

**THIEF RIVER FALLS CITY COUNCIL
AGENDA
TUESDAY – JANUARY 19, 2021**

**COUNCIL CHAMBERS
CITY HALL – 405 3RD STREET EAST
5:30 PM**

City of Thief River Falls Mayor Brian Holmer Determination Regarding Conducting Meetings by
Telephone or Other Electronic Means – per Directive 2020-6

- 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**
 - Bike MN Presentation
- 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 5, 2021 Council Proceedings and Council Per Diem (pages 1-5)
 - 7.02 City of Thief River Falls Bills and Disbursements and Council Per Diem (see attachment)
 - 7.03 Beer in the Park Permit – Andrea Adams, Lions Park 06/05/2021 (pages 6-7)
 - 7.04 Advanced Municipal State Aid Resolution (pages 8-10)
 - 7.05 2020 Highway 1 West Improvements Change Order #4 (pages 11-15)
- 8. NEW BUSINESS**
 - 8.01 Mayor’s Appointments to Boards and Commissions (pages 16-18)
 - 8.02 Approval to Purchase Police Department Body Worn Cameras and Server (pages 19-20)

- 8.03 Approval of Police Department to Begin Process of Internal Sergeant Promotion (pages 21-22)
- 8.04 Approval of Deputy City Clerk Job Description Update and Opening Position for Filling (pages 23-26)
- 8.05 Calling for Amended 2021 Street & Utilities Improvements Feasibility Report (pages 27-29)
- 8.06 Approval of 2021 Street & Utilities Improvements Feasibility Report and Calling For Public Hearing (pages 30-39)
- 8.07 Approval of Calendar Parking Policy Clarifications (pages 40-42)
- 8.08 Approval of Policy Revisions to Refuse Collection Policy Regarding Dumpsters (pages 43-47)

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 Utilities Committee Meeting – February 8th at 7:00 a.m.
- 10.02 Public Safety/Liquor Committee Meeting – February 8th at 4:30 p.m.
- 10.03 Administrative Services Committee Meeting – February 9th at 3:00 p.m.
- 10.04 Public Works Committee Meeting – February 10th at 4:30 p.m.
- 10.05 City Council Meeting – February 5th at 5:30 p.m.

11. INFORMATIONAL ITEMS

- Investment Summary Dated 12/31/20 (pages 48-49)

12. ADJOURNMENT

JANUARY 5, 2021

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on January 5, 2021 in the Council Chambers of City Hall.

OATH OF OFFICE

City Attorney Sparby conducted the Oath of Office to Michele McCraw Ward 4 Councilmember; Jason Aarestad Councilmember-at-Large; Anthony Bolduc Ward 2 Councilmember; and Brian Holmer Mayor.

The following Councilmembers were present: Holmer, Lorensen, McCraw, Bolduc, Howe, Aarestad, Narverud and Prudhomme (webex). No Councilmembers were absent. Mayor Holmer chaired the meeting.

APPROVAL OF AGENDA

Councilmember Howe motioned, being seconded by Councilmember Lorensen, to approve the agenda with an update to Item 8.07. On vote being taken, the motion was unanimously approved.

RESOLUTION NO. 1-1-21: APPROVAL OF COUNCIL PROCEEDINGS

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

BE IT RESOLVED, by the City Council, to approve December 15, 2021 Council Proceedings and December 15, 2020 Committee of the Whole Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-2-21: APPROVAL OF PAYMENT OF BILLS

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 1-2-21, being seconded by Councilmember Lorensen, that:

BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$2,053,455.79. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-3-21: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH DAVE BERG CONSULTING FOR ELECTRIC AND WATER RATE DESIGN STUDY

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 1-3-21, being seconded by Councilmember Lorensen, that:

RESOLVED, to approve a Professional Services Agreement, dated December 17, 2021 between the City of Thief River Falls and Dave Berg Consulting to conduct an electric and water rate design study.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-4-21: APPROVAL TO DESIGNATE THE TIMES NEWSPAPER AS THE OFFICAL NEWSPAPER

An annual item of business was presented. Following discussion, Councilmember Prudhomme introduced Resolution No. 1-4-21, being seconded by Councilmember Howe 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. 1-5-21: APPROVAL OF OFFICIAL DEPOSITORIES FOR CITY FUNDS

An annual item of business was presented. Following discussion, Councilmember Lorenson introduced Resolution No. 1-5-21, being seconded by Councilmember Prudhomme that:

RESOLVED, by the City Council, to appoint the following institutions as official depositories for City funds for calendar year 2021:

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

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

Wells Fargo Bank West, NA
208 Main Avenue North
Thief River Falls, MN 56701

Piper Jaffray
800 Nicollet Mall, Suite 800
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. 1-6-21: APPROVAL OF NORTHERN STATE BANK COLLATERAL IN EXCESS OF FDIC INSURANCE FOR 2021

An annual item of business was presented. Following discussion, Councilmember Prudhomme introduced Resolution No. 1-6-21, being seconded by Councilmember Narverud 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 2021.

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. 1-7-21: 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 Prudhomme introduced Resolution No. 1-7-21, being seconded by Councilmember Narverud 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. 1-8-21: APPROVAL OF APPOINTMENT OF PROCESS SERVER FOR 2021

An annual item of business was presented. Following discussion, Councilmember Narverud introduced Resolution No. 1-8-21, being seconded by Councilmember Howe that:

RESOLVED, by the City Council, to appoint the Chief of Police as the process server for calendar year 2021.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-9-21: APPROVAL OF APPOINTMENT OF COUNCILMEMBER NARVERUD AS ACTING MAYOR IN ABSENCE OF MAYOR HOLMER FOR CALENDAR YEAR 2021

An annual item of business was presented. Following discussion, Councilmember Howe introduced Resolution No. 1-9-21, being seconded by Councilmember Bolduc, that:

RESOLVED, by the City Council, to appoint Councilmember Narverud as the Acting Mayor in the absence of Mayor Holmer for calendar year 2021.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-10-21: APPROVAL OF CITY COUNCIL COMMITTEE ASSIGNMENTS FOR CALENDAR YEAR 2021

An annual item of business was presented. Following discussion, Councilmember Howe introduced Resolution No. 1-10-21, being seconded by Councilmember McCraw that:

RESOLVED, by the City Council, to appoint the following City Council Committees and Committee Members for calendar year 2021:

Functional Standing Committees

Utilities

Holmer
Lorenson
Bolduc
Prudhomme

Public Works

Narverud
Howe
Bolduc
McCraw

Public Safety/Liquor

Narverud
Aarestad
Prudhomme
Lorenson

Administrative Services

McCraw
Holmer
Howe
Aarestad

Crosscutting Ad Hoc Committees

Budget/Finance (ad hoc)

Holmer
Lorenson
Prudhomme

Long Range Planning/Annexation (ad hoc)

Holmer
McCraw
Narverud

Personnel/Labor (ad hoc)

Holmer
Bolduc
Howe

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1-11-21: APPROVAL OF COUNCILMEMBER APPOINTMENTS TO COMMUNITY AND STATEWIDE BOARDS, COMMISSIONS, AND COMMITTEES

An annual item of business was presented. Following discussion, Councilmember Narverud introduced Resolution No.1-11-21, being seconded by Councilmember Lorenson that:

RESOLVED, to approve the following appointments to various community/state boards and committees for calendar year 2021:

Airport Zoning Board
Airport Authority Commission (3 year term)
City Employee Safety Committee
Community Development Advisory Board
Community Development Advisory Board (Ex-Officio)
Community Education Advisory Board

Steve Narverud & Jason Aarestad
Brian Holmer & Curt Howe
Rachel Prudhomme
Anthony Bolduc
Brian Holmer
Mike Lorenson

| | |
|--|-------------------------------------|
| Convention and Visitors Bureau Board | Curt Howe |
| Jobs, Inc. (Ex-Officio) | Steven Narverud |
| MEC Joint Powers Board | Curt Howe (Prudhomme, Alternate) |
| Northwest Regional Development Commission | Brian Holmer |
| Northwest Regional Library Board | Michele McCraw |
| Pennington County Historical Society | Rachel Prudhomme |
| Pennington County Solid Waste Committee | Michele McCraw |
| Planning Commission/Board of Appeals & Adjustments | Steven Narverud |
| Red Lake River Corridor Joint Board | Mike Lorensen (Kajewski, Alternate) |
| TRF Area Community Fund's Advisory Committee | Jason Aarestad |
| TRF Chamber of Commerce (Ex Officio) | Anthony Bolduc |
| TRF Library Board | Michele McCraw |

On vote being taken, the resolution was unanimously passed.

MOTION TO OPEN CITY HALL TO PUBLIC CONTINGENT UPON GOVERNOR WALZ ORDERS

Whereas, City Hall has been locked down, open to the public by appointment only, due to the COVID-19 pandemic as restaurants and bars have also been closed to indoor service. Governor Walz is expected to allow restaurants and bars to resume indoor service next week. A motion was made by Lorensen, being seconded by Bolduc, that if Governor Walz does open indoor service to restaurants and bars, that City Hall also reopen to the public on Monday, January 11, 2021.

UPCOMING MEETINGS/EVENTS

- Utilities Committee Meeting – January 11th at 7:00 a.m.
- Public Safety/Liquor Committee Meeting – January 11th at 4:30 p.m.
- Administrative Services Committee Meeting – January 12th at 3:00 p.m.
- Public Works Committee Meeting – January 13th at 4:30 p.m.
- City Council Meeting – January 19th at 5:30 p.m.

INFORMATIONAL ITEMS

- None

ADJOURNMENT

There being no further discussion, Councilmember Lorensen moved, being seconded by Councilmember McCraw to adjourn at 5:25 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator



CITY OF THIEF RIVER FALLS

#7.03

Beer in the Park Permit
(UP TO 3.2 MALT LIQUOR ONLY)
City Code Section 111.048

Application must be presented to the City Council for approval prior to the event

Applicant: _____
(organization name if applicable)

Contact Person: Andrea Adams

Address: 677 Menke Ave

Shakopee MN 55379

Phone: 952-300-7863

Date of Event: June 5th, 2021

Park to be Used: Lions Park East

Hours: 10am to 10pm

Type of Event: 80th & 50th Birthday Party

Approximate number of persons attending: 100 - 200

Has the park been reserved with the Parks and Recreation Department? [X] YES ___ NO

I understand that no financial transaction may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge) [X] YES ___ NO

I understand that the permit allows for the consumption of 3.2 malt liquor only. No strong beer, wine, or intoxicating liquor is allowed. [X] YES ___ NO

I understand that applicant shall comply and enforce all restrictions, limitations, and regulations regarding the consumption of malt liquor under the City Code and State Statute. [X] YES ___ NO

Applicant understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

SIGNATURE OF APPLICANT: Andrea Adams

For Office Use Only:
DATE APPLICATION RECEIVED _____ DATE OF COUNCIL ACTION _____

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.03

**RESOLUTION NO. : APPROVAL OF BEER IN THE PARK PERMIT FOR ANDREA
ADAMS AT LIONS PARK**

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

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

Presented at the January 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___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

#7.04

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

Request for Council Action

DATE: January 19, 2021

SUBJECT: Municipal State Aid Advance Funding

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee recommendation:

Motion to: Approve a resolution to request Municipal State Aid Advance Funds for the 2020 Highway No. 1 West Improvements and 2019 Street & Utilities Improvements Projects in the amount of \$1,436,333.31.

Note: *This is an updated request based on the final project cost.*

BACKGROUND: The 2020 Minnesota Department of Transportation Highway No. 1 West project reconstructed the highway from Highway 59 to Kinney Avenue. The project included a complete reconstruction of the highway, frontage road construction, frontage road resurfacing, three roundabouts, lighting, and a multi-use trail. The 2019 Street & Utilities Improvement project reconstructed the central business district streets and sidewalks, along with additional water main installation and street resurfacing.

KEY ISSUES: The City of Thief River Falls is responsible for a portion of the Highway No. 1 West project cost in the amount of \$1,529,903.65. We will be receiving \$731,936.40 in federal transportation funds and \$257,000 in Municipal State Aid funds. The balance of the project cost will come from bonding and Electric Department funds. The total project cost for the 2019 Street & Utilities Improvement project is approximately \$5,585,000. This project was funded with \$2,300,000 in General City Bonding, \$600,000 from a DEED Streetscape Grant, and \$2,457,250 in Municipal State Aid funds. The city can advance fund for projects through our Municipal State Aid construction allotment. These advance funds will be used for the final costs for portions of the 2019 and 2020 projects.

FINANCIAL CONSIDERATIONS: The Municipal State Aid advance funds are available to the city with no interest and will be paid back through future year allotments.

LEGAL CONSIDERATION: None

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works Director

Encl: (1)

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.04

RESOLUTION NO. ADVANCED MUNICIPAL STATE AID RESOLUTION:

A request for action was presented. Following discussion, Councilmember _____ introduced Resolution No., being seconded by Councilmember _____, that:

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

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

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

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

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

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

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

Presented at the January 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___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

#7.05

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

Request for Council Action

DATE: January 19, 2021

SUBJECT: 2020 Highway No. 1 West Improvements – Change Order No. 4

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee recommendation:

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

BACKGROUND: This project was developed through meetings with the Minnesota Department of Transportation, department heads, council committees, and according to items in the City's Capital Improvement Plan. It was awarded to RJ Zavoral and Sons by the Minnesota Department of Transportation in the amount of \$7,804,466.45. This project included the following items of work:

Reconstruction and partial urbanization of Highway No. 1 West including three roundabouts, frontage road construction, frontage road resurfacing, multi-use trail construction and new lighting.

KEY ISSUES: The original contract included three 16-inch butterfly valves as part of the replacement of water main on Barzen Avenue at Highway No. 1 West. The city prefers the use of gate valves rather than butterfly valves. This change resulted in an additional charge of \$5,400.00.

FINANCIAL CONSIDERATIONS: The city share of the project cost increases by \$5,400.00.

LEGAL CONSIDERATIONS: None.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth – Public Works Director

Encl: (1)

Contract: 200049

Prime Contractor: R.J. Zavoral & Sons, Inc., 0000215861

Change Order No.: 0004

Net Change Order Amount: \$5,400.00

Spec Book Year: 18

CO Type: COLevel2

Awarded Contract Amount: \$7,804,466.45

Funding Source: SLFO

State Proj. No.: 5701-31

Resident Engineer: Shawn Groven

Fed. Proj. No.: 5701-31 / HSIP-STPF 5720(146)

Admin Office: 2B-Thief River Falls

District: 2 Bemidji

County: C057 PENNINGTON

Route:

Reason: 1402.1 Alt of Work L

Location: LOCATED ON T.H. 1 FROM 900' WEST OF T.H. 59/CSAH 16 TO KINNEY AVE. IN THIEF RIVER FALLS.

Description: City change in valves.

Explanation:

Issue The City of Thief River Falls requested that the 2504.602 16" Butterfly Valve be replaced with 16" Gate Valves.

Resolution The Contractor shall install 16" Gate Valves in place of 16" Butterfly Valves at the locations in the plan that call for 16" Butterfly Valves.

Entitlement The Engineer has determined the Contract needs to be revised in accordance with Specification 1402.1 Alteration of Work by Local Government.

Impact This document does not change Contract Time.

Cost Approved by the Engineer and The City of Thief River Falls.

Payment Payment for this work will be by negotiated lump sum.

Increases/Decreases

| Item Description | Item ID | Project Line | Contract Line | Project | Category | Item Source | Quantity Inc/Dec | Unit | Unit Price | Dollar Amount |
|---------------------|---------------|--------------|---------------|---------|----------|-------------|------------------|------|------------|---------------|
| 16" BUTTERFLY VALVE | 2504602/00766 | 2180 | 0380 | 124239 | 0004 | Original | -3,000 | EACH | \$7,800.00 | -\$23,400.00 |
| Total: | | | | | | | | | | -\$23,400.00 |

New Items

| Item Description | Item ID | Item Reason | Project Line | Cont. Line | Project | Category | Funding | Quantity | Unit Price | Dollar Amount | |
|--|---------------|-------------|--------------|------------|---------|---|--|----------|------------|---------------|-------------|
| CO #4 16" Gate Valve - CHANGE ORDER EACH | 1402602/00010 | Neg | 2990 | 840 | 124239 | 0004 - SP 5701-31 CITY OF THIEF RIVER FALLS FUNDS (SEE AGREEMENT #1035888). | 0004 - SP 5701-31 100% CITY OF THIEF RIVER FALLS FUNDS | 3,000 | EACH | \$9,600.00 | \$28,800.00 |
| Total: | | | | | | | | | | \$28,800.00 | |




Time Adjustments

| Time ID | Time Description | Time Type | Original | Current | Adjustment | New |
|---------|------------------|-----------|----------|---------|------------|-----|
|---------|------------------|-----------|----------|---------|------------|-----|

Project/Category Summary

| Project | Project Description | Category | Category Description | Dollar Amount |
|---------|---|----------|---|---------------|
| 124239 | GRADING, BITUMINOUS MILL & SURFACING, CONCRETE SURFACING, ADA IMPROVEMENTS, ROUNDABOUT, AND LIGHTING. | 0004 | SP 5701-31 CITY OF THIEF RIVER FALLS FUNDS (SEE AGREEMENT #1035888). | \$5,400.00 |

Net Change Order Amount: \$5,400.00

| | Signature & Date |
|--|--|
| Project Engineer/Project Supervisor |  1/11/20 |
| Contractor |  01/12/2021 |
| Commissioner of Transportation Pursuant to Delegation | |
| Commissioner of Administration Pursuant to Delegation | |
| Consultant Contract Administrator (recommendation for Approval only) | |
| Local Agency (if funded wholly or in part by Local Agency) |  1-11-2021 |
| | |
| | |
| | |

ATTACHMENTS: By signing this agreement, the Contractor acknowledges receipt of the specified attachments (if applicable)

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.05

RESOLUTION NO. : 2020 HIGHWAY 1 WEST IMPROVEMENTS CHANGE ORDER #4

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

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

Presented at the January 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Bolduc ___ Lorenson ___ McCraw ___ Prudhomme ___ Aarestad ___ Narverud

Notes: _____

| HOUSING & REDEVELOPMENT AUTHORITY | | 5 YEAR TERM | |
|--|-----------------|--------------------|--|
| Member | Term Exp | Orig Apptd | |
| Emery Lee | 01/31/26 | 02/01/11 | |
| Nathan Haase | 01/31/22 | 10/15/19 | |
| Maryel Anderson | 01/31/24 | 02/01/14 | |
| John Syvertson | 01/31/25 | 02/04/20 | |
| Jim Dagg | 01/31/22 | 01/01/08 | |

| PLANNING COMMISSION & BOARD OF APPEALS & ADJUSTMENTS | | 3 YEAR TERM | |
|---|-----------------|--------------------|--|
| Member | Term Exp | Orig Apptd | |
| Mike Parker | 01/31/22 | 07/27/93 | |
| Rick Reiersen | 01/31/22 | 03/14/95 | |
| Emery Lee | 01/31/24 | 02/01/01 | |
| Ron Lindberg | 01/31/24 | 02/01/94 | |
| Jim Mattison | 01/31/23 | 01/01/08 | |
| Angie Westling | 01/31/23 | 08/18/20 | |
| Richard Sjoberg | 01/31/23 | 02/22/83 | |
| LeAnn Nelson | 01/31/22 | 01/12/05 | |
| Steve Narverud | City Rep | | |
| Mark Borseth | Ex Officio | | |
| Angela Philipp | Ex Officio | | |

| COMMUNITY DEVELOPMENT ADVISORY BOARD | | 3 YEAR TERM | |
|---|-----------------|--------------------|--|
| Member | Term Exp | Orig Apptd | |
| Chad Broadwell | 01/31/23 | 02/01/11 | |
| Nathan Haase | 01/31/24 | 10/15/19 | |
| Tim Hagl | 01/31/22 | 02/01/11 | |
| Steve Lillestol | 01/31/22 | 02/01/04 | |
| Dave Onkka | 01/31/24 | 05/10/83 | |
| Anthony Buldoc | City Rep | | |
| Angela Philipp | Ex Officio | | |
| Mark Borseth | Ex Officio | | |
| Mayor | Ex Officio | | |

| TRF LIBRARY BOARD | | 3 YEAR TERM | |
|--------------------------|-----------------|--------------------|--|
| Member | Term Exp | Orig Apptd | |
| | 01/31/20 | | |
| Glenice Johnson | 01/31/22 | 05/05/19 | |
| Gabby Yoon | 01/31/22 | 10/01/16 | |
| | 01/31/20 | | |
| Ruth Ann Franke | 01/31/24 | 11/03/20 | |
| | 01/31/21 | | |
| Regina Goodall | 01/31/22 | 05/05/19 | |
| Michele McCraw | City Rep | | |

| NORTHWEST REGIONAL LIBRARY BOARD | | 3 YEAR TERM | |
|---|-----------------|--------------------|--|
| Member | Term Exp | Orig Apptd | |
| Glenice Johnson | 01/31/22 | 02/01/16 | |
| Michele McCraw | City Rep | | |

| THIEF RIVER FALLS REGIONAL AIRPORT AUTHORITY | | 3 YEAR TERM | |
|---|-----------------|--------------------|--|
| Member | Term Exp | Orig Apptd | |
| Scott Waldal | 01/31/24 | 11/17/20 | |
| Brian Holmer | City Rep | 02/07/12 | |
| Curt Howe | City Rep | 06/28/10 | |

RALPH ENGELSTAD ARENA HISTORTY COMMITTEE **2 YEAR TERM**

| Member | Term Exp | Orig Apptd | |
|----------------|-----------------|-------------------|--|
| Dale Wennberg | 01/31/23 | 09/20/16 | |
| Laura Stengrim | 01/31/22 | 09/20/16 | |
| Scott Bergland | 01/31/23 | 09/20/16 | |
| Doug Dallmann | 01/31/23 | 09/20/16 | |
| James Hurst | 01/31/23 | 09/20/16 | |

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.01

RESOLUTION NO. : APPROVAL OF COMMUNITY BOARD AND COMMISSION APPOINTMENTS

A request for action was presented. Following discussion, Councilmember _____ introduced Resolution No., being seconded by Councilmember _____, that:

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

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

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

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

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

Presented at the January 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes: _____



City of Thief River Falls

#8.02

Jaeger Bellows, Deputy Chief of Police
Thief River Falls Police Department
102 1st St W • PO Box 413
Thief River Falls MN 56701-0528

PHONE: 218-681-6161
FAX: 218-683-7006
email: jbellows.trfpd@citytrf.net
www.citytrf.net

Request for Council Action

DATE: January 19, 2021

SUBJECT: Purchase of five body worn cameras and new server for the police department

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Safety/Liquor Committee recommendation:

MOTION TO: Purchase five body worn cameras and one server from Baycom

BACKGROUND: On June 16, 2020 the TRF city council approved the TRF Police Department to move forward with planning the implementation of a body worn camera (BWC) program within the department. Such a program would also require the purchase of a new server for the department to store and manage the additional data that BWCs will produce. \$4,800 was budgeted for 2021 for the purchase of five BWCs and \$10,000 for the purchase of one server.

KEY ISSUES: In order to move forward with a BWC program a server needs to be purchased, installed, and set-up to support the additional data that the BWCs will produce. Purchasing the cameras early in the year will give ample training time for officers before the program goes “live”. Additionally, a BWC policy will need to be finalized and presented to the council for review.

FINANCIAL CONSIDERATION: As of 1/11/21 Baycom has given a sale price of \$4,850 for five cameras and vest mounts with three-year device licenses for each camera. On that same date Baycom provided a sale price of \$10,624 for a server and IT support during installation.

LEGAL CONSIDERATION: Requirements set forth in MN State Statute 626.8473.

DEPARTMENT/RESPONSIBLE PERSON: Chief Marissa Adam

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.02

**RESOLUTION NO. : APPROVAL OF PURCHASE OF BODY CAMERAS AND SERVER
FROM BAYCOM**

A request for action was presented. Following discussion, Councilmember _____ introduced Resolution No., being seconded by Councilmember _____, that:

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

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

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

Presented at the January 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Bolduc ___ Lorenson ___ McCraw ___ Prudhomme ___ Aarestad ___ Narverud

Notes: _____



City of Thief River Falls

Marissa Adam, Chief of Police

Thief River Falls Police Department
102 1st St W • PO Box 413
Thief River Falls MN 56701-0528

PHONE: 218-681-6161

FAX: 218-683-7006

email: madam.trfpd@citytrf.net

www.citytrf.net

Request for Council Action

Date: January 19th, 2021

Subject: Approval to hire Sergeant

Recommendation: It is respectfully requested that the Council consider the following recommendation of the Public Safety/Liquor Committee:

Motion To: Approve resolution authorizing hiring of Sergeant.

Background: The City of Thief River Falls has recently hired several new Patrol Officers and promoted a Sergeant to Investigator. The new Investigator will leave their position of Sergeant, leaving a vacancy for a third Sergeant. Adding a third Sergeant would provide better supervision and training for these less experienced officers. The department has had three Sergeants in the past.

Key Issues: The proposal is to add a third Sergeant within the department. If approved, the third Sergeant will be hired from the ranks of Patrol Officers but the vacated Patrol Officer position would not be filled.

Financial Consideration: Sergeants are paid more than Patrol Officers. However, when a Sergeant is not working then the most senior Patrol Officer is paid as a “Shift Commander”. Hiring a third Sergeant would significantly reduce costs for Shift Commanders making up most of the difference in pay between the new Sergeant position and the vacated Patrol Officer position.

Legal Consideration: N/A

Department/Responsible Person: Chief Marissa Adam

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.03

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

A request for action was presented. Following discussion, Councilmember _____ introduced Resolution No. , being seconded by Councilmember _____, that:

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

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

THEREFORE, be it resolved to accept a Public Safety Committee recommendation to authorize that the Police Department begin the internal process of hiring a Sergeant.

Presented at the January 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes: _____



City of Thief River Falls

CITY ADMINISTRATOR

405 Third Street East
Thief River Falls MN 56701-0528

#8.04

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

Request for Council Action

Date: January 19, 2021

Subject: Approval of Changes to Deputy City Clerk Job Description and Opening Position to the Public

Recommendation: It is respectfully requested the council consider the following:

Motion To: To accept the Administrative Services Committee's recommendation to approve minor changes to the job description of the Deputy City Clerk and open the position to the public for filling.

Background:

Jennifer Nelson has resigned from the position of Deputy City Clerk. Minor updates were made to the Non-Union job description position. To continue efficient operation of the City Administration Department, the position is needed to be filled.

Financial Considerations: The Deputy City Clerk position is a Grade Level 4, Non-Union budgeted position in 2021.

Responsible Person/Department: Angela Philipp, City Administrator

THIEF RIVER FALLS JOB DESCRIPTION

| | | | |
|--|-------|-------------------------|----------------|
| BAND | GRADE | SUBGRADE | |
| B | 2 | 2 | |
| JOB TITLE | | DEPARTMENT | EFFECTIVE DATE |
| Deputy City Clerk | | Administrative Services | |
| IMMEDIATE SUPERVISOR: | | | |
| City Administrator | | | |
| JOB SUMMARY | | | |
| <p>Performs skilled administrative and staff support work supporting the City Council, City Administrator, and Finance Director other City Departments. Processes City licenses; records Council and Committee meeting minutes, City Code updates, and data practices compliance. Assists in Works closely with administration of elections.</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 | FRE-QUENCY | |
|----------|--|---------------|--|
| 1. | Answers incoming telephone calls; provides standard information; transfers calls and/or takes messages. Refers concerns or issues to appropriate party for resolution. Opens, sorts, and distributes daily office mail. | Weekly 10% | |
| 2. | Assists the City Administrator with City Council support. including drafting Creates Council and Committee meeting agendas, Council resolutions, and Council minutes. Maintains the City's official Minute books. May be Required to attend City Council or Committee meetings. Ensures follow-through on all Council actions including obtaining necessary signatures, informing affected parties of decisions, and filing appropriate documents. Ensures the City Code is updated and in compliance with changes in State or Federal laws. | Weekly 50% | |
| 3 | Assisting the Finance Director with elections including Coordinates with the City Administrator in the administration of the election process including hiring election judges, coordinating training, organizing polling locations, election supplies and official publications, reports to comply with state election laws. | 5% | |
| 4 | Processes City license applications, ensures that local and state laws are met. | 5% | |
| 5 | Develops, maintains, and oversees the City-wide record retention system and policies, instructs personnel and public on data practices compliance. Is the appointed Data Compliance Officer. | 15% | |

| | | |
|----|---|---------------|
| 6. | Maintains accounts receivable records, prepares monthly statements and delinquency notices. Receipts incoming revenue and prepares statements. Performs a variety of financial and administrative duties such as bank reconciliation, lodging tax compliance and reporting, unclaimed property compliance, and updating City website, including assisting other departments in website maintenance. | Weekly 10% |
| 7. | Assists with payroll/personnel functions as needed. Performs payroll/personnel duties as directed, Works with confidential personnel and negotiation data. May be required to assist other departments on an as-needed basis. | 5% |
| 8. | Performs other tasks of a similar nature or level. | As Required |

MINIMUM QUALIFICATIONS:

A minimum of two years of previous general administrative experience including familiarity with accounting principles or an equivalent combination of education, training or work experience which provides sufficient evidence for the successful performance of the various tasks listed. Must have proficient computer skills.

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.04

**RESOLUTION NO. : APPROVAL OF UPDATED DEPUTY CITY CLERK JOB
DESCRIPTION AND APPROVAL OF OPENING POSITION FOR FILLING**

A request for action was presented. Following discussion, Councilmember _____ introduced Resolution No., being seconded by Councilmember _____, that:

WHEREAS, Jennifer Nelson has resigned from the position of Deputy City Clerk; and,

WHEREAS, the Deputy City Clerk job description was reviewed and updated.

THEREFORE, BE IT RESOLVED, to accept the Administrative Services Committee recommendation to approve the updated Deputy City Clerk job description and authorize the non-union position be advertised for filling to the general public.

Presented at the January 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___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

#8.05

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

Request for Council Action

DATE: January 19, 2021

SUBJECT: 2021 Public Improvements Feasibility Report - Revised

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee recommendation:

Motion to: Call for amended Feasibility Report for the potential 2021 Street & Utilities Improvements.

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

1. Franklin Middle School Safe Route to School Multi-Use Trail
2. Oakland Park Multi-Use Trail
3. Fairgrounds Miscellaneous Paving
4. Valley Home Access Realignment
5. Airport Entrance Road Repair
6. Miscellaneous Patching
7. Robson Court Street Construction

KEY ISSUES: The City needs to begin the process of discussing items to be included in a public improvement project in 2021 to assure adequate time for a project hearing and construction drawings preparation to have a project ready to bid in the Spring of 2021 for completion next fall. The Robson family has requested Robson Court be constructed and added to the 2021 project.

FINANCIAL CONSIDERATIONS: Outlined in attached summary.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works Director.

Encl: (1)

Proposed 2021 Street & Utilities Improvements

1. Franklin Middle School SRTS Multi-Use Trail

\$200,000 Project Cost
\$52,000 General City Cost - Possible Force Account
\$148,000 SRTS Grant
\$0 Special Assessments

2. Oakland Park Multi-Use Trail

\$150,000 Project Cost
\$49,000 General City Cost - Possible Force Account
\$101,000 Red Lake River Corridor Grant
\$0 Special Assessments

3. Fairgrounds Miscellaneous Paving

\$10,000 Project Cost
\$0 General City Cost
\$10,000 Pennington County Fair Board - Invoice
\$0 Special Assessments

4. Valley Home Access Realignment

\$300,000 Project Cost
\$0 General City Cost
\$200,000 Local Partnership Program Grant
\$100,000 Invoice to Valley Home/Developer
\$0 Special Assessments

5. Airport Entrance Road Repair

\$40,000 Project Cost
\$0 General City Cost
\$40,000 Thief River Falls Regional Airport Authority - Invoice
\$0 Special Assessments

6. Miscellaneous Patching

\$15,000 Project Cost
\$15,000 General City Cost - Department Budget
\$0 Special Assessments

7a Robson Court Street Construction

\$280,000 Project Cost
\$280,000 General City Cost - Financing
\$150,000 Special Assessments

7b. Robson Court Street Construction - Partial

*\$75,000 Project Cost
\$75,000 General City Cost - Internal Enterprise & Contingency Fund Balances
\$43,000 Special Assessments*

\$ 995,000 Total Project Cost - Includes 7a
\$ 449,000 Total Grants
\$ 396,000 Total General City Cost/Force Account/Dept. Budget/Financing
\$ 150,000 Total Invoicing
\$150,000 Special Assessments

\$ 790,000 Total Project Cost - Includes 7b
\$ 449,000 Total Grants
\$ 191,000 Total General City Cost/Force Account/Dept. Budget/Financing
\$ 150,000 Total Invoicing
\$43,000 Special Assessments

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.05

**RESOLUTION NO.; CALLING FOR AMENDED FEASIBILITY STUDY FOR
POTENTIAL 2021 STREET & UTILITIES IMPROVEMENT**

A request for action was presented. Following discussion, Councilmember _____ introduced Resolution No., being seconded by Councilmember _____, that:

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

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

1. Franklin Middle School Safe Route to School Multi-Use Trail
2. Oakland Park Multi-Use Trail
3. Fairgrounds Miscellaneous Paving
4. Valley Home Access Realignment
5. Airport Entrance Road Repair
6. Miscellaneous Patching
7. Robson Court Street Construction

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

Presented at the January 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Bolduc ___ Lorenson ___ McCraw ___ 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

#8.06

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

Request for Council Action

DATE: January 19, 2021

SUBJECT: 2021 Street & Utilities Improvements Feasibility Report

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee recommendation:

Motion to: Approve Feasibility Report for the proposed 2021 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. Franklin Middle School Safe Route to School Multi-Use Trail
2. Oakland Park Multi-Use Trail
3. Fairgrounds Miscellaneous Paving
4. Valley Home Access Realignment
5. Airport Entrance Road Repair
6. Miscellaneous Patching
7. Robson Court Street Construction

KEY ISSUES: The City Council needs to call for a public hearing on any or all the items included in the feasibility report to proceed with the project. The public hearing is scheduled for February 8th 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, Public Works Director.

Encl: (1)



City of Thief River Falls

PUBLIC WORKS DEPARTMENT

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

email: mborseth@citytrf.net

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

January 19, 2021

FEASIBILITY REPORT
PROPOSED 2021 STREET & UTILITIES IMPROVEMENTS
CITY OF THIEF RIVER FALLS, MINNESOTA
PROJECT NO. 3042021.00

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 2021. The proposed work is recommended for consideration based on meetings with department heads, Council committees, developers, and according to items included in the City's Capital Improvements Plan.

1. Franklin Middle School Multi-Use Trail

Franklin Middle serves grades 6, 7 and 8 with approximately 490 students. Approximately 12% of the students walk to school. This school is pretty-well served for pedestrian access from the north, south and west. Sidewalks have recently been upgraded along Spruce Avenue with Americans with Disabilities Act (ADA) compliant ramps, rapid flashing crosswalk signs installed at Spruce Avenue and Greenwood Street, and Spruce Avenue and First Street. Pedestrian lanes were striped on both sides of Spruce Avenue from Greenwood Street to Nora Street. A sidewalk connection was completed along Third Street to Spruce Avenue and along Spruce Avenue from Third Street to First Street, and a School Zone speed limit was established adjacent to the School on Spruce Avenue with rapid flashing radar feedback signs installed.

Pedestrian access is very limited to large residential neighborhoods to the east and southeast of the middle school that requires pedestrians to walk on Edgewood Drive to Spruce Avenue with no pedestrian facilities or walk across private property on lawns to get to the school. Winter access from the east is very limited.

In early 2019 the city was awarded a Safe Routes to School (SRTS) grant to construct a 10 feet wide multi-use trail in the County Ditch 1 easement from Greenwood Street to Edgewood Drive and from Edgewood Drive through a pedestrian easement to the east side of Franklin Middle School. A second trail would be constructed from Edgewood Drive to Spruce Avenue along the south side of Gulf Street.

Independent School District #564 has given their full support for this project. They will need to provide an easement for the multi-use trail to cross their property as well as a maintenance agreement.

The proposed improvements would include common excavation, aggregate base, bituminous surfacing, and ADA handicap ramp construction for this 10-foot wide 0.6-mile multi-use trail.

The total estimate project cost is \$200,000.

Funding for these improvements would come from a \$148,000 SRTS grant and \$52,000 in bonding or internal financing. City force account work will be investigated during the project development. There are no assessments for this work.

2. Oakland Park Multi-Use Trail

Oakland Park was acquired from Pennington County in 2008 as an established park. The City of Thief River Falls has been responsible for the maintenance of the park since 1980. This park of approximately 10 acres borders the Red Lake River on three sides. The park amenities include volleyball, picnic shelters, playground equipment, bathroom facilities, frisbee golf, paved parking, kayaking, canoeing, fishing, greenspace, and trails. This park is open to the public and often serves as a location for weddings, graduations, birthdays, and family reunions. There is a paved trail around the perimeter of the park along the river that has deteriorated to the point that it is non-existent in most locations.

This park is served by an urban city street with striped bicycle lanes and has a paved lot for visitor parking. It is very easy to get to for many modes of transportation. However, once you get to the park there are no ADA compliant access routes to the Red Lake River or any of the amenities. It is connected by the striped bicycle lanes to several miles of surfaced ADA compliant trails that connect to the existing Riverwalk Trail and several other city parks. One of which is the LB Hartz Park that includes a pedestrian bridge over the Red Lake River. This trail system also includes a Safe Route to School Trail that connects this park to Challenger Elementary School. The proposed trail would connect to a kayak landing to provide accessible access. Oakland Park is directly adjacent to Oakland Park Nursing Home. This trail would be available to serve this nursing home for resident walks and family visits.

The city recognizes the value of a livable community with outdoor activities and active lifestyle initiatives. Numerous trails, sidewalks and striped bicycle lanes have been and continue to be developed.

The city recently completed a comprehensive plan update. This plan has a section on parks and trails that includes Oakland Park as an integral part of the trail network and future park enhancements and improvements.

In 2018 the City of Thief River Falls received a Red Lake River Corridor grant for \$101,000 to construct this new 10-foot wide ½ mile long multi-use trail around the perimeter of the park.

The proposed improvements would include common excavation, aggregate base, bituminous surfacing, and ADA handicap ramp construction for this 10-foot wide 0.5-mile multi-use trail.

The total estimate project cost is \$150,000.

Funding for these improvements would come from a \$101,000 Red Lake River Corridor grant and \$49,000 in bonding or internal financing. City force account work will be investigated during the project development. There are no assessments for this work.

3. FAIRGROUNDS MISCELLANEOUS PAVING:

The Pennington County Fair Board has requested the City to include bituminous paving adjacent to the yellow barn and the bandshell to further improve their facilities and accessible routes in the improvement project.

The proposed improvements would include necessary aggregate preparation and 2-inch bituminous surfacing of 450 square yards of area.

The total estimate project cost is \$10,000.

Funding for these improvements would be invoiced to the Pennington County Fair Board.

4. VALLEY HOME ACCESS REALIGNMENT:

Valley Home, located at 523 Arnold Avenue South, is in the process of selling their vacant property to the south of the nursing home for commercial/multi-family development. This property is currently accessed through a narrow driveway that is located very close to the nursing home across from Oakland Park Road. This private driveway and Oakland Park Road access Highway 32 at an unsafe alignment.

The proposed improvements would realign Oakland Park Road with a perpendicular approach to Highway 32. A new approach that would serve the nursing home and new development would be constructed directly across from the new Oakland Park Road approach. The existing nursing home approach would be removed, and improvements to the Emil Street access to Arnold Avenue completed. This nursing home access realignment would be part of a Minnesota Department of Transportation Access Exchange Permit. A center left turn lane would be striped on Highway 32 to accommodate these approaches.

The total estimate project cost is \$300,000.

Funding for these improvements would come from a \$200,000 MnDOT Local Partnership Program (LPP) grant and \$100,000 direct invoiced to Valley Home and the developer. Proceeding with this access realignment would be contingent upon receipt of the LPP grant and an agreement with Valley Home and the developer for their financial obligation.

5. AIRPORT ENTRANCE ROAD REPAIR:

The Thief River Falls Airport Authority has requested the city include airport entrance road bituminous repair to the improvement project.

The proposed improvements would include bituminous reclamation, drain tile installation, regrading, and bituminous paving with two 1-1/2" lifts to an 850 S.Y. area of the north entrance road.

The total estimate project cost is \$40,000.

Funding for these improvements would be invoiced to the Thief River Falls Regional Airport Authority.

6. MISCELLANEOUS PATCHING:

Each year the City of Thief River Falls experiences multiple street cuts for water main breaks and private water and sewer service line installations and repairs. It is more cost effective and of a better quality of work to contract these repairs. Including them in a larger contract insures competitive pricing for this work.

The proposed improvements would include bituminous preparation and bituminous patching at an estimated ten locations throughout the city.

The total estimate project cost is \$15,000.

Funding for these improvements would be invoiced to the appropriate budget. Charges for these services are included in connection permits to make these pass-through expenses.

7a. ROBSON COURT STREET CONSTRUCTION:

Robson First Addition was platted in 1999 in conjunction with a sanitary sewer project that was completed in 1993, and water main and storm sewer in 2002. This plat created 16 single family residential lots. There are six vacant lots remaining that need water and sanitary sewer service lines and street access. The Robson family has requested this work be completed in 2021.

The proposed improvements would include the installation of 1-inch water and 4-inch sanitary sewer service lines to the six vacant lots. Improvements would also include the construction of a 36-foot wide urban street with common excavation, aggregate base, concrete curb & gutter, and two 1-1/2-inch lifts of bituminous non-wear and wearing course.

The total estimate project cost is \$280,000.

Funding for these improvements would come from bonding. Benefitting properties would be assessed for 60% of the street improvements and 100% of the water and sewer services. There are approximately 1,050 feet of fronting properties available for assessment.

7b. ROBSON COURT STREET CONSTRUCTION - PARTIAL:

As an alternative to the full street construction outlined above, and to reduce the city's cost in 2021, a partial improvement could be considered.

The proposed partial improvements would include the installation of 1-inch water and 4-inch sanitary sewer service lines to the six vacant lots. Improvements would also include the excavation and aggregate base construction of the west 275 feet of Robson Court for a 36-foot street. Excavation and aggregate for the remainder of the street, along with curb & gutter, and bituminous surfacing of the entire roadway would be completed in the future (anticipated in 2022). This would allow the sale and development of two lots in the subdivision in 2021.

The total estimate project cost is \$75,000.

Funding for these improvements would come from internal enterprise and contingency fund balances. Benefitting properties would be assessed for 60% of the street improvements and 100% of the water and sewer services. There are approximately 200 feet of fronting properties available for assessment.

It is my opinion that the proposed 2021 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: Angie Philipp, City Administrator
Rich Clauson, City Engineer
Dale Narlock, Electric Superintendent
Delray Sparby, City Attorney
Wayne Johnson, Water Systems Superintendent
John Cervantes, Street/Sanitation Foreman
Mike Olson, Park Foreman

Proposed 2021 Street & Utilities Improvements

1. Franklin Middle School SRTS Multi-Use Trail

\$200,000 Project Cost
\$52,000 General City Cost - Possible Force Account
\$148,000 SRTS Grant
\$0 Special Assessments

2. Oakland Park Multi-Use Trail

\$150,000 Project Cost
\$49,000 General City Cost - Possible Force Account
\$101,000 Red Lake River Corridor Grant
\$0 Special Assessments

3. Fairgrounds Miscellaneous Paving

\$10,000 Project Cost
\$0 General City Cost
\$10,000 Pennington County Fair Board - Invoice
\$0 Special Assessments

4. Valley Home Access Realignment

\$300,000 Project Cost
\$0 General City Cost
\$200,000 Local Partnership Program Grant
\$100,000 Invoice to Valley Home/Developer
\$0 Special Assessments

5. Airport Entrance Road Repair

\$40,000 Project Cost
\$0 General City Cost
\$40,000 Thief River Falls Regional Airport Authority - Invoice
\$0 Special Assessments

6. Miscellaneous Patching

\$15,000 Project Cost
\$15,000 General City Cost - Department Budget
\$0 Special Assessments

7a Robson Court Street Construction

\$280,000 Project Cost
\$280,000 General City Cost - Financing
\$150,000 Special Assessments

7b. Robson Court Street Construction - Partial

\$75,000 Project Cost
\$75,000 General City Cost - Internal Enterprise & Contingency Fund Balances
\$43,000 Special Assessments

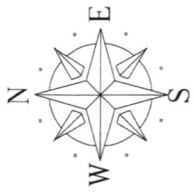
\$ 995,000 Total Project Cost - Includes 7a
\$ 449,000 Total Grants
\$ 396,000 Total General City Cost/Force Account/Dept. Budget/Financing
\$ 150,000 Total Invoicing
\$150,000 Special Assessments

\$ 790,000 Total Project Cost - Includes 7b
\$ 449,000 Total Grants
\$ 191,000 Total General City Cost/Force Account/Dept. Budget/Financing
\$ 150,000 Total Invoicing
\$43,000 Special Assessments

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|---|
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| | | | | | 1 | 2 | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | | | | | | | 1 | | | | 1 | 2 | 3 | 4 | 5 | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 25 | 26 | 27 | 28 | 29 | 30 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | | | | | | |
| 31 | | | | | | | 28 | | | | | | | | | | | | 30 | 31 | | | | | | 30 | 31 | | | | | | | | | | | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | | OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | | |
| | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | 1 | 2 | 3 | 4 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 31 | 26 | 27 | 28 | 29 | 30 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 28 | 29 | 30 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | |

**PROJECT SCHEDULE FOR
2021 STREET AND UTILITIES IMPROVEMENTS
PROJECT NO. 3042021.00**

| | |
|---------------------|--|
| Dec 15 | Council Resolution calling for Feasibility Report |
| Jan 19 | Accept Feasibility Report and call for Publication |
| Jan 22 | E-Mail Hearing Notice to The TIMES |
| Jan 27/Feb 3 | Public Hearing Notice published in The TIMES |
| Jan 29 | Mail Hearing Notice to Property Owners |
| Feb 8 | Hold Public Hearing (5 p.m.) City Council Chambers |
| Feb 16 | Order Improvements and call for Plans and Specifications |
| March 12 | Mail Plans to State Aid Office |
| Apr 6 | Accept Plans and Specifications and call for Bids |
| Apr 9 | E-mail Advertisement to The TIMES |
| Apr 14/21 | Advertisement published in The TIMES |
| May 6 | Bid Opening (2 p.m.) City Council Chambers |
| May 18 | Award Bid |
| Aug 27 | Receive List from Pennington County Auditor |
| Aug 30-Sep 3 | Prepare Assessment Roll |
| Sept 21 | Council Resolution Declaring Cost to be Assessed and Order Preparation of Assessment Roll |
| Sept 21 | Council Resolution calling for Assessment Hearing |
| Sept 24 | Assessment Hearing Notice to The TIMES |
| Sept 29 | Hearing Notice published in The TIMES |
| Oct 1 | Mail Assessment Notices to Property Owners |
| Oct. 19 | Assessment Hearing (7 p.m.) City Council Chambers |
| Oct. 19 | Council Resolution to Adopt Assessment Roll at Hearing or Nov 2nd Council Meeting |



LEGEND

- PROPOSED STREET IMPROVEMENTS
- PROPOSED MULTI-USE TRAIL
- ASSESSMENT/NOTIFICATION AREA

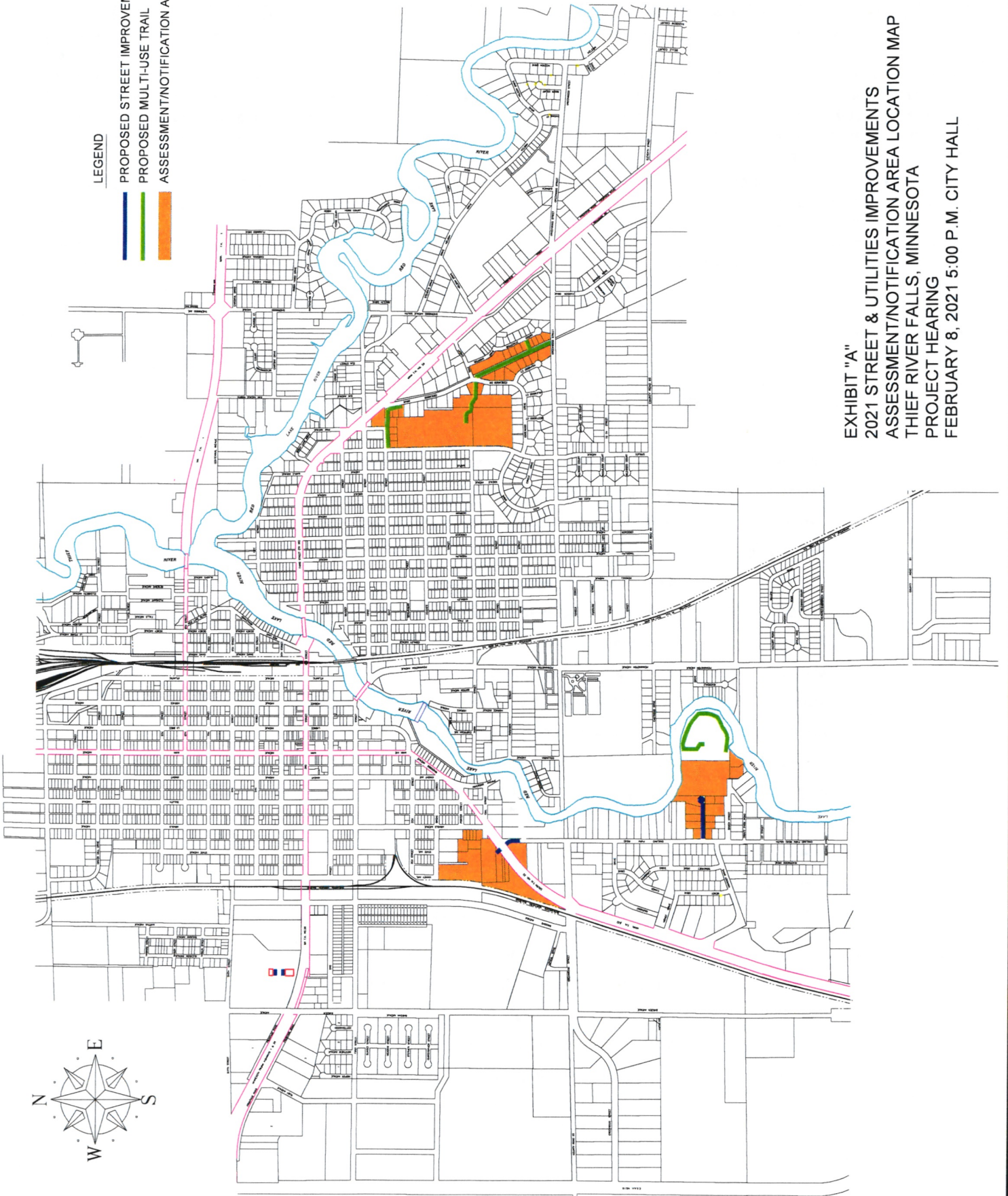


EXHIBIT "A"
2021 STREET & UTILITIES IMPROVEMENTS
ASSESSMENT/NOTIFICATION AREA LOCATION MAP
THIEF RIVER FALLS, MINNESOTA
PROJECT HEARING
FEBRUARY 8, 2021 5:00 P.M. CITY HALL

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.06

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

A request for action was presented. 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, homeowners, and other departments:

1. Franklin Middle School Safe Route to School Multi-Use Trail
2. Oakland Park Multi-Use Trail
3. Fairgrounds Miscellaneous Paving
4. Valley Home Access Realignment
5. Airport Entrance Road Repair
6. Miscellaneous Patching
7. Robson Court Street Construction

THEREFORE, BE IT RESOLVED, by the City Council, that the Council will consider the improvements of such projects in accordance with the report and the invoicing of abutting property for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429.

BE IT FURTHER RESOLVED that a public hearing shall be held on such proposed improvements on the 8th day of February 2021 at 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 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Bolduc ___ Lorenson ___ McCraw ___ 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

#8.07

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

Request for Council Action

DATE: January 19, 2021

SUBJECT: Calendar Parking Policy Clarification

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Works Committee Recommendation:

Motion to: Approve Calendar Parking Policy Clarification

BACKGROUND: The City of Thief River Falls has a snow removal policy for streets, trails, and sidewalks. This policy provides direction for staff on snow removal operations and protects the city from liability relating to the amount of snow on streets and sidewalks and the time and order in which it is removed.

KEY ISSUES: Each year the policy is reviewed, new streets and sidewalks are added, and the updated policy is adopted. The existing policy was incorporated with the League of Minnesota Cities model ordinance and reviewed with the Public Works Committee. This policy merges snow removal efforts between the Street/Sanitation and Park staff of the Public Works Department to better utilize people and equipment. This policy includes a section on snow emergencies that cancels sanitation services, closes the Ralph Engelstad Arena, Huck Olson Arena, and outdoor skating rinks to make additional staff available to plow streets and maintain accessible routes for Police, Fire and EMS. Calendar parking is clarified in this resolution to include Red lake Boulevard, Alice Drive and Cottonwood Avenue as Avenues, and that the state highways outside of the Central Business District are not included in this policy. State highways within the central business district are included in the calendar parking policy that restricts parking between 2:00 AM and 6:00 AM every day.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: The policy protects the city from liability.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works Director.

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.07

**RESOLUTION NO. : APPROVAL OF CALENDAR PARKING POLICY
CLARIFICATIONS**

A request for action was presented. Following discussion, Councilmember _____ introduced Resolution No. , being seconded by Councilmember _____, that:

RESOLVED, by the City Council, to accept a Public Works Committee recommendation and approve the Calendar Parking Policy, which contains clarifications to affected areas:

CALENDAR PARKING

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

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

(C) Central Business District Streets and Avenues. It is a petty misdemeanor for any person to park or leave standing year around, any motor vehicle on any street or avenue in the Central Business District between 2:00 a.m. and 6:00 a.m. on any day between November 15 and March 15 of the following year. This area is bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east (including LaBree Avenue east to the former hospital emergency entrance). This restriction includes Highway 32 (Main Avenue) from Zeh Street to Fourth Street and Highway 59 (Third Street) from Duluth Avenue to Atlantic Avenue.

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

Presented at the January 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Bolduc ___ Lorenson ___ McCraw ___ 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

#8.08

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

Request for Council Action

DATE: January 19, 2021

SUBJECT: Sanitation Policy Revisions

RECOMMENDATION: It is respectfully requested the City Council consider the following Public Works Committee recommendation:

MOTION TO: Approve policy revisions in the Refuse Collection Charges section of Rates and Fees Schedule.

BACKGROUND: The City has established policy and rates for sanitation services that include twice a week residential and multi-family refuse pickup. These rates also cover leaf vac in the spring and fall, alley snow plowing, yard waste disposal, garbage bags, appliance and bulky item pick up, and miscellaneous services.

KEY ISSUES: The proposed revisions are as follows:

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

The city provides dumpsters for rental to residents for house cleaning projects, moving, etc. where they need a large volume container for a short period of time. There are three and six cubic yard dumpsters available. These are charged for per dump up to two times per week. Current regulations limit the dumpster rental to two weeks maximum. Several residents reorder dumpsters every two weeks immediately after pick-up which allows dumpsters to be almost permanent. This practice keeps our dumpster inventory in short supply and allows residents to have dumpsters in their yards or driveways for extended periods of time, degrading the integrity of their neighborhood. The proposed policy would require a two-week period with no dumpster between the allowable two-week period with a dumpster. It would also require one minimum dump fee be charged for each two-week period or the actual number of dumps, whichever is greater.

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

This was previously January 1, 2021. Some apartment owners requested more time to phase this change into their leases.

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

Renters historically have bag handout twice per year. With the elimination of garbage bags to multi-family properties with dumpsters the second handout has been minimal. Renters that are provided garbage bags can pick them up once per year as homeowners do.

FINANCIAL CONSIDERATION: None

LEGAL CONSIDERATION: None

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works Director

Encl. (1)

REFUSE COLLECTION CHARGES (CODE 50.02 & 51.05)

| LEVEL | BAGS/YR | STICKERS | 2020 RATE/MO | 2021 RATE/MO | 2022 RATE/MO |
|---------|---------|----------|--------------|--------------|--------------|
| Level 1 | 75 | 3 | \$20.00 | \$21.00 | \$22.00 |
| Level 2 | 100 | 4 | \$22.00 | \$23.00 | \$24.00 |
| Level 3 | 150 | 6 | \$27.00 | \$28.00 | \$29.50 |
| Level 4 | 200 | 8 | \$31.50 | \$33.00 | \$34.75 |
| Level 5 | 250 | 10 | \$36.75 | \$38.75 | \$40.75 |
| Level 6 | 300 | 12 | \$41.50 | \$43.50 | \$45.75 |

MULTI-FAMILY:

- A. All multi-family buildings with four or more units may be required to have a dumpster and will be charged a dumpster fee.
- B. Effective on January 1, 2022, Multi-family building owners will be charged the level 1 rate for each unit in their building in addition to a dumpster fee. Tenants will not be charged directly for sanitation services.

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

HARDSHIP CASES SINGLE FAMILY AND AGE RESTRICTED MULTI-FAMILY:

| | |
|--------------|----------------------|
| 50 bags/year | \$12.75/month (2020) |
| | \$13.50/month (2021) |
| | \$14.00/month (2022) |

- A. That such single-family home consumer is 65 years of age or older, or handicapped, or physically disabled. Applications are available at the Utility Billing Office.

STICKERS (additional): \$5.00 plus tax

BAGS (additional): \$1.50 plus tax

- A. Bulky items are picked up the day of normal service. All large items, (i.e., chairs, appliances, etc.) must have an authorized ORANGE sticker attached to them to be picked up, televisions, monitors, microwaves, and car/light truck tires are also picked up with one ORANGE sticker on each item. Stickers are issued during bag handout, based on the rate schedule.

SENIOR CITIZEN MULTI-FAMILY: A refuse collection charge of \$9.50/month (2020)
 \$10.00/month (2021)
 \$10.50/month (2022)

This fee per housekeeping unit shall be added to the utility bill for the facility housing 60 or more consumers 65 years of age or older in a single complex with four or less pickup points.

DUMPSTER SERVICE: For use by non multi-family housekeeping unit residents, group homes and municipal buildings are an example of this category:

| | |
|-----------------------|--|
| 2 cubic yard dumpster | \$80.00 + \$11.50 dumpster fee/month (2020) \$84.00 + \$12.00 dumpster fee/month (2021) \$88.00 + \$12.75 dumpster fee/month (2022) |
| 3 cubic yard dumpster | \$113.00 + \$11.50 dumpster fee/month (2020) \$119.00 + \$12.00 dumpster fee/month (2021) \$125.00 + \$12.75 dumpster fee/month (2022) |
| 6 cubic yard dumpster | \$214.00 + \$11.50 dumpster fee/month (2020) \$225.00 + \$12.00 dumpster fee/month (2021) \$236.00 + \$12.75 dumpster fee/month (2022) |

8 cubic yard dumpster \$285.00 + \$11.50 dumpster fee/month (2020)
 \$300.00 + \$12.00 dumpster fee/month (2021)
 \$315.00 + \$12.75 dumpster fee/month (2022)

DUMPSTER FEE: For multi-family complexes where the facility is being charged monthly per unit for sanitation, standard apartment building or churches are an example of this category:

2, 3, 6 and 8 cy dumpster \$11.50 Dumpster Fee (2020)
 \$12.00 Dumpster Fee (2021)
 \$12.75 Dumpster Fee (2022)

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

3 cubic yard dumpster \$36.75 per dump (2020)
 \$38.50 per dump (2021)
 \$40.00 per dump (2022)

6 cubic yard dumpster \$73.50 per dump (2020)
 \$77.00 per dump (2021)
 \$81.00 per dump (2022)

COMPOST (Leaf/Grass): Free to sanitation customers and \$3.00 per cubic yard for non-customers when available.

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.08

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

A request for action was presented. Following discussion, Councilmember _____ introduced Resolution No., being seconded by Councilmember _____, that:

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

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

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

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

Presented at the January 19, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Bolduc ___ Lorenson ___ McCraw ___ Prudhomme ___ Aarestad ___ Narverud

Notes: _____

**CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY**

| BANK/BROKER | TYPE AND DESCRIPTION OF SECURITY | PAR | MATURITY DATE | YIELD OR INTEREST RATE | CALL DATE | CURRENT MARKET VALUE |
|---------------------------------|---|------------|--------------------------|---------------------------------------|----------------------|-------------------------------------|
| RBC | | | | | | |
| American Express Centurion Bank | Certificate of Deposit - Brokered | \$247,000 | 05-Apr-21 | 2.30% | 05-Apr-21 | \$248,375.79 |
| Discover BK CD 1.4 | Certificate of Deposit - Brokered | \$120,000 | 13-Jul-21 | 1.45% | 13-Jul-21 | \$120,908.40 |
| Discover BK CD 1.5 | Certificate of Deposit - Brokered | \$125,000 | 20-Jul-21 | 1.50% | 20-Jul-21 | \$126,015.00 |
| Goldman Sachs BK SLT Lake City | Certificate of Deposit - Brokered | \$200,000 | 24-Jan-22 | 2.95% | 23-Jul-19 | \$206,162.00 |
| Texas Exchange Bk Croowley | Certificate of Deposit - Brokered | \$249,000 | 25-Mar-22 | 1.00% | 27-Apr-20 | \$251,856.03 |
| Albertville Ala Taxable GO | Certificate of Deposit - Brokered | \$255,000 | 01-Jun-22 | 0.64% | 01-Jun-21 | \$255,601.80 |
| Sallie Mae BK Salt lake City | Certificate of Deposit - Brokered | \$82,000 | 23-Aug-22 | 2.35% | 23-Aug-22 | \$85,060.24 |
| Bank Hapoalim BM New York | Certificate of Deposit - Brokered | \$171,000 | 26-Feb-21 | 0.25% | 26-Aug-22 | \$171,463.41 |
| BMO Harris Bank Natl Assn | Certificate of Deposit - Brokered | \$183,000 | 26-Jun-23 | 0.60% | 26-Sep-20 | \$183,236.07 |
| BMW Bnk North Amer Salt Lake | Certificate of Deposit - Brokered | \$209,000 | 11-Oct-23 | 1.85% | 11-Apr-20 | \$218,747.76 |
| Comenity Cap Bk Utah CD 1.2 | Certificate of Deposit - Brokered | \$249,000 | 15-May-24 | 2.75% | 15-May-19 | \$270,112.71 |
| Port Houston Auth Tex Harris | Certificate of Deposit - Brokered | \$500,000 | 01-Oct-24 | 2.25% | 12-Aug-20 | \$534,825.00 |
| Morgan Stanley Pvt Bk | Certificate of Deposit - Brokered | \$245,000 | 27-Feb-25 | 1.80% | 27-Aug-20 | \$259,918.05 |
| State Bk India New York NY | Certificate of Deposit - Brokered | \$183,000 | 10-Jun-25 | 1.05% | 10-Dec-20 | \$188,431.44 |
| JPMorgan Chase Bank N A CD CLL | Certificate of Deposit - Brokered | \$246,000 | 30-Sep-25 | 0.40% | 31-Mar-21 | \$245,635.92 |
| Defiance Ohio City Sch Dist | Certificate of Deposit - Brokered | \$550,000 | 01-Dec-28 | 0.00% | 01-Dec-28 | \$486,755.50 |
| Thief River Falls Minn Indpt | Bond - Brokered | \$190,000 | 01-Feb-27 | 1.01% | 01-Feb-27 | \$190,929.10 |
| Plattsburgh NY Pub Impt Bnds | Bond - Brokered | \$200,000 | 01-Nov-22 | 2.25% | 02-Nov-17 | \$205,344.00 |
| | RBC INVESTMENTS | | | | | \$4,249,378.22 |
| Border State Bank | Certificate of Deposit | \$100,000 | 16-Dec-19 | 0.65% | 16-Dec-19 | \$100,000.00 |
| | BORDER STATE BANK INVESTMENTS | | | | | \$100,000.00 |

| | | | | | |
|--------------------------------|-----------------------------------|-----------|-----------|--------|-----------------------|
| Texas Capital Bank | Certificate of Deposit - Brokered | \$249,500 | 17-Sep-21 | 0.200% | \$249,500.00 |
| Sonabank | Certificate of Deposit - Brokered | \$238,800 | 26-Feb-21 | 2.538% | \$238,800.00 |
| Old Plank Trail Community Bank | Certificate of Deposit - Brokered | \$238,800 | 18-Jun-21 | 2.247% | \$238,800.00 |
| Western Alliance Bank | Certificate of Deposit - Brokered | \$245,300 | 20-Apr-21 | 1.616% | \$245,300.00 |
| Servisfirst Bank | Certificate of Deposit - Brokered | \$248,600 | 02-Jul-21 | 0.500% | \$248,600.00 |
| 4M INVESTMENTS | | | | | <u>\$1,221,000.00</u> |

TOTAL CD INVESTMENTS

\$5,570,378.22

| | | | | | |
|-------------------------------------|---------------------------------------|--|--|-------|----------------|
| <u>MONEY MARKET ACCOUNTS</u> | | | | | |
| Piper Jaffray | First American Gov't Obligations Fund | | | 1.43% | \$3,167,599.10 |
| RBC | US Govt Money Market Fund | | | 0.95% | \$0.00 |
| League of Minnesota Cities | 4M Money Market Fund | | | 2.16% | \$6,471,291.84 |
| League of Minnesota Cities | 4M Plus Fund | | | 2.20% | \$25,765.93 |

TOTAL MONEY MARKET SAVINGS

\$9,664,656.87

GRAND TOTAL

\$15,235,035.09

12/31/2020

*Interest paid every 6 months.