

PUBLIC WORKS COMMITTEE
WEDNESDAY, JANUARY 15, 2025 4:30 PM
City Hall Council Chambers -

Steve Narverud
 Julie Bolduc

Michele McCraw
 Scott Pream

1. NOMINATE CHAIR

CALL TO ORDER

2. ROLL CALL

3. APPROVE SUMMARY OF DISCUSSION

3.1. Approval of December 11, 2024 Public Works Committee Minutes

4. ECONOMIC/COMMUNITY DEVELOPMENT

4.1. Cannabis Retail Business Registration Fees

4.2. Economic Impact of Power Sports Manufacturing Plant Closing - University of Minnesota (Zoom)

4.3. Wikstrom Telephone Co. Variance & CUP

4.4. NW MN Multi-County HRA Residential & Commercial Rehab Programs

4.5. 2024 Planning Commission Summary of Actions

4.6. Development Updates

5. PUBLIC WORKS

5.1. Designate CSAH #11 As a State Aid Route

5.2. Challenger Mobile Home Park Encroachment Permit Application

5.3. Grant Application - LHS Multi-Use Trail

5.4. Grant Application - Local Climate Action (LCA) Planning Grant

5.5. 2024 Forest and Greenwood Cemetery Summaries

5.6. Project Updates

- 5.6. 1. City Hall Renovation
2. Library Bathrooms
3. REA Steps and Sidewalk
4. T.H. #59 Corridor Update

6. OTHER

6.1. 1. Frost Fest Update

2. Sanitation Update - Tipping fee to increase from \$86/ton to \$94.94/ton starting January 1, 2025. Appliances not to change. Spring cleanup day in May starting 2025 will accompany with Les's Sanitation charge for services.

7. ADJOURNMENT

Public Works Committee Minutes

Wednesday, December 11, 2024

CALL TO ORDER

This meeting is officially called to order at 4:30 pm on December 11, 2024 by Steve Narverud.

ROLL CALL

The following committee members were present: Steve Narverud, Michele McCraw and Scott Pream. Absent: Anthony Bolduc. Others present: Angela Philipp, City Administrator; Travis Giffen, Public Works Director; Richard Baker, Econ/Community Development Director. Steve Narverud chaired the meeting.

APPROVE SUMMARY OF DISCUSSION

Approval of November 6, 2024 Public Works Committee Minutes:

The committee reviewed the summary and no changes were recommended.

PRESENTATION/PUBLIC INFORMATION

1ST Annual Frost Fest January 24-26, 2025. Guest Speakers Michelle Westerman and Melora Bergee, Frost Fest Coordinators:

Michelle and Melora reviewed the preliminary schedule for the event and requested snow be dropped off for the snow sculptures.

COMMUNITY SERVICES

Residential Tax Abatements

Richard reviewed, after discussion the Committee approved RCA to Council.

Development Updates/Zoning Requests

Richard commented The Edge location has changed. It's new location is now anticipated to be by Sanford hospital.

Other

Richard noted he'll need to reach out to Mark Borseth regarding old high school football field to determine property lines/ownership.

Richard reviewed and requested the committee to approve a Retail Market Study for \$12,500 to be done in 2025. Its goal is to help determine which types businesses would be more likely to invest in Thief River Falls. After discussion the Committee approved an RCA to Council.

Richard noted the purchase agreement for an 86 room Hilton hotel project with Sanford at their old hospital location and noted the TIF would need to be finalized.

There will be a Public Hearing at the Planning and Zoning meeting on January 14, 2025

regarding a new Wikstrom communication tower.

Richard noted there are great projects in the works around the City just waiting on land purchase and agreements.

PUBLIC WORKS

Project Updates

Sixth St. Land Conveyance Update – Travis noted the purchase of the property is complete. There will be a meeting scheduled with Public Works, Water, Community Development, Electric and Police regarding usage and payment breakdowns for each department that will utilize the location.

T.H. 59 Corridor Study Update – Travis noted they are currently looking into options.

City Hall Renovations – Waiting for tilers to start and sheetrock to be mudded.

Library Bathrooms – Waiting on Lee Plumbing to complete their end.

REA Steps and Sidewalk – Travis noted the final changes are being put together with a January 15, 2025 timeline.

Chief's Coulee – is a watershed project with Andie Anderson overseeing.

RCA Adopt 2024 Assessment Roles

Travis noted there will be a Public Hearing on 12/17/24 during City Council meeting. After discussion, the Committee approved an RCA to Council.

RCA Engineer of Record - Engineering Services

After discussion, the Committee approved an RCA to Council.

RCA Sponsoring Agency - LHS Multi-Use Trail

After discussion, the Committee approved an RCA to Council.

RCA Maintain Facility - LHS Multi-Use Trail

After discussion, the Committee approved an RCA to Council.

RCA Public Works Lead Worker

After discussion, the Committee approved an RCA to Council.

Public Works Maintenance Worker - Arne Rantanen

After discussion, the Committee approved an RCA to Council.

Public Works Maintenance Worker - Jeffrey Schneider

After discussion, the Committee approved an RCA to Council.

Holiday Train - Local Food Shelf/Security – City Hall will not be open, cookies will be at the Heritage Center, working on road closure.

Approval of Unpaid Grass Mowing/Weed Trimming/Tree Removal Charges to Property Owners' 2025 Property Tax

Travis noted this is reviewed twice a year. After discussion, the Committee approved and RCA to Council.

Other

- Travis noted there will be a Public Hearing on 12/17 at City Council for the Assessment Roll.
- Scott noted the elevator is working at the Carnegie.

Guardrail on Greenwood – completed

Travis noted work on the Guardrail on Greenwood (round-about) has been completed at a cost of \$4300. There is still no lead to who ran into it.

Sanitation Truck Update

Travis noted he is still waiting on a schedule update.

Boards, Commissions and Committee Discussion

Angie noted she emailed everyone and requested they review it. Steve noted he would like one committee/council member to join the Airport Committee.

Angie also reminded the committee to turn in their per diem worksheets by end of the year.

ADJOURNMENT

There being no further discussion, the meeting was adjourned at 6:37 pm.

COUNCIL ACTIONS:

RCA Residential Tax Abatement

RCA Retail Market Study

RCA Public Works Maintenance, Jeff Schneider

RCA Public Works Maintenance, Arne Rantanen

RCA Public Works Lead Foremen, William Puppe

RCA Adopt 2024 Assessment Rolls
RCA Engineer of Record
RCA Sponsoring Agency, LHS Multi-Use Trail
RCA Maintain Facility, LHS Multi-Use Trail
RCA Unpaid Grass/Weed Trimming/Tree Removal Charges to Property Owner's 2025 Property
Tax



Draft: Economic impact of a powersports manufacturing plant: Pennington County

Aiden Opatz, Extension Educator, January 2025

Introduction

In early 2025, a powersports manufacturing plant located in Thief River Falls, Minnesota plans on closing. The plant closure is estimated to result in the lay-off of around 530 employees and the plant will indefinitely suspend all production lines.

As the business is closing, local stakeholders are interested in understanding the economic impact of the layoffs. They engaged University of Minnesota Extension to complete this basic economic impact study. The results of this study are based on an average powersports manufacturing plant in the region.

Economic impact includes direct, indirect, and induced effects. The direct effect is spending directly on the project or activity. In this analysis, it is the operations of the manufacturing plant. To quantify the direct effects, Extension used the number of jobs at the manufacturing plant.

Indirect and induced effects are also known as “ripple” effects. Spending on goods and services in the supply chain generates indirect effects. For example, the manufacturing plant purchases goods and services, such as electricity and snow removal. Spending by the plant’s employees — spurred by their paychecks — generates induced effects. Workers are paid and then purchase items, such as health care, housing, and groceries.

Economic impact terms

Direct effect: initial change

Indirect effect: business-to-business impacts

Induced effect: consumer-to-business impacts

Extension used the input-output model IMPLAN to measure the economic impact of the manufacturing plant’s operation. Input-output models capture the flow of goods and services within an economy. Once the pattern is established, the model

can show how a change in one area of the economy (say spending by the manufacturing plant) affects other parts of the economy (such as retail and health care).

Economic Contribution

As mentioned, the direct effect is employment at the manufacturing plant. The manufacturing plant will lay off around 530 employees. The industry’s average weekly wage in this region is \$1,098.¹ Based on that, the 530 jobs currently pay an estimated \$30.3 million dollars in labor income annually.

In total, the loss of the annual operations of the manufacturing plant is estimated to impact 767 jobs in Pennington County, Minnesota. The halting of operations will also result in the loss of an estimated \$55.9 million in labor income for those workers.

¹ From Department of Employment and Economic Development

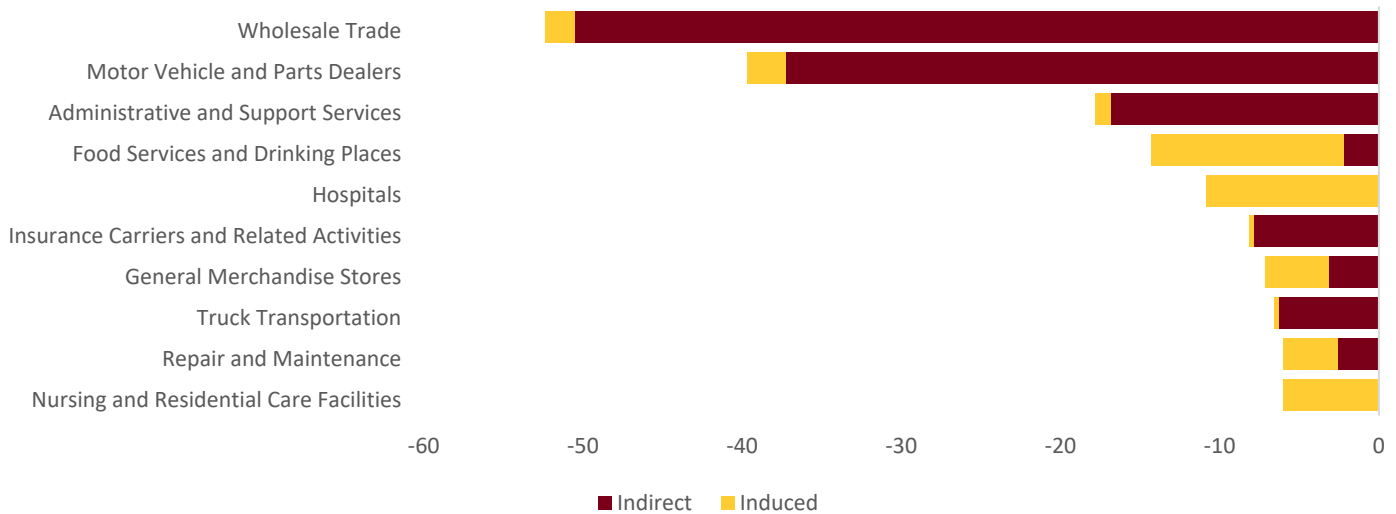
Table 1: Economic impact of the loss of 530 powersports manufacturing jobs in Pennington County, Minnesota

	Employment	Labor Income
Direct	(530)	\$(41,453,478)
Indirect	(154)	\$(10,405,808)
Induced	(83)	\$(4,055,638)
Total	(767)	\$(55,914,924)

Source: University of Minnesota Extension estimates, labor income estimated using the industry’s average weekly wage

In addition to the 530 jobs at the manufacturing plant, its operations have supported 237 workers at businesses throughout the community. The types of businesses that are predicted to experience the largest impact include wholesale trade, motor vehicle and parts dealers, administrative and support services, and food services and drinking places (Chart 1).

Chart 1: Economic contribution of a powersports manufacturing plant: top industries affected sorted by employment Source: IMPLAN



To provide context for this analysis, as of the second quarter of 2024, there were 1,032 people employed in the manufacturing sector in Pennington County, Minnesota. Thus, this manufacturing plant’s operations support roughly 51 percent of the jobs in this sector in the county. In addition, the average weekly wage in manufacturing is roughly the same as the county average (Table 2).

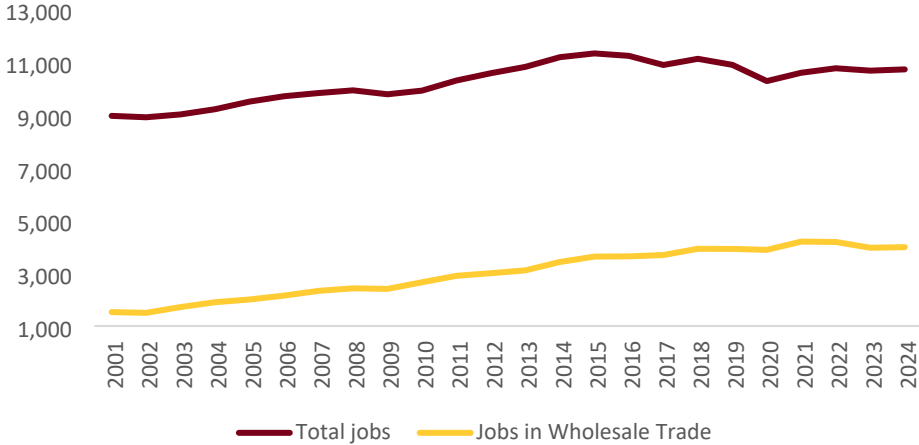
Table 2: Economic data for Pennington, Minnesota, Quarter 2 of 2024

Number of private sector jobs in manufacturing	1,032
Percent of jobs supported by manufacturing plant	51%
Average weekly wage for all industries	\$1,086
Average weekly wage for manufacturing workers (county)	\$1,098
Manufacturing wages as percent of city average wage	101%

Source: Department of Employment and Economic Development

Pennington County has experienced a general increase in the number of jobs since 2001 (Chart 2). Much of the growth, however, has been driven by one particular industry (wholesale trade), which points to the need for jobs in other industries, like powersports manufacturing, which diversifies the economy.

Chart 2: Number of jobs, Pennington County, 2001 to 2024
Source: Lightcast



Notes on this Analysis

This analysis relies on output and wage data from an average manufacturing plant. The company did not provide any data specific to their situation.

This analysis uses the 2023 IMPLAN data as well as 2023 Lightcast data.

Extension Staff

Prepared by Aiden Opatz with input from Brigid Tuck, senior economic impact analyst and Rani Bhattacharyya, Extension educator

Learn more about University of Minnesota’s Department of Community Development:
extension.umn.edu/community-development



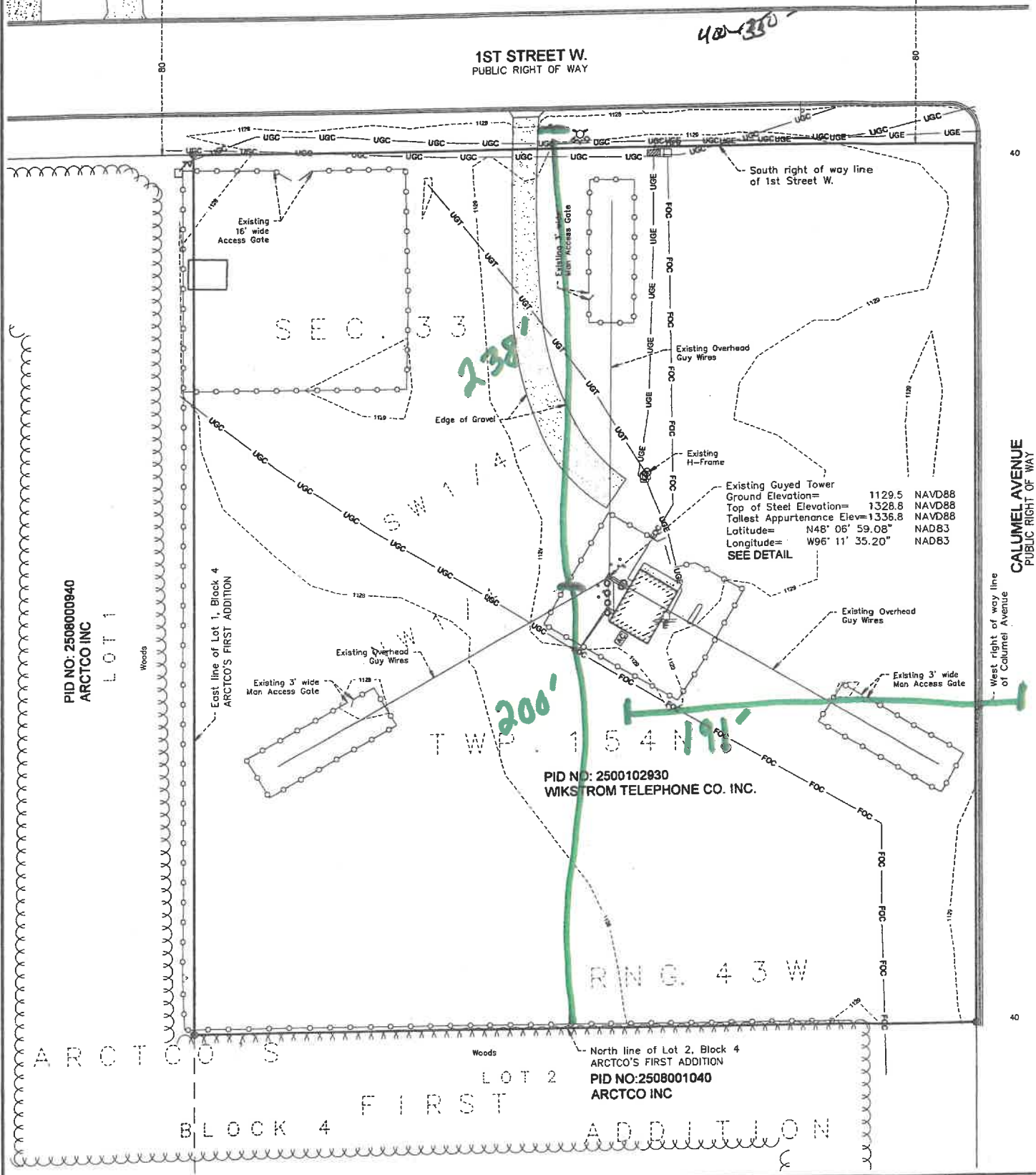
Application To Planning Commission/BOZA

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

<input type="checkbox"/> REZONING (Fee \$150.00)		<input type="checkbox"/> APPEALS (Fee \$150.00)	
<input checked="" type="checkbox"/> VARIANCE (Fee \$150.00)		<input type="checkbox"/> LAND SUBDIVISION (\$300.00)	
<input checked="" type="checkbox"/> CONDITIONAL USE PERMIT (Fee \$150.00)			
<input type="checkbox"/> INTERIM USE PERMIT (Fee \$150.00)			
Applicant			
Name Brian Wikstrom		Phone # 218-436-5207	
Address 212 South Main St	City Karlstad	State MN	Zip 56732
Property Owner (if different from Applicant)			
Name Wikstrom Telephone Company		Phone # 218-436-2121	
Address 212 South Main St	City Karlstad	State MN	Zip 56732
Approximate Location of Property			
Address 824 1 st St W		Legal Description <i>PID# 2500102930</i> <i>See Public Hearing Notice</i>	
Present Zoning Classification Commercial		Present Use Commercial Communications Tower	
Description of Request: Wikstrom has been informed that the existing 200' tower base is sinking and the tower needs to be replaced. We are asking for a variance to install a new self supporting 350' tower in its place. Currently T-Mobile, Ham Radio, and Wiktel Internet services are provided on this tower. New tower would allow for Minkota Power company to add Microwave to their power plants in NW MN from Crookston.			

Property Owner Signature (required) <i>Leslie B Wikstrom</i>		Date <i>11-26-24</i>
Applicant Signature <i>Brian Wikstrom</i>		Date <i>11-26-24</i>
Review (For office use only)		
Date of Publication <i>January 1, 2025</i>	Date on Planning Commission Agenda <i>January 14, 2025</i>	
Action Taken By Commission:		
Action Taken By City Council:		
City Council Resolution / Ordinance Number		
Fee Paid <i>\$300.00 (\$150-Variance, \$150.00 CUP)</i> CK# <i>112587</i>		

SITE SURVEY



SITE NAME:
MN01 ARCTIC KEY

Dennington County, MN

Richard Baker

From: Brian Wikstrom
Sent: Wednesday, January 8, 2025 2:01 PM
To: Richard Baker
Subject: RE: TRF First Street Tower

Follow Up Flag: Follow up
Flag Status: Flagged

SECURITY NOTICE :

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact Joanne Olson @ EXT 1150.

Richard,

Below is the explanation of how a tower would fall in the event of a storm.

This explanation is from the tower manufactures engineering team at Ehresmann in the event of a failure of a 350' self-support tower.

If you have a 350' tower, there will still be 70' ($350' - 280' = 70'$) of tower still standing after failure (ideally). We would design the highest stress of the tower to be in the 60'-80' of tower section. In the event of failure, it would fail in the 60'-80' section. This fall radius does not account for any tower drift during failure. This fall zone assumes the top 280' of tower will fall down directly beside the tower base.

The closest trailer is 236' and if a storm were to be strong enough to blow over this tower and if the trailer is still present the smallest section of 44' could potentially fall on a roof. Hypothetically, if the wind is strong enough to blow over this tower it would probably remove anything else in its path at the same time.

Let me know if you have any other concerns.

Thank You,

Brian Wikstrom
Wikstrom Telephone Company (Wiktel)
Office 218-436-5207

"Our Goal Is To Help You Reach Yours"

From: Richard Baker [mailto:rbaker@trfmn.gov]
Sent: Wednesday, January 8, 2025 10:06 AM
To: Brian Wikstrom
Subject: RE: TRF First Street Tower

Thanks Brian. I'm trying to think of every possible question we may get, or argument as to why not to approve your request so that we do not have any hiccups on Tuesday, and it passes without too much debate.

Richard

Richard Baker

From: Thief River Falls Airport Authority
Sent: Thursday, January 9, 2025 8:59 AM
To: Richard Baker
Subject: FW: Proposed Tower

SECURITY NOTICE:

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact Joanne Olson @ EXT 1150.

Good morning Richard,

Getting back to you on that tower you informed me about. It looks like it clears all of our Part 77 surfaces. A formal review by the FAA in what's called a "form 7460" will still need to be completed. At this time I have no objection but that would be contingent on FAA's review. I plan to attend the planning commission meeting in case there are questions and to provide this information.

See below.

Regards,

Joe Hedrick
Airport Manager
Thief River Falls Regional Airport (TVF)
(218) 681-7680 x7 (O)
(218) 684-1013 (C)

From: Tim Wegwerth [mailto:tim.wegwerth@trfaa.com]
Sent: Wednesday, January 08, 2025 2:12 PM
To: Joe Hedrick - Thief River Falls Airport Authority
Cc: Christopher Brett
Subject: Fw: Proposed Tower

Hi Joe,

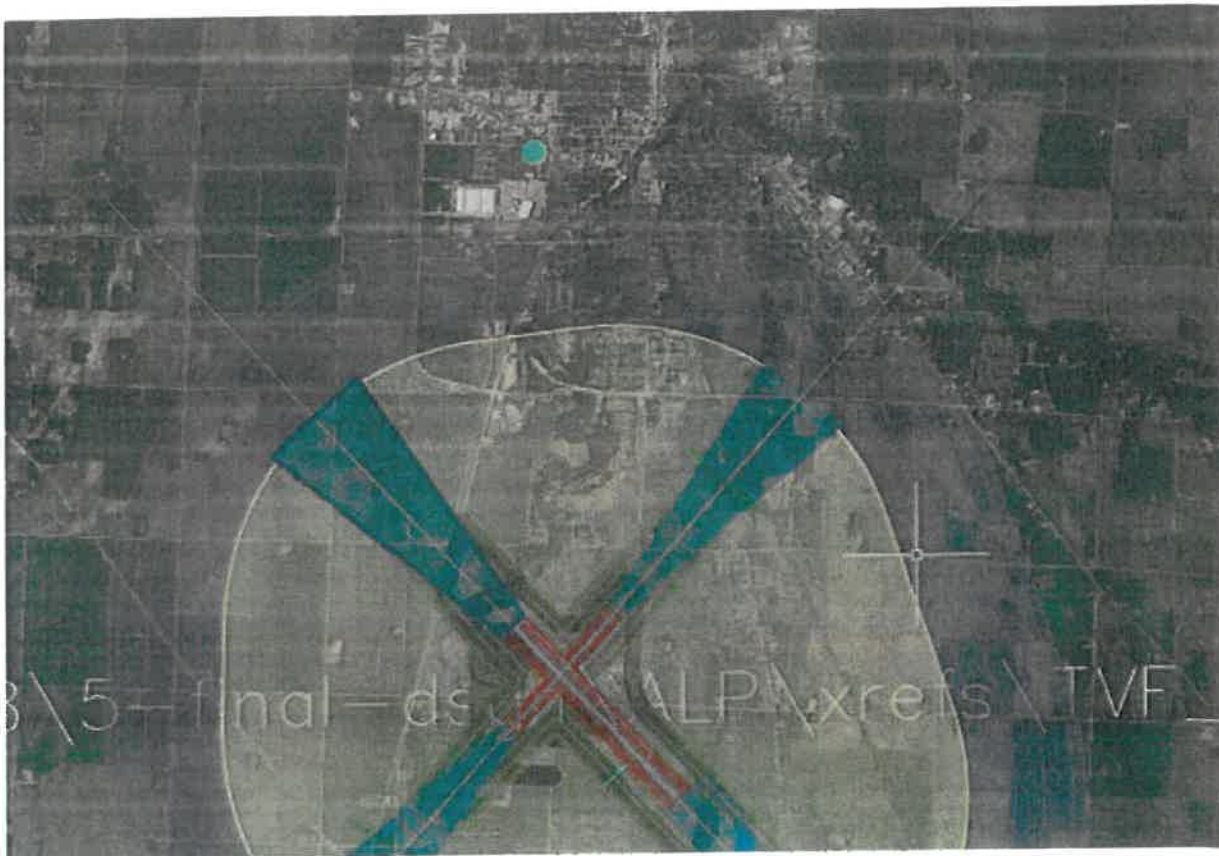
See below for what Chris found regarding the tower. Looks to be clear of part 77 but a 7460 will be needed to check everything else. Thanks!

Get [Outlook for iOS](#)

From: Christopher Brett
Sent: Wednesday, January 8, 2025 1:49:44 PM
To: Tim Wegwerth
Subject: RE: Proposed Tower

Tim,

Did a VERY quick check on this – looks like the tower is clear of the part 77 surfaces. See the screenshot below. I can make a full figure if you think it would be helpful!



Christopher Brett
Aviation Planner
Short Elliott Hendrickson Inc. (SEH®)
708.744.0316 mobile | 651.490.2000 main

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100% Employee Owned
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From: Tim Wegwerth [REDACTED]
Sent: Wednesday, January 8, 2025 12:38 PM
To: Christopher Brett [REDACTED]
Subject: Fw: Proposed Tower

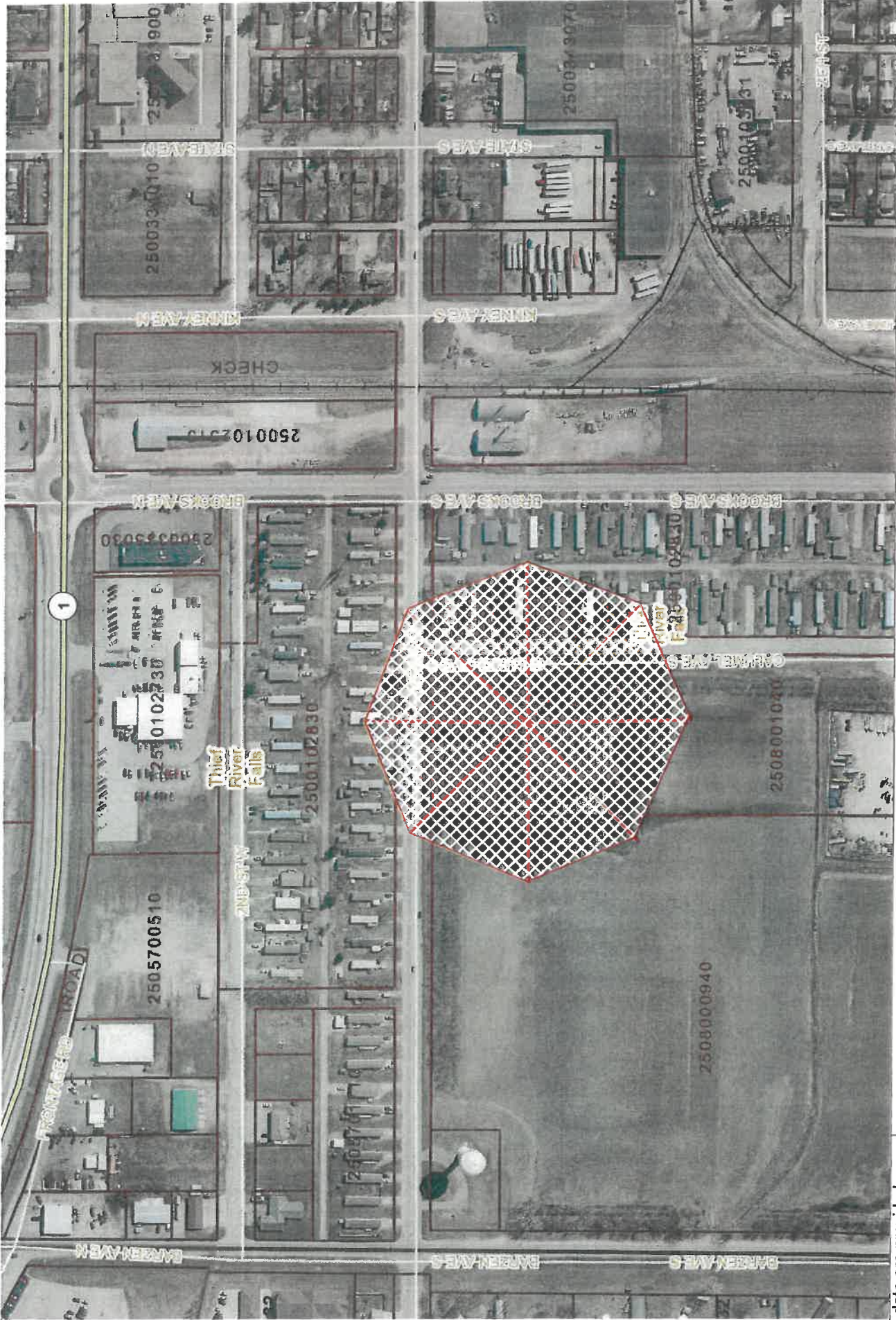
Can you take a look at this and let me know if there are any issues with the proposed taller tower?

Get [Outlook for iOS](#)

From: Thief River Falls Airport Authority [REDACTED]
Sent: Wednesday, January 8, 2025 12:01:13 PM
To: Tim Wegwerth [REDACTED]
Subject: Proposed Tower

Good afternoon Tim,

Here is the public notice I received for the proposed tower. Can you have someone look into it and let me know if it penetrates any of our Part 77



data are provided on
 "AS-IS" basis, without
 any of any type,
 used or implied, including
 limited to any warranty
 their performance.

WIKTEL 352 Ft Tower Radius

Richard

Pennington Col





Housing Rehabilitation & Public Facilities

Over 50 Years of Service

For over 50 years, the HRA has been involved in writing and administering grants on behalf of area cities and counties to fund housing, rental and commercial rehab, and to expand public facilities. Communities in northwest Minnesota contract with us to develop and submit applications to various funding agencies for housing rehab or other municipal community development activities.

Currently, the majority of funding being utilized in area communities is received from the Minnesota Department of Employment and Economic Development (DEED) Small Cities Development Program (SCDP), although a combination of funding options can be accessed to meet the changing needs of our area residents. The DEED application process is highly competitive, and funding is awarded to communities that prove the greatest need and project impact. Priorities are to preserve existing owner-occupied housing and rental units, and to bring existing structures up to building standards in energy efficiency, accessibility, health, and safety.



Small Cities Development Program (SCDP)

Home & commercial rehab is completed to address slum and blight issues, improving building appearance, efficiency, access and safety. Funds from other state and federal programs can be used by small cities to upgrade their existing infrastructure systems, install new sewer systems, water towers, and infrastructure that are not affordable without supplemental funding.

We currently have SCDP homeowner, commercial, and rental rehab projects available in the following cities:

Homeowner

- [Ada, MN](#) - [Click Here](#) to apply for Homeowner Rehabilitation in Ada, MN
- [Fosston, MN](#) - [Click Here](#) to apply for Homeowner Rehabilitation in Fosston, MN
- [Red Lake Falls, MN](#) - [Click Here](#) to apply for Homeowner Rehabilitation in Red Lake Falls, MN

Commercial

- [Erskine, MN](#) - [Click Here](#) to apply for Commercial Rehabilitation in Erskine, MN
- [Red Lake Falls, MN](#) - [Click Here](#) to apply for Commercial Rehabilitation in Red Lake Falls, MN

Rental

- [Erskine, MN](#) - [Click Here](#) to apply for Rental Rehabilitation in Erskine, MN
- [Red Lake Falls, MN](#) - [Click Here](#) to apply for Rental Rehabilitation in Red Lake Falls, MN
- [Thief River Falls, MN](#) - [Click Here](#) to apply for Rental Rehabilitation in Thief River Falls, MN

Tenant Survey for Rental Unit Rehabilitation

If you were notified by Northwest Minnesota Multi-County HRA that your landlord has submitted an application to rehabilitate the rental unit you currently occupy, please click the link next to the appropriate city below to complete the tenant survey.

This will only be completed if you received notice by our office requesting you to complete the tenant survey.

- [Erskine, MN](#) - [Click Here](#) to complete the tenant survey if you live in Erskine, MN
- [Red Lake Falls, MN](#) - [Click here](#) to complete the tenant survey if you live in Red Lake Falls, MN
- [Thief River Falls, MN](#) - [Click here](#) to complete the tenant survey if you live in Thief River Falls, MN

Contractors





Levy Revolving Rehab Loan Program

The HRA also administers a Levy Revolving Rehab Loan Program in Kittson, Marshall, Pennington, Polk, Red Lake and Roseau counties. These rehab funds are specifically allocated to each county and are made available as low-interest loans to homeowners and businesses. An online loan application can be found [here](#).



HRA Homebuyers Program

This contract-for-deed program provides homes to first-time buyers who are unable to purchase a home through conventional means and are considered "at risk" for homeownership. To qualify, household income cannot exceed 115% of the state median income, which is adjusted annually.

The program allows at-risk families to purchase a home at low interest rates with no down payment and a 30-year term. Monthly payments are based on affordability and adjusted as income increases. Hazard insurance and property taxes are escrowed and included in the mortgage payment. Qualified homebuyer education counseling is required, financial counseling is available to ensure that the homebuyer has developed a manageable budget to adequately meet the mortgage payment and maintenance expenses of any home, and homebuyers must adhere to a "good neighbor" policy.

Payments received from this program support other potential homeowners by purchasing and rehabbing additional homes.

For more information on the Homebuyers Program, contact Kristi at 218-309-0057.



HOUSING PROGRAMS & AFFORDABLE HOUSING

» Section 8 Housing Choice Voucher Rental Assistance

Through this program, eligible families and individuals select their own units and pay 30% to 40% of their adjusted gross income towards rent & utilities. Northwest Minnesota Multi-County HRA pays the remaining balance directly to the landlord. For more information visit: www.nwmnhra.org/rent-assistance or scan the QR Code to the right.



» Public Housing

Northwest Minnesota Multi-County HRA offers 1-bedroom apartments & 3-bedroom homes throughout the Northwest Minnesota area. These units are income-based (subsidized) and are not eligible for Section 8 Housing Choice Vouchers. Eligible tenants pay an affordable rent based on 30% of their adjusted income.

For more information visit: nwmnhra.org/public-housing or scan the QR Code to the right.



» HRA Development Properties

These properties are owned by Northwest Minnesota Multi-County HRA and include 1 to 2 bedroom apartments and 1 to 2 bedroom duplexes. These units are at an affordable rent amount and Section 8 Housing Choice Vouchers are accepted.

For more information visit: nwmnhra.org/hra-developments or scan the QR Code to the right.



» Community Revitalization Fund (CRF) (Down Payment Assistance)

Low-interest, down payment assistance loans may be available through the CRF program in the following counties: Kittson, Lake of the Woods, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau. This program is for persons interested in building a home or buying existing homes.

For more information visit:

nwmnhra.org/community-revitalization-fund or scan the QR Code to the right.



» Levy Revolving Rehab Loan Program

The levy revolving rehab loan program are rehab funds specifically allocated to each county and are made available as low-interest loans to homeowners, landlords, and businesses for rehab projects. The loans are available in the following counties: Kittson, Marshall, Pennington, Polk, Red Lake, and Roseau.

For more information visit: nwmnhra.org/community-development or scan the QR Code to the right.





City of Thief River Falls

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

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

Request for Council Action

DATE: 1/15/2025

SUBJECT: Designate CSAH #11 As a State Aid Route

RECOMMENDATION:

MOTION TO: By the City Council of the City of Thief River Falls, that the resolution adopted by the County Board, a copy of which is attached hereto and made a part thereof, locating or establishing the County State Aid Highway system within the City limits (and revoking certain portions of said system) is in all things approved.

BACKGROUND: The County Board of the County of Pennington did adopt a resolution on May 14, 2024), locating, establishing, designing and numbering the County State Aid Highway System of Pennington County, and said resolution locates and establishes certain County State Aid Highways within the corporate limits or the City of Thief River Falls, MN.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	CASH 11 RCA
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*Pennington County Highway Dept.
County Engineer's Office*

250 125th Avenue NE
Thief River Falls, MN 56701

Telephone (218) 683-7017
Fax (218) 683-7016

RESOLUTION TO DESIGNATE ROAD AS COUNTY STATE AID HIGHWAY

WHEREAS, it appears to the County Board of the County of Pennington that the road hereinafter described as to County State Aid Highway #11 under the provisions of Minnesota Laws:

NOW THEREFORE, BE IT RESOLVED, by the County Board of the County of Pennington that the road described as follows to wit: County Road 62 will be designated as CSAH 11 from Tindolph Avenue (MSAS 123) to 11th Street East (MSAS 124). The total is .96 miles, be and hereby is, designated as County State Aid #11 of said County subject to the approval of the Commissioner of Transportation of the State of Minnesota.

BE IT FURTHER RESOLVED, that the County Auditor is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for his consideration.

Approved this 14th day of May, 2024.

STATE OF MINNESOTA
COUNTY OF PENNINGTON

I, Jennifer Herzberg, Auditor of Pennington County, do hereby certify that the above is a true and correct copy of a resolution moved by Commissioner Sourdick, seconded by Commissioner Peterson, and upon vote was unanimously carried.



Jennifer Herzberg Auditor/Treasurer
Pennington County



Application for an Encroachment Permit City of Thief River Falls – Public Works Department

Property Information

Property Owner: _____

Property Address: _____

Parcel No.: _____

Legal Description: _____

Applicant Information

Name: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Applicant Signature: _____

Encroachment Description

Challenger Mobile Home Park Encroachment permit to include 27 lots of Challenger Mobile Home Park that have temporary structures primarily constructed of wood, that previously have been located on property containing a newly adopted utilities easement. These are not permanent structures with footings. The following addresses contain the current temporary encroachment structures: 227 Snetting Dr. East, 223 Snetting Dr. East, 219 Snetting Dr. East, 215 Snetting Dr. East, 209 Snetting Dr. East, 205 Snetting Dr. East, 135 Snetting Dr. East, 131 Snetting Dr. East, 123 Snetting Dr. East, 119 Snetting Dr. East, 115 Snetting Dr. East, 109 Snetting Dr. East, 105 Snetting Dr. East, 101 Snetting Dr. East, 310 Challenger Dr. East, 306 Challenger Dr. East, 302 Challenger Dr. East, 218 Challenger Dr. East, 214 Challenger Dr. East, 210 Challenger Dr. East, 206 Challenger Dr. East, 122 Challenger Dr. Challenger Dr. East, 118 Challenger Dr. East,

106 Challenger Dr. East, 102 Challenger Dr. East, 309 Challenger Dr. East, 305

Challenger Dr. East, 301 Challenger Dr. East.

*Survey/Site Plan with encroachment dimensions included.

PROVIDE A SURVEY/SITE PLAN THAT SHOWS THE DETAILS AND DIMENSIONS OF THE ENCROACHMENT. THE DRAWING MUST SHOW ACCURATE PROPERTY LINES AND THE LOCATIONS OF ELEMENTS OF THE RIGHT OF WAY, SUCH AS STREETS, SIDEWALKS, BOULEVARDS, CURBS, CURBS-CUTS, TREES, HYDRANTS, LIGHTS AND SIGNS, BUS STOPS, UTILITIES.

_____ Certification of Insurance	_____ Approved	_____ Denied
_____ Application Fee \$100.00	_____	
_____ Recording Fee \$50.00	Public Works Director	Date

Page 1 of 2s

State of Minnesota
City of Thief River Falls

Certified to be a true and correct copy of the original on file and of record in my office.

Dated: _____

Travis Giffen, Public Works Director
City of Thief River Falls

Travis Giffen, Public Works Director

Attest: _____
Angie Philipp
City Administrator

Page 2 of 2



ENCROACHMENT OBSTRUCTIONS

SNETTING DRIVE EAST

Street Address	Lot	Object Number	Dimension of Encroachment
227 Snetting Drive East	7	1	8' X 12'
227 Snetting Drive East	7	2	11' X 12'
223 Snetting Drive East	8	1	11' X 12'
219 Snetting Drive East	9	1	10' X 12'
215 Snetting Drive East	10	1	6' X 8'
215 Snetting Drive East	10	2	2' X 10'
209 Snetting Drive East	11	1	6' X 6'
209 Snetting Drive East	11	2	4' X 24'
205 Snetting Drive East	12	1	8' X 12'
205 Snetting Drive East	12	2	1' X 16'
135 Snetting Drive East	14	1	8' X 12'
131 Snetting Drive East	15	1	11' X 16'
123 Snetting Drive East	17	0	N/A
119 Snetting Drive East	18	1	1' X 13'
115 Snetting Drive East	19	1	12' X 14'
109 Snetting Drive East	20	1	7' X 14'
105 Snetting Drive East	21	1	8' X 8'
101 Snetting Drive East	23	0	N/A

CHALLENGER DRIVE EAST

Street Address	Lot	Object Number	Dimension of Encroachment
310 Challenger Drive East	1	1	11' X 12'
309 Challenger Drive East	1	1	9' X 12'
306 Challenger Drive East	2	1	8' X 10'
305 Challenger Drive East	2	1	11' X 12'
302 Challenger Drive East	3	1	8' X 10'
302 Challenger Drive East	3	2	8' X 9'
301 Challenger Drive East	3	1	10' X 14'
218 Challenger Drive East	5	1	9' X 12'
214 Challenger Drive East	6	1	8' X 11'
210 Challenger Drive East	7	1	8' X 10'
206 Challenger Drive East	8	1	4' X 8'
122 Challenger Drive East	13	1	4' X 12'
122 Challenger Drive East	13	2	8' X 9'
118 Challenger Drive East	14	1	7' X 7'
106 Challenger Drive East	17	1	8' X 12'
102 Challenger Drive East	18	1	10' X 11'



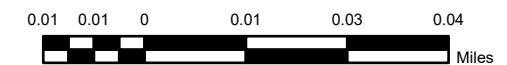
City of Thief River Falls

CHALLENGER FIRST ADDITION PLAT

- Abandoned Easement
- Existing Easement
- Parcel Line
- Boundary Line
- New Easement Line

Date: 1/8/2025

014





Greater Minnesota Transportation Alternatives Solicitation

2024/25 Full Application

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Notes: The solicitation for Transportation Alternatives funding for the seven-county Twin Cities metropolitan area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties) is conducted by the Metropolitan Council and the Transportation Advisory Board. For more information about the metro area solicitation, visit the [Met Council website](#).

Overview

For the 2024/25 application cycle, MnDOT is conducting a solicitation for Transportation Alternatives (TA) projects. Important eligibility requirements to be aware of are noted below.

- The TA funding available through this solicitation is for project construction in fiscal years 2027, 2028, and 2029. Additional information on funding availability can be obtained through the ATP-2's TA informational worksheet. TA funding requires a 20 percent local match. Only projects located outside of the seven-county metropolitan area are eligible for TA funding. Maximum funding awards are set by each Area Transportation Partnership.

See the TA Solicitation Guidebook for more information about the program and additional eligibility requirements.

2024/25 Solicitation Timeline

- **Monday October 7, 2024** – Announce TA solicitation. Open letter of intent period.
- **Monday, October 14, 2024** – Jointly-held office hours for TA, CRP and PROTECT programs.
- **Friday, November 1, 2024** – Deadline for applicants to submit letters of intent.
- **Monday, November 4, 2024** – LOIs distributed to RDO/MPO/MnDOT Districts for review.
- **Wednesday, November 27, 2024** – Deadline for RDO/MPO/district review of letters of intent. Recommendation to proceed forward with full application given to applicants.
- **Monday, December 2, 2024** – Official start of full application period.
- **Friday, January 10, 2025** – Deadline for applicants to submit full applications.
- **Monday, March 31, 2025** – Deadline for ATPs to select TA projects.

Related Documents

- **TA Solicitation Guidebook** – includes information related to the overall solicitation process and eligibility requirements for TA funding.

Transportation Alternatives Full Application

General Information

Notes:

- If the overall project contains ineligible elements, please mention the entire project in the brief project description but concentrate the application and budget on the elements that are eligible for the funding you are seeking.
- Sponsoring Agencies, if sponsoring for another project applicant, are advised to have dialog with the project applicant to ascertain the level of commitment by the applicant to follow through on delivery of the project, including the potential use of eminent domain.

Project Information

Name of project: Lincoln High School Multi-Use Trail

Project is located in which county(ies): Pennington

Brief project description: Create a safe, useful, compliant travel way for transportation alternatives along the segment of 1st street, between Barzen Avenue through to the local area Public High School. The construction proposal consists of design, materials, and workmanship to create an infrastructure facility that provides a safe, inviting, long lasting, and user-friendly facility.

Project year: 2028. The city of Thief River Falls would be available for construction as early as 2026.

Project applicant: City of Thief River Falls, MN

Contact Information

Contact person (from applicant agency/organization): Travis Giffen, Public Works Director

Mailing address: 405 Third Street East

City: Thief River Falls **State:** MN **Zip:** 56701

Phone: 218-689-4292 **Fax:** [Click here to enter text.](#) **Email:** tgiffen@trfmn.gov

Sponsoring agency (if different than applicant): [Click here to enter text.](#)

Contact person (from sponsoring agency, if different than applicant): [Click here to enter text.](#)

Project Budget

Notes:

- Please identify what costs will be incurred to carry out the proposed project, using the following budget categories as a guideline. Where appropriate, break down your costs by units purchased. For example: number of acres, cubic yards of fill, etc. Attach additional sheets if necessary.
- Cost estimates are to be submitted in current year dollars¹.

Table A – Eligible Items

Eligible work/construction item	Estimated quantity	Unit cost	Total cost
Construction Costs	Lump sum	1	\$950,000

Table B – Ineligible Items²

Ineligible work/construction item	Estimated quantity	Unit cost	Total cost
Engineering Costs	18%	1	\$171,000

Total Project Budget

1. Total cost of proposed project (Total Table A + Total Table B): \$1,121,000
2. Items not eligible for TA funding (Total Table B): \$171,000
3. Total eligible costs – recommended range \$100,000 to \$1 million³ (Total Table A): \$950,000
4. Applicant’s contribution toward the eligible alternative project costs – minimum 20% match required: \$190,000
5. Total amount requested in transportation alternatives funds (#3 minus #4): \$760,000

¹ Grant recipients will need to provide a match based on the year of construction estimate developed when the grant is awarded.

² Includes Right of Way or Land Acquisition (e.g. appraisal fees, legal fees), Administrative Costs (e.g. preliminary and construction engineering and contingencies)

³ See the [ATP Project Evaluation section](#) of this document for any additional requirements related to project costs.

ATP Project Evaluation



Projects are reviewed and prioritized by ATP-2 using federal, state and ATP guidelines. A more comprehensive explanation of project eligibility and qualifying criteria are included in the application packet. Projects are solicited annually from a broad range of potential applicants. If an applicant is not a State Aid City or County the applicant will need a State Aid city or county to be a sponsor on the project. A “Project Coordinator” is required for each application and project. The project engineer and or designer is recommended to be the applicant’s Project Coordinator. The Project Coordinator will be the primary contact person between ATP-2, Office of State Aid, and the sponsoring agency. This person will be responsible for ensuring the application guidelines are followed and all ATP and project development deadlines are met. Within this application, applicants are asked to identify their Project Coordinator, that individuals’ qualifications, and their back-up Project Coordinator. The Project Coordinator is also requested to attend and assist presenting the project to the ATP-2 at its February meeting.

The minimum project size must be at least \$50,000 in federal funding and there is no maximum project size. Geographic equity throughout ATP-2 will be promoted without compromising overall project quality. Projects that leverage funds from other sources, or can demonstrate a high level of confidence of a 20 percent match will be encouraged. ATP-2 will assess match requirements on a case-by-case basis as necessary. Less than 20 percent match with explicit ATP approval may be possible in cases where there are extenuating circumstances.

Applicants must specifically and directly address each criterion below on the application to qualify and receive points. Applicants will also be given an opportunity to present their project to the ATP. ATP-2 members will review and score each application based on the criterion set forth. Eligible projects will be prioritized based on the highest average score. ATP-2 will review the scoring results and make final project selection recommendations for inclusion in the ATIP.

Criteria #1: Impact on the Transportation System (0 – 10 Points)

Describe the impact of your project and its relationship to the existing transportation system.

This proposed trail parallels a predominantly residential community to another housing community that includes job industry and work force. The proposed improvement would create a friendly, functional 10’ wide pedestrian travel route that meets all current requirements for ADA compliance. These corridor improvements, constructed in conjunction with the existing traditional road infrastructure, will create an enhanced dual mode infrastructure that can provide both utilitarian and pleasure use for most forms of travel. The total enhancement of the travel corridor would in turn attract more users and would serve as a safe infrastructure tool for the community for many years in the future.

Criteria #2: Part of a Larger Project Concept (0 – 10 Points)

Describe the relationship between the activities proposed in this project and any larger projects or conceptual comprehensive plan. Why is this project important to a larger project concept (if any) or comprehensive plan?

The comprehensive scope of the Lincoln High School Multi-Use Trail would consist of the construction of a safe, 10' travel route that connects to a previously programmed Multi-Use Trail segment (Barzen Multi-Use Trail) to our local High School. The connectivity on the east side of the High School follows into direct destinations such as the law enforcement center, public library, post office, and our downtown sidewalk infrastructure and businesses. Connected over 1st Street Bridge is our 1st Street Multi-Use trail system linking to Franklin Middle School. The proposed LHS multi-use trail completes a main East-West travel artery for alternative travel from both the west and the east sides of the city of Thief River Falls. The proposed connecting leg would complete a current missing link in our county wide bicycle plan. This project would connect an east side bicycle "loop route" with a west side multi-use trail facility.

Criteria #3: Planning Integration/Quality (0 – 40 Points)

Outline the planning that has been undertaken in preparation prior to submitting the application. Include descriptions of the process and any integration of this project with other planning efforts. Outline your entire planning process and describe where you are currently in the process.

The proposed project directly addresses a need for infrastructure directed at alternative forms of travel through this localized area lacking AT infrastructure. These improvements would also connect to future planned projects and could potentially merge construction schedules. Improving and securing stable infrastructure for our community is the backbone of our community's health and growth. The city provides lead and direction on priority of projection selection, and the city's Engineer's experience on federal aid projects facilitate delivery in a secure manner. Previous successful projects include SRTS projects-Franklin Middle School Trail, and Gulf Street Trail. Other similar types of projects pending construction are Carbon Reduction Grant projects that are currently programmed for 2025, and 2026. These are titled the First Street Multi-Use Trail, and the Barzen Multi-Use Trail. Previous project scoping and engineer modeling have determined that the construction of the project can occur in the right of way of adjacent 1st Street which belongs to the City of Thief River Falls. Neighboring parcels would have a beneficial impact as driveway infrastructure necessary to coexist with the trail would be provided, without special assessment fees associated with the construction. A pedestrian crossing at an exempt R.R. would be constructed by RR contractors and they have been contacted about the project. An alternative route on the north side of the R.O.W. was considered, but the proposed south route was selected due to better safety features for the users. Environmental impacts of the project have been considered low, and the official environmental process would begin upon an award selection of project. Programming of the construction of the project could be scheduled as early as 2026.

Criteria #4: Financial Considerations (0 – 25 Points)

Describe the amount of match, and the variety of non-federal funding sources that are, or will be, a part of this project. Describe the commitment of the local share.

The estimated total costs associated with this project is \$1,121,000. This total includes an estimated eighteen percent cost of \$171,000 for engineering, and construction costs of \$950,000. The City of Thief River Falls would provide the required 20 percent match of \$190,000 through bonding or reserves, along with the engineering

costs of \$171,000. The City of Thief River Falls city council have previously passed local legislation to act as a sponsoring agency, as well as to maintain improved facilities for the LHS Multi-Use Trail. Commitments to programmed projects are in place, and if selected the city would program the project. The City of Thief River Falls maintains a positive history and track record of completion to previously allocated commitments.

Criteria #5: Support Transportation Alternative Program Outcome Objectives (0 – 15 Points)

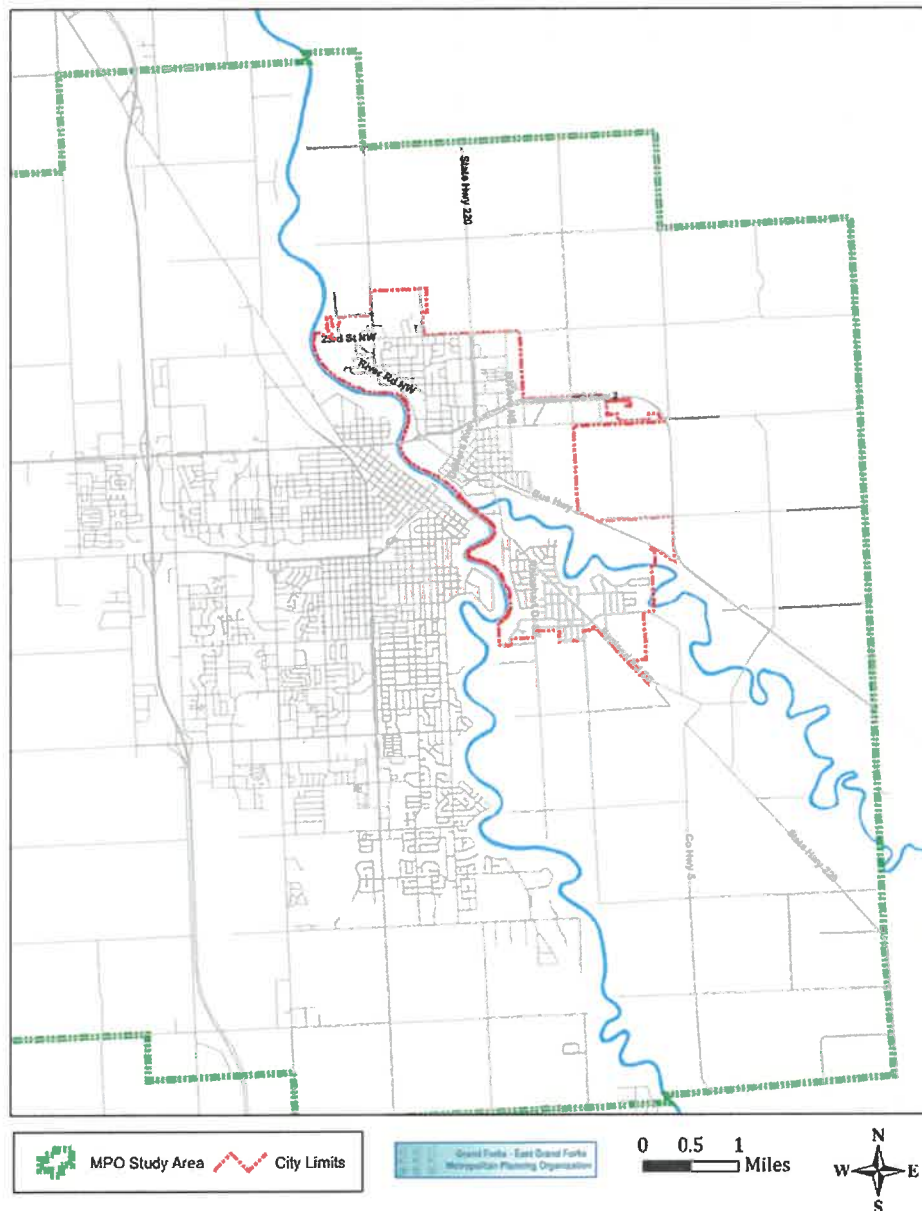
Describe how the proposed project meets these following TAP objectives:

This project was identified in our City’s Long Range Planning Committee in 2021, and preliminary scoping for the project started in 2022. The proposed LHS Multi-Use Trail segment would connect a statewide bicycle plan multi-use trail with a statewide recognized bike loop route. The City of Thief River Falls coordinates with Pennington County projects for a joint long range planning vision for the community. Currently the Local ISD #564 is working on the planning of their long range SRTS plan. The City of Thief River Falls will be actively helping with that plan. The school supports this proposed LHS Multi-Use Trail project. Communication with our regional representatives with MNDOT, NWRDC, and the local watershed is practiced and are partnered with on various projects in the region. NWRDC has been in favor of the project need since project scoping started in 2022. We really want to encourage team projects for the community to instill ownership and buy-in on all levels within the community. Our vision for community ownership will encourage pride in our infrastructure, which will also help in our future maintenance needs. The LHS Multi-Use Trail’s primary function is to serve as alternative transportation to schools, businesses, and public areas. The LHS trail will also connect direct access to cross the local waterway, as well as providing healthy and enjoyable transportation for all the community.

MPO Project Evaluation



For projects located within the East Grand Forks study area, please contact the [Grand Forks-East Grand Forks Metropolitan Planning Organization](#) for more information on the MPO project evaluation process.



Sponsoring Agency Resolution

Notes:

Resolution Agreeing to Maintain Facility

Notes:

- A Resolution agreeing to maintain the facility for its useful life is also required for each project. The resolution must be approved by an eligible sponsoring agency. Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

Sample Resolution Language

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: [city county or agency name] is the sponsoring agency for the transportation alternatives project identified as [project name].

THEREFORE BE IT RESOLVED THAT: the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:



(Signature)

Public Works Director

(Title)

1/10/2025

(Date)

WITNESSED:



(Signature)

Public Work Admin. Assistant

(Title)

1/10/2025

(Date)

- A resolution of sponsorship from the sponsoring agency is required for each project. The resolution must be approved by an eligible sponsoring agency. Please attach an original signed copy of the resolution. An example of sample language which can be used by a sponsoring agency is listed below.

Sample Resolution Language

Be it resolved that [city, county or agency name] agrees to act as sponsoring agency for the project identified as [project name] seeking [type of funding seeking] and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Be it further resolved that [sponsoring agency contact person name] is hereby authorized to act as agent on behalf of this sponsoring agency.

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by [city, county or agency name] on this [date] day of [month], [year].

SIGNED:

[Handwritten Signature]
(Signature)

Public Works Director
(Title)

1/10/2025
(Date)

Ashley Heyick
(Signature)

Public Works Admin. Assistant
(Title)

1/10/2025
(Date)

WITNESSED:

Application Checklist

CHECKLIST OF COMPLETION: This checklist is for the convenience of the Applicant to ensure all Transportation Alternatives (TA) program elements have been addressed.

Qualifying Activity

Which of the general Qualifying activities does the project meet (See the Program Eligibility Requirements handout and pages 3 and 4 of the Guidebook for more details on each activity):

1. On or off-road trail facility
2. Infrastructure for children, older adults and individuals with disabilities
3. Abandoned railroad corridors
4. Turnouts, overlooks and viewing areas
5. Community improvement
6. Environmental mitigation
7. Recreational Trails Program
8. Safe Routes to School

Section 1: General Information

Section 2: Project Budget

Federal funds requested must be at least \$50,000 for construction purposes on a construction project. All pre-construction and ancillary costs are the responsibility of the applicant or sponsoring agency.

Section 3: Sponsoring Agency Resolution

State statutes require all federal funds allocated to Minnesota be accepted and distributed by a designated state agency. MnDOT is the state agency designated to administer enhancement funds. Cities over 5,000 population, counties, state agencies, and Indian reservations are eligible to submit application for these funds. Others may submit projects provided they are sponsored by one of the above agencies.

Section 4: Resolution Agreeing to Maintain Facility

The applicant must agree to operate and maintain the facilities constructed with enhancement funding for the useful life of the improvement. Most physical construction projects have a useful life of 20 years. Bridge construction and total reconstruction projects typically have useful lives of 50 years. The applicant must also agree to not change the use of the right-of-way acquisitions without the written approval from FHWA.

Section 5: Project Evaluation

1. Does the project discussion describe each of the five selection criteria?
2. Include Location Map (required)
3. Graphics, conceptual plans or photos (if desired)

Review Northwest Area Transportation Partnership (ATP 2) Policies

ATP-2 has established a number of policies it will use to evaluate enhancement projects:

- Request at least \$50,000 in federal funds for a construction project
- Geographic equity throughout ATP 2 will be promoted without compromising overall project quality.
- Projects having substantial impact on the overall transportation systems will be encouraged.
- Projects that complete and/or are constructed in conjunction with larger transportation construction efforts/projects will be encouraged.
- Projects that exhibit good planning and design will be encouraged.
- Projects that leverage funds from other sources or can demonstrate a high level of confidence of a 20 percent match will be encouraged. ATP 2 will assess match requirements on a case-by-case basis as necessary.

Please submit full applications to the MnDOT District 2 office by January 10, 2025

MnDOT Contact: Troy Schroeder, District 2 Senior Planner
MnDOT District 2
3920 Highway 2 West
Bemidji, MN 56601
Troy.schroeder@state.mn.us
218-553-3790

Applicants will be given an opportunity to provide a short presentation to the Northwest Minnesota Area Transportation Partnership (ATP-2) at its meeting in February 2025. **Project Coordinators are encouraged to attend to assist with the presentation and questions.** Additional details and instructions will be provided to each applicant prior to the meeting date.

Signatures

Notes: Signatures are required from the following – project applicant; sponsoring agency engineer, if different than the project applicant; a representative of the local unit of government in which the project is located; and the MPO Executive Director, if the project is located in a MPO area.

Paul Spen - City of Rip/River Falls, WI *1/10/2025*
(Applicant Signature) (Date)

Paul Spen Public Works Director City of TRF *1/10/2025*
(Sponsoring Agency Engineer Signature) (Date)

Angela Philipp City Administrator *1-10-25*
(Local Unit of Government Signature) (Date)

(If in MPO area, signature of MPO Executive Director) (Date)



City of Thief River Falls

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

PHONE: 218-681-2943
FAX: 218-681-6223
email: jmyers@trfmn.gov
www.citytrf.gov

Certified Resolution

RESOLUTION NO. 12.291.24: Approve Agreement to Maintain Facility- 1st St. Lincoln High School multi-use trail connection

Following discussion, Councilmember Jason Aarestad introduced Resolution, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA.

WHEREAS, The Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: The City of Thief River Falls is the sponsoring Agency for the transportation alternatives project identified as: 1st St. Lincoln High School multi-use trail connection.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls as the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

On vote being taken, the resolution was unanimously passed.

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA.

WHEREAS, The Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: The City of Thief River Falls is the sponsoring Agency for the transportation alternatives project identified as: 1st St. Lincoln High School multi-use trail connection.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls as the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

CERTIFICATION

I, Angela Philipp, City Administrator, do hereby certify that the attached Resolution No. 12.291.24 is a true and exact copy as approved by the City Council on 12/17/2024. This Resolution will be approved as part of the proceedings at the 12/17/2024 Council Meeting.

1-9-25
Date

Angela Philipp, City Administrator



City of Thief River Falls

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

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

Certified Resolution

RESOLUTION NO. 12.290.24: Resolution for the City of Thief River Falls, to Act as a Sponsoring Agency for the construction project, 1st St. Lincoln High School multi-use trail connection.

Following discussion, Councilmember Jason Aarestad introduced Resolution, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City of Thief River Falls has plans to improve pedestrian user facilities along 1st St. between Westview Avenue N. and Arnold Ave. The improvements are expected to start in the year 2028 or 2029. Acting as a sponsoring agency helps reduce initial infrastructure improvement costs.

WHEREAS, This application for alternative funding source is currently earmarked for the year 2028. There may be opportunities for a project to move ahead in the funding schedule if the project is construction ready.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls to act as a sponsoring agency for the project identified as: 1st St. Lincoln High School multi-use trail connection, seeking federal transportation funds, and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED: That City of Thief River Falls Public Works Director, Travis Giffen, is hereby authorized to act as agent on behalf of this sponsoring agency.

On vote being taken, the resolution was unanimously passed.

WHEREAS, The City of Thief River Falls has plans to improve pedestrian user facilities along 1st St. between Westview Avenue N. and Arnold Ave. The improvements are expected to start in the year 2028 or 2029. Acting as a sponsoring agency helps reduce initial infrastructure improvement costs.

WHEREAS, This application for alternative funding source is currently earmarked for the year 2028. There may be opportunities for a project to move ahead in the funding schedule if the project is construction ready.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls to act as a sponsoring agency for the project identified as: 1st St. Lincoln High School multi-use trail connection, seeking federal transportation funds, and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED: That City of Thief River Falls Public Works Director, Travis Giffen, is hereby authorized to act as agent on behalf of this sponsoring agency.

CERTIFICATION

I, Angela Philipp, City Administrator, do hereby certify that the attached Resolution No. 12.290.24 is a true and exact copy as approved by the City Council on 12/17/2024. This Resolution will be approved as part of the proceedings at the 12/17/2024 Council Meeting.

1-9-25

Date



Angela Philipp, City Administrator

LHS Multi-Use Trail

*View from Barzen Ave.

Legend



LHS Multi-Use Trail

*View from Brooks Ave.

Legend



LHS Multi-Use Trail

*Arnold Ave.

Legend



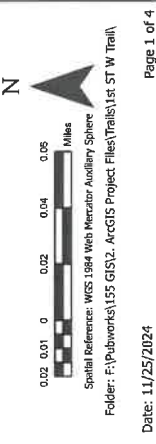
Google Earth

LHS Multi-Use Trail

*High School Connection

Legend





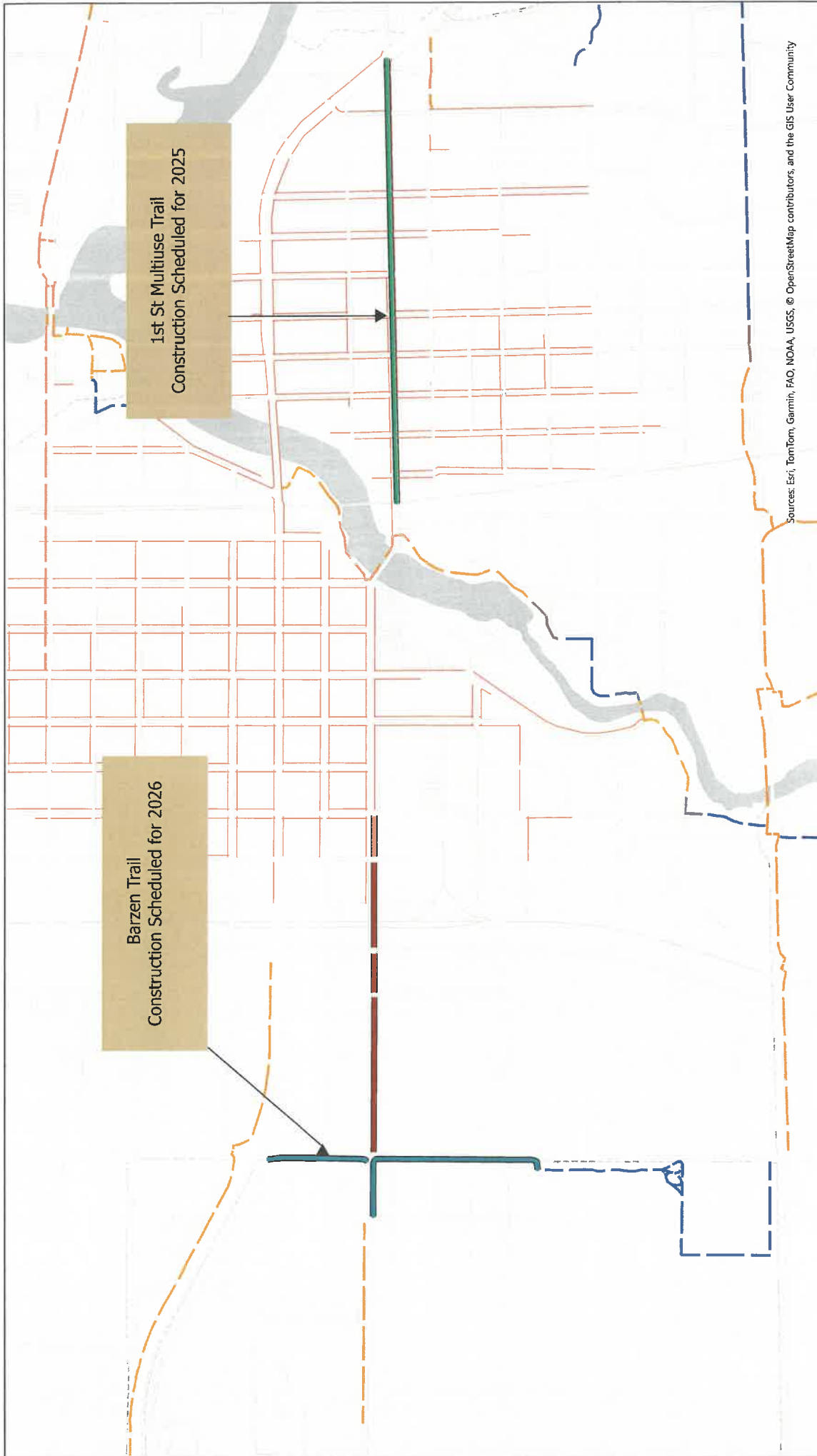
Proposed Lincoln High School Multiuse Trail

Proposed Trail Length = 2,634 feet or 0.5 miles

- Proposed_Trail
- Pedestrian Ramps
- Railroad Crossing



**City of Thief
River Falls**



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

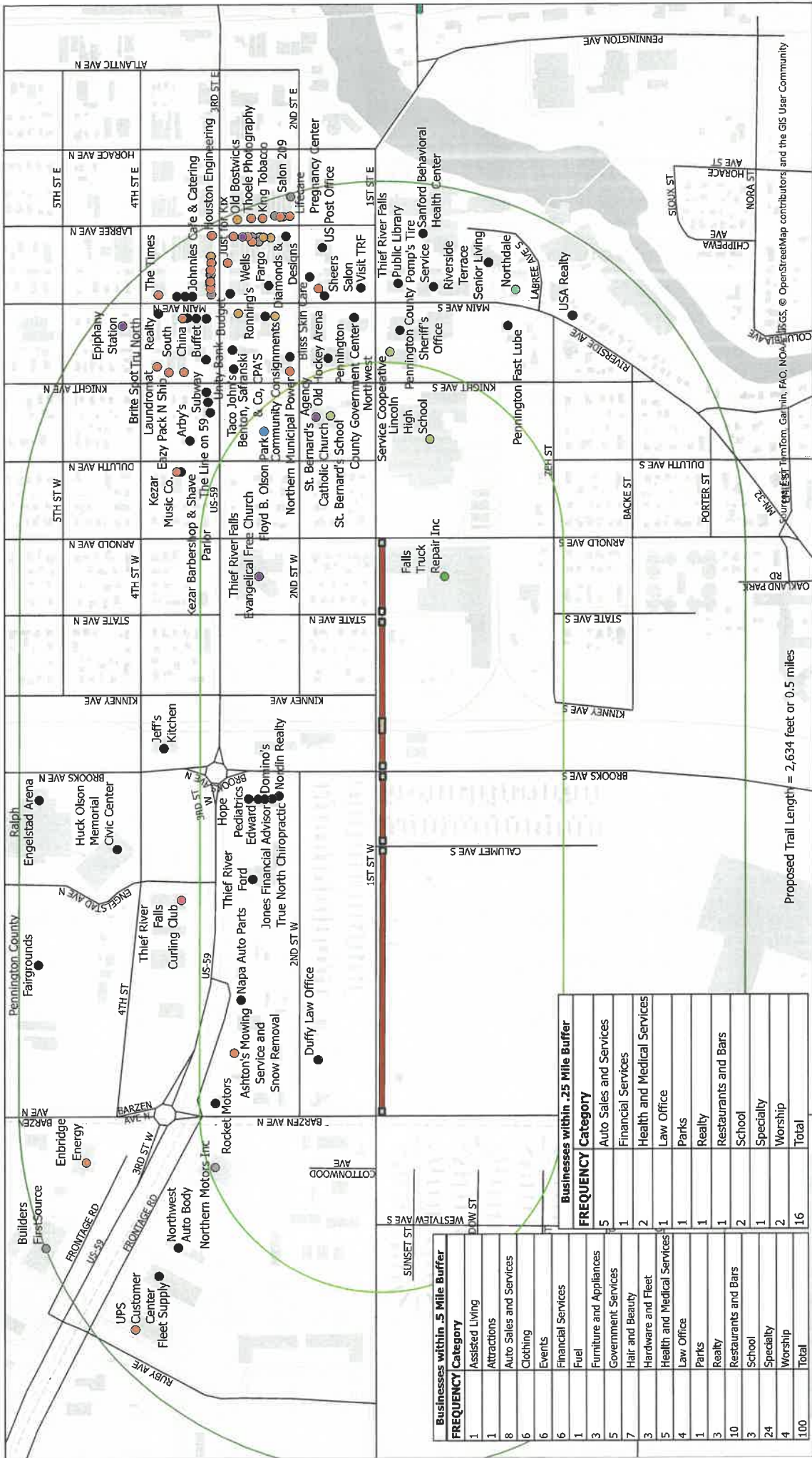
Proposed Lincoln High School Multiuse Trail

- 1st St Multiuse Trail
- Barzen Multiuse Trail
- - - LHS Multiuse Trail
- - - Trail Connections
- - - Existing Trails
- - - Sidewalk

N

Miles
 Spatial Reference: WGS 1984 Web Mercator Auxiliary Sphere
 Folder: F:\pubworks\155 GIS\2_ArcGIS Project Files\Trails\1st St W Trail
 Date: 11/25/2024

**City of Thief
River Falls**



Proposed Trail Length = 2,634 feet or 0.5 miles

Proposed Lincoln High School Multiuse Trail

- Proposed Trail
- Fuel
- Parks
- School
- Specialty
- Concrete Railroad Crossing
- Attractions
- Auto
- Clothing
- Proposed Trail Buffer 0.25 Miles
- Proposed Trail Buffer 0.50 Miles
- Pedestrian Ramps
- Worship
- <all other values>

City of Thief River Falls



Businesses within .5 Mile Buffer	
FREQUENCY Category	
1	Assisted Living
1	Attractions
8	Auto Sales and Services
6	Clothing
6	Events
6	Financial Services
1	Fuel
3	Furniture and Appliances
5	Government Services
7	Hair and Beauty
3	Hardware and Fleet
5	Health and Medical Services
4	Law Office
1	Parks
3	Realty
10	Restaurants and Bars
3	School
24	Specialty
4	Worship
100	Total

Businesses within .25 Mile Buffer	
FREQUENCY Category	
5	Auto Sales and Services
1	Financial Services
2	Health and Medical Services
1	Law Office
1	Parks
1	Realty
2	Restaurants and Bars
1	School
1	Specialty
2	Worship
16	Total



Scale Reference: WCS 1984 NAD 83 Mercator Auxiliary Sphere
 Folder: F:\p\work\155 GIS\2. ArcGIS Project Files\1st ST W Trail

Date: 11/25/2024

Instructions: Read the complete *Request for Proposal (RFP)* and other associated documents before submitting this application.

Check the [SWIFT Supplier Portal](#) and the Minnesota Pollution Control Agency (MPCA) [Local Climate Action Grants](#) webpage for the most recent updates.

Applications are due no later than 4:00 p.m. Central Time (CT) on Thursday, January 9, 2025.

Submit Application, Workplan, and Budget (as Microsoft Word and Excel documents) per the instructions listed in Section 7 and 8 of the RFP. **All three documents must be submitted for the project to be eligible.**

1. Project information (All project information must be filled out for the project to be eligible.)

Organization name:	City of Thief River Falls						
Organization address:	405 3rd Street East, PO Box 528						
City:	Thief River Falls	State:	MN	Zip Code:	56701	County:	Pennington
Contact name:	Travis Giffen			Title:	Public Works Director		
Phone:	218-689-4292			Email address:	tgiffen@trfmn.com		
Organization type:	<input checked="" type="checkbox"/> Political subdivision (check this box if applicable, plus select specific type): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Town/Township <input type="checkbox"/> Soil and Water Conservation District <input type="checkbox"/> Watershed Management Organization <input type="checkbox"/> Watershed District <input type="checkbox"/> Regional Development Commission <input type="checkbox"/> Metropolitan Council of the Twin Cities Region <input type="checkbox"/> Tribal Government 			Population of selected political subdivision: 8,821			
	OR (check one below) <ul style="list-style-type: none"> <input type="checkbox"/> Community-based 501c3 <input type="checkbox"/> Educational Institution 			Population of geographic area to be served by the proposed project (e.g., neighborhood, campus)			

Identify the published source of the population amount entered above. If calculated by the applicant, describe how the population of the geographic area to be served by the proposed project was determined: [U.S. Census Bureau, Population Estimates Program \(PEP\)](#)

Local Climate Action Grants: Planning Application

Project Title: Thief River Falls Climate Resiliency Assessment and Planning Project

- Project type (choose one):**
- Develop plans to increase local climate adaptation / resilience
 - Develop plans to reduce local contributions to causes of climate change (GHG mitigation)
 - Develop a combined plan for increased resilience and GHG mitigation

Grant requested (not to exceed \$50,000):	\$ 50,000
Local match (choose one) and enter amount committed (must be equal or greater than required):	
<input type="checkbox"/> For population 20,000+ (requires 50% match of grant with local funds)	\$
<input checked="" type="checkbox"/> For population <20,000 (requires 5% in-kind / local funds for match)	\$ 8,000
Total project cost (grant requested + local match):	\$ 58,000

Answer these questions:		Yes	No
1.	Is applicant the sole source of matching funds for this project?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If no, explain:		
		Yes	No
2.	Is applicant in compliance with Minnesota’s tax and environmental regulatory requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	If no, explain:		

2. Project Details

1. **Project summary (answer all questions applicable to the proposed project):**
 - a. Provide a brief narrative description of the project including the intent of the project and what deliverables will be completed. (maximum 250 words): This project will develop a community-wide climate action plan to enhance the City of Thief River Fall’s climate resiliency. Thief River Falls is a regional hub within Pennington County and the Northwestern Minnesota Region. This project’s impact will therefore extend beyond the City itself to promote the ongoing vitality of the region. This project is critical for ensuring that the City’s ongoing growth is low impact and sustainable. When carrying out this project, the City will engage diverse stakeholders to (a) conduct a robust climate resiliency assessment of existing public infrastructure, and to (b) develop a comprehensive action plan that includes a list of prioritized projects. The climate resiliency assessment will evaluate stormwater infrastructure and transportation infrastructure, as well as stormwater design practices and policies . The assessments will draw on diverse data sources to catalog the age, existing conditions, current capacity, and

Local Climate Action Grants: Planning Application

potential environmental impacts associated with public facilities. This data will then be integrated with stormwater models to assess the resiliency of key infrastructure by comparing current and forecasted climate conditions. The data and insights obtained during this multi-layered resiliency assessment will subsequently be integrated into the City's Climate Action Plan. In addition to reporting on the results of the resiliency assessment, the plan will be developed by reviewing Minnesota's Climate Action Framework, establishing local goals and priorities, and creating a list of prioritized projects for future implementation. The Project Team's collaborative approach for achieving substantive engagement from diverse stakeholders is described in response to question 4 below.

- b. Describe the expected outcomes/benefits, with quantitative metrics if possible (maximum 250 words): One key outcome will be a resiliency assessment of the City's stormwater facilities and transportation infrastructure. This assessment will be integrated into the Climate Action Framework, which will include another key outcome produced by this project: A list of approximately 10 prioritized projects, including their targeted construction year and potential funding sources. The project list will be developed after reviewing Minnesota's Climate Action Framework and establishing the City's climate resiliency goals and priorities. Importantly, these goals will integrate public input and focus on disadvantaged areas within the City.
- c.
2. **Use of climate change data** (answer all questions applicable to the proposed project):
- a. All projects: Discuss how data about current Minnesota climate trends and projections of future climate conditions affecting the geographic area of the project will be used to inform the project, as relates to community resilience or to the resilience of the project that will be planned. List specific data sources that will be used. (maximum 250 words): This project will draw heavily from the Minnesota Climate Mapping and Analysis Tool (Minnesota CliMAT). In particular, the CliMAT tool will provide critical insights into current trends and future projections related to precipitation frequency/intensity and temperature averages. The Project Team will also leverage numerous recent studies, plans, and manuals that contain data on the age, condition, material composition, and current capacity of the City's public facilities.
- b. Projects that address local contributions to climate change for political subdivisions and Tribal governments: Discuss how data about local GHG emissions and sources will be used to inform the project. List specific data sources and/or calculations that will be used. (maximum 250 words): GHG emissions data will be reviewed to identify the main sources of emissions in the city. Targeted actions to reduce these emissions, and therefore, impacts to the climate, will be included in the climate action plan.
- i. For projects focused only on a Tribal government or one or more county, city, town/township, or Regional Development Commission, does the applicant want to be provided (at no cost) the three most recent years available of local GHG emissions data for the political subdivision(s) that is the focus of the project? Yes No
- o If Yes, are one or more tasks utilizing this data included in the project Workplan submitted with this application? Yes No
- c. Projects that address local contributions to climate change for community-based organizations and educational institutions: Discuss how data about GHG emissions from specific community facilities and/or community member activities will be used to inform the project. List specific data sources and/or calculations that will be used. (maximum 250 words):
3. **Environmental Justice (EJ) Areas of Concern**:
Using the [MPCA's criteria and interactive mapping tool](#), will the applicant's geographic area specifically addressed by the proposed project include one or more MPCA-identified areas of concern for environmental justice (EJ areas of concern)? Yes No

If yes (proposed project includes EJ areas):

Local Climate Action Grants: Planning Application

- a. Will the planning to be undertaken by this project yield direct benefits for communities within these EJ areas of concern? Yes No
 - i. If yes, describe these communities and how they will benefit:
 - ii. If yes, describe how the planning completed for this project will benefit EJ communities specifically compared to other communities in the area covered by the project:
- b. Will these communities be provided the opportunity to have a voice in decision-making through meaningful involvement as part of the planning completed for this project? Yes No
 - i. If yes, describe specifically how this will be done
 - ii. If no, explain why there are no opportunities for meaningful involvement:

Note: The RFP includes resources on climate equity and environmental justice to be used for planning in Section 6.

4. **Engagement and involvement:**

Describe what groups (e.g., community residents, organizations, institutions) will be engaged through this project to address climate change and how they will be involved. (maximum 400 words): [The City of Thief River Falls will establish a Project Team at the outset of this effort. The City anticipates that the Project Team will include a representative from the City Council, the Public Works Department, the Parks Department, the Planning Commission, and the Pennington Soil and Water Conservation District. Significantly, the City will strive to include representation from the minority and low income communities. While the MPCA does not recognize any census tracts within the City limits as Environmental Justice areas, the EPA recognizes tracts 271130904001, 271130904002, 271130904003, and 271130905003 as disadvantaged. These tracts are all encompassed within the limits of Thief River Falls and listed as previous EJ areas on the MPCA webmap. The Project Team will develop and disseminate a community survey in order to identify specific areas of concern related to climate resiliency. The Project Team will thus promote substantive engagement from the city's disadvantaged communities and will nurture a collaborative approach to the decision making process by directly contacting key partner organizations.](#)

5. **Co-benefits from project completion to help ensure a lasting impact:**

Describe what, if any, benefits the project deliverables will provide for the community to help ensure a lasting impact (e.g., will: meet application requirements for an identified funding opportunity, assign direct responsibility / timeline for implementation of included actions, include follow up adding budget line items to implement all or parts of the plan, identify actions that advance equity in the community). (maximum 200 words): [The climate resiliency assessment will satisfy requirements for applying to the MPCA's new program, Implementation Grants for Stormwater Resilience. Additionally, the climate action plan will include a list of approximately 10 prioritized projects. Each project will have a timeline for implementation and a list of potential funding sources. The Project Team will evaluate these existing infrastructure and rules to identify potential actions that advance equity, especially with respect to census tracts that are disadvantaged \(according to EPA guidance\).](#)

6. **Barriers and challenges:**

What are the potential barriers or challenges for this project, and how will they be addressed: [Funding is the primary barrier for this project. The City is therefore seeking cost-share funding from the MPCA. Another barrier is low public prioritization of stormwater projects and other climate resiliency projects when compared with other projects that are deemed more urgent or significant. This will be addressed by broadly disseminating the climate action plan in order to raise awareness about climate impacts and the necessity of enhancing resiliency for public infrastructure and natural resources. The plan will be published on the City's website and social media pages.](#)

7. **Metrics to track project success:**

- a. Describe what process or metrics will be used for tracking future implementation of actions identified in the plan. (maximum 200 words): [The future actions and projects listed in the climate action plan will be integrated with the](#)

Local Climate Action Grants: Planning Application

City of Thief River Fall's capital improvement plan. The City reviews progress toward achieving the capital improvement plan goals and objectives on a regular basis.

- b. Describe any additional process or metrics that will be used for tracking co-benefits of the planning project. (maximum 200 words): As a result of this planning project, the City will review stormwater rules, permitting, and design practices. Specifically, new insights related to climate projections, infrastructure vulnerabilities, and best management practices will be reviewed. Ultimately, the climate action plan produced as a result of this project and the associated updates to the City's stormwater rules will inform the annual MS4 program evaluation. The new climate action plan and the revised stormwater guidance will thus provide a general framework for the annual assessment of existing stormwater policies and procedures.

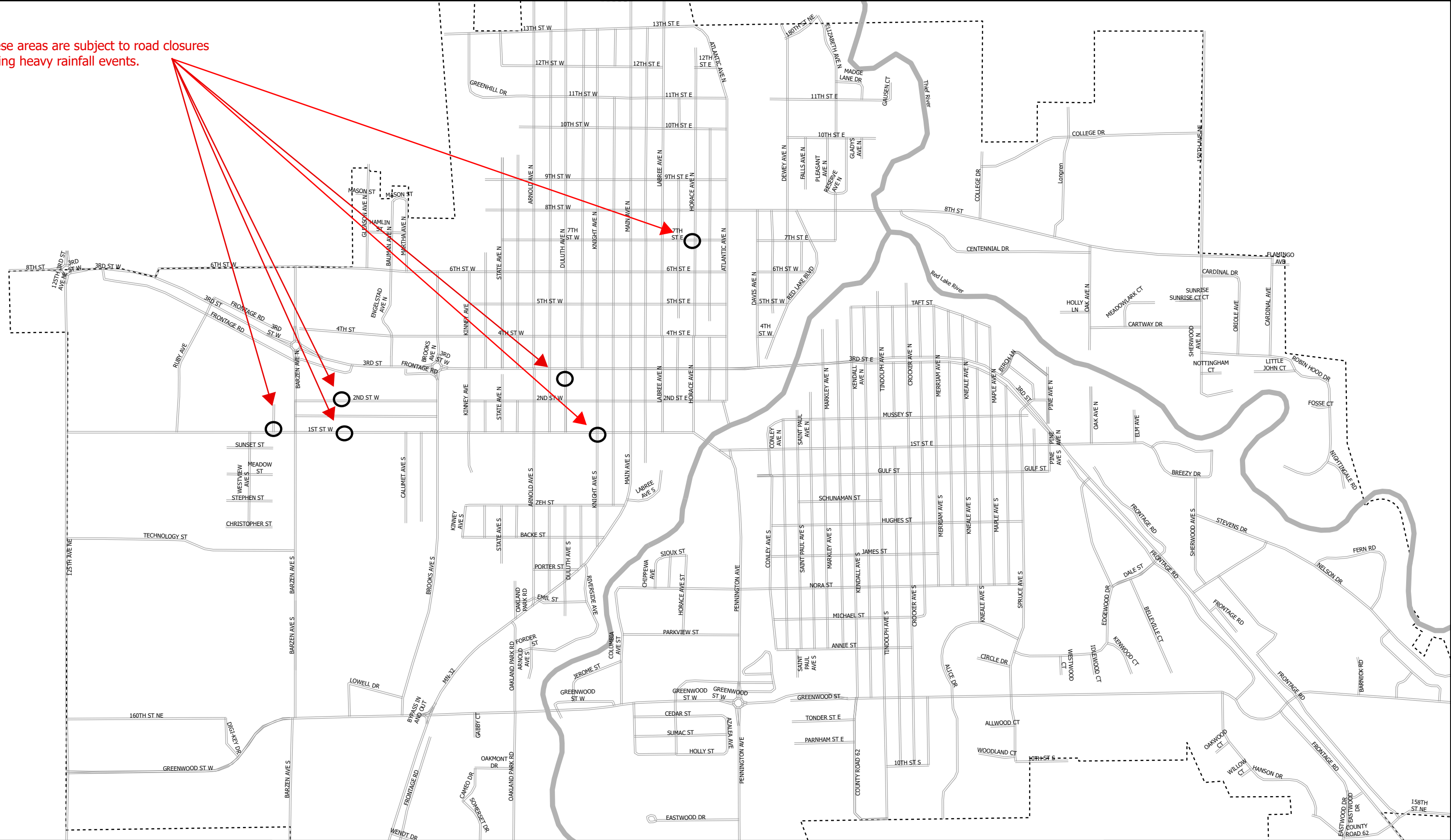
3. Experience and qualifications

1. Describe applicant organization's experience and qualifications related to its role in the proposed project. Provide detailed information about the qualifications and experience with similar projects of the specific personnel from the applicant organization who will work on the project. (maximum 500 words): The public works department is experienced in completing large scale projects with diverse funding sources on the local, state, and federal level. The City is also experienced in managing consultant led projects. Travis Giffen, the Public Works Director, has extensive experience with transportation, municipal, stormwater, and site projects.
2. Will anyone outside your organization be responsible for work performed? Yes No

If yes:

- a. Provide name of outside organization(s) and contact information, experience, and qualifications specifically related to the proposed project. Describe the role(s) of the outside organization(s) in the project. (maximum 250 words): Moore Engineering, Inc. will assist the City's Public Works Department with the climate resiliency assessment and the development of the action plan. The names and contact information for Moore personnel are provided here (experience and qualifications are detailed in 2.2 below). Zach Thoma (PE), Project Manager – (218) 368-9955, zach.thoma@mooreengineeringinc.com; Lauren Weller, Engagement Specialist; Daniel Elemes (PE), Senior Engineer; Tara Ostendorf, Environmental Scientist, Kevin Pederson (PE), Engineer.
- b. Provide detailed information about the qualifications and experience with similar projects of the specific people from each outside organization who will work on this project. (maximum 500 words): Taken together, Moore's team has more than 50 years of experience in municipal engineering, water resources engineering, stormwater planning, and regulatory compliance. Zach Thoma (PE), Project Manager, has 8 years of experience designing and managing projects throughout Minnesota. His engineering experience includes municipal, transportation, stormwater, and drainage design projects. Zach currently serves as the designated City Engineer for several cities and has prepared citywide engineering reports for communities across northern Minnesota. Tara Ostendorf, Environmental Group Leader, has 15 years of experience in watershed and stormwater planning and management. She specializes in Municipal Separate Storm System (MS4) implementation and enforcement. Tara has specifically worked with watersheds, counties, and SWCDs for implementation of Comprehensive Watershed Management Plans through the BWSR's 1W1P, which includes climate resiliency activities. Daniel Elemes (PE), Water Resources Group Leader, has 11 years of experience in water resources and municipal engineering. He specializes in floodplain modeling, hydraulic/hydrologic analysis, and best management practices for water quality treatment. Dan provides design services for environmental and water resources projects throughout the state. He has experience in projects with cities, counties, watershed districts, and Minnesota's DOT and DNR. Kevin Pederson (PE), Senior Professional Engineer, has 19 years of experience in water resources and municipal engineering. He specializes in drainage and floodplain management projects, and he is proficient in several modeling platforms for urban drainage systems. Kevin regularly completes drainage analyses and preliminary engineering reports as the lead drainage engineer for city, county, and state highway projects.

These areas are subject to road closures during heavy rainfall events.



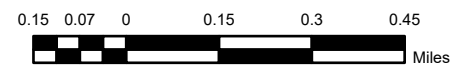
City of Thief River Falls

2024 ROAD CLOSURES DUE TO STORM WATER FLOODING

— Rivers — Streets - - - City Limits

015

Date: 1/8/2025



Spatial Reference: WGS 1984 Web Mercator Auxiliary Sphere
Folder: F:\pubworks\155 GIS\2. ArcGIS Project Files\Storm Sewer\

Forestry Report

Tree planting started the last week of April and ended in early May. Approximately one-hundred trees were planted in parks, cemetery and in residential boulevards where trees had been removed in prior years. Twelve maple trees were planted around field two at the MEC per the master plan. In 2025 there will be 20 new trees to be planted at the MEC and an additional 120 trees to be planted around town where needed.

With Dutch Elm Disease still present in the community there were approximately 17 diseased trees that were taken down on city ROW and city parks. There were sixteen letters sent for residential removal with eight being removed and the eight additional trees were late fall additions and will be revisited in the spring.

Mosquito traps were put out the first week of May through September. Larvicide was used every 30-60 days to help keep populations in check. The 100-mosquito threshold was reached three times in 2024, and mosquitoes were sprayed on July 10th and August 19th and September 10th. We also sprayed the fair ground prior to the parade and the opening of the fair.

Broad leaf herbicide was used to control weeds at Elks, Centennial, Gazebo, Hartz, Lions, Red Robe, Finsbury, Annie, LaFave, and Northrup Park. Broadleaf spraying also included the MEC and Greenwood

Cemetery. This was a total of 97 acres of broad leaf herbicide sprayed. There were also nonselective herbicides such as Round Up sprayed to control all weeds at the depot and around structures in the parks and fairgrounds. Round Up was also used around fire hydrants near Challenger school and UPS where weeds had blocked access.

Tree trimming was conducted throughout the year on ROW's and allies for easier passage for garbage trucks, street sweeper, vehicles and pedestrians using the sidewalks. We also had some downed trees and branches that were cleaned up due to storms producing high winds.

2024 Cemetary Work Summary

Traditional Burials	13
Cremations	31
Disinterments	4

Filled X amount of settled gravesites

-will record actual amount next year

Filled X amount of settled footmarkers

-will record actual amount next year

Filled X amount of settled headstones

-some of which required removal of poured in place foundations

-will record actual amount next year

Planted 16 trees along the main entrance

- which were destroyed shortly thereafter

Removed flagpole and sidewalk at the old vets monument location

Disinterred four graves and moved into correct location

Corrected/Audited the First Addition in Mine & Sandy's Book.

Installed water Signage

Removed 10 shrubs

