Committee	Jerry Brown
Community Development Advisory Board	Don Sollom
Community Development Advisory Board (Ex-Officio)	Brian Holmer
Community Education Advisory Board	Rachel Prudhomme
Convention and Visitors Bureau Board	Curt Howe
Jobs, Inc. (Ex-Officio)	Steven Narverud
MEC Joint Powers Board	Curt Howe (Brown, Alternate)
Northwest Regional Development Commission	Brian Holmer
Northwest Regional Library Board	Jerald Brown
Pennington County Historical Society	Curt Howe
Pennington County Solid Waste Committee	Jerald Brown
Planning Commission/Board of Appeals & Adjustments	Steven Narverud
Red Lake River Corridor Joint Board	Josh Hagen (Kajewski, Alternate)
TRF Area Community Fund's Advisory Committee	Jason Aarestad
TRF Chamber of Commerce (Ex Officio)	Jason Aarestad
TRF Library Board	Jerald Brown

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 1-13-18: APPROVAL TO ADOPT THE FINAL ALTERNATIVE  
URBAN AREAWIDE REVIEW (AUAR)**

The City Council reviewed a Request for Council Action. Following discussion, Councilmember Prudhomme introduced Resolution No. 1-13-18, being seconded by Councilmember Sollom, that:

WHEREAS, the City of Thief River Falls is the Responsible Governmental Unit (RGU) for the environmental review of the proposed project; and

WHEREAS, in accordance with Minnesota Rules Chapter 4410, the City of Thief River Falls has completed the public comment period for the Draft AUAR and

WHEREAS, the Draft AUAR was sent to the following agencies for review and comment:

Minnesota Environmental Quality Board  
Minnesota Department of Agriculture  
Minnesota Department of Commerce  
Minnesota Department of Health  
Minnesota Department of Natural Resources  
Minnesota Pollution Control Agency  
Minnesota Board of Water and Soil Resources  
Minnesota Department of Transportation  
U.S. Fish & Wildlife Services  
U.S. Army Corps of Engineers  
U.S. Environmental Protection Agency  
Minnesota State Archaeologist  
Indian Affairs Council  
Minnesota Historical Society  
Minnesota Northwest Regional Development Commission

WHEREAS, a notice of the Draft AUAR was published in the EQB Monitor on October 9, 2017, and copies of the document were placed in the Environmental Conservation Library, the Region 1 Regional Development Library, at the City of Thief River Falls City Hall, and on the City's website and

WHEREAS, the deadline for comment on the Draft AUAR was November 8, 2017 and

WHEREAS, based upon the written comments received, the City of Thief River Falls has prepared written responses, made findings of fact related to the AUAR comments, and found there is no potential for significant environmental impacts as a result of the project. The comments and responses are included with the Final AUAR.

WHEREAS, the Final AUAR was distributed to the agencies listed above, as well as to additional commenters by December 4, 2017, and no objection was filed by a state agency.

THEREFORE BE IT RESOLVED, the City of Thief River Falls in its capacity of being the RGU, makes a declaration adopting the Final AUAR.

On vote being taken, the resolution was unanimously passed.

**UPCOMING MEETINGS/EVENTS**

- Utilities Committee Meeting – January 8<sup>th</sup> at 7:00 a.m.
- Public Safety/Liquor Committee Meeting – January 8<sup>th</sup> at 4:30 p.m.
- Administration Committee Meeting – January 9<sup>th</sup> at 4:30 p.m.
- Public Works Committee Meeting – January 10<sup>th</sup> at 4:30 p.m.
- Joint Council meeting - Crookston, East Grand Forks, Thief River Falls – January 11<sup>th</sup> at Fairfield Marriott in EGF at 5:30 p.m.
- City Council Meeting – January 16<sup>th</sup> at 5:30 p.m.

**CLOSE MEETING TO CONDUCT PERFORMANCE APPRAISAL OF LIQUOR STORE MANAGER**

Councilmember Howe motioned, being seconded by Councilmember Narverud, to close the Council Meeting as per Minnesota Statute 13D.05 to conduct a performance evaluation of the Liquor Store Manager Steve Olson.

Following the closed session, the Council meeting reopened.

**ADJOURNMENT**

There being no further discussion, Councilmember Sollom moved, being seconded by Councilmember Aarestad to adjourn. On vote being taken, the Chair declared the motion unanimously carried.

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

Attest: \_\_\_\_\_  
Rodney Otterness, City Administrator



# City of Thief River Falls

#7.03

## ELECTRIC DEPARTMENT

*HISTORIC SOO LINE R.R. DEPOT*  
405 Third Street East . P.O. Box 528  
Thief River Falls, MN 56701-0528

PHONE: 218 681-5816

email: [dnarlock@citytrf.net](mailto:dnarlock@citytrf.net)

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### Request for Council Action

**DATE:** January 16, 2018

**SUBJECT:** Progression Raise for Christopher Klie, Apprentice Lineworker

**RECOMMENDATION:** It is respectfully requested the Council consider the following:

**MOTION TO:** To accept the Public Utilities Committee recommendation and grant Christopher Klie, Apprentice Lineworker, a progression raise. Mr. Klie shall progress to Step 8 of 8 of the Grade Level 6/Pay Range 8 Apprentice Lineworker salary schedule, for a new hourly salary of \$30.61 effective January 20, 2018.

**BACKGROUND:** Christopher Klie was hired on January 20, 2015 as an Apprentice Lineworker salary schedule and has successfully completed all required training and time in the Apprentice Lineworker salary schedule. He is now eligible for a progression to the next step of the salary schedule.

**Key Issues:** Employee has completed required training and time.

**Financial Considerations:** This is a budgeted 2018 salary increase.

**Department/Responsible Person:** Dale Narlock, Electric Superintendent

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.03

**RESOLUTION NO. : APPROVAL OF PROGRESSION RAISE FOR CHRISTOPHER  
KLIE, APPRENTICE LINEMAN**

Presented as part of the Consent Agenda, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

WHEREAS, Christopher Klie was hired on January 20, 2015 as an Apprentice Lineworker and has successfully completed all required training and time in the Apprentice Lineworker salary schedule. He is now eligible for a progression to the next step of the salary schedule.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Utilities Committee recommendation and grant Christopher Klie, Apprentice Lineworker, a progression raise. Mr. Klie shall progress to Step 8 of 8 of the Grade Level 6/Pay Range 8 Apprentice Lineworker salary schedule, for a new hourly salary of \$30.61 effective January 20, 2018.

**Presented at the January 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

*Finance Director*

405 Third Street East • PO Box 528  
Thief River Falls MN 56701-0528

#7.04

PHONE: 218-681-2943  
FAX: 218-681-6223  
email: [aphilipp@citytrf.net](mailto:aphilipp@citytrf.net)  
[www.citytrf.net](http://www.citytrf.net)

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## REQUEST FOR COUNCIL ACTION

**DATE:** January 16, 2018

**SUBJECT:** 2018 mileage reimbursement and meal reimbursement

**RECOMMENDATION:** It is respectfully requested the Council accept the Administrative Committee's recommendation on the following:

**MOTION TO:** To adopt the Northern Minnesota (Duluth) meal reimbursement schedule and the 2018 federal mileage rate as on file in the City Administrator's Office

**BACKGROUND:** Attached is the 2018 Government Services Administration meals reimbursement schedule for reimbursement for travel outside of Pennington County. Meals would be reimbursed at \$15.00 for Breakfast, \$16.00 for lunch and \$28.00 for dinner. No reimbursement on alcohol or tips. The City of Thief River Falls has in the past followed the federal reimbursement rate for mileage.

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.04

**RESOLUTION NO. : APPROVAL OF 2018 MILEAGE AND MEAL REIMBURSEMENT SCHEDULE**

Presented as part of the Consent Agenda, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

BE IT RESOLVED, by the City Council, to accept the Administrative Services Committee recommendation to adopt the Northern Minnesota (Duluth) meal reimbursement schedule at \$15.00 for Breakfast, \$16.00 for lunch and \$28.00 for dinner. No reimbursement on alcohol or tips.

BE IT FURTHER RESOLVED, by the City Council, to adopt the 2018 federal mileage rate as on file in the City Administrator's Office.

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

FALLS LIQUOR STORE

316 Third Street East  
Thief River Falls MN 56701-0528

#7.05

PHONE: 218-681-1992  
FAX: 218-681-6258  
email: fallsliquor@citytrf.net  
www.citytrf.net

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## Request for Council Action

**Date:** January 16, 2018

**Subject:** Falls Liquor NSF Checks

**Recommendation:** It is respectfully requested the council accept the Public Safety/Liquor Committee's recommendation on the following:

**Motion To:** classify the 2016 NSF checks totaling \$1,718.89 as Uncollectible Accounts.

**Background:** Transferring these checks from our current NSF check list to Uncollectible Accounts is an accounting function and nothing new to the Liquor Store. We usually strive to do this annually. We still actively attempt to collect on these checks.

**Key Issues:** None

**Financial Considerations:** The NSF amount is \$1,718.89 which is a small percentage of sales. Uncollectible checks are a budgeted item and an unfortunate cost of doing business.

**Legal Considerations:** None

**Responsible Person/Department:** Steve Olson/Liquor Store



**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.05

**RESOLUTION NO.: APPROVAL TO WRITE OFF FALLS LIQUOR STORE NSF CHECKS TO BAD DEBT EXPENSE**

Presented as part of the Consent Agenda, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

RESOLVED, by the City Council, to accept a Public Safety/Liquor Committee recommendation to write off the following Falls Liquor Store NSF checks totaling \$1,718.89 to bad debt expense. Efforts will continue to collect on the outstanding accounts.

Name	Date of Check	Amount
Anderson, Shayne	8/13/2016	\$38.26
Anderson, Shayne	8/12/2016	\$56.84
Brinkman, Dennis	1/27/2016	\$30.00
Burnette, Sharon	9/8/2016	\$86.38
Burnette, Sharon	9/12/2016	\$136.37
Clark, J	5/2/2016	\$298.73
Dunham, Florence	10/15/2016	\$17.88
Ellefson, Nick	11/26/2015	\$74.05
Engelstad, Annie	10/19/2016	\$25.45
Erickson, Dwight	10/10/2015	\$19.10
Evans, Courtney	4/7/2016	\$55.90
Gladue, Elena	10/29/2016	\$58.74
Gregerson, Jennifer	10/15/2016	\$41.25
Hoglo, Garret	12/7/2016	\$26.87
John's Building	7/28/2016	\$126.97
Madison, Sarah	10/8/2016	\$46.62
May, Joseph III	1/11/2016	\$102.77
Mills, Ryan	1/23/2016	\$32.79
Myhrer, Brenda	3/4/2016	\$50.00
Nelson, Chad & Erica	5/13/2016	\$29.51
Nelson, Sara	7/20/2016	\$27.87
Newton, Bonnie	11/16/2016	\$20.00
Newton, Bonnie	11/19/2016	\$20.00
Ottesen, Dillian & Jayson	3/19/2016	\$104.48
Rude, Ryan	6/17/2016	\$75.00
Skadsem, Diane	6/16/2016	\$85.36
Sunsdahl, Kelsi	12/8/2016	\$31.70
<b>TOTAL</b>		<b>\$1,718.89</b>



# City of Thief River Falls

#7.06

## UTILITIES BILLING OFFICE

*HISTORIC SOO LINE R.R. DEPOT*  
405 Third Street East . P.O. Box 528  
Thief River Falls, MN 56701-0528

PHONE: 218 681-4145  
FAX: 218 683-7343  
email: [billing@citytrf.net](mailto:billing@citytrf.net)

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### Request for Council Action

**Date:** January 16, 2018

**Subject:** Uncollectible Utility Account Write-offs

**Recommendation:** It is respectfully requested the Council consider the following:

**Motion To:** approve writing off the attached uncollectible utilities accounts

**Background:** Collection of delinquent accounts is done each month rather than wait until year end. The attached is a summary of what has been done with those delinquent accounts.

**Key Issues:** Most delinquents are turned over to the Minnesota Revenue Recapture program to be taken from the customers State tax withholdings and end up being paid. A few are turned over to the Credit Bureau. If the customer who incurred the bill owned the property, we can certify it to the County for collection with taxes.

**Financial Considerations:** Total to write off is \$48,165.96. It is anticipated that the majority of that will be recovered by the Minnesota Revenue Recapture Program.

**Legal Considerations:** City policy is followed.

**Department/Responsible Person:** Utility Billing/Patsy Lindquist

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.06

**RESOLUTION NO. : APPROVAL TO WRITE OFF UNCOLLECTIBLE UTILITY  
ACCOUNTS**

Presented as part of the Consent Agenda, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

RESOLVED, by the City Council, to accept a Utilities Committee recommendation to approve write off of the following uncollectible utilities accounts to Bad Debt Expense. Total write off is \$48,165.96. It is anticipated that the majority of that will be recovered by the Minnesota Revenue Recapture Program. Efforts shall continue for collection of these accounts.

<b>DECEMBER 2016</b>	
<b><i>MN RECAPTURE</i></b>	
000267512	\$ 97.65
002734820	\$ 198.72
000721406	\$ 203.34
002727215	\$ 157.28
001318101	\$ 106.58
002501607	\$ 794.22
001825601	\$ 159.50
001115415	\$ 117.93
000228602	\$ 316.18
000356709	\$ 633.83
002496141	\$ 214.36
002716604	\$ 277.25
001201018	\$ 300.39

**TOTAL                                   \$ 3,577.23**

<b>JANUARY 2017</b>	
<b><i>MN RECAPTURE</i></b>	
001424903	\$ 1,251.61
001415301	\$ 745.93
<b><i>MISCELLANEOUS</i></b>	
001122621	\$ 22.67
002713421	\$ 18.34

**TOTAL                                   \$ 2,038.55**

<b>FEBRUARY 2017</b>	
<b><i>MN RECAPTURE</i></b>	
002710615	\$ 323.13
002015013	\$ 98.40
100924802	\$ 2,345.53
000227716	\$ 374.45
002641208	\$ 90.75
001838507	\$ 74.34
002600802	\$ 102.84

000617117		\$ 490.46
	<b>CREDIT BUREAU</b>	
000326512		\$ 269.99
0014199502		\$ 152.13
	<b>MISCELLANEOUS</b>	
001307301		\$ 9.79
	<b>TOTAL</b>	<b>\$ 4,331.81</b>

**MARCH 2017**  
**MN RECAPTURE**

001800702		\$ 264.42
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**APRIL 2017**  
**MN RECAPTURE**

000807002		\$ 717.90
001309001		\$ 140.99
002727215		\$ 191.22
000810509		\$ 230.81
002609608		\$ 492.73
000635709		\$ 309.47
	<b>MISCELLANEOUS</b>	
000728017		\$ 7.64
	<b>TOTAL</b>	<b>\$ 2,090.76</b>

**MAY 2017**  
**MN RECAPTURE**

002314007		\$ 663.68
002966802		\$ 202.53
002730416		\$ 641.69
001310305		\$ 6,000.73
002722409		\$ 703.63
000204605		\$ 53.25
	<b>TOTAL</b>	<b>\$ 8,265.51</b>

**JUNE 2017 (turned over in July)**  
**MN RECAPTURE**

002708404		\$ 294.89
000438412		\$ 290.98
000439011		\$ 717.54
002319701		\$ 459.20
002615614		\$ 300.88
001938901		\$ 681.42
001308901		\$ 578.79
	<b>TOTAL</b>	<b>\$ 3,323.70</b>

**JULY 2017**  
**MN RECAPTURE**

001116311		\$ 180.64
002738410		\$ 554.39

002015013	\$ 86.99
002509226	\$ 649.61
000427901	\$ 110.17
002716604	\$ 417.09
002620001	\$ 560.79
001523202	\$ 705.80
002710615	\$ 43.29
002381804	\$ 53.24
000228007	\$ 233.42
000920203	\$ 663.64
001852908	\$ 92.76
002972901	\$ 51.23
000307904	\$ 261.84
002496134	\$ 186.50
000521913	\$ 659.65
<b>MISCELLANEOUS</b>	
001035812	\$ 31.05
<b>CREDIT BUREAU</b>	
002735615	\$ 329.32
000425503	\$ 713.37
<b>TOTAL</b>	<b>\$ 6,584.79</b>

**AUGUST 2017  
MN RECAPTURE**

000113901	\$ 2,780.12
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**SEPTEMBER 2017  
MN RECAPTURE**

009175 - 178	\$ 74.38
000354308	\$ 454.20
001425509	\$ 312.15
000601901	\$ 1,158.55
000639025	\$ 291.28
000725602	\$ 632.21
000421319	\$ 372.36
000721406	\$ 454.32
001802802	\$ 127.24
002725619	\$ 129.28
000726807	\$ 119.55
001532816	\$ 1,784.16
002378301	\$ 562.45
000326806	\$ 1,030.54
000237003	\$ 107.77
002641208	\$ 772.69
000713404	\$ 531.38
001318101	\$ 1,373.02
001754212	\$ 91.20
<b>CREDIT BUREAU</b>	
002722409	\$ 390.09
002711807	\$ 341.52
<b>MISCELLANEOUS</b>	

002877402	\$ 4.37
000525502	\$ 39.97
002678201	\$ 19.60

**TOTAL \$ 11,174.28**

**OCTOBER 2017**

**MN RECAPTURE**

002708404	\$ 472.22
003100301	\$ 108.48
002879202	\$ 130.00
001724201	\$ 150.18
002134710	\$ 85.38
002730416	\$ 87.83

**MISCELLANEOUS**

001861303	\$ 110.46
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**TOTAL \$ 1,144.55**

**NOVEMBER 2017**

**TAX ROLL**

001110601	\$ 2,590.24
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**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

**Notes:** \_\_\_\_\_

\_\_\_\_\_

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.07

**RESOLUTION NO. : APPROVAL OF WAIVER PETITION WITH THE NORTHERN MUNICIPAL POWER AGENCY FOR QUALIFYING FACILITIES**

Presented as part of the Consent Agenda, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

WHEREAS, the City of Thief River Falls is receiving wholesale power from the Northern Municipal Power Agency, (NMPA); and

WHEREAS, the City of Thief River Falls requests to participate in NMPA's/Minnkota Power Cooperative, Ins's (Joint System) Qualifying Facilities waiver petition with the Federal energy Regulatory Commission

NOW THEREFORE, BE IT RESOLVED, by the City Council, that the City of Thief River Falls will participate in Joint System's Qualifying Facilities waiver petition with the Federal Energy Regulatory Commission.

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_Holmer\_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

#7.08

## WATER DEPARTMENT

305 Pennington Ave. S. P.O. Box 528  
Thief River Falls, MN 56701-0528

PHONE: 218 681-3809  
FAX: 218 681-5820  
email: wjohnson@citytrf.net

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### Request for Council Action

**January 16 2018**

**Subject: AE2S Task Orders 5 and 6**

**Recommendation:** It respectfully requested the council approve the recommendation of the Utilities Committee and pass:

**Motion To:** Adopt a resolution authorizing the City of Thief River Falls to approve Advanced Engineering and Environmental Services Task Order 5 - Water Supply Plan update and Task Order 6 - Red Lake River Intake Preliminary Engineering Report.

**Background:** The Water Systems Department has a Water Supply Plan that needs to be updated every 10 years and it is due in 2018. We also applied for and received a matching water quality grant from the Minnesota Department of Health to fund an engineering plan to locate the raw water intake for the water treatment plant in the Red Lake River upstream of the Thief River where water quality is better.

**Key Issues:** The Minnesota Department of Natural Resources requires permitted cities to review and update water supply plans every 10 years. The Water Systems Department will also be using this data to update the Emergency Water Supply Plan. The feasibility of moving the intake upstream of the confluence of the two rivers will be reviewed in an effort to improve water quality.

**Financial Considerations:** Costs for these task orders are \$ 14,200 for the Water Supply Plan update and \$20,000 for the Red Lake River Intake Preliminary Engineering Report of which will be 50% funded by a Minnesota Department of Health competitive grant.

**Legal Considerations:** Covered in the agreement

**Department/Responsible Person:** Wayne Johnson Water Systems Superintendent





January 3, 2018

Mr. Wayne Johnson  
Water System Superintendent  
City of Thief River Falls, MN  
PO Box 528  
Thief River Falls, MN 56701

**RE: Engineering Services Task Orders  
Task Order No. 5 - Water Supply Plan Update  
Task Order No. 6 – New Red Lake River Intake Preliminary Engineering Report  
Thief River Falls, Minnesota**

Dear Mr. Johnson:

Thank you for the opportunity to provide these two task orders for Professional Engineering Services in association with preparing the City's Minnesota Department of Natural Resources (DNR) Water Supply Plan Update and the preparation of a Preliminary Engineering Report (PER) for a new intake on the Red Lake River, upstream of the confluence of the Thief and Red Lake River. Please find attached two (2) copies of Task Order No. 5 and two (2) copies of Task Order No. 6 for your review and approval. The effective date both task orders is January 16, 2018. The services that will be performed within Task Order No. 5 and Task Order No. 6 are subject to the Agreement between Owner and Engineer for Professional Services – Task Order Edition, dated December 16, 2014. The lump sum fees for the scopes listed within the Task Order No. 5 and Task Order No. 6 are \$14,200 and \$20,000, respectively.

Task Order No. 5 has to do with the Water Supply Plan Update. All public water suppliers in Minnesota that operate a public water distribution system, serve more than 1,000 people and/or all cities in the seven-county metropolitan area, must have a water supply plan approved by the DNR. The City's most recent Water Supply Plan was completed in 2008. Water supply plans are updated every ten years and the City's new plan will be due October 2018. Some changes to the plan requirements since 2008 include the following:

- An updated water supply plan template will need to be used and can be submitted electronically through Minnesota DNR Permitting and Reporting System (MPARS).
- There is a greater emphasis on water conservation/demand reduction and on developing rate structures that encourage conservation.
- Part 4 of the plan, required for communities in the seven-county metropolitan area, now reflects the Twin Cities metropolitan area Master Water Supply Plan. This part does not impact Thief River Falls.

We have found that an effective approach to updating a water supply plan is for us initially to:

1. Review your previous plan(s).
2. Request updated information from the City.

Mr. Wayne Johnson  
Water System Superintendent  
**RE: Engineering Services Task Orders**  
**Thief River Falls, Minnesota**  
Page 2 of 6

3. Compile the data.
4. Complete a draft plan.
5. Review with City officials.
6. Prepare the final water supply plan for submittal to regulatory authorities.

The draft plan will have items highlighted that need additional information and/or decisions on your part. We will send the draft plan to you for your review and then meet with you after you have had an opportunity to address the remaining items. At the meeting we will go through the draft plan, and complete the final items.

A detailed list of plan requirements are as follows:

#### Part 1. Water Supply System Description and Evaluation

- Table 1. DNR Water Appropriation Permit Number & Utility Contact Information
- Table 2. Historic Water Demand (Part 1, A)
- Table 1. Large volume users (Part 1, A)
- Table 2. Water treatment capacity and treatment processes (Part 1, B)
- Table 3. Storage capacity, as of the end of the last calendar year (Part 1, B) ) & discussion of current and future storage capacity needs
- Table 4. Water sources & status (Part 1, C) & discussion of limitations
- Table 5. Projected annual water demand (Part 1, D) & discussion of water use trends & projection method
- Table 6. Source water quality monitoring (Part 1, E)
- Table 9. Water level data (Part 1, E)
- Table 10. Natural resource impacts (Part 1, E)
- Table 11. Status of Wellhead Protection and Source Water Protection Plans (Part 1, E)
- Table 12. Adequacy of Water Supply System (Part 1, F)
- Table 13. Proposed future installations/sources (Part 1, F)
- Table 14. Alternative water sources (Part 1, F)
- Appendix 1: Well records and maintenance summaries
- Appendix 2: Water level monitoring plan
- Appendix 3: Water level graphs for each water supply well
- Appendix 4: Capital Improvement Plan

#### Part 2. Emergency Planning and Response Procedures

- Table 15. Emergency response plan contact information (Part 2, A) & Y/N questions
- Table 16. Interconnections with other water supply systems to supply water in an emergency (Part 2, C) & Y/N questions
- Table 17. Utilizing Surface Water as an Alternative Source (Part 2, C) & discussion of



- additional emergency water provisions
- Table 18. Water use priorities (Part 2, C)
- Table 19. Emergency demand reduction conditions, triggers and actions (Part 2, C)
- Table 20. Plan to Inform Customers Regarding Conservation Requests, Water Use Restrictions, and Suspensions (Part 2, C) & discussion of restriction authority
- Appendix 5: Emergency Telephone List
- Appendix 6: Cooperative Agreements for Emergency Services
- Appendix 7: Municipal Critical Water Deficiency Ordinance

### Part 3. Water Conservation Plan

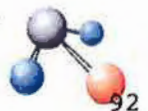
- Table 21. Implementation of previous ten-year Conservation Plan (Part 3, A) & discussion of progress and results
- Table 22. Short and long-term demand reduction conditions, triggers & actions (Part 3, A)
- Y/N & discussion of leak detection monitoring, water audits & water loss (Part 3, B)
- Table 23. Customer Meters (Part 3, B)
- Table 24. Water Source Meters (Part 3, B)
- Y/N & discussion of water use trends in residential GPCD (Part 3, B)
- Table 25. Strategies and timeframe to reduce residential per capita demand (Part 3, B)
- Table 26. Strategies and timeframe to reduce institutional, commercial, industrial, and agricultural and non-revenue use demand (Part 3, B)
- Describe trends in customer use categories (Part 3, B)
- Calculate ratio of maximum day demand to average day demand (Part 3, B)
- Table 27. Rate structures for each customer category (add additional rows as needed)
- Table 28. Additional strategies to Reduce Water Use & Support Wellhead Protection (Part 3, B)
- Discuss how you will track success (Part 3, B)
- Table 29. Regulations for short-term reductions in demand and long-term improvements in water efficiencies (Part 3, B)
- Table 30. Retrofitting programs (Part 3, B)
- Table 31. Current and Proposed Education Programs (Part 3, C) and discussion of future education plans
- Appendix 8: Graph showing annual per capita water demand for each customer category during the last ten-years
- Appendix 9: Water Rate Structure
- Appendix 10: Adopted or proposed regulations to reduce demand/improve water efficiency
- Appendix 11: Implementation Checklist



Mr. Wayne Johnson  
Water System Superintendent  
**RE: Engineering Services Task Orders**  
**Thief River Falls, Minnesota**  
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Task Order No. 6 will be used to help position the City to hopefully obtain grant funding from the Federal Government for a new surface water intake. Grant dollars obtained from the Source Water Protection Competitive Grant program will be used to prepare a PER to help the City identify the most feasible means of constructing a second raw water intake to help mitigate concerns over bringing in raw water that has elevated concentrations of turbidity and the organic and inorganic loadings that come with the sediment releases within the Thief River Watershed. A draft outline for the PER is presented below:

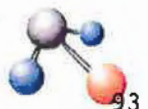
- 1) Introduction
  - a. Project Summary
  - b. Purpose and Scope
  - c. Project Location
  - d. Economic, Social, and Demographic Data
- 2) Basis of Planning
  - a. Water Demand Projections and Assumptions
  - b. Need for Project
    - i. Groundwater Availability and Options
    - ii. Water Quality Concerns – Thief River Watershed
    - iii. Agassiz National Wildlife Refuge Operations
    - iv. Moose River Impoundment Operations
  - c. Evaluation of Existing Raw Water Supply System
    - i. Intake Structure and Supply Line
    - ii. Wet Well and Pump Station
    - iii. Transmission Line
- 3) Proposed Raw Water Intake Alternatives
  - a. Type of Intake Alternative Discussion
    - i. Type of Intake Advantages and Disadvantages
  - b. Locations Considered
    - i. Site Discussion Advantages and Disadvantages
- 4) Environmental and Permitting Considerations
  - a. Section 404 of Clean Water Act
  - b. Section 10 of Rivers and Harbors Act
  - c. Nationwide Permits
  - d. US Fish and Wildlife
  - e. MN DNR
  - f. MDH
  - g. State Historical Society
  - h. Watershed District (as needed)



- 5) Cost Estimates and Funding Considerations
  - a. Opinion of Total Project Cost
  - b. Funding Approach
  - c. User Impact
    - i. Estimated Annual Debt Service Costs
    - ii. Estimated Annual Operation and Maintenance Costs
    - iii. Estimates Annual Coverage and Reserve Costs
    - iv. User Rate Impact
  - d. Other Financial Considerations
- 6) Conclusions, Recommendations, and Implementation Plan
  - a. Conclusions
    - i. Challenges
    - ii. Alternatives Evaluated
  - b. Recommendations
  - c. Implementation Plan
    - i. Preliminary Design Phase
    - ii. Final Design Phase and Bidding
    - iii. Construction Phase
    - iv. Implementation Schedule

The City of Thief River Falls currently has one intake, located downstream of the confluence of the Thief River and Red Lake River. The Thief River Watershed covers approximately 1,090 square miles in northwest Minnesota. The Thief River splits into two reaches and begins at the outlet of Thief Lake. The river flows to the Agassiz National Wildlife Refuge, where the Thief River enters and supplies water to the Agassiz Pool. After leaving the Agassiz National Wildlife Refuge, the Thief River continues southward towards the City of Thief River Falls, ultimately joining up with the Red Lake River just north of the Thief River Falls Water Treatment Plant's raw water intake. Other main tributaries that add to the sediment load in the Thief River are the Moose River and Mud River, along with a series of ditches. The Moose River starts at the Moose River Impoundment in the northeast reach of the watershed. Parts of the rivers have been channelized for the purpose of improving drainage for agriculture. When the Agassiz National Wildlife Refuge begins drawing down the Agassiz Pool by releasing water through their water control structures, the turbidity greatly increases in the river and affects the quality of the drinking water in Thief River Falls. During these periods, the City of Thief River Falls, the Red Lake Watershed District, and the Minnesota Pollution Control Agency have all received complaints about the taste and odor of the drinking water in the City of Thief River Falls during the Agassiz Pool drawdown.

Part of the issues is that millions of tons of inorganic and organic sediment gain had been collecting in the Agassiz Pools between 1940 and 2008. As the sediment gets "flushed" through the Agassiz



Mr. Wayne Johnson  
Water System Superintendent  
**RE: Engineering Services Task Orders**  
**Thief River Falls, Minnesota**  
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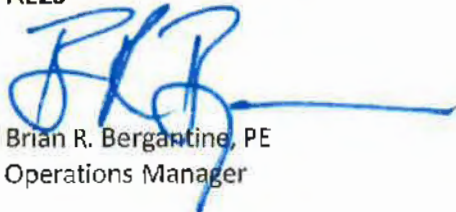
National Wildlife Refuge, this ends up in the raw water intake at the City of Thief River Falls. It is likely the primary source of nutrients to the rivers and ditches in the Thief River watershed is from nonpoint sources such as agricultural runoff and some nutrient inputs from wildlife. A 2007 Thief River Watershed Sediment Investigation CWP Project work plan identified that "discharges from the larger pools have shown, at times, to negatively influence water quality for the system". Furthermore, a study by the Natural Resources Conservation Service (NRCS) found that 63 percent of the sediment yielded to streams in the Thief River Watershed comes from streambank and ditch bank erosion. These sediment plumes have negatively impacted the water quality produced from the Thief River Falls WTP and may be associated as part of contributing factors to the recent turbidity violations received by the City. The Minnesota Pollution Control Agency (MPCA) lakes and streams water quality dashboard website for the Thief River from the Agassiz Pool to the Red Lake River indicates that the water quality impairments on this reach include dissolved oxygen and turbidity. On the other hand, the Red Lake River begins at the outlet of the Lower Red Lake and meets up with the Thief River in Thief River Falls. Numerous sediment datasets have been collected indicating that the reach has very low exceedance rates of total suspended solids (TSS) (i.e., turbidity or sediment). The MPCA lakes and streams water quality dashboard website reports the Red Lake River for impairments of mercury in fish tissue and dissolved oxygen, but not for turbidity.

We are ready to start on your Water Supply Plan Update and New Red Lake River Intake PER as soon as we receive approval from the City. Although the Water Supply Plan Update is not due until October 2018, it should be completed by spring of 2018. It also corresponds well with the New Red Lake River Intake PER.

Thank you again for the opportunity to provide professional services to the City of Thief River Falls and considering AE2S to be your trusted advisor for these services. We look forward to working with you, and we are confident our experience and expertise will provide value. If you have any questions or comments regarding our proposed services or if you need additional information, please do not hesitate to contact me at (218) 299-5610 or on my cell phone at (701) 866-0620.

In Spirit of Service,

**AE2S**



Brian R. Bergantine, PE  
Operations Manager

Attachments

This is Task Order No. 5,  
consisting of 5 pages.

## **Task Order No. 5**

---

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated December 16, 2014 ("Agreement"), Owner and Engineer agree as follows:

### **1. Specific Project Data**

A. Title: Thief River Falls Water Supply Plan

B. Description: The scope of services within Task Order No. 5 includes completion of a Water Supply Plan Update, as required by the Minnesota Department of Natural Resources (DNR), including the following items: (1) Data Review and Meeting Coordination; (2) Completion of the Water Supply System Description and Evaluation; (3) Review of Emergency Planning and Response Procedures; (4) Specification of Water Conservation Plan and Management Goals, and (5) Preparation of the Draft and Final Water Supply Plan Update. A detailed description for each scope is presented below under the Services of Engineer of this Task Order No. 5.

C. AE2S Project No.: P00830-2017-005

### **2. Services of Engineer**

*Engineer shall perform the following Study and Report Phase services in accordance with Paragraph A1.01 of the Agreement.*

*Engineer shall complete a Water Supply Plan Update for the Owner. This task will include the following specific scope items:*

- **Task 100 – Water Supply Plan Update**

- **Data Review:** *Engineer shall use review and obtain relevant data from the Owner's previous DNR Water Supply Plan. Engineer shall conduct additional research on industry standard water conservation plans in place for other communities.*
- **Review Meeting with Owner:** *Engineer shall conduct a review meeting with the Owner to establish a framework for the foundation of the Water Supply Plan.*
- **Complete Water Supply Description and Evaluation:** *Engineer will review historical water demands from the Thief River Falls' Water Treatment Plant (WTP); identify large demand volume users; identify storage capacity and discuss potential current and future storage capacity needs; discussion limitations and status of current water source supply; identify projected annual water demand and water use trends and projections; and discuss source water quality monitoring. Owner will be responsible for reviewing and commenting on agenda and discussion topics; identifying key Owner's staff to attend meeting and work with Engineer in coordinating the date of this meeting; and reviewing meeting minutes.*

- **Review Emergency Planning and Response Procedures:** Engineer will review emergency response plan contact information; consider interconnections with other water supply systems to supply water in an emergency; discuss additional emergency water provisions; establish water user priorities with the Owner; identify emergency demand reduction conditions, triggers, and actions; discuss a plan to inform customers regarding conservation requests, water use restrictions, and suspensions; and discuss restriction authority for period of emergency or drought use. Engineer shall help prepare an emergency contact telephone list, identify cooperative agreements for emergency services, if any, and review a municipal critical water deficiency ordinance with the Owner.
- **Specification of Water Conservation Plan and Management Goals:** Engineer will work with the Owner to specify the water conservation and management purpose, goals, and objectives. With information provided from the Owner, Engineer shall identify strategies and timeframes for reducing residential per capita demand, as well as institutional, commercial, industrial, and agricultural and non-revenue use demands and describe trends in the customer use categories. Engineer shall also work with Owner provided data to calculate the ratio of maximum day demand to average day demand, identify current rate structures for each customer category, and review additional strategies to reduce water use, and identify means by which the Owner will track success.
- **Prepare draft Water Supply Plan Update:** Engineer shall prepare a draft updated Water Supply Plan. An electronic copy of the updated draft will be delivered to the Owner.
- **Review Meeting with Owner and Staff:** Engineer shall organize and conduct a meeting with Owner to review the updated draft Water Supply Plan. Owner's comments received prior to and during the meeting will be incorporated into the document, as appropriate.
- **Prepare Final Water Supply Plan Update:** Engineer shall revise the Water Supply Plan Update as agreed with Owner and Minnesota DNR. Two (2) copies of the final Water Supply Plan Update will be delivered to the Owner.

### 3. **Owner's Responsibilities**

*Owner shall have those responsibilities set forth in Article 2 and in Exhibit B. Additional Owner responsibilities include:*

- Designate a person to act as Owner's representative with respect to the services to be rendered under this Task Order. Such person shall have authority to transmit instructions, receive information, and interpret and define Owner's policies and decisions with respect to services for the Assignment.
- Provide relevant information regarding requirements for the Task Order. Owner shall provide requested data and information as needed and indicated in the work plan. AE2S shall be entitled to use and rely upon all information provided by Owner or others in performing AE2S's services under this Agreement.
- Provide answers to specific project questions from the Water Supply Plan.
- Review comments and additional input to draft Water Supply Plan.
- Provide access to the relevant site sufficient for AE2S to perform its services under this Agreement.



- Promptly pay AE2S for such services as have been performed satisfactorily hereunder in accordance with the fee terms set forth herein.
- Conduct Plan adoption by City Council (not required, but recommended by DNR).

**4. Times for Rendering Services**

*The proposed times for rendering services for the project and key dates include:*

- Approval by Council: January 16, 2018.
- Plan: March 15, 2018.
- Complete and Finalize Water Supply Plan: April 15, 2018.

**5. Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

<i>Phase</i>	<i>Task Number and Task Name</i>	<i>Payment Method</i>	<i>Contract Amount</i>
<i>020</i>	<i>Study and Report Phase Services</i>	<i>Method A – Lump Sum</i>	
	<i>100 Water Supply Plan</i>		<i>\$14,200</i>
<b><i>Totals</i></b>			<b><i>\$14,200</i></b>

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

**6. Consultants:**

*None.*

**7. Other Modifications to Agreement:**

1. Paragraph 3.01 B – Delete the text at Paragraph 3.01 B and replace with the following:

“The parties may mutually agree to extend or renew this Agreement, with or without changes, by written instrument establishing a new term.”

2. Paragraph 6.05 C – Delete the text at Paragraph 6.05 C and replace with the following:

“*Effective Date of Termination.* As the parties may mutually agree set forth in a written instrument, the terminating party under Paragraph 6.05.B may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Task Order materials in orderly files.”

3. Paragraph 6.09 A.4 – Add the following sentence to the end of Paragraph 6.09 A.4:

“The immediately preceding sentence shall not apply to Constituents of Concern that may be introduced onto the Site by the Engineer.”

4. Paragraph 6.10 B – Delete the text at Paragraph 6.10 B and replace with the following:

*“Indemnification by Owner:* To the fullest extent permitted by law, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Specific Project, provided that any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Owner or Owner’s officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Owner (excepting Engineer, its employees, agents and consultants) with respect to this Agreement or to the Specific Project. Nothing herein shall be deemed a waiver by Owner of the limitations on liability set forth in Minnesota Statutes Section 466.04, as amended from time to time, and the Owner’s obligation to indemnify, hold harmless and defend Engineer shall be limited by the limitations on liability set forth in Minnesota Statutes 466.04, less any amounts which the Owner is required to pay on its own account, or on account of the Owner’s officer’s agents or employees.”

5. Paragraph 6.10 E – Delete the text at Paragraph 6.10 E and replace with “Reserved”.

6. Paragraph 6.10 F – Add a new Paragraph 6.10 F:

“Subject to Paragraphs 6.01 A and 6.10 A, Engineer shall be responsible for damages caused by a breach of the standard of care or failure to use care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time in the same locality as related to all professional engineering services performed or furnished by the Engineer.”

8. **Attachments:**

*None.*

9. **Documents Incorporated By Reference:**

*None.*

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is January 16, 2018.

OWNER: City of Thief River Falls, MN

ENGINEER: Advanced Engineering and Environmental Services, Inc.

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: \_\_\_\_\_

Name: Brian R. Bergantine, PE

Title: \_\_\_\_\_

Title: Operations Manager

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Wayne Johnson

Name: Brian R. Bergantine, PE

Title: Water Systems Superintendent

Title: Operations Manager

Address: PO Box 528  
Thief River Falls, MN 56701-0528

Address: 3101 Frontage Road South  
Moorhead, MN 56560

E-Mail Address: wjohnson@citytrf.net

E-Mail Address: Brian.Bergantine@ae2s.com

Phone: (218) 681-3809

Phone: (218) 299-5610

Fax: (218) 681-5820

Fax: (218) 299-5611

This is Task Order No. 6,  
consisting of 5 pages.

## **Task Order No. 6**

---

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated December 16, 2014 ("Agreement"), Owner and Engineer agree as follows:

### **1. Specific Project Data**

A. Title: New Red Lake River Intake Preliminary Engineering Report

B. Description: The scope of services within Task Order No. 6 includes completion of a preliminary engineering report (PER) for a new surface water intake located on the Red Lake River upstream of the Red Lake River and Thief River confluence, including the following report sections: (1) Introduction; (2) Basis of Planning; (3) Proposed Raw Water Intake Alternatives; (4) Environmental Permitting and Considerations; (5) Cost Estimates and Funding Considerations; and (6) Conclusions, Recommendations, and Implementation Plan. A detailed description for each scope is presented below under the Services of Engineer of this Task Order No. 6.

C. AE2S Project No.: P00830-2017-004

### **2. Services of Engineer**

*Engineer shall perform the following Study and Report Phase services in accordance with Paragraph A1.01 of the Agreement.*

*Engineer shall complete a preliminary engineering report (PER) for the New Red Lake River Intake for the Owner. This task will include the following specific scope items:*

- **Task 100 – New Red Lake River Intake PER**
  - **Introduction:** *Engineer shall prepare a project summary identifying the purpose and scope of the report, project location, and economic, social, and demographic data relevant to the City.*
  - **Basis of Planning:** *Engineer shall review with Owner the water demand projections and prepare assumptions for the City through an established planning period as agreed upon with the Owner. The need for the project including groundwater availability and options, water quality concerns in the Thief River Watershed, and operations of the Agassiz National Wildlife Refuge and Moose River Impoundment shall be identified and prepared by the Engineer. The Engineer shall also evaluate the existing raw water supply system including the intake structure and supply line, wet well and pump station, and transmission line for completion of the basis of planning.*

- **Proposed Raw Water Intake Alternatives:** *Engineer shall review the types of intake alternatives feasible for the new intake and discuss advantages and disadvantages of each alternative. Additionally, the Engineer shall meet with the Owner to discuss the location considered for the siting of a new intake. A maximum of three sites shall be considered with the advantages and disadvantages for each site being identified by the Engineer.*
- **Environmental and Permitting Considerations:** *Engineer shall review the environmental and permitting considerations necessary to construct a new surface water intake with the Owner, including a brief description about potential impacts from the construction of a new intake with regards to the following.*
  - *Section 404 of Clean Water Act*
  - *Section 10 of Rivers and Harbors Act*
  - *Nationwide Permits*
  - *US Fish and Wildlife*
  - *Minnesota Department of Natural Resources (MN DNR)*
  - *Minnesota Department of Health (MDH)*
  - *State Historical Society (as necessary)*
  - *Watershed District (as necessary)*
- **Cost Estimates and Funding Considerations:** *Engineer will prepare opinions of total project costs and establish an approach for funding the recommended improvements. Engineer shall identify financial impacts of the recommended improvements including estimated annual debt service costs, estimated annual operation and maintenance costs, estimated annual coverage and reserve costs, and user rate impacts. Other financial considerations, including possible funding by the federal government, will be discussed within this section.*
- **Conclusion, Recommendations, and Implementation Plan:** *Engineer shall prepare the conclusions, recommendations, and implementation plan for the recommended improvements. The conclusions shall include current challenges and alternatives evaluated and the implementation plan shall include a schedule for preliminary and final design, bidding, and construction of the recommended improvements.*
- **Prepare draft New Red Lake River Intake PER:** *Engineer shall prepare a draft for the New Red Lake River Intake PER. An electronic copy of the draft will be delivered to the Owner.*
- **Review Meeting with Owner and Staff:** *Engineer shall organize and conduct a meeting with Owner to review the draft PER. Owner's comments received prior to and during the meeting will be incorporated into the PER, as appropriate.*
- **Prepare Final New Red Lake River Intake PER:** *Engineer shall revise the New Red Lake River Intake PER as agreed with Owner and MDH Competitive Grant Program requirements. Two (2) hard copies of the final New Red Lake River Intake PER will be delivered to the Owner and an electronic copy of the final report will be delivered to the Owner and the MDH Competitive Grant staff.*

### 3. **Owner's Responsibilities**

*Owner shall have those responsibilities set forth in Article 2 and in Exhibit B. Additional Owner responsibilities include:*

- *Designate a person to act as Owner's representative with respect to the services to be rendered under this Task Order. Such person shall have authority to transmit instructions,*

receive information, and interpret and define Owner's policies and decisions with respect to services for the Assignment.

- Provide relevant information regarding requirements for the Task Order. Owner shall provide requested data and information as needed and indicated in the work plan. AE2S shall be entitled to use and rely upon all information provided by Owner or others in performing AE2S's services under this Agreement.
- Provide access to the relevant site sufficient for AE2S to perform its services under this Agreement.
- Promptly pay AE2S for such services as have been performed satisfactorily hereunder in accordance with the fee terms set forth herein.

**4. Times for Rendering Services**

*The proposed times for rendering services for the project and key dates include:*

- Approval by Council: January 16, 2018.
- Draft Preliminary Engineering Report: March 20, 2018.
- Complete and Finalize Preliminary Engineering Report: April 30, 2018.

**5. Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

<i>Phase</i>	<i>Task Number and Task Name</i>	<i>Payment Method</i>	<i>Contract Amount</i>
<i>020</i>	<i>Study and Report Phase Services</i>	<i>Method A – Lump Sum</i>	
	<i>100 New Red Lake River Intake PER</i>		<i>\$20,000</i>
<b><i>Totals</i></b>			<b><i>\$20,000</i></b>

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

**6. Consultants:**

*None.*

**7. Other Modifications to Agreement:**

1. Paragraph 3.01 B – Delete the text at Paragraph 3.01 B and replace with the following:

“The parties may mutually agree to extend or renew this Agreement, with or without changes, by written instrument establishing a new term.”

2. Paragraph 6.05 C – Delete the text at Paragraph 6.05 C and replace with the following:

“*Effective Date of Termination.* As the parties may mutually agree set forth in a written instrument, the terminating party under Paragraph 6.05.B may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of

completed and uncompleted tasks, and to assemble Task Order materials in orderly files.”

3. Paragraph 6.09 A.4 – Add the following sentence to the end of Paragraph 6.09 A.4:  
“The immediately preceding sentence shall not apply to Constituents of Concern that may be introduced onto the Site by the Engineer.”
4. Paragraph 6.10 B – Delete the text at Paragraph 6.10 B and replace with the following:

*“Indemnification by Owner:* To the fullest extent permitted by law, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Specific Project, provided that any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Owner or Owner’s officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Owner (excepting Engineer, its employees, agents and consultants) with respect to this Agreement or to the Specific Project. Nothing herein shall be deemed a waiver by Owner of the limitations on liability set forth in Minnesota Statutes Section 466.04, as amended from time to time, and the Owner’s obligation to indemnify, hold harmless and defend Engineer shall be limited by the limitations on liability set forth in Minnesota Statutes 466.04, less any amounts which the Owner is required to pay on its own account, or on account of the Owner’s officer’s agents or employees.”

5. Paragraph 6.10 E – Delete the text at Paragraph 6.10 E and replace with “Reserved”.
6. Paragraph 6.10 F – Add a new Paragraph 6.10 F:

“Subject to Paragraphs 6.01 A and 6.10 A, Engineer shall be responsible for damages caused by a breach of the standard of care or failure to use care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time in the same locality as related to all professional engineering services performed or furnished by the Engineer.”

8. **Attachments:**

*None.*

9. **Documents Incorporated By Reference:**

*None.*

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is January 16, 2018.

OWNER: City of Thief River Falls, MN

ENGINEER: Advanced Engineering and Environmental Services, Inc.

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: \_\_\_\_\_

Name: Brian R. Bergantine, PE

Title: \_\_\_\_\_

Title: Operations Manager

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Wayne Johnson

Name: Brian R. Bergantine, PE

Title: Water Systems Superintendent

Title: Operations Manager

Address: PO Box 528  
Thief River Falls, MN 56701-0528

Address: 3101 Frontage Road South  
Moorhead, MN 56560

E-Mail Address: wjohnson@citytrf.net

E-Mail Address: Brian.Bergantine@ae2s.com

Phone: (218) 681-3809

Phone: (218) 299-5610

Fax: (218) 681-5820

Fax: (218) 299-5611



**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.08

**RESOLUTION NO. : APPROVAL OF TASK ORDER 5 AND 6 WITH ADVANCED  
ENGINEERING AND ENVIRONMENTAL SERVICES**

Presented as part of the Consent Agenda, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

WHEREAS, the Water Systems Department has a Water Supply Plan that needs to be updated every 10 years and it is due in 2018. We also applied for and received a matching water quality grant from the Minnesota Department of Health to fund an engineering plan to locate the raw water intake for the water treatment plant in the Red Lake River upstream of the Thief River where water quality is better; and

WHEREAS, costs for these task orders are \$ 14,200 for the Water Supply Plan update and \$20,000 for the Red Lake River Intake Preliminary Engineering Report of which will be 50% funded by a Minnesota Department of Health competitive grant.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the recommendation of the Utilities Committee and adopt a resolution authorizing the City of Thief River Falls to approve Advanced Engineering and Environmental Services Task Order 5 - Water Supply Plan update and Task Order 6 - Red Lake River Intake Preliminary Engineering Report.

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

#7.09

## WATER DEPARTMENT

305 Pennington Ave. S. P.O. Box 528  
Thief River Falls, MN 56701-0528

PHONE: 218 681-3809  
FAX: 218 681-5820  
email: wjohnson@citytrf.net

---

### Request for Council Action

**January 16 2018**

**Subject:** AE2S Task Order 7

**Recommendation:** It respectfully requested to consider approving the Utility Committee recommendation for Task Order 7 with Advanced Engineering and Environmental Services for the SCADA Systems programming for the Waste Water lift stations and the Electric Department Sub stations.

**Motion To:** Adopt a resolution authorizing the City of Thief River Falls and Advanced Engineering and Environmental Services to continue our contract with Task 7 for the Supervisory Control and DATA Acquisition programming for the Sanitary Lift Stations and the Electric Sub Stations.

**Background:** The City of Thief River Falls installed an Automatic Meter Reading System in 2016 and the Data available from this system will be used in conjunction with the SCADA system at the Water Treatment Plant for remote monitoring of the Waste Water pumping system and the Electric Sub Stations.

**Key Issues:** The current AMI System does not provide all the programming to do remote monitoring that is required for the lift stations. The software that was purchased for the Water Treatment Plant SCADA will be utilized with no additional cost for any hardware as the new system at the Water Treatment Plant has the capacity to support adding the Lift Stations and Sub Stations.

**Financial Considerations:** Costs for this Task Order is \$ 30,450 for the Waste Water system and \$ 32,600 for the Electric Subs and will be paid for out of the current bonds for the AMI System.

**Legal Considerations:** Covered in the agreement

**Department/Responsible Person:** Wayne Johnson Water Systems Superintendent

This is Task Order No. 7,  
consisting of 5 pages.

## Task Order No. 7

---

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated December 16, 2014 ("Agreement"), Owner and Engineer agree as follows:

### 1. Specific Project Data

- A. Title: Lift Station and Electrical Substation SCADA System Programming
- B. Description: The scope of services within Task Order No. 6 includes Supervisory Control and Data Acquisition (SCADA) System programming to remotely monitor and report the status of fifteen (15) sanitary lift stations, one (1) storm water lift stations, and four (4) electrical substations consisting of eighteen (18) reclosers. A detailed description for each scope is presented below under the Services of Engineer of this Task Order No. 7.
- C. AE2S Project No.: P00830-2018-000

### 2. Services of Engineer

*Engineer shall perform the following Instrumentation and Control System Phase services in accordance with Paragraph A1.01 of the Agreement.*

*Engineer shall create separate SCADA applications for the remote monitoring of 1) the wastewater and storm water lift stations and 2) the electrical substations for the Owner. This task will include the following specific scope items:*

- **Task 100 – Lift Station SCADA System Programming**
  - **Preliminary Programming:** *Engineer shall perform the necessary research and application development to create a standard structure for monitoring, alarming, and reporting the parameters of each lift station. The existing fiber optic network will be used and tested to verify communications between the SCADA servers at the Water Treatment Plant and each individual lift station. The redundant SCADA server pair at the WTP will host the Lift Station SCADA application, separately from the WTP SCADA application. The Lift Station SCADA application will be viewed by any computer that can access the WTP SCADA servers over the existing secure Virtual Private Network (VPN) connection. Operators will be notified of alarm events by phone call, email, or text message. The notification roster and the method of notification will be configurable by the users through the SCADA application.*
  - **Final Programming:** *Once the standard lift station templates are created, the final SCADA application will be developed to incorporate all of the fifteen (15) sanitary lift stations and one (1) storm water lift station. Operator training will be done when the final application is implemented.*

- *The final SCADA application will include:*
      - *An overview display of the status of all of the lift stations.*
      - *Displays of the key parameters of each lift station.*
      - *Trending of lift stations levels and pump run signals.*
      - *Remote alarm notification of events such as:*
        - *High water level*
        - *Pump failure*
        - *Communications fail*
      - *Five (5) Standard Summary Reports including:*
        - *Lift Station Pump Runtimes*
        - *Other reports as determined by Owner*
- **Task 200 – Electrical Substation SCADA System Programming**
  - **Preliminary Programming:** *Engineer shall perform the necessary research and application development to create a standard structure for monitoring, alarming, and reporting the parameters of each electrical substation recloser. The existing fiber optic network will be used and tested to verify communications between the SCADA servers at the Water Treatment Plant and each individual substation recloser. The redundant SCADA server pair at the WTP will host the Electrical Substation SCADA application, separately from the WTP SCADA application. The Electrical Substation SCADA application will be viewed by any computer that can access the WTP SCADA servers the existing secure Virtual Private Network (VPN) connection. Operators will be notified of alarm events by phone call, email, or text message. The notification roster and the method of notification will be configurable by the users through the SCADA application.*
  - **Final Programming:** *Once the standard electrical substation recloser templates are created, the final SCADA application will be developed to incorporate all of the four (4) electrical substations consisting of eighteen (18) reclosers. Operator training will be done when the final application is implemented.*
    - *The final SCADA application will include:*
      - *An overview display of the status of all of the substations.*
      - *Displays of the key parameters of each substation.*
      - *Trending of key parameters as determined by OWNER.*
      - *Remote alarm notification of events such as:*
        - *Power Failure*
        - *Recloser Failure*
        - *Other parameters determined by Owner*
      - *Five (5) Standard Summary Reports including:*
        - *Power Consumption/Usage*
        - *Other reports as determined by Owner*

### 3. **Owner's Responsibilities**

*Owner shall have those responsibilities set forth in Article 2 and in Exhibit B. Additional Owner responsibilities include:*

- *Designate a person to act as Owner's representative with respect to the services to be rendered under this Task Order. Such person shall have authority to transmit instructions,*

receive information, and interpret and define Owner's policies and decisions with respect to services for the Assignment.

- Provide relevant information regarding requirements for the Task Order. Owner shall provide requested data and information as needed and indicated in the work plan. AE2S shall be entitled to use and rely upon all information provided by Owner or others in performing AE2S's services under this Agreement.
- Provide access to the relevant site sufficient for AE2S to perform its services under this Agreement.
- Promptly pay AE2S for such services as have been performed satisfactorily hereunder in accordance with the fee terms set forth herein.

**4. Times for Rendering Services**

*The proposed times for rendering services for the project and key dates include:*

- Approval by Council: January 16, 2018.
- Preliminary Lift Station and Electrical Substation Programming: March 30, 2018.
- Final Lift Station and Electrical Substation Programming: May 31, 2018.

**5. Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

<i>Phase</i>	<i>Task Number and Task Name</i>	<i>Payment Method</i>	<i>Contract Amount</i>
<b>080</b>	<b>I&amp;C System Services</b>	<i>Method A – Lump Sum</i>	
	100 <i>Lift Station SCADA System Programming</i>		\$30,450
	200 <i>Electrical Substation SCADA System Programming</i>		\$32,600
<b>Totals</b>			<b>\$63,050</b>

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

**6. Consultants:**

*None.*

**7. Other Modifications to Agreement:**

1. Paragraph 3.01 B – Delete the text at Paragraph 3.01 B and replace with the following:  
 “The parties may mutually agree to extend or renew this Agreement, with or without changes, by written instrument establishing a new term.”
2. Paragraph 6.05 C – Delete the text at Paragraph 6.05 C and replace with the following:

*“Effective Date of Termination.* As the parties may mutually agree set forth in a written instrument, the terminating party under Paragraph 6.05.B may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Task Order materials in orderly files.”

3. Paragraph 6.09 A.4 – Add the following sentence to the end of Paragraph 6.09 A.4:  

“The immediately preceding sentence shall not apply to Constituents of Concern that may be introduced onto the Site by the Engineer.”
4. Paragraph 6.10 B – Delete the text at Paragraph 6.10 B and replace with the following:  

*“Indemnification by Owner:* To the fullest extent permitted by law, Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Consultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Specific Project, provided that any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, but only to the extent caused by any negligent act or omission of Owner or Owner’s officers, directors, members, partners, agents, employees, consultants, or others retained by or under contract to the Owner (excepting Engineer, its employees, agents and consultants) with respect to this Agreement or to the Specific Project. Nothing herein shall be deemed a waiver by Owner of the limitations on liability set forth in Minnesota Statutes Section 466.04, as amended from time to time, and the Owner’s obligation to indemnify, hold harmless and defend Engineer shall be limited by the limitations on liability set forth in Minnesota Statutes 466.04, less any amounts which the Owner is required to pay on its own account, or on account of the Owner’s officer’s agents or employees.”
5. Paragraph 6.10 E – Delete the text at Paragraph 6.10 E and replace with “Reserved”.
6. Paragraph 6.10 F – Add a new Paragraph 6.10 F:  

“Subject to Paragraphs 6.01 A and 6.10 A, Engineer shall be responsible for damages caused by a breach of the standard of care or failure to use care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time in the same locality as related to all professional engineering services performed or furnished by the Engineer.”

8. **Attachments:**

*None.*

9. **Documents Incorporated By Reference:**

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is January 16, 2018.

OWNER: City of Thief River Falls, MN

ENGINEER: AE2S

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: \_\_\_\_\_

Name: Brian R. Bergantine, PE

Title: \_\_\_\_\_

Title: Operations Manager

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Wayne Johnson

Name: Jason Sanden

Title: Water Systems Superintendent

Title: Instrumentation and Control Systems Division Manager

Address: PO Box 528  
Thief River Falls, MN 56701-0528

Address: 3101 Frontage Road South  
Moorhead, MN 56560

E-Mail Address: wjohnson@citytrf.net

E-Mail Address: Jason.Sanden@ae2s.com

Phone: (218) 681-3809

Phone: (218) 299-5610

Fax: (218) 681-5820

Fax: (218) 299-5611

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.09

**RESOLUTION NO. : APPROVAL OF TASK ORDER 7 WITH ADVANCED  
ENGINEERING AND ENVIRONMENTAL SERVICES FOR THE SCADA SYSTEMS  
PROGRAMMING FOR THE WASTE WATER LIFT STATIONS AND THE ELECTRIC  
DEPARTMENT SUB STATIONS**

Presented as part of the Consent Agenda, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

WHEREAS, the City of Thief River Falls installed an Automatic Meter Reading System in 2016 and the Data available from this system will be used in conjunction with the SCADA system at the Water Treatment Plant for remote monitoring of the Waste Water pumping system and the Electric Sub Stations.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Utility Committee recommendation to adopt a resolution authorizing the City of Thief River Falls and Advanced Engineering and Environmental Services to continue our contract with Task 7 for the Supervisory Control and DATA Acquisition programming for the Sanitary Lift Stations and the Electric Sub Stations.

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# City of Thief River Falls

#7.10

Ralph Engelstad Arena  
525 Brooks Avenue North  
Thief River Falls MN 56701-0528

PHONE: 218-681-2183  
FAX: 218-683-7246  
email: msletten@citytrf.net  
www.citytrf.net

---

## Request for Council Action

**DATE:** January 16, 2018

**SUBJECT:** TRFAHA Concession Agreement

**RECOMMENDATION:** it is respectfully requested the Council consider the following motion:

**MOTION:** to approve the recommendation of the Administrative Services Committee to renew the Concession Service Agreement Between the City of Thief River Falls and Thief River Falls Amateur Hockey Association (TRFAHA).

**BACKGROUND:** the existing 2 year agreement expires in July and TRFAHA has asked the city to renew the agreement for another 2 years.

**LEGAL:** the city attorney previously reviewed and approved the agreement.

**FINANCIAL CONSIDERATIONS:** concession sales are an important revenue source for arena operations.

**DEPARTMENT/RESPONSIBLE PERSON:** Missy Sletten, Arena Manager

**ATTACHMENT:** Proposed agreement

**STRATEGIC PLAN:** the proposed action assists the city goal of developing a sustainable business model for the REA.

**CONCESSION SERVICE AGREEMENT BETWEEN THE CITY OF THIEF RIVER FALLS AND THIEF RIVER FALLS AMATEUR HOCKEY ASSOCIATION**

THIS AGREEMENT to be effective the \_\_\_\_ day of \_\_\_\_\_, between the City of Thief River Falls, Minnesota (hereinafter "City") and the Thief River Falls Amateur Hockey Association (hereinafter "TRFAHA"), WITNESSETH,

WHEREAS, the City owns the Ralph Engelstad Arena (REA) and the Huck Olson Memorial Civic Center (HOMCC), and

WHEREAS, the City desires to have TRFAHA provide concession services for events at the REA and the HOMCC.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. For the period of August 1, 2018 through July 31, 2020, the City will pay to TRFAHA invoiced amounts for concession services provided pursuant to the terms of this agreement. Nothing in this agreement shall be construed as establishing an employer/employee relationship between TRFAHA and the City, the relationship being that of independent contractor. TRFAHA shall be responsible for its employees or volunteers.
2. TRFAHA shall invoice the City for concession services based upon total hours of time TRFAHA has provided concession services at arena events at a rate equivalent to minimum wage plus \$1.50 per hour. TRFAHA shall be paid on a monthly basis within 30 days of the end of each month of operation. TRFAHA shall provide such information as reasonably requested by City to confirm total hours of time so as to confirm the invoiced amount. TRFAHA shall keep records for a minimum of three years.
3. Staffing levels are determined by TRFAHA and TRFAHA agrees to provide sufficient staffing levels as appropriate to each event after consultation with the city. City staff may alert TRFAHA during an event of low levels of need to allow unnecessary staff to leave.
4. Training of concession workers will be provided solely by TRFAHA. If requested, City agrees to provide advice on training to TRFAHA.
5. Concession services provided by TRFAHA includes preparation of any food products as required, operation of the cash drawers/tills, serving customers, and cleaning minor spills as they occur throughout the event.
6. TRFAHA shall provide concession services within the parameters of this agreement at the following events: all TRFAHA games and tournaments, all high school boys and girls regular season hockey games and post season hockey games, 8AA hockey neutral site post season games, high school boys and girls Section 8A basketball tournaments, and Junior A hockey games. For other REA and HOMCC events, should the sponsoring group decline to provide concession services, the City shall give TRFAHA the first right to provide concession services for that event. The City shall notify TRFAHA of the event and TRFAHA shall have

five days to accept the offer to provide concession services for that event, by making direct contact with the arena supervisor.

7. Termination of this agreement prior to its expiration date shall require 90 days advance written notice by either of the parties.

8. TRFAHA agrees to defend and to indemnify and hold the City, their elected officials, officers, agents, and employees, harmless from any liability, loss, or damage City may suffer as a result of any claims, demands, costs, or judgments of any nature against them arising out of the concession services to be provided pursuant to the terms of this agreement.

9. City agrees to defend and to indemnify and hold TRFAHA, their officials, officers, agents, and employees, harmless from any liability, loss, or damages TRFAHA may suffer as a result of any claims, demands, costs, or judgments of any nature against them arising out of any negligent acts of the city associated with the arena.

10. Notices, correspondence, billings, payments, and all other communications shall be addressed as follows:

CITY:  
Missy Sletten, Arena Manager  
City of Thief River Falls  
P.O. Box 528  
Thief River Falls, MN 56701

TRFAHA:  
Chuck Lundgren, Treasurer  
Thief River Falls Amateur Hockey Assoc.  
P.O. Box 6  
Thief River Falls, MN 56701

IN WITNESS WHEREOF, the parties have executed this agreement on the date written above.

CITY OF THIEF RIVER FALLS

TRFAHA

By: \_\_\_\_\_  
Its Mayor

By: \_\_\_\_\_  
Its President

By: \_\_\_\_\_  
Its City Administrator

1-16-18

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.10

**RESOLUTION NO. : APPROVAL OF TRFAHA CONCESSION AGREEMENT**

Presented as part of the Consent Agenda, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

WHEREAS, the existing 2 year agreement expires in July and TRFAHA has asked the city to renew the agreement for another 2 years.

THEREFORE, BE IT RESOLVED, by the City Council, to approve the recommendation of the Administrative Services Committee to renew the Concession Service Agreement Between the City of thief River Falls and Thief River Falls Amateur Hockey Association (TRFAHA).

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Ralph Engelstad Arena  
525 Brooks Avenue North  
Thief River Falls MN 56701-0528

PHONE: 218-681-2183  
FAX: 218-683-7246  
email: msletten@citytrf.net  
www.citytrf.net

## Request for Council Action

**DATE:** January 16, 2018

**SUBJECT:** Summer Ice

**RECOMMENDATION:** it is respectfully requested the Council consider the following motion:

**MOTION:** to approve the recommendation of the Administrative Services Committee to keep ice in the REA through June (covered in May) and charge users \$150/hour for use of the ice in June.

**BACKGROUND:** users of the arenas much prefer the REA to the Huck. Rather than remove ice in the REA the city would cover the ice in May and then uncover it for June. This saves costs associated with putting in and taking out ice in the Huck for June. Approving this action, now, allows users to plan additional skating activities for the REA in June.

**LEGAL:** N/A

**FINANCIAL CONSIDERATIONS:** at the proposed cost of \$150/hour most or all of the additional operating costs for keeping ice in the REA will be recovered.

**DEPARTMENT/RESPONSIBLE PERSON:** Missy Sletten, Arena Manager

**STRATEGIC PLAN:** the proposed action assists the city goal of developing a sustainable business model for the REA.

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.11

**RESOLUTION NO. : APPROVAL OF SUMMER ICE IN THE RALPH ENGELSTAD  
ARENA**

Presented as part of the Consent Agenda, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

WHEREAS, users of the arenas much prefer the REA to the Huck. Rather than remove ice in the REA the city would cover the ice in May and then uncover it for June. This saves costs associated with putting in and taking out ice in the Huck for June. Approving this action, now, allows users to plan additional skating activities for the REA in June.

THEREFORE, BE IT RESOLVED, by the City Council, to approve the recommendation of the Administrative Services Committee to approve the recommendation of the Administrative Services Committee to keep ice in the REA through June (covered in May) and charge users \$150/hour for use of the ice in June.

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.12

**RESOLUTION NO. : APPROVAL OF APPOINTMENTS TO BOARDS AND COMMISSIONS**

An annual item of business was presented. Following discussion, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

RESOLVED, by the City Council, to accept the Mayor’s recommendations and approve the following appointments:

**PLANNING COMMISSION & BOARD OF APPEALS & ADJUSTMENTS – 3 year term**

- Emery Lee (reappointment)
- Ron Lindberg (reappointment)

**COMMUNITY DEVELOPMENT ADVISORY BOARD – 3 year term**

- Paul Ihle (reappointment)

**TRF LIBRARY BOARD – 3 year term**

- Faye Auchenpaugh (reappointment)
- Jim Goldsberry (reappointment)

**THIEF RIVER FALLS REGIONAL AIRPORT AUTHORITY – 3 year term**

- Brian Holmer (reappointment)
- Curt Howe (reappointment)

**RALPH ENGELSTAD ARENA HISTORY COMMITTEE – 2 year term**

- Laura Stengrim (reappointment)

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Secoded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

ADMINISTRATION DEPARTMENT

405 Third Street South  
Thief River Falls MN 56701-0528

#7.13

PHONE: 218-681-5816  
FAX: 218-681-8225  
dnarlock@citytrf.net  
www.citytrf.net

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## Request for Council Action

**Date:** 01-16-2018

**Subject:** Kmart Property Deed Transfer

**Recommendation:** It is respectfully requested the council consider the following recommendation pursuant to the prior Installment Sales Agreement:

**Motion To:** To approve the transfer of certain Kmart Building real property located at 1547 US Highway 59 South, Thief River Falls, by quit claim deed to the present assignee, Gershman Properties, LLC, of rights under a prior installment sales agreement to which the City was a party.

### Background:

In and around 1977, Zeisler-Morgan Properties, Ltd., an Ohio limited partnership, entered into a bond financing arrangement with the City of Thief River Falls, MN, in order to finance the development of a Kmart department store. As part of the transaction, in order to permit the issuance to be treated as municipal bonds, Zeisler transferred the property to the City. Thereupon, the City granted First National Bank in Grand Forks, the bond trustee, a first mortgage against the property (as security for payment of the bonds) and the City entered into an installment sale agreement with Zeisler, which contemplated that once the bonds were paid off (in 26 years—2003), the property would be transferred back to Zeisler (or its assignee—in this case, presently Gershman Properties LLC).

In 2003, the bonds in were paid off in full. Upon such payoff, First National Bank in Grand Forks (which had since changed its name to Alerus Financial) prepared and recorded various documents, including a Release and Discharge of Assignment, Release and Discharge of Collateral Assignment (regarding its interest in the Lease) and a Satisfaction of Mortgage. Additionally, Alerus faxed a letter me confirming that the obligations under the bonds had been satisfied.

However, what was apparently overlooked was the City transfer of the property back to Gershman Properties LLC. Instead, the fee interest in the property is still vested in the City, subject to the terms of the installment sales agreement.

**Financial Considerations:** Cost of Deed preparation.

**Legal Considerations:** City Attorney will prepare the quit claim deed for the land transfer from the City to the present assignee, Gershman Properties LLC.

**Department/Responsible Person:** Rod Otterness, City Administrator

**Reviewed by:** RO



# **Finance Plan**

**City of Thief River Falls, Minnesota**

**\$3,950,000**

**Electric Revenue Bonds, Series 2018A**

**January 16, 2018**



45 South 7th Street, Suite 2000

Minneapolis, MN 55402

612-851-5900 800-851-2920

[www.northlandsecurities.com](http://www.northlandsecurities.com)

Member FINRA and SIPC

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## Executive Summary

The following is a summary of the recommended terms for the issuance of \$3,950,000 Electric Revenue Bonds, Series 2018A (the "Bonds" or "2018A Bonds"). Additional information on the proposed finance plan and issuing process can be found after the Executive Summary, in the Issue Overview and Attachment 3 – Related Considerations.

<b>Purpose</b>	Proceeds from the Bonds will be used to fund construction of a new electric utility building.
<b>Security</b>	The City will pledge net revenues of the City's electric utility for payment of the Bonds. The full faith and credit of the City <u>is not</u> pledged for payment of the Bonds.
<b>Repayment Term</b>	The Bonds will mature annually each February 1 in the years 2019 - 2038. Interest on the Bonds will be payable on February 1, 2019 and semiannually thereafter on each February 1 and August 1.
<b>Estimated Interest Rate</b>	Average coupon: 3.16% True interest cost (TIC): 3.35%
<b>Prepayment Option</b>	Bonds maturing on and after February 1, 2027 will be subject to redemption on February 1, 2026 and any day thereafter at a price of par plus accrued interest.
<b>Rating</b>	A rating will be requested from Standard and Poor's (S&P). The City's general obligation debt is currently rated "AA-" but this will constitute a new rating, since the City does not have an outstanding rating on its electric utility.
<b>Tax Status</b>	The Bonds will be tax-exempt, bank qualified obligations.
<b>Risk Factors</b>	There are certain risks associated with all debt. Risk factors related to the Bonds are discussed in Attachment 5.
<b>Type of Bond Sale</b>	Direct Purchase sale with Northland Securities
<b>Preliminary Pricing Date</b>	Wednesday, February 28, 2018
<b>Council Consideration</b>	Tuesday, March 6, 2018

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## Issue Overview

### Purpose

Proceeds from the Bonds will be used to fund construction of a new electric utility building. The Bond issue size is based on actual construction bids received by City staff. In addition, the City intends to contribute a total of approximately \$969,250 of existing utility funds on hand to cover the required reserve fund and \$700,000 of project costs. The table below contains the sources and uses of funds for the bond issue.

<b>Sources Of Funds</b>	
Par Amount of Bonds	\$3,950,000.00
Planned Issuer Equity contribution	700,000.00
Additional required Equity contribution	269,250.00
<b>Total Sources</b>	<b>\$4,919,250.00</b>
<b>Uses Of Funds</b>	
Deposit to Project Construction Fund	3,850,000.00
Contingency	385,000.00
Architect Fee	200,000.00
Furnishings and Misc.	100,000.00
Deposit to Debt Service Reserve Fund (DSRF)	269,250.00
Total Costs of Issuance	112,170.00
Rounding Amount	2,830.00
<b>Total Uses</b>	<b>\$4,919,250.00</b>

### Authority

The Bonds will be issued pursuant to the authority of Minnesota Statutes, Chapters 475 and 453.

### Structure

The Bonds have been structured to result in relatively level annual debt service payments over the life of the Bonds. The City is currently using electric utility net revenues to pay 60% of the annual principal and interest on the City's General Obligation Equipment Certificates of Indebtedness, Series 2014A (the "2014A Certificates"), which equates to around \$120,000 annually through February 1, 2024. While electric revenues are not pledged to the 2014A Certificates, the continued use of electric revenues on the 2014A Certificates will reduce the amount of revenues available for debt service on the 2018A Bonds, but overall "coverage" is still relatively high at approximately 3.4 times.

The proposed structure for the bond issue and preliminary debt service projections are illustrated in Attachment 1 and projected coverage ratios are in Attachment 2.

### Security and Source of Repayment

The finance plan relies on the following assumptions for the revenues used to pay debt service, as provided by City staff:

- **Utility Revenues.** Net revenues of the City's electric utility will be pledged for payment of the Bonds. The City will covenant to institute electric rates and charges that are sufficient to produce net revenues equal to at least 125% of the debt service requirements on the Bonds. Based on audited 2016 net revenues of the electric utility, coverage is expected to be approximately 494% after issuance of the Bonds as illustrated in Attachment 2.

### Plan Rationale

The Finance Plan recommended in this report is based on a variety of factors and information provided by the City related to the financed project and City objectives, Northland's knowledge of the City and our experience in working with similar cities and projects. The issuance of

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Electric Revenue Bonds provides the best means of achieving the City's objectives and cost effective financing.

**Issuing Process**

The City has engaged Northland to act as underwriter for the Bonds pursuant to federal securities regulations. Northland will purchase the Bonds in an "arm's length" negotiated sale. The City has chosen this approach for a variety of reasons, including flexibility in timing, ability of the underwriter to explain the Bonds to investors and cultivate investor interest in the issue in advance of the sale, certainty of underwriting commitment and transparency of pricing process. The calendar of events for the issuing process can be found in Attachment 4.

In authorizing the issuance, the City Council will adopt a trigger (parameters) resolution. The resolution authorizes the Mayor and the Finance Director to execute a bond purchase agreement when the True Interest Cost of the Bonds is less than a certain TIC rate that the Council will determine at their January 16<sup>th</sup> meeting. The bond purchase agreement will then be ratified by the City Council at its next meeting. This approach gives the City greater flexibility in selling the Bonds when market conditions produce the desired results.

**Underwriter:** Northland Securities, Inc.

**Bond Counsel:** Dorsey & Whitney, LLP, Minneapolis

**Paying Agent:** Northland Trust Services, Inc.

## Attachment 1 – Preliminary Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
04/03/2018	-	-	-	-	-
02/01/2019	170,000.00	1.900%	94,559.13	264,559.13	264,559.13
08/01/2019	-	-	55,501.25	55,501.25	-
02/01/2020	155,000.00	2.000%	55,501.25	210,501.25	266,002.50
08/01/2020	-	-	53,951.25	53,951.25	-
02/01/2021	160,000.00	2.100%	53,951.25	213,951.25	267,902.50
08/01/2021	-	-	52,271.25	52,271.25	-
02/01/2022	160,000.00	2.200%	52,271.25	212,271.25	264,542.50
08/01/2022	-	-	50,511.25	50,511.25	-
02/01/2023	165,000.00	2.300%	50,511.25	215,511.25	266,022.50
08/01/2023	-	-	48,613.75	48,613.75	-
02/01/2024	170,000.00	2.400%	48,613.75	218,613.75	267,227.50
08/01/2024	-	-	46,573.75	46,573.75	-
02/01/2025	175,000.00	2.500%	46,573.75	221,573.75	268,147.50
08/01/2025	-	-	44,386.25	44,386.25	-
02/01/2026	180,000.00	2.600%	44,386.25	224,386.25	268,772.50
08/01/2026	-	-	42,046.25	42,046.25	-
02/01/2027	185,000.00	2.700%	42,046.25	227,046.25	269,092.50
08/01/2027	-	-	39,548.75	39,548.75	-
02/01/2028	190,000.00	2.800%	39,548.75	229,548.75	269,097.50
08/01/2028	-	-	36,888.75	36,888.75	-
02/01/2029	195,000.00	2.900%	36,888.75	231,888.75	268,777.50
08/01/2029	-	-	34,061.25	34,061.25	-
02/01/2030	200,000.00	3.000%	34,061.25	234,061.25	268,122.50
08/01/2030	-	-	31,061.25	31,061.25	-
02/01/2031	205,000.00	3.100%	31,061.25	236,061.25	267,122.50
08/01/2031	-	-	27,883.75	27,883.75	-
02/01/2032	210,000.00	3.200%	27,883.75	237,883.75	265,767.50
08/01/2032	-	-	24,523.75	24,523.75	-
02/01/2033	220,000.00	3.300%	24,523.75	244,523.75	269,047.50
08/01/2033	-	-	20,893.75	20,893.75	-
02/01/2034	225,000.00	3.350%	20,893.75	245,893.75	266,787.50
08/01/2034	-	-	17,125.00	17,125.00	-
02/01/2035	235,000.00	3.400%	17,125.00	252,125.00	269,250.00
08/01/2035	-	-	13,130.00	13,130.00	-
02/01/2036	240,000.00	3.450%	13,130.00	253,130.00	266,260.00
08/01/2036	-	-	8,990.00	8,990.00	-
02/01/2037	250,000.00	3.500%	8,990.00	258,990.00	267,980.00
08/01/2037	-	-	4,615.00	4,615.00	-
02/01/2038	260,000.00	3.550%	4,615.00	264,615.00	269,230.00
<b>Total</b>	<b>\$3,950,000.00</b>	<b>-</b>	<b>\$1,399,711.63</b>	<b>\$5,349,711.63</b>	<b>-</b>

### Date And Term Structure

Dated	4/03/2018
Delivery Date	4/03/2018
First available call date	2/01/2026
Call Price	100.000%

### Yield Statistics

Bond Year Dollars	\$44,309.72
Average Life	11.218 Years
Average Coupon	3.1589267%

Net Interest Cost (NIC)	3.3336513%
True Interest Cost (TIC)	3.3493435%
All Inclusive Cost (AIC)	3.4493926%

## Attachment 2 – Preliminary Coverage Ratios

Date	Principal	Coupon	Interest	Total P+I	DSR	Net New D/S	Estimated Coverage Ratio*	Existing D/S**	Estimated Coverage Ratio with Existing Debt*
02/01/2019	170,000.00	1.900%	94,559.13	264,559.13	-	264,559.13	4.99	118,957.50	3.44
02/01/2020	155,000.00	2.000%	111,002.50	266,002.50	-	266,002.50	4.96	119,857.50	3.42
02/01/2021	160,000.00	2.100%	107,902.50	267,902.50	-	267,902.50	4.93	120,697.50	3.40
02/01/2022	160,000.00	2.200%	104,542.50	264,542.50	-	264,542.50	4.99	121,477.50	3.42
02/01/2023	165,000.00	2.300%	101,022.50	266,022.50	-	266,022.50	4.96	119,497.50	3.42
02/01/2024	170,000.00	2.400%	97,227.50	267,227.50	-	267,227.50	4.94	119,632.50	3.41
02/01/2025	175,000.00	2.500%	93,147.50	268,147.50	-	268,147.50	4.92	-	4.92
02/01/2026	180,000.00	2.600%	88,772.50	268,772.50	-	268,772.50	4.91	-	4.91
02/01/2027	185,000.00	2.700%	84,092.50	269,092.50	-	269,092.50	4.91	-	4.91
02/01/2028	190,000.00	2.800%	79,097.50	269,097.50	-	269,097.50	4.91	-	4.91
02/01/2029	195,000.00	2.900%	73,777.50	268,777.50	-	268,777.50	4.91	-	4.91
02/01/2030	200,000.00	3.000%	68,122.50	268,122.50	-	268,122.50	4.92	-	4.92
02/01/2031	205,000.00	3.100%	62,122.50	267,122.50	-	267,122.50	4.94	-	4.94
02/01/2032	210,000.00	3.200%	55,767.50	265,767.50	-	265,767.50	4.97	-	4.97
02/01/2033	220,000.00	3.300%	49,047.50	269,047.50	-	269,047.50	4.91	-	4.91
02/01/2034	225,000.00	3.350%	41,787.50	266,787.50	-	266,787.50	4.95	-	4.95
02/01/2035	235,000.00	3.400%	34,250.00	269,250.00	-	269,250.00	4.90	-	4.90
02/01/2036	240,000.00	3.450%	26,260.00	266,260.00	-	266,260.00	4.96	-	4.96
02/01/2037	250,000.00	3.500%	17,980.00	267,980.00	-	267,980.00	4.93	-	4.93
02/01/2038	260,000.00	3.550%	9,230.00	269,230.00	(269,250.00)	(20.00)	N/A	-	N/A
<b>Total</b>	<b>\$3,950,000.00</b>	<b>-</b>	<b>\$1,399,711.63</b>	<b>\$5,349,711.63</b>	<b>(269,250.00)</b>	<b>\$5,080,461.63</b>		<b>\$720,120.00</b>	

\* Coverage ratio based on audited 2016 electric net revenues of \$1,320,190.

\*\* Existing debt service consists of 60% of the principal and interest on the City's G.O. Equipment Certificates of Indebtedness, Series 2014A, which is payable from electric revenues.

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## Attachment 3 – Related Considerations

### Bank Qualification

We understand the City (in combination with any subordinate taxing jurisdictions or debt issued in the City's name by 501(c)3 corporations) anticipates issuing \$10,000,000 or less in tax-exempt debt during the 2018 calendar year. Therefore the Bonds will be designated as "bank qualified" obligations pursuant to Federal Tax Law.

### Arbitrage Compliance

The Bonds are expected to qualify for the "small issuer" exemption related to arbitrage rebate.

Other aspects of arbitrage regulations will apply to the investment of bond proceeds and the debt service fund.

Project/Construction Fund. All tax-exempt bond issues are subject to federal rebate requirements which require all arbitrage earned to be rebated to the U.S. Treasury. A rebate exemption the City expects to qualify for is the "small issuer" exemption because the City expects to issue less than \$5,000,000 of tax-exempt bonds, including any 501(c)3 conduit financings, in calendar year 2018.

Debt Service Fund. The City must maintain a bona fide debt service fund for the Bonds or be subject to yield restriction in the debt service fund. A bona fide debt service fund involves an equal matching of revenues to debt service expense with a balance forward permitted equal to the greater of the investment earnings in the fund during that year or 1/12 of the debt service of that year.

Debt Service Reserve Fund. Because the monies deposited into this account will be City funds, the fund is not restricted to federal rebate requirements.

The City should become familiar with the various Arbitrage Compliance requirements for this bond issue. The Resolution for the Bonds prepared by Bond Counsel explains the requirements in greater detail.

### Continuing Disclosure

Type: Full

Dissemination Agent: Northland Securities

The requirements for continuing disclosure are governed by SEC Rule 15c2-12. The primary requirements of Rule 15c2-12 actually fall on underwriters. The Rule sets forth due diligence needed prior to the underwriter's purchase of municipal securities. Part of this requirement is obtaining commitment from the issuer to provide continuing disclosure. The document describing the continuing disclosure commitments (the "Undertaking") is contained in the Official Statement that will be prepared to offer the Bonds to investors.

The City has more than \$10,000,000 of outstanding debt and is required to undertake "full" continuing disclosure. Full disclosure requires annual posting of the audit and a separate continuing disclosure report, as well as the reporting of certain "material events." Material events set forth in the Rule, including, but not limited to, bond rating changes and call notices, must be reported within ten days of occurrence. The report contains annual financial information and operating data that "mirrors" material information presented in the Official Statement. The information reported for this issue will relate specifically to financial and operating data of the electric utility. The specific contents of the annual report will be described in the Undertaking that appears in the appendix of the Official Statement. Northland currently



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serves as dissemination agent for the City, assisting with the annual reporting. The information for the Bonds will be incorporated into our reporting.

### **Premiums**

In the current market environment, it is likely that the proposed pricing will include premiums. A premium occurs when the underwriter pays the City an amount in excess of the par amount of a maturity in exchange for a higher coupon (interest rate). The use of premiums reflects the underwriter's view on future market conditions, tax considerations for investors and other factors. Ultimately, the true interest cost ("TIC") calculation will indicate the overall cost to the City, regardless of premium.

A premium price produces additional funds that can be used in several ways:

- The premium means that the City needs less bond proceeds and can reduce the size of the issue by the amount of the premium, or the City can reduce the amount of the cash contribution by the amount of the premium.
- The premium can be deposited in the Construction Fund and used to pay additional project costs, rather than used to reduce the size of the issue.
- The premium can be deposited in the Debt Service Fund and used to pay principal and interest.

Northland will work with City staff on the sale day to determine use of premium (if any).

### **Rating**

A rating will be requested from Standard and Poor's (S&P). The City does not have an outstanding rating for its electric utility. The rating process will include a conference call with the rating analyst. Northland will assist City staff in preparing for and conducting the rating call.

## Attachment 4 - Calendar of Events

<i>January 2018</i>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<i>February 2018</i>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

<i>March 2018</i>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<i>April 2018</i>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Date	Action	Responsible Party
January 9 <sup>th</sup>	Finance Plan and Trigger Resolution Sent to the City	Northland, Bond Counsel
January 16 <sup>th</sup>	Trigger Resolution Adopted	<b>City Council Action,</b> Northland
January 22 <sup>nd</sup>	Send Preliminary Official Statement to City for Sign Off and to Rating Agency	Northland
Week of February 5 <sup>th</sup>	Rating Call	Northland, City, Rating Agency
February 20 <sup>th</sup>	Rating Received	Northland, City, Rating Agency
February 28 <sup>th</sup>	Pricing Date Bond Purchase Agreement Signed	Northland, City
March 6 <sup>th</sup>	Awarding Resolution adopted - 5:30 p.m.	<b>City Council Action,</b> Northland, Bond Counsel
April 3 <sup>rd</sup>	Closing on the Bonds (Proceeds Available)	Northland, City Staff, Bond Counsel

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## Attachment 5 - Risk Factors

Utility Revenues: The City pledges the net revenues of the Electric Utility to the payment of principal and interest on the Bonds. The failure to adjust rates and charges as needed and the loss of significant customers could affect available net revenues. Other changes, such as regulatory changes or unforeseen problems with the utility, could negatively impact net revenues available for debt service. Since the City's general obligation pledge does not secure these Bonds, bondholders will be relying on the City maintaining all of the revenue covenants in the bond resolution, including debt service coverage of at least 125% from net electric utility revenues.

General: In addition to the risks described above, there are certain general risks associated with the issuance of bonds. These risks include, but are not limited to:

- Failure to comply with covenants in bond resolution.
- Failure to comply with Undertaking for continuing disclosure.
- Failure to comply with IRS regulations, including regulations related to use of the proceeds and arbitrage/rebate. The IRS regulations govern the ability of the City to issue its bonds as tax-exempt securities and failure to comply with the IRS regulations may lead to loss of tax-exemption.

**City of Thief River Falls, Minnesota**  
**20-Year Financing Scenarios**  
**Electric Revenue Bonds, Series 2018A**  
**(Interest rates as of December 28, 2017)**

Bond Overview	Electric Revenue Bonds, Series 2018A	
	"A+" Rated	Non-Rated
Project related expenses	\$ 4,535,000	\$ 4,535,000
Add: Costs of Issuance and Rounding	\$ 115,000	\$ 95,000
Add: Debt Service Reserve Fund	\$ 269,250 <sup>(1)</sup>	\$ 274,958 <sup>(1)</sup>
Subtract: Issuer Contribution	\$ (969,250)	\$ (974,958)
<b>Total Bond Amount</b>	<b>\$ 3,950,000</b>	<b>\$ 3,930,000</b>
Bond term	20	20
Avg. Interest Rate	3.16%	3.49%
True Interest Cost (TIC) Rate	3.35%	3.69%
Total Net Debt Service	\$ 5,349,712	\$ 5,449,255
Avg. Annual Debt Service	\$ 267,486 <sup>(2)</sup>	\$ 272,463 <sup>(2)</sup>
Annual Surveillance Rating Fee	\$ 2,500	\$ -
Total Avg. Annual Debt Service	\$ 269,986	\$ 272,463
Average Estimated Coverage Ratio*	4.94 <sup>(3)</sup>	4.85 <sup>(3)</sup>

(1) The Debt Service Reserve Fund is funded as part of the Issuer Contribution.

(2) The Dave Berg rate study assumed debt service payments of approximately \$280,000 / yr.

(3) Coverage ratio based on audited 2016 electric net revenues of \$1,320,190. It also assumes the City earns 2.75% interest on the debt service reserve fund and does not include the City's use of electric revenues to cover 60% of the principal and interest on the City's G.O. Certificates of Indebtedness, Series 2014A. The Series 2014A Bonds mature in 2024, and during those years the average coverage ratio is 3.42 and 3.36 for the rated and non-rated scenarios respectively.

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#8.01

**RESOLUTION APPROVING THE ISSUANCE OF  
ELECTRIC REVENUE BONDS, SERIES 2018A**

BE IT RESOLVED by the City Council of the City of Thief River Falls, Minnesota (herein, the "City"), as follows:

1. The City Council hereby finds and declares that it is necessary and expedient for the City to sell and issue its fully registered electric revenue bonds in the total aggregate principal amount not to exceed \$4,000,000 (herein, the "Bonds"). The proceeds of the Bonds will be used to finance a new electric utility building and the costs of issuing the Bonds.
2. The City Council desires to proceed with the sale of the Bonds by direct negotiation with Northland Securities, Inc. (herein, "NSI"). NSI will purchase the Bonds in an arm's-length commercial transaction with the City.
3. The Mayor and Finance Director are hereby authorized to approve the sale of the Bonds in an aggregate principal amount not to exceed \$4,000,000 and to execute a bond purchase agreement for the purchase of the Bonds with NSI, provided the true interest cost is less than \_\_\_%.
4. Upon approval of the sale of the Bonds by the Mayor and the Finance Director the City Council will take action at its next regularly scheduled or special meeting thereafter to adopt the necessary approving resolutions as prepared by the City's bond counsel.
5. NSI is authorized to prepare an Official Statement related to the sale of the Bonds.
6. If the Mayor and the Finance Director have not approved the sale of the bonds to NSI and executed the related bond purchase agreement by June 30, 2018, this resolution shall expire.

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

405 Third Street East • PO Box 528  
Thief River Falls MN 56701-0528

#8.02

PHONE: 218-681-8506  
FAX: 218-681-8507  
email: mborseth@citytrf.net  
www.citytrf.net

## Request for Council Action

**DATE:** January 10, 2018

**SUBJECT:** Electric Department Facility Award

**RECOMMENDATION:** It is respectfully requested that the Council consider the following Electric Department Building Committee recommendation:

**Motion to:** Approve awarding Electric Department Building construction to Winkelman Building Company in the amount of \$3,850,000.00.

**BACKGROUND:** Digi-Key Electronics has purchased the former Electric Department facility and has constructed a new parking lot to support their existing business and current expansion. The Electric Department is currently functioning out of several locations on a temporary basis until a new facility can be completed. The Committee of the Whole selected the Noper site for the new Electric Department location as it is currently owned by the city and is a similar use to the adjacent MnDOT/Pennington County Joint Use Facility. This site can be utilized while allowing property for an additional 140 housing units on the other two lots in the subdivision. Additional yard space will be available at the water lime ponds on Pennington Avenue after they are decommissioned in 2018. The City Council approved a contract with Wiseth Smith Nolting for the design services for the new facility.

The City Council appointed Mayor Brian Holmer, along with Councilmen Don Sollum and Steve Narverud to serve on the Building Committee.

**KEY ISSUES:** Bids were opened on December 20<sup>th</sup> for the construction of the new facility. Bids were received from six contractors ranging from \$3,850,000 to \$4,255,550, with Winkelman Building Company being the low bid. The estimated cost was \$4,000,000. The project architect, Denise Koenigsberg, has reviewed the bids, verified the low bidder's qualifications and is recommending the award to Winkelman Building Company.

**FINANCIAL CONSIDERATIONS:** See attached bid summary and bond schedule.

**LEGAL CONSIDERATION:** None.

**DEPARTMENT/RESPONSIBLE PERSON:** Dale Narlock, Electric Department Superintendent and Mark Borseth, Public Works Director.

Encl: (2)

December 21, 2017



Mark Borseth, Engineering Services Director  
City of Thief River Falls  
405 Third Street East / PO Box 528  
Thief River Falls, MN 56701-0528  
(Submitted via email: [stthomas@isd707.org](mailto:stthomas@isd707.org))

Bemidji  
315 5th Street NW  
PO Box 398  
Bemidji, MN 56619-0398

218.444.1859   
218.444.1860   
[Bemidji@wsn.us.com](mailto:Bemidji@wsn.us.com)   
[WidsethSmithNolting.com](http://WidsethSmithNolting.com)

RE: Thief River Falls Electrical Maintenance Facility - Contractor Recommendation  
WSN Project #: 0680C0971.001

Dear Mr. Borseth,

We have completed our review of the bids received for the Thief River Falls Electrical Maintenance Facility project. We received bids from six contractors: Gopher State Contractors, Winkelman Building Company, Construction Engineers, Inc., Structures, Inc., T.F. Powers Construction, Company, and ICS, Inc.

Winkelman Building Company, of St Cloud, Minnesota, is the apparent low bidder. Based on the Instructions to Bidders, we find them to be a responsive and qualified bidder. They have submitted the requested Supplemental Bid Breakdown and the Statement of Contractor's Qualifications for, a copy of both are attached.

I discussed the bid breakdown information with Jay Vogel, VP/CFO. The pricing seems fair and reasonable.

Based on the information stated in the Statement of Contractor's Qualification, information published on their website, and discussion with Jay Vogel, the contractor has the experience required to accomplish the work described in your project. In addition, WSN has contacted the three references provided and all responses to interview questions regarding Winkelman's performance were favorable.

We recommend award of the project to Winkelman Building Company in the amount of \$3,850,000. We also recommend that the City have a contingency fund of approximately 5% to be used to cover the cost of unforeseen conditions or enhancements.

I will await your response in regards to how the City would like to proceed with the Electrical Maintenance Facility project. After your response, if you agree with this recommendation, we will proceed with assembling the contract for execution and send a "letter of intent to award" to Winkelman Building Co. The letter will include a list of documents required before the Notice to Proceed can be issued.

Please feel free to contact me if you have any questions.

Thank You!

WIDSETH SMITH NOLTING & ASSOCIATES

A handwritten signature in black ink that reads "Denise S. Koenigsberg".

Denise Koenigsberg, AIA  
Project Architect

Encl. Supplemental Bid Breakdown & Statement of Contractor's Qualifications

Engineering

Architecture

Surveying

Environmental

## BID TABULATION

PROJECT:

Thief River Falls Electrical Maintenance Facility

LOCATION:

Received: Public Works Director's office / Opened: City Council Chambers

BIDS OPEN:

2:00 PM Tuesday, December 20, 2017

CONTRACTOR	ITEM	Bid Offer	Addendum 1	Addendum 2	Addendum 3	Responsible Contractor Certificate	Bid Bond
Gopher State Contractors		\$3,999,000	Yes	Yes	Yes	Yes	Yes
Winkelman Building Company		\$3,850,000	Yes	Yes	Yes	Yes	Yes
Construction Engineers, Inc.		\$4,178,000	Yes	Yes	Yes	Yes	Yes
Structures, Inc.		\$4,037,500	Yes	Yes	Yes	Yes	Yes
T.F. Powers Construction, Company		\$3,985,000	Yes	Yes	Yes	Yes	Yes
ICS, Inc.		\$4,255,550	Yes	Yes	Yes	Yes	Yes





<b>Electrical Maintenance Facility</b> <b>20-Dec-17</b> <b>Thief Rivers Fall, MN</b> <b>Widseth Smith Nolting</b>
--

Division 01	General Requirements	\$410,854
Division 02	Earthwork, Site Utilities, Paving, Fencing	\$679,066
Division 03	Concrete, Hollowcore plank	\$508,196
Division 04	Masonry	\$14,800
Division 05	Structural Steel & Erection	\$45,600
Division 06	Carpentry, Millwork	\$74,194
Division 07	Caulking and Sealants	\$27,412
Division 08	Doors, Frames, Hardware, Glazing, OH Doors	\$90,731
Division 09	Drywall, Tile, Acoustical Ceilings, Paint	\$306,744
Division 10	Toilet Comp, Access, Display Boards, Signage	\$49,856
Division 11	Projection Screens	\$3,387
Division 12	Window Treatments	\$544
Division 13	Metal Building Systems / Insulation / Liner Panel	\$775,890
Division 14	Bridge Crane	\$74,706
Division 21	Fire Protection	\$61,000
Division 22 & 23	Plumbing, HVAC/Controls, Hydronics	\$462,020
Division 26	Electrical	\$265,000
<b>TOTAL</b>		<b>\$3,850,000</b>

SECTION 00 4120  
STATEMENT OF CONTRACTOR'S QUALIFICATIONS

Complete this form, if requested, within 48 hours after submission of bid as additional bid information.

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate sheets. The Bidder may submit any additional information he/she desires.

1. Name of Contractor Winkelman Building Company, LLC.
2. Permanent Main office address, including City, State & Zip Code \_\_\_\_\_  
340 Hwy 10 South, St. Cloud, MN 56304
3. Name all Corporate Officers.  
Cynthia Schultz, Andy Auger, Robbie Schultz, Mike Schoenecker, Jay Vogel,  
and Lawrence Peterson
4. When organized 1969, as Winkelman Building Company, LLC. in 2017
5. If a Corporation, where incorporated Minnesota
6. How many years have you been engaged in construction under your present firm or trade name? 48 years, as Winkelman Building Corp./1 year as Winkelman Building Company, LLC.
7. General character of work performed by your company Construction Management and General Contracting
8. List projects of similar scope, age and type including contact information for owner's representatives. List minimum of three (3) projects.
  - a. Project Name: Fedex Maintenance and Dock Addition  
Location: Waite Park, MN  
Type of Project: Pre-engineered metal building dock door, maintenance bay additions and site expansion  
Date of Completion: 2016 | \$3,000,000  
Contact and Phone #: Sy & Sons, Inc. (Developer), Tom Janochoski - (651) 485-9974
  - b. Project Name: SCR-Inc. Production Addition  
Location: St. Cloud, MN  
Type of Project: Pre-engineered metal building for production/shipping and site expansion.

0680C0971.001

STATEMENT OF  
CONTRACTOR'S  
QUALIFICATIONS

00 4120 - 1

Date of Completion: 2016 | \$2,000,000  
Contact and Phone #: SCR-Inc., Pat Welty - (320) 260-2646

c. Project Name: Thermo-Tech Windows  
Location: Sauk Rapids, MN  
Type of Project: Pre-engineered metal building for production of windows,  
Multiple Buildings and additions (over 120,000sf)  
Date of Completion: 2000-2010 - 100,000sf of buildings  
2017 Currently completing 58,000sf addition  
Contact and Phone #: John Ferkinoff - (320) 980-5250

d. (Attached additional sheets if desired for additional projects.)

9. Have you ever failed to complete any work awarded to you? If so, where and why?  
No  
\_\_\_\_\_  
\_\_\_\_\_

10. Have you ever defaulted on a contract? If so, where and why?  
No  
\_\_\_\_\_  
\_\_\_\_\_

(CONTINUED NEXT PAGE)

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Owner's representative in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at 1-22 this 21<sup>st</sup> day of December, 2017

Jay Vogel  
(Name of Bidder)

By: [Signature]  
Title: VP of Preconstruction  
State of: IL  
County of: Benton

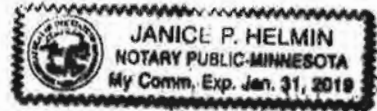
being duly sworn, deposes and says that he/she is the VP of Preconstruction Services  
of Winkelman Building Company, LLC.  
(Name of Organization)

and that the answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this 21<sup>st</sup> day of December, 2017

[Signature]  
(Notary Public)

My Commission Expires: 1-31-2019



END OF SECTION

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#8.02

**RESOLUTION NO. : APPROVAL TO AWARD ELECTRIC DEPARTMENT  
BUILDING CONSTRUCTION TO WINKELMAN BUILDING COMPANY**

Presented as part of the Consent Agenda, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

WHEREAS, bids were opened on December 20<sup>th</sup> for the construction of the new Electric Department facility. Bids were received from six contractors ranging from \$3,850,000 to \$4,255,550, with Winkelman Building Company being the low bid. The estimated cost was \$4,000,000. The project architect, Denise Koenigsberg, has reviewed the bids, verified the low bidder's qualifications and is recommending the award to Winkelman Building Company.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Electric Department Building Committee recommendation to approve awarding Electric Department Building construction to Winkelman Building Company in the amount of \$3,850,000.00.

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

405 Third Street East • PO Box 528  
Thief River Falls MN 56701-0528

#8.03

PHONE: 218-681-8506  
FAX: 218-681-8507  
email: mborseth@citytrf.net  
www.citytrf.net

## Request for Council Action

**DATE:** January 10, 2018

**SUBJECT:** 2018 Street & Utilities Improvements Feasibility Report

**RECOMMENDATION:** It is respectfully requested that the Council consider the following:

**Motion to:** Approve the Feasibility Report for the proposed 2018 Street & Utilities Improvements and call for a public hearing.

**BACKGROUND:** The 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, homeowner's and other departments.

1. Technology Street – Street & Utilities Improvements
2. Digi-Key Drive – Street Improvements
3. First Street West – Street & Utilities Improvements
4. Nelson Drive – Utilities Improvements
5. MMCDC – Alley Construction
- 6A. Northwest Area Streets (South Section) – Full Mill & Resurfacing
- 6B. Northwest Area Streets (North Section) – Full Mill & Resurfacing
7. Spruce Avenue Crosswalks
8. Greenwood Street from Kendall Ave. to Spruce Ave. – Full Mill & Resurfacing
9. Highway No. 1 East (Eighth Street) – Street & Utilities Improvements
10. Highway No. 1 East Multi-Use Trail
11. Public Works Facility Paving
12. Water Distribution Facility Paving

**KEY ISSUES:** The City Council needs to call for a public hearing on any or all of the items included in the feasibility report in order to proceed with the project. The public hearing is scheduled for February 12<sup>th</sup> at 5:00 P.M. in the City Council Chambers. All affected residents will be mailed a notice of hearing, giving them an opportunity to attend and voice their opinion for or against the project. A hearing notice will also be published in the Times.

**FINANCIAL CONSIDERATIONS:** Outlined in the attached feasibility report and financial summary.

**LEGAL CONSIDERATION:** Minnesota Statute Chapter 429 requirements apply.

**DEPARTMENT/RESPONSIBLE PERSON:** Mark Borseth, Community Services Director.

Encl: (1)



# City of Thief River Falls

PUBLIC WORKS DEPARTMENT

PHONE: 218-681-8506 • FAX: 218-681-8507

email: [mborseth@citytrf.net](mailto:mborseth@citytrf.net)

[jrdavis@citytrf.net](mailto:jrdavis@citytrf.net)

[hufnagle@citytrf.net](mailto:hufnagle@citytrf.net)

CITY HALL

405 Third Street East • PO Box 528  
Thief River Falls, MN 56701-0528

January 2, 2018

FEASIBILITY REPORT  
PROPOSED 2018 STREET & UTILITIES IMPROVEMENTS  
CITY OF THIEF RIVER FALLS, MINNESOTA  
PROJECT NO. 2982018.00

Mayor and City Council  
Thief River Falls, MN

Mayor Holmer and City Councilmembers:

This Feasibility Report has been prepared for the proposed street and utilities improvements in the City of Thief River Falls in 2018. The proposed work is recommended for consideration as a result of meetings with department heads, Council committees, developers, and according to items included in the City's Capital Improvements Plan.

1. **TECHNOLOGY STREET – STREET & UTILITIES IMPROVEMENTS AND**
2. **DIGI-KEY DRIVE-STREET IMPROVEMENTS:**

As a part of the Digi-Key expansion project, the City of Thief River Falls secured a Minnesota Department of Employment and Economic Development (DEED) Business Development Public Infrastructure (BDPI) Grant of \$1.6 million dollars towards the construction of water, sanitary sewer, storm sewer and street construction for Technology Street. Technology Street is an east-west ½ mile long street on the north side of Digi-Key that connects Barzen Avenue to County State Aid Highway No. 16. The grant also covers a portion of the construction of Digi-Key Drive that is a 525-foot long roadway segment connecting Greenwood Street to the former alignment of Greenwood Street to serve newly constructed Digi-Key parking lot, Davidson Construction, Minnkota Power substation and future development.

The proposed improvements on Technology Street would consist of the installation of a 12-inch and 8-inch water main connecting Barzen Avenue with First Street through the Noper Development, construction of a 44-foot wide 9-ton design roadway from Barzen Avenue to County State Aid Highway No. 16., storm sewer with storm water treatment and 4-inch white epoxy painted 8 foot wide bicycle lanes. The bituminous wearing course and striping would be left off until 2019 due to the significant amount

of underground work and potential trench settlements. The estimated cost for these improvements is \$1,995,000.

The proposed improvements on Digi-Key Drive would consist of the construction of a 40-foot wide 9-ton roadway from the new alignment of Greenwood Street to the old alignment of Greenwood Street through an existing roadway easement.

The estimated cost for these improvements is \$324,000.

These two roadway segments were deemed as necessary to manage the significant traffic increases projected as a part of the Digi-Key expansion in the original project development that was reinforced as necessary through the recently completed AUAR Environmental Review.

**The total estimate project cost is \$2,319,000.** Funding for these improvements would come from a \$1.6 million BDPI Grant and bonding. The bonding portion of \$719,000 would be paid back through a tax increment financing inter-fund loan. There are no assessments on this portion of the project.

3. **FIRST STREET WEST – STREET & UTILITIES IMPROVEMENTS:**

First Street West right-of-way was platted as a part of Noper's Fifth Addition and is part of the Noper Development – Phase III. It is a 1,300-foot long roadway segment that connects Ruby Avenue with County State Aid Highway No. 16.

The street and utilities will serve the new City of Thief River Falls Electric Department Facility, multi-family housing for approximately 140 units in Phase III of the Noper Development, and will also prepare Phase IV of the Noper property for future development.

The proposed improvements would include the installation of 8-inch water main, 10-inch sanitary sewer, the construction of a 44-foot wide 9-ton roadway from recently constructed Ruby Avenue to County State Aid Highway No. 16, storm water treatment, and a 10-foot wide multi-use trail to serve the proposed multi-family apartment sites. The bituminous wearing course would be left off until 2019 due to the significant amount of underground work and potential trench settlements

**The total estimate project cost is \$888,000.** A Local Road Improvements Grant (LRIP) of \$618,000 has been applied for with the remaining \$270,000 coming from bonding. There is no guarantee in receiving the LRIP Grant. The City will continue to pursue additional outside funds for this project.

4. **NELSON DRIVE – STREET & UTILITIES IMPROVEMENTS:**

Nelson Drive from Fern Road to Nadine Street is a 1,250-foot long bituminous surfaced rural section roadway. This road segment is out of the City limits and under the jurisdiction of North Township.



Midwest Minnesota Development Corporation (MMCDC) is developing 14 single family owner occupied homes, and has requested water and sanitary sewer for the development. Installation of these utilities will require annexation of the road right-of-way.

The proposed improvements would include installation of an 8-inch water main loop, 8-inch sanitary sewer, water and sewer service lines, and restoration of the bituminous surfaced rural section roadway. Water and sewer service lines would be stubbed out to the four properties out of the city limits for future connection. Any properties out of the city limits would need to complete annexation prior to connection to city utilities and pay a connection fee at that time equal to the amount of the assessment or the current connection fee at that time, whichever is the higher of the two options. The bituminous wearing course would be left off until 2019 due to the significant amount of underground work and potential trench settlement. An 8-foot wide multi-use trail would also be constructed on the south side of Nelson Drive from Nadine Street to the northwest end of the MMCDC Development.

**The total estimate project cost is \$369,000.** Funding for these improvements would come from bonding. Benefitting properties would be assessed for 100% of the water main, sanitary sewer and service line costs. There are 850 feet of fronting properties available for assessment and approximately 1,000 feet of fronting properties available for future connection fee recovery.

5. **MMCDC ALLEY CONSTRUCTION:**

Midwest Minnesota Development Corporation (MMCDC) platted MMCDC's Greenwood Neighborhood Addition with 25 residential single family lots in 2016. This subdivision is bounded by Greenwood Street, Nadine Street and Nelson Drive. The lots along Greenwood Street and Nadine Street were developed in 2016 and 2017. They have requested utilities to develop the 14 lots along Nelson Drive as outlined in item 4 of this report.

This subdivision was developed as a smaller lot, smaller home plan for new construction single family homes to be affordable to the Thief River Falls market. This design utilizes a detached garage rear yard alley access to allow narrow lots of approximately 60 feet wide.

The proposed improvements would consist of the construction of a 690-foot long, 20-foot wide bituminous surfaced alley with drain tile and drainage. The bituminous wearing course would be left off until 2019 to allow residential home construction activities prior to completion.

**The total estimate project cost is \$82,000.** Funding for these improvements would come from bonding. Benefitting properties would be assessed for 100% of the alley improvements. There are approximately 550 feet of fronting properties available for assessment.

6. **NORTHWEST AREA STREETS – FULL MILL AND RESURFACING:**

A majority of the streets, approximately 75 blocks, in the northwest part of the City lying west of Highway 32 and primarily north of Third Street were constructed in the 1960's, most of which have been resurfaced in 1986 and 1988. They range from 30-feet to 40-feet wide and are 7-ton design streets. These streets are experiencing surface deterioration, but do not warrant full reconstruction.

The proposed improvements would consist of milling 2-inches of the entire street and placing a 2-inch bituminous wearing course, including replacement of miscellaneous sections of curb & gutter, and valve box and manhole adjustments. Residents experiencing sewer service line problems that require replacement are encouraged to do so as soon as possible this spring prior to resurfacing.

**The total estimate project cost is \$1,658,000.** Funding for these improvements would come from bonding. Benefitting properties would be assessed for 60% of the street improvements. There are approximately 25,000 feet of fronting properties available for assessment.

This project could be divided into two sections to spread out the cost over two separate projects as follows:

6A. **SOUTH SECTION - NORTHWEST AREA STREETS – FULL MILL AND RESURFACING:**

The south section of the northwest area streets can be defined as those blocks lying west of Highway 32 and south of and including Ninth Street. This area includes 40 blocks.

**The total estimate project cost for 6A is \$880,000.** There are approximately 12,000 feet of fronting properties available for assessment.

6B. **NORTH SECTION - NORTHWEST AREA STREETS – FULL MILL AND RESURFACING:**

The north section of the northwest area streets can be defined as those blocks lying west of Highway 32 and north of Ninth Street. This area includes 35 blocks.

**The total estimate project cost for 6B is \$780,000.** There are approximately 13,000 feet of fronting properties available for assessment.

7. **SPRUCE AVENUE CROSSWALKS:**

In 2018, the Minnesota Department Transportation (MnDOT) will be including the construction of a sidewalk on the south side of Third Street from Merriam Avenue to

Spruce Avenue and along the west side of Spruce Avenue from Third Street to First Street in a Highway 59 (Third Street) resurfacing project.

In conjunction with the MnDOT project, the proposed improvements included in the City project is the upgrade of pedestrian ramps at the northwest and southwest corner of First Street and Spruce Avenue, striped crosswalk on First Street and installation of rapid flashing button controlled solar power LED crosswalk lights on the north and south side of First Street. Improvements would also include pedestrian ramp construction on the southeast and northeast corners of Spruce Avenue and Greenwood Street, striped crosswalk on Greenwood Street and installation of rapid flashing button controlled solar power LED crosswalk lights on the north and south side of Greenwood Street. Both sides of Spruce Avenue from Greenwood Street to Nora Street would receive 4-inch white epoxy striping to create and 8-foot wide bicycle lane.

**The total estimate project cost is \$75,000.** These improvements would be fully funded with Municipal State Aid Funds.

8. **GREENWOOD STREET – FULL MILL AND RESURFACING:**

Greenwood Street from Kendall Avenue to Spruce Avenue is a 1,850-foot segment that was constructed to a 44-foot wide 9-ton design street in 1976 & 1980 and resurfaced in 1997 with Municipal State Aid Funds. This street is experiencing surface deterioration, but does not warrant full reconstruction.

The proposed improvements would consist of milling 2-inches of the entire street and placing a 2-inch bituminous wearing course, including replacement of miscellaneous sections of curb & gutter, and valve box and manhole adjustments. Improvements would also include 4-inch white epoxy striping to create and 8-foot wide bicycle lane on both side of Greenwood Street from Kendall Avenue to Hanson Drive.

**The total estimated project cost is \$150,000.** Funding for these improvements would come from Municipal State Aid Funds. Benefitting properties would be assessed for 60% of the street improvements. There are approximately 1,000 feet of fronting properties available for assessment.

9. **HIGHWAY NO. 1 EAST (EIGHTH STREET) – STREET & UTILITIES IMPROVEMENTS:**

Eighth Street was constructed in 1967 as a 44-foot wide 9-ton design state highway, along with the installation of utilities. The Minnesota Department of Transportation (MnDOT) is completing a complete reconstruction in 2018. The City of Thief River Falls will be responsible for a portion of the roadway costs along with the responsibility to replace the utilities as a part of the project.

The proposed city portion of the improvements would include complete replacement of the 8-inch water main, 8-inch sanitary sewer, and all water and sewer service lines.

**The total estimate project cost is \$700,000.** Funding for these improvements would come from bonding. Benefitting properties, as defined in 1967, would be assessed for 60% of the street improvements, 100% for driveway aprons and 100% for water & sewer service lines. There are approximately 1,200 feet of properties available for assessment. There are no assessments for water main and sanitary sewer main replacement.

10. **HIGHWAY NO. 1 EAST – MULTI-USE TRAIL:**

The City of Thief River Falls applied for and received a Federal Transportation Alternative Program (TAP) Grant from the District 2 Area Transportation Partnership (ATP) in 2015 to construct a multi-use trail along Highway No. 1 from the Thief River Bridge to the Multi Event Center (MEC).

This project was included with the Minnesota Department of Transportation (MnDOT) Highway No. 1 Improvement Project to improve the scale of economy gain efficiencies in the project.

The proposed improvements include excavation, aggregate base, hituminous surfacing and pedestrian ramp updates to construct this 1.03 mile long 8-foot wide multi-use trail that will connect the City of Thief River Falls with Northland Community College and the MEC.

**The total estimate project cost is \$130,000.** This project will be funded with \$84,000 in Federal Funds, \$5,000 in State Funds and \$41,000 in bonding. There are no assessments.

11. **PUBLIC WORKS FACILITY GARAGE PAVING:**

As a result of the Electric Department/Park Department Facility acquisition by Digi-Key to facilitate their expansion, and the subsequent restructuring of a Public Works Department, the City has undertaken multiple building projects. With the consolidation of the Park Division and the Street/Sanitation Division into the Public Works Department an addition is under construction at the Atlantic Avenue North location.

The facilities in the complex house the Street/Sanitation Division, Park Division and Mechanic. It is also the location for salt/sand storage, as well as, grass clippings and trees and branches drop-off. The City began Phase I of a paving project in 2011 on the north side of the original Street Department Facility.

The City has a significant investment in equipment and facilities. The aggregate surfacing around these facilities creates a very dirty environment and makes it nearly impossible to maintain a clean facility. Favorable bituminous prices, along with the scale of economy in 2018, make this the most affordable time to complete these improvements.

The proposed improvements would consist of removing and replacing curb & gutter on Horace Avenue damaged from a prior storm sewer problem, grading existing aggregate base on the north and south side of the new building, grading the existing aggregate base on the east side of the original Street Department building and place two 1½-inch lifts of bituminous.

**The total estimate project cost is \$80,000.** Funding for these improvements would come from \$65,000 in bonding and \$15,000 in storm water utility funds.

**12. WATER DISTRIBUTION GARAGE ADDITION PAVING:**

The Water Department, as part of the lime pond relocation and force main installation project, is constructing an addition to the south side of their existing heated garage. To finish that project, that does not include bituminous paving, and to maintain a clean environment, the Water Department is requesting a paved apron be included in this project.

The proposed improvements would consist of grading the existing aggregate base and placing two 1½-inch lifts of bituminous surfacing.

**The total estimate project cost is \$12,000.** Funding for these improvements would come from bonding.

It is my opinion that the proposed 2018 Street and Utilities Improvements are cost effective and feasible to construct and are necessary for the intended purposes as outlined in this report. The City Council should consider the items on a case-by-case basis. If the Council wishes to proceed with portions of this project, it is recommended that an Improvements Hearing be called in accordance with Minnesota State Statutes, Chapter 429, and according to the attached recommended schedule.

Respectfully submitted,



Mark Borseth  
Public Works Director

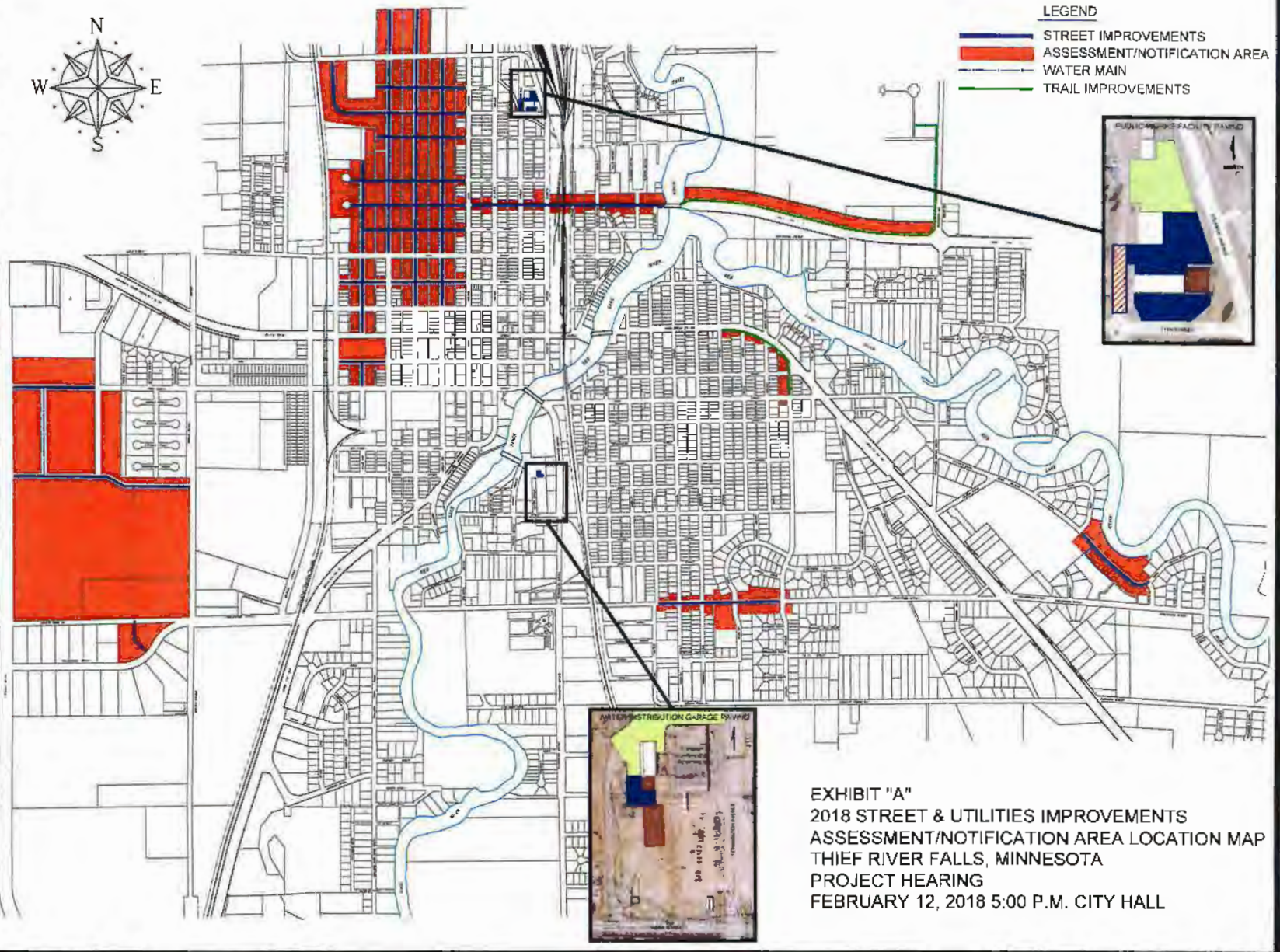
Encl: (3)

Cc: Rich Clauson, City Engineer  
Dale Narlock, Electric Superintendent  
Delray Sparby, City Attorney  
Wayne Johnson, Water Systems Superintendent  
Angie Philipp, Finance Director  
Rod Otterness, City Administrator  
John Cervantes, Street/Sanitation Division Foreman  
Mike Olson, Park Division Foreman

CITY OF THIEF RIVER FALLS  
**2018 STREET & UTILITIES IMPROVEMENTS PROJECT**  
 PRELIMINARY PROJECT FINANCING SUMMARY 01-02-2018  
 PROJECT NO. 2982018

	Construction	Engineering	Total	Financing Sources														
				Federal Funds	Storm Water Utility	Bonding Bid (BDP) 69%	Aboriginal State Aid	State Funds	Local Road Improvement Program (LRIP)	TIF Reimbursement	Total City Bonding	12 Year Bonding	15 Year Bonding	Assessment Recovery Street	Assessment Recovery Utility	Assessment Recovery Total	Future Connection Fee Recovery	
1 Technology Street - Street and Utilities Improvements	\$1,685,000	\$310,000	\$1,995,000			\$1,375,455					\$618,545	\$618,545	\$237,657	\$380,688				
2 Digi-Key Drive - Street Construction	\$270,000	\$54,000	\$324,000			\$223,545					\$100,455	\$100,455	\$100,455					
3 First Street West - Street Construction	\$740,000	\$148,000	\$888,000						\$618,000		\$270,000	\$0	\$270,000	\$65,000	\$91,000	\$157,000		
4 Nelson Drive Utilities Improvements - Rural Section Road Replacement	\$294,000	\$75,000	\$369,000								\$368,000	\$108,000	\$260,000		\$140,000	\$140,000	\$100,000	
5 MMDC Alley Construction	\$58,000	\$14,000	\$82,000								\$82,000	\$82,000	\$82,000	\$40,000		\$40,000		
6A Northwest Area Streets Full Mill and Resurfacing - South Section	\$704,000	\$176,000	\$880,000								\$680,000	\$80,000	\$800,000	\$285,000		\$285,000		
6B Northwest Area Streets Full Mill and Resurfacing - North Section	\$624,000	\$156,000	\$780,000								\$780,000	\$780,000	\$780,000	\$286,000		\$286,000		
7 Spruce Avenue Crosswalks	\$63,000	\$12,000	\$75,000				\$75,000											
8 Greenwood Street Full Mill and Resurfacing - Kendall Ave to Spruce Ave	\$125,000	\$25,000	\$150,000				\$150,000							\$22,000		\$22,000		
9 Highway No. 1 East (8th Street) Street & Utilities Improvements (1)	\$525,000	\$75,000	\$600,000								\$700,000	\$250,000	\$450,000	\$110,000	\$70,000	\$180,000		
10 Highway No. 1 East Multi-Use Trail	\$105,000	\$25,000	\$130,000	\$84,000				\$5,000			\$41,000	\$41,000	\$41,000					
11 Public Works Facility Paving	\$65,000	\$15,000	\$80,000		\$15,000						\$65,000	\$65,000	\$65,000					
12 Water Distribution Garage Paving	\$10,000	\$2,000	\$12,000								\$12,000	\$12,000	\$12,000					
<b>TOTALS</b>	<b>\$6,378,000</b>	<b>\$1,087,000</b>	<b>\$7,465,000</b>	<b>\$84,000</b>	<b>\$15,000</b>	<b>\$1,600,000</b>	<b>\$225,000</b>	<b>\$5,000</b>	<b>\$618,000</b>	<b>\$719,000</b>	<b>\$3,919,000</b>	<b>\$2,545,312</b>	<b>\$1,372,688</b>	<b>\$789,000</b>	<b>\$301,000</b>	<b>\$1,090,000</b>	<b>\$100,000</b>	

(1) Includes \$50,000 for local share of 8th Street lighting and \$35,000 for local share of Third Street sidewalk extensor



- LEGEND**
- STREET IMPROVEMENTS
  - ASSESSMENT/NOTIFICATION AREA
  - WATER MAIN
  - TRAIL IMPROVEMENTS

**EXHIBIT "A"**  
2018 STREET & UTILITIES IMPROVEMENTS  
ASSESSMENT/NOTIFICATION AREA LOCATION MAP  
THIEF RIVER FALLS, MINNESOTA  
PROJECT HEARING  
FEBRUARY 12, 2018 5:00 P.M. CITY HALL

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#8.03

**RESOLUTION NO. : ACCEPTANCE OF PROPOSED 2018 STREET AND UTILITIES IMPROVEMENT PROJECT FEASIBILITY REPORT AND CALLING FOR PUBLIC HEARING**

Mark Borseth, Community Services Director, presented a recommendation. Following discussion, Councilmember \_\_\_\_ introduced Resolution No. , being seconded by Councilmember \_\_\_\_, 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, homeowner’s and other departments.

1. Technology Street – Street & Utilities Improvements
2. Digi-Key Drive – Street Improvements
3. First Street West – Street & Utilities Improvements
4. Nelson Drive – Utilities Improvements
5. MMCDC – Alley Construction
- 6A. Northwest Area Streets (South Section) – Full Mill & Resurfacing
- 6B. Northwest Area Streets (North Section) – Full Mill & Resurfacing
7. Spruce Avenue Crosswalks
8. Greenwood Street from Kendall Ave. to Spruce Ave. – Full Mill & Resurfacing
9. Highway No. 1 East (Eighth Street) – Street & Utilities Improvements
10. Highway No. 1 East Multi-Use Trail
11. Public Works Facility Paving
12. Water Distribution Facility Paving

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 12<sup>th</sup> day of February, 2018 at 5:00 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.

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_Holmer\_\_\_Howe\_\_\_Sollom\_\_\_Hagen\_\_\_Brown\_\_\_Prudhomme\_\_\_Aarestad\_\_\_Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# City of Thief River Falls

#8.04

Ralph Engelstad Arena  
525 Brooks Avenue North  
Thief River Falls MN 56701-0528

PHONE: 218-681-2183  
FAX: 218-683-7246  
email: msletten@citytrf.net  
www.citytrf.net

---

## Request for Council Action

**DATE:** January 16, 2018

**SUBJECT:** CIMCO - Arenas Mechanical, Energy, & DFS Audit

**RECOMMENDATION:** it is respectfully requested the Council consider the following motion:

**MOTION:** to approve the recommendation of the Administrative Services Committee to authorize the execution on an agreement with CIMCO for detailed facility study (DFS) of both arenas (\$38,781) and combined engine room/plant building and utilities review (\$10,784) at the cost of \$49,565.

**BACKGROUND:** existing HVAC systems need comprehensive overhauls or replacements and the ice plant systems examined for conversion to alternative refrigerant.

**LEGAL:** the city has the authority to enter into agreements for professional services.

**FINANCIAL CONSIDERATIONS:** the cost will be paid from unbudgeted reserves.

**DEPARTMENT/RESPONSIBLE PERSON:** Missy Sletten, Arena Manager

**ATTACHMENT:** Proposed agreement

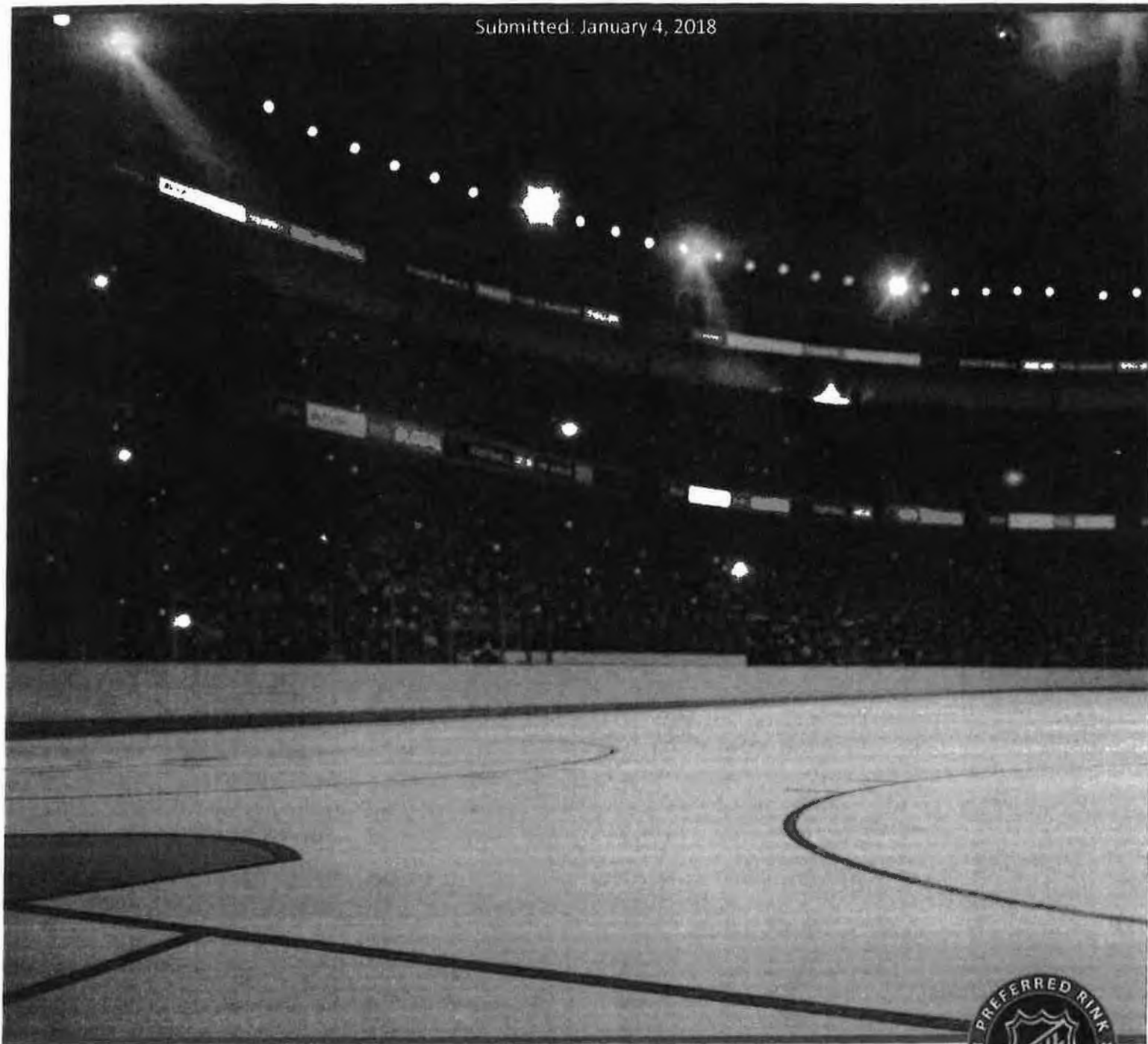
**STRATEGIC PLAN:** the proposed action assists the city goal of developing a sustainable business model for the REA.

**TOROMONT**

**CIMCO**

## REA & HOMCC Mechanical, Energy & DFS Audit Report

Submitted: January 4, 2018



**TOROMONT**

**CIMCO**

CIMCO REFRIGERATION Inc.

**1.218.556.2814**

• Mobile AL (USA HQ.) • Denver CO • Dallas TX • Phoenix AZ • Tampa FL  
• Hartford CT • Charlotte NC • York PA • Louisville KY • Birmingham AL  
• Van Buren AR • Springfield MO •

[www.cimcorefrigeration.com](http://www.cimcorefrigeration.com)



www.cimcorefrigeration.com

January 4, 2018

Missy Sletten  
Facility Manager  
REA- Ralph Engelstad Arena  
525 Brooks Avenue N.  
Thief River Falls, MN 56701

[msletten@citytrf.net](mailto:msletten@citytrf.net)  
218.681.2183

Re: **REA & HOMCC - HVAC& R, Rink, energy, building & retrofit review report proposal**

Dear Missy;

As discussed during our December 19, 2017 meeting with REA site staff, City of TRF staff administrators, CIMCO Refrigeration Inc. - CESCO- CIMCO Energy Services Company, is pleased to provide for your review, our Professional Services Fee Proposal, to assist your group regarding:

- ✓ HVAC – specifically heating systems in both REA and HOMCC rinks
- ✓ Refrigerant R-22 conversion and combined ice plant options for both rinks
- ✓ Heat reclaim and energy initiative reviews for reduced energy consumption
- ✓ Integrated design for heating and cooling integration with a new combined plant
- ✓ Exploratory costing and layout considerations for a third rink addition at HOMCC

Optionally CIMCO also includes proposes additional site review, system and Detailed Facility Study (DFS) report options for:

- Old Downtown rink
- TRF curling club on the site of HOMCC arena across the parking lot

We thank you for entrusting CIMCO REFRIGERATION Inc, in providing this proposal and exploring these options for Energy and Capital Improvements at your fine facilities and look forward to working closely with your entire group moving forward.

Respectfully submitted,

*Office Copy*

**J. Brian Blahey, B.Sc(Mech.) CEA, MBA, P.Eng**  
CIMCO Refrigeration Inc. - CESCO - US Recreation Group



CIMCO REFRIGERATION Inc.  
2502 Commercial Park Dr. | Mobile, AL 36606



Tel: 204.783.1209  
Fax 204.783.3373  
Cell: 218.556.2814 | [jblahey@toromont.com](mailto:jblahey@toromont.com)

# Teaming With Experience



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## World Headquarters

CIMCO REFRIGERATION  
65 Villiers Street  
Toronto, ON M5T 3S1

## USA Headquarters

CIMCO REFRIGERATION INC.  
2505 Commerical Park Drive  
Mobile, AL 36606

## PROJECT ROLE

Ice rink Design, Installation,  
Engineering and Commissioning

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CIMCO was founded in 1913 as a Limited Corporation the **Canadian Ice Machine Company**. In 1969 it was purchased by Toromont Industries, the largest geographical Caterpillar (CAT) dealership holder in the world and has operated continuously for 104 years. Toromont Industries is traded on the Toronto Stock exchange TSX:TIH. CIMCO expanded to the USA in 2005 upon the purchase of a Mobile, AL based regional firm and now boasts over 30 % of its \$ 305M Cdn revenues in the US. CIMCO specializes in the engineering, design, manufacture, installation, service and maintenance of industrial, process cooling and recreational ice hockey refrigeration systems. With a full complement of registered engineers, certified technicians and designers we apply innovative state-of-the art equipment, principles and green natural refrigerants to develop engineered and custom solutions that meet the most complex and discerning of clients and their cooling requirements. CIMCO's primary markets include: Ice rinks, Food and Beverage, Recreation and Process, Manufacturing industries, Cold Storage, Blast chilling and freezing, Pharmaceutical, Automotive, Chemical-Petrochemical and Mining. CIMCO creates value in a broad range of applications across these diverse market segments.

CIMCO Refrigeration is the **Largest Ice Rink Contractor and Design - Build firm in the world** and their list of successfully completed rinks exceeds 5500+ worldwide and continues to be the world "green solutions" rink contractor and service provider.

CIMCO's staff has a wide range of experience in the execution of complex projects utilizing in-house engineering, controls and electrical panel shop, manufacturing, certified trade's staff as project managers and considerable office support staff.

CIMCO Refrigeration Inc. headquarters in Mobile, AL also boasts manufacturing capabilities, the US rink project management and design team.

CIMCO now has over 60 professional engineers all well versed in aspects of design related to successful marriage of traditional ice rink refrigeration systems and the integration of the excess rejected heat (and cooling ) that can be distributed via its patented EcoCHILL products to any HVAC mechanical system within the same structure for reduced energy and operating costs. With local service and sales branches throughout North America, you will never be far from one of our depots.

A key CIMCO differentiator is the in-house manufacturing of factory packages ice rink systems, integrated controls, motor control panels and centers and DDC ice rink controllers with remote access capabilities under the same roof, allowing the CIMCO team to oversee, manage and control the entire design-build process from start to finish and through service and maintenance afterwards.

CIMCO provides completely engineered system, flow, coordination and layout drawings in Revit or AutoCAD on all of our projects, which reduces installation time, increases communication and coordination with other installation trades and improves to performance reliability and safety of all of our installations, regardless of size, complexity or location.

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## 1.0 Preamble and Terms of Reference

### 1.1 CIMCO REFRIGERATION Inc. response to clients' request for fee proposals based on email received from client Dec. 19, 2017:

- 1) HVAC {review} at the REA (Ralph Engelstad Arena) and HOMCC (Huck Olson Memorial Civic Center)
- 2) Changing refrigerants from R-22 to a green refrigerant. Running two rinks on one plant with possibility of adding a third rink in the future. Also Attached is a drawing of future third rink location
- 3) Efficiencies within all of the air handling units in the two facilities. Make up air and short term efficiency suggestions

*Items discussed at our meeting in Thief River Falls, MN 9: 30 AM - December 19, 2017 at the REA with TRF City administrators and REA staff:*

- 4) *Maximize reclaim and re-use of waste heat from ice plant design for reduction in energy (natural gas) and utilities consumption*
- 5) *Provide commentary and suggestions for CIMCO Eco CHILL integration to tackle HVAC (Heating Ventilation and Air Conditioning) needs in conjunction with refrigerant R-22 conversion and re-configuration of a combined Central Ice Plant System*

### 1.2 Compliance with Deep Retrofit and Integrated HVAC&R and Ice Rink Systems Solution Design and Energy Savings System Analysis

CIMCO REFRIGERATION Inc. will at all times commit to adherence to the following:

- 1.2.1 All local, county, State and applicable Statutes
- 1.2.2 Good Engineering practices, codes, standards and guidelines
- 1.2.3 Applicable building codes applicable to the authority having jurisdiction (AHJ)
- 1.2.4 ASHRAE Procedures for Energy Audit and templates (2<sup>nd</sup> edition) as applicable
- 1.2.5 Itemized scope of work contained herein
- 1.2.6 Provide actionable Investment Grade Audit and Project Development Construction costing estimates resulting from our DFS and review report and site findings applicable to the specified and outlined request of owner
- 1.2.7 Utilize and retain trusted outside sub-consultants and sub-contractors, as we see fit and at our sole cost and discretion in order to achieve the goals and deliverables set forth in our proposals herein. Costs for outside services, consultants and contractors shall remain the responsibility of CIMCO unless itemized specifically in the pricing matrix below.

1.2.8 Energy Savings Performance Contract- Managed Energy Service Contract (MESC) financing and lease to own construction delivery options, on those Energy Conservation Measures (ECM's) for which financing said ECM(s) is deemed worthy and financial conditions, ROI and **financial** terms are amenable to both parties.

***As discussed during our Dec 19, 2017 meeting*** - These potential options will be identified as being applicable for MESC and performance contracting delivery method, if and when applicable through our site review and benchmarking, engineering and prescribed analysis processes and presented to the client for acceptance and approval by both CIMCO and REA-TRF representatives. **(Applicable scope and ECM's TO BE DETERMINED FOLLOWING COMPLETION OF DFS)**

1.2.9 Long term life cycle costing (LCC) and comparative energy analyses of ALL viable rink-use refrigerant and green replacement alternatives are completed utilizing traditional and industry available methods, derivations and processes in determining viability and savings to the owner over the life span of the retrofit and componentry under consideration. Specifically long term viability of refrigerant options for replacement of said R-22 in all sites which is due for elimination Jan 1, 2010 by the governing industry bodies.

1.2.10 Data Collection and Reporting by CIMCO – using one or all of either eProject Builder (ePB), RETScreen (+PLUS) and IPU - Pack Calculator software at the full discretion of CIMCO and its internal controls, engineering standards and corporate processes.

1.2.11 EProject Builder ("ePB") is a web-based tool managed on behalf of the Department of Energy by The University of California/Lawrence Berkeley National Laboratory (LBNL). ePB enables CIMCO and our contracting agencies or other entities to:

- (1) Upload and track project-level information;
- (2) Generate basic project reporting materials
- (3) Benchmark proposed Energy Savings Initiative projects against historical data.

1.2.12 Based on information provided and produced by the CIMCO REFRIGERATION Inc., site investigation team, the parties agree that the data required to be delivered to REA-TRF under this clause has commercial value whose disclosure would cause competitive harm to the commercial value or use of the data. REA-TRF intends to withhold such data from disclosure under federal and local requirements and standard practice, subject to 10 C.F.R. 1004.3(e)(2). The use of this data is governed by the provisions of this professional fee proposal and DFS audit report contract and CIMCO Refrigeration Inc Standard Terms and Conditions. (see **APPENDIX 6**)

## 2.0 Abbreviations

<b>ASHRAE</b>	American Society of Heating Refrigeration & Air conditioning Engineers
<b>AHU</b>	Air Handling Unit
<b>CD</b>	Conceptual Design
<b>CFL</b>	Compact fluorescent light
<b>DFS</b>	Detailed Facility Study
<b>ECM</b>	Energy Conservation Measure
<b>EE</b>	Energy Efficiency
<b>EEBPP</b>	Energy Efficiency Best Practice program
<b>EOI</b>	Expression of Interest
<b>EPC</b>	Energy Performance Contracting
<b>(C) ESCO</b>	(CIMCO) Energy Services Company
<b>GHG</b>	Greenhouse Gas
<b>HVAC</b>	Heating Ventilation and Air Conditioning
<b>HVAC&amp;R</b>	HVAC & Refrigeration (combined)
<b>IAQ</b>	Indoor Air Quality
<b>IPMVP</b>	International Performance Measurement Verification Protocol
<b>IRR</b>	Internal Rate of Return
<b>M&amp;V</b>	Measurement and verification
<b>MVP</b>	Measurement and Verification Plan
<b>NPV</b>	Net Present Value
<b>O&amp;M</b>	Operations and Maintenance
<b>TPF</b>	Third part Financier
<b>VFD</b>	Variable Frequency Drive
<b>Co2</b>	Carbon Dioxide (Refrigerant) and air Contaminant
<b>NH3</b>	Ammonia Refrigerant gas
<b>R22</b>	HFC refrigerant gas being eliminated Jan 1, 2020



## 3.0 Overview approach to our methods to Energy Saving Designs & Budgets

### 3.1 General Scope of Services

#### Energy systems in buildings:

The key focus of our work will be derived from a need to review, enhance, incorporate and advise on how energy can be better utilized within your ice rink and refrigerated facilities. Secondly, the requested and required enhanced systems associated with the knowledge of how energy is consumed and how best to redistribute and REDUCE these costs; will be outlined in an expansion and re-configuration of your ice plant and Combo-HVAC&R systems via CIMCO Eco CHILL technology, where applicable and viable.

Below are some explanations of the how we will arrive at these retrofit solutions and base our costing and expansion, repair and retrofit costing budgets in your final report.

#### 3.1.1 Mechanical/Electrical / Refrigeration Ice Systems

- ✓ A review of available lighting, retrofits will be made for key lighting systems in the playing spaces and large energy consumptive non-CFL luminaires
- ✓ Fresh air and demand control ventilation levels will be reviewed
- ✓ Code compliance and control methodologies will be explored to reduce energy in preheating of OA (outside air) that is or is not required during occupied / unoccupied periods of building use
- ✓ Building automation systems will be reviewed and verified
- ✓ Heating and cooling through existing Desiccant units and AHU's will be addressed and reviewed
- ✓ Boiler efficiencies and set points reviewed
- ✓ Central ice plant Energy Recovery will be explored

Not included- outdoor lighting, outdoor electrical, building support systems

##### 3.1.1.1 Renewables

*This report and scope of work will NOT explore renewables such as solar, wind, geothermal and the like*

##### 3.1.1.2 Water Measures

Water consumption will be addressed summarily, with regards to

- Evaporative condensers
- Water heating practices
- Pre-heating and re-heating
- Water consumptive entities such as lavatories, water closets and showers

### 3.1.1.3 Specialty Systems or Specific Building Types

- ✓ Our scope will NOT entail any cooking, ancillary and specialty services and computer, data, electronic and communication systems
- ✓ Scope is contained to ice rink and HVAC&R integrations and improvements and findings within same
- ✓ See menu of pricing for additional options and services beyond REA and HOMCC

### 3.1.1.4 Energy Management Services

As discussed and intended, CIMCO will strive to as best possible benchmark the site(s) for energy management, consumption and provide comparative EUI (Energy Utilizing Index) ratings on comparable sites of similar size.

We will review occupant programs (behavior focus), usages rates and operating conditions and seasons for seasonality influences

CIMCO will review utility bills and benchmark utility consumption in the facility as a base line from which further improvements can be measured & compared.

*This scope of work will NOT include LEED for existing buildings, Energy Star ratings and calculations or other national programs of the like.*

### 3.1.1.5 Envelope Measures

- ✓ A cursory review of the roof membrane and structure will be undertaken to provide details on the leakage issues in the front entrance
- ✓ Infiltration and vapour barrier review (non-destructive) will be done to ascertain infiltration levels and infiltration/ exfiltration of air affecting HVAC and humidity loads in the playing spaces
- ✓ Cursory commentary on windows, doors and other fenestration will be advised

### 3.1.1.6 Operational Savings and Staffing Measures

- ✓ CIMCO will as possible assist in the identification and re-training of procedures and processes deemed to not be in the best interest of energy usage, and savings
- ✓ Staff involvement and acceptance of critiques and comments of our findings will be appreciated
- ✓ Sometimes energy is consumed by simply not operating the systems as they were intended and designed from the beginning

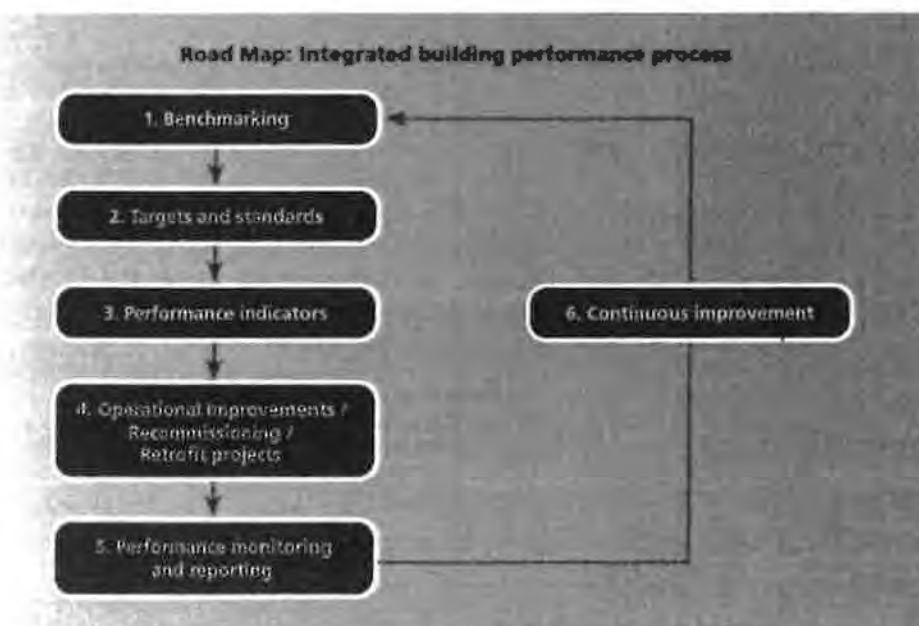
### 3.2 Investment Grade Audit

With the aforementioned scope of works, CIMCO CESCO will provide you, the owner and stakeholder group an INVESTMENT GRADE actionable construction level costing review and audit for your facilities, systems and associated-suggested improvements and ECM's applicable and meeting the criteria set forth in the scope of the DFS as well as rock solid environmentally friendly options for the removal of R22 from your sites, the addition of a proposed third rink / pad and overall improvements to operations of your ice systems.

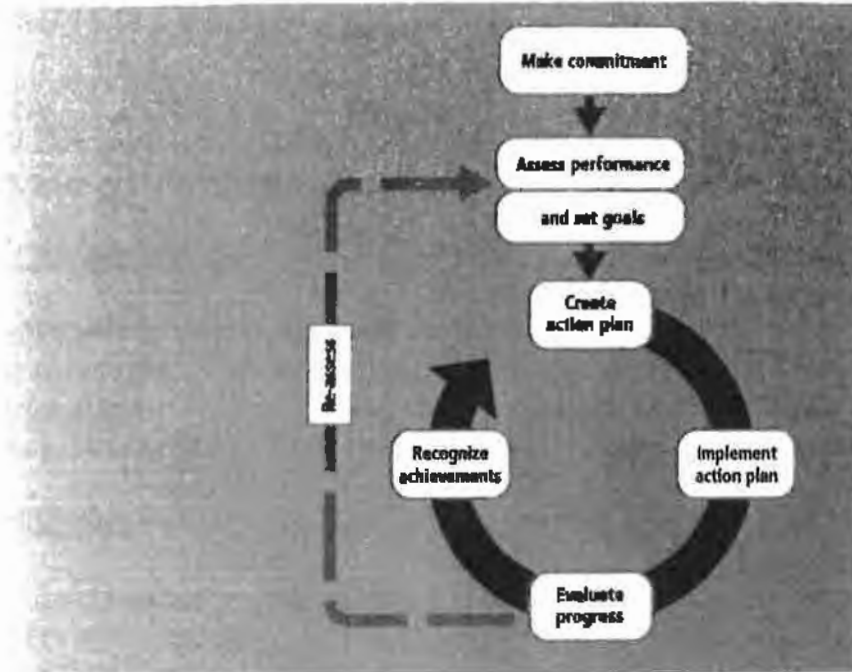
Any and all construction and capital expenditures, suggested will be in line with the key objectives outlined and requested by you, with Energy Savings, Longevity, the Environment and Reliability top of mind.

A first step to IMPROVED Energy Efficiency and Operating costs Reductions

Figure 3. Using benchmarking to take action



This is NOT a one step process.... It's a continuous process for all stakeholders and partners



Source: Continuous Cycle of Improvement, [Online], Available: [www.energystar.gov/index.cfm?c=guidelines\\_guidelines\\_index](http://www.energystar.gov/index.cfm?c=guidelines_guidelines_index)



Range of potential audit breadth and depth

## 4.0 CESCO/ CIMCO Team of Professionals

Our team will consist of generally all our main **CIMCO** Energy, Design and Operations groups within our firm and in conjunction with **Ubl Design Group**, a full complement of Architectural and back-up design professionals, led by two (2) key individuals.

**J. Brian Blahey, CEA, MBA, P.Eng** will lead the CIMCO team of professionals and lead:

- ✦ Main client contact throughout the process
- ✦ Site investigation and data collection during the DFS
- ✦ Preparation of final report and costing submissions to client
- ✦ Presentations of CESCO team deliverables to board and ownership group

**Jeff Ubl, AIA (Ubl Design)** will accompany CIMCO leadership team with:

- ✦ Site investigation and data collection during the DFS
- ✦ Review and commentary on building envelope (roof) of REA
- ✦ Conceptual Design (CD) level layouts and models of combined engine room options
- ✦ New 3<sup>rd</sup> rink layout options and building code analysis review for the group

As the client, your key point of contact for the Team will rest with Mr. Blahey exclusively.

See individual team background CV's contained in **APPENDIX 1**

### 4.1 Responsibility Matrix and task management

In **APPENDIX 1**, find **RESPONSIBILITY TASK MATRIX** for the team involved in your DFS and project deliverables.

Though we strive to maintain consistency throughout the DFS and reporting process, some of the names and individuals may be replaced individually based on current work load and availability.

Mr. Blahey, Mr. Smith and Mr D'Ottavio of CIMCO and Mr Ubl will be involved throughout this project and through completion of the work outlined and as proposed.

### 4.2 Preliminary Project and DFS Schedule and Timelines

Please find copy of a very rough draft of the anticipated timelines for the DFS and work under this proposal and contract in **APPENDIX 2**

### 4.3 Industry Accreditations

Certain team members hold various internationally recognized pertinent certifications and accreditations valuable and important to this team performing your DFS and associated scope outlined in our fee proposal, and others on the team are in process of receiving and achieving similar accolades related to the abilities and specialized services demanded by DFS and System Building reviews such as these.

Below are some of the pertinent Accreditations of the team:

CEA	Certified Energy Auditor
P.Eng	Professional Engineer (CANADA)
P.E.	Professional Engineer (USA)
AIA	American Institute and Architecture (professional architect)
MBA	Master's in Business Administration

#### 2018 – Pending / anticipated

CMVP	Certified Measurement and Verification Professional
RCx	Retro-commissioning Certification

## 5.0 Project Management and Coordination

### 5.1 Organizational Structure

Our TEAM CESCO is outlined in the Responsibility Matrix (APPENDIX 1)

### 5.2 Local Staffing and Regional Support

All direct site staff and team members will consist of staff from CIMCO Winnipeg branch offices, Toronto Head office and Ubl offices in Bismarck, ND. All Canadian team members are in possession of E-2 and B2 Work visas to perform work onsite in the USA as approved by Canada Border Security and the TSSA US Border security services.

### 5.3 In-House vs. Subcontractors

Any and all sub-consultants and sub-contractors employed as part of the CESCO team will be:

- ✦ Existing sub trades with a history of work on similar projects
- ✦ Good working knowledge of CIMCO and UBL design and verification DFS procedures
- ✦ Trusted and solid trades with background and track record with both CIMCO or UBL .

### 5.4 Construction Management

No construction or construction document management is required nor proposed in this phase of the process. Any and all construction contracts arising from the preliminary work and the DFS report proposed herein in will be addressed and costs allowed when construction work and scope is itemized, costed, approved and commences in the future.

### 5.5 Owner Involvement

Owner involvement for the completion of the DFS and budget report deliverables is limited to providing access to any and all as-built drawings, IOM manuals and existing structure and construction documents from the date the building was commissioned and built.

Onsite staff involvement is limited to allow and providing unlimited access to mechanical spaces, roof, all rooms and plant spaces for inspection and review.

Any and all discussions regarding operational and ongoing improvements in usage and operations by ice makers and mechanical staff will be reviewed, approved and documented with management prior to sharing with the operators themselves.

## 5.6 Long-Term Servicing


None of the services proposed in this DFS review report and study will in anyway interfere, override, supplant or alter any existing Service or existing All-inclusive agreements currently in effect with CIMCO Refrigeration (Midwest - Winnipeg branch) until such time as any or all of the following occurs:

- ✦ Mutually add or subtract scope of works and equipment list applicable under existing agreements(s)
- ✦ Addition or expansion of new / retrofitted ice plant systems from the current state and size
- ✦ Combining of the plants to a common platform
- ✦ Additional heating/ (cooling ) reclamation and integration with ECO Chill technology that may arise from the DFS Study
- ✦ Both parties mutually agree to extend, shorten, terminate or alter in any way said agreements currently in-force as of January 1, 2018 with our CIMCO Winnipeg Service department



## 6.0 Project and Team History

CIMCO is in the very early stages, Q1-2018 (January) of forming its proposed **CIMCO ENERGY SERVICES COMPANY (CESCO)** following numerous client requests, internal discussions and opportunities afforded our firm in the past few years. In light of not having a formalized actual Energy Audit “business unit”, personnel on the CIMCO – CESCO team assembled for this project work and key members of this very group, have for many years been providing any number of differing levels of ASHRAE Level 0/1 and 2 Audits, Engineering Reports, Site Reviews, Investment Grade Construction Costing Offerings, Reserve Fund Studies and Energy Savings intensive proposals to our clients across the US and Canada. Below find a partial listing of (some) our past experience since 2000.

					Energy Benchmark	Reserve Fund Study	System Review	Site / Building Review	Low/No-CO2 ECM's	System Replacement	Notes
											
	<b>Location</b>	<b>Year</b>	<b>Client</b>								
Sioux Lookout Municipal Offices & Courthouse	Sioux Lookout, ON	2007	Town of Sioux Lookout	Y	Y	Y	Y	Y	Y	Y	Mechanical System performance
St Norbert Hotel and Bar	St. Norbert, MB	2012	Owner	Y	Y	Y	Y	Y	Y	Y	Prepared costs for sale of asset
St. Norbert Arena and Community Center	St. Norbert, MB	2012	Board of Directors	Y	Y	Y	Y	Y	Y	Y	Reduce Energy Bills with Eco CHILL
Winnipeg Clinic Office tower (12 storey)	Winnipeg, MB	2013	CEO	Y	Y	Y	Y	Y	Y	Y	IAQ - Air quality system review
Deer Lodge Curling Club	Winnipeg, MB	2013	Manager	Y	Y	Y	Y	Y	Y	Y	New code requirements for plant room
Skate quest Twin rinks	Reston, VA	2017	Owner - private	Y	Y	Y	Y	Y	Y	Y	Replace R-22 direct twin with Green Gases
Pasadena Ice Skating Center	Pasadena, CA	2018	CEO	Y	Y	Y	Y	Y	Y	Y	Dehumidification and Capacity Issues
Selkirk Memorial Arena	Selkirk, MB	2017	Prime Consultant	Y	Y	Y	Y	Y	Y	Y	LCC costing and future replacement
Grunthal Arena	Grunthal, MB	2017	Prime Consultant	Y	Y	Y	Y	Y	Y	Y	LCC costing and future replacement
Mitchell Arena	Mitchell, MB	2016	Prime Consultant	Y	Y	Y	Y	Y	Y	Y	LCC costing and future replacement
BC Place Stadium - 2010 Olympics	Vancouver, BC	2006	VANOC Committee	Y	Y	Y	Y	Y	Y	Y	Prepare for Ice at Center ice for Olympics
East Grand Forks (three rinks)	E. Grand Forks, MN	2017	GM	Y	Y	Y	Y	Y	Y	Y	R-22 replacement options on Three (3) rinks
LSSU - Lake Superior State University	Sto. St. Marie, MI	2018	Prime Contractor	Y	Y	Y	Y	Y	Y	Y	Direct R-22 to green gas options
Wuopak Corporation	Winnipeg, MB	2014	VP operations	Y	Y	Y	Y	Y	Y	Y	Capacity issues on industrial Process Cooling
APEGM Engineers Head Offices	Winnipeg, MB	2013	CEO	Y	Y	Y	Y	Y	Y	Y	Noise, structural and air flow issues
NPFC - Dauphin Outlet	Dauphin, MB	2009	Manitoba Government	Y	Y	Y	Y	Y	Y	Y	Odour control & Dehumidification
Resolute Bay Hunters & Fishers Cold Storage	Resolute Bay, NU	2014	Manager / board	Y	Y	Y	Y	Y	Y	Y	Replacement freezer and processing
Manitoba Teachers Society Campus	Winnipeg, MB	2009	GM	Y	Y	Y	Y	Y	Y	Y	Airflow, IAQ, Heating energy reduction, ECM's
River Heights Community Center and Rink	Winnipeg, MB	2014	Facility Manager	Y	Y	Y	Y	Y	Y	Y	No airflow and IAQ issues
Dryden Pool and Dehumidification System	Dryden, ON	2015	Town of Dryden	Y	Y	Y	Y	Y	Y	Y	Dehumidification and Heating / Cooling
Sherbrook Condominiums	Winnipeg, MB	2013	Condo Board	Y	Y	Y	Y	Y	Y	Y	Reserve funding capacity review
IPCO - interprovincial Coop operatives	Winnipeg, MB	2015	IPCO directors	Y	Y	Y	Y	Y	Y	Y	Air pressurization in processing areas
<b>Eco CHILL Systems and Awards</b>											
Design & successful implement of Eco CHILL	50+ sites	2003 current	North America Wide								
La Peche Arena - 42% better than MNECB	LaPeche, PQ	2005									
Dauphin arena and pool (Federally Funded)	Dauphin, MB	2004									
<b>Rink and Community Centers</b>											
Expansions and Additions	Dozens of sites	2000-2018	Various	Y	Y	Y	Y	Y	Y	Y	Dozens of sites for many clients
Twinning, Tripling of pads on site	Dozens of sites	2000-2018	various								
Eco CHILL Additions and Retrofits	Dozens of sites	2000-2018	Various								

*Partial listing of reviews and studies completed since 2000*

CIMCO routinely is invited by owners, end users, prime consultants and prime contractors to work directly on their “Design Teams” to provide energy and capital savings advice with regards to all types of Thermal Storage, Cold Storage, Recreational / Rink projects and Eco Chill projects worldwide. Our track record with the NHL and over 5500+ rinks since 1913 attest to our history in rink contracting, engineering and ancillary energy HVAC&R integrations and design.



Utilizing many of our very own CIMCO- made, In-House systems, skids, AHU's, components, power and control panels, we are able to provide vertically integrated systems from inception to final commissioning and lifelong performance. All of our systems contain some sort of CIMCO made product being any one of or combination of:

- Eco CHILL HVAC&R integrated Energy and Thermal Systems
- Eco DRY AHU's and HVAC Dehumidification systems
- CIMCO Eco SENSE and 6000e DDC BACnet control systems and graphics
- Packaged skid systems
- Electrical Control and power panels and Control Centers (MCP/MCC)
- Snow melt pit coils, headers systems, pumping stations, and more.

See **APPENDIX 6** for samples of these CIMCO Engineered and Manufactured Products

## 6.1 UBL Design and CIMCO Refrigeration (Team History)

Ubl Design Group and CIMCO recently completed and opened a pair, (1) new and (1) retrofitted Ice and curling rinks in Bismarck, ND at the Schaumberg Capitol Ice project and VFW Memorial Sports center with the installation of the Very first direct Co2 pumped floor system in the lower 48 states at Schaumberg and a retrofit of Direct R-22 floors to indirect glycol / R507 combined system at the VFW center.

Working together on these particular projects, Ubl and CIMCO commenced design development in the summer of 2015, culminating in two very successful projects which opened in October and November 2017. The Schaumberg Co2 floor opened to rave reviews as one of the best skating and ice surfaces in the region!

Ubl and CIMCO worked diligently as well on a variety of design development proposals recently in a few expansion projects in the Upper Central Minnesota, a refrigerated retail development is also pending in 2018 in Bismarck and a variety of early stage prospects on the books for 2018/2019 construction season and beyond and as a team together we work splendidly well.

With a common goal of meeting and exceeding the clients' expectations through a collaborate and open design process, our two firms mesh very well together in combining strong technical architectural design philosophies with one of the leaders in ice rink design firms in a harmonious design / build team of professionals and the results are seen in the recent output in the two projects in Bismarck.

Further details on the firms and specific personnel CV's and listing of experience can be reviewed in **APPENDIX 1** as well as at:

[www.cimcorefrigeration.com](http://www.cimcorefrigeration.com)

[www.ubldesign.com](http://www.ubldesign.com)

## 7.0 Financial Soundness and Stability

**CIMCO Refrigeration Inc.** is a wholly owned subsidiary of Toromont Industries, a publically traded company (TSX: **TIH**) on the Toronto Stock exchange with a 2017 year end market capitalization of \$4.46CDN Billion ~ roughly (\$3.43USD Billion).

Toromont Industries has owned CIMCO (Canadian Ice Machine Company) since 1968, which has been in continuous operation since 1913, based at our worldwide headquarters in Toronto ON. Our USA corporate headquarters are in Mobile, AL following a purchase of ERS systems in 2005.

Toromont operates under two business units, CIMCO REFRIGERATION and the Equipment group; of which it holds one of the geographically largest Caterpillar (CAT) Equipment dealer regions in the world, operating throughout eastern and northern Canada and the eastern US seaboard.

These businesses are grouped under two growth platforms: the Equipment Group and CIMCO. Both employ a common business model of providing specialized capital equipment and ongoing customer support to well-diversified end markets.

### EQUIPMENT GROUP >>



Click on a logo to see the details of that company

### CIMCO >>



Click on a logo to see the details of that company



Toromont Industries executive and board also strongly encourages employees hold and take ownership stake in the public entity and matches all employee Stock purchases 1 : 3 based on individual personal earnings to a maximum amount each year. This keeps all of our employees perfectly aligned with internal corporate goals, incentivized and in harmony with the long term and stretch goals of the firm. When you deal with CIMCO employees, you are dealing with invested "owners" of the company, from the shipper receivers to the heads of each department.

Further financial details and corporate information is available at:

[www.toromont.com](http://www.toromont.com)

Please also see our Annual reports at: <http://investor.toromont.com/reports.cfm>

*NOTE: Your contract for work and deliverables outlined within this proposal, will be managed, supported and supplied exclusively through CIMCO REFRIGERATION Inc. as the prime Consultant and Project manager for this work. Single Source. Single contact. Single Contract.*

---

## 8.0 Fee Proposal Matrix- Terms & Conditions w/ Signature Page

### **PARTIES:**

Client: Ms. Missy Sletten Site: Two (2) Onsite Arenas  
Recreation Events Coordinator *Lil' Ralph and Huck Olson*  
City of Thief River Falls  
525 Brooks Avenue North P.O. Box 528  
Thief River Falls, MN 56701 *(hereafter the "Client")*

Firm: CIMCO Refrigeration Inc.  
2505 Commercial Park Drive  
Mobile, AL 36606 *(hereafter the "CIMCO")*

This proposal APPENDIX section contains Nine (9) total **(This Section 8.0)**

## PROJECT TERMS AND CONDITIONS

In consideration of the **Client** engaging and retaining **CIMCO Refrigeration Inc.** to perform professional / technical services for the Client, the parties agree to the following terms and conditions of this engagement and proposal.

### 8.1 General Work Description

**Detailed Facility Study (DFS) and Scope of work as per Section 1 through 7 (above) and APPENDIX 1 through 6 contained in this proposal**

**NOTE:** CIMCO is understanding that as-built drawings, pdf, scan or AutoCAD / other drawings (as available) and access to the system, engine room, playing space and building will be afforded to our staff upon arrival request as required / and or available for use.

### 8.2 Scope of Professional Services

*Scope of work:* scope shall consist of the following tasks:

8.2.2 Ice plant(s) System HVAC & R and building DFS (Detailed Facility Study)  
A review of the artificial ice plant systems, engine rooms, refrigerated floor and piping; interconnecting piping and systems, HVAC& R systems

8.2.3 CIMCO shall review available documents, site reports, as-built and shop construction drawings made available for this purpose. CIMCO will require these prior to DFS.

Site Investigation & existing building and engine / machine room code review  
CIMCO will complete a visual, non-destructive review of the site and systems to determine (as needed & required)

- Review of existing site in-situ for the replacement of two (2) ice plant systems
- Replacement Refrigerant gas and system options for the ice plants
- Code review of machine / engine rooms with respect to fire code, ingress and egress, ventilation, engine room alterations and retrofit budget costing for same.
- Alternatives for New combined plant room for three rinks (future)
- Enhanced energy savings ECM' sand use of Eco Chill technology
- Budgets for above and for new proposed third Rink Addition as per drawings and layouts received via email from client Dec 19, 2017.

A limited intrusive and / or semi-destructive investigation of conditions, that may be required, will be the responsibility of the Client or the end user for repairs to make good as found.

8.2.4 *Integrated Comparative Electronic Energy Consumption Calculations and Total Cost of Ownership Calculations:*

- Provide options for specific GREEN Replacement refrigerants
- Run **CIMCO -PAK** Calculation Comparisons and options

- Options of primary direct versus secondary indirect pumped floor configurations
- Calcium chloride, glycol Ammonia options versus Co2 direct floor and indirect options from a total cost of ownership basis
- Review and calculation of energy consumption rates for the above noted configuration options with suggested conclusions

#### 8.2.5 Refrigeration systems construction Budget Class "C" Budget Assessment Report:

Following completion of the site investigations, and noted comparative report(s), CIMCO will complete and submit a Budget Construction Report, outlining costing of the options assumed in the energy report. This report will outline the findings, discussions and estimated construction costs on a go forward basis to enhance the available data for a decision in basing the refrigerant and system configuration of choice and provide a final basis from which shareholders, stakeholders, the ownership group and staff may finance and proceed with funding applications fundraising, debt financing or CIMCO Sponsored MESC – Energy Performance contracting for portions of the work, scope yet TBD, or other sources.

**NOTE:** Final re-design and engineering for a replacement ice plant and or major multiple component replacements will not be and shall not be produced nor expected under this agreement. Proposals for same shall follow under separate cover as part of the final construction services budget and services rendered by CIMCO as a sub trade/ CMR (Construction manager At-Risk) at future date.

### 8.3 Contract and Document / Project Management & Administration Services

*Not applicable under this agreement at this time.*

*Subject to confirmation of construction scope and final construction costing - under separate cover.*

### 8.4 Items not included in scope of work:

- 8.4.1 Construction / design and coordination drawings for repairs & replacement
- 8.4.2 ASHRAE 62.1 – Fresh air design requirements to code et al
- 8.4.3 Detailed mechanical and refrigeration calculations and design drawings & specifications
- 8.4.4 Mechanical / Electrical / Structural / Plumbing/ Fire system investigations and code analysis / reports / investigations beyond scope outlined herein.
- 8.4.5 Analysis for operators (Power Engineers -Operators/Engineers Act) and the like
- 8.4.6 Testing and Air Balancing (TAB) reports and analysis for building pressure (Exfiltration / Infiltration) test - reports
- 8.4.7 Training of operations, servicing and ongoing daily maintenance of proposed systems and components nor of making and maintaining ice
- 8.4.8 Service review, repair, parts, consumables (oil, glycol, fluids) any and all service labor and materials are all EXTRA and not included
- 8.4.9 This review / submission / report *will not* include electrical, mechanical, structural, **environmental barrier review or building code analysis (beyond that noted in appendix and scope of works in sections preceding)** and fire system and code assessments, egress and fire rating calculations.

## 8.5 Changes to scope of work

This agreement is limited the above noted scope of work(s) and limited to items noted herein and outlined in section 2.0 above. However certain events may require a change in scope, such as, but not limited to:

- 8.5.1 Suggestions from CIMCO arising from the site investigation
- 8.5.2 Changes / alterations to the Acts and standards pertaining to the Ice Rink / plant requirements subsequent to the final date and submission of deliverables of this agreement
- 8.5.3 Change's requested or otherwise attributable to the Client or the end user, employee's onsite during the carrying out of the scope of work outlined herein
- 8.5.4 All changes will be covered by a Proposed Change in Scope under a proposed Change Notice (PCN) for pricing and approval by the client prior to commencing said changes to the scope as requested.

All changes to be submitted in writing and approved by owner prior to proceeding with changes in scope.

## 8.6 Deliverables

### 8.6.1 Deliverables:

CIMCO shall deliver the following:

- Three (3) hard cover – 3 ring bound copies of the report, output energy / financial comparable report, Pack Energy Calculator output budget costing letter of proposal as per scope of work
- One (1) USB thumb drive of same in pdf format
- One (1) return Meeting and discussion in Thief River Falls, MN onsite, with client and clients' operational site staff for review & discussion / explanation (date yet to be determined)
- Two (2) Revised Budget costing submissions to the base budget reports, that may arise from presentation of findings and questions arising from client at this meeting

### 8.6.2 Safety:

CIMCO Refrigeration internal safety procedures and protocols shall be followed and adhered to at all time and applicable to any and all local manual labor that may be involved onsite. Safety is paramount on all CIMCO projects and safety checklists and procedures shall be followed throughout the review and site investigation. CIMCO will not proceed with work if a safe work environment is not maintained throughout our time onsite. Extra costs shall be applicable for a return trip if applicable at rates outlined in section 5.3 below.

## 8.7 Schedule

Please see Preliminary Schedule in **APPENDIX 2**



## 8.8 Fee Schedule

*Stipulated fee proposals*

*(All prices are plus applicable taxes)*

**Prices are valid for 30 days from date on first page of this document (Jan 4, 2018)**

<b>1.) Detailed Facility Study (DFS) Lump Sum Professional Services</b>		<b>\$ 38, 781.00</b>
<ul style="list-style-type: none"> <li>• Eco Chill, HVAC and Reclaim options</li> <li>• Benchmarking</li> <li>• Utility billing review</li> <li>• Roof and envelope review</li> <li>• Report and presentation</li> </ul>	CIMCO CIMCO CIMCO UBL Design CIMCO / UBL	Included Included Included Included Included
DFS REA site		Included
DFS of HOMCC site		Included
<b>2.) Combined Engine room / plant buildings and utilities review &amp; Budget costing</b>		<b>\$ 10, 784.00</b>
<ul style="list-style-type: none"> <li>• Combined Ice plant system</li> <li>• Allowances for third sheet/rink</li> <li>• Building construction and utilities retrofit</li> <li>• Code analysis</li> </ul>	CIMCO / UBL CIMCO / UBL UBL UBL	
<b>3.) CD Conceptual design layout of 3<sup>rd</sup> rink Addition</b>	CIMCO / UBL	<b>\$ 18, 954.00</b>
<b>4.) OLD rink DFS Review and Report</b>	ALL	<b>ADD \$ 2, 504.00</b>
<b>5.) Curling Club DFS Review and Report</b>	ALL	<b>ADD \$ 2, 504.00</b>

*All of the above fees are 50% Refundable if and when construction work contract is confirmed with CIMCO/ Ubl prior to June 30, 2018 for Design Build contract work of at least \$ 1, 000, 000.00 excluding taxes & not included Service Agreements.*

A signed proposal (see section 9 below), down payment & purchase order is required prior to commencement of scope of work outlined and agreed / outlined.

### Self-Performed Work Fees outside of specified scope

In the table below, we provide the position descriptions and hourly rates for labor and services as performed outside of the above noted scope(s)

Items that may arise and requested by owner group that is not part of intended and proposed scope of works will be billed as follows:

Position Description	Hourly Rate
Mechanical / Refrigeration Design P.Eng	\$ 165.00
Architect	\$145.00
Controls and Automation Technician	\$115.50
Journeyman gas fitter and Refrigeration / HVAC&R Tech	\$99.00
Room, board and travel	Cost + 15 %

### Disbursement expenses

~~———— Type 1- internal access fees will be charged on billable hours only at a rate of 5.0 % of billable time. This shall cover the purchase of building codes, software upgrades and fees, design standard purchases, photocopying and laminating, courier and office costs~~

Type 2- Project related costs such as additional travel, room and board, special tool and equipment costs, project supplies, will be billed at CIMCO cost, plus 10% Markup and 5% overhead (total 15% markup). Mileage for service technicians (as required) is charged at \$ 0.80 cents per / mile from our nearest Eastern seaboard CIMCO Refrigeration Inc. service/sales depot. Service technician hotels travel & meals are cost plus 15% as above.

### Profit Markup

In the table below we outline the maximum percentage markup that will be applied to direct purchases of equipment, material, and subcontractors not already included in the scope for this project. Special circumstances may require the services of specialized trades. Approval from owner is to be requested and received prior to proceeding with external additional trades.



	Maximum % Markup
External sub-trades, special services	CIMCO cost + 10.00%
Disbursements (typical) copies, manuals, digital scans, reproductions and the like	CIMCO cost + 15.00%

**Ccontingency**

CIMCO / UBL (CESCO) have not included any contingent funding in our costing matrix. It is suggested that the Owner make appropriate allowances for these costs as they see fit

	Proposed allowance
Investment Grade Audit and Project Proposal- CONTINGENCY	None ALLOWED by CESCO/ Ubl

**8.9 Additional Terms and Conditions**

*Subject to CIMCO Refrigeration Inc. standard terms and conditions (enclosed) or available online ([www.cimcorefrigeration.com](http://www.cimcorefrigeration.com)) or upon request. Please note the following supplementary terms and conditions:*

**8.9.1 Professional Responsibility** – in performing these services under the agreement, CIMCO will provide the requisite level of skill, care, diligence normally provided by a professional engineer or architect and / or an Engineering / Consulting Firm doing similar work and scope.

**8.9.2 Insurance & Safety** – CIMCO is a COR safety certified contractor and service provider and maintains a minimum of \$ 2, 000, 000.00 Liability and umbrella coverage and can advise in writing if further overage is required by the Client. We also can provide our TRIF and EMR rates upon request for the previous 3 working years.

**8.9.3 Cost Options** – CIMCO, as requested by the owner will be providing opinion on costs and replacement / construction budgets and costing. Those will be provided on the basis of CIMCO’s experience, and good engineering and construction estimating judgment. Since CIMCO has no control of market conditions and may or may not have control over the final design, nor final construction methodology and procedures, the opinions on costs shall not hold CIMCO liable or responsibility for accuracy and will only be valid for a period 60 days from the date of submission of the final report.

8.9.4 **Taxes** - Shall be applicable as per **Minnesota State** / County laws on applicable scope of services per the local taxation branch for such services

8.9.5 **Intellectual Property** - Anything produced, created or made available in writing or verbally through the execution of this agreement and scope of work shall remain property of CIMCO Refrigeration Inc. and shall not be shared with anyone but the employees of the client and ownership group. Detailed refrigeration drawings and examples of other works, incorporated in the final assessment report are also the property of CIMCO and shall remain confidential. Reproduction without the express written approval of CIMCO is prohibited. All conceptual work produced and shared by CIMCO shall remain CIMCO property.

***See CIMCO standard Terms and Conditions- forming part of this agreement***

**E.O&e**

## 9.0 Authorization and approval

By signing this agreement, the Client specifically authorizes CIMCO Refrigeration Inc. to commence the Scope of Work with an expectation to complete the deliverables in a timely manner as outlined above and by signing below, the Client and CIMCO agree to the preceding terms of this arrangement and agreement contained herein

**Stipulated Professional LUMP SUM Fee.....** **as below menu above**  
**Pages 22-24 above**

**Terms of Payment:** 33.3% Down payment upon acceptance/ signature  
66.7% upon submission of final deliverables as per schedule –  
with explanation to client of findings

The above prices, specifications and conditions contained herein are satisfactory and are hereby accepted. CIMCO REFRIGERATION Inc. is authorized to proceed with the supply of work as specified herein. Payment agreement of 1/3 of proposed fee (33.3% upfront) retainer and remainder prior to release of final report TBD (or mutually agreed date of completion). Please sign and return to our office attention the author.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Customer comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CIMCO REFRIGERATION Inc.**

Per:

**J. Brian Blahey, MBA, CEA P.Eng**

Refrigeration Engineer | email: [bblahey@toromont.com](mailto:bblahey@toromont.com) fax 204.783.3373

**Marcello D'Ottavio**



**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#8.04

**RESOLUTION NO. : APPROVAL OF CIMCO AGREEMENT FOR DETAILED FACILITY STUDY OF BOTH ARENAS**

A Request for Council Action was reviewed. Following discussion, Councilmember \_\_\_\_ introduced Resolution No. , being seconded by Councilmember \_\_\_\_, that:

WHEREAS, existing HVAC systems need comprehensive overhauls or replacements and the ice plant systems examined for conversion to alternative refrigerant.

THEREFORE, BE IT RESOLVED, by the City Council, to approve the recommendation of the Administrative Services Committee to authorize the execution on an agreement with CIMCO for detailed facility study (DFS) of both arenas (\$38,781) and combined engine room/plant building and utilities review (\$10,784) at the cost of \$49,565.

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

#8.05

*DIRECTOR OF PUBLIC WORKS*

405 Third Street East • PO Box 528  
Thief River Falls MN 56701-0528

PHONE: 218-681-8506  
FAX: 218-681-8507  
email: mborseth@citytrf.net  
www.citytrf.net

## Request for Council Action

---

**DATE:** January 10, 2018

**SUBJECT:** Approval of Banding/Grading of Building Inspector Position and Authorize to begin advertising for filling

**RECOMMENDATION:** It is respectfully requested that the Council consider the Public Works Committee recommendation to approve the Building Inspector job description and banding/grading by Fox Lawson as a Grade Level 6 position. The position will be opened to the Teamster Union 320 employees for internal transfer, and if not filled by Teamster internal transfer, would be opened to the public for applications.

**BACKGROUND:** The City Council previously adopted Resolution No. 11-278-17 approving the job description, and authorizing its submittal to Fox Lawson for banding and grading by Fox Lawson. The position was banded and graded by Fox Lawson and determined by them to be a Grade Level 6 position.

**KEY ISSUES:** Filling this position is part of a strategic plan to assist all City operations in our mission to provide excellent services. This position is necessary to maintain building code administration and inspections through the Digi-Key project and the transition of the Building Official retirement.

**FINANCIAL CONSIDERATIONS:** This is a 2018 budgeted position.

**DEPARTMENT/RESPONSIBLE PERSON:** Mark Borseth, Public Works Director

Encl: (1) Job description for Building Inspector.

## THIEF RIVER FALLS JOB DESCRIPTION

BAND	GRADE	SUBGRADE	
JOB TITLE		DEPARTMENT	EFFECTIVE DATE
<b>Building Inspector</b>		<b>Public Works</b>	<b>11/21/2018</b>
IMMEDIATE SUPERVISOR:			
<b>Public Works Director</b>			
JOB SUMMARY			
<p>Performs a variety of inspection and administrative duties in securing compliance with building, zoning and related codes and ordinances. Includes review of plans and specifications and building inspection of structures for conformance to codes, standards, and other requirements. May act as Building Official during absence of Building Official.</p> <p>While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.</p>			

TASK NO.	ILLUSTRATIVE TASK
1.	Reviews plans and specifications for all types of building projects. Reviews applications for permits, and authorizes and the issuance of building permits. Recommends enforcement actions and give notifications as appropriate.
2.	Inspects construction of structural, mechanical, and plumbing projects, as well as habitability of housing rentals, as to compliance with building and zoning codes.
3.	Enforces the Land Use (Zoning) Regulations. Consults with zoning administrator on procedures and administration of enforcement on land use and procedures.
4.	Creates zoning maps for the public and contractors.
5.	Performs inspections and creation of record drawings for water and sewer connection permits.
6.	Consults and advises contractors and the public regarding applicable codes and regulations. Confirms the licenses of contractors and businesses. Responds to complaints from the public.
7.	Collaborates with other Divisions and Departments of the City on code related issues.
8.	May be called upon to perform snow removal or other storm related duties as needed.
9.	Performs other tasks of a similar nature or level as directed by the Supervisor or the City Council.



**MINIMUM QUALIFICATIONS:**

State certification as a Building Official – Limited. A valid State of Minnesota driver's license or evidence of equivalent mobility. A Minnesota Class B CDL will be required to be obtained within six months of hire. Experience in computer technology required to successfully complete the required tasks. Ability to establish effective working relationships and communicate effectively with contractors, engineers, city staff, and the public. Ability to read and understand plans and blueprints and complete calculations relative to building engineering and construction.

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#8.05

**RESOLUTION NO. : APPROVAL OF BANDING/GRADING OF BUILDING  
INSPECTOR POSITION AND AUTHORIZE TO BEGIN ADVERTISING FOR FILLING**

A Request for Council Action was reviewed. Following discussion, Councilmember \_\_\_\_ introduced Resolution No. , being seconded by Councilmember \_\_\_\_, that:

WHEREAS, The City Council previously adopted Resolution No. 11-278-17 approving the job description, and authorizing its submittal to Fox Lawson for banding and grading by Fox Lawson. The position was banded and graded by Fox Lawson and determined by them to be a Grade Level 6 position.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to approve the Building Inspector job description and banding/grading by Fox Lawson as a Grade Level 6 position. The position will be opened to the Teamster Union 320 employees for internal transfer, and if not filled by Teamster internal transfer, would be opened to the public for applications.

**Presented at the January 16, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Hagen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad \_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

#8.06

*DIRECTOR OF PUBLIC WORKS*

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www.citytrf.net

## Request for Council Action

---

**DATE:** January 16, 2018

**SUBJECT:** Ordinance Amendment – Outdoor Sidewalk Commerce Zone

**RECOMMENDATION:** It is respectfully requested that the Council consider the following Planning Commission recommendation:

Motion to: Call for First Reading of Ordinance No. 103 to approve amending City Code Chapter 92 as follows:

The proposed amendment would allow for encroachment on portions of public right-of-way sidewalk in the Central Business District for retail and dining purposes.

**BACKGROUND:** City code currently prohibits any person to place, or deposit, or to display or offer for sale any fence, goods, or other obstructions upon, over, across or under any street or other public property without first having obtained a written permit from the Council and then only in compliance in all respects with the terms and conditions of the permit and taking precautionary measures for the protection of the public.

**KEY ISSUES:** The Planning Commission and Public Works Committee have developed permit criteria to allow for outside retail space on a portion of the sidewalk in the central business district. The first 4-feet from the curb would be reserved for street lights, benches, snow storage, etc. The next 5-feet would be reserved for a clear pedestrian zone as required by the Americans with Disabilities Act. The remaining dimension, up to 6-feet maximum would be available for a commerce zone permit. This would allow downtown business owners more opportunities to be successful and improve the downtown retail environment.

A hearing was held at the January 9<sup>th</sup> Planning Commission Meeting to review this ordinance amendment.

**FINANCIAL CONSIDERATIONS:** None

**LEGAL CONSIDERATION:** This ordinance amendment requires two readings

**DEPARTMENT/RESPONSIBLE PERSON:** Mark Borseth, Public Works Director

Encl. (1)

**ORDINANCE NO. \_\_\_\_\_, 3rd SERIES**

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 92 ENTITLED "STREETS AND SIDEWALKS" BY AMENDING CHAPTER 92 TO PROVIDE FOR PERMITTING OF AN OUTDOOR SIDEWALK COMMERCE ZONE AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Chapter 92 is hereby amended to read as follows:

**92.30.01 Permit – Required.**

Any person desiring to erect, construct, place or maintain an encroachment upon any public sidewalk for outdoor sidewalk commerce area/dining facilities in the Central Business Zoning District (C-3) must first obtain an annual outdoor sidewalk commerce area/dining permit pursuant to this chapter. Each applicant for an annual permit shall comply with the requirements of this chapter and any other applicable laws. This permit would not exempt Permit Holder from compliance with any Minnesota Department of Transportation requirements relating to a state highway.

**92.30.02 Permit – Application.**

The City Administrator shall establish an application form for an annual outdoor sidewalk commerce area/dining permit, including any application materials deemed necessary to enable complete review of the application.

**92.30.03 Permit – Fee.**

Each applicant for an annual outdoor sidewalk commerce area/dining permit under this chapter shall pay a nonrefundable permit application fee as established from time to time by resolution of the city council. Each holder of such permit shall be required to submit a renewal application along with a non-refundable renewal application fee as established from time to time by resolution of the city council each year to obtain a new annual permit.

**92.30.04 Report and Recommendation of City Public Works Director.**

The director shall transmit a copy of each application for an annual outdoor sidewalk commerce area/dining permit to the chief of police and city public works director. The chief of police and/or city public works director may require of the applicant such additional information pertinent to the outdoor sidewalk commerce area/dining permit as they may deem necessary, and shall advise the public works director in writing of all material facts which they consider necessary for determining whether an outdoor sidewalk commerce area/dining permit should be approved, approved with conditions, or denied.

**92.30.05 Permit – Authority to Issue and Set Conditions.**

The city council in acting upon any application for an annual outdoor sidewalk commerce area/dining permit shall either approve, approve with conditions, or deny the issuance of a permit based on the following principles and standards:

- A. That the proposed use of the public sidewalk is in compliance with all applicable provisions of this chapter;
- B. That the proposed use of the public sidewalk is so arranged as to ensure the protection of public health, safety and general welfare and prevent interference with users of the highway right-of-way and with holders of other similar permits; and

**92.30.06 Minimum Sidewalk Clearance.**

- A. Outdoor sidewalk retail area / dining facilities shall not be permitted on sidewalks which are less than 9 feet wide.
- B. All outdoor sidewalk commerce area/dining facilities shall be located at least four feet from the curb, and if no curb from the edge of the pavement, and any sidewalk obstruction which shall include, but not be limited to, street light poles, trees, sign posts, news racks, mail boxes, and utility poles.
- C. An unimpeded pedestrian corridor no less than five (5) feet at its narrowest width continuing in a linear direction more or less parallel to the right of way the full length of the sidewalk past the outdoor sidewalk commerce/dining area shall be maintained free and clear of any obstructions at all times.
- D. The remainder of the outdoor sidewalk area located 9 feet from the curb, or if no curb, from the edge of the pavement, may be used by the Permit Holder as a “Commerce Zone” subject to all other requirements of the encroachment permit.

**92.30.07 Dining Permits - Limited to Restaurants That Serve Food.**

All permits issued pursuant to this chapter shall be limited to outdoor sidewalk dining facilities established in conjunction with and abutting restaurants that are licensed or permitted for the sale and/or service of food. No alcoholic beverages shall be sold or served, unless permitted by the City Council under separate permit.

**92.30.08 Limitations on Outdoor Sidewalk Retail Area / Dining Facilities.**

All outdoor sidewalk commerce areas/dining facilities shall be placed, installed, used or maintained as follows:

- A. All outdoor dining furnishings and equipment such as chairs, tables, fences, planters and such related furnishings and equipment, and all retail items displayed or offered for sale, shall not exceed 48 inches in height;
- B. Notwithstanding subsection (A) of this section, any umbrella used in conjunction with the aforementioned furnishings and equipment or any portable heater may exceed 48 inches in

height if the umbrella or heater does not encroach upon the air space required in the five-foot sidewalk clearance area. Any portable heater must be secured in such a manner to prevent it from tipping or falling into the area of the sidewalk reserved for pedestrian travel.

C. No items of furnishings or equipment, including but not limited to umbrellas, chairs, tables, fences, planters and related furnishings and equipment, and no retail items displayed or offered for sale, shall be attached to the sidewalk or sidewalk surface, nor shall any of those items cause damage to the sidewalk in any manner, unless otherwise authorized by separate permit approved by the City Council.

D. Outdoor sidewalk dining shall only be allowed between the hours of 6:00 a.m. and 10:00 p.m., unless otherwise authorized by separate permit.

E. The maximum number of tables, chairs or other items of furnishings or equipment allowed under any permit shall be consistent with the provisions of this chapter and any other applicable laws. The decision of the public works director with regard to the total number of tables, chairs or other items of furnishings or equipment, and retail items displayed or offered for sale, which may be permitted under the permit granted hereunder shall be final.

**92.30.09 Indemnification and Insurance.**

As a condition of the issuance of an annual outdoor sidewalk commerce area/dining permit, the permit holder shall defend, indemnify and hold harmless the city, its officers, officials, agents and employees, and shall present, along with each application or renewal application for an annual permit, evidence of liability insurance in a form and in an amount acceptable to the City, which shall name the City as an additional insured.

**92.30.10 Notice of Violation and/or Termination.**

A. If the public works director believes that a permittee is in violation of the provisions of this chapter, the public works director may issue a notice of violation to the permittee. The notice shall be served on the permittee, either in person or by first class mail. The notice of violation shall set forth the basis for the violation and indicate that the permit is subject to termination unless, within 10 calendar days of service of the notice, the violation is either corrected or an appeal is requested.

B. If the director determines that a permittee has committed a violation of this chapter; or will not be able to continue to meet the requirements of this chapter because of a proposed public highway right-of-way improvement, the public works director shall notify the permittee, either in person or by first class mail, that the permit will be terminated. The notice of termination shall be served on the permittee, either in person or by first class mail. The notice shall indicate that the permit is subject to termination unless, within 10 calendar days of service of the notice, an appeal is requested.

C. Notices made pursuant to any section of this chapter shall be deemed served and effective upon the date the notice is provided in person or by facsimile machine or email, or two calendar days after sending by first class mail. The failure of any person to receive a notice shall not affect in any manner the validity of any proceeding or action under this chapter.

**92.30.11 Impoundment.**

A. The public works director may impound any furnishings, equipment and/or inventory believed to be in violation of this chapter if the furnishings, equipment and /or inventory are deemed a hazard to public health, safety or welfare. Before impounding any furnishings, equipment and/or inventory, the director shall provide not less than 10 calendar days' notice prior to impoundment. The notice shall set forth the basis for the impoundment and shall also notify the permittee of its appeal rights.

B. If, however, the violation constitutes an immediate threat to the public health, safety or welfare, the director may impound furnishings, equipment and/or inventory without any advance notice to the permittee. In such case, written notice of the impound shall be served to the permittee of record not later than two working days after the impoundment. The notice shall inform the permittee of the right to seek the return of the impounded furnishings and equipment and the right to appeal the public work director's decision.

C. Notices made pursuant to any section of this chapter shall be deemed served and effective upon the date the notice is provided in person or by facsimile machine or email, or two calendar days after sending by first class mail. The failure of any person to receive a notice shall not affect in any manner the validity of any proceeding or action under this chapter.

D. The permittee or, if there is no permittee, a claimant who provides sufficient proof of ownership of impounded furnishings and equipment may, no later than 30 calendar days after impoundment or, if an appeal has been filed, not later than 30 calendar days after any such appeal becomes final, obtain a return of the furnishings, equipment and/or inventory, upon paying an impound fee as established from time to time by the city council, plus the reasonable cost, if any, of impounding and storing the furnishings, equipment and/or inventory, in excess of the impound fee established by the city council. The furnishings, equipment and/or inventory shall be returned without payment of any impound fee or costs if so determined by the public works director or on appeal.

E. If any furnishings, equipment and or inventory are impounded for more than 30 calendar days after impoundment or, if an appeal has been filed, for more than 30 calendar days after the appeal becomes final, then the public works director may cause the sale or disposal of the impounded furnishing and equipment.

**92.30.12 Appeal.**

A permittee or person responsible for furnishings, equipment and/or inventory governed by this chapter may appeal any denial of a permit, notice of violation, notice of termination or impoundment.

**92.30.13 Appeal of Public Works Director's Decisions Under This Title.**

A. Except as otherwise provided in the applicable chapter, any person who is aggrieved by the notices, orders, decisions, or determinations made by the public works director relative to the application of any standards under this title may appeal to the city council.

B. Such appeal shall be in writing and must be filed with the City Administrator not less than 10 calendar days following the date of service of the public works director's order, decision or determination on the person aggrieved. The appeal must indicate a return address, set forth the basis for the appeal, include the applicable appeal fee as set by city council resolution, and must be filed with the public works director's office. If the appeal deadline falls on a day City Hall is closed, then the deadline shall be extended until the next regular business day.

C. As soon as practicable after receiving the written notice of appeal, the city shall fix a date, time and place for hearing before the city council. Written notice of the time and place for the hearing may be served by personal service, facsimile or by first class mail, at the return address indicated on the written appeal. Service of the appeal notice must be made at least 10 calendar days prior to the date of the hearing to the person aggrieved. The notice shall be deemed served and effective upon the date the notice is provided in person or by facsimile machine, email, or two calendar days after sending by first class mail. The failure of the person aggrieved to receive such notice of the hearing shall not affect the validity of any proceedings under this chapter.

D. The city council shall conduct an orderly, fair hearing and accept evidence on which persons would commonly rely in the conduct of their ordinary business affairs as follows. The city administrator shall administer oaths and accept testimony by declaration under penalty of perjury relating to the issues presented on appeal. The person aggrieved, or his or her agent or attorney, or any other interested person may present testimony or evidence concerning the issues presented on appeal. For purposes of an appeal hearing, a valid notice, order, decision, or determination of the public works director shall be prima facie evidence of that fact.

E. The city council shall make findings based on the record of the hearing and make a written decision based on the findings. The city shall preserve all exhibits submitted by the parties and shall serve the decision by first class mail on the appellant within 10 calendar days after the hearing.

F. The city council may reduce, waive or modify any penalties, conclusions or conditions stated in the public works director's notice, order, decision or determination if mitigating circumstances are shown and the city council states specific grounds for reduction, waiver or modification in the written decision. The decision of the city council shall be final, subject only to further review in a court of competent jurisdiction pursuant to state law.

G. Failure of an aggrieved person to file an appeal and appear for a hearing in accordance with the provisions of this section shall constitute a waiver of that person's rights to administrative determination of the merits of the public works director's order, decision or determination, and shall also constitute a forfeiture of any fines, costs and appeal fees. If no timely appeal is filed to the city council, the public works director's notice, order, decision or determination shall be



deemed a final administrative order. Failure to appeal a decision to the city council shall also constitute a failure to exhaust the aggrieved person's administrative remedies.

**92.30.14 Police and License Enforcement Personnel – Access to Premises.**

All police officers of the City shall have the right at any time to enter in and upon any such Permitted premises, and it shall be unlawful to refuse any officer of the police force, City personnel and/or License Enforcement Officers of the City admittance to or access to such premises for the purpose of police control, regulation and inspection of such Permitted premises.

**92.30.15 Violation – Penalty.**

Any person who violates this chapter shall be guilty of a misdemeanor.

**92.30.16 Violation – Other Remedies.**

The provisions of this chapter are cumulative to any other remedies authorized by law.

Section 2. City Code Chapter 10 entitled "General Provisions" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. This ordinance shall be in full force and effect from and after its passage, approval, and publication.

Passed by the City Council of Thief River Falls, Minnesota, on the \_\_\_\_th day of \_\_\_\_\_, 2018.

Voting Aye:

Voting No:

Abstaining:

Absent:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

**CITY OF THIEF RIVER FALLS  
INVESTMENT SUMMARY**

<b>BANK/BROKER</b>	<b>TYPE AND DESCRIPTION OF SECURITY</b>	<b>PAR</b>	<b>MATURITY DATE</b>	<b>YIELD OR INTEREST RATE</b>	<b>CALL DATE</b>	<b>CURRENT MARKET VALUE</b>
Goldman Sachs Bk USA NY/RBC	Certificate of Deposit - Brokered	\$248,000	29-Jan-18	1.35%	29-Jan-18	\$248,022.32
BMO Harris Bk Natl Assn	Certificate of Deposit - Brokered	\$248,000	02-Mar-18	1.05%	02-Mar-18	\$247,947.92
TCF Natl Bk	Certificate of Deposit - Brokered	\$56,000	05-Jul-18	1.10%	05-Jul-18	\$55,876.24
Capital One Bk USA Natl	Certificate of Deposit - Brokered	\$247,000	09-Jul-18	1.65%	09-Jul-18	\$246,945.66
Firstbank PR Santurce	Certificate of Deposit - Brokered	\$249,000	22-Oct-18	1.55%	22-Oct-18	\$248,835.66
Worlds Foremost BK Sydney NEB	Certificate of Deposit - Brokered	\$200,000	12-Jan-19	1.55%	11-Jan-19	\$199,598.00
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	\$249,000	02-May-19	1.20%	02-May-19	\$247,510.98
BMW Bk North Amer Salt Lake	Certificate of Deposit - Brokered	\$245,000	28-Jun-19	1.15%	28-Jun-19	\$242,483.85
Capital One Natl Assn VA	Certificate of Deposit - Brokered	\$204,000	07-Oct-19	2.00%	07-Oct-19	\$204,175.44
Citizens Bk & Tr Co	Certificate of Deposit - Brokered	\$112,000	27-Jan-20	0.85%	27-Oct-17	\$110,558.56
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	\$165,000	24-Aug-20	1.90%	23-Feb-18	\$164,043.00
Ally Bk Midvale Utah/RBC	Certificate of Deposit - Brokered	\$247,000	09-Nov-20	2.00%	09-Nov-18	\$245,895.91
American Express Fed Saving BK	Certificate of Deposit - Brokered	\$210,000	07-Dec-20	2.10%	05-Jun-18	\$208,664.40
American Express Fed Saving BK	Certificate of Deposit - Brokered	\$37,000	21-Dec-20	2.10%	19-Jun-18	\$36,754.69
American Express Centurion Bank	Certificate of Deposit - Brokered	\$247,000	05-Apr-21	2.30%	05-Oct-17	\$245,268.53
Wells Fargo Bk N A	Certificate of Deposit - Brokered	\$249,000	30-Jun-21	1.60%	30-Jun-21	\$243,738.63
Discover BK CD 1.4	Certificate of Deposit - Brokered	\$120,000	13-Jul-21	1.45%	13-Jul-21	\$116,826.00
Discover BK CD 1.5	Certificate of Deposit - Brokered	\$125,000	20-Jul-21	1.50%	20-Jul-21	\$121,882.50
Suntrust Bk Atlanta GA CD CLL	Certificate of Deposit - Brokered	\$246,000	27-Dec-21	1.20%	27-Jun-19	\$242,420.70
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	\$82,000	23-Oct-23	2.35%	23-Feb-18	\$81,719.56
JP Morgan Chase BK NA Columbus	Certificate of Deposit - Brokered	\$189,000	31-Oct-23	1.50%	31-Oct-17	\$177,187.50
HSBC Bank USA NA CD CLL	Certificate of Deposit - Brokered	\$248,000	28-Jun-24	1.50%	28-Jun-20	\$242,690.32
JP Morgan Chase BK NA Columbus	Certificate of Deposit - Brokered	\$58,000	21-Oct-24	1.40%	21-Oct-17	\$55,825.00
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-17	0.55%	16-Dec-17	\$100,000.00
<b>TOTAL INVESTMENTS</b>						<b>\$4,334,871.37</b>
<b><u>MONEY MARKET ACCOUNTS</u></b>						
Piper Jaffray	First American Gov't Obligations Fund			0.91%		\$3,584,794.55
RBC	US Govt Money Market Fund			0.01%		\$0.00
League of Minnesota Cities	4M Money Market Fund			0.73%		\$7,252,283.18
League of Minnesota Cities	4M Plus Fund			0.78%		\$24,712.14
<b>TOTAL MONEY MARKET SAVINGS</b>						<b>\$10,861,789.87</b>
<b>GRAND TOTAL</b>						<b>12/31/2017</b>
						<b>\$15,196,661.24</b>

\*Interest paid every 6 months.