

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, February 18, 2025

COUNCIL CHAMBERS

CITY HALL – 405 3RD STREET EAST

5:30 PM

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC HEARING**
 - 4.1. Amendment to Tower Height Ordinance
- 5. 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.***
- 6. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
- 7. 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.***
- 8. 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.***
 - 8.1. Approval of February 4, 2025 Council Proceedings (3-4)
 - 8.2. City of Thief River Falls Bills and Disbursements (5-39)
 - 8.3. Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License (40-42)
 - 8.4. J & M Displays Fireworks Display Permit Application (43-47)
 - 8.5. Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License (48-50)
 - 8.6. Parade Application to Pennington County Fair Association during the Pennington County Fair (51-53)
- 9. NEW BUSINESS**

- 9.1. Amend City Ordinance 150.06 – Regulating and Controlling Towers (54-57)
- 9.2. Adopt Cannabis & Lower-Potency Hemp retail Registration Form and Fees (59-61)
- 9.3. TIF Agreement with Sanford Health Network North (62-101)
- 9.4. Approve an agreement with Remloh & Associates LLC (102-105)
- 9.5. Plastic Refuse Bags (106-107)
- 9.6. Approval Public Safety Aid Purchase - Turnout Gear (108)
- 9.7. Creation of Assistant Fire Chief job description and grading through DDA (109)
- 9.8. Fill Position of Fire Fighter (110)
- 9.9. MMUA Apprenticeship Lineman Program (111-138)
- 9.10. Approval of TRF Police Department Squad Car Purchase (139)
- 9.11. Approval of the TRF Police Department to enter into a MOU with Pennington County and Marshall County as it pertains to the membership of the NorthStar Special Response Team. (140)
- 9.12. Statement of Work for Civic Optimize (141-143)
- 9.13. Approval of Thief River Falls Amateur Hockey Association (TRFAHA) Premises Permit Application for Gambling License at the Ralph Engelstad Arena (144-146)

10. 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.*

11. UPCOMING MEETINGS

- **City Council Meeting** March 4 at 5:30 pm in Council Chambers - City Hall
- **Committee of the Whole** March 4 following City Council Meeting in Council Chambers- City Hall
- **Public Utilities Committee Meeting** March 10 at 7 am in Council Chambers - City Hall
- **Public Safety Committee Meeting** March 10 at 4:30 pm in Council Chambers - City Hall
- **Administrative Services Committee Meeting** March 11 at 4:30 pm in Room 201 - City Hall
- **Public Works Committee Meeting** March 12 at 4:30 pm in Council Chambers - City Hall
- **City Council Meeting** March 18 at 5:30 pm in Council Chambers – City Hall

12. INFORMATIONAL ITEMS

- 12.1. Investment Summary (147-148)
- 12.2. **Day at the Capital** - March 6, 2025

13. ADJOURNMENT

City Council Meeting Minutes
Tuesday, February 4, 2025

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on February 4, 2025. This meeting is being presided over by Mayor Mike Lorenson.

PLEDGE OF ALLEGIANCE

ROLL CALL

The following Councilmembers were present: Lorenson, McCraw, Arlt, Narverud, Pream, Bolduc, Aarestad and Langness. Mayor Lorenson 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.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 02.27.25 : Approval of January 21, 2025 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 02.27.25, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the January 21, 2025 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.28.25 : City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 02.28.25, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$2,286,847.32 and Council Per Diems in the total amount of \$650.00.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 02.29.25 : Installation of Sump Pump in Depot Elevator Shaft

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

WHEREAS, The elevator inspection report from August 28, 2023, indicated that several items were not in compliance. The last remaining item needing to be addressed from the report is item number five, ASME A17.18.6.4.7 Clean elevator pit / water and oil shall not accumulate on pit floor.

As this is a recurring issue, it was determined that the best course of action is to install a sump pump basin at the bottom of the elevator shaft. And since the elevator needs to be locked out by an elevator technician during this process, an opportune time to do this repair work will be during the time that the upgrade work is being conducted.

THEREFORE, BE IT RESOLVED Authorize the City Administrator to sign the contract for the installation of a sump basin in the elevator shaft of the elevator at City Hall and the piping to an existing sump basin by Bernier Plumbing in the amount of \$3,800.00.

On vote being taken, the resolution was unanimously passed.

UPCOMING MEETINGS

Public Utilities Committee - February 10 at 7am in Council Chambers

Public Safety Committee - February 10 at 4:30 pm in Council Chambers

Administrative Services Committee - February 11 at 4:30 pm in Room 201

Public Works Committee - February 12 at 4:30 pm in Council Chambers

City Council Meeting - February 18 at 5:30 pm in Council Chambers

INFORMATIONAL ITEMS

- Lorensen noted the *State of the City Address* to be held in March with the School District, City and County. The Strategic Planning Committee will schedule and determine topics for the agenda.
- Day at the Capital will be discussed during the Administration Committee meeting on February 11, 2025.
- Lorensen noted that the *Committee of the Whole* may be scheduled for March 4, 2025, and asked during committee meetings next week to discuss items for discussion.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream being seconded by Councilmember Kelly Langness to adjourn at 5:38 pm. On vote being taken, the Chair declared the motion unanimously carried.

Mike Lorensen, Mayor

Attest: Angela Philipp, City Administrator

**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						
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	\$245,000	27-Feb-25	1.80%	27-Aug-20	\$244,495.30
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$180,873.54
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	\$255,000	25-Aug-25	3.50%	25-Feb-23	\$253,867.80
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$239,864.76
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	\$200,000	11-Feb-26	1.00%	11-Aug-21	\$193,460.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	\$246,000	30-Mar-26	2.85%	01-Jul-22	\$245,800.00
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.95%	30-Jun-21	\$239,655.03
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$233,818.20
Univest Ntl Bk Tr Souderton	Certificate of Deposit - Brokered	\$183,000	17-May-27	4.50%	16-May-23	\$183,858.27
Bank Brenham Tex	Certificate of Deposit - Brokered	\$244,000	12-Oct-27	4.10%	10-Apr-25	\$241,240.36
Solutions Bk Forresteron III	Certificate of Deposit - Brokered	\$209,000	22-Sep-28	5.30%	22-Oct-23	\$209,060.61
Northwest Bk Boise Idaho	Certificate of Deposit - Brokered	\$248,000	28-Mar-29	4.65%	28-Apr-24	\$248,017.36
Bankwest Inc Pierre SD	Certificate of Deposit - Brokered	\$248,000	12-Apr-29	4.65%	12-May-24	\$250,819.76
Jonesboro St Bk Jonesboro LA	Certificate of Deposit - Brokered	\$244,000	03-Oct-29	4.00%	03-Nov-24	\$238,739.36
Defiance Ohio City Sch Dist	Bond - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$460,289.50
Fresno Calif Uni School Dist	Bond - Brokered	\$300,000	01-Aug-25	0.00%	01-Aug-25	\$293,532.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$177,427.70
RBC INVESTMENTS						\$4,134,819.55
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

Cornerstone Bank, NE	Certificate of Deposit - Brokered	\$240,500	20-Mar-25	5.227%	\$240,500.00
4M Term Series, IL	Certificate of Deposit - Brokered	\$500,000	10-Apr-25	4.380%	\$500,000.00
4M Term Series, MN	Certificate of Deposit - Brokered	\$1,000,000	01-May-25	5.100%	\$1,000,000.00
Western Alliance Bank, CA	Certificate of Deposit - Brokered	\$237,250	09-Jul-25	5.312%	\$237,250.00
4M Term Series, IL	Certificate of Deposit - Brokered	\$500,000	14-Nov-25	4.330%	\$500,000.00
Farmers Ins Group Federal CU, CA	Certificate of Deposit - Brokered	\$2,000,000	12-Jan-26	4.304%	\$2,000,000.00
4M INVESTMENTS					<u>\$4,477,750.00</u>

TOTAL CD INVESTMENTS

\$8,712,569.55

MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	4.480%	\$3,558,544.76
RBC	US Govt Money Market Fund		\$6.73
League of Minnesota Cities	4M Money Market Fund	5.321%	\$8,525,287.67
League of Minnesota Cities	4M Plus Fund	5.368%	\$29,053.76
League of Minnesota Cities	4M LTD Account		<u>\$8,164,749.15</u>

TOTAL MONEY MARKET SAVINGS

\$20,277,642.07

GRAND TOTAL

01/31/2025 \$28,990,211.62



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01284 - 01/30/25 MOODY'S - ELECTRIC INVENTORY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S104328128.002	01/28/2025	690-14100	Inventory - Materials	Mini 5 amp fuse		150.25
DAKOTA SUPPLY GROUP	S104340532.001	01/02/2025	690-14100	Inventory - Materials	SQD LC1D D-LINE STANDARD		417.31
DAKOTA SUPPLY GROUP	S104341242.001	12/26/2024	100-4550-62990	Misc. Operating Expense	LED LIGHT BULBS		281.83
DAKOTA SUPPLY GROUP	S104348640.001	01/07/2025	690-14100	Inventory - Materials	1/2' EMT Set Screw Connec...		57.87
DAKOTA SUPPLY GROUP	S104348640.001	01/07/2025	690-14100	Inventory - Materials	1/2" EMT Conduit		50.95
DAKOTA SUPPLY GROUP	S104350302.001	12/30/2024	690-14100	Inventory - Materials	RETUNR CREDIT - CAR CHA...		-266.01
DAKOTA SUPPLY GROUP	S104352022.001	12/30/2024	100-4220-62230	Building Maint & Repair	MATERIALS - OFFICE ELECTR...		41.98
DAKOTA SUPPLY GROUP	S104378467.001	01/10/2025	690-16400	Machinery & Equipment	PARTS - VAN		36.17
DAKOTA SUPPLY GROUP	S104405076.001	01/21/2025	690-4840-62990	Misc. Operating Expense	ELECTRICAL TAPE		446.48
Vendor DAKOTA SUPPLY GROUP Total:							1,216.83
Vendor: MOODY'S INVESTORS SERVICE INC							
MOODY'S INVESTORS SERVI...	P0481228	01/02/2025	505-4680-65940	Work in Progress - Legal/Mi...	2024 GO BOND ANALYTIC S...		5,025.00
MOODY'S INVESTORS SERVI...	P0481228	01/02/2025	540-4680-65940	Work in Progress - Legal/Mi...	2024 GO BOND ANALYTIC S...		10,392.00
MOODY'S INVESTORS SERVI...	P0481228	01/02/2025	620-4710-66200	Fiscal Agent s Fees	2024 GO BOND ANALYTIC S...		3,373.00
MOODY'S INVESTORS SERVI...	P0481228	01/02/2025	680-4710-66200	Fiscal Agent s Fees	2024 GO BOND ANALYTIC S...		1,210.00
Vendor MOODY'S INVESTORS SERVICE INC Total:							20,000.00
Grand Total:							21,216.83

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	323.81
505 - 2024 ST AND UTILITY PROJECT	5,025.00
540 - 2024 ICE PLANT PROJECT	10,392.00
620 - WATER UTILITY FUND	3,373.00
680 - WASTEWATER UTILITY FUND	1,210.00
690 - ELECTRIC UTILITY FUND	893.02
Grand Total:	21,216.83

Account Summary

Account Number	Account Name	Expense Amount
100-4220-62230	Building Maint & Repair	41.98
100-4550-62990	Misc. Operating Expense	281.83
505-4680-65940	Work in Progress - Legal...	5,025.00
540-4680-65940	Work in Progress - Legal...	10,392.00
620-4710-66200	Fiscal Agent s Fees	3,373.00
680-4710-66200	Fiscal Agent s Fees	1,210.00
690-14100	Inventory - Materials	410.37
690-16400	Machinery & Equipment	36.17
690-4840-62990	Misc. Operating Expense	446.48
Grand Total:		21,216.83

Project Account Summary

Project Account Key	Expense Amount
None	21,216.83
Grand Total:	21,216.83



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01285 - 1/31/25 WEX PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001479	01/31/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		15.66
						Vendor WEX HEALTH INC Total:	15.66
						Grand Total:	15.66

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	15.66
Grand Total:	15.66

Account Summary

Account Number	Account Name	Expense Amount
740-20300	Flex Payroll Deductions	15.66
Grand Total:		15.66

Project Account Summary

Project Account Key	Expense Amount
None	15.66
Grand Total:	15.66



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01287 - 02/04/25 VANTAGEPOINT ICMA #1316

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	01/09/25 - DFT1316	02/04/2025	740-24000	Clearing Account	ICMA - 01/09/25 PAYROLL		4,831.40
Vendor VANTAGEPOINT ICMA Total:							4,831.40
Grand Total:							4,831.40

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	4,831.40
Grand Total:	4,831.40

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	4,831.40
Grand Total:		4,831.40

Project Account Summary

Project Account Key	Expense Amount
None	4,831.40
Grand Total:	4,831.40



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01289 - 02/06/2025 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ABSOLUTE ICE							
ABSOLUTE ICE	25778	12/31/2024	610-4810-62590	Misc. Mdse for Resale	ICE		247.00
Vendor ABSOLUTE ICE Total:							247.00
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	100-4210-62010	Office Supplies	2ND HALF JAN 2025 - WHITE...		14.47
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	100-4210-62020	Computer Supplies	2ND HALF JAN 2025 - PRINT...		231.88
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	100-4210-62990	Misc. Operating Expense	2ND HALF JAN 2025 - LYSOL...		29.94
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	100-4210-62990	Misc. Operating Expense	2ND HALF JAN 2025 - WEA...		220.12
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	100-4210-62990	Misc. Operating Expense	2ND HALF JAN 2025 - HAND...		59.68
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	100-4312-62210	Equipment Maint & Repair	2ND HALF JAN 2025 - GRILL...		155.00
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	100-4312-62400	Small Tools and Minor Equip	2ND HALF JAN 2025 - VIBRA...		78.19
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	610-4840-62020	Computer Supplies	2ND HALF JAN 2025 - ACCE...		16.68
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	620-4840-62170	Field Supplies	2ND HALF JAN 2025 - LAB S...		101.35
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	690-4840-62990	Misc. Operating Expense	2ND HALF JAN 2025 - TOOL ...		101.22
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	690-4840-62990	Misc. Operating Expense	2ND HALF JAN 2025 - KLEIN ...		39.89
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	690-4840-62990	Misc. Operating Expense	2ND HALF JAN 2025 - SHELF...		28.98
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2025	02/06/2025	690-4840-62990	Misc. Operating Expense	2ND HALF JAN 2025 - HEAD...		15.89
Vendor AMAZON CAPITAL SERVICES INC Total:							1,093.29
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2414	12/31/2024	620-4840-62170	Field Supplies	LAB SUPPLIES		100.60
Vendor AQUA PURE INC Total:							100.60
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC P...	02 03 25 LQR	02/03/2025	610-4890-63060	Credit Card Fees	CREDIT CARD FEES - JAN 20...		7,154.42
Vendor BANKCARD ELECTRONIC PYMTS INC Total:							7,154.42
Vendor: CITY OF T R F - COMM SRVCS DPT							
CITY OF T R F - COMM SRVC...	10 15 2024	10/15/2024	590-4680-65920	Work in Process - Eng/Arch...	2023 ST & UTIL IMP PRJ / E...		108,866.21
Vendor CITY OF T R F - COMM SRVCS DPT Total:							108,866.21
Vendor: DELUXE CHECK							
DELUXE CHECK	02 07 25	02/07/2025	100-4150-62010	Office Supplies	DEPOSIT SLIP BOOKS		554.87
Vendor DELUXE CHECK Total:							554.87
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	10742	12/04/2024	100-4650-62990	Misc. Operating Expense	SHIPPING CHARGES - DEC 2...		49.81
EAZY PACK N SHIP	10769	12/06/2024	100-4150-62010	Office Supplies	SHIPPING CHARGES - DEC 2...		12.89
EAZY PACK N SHIP	11107	01/07/2025	620-4840-62170	Field Supplies	SHIPPING CHARGES - JAN 2...		26.85
Vendor EAZY PACK N SHIP Total:							89.55

Council Approval Register

Packet: APPKT01289 - 02/06/2025 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	31872G	12/27/2024	100-4510-62210	Equipment Maint & Repair	TOOLCAT PARTS		308.12
Vendor INTERSTATE BILLING SERVICE Total:							308.12
Vendor: MINNESOTA ENERGY GROUP (ELECTRIC)							
MINNESOTA ENERGY GROU...	5346345060	01/30/2025	690-4830-63890	Utilities Expense	GAS METER READING - JAN ...		2,178.67
Vendor MINNESOTA ENERGY GROUP (ELECTRIC) Total:							2,178.67
Vendor: MN DPT OF AGRICULTURE							
MN DPT OF AGRICULTURE	20263293	01/30/2025	100-4510-64370	Taxes and Licenses	2025 NON COMMERCIAL PE...		15.00
Vendor MN DPT OF AGRICULTURE Total:							15.00
Vendor: MOTOROLA SOLUTIONS INC							
MOTOROLA SOLUTIONS INC	8281962731	12/31/2024	100-4210-65400	Machinery & Equipment	ENHANCED MHZ MOBILE R...		6,533.76
Vendor MOTOROLA SOLUTIONS INC Total:							6,533.76
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R...	CT157229	01/30/2025	100-4315-62210	Equipment Maint & Repair	3 PT PART - DIRECTIONAL T...		37.56
Vendor NELSON EQUIPMENT OF T R F INC Total:							37.56
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	235502	12/27/2024	100-4650-63030	Contracts Expense	PROF SRVCS - DEC 2024 / A...		647.50
WIDSETH SMITH NOLTING ...	235503	12/27/2024	505-4680-65900	Work in Process-Constructi...	PROF SRVCS - DEC 2024 ST ...		12,421.25
WIDSETH SMITH NOLTING ...	235503	12/27/2024	506-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - DEC 2024 6TH...		3,582.50
WIDSETH SMITH NOLTING ...	235504	12/27/2024	505-4680-65900	Work in Process-Constructi...	PROF SRVCS - DEC 2024 ST ...		1,775.00
WIDSETH SMITH NOLTING ...	236105	01/27/2025	820-4890-63030	Contracts Expense	PROF SRVCS - GREENWOOD...		249.50
Vendor WIDSETH SMITH NOLTING ASC INC Total:							18,675.75
Grand Total:							145,854.80

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	8,948.79
505 - 2024 ST AND UTILITY PROJECT	14,196.25
506 - 6TH STREET STORM SEWER PROJECT	3,582.50
590 - 2023 ST AND UTILITY PROJECT	108,866.21
610 - LIQUOR DISPENSARY	7,418.10
620 - WATER UTILITY FUND	228.80
690 - ELECTRIC UTILITY FUND	2,364.65
820 - GREENWOOD CEMETERY FUND	249.50
Grand Total:	145,854.80

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	567.76
100-4210-62010	Office Supplies	14.47
100-4210-62020	Computer Supplies	231.88
100-4210-62990	Misc. Operating Expense	309.74
100-4210-65400	Machinery & Equipment	6,533.76
100-4312-62210	Equipment Maint & Repa..	155.00
100-4312-62400	Small Tools and Minor E...	78.19
100-4315-62210	Equipment Maint & Repa..	37.56
100-4510-62210	Equipment Maint & Repa..	308.12
100-4510-64370	Taxes and Licenses	15.00
100-4650-62990	Misc. Operating Expense	49.81
100-4650-63030	Contracts Expense	647.50
505-4680-65900	Work in Process-Constru...	14,196.25
506-4680-65920	Work in Process - Eng/Ar...	3,582.50
590-4680-65920	Work in Process - Eng/Ar...	108,866.21
610-4810-62590	Misc. Mdse for Resale	247.00
610-4840-62020	Computer Supplies	16.68
610-4890-63060	Credit Card Fees	7,154.42
620-4840-62170	Field Supplies	228.80
690-4830-63890	Utilities Expense	2,178.67
690-4840-62990	Misc. Operating Expense	185.98
820-4890-63030	Contracts Expense	249.50
Grand Total:		145,854.80

Project Account Summary

Project Account Key	Expense Amount
None	145,854.80
Grand Total:	145,854.80



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01291 - 02/18/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	176220	01/07/2025	620-4840-62990	Misc. Operating Expense	PAINT / CLEANING SUPPLIES...		10.74
ACE HARDWARE	176312	01/08/2025	620-4840-62990	Misc. Operating Expense	SANDING SPONGE - DIST S...		4.99
ACE HARDWARE	176712	01/15/2025	100-4220-62990	Misc. Operating Expense	MATERIALS - SHELVING INS...		18.99
ACE HARDWARE	176721	01/16/2025	100-4194-62230	Building Maint & Repair	KICK PLATE - ROOM 201		17.99
ACE HARDWARE	176979	01/21/2025	680-4840-62990	Misc. Operating Expense	CLEANING SUPPLIES - DIST ...		17.97
ACE HARDWARE	177274	01/24/2025	690-4850-62350	Power Plant/Dam Maint	WIRE CUTTER		19.99
Vendor ACE HARDWARE Total:							90.67
Vendor: AMERICAN WELDING & GAS INC							
AMERICAN WELDING & GAS...	0010609827	01/28/2025	620-4840-62160	Chemicals	CHEMICALS		4,917.99
Vendor AMERICAN WELDING & GAS INC Total:							4,917.99
Vendor: BORDER STATES ELECTRIC SUPPLY							
BORDER STATES ELECTRIC S...	929782705	01/30/2025	620-4850-62220	Plant Equip Maint & Repair	LIME SLUDGE PUMP CONT...		348.65
Vendor BORDER STATES ELECTRIC SUPPLY Total:							348.65
Vendor: BRADY MEUNIER							
BRADY MEUNIER	REIMB 01 27 25	01/27/2025	100-4210-62880	Personal Protective Equipm...	REIMBURSE - WORK BOOT ...		154.99
Vendor BRADY MEUNIER Total:							154.99
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	0213914	02/03/2025	620-4840-62990	Misc. Operating Expense	CORK BOARD - DIST SHOP		69.95
Vendor BREDESON OFFICE SUPPLY Total:							69.95
Vendor: BRODIN SHEET METAL INC							
BRODIN SHEET METAL INC	69305	01/23/2025	100-4550-62230	Building Maint & Repair	HEATER MOTOR - LIBRARY ...		516.51
BRODIN SHEET METAL INC	69359	01/30/2025	100-4550-62230	Building Maint & Repair	FILTERS		277.48
Vendor BRODIN SHEET METAL INC Total:							793.99
Vendor: CINCINNATI INSURANCE CO							
CINCINNATI INSURANCE CO	2025 MACH -EQUIP	02/05/2025	100-4670-63610	Insurance Expense	2025 MACHINERY & EQUIP...		44,900.99
CINCINNATI INSURANCE CO	2025 MACH -EQUIP	02/05/2025	610-4870-63610	Insurance Expense	2025 MACHINERY & EQUIP...		2,796.32
CINCINNATI INSURANCE CO	2025 MACH -EQUIP	02/05/2025	620-4870-63610	Insurance Expense	2025 MACHINERY & EQUIP...		3,195.80
CINCINNATI INSURANCE CO	2025 MACH -EQUIP	02/05/2025	680-4870-63610	Insurance Expense	2025 MACHINERY & EQUIP...		3,195.80
CINCINNATI INSURANCE CO	2025 MACH -EQUIP	02/05/2025	690-4870-63610	Insurance Expense	2025 MACHINERY & EQUIP...		25,806.09
Vendor CINCINNATI INSURANCE CO Total:							79,895.00
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10527283	01/02/2025	610-4840-62140	Off Sale Supplies	BAGS		34.72
COLE PAPERS INC	10528241	01/09/2025	100-4312-62990	Misc. Operating Expense	HAND CLEANER		185.10
COLE PAPERS INC	10528241	01/09/2025	100-4315-62990	Misc. Operating Expense	HAND CLEANER		185.10

Council Approval Register

Packet: APPKT01291 - 02/18/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
COLE PAPERS INC	10529428	01/16/2025	100-4194-62990	Misc. Operating Expense	DISINFECTANT		79.53
COLE PAPERS INC	10529428	01/16/2025	100-4550-62990	Misc. Operating Expense	DISINFECTANT		79.53
COLE PAPERS INC	10532586	01/16/2025	610-4840-62140	Off Sale Supplies	CREDIT CARD PAPER		69.70
COLE PAPERS INC	10532586	01/16/2025	610-4850-62230	Building Maint & Repair	EASY TRAP DUSTING SHEETS		59.49
COLE PAPERS INC	10532587	01/27/2025	100-4194-62990	Misc. Operating Expense	MOPHEAD		4.43
COLE PAPERS INC	10532587	01/27/2025	100-4550-62990	Misc. Operating Expense	MOP HEAD		4.43
COLE PAPERS INC	10532587	01/27/2025	100-4560-62990	Misc. Operating Expense	MOP HEAD		4.43
COLE PAPERS INC	10533724	01/23/2025	100-4550-62230	Building Maint & Repair	VACUUM CLEANER BAGS		24.91
Vendor COLE PAPERS INC Total:							731.37
Vendor: COMPASS MINERALS AMERICA							
COMPASS MINERALS AMER...	1440373	01/23/2025	100-4312-62280	Salt & Gravel Expense	THAWROX ROAD SALT		4,185.38
COMPASS MINERALS AMER...	1441683	01/24/2025	100-4312-62280	Salt & Gravel Expense	THWROX ROAD SALT		8,278.42
Vendor COMPASS MINERALS AMERICA Total:							12,463.80
Vendor: DANA C KLOS							
DANA C KLOS	01 31 25	01/31/2025	100-4210-63100	Animal Control	ANIMAL CONTROL		210.00
Vendor DANA C KLOS Total:							210.00
Vendor: E KIT TRAINING							
E KIT TRAINING	3425-5	02/03/2025	100-4210-63320	Training Expense	REG FEE - FIELD SEARCH CO...		595.00
Vendor E KIT TRAINING Total:							595.00
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0224233	01/21/2025	690-4840-62990	Misc. Operating Expense	FLAT METAL		14.30
EVANS SCRAP AND STEEL INC	0224254	01/29/2025	620-4850-62230	Building Maint & Repair	FLAT METAL - OVERHEAD D...		19.62
Vendor EVANS SCRAP AND STEEL INC Total:							33.92
Vendor: FALLS TOWING LLC							
FALLS TOWING LLC	25793	01/29/2025	100-4210-62990	Misc. Operating Expense	TOWING CHARGES		125.00
Vendor FALLS TOWING LLC Total:							125.00
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		73.05
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		1,259.39
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		291.83
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		4,037.36
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		1,711.06
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		849.87
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	100-4650-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		98.26
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		589.29
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		438.58
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		1,243.77
FARMERS UNION OIL COM...	JAN 2025	01/31/2025	820-4840-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2025		76.91
Vendor FARMERS UNION OIL COMPANY Total:							10,669.37
Vendor: FLEET SUPPLY							
FLEET SUPPLY	152587	01/03/2025	100-4315-62990	Misc. Operating Expense	HAND WARMERS		9.74

Council Approval Register

Packet: APPKT01291 - 02/18/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
FLEET SUPPLY	153009	01/21/2025	690-4840-62880	Personal Protective Equipm...	PPE - BIBS		162.49
FLEET SUPPLY	153030	01/22/2025	690-4840-62880	Personal Protective Equipm...	PPE - FR JACKET		183.59
FLEET SUPPLY	33882	01/07/2025	100-4315-62880	Personal Protective Equipm...	PPE - HI VIZ INSULATED JAC...		246.38
Vendor FLEET SUPPLY Total:							602.20
Vendor: FORKS FREIGHTLINER							
FORKS FREIGHTLINER	X102049822.01	01/24/2025	100-4312-62210	Equipment Maint & Repair	GAUGE - #5514		71.33
FORKS FREIGHTLINER	X102049915 01	01/28/2025	680-4850-62210	Equipment Maint & Repair	HEADER - JET TRUCK REPAIR		732.49
Vendor FORKS FREIGHTLINER Total:							803.82
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	5010795	01/31/2025	690-4850-62360	Distribution Maint	BILLABLE LOCATES - JAN 20...		56.75
Vendor GOPHER STATE ONE CALL Total:							56.75
Vendor: GREGORY STEPHEN HUFNAGLE							
GREGORY STEPHEN HUFNA...	143	02/02/2025	100-4240-63030	Contracts Expense	PROF SRVCS - JAN 2025 BUI...		9,246.11
Vendor GREGORY STEPHEN HUFNAGLE Total:							9,246.11
Vendor: GUARDIAN FLEET SAFETY LLC							
GUARDIAN FLEET SAFETY LLC	301709	02/06/2025	100-4670-64530	Public Safety Grant Expenses	2024 CHEVROLET SILVERAD...		21,597.82
Vendor GUARDIAN FLEET SAFETY LLC Total:							21,597.82
Vendor: HACH COMPANY							
HACH COMPANY	14342162	01/24/2025	620-4840-62170	Field Supplies	CALIBRATION - LAB INSTR...		868.00
HACH COMPANY	14346833	01/27/2025	620-4840-62170	Field Supplies	LAB SUPPLIES		242.61
Vendor HACH COMPANY Total:							1,110.61
Vendor: HAWKINS INC							
HAWKINS INC	6958675	01/14/2025	620-4840-62160	Chemicals	CHEMICALS		1,670.48
Vendor HAWKINS INC Total:							1,670.48
Vendor: ICON ARCHITECTURAL GROUP LLC							
ICON ARCHITECTURAL GRO...	20250022	01/31/2025	520-4680-65900	Work in Process-Constructi...	PROF SRVCS - ARCHITECT-R...		860.00
ICON ARCHITECTURAL GRO...	20250023	01/31/2025	100-4671-62200	System Expense	PROF FEES - CITY HALL REN...		932.60
ICON ARCHITECTURAL GRO...	20250024	01/31/2025	100-4671-62200	System Expense	PROF SRVCS - LIBRARY REST...		1,342.50
Vendor ICON ARCHITECTURAL GROUP LLC Total:							3,135.10
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	04847	02/01/2025	100-4160-63040	Legal Fees	JAN 2025 - CONTRACT SERV...		2,700.00
IHLE SPARBY AND HAASE PA	04848	02/01/2025	100-4160-63040	Legal Fees	JAN 2025 - CRIMINAL SERVI...		5,450.00
Vendor IHLE SPARBY AND HAASE PA Total:							8,150.00
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUT...	IN4757001	02/03/2025	100-4150-62010	Office Supplies	I T SHELVING UNIT		435.12
Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:							435.12
Vendor: JUSTIN MICHAEL MILLER							
JUSTIN MICHAEL MILLER	22178	02/11/2025	100-4210-63320	Training Expense	REG FEE - BACKGROUND IN...		300.00
Vendor JUSTIN MICHAEL MILLER Total:							300.00

Council Approval Register

Packet: APPKT01291 - 02/18/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JUSTIN STEINBRINK							
JUSTIN STEINBRINK	REIMB 01 29 25	01/29/2025	690-4840-62880	Personal Protective Equipm...	REIMBURSE - SAFETY TOED ...		100.00
Vendor JUSTIN STEINBRINK Total:							100.00
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	548714419	02/05/2025	100-4150-63030	Contracts Expense	FEB 2025 - COPIER CONTRA...		565.83
MARCO TECHNOLOGIES LLC	548714419	02/05/2025	100-4650-63030	Contracts Expense	FEB 2025 - COPIER CONTRA...		409.26
MARCO TECHNOLOGIES LLC	548714419	02/05/2025	690-4890-63030	Contracts Expense	FEB 2025 - COPIER CONTRA...		135.35
Vendor MARCO TECHNOLOGIES LLC Total:							1,110.44
Vendor: MARK BORSETH							
MARK BORSETH	2025-1	01/31/2025	100-4660-63030	Contracts Expense	JAN 2025 - PLANNING & ZO...		75.00
Vendor MARK BORSETH Total:							75.00
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	ALR0172558X	01/25/2025	100-4560-64370	Taxes and Licenses	2025 ELEVATOR OPERATORS..		100.00
Vendor MN DPT OF LABOR & INDUSTRY Total:							100.00
Vendor: MN STATE PATROL CMV SECTION							
MN STATE PATROL CMV SE...	2025-927426	02/07/2025	100-4312-62990	Misc. Operating Expense	2025 DECALS - MANDATORY..		26.00
MN STATE PATROL CMV SE...	2025-927426	02/07/2025	100-4315-62990	Misc. Operating Expense	2025 DECALS - MANDATORY..		6.00
MN STATE PATROL CMV SE...	2025-927426	02/07/2025	100-4510-62990	Misc. Operating Expense	2025 DECALS - MANDATORY..		2.00
MN STATE PATROL CMV SE...	2025-927426	02/07/2025	620-4840-62990	Misc. Operating Expense	2025 DECALS - MANDATORY..		4.00
MN STATE PATROL CMV SE...	2025-927426	02/07/2025	670-4840-62990	Misc. Operating Expense	2025 DECALS - MANDATORY..		4.00
MN STATE PATROL CMV SE...	2025-927426	02/07/2025	690-4840-62990	Misc. Operating Expense	2025 DECALS - MANDATORY..		38.00
Vendor MN STATE PATROL CMV SECTION Total:							80.00
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	11851	01/31/2025	100-4192-63020	Computer Maintenance & li...	SQL SUPPORT		175.00
MORRIS ELECTRONICS INC	12012	02/06/2025	100-4192-63020	Computer Maintenance & li...	SERVICE DAY		1,916.25
Vendor MORRIS ELECTRONICS INC Total:							2,091.25
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	740327	01/03/2025	680-4850-62210	Equipment Maint & Repair	ENGINE HEATER - LIFT 15 G...		92.99
N A P A AUTO PARTS THF R...	740382	01/06/2025	680-4850-62210	Equipment Maint & Repair	ENGINE HEATER - GENERAT...		34.99
N A P A AUTO PARTS THF R...	740439	01/08/2025	100-4315-62990	Misc. Operating Expense	CLEANING WIPES		14.98
N A P A AUTO PARTS THF R...	740588	01/15/2025	690-4850-62210	Equipment Maint & Repair	OIL FILTER - SMALL VAC		13.56
N A P A AUTO PARTS THF R...	740600	01/15/2025	620-4850-62210	Equipment Maint & Repair	COUPLER - PRESSURE WAS...		19.98
N A P A AUTO PARTS THF R...	740660	01/17/2025	630-4850-62230	Building Maint & Repair	HI POWER V BELT - FURNAC...		76.44
N A P A AUTO PARTS THF R...	740898	01/30/2025	100-4312-62210	Equipment Maint & Repair	MUD FLAP / LAMP - #5502		44.48
Vendor N A P A AUTO PARTS THF RVR FL Total:							297.42
Vendor: NORTH CENTRAL INTERNATIONAL LLC							
NORTH CENTRAL INTERNAT...	X205081953 01	01/06/2025	670-4850-62210	Equipment Maint & Repair	BATTERY / VAC TRON		109.95
NORTH CENTRAL INTERNAT...	X205082021 01	01/08/2025	670-4850-62210	Equipment Maint & Repair	RETURN CREDIT - BATTERY ...		-20.00
Vendor NORTH CENTRAL INTERNATIONAL LLC Total:							89.95
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	JAN 2025	01/30/2025	100-4210-62120	Gas-Oil-Lube	JAN 2025 - FUEL PURCHASES		2,165.11

Council Approval Register

Packet: APPKT01291 - 02/18/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHDALE OIL INC	JAN 2025	01/30/2025	100-4220-62120	Gas-Oil-Lube	JAN 2025 - FUEL PURCHASES		34.04
NORTHDALE OIL INC	JAN 2025	01/30/2025	100-4312-62120	Gas-Oil-Lube	JAN 2025 - FUEL PURCHASES		933.57
NORTHDALE OIL INC	JAN 2025	01/30/2025	690-4840-62120	Gas-Oil-Lube	JAN 2025 - FUEL PURCHASES		139.35
Vendor NORTHDALE OIL INC Total:							3,272.07
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	JAN 2025	02/03/2025	100-4150-63030	Contracts Expense	JAN 2025 - MONTHLY SERVI...		337.69
Vendor NORTHERN STATE BANK Total:							337.69
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T342730	01/06/2025	690-4850-62210	Equipment Maint & Repair	SEAL / ORING / WIPER - SM...		92.00
NORTHWEST POWER SYST...	T342769	01/06/2025	680-4850-62210	Equipment Maint & Repair	INJECTOR - GENERATOR RE...		35.01
NORTHWEST POWER SYST...	T342801	01/08/2025	100-4315-62210	Equipment Maint & Repair	HYDRAULIC HOSE - #5601		82.20
NORTHWEST POWER SYST...	T342864	01/13/2025	100-4220-62210	Equipment Maint & Repair	CABLE - GR-04 PLOW REPAIR		132.26
NORTHWEST POWER SYST...	T342875	01/13/2025	100-4220-62210	Equipment Maint & Repair	CLAMPS - GR-04 PLOW REP...		9.16
NORTHWEST POWER SYST...	T343057	01/24/2025	100-4312-62210	Equipment Maint & Repair	FITTINGS		54.84
NORTHWEST POWER SYST...	T343174	01/31/2025	100-4315-62990	Misc. Operating Expense	WAND - PRESSURE WASHER		19.86
Vendor NORTHWEST POWER SYSTEMS INC Total:							425.33
Vendor: OIL BOYZ EXPRESS LUBE INC							
OIL BOYZ EXPRESS LUBE INC	14637	01/30/2025	690-4850-62210	Equipment Maint & Repair	TIRES - #103		1,452.02
Vendor OIL BOYZ EXPRESS LUBE INC Total:							1,452.02
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519-391842	01/18/2025	100-4210-62990	Misc. Operating Expense	FUEL CLAMP		4.39
Vendor O'REILLY AUTOMOTIVE INC Total:							4.39
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE INC	83089	01/29/2025	690-4840-62120	Gas-Oil-Lube	OIL CHANGE - #115		57.56
Vendor PENNINGTON FAST LUBE INC Total:							57.56
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMP...	2501-072789	01/13/2025	620-4850-62230	Building Maint & Repair	PINE - DIST SHOP		50.86
Vendor PETERSON LUMBER COMPANY Total:							50.86
Vendor: QUILL LLC							
QUILL LLC	42670788	01/31/2025	100-4660-62010	Office Supplies	INK CARTRIDGES		217.77
Vendor QUILL LLC Total:							217.77
Vendor: SANFORD HEALTH OCCUPATIONAL MEDICINE							
SANFORD HEALTH OCCUPAT..	823330	01/31/2025	690-4840-62990	Misc. Operating Expense	DRUG SCREENINGS		64.00
Vendor SANFORD HEALTH OCCUPATIONAL MEDICINE Total:							64.00
Vendor: SCOTT BEITO							
SCOTT BEITO	013333	01/29/2025	100-4510-62240	Department Maint & Repair	SEWAGE PUMPING - PARKS...		2,400.00
Vendor SCOTT BEITO Total:							2,400.00
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B19323446	01/30/2025	100-4650-63020	Computer Maintenance & li...	ADOBE - GIS		72.82
Vendor SHI INTERNATIONAL CORP Total:							72.82

Council Approval Register

Packet: APPKT01291 - 02/18/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA...	428145	01/26/2025	100-4312-62230	Building Maint & Repair	INFRARED HEATERS		2,499.50
Vendor ST HILAIRE SUPPLY COMPANY Total:							2,499.50
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	002646	01/31/2025	690-4890-63030	Contracts Expense	FEB 2025 - ALARM MONITO...		19.50
STEVEN O KVASAGER	002647	01/31/2025	690-4850-62350	Power Plant/Dam Maint	FEB 2025 - ALARM MONITO...		19.50
Vendor STEVEN O KVASAGER Total:							39.00
Vendor: T R F HARDWARE							
T R F HARDWARE	22264338	01/07/2025	690-4840-62990	Misc. Operating Expense	RETURN CREDIT - HOSE CL...		-22.99
T R F HARDWARE	22264343	01/07/2025	680-4850-62210	Equipment Maint & Repair	VALVE / ADAPTER - GENERA...		22.47
T R F HARDWARE	22264487	01/08/2025	690-4840-62990	Misc. Operating Expense	TOOL BOX PLASTIC		56.93
T R F HARDWARE	22264641	01/10/2025	690-4840-62990	Misc. Operating Expense	PACKOUT ORGANIZER		20.00
T R F HARDWARE	22264893	01/13/2025	100-4312-62210	Equipment Maint & Repair	FUNNELS		34.98
T R F HARDWARE	22264927	01/13/2025	620-4850-62230	Building Maint & Repair	STAIN / PAD		16.48
T R F HARDWARE	22265002	01/14/2025	690-4840-62990	Misc. Operating Expense	SHELVING - #105		16.96
T R F HARDWARE	22265007	01/14/2025	690-4850-62210	Equipment Maint & Repair	FUEL TANK BUSHING - RING...		3.49
T R F HARDWARE	22265069	01/15/2025	620-4850-62210	Equipment Maint & Repair	COUPLER - PRESSURE WAS...		8.99
T R F HARDWARE	22265078	01/15/2025	690-4850-62350	Power Plant/Dam Maint	DISTILLED WATER - BATTERI...		7.96
T R F HARDWARE	22265304	01/17/2025	620-4840-62990	Misc. Operating Expense	OIL - DIST SHOP		14.99
T R F HARDWARE	22265703	01/22/2025	100-4312-62230	Building Maint & Repair	PARTS - HEATERS		15.96
T R F HARDWARE	22265867	01/24/2025	690-4840-62990	Misc. Operating Expense	SUPER GLUE		5.49
T R F HARDWARE	22266180	01/28/2025	680-4840-62990	Misc. Operating Expense	SUPPLIES - LIFT STN MAINT...		35.97
T R F HARDWARE	22266187	01/28/2025	690-4840-62990	Misc. Operating Expense	CHAINSAW CHAIN / SAWZA...		49.98
T R F HARDWARE	22266222	01/29/2025	680-4840-62170	Field Supplies	ZIPLOC BAGS - SAMPLES		11.98
T R F HARDWARE	22266320	01/30/2025	100-4312-62260	Signs-Brooms-Paint	SPRAY PAINT - CONES		14.98
T R F HARDWARE	22266337	01/30/2025	690-4850-62350	Power Plant/Dam Maint	FITTING / CLAMP / BUSHIN...		21.95
Vendor T R F HARDWARE Total:							336.57
Vendor: THIEF RIVER AUTOMOTIVE LLC							
THIEF RIVER AUTOMOTIVE L...	SO# TR113141	01/07/2025	100-4210-62210	Equipment Maint & Repair	CHECKED CHARGING SYST...		75.00
THIEF RIVER AUTOMOTIVE L...	SO# TR113380	01/02/2025	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		76.16
THIEF RIVER AUTOMOTIVE L...	SO# TR113613	01/14/2025	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		62.50
THIEF RIVER AUTOMOTIVE L...	SO# TR113613	01/14/2025	100-4210-62210	Equipment Maint & Repair	SCREW & SPRING WASHER ...		234.20
THIEF RIVER AUTOMOTIVE L...	SO# TR113657	01/15/2025	100-4210-62210	Equipment Maint & Repair	BATTERY / CHECK CHARGIN...		497.59
THIEF RIVER AUTOMOTIVE L...	SO# TR113772	01/22/2025	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		62.74
THIEF RIVER AUTOMOTIVE L...	SO# TR113772	01/22/2025	100-4210-62210	Equipment Maint & Repair	AIR FILTER /TIRE ROTATION		85.74
Vendor THIEF RIVER AUTOMOTIVE LLC Total:							1,093.93
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	332 - JAN 2025	01/31/2025	100-4210-62010	Office Supplies	CALENDAR PARKING WARN...		93.00
Vendor THIEF RIVER FALLS TIMES Total:							93.00
Vendor: TITAN MACHINERY - CROOKSTON							
TITAN MACHINERY - CROOK...	PS0608180	01/30/2025	100-4312-62210	Equipment Maint & Repair	CABLE / SHOCK ABSORBER -...		230.05

Council Approval Register

Packet: APPKT01291 - 02/18/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
TITAN MACHINERY - CROOK...	PS0608180-2	02/04/2025	100-4312-62210	Equipment Maint & Repair	CABLE - CASE LOADER #5511		119.27
Vendor TITAN MACHINERY - CROOKSTON Total:							349.32
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	025-495286	01/22/2025	620-4890-63030	Contracts Expense	TYLER SMART METER PRJ		60.00
TYLER TECHNOLOGIES INC	025-496066	01/31/2025	100-4315-63060	Credit Card Fees	4TH QTR SM PORTAL REFU...		-0.04
TYLER TECHNOLOGIES INC	025-496066	01/31/2025	620-4890-63060	Credit Card Fees	4TH QTR SM PORTAL REFU...		-0.11
TYLER TECHNOLOGIES INC	025-496066	01/31/2025	680-4890-63060	Credit Card Fees	4TH QTR SM PORTAL REFU...		-0.03
TYLER TECHNOLOGIES INC	025-496066	01/31/2025	690-4890-63060	Credit Card Fees	4TH QTR SM PORTAL REFU...		-0.12
Vendor TYLER TECHNOLOGIES INC Total:							59.70
Vendor: VESTIS							
VESTIS	2630386172	02/04/2025	620-4890-63020	Computer Maintenance & li...	LAUNDRY SERVICE - 02/04/...		86.75
Vendor VESTIS Total:							86.75
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	51X00245	01/31/2025	100-4315-63030	Contracts Expense	JAN 2025 - DOWNTOWN CO...		162.50
Vendor WASTE MASTERS LLC Total:							162.50
Vendor: WAUSAU EQUIPMENT COMPANY							
WAUSAU EQUIPMENT COM...	9334982	01/31/2025	100-4312-62210	Equipment Maint & Repair	FAN BLADE / BOLT / NUT - B...		941.60
Vendor WAUSAU EQUIPMENT COMPANY Total:							941.60
Grand Total:							176,168.15

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	125,504.87
520 - 2018 ARENA PROJECT	860.00
610 - LIQUOR DISPENSARY	2,960.23
620 - WATER UTILITY FUND	12,200.06
630 - ARENAS - OAK VIEW GROUP	76.44
670 - STORM WATER UTILITY FUND	93.95
680 - WASTEWATER UTILITY FUND	4,618.22
690 - ELECTRIC UTILITY FUND	29,777.47
820 - GREENWOOD CEMETERY FUND	<u>76.91</u>
Grand Total:	176,168.15

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	435.12
100-4150-63030	Contracts Expense	903.52
100-4160-63040	Legal Fees	8,150.00
100-4192-63020	Computer Maintenance...	2,091.25
100-4194-62120	Gas-Oil-Lube	73.05
100-4194-62230	Building Maint & Repair	17.99
100-4194-62990	Misc. Operating Expense	83.96
100-4210-62010	Office Supplies	93.00
100-4210-62120	Gas-Oil-Lube	3,625.90
100-4210-62210	Equipment Maint & Repa..	892.53
100-4210-62880	Personal Protective Equi...	154.99
100-4210-62990	Misc. Operating Expense	129.39
100-4210-63100	Animal Control	210.00
100-4210-63320	Training Expense	895.00
100-4220-62120	Gas-Oil-Lube	325.87
100-4220-62210	Equipment Maint & Repa..	141.42
100-4220-62990	Misc. Operating Expense	18.99
100-4240-63030	Contracts Expense	9,246.11
100-4312-62120	Gas-Oil-Lube	4,970.93
100-4312-62210	Equipment Maint & Repa..	1,496.55
100-4312-62230	Building Maint & Repair	2,515.46
100-4312-62260	Signs-Brooms-Paint	14.98
100-4312-62280	Salt & Gravel Expense	12,463.80
100-4312-62990	Misc. Operating Expense	211.10
100-4315-62120	Gas-Oil-Lube	1,711.06
100-4315-62210	Equipment Maint & Repa..	82.20
100-4315-62880	Personal Protective Equi...	246.38
100-4315-62990	Misc. Operating Expense	235.68
100-4315-63030	Contracts Expense	162.50

Account Summary

Account Number	Account Name	Expense Amount
100-4315-63060	Credit Card Fees	-0.04
100-4510-62120	Gas-Oil-Lube	849.87
100-4510-62240	Department Maint & Re...	2,400.00
100-4510-62990	Misc. Operating Expense	2.00
100-4550-62230	Building Maint & Repair	818.90
100-4550-62990	Misc. Operating Expense	83.96
100-4560-62990	Misc. Operating Expense	4.43
100-4560-64370	Taxes and Licenses	100.00
100-4650-62120	Gas-Oil-Lube	98.26
100-4650-63020	Computer Maintenance...	72.82
100-4650-63030	Contracts Expense	409.26
100-4660-62010	Office Supplies	217.77
100-4660-63030	Contracts Expense	75.00
100-4670-63610	Insurance Expense	44,900.99
100-4670-64530	Public Safety Grant Expe...	21,597.82
100-4671-62200	System Expense	2,275.10
520-4680-65900	Work in Process-Constru...	860.00
610-4840-62140	Off Sale Supplies	104.42
610-4850-62230	Building Maint & Repair	59.49
610-4870-63610	Insurance Expense	2,796.32
620-4840-62120	Gas-Oil-Lube	589.29
620-4840-62160	Chemicals	6,588.47
620-4840-62170	Field Supplies	1,110.61
620-4840-62990	Misc. Operating Expense	104.67
620-4850-62210	Equipment Maint & Repa..	28.97
620-4850-62220	Plant Equip Maint & Rep...	348.65
620-4850-62230	Building Maint & Repair	86.96
620-4870-63610	Insurance Expense	3,195.80
620-4890-63020	Computer Maintenance...	86.75
620-4890-63030	Contracts Expense	60.00
620-4890-63060	Credit Card Fees	-0.11
630-4850-62230	Building Maint & Repair	76.44
670-4840-62990	Misc. Operating Expense	4.00
670-4850-62210	Equipment Maint & Repa..	89.95
680-4840-62120	Gas-Oil-Lube	438.58
680-4840-62170	Field Supplies	11.98
680-4840-62990	Misc. Operating Expense	53.94
680-4850-62210	Equipment Maint & Repa..	917.95
680-4870-63610	Insurance Expense	3,195.80
680-4890-63060	Credit Card Fees	-0.03
690-4840-62120	Gas-Oil-Lube	1,440.68
690-4840-62880	Personal Protective Equi...	446.08

Account Summary

Account Number	Account Name	Expense Amount
690-4840-62990	Misc. Operating Expense	242.67
690-4850-62210	Equipment Maint & Repa..	1,561.07
690-4850-62350	Power Plant/Dam Maint	69.40
690-4850-62360	Distribution Maint	56.75
690-4870-63610	Insurance Expense	25,806.09
690-4890-63030	Contracts Expense	154.85
690-4890-63060	Credit Card Fees	-0.12
820-4840-62120	Gas-Oil-Lube	76.91
Grand Total:		176,168.15

Project Account Summary

Project Account Key	Expense Amount
None	176,168.15
Grand Total:	176,168.15



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01293 - 02/11/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0206310800	01/06/2025	610-4810-62510	Liquor for Resale	LIQUOR		131.25
Vendor BELLBOY CORP - LIQUOR Total:							131.25
Vendor: MIDWAY FORD COMMERCIAL							
MIDWAY FORD COMMERCIAL...	137021	02/11/2025	100-4220-65400	Machinery & Equipment	2025 FORD F-350 PICKUP		40,000.00
MIDWAY FORD COMMERCIAL...	137021	02/11/2025	100-4670-64530	Public Safety Grant Expenses	2025 FORD F-350 PICKUP		13,101.00
Vendor MIDWAY FORD COMMERCIAL Total:							53,101.00
Grand Total:							53,232.25

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	53,101.00
610 - LIQUOR DISPENSARY	131.25
Grand Total:	53,232.25

Account Summary

Account Number	Account Name	Expense Amount
100-4220-65400	Machinery & Equipment	40,000.00
100-4670-64530	Public Safety Grant Expe...	13,101.00
610-4810-62510	Liquor for Resale	131.25
Grand Total:		53,232.25

Project Account Summary

Project Account Key	Expense Amount
None	53,232.25
Grand Total:	53,232.25



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01294 - 02/12/25 LIQUOR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3742336	01/27/2025	610-4810-62520	Beer for Resale	BEER		504.00
Vendor ARTISAN BEER COMPANY Total:							504.00
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	365395	01/23/2025	610-4810-62520	Beer for Resale	BEER		45.37
Vendor BEVERAGE WHOLESALERS INC Total:							45.37
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	2049646	02/12/2025	610-4810-62520	Beer for Resale	BEER		174.00
C & L DISTRIBUTING	2049646	02/12/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		149.00
Vendor C & L DISTRIBUTING Total:							323.00
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	4990501	01/09/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		111.50
COCA-COLA BOTTLING CO...	4990542	01/16/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		105.00
COCA-COLA BOTTLING CO...	4990543	01/16/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-18.50
COCA-COLA BOTTLING CO...	4990585	01/23/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		338.00
COCA-COLA BOTTLING CO...	5021825	01/30/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		174.00
Vendor COCA-COLA BOTTLING COMPANY Total:							710.00
Vendor: DAHLHEIMER BEVERAGE							
DAHLHEIMER BEVERAGE	2354729	01/02/2025	610-4810-62520	Beer for Resale	BEER		611.05
DAHLHEIMER BEVERAGE	2354729	01/02/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		166.40
DAHLHEIMER BEVERAGE	2363722	01/03/2025	610-4810-62520	Beer for Resale	BEER		231.25
DAHLHEIMER BEVERAGE	2369925	01/13/2025	610-4810-62510	Liquor for Resale	LIQUOR		249.30
DAHLHEIMER BEVERAGE	2369925	01/13/2025	610-4810-62520	Beer for Resale	BEER		244.40
DAHLHEIMER BEVERAGE	2380139	01/20/2025	610-4810-62520	Beer for Resale	BEER		219.50
DAHLHEIMER BEVERAGE	2380139	01/20/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		40.00
Vendor DAHLHEIMER BEVERAGE Total:							1,761.90
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2710427	01/16/2025	610-4810-62530	Wine for Resale	WINE		320.00
JOHNSON BROTHERS LIQU...	2711625	01/21/2025	610-4810-62530	Wine for Resale	WINE		320.00
JOHNSON BROTHERS LIQU...	2715903	01/27/2025	610-4810-62510	Liquor for Resale	LIQUOR		5,626.75
JOHNSON BROTHERS LIQU...	2715904	01/27/2025	610-4810-62530	Wine for Resale	WINE		6,240.94
JOHNSON BROTHERS LIQU...	2715905	01/27/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		32.00
Vendor JOHNSON BROTHERS LIQUOR Total:							12,539.69
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	825179	01/21/2025	610-4810-62520	Beer for Resale	BEER		6,913.30
MC KINNON COMPANY INC	826163	01/24/2025	610-4810-62510	Liquor for Resale	LIQUOR		285.00

Council Approval Register

Packet: APPKT01294 - 02/12/25 LIQUOR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MC KINNON COMPANY INC	826163	01/24/2025	610-4810-62520	Beer for Resale	BEER		3,366.70
MC KINNON COMPANY INC	826165	01/24/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-39.40
MC KINNON COMPANY INC	826437	01/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		378.00
MC KINNON COMPANY INC	826437	01/28/2025	610-4810-62520	Beer for Resale	BEER		14,502.25
MC KINNON COMPANY INC	826437	01/28/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		54.70
MC KINNON COMPANY INC	826479	01/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		342.00
MC KINNON COMPANY INC	827530	01/31/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-271.75
MC KINNON COMPANY INC	827531	01/31/2025	610-4810-62520	Beer for Resale	BEER		9,503.85
Vendor MC KINNON COMPANY INC Total:							35,034.65
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	154523	01/17/2025	610-4810-62510	Liquor for Resale	LIQUOR		78.55
NORTHWEST BEVERAGE INC	154523	01/17/2025	610-4810-62520	Beer for Resale	BEER		12,315.00
NORTHWEST BEVERAGE INC	154526	01/20/2025	610-4810-62510	Liquor for Resale	LIQUOR		126.90
NORTHWEST BEVERAGE INC	154526	01/20/2025	610-4810-62520	Beer for Resale	BEER		3,236.35
NORTHWEST BEVERAGE INC	154628	01/24/2025	610-4810-62510	Liquor for Resale	LIQUOR		77.10
NORTHWEST BEVERAGE INC	154628	01/24/2025	610-4810-62520	Beer for Resale	BEER		8,884.40
NORTHWEST BEVERAGE INC	154635	01/27/2025	610-4810-62510	Liquor for Resale	LIQUOR		192.75
NORTHWEST BEVERAGE INC	154635	01/27/2025	610-4810-62520	Beer for Resale	BEER		9,894.84
NORTHWEST BEVERAGE INC	154635	01/27/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		190.00
NORTHWEST BEVERAGE INC	154725	01/31/2025	610-4810-62510	Liquor for Resale	LIQUOR		180.90
NORTHWEST BEVERAGE INC	154725	01/31/2025	610-4810-62520	Beer for Resale	BEER		8,845.65
Vendor NORTHWEST BEVERAGE INC Total:							44,022.44
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	257357	01/27/2025	610-4810-62510	Liquor for Resale	WINE		2,851.50
PAUSTIS WINE COMPANY	257357	01/27/2025	610-4810-62610	Freight In (Liquor)	FREIGHT		40.50
Vendor PAUSTIS WINE COMPANY Total:							2,892.00
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6919008	01/27/2025	610-4810-62510	Liquor for Resale	LIQUOR		7,963.49
PHILLIPS WINE & SPIRITS	6919009	01/27/2025	610-4810-62530	Wine for Resale	WINE		400.00
Vendor PHILLIPS WINE & SPIRITS Total:							8,363.49
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2582329	01/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		450.00
Vendor SOUTHERN GLAZERS OF MN Total:							450.00
Grand Total:							106,646.54

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	106,646.54
Grand Total:	106,646.54

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	18,802.24
610-4810-62520	Beer for Resale	79,180.76
610-4810-62530	Wine for Resale	7,280.94
610-4810-62540	Soft Drinks/Mix for Resa...	1,342.10
610-4810-62610	Freight In (Liquor)	40.50
	Grand Total:	106,646.54

Project Account Summary

Project Account Key	Expense Amount
None	106,646.54
Grand Total:	106,646.54



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01295 - 02/12/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR V...	EC35797	02/12/2025	100-4670-64530	Public Safety Grant Expenses	REG FEE - 2025 FORD F-350		37.00
Vendor PENNINGTON CO MOTOR VEHICLE Total:							37.00
Grand Total:							37.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	37.00
Grand Total:	37.00

Account Summary

Account Number	Account Name	Expense Amount
100-4670-64530	Public Safety Grant Expe...	37.00
Grand Total:		37.00

Project Account Summary

Project Account Key	Expense Amount
None	37.00
Grand Total:	37.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01277 - 01/30/25 WEX - MOODYS

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MOODY'S INVESTORS SERVICE INC							
MOODY'S INVESTORS SERVI...	P0481228	01/02/2025	505-4680-65940	Work in Progress - Legal/Mi...	2024 GO BOND ANALYTIC S...		5,025.00
MOODY'S INVESTORS SERVI...	P0481228	01/02/2025	540-4680-65940	Work in Progress - Legal/Mi...	2024 GO BOND ANALYTIC S...		10,392.00
MOODY'S INVESTORS SERVI...	P0481228	01/02/2025	620-4710-66200	Fiscal Agent s Fees	2024 GO BOND ANALYTIC S...		3,373.00
MOODY'S INVESTORS SERVI...	P0481228	01/02/2025	680-4710-66200	Fiscal Agent s Fees	2024 GO BOND ANALYTIC S...		1,210.00
Vendor MOODY'S INVESTORS SERVICE INC Total:							20,000.00
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001463	01/28/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		13.76
WEX HEALTH INC	INV0001464	01/28/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		333.36
Vendor WEX HEALTH INC Total:							347.12
Grand Total:							20,347.12

Fund Summary

Fund	Expense Amount
505 - 2024 ST AND UTILITY PROJECT	5,025.00
540 - 2024 ICE PLANT PROJECT	10,392.00
620 - WATER UTILITY FUND	3,373.00
680 - WASTEWATER UTILITY FUND	1,210.00
740 - TRF HEALTH INSURANCE FUND	347.12
Grand Total:	20,347.12

Account Summary

Account Number	Account Name	Expense Amount
505-4680-65940	Work in Progress - Legal...	5,025.00
540-4680-65940	Work in Progress - Legal...	10,392.00
620-4710-66200	Fiscal Agent s Fees	3,373.00
680-4710-66200	Fiscal Agent s Fees	1,210.00
740-20300	Flex Payroll Deductions	347.12
Grand Total:		20,347.12

Project Account Summary

Project Account Key	Expense Amount
None	20,347.12
Grand Total:	20,347.12



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01281 - PYPKT01565 - 2025 02 06 #3 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DELTA DENTAL OF MINNESOTA							
DELTA DENTAL OF MINNES...	INV0001473	02/06/2025	740-24000	Clearing Account	Dental Premium		1,626.04
Vendor DELTA DENTAL OF MINNESOTA Total:							1,626.04
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001476	02/06/2025	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		24,511.56
INTERNAL REVENUE SERVICE	INV0001476	02/06/2025	740-20150	Payroll Taxes Payable	FED W/H		27,719.07
INTERNAL REVENUE SERVICE	INV0001476	02/06/2025	740-20150	Payroll Taxes Payable	MEDICARE		8,265.74
Vendor INTERNAL REVENUE SERVICE Total:							60,496.37
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR...	INV0001468	02/06/2025	740-24000	Clearing Account	LELS Dues		1,022.00
Vendor LAW ENFORCEMENT LABOR SERVICES Total:							1,022.00
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0001477	02/06/2025	740-4870-63650	Senior Gold BC/BS Monthly ...	February 2025 Billing		1,750.50
Vendor MEDICAREBLUE RX Total:							1,750.50
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0001471	02/06/2025	740-24000	Clearing Account	Garnishment		448.54
Vendor MN DPT OF REVENUE - GARNISHMENTS Total:							448.54
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0001475	02/06/2025	740-20160	State Withholding	State W/H Tax		13,439.06
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							13,439.06
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR...	INV0001469	02/06/2025	740-24000	Clearing Account	PLIFE		640.00
Vendor NCPERS GROUP LIFE INSURANCE Total:							640.00
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	100-4150-61310	Health Insurance	Health Insurance Premium		5,402.61
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	100-4210-61310	Health Insurance	Health Insurance Premium		28,001.76
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	100-4220-61310	Health Insurance	Health Insurance Premium		7,259.34
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	100-4312-61310	Health Insurance	Health Insurance Premium		5,402.61
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	100-4315-61310	Health Insurance	Health Insurance Premium		5,151.41
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	100-4510-61310	Health Insurance	Health Insurance Premium		2,868.80
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	100-4650-61310	Health Insurance	Health Insurance Premium		4,976.73
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	100-4660-61310	Health Insurance	Health Insurance Premium		1,772.94
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	610-4825-61310	Health Insurance	Health Insurance Premium		16,108.58
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	620-4825-61310	Health Insurance	Health Insurance Premium		5,840.12
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	680-4825-61310	Health Insurance	Health Insurance Premium		7,084.66

Council Approval Register

Packet: APPKT01281 - PYPKT01565 - 2025 02 06 #3 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	690-4825-61310	Health Insurance	Health Insurance Premium		23,117.81
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	740-4870-63620	Employee BC/BS Monthly Bil..	Health Insurance Premium		154.80
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	740-4870-63620	Employee BC/BS Monthly Bil..	Health Insurance Employee ...		15,744.11
NORTHWEST SERVICE COO...	INV0001478	02/03/2025	740-4870-63660	Retiree BC/BS Monthly billi...	Health Insurance Retiree		5,069.94
Vendor NORTHWEST SERVICE COOPERATIVE Total:							133,956.22
Vendor: P E R A OF MN							
P E R A OF MN	INV0001474	02/06/2025	740-20180	PERA Payable	PERA EE/ER P&F		26,568.00
P E R A OF MN	INV0001474	02/06/2025	740-20180	PERA Payable	PERA EE/ER COORD		28,379.03
Vendor P E R A OF MN Total:							54,947.03
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0001472	02/06/2025	740-24000	Clearing Account	LTD Premium		705.23
Vendor SUN LIFE FINANCIAL (LTD) Total:							705.23
Vendor: SWS CREDIT SERVICES INC - GRAFTON							
SWS CREDIT SERVICES INC -...	INV0001470	02/06/2025	740-24000	Clearing Account	Garnishment		72.29
Vendor SWS CREDIT SERVICES INC - GRAFTON Total:							72.29
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001465	02/06/2025	740-24000	Clearing Account	Contributions Employee		4,842.94
Vendor VANTAGEPOINT ICMA Total:							4,842.94
Vendor: WEX BANK							
WEX BANK	INV0001467	02/06/2025	740-24000	Clearing Account	HSA		415.62
Vendor WEX BANK Total:							415.62
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001480	02/03/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		495.00
WEX HEALTH INC	INV0001481	02/04/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		4,999.92
WEX HEALTH INC	INV0001482	02/04/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		447.00
WEX HEALTH INC	INV0001483	02/04/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		210.60
WEX HEALTH INC	INV0001484	02/06/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		105.66
Vendor WEX HEALTH INC Total:							6,258.18
Grand Total:							280,620.02

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	60,836.20
610 - LIQUOR DISPENSARY	16,108.58
620 - WATER UTILITY FUND	5,840.12
680 - WASTEWATER UTILITY FUND	7,084.66
690 - ELECTRIC UTILITY FUND	23,117.81
740 - TRF HEALTH INSURANCE FUND	167,632.65
Grand Total:	280,620.02

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	5,402.61
100-4210-61310	Health Insurance	28,001.76
100-4220-61310	Health Insurance	7,259.34
100-4312-61310	Health Insurance	5,402.61
100-4315-61310	Health Insurance	5,151.41
100-4510-61310	Health Insurance	2,868.80
100-4650-61310	Health Insurance	4,976.73
100-4660-61310	Health Insurance	1,772.94
610-4825-61310	Health Insurance	16,108.58
620-4825-61310	Health Insurance	5,840.12
680-4825-61310	Health Insurance	7,084.66
690-4825-61310	Health Insurance	23,117.81
740-20150	Payroll Taxes Payable	60,496.37
740-20160	State Withholding	13,439.06
740-20180	PERA Payable	54,947.03
740-20300	Flex Payroll Deductions	6,258.18
740-24000	Clearing Account	9,772.66
740-4870-63620	Employee BC/BS Monthl...	15,898.91
740-4870-63650	Senior Gold BC/BS Mont...	1,750.50
740-4870-63660	Retiree BC/BS Monthly bi..	5,069.94
Grand Total:		280,620.02

Project Account Summary

Project Account Key	Expense Amount
None	280,620.02
Grand Total:	280,620.02



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01282 - PYPKT01565 - 2025 02 06 #3 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0001466	02/03/2025	740-24000	Clearing Account	FLEX VISION		419.36
						Vendor VSP INSURANCE CO Total:	419.36
						Grand Total:	419.36

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	419.36
Grand Total:	419.36

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	419.36
Grand Total:		419.36

Project Account Summary

Project Account Key	Expense Amount
None	419.36
Grand Total:	419.36



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: 2/18/2025

SUBJECT: 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 20, 2025 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: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	Temp Liquor License app 1-4 day_001
----	-------------------------------------



CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: Pennington County Fair Association

(must be a club, charitable, religious, or non-profit organization, duly incorporated as a nonprofit or religious corporation under the laws of Minnesota and in existence for at least three years or a political committee registered under MS 10A.14 and applicant must sponsoring the event that alcohol is being served)

CONTACT PERSON: Ray Safranski

ADDRESS: PO Box 637

PHONE: 218-681-4287

TYPE OF EVENT: County Fair

LICENSING PERIOD: July 16, 2025 through July 19, 2025

HOURS OF OPERATION: 12:00 pm (noon) to 12:00 am (midnight)

FACILITY/PLACE TO BE USED: Fairgrounds

Applicant will present this request to the City Administrator's Office who will forward the application to the Public Safety Committee for review. The application must be presented to the City Administrator's Office at least one month before the event. The Public Safety Committee will present their recommendation to the City Council for action.

If approved, the license will not become valid until approved by the Commissioner.

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.

Cost of the license is \$35.00 per day.

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.

Ray Safranski
SIGNATURE OF APPLICANT

11/7/24
DATE



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Pennington County Fair Association, Inc.		Date of organization 06-01-1962	Tax exempt number 41-0879455
Organization Address (No PO Boxes) 524 N Barzen, PO Box 637	City Thief River Falls	State MN	Zip Code 56701
Name of person making application Ray Safranski - Treasurer		Business phone 218-681-4287	Home phone
Date(s) of event July 16th through 19th 2025	Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit		
Organization officer's name Ray Safranski	City Thief River Falls	State MN	Zip Code 56701
Organization officer's name Roger Gonsorowski	City Thief River Falls	State MN	Zip Code 56701
Organization officer's name Steve Dahlen	City Thief River Falls	State MN	Zip Code 56701

Location where permit will be used. If an outdoor area, describe.
Pennington County Fairgrounds

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

North Risk Partners
\$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Thief River Falls
City or County approving the license
\$140.00
Fee Amount

Event in conjunction with a community festival ☐ Yes ☐ No

Jennifer Myers
Please Print Name of City Clerk or County Official

11/17/2024
Date Approved
7/16 - 7/19, 2025
Permit Date
jmyers@trfmmn.gov
City or County E-mail Address

Jennifer Myers
Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



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: 2/18/2025

SUBJECT: 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 16, 2025 from 10:15 pm to 10:30 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: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	Fireworks Application_001
2.	Fireworks COI_001



CITY OF THIEF RIVER FALLS

FIREWORKS DISPLAY PERMIT APPLICATION

City Code Section 130.26

(Must be received 15 days prior to event)

Sponsoring Organization PENNINGTON COUNTY FAIR ASSOCIATION, INC

Name of Contact Person FLOYD GREGGSON

Address of Contact Person 1309 N. ANKOLD, TNE, MN 56701

Phone Number of Contact Person 218-689-4208

Date of Display 7/16/25 Time of Display 10:15 PM to 10:30 PM

Location of Display (See Requirement #1): FAIR GROUNDS

Name of Supervising Operator: MARK HANSON J & M DISPLAYS License No. 145
(State law requires operator be licensed by the Minnesota State Fire Marshal)

REQUIRED ATTACHMENTS: The following attachments must be included with this application:

- #1) A diagram of the grounds at which the display will be held must be attached. The diagram must show the point of which the fireworks are to be discharged; the location of all buildings; highways, streets, communication lines; and other possible overhead obstructions and the lines behind which the audience will be restrained.
- #2) Certificate of Insurance with the City of Thief River Falls being named as an additional insured.
- #3) Names and ages of all assistants that will be participating in the display.
- #4) Permit fee of \$25.00, payable to the City of Thief River Falls.

You are hereby advised, pursuant to 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.

You have the right to refuse to supply any or all data requested, however, your application will not be processed unless all of the requested data is supplied. All data contained in the license application, along with any additional relevant data obtained by agents of the City of Thief River Falls pursuant to the processing of this licensing application, may be classified as public data, except for your social security number or other information stated to be private or confidential by Minnesota State Statutes.

Mark B. Quinn
Signature of Sponsoring Organization Contact Person

11/7/25
Date

DATE APPROVED BY FIRE CHIEF _____ SIGNATURE OF FIRE CHIEF _____

DATE APPROVED BY CITY COUNCIL: _____

DATE OF APPLICATION _____

Requirement #1 Completed? _____

Requirement #2 Completed? _____

Requirement #3 Completed? _____

Requirement #4 Completed? ☒

March 2005



City of Thief River Falls
405 3rd Street East
Thief River Falls, MN 56701

Receipt Number: R00157333
Cashier Name: AH
Terminal Number: 1
Receipt Date: 11/7/2024 4:30:37 PM

Pennington County Fair Association (2025)

Trans Code: MISC - MISCELLANEOUS RECEIPT	Name: Pennington County Fair Association (2025)	\$25.00
Product: Admin Fireworks Display Fee	Units: 0.00 Amount: 25.00	
Pennington County Fair Association (2025)	25.00	
47	25.00	
100-4670-53626	-25.00	

Payment Method: Check Bord Payor: Pennington County Fair Ass Reference: 3413

Total Balance Due:	\$25.00
Amount:	\$25.00
Total Payment Received:	\$25.00
Change:	\$0.00

For: amclan@msn.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/5/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Acrisure Great Lakes Partners Insurance Services
223 West Grand River Ave #1
Howell MI 48843

CONTACT NAME:
PHONE
(A/C, No, Ext): 216-658-7100 **FAX**
(A/C, No): 216-658-7101
E-MAIL ADDRESS:

INSURED
J & M Displays, Inc.
18064 170th Avenue
Yarmouth IA 52660

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Everest Denali Insurance Company	16044
INSURER B : AXIS Surplus Insurance Company	26620
INSURER C : James River Insurance Company	12203
INSURER D : Arch Specialty Ins Co	
INSURER E :	
INSURER F :	

COVERAGES**CERTIFICATE NUMBER:** 554134995**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PRO-JECT ☐ LOC OTHER:		P0000004658	1/15/2025	1/15/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		SI8CA00033-251	1/15/2025	1/15/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$		UXP1057616-00	1/15/2025	1/15/2026	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A					PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Liability #2		P-001-000063943-07	1/15/2025	1/15/2026	Each Occ/ Aggregate Total Limits \$5,000,000 \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement or permit.

FIREWORKS DISPLAY DATE: July 16, 2025

LOCATION OF EVENT: Pennington County Fairgrounds, 524 Barzan Avenue S, Thief River Falls, Minnesota

ADD'L INSURED: The City of Thief River Falls, Minnesota, its employees, volunteers, officers, elected officials, partners, subsidiaries, divisions & affiliates, event sponsors & landowners as their interest may appear in relation to this event; Pennington County Fair Association (sponsor)

CERTIFICATE HOLDER**CANCELLATION**

Pennington County Fair Association
PO Box 637
Thief River Falls MN 56701
USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



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: 2/18/2025

SUBJECT: 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 16-19, 2025 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: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	Temp Liquor License app 1 day 001
----	-----------------------------------



CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: Pennington County Fair Association

(must be a club, charitable, religious, or non-profit organization, duly incorporated as a nonprofit or religious corporation under the laws of Minnesota and in existence for at least three years or a political committee registered under MS 10A.14 and applicant must sponsoring the event that alcohol is being served)

CONTACT PERSON: Ray Safranski

ADDRESS: PO Box 637

PHONE: 218-681-4287

TYPE OF EVENT: County Fair

LICENSING PERIOD: July 20, 2025

HOURS OF OPERATION: 12:00 pm (noon) to 12:00 am (midnight)

FACILITY/PLACE TO BE USED: Fairgrounds

Applicant will present this request to the City Administrator's Office who will forward the application to the Public Safety Committee for review. The application must be presented to the City Administrator's Office at least one month before the event. The Public Safety Committee will present their recommendation to the City Council for action.

If approved, the license will not become valid until approved by the Commissioner.

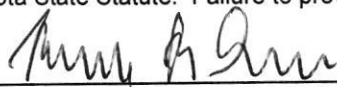
If approved, the applicant must provide suitable Proof of Insurance covering liquor liability. The City of Thief River Falls shall be named as an additional insured.

Cost of the license is \$35.00 per day.

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.


SIGNATURE OF APPLICANT

11/7/24
DATE



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Pennington County Fair Association, Inc.		Date of organization 06-01-1962	Tax exempt number 41-0879455
Organization Address (No PO Boxes) 524 N Barzen, PO Box 637	City Thief River Falls	State MN	Zip Code 56701
Name of person making application Ray Safranski - Treasurer		Business phone 218-681-4287	Home phone
Date(s) of event July 20th, 2025	Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit		
Organization officer's name Ray Safranski	City Thief River Falls	State MN	Zip Code 56701
Organization officer's name Roger Gonsorowski	City Thief River Falls	State MN	Zip Code 56701
Organization officer's name Steve Dahlen	City Thief River Falls	State MN	Zip Code 56701

Location where permit will be used. If an outdoor area, describe.
Pennington County Fairgrounds

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

North Risk Partners
\$1,000,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Thief River Falls
City or County approving the license
\$35.00
Fee Amount

Event in conjunction with a community festival ☐ Yes ☐ No

Jennifer Myers
Please Print Name of City Clerk or County Official

11/7/2004
Date Approved
7/20/25
Permit Date
jmyers@trf.mn.gov
City or County E-mail Address

Jennifer Myers
Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



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: 2/18/2025

SUBJECT: 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 16, 2025, 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: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	parade permit_001
----	-------------------



CITY OF THIEF RIVER FALLS

PARADE APPLICATION

City Code Section 92.090 – 92.095

- ***Application must be returned to the City Administrator 30 days prior to the date of the proposed parade.
- ***Applicant must provide a Certificate of Insurance naming the City as an additional insured.
- ***Payment of \$20.00 must be paid prior to parade.
- ***If a State Highway is crossed during the parade, a permit application must be completed and sent to the Minnesota Department of Transportation for their approval prior to the parade.

SPONSORING ORGANIZATION: Pennington County Fair Association, Inc.

CONTACT PERSON: Ray Safranski

ADDRESS: PO Box 637, Thief River Falls, MN 56701

PHONE: 218-681-4287

DATE OF PARADE: Wednesday July 16, 2025

HOURS: 7:00 pm to 9:00 pm

DETAILED ROUTE: Same Route as Prior Years unless construction causes

us to move the route. If that happens we will work with the City and Law enforcement
to find a suitable alternative.

In accordance with City Code, candy and other items shall not be distributed from floats, vehicles, or other objects taking part in the parade. Candy and other items may be distributed by individuals walking along the parade route, near the street curb and away from that part of the street over which the parade is traveling.

Applicant 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.



City of Thief River Falls
405 3rd Street East
Thief River Falls, MN 56701

Receipt Number: R00157332
Cashier Name: AH
Terminal Number: 1
Receipt Date: 11/7/2024 4:28:25 PM

Pennington County Fair Association (2025)

Trans Code: MISC - MISCELLANEOUS RECEIPT	Name: Pennington County Fair Association (2025)	\$20.00
Product: Admin Parade Permit	Units: 0.00	Amount: 20.00
Pennington County Fair Association (2025) 20.00		
45 20.00		
100-4670-53226 -20.00		

Total Balance Due: \$20.00

Payment Method: Check Bord Payor: Pennington County Fair Ass Reference: 3412

Amount: \$20.00

Total Payment Received: \$20.00

Change: \$0.00



Request for Council Action

DATE: 2/18/2025

SUBJECT: Amend City Ordinance 150.06 – Regulating and Controlling Towers

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

MOTION TO: Amend City Ordinance 150.06.15.b – Height Limitations to read, “The maximum height of towers shall be 365 feet.” And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions.

BACKGROUND: Wikstrom Telephone Company approached the Planning & Zoning Commission requesting a variance to the maximum height restriction of 200 feet as is currently written in our City Ordinance. They are requesting a tower height of 350 feet.

They have been informed that their existing 200’ tower base is sinking, and the tower needs to be replaced.

They were 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. The new tower would allow Minnkota Power Company to add Microwave to their power plants in NW Minnesota from Crookston.

Three criteria must be applied when cities consider granting a variance:

- 1) Reasonableness – The property owner proposes to use the property in a reasonable manner.
- 2) Uniqueness – The landowner’s problem is due to circumstances unique to the property not caused by the landowner.
- 3) Essential Character – The variance, if granted, will not alter the essential character of the locality.

In this case, the landowner’s problem is not due to circumstances unique to the property but instead caused by the landowner’s desire to build a taller tower to accommodate the location of Minnkota Power Company.

Therefore, the request does not fit the criteria for requesting a variance and thus the request from Planning and Zoning to amend our City Ordinances to allow for an increase in the maximum tower height allowed to be set at 365 feet.

KEY ISSUES:

- Currently, Per City Ordinance 150.06.15.b, *Height Limitations* the maximum height allowed is 200 feet.
- City ordinance also states, Tower setbacks shall be setback from all property lines by a minimum distance equal to the height of the tower, plus 10 feet, including all antennas, and attachments. Towers may be located closer to a property line, or public rights-of-way, if the tower is designed and engineered to collapse progressively within the distance between the

tower and property line, which design must be documented by and signed by a qualified professional engineer licensed in Minnesota. In all cases, the tower shall meet the setbacks of the underlying Zoning district.

- If the Ordinance change is approved, Wikstrom Telephone Co, per City Ordinance, would still be required to apply for a Conditional Use Permit and secure a building permit. Before issuing a building permit, proof that the proposed tower complies with regulations administered by the Federal Aviation Administration (FAA) and the Federal Communications Commission (FCC), and others; tower setback requirements, aesthetic requirements to blend into the surrounding environment unless color is dictated by federal or state authorities.
- Fewer Towers is the preference in and near airports and within the city limits of Thief River Falls. Minnkota Power Company has indicated that, if need be, they will build their own separate tower to accommodate their Microwave transmission requirements. The additional tower height is needed because the line-of-sight requirements of Microwave signals and the need to accommodate for the curvature of the earth.
- The requested tower design would be of a tripod design and not a monopole design. Sec. 150.06.6.b of City Code states: Commercial wireless telecommunication service towers shall be of a monopole design unless the city determines that an alternative design would accommodate co-location of additional antennas or would better blend into the surrounding environment.
- Current zoning requirements allow towers to be erected in I-1 Light Industrial Districts and I-2 General Industrial Districts as a conditional use. In the particular instance that is prompting this ordinance change request, the proposed tower is situated on I-2 with R-3 High Density Residential District across the street to the east and north of the property
- Most Cities allow tower heights of 200 feet, some less and others allow taller towers. A few cities have nothing found in their code regulating communication towers.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: A Public Hearing Notice was sent to the Times on January 31, 2025, for publication in their February 5, 2025 edition. Individual mobile homeowners along First Street West, Calumet Ave. S., and Brooks Avenue were notified of the public hearing as a courtesy in case their property owner/manager failed to notify them.

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

ATTACHMENTS:

1.	Public Hearing Notice Amend City Code 150.06 - Regulating and Controlling Towers
2.	Copy of Communication Tower Comparison - R

**NOTICE OF PUBLIC HEARING
CITY OF THIEF RIVER FALLS**

Notice is hereby given, pursuant to Chapter 150.06 of the Thief River Falls City Code, that the City Council will consider the following amendment to the City Code:

An amendment to City Code 150.06.15.b – Regulating and Controlling Towers - *Height Limitations*. The proposed ordinance amendment would increase the maximum allowable height of communication towers to 365 feet. And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions. The current maximum allowable height of towers is 200 feet.

Notice is further given that the City Council will conduct a hearing on the amendments at 5:30 p.m. on Tuesday, February 18, 2025, in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the amendment 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 31st day of January 2025

CITY OF THIEF RIVER FALLS

/s/ Richard L. Baker
Zoning Administrator

Published in the Wednesday, February 5th edition of The Times.

COMMUNICATION TOWER COMPARISON				
	City	Height Maximum		Other Information
1	THIEF RIVER FALLS	200 feet	AND	Any proposed telecommunication tower shall be designed, structurally, electrically, and in all respects, to accommodate both the applicant's antennas and comparable antennas for at least two additional users if the tower is over 100 feet in height. Factors considered in granting conditional use permits for towers: Height, proximity of the tower to residential structures & residential boundary districts.
2	Ramsey, MN	199 feet	AND	The city council The city council may increase the height of a tower if the applicant is able to demonstrate to the satisfaction of the city council that the surrounding topography, structures, vegetation, and other factors make the height limit for a complying tower impractical. A proposal for a new commercial wireless telecommunication service tower shall not be approved unless the city council finds that the telecommunications equipment planned for the proposed tower cannot be accommodated on an existing tower.
3	Blaine, MN	150 feet	AND	The structure will not be within 350 feet if residential structures. Setbacks: Equal to the height of the proposed structure, unless a qualified structural engineer specifies in writing that the collapse of any antenna or tower will occur within a lesser distance under all foreseeable circumstances.
4	Nisswa, MN	150 feet	AND	Towers will also meet a minimum setback of 500 feet from the nearest property line of a residentially zoned parcel.
5	Oak Grove, MN	175 feet	AND	If the tower is not designed to fold on itself in the event of a collapse, it will be set back from any property line a minimum distance equal to the height of the tower. A proposal for a new tower will not be approved unless it can be documented by the applicant that the telecommunications equipment planned for the proposed tower cannot be accommodated on an existing tower.
6	Albert Lea	1,400 or airport limitations	AND	All new towers shall be construed in a manner that will accommodate the co-location of not less than three (3) providers. No permits for new towers shall be approved until the applicant has certified an effort to co-locate the applicants service on an existing tower.
7	Bemidji	Height and permit requirements. The following permit requirements in relationship to tower height shall apply:(1)Less than 35 feet in height: No permit required, unless attached to a principal or accessory structure in which case a building permit shall be required where building codes are enforced and inspections required.(2)Thirty-five to 75 feet in height: Requires a building permit.(3)Greater than 75 feet in height: Requires an interim use permit (IUP).	AND	1) Maximize the use of existing and approved towers and buildings to accommodate new antennas and towers in a manner which reduces the number of new towers necessary to serve the community. (2) Ensure antennas and towers are designed, located, and constructed in accordance with all applicable code requirements to avoid potential damage to adjacent properties from failure of the antenna and tower through structural standards and setback requirements. (3) Encourage wind energy conversion systems to be located on properties in a manner which minimizes potential negative impacts upon adjacent properties. (4) Maintain community aesthetics by minimizing adverse visual effects of antennas and towers.
8	Anoka, MN	All Nonresidential Zoning Districts shall not exceed 150 feet. Exceptions: Multi-user towers may exceed the height limitations by 20 feet	AND	d) Height limitations as set forth elsewhere in this chapter may be increased with no limitation when applied to the following, provided that a conditional use permit is issued to increase height: (1) Church domes, spires, belfries and roof ridges. (2) Schools, colleges and university buildings. (3) Chimneys or smokestacks. (4) Television and radio broadcasting antennas. Detailed Engineered plans must be submitted. Allow Shared Use. And minimizing visual impact.
9	Clearwater, MN	6)The height of the antenna shall be the minimum necessary to function satisfactorily, as verified by an electrical engineer or other appropriate professional.	AND	
10	Grand Forks, ND	No Height Restriction Listed	AND	
11	Duluth, MN	No Height Limitation listed except for a height limit of 75 feet within the migratory bird flight path	AND	



Request for Council Action

DATE: 2/18/2025

SUBJECT: Adopt Cannabis & Lower-Potency Hemp retail Registration Form and Fees

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

MOTION TO: Adopt the Cannabis & Lower-Potency Hemp retail Registration Form and Fees. And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions.

BACKGROUND: Local governments play a critical role in the licensing process, serving as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government's certification of zoning compliance and, if applicable, retail registration before operations may commence.

Local retail registration

Once the licensing process begins, local retail registration applies to cannabis retailers or other cannabis/hemp businesses that are seeking a retail endorsement. Local governments issue a retail registration after verifying that the business:

- Has a valid license or license preapproval issued by OCM
- Paid a registration fee or renewal fee to the local government

Initial registration fees collected by a local government may be \$500 or up to half the amount of the applicable initial license fee, whichever is less. Renewal registration fees may be \$1,000 or up to half the amount of the applicable renewal license fee, whichever is less.

- Is found in compliance with state law and local ordinances
- Is current on all property taxes and assessments for the proposed retail location

Local certification of zoning compliance

During the application and licensing process for cannabis businesses, OCM will notify a local government when an applicant intends to operate within their jurisdiction and request a certification as to whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code. According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within the 30 days, the cannabis law allows OCM to issue a license. OCM may not issue the final approval for a license if the local government has indicated they are not in compliance.

Compliance checks

Local governments must conduct compliance checks for cannabis and hemp businesses holding retail

registration at least once per calendar year. These checks must verify compliance with age verification procedures and compliance with any applicable local ordinances.

KEY ISSUES: Per State Statute 342 and the City of Thief River Falls' Cannabis & Lower-Potency Hemp Edibles Ordinance we need to create a Retail Registration Form and may adopt Registration fees which would be used to cover the cost of administration and required yearly compliance checks.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

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

ATTACHMENTS:

1.	Registration Form and Checklist - Final
----	---



City of Thief River Falls

Cannabis & Lower-Potency Hemp Edible Retail Registration Form and Checklist

Minnesota Cannabis Business License Number: _____

Minnesota Tax ID#: _____ Federal Tax ID#: _____

Business Name: _____

Business Owner(s)/Applicants Name(s) _____

Business Address: _____

Mailing Address (If Different): _____

Property Owner's Name (If Different): _____

Property Owner's Mailing Address: _____

Parcel ID Number for the Property _____

Phone #: _____ Email Address: _____

Name, Address, email address, and phone number of additional business partners:

Business Manager's Name (If Not the Owner): _____

Applicant Signature

Date



City of Thief River Falls

Cannabis & Lower-Potency Hemp Edible Retail Registration Form and Checklist

INITIAL APPLICATION

(The initial registration fee shall include the initial retail registration fee & the first annual renewal fee)

- ☐ Cannabis Microbusiness (No fee)
 - ☐ Cannabis Mezzobusiness (\$500.00)
 - ☐ Cannabis Retailer (\$500.00)
 - ☐ Medical Cannabis Retailer (No fee)
 - ☐ Medical Cannabis Combination Retailer (\$500.00)
 - ☐ Lower Potency Hemp Edible Retailer (\$125.00 per location)
-

RENEWAL

(Beginning in year three)

- ☐ Cannabis Microbusiness (\$1,000.00)
- ☐ Cannabis Mezzobusiness (\$1,000.00)
- ☐ Cannabis Retailer (\$1,000.00)
- ☐ Medical Cannabis Retailer (No fee)
- ☐ Medical Cannabis Combination Retailer (\$1,000.00)
- ☐ Lower Potency Hemp Edible Retailer (\$125.00 per location)

For City Use:

Is applicant current on all property taxes & assessments at retail location? ☐ YES ☐ NO

Preliminary Local Ordinance Compliance: ☐ PASS ☐ FAIL

Notes:

The above-named applicant having paid the appropriate fees, being current on all applicable tax obligations, and having passed a preliminary compliance review, is authorized to engage in retail cannabis sales in the City of Thief River Falls, Minnesota.

Approved By: _____

Title: _____

Date: _____



Request for Council Action

DATE: 2/18/2025

SUBJECT: TIF Agreement with Sanford Health Network North

RECOMMENDATION: It is respectfully requested that the Council consider the following recommendation from the Administration Committee.

MOTION TO: Approve the Tax Increment Financing (TIF) Redevelopment Agreement for District 1-12 with Sanford Health Network North for the purpose of providing financial assistance in the demolition of the old Sanford Hospital Building and directing the Mayor and City Administrator to execute all necessary documents of the TIF Agreement including all exhibits.

BACKGROUND: The City Council approved TIF District 1-12 in 2021 to aid in the demolition of the old Sanford Hospital to eliminate the blight of the old hospital while providing a clean property to a future developer. The proposed development project that would have generated a tax increment to pay the note did not materialize and the TIF Agreement was never executed.

This is a 26-year TIF Agreement, or reimbursement up to \$3,000,000, which ever should occur first and was certified on November 12, 2021.

KEY ISSUES: Sanford has five years for a project to occur, or the TIF District would be decertified. Final available increment will be dependent on the completed development and may be higher or lower than the estimates.

Dorsey & Whitney, LLP will be responsible for collecting all signed documents and recording all necessary documents once the agreement is executed by Sanford Health Network North and the City of Thief Falls. Without this TIF District and Agreement, the City of Thief River Falls would most likely still be looking at an old, dilapidated hospital building and the site would not be prepared for a future development.

FINANCIAL CONSIDERATIONS: Cost of preparing the documents will be paid for by Sanford Health Network North per this agreement.

LEGAL CONSIDERATION: This TIF Agreement has been prepared for the City by Grant Turpin, Senior Attorney with Dorsey & Whitney, LLP and reviewed by attorneys for Sanford Health Network North.

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

ATTACHMENTS:

1.	Thief River Falls - TIF 1-12 Redevelopment Agreement - Sanford-v6
----	---

TAX INCREMENT FINANCING REDEVELOPMENT AGREEMENT

IN

DEVELOPMENT DISTRICT NO. 1

AND

TAX INCREMENT FINANCING DISTRICT NO. 12: SANFORD REDEVELOPMENT

CITY OF THIEF RIVER FALLS,
PENNINGTON COUNTY, MINNESOTA

Between

CITY OF THIEF RIVER FALLS, MINNESOTA

And

SANFORD HEALTH NETWORK NORTH

for the

SANFORD REDEVELOPMENT PROJECT

Dated as of February 1, 2025

This Document Was Drafted By:

DORSEY & WHITNEY LLP (GIT)
Suite 1500
50 South Sixth Street
Minneapolis, Minnesota 55402

TABLE OF CONTENTS

ARTICLE 1 DEFINITIONS	1
1.01. Definitions.....	1
ARTICLE 2 REPRESENTATIONS AND WARRANTIES.....	3
2.01. City Representations	3
2.02. Developer Representations	4
2.03. Use, Ownership of Property; Restrictions; Use of Property	5
2.04. Ownership of Property	5
2.05. Declaration of Restrictive Covenants	5
ARTICLE 3 CONSTRUCTION OF PROJECT.....	5
3.01. Project Plans.....	5
3.02. Undertaking of Project.....	5
3.03. Certificate of Completion	6
3.04. Progress Reports	6
3.05. Access to Property	6
3.06. Modification; Subordination.....	6
ARTICLE 4 DEFENSE OF CLAIMS; INSURANCE.....	6
4.01. Defense of Claims.....	6
4.02. Insurance	7
ARTICLE 5 PUBLIC ASSISTANCE	8
5.01. Development Costs	8
5.02. Reimbursement for Qualified Costs.....	8
5.03. Conditions Precedent to Provision of Public Assistance.....	9
5.04. Satisfaction of Conditions Precedent.....	9
5.05. Notice of Default.....	10
5.06. Legal and Administrative Expenses.....	10
ARTICLE 6 PROHIBITIONS AGAINST ASSIGNMENT AND TRANSFER	11
6.01. Transfer of Property and Assignment.....	11
6.02. Termination of Limitations on Transfer	12
ARTICLE 7 EVENT OF DEFAULT; FEES.....	12
7.01. Events of Default	12
7.02. Remedies on Default.....	13
7.03. No Remedy Exclusive.....	13

7.04.	Waivers	14
7.05.	Agreement to Pay Attorneys' Fees	14
ARTICLE 8 GENERAL PROVISIONS		14
8.01.	Conflicts of Interest; City Representatives Not Individually Liable	14
8.02.	Equal Employment Opportunity	14
8.03.	Restrictions on Use	14
8.04.	Titles of Articles and Sections	15
8.05.	Business Subsidies Act	15
8.06.	Term of Agreement.....	15
8.07.	Provisions Surviving Termination	15
ARTICLE 9 ADMINISTRATIVE PROVISIONS.....		15
9.01.	Notices and Demands	15
9.02.	Counterparts.....	16
9.03.	Binding Effect.....	16
9.04.	Severability	16
9.05.	Amendments, Changes and Modifications	16
9.06.	Further Assurances and Corrective Instruments	16
9.07.	Captions	16
9.08.	Applicable Law	16
EXHIBIT A PROPERTY		
EXHIBIT B COVENANTS AND RESTRICTIONS		
EXHIBIT C PROJECT DESCRIPTION; QUALIFIED COSTS		
EXHIBIT D CERTIFICATE OF COMPLETION		
EXHIBIT E FORM OF LIMITED TAX INCREMENT REVENUE NOTE		

TAX INCREMENT FINANCING REDEVELOPMENT AGREEMENT

THIS Tax Increment Financing Redevelopment Agreement (this “Agreement”), made and entered into as of this February 1, 2025, between the CITY OF THIEF RIVER FALLS, a municipal corporation and political subdivision of the State of Minnesota (the “City”), and SANFORD HEALTH NETWORK NORTH, a North Dakota nonprofit corporation (the “Developer”).

WITNESSETH:

WHEREAS, the City has designated a Development District in the City denominated the Development District No. 1 (the “Development District”) and adopted a Development Plan (the “Development Plan”) therefor, pursuant to and in accordance with Minnesota Statutes (“M.S.”), Sections 469.124 to 469.133, as amended; and

WHEREAS, the City adopted a resolution establishing Tax Increment Financing District No. 12: Sanford Redevelopment, a “redevelopment district” (the “TIF District”) pursuant to M.S., Section 469.174, Subd. 10, and approved a Tax Increment Financing Plan therefor (the “TIF Plan”); and

WHEREAS, in order to achieve the objectives of the Development Plan and the TIF Plan, the City intends to provide assistance to the Developer through tax increment financing, as described in M.S., Sections 469.174 through 469.1794 (the “TIF Act”), to finance the demolition of the existing building(s) on the Property, remediation of the site, delivery of a clean site, construction of a cap wall (including façade and stair tower), and any other activities necessary for the Developer to revitalize and repurpose the Property, excluding new construction (the “Project”);

WHEREAS, the City has determined that, in order to accomplish the purposes specified in and to carry out the Development Plan and the TIF Plan, it is necessary and desirable for the City to reimburse the Developer for certain costs to be incurred and paid by the Developer in connection with the Project; and

WHEREAS, the City will apply tax increment revenues generated from the TIF District to (i) pay or reimburse the City for administrative expenses relating to the TIF District to the extent permitted by the TIF Act and (ii) reimburse the Developer, with interest, for certain costs incurred in connection with the Project; and

WHEREAS, the City believes that the development activities associated with the Project pursuant to this Agreement are in the best interests of the City and benefit the health, safety, morals and welfare of its residents, and comply with the applicable state and local laws and requirements under which the Project has been undertaken and is being assisted.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual obligations set forth in this Agreement, the parties agree as follows:

ARTICLE 1
Definitions

1.01. Definitions.

In this Agreement, unless a different meaning clearly appears from the context:

“Act” means M.S., Sections 469.124 to 469.133, as amended.

“Agreement” means this Agreement, as the same may be from time to time modified, amended or supplemented.

“Available Tax Increment” means ninety percent (90%) of the tax increment revenues generated by the TIF District, as computed pursuant to Minnesota Statutes, Section 469.177, or its successor, as further described in Section 5.02(e).

“Business Subsidies Act” means M.S., Sections 116J.993 through 116J.995.

“Certificate of Completion” means a certification in the form attached hereto as Exhibit D, to be provided to the Developer pursuant to Section 3.03 of this Agreement.

“City” means the City of Thief River Falls, Minnesota.

“City Council” means the City Council of the City.

“County” means the County of Pennington, Minnesota, a political subdivision of the State of Minnesota.

“Default Notice” means written notice from the City to the Developer setting forth the Event of Default and the action required to remedy the same.

“Developer” means Sanford Health Network North, a nonprofit corporation under the laws of the State of North Dakota.

“Development District” means Development District No. 1, designated pursuant to the Act.

“Development Plan” means the Development Plan developed for Development District No. 1.

“Event of Default” means as any of the events set forth in Section 7.01 hereof.

“Legal and Administrative Expenses” means the fees and expenses incurred by the City in connection with review and analysis of the Project proposed under this Agreement with the adoption and administration of the TIF Plan and establishment of the TIF District, the preparation of this Agreement and the issuance of the TIF Note including, but not limited to, attorney and municipal advisor fees and expenses;

“Mortgage” means any mortgage made by the Developer which covers, in whole or in part, the Property.

“Mortgagee” means the owner or holder of a Mortgage.

“M.S.” means Minnesota Statutes.

“Project” means the demolition of the existing building on the Property, remediation of the site, delivery of a clean site, construction of a cap wall (including façade and stair tower), and any other activities necessary for the Developer to revitalize and repurpose the Property, excluding new construction.

“Project Plans” means any plans, specifications, drawings and related documents generated by Developer for the work to be performed by the Developer on the Property.

“Property” means the real property described in Exhibit A attached hereto.

“Public Assistance” means the Available Tax Increment to be paid under Article 5 hereof.

“Qualified Costs” means costs incurred by Developer in connection with the Project that are reimbursable from tax increment pursuant to the TIF Act, which are shown on Exhibit C to this Agreement.

“Restrictions” means the easements, covenants, conditions and restrictions set forth in Exhibit B attached hereto.

“Section” means a Section of this Agreement, unless used in reference to M.S.

“State” means the State of Minnesota.

“Termination Date” means the earlier of (i) the date the TIF Note is paid in full, (ii) the date on which the TIF District expires or is otherwise terminated, or (iii) the date this Agreement is terminated or rescinded in accordance with its terms.

“TIF Act” means M.S., Sections 469.174 through 469.1794, as amended.

“TIF District” means Tax Increment Financing District No. 12: Sanford Redevelopment, a “redevelopment district,” established by the City Council on November 21, 2021.

“TIF Note” means the Tax Increment Revenue Note, to be executed by the City and delivered to the Developer pursuant to Article 5 hereof, the form of which is attached hereto as Exhibit E. The total principal amount of any and all TIF Notes issued to reimburse the Developer for Qualified Costs of the Project will not exceed the lesser of (i) actual Qualified Costs or (ii) three million dollars (\$3,000,000);

“TIF Plan” means the Tax Increment Financing Plan for the TIF District approved by the City Council.

“Unavoidable Delay” means a failure or delay in a party’s performance of its obligations under this Agreement, or during any cure period specified in this Agreement which does not entail the mere payment of money, not within the party’s reasonable control, including but not limited to

acts of God, governmental agencies, the other party, strikes, labor disputes (except disputes which could be resolved by using union labor), fire or other casualty, lack of materials, or declarations of any state, federal or local government, pandemics, epidemics (including the COVID-19 virus); provided that within ten (10) days after a party impaired by the delay has actual (as opposed to constructive) knowledge of the delay it shall give the other party notice of the delay and the estimated length of the delay, and shall give the other party notice of the actual length of the delay within ten (10) days after the cause of the delay has ceased to exist. The parties shall pursue with reasonable diligence the avoidance and removal of any such delay. Unavoidable Delay shall not extend performance of any obligation unless the notices required in this definition are given as herein required.

ARTICLE 2 Representations and Warranties

2.01. City Representations.

The City makes the following representations to the Developer:

(a) The City is a municipal corporation and political subdivision of the State. Under the provisions of the Act and the TIF Act, the City has the power to enter into this Agreement and carry out its obligations hereunder.

(b) The City has designated the Development District and has adopted the Development Plan in accordance with the provisions of the Act and has created the TIF District and adopted the TIF Plan in accordance with the provisions of the TIF Act.

(c) There is not pending, nor to the best of the City's knowledge is there threatened, any suit, action or proceeding against the City before any court, arbitrator, or administrative agency or other governmental authority that may materially and adversely impact the validity of any of the transactions contemplated hereby, the ability of the City to perform its obligations hereunder or as contemplated hereby, or the validity or enforceability of this Agreement.

(d) To the best of the City's knowledge and belief, no member of the City Council or officer of the City has either a direct or indirect financial interest in this Agreement, nor will any City Council member or officer of the City benefit financially from this Agreement within the meaning of Minnesota Statutes, Section 412.311 and 471.87, as amended.

(e) The City will reasonably cooperate with Developer with respect to any litigation commenced by third parties with respect to the Project; however, this does not obligate the City to incur costs, except as otherwise provided in this Agreement or elsewhere.

(f) With each payment of the TIF Note, the City will provide Developer with a statement showing the Available Tax Increment along with a statement of the remaining amounts of unpaid interest, if any, and principal.

2.02. Developer Representations.

The Developer represents and warrants that:

(a) The Developer is a North Dakota nonprofit corporation and has power to enter into this Agreement and has duly authorized, by all necessary corporate action, the execution and delivery of this Agreement.

(b) Developer will, subject to and as required by Agreement, complete the Project in accordance with the terms of this Agreement, the TIF Plan and all applicable local, state and federal laws and regulations.

(c) At such time or times as may be required by law, the Developer will have, to the best of its actual knowledge, complied with all local, state and federal environmental laws and regulations applicable to the Project, and will have obtained any and all necessary environmental reviews, licenses and clearances. The Developer has received no other written notice from any local, state or federal official that the activities of the Developer or the City with respect to the Property may be or will be in violation of any environmental law or regulation. The Developer has no actual knowledge of any facts the existence of which would cause it to be in violation of any local, state or federal environmental law, regulation or review procedure with respect to the Property.

(d) Neither the execution or delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented by, limited by, conflicts with, or results in a breach of, any restriction, agreement or instrument to which the Developer is now a party or by which the Developer is bound.

(e) The Developer has no actual knowledge that any member of the City Council, or any other officer of the City has any direct or indirect financial interest in the Developer, the Property, or the Project.

(f) The Developer will use commercially reasonable efforts to obtain, in a timely manner, all required permits, licenses and approvals, and will meet, in a timely manner, all requirements of all local, state and federal laws and regulations which must be obtained or met in connection with the Project.

(g) The Developer would not undertake the Project without the financial assistance to be provided by the City pursuant to this Agreement and the TIF Plan.

(h) Apart from the assistance to be provided under this Agreement, the Developer shall pay all standard charges and fees due with respect to the Project and allocable to the Property under City ordinances and the City code, if any, including but not limited to special assessments for local improvements, sewer and water use charges, permit fees, plat fees, inspection fees, storm water fees and the like issued against the Property. Upon Developer's sale of all or any portion of the Property, the Property's purchaser shall assume the duties provided in this warranty with respect to such Property, and the same shall be extinguished as to Developer.

2.03. Use, Ownership of Property; Restrictions; Use of Property. The Developer's use of the Property shall be subject to and in compliance with all of the conditions, covenants, restrictions and limitations imposed by this Agreement, the Restrictions (as and to the extent applicable), and all applicable laws, ordinances and regulations.

2.04. Ownership of Property. The Developer hereby represents and warrants that it is the owner in fee simple of the Property and that there are no liens, defects or other encumbrances upon title to the Property that would hinder the development of the Property by the Developer as contemplated by this Agreement.

2.05. Declaration of Restrictive Covenants. The Developer shall prepare, execute, and record on the title to the property legally Described on Exhibit B a Declaration of Restrictive Covenants, in a form approved by the City, which includes the Restrictions set forth in Exhibit B. If the Developer determines that operation of the property subject to the Restrictions would endanger the financial viability thereof, the Developer may request the City Council to consent to the amendment, modification or termination of any of the Restrictions in any respect. The City is under no obligation to amend, modify or terminate any of the Restrictions but may, with the written consent of the Developer, do so.

ARTICLE 3 Construction of Project

3.01. Project Plans. Within a reasonable time after a request by the City, the Developer shall make available to the City any Project Plans for the Project in Developer's possession, provided that this Agreement alone shall not constitute a requirement on the part of Developer to prepare any Project Plans or create any right on the part of the City to approve or reject any such Project Plans. All work on the Project shall be performed in conformity with the Development Plan, the TIF Plan, this Agreement, and all applicable state and local laws and regulations.

3.02. Undertaking of Project.

(a) Subject to Unavoidable Delay, Developer shall cause the Project to be substantially completed in accordance with Section 3.03(a) and other terms of this Agreement by March 1, 2025.

(b) All work with respect to the Project shall be in substantial conformity with the requirements of any permits issued by the City, if any.

(c) The Developer shall not interfere with, or construct any improvements over, any public street or utility easement without the prior written approval of the City. All connections to public utility lines and facilities shall be subject to approval of the City (in accordance with City code) and any applicable private utility provider. Except for public improvements, which are undertaken by the City or other governmental body and assessed against benefited properties, all street and utility installations, relocations, alterations and restorations performed in connection with the Project, if any, shall be at the Developer's expense and without expense to the City. The Developer, at its own expense, shall replace any public facilities or utilities damaged during the Project by the Developer or its agents or by others acting on behalf of or under the direction or control of the Developer.

3.03. Certificate of Completion.

(a) Upon the Developer's request following the City's certification that the Project is completed to the reasonable satisfaction of the City, the City will furnish the Developer with a Certificate of Completion for the Project, in substantially the form attached hereto as Exhibit D, as conclusive evidence of satisfaction and termination of the agreements and covenants of this Agreement with respect to the obligations of the Developer to complete the Project. The furnishing by the City of such Certificate of Completion shall not constitute evidence of compliance with or satisfaction of any obligation of the Developer to any Mortgagee. All Certificates of Completion provided for herein shall be in such form as will enable them to be recorded with the Recorder of Pennington County, Minnesota.

(b) If the City shall refuse or fail to provide a Certificate of Completion following the Developer's request, the City shall, within ten (10) days after the Developer's request, provide the Developer with a written statement specifying in what respects the Developer has failed to complete the respective Project in accordance with this Agreement, or is otherwise in default, and what measures or acts will be necessary, in the reasonable opinion of the City, for the Developer to obtain the Certificate of Completion.

3.04. Progress Reports. Until the Certificate of Completion is issued for the Project, the Developer shall make, in such detail as may reasonably be required by the City, and forward to the City, upon demand by the City (provided such demand shall not be made more frequently than quarterly in the absence of an Event of Default hereunder), a written report as to the actual progress of the Project.

3.05. Access to Property. The Developer agrees to permit the City and any of its officers, employees or agents access to the Property at all reasonable times for the purpose of inspection of all work being performed in connection with the Project; provided, however, that the City shall not have an obligation to inspect such work.

3.06. Modification; Subordination. The City agrees to subordinate its rights under this Agreement to the holder of any Mortgage securing permanent financing, in accordance with the terms of a customary subordination agreement in a form reasonably acceptable to the City.

ARTICLE 4

Defense of Claims; Insurance

4.01. Defense of Claims.

(a) The Developer shall indemnify and hold harmless the City, its governing body members, officers, and agents including the independent contractors, consultants, and legal counsel, servants and employees thereof (hereinafter, for the purposes of this Section, collectively the "Indemnified Parties") for any expenses (including reasonable attorneys' fees), loss (excluding consequential, special or punitive damages except to the extent payable to third parties by any Indemnified Parties), damage to property, or death of any person occurring at or about the Property in connection with the Project, or resulting from any defect in the Project; provided, however, the Developer shall not be required to indemnify any Indemnified Party for any claims or proceedings arising from any

negligence, intentional misconduct, or unlawful acts or omissions of such Indemnified Party, or from expenses, damages or losses that are eligible to be reimbursed by insurance.

(b) The Developer agrees to protect and defend the Indemnified Parties, and further agrees to hold the aforesaid harmless, from any claim, demand, suit, action or other proceeding whatsoever by any person or entity arising or purportedly arising from the actions or inactions of the Developer (or other persons acting on its behalf or under its direction or control) under this Agreement, or the ownership and operation of the Project; provided that this indemnification shall not apply to the warranties made or obligations undertaken by the City in this Agreement or to any actions undertaken by the City which are not contemplated by this Agreement but shall, in any event, apply to any pecuniary loss (excluding consequential, special or punitive damages except to the extent payable to third parties by any of the Indemnified Parties) or penalty (including interest thereon from the date the loss is incurred or penalty is paid by the City at a rate equal to the prime rate) as a result of any action taken by Developer with respect to the Project without the consent of the City, which causes the TIF District to cease to qualify as an “redevelopment district” under the TIF Act or to violate limitations as to the use of the revenues therefrom as set forth in the TIF Act.

(c) All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be the covenants, stipulations, promises, agreements and obligations of the City and not of any governing body member, officer, agent, servant or employee of the City, as the case may be.

4.02. Insurance.

(a) Subject to the terms of any Mortgage relating to the Property, the Developer shall keep and maintain the Property and Project at all times insured against such risks and in such amounts, with such deductible provisions, as are customary in connection with projects of the type and size comparable to the Project, and the Developer shall carry and maintain, or cause to be carried and maintained, and pay or cause to be paid timely the premiums for direct damage insurance covering all risks of loss, including, but not limited to, the following:

1. Comprehensive general liability insurance together with limits against bodily injury and property damage of not less than \$1,000,000 for each occurrence (to accomplish the foregoing limitation, an umbrella excess liability policy may be used), written on an occurrence basis.

2. Workers compensation insurance for employees of Developer, if and to the extent required by applicable law.

ARTICLE 5 Public Assistance

5.01. Development Costs The Developer has agreed to and shall be responsible to pay all of its respective costs of the Project, as herein provided. However, the City, in order to

encourage the Developer to proceed with the Project, and to assist the Developer in paying the costs thereof, is willing to provide the Public Assistance and thereby reimburse the Developer for Qualified Costs, as permitted by the TIF Act and in accordance with the TIF Plan, that will be incurred by the Developer to complete the Project.

5.02. Reimbursement for Qualified Costs.

The City agrees to reimburse the Developer, using Available Tax Increment on a pay-as-you-go basis, for Qualified Costs of the Project. The City shall, upon completion of the Project and the issuance of the Certificate of Completion therefor, make reimbursement payments pursuant to a limited revenue tax increment note for the Project, the form of which is attached hereto as Exhibit E, with said payments of principal and interest to be made on the dates (the "Payment Dates") specified in the TIF Note, subject to the following terms and conditions:

(a) The total principal amount of any and all TIF Notes issued for the Project will not exceed (i) the lesser of actual Qualified Costs or (ii) three million dollars (\$3,000,000).

(b) The unpaid principal of the TIF Note shall bear simple non-compounding interest from the date of issuance of the TIF Note, at four percent (4.00%) per annum. Interest shall be computed on the basis of a 360 day year consisting of twelve (12) 30-day months.

(c) No payments shall be made by the City to the Developer unless and until the Developer has provided written evidence reasonably satisfactory to the City that (i) Qualified Costs in the amount to be reimbursed from the Available Tax Increment have been incurred for the respective phase of the Project and paid by the Developer and (ii) the Certificate of Completion has been issued for the respective phase of the project as contemplated in Section 3.03 hereof.

(d) The City shall be obligated to make the payments to the Developer required pursuant to this Section 5.02 *only from and to the extent of the Available Tax Increment actually received from the TIF District for any tax year, and such payments shall never be considered to be a general obligation or indebtedness of the City.*

(e) Calculated on an annual basis, the City will retain ten percent (10%) of the Tax Increment generated from the Project for administrative costs (the "Retained Tax Increment") and apply the Retained Tax Increment first to pay any administrative expenses relating to the Property to the extent permitted by the TIF Act and to the extent that such expenses have not been paid or reimbursed to the City by the Developer. Any of the Retained Tax Increment remaining after the payment of any administrative expenses then due and owing together with all Available Tax Increment shall first be paid to the Developer for reimbursement of the Qualified Costs plus interest on the Payment Dates, and any increment remaining thereafter shall be retained by the City.

(f) Upon thirty (30) days' written notice to the Developer, the City may prepay all or a portion of the outstanding principal balance due to the Developer pursuant to this

Section 5.02 without penalty, on any date at a prepayment price equal to the outstanding principal balance to be prepaid plus accrued interest to the prepayment date.

(g) The City shall not be obligated to make any payments hereunder subsequent to the termination of this Agreement as provided in Section 8.06 hereof, and any amounts remaining unpaid as of such date (other than by reason of failure of the City to comply with the terms of this Agreement) shall be considered forgiven by the Developer and shall cease to be owing.

(h) The Developer may assign its rights under this Agreement (including the payments to be made to the Developer hereunder), with the written consent of the City, to (i) another developer to complete the Project; (ii) secure financing incurred by the Developer to pay costs of the Project, including but not limited to any Mortgagee, or, (iii) after Certificate of Completion has been issued by the City, to third parties. Notwithstanding the foregoing, the Developer may, at any time upon written notice to the City, assign its rights to (i) to any entity controlling, controlled by or under common control with the Developer; (ii) to any entity in which the majority equity interest is owned by the parties that have a majority equity interest in the Developer; (iii) in the event of a merger or acquisition involving the Developer, the surviving entity; or (iv) that after giving effect to such transfer or assignment does not result in a change in control of the Developer.

5.03. Conditions Precedent to Provision of Public Assistance.

Upon payment by the Developer of Qualified Costs for the Project, the Developer will deliver to the City an instrument executed by the Developer (i) specifying the amount and nature of the Qualified Costs of the Project to be reimbursed and (ii) certifying that such costs have been paid to third parties unrelated to the Developer, or if any costs have been paid to third parties related to the Developer, that such costs do not exceed the reasonable and customary costs of services, labor or materials of comparable quality, dependability, availability and other pertinent criteria and that such costs have not previously been contained in an instrument furnished to the City pursuant to this Section 5.03. Together with such instrument, the Developer shall deliver to the City evidence reasonably satisfactory to the City of the payment by the Developer of such costs to be reimbursed.

Thereafter, the City will provide to the Developer reimbursement for such Qualified Costs, constituting a portion of the Public Assistance described in this Article 5, paid up to the maximum amount then due and payable, in accordance with Section 5.02. The City is only obligated to make such reimbursement payments to the Developer with Available Tax Increment actually received from the TIF District for any tax year, and such payments shall never be considered to be a general obligation or indebtedness of the City.

5.04. Satisfaction of Conditions Precedent. Notwithstanding anything to the contrary contained herein, the City's obligation to reimburse the Developer for Qualified Costs shall be subject to satisfaction, or waiver in writing by the City, of all of the following conditions precedent:

- (a) the conditions precedent in this Section 5.04 hereof have been satisfied;

(b) the Developer shall have cured any material title defects with respect to the Property;

(c) the Developer shall not be in default under the terms of this Agreement beyond any applicable cure period;

(d) the Developer shall have executed and recorded on the title to the applicable portion of the Property, the Covenants and Restrictions, required by Section 2.05 hereof, as set forth in Exhibit B;

(e) the Developer shall have closed on or received commitments in financing or, if requested, shall provide evidence of equity sufficient to pay all costs to be incurred in connection with the Project; and

(f) the Developer shall have provided the City with evidence of payment of asbestos abatement and any other environmental clean-up costs as part of the Qualified Costs as described by Section 8.05 hereof.

In the event that all of the above conditions required to be satisfied as provided in this Section 5.04 have not been satisfied by December 31, 2025, either the City or the Developer may terminate this Agreement if such conditions are not satisfied within thirty (30) days following notice to the non-terminating party by the terminating party. Upon such termination, the provisions of this Agreement relating to the Project shall terminate and, except as provided in Article 8, neither the Developer nor the City shall have any further liability or obligation to the other hereunder.

5.05. Notice of Default. Whenever the City shall deliver any notice or demand to the Developer with respect to any breach or default by the Developer in its obligations or covenants under this Agreement, the City shall at the same time forward a copy of such notice or demand to each investor, lender, or holder of any permitted mortgage, lien or other similar encumbrance at the last address of such holder shown in the records of the City. Each such investor, lender, or holder shall have the right, at its option, to cure or remedy such breach or default and to add the cost thereof to the mortgage debt and the lien of its mortgage; provided that if the breach or default is with respect to the Project, nothing contained in this Agreement shall be deemed to permit or authorize such holder, either before or after foreclosure or action in lieu thereof, to undertake or continue completion of the Project without first having expressly assumed the obligation to the City, by written agreement satisfactory to the City, to complete the Project in accordance with the plans and specifications therefor and this Agreement. Any such holder who shall properly complete the Project shall be entitled, upon written request made to the City, to a certification by the City to such effect in the manner provided in Section 3.03.

5.06. Legal and Administrative Expenses. The Developer shall pay all reasonable Legal and Administrative Expenses that are incurred in connection with the negotiating, approval and documentation of this Agreement, including the \$10,000 administrative fee to be paid to the City for the economic development assistance. Thereafter, Administrative Expenses shall be reimbursed in accordance with 5.02(e) of this Agreement or any amendment to this Agreement requested by the Developer.

ARTICLE 6
Prohibitions Against Assignment and Transfer

6.01. Transfer of Property and Assignment. The City acknowledges that the Developer has or will enter into an agreement for the sale of a portion of the Property to a third-party who will develop such Property following completion of the Project, and that the consummation of this Agreement is a condition precedent to the closing of that sale. The City consents to and, approves to such sale in all respects necessary under this Agreement, and the parties hereto agree this sale does not affect the rights or obligations of the parties under this Agreement or confer any right or benefit, including without limitation with respect to receipt of funds due hereunder, to such third-party with respect to this Agreement.

Other than the sale described in the preceding paragraph and leases made in the ordinary course of business, the Developer has not made and will not make, or suffer to be made, any total or partial sale, assignment, conveyance, lease, or other transfer, with respect to this Agreement, the Project or Property or any part thereof or any interest therein (other than entering into any agreement for the proposed sale, conveyance, lease, or other transfer of the Property which shall not close, if at all, until after the termination of the provisions of this Section 6.01 in accordance with Section 6.02 below, or Mortgage or Mortgages securing financing for the Project or other than any assignment of the payments to be made to the Developer under Section 5.02 hereof that is permitted under such Section), or any contract or agreement to do any of the same prior to the termination of the provisions of this Section 6.01 pursuant to Section 6.02, without the prior written approval of the City, which shall not be unreasonably withheld or delayed. The City shall be entitled to require as conditions to any such approval that: (i) the proposed transferee have the qualifications and financial responsibility, as reasonably determined by the City, necessary and adequate to fulfill the obligations undertaken in this Agreement by the Developer; (ii) the proposed transferee, by recordable instrument satisfactory to the City shall, for itself and its successors and assigns, assume all of the obligations of the Developer under this Agreement. No transfer of, or change with respect to, ownership in the Project or Property or any part thereof (including without limitation the aforementioned sale), or any interest therein, however consummated or occurring and whether voluntary or involuntary, shall operate, legally or practically, to deprive or limit the City of or with respect to any rights or remedies or controls provided in or resulting from this Agreement with respect to the Project or Property and the completion of the Project that the City would have had, had there been no such transfer or change.

Notwithstanding the foregoing, this Section 6.01 shall not apply to any transfer or assignment: (i) to any entity controlling, controlled by or under common control with the Developer; (ii) to any entity in which the majority equity interest is owned by the parties that have a majority equity interest in the Developer; (iii) in the event of a merger or acquisition involving the Developer, the surviving entity; or (iv) that after giving effect to such transfer or assignment does not result in a change in control of the Developer.

Provided that no Event of Default exists hereunder, any transfer or assignment of Developer's rights and obligations under this Agreement shall release the Developer from its obligations hereunder upon execution and delivery to the City by the transferee or assignee of an instrument in form and substance satisfactory to the City by which the transferee or assignee assumes the obligations of the Developer hereunder. For the avoidance of doubt, the parties agree

no transfer of any portion of the Property by Developer, including without limitation the sale by Developer as approved in the first paragraph in this Section 6.01, shall be deemed to constitute a transfer of any rights held by Developer under this Agreement unless Developer expressly assigns its rights under this Agreement in accordance with this Article 6 and Section 5.02 above.

Except as explicitly set forth in this Agreement, in the absence of specific written agreement by the City to the contrary, no approval of any assignment or transfer by the City thereof with respect to any transfer or assignment shall be deemed to relieve the Developer, or any other party bound in any way by this Agreement or otherwise with respect to the completion of the Project, from any of their obligations with respect thereto.

6.02. Termination of Limitations on Transfer. The provisions of Section 6.01 shall terminate at such time as the Certificate of Completion has been issued by the City under Section 3.03 of this Agreement with respect to the Project; provided, however, that any assignment of the payments to be made to the Developer under Section 5.02 may only be assigned as permitted under Section 5.02 hereof.

ARTICLE 7 Event of Default; Fees

7.01. Events of Default. Subject to Unavoidable Delay, the following shall be “Events of Default” under this Agreement and the term “Event of Default” shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events which occurs and continues for more than thirty (30) days after written notice by the defaulting party of such default (and the term “default” shall mean any event which would with the passage of time or giving of notice, or both, be an “Event of Default” hereunder):

- (a) Failure of the Developer to complete the Project as required hereunder.
- (b) Failure of the Developer to furnish the Project Plans if requested, as required hereunder.
- (c) Failure of the Developer to pay to the City any amounts required to be paid by the Developer hereunder.
- (d) Failure of the Developer or the City to observe and perform any other material covenant, condition, obligation or agreement on its part to be observed or performed hereunder.
- (e) Failure of the Developer to pay any taxes on any portion of the Property then owned by Developer prior to the same becoming delinquent.
- (f) Filing of any voluntary petition in bankruptcy or similar proceedings by the Developer; general assignment for the benefit of creditors made by the Developer or admission in writing by the Developer of inability to pay its debts generally as they become due; or filing of any involuntary petition in bankruptcy or similar proceedings against the Developer which are not dismissed or stayed within sixty (60) days.

7.02. Remedies on Default. In the event the City desires to exercise any of its rights or remedies as provided herein or otherwise available to the City at law or in equity, the City shall first provide written notice to Developer setting forth with specific particularity the Event of Default and the action required to cure or remedy the same (the “Default Notice”). Developer or any transferee or assignee under Section 6.01 hereof, shall have thirty (30) days from receipt of a Default Notice to cure or remedy the Event of Default specified in the Default Notice, or such longer period as may be reasonably required to complete the cure as soon as reasonably possible under the circumstances. If, following Developer’s receipt of a Default Notice, Developer does not cure or remedy the Event of Default therein specified within the time provided above, the City may take any one or more of the following actions at any time prior to Developer’s curing or remedying the Event of Default:

(a) Suspend its performance under this Agreement until it receives assurances from Developer, deemed reasonably adequate by the City, that Developer will cure its default and continue its performance under this Agreement.

(b) In the case of a material default that is not substantially cured within a reasonable period of time, terminate all rights of Developer under this Agreement.

(c) Withhold the Certificate of Completion.

(d) Take whatever action at law or in equity may appear necessary or desirable to the City to enforce performance and observance of any obligation, agreement, or covenant of Developer under this Agreement.

In the event the City should fail to observe or perform any covenant, agreement or obligation of the City on their part to be observed and performed under this Agreement, Developer may take any one or more of the following actions:

(a) Suspend its performance under this Agreement until it receives assurances from the City deemed adequate by Developer, that the City will cure its default and continue its performance under this Agreement.

(b) In the case of a material default that is not substantially cured within a reasonable period of time, terminate all rights of the City under this Agreement.

(c) Take whatever action at law or in equity may appear necessary or desirable to Developer to enforce performance and observance of any obligation, agreement, or covenant of the City under this Agreement.

7.03. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City, or to the Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City, or

Developer to exercise any remedy reserved to them, it shall not be necessary to give notice, other than such notice as may be required under this Agreement.

7.04. Waivers. All waivers by any party to this Agreement shall be in writing. If any provision of this Agreement is breached by any party and thereafter waived by another party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

7.05. Agreement to Pay Attorneys' Fees. To the extent allowed by and in accordance with applicable law, whenever any Event of Default occurs and the non-defaulting party shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement or performance or observance of any obligation or agreement on the part of the defaulting party herein contained, the defaulting party agrees that it shall, on demand therefor, pay to the non-defaulting party the reasonable fees of such attorneys and such other expenses so incurred by the non-defaulting party.

ARTICLE 8 General Provisions

8.01. Conflicts of Interest; City Representatives Not Individually Liable. No member, official, employee, or consultant or employee of a consultant of the City shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official, consultant or the consultant's employees or employee participate in any decision relating to this Agreement which affects his or her personal interests or the interests of any corporation, partnership, or association in which he or she is directly or indirectly interested. No member, official, consultant or consultant's employee, or employee of the City shall be personally liable to Developer, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to Developer or successors or on any obligations under the terms of this Agreement. No member, official, consultant or consultant's employee, or employee of the Developer shall be personally liable to the City, or any successor in interest, in the event of any default or breach by the Developer or for any amount which may become due to the City on any obligations under the terms of this Agreement.

8.02. Equal Employment Opportunity. Developer, for itself and its successors and assigns, agrees that during completion of the Project it will comply with any applicable affirmative action and nondiscrimination laws or regulations.

8.03. Restrictions on Use. Developer agrees for itself, and its successors and assigns, and every successor in interest to the Property, or any part thereof, that Developer, and such successors and assigns, shall devote the Property to, and only to and in accordance with, the uses specified in the Development Plan, this Agreement and other agreements entered into between the Developer and the City, and shall not discriminate upon the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and familial status in the sale, lease, or rental or in the use or occupancy of the Property or any improvements erected or to be erected thereon, or any part thereof.

8.04. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

8.05. Business Subsidies Act. The assistance being provided by the City to the Developer under this Agreement is not a business subsidy under the Business Subsidies Act, as the Public Assistance being provided is for assistance for pollution control or abatement, and a subsidy agreement, as described in Minnesota Statutes, Section 116J.994, Subd. 3 and Subd. 4, is not being entered by the City and Developer. The Developer shall provide to the City evidence of payment of asbestos abatement and any other environmental clean-up costs as part of the Qualified Costs.

8.06. Term of Agreement. This Agreement shall terminate upon the earlier to occur of (i) the date the TIF Note is paid in full, (ii) the date on which the Tax Increment District expires or is otherwise properly terminated, or (iii) the date this Agreement is properly terminated or rescinded in accordance with its terms; it being expressly agreed and understood that the provisions of this Agreement are intended to survive the expiration and satisfaction of any security instruments placed of record contemporaneously with this Agreement, if such expiration and satisfaction occurs prior to the expiration of the term of this Agreement, as stated in this Section 8.06.

8.07. Provisions Surviving Termination. Sections 4.01 and 7.05 hereof shall survive any termination, rescission, or expiration of this Agreement with respect to or arising out of any event, occurrence, or circumstance existing prior to the date thereof.

ARTICLE 9 Administrative Provisions

9.01. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under this Agreement by any party to another party shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally as follows:

(a) in the case of Developer, addressed to or delivered personally to:

Sanford Health Network North
P.O. Box 2010
801 Broadway N
Fargo, ND 58122-1000
Attention: Executive Director, Legal

(b) in the case of the City, addressed or delivered personally to:

City of Thief River Falls
405 3rd Street East
Thief River Falls, MN 56701
Attention: City Administrator

The City and the Developer, by notice given hereunder, may designate different addresses to which subsequent notices, certificates or other communications should be sent.

9.02. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

9.03. Binding Effect. This Agreement shall inure to the benefit of and shall be binding upon the City and the Developer and their respective successors and assigns.

9.04. Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

9.05. Amendments, Changes and Modifications. This Agreement may be amended or any of its terms modified only by written amendment authorized and executed by the City and the Developer. The Mayor and City Administrator are authorized to execute and deliver amendments and any documents related to this Agreement on behalf of the City.

9.06. Further Assurances and Corrective Instruments. The City and the Developer agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for correcting any inadequate or incorrect description of the Property or the Project or for carrying out the expressed intention of this Agreement.

9.07. Captions. The captions or headings in this Agreement are for convenience only and in no way define, limit or describe the scope of intent of any provisions or Sections of this Agreement.

9.08. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota without giving effect to the conflicts-of-laws principles thereof.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first above written.

CITY OF THIEF RIVER FALLS, MINNESOTA

By _____
Mayor

And _____
City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF PENNINGTON)

The foregoing instrument was acknowledged before me on this ____ day of _____, 2025, by _____, the Mayor, and _____, the City Administrator, of the City of Thief River Falls, a Minnesota municipal corporation, on behalf of the corporation.

IN WITNESS WHEREOF, I have set my hand and my official seal this ____ day of _____, 2025.

Notary Public

SANFORD HEALTH NETWORK NORTH, a
North Dakota nonprofit corporation

By: _____

Its: _____

STATE OF _____)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me on this ____ day of _____, 2025, by _____, the _____ of Sanford Health Network North, a North Dakota nonprofit corporation, on behalf of the company.

IN WITNESS WHEREOF, I have set my hand and my official seal this ____ day of _____, 2025.

Notary Public

EXHIBIT A

PROPERTY

The real property and interests in such property located in the County of Pennington, State of Minnesota and described as follows:

Parcel D (PID: 25.00341010):

Lot One (1) of Owner's Re-arrangement of Block Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota, according to the Official Plat thereof, EXCEPT the following described tract: Beginning at the southwest corner of said Lot 1 which is marked by an iron monument thence running South 60° 40' East upon the south line of said Lot 1, a distance of 54.0 feet to an iron monument, then running North 1° 31' East a distance of 107.8 feet to a point; thence South 31° 45' West upon the west line of said Lot 1, a distance of 95.8 feet to the point of beginning.

AND

That certain tract of land lying in and being a part of Lots Two (2) and Four (4) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota, according to the Official Plat thereof on record, and further described as follows:

Beginning at the Northeast corner of said Lot Two (2), which is an iron monument, thence running North 88° 42' W. a distance of 54 feet to an iron monument; thence running S. 1° 31' W, a distance of 92.9 feet to a point, thence running N. 31° 45' E. a distance of 107.6 feet to the point of beginning. The North line of this tract lying upon the south line of First Street and the easterly line lying upon the line separating Lot One (1) from Lots Two (2), Four (4), and Five (5).

Parcel E (PID: 25.00341110):

All of Lots Three (3), Five (5), Six (6), Seven (7), Eight (8), of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota.

AND

All of Lots Two (2) and Four (4) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and adjacent lands of the Original Townsite of Thief River Falls, Minnesota, EXCEPTING therefrom all that part of Lots Two (2) and Four (4) heretofore conveyed to the Robertson Lumber Company in that certain deed dated May 29, 1948, and recorded in Book 80 of Deeds, page 406, which said excepted portion is described as follows: Beginning at the Northeast corner of said Lot Two (2) at which there is an iron monument; thence running North 88 degrees, 42 minutes West a distance of 54 feet to an iron monument; thence running South 1 degree, 31 minutes West a distance of 92.9 feet to a point on the Easterly line of Lot Four (4); thence running North 31 degrees, 45 minutes East along and upon the Easterly line of Lots Four (4) and Two (2) a distance of 107.6 feet to the point of beginning.

AND

A triangular tract of land lying in the Southwest corner of Lot One (1) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota, described as follows: Beginning at the Southwest Corner of Lot 1 which is marked by an iron monument; thence running South 60 degrees, 40 minutes East upon the Southerly line of said Lot One (1) a distance of 54 feet to an iron monument; thence running North 1 degree, 31 minutes East a distance of 107.8 feet to a point on the Westerly line of said Lot One (1); thence South 31 degrees, 45 minutes West along and upon the Westerly line of said Lot One (1) a distance of 95.8 feet to the point of beginning.

Parcel F (PID 25.00341210):

Lot (9), of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota together with all of vacated Bay Street beginning at the East line of LaBree Avenue and running thence East to the intersection of said Bay Street with the meander line of the Red Lake River, which said vacated Bay Street lies between Lots Eight (8) and Nine (9) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota.

AND all of Lots One (1), Two (2), Three (3), and Four (4) of Block One (1), in Porter's Addition to Thief River Falls.

EXHIBIT B

COVENANTS AND RESTRICTIONS

During the term of that certain Tax Increment Financing Redevelopment Agreement between the City of Thief River Falls (the “City”), and Sanford Health Network North (the “Developer”), dated [_____] [____], 2025, and recorded in the Office of the Pennington County Registrar as Document No. [_____] on [____], 20[____] (the “Redevelopment Agreement”), the property legally described in Exhibit A attached hereto and made a part hereof (the “Development Property”), shall be subject to the following covenants and restrictions:

1. The Development Property shall not be exempt from real estate taxes notwithstanding the ownership or use of the land.

2. The Development Property shall not be sold, transferred, conveyed or leased to any of the following parties:

- (a) An institution of purely public charity;
- (b) A church or ancillary tax-exempt housing;
- (c) A public hospital;
- (d) A public school district;
- (e) An organization exempt from federal income taxes pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, if as a result of such sale, transfer, conveyance or lease the Property would become exempt from real estate taxes; or
- (f) A Minnesota cooperative association organized under Minnesota Statutes, Section 308.05 and 308.18 for the purpose of complying with the provisions of Minnesota Statutes, Section 273.133, subdivision 3, or any other party that would cause the Property to be valued and assessed for real estate tax purposes at a lower percentage of its market value than the Property is then being valued and assessed for real estate tax purposes or would result in the Property becoming exempt from real estate taxes.

3. The Development Property shall not be used for any of the following purposes:

- (a) The operation of a public charity;
- (b) A church or house of worship;
- (c) The operation of a hospital, specialty hospital, surgery center, diagnostic imaging center, clinic, or other business which provides health services of

any kind including, without limitation, any "walkup", "rapid care", or "urgent care" clinic which provides health care services, or any business that provides services such as dialysis, physical therapy, chiropractic care, occupational therapy, occupational health, oral surgery, audiology, psychiatry, dietetics, optometry, ophthalmology, laser surgery, plastic surgery, maxillofacial surgery services, or any business engaging in the sale of health care accessories, the sale or operation of health care plans, weight loss management, athletic training, sports and/or athletic enhancement, sports science, or strength and conditioning services.

- (d) The operation of a public schoolhouse, academy, college, university or seminary of learning;
- (e) The operation of a gambling establishment or betting parlor, including a business primarily dedicated to hosting a bingo parlor;
- (f) The operation of an adult type bookstore or other establishment selling, renting, displaying or exhibiting pornographic or obscene materials (including without limitation: magazines, books, movies, videos, photographs or so called "sexual toys") or providing adult type entertainment or activities (including, without limitation, any displays or activities of a variety involving, exhibiting or depicting sexual themes, nudity or lewd acts); provided, however, the incidental sale of such materials by a national bookstore such as "Barnes and Noble" as the same operate as of the date hereof in a majority of their stores shall be permitted;
- (g) The operation of a mobile home park, trailer court, or labor camp or mobile home sales lot (except that this shall not prohibit the temporary use of construction trailers during any periods of construction, reconstruction or maintenance);
- (h) The operation of a flea market, pawn shop, thrift store, consignment shop or "re-sell" shop;
- (i) The operation of a distilling, refining, smelting, industrial, agricultural, drilling or mining operation;
- (j) The operation of a junk yard, stock yard or animal raising operation;
- (k) The operation of a dump or disposal, or any operation for the incineration or reduction of garbage or refuse;
- (l) The operation of any establishment which stocks, displays, sells, rents, or offers for sale or rent any merchandise or material commonly used or intended for the use with or in consumption of any narcotic, dangerous drug, or other controlled substance, including, without limitation, any hashish pipe, waterpipe, bong, pipe screens, rolling papers, rolling devices, coke spoons or roach clips;

- (m) The operation of a landfill, garbage dump or other such facility for the dumping, disposing, incineration or reduction of garbage;
- (n) The operation of an assembling, manufacturing, industrial, distilling, refining or smelting facility.
- (o) Any other use which would cause the Property to be valued and assessed for real estate tax purposes at a lower percentage of its market value than the Property is then being valued and assessed for real estate tax purposes or would result in the Property becoming exempt from real estate taxes.

4. The Development Property shall be devoted to uses consistent with an “redevelopment district” under Minnesota Statutes, Sections 469.174 through 469.1794.

5. The Development Property owner shall:

- (a) not discriminate upon the basis of race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and familial status in the sale, lease, or rental or in the use or occupancy of the Development Property, the Project or any part thereof;
- (b) develop the Development Property in an orderly manner consistent with the City’s zoning ordinances and comprehensive plan.
- (c) Not violate or seek to violate any term, covenant or condition of the Redevelopment Agreement, including without limitation the provisions of Sections 5.06 and 5.07 of the Redevelopment Agreement.

6. The covenants and restrictions herein contained shall run with the title to the Property and shall be binding upon all present and future owners and occupants of the Property; provided, however, that the covenants and restrictions herein contained shall inure only to the benefit of the City and may be released or waived in whole or in part at any time, and from time to time, by the City with the written consent from the Developer, and variances, such as those described in paragraph 7 below, may be granted to the covenants and restrictions herein contained by the City with the written consent of the Developer. These covenants and restrictions shall be enforceable by the City or Developer, and both parties shall have the right to sue for and obtain an injunction, prohibitive or mandatory, to prevent the breach of the covenants and restrictions herein contained, or to enforce the performance or observance thereof.

7. The restriction in Section 3(c) herein shall not apply to that portion of the building, known as of the date hereof as the “Sanford Thief River Falls Behavioral Health Center,” that encroaches slightly on Parcel E to the Development Property (as depicted in Exhibit B hereto), so long as said building is (i) owned and operated by Sanford, a North Dakota non-profit corporation, or any of its subsidiaries, affiliates, successors, or assigns; and (ii) used as a facility described in Section 3(c) herein.

8. The covenants and restrictions herein contained shall remain in effect until the City terminates the TIF District in accordance with the terms of the Redevelopment Agreement.

EXHIBIT A

TO COVENANTS AND RESTRICTIONS

The real property and interests in such property located in the County of Pennington, State of Minnesota and described as follows:

Parcel D (PID: 25.00341010):

Lot One (1) of Owner's Re-arrangement of Block Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota, according to the Official Plat thereof, EXCEPT the following described tract: Beginning at the southwest corner of said Lot 1 which is marked by an iron monument thence running South 60° 40' East upon the south line of said Lot 1, a distance of 54.0 feet to an iron monument, then running North 1° 31' East a distance of 107.8 feet to a point; thence South 31° 45' West upon the west line of said Lot 1, a distance of 95.8 feet to the point of beginning.

AND

That certain tract of land lying in and being a part of Lots Two (2) and Four (4) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota, according to the Official Plat thereof on record, and further described as follows:

Beginning at the Northeast corner of said Lot Two (2), which is an iron monument, thence running North 88° 42' W. a distance of 54 feet to an iron monument; thence running S. 1° 31' W, a distance of 92.9 feet to a point, thence running N. 31° 45' E. a distance of 107.6 feet to the point of beginning. The North line of this tract lying upon the south line of First Street and the easterly line lying upon the line separating Lot One (1) from Lots Two (2), Four (4), and Five (5).

Parcel E (PID: 25.00341110):

All of Lots Three (3), Five (5), Six (6), Seven (7), Eight (8), of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota.

AND

All of Lots Two (2) and Four (4) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and adjacent lands of the Original Townsite of Thief River Falls, Minnesota, EXCEPTING therefrom all that part of Lots Two (2) and Four (4) heretofore conveyed to the Robertson Lumber Company in that certain deed dated May 29, 1948, and recorded in Book 80 of Deeds, page 406, which said excepted portion is described as follows: Beginning at the Northeast corner of said Lot Two (2) at which there is an iron monument; thence running North 88 degrees, 42 minutes West a distance of 54 feet to an iron monument; thence running South 1 degree; 31 minutes West a distance of 92.9 feet to a point on the Easterly line of Lot Four (4); thence running North 31 degrees, 45 minutes East along and upon the Easterly line of Lots Four (4) and Two (2) a distance of 107.6 feet to the point of beginning.

AND

A triangular tract of land lying in the Southwest corner of Lot One (1) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota, described as follows: Beginning at the Southwest Corner of Lot 1 which is marked by an iron monument; thence running South 60 degrees, 40 minutes East upon the Southerly line of said Lot One (1) a distance of 54 feet to an iron monument; thence running North 1 degree, 31 minutes East a distance of 107.8 feet to a point on the Westerly line of said Lot One (1); thence South 31 degrees, 45 minutes West along and upon the Westerly line of said Lot One (1) a distance of 95.8 feet to the point of beginning.

Parcel F (PID 25.00341210):

Lot (9), of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota together with all of vacated Bay Street beginning at the East line of LaBree Avenue and running thence East to the intersection of said Bay Street with the meander line of the Red Lake River, which said vacated Bay Street lies between Lots Eight (8) and Nine (9) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota.

AND all of Lots One (1), Two (2), Three (3), and Four (4) of Block One (1), in Porter's Addition to Thief River Falls.

Exhibit B
to Covenants and Restrictions

Depiction of Sanford Building Encroachment on Parcel E (PID: 25.00341110)



EXHIBIT C

PROJECT DESCRIPTION; QUALIFIED COSTS

Project Description

The Project involves the demolition of the existing building on the Property, remediation of the site, delivery of a clean site, construction of a cap wall (including façade and stair tower), and any other activities necessary for the Developer to revitalize and repurpose the Property, excluding new construction.

Qualified Costs

The estimated Qualified Costs of the TIF District are listed below that are eligible for reimbursement from tax increments of the TIF District. The categories below identify the categories of expenses that the parties agree may be reimbursed through tax increment financing. The amounts assigned to each category are estimates only and not independent limitations of Developer's Qualified Costs.

Demolition	\$1,275,775
Abatement & Remediation	1,050,000
Misc Surveying Allowance	15,000
New Façade & Stair Tower Construction	878,800
MN Department of Health Review Allowance	5,000
Design Fees	83,000
Contingency	50,000
Total	\$3,357,575*

* Developer's Qualified Cost. The total principal amount of any and all TIF Notes issued to reimburse the Developer for Qualified Costs of the Project will not exceed \$3,000,000.00.

EXHIBIT D

CERTIFICATE OF COMPLETION

WHEREAS, Sanford Health Network North, a North Dakota nonprofit corporation (“the Developer”), is the owner and the Developer of the property in the County of Pennington and State of Minnesota described on Exhibit A hereto and made a part hereof (the “Property”); and

WHEREAS, the Property is subject to the provisions of a certain Tax Increment Financing Redevelopment Agreement (the “Agreement”), dated as of February 1, 2025, between the Developer and the City of Thief River Falls, Minnesota; and

WHEREAS, the Developer has fully and duly performed all of the covenants and conditions of Developer under the Agreement with respect to the completion of the respective Project (as defined in the Agreement);

NOW, THEREFORE, it is hereby certified that all requirements of the Developer under the Agreement with respect to the completion of the Project have been completed and duly and fully performed, and this instrument is to be conclusive evidence of the satisfactory termination of the covenants and conditions of the Agreement as they relate to the completion of the Project. All other covenants and conditions of the Agreement shall remain in effect and are not terminated hereby.

(the remainder of this page is intentionally left blank.)

Dated this ____ day of _____, 20__.

CITY OF THIEF RIVER FALLS, MINNESOTA

By _____
Mayor

And _____
City Administrator

STATE OF MINNESOTA)
) SS
COUNTY OF PENNINGTON)

The foregoing instrument was acknowledged before me, this ____ day of _____, _____, by
_____ the _____ of the City of Thief River Falls, Minnesota, a
public body corporate and politic, on behalf of the City.

Notary Public
State of Minnesota
My Commission Expires: _____

EXHIBIT A
TO CERTIFICATE OF COMPLETION

The real property and interests in such property located in the County of Pennington, State of Minnesota and described as follows:

Parcel D (PID: 25.00341010):

Lot One (1) of Owner's Re-arrangement of Block Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota, according to the Official Plat thereof, EXCEPT the following described tract: Beginning at the southwest corner of said Lot 1 which is marked by an iron monument thence running South 60° 40' East upon the south line of said Lot 1, a distance of 54.0 feet to an iron monument, then running North 1° 31' East a distance of 107.8 feet to a point; thence South 31° 45' West upon the west line of said Lot 1, a distance of 95.8 feet to the point of beginning.

AND

That certain tract of land lying in and being a part of Lots Two (2) and Four (4) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota, according to the Official Plat thereof on record, and further described as follows:

Beginning at the Northeast corner of said Lot Two (2), which is an iron monument, thence running North 88° 42' W. a distance of 54 feet to an iron monument; thence running S. 1° 31' W, a distance of 92.9 feet to a point, thence running N. 31° 45' E. a distance of 107.6 feet to the point of beginning. The North line of this tract lying upon the south line of First Street and the easterly line lying upon the line separating Lot One (1) from Lots Two (2), Four (4), and Five (5).

Parcel E (PID: 25.00341110):

All of Lots Three (3), Five (5), Six (6), Seven (7), Eight (8), of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota.

AND

All of Lots Two (2) and Four (4) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and adjacent lands of the Original Townsite of Thief River Falls, Minnesota, EXCEPTING therefrom all that part of Lots Two (2) and Four (4) heretofore conveyed to the Robertson Lumber Company in that certain deed dated May 29, 1948, and recorded in Book 80 of Deeds, page 406, which said excepted portion is described as follows: Beginning at the Northeast corner of said Lot Two (2) at which there is an iron monument; thence running North 88 degrees, 42 minutes West a distance of 54 feet to an iron monument; thence running South 1 degree; 31 minutes West a distance of 92.9 feet to a point on the Easterly line of Lot Four (4); thence running North 31 degrees, 45 minutes East along and upon the Easterly line of Lots Four (4) and Two (2) a distance of 107.6 feet to the point of beginning.

AND

A triangular tract of land lying in the Southwest corner of Lot One (1) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota, described as follows: Beginning at the Southwest Corner of Lot 1 which is marked by an iron monument; thence running South 60 degrees, 40 minutes East upon the Southerly line of said Lot One (1) a distance of 54 feet to an iron monument; thence running North 1 degree, 31 minutes East a distance of 107.8 feet to a point on the Westerly line of said Lot One (1); thence South 31 degrees, 45 minutes West along and upon the Westerly line of said Lot One (1) a distance of 95.8 feet to the point of beginning.

Parcel F (PID 25.00341210):

Lot (9), of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota together with all of vacated Bay Street beginning at the East line of LaBree Avenue and running thence East to the intersection of said Bay Street with the meander line of the Red Lake River, which said vacated Bay Street lies between Lots Eight (8) and Nine (9) of Owner's Re-arrangement of Blocks Sixty-one (61) and Sixty-two (62) and Adjacent Lands of the Original Townsite of Thief River Falls, Minnesota.

AND all of Lots One (1), Two (2), Three (3), and Four (4) of Block One (1), in Porter's Addition to Thief River Falls.

EXHIBIT E
FORM OF LIMITED TAX INCREMENT REVENUE NOTE

No. R-_____

\$[_____]

**UNITED STATES OF AMERICA
STATE OF MINNESOTA
CITY OF THIEF RIVER FALLS**

**LIMITED REVENUE TAXABLE TAX INCREMENT NOTE NO. [__]
(SANFORD REDEVELOPMENT PROJECT)**

PRINCIPAL AMOUNT: \$

INTEREST RATE: 4.00%

The City of Thief River Falls, Minnesota (the “City”) for value received, promises to pay, but solely from the source, to the extent and in the manner hereinafter provided, to Sanford Health Network North, or its registered assigns (the “Owner”), the principal sum of three million dollars (\$3,000,000.00), in semi-annual installments payable on August 1, 2027, and on each February 1 and August 1 thereafter up to and including February 1, 2052 (each being a “Scheduled Payment Date”), together with interest on the outstanding and unpaid principal balance of this Limited Tax Increment Revenue Note (Sanford Redevelopment Project) (this “Note”) at the rate of four percent (4.00%) per annum. Installment payments shall be applied first to interest and then to a reduction of outstanding principal. Interest on the outstanding balance of this Note shall accrue from the date hereof as simple, non-compounding interest. Each payment on this Note is payable in any coin or currency of the United States of America which on the date of such payment is legal tender for public and private debts and shall be made by check or draft made payable to the Owner and mailed to the Owner at the postal address within the United States designated from time to time by the Owner.

This Note is subject to prepayment on any Scheduled Payment Date at the option of the City, in whole or in part, upon payment to the Owner of the principal amount of the Note to be prepaid, without premium or penalty.

This Note is a special and limited obligation and not a general obligation of the City, which has been issued by the City in aid of financing a project pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including M.S., Sections 469.174 through 469.1794. This Note is issued pursuant to the provisions of that certain Tax Increment Financing Redevelopment Agreement, dated as of February 1, 2025, as the same may be amended from time to time (the “Redevelopment Agreement”), between the City and the Owner.

THIS NOTE IS NOT PAYABLE OUT OF ANY FUNDS OR PROPERTIES OTHER THAN AVAILABLE TAX INCREMENT, AS DEFINED BELOW.

The Note Payment Amounts due hereon shall be payable solely from a portion of the tax increments calculated annually, less the City’s administrative fee of ten percent (10%) from the Property within the City’s Tax Increment Financing District No. 12: Sanford Redevelopment (the “Tax Increment District”) within its Development District No. 1, which are paid to the City and which the City is entitled to retain pursuant to the provisions of M.S., Sections 469.174 through 469.1794, as the same may be amended or supplemented from time to time (the “Available Tax Increment”). THE CITY MAKES NO REPRESENTATION OR COVENANT, EXPRESS OR IMPLIED, THAT THE AVAILABLE TAX INCREMENTS WILL BE SUFFICIENT TO PAY, IN WHOLE OR IN PART, THE AMOUNTS WHICH ARE OR MAY BECOME DUE AND PAYABLE HEREUNDER.

The City shall pay to the Owner on each Scheduled Payment Date all Available Tax Increment on that date to the extent necessary to pay principal and interest then due and any past due installment. To the extent that the City is unable to pay the total principal and interest due on this Note at or prior to the February 1, 2052, maturity date hereof as a result of its having received as of such date insufficient Available Tax Increment, such failure shall not constitute a default under this Note and the City shall have no further obligation hereon.

This Note shall not be payable from or constitute a charge upon any funds of the City, and the City shall not be subject to any liability hereon or be deemed to have obligated itself to pay hereon from any funds except the Available Tax Increment, and then only to the extent and in the manner herein specified.

The Owner shall never have or be deemed to have the right to compel any exercise of any taxing power of the City or of any other public body, and neither the City nor any council member, officer, employee or agent of the City, nor any person executing or registering this Note shall be personally liable hereon by reason of the issuance or registration hereof or otherwise. The Owner may assign its rights hereunder, with notice thereof provided to City, in accordance with the Redevelopment Agreement.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions, and things required by the Constitution and laws of the State of Minnesota to be done, to have happened, and to be performed precedent to and in the issuance of this Note have been done, have happened, and have been performed in regular and due form, time, and manner as required by law; and that this Note, together with all other indebtedness of the City outstanding on the date hereof and on the date of its actual issuance and delivery, does not cause the indebtedness of the City to exceed any constitutional or statutory limitation thereon.

IN WITNESS WHEREOF, the City of Thief River Falls has caused this Note to be executed by the manual signatures of the Mayor and the City Administrator and has caused this Note to be dated as of _____, 2025.

Mayor

City Administrator



City of Thief River Falls

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

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

Request for Council Action

DATE: 2/18/2025

SUBJECT: Approve an agreement with Remloh & Associates LLC

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

MOTION TO: to authorize the City Administrator to fully execute the contract with Remloh & Associates LLC to authorize Brian Holmer to provide professional lobbying services for the City of Thief River Falls.

BACKGROUND: The City of Thief River Falls has existing initiatives being worked on that need legislative action. One project is working on moving the City of Thief River Falls water in-take for our drinking water and another is acquiring funds for City Hall and the Carnegie Library as historical buildings to have the ability to make the buildings energy efficient. The draft contract is in review with legal counsel.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Compensation for services is \$18,000 annually payable in 12 equal installments of \$1,500 each. The City of Thief River Falls will not be required to pay any other fee or benefit for services rendered.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	DRAFT TRF Gov Affairs Contract 2025
----	-------------------------------------

PROFESSIONAL SERVICES CONTRACT

This Agreement is made between City of Thief River Falls (City of TRF), organized under the laws of the State of Minnesota, with its principal business address at 405 Third Street East, Thief River Falls, MN 56701 and Remloh & Associates LLC ("Government Affairs Consultants"), with its principal office at 1308 Arnold Ave North, Thief River Falls, MN.

WITNESSETH

WHEREAS Government Affairs Consultants render professional government affairs consulting services to lobbying groups, business owners, corporations, political subdivisions, non-profit organizations, and other organizations; and

WHEREAS the City of TRF desires to retain Government Affairs Consultants' professional services and avail itself of Government Affairs Consultants' experience, knowledge, and expertise; and

WHEREAS Government Affairs Consultants desire to furnish services to the City of TRF upon the terms, provisions and conditions herein set forth.

NOW, THEREFORE, the parties agree as follows:

1. **Term of Agreement.** This Agreement shall commence on _____, 2025 and shall renew automatically on an annual basis unless canceled by either party with a 30-day written notice.
2. **Government Affairs Consultants' Duties.** Government Affairs Primary Consultant **Brian Holmer** shall furnish consulting services and advice to the City of TRF in the following manner:
 - The consultations shall be performed in the place or places, and to the extent practicable, at the time or times and in the manner reasonably requested by the City of TRF.
 - Government Affairs Consultants shall assist the City of TRF by providing the following government affairs services: Responsibilities include, but are not limited to the following:
 - Assist in the development of a legislative strategy to secure support for legislative initiatives that support the City of TRF.
 - Arrange meetings between key legislators or executive branch officials as necessary.
 - Watch for bills or amendments that might be harmful to the City of TRF business functions.
 - Develop and initiate a strategy to defend against bills or amendments harmful to the mission of the City of TRF.

PROFESSIONAL SERVICES CONTRACT

- Assist with and/or train the City of TRF Leadership on how to impact legislative decision-making.
 - Network and coordinate with other lobbyists or other organizations that support the City of TRF initiatives.
 - Meet with the City of TRF staff when requested to discuss progress on initiatives.
 - Provide political intelligence and analysis regarding issues important to the City of TRF.
4. **Compensation.** Government Affairs Consultants shall receive compensation for services rendered hereunder during the term of the agreement as follows: \$18,000 annually payable in 12 equal installments of \$1,500 each. The installments are payable on the first of the month beginning _____, 2025.
- The City of TRF shall not be required to pay any other fee or benefit to Government Affairs Consultants for services rendered.
5. **Independent Contractor Status.** In furnishing services hereunder, Government Affairs Consultants shall be acting as independent contractors in relation to the City of TRF.
6. **Confidential Information.** While this Agreement is in effect and thereafter, the Consultants shall not divulge to anyone, except in the regular course of the City of TRF business, any confidential information regarding the City of TRF records, clients, client lists, or other materials or any other aspect of the City of TRF business, which it considers confidential or secret.
7. **Professional Standards.** Government Affairs Consultants shall perform all duties under this Agreement in accordance with such standards of professional ethics required under the law.
8. **Governing Law.** This Agreement shall be governed in all respects, whether as to the validity, construction, capacity, performance or otherwise, by the laws of the State of Minnesota.
9. **Notices.** All notices or other communication required or permitted under this Agreement shall be served in writing by personal service or certified mail, return receipt required. Notice shall be addressed to each party at the address set forth above.
10. **Amendment.** No amendment, modification, or termination of, or addition to, this Agreement shall be valid unless and until executed in writing by the parties to this Agreement.

PROFESSIONAL SERVICES CONTRACT

IN WITNESS WHEREOF, the parties have executed this Agreement.

Dated the ____ day of _____, 2025.

Remloh & Associates, LLC

By _____

Its _____

City of Thief River Falls, MN

By _____

Its _____

2025 Customer Needs

Plan # of bags	# of customers	# of bags	
50	17	850	
75	729	54675	
100	1445	144500	
150	532	79800	
200	258	51600	
250	78	19500	
300	57	17100	
350	0	0	2025 order numbers
400	2	800	
			4000 25 100000
			2700 100 270000
3118	368825		370,000.00

2025 Tabulation of Quotes
Plastic Refuse Bags
City of Thief River Falls

Company	100 bag rolls	25 bag roll	Total Bid	mil thick	seal type	bag color	letter color	total bags	price/bag	
Revolution Inc	2700	4000	\$37,740.00		1.2 Flat	Black	White	370,000	\$0.102	Winning Bid
Dyna Pak	2700	4000	\$41,775.00		1.2 Flat	Black	White	370,000	\$0.113	
Four Star Plastics	2700	4000			1.2 Flat	Black	White	370,000	No bid	No bid
Waste zero	2700	4000						370,000	No bid	No bid



City of Thief River

#

DIRECTOR OF PUBLIC WORKS

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

PHONE: 218-681-8506
FAX: 218-681-8507
tgiffen@trfmm.gov
www.trfmm.gov

Request for Council Action

DATE: 2/18/2025

SUBJECT: Plastic Refuse Bags

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

MOTION: Approve the purchase of plastic refuse bags from Revolution Materials, Inc. in the amount of \$37,740.00.

BACKGROUND: The city of Thief River Falls purchases plastic refuse bags on an annual basis for distribution to the residents of the city. The city has historically used black garbage bags with "TRF" printed on them to indicate they are a sanitation customer of the city. Revolution Materials is the lowest bid and has supplied the city with sanitation bids since 2012. Bag features remain the same as the previous two years of 1.3 mil thickness with white printed "TRF" lettering, flat seal, and no ties.

FINANCIAL CONSIDERATIONS: See attached bid tabulation.

LEGAL CONSIDERATION: None

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director



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: 2/18/2025

SUBJECT: Public Safety Aid Purchase

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

MOTION TO: Approve spending \$3742.78 From the Public Safety Aid money for the purchase of turnout gear.

BACKGROUND: The Fire Department purchased three sets of turnout gear at a total cost of \$10,242.78. A partial payment of \$6500 was made from the 2024 budget leaving a remaining balance of \$3742.78.

KEY ISSUES: To meet current NFPA standards for turnout gear the fire department cycles turnout gear every ten years. In order to stay current the fire department must purchase approximately three sets of turnout gear per year.

FINANCIAL CONSIDERATIONS: Public Safety Aid

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Rick Beier - Fire Chief

ATTACHMENTS:
None



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: 2/18/2025

SUBJECT: Creation of Assistant Fire Chief job description and grading thru DDA

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

MOTION TO: To approve the creation of an Assistant Fire Chief job description and to have it graded by DDA.

BACKGROUND: Public Safety Committee approved the recommendation on 2/10/2025.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Rick Beier, Fire Chief

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

None



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: 2/18/2025

SUBJECT: Fill Position of Fire Fighter

RECOMMENDATION: It is respectfully requested that the City Council accept Public Safety Committee recommendation:

MOTION TO: Approve and authorize to fill a vacant position of Fire Fighter Teamster 320 fire union position, due to the upcoming retirement of Mark Bieganek. The position will be opened to the public for filling.

BACKGROUND: A position has opened due to the intent to retire submitted by Mark Bieganek, effective May 3, 2025. The department needs to fill the position to run efficiently.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The position of Fire Fighter is a budgeted position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Rick Beier - Fire Chief

ATTACHMENTS:

None



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: 2/18/2025

SUBJECT: MMUA Apprenticeship Lineman Program

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

MOTION TO: Enroll Apprentice Lineman, McLain Stennes, into the Apprenticeship Lineman program with MMUA

BACKGROUND: The MN Department of Labor and Industry(MNDLI) had standards and requirements that an apprentice lineman must meet and complete in order to become a Journey Lineman. There are standards that currently need to be updated with the DOLI and records that need to be submitted to the MNDLI on the progress of the apprentice lineman. MMUA will update the standards and progress of the apprentice lineman in order for him to complete the Apprenticeship program and become a registered Journey Lineman with the MNDLI. MMUA will address any inquiries or audits from the MNDLI.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: \$300 per year.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Brian Jacobson, Electrical Superintendent

ATTACHMENTS:

1.	MMUA_Appendix D-EmployerAcceptance 2024-02-13
2.	MMUA Registered Apprenticeship Standards 2024 01 16
3.	MN DLI apprenticeship enrollment request 2024-10-29

Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

MINNESOTA MUNICIPAL UTILITIES ASSOCIATION (MMUA)

**DEVELOPED IN COOPERATION WITH THE
MINNESOTA DEPARTMENT OF LABOR AND INDUSTRY
DIVISION OF APPRENTICESHIP**

Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Minnesota Municipal Utilities Association (MMUA) and agree(s) to carry out the intent and purpose of said Standards for *Power Lineworkers* and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The undersigned employer further agrees to allow the Minnesota Municipal Utilities Association (MMUA) to access the employer's records to confirm compliance with the terms of the Apprenticeship Standards and requirements of 29 CFR Part 29, subpart A, and Part 30 and Minn. Stat. §178. (Insert Employer's name) have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule, Safety Training Outline, and Related Instruction Outline. The employer further agrees to follow the selection procedures per the approved Standards consistent with the requirements set forth in 29 CFR § 30.10(b) and Minn. Stat. §178. This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.

Click or tap here to enter text.
(Print Name of Employer Representative)

Minnesota Municipal Utilities Association
Mike Willetts

Signed: _____
(On Behalf of Employer)

Signed: _____
(On Behalf of Sponsor)

Date: _____

Date: _____

EMPLOYER INFORMATION

1. Employer Name:		
2. Street Address:		
3. City:	4. State:	5. Zip Code:
6. Apprenticeship Contact Name:		7. Title:
8. Phone #:		9. Email:
10. Employer ID# (EIN) (optional):		11. NAICS Code
12. Total # Employees:		13. Total # of Journeyworkers:
14. Does a union represent workers? YES _____ NO _____		15. Name of representing union:
16. Program ratio if different from state ratio of 1:1;3:1 (attach language from member utility's CBA stating ratio variance):		

APPRENTICE WAGES

Current Journeyworker Rate:		Are benefits provided: Yes ____ No ____	
STEP #	Months/Hours	% of JW Rate	Wage Rate
1			
2			
3			
4			
5			
6			
7			
8			

cc: Minnesota Department of Labor and Industry



Registered Apprenticeship Standards

Minnesota Apprenticeship Standards



Minnesota Municipal Utilities Association (MMUA)

3131 Fernbrook Lane N Suite 200

Plymouth, MN 55447

Occupation: Power Lineworker (LINE MAINTAINER)

O*NET-SOC Code(s): 49-9051.00

RAPIDS Code(s): 0282

Approved by the
Minnesota Department of Labor and Industry
Division of Apprenticeship

Registered By: Erin Larsen

Signature: [Signature]

Title: Director
Office of Apprenticeship

Date: 01/14/2024

Standard Number:

☐ Check here if these are revised standards



TABLE OF CONTENTS

SECTION I - STANDARDS OF APPRENTICESHIP	2
SECTION II - APPENDICES AND ATTACHMENTS.....	6
SECTION III - VETERANS' EDUCATIONAL ASSISTANCE.....	7
SECTION IV - SIGNATURES	8

SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5 Minn. Stat. § 178.036

A. Responsibilities of the sponsor: *Minnesota Municipal Utilities Association (MMUA)* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, Minnesota Statutes, Chapter 178, all adopted Rules and all relevant guidance issued by the Minnesota Department of Labor and Industry, Division of Apprenticeship (Apprenticeship Minnesota). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document "Requirements for Apprenticeship Sponsors Reference Guide."

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide at least fifty (50) hours of safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document "Requirements for Apprenticeship Sponsors," that meets the requirements of 29 CFR § 29.7 and Minn. Stat. § 178.07. Sponsors must use the Apprenticeship Agreement form from Apprenticeship Minnesota for this purpose. The template is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the Apprenticeship Minnesota.
- Submit apprenticeship agreements upon enrollment of apprentices.
- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge, and maintain appropriate progress records. Record maintenance must comply with Minn. R. 5200.0420.
- Notify Apprenticeship Minnesota within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these Standards, Requirements for



Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency.

- Adhere to Federal, State, and Local Law Requirements -- Apprenticeship Minnesota's registration of the apprenticeship program described in these Standards of Apprenticeship does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Apprenticeship Minnesota under 29 CFR § 29.8 and Minn. Stat. § 178.

B. Minimum Qualifications - 29 CFR §29.5(b)(10) Minn. Stat. §178.011

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate :

There is an educational requirement of:

Must have a high school diploma or equivalency.

There is a physical requirement of:

Must be physically able to perform the work of the trade.

Other Qualifications: Must be a current employee of a participating MMUA member utility.

A valid driver's license is required.

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2) ; Minn.Stat. § 178.036

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, APPRENTICESHIP APPROACH.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4); Minn. Stat. §178.036

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices **will not** be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.

E. Credit for Previous Experience - 29 CFR § 29.5(b)(12) ; Minn. R. 5200.0320

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. *Minnesota Municipal Utilities Association (MMUA)* will evaluate the request for credit and make a determination during the apprentice's probationary period.



F. Probationary Period - 29 CFR § 29.5(b)(8) and (20) ; Minn. Stat. § 178.036

Every applicant selected for apprenticeship will serve a probationary period, which may not exceed more than 500 hours of employment and instruction extending over not more than four months. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7) ; Minn. Stat. § 178.036

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5) ; Minn. Stat. § 178.036

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.

I. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1) and Minn. Stat. § 178.035

Minnesota Municipal Utilities Association (MMUA) will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability, familial status or a person 40-years old or older.

Minnesota Municipal Utilities Association (MMUA) will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor's state or locality):

The equal opportunity pledge applies to the following additional protected bases :

Familial and marital status.

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9 and Minn. Stat. § 178.035

Minnesota Municipal Utilities Association (MMUA) acknowledges that it will adopt an affirmative action plan in accordance with 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the U.S. Department of Labor Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10 and Minn. R. 5200.0370

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.



J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14; Minn. Stat. § 178.09; Minn. R. 5200.0380

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

**Minnesota Department of Labor and Industry
Division of Labor Standards and Apprenticeship
443 Lafayette Road N
St. Paul, MN 55155
651-284-5090
Email Address: dli.apprenticeship@state.mn.us**

An apprentice or applicant for apprenticeship may also be able to file complaints directly with the EEOC, or State fair employment practices agency. If those offices have jurisdiction over the sponsor/employer, their contact information is listed below.

**U.S. Department of Labor, Office of Apprenticeship
200 Constitution Ave. NW, Washington, DC, 20210
Telephone Number: (202) 693-2796
Email Address: ApprenticeshipEEOcomplaints@dol.gov**

**Minnesota Department of Human Rights (MDHR)
Grigg's Midway Building
540 Fairview Ave N, Suite 201
St. Paul, MN 55104
Telephone Number: 1-800-657-3704
Email Address: info.mdhr@state.mn.us**

Complaints may be filed with the Minnesota Department of Human Rights within one year of the alleged act of discrimination.

Each complaint filed must be made in writing and include the following information:

1. Complainant's name, address, and telephone number, or other means for contacting the complainant.
2. The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complainant alleges is responsible for the discrimination).
3. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why complainant believes the actions were discriminatory (for example, because of his or her race, color, religion, sex (including pregnancy and gender identity), sexual orientation, national origin, age (40 or older), genetic information, or disability).
4. The complainant's signature or the signature of the complainant's authorized representative.



2. Other General Complaints. The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification:

Name: Mike Willetts

Address: 3131 Fernbrook Lane N Suite 200, Plymouth, MN 55447

Telephone Number: (763) 746-0705

Email Address: mwilletts@mmua.org

Any complaint described above that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K within 60 days of the alleged violation(s).

K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17) and Minn. Stat. § 178.03

The Registration Agency is the Minnesota Department of Labor and Industry's Division of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: Minnesota Department of Labor and Industry

Address: 443 Lafayette Road North, St. Paul, MN 55155

Telephone Number: 651-284-5090

Email Address: dli.apprenticeship@state.mn.us

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7) and Minn. Stat. § 178.03

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- ☒ **Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- ☒ **Appendix B** – *Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- ☐ **Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- ☒ **Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*



SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards, the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.



SECTION IV - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by **Minnesota Municipal Utilities Association (MMUA)**, on this **18th** day of **October, 2023**

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

A handwritten signature in blue ink, appearing to read "Mike Willetts", is written over a horizontal line.

Signature of Sponsor (designee)

1/16/24

mike willetts
Printed Name

Appendix A

WORK PROCESS SCHEDULE, SAFETY TRAINING

AND

RELATED INSTRUCTION OUTLINE

**Appendix A
WORK PROCESS SCHEDULE
Power Lineworker**

O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0282

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☒ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is 4 years with an OJL attainment of 8,000 hours, supplemented by the minimum requirement of at least 144 hours of related instruction per year.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 Journeyworker; 1 Apprentice to 3 Journeyworkers thereafter. Ratios for an individual MMUA member utility may differ. See APPENDIX D for specific MMUA member utility ratio.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate per participating MMUA member utility. See APPENDIX D for member wage schedules.

5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

6. SELECTION PROCEDURES

Please see page A-6 . (Insert after On-The-Job Learning Outline/Related Instruction Outline)

Appendix A
ON-THE-JOB LEARNING OUTLINE
Power Lineworker
O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0282

Detailed Work Activities	Hours
A. Personal Protective Equipment & Job Safety	400
1. Safety procedures	
2. Testing and inspection of PPE (personal protective equipment)	
3. Installing, removing and use of rubber protective equipment	
4. Use and care of live line equipment	
5. Use and care of mechanical jumpers	
6. Grounding lines and equipment	
7. Signs and barricades	
B. Use and Care of Mechanical Equipment	300
1. Rotating derrick trucks	
2. Aerial lift trucks	
3. Cable plows and trenchers	
4. Backhoes	
5. Earth boring and tamping equipment	
6. Care and maintenance of tools	
C. Operations	600
1. Dispatching – operational and procedural manuals	
2. Line protective equipment	
3. System conditioning equipment	
4. System switching – S.O.S. procedures	
5. Pollution control program	
6. Substation equipment and switching procedures	
D. Overhead	3200
1. Construction and maintenance	
a. Setting and removing poles	
b. Installing and removing:	
(i) Primary and secondary supports	
(ii) Secondary and service conductors	
(iii) Primary conductors	
(iv) Guys and anchors	
(v) Transformers	
(vi) Arrestors and grounds	
(vii) Cutouts	
(viii) Line protective equipment	

D. Overhead - continued	
2. Sectionalizing Equipment, Capacitors, and Regulators	100
a. Installing and removing:	
(i) Gang operated switches	
(ii) Reclosers and sectionalizers	
(iii) Capacitors	
(iv) Regulators	
3. Hot line work over 600 volts	150
a. Personal use of:	
(i) Gloves and sleeves	
(ii) Hot sticks	
E. Underground	
	2500
1. Construction and Maintenance	
a. Installing and removing	
(i) Secondary conductors	
(ii) Primary conductors	
(iii) Secondary terminations	
(iv) Primary terminations	
(v) Single-phase and three-phase transformers	
(vi) Cable locating	
b. Primary conductor fault finding	
c. Secondary conductor fault finding	
d. Troubleshooting	
2. Sectionalizing Equipment	300
a. Installing and removing switching centers	
b. Switching and switching procedures	
F. Street and Security Lighting	
	50
1. Installing and removing overhead street lighting	
2. Installing and removing underground street lighting	
3. Installing and removing overhead security lighting	
4. Installing and removing underground security lighting	
5. Maintenance of street lighting	
6. Maintenance of security lighting	
G. Metering	
	50
1. Testing and analyzing voltage and load	
2. Checking and marking rotation	
3. Testing electrical use meters	
4. Installing instrument transformer metering	
H. Tree Trimming	
	300

1. Procedures and methods	
2. Use and care of tree trimming equipment	
I. Public Relations	50
1. Proper courtesy and deportment with the public	
2. Handling customer complaints	
TOTAL HOURS	8,000

**Skill training need not be in the exact order as above. For purposes of statewide program consistency and training, 20% of the hours identified may be substituted with the sponsor specific processes at any time. The remaining 80% of the hours would be taught to the apprentice during the training program.*

Appendix A
SAFETY TRAINING OUTLINE
Power Lineworker
O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0282

Safety Training Schedule

Apprentices will receive safety training through onsite safety trainings offered by MMUA to participating member utilities, required related instruction offered through the Northwest Line College, and through their individual employer. The total amount of safety training will exceed 50 hours over the term of the apprenticeship.

MMUA Onsite Safety Trainings

Onsite safety trainings are provided MMUA staff at member facilities at least 12 times during the year. All trainings are a minimum one hour in length. Below is a list of safety topics provided by MMUA, those in bold are mandated. Member utilities can select additional trainings to supplement their safety program.

1. Accident Investigation	21. Fire Extinguisher Training	41. Reasonable Suspicion for Supervisors
2. Aerial Lift and Scaffolds	22. Forklift Qualified Operator	42. Respiratory Protection
3. Asbestos Hazards in the Workplace	23. Hantavirus Syndrome	43. Employee Right to Know
4. AWAIR	24. Hazard Identification	44. Safety Awareness at Home
5. Back Safety and Lifting	25. Hazardous Materials	45. Safety Culture and Behaviors
6. Behavior Based Safety	26. Hearing Protection	46. Safety Grant Development and Support
7. Bloodborne Pathogens	27. Heat and Cold Stress	47. Seasonal Employee Training
8. CDL Rules and Regulations	28. Job Briefings and Tailgate Meeting	48. Slips, Trips, and Falls
9. Compressed Gases	29. Job Hazard Analysis	49. Spill Prevention, Control, and Countermeasure
10. Confined Space Entry or Rescue	30. Ladder Safety	50. Summer and Vacation Safety
11. Contractor Safety	31. Load Securement Strategies	51. Supervisor Training
12. Dog Bites and Distractions	32. Lockout/Tagout	52. Temporary Work Zone Traffic Control
13. Driving Safety	33. Machine Guarding	53. Tool Safety
14. Drug and Alcohol Awareness	34. Mobile Phone Hazards	54. Tow Ropes and Hazards
15. Electrical Safety	35. New Employee Orientation	55. Walking and Working Surfaces
16. Emergency Action Plan and Preparedness	36. Noise Exposure and Testing	56. Welding and Working Surfaces
17. Ergonomics	37. Office Safety	57. Winter Driving Safety
18. Excavation and Trenching	38. OSHA Inspection Support Services	58. Winter Safety
19. Facility Safety Audit	39. Park and Playground Safety	59. Workplace Violence and Stress
20. Fall Protection	40. Personal Protective Equipment	60. Worksite Safety Audit – Mock OSHA Inspection

Northwest Line College Safety Courses

The following safety courses are included as part of the Northwest Line College curriculum:

Year One Safety Courses		
Module	Topics	Hours
1:2 - Intro to Safety	• PPE • Hazards • Safety Attitude • Accident Review	12 Hours
1:6 - First Aid	• Electric Burns • Heat & Cold Illness • Stings & Bites • Sight & Hearing Injuries • Elevated Rescue	16 Hours
1:10 - OSHA 1	• Intro • Job Briefings • Intro to PPE • Intro to Hand & Power Tools & Material Handling & Storage	12 Hours
Year Two Safety Courses		
2:1 - Safety 2	• Safety Meetings • Poor Safety • Public Safety • Communications • Accident review	16 Hours
2:10 - OSHA 2	• Ladders & Platforms • Live-Line Tools • Exposed Energized Parts • De-Energizing for Protection • Line-Clearance Tree Trim	16 Hours
Year Three Safety Courses		
3:1 - Safety 3	• Job Briefing • Trench Safety • Electric & Magnetic Fields • Oil Spills • Safety Data Sheets	14 Hours
3:10 - OSHA 3	• Enclosed Spaces • Excavations • Mech. Equip. • Overhead Lines • Underground Electric Installations • Substations • Special Conditions	21 Hours
Year Four Safety Courses		
4:1 – Safety 4	• Blood Borne Pathogens • Ergonomics • Safety Audits • Equipment Safety • Key Safety Considerations	20 Hours

Appendix A
RELATED INSTRUCTION OUTLINE
Power Lineworker
O*NET-SOC CODE: 49-9051.00 RAPIDS CODE: 0282

YEAR ONE Northwest Lineman College – Lineworker Certification Program		RTI HOURS 217
Module	Topics	
1:1 - Introduction to Power Delivery	- History of Delivery - Types of Companies - Positions/Career Paths - Agencies/Organizations	23 Hours
1:2 - Intro to Safety	- PPE - Hazards - Safety Attitude - Accident Review	12 Hours
1:3 - Working in Elevated Positions	- Fall Protection - Wood Poles & Ariel Lifts - Steel Structures & Ladders - Rescuing the Injured	20 Hours
1:4 - Knots, Splices & Rope	- Rope Types - Knots - Splices - Slings, Chain, Shackles	20 Hours
1:5 - Electrical Systems	- Overview - Generation - Transmission - Distribution - Substations	60 Hours
1:6 - First Aid	- Electric Burns - Heat & Cold Illness - Stings & Bites - Sight & Hearing Injuries - Elevated Rescue	16 Hours
1:7 - Applied Mathematics	- Whole Numbers - Fractions, Decimals, Percents - Powers & Roots - Algebra & Geometry - Trig & Binary Systems	21 Hours
1:8 - Basic Electric Theory	- Atomic Structure - Magnetism/Static Electricity - Voltage & Amperage - OHMS & Watts	16 Hours
1:9 - Transformer Basics	- Identification - Anatomy	17 Hours

	• Theory • Nameplates • Transformer Installation	
1:10 - OSHA 1	• Intro • Job Briefings • Into to PPE • Intro to Hand & Power Tools & Material Handling & Storage	12 Hours

YEAR TWO Northwest Lineman College – Lineworker Certification Program		RTI HOURS 221
Module	Topics	
2:1 - Safety 2	• Safety Meetings • Poor Safety • Public Safety • Communications • Accident review	16 Hours
2:2 - AC Fundamentals	• AC Generation • Series & Parallel Circuits • Inductance • Capacitance & Power factor	28 Hours
2:3 - Personal Protective Grounding	• General Information • Overhead Distribution • Underground Distribution • Transmission • Substations	29 Hours
2:4 - Live-Line Equip. & Methods	• Live-Line Work Overview • Live-Line Tools • Protective Equipment • Rubber Gloves Methods • Hot Stick Methods • Barehand Methods	27 Hours
2:5 - Rigging	• Weights & Loads • Sling Angles • Parted Blocks • Snatch Blocks • Applications	18 Hours
2:6 - Underground Conductors	• Conductor Types & Specs • Substructure & Cable Install • Pulling Underground Cables • Splicing/Terminating/Marking • Transmission & Underwater Install	21 Hours
2:7 - Overhead Conductors	• Conductor Basics • Conductor Types • Conductor Selection • Stringing & Sagging	28 Hours

	• Splicing & Attaching	
2:8 - Electrical Test Equip.	• Low-Voltage Test Equip. • High-Voltage Test Equip. • Cable & fault Locating Equip • Substation Test Equip • Specialized Test Equip	19 Hours
2:9 - Intro to Substations	• Substations and Overview • Circuit Breakers/Disconnects • Transformers • Regulator/LTC • Relays & Metering	19 Hours
2:10 - OSHA 2	• Ladders & Platforms • Live-Line Tools • Exposed Energized Parts • De-Energizing for Protection • Line-Clearance Tree Trim	16 Hours

YEAR THREE Northwest Lineman College – Lineworker Certification Program		RTI HOURS 257
Module	Topics	
3:1 - Safety 3	• Job Briefing • Trench Safety • Electric & Magnetic Fields • Oil Spills • Safety Data Sheets	14 Hours
3:2 - Special Elements 1	• Power Quality • Streetlights • Line Inspections • Helicopter Utilizations • Hydraulics	27 Hours
3:3 - Metering	• Metering-An Overview • Self-Contained Meters • Transformer-Rated Metering • Auto Metering Systems • Testing Meters • Smart Home	29 Hours
3:4 - System Power Flow	• Power Flow Fundamentals • Transmission Power Flow • Distrib. Power Flow • Customer Power Flow • Customer Power Flow • Power System Losses	31 Hours
3:5 - Advanced Transformers	• Winding Designations • 3-Phase Connections • Fusing & Loading • Transformer Vectors • Installation	28 Hours

3:6 - Maps & Standards	• Mapping Basics • Distrib. Mapping • Transmission Mapping • Substation Mapping • Construction Standards	20 Hours
3:7 - System Protection	• System Protection Fundamentals • Distrib. System Protection • Distrib. Substation Protection • Transmission Protection • Reporting/Monitoring Svc	30 Hours
3:8 - NESC 1	• Applying the NESC • Inspection of Utility Facilities • Grounding • Electrical Supply Stations & Equipment • Underground Lines • Work Rules	32 Hours
3:9 - NESC 2	• Overhead Lines & Equip. • Conductor Move/Clearances • Conductor Move/Clearances • Clearance Btw Crossing & Parallel Lines • Clearances to Buildings & Other Installations • Clearances Between Wires, Conductors & Cables • Overhead Strengths & Loading	25 Hours
3:10 - OSHA 3	• Enclosed Spaces • Excavations • Mech. Equip. • Overhead Lines • Underground Electric Installations • Substations • Special Conditions	21 Hours

YEAR FOUR Northwest Lineman College – Lineworker Certification Program		RTI HOURS 276
Module	Topics	
4:1 – Safety 4	• Blood Borne Pathogens • Ergonomics • Safety Audits • Equipment Safety • Key Safety Considerations	20 Hours
4:2 - Communication Systems	• Communications Basics • Systems Used by Power Companies • Services Offered by Power Companies • Distrib. Fiber Install	28 Hours
4:3 - Special Elements 2	• Customer Relations • Corrosion • Flame Resistant Clothing • Security	18 Hours

	• Disaster Restoration	
4:4 - Vegetation Management	• Overview • Vegetation Control • Pruning Methods • Safety Standards	18 Hours
4:5 - System Operation	• System Operator • Clearing Line/Equipment • Distrib. Operation • Transmission Operation	46 Hours
4:6 - System Automation	• Overview • Key Equipment • Substation Automation • Distrib. Automation • Automated Meter Reads	33 Hours
4:7 - Overhead Line Design	• Line Routes • Structure Design • Insulation & Equipment • Transformers/Svcs/Secondary • Transmission	27 Hours
4:8 - Underground Line Design	• Fundamental Design • Location/Trench Design • Substructure Design • Switches & Protective Equip. • Transformers/Secondary/Svcs	32 Hours
4:9 - Trouble Investigation	• Communications • Investigating Complaints • Transformer Trouble Investigation • Radio/TV Interference • Case Studies	19 Hours
4:10 - Crew Leadership	• Background • Resources • Knowledge/Skills/Abilities • Job Responsibilities • Assisting Crew Leader	35 Hours

HANDS-ON LINEWORKER SCHOOL Northwest Lineman College – Lineworker Certification Program		
All apprentices in the MMUA registered apprenticeship program are <i>required</i> to attend four hands-on training schools offered at the MMUA Training Center in Marshall, MN. Schools can be attended at any time during the apprenticeship. These schools are offered throughout the year.		RTI Hours 66
Module	Topics	RTI Hours
Meter School	• Single Phase Meters & Meter Forms • Current Transformers & Voltage Transformers • Personal Protective Equipment for Electric Meter Safety • Electric Meter Safety • Tools Needed for Working with Electric Meters • Mounting Electric Meter Sockets • Single Phase Socket Wiring • Troubleshooting Electric Installations • Theft of Electric Power	13 Hours
Transformer School	• Basic three-phase connections • Delta connection • Wye connection • Open delta connection • Three-phase troubleshooting	13 Hours
Overhead School	• Troubleshooting and System Maintenance • Capacitor Bank and Maintenance • Construction of Double Circuit Line • Staking Overhead Lines	20 Hours
Underground School	• Grounding and Use of Phasing Sticks • 600-Amp Terminations • Locating and Fault-Finding on Secondary Wire • Troubleshooting and Fault-Finding Primary Cable • Transformer Connections and Rotation	20 Hours

SELECTION PROCEDURES

Minimum Qualifications of Applicants for Apprenticeship:

1. Applicants must be 18 years of age.
2. Applicants must be physically able to perform the work of the trade.
3. Applicants must have a high school diploma or equivalency.
4. Applicants must be current employees of a MMUA member utility.

Selection Procedure for Apprentices:

Selection procedures must conform to one of the four options under the Minnesota Plan for Equal Employment in Apprenticeship. Check the selection procedure that applies and provide an attachment describing the procedure.

- ☒ Selection on the basis of rank from a pool of eligible applicants if no current employees are eligible.
- ☐ Random selection from a pool of eligible applicants
- ☒ Selection from a pool of current employees
- ☐ Alternative selection method

Records will include:

1. A summary of the interview of each applicant with the basis for selection or disqualification and identifying minority and female candidates.
2. Original application of each of the candidates.
3. Records of applications and selection will be maintained for five years.

This form is used to request enrollment for a municipal employee in Minnesota's apprenticeship program. Upon completion, email the form to MMUA at ApprenticeProg@mmua.org.

Employer Contact Information

City/utility name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact name: _____ Title: _____

Email: _____ Phone: _____

Apprentice Information

Full name: _____

Home address: _____

City: _____ State: _____ Zip: _____

Work email: _____

Personal email: _____

Phone Number: _____ ☐ Cell ☐ Work ☐ Home

Birth date: _____ Social Security # (optional): _____

Employment status:

☐ Existing employee

☐ New employee Hire date: _____

Date apprenticeship begins: _____ Entry wage: _____

Did apprentice complete a pre-apprenticeship program prior to this registration? ☐ Yes ☐ No

If yes, provide the career readiness or pre-apprenticeship program name and address:

Are wages paid during related instruction? ☐ Yes ☐ No

Are fringe benefits provided to the apprentice? ☐ Yes ☐ No

Credit for previous on-the-job learning experience: _____ hours (cannot exceed 6,000)

Credit for previous related instruction experience: _____ hours (minimum 144 hours per year)

Education Level

Highest level of education completed:

☐ Not high school graduate

☐ High school graduate or equivalency

☐ Some college

☐ Associate's degree

☐ Bachelor's degree

☐ Master's degree

☐ Doctorate or professional degree

☐ Other: _____

Demographic Information

Gender:

- ☐ Male
- ☐ Female
- ☐ Did not self-identify

Veteran status:

- ☐ Non-veteran
- ☐ Veteran
- ☐ Non-veteran other eligible individual
- ☐ Veteran eligible
- ☐ Did not self-identify

Disability status:

- ☐ Yes
- ☐ No
- ☐ Did not self-identify

Ethnicity:

- ☐ Hispanic or Latino
- ☐ Non-Hispanic or Latino
- ☐ Did not self-identify

Race:

- ☐ American Indian or Alaska native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White
- ☐ Do not wish to answer

The requested information about the apprentice, which may be private or confidential, is approved to be provided to the Minnesota Department of Labor and Industry for enrollment in their Apprenticeship Program.

Apprentice Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Questions? Contact Rita Kelly at rkelly@mmua.org or 763-746-0707.



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: 2/18/2025

SUBJECT: Approval of the TRF Police Department to purchase a 2025 Ford Police Interceptor, including the upfitting of Emergency Vehicle equipment.

RECOMMENDATION: It is respectfully requested that the Council consider the following Public Safety Committee suggestion.

MOTION TO: Approval of TRF Police Department to purchase a 2025 Ford Explorer Police Interceptor on State Bid through Thief River Ford.

BACKGROUND: This purchase request was submitted to the public Safety committee. This vehicle will be a regular use patrol vehicle replacing aging vehicles in our fleet.

KEY ISSUES: This vehicle will be built specifically for the Thief River Falls Police Department.

FINANCIAL CONSIDERATIONS: The ordering of the vehicle will cost approximately \$45,000. In addition to that we are asking to allow approximately \$35,000 for equipment, and upfitting for the squad to include in-car camera, laptop and radio. This is a budgeted item. We would also like approval to sell squad 20-01 to guardian as is. The proceeds from that sale will be credited toward the outfitting cost of the new unit.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Deputy Chief Mike Roff

ATTACHMENTS:

None



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: 2/18/2025

SUBJECT: Approval of the TRF Police Department to enter into a MOU with Pennington County and Marshall County as it pertains to the membership of the NorthStar Special Response Team.

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

MOTION TO: Approval of TRF Police Department signing an MOU with Pennington and Marshall Counties as members of the NorthStar SRT and Authorize Chief Adam and Mayor Lorenson to sign said memorandum.

BACKGROUND: The Police Department has a signed MOU in place with Pennington County. Since signing that MOU Marshall County has become a member of the NorthStar SRT team. Furthermore, each member of the team is now asked to contribute \$5000 toward training, equipment and costs associated with the team. Thief River Falls will be the fiscal host for that account.

KEY ISSUES: This was discussed at the Public Safety Committee, and it was recommended to be brought to the Council for approval.

FINANCIAL CONSIDERATIONS: The TRF Police Department's contribution of \$5000 is a budgeted item.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Deputy Chief Mike Roff

ATTACHMENTS:

None



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: 2/18/2025

SUBJECT: Statement of Work for Civic Optimize

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

MOTION TO: Authorize the City Administrator to execute a 3-year contract with Civic Optimize

BACKGROUND: This is a renewal of a contract that we began with Civic Optimize in 2022.

KEY ISSUES: Prior to CivicOptimize the City did not have any submittable forms, the City uses them in many aspects including, but, not limited to:

- Employment Applications
- Utility Billing Applications
- Parking Tickets
- Park Rentals
- City Council Applications
- Policys

FINANCIAL CONSIDERATIONS: \$8268.75 (discounted rate) for Year 1, \$9056.25 (subject to uplift, but, no larger than 5% increase) for Year 2. This will come out of the I.T. Contract budget.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, IT Coordinator

ATTACHMENTS:

1.	Thief River Falls Civic Optimize
----	----------------------------------

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-90456-1

Date:

1/7/2025 10:10 AM

Customer:THIEF RIVER FALLS
CITY, MINNESOTA

QTY	Product Name	DESCRIPTION
1.00	Power Automate Integration Annual Fee Renewal	Power Automate Integration
1.00	Process Automation External Processor Annual Fee - Global Payments Integrated Renewal	CivicOptimize Pay Annual maintenance and support fee
1.00	Productivity Base System Annual Fee Renewal	Productivity Base System Annual Fee: staff app users, app user submissions not included
1.00	Process Automation Year 1 Annual Fee Discount	Year 1 Annual Fee Discount
Annual Recurring Services - Initial Term		USD 8,268.75
Annual Recurring Services - (Subject to Uplift)		USD 9,056.25

1. This renewal Statement of Work ("SOW") is between City of Thief River Falls, MN ("Customer") and CivicPlus, LLC and shall be subject to the terms and conditions of the Master Services Agreement ("MSA") and the applicable Solutions and Products terms found at: www.civicplus.help/hc/p/legal-stuff (collectively, the "Terms and Conditions"). By signing this SOW, Customer expressly agrees to the Terms and Conditions throughout the Term of this SOW. The Terms and Conditions form the entire agreement between Customer and CivicPlus (collectively, referred to as the "Agreement"). The Parties agree the Agreement shall supersede and replace all prior agreements between the Parties with respect to the services provided by CivicPlus herein (the "Services").

2. This SOW shall remain in effect for an initial term starting at the Customer's next renewal date of 2/3/2025 and running for twelve months ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for additional 1-year renewal terms ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. Unless terminated, Customer shall be invoiced for the Annual Recurring Services on each Renewal Date of each calendar year subject to an annual increase of 5% each Renewal Term.

4. Please note that this document is a SOW and not an invoice. Upon signing and submitting this SOW, Client will receive the applicable invoice according to the terms of the invoicing schedule outlined herein.

Acceptance of Quote # Q-90456-1

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW. For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client

CivicPlus

By:

By:



Printed Name:

Printed Name:

Amy Vikander

Title:

Title:

Senior Vice President of Customer Success

Date:

Date:

2/6/2025

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)



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: 2/18/2025

SUBJECT: Approval of Thief River Falls Amateur Hockey Association (TRFAHA) premise Permit Application for Gambling License at the Ralph Engelstad Arena

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

MOTION TO: By the City Council, to approve the Thief River Falls Amateur Hockey Association (TRFAHA) Premise Permit Application for Gambling License at the Ralph Engelstad Arena.

BACKGROUND: TRFAHA holds its Mega Raffle annually and Premise Permit Application is required for Gambling License approval by the State of Minnesota.

KEY ISSUES: It should be noted that the State of Minnesota will be the licensing agent. The State of Minnesota requires that the City of Thief River Falls approve the application prior to its submittal to the State of Minnesota for licensing approval.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	TRFAHA Gambling Application_002
----	---------------------------------

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**

Organization Name: Thief River Falls Amateur Hockey Assn License Number: 02008
 Address: PO Box 6 City: Thief River Falls, MN Zip: 56701
 Chief Executive Officer (CEO) Name: Leif Spears Daytime Phone: 813 810-6100
 Gambling Manager Name: Kelsey Dickson Daytime Phone: 218 686 6200

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 4/24/25 to 4/24/25

Check the type of games that will be conducted:



Raffle



Pull-Tabs



Bingo



Tipboards



Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Ralph Engbystad Arena
 Street address and City (or township): 525 Brook Ave, Thief River Falls Zip: 56701 County: Penningsdon
 • Do not use a post office box.
 • If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?



Yes If yes, a lease is not required.



No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: [Signature] Date: 2/11/25
 Print Lessor's Name: Travis Collins

CONTINUE TO PAGE 2

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____ Date Approved by City Council: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of City Personnel: _____ Title: _____ Date Signed: _____	County Name: _____ Date Approved by County Board: _____ Resolution Number: _____ (If none, attach meeting minutes.) Signature of County Personnel: _____ Title: _____ Date Signed: _____ TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____
Local unit of government must sign.	

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

Signature of CEO (must be CEO's signature; designee may not sign)

2-10-25

 Date

Mail or fax to:

Minnesota Gambling Control Board
 Suite 300 South
 1711 West County Road B
 Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**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						
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	\$245,000	27-Feb-25	1.80%	27-Aug-20	\$244,495.30
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$180,873.54
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	\$255,000	25-Aug-25	3.50%	25-Feb-23	\$253,867.80
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$239,864.76
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	\$200,000	11-Feb-26	1.00%	11-Aug-21	\$193,460.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	\$246,000	30-Mar-26	2.85%	01-Jul-22	\$245,800.00
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.95%	30-Jun-21	\$239,655.03
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$233,818.20
Univest Ntl Bk Tr Souderton	Certificate of Deposit - Brokered	\$183,000	17-May-27	4.50%	16-May-23	\$183,858.27
Bank Brenham Tex	Certificate of Deposit - Brokered	\$244,000	12-Oct-27	4.10%	10-Apr-25	\$241,240.36
Solutions Bk Forresteron III	Certificate of Deposit - Brokered	\$209,000	22-Sep-28	5.30%	22-Oct-23	\$209,060.61
Northwest Bk Boise Idaho	Certificate of Deposit - Brokered	\$248,000	28-Mar-29	4.65%	28-Apr-24	\$248,017.36
Bankwest Inc Pierre SD	Certificate of Deposit - Brokered	\$248,000	12-Apr-29	4.65%	12-May-24	\$250,819.76
Jonesboro St Bk Jonesboro LA	Certificate of Deposit - Brokered	\$244,000	03-Oct-29	4.00%	03-Nov-24	\$238,739.36
Defiance Ohio City Sch Dist	Bond - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$460,289.50
Fresno Calif Uni School Dist	Bond - Brokered	\$300,000	01-Aug-25	0.00%	01-Aug-25	\$293,532.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$177,427.70
RBC INVESTMENTS						\$4,134,819.55
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

Cornerstone Bank, NE	Certificate of Deposit - Brokered	\$240,500	20-Mar-25	5.227%	\$240,500.00
4M Term Series, IL	Certificate of Deposit - Brokered	\$500,000	10-Apr-25	4.380%	\$500,000.00
4M Term Series, MN	Certificate of Deposit - Brokered	\$1,000,000	01-May-25	5.100%	\$1,000,000.00
Western Alliance Bank, CA	Certificate of Deposit - Brokered	\$237,250	09-Jul-25	5.312%	\$237,250.00
4M Term Series, IL	Certificate of Deposit - Brokered	\$500,000	14-Nov-25	4.330%	\$500,000.00
Farmers Ins Group Federal CU, CA	Certificate of Deposit - Brokered	\$2,000,000	12-Jan-26	4.304%	\$2,000,000.00
4M INVESTMENTS					<u>\$4,477,750.00</u>

TOTAL CD INVESTMENTS

\$8,712,569.55

MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	4.480%	\$3,558,544.76
RBC	US Govt Money Market Fund		\$6.73
League of Minnesota Cities	4M Money Market Fund	5.321%	\$8,525,287.67
League of Minnesota Cities	4M Plus Fund	5.368%	\$29,053.76
League of Minnesota Cities	4M LTD Account		<u>\$8,164,749.15</u>

TOTAL MONEY MARKET SAVINGS

\$20,277,642.07

GRAND TOTAL

01/31/2025 \$28,990,211.62