THIEF RIVER FALLS CITY COUNCIL AGENDA
Tuesday, April 1, 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 March 18, 2025 Council Proceedings (3-11)
   - 7.2. Approve City of Thief River Falls Bills, Disbursements and Council Per Diems (12-47)

8. **NEW BUSINESS**
   - 8.1. Approve employment of Anthony Horachek as Firefighter (48)
   - 8.2. Approval of the MN State Joint Powers Agreement (JPA) with the MN Human Trafficking Investigator's Task Force (49-54)
   - 8.3. Membership in Community Venture Network (CVN) (55-58)
   - 8.4. Conditional Use Permit Request – Wikstrom Telephone Company (59-68)

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

- **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*
- **City Council Meeting** – April 15 at 5:30 pm in Council Chambers
- **State of the City Address** - April 28 at 5:30 pm in Council Chambers
- **Tri-City Meeting** (Thief River Falls, Crookston and East Grand Forks) - April 29 with Dinner at 5:30 pm and session beginning at 6pm at the Ralph Englestad Arena Imperial Room in Thief River Falls

*if carpet is being installed, meet in prior locations

11. INFORMATIONAL ITEMS

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, March 18, 2025

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

PLEDGE OF ALLEGIANCE

ROLL CALL
The following Councilmembers were present: Mike Lorenson, McCraw, Narverud, Pream, Lorenson, Bolduc, Aarestad, Langness. Arlt was absent.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA
Councilmember Scott Pream motioned, being seconded by Councilmember Michele McCraw to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 03.52.25: Approval of March 4, 2025 Council Proceedings

> Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 03.52.25, being seconded by Councilmember Kelly Langness, that:
>
> THEREFORE, BE IT RESOLVED by the City Council, to approve the March 4, 2025 Council Proceedings.
>
> On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.53.25: Approve City of Thief River Falls Bills and Disbursements

> Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 03.53.25, being seconded by Councilmember Kelly Langness, that:
>
> THEREFORE, BE IT RESOLVED by the City Council to authorize payments of bills and disbursement in the total amount of $599,658.84. A printout of the approved payments, disbursements are attached hereto and made a part hereof.
>
> On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 03.54.25: Variance Request – Eric Tjelle

Following discussion, Councilmember Jason Aarestad introduced Resolution 03.54.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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.

WHEREAS, • 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.55.25: Purchase & installation of new carpet in Conference Room 101 & PW Alcove

Following discussion, Councilmember Steve Narverud introduced Resolution 03.55.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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 the 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was passed; with Jason Aaerstad abstaining.

RESOLUTION NO. 03.56.25: Schedule Public Hearing to Establish TIF District 1-16

Following discussion, Councilmember Michele McCraw introduced Resolution 03.56.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, 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.

WHEREAS, • 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.57.25: Approve Adoption of the Pennington County 2024 Hazard Mitigation Plan

Following discussion, Councilmember Scott Pream introduced Resolution 03.57.25, being seconded by Councilmember Steve Narverud, that:

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

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 Haard Mitigation Plan.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.58.25: Approval of County Project within Municipal Corporate Limits

Following discussion, Councilmember Scott Pream introduced Resolution 03.58.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED By the City Council, to approve County Project with Municipal Corporate Limits.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.59.25: 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.

Following discussion, Councilmember Jason Aarestad introduced Resolution 03.59.25, being seconded by Councilmember Kelly Langness, that:

WHEREAS, 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 interviewed 3 applicants for our open 17th position, and we potentially may use 2 from that applicant pool.

WHEREAS, this is a budgeted item for 2025.

THEREFORE, BE IT RESOLVED To approve the opening of a patrol officer position with the department:

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.60.25: Conditional Use Permit Request – Wikstrom Telephone Company

Following discussion, Councilmember Jason Aarestad tabled Resolution 03.60.25, being seconded by Councilmember Julie Bolduc.

RESOLUTION NO. 03.61.25: Approval of Certificate of Survey for meets and bounds legal description transfer of a proposed Land Subdivision parcel

Following discussion, Councilmember Scott Pream introduced Resolution 03.61.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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.

WHEREAS, • 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.62.25: 2025 REA Steps and Sidewalk Reconstruction

Following discussion, Councilmember Jason Aarestad introduced Resolution 03.62.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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 a bid for replacement option, as the existing condition is also deteriorating.

WHEREAS, 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

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.63.25: Approval of Grass Mowing Contract

Following discussion, Councilmember Michele McCraw introduced Resolution 03.63.25, being seconded by Councilmember Kelly Langness, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.64.25: Approval of Stump Grinding

Following discussion, Councilmember Scott Pream introduced Resolution 03.64.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

Mike noted Saturday, May 3 is City Wide Clean Up Day

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*
- **City Council Meeting** - April 15 at 5:30 pm in Council Chambers

*Unless the carpet is being installed, then prior meeting rooms

- Tri-City Meeting - April 29, 20205 at the Ralph Engelstad Arena Imperial Room with meal at 5:30 pm and session beginning at 6 pm.

INFORMATIONAL ITEMS

- Investment Summary
- Tentative State of the City Address scheduled for April 29, 2025. More details to come once date is confirmed.
- Mike presented his notes from discussions and meetings - Mayor Notes.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to adjourn at 6:35pm. On vote being taken, the Chair declared the motion unanimously carried.

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Mayor Mike Lorenson

Attest: Angela Philipp, City Administrator

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City of Thief River Falls

#7.02

COUNCIL MEETING BILLS
APRIL 1st, 2025

SUMMARY OF DISBURSEMENTS

3/14/2025	UB PKT #3053 - UTILITY REFUND CHECK	$27.82
3/17/2025	AP PKT #1328 - DIRECT PAYABLES	$1,007,240.84
3/18/2025	AP PKT #1330 - DIRECT PAYABLES / CEMETERY	$600.00
3/18/2025	AP PKT #1325 - #6 PAYROLL	$167,231.88
3/20/2025	AP PKT #1335 - DIRECT PAYABLES / LIQUOR	$2,839.15
3/25/2025	AP PKT #1329 - DIRECT PAYABLES / LIQUOR	$86,448.80
3/25/2025	AP PKT #1338 - DIRECT PAYABLES	$1,403.06
3/26/2025	AP PKT #1336 - DIRECT PAYABLES	$142,335.85
3/26/2025	UB PKT #3062 - UTILITY REFUND CHECK	$1,358.19
3/26/2025	AP PKT #1339 - DIRECT PAYABLES / VOLUNTEER FIREFIGHTERS	$3,480.00
3/26/2025	AP PKT #1340 - DIRECT PAYABLES / US POSTMASTER	$1,953.69
4/1/2025	AP PKT #1342 - COUNCIL MEETING	$488,562.97
GRAND TOTAL OF DISBURSEMENTS		**$1,903,482.25**

City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT03053 - REFUND OVER PAYMENT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
31-05023-003	KASPRICK, ALYSSA M	3/14/2025	94820	27.82			27.82	Deposit
Total Refunds: 1			**Total Refunded Amount:**	27.82				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	27.82
Revenue Total:	27.82

General Ledger Distribution

Posting Date: 03/14/2025

	Account Number	Account Name	Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND				
	690-10101	Cash & Investments	-27.82	Yes
	690-11530	Accts Receivable - Billing	27.82	
		690 Total:	0.00	
Fund: 999 - POOL CASH FUND				
	999-10101	Pooled Cash & Investments	-27.82	
	999-20700	Due To Other Funds	27.82	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01328 - 03/17/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AUSTIN STAVENES							
AUSTIN STAVENES	REIMB 186-187-192-194	03/09/2025	620-4890-64400	Travel, Conference, School	REIMBURSE - WATER & WW…		155.00
					Vendor AUSTIN STAVENES Total:		**155.00**
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	550927412	03/01/2025	100-4150-63030	Contracts Expense	MAR 2025 - COPIER CONTR…		565.83
MARCO TECHNOLOGIES LLC	550927412	03/01/2025	100-4650-63030	Contracts Expense	MAR 2025 - COPIER CONTR…		409.26
MARCO TECHNOLOGIES LLC	550927412	03/01/2025	690-4890-63030	Contracts Expense	MAR 2025 - COPIER CONTR…		135.35
					Vendor MARCO TECHNOLOGIES LLC Total:		**1,110.44**
Vendor: MN ENERGY RESOURCES #0503307772-00005							
MN ENERGY RESOURCES #0…	5395036043	03/10/2025	100-4194-63890	Utilities Expense	FEB 2025 - GAS METER REA…		584.83
					Vendor MN ENERGY RESOURCES #0503307772-00005 Total:		**584.83**
Vendor: MN ENERGY RESOURCES #0740731585-00002							
MN ENERGY RESOURCES #0…	5393657819	03/07/2025	100-4670-64500	Senior Citizen Programs	FEB 2025 - GAS METER REA…		250.93
					Vendor MN ENERGY RESOURCES #0740731585-00002 Total:		**250.93**
Vendor: NORTHERN MUNICIPAL POWER AGNCY							
NORTHERN MUNICIPAL PO…	FEB 2025	03/13/2025	690-4810-68400	Purchased Power	FEB 2025 - DE & ENERGY		1,003,882.82
					Vendor NORTHERN MUNICIPAL POWER AGNCY Total:		**1,003,882.82**
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP I…	FEB 2025	02/28/2025	680-4830-63890	Utilities Expense	FEB 2025 - ELECTRIC READI…		221.44
					Vendor RED LAKE ELECTRIC COOP INC Total:		**221.44**
Vendor: VERIZON WIRELESS #486397938							
VERIZON WIRELESS #48639…	6107396124	03/01/2025	100-4210-63210	Communication Expense	MAR 2025 - MONTHLY ACC…		295.18
					Vendor VERIZON WIRELESS #486397938 Total:		**295.18**
Vendor: VERIZON WIRELESS #742042583							
VERIZON WIRELESS #74204…	6107436789	03/01/2025	100-4220-63210	Communication Expense	MAR 2025 - IPAD CHARGES		80.02
VERIZON WIRELESS #74204…	6107436789	03/01/2025	100-4240-63210	Communication Expense	MAR 2025 - IPAD CHARGES		40.01
VERIZON WIRELESS #74204…	6107436789	03/01/2025	100-4650-63210	Communication Expense	MAR 2025 - IPAD CHARGES		80.02
VERIZON WIRELESS #74204…	6107436789	03/01/2025	620-4830-63210	Communication Expense	MAR 2025 - IPAD CHARGES		120.03
VERIZON WIRELESS #74204…	6107436789	03/01/2025	680-4830-63210	Communication Expense	MAR 2025 - IPAD CHARGES		40.01
VERIZON WIRELESS #74204…	6107436789	03/01/2025	690-4830-63210	Communication Expense	MAR 2025 - IPAD CHARGES		380.11
					Vendor VERIZON WIRELESS #742042583 Total:		**740.20**
					Grand Total:		**1,007,240.84**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		2,306.08
620 - WATER UTILITY FUND		275.03
680 - WASTEWATER UTILITY FUND		261.45
690 - ELECTRIC UTILITY FUND		1,004,398.28
	Grand Total:	**1,007,240.84**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63030	Contracts Expense	565.83
100-4194-63890	Utilities Expense	584.83
100-4210-63210	Communication Expense	295.18
100-4220-63210	Communication Expense	80.02
100-4240-63210	Communication Expense	40.01
100-4650-63030	Contracts Expense	409.26
100-4650-63210	Communication Expense	80.02
100-4670-64500	Senior Citizen Programs	250.93
620-4830-63210	Communication Expense	120.03
620-4890-64400	Travel, Conference, Sch…	155.00
680-4830-63210	Communication Expense	40.01
680-4830-63890	Utilities Expense	221.44
690-4810-68400	Purchased Power	1,003,882.82
690-4830-63210	Communication Expense	380.11
690-4890-63030	Contracts Expense	135.35
	Grand Total:	**1,007,240.84**

Project Account Summary

Project Account Key		Expense Amount
None		1,007,240.84
	Grand Total:	**1,007,240.84**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01330 - 03/18/25 DIRECT PAYABLE - CEMETERY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: RONALD AND DONNA AASE							
RONALD AND DONNA AASE	03/18/25 REFUND	03/18/2025	820-4890-68900	Sales Refund	PURCHASE - SG BLK 3 LOT 1...		600.00
						Vendor RONALD AND DONNA AASE Total:	**600.00**
						Grand Total:	**600.00**

Fund Summary

Fund		Expense Amount
820 - GREENWOOD CEMETERY FUND		600.00
	Grand Total:	**600.00**

Account Summary

Account Number	Account Name	Expense Amount
820-4890-68900	Sales Refund	600.00
	Grand Total:	**600.00**

Project Account Summary

Project Account Key		Expense Amount
None		600.00
	Grand Total:	**600.00**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01325 - PYPKT01607 - 2025 03 20 #6 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BLUE CROSS BLUE SHIELD OF MN							
BLUE CROSS BLUE SHIELD O...	INV0001548	03/20/2025	740-4870-63650	Senior Gold BC/BS Monthly ...	APRIL BILLING		2,754.00
					Vendor BLUE CROSS BLUE SHIELD OF MN Total:		**2,754.00**
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001539	03/20/2025	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		24,006.84
INTERNAL REVENUE SERVICE	INV0001539	03/20/2025	740-20150	Payroll Taxes Payable	FED W/H		26,373.57
INTERNAL REVENUE SERVICE	INV0001539	03/20/2025	740-20150	Payroll Taxes Payable	MEDICARE		8,099.72
					Vendor INTERNAL REVENUE SERVICE Total:		**58,480.13**
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE...	INV0001546	03/20/2025	100-4150-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001546	03/20/2025	100-4220-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001546	03/20/2025	100-4312-61340	MSRS HCSP	HCSP Retiree		300.00
MINNESOTA STATE RETIRE...	INV0001546	03/20/2025	100-4315-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0001546	03/20/2025	100-4510-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001546	03/20/2025	100-4650-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0001546	03/20/2025	690-4825-61340	MSRS HCSP	HCSP Retiree		100.00
					Vendor MINNESOTA STATE RETIREMENT SYS Total:		**1,200.00**
Vendor: MINNESOTA TEAMSTERS NO. 320							
MINNESOTA TEAMSTERS N...	INV0001535	03/20/2025	740-24000	Clearing Account	Union Dues		4,305.00
					Vendor MINNESOTA TEAMSTERS NO. 320 Total:		**4,305.00**
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0001536	03/20/2025	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...	INV0001538	03/20/2025	740-20160	State Withholding	State W/H Tax		12,871.72
					Vendor MN DPT OF REVENUE - WITHHOLDING Total:		**12,871.72**
Vendor: P E R A OF MN							
P E R A OF MN	INV0001537	03/20/2025	740-20180	PERA Payable	PERA EE/ER COORD		27,404.09
P E R A OF MN	INV0001537	03/20/2025	740-20180	PERA Payable	PERA EE/ER DEF		166.26
P E R A OF MN	INV0001537	03/20/2025	740-20180	PERA Payable	PERA EE/ER P&F		25,588.51
					Vendor P E R A OF MN Total:		**53,158.86**
Vendor: SUN LIFE FINANCIAL - LIFE							
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	100-4150-61330	Life Insurance	Life Ins Premium		66.30
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	100-4194-61330	Life Insurance	Life Ins Premium		9.35
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	100-4210-61330	Life Insurance	Life Ins Premium		175.10

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	100-4220-61330	Life Insurance	Life Ins Premium		68.85
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	100-4312-61330	Life Insurance	Life Ins Premium		51.00
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	100-4315-61330	Life Insurance	Life Ins Premium		51.00
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	100-4510-61330	Life Insurance	Life Ins Premium		9.35
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	100-4650-61330	Life Insurance	Life Ins Premium		60.35
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	100-4660-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	610-4825-61330	Life Insurance	Life Ins Premium		69.70
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	620-4825-61330	Life Insurance	Life Ins Premium		43.75
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	680-4825-61330	Life Insurance	Life Ins Premium		34.45
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	690-4825-61330	Life Insurance	Life Ins Premium		171.70
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	740-24000	Clearing Account	Life Ins Premium		701.42
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	740-4870-63640	Life Insurance - COBRA	Life Ins COBRA		48.90
SUN LIFE FINANCIAL - LIFE	INV0001534	03/20/2025	820-4825-61330	Life Insurance	Life Ins Premium		9.35
						Vendor SUN LIFE FINANCIAL - LIFE Total:	**1,583.32**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001531	03/20/2025	740-24000	Clearing Account	Contributions Employee		4,842.94
						Vendor VANTAGEPOINT ICMA Total:	**4,842.94**
Vendor: WEX BANK							
WEX BANK	INV0001533	03/20/2025	740-24000	Clearing Account	HSA		362.50
WEX BANK	INV0001544	03/19/2025	100-4150-61310	Health Insurance	VEBA City Contribution		251.20
WEX BANK	INV0001544	03/19/2025	100-4194-61310	Health Insurance	VEBA City Contributions		251.20
WEX BANK	INV0001544	03/19/2025	100-4210-61310	Health Insurance	VEBA City Contribution		3,343.94
WEX BANK	INV0001544	03/19/2025	100-4220-61310	Health Insurance	VEBA City Contribution		1,643.16
WEX BANK	INV0001544	03/19/2025	100-4650-61310	Health Insurance	VEBA City Contribution		3,595.14
WEX BANK	INV0001544	03/19/2025	610-4825-61310	Health Insurance	VEBA City Contributions		251.20
WEX BANK	INV0001544	03/19/2025	680-4825-61310	Health Insurance	VEBA City Contribution		1,391.96
WEX BANK	INV0001544	03/19/2025	690-4825-61310	Health Insurance	VEBA City Contribution		4,735.90
WEX BANK	INV0001549	03/13/2025	100-4150-61310	Health Insurance	HSA City Contribution		2,841.54
WEX BANK	INV0001549	03/13/2025	100-4210-61310	Health Insurance	HSA City Contribution		947.18
WEX BANK	INV0001549	03/13/2025	100-4220-61310	Health Insurance	HSA City Contribution		753.60
WEX BANK	INV0001549	03/13/2025	100-4650-61310	Health Insurance	HSA City Contribution		3,537.52
WEX BANK	INV0001549	03/13/2025	610-4825-61310	Health Insurance	HSA City Contribution		695.98
WEX BANK	INV0001549	03/13/2025	680-4825-61310	Health Insurance	HSA City Contribution		947.18
WEX BANK	INV0001549	03/13/2025	690-4825-61310	Health Insurance	HSA City Contribution		251.20
						Vendor WEX BANK Total:	**25,800.40**
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001540	03/25/2025	100-4670-62990	Misc. Operating Expense	WEX Administrative Fees - …		134.75
WEX HEALTH INC	INV0001540	03/25/2025	610-4840-62990	Misc. Operating Expense	WEX Administrative Fees - …		13.75
WEX HEALTH INC	INV0001540	03/25/2025	620-4840-62990	Misc. Operating Expense	WEX Administrative Fees - …		11.00
WEX HEALTH INC	INV0001540	03/25/2025	690-4840-62990	Misc. Operating Expense	WEX Administrative Fees - …		52.25
WEX HEALTH INC	INV0001541	03/07/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		50.00
WEX HEALTH INC	INV0001542	03/11/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		7.05
WEX HEALTH INC	INV0001543	03/11/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		137.50

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
WEX HEALTH INC	INV0001550	03/14/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		1,112.41
WEX HEALTH INC	INV0001551	03/17/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		40.00
WEX HEALTH INC	INV0001552	03/18/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		158.63
WEX HEALTH INC	INV0001553	03/18/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		60.67
WEX HEALTH INC	INV0001554	03/18/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		8.96
						Vendor WEX HEALTH INC Total:	**1,786.97**
						Grand Total:	**167,231.88**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		18,903.28
610 - LIQUOR DISPENSARY		1,030.63
620 - WATER UTILITY FUND		54.75
680 - WASTEWATER UTILITY FUND		2,373.59
690 - ELECTRIC UTILITY FUND		5,311.05
740 - TRF HEALTH INSURANCE FUND		139,549.23
820 - GREENWOOD CEMETERY FUND		9.35
	Grand Total:	**167,231.88**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	3,092.74
100-4150-61330	Life Insurance	66.30
100-4150-61340	MSRS HCSP	200.00
100-4194-61310	Health Insurance	251.20
100-4194-61330	Life Insurance	9.35
100-4210-61310	Health Insurance	4,291.12
100-4210-61330	Life Insurance	175.10
100-4220-61310	Health Insurance	2,396.76
100-4220-61330	Life Insurance	68.85
100-4220-61340	MSRS HCSP	200.00
100-4312-61330	Life Insurance	51.00
100-4312-61340	MSRS HCSP	300.00
100-4315-61330	Life Insurance	51.00
100-4315-61340	MSRS HCSP	100.00
100-4510-61330	Life Insurance	9.35
100-4510-61340	MSRS HCSP	200.00
100-4650-61310	Health Insurance	7,132.66
100-4650-61330	Life Insurance	60.35
100-4650-61340	MSRS HCSP	100.00
100-4660-61330	Life Insurance	12.75
100-4670-62990	Misc. Operating Expense	134.75
610-4825-61310	Health Insurance	947.18
610-4825-61330	Life Insurance	69.70
610-4840-62990	Misc. Operating Expense	13.75
620-4825-61330	Life Insurance	43.75
620-4840-62990	Misc. Operating Expense	11.00
680-4825-61310	Health Insurance	2,339.14
680-4825-61330	Life Insurance	34.45
690-4825-61310	Health Insurance	4,987.10
690-4825-61330	Life Insurance	171.70
690-4825-61340	MSRS HCSP	100.00

Account Summary

Account Number	Account Name	Expense Amount
690-4840-62990	Misc. Operating Expense	52.25
740-20150	Payroll Taxes Payable	58,480.13
740-20160	State Withholding	12,871.72
740-20180	PERA Payable	53,158.86
740-20300	Flex Payroll Deductions	1,575.22
740-24000	Clearing Account	10,660.40
740-4870-63640	Life Insurance - COBRA	48.90
740-4870-63650	Senior Gold BC/BS Mont…	2,754.00
820-4825-61330	Life Insurance	9.35
	Grand Total:	**167,231.88**

Project Account Summary

Project Account Key		Expense Amount
None		167,231.88
	Grand Total:	**167,231.88**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01335 - 3/20/25 DIRECT PAYABLES - LIQUOR

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	118784525	03/20/2025	610-4810-62510	Liquor for Resale	LIQUOR		2,839.15
						Vendor BREAKTHRU BEVERAGE Total:	**2,839.15**
						Grand Total:	**2,839.15**

Fund Summary

Fund		Expense Amount
610 - LIQUOR DISPENSARY		2,839.15
	Grand Total:	**2,839.15**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	2,839.15
	Grand Total:	**2,839.15**

Project Account Summary

Project Account Key		Expense Amount
None		2,839.15
	Grand Total:	**2,839.15**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01329 - 03/25/25 DIRECT PAYABLES - LIQUOR

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ABSOLUTE ICE							
ABSOLUTE ICE	24410	03/03/2025	610-4810-62590	Misc. Mdse for Resale	ICE		266.00
						Vendor ABSOLUTE ICE Total:	**266.00**
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3751768	03/10/2025	610-4810-62520	Beer for Resale	BEER		1,572.30
						Vendor ARTISAN BEER COMPANY Total:	**1,572.30**
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0109549800	03/04/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		83.00
BELLBOY CORP - BAR SUPPLY	0109549800	03/04/2025	610-4810-62590	Misc. Mdse for Resale	MISC BAR SUPPLIES		153.94
						Vendor BELLBOY CORP - BAR SUPPLY Total:	**236.94**
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0206928200	03/04/2025	610-4810-62510	Liquor for Resale	LIQUOR		2,750.00
BELLBOY CORP - LIQUOR	0206945400	03/04/2025	610-4810-62510	Liquor for Resale	LIQUOR		2,435.25
						Vendor BELLBOY CORP - LIQUOR Total:	**5,185.25**
Vendor: BERNICK'S							
BERNICK'S	20087579	02/28/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		190.50
						Vendor BERNICK'S Total:	**190.50**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	369181	02/20/2025	610-4810-62520	Beer for Resale	BEER		368.00
						Vendor BEVERAGE WHOLESALERS INC Total:	**368.00**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	120301296	03/04/2025	610-4810-62510	Liquor for Resale	LIQUOR		6,946.22
BREAKTHRU BEVERAGE	120301296	03/04/2025	610-4810-62530	Wine for Resale	WINE		4,888.00
BREAKTHRU BEVERAGE	120301296	03/04/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		219.15
						Vendor BREAKTHRU BEVERAGE Total:	**12,053.37**
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	2063762	02/27/2025	610-4810-62520	Beer for Resale	BEER CREDIT #2074001025		-9.00
C & L DISTRIBUTING	2063762	02/27/2025	610-4810-62520	Beer for Resale	BEER		166.75
C & L DISTRIBUTING	2063762	02/27/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		60.00
						Vendor C & L DISTRIBUTING Total:	**217.75**
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	5021870	02/06/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		589.50
COCA-COLA BOTTLING CO...	5021871	02/06/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-53.50
COCA-COLA BOTTLING CO...	5021918	02/13/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		158.50
COCA-COLA BOTTLING CO...	5021959	02/20/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		335.50

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
COCA-COLA BOTTLING CO...	5052409	02/27/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		230.50
					Vendor COCA-COLA BOTTLING COMPANY Total:		**1,260.50**
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	02 28 25	02/28/2025	610-4810-62610	Freight In (Liquor)	FEB 2025 FREIGHT CHARGES		3,133.91
					Vendor JIM HIRT TRUCKING INC Total:		**3,133.91**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2741080	03/05/2025	610-4810-62530	Wine for Resale	WINE		570.00
JOHNSON BROTHERS LIQU...	2743466	03/10/2025	610-4810-62510	Liquor for Resale	LIQUOR		7,376.66
JOHNSON BROTHERS LIQU...	2743467	03/10/2025	610-4810-62530	Wine for Resale	WINE		2,163.85
JOHNSON BROTHERS LIQU...	2743468	03/10/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		117.00
					Vendor JOHNSON BROTHERS LIQUOR Total:		**10,227.51**
Vendor: LEIGHTON BROADCASTING							
LEIGHTON BROADCASTING	248928-1	02/28/2025	610-4880-63490	Advertising	FEB 2025 - RADIO ADVERTIS...		450.00
LEIGHTON BROADCASTING	248929-1	02/28/2025	610-4880-63490	Advertising	FEB 2025 - RADIO ADVERTIS...		360.00
					Vendor LEIGHTON BROADCASTING Total:		**810.00**
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	831239	02/21/2025	610-4810-62520	Beer for Resale	BEER		4,649.60
MC KINNON COMPANY INC	831239	02/21/2025	610-4810-62520	Beer for Resale	WINE		174.40
MC KINNON COMPANY INC	831248	02/20/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-193.00
MC KINNON COMPANY INC	831305	02/21/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-122.80
MC KINNON COMPANY INC	831522	02/25/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-32.40
MC KINNON COMPANY INC	831523	02/25/2025	610-4810-62520	Beer for Resale	BEER		8,981.40
MC KINNON COMPANY INC	832760	02/28/2025	610-4810-62520	Beer for Resale	BEER		4,215.00
					Vendor MC KINNON COMPANY INC Total:		**17,672.20**
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	154957	02/17/2025	610-4810-62510	Liquor for Resale	LIQUOR		154.20
NORTHWEST BEVERAGE INC	154957	02/17/2025	610-4810-62520	Beer for Resale	BEER		3,481.55
NORTHWEST BEVERAGE INC	154957	02/17/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		190.00
NORTHWEST BEVERAGE INC	155072	02/21/2025	610-4810-62510	Liquor for Resale	LIQUOR		206.40
NORTHWEST BEVERAGE INC	155072	02/21/2025	610-4810-62520	Beer for Resale	BEER		4,276.45
NORTHWEST BEVERAGE INC	155077	02/24/2025	610-4810-62510	Liquor for Resale	LIQUOR		1,551.50
NORTHWEST BEVERAGE INC	155077	02/24/2025	610-4810-62520	Beer for Resale	BEER		7,020.20
NORTHWEST BEVERAGE INC	155177	02/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		77.10
NORTHWEST BEVERAGE INC	155177	02/28/2025	610-4810-62520	Beer for Resale	BEER		11,429.35
					Vendor NORTHWEST BEVERAGE INC Total:		**28,386.75**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6940832	03/10/2025	610-4810-62510	Liquor for Resale	LIQUOR		2,877.67
PHILLIPS WINE & SPIRITS	6940833	03/10/2025	610-4810-62510	Liquor for Resale	LIQUOR		463.05
					Vendor PHILLIPS WINE & SPIRITS Total:		**3,340.72**
Vendor: T R F RADIO							
T R F RADIO	37834-3	02/15/2025	610-4880-63490	Advertising	FEB 2025 - RADIO ADVERTIS...		250.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
T R F RADIO	37902-2	02/28/2025	610-4880-63490	Advertising	FEB 2025 - RADIO ADVERTIS…		550.00
						Vendor T R F RADIO Total:	**800.00**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	02 28 25 - 137	02/28/2025	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS		117.60
THIEF RIVER FALLS TIMES	02 28 25 - 137	02/28/2025	610-4880-63490	Advertising	MARKETING		609.50
						Vendor THIEF RIVER FALLS TIMES Total:	**727.10**
						Grand Total:	**86,448.80**

Fund Summary

Fund		Expense Amount
610 - LIQUOR DISPENSARY		86,448.80
	Grand Total:	**86,448.80**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	24,838.05
610-4810-62520	Beer for Resale	45,977.80
610-4810-62530	Wine for Resale	7,621.85
610-4810-62540	Soft Drinks/Mix for Resa…	2,120.15
610-4810-62590	Misc. Mdse for Resale	537.54
610-4810-62610	Freight In (Liquor)	3,133.91
610-4880-63490	Advertising	2,219.50
	Grand Total:	**86,448.80**

Project Account Summary

Project Account Key		Expense Amount
None		86,448.80
	Grand Total:	**86,448.80**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01338 - 03/25/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ABSOLUTE ICE							
ABSOLUTE ICE	24410 - 2	03/03/2025	610-4810-62590	Misc. Mdse for Resale	ICE		266.00
						Vendor ABSOLUTE ICE Total:	**266.00**
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	APR 2025	03/25/2025	810-4820-61500	Annuity Payments	APR 2025 - POLICE PENSION		1,137.06
						Vendor YVONNE PEDERSON Total:	**1,137.06**
						Grand Total:	**1,403.06**

Fund Summary

Fund		Expense Amount
610 - LIQUOR DISPENSARY		266.00
810 - POLICE RELIEF ASSOCIATION		1,137.06
	Grand Total:	**1,403.06**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62590	Misc. Mdse for Resale	266.00
810-4820-61500	Annuity Payments	1,137.06
	Grand Total:	**1,403.06**

Project Account Summary

Project Account Key		Expense Amount
None		1,403.06
	Grand Total:	**1,403.06**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01336 - 03/26/25 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 MAR	03/25/2025	100-4150-62010	Office Supplies	1ST HALF MAR 2025 - RTN ...		-49.99
AMAZON CAPITAL SERVICES ..	1ST HALF MAR	03/25/2025	100-4192-62020	Computer Supplies	1ST HALF MAR 2025 - VELC...		45.38
AMAZON CAPITAL SERVICES ..	1ST HALF MAR	03/25/2025	100-4210-62010	Office Supplies	1ST HALF MAR 2025 - CHAIR...		192.37
AMAZON CAPITAL SERVICES ..	1ST HALF MAR	03/25/2025	100-4210-62010	Office Supplies	1ST HALF MAR 2025 -		-187.89
AMAZON CAPITAL SERVICES ..	1ST HALF MAR	03/25/2025	100-4210-62020	Computer Supplies	1ST HALF MAR 2025 - HARD...		172.99
AMAZON CAPITAL SERVICES ..	1ST HALF MAR	03/25/2025	100-4220-62990	Misc. Operating Expense	1ST HALF MAR 2025 - BULL...		35.99
AMAZON CAPITAL SERVICES ..	1ST HALF MAR	03/25/2025	100-4312-62400	Small Tools and Minor Equip	1ST HALF MAR 2025 - CARB...		23.74
AMAZON CAPITAL SERVICES ..	1ST HALF MAR	03/25/2025	680-4850-62230	Building Maint & Repair	1ST HALF MAR 2025 - PHO...		114.95
AMAZON CAPITAL SERVICES ..	1ST HALF MAR	03/25/2025	690-4840-62990	Misc. Operating Expense	1ST HALF MAR 2025 - TRAN...		163.49
						Vendor AMAZON CAPITAL SERVICES INC Total:	**511.03**
Vendor: DEERE CREDIT INC							
DEERE CREDIT INC	3013747	03/06/2025	100-22520	Leases - Current	2025 LEASE PAYMENT - JO...		13,542.28
DEERE CREDIT INC	3013747	03/06/2025	100-4312-66115	Lease Interest	2025 LEASE PAYMENT - JO...		14,298.94
						Vendor DEERE CREDIT INC Total:	**27,841.22**
Vendor: MN DPT OF REVENUE - SALES/USE TAX							
MN DPT OF REVENUE - SAL...	FEB 2025 - GEN	03/21/2025	100-20220	Sales Tax Payable	FEB 2025 - SALES TAX / GEN		3.00
MN DPT OF REVENUE - SAL...	FEB 2025 - LQR	03/21/2025	610-20220	Sales Tax Payable	FEB 2025 - SALES TAX / LQR		29,342.00
MN DPT OF REVENUE - SAL...	FEB 2025	03/21/2025	100-20220	Sales Tax Payable	FEB 2025 - SALES / USE TAX		12,257.75
MN DPT OF REVENUE - SAL...	FEB 2025	03/21/2025	620-20220	Sales Tax Payable	FEB 2025 - SALES / USE TAX		2,631.89
MN DPT OF REVENUE - SAL...	FEB 2025	03/21/2025	690-20220	Sales Tax Payable	FEB 2025 - SALES / USE TAX		67,438.36
						Vendor MN DPT OF REVENUE - SALES/USE TAX Total:	**111,673.00**
Vendor: MN ENERGY RESOURCES #0503090429-00002							
MN ENERGY RESOURCES #0...	5405231994	03/17/2025	100-4312-63890	Utilities Expense	FEB 2025 - GAS METER REA...		622.06
MN ENERGY RESOURCES #0...	5405231994	03/17/2025	100-4315-63890	Utilities Expense	FEB 2025 - GAS METER REA...		435.44
MN ENERGY RESOURCES #0...	5405231994	03/17/2025	100-4510-63890	Utilities Expense	FEB 2025 - GAS METER REA...		186.62
MN ENERGY RESOURCES #0...	5405231994	03/17/2025	100-4510-63890	Utilities Expense	FEB 2025 - GAS METER REA...		91.71
						Vendor MN ENERGY RESOURCES #0503090429-00002 Total:	**1,335.83**
Vendor: PAINT & GLASS INTERIORS INC							
PAINT & GLASS INTERIORS I...	16388	03/12/2025	100-4194-62230	Building Maint & Repair	PAINT		66.88
						Vendor PAINT & GLASS INTERIORS INC Total:	**66.88**
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550032125	02/03/2025	680-4850-62210	Equipment Maint & Repair	FLAT REPAIR		37.10
POMPS TIRE SERVICE INC	1550032309	02/19/2025	620-4850-62210	Equipment Maint & Repair	TIRE REPAIR - TRENCHER		508.17

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
POMPS TIRE SERVICE INC	1550032440	02/27/2025	690-4850-62210	Equipment Maint & Repair	TUBES - LAWN PLOW TIRES		362.62
						Vendor POMPS TIRE SERVICE INC Total:	**907.89**
						Grand Total:	**142,335.85**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		41,737.27
610 - LIQUOR DISPENSARY		29,342.00
620 - WATER UTILITY FUND		3,140.06
680 - WASTEWATER UTILITY FUND		152.05
690 - ELECTRIC UTILITY FUND		67,964.47
	Grand Total:	**142,335.85**

Account Summary

Account Number	Account Name	Expense Amount
100-20220	Sales Tax Payable	12,260.75
100-22520	Leases - Current	13,542.28
100-4150-62010	Office Supplies	-49.99
100-4192-62020	Computer Supplies	45.38
100-4194-62230	Building Maint & Repair	66.88
100-4210-62010	Office Supplies	4.48
100-4210-62020	Computer Supplies	172.99
100-4220-62990	Misc. Operating Expense	35.99
100-4312-62400	Small Tools and Minor E...	23.74
100-4312-63890	Utilities Expense	622.06
100-4312-66115	Lease Interest	14,298.94
100-4315-63890	Utilities Expense	435.44
100-4510-63890	Utilities Expense	278.33
610-20220	Sales Tax Payable	29,342.00
620-20220	Sales Tax Payable	2,631.89
620-4850-62210	Equipment Maint & Repa..	508.17
680-4850-62210	Equipment Maint & Repa..	37.10
680-4850-62230	Building Maint & Repair	114.95
690-20220	Sales Tax Payable	67,438.36
690-4840-62990	Misc. Operating Expense	163.49
690-4850-62210	Equipment Maint & Repa..	362.62
	Grand Total:	**142,335.85**

Project Account Summary

Project Account Key		Expense Amount
None		142,335.85
	Grand Total:	**142,335.85**

City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT03062 - Refunds 01 UBPKT03061 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-00263-000	GIESE, RHONDA K	3/26/2025	94936	118.67			118.67	Generated From Billing
11-01402-002	STAS, KENNETH J	3/26/2025	94937	200.97			200.97	Generated From Billing
12-01498-002	ESTRADA, ENGELL ISMAEL RAMIREZ	3/26/2025	94938	99.26			99.26	Generated From Billing
14-01730-001	GIBSON, BRENDA K	3/26/2025	94939	71.93			71.93	Generated From Billing
19-02410-002	SWANSON, LISA M	3/26/2025	94940	163.87			163.87	Generated From Billing
24-04763-039	SANDAHL, NICOLE J	3/26/2025	94941	196.39			196.39	Generated From Billing
27-03800-002	LARA, JESUS C	3/26/2025	94942	209.35			209.35	Generated From Billing
31-05085-004	CLOSNER, JOHN	3/26/2025	94943	202.00			202.00	Generated From Billing
31-05113-002	JENSEN, NATHAN R	3/26/2025	94944	95.75			95.75	Generated From Billing
Total Refunds: 9			**Total Refunded Amount:**	1,358.19				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	1358.19
Revenue Total:	1358.19

General Ledger Distribution

Posting Date: 03/21/2025

Account Number	Account Name	Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND			
690-10101	Cash & Investments	-1,358.19	Yes
690-11530	Accts Receivable - Billing	1,358.19	
	690 Total:	0.00	
Fund: 999 - POOL CASH FUND			
999-10101	Pooled Cash & Investments	-1,358.19	
999-20700	Due To Other Funds	1,358.19	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01339 - 03/26/25 DIRECT PAYABLES - FIREFIGHTERS

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ANTHONY HORACHEK							
ANTHONY HORACHEK	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor ANTHONY HORACHEK Total:		**145.00**
Vendor: BLAKE WALKER							
BLAKE WALKER	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor BLAKE WALKER Total:		**145.00**
Vendor: BRIAN JACOBSON							
BRIAN JACOBSON	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor BRIAN JACOBSON Total:		**145.00**
Vendor: DEREK NEISEN							
DEREK NEISEN	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor DEREK NEISEN Total:		**145.00**
Vendor: DEVIN SPEARS							
DEVIN SPEARS	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor DEVIN SPEARS Total:		**145.00**
Vendor: ERIK BRATENG							
ERIK BRATENG	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor ERIK BRATENG Total:		**145.00**
Vendor: FRANCIS TRUDEAU							
FRANCIS TRUDEAU	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor FRANCIS TRUDEAU Total:		**145.00**
Vendor: GRANT ASP							
GRANT ASP	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor GRANT ASP Total:		**145.00**
Vendor: IAN LUND							
IAN LUND	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor IAN LUND Total:		**145.00**
Vendor: JEFFREY SCHNEIDER							
JEFFREY SCHNEIDER	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor JEFFREY SCHNEIDER Total:		**145.00**
Vendor: JONATHAN LARSON							
JONATHAN LARSON	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
					Vendor JONATHAN LARSON Total:		**145.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JOSIAH JENSEN							
JOSIAH JENSEN	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor JOSIAH JENSEN Total:	**145.00**
Vendor: JUDD ALBY							
JUDD ALBY	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor JUDD ALBY Total:	**145.00**
Vendor: KEARY PETSCHL							
KEARY PETSCHL	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor KEARY PETSCHL Total:	**145.00**
Vendor: KEATON HUOT							
KEATON HUOT	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor KEATON HUOT Total:	**145.00**
Vendor: KEVIN WALSETH							
KEVIN WALSETH	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor KEVIN WALSETH Total:	**145.00**
Vendor: MIKE LARSON							
MIKE LARSON	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor MIKE LARSON Total:	**145.00**
Vendor: NICHOLAS TRUDEAU							
NICHOLAS TRUDEAU	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor NICHOLAS TRUDEAU Total:	**145.00**
Vendor: PATRICK BARRY							
PATRICK BARRY	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor PATRICK BARRY Total:	**145.00**
Vendor: PAUL D GONSOROWSKI							
PAUL D GONSOROWSKI	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor PAUL D GONSOROWSKI Total:	**145.00**
Vendor: SCOTT WALKER							
SCOTT WALKER	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor SCOTT WALKER Total:	**145.00**
Vendor: SHANE CRANDALL							
SHANE CRANDALL	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor SHANE CRANDALL Total:	**145.00**
Vendor: WAYNE NOMELAND							
WAYNE NOMELAND	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor WAYNE NOMELAND Total:	**145.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ZACHARY JOHNSON							
ZACHARY JOHNSON	1ST QTR 2025	03/26/2025	100-4220-61060	Temporary Salaries	1ST QTR 2025 - VFF SALARY		145.00
						Vendor ZACHARY JOHNSON Total:	**145.00**
						Grand Total:	**3,480.00**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		3,480.00
	Grand Total:	**3,480.00**

Account Summary

Account Number	Account Name	Expense Amount
100-4220-61060	Temporary Salaries	3,480.00
	Grand Total:	**3,480.00**

Project Account Summary

Project Account Key		Expense Amount
None		3,480.00
	Grand Total:	**3,480.00**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01340 - 03/26/25 DIRECT PAYABLE - U S POSTMASTER

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	APR 2025	03/26/2025	100-4315-62010	Office Supplies	POSTAGE - APR 2025 UTILIT...		293.05
U S POSTMASTER	APR 2025	03/26/2025	620-4840-62010	Office Supplies	POSTAGE - APR 2025 UTILIT...		683.79
U S POSTMASTER	APR 2025	03/26/2025	680-4840-62010	Office Supplies	POSTAGE - APR 2025 UTILIT...		195.37
U S POSTMASTER	APR 2025	03/26/2025	690-4840-62010	Office Supplies	POSTAGE - APR 2025 UTILIT...		781.48
						Vendor U S POSTMASTER Total:	**1,953.69**
						Grand Total:	**1,953.69**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		293.05
620 - WATER UTILITY FUND		683.79
680 - WASTEWATER UTILITY FUND		195.37
690 - ELECTRIC UTILITY FUND		781.48
	Grand Total:	**1,953.69**

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62010	Office Supplies	293.05
620-4840-62010	Office Supplies	683.79
680-4840-62010	Office Supplies	195.37
690-4840-62010	Office Supplies	781.48
	Grand Total:	**1,953.69**

Project Account Summary

Project Account Key		Expense Amount
None		1,953.69
	Grand Total:	**1,953.69**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01342 - 04/01/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC (AE2S)							
ADVANCED ENGINEERING ...	101279	03/11/2025	620-4890-63110	Consulting Fees	PROF SRVCS - CONSULTING ...		12,601.00
ADVANCED ENGINEERING ...	101337	03/11/2025	680-4890-63110	Consulting Fees	PROF SRVCS - PFAS SAMPLI...		1,401.75
ADVANCED ENGINEERING ...	101349	03/11/2025	550-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - WTP CO2 SYS...		5,479.55
				Vendor ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC (AE2S) Total:			**19,482.30**
Vendor: AQUA PURE INC							
AQUA PURE INC	250314TRFMN	03/03/2025	620-4840-62160	Chemicals	CHEMICALS		8,520.06
					Vendor AQUA PURE INC Total:		**8,520.06**
Vendor: CIMCO REFRIGERATION INC							
CIMCO REFRIGERATION INC	90963936	03/31/2025	540-4680-65900	Work in Process-Constructi...	CO2 ICE PLANT - FINAL		329,950.00
					Vendor CIMCO REFRIGERATION INC Total:		**329,950.00**
Vendor: CITY OF T R F - POLICE DPT PETTY CASH							
CITY OF T R F - POLICE DPT ...	03 13 25	03/26/2025	100-4210-62010	Office Supplies	REIMBURSE - PETTY CASH / ...		63.14
					Vendor CITY OF T R F - POLICE DPT PETTY CASH Total:		**63.14**
Vendor: CORE & MAIN LP							
CORE & MAIN LP	CNV1000000013	02/04/2025	620-4850-62290	Water Meter Maintenance	MATERIALS - METER REPAIR		1,105.90
CORE & MAIN LP	CNV1000000049	02/14/2025	620-4850-62290	Water Meter Maintenance	MATERIALS - METER MAINT...		112.71
CORE & MAIN LP	CNV1000000108	02/26/2025	620-4840-62430	Water Meters	WATER METER RADIO NEW ...		10,299.47
					Vendor CORE & MAIN LP Total:		**11,518.08**
Vendor: DANIEL MOORE							
DANIEL MOORE	REIMB 03 25 25	03/26/2025	100-4312-62880	Personal Protective Equipm...	REIMBURSE - SAFETY TOED ...		100.00
					Vendor DANIEL MOORE Total:		**100.00**
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	11269	01/27/2025	100-4210-62010	Office Supplies	SHIPPING CHARGES - GUAR...		17.71
EAZY PACK N SHIP	11368	02/10/2025	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...		12.89
EAZY PACK N SHIP	11447	02/19/2025	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...		12.89
EAZY PACK N SHIP	11492	02/26/2025	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...		13.23
EAZY PACK N SHIP	11551	03/05/2025	690-4840-62010	Office Supplies	SHIPPING CHARGES - GLOVE...		19.22
EAZY PACK N SHIP	11553	03/05/2025	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...		13.23
					Vendor EAZY PACK N SHIP Total:		**89.17**
Vendor: FLEXIBLE PIPE TOOLS & EQUIPMENT							
FLEXIBLE PIPE TOOLS & EQU...	31128	03/17/2025	680-4850-62210	Equipment Maint & Repair	PSI VALVE - #5515		1,645.70
					Vendor FLEXIBLE PIPE TOOLS & EQUIPMENT Total:		**1,645.70**
Vendor: GALLS LLC							
GALLS LLC	030730438	03/13/2025	100-4210-62880	Personal Protective Equipm...	HANDCUFFS (3)		173.31

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
GALLS LLC	030799555	03/20/2025	100-4210-62880	Personal Protective Equipm…	UNIFORMS		270.56
						Vendor GALLS LLC Total:	**443.87**
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS..	2639941	02/18/2025	690-4890-63030	Contracts Expense	FEB 2025 - RODENT CONTR…		55.00
						Vendor GUARDIAN PEST SOLUTIONS INC Total:	**55.00**
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUT…	IN4784190-2	03/07/2025	100-4194-62990	Misc. Operating Expense	CLEANING SUPPLIES / TRAS…		187.84
						Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:	**187.84**
Vendor: JASON KEMPERT							
JASON KEMPERT	REIMB 03 25 25	03/26/2025	100-4312-62880	Personal Protective Equipm…	REIMBURSE - SAFETY TOED …		92.00
						Vendor JASON KEMPERT Total:	**92.00**
Vendor: MID-STATES EQUIPMENT INC							
MID-STATES EQUIPMENT I…	1407840-01	03/13/2025	670-4850-62210	Equipment Maint & Repair	SWEEPER MOTOR INSPEC F…		25.00
						Vendor MID-STATES EQUIPMENT INC Total:	**25.00**
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	12519	03/07/2025	100-4192-63020	Computer Maintenance & li…	TYLER SERVER PREP WORK		700.00
MORRIS ELECTRONICS INC	12616	03/12/2025	100-4192-63020	Computer Maintenance & li…	NEW SERVER WORK		2,460.50
MORRIS ELECTRONICS INC	12620	03/12/2025	100-4192-63020	Computer Maintenance & li…	NEW SERVER WORK		1,875.00
MORRIS ELECTRONICS INC	12669	03/12/2025	100-4192-63020	Computer Maintenance & li…	NEW SERVER WORK		937.50
MORRIS ELECTRONICS INC	12714	03/12/2025	100-4192-62420	Computer Equipment	NEW SERVER		12,191.44
MORRIS ELECTRONICS INC	12855	03/24/2025	100-4192-63020	Computer Maintenance & li…	CISCO RENEWAL		105.00
MORRIS ELECTRONICS INC	12855	03/24/2025	100-4192-63020	Computer Maintenance & li…	CISCO RENEWAL		1,867.01
MORRIS ELECTRONICS INC	12855	03/24/2025	630-4530-63020	Computer Maintenance & li…	CISCO RENEWAL		331.91
MORRIS ELECTRONICS INC	12855	03/24/2025	680-4890-63020	Computer Maintenance & li…	CISCO RENEWAL		331.91
MORRIS ELECTRONICS INC	12855	03/24/2025	690-4890-63020	Computer Maintenance & li…	CISCO RENEWAL		1,867.01
						Vendor MORRIS ELECTRONICS INC Total:	**22,667.28**
Vendor: NORMAN BETLAND							
NORMAN BETLAND	023	03/12/2025	100-4650-63030	Contracts Expense	JAN / MAR - GIS CONSULTI…		225.00
						Vendor NORMAN BETLAND Total:	**225.00**
Vendor: NORTH SHORE ANALYTICAL INC							
NORTH SHORE ANALYTICAL …	15017	03/21/2025	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL…		125.00
						Vendor NORTH SHORE ANALYTICAL INC Total:	**125.00**
Vendor: OIL BOYZ EXPRESS LUBE INC							
OIL BOYZ EXPRESS LUBE INC	15798	03/17/2025	690-4850-62210	Equipment Maint & Repair	TIRE REPAIR - #103		25.00
						Vendor OIL BOYZ EXPRESS LUBE INC Total:	**25.00**
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519-391842 - 2	03/17/2025	100-4210-62990	Misc. Operating Expense	TIRE REPAIR - #103		4.39
O'REILLY AUTOMOTIVE INC	1519-395349	02/27/2025	100-4210-62990	Misc. Operating Expense	GLASS CLEANER / WIPES		12.98
						Vendor O'REILLY AUTOMOTIVE INC Total:	**17.37**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE ...	MAR 2025	03/26/2025	100-4210-63100	Animal Control	MAR 2025 - ANIMAL CONT...		1,400.00
					Vendor PENNINGTON CO HUMANE SOCIETY Total:		**1,400.00**
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE INC	83303	03/11/2025	690-4850-62210	Equipment Maint & Repair	OIL CHANGE - #106		95.96
					Vendor PENNINGTON FAST LUBE INC Total:		**95.96**
Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	13664	03/24/2025	620-4840-62120	Gas-Oil-Lube	FUEL FILTER		24.15
					Vendor QUALITY FARM SUPPLY INC Total:		**24.15**
Vendor: QUALITY SPRAY FOAM LLC							
QUALITY SPRAY FOAM LLC	1857	03/21/2025	100-4670-63090	Vacant Home Demolition	HOUSE DEMO - 517 CROCK...		15,000.00
					Vendor QUALITY SPRAY FOAM LLC Total:		**15,000.00**
Vendor: REVOLUTION MATERIALS (IN) LLC f/k/a JADCORE							
REVOLUTION MATERIALS (I...	51329-JAD	03/14/2025	100-4315-62590	Misc. Mdse for Resale	PRINTED GARBAGE BAGS		37,740.00
					Vendor REVOLUTION MATERIALS (IN) LLC f/k/a JADCORE Total:		**37,740.00**
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB ...	D071592	03/18/2025	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		182.88
					Vendor RMB ENVIRONMENTAL LAB INC Total:		**182.88**
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B19524165	03/21/2025	100-4150-62420	Computer Equipment	ACCTG MONITOR		371.02
					Vendor SHI INTERNATIONAL CORP Total:		**371.02**
Vendor: SMALL SHOVEL INC							
SMALL SHOVEL INC	DEC 2024	01/01/2025	620-4890-63110	Consulting Fees	DEC - MANAGED DATA SERV..		3,500.00
SMALL SHOVEL INC	FEB 2025	01/31/2025	620-4890-63110	Consulting Fees	FEB 2025 - MANAGED DATA...		3,500.00
SMALL SHOVEL INC	JAN 2025	01/01/2025	620-4890-63110	Consulting Fees	MANAGED DATA SERVICE		3,500.00
					Vendor SMALL SHOVEL INC Total:		**10,500.00**
Vendor: STREICHERS							
STREICHERS	I1750605	03/11/2025	100-4210-62880	Personal Protective Equipm...	DUTY PANTS - M BRUGGEM...		104.98
STREICHERS	I1752349	03/02/2025	100-4210-62880	Personal Protective Equipm...	DUTY PANTS - J STEER		102.98
					Vendor STREICHERS Total:		**207.96**
Vendor: T R F FIRE RELIEF ASSOCIATION							
T R F FIRE RELIEF ASSOCIAT...	03 20 25	03/20/2025	100-4220-64750	Relief Association Contribut...	FIRE SUPPLEMENT STATE AID		3,000.00
					Vendor T R F FIRE RELIEF ASSOCIATION Total:		**3,000.00**
Vendor: TEAM LABORATORY CHEMICAL LLC							
TEAM LABORATORY CHEMI...	INV0045426	03/13/2025	680-4840-62160	Chemicals	PRETREATMENT CHEMICALS..		3,630.00
					Vendor TEAM LABORATORY CHEMICAL LLC Total:		**3,630.00**
Vendor: THIEF RIVER AUTOMOTIVE LLC							
THIEF RIVER AUTOMOTIVE L...	INV# TR13687	02/26/2025	100-4312-62210	Equipment Maint & Repair	PARTS - #5504		54.86
THIEF RIVER AUTOMOTIVE L...	SO# TR114347	02/24/2025	100-4210-62210	Equipment Maint & Repair	SPARK PLUGS		592.80
THIEF RIVER AUTOMOTIVE L...	SO# TR114363	02/24/2025	100-4210-62210	Equipment Maint & Repair	SPARK PLUG		277.86

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
THIEF RIVER AUTOMOTIVE L...	SO# TR114392	02/25/2025	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		59.01
THIEF RIVER AUTOMOTIVE L...	SO# TR114395	02/26/2025	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		64.32
THIEF RIVER AUTOMOTIVE L...	SO# TR114395	02/26/2025	100-4210-62210	Equipment Maint & Repair	BRAKES / ROTORS		1,384.30
					Vendor THIEF RIVER AUTOMOTIVE LLC Total:		**2,433.15**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	03 2025	03/12/2025	690-4890-64330	Dues and Subscriptions	SUBSCRIPTION RENEWAL		55.00
					Vendor THIEF RIVER FALLS TIMES Total:		**55.00**
Vendor: TITAN MACHINERY - CROOKSTON							
TITAN MACHINERY - CROOK...	PS0635235-1	03/07/2025	100-4312-62210	Equipment Maint & Repair	FRONT LEFT GLASS - #5511 ...		410.75
TITAN MACHINERY - CROOK...	PS0638326-1	03/10/2025	100-4315-62210	Equipment Maint & Repair	BRACKET / COLLAR - #5601 ...		1,561.09
					Vendor TITAN MACHINERY - CROOKSTON Total:		**1,971.84**
Vendor: ULINE							
ULINE	190185378	03/11/2025	620-4840-62990	Misc. Operating Expense	PAPER TOWELS - WTP		157.78
					Vendor ULINE Total:		**157.78**
Vendor: WESTSIDE MOTORS OF TRF INC							
WESTSIDE MOTORS OF TRF ...	29716	01/24/2025	100-4210-62210	Equipment Maint & Repair	FUEL PUMP - 2020 DURAN...		1,270.35
WESTSIDE MOTORS OF TRF ...	29855	02/06/2025	100-4210-62210	Equipment Maint & Repair	LABOR - 2020 DURANGO		170.25
					Vendor WESTSIDE MOTORS OF TRF INC Total:		**1,440.60**
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	236382	02/24/2025	260-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - MECC NETTI...		4,229.82
WIDSETH SMITH NOLTING ...	236436	02/24/2025	100-4650-63030	Contracts Expense	PROF SRVCS - ANNUAL BRI...		4,807.00
WIDSETH SMITH NOLTING ...	236437	02/24/2025	505-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - 2024 FEDERAL..		4,384.00
WIDSETH SMITH NOLTING ...	236438	02/24/2025	580-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - MULTI USE T...		1,700.00
					Vendor WIDSETH SMITH NOLTING ASC INC Total:		**15,120.82**
					Grand Total:		**488,562.97**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	89,654.95
260 - MULTI-EVENTS CENTER FUND	4,229.82
505 - 2024 ST AND UTILITY PROJECT	4,384.00
540 - 2024 ICE PLANT PROJECT	329,950.00
550 - 2025 CO2 TANK REPLACMENT	5,479.55
580 - 2028 ST AND UTILITY PROJECT	1,700.00
620 - WATER UTILITY FUND	43,373.31
630 - ARENAS - OAK VIEW GROUP	331.91
670 - STORM WATER UTILITY FUND	25.00
680 - WASTEWATER UTILITY FUND	7,317.24
690 - ELECTRIC UTILITY FUND	2,117.19
Grand Total:	**488,562.97**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62420	Computer Equipment	371.02
100-4192-62420	Computer Equipment	12,191.44
100-4192-63020	Computer Maintenance...	7,945.01
100-4194-62990	Misc. Operating Expense	187.84
100-4210-62010	Office Supplies	80.85
100-4210-62120	Gas-Oil-Lube	123.33
100-4210-62210	Equipment Maint & Repa..	3,695.56
100-4210-62880	Personal Protective Equi...	651.83
100-4210-62990	Misc. Operating Expense	17.37
100-4210-63100	Animal Control	1,400.00
100-4220-64750	Relief Association Contri...	3,000.00
100-4312-62210	Equipment Maint & Repa..	465.61
100-4312-62880	Personal Protective Equi...	192.00
100-4315-62210	Equipment Maint & Repa..	1,561.09
100-4315-62590	Misc. Mdse for Resale	37,740.00
100-4650-63030	Contracts Expense	5,032.00
100-4670-63090	Vacant Home Demolition	15,000.00
260-4680-65920	Work in Process - Eng/Ar...	4,229.82
505-4680-65920	Work in Process - Eng/Ar...	4,384.00
540-4680-65900	Work in Process-Constru...	329,950.00
550-4680-65920	Work in Process - Eng/Ar...	5,479.55
580-4680-65920	Work in Process - Eng/Ar...	1,700.00
620-4840-62120	Gas-Oil-Lube	24.15
620-4840-62160	Chemicals	8,520.06
620-4840-62170	Field Supplies	52.24
620-4840-62430	Water Meters	10,299.47
620-4840-62990	Misc. Operating Expense	157.78

Account Summary

Account Number	Account Name	Expense Amount
620-4850-62290	Water Meter Maintenan…	1,218.61
620-4890-63110	Consulting Fees	23,101.00
630-4530-63020	Computer Maintenance…	331.91
670-4850-62210	Equipment Maint & Repa..	25.00
680-4840-62160	Chemicals	3,630.00
680-4840-62170	Field Supplies	307.88
680-4850-62210	Equipment Maint & Repa..	1,645.70
680-4890-63020	Computer Maintenance…	331.91
680-4890-63110	Consulting Fees	1,401.75
690-4840-62010	Office Supplies	19.22
690-4850-62210	Equipment Maint & Repa..	120.96
690-4890-63020	Computer Maintenance…	1,867.01
690-4890-63030	Contracts Expense	55.00
690-4890-64330	Dues and Subscriptions	55.00
	Grand Total:	**488,562.97**

Project Account Summary

Project Account Key		Expense Amount
None		488,562.97
	Grand Total:	**488,562.97**

COUNCIL PER DIEM TO BE PAID ON 04/17/2025 PAYROLL
Presented 04/01/2025 Council Meeting

Julie Bolduc - February/March 2025

2/10/2025	Public Safety	City Hall	$32.50	
2/27/2025	Rural Fire Annual Meeting	Fire Hall	$32.50	
2/28/2025	League of MN Cities Training	Arrowwood Resort	$100.00	
3/1/2025	League of MN Cities Training	Arrowwood Resort	$100.00	
3/4/2025	Committee of the Whole	City Hall	$32.50	
3/10/2025	Public Safety	City Hall	$32.50	
3/12/2025	Public Works	City Hall	$32.50	
				$362.50

Kelly Langass - Macrh 2025

3/4/2025	Council of the Whole	City Hall	$32.50	
3/10/2025	Public Utility	City Hall	$32.50	
3/11/2025	Administrative Meeting	Rm 201	$32.50	
3/19/2025	Airport Committee	Justice Center	$32.50	
3/20/2025	LMC Training	Webinar	$75.00	
				$205.00

Mike Lorenson -March 2025

3/3/2025	Speaking Engagement	Heritage Center	$32.50	
3/10/2025	Utilities Committee	City Hall	$32.50	
3/11/2025	Admin Committee	City Hall	$32.50	
3/13/2025	Chamber of Commerce	Carnegie Library	$32.50	
3/19/2025	TVF Authority	County Building	$32.50	
3/19/2025	TVF Authority	County Building	$32.50	
3/20/2025	Strategic Planning	City Hall	$32.50	
3/26/2025	Building Committee	City Hall	$32.50	
3/26/2025	Meeting with Northland	College Room 201	$32.50	
3/25/2025	Meeting with Zehlians	City Hall	$32.50	
3/28/2025	Meeting with Northland	College Room 201	$32.50	
3/31/2025	Meeting with Northland	College Room 201	$32.50	
				$390.00

Steven Narverud -March 2025

3/4/2025	Committee of the Whole	City Hall	$32.50	
3/10/2025	Public Safety	City Hall	$32.50	
3/11/2025	Planning and Zoning	City Hall	$32.50	
3/12/2025	Public Works	City Hall	$32.50	
3/19/2025	Advance TRF	School Board Room	$32.50	
3/20/2025	Strategic Planning	City Hall	$32.50	
3/24/2025	Fireman Interviews	City Hall	$32.50	
3/26/2025	Building Committee	City Hall	$32.50	
				$260.00

City of Thief River Falls

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

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

Request for Council Action

DATE: 4/1/2025

SUBJECT: Approve employment of Anthony Horachek as Firefighter

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

MOTION TO: Approve the employment of Anthony Horachek as Firefighter, effective April 14, 2025. Mr. Horachek's salary will start at Grade 5 Step 1 for $31.12 per hour. Employment is contingent upon successful completion of all required background pre-employment requirements.

BACKGROUND: The City Council authorized that the City of Thief River Falls move forward with filling the position of Firefighter due to the retirement of Mark Bieganek.

KEY ISSUES: The filling of the position will complete filling all vacancies in the department.

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2025.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Richard Beier, Fire Chief

ATTACHMENTS:
None

City of Thief River Falls

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

PHONE: 218-681-2943
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Request for Council Action

DATE: 4/1/2025

SUBJECT: Approval of the MN State Joint Powers Agreement (JPA) with the MN Human Trafficking Investigator's Task Force.

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

MOTION TO: To approve the renewal of the MN Human Trafficking Investigator's Task Force Joint Powers Agreement (JPA) and the Minnesota Bureau of Criminal Apprehension.

BACKGROUND: The Thief River Falls Police Department has worked in conjunction with the Human Trafficking Task Force and the Minnesota Bureau of Criminal Apprehension to investigate and prosecute crimes against children and exploitation of children, which includes trafficking. This agreement is imperative to keep up the important work of protecting children in our community.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Chief of Police

ATTACHMENTS:

1.	Thief River Falls PD Human Trafficking JPA renewal 2024

STATE OF MINNESOTA
HUMAN TRAFFICKING INVESTIGATORS TASK FORCE
JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), **and the City of Thief River Falls on behalf of its Police Department 102 First Street West Thief River Falls, MN 56701** ("Governmental Unit"). The BCA and Governmental Unit may be referred to jointly as "Parties".

Recitals

Under Minnesota Statutes § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The Parties wish to work together to investigate and prosecute human trafficking, which includes sex and labor trafficking. The Governmental Unit wants to participate in the Minnesota Human Trafficking Investigators Task Force ("MNHITF") as an Affiliate member.

Agreement

1. **Term of Agreement**
   - **1.1 Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes § 16C.05, subdivision 2.
   - **1.2 Expiration Date.** This Agreement expires five (5) years from the Effective Date unless terminated earlier pursuant to clause 12.

2. **Purpose**
   The Governmental Unit and BCA enter into this Agreement to make the Governmental Unit part of the MNHITF that will use a three-pronged approach to combat human trafficking, which includes sex and labor trafficking: **prevention, education, and enforcement**. The BCA will provide an Assistant Special Agent in Charge (ASAIC) who will serve as the Commander of the Task Force (Commander) and who reports to a Special Agent in Charge (SAIC). The Governmental Unit will provide to the Task Force an affiliate member(s) ("Members").

3. **Standards**
   The Governmental Unit will adhere to the MNHITF Standards identified below.
   - **3.1** Members will investigate human trafficking crimes committed by organized groups or individuals, with a priority on minors being trafficked.
   - **3.2** Members will participate in pro-active human trafficking operations and recover victims of human trafficking, having a priority focus on minors, with the goal of identifying their traffickers.
   - **3.3** Members will follow state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures.
   - **3.4** Members will follow proper legal procedures in securing evidence, including electronic devices.
   - **3.5** Members will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
   - **3.6** Members will use, as appropriate, a broad array of investigative technologies and techniques.
   - **3.7** Members will interview and prepare reports of victim recoveries and direct those victims to appropriate public and private resources to help ensure their safety and integration back into

society.

3.8 Members must be willing to respond and/or work jointly on human trafficking crimes within their jurisdiction and complete their assigned duties for the duration of the term of this Agreement.

3.9 Members must be licensed peace officers.

3.10 Members will investigate cases involving multi-jurisdictional, complex and/or organized groups involving human trafficking, which may require travel to neighboring jurisdictions as investigations expand.

3.11 Members will prepare an operational briefing sheet for each active operation related to the MNHITF investigations and activities, to be approved by the Commander.

3.12 Members will prepare investigative reports related to the MNHITF investigations and activities to be submitted to the Commander.

3.13 Members must submit statistics to the Commander on a quarterly basis.

3.14 Members are assigned to their home agencies and may request assistance and resources on a case-by-case basis as approved by the Commander.

3.15 Members will utilize a deconfliction system to share and receive information to promote deconfliction with other agencies.

4. Responsibilities of the Governmental Unit and the BCA

4.1 The Governmental Unit will:

4.1.1 Conduct investigations in accordance with provisions of the MNHITF Standards, identified in clause 3 above, and conclude such investigations in a timely manner.

4.1.2 Maintain accurate records of prevention, education, and enforcement activities, to be collected and forwarded quarterly to the BCA for statistical reporting purposes.

4.1.3 Continue to directly supervise Members that are assigned to the MNHITF. Members remain under the employ of the Governmental Unit while assigned to and performing MNHITF assignments. All services, duties, acts or omissions performed by Members will be within the course and duty of the Members' employment and therefore covered by the Workers Compensation and other compensation programs of then Governmental Unit including fringe benefits.

4.1.4 Make a reasonable good faith attempt to be represented at all scheduled MNHITF meetings in order to share information and resources among members of the MNHITF.

4.1.5 Participate fully in any audits required by the MNHITF.

4.1.6 Upon request, provide the BCA with a copy of any body worn camera footage that was captured while working within the capacity of the MNHITF under this Agreement. Said footage must be turned over to the BCA within 48 hours via a secured cloud storage service or thumb drive, as directed by the Authorized Representative for inclusion in the BCA's case files. The copy of the footage will be maintained in the BCA's system.

4.1.7 Consult the BCA in advance of any release of body worn camera footage to allow the BCA to consider and consult any private, not public, or confidential data that may require redaction. Any release of data captured in the course of MNHITF operations must adhere to state and federal laws.

4.1.8 Adhere to MNHITF's operations plans or other operational guidance issued by the SAIC and ASAIC, including new procedures governing the MNHITF while conducting MNHITF investigations and activities.

4.1.9 Comply with the use of force provisions of their home agency's policies and procedures. Members must also comply with directives issued by the SAIC and ASAIC. In the event of a conflict between the use of force requirements of the Members' home agency policy, and the policies or directives of the MNHITF, the policies and procedures of the home agency shall govern. Prior to deployment in the field, Members will confer with the SAIC or ASAIC to identify any potential use of force policy conflicts and work to resolve them in advance of operational activities.

4.1.10 Promptly submit to the Authorized Representative any and all investigation reports and supplementary reports created and generated while conducting MNHITF activities.

4.1.11 Report any performance measure data collected related to MNHITF to the Authorized Representative on a quarterly basis each year for the duration of this Agreement.

4.1.12 Generate quarterly expense reports covering previously approved expenses incurred within that quarterly period. Requests for reimbursement for that quarter's expenses must be submitted to the ASAIC in the requested format for reimbursement within fourteen (14) days from the end of each quarter.

4.1.13 Submit requests for reimbursement within fourteen (14) days of notification of the grant's expiration, otherwise, the Governmental Unit will forfeit its reimbursement.

4.2 The BCA will:

4.2.1 Provide an ASAIC who will serve as the Commander of the Task Force.

4.2.2 Review and approve or decline reimbursement requests under clause 5.1 within three (3) business days of the reimbursement request. To process the request for reimbursement will require fourteen (14) business days upon receipt of the approved request.

4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a member as an employee of the Governmental Unit.

5. Payment

5.1 The Governmental Unit must make a written request for funds and receive approval from the Commander or designee.

5.2 The Governmental Unit must supply original receipts to be reimbursed on pre-approved requests. Approved reimbursement will be paid directly by the BCA to the Governmental Unit within thirty (30) calendar days of the invoice date with payment made to the Governmental Unit Authorized Representative's address listed below.

6. Authorized Representatives

The BCA's Authorized Representative is the following person or her successor:

Name:	Rachel Pearson, Commander of BCA-led MNHITF
Address:	Department of Public Safety; Bureau of Criminal Apprehension 1430 Maryland Street East Saint Paul, MN 55106
Telephone:	651.793.7000
E-mail Address:	Rachel.Pearson@state.mn.us

The Governmental Unit's Authorized Representative is the person below or his/her successor:

Name:	Marissa Adam, Chief of Police
Address:	102 First Street West Thief River Falls, MN 56701
Telephone:	(218) 681-6161
E-mail Address:	madam.trfpd@citytrf.net

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA's Authorized Representative in writing by email.

7. Assignment, Amendments, Waiver, and Agreement Complete

7.1 **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.

7.2 **Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

7.3 **Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

7.4 **Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes §§ 466.01-466.15, and other applicable law.

9. Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

10. Government Data Practices

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the BCA. The BCA will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

11. Venue

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Expiration and Termination

12.1 Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

12.2 Upon expiration or earlier termination of this Agreement, the Governmental Unit shall provide the Commander all investigative equipment that was acquired under this Agreement.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

The remaining balance of this page intentionally left blank.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: ______________________________

Date: ______________________________

SWIFT PO Number: 3000101894

2. GOVERNMENTAL UNIT
Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.

By: ______________________________

Title: ______________________________

Date: ______________________________

By: ______________________________

Title: ______________________________

Date: ______________________________

By: ______________________________

Title: ______________________________

Date: ______________________________

3. DEPARTMENT OF PUBLIC SAFETY; BUREAU OF CRIMINAL APPREHENSION

By: ______________________________
(with delegated authority)

Title: ______________________________

Date: ______________________________

4. COMMISSIONER OF ADMINISTRATION
As delegated to the Office of State Procurement

By: ______________________________

Date: ______________________________

City of Thief River Falls

ECONOMIC / COMMUNITY DEVELOPMENT

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: April 1, 2025

SUBJECT: Membership in Community Venture Network (CVN)

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

Motion to: Execute an Agreement For Services with The Brookshire Company, LLC for membership in the Community Venture Network (CVN) and to direct City Administrator, Angie Philipp to sign said agreement on behalf of the City of Thief River Falls.

BACKGROUND: This in a renewal of membership in Community Venture Network, a program of the Brookshire Company; they require a yearly execution of an Agreement For Services. Community Venture Network exists to connect rural communities with businesses searching for opportunities to expand and grow their operations. CVN researches, finds, and engages with businesses nationwide and has a proven track record for bringing economic development professionals viable opportunities to attract business to their community. They have communities throughout the Midwest who have memberships with their organization. They host three events a year where economic development professionals can meet and hear from 10-12 prospective businesses and provide site selection services to prospective businesses.

KEY ISSUES: I have worked with Justin Erickson and CVN at different times in the last 12 years. In our first year of membership, I was introduced to a prospective vendor for DigiKey, had investigative discussions with a manufacturer who was exploring various communities in the Midwest for a possible US location, given the contact for Aldi's real estate, and had discussions with several developers of housing on the possibility of doing a project here in Thief River Falls. And I had discussions with CVN on possibly using their "Our Town" video marketing series to promote Thief River Falls.

I believe this to be a cost-effective method of promoting our community to several prospective businesses each year and to attract new businesses to the community. You can look at this like Research & Development; you may only connect on one out of every 10 prospects, but when you do the payback more than makes up for the expense.

FINANCIAL CONSIDERATIONS: Cost is $4,500.00 per year. Expenditure of funds to come from the membership budget line item in the Economic/ Community Development budget.

LEGAL CONSIDERATION: Execution of membership agreement.

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

Encl: (1)

THE BROOKSHIRE COMPANY

AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES (this "Agreement"), made the 26th day of March 2025 with City of Thief River Falls, Minnesota (the "Member"), and The Brookshire Company, LLC ("BROOKSHIRE"), is an agreement for Membership in the Community Venture Network ("CVN"). The Member and BROOKSHIRE hereby agree as follows:

1. Services. BROOKSHIRE agrees to provide the following services to the Member in connection with the CVN (the "Services"):

   a. Management of the CVN. BROOKSHIRE shall provide the following management services:

      - support staff services and materials at regularly scheduled meetings of the CVN; and
      - notify the Member of dates of meetings, prepare agendas and necessary materials, and conduct activities relative to the meetings and functions of the CVN.

   b. Outreach Program. BROOKSHIRE shall conduct the following outreach program:

      - emphasize the availability of Member's economic development resources to the business community.
      - maintain contact with accountants, attorneys, venture capitalists, business brokers, and the private banking community to generate referrals; and
      - initiate and maintain a business prospecting program.

   c. Recruiting. BROOKSHIRE shall provide the following recruiting services:

      - Prospect List. CVN shall identify business prospects across the following categories (the "Prospects"):

        ❖ "Development stage" companies with existing product lines and seeking expansion.
        ❖ New business owners seeking resources for growth.
        ❖ Expansions and/or relocations of existing businesses.
        ❖ Businesses who will provide high quality jobs.
        ❖ Present a minimum of twenty-four (24) business prospects at regularly scheduled meetings throughout the year.

      - BROOKSHIRE shall conduct preliminary review and screening of the Prospects by providing the following services:

        ❖ assess financial and support service needs of Prospects.
        ❖ prepare uniform summaries of applicants that address Prospects' needs; and
        ❖ schedule follow-up meetings within the Member's community to arrange for contacts with Prospects.

BROOKSHIRE may provide additional services as mutually agreed in writing by BROOKSHIRE and the Member; and unless and until agreed to in writing BROOKSHIRE shall not have any obligation to provide additional services and the Member shall not have the obligation to pay for such additional services**.**

The Services shall be performed by BROOKSHIRE in good faith; and the Member shall provide such documents, information and other support as reasonably requested by BROOKSHIRE in connection with the provision of the Services. The Member acknowledges and agrees that BROOKSHIRE is not making any representations, warranties, or guaranties of any kind regarding the success of the Services provided by BROOKSHIRE.

2. Payment for Services. In consideration for the Services provided, the Member agrees to pay BROOKSHIRE an annual fee of (a) **$4,500** for each twelve (12)-month period ("Annual Period"), payable upon execution of this Agreement, and (b) BROOKSHIRE shall issue an invoice for any subsequent Annual Period no later than fifteen (15) days before the end of the current Annual Period. Unless the Member provides written notice of cancellation at least 15 days before the end of the current Annual Period, this Agreement shall automatically renew for an additional twelve (12)-month period under the same terms. All payments of annual fees are non-refundable and shall not be prorated if the Member cancels this Agreement before the end of the Annual Period.

3. Term and Termination. This Agreement shall commence on **April 1, 2025**, and continue for a period of twelve (12) months (the "Term"), unless terminated earlier as provided herein. BROOKSHIRE shall notify the Member at least sixty (60) days prior to the end of the Term of any changes to annual fees or material modifications to the CVN program for subsequent year. If the Member does not provide written notice of cancellation before the end of the current Annual Period, the Agreement shall automatically renew for an additional twelve (12)-month period. The Member may cancel this Agreement at any time by providing written notice to BROOKSHIRE, effective upon receipt. If the Member elects to cancel, no refund or prorated amount of the annual fee shall be issued.

4. Miscellaneous.

   a. Notices. All notices, requests, consents, and other communications to be required or permitted under this Agreement shall be in writing and delivered personally or sent by registered or certified mail or nationally recognized overnight carrier, postage prepaid, or by email transmission, to the address set forth below the signatures below, or to such other address set forth in a notice given in the manner herein provided. All notices, requests, information or other communications shall be deemed to have been given (i) when delivered if personally delivered; (ii) 3 days after having been placed in the mail, if delivered by registered or certified mail; (iii) the day after having been placed with a nationally recognized overnight carrier, if delivered by nationally recognized overnight carrier; and (iv) when transmitted if transmitted by email.

   b. Successors and Assigns. This Agreement and the rights and obligations hereunder shall be binding upon and inure to the benefit of, the parties hereto and their legal representatives, successors and permitted assigns.

   c. Governing Law. This Agreement, and any claim related directly or indirectly to this Agreement, or arising thereunder, will be governed by and construed in accordance with the laws of the State of Minnesota without regard to principles of conflicts of law.

   d. Entire Agreement; Modification; Waiver. This Agreement contains the entire agreement of the parties with respect to the transactions contemplated herein and supersedes all prior understandings and agreements among the parties (oral or written). No modification, revision or other change to any of the provisions of this Agreement shall be effective unless in writing and signed by all of the parties to this

Agreement. The failure by either party at any time to enforce any of the provisions of this Agreement or any right or remedy hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, right, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either party shall not be deemed a continuing waiver but shall apply solely to the instance to which such waiver is directed. In any event, no waiver shall be effective unless in writing and signed by the party against whom enforcement is sought.

e. Execution and Counterparts. This Agreement may be executed by any party in a separate counterpart, or any number of separate counterparts, each of which counterparts when so executed and delivered shall be deemed an original, and such separate counterparts together shall constitute one instrument.

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

The Brookshire Company, LLC	**City of Thief River Falls, Minnesota**
By:	By: ________________________________
Gerald Norton, Managing Director	Name: ______________________________
	Its: ________________________________
	Date: _______________________________

City of Thief River Falls

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

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

Request for Council Action

DATE: 4/1/2025

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:

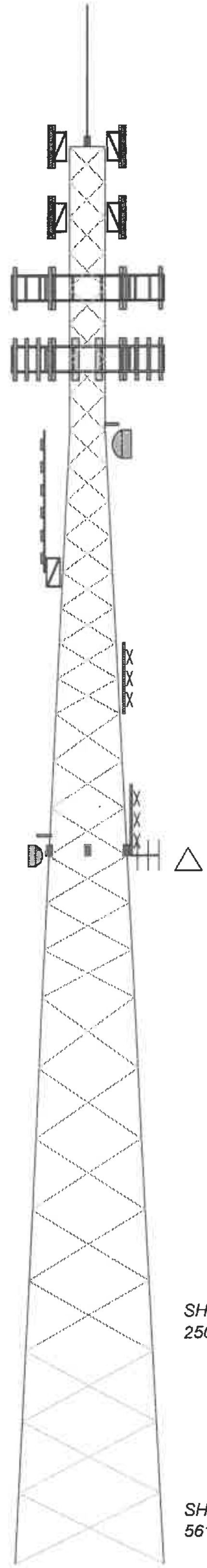
LEGAL CONSIDERATION: A Public Hearing was held on Tuesday, January 14, by the Planning Commission to review this request. The Planning Commission subsequently tabled its recommendation for approval until the Planning Commission's (Wikstrom's) request for a change to the city ordinance on the maximum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

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

ATTACHMENTS:

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

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



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 REAC ARE FACT

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.

FCC 854R
August 2007

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.

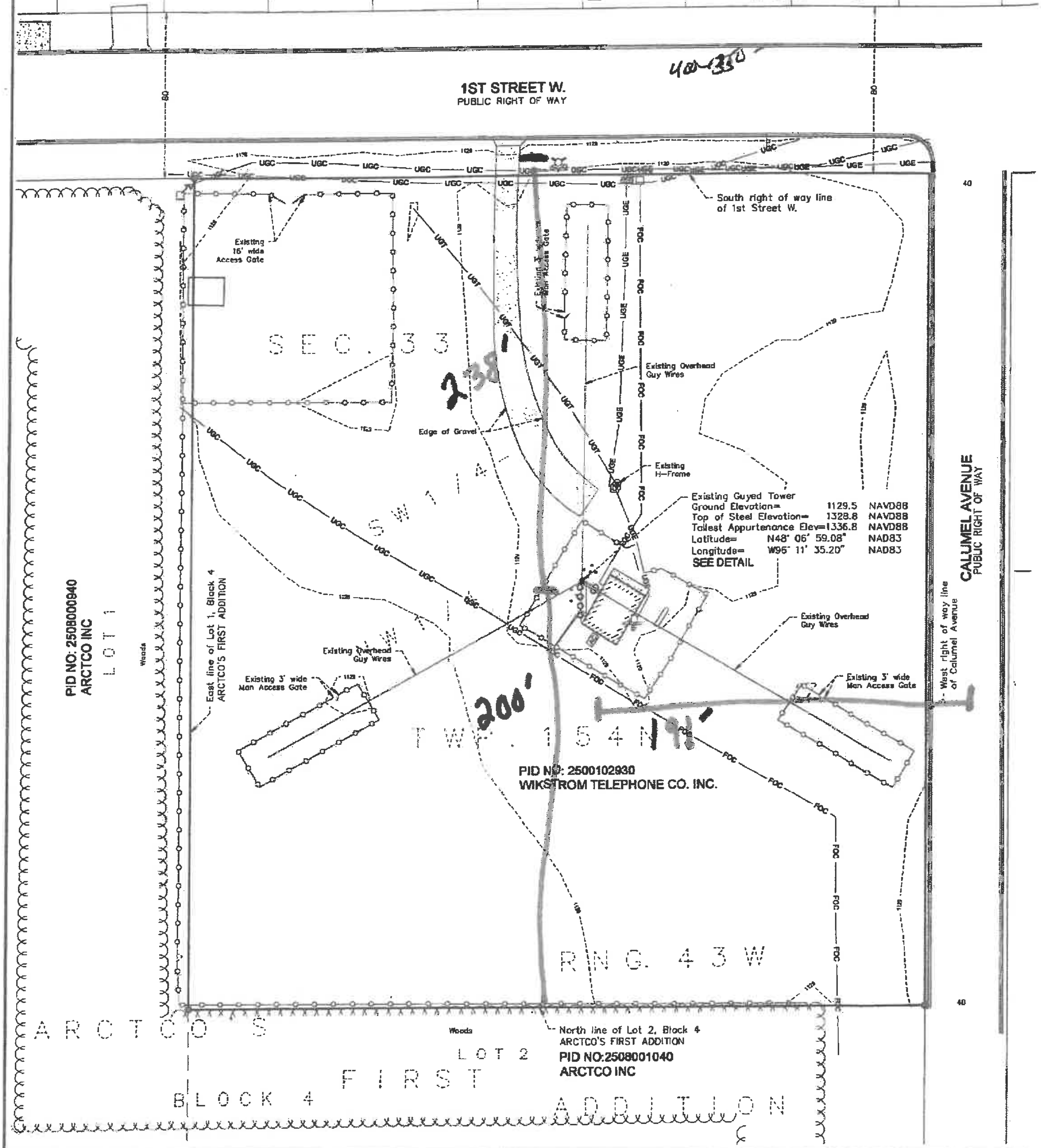
1 Antenna structures shall be painted throughout their height with alternate bands of aviation surface orange and white, terminating with aviation surface orange bands at both top and bottom. The width of the bands shall be equal and approximately one-seventh the height of the structure, provided however, 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	REVISI
FIELD WORK	1/19/17	CH

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.