

**THIEF RIVER FALLS CITY COUNCIL
AGENDA
TUESDAY – FEBRUARY 16, 2021**

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

City of Thief River Falls Mayor Brian Holmer Determination Regarding Conducting Meetings by Telephone or Other Electronic Means – per Directive 2020-6. Some councilmembers may participate by electronic means.

- 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 dial: 1-415-655-0001 and then enter access code: 146 802 3795 (If you are having issues connecting call 218-689-3612), 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**
- 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 2, 2021 Council Proceedings (pages 1-3)
 - 7.02 City of Thief River Falls Bills and Disbursements and Council Per Diems (see attachment)
 - 7.03 Adopting 2021 Mileage and Meal Reimbursement Rates (pages 4-5)
 - 7.04 Approval of Temporary Liquor License for Pennington County Fair (pages 6-7)
 - 7.05 Approval of Pete Carlson Land Lease at Gilbert Industrial Park (pages 8-15)
- 8. NEW BUSINESS**
 - 8.01 Approval of 2021 Street & Utilities Improvements (pages 16-19)
 - 8.02 Call for First Reading of Ordinance – MAK Properties LLC Rezoning (pages 20-35)
 - 8.03 Call for First Reading of Ordinance – Pomp’s Tire Rezoning (pages 36-43)

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|------|---|
| 8.04 | Approval of Comprehensive Plan Amendment (pages 44-46) |
| 8.05 | Resolution Calling for Public Hearing for Minnesota Dept of Employment and Economic (DEED) Minnesota Investment Fund Incentive Program – Northern Pride Expansion (pages 47-50) |
| 8.06 | Approval of Public Works Job Description and Opening Position for Filling (pages 51-54) |
| 8.07 | Approval of Public Works Foreman Title and Designation of Michael Olson (pages 55-58) |
| 8.08 | Approval to Internally Post to Hire a Sergeant in the Police Department (pages 59-60) |
| 8.09 | Approval Urging Lawmakers to Resolve the 2022-2023 Budget Without Reduction to Local Government Aid (pages 61-62) |

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 2nd at 5:30 p.m.
- 10.02 Utilities Committee Meeting – March 8th at 7:00 a.m.
- 10.03 Public Safety/Liquor Committee Meeting – March 8th at 4:30 p.m.
- 10.04 Administrative Services Committee Meeting – March 9th at 3:00 p.m.
- 10.05 Public Works Committee Meeting – March 10th at 4:30 p.m.

11. INFORMATIONAL ITEMS

- 11.01 Fire Department Annual Report (pages 63-66)

12. ADJOURNMENT

Motion by _____ Seconded by _____ to close

FEBRUARY 2, 2021

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on February 2, 2021 in the Council Chambers of City Hall. The following Councilmembers were present: Holmer, Lorensen, McCraw, Bolduc, Howe, Narverud, Prudhomme (webex) and Aarestad. No Councilmembers were absent. Mayor Holmer chaired the meeting.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- None

APPROVAL OF AGENDA

Councilmember Aarestad motioned, being seconded by Councilmember Lorensen, to approve the agenda as presented. On roll call vote being taken, the motion was unanimously approved.

RESOLUTION NO. 2-24-21: APPROVAL OF COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-24-21, being seconded by Councilmember Howe, that:

BE IT RESOLVED, by the City Council, to approve January 19, 2021 Council Proceedings as presented.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-25-21: APPROVAL OF PAYMENT OF BILLS

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-25-21, being seconded by Councilmember Howe, that:

BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$6,444,618.50 and Council Per Diems in the amount of \$422.50. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-26-21: EXTENDING THE STATE OF EMERGENCY FOR COVID-19 PANDEMIC THROUGH FEBRUARY 12, 2021

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-26-21, being seconded by Councilmember Howe, that:

WHEREAS, a State of Emergency for the COVID-19 Pandemic Event was declared by the City of Thief River Falls originally per Resolution No. 3-55-20 on March 17, 2020; and

4. Limit meeting distractions: Keep background noise to a minimum, you might miss key information
5. Mute your microphone when your not talking: Typing on the keyboard or other background noises are amplified in a virtual setting
6. Speak clearly and use good manners: Try to ensure no one speaks over anyone else, although there may be unavoidable lags due to slower connections
7. Follow League of Minnesota Cities memo's regarding meetings and Minnesota State statutes:
 - a. All councilmembers must be able to hear and see each other and all discussion and testimony presented at any location at which at least one councilmember is present
 - b. All members of the public at the regular meeting location must be able to hear and see all discussion, testimony, and votes of all councilmembers
 - c. Votes to be taken by roll call
 - d. Each location at which a councilmember is present must be open and accessible to the public (under Governor's pandemic executive order there is more flexibility, open and accessible is not necessary and appearance by telephone is allowable)
 - e. The public body shall provide notice of the regular meeting location and notice of any site where a member of the public body will be participating in the meeting by interactive television.

On roll call vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 2-29-21: APPROVAL OF UPDATED DEPUTY CITY CLERK JOB DESCRIPTION AND APPROVAL OF OPENING POSITION FOR FILLING

The matter of an updated Deputy City Clerk job description and opening position for filling was tabled at the January 19, 2021 Council meeting. Councilmember Narverud moved to remove from the table, being seconded by Councilmember Lorensen. On vote being taken, the motion was unanimously approved.

Following discussion, Councilmember Lorensen introduced Resolution No. 2-29-21, being seconded by Councilmember Narverud, that:

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

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

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

On roll call vote being taken, the resolution was unanimously passed.

property located at Lots 1-12, Block 38 of Original Townsite of Thief River Falls. On roll call vote being taken the meeting was unanimously closed at 5:45 p.m.

RECOVENE COUNCIL MEETING

Councilmember Lorensen moved, being seconded by Councilmember Prudhomme to reconvene the meeting at 6:25 p.m. On roll call vote being taken, the meeting was unanimously voted to reconvene.

ADJOURNMENT

There being no further discussion, Councilmember Narverud moved, being seconded by Councilmember Prudhomme to adjourn at 7:00 p.m. until February 8, 2021 at 7:00 p.m. On roll call vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest:

Angela Philipp, City Administrator



City of Thief River Falls

City Administrator

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

| #7.03 |

PHONE: 218-681-2943
FAX: 218-681-6223
email: aphilipp@citytrf.net
www.citytrf.net

REQUEST FOR COUNCIL ACTION

DATE: February 16, 2021

SUBJECT: 2021 mileage reimbursement and meal reimbursement

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

MOTION TO: To adopt the Northern Minnesota (Duluth) meal reimbursement schedule and the 2021 federal mileage rate as on file in the City Administrator's Office

BACKGROUND: Attached is the 2021 Government Services Administration meals reimbursement schedule for reimbursement for travel outside of Pennington County. Meals would be reimbursed at \$18.00 for Breakfast, \$19.00 for lunch and \$34.00 for dinner (no change from 2020). No reimbursement on alcohol or tips. The City of Thief River Falls has in the past followed the federal reimbursement rate for mileage and in 2021 is .56 cents per mile.

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#7.03

RESOLUTION NO. : ADOPTING 2021 MILEAGE AND MEAL REIMBURSEMENTS

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

RESOLVED, by the City of Thief River Falls to accept an Administrative Services Committee recommendation and adopt the mileage rate equal to the federal mileage rate of \$.56 per mile and the Northern Minnesota (Duluth meal reimbursement schedule of \$18.00 for breakfast, \$19.00 for lunch and \$34.00 for dinner (no change from 2020). No reimbursements on alcohol or tips.

Presented at the February 16, 2021 Council Meeting

Introduced by:

Seconded by:

Roll Call (if required):

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

Notes:



CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: Pennington County Fair Association

(must be a club, charitable, religious, or non-profit organization, duly incorporated as a nonprofit or religious corporation under the laws of Minnesota and in existence for at least three years or a political committee registered under MS 10A.14 and applicant must sponsoring the event that alcohol is being served)

CONTACT PERSON: Ray Safranski

ADDRESS: PO Box 637

PHONE: 218-681-4287

TYPE OF EVENT: County Fair

LICENSING PERIOD: July 14, 2021 through July 18, 2021

HOURS OF OPERATION: 12:00 pm (noon) to 12:00 am (midnight)

FACILITY/PLACE TO BE USED: Fairgrounds

Applicant will present this request to the City Administrator's Office who will forward the application to the Public Safety Committee for review. The application must be presented to the City Administrator's Office at least one month before the event. The Public Safety Committee will present their recommendation to the City Council for action.

If approved, the license will not become valid until approved by the Commissioner.

If approved, the applicant must provide suitable Proof of Insurance covering liquor liability. The City of Thief River Falls shall be named as an additional insured.

Cost of the license is \$35.00 per day.

Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgments, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

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


SIGNATURE OF APPLICANT

1/28/21
DATE

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#7.04

**RESOLUTION NO. : APPROVAL OF TEMPORARY INTOXICATING LIQUOR
LICENE TO PENNINGTON COUNTY FAIR ASSOCIATION DURING PENNINGTON
COUNTY FAIR**

Presented as part of the Consent Agenda, Councilmember
, being seconded by Councilmember , that:

introduced Resolution No.

BE IT RESOLVED, by the City Council, to accept the Public Safety/Liquor
Committee recommendation to grant the Pennington County Fair Association a
Temporary Intoxicating Liquor License, effective July 14 – 18, 2021 from noon to
midnight at the Fairgrounds during the Pennington County Fair.

Presented at the February 16, 2021 Council Meeting

Introduced by:

Seconded by:

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes:



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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Thief River Falls MN 56701-0528

#7.05

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Request for Council Action

DATE: February 16, 2021

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 farmland rental until December 15, 2023 in the Gilbert Industrial Park; and authorize the Mayor and City Administrator to execute the agreement.

BACKGROUND: Pete Carlson has rented 38 acres of farmland from the city for several years in the Gilbert Industrial Park. A recent sale to Garden Valley has reduced this to 35.65 acres. 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, 2020. Pete Carlson wishes to continue to lease the property.

FINANCIAL CONSIDERATIONS: He shall pay a total of \$5,657.00 over the three-year period. This represents a 3% increase each year.

LEGAL CONSIDERATION: None.

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

Encl: (1)

FARM LEASE AGREEMENT

THIS AGREEMENT, To be effective the _____ day of February, 2021, 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, 2021, and term ending on the 15th day of December, 2023, 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 \$5,657.00, 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:

\$1,830.00 on or before Nov. 15, 2021;
\$1,885.00 on or before Nov. 15, 2022; and
\$1,942.00 on or before Nov. 15, 2023.

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

Angie Philipp, City Administrator

STATE OF MINNESOTA)
)SS
COUNTY OF)

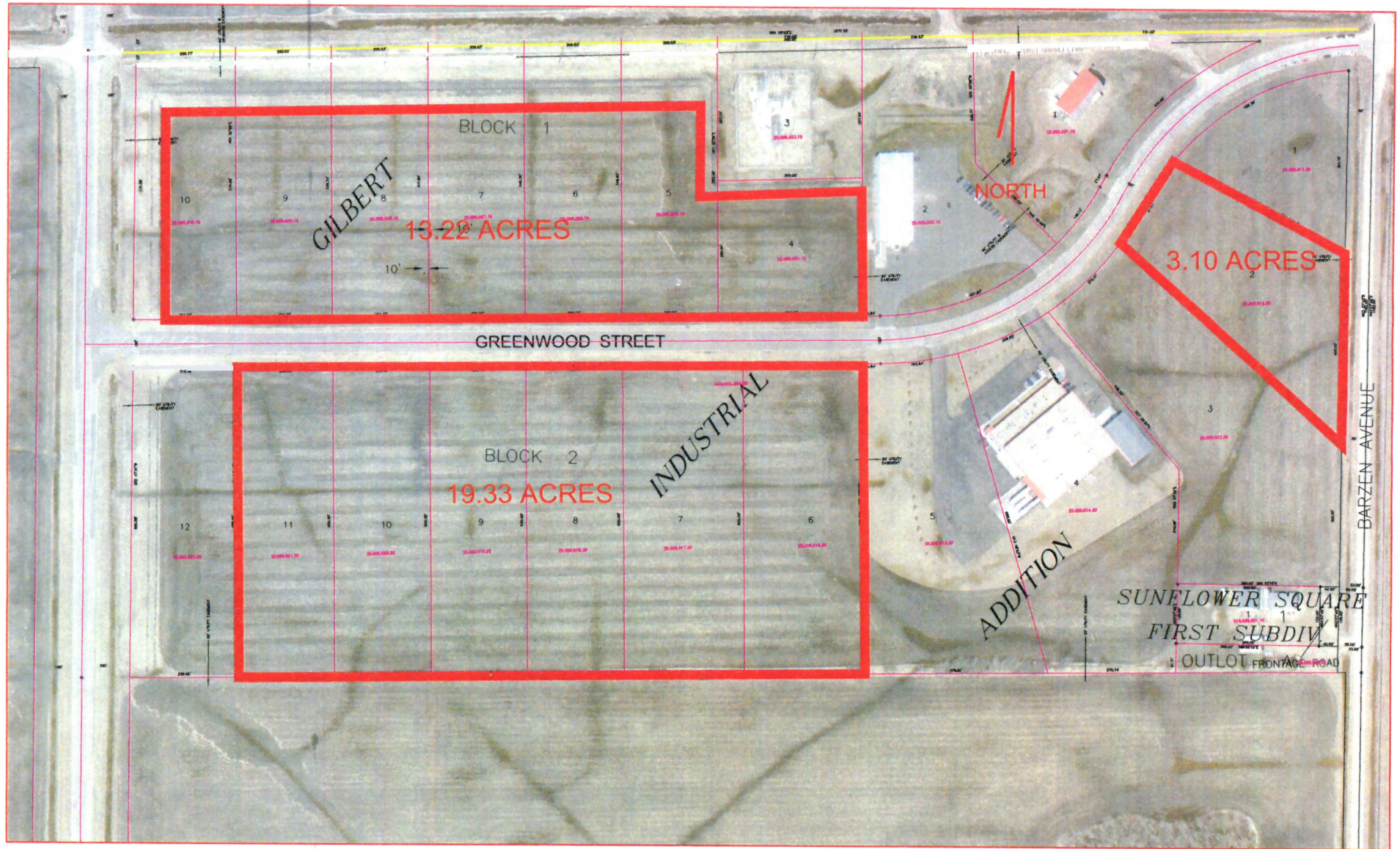
The foregoing instrument was acknowledged before me this ____ day of _____, 2021 by Brian Holmer, Mayor of Thief River Falls, Minnesota, and Angie Philipp, City Administrator of Thief River Falls, Minnesota.

Notary Public

STATE OF MINNESOTA)
)SS
COUNTY OF)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021 by Pete C. Carlson

Notary public



"EXHIBIT A"
 GILBERT INDUSTRIAL PARK
 FARM LAND LEASE - 35.65 ACRES
 CITY OF THIEF RIVER FALLS

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

| #7.05 |

RESOLUTION NO. : APPROVAL OF PETE CARLSON LAND LEASE AT GILBERT INDUSTRIAL PARK

Presented as part of the Consent Agenda, Councilmember _____
being seconded by Councilmember _____, that:

introduced Resolution No. _____

WHEREAS, Pete Carlson has rented 38 acres of farmland from the city for several years in the Gilbert Industrial Park. A recent sale to Garden Valley has reduced this to 35.65 acres. 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 a Public Works Committee recommendation the renewal of a lease between the City of Thief River Falls and Pete Carlson for farmland rental until December 15, 2023 in the Gilbert Industrial Park; and authorize the Mayor and City Administrator to execute the agreement. Gilbert shall pay a total of \$5,657.00 over the three-year period, which represents a 3% increase each year.

Presented at the February 16, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes:



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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

#8.01

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

Request for Council Action

DATE: February 16, 2021

SUBJECT: 2021 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 2021 Street & Utilities Improvements Project as follows:

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

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

KEY ISSUES: A public hearing was held on February 8th to discuss the proposed improvements. The City Council will need to order the improvements and call for plans and specifications at the February 16th council meeting to allow adequate preparation time to stay on schedule for a May 6th 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)

Proposed 2021 Street & Utilities Improvements

1. Franklin Middle School SRTS Multi-Use Trail

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

2. Oakland Park Multi-Use Trail

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

3. Fairgrounds Miscellaneous Paving

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

4. Valley Home Access Realignment

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

5. Airport Entrance Road Repair

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

6. Miscellaneous Patching

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

7b Robson Court Street Construction

\$75,000 Project Cost
\$75,000 General City Cost - Financing
\$43,000 Special Assessments

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

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE									
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4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	26	27	28	29	30	31																		
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30																										

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

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

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#8.01

**RESOLUTION NO. : APPROVAL OF 2021 STREET & UTILITIES IMPROVEMENTS
AND CALLING FOR PLANS AND SPECIFICATIONS**

Mark Borseth, Public Works Director, presented a recommendation. Following discussion,
Councilmember _____ introduced Resolution No. , being seconded by Councilmember
_____, that:

WHEREAS, a public hearing was held on February 8, 2021 to discuss the proposed improvements. The City will need to order the improvements and call for plans and specifications at the February 16, 2021 Council Meeting to allow adequate preparation time to stay on schedule for a May 6th bid opening. The City Council may order any, or all, of the items identified in the list of improvements. The City council provided the provided the Minnesota Department of Transportation with a Resolution of Municipal Consent.

WHEREAS, the list of projects are based on items from the City's Capital Improvement Programs, items requested by developers, homeowners, and other departments.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to order Improvements and Call for Plans and Specifications for the 2021 Street & Utilities Improvements Project as follows:

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

Presented at the February 16, 2021 Council Meeting

Introduced by:

Seconded by:

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes:



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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

| #8,02 |

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

Request for Council Action

DATE: February 16, 2021

SUBJECT: Rezoning – MAK Properties, LLC (Former Vacant Valley Home Property)

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

Motion to: Call for First Reading to rezone vacant property south of and adjacent to Valley Home and legally described in the attached ordinance from Multi-Family Residential District (R-4) to General Business District (C-2).

BACKGROUND: MAK Properties of Grand Forks, North Dakota has completed the purchase of the vacant property south of Valley Home. They are proposing a mixed-use building with residential apartments above commercial space. Serviceability of sanitary sewer has been verified by their engineering consultant and an access exchange through the Minnesota Department of Transportation on Highway 32 has been initiated.

KEY ISSUES: MAK Properties has submitted application for rezoning, which is required for the proposed mixed-use occupancy. The comprehensive plan calls for this area to be used for high density residential, which comprises the largest part of this development.

FINANCIAL CONSIDERATIONS: All costs associated with the rezoning will be the responsibility of the property owner.

LEGAL CONSIDERATION: This action requires a public hearing held at the Planning Commission meeting and two readings of the proposed zoning amendment.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works
Director

Encl: (7)

ORDINANCE NO. ___, 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 Multi-Family Residential District (R-4) to General Business District (C-2):

A tract of land containing approximately one and one half acres (1 ½), more or less and more particularly described as follows:

Beginning at a point located 230½ feet South and 20 feet West of the 1/16 corner, at the Northeast corner of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼), Section Thirty-Three (33), Township One Hundred Fifty-Four (154) North of Range Forty-three (43) West; thence from said point of beginning running South ninety-six and one-half feet (96 ½') thence running West six hundred fifty-two feet (652'); thence again running North ninety-six and one half feet (96 ½'); and thence running East six hundred fifty-two feet (652') to the Point of Beginning

and

Three tracts of land lying in Section Thirty-Three (33), Township One Hundred Fifty-four (154) North, Range Forty-three (43) West, more fully described as:

- (1) Beginning at a point located three hundred twenty-seven feet (327') South and twenty feet (20') West of the 1/16 corner at the Northeast corner of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-three (33), in Township One Hundred Fifty-four (154) North of Range Forty-three (43) West; thence from said point of beginning point running South thirty-five feet (35'); thence running West six hundred fifty-two feet (652'); thence running North thirty-five feet (35'); and thence running East to the point of beginning. Excepting therefrom any highways on or across said premises, in Pennington County.
- (2) A tract of land sixty-one and one-half feet (61 ½') wide containing approximately three-quarter (¾) acre of land, more or less, and more particularly described as follows:
Beginning at a point located 362 feet South, and about 20 feet West of the 1/16 corner at the Northeast corner of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) in Section Thirty-three (33), Township One Hundred Fifty-Four (154) North of Range Forty-three (43) West of the Fifth Principal Meridian, in Pennington County, Minnesota;

thence from the said starting point running South sixty-one and a half feet (61 ½'); thence running West six Hundred Fifty-two feet (652'); thence running North sixty-one and a half feet (61 ½'); thence running East Six Hundred Fifty-two feet (652') to the point of beginning, but less and excepting therefrom all of the street or highway running across the East end of the said above described premises.

- (3) Beginning at a point six hundred seventy-two feet (672') West of the 1/16 corner at the Northeast corner of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) in Section Thirty-three (33) in Township One Hundred Fifty-four (154) North of Range Forty-three (43) West of the Fifth Principal Meridian, in Pennington County, Minnesota; thence from said point of beginning running South Four Hundred Twenty-three feet (423.5'); thence East approximately three hundred forty feet (340') to the Westerly right of way line of Minnesota Trunk Highway 32; thence Southwesterly along the westerly right of way line of Minnesota Trunk Highway 32 a distance of approximately one thousand two hundred fifty feet (1250') to the centerline of Greenwood Street extended; thence West along the extended centerline of Greenwood Street a distance of approximately fifty feet (50') to the Easterly right of way line of the Great Northern Railroad; thence northeasterly along the easterly right of way line of the Great Northern Railroad, a distance of approximately one thousand four hundred twenty feet (1420) to the point of beginning.

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, 2021.

Voting Aye:

Voting No:

Abstaining:

Absent:

Mayor

ATTEST:

City Administrator

Published , 2021 in the Times newspaper.

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

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that MAK Properties, LLC, 4575 32nd Avenue South Suite 5, Grand Forks, ND 58201 has applied for the following actions:

1. Rezoning from High Density Residential (R-4) to General Business District (C-2).
2. Conditional Use Permit to allow residential above a commercial use.
3. Conditional Use Permit to allow up to 60% impervious area.
4. Conditional Use Permit to allow an increase to the floor height of the highest floor from 25' to 33'-6".
5. Variance to allow residential space on the first floor exceeding 330 SF. for non-proprietor use.

The property is legally described as follows:

A tract of land containing approximately one and one half acres (1 ½), more or less and more particularly described as follows:

Beginning at a point located 230½ feet South and 20 feet West of the 1/16 corner, at the Northeast corner of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼), Section Thirty-Three (33), Township One Hundred Fifty-Four (154) North of Range Forty-three (43) West; thence from said point of beginning running South ninety-six and one-half feet (96 ½') thence running West six hundred fifty-two feet (652'); thence again running North ninety-six and one half feet (96 ½'); and thence running East six hundred fifty-two feet (652') to the Point of Beginning

and

Three tracts of land lying in Section Thirty-Three (33), Township One Hundred Fifty-four (154) North, Range Forty-three (43) West, more fully described as:

- (1) Beginning at a point located three hundred twenty-seven feet (327') South and twenty feet (20') West of the 1/16 corner at the Northeast corner of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) of Section Thirty-three (33), in Township One Hundred Fifty-four (154) North of Range Forty-three (43) West; thence from said point of beginning point running South thirty-five feet (35'); thence running West six hundred fifty-two feet (652'); thence running North thirty-five feet (35'); and thence running East to the point of beginning. Excepting therefrom any highways on or across said premises, in Pennington County.
- (2) A tract of land sixty-one and one-half feet (61 ½') wide containing approximately three-quarter (¾) acre of land, more or less, and more particularly described as follows: Beginning at a point located 362 feet South, and about 20 feet West of the

1/16 corner at the Northeast corner of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) in Section Thirty-three (33), Township One Hundred Fifty-Four (154) North of Range Forty-three (43) West of the Fifth Principal Meridian, in Pennington County, Minnesota; thence from the said starting point running South sixty-one and a half feet (61 ½'); thence running West six Hundred Fifty-two feet (652'); thence running North sixty-one and a half feet (61 ½'); thence running East Six Hundred Fifty-two feet (652') to the point of beginning, but less and excepting therefrom all of the street or highway running across the East end of the said above described premises.

- (3) Beginning at a point six hundred seventy-two feet (672') West of the 1/16 corner at the Northeast corner of the Southeast Quarter of the Southwest Quarter (SE ¼ SW ¼) in Section Thirty-three (33) in Township One Hundred Fifty-four (154) North of Range Forty-three (43) West of the Fifth Principal Meridian, in Pennington County, Minnesota; thence from said point of beginning running South Four Hundred Twenty-three feet (423.5'); thence East approximately three hundred forty feet (340') feet to the Westerly right of way line of Minnesota Trunk Highway 32; thence Southwesterly along the westerly right of way line of Minnesota Trunk Highway 32 a distance of approximately one thousand two hundred fifty feet (1250') to the centerline of Greenwood Street extended; thence West along the extended centerline of Greenwood Street a distance of approximately fifty feet (50') to the Easterly right of way line of the Great Northern Railroad; thence northeasterly along the easterly right of law line of the Great Northern Railroad, a distance of approximately one thousand four hundred twenty feet (1420) to the point of beginning.

Notice is further given that the Planning Commission will conduct a Hearing on the Conditional Use Permit Request at 5:00 P.M. on Tuesday, February 9, 2021, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on the proposed actions listed above 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 22nd day of January 2021

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Mark Borseth
Public Works Director
& Zoning Administrator

Published in the Wednesday, January 27th, 2021, edition of The Times.



Application To Planning Commission/BOZA

City of Thief River Falls
Community Services
405 3rd Street East – P.O. Box 528
Thief River Falls, MN 56701
218-681-8506

- | | |
|---|---|
| <input type="checkbox"/> REZONING (Fee \$150.00) | <input type="checkbox"/> APPEALS (Fee \$50.00) |
| <input type="checkbox"/> VARIANCE (Fee \$150.00) | |
| <input type="checkbox"/> LAND SUBDIVISION (Fee \$300.00) | |
| <input type="checkbox"/> CONDITIONAL USE PERMIT (Fee \$150.00) | |

Applicant

Name	MARC KUHN (MAK PROPERTIES)	Phone #	701-330-5739
Address	4575 32 nd AVE S. SUITES GRAND FORKS	State	ND
		Zip	58201

Property Owner (if different from Applicant)

Name		Phone #	
Address	City	State	Zip

Approximate Location of Property

Address	Legal Description
---------	-------------------

Present Zoning Classification
R-4

Present Use
Undeveloped

Description of Request

Rezoning: Change to C-2

Conditional Use Permit: Allow residential to be provided above commercial.

Variance:

- To provide residential in excess of 330 sf on the first floor with commercial space.
- Increase the Building Height to 33'-6" from the 25' limit. Also increase the overall to 52'.
- Increase in Impervious Converge to 60% from 40%. We're going to be in the 50-60 range.

Property Owner Signature (required)

1/21/21
Date

Applicant Signature

Date

Review (For office use only)

Date of Publication

Date on Planning Commission Agenda

Action Taken By Commission:

Action Taken By City Council:

City Council Resolution / Ordinance Number

Fee Paid

- 28

16. If the area is to be residential: Residential and Commercial

A. What is the holding capacity? The maximum holding capacity is 112 units, subject to unit area and impervious area requirements.

B. Street access? This site will be accessed from Highway 32 through an access relocation agreement with the Minnesota Department of Transportation.

C. Has a subdivision plan been submitted? No.

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

A. Is there an economic need? Yes.

B. Is there a provision for adequate screening? Pending site plan submission and review.

C. What is the traffic situation? This site will be served from Minnesota Highway 32.

D. What is the distance to schools? 0.4 miles to Lincoln High School, 1.3 miles to Franklin Middle School, and 1.3 miles to Challenger Elementary School.

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

A. Is the area readily accessible to major thoroughfares? NA

B. Is it served by a railroad? NA

C. Is it suitably separated from a residential area? NA

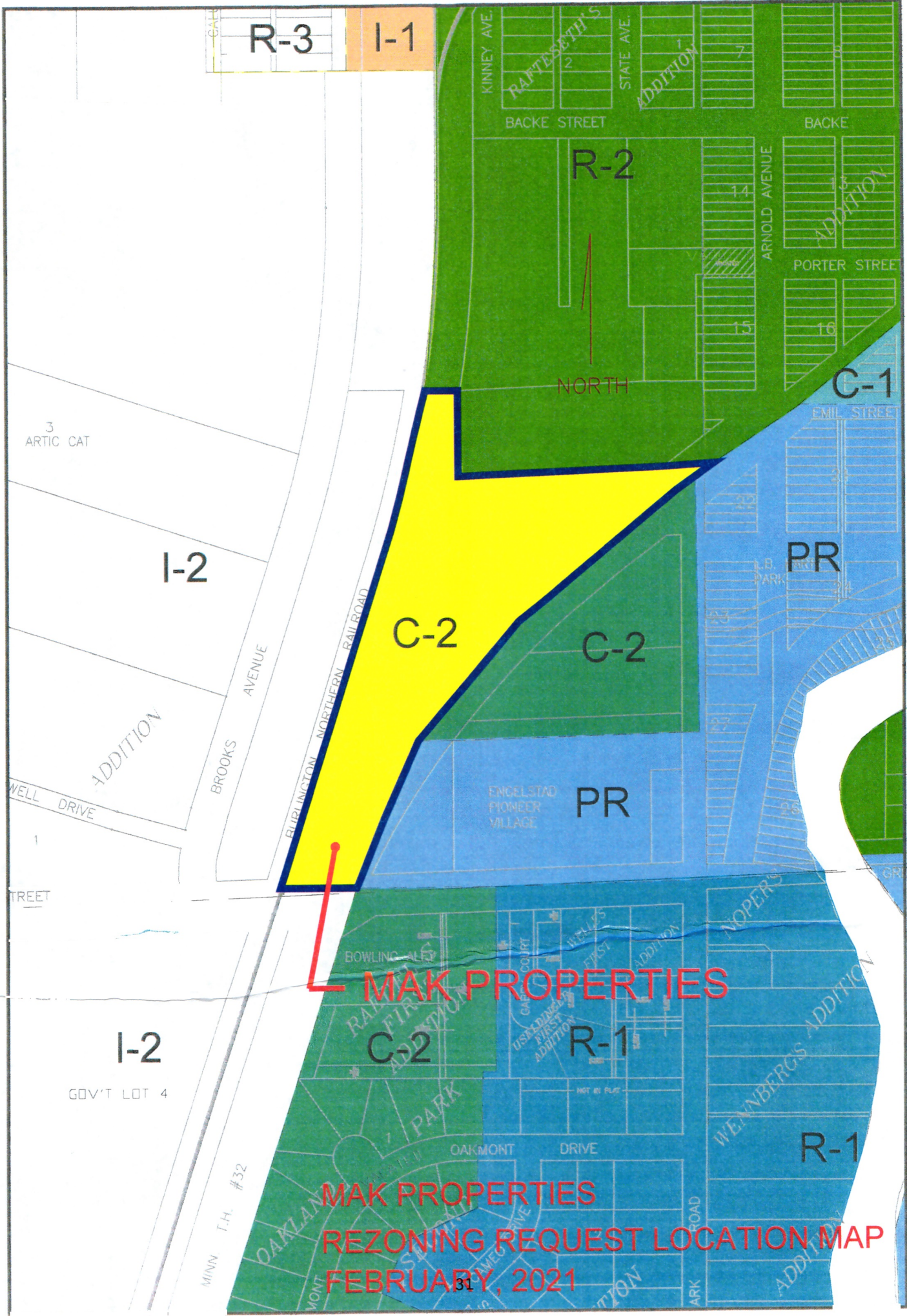
19. Comments: MAK Properties has completed the purchase of this property from Valley Home. They would like to construct a 90-unit multi-family apartment building with commercial use on a portion of the first floor that includes daycare. This use is allowable in a General Business District with a conditional use permit.

See RCA, Notice of Hearing, Application, Checklist, Site Map, Access Reconfiguration Sketch, 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.

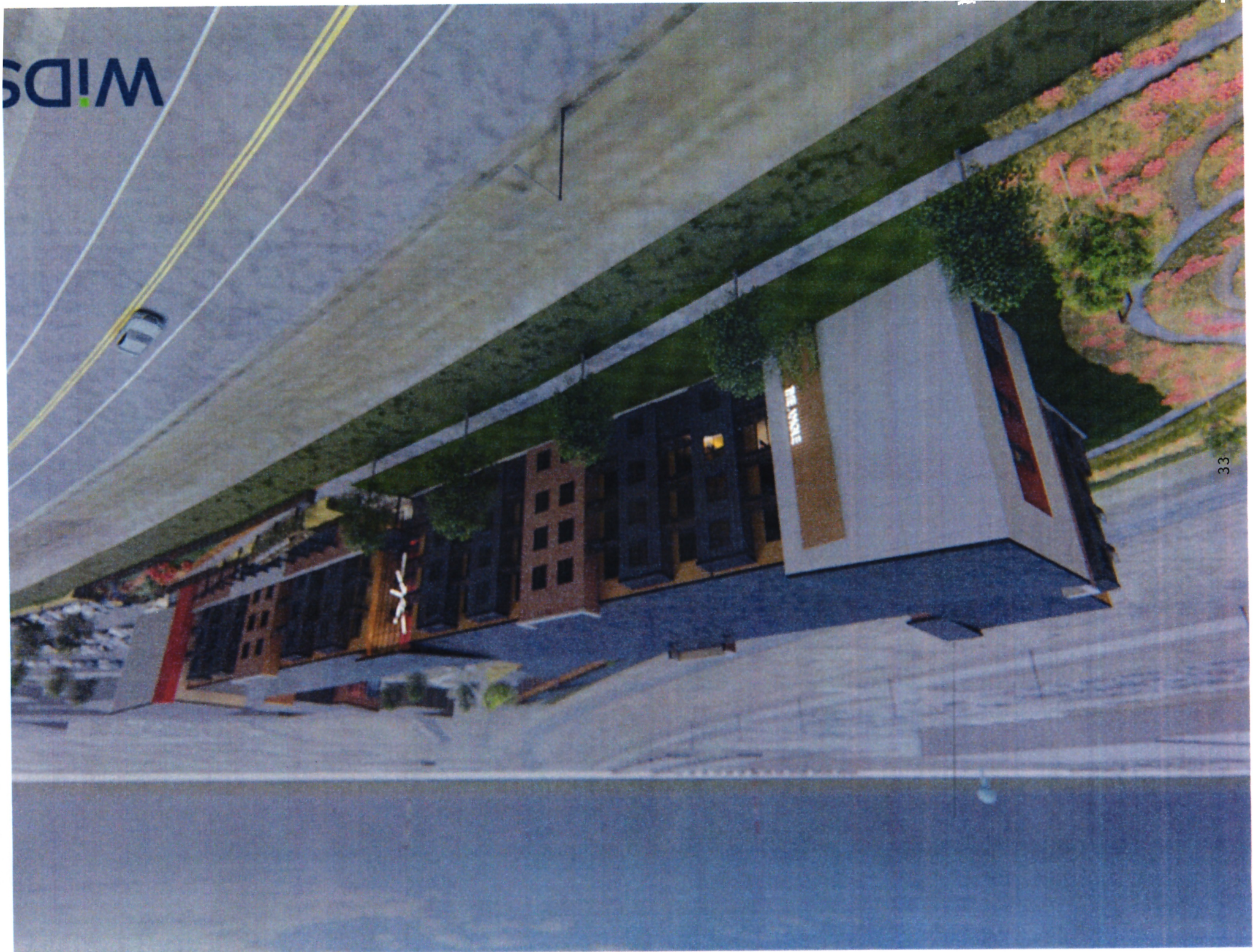


MAK PROPERTIES

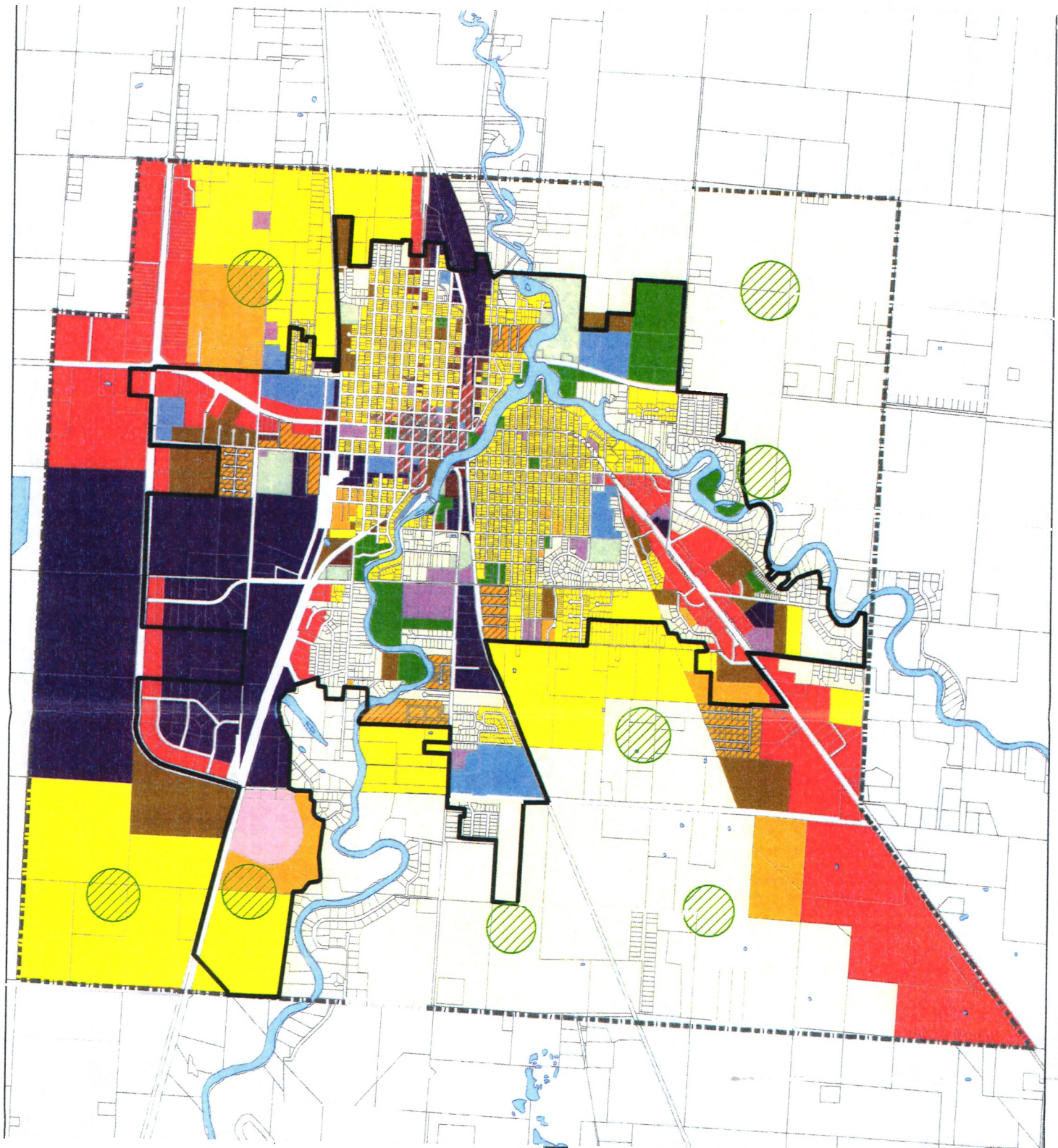
MAK PROPERTIES

REZONING REQUEST LOCATION MAP
FEBRUARY, 2021





WIDS



0 0.375 0.75 1.5 Miles

Land Use Category

- | | | | | | |
|--|---------------------------------|--|------------------------------|--|-------------------|
| | Low Density Single-Family | | Highway Commercial | | City Limits |
| | Low-Medium Density Residential | | Industrial | | Future Annex Area |
| | Medium-High Density Residential | | Open Space | | Rivers |
| | High Density Residential | | Parks | | Park Search Area |
| | Manufactured Home Park | | Schools and Public Buildings | | |
| | Central Business District | | Semi Public | | |
| | General Commercial | | Hospital | | |

Data Sources: City of Thief River Falls, Pennington County, MNDNR, NAC Inc.



January 22, 2021

Grand Forks

3535 South 31st Street
Suite 203
Grand Forks ND 58201

Mark Borseth
City of Thief River Falls
405 Third Street East
Thief River Falls, MN 56701

701.795.1975
GrandForks@Widseth.com
Widseth.com

Re: The Angle

The following are the primary building design parameters based on the conceptual plans prepared to date.

Occupancy Type

- R-2 – Apartments
- Commercial Space (*Occupancy Types are Dependent on Actual Tenant*)
 - E – Daycare
 - B – Coffee Shop
 - A-3 – Fitness

Construction Type: V-B

Fire Suppression System: Yes

Rated Walls: (*Subject to building code requirements*)

- Primary Structural Frame: 1-hour
- Interior Bearing Walls: 1-hour
- Floor Construction: 1-hour
- Roof Construction: 1-hour
- Occupancy Separations: 1-hour based on anticipated commercial use
- Corridors: 1-hour
- Stair Towers: 2-hour
- Elevator Shaft: 2-hour

Impervious Coverage: 60% or less

Height:

- Highest Floor: 33'-6"
- Overall Height: 52'

Stories: 4

Parking: 240 planned



Brent Dammann, AIA
MN Lic #44145



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 16, 2021

SUBJECT: Rezoning – Pomp's Tire

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

Motion to: Call for First Reading to consider rezoning Original Townsite of Thief River Falls, Lots 23 through 30, Block 63; and Original Townsite of Thief River Falls, Lots 31 & 32, Block 63, and West 10 feet of Vacated Alley in Block 63, and West 160 feet of Vacated Bay Street adjacent to Lot 32 and Vacated Alley, Thief River Falls, Minnesota from Light Industrial District (I-1) to Central Business District (C-3).

BACKGROUND: Pomp's Tire currently operates their tire and repair business at 220 Horace Avenue North and utilizes storage at two warehouses on Pennington Avenue. Pomp's would like to consolidate their operation into one facility to allow for more efficient operations. They are also limited in space for truck tire repair.

KEY ISSUES: Pomp's Tire has purchased the former Dean Foods facility at 122 main Avenue South. In addition to extensive remodeling this property will have to be rezoned from Light Industrial District (I-1) to Central Business District (C-3). This property is the last remaining industrial zoned property in the central business district. Rezoning this property will clean up the spot zone and bring it into conformance with adjacent zoning and use. It will also allow a vital business currently in our downtown to remain downtown. This will also require an amendment to our comprehensive plan that will proceed through a separate action.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: This action requires a public hearing held at the Planning Commission meeting and two readings of the proposed zoning amendment.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works
Director

Encl: (4)

ORDINANCE NO. ___, 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 Light Industrial District (I-1) to Central Business District (C-3):

Original Townsite of Thief River Falls, Lots 23 through 30, Block 63; and Original Townsite of Thief River Falls, Lots 31 & 32, Block 63, and West 10 feet of Vacated Alley in Block 63, and West 160 feet of Vacated Bay Street adjacent to Lot 32 and Vacated Alley, Thief River Falls, Minnesota.

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, 2021.

Voting Aye:

Voting No:

Abstaining:

Absent:

Mayor

ATTEST:

City Administrator

Published _____, 2021 in the Times newspaper.

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

Notice is hereby given, pursuant to Chapter 152 of the Thief River Falls City Code, that Pomp's Tire Service, 1123 Cedar Street, Green Bay, WI 54301 has submitted a request to re-zone certain real property from Light Industrial District (I-1) to Central Business District (C-3). The property is legally described as follows:

Original Townsite of Thief River Falls, Lots 23 through 30, Block 63; and Original Townsite of Thief River Falls, Lots 31 & 32, Block 63, and West 10 feet of vacated alley in Block 63, and West 160 feet of vacated Bay Street adjacent to Lot 32 and vacated alley

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 9, 2021, 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 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 22nd day of January 2021.

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Mark Borseth
Public Works Director
& Zoning Administrator

Published in the Wednesday, January 27, 2021, edition of The Times.



Application To Planning Commission/BOZA

City of Thief River Falls
Community Services
405 3rd Street East – P.O. Box 528
Thief River Falls, MN 56701
218-681-8506

☒ **REZONING** (Fee \$150.00)

☐ **APPEALS** (Fee \$50.00)

☐ **VARIANCE** (Fee \$150.00)

☐ **LAND SUBDIVISION** (Fee \$300.00)

☐ **CONDITIONAL USE PERMIT** (Fee \$150.00)

Applicant

Name Pomp's Fire Service

Phone # 920-435-8301

Address 1123 Cedar Street

City Green Bay,

State WI Zip 54301

Property Owner (if different from Applicant)

Name

Phone #

Address

City

State

Zip

Approximate Location of Property

Address: 122 Main Ave S.
Thief River Falls, MN 56701

Legal Description

Present Zoning Classification I-1 light industrial

Present Use: Vacant

Description of Request:

Central Business District – C-3

Property Owner Signature (Required)

[Signature]

Date

1-20-2021

Applicant Signature

[Signature]

Date

1-20-2021

Review (For office use only)

Date of Publication

Date on Planning Commission Agenda

Action Taken By Commission:

Action Taken By City Council:

City Council Resolution / Ordinance Number

Fee Paid

CHECKLIST FOR REZONING REQUESTS

- 1. Applicant (Name/Address/Tel:** Pomp's Tire Service, 1123 Cedar Street, Green Bay, WI 54301.
- 2. General location of the request:** 122 Main Avenue South, Thief River Falls.
- 3. Proposed use and/or zoning:** The owner is Requesting that the zoning be amended from Light Industrial District (I-1) to Central Business District (C-3) to allow for their tire/repair business to be relocated to this location.
- 4. Dimension of the request:** **Frontage -** 286' **Depth -** 150'
- 5. Area of property in request:** **Sq. Feet -** 42,900 **Acres –** 0.98
- 6. Existing characteristics:** **Zoning -** Light Industrial District **Use:** Industrial/Vacant
 Conforming - Yes **Non-Conforming -** No
- 7. Adjacent land use:** This location borders the Pennington County Justice Center to the west, Thief River Falls Public Library to the north, Sanford Behavioral Health Hospital to the north, and Riverview Terrace Apartments to the south.
- 8. Adjacent zoning districts:** The location borders Central Business District (C-3) on all sides.
- 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 Series. 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?** Zoning map attached.
- 12. What provisions have/can be made for utilities, drainage, and adequate easements?** This site is served by storm sewer to the east and south, water main to the west, and sanitary sewer to the west. Power and communication lines are available adjacent to the property and through the adjacent alley.
- 13. Is the proposed rezoning consistent with the Comprehensive Plan?** No. The comprehensive plan indicates this area as industrial consistent with present zoning and would require an amendment to the plan.
- 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:** No.

B. Street access? This site can be accessed from Main Avenue (Highway 32) or the alley.

C. Has a subdivision plan been submitted? No.

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

A. Is there an economic need? Yes

B. Is there a provision for adequate screening? N/A

C. What is the traffic situation? This property is adjacent to a state highway.

D. What is the distance to schools? 0.10 miles to Lincoln High School, 0.90 miles to Franklin Middle School, and 1.48 miles to Challenger Elementary School

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

A. Is the area readily accessible to major thoroughfares? N/A

B. Is it served by a railroad? N/A

C. Is it suitably separated from a residential area? N/A

19. Comments: Pomp's Tire has outgrown their current location and would like to have all their storage and services at one site. The former Dean Foods property provides adequate space for this, allows them to stay in a downtown, renovates a downtown building and cleans up an industrial spot zone issue.

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.

C-3

C-3

NORTH

C-3

I-1

R-2

C-3

ZONING MAP
POMPS TIRE REZONING
FEBRUARY, 2021



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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

#8.04

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

Request for Council Action

DATE: February 16, 2021

SUBJECT: Comprehensive Plan Amendment

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

Motion to: Amend the Comprehensive Plan to designate Original Townsite of Thief River Falls, Lots 23 through 30, Block 63; and Original Townsite of Thief River Falls, Lots 31 & 32, Block 63, and West 10 feet of Vacated Alley in Block 63, and West 160 feet of Vacated Bay Street adjacent to Lot 32 and Vacated Alley, Thief River Falls, Minnesota as Central Business District.

BACKGROUND: The City of Thief River Falls has a comprehensive plan in place to use as a tool for development and planning. The city's zoning regulations reference certain aspects of the comprehensive plan for compatibility.

KEY ISSUES: The city is considering rezoning the former Dean Foods property from Light Industrial District (I-1) to Central Business District (C-3) to allow Pomp's Tire to repurpose this facility for a retail tire store and repair garage. The 2040 Comprehensive Plan identifies this property as Industrial, which is consistent with the previous use as a milk bottling plant.

FINANCIAL CONSIDERATIONS: None.

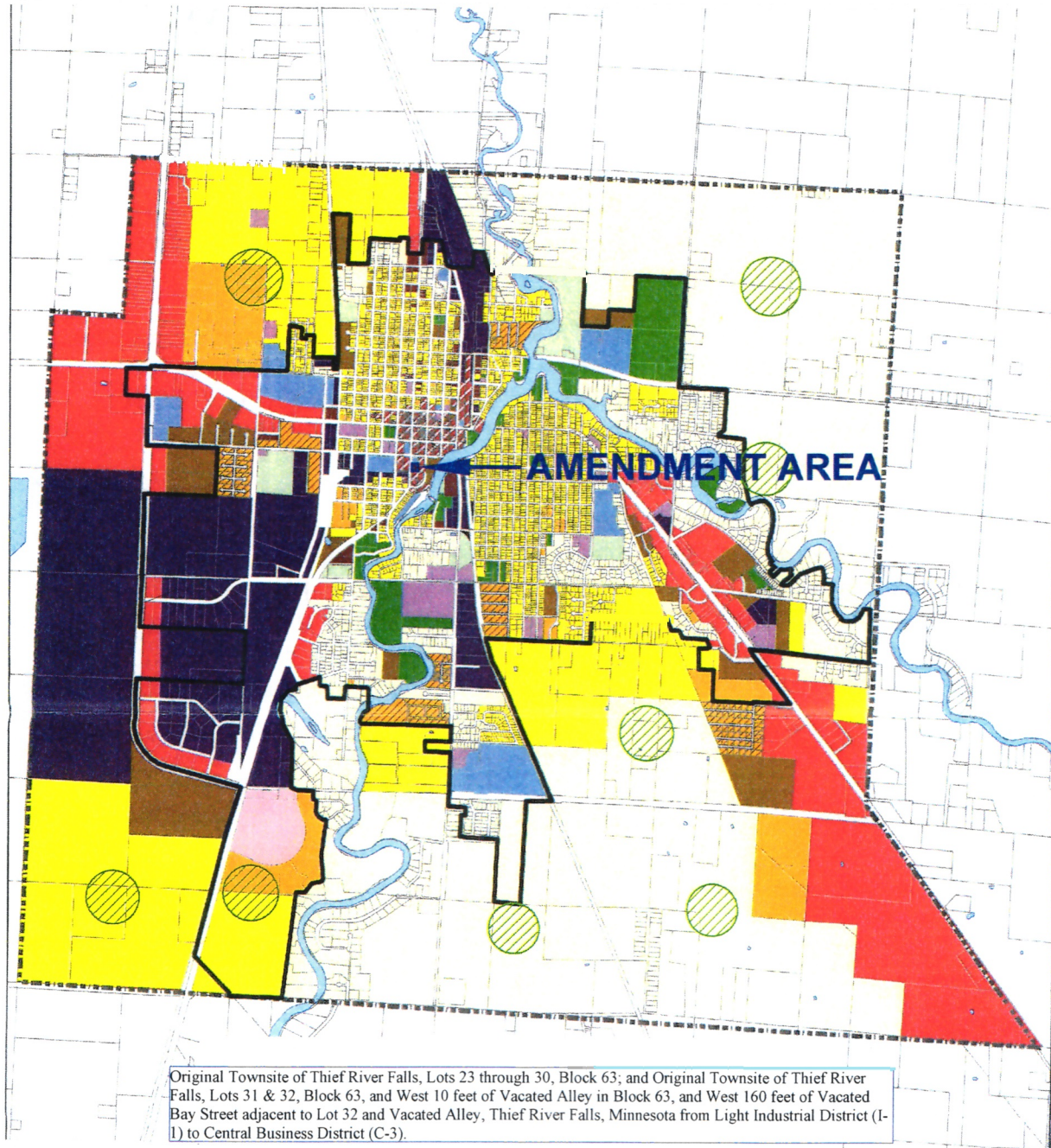
LEGAL CONSIDERATION: This action will be contingent upon the rezoning approval.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works
Director

Encl: (1)

Proposed Land Use - Thief River Falls

September 20, 2019



FEBRUARY, 2021 .75

1.5
Miles

Land Use Category

Low Density Single-Family	Highway Commercial	City Limits
Low-Medium Density Residential	Industrial	Future Annex Area
Medium-High Density Residential	Open Space	Rivers
High Density Residential	Parks	Park Search Area
Manufactured Home Park	Schools and Public Buildings	
Central Business District	Semi Public	
General Commercial	Hospital	

Data Sources: City of Thief River Falls, Pennington County, MNDNR, NAC Inc.



NORTHWEST ASSOCIATED CONSULTANTS, INC.

4150 Olson Memorial Highway Ste 170 Golden Valley, MN 55127
Telephone: 763.231.2555 Website: www.nacplanning.com

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#8.04

RESOLUTION NO. : APPROVAL OF COMPREHENSIVE PLAN AMENDMENT

A Public Works Committee and Planning Commission recommendation was presented. Following discussion, Councilmember _____ introduced Resolution No. . being seconded by Councilmember _____, that:

WHEREAS, The City of Thief River Falls has a comprehensive plan in place to use as a tool for development and planning. The city's zoning regulations reference certain aspects of the comprehensive plan for compatibility; and,

WHEREAS, the City is considering rezoning the former Dean Foods property from Light Industrial District (I-1) to Central Business District (C-3) to allow Pomp's Tire to repurpose this facility for a retail tire store and repair garage. The 2040 Comprehensive Plan identifies this property as Industrial, which is consistent with the previous use as a milk bottling plant.

THEREFORE, BE IT RESOLVED, to accept the Planning Commission and Public Works Committee recommendation to amend the Comprehensive Plan to designate Original Townsite of Thief River Falls, Lots 23 through 30, Block 63; and Original Townsite of Thief River Falls, Lots 31 & 32, Block 63, and West 10 feet of Vacated Alley in Block 63, and West 160 feet of Vacated Bay Street adjacent to Lot 32 and Vacated Alley, Thief River Falls, Minnesota as Central Business District.

Presented at the February 16, 2021 Council Meeting

Introduced by:

Seconded by:

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes:



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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#8.05

PHONE: 218-681-8506
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Request for Council Action

DATE: February 16, 2021

SUBJECT: Northern Pride Minnesota Investment Fund (MIF)

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

Motion to: Call for a public hearing on March 2, 2021 at 5:30 P.M. for Minnesota Department of Employment and Economic Development (DEED) Minnesota Investment Fund incentive program for a Northern Pride expansion.

BACKGROUND: The Minnesota Investment Fund (MIF) Program provides loans to businesses that create or retain high-paying, full-time permanent jobs, and invest in machinery or real property acquisition or improvements. The program is available statewide for manufacturing, distribution, warehousing, and other eligible business activities that would not occur but for the MIF assistance. Applications are accepted on a year-round basis as funds are available.

KEY ISSUES: Northern Pride has purchased the former Northwest Beverage building on Pennington Avenue to further expand their turkey processing business. They are undertaking extensive building improvements and modifications to repurpose the building, as well as significant investment in equipment to convert this to a food processing facility. They have requested a forgivable loan through the DEED MIF program to assist with the cost of improvements. The incentive is based on the number of new full-time jobs, the rate of pay, and the cost of the eligible expenses. Eligible expenses are subject to a 50% local match by Northern Pride.

FINANCIAL CONSIDERATIONS: There is no cost to the city.

LEGAL CONSIDERATION: The MIF program requires a public hearing and resolution of support by the City of Thief River Falls.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works Director

Encl: (2)

NOTICE OF HEARING
MINNESOTA INVESTMENT FUND
CITY OF THIEF RIVER FALLS

Notice is hereby given that the City Council will conduct a Public Hearing at 5:30 P.M. on Tuesday, March 2, 2021 in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN concerning submittal of an application to the Minnesota Department of Employment and Economic Development (DEED) for a grant under the Minnesota Investment Fund (MIF) program. The City of Thief River Falls is requesting approximately \$200,000 to assist with the expansion of Northern Pride. The funds will be used for the creation of jobs.

All persons wishing to comment on the Minnesota Investment Fund program will have the option to be heard at that 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 Public Works Director at the above address or phone number.

Dated this 12th day of February, 2021

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Public Works Director

Published in the Tuesday, February 17, 2021, edition of The Times.

**LOCAL GOVERNMENT RESOLUTION
MINNESOTA INVESTMENT PROGRAM**

BE IT RESOLVED that the City of Thief River Falls act as the legal sponsor for the project contained in the Minnesota Investment Fund Application to be submitted on or about March 3, 2021 and that Mayor and City Administrator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of Northern Pride, Inc.

BE IT FURTHER RESOLVED that the City of Thief River Falls has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to administer the proposed project.

BE IT FURTHER RESOLVED that the City of Thief River Falls has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, the City of Thief River Falls may enter into a Grant Contract with the State of Minnesota for the approved project, and that the City of Thief River Falls certifies that it will comply with all applicable laws, statutes, regulations and rules as stated in the Grant Contract and described in the Project Compliance Certification of the Application.

AS APPLICABLE, BE IT FURTHER RESOLVED that the City of Thief River Falls has obtained credit reports and credit information on Northern Pride, Inc. Upon review by the City of Thief River Falls and City Attorney no adverse findings or concerns regarding, but not limited to, tax liens, judgments, court actions, and filings with state, federal and other regulatory agencies were identified. Failure to disclose any such adverse information could result in revocation or other legal action.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Administrator, or their successors in office, are hereby authorized to execute the Grant Contract and amendments, thereto, as are necessary to implement the project on behalf of the City of Thief River Falls.

I CERTIFY THAT the above resolution was adopted by the City Council of Thief River Falls on March _____, 2021.

SIGNED:
(First Authorized Official)

WITNESSED:
(Signature)

(Title) (Date)

(Title) (Date)

SIGNED:
(Second Authorized Official)

(Title) (Date)

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#8.05

RESOLUTION NO. : RESOLUTION CALLING FOR PUBLIC HEARING FOR MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC (DEED) MINNESOTA INVESTMENT FUND INCENTIVE PROGRAM – NORTHERN PRIDE EXPANSION

A Public Works Committee recommendation was presented. Following discussion, Councilmember _____ introduced Resolution No. , being seconded by Councilmember _____, that:

WHEREAS, Northern Pride has purchased the former Northwest Beverage building on Pennington Avenue to further expand their turkey processing business. They are undertaking extensive building improvements and modifications to repurpose the building, as well as significant investment in equipment to convert this to a food processing facility. They have requested a forgivable loan through the DEED MIF program to assist with the cost of improvements. The incentive is based on the number of new full-time jobs, the rate of pay, and the cost of the eligible expenses. Eligible expenses are subject to a 50% local match by Northern Pride.

THEREFORE, BE IT RESOLVED, to accept the Public Works Committee recommendation to call for a public hearing on March 2, 2021 at 5:30 P.M. for Minnesota Department of Employment and Economic Development (DEED) Minnesota Investment Fund incentive program for a Northern Pride expansion

Presented at the February 16, 2021 Council Meeting

Introduced by:

Seconded by:

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes:



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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| #8.06 |

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www.citytrf.net

Request for Council Action

DATE: February 16, 2021

SUBJECT: Public Works Director Position

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

Motion to: Approve minor revisions to the Public Works Director job descriptions and open the position to the public for filling.

BACKGROUND: The Public Works Director performs complex professional and administrative functions directing the operations of the city's Public Works Department. Employee is responsible for activities of Engineering, Government Buildings, Building Official, Planning & Zoning, Storm Water Utility, Street, Sanitation and Parks.

KEY ISSUES: Mark Borseth, Public Works Director, has submitted his resignation effective April 2, 2021. To continue successful operations in the Public Works Department, the position needs to be filled.

DEPARTMENT/RESPONSIBLE PERSON: Angie Philipp – City Administrator

Encl: (1)

THIEF RIVER FALLS JOB DESCRIPTION

BAND D	GRADE 6	SUBGRADE 3	
JOB TITLE Public Works Director		DEPARTMENT Public Works	EFFECTIVE DATE 12/19/2017
IMMEDIATE SUPERVISOR: City Council, Council Committee, or City Administrator as delegated by Council or Council Committee			
JOB SUMMARY Performs complex professional and administrative functions directing the operations of the city's Public Works Department. Employee is responsible for activities of Engineering, Government Buildings, Building Official, Planning & Zoning, Storm Water Utility, Street, Sanitation and Parks, and exercises supervisory authority directly or through subordinate supervisors.			

TASK NO.	ILLUSTRATIVE TASK	FRE-QUENCY	BAND/ GRADE
1.	Develops and directs the implementation of Public Works Department construction, maintenance and operational plans to ensure current and future services and manages compliance with State and Federal regulations.	45% Daily	
2.	Creates project feasibility reports and cost estimates; coordinates the preparation of construction plans and specifications undertaken by Public Works Department or hired engineering consultants, including administration of contracts; develops equipment specifications, entertains competitive bids and accomplishes purchases. Responsible for zoning administration.	16% Monthly	
3.	Supervises administrative matters of all Public Works including project scheduling, personnel training, supervisors performance evaluations and work direction, recommending compensation adjustments and the hiring of personnel.	16% Daily	

TASK NO.	ILLUSTRATIVE TASKS	FRE-QUENCY	BAND/ GRADE
4.	Manages the preparation of divisional budgets; develops and recommends Capital Improvement Plans; develops construction project budgets and secures and administers funding; develops and documents City assessment policies for ratification; supervises the preparation and adoption of assessment rolls.	8% Monthly	
5.	Receives, investigates and resolves complaints or inquiries from the general public pertaining to Public Works services or personnel matters.	5% Daily	
6.	Plans and directs the release of information designed to keep the community informed of Public Works projects and services; maintains effective working relationships with professionals in the Public Works and engineering fields and represents the City with State and Federal agencies regarding Public Works projects and operations.	10% Weekly	
7.	Performs other tasks of a similar nature or level.	As Required	

MINIMUM QUALIFICATIONS:

Bachelor's Degree with major course work in public administration, civil engineering, urban and regional planning or a related field, and six to nine years of progressively responsible experience in municipal engineering program administration including two or more years of responsible supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#8.06

**RESOLUTION NO. : APPROVAL OF PUBIC WORKS DIRECTOR JOB DESCRIPTION
AND OPENING POSITION FOR FILLING**

A Public Works Committee recommendation was presented. Following discussion,
Councilmember _____ introduced Resolution No. , being seconded by Councilmember
_____, that:

WHEREAS, Mark Borseth, Public Works Director has submitted his resignation effective
April 2, 2021.

THEREFORE, BE IT RESOLVED, to accept the Public Works Committee recommendation
to approve the Public Works Director job description and authorize to advertise to the public
to fill the position.

Presented at the February 16, 2021 Council Meeting

Introduced by:

Seconded by:

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes:



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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

| #8.07 |

PHONE: 218-681-8506
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www.citytrf.net

Request for Council Action

DATE: February 16, 2021

SUBJECT: Public Works Foreman Position

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

Motion to: Approve revisions and title as Public Works Foreman and delegation of Michael Olson, Park Foreman as Public Works Foreman effective February 27, 2021. It should be noted that there is no salary difference in this delegation.

BACKGROUND: Resolution No. 12-308-17 created the positions of Park Foreman and Street Sanitation Foreman, during which time the departments were clearly separated. Resolution No. 9-203-19 involved restructuring the departments into one "Public Works Department" with corresponding employees being retitled Public Works Maintenance positions. Throughout the past five years both foreman positions have worked interchangeably in the two foreman positions for cohesiveness in the Public Works Department.

Due to the resignation of John Cervantes, Street/Sanitation Foreman, effective February 26, 2021 the next phase, through attrition, is restructuring to one foreman position.

KEY ISSUES: The restructuring of the Public Works Department is an on-going process and to continue efficient operations of the department the restructure to one foreman is beneficial both operational and fiscally.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth - Public Works Director

Encl: (1)

THIEF RIVER FALLS JOB DESCRIPTION

BAND B	GRADE 3	SUBGRADE 1	
JOB TITLE Street/Sanitation Public Works Foreman		DEPARTMENT Public Works Department	EFFECTIVE DATE 12/19/2017
IMMEDIATE SUPERVISOR: Public Works Director			
<p>JOB SUMMARY</p> <p>The Foreman shall coordinate the activities of, provide work direction for, and work alongside the personnel involved in the operational activities of the City's Street/Sanitation Public Works Department and shall perform administrative tasks as assigned by the Supervisor.</p> <p>While this position is in the Street/Sanitation Division Public Works Department the position may be required to work in other Public Works Divisions City Departments on an as-needed basis. The City believes strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.</p>			

TASK NO.	ILLUSTRATIVE TASK	FREQUENCY
1.	Coordinates the activities of division staff in completing assignments by assisting the supervisor in determining crew size; delegating duties; training crews on proper safety and other procedures; leads staff onsite.	Daily 40%
2.	Manages and performs the maintenance, repair, and construction of the city's streets, alleys, bridges and parking lots, including, and parks associated storm sewer. Manages and performs refuse collection, snow removal, and other related Street/Sanitation Public Works Department functions and activities.	Daily 35%
3.	Organizes and prepares for the completion of assigned projects by reviewing project requirements and objectives with supervisor; assembling needed materials and equipment; assures all required data is recorded on work orders.	Daily 15%
4.	Maintains an adequate inventory of materials, supplies, and equipment by monitoring conditions and the quantity of inventory. Requisitions equipment and supplies with approval of the supervisor. Prepares and submits reports as directed by supervisor.	Weekly 10%
5.	Performs other tasks of a similar nature or level. Supports Public Works Divisions cross-function initiatives.	As Required

MINIMUM QUALIFICATIONS:

Work Experience: Five or more years' experience in road construction and sewer system repair, and park operations involving the operation of a wide variety of heavy equipment or an equivalent combination of education, training and work experience.

Computer Experience: Knowledge and proficiency in Word and Excel programs or equivalent. Employee must be able to type a minimum of 30 words per minute.

Physical Requirements: Must be able to lift a minimum of 40 lbs. Ability to work in trenches, climb to heights, and work in adverse weather conditions.

Licensing: A valid State of Minnesota Class B Commercial Driver's License required. May be required to obtain a Class A Commercial Driver's license and/or Minnesota State High Pressure Steam Boiler's License.

Certifications: May be required to obtain NPSI (National Playground Safety Institute), herbicide, pesticide and/or tree inspector certifications.

Any combination of equivalent education/ certifications and work experience also may be accepted.

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#8.07

RESOLUTION NO. : APPROVAL OF PUBLIC WORKS FOREMAN TITLE AND DESIGNATION OF MICHAEL OLSON

A Public Works Committee recommendation was presented. Following discussion, Councilmember _____ introduced Resolution No. , being seconded by Councilmember _____, that:

WHEREAS, Resolution No. 12-308-17 created the positions of Park Foreman and Street Sanitation Foreman, during which time the departments were clearly separated. Resolution No. 9-203-19 involved restructuring the departments into one "Public Works Department" with corresponding employees being retitled Public Works Maintenance positions. Throughout the past five years both foreman positions have worked interchangeably in the two foreman positions for cohesiveness in the Public Works Department.

WHEREAS, due to the resignation of John Cervantes, Street/Sanitation Foreman, effective February 26, 2021 the next phase, through attrition, is restructuring to one foreman position.

THEREFORE, BE IT RESOLVED, to accept a Public Works Committee recommendation to approve revisions and title as Public Works Foreman and delegation of Michael Olson, Park Foreman as Public Works Foreman effective February 27, 2021. It should be noted that there is no salary difference in this delegation.

Presented at the February 16, 2021 Council Meeting

Introduced by:

Seconded by:

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes:



City of Thief River Falls

#8.08

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

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

Request for Council Action

DATE: February 16, 2021

SUBJECT: Promotion of a fourth sergeant within the TRF Police Department

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

MOTION TO: Approve the promotion of a fourth sergeant within the police department.

BACKGROUND: The police department currently has three sergeants but operates four shifts that require supervision. This leaves one shift overseen by a senior officer who does not have supervisory authority.

KEY ISSUES: By promoting a fourth sergeant within the department, all four of the scheduled shifts would be managed by supervisors with the added training and authority to make decisions, mentor staff, take complaints against officers in the absence of the chief or deputy chief, and act as a representative of the department. This promotion will not add a staff member to the department's roster, it will simply promote an existing patrol officer into a sergeant's role and the schedule will remain as it is.

FINANCIAL CONSIDERATION:

- There are currently seven shifts per pay period for which the department pays a senior officer an additional \$18 to fulfill those tasks typically handled by a sergeant. Over the course of a year this equals \$3,276 for contractual "shift commander" pay for those scheduled shifts which have no sergeant.
- All senior officers are at top pay of \$65,644.80 annually. This pay added to the shift commander pay equals \$68,920.80 annually.
- A sergeant's annual wage is \$69,809.80. So, by replacing the shift commander with a promoted sergeant, the difference will only be \$988 annually.
- This promotion will not add personnel to the department's roster but there will be miscellaneous added costs for overtime rates, PERA fees, etc.

LEGAL CONSIDERATION: None

DEPARTMENT/RESPONSIBLE PERSON: Chief Marissa Adam

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.08

RESOLUTION NO. APPROVAL TO INTERNALLY PROMOTE SERGEANT

A Public Safety Committee recommendation was presented. Following discussion, Councilmember introduced Resolution No. , being seconded by Councilmember , that:

WHEREAS, in the Police Department are currently seven shifts per pay period for which the department pays a senior officer an additional \$18 to fulfill those tasks typically handled by a sergeant. Over the course of a year this equals \$3,276 for contractual “shift commander” pay for those scheduled shifts which have no sergeant.

WHEREAS, by promoting a fourth sergeant within the department, all four of the scheduled shifts would be managed by supervisors with the added training and authority to make decisions, mentor staff, take complaints against officers in the absence of the chief or deputy chief, and act as a representative of the department. This promotion will not add a staff member to the department’s roster, it will simply promote an existing patrol officer into a sergeant’s role and the schedule will remain as it is.

THEREFORE, BE IT RESOLVED, to accept a Public Safety Committee recommendation to authorize that the Police Department begin the internal process of hiring a Sergeant.

Presented at the February 16, 2021 Council Meeting

Introduced by:

Seconded by:

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes:

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#8.09

RESOLUTION NO. RESOLUTION URGING LAWMAKERS TO RESOLVE THE 2022-2023 BUDGET WITHOUT REDUCTION TO LOCAL GOVERNMENT AID

Following discussion, Councilmember _____ introduced Resolution No. , being seconded by Councilmember _____, that:

WHEREAS, Minnesota's cities are on the front lines of the COVID-19 response and need to be strong to provide services to support the economic recovery; and,

WHEREAS, Local Government Aid (LGA) is an essential aid program to Minnesota cities, helping to restrain local property taxes; and,

WHEREAS, LGA helps cities pay for critical needs and services such as public safety, street maintenance & repairs, libraries, parks and trails, economic development and housing; and,

WHEREAS, the \$564 million LGA appropriation in 2021 represents just 2.2% of the state's general fund; and,

WHEREAS, our state (and nation) is facing one of the worst economic struggles in its history; and,

WHEREAS, the City has taken the following steps to support our residents and business through Emergency Micro Loan Funds with a 6-month deferral of payment, the City also for several months has not charged penalties on delinquent utility bills, and the utilities have also not been shut off for those in delinquent status. Because of this the City has had an increase in delinquency in the range of \$250,000. The City has also retained all employment to continue to provide essential services.

WHEREAS, the most important thing the Minnesota Legislature can do this session to keep cities strong and healthy is to ensure that LGA is paid on time and in full; and,

WHEREAS, the City of Thief River Falls' community would be economically devastated without LGA. For example, if the City had to levy the amount of \$3,240,782 the amount the City receives in LGA, our tax rate would increase by 65.882%, a \$200,000 commercial property's taxes for the City would increase by \$2,150.00 per year, a \$100,000 residential home would increase in tax by \$475.00 and a \$200,000 residential home would increase in tax by \$1,200.00. The tax levy alone would go up by 115.91% just to cover LGA loss.

BE IT RESOLVED that the City Council of Thief River Falls, Minnesota urges through this Resolution to its lawmakers that the state resolve the state budget for 2022-2023 without reductions to Local Government Aid; and,

BE IT FURTHER RESOLVED that this resolution be transmitted to US 7th Congressional Representative Michelle Frischbach, Senator Amy Klobuchar, Senator Tina Smith, Speaker of the House Melissa Hortman, Senate Majority Leader Paul Gazelka, House Minority Leader Kurt Daudt, Senate Minority Leader Susan Kent, and Governor Tim Walz.

Presented at the February 16, 2021 Council Meeting

Introduced by:

Seconded by:

Roll Call (if required):

___Holmer___Howe___Bolduc___Lorenson___McCraw___Prudhomme___Aarestad___Narverud

Notes:

Thief River Falls Fire Department 2020 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 for the City of Thief River Falls and 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. Our firefighter's experience level ranges from less than one to thirty-four years of service. Working alongside the 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. Near the end of 2020 we welcomed four new volunteer firefighters to the department. Dylan Defreece, Keaton Huot, Ian Lund, and Blake Walker were chosen from a group of applicants that went through a rigorous hiring process and began the 144+ hours of required training to become certified firefighters in the State of Minnesota. They replaced Mark Borseth and Blair Lund, who had both served as volunteer firefighters for 30 years in our department, along with Jordan Swanson, who resigned to a new career opportunity outside the area, and another firefighter who will retire in the Spring. Lund remains a paid firefighter for the City of Thief River Falls.

Like everywhere else in 2020, what started as a normal year for our department was soon turned upside down with the COVID 19 global pandemic. It caused the cancellation of our annual March meeting between the City and our Rural Township partners along with both of our Spring and Fall Northern Region Firefighter's Meetings which includes member departments from all over Northwest Minnesota. We also had to suspend our monthly meetings and training drills for our department. Along with these cancellations, the fire hall was locked down, with access allowed to necessary personnel only. We worked closely with the State of Minnesota as well as local Emergency Management to prepare for any type of COVID emergency. Fire halls across the state were set up as designated drop off spots for local groups that were sewing masks to help fight the pandemic. We were able to start on-line meetings, and our Training Officer soon came up with a plan to push out monthly training to our firefighters over the internet as well. While this training is not on par with true hands-on training, it kept our firefighters up to speed on topics we usually train for and helped keep us connected as a team.

In 2020 our Emergency Call Response numbers decreased slightly from the previous year from 210 to 200. The total monetary loss for structure fires also decreased a great deal from \$1,355,000 in 2019, to \$202,500 this year. Structure fires dropped from 11 in 2019 to 9 in 2020. Of the 200 emergency calls we received, 102 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 well over 1200 non-emergency calls during 2020. These calls would include smoke/CO detector questions, fire safety concerns, and recreational fire inquiries as examples.

The department responded to 24 Hazardous Conditions calls in 2020. These calls can include Carbon Monoxide detectors sounding with detectable levels of CO present, Propane or Natural Gas leaks and spills, and Ammonia or Chlorine 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. Our fulltime staff spends time out in the community checking for these hazardous materials, and pre-planning for any emergencies that may arise. During the winter months our Volunteer staff will also tour some of these facilities as part of their monthly training. These tours were very limited in 2020 with COVID 19 lockdown in place virtually everywhere.

Another area of response we cover is motor vehicle accidents. Thief River Falls is a busy hub in northern Minnesota with a growing number of people commuting daily from outside our area to jobs within the City. The Enbridge Line 3 replacement that began in late 2020 also greatly increased the traffic hazards in our response area. The influx of workers, vehicles, and heavy equipment being staged for this project added more chaos to an already busy region. Because our community has a fully staffed private ambulance service, we are typically called out only for the more serious incidents. We responded to 21 of this type of motor vehicle accidents with injury in 2020. Of those 21 accidents, 4 required extrication of victims with specialized equipment. Along with the accidents, there was also 10 vehicle and equipment fires in 2020. This category of fires includes passenger vehicles as well as farm and construction equipment. Monetary loss for these fires was estimated at \$56,000 which was down from \$89,550 the previous year. This total did not include a piece of railroad equipment lost to a fire at which we provided mutual aid to a neighboring department. That piece of equipment alone was valued at \$500,000. We were called twice to remove people from stalled elevators, and there were also several water-related rescue/recovery incidents involving pets, or animals. We also assisted Law Enforcement with various call 5 times in 2020. These calls can range from lost or missing children, to assisting with recovering vehicle information after motor vehicle accidents.

As previously mentioned, we provide fire/rescue protection to the surrounding Townships of Rocksbury, North, Norden, Smiley and Silverton in Pennington County, as well as Exel Township in Marshall County. We responded to 9 grass and brush fires in 2020, one of which was a field containing crop. We also issued over 100 burning permits to Township residents in 2020. In addition to these types of calls, we have Mutual Aid agreements in place with ten of our neighboring fire departments and were called for assistance 6 times in 2020. These requests can be for help with manpower, equipment needs, or extra water.

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 only 1 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 42 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. Being ready for any type of call is essential to providing the best service we can in a true emergency. The Thief River Falls Fire Department logged over 1000 hours of training in 2020. As mentioned earlier, with the restrictions in place because of COVID 19, some of these training hours were accomplished in a much different way this year. Our Training Officer had to be much more creative with his methods. We did have a short window mid-summer where we met in person, so this did break up the monotony of complete on-line training only. This also included specialized training for Aircraft Rescue Fire Fighting (ARFF) for 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. Our Volunteers also trained on aircraft accidents during the year to be ready for any type of incident. Another project we continued to refine in 2020 was the development of our own training program for new firefighters. We are continuing work to establish the Thief River Falls Fire Academy, which will allow us to train and certify our firefighters to the required qualifications. At this level they will be fully certified at the Firefighter I, Firefighter II, and Hazmat Ops level with the State of Minnesota. We are developing this training program with assistance from the Minnesota Board of Fire Training and Education. The program involves over 144 hours of online, classroom, and hands-on training. We can have our new firefighters tested and certified through a partnership with Mn. State Community and Technical College Moorhead and Northland Community and Technical College at their East Grand Forks Campus. Moving forward, this program will allow us to guarantee a fully trained staff of firefighters in a timely manner. Our department also did some refresher training on ropes/high angle rescue, ice rescue, and auto accident extrication in 2020. We recently added several battery-operated extrication tools ("Jaws of Life") to our Heavy Rescue truck, and Evan's Steel generously donated several cars for us to practice on to sharpen our skills with these tools.

Because of COVID 19, we had to suspend many of the community activities that we normally participate in. We really missed the station tours, parades, County Fair and spending time meeting with community groups spreading our fire safety message in 2020. We were able to go

out to the local schools in the Fall for an outdoor version of our “station tour” with the kindergarten kids, which was fun to do. They were excited to have the fire truck and firefighters come to their school. In 2020 we also continued to check and help maintain the 500 plus fire hydrants throughout the city, as well as all fire extinguishers in city buildings and vehicles, and assist other city departments with manpower and equipment when requested.

Through the Volunteer side of our fire department, we typically do some fundraising to help supplement our budget. Again, with COVID 19, this proved to be challenging in 2020. We had to cancel our annual ham dinner during Fire Prevention Week in October for the first time in many years. We were able to apply for several grants throughout the year and received several generous donations to help with fundraising. We received a \$1,000 grant from Red Lake Electric’s Operation Roundup which was used to purchase pagers for our volunteers. The Hugo’s Corporation again made a \$2,500 donation which we are using in conjunction with a program through the Minnesota State Fire Marshal’s Office to place smoke detectors in homes of people in need who cannot afford them. There will be more information on that program later in 2021 when some of the COVID restrictions are lifted. COVID 19 federal funding did assist with some equipment purchases for the fire department that will also be useful after the pandemic is over. This included adapters and filters for our current SCBA masks, and protective hoods that our firefighters wear to all calls. Exel Township also used \$2,000 of their federal funds to assist us with the purchase of pagers and mapping equipment for our rural Engines to assist in a more rapid response during emergencies. We also received a \$3,000 grant from the Minnesota Fire Fighters Foundation for protective hoods. This program is available to help spread awareness and assist in prevention of cancer in the fire service. These hoods contain an extra protective barrier that helps to block some of the known carcinogens that firefighters are exposed to when they are on the fire ground. Having these extra hoods allows us to launder and rotate them after every fire, so our firefighters have a clean hood available anytime to wear to a call.

The grants and donations, large or small, always help the department at budget time. Again, we would like to thank everyone for their continued contributions and support for the Thief River Falls Fire Department. We would also like to once again, give a huge thank you to Mark Borseth and Blair Lund for serving Thief River Falls for thirty years as Volunteer Firefighters. We strive to provide the community and the surrounding area 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 check out the Thief River Falls Volunteer Fire Department Facebook page, and we are also always available at the Fire Hall. COVID restrictions may require a phone call for entry.

Marty Semanko & Rick Beier

Co-Fire Chiefs