

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, September 21, 2021

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

**City of Thief River Falls Mayor Brian Holmer Determination Regarding
Conducting Meetings by Telephone or Other Electronic Means – per
Directive 2020-6. Some councilmembers may participate by electronic means.**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALEGIANCE**
- 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**
 - 5.1. SBCE Presentation - Christine Anderson
- 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 September 7, 2021 Council Proceedings
 - 7.2. City of Thief River Falls Bills and Disbursements and Council Per Diems
 - 7.3. Progression Raise for Ian Lund, Apprentice Lineworker
 - 7.4. Approval of Employment of Norman Betland as GIS/Mapping Technician

8. NEW BUSINESS

- 8.1. Approval of Certification of Unpaid Sidewalk Snow Removal Charges to Property Owners' 2022 Property Tax
- 8.2. Aaron Arlt – Conditional Use Permit Request
- 8.3. Kuepers Inc. – Conditional Use Permit Request
- 8.4. Resolution declaring cost to be assessed and ordering preparation of assessment roll for the 2021 Street & Utilities Improvements Project.
- 8.5. Resolution establishing a public hearing with regard to proposed assessments on the 2021 Street & Utilities Improvements Project.
- 8.6. Approval of proposed 2022 tax levy.
- 8.7. Approval of preliminary 2022 budget summary.
- 8.8. Discussion and Approval of Strategic Plan Proposal.

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

10. UPCOMING MEETINGS

- 10.1. City Council Meeting - October 5th at 5:30 p.m.
- 10.2. Utilities Committee - October 11th at 7:00 a.m.
- 10.3. Public Safety/Liquor Committee - October 11th at 4:30 p.m.
- 10.4. Administrative Services Committee - October 12th at 4:30 p.m. *Room 201 City Hall*
- 10.5. Public Works Committee - October 13th at 4:30 p.m.
- 10.6. City Council Meeting - October 19th at 5:30 p.m.

11. INFORMATIONAL ITEMS

- 11.1. Investment Schedule Dated 09/21/2021. *(page 146 - 147)*

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.

COUNCIL PROCEEDINGS

Tuesday, September 7, 2021

CALL TO ORDER

This meeting is officially called to order at 05:30 PM PM on September 7, 2021. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALEGIANCE

ROLL CALL

The following Councilmembers were present: Holmer, Aarestad, McCraw, Bolduc, Narverud and Howe. Absent were Prudhomme and Lorensen. Mayor Holmer chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

Advance Thief River Budget - Michelle Landsverk

Mike Barry, Michelle Landsverk reviewed the budget, work plan and community support.

APPROVE AGENDA

Councilmember Narverud motioned, being seconded by Councilmember Bolduc, to approve the agenda with the additions of 8.2.

On vote being taken, the agenda with additions was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 08.180.21: Approval of August 17, 2021 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 09-198-21, being seconded by Councilmember Curt Howe, that:
On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED, by the City Council, to approve August 17, 2021 Council and Hearing Proceedings.

RESOLUTION NO. 09.199.21: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 09-199-21, being seconded by Councilmember Curt Howe, that:
On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$2,412,780.52 and council per diem in the amount of \$2,080.00. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

RESOLUTION NO. 09.200.21: Approval of 2021-2022 Safety Management Program Contract with MN Municipal Utilities Association

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 09-200-21, being seconded by Councilmember Curt Howe, that:
On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED Execute a Safety Management Program Contract with the

Minnesota Municipal Utilities Association (MMUA), effective October 1, 2021 through September 30, 2022. The City shall pay MMUA \$25,050.00 to administer the City's Safety Program for the contract period.

RESOLUTION NO. 09.201.21: Waste Water Main and Manhole Rehabilitation

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 09-201-21, being seconded by Councilmember Curt Howe, that:
On vote being taken, the resolution was unanimously passed.

WHEREAS, The City of Thief River Falls has been assessing the aged infrastructure including sewer mains, water mains, manholes and services prior to any street work. Cured in place, re-lining of sewer pipes has become more economical in recent years, so the City has been utilizing this technology instead of digging up entire roadways where it's possible. This project includes clearing out roots that have penetrated deteriorated joints, causing backups, and installing a new fiberglass liner using the old clay tile pipe as a form.

WHEREAS, The Water Systems personnel have identified some areas of the City that are in need of root removal and rehabilitation in the sewer collection system, and through the Federal Fiscal Recovery Funds the City has received, it is proposed to utilize some of these funds for this sewer rehabilitation project.

THEREFORE, BE IT RESOLVED Approve Hydro-Kleen LLC's proposal to rehabilitate 3200 feet of sewer main and 12 manholes in the amount of \$ 146,213.90.

NEW BUSINESS

RESOLUTION NO. 09.202.21: Sanford Hospital - Redevelopment Tax Increment Financing

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 09-202-21, being seconded by Councilmember Steve Narverud, that:
On vote being taken, the resolution was unanimously passed.

WHEREAS, Sanford Health Systems opened a new 25-bed critical access hospital and clinic medical facility along Highway 32 South in the fall of 2014, which eliminated the need for a large portion of the former downtown facility. They have remodeled portions of the downtown campus for kidney dialysis, children's rehab, and a behavioral health unit. Sanford intends to demolish the buildings not being used and prepare the site for future development.

WHEREAS, The Thief River Falls City Council, along with support from the ISD 564 School Board and Pennington County Board of Commissioners, approved a redevelopment TIF in 2016 to assist with demolition costs and ultimately stimulate economic development through the site clean-up.

THEREFORE, BE IT RESOLVED Adopt a resolution calling for a public hearing on Tuesday, October 5, 2021, at 5:30 PM by the City Council on the proposed Modification to the Development Program for Development District No. 1 and the proposed Establishment of Tax Increment Financing District No. 12 therein and the adoption of the Tax Increment Financing Plan therefor.

RESOLUTION NO. 09.203.21: Approve the low bid of \$784,427.45 from Davidson Construction and award the 2021 Street & Utilities Improvements.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 09-203-21 , being seconded by Councilmember Jason Aarestad, that:
On vote being taken, the resolution was unanimously passed.

WHEREAS, The proposed work was bid as a result of meetings with department heads, Council committees, developers, and according to items in the City's Capital Improvement Plan. This project includes the following items of work:

1. Oakland Park Road Realignment- S.P. 5703-51
2. Safe routes to school S.A.P. 170-591-002 Franklin School Trail
3. Safe routes to school S.A.P. 170-591-002 Gulf Street Trail
4. Oakland Park Trail- City Project, new trail construction
5. Robson Court- city project, water and sewer service installation, new road construction
6. Pennington County fairgrounds- city project, misc. aggregate leveling and bituminous paving
7. Airport Entrance Road- City project, misc. bituminous paving repair.

WHEREAS, Bids for this project were received on September 7th, 2021 from two contractors. The low bid was received from Davidson Construction in the amount of \$784,427.45 and from R.J. Zavoral and Sons in the amount of \$855,753.29. The Engineer's estimate was \$689,666.50 The low bid was 14% above the estimate.

THEREFORE, BE IT RESOLVED Approve the low bid of \$784,427.45 from Davidson Construction and award the 2021 Street & Utilities Improvements.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

1. Utilities Committee - September 13th at 7:00 a.m.
2. Public Safety/Liquor Committee - September 13th at 4:30 p.m.
3. Administrative Services Committee - September 14th at 4:30 p.m. Room 201 City Hall
4. Public Works Committee - September 15th at 4:30 p.m.
5. City Council Meeting - September 21st at 5:30 p.m.

INFORMATIONAL ITEMS

ADJOURNMENT

There being no further discussion, Councilmember McCraw moved, being seconded by Councilmember Aarestad to adjourn at 6:02 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator

COUNCIL PER DIEM TO BE PAID ON 09/23/21 PAYROLL
Presented 09/21/2021 Council Meeting

Curt Howe - August 2021

08/10/21	CVB	12-1pm	Council Chambers	\$32.50
08/10/21	Admin Services Comm	3-4:45pm	Council Chambers	\$32.50
08/11/21	Public Works	4:30-7pm	Council Chambers	\$32.50
08/18/21	Airport Meeting	7:30-9am	Justice Center	\$32.50
08/30/21	MAK Meeting	5:30-6:30pm	Council Chambers	\$32.50
08/31/21	Committee of the Whole	5:30-8pm	Council Chambers	\$32.50

\$195.00

CITY OF THIEF RIVER FALLS

EXPENSE ACCOUNT CODES

FUND	DEPARTMENT	DESCRIPTION
100	GENERAL FUND	
	4110	City Council
	4140	Elections
	4150	City Administration
	4160	City Attorney
	4192	IT Department
	4194	Government Buildings
	4210	Police
	4215	Emergency Management
	4220	Fire
	4240	Building Official
	4312	Street
	4315	Sanitation
	4316	Street Lighting
	4510	Park Department
	4511	Multi-Events Center (VenuWorks)
	4512	Recreation
	4513	Tourist Park (VenuWorks)
	4530	Arenas (VenuWorks)
	4550	Branch Library
	4560	Carnegie Library Building
	4570	201 Atlantic Ave Garage
	4650	Public Works
	4670	General Administration
210	COMMUNITY DEVELOPMENT REVOLVING LOAN FUND	
230	TRF K-9 UNIT FUND	
260	MECC	
270	TRAIN CANOPY	
610	LIQUOR	
620	WATER UTILITY	
670	STORM WATER UTILITY	
680	WASTEWATER UTILITY	
690	ELECTRIC UTILITY	
810	POLICE RELIEF ASSOCIATION	
820	GREENWOOD CEMETERY FUND	



Equal Opportunity Employer

City of Thief River Falls

#7.02

SEPTEMBER 21st, 2021 CITY COUNCIL MEETING

SUMMARY OF DISBURSEMENTS

9/1/2021	AP PACKET #123 - DIRECT PAYABLES	\$72,218.01
9/8/2021	AP PACKET #125 - DIRECT PAYABLES	\$1,152.21
9/9/2021	AP PACKET #128 - #18 PAYROLL BILLS	\$233,812.05
9/10/2021	AP PACKET #131 - DIRECT PAYABLES	\$114,950.94
9/10/2021	AP PACKET #132 - DIRECT PAYABLES	\$15,015.44
9/14/2021	AP PACKET #133 - DIRECT PAYABLES	\$31,446.18
9/21/2021	AP PACKET #134 - COUNCIL MEETING	\$283,396.82
GRAND TOTAL OF DISBURSEMENTS		\$751,991.65



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00123 - 09/01/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ASHTONS MOWING SERVICE AND							
ASHTONS MOWING SERVIC	1637	09/01/2021	100-4510-63030	Contracts Expense	CONTRACT SERVICES - ANN		2,570.34
Vendor ASHTONS MOWING SERVICE AND Total:							2,570.34
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	130000360 - LOST CK #8466	09/01/2021	610-4810-62510	Liquor for Resale	BEER CREDIT REVERSAL		13.06
MC KINNON COMPANY INC	577129 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER CREDIT REVERSAL		32.74
MC KINNON COMPANY INC	577383 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER CREDIT REVERSAL		27.61
MC KINNON COMPANY INC	584084 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER CREDIT		-46.00
MC KINNON COMPANY INC	585635 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		72.00
MC KINNON COMPANY INC	588893 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	REVERSAL OF DUPLICATE PA		-4,228.60
MC KINNON COMPANY INC	594727 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		40.00
MC KINNON COMPANY INC	610162 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		10,827.30
MC KINNON COMPANY INC	610162 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	WINE PURCHASE		192.00
MC KINNON COMPANY INC	610162 - LOST CK #84668	09/01/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		156.60
MC KINNON COMPANY INC	610172 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER CREDIT		-46.03
MC KINNON COMPANY INC	610173 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		3,926.08
MC KINNON COMPANY INC	610880 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		1,960.00
MC KINNON COMPANY INC	611043 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		8,318.85
MC KINNON COMPANY INC	611278 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		14,175.32
MC KINNON COMPANY INC	611278 - LOST CK #84668	09/01/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		881.40
MC KINNON COMPANY INC	611431 - LOST CK #84668	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		267.20
MC KINNON COMPANY INC	616739	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		8,491.30
MC KINNON COMPANY INC	616739	09/01/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		336.00
MC KINNON COMPANY INC	616787	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		898.60
MC KINNON COMPANY INC	617543	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		4,145.25
MC KINNON COMPANY INC	617543	09/01/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		84.80
MC KINNON COMPANY INC	617546	09/01/2021	610-4810-62520	Beer for Resale	BEER CREDIT		-34.61
MC KINNON COMPANY INC	617732	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		9,959.29
MC KINNON COMPANY INC	617732	09/01/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		76.80
MC KINNON COMPANY INC	618667	09/01/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		7,219.54
Vendor MC KINNON COMPANY INC Total:							67,746.50
Vendor: RICHARD GRANDBOIS							
RICHARD GRANDBOIS	08 25 21	09/01/2021	100-4240-63030	Contracts Expense	GRASS MOWING SERVICES		185.00
Vendor RICHARD GRANDBOIS Total:							185.00
Vendor: WALMART COMMUNITY							
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	100-4150-62010	Office Supplies	BINDERS/POST IT FLAGS		33.58
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	100-4194-62990	Misc. Operating Expense	CLEANING SUPPLIES		14.94

Council Approval Register

Packet: APPKT00123 - 09/01/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	100-4194-62990	Misc. Operating Expense	CLEANING SUPPLIES		19.88
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	100-4194-62990	Misc. Operating Expense	CLEANING SUPPLIES		54.56
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	100-4220-62990	Misc. Operating Expense	CLEANING SUPPLIES		202.77
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	100-4550-62990	Misc. Operating Expense	CLEANING SUPPLIES		20.97
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	100-4560-62990	Misc. Operating Expense	CLEANING SUPPLIES		32.78
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	100-4560-62990	Misc. Operating Expense	CLEANING SUPPLIES		32.78
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	620-4840-62990	Misc. Operating Expense	WTP SUPPLIES		39.47
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	620-4840-62990	Misc. Operating Expense	WTP SUPPLIES		32.31
WALMART COMMUNITY	JUL/AUG STMT #163723203	09/01/2021	690-4840-62010	Office Supplies	ADDRESS LABELS		18.98
Vendor WALMART COMMUNITY Total:							<u>503.02</u>
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING	212621	09/01/2021	100-4650-63030	Contracts Expense	PROF SRVCS - SURVEYING		1,213.15
Vendor WIDSETH SMITH NOLTING ASC INC Total:							<u>1,213.15</u>
Grand Total:							<u><u>72,218.01</u></u>

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	4,380.75
610 - LIQUOR DISPENSARY	67,746.50
620 - WATER UTILITY FUND	71.78
690 - ELECTRIC UTILITY FUND	18.98
Grand Total:	72,218.01

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	33.58
100-4194-62990	Misc. Operating Expense	89.38
100-4220-62990	Misc. Operating Expense	202.77
100-4240-63030	Contracts Expense	185.00
100-4510-63030	Contracts Expense	2,570.34
100-4550-62990	Misc. Operating Expense	20.97
100-4560-62990	Misc. Operating Expense	65.56
100-4650-63030	Contracts Expense	1,213.15
610-4810-62510	Liquor for Resale	13.06
610-4810-62520	Beer for Resale	66,197.84
610-4810-62530	Wine for Resale	1,294.20
610-4810-62540	Soft Drinks/Mix for Resal	241.40
620-4840-62990	Misc. Operating Expense	71.78
690-4840-62010	Office Supplies	18.98
Grand Total:		72,218.01

Project Account Summary

Project Account Key	Expense Amount
None	72,218.01
Grand Total:	72,218.01



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00125 - 9/8/21 PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SUNNY HILL DISTRIBUTORS INC							
SUNNY HILL DISTRIBUTORS	365521	09/08/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		969.46
SUNNY HILL DISTRIBUTORS	365521	09/08/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		101.75
SUNNY HILL DISTRIBUTORS	365521	09/08/2021	610-4810-62610	Freight In (Liquor)	FREIGHT - SEPTEMBER		22.50
SUNNY HILL DISTRIBUTORS	370433	09/08/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		58.50
Vendor SUNNY HILL DISTRIBUTORS INC Total:							1,152.21
Grand Total:							1,152.21

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	1,152.21
Grand Total:	1,152.21

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	1,027.96
610-4810-62540	Soft Drinks/Mix for Resal	101.75
610-4810-62610	Freight In (Liquor)	22.50
Grand Total:		1,152.21

Project Account Summary

Project Account Key	Expense Amount
None	1,152.21
Grand Total:	1,152.21



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00128 - PYPKT00154 - 2021 09 09 #18 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMERITAS LIFE INSURANCE CORP							
AMERITAS LIFE INSURANCE	INV0000151	09/09/2021	740-24000	Clearing Account	FLEX VISION		233.58
AMERITAS LIFE INSURANCE	INV0000151	09/09/2021	740-4870-63645	Vision Insurance - COBRA	Vision COBRA		28.02
Vendor AMERITAS LIFE INSURANCE CORP Total:							261.60
Vendor: FURTHER - H S A							
FURTHER - H S A	INV0000152	09/09/2021	740-24000	Clearing Account	HSA		285.70
Vendor FURTHER - H S A Total:							285.70
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVIC	INV0000159	09/09/2021	740-20150	Payroll Taxes Payable	FED W/H		20,793.54
INTERNAL REVENUE SERVIC	INV0000159	09/09/2021	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		18,225.30
INTERNAL REVENUE SERVIC	INV0000159	09/09/2021	740-20150	Payroll Taxes Payable	MEDICARE		6,313.38
Vendor INTERNAL REVENUE SERVICE Total:							45,332.22
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR	INV0000153	09/09/2021	740-24000	Clearing Account	LELS Dues September		889.00
Vendor LAW ENFORCEMENT LABOR SERVICES Total:							889.00
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE	INV0000150	09/09/2021	740-24000	Clearing Account	MSRS HCSP		42,081.58
Vendor MINNESOTA STATE RETIREMENT SYS Total:							42,081.58
Vendor: MN DPT OF HUMAN SERVICES							
MN DPT OF HUMAN SERVIC	INV0000155	09/09/2021	740-24000	Clearing Account	Garnishment		125.51
Vendor MN DPT OF HUMAN SERVICES Total:							125.51
Vendor: MN DPT OF REVENUE							
MN DPT OF REVENUE	INV0000158	09/09/2021	740-20160	State Withholding	State W/H Tax		9,577.44
Vendor MN DPT OF REVENUE Total:							9,577.44
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR	INV0000154	09/09/2021	740-24000	Clearing Account	PLIFE		224.00
Vendor NCPERS GROUP LIFE INSURANCE Total:							224.00
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO	INV0000148	09/01/2021	100-4150-61310	Health Insurance	Health Insurance Premium J		4,485.52
NORTHWEST SERVICE COO	INV0000148	09/01/2021	100-4210-61310	Health Insurance	Health Insurance Premium J		16,238.42
NORTHWEST SERVICE COO	INV0000148	09/01/2021	100-4220-61310	Health Insurance	Health Insurance Premium J		4,343.77
NORTHWEST SERVICE COO	INV0000148	09/01/2021	100-4240-61310	Health Insurance	Health Insurance Premium J		1,339.10
NORTHWEST SERVICE COO	INV0000148	09/01/2021	100-4312-61310	Health Insurance	Health Insurance Premium J		6,475.82
NORTHWEST SERVICE COO	INV0000148	09/01/2021	100-4315-61310	Health Insurance	Health Insurance Premium		4,940.56
NORTHWEST SERVICE COO	INV0000148	09/01/2021	100-4510-61310	Health Insurance	Health Insurance Premium		1,751.34

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST SERVICE COO	INV0000148	09/01/2021	100-4650-61310	Health Insurance	Health Insurance Premium		583.78
NORTHWEST SERVICE COO	INV0000148	09/01/2021	610-4825-61310	Health Insurance	Health Insurance Premium		4,356.78
NORTHWEST SERVICE COO	INV0000148	09/01/2021	620-4825-61310	Health Insurance	Health Insurance Premium		3,773.00
NORTHWEST SERVICE COO	INV0000148	09/01/2021	680-4825-61310	Health Insurance	Health Insurance Premium		5,116.98
NORTHWEST SERVICE COO	INV0000148	09/01/2021	690-4825-61310	Health Insurance	Health Insurance Premium		13,842.61
NORTHWEST SERVICE COO	INV0000148	09/01/2021	740-4870-63620	Employee BC/BS Monthly Bi	Health Insurance Employee		16,186.36
NORTHWEST SERVICE COO	INV0000148	09/01/2021	740-4870-63620	Employee BC/BS Monthly Bi	Health Insurance Premium		-1,913.00
NORTHWEST SERVICE COO	INV0000148	09/01/2021	740-4870-63660	Retiree BC/BS Monthly billi	Health Insurance Retiree S		5,967.00
NORTHWEST SERVICE COO	INV0000148	09/01/2021	820-4825-61310	Health Insurance	Health Insurance Premium		803.46
Vendor NORTHWEST SERVICE COOPERATIVE Total:							88,291.50
Vendor: P E R A OF MN							
P E R A OF MN	INV0000157	09/09/2021	740-20180	PERA Payable	PERA EE/ER P&F		21,672.07
P E R A OF MN	INV0000157	09/09/2021	740-20180	PERA Payable	PERA EE/ER COORD		21,272.41
Vendor P E R A OF MN Total:							42,944.48
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0000156	09/09/2021	740-24000	Clearing Account	LTD Premium		429.02
Vendor SUN LIFE FINANCIAL (LTD) Total:							429.02
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000149	09/09/2021	740-24000	Clearing Account	Contributions Employee		3,370.00
Vendor VANTAGEPOINT ICMA Total:							3,370.00
Grand Total:							233,812.05

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	40,158.31
610 - LIQUOR DISPENSARY	4,356.78
620 - WATER UTILITY FUND	3,773.00
680 - WASTEWATER UTILITY FUND	5,116.98
690 - ELECTRIC UTILITY FUND	13,842.61
740 - TRF HEALTH INSURANCE FUND	165,760.91
820 - GREENWOOD CEMETERY FUND	803.46
Grand Total:	233,812.05

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	4,485.52
100-4210-61310	Health Insurance	16,238.42
100-4220-61310	Health Insurance	4,343.77
100-4240-61310	Health Insurance	1,339.10
100-4312-61310	Health Insurance	6,475.82
100-4315-61310	Health Insurance	4,940.56
100-4510-61310	Health Insurance	1,751.34
100-4650-61310	Health Insurance	583.78
610-4825-61310	Health Insurance	4,356.78
620-4825-61310	Health Insurance	3,773.00
680-4825-61310	Health Insurance	5,116.98
690-4825-61310	Health Insurance	13,842.61
740-20150	Payroll Taxes Payable	45,332.22
740-20160	State Withholding	9,577.44
740-20180	PERA Payable	42,944.48
740-24000	Clearing Account	47,638.39
740-4870-63620	Employee BC/BS Monthl	14,273.36
740-4870-63645	Vision Insurance - COBR	28.02
740-4870-63660	Retiree BC/BS Monthly b	5,967.00
820-4825-61310	Health Insurance	803.46
Grand Total:		233,812.05

Project Account Summary

Project Account Key	Expense Amount
None	233,812.05
Grand Total:	233,812.05



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00131 - 09/10/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO	3751447	09/10/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		341.00
COCA-COLA BOTTLING CO	3751498	09/10/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		254.50
COCA-COLA BOTTLING CO	3751538	09/10/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		326.00
COCA-COLA BOTTLING CO	3751580	09/10/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		337.00
Vendor COCA-COLA BOTTLING COMPANY Total:							1,258.50
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10008619	09/10/2021	100-4315-62990	Misc. Operating Expense	DUMPSTER DEODERIZER		65.32
COLE PAPERS INC	10017325	09/10/2021	610-4840-62990	Misc. Operating Expense	RAGS - WASTEBASKETS		54.62
COLE PAPERS INC	10017325	09/10/2021	610-4850-62230	Building Maint & Repair	FLOOR WAX - SWEEP & DUS		453.65
COLE PAPERS INC	10020807	09/10/2021	100-4194-62990	Misc. Operating Expense	TOILET TISSUE - FOAM SOA		214.26
COLE PAPERS INC	10021578	09/10/2021	100-4194-62990	Misc. Operating Expense	FOAM WASH		45.59
COLE PAPERS INC	10029021	09/10/2021	690-4840-62990	Misc. Operating Expense	TOILET TISSUE - PAPERTOW		96.21
COLE PAPERS INC	10029021	09/10/2021	690-4850-62350	Power Plant/Dam Maint	TOILET TISSUE - PAPERTOW		96.21
Vendor COLE PAPERS INC Total:							1,025.86
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR	AUG 2021 - ASHLEY	09/10/2021	100-4670-63060	Credit Card Fees	ASHLEY CREDIT CARD FEES		34.08
GLOBAL PAYMENTS INTEGR	AUG 2021 - ASHLEY	09/10/2021	690-4890-63060	Credit Card Fees	ASHLEY CREDIT CARD FEES		338.79
GLOBAL PAYMENTS INTEGR	AUG 2021	09/10/2021	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - AUG 20		1,638.39
Vendor GLOBAL PAYMENTS INTEGRATED Total:							2,011.26
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	618895	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		12,314.45
MC KINNON COMPANY INC	618897	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		736.00
MC KINNON COMPANY INC	619710	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		7,025.29
MC KINNON COMPANY INC	619891	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		6,591.37
MC KINNON COMPANY INC	619992	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		144.40
MC KINNON COMPANY INC	620023	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		197.00
MC KINNON COMPANY INC	620149	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		122.40
MC KINNON COMPANY INC	620796	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		5,966.70
MC KINNON COMPANY INC	620799	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		1,331.20
MC KINNON COMPANY INC	620804	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		490.00
MC KINNON COMPANY INC	620971	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		7,766.22
Vendor MC KINNON COMPANY INC Total:							42,685.03
Vendor: MINNESOTA RURAL WATER ASSOC.							
MINNESOTA RURAL WATER	09012021	09/10/2021	680-4890-64400	Travel, Conference, School	EXAN FEE C & D WASTEWAT		255.00
Vendor MINNESOTA RURAL WATER ASSOC. Total:							255.00

Council Approval Register

Packet: APPKT00131 - 09/10/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MN STATE PATROL							
MN STATE PATROL	XTL5000	09/10/2021	100-4210-62400	Small Tools and Minor Equi	XTL5000 POLICE RADIO		400.00
						Vendor MN STATE PATROL Total:	400.00
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE IN	135623	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		2,813.90
NORTHWEST BEVERAGE IN	135623	09/10/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		104.00
NORTHWEST BEVERAGE IN	135670	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		1,944.45
NORTHWEST BEVERAGE IN	135689	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		1,835.55
NORTHWEST BEVERAGE IN	135692	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		12,797.25
NORTHWEST BEVERAGE IN	135723	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		1,320.60
NORTHWEST BEVERAGE IN	135807	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		32,818.25
NORTHWEST BEVERAGE IN	135807	09/10/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-30.00
NORTHWEST BEVERAGE IN	135829	09/10/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		1,717.40
						Vendor NORTHWEST BEVERAGE INC Total:	55,321.40
Vendor: PENNINGTON CO HIGHWAY DPT							
PENNINGTON CO HIGHWAY	32512	09/10/2021	100-4312-62240	Department Maint & Repair	CALCIUM CHLORIDE & APP		8,494.50
						Vendor PENNINGTON CO HIGHWAY DPT Total:	8,494.50
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPAN	46616109	09/10/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		598.36
						Vendor PEPSI BEVERAGES COMPANY Total:	598.36
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550011116	09/10/2021	100-4210-62210	Equipment Maint & Repair	4 TIRES - MNT BALANCE		719.40
						Vendor POMPS TIRE SERVICE INC Total:	719.40
Vendor: VANTIVE INTEGRATED PAYMENTS							
VANTIVE INTEGRATED PAY	AUG 2021	09/10/2021	630-4890-63060	Credit Card Fees	CREDIT CARD FEES - AUG 20		88.98
						Vendor VANTIVE INTEGRATED PAYMENTS Total:	88.98
Vendor: VENUWORKS OF THIEF RIVER FALLS							
VENUWORKS OF THIEF RIVE	243	09/10/2021	620-4890-64400	Travel, Conference, School	RURAL WATER MTG		398.33
VENUWORKS OF THIEF RIVE	243	09/10/2021	680-4890-64400	Travel, Conference, School	RURAL WATER MEETING		398.32
VENUWORKS OF THIEF RIVE	AUG 2021	09/10/2021	630-4840-62990	Misc. Operating Expense	CREDIT CARD RECEIPTS - AU		1,296.00
						Vendor VENUWORKS OF THIEF RIVER FALLS Total:	2,092.65
						Grand Total:	114,950.94

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	9,973.15
610 - LIQUOR DISPENSARY	100,371.56
620 - WATER UTILITY FUND	398.33
630 - ARENAS - VENUWORKS	1,384.98
680 - WASTEWATER UTILITY FUND	653.32
690 - ELECTRIC UTILITY FUND	2,169.60
Grand Total:	114,950.94

Account Summary

Account Number	Account Name	Expense Amount
100-4194-62990	Misc. Operating Expense	259.85
100-4210-62210	Equipment Maint & Rep	719.40
100-4210-62400	Small Tools and Minor E	400.00
100-4312-62240	Department Maint & Re	8,494.50
100-4315-62990	Misc. Operating Expense	65.32
100-4670-63060	Credit Card Fees	34.08
610-4810-62520	Beer for Resale	97,932.43
610-4810-62540	Soft Drinks/Mix for Resal	1,930.86
610-4840-62990	Misc. Operating Expense	54.62
610-4850-62230	Building Maint & Repair	453.65
620-4890-64400	Travel, Conference, Scho	398.33
630-4840-62990	Misc. Operating Expense	1,296.00
630-4890-63060	Credit Card Fees	88.98
680-4890-64400	Travel, Conference, Scho	653.32
690-4840-62990	Misc. Operating Expense	96.21
690-4850-62350	Power Plant/Dam Maint	96.21
690-4890-63060	Credit Card Fees	1,977.18
Grand Total:	Grand Total:	114,950.94

Project Account Summary

Project Account Key	Expense Amount
None	114,950.94
Grand Total:	114,950.94



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00132 - 09/10/2021

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: T R F CONVENTION & T R F CONVENTION &	JUL 2021	09/10/2021	100-4670-63030	Contracts Expense	LODGING TAX - JUL 2021		15,015.44
						Vendor T R F CONVENTION & Total:	15,015.44
						Grand Total:	15,015.44

Fund Summary		
Fund		Expense Amount
100 - GENERAL FUND		15,015.44
	Grand Total:	15,015.44

Account Summary		
Account Number	Account Name	Expense Amount
100-4670-63030	Contracts Expense	15,015.44
	Grand Total:	15,015.44

Project Account Summary		Expense Amount
Project Account Key		
None		15,015.44
	Grand Total:	15,015.44



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00133 - 09/14/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES	11QXWX794HG3	09/14/2021	100-4210-62210	Equipment Maint & Repair	AUTO HEADLIGHTS		22.11
AMAZON CAPITAL SERVICES	16QVJF4F66HN	09/14/2021	100-4210-62010	Office Supplies	WRITING PADS		20.48
AMAZON CAPITAL SERVICES	16QVJF4F66HN	09/14/2021	100-4210-62020	Computer Supplies	DVD & SLEEVES		91.41
AMAZON CAPITAL SERVICES	17MYRYJRGFN6	09/14/2021	100-4192-62020	Computer Supplies	RETURN CR - CELL PHONE A		-11.99
AMAZON CAPITAL SERVICES	1DX9J93L1FR	09/14/2021	690-4850-62350	Power Plant/Dam Maint	RETURN CR - PLANER TOOL		-229.00
AMAZON CAPITAL SERVICES	1FX3Q7TXYFHJ	09/14/2021	100-4210-62990	Misc. Operating Expense	BINOCULARS		657.00
AMAZON CAPITAL SERVICES	1MMDYY4R7XLQ	09/14/2021	690-4850-62350	Power Plant/Dam Maint	ELECTRIC HOIST		360.98
AMAZON CAPITAL SERVICES	1VH3NY3W1WYC	09/14/2021	100-4650-62020	Computer Supplies	RETURN CREDIT -		-21.44
Vendor AMAZON CAPITAL SERVICES INC Total:							889.55
Vendor: ARAMARK							
ARAMARK	263000006036	09/14/2021	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - JUL 202		98.73
ARAMARK	263000008857	09/14/2021	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - JUL 202		83.07
ARAMARK	263000008863	09/14/2021	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - JUL 202		76.80
ARAMARK	263000011339	09/14/2021	100-4312-62990	Misc. Operating Expense	LAUNDRY SERVICE - JUL 202		70.36
ARAMARK	263000014037	09/14/2021	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - JUL 202		70.36
ARAMARK	263000014065	09/14/2021	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - JUL 202		76.80
ARAMARK	263000016839	09/14/2021	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - AUG 20		69.68
ARAMARK	263000019673	09/14/2021	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - AUG 20		69.68
ARAMARK	263000019694	09/14/2021	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - AUG 20		76.80
ARAMARK	263000022316	09/14/2021	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - AUG 20		69.68
ARAMARK	263000025079	09/14/2021	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - AUG 20		69.68
ARAMARK	263000025098	09/14/2021	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - AUG 20		76.80
ARAMARK	263000027855	09/14/2021	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - AUG 20		69.68
ARAMARK	CK 84288	09/14/2021	100-4312-63030	Contracts Expense	REVERSE DUPL PAYMENT -		-96.30
ARAMARK	CK 84288	09/14/2021	100-4312-63030	Contracts Expense	REVERSE DUPL PAYMENT -		-88.42
ARAMARK	CK 84288	09/14/2021	100-4312-63030	Contracts Expense	REVERSE DUPL PAYMENT -		-88.42
ARAMARK	CK 84288	09/14/2021	100-4312-63030	Contracts Expense	REVERSE DUPL PAYMENT -		-96.30
ARAMARK	CK 84288	09/14/2021	100-4312-63030	Contracts Expense	REVERSE DUPL PAYMENT -		-88.42
ARAMARK	CK 84288	09/14/2021	620-4890-63030	Contracts Expense	REVERSE DUPL PAYMENT -		-76.81
ARAMARK	CK 84288	09/14/2021	620-4890-63030	Contracts Expense	REVERSE DUPL PAYMENT -		-76.81
Vendor ARAMARK Total:							366.64
Vendor: DRN READITECH							
DRN READITECH	204421	09/14/2021	100-4192-63020	Computer Maintenance & li	MANAGED SERVICE - AUG		25.00
Vendor DRN READITECH Total:							25.00
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	100-4150-63210	Communication Expense	DDD CHARGES - SEP 2021		8.75

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Packet: APPKT00133 - 09/14/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	100-4150-63210	Communication Expense	PHONE CHARGES - SEP 202		401.66
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	100-4220-63210	Communication Expense	PHONE CHARGES - SEP 202		66.95
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	100-4240-63210	Communication Expense	PHONE CHARGES - SEP 202		36.98
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	100-4312-63210	Communication Expense	PHONE CHARGES - SEP 202		83.97
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	100-4510-63210	Communication Expense	PHONE CHARGES - SEP 202		48.99
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	100-4570-63210	Communication Expense	PHONE CHARGES - SEP 202		9.99
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	100-4650-63210	Communication Expense	PHONE CHARGES - SEP 202		137.97
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	610-4830-63210	Communication Expense	PHONE CHARGES - SEP 202		80.98
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	620-4830-63210	Communication Expense	DDD PHONE CHARGES - SEP		10.18
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	620-4830-63210	Communication Expense	PHONE CHARGES - SEP 202		226.11
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	630-4830-63210	Communication Expense	PHONE CHARGES - SEP 202		281.85
GARDEN VALLEY TECHNOLO	101100859	09/14/2021	690-4830-63210	Communication Expense	PHONE CHARGES - SEP 202		341.91
Vendor GARDEN VALLEY TECHNOLOGIES Total:							1,736.29
Vendor: LITTLE FALLS GRANITE WORKS							
LITTLE FALLS GRANITE WOR	05172133	09/14/2021	820-4890-63030	Contracts Expense	REMAKE BENJAMIN BENDIC		684.00
Vendor LITTLE FALLS GRANITE WORKS Total:							684.00
Vendor: MINNESOTA ENERGY #503307772-79							
MINNESOTA ENERGY #5033	AUG 2021	09/14/2021	100-4194-63890	Utilities Expense	GAS METER READING - AUG		21.38
Vendor MINNESOTA ENERGY #503307772-79 Total:							21.38
Vendor: MINNESOTA ENERGY GROUP-00003							
MINNESOTA ENERGY GROU	AUG 2021	09/14/2021	100-4220-63890	Utilities Expense	GAS METER READING - AUG		47.00
MINNESOTA ENERGY GROU	AUG 2021	09/14/2021	100-4550-63890	Utilities Expense	GAS METER READING - AUG		55.08
MINNESOTA ENERGY GROU	AUG 2021	09/14/2021	100-4560-63890	Utilities Expense	GAS METER READING - AUG		67.18
MINNESOTA ENERGY GROU	AUG 2021	09/14/2021	100-4570-63890	Utilities Expense	GAS METER READING - AUG		50.23
MINNESOTA ENERGY GROU	AUG 2021	09/14/2021	680-4830-63890	Utilities Expense	GAS METER READING - AUG		21.38
Vendor MINNESOTA ENERGY GROUP-00003 Total:							240.87
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDU	ALR0123332X	09/14/2021	630-4890-64370	Taxes and Licenses	ANNUAL ELEVATOR OPERAT		100.00
Vendor MN DPT OF LABOR & INDUSTRY Total:							100.00
Vendor: PRODUCTIVITY PLUS ACCOUNT							
PRODUCTIVITY PLUS ACCO	15982114-GS	09/14/2021	100-4312-62210	Equipment Maint & Repair	LOADER REPAIRS		9,462.88
Vendor PRODUCTIVITY PLUS ACCOUNT Total:							9,462.88
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP I	27241 - AUG 2021	09/14/2021	680-4830-63890	Utilities Expense	ELECTRIC METER READING -		96.48
Vendor RED LAKE ELECTRIC COOP INC Total:							96.48
Vendor: RICHARD GRANDBOIS							
RICHARD GRANDBOIS	09 08 2021	09/14/2021	100-4240-63030	Contracts Expense	GRASS MOWING SERVICES -		560.00
Vendor RICHARD GRANDBOIS Total:							560.00
Vendor: T D S METROCOM - MN							
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	100-4150-63210	Communication Expense	SECURITY/PHONE LINES - SE		43.53
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	100-4194-63210	Communication Expense	SECURITY/PHONE LINES - SE		43.53

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Packet: APPKT00133 - 09/14/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	100-4210-63210	Communication Expense	SECURITY/PHONE LINES - SE		65.00
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	100-4220-63210	Communication Expense	SECURITY/PHONE LINES - SE		43.53
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	100-4510-63210	Communication Expense	SECURITY/PHONE LINES - SE		47.53
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	100-4670-64500	Senior Citizen Programs	SECURITY/PHONE LINES - SE		43.92
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	100-4670-64500	Senior Citizen Programs	SECURITY/PHONE LINES - SE		47.53
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - SE		43.53
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - SE		43.53
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - SE		43.53
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	620-4830-63210	Communication Expense	SECURITY/PHONE LINES - SE		130.00
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	630-4830-63210	Communication Expense	SECURITY/PHONE LINES - SE		48.03
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	630-4830-63210	Communication Expense	SECURITY/PHONE LINES - SE		45.98
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	680-4830-63210	Communication Expense	SECURITY/PHONE LINES - SE		770.50
T D S METROCOM - MN	SEP/OCT 2021	09/14/2021	690-4830-63210	Communication Expense	SECURITY/PHONE LINES - SE		65.00
Vendor T D S METROCOM - MN Total:							1,524.67

Vendor: TYLER TECHNOLOGIES INC

TYLER TECHNOLOGIES INC	025-318297	09/14/2021	500-4680-65900	Work in Process-Constructi	MY CIVIC 311 SUBSCRIPTION		15,015.00
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Vendor: VERIZON WIRELESS #486397938

VERIZON WIRELESS #48639	9887441819	09/14/2021	100-4210-63210	Communication Expense	MONTHLY ACCESS CHARGE		185.07
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Vendor: VERIZON WIRELESS #742042583

VERIZON WIRELESS #74204	9887484705	09/14/2021	100-4150-63210	Communication Expense	MONTHLY IPAD CHARGES -		51.22
VERIZON WIRELESS #74204	9887484705	09/14/2021	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		37.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
VERIZON WIRELESS #74204	9887484705	09/14/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01

Vendor VERIZON WIRELESS #742042583 Total: 538.35

Grand Total: 31,446.18

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	12,625.50
500 - 2019 SOFTWARE PROJECT	15,015.00
610 - LIQUOR DISPENSARY	211.57
620 - WATER UTILITY FUND	631.90
630 - ARENAS - VENUWORKS	475.86
680 - WASTEWATER UTILITY FUND	923.37
690 - ELECTRIC UTILITY FUND	878.98
820 - GREENWOOD CEMETERY FUND	684.00
Grand Total:	31,446.18

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	505.16
100-4192-62020	Computer Supplies	-11.99
100-4192-63020	Computer Maintenance	25.00
100-4194-63210	Communication Expense	43.53
100-4194-63890	Utilities Expense	21.38
100-4210-62010	Office Supplies	20.48
100-4210-62020	Computer Supplies	91.41
100-4210-62210	Equipment Maint & Rep	22.11
100-4210-62990	Misc. Operating Expense	657.00
100-4210-63210	Communication Expense	250.07
100-4220-63210	Communication Expense	110.48
100-4220-63890	Utilities Expense	47.00
100-4240-63030	Contracts Expense	560.00
100-4240-63210	Communication Expense	36.98
100-4312-62210	Equipment Maint & Rep	9,462.88
100-4312-62990	Misc. Operating Expense	70.36
100-4312-63030	Contracts Expense	142.70
100-4312-63210	Communication Expense	83.97
100-4510-63210	Communication Expense	96.52
100-4550-63890	Utilities Expense	55.08
100-4560-63890	Utilities Expense	67.18
100-4570-63210	Communication Expense	9.99
100-4570-63890	Utilities Expense	50.23
100-4650-62020	Computer Supplies	-21.44
100-4650-63210	Communication Expense	137.97
100-4670-64500	Senior Citizen Programs	91.45
500-4680-65900	Work in Process-Constru	15,015.00
610-4830-63210	Communication Expense	211.57
620-4830-63210	Communication Expense	478.32
620-4890-63030	Contracts Expense	153.58

Account Summary

Account Number	Account Name	Expense Amount
630-4830-63210	Communication Expense	375.86
630-4890-64370	Taxes and Licenses	100.00
680-4830-63210	Communication Expense	805.51
680-4830-63890	Utilities Expense	117.86
690-4830-63210	Communication Expense	747.00
690-4850-62350	Power Plant/Dam Maint	131.98
820-4890-63030	Contracts Expense	684.00
	Grand Total:	31,446.18

Project Account Summary

Project Account Key	Expense Amount
None	31,446.18
Grand Total:	31,446.18



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00134 - 09/21/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	84835	09/21/2021	620-4850-62200	System Expense	HARDWARE - SEASONAL W		4.80
ACE HARDWARE	84860	09/21/2021	100-4194-62230	Building Maint & Repair	CABINET HINGE REPAIRED		47.16
ACE HARDWARE	84888	09/21/2021	100-4312-62240	Department Maint & Repair	RECIP BLADE		15.99
ACE HARDWARE	84948	09/21/2021	820-4840-62990	Misc. Operating Expense	WASP/HORNET SPRAY		11.98
ACE HARDWARE	84994	09/21/2021	620-4840-62990	Misc. Operating Expense	MARKING PAINT		13.98
ACE HARDWARE	84998	09/21/2021	620-4850-62200	System Expense	HARDWARE - SEASONAL W		27.55
ACE HARDWARE	85109	09/21/2021	690-4850-62350	Power Plant/Dam Maint	SPRAY PRIMER		12.00
ACE HARDWARE	85113	09/21/2021	820-4840-62990	Misc. Operating Expense	PRY BAR		7.99
ACE HARDWARE	85519	09/21/2021	100-4194-62230	Building Maint & Repair	TOILET VALVE REPAIR		48.98
ACE HARDWARE	85666	09/21/2021	620-4840-62990	Misc. Operating Expense	SAWZALL BLADE		69.97
ACE HARDWARE	86064	09/21/2021	100-4312-62240	Department Maint & Repair	COUPLER		4.18
ACE HARDWARE	86190	09/21/2021	690-4850-62350	Power Plant/Dam Maint	GRINDING WHEEL		11.57
ACE HARDWARE	86217	09/21/2021	100-4510-62240	Department Maint & Repair	PAINT - WALKING BRIDGE		21.48
ACE HARDWARE	86882	09/21/2021	100-4510-62990	Misc. Operating Expense	GOOSENECK HOSE ADAPTO		13.98
ACE HARDWARE	87137	09/21/2021	100-4194-62230	Building Maint & Repair	HOSE CLAMP - COUPLER - P		32.86
Vendor ACE HARDWARE Total:							344.47
Vendor: ACME ELECTRIC COMPANIES							
ACME ELECTRIC COMPANIE	9055451	09/21/2021	620-4840-62400	Small Tools and Minor Equi	DEWALT CORDLESS PWR TO		173.94
ACME ELECTRIC COMPANIE	9065674	09/21/2021	100-4315-62400	Small Tools and Minor Equi	BELT SANDER		803.49
Vendor ACME ELECTRIC COMPANIES Total:							977.43
Vendor: AMARIL UNIFORM COMPANY							
AMARIL UNIFORM COMPA	134280	09/21/2021	690-4840-62880	Personal Protective Equipm	PPE - MATT NELSON		248.04
AMARIL UNIFORM COMPA	134280	09/21/2021	690-4840-62880	Personal Protective Equipm	PPE - IAN LUND		296.05
Vendor AMARIL UNIFORM COMPANY Total:							544.09
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2114	09/21/2021	620-4840-62160	Chemicals	CHEMICALS		12,002.06
Vendor AQUA PURE INC Total:							12,002.06
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPL	103821400	09/21/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		139.20
BELLBOY CORP - BAR SUPPL	103821400	09/21/2021	610-4810-62590	Misc. Mdse for Resale	BAR SUPPLIES - CORKS		100.00
BELLBOY CORP - BAR SUPPL	103901700	09/21/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		56.70
BELLBOY CORP - BAR SUPPL	103901700	09/21/2021	610-4810-62590	Misc. Mdse for Resale	CORKSCREWS		42.00
Vendor BELLBOY CORP - BAR SUPPLY Total:							337.90
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	90931900	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,464.38

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
BELLBOY CORP - LIQUOR	91164600	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		4,794.94
Vendor BELLBOY CORP - LIQUOR Total:							11,259.32
Vendor: BERNICK'S							
BERNICK'S	198082	09/21/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		370.03
Vendor BERNICK'S Total:							370.03
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I	181864	09/21/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		1,000.40
Vendor BEVERAGE WHOLESALERS INC Total:							1,000.40
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	340949179	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,794.36
BREAKTHRU BEVERAGE	340949180	09/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		232.00
BREAKTHRU BEVERAGE	340949181	09/21/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		383.78
BREAKTHRU BEVERAGE	340949182	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,661.01
BREAKTHRU BEVERAGE	340949183	09/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		220.00
BREAKTHRU BEVERAGE	340949184	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,223.50
BREAKTHRU BEVERAGE	340949185	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,651.20
Vendor BREAKTHRU BEVERAGE Total:							7,165.85
Vendor: CATCHALL UNDERGROUND SAFETY LL							
CATCHALL UNDERGROUND	47	09/21/2021	690-4890-62630	Garden Valley Fiber Project	ADMIN - GARDEN VALLEY P		29,516.66
Vendor CATCHALL UNDERGROUND SAFETY LL Total:							29,516.66
Vendor: COALITION OF GREATER MN CITIES							
COALITION OF GREATER M	2022 CGMC DUES	09/16/2021	100-4110-64330	Dues and Subscriptions	2022 CGMC GENERAL DUES		15,016.00
COALITION OF GREATER M	2022 CGMC DUES	09/16/2021	680-4890-64330	Dues and Subscriptions	2022 VOLUNTARY ENVIRO A		2,268.00
Vendor COALITION OF GREATER MN CITIES Total:							17,284.00
Vendor: CORE & MAIN LP							
CORE & MAIN LP	P416613	09/21/2021	620-4850-62200	System Expense	MATERIALS - MAIN REPAIR		1,448.29
Vendor CORE & MAIN LP Total:							1,448.29
Vendor: dave berg consulting llc							
dave berg consulting llc	06 21 - 08 26	09/21/2021	690-4890-63030	Contracts Expense	PROF SRVCS - COST OF ELEC		9,000.00
Vendor dave berg consulting llc Total:							9,000.00
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	82698085	09/21/2021	100-4540-62990	Misc. Operating Expense	RELAY - WW SCADA		263.84
DIGI KEY CORPORATION	83246435	09/21/2021	100-4540-62990	Misc. Operating Expense	RELAY - SEWER LIFTS		107.50
DIGI KEY CORPORATION	83413146	09/21/2021	100-4540-62990	Misc. Operating Expense	MATERIALS - WW SCADA		93.83
DIGI KEY CORPORATION	83510284	09/21/2021	100-4540-62990	Misc. Operating Expense	MATERIALS - WW SCADA		30.01
Vendor DIGI KEY CORPORATION Total:							495.18
Vendor: DONS SEWING & VACUUM							
DONS SEWING & VACUUM	21697	09/21/2021	100-4550-62230	Building Maint & Repair	VACUUM REPAIR		30.00
Vendor DONS SEWING & VACUUM Total:							30.00

Council Approval Register

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: EHLERS							
EHLERS	88265	09/21/2021	100-4670-62990	Misc. Operating Expense	PROF SRVCS - SANFORD SIT		810.00
						Vendor EHLERS Total:	810.00
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL IN	235890	09/21/2021	100-4312-62210	Equipment Maint & Repair	SHEET METAL - TRK BED		1,275.00
EVANS SCRAP AND STEEL IN	235899	09/21/2021	100-4312-62210	Equipment Maint & Repair	FLAT METAL - TRUCK BED		144.00
EVANS SCRAP AND STEEL IN	235913	09/21/2021	100-4312-62210	Equipment Maint & Repair	100431262210		41.40
EVANS SCRAP AND STEEL IN	235928	09/21/2021	670-4850-62200	System Expense	METAL - MANHOLE COVER		81.73
EVANS SCRAP AND STEEL IN	235944	09/21/2021	100-4312-62230	Building Maint & Repair	FLAT/ANGLE METAL - FLOO		82.23
						Vendor EVANS SCRAP AND STEEL INC Total:	1,624.36
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	117209	09/21/2021	100-4194-62230	Building Maint & Repair	SUPPLIES - BUILDING MNTC		135.73
FASTENAL COMPANY	117211	09/21/2021	100-4540-62990	Misc. Operating Expense	SUPPLIES - WW SCADA		62.40
FASTENAL COMPANY	117212	09/21/2021	620-4850-62200	System Expense	MATERIALS - MAIN LINE VAL		43.95
FASTENAL COMPANY	117232	09/21/2021	820-4840-62990	Misc. Operating Expense	SUPPLIES		10.39
FASTENAL COMPANY	117262	09/21/2021	100-4540-62990	Misc. Operating Expense	MATERIALS - WW SCADA		149.72
FASTENAL COMPANY	117289	09/21/2021	100-4312-62880	Personal Protective Equipm	PPE		57.02
FASTENAL COMPANY	117350	09/21/2021	690-4850-62360	Distribution Maint	MATERIALS - ST LIGHT REPA		124.44
FASTENAL COMPANY	117375	09/21/2021	820-4840-62120	Gas-Oil-Lube	GREASE GUN		29.21
FASTENAL COMPANY	117391	09/21/2021	100-4540-62990	Misc. Operating Expense	SEALANT/DRILL BIT - WW S		42.99
FASTENAL COMPANY	117462	09/21/2021	680-4840-62990	Misc. Operating Expense	GSOC PAINT		164.88
FASTENAL COMPANY	117464	09/21/2021	100-4540-62990	Misc. Operating Expense	CABLE TIES - MATERIALS -		35.65
FASTENAL COMPANY	MNROS0014	09/21/2021	100-4540-62990	Misc. Operating Expense	CREDIT DUE - INVOICE 1169		-145.74
FASTENAL COMPANY	MNROS0014	09/21/2021	620-4850-62210	Equipment Maint & Repair	CREDIT DUE		-140.86
						Vendor FASTENAL COMPANY Total:	569.78
Vendor: FLAHERTY AND HOOD PA							
FLAHERTY AND HOOD PA	16492	09/21/2021	100-4160-63040	Legal Fees	ENVIRONMENTAL LEGAL &		5,000.00
						Vendor FLAHERTY AND HOOD PA Total:	5,000.00
Vendor: FLEET SUPPLY							
FLEET SUPPLY	112734	09/21/2021	100-4510-62240	Department Maint & Repair	CABLE TIES		8.99
FLEET SUPPLY	112852	09/21/2021	100-4312-62240	Department Maint & Repair	TORCH TIP		18.99
FLEET SUPPLY	112949	09/21/2021	100-4312-62210	Equipment Maint & Repair	SPRAY PAINT - TRUCK BED		16.47
FLEET SUPPLY	5072	09/21/2021	690-4850-62350	Power Plant/Dam Maint	STOP LOG PARTS - DAM		79.33
FLEET SUPPLY	5120	09/21/2021	100-4315-62880	Personal Protective Equipm	PPE COVERALS		224.74
FLEET SUPPLY	5317	09/21/2021	100-4312-62210	Equipment Maint & Repair	SPRAY PAINT - TRUCK BED		27.45
FLEET SUPPLY	5529	09/21/2021	680-4850-62210	Equipment Maint & Repair	WW PUMP		115.99
FLEET SUPPLY	5641	09/21/2021	680-4840-62890	Uniforms/ID Clothing	BLEACH - TOGGLE SWITCH -		50.73
						Vendor FLEET SUPPLY Total:	542.69
Vendor: FORKS FREIGHTLINER							
FORKS FREIGHTLINER	10432	09/21/2021	680-4850-62210	Equipment Maint & Repair	VALVE - JET TRUCK RPR		176.31
						Vendor FORKS FREIGHTLINER Total:	176.31

Council Approval Register				Packet: APPKT00134 - 09/21/21 COUNCIL MEETING		
Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	Amount
Vendor: GALLS LLC	19198384	09/21/2021	100-4210-62880	Personal Protective Equipm	MOLLE POCKETS	32.76
Vendor GALLS LLC Total:						32.76
Vendor: GOPHER STATE ONE CALL						
GOPHER STATE ONE CALL	1060781	09/21/2021	690-4850-62360	Distribution Maint	BILLABLE LOCATES JUN 202	927.45
GOPHER STATE ONE CALL	1080782	09/21/2021	690-4850-62360	Distribution Maint	BILLABLE LOCATES AUG 20	237.60
Vendor GOPHER STATE ONE CALL Total:						1,165.05
Vendor: GREG HALL						
GREG HALL	REIMBURSEMENT	09/21/2021	690-4840-62880	Personal Protective Equipm	REIMBURSE SAFETY TOED F	100.00
Vendor GREG HALL Total:						100.00
Vendor: HALLSY INC						
HALLSY INC	2032	09/21/2021	610-4840-62990	Misc. Operating Expense	HAND SANITIZER STAND	90.00
Vendor HALLSY INC Total:						90.00
Vendor: HAWKINS INC						
HAWKINS INC	5004063	09/21/2021	620-4840-62160	Chemicals	CHEMICALS	3,872.00
HAWKINS INC	6008112	09/21/2021	620-4840-62160	Chemicals	CHEMICALS	695.80
Vendor HAWKINS INC Total:						4,567.80
Vendor: HUBERTS OUTDOOR POWER EQUIP						
HUBERTS OUTDOOR POWE	50220	09/21/2021	100-4510-62210	Equipment Maint & Repair	TRIMMER LINE	12.00
HUBERTS OUTDOOR POWE	50323	09/21/2021	100-4510-62240	Department Maint & Repair	CHAIN SAW BLADE	95.98
Vendor HUBERTS OUTDOOR POWER EQUIP Total:						107.98
Vendor: IHLE SPARBY AND HAASE PA						
IHLE SPARBY AND HAASE PA	1652	09/21/2021	100-4160-63040	Legal Fees	CRIMINAL CASES AUG 2021	4,945.00
IHLE SPARBY AND HAASE PA	1653	09/21/2021	100-4160-63040	Legal Fees	CONTRACT SERVICES - AUG	2,450.00
Vendor IHLE SPARBY AND HAASE PA Total:						7,395.00
Vendor: JEREMY KASPRZAK						
JEREMY KASPRZAK	REIMBURSEMENT	09/21/2021	690-4840-62880	Personal Protective Equipm	REIMBURSE SAFETY TOED F	100.00
Vendor JEREMY KASPRZAK Total:						100.00
Vendor: JOHNSON BROTHERS LIQUOR						
JOHNSON BROTHERS LIQU	1877729	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE	3,012.57
JOHNSON BROTHERS LIQU	1877730	09/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE	1,548.75
JOHNSON BROTHERS LIQU	1879210	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE	14,777.21
JOHNSON BROTHERS LIQU	1879211	09/21/2021	610-4810-62530	Wine for Resale	610481062530	1,040.00
JOHNSON BROTHERS LIQU	1882085	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE	7,060.00
JOHNSON BROTHERS LIQU	1882086	09/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE	83.00
JOHNSON BROTHERS LIQU	3493716	09/21/2021	610-4810-62520	Beer for Resale	BEER PURCHASE	595.95
Vendor JOHNSON BROTHERS LIQUOR Total:						28,117.48
Vendor: L & M SUPPLY INC						
L & M SUPPLY INC	1672582	09/21/2021	690-4840-62990	Misc. Operating Expense	WASP HORNET SPRAY	29.94
L & M SUPPLY INC	1674764	09/21/2021	690-4840-62880	Personal Protective Equipm	FR JEAN - D LARSON	94.95
L & M SUPPLY INC	1675125	09/21/2021	100-4312-62210	Equipment Maint & Repair	TORCH	34.98

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
L & M SUPPLY INC	1675161	09/21/2021	100-4312-62120	Gas-Oil-Lube	RETN CR - TORCH		-9.99
L & M SUPPLY INC	1678103	09/21/2021	100-4315-62210	Equipment Maint & Repair	JIG SAW & BLADE - SAWZAL		75.97
L & M SUPPLY INC	1678503	09/21/2021	690-4840-62990	Misc. Operating Expense	SOCKET BIT - UNIT #103		5.98
L & M SUPPLY INC	1680101	09/21/2021	690-4840-62880	Personal Protective Equipm	FR JEAN - G HALL		94.95
L & M SUPPLY INC	1680101	09/21/2021	690-4840-62990	Misc. Operating Expense	DISC - CUTOFF WHEEL		36.47
L & M SUPPLY INC	1683962	09/21/2021	100-4510-62240	Department Maint & Repair	LANDSCAPE STAPLES - RAIN		61.97
L & M SUPPLY INC	1685002	09/21/2021	100-4312-62880	Personal Protective Equipm	PPE - FR SLEEVE EXTENDERS		12.99
L & M SUPPLY INC	1685656	09/21/2021	100-4510-62240	Department Maint & Repair	RTN CR - LANDSCAPE STAPL		-57.98
L & M SUPPLY INC	1685657	09/21/2021	100-4510-62880	Personal Protective Equipm	CHISEL - RAINSUIT		58.94
L & M SUPPLY INC	1688256	09/21/2021	100-4312-62240	Department Maint & Repair	FOIL TAPE - BATTERIES - SIN		22.55
L & M SUPPLY INC	1688970	09/21/2021	690-4850-62350	Power Plant/Dam Maint	PLANER BLADES		12.99
L & M SUPPLY INC	1689034	09/21/2021	100-4510-62240	Department Maint & Repair	LANDSCAPE STAPLES - RAIN		28.99
L & M SUPPLY INC	1689570	09/21/2021	690-4850-62350	Power Plant/Dam Maint	FLOOR CLEANER		41.94
L & M SUPPLY INC	1689619	09/21/2021	100-4312-62230	Building Maint & Repair	AIR HOSE		32.99
Vendor L & M SUPPLY INC Total:							578.63

Vendor: LEAGUE OF MINNESOTA CITIES							
LEAGUE OF MINNESOTA CIT	2021/2022 DUES	09/21/2021	100-4110-64330	Dues and Subscriptions	2021/2022 MN MAYORS M		30.00
LEAGUE OF MINNESOTA CIT	348449	09/21/2021	100-4110-64330	Dues and Subscriptions	2021/2022 MEMBERSHIP D		9,092.00
Vendor LEAGUE OF MINNESOTA CITIES Total:							9,122.00

Vendor: LEAGUE OF MN CITIES INS TRUST							
LEAGUE OF MN CITIES INS T	4TH QTR 2021	09/21/2021	100-4670-63610	Insurance Expense	4TH QTR 2021 WORKERS C		33,626.29
LEAGUE OF MN CITIES INS T	4TH QTR 2021	09/21/2021	610-4870-63610	Insurance Expense	4TH QTR 2021 WORKERS C		2,543.70
LEAGUE OF MN CITIES INS T	4TH QTR 2021	09/21/2021	620-4870-63610	Insurance Expense	4TH QTR 2021 WORKERS C		2,148.83
LEAGUE OF MN CITIES INS T	4TH QTR 2021	09/21/2021	680-4870-63610	Insurance Expense	4TH QTR 2021 WORKERS C		1,408.56
LEAGUE OF MN CITIES INS T	4TH QTR 2021	09/21/2021	690-4870-63610	Insurance Expense	4TH QTR 2021 WORKERS C		5,384.86
LEAGUE OF MN CITIES INS T	4TH QTR 2021	09/21/2021	820-4870-63610	Insurance Expense	4TH QTR 2021 WORKERS C		527.76
Vendor LEAGUE OF MN CITIES INS TRUST Total:							45,640.00

Vendor: LEE PLUMBING & HEATING INC							
LEE PLUMBING & HEATING I	84608	09/21/2021	680-4850-62200	System Expense	PVC SEWER - SERVICE RPR		6.30
Vendor LEE PLUMBING & HEATING INC Total:							6.30

Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	9068211	09/21/2021	690-4890-63030	Contracts Expense	COPIER CONTRACT - AUG		74.07
Vendor MARCO TECHNOLOGIES LLC Total:							74.07

Vendor: MARK BORSETH							
MARK BORSETH	2021-2	09/21/2021	100-4650-63030	Contracts Expense	PLANNING & ZONING SERVI		2,568.75
Vendor MARK BORSETH Total:							2,568.75

Vendor: MIKES AUTOMOTIVE CENTER INC							
MIKES AUTOMOTIVE CENTE	1444	09/21/2021	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR		16.57
MIKES AUTOMOTIVE CENTE	1460	09/21/2021	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR		16.57
MIKES AUTOMOTIVE CENTE	1467	09/21/2021	100-4510-62210	Equipment Maint & Repair	LAWN MOWER TIRE & MO		162.07

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MIKES AUTOMOTIVE CENTE	1469	09/21/2021	100-4240-62210	Equipment Maint & Repair	OIL FILTER - OIL - WIPER - SE		193.17
Vendor MIKES AUTOMOTIVE CENTER INC Total:							388.38
Vendor: MN DPT OF COMMERCE							
MN DPT OF COMMERCE	1000046824	09/21/2021	690-4890-68880	Conservation Program	2ND QTR 2022 FY 2022 INDI		3,267.28
Vendor MN DPT OF COMMERCE Total:							3,267.28
Vendor: MN DPT OF HEALTH							
MN DPT OF HEALTH	3RD QTR 2021	09/21/2021	620-4890-64370	Taxes and Licenses	3RD QTR 2021 ENDING 09/		8,512.00
Vendor MN DPT OF HEALTH Total:							8,512.00
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R	705965	09/21/2021	680-4850-62210	Equipment Maint & Repair	RADIATOR STOP LEAK - CAT		11.99
N A P A AUTO PARTS THF R	706006	09/21/2021	100-4220-62120	Gas-Oil-Lube	ANTIFREEZE		25.47
Vendor N A P A AUTO PARTS THF RVR FL Total:							37.46
Vendor: N F P A							
N F P A	8026856Y	09/21/2021	100-4220-63590	Printing & Publications	FIRE PREVENTION MATERIA		504.05
Vendor N F P A Total:							504.05
Vendor: NELSON INTERNATIONAL - E G F							
NELSON INTERNATIONAL -	R105008357-02	09/21/2021	100-4312-62120	Gas-Oil-Lube	UNIT #5525 OVERHEATING		206.70
NELSON INTERNATIONAL -	X105045811-01	09/21/2021	100-4315-62210	Equipment Maint & Repair	FILTERS		81.68
NELSON INTERNATIONAL -	X105045962-01	09/21/2021	100-4312-62210	Equipment Maint & Repair	TRUCK GRILL COVERS		338.90
Vendor NELSON INTERNATIONAL - E G F Total:							627.28
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	9148	09/21/2021	100-4210-62990	Misc. Operating Expense	CAR WASHES		99.80
NORTHDALE OIL INC	9148	09/21/2021	100-4210-62990	Misc. Operating Expense	ICE PURCHASE		6.00
Vendor NORTHDALE OIL INC Total:							105.80
Vendor: NORTHERN MOTORS INC							
NORTHERN MOTORS INC	6008283	09/21/2021	100-4210-62120	Gas-Oil-Lube	REPLACED STEERING SENSO		934.41
NORTHERN MOTORS INC	6008283	09/21/2021	100-4210-62210	Equipment Maint & Repair	COOLANT		19.20
Vendor NORTHERN MOTORS INC Total:							953.61
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	AUG 2021	09/21/2021	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE		302.88
Vendor NORTHERN STATE BANK Total:							302.88
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYSTE	310387	09/21/2021	620-4850-62210	Equipment Maint & Repair	MALE PIPE - COUPLER		18.38
NORTHWEST POWER SYSTE	310439	09/21/2021	690-4850-62350	Power Plant/Dam Maint	TURBINE CABLE		7.23
NORTHWEST POWER SYSTE	310626	09/21/2021	680-4850-62210	Equipment Maint & Repair	HOSE - PIPES		150.95
NORTHWEST POWER SYSTE	310998	09/21/2021	680-4850-62210	Equipment Maint & Repair	6" PUMP HOSE RPR		24.60
NORTHWEST POWER SYSTE	311002	09/21/2021	100-4510-62210	Equipment Maint & Repair	U SEAL - TORO MOWER		263.80
Vendor NORTHWEST POWER SYSTEMS INC Total:							464.96
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEM	51217	09/21/2021	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		194.40

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWOODS ICE OF BEM	52087	09/21/2021	610-4810-62590	Misc. Mdse for Resale	ICCE PURCHASE		83.70
NORTHWOODS ICE OF BEM	54875	09/21/2021	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		267.30
NORTHWOODS ICE OF BEM	54899	09/21/2021	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		132.30
Vendor NORTHWOODS ICE OF BEMIDJI INC Total:							677.70
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519279038	09/21/2021	100-4210-62210	Equipment Maint & Repair	WIPER BLADES		48.38
O'REILLY AUTOMOTIVE INC	1519280292	09/21/2021	100-4210-62210	Equipment Maint & Repair	HEADLIGHTS		27.26
Vendor O'REILLY AUTOMOTIVE INC Total:							75.64
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE	SEP 2021	09/21/2021	100-4210-63100	Animal Control	SEP 2021 ANIMAL CONTRO		1,400.00
Vendor PENNINGTON CO HUMANE SOCIETY Total:							1,400.00
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMPA	019663	09/21/2021	620-4850-62200	System Expense	FOAM SERVICE LINE INSTAL		111.40
PETERSON LUMBER COMPA	19717	09/21/2021	100-4510-62230	Building Maint & Repair	HOUSE WRAP		20.15
Vendor PETERSON LUMBER COMPANY Total:							131.55
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6262771	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		7,785.32
PHILLIPS WINE & SPIRITS	6262772	09/21/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		52.75
PHILLIPS WINE & SPIRITS	6266098	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,500.00
Vendor PHILLIPS WINE & SPIRITS Total:							14,338.07
Vendor: PUBLIC SAFETY EQUIPMENT LLC							
PUBLIC SAFETY EQUIPMENT	8644	09/21/2021	100-4210-62990	Misc. Operating Expense	RADAR TUNING		152.00
Vendor PUBLIC SAFETY EQUIPMENT LLC Total:							152.00
Vendor: SANITATION PRODUCTS INC							
SANITATION PRODUCTS INC	80332	09/21/2021	670-4850-62210	Equipment Maint & Repair	SWEEPER		250.00
Vendor SANITATION PRODUCTS INC Total:							250.00
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF M	2117609	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,521.99
SOUTHERN GLAZERS OF M	2117609	09/21/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		1,848.75
SOUTHERN GLAZERS OF M	2117610	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,882.50
SOUTHERN GLAZERS OF M	2117611	09/21/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,873.10
SOUTHERN GLAZERS OF M	2119117	09/21/2021	610-4810-62530	Wine for Resale	610481062530		1,520.00
Vendor SOUTHERN GLAZERS OF MN Total:							18,646.34
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA	355447	09/21/2021	690-4850-62350	Power Plant/Dam Maint	ANTI FREEZE - TURBINE		380.00
Vendor ST HILAIRE SUPPLY COMPANY Total:							380.00
Vendor: STUART C IRBY CO							
STUART C IRBY CO	.12462947.007	09/21/2021	690-14100	Inventory - Materials	INVENTORY		1,418.96
STUART C IRBY CO	12544419.001	09/21/2021	690-4840-62990	Misc. Operating Expense	REFLECTIVE TAPE		209.73

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
STUART C IRBY CO	12611851.001	09/21/2021	690-14100	Inventory - Materials	INVENTORY		593.74
Vendor STUART C IRBY CO Total:							2,222.43
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	AUG 2021 - LQR	09/21/2021	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS		95.20
THIEF RIVER FALLS TIMES	AUG 2021	09/21/2021	100-4150-63590	Printing & Publications	ANNUAL DISCLOSURE		61.38
THIEF RIVER FALLS TIMES	AUG 2021	09/21/2021	100-4220-63590	Printing & Publications	INTERNET - FIREFIGHTER		133.75
THIEF RIVER FALLS TIMES	AUG 2021	09/21/2021	100-4650-63590	Printing & Publications	HRG - GREENDALE PARK		366.82
THIEF RIVER FALLS TIMES	AUG 2021	09/21/2021	100-4650-63590	Printing & Publications	AD - GIS MAPPING		83.25
THIEF RIVER FALLS TIMES	AUG 2021	09/21/2021	100-4650-63590	Printing & Publications	INTERNET - GIS MAPPING		111.25
THIEF RIVER FALLS TIMES	AUG 2021	09/21/2021	100-4650-63590	Printing & Publications	AD - GIS MAPPING		83.25
Vendor THIEF RIVER FALLS TIMES Total:							934.90
Vendor: TRF RADIO							
TRF RADIO	27531-8	09/21/2021	610-4880-63490	Advertising	RADIO ADVERTISING - 2753		550.00
TRF RADIO	29225-1	09/20/2021	100-4220-63590	Printing & Publications	RADIO AD - FIREFIGHTER		150.00
Vendor TRF RADIO Total:							700.00
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	177	09/21/2021	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEES - A		26,981.46
WASTE MASTERS LLC	18X00258	09/21/2021	100-4315-63030	Contracts Expense	AUG 2021 DOWNTOWN CO		187.50
Vendor WASTE MASTERS LLC Total:							27,168.96
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	OCT 2021	09/21/2021	810-4820-61500	Annuity Payments	POLICE PENSION - OCT 202		990.89
Vendor YVONNE PEDERSON Total:							990.89
Grand Total:							283,396.82

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	110,608.25
610 - LIQUOR DISPENSARY	85,191.99
620 - WATER UTILITY FUND	29,002.09
670 - STORM WATER UTILITY FUND	331.73
680 - WASTEWATER UTILITY FUND	4,378.31
690 - ELECTRIC UTILITY FUND	52,306.23
810 - POLICE RELIEF ASSOCIATION	990.89
820 - GREENWOOD CEMETERY FUND	587.33
Grand Total:	283,396.82

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64330	Dues and Subscriptions	24,138.00
100-4150-63030	Contracts Expense	302.88
100-4150-63590	Printing & Publications	61.38
100-4160-63040	Legal Fees	12,395.00
100-4194-62230	Building Maint & Repair	264.73
100-4210-62120	Gas-Oil-Lube	934.41
100-4210-62210	Equipment Maint & Rep	94.84
100-4210-62880	Personal Protective Equi	32.76
100-4210-62990	Misc. Operating Expense	257.80
100-4210-63100	Animal Control	1,400.00
100-4220-62120	Gas-Oil-Lube	25.47
100-4220-63590	Printing & Publications	787.80
100-4240-62210	Equipment Maint & Rep	193.17
100-4312-62120	Gas-Oil-Lube	196.71
100-4312-62210	Equipment Maint & Rep	1,878.20
100-4312-62230	Building Maint & Repair	115.22
100-4312-62240	Department Maint & Re	61.71
100-4312-62880	Personal Protective Equi	70.01
100-4315-62210	Equipment Maint & Rep	157.65
100-4315-62400	Small Tools and Minor E	803.49
100-4315-62880	Personal Protective Equi	224.74
100-4315-63030	Contracts Expense	27,168.96
100-4510-62210	Equipment Maint & Rep	471.01
100-4510-62230	Building Maint & Repair	20.15
100-4510-62240	Department Maint & Re	159.43
100-4510-62880	Personal Protective Equi	58.94
100-4510-62990	Misc. Operating Expense	13.98
100-4540-62990	Misc. Operating Expense	640.20
100-4550-62230	Building Maint & Repair	30.00
100-4650-63030	Contracts Expense	2,568.75

Account Summary

Account Number	Account Name	Expense Amount
100-4650-63590	Printing & Publications	644.57
100-4670-62990	Misc. Operating Expense	810.00
100-4670-63610	Insurance Expense	33,626.29
610-4810-62510	Liquor for Resale	72,002.08
610-4810-62520	Beer for Resale	1,596.35
610-4810-62530	Wine for Resale	6,492.50
610-4810-62540	Soft Drinks/Mix for Resal	1,002.46
610-4810-62590	Misc. Mdse for Resale	914.90
610-4840-62990	Misc. Operating Expense	90.00
610-4870-63610	Insurance Expense	2,543.70
610-4880-63490	Advertising	550.00
620-4840-62160	Chemicals	16,569.86
620-4840-62400	Small Tools and Minor E	173.94
620-4840-62990	Misc. Operating Expense	83.95
620-4850-62200	System Expense	1,635.99
620-4850-62210	Equipment Maint & Rep	-122.48
620-4870-63610	Insurance Expense	2,148.83
620-4890-64370	Taxes and Licenses	8,512.00
670-4850-62200	System Expense	81.73
670-4850-62210	Equipment Maint & Rep	250.00
680-4840-62890	Uniforms/ID Clothing	50.73
680-4840-62990	Misc. Operating Expense	164.88
680-4850-62200	System Expense	6.30
680-4850-62210	Equipment Maint & Rep	479.84
680-4870-63610	Insurance Expense	1,408.56
680-4890-64330	Dues and Subscriptions	2,268.00
690-14100	Inventory - Materials	2,012.70
690-4840-62880	Personal Protective Equi	933.99
690-4840-62990	Misc. Operating Expense	282.12
690-4850-62350	Power Plant/Dam Maint	545.06
690-4850-62360	Distribution Maint	1,289.49
690-4870-63610	Insurance Expense	5,384.86
690-4890-62630	Garden Valley Fiber Proj	29,516.66
690-4890-63030	Contracts Expense	9,074.07
690-4890-68880	Conservation Program	3,267.28
810-4820-61500	Annuity Payments	990.89
820-4840-62120	Gas-Oil-Lube	29.21
820-4840-62990	Misc. Operating Expense	30.36
820-4870-63610	Insurance Expense	527.76
Grand Total:		283,396.82

Project Account Summary

Project Account Key	Expense Amount
None	283,396.82
Grand Total:	283,396.82



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: 9/21/2021

SUBJECT: Progression Raise for Ian Lund, Apprentice Lineworker

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

MOTION TO: To accept the Public Utilities Committee recommendation and grant Ian Lund, Apprentice Lineworker, a progression raise. Mr. Lund shall progress to Step 7 of 8 of the Grade Level 6/Pay Range 8 Apprentice Lineworker salary schedule, for a new hourly salary of \$32.38 effective October 1, 2021.

BACKGROUND: Ian Lund has progressed through the salary schedule. Mr. Lund has completed Unit 3 Training and is eligible for Step 7 progression.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Dale Narlock, Electric Superintendent

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: 9/21/2021

SUBJECT: Approval of Employment of Norman Betland as GIS/Mapping Technician

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

MOTION TO: Approve the employment of Norman Betland as a GIS/Mapping Technician in the Public Works Department. Mr. Betland shall be placed at Step 1 of the Grade Level 6 GIS/Mapping Technician salary schedule (\$19.63 per hour), effective October 4, 2021 pending successful completion of all pre-employment backgrounds and testing.

BACKGROUND: The City Council authorized filling the position, created by the resignation of Nathan Koland. No Teamster members applied for the position and it was advertised and filled by the public process.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:

None



City of Thief River Falls

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

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Request for Council Action

DATE: 9/21/2021

SUBJECT: Approval of Certification of Unpaid Snow Removal Charges to Property Owners' 2022 Property Tax

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

MOTION TO: To certify the following unpaid snow plow charges from the 2021 season to the Pennington County Auditor for collection as part of the property owner's property tax statement in 2022:

ADDRESS	PARCEL	AMOUNT
116 4th St W	25.003.222.80	81.00
618 Duluth Ave N	25.015.060.90	81.00
516 Kendall Ave S	25.012.176.40	81.00
313 Riverside Ave S	25.005.064.00	80.00
201 Tindolph Ave N	25.012.035.60	80.00
1010 Main Ave N	25.022.069.00	80.00
422 Horace Ave N	25.003.114.80	40.00
424 Duluth Ave N	25.003.159.20	40.00
412 Duluth Ave N	25.014.016.30	40.00
936 Arnold Ave N	25.021.037.40	40.00
509 St. Paul Ave S	25.012.203.70	40.00
204 Conley Ave S	25.012.090.90	40.00
203 Kendall Ave S	25.012.051.70	40.00
248 Tindolph Ave N	25.006.202.80	40.00
503 Knight Ave N	25.003.057.10	40.00
523 Knight Ave N	25.003.063.10	40.00
608 Knight Ave N	25.003.024.50	40.00
803 Knight Ave N	25.017.097.10	40.00
705 Knight Ave N	25.015.023.40	40.00
1016 Duluth Ave N	25.021.019.20	40.00
1018 Duluth Ave N	25.021.020.20	40.00
301 Tindolph Ave N	25.021.020.20	40.00
501 Horace Ave N	25.003.087.40	40.00
241 Markley Ave N	25.006.241.10	39.00

BACKGROUND: Sidewalk snow removal charges remain unpaid to the City of Thief River Falls; and,

KEY ISSUES: Pursuant to City Code Section 91.01 and Minnesota State Statute 429.101, the City may certify to the Pennington County Auditor the unpaid sidewalk snow removal charges.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 9/21/2021

SUBJECT: Aaron Arlt – Conditional Use Permit Request

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

MOTION TO: Approve a Conditional Use Permit for Aaron Arlt Car Wash with the following conditions:

- Install 6 feet high sight obscuring fence along east side of property from SE corner of building to south property line, minimum 5 feet from alley right-of-way.
- Remove and replace curb and driveway apron on Eighth Street with curb and sidewalk through MnDOT permit.
- Subject to final review of ingress/egress location on Davis Avenue.

BACKGROUND: Aaron Arlt has purchased Lots 10, 11 and 12, Block 6, Riverside Addition to Thief River Falls for the purpose of constructing a car wash and laundromat. This property is located at 724 Davis Avenue North and is currently zoned General Business District (C-2). This is an allowable use in this zoning district with a conditional use permit.

KEY ISSUES: The city recently added “Car and Truck Wash Business” as a conditional use in General Business District (C-2), and Central Business District (C-3) to allow input from the Water Systems Superintendent. This type of business generally does not qualify as a significant user that would require wastewater monitoring and or treatment by the Minnesota Pollution Control Agency (MPCA). The requirement of a conditional use permit will allow the city the ability to place conditions regarding wastewater discharge on a case-by-case basis.

FINANCIAL CONSIDERATIONS: Costs associated with the Conditional Use Permit are paid by the applicant.

LEGAL CONSIDERATION: A Public Hearing was held by the Planning Commission to review this request.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	Aaron Arlt Condition Use Permit Application
----	---



Application To Planning Commission/BOZA

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

Paid
8-23-21
CL# 1053

☐ REZONING (Fee \$150.00)	☐ APPEALS (Fee \$50.00)
☐ VARIANCE (Fee \$150.00)	
☐ LAND SUBDIVISION (Fee \$300.00)	
☒ CONDITIONAL USE PERMIT (Fee \$150.00)	
Applicant	
Name <u>Arnon Arlt</u>	Phone # <u>218 416 2339</u>
Address <u>24 Cardinal Ave</u> City <u>TRF</u>	State <u>MN</u> Zip <u>56701</u>
Property Owner (if different from Applicant)	
Name	Phone #
Address	City
State	Zip
Approximate Location of Property	
Address	Legal Description
Present Zoning Classification	Present Use
Description of Request <u>LOTS 10, 11 & 12 Block 6 Riverside</u> <u>addition to Thief River Falls</u>	

Property Owner Signature (required) <u>[Signature]</u>	Date <u>8-23-21</u>
Applicant Signature <u>[Signature]</u>	Date <u>8-23-21</u>
Review (For office use only)	
Date of Publication	Date on Planning Commission Agenda
Action Taken By Commission:	
Action Taken By City Council:	
City Council Resolution / Ordinance Number	
Fee Paid	

**NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS**

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that Aaron Arlt, 304 Cardinal Avenue, Thief River Falls, MN 56701, has applied for a Conditional Use Permit to allow a car wash at 724 Davis Avenue North. The property is described as follows:

Lots 10, 11 and 12, Block 6, Riverside Addition to the City of Thief River Falls,
Minnesota

Notice is further given that the Planning Commission will conduct a Hearing on the Conditional Use Permit Request at 5:00 P.M. on Tuesday, September 14, 2021, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on the Conditional Use Permit request will have the option to be heard at this time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the Office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

If you have a disability and need an accommodation in order to attend this Hearing, please contact the undersigned as soon as possible or at least 3 working days in advance of the Hearing at the above telephone number.

Dated this 27th day of August 2021

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth

Mark Borseth
Zoning Administrator

Published in the Wednesday, September 1st, 2021, edition of The Times.

CHECKLIST FOR CONDITIONAL USE REQUEST

- [illegible]

Is the proposed Special Use consistent with the Comprehensive Plan? Yes

11. **Have other pertinent segments of the Comprehensive Plan been considered?** Yes. This property is served by a state highway, a municipal state aid street.
13. **Does the property provide, either now or potentially, enough area for adequate off-street parking?** Yes.
 - A. **Will off-street parking be located in the side yard area or the rear yard area?** Front Yard.
 - B. **Will off-street parking be suitably screened from view?** Yes.
 - C. **Is there adequate room on the property for loading space(s)?** Yes.
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?** Yes, to the east where residential property screening is required.
16. **Are screened storage and trash areas provided?** NA.
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. The proposed use is consistent with the comprehensive plan.
19. **Can it be found that there is a public necessity for the Special Use?** The developer feels the car wash and laundromat are needed.
20. **What is the general character of the neighborhood?** The area is commercial, industrial, and residential.
21. **Are Wetlands or Shore land impacted by this request?** No.

COMMENTS:

The proposed use is consistent with the comprehensive plan and allowed in the General Business District (C-2) with a Conditional use Permit. A sight obscuring fence should be required to screen residents to the east, and the driveway curb and apron on Eighth Street should be removed and replaced with curb and sidewalk through a MnDOT permit. The water Systems Superintendent should review the chemical list that will be discharged into the sanitary sewer and given opportunity to comment and require conditions if warranted.

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.

VACATED

NORTH

R-2

C-2

I-2

VACATED

C-1

C-2

6

C-2

VACATED

7TH STREET

R-2

C-2

C-2

VACATED

C-2

6TH STREET

ZONING MAP
AARON ARLT
SEPTEMBER, 2021



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: 9/21/2021

SUBJECT: Kuepers Inc. – Conditional Use Permit Request

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

MOTION TO: Approve a Conditional Use Permit for Kuepers Inc. for illuminated signs at First Street Apartments of Thief River Falls, LLC.

BACKGROUND: The City of Thief River Falls has a zoning code to regulate land use by segregating incompatible land uses, including residential, commercial, and industrial. Within these three main types of districts there generally will be additional restrictions that include specific requirements as to the type of buildings that are allowed, restrictions on accessory buildings, building setbacks from the streets and other boundaries, and size and height of buildings. In addition, there are sign regulations specific to each zoning district.

KEY ISSUES: Kuepers, Inc. is installing identification signs at 1411 and 1611 First Street West for First Street Apartments of Thief River Falls, LLC. They have applied for a conditional use permit to allow an illuminated sign. The conditional use permit requirement allows a review to assure there are no negative impacts to adjacent properties from the illuminated sign.

FINANCIAL CONSIDERATIONS: Costs associated with the Conditional Use Permit are paid by the applicant.

LEGAL CONSIDERATION: A Public Hearing was held by the Planning Commission to review this request.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	Kuepers Inc Condition Use Permit Application
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Application To Planning Commission/BOZA

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

☐ REZONING (Fee \$150.00)	☐ APPEALS (Fee \$50.00)
☐ VARIANCE (Fee \$150.00)	
☐ LAND SUBDIVISION (Fee \$300.00)	
☒ CONDITIONAL USE PERMIT (Fee \$150.00)	
Applicant	
Name <i>Chris Raimann (Kneppers Inc.)</i>	Phone # <i>218-824-2233</i>
Address <i>17018 Commercial Park Rd.</i>	City <i>Brainerd</i>
State <i>MN</i>	Zip <i>56401</i>
Property Owner (if different from Applicant)	
Name <i>First Street Apartments of Thief River Falls, LLP</i>	Phone # <i>218-829-0707</i>
Address <i>17018 Commercial Park Rd.</i>	City <i>Brainerd</i>
State <i>MN</i>	Zip <i>56401</i>
Approximate Location of Property	
Address <i>1711 and 1511 1st Street W</i>	Legal Description <i>parcels 25.123.003.10 + 25.123.001.10</i>
Present Zoning Classification <i>R-4</i>	Present Use <i>Apartment Buildings</i>
Description of Request <i>Pylon Style Signage with focused exterior illumination.</i>	

Property Owner Signature (required) <i>[Signature]</i>	Date <i>7-27-21</i>
Applicant Signature <i>[Signature]</i>	Date <i>7-27-21</i>
Review (For office use only)	
Date of Publication	Date on Planning Commission Agenda
Action Taken By Commission:	
Action Taken By City Council:	
City Council Resolution / Ordinance Number	
Fee Paid	

**NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS**

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that Kuepers, Inc., 17018 Commercial Park Road, Brainerd, MN 56401, has applied for a Conditional Use Permit to allow an illuminated sign at 1611 & 1411 First Street West. The property is described as follows:

Lots 2 and 3, Block 1, Nopers Fifth Addition to the City of Thief River Falls, Minnesota

Notice is further given that the Planning Commission will conduct a Hearing on the Conditional Use Permit Request at 5:00 P.M. on Tuesday, September 14, 2021, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on the Conditional Use Permit request will have the option to be heard at this time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the Office of the Zoning Administrator, City Hall, P. O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

If you have a disability and need an accommodation in order to attend this Hearing, please contact the undersigned as soon as possible or at least 3 working days in advance of the Hearing at the above telephone number.

Dated this 27th day of August 2021

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth

Mark Borseth

Zoning Administrator

Published in the Wednesday, September 1st, 2021, edition of The Times.

CHECKLIST FOR CONDITIONAL USE REQUEST

- 1. Applicant (Name/Address/Tel:** Kuepers, Inc., 17018 Commercial Park Road, Brainerd, MN 56401.
218-824-2233.
- 2. General location of the request:** 1611 & 1411 First Street West, Thief River Falls. First Street Apartments of Thief River Falls, LLC.
- 3. Proposed use and/or zoning:** Kuepers, Inc. is proposing an illuminated sign at the First Street Apartments at the entrances of the west and east buildings.
- 4. Dimension of the request:**
- | | | | |
|-------------------|------|----------------|------|
| Frontage - | 768' | Depth - | 382' |
|-------------------|------|----------------|------|
- 5. Area of property in request:**
- | | | | |
|-------------------|---------|----------------|------|
| Sq. Feet - | 297,358 | Acres – | 6.83 |
|-------------------|---------|----------------|------|
- 6. Existing characteristics:**
- | | | | |
|---------------------|--------------------------------|-------------------------|------------|
| Zoning - | Multi-Family Residential (R-4) | Use: | Apartments |
| Conforming - | Yes | Non-Conforming - | No |
- 7. Adjacent land use:** The location borders the City of Thief River Falls Electric Department to the west, Minnesota Department of Transportation to the north, West River Falls Estates Apartments to the east and vacant property to the south.
- 8. Adjacent zoning districts:** The location borders General Business District (C-2) to the north and west, Multi-Family Residential District (R-4) to the east, and Agricultural District (AG) to the south.
- 9. Characteristics of soils:** According to the "Pennington County Soil Survey," soils are predominately Clearwater. Clearwater consists of poorly drained, slowly permeable 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 Platted |

Is the proposed Special Use consistent with the Comprehensive Plan? Yes

11. Have other pertinent segments of the Comprehensive Plan been considered? NA
13. Does the property provide, either now or potentially, enough area for adequate off-street parking? NA
 - A. Will off-street parking be located in the side yard area or the rear yard area? NA.
 - B. Will off-street parking be suitably screened from view? NA.
 - C. Is there adequate room on the property for loading space(s)? NA.
14. If it is a heavy industry, is it readily available to a major thoroughfare and rail lines? N/A

15. **Should screening be provided along the boundaries of this property?** N/A
16. **Are screened storage and trash areas provided?** NA
17. **Are vehicular accessways adequate?** NA
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?** The developer feels the signs are necessary to identify and promote the apartments.
20. **What is the general character of the neighborhood?** The area has commercial property to the north and west. There are apartment buildings to the east and anticipated future apartment buildings to the south.
21. **Are Wetlands or Shore land impacted by this request?** No

COMMENTS:

See RCA, Application, Notice of Hearing, Checklist, and Sign Plan.

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.

**Color is approximate and for placement only as each computer monitor may display color differently. Please refer to actual material samples for precise color representations.*



SCALE: 3/4"=1'-0"

elements inc
Elements, Inc. • 10044 Flanders CT NE, #100 • Minneapolis, MN 55449

REVISED: _____
T# OF PROPOSAL: _____
SIGNED APPROVAL: _____
1-800-223-2788 • (763) 210-7747 • FAX (763) 210-7750 • elementsinc.com

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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: 9/21/2021

SUBJECT: Resolution declaring cost to be assessed and ordering preparation of assessment roll for the 2021 Street & Utilities Improvements Project.

RECOMMENDATION: It is respectfully requested that the Council consider the Following Public Works Committee recommendations:

MOTION TO: Declare the cost to be assessed for the 2021 Street & Utilities Improvements Project and order the preparation of the assessment roll. The estimated amount to be assessed is approximately \$220,463.94.

BACKGROUND: This project was bid as a result of meetings with department heads, Council committees, and according to items in the City's Capital Improvement Plan. It was awarded to Davidson Construction in the amount of \$784,427.45 This project includes the following items of work:

1. Oakland Park Road Realignment- S.P. 5703-51
2. Safe routes to school S.A.P. 170-591-002 Franklin School Trail
3. Safe routes to school S.A.P. 170-591-002 Gulf Street Trail
4. Oakland Park Trail- City Project, new trail construction
5. Robson Court- city project, water and sewer service installation, new road construction
6. Pennington County fairgrounds- city project, misc. aggregate leveling and bituminous paving
7. Airport Entrance Road- City project, misc. bituminous paving repair

KEY ISSUES: The City of Thief River Falls assesses benefitted property owners for these improvements.

FINANCIAL CONSIDERATIONS: The total cost of the improvements, including engineering, is estimated to be \$941,312.94. This project will be funded through MNDOT Local Partnership Program grant, Safe Routes to School grant, and Red Lake Area Corridor grant. The amount to be assessed is estimated to be \$220,463.94.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:

1.	2021 project schedule CALENDAR
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JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									
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**PROJECT SCHEDULE FOR
2021 STREET AND UTILITIES IMPROVEMENTS
PROJECT NO. 3042021.00**

Dec 15	Council Resolution calling for Feasibility Report
Jan 19	Accept Feasibility Report and call for Publication
Jan 22	E-Mail Hearing Notice to The TIMES
Jan 27/Feb 3	Public Hearing Notice published in The TIMES
Jan 29	Mail Hearing Notice to Property Owners
Feb 8	Hold Public Hearing (7 p.m.) City Council Chambers
Feb 16	Order Improvements and call for Plans and Specifications
March 12	Mail Plans to State Aid Office
Apr 6	Accept Plans and Specifications and call for Bids
Apr 9	E-mail Advertisement to The TIMES
Apr 14/21	Advertisement published in The TIMES
May 24	Bid Opening (10 a.m.) City Council Chambers
May 18	Award Bid
Aug 27	Receive List from Pennington County Auditor
Aug 30-Sep 3	Prepare Assessment Roll
Sept 21	Council Resolution Declaring Cost to be Assessed and Order Preparation of Assessment Roll
Sept 21	Council Resolution calling for Assessment Hearing
Sept 24	Assessment Hearing Notice to The TIMES
Sept 29	Hearing Notice published in The TIMES
Oct 1	Mail Assessment Notices to Property Owners
Oct. 19	Assessment Hearing (7 p.m.) City Council Chambers
Oct. 19	Council Resolution to Adopt Assessment Roll at Hearing or Nov 2nd Council Meeting



Request for Council Action

DATE: 9/21/2021

SUBJECT: Resolution establishing a public hearing with regard to proposed assessments on the 2021 Street & Utilities Improvements Project.

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

MOTION TO: By the City Council of Thief River Falls, that:

1. A hearing shall be held on the 19th day of October, 2021 in the Council Chambers of City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment; and
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and the City Administrator shall state in the notice the total cost of the improvement, The City Administrator shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing; and
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the Pennington County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The property owner may at any time thereafter, pay to the City the entire amount of the assessment remaining unpaid, with interest accrued to December 31st of the year in which such payment is made. Such payment must be made before November 15th or interest will be charged through December 31st of the succeeding year.

BACKGROUND: Pursuant to Resolution No. 9-210-21, the City Administrator and Community Services Director were directed to prepare the proposed assessments of the 2021 Street and Utilities Improvements Project; and

KEY ISSUES: The City of Thief River Falls assesses benefitted property owners for these improvements.

FINANCIAL CONSIDERATIONS: The total cost of the improvements including engineering is estimated to be \$941,312.94. This project will be funded through MNDOT Local Partnership Program grant, Safe Routes to School grant, and Red Lake Area Corridor grant. The amount to be assessed is estimated to be \$220,463.94.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 9/21/2021

SUBJECT: Approval of proposed 2022 tax levy.

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

MOTION TO: By the City Council of Thief River Falls, County of Pennington, Minnesota, that the following sums of money be levied for the current year, collectible in 2022, upon taxable property in the City of Thief River Falls, for a total proposed levy of \$3,008.105. This represents \$212,257 or approximately 7.59% increase over last year's levy.

It should be noted that with the proposed tax capacity increase for 2022, a 7.59% tax levy increase results in a 0.862% tax capacity rate change.

BACKGROUND: That the Truth-n-Taxation public meeting will be held on December 7, 2021 at 6:00 p.m. to discuss the 2022 budget & levy. Final budget and levy will be adopted at the December 21, 2021 council meeting.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 9/21/2021

SUBJECT: Approval of preliminary 2022 budget summary

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

MOTION TO: By the City Council, to adopt the City of Thief River Falls Preliminary 2022 Budget. A summary of the 2022 revenue and expenditures is as follows:

	2022 REVENUE	2022 EXPENSE	FUND BALANCE RESERVES + OR -
General Fund	\$ 9,333,582.00	9,386,582.00	(53,000.00)
Liquor Dispensary	\$ 4,921,350.00	5,254,659.00	(333,309.00)
Electric Utility Fund	\$ 16,565,000.00	16,585,910.00	(20,910.00)
Storm Water Utility Fund	\$ 317,000.00	317,000.00	-
Water Utility Fund	\$ 3,042,342.00	2,753,631.00	288,711.00
Wastewater Utility Fund	\$ 1,322,150.00	924,486.00	397,664.00
Police Relief Pension Fund	\$ 10,610.00	13,871.00	(3,261.00)
Debt Service Fund	1,238,649.00	1,234,836.00	3,813.00
TOTALS	36,750,683	36,470,975	279,708

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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Thief River Falls MN 56701-0528

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www.citytrf.net

Request for Council Action

DATE: 9/21/2021

SUBJECT: Discussion and Approval of Strategic Plan Proposal

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

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

1.	gCariveau Proposal
2.	DRI Consulting Proposal for Thief River Falls Strategic Planning Services
3.	Strategic Planning Proposal for the City of Thief River Falls

Professional Services Assistance

*Partner with Galen Cariveau
& Dennis Elbert*

Quality Strategic Planning:

- Mission Development
- Vision Capture
- Environmental Scanning
- Goal Setting
- Action Planning
- Process Evaluation



**gCariveau
&
Associates**

Galen 218-791-8592
gcariveau@gmail.com

Dennis 701-739-0968
Dj.elbert05@gmail.com

Strategic Planning Proposal

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Proposal to Provide Strategic Planning Services to the City of Thief River Falls

gCariveau & Associates

gCariveau & Associates (GCA) is a professional services firm from the Greater Grand Forks Region. The firm primarily provides services to businesses, governmental agencies, and non-profits. We specialize in the delivery of services such as:

- Strategic Planning
- Board of Director Training
- Conference Management
- Executive Interviews
- Focus Group Facilitation
- Grant Writing
- Listening Sessions
- Survey Development & Polling

Our talent pool consists of two primary principal professionals: Galen Cariveau & Dennis Elbert. Both Galen and Dennis have strong ties to the Greater Grand Forks region and the University of North Dakota. Galen & Dennis have 25+ years of experience working together. In addition to the principals, the firm also employs several part-time associates who provide support services to our clients as needed.

Galen Cariveau has 40+ years of experience in relation to the services listed above. His career includes that of a High School Teacher, a Technical College Administrator, a Small Business Development Center Director, a Human Resource Director, a Corporate Trainer/Consultant, a Workforce Development Specialist, and a UND Administrator. Galen is retired from the University of North Dakota as the Director of Workforce Development. Galen formed gCariveau & Associates in June 2013.

Dennis Elbert has 40+ years of experience in higher education, consulting and the military. He retired from the University of North Dakota as Professor of Marketing Emeritus and Dean Emeritus of the College of Business and Public Administration. Elbert has served on or is currently serving on multiple boards of directors including Gate City Bank, Edgewood REIT, Noridian Insurance (dba BCBS of ND), Cirrus Design Inc. and Moore Holding Company. He is retired from the US Army Reserve as a LTC and is a veteran of Vietnam and Cambodia.

Our Approach to Strategic Planning

There are three different planning concepts that can be used when developing and implementing a strategic plan. They are:

Top-Down Planning

Top-down strategic planning occurs when goals and strategic actions are determined by an organizations senior leaders and then communicated to the rest of the organization for implementation.

Bottom-Up Planning

Bottom-Up strategic planning occurs when during the environmental scanning phase of the strategic planning process, data and input are solicited from the employees in an organization. This data and input are then used to identify strategic issues facing the organization and opportunities that the organization may be able to take advantage.

Out-Side-In Planning

An Out-Side-In strategy takes customer and/or community values as it's starting point. Organizations using this approach involve customers and/or community members in the environmental scanning process. Their data and input are then used to identify strategic issues facing the organization and opportunities that the organization may be able to take advantage.

gCariveau & Associates has used all three of these concepts when building strategic plans for each of our clients. We always give our clients the opportunity to select the method of choice. We have some clients who use just one of the methods, others use two of the three, and a few of our clients have used all three of the methods.

Our staff at gCariveau & Associates are available to discuss the advantages and disadvantages associated with each method.

Long-term Relationships with our Clients

gCariveau and Associates would like to be a long-term partner of the City of Thief River Falls. One way we can do this is by supporting the **Implementation and Follow-Up Stages** of your strategic plan during its entire three-year life.

We do this through our **Monitoring & Adjustment Services**. As part of this process, gCariveau & Associates professional staff can meet with key City of Thief River Falls staff once or twice per year, following the initial implementation of your strategic plan.

Through these facilitated discussions, we are able to identify and document those parts of the strategic plan that have been completed, those that are in progress, and those that still need to be started. The process also identifies adjustments that need to be made in the plan. In short, these follow-up services keep the strategic plan on track and visible as a priority for all involved.

Example Projects

Bemidji State University Department of Athletics (Example of an Out-Side-In Environmental Scan)

In the fall of 2018 BSU retained the services of gCariveau & Associates to facilitate the development of a Strategic Plan for their Athletic Department. The majority of the work took place during the winter and spring of 2019. An earlier strategic plan was developed by GCA in the nineties. An Environmental Scan consisting of 2,500 surveys to alumni, coaches, staff, administrators, faculty and community members was conducted. Six strategic issues were identified as part of the process, they included: Competitive Success, Facilities, Financial Stability, Governance and Structure, Marketing and Promotions, and Student Success. The work resulted in 105 recommendations planned for implementation from 2020 to 2025.

North Dakota Mill & Elevator Executive Leadership Team (Example of a Long-Term Relationship)

For over a decade gCariveau & Associates has worked on an annual basis with the Executive Leadership Team of the North Dakota State Mill & Elevator to initially develop and then annually review and monitor their strategic plan. The ND Mill as a state-owned organization is unique in governance structure and operation. The strategic plan must be updated annually and then presented to the Governor and the Industrial Service Commission for endorsement. The long-term relationship between the executive team and gCariveau & Associates has resulted in a highly effective planning relationship which has enhanced success in the implementation and refinement of the ND Mill's strategic areas of interest.

Valley Senior Living Board of Directors, Foundation Board, & Executive Leadership Team (Example of Bottom-Up Environmental Scan)

For the past two strategic planning cycles Valley Senior Living has utilized the facilitation services of gCariveau & Associates. The first project was in 2015 when the multi-unit organization was utilizing the name Valley Memorial Homes. The project involved planning sessions to rework the Mission, Vision, and Values. The project also included development of an organizational tagline and strategic initiatives. The second project started the fall of 2017 and carried into 2018. This phase included updating the plan with a marketing study review, multiple listening sessions for a robust environmental scan and an in-depth review and a name change by the board to Valley Senior Living.

Please see the attached sample client listing on page 11 of this proposal.

References

Tracy Dill, Athletic Director
Bemidji State University
Cell 320 493 5829

Vance Taylor, Chief Executive Officer
North Dakota State Mill & Elevator
Office 701 795 7000

Garth Rydland, Chief Executive Officer
Valley Senior Living
Cell 218 779 3715



Proposed Project Plan

The proposed plan for this strategic planning project is based on the three phases outlined in the RFP. Each of the activities described below are independent of each other. This allows you to control the cost of your project by providing you with the opportunity to elect those selections you desire to be part of your plan of action vs those you decide not to select at this time.

Phase 1: Environmental Scanning

Environmental scanning is a process of gathering information about an organization's internal and external environments. Such scans usually result in a **Strengths, Weaknesses, Opportunities, and Threats (SWOT)** report which can assist management and leadership determine the future direction/improvement of an organization.

In order to conduct an environmental scan for your organization, the project should include at least one of the following three scanning methods: **Stakeholder Interviews, Surveys/Polling, or Focus Groups**. Some organizations use a combination of two of the three methods, and some desiring an in-depth scan using all three methods. The cost of your project will be dependent upon which and how many scanning methods you select for your project.

Document Research: Research of history, current state of the organization, structure, background, and defining documents:

Stakeholder Interviews:

One on one interviews of 10 key stake holders from the organization with a written report of findings.

- Ten interviews via Zoom:
- Or**
- Ten face-to-face interviews in TRF:

Survey and/or Polling

Development and facilitation of strategic issues via an electronic survey. Will be administered up to 100 discrete participants who respond to the invitation to participate in the scanning process. Includes analysis of survey data and development of a written report:

Focus Groups

Development and facilitation of focus groups in TRF. Each session two hours in length. Price includes question development and a written report.

Examples of target groups who could be accessed through focus groups include:

Mayor & Council
TRF Library Board
Administrative Services Dept.
Economic Development Dept.
Electric Utilities Dept.
Falls Liquor
Fire Department

Community Development Advisor Board
Housing Redevelopment Authority
Northeast Regional Library Board
Planning Commission & Board of Appeals
TRF Area Community Fund Advisory Comm.
Ralph Engelstad Arena
Parks & Recreation

Police Department
Public Works

Public Safety
Public Utilities

SWOT Report

Development of a SWOT Report using data obtained from the environmental scanning method(s) selected from the methods described above.

Phase 2: Strategic Plan Development

Creation of a comprehensive actionable three-year strategic plan. Included are:

Mission & Vision Development

Includes research, development of four examples, facilitation of one on site decision session, and Development of a Mission & Vision Report.

Guiding Principles & Value Development

Includes research, development of examples, facilitation of one on site decision session, and a Principles & Values Report.

Strategic Issue Identification

Analysis of Environmental Scanning to identify strategic issues, facilitation of one on site decision session, and development of a Strategic Issues Report.

Goal Development

Development of example goals, facilitation of one on site decision session, and development of a Goal Development Report.

Actions, Outcomes & Performance Measures

Facilitate two one site decisions sessions and development of a Actions/Outcomes/Measures Report.

Executive Summary

Development of an executive summary documenting the processes used and the decisions made during the Strategic Planning Process.

Phase 3: Implementation, Monitoring and Adjustment Processes

Implementation Plan

Development of an Implementation Plan covering a three year period of time. Includes facilitation of one on site decision session.

Three Month Follow-up

Facilitation of an on-site three-month evaluation session following implementation of the plan. Also includes a report documenting adjustments and revisions to be made as a result of the session.

Annual or Semiannual Follow-up

Annual Monitoring and Adjustment Session(s).
Quoted price is per facilitated event.

Summary of Project Costs and Hours

Phase 1 Environmental Scanning

Document Research

Hours

8

Price

\$ 600

* Stakeholder Interviews (10) Via Zoom (\$4,200)
or

32

Selection ?

One
Selection

* Stakeholder Interviews (10) Face to Face (\$5,736)

52

Selection ?

Required
Two

* Survey and/or Polling (100 Respondents \$6,800)

65

Selection ?

Or More
Selections

* Focus Groups (\$1,200 per Session)

?

Selection ?

Recommended

SWOT Report

10

\$ 1,000

Phase 1 Subtotal

\$ 1,600

Add
Selection
Amount

Phase 2: Strategic Plan Development

Mission & Vision Development

28

\$ 2,750

Guiding Principles & Values Dev'l

24

\$ 2,375

Strategic Issue Identification

24

\$ 2,625

Goal Development

22

\$ 2,425

Actions, Outcomes & Performance Measurers

36

\$ 3,825

Executive Summary

10

\$ 1,000

Phase 2 Subtotal

\$ 15,000

Phase 3: Plan Implementation, Monitoring, and Adjustment

Implementation Plan

26

\$ 2,750

Three Month Follow-up

20

\$ 2,350

Annual Evaluation & Adjustment

18

\$ 2,050

Phase 3 Subtotal

\$ 7,150

375

\$ 23,750

Add
Selection
Amount
From
Above

* Note 1 The total projected investment does not currently include the cost of the Environmental Scanning options, of which at least one needs to be selected.

Note 2 The hours reflected on this report consists of drive time, research, technology services, data analysis, recorder services, writing time, and facilitation.

Example Project Timeline

Phase 1 Environmental Scanning

Document Research
Environmental Scanning Options
SWOT Report

2021

Nov 1-19
Nov 22-Dec 17
Dec 20-31

Phase 2: Strategic Plan Development

Mission & Vision Development
Guiding Principles & Values Development
Strategic Issue Identification
Goal Development
Actions, Outcomes & Performance Measures
Executive Summary

2022

Jan 3-14
Jan 17-21
Jan 24-Feb 4
Feb 7-18
Feb 20-March 18
March 21-April 1

Phase 3: Plan Implementation, Monitoring, and Adjustment

Implementation Plan
Three Month Follow-up
Annual/Semiannual Monitoring & Adjustment

2022

April 4-15
TBD
TBD

A Proven Track Record

Provided By:

gCariveau & Associates

East Grand Forks, MN

Grand Forks, ND

Why Do Strategic Planning?

Strategic planning is the proactive process of assessing an organization's current condition, determining its desired future state, and identifying actions that will achieve that future. It answers these questions:

- How are we doing?
- Where do we want to go?
- How do we get there?



Effective planning is:

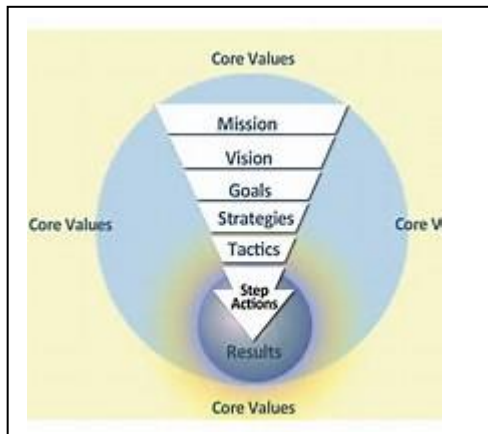
1. Analytical thinking designed to help mold your organization's future.
2. It is not an attempt to eliminate risk, but it is: selecting better risks.
3. A commitment of resources to action and measuring results.

Stages of the Strategic Planning Process

Stage One: Determine and Document the Purpose of the Planning

Stage Two: Formulate a Mission, Values, and a Vision

Stage Three: Determine the Critical Factors (Environmental Scanning)



Conduct a SWOT Analysis

Survey Stake Holders

Conduct Focus Groups

Interview Key Stake Holders

Stages Continued

- Stage Four:** Identify the Key Issues
- Stage Five:** Develop Goals for Critical Issues
- Stage Six:** Develop Strategies for Each Goal
- Stage Seven:** Develop an Action Plan for Each Strategy
- What is to be accomplished?
- By whom?
- By when?
- Will it cost anything?
- Stage Eight:** Write the Plan
- Stage Nine:** Implement and Monitor the Action Plan
- Stage Ten:** Annually Evaluate the Plan and Make Modifications



Scheduling the Strategic Planning Sessions

Our past experiences tell us that it takes 16 to 24 hours (group discussion, planning and decision making) to develop a full quality Strategic Plan. Best practices indicated that planning sessions, (each 2 to 4 hours in length) should be scheduled 7 to 14 days apart. Such a schedule provides for a quality process and the most productive use of participant time.

Report Writing

As part of the services provided as part of our Strategic Planning Services, staff from gCariveau & Associates will be on hand at all planning sessions, to capture the dialogue that takes place and document any decision made. Three to five days after each planning session, a working copy of the dialogue and decisions made will be provided to each member of the planning team. At the conclusion of the entire planning process, a final report is written and provided to the key administrators of the organization.



Strategic Planning Clients

Listed below is a partial list of our satisfied clients:

1. Alerus Center (Grand Forks)
2. Audubon Society (Warren)
3. Bemidji State University Athletic Department
4. City of East Grand Forks
5. Grand Forks/East Grand Forks Chamber of Commerce
6. Grand Forks/East Grand Forks Community Foundation
7. Grand Forks/East Grand Forks United Way
8. Grand Forks Senior Center (Grand Forks)
9. Job Development Authority (Warren)
10. Lifecare Medical Center (Roseau)
11. North Dakota Mill & Elevator (North Dakota Wide)
12. North Dakota Trade Office (North Dakota Wide)
13. North Valley Health Care (Warren)
14. Sacred Heart Parish (East Grand Forks)
15. St. Michael's Parish (Grand Forks)
16. UND College of Nursing
17. UND Wellness Center
18. Valley Senior Living (Grand Forks)



Questions & Comments

Individuals with questions relating to the Strategic Planning Services and/or the other Strategic Services provided by the gCariveau & Associates should contact:



Galen Cariveau
gcariveau@gmail.com
218-791-8592

Dennis Elbert
dj.elbert05@gmail.com
701-739-0968



2 Otter Lane ■ St. Paul MN 55127 ■ USA
651-415-1400
dric@dric.com
dric.com

PROPOSAL FOR



Thief River Falls STRATEGIC PLANNING SERVICES

DRI Consulting

Dr. John Fennig, Lead Consultant
Rhovine Small, PhD in Progress, Project Manager
Dr. Makesha Spence, Principal Consultant/Administrator

Thief River Falls

Strategic Plan Services

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2 Otter Lane,
St. Paul MN 55127
USA



651.415.1400 – *Rhovine Small*

651.415.1400 – *John Fennig*



rhovinesmall@dric.com

johnfennig@dric.com

DRI Consulting understands that the City of Thief River Falls is seeking qualified vendors to provide Strategic Planning Services. The successful consultant would be working with the City of Thief River Falls council and staff to articulate a clear 3-year strategic plan—including identifying prioritized organizational objectives, a budget plan, development of a plan to monitor and evaluate implementation, and facilitating planning efforts. Based on your answers to our questions, we understand that the vendor would work with department leadership, specifically the City Administrator, Angela Philipp, Council Members, Department Heads and community members.

It is anticipated that the Strategic Plan would address the vision of Thief River Falls: to provide "a safe, welcoming place with a thriving economy where residents enjoy a great quality of life and abundant opportunities to work, learn, and play." This is further exemplified in Thief River Falls' mission to build a quality community by planning for future growth and providing excellent services. Along with this vision and mission, the Strategic Plan would also attend to the City's goals of developing a vibrant economy, healthy work culture and training, and an engaging, inclusive, and collaborative governance, among other goals.

We saw on the "Our Hearts Will Always Lead Us Home" video on your website that thousands of people call Thief River Falls home because of the City's deep interest and investment in community, belongingness, friendship, family, love, growth and success. This aligns with your values in your current strategic plan:

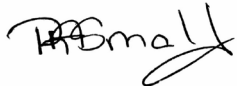
1. **Communication** - we believe open communication and open doors build trust and team spirit.
2. **Safety** - we will work to provide a healthy, safe, caring, inclusive community.
3. **Responsibility** - we are committed to providing reliable services for the public.
4. **Forward-thinking** - we will play a leading role in envisioning and building a sustainable future for our community and region.
5. **Collaboration** - we believe collaboration, community engagement, and teamwork are normal ways of doing business.
6. **Integrity** - we are transparent and accountable to the community and to each other.

In the proposal, we provide extensive information in support of the proposed services. We describe our experience in strategic planning, and our work with similar entities and projects. We also provide information about the qualifications and experience of key personnel. The proposal also details our work plan and deliverables, including tasks, schedules, delivery format, and assigned personnel.

DRI Consulting has a long history of doing quality work with public entities. We are committed to partnering with Thief River Falls to facilitate a customized and integrated strategic planning process which exceeds your expectations and meets your needs.

We would greatly appreciate the opportunity to partner with Thief River Falls, and hope to have earned your approval. Please contact me, Rhovine, if you need any additional information.

Sincerely,

A handwritten signature in black ink that reads "Rhovine Small". The signature is stylized, with the first name "Rhovine" written in a cursive-like script and the last name "Small" in a more formal, slightly slanted font.

Rhovine Small
Senior Consultant
DRI Consulting
Authorized Representative for this Proposal

Deliverables

As a result of our work together, Thief River Falls will get:

You asked for:	We will provide:
Collaboration with the City of Thief River Falls council and staff to articulate a clear 3-yr strategic plan. This plan should identify organizational objectives as identified and prioritized by the City through the planning process.	A Strategic Plan which integrates the Thief River Falls mission, core values, summary SWOT analysis, and goals and strategies to meet the identified priority needs of Thief River Falls. It will be built to leverage what is already good with the City, while accounting for internal developmental areas, and contextual realities.
A SWOT analysis of internal and external perceptions of the organization and conduct small scope internal and external interviews and/or surveys to evaluate the city's successes.	Structured pre-approved surveys and interviews to stakeholders to determine the internal and external factors that contribute to the City's success, including internal strengths and weakness, external opportunities and threats identified (top-down action, followed by input "bottom-up" from key internal groups).
A timetable of implementation with specific measurable benchmarks, objectives and tasks to be accomplished to achieve goals. Identify clear, measurable outcomes for how to measure organizational and strategic effectiveness, impact, and success.	An Action Plan which clearly outlines the tasks, timelines, resources, and accountable persons. We pledge to put Thief River Falls first, schedule regular check ins about progress with deliverables, and remain flexible when unexpected needs and challenges arise.
A framework and process for the City's leadership to effectively implement the strategic plan and monitor progress toward achievement of goals and objectives.	A theoretical framework to guide the work as determined by the team, including a combination of SWOT, Built to Last, Rockefeller method, and other models familiar to the Thief River Falls Strategic Planning Committee.
Facilitation of all meetings and providing leadership, direction and expert consultation and advice related to the development of an effective strategic plan, including successful implementation.	DRI Consultants who will facilitate a working relationship designed to achieve specific results. We will assist Thief River Falls at all levels of the organization. We will work closely with the project team to help create understanding of the current situations, envision concrete outcomes, set realistic goals and produce results.

Preparation and presentation of a final report to the City.

A collaboratively designed high-quality, aesthetically pleasing and comprehensive strategic plan which integrates the Thief River Falls mission, core values, summary SWOT analysis, and goals and strategies to meet the identified priority needs of Thief River Falls in an approved format.

Specific Features of Our Work

- **Long-term commitment:** DRI Consulting's longevity as a company permits us to enjoy long-term relationships with clients. In fact, we prefer long-term relationships, as they enable us to see individual and organizational development over the years. A number of our relationships with organizational clients across the US have lasted over 10 or 15 years.
- **Customer service experience, policies, service hours and service policies.** Clients report that DRI puts customer service first, that our policies are flexible in meeting client needs, and that problems are handled quickly and professionally. Our official office hours are 8:30 a.m. until 5:00 p.m. Central Time however, as mentioned, clients are invited to contact their Project Managers via direct cell phone, email, and/or text message at any reasonable hour, including weekends. (No tweets, please !!!) Our main goal is to provide complete client satisfaction, and to do whatever it takes to make this happen.
- **Facilitation.** DRI Consultants are experienced facilitators – a working relationship designed to achieve specific results. We assist teams at all levels in an organization. We work closely with organizations/ project teams to help them understand their current situations, envision concrete outcomes, and produce results. Clients increase their professional and performance success, and typically report that they achieve, and often exceeded, their goals.
- **Customized Work.** The mission of DRI Consulting is to provide customized services to develop individuals and improve organizations. This approach rewards both us and our clients with meaningful outcomes, increased performance, and enhanced organizational processes.
- **Process Improvement.** As consultants to organizations and the people who work there, we define our job as making people “sufficiently uncomfortable” – serving as motivation for change. By helping the organization hold a mirror to itself, we reflect practices and processes that hinder progress toward excellence. We assist organizations in self-discovery and enable them to uncover ways and means to more effectively achieve their missions and goals.

6 Reasons to choose DRIC



Collaboration

We collaborate with you to assure that solutions are customized and sustainable.



Real world focus

We focus on real-world challenges so that you can practice new skills and complete real-world work at the same time.



Strength Based Approaches

We build on what's "good and working" to multiply the impact of your current approaches and processes.



Alignment

We align assessment, action planning, and implementation to assure that you achieve strategic goals and outcomes.



Research Based Methods

We use industry-specific tools and assessments to assure reliable and valid results.



Efficiency & Effectiveness

We work both simultaneously and iteratively on your projects to assure fast cycle time for results.

Quality Control Measures

- **Project Manager.** DRI Consulting will assign a Project Manager who has responsibility for oversight of the entire project and to whom the consultant's report. Clients are invited to contact their Project Managers via direct cell phone, email, and/or text message at any reasonable hour, including weekends.
- **Experience:** The firm has 28 years' experience in providing strategic planning facilitation and Dr. Fennig is in his 33rd year of doing such work. Assistant Consultants proposed in the project draw on significant real-world work experience in strategic planning.
- **Advanced Training:** All consultants have doctoral and/or graduate degrees and education, training, and competencies in individual, team, and organizational consulting.
- **Bench Strength:** If needed, each consultant is fully able to replace any other consultant in the proposed roles.

- **Ethics:** All consultants adhere to the [American Psychological Association's Ethical Principles of Psychologists and Code of Conduct.](#)
- **Built-in Feedback Sessions.** DRIC takes an action learning approach to ensure we are on target with client expectations throughout the life of the project.
- **Consultant Accessibility.** The Thief River Falls Manager and her/his team and work session participants will have extended hour access to DRIC Consultants to discuss questions or request technical support via both email and cell phone. Issues are typically resolved on the spot or within a few hours of request.

DRI Consulting (DRIC) was founded in 1991 as a psychology-based consulting firm. The founders applied their psychology and organizational consulting skills first to private sector work, and since 2001, to the public and non-profit sector. DRIC has served dozens of organizations and hundreds of clients. The early DRIC provided customized services supported by cutting-edge technology – this “high-touch/high-tech” approach has remained a hallmark of the company.

Today, DRIC continues to provide high-quality, research-based services in strategic planning, leadership, team processes, supervision, management, and organizational development to meet the needs of local, regional, and national clients. We have expertise in the areas of individual leadership, team-based and collaborative skills, and organizational development. Our current and former clients are located in North America, Europe and the Caribbean and our team of consultants bring a range of diversity to the work that we do. We prefer to serve clients who serve others via their work in government, educational, and non-profit sectors.

Since its founding in 1991, DRI Consulting has assisted numerous organizations with strategic planning and facilitation. Representative clients include:

- Cities of Minneapolis and St. Paul – several departments
- City of St. Paul – Department of Public Works
- State of Minnesota – Pollution Control, Department of Human Services
- City of Minneapolis – Human Resource Department
- Several county governments nationally
- 3M Industrial & Transportation Business Services
- RBCDain Corporate Operations Group
- Norwest/ Wells Fargo Corporate Trust
- Navitas and Northern Alternative Energy
- American Psychological Association
 - The Society for Rehabilitation Psychology (Division 22)
 - The Society for Personality and Social Psychology (Division 8)
 - The Society for Consulting Psychology (Division 13)
- Minnesota Psychological Association
- University of Minnesota: several departments over the past 20 years
- Home Owners Association of North Oaks - assisted in reorganization & hiring of 1st manager
- Over 30 small group and private medical, legal and engineering firms nationally

DRI Consulting has extensive experience in providing strategic planning and facilitation, details of substantially similar projects with references are in the Reference section.

Proposed Project Team

DRI Consulting Proposed Project Staff:

Project Manager: Rhovine Small, PhD in Progress, Licensed Psychologist, Senior Consultant

Lead Consultant: Dr. John P. Fennig, Licensed Psychologist, Managing Partner

Consultant/Administrator: Dr. Makesha Spence, Licensed Psychologist, Senior Consultant/Administrator

Over the course of the contract, there may be other assistant consultants, given the training mission of the firm and staff transitions that occur with that. All staff are highly vetted with the same tools we use with clients. Typically, 1 in 8 who apply get a position with us.

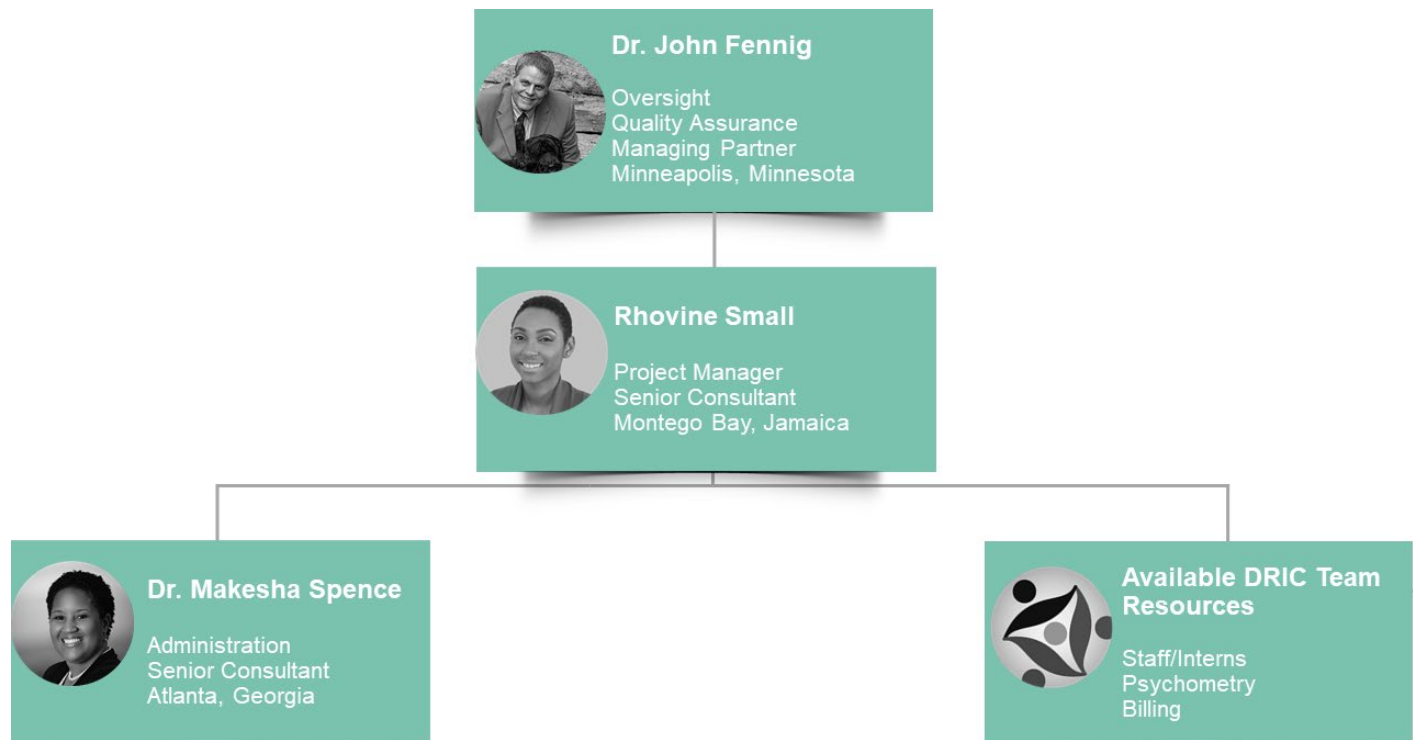
Consultant Experience and Expertise

DRI Consulting proposes that **Dr. John Fennig** serve as the Lead Consultant for the project. Dr. Fennig has over 30 years of experience in consulting and professional development of organizations, teams, and individuals. Project Management will be provided by **Rhovine Small** who would be responsible for assuring that the project is delivered on time, on budget, and at a higher quality than anticipated. Given her passion for and experience in executive leadership and organizational assessment and development, Rhovine Small will co-lead facilitation of the strategic planning process. **Dr. Makesha Spence** and **Rhovine Small**, will oversee financial aspects of the project and support project delivery. Dr. Spence served as the President of the International University of the Caribbean in Jamaica and has served on numerous boards. She brings a wealth of experience in strategic planning to this project. She is a trained adult facilitator with experience in project management and administration. She has extensive experience in executive leadership and organizational assessment and development.

In work such as this, you can expect Dr. Fennig and the DRIC team to:

- Join your process in progress, and as a facilitator help with speed, efficiency and soundness of decisions and actions
- Build on what is good and working
- Provide capacity building tools for this project and to keep for future work
- As a subject matter expert – be part of the team that produces results to your timeline and budget

Please see **Appendix I** for Consultant resumes.



Norwest/ Wells Fargo Corporate Trust (CTS)

Purpose: To help the business unit come together under a new leader and, as a team across all business functions, commit to an actionable strategic plan. Specific goal was to increase net after tax revenue from 25 to 100 million dollars in 5 years.

Activities: DRIC used the road map from “Built to Last” by Collins and Porras, at the client’s suggestion, over a series of work sessions to produce CTS “core ideology” (values and mission) and “big audacious goals” (goal plan and method to achieve it).

The roll-out to the 600 staff was in 2 half-day sessions with a high degree of pageantry – use of Dr. Suess’s “Oh the Places You Will Go” theme. Senior leaders in costume. Engaging activities for the 300 involved in each session.

Process measures put in place to track action and results.

Outcomes (client’s revenue growth and operational excellence): To its delight, CTS achieved its revenue goal in 3 years instead of 5. Major operational streamlining was moving from spread sheets and faxes to do shareholder reporting. Each functional group invited DRIC to do similar work within their teams over the next several years. And when the senior leader of CTS was promoted to Card Services over the whole organization, we were invited in to do specific team facilitation work with that large organization.

Note – the request was for examples with clear revenue outcomes. We are 30 years old, and this very successful work was earlier in our term.

A reference for this project is still an active client and can describe it if you need: Bill Milbauer – 651-338-5630. He was senior leader for sales at the time.

DRIC has facilitated dozens of similar projects, largely in the public and non-profit worlds. Metrics did not include revenue in many of them and so we did not highlight one of those.

A few relevant examples:

- City of St. Paul – Public Works Department
- City of Minneapolis – Human Resources Department – 2 times over 5 years for a team of 54
- Center for Victims of Torture – 2 times over 4 years
- American Psychological Association – 3 Divisions with budgets of .5 MM to 20 MM
 - Rehabilitation Psychology
 - Personality and Social Psychology
 - Consulting Psychology – our own trade group – several projects

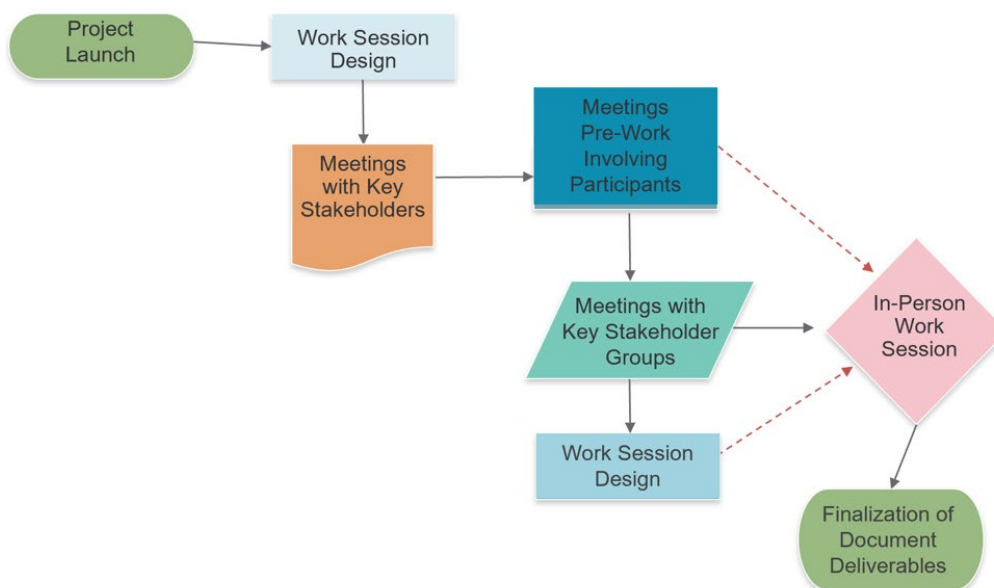
REFERENCE #1	
Institution/Company Name	International University of the Caribbean
Contact Name	Vanessa Eldemire-Leveridge
Contact Title	Acting Corporate Secretary/Human Resource Services
Contact Phone Number	876-906-3307
Contact Email Address	Vanessa.eldemire@iuc.edu.jm
Services Provided	Organizational Development Services and Training: • Strategic Planning (Dr. Spence) • Succession Planning Support – selection assessments for candidates for president • Graduate-level Training in Organizational Consulting (Individual and Team)
Current Status	2016-2018 Projects completed

REFERENCE #2	
Institution/Company Name	University of Minnesota (Department of Surgery)
Contact Name	Sherri Novitsky
Contact Title	Administrative Director
Contact Phone Number	612-625-1174
Contact Email Address	novit002@umn.edu
Services Provided	Administrative Structure Organizational Development Services: • Increased the operational efficiency and collaboration across the administrative function through improved work; • Enhanced and ensured the department's ability to provide a consistent and high level of administrative support that is adaptable and resilient to change; • Developed an administrative structure that supports the strong performance, development, and engagement of administrative staff and supervisors; • Improved skill and interest fit with current staff.

Current Status	January – July 2018
	Project Completed

REFERENCE #3	
Institution/Company Name	American Psychological Association – Division 8
Contact Name	Chad Rummel
Contact Title	Executive Director, Society for Personality and Social Psychology
Contact Phone Number	202-524-6541
Contact Email Address	crummel@spsp.org
Services Provided	Strategic Planning Services Purpose: To provide a major refresh and update to the strategic plan, branding efforts, and understanding/improvement of the “member experience”. Activities: Dr. Fennig was serving in the Presidential Trio for the Division/Society during this work and actively participated in the process and production of material as a key contributor and project sponsor. He included DRIC staff as volunteers to parts of this process. Outcomes: This was rolled out in a unique way, relative to typical projects, in a “slower reveal” over time to the leaders and members. Member experience mapping helped inform improvements to standard membership processes. Branding was test driven among leadership and rolled out to members. The core mission was re-established with help of an external consulting firm and very in-depth process.
Current Status	January 2016 – December 2017
	Project Completed

Below is a sample project timeline. We are committed to flexibly facilitating a Strategic Plan for Thief River Falls in a timeline that works best for all involved. We pledge to collaboratively determine the timeline for the project and welcome discussion about shorter timelines based on the City's needs. Based on your answers to our questions, we are aware that you prefer in-person meetings, and we have availability for those in person meetings. We are also aware meetings with Angela Philipp, the City Administrator could be virtual. We commit to using a platform Angela and/or the City prefers, including Zoom, Microsoft Teams, Skype and others.



Timeframe

The Strategic Planning process would take approximately six (6) months, including pre-work, stakeholder consultations, and preparation of the strategic plan and action plan. We also include a post-work follow up as negotiated in which we support the monitoring of the strategic process, provide leadership coaching and support, and assist with adjustments as needed. The overall time frame would be confirmed with Thief River Falls Strategic Planning Committee.

Desired project goals

Define in an inclusive, transparent and confident manner:

- Who we are – vision, mission, and values statement
- Where we are going – long range goals, short term objectives
- Strategies to accomplish the strategic goals
- Challenges and opportunities to achieving strategic goals
- Implementation/Action plan
- Measures of success and progress

- Establish a foundation for ongoing strategic planning within the organization

Key stakeholders

As defined with the Thief River Falls Strategic Planning Committee, may include: Senior Thief River Falls Administrators, Faculty, Students, Support Staff, and Community Representatives.

Task	Suggested Approach
PHASE 1 <i>(Based on Thief River Falls Project Goals)</i>	
Project Launch <i>(1 month)- October</i>	It would be a great honor to be selected as your partner for this journey. Should that happen, we request that the DRIC team meet with the Strategic Planning Committee to: • Obtain additional organizational information (history, current state in terms of organizational structure, and core background and defining documents) and project plan review/finalization; • Identify any adjustments required to the project plan; • Launch the Project (virtual meeting); • Agree on theoretical framework to guide the work (SWOT, Built to Last, Rockefeller method, other model familiar to the Thief River Falls Strategic Planning Committee); • Confirm key stakeholder groups; • Decide method through which to engage key stakeholders in needs assessment and planning process. • Inside-out draft/collaborative communications to key stakeholders for review and input (“outside-in” actions) • Transparency at key times to the Thief River Falls Strategic Planning Committee for ongoing review and commenting (and pre-marketing communications of ideas and actions to the membership). We would review the best ways to communicate and share work product throughout the project.
Work Session Design – Meetings with Key Stakeholders <i>(1 month)- November</i>	Based on the initial consultations and review of documentation, the work sessions would be designed, including pre-work, in-person meeting sessions, preparation process for the Strategic Plan and action plan, and implementation and follow-up strategies.

**Meetings Pre-work
– involving
participants
(1 month)-
December**

Building on the work to date, we would use a shared online folder and survey tools to begin to engage meeting participants well prior to the work session together. “The meeting starting before the meeting starts.” Not only can thinking be prompted and information gathered, but movement toward decisions and actions can also occur here.

**Meetings with Key
Stakeholder
Groups
(Est. 3 days)
January**

A series of meetings and between meeting communications help with the following:

- Situation analysis – of the current state of things
- SWOT analysis – the core of strategic planning – internal strengths and weakness, and external opportunities and threats identified in draft form (top-down action, followed by input “bottom-up” from key internal groups)
- Stakeholder observations and recommendations

In-person meetings with key stakeholder groups over a 3 to 5-day period.

Note that DRIC can also facilitate these meetings online.

Dr. Fennig and DRIC have designed and delivered thousands of hours of facilitated work sessions for strategizing, planning and implementing actions. We do so in close working relationships with you. All draft and final project materials are published to a secure, shared, cloud-based site for access through the project by all authorized/involved.

PHASE 2 (Based on Thief River Falls Project Goals)

**Work Session
Design – In-Person
Work Session
(1 month)
January**

The DRIC team would collate the data gathered from the meetings with key stakeholder groups and utilize this data to design the in-person work session with the Thief River Falls Strategic Planning Committee. This will involve some preliminary sharing of information and pre-work for those who will participate in the development of the Strategic Plan and supporting documentation.

**In-Person Work
Session
(Est. 2 days)**

The DRIC team would facilitate the strategic planning session that will ultimately generate the content of the Strategic Plan, action plan, and strategies. We recommend the use of effective meeting management tools (Meeting in a Box), short didactic sessions that begin and end with real-world situation exercises and that build on participants’ pre-work. We make use of technology as an interactive tool to not only present but also capture information/learning. Facilitation is multi-modal, can be richly multimedia and memorable. We will also try to have some fun along the way – not only for participant enjoyment but also as it enhances work outcomes!

Finalization of Document Deliverables

(2 months)

February-March

Using a collaborative and transparent process, the DRIC team would work with the Thief River Falls Strategic Planning Committee to prepare the Strategic Plan, Action Plan, and Implementation strategies. This will include:

- A comprehensive 3-year Strategic Plan that includes areas such as:
 - Mission and Vision
 - Guiding Principles and Values
 - Goals
 - Strategies and investments
 - Outcomes
 - Performance measures
- Recommendations for enhancing current financial, technological, human resources, and organizational alignment.
- Representation of resource allocations needed to achieve identified goals.

PHASE 3 *(Based on Thief River Falls Project Goals)*

Virtual or In-Person Post-Work Session Follow-ups

(3-4 Meetings per year for the duration of the contract)

1st meeting in June

Follow-up sessions with City leadership to gauge the progress of implementation:

Utilize Plan-Do-Check-Act cycle.

Confirm results to date – celebrate progress and identify gaps.

Adjust the plan to address any gaps.

Optional additional services:

- Executive leadership coaching and/or group coaching for key persons and/or teams responsible for the implementation of strategic goals;
- Organizational Culture Assessments to determine how the City's values and strategic foci are being integrated into the culture of the City.

9

Project Budget

The not-to-exceed amount for completing this work is \$24,000.00, including out-of-pocket expenses.

This will be a fixed price contract, not hourly. We show hourly details below for your understanding of the basis for pricing. The rate below is our 25% discounted government rate. We request flexibility to reassign funds from different project areas and bill accordingly.



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We are motivated to do this work within your budget. To accomplish that we need to donate to the City half of our effort that is not billable. See in table below.

Payment Schedule: We request 25% billed up front, with balance billed incrementally through completion of this project plan. This is flexible based on City contracting protocol and procedures.

Regarding the additional services related to the strategic plan and actionable next steps, pricing for those services is detailed below.

DESCRIPTION	QUANTITY	UNIT	COST	STANDARD TOTAL	BILLABLE TOTAL
1. Project Launch: Initial Orientation to the Project	6	Hour	\$275	\$1,650	\$825
2. Work Session Design– Meetings with Key Stakeholders	10	Hour	\$275	\$2750	\$1375
3. Meetings with Key Stakeholder Groups	30	Hour	\$275	\$8,250	\$4125
4. Conducting Interviews and Administering Surveys	30	Hour	\$275	\$8,250	\$4125
5. Working with the City to Develop SWOT Analysis, Actionable 3-year Strategic Plan and Monitoring and Evaluation Plan for Strategic Plan Implementation	44	Hour	\$275	\$12,100	\$6050
6. Finalization and Presentation of the Strategic Plan and Monitoring and Evaluation Plan	30	Hour	\$275	\$8,250	\$4125
7. Follow-up session(s) with City leadership	10	Hour	\$275	\$2750	\$1375

DESCRIPTION	QUANTITY	UNIT	COST	STANDARD TOTAL	BILLABLE TOTAL
8. OPTIONAL:					To be negotiated
Additional Post-Work Session Follow-up					
Other Services to Meet Needs that Are Not Included in this Proposal					
9. Travel (flights, lodging, meals) and Miscellaneous Administrative Expenses					\$2000
Total	80				\$24,000

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Sample Project Plan

We are committed to using the project plan you submitted in your RFP and suggesting improvements based on the City's needs as they arise during the project. Please see below:

Phase 1
(3 month)-
December

This stage requires the consultant to research and report the following in preparation for the strategic planning sessions. Items to be considered:

- Review of organization's history, current state in terms of organizational structure, and core background and defining documents.
- Conduct interviews, surveys and focus group polling to receive stakeholder, business and community input.
- Develop a SWOT analysis of the organization to evaluate opportunities, gaps and/or concerns.

Phase 2
(3 months)-
March

This stage, the consultant would help the City to identify strategic goals and create an actionable strategic plan. The plan will include:

- An executive summary
- A comprehensive 3-year Strategic Plan that includes areas such as:
- Mission and Vision
- Guiding Principles and Values
- Goals
- Strategies and investments
- Outcomes
- Performance measures
- Recommendations for enhancing current financial, technological, human resources, and organizational alignment.
- Representation of resource allocations needed to achieve identified goals.

Phase 3
(To begin in
June)

This stage requires the consultant to assist the City by providing oversight of the implementation and evaluation process. This process should include:

- Develop monitoring and evaluation plan for strategic planning implementation.
- Follow-up session (s) with City leadership to gauge the progress of the implementation at three (3)-month point after plan delivery.
- Support the gathering of any measures that would give indication of successful implementation.

Appendix I: Consultant Resumés

John Patrick Fennig, Ph.D., L.P.
Managing Partner DRI Consulting



Profile – Organizational Consulting Psychologist

Dr. Fennig is a capable executive level manager and consultant. His reputation is producing significant, lasting and timely results through teams within and across organizational functions. He has special skills and interests working with the gifted/talented and high potential leaders of medium and large public and private organizations, family-owned companies, and entrepreneurial start-ups. Industry interests include professional services, healthcare, high technology, education, religious organizations and public sector.

The firm's clients now benefit from his more than 25 years expertise that includes:

- **Leadership Skills:** Demonstrated record achieving results as founder and leader of several businesses. Able to work closely with and through others to implement positive change and accomplish objectives across strategy, people and technology.
- **Consulting Skills:** Effective advisor, facilitator, and expert resource who adds measurable value for managers, teams and their projects.
- **Training Skills:** 30 years developing and delivering highly rated organizational, management, leadership, supervisory, and individual contributor workshops.
- **Thinking Skills:** Exceptional individual contributor to and facilitator of team-based strategic planning, problem solving, decision making and creative solution generation.
- **Technical Skills:** Significant credentials and experience applying the science of psychology, practice of business and PC computer technology. Implements "high end" tools for:
 - Organization Development
 - Change Management
 - Human Resource Development
 - Performance Management Systems
 - Career Development Processes
 - Selection and Staffing Systems
 - Assessment, Measurement and Analysis of people and their work
 - Computer Software/Internet Applications
- **Professional Supervision Skills:** A nationally recognized "consultant to consultants, coach to coaches and trainer of trainers" for the last 15 years. Experienced supervisor of the professional consulting work of nearly 100 pre and post licensure professionals in consulting psychology.

Professional Work

**1991 to
Present**

Managing Partner. DRI Consulting, North Oaks, MN.

Founder of and service provider in organization and human resource development consulting firm. Delivers information-based organization development, executive coaching and leadership training to organizations and individuals. Specializes in integrating strategic planning, people factors and



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technology. Provides comprehensive, intensive services to emerging and entrepreneurial businesses and work teams. Firm offers professional training to graduate, undergraduate and high school students in organizational consulting psychology.

Education

- L.P. Licensed Psychologist December 13, 1991 (Minnesota License: LP 0397)
- Ph.D. The Ohio State University. Program in Counseling Psychology (APA Approved).
- M.A. The Ohio State University. Counseling Psychology (APA Approved) March 1985
- B.A. Saint John's University. Psychology. (Minors: in Philosophy and Spanish)

Makesha T. Spence, Ph.D., L.P.
Principal Consultant,
Managing Partner DRI Consulting - Jamaica



Profile – Organizational Consultant

Dr. Spence is a proficient executive level manager, adult educator, and consultant. She has demonstrated skills in the design and implementation of organizational systems, processes, and policies. She has effectively managed and consulted with individuals, groups, and organizations in a range of sectors, and brings honed competencies in instructional design and adult training. Her primary interests include leadership development, cultural competence, and performance psychology.

The firm's clients now benefit from her more than 20 years' expertise that includes:

- **Program Evaluation Skills:** Trained and proficient program evaluator with skills that are particularly tailored to higher education environments and projects.
- **Leadership Skills:** Demonstrated performance in executive leadership, achieving results in systems and people management.
- **Consulting Skills:** Capable advisor and coach who facilitates and supports leaders and teams in strategic thinking, problem-solving, and change management activities. Works collaboratively with diverse clients to specify needs and implement positive interventions.
- **Training/Instruction Skills:** Over 15 years' experience in higher education and corporate training settings, designing and delivering tailored educational experiences and materials. High level instructional design training applied via a range of modalities, including face-to-face lectures and workshops, and through asynchronous or synchronous online platforms.
- **Effective Communication Skills:** Highly skilled in oral and written communication that is evidence-based and context-appropriate. Experience in executive university roles that require interfacing with corporate executives, government officials, international entities, and subordinates with clarity, empathy, and respect.
- **Research and Analytical Skills:** Over 10 years' experience in teaching and supervision of graduate research, and execution of research studies and funded projects. Proficient in developing proposals, conducting qualitative and quantitative research, and translating data into useful actionable information.

Professional Work

April 2017 to Present

Managing Partner. DRI Consulting Jamaica, Kingston, Jamaica.
Principal Consultant/COO. DRI Consulting, North Oaks, MN.

Function as lead consultant on a range of projects, including selection and developmental assessments, coaching, and training.



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Facilitate preparation, execution and evaluation of strategic planning and executive development sessions.
 Provide verbal and written feedback and detailed reports to hiring teams and organizational leaders.
 Develop tailored learning proposals and accompanying learning materials.
 Facilitate a range of learning experiences in leadership and consulting, including lectures, workshops, and webinars.
 Coordinator for *Consulting Psychology Corner*, DRIC's Training Platform.

2002 to Present

Consultant. International University of the Caribbean, Kingston, Jamaica, W.I.

Provide leadership transition, strategic planning, and quality assurance support.

Functioned as **Acting President** with overarching accountability for the strategic planning and operations of the University.

Functioned as **Vice President – Academic Affairs** with overall responsibility for registration of the University and accreditation of programs. Provided leadership for academic policy development, program design and implementation, and quality assurance.

Member of the University's core leadership groups: General Council, Executive Management Team, and Academic Board.

Instructional Designer, lecturer, practicum supervisor, and/or research supervisor for select courses in Psychology and Education.

Conduct research in Consulting Psychology, Cultural Competence, Performance Counseling, and Distributed Education.

Previously held roles as College Principal, Academic Dean, and Staff Associate – Graduate Studies.

Education

Ph.D.	University of Warwick, UK. Psychology. 2004.
M.A.	University of Phoenix, USA. Adult Education and Training. 2009.
Postgrad Cert	University of Warwick, UK. Psychotherapy. 1999.
B.A.	The Open University, UK. Psychology. 2001.
BSc.	University of the West Indies, Jamaica. Pure and Applied Sciences. 1997.
	Licensed Applied-Social Psychologist (Jamaica)
	Certified Performance Coach

Rhovine Small, Ph.D. in Progress, L.P.
Senior Consultant/Operations Manager at DRI Consulting



Profile – Organizational Consultant

Rhovine Small is a Senior Consultant and Operations Manager at DRI consulting. She has a Master of Science in Counselling and Consulting Psychology from the International University of the Caribbean in Jamaica. Her experience with education and workforce training adds to her strengths as a consultant. Rhovine is passionate about organizational development, personnel selection, training and leadership development.

The firm's clients benefit from her expertise that includes:

- **Leadership Skills:** Demonstrated performance in academic leadership, achieving results in people management and motivation. Able to work closely with and through others to implement positive change and accomplish objectives.
- **Consulting Skills:** Capable advisor and facilitator who works with individuals and teams to determine needs and collaboratively implement strategic change interventions.
- **Thinking Skills:** Proficient individual contributor and facilitator of planning, critical reflection and decision-making.
- **Training/Instructional Skills:** Develop course material and examinations and instruct students at the International University of the Caribbean in St. James, Jamaica. Deliver Undergraduate level lecturers to undergraduate students. Motivate students to excel and maintain positive and uplifting psychosocial environment. Strong background in teaching pedagogy and workforce training and development.
- **Interpersonal Skills:** Effective communicator who builds positive relationships with diverse individuals and teams based on empathy and respect.

Professional Work

2020 to now **Senior Consultant/Operations Manager.** DRI Consulting, North Oaks, MN.

Lead projects including executive coaching, selection and development assessments and training. Supervises and onboards Consultants. Manages day-to-day operations and finances of the firm.

2018 to 2020 **Consultant.** DRI Consulting, North Oaks, MN.

Lead projects including executive coaching, selection and development assessments and training. Deliver psychometric assessments and training to individuals and organizations. Provide verbal and written feedback to hiring teams to assist in the hiring process. Assist with individual coaching.

Coordinator for DRI Consulting social media platforms and vetting government bids.

2017 to now **Lecturer.** The International University of the Caribbean, St. James, Jamaica

Design and deliver presentations and lectures in psychology, classroom and behavior management, volunteerism and research. Coordinate psychoeducational projects and programmes to motivate and uplift students, faculty and the wider community.

2014 to 2016 **Teaching Assistant.** The International University of the Caribbean, St. James, Jamaica, W.I.

Designed and delivered presentations and lectures in counselling theories, skills and techniques, empathy and cultural competency.

Education

Ph.D. Grand Canyon University, USA. General Psychology with an emphasis in Industrial Organizational Psychology, 2021-2024.

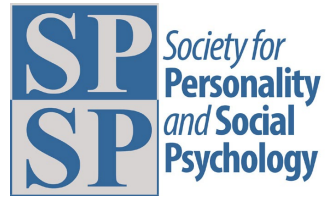
M.S. The International University of the Caribbean, Jamaica. Counselling and Consulting Psychology, 2019.

AdvCert. Delaware State University, USA. Workforce Training and Development. 2017.

DipEd. The Vocational Training Development Institute, Jamaica. Education and Training. 2018.

B.A. (Hons.) The International University of the Caribbean, Jamaica. Psychology. 2016.

The Society for Personality and Social Psychology is an international organization of social and personality psychologists.



Mission

The mission of SPSP is to advance the science, teaching, and application of social and personality psychology. SPSP members aspire to understand individuals in their social contexts for the benefit of all people.

Core Values

1. Innovation, rigor, transparency, and integrity in our science, education, and application.
2. Constructive scientific discourse.
3. Diversity and inclusiveness of people and ideas.

Goals and Objectives

1. **Promote scientific research in personality and social psychology**
 - a. Publish relevant journals.
 - b. Host annual convention/pre-conferences and regional meetings.
 - c. Provide research grants to members.
 - d. Recognize scientific merit with awards.
 - e. Promote best practices to foster innovation, rigor, transparency, and integrity.
 - f. Support forums for constructive scientific discourse.
2. **Promote education, training, mentoring, and varied career opportunities in personality and social psychology**
 - a. Foster continuing professional education and development through conferences, workshops, and other events.
 - b. Support summer institutes (e.g., SISPP) and specialized workshops.
 - c. Support teaching and mentoring through grants, awards, and other activities.
 - d. Develop academic and non-academic career resources.
3. **Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate**
 - a. Provide research, travel, and other support for diverse groups.
 - b. Foster international collaborations and exchanges.
 - c. Periodically review priorities for defining diversity.
 - d. Assess, develop policies, and provide guidelines to facilitate a positive climate in the field.
4. **Increase the public and scientific impact of the field to benefit society**
 - a. Prepare and distribute information explaining contributions of the field.
 - b. Host a centralized website organized by expertise.
 - c. Maintain a social media presence.
 - d. Advocate for funding and policies that expand the reach of the field.
5. **Maintain an effective and efficient organization to benefit the field**
 - a. Collect and maintain field-relevant data.
 - b. Maintain an endowment to foster our mission, values, and goals.
 - c. Follow transparent and prudent financial practices (e.g., align income with expenses).
 - d. Align the income and expenditures of the Society with SPSP's mission, values, and goals.

Approved August 2017



International University of the Caribbean



STRATEGIC

PLAN

2018

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STRATEGIC PLAN 2018 - 2021

Transforming Caribbean Peoples through Holistic Education

1.0 Message from the President: *Strategy as Missional Calling*

The IUC of 2016 to the present has encountered an environment that has negatively impacted the conditions that are required for reasonable levels of student recruitment. Several matters can be highlighted which require continued intervention and neutralization. As the IUC continues to make every effort to regain its strong footing, there will be the need to draw on the goodwill and active intervention of our stakeholders. Based on formal and informal feedback from these stakeholders, the following then become essential features of the initiatives that require priority action:

1. **Strengthening our financial position**, linked to a re-energized and effective recruitment agenda, more aggressive management of receivables and liabilities, and increased procurement of funding through grants, consulting contracts, and scholarships;
2. **Leveraging the resources and wisdom of stakeholders** to achieve collective efficacy in systems and processes that ultimately leads to **improved programme quality** and an **enhanced, inclusive customer experience** for all;
3. **Increasing local and global access** through delivery of more blended and online courses and programmes that provide relevant knowledge and skills, articulation opportunities, and lasting personal and community impact;
4. **Establishing a renewed brand image** that emerges out of our missional focus on service, peace, community engagement, and holistic transformative education.

The University's prevailing vision and mission remain intact. Indeed, IUC's strategy is fundamentally a missional calling to facilitate renewal, empowerment, and transformation. As stated in the preface to the previous strategic plan:

"One of the strengths of the International University of the Caribbean is its commitment to educational empowerment. This is a multifaceted concept which involves the achievement of far-reaching development goals through collaborative action. This process involves working together across campuses and delivery locations, disciplines, departments and faculties within the university as well as through collaborations with students, staff, alumni, other universities, locally and overseas, the Government and Private Sector.

The IUC history communicates a strong sense of connection to communities and fosters the belief that tertiary education intervention embodies a responsibility to promote educational, social and



economic development in the communities in which campuses are located. This will continue to form a central component of our strategic activities going forward and will be reflected in our programmed content and research. We see the need to be connected to research in the global learning environment and therefore these goals and international linkages will of necessity form an important component of our strategic activities.

This Plan focuses on the provision of an educational experience which will challenge students and inspire them to reach their fullest potential. We aim to prepare graduates to be leaders, innovators and entrepreneurs who are better prepared for their roles through their involvement in community-based activities, and their awareness of global issues and research.

The future path of the IUC will build on the past in a way which is strategically focused and which preserves our originality, and our reputation as a pioneering force in tertiary education”.



2.0 About IUC

The IUC Difference

Bringing quality, student-centred, cost-effective education to persons across Jamaica and internationally to meet the professional, developmental, and leadership needs of our world.

Founded by **the United Church in Jamaica and the Cayman Islands** in 2005

Built on the CLTD – founded in 1989 and
The Mel Nathan Institute – founded in 1978

8 Locations

Kingston ▪ Montego Bay ▪
Savannah La Mar ▪ Mandeville ▪
Santa Cruz ▪ Denbigh ▪ Tower Isle ▪
Snow Hill ▪ Online Campus

2 Colleges

*College for Leadership & Theological
Development*

Mel Nathan College

Programme Offerings from
Pre-University to
Doctoral level.



Swaby Regional Campus, Tower Isle, St. Mary



IUC Strategic Plan 2018-2021

Page 5 of 13

Strategic Vision <i>The International University of the Caribbean will function on the basis of an understanding of missional calling to influence the formation of quality leaders who are critically aware, spiritually and culturally sensitive, and open to new and lifelong learning, and as a consequence will cultivate and promote the present and future well-being of family, community, and nation.</i>	Vision Statement <i>To influence the empowerment of quality persons who will cultivate and promote the well-being of family, community and nation.</i>
Strategic Mission <i>To build educational communities that are committed to lifelong learning and therefore function as centres of resource in the communities' and nations' search for meaningful solutions to the challenges of the 21st century.</i>	Mission Statement <i>Co-creators of a more excellent way to lifelong learning, educational empowerment, prosperity, peace and wholeness.</i>
Values Excellence ▪ Peace ▪ Community ▪ Holistic Development ▪ Integrity	



3.0 Strategic Priorities

GROWTH OF...

	...People <i>IUC Stakeholders (prospective and current students, staff, alumni, and others) will experience IUC as a welcoming, service-oriented, and empowering community that meets their needs, exceeds their expectations, and facilitates self-actualization.</i>	...Product <i>IUC's products and services (teaching and learning, research, business and corporate services), will be accessible locally and internationally, and characterized by best practice, high quality, praxis, cost-effectiveness, and creativity.</i>	...Profile <i>IUC will have a consistent and coherent brand image locally and internationally that is characterized by quality, relevance, customer satisfaction and community impact.</i>	...Process <i>IUC's structure, systems and processes (financial, information/communication, operations) will be efficient, streamlined, adaptable, and aligned with the needs of the organization and other stakeholders.</i>
	ENABLING STRATEGY/ OUTCOME	OUTCOME	ENABLING STRATEGY/ OUTCOME	ENABLING STRATEGY
Key Actions	Implement a customer service training and monitoring programme for all staff members in order to create an outstanding stakeholder experience that meets needs and supports holistic development.	Enhance the University's regional and international identity as a Centre of Excellence in teaching, research and publication.	Maintain and expand the University's community outreach and engagement on the basis of its priority commitment to peace and entrepreneurship.	Optimize the growth and development of the IUC's human, financial and infrastructural resources.
	Implement a wellness programme for students, staff, and community that addresses physical, psychological, and spiritual health.	Expand the IUC's reach beyond its physical campus locations through strategic partnerships and blended/online programme delivery.	Attain university-level status through programme accreditation, institutional accreditation and certification with relevant academic and professional organizations.	Improve organizational efficiency by executing an organizational systems audit with a view to streamlining and digitizing communication, information, finance, and HR systems and procedures.
	Significantly increase learner population.	Develop and expand programme offerings to meet local and international workforce demands.	Increase solution-oriented responsiveness to local and international societal trends that issues of concern.	Complete a university-wide job analysis and realignment exercise that ensures efficient utilization of human resources and best fit between person, team, organization and role.
	Continue to offer scholarships and bursaries to persons from inner-city communities with particular focus on males.	Revisit and refine integration of key missional values: peace, action-reflection-improved action, and praxis orientation throughout all University curricula.	Strengthen engagement with stakeholder groups, including the United Church (and religious communities in general), and alumni.	Strengthen financial systems that focus on addressing institutional liabilities and receivables.

	...People <i>IUC Stakeholders (prospective and current students, staff, alumni, and others) will experience IUC as a welcoming, service-oriented, and empowering community that meets their needs, exceeds their expectations, and facilitates self-actualization.</i>	...Product <i>IUC's products and services (teaching and learning, research, business and corporate services), will be accessible locally and internationally, and characterized by best practice, high quality, praxis, cost-effectiveness, and creativity.</i>	...Profile <i>IUC will have a consistent and coherent brand image locally and internationally that is characterized by quality, relevance, customer satisfaction and community impact.</i>	...Process <i>IUC's structure, systems and processes (financial, information/communication, operations) will be efficient, streamlined, adaptable, and aligned with the needs of the organization and other stakeholders.</i>
	ENABLING STRATEGY/ OUTCOME	OUTCOME	ENABLING STRATEGY/ OUTCOME	ENABLING STRATEGY
Key Performance Indicators	50% improvement in internal and external stakeholder satisfaction.	100% increase in peer-reviewed publications by students and faculty.	100% (re)accreditation of programmes and Institutional Accreditation through the University Council of Jamaica.	30% increase in funds from endowments, grants, and scholarships received from external stakeholders.
	50% increase in learner enrolment.	100% online or blended delivery of all graduate programmes.	100% increase in white papers, media publications, and community interventions that address emerging public concerns and issues.	60% reduction in receivables and liabilities, and 50% increase in paid income from IUC products and services.
	10% increase in full scholarships year over year.	100% increase in delivery of online/blended	Establish new alumni engagement team with updated database and consistent (at least monthly) communication with graduates that provide opportunities for feedback, collaboration, and brand impact.	Internal and external stakeholder satisfaction scores of 80% with respect to organizational efficiency and realignment project.
	20% increase in bursaries for the period.	Viable launch of MBA programme, 5 short courses/ certifications in high-demand professional areas, and 2 programmes that address issues of spiritual health.	Establish new church engagement team with consistent (at least monthly) communication with UCJCI leadership and membership that provides opportunities for feedback, collaboration, and brand impact.	



4.0 Implementation Process:

(fully effective July 1, 2018)



**“Seek
Peace.
Pursue
Excellence”.**

1. Based on the University strategic plan, each unit of the University is required to prepare and submit for approval by the General Council through their respective sub-committee (See **Table 1.0** below):
 - a) A strategic plan for the period 2018-2021;
 - b) An operational plan for the period 2018-2020
2. A master operational plan for the University is created based on approved unit plans for the period 2018 – 2020.
3. The head of each unit has responsibility for:
 - a) Strategy implementation and liaises with the relevant personnel in each region to ensure that targets are being met as per stated timelines;
 - b) Updating information on progress made in respect of the unit's targets in the progress master-sheet;
 - c) Preparing monthly reports in respect to progress on targets.
4. Reports are submitted by the respective unit heads to the quarterly meetings of the relevant General Council committee for strategic feedback and recommendations for action.
5. Reports and recommendations from the General Council committee are fed into reports to the monthly meetings of the University's executive team where progress and further operational actions are addressed.
6. Key performance indicators are generated from the operational plans for each unit/department head and are included in the performance appraisal process for these persons.
7. The finance team meets bi-weekly to discuss progress on financial matters.
8. Using a shared Google-based tracking template, progress is tracked for the following components of the strategic and operational plans for departments/faculties, colleges, regions, and university (See **Table 2.0**):
 - a) Strategic Priorities
 - b) Key Actions
 - c) Key Performance Indicators

Table 1.0 – General Council Oversight (Strategic Planning)

Committee of the General Council	University Unit	Responsible Person(s)
Finance & Administration, and Fundraising	- Finance & Business Services - Operations (including Information & Communication Technology) - Centre for Communication & Student Services	Mr. Donald Reynolds Mr. Elon Beckford Mrs. Dahlia Patterson-Mills* Mr. Crouse Campbell* Mr. M. Tamu Evans*
Human Resource	Corporate and Human Resource Services	Dr. Noel Watson Mrs. Beverly Spence-Buchanan*
Academic Board and Graduate Studies, Research & Consulting (<i>for graduate programmes</i>)	- Academic Affairs (including CLTD and MNC) - Quality Assurance & Institutional Research - Registry - Library - Centre for Counselling & Psychological Services	Mrs. Irene Walter Prof. Hopeton Dunn Dr. Makesha Evans*

*Unit Heads



Sir Howard Cooke Campus, Montego Bay



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Table 2.0 – Sample template for tracking of strategic progress

1. Key action: Customer Service Training and Monitoring

Strategic priority: <i>People</i>	Key Performance Indicators	Baseline	Semester 1		Semester 2		Semester 3		Surplus/Deficit
			Target	Actual	Target	Actual	Actual	Target	
<i>Institutional</i>	50% improvement in internal and external stakeholder satisfaction								
<i>Academic Affairs</i>									
<i>Centre for Communications & Student Services</i>									
<i>Centre for Counselling & Psychological Services</i>									
<i>Finance & Business Services</i>									
<i>Corporate & Human Resource Services</i>									
<i>Registry</i>									
<i>Library</i>									
<i>Operations</i>									

The University's locations would each be expected to meet regional targets related to the Key Actions.



**International
University
of the
Caribbean**



College for
Leadership and
Theological
Development



Mel Nathan
College



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	Real World Team Leadership Tool 4: Team Strategic Planning Agenda Date: _____ Time: _____ to _____	
Leader: Recorder: Timekeeper: Process Observer: Learning Observer: Parking Lot Attendant: Optional Roles:	e.g. Phone Coverage, Food, Interpreter	
Participants:		
Instructions	This is a standard format for leading effective, time-limited work sessions. Wrapped inside the generic format are the 6 steps you need that are unique to implementing Tool 4: Team Strategic Planning. Your two main objectives from this meeting are to: (1) identify future opportunities with a plan to capitalize on those with the highest priority and (2) identify future threats with a plan to manage those posing the greatest risk.	
Time	Steps of the Tool	Responsibility
10 Minutes	Meeting Overview <i>(Note: This is the standard start for all eight work session tools.)</i> ✓ Introduce participants, their roles in the organization, and their functions in the project ✓ Assign meeting roles and ensure that each has the tools they need for their role ✓ Confirm goals of meeting and type of meeting this is ✓ Review and finalize agenda topics and their order in this meeting (This is an example of “tell ‘em what you’re going to tell ‘em”) ✓ Assign times to each topic ✓ Confirm any groundrules or guidelines for thought and action during this/these meetings	Leader
____ minutes	1. State Action/Plan (purpose/steps) <i>(Note: As with each of the other 7 tools, this first step after the meeting overview is for you to lay out all pertinent information, bring the others up to speed and define the scope of the situation. Skill applied here: “going wide” to produce information through brainstorming,)) Broadly:</i>	Leader

	a) What is the end result to be optimized and protected? i) Use Bryson Action Mapping Tool ii) E.g. review business results, larger organizational goals/expectations, past strat plans, processes, b) What are the potential opportunities (internal strengths, external/internal situations to capitalize on)? c) What are the potential threats (internal weaknesses, external/internal situations that endanger)? d) What is the end result to be optimized and protected? e) What steps must be taken to reach the end result? f) What are the particularly critical steps?	
____ minutes	2. Anticipate Potential Opportunities (probability/desirability) <i>(Skill applied here: “coming into focus” through list analysis and prioritization.) Use SWOT Tool for 2 and 3)</i> a) What are the specific potential opportunities? b) Rank these in terms of value and desirability of occurring.	Participants, Leader
____ minutes	3. Anticipate Potential Problems (probability/seriousness) <i>(Skills applied here: “coming into focus” through list analysis and prioritization.) Based on current actions and future opportunities you listed in (2) above:</i> a) What might go wrong? b) What is the probability that the potential problem will occur? c) What is the seriousness if the potential problem does occur?	Participants, Leader
____ minutes	4. Anticipate Likely Causes of Opportunities and Problems <i>(a skill applied here: “going wide” to produce information through brainstorming) Use Root Cause Analysis (e.g. Ishikawa Fishbone diagram)</i> a) What could cause this potential opportunity? b) What could cause this potential problem?	Participants, Leader
____ minutes	5. Select Preventive Actions a) What actions can be taken to address each likely cause? b) What actions can be taken to increase the probability of the opportunities occurring? c) What actions can be taken to reduce the probability of the potential problem occurring?	Participants, Leader

_____ minutes	6. Select Contingent (“Plan B”) Actions (Triggers) a) What actions will maximize the positive effects of potential opportunities (including things you listed in (6.a) above)? b) What actions will minimize the effects/ seriousness of the potential problem if it does occur? c) What information or events will trigger each contingent action?	Participants, Leader
_____ minutes	7. Modify Plan and Commit to Action <i>(Note: As with each of the other 7 tools, the final step is a “narrowing-in” step to bring clarity and closure to the process.)</i> a) How will opportunity optimizing actions be built into the plan? b) How will preventive actions be built into the plan? c) What are your backup plans (“Plan B, Plan C”)? d) How will this strategic plan be monitored? e) What are the rewards and penalties associated with this plan? f) Take action! (See Tool 7: Implementing)	Participants, Leader
15 Minutes	Administrative Wrap-up <i>(Note: This is the standard ending for all eight work session tools.)</i> ✓ Address issues in Parking Lot ✓ Review action items and accountabilities (what by whom by when). Confirm next meeting ✓ Provide Process Observer report ✓ Provide Learning Observer report ✓ Discuss: Were the goals of this meeting met?	Parking Attn Recorder Process Observer Learning Observer Participants

Seven Part Organizational Assessment Part One - Leadership and Leadership Systems

For each of the four factors of leadership, select the stage that best describes how senior executives create and sustain a clear and visible quality value system along with a supporting management system to guide all activities of the company toward quality excellence.

Leadership Factors	Stage 1 Short Term	Stage 2 Product Focus	Stage 3 Product Focus	Stage 4 Process or System Focus	Stage 5 Continuous Improvement	Choose Stage Assessment: 1-5 Or Don't Know: 0
Quality Vision and Values	The company's quality vision and values are not known by the work force	The communicated quality vision and values are based on products passing inspection	The quality vision and values are product focused and are regularly evaluated and communicated to the work force	The quality vision and values are customer focused and require processes to prevent quality problems from occurring	The quality vision and values are regularly evaluated to be the best in the industry.	1 2 3 4 5 0
	The company's primary focus is on making a profit	Executives discuss quality as "meeting specifications"	There is little or no employee involvement in defining and implementing quality values	Executives actively seek employee involvement in implementing the quality vision and values	Executives give the employees the authority to implement the company's quality vision and values	
	Executives do not appear to be involved with quality issues	Executives view quality problems as interruptions to normal business that cost money to handle	Executives react to quality issues as a normal part of business	Customer requirements and expectations are included in defining quality vision and values	Customer requirements are key to the organization's vision and values	
Executive Involvement		Executives address quality primarily as a direct result of customer complaints	Executives regularly discuss quality issues at business meetings	Executives emphasize satisfying both external and internal customer and supplier relationships	Executives are active in improving long-term relationships with customers and suppliers	1 2 3 4 5 0
		Quality is delegated to a separate quality control organization	Quality improvement activities are encouraged and discussed by executives but responsibility is delegated	Executives are personally involved in the quality improvement processes including regular reviews and evaluations	Executives actively lead quality efforts within company-wide systems and processes	
		Executives receive incomplete quality information, primarily based on quality control inspection data	Executives receive all key quality reports and review quality problems during executive staff meetings	Executives frequently contact customers to ensure customer's needs are included in product and long-term planning	Executives communicate principles of quality excellence to internal and external audiences with focus on improving the supply chain's quality efforts	
Integration of Quality Values Day-To-Day	Executive priorities are sales and profits	Executive priorities are sales, profits, schedules, budgets and cost reduction	Executives request and regularly receive customer feedback on product and service quality	Product and service quality and customer satisfaction normally take priority in executive decisions	Product and service quality and customer satisfaction always take priority in executive decisions	1 2 3 4 5 0
	Employee reward systems are based primarily on meeting output goals and schedules	Product and service quality goals exist, but are not the priority, particularly if there is a cost impact	Product quality and service goals are established as key success indicators	Quality measurements and results are important parts of the employee reward system	The organizational reward system is clearly and quantifiably tied to quality results and customer satisfaction	
	Quality is not usually a topic in meetings or daily operations	Employees in quality control areas have defined quality roles and responsibilities	Supervisors and managers in major business areas have defined quality roles and responsibilities and most employees understand product quality goals	Most employees know and understand the company quality policy, vision, and values	Quality vision and values are clearly defined, documented, integrated, understood, and practiced throughout the organization	
Commitment to Healthy, Safety and Outside Involvement	Public health and safety issues are addressed only through legal pressures; not seen as direct operating management responsibility	Safety, health and environmental issues are addressed only as required by customer or government regulations	Health, safety, and environment are issues that receive the organizations' attention	Health, safety, and environment are organizational priorities and are aligned with internal quality policies and practices	Executives are personally involved in some community safety, health, environmental or quality activities	1 2 3 4 5 0
			Some employees regularly meet with external organizations to share information and methods on safety, health, environment and quality		Executives are highly visible in combining safety, health, and environment with vision and values internally and externally to the organization	

Angela Philipp, City Administrator
405 3rd Street East
PO Box 528
Thief River Falls, MN 56701

Dear Ms. Philipp:

We are excited to submit the following proposal for Thief River Fall's strategic plan. Over the next several pages we intend to highlight our experience and unique approach to this important planning and engagement project. We know that the decision to partner with a firm for this project will be based upon many factors as outlined within the request for proposal, however we believe we are uniquely suited to meet your needs because of our experience as part of the public sector as well as our commitment to award-winning planning processes!

Todd Streeter brings years of personal experience as an elected official and former Mayor. As a former elected official, he is keenly aware of what makes a project like this a success! Todd will bring this understanding to Thief River Falls both as an advocate for this important planning project as well as a trusted member of this process who can advise and support throughout.

Like Todd, Joel Quanbeck brings more than 30 years of planning experience within the public sector. Joel has provided his planning expertise to counties, cities, townships, MPOs, state government departments along with administrative services ensuring communication and collaboration are paramount throughout this process. Bringing years of public and private experience is great, it's even better when they are an award winning team.

Todd's more recent collaborative process, the New Richmond Comprehensive Plan, received the **American Planners Association (WI) Award for Excellence in Innovation** for Community Collaboration's Working Committee™ engagement process. Joel's Four County Multi-Hazard Mitigation Plan was recently selected by FEMA Region VIII as a stellar example of FEMA required 5 year strategic plans for hazard mitigation.

Thorough pre-planning, meticulous administration, effective communication, and fulfilling collaboration are just some of the skills, talents and outcomes we bring to this process.

Respectfully submitted,

Joel Quanbeck

Joel Quanbeck
Senior Planner, AICP
KLJ Engineering

Todd Streeter

Todd Streeter
Principal
Community Collaboration

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INTRODUCING OUR FIRMS



**Community
Collaboration**

Community Collaboration

Community Collaboration specializes in relationship-building community engagement for Comprehensive Plans, downtown revitalization initiatives, and large master-planned development projects. Todd Streeter's engagement approach includes his award-winning

Working Committee™ process that increases community participation, buy-in, ownership, and local funding capacity. Todd's 20-years of community engagement leadership experience has assisted cities, counties, multi-governmental agencies, businesses, commercial property owners, nonprofit organizations, civic interest groups, and residents.

Mission

Create strong and enduring civic - community relationships through purposeful engagement.



The Award-Winning Working Committee™ Approach

"It was fun to watch how community process takes place. It's just amazing what you've accomplished, and it really shows through that you really care about the city and where we're going. That's huge for all of us and all the residents of the city. I really respect all of you." – Craig Kittel, Alderman, City of New Richmond, WI

Using Community Collaboration's Working Committee™ approach, a wide range of community stakeholders assume the responsibility of defining Reedsburg's future for the next 10 to 20 years by taking a purposeful, active, and long-term collaborative role in the success of their collective community. Through this approach they take hands-on ownership of Reedsburg's potential and assume the work required to make it a reality.

Goals

- » Create community-driven ownership and collective determination of the city's future
- » Inspire local talents, skills, support, and resources to assist the city in creating an ever-evolving community vision
- » Establish a long-term collaborative structure generating new and expansive involvement
- » Transform the civic and community environment where city officials and community work as one in orchestrating the city's future

Proven Community-Led Approach Successfully Builds Relationships

The successful community-led engagement approach establishes:

- » "We're in this together" working environment focusing on the future
- » Mutual respect and understanding through a purposeful solution-orientated process
- » Collaborative relationships creating a common vision, implementation buy-in, and collective ownership
- » Community resources willing to participate in supporting the committee's recommendations
- » Potential local funding of the committee's resulting projects



KLJ

Since the 1930s, we have worked alongside communities of all sizes, partnering with clients such as cities, counties, and developers – just to name a few. We create solutions that turn your visions into reality, improving the lives of people and communities across the nation. Our business model puts you first, providing an exceptional experience that truly reimagines what your project can become.



ENGINEERING NOW AND FOR THE FUTURE

The project you complete today impacts lives for generations. Together, we discuss your current needs, identify the alternatives, recommend the right solution, and uncover ways to positively impact our communities.



EXCEPTIONAL SERVICE

It's more than an engineering project – it's your experience. We become part of your community, and will care about your projects as much as you do, putting your project first. We will collaborate to understand what's most important to you and deliver an exceptional experience.



EXPERIENCE YOU CAN COUNT ON

Together, we'll complete more than projects; we'll create a legacy. And we know how to do this because we've been building our own for decades. Creating exceptionally engineered solutions is second nature at KLJ.



PEOPLE YOU CAN TRUST

With offices located across the nation, and more than 500 employee-owners, we have the capacity to provide the services needed to help our communities move forward and grow. We have the size and scope of engineering-based services along with the local expertise to drive your project forward to a successful result.

We mean it when we say there is no community too small, or project too big. Our team is committed to planning, designing, and supporting infrastructure projects of all shapes and sizes. From pipelines, roads, runways, and parks, we do all the sophisticated engineering you expect, along with the support and technical expertise you need.



AVIATION



CULTURAL
RESOURCES



ENVIRONMENTAL



FUNDING
RESOURCES



LAND
DEVELOPMENT



OIL & GAS



POWER



**AN
EXCEPTIONAL
EXPERIENCE**

PROJECT APPROACH

Our team's overall approach offers a baseline set of tasks to develop a strategic plan for the City of Thief River Falls. The planning tasks incorporate topics identified in the Request for Proposal (RFP) in a unique approach that ensures that the outcomes are driven by the leaders and constituents of your community instead of preconceived concepts.

We recognize that our understanding of your situation needs to grow in order to best serve you and your community. Therefore, we strongly recommend a pre-contract scoping meeting that allows the City to select the level of effort and services that will help you reach your project objectives. During this meeting, we will review all assumptions used in developing the proposed scope of services, as well as optional scope tasks and trade-offs associated with the study's budget.

Our overall project approach will proceed as defined by the outcome of the pre-contract scoping meeting. Baseline tasks are described in the Project Work Plan. Additional detail about the Engagement Approach follows the description of baseline tasks.

The fundamental purpose behind this submission and overall approach is to not just create a collaborative engagement environment between city staff and elected officials, but to reach out and engage community stakeholders and residents at-large through a thoughtful and purposeful strategic plan process. By creating an inclusive process with meaningful involvement of the community, additional Strategic Plan benefits will be achieved:

- Increase ideas, concepts and opportunities supporting the plan and ongoing civic efforts
- Identify what the community really thinks is important
- Receive significant community buy-in through their involvement
- Generate potential local funding for implementation of plan goals and objectives



Furthermore, this proposal not only meets all the required RFP elements, it provides a strong collaborative foundation by which the city government and the community may continue their collective involvement to successfully achieve city-wide goals and objectives for years to come.

Our approach describes two parallel kinds of activities: communication and technical development. Communication is central to the process. Technical Development compiles the outcomes of Communication and our research and analysis. Collectively, the communication and technical development produce your desired three year Strategic Plan.

PROJECT WORK PLAN

Phase 1 – Prepare for Strategic Planning Sessions

1. Consultant Team Initial research and plan development activity

- a. Research and review the civic history, current organizational structure and culture of the community
- b. Identify current community communication and engagement methods, messaging, internet platforms
- c. Relevant defining documents
- d. Work with city leaders to identify and recruit a steering committee that will collaborate with the Consultant Team in the overall development of the Strategic Plan

2. Consultant Team Initiates community inquiry processes

- a. Surveys
 - i. City staff and officials will be surveyed. In an effort to gain uninhibited responses from staff and officials, a blind survey will be used without use of respondent names. Survey responses will be tabulated and shared with the Steering Committee and other civic participants per request.
 - ii. Community and stakeholder groups will also be invited to complete a similar survey to obtain candid input on issues, opportunities, values, and priorities.
- b. Interviews
 - i. Civic interviews will be conducted to generate additional input, clarification of survey findings, and any ideas or suggestions to assist the Plan's development.
 - ii. Additional stakeholder interviews may be conducted in order to broaden our understanding of initial survey and interview results
- c. Reporting
 - i. Results from the civic and community surveys and civic interviews will be collated and reviewed with the "Steering Committee." The purpose of this workshop is to identify expectation gaps, issues and ideas from the civic and community sectors.
 - ii. This process will also include review of survey "priorities" from each sector to determine ranging importance and potential prioritization for the Plan. These results will also be used to identify potential Community Committee subcommittee topics that committee participants will study as part of their subcommittee activities.

3. SWOT Analysis

- a. Review results of community inquiry activities and draft external SWOT observations
- b. Steering Committee conducts independent initial SWOT analysis

- c. Steering Committee reviews results of appreciative inquiry activities and draft external SWOT observations to create an expanded and refined SWOT analysis

4. Community Visioning

- a. Form a Community Committee. Based upon participant sign-up from the community surveys during the community inquiry process, a Community Committee will be created to address the Plan's primary focus areas.
- b. Subcommittee Research and Report Recommendations. A subcommittee will be formed for each primary area where participants will focus on a topic of their choice to further study the issues and opportunities. The results of the surveys and SWOT analysis will establish the basis for the Community Committee's subcommittee formation of topic focus areas.
- c. Community Committee participants will use the Working Committee™ approach to research and identify potential ideas, concepts and solutions from other communities. From this research they will outline potential recommendations they feel may either address issues or bring about new opportunities to enhance community involvement and civic success.
- d. Findings. Participants from each subcommittee will draft Value, Vision, Guiding Principles, and Mission Statements for each topic to further articulate the Plan's direction and success potential.

Phase 2 – Identify Strategic Goals and Create a Plan

1. Steering Committee Workshop 1 – Issues, Opportunities and Priorities

- a. Consultant Team prepares materials for Steering Committee Review on early engagement activities and community visioning work
- b. Steering Committee reviews results of community visioning work
- c. Steering Committee brainstorms strategic path options considering:
 - i. Issues, opportunities, and priorities
 - ii. Collaborative support potential from community individuals and organizations
 - iii. Approach to obtain community support
 - iv. Potential state and federal support

2. Steering Committee Workshop 2 – Values, Vision, Mission, Guiding Principles

- a. Consultant Team will begin outlining and drafting initial Strategic Plan elements for Steering Committee review and input.
- b. Steering Committee reviews and refines draft strategic planning flow chart
- c. Steering Committee reviews and evaluates multiple strategic plan goals, objectives and strategies
- d. Steering Committee reviews and revises drafts of Value, Vision, Mission, and Guiding Principles

3. Steering Committee Workshop 3 – Goals, Objectives, and Strategies

- a. Consultant Team prepares draft goals, community and organizational objectives and strategies based on Steering Committee discussion at Workshop 2
- b. Steering Committee reviews and refines goals, community and organizational objectives, and strategies

4. Steering Committee Workshop 4 – Organizational Restructuring

- a. Consultant Team will outline an initial restructuring plan reflecting all the findings from Workshops 1-3 for “Steering Committee” review and input at workshop.
- b. Steering Committee will prepare a summary and illustration of Delphi Technique
- c. Steering Committee reviews initial restructuring plan and summary of previous workshop findings.
- d. Steering Committee uses Delphi Technique to draft organizational restructuring plan

5. Steering Committee Workshop 5 – Timeline and Responsible Parties

- a. Consultant Team will outline an initial recommended Plan timeline and allocation of resources and responsible parties reflecting reviewed drafts from previous steps and restructuring recommendations from Step 5 for “Steering Committee” review and input at workshop.
- b. Steering Committee will review and revise:
 - i. Draft timeline progression
 - ii. Draft resource allocation considerations
 - iii. Draft allocation of oversight responsibilities

6. Steering Committee Workshop 6 – Monitoring Success and Key Performance Indicators

- a. Consultant Team will outline an initial Plan monitoring and performance recommendations for “Steering Committee” review and input at workshop.
- b. Steering Committee will review and revise:
 - i. Draft success indicators
 - ii. Draft performance evaluation indicators
 - iii. Draft monitoring and monitoring protocols

7. Steering Committee Workshop 7 – Next Strategic Planning Process Considerations

- a. Consultant Team will outline initial next strategic planning process(s) and opportunity recommendations for “Steering Committee” review and input at workshop.
- b. Steering Committee will review and revise:
 - i. Considerations impacting the success of the strategic plan
 - ii. Considerations of potential challenges for ongoing planning and implementation

- iii. Considerations impacting investments, potential budgets (including implementation budget) and capital outlay planning

8. Steering Committee Workshop 8 – Initial Strategic Plan Contents

- a. Consultant Team will prepare initial Plan draft of main contents for “Steering Committee” review and input at workshop.
- b. Steering Committee will review and revise the initial draft Strategic Plan content which includes:
 - i. Values, Vision, Mission and Guiding Principles
 - ii. Organizational objectives and strategies and anticipated outcomes
 - iii. Recommendations for enhancing current financial, technological, and human resources, and organizational alignment
 - iv. Implementation budget
 - v. Performance measures and monitoring plan

9. Steering Committee Workshop 9 – Final Strategic Plan Draft

- a. Consultant Team will prepare an updated Plan draft of full contents for “Steering Committee” review and input at workshop.
- b. Steering Committee will review and revise the full draft Strategic Plan into its final form for presentation to the City Council approval

10. City Council Strategic Plan Approval

- a. Full draft Strategic Plan is delivered to city council members for review
- b. Consultant Team and City Council collectively review and finalize any changes to the Strategic Plan in a workshop
- c. Formal adoption at a subsequent City Council meeting

Phase 3 – Oversee Implementation and Evaluation

1. Consultant Team Oversight of Implementation and Evaluation

- a. Participate in follow up sessions to gauge progress at the three month point
- b. Support gathering of any measures that would give indication of success

AWARD WINNING ENGAGEMENT APPROACH

As we embark on development of this three-year plan our focus is on four main components: purposeful engagement, inclusive communication, community-wide ownership and celebration, and something often lost in these types of plans: a process that is enjoyable.

Purposeful Engagement

The first two to three months of this project will include active engagement and listening through a mix of one-on-one meetings, small group conversations and larger listening sessions. The first group will be civic participants including key staff and elected officials. The second group will include key stakeholders and interested community members at-large. We have found that listening sessions are most conducive in an environment outside of City Hall, therefore, our meetings may include walking listening sessions, outdoor meetings (weather permitting) and scheduled gatherings within the community.

Critical Questions

We'll begin the planning process by seeking to address critical questions.

- Is city and community on the same page?
- What issues or areas are a priority for the city and the community?
- What issues can be addressed with community help?
- What opportunities could be created with community support and funding?
- What community organizations and individuals may be willing to get and stay involved?

The Consultant Team will organize all engagement activities with the assistance of staff and will confirm civic participants prior to formal invites. Civic and community participants will receive meeting information and materials prior to meetings which will highlight questions that we will be asking participants to respond to as part of this initial step. In addition to our in-person meetings, a community survey will allow us to better understand key elements and issues from a larger population of the community at-large. In addition to the community survey, we may participate at community events to introduce the Plan's development to the community and most importantly, to simply listen!

The listening phase will occur shortly after the contract is signed and our sessions will run for Months 1 through 3. We will provide two key elements as a part of this process: a word map which will highlight the key themes / words during our listening sessions as well as summary report of key elements and how they fit within the context of a Strategic Plan.

In addition to these listening activities our team will be compiling and reviewing the background information you have noted in the RFP (History, Organizational Structure, and Defining Documents).

Inclusive Communication

As we move into the third month, we will begin communicating our findings to a greater audience outside of just those that are part of the Strategic Planning meetings. This will be done through a series of “Thief River Falls Podcasts” that Todd and Joel will facilitate and link to the City’s social media sites. During these podcasts, we’ll be highlighting the initial findings, speaking with key stakeholders and introducing key elements of the strategic planning process. Additionally, we will conduct a series of Steering Committee workshops to review and discuss findings from previous planning steps. Each Plan element will be generated during our listening sessions, participation at community events (if possible) as well as our on-going communication with Steering Committee members and key stakeholders.



Podcasts

Todd and Joel will develop a total of four (4) edited podcasts throughout this process. Podcast format details to be developed upon proposal acceptance. The final podcasts will be submitted to the City for uploading onto various social media platforms.

Strategic Planning Workshops

We offer two types of staff workshop formats that can be further reviewed and finalized upon the acceptance of the proposal. We are recommending the creation of a Steering Committee of interested staff and elected officials participate on an on-going basis throughout the project by attending workshop meetings.

Option A (Fewer but longer workshops)

Our first option involves combining several workshops starting in early in the third month to review and revise initial planning products and review upcoming process activities. We anticipate these meetings to be approximately 3-4 hours.

The fourth month will be used for the heavy lifting topics in the middle of Phase 2. We anticipate this meeting to be 4-5 hours in length. For this reason we would propose having a half-day meeting on a Friday or Saturday.

Our fifth and sixth months would be used for workshops to review and discuss remaining workshop topics and final Plan preparations. They are also expected to be 4-5 hours in length.

Note: These workshops will require in-person presence of the Consultant Team.

Option B (More but shorter workshops - recommended)

The second option involves shorter workshops at the conclusion of several of the process steps as outlined in the Project Work Plan section. These shorter sessions will allow for specific discussion and advancement of the Strategic Plan process per each stage of activities. This allows for focused discussion and collective advancement to the next step in the process. This also allows staff and officials to comment on the findings of each step of develop as the process proceeds providing continuity and constructive implementation of the next step.

These shorter workshops may not require in-person meetings but may be conducted over the internet at a cost savings to the project.

Project Conclusion Presentation (At Community Celebration)

Our unique presentation style combines both the practical (the elements of the plan) with what we hope will be enjoyable (community celebration). Our experience points to the following: if a Strategic Plan is to be truly supported by the community it must be bought in by the community. For this reason, we will be working on developing a community celebration in the sixth month of the project. This meeting will be open to all and we'll work with the City organizing this event. During the Community Celebration, both Todd and Joel will highlight our findings, but most importantly, we want to highlight the key elements of this planning process in a celebratory fashion. This is our way of saying thank you to the community for their trust in us as well as to assist with guiding the planning process moving forward.

SUMMARY OF PROPOSED PROCESS

Plan Development Strategies

We have defined our plan process strategies and incorporated them into our Work Plan and their sequential steps to achieve the desired plan outcomes.

- Involve community and organization stakeholders at various points along the process
- Identify primary & secondary issues and opportunities
 - Determine the gaps between community expectations and city leadership
 - Identify areas of common ground for immediate collaborative efforts
 - Generate alternative paths for plan development and implementation
- Maintain community involvement to generate plan buy-in and ongoing support
- Have plan and organization structure reflect community involvement opportunities
- Have community celebration to mark success and promote ongoing involvement

Project Deliverables

- Civic interviews and surveys
- Community Survey
- Word Map
- SWOT Analysis
- Community Committee/Subcommittee
- Value & Vision Statements
- Guiding Principles Statements
- Mission Statements
- Committee Plan Recommendations
- Issues, Opportunities & Priorities
- Goals, Objectives and Strategies
- Organization Restructuring Recommendations
- Timeline and Responsible Parties
- Action Plans and Next Steps
- 3-Month Evaluation Session
- 4 Community Podcasts

EXPERIENCE

Joel Quanbeck, AICP | Technical Planning Lead

Years of Experience: 30

Education: BS Sociology, North Dakota State University; Minor Emergency Management, North Dakota State University

Joel has nearly 30 years of professional planning experience in Minnesota, North Dakota, Montana, and South Dakota. Some of his most significant experience includes comprehensive planning, zoning, socio-economic analysis, emergency management, public involvement, transit system analysis, and floodplain management. Joel has provided planning services

to counties, cities, townships, MPOs, state government departments, private developers, and both public and private non-profit organizations. These varied projects allow him to understand the perspectives of and effectively serve a wide variety of organizations, as well as small to medium-size local governments. Joel has also completed large projects of regional significance.

During his “free time,” for several years he was actively involved in a historic neighborhood organization and helped develop the first historic overlay district for the City of Fargo, ND. This experience has provided many insights into the issues and opportunities of defining and establishing neighborhood-level design guidelines. During this same time period, Joel also participated in some original research into issues and opportunities pertaining to traditional neighborhood design.

In addition to writing comprehensive plans and land development codes for counties, cities, and townships, Joel has provided planning administrative services to them. This means he understands the practical issues of implementation, as well as the theoretical issues of code development. This broad experience allows him to see the ramifications between comprehensive plans and implementation. His analytic strengths will be especially used in the first phase of the Reedsburg Comprehensive Plan project to collaboratively define exactly what issues need to be addressed in the new plan.

Joel has also worked extensively in emergency management. In recent years this has been in the area of multi-hazard mitigation planning. In addition to writing several Multi-Hazard Mitigation Plans, he has participated in a number of workshops and conversations with FEMA representatives about the integration of hazard mitigation planning with other planning processes and documents. Joel will use this understanding and experience to assist Reedsburg in minimizing hazard risks at a policy and strategic level.

Relevant Experience

Current and Recent Community Planning Projects

- » Dickinson Comprehensive Plan Implementation Strategy (ND) – developing protocols and indicators for implementation tracking
- » 4 County Multi-Hazard Mitigation Plan (ND) – needs assessment and strategic action plan development
- » Adams County Multi-Hazard Mitigation Plan (ND) – needs assessment and strategic action plan development
- » City of Valley City (ND) – Technical Assistance and Planning Commission Staff Services
- » Cass County Comprehensive Plan (ND) – goals, guiding principles, policies, and strategies development

Todd Streeter | Communications and Public Engagement Lead

Years of Experience: 20

Education: BS Marketing/Advertising, Arizona State University; Entrepreneurial Studies, University of St. Thomas

Community Collaboration specializes in relationship-building community engagement for Comprehensive Plans, downtown revitalization initiatives, and large master-planned development projects. Todd's engagement approach includes his award-winning Working Committee™ process that increases community participation, buy-in, ownership, and local funding capacity. Todd's 20-years of community engagement leadership experience has assisted Cities, Counties, multi- governmental agencies, businesses, commercial property owners, nonprofit organizations, civic interest groups, and residents.

Relevant Experience

Professional and Civic Positions

- » Principal, Community Collaboration
- » Mayor, City of Lake St. Croix Beach
- » President/Executive Director, Greater Stillwater Chamber of Commerce
- » Co-Founder/Chair, Lower St. Croix Valley Community Foundation
- » Board Member, St. Croix Crossing Coalition
- » Board Member, Stillwater/Oak Park Heights Convention and Visitors Bureau

Current and Recent Community Engagement Projects

- » Metropolitan Airports Commission (MN) – Minneapolis/Saint Paul International Airport Comprehensive Plan
- » Village of Pleasant Prairie (WI) – 180 Acre Downtown Master Planned Development
- » Village of Turtle Lake (WI) – Comprehensive Plan | CAP Community Engagement
- » City of New Richmond (WI) – Comprehensive Plan | CAP Community Engagement (APA-WI Award)
- » City of Cambridge (MN) – Downtown Revitalization
- » City of Stillwater (MN) – Downtown Comprehensive Plan | Downtown Revitalization

Previous Chamber Engagement Initiatives

- » Community Symposium – Created two-year, four-city economic development initiative involving mayors from Stillwater, Bayport, Oak Park Heights, and Lake Elmo, and area organizations
- » Downtown Stillwater Revitalization – Created two-year community-led revitalization process

SUCCESS STORY

Downtown Stillwater, MN

In 2012, as chamber leader, I created the Downtown Revitalization Committee (DRC) to engage downtown businesses, property owners and city and county government officials to address long-standing issues that held back downtown Stillwater from realizing its true success potential.

Pre-existing Conditions.

As our country was emerging from the Great Recession, downtown was feeling the effects of a stagnant economy and rising vacancies. This situation was further exasperated by detrimental attitudes and marketing efforts which created divisions among business owners and an ongoing rift between downtown and its residents. Downtown was suffering from very common conditions ...

Seasonal Business Cycle. Downtown business soared during summer months due to heavy out of town visitor traffic, but once fall arrived, it would become a virtual ghost town throughout the winter. This boom-bust cycle left businesses complaining about the lack of people downtown during the long winter months.

Resident Alienation. Due in large part to the popularity of downtown during summer months, area residents avoided downtown taking their business elsewhere. Unfortunately, this avoidance attitude would continue well into the winter months, creating resentment from downtown businesses.

Turf Wars. As with many historic downtowns, pockets of business owners held opposing views from other groups of business and property interests. This condition existed for decades which degraded relationships among downtown as well as with city officials.

Other Issues. Downtown's infrastructure and buildings were aging and showing their wear and tear. Some property owners deferred building maintenance. Sidewalk widths, traffic control lights, and parking signs posed obstacles for an aging population. Outdated snowplowing policies created barriers for businesses and hazardous conditions for downtown visitors.

The Need for Change

The DRC was launched to bring downtown and government officials together in a collaborative working environment. The launch of the DRC coincided with the congressional efforts to build a new St. Croix Crossing bridge which would forever alter downtown's visitor and automobile traffic.

The Work

More than 40 downtown businesses, property owners, organization leaders, and city and county officials met once a month for two and a half years to begin the process of revitalizing downtown.

The Success

With more than two years of collaborative interaction, the DRC attracted nearly \$100,000 in sponsors, local funding and in-kind professional services. The DRC subcommittee presented their concepts to the city with new collective cooperation. And downtown began to work together as one group dedicated to making downtown a 12-month destination.

Downtown Accomplishments

- ✓ Officials from Folsom, CA visited Stillwater to learn what we were doing
- ✓ City incorporates DRC recommendations into Downtown Comprehensive Plan RFP
- ✓ Two new high-end luxury hotels locate on Main St.
- ✓ Closure of historic lift bridge and conversion to walking and bike path
- ✓ Creation of Chestnut Street Plaza
- ✓ Water Street Inn hotel addition
- ✓ Continued growth of downtown tourism
- ✓ Art displays and murals
- ✓ Conversion of depot to theater
- ✓ Up-lighting of historic buildings
- ✓ New wintertime events draw visitors during COVID and generates \$200,000
- ✓ Lighting of lift bridge
- ✓ Expanded outdoor dining and sidewalk seating
- ✓ City Acquisition of Lumberjack Landing (Aiple) Property & Investment in riverfront parks/public spaces
- ✓ Participation in River City Sculpture Tour
- ✓ New Downtown Property Owners & Development
- ✓ Renewed Historic Storefront Rehabilitations

“The ideas, opportunities and vision they developed has been of tremendous value to our on-going community development efforts. I believe a committed focus to business needs, concerns and desires should be included in the public engagement process for any community improvement project or comprehensive plan update.”

Bill Turnblad, Community Development Director, City of Stillwater

REFERENCES

KLJ

City of Valley City, ND
Contract City Planner (2021)
Gwen Crawford, City Administrator
701-845-8120

Cass County, ND
Comprehensive and Transportation Plan (2017-2018)
Jason Benson, County Engineer
701-298-2372

Fargo-Moorhead Metropolitan Council of Governments
Fargo-Moorhead Long-Range Data Development Plan and Demographic Forecast Study (2016-2017)
Cindy Gray, Executive Director
701-232-3242

City of Crookston, MN
Comprehensive Plan (2015)
Amy Finch, City Administrator
218-281-5713

City of Dickinson, ND
Comprehensive and Transportation Plan and West Dickinson Area Plan (2012-2014)
Walt Hadley, Planning Director
701-456-7812

Community Collaboration

Metropolitan Airports Commission
Dana Nelson, Director, Stakeholder Engagement
dana.nelson@mspmac.org
612-725-6330
6040 28th Avenue South
Minneapolis, MN 55450

Village of Pleasant Prairie
Nathan Thiel, Village Administrator
nthiel@pleasantprairiewi.gov
262-925-6721
9915 39th Avenue
Pleasant Prairie, WI 53158

City of New Richmond
Beth Thompson, Community Development Director
bthompson@newrichmondwi.gov
715-243-0402
156 East First Street
New Richmond, WI 54017

City of Cambridge
Lynda Woulfe, City Administrator
lwoulfe@ci.cambridge.mn.us
763-689-3211
300 3rd Avenue NE
Cambridge MN 55008

SUGGESTED PROJECT TIMELINE

Phase 1 – will take between 2 and 3 months depending on the frequency of community committee/subcommittee meetings

Phase 2 – will take approximately 3 months (depending on choice of workshop approach and frequency of meetings)

Phase 3 – will depend on implementation initialization by the City Council, but will conclude after three months

BUDGET

As noted early in our proposal, we recommend a pre-contract scoping meeting to refine the schedule and work tasks to meet the City of Thief River Falls needs and preferences. Our proposed budget is based on an estimated \$16,000 for labor costs. Travel costs and miscellaneous expenses will be charged in addition to the labor costs, and will be dependent on the approach selected by the City.

**CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY**

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
<u>RBC</u>						
Goldman Sachs BK SLT Lake City	Certificate of Deposit - Brokered	\$200,000	24-Jan-22	2.95%	23-Jul-19	\$202,342.00
Texas Echange Bk Crowley	Certificate of Deposit - Brokered	\$249,000	25-Mar-22	1.00%	27-Apr-20	\$250,324.68
Albertville Ala Taxable GO	Certificate of Deposit - Brokered	\$255,000	01-Jun-22	0.64%	01-Jun-21	\$255,826.20
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	\$82,000	23-Aug-22	2.35%	23-Aug-22	\$83,788.42
Bank Hapoalim BM New York	Certificate of Deposit - Brokered	\$171,000	26-Feb-21	0.25%	26-Aug-22	\$171,179.55
BMW Bnk North Amer Salt Lake	Certificate of Deposit - Brokered	\$209,000	11-Oct-23	1.85%	11-Apr-20	\$215,445.56
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	\$249,000	15-May-24	2.75%	15-May-19	\$263,643.69
New York Community Bank	Certificate of Deposit - Brokered	\$183,000	03-Jun-24	0.30%	03-Dec-21	\$181,612.86
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	\$500,000	01-Oct-24	2.25%	12-Aug-20	\$525,760.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	\$245,000	27-Feb-25	1.80%	27-Aug-20	\$254,096.85
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$184,930.65
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$241,854.90
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.40%	30-Jun-21	\$249,057.27
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$243,304.60
Defiance Ohio City Sch Dist	Certificate of Deposit - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$481,811.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$188,141.80
Plattsburgh NY Pub Impt Bnds	Bond - Brokered	\$200,000	01-Nov-22	2.25%	02-Nov-17	\$203,576.00
RBC INVESTMENTS						\$4,196,696.03
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-19	0.65%	16-Dec-21	\$100,000.00
BORDER STATE BANK INVESTMENTS						\$100,000.00

Texas Capital Bank	Certificate of Deposit - Brokered	\$249,500	17-Sep-21	0.200%	\$249,500.00
Western Alliance Bank	Certificate of Deposit - Brokered	\$245,300	22-Apr-22	0.200%	\$249,500.00
Servisfirst Bank	Certificate of Deposit - Brokered	\$248,600	05-Jul-22	0.160%	\$249,500.00
Greenstate Credit Union	Certificate of Deposit - Brokered	\$249,200	19-Dec-22	0.210%	\$249,200.00

4M INVESTMENTS

\$997,700.00

TOTAL CD INVESTMENTS

\$5,294,396.03

MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	1.43%	\$3,167,812.16
RBC	US Govt Money Market Fund	0.95%	\$0.03
League of Minnesota Cities	4M Money Market Fund	2.16%	\$6,235,169.96
League of Minnesota Cities	4M Plus Fund	2.20%	\$25,772.50
League of Minnesota Cities	4M LTD Account		<u>\$500,350.00</u>

TOTAL MONEY MARKET SAVINGS

\$9,929,104.65

GRAND TOTAL

08/31/2021 \$15,223,500.68

*Interest paid every 6 months.