

**THIEF RIVER FALLS CITY COUNCIL
AGENDA
TUESDAY – APRIL 3, 2018**

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM** – *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. Speakers are requested to come to the microphone, state their name and address for the record, and limit their remarks to five minutes. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.*
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
 - Oncology Nursing Month Proclamation (page 3)
 - Month of the Young Child Proclamation (page 4)
- 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 March 20, 2018 Council Proceedings and March 27, 2018 Special Council Proceedings (page 5-14)
 - 7.02 City of Thief River Falls Bills and Disbursements
 - 7.03 Approval of Rural Fire Protection Agreement (page 15-21)
 - 7.04 Property purchase for Roadway (page 22-26)
 - 7.05 VOIP telephone system (page 27-30)
- 8. NEW BUSINESS**
 - 8.01 Approval of feasibility report amendment for 2018 Street & Utilities Improvement Project (page 31-35)

8.02 Approval of Plans and Specifications and calling for bids on the 2018 Street & Utilities Improvement Project (page 36-38)

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 – April 9th at 7:00 a.m.
- 10.02 Public Safety/Liquor Committee Meeting – April 9th at 4:30 p.m.
- 10.03 Administration Committee Meeting – April 10th at 4:30 p.m. at the REA
- 10.04 Public Works Committee Meeting – April 11th at 4:30 p.m.
- 10.05 City Council Meeting – April 17th at 5:30 p.m.
- 10.06 Thief River Falls Ministerial Association luncheon – May 3rd 11:30-12:30 at River of Life Church

11. INFORMATIONAL ITEMS

12. CLOSE MEETING TO DISCUSS LABOR NEGOTIATIONS

13. ADJOURNMENT

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



ONCOLOGY NURSING MONTH PROCLAMATION

WHEREAS, Oncology nurses are committed to providing quality oncology care; and

WHEREAS, Oncology nurses have demonstrated excellence in patient care, teaching, research, administration and education in the field of oncology nursing, and

WHEREAS, Oncology nurses endeavor to educate the public in the prevention and treatment of cancer.

NOW, THEREFORE, BE IT RESOLVED, that I, Brian D. Holmer, Mayor of the City of Thief River Falls, do hereby proclaim May 2018, as

ONCOLOGY NURSING MONTH

in the City of Thief River Falls, Minnesota and call upon all residents of the City of Thief River Falls to join in observance of Oncology Nursing Month and participate in activities to recognize the special contribution oncology nurses provide to the public.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Thief River Falls, Minnesota to be affixed this 3rd day of April

Brian D. Holmer, Mayor



“MONTH OF THE YOUNG CHILD” PROCLAMATION

WHEREAS, a mission of the Early Childhood programs in Thief River Falls is to provide services, education, and support for local families. These programs offer a variety of classes for families and children of many ages, and stages of life, and

WHEREAS, April 16-20, 2018 has been designated as the "Week of the Young Child" nationally to focus public attention on the needs of young children and their families and recognize the early childhood programs and services that meet those needs at the local, state, and federal levels, and

WHEREAS, we believe our community should draw even more attention to this important issue and have time to plan how we, as citizens of our community, state, and nation, can better meet the needs of all young children and their families.

NOW, THEREFORE, LET IT BE KNOWN, that in order to draw even more attention to this important issue, the City of Thief River Falls hereby proclaims April 2018 as "Month of the Young Child" and all residents are encouraged to recognize the wonderful children in our community.

Brian D. Holmer, Mayor

COUNCIL PROCEEDINGS

#7.01

MARCH 20, 2018

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on March 20, 2018 in the Council Chambers of City Hall. The following Councilmembers were present: Narverud, Sollom, Howe, Brown, Aarestad, Prudhomme and Hagen. Councilmember Holmer was absent. Councilmember Brown chaired the meeting.

RESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION/ANNOUNCEMENTS

- Sexual Assault Awareness Month Proclamation

APPROVAL OF AGENDA

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

RESOLUTION NO. 3-64-18: APPROVAL OF COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-64-18, being seconded by Councilmember Narverud, that:

RESOLVED, by the City Council, to approve March 6, 2018 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-65-18: APPROVAL OF PAYMENT OF BILLS

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-65-18, being seconded by Councilmember Narverud, that:

RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$998,216.67. A printout of the approved payments and disbursements is attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-66-18: APPROVAL OF PROGRESSION RAISE FOR MCLAIN STENNES, POWER PLANT OPERATOR/LINEWORKER

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-66-18, being seconded by Councilmember Narverud, that:

WHEREAS, Mr. Stennes was hired on April 5, 2018 and has completed the requirements for progression to Step 3.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Utilities Committee recommendation to grant McLain Stennes, Power Plant Operator, Apprentice Lineworker, a progression raise. Mr. Stennes shall progress to Step 3 of the Power Plant

Operator/Journey Lineworker salary schedule for a new salary of \$25.73 per hour, effective April 5, 2018.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-67-18: APPROVAL OF PROGRESSION RAISE FOR WYATT WHEELER, APPRENTICE LINEWORKER

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-67-18, being seconded by Councilmember Narverud, that:

WHEREAS, Mr. Wheeler was hired as an Apprentice Lineworker on September 21, 2016 and has successfully progress through the salary schedule and is now eligible for Step 4.

THEREOFRE, BE IT RESOLVED, by the City Council, to accept the Public Utilities Committee recommendation to grant Wyatt Wheeler, Apprentice Lineworker, a progression raise. Mr. Wheeler shall progress to Step 4 of the Apprentice Lineworker salary schedule for a new hourly wage of \$28.01 effective March 21, 2018.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-68-18: APPROVAL OF PROGRESSION RAISE FOR PAUL GONSOROWSKI, FIREFIGHTER

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-68-18, being seconded by Councilmember Narverud, that:

WHEREAS, Mr. Gonsorowski was hired as a Firefighter by Resolution No. 4-100-16 at Step 3 of the salary schedule and has successfully progressed through the salary schedule. He is now eligible for progression to Step 5.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Safety Committee recommendation and grant Paul Gonsorowski a progression raise. Mr. Gonsorowski shall progress to Step 5 of 5 of the Firefighter salary schedule for a new hourly wage of \$28.01, effective April 6, 2018.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-69-18: RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF THIEF RIVER FALLS ON BEHALF OF ITS POLICE DEPARTMENT REGARDING THE MINNESOTA HUMAN TRAFFICKING INVESTIGATORS TASK FORCE (MNHITF)

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-69-18, being seconded by Councilmember Narverud, that:

WHEREAS, the City of Thief River Falls on behalf of its Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety,

Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute human trafficking and sexual exploitation of children.

NOW, THEREFORE, BE IT RESOLVED by the City of Thief River Falls, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Thief River Falls on behalf of its Police Department, are hereby approved. A Copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That the Police Chief, Dick Wittenberg, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That Brian D. Holmer, the Mayor of Thief River Falls and Rodney Otterness, the City Administrator of Thief River Falls, are authorized to sign the State of Minnesota Joint Powers Agreements.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-70-18: RESOLUTION AUTHORIZING THIEF RIVER FALLS POLICE DEPARTMENT TO ENTER INTO LAW ENFORCEMENT MUTUAL AID AGREEMENT

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-70-18, being seconded by Councilmember Narverud, that:

WHEREAS, the Thief River Falls Police Department accepted the plan for a Mutual Aid Agreement with the law enforcement agencies in northern Minnesota – the intent of which is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions for law enforcement purposes.

WHEREAS, this agreement is consistent with statute MS.12.331 LOCAL ASSISTANCE TO POLITICAL SUBDIVISIONS.

NOW, THEREFORE BE IT RESOLVED, that the Thief River Falls City Council of Thief River Falls, Pennington County, Minnesota, approves that the Thief River Falls Police Department enters into a Law Enforcement Mutual Aid Agreement with other law enforcement agencies for the mutual benefit of the public safety of all citizens of the city of Thief River Falls and the State of Minnesota.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-71-18: APPROVAL OF COUNCILMEMBER PER DIEM

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-71-18, being seconded by Councilmember Narverud, that:

WHEREAS, the City of Thief River Falls relies on Council Members to participate actively and regularly by attending meetings to which they have been assigned. Meetings are scheduled at all times of the day both in Thief River Falls and in other locations. Attendance at meetings often require council members to change their work or personal schedules or both and may result in lost income. A per diem payment of \$32.50 is one-half of the per diem paid to county board members for attending approved meetings. City Council meetings would not be eligible for per diem payment.

THEREFORE, BE IT RESOLVED, by the City Council, to accept Public Utilities, Public Safety/Liquor, and Administrative Services Committee recommendation to authorize payment of council member per diem of \$32.50 per meeting for meetings approved by City Council as listed on the attached "Schedule of Council Member Meetings" or such other meetings as may be approved by the City Council for per diem payment except that no more than two per diem meeting payments shall be approved for any one calendar day. Payments would be for meetings after January 1, 2019.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-72-18: APPROVAL OF BEER IN THE PARK PERMIT FOR LINCOLN HIGH SCHOOL CLASS OF 2008

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-72-18, being seconded by Councilmember Narverud, that:

RESOLVED, by the City Council, to grant the following a Beer in the Park Permit to allow for the consumption of 3.2% malt liquor in the park:

- Lincoln High School Class of 2008 at Lion's Park East from 10:00 a.m. until 5:00 p.m. on July 21, 2018.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-73-18: APPROVAL TO PURCHASE PLASTIC REFUSE BAGS FROM JADCORE LLC

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-73-18, being seconded by Councilmember Narverud, that:

WHEREAS, the City of Thief River Falls purchases plastic refuse bags on an annual basis for distribution to the residents of the city. The city received quotes on March 12, 2018 for the purchase this year. The amount of bags is less than previous years due to a large

inventory on hand and the reduced amount needed by eliminating distribution to renters with a dumpster.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to approve the purchase of plastic refuse bags from Jadcore, LLC in the amount of \$21,747.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-74-18: APPROVAL OF RESOLUTION OF SUPPORT FOR CORRIDORS OF COMMERCE PROJECT

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-74-18, being seconded by Councilmember Narverud, that:

WHEREAS, the 2013 Minnesota Legislature created the Corridors of Commerce program, authorizing the sale of up to \$300 million in new trunk highway bonds for the construction, reconstruction and improvement of trunk highways for projects not already in the State Transportation Improvement Program. Local agencies have the opportunity to nominate projects deemed important that are not currently included in the State Transportation Improvement Program that meet the eligibility requirements; and

WHEREAS, Pennington County has nominated US Highway 59 from the City of Thief River Falls to CSAH No. 3 as a candidate for improvements. The proposed improvements would expand the roadway from two lanes to four lanes or add a center turn lane with right turn lanes.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to approve a Resolution of Support for a Corridors of Commerce project to improve US Highway 59 from the City of Thief River Falls to County State Aid Highway (CSAH) No. 3.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-75-18: APPROVAL OF RATES AND FEES SCHEDULE - PUBLIC WORKS DEPARTMENT

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 3-75-18, being seconded by Councilmember Narverud, that:

BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to approve the following addition of Public Works Department Rates and Fees Schedule:

PUBLIC WORKS DEPARTMENT	
TRUCK	
Truck, Dump	\$85.00

Truck, Garbage	\$85.00
Truck, Service	\$60.00
Truck, Pickup 1 ton	\$50.00
Truck, Pickup 3/4 ton	\$40.00
Truck, Pickup 1/2 ton	\$30.00
EQUIPMENT	
Graders	\$100.00
Sweeper, Pavement	\$100.00
Loader, Wheel	\$85.00
Snow Blower	\$75.00
Spreader, Sand	\$75.00
Steamer	\$75.00
Vactron	\$75.00
Chipper, Brush	\$60.00
Compactor - 2-ton Pavement Roller	\$60.00
Excavator, Hydraulic	\$60.00
Load, Skid-Steer	\$60.00
Leaf Vac	\$50.00
Spreader, Chemical	\$50.00
Air Compressor	\$40.00
Striper, Walk-behind	\$30.00
Trailer, Equipment	\$25.00
Plow, Snow, Grader Mntd	\$24.00
Auger, Portable	\$20.00
Plow, Truck Mntd	\$20.00
Pump, Trash Pump	\$20.00
All Terrain Vehicle	\$15.00
Jackhammer (dry)	\$15.00
Saw, Concrete	\$15.00
Chainsaw - Bar Length	\$12.00
Chainsaw - Bar Length 20"	\$12.00
Chainsaw, Pole	\$10.00
Forklift, Accessory	\$10.00
Pump	\$10.00
Skidder Accessory	\$10.00
Hose, Suction - 4" diameter	\$6.00
Hose, Discharge	\$5.00
Hose, Suction - 3" diameter	\$5.00

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 3-76-18: APPROVAL OF CURLING CLUB DETAILED FACILITY STUDY

A Request for Council Action was reviewed. Following discussion, Councilmember Prudhomme introduced Resolution No. 3-76-18, being seconded by Councilmember Hagen, that:

WHEREAS, the City of Thief River Falls owns the Curling Club located adjacent to the Huck Olson Arena. This facility is rented out to the Curling Club and used on a regular basis for league curling and tournaments. This facility is also rented out for auction sales and miscellaneous events and utilized with the Pennington County Fair; and

WHEREAS, this building is in need of several repairs, with the roof replacement being the highest priority. A new lease also needs to be created that will better define the responsibilities of the owner and the tenant. The city recently entered into an agreement with Cimco to perform a detailed assessment of the Huck Olson and Ralph Engelstad Arenas. When the city requested a proposal from Cimco for these services they also requested a proposal to evaluate the Curling Club. Prior to investing in a roof replacement or committing to a lease staff is recommending executing the agreement with Cimco to perform a comprehensive assessment of this facility, including the ice plant, to better understand the long term needs and associated costs.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to adopt a Resolution approving an agreement with Cimco for a Detailed Facility Study (DFS) of the Curling Club for \$2,504.00, and authorize the Mayor and Administrator to execute the agreement.

On vote being taken, the resolution was unanimously passed.

UPCOMING MEETINGS/EVENTS

- City of Thief River Falls/Rural Fire Association Meeting – March 22nd, 12:00 p.m. at the Fire Hall
- Special City Council Meeting – March 27th at 5:30 p.m.
- Committee of the Whole Meeting – March 27th at 5:30 p.m. (immediately following Special City Council Meeting)
- City Council Meeting – April 3rd at 5:30 p.m.
- Utilities Committee Meeting – April 9th at 7:00 a.m.
- Public Safety/Liquor Committee Meeting – April 9th at 4:30 p.m.
- Administration Committee Meeting – April 10th at 4:30 p.m. at the REA
- Public Works Committee Meeting – April 11th at 4:30 p.m.
- City Council Meeting – April 17th at 5:30 p.m.
- Thief River Falls Ministerial Association luncheon – May 3rd 11:30-12:30 at River of Life Church

ADJOURNMENT

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

Brian D. Holmer, Mayor

Attest: _____
Rodney Otterness, City Administrator

SPECIAL COUNCIL PROCEEDINGS

MARCH 27, 2018

The City Council of Thief River Falls, Minnesota, met in special session at 5:30 p.m. on March 27, 2018 in the Council Chambers of City Hall. The following Councilmembers were present: Holmer, Narverud, Sollom, Howe, Hagen, Brown, Aarestad and Prudhomme. No Councilmembers were absent. Holmer chaired the meeting.

HEARING ON DANGEROUS ANIMAL

City Attorney Sparby described the procedure the council would follow for the hearing. Police Chief Wittenberg presented evidence in support of the police department's determination that the dog Tex owned by Renee Veselka is a dangerous animal. Renee Veselka provided evidence to support her appeal of the police department's determination. Motion by Councilmember Brown second by Councilmember Sollom that the dog Tex is determined to be a dangerous animal under City Code 94.10(c). Voting on the motion – Ayes: Sollom, Narverud, Holmer, Howe, Brown; Nays: Prudhomme, Hagen, Aarestad. Motion carried.

Motion by Councilmember Hagen second by Councilmember Prudhomme that the City Council order the following:

- (1) That the owner provide and maintain a proper enclosure for the dangerous animal as specified in § 94.10(C)(3);
- (2) Post the front and the rear of the premises with clearly visible warning signs, including a warning symbol to inform children, that there is a dangerous animal on the property as specified in M.S. § 347.51 as may be amended from time to time;
- (3) Provide and show proof annually of public liability insurance in the minimum amount of \$300,000;
- (4) If the animal is a dog and is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash (not to exceed six feet in length) and under the physical restraint of a person 16 years of age or older. The muzzle must be of a design as to prevent the dog from biting any person or animal, but will not cause injury to the dog or interfere with its vision or respiration;
- (5) If the animal is a dog, it must have an easily identifiable, standardized tag identifying the dog as dangerous affixed to its collar at all times as specified in M.S. § 347.51 as it may be amended from time to time;
- (6) All animals deemed dangerous by the Animal Control Officer shall be registered with Pennington County, Minnesota within 14 days after the date the animal was so deemed and provide satisfactory proof thereof to the Animal Control Officer.
- (7) If the animal is a dog, the dog must be licensed and up to date on rabies vaccination. If the animal is a cat or ferret, it must be up to date with rabies vaccination.

And that should all of the above conditions be met by May 1, 2018 the animal shall be returned to its owner with these conditions to continue in place until otherwise determined by the City Council.

And that should any of the above conditions not be met by May 1, 2018 the dog shall be destroyed in a humane manner by the police department.

Voting on the motion – Ayes: Hagen, Sollom, Narverud, Holmer, Prudhomme, Aarestad; Nays: Howe, Brown. Motion carried and order issued.

ADJOURNMENT

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

Brian D. Holmer, Mayor

Attest: _____
Rodney Otterness, City Administrator



City of Thief River Falls

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: April 3, 2018

SUBJECT: 2018-2024 Rural Fire Protection Agreement with the City of Thief River Falls and the Rural Fire Association

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

MOTION TO: Approve the authorization of the City Administrator Rod Otterness and Mayor Brian Holmer to sign the 2018-2024 Rural Fire Protection Agreement.

KEY ISSUES: none

FINANCIAL CONSIDERATION: none

LEGAL CONSIDERATION: none

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, Finance Director

**FIRE PROTECTION AGREEMENT
BETWEEN
THE CITY OF THIEF RIVER FALLS
AND
THE RURAL FIRE ASSOCIATION**

THIS AGREEMENT, made and entered into this 1st day of April, 2018, by and between the City of Thief River Falls, State of Minnesota, party of the first part, hereinafter referred to as “City” and the townships of North, Rocksbury, Smiley, Norden, and Silverton, in Pennington County and the Township of Excel in Marshall County, State of Minnesota, parties of the second part, hereinafter referred to as “Towns,” all municipal corporations of said State.

ARTICLE I. The City agrees to furnish fire service and fire protection to all property within the Towns' area for the compensation and on the conditions hereinafter set forth, and the City further agrees that its firefighters will make a reasonable effort to attend all fires within the Towns' area whenever it is notified of such fires, subject to the following conditions:

- A. In responding to fire calls within the Towns' area, the City Fire Department will use the fire apparatus and equipment furnished by the Towns for such purpose, as hereinafter provided, and will furnish not fewer than five (5) firefighters to operate such apparatus and equipment. The actual number required at the fire will be determined by the fire chief or other officer in charge at that time.
- B. Two or more fire calls received from the Towns' officers or from property owners within the Towns' area shall be answered in the order of their receipt unless the fire chief or other officer in charge of the Fire Department at the time otherwise directs.
- C. Road and weather conditions must be such that fire runs within the Towns can be made with reasonable safety to the firefighters of the City. The decision of the fire chief or other officer in charge of the Fire Department at the time that a fire run cannot be made with reasonable safety to the firefighters shall be final.

- D. The City shall not be liable to the Towns for loss or damage of any kind whatever resulting from any failure to prevent, control, or extinguish any fire, whether such loss or damage is caused by the negligence of the officer, agents, or employees of the City or its Fire Department, or otherwise

ARTICLE II. The City further agrees:

- A. To house any fire apparatus and equipment furnished by the Towns pursuant to this agreement and to make ordinary repairs on the fire apparatus and equipment not necessitating an annual expenditure of more than \$500.00. All annual maintenance costs in excess of \$500.00 on township fire apparatus and equipment will be divided evenly between the City and the townships.
- B. To furnish all gasoline, oil, and other supplies, including vehicle insurance needed to operate any fire apparatus and equipment furnished by the Towns pursuant to this agreement.
- C. To make no claim against the Town for damage to the property of the City or for personal injuries to its firefighters while enroute to, or serving at, or returning from fires within the Town area.
- D. Upon the expiration of this agreement, to deliver to the Towns any fire apparatus and equipment furnished by the Towns for housing and use as herein provided.
- E. To notify and include for informational purposes members of the Rural Fire Association committee in the final review of the annual fire department budget. The City Council's Public Safety/Liquor Committee conducts this meeting.

ARTICLE III. The Towns agrees:

A. To deliver to the City for housing and use as provided in this agreement the following items for fire apparatus and equipment.

1. 2005 Sterling pumper tanker, Serial #2FZHYZDE25AU77621
2. 1997 Ford Diesel pumper fire truck, Serial #1FDYS9ZPXVVA41902
3. 1991 Grass Fire Skid Unit
4. 2017 Grass Fire Skid Unit

B. To pay the City the following amounts which cover a six-year agreement period of April 1, 2018 to March 31, 2024. The payments will be due in twelve installments on April 1 and September 1 of each year. The amounts due per agreement year are as follows:

2018/2019	\$ 89,044
2019/2020	\$ 92,200
2020/2021	\$ 95,000
2021/2022	\$ 97,850
2022/2023	\$100,800
2023/2024	\$103,800

CITY OF THIEF RIVER FALLS
RURAL FIRE ASSOCIATION

	OLD	2017 / 2018	2018 / 2019	NEW	2019 / 2020	2020 / 2021	2021 / 2022	2022 / 2023	2023 / 2024
	%	CONTRACT	CONTRACT	%	CONTRACT	CONTRACT	CONTRACT	CONTRACT	CONTRACT
			0%		3.54%	3%	3%	3%	3%
EXCEL	10	\$ 8,905.00	\$ 8,905.00	11%	\$ 10,142.00	\$ 10,450.00	\$ 10,763.50	\$ 11,088.00	\$ 11,418.00
NORDEN	12	\$ 10,685.00	\$ 10,685.00	13%	\$ 11,986.00	\$ 12,350.00	\$ 12,720.50	\$ 13,104.00	\$ 13,494.00
NORTH	20	\$ 17,809.00	\$ 17,809.00	19%	\$ 17,518.00	\$ 18,050.00	\$ 18,591.50	\$ 19,152.00	\$ 19,722.00
ROCKSBURY	34	\$ 30,275.00	\$ 30,275.00	32%	\$ 29,504.00	\$ 30,400.00	\$ 31,312.00	\$ 32,256.00	\$ 33,216.00
SILVERTON	8	\$ 7,124.00	\$ 7,124.00	8%	\$ 7,376.00	\$ 7,600.00	\$ 7,828.00	\$ 8,064.00	\$ 8,304.00
SMILEY	16	\$ 14,246.00	\$ 14,246.00	17%	\$ 15,674.00	\$ 16,150.00	\$ 16,634.50	\$ 17,136.00	\$ 17,646.00
TOTAL TOWNSHIPS	100	\$ 89,044.00	\$ 89,044.00	100%	\$ 92,200.00	\$ 95,000.00	\$ 97,850.00	\$ 100,800.00	\$ 103,800.00

C. To pay the City within 30 days after receipt of said semi-annual billing.

D. The supervision and control of the fire department shall remain with the City.

- E. To make a Town fire protection tax levy or otherwise provide funds each year in an amount sufficient to cover any expenditure the Towns may be called upon to make in performing their obligations under this agreement.
- F. The chairperson of each Town board to serve as a representative on a “Rural Fire Association Committee,” which will act as the official representative of the six townships in meetings with the City concerning Rural Fire Association business.

ARTICLE IV. The Towns further agree that any fire apparatus or fire equipment furnished by the Towns pursuant to this agreement may be used at fires occurring within the City limits when not engaged in fighting fires within the Towns’ area. The City agrees to pay for any replacement of parts or repairs to such apparatus or equipment necessitated by the use thereof at a fire within the City limits.

ARTICLE V. This agreement shall terminate if the City is unable to obtain the insurance it presently carries for this Agreement. This Agreement shall also terminate if state law does not allow the Agreement or if state or federal law mandate changes that increase the Town’s or City’s cost.

This agreement shall be in force for a term beginning April 1, 2018 and ending on March 31, 2024.

There are seven executed contracts. Each party has a copy, and each copy shall be deemed an original for all purposes.

Witness the signatures of the authorized officers this _____ day of _____ 2018.

CITY OF THIEF RIVER FALLS

By: _____
Mayor

Attest: _____
City Administrator

THE TOWN OF NORDEN

By: _____
Chair of the Town Board

Attest: _____
Town Clerk

THE TOWN OF ROCKSBURY

By: _____
Chair of the Town Board

Attest: _____
Town Clerk

THE TOWN OF SMILEY

By: _____
Chair of the Town Board

Attest: _____
Town Clerk

THE TOWN OF NORTH

By: _____
Chair of the Town Board

Attest: _____
Town Clerk

THE TOWN OF SILVERTON

By: _____
Chair of the Town Board

Attest: _____
Town Clerk

THE TOWN OF EXCEL

By: _____
Chair of the Town Board

Attest: _____
Town Clerk

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.03

**RESOLUTION NO. : APPROVAL OF RURAL FIRE PROTECTION AGREEMENT
WITH RURAL FIRE ASSOCIATION**

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

BE IT RESOLVED, by the City Council, to accept the Public Safety Committee recommendation to authorize the City Administrator Rod Otterness and Mayor Brian Holmer to sign the 2018-2024 Rural Fire Protection Agreement.

Presented at the April 3, 2018 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Sollom ___ Hagen ___ Brown ___ Prudhomme ___ Aarestad ___ Narverud

Notes: _____



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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

#7.04

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

Request for Council Action

DATE: April 3, 2018

SUBJECT: Property Purchase for Roadway

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

Motion to: Approve the purchase of 0.42 acres in Lot 1, Block 1 of Gilbert Industrial Addition from Greenwood, LLC in the amount of \$18,109.00.

BACKGROUND: The City of Thief River Falls retained a roadway easement in Lot 1, Block 1 of Gilbert Industrial Addition when platted for the purpose of constructing a roadway between the old and new alignment of Greenwood Street West. This roadway was never constructed due to lack of development to use the roadway. The expansion of Digi-Key, along with the new parking lot where the former City Electric Department is now located requires the construction of this roadway.

KEY ISSUES: The existing roadway easement does not align well with the new parking lot entrance. Constructing the roadway at this location would result in added costs and a poor roadway alignment. By purchasing the 0.35 acres of property, which does not adversely affect the property owner, the roadway will result in a better, more efficient alignment.

FINANCIAL CONSIDERATIONS: The cost of the acquisition will be offset by the reduced length of roadway to construct.

LEGAL CONSIDERATION: The purchase agreement was prepared by the City Attorney.

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

Encl: (3)



SKETCH OF DESCRIPTION

THAT PART OF LOT 1, BLOCK 1, GILBERT INDUSTRIAL ADDITION, TO THE CITY OF THIEF RIVER FALLS, MINNESOTA


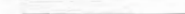
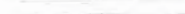
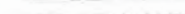

LEGAL DESCRIPTION

That part of Lot 1, Block 1, GILBERT INDUSTRIAL ADDITION, to the City of Thief River Falls, Minnesota described as follows:

Beginning at northwest corner of Lot 1, Block 1, GILBERT INDUSTRIAL ADDITION, according to the official plat of record at the office of the County Recorder in and for the County of Pennington, and the State of Minnesota; thence North 88 degrees 26 minutes 05 seconds East, a distance of 99.28 feet; thence South 00 degrees 13 minutes 00 seconds West 305.94 feet; thence South 45 degrees 13 minutes 40 seconds East 129.81 feet, more or less, to the northerly right of way of Greenwood Street, as is presently constructed and existing; thence southwest along the northerly right of way of Greenwood Street, a distance of 20 feet, more or less, to the west line of said Lot 1; thence North 45 degrees 13 minutes 40 seconds West, along the west line of said Lot 1, a distance of 238.25 feet; thence North 01 degree 33 minutes 55 seconds West 240.71 feet, more or less to the point of beginning.

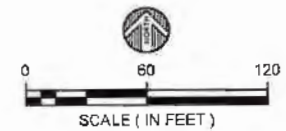
The above described parcel contains 0.68 acres, more or less, and is subject to easements, restrictions, or reservations of record, if any.

LEGEND


-  BOUNDARY LINE
-  LOT LINE
-  PLAT LINE
-  EASEMENT LINE
-  NEW ACQUISITION AREA

SURVEYOR NOTES

1. The total area of the the parcel is 0.68± acres.
2. The new acquired area is 0.42± acres.



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON NAD 85 PENNINGTON COUNTY COORDINATE SYSTEM, 1996 ADJUSTMENT

DATE	DATE	AMENDMENTS	BY	PREPARED FOR: CITY OF THIEF RIVER FALLS
3/7/21				I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA
SCALE AS SHOWN				
DRAWN BY H.K.W.				CARRETT R. BOHANEC DATE 3/7/2021 LIC. NO. 45365
CHECKED BY C.R.B.				
FILE NUMBER 588C0072.000				

WIDSETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental

SKETCH OF DESCRIPTION

THAT PART OF LOT 1, BLOCK 1, GILBERT INDUSTRIAL ADDITION, TO THE CITY OF THIEF RIVER FALLS, MINNESOTA






LEGAL DESCRIPTION

That part of Lot 1, Block 1, GILBERT INDUSTRIAL ADDITION, to the City of Thief River Falls, Minnesota described as follows:

Beginning at northwest corner of Lot 1, Block 1, GILBERT INDUSTRIAL ADDITION, according to the official plat of record at the office of the County Recorder in and for the County of Pennington, and the State of Minnesota; thence North 88 degrees 26 minutes 05 seconds East, assumed bearing, along the north line of said Lot 1, a distance of 99.26 feet; thence South 00 degrees 13 minutes 00 seconds West 305.84 feet; thence South 45 degrees 13 minutes 40 seconds East 129.81 feet, more or less, to the northerly right of way of Greenwood Street, as is presently constructed and existing; thence southwesterly along the northerly right of way of Greenwood Street, a distance of 20 feet, more or less, to the west line of said Lot 1; thence North 45 degrees 13 minutes 40 seconds West, along the west line of said Lot 1, a distance of 239.26 feet; thence North 01 degree 33 minutes 55 seconds West 240.71 feet, more or less to the point of beginning.

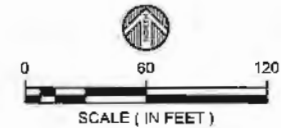
The above described parcel contains 0.68 acres, more or less, and is subject to easements, restrictions, or reservations of record, if any.

LEGEND

-  BOUNDARY LINE
-  LOT LINE
-  PLAT LINE
-  EASEMENT LINE
-  NEW ACQUISITION AREA


SURVEYOR NOTES

1. The total area of the the parcel is 0.68± acres.
2. The new acquired area is 0.42± acres.



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON NAD 83 PENNINGTON COUNTY COORDINATE SYSTEM, 1996 ADJUSTMENT

© 2019 WISSETH SMITH NOLTING, Inc.

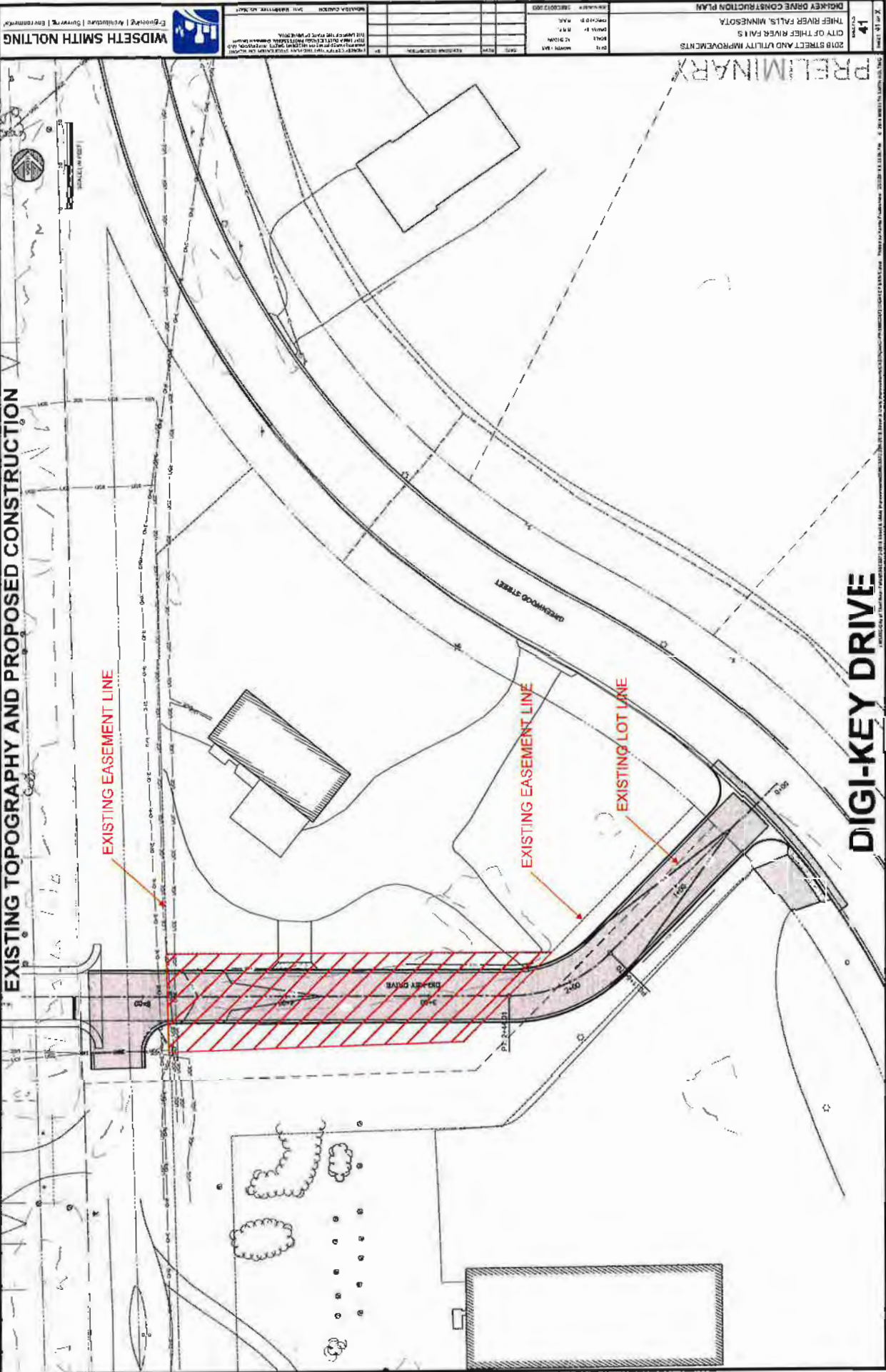
DATE: 3/7/2018	DATE:	AMENDMENTS:	BY:	PREPARED FOR: CITY OF THIEF RIVER FALLS
SCALE: AS SHOWN				I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA
DRAWN BY: HKW				
CHECKED BY: S.R.B.				GARRETT R. BOROWICZ DATE: 3/7/2018 LIC. NO.: 42362
FILE NUMBER: SB6C0072.000				



WIDSETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental



EXISTING TOPOGRAPHY AND PROPOSED CONSTRUCTION



2019 STREET AND UTILITY IMPROVEMENTS		PROJECT NO. 19-001	
CITY OF THIER RIVER FALLS, MINNESOTA		DATE: 08/20/2019	
DIG-KEY DRIVE CONSTRUCTION PLAN		DRAWN BY: J. SMITH	
SHEET NO. 41		SCALE: AS SHOWN	
PROJECT LOCATION: 301 WABBITT RD, THIER RIVER FALLS, MN 56201		DESIGNED BY: J. SMITH	
PROJECT NO. 19-001		DATE: 08/20/2019	
DRAWN BY: J. SMITH		SCALE: AS SHOWN	
SHEET NO. 41		PROJECT LOCATION: 301 WABBITT RD, THIER RIVER FALLS, MN 56201	

WIDMETH SMITH NOLTING
Engineering | Architecture | Surveying | Environmental

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.04

RESOLUTION NO. : APPROVAL TO PURCHASE PROPERTY IN GILBERT INDUSTRIAL ADDITION FROM GREENWOOD, LLC

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

WHEREAS, the City of Thief River Falls retained a roadway easement in Lot 1, Block 1 of Gilbert Industrial Addition when platted for the purpose of constructing a roadway between the old and new alignment of Greenwood Street West. This roadway was never constructed due to lack of development to use the roadway. The expansion of Digi-Key, along with the new parking lot where the former City Electric Department is now located requires the construction of this roadway; and

WHEREAS, the existing roadway easement does not align well with the new parking lot entrance. Constructing the roadway at this location would result in added costs and a poor roadway alignment. By purchasing the 0.35 acres of property, which does not adversely affect the property owner, the roadway will result in a better, more efficient alignment.

THEREOFRE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to approve the purchase of 0.42 acres in Lot 1, Block 1 of Gilbert Industrial Addition from Greenwood, LLC in the amount of \$18,109.00.

Presented at the April 3, 2018 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Sollom ___ Hagen ___ Brown ___ Prudhomme ___ Aarestad ___ Narverud

Notes: _____



City of Thief River Falls

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

#7.05

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

REQUEST FOR COUNCIL ACTION

DATE: April 3, 2018

SUBJECT: VOIP Telephone System

RECOMMENDATION: It is respectfully requested the Council consider approving Voice over IP Telephone System from Garden Valley to replace our existing phone system

MOTION TO: Adopt a resolution approving the quote from Garden Valley in the amount of \$18,609.89 for all phones, other equipment, installation, and training. This phone system would replace all of our existing phones for all departments (with the exception of the Police Department) for the City.

BACKGROUND: Each department in the City has separate phone systems installed. Our phone system is old, outdated and limits us on features and capabilities. The new phone system will reduce the City's monthly fees, offer portability, flexibility and will be easier to maintain by City Staff.

KEY ISSUES: The City with all buildings and departments (with the exception of the Police Department) will be able to be on the same phone system. It will offer us much more mobility as well as being able to call extensions between buildings, Direct Inward Dial, Un-limited Long Distance, Garden Valley Support, Auto Attendants and many more features with a cost savings each month. Analog lines will be kept in place where needed, such as Security Lines, Liquor Store Credit Card Backup, Elevator Lines, Seasonal Places, Heritage Center and Heritage Fax Line.

FINANCIAL CONSIDERATION: \$18,609.89 will be paid from the Fund Balance remaining for IT after the closing of Inter-Department Fund 72. The monthly fees will continue to be paid from each Department.

DEPARTMENT/RESPONSIBLE PERSON:
Joanne Olson-Information Technology Specialist
Angie Philipp-Director of Finance



VIP Phone System Summary

VIP was designed from scratch to give you more features – and more productivity – for less. And with our Customer Administration Portal, all those features are extremely easy to use. In addition to the unique features included with each package, you get the following core features:

- Company Local DID
- Extension Number
- One Basic Auto Attendant
- One Corporate Directory Listing
- CNAM delivery
- Hunt Group
- Music On Hold

PROPOSAL SUMMARY

Length of Contract: 3 years

Main Phone Number: Number not assigned.

Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Equipment				
Polycom VVX801 PoE	\$284.00 <small>(Discount Applied: \$71.00)</small>	14	\$3,976.00	
Polycom VVX411 PoE	\$169.00 <small>(Discount Applied: \$42.25)</small>	36	\$6,084.00	
Polycom VVX 101 PoE	\$78.00 <small>(Discount Applied: \$19.50)</small>	12	\$936.00	
Grandstream HT801 ATA	\$32.00 <small>(Discount Applied: \$8.00)</small>	17	\$544.00	
Polycom VVX Color Expansion Module	\$183.00 <small>(Discount Applied: \$45.75)</small>	2	\$366.00	
Polycom Wall Mount Bracket for VVX Series	\$9.99	17	\$169.83	
Polycom VVX401 PoE	\$147.00 <small>(Discount Applied: \$36.75)</small>	13	\$1,911.00	
Services				



201 Ross Avenue | PO Box 259 | Erskine, MN 56535

Prepared for City of Thief River Falls

Mar 26, 2018, 10:53 AM CDT

GNVT18APQ2-b

Item Description	Unit Price	Qty	One Time Cost	Monthly Cost
Auto Attendant	\$0.00	1		Free
VIPremium	\$27.00	10		\$270.00
VIPrimer	\$9.99	54		\$539.46
Fax Line	\$14.99	5		\$74.95
VIPreferred	\$22.00	23		\$506.00
Additional Auto Attendant	\$9.99	4		\$39.96
Peripheral Misc. Items	\$25.00	8	\$200.00	
Installation and Training Installation	\$1,260.00	1	\$1,260.00	
Installation and Training Installation	\$294.00	2	\$588.00	
Installation and Training Installation	\$168.00	2	\$336.00	
Installation and Training Installation	\$756.00	2	\$1,512.00	
Installation and Training Installation	\$210.00	1	\$210.00	
Installation and Training Installation	\$84.00	1	\$84.00	
Subtotal			\$18,176.83	\$1,430.37
Estimated Shipping			\$433.06	
Estimated Taxes and Fees			\$0.00	\$0.00
Total			\$18,609.89	\$1,430.37

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#7.05

**RESOLUTION NO. : APPROVAL THE QUOTE FROM GAREN VALLEY FOR VOICE
OVER IP TELPHONE SYSTEM**

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

WHEREAS, each department in the City has separate phone systems installed. Our phone system is old, outdated and limits us on features and capabilities. The new phone system will reduce the City’s monthly fees, offer portability, flexibility and will be easier to maintain by City Staff; and

WHEREAS, the City with all buildings and departments (with the exception of the Police Department) will be able to be on the same phone system. It will offer us much more mobility as well as being able to call extensions between buildings, Direct Inward Dial, Un-limited Long Distance, Garden Valley Support, Auto Attendants and many more features with a cost savings each month. Analog lines will be kept in place where needed, such as Security Lines, Liquor Store Credit Card Backup, Elevator Lines, Seasonal Places, Heritage Center and Heritage Fax Line.

THEREOFRE, BE IT RESOLVED, by the City Council, to accept the Public Utilities Committee recommendation to approve the quote from Garden Valley in the amount of \$18,609.89 for all phones, other equipment, installation, and training. This phone system would replace all of our existing phones for all departments (with the exception of the Police Department) for the City.

Presented at the April 3, 2018 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Sollom ___ Hagen ___ Brown ___ Prudhomme ___ Aarestad ___ Narverud

Notes: _____



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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

#8.01

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

Request for Council Action

DATE: April, 3, 2018

SUBJECT: 2018 Street & Utilities Improvements

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

Motion to: Approve the feasibility report amendment and approve the addition of Barnick Road Street Improvements and Nelson Drive Storm Sewer Improvements to the 2018 Street & Utilities Improvements.

BACKGROUND: The 2018 project that includes the following items has been through the feasibility report, public hearing and ordering plans and specifications process. The next action is approving plans and specifications and calling for bids. This action is scheduled for the April 3, 2018 Council Meeting.

1. Technology Street – Street & Utilities Improvements
2. Digi-Key Drive – Street Improvements
3. First Street West – Street & Utilities Improvements
4. Nelson Drive – Utilities Improvements
5. MMCDC – Alley Construction
6. Spruce Avenue Crosswalks
7. Greenwood Street from Kendall Ave. to Spruce Ave. – Full Mill & Resurfacing
8. Public Works Facility Paving
9. Water Distribution Facility Paving

Highway No. 1 East (Eighth Street) – Street & Utilities Improvements – Not in this Contract
Highway No. 1 East Multi-Use Trail – Not in this Contract

KEY ISSUES: A developer, Paces Lodging Corporation, has a purchase agreement for a 14 acre parcel southeast of Walmart for the construction of four 45-unit apartment buildings in two phases. The developer has requested Barnick Road be improved this year, along with water and sanitary sewer extensions. They have also requested storm sewer along Nelson Drive. The developer will have to waive their right to a public hearing to allow their share of the cost to be assessed.

FINANCIAL CONSIDERATIONS: Outlined in the attached feasibility report amendment.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

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

Encl: (2)



City of Thief River Falls

PUBLIC WORKS DEPARTMENT

PHONE: 218-681-8506 • FAX: 218-681-8507
email: mborseeth@citytrf.net

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

April 3, 2018

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

Mayor and City Council
Thief River Falls, MN

Mayor Holmer and City Councilmembers:

The original Feasibility Report is revised to amend Item No. 4 and add Item No. 13 to be considered as a part of the 2018 improvements project.

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

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

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

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

Additional improvements would include the installation of 840 L.F. of 24" storm sewer in the southwest road ditch of Nelson Drive. This storm sewer will provide drainage for the MMCDC development as well as the Paces development storm water treatment pond outlet. This would also allow the Nelson Drive southwest ditch to be filled in and create a corridor for the multi-use trail or sidewalk.

The total estimate project cost of \$369,000 will be increased by \$78,000 to \$447,000. Funding for these improvements would come from bonding. Benefitting properties would be assessed for 100% of the water main, sanitary sewer and service line costs and 60% of the storm sewer costs. There are 850 feet of fronting properties available for assessment and approximately 1,000 feet of fronting properties available for future connection fee recovery.

13. **Barnick Road Street and Utilities Improvements**

This 348 feet long segment of roadway was platted as a part of Barnick's Second Addition in 1993. It was platted to serve the 15 acre parcel southeast of Walmart. Water and sanitary sewer were stubbed out into this right-of-way in 2016.

A developer, Paces Lodging Corporation, has secured an option to purchase the 15 acre parcel southeast of Walmart and plans to construct four 45 unit market rate apartment buildings there in two phases. They would like to start construction in May of 2018, and have requested these improvements.

The proposed improvements would consist of extending 8-inch sanitary sewer and 8-inch water main along with the construction of a 348 feet long segment of 36-foot wide, 7-ton design urban roadway with a cul-de-sac to serve their development.

Total estimated project cost is \$170,000. Under the City's current policy, the costs for street improvements are assessed at 60% to the benefitting property owners. Water and sewer costs, and concrete driveway aprons are assessed at 100% to benefitting property owners. Funding would need to come from bonding. There are approximately 325 feet of fronting properties available for assessment.

It is my opinion that this addition to the 2018 Street and Utilities Improvements outlined in this report is cost effective and feasible to construct and necessary. If the Council wishes to proceed with these additions to project, it is recommended that a financial commitment agreement be executed with Paces Lodging Corporation waiving their right to a public hearing if they request the city carry any portion of their cost on an assessment roll.

Respectfully submitted,



Mark Borseth
Public Works Director

Cc: Rich Clauson, City Engineer
Dale Narlock, Electric Superintendent
Delray Sparby, City Attorney
Wayne Johnson, Water Systems Superintendent
Angie Philipp, Finance Director
Rod Otterness, City Administrator
John Cervantes, Street/Sanitation Division Foreman
Mike Olson, Park Division Foreman

TRF Investments, LLC

4265 45th Street S. Suite 200
Fargo, ND 58104
701-499-3895

March 13, 2018

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

RE: City of Thief River Falls
Barnick Road Improvements

Dear Mr. Borseth

On behalf of TRF Investments, LLC, this letter shall serve as a formal request by the developer for the City of Thief River Falls to install municipal potable water, sanitary sewer, storm sewer, streets, and street lights for the following:

Barnick Road

The requested timeline for installation of these improvements shall include substantial completion of paving no later than October 15, 2018

As the new owner of the property, we will not protest the creation of a special assessment district which includes the above property or the special assessments to the above described property resulting from the installation of the improvements requested above.

If you have any questions, concerns or need for further information, do not hesitate to contact me at nv@paces.co or 701-499-3895

Sincerely,



Nate Vollmuth
Director of Development
PACES Lodging

Cc: Kevin Christianson

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.01

**RESOLUTION NO. : APPROVAL OF FEASIBILITY REPORT AMENDMENT TO THE
2018 STREET & UTILITIES IMPROVEMENTS**

A Request for Council Action was reviewed. Following discussion, Councilmember _____ introduced Resolution No. , being seconded by Councilmember_____, that:

WHEREAS, a developer, Paces Lodging Corporation, has a purchase agreement for a 14 acre parcel southeast of Walmart for the construction of four 45-unit apartment buildings in two phases. The developer has requested Barnick Road be improved this year, along with water and sanitary sewer extensions. They have also requested storm sewer along Nelson Drive. The developer will have to waive their right to a public hearing to allow their share of the cost to be assessed; and

WHEREAS, the 2018 project that includes the following items has been through the feasibility report, public hearing and ordering plans and specifications process. The next action is approving plans and specifications and calling for bids. This action is scheduled for the April 3, 2018 Council Meeting.

1. Technology Street – Street & Utilities Improvements
2. Digi-Key Drive – Street Improvements
3. First Street West – Street & Utilities Improvements
4. Nelson Drive – Utilities Improvements
5. MMCDC – Alley Construction
6. Spruce Avenue Crosswalks
7. Greenwood Street from Kendall Ave. to Spruce Ave. – Full Mill & Resurfacing
8. Public Works Facility Paving
9. Water Distribution Facility Paving

*Highway No. 1 East (Eighth Street) – Street & Utilities Improvements – Not in this Contract
Highway No. 1 East Multi-Use Trail – Not in this Contract*

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to approve the feasibility report amendment and approve the addition of Barnick Road Street Improvements and Nelson Drive Storm Sewer Improvements to the 2018 Street & Utilities Improvements.

Presented at the April 3, 2018 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Sollom ___ Hagen ___ Brown ___ Prudhomme ___ Aarestad ___ Narverud

Notes: _____



City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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

#8.02

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

Request for Council Action

DATE: April 3, 2018

SUBJECT: 2018 Street and Utilities Improvements

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

Motion to: Adopt a Resolution approving Plans and Specifications and Calling for Bids on the 2018 Street and Utilities Improvements as follows:

1. Technology Street – Street & Utilities Improvements
2. Digi-Key Drive – Street Improvements
3. First Street West – Street & Utilities Improvements
4. Nelson Drive – Utilities Improvements
5. MMCDC – Alley Construction
6. Spruce Avenue Crosswalks
7. Greenwood Street from Kendall Ave. to Spruce Ave. – Full Mill & Resurfacing
8. Public Works Facility Paving
9. Water Distribution Facility Paving
10. Barnick Road – Street & Utilities Improvements

Highway No. 1 East (Eighth Street) – Street & Utilities Improvements – Not in this Contract
Highway No. 1 East Multi-Use Trail – Not in this Contract

BACKGROUND: The project scope defined above is a result of items outlined in the City's Capital Improvement Plan, requests from developers and by department managers. This project was developed through the Public Works Committee, City Council and public hearings for construction in 2018.

KEY ISSUES: This project addresses numerous infrastructure maintenance issues and accomplishes street construction to support residential and industrial development. Approving plans and specifications and calling for bids at the April 3rd council meeting will allow for the advertising time required for an anticipated May 10, 2018 Bid Opening.

FINANCIAL CONSIDERATIONS: See attached estimated financial summary.

LEGAL CONSIDERATIONS: Minnesota Statute Chapter 429 requires the City Council approve Plans and Specifications, and Call for Bids.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth – Community Services Director

Encl: (1)

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

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

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

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

**CITY OF THIEF RIVER FALLS
PROPOSED RESOLUTION**

#8.02

RESOLUTION NO. : APPROVAL OF 2018 STREET AND UTILITIES IMPROVEMENT PROJECT PLANS AND SPECIFICATIONS AND CALLING FOR BIDS

A Request for Council Action was reviewed. Following discussion, Councilmember _____ introduced Resolution No. , being seconded by Councilmember _____, that:

WHEREAS, the 2018 Street & Utilities Project addresses numerous infrastructure maintenance issues and accomplishes street construction to support residential and industrial development. Approving plans and specifications and calling for bids at the April 3rd council meeting will allow for the advertising time required for an anticipated May 10, 2018 Bid Opening.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Public Works Committee recommendation to approve Plans and Specifications and Calling for Bids on the 2018 Street and Utilities Improvements as follows:

1. Technology Street – Street & Utilities Improvements
2. Digi-Key Drive – Street Improvements
3. First Street West – Street & Utilities Improvements
4. Nelson Drive – Utilities Improvements
5. MMCDC – Alley Construction
6. Spruce Avenue Crosswalks
7. Greenwood Street from Kendall Ave. to Spruce Ave. – Full Mill & Resurfacing
8. Public Works Facility Paving
9. Water Distribution Facility Paving
10. Barnick Road – Street & Utilities Improvements

Highway No. 1 East (Eighth Street) – Street & Utilities Improvements – Not in this Contract
Highway No. 1 East Multi-Use Trail – Not in this Contract

Presented at the April 3, 2018 Council Meeting

Introduced by: _____

Seconded by: _____

Roll Call (if required):

___ Holmer ___ Howe ___ Sollom ___ Hagen ___ Brown ___ Prudhomme ___ Aarestad ___ Narverud

Notes: _____

