THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, April 16, 2024

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC FORUM -** ***Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***

5. **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**

6. **APPROVE AGENDA -** ***Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***

7. **CONSENT AGENDA -** ***These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
   7.1. Approval of April 2, 2024 Council Proceedings (page 3-13)
   7.2. City of Thief River Falls Bills and Disbursements (page 14-38)

8. **NEW BUSINESS**
   8.1. Approve 2024 Street and Utilities Improvements (Non-Federal projects) (page 39)
   8.2. Approve Resolution Regarding The Administration Of The Minnesota Wetland Conservation Act (page 40-49)
   8.3. Approve commitment for $800,000 towards the Chief's Coulee Project (page 50)
   8.4. Approval of TRF Police Department to purchase of 2 keyboards for the Microsoft Surface Pro Tablets for the Chief and Deputy Chief cars. (page 51)

8.5. Approval of Transfer of Real Property Back to TRF Veteran's Memorial. (page 52-54)

8.6. Call for First Reading to rezone – Edge Housing LLC (Former MAK Properties, LLC and Vacant Valley Home Property) (page 55-56)

8.7. Approval for Rezoning – Edge Housing LLC (Former MAK Properties, LLC and Vacant Valley Home Property) (page 57-70)

8.8. Request for Support for Funding Application for Proposed Edge Housing LLC (page 71-76)

8.9. Approve Parade Application for Pennington County Fair Association 07.17.24 (page 77)

8.10. Approve Fireworks Display Permit Application for Pennington County Fair Association (page 78)

8.11. Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor Application 07.17.24 through 07.20.24 (page 79)

8.12. Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor Application 07.21.24 (page 80)

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

10.1. City Council Meeting - May 7th at 5:30 p.m.

10.2. Public Utilities Committee - May 13th at 7:00 a.m.

10.3. Public Safety/Liquor Committee - May 13th at 4:30 p.m.

10.4. Administrative Services Committee - May 14th at 4:30 p.m. Room 201 City Hall

10.5. Public Works Committee - May 14th at 4:30 p.m.

10.6. City Council Meeting - May 21st at 5:30 p.m.

11. INFORMATIONAL ITEMS

11.1. March 2024 Investment Summary (page 81-82)

11.2. Pennington County clean-up day is Saturday, May 4th from 8:00 a.m. to 12:00 p.m. ALL Pennington County & City.

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.

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
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Request for Council Action

DATE: 4/16/2024

SUBJECT: #7.1 Approval of April 2, 2024 Council Proceedings

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

MOTION TO: By the City Council, to approve the April 2, 2024 Council Proceedings.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	04.02.24 City Council Minutes

COUNCIL PROCEEDINGS

Tuesday, April 2, 2024

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on April 2, 2024. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

The following Councilmembers were present: Holmer, McCraw, Bolduc, Narverud, Pream, Lorenson and Aarestad. Councilmember absent: Arlt. Mayor Holmer chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Scott Pream, to approve the agenda with the addition 8.09 and 8.10.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 04.66.24: Approval of March 19, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 04.66.24, being seconded by Councilmember Mike Lorenson, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the March 19, 2024 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.67.24: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 04.67.24, being seconded by Councilmember Mike Lorenson, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $1,975,755.68 and council per diem in the amount of $1,365.00. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 04.68.24: Approval of TRF Police Department to purchase of 2 Microsoft Surface Pro Tablets for the Chief and Deputy Chief cars

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 04.68.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, With Pro Phoenix (CAD/RMS system) the Chief and Deputy Chief will be able to utilize the Microsoft Surface Pro tablets in the cars to view calls for service, track officer activity, and have access to all records similar to the capabilities of the patrol vehicles without having to purchase more expensive Toughbook type computers. Furthermore, it will replace existing aging laptops.

WHEREAS, Public safety consented to the purchase of the 2 Microsoft surface pro tablets.

WHEREAS, It is respectfully requested that the $3,340 will be taken from the Public Safety Aid funds.

THEREFORE, BE IT RESOLVED Approval of TRF Police Department to purchase of 2 Microsoft Surface Pro Tablets for the Chief and Deputy Chief cars using Public Safety Aid Funds in the amount of $3,340 from SHI.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.69.24: Approval of TRF Police Department to purchase new office desks for the TRF Police Dept to include 2 additional workstations in the PD Squad room

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 04.69.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The Police department would like to purchase a total of 7 new desks, and 2 new computers to replace broken and worn-out office furniture. This would also allow us to create 2 additional workstations and allow officers to have personal space to work on cases, do paperwork, and store case information. Each workstation will be shared between 2 officers allowing for a more conducive working environment. 4 desks will be placed in the Squad room, along with new desks for the Chief, Deputy Chief, and Juvenile Investigator.

WHEREAS, This was discussed at the Committee of the Whole and it was recommended to be brought to the Council for approval.

WHEREAS, It is respectfully requested that the $8,655 will be taken from the Public Safety Aid funds.

THEREFORE, BE IT RESOLVED Approval of TRF Police Department to purchase of new office desks for the TRF Police Dept. from Amazon in the amount of $6585; also 2 additional workstations in the PD Squad room from Now Micro, Inc. in the amount of $2070 for a total of $8655.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.70.24: Approve Public Safety Aid Purchase for the purchase of car fire blankets, cordless extrication tool, cordless positive pressure fan, and class B foam

Following discussion, Councilmember Scott Pream introduced Resolution No. 04.70.24, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The Fire Department is updating and improving existing equipment inventory.

WHEREAS, Public Safety Aid,

THEREFORE, BE IT RESOLVED Approve future spending around $22,932 from the Public Safety Aid money for the purchase of car fire blankets, cordless extrication tool, cordless positive pressure fan, and class B foam.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.71.24: To Accept the awarded grant from the 2024 James Metzen Mighty Ducks Grant Program

Following discussion, Councilmember Scott Pream introduced Resolution No. 04.71.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls applied for the 2024 James Metzen Mighty Ducks Grant program due to the Ice Plant project with the Ralph Engelstad Arena and the Huck Olson Memorial Civic Center. The Ice Plant project consists of the replacement of the phased out R22 system to a Co2 ice plant system.

THEREFORE, BE IT RESOLVED To accept the awarded grant from the 2024 James Metzen Mighty Ducks Grant Program in the amount of $166,367 for the Ice plant project at the Ralph Engelstad Arena and Huck Olson Memorial Civic Center. And to authorize the Mayor and City Administrator to sign and send the documents.

On vote being taken, the resolution was unanimously passed.

Call for the Second Reading to Amend City Code Chapter 152.087.2 Excluded Signs of a governmental body

Councilmember Steve Narverud motioned, being seconded by Councilmember Mike Lorenson to call for the second reading of an ordinance of Amending City Code Chapter 152.087 EXCLUDED SIGNS, Subsection (2): Traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings of a duly constituted governmental body. All other signs of a duly constituted governmental body not excluded herein shall be subject to a conditional use permit. And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions.

WHEREAS, While researching a concern about the old brick sign at the Challenger School, it was discovered that under Sec. 152.087 – EXCLUDED SIGNS, our current ordinance reads as follows:

Sec. 152.087. - Excluded signs.

The following shall be deemed to be excluded from the definition of sign as it applies to this subchapter:
2. Signs of a duly constituted governmental body, including traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings;

A Public Hearing was held on March 12, 2024, at the Planning and Zoning Commission

Meeting and recommended to Council for Approval of the above amendment to City Code Chapter 152.087.2

WHEREAS, As it currently reads, signs of a duly constituted governmental body are excluded from our sign ordinance. This allows any governmental unit located in the city proper to erect any sign of their choosing, with no limitations to size, height, or how it is lit. The proposed language change would still allow traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings to be excluded, but would require all other signs of a governmental body to be subject to a conditional use permit.

THEREFORE, BE IT RESOLVED Call for the Second Reading to consider amending City Code Chapter 152.087 EXCLUDED SIGNS, Subsection (2):

Traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings of a duly constituted governmental body. All other signs of a duly constituted governmental body not excluded herein shall be subject to a conditional use permit. And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions.

On vote being taken, second reading was approved. The City Attorney Sparby read the proposed ordinance.

RESOLUTION NO. 04.72.24: Approve to Amend City Code Chapter 152.087.2 Excluded Signs of a governmental body

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 04.72.24, being seconded by Councilmember Michele McCraw, that:

Sec. 152.087. Excluded signs.

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

1. Signs on the inside of windows and doors, provided they are not flashing signs;
2. ~~Signs of a duly constituted governmental body, including traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings;~~ Traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings of a duly constituted governmental body. All other signs of a duly constituted governmental body not excluded herein shall be subject to a conditional use permit.
3. Publicly owned memorial tablets or signs;
4. Signs required to be maintained by law or governmental order rule or regulation, provided that they do not exceed 48 square feet in sign surface area;
5. Signs displayed for the direction or convenience of the public, including signs which identify restrooms, location of public telephones, or public pedestrian entrances. The total sign surface area shall not exceed six square feet per sign on any premises and shall not contain any advertising or the name of the occupant or use;
6. Signs, provided that they do not exceed 48 square feet in sign surface area, relating to active construction projects;
7. Rummage or yard sale signs, provided that no person shall attach the signs to street name posts, traffic control signs posts, trees, or utility poles in or along any street right-of-way within the city and that no person shall attach the sign to any building, fence or

wall, or other property of another person without having first obtained the consent of the owner of the property. The maximum time limit for display of the signs is five days in any 30 day period. The signs shall not exceed three square feet in sign surface area;

8. Gasoline price signs, provided they are attached to sign structure for other permitted signs or to pump island canopies and provided the total sign surface area of all such signs is equal to or less than the following for the applicable zoning district.

Zoning District	**Total Maximum Sign Surface Area in Square Feet**
C-1 Neighborhood Business District	6
C-2 General Business District	40
C-3 Central Business District	20
C-4 Downtown Fringe District	12

9. Message board signs, provided they are attached to sign structure for other permitted freestanding signs and provided the total sign surface area of such a sign is equal to or less than the following for the applicable zoning district.

Zoning District	**Total Maximum Sign Surface Area in Square Feet**
PR Park and Recreation District	40
C-2 General Business District	40
C-3 Central Business District	30
C-4 Downtown Fringe District	24
I-1 Light Industrial District	40
I-2 General Industrial District	40

a. Message board signs may not be erected to circumvent the intent of this subchapter or the maximum sizes permitted for business and identification signs and may be used to advertise or direct attention only to:

i. A commodity, entertainment, product, or service sold or offered upon the premises where the sign is located or to which it is attached; or

ii. Any bona fide bazaar, carnival, fair, festival, horse show, or similar event when conducted by a public agency or for the benefit of any civic or charitable cause;

b. Only one message board sign shall be permitted in accordance with this division (9) for a business, lot, or shopping center; or

c. Businesses which elect to erect a message board sign as an excluded sign, in accordance with this division (9), shall be prohibited from displaying temporary mobile signs, in accordance with section 152.092.

10. Political campaign signs of any size may be posted from August 1 in a state general election year until ten days following the state general election. In nonstate general election years, political campaign signs may be posted from August 1 in an election year until ten days following the election. Every campaign sign shall contain the name and address of persons responsible for the sign and those persons shall be responsible for its removal. If the signs are not removed within ten days following the election, the city shall have the right to remove and destroy the signs and assess a fee of

one dollar per sign to the responsible persons.

11. 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.

(Ord. No. 118, 3rd Series 1-2-19)

On vote being taken, the resolution was unanimously passed.

Call for the Second Reading to consider Amendment to C-2 Yard Setback Requirements. City Code 152.095.4C

Councilmember Steve Narverud motioned, being seconded by Councilmember Scott Pream to call for the second reading of an ordinance of Amendment to City Code Chapter 152.095, Performance standards in zoning districts, Subsection (4) (C) General Business District (C-2) Yard Requirements.

WHEREAS, The previous City Planner, Mark Borseth, left a list of things he felt the Planning & Zoning Commission should address in current City Ordinances, one of these being to clarify the sign setback distance along frontage roads as currently they could be measured from either the lot line, or the interior edge of the frontage street. The proposed change will clarify and standardize this setback. A Public Hearing was held on March 12, 2024, at the Planning and Zoning Commission Meeting and recommended to Council for approval. A First Reading was held at the March 19, 2024 City Council meeting.

WHEREAS, The proposed changes are the addition of the words "road right of way" to line five (5) and the words "whichever distance is further" was added to line 6 of the revised recommended ordinance proposed above.

THEREFORE, BE IT RESOLVED Call for the Second Reading to consider Amendment to City Code Chapter 152.095, Performance standards in zoning districts, Subsection (4) (C) General Business District (C-2) Yard Requirements.

All Signs, except directional and temporary signs, shall be subject to the same setback and yard requirements as all other permitted accessory uses. In the case of a corner lot, all signs, except directional and temporary signs, shall abide by the front yard setback for both sides abutting a public street. All directional, temporary, and freestanding signs shall set back a minimum of six feet from the lot line, road right of way, or where adjacent to a frontage street, six feet from the interior edge of the frontage street, whichever distance is further. And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions.

On vote being taken, second reading was approved. The City Attorney Sparby read the proposed ordinance.

RESOLUTION NO. 04.73.24: Approve Amendment to C-2 Yard Setback Requirements. City Code 152.095.4C

Following discussion, Councilmember Steve Narverud introduced Resolution No.

04.73.24, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The previous City Planner, Mark Borseth, left a list of things he felt the Planning & Zoning Commission should address in current City Ordinances, one of these being to clarify the sign setback distance along frontage roads as currently they could be measured from either the lot line, or the interior edge of the frontage street. The proposed change will clarify and standardize this setback. A Public Hearing was held on March 12, 2024, at the Planning and Zoning Commission Meeting and recommended to Council for Approval. A First Reading was held at the March 19, 2024 City Council meeting and a second reading at the April 2, 2024 City Council meeting.

WHEREAS, The proposed changes are the addition of the words "road right of way" to line five (5) and the words "whichever distance is further" was added to line 6 of the revised recommended ordinance proposed above.

THEREFORE, BE IT RESOLVED Approve An amendment to City Code Chapter 152.095, Performance standards in zoning districts, Subsection (4) (C) General Business District (C-2) Yard Requirements.

All Signs, except directional and temporary signs, shall be subject to the same setback and yard requirements as all other permitted accessory uses. In the case of a corner lot, all signs, except directional and temporary signs, shall abide by the front yard setback for both sides abutting a public street. All directional, temporary, and freestanding signs shall set back a minimum of six feet from the lot line, road right of way, or where adjacent to a frontage street, six feet from the interior edge of the frontage street, whichever distance is further.

And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions.

On vote being taken, the resolution was unanimously passed.

Call for First Reading of an Ordinance Enacting a Code of Ordinances for The City Of Thief River Falls, Minnesota, Amending, Restating, Revising, Updating, Codifying and Compiling Certain Ordinances of The City Dealing with The Subjects Embraced in The Code of Ordinances, and Providing Penalties for The Violation of The Code of Ordinances.

Councilmember Mike Lorenson motioned, being seconded by Councilmember Steve Narverud to call for the first reading of an ordinance of Enacting A Code Of Ordinances For The City Of Thief River Falls, Minnesota, Amending, Restating, Revising, Updating, Codifying And Compiling Certain Ordinances Of The City Dealing With The Subjects Embraced In The Code Of Ordinances, And Providing Penalties For The Violation Of The Code Of Ordinances.

WHEREAS, Minnesota Statutes Sections §415.02 and §415.021 authorize the city to cause its ordinances to be codified and printed in a book,

NOW THEREFORE, the City Council of the City of Thief River Falls, Minnesota, ordains:

Section 1. The general ordinances of the City as amended, restated, revised, updated, codified and compiled in book form, including penalties for the violations of various provisions thereof, are hereby adopted and shall constitute the "Code of Ordinances of the City of Thief River Falls, Minnesota." This Code of Ordinances also adopts by reference certain statutes and administrative rules of the State of Minnesota as named in the Code of Ordinances.

Section 2. The Code of Ordinances as adopted in Section 1 shall consist of the following titles:

General Provisions
City Standards
City Council and City Officials
Departments, Divisions, Boards and Commissions
City Policies
Emergency Management
Utilities Generally
Garbage and Refuse
Electricity
Sewers
Water
General Provisions
Traffic Regulations
Parking Regulations
Roller Blades, Roller-Skates and Skateboards
Snowmobile; All-Terrain Vehicles
Fair Housing
Nuisances
Streets and Sidewalks
Shade Tree Pest Control
Animals
Hazardous Substances
General Licensing and Regulations
Alcoholic Beverages
Tobacco Regulations
Taxicabs
General Offenses
Building Regulations
Subdivisions
Zoning Code

Section 3. All prior ordinances, pertaining to the subjects treated in the Code of Ordinances, shall be deemed repealed from and after the effective date of this ordinance, except as they are included and re-ordained in whole or in part in the Code of Ordinances; provided, this repeal shall not affect any offense committed or penalty incurred or any right established prior to the effective date of this ordinance, nor shall this repeal affect the provisions of ordinances levying taxes, appropriating money, annexing or detaching territory, establishing franchises, or granting special rights to certain persons, authorizing public improvements, authorizing the issuance of bonds or borrowing of money, authorizing the purchase or sale of real or personal property, granting or accepting easements, plat or dedication of land to public use, vacating or setting the boundaries of streets or other public places; nor shall this repeal affect any other ordinance of a temporary or special nature or pertaining to subjects not contained in or covered by the Code of Ordinances. All fees established in prior ordinances codified in this Code shall remain in effect unless amended in this code or until an ordinance adopting a fee schedule is adopted or amended.

Section 4. This ordinance adopting the Code of Ordinances shall be a sufficient publication of any ordinance included in it and not previously published in the City's official newspaper. The City Administrator of the City shall cause a substantial quantity of the Code of Ordinances to be printed for general distribution to the public at actual cost and shall furnish a copy of the Code of Ordinances to the County Law Library or its designated depository. The official copy of this Code of Ordinances shall be marked and kept in the office of the City Administrator.

Section 5. The Code of Ordinances is declared to be prima facie evidence of the law of the City and shall be received in evidence as provided by Minnesota Statutes by the Courts of the State of Minnesota.

Section 6. This ordinance adopting the Code of Ordinances, and the Code of Ordinances itself, shall take effect upon publication of this ordinance in the City's official newspaper.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.74.24: Approval of Ordinance Enacting a Code of Ordinances for The City Of Thief River Falls, Minnesota, Amending, Restating, Revising, Updating, Codifying and Compiling Certain Ordinances of The City Dealing with The Subjects Embraced in The Code of Ordinances, and Providing Penalties for The Violation of The Code of Ordinances.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 04.74.24, being seconded by Councilmember Michele McCraw, to suspend second reading and approve the Ordinance Enacting a Code of Ordinances for The City Of Thief River Falls, Minnesota, Amending, Restating, Revising, Updating, Codifying and Compiling Certain Ordinances of The City Dealing with The Subjects Embraced in The Code of Ordinances, and Providing Penalties for The Violation of The Code of Ordinances.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.75.24: Approval of Employment of Christopher Matter as Forester

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 04.75.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, On resolution number 12-291-23 the City Council authorized filling the vacant Forester position, created by the resignation of Louis Brown. The position was first offered to Teamster members and then was advertised and filled by the public advertising process.

WHEREAS, The city council has authorized filling this position.

WHEREAS, This is a budgeted position.

THEREFORE, BE IT RESOLVED Approve the employment of Christopher Matter as Forester. Mr. Matter shall be placed at Step 1 of the Grade Level 4 Forester salary schedule for a starting salary of $27.09 per hour, effective April 8, 2024, pending successful completion of all pre-employment backgrounds and testing. If Mr. Matter, within 6 months from date of employment, obtains his herbicide/pesticide certification; and his tree inspection certification, he will move Step 2 with a wage of $28.23 per hour.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Steve Narverud mentioned Spring Clean Up will be May 4th from 8 a.m. to noon.

UPCOMING MEETINGS

- Public Utilities Committee - April 8th at 7:00 a.m.
- Public Safety/Liquor Committee - April 8th at 4:30 p.m.
- Administrative Services Committee - April 9th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - April 10th at 4:30 p.m.
- City Council Meeting - April 16th at 5:30 p.m.

INFORMATIONAL ITEMS

ADJOURNMENT

There being no further discussion, Councilmember Mike Lorenson being seconded by Councilmember Scott Pream to adjourn at 5:51 p.m. On vote being taken, the Chair declared the motion unanimously carried.

____
Brian D. Holmer, Mayor

Attest: __________________________________
Angela Philipp, City Administrator

City of Thief River Falls

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Thief River Falls MN 56701-0528

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Request for Council Action

DATE: 4/16/2024

SUBJECT: #7.2 City of Thief River Falls Bills and Disbursements and Council Per Diems

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

MOTION TO: By the City Council, to authorize payment of bills and disbursements in the total amount of $514,114.30. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Expense Account Codes
2.	04.16.24 Summary of Disbursements
3.	Packet 924 04.04.24 #7 Payroll
4.	Packet 925 04.04.24 #7 Payroll
5.	Packet 930 04.02.24 Direct Payables
6.	Packet 929 04.02.24 Liquor Payables
7.	Packet 936 04.16.24 Council Meeting

CITY OF THIEF RIVER FALLS
EXPENSE ACCOUNT CODES

FUND	DEPARTMENT	DESCRIPTION
100	**GENERAL FUND**	
	4110	City Council
	4140	Elections
	4150	City Administration
	4160	City Attorney
	4192	IT Department
	4194	Government Buildings
	4210	Police
	4215	Emergency Management
	4220	Fire
	4240	Building Official
	4312	Street
	4315	Sanitation
	4316	Street Lighting
	4510	Park Department
	4550	Branch Library
	4560	Carnegie Library Building
	4570	201 Atlantic Ave Garage
	4650	Public Works
	4670	General Administration
210	**COMMUNITY DEVELOPMENT REVOLVING LOAN FUND**	
230	**TRF K-9 UNIT FUND**	
260	**MECC**	
270	**TRAIN CANOPY**	
610	**LIQUOR**	
620	**WATER UTILITY**	
630	**REA & HOMCC ARENAS - VENUWORKS**	
640	**MULTI EVENTS CULTURAL CENTER - VENUWORKS**	
650	**TOURIST PARK CAMPGROUNDS - VENUMORKS**	
670	**STORM WATER UTILITY**	
680	**WASTEWATER UTILITY**	
690	**ELECTRIC UTILITY**	
810	**POLICE RELIEF ASSOCIATION**	
820	**GREENWOOD CEMETERY FUND**	
		1/14/2022

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

APRIL 16th, 2024

SUMMARY OF DISBURSEMENTS

4/4/2024	AP PKT #925 - #7 PAYROLL	$352.44
4/2/2024	AP PKT #929 - LIQUOR PAYABLES	$154,579.10
4/2/2024	AP PKT #930 - DIRECT PAYABLES	$13,213.61
4/7/2024	AP PKT #924 - #7 PAYROLL	$229,726.85
4/16/2024	AP PKT #936 - COUNCIL MEETING	$116,242.30
GRAND TOTAL OF DISBURSEMENTS		**$514,114.30**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00924 - PYPKT01141 - 2024 04 04 #7 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001075	04/04/2024	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		20,783.84
INTERNAL REVENUE SERVICE	INV0001075	04/04/2024	740-20150	Payroll Taxes Payable	MEDICARE		6,922.40
INTERNAL REVENUE SERVICE	INV0001075	04/04/2024	740-20150	Payroll Taxes Payable	FED W/H		21,797.75
					Vendor INTERNAL REVENUE SERVICE Total:		**49,503.99**
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR…	INV0001070	04/04/2024	740-24000	Clearing Account	LELS Dues		916.50
					Vendor LAW ENFORCEMENT LABOR SERVICES Total:		**916.50**
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT…	INV0001074	04/04/2024	740-20160	State Withholding	State W/H Tax		10,815.06
					Vendor MN DPT OF REVENUE - WITHHOLDING Total:		**10,815.06**
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR…	INV0001071	04/04/2024	740-24000	Clearing Account	PLIFE		560.00
					Vendor NCPERS GROUP LIFE INSURANCE Total:		**560.00**
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	100-4150-61310	Health Insurance	Health Insurance Premium		5,589.61
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	100-4210-61310	Health Insurance	Health Insurance Premium		18,115.94
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	100-4220-61310	Health Insurance	Health Insurance Premium		6,686.52
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	100-4240-61310	Health Insurance	Health Insurance Premium		1,941.62
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	100-4312-61310	Health Insurance	Health Insurance Premium		7,611.38
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	100-4315-61310	Health Insurance	Health Insurance Premium		6,686.52
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	100-4510-61310	Health Insurance	Health Insurance		700.82
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	100-4650-61310	Health Insurance	Health Insurance Premium		2,642.44
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	100-4660-61310	Health Insurance	Health Insurance Premium		1,625.68
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	610-4825-61310	Health Insurance	Health Insurance Premium		10,553.35
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	620-4825-61310	Health Insurance	Health Insurance Premium		5,336.87
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	680-4825-61310	Health Insurance	Health Insurance Premium		6,525.68
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	690-4825-61310	Health Insurance	Health Insurance Premium		20,570.84
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	740-4870-63620	Employee BC/BS Monthly Bil…	Health Insurance Employee …		13,032.45
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	740-4870-63660	Retiree BC/BS Monthly billi…	Health Insurance Retiree		5,470.96
NORTHWEST SERVICE COO…	INV0001079	04/02/2024	820-4825-61310	Health Insurance	Health Insurance Premium		1,941.62
					Vendor NORTHWEST SERVICE COOPERATIVE Total:		**115,032.30**
Vendor: P E R A OF MN							
P E R A OF MN	INV0001073	04/04/2024	740-20180	PERA Payable	PERA EE/ER COORD		24,010.47
P E R A OF MN	INV0001073	04/04/2024	740-20180	PERA Payable	PERA EE/ER P&F		21,380.79
					Vendor P E R A OF MN Total:		**45,391.26**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0001072	04/04/2024	740-24000	Clearing Account	LTD Premium		546.73
					Vendor SUN LIFE FINANCIAL (LTD) Total:		**546.73**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001067	04/04/2024	740-24000	Clearing Account	Contributions Employee		5,408.53
					Vendor VANTAGEPOINT ICMA Total:		**5,408.53**
Vendor: WEX BANK							
WEX BANK	INV0001069	04/04/2024	740-24000	Clearing Account	HSA		441.70
WEX BANK	INV0001076	03/29/2024	740-20300	Flex Payroll Deductions	Flex Reimbursement		109.00
WEX BANK	INV0001077	03/29/2024	740-20300	Flex Payroll Deductions	Flex Reimbursement		20.00
WEX BANK	INV0001078	04/02/2024	740-20300	Flex Payroll Deductions	Flex Reimbursement		205.78
WEX BANK	INV0001080	04/04/2024	740-20300	Flex Payroll Deductions	Flex Reimbursement		776.00
					Vendor WEX BANK Total:		**1,552.48**
					Grand Total:		**229,726.85**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		51,600.53
610 - LIQUOR DISPENSARY		10,553.35
620 - WATER UTILITY FUND		5,336.87
680 - WASTEWATER UTILITY FUND		6,525.68
690 - ELECTRIC UTILITY FUND		20,570.84
740 - TRF HEALTH INSURANCE FUND		133,197.96
820 - GREENWOOD CEMETERY FUND		1,941.62
	Grand Total:	**229,726.85**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	5,589.61
100-4210-61310	Health Insurance	18,115.94
100-4220-61310	Health Insurance	6,686.52
100-4240-61310	Health Insurance	1,941.62
100-4312-61310	Health Insurance	7,611.38
100-4315-61310	Health Insurance	6,686.52
100-4510-61310	Health Insurance	700.82
100-4650-61310	Health Insurance	2,642.44
100-4660-61310	Health Insurance	1,625.68
610-4825-61310	Health Insurance	10,553.35
620-4825-61310	Health Insurance	5,336.87
680-4825-61310	Health Insurance	6,525.68
690-4825-61310	Health Insurance	20,570.84
740-20150	Payroll Taxes Payable	49,503.99
740-20160	State Withholding	10,815.06
740-20180	PERA Payable	45,391.26
740-20300	Flex Payroll Deductions	1,110.78
740-24000	Clearing Account	7,873.46
740-4870-63620	Employee BC/BS Monthl...	13,032.45
740-4870-63660	Retiree BC/BS Monthly bi..	5,470.96
820-4825-61310	Health Insurance	1,941.62
	Grand Total:	**229,726.85**

Project Account Summary

Project Account Key		Expense Amount
None		229,726.85
	Grand Total:	**229,726.85**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00925 - PYPKT01141 - 2024 04 04 #7 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0001068	04/04/2024	740-24000	Clearing Account	FLEX VISION		352.44
						Vendor VSP INSURANCE CO Total:	**352.44**
						Grand Total:	**352.44**

Fund Summary

Fund		Expense Amount
740 - TRF HEALTH INSURANCE FUND		352.44
	Grand Total:	**352.44**

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	352.44
	Grand Total:	**352.44**

Project Account Summary

Project Account Key		Expense Amount
None		352.44
	Grand Total:	**352.44**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00930 - 04/02/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CAPITAL ONE							
CAPITAL ONE	1654560705	04/02/2024	100-4194-62990	Misc. Operating Expense	CLEANING SUPPLIES		126.73
CAPITAL ONE	1654560705	04/02/2024	100-4550-62990	Misc. Operating Expense	CLEANING SUPPLIES		66.34
CAPITAL ONE	1654560705	04/02/2024	620-4840-62990	Misc. Operating Expense	WTP LAB / CONTROL RM S...		18.77
CAPITAL ONE	1654560705	04/02/2024	690-4840-62990	Misc. Operating Expense	DAWN / AEROSOL		20.99
						Vendor CAPITAL ONE Total:	**232.83**
Vendor: FRANCIS TRUDEAU							
FRANCIS TRUDEAU	REISSUE 1ST QTR '24	04/02/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY (REIS...		145.00
						Vendor FRANCIS TRUDEAU Total:	**145.00**
Vendor: T R F CONVENTION &							
T R F CONVENTION &	FEB 2024	04/02/2024	100-4670-63030	Contracts Expense	LODGING TAX - FEB 2024		10,773.72
						Vendor T R F CONVENTION & Total:	**10,773.72**
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	9959762862	03/22/2024	100-4110-63210	Communication Expense	WIRELESS PHONE SERVICE -...		334.92
VERIZON WIRELESS #78678...	9959762862	03/22/2024	100-4150-63210	Communication Expense	WIRELESS PHONE SERVICE -...		133.72
VERIZON WIRELESS #78678...	9959762862	03/22/2024	100-4192-63210	Communication Expense	WIRELESS PHONE SERVICE -...		80.02
VERIZON WIRELESS #78678...	9959762862	03/22/2024	100-4192-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.24
VERIZON WIRELESS #78678...	9959762862	03/22/2024	100-4210-63210	Communication Expense	WIRELESS PHONE SERVICE -...		701.08
VERIZON WIRELESS #78678...	9959762862	03/22/2024	100-4240-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.24
VERIZON WIRELESS #78678...	9959762862	03/22/2024	100-4510-63210	Communication Expense	WIRELESS PHONE SERVICE -...		82.48
VERIZON WIRELESS #78678...	9959762862	03/22/2024	100-4650-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.24
VERIZON WIRELESS #78678...	9959762862	03/22/2024	100-4660-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.24
VERIZON WIRELESS #78678...	9959762862	03/22/2024	610-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.24
VERIZON WIRELESS #78678...	9959762862	03/22/2024	620-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		122.49
VERIZON WIRELESS #78678...	9959762862	03/22/2024	650-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		71.23
VERIZON WIRELESS #78678...	9959762862	03/22/2024	680-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.24
VERIZON WIRELESS #78678...	9959762862	03/22/2024	690-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		206.20
VERIZON WIRELESS #78678...	9959762862	03/22/2024	820-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		82.48
						Vendor VERIZON WIRELESS #786782900 Total:	**2,062.06**
						Grand Total:	**13,213.61**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		12,608.97
610 - LIQUOR DISPENSARY		41.24
620 - WATER UTILITY FUND		141.26
650 - TOURIST PARK - VENUWORKS		71.23
680 - WASTEWATER UTILITY FUND		41.24
690 - ELECTRIC UTILITY FUND		227.19
820 - GREENWOOD CEMETERY FUND		82.48
	Grand Total:	**13,213.61**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63210	Communication Expense	334.92
100-4150-63210	Communication Expense	133.72
100-4192-63210	Communication Expense	121.26
100-4194-62990	Misc. Operating Expense	126.73
100-4210-63210	Communication Expense	701.08
100-4220-61060	Temporary Salaries	145.00
100-4240-63210	Communication Expense	41.24
100-4510-63210	Communication Expense	82.48
100-4550-62990	Misc. Operating Expense	66.34
100-4650-63210	Communication Expense	41.24
100-4660-63210	Communication Expense	41.24
100-4670-63030	Contracts Expense	10,773.72
610-4830-63210	Communication Expense	41.24
620-4830-63210	Communication Expense	122.49
620-4840-62990	Misc. Operating Expense	18.77
650-4830-63210	Communication Expense	71.23
680-4830-63210	Communication Expense	41.24
690-4830-63210	Communication Expense	206.20
690-4840-62990	Misc. Operating Expense	20.99
820-4830-63210	Communication Expense	82.48
	Grand Total:	**13,213.61**

Project Account Summary

Project Account Key		Expense Amount
None		13,213.61
	Grand Total:	**13,213.61**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00929 - 04/02/24 LIQUOR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3665912	03/11/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		40.00
						Vendor ARTISAN BEER COMPANY Total:	**40.00**
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0202977900	03/19/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,598.45
						Vendor BELLBOY CORP - LIQUOR Total:	**2,598.45**
Vendor: BERNICK'S							
BERNICK'S	20048730	03/01/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		192.00
BERNICK'S	20048731	03/01/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		718.35
						Vendor BERNICK'S Total:	**910.35**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	317471	03/07/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		784.20
						Vendor BEVERAGE WHOLESALERS INC Total:	**784.20**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	114882740	03/19/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		2,296.00
BREAKTHRU BEVERAGE	114882741	03/19/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		14,485.45
BREAKTHRU BEVERAGE	114882741	03/19/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		504.00
BREAKTHRU BEVERAGE	114882741	03/19/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		343.58
						Vendor BREAKTHRU BEVERAGE Total:	**17,629.03**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2497286	03/07/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		151.55
JOHNSON BROTHERS LIQU...	2498577	03/11/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		13,171.00
JOHNSON BROTHERS LIQU...	2498578	03/11/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		3,088.55
JOHNSON BROTHERS LIQU...	2498579	03/11/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		5,292.00
						Vendor JOHNSON BROTHERS LIQUOR Total:	**21,703.10**
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	766405	03/01/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		180.00
MC KINNON COMPANY INC	766405	03/01/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		2,421.25
MC KINNON COMPANY INC	766405	03/01/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		138.70
MC KINNON COMPANY INC	766414	03/01/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		307.80
MC KINNON COMPANY INC	766648	03/05/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		1,205.50
MC KINNON COMPANY INC	766664	03/05/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		190.00
MC KINNON COMPANY INC	766664	03/05/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		4,432.82
MC KINNON COMPANY INC	767323	03/06/2024	610-4810-62520	Beer for Resale	BEER CREDIT		-12.00
MC KINNON COMPANY INC	767742	03/08/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		7,209.20
MC KINNON COMPANY INC	767748	03/08/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		457.20

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MC KINNON COMPANY INC	767981	03/12/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		760.00
MC KINNON COMPANY INC	767981	03/12/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		10,182.50
MC KINNON COMPANY INC	768005	03/12/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		54.00
MC KINNON COMPANY INC	768161	03/12/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		396.75
MC KINNON COMPANY INC	768992	03/15/2024	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-8.86
MC KINNON COMPANY INC	768992	03/15/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		5,753.45
MC KINNON COMPANY INC	768992	03/15/2024	610-4810-62530	Wine for Resale	WINE CREDIT		-12.25
MC KINNON COMPANY INC	768994	03/15/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		29.50
MC KINNON COMPANY INC	769185	03/15/2024	610-4810-62520	Beer for Resale	BEER CREDIT		-38.40
						Vendor MC KINNON COMPANY INC Total:	**33,647.16**
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	149281	03/01/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		126.90
NORTHWEST BEVERAGE INC	149281	03/01/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		9,338.50
NORTHWEST BEVERAGE INC	149285	03/04/2024	610-4810-62520	Beer for Resale	PURCHASE - LIQUOR		231.30
NORTHWEST BEVERAGE INC	149285	03/04/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		11,484.65
NORTHWEST BEVERAGE INC	149285	03/04/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		190.00
NORTHWEST BEVERAGE INC	14938	03/08/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		154.20
NORTHWEST BEVERAGE INC	14938	03/08/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		8,505.15
NORTHWEST BEVERAGE INC	149393	03/11/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		126.90
NORTHWEST BEVERAGE INC	149393	03/11/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		7,921.95
NORTHWEST BEVERAGE INC	149492	03/15/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		7,731.65
						Vendor NORTHWEST BEVERAGE INC Total:	**45,811.20**
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEM...	64405	03/09/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		133.25
						Vendor NORTHWOODS ICE OF BEMIDJI INC Total:	**133.25**
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	32725206	03/21/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		303.00
						Vendor PEPSI BEVERAGES COMPANY Total:	**303.00**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6750160	03/11/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		9,253.75
PHILLIPS WINE & SPIRITS	6750161	03/11/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		381.85
PHILLIPS WINE & SPIRITS	6750162	03/11/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		161.25
						Vendor PHILLIPS WINE & SPIRITS Total:	**9,796.85**
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2457596	03/19/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		15,642.91
SOUTHERN GLAZERS OF MN	2457596	03/19/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		5,579.60
						Vendor SOUTHERN GLAZERS OF MN Total:	**21,222.51**
						Grand Total:	**154,579.10**

Fund Summary

Fund		Expense Amount
610 - LIQUOR DISPENSARY		154,579.10
	Grand Total:	**154,579.10**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	56,832.25
610-4810-62520	Beer for Resale	78,628.97
610-4810-62530	Wine for Resale	17,129.75
610-4810-62540	Soft Drinks/Mix for Resa...	1,854.88
610-4810-62590	Misc. Mdse for Resale	133.25
	Grand Total:	**154,579.10**

Project Account Summary

Project Account Key		Expense Amount
None		154,579.10
	Grand Total:	**154,579.10**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00936 - 04/16/24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	155431	03/01/2024	690-4850-62350	Power Plant/Dam Maint	PAINT BRUSHES		13.96
ACE HARDWARE	155629	03/05/2024	690-4850-62350	Power Plant/Dam Maint	PAINT		48.48
ACE HARDWARE	15587	03/08/2024	620-4850-62290	Water Meter Maintenance	THREAD SEAL TAPE - METER…		38.53
ACE HARDWARE	156072	03/12/2024	100-4550-62230	Building Maint & Repair	TOILET GASKETS		37.95
ACE HARDWARE	156078	03/12/2024	620-4840-62990	Misc. Operating Expense	WTP SUPPLIES		7.98
ACE HARDWARE	156109	03/12/2024	620-4840-62990	Misc. Operating Expense	WTP SUPPLIES		15.96
ACE HARDWARE	156315	03/15/2024	100-4220-62990	Misc. Operating Expense	PUMBING SUPPLIES		19.22
ACE HARDWARE	156328	03/15/2024	100-4194-62990	Misc. Operating Expense	FLAG HOOKS - DEPOT POLE		22.36
ACE HARDWARE	156435	03/18/2024	620-4840-62990	Misc. Operating Expense	WTP SUPPLIES		34.31
ACE HARDWARE	156497	03/19/2024	100-4194-62990	Misc. Operating Expense	BULBS		149.70
ACE HARDWARE	156526	03/19/2024	620-4850-62290	Water Meter Maintenance	BUSHING - METER SERVICE		47.95
ACE HARDWARE	156780	03/23/2024	690-4850-62350	Power Plant/Dam Maint	PAINT / BRUSH		73.73
ACE HARDWARE	156823	03/25/2024	620-4840-62990	Misc. Operating Expense	WTP SUPPLIES		10.36
ACE HARDWARE	157025	03/28/2024	620-4840-62990	Misc. Operating Expense	DIST SHOP SUPPLIES		8.04
						Vendor ACE HARDWARE Total:	**528.53**
Vendor: ACME ELECTRIC COMPANIES							
ACME ELECTRIC COMPANIES	12526101	03/15/2024	100-4315-62210	Equipment Maint & Repair	HOSE - PRESSURE WASHER		279.39
						Vendor ACME ELECTRIC COMPANIES Total:	**279.39**
Vendor: ADVANCED ELEMENTS OPERATIONAL TECHNOLOGY LLC							
ADVANCED ELEMENTS OPE…	92633	02/13/2024	680-4890-63110	Consulting Fees	PROF SRVCS - CYBER SECUR…		546.00
						Vendor ADVANCED ELEMENTS OPERATIONAL TECHNOLOGY LLC Total:	**546.00**
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2405	04/02/2024	620-4840-62160	Chemicals	CHEMICALS		9,629.46
						Vendor AQUA PURE INC Total:	**9,629.46**
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9659311	02/26/2024	100-4510-62210	Equipment Maint & Repair	FILTER		46.73
AUTO VALUE T R F	9659404	02/26/2024	100-4312-62240	Department Maint & Repair	POWER BLAST CLEANERS		46.21
AUTO VALUE T R F	9659618	02/28/2024	100-4312-62210	Equipment Maint & Repair	FILTERS		64.06
AUTO VALUE T R F	9659699	02/29/2024	100-4312-62210	Equipment Maint & Repair	FILTERS		64.06
AUTO VALUE T R F	9659873	03/01/2024	690-4840-62990	Misc. Operating Expense	MICRO CLEANING PADS		40.99
AUTO VALUE T R F	9659949	03/02/2024	690-4840-62990	Misc. Operating Expense	BUFFING COMPOUND		130.60
AUTO VALUE T R F	9660036	03/04/2024	100-4312-62210	Equipment Maint & Repair	FILTERS		55.97
AUTO VALUE T R F	9660045	03/04/2024	100-4312-62210	Equipment Maint & Repair	RETURN CREDIT - FILTERS		-41.98
AUTO VALUE T R F	9660105	03/04/2024	100-4510-62210	Equipment Maint & Repair	FILTERS		79.59
AUTO VALUE T R F	9660914	03/11/2024	100-4510-62210	Equipment Maint & Repair	FILTERS		137.60

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
AUTO VALUE T R F	9660915	03/11/2024	100-4312-62240	Department Maint & Repair	CLEANERS		39.96
AUTO VALUE T R F	9661071	03/12/2024	100-4510-62210	Equipment Maint & Repair	PAINT		68.44
AUTO VALUE T R F	9661353	03/14/2024	690-4840-62990	Misc. Operating Expense	RETURN CREDIT - BUFFING ...		-65.30
AUTO VALUE T R F	9661438	03/14/2024	100-4220-62120	Gas-Oil-Lube	FILTERS - OIL / FUEL		214.45
AUTO VALUE T R F	9661494	03/15/2024	100-4312-62210	Equipment Maint & Repair	FILTER		25.73
AUTO VALUE T R F	9661537	03/15/2024	100-4510-62120	Gas-Oil-Lube	OIL		14.99
AUTO VALUE T R F	9662324	03/21/2024	680-4840-62990	Misc. Operating Expense	PLUG / GRIP - DRILL REPLAC...		19.48
						Vendor AUTO VALUE T R F Total:	**941.58**
Vendor: BERTS TRUCK EQUIPMENT MOORHEAD							
BERTS TRUCK EQUIPMENT ...	W104260	04/03/2024	100-4312-62210	Equipment Maint & Repair	CONTROLLER - #5525		4,010.30
						Vendor BERTS TRUCK EQUIPMENT MOORHEAD Total:	**4,010.30**
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC ...	820947	03/28/2024	100-4670-62990	Misc. Operating Expense	FLEX FEE - MAR 2024		180.00
						Vendor BRADY MARTZ & ASSOC PC INC Total:	**180.00**
Vendor: BRIAN DUANE HOLMER							
BRIAN DUANE HOLMER	REIMB 03 20 24	03/20/2024	100-4110-64400	Travel, Conference, School	REIMBURSE - AIRE FARE / U...		300.93
						Vendor BRIAN DUANE HOLMER Total:	**300.93**
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10413547	03/20/2024	100-4194-62990	Misc. Operating Expense	TOILET TISSUE		50.51
						Vendor COLE PAPERS INC Total:	**50.51**
Vendor: DAKOTA PLAYGROUND							
DAKOTA PLAYGROUND	303222	03/29/2024	100-4510-62240	Department Maint & Repair	PLAYGROUND EQUIP - LION...		379.30
						Vendor DAKOTA PLAYGROUND Total:	**379.30**
Vendor: DANA C KLOS							
DANA C KLOS	03 2024	03/28/2024	100-4210-63100	Animal Control	ANIMAL CONTROL 03/28 - ...		60.00
						Vendor DANA C KLOS Total:	**60.00**
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	103305360	03/06/2024	620-4850-62230	Building Maint & Repair	WTP REPLACEMENT		150.19
DIGI KEY CORPORATION	103749494	03/26/2024	690-4850-62350	Power Plant/Dam Maint	FUSE HOLDER		10.19
						Vendor DIGI KEY CORPORATION Total:	**160.38**
Vendor: DWIGHT TANGQUIST							
DWIGHT TANGQUIST	04 01 24	04/01/2024	100-4110-62990	Misc. Operating Expense	KITCHEN / MEETING SUPPLI...		72.60
						Vendor DWIGHT TANGQUIST Total:	**72.60**
Vendor: ELECTRIC PUMP INC (MN)							
ELECTRIC PUMP INC (MN)	0077910-IN	04/08/2024	680-4850-62220	Lift Station and Pond Maint...	LIFT #10		9,719.87
						Vendor ELECTRIC PUMP INC (MN) Total:	**9,719.87**
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0223217	03/11/2024	100-4510-62210	Equipment Maint & Repair	TUBING - SANDER 550		83.10
EVANS SCRAP AND STEEL INC	0223279	03/26/2024	690-4850-62350	Power Plant/Dam Maint	REBAR - HOOKS FOR SPLASH..		49.20
						Vendor EVANS SCRAP AND STEEL INC Total:	**132.30**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS130349	03/11/2024	100-4312-62210	Equipment Maint & Repair	HARDWARE		62.32
FASTENAL COMPANY	MNROS130354	03/12/2024	690-4850-62360	Distribution Maint	REPAIR PARTS - MINNKOTA		93.39
FASTENAL COMPANY	MNROS130359	03/12/2024	620-4840-62880	Personal Protective Equipm...	SAFETY SHIELD		39.30
FASTENAL COMPANY	MNROS130430	03/28/2024	100-4312-62240	Department Maint & Repair	HARDWARE INVENTORY		50.54
FASTENAL COMPANY	MNROS130486 - CR	03/19/2024	100-4510-62210	Equipment Maint & Repair	RETURN CREDIT - WRENCH		-23.72
FASTENAL COMPANY	MNROS130486	03/19/2024	100-4510-62210	Equipment Maint & Repair	HARDWARE		27.58
						Vendor FASTENAL COMPANY Total:	**249.41**
Vendor: FLAHERTY AND HOOD PA							
FLAHERTY AND HOOD PA	21090	04/08/2024	100-4160-63040	Legal Fees	PROF SRVCS - LABOR NEGOT..		737.13
FLAHERTY AND HOOD PA	21116	04/03/2024	560-4680-65940	Work in Progress - Legal/Mi...	PROF SRVCS - LITIGATION F...		168.75
						Vendor FLAHERTY AND HOOD PA Total:	**905.88**
Vendor: FLEETPRIDE							
FLEETPRIDE	115711111	04/01/2024	100-4312-62210	Equipment Maint & Repair	HYD STEERING ELE		38.87
FLEETPRIDE	115767092	04/02/2024	100-4312-62210	Equipment Maint & Repair	REVERSE SWITCH		36.79
						Vendor FLEETPRIDE Total:	**75.66**
Vendor: FORUM COMMUNICATIONS COMPANY							
FORUM COMMUNICATIONS...	MP1977920324	03/31/2024	100-4510-63490	Advertising	ADVERTISING - FORESTER P...		460.00
						Vendor FORUM COMMUNICATIONS COMPANY Total:	**460.00**
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	4030790	03/31/2024	690-4850-62360	Distribution Maint	BILLABLE LOCATES - MAR 2...		5.40
						Vendor GOPHER STATE ONE CALL Total:	**5.40**
Vendor: HARRIS COMPUTER SYSTEMS							
HARRIS COMPUTER SYSTEMS	SWKCT0000145	03/31/2024	620-4890-63020	Computer Maintenance & li...	SENSUS INTEGRATION		7,962.50
						Vendor HARRIS COMPUTER SYSTEMS Total:	**7,962.50**
Vendor: HAWKINS INC							
HAWKINS INC	6714075	03/19/2024	620-4850-62220	Plant Equip Maint & Repair	CHEMICAL FEED REPLACEM...		4,375.00
HAWKINS INC	6714860	03/19/2024	620-4840-62160	Chemicals	CHEMICALS		1,190.00
HAWKINS INC	6717804	03/25/2024	620-4850-62220	Plant Equip Maint & Repair	AMMONIA FEED REPAIR		725.00
						Vendor HAWKINS INC Total:	**6,290.00**
Vendor: HOLLY ANN ECKSTEIN							
HOLLY ANN ECKSTEIN	1006	04/09/2024	100-4150-63030	Contracts Expense	PAYROLL SERVICES 03/26/2...		1,320.00
						Vendor HOLLY ANN ECKSTEIN Total:	**1,320.00**
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	04135	03/20/2024	100-4160-63040	Legal Fees	RECORDING FEE - 4 CEMET...		56.00
IHLE SPARBY AND HAASE PA	04152	04/01/2024	100-4160-63040	Legal Fees	CRIMINAL SERVICES - MAR ...		5,250.00
IHLE SPARBY AND HAASE PA	04153	04/01/2024	100-4160-63040	Legal Fees	CONTRACT SERVICES - MAR...		2,600.00
						Vendor IHLE SPARBY AND HAASE PA Total:	**7,906.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUT...	IN4500744	03/29/2024	100-4670-62010	Office Supplies	PAPER CLIPS / TONER / GEL ...		116.74
					Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:		**116.74**
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	26157G	03/14/2024	100-4510-62210	Equipment Maint & Repair	CUTTING EDGE		147.80
					Vendor INTERSTATE BILLING SERVICE Total:		**147.80**
Vendor: KRIS LARSON							
KRIS LARSON	0000001	04/08/2024	100-4210-62990	Misc. Operating Expense	AMMUNITION		500.00
					Vendor KRIS LARSON Total:		**500.00**
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	2310513	03/04/2024	690-4840-62990	Misc. Operating Expense	MATERIALS - REPAIR RESID...		13.48
L & M SUPPLY INC	2311417	03/06/2024	100-4315-62230	Building Maint & Repair	CLEANING SUPPLIES		38.98
L & M SUPPLY INC	2312529	03/08/2024	690-4840-62990	Misc. Operating Expense	DRIVER BIT SET		19.99
L & M SUPPLY INC	2312709	03/08/2024	690-4840-62880	Personal Protective Equipm...	PPE - R LUND		229.90
L & M SUPPLY INC	2314344	03/11/2024	820-4840-62990	Misc. Operating Expense	CALENDAR		14.99
L & M SUPPLY INC	2315662	03/14/2024	690-4850-62230	Building Maint & Repair	ROLLER COVERS / CLEANERS		32.95
L & M SUPPLY INC	2315842	03/14/2024	620-4840-62990	Misc. Operating Expense	REPLACEMENT PARTS - WTP		66.98
L & M SUPPLY INC	2318489	03/19/2024	100-4312-62240	Department Maint & Repair	WELDING WIRE		34.99
L & M SUPPLY INC	2321547	03/25/2024	690-4840-62990	Misc. Operating Expense	SCREW - #111		14.70
L & M SUPPLY INC	2321844	03/26/2024	100-4315-62880	Personal Protective Equipm...	ICE CLEATS		39.98
					Vendor L & M SUPPLY INC Total:		**506.94**
Vendor: MARK BORSETH							
MARK BORSETH	2024-3	03/31/2024	100-4660-63030	Contracts Expense	PLANNING & ZONING SERVI...		150.00
					Vendor MARK BORSETH Total:		**150.00**
Vendor: MIKES AUTOMOTIVE CENTER INC							
MIKES AUTOMOTIVE CENTE...	5861	04/02/2024	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR		20.00
					Vendor MIKES AUTOMOTIVE CENTER INC Total:		**20.00**
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	ALR0161643X	03/30/2024	620-4890-64370	Taxes and Licenses	2024 ELEVATOR OPERATORS..		100.00
					Vendor MN DPT OF LABOR & INDUSTRY Total:		**100.00**
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	1ST QTR 2024	04/01/2024	100-4240-64390	Building Permit Surcharge	1ST QTR 2024 BUILDING PE...		510.33
					Vendor MN DPT OF LABOR & INDUSTRY Total:		**510.33**
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	7125	02/27/2024	100-4192-63020	Computer Maintenance & li...	WAP'S		312.50
MORRIS ELECTRONICS INC	7174	02/29/2024	100-4192-63020	Computer Maintenance & li...	WAP'S		62.50
MORRIS ELECTRONICS INC	7370	03/13/2024	100-4192-63020	Computer Maintenance & li...	SERVICE DAY		1,787.50
					Vendor MORRIS ELECTRONICS INC Total:		**2,162.50**
Vendor: MTI DISTRIBUTING INC							
MTI DISTRIBUTING INC	1420371-00	03/13/2024	100-4510-62210	Equipment Maint & Repair	LINK ASSY / BEARING / V BE...		913.09
MTI DISTRIBUTING INC	1421017-00	03/18/2024	100-4510-62210	Equipment Maint & Repair	YOKE END - MOWER		375.06

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MTI DISTRIBUTING INC	1421304-00	03/19/2024	100-4510-62210	Equipment Maint & Repair	ROLLERS - MOWER		279.65
MTI DISTRIBUTING INC	1421307-00	03/19/2024	100-4510-62210	Equipment Maint & Repair	ROLLER - MOWER		56.25
MTI DISTRIBUTING INC	1421361-00	03/20/2024	100-4510-62210	Equipment Maint & Repair	ROLLERS - MOWERS		59.24
						Vendor MTI DISTRIBUTING INC Total:	**1,683.29**
Vendor: NATHAN WILLIAM DYKES							
NATHAN WILLIAM DYKES	12590	04/03/2024	680-4850-62220	Lift Station and Pond Maint…	CALIBRATE 3 - LIFT STATIONS		1,311.09
						Vendor NATHAN WILLIAM DYKES Total:	**1,311.09**
Vendor: NATIONWIDE							
NATIONWIDE	BD 7900567258	03/22/2024	690-4870-63610	Insurance Expense	SURETY BOND - 05/2024 - 0…		120.00
						Vendor NATIONWIDE Total:	**120.00**
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R…	CT148501	04/09/2024	690-4850-62350	Power Plant/Dam Maint	DAM CHOKE CABLE		18.20
						Vendor NELSON EQUIPMENT OF T R F INC Total:	**18.20**
Vendor: NICHOLAS TRUDEAU							
NICHOLAS TRUDEAU	IMS4003785	03/28/2024	620-4890-64400	Travel, Conference, School	REIMBURSE - BOILER LICEN…		20.00
						Vendor NICHOLAS TRUDEAU Total:	**20.00**
Vendor: NORMAN BETLAND							
NORMAN BETLAND	009	03/27/2024	100-4650-63030	Contracts Expense	GIS CONSULTING SERVICES -…		165.00
						Vendor NORMAN BETLAND Total:	**165.00**
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	MAR 2024	03/27/2024	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 20…		1,789.88
NORTHDALE OIL INC	MAR 2024	03/27/2024	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 20…		191.18
NORTHDALE OIL INC	MAR 2024	03/27/2024	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 20…		451.60
						Vendor NORTHDALE OIL INC Total:	**2,432.66**
Vendor: NORTHERN MUNICIPAL POWER AGNCY							
NORTHERN MUNICIPAL PO…	APPA-TRF 24	03/27/2024	690-4890-64330	Dues and Subscriptions	APPA MEMBERSHIP DUES		9,656.09
						Vendor NORTHERN MUNICIPAL POWER AGNCY Total:	**9,656.09**
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	MAR 2024	04/08/2024	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE ..		311.72
						Vendor NORTHERN STATE BANK Total:	**311.72**
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519-362370	03/04/2024	100-4210-62990	Misc. Operating Expense	WIPER FLUID		25.73
						Vendor O'REILLY AUTOMOTIVE INC Total:	**25.73**
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE …	APR 2024	04/09/2024	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES..		1,400.00
						Vendor PENNINGTON CO HUMANE SOCIETY Total:	**1,400.00**
Vendor: PENNINGTON CO SHERIFF							
PENNINGTON CO SHERIFF	03 26 24	03/26/2024	100-4210-63020	Computer Maintenance & li…	1/2 SHARE GRAY KEY LICEN…		4,500.00
PENNINGTON CO SHERIFF	03 26 24	03/26/2024	100-4210-64440	DWI Enforcement & Equip…	1/2 SHARE GRAY KEY LICEN…		3,000.00
						Vendor PENNINGTON CO SHERIFF Total:	**7,500.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE INC	51876	04/01/2024	100-4210-62210	Equipment Maint & Repair	LOWER CONTROL ARM		272.10
PENNINGTON FAST LUBE INC	80874	03/25/2024	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		59.74
PENNINGTON FAST LUBE INC	80892	04/01/2024	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		62.49
						Vendor PENNINGTON FAST LUBE INC Total:	**394.33**
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMP...	2403-057653	03/07/2024	690-4840-62990	Misc. Operating Expense	PLYWOOD - SHELVING		83.57
						Vendor PETERSON LUMBER COMPANY Total:	**83.57**
Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	133528	04/01/2024	100-4315-62230	Building Maint & Repair	WASH WAND		160.31
						Vendor QUALITY FARM SUPPLY INC Total:	**160.31**
Vendor: QUALITY SPRAY FOAM ANDERSON EXCAVATING							
QUALITY SPRAY FOAM AND...	1634	03/24/2024	670-4890-63030	Contracts Expense	STORM SEWER REPAIRS - M...		2,240.00
						Vendor QUALITY SPRAY FOAM ANDERSON EXCAVATING Total:	**2,240.00**
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB ...	D056631	03/12/2024	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		182.88
RMB ENVIRONMENTAL LAB ...	D056954	03/20/2024	620-4840-62170	Field Supplies	LAB ANALYSIS - STATE SAM...		287.38
						Vendor RMB ENVIRONMENTAL LAB INC Total:	**470.26**
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B18087647	03/18/2024	100-4110-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		51.49
SHI INTERNATIONAL CORP	B18087647	03/18/2024	100-4150-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		158.61
SHI INTERNATIONAL CORP	B18087647	03/18/2024	100-4192-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		34.07
SHI INTERNATIONAL CORP	B18087647	03/18/2024	100-4194-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		5.67
SHI INTERNATIONAL CORP	B18087647	03/18/2024	100-4210-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		170.20
SHI INTERNATIONAL CORP	B18087647	03/18/2024	100-4220-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		23.60
SHI INTERNATIONAL CORP	B18087647	03/18/2024	100-4240-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		11.80
SHI INTERNATIONAL CORP	B18087647	03/18/2024	100-4312-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		17.47
SHI INTERNATIONAL CORP	B18087647	03/18/2024	100-4510-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		23.60
SHI INTERNATIONAL CORP	B18087647	03/18/2024	100-4650-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		41.07
SHI INTERNATIONAL CORP	B18087647	03/18/2024	610-4890-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		11.80
SHI INTERNATIONAL CORP	B18087647	03/18/2024	680-4890-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		52.41
SHI INTERNATIONAL CORP	B18087647	03/18/2024	690-4890-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		100.07
SHI INTERNATIONAL CORP	B18087647	03/18/2024	820-4890-63020	Computer Maintenance & li...	OFFICE 365 - MAR 2024		17.47
SHI INTERNATIONAL CORP	B18141768	03/29/2024	100-4650-63020	Computer Maintenance & li...	ADOBE SUBSCRIPTION		58.00
SHI INTERNATIONAL CORP	B18169266	04/05/2024	100-4670-64530	Public Safety Grant Expenses	SURFACE PRO LAPTOPS (2)		3,340.00
						Vendor SHI INTERNATIONAL CORP Total:	**4,117.33**
Vendor: SHPIGLER CONSULTING INC							
SHPIGLER CONSULTING INC	APR 2024	04/01/2024	545-4680-65920	Work in Process - Eng/Archt...	APR 2024 CONSULTING FEE ...		5,000.00
						Vendor SHPIGLER CONSULTING INC Total:	**5,000.00**
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	APR 2024	04/10/2024	100-4192-63020	Computer Maintenance & li...	MONTHLY SERVICCE - APR ...		225.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SJOBERG'S CABLE TV	APR 2024	04/10/2024	100-4192-63020	Computer Maintenance & li...	MONTHLY SERVICCE - APR ...		82.05
SJOBERG'S CABLE TV	APR 2024	04/10/2024	100-4220-63020	Computer Maintenance & li...	MONTHLY SERVICCE - APR ...		49.95
SJOBERG'S CABLE TV	APR 2024	04/10/2024	100-4312-63020	Computer Maintenance & li...	MONTHLY SERVICE - APR 20...		56.95
SJOBERG'S CABLE TV	APR 2024	04/10/2024	100-4510-63210	Communication Expense	MONTHLY SERVICCE - APR ...		104.50
SJOBERG'S CABLE TV	APR 2024	04/10/2024	610-4890-63020	Computer Maintenance & li...	MONTHLY SERVICCE - APR ...		56.95
SJOBERG'S CABLE TV	APR 2024	04/10/2024	620-4830-63210	Communication Expense	MONTHLY SERVICCE - APR ...		25.99
SJOBERG'S CABLE TV	APR 2024	04/10/2024	620-4890-63020	Computer Maintenance & li...	MONTHLY SERVICCE - APR ...		49.95
SJOBERG'S CABLE TV	APR 2024	04/10/2024	680-4830-63210	Communication Expense	MONTHLY SERVICCE - APR ...		475.00
SJOBERG'S CABLE TV	APR 2024	04/10/2024	680-4830-63210	Communication Expense	MONTHLY SERVICCE - APR ...		85.50
SJOBERG'S CABLE TV	APR 2024	04/10/2024	690-4830-63210	Communication Expense	MONTHLY SERVICCE - APR ...		142.50
SJOBERG'S CABLE TV	APR 2024	04/10/2024	690-4830-63210	Communication Expense	MONTHLY SERVICCE - APR ...		142.50
SJOBERG'S CABLE TV	APR 2024	04/10/2024	690-4830-63210	Communication Expense	MONTHLY SERVICCE - APR ...		35.05
SJOBERG'S CABLE TV	APR 2024	04/10/2024	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICCE - APR ...		49.95
SJOBERG'S CABLE TV	APR 2024	04/10/2024	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICCE - APR ...		42.95
SJOBERG'S CABLE TV	APR 2024	04/10/2024	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICCE - APR ...		225.00
					Vendor SJOBERG'S CABLE TV Total:		**1,849.79**
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA...	410990	03/22/2024	620-4840-62990	Misc. Operating Expense	wtp supplies		64.69
					Vendor ST HILAIRE SUPPLY COMPANY Total:		**64.69**
Vendor: STATION 59							
STATION 59	1017324	03/31/2024	100-4210-62990	Misc. Operating Expense	10 CAR WASHES		100.00
					Vendor STATION 59 Total:		**100.00**
Vendor: T R F HARDWARE							
T R F HARDWARE	22225650	03/01/2024	690-4850-62350	Power Plant/Dam Maint	PAINT - GENERATOR		107.96
T R F HARDWARE	22226028	03/06/2024	620-4840-62990	Misc. Operating Expense	TAPE MEASURE		31.97
T R F HARDWARE	22226096	03/06/2024	100-4315-62230	Building Maint & Repair	CLEANING SUPPLIES		48.97
T R F HARDWARE	22226119	03/06/2024	100-4510-62240	Department Maint & Repair	DRILL BIT		46.99
T R F HARDWARE	22226121	03/06/2024	100-4220-62990	Misc. Operating Expense	KEYS - FRONT DOOR		11.94
T R F HARDWARE	22226237	03/07/2024	690-4850-62350	Power Plant/Dam Maint	PAINT		107.96
T R F HARDWARE	22226285	03/08/2024	690-4840-62990	Misc. Operating Expense	BOLTS - SHELVING SAFETY ...		64.18
T R F HARDWARE	22226300	03/08/2024	620-4850-62290	Water Meter Maintenance	BUSHING - METER REPAIR		8.98
T R F HARDWARE	22226569	03/12/2024	100-4510-62210	Equipment Maint & Repair	HITCH PINS		10.48
T R F HARDWARE	22226718	03/13/2024	650-4830-63210	Communication Expense	LOCK - WI-FI BOX		8.99
T R F HARDWARE	22226871	03/15/2024	680-4840-62990	Misc. Operating Expense	ROUND ROD - LIFT STATION...		4.99
T R F HARDWARE	22226884	03/15/2024	620-4840-62990	Misc. Operating Expense	OUTLET BOX		7.49
T R F HARDWARE	22227212	03/19/2024	620-4850-62290	Water Meter Maintenance	BUSHING - METER SERVICE		6.49
T R F HARDWARE	22227490	03/22/2024	100-4510-62210	Equipment Maint & Repair	CONNECTOR - #550		3.99
					Vendor T R F HARDWARE Total:		**471.38**
Vendor: TEAM LABORATORY CHEMICAL LLC							
TEAM LABORATORY CHEMI...	INV0040150	03/20/2024	680-4840-62160	Chemicals	PRETREATMENT - LIFT #10		3,550.00
					Vendor TEAM LABORATORY CHEMICAL LLC Total:		**3,550.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: TERRY BENSON							
TERRY BENSON	REIMB - 6015	03/28/2024	620-4890-64400	Travel, Conference, School	REIMBURSE		23.00
					Vendor TERRY BENSON Total:		**23.00**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	MAR 2024 - 137	03/31/2024	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS - 93		111.60
THIEF RIVER FALLS TIMES	MAR 2024 - 138	03/31/2024	620-4840-62010	Office Supplies	DOOR HANGERS		63.00
THIEF RIVER FALLS TIMES	MAR 2024 - 878	03/31/2024	100-4150-63590	Printing & Publications	EXTRACT MINUTES FEE		213.84
THIEF RIVER FALLS TIMES	MAR 2024 - 878	03/31/2024	100-4150-63590	Printing & Publications	ADS - H R COORD		370.00
THIEF RIVER FALLS TIMES	MAR 2024 - 878	03/31/2024	100-4660-63590	Printing & Publications	HRG - EDGE HOUSING		113.85
					Vendor THIEF RIVER FALLS TIMES Total:		**872.29**
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI…	707	03/28/2024	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - TANYA S…		800.00
					Vendor TROY MERCIL CONSTRUCTION LLC Total:		**800.00**
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	025-460033	03/31/2024	100-4315-63060	Credit Card Fees	1ST QTR 2024 CC TRANSACT…		615.75
TYLER TECHNOLOGIES INC	025-460033	03/31/2024	620-4890-63060	Credit Card Fees	1ST QTR 2024 CC TRANSACT…		1,436.75
TYLER TECHNOLOGIES INC	025-460033	03/31/2024	680-4890-63060	Credit Card Fees	1ST QTR 2024 CC TRANSACT…		410.50
TYLER TECHNOLOGIES INC	025-460033	03/31/2024	690-4890-63060	Credit Card Fees	1ST QTR 2024 CC TRANSACT…		1,642.00
TYLER TECHNOLOGIES INC	025-460442	03/31/2024	100-4315-63060	Credit Card Fees	1ST QTR SM PORTAL TRANS…		0.02
TYLER TECHNOLOGIES INC	025-460442	03/31/2024	620-4890-63060	Credit Card Fees	1ST QTR 2024 SM PORTAL T…		0.03
TYLER TECHNOLOGIES INC	025-460442	03/31/2024	680-4890-63060	Credit Card Fees	1ST QTR 2024 SM PORTAL T…		0.01
TYLER TECHNOLOGIES INC	025-460442	03/31/2024	690-4890-63060	Credit Card Fees	1ST QTR 2024 SM PORTAL T…		0.04
					Vendor TYLER TECHNOLOGIES INC Total:		**4,105.10**
Vendor: ULINE							
ULINE	175659668	03/14/2024	690-4840-62990	Misc. Operating Expense	CLEANING SUPPLIES / 2 WH…		1,034.55
ULINE	175659668	03/14/2024	690-4850-62350	Power Plant/Dam Maint	PAPER TOWELS		114.00
ULINE	176083029	03/26/2024	690-4840-62990	Misc. Operating Expense	SHOP SUPPLIES		171.29
					Vendor ULINE Total:		**1,319.84**
Vendor: VIA ACTUARIAL SOLUTIONS							
VIA ACTUARIAL SOLUTIONS	TRF-2024-03	04/04/2024	810-4890-63010	Auditing Services	12/31/23 ACTUARIAL VALU…		1,750.00
					Vendor VIA ACTUARIAL SOLUTIONS Total:		**1,750.00**
Vendor: WADE CARDINAL							
WADE CARDINAL	IMS4005566	04/01/2024	620-4890-64400	Travel, Conference, School	REIMBURSE - BOILER LICEN…		20.00
					Vendor WADE CARDINAL Total:		**20.00**
Vendor: WESTSIDE MOTORS OF TRF INC							
WESTSIDE MOTORS OF TRF …	25344	03/22/2024	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		78.24
WESTSIDE MOTORS OF TRF …	25344	03/22/2024	100-4210-62210	Equipment Maint & Repair	BATTERY / ALTERNATOR / S…		5,864.42
					Vendor WESTSIDE MOTORS OF TRF INC Total:		**5,942.66**
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING …	229839	03/25/2024	820-4890-63030	Contracts Expense	PROF SRVCS - GRENNWOOD…		135.00
					Vendor WIDSETH SMITH NOLTING ASC INC Total:		**135.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WIKSTROM TELECOM - INTERNET							
WIKSTROM TELECOM - INT...	231230	04/01/2024	100-4192-63020	Computer Maintenance & li...	LABOR & EQUIPMENT - WAP..		327.87
WIKSTROM TELECOM - INT...	231230	04/01/2024	630-4890-63020	Computer Maintenance & li...	LABOR & EQUIPMENT - WAP..		874.34
WIKSTROM TELECOM - INT...	231230	04/01/2024	670-4890-63020	Computer Maintenance & li...	LABOR & EQUIPMENT - WAP..		109.29
WIKSTROM TELECOM - INT...	231230	04/01/2024	680-4890-63020	Computer Maintenance & li...	LABOR & EQUIPMENT - WAP..		109.29
WIKSTROM TELECOM - INT...	231230	04/01/2024	690-4890-63020	Computer Maintenance & li...	LABOR & EQUIPMENT - WAP..		327.87
						Vendor WIKSTROM TELECOM - INTERNET Total:	**1,748.66**
						Grand Total:	**116,242.30**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	47,131.43
545 - WATER METER PROJECT	5,000.00
560 - WASTE WATER FORCE MAIN	168.75
610 - LIQUOR DISPENSARY	180.35
620 - WATER UTILITY FUND	26,447.28
630 - ARENAS - VENUWORKS	874.34
650 - TOURIST PARK - VENUWORKS	8.99
670 - STORM WATER UTILITY FUND	2,349.29
680 - WASTEWATER UTILITY FUND	16,467.02
690 - ELECTRIC UTILITY FUND	14,897.39
810 - POLICE RELIEF ASSOCIATION	1,750.00
820 - GREENWOOD CEMETERY FUND	967.46
Grand Total:	**116,242.30**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62990	Misc. Operating Expense	72.60
100-4110-63020	Computer Maintenance…	51.49
100-4110-64400	Travel, Conference, Sch…	300.93
100-4150-63020	Computer Maintenance…	158.61
100-4150-63030	Contracts Expense	1,631.72
100-4150-63590	Printing & Publications	583.84
100-4160-63040	Legal Fees	8,643.13
100-4192-63020	Computer Maintenance…	2,831.49
100-4194-62990	Misc. Operating Expense	222.57
100-4194-63020	Computer Maintenance…	5.67
100-4210-62120	Gas-Oil-Lube	1,990.35
100-4210-62210	Equipment Maint & Repa..	6,136.52
100-4210-62990	Misc. Operating Expense	625.73
100-4210-63020	Computer Maintenance…	4,670.20
100-4210-63100	Animal Control	1,460.00
100-4210-64440	DWI Enforcement & Equ…	3,000.00
100-4220-62120	Gas-Oil-Lube	405.63
100-4220-62990	Misc. Operating Expense	31.16
100-4220-63020	Computer Maintenance…	73.55
100-4240-63020	Computer Maintenance…	11.80
100-4240-64390	Building Permit Surcharge	510.33
100-4312-62120	Gas-Oil-Lube	451.60
100-4312-62210	Equipment Maint & Repa..	4,316.12
100-4312-62240	Department Maint & Re…	171.70
100-4312-63020	Computer Maintenance…	74.42
100-4315-62210	Equipment Maint & Repa..	279.39

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62230	Building Maint & Repair	248.26
100-4315-62880	Personal Protective Equi…	39.98
100-4315-63060	Credit Card Fees	615.77
100-4510-62120	Gas-Oil-Lube	14.99
100-4510-62210	Equipment Maint & Repa..	2,284.88
100-4510-62240	Department Maint & Re…	426.29
100-4510-63020	Computer Maintenance…	23.60
100-4510-63210	Communication Expense	104.50
100-4510-63490	Advertising	460.00
100-4550-62230	Building Maint & Repair	37.95
100-4650-63020	Computer Maintenance…	99.07
100-4650-63030	Contracts Expense	165.00
100-4660-63030	Contracts Expense	150.00
100-4660-63590	Printing & Publications	113.85
100-4670-62010	Office Supplies	116.74
100-4670-62990	Misc. Operating Expense	180.00
100-4670-64530	Public Safety Grant Expe…	3,340.00
545-4680-65920	Work in Process - Eng/Ar…	5,000.00
560-4680-65940	Work in Progress - Legal…	168.75
610-4810-62590	Misc. Mdse for Resale	111.60
610-4890-63020	Computer Maintenance…	68.75
620-4830-63210	Communication Expense	25.99
620-4840-62010	Office Supplies	63.00
620-4840-62160	Chemicals	10,819.46
620-4840-62170	Field Supplies	287.38
620-4840-62880	Personal Protective Equi…	39.30
620-4840-62990	Misc. Operating Expense	247.78
620-4850-62220	Plant Equip Maint & Rep…	5,100.00
620-4850-62230	Building Maint & Repair	150.19
620-4850-62290	Water Meter Maintenan…	101.95
620-4890-63020	Computer Maintenance…	8,012.45
620-4890-63060	Credit Card Fees	1,436.78
620-4890-64370	Taxes and Licenses	100.00
620-4890-64400	Travel, Conference, Sch…	63.00
630-4890-63020	Computer Maintenance…	874.34
650-4830-63210	Communication Expense	8.99
670-4890-63020	Computer Maintenance…	109.29
670-4890-63030	Contracts Expense	2,240.00
680-4830-63210	Communication Expense	560.50
680-4840-62160	Chemicals	3,550.00
680-4840-62170	Field Supplies	182.88
680-4840-62990	Misc. Operating Expense	24.47

Account Summary

Account Number	Account Name	Expense Amount
680-4850-62220	Lift Station and Pond Ma…	11,030.96
680-4890-63020	Computer Maintenance…	161.70
680-4890-63060	Credit Card Fees	410.51
680-4890-63110	Consulting Fees	546.00
690-4830-63210	Communication Expense	320.05
690-4840-62880	Personal Protective Equi…	229.90
690-4840-62990	Misc. Operating Expense	1,508.05
690-4850-62230	Building Maint & Repair	32.95
690-4850-62350	Power Plant/Dam Maint	543.68
690-4850-62360	Distribution Maint	98.79
690-4870-63610	Insurance Expense	120.00
690-4890-63020	Computer Maintenance…	745.84
690-4890-63060	Credit Card Fees	1,642.04
690-4890-64330	Dues and Subscriptions	9,656.09
810-4890-63010	Auditing Services	1,750.00
820-4840-62990	Misc. Operating Expense	14.99
820-4890-63020	Computer Maintenance…	17.47
820-4890-63030	Contracts Expense	935.00
	Grand Total:	**116,242.30**

Project Account Summary

Project Account Key		Expense Amount
None		116,242.30
	Grand Total:	**116,242.30**

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: 4/16/2024

SUBJECT: #8.1 Approve 2024 Street and Utilities Improvements (Non-Federal projects)

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

MOTION TO: Adopt a Resolution approving Plans and Specifications and Calling for Bids on the 2024 Street and Utilities Improvements (Non-Federal projects) as follows:

CROCKER AVENUE STREET & UTILITY IMPROVEMENTS:
Crocker Avenue from First Street to Mussey Street.
The proposed improvements would include complete replacement of the sanitary sewer. The street improvements would include excavation, aggregate base, concrete curb & gutter, and bituminous surfacing.

KENDALL AVENUE STREET & UTILITY IMPROVEMENTS:
Kendall Avenue from First Street to Third Street (T.H.# 59).
The proposed improvements would include complete replacement of the sanitary sewer and water mains along with all service lines in the right-of-way up to private property lines. The street improvements would include excavation, aggregate base, concrete curb & gutter, bituminous surfacing, clearing, grubbing, along with sidewalk and driveway apron replacement.

BACKGROUND:

KEY ISSUES: Approving plans and specifications and calling for bids at the April 16th council meeting will allow for the state aid review and advertising time required for an anticipated May 2023 Bid Open Date.

FINANCIAL CONSIDERATIONS: The Estimated Total Project cost is $1,336,000.00

Municipal State Aid	0.00
Federal Aid	0.00
Estimated Special Assessments	$405,000.00

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

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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

PHONE: 218-681-2943
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Request for Council Action

DATE: 4/16/2024

SUBJECT: #8.2 A RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT

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

MOTION TO: the City of Thief River Falls City Council that the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of City of Thief River Falls is delegated to Pennington County SWCD as of 4-17-2024, in accordance with Minnesota Rules, Chapter 8420.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:

1.	3. Delegating_WCA_Resolution_for_LGU
2.	3A
3.	3B. ThiefRiverFalls Accept WCA 7-221-94

A RESOLUTION REGARDING THE ADMINISTRATION OF THE MINNESOTA WETLAND CONSERVATION ACT

City of Thief River Falls

WHEREAS, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, Minnesota Rules, chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

WHEREAS, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

WHEREAS, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution.

THEREFORE, BE IT RESOLVED by the City of Thief River Falls City Council that the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of City of Thief River Falls is delegated to Pennington County SWCD as of 4-17-2024, in accordance with Minnesota Rules, Chapter 8420.

Adopted this 16th day of April, 2024.

By: ____________________________________
Mayor

Offered by {*Council member*[1]} _________________, seconded by { *Council member*[2]} _________________, adopted by a vote of _________________ at the regular city council meeting of Thief River Falls on April 16th, 2024.

Attest: ___________________________________
{*Staff Name*}
{*Position Title*}

1. For a City, Township, or Soil and Water Conservation District, replace "*Commissioner*" or "*Board of Commissioners*" with "Councilmember, Supervisor, City Council, Board of Supervisors," etc. as applicable.

Compliance with Performance Standards are ranked from *"Does not meet minimum requirements"*, *"Meets minimum requirements but needs improvement"*, to *"Effectively implementing the program"*. When applicable, recommendations to improve WCA implementation are provided.

WCA Report Summary and Recommendations

A. Administration

Pennington County is the LGU for all areas except incorporated cities within the County. Administration and implementation of WCA benefits greatly from the extensive experience and tenure of the WCA Administrator. The LGU excels at using the TEP process, emphasizing the relationship building aspect of consistent TEP meetings and conversations.

WCA Performance Standard 1- County has an adopting resolution assuming WCA responsibilities and appropriate decision resolutions as warranted.

The LGU provided a copy of the original resolution (dated June 11, 1996) of Pennington County adopting the permanent rules for WCA. This document demonstrates that Pennington County accepts the assumption of WCA as required by 8400.0200, Subpart 2. A. **This is effectively implementing the WCA program.**

Delegation of WCA

Administration of WCA in Pennington County is accomplished through a Memorandum of Agreement (MOA) between the County and SWCD – a critical document spelling out the legal responsibilities of the entities. The original MOA dated August 1996 was revised and approved in December 2017. The 2017 MOA is in good standing, however, BWSR recommends the changes as listed below. The MOA is in compliance with 8420.0200, Subpart 2, C. **This meets minimum WCA requirements, but needs improvement.**

WCA Administration Recommendations:

1. Although MOAs are an acceptable method of documenting shared responsibilities, companion resolutions delegating and accepting decision making authority further strengthen the decision making process in WCA. In practice the current MOA assigns the majority of day-to-day WCA work to the SWCD, but the County retains control of decision authority for most application types. To improve and strengthen WCA administration, BWSR recommends the County and SWCD discuss transfer of decision making authority to the SWCD Board, and potentially delegation of said authority to staff, and allowing the SWCD to act as the LGU.
2. In addition, Pennington County and SWCD should consider discussions with the cities of Thief River Falls, St. Hilaire and Goodridge to administer WCA within those jurisdictions. Thief River Falls is currently the LGU of record for WCA, but in practice Thief River Falls relies on Bryan's expertise for WCA implementation. The cities of St. Hilaire and Goodridge have not delegated WCA and are also technically the LGU of record, but WCA activity is not well known. Resolutions of them accepting WCA appear to be lacking as they were not provided for this review. Even if original resolutions are found, BWSR recommends review of adopting resolutions for each city and discussion of delegation to the County or SWCD.

Decisions and Appeals

The 2017 MOA outlines that all WCA decisions are made by the county board except for exemption and no loss decisions while the SWCD is responsible for "making exemption determinations". The 2017 MOA fails to address sequencing decisions, but does establish a local appeal process. A local appeal process is not necessary as governing body (board) decisions are considered final, thus only appealable to BWSR. The local appeal process is

CORPORATE SEAL · L'ETOILE DU NORD · CITY OF THIEF RIVER FALLS, MINN

Equal Opportunity Employer

MAR 31 1995

OFFICE OF
THE CITY CLERK
PHONE: 681-2943
FAX: 681-6223

City of Thief River Falls

BOX 528 MINNESOTA 56701-0528

March 30, 1995

Mr. Brian Dwight
Board Conservationist
Bemidji Field Office
3217 Bemidji Avenue North
Bemidji, MN 56601

RE: Clarification of City's Designated Representative to the Technical Evaluation Panel - Wetland Conservation Act.

Dear Mr. Dwight:

I apologize for the confusion of the City designating two separate representatives to the Technical Evaluation Panel as required under the Wetlands Conservation Act. The City resolution that designated Don Stewart, Community Development Director and Zoning Administrator, as the City's representative was in error. The resolution was primarily adopting the Wetland's Conservation Act ordinance of the City, and was not intended to designate a representative at that time.

I have enclosed a revised copy of City Resolution No. 7-220-94, which has removed the paragraph appointing Don Stewart as the Technical Evaluation Panel representative. City Resolution No. 7-222-94 appointing Ron Lindberg, Engineering Services Director, as the City's representative to the Technical Evaluation Panel is the correct appointment.

L 681-8506

Revised copies of the City resolutions are attached for information purposes. If you have any questions or need additional information please let me know.

Sincerely,

Roger DeLap

Roger DeLap
City Administrator

encl.

ORDINANCE NO. 238 2ND SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 11 ENTITLED "LAND USE REGULATIONS" BY ADDING A PROVISION RELATING TO WETLAND CONSERVATION, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 1 AND SECTION 11.99, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Sec. 11.90 entitled "Wetland Conservation" is hereby added to read:

Sec. 11.90. WETLAND CONSERVATION.

Subd. 1. Purpose. This ordinance is adopted to implement the Wetland Conservation Act of 1991, (Minnesota Laws 1991 chapter 354, as amended), and the accompanying rules of the Minnesota Board of Water and Soil Resources (Minnesota Rules chapter 8420, as amended).

Subd. 2. Incorporation by Reference. This ordinance incorporates by reference the Act and the Rules. Terms used in this ordinance which are defined in the Act or the Rules have the meanings given there.

Subd. 3. Scope. This ordinance regulates the draining and filling of wetlands and parts of wetlands within the City.

Subd. 4. Procedures.

A. Exemption and No-loss Determinations. Exemption and no-loss determinations under Minnesota Rules parts 8420.0210 and 8420.0220 shall be made by the zoning administrator. The administrator should seek the advice of the technical evaluation panel on questions of wetland delineation and type. The zoning administrator's decision is final unless appealed to the board of adjustment within 30 days.

B. Sequencing and Replacement Plan Decisions. Sequencing and replacement plan decisions under Minnesota Rule part 8420.0520 - .0550 shall be made following the same procedures as for conditional use permits plus the additional notice and time requirements of part 8420.0230. If the amount of wetland to be drained or filled is less than one-tenth of an acre, the sequencing determination under Minnesota Rule part 8420.0520 shall be made by the zoning administrator.

C. Monitoring. The zoning administrator shall assure that the replacement plan monitoring and enforcement requirements of Minnesota Rule part 8420.0600 - .0630 are fulfilled.

D. Wetland Banking. Wetlands may be restored or created within the City for purposes of deposit in the wetland bank in accordance with Minnesota Rule parts 8420.0700 - .0760. The zoning administrator is responsible for approving bank plans, certifying deposits, and monitoring of banked wetlands and enforcement under the rules.

E. Appeals. Decisions made under this ordinance may be appealed to the Board of Water and Soil Resources under Minnesota Rule part 8420.0250, after administrative appeal rights under the official controls have been exhausted.

F. Variances. The board of adjustment may issue variances from the official controls of the City so long as the variances do not vary requirements of the Act or the Rules.

8420.0240

G. Technical Evaluation Panel. The City Council shall appoint a person to serve on the technical evaluation panel.

Decisions under this ordinance must not be made until after receiving the determination of the technical evaluation panel regarding wetland public values, location, size, and/or type if the decision-maker, the landowner, or a member of the technical panel asks for such determinations. This requirement does not apply to wetlands for which such data is included in an approved comprehensive wetland management plan per Minnesota Rule part 8420.0240.

The planning commission may seek and shall consider recommendations, if any, made by the technical evaluation panel in making replacement plan decisions.

Subd. 5. High Priority Areas. Decisions regarding sequencing, replacement plans, and banking shall particularly favor preservation, restoration, and creation of wetlands in high priority areas as identified in water management plans pursuant to Minnesota Rule part 8420.0350.

Subd. 6. Delegation. The City may delegate to the soil and water conservation district under M.S. sections 471.59 and 103C.331, subdivision 19, the authority to administer all or any part of this ordinance.

Section 2. City Code Chapter 1 entitled "General Provisions and Definitions Applicable to the Entire Code Including Penalty for Violations" and Section 11.99 entitled "Violation A Misdemeanor" 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 12th day of July, 1994.

Voting Aye: Barron, Burstad, Carlson, Hamerlinck, Heinrichs, Schmalz, Wennberg and Mayor Reeve

Voting No: None

Absent: None

Mayor

ATTEST:

City Clerk-Treasurer

RESOLUTION NO. 7-220-94: ADOPTION OF ORDINANCE NO. 238, 2ND SERIES - AN ORDINANCE PERTAINING TO THE WETLAND CONSERVATION ACT

Discussion was held with regard to the Wetland Conservation Act and the City's involvement. Following discussion, Councilmember Barron moved, being seconded by Councilmember Hamerlinck, to have the first reading of an ordinance to implement the Wetland Conservation Act of 1991. On vote being taken, the Chairman declared the motion carried.

Following the reading of the ordinance by City Attorney, Paul Ihle, and discussion by the City Council, Councilmember Barron introduced Resolution No. 7-220-94, being seconded by Councilmember Burstad, that:

> RESOLVED, by the City Council, to adopt Ordinance No. 238, 2nd Series, an ordinance implementing the Wetland Conservation Act of 1991 by regulating the draining and filling of wetlands and parts of wetlands within the city. Said ordinance will be on file in the Office of the City Clerk and will be published in the TIMES newspaper.

On vote being taken, the resolution was unanimously passed.

The above is an excerpt taken from the July 12, 1994, Council proceedings.

CITY OF THIEF RIVER FALLS

RESOLUTION NO. 7-221-94: ADOPTING THE PERMANENT RULES OF THE WETLAND CONSERVATION ACT

Discussion was held with regard to the rules of the Wetland Conservation Act. Following discussion, Councilmember Hamerlinck introduced Resolution No. 7-221-94, being seconded by Councilmember Barron, that:

> WHEREAS, The Minnesota Wetland Conservation Act of 1991 (WCA) requires Local Government Units (LGUs) implement this law by adopting the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining and filling; and,
>
> WHEREAS, The BWSR is requesting LGUs adopting the permanent rules of the WCA to notify them of the LGU decision regarding adoption; and,
>
> WHEREAS, The LGU is responsible for making WCA determinations for land owners; and,
>
> WHEREAS, The Council of the City of Thief River Falls has assumed responsibilities of LGU for wetland alterations within the City limits of Thief River Falls.
>
> RESOLVED, by the City Council, that it hereby accepts the responsibility as the LGU for the WCA within the legal boundaries of Thief River Falls as of the date hereof, within the guidelines as set forth by the WCA and rules.

On vote being taken, the resolution was unanimously passed.

The above is an excerpt taken from the July 12, 1994, council proceedings.

CITY OF THIEF RIVER FALLS

RESOLUTION NO. 7-222-94: APPROVING DESIGNATION OF RON LINDBERG AS CITY'S REPRESENTATIVE TO THE TECHNICAL EVALUATION PANEL - WETLAND CONSERVATION ACT

As required by Ordinance No. 238, 2nd Series, a person shall be appointed to serve on the Technical Evaluation Panel as it relates to the implementation of the Wetland Conservation Act ordinance. Following discussion, Councilmember Barron introduced Resolution No. 7-222-94, being seconded by Councilmember Hamerlinck, that:

> RESOLVED, by the City Council, to appoint Ron Lindberg, Engineerng Services Director, as the City's representative to the Technical Evaluation Panel. Said Panel will make a determination as it relates to wetland public values, location, size, and/or type if the the decision-maker, landowner or member of the Technical Evaluation Panel asks for a determination.

– 218-681-8506

On vote being taken, the resolution was unanimously passed.

The above is an excerpt taken from the July 12, 1994, council proceedings.

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: 4/16/2024

SUBJECT: # 8.3 Approve commitment for $800,000 towards the Chief's Coulee Project

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

MOTION TO: To approve the City of Thief River Falls' commitment to the Chief's Coulee project in the amount of $800,000 from future bonding from the Storm Water Utility fund.

BACKGROUND: The City of Thief River Falls has been planning and designing Flood Damage Reduction and Water Quality Improvements on the Chief's Coulees on the Northwest quadrant of the city. The proposal is to divert some of the Agricultural runoff North to County Ditch 70. Regrading the Coulee, properly sizing the culverts, and installing Water Quality Improvement Structures will reduce flooding and improve Water Quality before it enters the Red Lake River near Red Robe Park. A partnership with the Red Lake Watershed Board of Managers was approved on August 16, 2022, for the improvement of Chief's Coulee.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The project is now estimated around 2.3 million.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

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Request for Council Action

DATE: 4/16/2024

SUBJECT: #8.4 Approval of TRF Police Department to purchase of 2 keyboards for the Microsoft Surface Pro Tablets for the Chief and Deputy Chief cars.

RECOMMENDATION: It is respectfully requested that the Council consider the Committee of the Whole recommendation:

MOTION TO: Approval of TRF Police Department to purchase of 2 keyboards for the 2 Microsoft Surface Pro Tablets for the Chief and Deputy Chief cars using Public Safety Aid Funds in the amount of $432.00.

BACKGROUND: With Pro Phoenix (CAD/RMS system) the Chief ad Deputy Chief will be able to utilize the Microsoft Surface Pro tablets in the cars to view calls for service, track officer activity, and have access to all records similar to the capabilities of the patrol vehicles without having to purchase more expensive Toughbook type computers. Furthermore, it will replace existing aging laptops.

KEY ISSUES: Public safety consented to the purchase of the 2 Microsoft surface pro tablets with 2 keyboards.

FINANCIAL CONSIDERATIONS: It is respectfully requested that the $432.00 will be taken from the Public Safety Aid funds.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Deputy Chief Mike Roff

ATTACHMENTS:
None

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Thief River Falls MN 56701-0528

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www.citytrf.net

Request for Council Action

DATE: 4/16/2024

SUBJECT: #8.5 Approval of Transfer of Real Property Back to TRF Veteran's Memorial.

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

MOTION TO: Approve the transfer and signing of a deed from the City of Thief River Falls to transfer Outlot C, Block One (1), First Addition to South Greenwood Cemetery to the TRF Veteran's Memorial and authorize the Mayor and City Administrator to sign the deed of transfer.

BACKGROUND: In order to assist with a Re-Plat, TRF Veteran's Memorial did deed their real property to the City of Thief River Falls. The City of Thief River Falls then did a Plat of First Addition to South Greenwood Cemetery. The Plat has been completed, signed and recorded with the County Recorder's office. The transfer merely returns the same real property back to the TRF Veteran's Memorial with a different legal description. The real property is now described as Outlot C, Block One (1), First Addition to South Greenwood Cemetery.

KEY ISSUES: The prior transfer assisted the city with the platting process.

FINANCIAL CONSIDERATIONS: There is a cost for preparation and recording of the deed and a certified copy of the resolution authorizing the sale. $217.00.

LEGAL CONSIDERATION: The matter has been reviewed by the City Attorney's office.

DEPARTMENT/RESPONSIBLE PERSON: Richard Baker - Economic/Community Development Director

ATTACHMENTS:

1.	City TRF Veterans Memorial deed2

Quit Claim Deed
Municipal Corporation to Corporation

STATE DEED TAX HEREON: $1.65

Dated: April _____, 2024

FOR VALUABLE CONSIDERATION, the City of Thief River Falls, MN, a municipal corporation under the laws of the State of Minnesota, Grantor, hereby conveys to TRF Veterans Memorial, a non-profit corporation under the laws of the State of Minnesota, Grantee, real property in Pennington County, Minnesota, described as follows:

Outlot C, Block One (1), First Addition to South Greenwood Cemetery;

together with all hereditaments and appurtenances belonging thereto.

The total consideration for this transfer of property is $500.00 or less.

City of Thief River Falls

By:________________________________
Its Mayor

By:________________________________
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF PENNINGTON)

The foregoing instrument was acknowledged before me this _____ day of April, 2024, by Brian Holmer and Angela Philipp, being the Mayor and City Administrator of the City of Thief River Falls, a municipal corporation under the laws of the State of Minnesota, on behalf of the corporation.

(notary stamp or seal)

____
Notary Public

Tax statements for the real property described in this instrument should be sent to:

TRF Veterans Memorial
324 Brooks Avenue North
Thief River Falls, MN 56701

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: 4/16/2024

SUBJECT: #8.6 Call for First Reading to rezone – Edge Housing LLC (Former MAK Properties, LLC and Vacant Valley Home Property)

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

MOTION TO: Call for First Reading to rezone vacant property south of and adjacent to Valley Home and legally described in the attached document titled, "Attachment A" from General Business District (C-2) to Multi-Family Residential District (R-4). Final rezoning and recording to occur following the awarding and receipt of funding through the Minnesota Housing Workforce Development program.

BACKGROUND: Edge Housing is requesting to have the property rezoned from C-2 General Business District to an R-4 Multi-Family Residential District for the purpose of constructing a three-story apartment building with approximately 65 units. They intend to seek funding through the Minnesota Housing Workforce Housing Development Program and are requesting approval for rezoning with the final rezoning and recording to occur following the award of funding through the program.

The City Council rezoned this property in March of 2021 from R-4 to C-2 when MAK Construction proposed a multi-use development with commercial on the first floor and residential apartments on the top two floors. Edge Housing LLC has a purchase agreement with MAK Construction for the property and is requesting the rezoning back to R-4 Residential as their development will not include any C-2 General Commercial Business.

KEY ISSUES: The Minnesota Housing Workforce Housing Development Program is a competitive deferred loan program. Rezoning of this property strengthens this application and is one of several key pieces to making this project successful.

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

LEGAL CONSIDERATION: A public hearing was held at the April 9, 2024, Planning Commission meeting and recommended by the Planning and Zoning Committee to approve the rezoning. It is respectfully requested that the council forego with the second reading of the proposed zoning amendment and approve this zoning change for the following reasons: This Minnesota Housing Workforce Housing Development Program application is due at noon on April 30th, per Minnesota State Statute, only one reading is required, and this rezoning is converting the parcel back to its original classification and intent for use.

DEPARTMENT/RESPONSIBLE PERSON: Richard Baker, Economic/Community Development Director

ATTACHMENTS:
None

City of Thief River Falls

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Thief River Falls MN 56701-0528

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Request for Council Action

DATE: 4/16/2024

SUBJECT: #8.7 Approval for Rezoning – Edge Housing LLC (Former MAK Properties, LLC and Vacant Valley Home Property)

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

MOTION TO: Approval to Suspend the Second Reading and to approve the rezoning of vacant property south of and adjacent to Valley Home and legally described in the attached document titled, "Attachment A" from General Business District (C-2) to Multi-Family Residential District (R-4). Final rezoning and recording to occur following the awarding and receipt of funding through the Minnesota Housing Workforce Development program.

BACKGROUND: Edge Housing is requesting to have the property rezoned from C-2 General Business District to an R-4 Multi-Family Residential District for the purpose of constructing a three-story apartment building with approximately 65 units. They intend to seek funding through the Minnesota Housing Workforce Housing Development Program and are requesting approval for rezoning with the final rezoning and recording to occur following the award of funding through the program.

The City Council rezoned this property in March of 2021 from R-4 to C-2 when MAK Construction proposed a multi-use development with commercial on the first floor and residential apartments on the top two floors. Edge Housing LLC has a purchase agreement with MAK Construction for the property and is requesting the rezoning back to R-4 Residential as their development will not include any C-2 General Commercial Business.

KEY ISSUES: The Minnesota Housing Workforce Housing Development Program is a competitive deferred loan program. Rezoning of this property strengthens this application and is one of several key pieces to making this project successful.

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

LEGAL CONSIDERATION: A public hearing was held at the April 9, 2024, Planning Commission meeting and recommended by the Planning and Zoning Committee to approve the rezoning. It is respectfully. It is respectfully requested that the council forego with the second reading of the proposed zoning amendment and approve this zoning change for the following reasons: This Minnesota Housing Workforce Housing Development Program application is due at noon on April 30th, per Minnesota State Statute, only one reading is required, and this rezoning is converting the parcel back to its original classification and intent for use.

DEPARTMENT/RESPONSIBLE PERSON: Richard Baker, Economic/Community Development Director

ATTACHMENTS:

1.	Rezoning of Angle Parcel
2.	TRF - Zoning Application 3-14-24
3.	CHECKLIST FOR REZONING REQUEST - Edge Housing LLC
4.	Zoning Map with Location Arrow
5.	Location Map
6.	Icon Photo_001

NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given, pursuant to Chapter 152 of the Thief River Falls City Code, that Edge Housing, LLC, 7539 Front Street NW, Walker, MN 58484, has applied for the rezoning of Parcel ID# 2500103730 owned by The Angle Properties, LLC, 4575 32nd Ave. S., Grand Forks, ND 58201. The rezoning requested is from General Business District (C2) to Multifamily Residential (R4).

The Property is legally described as follows:

Part of the Southeast Quarter of the Southwest Quarter of Sec0on 33, Township 154 North, Range 43 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows: Commencing at the northeast corner of said Southeast Quarter of the Southwest Quarter; thence South 88 degrees 18 minute 41 seconds West, assumed bearing, along the north line of said Southeast Quarter of the Southwest Quarter, a distance of 672.00 feet; thence South 00 degrees 01 minute 03 seconds West 195.87 feet; thence North 89 degrees 40 minutes 57 seconds East 179.63 feet; thence South 45 degrees 19 minutes 03 seconds East 89.58 feet to the point of beginning; thence North 89 degrees 40 minutes 57 seconds East, a distance of 258.51 feet, more or less, to the westerly right of way of Minnesota Trunk Highway Number 32; thence South 52 degrees 57 minutes 37 seconds West, along said right of way, a distance of 69.18 feet to a tangent spiral point; thence southerly along a Euler spiral, concave to the southeast, central angle 03 degrees 41 minutes 24 seconds, a spiral length of 304.91 feet, the chord of said spiral bears South 51 degrees 42 minutes 01 second West and has a chord length of 304.85 feet to spiral curve point; thence southerly along the central curve, radius 2366.83 feet, concave to the southeast, central angle 25 degrees 51 minutes 12 seconds, an arc length of 1067.98 feet, the chord of said curve bears South 36 degrees 17 minutes 01 second West and has a chord length of 1058.94 feet to a point on the spiral curve, said point being on the south line of said Southeast Quarter of the Southwest Quarter; thence South 88 degrees 15 minutes 14 seconds West, along the south line of said Southeast Quarter of the Southwest Quarter, a distance of 14.44 feet, more or less, to the easterly right of way of the Burlington Northern Santa Fe Railroad; thence North 17 degrees 37 minutes 58 seconds East, along said easterly right of way, a distance of 838.75 feet to a point of curvature; thence northerly along a tangential curve concave to the northwest, along said easterly right of way, having a radius of 3869.83 feet, a central angle of 04 degrees 19 minutes 58 seconds, an arc length of 292.63 feet, the chord of said curve bears North 15 degrees 27 minutes 59 seconds East and has a chord length of 292.56 feet, more or less, to a line bearing South 89 degrees 40 minutes 57 seconds West from the point of beginning; thence North 89 degrees 40 minutes 57 seconds East 344.96 feet, more or less, to the point of beginning. Said described parcel contains 5.32 acres, more or less, subject to any and all easements, reservations, restrictions and conveyances of record.

Notice is further given that the Planning Commission will conduct a hearing on the rezoning request at 5:00 p.m. on Tuesday, April 9, 2024, in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the amendments will have the option to be heard at that time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

If you have a disability and need accommodation in order to attend this hearing, please contact the Zoning Administrator at the above address or phone number.

Dated this 22nd day of March 2024

CITY OF THIEF RIVER FALLS

/s/ Richard L. Baker__________________
Economic & Community Development Director
& Zoning Administrator

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

Application To Planning Commission/BOZA

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

☑ **REZONING** (Fee $150.00) ☐ **APPEALS** (Fee $50.00)

☐ **VARIANCE** (Fee $150.00)

☐ **LAND SUBDIVISION** (Fee $300.00)

☐ **CONDITIONAL USE PERMIT** (Fee

Applicant

Name: Edge Housing LLC		Phone #: 218-547-3307	
Address: 7539 Front St NW	City: Walker	State: MN	Zip: 56484

Property Owner *(if different from Applicant)*

Name: The Angle Properties LLC		Phone #:	
Address: 4575 32nd Ave S	City: Grand Forks	State: ND	Zip: 58201

Approximate Location of Property

Address: 701 HWY 32 South	Legal Description: See attached Exhibit A
Present Zoning Classification: C-2 General Buisness District	Present Use: Vacant Land

Description of Request

Our request is to have this property rezoned from a C-2 General Business District to an R-4 Multi-Family Residential District for the purpose of constructing a three-story apartment building with approximately 65 units. We intend to seek funding through the Minnesota Housing Workforce Housing Development Program, and our request is to seek approval for rezoning, with the final rezoning and recording to occur following the award of funding through the program.

Property Owner Signature *(required)* Date 3-14-24

Applicant Signature Date 3-14-24

Review *(For office use only)*

Date of Publication | Date on Planning Commission Agenda

Action Taken By Commission:

Action Taken By City Council:

City Council Resolution / Ordinance Number

Fee Paid

Attachment A

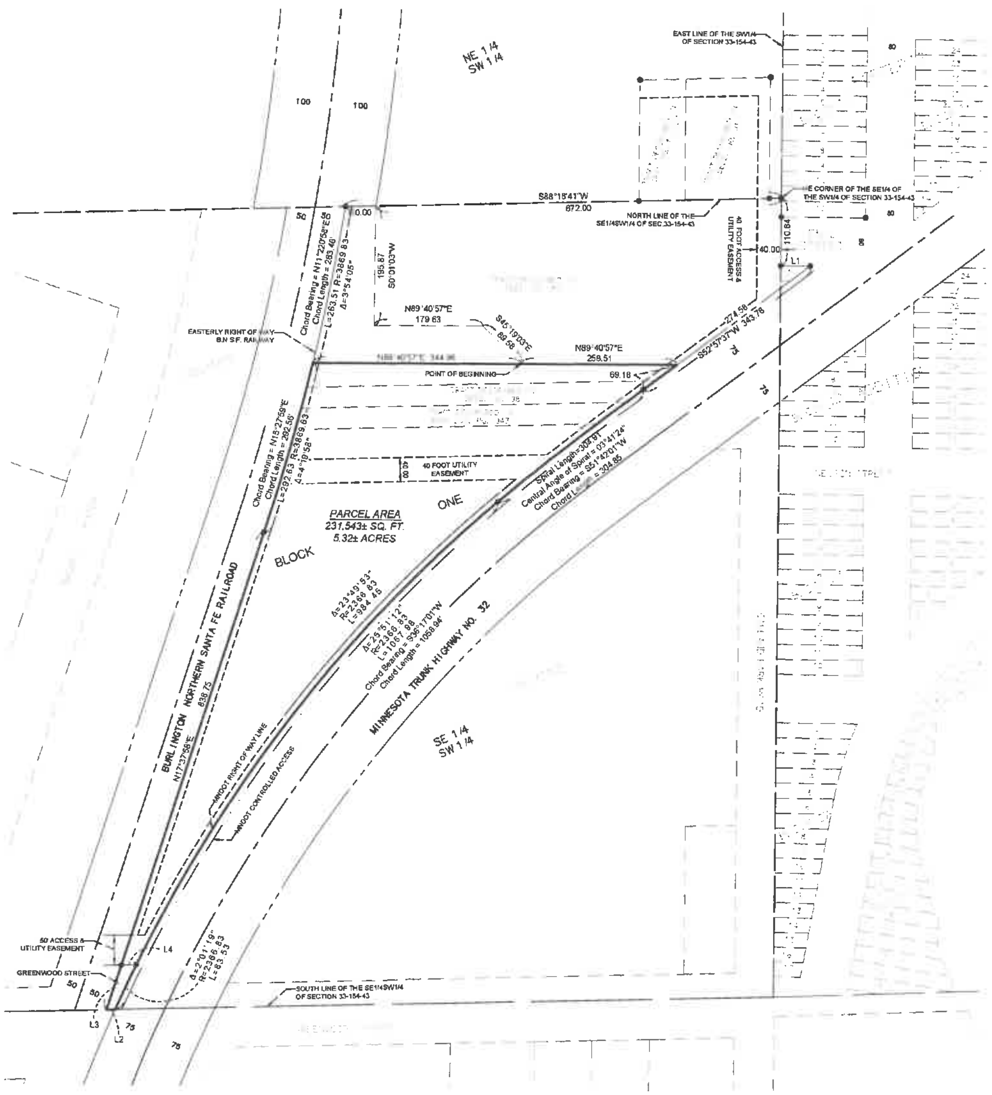
Part of the Southeast Quarter of the Southwest Quarter of Section 33, Township 154 North, Range 43 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

Commencing at the northeast corner of said Southeast Quarter of the Southwest Quarter; thence South 88 degrees 18 minute 41 seconds West, assumed bearing, along the north line of said Southeast Quarter of the Southwest Quarter, a distance of 672.00 feet; thence South 00 degrees 01 minute 03 seconds West 195.87 feet; thence North 89 degrees 40 minutes 57 seconds East 179.63 feet; thence South 45 degrees 19 minutes 03 seconds East 89.58 feet to the point of beginning; thence North 89 degrees 40 minutes 57 seconds East, a distance of 258.51 feet, more or less, to the westerly right of way of Minnesota Trunk Highway Number 32; thence South 52 degrees 57 minutes 37 seconds West, along said right of way, a distance of 69.18 feet to a tangent spiral point; thence southerly along a Euler spiral, concave to the southeast, central angle 03 degrees 41 minutes 24 seconds, a spiral length of 304.91 feet, the chord of said spiral bears South 51 degrees 42 minutes 01 second West and has a chord length of 304.85 feet to spiral curve point; thence southerly along the central curve, radius 2366.83 feet, concave to the southeast, central angle 25 degrees 51 minutes 12 seconds, an arc length of 1067.98 feet, the chord of said curve bears South 36 degrees 17 minutes 01 second West and has a chord length of 1058.94 feet to a point on the spiral curve, said point being on the south line of said Southeast Quarter of the Southwest Quarter; thence South 88 degrees 15 minutes 14 seconds West, along the south line of said Southeast Quarter of the Southwest Quarter, a distance of 14.44 feet, more or less, to the easterly right of way of the Burlington Northern Santa Fe Railroad; thence North 17 degrees 37 minutes 58 seconds East, along said easterly right of way, a distance of 838.75 feet to a point of curvature; thence northerly along a tangential curve concave to the northwest, along said easterly right of way, having a radius of 3869.83 feet, a central angle of 04 degrees 19 minutes 58 seconds, an arc length of 292.63 feet, the chord of said curve bears North 15 degrees 27 minutes 59 seconds East and has a chord length of 292.56 feet, more or less, to a line bearing South 89 degrees 40 minutes 57 seconds West from the point of beginning; thence North 89 degrees 40 minutes 57 seconds East 344.96 feet, more or less, to the point of beginning.

Said described parcel contains 5.32 acres, more or less, subject to any and all easements, reservations, restrictions and conveyances of record.

SKETCH OF DESCRIPTION

PART OF THE SE1/4SW1/4 OF SEC. 33, T. 154 N., R. 43 W. OF THE 5TH PRINCIPAL MERIDIAN, PENNINGTON COUNTY, MN



PROPOSED LEGAL DESCRIPTION

Part of the Southeast Quarter of the Southwest Quarter of Section 33, Township 154 North, Range 43 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

Commencing at the northeast corner of said Southeast Quarter of the Southwest Quarter; thence South 88 degrees 18 minute 41 seconds West, assumed bearing, along the north line of said Southeast Quarter of the Southwest Quarter, a distance of 672.00 feet; thence South 00 degrees 01 minute 03 seconds West 195.87 feet; thence North 89 degrees 40 minutes 57 seconds East 179.63 feet; thence South 45 degrees 19 minutes 03 seconds East 89.58 feet to the point of beginning; thence North 89 degrees 40 minutes 57 seconds East, a distance of 258.51 feet, more or less, to the westerly right of way of Minnesota Trunk Highway Number 32; thence South 52 degrees 57 minutes 37 seconds West, along said right of way, a distance of 69.18 feet to a tangent spiral point; thence southerly along a Euler spiral, concave to the southeast, central angle 03 degrees 41 minutes 24 seconds, a spiral length of 304.91 feet, the chord of said spiral bears South 51 degrees 42 minutes 01 second West and has a chord length of 304.85 feet to spiral curve point; thence southerly along the central curve, radius 2366.83 feet, concave to the southeast, central angle 25 degrees 51 minutes 12 seconds, an arc length of 1067.98 feet, the chord of said curve bears South 36 degrees 17 minutes 01 second West and has a chord length of 1058.94 feet to a point on the spiral curve, said point being on the south line of said Southeast Quarter of the Southwest Quarter; thence South 88 degrees 15 minutes 14 seconds West, along the south line of said Southeast Quarter of the Southwest Quarter, a distance of 14.44 feet, more or less, to the easterly right of way of the Burlington Northern Santa Fe Railroad; thence North 17 degrees 37 minutes 58 seconds East, along said easterly right of way, a distance of 838.75 feet to a point of curvature; thence northerly along a tangential curve concave to the northwest, along said easterly right of way, having a radius of 3869.63 feet, a central angle of 04 degrees 19 minutes 58 seconds, an arc length of 292.63 feet, the chord of said curve bears North 15 degrees 27 minutes 59 seconds East and has a chord length of 292.56 feet, more or less, to a line bearing South 89 degrees 40 minutes 57 seconds West from the point of beginning; thence North 89 degrees 40 minutes 57 seconds East 344.96 feet, more or less, to the point of beginning

Said described parcel contains 5.32 acres, more or less, subject to any and all easements, reservations, restrictions and conveyances of record.

LINE LEGEND

- BOUNDARY LINE
- SECTION LINE
- QUARTER QUARTER SECTION LINE
- MNDOT CONTROLLED ACCESS LINE
- DEEDED LOT LINES
- RIGHT OF WAY LINE
- EASEMENT LINE

LINE TABLE

LINE	LENGTH	BEARING
L1	49.26	N89°59'07"E
L2	14.44	S88°15'14"W
L3	79.50	N17°37'58"E
L4	24.82	N88°15'14"E
L5	[illegible]	N88°18'41"E

VICINITY MAP

DATE	03/05/2024	DATE	AMENDMENTS	BY	PREPARED FOR: MAK CONSTRUCTION
SCALE:	AS SHOWN				I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA
DRAWN BY:	H.K.W				
CHECKED BY:	G.R.B.				GARRETT R. BOROWICZ DATE: 3/05/2024 LIC. NO. 45365
FILE NUMBER	2024-10394				

WiDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

D. W. JONES, INC.
P.O. BOX 340
WALKER, MN 56484-0340
(218) 547-3307

BANK FORWARD
P.O. BOX 1150
WALKER, MN 56484-1150
75-1086/0913

028009

3/14/2024

PAY TO THE ORDER OF City of Thief River Falls $ **150.00

One Hundred Fifty and 00/100** DOLLARS

City of Thief River Falls
Attn: Community Services
PO Box 528
Thief River Falls, MN 56701-0528

RUB RED IMAGE FADES WITH HEAT

AUTHORIZED SIGNATURE MP

MEMO

Rezoning Fee

[redacted]

D. W. JONES, INC. **028009**

City of Thief River Falls 3/14/2024

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
3/14/2024	Bill		150.00	150.00		150.00
					Check Amount	150.00

1010 Cash in Bank -B Rezoning Fee 150.00

D. W. JONES, INC. **028009**

City of Thief River Falls 3/14/2024

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
3/14/2024	Bill		150.00	150.00		150.00
					Check Amount	150.00

1010 Cash in Bank -B Rezoning Fee 150.00

TO REORDER CALL 708-613-2447 OR VISIT www.extravaluechecks.com.

CHECKLIST FOR REZONING REQUESTS

1. **Applicant (Name/Address/Tel:** Edge Housing, LLC, 7539 Front Street NW, Walker, MN 56484, 218-547-3307.

2. **General location of the request:** Vacant property south of Valley Home Assisted Living at the intersection of Highway 32 and Greenwood Street.

3. **Proposed use and/or zoning:** The owner is Requesting that the zoning be amended from General Business District (C-2) to Multi-Family Residential District (R-4) to allow for the construction of a 65-unit multi-family residential housing project. Zoning change is contingent on the sale of the property from The Angle Properties, LLC and the receipt of a deferred forgivable loan from the Minnesota Housing Finance Agency's Workforce Housing Development.

4. **Dimension of the request:** **Frontage -** Approx. 1,193' **Depth -** Approx. 194'

5. **Area of property in request:** **Sq. Feet -** 231,543 **Acres –** 5.32

6. **Existing characteristics:** **Zoning -** Multi-Family Residential **Use:** Greenspace

   Conforming - Yes **Non-Conforming -** No

7. **Adjacent land use:** The existing property is being used primarily as greenspace. The location borders Valley Home to the north, Highway 32 to the east, Minnesota Northern railroad to the west and Greenwood Street to the south.

8. **Adjacent zoning districts:** The location borders General Residential District (R2) to the north, General Industrial District (I-2) to the west and south, and General Business District (C-2) and Park and Recreation District (PR) to the east.

9. **Are Wetlands or Shorelands impacted by this request?** No.

9. **Characteristics of soils:** According to the "Pennington County Soil Survey," soils are predominately Wyandotte Clay Loam. This soil consists of nearly level, poorly drained, in plane or slightly concave basins on glacial lake plains.

11. **Has an adequate site plan been provided?** Conceptual

12. **What provisions have/can be made for utilities, drainage, and adequate easements?** This site is served by Highway 32 and Minnesota Northern railroad ditches for drainage and water main crosses the site from east to west. Sanitary sewer is located at the northeast corner of the site.

13. **Is the proposed rezoning consistent with the Comprehensive Plan?** Yes. The comprehensive plan indicates this area as high-density residential which is the proposed primary use.

14. **Have other pertinent segments of the Comprehensive Plan been considered?** N/A

15. **Is the area platted?** No.

    If so, will the existing lots conform to the requested district? Yes.

16. **If the area is to be residential:** Residential – Multi-family

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

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

    C. Has a subdivision plan been submitted? No.

17. **If the request is for a commercial use:** N/A

    A. Is there an economic need? N/A

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

    C. What is the traffic situation? N/A

    D. What is the distance to schools? N/A

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

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

    B. Is it served by a railroad? NA

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

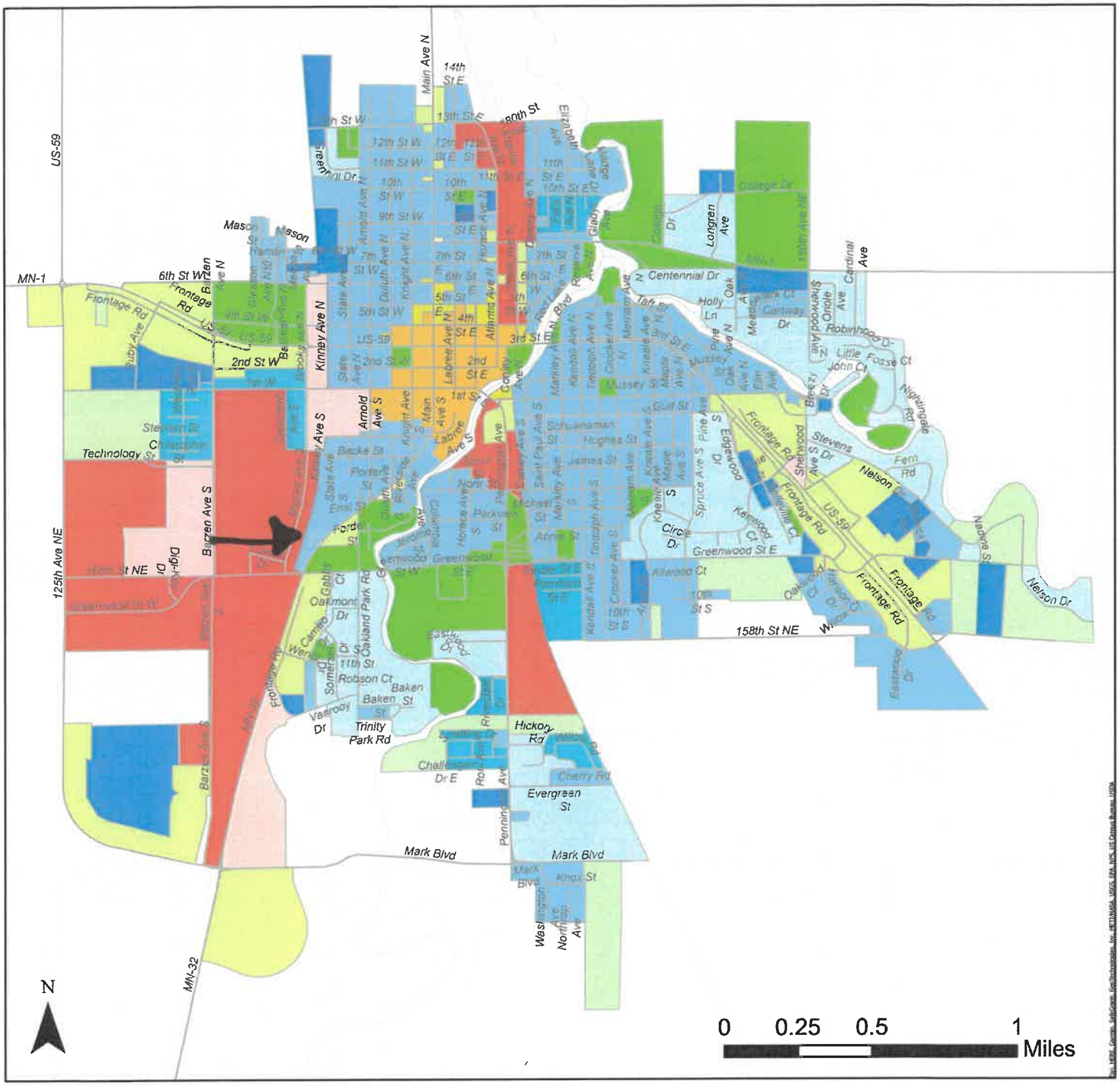
19. **Comments:** Edge Housing has a purchase agreement for this property contingent on rezoning, and the successful application for a deferred forgivable loan from the Minnesota Housing Finance Agency's Workforce Housing Development Program. This property was rezoned in February of 2021 from R-4 to C-2 for The Angle Development. TIF District 1-14 was established in April of 2022 for a development to create workforce housing and a day care but never certified.

See RCA, Notice of Hearing, Application, Checklist, Location Map, Zoning Map and Concept Sketch.

CRITERIA FOR GRANTING ZONING AMENDMENTS

In granting a request for a rezoning, the City Council shall consider the effect of the proposed zoning amendment upon the health, safety, morals, and general welfare of occupants of surrounding lands. Among other things, the City Council shall make the following findings where applicable:

1. That the rezoning conforms to the Comprehensive Plan for the City, as well as present land uses.
2. That the rezoning will not impede the normal and orderly development and improvement of surrounding property for uses predominant in the area.
3. That the rezoning will not adversely affect the property values of adjacent landowners.
4. That the rezoning will not impose other undue hardship on adjacent landowners such as noise, electrical display signs, odors, or other nuisances.
5. That necessary utilities be available to serve the use intended.
6. That additional public services needed by the rezoning be considered.
7. That alternate areas previously zoned for the intended use be considered.
8. That there is a public need for the proposed land use.



Thief River Falls Zoning Districts

AG - Agicultural	I1 - Light Industrial
PR - Park and Recreation	I2 - General Industrial
C1 - Neighborhood Business	R1 - Suburban Residential
C2 - General Business	R2 - General Residential
C3 - Central Business	R3 - High Density Residential
C4 - Downtown Fringe	R4 - Multi-Family Residential

View the interactive web version of this map.
https://arcg.is/15WCaL

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Edge Housing LLC

Richard Baker

1:3,351

Date: 4/3/2024

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

Pennington County

Minnesota

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: 4/16/2024

SUBJECT: #8.8 Request for Support for Funding Application for Proposed Edge Housing LLC

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

MOTION TO: Adopt attached Council Resolution in support of an application by DW Jones to Minnesota Housing's Workforce Housing Development Program and provide tax increment financing for the development of 65 units of market rate, rental housing. The project is referred to as Edge Housing LLC. The tax increment would assist with the financing gap and support the match requirement for the Program.

BACKGROUND: See attached memorandum from Rebecca Kurtz, Ehlers. Minnesota Housing's Workforce Housing Development Program is a competitive deferred loan program. Funding is available through the Program to meet community needs for rental workforce housing and provides funds available as an unsecured, zero-interest, 3-year deferred forgivable loan. As part of the application by DW Jones, the Council is being asked to consider the resolution of support and request for funds along with support to provide a match of $1 for every $2 provided by the Program. TIF District 1-14, which was established for the Angle project, remains in place, and would be used to provide the required match. This is a nine-year TIF District established for workforce housing and is estimated to generate a net of $958,500 which will allow DW Jones to leverage an additional $1,917,000 in funds from the Program. Approving the resolution will provide the City and Developer authorization to complete the application for funding. Applications are due at noon on April 30, 2024.

KEY ISSUES: A March survey of our market rate apartment complexes showed a vacancy rate of 0.2 percent, 5 percent is normal. At current interest rates and costs of building materials, multi-family housing projects in out-state Minnesota are not financially feasible as the rental rates the developer would need to charge are much higher than existing rental rates and what the average person can afford. While there is some speculation that interest rates will decrease slightly by the end of 2024, inflation is projected to remain above 2 percent through at least 2026. Traditionally the Minnesota Legislature has funded this Minnesota Housing Program at $4 million per biennium, but in 2023 funded it at $39 million. Without the assistance of funding from this program, the tax increment match by the city and additional private funding, this project would not be feasible, and it would likely be several years before the city would see new multi-family rental housing developments. And our hotel rooms continue to be used for long-term temporary worker housing needs, so there is a definite need for housing in Thief River Falls.

FINANCIAL CONSIDERATIONS: TIF District 1-14 will be used for the city's required $1 match for every $2 awarded. Funds will be awarded to the City to be dispersed to the developer via a development agreement.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Richard Baker, Economic/Community Development Director

ATTACHMENTS:

1.	Memo to Council 4.16.2024v3
2.	Council resolution 4.16.2024v2

MEMORANDUM

TO: Richard Baker, City of Thief River Falls

FROM: Rebecca Kurtz, Ehlers

DATE: April 4, 2024

SUBJECT: Tax Increment for Proposed Edge Housing LLC Development

Request for Support for Funding Application for Proposed Edge Housing LLC

The City received a request from DW Jones (the "Developer") to support an application to Minnesota Housing's Workforce Housing Development Program (the "Program") and provide tax increment financing for the development of 65 units of market rate, rental housing. The project is referred to as Edge Housing, LLC. The tax increment would assist with filling the financing gap and support the match requirement for the Program.

It is estimated that the proposed development would generate about $958,500 over the nine-year term. As with all tax increment districts, the taxing jurisdictions would continue to retain the current taxes generated from the parcel, and the increase in taxes would be directed to eligible costs for the term of the tax increment assistance.

TIF District 1-14 Background

On April 19, 2022, the City of Thief River Falls adopted the Tax Increment Financing Plan for Tax Increment Financing District No. 1-14: Angle Development (the "District"). This is an economic development TIF district for workforce housing and has a maximum term of nine years of increment. At the time the District was established, the City anticipated entering into an agreement with MAK Construction for the development of a mixed-used project with 93 units of rental housing and a daycare facility.

Due to changes in market conditions, including rising interest rates and construction costs, the developer terminated the project prior the City entering into an agreement. The District remains in place including up to nine years of available tax increment assistance for a qualifying project.

Workforce Housing Development Program

During the 2023 Legislative Session, Minnesota Housing received up to $39 million in funding for the Workforce Housing Development Program. This Program targets small to medium-sized communities in greater Minnesota with rental workforce housing needs. Funding is available to build market rate, residential housing in communities with proven job growth and demand for workforce rental housing. It is a competitive funding program with funds available as an unsecured, zero-interest, 3-year deferred forgivable loan.

Among the requirements, communities need to provide matching funds of one dollar for every two dollars requested in funding.

Proposed Edge Housing LLC

The estimated $958,500 in net tax increment generated from the proposed Edge Housing could be used to leverage an estimated additional $1,917,000 in funds from the Program.

In addition to the estimated $958,500 that could be available for the Project, the City may retain up to 10 percent of the increment for administrative expenses.

Additional contributions from private partnerships or local employers could be used by the Developer to increase the request for funding through the Project. These contributions could also be matched on $1 for every $2 provided by the Program like the public assistance.

Next Steps

As part of the application, the Council is being asked to consider the resolution of support and request for funds along with support to provide a match of $1 for every $2 provided by the Program. Approving the resolution will provide the City and Developer authorization to complete the application for funding. Applications are due April 30, 2024.

Award recipients will be notified in August 2024.

If the Project receives funding, the City would enter into a development agreement with the Developer, which would outline the terms of the tax increment assistance. As with other tax increment districts in the City, it is anticipated that the tax increment assistance would be provided through a pay-as-you-go note. Under this scenario, the Developer would pay for all expenses and construct the project. After the project is completed, the City would provide the Developer a Tax Increment Note and provide semi-annual payments based on the increment generated from the Project.

Since the District has been established, additional notices or public hearing related to the establishment of the District are not required. However, the Council would be required to review and approve the developer agreement if funding is awarded.

Council Considerations

- The Council could approve the resolution supporting the Developer's application for the Workforce Housing Development Program and request for funding along with the City's support to provide a match of $1 for every $2 provided by the Program. This action would allow the Developer to submit the application by April 30.

- The Council could deny the request or take no action. This action would likely result in the proposed development not moving forward at this time, as there would not be sufficient funding to support the development.

CERTIFIED COPY OF RESOLUTIONS ADOPTED BY THE MEMBERS OF THE THIEF RIVER FALLS CITY COUNCIL

I HEREBY CERTIFY, that I am the duly elected Secretary and keeper of the records of the City Council for the City of Thief River Falls, Minnesota, a City in the State of Minnesota ("Recipient"), that the following is a true and correct copy of Resolutions duly and unanimously adopted by all of the members of the Thief River Falls City Council of Recipient on April 16, 2024, all of the members being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and any other requirements of Recipient; that such Resolutions do not conflict with any laws of Recipient nor have such Resolutions been in any way altered, amended or repealed and are in full force and effect, unrevoked and unrescinded as of this day, and have been entered upon the regular Minute Book of Recipient, as of the aforementioned date, and that the members of the City Council of Recipient have, and at the time of adoption of such Resolutions, had full power and lawful authority to adopt such Resolutions and to confer the powers thereby granted to the offices therein named who have full power and lawful authority to exercise the same:

WHEREAS, Recipient has submitted an application (the “Application”) for a project (the “Project”) pursuant to the Workforce Housing Development Program (“Program”) in order to obtain funding from the Minnesota Housing Finance Agency (“Minnesota Housing”).

WHEREAS, on this 16th day of April, 2024, there has been presented to the meeting of the City Council of Recipient a proposal for Recipient, upon selection by Minnesota Housing, to enter in to a Deferred Loan Agreement pursuant to the Program in order to obtain funding from Minnesota Housing.

WHEREAS, on April 19, 2022, the City of Thief River Falls approved the establishment of Tax Increment Financing District No. 1-14 – Angle Development, an economic development work force housing tax increment financing district on the parcels identified on the Application.

NOW, THEREFORE, BE IT RESOLVED, that Recipient is authorized to enter into a Deferred Loan Agreement, substantially in the form as provided by Minnesota Housing, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed $4,108,919 (the “Loan”).

BE IT FURTHER RESOLVED, that Recipient is an Eligible Project Area, as defined in Minnesota Statute Section 462A.39, subdivision 2, has the legal authority to apply for financial assistance, and has the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the Project for its design life.

BE IT FURTHER RESOLVED, that Recipient certifies that it will use the Loan for qualified expenditures for the Project to serve employees of businesses located in the City of Thief River Falls or surrounding area.

BE IT FURTHER RESOLVED, that the Loan will be matched by the City of Thief River Falls and private equity with at least $1 for every $2 provided.

BE IT FURTHER RESOLVED, that the City will use tax increment generated by Tax Increment Financing District 1-14 – Angle Development and employer contributions to meet its match requirement and support the Edge Housing LLC development.

BE IT FURTHER RESOLVED, that Recipient certifies that the average vacancy rate for rental housing located in the City of Thief River Falls, and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period.

BE IT FURTHER RESOLVED, that the Loan will not exceed 50 percent of the Project costs.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator, or their successors in office, are hereby authorized to execute the Deferred Loan Agreement and such other agreements, and amendments thereto, as are necessary to implement the Project on behalf of Recipient.

BE IT FURTHER RESOLVED, that Minnesota Housing is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of Minnesota Housing at its principle office of notice in writing from Recipient of any amendment or alteration of such Resolutions.

ATTEST:

____

Title

____

Title

Dated: April 16, 2024

(Seal)

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: 4/16/2024

SUBJECT: #8.9 Parade Application to Pennington County Fair Association during the Pennington County Fair

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

MOTION TO: Approval of Parade Application to Pennington County Fair Association during the Pennington County Fair on July 17, 2023, from 7 - 9:00 p.m.

BACKGROUND: The Pennington County Fair Association has applied for a Parade Application Permit. The route would remain the same as in prior years unless construction causes a route change. If this was to occur, the Pennington County Fair Association would work with the City and Law Enforcement to find a suitable alternative.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The license fee is $20 per day.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:
None

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Request for Council Action

DATE: 4/16/2024

SUBJECT: #8.10 J & M Displays Fireworks Display Permit Application

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

MOTION TO: To approve a Fireworks Display Permit Application effective July 14 from 10 pm to 10:15 pm for J & M Displays.

BACKGROUND: J & M Displays will be performing at the Pennington County Fair on July 17th from 8 pm to 10 pm.

KEY ISSUES: Pursuant to Thief River Falls City Code Section 130.26 and Minnesota Statutes, Section 13.04, Subd. 2, that in order to complete the application necessary for licensing within this municipality, you may be required to supply certain private and/or confidential personal data to the City of Thief River Falls via the completed application form. This private and/or confidential personal data, in addition to all other information provided, will be used by employees of the City of Thief River Falls and the Thief River Falls City Council to determine whether or not the "license" may be granted as requested.

FINANCIAL CONSIDERATIONS: The license fee is $25 per day.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:
None

City of Thief River Falls

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Request for Council Action

DATE: 4/16/2024

SUBJECT: #8.11 Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

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

MOTION TO: By the City Council, to grant the Pennington County Fair Association a Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License, dates of July 17 – 20, 2024 from noon to midnight at the Fairgrounds during the Pennington County Fair.

BACKGROUND: Pennington County Fair Association applies for a Permit each year.

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

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

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

FINANCIAL CONSIDERATIONS: Cost of the license is $35.00 per day.

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

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:
None

City of Thief River Falls

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Thief River Falls MN 56701-0528

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Request for Council Action

DATE: 4/16/2024

SUBJECT: #8.12 Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

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

MOTION TO: By the City Council, to grant the Pennington County Fair Association a Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License, dates of July 21, 2024 from noon to midnight at the Fairgrounds during the Pennington County Fair.

BACKGROUND: Pennington County Fair Association applies for a Permit each year.

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

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

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

FINANCIAL CONSIDERATIONS: Cost of the license is $35.00 per day.

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

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:
None

CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
RBC						
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	$249,000	15-May-24	2.75%	**15-May-19**	$248,143.44
New York Community Bank	Certificate of Deposit - Brokered	$183,000	03-Jun-24	0.30%	**03-Dec-21**	$181,318.23
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	$500,000	01-Oct-24	2.25%	**12-Aug-20**	$492,480.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	$245,000	27-Feb-25	1.80%	**27-Aug-20**	$237,743.10
State Bk India New York NY	Certificate of Deposit - Brokered	$183,000	10-Jun-25	1.05%	**10-Dec-20**	$174,561.87
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	$255,000	25-Aug-25	3.50%	**25-Feb-23**	$249,826.05
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	$246,000	30-Sep-25	0.40%	**31-Mar-21**	$229,889.46
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	$200,000	11-Feb-26	1.00%	**11-Aug-21**	$186,172.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	$246,000	30-Mar-26	2.85%	**01-Jul-22**	$240,627.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	$249,000	31-Mar-26	0.95%	**30-Jun-21**	$230,499.30
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	$245,000	16-Jun-26	0.85%	**16-Jul-21**	$224,689.50
Solutions Bk Forreston Ill	Certificate of Deposit - Brokered	$209,000	22-Sep-28	5.30%	**22-Oct-23**	$209,104.50
Northwest Bk Boise Idaho	Certificate of Deposit - Brokered	$248,000	28-Mar-29	4.65%	**28-Apr-24**	$242,546.48
Defiance Ohio City Sch Dist	Bond - Brokered	$550,000	01-Dec-28	0.00%	**01-Dec-28**	$442,634.50
Fresno Calif Uni School Dist	Bond - Brokered	$300,000	01-Aug-25	0.00%	**01-Aug-25**	$279,120.00
Thief River Falls Minn Indpt	Bond - Brokered	$190,000	01-Feb-27	1.01%	**01-Feb-27**	$171,077.90
		RBC INVESTMENTS				$4,040,433.83
Border State Bank	Certificate of Deposit	$100,000	16-Dec-24	2.09%	**16-Dec-23**	$100,000.00
		BORDER STATE BANK INVESTMENTS				$100,000.00

Vibrant Credit Union, IL	Certificate of Deposit - Brokered	$236,950	08-Jul-24	5.373%	$236,950.00
T Bank, National Association TX	Certificate of Deposit - Brokered	$233,050	20-Jun-24	4.728%	$233,050.00
4M Term Series, MN	Certificate of Deposit - Brokered	$1,000,000	30-Apr-24	5.450%	$1,000,000.00
4M Term Series, MN	Certificate of Deposit - Brokered	$1,000,000	31-Oct-24	5.352%	$1,000,000.00
Farmers Ins Group Federal CU, CA	Certificate of Deposit - Brokered	$2,000,000	12-Jan-26	4.304%	$2,000,000.00
		4M INVESTMENTS			$4,470,000.00
		TOTAL CD INVESTMENTS			$8,610,433.83
MONEY MARKET ACCOUNTS					
Piper Jaffray	First American Gov't Obligations Fund			4.480%	$3,416,728.03
RBC	US Govt Money Market Fund				$301.81
League of Minnesota Cities	4M Money Market Fund			5.321%	$6,861,774.12
League of Minnesota Cities	4M Plus Fund			5.368%	$27,869.32
League of Minnesota Cities	4M LTD Account				$7,831,948.89
		TOTAL MONEY MARKET SAVINGS			$18,138,622.17
		GRAND TOTAL		**03/31/2023**	$26,749,056.00