

**THIEF RIVER FALLS CITY COUNCIL
AGENDA
TUESDAY – MARCH 2, 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**
- 3.5 PUBLIC HEARING for Minnesota Dept of Employment and Economic (DEED Minnesota Investment Fund Incentive Program – Northern Pride Expansion**
- 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**
 - Developer Request to consider the sale of Municipal Parking Lot #3 adjacent to Floyd B. Olson Park
- 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 16, 2021 Council Proceedings
 - 7.02 City of Thief River Falls Bills and Disbursements and Council Per Diems (see attachment)
 - 7.03 Extending the State of Emergency For COVID-19 Pandemic Through March 15, 2021
- 8. NEW BUSINESS**

- 8.01 Approve Resolution of Support for Minnesota Department of Employment and Economic Development (DEED) Minnesota Investment Fund incentive program for a Northern Pride expansion
- 8.02 Call for Second Reading of Ordinance – MAK Properties LLC Rezoning
Approval of Ordinance Amending Chapter 152.
- 8.03 Call for Second Reading of Ordinance – Pomp’s Tire Rezoning
Approval of Ordinance Amending Chapter 152
- 8.04 Approval of Appointment of Kjell Johnsrud as Sergeant

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

10. UPCOMING MEETINGS

- 10.01 Utilities Committee Meeting – March 8th at 7:00 a.m.
- 10.02 Public Safety/Liquor Committee Meeting – March 8th at 4:30 p.m.
- 10.03 Administrative Services Committee Meeting – March 9th at 3:00 p.m.
- 10.04 Public Works Committee Meeting – March 10th at 4:30 p.m.
- 10.05 City Council Meeting – March 16th at 5:30 p.m.

11. INFORMATIONAL ITEMS

- 11.01 Investment Schedule dated 1/31/21

12. CLOSE MEETING TO CONDUCT PERFORMANCE APPRAISAL OF CITY ADMINISTRATOR

- Performance evaluation of City Administrator

Motion to Close _____ Seconded by _____ Time _____

RECOVENE MEETING

Motion to Open _____ Seconded by _____ Time _____

13. ADJOURNMENT

Motion by _____ Seconded by _____ to close Time _____

COUNCIL PROCEEDINGS

#7.01

FEBRUARY 16, 2021

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on February 16, 2021 in the Council Chambers of City Hall. The following Councilmembers were present: Holmer, Lorenson, McCraw, Bolduc, Howe, Narverud, and Aarestad. Councilmember Prudhomme was absent. Mayor Holmer chaired the meeting.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- None

APPROVAL OF AGENDA

Councilmember Lorenson motioned, being seconded by Councilmember Aarestad, to approve the agenda with the addition of Item 8.05 to close the meeting to discuss the sale of real property. On roll call vote being taken, the motion was unanimously approved.

RESOLUTION NO. 2-31-21: APPROVAL OF COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-31-21, being seconded by Councilmember Bolduc, that:

BE IT RESOLVED, by the City Council, to approve February 2, 2021 Council Proceedings as presented.

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

RESOLUTION NO. 2-32-21: APPROVAL OF PAYMENT OF BILLS

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-32-21, being seconded by Councilmember Bolduc, that:

BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$1,033,774.40 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. 2-33-21: ADOPTING 2021 MILEAGE AND MEAL REIMBURSEMENTS

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

ule of \$18.00 for breakfast, \$19.00 for lunch and \$34.00 for dinner (no change from 2020). No reimbursements on alcohol or tips.

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

RESOLUTION NO. 2-34-21: APPROVAL OF PETER CARLSON LAND LEASE AT GILBERT INDUSTRIAL PARK

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution No. 2-34-21, being seconded by Councilmember Bolduc, that:

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.

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

RESOLUTION NO. 2-35-21: APPROVAL OF TEMPORARY INTOXICATING LIQUOR LICENSE FOR PENNINGTON COUNTY FAIR ASSOCIATION DURING PENNINGTON COUNTY FAIR

Removed from the Consent Agenda for discussion, Councilmember Aarestad introduced Resolution No. 2-35-21, being seconded by Councilmember McCraw, that:

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.

On roll call vote being taken, the resolution was unanimously passed, with Councilmember Howe abstaining.

RESOLUTION NO. 2-36-21: APPROVAL OF 2021 STREET & UTILITIES IMPROVEMENTS AND CALLING FOR PLANS AND SPECIFICATIONS

Mark Borseth, Public Works Director, presented a Public Works Committee recommendation. Following discussion, Councilmember Narverud introduced Resolution No. 2-36-21, being seconded by Councilmember Bolduc, 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

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

FIRST READING OF 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

Councilmember Narverud motion, being seconded by Councilmember Bolduc to call for the first reading of an ordinance of the City of Thief River Falls, Minnesota, by amending City Code Chapter 152, by changing the zoning designation of certain described property from Multi-Family Residential District (R9-4) to General Business District (C-2). The motion carried.

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next Council Meeting.

FIRST READING OF 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

Councilmember Aarestad motion, being seconded by Councilmember McCraw to call for the first reading of an ordinance of the City of Thief River Falls, Minnesota, by amending City Code Chapter 152, by changing the zoning designation of certain described real property from Light Industrial District (I-1) to Central Business District (C-3). The motion carried.

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next Council Meeting.

RESOLUTION NO. 2-37-21: APPROVAL OF COMPREHENSIVE PLAN AMENDMENT

A Public Works Committee and Planning Commission recommendation was presented. Following discussion, Councilmember Lorenson introduced Resolution No.2-37-21, being seconded by Councilmember Howe, 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.

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

RESOLUTION NO. 2-38-21: 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 Bolduc introduced Resolution No. 2-38-21, being seconded by Councilmember Aarestad, 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

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

RESOLUTION NO. 2-39-21: APPROVAL OF PUBLIC WORKS DIRECTOR JOB DESCRIPTION AND OPENING POSITION FOR FILLING

A Public Works Committee recommendation was presented. Following discussion, Councilmember Narverud introduced Resolution No. 2-39-21, being seconded by Councilmember Howe, 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.

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

RESOLUTION NO. 2-40-21: APPROVAL OF PUBLIC WORKS FOREMAN TITLE AND DESIGNATION OF MICHAEL OLSON

A Public Works Committee recommendation was presented. Following discussion, Councilmember McCraw introduced Resolution No. 2-40-21, being seconded by Councilmember Narverud, 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.

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

RESOLUTION NO. 2-41-21: APPROVAL TO INTERNALLY PROMOTE SERGEANT

A Public Safety Committee recommendation was presented. Following discussion, Councilmember Bolduc introduced Resolution No. 2-41-21, being seconded by Councilmember Aarestad, 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.

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

RESOLUTION NO. 2-42-21: RESOLUTION URGING LAWMAKERS TO RESOLVE THE 2022-2023 BUDGET WITHOUT REDUCTION TO LOCAL GOVERNMENT AID

Following discussion, Councilmember Aarestad introduced Resolution No. 2-42-21, being seconded by Councilmember McCraw, 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.

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

COUNCIL BOARDS AND COMMISSION REPORTS

- None

UPCOMING MEETINGS/EVENTS

- City Council Meeting – March 2nd at 5:30 p.m.
- Utilities Committee Meeting – March 8th at 7:00 a.m.
- Public Safety/Liquor Committee Meeting – March 8th at 4:30 p.m.
- Administrative Services Committee Meeting – March 9th at 3:00 p.m.
- Public Works Committee Meeting – March 10th at 4:30 p.m.
- City Council Meeting – March 16th at 5:30 p.m.

INFORMATIONAL ITEMS

- None

CLOSURE OF COUNCIL MEETING PURSUANT TO MN STATUTE §13D.05 TO DISCUSS SALE OF REAL PROPERTY

Councilmember Narverud moved, being seconded by Councilmember Lorensen to close the meeting to discuss development offer of real property to be sold by the City of Thief River Falls, property identified as the East 120 feet of Lots 1-12, Block 38 of Original Townsite of Thief River Falls. On roll call vote being taken the meeting was unanimously closed at 6:03 p.m.

RECOVENE COUNCIL MEETING

Councilmember Lorensen moved, being seconded by Councilmember Aarestad to reconvene the meeting at 6:53 p.m. On roll call vote being taken, the meeting was unanimously voted to reconvene.

ADJOURNMENT

There being no further discussion, Councilmember Bolduc moved, being seconded by Councilmember Lorensen to adjourn at 6:56 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
PROPOSED RESOLUTION**

#7.03

**RESOLUTION NO. : EXTENDING THE STATE OF EMERGENCY FOR COVID-19
PANDEMIC THROUGH MARCH 15, 2021**

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

WHEREAS, the State of Emergency has been extended again.

NOW, THEREFORE, the City of Thief River Falls declares the City of Thief River Falls,
Minnesota in a State of Emergency through March 15, 2021 or until circumstances no
longer require a State of Emergency.

Presented at the March 2, 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
FAX: 218-681-8507
email: mborseth@citytrf.net
www.citytrf.net

Request for Council Action

DATE: March 2, 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: Approve Resolution of Support 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.

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.01

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

Following a Public Hearing, Councilmember _____ introduced Resolution No., being seconded by Councilmember _____, that:

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.

Presented at the March 2, 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: March 2, 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 Second Reading and consider rezoning 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: (1)

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#8.02

RESOLUTION NO. : APPROVAL OF ORDINANCE NO. * 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.**

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

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') 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.

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.

Presented at the March 2, 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

#8.03

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

Request for Council Action

DATE: March 2, 2021

SUBJECT: Rezoning – Pomp’s Tire

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

Motion to: Call for Second Reading and 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: (1)

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.03

RESOLUTION NO. : APPROVAL OF ORDINANCE NO. * 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.**

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

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.

Presented at the March 2, 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

#8.04

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: March 2, 2021

SUBJECT: Promotion of Officer Kjell Johnsrud to the position of sergeant within the TRF Police Department

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

MOTION TO: Approve the promotion of Kjell Johnsrud to sergeant

BACKGROUND: The police department currently has a vacant sergeant's position due to Mike Roff moving from a sergeant's role to that of investigator

KEY ISSUES: The police department posted an internal invitation for interested officers to apply for the sergeant promotion opportunity and received two applications. A panel interview was conducted in which each candidate was scored with Kjell Johnsrud receiving the higher score. Officer Johnsrud has displayed professionalism and ethical conduct in his career with the department and is respected by his peers. He was offered the promotion by Chief Adam, pending approval by the City Council.

FINANCIAL CONSIDERATION:

- Johnsrud will move from an hourly rate of \$31.56 (top patrolman wage) to an hourly rate of \$33.61 (sergeant's wage)

LEGAL CONSIDERATION: None

DEPARTMENT/RESPONSIBLE PERSON: Chief Marissa Adam

CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION

#8.04

RESOLUTION NO. : APPROVAL OF APPOINTMENT OF KJELL JOHNSRUD AS SERGEANT

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

WHEREAS, as authorized by Resolution No. 2-41-21, the Police Department completed the process of an internal promotion to Sergeant within the Department.

NOW, THEREFORE, the City of Thief River Falls, to promote Kjell Johnsrud, Patrol Officer, to Sergeant effective March 3, 2021 at a salary of \$33.51 per hour.

Presented at the March 2, 2021 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

__Holmer__ Howe __Bolduc __Lorenson __McCraw __Prudhomme __Aarestad __Narverud

Notes: _____

**CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY**

#11.01

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
RBC						
American Express Centurion Bank	Certificate of Deposit - Brokered	\$247,000	05-Apr-21	2.30%	05-Apr-21	\$247,953.42
Discover BK CD 1.4	Certificate of Deposit - Brokered	\$120,000	13-Jul-21	1.45%	13-Jul-21	\$120,780.00
Discover BK CD 1.5	Certificate of Deposit - Brokered	\$125,000	20-Jul-21	1.50%	20-Jul-21	\$125,876.25
Goldman Sachs BK SLT Lake City	Certificate of Deposit - Brokered	\$200,000	24-Jan-22	2.95%	23-Jul-19	\$205,722.00
Texas Echange Bk Crowley	Certificate of Deposit - Brokered	\$249,000	25-Mar-22	1.00%	27-Apr-20	\$251,681.73
Albertville Ala Taxable GO	Certificate of Deposit - Brokered	\$255,000	01-Jun-22	0.64%	01-Jun-21	\$256,198.50
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	\$82,000	23-Aug-22	2.35%	23-Aug-22	\$84,909.36
Bank Hapoalim BM New York	Certificate of Deposit - Brokered	\$171,000	26-Feb-21	0.25%	26-Aug-22	\$171,437.76
BMO Harris Bank Natl Assn	Certificate of Deposit - Brokered	\$183,000	26-Jun-23	0.60%	26-Sep-20	\$183,151.89
BMW Bnk North Amer Salt Lake	Certificate of Deposit - Brokered	\$209,000	11-Oct-23	1.85%	11-Apr-20	\$218,448.89
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	\$249,000	15-May-24	2.75%	15-May-19	\$269,642.10
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	\$500,000	01-Oct-24	2.25%	12-Aug-20	\$534,255.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	\$245,000	27-Feb-25	1.80%	27-Aug-20	\$259,817.60
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$188,592.48
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$246,140.22
Defiance Ohio City Sch Dist	Certificate of Deposit - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$485,551.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$190,623.20
Plattsburgh NY Pub Impt Bnds	Bond - Brokered	\$200,000	01-Nov-22	2.25%	02-Nov-17	\$205,232.00
						RBC INVESTMENTS
						\$4,246,013.40
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-19	0.65%	16-Dec-19	\$100,000.00
						BORDER STATE BANK INVESTMENTS
						\$100,000.00

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

TOTAL CD INVESTMENTS \$5,567,013.40

MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund			1.43%	\$3,167,626.01
RBC	US Govt Money Market Fund			0.95%	\$0.01
League of Minnesota Cities	4M Money Market Fund			2.16%	\$3,142,577.58
League of Minnesota Cities	4M Plus Fund			2.20%	\$25,767.17
					<u>\$25,767.17</u>

TOTAL MONEY MARKET SAVINGS \$6,335,970.77

GRAND TOTAL **01/31/2021** \$11,902,984.17

*Interest paid every 6 months.



City of Thief River Falls

CITY ADMINISTRATOR
405 Third Street East
Thief River Falls MN 56701-0528

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

Request for Council Action

DATE: March 2, 2021

SUBJECT: Performance evaluation of City Administrator

RECOMMENDATION: it is respectfully requested that the City Council close the meeting pursuant to Minn. Stat. §13D.05 subd. 3(a) to conduct a performance evaluation of City Administrator Angela Philipp.

BACKGROUND: the League of Minnesota Cities Human Resources Reference Manual recommends regular performance evaluations:

“The purpose of the performance evaluation process is to review with employees what is expected of them, what they are doing well, how they are deficient in performance (if at all), how they can improve, and what goals they are expected to achieve over the next performance period. Performance evaluations, if done effectively, are a key component of performance management.” (League of Minnesota Cities Human Resources Reference Manual, Chapter 7, Page 55)

LEGAL: N/A

FINANCIAL CONSIDERATIONS: N/A

DEPARTMENT/RESPONSIBLE PERSON: Brian Holmer, Chair of Admin Services Committee