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

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

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

7. **CONSENT AGENDA -** ***These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
   - 7.1. Approval of February 18, 2025 Council Proceedings (3-13)
   - 7.2. Approve City of Thief River Falls Bills and Disbursements (14-48)

8. **NEW BUSINESS**
   - 8.1. Variance Request – Eric Tjelle (49-59)
   - 8.2. Purchase & installation of new carpet in Conference Room 101 & PW Alcove (60-61)
   - 8.3. Schedule Public Hearing to Establish TIF District 1-16 (62-65)
   - 8.4. Approve Adoption of the Pennington County 2024 Hazard Mitigation Plan (66)
   - 8.5. Approval of County Project within Municipal Corporate Limits (67-68)

8.6. Approve opening a patrol officer position to fill a vacancy that occurred with a recent resignation of Brady Meunier which will be effective on April 10th, 2025 (69)

8.7. Conditional Use Permit Request – Wikstrom Telephone Company (70-79)

8.8. Approval of Certificate of Survey for metes and bounds legal description transfer of a proposed Land Subdivision parcel (80-84)

8.9. 2025 REA Steps and Sidewalk Reconstruction (85-86)

8.10. Approval of Grass Mowing Contract (87-89)

8.11. Approval of Stump Grinding (90-91)

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

10. UPCOMING MEETINGS

City Council Meeting - April 1 at 5:30 pm in Council Chambers
Public Utilities Committee Meeting – April 7 at 7 am in Room 101*
Public Safety Committee Meeting – April 7 at 4:30 pm in Room 101*
Administrative Committee Meeting – April 8 at 4:30 pm in Room 101*
Public Works Committee Meeting – April 9 at 4:30 pm in Room 101*
*Unless the carpet is being installed, then prior meeting rooms

11. INFORMATIONAL ITEMS

11.1. Investment Summary (92-3)

12. ADJOURNMENT

City of Thief River Falls complies with the ADA. Individuals with disabilities requiring special aids should contact the City Administrator, 405 Third Street East, Thief River Falls, MN 56701, 218-681-2943, 48 hours prior to the scheduled meeting.

City Council Meeting Minutes
Tuesday, February 18, 2025

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on February 18, 2025. This meeting is being presided over by Mayor Mike Lorenson.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING

Amendment to Tower Height Ordinance

> Richard Baker, Economic/Community Development Director presented a review of the ordinance amendment. Brian Wikstrom was present with Eric Bergman (Greatplains) via zoom to answer questions regarding the proposed Tower Height Ordinance Amendment. Travis Giffen, Public Works Director, noted his concerns regarding tower height and safety for residents who live in the fall radius.

PUBLIC FORUM

Connie and Tony Dorn, on behalf of the Heritage Center, addressed the Council to express their appreciation and to invite all councilmembers to the Heritage Center on March 3 for dinner, art unveiling and a message from the new Director. Mayor Lorenson will also be there for Q&A.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Scott Pream motioned, being seconded by Councilmember Steve Narverud, to approve the agenda. On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 02.30.25: Approval of February 4, 2025 Council Proceedings

> Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 02.30.25, being seconded by Councilmember Scott Pream, that:
>
> THEREFORE BE IT RESOLVED, By the City Council, to approve the February 4, 2025 Council Proceedings.
>
> On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.31.25: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 02.31.25, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize $789,389.13. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.43.25: Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

A Councilmember requested removal from the Consent Agenda for discussion, Councilmember Steve Narverud, being seconded by Councilmember Michele McCraw, that:

RESOLUTION NO. 02.43.25 be placed in New Business for discussion.

RESOLUTION NO. 02.44.25: J&M Displays Fireworks Display Permit Application

A Councilmember requested removal from the Consent Agenda for discussion, Councilmember Steve Narverud, being seconded by Councilmember Michele McCraw, that:

RESOLUTION NO. 02.44.25 be placed in New Business for discussion.

RESOLUTION NO. 02.45.25: Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

A Councilmember requested removal from the Consent Agenda for discussion, Councilmember Steve Narverud, being seconded by Councilmember Michele McCraw, that:

RESOLUTION NO. 02.45.25 be placed in New Business for discussion.

RESOLUTION NO. 02.46.25: Parade Application to Pennington County Fair Association during the Pennington County Fair

A Councilmember requested removal from the Consent Agenda for discussion, Councilmember Steve Narverud, being seconded by Councilmember Michele McCraw, that:

RESOLUTION NO. 02.46.25 be placed in New Business for discussion.

NEW BUSINESS

Amend City Ordinance 150.06 – Regulating and Controlling Towers

Resolution failed due to lack of motion.

RESOLUTION NO.02.32.25: Adopt Cannabis & Lower-Potency Hemp retail Registration Form and Fees

Following discussion, Councilmember Scott Pream introduced Resolution 02.32.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.33.25: TIF Agreement with Sanford Health Network North

Following discussion, Councilmember Scott Pream introduced Resolution 02.33.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, 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.

WHEREAS, 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 Sandford 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.34.25: Approve an agreement with Remloh & Associates LLC

Following discussion, Councilmember Steve Narverud introduced Resolution 02.34.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief 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.

THEREFORE, BE IT RESOLVED 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 effective February 19, 2025.

On vote being taken, the resolution passed. Julie Bolduc opposed.

RESOLUTION NO.02.35.25: Plastic Refuse Bags

Following discussion, Councilmember Michele McCraw introduced Resolution 02.35.25, seconded by Councilmember Steve Narverud, that:

WHEREAS, 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. Bags features remain the same as the previous two years of 1/3 mil thickness with white printed "TRF" lettering, flat seal and no ties.

THEREFORE, BE IT RESOLVED Approve the purchase of plastic refuse bags from Revolution Materials, Inc. in the amount of $37,740.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.47.25: Approval Public Safety Aid Purchase - Turnout Gear

Following discussion, Councilmember Scott Pream introduced Resolution 02.47.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The Fire Department purchased three sets of turnout gear at a total cost of $10,242.78. A partial payment of $6,500 was made from the 2024 budget leaving a remaining balance of $3,742.78.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Approve spending $3,742.78 From the Public Safety Aid money for the purchase of turnout gear.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.36.25: Creation of Assistant Fire Chief job description and grading thru DDA

Following discussion, Councilmember Steve Narverud introduced Resolution 02.36.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, Public Safety Committee approved the recommendation on 2/10/2025.

THEREFORE, BE IT RESOLVED To approve the creation of an Assistant Fire Chief job description and to have it graded by DDA.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.37.25: Fill Position of Fire Fighter

Following discussion, Councilmember Michele McCraw introduced Resolution 02.37.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.38.25: MMUA Apprenticeship Lineman Program

Following discussion, Councilmember Steve Narverud introduced Resolution 02.38.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Enroll Apprentice Lineman, McLain Stennes, into the Apprenticeship Lineman program with MMUA.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.39.25: Approval of TRF Police Department Squad Car Purchase

Following discussion, Councilmember Scott Pream introduced Resolution 02.39.25, being seconded by Councilmember Kelly Langness, that:

WHEREAS, 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.

WHEREAS, This vehicle will be built specifically for the Thief River Falls Police Department.

THEREFORE, BE IT RESOLVED Approval of TRF Police Department to purchase a 2025 Ford Explorer Police Interceptor on State Bid through Thief River Ford.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.40.25: 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.

Following discussion, Councilmember Michele McCraw introduced Resolution 02.40.25, being seconded by Councilmember Kelly Langness, that:

WHEREAS, 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.

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

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.41.25: Statement of Work for Civic Optimize

Following discussion, Councilmember Scott Pream introduced Resolution 02.41.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, This is a renewal of a contract that we began with Civic Optimize in 2022.

WHEREAS, Prior to Civic Optimize 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

THEREFORE, BE IT RESOLVED Authorize the City Administrator to execute a 3-year contract with Civic Optimize.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO.02.42.25: Approval of Thief River Falls Amateur Hockey Association (TRFAHA) Premises Permit Application for Gambling License at the Ralph Engelstad Arena</u>

Following discussion, Councilmember Steve Narverud introduced Resolution 02.42.25, being seconded by Councilmember Scott Pream, that:

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

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO.02.43.25: Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License</u>

Following discussion, Councilmember Scott Pream introduced Resolution 02.43.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, Pennington County Fair Association applies for a Permit each year.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed with Kelly Langness abstained.

RESOLUTION NO.02.44.25: J & M Displays Fireworks Display Permit Application

Following discussion, Councilmember Steve Narverud introduced Resolution 02.44.25, being seconded by Councilmember Michele McCraw, that:

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

WHEREAS, 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.

THEREFORE, BE IT RESOLVED To approve a Fireworks Display Permit Application effective July 16, 2025 from 10:15 pm to 10:30 pm for J & M Displays.

On vote being taken, the resolution was unanimously passed with Kelly Langness abstained.

RESOLUTION NO.02.45.25: Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

Following discussion, Councilmember Scott Pream introduced Resolution 02.45.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, Pennington County Fair Association applies for a permit each year.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed with Kelly Langness abstained.

RESOLUTION NO.02.46.25: Parade Application to Pennington County Fair Association during the Pennington County Fair

Following discussion, Councilmember Michele McCraw introduced Resolution 02.46.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Approval of Parade Application to Pennington County Fair Association during the Pennington County Fair on July 16, 2025, from 7 - 9:00 p.m.

On vote being taken, the resolution was unanimously passed with Kelly Langness abstained.

COUNCIL BOARDS AND COMMISSIONS REPORTS

Mayor Lorenson noted Utility Billing is moved into its new location and windows are open.

Mayor Lorenson noted Hairball concert was not well attended (802 in attendance).

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

INFORMATIONAL ITEMS

Investment Summary

Lorenson noted the investment summary included in the agenda packet for review.

Day at the Capital - March 6, 2025

Lorenson noted invites have been sent on behalf of the city for the Day at the Capital.

Strategic Plan

Lorenson handed out a copy of the Strategic Plan and advised councilmembers to review.

Mayor Memo

Lorenson handed out his notes from two recent Meet the Mayor events and asked the council to review.

ADJOURNMENT

There being no further discussion, Councilmember Pream being seconded by Councilmember Bolduc to adjourn to 5pm on March 3, 2025 at the Heritage Center. On vote being taken, the Chair declared the motion unanimously carried.

____
Mayor, Mike Lorenson

Attest: _______________________________________
City Administrator, Angela Philipp

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS
MARCH 18th, 2025

SUMMARY OF DISBURSEMENTS

2/26/2025	AP PKT #1305 - WEX HEALTH	$1,139.90
2/26/2025	AP PKT #1310 - DIRECT PAYABLES	$124,458.30
2/27/2025	AP PKT #1313 - DIRECT PAYABLES - UTILITY BILLS POSTAGE	$1,957.26
2/27/2025	AP PKT #1314 - DIRECT PAYABLES LIQUOR	$19,688.42
3/5/2025	AP PKT #1315 - DIRECT PAYABLES	$50,094.84
3/6/2025	AP PKT #1311 - #5 PAYROLL	$280,903.97
3/6/2025	AP PKT #1312 - #5 PAYROLL	$499.40
3/6/2025	AP PKT #1317 - ELECTRIC INVENTORY PAYABLES	$8,575.37
3/6/2025	AP PKT #1320 - ELECTRIC INVENTORY	$2,033.64
3/6/2025	AP PKT #1321 - DIRECT PAYABLES	$7,436.55
3/11/2025	AP PKT #1318 - LIQUOR PAYABLES	$60,386.35
3/12/2025	AP PKT #1323 - DIRECT PAYABLES	$43,624.74
GRAND TOTAL OF DISBURSEMENTS		**$599,658.84**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01320 - 03/06/25 ELECTRIC INVENTORY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S104447829.001	02/11/2025	690-14100	Inventory - Materials	Blue #12 Thhn Stranded Wi...		97.89
DAKOTA SUPPLY GROUP	S104447829.001	02/11/2025	690-14100	Inventory - Materials	Black #12 Thhn Stranded Wi...		97.89
DAKOTA SUPPLY GROUP	S104447829.001	02/11/2025	690-14100	Inventory - Materials	Green #12 Thhn Stranded W..		97.89
DAKOTA SUPPLY GROUP	S104447829.001	02/11/2025	690-14100	Inventory - Materials	White #12 Thhn Stranded W..		97.89
DAKOTA SUPPLY GROUP	S104447829.001	02/11/2025	690-14100	Inventory - Materials	1/2" Knockout Blank		44.66
DAKOTA SUPPLY GROUP	S104447829.001	02/11/2025	690-14100	Inventory - Materials	Red #12 Thhn Stranded Wire		97.89
DAKOTA SUPPLY GROUP	S104453062.001	02/13/2025	690-14100	Inventory - Materials	1/2" Stand Off Straps (BOLT...		19.02
DAKOTA SUPPLY GROUP	S104453062.001	02/13/2025	690-14100	Inventory - Materials	3/4" Stand Off Straps		21.35
DAKOTA SUPPLY GROUP	S104463142.001	02/14/2025	690-14100	Inventory - Materials	CAT 6 Cable		420.00
DAKOTA SUPPLY GROUP	S104470394.001	02/19/2025	690-14100	Inventory - Materials	1/2" Liquatite Straight Conn...		89.75
DAKOTA SUPPLY GROUP	S104470394.001	02/19/2025	690-14100	Inventory - Materials	1/2" Liquatite 90 Connectors		111.04
DAKOTA SUPPLY GROUP	S104470394.001	02/19/2025	690-14100	Inventory - Materials	22 TO 12 AWG WIRE SPRING		104.81
DAKOTA SUPPLY GROUP	S104471732.001	02/20/2025	690-14100	Inventory - Materials	MC 12/3 WG 250' CL CBL IN...		355.22
						Vendor DAKOTA SUPPLY GROUP Total:	**1,655.30**
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S014135620.001	01/21/2025	690-14100	Inventory - Materials	Mini 5 amp fuse		339.86
STUART C IRBY CO	S014160947.001	02/07/2025	690-14100	Inventory - Materials	4" Two Hole Strap		38.48
						Vendor STUART C IRBY CO Total:	**378.34**
						Grand Total:	**2,033.64**

Fund Summary

Fund		Expense Amount
690 - ELECTRIC UTILITY FUND		2,033.64
	Grand Total:	**2,033.64**

Account Summary

Account Number	Account Name	Expense Amount
690-14100	Inventory - Materials	2,033.64
	Grand Total:	**2,033.64**

Project Account Summary

Project Account Key		Expense Amount
None		2,033.64
	Grand Total:	**2,033.64**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01312 - PYPKT01591 - 2025 03 06 #5 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0001510	03/03/2025	740-24000	Clearing Account	FLEX VISION		499.40
						Vendor VSP INSURANCE CO Total:	**499.40**
						Grand Total:	**499.40**

Fund Summary

Fund		Expense Amount
740 - TRF HEALTH INSURANCE FUND		499.40
	Grand Total:	**499.40**

Account Summary

Account Number	Account Name		Expense Amount
740-24000	Clearing Account		499.40
		Grand Total:	**499.40**

Project Account Summary

Project Account Key		Expense Amount
None		499.40
	Grand Total:	**499.40**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01317 - 03/04/25 ELECTRIC INVENTORY PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S104384157.001	02/18/2025	630-4840-62990	Misc. Operating Expense	ELECTRICAL SUPPLIES - OVE...		6,127.19
DAKOTA SUPPLY GROUP	S104429191.001	02/10/2025	100-4560-62990	Misc. Operating Expense	FLUORESCENT BULBS		44.89
DAKOTA SUPPLY GROUP	S104429191.002	02/06/2025	100-4560-62990	Misc. Operating Expense	SHIPPING CHARGES - LIGHT...		22.73
DAKOTA SUPPLY GROUP	S104452929.001	02/10/2025	630-4840-62990	Misc. Operating Expense	ELECTRICAL SUPPLIES - OVE...		618.35
DAKOTA SUPPLY GROUP	S104484991.001	02/20/2025	100-4194-62230	Building Maint & Repair	OUTLET COVER		3.27
DAKOTA SUPPLY GROUP	S104484991.002	02/24/2025	100-4194-62230	Building Maint & Repair	OUTLET BOXES		24.78
						Vendor DAKOTA SUPPLY GROUP Total:	**6,841.21**
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S014121471.001	01/17/2025	690-4840-62880	Personal Protective Equipm...	PPE GLOVE TESTING		479.81
STUART C IRBY CO	S014154344.001	01/15/2025	690-4840-62880	Personal Protective Equipm...	PPE GLOVES		1,254.35
						Vendor STUART C IRBY CO Total:	**1,734.16**
						Grand Total:	**8,575.37**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	95.67
630 - ARENAS - OAK VIEW GROUP	6,745.54
690 - ELECTRIC UTILITY FUND	1,734.16
Grand Total:	**8,575.37**

Account Summary

Account Number	Account Name	Expense Amount
100-4194-62230	Building Maint & Repair	28.05
100-4560-62990	Misc. Operating Expense	67.62
630-4840-62990	Misc. Operating Expense	6,745.54
690-4840-62880	Personal Protective Equi...	1,734.16
	Grand Total:	**8,575.37**

Project Account Summary

Project Account Key	Expense Amount
None	8,575.37
Grand Total:	**8,575.37**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01318 - 03/11/25 LIQUOR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: COMMUNITY SAFETY NET							
COMMUNITY SAFETY NET	9900	01/10/2025	610-4890-64900	Civic Events	SAFETY MATERIALS - LOCAL…		85.50
					Vendor COMMUNITY SAFETY NET Total:		**85.50**
Vendor: DAKOTA REFRIGERATION INC							
DAKOTA REFRIGERATION INC	F210027	02/19/2025	610-4850-62210	Equipment Maint & Repair	#2 BEER COOLER COMPRES…		2,432.69
					Vendor DAKOTA REFRIGERATION INC Total:		**2,432.69**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU…	2728560	02/13/2025	610-4810-62510	Liquor for Resale	LIQUOR		405.00
JOHNSON BROTHERS LIQU…	2731822	02/19/2025	610-4810-62510	Liquor for Resale	LIQUOR		1,060.00
JOHNSON BROTHERS LIQU…	2734057	02/24/2025	610-4810-62510	Liquor for Resale	LIQUOR		3,973.00
JOHNSON BROTHERS LIQU…	2734058	02/24/2025	610-4810-62530	Wine for Resale	WINE		1,265.30
JOHNSON BROTHERS LIQU…	2734059	02/24/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		40.00
JOHNSON BROTHERS LIQU…	2736389	02/26/2025	610-4810-62510	Liquor for Resale	LIQUOR		46.74
JOHNSON BROTHERS LIQU…	2736390	02/26/2025	610-4810-62530	Wine for Resale	WINE		1,264.23
JOHNSON BROTHERS LIQU…	2736391	02/26/2025	610-4810-62510	Liquor for Resale	LIQUOR		10,237.50
JOHNSON BROTHERS LIQU…	2736392	02/26/2025	610-4810-62530	Wine for Resale	WINE		1,682.00
JOHNSON BROTHERS LIQU…	2739102	03/03/2025	610-4810-62510	Liquor for Resale	LIQUOR		387.60
					Vendor JOHNSON BROTHERS LIQUOR Total:		**20,361.37**
Vendor: MN DEER HUNTERS ASSOC							
MN DEER HUNTERS ASSOC	216323	03/06/2025	610-4890-64900	Civic Events	ADS FOR BANQUET		250.00
					Vendor MN DEER HUNTERS ASSOC Total:		**250.00**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6933357	02/24/2025	610-4810-62510	Liquor for Resale	LIQUOR		3,386.93
PHILLIPS WINE & SPIRITS	6933358	02/24/2025	610-4810-62510	Liquor for Resale	LIQUOR		1,307.25
PHILLIPS WINE & SPIRITS	6933358	02/24/2025	610-4810-62530	Wine for Resale	WINE		1,382.50
PHILLIPS WINE & SPIRITS	6933359	02/24/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		172.80
PHILLIPS WINE & SPIRITS	6937095	02/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		12,965.00
					Vendor PHILLIPS WINE & SPIRITS Total:		**19,214.48**
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	1277	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-145.00
SOUTHERN GLAZERS OF MN	2592860	02/25/2025	610-4810-62530	Wine for Resale	wine		2,224.40
SOUTHERN GLAZERS OF MN	2592861	02/25/2025	610-4810-62510	Liquor for Resale	LIQUOR		9,548.60
SOUTHERN GLAZERS OF MN	2592862	02/25/2025	610-4810-62510	Liquor for Resale	LIQUOR		3,884.28
SOUTHERN GLAZERS OF MN	2592862	02/25/2025	610-4810-62530	Wine for Resale	WINE		312.00
SOUTHERN GLAZERS OF MN	2592863	02/25/2025	610-4810-62510	Liquor for Resale	LIQUOR		341.91
SOUTHERN GLAZERS OF MN	2595487	03/04/2025	610-4810-62510	Liquor for Resale	LIQUOR		8,459.71

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SOUTHERN GLAZERS OF MN	2595487	03/04/2025	610-4810-62530	Wine for Resale	WINE		1,432.74
SOUTHERN GLAZERS OF MN	2595488	03/04/2025	610-4810-62510	Liquor for Resale	LIQUOR		3,157.82
SOUTHERN GLAZERS OF MN	32469	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-29.07
SOUTHERN GLAZERS OF MN	34974	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-1,314.00
SOUTHERN GLAZERS OF MN	37512	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-225.00
SOUTHERN GLAZERS OF MN	37513	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-134.60
SOUTHERN GLAZERS OF MN	37988	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-333.00
SOUTHERN GLAZERS OF MN	38332	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-327.35
SOUTHERN GLAZERS OF MN	38983	01/23/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-33.50
SOUTHERN GLAZERS OF MN	38984	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-251.91
SOUTHERN GLAZERS OF MN	38985	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-85.45
SOUTHERN GLAZERS OF MN	38986	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-108.00
SOUTHERN GLAZERS OF MN	42629	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-121.45
SOUTHERN GLAZERS OF MN	43101	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-505.10
SOUTHERN GLAZERS OF MN	43294	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-224.90
SOUTHERN GLAZERS OF MN	44411	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-306.00
SOUTHERN GLAZERS OF MN	44412	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-451.90
SOUTHERN GLAZERS OF MN	44413	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-915.14
SOUTHERN GLAZERS OF MN	44414	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-323.80
SOUTHERN GLAZERS OF MN	45214	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-141.70
SOUTHERN GLAZERS OF MN	45215	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-754.41
SOUTHERN GLAZERS OF MN	45448	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-58.60
SOUTHERN GLAZERS OF MN	45661	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-230.98
SOUTHERN GLAZERS OF MN	45662	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-85.45
SOUTHERN GLAZERS OF MN	45663	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-209.00
SOUTHERN GLAZERS OF MN	45775	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-177.00
SOUTHERN GLAZERS OF MN	45902	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-341.80
SOUTHERN GLAZERS OF MN	46114	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-144.00
SOUTHERN GLAZERS OF MN	47541	01/23/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-164.92
SOUTHERN GLAZERS OF MN	47856	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-51.00
SOUTHERN GLAZERS OF MN	49003	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-359.14
SOUTHERN GLAZERS OF MN	49138	01/23/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-139.59
SOUTHERN GLAZERS OF MN	49801	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-98.99
SOUTHERN GLAZERS OF MN	9392222	01/23/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-40.00
SOUTHERN GLAZERS OF MN	9412718	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-657.90
SOUTHERN GLAZERS OF MN	9427886	01/23/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-260.00
SOUTHERN GLAZERS OF MN	9448031	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-2,200.50
SOUTHERN GLAZERS OF MN	9454372	01/23/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-144.00
SOUTHERN GLAZERS OF MN	9462558	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-2,160.00
SOUTHERN GLAZERS OF MN	9467409	01/23/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-44.00
SOUTHERN GLAZERS OF MN	9501027	01/23/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-150.00
SOUTHERN GLAZERS OF MN	9522236	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-120.00
SOUTHERN GLAZERS OF MN	9524759	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-81.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SOUTHERN GLAZERS OF MN	9526649	01/23/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-300.00
					Vendor SOUTHERN GLAZERS OF MN Total:		**14,412.31**
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7510061	03/03/2025	610-4810-62530	Wine for Resale	WINE		3,630.00
					Vendor WINE MERCHANTS Total:		**3,630.00**
					Grand Total:		**60,386.35**

Fund Summary

Fund		Expense Amount
610 - LIQUOR DISPENSARY		60,386.35
	Grand Total:	**60,386.35**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	45,188.20
610-4810-62530	Wine for Resale	12,217.16
610-4810-62540	Soft Drinks/Mix for Resa...	212.80
610-4850-62210	Equipment Maint & Repa..	2,432.69
610-4890-64900	Civic Events	335.50
	Grand Total:	**60,386.35**

Project Account Summary

Project Account Key		Expense Amount
None		60,386.35
	Grand Total:	**60,386.35**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01315 - 03/05/2025 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	100-4150-62010	Office Supplies	2ND HALF FEB 2025 - CHAIR…		379.08
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	100-4150-62010	Office Supplies	2ND HALF FEB 2025 - OFFICE..		90.24
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	100-4192-62020	Computer Supplies	2ND HALF FEB 2025 - CHAIR…		109.95
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	100-4210-62990	Misc. Operating Expense	2ND HALF FEB 2025 - DRON…		145.57
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	100-4220-62990	Misc. Operating Expense	2ND HALF FEB 2025 - FO;TE…		45.99
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	100-4220-62990	Misc. Operating Expense	2ND HALF FEB 2025 - HANG…		162.23
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	100-4650-62010	Office Supplies	2ND HALF FEB 2025 - CHAIR…		109.95
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	620-4840-62170	Field Supplies	2ND HALF FEB 2025 - LAB S…		12.73
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	620-4840-62170	Field Supplies	2ND HALF FEB 2025 - TEST S…		15.80
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	620-4850-62210	Equipment Maint & Repair	2ND HALF FEB 2025 - LED LI…		129.98
AMAZON CAPITAL SERVICES ..	2ND HALF FEB 2025	02/17/2025	620-4850-62210	Equipment Maint & Repair	2ND HALF FEB 2025 - CARB…		22.32
					Vendor AMAZON CAPITAL SERVICES INC Total:		**1,223.84**
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUT…	CIN127423	02/28/2025	100-4194-65200	Buildings and Structures	BALANCE - CITY HALL WALL …		45,473.40
					Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:		**45,473.40**
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE …	FEB 2025	02/28/2025	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES..		1,400.00
					Vendor PENNINGTON CO HUMANE SOCIETY Total:		**1,400.00**
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678…	6106631826	02/21/2025	100-4110-63210	Communication Expense	WIRELESS PHONE SERVICE -…		336.12
VERIZON WIRELESS #78678…	6106631826	02/21/2025	100-4150-63210	Communication Expense	WIRELESS PHONE SERVICE -…		174.18
VERIZON WIRELESS #78678…	6106631826	02/21/2025	100-4192-63210	Communication Expense	WIRELESS PHONE SERVICE -…		40.01
VERIZON WIRELESS #78678…	6106631826	02/21/2025	100-4194-63210	Communication Expense	WIRELESS PHONE SERVICE -…		41.39
VERIZON WIRELESS #78678…	6106631826	02/21/2025	100-4210-63210	Communication Expense	WIRELESS PHONE SERVICE -…		703.63
VERIZON WIRELESS #78678…	6106631826	02/21/2025	100-4240-63210	Communication Expense	WIRELESS PHONE SERVICE -…		41.39
VERIZON WIRELESS #78678…	6106631826	02/21/2025	100-4510-63210	Communication Expense	WIRELESS PHONE SERVICE -…		82.78
VERIZON WIRELESS #78678…	6106631826	02/21/2025	100-4650-63210	Communication Expense	WIRELESS PHONE SERVICE -…		41.39
VERIZON WIRELESS #78678…	6106631826	02/21/2025	100-4660-63210	Communication Expense	WIRELESS PHONE SERVICE -…		41.39
VERIZON WIRELESS #78678…	6106631826	02/21/2025	610-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -…		41.39
VERIZON WIRELESS #78678…	6106631826	02/21/2025	620-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -…		122.81
VERIZON WIRELESS #78678…	6106631826	02/21/2025	650-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -…		41.39
VERIZON WIRELESS #78678…	6106631826	02/21/2025	680-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -…		41.39
VERIZON WIRELESS #78678…	6106631826	02/21/2025	690-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -…		206.95

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #78678...	6106631826	02/21/2025	820-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
					Vendor VERIZON WIRELESS #786782900 Total:		1,997.60
					Grand Total:		50,094.84

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		49,418.69
610 - LIQUOR DISPENSARY		41.39
620 - WATER UTILITY FUND		303.64
650 - TOURIST PARK - OAK VIEW GROUP		41.39
680 - WASTEWATER UTILITY FUND		41.39
690 - ELECTRIC UTILITY FUND		206.95
820 - GREENWOOD CEMETERY FUND		41.39
	Grand Total:	**50,094.84**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63210	Communication Expense	336.12
100-4150-62010	Office Supplies	469.32
100-4150-63210	Communication Expense	174.18
100-4192-62020	Computer Supplies	109.95
100-4192-63210	Communication Expense	40.01
100-4194-63210	Communication Expense	41.39
100-4194-65200	Buildings and Structures	45,473.40
100-4210-62990	Misc. Operating Expense	145.57
100-4210-63100	Animal Control	1,400.00
100-4210-63210	Communication Expense	703.63
100-4220-62990	Misc. Operating Expense	208.22
100-4240-63210	Communication Expense	41.39
100-4510-63210	Communication Expense	82.78
100-4650-62010	Office Supplies	109.95
100-4650-63210	Communication Expense	41.39
100-4660-63210	Communication Expense	41.39
610-4830-63210	Communication Expense	41.39
620-4830-63210	Communication Expense	122.81
620-4840-62170	Field Supplies	28.53
620-4850-62210	Equipment Maint & Repa..	152.30
650-4830-63210	Communication Expense	41.39
680-4830-63210	Communication Expense	41.39
690-4830-63210	Communication Expense	206.95
820-4830-63210	Communication Expense	41.39
	Grand Total:	**50,094.84**

Project Account Summary

Project Account Key		Expense Amount
None		50,094.84
	Grand Total:	**50,094.84**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01323 - 03/12/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC P...	FEB 2025 - LQR	03/03/2025	610-4890-63060	Credit Card Fees	FEB 2025 - CREDIT CARD FE...		6,520.65
					Vendor BANKCARD ELECTRONIC PYMTS INC Total:		**6,520.65**
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4150-63210	Communication Expense	PHONE CHARGES - MAR / A...		408.00
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4194-63210	Communication Expense	PHONE CHARGES - MAR / A...		63.13
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4220-63210	Communication Expense	PHONE CHARGES - MAR / A...		104.13
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4240-63210	Communication Expense	PHONE CHARGES - MAR / A...		26.99
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4312-63210	Communication Expense	PHONE CHARGES - MAR / A...		41.99
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4315-63210	Communication Expense	PHONE CHARGES - MAR / A...		41.98
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4510-63210	Communication Expense	PHONE CHARGES - MAR / A...		48.99
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4570-63210	Communication Expense	PHONE CHARGES - MAR / A...		9.99
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4650-63210	Communication Expense	PHONE CHARGES - MAR / A...		110.97
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4660-63210	Communication Expense	PHONE CHARGES - MAR / A...		22.00
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4670-64500	Senior Citizen Programs	PHONE CHARGES - MAR / A...		82.26
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	100-4670-64500	Senior Citizen Programs	PHONE CHARGES - MAR / A...		1.12
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	610-4830-63210	Communication Expense	PHONE CHARGES - MAR / A...		155.34
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	620-4830-63210	Communication Expense	PHONE CHARGES - MAR / A...		197.89
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	630-4830-63210	Communication Expense	PHONE CHARGES - MAR / A...		329.99
GARDEN VALLEY TECHNOL...	101405662	03/10/2025	690-4830-63210	Communication Expense	PHONE CHARGES - MAR / A...		341.90
					Vendor GARDEN VALLEY TECHNOLOGIES Total:		**1,986.67**
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR...	FEB 2025 - ASHLEY	03/03/2025	100-4670-63060	Credit Card Fees	FEB 2025 - CREDIT CARD FE...		39.32
GLOBAL PAYMENTS INTEGR...	FEB 2025 - ASHLEY	03/03/2025	690-4890-63060	Credit Card Fees	FEB 2025 - CREDIT CARD FE...		2,171.62
GLOBAL PAYMENTS INTEGR...	FEB 2025 - ELEC	03/03/2025	690-4890-63060	Credit Card Fees	FEB 2025 - CREDIT CARD FE...		7,617.78
GLOBAL PAYMENTS INTEGR...	FEB 2025 - ELECTRIC	03/03/2025	690-4890-63060	Credit Card Fees	FEB 2025 - CREDIT CARD FE...		109.40
GLOBAL PAYMENTS INTEGR...	FEB 2025 - GEN	03/03/2025	100-4670-63060	Credit Card Fees	FEB 2025 - CREDIT CARD FE...		94.37
					Vendor GLOBAL PAYMENTS INTEGRATED Total:		**10,032.49**
Vendor: MINNESOTA ENERGY GROUP (ELECTRIC)							
MINNESOTA ENERGY GROU...	5384565989	02/28/2025	690-4830-63890	Utilities Expense	GAS METER READING - FEB ...		149.02
					Vendor MINNESOTA ENERGY GROUP (ELECTRIC) Total:		**149.02**
Vendor: MINNESOTA ENERGY GROUP (FIRE-IT BLDG-CARNEGIE-TRF-MARK)							
MINNESOTA ENERGY GROU...	5392035155	03/06/2025	100-4220-63890	Utilities Expense	FEB 2025 - GAS METER REA...		405.85
MINNESOTA ENERGY GROU...	5392035155	03/06/2025	100-4550-63890	Utilities Expense	FEB 2025 - GAS METER REA...		774.46
MINNESOTA ENERGY GROU...	5392035155	03/06/2025	100-4560-63890	Utilities Expense	FEB 2025 - GAS METER REA...		518.42
MINNESOTA ENERGY GROU...	5392035155	03/06/2025	100-4570-63890	Utilities Expense	FEB 2025 - GAS METER REA...		614.27

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MINNESOTA ENERGY GROU…	5392035155	03/06/2025	680-4830-63890	Utilities Expense	FEB 2025 - GAS METER REA…		21.38
					Vendor MINNESOTA ENERGY GROUP (FIRE-IT BLDG-CARNEGIE-TRF-MARK) Total:		**2,334.38**
Vendor: MUNICIPAL SERVICE CO INC							
MUNICIPAL SERVICE CO INC	PAY RQT #1	02/25/2025	550-4680-65900	Work in Process-Constructi…	PAY REQUEST #1 - CO2 REP…		22,500.00
					Vendor MUNICIPAL SERVICE CO INC Total:		**22,500.00**
Vendor: WEX BANK - CIRCLE K FLEET							
WEX BANK - CIRCLE K FLEET	102833903	02/07/2025	100-4210-62120	Gas-Oil-Lube	JAN 2025 - FUEL PURCHASES		103.28
WEX BANK - CIRCLE K FLEET	102833903	02/07/2025	100-4210-62120	Gas-Oil-Lube	JAN 2025 - FUEL REBATE		-1.75
					Vendor WEX BANK - CIRCLE K FLEET Total:		**101.53**
					Grand Total:		**43,624.74**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	3,509.77
550 - 2025 CO2 TANK REPLACMENT	22,500.00
610 - LIQUOR DISPENSARY	6,675.99
620 - WATER UTILITY FUND	197.89
630 - ARENAS - OAK VIEW GROUP	329.99
680 - WASTEWATER UTILITY FUND	21.38
690 - ELECTRIC UTILITY FUND	10,389.72
Grand Total:	**43,624.74**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	408.00
100-4194-63210	Communication Expense	63.13
100-4210-62120	Gas-Oil-Lube	101.53
100-4220-63210	Communication Expense	104.13
100-4220-63890	Utilities Expense	405.85
100-4240-63210	Communication Expense	26.99
100-4312-63210	Communication Expense	41.99
100-4315-63210	Communication Expense	41.98
100-4510-63210	Communication Expense	48.99
100-4550-63890	Utilities Expense	774.46
100-4560-63890	Utilities Expense	518.42
100-4570-63210	Communication Expense	9.99
100-4570-63890	Utilities Expense	614.27
100-4650-63210	Communication Expense	110.97
100-4660-63210	Communication Expense	22.00
100-4670-63060	Credit Card Fees	133.69
100-4670-64500	Senior Citizen Programs	83.38
550-4680-65900	Work in Process-Constru…	22,500.00
610-4830-63210	Communication Expense	155.34
610-4890-63060	Credit Card Fees	6,520.65
620-4830-63210	Communication Expense	197.89
630-4830-63210	Communication Expense	329.99
680-4830-63890	Utilities Expense	21.38
690-4830-63210	Communication Expense	341.90
690-4830-63890	Utilities Expense	149.02
690-4890-63060	Credit Card Fees	9,898.80
	Grand Total:	**43,624.74**

Project Account Summary

Project Account Key		Expense Amount
None		43,624.74
	Grand Total:	**43,624.74**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01313 - 02/27/25 DIRECT PAYABLES - UTILITY BILLS POSTAGE

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	MAR 2025	02/27/2025	100-4315-62010	Office Supplies	POSTAGE - MAR 2025 UTILI...		293.59
U S POSTMASTER	MAR 2025	02/27/2025	620-4840-62010	Office Supplies	POSTAGE - MAR 2025 UTILI...		685.04
U S POSTMASTER	MAR 2025	02/27/2025	680-4840-62010	Office Supplies	POSTAGE - MAR 2025 UTILI...		195.73
U S POSTMASTER	MAR 2025	02/27/2025	690-4840-62010	Office Supplies	POSTAGE - MAR 2025 UTILI...		782.90
						Vendor U S POSTMASTER Total:	**1,957.26**
						Grand Total:	**1,957.26**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		293.59
620 - WATER UTILITY FUND		685.04
680 - WASTEWATER UTILITY FUND		195.73
690 - ELECTRIC UTILITY FUND		782.90
	Grand Total:	**1,957.26**

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62010	Office Supplies	293.59
620-4840-62010	Office Supplies	685.04
680-4840-62010	Office Supplies	195.73
690-4840-62010	Office Supplies	782.90
	Grand Total:	**1,957.26**

Project Account Summary

Project Account Key		Expense Amount
None		1,957.26
	Grand Total:	**1,957.26**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01321 - 03/06/25 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…	FDJ991-2013 FORD	03/06/2025	100-4210-64370	Taxes and Licenses	LICENSE/TABS RENEWAL - 2…		16.25
					Vendor PENNINGTON CO MOTOR VEHICLE Total:		**16.25**
Vendor: T R F CONVENTION &							
T R F CONVENTION &	JAN 2025	03/06/2025	100-4670-63030	Contracts Expense	JAN 2025 - LODGING TAX		7,333.55
					Vendor T R F CONVENTION & Total:		**7,333.55**
Vendor: VESTIS							
VESTIS	2630397216	03/04/2025	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 03/04/…		86.75
					Vendor VESTIS Total:		**86.75**
					Grand Total:		**7,436.55**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		7,349.80
620 - WATER UTILITY FUND		86.75
	Grand Total:	**7,436.55**

Account Summary

Account Number	Account Name	Expense Amount
100-4210-64370	Taxes and Licenses	16.25
100-4670-63030	Contracts Expense	7,333.55
620-4890-63030	Contracts Expense	86.75
	Grand Total:	**7,436.55**

Project Account Summary

Project Account Key		Expense Amount
None		7,436.55
	Grand Total:	**7,436.55**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01305 - 2/26/28 WEX HEALTH PAYMENTS

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001507	02/21/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		199.16
WEX HEALTH INC	INV0001508	02/28/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		525.00
WEX HEALTH INC	INV0001524	02/27/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		415.74
						Vendor WEX HEALTH INC Total:	**1,139.90**
						Grand Total:	**1,139.90**

Fund Summary

Fund		Expense Amount
740 - TRF HEALTH INSURANCE FUND		1,139.90
	Grand Total:	**1,139.90**

Account Summary

Account Number	Account Name	Expense Amount
740-20300	Flex Payroll Deductions	1,139.90
	Grand Total:	**1,139.90**

Project Account Summary

Project Account Key		Expense Amount
None		1,139.90
	Grand Total:	**1,139.90**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01311 - PYPKT01591 - 2025 03 06 #5 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DELTA DENTAL OF MINNESOTA							
DELTA DENTAL OF MINNES…	INV0001516	03/06/2025	740-24000	Clearing Account	Dental Premium		1,752.08
						Vendor DELTA DENTAL OF MINNESOTA Total:	**1,752.08**
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001519	03/06/2025	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		24,906.42
INTERNAL REVENUE SERVICE	INV0001519	03/06/2025	740-20150	Payroll Taxes Payable	FED W/H		28,112.69
INTERNAL REVENUE SERVICE	INV0001519	03/06/2025	740-20150	Payroll Taxes Payable	MEDICARE		8,321.84
						Vendor INTERNAL REVENUE SERVICE Total:	**61,340.95**
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR…	INV0001512	03/06/2025	740-24000	Clearing Account	LELS Dues		1,022.00
						Vendor LAW ENFORCEMENT LABOR SERVICES Total:	**1,022.00**
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0001523	03/01/2025	740-4870-63650	Senior Gold BC/BS Monthly …	March 2025 Billing		1,750.50
						Vendor MEDICAREBLUE RX Total:	**1,750.50**
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA…	INV0001514	03/06/2025	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…	INV0001518	03/06/2025	740-20160	State Withholding	State W/H Tax		13,556.11
						Vendor MN DPT OF REVENUE - WITHHOLDING Total:	**13,556.11**
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR…	INV0001513	03/06/2025	740-24000	Clearing Account	PLIFE		656.00
						Vendor NCPERS GROUP LIFE INSURANCE Total:	**656.00**
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	100-4150-61310	Health Insurance	Health Insurance Premium		5,402.61
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	100-4210-61310	Health Insurance	Health Insurance Premium		25,132.96
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	100-4220-61310	Health Insurance	Health Insurance Premium		7,259.34
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	100-4312-61310	Health Insurance	Health Insurance Premium		5,402.61
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	100-4315-61310	Health Insurance	Health Insurance Premium		11,475.20
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	100-4510-61310	Health Insurance	Health Insurance Premium		2,868.80
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	100-4650-61310	Health Insurance	Health Insurance Premium		4,976.73
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	100-4660-61310	Health Insurance	Health Insurance Premium		1,772.94
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	610-4825-61310	Health Insurance	Health Insurance Premium		16,108.58
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	620-4825-61310	Health Insurance	Health Insurance Premium		5,840.12
NORTHWEST SERVICE COO…	INV0001520	03/01/2025	680-4825-61310	Health Insurance	Health Insurance Premium		7,084.66

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST SERVICE COO...	INV0001520	03/01/2025	690-4825-61310	Health Insurance	Health Insurance Premium		23,117.81
NORTHWEST SERVICE COO...	INV0001520	03/01/2025	740-4870-63620	Employee BC/BS Monthly Bil..	Health Insurance Employee ...		16,448.04
NORTHWEST SERVICE COO...	INV0001520	03/01/2025	740-4870-63620	Employee BC/BS Monthly Bil..	Health Insurance Premium		156.60
NORTHWEST SERVICE COO...	INV0001520	03/01/2025	740-4870-63660	Retiree BC/BS Monthly billi...	Health Insurance Retiree		5,069.94
						Vendor NORTHWEST SERVICE COOPERATIVE Total:	**138,116.94**
Vendor: P E R A OF MN							
P E R A OF MN	INV0001517	03/06/2025	740-20180	PERA Payable	PERA EE/ER COORD		28,782.64
P E R A OF MN	INV0001517	03/06/2025	740-20180	PERA Payable	PERA EE/ER P&F		26,199.39
						Vendor P E R A OF MN Total:	**54,982.03**
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0001515	03/06/2025	740-24000	Clearing Account	LTD Premium		705.23
						Vendor SUN LIFE FINANCIAL (LTD) Total:	**705.23**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001509	03/06/2025	740-24000	Clearing Account	Contributions Employee		4,842.94
						Vendor VANTAGEPOINT ICMA Total:	**4,842.94**
Vendor: WEX BANK							
WEX BANK	INV0001511	03/06/2025	740-24000	Clearing Account	HSA		412.50
						Vendor WEX BANK Total:	**412.50**
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001525	03/03/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		5.35
WEX HEALTH INC	INV0001526	03/04/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		214.22
WEX HEALTH INC	INV0001527	03/04/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		230.28
WEX HEALTH INC	INV0001528	03/04/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		633.30
WEX HEALTH INC	INV0001529	03/05/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		80.00
WEX HEALTH INC	INV0001530	03/06/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		155.00
						Vendor WEX HEALTH INC Total:	**1,318.15**
						Grand Total:	**280,903.97**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		64,291.19
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		164,461.61
	Grand Total:	**280,903.97**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	5,402.61
100-4210-61310	Health Insurance	25,132.96
100-4220-61310	Health Insurance	7,259.34
100-4312-61310	Health Insurance	5,402.61
100-4315-61310	Health Insurance	11,475.20
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	61,340.95
740-20160	State Withholding	13,556.11
740-20180	PERA Payable	54,982.03
740-20300	Flex Payroll Deductions	1,318.15
740-24000	Clearing Account	9,839.29
740-4870-63620	Employee BC/BS Monthl...	16,604.64
740-4870-63650	Senior Gold BC/BS Mont...	1,750.50
740-4870-63660	Retiree BC/BS Monthly bi..	5,069.94
	Grand Total:	**280,903.97**

Project Account Summary

Project Account Key		Expense Amount
None		280,903.97
	Grand Total:	**280,903.97**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01310 - 02/26/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4150-62010	Office Supplies	1ST HALF FEB 2025 - NEW O...		347.86
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4150-62020	Computer Supplies	1ST HALF FEB 2025 - U B EX...		13.98
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4150-62420	Computer Equipment	1ST HALF FEB 2025 - COLOR...		459.99
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4192-62020	Computer Supplies	1ST HALF FEB 2025 - PATCH...		63.66
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4210-62010	Office Supplies	1ST HALF FEB 2025 - OFFICE...		242.44
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4210-62020	Computer Supplies	1ST HALF FEB 2025 - FLASH ...		85.90
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4210-62990	Misc. Operating Expense	1ST HALF FEB 2025 - ENDOS...		19.99
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4210-63034	SRT Expense	1ST HALF FEB 2025 - JACKET...		272.85
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4210-63034	SRT Expense	1ST HALF FEB 2025 - DRONE...		530.80
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4220-62990	Misc. Operating Expense	1ST HALF FEB 2025 - FLOOR...		80.27
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	100-4312-62210	Equipment Maint & Repair	1ST HALF FEB 2025 - LUBE A...		105.24
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	610-4840-62010	Office Supplies	1ST HALF FEB 2025 - CORK ...		109.98
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	610-4840-62400	Small Tools and Minor Equip	1ST HALF FEB 2025 - ROLLI...		27.37
AMAZON CAPITAL SERVICES ..	1ST HALF FEB 2025	02/15/2025	690-4840-62990	Misc. Operating Expense	1ST HALF FEB 2025 - FIRST A...		21.07
						Vendor AMAZON CAPITAL SERVICES INC Total:	**2,381.40**
Vendor: CAPITAL ONE							
CAPITAL ONE	1660996009	02/19/2025	100-4220-62990	Misc. Operating Expense	02/19/25 STMT - OFFICE SU...		75.94
CAPITAL ONE	1660996009	02/19/2025	100-4510-62990	Misc. Operating Expense	02/19/25 STMT - FLOOR CL...		15.96
CAPITAL ONE	1660996009	02/19/2025	620-4840-62170	Field Supplies	02/19/25 STMT - LAB SUPPL...		43.07
CAPITAL ONE	1660996009	02/19/2025	620-4840-62990	Misc. Operating Expense	02/19/25 STMT - WTP SUPP...		16.91
						Vendor CAPITAL ONE Total:	**151.88**
Vendor: ELAN FINANCIAL SERVICES							
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4110-64400	Travel, Conference, School	FEB 2025 STMT - LMC REG /...		350.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4110-64400	Travel, Conference, School	FEB 2025 STMT - LMC REG / ..		350.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4150-64400	Travel, Conference, School	FEB 2025 STMT - LODGING /...		177.74
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4192-63020	Computer Maintenance & li...	FEB 2025 STMT - 2025 ANN...		1,430.79
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-62990	Misc. Operating Expense	FEB 2025 STMT - ADDL PH...		0.99
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-62990	Misc. Operating Expense	FEB 2025 STMT - FEB 2025 ...		15.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-62990	Misc. Operating Expense	FEB 2025 STMT - FRGN TRA...		0.30
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-62990	Misc. Operating Expense	FEB 2025 STMT - PIZZA / DE...		79.30
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-63320	Training Expense	FEB 2025 STMT - REG FEE B ...		395.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-63320	Training Expense	FEB 2025 STMT - REG FEE M...		395.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-63320	Training Expense	FEB 2025 STMT - LODGING /...		1,026.61
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-63320	Training Expense	FEB 2025 STMT - DT INSTR...		1,500.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-63320	Training Expense	FEB 2025 STMT - REG FEE / ...		575.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-63320	Training Expense	FEB 2025 STMT - REG FEE K ...		395.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-63320	Training Expense	FEB 2025 STMT - LODGING /...	1,321.32
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4210-64330	Dues and Subscriptions	FEB 2025 STMT - MN CHIEFS..	376.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4312-62210	Equipment Maint & Repair	FEB 2025 STMT - FUEL COO...	800.69
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4315-62010	Office Supplies	FEB 2025 STMT - FEB 2025 /...	13.49
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4315-62210	Equipment Maint & Repair	FEB 2025 STMT - BRKT #5601	279.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	100-4671-62200	System Expense	FEB 2025 STMT - ELECTRICA...	36.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	620-4840-62010	Office Supplies	FEB 2025 STMT - FEB 2025 ...	31.48
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	620-4890-64400	Travel, Conference, School	FEB 2025 STMT - LODGING /...	172.88
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	620-4890-64400	Travel, Conference, School	FEB 2025 STMT - LODGING /...	247.78
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	680-4840-62010	Office Supplies	FEB 2025 STMT - FEB 2025 ...	9.00
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	690-4840-62010	Office Supplies	FEB 2025 STMT - FEB 2025 ...	35.98
ELAN FINANCIAL SERVICES	FEB 2025 STMT	02/18/2025	690-4890-64370	Taxes and Licenses	FEB 2025 STMT - ELECTRICI...	93.00
					Vendor ELAN FINANCIAL SERVICES Total:	**10,107.35**
Vendor: KELLY LANGNESS						
KELLY LANGNESS	REIMB 02 22 25	02/26/2025	100-4110-64400	Travel, Conference, School	REIMBURSE EXP - MEALS / P...	66.16
KELLY LANGNESS	REIMB 02 22 25	02/26/2025	100-4110-64400	Travel, Conference, School	REIMBURSE EXP - MILEAGE /..	476.70
KELLY LANGNESS	REIMB 02 22 25	02/26/2025	100-4110-64400	Travel, Conference, School	REIMBURSE EXP - LODGING ...	362.58
					Vendor KELLY LANGNESS Total:	**905.44**
Vendor: MARCO TECHNOLOGIES LLC NW 7128						
MARCO TECHNOLOGIES LLC...	INV13529975	02/17/2025	100-4650-63020	Computer Maintenance & li...	2025 WIDE FORMAT PRINT...	571.82
					Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:	**571.82**
Vendor: MINNESOTA ENERGY GROUP (CITY HALL)						
MINNESOTA ENERGY GROU...	5360337874	02/11/2025	100-4194-63890	Utilities Expense	GAS METER READING - JAN ...	423.55
					Vendor MINNESOTA ENERGY GROUP (CITY HALL) Total:	**423.55**
Vendor: MINNESOTA ENERGY GROUP (ST-STNT-PRKS)						
MINNESOTA ENERGY GROU...	5367681099	02/14/2025	100-4312-63890	Utilities Expense	GAS METER READING - JAN/...	704.66
MINNESOTA ENERGY GROU...	5367681099	02/14/2025	100-4315-63890	Utilities Expense	GAS METER READING - JAN/...	568.42
MINNESOTA ENERGY GROU...	5367681099	02/14/2025	100-4510-63890	Utilities Expense	GAS METER READING - JAN/...	243.61
MINNESOTA ENERGY GROU...	5367681099	02/14/2025	100-4510-63890	Utilities Expense	GAS METER READING - JAN/...	61.97
					Vendor MINNESOTA ENERGY GROUP (ST-STNT-PRKS) Total:	**1,578.66**
Vendor: MN DPT OF PUBLIC SAFETY - D V S						
MN DPT OF PUBLIC SAFETY -..	FIRE PLATES	02/26/2025	100-4670-64530	Public Safety Grant Expenses	2 - MN 100 "FIRE" PLATES S...	6.00
					Vendor MN DPT OF PUBLIC SAFETY - D V S Total:	**6.00**
Vendor: MN DPT OF REVENUE - SALES/USE TAX						
MN DPT OF REVENUE - SAL...	JAN 2025 LQR	02/21/2025	610-20220	Sales Tax Payable	JAN 2025 - SALES TAX	30,732.00
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	100-20220	Sales Tax Payable	JAN 2025 - SALES/USE TAX	11,567.42
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	100-4150-62990	Misc. Operating Expense	JAN 2025 - SALES/USE TAX	-30.87
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	100-4210-62210	Equipment Maint & Repair	JAN 2025 - SALES/USE TAX	10.44
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	100-4220-62230	Building Maint & Repair	JAN 2025 - SALES/USE TAX	-2.70
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	100-4315-62210	Equipment Maint & Repair	JAN 2025 - SALES/USE TAX	53.24
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	100-4315-62400	Small Tools and Minor Equip	JAN 2025 - SALES/USE TAX	170.22
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	100-4315-62880	Personal Protective Equipm...	JAN 2025 - SALES/USE TAX	5.50

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	100-4315-62990	Misc. Operating Expense	JAN 2025 - SALES/USE TAX		0.55
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	100-4315-63590	Printing & Publications	JAN 2025 - SALES/USE TAX		1.37
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	100-4550-62990	Misc. Operating Expense	JAN 2025 - SALES/USE TAX		-18.50
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	610-4840-62010	Office Supplies	JAN 2025 - SALES/USE TAX		2.06
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	610-4840-62140	Off Sale Supplies	JAN 2025 - SALES/USE TAX		12.83
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	610-4840-62990	Misc. Operating Expense	JAN 2025 - SALES/USE TAX		31.41
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	610-4850-62230	Building Maint & Repair	JAN 2025 - SALES/USE TAX		20.17
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	620-20220	Sales Tax Payable	JAN 2025 - SALES/USE TAX		2,746.55
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	690-14100	Inventory - Materials	JAN 2025 - SALES/USE TAX		-17.11
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	690-16400	Machinery & Equipment	JAN 2025 - SALES/USE TAX		5.50
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	690-20220	Sales Tax Payable	JAN 2025 - SALES/USE TAX		62,016.88
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	690-4840-62400	Small Tools and Minor Equip	JAN 2025 - SALES/USE TAX		14.23
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	690-4840-62990	Misc. Operating Expense	JAN 2025 - SALES/USE TAX		74.37
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	690-4850-62210	Equipment Maint & Repair	JAN 2025 - SALES/USE TAX		4.74
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	690-4850-62350	Power Plant/Dam Maint	JAN 2025 - SALES/USE TAX		242.86
MN DPT OF REVENUE - SAL...	JAN 2025	02/21/2025	690-4850-62360	Distribution Maint	JAN 2025 - SALES/USE TAX		6.84
					Vendor MN DPT OF REVENUE - SALES/USE TAX Total:		**107,650.00**
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR V...	FDJ991 - 2025	02/26/2025	100-4210-64370	Taxes and Licenses	LICENSE TAB RENEWAL		16.25
					Vendor PENNINGTON CO MOTOR VEHICLE Total:		**16.25**
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	69213008	02/06/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		579.20
					Vendor PEPSI BEVERAGES COMPANY Total:		**579.20**
Vendor: VESTIS							
VESTIS	2630392025	02/18/2025	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 02/18/...		86.75
					Vendor VESTIS Total:		**86.75**
					Grand Total:		**124,458.30**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		27,090.50
610 - LIQUOR DISPENSARY		31,515.02
620 - WATER UTILITY FUND		3,345.42
680 - WASTEWATER UTILITY FUND		9.00
690 - ELECTRIC UTILITY FUND		62,498.36
	Grand Total:	**124,458.30**

Account Summary

Account Number	Account Name	Expense Amount
100-20220	Sales Tax Payable	11,567.42
100-4110-64400	Travel, Conference, Sch…	1,605.44
100-4150-62010	Office Supplies	347.86
100-4150-62020	Computer Supplies	13.98
100-4150-62420	Computer Equipment	459.99
100-4150-62990	Misc. Operating Expense	-30.87
100-4150-64400	Travel, Conference, Sch…	177.74
100-4192-62020	Computer Supplies	63.66
100-4192-63020	Computer Maintenance…	1,430.79
100-4194-63890	Utilities Expense	423.55
100-4210-62010	Office Supplies	242.44
100-4210-62020	Computer Supplies	85.90
100-4210-62210	Equipment Maint & Repa..	10.44
100-4210-62990	Misc. Operating Expense	115.58
100-4210-63034	SRT Expense	803.65
100-4210-63320	Training Expense	5,607.93
100-4210-64330	Dues and Subscriptions	376.00
100-4210-64370	Taxes and Licenses	16.25
100-4220-62230	Building Maint & Repair	-2.70
100-4220-62990	Misc. Operating Expense	156.21
100-4312-62210	Equipment Maint & Repa..	905.93
100-4312-63890	Utilities Expense	704.66
100-4315-62010	Office Supplies	13.49
100-4315-62210	Equipment Maint & Repa..	332.24
100-4315-62400	Small Tools and Minor E…	170.22
100-4315-62880	Personal Protective Equi…	5.50
100-4315-62990	Misc. Operating Expense	0.55
100-4315-63590	Printing & Publications	1.37
100-4315-63890	Utilities Expense	568.42
100-4510-62990	Misc. Operating Expense	15.96
100-4510-63890	Utilities Expense	305.58
100-4550-62990	Misc. Operating Expense	-18.50
100-4650-63020	Computer Maintenance…	571.82

Account Summary

Account Number	Account Name	Expense Amount
100-4670-64530	Public Safety Grant Expe...	6.00
100-4671-62200	System Expense	36.00
610-20220	Sales Tax Payable	30,732.00
610-4810-62540	Soft Drinks/Mix for Resa...	579.20
610-4840-62010	Office Supplies	112.04
610-4840-62140	Off Sale Supplies	12.83
610-4840-62400	Small Tools and Minor E...	27.37
610-4840-62990	Misc. Operating Expense	31.41
610-4850-62230	Building Maint & Repair	20.17
620-20220	Sales Tax Payable	2,746.55
620-4840-62010	Office Supplies	31.48
620-4840-62170	Field Supplies	43.07
620-4840-62990	Misc. Operating Expense	16.91
620-4890-63030	Contracts Expense	86.75
620-4890-64400	Travel, Conference, Sch...	420.66
680-4840-62010	Office Supplies	9.00
690-14100	Inventory - Materials	-17.11
690-16400	Machinery & Equipment	5.50
690-20220	Sales Tax Payable	62,016.88
690-4840-62010	Office Supplies	35.98
690-4840-62400	Small Tools and Minor E...	14.23
690-4840-62990	Misc. Operating Expense	95.44
690-4850-62210	Equipment Maint & Repa..	4.74
690-4850-62350	Power Plant/Dam Maint	242.86
690-4850-62360	Distribution Maint	6.84
690-4890-64370	Taxes and Licenses	93.00
	Grand Total:	**124,458.30**

Project Account Summary

Project Account Key		Expense Amount
None		124,458.30
	Grand Total:	**124,458.30**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01314 - 02/27/25 DIRECT PAYABLES - LIQUOR

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3745509	02/10/2025	610-4810-62520	Beer for Resale	BEER		960.00
						Vendor ARTISAN BEER COMPANY Total:	**960.00**
Vendor: BERNICK'S							
BERNICK'S	20085319	02/07/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		654.00
						Vendor BERNICK'S Total:	**654.00**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	365394	01/23/2025	610-4810-62520	Beer for Resale	BEER		96.00
BEVERAGE WHOLESALERS I...	367289	02/06/2025	610-4810-62520	Beer for Resale	BEER		641.60
						Vendor BEVERAGE WHOLESALERS INC Total:	**737.60**
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	2056841	02/13/2025	610-4810-62520	Beer for Resale	BEER		424.25
C & L DISTRIBUTING	2056841	02/13/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		94.00
						Vendor C & L DISTRIBUTING Total:	**518.25**
Vendor: CORE-MARK US LLC							
CORE-MARK US LLC	2001633	02/12/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		44.66
CORE-MARK US LLC	2001633	02/12/2025	610-4810-62590	Misc. Mdse for Resale	TOBACCO / LIGHTERS		3,554.16
						Vendor CORE-MARK US LLC Total:	**3,598.82**
Vendor: ELECTRONICS PLUS OF T R F INC							
ELECTRONICS PLUS OF T R F ..	FEB 2025-16	01/31/2025	610-4890-63030	Contracts Expense	2025 SECURITY SYSTEM LEA...		1,593.76
						Vendor ELECTRONICS PLUS OF T R F INC Total:	**1,593.76**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6926332	02/10/2025	610-4810-62510	Liquor for Resale	LIQUOR		9,129.27
PHILLIPS WINE & SPIRITS	6926333	02/10/2025	610-4810-62510	Liquor for Resale	LIQUOR		268.50
PHILLIPS WINE & SPIRITS	6926333	02/10/2025	610-4810-62530	Wine for Resale	WINE		1,174.52
PHILLIPS WINE & SPIRITS	6926334	02/10/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		478.70
						Vendor PHILLIPS WINE & SPIRITS Total:	**11,050.99**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	JAN 2025 - 137	01/31/2025	610-4810-62590	Misc. Mdse for Resale	JAN 2025 - NEWSPAPERS		132.00
THIEF RIVER FALLS TIMES	JAN 2025 - 137	01/31/2025	610-4880-63490	Advertising	JAN 2025 - ADVERTISING		140.00
						Vendor THIEF RIVER FALLS TIMES Total:	**272.00**
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	51X00072	01/31/2025	610-4840-62990	Misc. Operating Expense	JAN 2025 - CARDBOARD D...		96.00
						Vendor WASTE MASTERS LLC Total:	**96.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7507519	02/10/2025	610-4810-62530	Wine for Resale	WINE		251.50
WINE MERCHANTS	757719	02/13/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-44.50
						Vendor WINE MERCHANTS Total:	**207.00**
						Grand Total:	**19,688.42**

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	19,688.42
Grand Total:	**19,688.42**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	9,397.77
610-4810-62520	Beer for Resale	2,121.85
610-4810-62530	Wine for Resale	1,381.52
610-4810-62540	Soft Drinks/Mix for Resa…	1,271.36
610-4810-62590	Misc. Mdse for Resale	3,686.16
610-4840-62990	Misc. Operating Expense	96.00
610-4880-63490	Advertising	140.00
610-4890-63030	Contracts Expense	1,593.76
	Grand Total:	**19,688.42**

Project Account Summary

Project Account Key	Expense Amount
None	19,688.42
Grand Total:	**19,688.42**

City of Thief River Falls

ECONOMIC / COMMUNITY DEVELOPMENT DIRECTOR

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

PHONE: 218-681-8506
FAX: 218-681-8507
email: rbaker@trfmn.gov
www.trfmn.gov

Request for Council Action

DATE: March 18, 2025

SUBJECT: Variance Request – Eric Tjelle

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

- **Motion to:** Approve a Variance Request Application by Eric Tjelle, 428 Riverside Avenue, Thief River Falls, Minnesota to erect a 9-feet wide, 4-feet deep and 10-feet high portico on the front of his house.

- **BACKGROUND: Mr**. Tjelle would like to build a portico on the front of his house to cover his front step and provide some shelter from the elements while entering the home. The property does not currently meet the setback requirements for the R-2 General Residential District. The addition of the portico would cover the front step but would not extend out to the edge of the existing stone patio/deck.

KEY ISSUES:

- Per City Ordinance Sec. 152.025.5a, General Yard Requirements in R-2 General Residential Districts the front yard setback requirement is 25 feet.
- The existing home itself encroaches upon the required setback by approximately 10 feet. The stone front step/patio deck encroaches another 6-1/2 feet approximately.
- The addition of the portico would cover the front step but would not extend out to the edge of the existing stone patio/deck.
- The structure would be approximately 30 feet from the edge of the Riverside Avenue roadway.
- The proposed portico would measure 9-feet wide, 4-feet deep and 10-feet high.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: A Public Hearing was held on Tuesday, March 11, 2025, by the Planning Commission to review this request. The Planning Commission subsequently approved the request and forwarded its recommendation on to the Public Works Committee and City Council for final action.

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

Encl: (6)

(Pd) 2/11/25

CK 4817

Application To Planning Commission/BOZA

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

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

☒ **VARIANCE** (Fee $150.00)

☐ **LAND SUBDIVISION** (Fee $300.00)

☐ **CONDITIONAL USE PERMIT** (Fee $150.00)

Applicant

Name: Eric Telle		Phone #: 218-686-6239	
Address: 428 Riverside Ave.	City: TRF	State: MN	Zip: 56701

Property Owner *(if different from Applicant)*

Name		Phone #	
Address	City	State	Zip

Approximate Location of Property

Address: 428 Riverside Ave.	Legal Description: Porters Addition, Lots 11-14, BLK 18
Present Zoning Classification: Residential	Present Use: Residential

Description of Request

Request variance for door overhang measuring 10' high x 4' deep x 9' wide. This would be over front door.

Property Owner Signature *(required)* [signature] Date 2/10/25

Applicant Signature [signature] Date

Review *(For office use only)*

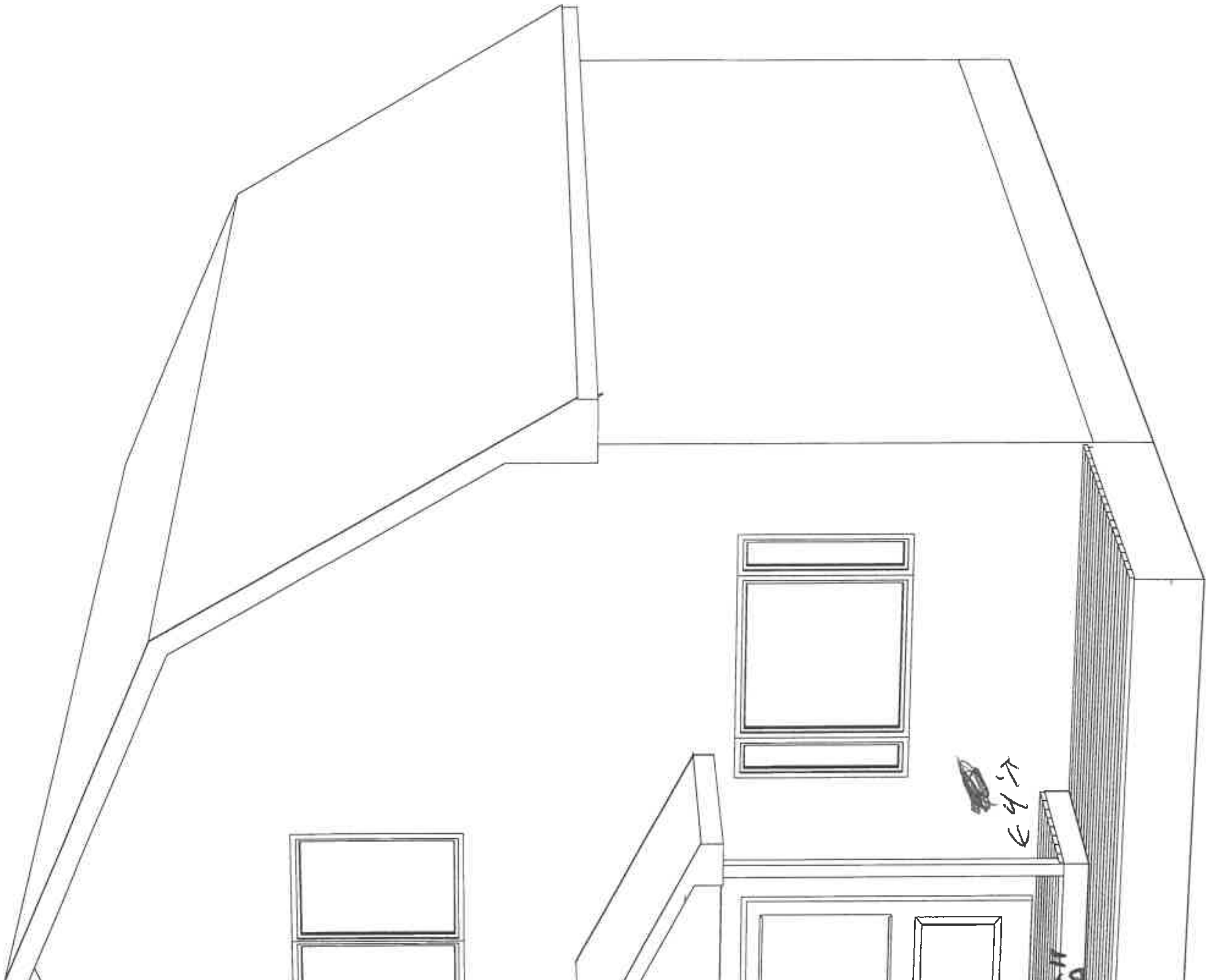
Date of Publication: 2/26/25	Date on Planning Commission Agenda: 3/11/25

Action Taken By Commission:

Action Taken By City Council:

City Council Resolution / Ordinance Number

Fee Paid




428 Riverside Ave
Thief River Falls, Minnesota
Google


32
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Thief
River
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RIVERSIDE AVE
2500512980
Pennington County

NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that Eric Tjelle, 428 Riverside Ave., Thief River Falls, MN 56701, has applied for a 4-foot variance to the 25-foot front yard setback requirement to add a 4-foot-deep portico over the front door.

The real property is legally described as follows: Porters Addition Lots 11 thru 14 BLK 18.

Notice is further given that the Planning Commission will conduct a Hearing on the Variance Request at 5:00 P.M. on Tuesday, March 11, 2025, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701.

All persons wishing to comment on the amendments will have the option to be heard at that time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

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

Dated this 21st day of February 2025.

CITY OF THIEF RIVER FALLS

/s/ Richard Baker
Richard Baker, Zoning Administrator

CHECKLIST FOR VARIANCE REQUESTS

1. **Applicant (Name/Address/Tel.):** Eric Tjelle, 428 Riverside Ave., 218-686-6239

2. **General location of the request:** 428 Riverside Ave.

3. **Legal description of the location:** Porters Addition Lots 11 thru 14 BLK 18.

4. **This request is for a Variance to** City Code, Sec. 152.025.5.a., General Yard Requirements in (R-2) General Residential Districts.

5. **Adjacent land use:** The adjacent properties in all directions are single family homes.

6. **Adjacent zoning districts:** The location borders General Residential District (R-2) in all directions.

7. **Is this a personal hardship?** Yes, the owner would like some personal protection from the elements while entering or leaving his home.

8. **Is this a unique situation?** Yes, the existing home itself encroaches into the 25-foot setback requirements by approximately 10-feet. There is an existing stone step/patio deck on the front of the house and the proposed portico would not extend any further out from the house than the existing step/patio deck.

9. **Is this a self-created problem?** No.

10. **Will the Variance create undo hardship on:**

    A. **The neighborhood?** No.

    B. **The Comprehensive Plan?** No.

    C. **The Zoning Ordinance?** No.

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

12. **Is this a non-conforming use?** No.

13. **Is this a "use" Variance?** No.

14. **Without the Variance, is there a viable economic return?** Yes

15. **Is there a site plan?** Yes – attached to application.

COMMENTS

The front of the home already encroaches into the 25-foot front yard setback area by approximately 10 feet. The stone front step/deck is approximately 8-1/2 feet from the front property line and 30 feet from the edge of Riverside Ave. roadway. The proposed portico does not extend any further than the edge of the existing front step/deck.

CRITERIA FOR GRANTING VARIANCES

"Practical difficulties" is a legal standard set forth in law that cities must apply when considering applications for variances. It is a three-factor test and applies to all requests for variances. To constitute practical difficulties, all three factors of the test must be satisfied.

1. Reasonableness

The first factor is that the property owner proposes to use the property in a reasonable manner. This factor means that the landowner would like to use the property in a particular reasonable way but cannot do so under the rules of the ordinance. It does not mean that the land cannot be put to any reasonable use whatsoever without the variance. For example, if the variance application is for a building too close to a lot line or does not meet the required setback, the focus of the first factor is whether the request to place a building there is reasonable.

2. Uniqueness

The second factor is that the landowner's problem is due to circumstances unique to the property not caused by the landowner. The uniqueness generally relates to the physical characteristics of the particular piece of property, that is, to the land and not personal characteristics or preferences of the landowner. When considering the variance for a building to encroach or intrude into a setback, the focus of this factor is whether there is anything physically unique about the particular piece of property, such as sloping topography or other natural features like wetlands or trees.

3. Essential character

The third factor is that the variance, if granted, will not alter the essential character of the locality. Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area. For example, when thinking about the variance for an encroachment into a setback, the focus is how the particular building will look closer to a lot line and if that fits in with the character of the area.

City of Thief River Falls

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

PHONE: 218-681-2943
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email: @citytrf.net
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Request for Council Action

DATE: 3/18/2025

SUBJECT: Purchase & installation of new carpet in Conference Room 101 & PW Alcove.

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

MOTION TO: Approve the purchase and installation of new carpet in Conference Room 101 and the Public Works Alcove area from Paint & Glass Interiors, Inc. in the amount of $2,371.28.

BACKGROUND: With the remodeling of the Public Works area, the city will once again be able to use Conference Room 101 for meetings. The carpet is approximately 30 years old and shows wearing. With the lobby carpet being replaced during the remodeling project for City Hall, now would be the time to replace the carpet in Conference Room 101. Likewise, the alcove area outside of the Public Works Director's and IT Coordinator's offices is 30 years old and an update should be done to transition into the new carpet in the IT Coordinator's office.

KEY ISSUES: Now would be the time to replace this carpet to coordinate with the replacement of the lobby carpet and the quoted price seems very reasonable.

FINANCIAL CONSIDERATIONS: The cost of this work will come from the capital improvement budget.

LEGAL CONSIDERATION:

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

ATTACHMENTS:

1.	Quote to Carpet Alcove & 101 - Invoice - LogoMid SubTot240

Proposal

3/4/2025 2:48:00 PM

Paint & Glass Interiors, Inc
324 Horace Ave N
Thief River Falls MN 56701
Phone: 218-681-3012

PAINT & GLASS INTERIORS
YOUR HOME IMPROVEMENT STORE

Proposal #: **16334**
SaleDate: **03/04/2025**
Next Install:
Sales Rep: **Shawn Hince**

SOLD TO:
City of Thief River Falls
PO Box 528
Thief River Falls, MN 56701

SHIPPED TO
PW alcove, Conference 101

	MATERIALS		QUANTITY		PRICE	TOTAL
1	Skyline	Color TBD	432	SqFt	$3.29	$1,421.28
2	Commercialon Primer Sealer	4-Gal Pail	0.5	Each	$335.99	$168.00
3	Commercialon Premium Modular Tile and LVT Adhesive	4-Gal Pail	0.5	Each	$199.99	$100.00

Materials Subtotal: $1,689.28

	LABOR	QUANTITY		PRICE	TOTAL
1	Carpet - Tile	432	SqFt	$1.00	$432.00
2	Remove & Dispose	1	Each	$250.00	$250.00

Labor Subtotal: $682.00

Comments: net due 30 days, past due rate 1.50%

SubTotal:	**$2,371.28**
Exempt:	**$0.00**
Total:	**$2,371.28**
Payments:	**$0.00**
Balance:	**$2,371.28**

Store Policies:
- Non stock items will be subject to a 25% restocking fee.
- Stock-full Cartons ONLY will receive a full refund.
- Recommended installers are not employees of Paint & Glass Interiors.
- Proposals are valid for 30 days.
- Special Orders require a 50% deposit and full payment upon pickup / delivery.

Customer Signature ____________________ Date ____________

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Request for Council Action

DATE: 3/18/2025

SUBJECT: Schedule Public Hearing to Establish TIF District 1-16

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

MOTION TO: Approve scheduling a Public Hearing to be held at 5:30 pm at the May 6, 2025, City Council meeting to consider modification to the Development Program for Development District Number 1 and the proposed establishment of Tax Increment Financing District Number 1-16, 1926 Sanford Parkway, Thief River Falls, Minnesota, an economic development TIF district for workforce housing.

BACKGROUND: D.W. Jones, Inc.has applied for the establishment of a 9-year Economic Development Tax Increment Financing District to assist in the financing gap on a 65-unit muti-family, workforce housing development to be built at 1926 Sanford Parkway.

KEY ISSUES: • The City's 2024 Housing Study showed the need for 110-121 new units to be built per year over an 11-year span.
- Current market conditions do not provide an adequate return on investment to entice developers to build new homes without subsidies.
- Without the TIF and additional funding subsidies, the development of multi-family residences and single-family homes will most likely be non-existent.
- Without growth in residential housing, Thief River Falls will be limited on population growth and the ability to provide an adequate workforce to its employers, thus stagnating their growth, the growth of the community and growth to the city's taxbase.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Per State Statute requirements, a Public Hearing Notice will be sent to the Times by April 18, 2025, for publication in their April 23, 2025, edition. And surrounding property owners in a 350-foot radius of the parcel will be notified via mail.

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

ATTACHMENTS:

1.	TIF Schedule 3.5.2025

Schedule of Events

City of Thief River Falls
Pennington County, Minnesota

For the proposed Modification to the Development Program for Development District No. 1 & the proposed establishment of Tax Increment Financing District No. 1-16: 1926 Sanford Pkwy. (an economic development for workforce housing district)

March 5, 2025

March 18, 2025	City Council meets at 5:30 PM on the modification to the Development Program for Development District No. 1 and the proposed establishment of Tax Increment Financing District No. 1-16: 1926 Sanford Pkwy., an economic development TIF district for workforce housing, and considers a resolution calling for a public hearing. [Attorney provides resolution information by March 13, 2025.] Project information, property identification numbers, fiscal impacts and maps sent to Ehlers for drafting documentation. Ehlers confirms whether building permits have been issued on the property to be included in the TIF District.
By April 1, 2025	Ehlers conducts internal review of Plans.
April 3, 2025	Fiscal/economic implications received by School Board Clerk and County Auditor (at least 30 days prior to public hearing) and County receives information for review of county road impacts*. [Ehlers will distribute.] City deadline for Admin Committee and Public Works Committee packets. *The County Board, by law, has 45 days to review the TIF Plan to determine if any county roads will be impacted by the development. Because City staff believes that the proposed TIF district will not require unplanned county road improvements, the TIF Plan was not forwarded to the County Board 45 days prior to the public hearing. Please be aware the County Board could claim that tax increment should be used for county roads, even after the public hearing.

April 14, 2025	Thief River Falls School Board meets at 6:00 PM and considers a resolution supporting the establishment of Tax Increment Financing District No. 1-16: 1926 Sanford Pkwy., an economic development TIF district for workforce housing.
April 15, 2025	Pennington County Board meets at 9:00 AM and considers a resolution supporting the establishment of Tax Increment Financing District No. 1-16: 1926 Sanford Pkwy., an economic development TIF district for workforce housing.
April 23, 2025	Publication of hearing notice and map in the Thief River Falls Times (at least 10 days but not more than 30 days prior to hearing). [Ehlers will submit notice, map and instructions. Publication deadline: April 18, 2025.]
May 6, 2025	City Council holds public hearing at 5:30 PM on the modification to the Development Program for Development District No. 1 and the proposed establishment of Tax Increment Financing District No. 1-16: 1926 Sanford Pkwy. and considers a resolution approving the Plans. [Ehlers and attorney provide packet information April 29, 2025.] City considers an Interfund Loan resolution in connection with the TIF District.
May 7, 2025	City may issue building permits.
Before June 30, 2025	Ehlers files the Plans with the MN Department of Revenue, Office of the State Auditor, and requests certification of the TIF District with the County.

An action under subdivision 1, paragraph (a), contesting the validity of a determination by an authority under section 469.175, subdivision 3, must be commenced within the later of:

(1) 180 days after the municipality's approval under section 469.175, subdivision 3; or

(2) 90 days after the request for certification of the district is filed with the county auditor under section 469.177, subdivision 1.

RESOLUTION NO. ######: ADOPTION OF THE PENNINGTON COUNTY 2024 HAZARD MITIGATION PLAN

WHEREAS, Pennington County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Pennington County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Pennington County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Pennington County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Pennington County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Pennington County 2024 Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the City of Thief River Falls supports the hazard mitigation planning effort and wishes to adopt the Pennington County 2024 Hazard Mitigation Plan.

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Request for Council Action

DATE: 3/18/2025

SUBJECT: Approval of County Project within Municipal Corporate Limits

RECOMMENDATION: It is respectfully requsted the Council consider the following Public Works recommendation:

MOTION TO: By the City Council, to approve County Project with Municipal Corporate Limits.

BACKGROUND: The plans for Project No. SAP 05706310008 showing proposed alignment, profiles grades and cross-selections for the construction, reconstruction or improvement of County State-Aid Hwy No. 31 within the limits of Thief River Falls as a State Aid Project has been prepared and presented to the City.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	Resolution Approving County Project within Municipal Corporation

WHEREAS, plans for Project No. **SAP 057-631-008** showing proposed alignment, profiles grades and cross-sections for the construction, reconstruction or improvement of County State-Aid Highway No. 31 within the limits of Thief River Falls as a State Aid Project have been prepared and presented to the City.

NOW, THEREFORE, BE IT RESOLVED: That said plans be in all things approved.

Dated this ___________________, day of ________________________, 20_________.

CERTIFICATION

State of Minnesota

County of ________________________

City of ___________________________

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the City Council of _____________________________________ at a meeting therefor held in the City of ______________________________, Minnesota, on the _______________ day of _______________, 20________, as disclosed by the records of said City in my possession.

____
City Clerk

(Seal)

City of Thief River Falls

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Request for Council Action

DATE: 3/18/2025

SUBJECT: Approve opening a patrol officer position to fill a vacancy that occurred with a recent resignation of Brady Meunier which will be effective on April 10th, 2025.

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

MOTION TO: To approve the opening of a patrol officer position with the department:

BACKGROUND: On March 10th, 2025 a resignation was received by Officer Brady Meunier which will be effective April 10th, 2025 and we are looking to now fill that position. We recently have interviewed 3 applicants for our open 17th position, and we potentially may use 2 from that applicant pool.

KEY ISSUES: This is a budgeted item for 2025.

FINANCIAL CONSIDERATIONS: Marissa Adam, Chief of Police

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:
None

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Request for Council Action

DATE: 3/18/2025

SUBJECT: Conditional Use Permit Request – Wikstrom Telephone Company

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

MOTION TO: Approve a Conditional Use Permit application by Wikstrom Telephone Company to replace their existing 200-foot-tall monopole communication tower with a new 200-foot free-standing lattice tower.

BACKGROUND: Wikstrom has been informed that the existing 200' tower base is sinking, and the tower needs to be replaced. Per city ordinance, a conditional use permit is required. Currently T-Mobile, Ham Radio, and Wiktel Internet Services are provided on this Tower.

The Property has a PID# of 2500102930 with a property address of 824 1st Street W., Thief River Falls, MN 56701; Latitude N48 06 59.08, Longitude W96 11 35.20 and is legally described as follows:

SECT-33 TWP-154 RANGE-043 UNPLATTED THIEF RIVER FALLS 3.21 AC. 3.21 A. IN SW1/4NW1/4
SITE ID# MN-00820

KEY ISSUES: • Per City Ordinance 150.06.5.a.i, It shall be unlawful for any person, firm, or corporation to erect, construct in place, place, or re-erect, replace, or repair any tower without first making application for a conditional use permit and thereafter securing a building permit.

- Per City Ordinance 150.04.15.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 underlining Zoning district.
- The tower meets the co-location requirements allowing multiple users on the same tower.

- Per Section 150.06.16 of City Ordinance. Factors considered in granting conditional use permits for towers. The council shall consider the following factors in determining whether to issue a conditional use permit to towers. The City Council may evaluate each of these factors on a site-by-site basis with varying levels of preference in determining how the goals of this section are best served.

o Height of the proposed tower facility.
o Capacity of the tower structure for additional antenna equipment to accommodate expansion, or to allow for co-location of other provider's equipment.
o Proximity of the tower to residential structures and residential district boundaries.

- o Nature of uses on adjacent and nearby properties.
- o Surrounding topography.
- o Present and surrounding tree coverage and foliage.
- o Design and sighting of the tower, with particular reference to design characteristics and location that have the effect of reducing or eliminating visual obtrusiveness.
- o Proposed ingress and egress.
- o Availability of suitable existing towers and other structures as discussed in other paragraphs of this section.
- o Such other factors as the planning commission or city council deem appropriate.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: A Public Hearing was held on Tuesday, January 14, by the Planning Commission to review this request. The Planning Commission subsequently tabled its recommendation for approval until the Planning Commission's (Wikstrom's) request for a change to the city ordinance on the maximum allowable height of towers was decided on by the council.

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

ATTACHMENTS:

1.	Wikstrom Telephone Co - CUP Checklist - 200 ft
2.	Wikstrom 200-foot Tower Plans

CHECKLIST FOR CONDITIONAL USE REQUEST

1. **Applicant (Name/Address/Tel:** Brian Wikstrom, Wikstrom Telephone Company, 212 South Main Street, Karlstad, MN 56732, 218-436-2121.

2. **General location of the request:** 824 1st Street W

3. **Proposed use and/or zoning:** Replacement of 200' communications tower.

4. **Dimension of the request:** **Frontage -** 350' **Depth -** 450'

5. **Area of property in request:** **Sq. Feet –** 139,635 **Acres –** 3.21

6. **Existing characteristics:** **Zoning -** (I-2) Industrial
   Use: Communications Tower

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

7. **Adjacent land use:** The adjacent properties to the West and South are I-2 Industrial open grass fields owned by Arctic Cat. The parcels to the North and East across 1st Street W and Calumel Ave. respectively, are (R-3) High Density Residential District mobile homes.

8. **Adjacent zoning districts:** The location is (I-2) Industrial and boarders I-2 Industrial to the south and west. Across the Streets it boarders R-3 – High Density Residential District.

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

10. **Can the property be adequately serviced by:**
    A. Storm and sanitary sewer? Yes
    B. Water and electrical? Yes
    C. Easement size? As Recorded

11. **Is the proposed Special Use consistent with the Comprehensive Plan?** Yes
12. **Have other pertinent segments of the Comprehensive Plan been considered?** Yes.

13. **Does the property provide, either now or potentially, enough area for adequate off-street parking?** N/A

A. **Will off-street parking be located in the side yard area or the rear yard area?** N/A

B. **Will off-street parking be suitably screened from view?** N/A

C. **Is there adequate room on the property for loading space(s)?** N/A

14. **If it is a heavy industry, is it readily available to a major thoroughfare and rail lines?** NA.

15. **Should screening be provided along the boundaries of this property?** N/A

16. **Are screened storage and trash areas provided?** N/A

17. **Are vehicular accessways adequate?** Yes

18. **Will the use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district?** No.

19. **Can it be found that there is a public necessity for the Special Use?** Yes

20. **What is the general character of the neighborhood?** The area is a mix of (I-2) Industrial and across the northerly and easterly streets it boarders R-3 – High Density Residential District.

21. **Are Wetlands or Shore land impacted by this request?** No

COMMENTS:
The proposed use is consistent with the comprehensive plan and is a replacement of an existing structure.

Per City Ordinance all towers require a Conditional Use Permit. And are limited to a maximum height of 200-feet.

The proposed tower is a 200-foot free-standing lattice tower to replace the existing 0200-foot monopole tower.

Sec. 150.06.6.b. 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."*

CRITERIA FOR GRANTING CONDITONAL USE PERMITS

1. The establishment, maintenance, or operation of a conditional use will not be detrimental to or endanger the public health, safety, morals, or general welfare.

2. The conditional use will not create an excessive burden on existing parks, schools, streets, and other public facilities and services which serve or are proposed to serve the area.

3. The conditional use will be sufficiently compatible with or separated by distance or screening from adjacent Agriculture or Residential zoned or used land.

4. The structure and site shall have an appearance that will not have an adverse effect upon adjacent agricultural or residential zoned or used land.

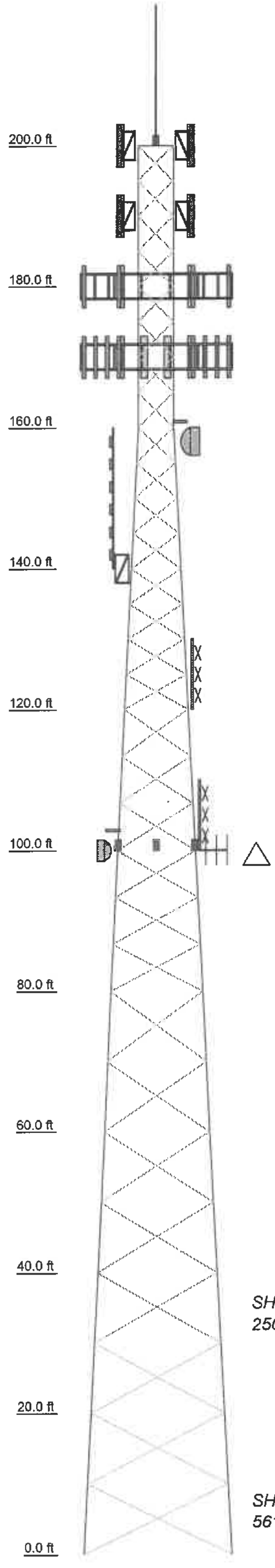
5. The conditional use is related to the overall needs of the City and to existing land use.

6. The conditional use is consistent with the purpose of this Chapter and requirements of the Zoning District.

7. The conditional use is not in conflict with the Comprehensive Plan.

8. Adjacent business will not be adversely affected because of curtailment of customer trade brought on by the intrusion of noise, glare, or general unsightliness.

Section	Legs	Leg Grade	Diagonals	Diagonal Grade	Top Girts	Face Width (ft)	# Panels @ (ft)	Weight (lb)
T1	SR 2	A572-50	L2x2x3/16	A572-50	L2x2x3/16	5.052	16 @ 5	1270.7
T2	SR 2 1/4		L2x2x1/4		N.A.			1559.9
T3	SR 2 3/4		L2x2x3/16					1908.4
T4	SR 3		L2 1/2x2 1/2x3/16			7.03		2424.0
T5	SR 3 1/2					9	6 @ 6.66667	3077.9
T6	SR 3 3/4		L3x3x3/16			10.9688		3673.6
T7	SR 4 1/2		L3x3x1/4			12.9375		4824.6
T8	SR 5		L3 1/2x3 1/2x1/4			14.9115	8 @ 10	5960.7
T9			L3 1/2x3 1/2x5/16			16.8854		6477.3
T10	SR 5 1/4		L4x4x1/4			18.8541		6943.8
						20.8281		38140.8



DESIGNED APPURTENANCE LOADING

TYPE	ELEVATION	TYPE	ELEVATION
Flash Beacon Lighting	200	RRH-C2A RRU	180
3" x 20' Omni Antenna	200	RRH-P4 RRU	180
3' Sidearm	200	ET-X-TS-70156218-iR	180
(2) 2' x 1' x 6" Panel Antenna	200	3' x 1' Panel Antenna	180
RRU RADIO 19.7" x 17" x 7.2"	200	RRH-C2A RRU	180
3' Sidearm	200	RRH-P4 RRU	180
2' x 1' x 6" Panel Antenna	200	ET-X-TS-70156218-iR	180
RRU RADIO 19.7" x 17" x 7.2"	200	3' x 1' Panel Antenna	180
3' Sidearm	200	RRH-C2A RRU	180
2' x 1' x 6" Panel Antenna	200	RRH-P4 RRU	180
RRU RADIO 19.7" x 17" x 7.2"	200	Raycap RCMDC-6627-PF-48	180
3' Sidearm	200	30,000 SQ IN x Ka (Ka = 1.0)	170
(2) 2' x 1' x 6" Panel Antenna	190	4' Ice Shield	161
RRU RADIO 19.7" x 17" x 7.2"	190	4' HP Dish	158
3' Sidearm	190	DB224	140
2' x 1' x 6" Panel Antenna	190	3' Sidearm	140
RRU RADIO 19.7" x 17" x 7.2"	190	SHPX-2AC	130 - 120
3' Sidearm	190	SHPX-2AC	110 - 100
2' x 1' x 6" Panel Antenna	190	4' Ice Shield	103
RRU RADIO 19.7" x 17" x 7.2"	190	Sidelights	100
3' Sidearm	190	6' Yagi	100
(3) 12' EE T-FRAMES	180	Sidelights	100
ET-X-TS-70156218-iR	180	Sidelights	100
3' x 1' Panel Antenna	180	Andrew HP3 ((11 GHz))	100

MATERIAL STRENGTH

GRADE	Fy	Fu	GRADE	Fy	Fu
A572-50	50 ksi	65 ksi			

TOWER DESIGN NOTES

1. Tower is located in Pennington County, Minnesota.
2. Tower designed for Exposure C to the TIA-222-G Standard.
3. Tower designed for a 90 mph basic wind in accordance with the TIA-222-G Standard.
4. Tower is also designed for a 60 mph basic wind with 0.50 in ice. Ice is considered to increase in thickness with height.
5. Deflections are based upon a 60 mph wind.
6. Tower Structure Class III.
7. Topographic Category 1 with Crest Height of 0.00 ft
8. Weld together tower sections have flange connections.
9. Connections use galvanized A325 bolts, nuts and locking devices. Installation per TIA/EIA-222 and AISC Specifications.
10. Tower members are "hot dipped" galvanized in accordance with ASTM A123 and ASTM A153 Standards.
11. Welds are fabricated with ER-70S-6 electrodes.
12. TOWER RATING: 87.9%

ALL REACTIONS ARE FACTORED

MAX. CORNER REACTIONS AT BASE:
DOWN: 380287 lb
SHEAR: 35019 lb

UPLIFT: -324573 lb
SHEAR: 30534 lb

AXIAL 122258 lb
SHEAR 25093 lb
MOMENT 2893788 lb-ft
TORQUE 4257 lb-ft
60 mph WIND - 0.5000 in ICE

AXIAL 65146 lb
SHEAR 56139 lb
MOMENT 6467804 lb-ft
TORQUE 8415 lb-ft
REACTIONS - 90 mph WIND

Ehresmann Engineering
4400 West 31st. Street
Yankton, SD 57078
Phone: (605) 665-7532
FAX: (605) 665-9780

Job: THIEF RIVER FALLS, MN		P14194-
Project: 200' EEE SSSA SELF SUPPORTING TOWER		
Client: MINNKOTA POWER	Drawn by: CD	App'd:
Code: TIA-222-G	Date: 01/31/25	Scale: NTS
Path:		Dwg No. E-1

UNITED STATES OF AMERICA
FEDERAL COMMUNICATIONS COMMISSION
ANTENNA STRUCTURE REGISTRATION

OWNER: Wikstrom Telephone Company

FCC Registration Number (FRN): 0002643799

ATTN: Al Lundeen **Wikstrom Telephone Company** **PO BOX 217** **212 S Main St** **Karlstad, MN 56732**	**Antenna Structure Registration Number** **1024854** **Issue Date** **09/18/2002**
Location of Antenna Structure **SW 1/4 OF NW 1/4 SEC 33 T154N R43W** **THIEF RIVER FALLS, MN 56701** **PENNINGTON**	**Ground Elevation (AMSL)** **344.0 meters** **Overall Height Above Ground (AGL)** **61.8 meters**
Latitude 48- 06- 59.0 N **Longitude** 096- 11- 33.0 W **NAD83**	**Overall Height Above Mean Sea Level (AMSL)** **405.8 meters**
Painting and Lighting Requirements: **FCC Paragraphs 1, 3, 11, 21** **Conditions:**	

This registration is effective upon completion of the described antenna structure and notification to the Commission. **YOU MUST NOTIFY THE COMMISSION WITHIN 24 HOURS OF COMPLETION OF CONSTRUCTION OR CANCELLATION OF YOUR PROJECT, please file FCC Form 854.** To file electronically, connect to the antenna structure registration system by pointing your web browser to http://wireless.fcc.gov/antenna. Electronic filing is recommended. You may also file manually by submitting a paper copy of FCC Form 854. Use purpose code "NT" for notification of completion of construction; use purpose code "CA" to cancel your registration.

The Antenna Structure Registration is not an authorization to construct radio facilities or transmit radio signals. It is necessary that all radio equipment on this structure be covered by a valid FCC license or construction permit.

You must immediately provide a copy of this Registration to all tenant licensees and permittees sited on the structure described on this Registration (although not required, you may want to use Certified Mail to obtain proof of receipt), and *display* your Registration Number at the site. See reverse for important information about the Commission's Antenna Structure Registration rules.

You must comply with all applicable FCC obstruction marking and lighting requirements, as set forth in Part 17 of the Commission's Rules (47 C.F.R. Part 17). These rules include, but are not limited to:

Posting the Registration Number: The Antenna Structure Registration Number must be displayed in a conspicuous place so that it is readily visible near the base of the antenna structure. Materials used to display the Registration Number must be weather-resistant and of sufficient size to be easily seen at the base of the antenna structure. Exceptions exist for certain historic structures. See 47 C.F.R. 17.4(g)-(h).

Inspecting lights and equipment: The obstruction lighting must be observed at least every 24 hours in order to detect any outages or malfunctions. Lighting equipment, indicators, and associated devices must be inspected at least once every three months.

Reporting outages and malfunctions: When any top steady-burning light or a flashing light (in any position) burns out or malfunctions, the outage must be reported to the nearest FAA Flight Service Station, unless corrected within 30 minutes. The FAA must again be notified when the light is restored. The owner must also maintain a log of these outages and malfunctions.

Maintaining assigned painting: The antenna structure must be repainted as often as necessary to maintain good visibility.

Complying with environmental rules: If you certified that grant of this registration would not have a significant environmental impact, you must nevertheless maintain all pertinent records and be ready to provide documentation supporting this certification and compliance with the rules, in the event that such information is requested by the Commission pursuant to 47 C.F.R. 1.1307(d).

Updating information: The owner must notify the FCC of proposed modifications to this structure; of any change in ownership; or, within 30 days of dismantlement of the structure.

Copies of the Code of Federal Regulations (which contain the FCC's antenna structure registration rules, 47 C.F.R Part 17) are available from the Government Printing Office (GPO). To purchase CFR volumes, call (202) 512-1800. For GPO Customer Service, call (202) 512-1803. For additional FCC information, consult the Antenna Homepage on the internet at http://wireless.fcc.gov/antenna or call (877) 480-3201 (TTY 717-338-2824).

Registration Number: 1024854

Issue Date: 09/18/2002

OBSTRUCTION MARKING AND LIGHTING SPECIFICATIONS FOR ANTENNA STRUCTURES

It is to be expressly understood that the issuance of the below specifications is in no way to be considered as precluding additional or modified markings or lighting as may hereafter be required under the provisions of Section 303(q) of the Communications Act of 1934, as amended.

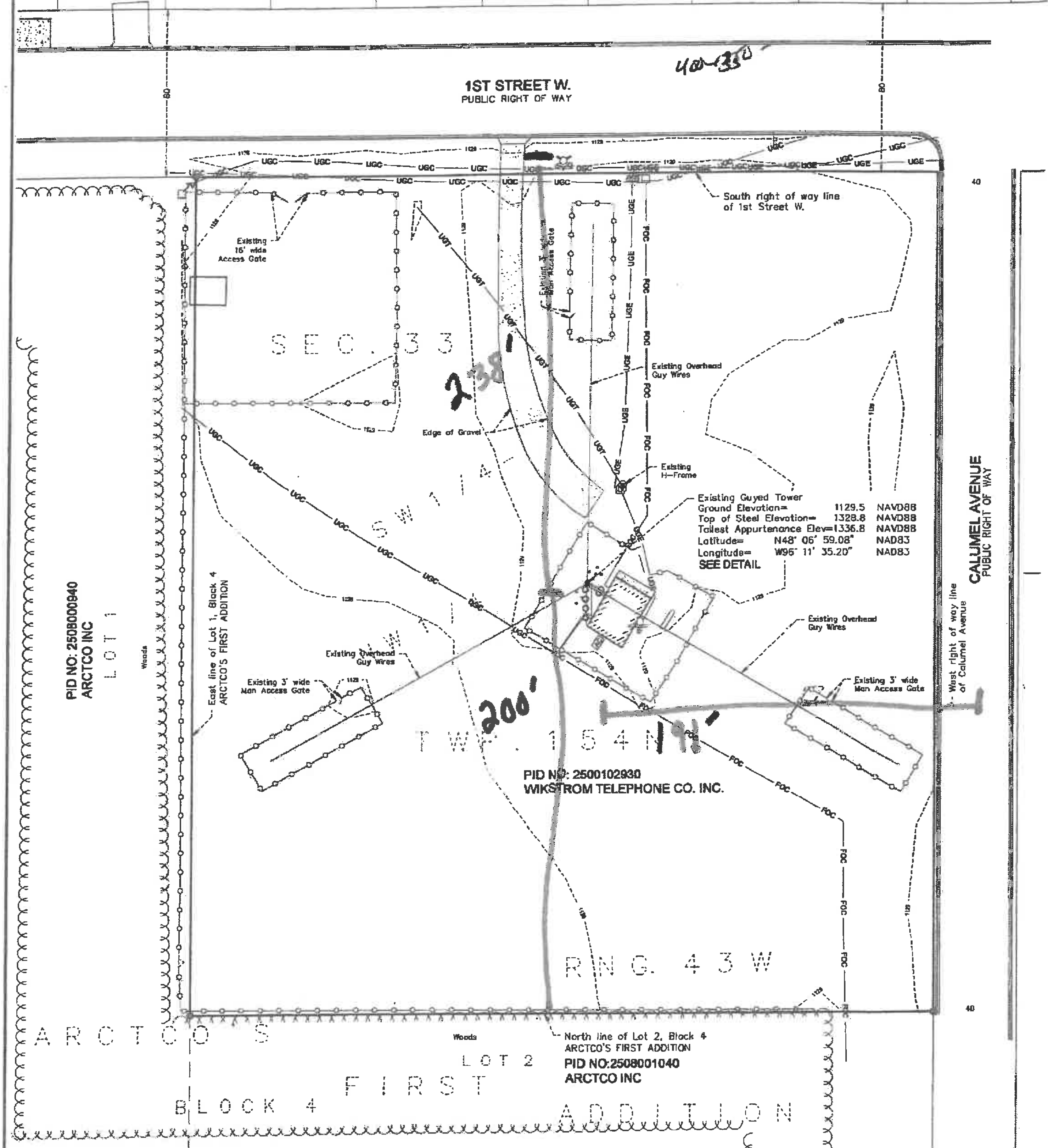
1 Antenna structures shall be painted throughout their height with alternate bands of aviation surface orange and white, terminating with aviation surface orange bands at both top and bottom. The width of the bands shall be equal and approximately one-seventh the height of the structure, provided however, that the bands shall not be more than 30.48 meters (100 feet) nor less than .46 meters (1 1/2 feet) in width. All towers shall be cleaned or repainted as often as necessary to maintain good visibility.

3 There shall be installed at the top of the structure one 300 m/m electric code beacon equipped with two 620- or 700-watt lamps (PS-40, Code Beacon type), both lamps to burn simultaneously, and equipped with aviation red color filters. Where a rod or other construction of not more than 6.10 meters (20 feet) in height and incapable of supporting this beacon is mounted on top of the structure and it is determined that this additional construction does not permit unobstructed visibility of the code beacon from aircraft at any normal angle of approach, there shall be installed two such beacons positioned so as to insure unobstructed visibility of at least one of the beacons from aircraft at any normal angle of approach. The beacons shall be equipped with a flashing mechanism producing not more than 40 flashes per minute nor less than 12 flashes per minute with a period of darkness equal to approximately one-half of the luminous period.

11 At the approximate midpoint of the overall height of the tower, there shall be installed at least two 116- or 125-watt lamps (A21/TS) enclosed in aviation red obstruction light globes. Each light shall be mounted so as to insure unobstructed visibility of at least one light at each level from aircraft at any normal angle of approach.

21 All lights shall burn continuously or shall be controlled by a light sensitive device adjusted so that the lights will be turned on at a north sky light intensity level of about 35 foot candles and turned off at a north sky light intensity level of about 58 foot candles.

SITE SURVEY



DESIGN 1

SITE NAME:

MN01 ARCTIC KEY

Pennington County, MN

No.	Date	REVIS
FIELD WORK	1/19/17	CH

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: 3/18/2025

SUBJECT: Approval of Certificate of Survey for metes and bounds legal description transfer of a proposed Land Subdivision parcel

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

MOTION TO: Waive the subdivision requirements and approve the metes and bounds legal description transfer with an attached Certificate of Survey for the proposed land subdivision for the Edge multi-family housing development located at 1926 Sanford Parkway, contingent upon the final sale of the land between D.W. Jones and Sanford Health System, proper re-zoning, notice to and approval of MnDOT and the Pennington County Engineer, if required, and inclusion of said real property in any future subdivision Plat of adjacent real property.

BACKGROUND: City Ordinance Sec. 151.06 Conveyance by Meets and Bounds, under Chapter 151 – SUBDIVISIONS is unclear as to platting process requirements when it comes to the sale of a single parcel for the development of one project without public infrastructure and without plans for further subdivision of the said parcel. Subsection 3 of this section of ordinance allows for, "A waiver of the restrictions in this section may be sought from the board of appeals and adjustments." The City does not have a Board of Appeals and Adjustments, so therefore that authority rests with the City Council. Since this is a simple land transfer between D.W. Jones and Sanford Health without the addition of public infrastructure, going through the subdivision platting process seems excessive and would add unnecessary costs to the project. Approval and attachment of the Certificate of Survey to the metes and bounds legal description transfer establishes these survey points from which future development of the area can be measured from. The Planning and Zoning Commission is reviewing and updating the subdivision ordinance and will be making a recommendation to the city council at a future date as to clarification and simplification of the platting process for different types of proposed development. Waiting for that updated ordinance will delay this project and may cause the developer to abandon the project.

CERTIFICATE OF SURVEY
PART OF LOTS 18, 19, & 20, BLOCK 3, OAK HAVEN SUBDIVISION;
PART OF THE NW1/4 OF SEC. 9, T. 153 N., R. 43 W. OF THE
5TH PRINCIPAL MERIDIAN, PENNINGTON COUNTY, MN

PROPOSED LEGAL DESCRIPTION
That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County, Minnesota, described as follows:
Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more

or less, to the northerly extension of the easterly right of way line of Sanford Parkway; thence South 01 degree 20 minutes 00 seconds East 33.00 feet to the point of beginning; thence North 88 degrees 40 minutes 08 seconds East 403.71 feet, more or less, to the west line of said Oak Haven Subdivision; thence South 01 degree 19 minutes 47 seconds East, along said west line, a distance of 194.75 feet; thence South 88 degrees 40 minutes 13 seconds West, along said west line, a distance of 53.91 feet; thence South 02 degrees 15 minutes 53 seconds West, along said west line, a distance of 60.12 feet, more or less, to the northwest corner of said Lot 20; thence North 88 degrees 40 minutes 13 seconds East, along the north line of said Lot 20, a distance of 150.00 feet, more or less, to the northeast corner of said Lot 20; thence South 02 degrees 15 minutes 53 seconds West, along the east line of said Block 3, a distance of 192.45 feet; thence on a tangential curve, along the east line of said Block 3, being concave to the east and having a radius of 270.00 feet, a delta of 19 degrees 16 minutes 53 seconds, and an arc length of 90.86 feet; thence South 88 degrees 40 minutes 13 seconds West 385.40 feet, more or less, to the easterly right of way line o Sanford Parkway; thence North 21 degrees 19 minutes 55 seconds West, along the easterly right of way line of Sanford Parkway, a distance of 233.10 feet; thence on a tangential curve, along the easterly right of way line of Sanford Parkway, being concave to the northeast and having a radius of 470.00 feet, a delta of 19 degrees 59 minutes 55 seconds, and an arc length of 164.05 feet; thence North 01 degree 20 minutes 00 seconds, along the easterly right of way line of Sanford Parkway, a distance of 156.96 feet, more or less, to the point of beginning. The above-described parcel contains 5.07 acres, more or less, and is subject to any easements, restrictions, or reservations of record, if any.

KEY ISSUES: • City Ordinance Sec. 151.06 Conveyance by Meets and Bounds, under Chapter 151 – SUBDIVISIONS is unclear when it comes to the sale of a single parcel for the development of one project without inclusion of new public infrastructure and without plans for further subdivision. The Planning and Zoning Commission is reviewing and updating the subdivision ordinance as to clarification and simplification of the platting process for different types of proposed development, and will be making a recommendation to the city council at a future date. Waiting for that updated ordinance will delay this project and may cause the developer to abandon the project.

- Subsection 1.f states, "Is a single parcel of commercial or industrial land of not less than five acres and having a width of not less than 300 feet and its conveyance does not result in the division of the parcel into two or more lots or parcels, any one of which is less than five acres in area or 300 feet in width; or
- Subsection 1.f states, "Is a single parcel of residential or agricultural land of not less than 20 acres and having a width of not less than 500 feet and its conveyance does not result in the division of the parcel into two or more lots or parcels, any one of which is less than 20 acres in area or 500 feet in width. (There is a question of whether this exception is applicable).
- Subsection 3 of this section of ordinance allows for, "A waiver of the restrictions in this section may be sought from the board of appeals and adjustments." The City does not have a Board of Appeals and Adjustments, so therefore the authority rests with the City Council.

- This is a simple land transfer between D.W. Jones and Sanford Health, going through the subdivision process seems excessive, in that there are no public streets or improvements being proposed within the project real property and no City utilities are required to be extended in the project real property area, and would add unnecessary costs to the project.

- Approval of the Certificate of Survey establishes these survey points from which future development of the area can be measured from.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: D.W. Jones, the “Edge” Development, is responsible for recording the Certificate of Survey with the County Recorder’s Office upon the final purchase of the parcel. Final transfer of parcel is contingent upon various items in the purchase agreement including receiving rezoning of the parcel and tax increment financing, review by MnDOT and the Pennington County Engineer, if required due to adjacent roadway, and building permits will be reviewed by City Officials, if a building permit is applied for.

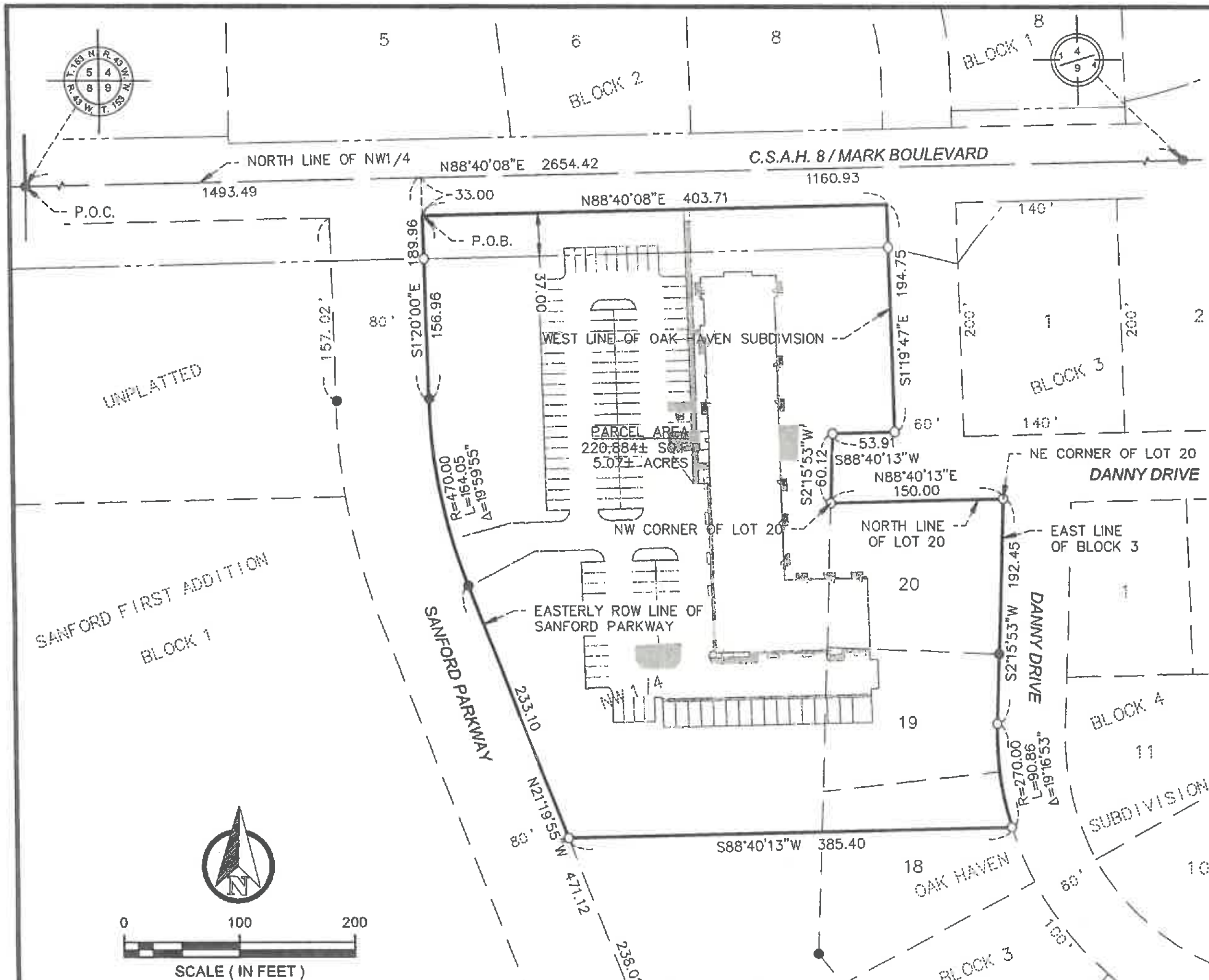
DEPARTMENT/RESPONSIBLE PERSON: Ricard Baker, Economic/Community Development Director

ATTACHMENTS:

1.	Edge Certificate of Survey & Site Plan

CERTIFICATE OF SURVEY

PART OF LOTS 18, 19, & 20, BLOCK 3, OAK HAVEN SUBDIVISION; PART OF THE NW1/4 OF SEC. 9, T. 153 N., R. 43 W. OF THE 5TH PRINCIPAL MERIDIAN, PENNINGTON COUNTY, MN



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON NAD 83 PENNINGTON COUNTY COORDINATE SYSTEM, 1996 ADJUSTMENT

- ● = DENOTES FOUND IRON MONUMENT
- ○ = DENOTES 5/8" DIAMETER BY 18" LONG IRON REBAR MONUMENT SET AND MARKED RLS #45365

PROPOSED LEGAL DESCRIPTION

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The above described parcel contains 5.07 acres, more or less, and is subject to any easements, restrictions, or reservations of record, if any.

LEGEND

- BOUNDARY LINE
- SECTION LINE
- PLAT LINE
- ROAD RIGHT OF WAY LINE

DATE:	FEBRUARY 12, 2025	DATE	AMENDMENTS	BY	PREPARED FOR: D.W. JONES MANAGEMENT, INC.
SCALE:	AS SHOWN				I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY:	D.O.M.				
CHECKED BY:	G.R.B.				GARRETT R. BOROWICZ DATE: 2/13/2025 LIC. NO. 45365
FILE NUMBER:	2025-10221				

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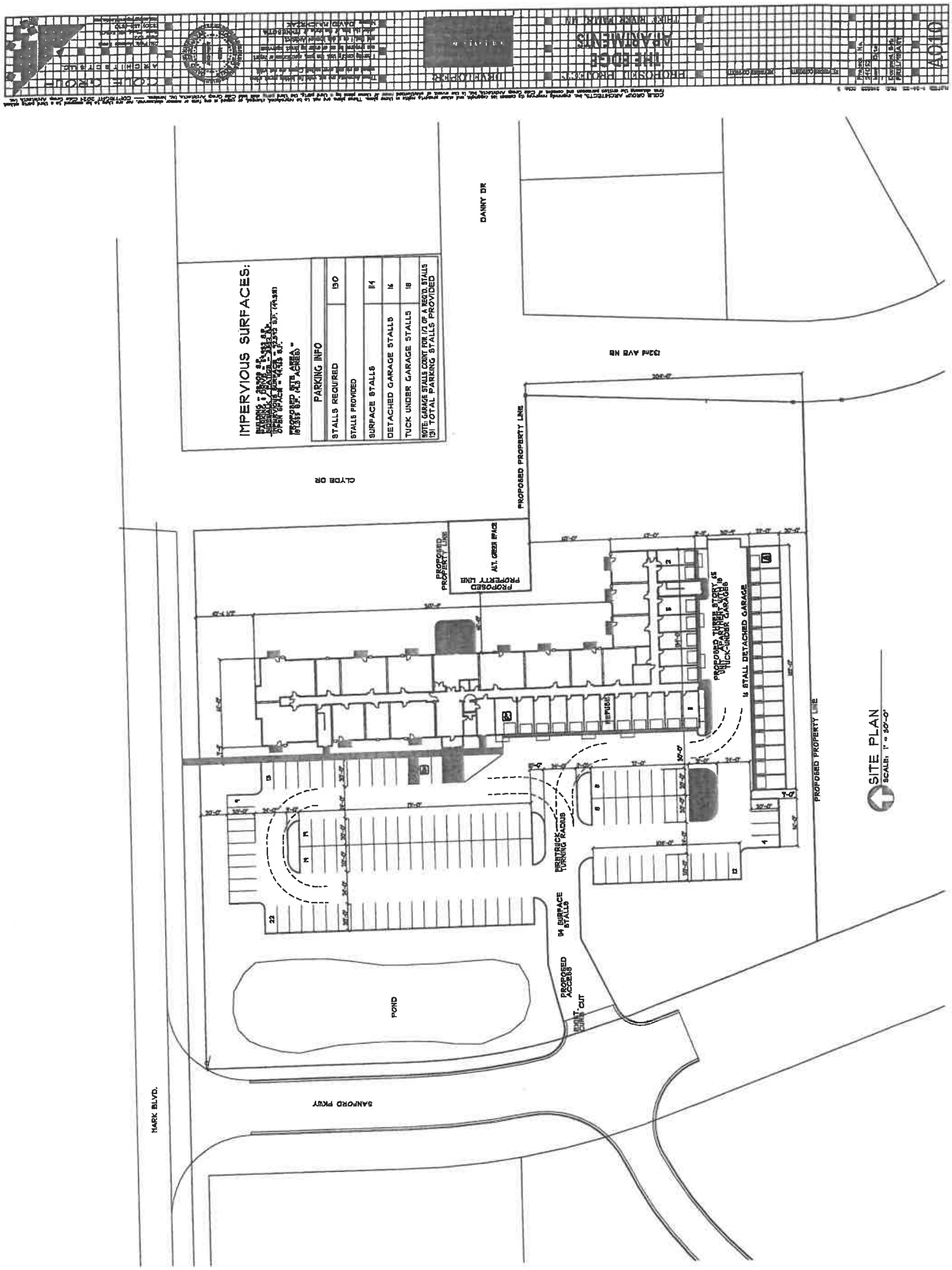
WiDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS


IMPERVIOUS SURFACES:
PARKING INFO
STALLS REQUIRED
130
STALLS PROVIDED
SURFACE STALLS
114
DETACHED GARAGE STALLS
16
TUCK UNDER GARAGE STALLS
18
NOTE: GARAGE STALLS COUNT FOR 1/2 OF A REQ'D. STALLS
131 TOTAL PARKING STALLS PROVIDED
DANNY DR
CLYDE DR
PROPOSED PROPERTY LINE
16 STALL DETACHED GARAGE
POND
SANFORD PKWY
HARK BLVD.
SITE PLAN
SCALE: 1" = 30'-0"

City of Thief River Falls

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

PHONE: 218-681-2943
FAX: 218-681-6223
email: @citytrf.net
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Request for Council Action

DATE: 3/18/2025

SUBJECT: 2025 REA Steps and Sidewalk Reconstruction

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

MOTION TO: Approve Fynboh Construction, the successful bidder and award the Ralph Englestad Area Project BID ITEM #1 in the amount of $45,522.00, and BID ITEM #2 in the amount of $46,432.00. The combined amount between these bid items is $91,954.00. The bid items encompass demolition and new construction of the East Entrance steps, as well as the approach sidewalk leading up to the lobby of the Ralph Englestad Arena.

BACKGROUND: The project is based on an item generated by the City's Building Committee. These are items that have been prioritized for needs and project viability. The East Entrance(Main) steps leading into the lobby area have been deteriorating for years, posing potential safety risks and poor aesthetics. New ADA design improvements were added to the sidewalk and bid for replacement option, as the existing condition is also deteriorating.

KEY ISSUES: Bids for City Hall Remodel Project were opened February 28, 2025. A decision to award the project must be made to ensure a 2025 project completion date

FINANCIAL CONSIDERATIONS: Project to be paid for by funds received from previously bonded funds for use at the REA.

LEGAL CONSIDERATION: Construction bids were solicited in accordance with the City's procurement policy.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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Request for Council Action

DATE: 3/18/2025

SUBJECT: Approval of Grass Mowing Contract

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

MOTION TO: Award the following grass mowing contracts for services from May 15, 2025, to December 31, 2026:

- Grass Mowing Per Parcel - Wade Cota
- Weed Trimming Per Parcel- Wade Cota
- Other Mowing Per Hour – Les Cota
- Tractor Mowing Per Hour - Les Cota

BACKGROUND: The City of Thief River Falls Code requires a property owner to control grass and weeds on their property as follows:
91.37 OWNERS RESPONSIBLE FOR TRIMMING, REMOVAL AND THE LIKE.
All property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds, grass, and rank vegetation or other uncontrolled plant growth on their property, which at the time of notice, is in excess of six inches in height.
Inspections are conducted periodically (typically every other week) during the growing season through the Building Official, with notice sent to noncompliant property owners after each inspection. Property owners are given seven days to mow their grass, or it will be completed by the contractor.

KEY ISSUES: Every two years the city requests quotes for these services. An advertisement for bids was placed in the Times. Bids were received for grass mowing per parcel, hourly mowing, and tractor mowing with a low bid established in each category. The city adds a $10.00 administrative fee and passes the cost on to the property owner.

FINANCIAL CONSIDERATIONS: Summary attached.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	SUMMARY OF BIDS-mowing

SUMMARY OF BIDS
GRASS AND WEED MOWING CONTRACT 5/15/2025-12/31/2026
THIEF RIVER FALLS, MN

BIDS OPEN: March 11, 2025
2:00 P.M.

	NAME	ADDRESS	GRASS MOWING PER PARCEL	TRIMMING PER PARCEL	OTHER MOWING PER HOUR	TRACTOR MOWING PER HOUR
1	Milender's Inc.	14076 140th Ave NE Thief River Falls, MN 56701	$53.72	$26.87	$116.23	
2	Wade Cota	13562 110th St SE Thief River Falls, MN 56701	$44.00	$22.00	$75.00	
3	Les Cota	14287 Center St N Thief River Falls, MN 56701	$50.00	$25.00	$60.00	$100.00
4						
5						

*Max size for parcel is deemed 75' x 200'. Parcel larger to this will be paid according to multiples of max size.

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Request for Council Action

DATE: 3/18/2025

SUBJECT: Approval of Stump Grinding

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

MOTION TO: Approve the low bid to grind stumps, clean up, backfill, and seeding from B & K Stump Grinding, LLC for services to be provided from July 1, 2025, to April 30, 2027.

BACKGROUND: The City actively manages the urban forest throughout the city with a City Forester. The responsibilities for this position include inspection and managed removal of diseased trees on public and private property, tree pruning, tree planting, inspection of wood piles and public relations regarding forestry. Stump grinding services are contracted out to the private sector. The volume of this work varies greatly depending on the number of diseased elm trees that are removed each year.

KEY ISSUES: A request for sealed bids was published in the Times. A quote was submitted by B & K Stump Grinding, LLC. This was the only quote received. B & K has done this work for the city in the past and provides reliable quality services.

FINANCIAL CONSIDERATIONS: Summary Attached.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	SUMMARY OF BIDS-STUMP GRINDING

SUMMARY OF BIDS
STUMP GRINDING CONTRACT 7/1/2025-6/30/2027
THIEF RIVER FALLS, MN

BIDS OPEN: March 11, 2025
2:00 P.M.

	NAME	ADDRESS	STUMP GRINDING PER INCH
1	B & K Stumpgrinding Brian Moyer	17589 110th Ave NW Thief River Falls	$4.50
2			
3			

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						
State Bk India New York NY	Certificate of Deposit - Brokered	$183,000	10-Jun-25	1.05%	**10-Dec-20**	$181,303.59
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	$255,000	25-Aug-25	3.50%	**25-Feb-23**	$254,025.90
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	$246,000	30-Sep-25	0.40%	**31-Mar-21**	$240,467.46
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	$200,000	11-Feb-26	1.00%	**11-Aug-21**	$193,948.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	$246,000	30-Mar-26	2.85%	**01-Jul-22**	$246,370.00
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	$249,000	31-Mar-26	0.95%	**30-Jun-21**	$240,267.57
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	$245,000	16-Jun-26	0.85%	**16-Jul-21**	$234,496.85
Univest Ntl Bk Tr Souderton	Certificate of Deposit - Brokered	$183,000	17-May-27	4.50%	**16-May-23**	$183,986.37
Bank Brenham Tex	Certificate of Deposit - Brokered	$244,000	12-Oct-27	4.10%	**10-Apr-25**	$241,662.48
Northwest Bk Boise Idaho	Certificate of Deposit - Brokered	$248,000	28-Mar-29	4.65%	**28-Apr-24**	$248,024.80
Bankwest Inc Pierre SD	Certificate of Deposit - Brokered	$248,000	12-Apr-29	4.65%	**12-May-24**	$250,675.92
Jonesboro St Bk Jonesboro LA	Certificate of Deposit - Brokered	$244,000	03-Oct-29	4.00%	**03-Nov-24**	$238,583.20
Federal Home Loan Bank	Certificate of Deposit - Brokered	$460,000	12-Feb-29	4.55%	**12-Aug-25**	$461,053.40
Defiance Ohio City Sch Dist	Bond - Brokered	$550,000	01-Dec-28	0.00%	**01-Dec-28**	$466,950.00
Fresno Calif Uni School Dist	Bond - Brokered	$300,000	01-Aug-25	0.00%	**01-Aug-25**	$294,885.00
Thief River Falls Minn Indpt	Bond - Brokered	$190,000	01-Feb-27	1.01%	**01-Feb-27**	$178,647.50
		RBC INVESTMENTS				$4,155,348.04
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			$4,477,750.00
		TOTAL CD INVESTMENTS			$8,733,098.04
MONEY MARKET ACCOUNTS					
Piper Jaffray	First American Gov't Obligations Fund			4.480%	$3,569,972.24
RBC	US Govt Money Market Fund				$75.72
League of Minnesota Cities	4M Money Market Fund			5.321%	$8,660,469.28
League of Minnesota Cities	4M Plus Fund			5.368%	$29,150.08
League of Minnesota Cities	4M LTD Account				$8,202,634.89
		TOTAL MONEY MARKET SAVINGS			$20,462,302.21
		GRAND TOTAL		**02/28/2025**	$29,195,400.25