

**THIEF RIVER FALLS CITY COUNCIL  
AGENDA  
TUESDAY – DECEMBER 18, 2018**

**COUNCIL CHAMBERS  
CITY HALL – 405 3<sup>RD</sup> 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**
  - Community Branding Taskforce Presentation
- 6. APPROVE AGENDA** – *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.*
- 7. CONSENT AGENDA** – *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.*
  - 7.01 Approval of December 4, 2018 Council Proceedings (page 3-7)
  - 7.02 City of Thief River Falls Bills and Disbursements (see attachment)
  - 7.03 Approval of progression raise for Terry Benson, Water Treatment Plant Operator (page 8-9)
  - 7.04 Approval of Samantha Huot and Austin Odberg to be part of the Slow Second Mortgage Program (page 10-11)
  - 7.05 Approval to process year-end accounts payable through December 31, 2018 (page 12)
  - 7.06 Approval of certification of unpaid grass/weed mowing charges to property owners' 2019 property tax (page 13)
  - 7.07 Approval to designate the Ralph Engelstad Arena as the City of Thief River Falls polling place (page 14-15)
  - 7.08 Approval of Norskies lease renewal (page 16-17)
  - 7.09 Approval of Tax Abatements (page 18-20)
  - 7.10 Approval of contract with Hoffman, Philipp, and Knutson PLLC for Governmental Auditing Services (page 21-23)

- 7.11 Approval to write off Falls Liquor Store NSF checks (page 24)
- 7.12 Approval to write off uncollectible utility accounts (page 25-31)
- 7.13 Approval of Storefront Renovation Loan to Discovery Place (page 32-33)
- 7.14 Approval of camera system upgrade for the REA (page 34-36)
- 7.15 Approval of appointment of Volunteer Firefighters (page 37)
- 7.16 Approval of Animal Control Service Agreements (page 38-39)
- 7.17 Approve resolution of support for the proposed Minnesota Tax Credit Contribution Fund (page 40-43)
- 7.18 Approval to dissolve internal loan funds (page 44-45)

## **8. NEW BUSINESS**

- 8.01 Approval of employment of Jeremy Kasprzak, Part-time Apprentice Line Worker in the Electric Department (page 46-47)
- 8.02 Approval of 2019 Budget (page 48-50)
- 8.03 Approval of 2019 Tax Levy (page 51-53)
- 8.04 2019 Street & Utilities Improvements Feasibility Report (page 54-57)
- 8.05 First reading to consider amending ordinance – Excluded Signs (page 58-59)

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

## **10. UPCOMING MEETINGS**

- 10.01 City Council Meeting – Wednesday, January 2<sup>nd</sup> at 5:30 p.m.
- 10.02 Utilities Committee Meeting – January 7<sup>th</sup> at 7:00 a.m. at the Electrical Department
- 10.03 Public Safety/Liquor Committee Meeting – January 7<sup>th</sup> at 4:30 p.m.
- 10.04 Administrative Services Committee Meeting – January 8<sup>th</sup> at 4:30 p.m.
- 10.05 Public Works Committee Meeting – January 9<sup>th</sup> at 4:30 p.m.
- 10.06 City Council Meeting – January 15<sup>th</sup> at 5:30 p.m. at the Electrical Department

## **11. INFORMATIONAL ITEMS**

- Investment Summary dated 11/30/2018 (page 60-61)

## **12. 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.

DECEMBER 4, 2018

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on December 4, 2018 in the Council Chambers of City Hall. The following Councilmembers were present: Holmer, Howe, Aarestad, Narverud, Sollom, Prudhomme, Lorensen and Brown. No Councilmembers were absent. Mayor Holmer chaired the meeting.

**PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**

- Salvation Army Pennington County – Kettle Campaign

**APPROVAL OF AGENDA**

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

**RESOLUTION NO. 12-283-18: APPROVAL OF COUNCIL PROCEEDINGS**

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 12-283-18, being seconded by Councilmember Howe, that:

RESOLVED, by the City Council, to approve November 20, 2018 Adjourned Proceedings and November 27, 2018 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 12-284-18: APPROVAL OF PAYMENT OF BILLS**

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 12-284-18, being seconded by Councilmember Howe, that:

RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$1,937,648.96. 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. 12-285-18: APPROVAL OF 2019 CITY LICENSES**

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 12-285-18, being seconded by Councilmember Howe, that:

RESOLVED, by the City Council, to approve the following City Licenses, effective January 1, 2019 through December 31, 2019, contingent upon receiving all renewal forms, fees and insurance:

TOBACCO \$150

ON-SALE 3.2 BEER \$250  
Kuznia Peralta Inc. - Pizza Hut

East Side Tesoro  
Er'l's Market, Inc.  
Falls Liquor  
Farmer's Union Oil Company  
Farmer's Union Oil Company – Hwy 59  
Hugo's #7  
Holiday Stationstore  
Pennington Main  
Pennington Square  
Wal-Mart Supercenter #3761

**PAWN BROKER'S \$40**

Northern Gun & Pawn

**JUNK DEALER'S \$45**

Phillip's Iron & Metal, Inc.

**SEPTIC WASTE PERMIT \$50**

Beatrice Smith "Dick's Septic"

Michael Skjervén

**TAXI \$30 for 1st**

**\$25 each add'l**

Northland Taxi

**OFF-SALE 3.2 BEER \$100**

East Side Tesoro  
Er'l's Market, Inc.  
Holiday Stationstore #197  
Wal-Mart Supercenter #3761

Eazytack Inc. – Wired Bean Coffee House  
DaRoos Pizza Thief River Falls

**ON-SALE WINE \$250**

Kuznia Peralta Inc. - Pizza Hut  
Eazytack Inc. – Wired Bean Coffee House  
DaRoos Pizza Thief River Falls

**ON-SALE LIQUOR \$2,800**

- \* American Legion Post 117, Inc.
- \* Family Bowl, Inc. (Family Bowl)
- \* Ganesh Hospitality, Inc. (Sundance Dining)  
Steven P. Carlson (The Schooner Bar & Grill)
- \* River Walk Public House

The Hive Bar & Grill

- \* Grzadzy's Inc. (Black Cat Sports Bar & Grill)
- \* Heidi Ortiz (Las Ranitas)

16 Penny Inc. (Rusty Nail)

Stoked, LLC – TRF Norskies

**CLUB ON-SALE LIQUOR \$500**

- \* FOE Aerie 2368 (Eagles)
- \* VFW 2793 (VFW Post)

**SUNDAY ON-SALE LIQUOR \$200**

- \* American Legion Post 117, Inc.
- \* Family Bowl, Inc. (Family Bowl)
- \* Ganesh Hospitality, Inc. (Sundance Dining)  
Steven P. Carlson (The Schooner Bar & Grill)
- \* River Walk Public House  
The Hive Bar & Grill
- \* Grzadzy's Inc. (Black Cat Sports Bar & Grill)
- \* Heidi Ortiz (Las Ranitas)  
16 Penny Inc. (Rusty Nail)  
Stoked, LLC – TRF Norskies

\* License includes outdoor seating area.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 12-286-18: APPROVAL DIGI-KEY FEEDER CONSTRUCTION PROJECT PAY REQUEST NO. 2**

Presented as part of the Consent Agenda, Councilmember Sollom introduced Resolution No. 12-286-18, being seconded by Councilmember Howe, that:

WHEREAS, the Digi-Key Expansion project involves three new 750 MCM underground feeders from the existing Anderson Substation. The three feeders include two main feeders

and one backup feeder. Pay request #2 has been approved for payment by the city's engineer. The project is 43.11% complete. Total project cost is \$239,075.90.

THEREFORE, BE IT RESOLVED, by the City Council, Approve pay request #2 in the amount of \$38,157.98 payable to North-Holt Electric, Inc. for Digi-Key Feeder Construction Project.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 12-287-18: APPROVAL OF ORDINANCE NO. 117, 3<sup>RD</sup> SERIES, OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 91 ENTITLED "GENERAL PROVISIONS" BY AMENDING 91.01 (B) SNOW, ICE, DIRT, AND RUBBISH (1) DUTY OF OWNERS AND OCCUPANTS AND (2) REMOVAL BY CITY; AND 91.18 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY (A) TO AMEND THE HOURS THAT SNOW CAN REMAIN ON A SIDEWALK, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS**

Councilmember Aarestad motioned, being seconded by Councilmember Narverud, to call for the second reading of an ordinance of the city of thief river falls, Minnesota, amending city code chapter 91 entitled "general provisions" by amending 91.01 (b) snow, ice, dirt, and rubbish (1) duty of owners and occupants and (2) removal by city; and 91.18 public nuisances affecting peace and safety (a) to amend the hours that snow can remain on a sidewalk, and by adopting by reference city code chapter 10, which, among other things, contain penalty provisions. The motion was unanimously carried. City Attorney Sparby read the proposed ordinance.

Councilmember Narverud introduced Resolution No. 12-287-18, being seconded by Councilmember Aarestad, that:

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Chapter 91.01 (B) (1) and (2); and Chapter 91.18 (A) are hereby amended as follows:

(1) DUTIES OF OWNERS AND OCCUPANTS. The owner or occupant of any property adjacent to a public sidewalk shall use diligence to keep the walk safe for pedestrians. No owner or occupant shall allow snow, ice, dirt, or rubbish to remain on the walk longer than 48 hours, or 24 hours in the central business district defined for this purpose as the area bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east, after its deposit thereon. Failure to comply with this section will constitute a violation.

(2) REMOVAL BY CITY. The City Administrator or other person designated by the City Council may cause removal from all public sidewalks all snow, ice, dirt, and rubbish as soon as possible beginning 48 hours, or 24 hours in the central business district defined for this purpose as the area bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east, after any matter has been deposited thereon, or after the snow has ceased to fall. The City

Administrator or other designated person shall keep record showing the cost of removal adjacent to each separate lot and parcel.

The following are declared to be nuisances affecting public peace and safety:

(A) All snow and ice not removed from public sidewalks 48 hours, or 24 hours in the central business district defined for this purpose as the area bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east, after the snow or other precipitation causing the condition has ceased to fall.

Section 2. City Code Chapter 10 entitled "General Provisions" 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.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 12-288-18: APPROVAL OF QUOTE FROM MEI TOTAL ELEVATOR SOLUTIONS FOR FREIGHT ELEVATOR HYDRAULIC MODERNIZATION AND CAPACITY UPGRADE**

The City Council reviewed a Request for Council Action. Councilmember Prudhomme introduced Resolution No. 12-288-18, being seconded by Councilmember Brown, that:

WHEREAS, the existing freight elevator was installed in 1992 with the Water Treatment Plant upgrade/expansion. It has the capacity of 5,000 pounds which is too light for lifting freight/chemicals and a forklift and operator. The control panel and pump are at the end of their useful life and the safety doors are also in dire need of replacement. Maintenance costs are increasing annually and the last inspection from the Minnesota Department of Labor and Industry indicated more extensive repairs are needed in the near future; and

WHEREAS, the Water Treatment Plant Freight Elevator has been in need of upgrades and funds have been budgeted in the Capital Improvement plan for some time. Quotes were solicited from four different companies and two were received. Both quotes were reviewed by the Building Official and architects from Widseth Smith and Nolting and no discrepancies were noted other than the large difference in quotes.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the lowest and best quote from MEI Total Elevator Solutions for Freight Elevator Hydraulic Modernization and capacity upgrade.

On vote being taken, the resolution was unanimously passed.

**UPCOMING MEETINGS/EVENTS**

- Joint City Council/Planning Commission – December 6<sup>th</sup> at 5:00 p.m.

- Utilities Committee Meeting – December 10<sup>th</sup> at 7:00 a.m.
- Public Safety/Liquor Committee Meeting – December 10<sup>th</sup> at 4:30 p.m.
- Administrative Services Committee Meeting – December 11<sup>th</sup> at 4:30 p.m.
- Public Works Committee Meeting – December 12<sup>th</sup> at 4:30 p.m.
- City Council Meeting – December 18<sup>th</sup> at 5:30 p.m.

**ADJOURNMENT TO TRUTH IN TAXATION HEARING**

There being no further discussion, Mayor Holmer adjourned to the Truth in Taxation Hearing tonight at 6:00 p.m.

**TRUTH IN TAXATION HEARING**

Mayor Holmer opened the Hearing. Finance Director Philipp presented an overview of the 2019 draft budget. There was no public comment. There being no further discussion, Councilmember Sollom moved, being seconded by Councilmember Aarestad to close the hearing. On vote being taken, the Chair declared the motion unanimously carried.

**ADJOURNMENT**

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

\_\_\_\_\_  
Brian D. Holmer, Mayor

Attest: \_\_\_\_\_  
Rodney Otterness, City Administrator



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

## Request for Council Action

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**Date:** December 18, 2018

**Subject:** Terry Benson, Water Treatment Plant Operator Progression Raise

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

**Motion to:** Accept a recommendation and grant a progression raise for Terry Benson, Water Treatment Plant Operator, to Step 3 of the Water Treatment Plant Operator salary schedule, for a new salary of \$19.61 per hour effective December 4, 2018.

**Background:** Mr. Benson is eligible to progress. He has been employed for one year. At this time he does not have his D Water Operator Certificate.

**Financial Consideration:** This is a budgeted progression raise.

**Responsible Person:** Wayne Johnson, Water Systems Superintendent



**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.03

**RESOLUTION NO. : APPROVAL OF PROGRESSION RAISE FOR TERRY BENSON,  
WATER TREATMENT PLANT OPERATOR**

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

WHEREAS, Mr. Benson is eligible to progress. He has been employed for one year. At this time he does not have his D Water Operator Certificate.

THEREFORE, BE IT RESOLVED, by the City Council, to accept a recommendation and grant a progression raise for Terry Benson, Water Treatment Plant Operator, to Step 3 of the Water Treatment Plant Operator salary schedule, for a new salary of \$19.61 per hour effective December 4, 2018.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

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#7.04

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## REQUEST FOR COUNCIL ACTION

**DATE:** December 20, 2018

**SUBJECT:** City of Thief River Falls Slow Second Program

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

**MOTION TO:** Accept the Administrative Services Committee recommendation to approve Samantha Huot and Austin Odberg to be part of the City of Thief River Falls Slow Second Mortgage Program and authorize the Mayor and City Administrator to sign the mortgage and agreement when completed by the City Attorney.

**FINANCIAL CONSIDERATION:** \$10,000 Slow Second Mortgage with a monthly ACH 0% 10 year payment plan.

**LEGAL CONSIDERATION:** none

**REVIEWED BY:** Angela Philipp, Finance Director

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.04

**RESOLUTION NO. : APPROVAL OF SAMANTHA HUOT AND AUSTIN ODBERG TO  
BE PART OF THE SLOW SECOND MORTGAGE PROGRAM**

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 Administrative Services Committee recommendation to approve Samantha Huot and Austin Odberg to be part of the City of Thief River Falls Slow Second Mortgage Program and authorize the Mayor and City Administrator to sign the mortgage and agreement when completed by the City Attorney.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_Holmer\_\_\_Howe \_\_\_Sollom \_\_\_Lorenson \_\_\_Brown \_\_\_Prudhomme \_\_\_Aarestad  
\_\_\_Narverud

Notes: \_\_\_\_\_  
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**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.05

**RESOLUTION NO. : APPROVAL TO PROCESS YEAR-END ACCOUNTS PAYABLE  
THROUGH DECEMBER 31, 2018**

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

WHEREAS, annually, the City Council has the opportunity to authorize payment of year-end bills to simplify the year-end accounting.

THEREFORE, BE IT RESOLVED, by the City Council, to authorize staff to process year-end accounts payable with payment on December 31, 2018. Staff will email a report to the Council prior to payment with Council invited to contact Finance Director Angie Philipp if they see something they question.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_  
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**CITY OF THIEF RIVER FALLS**  
**PROPOSED RESOLUTION**

#7.06

**RESOLUTION NO. : APPROVAL OF CERTIFICATION OF UNPAID GRASS/WEED MOWING CHARGES TO PROPERTY OWNERS' 2019 PROPERTY TAX**

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

WHEREAS, grass/weed mowing charges remain unpaid to the City of Thief River Falls; and,

WHEREAS, pursuant to City Code Section 91.01 and Minnesota State Statute 429.101, the City may certify to the Pennington County Auditor the unpaid grass/weed mowing charges.

THEREFORE, BE IT RESOLVED, by the City Council, to certify the following unpaid grass/weed mowing charges from the 2018 mowing season to the Pennington County Auditor for collection as part of the property owner's property tax statement in 2019:

<u>ADDRESS</u>	<u>PARCEL</u>	<u>AMOUNT</u>
820 LaBree Ave N	25.017.134.40	308.29
619 Markley Ave S	25.010.019.30	114.95
414 Crocker Ave S	25.012.144.50	588.44
723 Atlantic Ave N	25.015.001.20	117.20
408 Arnold Ave S	25.005.098.30	284.21
1016 Duluth Ave N	25.021.019.20	484.67
1020 Knight Ave N	25.021.010.10	309.29
708 Duluth Ave N	25.015.025.40	116.60
616 Markley Ave S	25.011.009.20	114.95
724 Dewey Ave N	25.016.027.70	114.95
101 Merriam Ave S	25.006.354.00	421.24
127 Fern Rd	25.092.009.60	971.85

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_Holmer\_\_\_Howe \_\_\_Sollom \_\_\_Lorenson \_\_\_Brown \_\_\_Prudhomme \_\_\_Aarestad  
\_\_\_Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

*Finance Director*

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#7.07

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## REQUEST FOR COUNCIL ACTION

**DATE:** December 18<sup>th</sup>, 2018

**SUBJECT:** Designate Polling Place for 2019

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

**MOTION TO:** Accept the Administrative Services Committee recommendation to designate the Ralph Engelstad Arena, 525 Brooks Avenue North, Thief River Falls as the City of Thief River Falls designated polling place for all precincts within the City limits for 2019.

**BACKGROUND:** Minnesota Election Law section 204B.16 requires the city council of every municipality to designate a place for holding an election for each precinct every year before December 31<sup>st</sup>. The designated polling place remains the polling place for these precincts throughout the calendar year unless: Polling place becomes unavailable or an emergency occurs after the deadline to designate a polling place but before the polls close on election day.

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.07

**RESOLUTION NO. : APPROVAL TO DESIGNATE THE RALPH ENGELSTAD ARENA,  
525 BROOKS AVENUE NORTH AS THE CITY OF THIEF RIVER FALLS  
DESIGNATED POLLING PLACE FOR ALL PRECINCTS WITHIN THE CITY LIMITS  
FOR 2019**

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

WHEREAS, Minnesota Election Law section 204B.16 requires the city council of every municipality to designate a place for holding an election for each precinct every year before December 31<sup>st</sup>. The designated polling place remains the polling place for these precincts throughout the calendar year unless: Polling place becomes unavailable or an emergency occurs after the deadline to designate a polling place but before the polls close on election day.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Administrative Services Committee recommendation to designate the Ralph Engelstad Arena, 525 Brooks Avenue North, Thief River Falls as the City of Thief River Falls designated polling place for all precincts within the City limits for 2019.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_Holmer\_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorensen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

#7.08

Ralph Engelstad Arena  
525 Brooks Avenue North  
Thief River Falls MN 56701-0528

PHONE: 218-681-2183  
FAX: 218-683-7246  
email: [msletten@citytrf.net](mailto:msletten@citytrf.net)  
[www.citytrf.net](http://www.citytrf.net)

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## Request for Council Action

**DATE:** December 18, 2018

**SUBJECT:** Norskies Lease

**RECOMMENDATION:** it is respectfully requested the Council consider the following:

**MOTION:** to approve the recommendation of the Administrative Services Committee to renew the lease with the Norskies with the following change: practice ice rate will go from \$70/hour to \$75.

**BACKGROUND:** the hourly ice rates for other organizations increased from \$70 to \$75.

**LEGAL:** N/A

**FINANCIAL CONSIDERATIONS:** fees are an important source of revenue for arenas operations.

**DEPARTMENT/RESPONSIBLE PERSON:** Missy Sletten, Arena Manager



**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.08

**RESOLUTION NO. : APPROVAL OF NORSKIES LEASE RENEWAL**

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

BE IT RESOLVED, by the City Council, to approve the recommendation of the Administrative Services Committee to renew the lease with the Norskies with the following change: practice ice rate will go from \$70/hour to \$75.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

#7.09

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[www.citytrf.net](http://www.citytrf.net)

## Request for Council Action

**DATE:** December 18, 2018

**SUBJECT:** Residential Tax Abatement

**RECOMMENDATION:** It is respectfully requested that the Council consider the following Administrative Services Committee recommendation:

Motion to: Approve Tax Abatement for the following properties.

- Rustads Addition S184' of N549' of Lots 58-59 less E 14' of Lot 59 Parcel D. Parcel number 25.04703602 – Esther Johnson. Total estimated abatement is \$913.80.
- MMDC's Greenwood Neighborhood Addition Lot-011 Block-001. Parcel number 25.12101110 – Christina Pribyl. Total estimated abatement is \$302.60.
- South Eastwood Addition, Lot-005, Block-001. Parcel number 25.11100510 – Duane & Wendy Horras. Total estimated abatement is \$923.23.
- South Eastwood Addition, Lot-001, Block-002. Parcel number 25.11100920 – Margaret Kaste. Total estimated abatement is \$842.65.
- Red Lake Rapids Addition Lots 25 thru 27 Blk 20. Parcel number 25.00623000 – Amanda Wilde. Total estimated abatement is \$480.95.
- Lot 3, Pine Wood Estates. Parcel number 25.11400300 – Marcellene Franson. Total estimated abatement is \$726.92.
- Lot-011, Block-004, Noreen's First Addition. Parcel number 25.06204100 – Karen Berggren. Total estimated abatement is \$120.01.

**BACKGROUND:** The City of Thief River Falls and Pennington County has a tax abatement program in place for new single family homes built in the City of Thief River Falls. The home construction cost, excluding the lot value, cannot exceed \$160,000 for homes built prior to June of 2015 and \$200,000 for homes built after that. This abatement is good for three years and only applies to the first owner occupying the home. Properties currently in the program, in their second or third year of abatement are as follows:

### Second Year

- Lot 2, Pine Wood Estates. Parcel number 25.11400200 – Shannon McCloskey. Total estimated abatement is \$681.49.
- Lot 4, Pine Wood Estates. Parcel number 25.11400400 – Kevin Brown. Total estimated abatement is \$655.77.
- Lot 5, Pine Wood Estates. Parcel number 25.11400500 – Kathryn A. Renwick. Total estimated abatement is \$601.34.
- Lot 6, Pine Wood Estates. Parcel number 25.11400600 – James & Ruthann Svir. Total estimated abatement is \$807.50.
- Lot 7, Pine Wood Estates. Parcel number 25.11400700 – Lois Bergland. Total estimated abatement is \$794.64.
- Lot 4, Block 1 South Eastwood Addition. Parcel number 25.11100410 – Mark & Denise Borseth. Total estimated abatement is \$831.07.
- Lots 10 thru 12, Block 53, Original Townsite of Thief Riv. Parcel number 25.00337030 – Aaron & Deanna Joppru. Total estimated abatement is \$711.49.
- N 150' of Lot 51 and E 20' of N 150' of Lot 50, Rustads Addition. Parcel number 25.04702900 – Thomas Zingsheim. Total estimated abatement is \$799.79.
- Lot 10, Block 6, Noreen's First Addition. Parcel number 25.06208300 – Tammy Jacka. Total estimated abatement is \$494.19.

### Third Year

- Lot 1, Pine Wood Estates. Parcel number 25.11400100 – Alexander Schmidt. Total estimated abatement is \$682.35.

**KEY ISSUES:** The homeowner must submit a copy of their property tax statement and proof of payment. There are seven new properties eligible for abatement this year. There are nine existing properties in the second year and one in the third year of the three year program.

**FINANCIAL CONSIDERATIONS:** The cost to the City for the abatement of all properties is \$11,369.79.

**LEGAL CONSIDERATION:** The tax abatement requires Public Hearing for new property in their first year of abatement.

**DEPARTMENT/RESPONSIBLE PERSON:** Angie Philipp, Finance Director

**CITY OF THIEF RIVER FALLS**  
**PROPOSED RESOLUTION**

#7.09

**RESOLUTION NO. : APPROVAL OF TAX ABATEMENTS**

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 Administrative Services Committee recommendation to approve Tax Abatement for the following properties.

- Rustads Addition S184' of N549' of Lots 58-59 less E 14' of Lot 59 Parcel D. Parcel number 25.04703602 – Esther Johnson. Total estimated abatement is \$913.80.
- MMCDC's Greenwood Neighborhood Addition Lot-011 Block-001. Parcel number 25.12101110 – Christina Pribyl. Total estimated abatement is \$302.60.
- South Eastwood Addition, Lot-005, Block-001. Parcel number 25.11100510 – Duane & Wendy Horras. Total estimated abatement is \$923.23.
- South Eastwood Addition, Lot-001, Block-002. Parcel number 25.11100920 – Margaret Kaste. Total estimated abatement is \$842.65.
- Red Lake Rapids Addition Lots 25 thru 27 Blk 20. Parcel number 25.00623000 – Amanda Wilde. Total estimated abatement is \$480.95.
- Lot 3, Pine Wood Estates. Parcel number 25.11400300 – Marcellene Franson. Total estimated abatement is \$726.92.
- Lot-011, Block-004, Noreen's First Addition. Parcel number 25.06204100 – Karen Berggren. Total estimated abatement is \$120.01.

Second Year

- Lot 2, Pine Wood Estates. Parcel number 25.11400200 – Shannon McCloskey. Total estimated abatement is \$681.49.
- Lot 4, Pine Wood Estates. Parcel number 25.11400400 – Kevin Brown. Total estimated abatement is \$655.77.
- Lot 5, Pine Wood Estates. Parcel number 25.11400500 – Kathryn A. Renwick. Total estimated abatement is \$601.34.
- Lot 6, Pine Wood Estates. Parcel number 25.11400600 – James & Ruthann Svir. Total estimated abatement is \$807.50.
- Lot 7, Pine Wood Estates. Parcel number 25.11400700 – Lois Bergland. Total estimated abatement is \$794.64.
- Lot 4, Block 1 South Eastwood Addition. Parcel number 25.11100410 – Mark & Denise Borseth. Total estimated abatement is \$831.07.

- Lots 10 thru 12, Block 53, Original Townsite of Thief Riv. Parcel number 25.00337030 – Aaron & Deanna Jopru. Total estimated abatement is \$711.49.
- N 150' of Lot 51 and E 20' of N 150' of Lot 50, Rustads Addition. Parcel number 25.04702900 – Thomas Zingsheim. Total estimated abatement is \$799.79.
- Lot 10, Block 6, Noreen's First Addition. Parcel number 25.06208300 – Tammy Jacka. Total estimated abatement is \$494.19.

Third Year

- Lot 1, Pine Wood Estates. Parcel number 25.11400100 – Alexander Schmidt. Total estimated abatement is \$682.35.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_Holmer\_\_\_Howe \_\_\_ Sollom \_\_\_ Lorensen \_\_\_Brown \_\_\_Prudhomme \_\_\_Aarestad  
\_\_\_Narverud

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# City of Thief River Falls

CITY ADMINISTRATOR

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

#7.10

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

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## REQUEST FOR COUNCIL ACTION

**DATE:** December 18, 2018

**SUBJECT:** Financial Audit Agreement

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

**MOTION TO:** contract with Hoffman, Philipp, and Knutson PLLC for 2018, 2019 and 2020 Governmental Audit Services at \$18,500 per year.

**BACKGROUND:** Annually the City is required to complete an audit of the financials in accordance with Governmental Auditing Standards and OMB Circular A-133 Single Audit Requirements, when applicable.

**FINANCIAL CONSIDERATION:** Historically, the audits have cost the following:  
2004-\$19,950, 2005-\$19,750, 2006-\$16,850, 2007-\$17,300, 2008-\$17,900, 2009-\$14,500,  
2010-\$14,900, 2011-18,800, 2012-\$19,500, 2013-18,100, 2014-\$18,500, 2015 thru 2017 -  
\$18,000. The costs may vary from year to year depending on if the City needs additional  
single audits for State and Federal Grants. This is a budgeted item.

**LEGAL CONSIDERATION:** N/A

**DEPARTMENT/RESPONSIBLE PERSON:** Angie Philipp, Finance Director

Colleen Hoffman, Director  
Crystelle Philipp, CPA  
Marit Knutson, CPA




Hoffman, Philipp, & Knutson, PLLC  
Governmental Audit Services

## MULTI-YEAR AUDIT AGREEMENT

This constitutes a written agreement for audit services as described in the annual engagement letter between the City of Thief River Falls and the auditing firm of Hoffman, Philipp, & Knutson, PLLC.

The maximum annual fee for the audit of the City of Thief River Falls for years ended December 31, 2018, 2019, and 2020, will remain at \$18,500 per year, provided activities and expenditures remain approximately the same and unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

 10/27/2018  
\_\_\_\_\_  
Crystelle Philipp date  
Hoffman, Philipp, & Knutson, PLLC

\_\_\_\_\_  
Mayor date  
City of Thief River Falls

\_\_\_\_\_  
City Administrator date

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.10

**RESOLUTION NO. : APPROVAL OF CONTRACT WITH HOFFMAN, PHILIPP, AND  
KNUTSON PLLC FOR GOVERNMENTAL AUDITING SERVICES**

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

WHEREAS, annually the City is required to complete an audit of the financials in accordance with Governmental Auditing Standards and OMB Circular A-133 Single Audit Requirements, when applicable.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the Administrative Services Committee recommendation to approve contract with Hoffman, Philipp, and Knutson PLLC for 2018, 2019 and 2020 Governmental Audit Services at \$18,500 per year.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.11

**RESOLUTION NO. : APPROVAL TO WRITE OFF FALLS LIQUOR STORE NSF  
CHECKS TO BAD DEBT EXPENSE**

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 a Public Safety/Liquor Committee recommendation to write off Falls Liquor Store NSF checks totaling \$787.39 to bad debt expense. Efforts will continue to collect on the outstanding accounts.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# City of Thief River Falls

#7.12

## UTILITIES BILLING OFFICE

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

PHONE: 218 681-4145  
FAX: 218 683-7343  
email: [billing@citytrf.net](mailto:billing@citytrf.net)

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### Request for Council Action

December 10, 2018

**Subject: Uncollectible Utility Account Write-offs.**

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

**Motion To:** approve writing off the attached uncollectible utilities accounts

**Background:** Collection of delinquent accounts is done each month rather than wait until year end. The attached is a summary of what has been done with those delinquent accounts.

**Key Issues:** Most delinquents are turned over to the Minnesota Revenue Recapture program to be taken from the customers State tax withholdings and end up being paid. A few are turned over to the Credit Bureau. If the customer who incurred the bill owned the property, we can certify it to the County for collection with taxes.

**Financial Considerations:** Total to write off is \$86,588.14. It is anticipated that the majority of that will be recovered by the Minnesota Revenue Recapture Program.

**Legal Considerations:** City policy is followed.

**Department/Responsible Person:** Utility Billing/Patsy Lindquist

**Reviewed by:**

**Date** December 10, 2018

**To:** Utilities Committee

**From:** Patsy Lindquist, Senior Billing Clerk

Utilities Billing Office

The following accounts are to be written off for the previous 12 month period. \$6,938.12 has been turned over to the Credit Bureau, \$41,751.18 has been submitted to the MN Revenue Recapture program, \$64.62 in small direct write-offs and \$37,834.22 turned over to tax roll, for a total of \$86,588.14.

**DECEMBER 2017****MN RECAPTURE**

001934902	\$	1,340.06	
001423405	\$	439.13	
001200201	\$	92.08	
002725619	\$	145.52	
002674101	\$	716.72	96.04/620.68
002629213	\$	433.04	
002702809	\$	133.31	

**CREDIT BUREAU**

000868101	\$	128.84	
001502209	\$	75.60	

**MISCELLANEOUS**

002705618	\$	22.84	
002655205	\$	19.26	
001723602	\$	22.52	
<b>TOTAL</b>	\$	<u>3,568.92</u>	

**JANUARY 2018****MN RECAPTURE**

000632708	\$	130.70	
000938207	\$	455.53	
001400924	\$	521.42	
000228306	\$	576.26	
002020526	\$	122.57	
000818501	\$	431.32	
<b>TOTAL</b>	\$	<u>2,237.80</u>	

**FEBRUARY 2018****MN RECAPTURE**

002701221	\$	250.14	
001530709	\$	239.80	
001934902	\$	115.36	
002877603	\$	195.66	

**CREDIT BUREAU**

002711807	\$	263.23	
<b>TOTAL</b>	\$	<u>1,064.19</u>	

**MARCH 2018****NONE SENT****APRIL 2018****MN RECAPTURE**

003101501	\$	339.19	
002708009	\$	432.12	
002624018	\$	550.70	

**CREDIT BUREAU**

002725619	\$	571.04	
002725619	\$	218.87	
<b>TOTAL</b>	\$	<u>2,111.92</u>	

**MAY 2018**

**MN RECAPTURE**

002721613	\$	615.38
000721707	\$	554.01
002615614	\$	319.32
000625203	\$	87.60
002724810	\$	1,856.51
002718421	\$	377.37
001716704	\$	63.20
000505111	\$	379.81
000937001	\$	1,767.37
002717611	\$	444.39
000243618	\$	332.75

**CREDIT BUREAU**

002481607	\$	76.83
<b>TOTAL</b>	\$	<u>6,874.54</u>

**JUNE 2018****MN RECAPTURE**

002706017	\$	206.15
000703107	\$	585.05
000508404	\$	288.52
001318101	\$	586.63
002726015	\$	533.01
001728406	\$	1,837.13
002715809	\$	976.99
000637511	\$	107.96
002645606	\$	1,358.60
002122001	\$	1,180.77
000624901	\$	2,253.61
000807504	\$	707.21
002530806	\$	573.86
000904001	\$	1,516.17
001317214	\$	936.40

**CREDIT BUREAU**

001553306	\$	734.96
001851409	\$	86.96
000861005	\$	245.86
003100901	\$	84.88
002707616	\$	1,001.26
<b>TOTAL</b>	\$	<u>15,801.98</u>

**SEPTEMBER 2018****MN RECAPTURE**

000718705	\$	657.32
002610017	\$	515.08
001726308	\$	324.45
001543305	\$	971.51
001919605	\$	99.74
000118112	\$	106.68
002022009	\$	110.89
001427006	\$	74.39
000815509	\$	338.27

002532406	\$	875.00
000639025	\$	91.90
000444407	\$	370.49
001403612	\$	1,522.74
002683401	\$	154.10
001423801	\$	380.28
04375-378	\$	576.37
000225001	\$	573.53
003101401	\$	114.53
000810509	\$	114.53
<b>CREDIT BUREAU</b>		
000601901	\$	402.01
001536119	\$	1,330.40
001624210	\$	102.74
002630803	\$	97.08
002358002	\$	84.42
<b>TOTAL</b>	<b>\$</b>	<b>9,988.45</b>

**OCTOBER 2018  
MN RECAPTURE**

001423701	\$	314.37
<b>CREDIT BUREAU</b>		
001536119	\$	1,330.40
001624210	\$	102.74
<b>TOTAL</b>	<b>\$</b>	<b>1,747.51</b>

**NOVEMBER 2018**

001506102	\$	249.46
000538701	\$	966.38
002717611	\$	556.68
002805101	\$	1,058.81
000938502	\$	674.19
001545107	\$	1,249.00
002530806	\$	604.09
<b>TOTAL</b>	<b>\$</b>	<b>5,358.61</b>

**GRAND TOTAL**      \$ 48,753.92



# City of Thief River Falls

## UTILITIES BILLING OFFICE

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

PHONE: 218-681-4145 . FAX: 683-7343  
email: [billing@citytrf.net](mailto:billing@citytrf.net)

December 10, 2018

Address: 1508 Hwy 1 East  
Parcel Number: 25.047.02.00  
Legal Description: Rustad's Addition  
E. ½ of Lot 23 and Lots 24 thru 27 and W. ½ of Lot 28  
R.O. Northland Village  
Account# 02-03004002-00-3  
Delinquent amount due: \$35,595.39

Parcel Number: 25.014.030.40  
Legal Description:P. Meehans Addition – Lot 4 Blk 4  
Account # 00-00532701-00-2  
Delinquent amount due: \$1,564.64

Parcel Number: 25.013.018.10  
Legal Description: Meehan's Addition  
S. 5ft of Lot 20 and all of Lot 21 Blk 1  
Owner's Rearrangement of Blk 1  
Account# 00-00938502-01-2  
Delinquent amount due: \$674.19

**TOTAL TO TAX ROLL \$37,834.22**

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.12

**RESOLUTION NO. : APPROVAL TO WRITE OFF UNCOLLECTIBLE UTILITY  
ACCOUNTS**

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 a Utilities Committee recommendation to approve write off of uncollectible utilities accounts for the previous 12 month period. \$6,938.12 has been turned over to the Credit Bureau; \$41,751.18 has been submitted to the MN Revenue Recapture program, \$64.62 in small direct write-offs and \$37,834.22 turned over to tax roll, for a total of \$86,588.14.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_

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\_\_\_\_\_



# City of Thief River Falls

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

#7.13

PHONE: 218-681-2943  
FAX: 218-681-6223  
email: [rotterness@citytrf.net](mailto:rotterness@citytrf.net)  
[www.citytrf.net](http://www.citytrf.net)

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## REQUEST FOR COUNCIL ACTION

**DATE:** December 18, 2018

**SUBJECT:** Storefront Renovation Loan Program

**RECOMMENDATION:** it is respectfully requested the Council approve the recommendation of the Community Development Advisory Board

**MOTION TO:** to approve \$7500 loan from the Storefront Renovation Loan Program for improvements to Discovery Place at 305 East Nora.

**BACKGROUND:** the Discovery Place has water damage on its south wall. The loan proceeds will be used to remove and reinstall siding and to replace sheeting and insulation.

**FINANCIAL CONSIDERATION:** loan is from CDAB funds.

**LEGAL CONSIDERATION:** loan secured by mortgage on building.

**DEPARTMENT/RESPONSIBLE PERSON:** Rod Otterness, City Administrator



**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.13

**RESOLUTION NO. : APPROVAL OF STOREFRONT RENOVATION LOAN TO  
DISCOVERY PLACE**

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

RESOLVED, by the City Council, to accept a Community Development Advisory Board recommendation to approve \$7,500 loan from the Storefront Renovation Loan Program for improvements to Discovery Place at 305 East Nora.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_

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\_\_\_\_\_



# City of Thief River Falls

#7.14

Ralph Engelstad Arena  
525 Brooks Avenue North  
Thief River Falls MN 56701-0528

PHONE: 218-681-2183  
FAX: 218-683-7246  
email: [mslctten@citytrf.net](mailto:mslctten@citytrf.net)  
[www.citytrf.net](http://www.citytrf.net)

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## Request for Council Action

**DATE:** December 18, 2018

**SUBJECT:** Camera System Upgrade for the Ralph

**RECOMMENDATION:** it is respectfully requested the Council consider the following:

**MOTION:** to approve the recommendation of the Administrative Services Committee to authorize acceptance of the Wiktel quote of \$10,542 for camera system upgrade at the Ralph Engelstad Arena.

**BACKGROUND:** although there have been very few security problems at the arenas, the potential exists. Upgrading the system will improve deterrence as well as assist investigation should there be an incident in the future.

**LEGAL:** N/A

**FINANCIAL CONSIDERATIONS:** costs will be paid from funds recently borrowed for arena capital equipment.

**DEPARTMENT/RESPONSIBLE PERSON:** Missy Sletten, Arena Manager

**ATTACHMENT:** Wiktel quote



# WIKTEL

**Wikstrom Telecom - Internet  
Broadband & Telecommunication Services  
212 South Main Karlstad, MN 56732**

**TO:** Joanne Olson  
City of Thief River Falls  
PO Box 528  
Thief River Falls, Mn 56701

**CONTACT:**

**PHONE:** 218-681-2943  
cell 218-689-3710

**BID DATE** 3/21/2018

We are pleased to submit the following bid:

**Job Description:** Camera System Upgrade for the Ralph

**MATERIALS**

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1.00	64 Channel Elite 4k Hot Swap NVR 16TB	2,515.00	2,515.00
23.00	3 MP Dome w/motorized zoom IR 98 feet	140.00	3,220.00
3.00	4 MP dome fish eye for concession stands	256.00	768.00
2.00	4 Port POE Switches for connection and hall cams	99.00	198.00
1.00	Refurbished Cisco 24 Port POE Switch (power cams)	300.00	300.00
700.00	Estimated Cat 5 Wire (Plenum)	0.24	168.00
4.00	Small weather proof mount	28.35	113.40
1.00	Misc mounting hardware	75.00	75.00
			260.00
			0.00
			0.00
<b>Materials total:</b>			<b>7,617.40</b>

**SERVICE**

HOURS	DESCRIPTION	CHARGES	TOTAL
	Estimated Installation Labor		2,925.00
	(includes terminating wire, installing Camera's, programming, testing and training on system use) (customer to pull wire to camera locations)		
	Remote Access - ISP to provide Static IP		
	2 Year Warranty on Cameras and NVR		
	90 Day Warranty on Labor		
	<b>NO LICENSE FEES OR MONTHLY SERVICE FEES</b>	<b>Tax</b>	
<b>Service total:</b>			<b>2,925.00</b>
<b>Total bid price:</b>			<b>10,542.40</b>

Price valid until: 4/21/2018

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.14

**RESOLUTION NO. : APPROVAL OF CAMERA SYSTEM UPGRADE FOR THE RALPH  
ENGELSTAD ARENA**

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

WHEREAS, although there have been very few security problems at the arenas, the potential exists. Upgrading the system will improve deterrence as well as assist investigation should there be an incident in the future.

THEREFORE, BE IT RESOLVED, by the City Council, to approve the recommendation of the Administrative Services Committee to authorize acceptance of the Wiktel quote of \$10,542 for camera system upgrade at the Ralph Engelstad Arena.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_  
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**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.15

**RESOLUTION NO. : APPROVAL OF APPOINTMENT OF VOLUNTEER FIREFIGHTERS**

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

BE IT RESOLVED, by the City Council, to approve to appoint the following persons as Volunteer Firefighters in the City of Thief River Falls, effective January 1, 2019, pending success completion of background checks, drug tests, and physicals: Jordan Swanson and Wyatt Wheeler.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

#7.16

**Dick Wittenberg, Chief of Police**  
Thief River Falls Police Department  
102 1<sup>st</sup> St W • PO Box 413  
Thief River Falls MN 56701-0528

PHONE: 218-681-6161  
FAX: 218-683-7006  
dwittenberg.trfd@citytrf.net  
[www.citytrf.net](http://www.citytrf.net)

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## Request for Council Action

**Date:** December 18, 2018

**Subject:** Approval of animal control agreements

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

**Motion To:** Approve resolution authorizing execution of animal control services agreement with Pennington County Humane Society, animal disposal agreement with Daniel and Janeece Trontvet, and live cat trapping agreement with Dana Klos.

**Background:** The City of Thief River Falls has an expiring three year agreement with Pennington County Humane Society for Animal Control Services. The Public Safety/Liquor Committee is recommending renewal of the agreement for the three year period beginning January 1, 2019 at a cost of \$900 per month in 2019, increasing to \$1200 per month in 2020, and increasing to \$1400 per month in 2021. The City of Thief River Falls has an expiring three year agreement with Daniel and Janeece Trontvet for disposal of animal carcasses. The Public Safety/Liquor Committee is recommending renewal of the agreement for the three year period beginning January 1, 2019 at a cost of \$1075 per year in 2019, increasing to \$1107 per year in 2020, and increasing to \$1140 per year in 2021. The Public Safety/Liquor Committee has identified a need for the trapping of feral cats and is recommending entering into an agreement with Dana Klos for live trapping cats at the cost of \$30 per cat.

**Key Issues:** The city's agreements for animal control services and for disposal of animals are working well and should be renewed. The city has identified a growing problem with feral cats.

**Financial Consideration:** Service agreements are a budgeted cost.

**Legal Consideration:** N/A

**Department/Responsible Person:** Chief Dick A. Wittenberg

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.16

**RESOLUTION NO. : APPROVAL OF ANIMAL CONTROL SERVICE AGREEMENTS  
WITH PENNINGTON COUNTY, DANIEL AND JANECE TRONTVET, AND DANA  
KLOS**

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

WHEREAS, the City of Thief River Falls has an expiring three year agreement with Pennington County Humane Society for Animal Control Services. The Public Safety/Liquor Committee is recommending renewal of the agreement for the three year period beginning January 1, 2019 at a cost of \$900 per month in 2019, increasing to \$1200 per month in 2020, and increasing to \$1400 per month in 2021. The City of Thief River Falls has an expiring three year agreement with Daniel and Janece Trontvet for disposal of animal carcasses. The Public Safety/Liquor Committee is recommending renewal of the agreement for the three year period beginning January 1, 2019 at a cost of \$1075 per year in 2019, increasing to \$1107 per year in 2020, and increasing to \$1140 per year in 2021. The Public Safety/Liquor Committee has identified a need for the trapping of feral cats and is recommending entering into an agreement with Dana Klos for live trapping cats at the cost of \$30 per cat.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the recommendation of the Public Safety/Liquor Committee to approve execution of animal control services agreement with Pennington County Humane Society, animal disposal agreement with Daniel and Janece Trontvet, and live cat trapping agreement with Dana Klos.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_Holmer\_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorensen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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#7.17

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## Request for Council Action

---

**DATE:** December 18, 2018

**SUBJECT:** Minnesota Tax Credit Contribution Fund

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

**Motion to:** Approve a resolution of support for the proposed Minnesota Tax Credit Contribution Fund.

**BACKGROUND:** Thief River Falls, with the unprecedented growth of Digi-Key and others, is experiencing a housing shortage. The rising cost of construction and the income constraints for renting apartments or purchasing homes often creates a gap that impedes development. Minnesota Housing Partnership (MHP) is introducing legislation for a Minnesota Tax Credit Contribution Fund. This program is modeled after North Dakota's Housing Incentive Fund. MHP is asking communities to support this legislation (S.F. 3301 and H.F. 4072) as it will be reviewed in the next legislative session.

**KEY ISSUES:** The Minnesota Tax Credit Investment Fund allows any taxpayer or corporation with a state tax liability to donate up to 5 million dollars, or 25 million dollars state wide, as a one to one tax credit through this public private partnership. This donation can be to a specific development in their community or into a general loan pool. A large employer in Thief River Falls with a state tax liability could donate funds that they otherwise would pay in income tax to assist with a specific housing project in Thief River Falls. There will likely be some income restrictions for tenants or buyers, but may be significantly higher than those imposed with current programs.

**FINANCIAL CONSIDERATIONS:** None

**LEGAL CONSIDERATION:** None

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

Encl: (1)



# Minnesota Tax Credit Contribution Fund



S.F. 3301 | H.F. 4072

An innovative new tool that encourages local businesses and neighbors to invest in their community by creating housing opportunities.

## WHY

The private market is not supplying housing that is affordable to Minnesota's workers. A public private partnership is the best way to ensure an adequate supply of housing. The Minnesota Tax Credit Contribution Fund incentivizes private investment and promotes community and economic development.

## WHAT

Since its inception in 2011, North Dakota's Housing Incentive Fund (HIF) has leveraged roughly \$5 for every \$1 invested, creating more than 2,500 units across the state. Modeled after North Dakota's HIF, the Minnesota Tax Credit Contribution Fund will encourage local businesses and neighbors to invest in their community by creating housing opportunities.

The program is capitalized by contributions from taxpayers that have state income, corporate, or insurance premium tax liabilities. In exchange for contributions to affordable housing, participating taxpayers receive credit against their state income tax liability equal to their contribution to a specific development or the general loan pool. The program relies on taxpayer support to provide low-cost financing to developers of affordable housing.

A proven model, simple and effective

**Commonwealth Development Vice President Erin Anderson** works in Minnesota and North Dakota to create affordable housing, and has utilized North Dakota's Housing Incentive Fund to build 60 units in two communities, providing affordable housing for working families and seniors. "It was a simple process with a major impact," Anderson says. "The Fund attracted essential investments by local financial institutions who saw the need for additional housing and wanted to invest in the Fund to fill funding gaps and advance needed projects. Minnesota would absolutely benefit from this proven, flexible tool."

**Skip Duchesneau, President of D.W. Jones**, which develops affordable housing in 25 different communities in Greater Minnesota, says: "We need straightforward, effective tools - like the Minnesota Tax Credit Contribution Fund - that allow local businesses to partner with developers to meet pressing local needs for affordable, workforce, and senior housing. This Fund would be an efficient state investment that leverages private, state, and federal resources to positively impact communities across the state."

**Greg Handberg, Senior Vice President at Minneapolis-based developer Artspace**, utilized the North Dakota Housing Incentive Fund to create 34 units of affordable housing in Minot. "The Fund was a simple, effective tool; the contributor got to say that they helped make affordable housing happen in their community, and we were able to close financing gaps to advance the project and get the job done." Becky Carlson St. Clair, Director of Property Development at Artspace, says, "It was a win-win-win scenario - for the developer, the investor, and the community. A program like this in Minnesota could have a significant impact."

## HOW IT WORKS

Eligible applicants apply to the state housing agency for funds. Successful applicants are issued a conditional commitment of funds during which time the applicants solicit contributions. If a project does not solicit the full amount of funds, the state can allocate funds from the general pool.

The funds are provided by the state agency to each project in the form of subordinate forgivable or bona fide soft loans, if requested by the developer for tax purposes. The forgivable loans require no periodic payments and are forgiven in their entirety if the project satisfies the ongoing rent/income restriction requirements.

## BENEFITS

**Flexibility:** This program allows for greater flexibility to support different types of projects that serve different needs. As a Minnesota tool, it is more flexible than existing federal resources that fund new development and preservation. Minnesota Housing Finance Agency will still prioritize the types of projects to be awarded during each annual application process. The state could use this tool in conjunction with other programs or award by itself to provide gap financing.

**Simplicity:** The credit does not require syndication, therefore, every dollar invested stays in Minnesota and goes directly to the project.

**Easy to participate:** Any taxpayer with state income, corporate, or insurance premium tax liabilities would be eligible to contribute and receive a credit. Those without state tax liability can still contribute to a development. A contribution does not give the contributor ownership interest in the housing project. The contributor only receives the tax credits in exchange for their contribution. This makes it easier for businesses in need of housing to participate.

**Leverage:** The program makes housing projects feasible by leveraging other private, state and federal resources.

Contributors receive a dollar-for-dollar certificated state tax credit to be claimed in the same year as the contribution against their state tax liability. If the amount of the credit exceeds the contributing taxpayer's tax liability for the taxable year, the excess may be carried forward to each of the ten succeeding taxable years.

Contributions are made on a project-specific basis or on a general pool basis to be used to fund projects statewide. If a single project receives contributions in excess of its awarded amount, the state housing agency allocates the contribution to another project.

**Good for Greater Minnesota:** The program will work better for Greater Minnesota than existing federal credits or other proposed state credits. Existing federal tax credit programs can be difficult to utilize outside of metropolitan communities.

### Boosts local businesses

» Banks can receive CRA credit; a huge advantage for projects in Greater Minnesota. Banks support similar programs because this model allows them to donate to projects in areas where they would not purchase federal tax credits.

» A contribution to a project is potentially eligible for a federal tax deduction in addition to a state tax credit. Similar contributions have been treated as charitable donations.

» Businesses can use the tax credit to help build the affordable workforce housing needed throughout Minnesota.

» Investments in housing pay for themselves by building the economy and creating jobs.

**CONTACT:** Libby Murphy, MHP Deputy Policy Director  
libby.murphy@mhponline.org, 651-925-5556

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.17

**RESOLUTION NO. : APPROVAL OF RESOLUTION OF SUPPORT FOR THE  
PROPOSED MINNESOTA TAX CREDIT CONTRIBUTION FUND**

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

WHEREAS, the Minnesota Tax Credit Investment Fund allows any taxpayer or corporation with a state tax liability to donate up to 5 million dollars, or 25 million dollars state wide, as a one to one tax credit through this public private partnership. This donation can be to a specific development in their community or into a general loan pool. A large employer in Thief River Falls with a state tax liability could donate funds that they otherwise would pay in income tax to assist with a specific housing project in Thief River Falls. There will likely be some income restrictions for tenants or buyers, but may be significantly higher than those imposed with current programs.

THEREFORE, BE IT RESOLVED, by the City Council, to accept the recommendation of the Public Works Committee to approve a resolution of support for the proposed Minnesota Tax Credit Contribution Fund.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorensen \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

CITY ADMINISTRATOR

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Thief River Falls MN 56701-0528

#7.18

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## REQUEST FOR COUNCIL ACTION

**DATE:** December 20, 2018

**SUBJECT:** Internal Fund Loans

**RECOMMENDATION:** It is respectfully requested by the Administrative Committee that the City Council consider the following:

**MOTION TO:** Dissolve the following internal loan funds due to the closing of Fund 73 (Revolving Capital Fund) and transferring the funds into Fund 10 (General Fund). The loans approved prior to 2018 are listed with balances as of 12-31-17 and any 2018 approved internal fund loans will also be dissolved.

Park Toro Mower - April 2015	\$24,038.42
Police Hand-Held Radios – April 2015	\$34,048.19
REA Digital sign – December 2016	\$48,322.22
Holiday Lighting – December 2017	\$30,745.00
Park Toro Mower – June 2017	\$48,848.68
REA Compressor – August 2017	\$26,658.61
REA Floor Scrubber – February 2018	\$12,000.00
Box Leaf Vac – New 2018 estimate	\$22,000.00
Dump Truck ½ Street – new 2018 estimate	\$50,000.00
Dump Truck ½ Sanitation – new 2018 est.	\$50,000.00

**BACKGROUND:** The City of Thief River Falls was using Fund 73 for revolving capital purchases in future years. Recently loans were approved for General Fund capital that didn't have an existing budget. With our Auditor's recommendation to close Fund 73 (revolving capital Fund) into Fund 10 (General Fund), this would then offset all internal fund loans existing.

**FINANCIAL CONSIDERATION:** Elimination of this unnecessary recordkeeping will save significant time in financial administration. In the future, capital outlay will be budgeted every year in each fund by the respective department head.

**LEGAL CONSIDERATION:** N/A

**DEPARTMENT/RESPONSIBLE PERSON:** Angie Philipp, Finance Director

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#7.18

**RESOLUTION NO. : APPROVAL TO DISSOLVE INTERNAL LOAN FUNDS**

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

BE IT RESOLVED, by the City Council, to accept the recommendation of the Administrative Services Committee to dissolve the following internal loan funds due to the closing of Fund 73 (Revolving Capital Fund) and transferring the funds into Fund 10 (General Fund). The loans approved prior to 2018 are listed with balances as of 12-31-17 and any 2018 approved internal fund loans will also be dissolved.

Park Toro Mower - April 2015	\$24,038.42
Police Hand-Held Radios – April 2015	\$34,048.19
REA Digital sign – December 2016	\$48,322.22
Holiday Lighting – December 2017	\$30,745.00
Park Toro Mower – June 2017	\$48,848.68
REA Compressor – August 2017	\$26,658.61
REA Floor Scrubber – February 2018	\$12,000.00
Box Leaf Vac – New 2018 estimate	\$22,000.00
Dump Truck ½ Street – new 2018 estimate	\$50,000.00
Dump Truck ½ Sanitation – new 2018 est.	\$50,000.00

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

#8.01

## ELECTRIC DEPARTMENT

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

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email: [dnarlock@citytrf.net](mailto:dnarlock@citytrf.net)

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### Request for Council Action

**DATE:** December 18, 2018

**SUBJECT:** Fill Part-Time Apprentice Line Worker Position in the Electric Department

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

**MOTION TO:** To approve the employment of Jeremy Kasprzak as a part-time Apprentice Lineworker in the Electric Department. Mr. Kasprzak shall be placed at Step 1 of the Apprentice Lineworker salary schedule for a starting wage of \$25.67 per hour, effective December 19, 2018. Employment is based upon successful completion of required background evaluations and shall serve a six-month (1,040 working hours) probation as required by Teamster Union contract.

**BACKGROUND:** The City Council authorized filling of this Apprentice Lineworker position by Resolution No. 11-290-18.

**KEY ISSUES:** Filling of the position will assist the department in completing the required workloads of the Electric Department.

**FINANCIAL CONSIDERATIONS:** This is a newly credited position in the Electric Department. Funding of the position will be accomplished by not hiring budgeted seasonal employees in 2019.

**DEPARTMENT/RESPONSIBLE PERSON:** Dale Narlock, Electric Superintendent

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#8.01

**RESOLUTION NO. : APPROVAL OF EMPLOYMENT OF JEREMY KASPRZAK,  
PART-TIME APPRENTICE LINE WORKER IN THE ELECTRIC DEPARTMENT**

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

WHEREAS, the City Council authorized filling of this Apprentice Lineworker position by Resolution No. 11-290-18.

THEREFORE, BE IT RESOLVED, by the City Council, to approve the employment of Jeremy Kasprzak as a part-time Apprentice Lineworker in the Electric Department. Mr. Kasprzak shall be placed at Step 1 of the Apprentice Lineworker salary schedule for a starting wage of \$25.67 per hour, effective December 19, 2018. Employment is based upon successful completion of required background evaluations and shall serve a six-month (1,040 working hours) probation as required by Teamster Union contract.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# City of Thief River Falls

FINANCE DIRECTOR

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#8.02

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## REQUEST FOR COUNCIL ACTION

December 20, 2018

**SUBJECT:** 2019 Budgets

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

**Motion to:** Approve the 2019 final budgets as presented.

**BACKGROUND:** The preliminary budgets were approved on September 18, 2018. A Truth in Taxation meeting was held on Tuesday, December 4, 2018 at 6:00pm to review property tax, review budget information, and take public comment. 2019 Summary budget information is available at the City Administrator's office.

**HIGHLIGHTS:**

The following is a list of changes that were made to the preliminary budgets since September 18, 2018:

**Add:**

Election machines 25,000

**Cut:**

Contingency 81,923

It should be noted that there are other no other changes to the budget that didn't result in an increase or decrease to the 2019 budget.

**FINANCIAL CONSIDERATIONS:** The 2019 budgets are a fair representation of what the City expects to happen in 2019 while still complying with the City's Fund Balance Policy.

**LEGAL CONSIDERATIONS:** By state law, cities over 500 in population must approve their final 2019 budgets no later than December 28, 2018.

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, Finance Director



**CITY OF THIEF RIVER FALLS  
2019 BUDGET SUMMARY**

The following represents the 2019 budgeted revenue and expense totals to date:

FUND	ANTICIPATED 2018 YEAR END RESERVES	2019 REVENUE	2019 EXPENSE	TRANSFER TO OR (USE) OF FUND RESERVES	ANTICIPATED 2019 YEAR END RESERVES
General Fund	\$2,199,651	\$9,623,481	\$9,949,813	-\$326,332	\$1,873,319
Liquor Dispensary	\$794,780	\$4,702,909	\$4,798,238	-\$95,329	\$699,451
Electric Utility Fund	\$2,506,522	\$15,435,300	\$15,416,594	\$18,706	\$2,525,228
Storm Water Utility Fund	\$209,248	\$237,000	\$168,545	\$68,455	\$277,703
Water Utility Fund	\$2,596,739	\$2,792,642	\$2,578,639	\$214,003	\$2,810,742
Waste Water Utility Fund	\$874,873	\$1,043,050	\$747,017	\$296,033	\$1,170,906
Police Relief Pension Fund	\$43,141	\$9,813	\$11,158	-\$1,345	\$41,796
Debt Service Fund	\$1,319,535	\$646,448	\$702,300	-\$55,852	\$1,263,683
<b>TOTAL 2018 BUDGETS</b>	<b>\$9,388,207</b>	<b>\$34,490,643</b>	<b>\$34,372,304</b>	<b>\$118,339</b>	<b>\$10,662,828</b>

THE CITY'S INTERNAL SERVICE FUNDS (INTER-DEPARTMENTAL SERVICES FUND AND REVOLVING CAPITAL/GRANT FUND) ARE NOT INCLUDED IN THE SUMMARY BECAUSE IN MOST CASES THEIR REVENUE AND EXPENDITURES ARE REFLECTED IN OTHER CITY FUNDS.

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#8.02

**RESOLUTION NO. : APPROVAL OF 2019 BUDGET**

Angela Philipp, Finance Director, presented a recommendation. Following discussion, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

RESOLVED, by the City Council, to adopt the City-wide 2019 Budget in the amount of \$33,490,643 of revenue from all funds and \$34,372,304 of expenditures from all funds, with a transfer to (or use of) fund reserves of \$118,339.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_Holmer\_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_  
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# City of Thief River Falls

FINANCE DIRECTOR

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#8.03

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## REQUEST FOR COUNCIL ACTION

December 20, 2018

**SUBJECT:** 2019 Tax Levy

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

**Motion to:** Approve a tax levy collectible in 2019, upon taxable property in the City of Thief River Falls, for a General Fund levy of \$1,817,344 and Bonded Debt Levy of \$369,483 totaling \$2,186,827. This represents a 3.35% increase over last year's levy.

**BACKGROUND:** On September 18, 2018 the City of Thief River Falls set the 2019 preliminary tax levy at \$2,115,969.00 this was a 6.12% increase. A summary of the City's tax levy is attached.

**KEY ISSUES:**

- A 2018 General Fund tax levy of \$1,792,344.

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATIONS:** In order to comply with State law, cities over 500 in population must approve their final 2019 tax levy no later than December 28, 2018.

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, Finance Director

**CITY OF THIEF RIVER FALLS  
2010-2019 TAX LEVY DATA**

	2010 Levy	2011 Levy	2012 Levy	2013 Levy	2014 Levy	2015 Levy	2016 Levy	2017 Levy	2018 Levy	2019 Final Levy
General Fund Levy	\$1,482,406	\$1,416,778	\$1,416,778	\$1,416,778	\$1,416,778	\$1,452,281	\$1,600,107	\$1,663,597	\$1,792,344	\$1,817,344
Bonded Debt Levy	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$110,000	\$274,630	\$323,625	\$323,625	\$369,483
<b>NET TAX LEVY - LOCAL</b>	<b>\$1,582,406</b>	<b>\$1,516,778</b>	<b>\$1,516,778</b>	<b>\$1,516,778</b>	<b>\$1,516,778</b>	<b>\$1,562,281</b>	<b>\$1,874,737</b>	<b>\$1,987,222</b>	<b>\$2,115,969</b>	<b>\$2,186,827</b>
Percent Increase/Decrease - Local Levy	0.0%	-4.15%	0.00%	0.00%	0.00%	3.00%	20.00%	6.00%	6.48%	3.35%

	2010	2011	2012	2013	2014	2015 Levy	2016 Levy	2017 Levy	2018 Levy	2019 Final Levy
<u>General Fund dollars available</u>										
General Fund Tax levy (-delinquency)	\$1,292,434	\$1,229,745	\$1,374,275	\$1,374,275	\$1,374,275	\$1,408,713	\$1,552,104	\$1,613,689	\$1,738,574	\$1,762,824
Market Value Homestead Credit	\$19	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local Government Aid	\$2,418,906	\$2,418,906	\$2,418,906	\$2,418,906	\$2,892,050	\$2,948,554	\$2,963,530	\$2,970,836	\$3,056,996	\$3,061,444
<b>TOTAL</b>	<b>\$3,711,359</b>	<b>\$3,648,670</b>	<b>\$3,793,181</b>	<b>\$3,793,181</b>	<b>\$4,266,325</b>	<b>\$4,357,267</b>	<b>\$4,515,634</b>	<b>\$4,584,525</b>	<b>\$4,795,570</b>	<b>\$4,824,268</b>
Dollar increase over previous year	-\$296,524	-\$62,689	\$144,511	\$0	\$473,144	\$90,942	\$158,367	\$68,891	\$211,045	\$28,698

**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#8.03

**RESOLUTION NO. : APPROVAL OF 2019 TAX LEVY**

Angela Philipp, Finance Director, presented a recommendation. Following discussion, Councilmember \_\_\_\_\_ introduced Resolution No., being seconded by Councilmember \_\_\_\_\_, that:

RESOLVED, by the City Council, to certify the City of Thief River Falls 2019 Tax Levy at \$2,186,827 to the Pennington County Auditor, representing a 3.35% increase from the 2018 Tax Levy. The breakdown of the 2018 Tax Levy is as follows:

General Fund Levy	\$1,817,344
Bonded Debt Levy	<u>\$ 369,483</u>
Net Tax Levy	\$2,185,827

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_ Holmer \_\_\_ Howe \_\_\_ Sollom \_\_\_ Lorenson \_\_\_ Brown \_\_\_ Prudhomme \_\_\_ Aarestad  
\_\_\_ Narverud

**Notes:** \_\_\_\_\_  
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\_\_\_\_\_



# City of Thief River Falls

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#8.04

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## Request for Council Action

---

**DATE:** December 18, 2018

**SUBJECT:** 2019 Street & Utilities Improvements Feasibility Report

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

**Motion to:** Call for a Feasibility Report for the potential 2019 Street & Utilities Improvements.

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

**KEY ISSUES:** The City needs to begin the process of discussing items to be included in a public improvement project in 2019 to assure adequate time for a project hearing and construction drawings preparation to have a project ready to bid in May of 2019 for completion next fall.

**FINANCIAL CONSIDERATIONS:** Outlined on the attached summary.

**LEGAL CONSIDERATION:** Minnesota Statute Chapter 429 requirements apply.

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

Encl: (2)

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

**PROJECT SCHEDULE FOR  
2019 STREET AND UTILITIES IMPROVEMENTS  
PROJECT NO. 3002019.00**

Dec 18	Council Resolution calling for Feasibility Report
Jan 15	Accept Feasibility Report and call for Publication
Jan 23/Jan 30	Public Hearing Notice published in The TIMES
Jan 25	Mail Hearing Notice to Property Owners
Feb 11	Hold Public Hearing (5 p.m.) City Council Chambers
Feb 19	Order Improvements and call for Plans and Specifications
Mar 8	Mail Plans to State Aid Office
Apr 2	Accept Plans and Specifications and call for Bids
Apr 12	E-mail Advertisement to DULUTH NEWS TRIBUNE
Apr 12	E-mail Advertisement to The TIMES
Apr 17/Apr 24	Advertisement published in The TIMES
Apr 17	Advertisement published in DULUTH NEWS TRIBUNE
May 9	Bid Opening (2 p.m.) City Council Chambers
May 21	Award Bid
Aug 30	Receive List from Pennington County Auditor
Sept 2 – 6	Prepare Assessment Roll
Sept 17	Council Resolution Declaring Cost to be Assessed and Order Preparation of Assessment Roll
Sept 17	Council Resolution calling for Assessment Hearing
Sept 20	Assessment Hearing Notice to The TIMES
Sept 25	Hearing Notice published in The TIMES
Sept 27	Mail Assessment Notices to Property Owners
Oct. 15	Assessment Hearing (7 p.m.) City Council Chambers
Oct. 15	Council Resolution to Adopt Assessment Roll at Hearing or Nov 5 <sup>th</sup> Council Meeting

**POTENTIAL 2019 PROJECTS**1. Central Business District - Street Reconstruction and Lighting

\$3,242,000 Project Cost  
 \$2,300,000 Municipal State Aid  
 \$600,000 Streetscape Grant (DEED)  
 \$342,000 General City Cost - Bonding (12 year)  
 \$500,000 Special Assessments

2. MMCDC Elementary Addition - Wearing Course

\$100,000 Project Cost  
 \$100,000 General City Cost - Bonding (12 year)  
 \$50,000 Special Assessments

3. Nelson Drive & Fern Road - Edge Mill and Resurfacing

\$150,000 Project Cost  
 \$150,000 General City Cost - Bonding (12 year)  
 \$60,000 Special Assessments

4. Fairgrounds Miscellaneous Paving

\$25,000 Project Cost  
 \$12,500 General City Cost - Bonding (12 year)  
 \$12,500 Pennington County

5. Firehall Parking Lot Resurfacing

\$15,000 Project Cost  
 \$15,000 General City Cost - Bonding (12 year)

- Other potential projects for 2019 include the Oakland Park and Safe Route to School trails that are grant dependent and likely would be constructed in 2020.
- A block of water, sewer, and street construction are also a potential for construction in 2019 for the recently sold Noper Property.

**\$ 3,532,000 Total Project Cost**  
**\$ 622,500 Total Special Assessment – Bonding**  
**\$ 619,500 Total General City Cost – Bonding (12 Year)**  
**\$ 2,300,000 Total Municipal State Aid**  
**\$ 600,000 Total DEED Grant**



**CITY OF THIEF RIVER FALLS  
PROPOSED RESOLUTION**

#8.04

**RESOLUTION NO. : APPROVAL TO CALL FOR 2019 STREET AND UTILITIES  
IMPROVEMENT PROJECT FEASIBILITY REPORT**

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

WHEREAS, the following street and utilities improvements are being proposed for consideration by the City Council for construction in 2019:

1. Central Business District -- Street Reconstruction and Lighting
2. MMCDC Elementary Addition -- Wearing Course
3. Nelson Drive & Fern Road -- Edge Mill and Resurfacing
4. Fairgrounds Miscellaneous Paving
5. Firehall Parking Lot Resurfacing

Consideration will be included in the Feasibility Report to assess the benefited property for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429.

NOW, THEREFORE, BE IT RESOLVED, by the City Council, that the proposed improvements be referred to the Community Services Director for study and that he be instructed to report to the Council with all due speed advising the Council in a preliminary way as to whether the proposed improvements are necessary, cost-effective, and feasible and as to whether they should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvements as recommended.

**Presented at the December 18, 2018 Council Meeting**

Introduced by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

**Roll Call (if required):**

\_\_\_Holmer\_\_\_Howe\_\_\_Sollom\_\_\_Lorenson\_\_\_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

#8.05

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

## Request for Council Action

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**DATE:** December 18, 2018

**SUBJECT:** Excluded Signs

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

**Motion to:** Call for first reading to consider amending city ordinance 152.087, Excluded Signs (K), to include static signs or banners adorning fences located in allowed outdoor recreation facilities.

**BACKGROUND:** The TRF Baseball Association developed and operates fields adjacent to Franklin Middle School. In their fundraising efforts they have sold advertising signs that are placed on the ballfield fence. Currently these signs are not allowed, as they are off premise advertising signs and comparable to a billboard.

**KEY ISSUES:** The City of Thief River Falls sign ordinance has a section for excluded signs. These signs are allowed without a permit. The proposed sign ordinance amendment will add static signs or banners adorning fences located in permitted outdoor recreational facilities, provided they are placed with the intent to be viewed primarily internal to the play field area and are not placed so as to orient a direct commercial message toward an adjacent public road right-of-way to the excluded sign section.

**FINANCIAL CONSIDERATIONS:** None.

**LEGAL CONSIDERATION:** An ordinance change requires two readings.

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

Encl. (1)

**ORDINANCE NO. \_\_\_\_\_, 3rd SERIES**

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 152 ENTITLED "EXCLUDED SIGNS" BY AMENDING 152.087 TO ADD SUBDIVISION (K), AMENDING THE DEFINITION OF EXCLUDED SIGNS TO INCLUDE STATIC SIGNS AND BANNERS ADORNING FENCES LOCATED IN PERMITTED OUTDOOR RECREATIONAL FACILITIES, PROVIDED THAT THEY ARE PLACED WITH THE INTENT TO BE PRIMARILY VIEWED INTERNAL TO THE PLAY FIELD AREA AND ARE NOT PLACED SO AS TO ORIENT A DIRECT COMMERCIAL MESSAGE TOWARD AN ADJACENT PUBLIC ROAD RIGHT-OF-WAY, AND ADOPTING BY REFERENCE CITY CODE CHAPTER 10, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Chapter 152.087 is hereby amended and 152.087 K is hereby added to read as follows:

The following shall be deemed to be excluded from the definition of "sign" as it applies to this Subchapter:

(K) Static signs and banners adorning fences located in permitted outdoor recreational facilities, provided that they are placed with the intent to be primarily viewed internal to the play field area and are not placed so as to orient a direct commercial message toward an adjacent public road right-of-way.

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

Section 3. This ordinance shall be in force and effect from and after its passage, approval, and publication.

Passed by the City Council of Thief River Falls, Minnesota, on the \_\_\_\_ day of January, 2019.

Voting Aye:

Voting No:

Abstaining:

Absent:

\_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
City Administrator

**CITY OF THIEF RIVER FALLS  
INVESTMENT SUMMARY**

<b>BANK/BROKER</b>	<b>TYPE AND DESCRIPTION OF SECURITY</b>	<b>PAR</b>	<b>MATURITY DATE</b>	<b>YIELD OR INTEREST RATE</b>	<b>CALL DATE</b>	<b>CURRENT MARKET VALUE</b>
<b>RBC</b>						
Worlds Foremost BK Sydney NEB	Certificate of Deposit - Brokered	\$200,000	11-Jan-19	1.55%	11-Jan-19	\$199,870.00
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	\$249,000	02-May-19	1.20%	02-May-19	\$247,939.26
BMW Bk North Amer Salt Lake	Certificate of Deposit - Brokered	\$245,000	28-Jun-19	1.15%	28-Jun-19	\$243,196.80
Capital One Natl Assn VA	Certificate of Deposit - Brokered	\$204,000	07-Oct-19	2.00%	07-Oct-19	\$202,922.88
Citizens Bk & Tr Co	Certificate of Deposit - Brokered	\$112,000	27-Jan-20	1.10%	27-Apr-18	\$110,333.44
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	\$165,000	24-Aug-20	1.90%	23-Feb-18	\$161,896.35
State BK India New York	Certificate of Deposit - Brokered	\$246,000	26-Oct-20	3.05%	25-Apr-19	\$245,874.54
Ally Bk Midvale Utah/RBC	Certificate of Deposit - Brokered	\$247,000	09-Nov-20	2.00%	09-Nov-18	\$241,946.38
American Express Fed Saving BK	Certificate of Deposit - Brokered	\$210,000	07-Dec-20	2.10%	05-Jun-18	\$205,251.90
American Express Fed Saving BK	Certificate of Deposit - Brokered	\$37,000	21-Dec-20	2.10%	19-Jun-18	\$36,143.82
Morgan Stanley BK N A Utah CD	Certificate of Deposit - Brokered	\$246,000	08-Feb-21	2.50%	08-Aug-18	\$242,676.54
American Express Centurion Bank	Certificate of Deposit - Brokered	\$247,000	05-Apr-21	2.30%	05-Oct-17	\$240,610.11
Wells Fargo Bk N A	Certificate of Deposit - Brokered	\$249,000	30-Jun-21	1.60%	30-Jun-21	\$239,139.60
Discover BK CD 1.4	Certificate of Deposit - Brokered	\$120,000	13-Jul-21	1.45%	13-Jul-21	\$114,744.00
Discover BK CD 1.5	Certificate of Deposit - Brokered	\$125,000	20-Jul-21	1.50%	20-Jul-21	\$119,633.75
Texas Sec BK Dallas Tex	Certificate of Deposit - Brokered	\$61,000	30-Aug-21	3.00%	28-Feb-19	\$60,640.10
Peoples Sec BK & TR Co Scranton	Certificate of Deposit - Brokered	\$245,000	31-Aug-21	3.00%	28-Feb-19	\$243,561.85
Suntrust Bk Atlanta GA CD CLL	Certificate of Deposit - Brokered	\$246,000	27-Dec-21	1.20%	27-Jun-19	\$239,778.66
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	\$82,000	23-Aug-22	2.35%	23-Feb-18	\$79,003.72
BMO Harris Bk Natl Assn	Certificate of Deposit - Brokered	\$246,000	21-Aug-23	2.35%	21-May-18	\$240,420.72
JP Morgan Chase BK NA Columbus	Certificate of Deposit - Brokered	\$189,000	31-Oct-23	1.50%	30-Apr-18	\$175,562.10
HSBC Bank USA NA CD CLL	Certificate of Deposit - Brokered	\$248,000	28-Jun-24	1.50%	28-Jun-20	\$233,529.20
JP Morgan Chase BK NA Columbus	Certificate of Deposit - Brokered	\$58,000	21-Oct-24	1.40%	21-Apr-18	\$53,727.72
						<b>RBC INVESTMENTS</b>
						\$4,178,403.44
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-18	0.65%	16-Dec-18	\$100,000.00
						<b>BORDER STATE BANK INVESTMENTS</b>
						\$100,000.00

**4M FUND**

Modern Bank NA	Certificate of Deposit - Brokered	\$247,900	18-Dec-18	2.730%	\$247,900.00
Franklin Synergy Bank	Certificate of Deposit - Brokered	\$247,400	15-Jan-19	2.150%	\$247,400.00
Western Alliance Bank/Torrey	Certificate of Deposit - Brokered	\$246,900	19-Jan-19	2.164%	\$246,900.00
Corporate One Federal CU	Certificate of Deposit - Brokered	\$246,400	19-Mar-19	2.200%	\$246,400.00
Unity Bank	Certificate of Deposit - Brokered	\$245,900	16-Apr-19	2.243%	\$245,900.00
Servisfirst Bank	Certificate of Deposit - Brokered	\$245,200	21-May-19	2.322%	\$245,200.00
Mainstreet Bank	Certificate of Deposit - Brokered	\$244,500	18-Jun-19	2.425%	\$244,500.00
Kansas State Bank of Manhattan	Certificate of Deposit - Brokered	\$235,500	20-Nov-20	2.883%	\$235,500.00

**4M INVESTMENTS**

\$1,959,700.00

**TOTAL CD INVESTMENTS**

\$6,238,103.44

**MONEY MARKET ACCOUNTS**

Piper Jaffray	First American Gov't Obligations Fund	1.43%	\$3,088,115.05
RBC	US Govt Money Market Fund	0.95%	\$2.22
League of Minnesota Cities	4M Money Market Fund	1.89%	\$1,180,946.79
League of Minnesota Cities	4M Plus Fund	1.96%	\$25,085.87

**TOTAL MONEY MARKET SAVINGS**

\$4,294,149.93

**GRAND TOTAL****11/30/2018****\$10,532,253.37**

\*Interest paid every 6 months.