

**THIEF RIVER FALLS CITY COUNCIL
AGENDA
TUESDAY – FEBRUARY 20, 2018**

**COUNCIL CHAMBERS
CITY HALL – 405 3RD 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**
 - Volunteer Firefighter retirement after 20 years – Greg Bottem
 - School Board Recognition Week Proclamation (page 3)
 - Mike Spears Certificate of Appreciation (page 4)
 - Norwegian Heritage Week Proclamation (page 5)
 - 2017 Forestry Report (page 6-8)
 - Blandin Community Leadership Program – September 24-28, 2018
- 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 February 6, 2018 Council Proceedings (page 9-17)
 - 7.02 City of Thief River Falls Bills and Disbursements
 - 7.03 Approval of progression raise for Wade Wallace, Water Treatment Plant Operator (page 18-19)
 - 7.04 Approval of progression raise for Marah Froiland, Part-time Off-Sale Clerk (page 20-21)
 - 7.05 Approval to purchase 2018 Ford Interceptor-Utility AWD Squad Car (page 22-23)
 - 7.06 Approval to purchase Mini Excavator (page 24-25)
 - 7.07 Approval to purchase Elgin Street Sweeper (page 26-34)

- 7.08 Approval of quote from Wikel Telecom for analog security camera systems (page 35-36)
- 7.09 Approval to renew Pete Carlson Land Lease (page 37-44)
- 7.10 Approval of Sanitation Services revisions (page 45-48)
- 7.11 Approval of Water Systems Residual Project Change Orders (page 49-50)

8. NEW BUSINESS

- 8.01 Approval of 2018 Street & Utilities Improvements and Call for Plans and Specifications (page 51-54)
- 8.02 Approval of agreement with Northwest Associated Consultants, Inc. to update the City of Thief River Falls Comprehensive Plan (page 55-68)
- 8.03 First Reading of Ordinance Amendment – Signs (page 69-73)
- 8.04 First Reading of Nopers Fifth Addition rezoning (page 74-82)

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

11. INFORMATIONAL ITEMS

- Thief River Falls Fire Department 2017 Annual Report (page 83-87)
- Investment Summary dated January 31, 2018 (page 88)

12. CLOSE MEETING TO DISCUSS LABOR NEGOTIATIONS

13. ADJOURNMENT

City of Thief River Falls complies with the ADA. Individuals with disabilities requiring special aids should contact the City Administrator, 405 Third Street East, Thief River Falls, MN 56701, 218-681-2943, 48 hours prior to the scheduled meeting.



SCHOOL BOARD RECOGNITION WEEK PROCLAMATION

WHEREAS, the *City of Thief River Falls* recognizes the importance of public education in our community; and

WHEREAS, the *City of Thief River Falls* appreciates the vital role played by those individuals who, as local school board members, establish policies to ensure an efficient, effective school system; and

WHEREAS, school board members serve as a voice that enables our community to preserve local management and control of our public schools; and

WHEREAS, school board members are charged with representing our local education interests to state and federal governments and ensuring compliance with state and federal laws; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as advocates for our schoolchildren;

WHEREAS, local school board members are strong advocates for public education and responsible for communicating the needs of the school district to the public and the public's expectations to the district;

NOW THEREFORE, BE IT RESOLVED, that the *City of Thief River Falls* recognizes and salutes the members of the *Thief River Falls School District* School Board by proclaiming February 19-23, 2018, as School Board Recognition Week.

In witness whereof I have hereunto set my hand and caused this seal to be affixed

Brian D. Holmer, Mayor

CERTIFICATE OF APPRECIATION

We hereby present

Mike Spears

with this certificate of appreciation acknowledging dedication and service to the community as a member of the Thief River Falls School Board recognizing that the school board makes decisions that have a tremendous impact on our children's futures and on the quality of life in our community.



*Awarded during School Board Recognition
Week this 20th day of February, 2018*

Brian Holmer, Mayor



NORWEGIAN HERITAGE WEEK PROCLAMATION

WHEREAS, many of the Norwegians who crossed the wide Atlantic in search of greater opportunities for themselves and their families settled in Minnesota and, specifically, in Thief River Falls; and

WHEREAS, the 2000 U.S. Census found that 49.8% of all Thief River Falls residents were of Norwegian heritage, making this the most ethnically Norwegian city in the United States; and

WHEREAS, the Sons of Norway organization's mission is to "promote and to preserve the heritage and culture of Norway and to celebrate our relationship with other Nordic Countries"; and

WHEREAS, in the year 2018, a week-long series of community events are planned from May 13-20, with includes Syttende Mai (May 17th Norwegian Independence Day), by the Sons of Norway Snorre Lodge #70 highlighting the strong Norwegian heritage of this area; and

WHEREAS, the Sons of Norway Lodges are willing and eager to share pride in their heritage and benefits of the organization with all Scandinavian peoples, they extend an invitation to everyone to participate in these festivities.

NOW, THEREFORE, LET IT BE KNOWN, that as Mayor of the City of Thief River Falls, I do hereby proclaim that the week of May 13 through 20 (Syttende Mai), Norwegian Independence Day, shall be declared "Norwegian Heritage Week" in the City of Thief River Falls and call upon all residents to participate in the activities planned to highlight our strong Norwegian roots.

Brian D. Holmer, Mayor



City of Thief River Falls

PUBLIC WORKS DEPARTMENT
PARK DIVISION
1121 Atlantic Avenue North
PO Box 528
Thief River Falls MN 56701-0528

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January 23, 2018

2017 FORESTRY REPORT CITY OF THIEF RIVER FALLS

History

The City of Thief River Falls has gone through significant changes with forestry in recent years. Prior to 2009, forestry was handled through the Park and Recreation Department with designated City Forester Myles Olson. In 2009 after Myles retired, the city shifted the duties to the Street/Sanitation Department. The current city council felt the responsibilities of forestry justified a dedicated position and also felt it was best handled under the Park Department as historically done with great success.

Brian Benitt transferred from the Street/Sanitation Department to the recreated position of City Forester/Park Maintenance in the Park Department early in 2017. Additional changes came in July of 2017 when the city council recreated a Public Works Department. The Public Works Department includes a Parks Division, which the City Forester is a part of, with the support of the Street/Sanitation Division and other Public Works Department staff to accomplish the duties of forestry.

Work Outline - Forestry

The City Forester position encompasses a broad range of duties that includes maintenance and reforestation activities to preserve and maintain the City's parks, boulevards, beaches and park facilities. The primary responsibility for the position is to manage the urban forest in Thief River Falls on both public and private property. A key function for this management is the inspection, identification, removal and replacement of diseased or dead trees. Dutch Elm Disease (DED) trees account for the largest amount of time and resources spent each year to maintain the urban forest. In 2017, there were 126 DED trees removed on public property by the forester and 62 removed on private property by the homeowner or a contractor through the city. The majority of Dutch elm disease trees removed in 2017 were in the northwest part of the city. In addition to the DED trees the city removed 25 other trees, mainly diseased Canadian Cherry, Boxelders, Hybrid Poplars and Pine trees under power lines.

There is little data available for 2010 through 2016, but numbers from 2003 through 2009 are identified below.

DED	2009	2008	2007	2006	2005	2004	2003
City	07	09	05	04	15	17	30
Private	<u>09</u>	<u>18</u>	<u>09</u>	<u>11</u>	<u>15</u>	<u>10</u>	<u>31</u>
Total	16	27	14	15	30	27	61

The City Forester also plants new trees to replace those lost to Dutch Elm, as well as new trees in right-of-ways, parks and public spaces. In 2017 there were 65 new boulevard trees planted in the following varieties:



Strawberry Vanilla Hydrangea

Northern Pin Oak

Northwood Maple

These varieties were chosen based on their compatibility to our climate, suitability for boulevards and availability from suppliers.

Other forestry duties include winter tree pruning and removal of site obstructions, preparation of planting plans and ordering trees, as well as removal of other public owned dead trees of various varieties.

The City Forester also responds to emergency events for tree removal as needed on public property. There were two of these events in 2017.

Work Outline – Park Maintenance

The City Forester performs other duties such as sidewalk and trail snow removal. The city has over six miles of these walks that requires snow and ice removal, taking approximately one full day per each snow

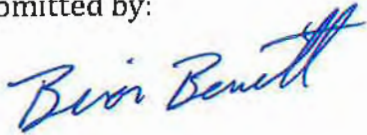
or wind event. Snow periods are not typically conducive for tree removal and pruning so this work fits well for the position.

Mosquito control is also completed by this position. It requires mosquito counts be taken on a daily basis with spraying required as needed. In 2017, spraying only occurred one time as it was a dry year. Typically mosquito spraying occurs approximately eight times per year.

The City Forester also handles herbicide applications on city owned properties for weed control. In 2017, they sprayed both spring and fall and intermediate applications as needed.

The remainder of the City Forester's time is spent on equipment maintenance and repair along with park maintenance operations, public assistance and public relations.

Submitted by:

A handwritten signature in blue ink that reads "Brian Benitt". The signature is written in a cursive style with a prominent flourish at the end.

Brian Benitt, City Forester

COUNCIL PROCEEDINGS

#7.01

FEBRUARY 6, 2018

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on February 6, 2018 in the Council Chambers of City Hall. The following Councilmembers were present: Holmer, Narverud, Sollom, Howe, Brown, Aarestad, Prudhomme and Hagen. No Councilmembers were absent. Mayor Holmer chaired the meeting.

APPROVAL OF AGENDA

Councilmember Howe motioned, being seconded by Councilmember Aarestad, to approve the agenda with the addition of one item. On vote being taken, the motion was unanimously approved.

RESOLUTION NO. 2-33-18: APPROVAL OF COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 2-33-18, being seconded by Councilmember Narverud, that:

RESOLVED, by the City Council, to approve January 16, 2018 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-34-18: APPROVAL OF PAYMENT OF BILLS

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 2-34-18, being seconded by Councilmember Narverud, that:

RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$2,246,497.59. 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. 2-35-18: APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH TEAMSTER #320 WITH REGARD TO MINNESOTA STATE RETIREMENT SYSTEM HEALTH CARE SAVINGS PLAN

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 2-35-18, being seconded by Councilmember Narverud, that:

WHEREAS, the City of Thief River Falls and the Teamster #320 employees are currently in the process of negotiating the 2018 union contracts. The Teamster group did ask for 100% of severance at the time of retirement/resignation be placed into the HCSP instead of the current schedule that had a 75% HCSP placement.

THEREFORE, BE IT RESOLVED, by the City Council, to approve a Memorandum of Understanding between the City of Thief River Falls and the Teamster #320 Public Works and Fire employees amending the Appendix A of the union contracts to call for

100% of severance benefits to be placed in the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP), effective immediately.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-36-18: APPROVAL OF THE ZEHLIAN REPLACEMENT PLAN FOR THE ELKS PARK FOUNTAIN

The City Council reviewed a Request for Council Action. Following discussion, Councilmember Brown introduced Resolution No. 2-36-18, being seconded by Councilmember Narverud, that:

WHEREAS, the Zehlian Club, along with the City of Thief River Falls and volunteer workforce began developing a paver-stone pathway through Elks Park in 1990. In 2001 the Zehlians provided funding for a 12-foot fountain and four granite benches. This park and fountain have been a focal point in Thief River Falls, often serving as a location for weddings, photos and other events. Recently the Zehlians have organized events that showcase the riverwalk and fountain. The fountain has a history of vandalism that includes soap being added to the water on several occasions and most recently in 2017 it was destroyed by vandals.

THEREFORE, BE IT RESOLVED, by the City Council, to approve the Zehlian replacement plan for the Elks Park fountain and authorize paying for the portion of the \$8,298.97 cost not covered by grant funds.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-37-18: APPROVAL OF INTERNAL TRANSFER OF GREGORY HUFNAGLE TO POSITION OF BUILDING INSPECTOR

The City Council reviewed a Request for Council Action. Following discussion, Councilmember Howe introduced Resolution No. 2-37-18, being seconded by Councilmember Narverud, that:

WHEREAS, the City Council approved to fill the position of Building Inspector by Resolution No. 1-32-18. Mr. Hufnagle applied for the position through the Teamster Internal Transfer process and it has been determined that he is qualified for the position.

THEREFORE, BE IT RESOLVED, by the City Council, to authorize the Teamster #320 internal transfer of Gregory Hufnagle from the position of Engineering Technician to the position of Building Inspector, effective February 7, 2018. Both positions are a Grade Level 6, and Mr. Hufnagle will remain at the current top step of the Grade Level 6 salary schedule for a wage of \$27.56 per hour. Mr. Hufnagle will have 30 days to transfer back to his former position, as per Union contract.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-38-18: APPROVAL OF ORDINANCE NO. 103, 3RD SERIES, 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

Councilmember Brown motioned, being seconded by Councilmember Sollom, to call for the second reading of an ordinance 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 motion was unanimously carried. City Attorney Sparby read the proposed ordinance.

Councilmember Hagen introduced Resolution No. 2-38-18, being seconded by Councilmember Brown, that:

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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-39-18: APPROVAL OF MINNESOTA DEPARTMENT OF TRANSPORTATION COOPERATIVE AGREEMENT

A Request for Council Action was reviewed. Following discussion, Councilmember Brown introduced Resolution No. 2-39-18, being seconded by Councilmember Narvcrud, that:

BE IT RESOLVED, by the City Council, that the City of Thief River Falls enter into Mn/DOT Agreement No. 1029738 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the City to the State of the City's share of the costs of the water main, sanitary sewer, traffic signal, parking lane, lighting, and multi-use trail construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 1 from Trunk Highway No. 32 (Main Avenue North) to 150th Ave N.E. and on Trunk Highway 59 from Atlantic Avenue to 1st Street S.E. within the corporate City limits under State Project No. 5702-44 (T.H. 1), No. 5705-56 (T.H. 59), No. 5702-48 (T.H. 1), and No. 170-090-002.

BE IT FURTHER RESOLVED, that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

On vote being taken, the resolution was unanimously passed.

UPCOMING MEETINGS/EVENTS

- Utilities Committee Meeting – February 12th at 7:00 a.m.
- Public Safety/Liquor Committee Meeting – February 12th at 4:30 p.m.
- 2018 Street & Utilities Improvement Project Public Hearing – February 12th at 5:00 p.m.
- Administration Committee Meeting – February 13th at 4:30 p.m.
- Public Works Committee Meeting – February 14th at 4:30 p.m.
- Joint Council meeting - Crookston, East Grand Forks, Thief River Falls – February 15th at the Fairfield Marriott in EGF at 5:30 p.m.
- City Council Meeting – February 20th at 5:30 p.m.

CLOSE MEETING TO DISCUSS LABOR NEGOTIATIONS

Councilmember Brown motioned, being seconded by Councilmember Hagen, to close the Council Meeting pursuant to Minnesota Statute 13D.03 to discuss labor negotiations.

Following the closed session, the Council meeting reopened.

ADJOURNMENT

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

Brian D. Holmer, Mayor

Attest: _____
Rodney Otterness, City Administrator



Request for Council Action

Date: February 20, 2018

Subject: Wade Wallace, Water Treatment Plant Operator, Progression Raise

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

Motion to: Accept a Public Utilities Committee recommendation and grant a progression raise for Wade Wallace, Water Treatment Plant Operator, to Step 2 of the Water Treatment Plant Operator salary schedule, for a new salary of \$17.95 effective February 21, 2018.

Background: Mr. Wallace has successfully completed his six-month probationary period and is eligible for progression to Step 2.

Financial Consideration: This is a budgeted progression raise.

Responsible Person: Wayne Johnson, Water Systems Superintendent

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.03

**RESOLUTION NO. : APPROVAL OF PROGRESSION RAISE FOR WADE WALLACE,
WATER TREATMENT PLANT OPERATOR**

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

WHEREAS, Mr. Wallace has successfully completed his six-month probationary period and is eligible for progression to Step 2.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Utilities Committee recommendation and grant a progression raise for Wade Wallace, Water Treatment Plant Operator, to Step 2 of the Water Treatment Plant Operator salary schedule, for a new salary of \$17.95 effective February 21, 2018.

Presented at the February 20, 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

#7.04

Liquor

Falls Liquors
P.O. Box 528
Thief River Falls, MN 56701-0528

PHONE: 218 681-1992

email: fallsliquor@citytrf.net

Request for Council Action

DATE: February 20, 2018

SUBJECT: Approval of Progression Raise for Marah Froiland, Part-time Off-Sale Clerk

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

MOTION TO: To grant Marah Froiland, part-time Off-Sale Clerk, a progression raise to Step 2 of the Off-Sale Clerk salary schedule, effective upon her successful completion of her probationary period and working 1,020 hours as per the union and city agreement. Ms. Froiland's new hourly wage shall be \$16.46 per hour, retroactive to her completion of 1,020 hours of employment.

BACKGROUND: Ms. Froiland was hired by the City Council on May 17, 2017 as a part-time Off-Sale Clerk at Step 1. Ms. Froiland has successfully completed her probationary period and a required hour worked and is eligible for a progression raise.

FINANCIAL CONSIDERATIONS: This is a budgeted salary adjustment.

DEPARTMENT/RESPONSIBLE PERSON: Steve Olson, Liquor Store Manager

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.04

**RESOLUTION NO. : APPROVAL OF PROGRESSION RAISE FOR MARAH
FROILAND, PART-TIME OFF-SALE CLERK**

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

WHEREAS, Ms. Froiland was hired by the City Council on May 17, 2017 as a part-time Off-Sale Clerk at Step 1. Ms. Froiland has successfully completed her probationary period and a required hour worked and is eligible for a progression raise.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Safety/Liquor Committee recommendation to grant Marah Froiland, part-time Off-Sale Clerk, a progression raise to Step 2 of the Off-Sale Clerk salary schedule, effective upon her successful completion of her probationary period and working 1,020 hours as per the union and city agreement. Ms. Froiland’s new hourly wage shall be \$16.46 per hour, retroactive to her completion of 1,020 hours of employment.

Presented at the February 20, 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

#7.05

Dick Wittenberg, 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: dwittenberg.trfpd@citytrf.net
www.citytrf.net

Request for Council Action

Date: February 20, 2018

Agenda Item

Subject: New squad car purchase (2018)

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

Motion To: Accept the Public Safety Committee's recommendation to approve the purchase of a new 2018 Ford Interceptor-Utility AWD Police Package in accordance with the previously approved replacement schedule of one squad per year.

Key Issues: none

Financial Consideration:

Option A: Nelson Ford bid in Fergus Falls, \$27,728.00

Option B: Thief River Ford bid (Specs exactly the same as above), \$ 28,430.00

Additional information: Applicable miscellaneous taxes and title fees must be added to the above costs upon sale and transfer. Delivery time for any vehicle ordered is between 90 and 120 days, and I have been advised that for every day later that the order is submitted, it adds approx. 1 week to the delivery time.

Legal Consideration: None

Department/Responsible Person: Chief Dick A. Wittenberg

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.05

RESOLUTION NO. : APPROVAL TO PURCHASE 2018 FORD INTERCEPTOR-UTILITY AWD SQUAD CAR

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

WHEREAS, the following bids were received for a new squad car purchase:

Option A: Nelson Ford bid in Fergus Falls, \$27,728.00

Option B: Thief River Ford bid (Specs exactly the same as above), \$ 28,430.00

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Safety Committee's recommendation to approve the purchase of a new 2018 Ford Interceptor-Utility AWD Police Package from Nelson Ford in accordance with the previously approved replacement schedule of one squad per year.

Presented at the February 20, 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

#7.06

ELECTRIC DEPARTMENT

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

PHONE: 218 681-4145
FAX: 218 683-7343
email: billing@citytrf.net

Request for Council Action

DATE: 2/12/18

SUBJECT: Mini Excavator

Recommendation: It is my recommendation to except the Bid from Ironhide Equipment for the price of \$51,474.40 for the purchase of a new Mini Excavator.

MOTION TO:

BACKGROUND: The Electric Utilities Department received six bids from three manufactures on the price of a new Mini Excavator. Manufactures that bid were Ironhide (Bobcat) from Grand Forks ND, RDO Equipment (Hatachi) from Grand Forks ND and Ziggler Cat (Caterpillar) From Crookston MN. Bids were received on 1/29/18, and opened on 1/30/18. After reviewing the bids it was determined by Dale Narlock Electric Superintendent, Wayne Johnson Water Superintendent and John Cervantes Streets/Sanitation that the Mini Excavator that would best work for the City was the Bobcat E352TS/ 33.5HP Excavator.

KEY ISSUES:

Financial Considerations: The Price of the Mini Excavator came in under budget. The Electric Utility had a budget price of \$65,000 for 2018.

Legal Considerations: None

Department/Responsible Person: Dale Narlock, Electric Superintendent

Reviewed by:

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.06

**RESOLUTION NO. : APPROVAL TO PURCHASE MINI EXCAVATOR FROM
IRONHIDE EQUIPMENT**

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 recommendation of the Public Utilities Committee to purchase a Mini Excavator from Ironhide Equipment for the price of \$51,474.40.

Presented at the February 20, 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

#7.07

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

Request for Council Action

DATE: February 14, 2018

SUBJECT: Elgin Street Sweeper Purchase

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

Motion to: Approve the purchase of a 2018 Elgin Pelican NP 55KW Street Sweeper from Sanitation Products in the amount of \$204,660.05 less a trade in for the 2014 Schwarze Model A7 Air Street Sweeper currently used by the city.

BACKGROUND: The city purchased a 2014 demo Schwarze Model A7 Tornado Regenerative Air Street Sweeper in 2016 to replace an existing Elgin Pelican Street Sweeper. It was anticipated that this machine would outperform the conventional mechanical sweeper and require less maintenance. It offers an improved system for vacuuming leaves in the late season, has a suction hose for catch basin cleaning and eliminated the need for a truck to dump into for transportation of the sweepings.

KEY ISSUES: The City Council has requested staff research trading this sweeper off while it still has significant value and purchase a mechanical sweeper as historically used. They site numerous complaints about extreme dust and poor results. The air regenerative sweepers work well on leaves, but do not do a very good job on sand and dirt in the spring and summer. Communities that have air regenerative sweepers typically have mechanical sweepers as well. Communities that have only one sweeper typically have a mechanical sweeper.

FINANCIAL CONSIDERATIONS: This purchase would be through the National Joint Powers Association (NJPA), which is comparable to the State Bid, but an affiliation with the Minnesota Service Cooperatives, which the City of Thief River Falls is a member of. The cost would be paid through the Storm Water Utility which has a current balance of approximately \$325,000. The 2014 Schwarze Model A7 Air Street Sweeper would be consigned by Sanitation Products with a value to be established on a consignment sale within 90 days. The estimated value range is \$125,000 to \$160,000. The net cost to the City will be \$44 - 79,000.

LEGAL CONSIDERATION: None.

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

Encl: (1)

ELGIN

Subsidiary of Federal Signal Corporation

Pelican[®]





Superior Diesel
 3250 S. Fox Ranch Rd.
 Rhinelander, WI 54501
 Phone: 715-365-0500

5-YEAR/5,000-HOUR EXTENDED WARRANTY

when you purchase a John Deere Final Tier 4 engine*



Now you have another reason to trust the day-to-day reliability and trouble-free operation of John Deere engines. As part of a special distributor promotion, you'll receive a comprehensive 5-year/5,000-hour extended factory warranty when you purchase a qualifying John Deere Final Tier 4 engine.*

Comprehensive coverage.

From the fan drive to the flywheel, if it's part of the engine it's covered. This powerful promotion provides full coverage of all engine components for 5 years or 5,000 hours, whichever occurs first, with a nominal \$250 deductible after the basic warranty expires.

Extended warranty protects the engine as well as any John Deere components and accessories installed by the engine distributor. Plus, the warranty is portable and transferable. It also covers reasonable travel expenses for John Deere service dealers, so you can get help almost anywhere.

Easy warranty registration.

Simply register your qualifying engine and you're all set. You may never need to use this extended warranty, but you'll avoid servicing delays and confusion if your engine is registered and you pre-select a service dealer.

*We made the fine print easy to read.

This extended warranty promotion is available exclusively to John Deere engine distributor customers in the U.S. and Canada, and is not available to OEM customers of John Deere Power Systems (JDPS). The offer applies to Final Tier 4 engines purchased beginning March 1, 2017, through December 31, 2019.

Engines for forestry applications, marine applications, and any other non-Final Tier 4 applications such as standby generator sets do not qualify. See your John Deere engine distributor for a complete list of qualifying engine models.



Scan this code or visit JohnDeere.com/Warranty to register online. Contact an authorized John Deere dealer for assistance.



MODEL: ECOINFUSED PELICAN NP 55KW
 EFFECTIVE DATE: 10/03/2016
 SUPERCEDES ALL PREVIOUS PRICE LISTS
 NJPA PRICE LIST (U.S. DOLLARS)

Purchase Order #
 Order Date:
 Delivery Date Requirement If Any:

Ship To Address:
 State Penalty Clause If Applicable:

QUANTITY	PART NUMBER	MODEL DESCRIPTION	2017 NJPA PRICE	2017 EXTENDED
0	1120933	PELICAN P SINGLE, TIER 4F, 55KW, USA AND CANADA Single steer & gutter broom, right side hydraulically driven, Tier 4F JD 4045TF low emission diesel engine, hydrostatic drive and steering, chassis and wheels powder coated standard white and including the standard features below	\$183,000	\$0.00
1	1120847	PELICAN P DUAL, TIER 4F, 55KW, USA AND CANADA Dual steer & gutter brooms, hydraulically driven, Tier 4F JD 4045TF low emission diesel engine, hydrostatic drive and steering, chassis and wheels powder coated standard white and including the standard features below	\$193,500	\$193,500.00

NOTE: One year warranty on all Elgin supplied parts and labor. Consult your Elgin dealer for full warranty details.

STANDARD FEATURES

1	0701443	PELICAN P OPERATORS MANUAL	STANDARD	\$0.00
1	0702261	PELICAN P PARTS BOOK	STANDARD	\$0.00
1	0704046	JOHN DEERE OPERATORS MANUAL	STANDARD	\$0.00
1	0704047	JOHN DEERE PARTS BOOK	STANDARD	\$0.00
1	0730168	BROOM MEASUREMENT RULER	STANDARD	\$0.00
1	0701708	MACHINE DELIVERY PACKET	STANDARD	\$0.00
1	0702020	ELGIN SAFETY MANUAL	STANDARD	\$0.00

- Air cleaner, two-stage, dry type with restriction indicator
- Air conditioner
- Alternator, 120 amp
- Anti siphon water fill
- Automatic engine shutdown (oil pressure/engine temperature)
- Automatic pickup in reverse
- B20 biodiesel compatible
- Back up alarm, electric
- Battery, maintenance free**
- Brakes, power
- Broom, main, hydraulically suspended
- Broom, main, in cab pressure control
- Broom, main, prefab, disposable
- Broom, side broom, hydraulically suspended
- Broom, side broom, in cab pressure control
- Bumper pads, front jack
- Coolant recovery system
- Doors, see through glass, prop-able
- Electronic Throttle
- Engine, hour meter
- Gauges & Warning lights:
 - engine oil temperature
 - engine oil pressure
 - fuel level
 - speedometer & odometer w/tnp set
- Fenders, over front wheels
- Flushing system for hopper/conveyor
- Fuel tank, 35 gallons
- Fuel Water separator with indicator light
- Heater, pressurizer with filtered air, defroster
- Hose, hydrant fill, 16" B" with coupling
- Light, spotlight, adjustable, one per side broom
- Lights, 2 combination, tail/stop lights
- Lights, headlights, multiple beam
- Lights, low water light
- Low Hydraulic Warning
- Main broom controls in cab**
- Manuals, operator and parts
- Mirror, inside rear view
- Mirrors, outside, front mounted 6" fish eyes
- Mirrors, outside, front post mounted, west coast type, one each side
- Parking brake with interlock
- Rear Camera & in cab monitor
- Return to sweep feature
- Seat Belts (both sides for dual)
- Seats, extra wide cordura suspension seats with arm rests
- Signals, self-canceling directional with hazard switch
- Sprung guide wheel, heavy duty
- Steering wheel, tilt and telescoping
- Sun visors
- Tachometer, diesel engine
- Tires, tubeless radials
- Tow loops, four
- Water tank, fill gauge
- Water tank, molded polyethylene: 220 gallon total nominal capacity
- Wheels, dual guide
- Wheels painted grey
- Window, opening front opera
- Windshield washer
- Windshield wipers with intermittent setting
- Windshield, tinted



MODEL: ECOINFUSED PELICAN NP 55KW
 EFFECTIVE DATE: 10/03/2016
 SUPERCEDES ALL PREVIOUS PRICE LISTS
 NJPA PRICE LIST (U.S. DOLLARS)

QUANTITY	PART NUMBER	MODEL DESCRIPTION	2017 NJPA PRICE	2017 EXTENDED
----ADDITIONAL MANUALS----				
0	701443	PELICAN OPERATORS MANUAL	\$55 00	\$0 00
0	702261	PELICAN PARTS BOOK	\$100 00	\$0 00
1	702453	PELICAN SERVICE	\$95 00	\$95 00
0	704048	JOHN DEERE OPERATORS MANUAL	\$55 00	\$0 00
0	704047	JOHN DEERE PARTS BOOK	\$100 00	\$0 00
0	704048	JOHN DEERE SERVICE	\$190 00	\$0 00
-----ALARMS-----				
0	1099339	SMART BACK UP ALARM	\$275 00	\$0 00
0	1089728	GROTE LOUD MOUTH BACKUP ALARM	\$275 00	\$0 00
----AUTOLUBE-----				
0	1087667	MIDWEST AUTOLUBE - SINGLE	\$5,500 00	\$0 00
0	1087668	MIDWEST AUTOLUBE - DUAL	\$6,180 00	\$0 00
0	1089040	VOGEL AUTOLUBE - SINGLE	\$6,935 00	\$0 00
0	1089041	VOGEL AUTOLUBE - DUAL	\$7,370 00	\$0 00
0	1107312	VOGEL AUTOLUBE - DUAL (USE W/GREASABLE DIRT SHOES)	\$9,090 00	\$0 00
0	1103124	MIDWEST AUTOLUBE - DUAL (USE W/GREASABLE DIRT SHOES)	\$7,110 00	\$0 00
0	1108963	MIDWEST AUTOLUBE - SINGLE (USE W/GREASABLE DIRT SHOES)	\$6,485 00	\$0 00
-----AUTO SHUTDOWN-----				
0	1087563	HYDRAULIC LEVEL SHUTDOWN	\$175 00	\$0 00
1	1089429	HYDRAULIC LEVEL & TEMPERATURE SHUTDOWN	\$350 00	\$350 00
0	1120654	HYDRAULIC TEMPERATURE SHUTDOWN	\$175 00	\$0 00
-----BROOMS-----				
0	1015558	EXTRA SET SIDE BROOM SEGMENT, FILLED	\$245 00	\$0 00
0	1053847	POLY/POLY SIDE BROOM SET (PER SIDE)	\$70 00	\$0 00
1	1087976	STRIP BROOM 68" URB	\$885 00	\$885 00
0	1088008	MAIN BROOM CORE ONLY	\$160 00	\$0 00
0	1088491	TUFF STRIP BROOM (II Q STD)	\$895 00	\$0 00
0	1088900	50/50 POLY/WIRE MAINBROOM	\$885 00	\$0 00
0	1089518	DEDUCT MAIN BROOM & CORE	-\$465 00	\$0 00
0	1091361	URB STRIP BROOM - CENTER SWEEP	\$885 00	\$0 00
0	1094877	ALUMINUM SIDE BROOM SEGMENT PER SIDE	\$635 00	\$0 00
0	1094878	POLY/POLY SIDE BROOM SET	\$125 00	\$0 00
0	1095342	DEDUCT SIDE BROOM SEGMENT (PER SIDE)	-\$190 00	\$0 00
0	1118360	DOUBLE WRAP MAIN BROOM (ILO STD)	\$1,005 00	\$0 00
---CONVEYOR/ELEVATOR---				
0	1087545	CONVEYOR STALL ALARM	\$705 00	\$0 00
0	1087575	LOWER ROLLER DEFLECTOR	\$490 00	\$0 00
1	1120820	CONVEYOR CLEANOUT	\$495 00	\$495 00
-----GAUGES-----				
0	1087539	MAINBROOM ODOMETER/HOUR METER	\$375 00	\$0 00
0	1088958	LOOSE CHARGE PRESSURE GAUGE	\$300 00	\$0 00
1	1120827	IN CAB AIR RESTRICTION GAUGE	\$365 00	\$365 00
---LIFELINER SYSTEM / EPOXY COATING---				
0	1092236	LIFELINER HOPPER SYSTEM W/WARRANTY	\$3,930 00	\$0 00



MODEL: ECOINFUSED PELICAN NP 55KW
EFFECTIVE DATE: 10/01/2016
SUPERCEDES ALL PREVIOUS PRICE LISTS
NJPA PRICE LIST (U.S. DOLLARS)

QUANTITY	PART NUMBER	MODEL DESCRIPTION	2017 NJPA PRICE	2017 EXTENDED
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-----LIGHTS-----

1	1087873	LED CLEARANCE LIGHTS	\$260.00	\$280.00
1	1120770	LED ALTERNATING & FLASHING LIGHTS IN BATTERY COVER	\$1,145.00	\$1,145.00
0	1120744	(2) LED REAR FLOODS & BACKUP LIGHTS	\$765.00	\$0.00
0	1120840	LED RIGHT HAND SEAL BEAM WORK LIGHT	\$295.00	\$0.00
0	1120841	LED RIGHT HAND & LEFT HAND SEAL BEAM WORK LIGHTS	\$585.00	\$0.00
0	1101214	(2) CAB FORWARD FACING FLOOD LIGHTS WITH LIGHT BAR	\$420.00	\$0.00
0	1101215	(2) CAB FORWARD FACING FLOOD LIGHTS WITHOUT LIGHT BAR	\$700.00	\$0.00
0	1114404	(2) CAB FORWARD FACING LED FLOOD LIGHTS WITH LIGHT BAR	\$1,085.00	\$0.00
0	1114405	(2) CAB FORWARD FACING LED FLOOD LIGHTS WITHOUT LIGHT BAR	\$1,400.00	\$0.00
0	1101273	LED STOP/TAIL/TURN NOT COMPATIBLE WITH LIGHT PACKAGES 3 & 4	\$345.00	\$0.00
0	1101314	PACKAGE 1: ONE BEACON W/ GUARD	\$790.00	\$0.00
0	1101315	PACKAGE 2: TWO BEACONS W/ GUARDS	\$1,320.00	\$0.00
0	1101316	PACKAGE 3: PACKAGE 2 + FOUR ROOF MOUNTED SWEEP FLASHERS	\$1,865.00	\$0.00
0	1101317	PACKAGE 4: PACKAGE 3 + FRONT ID LIGHTS AND ARROWSTICK	\$2,945.00	\$0.00
1	1101318	PACKAGE 5: ONE LED STROBE W/ GUARD	\$945.00	\$945.00
0	1101319	PACKAGE 6: TWO LED STROBES W/ GUARD	\$1,655.00	\$0.00
0	1101320	PACKAGE 7: PACKAGE 6 + FOUR ROOF MOUNTED SWEEP FLASHERS LED STOP/TAIL/TURN MUST BE ORDERED WITH THIS PACKAGE	\$2,215.00	\$0.00
0	1101321	PACKAGE 8: PACKAGE 7 + LED FRONT ID LIGHTS AND REAR LED ARROWSTICK LED STOP/TAIL/TURN MUST BE ORDERED WITH THIS PACKAGE	\$3,675.00	\$0.00
0	1101322	PACKAGE 9: REAR LIGHT MOUNTING RAIL ONLY	\$655.00	\$0.00
0	1101323	PACKAGE 10: FRONT LIGHT MOUNTING RAIL ONLY	\$655.00	\$0.00
0	1101324	PACKAGE 11: REAR LIGHT MOUNTING RAIL AND WIRE/MOUNT/GUARD FOR 1 LIGHT	\$720.00	\$0.00
0	1101325	PACKAGE 12: REAR LIGHT MOUNTING RAIL AND WIRE/MOUNT/GUARD FOR 2 LIGHTS	\$1,205.00	\$0.00
0	1101326	PACKAGE 13: LED ARROWSTICK (ONLY)	\$1,610.00	\$0.00
1	1105084	PACKAGE 14: LED ARROWSTICK (USE WITH PACKAGE'S 1, 2, 3, 5, 6, 7)	\$1,610.00	\$1,610.00



MODEL: ECOINFUSED PELICAN NP 55KW
EFFECTIVE DATE: 10/03/2016
SUPERCEDES ALL PREVIOUS PRICE LISTS
NJPA PRICE LIST (U.S. DOLLARS)

QUANTITY	PART NUMBER	MODEL DESCRIPTION	2017 NJPA PRICE	2017 EXTENDED
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-----PELICAN OPTIONS-----

0	1042010	WATER FILL HOSE QUICK DISCONNECT	\$510.00	\$510.00
0	1087540	LICENSE PLATE HOLDER - FRONT & REAR	\$205.00	\$0.00
0	1087544	LOCKING ENGINE COMPARTMENT	\$220.00	\$0.00
0	1087605	CARBIDE DIRT SHOES	\$1,075.00	\$0.00
1	1087981	RED LOGO/SWOOSH	\$0.00	\$0.00
0	1087982	WHITE LOGO/SWOOSH	\$0.00	\$0.00
0	1122929	SHIP DECALS AND SWOOSH LOOSE IN HOPPER	\$0.00	\$0.00
0	1087995	25' WATER FILL HOSE (ILO 16' 8")	\$195.00	\$0.00
1	1097387	GREASABLE DIRT SHOES	\$90.00	\$90.00
0	1123319	SLIDING REAR WINDOW	\$880.00	\$0.00
0	1123322	STEEL RIGHT HAND DOOR W/ SLIDING WINDOW	\$3,135.00	\$0.00
0	1123320	STEEL RIGHT & LEFT HAND DOOR W/ SLIDING WINDOW	\$4,465.00	\$0.00
0	1123323	STEEL RIGHT HAND DOOR	\$1,805.00	\$0.00
0	1123321	STEEL RIGHT & LEFT HAND DOOR	\$3,610.00	\$0.00
0	1100256	RADIO INSTALL PACKAGE W/O RADIO	\$370.00	\$0.00
0	1101017	LEFT HAND AND RIGHT HAND "WEST COAST" STYLE MIRRORS HEATED & MOTORIZED (DOES NOT HEAT OR MOTORIZE HOPPER CONVEX MIRRORS)	\$1,240.00	\$0.00
1	1101065	HEAVY DUTY DUAL LIMB GUARDS	\$2,160.00	\$2,160.00
0	1099918	HEAVY DUTY LIMB GUARD RIGHT HAND ONLY	\$1,190.00	\$0.00
0	1099919	HEAVY DUTY LIMB GUARD LEFT HAND ONLY	\$1,190.00	\$0.00
0	1101066	ASHTRAY & LIGHTER	\$235.00	\$0.00
1	1101244	AM/FM RADIO WITH CD & 2 MAP LIGHTS	\$575.00	\$575.00
0	1106698	GREASABLE CARBIDE DIRT SHOES	\$1,310.00	\$0.00
0	6063004	ADDITIONAL IGNITION KEY	\$45.00	\$0.00
0	1120655	25' WASHDOWN SYSTEM	\$940.00	\$0.00

-----REFLECTORS-----

0	1087538	REFLECTOR (ARMOURED), SET OF 6	\$150.00	\$0.00
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-----SIDE BROOM TILT-----

0	1089502	LEFT HAND SIDEBROOM TILT WITH INDICATOR	\$1,875.00	\$0.00
1	1089503	RIGHT HAND SIDEBROOM TILT WITH INDICATOR	\$1,875.00	\$1,875.00

-----SEATS-----

0	1087555	RIGHT HAND BOSTROM AIR RIDE MID BACK CLOTH	\$980.00	\$0.00
0	1087556	LEFT HAND BOSTROM AIR RIDE MID BACK CLOTH	\$980.00	\$0.00
0	1087677	ALL VINYL STD SEAT	\$15.00	\$0.00
1	1088301	RIGHT HAND BOSTROM AIR RIDE HI BACK CLOTH	\$980.00	\$980.00
1	1088302	LEFT HAND BOSTROM AIR RIDE HI BACK CLOTH	\$980.00	\$0.00
0	1089316	RIGHT HAND BOSTROM AIR RIDE MID BACK -VINYL	\$980.00	\$0.00
0	1089317	LEFT HAND BOSTROM AIR RIDE MID BACK - VINYL	\$980.00	\$0.00
0	1089510	LEFT HAND MAGNUM STANDARD SEAT	\$855.00	\$0.00
0	1091686	LEFT HAND BOSTROM MID-BACK CLOTH	\$1,630.00	\$0.00
0	1093157	HEADREST FOR MAGNUM STD SEAT	\$405.00	\$0.00

-----SAFETY-----

1	1087559	(1) 2 1/2 LB FIRE EXTINGUISHER	\$215.00	\$215.00
0	1088661	(2) 2 1/2 LB FIRE EXTINGUISHER	\$425.00	\$0.00
0	1092020	REMOVE REAR CAMERA	N/C	\$0.00
1	1101067	LEFT HAND SIDE CAMERA	\$530.00	\$530.00
0	1122587	RIGHT HAND SIDE CAMERA	\$530.00	\$0.00
0	9306848	TRIANGLE REFLECTIVE FLARES (3)	\$80.00	\$0.00

-----SWEEPER ENGINE-----

1	1121383	BLOCK HEATER	\$445.00	\$445.00
0	1120838	PREMIUM RADIATOR/HEATER HOSES	\$280.00	\$0.00
0	1120658	COLD WEATHER START AIDE	\$550.00	\$0.00
1	1087562	ENGINE PRE-CLEANER	\$420.00	\$420.00
0	1087675	BATTERY DISCONNECT SWITCH	\$185.00	\$0.00
0	1089774	MAGNETIC DRAIN PLUG	\$160.00	\$0.00
0	1120874	ENGINE COOLANT FILTER	\$505.00	\$0.00



MODEL: ECOINFUSED PELICAN NP 55KW
EFFECTIVE DATE: 10/03/2016
SUPERCEDES ALL PREVIOUS PRICE LISTS
NJPA PRICE LIST (U.S. DOLLARS)

QUANTITY	PART NUMBER	MODEL DESCRIPTION	2017 NJPA PRICE	2017 EXTENDED
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-----TIRES/WHEELS-----

0	1101058	SPARE DRIVE WHEEL PAINTED GREY	\$650.00	\$0.00
0	1101069	SPARE GUIDE WHEEL PAINTED GREY	\$590.00	\$0.00
0	1101669	SPARE DRIVE WHEEL PAINTED GREY & TIRE (16 PLY)	\$1,170.00	\$0.00
0	1120585	SPARE GUIDE WHEEL PAINTED GREY & TIRE (16 PLY)	\$945.00	\$0.00

-----TOOLS-----

0	1036150	HYDRANT WRENCH	\$90.00	\$0.00
0	1049145	LUG WRENCH	\$375.00	\$0.00
0	1089549	RIGHT HAND LOCKABLE TOOLBOX WHOSE BASKET W/O WASHDOWN SYSTEM	\$1,030.00	\$0.00
0	1121064	LEFT HAND LOCKABLE TOOL BOX	\$1,030.00	\$0.00
0	1090342	TOOL KIT (NO TOOL BOX)	\$825.00	\$0.00
0	1090584	MECHANICAL JACK RATCHET	\$1,445.00	\$0.00

-----PAINT-----

1	4810001	STANDARD WHITE	N/C	\$0.00
0	4811018	RAL 1018 ZINC YELLOW	\$515.00	\$0.00
0	4811023	RAL 1023 TRAFFIC YELLOW	\$515.00	\$0.00
0	4811037	RAL 1037 SUN YELLOW	\$515.00	\$0.00
0	4813020	RAL 3020 TRAFFIC RED	\$515.00	\$0.00
0	SPECIAL	PAINT SWEEPER ANY OTHER RAL COLOR	\$1,265.00	\$0.00
0	SPECIAL	WHEELS PAINTED SAME COLOR AS BODY	\$640.00	\$0.00
0	SPECIAL	PAINT SWEEPER NON RAL COLOR	\$3,830.00	\$0.00
0	1118326	CUSTOM COLOR BODY PANELS	\$0.00	\$0.00

-----FREIGHT RATES-----

0	FRT-101-001	SELF SHIPPING DOCK CHARGE	\$595.00	\$0.00
0	FRT-101-002	FREIGHT-IL, WI, IA, IN, MI, MN, KY	\$1,310.00	\$0.00
0	FRT-101-003	FREIGHT-TN, WV, PA, NY	\$2,850.00	\$0.00
0	FRT-101-004	FREIGHT-NH, VT, ME	\$3,555.00	\$0.00
0	FRT-101-005	FREIGHT-NEW YORK CITY	\$4,110.00	\$0.00
1	FRT-101-006	FREIGHT-ND, SD, NE, OK, KS, AR, AL, MO	\$2,715.00	\$2,715.00
0	FRT-101-007	FREIGHT-AZ, UT	\$5,390.00	\$0.00
0	FRT-101-008	FREIGHT-CA, NV, ID, OR, WA	\$6,355.00	\$0.00
0	FRT-101-009	FREIGHT- CHICAGO/MILWAUKEE	\$900.00	\$0.00
0	FRT-101-010	FREIGHT-FL, LA, TX, NM, CO, WY, MT	\$4,145.00	\$0.00
0	FRT-101-011	FREIGHT-OH, ST LOUIS METRO	\$1,530.00	\$0.00
0	FRT-101-012	FREIGHT, MS, GA, SC, NC, VA, MD	\$3,130.00	\$0.00
0	FRT-101-013	FREIGHT - RI, DE, CT, NJ, MA	\$2,740.00	\$0.00
0	FRT-101-014	FREIGHT - LAREDO, TX	\$6,700.00	\$0.00
0	FRT-101-015	SPECIAL IZED TRANSPORT EQUIPMENT	\$1,030.00	\$0.00

-----WARRANTY-----

0	EW-NP-NA-2PL	PELICAN NP 2ND YEAR PARTS/LABOR	\$3,230.00	\$0.00
0	EW-NP-NA-3PL	PELICAN NP 3RD YEAR PARTS/LABOR	\$4,760.00	\$0.00
0	EW-NP-NA-4PL	PELICAN NP 4TH YEAR PARTS/LABOR	\$7,815.00	\$0.00
0	EW-NP-NA-5PL	PELICAN NP 5TH YEAR PARTS/LABOR	\$11,040.00	\$0.00

SUB TOTAL \$210,165.00

-----DISCOUNTS-----

0	DISC-101-ADDL	NJPA DISCOUNT	\$6,304.95	-\$6,304.95
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SPECIAL RFQ OPTIONS / OTHER DESCRIPTIONS

1		Pre-Delivery		\$800.00

GRAND TOTAL \$204,668.06

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.07

**RESOLUTION NO. : APPROVAL TO PURCHASE 2018 ELGIN STREET SWEEPER
FROM SANITATION PRODUCTS**

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 recommendation of the Public Works Committee to approve the purchase of a 2018 Elgin Pelican NP 55KW Street Sweeper from Sanitation Products in the amount of \$204,660.05 less a trade in for the 2014 Schwarze Model A7 Air Street Sweeper currently used by the city.

Presented at the February 20, 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

Request for Council Action

February 20, 2018

Subject: Security Cameras Replacement

Recommendation: It respectfully requested to consider approving the Utility Committee recommendation for a quote from Wiktel of Karlstad MN for the replacement of 19 security cameras for the Power Plant and Water Treatment Plant.

Motion To: Adopt a resolution approving the quote from Wiktel Telcom in the amount of \$ 20,796.36 for the replacement of the analog security camera systems for the Power Plant and Water Plant that are no longer functional or supportable. \$ 11,710.81 will be paid from the Electric Department budget and \$ 9,085.55 will be paid from the Water Systems budget.

Background: The camera system was installed at the Water Treatment Plant in 2005 under a Homeland Security Grant. The Power Plant's system was installed shortly after that. Both systems are at the end of their projected usefulness and are failing. With the City buildings now having fiber run to most all of them, there is an opportunity to network the different sites and connect them to a server at City Hall to be monitored and maintained by the IT Specialist.

Key Issues. The current Systems are beyond upgrade/repair and are in need of replacement. The Power plant needs to be completed by June 30th before the next compliance inspection. The league of Cities Insurance Trust Senior Control Consultant has indicated the need for a functioning Security System at the Water Treatment plant as well.

Financial Considerations: \$ 20,796.36 will be paid from the respective budgets

Legal Considerations: Both Departments are required to have functioning security camera systems by the Federal Government Agencies that regulate them.

Department/Responsible Persons:

Joanne Olson IT Specialist

Dale Narlock Electric Superintendent

Wayne Johnson Water Systems Superintendent

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.08

**RESOLUTION NO. : APPROVAL OF QUOTE FROM WIKTEL TELCOM FOR
ANALOG SECURITY CAMERA SYSTEMS FOR THE POWER PLANT AND
WATER PLANT**

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

WHEREAS, the camera system was installed at the Water Treatment Plant in 2005 under a Homeland Security Grant. The Power Plant's system was installed shortly after that. Both systems are at the end of their projected usefulness and are failing. With the City buildings now having fiber run to most all of them, there is an opportunity to network the different sites and connect them to a server at City Hall to be monitored and maintained by the IT Specialist; and

WHEREAS, the current Systems are beyond upgrade/repair and are in need of replacement. The Power plant needs to be completed by June 30th before the next compliance inspection. The league of Cities Insurance Trust Senior Control Consultant has indicated the need for a functioning Security System at the Water Treatment plant as well.

NOW THEREFORE, BE IT RESOLVED, by the City Council, to accept the Utilities Committee recommendation approving the quote from Wiktel Telcom in the amount of \$20,796.36 for the replacement of the analog security camera systems for the Power Plant and Water Plant that are no longer functional or supportable. \$11,710.81 will be paid from the Electric Department budget and \$9,085.55 will be paid from the Water Systems budget.

Presented at the February 20, 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

#7.09

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

Request for Council Action

DATE: February 20, 2018

SUBJECT: Pete Carlson Land Lease – Gilbert Industrial Park

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

Motion to: To approve the renewal of a lease between the City of Thief River Falls and Pete Carlson for farm land rental until December 15, 2020 in the Gilbert Industrial Park; and authorize the Mayor and City Administrator to execute the agreement.

BACKGROUND: Pete Carlson has rented 38 acres of farm land from the city for several years in the Gilbert Industrial Park. The lease has provisions to terminate the lease in the event of any lot sales in the industrial park.

KEY ISSUES: The current lease expired on December 15, 2017. Pete Carlson wishes to continue to lease the property.

FINANCIAL CONSIDERATIONS: He shall pay a total of \$5,518.00 over the three-year period.

LEGAL CONSIDERATION: None.

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

Encl: (1)

FARM LEASE AGREEMENT

THIS AGREEMENT, To be effective the 1st day of January, 2018, by and between City of Thief River Falls, a Minnesota Political Subdivision, hereinafter referred to as "Lessor", and Pete C. Carlson, hereinafter referred to as "Lessee", witnesseth:

1. PREMISES. Lessor hereby leases unto Lessee, and Lessee hereby hires from Lessor, the premises situated in the County of Pennington and State of Minnesota, described as follows:

See Exhibit "A" attached.

2. TERM. This Lease is for three (3) crop years from and after the 1st day of January, 2018, and term ending on the 15th day of December, 2020, unless sooner terminated as hereinafter provided.

3. RENT. Lessee shall pay Lessor as rent for the premises for the full term of this Lease the sum of \$5,518.00, payable at City Hall, Thief River Falls, Minnesota, or as directed, in three (3) installments with interest at the rate of 8% percent on each installment after due, to wit:

\$1,785.00 on or before Nov. 15, 2018;
\$1,839.00 on or before Nov. 15, 2019; and
\$1,894.00 on or before Nov. 15, 2020.

4. USE. Lessee shall only use the premises for the purpose of growing crops. Any additional use of the premises shall require the written approval of Lessor.

5. LESSOR'S EXPENSES. Lessor agrees to furnish the premises, and to pay the items of expense listed below:

5.1. Real estate taxes and installments of special assessments.

6. LESSEE'S EXPENSES AND DUTIES. Lessee agrees to pay the items of expense and to perform the duties listed below:

6.1. All machinery, equipment, and labor necessary to farm the premises.

6.2. All seed, fertilizers, herbicides, pesticides, and other appropriate chemicals.

6.3. Farm the premises in a timely, thorough, and reasonable manner.

6.4. Prevent all unnecessary waste, loss, or damage to the premises.

7. PLOW BACK. Lessee shall plow back the premises prior to the termination of this Lease. Lessee shall plow the premises by mold board plow or twice chisel plow. Should the Lessee fail to plow back the premises, Lessor shall have the right to contract with a third party acceptable to Lessor, including Lessor, for the plowing and Lessee shall be responsible for the

full cost of that plowing.

8. FARM PROGRAM. Lessee shall preserve the base acreage that presently exists on the premises. Lessee shall consult with Lessor concerning remaining with any government farm program and Lessee shall not remove the premises from any government farm program without Lessor's prior written consent. Lessee shall be entitled to all government farm program payments earned during the term of this Lease, but shall resign those payments to the Lessor to be applied against rent.

9. LESSOR'S RIGHT OF ENTRY. Lessor reserves the right during the term of this Lease to enter upon the premises at any reasonable time for the purpose of inspection, consultation with Lessee, making repairs or improvements, posting notices, and for all other lawful purposes whatsoever.

10. SALE OF PREMISES. The premises is part of the Gilbert Industrial Park Plat. Lessor is attempting to sell lots within that Plat. Lessor shall have the right to sell any lot free and clear of this lease. Should Lessor sell a lot on which Lessee has crop inputs, Lessor shall reimburse Lessee for the actual cost of those crop inputs. Crop inputs shall include seed, chemical, fertilizer, labor, and machinery. Labor and machinery shall be determined according to Pennington County standards as established by the Pennington County Extension Service. Lessor shall only be required to pay Lessee should Lessee be unable to harvest the crop planted for that year due to the sale of a lot and construction thereon.

11. DEFAULT. Lessee agrees that in the event Lessee should be in default of the performance of any of the terms, covenants, or conditions of this Lease, or have otherwise breached this Lease, Lessor shall have every remedy now or hereafter available at law or in equity.

12. INDEMNIFICATION. Lessee shall indemnify Lessor against any liability or loss of whatever nature incurred by Lessor as a result of Lessee's failure to perform any obligation required to be performed by Lessee hereunder, or from any accident that may occur in or about the premises, or from Lessee's failure to comply with any governmental authority. Lessor's right to indemnity hereunder shall arise notwithstanding that joint or concurrent regulation, or other law. Lessee shall also indemnify Lessor against all costs, attorneys fees, and other expenses arising out of such actions.

Lessor shall indemnify Lessee against any liability or loss of whatever nature incurred by Lessee as a result of Lessor's failure to perform any obligation required to be performed by Lessor hereunder, or from any accident that may occur in or about the premises, or from Lessor's failure to comply with any governmental authority. Lessee's right to indemnity hereunder shall arise notwithstanding that joint or concurrent regulation, or other law. Lessor shall also indemnify Lessee against all costs, attorneys fees, and other expenses arising out of such actions.

13. COMMUNICATIONS. All notices and other communications of any nature required herein shall be in writing, mailed by certified mail, return receipt requested, to the last known

address of the other party, to be effective on date of mailing. The address of each party, unless notified as required herein, is as follows:

LESSOR
P.O. Box 528
Thief River Falls, MN 56701

LESSEE
15764 120th Ave NE
Thief River Falls, MN 56701

14. ASSIGNMENT OR SUBLETTING. The Lessee shall not assign this Lease or sublet all or any portion of the premises without first securing the written approval of Lessor which written approval shall not be unreasonably withheld.

15. QUIET ENJOYMENT. Lessor warrants that it has full right to execute and perform this Lease and that Lessee, upon payment of the rents and other amounts due and the performance of all the terms, conditions, and covenants on Lessee's part to be observed and performed under this Lease, may peaceably and quietly enjoy the premises for the business uses permitted hereunder, subject to the terms and conditions of this Lease.

16. SURRENDER. Upon the expiration date or upon the earlier termination hereof, Lessee shall peaceably surrender the premises in good order.

17. HOLDING OVER. In the event Lessee remains in possession of the premises after the expiration of this Lease and without the execution of a new Lease, it shall be deemed to be occupying the premises as a Lessee from month to month, subject to all the conditions, provisions, and obligations of this Lease.

18. UTILITIES. Should Lessee desire to use any utilities on the premises, if any, Lessee shall contact the rural electric supplier for such services and the utilities must be purchased in Lessee's name only, without any responsibility for payment by Lessor.

19. FINANCING STATEMENT. Lessee shall execute a financing statement for perfecting the security interest granted in this Lease upon request of Lessor.

20. FLAGS. Lessor will locate and flag any sanitary sewer manholes, water line gate valves, fire hydrants, and survey monuments. Lessee shall avoid those items and shall be responsible for cost of repair or replacement of those installations if they are damages from Lessee's farming operations.

21. GENERAL.

21.1. The Lease does not create the relationship of principal and agent or of partnership or of joint venture or of any association between Lessor and Lessee, the sole relationship between the parties hereto being that of Lessor and Lessee.

21.2. No waiver of any covenant of this Lease or a breach of such covenant shall constitute a waiver of any other covenant or the continued breach of said covenant. No waiver of any default of Lessee hereunder shall be implied from any omission by Lessor to take any action on account of such default if such default persists or is repeated.

21.3. This Agreement sets forth the entire arrangement between the parties and there are no representations or warranties except as expressly set forth herein. No amendment or modification of this Agreement shall be valid unless in writing and signed by the parties hereto. Should any clause or provision of this Agreement become invalid for any reason, such invalidity shall not result in the invalidity or unenforceability of any other clause or provision of this Agreement.

21.4. The titles and headings used herein are for convenience only and do not constitute any part of this Agreement.

21.5. This Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

IN WITNESS WHEREOF, The parties hereto have executed this Lease to be effective the day and year first above written.

CITY OF THIEF RIVER FALLS

Brian Holmer, Mayor

Pete C. Carlson

Rod Otterness, City Administrator

STATE OF MINNESOTA)
)SS
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2018 by Brian Holmer, Mayor of Thief River Falls, Minnesota, and Rod Otterness, City Administrator of Thief River Falls, Minnesota.

Notary Public



"EXHIBIT A"
GILBERT INDUSTRIAL PARK
FARM LAND LEASE - 38 ACRES
CITY OF THIEF RIVER FALLS

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.09

**RESOLUTION NO. : APPROVAL TO RENEW PETE CARLSON LAND LEASE –
GILBERT INDUSTRIAL PARK**

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

WHEREAS, Pete Carlson has rented 38 acres of farm land from the city for several years in the Gilbert Industrial Park. The lease has provisions to terminate the lease in the event of any lot sales in the industrial park.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the recommendation of the Public Works Committee to approve the renewal of a lease between the City of Thief River Falls and Pete Carlson for farm land rental until December 15, 2020 in the Gilbert Industrial Park; and authorize the Mayor and City Administrator to execute the agreement.

Presented at the February 20, 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

#7.10

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

Request for Council Action

DATE: February 14, 2018

SUBJECT: Sanitation Services Revisions

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

Motion to: Approve the following two revisions to the sanitation services.

- Direct staff to pick up televisions, monitors, microwaves and car/light truck tires with one orange sticker.
- Discontinue providing TRF garbage bags to tenants in apartment buildings that have dumpsters.

BACKGROUND: Currently apartment renters are charged a monthly garbage fee based on the number of bags they choose. Most are at the minimum level of 75 bags per year, with some falling in the category "Senior Citizen Multi-Family" with a 37 bag per month level. These residents also use a dumpster that the apartment owner rents at a minimal fee that covers maintenance and replacement of the dumpster.

Renters have the ability to place bags in the dumpsters at any time and likely use tall kitchen garbage bags that they purchase directly from a retailer. They typically have no place to store our large bags until filled with two or three smaller bags prior to placing in the dumpster and as a result rarely use our provided bags. Several do not even pick them up.

The city has issues with messy yards that include old television sets, computer monitors, microwaves and tires adjacent to the alley that can lie around for extended periods of time. The homeowner currently has to haul them on their own to Les's Sanitation for previous disposal fee of \$10.00 for a TV, monitor or microwave and an average of \$5.00 for a tire.

KEY ISSUES: We would like to consider eliminating providing bags to apartment renters. They have the ability to place bags in the dumpsters at any time and likely use tall kitchen garbage bags that they purchase directly from a retailer. They typically have no place to store our large bags until filled with two or three smaller bags prior to placing in the dumpster and as a result rarely use our provided bags. Several do not even pick them up. Several apartment building owners were contacted (765 of the 916 or 84%) to discuss the elimination of providing garbage bags. All that were contacted had little or no concern over this potential change. Several recommended the change to eliminate the issue with some keeping garbage bags in their units until full and creating odor problems.

Picking up the televisions, monitors, microwaves and tires would help eliminate the problems with these items be left in yards and adjacent to alleys, and would provide a better service for our customers.

Pennington County, in partnership with Les's Sanitation recently approved a policy change that will reduce the disposal fee to \$5.00 for televisions, microwaves and monitors to align with the City's orange sticker value. The county would then pay the hauling fee of approximately \$4.00 per television to Les's Sanitation with SCORE funds. This process would benefit everyone equally in the city and county.

FINANCIAL CONSIDERATIONS: We would not be recommending any adjustment to the rates, just the elimination of providing bags that are likely not used. This would eliminate ordering approximately 60,000 bags at a savings of approximately \$4,000 annually. The disposal fee for televisions, monitors, microwaves and tires would be covered by the \$5.00 value placed on each orange sticker.

LEGAL CONSIDERATION: None.

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

Encl: (1)

50.02
(51.05)

**REFUSE
COLLECTION
CHARGES**

(See below)

LEVEL	BAGS/YR	STICKERS	2017 RATE/MO	2018 RATE/MO	2019 RATE/MO
Level 1	75	3	\$17.25	\$18.00	\$19.00
Level 2	100	4	\$19.00	\$20.00	\$21.00
Level 3	150	6	\$23.25	\$24.50	\$25.75
Level 4	200	8	\$27.50	\$28.75	\$30.00
Level 5	250	10	\$31.75	\$33.25	\$35.00
Level 6	300	12	\$36.00	\$37.75	\$39.50
Level 7	350	12	\$40.50	\$42.50	\$44.50
Level 8	400	12	\$44.50	\$46.75	\$49.00
Level 9	500	12	\$53.00	\$55.50	\$58.25

HARDSHIP CASES SINGLE FAMILY: 50 bags/year \$10.75/month (2017)
\$11.25/month (2018)
\$11.75/month (2019)

A consumer shall qualify for the rate for the next regular billing and thereafter while qualifying by filing a sworn or affirmed statement on forms supplied by the Utilities Billing Office:

- A. That such consumer is 65 years of age or older, or handicapped, or physically disabled; and,
- B. That such consumer is on a fixed income and that occupants of the household or housekeeping unit come within the following income and net worth standards:
 - 1. Individual Occupancy: An individual with an annual income of less than \$11,490.00; or
 - 2. Double Occupancy: An annual income of less than \$15,510.00. and,
- C. That payment of the regular charge for refuse collection would be a hardship.

BAGS (additional): \$1.50 plus tax

STICKERS (additional): \$5.00 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 \$8.25/month (2017)
\$8.50/month (2018)
\$9.00/month (2019)

per housekeeping unit shall be added to, and billed with, the charge for electrical service to said housekeeping unit in residential facilities housing 60 or more consumers 65 years of age or older in a single complex with four or less pickup points. ~~Bags per year—37.~~

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

2 cubic yard dumpster	\$69.00 + \$9.75/month (2017)	\$78.75
	\$73.00 + \$10.25/month (2018)	\$83.25
	\$77.00 + \$10.75/month (2019)	\$87.75
3 cubic yard dumpster	\$98.00 + \$9.75/month (2017)	\$107.75
	\$103.00 + \$10.25/month (2018)	\$113.25
	\$108.00 + \$10.75/month (2019)	\$118.75
6 cubic yard dumpster	\$185.00 + \$9.75/month (2017)	\$194.75
	\$194.00 + \$10.25/month (2018)	\$204.95
	\$204.00 + \$10.75/month (2019)	\$214.75

DUMPSTER RENTAL (For multi-family complexes where tenants are being charged monthly for sanitation, standard apartment buildings or churches are an example of this category):

2 cubic yard dumpster	(2017) \$9.75 Dumpster Fee
	(2018) \$10.25 Dumpster Fee
	(2019) \$10.75 Dumpster Fee
3 cubic yard dumpster	(2017) \$9.75 Dumpster Fee
	(2018) \$10.25 Dumpster Fee
	(2019) \$10.75 Dumpster Fee
6 cubic yard dumpster	(2017) \$9.75 Dumpster Fee
	(2018) \$10.25 Dumpster Fee
	(2019) \$10.75 Dumpster Fee

(Dumpster rates are for twice a week pickup at 100% capacity)

3 cubic yard dumpster \$35.00 per dump

6 cubic yard dumpster \$70.00 per dump

(Dumpsters are available for a maximum of two weeks for customer convenience of non-TRF bags and stickered items.)

Note: Renters that do not have dumpster access will be provided garbage bags as per the traditional schedule as a homeowner, but will get semi-annual distribution.

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**

#7.10

RESOLUTION NO. : APPROVAL OF REVISIONS TO SANITATION SERVICES

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 Public Works Committee recommendation to approve the following two revisions to the sanitation services:

- Direct staff to pick up televisions, monitors, microwaves and car/light truck tires with one orange sticker.
- Discontinue providing TRF garbage bags to tenants in apartment buildings that have dumpsters.

Presented at the February 20, 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

#7.11

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

February 20, 2018

Subject: Water Systems Residual Project Change Order

Recommendation: It respectfully requested the City Council approve the Utility Committee recommendation for a:

Motion To: Adopt a resolution approving change order # 6 & # 7 from John T Jones Construction in the amounts of \$1,689 and \$15,842 and the amended task order to Advanced Engineering Services in the amount of \$4700 for the design of these change orders.

Background: The change order recommended is needed for successful replacement of the aging bubbler level control system to submersible electronic level transducers and the wiring of the new blow-off valves to tie them into the new SCADA system. The Water Treatment Plant Residuals Project included the rehabilitation of the filters and a new blower for the backwash system. The exhaust piping needed to be raised for clearance above the natural ground line. The current bubbler system requires an oil-less air compressor and cannot be connected to the new SCADA System so electronic pressure transducers are needed to replace the current system. This makes possible replacement of future compressors with longer lasting oil bath compressors for the pneumatic valve operators.

Key Issues: The existing air compressors are failing and need to be replaced in the near future. By replacing the bubblers for level control in the clear wells with pressure transducers, the compressors can be replaced with more economical and longer lasting models. Also, the electronic pressure transducers can be tied into the SCADA System for level monitoring.

Financial Considerations: Total for the two change orders and the task contract amendment is \$ 22,231 and will be paid through the bond for this project.

Legal Considerations: None

Department/Responsible Person:
Wayne Johnson Water Systems Superintendent

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.11

**RESOLUTION NO. : APPROVAL OF WATER SYSTEMS RESIDUAL PROJECT
CHANGE ORDERS**

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

WHEREAS, the change order recommended is needed for successful replacement of the aging bubbler level control system to submersible electronic level transducers and the wiring of the new blow-off valves to tie them into the new SCADA system. The Water Treatment Plant Residuals Project included the rehabilitation of the filters and a new blower for the backwash system. The exhaust piping needed to be raised for clearance above the natural ground line. The current bubbler system requires an oil-less air compressor and cannot be connected to the new SCADA System so electronic pressure transducers are needed to replace the current system. This makes possible replacement of future compressors with longer lasting oil bath compressors for the pneumatic valve operators.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Utilities Committee recommendation to approving change order # 6 & # 7 from John T Jones Construction in the amounts of \$1,689 and \$15,842 and the amended task order to Advanced Engineering Services in the amount of \$4700 for the design of these change orders.

Presented at the February 20, 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

#8.01

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

Request for Council Action

DATE: February 14, 2018

SUBJECT: 2018 Street & Utilities Improvements

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

Motion to: Order Improvements and Call for Plans and Specifications for the 2018 Street & Utilities Improvements Project as follows:

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
6. Spruce Avenue Crosswalks
7. Greenwood Street from Kendall Ave. to Spruce Ave. – Full Mill & Resurfacing
8. Highway No. 1 East (Eighth Street) – Street & Utilities Improvements
9. Highway No. 1 East Multi-Use Trail
10. Public Works Facility Paving
11. Water Distribution Facility Paving

BACKGROUND: The list of projects is based on items from the City's Capital Improvement Program, items requested by developers, homeowners and other departments. The improvements on Highway No. 1 are being done through a cooperative agreement with the Minnesota Department of Transportation.

KEY ISSUES: A public hearing was held on February 12th to discuss the proposed improvements. The City Council will need to order the improvements and call for plans and specifications at the February 20th council meeting to allow adequate preparation time to stay on schedule for a May 10th bid opening. The council may order any or all of the items identified in the list of improvements.

FINANCIAL CONSIDERATIONS: Outlined in the attached financial summary.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

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

Encl: (2)

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	3	4	5	6				1	2	3					1	2	3			1	2	3	4	5	6	7			1	2	3	4	5							1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	

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	4	5	6	7			1	2	3	4						1	1	2	3	4	5	6						1	2	3							1		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29		
														30																					30	31					

**PROJECT SCHEDULE FOR
2018 STREET AND UTILITIES IMPROVEMENTS
PROJECT NO. 2982018.00**

Nov 3	LRIP Application Due
Dec 19	Council Resolution calling for Feasibility Report
Jan 16	Accept Feasibility Report and call for Publication
Jan 24/Jan 31	Public Hearing Notice published in The TIMES
Jan 26	Mail Hearing Notice to Property Owners
Feb 12	Hold Public Hearing (5 p.m.) City Council Chambers
Feb 20	Order Improvements and call for Plans and Specifications
Mar 9	Mail Plans to State Aid Office
Apr 3	Accept Plans and Specifications and call for Bids
Apr 13	E-mail Advertisement to DULUTH NEWS TRIBUNE
Apr 13	E-mail Advertisement to The TIMES
Apr 18/Apr 25	Advertisement published in The TIMES
Apr 18	Advertisement published in DULUTH NEWS TRIBUNE
May 10	Bid Opening (2 p.m.) City Council Chambers
May 15	Award Bid
Aug 31	Receive List from Pennington County Auditor
Sept 3 – 7	Prepare Assessment Roll
Sept 18	Council Resolution Declaring Cost to be Assessed and Order Preparation of Assessment Roll
Sept 18	Council Resolution calling for Assessment Hearing
Sept 21	Assessment Hearing Notice to The TIMES
Sept 26	Hearing Notice published in The TIMES
Sept 28	Mail Assessment Notices to Property Owners
Oct. 16	Assessment Hearing (7 p.m.) City Council Chambers
Oct. 16	Council Resolution to Adopt Assessment Roll at Hearing or Nov 6th Council Meeting

CITY OF THIEF RIVER FALLS
 2018 STREET & UTILITIES IMPROVEMENTS PROJECT
 PRELIMINARY PROJECT FINANCING SUMMARY 02-07-2018
 PROJECT NO. 2982018

				Financing Sources													
	Construction	Engineering	Total	Federal Funds	Storm Water Utility	Bonding Bill (BOP) 69%	Municipal 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 - Signal and Utilities Improvements	\$1,685,000	\$310,000	\$1,995,000			\$1,376,455				\$218,545	\$818,545	\$237,857	\$360,688				
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	\$68,000	\$91,000	\$157,000	
4 Nelson Drive Utilities Improvements - Rural Section Road Replacement	\$294,000	\$75,000	\$369,000								\$369,000	\$108,000	\$280,000		\$140,000	\$140,000	\$100,000
5 WMCDC Alley Construction	\$68,000	\$14,000	\$82,000								\$62,000	\$62,000		\$40,000		\$40,000	
6 Spruce Avenue Crosswalks	\$63,000	\$12,000	\$75,000				\$75,000										
7 Greenwood Street Full Mill and Resurfacing - Kendall Ave to Spruce Ave	\$125,000	\$25,000	\$150,000				\$150,000								\$22,000		\$22,000
8 Highway No. 1 East (8th Street) Street & Utilities Improvements (1)	\$877,000	\$140,000	\$1,017,000								\$1,017,000	\$265,000	\$752,000	\$110,000	\$70,000	\$180,000	
9 Highway No. 1 East Multi-Use Trail	\$145,000	\$26,000	\$170,000	\$116,000				\$5,000			\$24,000	\$24,000					
10 Public Works Facility Paving	\$65,000	\$15,000	\$80,000		\$15,000						\$65,000	\$65,000					
11 Water Distribution Garage Paving	\$10,000	\$2,000	\$12,000								\$12,000		\$12,000				
TOTALS	\$4,342,000	\$828,000	\$5,182,000	\$116,000	\$15,000	\$1,600,000	\$225,000	\$5,000	\$818,000	\$718,000	\$2,558,000	\$863,312	\$1,674,688	\$238,000	\$301,000	\$539,000	\$100,000

(1) Includes \$60,000 for local share of Eighth Street lighting and \$35,000 for local share of Third Street sidewalk extension

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.01

**RESOLUTION NO. : ORDERING THE 2018 STREET AND UTILITIES
IMPROVEMENT PROJECT AND PREPARATION OF PLANS AND SPECIFICATIONS**

Mark Borseth, Community Services Director, presented a recommendation. Following discussion, Councilmember ___ introduced Resolution No., being seconded by Councilmember ___, that:

WHEREAS, a public hearing was held on February 12th to discuss the proposed improvements:

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
6. Spruce Avenue Crosswalks
7. Greenwood Street from Kendall Ave. to Spruce Ave. – Full Mill & Resurfacing
8. Highway No. 1 East (Eighth Street) – Street & Utilities Improvements
9. Highway No. 1 East Multi-Use Trail
10. Public Works Facility Paving
11. Water Distribution Facility Paving

WHEREAS, ten days’ mailed notice and two weeks’ published notice of the hearing was given, the hearing was held at which time all persons desiring to be heard were given an opportunity to be heard thereon.

THEREFORE, BE IT RESOLVED, by the City Council, that:

- 1) Such improvements are necessary, cost-effective, and feasible as detailed in the Feasibility Report;
- 2) Such improvements are hereby ordered as proposed;
- 3) The Community Services Director shall assist Widseth, Smith, & Nolting, as the designated engineers for these improvements. They shall prepare plans and specifications for the making of such improvements; and
- 4) The City Council declares its official intent to provide interim financing of the improvements through the use of reserves and/or outside funding.

Presented at the February 20, 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: February 14, 2018

SUBJECT: Comprehensive Plan Update

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

Motion to: Approve an agreement with Northwest Associated Consultants, Inc. (NAC) to update the City of Thief River Falls Comprehensive Plan

BACKGROUND: The City contracted with NAC in 2006 to prepare a comprehensive plan. This plan has many components that include Land Use, Growth Management-Annexation, Natural Resources, Transportation, Community Facilities, Parks and Trails, and Administration/Implementation. This document is a road map to guide the city in long range planning and development. It is used extensively by the Planning Commission for land use issues and is amended periodically to be a living document.

KEY ISSUES: The current comprehensive plan is twelve years old and in need of a major update that reflects the numerous growth and changes that have taken place over that period of time. NAC, having prepared the last comprehensive plan, have the previous data, background and experience to prepare a new plan for the City of Thief River Falls. This is estimated to take nearly one year to complete, that includes data gathering, team building, stakeholder interviews, workshops and extensive planning that engages the entire community. Phase 1 would start in September of 2018 and be completed in December of 2018. This will give clarity and direction for Phase II that will provide a completed comprehensive plan by July of 2019 for City Council approval.

FINANCIAL CONSIDERATIONS: The total estimated cost is \$69,000. The city has \$20,000 budgeted in 2018. The remaining \$49,000 would need to be budgeted for 2019. NAC would invoice the city \$20,000 in 2018 and the balance in 2019.

LEGAL CONSIDERATION: None.

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

Encl: (1)



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste 320, Golden Valley, MN 55422
Telephone: 763.957.1100 Website: www.nacplanning.com

January 30, 2018

Mr. Mark Borseth
Community Development Director
405 Third Street East
Thief River Falls, MN 56701

RE: Thief River Falls - Comprehensive Plan Process
FILE NO 802

Dear Mr. Borseth,

Thank you for contacting NAC for the possibility of updating the Thief River Falls Comprehensive Plan. NAC prepared your current Comprehensive Plan in 2006 and we welcome the opportunity to continue our service to your community.

NAC is a community planning firm that was established in 1973. Our clients base is almost exclusively government units, with the majority being functioning communities in and around the metropolitan area. We perform the following services for our client communities:

- Comprehensive Planning
- Preparation of Development Regulations (zoning, subdivision, etc.)
- Park and trail planning
- Specialty studies/area plans
- Economic development
- Zoning administration
- Code enforcement
- Annexation

In many instances we serve as the community's day-to-day planner, being exposed to a broad range of community issues and development opportunities. As shown on our client list of recent and current clients we serve communities in greater Minnesota with specific projects.

The quality of our work is reflected in the Thief River Falls 2006 Comprehensive Plan. In the preparation of these plans, we believe that its attention to detail and usable strategies addressing local issues and opportunities is crucial. In this regard, we use

our ongoing experience of our cities in preparation of new plans to ensure that they become working documents. In approaching the Thief River Falls Comprehensive Plan, we offer the following work program and schedule.

WORK PROGRAM

Per our discussion, Thief River Falls has budgeted \$20,000 for the Comprehensive Plan Update in 2018. In our initial proposal, we anticipated a total project cost of \$69,000 to conduct a complete update of the plan. To address the difference in your budgeted amount and the estimated project cost, per your request, we have broken the project into two phases to be completed between 2018 and 2019.

Phase I 2018

September 2018:

Startup Meeting. NAC will prepare an outline of Inventory materials and action items to discuss with City staff and transmit to the City prior to the meeting. NAC will arrange a face to face meeting near the end of September to discuss with City departments the process for the preparation of the Thief River Falls Comprehensive Plan. Items to discuss will include:

- Available GIS information for base mapping, land use, streets, utilities, and natural resources. This will allow NAC to know what is available locally and what information will require outside research.
- City studies conducted since the adoption of the 2006 Comprehensive Plan.
- Identification of the Comprehensive Plan Committee.
- Public outreach and communication opportunities.
- Identification of the City meeting space.

October 2018:

- Following the startup meeting, NAC will begin to assemble the Planning Inventory. The Inventory will include updates to the Social Profile, Natural Resources, Land Use, Utilities, Transportation, and a photo inventory of the City.
- Tactics Interviews. NAC will work with staff to schedule individual 35-45 minute Tactics interviews with the following (25 total):
 - City Staff Department Heads (7)
 - City Council Members (8)
 - Business Representatives (8)
 - County Planning (1)
 - School Superintendent (1)

The Tactics interviews offer opportunities for the community decision makers to individually express their opinions as to the issues and opportunities that Thief River Falls must address with its Comprehensive Plan.

- Workshop meeting including the Planning Commission, HRA, and Community Development Committee to solicit their input on community issues, opportunities, and priorities for the City. We would plan to conduct the interviews and workshop meetings within the same week. Project coordination and notices will be conducted between NAC and City staff.

November 2018:

- NAC will prepare a draft of the Planning Inventory.
- NAC will prepare a draft summary of issues from the Tactics meetings.
- These portions of the Comprehensive Plan shall be sent out to City staff for review and editing.
- NAC will amend the draft documents per City staff comments and transmit a completed Inventory and Issues Summary to the City.
- City staff shall present the second drafts to the City Council and Advisory Committees for further review and editing.
- NAC shall take the Council and Advisory Committees edits and complete these sections of the Thief River Falls Comprehensive Plan.

End of Phase I 2018:

At the completion of Phase I, NAC and City staff will examine the completed Inventory and Issues Summary against the 2006 Comprehensive Plan to determine if portions of the current Comprehensive Plan are still valid and should remain unchanged.

Phase II 2019

January 2019:

- At the end of January, NAC will schedule a workshop meeting for the Council, Advisory Committees, and the business representatives to present the Inventory, Issues Summary, and the 2006 Comprehensive Plan goals to get feedback on these portions of the Comprehensive Plan.
- The workshop group will be asked to discuss these issues and vote to prioritize these issues in the community.
- Within the same week, NAC would conduct an open house to present the Inventory, Issues, and priorities to community residents and businesses for further comments.

February/March/April 2019:

- Using the information from the Inventory and Issues Summary, NAC will draft the following chapters of the Comprehensive Plan:
 - Natural Resources
 - Growth Management – Annexation
 - Land Use
 - Transportation
 - Community Facilities
 - Parks and Trails
 - Administration/Implementation
- NAC staff will work closely with City staff to craft goals, policies, and strategies for each chapter of the Comprehensive Plan that directly addresses the City's needs and focuses on specific issues. As draft chapters are completed, they will be sent to City staff for review and edits. During this period, regular communication will be conducted via email, conference calls, or skype conference to ensure that the project progresses in a timely manner and accurately reflects the City's needs.
- At the end of April, NAC will conduct a workshop meeting for the City Council, Advisory Committees, and business representatives to present the completed draft chapters of the Comprehensive Plan. Through this workshop meeting, we will solicit comments as to when the plan meets the City's expectations or what additions or modifications are required.

May 2019:

- NAC will finalize the Comprehensive Plan chapters reflective of the workshop and staff comments.
- NAC will work with City staff to have the final draft ready for public review and comment through the City's website and other social media outlets.
- Workshop meetings of the Council, Planning, HRA, and Community Development meeting to present final draft plan.
- NAC shall schedule and facilitate community open houses to solicit public comments on the Comprehensive Plan.

June 2019:

- NAC will present the Comprehensive Plan to the Planning Commission at public hearing, take comments, and make edits recommended by the Planning Commission.

July 2019:

- NAC will present the final Comprehensive Plan to the City Council for adoption.

SCHEDULE/BUDGET

As illustrated in the Work Program, we anticipate that the Comprehensive Plan update will be conducted in 11 months. We have broken the project into two phases. Phase I will be conducted in Fall 2018. We estimate the project budget of \$20,000. Phase II will be conducted in the Spring of 2019 with an estimated budget of \$49,000. These budget numbers include production time, materials, travel, and lodging.

The completion of Phase I will better define the project scope and identify the needed changes to the 2006 plan. Upon completion of Phase I, NAC is willing to re-evaluate the scope of work and provide a new proposal and budget for Phase II if the scope of work appears to be less demanding.

Our work program allows the City of Thief River Falls to spread project costs over two budget years to make the costs more reasonable.

PRODUCT

With the completion of each draft section of the plan, NAC will provide an electronic document that the City may post on the City's website to invite public review and comment as the plan progresses.

Upon Council adoption of the Comprehensive Plan, NAC will provide the City will one reproducible paper copy and an electronic copy of the final document.

PERSONNEL

The following NAC staff has been assigned to the Thief River Falls Comprehensive Plan:

Alan Brixius, AICP, Principal has over 38 years of planning experience and has prepared over forty comprehensive plans for various sized communities. Mr. Brixius also serves the following communities on a regular basis: Albertville, Delano, New Hope, Spring Park. Mr. Brixius will serve as project manager and will be the primary contact with the City. He will be involved with supervision of all work, participate in interviews and facilitate the workshop meetings.

Reference:

City of Delano: Phil Kern
City Administrator
763-972-0550

City of Albertville: Adam Nafstad
City Administrator
763-497-3384

Bob Kirmis, AICP, Senior Planner would provide support as needed to the 2040 Thief River Falls Comprehensive Plan Update. Mr. Kirmis currently serves as the consulting planner for Elko New Market, and has begun work on their 2040 Comprehensive Plan, updating the work he did for the community in 2030. Mr. Kirmis also directed and completed 2030 Comprehensive Plan projects in Loretto and Credit River Township. Mr. Kirmis holds degrees in planning and architecture, and has served with NAC for nearly 25 years, with prior experience in the planning departments of the City of Eagan and the City of Fargo.

Reference:

City of Elko New Market: Tom Terry, City Administrator
Bob Crawford, Mayor
tterry@ci.enm.mn.us
952-461-2777

Ryan Gritman, Planner has been a part of NAC since 2015 and will assist with all aspects of the 2040 Thief River Falls Comprehensive Plan Update. A graduate of St. Cloud State University in 2005 with a degree in Community Development, Ryan has worked for the City of Buffalo as well as Landscape Structures Inc., before joining NAC. Since 2016, Ryan has been the primary contact for the City of Sunfish Lake and Athens Township.

Reference:

City of Sunfish Lake: Richard Williams, Mayor
651-554-1201

Town of Athens: Dave Beckstrom, Planning Commission Chairperson
763-323-3499

Dan Sjoldal, Landscape Architect has more than 25 years of industry experience in both planning and landscape architecture. Dan has focused on master planning of large and small residential, commercial, industrial, and mixed-use developments. His plans integrate open spaces, planting and amenity design, and vehicular and pedestrian systems. Mr. Sjoldal shall assist in the plan development and the and the park and trail planning.

Other staff will provide support as needed such as GIS mapping, landscape architecture design, inventory research, and writing.

Again, we want to thank you for your consideration of NAC in serving Thief River Falls in the planning efforts. Please call me with any questions pertaining to our firm on this proposal.

Sincerely,

NORTHWEST ASSOCIATED CONSULTANTS INC.



Alan R. Brixius, AICP
Principal



ALAN BRIXIUS, AICP

Principal

<p>EDUCATION St. Cloud State University St. Cloud, MN • Bachelor of Arts in Urban Affairs/Urban Planning Minnesota School of Real Estate • General Curriculum</p> <p>PROFESSIONAL AFFILIATIONS American Institute of Certified Planners American Planning Association Minnesota Chapter of American Planning Association Minnesota Planning Association</p>

EXPERIENCE

1999-Present

Principal, Northwest Associated Consultants, Inc.
Consulting City Planner: Albertville, MN; Burnsville, MN; Delano, MN; New Hope, MN; Spring Park, MN; Sunfish Lake, MN

1980-1998

Planner/Research Analyst and Vice President, Northwest Associated Consultants, Inc.

1979-1980

Community Planner, Midwest Planning and Research, Inc.

AREAS OF SPECIALTY

Comprehensive Planning

Assist local and regional governments in the preparation and implementation of comprehensive plans. Involved with the formulation of plans addressing community land use, transportation, natural resources and housing, development management, policy planning, land use and environmental regulations and implementation.

Representative Projects: New Hope, MN; Lakeville, MN; Marine on St. Croix, MN; Lino Lakes, MN; Scott County, MN; Sylvan Township, MN; Shakopee, MN

Zoning Administration

Technical assistance to municipalities in both the formulation and implementation of zoning and subdivision regulations for cities.

Representative Projects: Delano, MN; Lakeville, MN; New Hope, MN; Marine on St. Croix, MN; Albertville, MN; Spring Park, MN

Annexation

The preparation of background studies, analysis, and expert testimony on annexation and incorporation matters.

Representative Projects: Delano, MN; Wilson Twp. MN

Redevelopment Planning

Administrative and technical assistance to local governments, such as the on redevelopment and economic development efforts including specialized background in land use market feasibility and tax increment financing.

Representative Projects: Delano, MN; New Hope, MN; Spring Park, MN; Loretto, MN.

Site and Project Planning

Planning and design of commercial, industrial and residential development with regard to site function, land use compatibility and coordination's with support services and utilities for clients.

Representative Projects: Delano, MN; Lino Lakes, MN; Lakeville, MN; New Hope, MN.

Park and Trail Planning

Planning and design of park and trail facilities which vary from small, informal or neighborhood developments to large, intensive and community-wide projects. Considerations are based upon short-term, interim and long-term needs, available vehicular/pedestrian access, land use compatibility, facility cost, ease of implementation and maintenance, among other things.

Representative Projects: Park Plans for the Cities of Lakeville, MN; Delano, MN; Blaine, MN; Sherburne County, MN.

Development / Market Research

Assist local government in the preparation and implementation of economic development planning efforts including retail and industrial site location studies, planning and design of commercial sites and industrial parks. Marketing of community industrial parks, preparation of financial incentive packages for perspective industries, market feasibility studies for commercial development projects. Industrial growth assessments for evaluating impact of industrial land uses on local municipality tax base.

Representative Projects: New Hope, MN; Robbinsdale, MN; Lakeville, MN; Windom, MN.



EDUCATION
 North Dakota State University, Fargo, ND
 • Master of Community and Regional Planning
 • Bachelor of Architecture in Architecture
 • Bachelor of Science in Architectural Studies

PROFESSIONAL AFFILIATIONS
 American Institute of Certified Planners
 American Planning Association
 Minnesota Chapter of American Planning Association

EXPERIENCE

2001-Present	Planner, Northwest Associated Consultants, Inc. Consulting City Planner: Elko New Market, MN; Loretto, MN
1998-2001	Planner, City of Eagan, MN
1988-1998	Planner, Northwest Associated Consultants, Inc.
1986-1988	Assistant Planner, City of Fargo, ND

AREAS OF SPECIALTY

Comprehensive Planning

Assist local and regional governments in the preparation and implementation of comprehensive plans. Addressing land use, transportation, natural resources, housing, historic preservation, development management and policy planning.

Representative Projects: Comprehensive Plans in Eagan, MN; Elko New Market, MN; Montrose, MN; Otsego, MN

Development Regulations and Administration

The establishment and/or revision and implementation of zoning, subdivision, licensing, and other land use regulations, with experience in specialized topic areas such as environmental regulation, sexually oriented uses and telecommunication regulations. Provide technical assistance in subdivision and site plan review for zoning ordinance and comprehensive plan compliance.

Representative Projects: Zoning Ordinances in Lino Lakes, MN; Otsego, MN; St. Augusta, MN; Elko New Market, MN; Montrose, MN

Site and Project Planning

Planning and design of commercial, industrial and residential development with regard to site function, land use compatibility and coordination with support services and utilities.

Representative Projects: Albertville, MN; Otsego, MN; Lino Lakes, MN; Montrose, MN; Elko New Market, MN

Demographic Studies

Identify and forecast community growth patterns and demographic characteristics for the purpose of comprehensive and project planning.

Recreation Planning

Planning and design of municipal park site plans and preparation of municipal trail parks.

Representative Projects: Buffalo, MN; Elko New Market, MN; Montrose, MN; Monticello, MN

Annexation/Incorporation

The preparation of background studies and analysis on annexation and incorporation matters, plus expert testimony before related State agencies.

Representative Projects: Otsego, MN; St. Augusta, MN

Market Research and Feasibility Studies

Assist clients with the necessary background studies prior to the development of or changes to a site or region. Studies include a thorough research and analysis of demographics, population growth or decline, settlement patterns, land uses, zoning, transportation, and all other physical, social and economic considerations.

Representative Projects: Dodge County, MN

Architectural Design Guidelines

Draft architectural design guidelines. Evaluate architectural features, specializing in downtown architectural design.

Representative Projects: Big Lake, MN; Excelsior, MN; Little Canada, MN



EXPERIENCE

EDUCATION

St. Cloud State University
• Bachelor of Arts in Community
Development

PROFESSIONAL AFFILIATIONS

American Planning Association – Minnesota
Chapter

2015 to Present

Planner – Northwest Associated Consultants, Inc.
Consulting City Planner: Sunfish Lake, MN

2008 to 2015

Operator – Landscape Structures, Inc.

2008 to 2010

Buffalo Parks and Recreation – Buffalo, MN

2006 to 2008

City of Buffalo, MN – City Center

AREAS OF SPECIALTY

Code Enforcement

Investigate citizen complaints, draft letters to property owners in violation. Work with property owners to answer questions and bring property into compliance. Worked with city attorney to enforce further action and court settlement if necessary.

Planning and Zoning Administration

Provide front desk assistance to the City of Buffalo in implementation of zoning ordinance regulations; site plan review; and planning reports.

Development Regulations and Administration

The establishment and/or revision and implementation of zoning, licensing, and other land use regulations, with experience in specialized topic areas such as rental property licensing, highway sound barriers, and brewery / taproom. Provide technical assistance in site plan review for zoning ordinances, conditional use permits, and variances.

Rental Property Licensing Program

Wrote ordinance for rental property licensing program; designed application form; and processed applications once a year. Followed up with non-compliant landlords.

Grant Writing

Wrote a grant for a local manufacturing company to purchase new equipment.

Building Permit Processor

Processed building permits to ensure proper setbacks; zoning; pervious surface requirements; and easement requirements.

America in Bloom Program

Helped coordinate beautification program for the City of Buffalo.

GIS Plat Scanning

Scanned plats for the engineering department for GIS purposes.

Computer Skills

Proficient in Microsoft Word, Excel, Power Point, Access, Outlook, and Publisher; Microsoft Visual Basic; Adobe Acrobat; Adobe Photoshop; data base building; HTML; and CAD.

Planning Commission Minutes

Take minutes at Planning Commission meetings and send minutes out via email the following day.



DAN SJORDAL, A.S.L.A.

NAC Association

EDUCATION

University of Minnesota Twin Cities, MN
• Bachelor of Landscape Architecture

LICENSES

Minnesota Registered Landscape Architect
#22321
Wisconsin Registered Landscape Architect
#324

PROFESSIONAL AFFILIATIONS

American Planning Association
American Society of Landscape Architects

EXPERIENCE

2008 to 2017

President, OutWorks, Minneapolis, MN
Landscape Architect / Planner

1998-2008

Landscape Architect/Planner
Westwood Professional Services, MN

1995-1998

Landscape Architect/Planner
Northwest Associated Consultants, Inc., MN

1988-1995

Landscape Architect/Designer
Damon Farber Associates, MN

1986-1988

Landscape Architect in Training/Planner
Pioneer Engineering, MN

AREAS OF SPECIALTY

Site Planning

Master planning and design of large and small residential and mixed use private developments; integrating open spaces, buildings, parking, planting design, and vehicular, pedestrian circulation systems.

Representative Projects:

- Heights of Chaska, Chaska, MN*
- Cobblestone Lake, Apple Valley, MN*
- Bluffs at Marystown, Shakopee, MN*
- Crow River Bluffs, Dayton, MN*
- Spirit of Brandtjen Farms, Lakeville, MN*
- Forest Lake Farm, Forest Lake, MN*
- Evermoore, Rosemount, MN*

Park Planning and Design

Master planning and site design for recreational active and passive uses including land and natural feature analysis, open space protection and restoration, and trail planning and design.

Representative Projects:

- Heights of Chaska, Chaska, MN*
- Cobblestone Lake, Apple Valley, MN*
- Minnehaha Creek Trail Plan, Minneapolis, MN*
- Country Club of Iowa, Des Moines, IA*
- The Cove, St. Cloud, MN*
- Club West, Blaine, MN*
- Convent of the Visitation Soccer Field, Mendota Heights, MN*

Urban Design

Amenity design and space enhancement to establish and strengthen the character or identity of places. Includes streetscape design, plaza design, and site landscape plans.

Representative Projects:

- Cobblestone Lake, Apple Valley, MN*
- Waterstone, Woodbury, MN*
- Spirit of Brandtjen Farms, Lakeville, MN*
- Winnetka Streetscape, Golden Valley, MN*
- Canal Park Drive, Duluth, MN*
- Nicollet Plaza, Burnsville, MN*
- U of M Mariucci Arena, Minneapolis, MN*
- U of M Recreational Sports Center, Minneapolis, MN*
- Wayzata Streetscape, Wayzata, MN*
- The Cove, St. Cloud, MN*
- Highway 12 – Bridge Street, Delano, MN*

Visualization

Hand renderings and computer graphics that assist in the sale, understanding, or visualizing a proposed design, space or product.

Representative Projects:

- The Preserve, Plymouth, MN*
- Evermoore, Rosemount, MN*
- Legends Gold Club, Credit River Township*
- Refuge of Lake Havasu, Lake Havasu, AZ*



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway, Ste. 320, Golden Valley, MN 55422
 Telephone: 763 957.1100 Website: www.nacplanning.com

Afton	Planning and Zoning Technical Assistance
Albertville	Planning and Zoning Technical Assistance, Zoning Ordinance Amendments, Comprehensive Plan Update
Annandale	Planning and Zoning Technical Assistance, Extraterritorial Land Use Plan, Downtown Plan
Athens Township	Planning and Zoning Technical Assistance
Bethel	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Brainerd	Zoning Ordinance / Subdivision Regulations
Buffalo	Planning and Zoning Technical Assistance, Comprehensive Plan, Housing Study
Burnsville	Planning and Zoning Technical Assistance, Landscape Ordinance, Architectural Guidelines
Delano	Planning and Zoning Technical Assistance, Zoning Ordinance, Annexation Study, Comprehensive Plan Update
Dellwood	Planning and Zoning Technical Assistance
Dundas	Planning and Zoning Technical Assistance, Zoning Ordinance, Industrial Park Study
Elko New Market	Planning and Zoning Technical Assistance, Zoning Ordinance, Subdivision Ordinance, Parks Plan, Comprehensive Plan, Parks and Trails Plan
Gem Lake	Comprehensive Plan Update
Howard Lake	Planning and Zoning Technical Assistance
Le Sueur	Planning and Zoning Technical Assistance
Little Canada	Planning and Zoning Technical Assistance, Zoning Ordinance, Comprehensive Plan
Loretto	Planning and Zoning Technical Assistance, Comprehensive Plan Update
May Township	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Medina	Planning and Zoning Technical Assistance
Monticello	Planning and Zoning Technical Assistance, Zoning Ordinance Amendments, Specialty Studies
New Hope	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Northfield	Planning and Zoning Technical Assistance
Orono	Planning and Zoning Technical Assistance
St. Francis	Comprehensive Plan Update, Zoning Ordinance Update, Park and Trail Plan, Economic Development Study
St. Paul Park	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Shorewood	Comprehensive Plan Update
Spring Park	Planning and Zoning Technical Assistance, Comprehensive Plan Update
Sunfish Lake	Planning and Zoning Technical Assistance, Comprehensive Plan Update

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.02

RESOLUTION NO. : APPROVAL OF AGREEMENT WITH NORTHWEST ASSOCIATED CONSULTANTS, INC (NAC) TO UPDATE THE COMPREHENSIVE PLAN

Mark Borseth, Community Services Director, presented a recommendation. Following discussion, Councilmember ___ introduced Resolution No., being seconded by Councilmember ___, that:

WHEREAS, the City contracted with NAC in 2006 to prepare a comprehensive plan. This plan has many components that include Land Use, Growth Management-Annexation, Natural Resources, Transportation, Community Facilities, Parks and Trails, and Administration/Implementation. This document is a road map to guide the city in long range planning and development. It is used extensively by the Planning Commission for land use issues and is amended periodically to be a living document; and

WHEREAS, the current comprehensive plan is twelve years old and in need of a major update that reflects the numerous growth and changes that have taken place over that period of time. NAC, having prepared the last comprehensive plan, have the previous data, background and experience to prepare a new plan for the City of Thief River Falls. This is estimated to take nearly one year to complete, that includes data gathering, team building, stakeholder interviews, workshops and extensive planning that engages the entire community. Phase 1 would start in September of 2018 and be completed in December of 2018. This will give clarity and direction for Phase II that will provide a completed comprehensive plan by July of 2019 for City Council approval.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to approve an agreement with Northwest Associated Consultants, Inc. (NAC) to update the City of Thief River Falls Comprehensive Plan.

Presented at the February 20, 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: February 13, 2018

SUBJECT: Ordinance Amendment - Signs

RECOMMENDATION: It is respectfully requested that the Council consider the following Planning Commission recommendation:

Motion to: Call for First Reading to consider approval of Ordinance No. 104 to approve amending 152.095 (D) (4) as follows:

The proposed amendment removes the limitation that an attached wall sign shall not extend higher than one foot below the roof line and allow an attached wall sign to extend no higher than the roof line.

BACKGROUND: The Zoning Code states the height limitation on an attached wall sign in a General Business District (C-2) shall not exceed eight feet in height nor shall any attached wall sign extend higher than one foot below the roof line.

KEY ISSUES: A recent sign permit application requested the use of a sign that would not fit above a window and one foot below the roof line of an existing strip mall. The building had a step down roof that would require this business have a lower top of sign elevation than the adjacent business. The Planning Commission discussed the application and held a hearing to consider removing this limitation and allow an attached wall sign to extend no higher than the roof line.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: This ordinance amendment requires two readings.

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

Encl: (2)

**NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS**

Notice is hereby given, that the Planning Commission of the City of Thief River Falls will hold a hearing on a proposed ordinance amending City Code Chapter 152 to provide for the amendment of city ordinance 152.095, D, 4, remove the limitation that an attached sign shall not extend higher than one foot below the roof line and allow an attached sign to extend no higher than the roof line.

If recommended, said proposed ordinance amendment would be submitted for review and approval by the City Council of the City of Thief River Falls.

Notice is further given that the Planning Commission will conduct a Hearing on the proposed ordinance Amendment to City Code Chapter 152, D, 4, at 5:00 P.M. on Tuesday, February 13, 2018, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on the proposed ordinance amendment will have the option to be heard at this time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Community Services Director, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

If you have a disability and need an accommodation in order to attend this Hearing, please contact the undersigned as soon as possible or at least 3 working days in advance of the Hearing at the above telephone number.

Dated this 26th day of January, 2018.

CITY OF THIEF RIVER FALLS

Mark Borseth
Public Works Director
& Zoning Administrator

Published in the Wednesday, January 31, 2018, edition of The Times.

(e) The vertical distance between the ground surface and the bottom of the sign surface area shall be not less than nine feet.

(f) The maximum distance the sign surface area may project over public rights-of-way shall be eight feet but may not extend over traveled streets.

(g) The sign post shall be set back not less than two feet from the lot line.

(D) **General Business District (C-2)** The following shall apply in General Business Districts.

<i>Permitted Signs</i>	<i>Permit Required</i>	<i>Maximum Sign Surface Area in Square Feet</i>
Business	Yes	See Subsections (1), (2) and (6)
Directional	No	24
Identification	Yes	See Subsections (1), (2) and (6)
Public service	Yes	24
Real estate	No	32
Temporary	Yes	32

(Ord. No. 99, 3rd Series – adopted 04/4/17)

(1) **Business and identification sign requirements; general.** Within the C-2 Districts there shall be two options for business and identification signs.

(a) **Option A.** Only attached wall signs shall be allowed. The maximum number of signs on any principal building shall be two, including existing signs. The maximum combined sign surface area of both signs shall be 300 square feet or 20% of the gross silhouette area of the front building wall, whichever is less. Where the principal building is on a corner lot facing two public streets, the maximum number of wall signs on the principal building shall be three, including existing signs. The sign surface area of the third sign shall not exceed 100 square feet, and the maximum combined sign surface area of all signs shall be 350 square feet or 25% of the gross silhouette area of the front building wall, whichever is less. No more than two attached signs shall be placed on any one front or side wall.

(b) **Option B.** The following sign types may be utilized: attached, freestanding, projecting, and suspended. The maximum number of signs shall be two, including existing signs. Only one freestanding sign shall be permitted. The maximum sign surface area of any attached, projecting, or suspended sign shall be 200 square feet or 13% of the gross silhouette area of the front building wall, whichever is less. Where the principal building is on a corner lot facing two public streets, a third sign, which shall be a projecting sign attached to the side wall of the principal building, shall be permitted. The maximum sign surface area of this third sign shall be 100 square feet or ten percent of the gross

silhouette area of the front building wall, whichever is less. No more than two attached signs shall be placed on any one front or side wall.

(c) Additional.

1. In addition to Options A and B, buildings which provide a secondary public entrance into the rear of the building and which rear entrance provides access to a public alley, parking lot, or street shall be permitted one additional projecting sign attached to the rear building wall. The maximum sign surface area of this sign shall be 100 square feet or seven and one-half percent of the gross silhouette area of the rear building wall, whichever is less.

2. In addition to Options A and B, buildings with an interior sidewall abutting a parking lot, which parking lot has a minimum frontage of 100 feet, shall be permitted one additional projecting sign attached to the wall facing the parking lot. The maximum sign surface area of this sign shall be 50 square feet or seven and one-half percent of the gross silhouette area of the front building wall, whichever is less.

(d) Combined sign area. If a front yard setback of the principal building is in excess of 149 feet or if the front principal building wall is in excess of 100 feet wide, the maximum combined sign surface area of both wall signs under Option A shall be up to 20% of the gross silhouette area of the front building wall, and the maximum sign surface area of the wall sign in Option B shall be up to 13.5% of the gross silhouette area of the front building wall. In neither case shall the maximum square footage apply, only percentage of gross silhouette area.

(2) Freestanding business and identification sign requirements. Only one freestanding sign is permitted per business, planned shopping center, or institution. Businesses are eligible for those freestanding signs listed in their street classification in the following table.

<i>Street Classification</i>	<i>Street Speed Limit</i>	<i>Minimum Frontage (ft.)</i>	<i>Maximum Sign Surface Area (sq. ft.)</i>	<i>Maximum Height (ft.)</i>
Local street	0-30	75	50	16
	30-45	75	50	16
Collector	0-30	75	50	16
	31-45	100	70	18
	46-55	150	85	20
Arterial	0-30	75	50	20
	31-45	150	100	26
	46-54	200	125	30
Highway	55+	300	200	32

(a) More than one adjoining business may be combined to obtain the required frontage for a freestanding sign, if the adjoining businesses jointly use the sign.

(b) The maximum distance the sign surface area may project over public rights-of-way shall be eight feet but may not extend over traveled streets.

(c) Freestanding signs located in a parking lot or adjacent to a driveway shall be surrounded by a landscaped or planted area five feet in all directions from the base of the sign.

(d) Where premises used for commercial or industrial use are within 100 feet of Residential or Agricultural Districts, freestanding signs located in that commercial or industrial use shall not exceed 25 feet in height. A freestanding sign must be set back from the lot line the same distance as structures in any Residential or Agricultural District facing the same public street and within 100 feet of the sign. This provision affects only freestanding signs on commercial and industrial premises on the same block and on the same street as a Residential or Agricultural District.

(3) **Yard requirements.** All signs, except directional and temporary signs, shall be subject to the same setback and yard requirements as all other permitted accessory uses. In the case of a corner lot, all signs, except directional and temporary signs, shall abide by the front yard setback for both sides abutting a public street. All directional, temporary, and freestanding signs shall be set back a minimum of six feet from the lot line or, where adjacent to a frontage street, six feet from the interior edge of the frontage street.

(4) **Height limitations.** No attached sign shall exceed eight feet in height ~~nor shall any attached sign extend higher than one foot below the roof line.~~

(5) **Canopy, marquee, and suspended signs.** Signs suspended from the bottom of a canopy or marquee shall not exceed 30 square feet of sign surface area. The bottom of the suspended signs shall be a minimum vertical distance of eight feet from the ground surface. Canopies and marquees, whether signed or not, and suspended signs shall be a minimum horizontal distance of two feet from the street pavement.

(6) **Special sign regulations.**

(a) Freestanding identification signs whose sole purpose is to display the name of the City shall be permitted adjacent to arterial streets in accordance with this Chapter.

(b) Public service banners suspended over arterial streets may exceed the 24 square feet maximum sign surface area indicated in the table but shall not exceed 48 square feet.

(c) In addition to signage permitted in Subsections (a) and (b) above, gasoline service stations may place lettering and/or logos on pump island canopies. Regardless of the number of pump island canopies on the site, no more than three canopy faces may be signed. The maximum sign surface area of this signage shall not exceed 75 square feet for each canopy face. These signs shall not protrude above or below the canopy.



City of Thief River Falls

#8.04

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: February 13, 2018

SUBJECT: Nopers Fifth Addition – Rezoning

RECOMMENDATION: It is respectfully requested that the Council consider the following Planning Commission recommendation:

Motion to: Call for First Reading of Ordinance No. 105 rezoning Lot 1, Block 1, Nopers Fifth Addition from High Density Residential District (R-4) to General Business District (C-2).

BACKGROUND: The City of Thief River Falls has completed the purchase and platting of Nopers Fifth Addition. This property is Phase III of the Noper development, which was purchased to facilitate the construction of market rate multi-family housing as demand dictates and future commercial use along CSAH No. 16 if needed.

KEY ISSUES: 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 has awarded a contract to Winkelman Building Company for the construction of the new facility.

FINANCIAL CONSIDERATIONS: The cost for rezoning will be the responsibility of the city.

LEGAL CONSIDERATION: The ordinance change requires a public hearing and neighborhood notification, which has been completed and would typically receive two readings. This rezoning is consistent with the adjacent zoning, but not consistent with the Comprehensive Plan and will require an amendment.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works Director

Encl: (5)

ORDINANCE NO. 105, 3RD SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 152 ENTITLED "ZONING CODE" BY AMENDING THE CITY ZONING DISTRICTS MAP, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10 AND SECTION 152.998, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. The City Zoning Districts Map is hereby amended by changing the zoning designation of the following described real property from High Density Residential District (R-4) to General Business District (C-2):

Lot One (1), Block One (1), Noper's Fifth Addition to Thief River Falls.

Section 2. City Code Chapter 10 entitled "General Provisions" and Section 152.998 entitled "Violation" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. This ordinance shall be in 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 March, 2018.

Voting Aye: Brown, Howe, Narverud, Prudhomme, Sollom, Aarestad, Hagen

Voting No: None.

Abstaining: None.

Absent: None.

Mayor

ATTEST:

City Administrator

Published _____, 2018 in the Times newspaper.

CHECKLIST FOR REZONING REQUESTS

1. **Applicant (Name/Address/Tel:** City of Thief River Falls, 405 Third Street East, Thief River Falls, MN 56701.
2. **General location of the request:** 1711 First Street West.
3. **Proposed use and/or zoning:** The owner is Requesting that the zoning be amended from Multi-Family Residential District (R-4) to General Business District (C-2) to allow for the construction of a commercial facility (Public Building).
4. **Dimension of the request:** **Frontage -** 400' **Depth -** 370'
5. **Area of property in request:** **Sq. Feet -** 145,356 **Acres –** 3.34
6. **Existing characteristics:** **Zoning -** Agricultural **Use:** Agricultural

 Conforming - Yes **Non-Conforming -** No
7. **Adjacent land use:** The existing property is vacant. The location borders an apartment site on the east, Minnesota Department of Transportation and Pennington County Highway Department to the north, and farmland to the south and west.
8. **Adjacent zoning districts:** The location borders Multi-Family Residential (R-4) to the east, General Business District (C-2) to the north and Agricultural District (AG) to the south and west.
9. **Are Wetlands or Shorelands impacted by this request?** No.
9. **Characteristics of soils:** According to the "Pennington County Soil Survey," soils are predominately Clearwater Clay. The Clearwater series consists of poorly drained, slowly permeable soils in plane or slightly concave basins on glacial lake plains. Slopes range from 0-2%.
11. **Has an adequate site plan been provided?** Yes – copy attached.
12. **What provisions have/can be made for utilities, drainage and adequate easements?** Utilities are in-place to the east of the property. These utilities will need to be extended west on First Street to serve the property in 2018.
13. **Is the proposed rezoning consistent with the Comprehensive Plan?** No
14. **Have other pertinent segments of the Comprehensive Plan been considered?** N/A
15. **Is the area platted?** Yes.

 If so, will the existing lots conform to the requested district? Yes
16. **If the area is to be residential:** NA

- A. What is the holding capacity?**
- B. Street access?**
- C. Has a subdivision plan been submitted?**

17. If the request is for a commercial use: Yes

- A. Is there an economic need? NA**
- B. Is there a provision for adequate screening? Yes**

C. What is the traffic situation? First Street will be constructed in 2018 as the primary access. An alternate access will be constructed through the MnDot/Pennington County Joint Use Facility property.

D. What is the distance to schools? 1.10 miles to Lincoln High School, 2.15 miles to Franklin Middle School and 2.30 to Challenger Elementary School.

18. If the request is for industrial: N/A

- A. Is the area readily accessible to major thoroughfares?**
- B. Is it served by a railroad?**
- C. Is it suitably separated from a residential area?**

19. Comments: This rezoning is to facilitate the new Electric Department.

See Notice of Hearing, Checklist, Site Plan, Zoning Map and Comprehensive Plan.

CRITERIA FOR GRANTING ZONING AMENDMENTS

In granting a request for a rezoning, the City Council shall consider the effect of the proposed zoning amendment upon the health, safety, morals, and general welfare of occupants of surrounding lands. Among other things, the City Council shall make the following findings where applicable:

1. That the rezoning conforms to the Comprehensive Plan for the City, as well as, present land uses.
2. That the rezoning will not impede the normal and orderly development and improvement of surrounding property for uses predominant in the area.
3. That the rezoning will not adversely affect property values of adjacent landowners.
4. That the rezoning will not impose other undue hardship on adjacent landowners such as noise, electrical display signs, odors, or other nuisances.
5. That necessary utilities be available to serve the use intended.
6. That additional public services needed by the rezoning be considered.
7. That alternate areas previously zoned for the intended use be considered.
8. That there is a public need for the proposed land use.

**NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS**

Notice is hereby given, pursuant to Chapter 151 of the Thief River Falls City Code, that The City of Thief River Falls has submitted a request to re-zone certain real property from Multi-Family Residential District (R-4) to General Business District (C-2) to allow for the construction of a commercial facility. Said request will be submitted for review and approval by the City of Thief River Falls. The property is legally described as follows:

Lot 1, Block 1, Nopers Fifth Addition to Thief River Falls, Minnesota

Notice is further given that the Planning Commission will conduct a Hearing on the Re-Zoning Request at 5:00 P.M. on Tuesday, February 13, 2018, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on the Re-Zoning Request will have the option to be heard at this time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Public Works Director, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

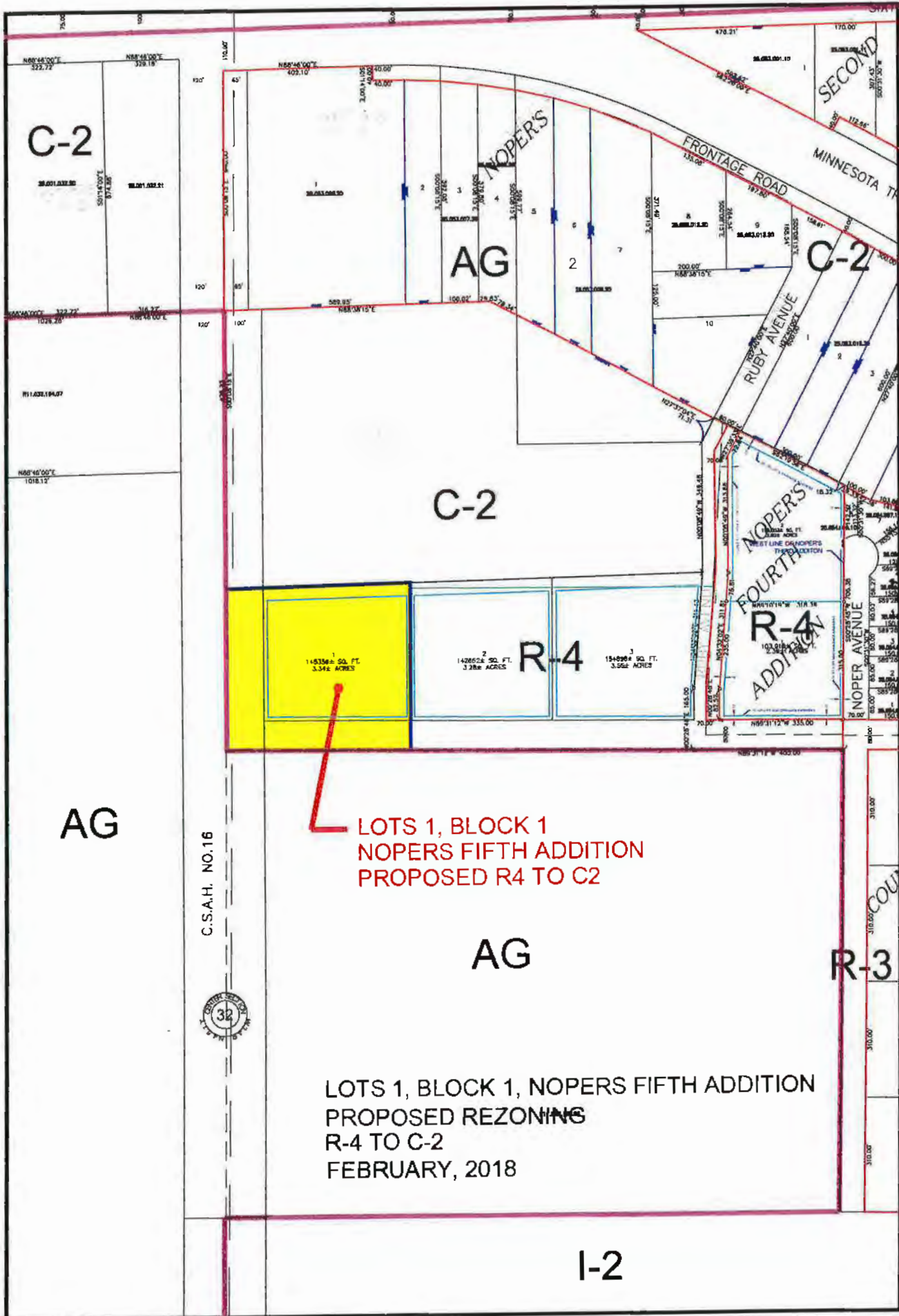
If you have a disability and need an accommodation in order to attend this Hearing, please contact the undersigned as soon as possible or at least 3 working days in advance of the Hearing at the above telephone number.

Dated this 26th day of January, 2018.

CITY OF THIEF RIVER FALLS

Mark Borseth
Public Works Director
& Zoning Administrator

Published in the Wednesday, January 31, 2018, edition of The Times.



LOTS 1, BLOCK 1
 NOPERS FIFTH ADDITION
 PROPOSED R4 TO C2

LOTS 1, BLOCK 1, NOPERS FIFTH ADDITION
 PROPOSED REZONING
 R-4 TO C-2
 FEBRUARY, 2018

City of Thief River Falls Comprehensive Plan Proposed Land Use Map Legend

- City Limits
- Central Business District
- General/Neighborhood Commercial
- Highway Commercial
- Business Warehouse
- Industrial
- Low Density Single-Family
- Medium Density Single-Family
- Medium-High Density Residential
- High Density Residential
- Manufactured Home Park
- Parks
- Open Spaces
- Public Buildings, Schools
- Churches and Cemeteries
- Rivers
- State & County Highways
- City Streets

0 0.45 0.9 Miles

This map is tilted 3 degrees counterclockwise.



Map Created October 2006

Sources:
City of Thief River Falls
Minnesota DNR
Northwest Associated Consultants

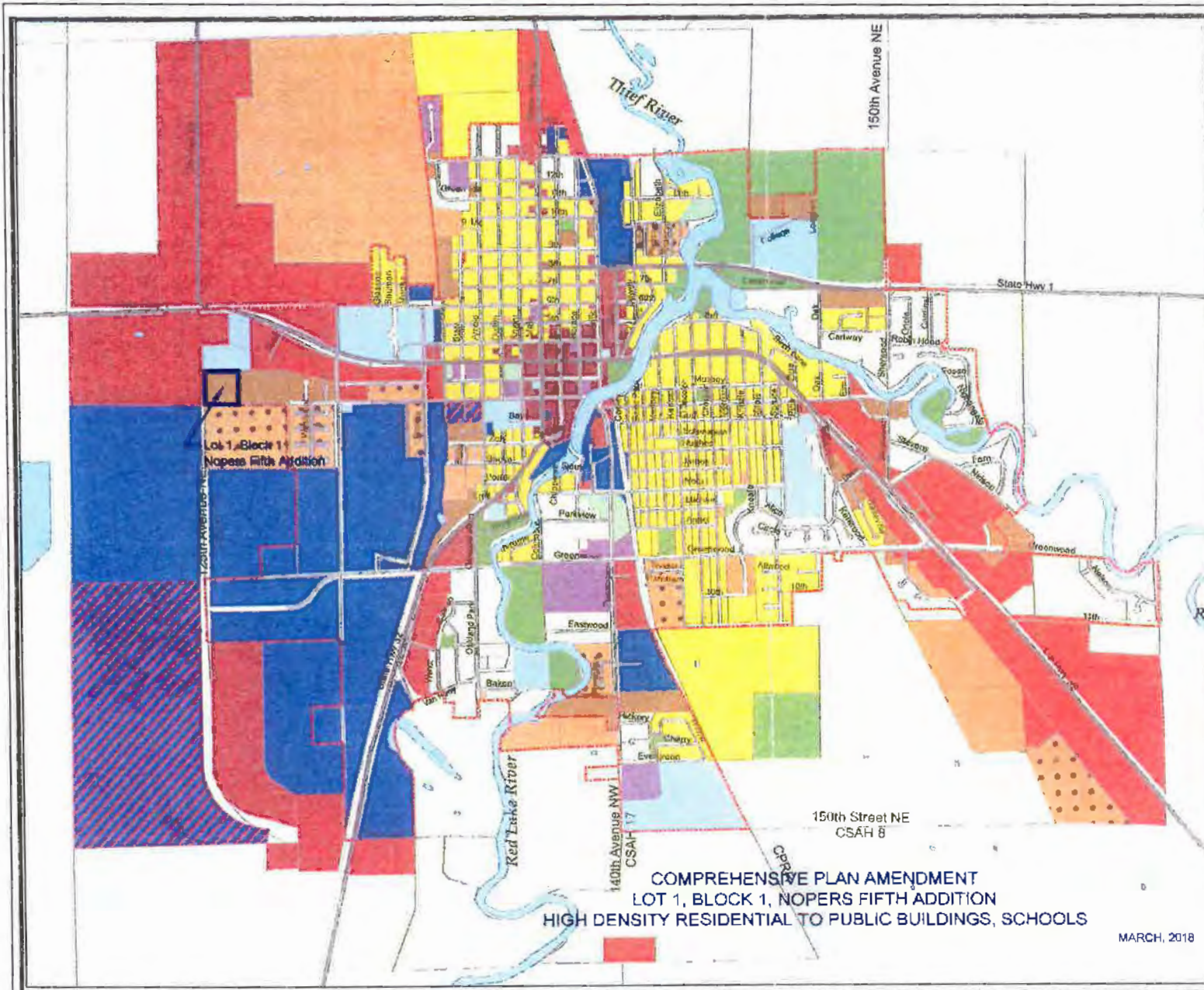
This map is for planning purposes only



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COMPREHENSIVE PLAN AMENDMENT
LOT 1, BLOCK 1, NOPERS FIFTH ADDITION
HIGH DENSITY RESIDENTIAL TO PUBLIC BUILDINGS, SCHOOLS

MARCH, 2018



Thief River Falls Fire Department 2017 Annual Report

The Thief River Falls Fire Department is a combination department made up of seven fulltime, and twenty five volunteer firefighters. We provide fire and rescue protection to the City of Thief River Falls, along with the surrounding Townships of Rocksbury, North, Smiley, Norden, and Silverton in Pennington County as well as Exel in Marshall County. This area covers 198 square miles. The experience levels in the department range from five to thirty one years of service. Working along with our fulltime staff, our volunteer firefighters come from a broad range of occupations within the community, which gives them a wide variety of skills and knowledge that they bring to the fire service. Their commitment to training and their dedication to firefighting give us a department that the community can be very proud of. April brought the retirement of Greg Bottem from the volunteer side of the department after twenty years of service. Two other members left as well in 2017, due to job changes. We will be looking to replace these members in the spring of 2018.

In 2017, we placed a new (to us) Heavy Rescue Truck into service. This truck was purchased by the City from a fire department in Kentucky, to replace a one ton pickup that had become too small to carry all of the required tools and equipment. "Rescue-1" now responds to all calls involving any types of accidents, extrication or rescue in our service area. The original rescue truck is now a multi-use equipment/personnel hauling vehicle. In 2017 the City, Rural Townships, and the Volunteers also teamed up to covert our 2004 one ton crew cab truck into a new Grass Rig. This involved combining the City owned truck chassis with an aluminum flatbed purchased by the Volunteers and a skid unit/pump purchased by the Townships. "GrassRig-04" replaces a truck that has over 275,000 miles on it. The old truck will serve as a backup. These new units are a welcome addition to our department, and will serve the community well into the future.

In 2017 our Emergency Call Response numbers remained very close to the previous year, falling from 193 to 192. The total monetary loss for structure fires

decreased, from \$266,000 in 2016, to \$123,600 this year, even though the number of structure fires went up from 7 to 8. Of the 192 emergency calls we received, 94 were handled with fulltime station personnel, without having to page out our volunteer staff. These calls can range from Carbon Monoxide checks, to hot smells or odors, illegal burning, or anti-freeze/oil spill cleanup at motor vehicle accidents. The fulltime staff also handled over 1200 non-emergency calls during 2017. These calls would include smoke/CO detector questions, fire safety concerns, or recreational fire inquiries as examples.

The department responded to 21 Hazardous Condition calls. These calls can include Carbon Monoxide detectors sounding with detectable levels of CO present, propane or natural gas leaks, fuel or gasoline leaks and spills, and ammonia leaks. Hazardous condition calls are always challenging, because of the wide variety of potentially hazardous materials used and stored in and around the community, and the fact that they are sometimes hard to detect.

Another area of response we cover is motor vehicle accidents. We are typically called out only for the more serious incidents. We responded to 22 motor vehicle accidents with injury in 2017. Of those 22 accidents, 3 required extrication of victims with specialized equipment. There were 8 vehicle and equipment fires this year. These fires included farm and construction equipment. Monetary loss for these fires was estimated at \$445,200 due to the loss of a couple of large pieces of farm equipment. We were called to three water related rescue/recovery incidents involving people, as well as several animal rescues. We also assisted Law Enforcement searching for lost or missing persons/children three times in 2017.

As previously mentioned, we provide fire/rescue protection to the surrounding townships of Rocksbury, North, Norden, Smiley and Silvertown in Pennington County as well as Exel Township in Marshall County. Grass and brush fires decreased slightly from 11 in 2016 to 8 this year. We felt extremely lucky in this regard, due to the very dry conditions that existed most of the year. Timely fall rains helped to keep this number in check. We also issued 132 burning permits to township residents. We have mutual aid agreements in place with our

neighboring fire departments, and were called to provide assistance 8 times in 2017.

We also track the number of false alarms that we respond to. These can be broken into three categories. A malicious false alarm is the first type. This would include someone purposely pulling an alarm with no fire. We had three of this type this year. The second is alarm malfunctions, which would include faulty smoke/CO detectors and failure of automatic alarm systems. We responded to 36 of these calls this year. The last type is a false alarm where the call is the result of good intent, human error, or proper operation of an automatic detection system without a fire. Examples would be detection from overcooked or burnt food, fluctuation in water pressure that activates an alarm system, broken sprinkler heads, people smoking in a no smoking area, broken steam pipes, or construction worker's dust activating an alarm. We responded to 22 of these alarms this year.

One of the most important things we do as firefighters, outside of actual fire/rescue calls, is to spend time training. The Thief River Falls Fire Department logged 2,593 hours of training in 2017. This includes almost 200 hours required for Aircraft Rescue Fire Fighting (ARFF) for five of our fulltime firefighters. This is training that is required by the FAA to cover passenger flights at our regional airport in the event of an emergency. Sadly, this training was put to the test in 2017 with the crash of a small passenger plane that claimed the lives of three individuals. We also spent a Saturday in September training with CP Rail. They provide us with equipment to contain spills in the river in the event of a train derailment. With this training, we are able to protect the water inlet by the water treatment plant in an emergency. We also did some refresher training on ropes/high angle rescue, and ice rescue. We were busy throughout the year with station tours, parades, health and safety shows, building pre-plan inspections, fire extinguisher demonstrations, career days, job shadowing, and Safety Camp. We also spoke to many organizations in the community about our department, and fire safety. We provided standby fire protection for both the fireworks and the demo derby at the County Fair. We check and help maintain the 500 plus fire hydrants throughout the city, and assist other city departments with manpower and equipment when requested.

Through the Volunteer side of our fire department, we are able to do some fundraising to help supplement our budget. We held our annual ham dinner during Fire Prevention Week in October. The funds from this supper, along with money from our semi-annual Ultimate Ice Fishing Raffle and other community donations allowed us to purchase four more Thermal Imaging Cameras for the department. The Volunteers also purchased two new Arctic Cat HDX 700 side by side ATVs and aluminum trailers to transport them. They are outfitted for grass fire use as well as search and rescue. They provide a safer vehicle for our firefighters to operate from than our previous ATVs. This was made possible with community support from Textron OffRoad/Arctic Cat who helped with the purchase and accessories to finish these units. We are also using some of the funds raised to upgrade equipment on our Heavy Rescue truck. We can't give enough thanks to the community for the support they show us when we hold these fundraisers.

Grant dollars, whether local or from state or federal levels, are another area of support that we greatly appreciate. We apply for many grants annually, and were fortunate enough to receive several of them in 2017. We received a \$1000 grant from Red Lake Electric's Operation Round Up. This will be used to help purchase a drying unit for cleaning our turnout gear. Our largest grant received for the year was through the FEMA/Assistance to Firefighters Grant program for \$70,000. Our match for the grant was only 5%. This grant was written to replace the exhaust collection system in the fire hall that was installed over thirty years ago. This outdated system does not keep up to the number of trucks that we now have in service. Because of concerns with the prevalence of cancer in the fire service, the new system should reduce the amount of exhaust released into the building that may get into the living quarters.

The grants and donations, large or small, all help the department at budget time. Again, we can't thank everyone enough for the contributions and support we receive at the Thief River Falls Fire Department. We strive to provide the community with the best fire and rescue protection available. We would like to remind residents everywhere to please think fire safety first, and to check your smoke and carbon monoxide detectors. They really do save lives. If you would like

to contact us, look us up on the city website at www.citytrf.net or give us a call at the fire hall at 218-681-3943. You can also check out the Thief River Falls Volunteer Fire Department Facebook page, or stop in to the fire hall. The door is always open.

Marty Semanko & Rick Beier

Co-Chiefs

**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
BMO Harris Bk Natl Assn	Certificate of Deposit - Brokered	\$248,000	02-Mar-18	1.05%	02-Mar-18	\$247,975.20
TCF Natl Bk	Certificate of Deposit - Brokered	\$56,000	05-Jul-18	1.10%	05-Jul-18	\$55,891.92
Capital One Bk USA Natl	Certificate of Deposit - Brokered	\$247,000	09-Jul-18	1.65%	09-Jul-18	\$246,925.90
Firstbank PR Santurce	Certificate of Deposit - Brokered	\$249,000	22-Oct-18	1.55%	22-Oct-18	\$248,823.21
Worlds Foremost BK Sydney NEB	Certificate of Deposit - Brokered	\$200,000	12-Jan-19	1.55%	11-Jan-19	\$199,510.00
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	\$249,000	02-May-19	1.20%	02-May-19	\$247,291.86
BMW Bk North Amer Salt Lake	Certificate of Deposit - Brokered	\$245,000	28-Jun-19	1.15%	28-Jun-19	\$242,260.90
Capital One Natl Assn VA	Certificate of Deposit - Brokered	\$204,000	07-Oct-19	2.00%	07-Oct-19	\$203,753.16
Citizens Bk & Tr Co	Certificate of Deposit - Brokered	\$112,000	27-Jan-20	0.85%	27-Oct-17	\$110,323.36
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	\$165,000	24-Aug-20	1.90%	23-Feb-18	\$163,478.70
Ally Bk Midvale Utah/RBC	Certificate of Deposit - Brokered	\$247,000	09-Nov-20	2.00%	09-Nov-18	\$244,969.66
American Express Fed Saving BK	Certificate of Deposit - Brokered	\$210,000	07-Dec-20	2.10%	05-Jun-18	\$207,866.40
American Express Fed Saving BK	Certificate of Deposit - Brokered	\$37,000	21-Dec-20	2.10%	19-Jun-18	\$36,612.61
Morgan Stanley BK N A Utah CD	Certificate of Deposit - Brokered	\$246,000	08-Feb-21	2.50%	08-Aug-18	\$246,014.76
American Express Centurion Bank	Certificate of Deposit - Brokered	\$247,000	05-Apr-21	2.30%	05-Oct-17	\$244,245.95
Wells Fargo BK N A	Certificate of Deposit - Brokered	\$249,000	30-Jun-21	1.60%	30-Jun-21	\$242,638.05
Discover BK CD 1.4	Certificate of Deposit - Brokered	\$120,000	13-Jul-21	1.45%	13-Jul-21	\$116,312.40
Discover BK CD 1.5	Certificate of Deposit - Brokered	\$125,000	20-Jul-21	1.50%	20-Jul-21	\$121,340.00
Suntrust Bk Atlanta GA CD CLL	Certificate of Deposit - Brokered	\$246,000	27-Dec-21	1.20%	27-Jun-19	\$241,837.68
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	\$82,000	23-Oct-23	2.35%	23-Feb-18	\$81,359.58
JP Morgan Chase BK NA Columbus	Certificate of Deposit - Brokered	\$189,000	31-Oct-23	1.50%	31-Oct-17	\$175,146.30
HSBC Bank USA NA CD CLL	Certificate of Deposit - Brokered	\$248,000	28-Jun-24	1.50%	28-Jun-20	\$242,045.52
JP Morgan Chase BK NA Columbus	Certificate of Deposit - Brokered	\$58,000	21-Oct-24	1.40%	21-Oct-17	\$55,738.00
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-17	0.55%	16-Dec-17	\$100,000.00
TOTAL INVESTMENTS						\$4,322,361.12
<u>MONEY MARKET ACCOUNTS</u>						
Piper Jaffray	First American Gov't Obligations Fund			0.91%		\$3,588,281.30
RBC	US Govt Money Market Fund			0.01%		\$0.00
League of Minnesota Cities	4M Money Market Fund			0.73%		\$4,651,383.65
League of Minnesota Cities	4M Plus Fund			0.78%		\$24,736.05
TOTAL MONEY MARKET SAVINGS						\$8,264,401.00
GRAND TOTAL					01/31/2018	\$12,586,762.12

*Interest paid every 6 months.