

# **ADMINISTRATIVE SERVICES COMMITTEE**

**TUESDAY, JANUARY 14, 2025 4:30 PM**

**City Hall Room 201 -**

Mike Lorensen

Megan Arlt

Jason Aarestad

Kelly Langness

## **1. NOMINATE CHAIR**

### **CALL TO ORDER**

## **3. ROLL CALL**

## **4. APPROVE SUMMARY OF DISCUSSION**

4.1. Approval of 12/10/24 Administrative Services Committee Minutes

## **5. ECONOMIC/COMMUNITY DEVELOPMENT**

5.1. Cannabis Retail Business Registration Fees

5.2. Wikstrom Telephone Co. Variance & CUP

5.3. NW MN Multi-County HRA Residential and Commercial Rehab Programs

5.4. 2024 Planning Commission Summary of Actions

5.5. Development Updates

5.6. Economic Impact of Powersports Manufacturing Plant Closing - University of Minnesota (via Zoom)

## **6. ADMINISTRATION**

6.1. Project Updates

6.2. Other

- Day at the Capital

- Pennington County Emergency Books For Kids

## **7. ARENAS**

7.1. Project Updates

7.2. Other

## **8. IT**

8.1. Project Updates

8.2. Other

**9. OTHER**

**10. ADJOURNMENT**

# **Administrative Committee Minutes**

## **Tuesday, December 10, 2024**

### **CALL TO ORDER**

This meeting is officially called to order at 4:30 pm on December 10, 2024 by Brian Holmer.

### **ROLL CALL**

The following councilmembers were present: Brian Holmer, Jason Aarestad and Mike Lorenson. Absent: Megan Arlt. Others present: Angela Philipp, City Administrator; Richard Baker, Econ/Community Development Director; Travis Collins, Arena General Manager; Joanne Olson, IT Coordinator. Brian Holmer chaired the meeting.

### **APPROVE SUMMARY OF DISCUSSION**

#### **Approval of November 12, 2024 Administrative Services Committee Minutes**

The committee members reviewed the summary and no changers were recommended.

### **COMMUNITY DEVELOPMENT**

#### **Approval of Single Family Residential Tax Abatements**

Richard reviewed the abatement and total cost of \$8,251.13. After discussion, the committee was in favor of an RCA to council.

#### **Other**

- Richard noted Pizza Ranch and Walmart's signage has been approved.
- Richard noted there will be a public hearing at Planning & Zoning to discuss Wiktel's variance and conditional use permit request to place a 350 ft tall communication tower off 1st street. The tower request is taller than was is currently allowed.
- Richard discussed a possible Retail Market Study. The goal of the study would be to determine retail recruitment. The cost of the study is \$12,500. After discussion, the council was in favor of an RCA to Council.
- Richard noted he talked to Mark Borseth regarding Community Voice and noted there isn't funding at this time.
- Richard noted The Edge project will be moving forward with the new location by the hospital after anticipated rezoning has been approved Jan/Feb 2025.
- Richard spoke with Hilton representatives and noted they are still negotiating on the site purchase of the old hospital property.
- Richard noted negotiations are still being worked through for the potential buyer of the old lumber yard.
- Richard noted work has begun on the new daycare facility located on the old memory care wing of Valley Home. It is anticipated to open May/June 2025.

## ADMINISTRATION

### Project Updates

Angela noted Public Works wall installation is scheduled for Feb 18, 2025. The contractor anticipated Utility Billing and IT area should be completed end of January.

### Other

Angela noted she had an Electrical Rating call with S&P. Our rating went from BBB to BBB+. Their noted concern was concentrated electrical usage at Digikey; which uses 25% of total usage. Angela has another rating call Wednesday 12/11 at 10 with S&P.

## ARENAS

### TRF Transition Expenses OVG - Anna Robson

#### November 2024 Financials

Travis reviewed November financials and reminded the committee they will begin to get up-to-date with the new financial advisor.

### Other

- Travis noted they have hired a new financial manager, Christophor Smith.
- Travis noted an upcoming community event, *Skate with Santa*, on December 15.
- Travis noted the new website is live and users can now schedule ice time online.
- Travis noted they are using user-groups to work concessions this year (ex. TR Skate Club, Basketball, Wrestling, etc). He said the new program is working well and groups are excited to work.
- Travis asked if there were places to drop off lost & found items in town. He said it has started to accumulate and would like to donate it. Brian asked if there was a certain time-frame they are keeping items, Travis responded that most items have been left at the arena over a year. He is going to look into different options.

## IT

### Project Updates

Joanne noted the scanner/plotter printers hard drive went bad and needs to be replaced. It was recommended by Brian to split the cost between Water, Electric and Public Works as it's used by all departments. After discussion, the committee approved an RCA to Council.

### RCA AI Policy

Joanne noted the AI policy will be presented to the Council with approval from the committee. The Committee was in favor of an RCA to Council.

**OTHER**

Year-end Bills

Angela requested committee approval to bring an RCA to council to pay year-end bills. After discussion, the committee was in favor.

Boards, Commissions and Committee Discussion

Angela noted an email was sent and reminded the committee to review.

Reappoint John Syvertson - HRA Board

Mike noted John Syvertson's term on the Housing & Redevelopment Authority Board January 31, 2025. He has requested reappointment. After discussion, the committee was in favor to reappoint for another three-year term.

**ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 5:35 pm.

COUNCIL ACTIONS

RCA Reappoint John Syvertson HRA Board

RCA AI Policy

RCA Hard Drive purchase and cost split responsibility

RCA Year-end Bills



**Application To Planning Commission/BOZA**

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

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

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



## Richard Baker

---

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

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

---

### SECURITY NOTICE :

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

---

Richard,

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

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

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

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

Let me know if you have any other concerns.

Thank You,

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

  
"Our Goal Is To Help You Reach Yours"

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

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

Richard

## Richard Baker

---

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

---

### SECURITY NOTICE:

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

---

Good morning Richard,

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

See below.

Regards,

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

---

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

Hi Joe,

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

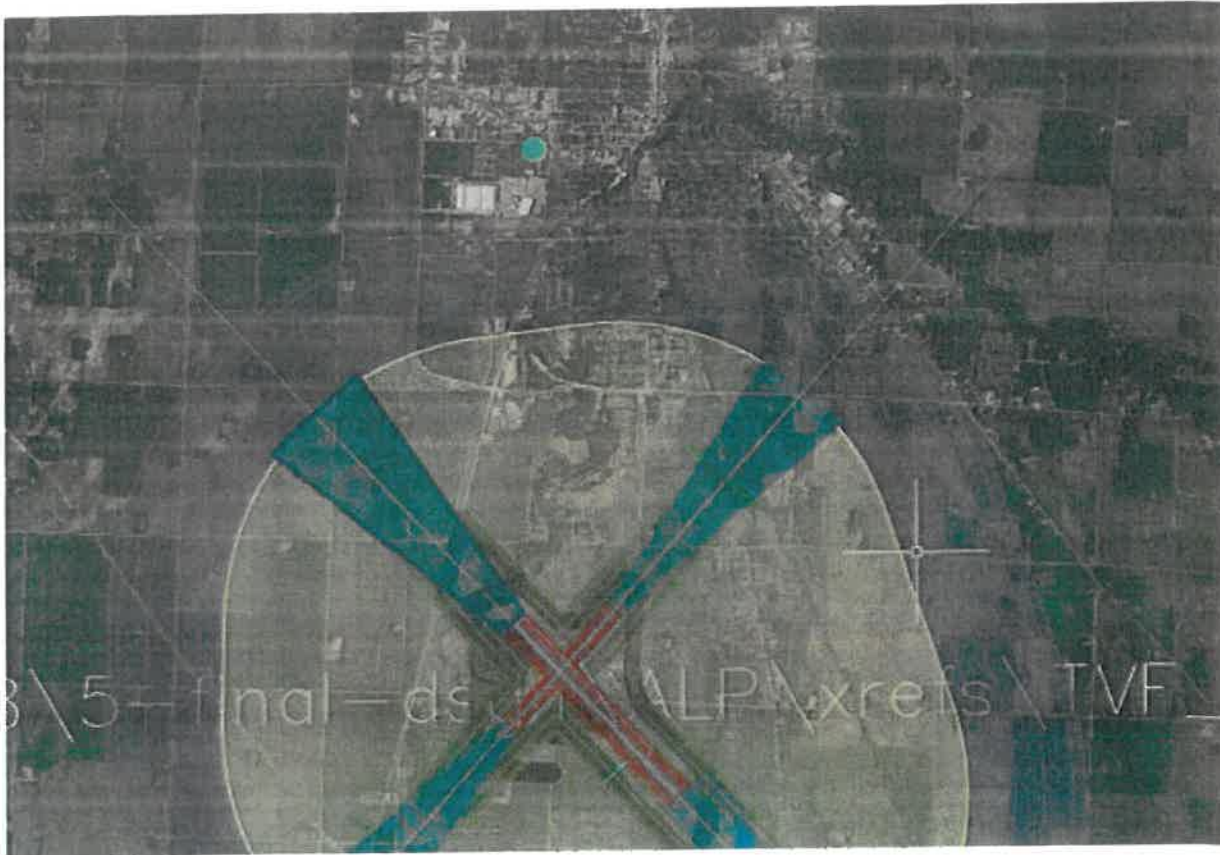
Get [Outlook for iOS](#)

---

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

Tim,

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



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

Building a Better World for All of Us®  
**100% Employee Owned**  
Follow SEH on [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)

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

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

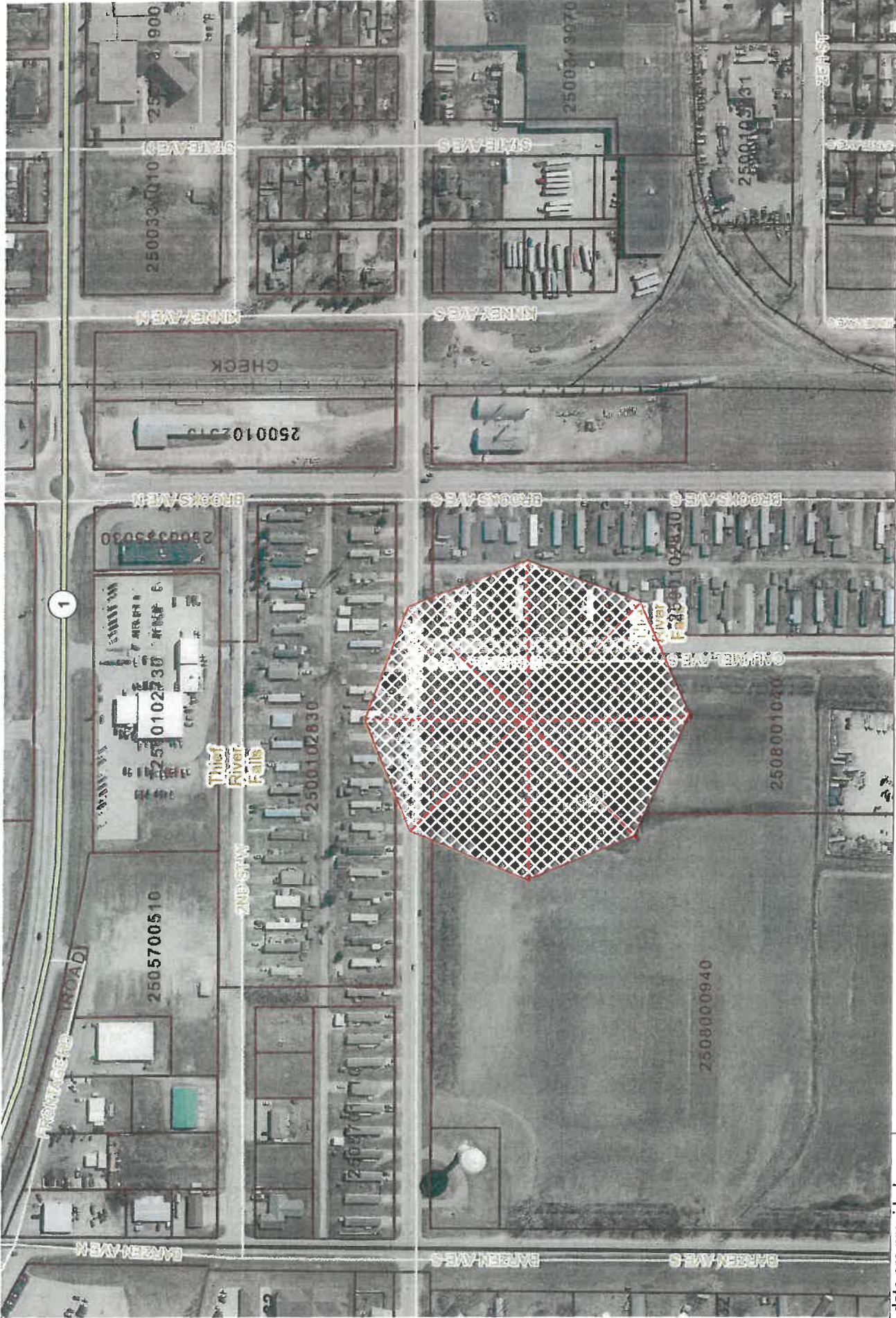
Get [Outlook for iOS](#)

---

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

Good afternoon Tim,

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



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

## WIKTEL 352 Ft Tower Radius

Richard

Pennington Col





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

# WIKTEL 200 Ft Tower

Richard

Pennington Col






**Housing Rehabilitation & Public Facilities**

**Over 50 Years of Service**

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

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



**Small Cities Development Program (SCDP)**

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

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

Homeowner

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

Commercial

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

Rental

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

Tenant Survey for Rental Unit Rehabilitation

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

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

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

Contractors



**Levy Revolving Rehab Loan Program**

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



**HRA Homebuyers Program**

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

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

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

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



## HOUSING PROGRAMS & AFFORDABLE HOUSING

### » Section 8 Housing Choice Voucher Rental Assistance

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



### » Public Housing

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

For more information visit: [nwmnhra.org/public-housing](http://nwmnhra.org/public-housing) or scan the QR Code to the right.



### » HRA Development Properties

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

For more information visit: [nwmnhra.org/hra-developments](http://nwmnhra.org/hra-developments) or scan the QR Code to the right



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

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

For more information visit:

[nwmnhra.org/community-revitalization-fund](http://nwmnhra.org/community-revitalization-fund) or scan the QR Code to the right.



### » Levy Revolving Rehab Loan Program

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

For more information visit: [nwmnhra.org/community-development](http://nwmnhra.org/community-development) or scan the QR Code to the right.





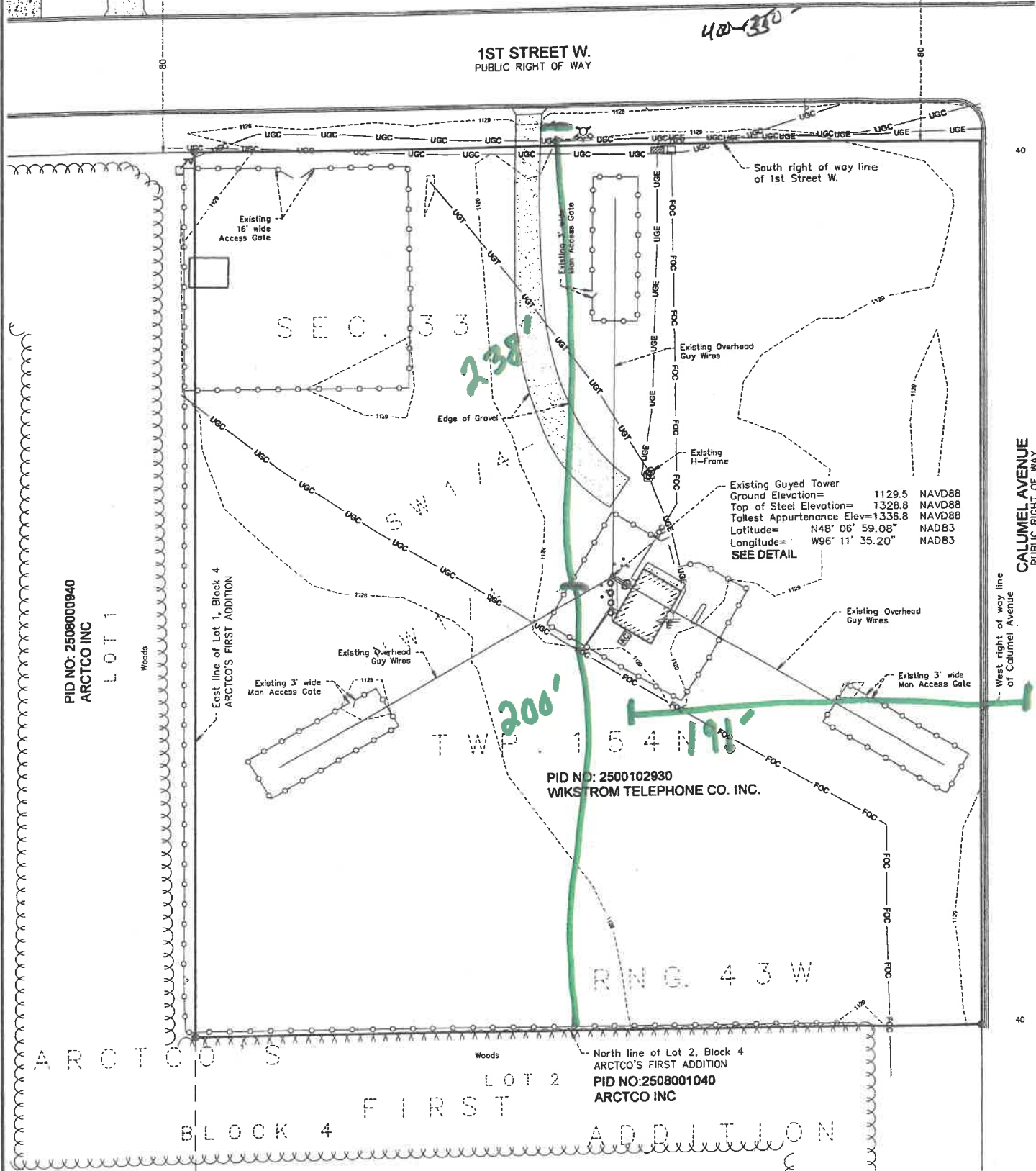
**Application To Planning Commission/BOZA**

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

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

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

# SITE SURVEY



# DESIGN 1

**SITE NAME:**  
MN01 ARCTIC KEY

Dennington County, MN


## Richard Baker

---

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

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

---

### SECURITY NOTICE :

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

---

Richard,

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

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

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

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

Let me know if you have any other concerns.

Thank You,

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

**"Our Goal Is To Help You Reach Yours"**

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

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

Richard

## Richard Baker

---

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

---

### SECURITY NOTICE:

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

---

Good morning Richard,

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

See below.

Regards,

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

---

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

Hi Joe,

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

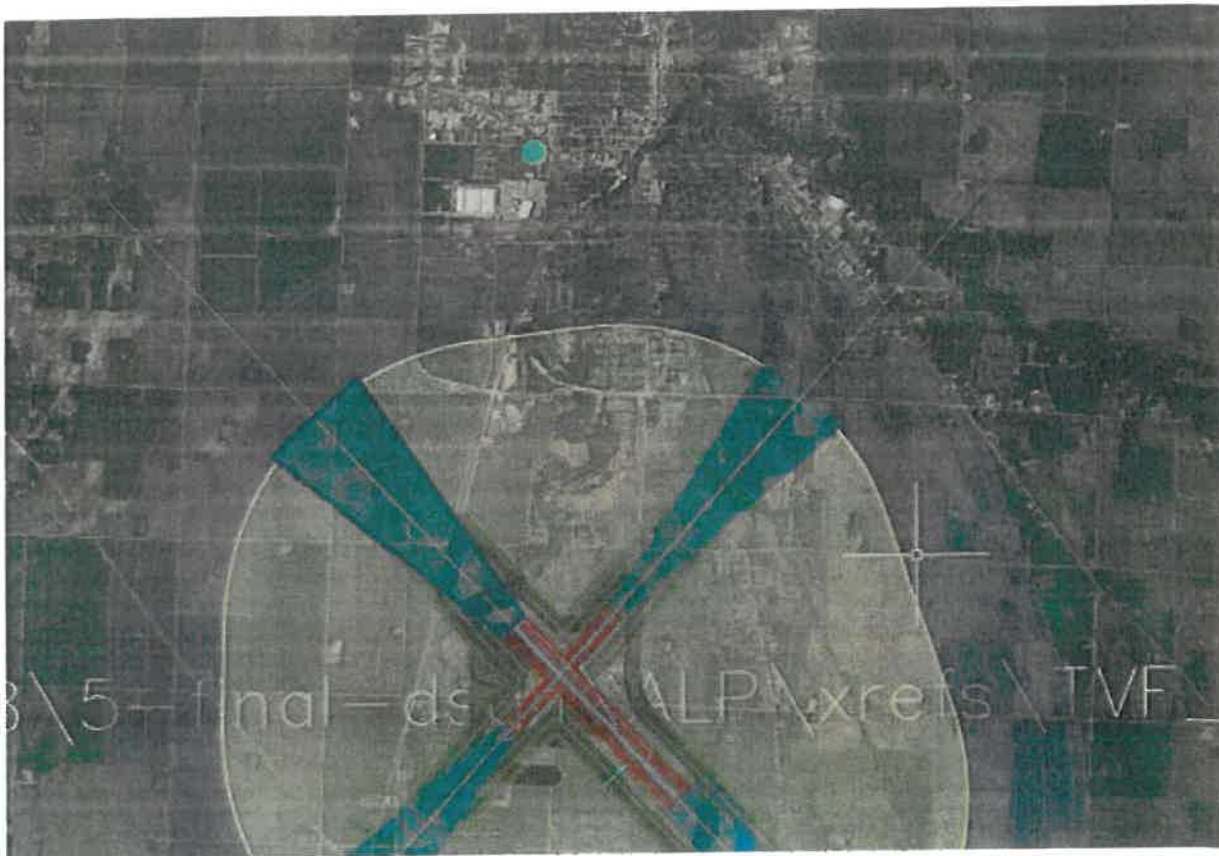
Get [Outlook for iOS](#)

---

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

Tim,

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



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

Building a Better World for All of Us®  
**100% Employee Owned**  
Follow SEH on [Twitter](#) | [Facebook](#) | [LinkedIn](#) | [Instagram](#)

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

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

Get [Outlook for iOS](#)

---

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

Good afternoon Tim,

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





data are provided on "AS IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty of performance.

# WIKTEL 200 Ft Tower

Richard

Pennington Col





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

Aiden Opatz, Extension Educator, January 2025

## Introduction

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

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

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

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

---

### Economic impact terms

Direct effect: initial change

Indirect effect: business-to-business impacts

Induced effect: consumer-to-business impacts

---

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

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

## Economic Contribution

As mentioned, the direct effect is employment at the manufacturing plant. The manufacturing plant will lay off around 530 employees. The industry’s average weekly wage in this region is \$1,098.<sup>1</sup> Based on that, the 530 jobs currently pay an estimated \$30.3 million dollars in labor income annually.

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

---

<sup>1</sup> From Department of Employment and Economic Development

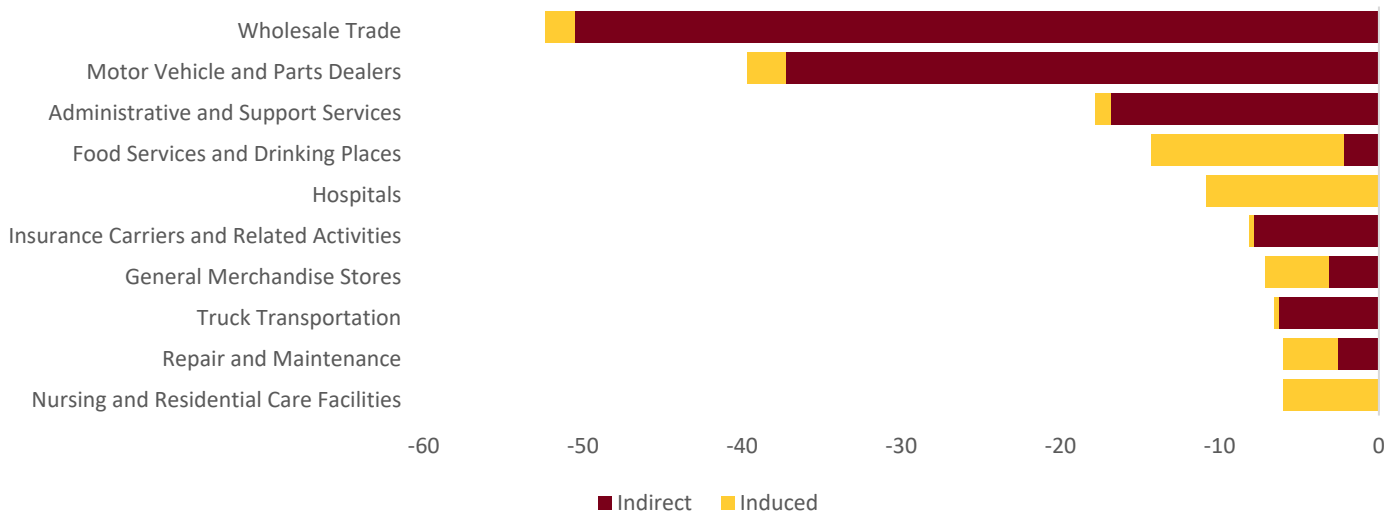
**Table 1: Economic impact of the loss of 530 powersports manufacturing jobs in Pennington County, Minnesota**

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

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

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

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



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

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

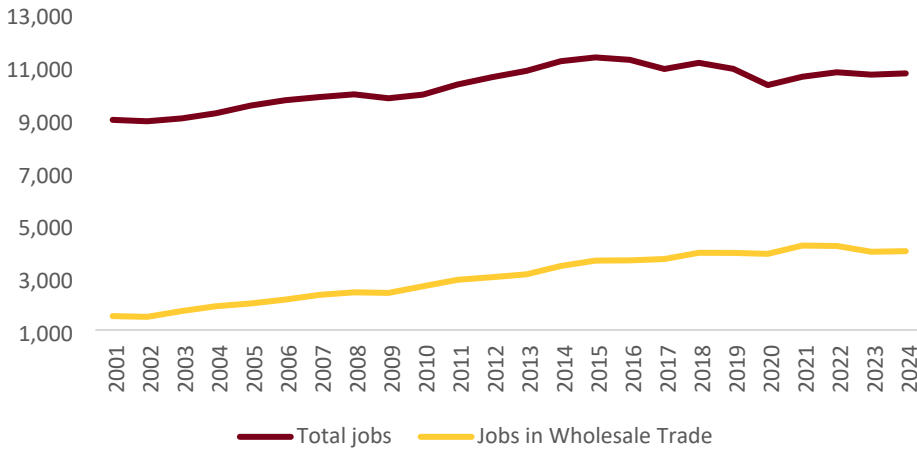
Number of private sector jobs in manufacturing	1,032
Percent of jobs supported by manufacturing plant	51%
Average weekly wage for all industries	\$1,086
Average weekly wage for manufacturing workers (county)	\$1,098
Manufacturing wages as percent of city average wage	101%

Source: Department of Employment and Economic Development

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

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

Source: Lightcast



### Notes on this Analysis

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

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

### Extension Staff

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

---

**Learn more about University of Minnesota’s Department of Community Development:**  
[extension.umn.edu/community-development](https://extension.umn.edu/community-development)