# THIEF RIVER FALLS CITY COUNCIL
# AGENDA
## Tuesday, April 15, 2025

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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

5. **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
   5.1. Zehlians - Flower Baskets Presentation

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 April 1, 2025 Council Proceedings (4-8)
   7.2. City of Thief River Falls Bills and Disbursements (9-43)

8. **NEW BUSINESS**
   8.1. Approve a Commercial Storefront Renovation Loan to PHT Properties (44-45)
   8.2. Approve a Commercial Energy Renovation Loan to PHT Properties (46)
   8.3. Approval of Variance Request - Steve Westerman (47-61)
   8.4. Approval posting for a Full-Time Building Official (62)

8.5. Amend City Ordinance 150.06 – Regulating and Controlling Towers (63-67)

8.6. Conditional Use Permit Request – Wikstrom Telephone Company (68-72)

8.7. Approval of Remote Monitoring and Management Support Tool (73)

8.8. Approval of POS Registers for Liquor Store (74-75)

8.9. Approval of Clip Training Subscription (76-79)

8.10. Statement of Work for Civic Plus (80-101)

8.11. Statement of Work for AudioEye from Civic Plus (102-107)

8.12. To approve and authorize the City Administrator to sign the Northern Woodwork, Inc proposal (108-109)

8.13. To approve and authorize the City Administrator and Mayor to sign the revised Memorandum of Understanding with the Pennington County Council on Aging as owner of the Heritage Center. (110-112)

8.14. To approve a Mamava XL pod at the Ralph Engelstad Arena (113-121)

8.15. Authorize City Administrator to sign the VIA Engagement letter – GASB 67/68 (122-127)

8.16. Approve CDAB appointment renewal and new appointment (128)

8.17. Approve application for loan/grant for lead service line replacement project (129)

8.18. Approval to appoint Brian Jacobson an as Director and John Kinsman as Advisor to the NMPA Board of Directors. (130)

8.19. Purchase and Installation of New Carpet in City Hall Public Works Director's Office (131-132)

8.20. Administration fees for executing contracted grass mowing for city code compliance. (133-134)

8.21. New resurfacing of four (4) tennis courts and one (1) basketball court at Englestad Park (135-141)

8.22. New roof construction for the Municipal Liquor Store and the Public Library (142-144)

8.23. Approval of the TRF Police Department to purchase a 20 new Glock duty pistols to replace aging duty handguns with sights and holsters. (145)

8.24. Approve the Employment of Colin Bruggeman as Patrol Officer (146)

8.25. Approval of TRF Police Department to purchase 6 additional batteries for the body cameras (147)

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**

- **State of The City Address** - Council Chambers April 28th at 5:30 pm
- **Tri-City Meeting** (TRF, Crookston & EGF) - Ralph Engelstad Arena Imperial Room April 29th. Dinner at 5:30 pm Session at 6 pm.
- **Spring Cleanup Day for Pennington County Residents** - Saturday, May

3rd from 8 am - Noon (call Les's Sanitation with questions 681-7312)

- **City Council Meeting** - Council Chambers May 6th at 5:30 pm
- **Public Utilities Committee Meeting** - Room 101 May 12th at 7 am
- **Public Safety Committee Meeting** - Room 101 May 12th at 4:30 pm
- **Administrative Committee Meeting** - Room 101 May 13th at 4:30 pm
- **Public Works Committee Meeting** - Room 101 May 14th at 4:30 pm
- **City Council Meeting** - Council Chambers May 20th at 5:30 pm

## 11. INFORMATIONAL ITEMS

11.1. Investment Summary (148-149)

## 12. ADJOURNMENT

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

**City Council Meeting Minutes**
**Tuesday, April 1, 2025**

## CALL TO ORDER

This meeting is officially called to order at 5:30 pm on April 1, 2025. This meeting is being presided over by Mayor Mike Lorenson.

## PLEDGE OF ALLEGIANCE

## ROLL CALL

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

## PUBLIC FORUM

## PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

## APPROVE AGENDA

Councilmember Scott Pream motioned, being seconded by Councilmember Kelly Langness, to approve the agenda with the addition of 8.5, 8.6 and 8.7.

On vote being taken, the resolution was unanimously passed.

## CONSENT AGENDA

RESOLUTION NO. 04.65.25: Approval of March 18, 2025 Council Proceedings

> Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 04.65.25, being seconded by Councilmember Michele McCraw, that:
>
> THEREFORE, BE IT RESOLVED By the City Council to approve the March 18, 2025 Council Proceedings.
>
> On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.66.25: Approve City of Thief River Falls Bills, Disbursements and Council Per Diems.

> Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 04.66.25, being seconded by Councilmember Michele McCraw, that:
>
> THEREFORE, BE IT RESOLVED By the City Council to authorize payment of bills and disbursements in the total amount of $1,903,482.25 and Council per diems in the total amount of $1217.50. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

**NEW BUSINESS**

RESOLUTION NO. 04.67.25: Approve employment of Anthony Horachek as Firefighter

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.67.25, being seconded by Councilmember Megan Arlt, that:

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

WHEREAS, The filling of the position will complete filling all vacancies in the department.

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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.68.25: Approval of the MN State Joint Powers Agreement (JPA) with the MN Human Trafficking Investigator's Task Force.

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.68.25, being seconded by Councilmember Michele McCraw, that:

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

THEREFORE, BE IT RESOLVED To approve the renewal of the MN Human Trafficking Investigator's Task Force Joint Powers Agreement (JPA) and the Minnesota Bureau of Criminal Apprehension.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.69.25: Membership in Community Venture Network (CVN)

Following discussion, Councilmember Scott Pream introduced Resolution 04.69.25, being seconded by Councilmember Jason Aarestad, that:

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

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

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

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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.70.25: Conditional Use Permit Request – Wikstrom Telephone Company

Following discussion, Councilmember Jason Aarestad Resolution 04.70.25 from tabled Resolution at 3/18/25 Council, being seconded by Michele McCraw.

RESOLUTION NO. 04.71.25: Conditional Use Permit Request – Wikstrom Telephone Company

Following discussion, Councilmember Jason Aarestad postponed Resolution 04.71.25, being seconded by Councilmember Megan Arlt to include on the April 15, 2025 City Council meeting along with the Ordinance Change request to increase tower height to 365ft.

Rollcall Vote – Nay: Narverud, McCraw and Pream. Aye: Aarestad, Arlt, Lorenson, Bolduc, Langness.

RESOLUTION NO. 04.72.25: Library Bathroom Change Proposal Order #1 and #2

Following discussion, Councilmember Scott Pream introduced Resolution 04.72.25, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED To approve the Library Bathrooms, change proposal request #1 & #2. The total cost is $5,275.00.

#1. The proposal is for additional purchase, wiring, and installation of 2 automatic electric hand dryers in the new restrooms. Total cost $3,907.00 from Schmitz Builders,

#2. The proposal is for removal of existing concrete to relocate floor drain in the mechanical room. Total cost of $1,368.00 from Schmitz Builders, Inc.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.73.25: Approve City Hall Remodel Change Proposal Request #3

Following discussion, Councilmember Steve Narverud introduced Resolution 04.73.25, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED To approve the City Hall remodel change proposal request #3. The proposal is for the purchase and installation of new carpet in Hall Rm 118(old billing bump out). Total cost $807.00 from Schmitz Builders, Inc.

On vote being taken, the resolution was unanimously passed. Aarestad abstained.

RESOLUTION NO. 04.74.25: Handrails for the new REA East Entrance Steps Reconstruction

Following discussion, Councilmember Scott Pream introduced Resolution 04.74.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, the project is based on an item generated by the City's Building Committee. These are items that have been prioritized for needs and project viability. The East Entrance(Main) steps leading into the lobby area have been deteriorating for years, and city council has previously approved the reconstruction of new steps.

WHEREAS, The construction of the new steps is scheduled to start as early as 4/15/2025. Handrails need to be installed before opening to the public.

THEREFORE, BE IT RESOLVED Approve H & S Manufacturing, Inc for the manufacturing of 18 new handrails for installation on the new East Entrance Steps at the Ralph Englestad Arena in Thief River Falls, MN. The total amount is $20,250.00. Installation on site is not included in price, quote includes delivery to TRF, MN.

On vote being taken, the resolution was unanimously passed.

**COUNCIL BOARDS AND COMMISSIONS REPORTS**

- Steve Narverud noted potholes will be filled once the weather is warm enough (Public Works)
- Narverud also noted that tree trimming has started (Public Works)
- Narverud noted (Travis Giffen confirmed) Spring leaf pickup will potentially begin the first two weeks of May (Public Works)

**UPCOMING MEETINGS**

- **Public Utilities Committee Meeting** - April 7 at 7 am in Room 101*
- **Public Safety Committee Meeting** - April 7 at 4:30 pm in Room 101*
- **Administrative Committee Meeting** - April 8 at 4:30 pm in Room 101*
- **Public Works Committee Meeting** - April 9 at 4:30 pm in Room 101*
- **State of the City Address** - April 28 at 5:30 pm in Council Chambers
- **Tri-City Meeting** (Thief River Falls, Crookston and East Grand Forks) - April 29 with Dinner at 5:30 pm and session beginning at 6pm at the Ralph Englestad Arena Imperial Room in Thief River Falls

*if carpet is being installed, meet in prior locations

**INFORMATIONAL ITEMS**

Lorenson noted Spring Clean-up for Pennington County and City of Thief River Falls residents is May 3.

**ADJOURNMENT**

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to adjourn at 6:13 pm. On vote being taken, the Chair declared the motion unanimously carried.

________________________ Mayor, Mike Lorenson

Attest: _______________________________ City Administrator, Angela Philipp

# City of Thief River Falls

#7.02

## COUNCIL MEETING BILLS

## APRIL 15th, 2025

### SUMMARY OF DISBURSEMENTS

| | | |
|---|---|---|
| 3/28/2025 | AP PKT #1349 - DIRECT PAYABLES / LIQUOR | $100,819.67 |
| 3/31/2025 | AP PKT #1334 - DIRECT PAYABLES / WEX INVOICES | $4,151.73 |
| 3/31/2025 | AP PKT #1351 - DIRECT PAYABLES / PETTY CASH | $94.14 |
| 3/31/2025 | AP PKT #1350 - DIRECT PAYABLES | $206,404.96 |
| 4/2/2025 | AP PKT #1355 - ELECTRIC INVENTORY | $94,081.15 |
| 4/3/2025 | AP PKT #1343 - #7 PAYROLL | $268,602.13 |
| 4/3/2025 | AP PKT #1344 - #7 PAYROLL | $424.62 |
| 4/7/2025 | AP PKT #1360 - DIRECT PAYABLES | $8,800.52 |
| 4/8/2025 | AP PKT #1364 - DIRECT PAYABLES | $59,688.96 |
| 4/15/2025 | AP PKT #1361 - COUNCIL MEETING | $269,042.10 |
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| **GRAND TOTAL OF DISBURSEMENTS** | | **$911,290.31** |

# Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01344 - PYPKT01618 - 2025 04 03 #7 Payroll

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: VSP INSURANCE CO** | | | | | | | |
| VSP INSURANCE CO | INV0001563 | 04/01/2025 | 740-24000 | Clearing Account | FLEX VISION | | 424.62 |
| | | | | | | **Vendor VSP INSURANCE CO Total:** | **424.62** |
| | | | | | | **Grand Total:** | **424.62** |

## Fund Summary

| Fund | Expense Amount |
|---|---|
| 740 - TRF HEALTH INSURANCE FUND | 424.62 |
| **Grand Total:** | **424.62** |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 740-24000 | Clearing Account | 424.62 |
| | **Grand Total:** | **424.62** |

## Project Account Summary

| Project Account Key | Expense Amount |
|---|---|
| **None** | 424.62 |
| **Grand Total:** | **424.62** |

# Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01364 - 04/08/25 DIRECT PAYABLES

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: GLOBAL PAYMENTS INTEGRATED** | | | | | | | |
| GLOBAL PAYMENTS INTEGR... | MAR 2025 - ASHLEY | 04/02/2025 | 100-4670-63060 | Credit Card Fees | MAR 2025 - CREDIT CARD F... | | 69.25 |
| GLOBAL PAYMENTS INTEGR... | MAR 2025 - ASHLEY | 04/02/2025 | 690-4890-63060 | Credit Card Fees | MAR 2025 - CREDIT CARD F... | | 2,115.20 |
| GLOBAL PAYMENTS INTEGR... | MAR 2025 - ELEC | 04/02/2025 | 690-4890-63060 | Credit Card Fees | MAR 2025 - CREDIT CARD F... | | 9,712.44 |
| GLOBAL PAYMENTS INTEGR... | MAR 2025 - GEN | 04/02/2025 | 100-4670-63060 | Credit Card Fees | MAR 2025 - CREDIT CARD F... | | 14.97 |
| GLOBAL PAYMENTS INTEGR... | MAR 2025 | 04/02/2025 | 690-4890-63060 | Credit Card Fees | MAR 2025 - CREDIT CARD F... | | 15.10 |
| | | | | | **Vendor GLOBAL PAYMENTS INTEGRATED Total:** | | **11,926.96** |
| **Vendor: NELSON AUTO CENTER** | | | | | | | |
| NELSON AUTO CENTER | F S107 | 03/24/2025 | 100-4210-65400 | Machinery & Equipment | 2025 FORD POLICE INTERCE... | | 47,735.00 |
| | | | | | **Vendor NELSON AUTO CENTER Total:** | | **47,735.00** |
| **Vendor: PENNINGTON CO MOTOR VEHICLE** | | | | | | | |
| PENNINGTON CO MOTOR V... | GB10490 | 04/08/2025 | 100-4210-65400 | Machinery & Equipment | REG / TITLE / LICENSE - 2025.. | | 27.00 |
| | | | | | **Vendor PENNINGTON CO MOTOR VEHICLE Total:** | | **27.00** |
| | | | | | **Grand Total:** | | **59,688.96** |

## Fund Summary

| Fund | | Expense Amount |
|---|---|---|
| 100 - GENERAL FUND | | 47,846.22 |
| 690 - ELECTRIC UTILITY FUND | | 11,842.74 |
| | **Grand Total:** | **59,688.96** |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 100-4210-65400 | Machinery & Equipment | 47,762.00 |
| 100-4670-63060 | Credit Card Fees | 84.22 |
| 690-4890-63060 | Credit Card Fees | 11,842.74 |
| | **Grand Total:** | **59,688.96** |

## Project Account Summary

| Project Account Key | | Expense Amount |
|---|---|---|
| **None** | | 59,688.96 |
| | **Grand Total:** | **59,688.96** |

# Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01360 - 04/07/25 DIRECT PAYABLES

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: AARON RODRIQUEZ-VONDAL** | | | | | | | |
| AARON RODRIQUEZ-VOND... | 25-001447 | 04/07/2025 | 100-4210-62990 | Misc. Operating Expense | REIMBURSE - DAMAGED PR... | | 115.50 |
| | | | | | **Vendor AARON RODRIQUEZ-VONDAL Total:** | | **115.50** |
| **Vendor: ACE HARDWARE** | | | | | | | |
| ACE HARDWARE | 178028 | 02/06/2025 | 100-4210-62990 | Misc. Operating Expense | PADLOCK - ON PENN CO LEC.. | | 38.06 |
| | | | | | **Vendor ACE HARDWARE Total:** | | **38.06** |
| **Vendor: AMAZON CAPITAL SERVICES INC** | | | | | | | |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4150-62010 | Office Supplies | 2ND HALF MAR 2025 - RTN ... | | -79.89 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4192-63020 | Computer Maintenance & li... | 2ND HALF MAR 2025 - ANN... | | 349.00 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4194-62230 | Building Maint & Repair | 2ND HALF MAR 2025 - BULL... | | 51.89 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4194-62230 | Building Maint & Repair | 2ND HALF MAR 2025 - UTILI... | | 53.14 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4210-62010 | Office Supplies | 2ND HALF MAR 2025 - WHI... | | 21.01 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4210-62020 | Computer Supplies | 2ND HALF MAR 2025 - CELL ... | | 51.69 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4210-62420 | Computer Equipment | 2ND HALF MAR 2025 - PRIN... | | 199.00 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4210-62880 | Personal Protective Equipm... | 2ND HALF MAR 2025 - UNI... | | 65.92 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4210-62990 | Misc. Operating Expense | 2ND HALF MAR 2025 - TV ... | | 108.89 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4312-62210 | Equipment Maint & Repair | 2ND HALF MAR 2025 - BAN... | | 20.89 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4312-62210 | Equipment Maint & Repair | 2ND HALF MAR 2025 - HEAT... | | 49.06 |
| AMAZON CAPITAL SERVICES .. | 2ND HALF MAR 2025 | 04/07/2025 | 100-4312-62210 | Equipment Maint & Repair | 2ND HALF MAR 2025 - 11 X ... | | 19.80 |
| | | | | | **Vendor AMAZON CAPITAL SERVICES INC Total:** | | **910.40** |
| **Vendor: KEARY PETSCHL** | | | | | | | |
| KEARY PETSCHL | REIMB - 03 30 25 | 04/03/2025 | 100-4220-64400 | Travel, Conference, School | REIMBURSE - MEALS / MO... | | 61.85 |
| KEARY PETSCHL | REIMB - 03 30 25 | 04/03/2025 | 100-4220-64400 | Travel, Conference, School | REIMBURSE | | 396.82 |
| KEARY PETSCHL | REIMB - 03 30 25 | 04/03/2025 | 100-4220-64400 | Travel, Conference, School | REIMBURSE - MILEAGE / M... | | 175.00 |
| | | | | | **Vendor KEARY PETSCHL Total:** | | **633.67** |
| **Vendor: PENNINGTON FAST LUBE INC** | | | | | | | |
| PENNINGTON FAST LUBE INC | 79079 | 04/07/2025 | 100-4210-62120 | Gas-Oil-Lube | OIL CHANGE - 07 29 24 | | 63.05 |
| | | | | | **Vendor PENNINGTON FAST LUBE INC Total:** | | **63.05** |
| **Vendor: PETERSON LUMBER COMPANY** | | | | | | | |
| PETERSON LUMBER COMP... | 2502-073673 | 02/10/2025 | 620-4850-62230 | Building Maint & Repair | KEVEIN SORTER #073673 - C... | | 204.69 |
| | | | | | **Vendor PETERSON LUMBER COMPANY Total:** | | **204.69** |
| **Vendor: T R F CONVENTION &** | | | | | | | |
| T R F CONVENTION & | FEB 2025 | 04/07/2025 | 100-4670-63030 | Contracts Expense | FEB 2025 - LODGING TAX | | 6,613.40 |
| | | | | | **Vendor T R F CONVENTION & Total:** | | **6,613.40** |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: VESTIS** | | | | | | | |
| VESTIS | 2630407578 | 04/01/2025 | 620-4890-63030 | Contracts Expense | LAUNDRY SERVICE | | 86.75 |
| | | | | | | **Vendor VESTIS Total:** | **86.75** |
| **Vendor: WINGER FIRE DPT** | | | | | | | |
| WINGER FIRE DPT | 5 - TRF | 04/07/2025 | 100-4220-64400 | Travel, Conference, School | REG FEES (5) - SPRING MTG | | 135.00 |
| | | | | | | **Vendor WINGER FIRE DPT Total:** | **135.00** |
| | | | | | | **Grand Total:** | **8,800.52** |

## Fund Summary

| Fund | | Expense Amount |
|---|---|---|
| 100 - GENERAL FUND | | 8,509.08 |
| 620 - WATER UTILITY FUND | | 291.44 |
| | **Grand Total:** | **8,800.52** |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 100-4150-62010 | Office Supplies | -79.89 |
| 100-4192-63020 | Computer Maintenance... | 349.00 |
| 100-4194-62230 | Building Maint & Repair | 105.03 |
| 100-4210-62010 | Office Supplies | 21.01 |
| 100-4210-62020 | Computer Supplies | 51.69 |
| 100-4210-62120 | Gas-Oil-Lube | 63.05 |
| 100-4210-62420 | Computer Equipment | 199.00 |
| 100-4210-62880 | Personal Protective Equi... | 65.92 |
| 100-4210-62990 | Misc. Operating Expense | 262.45 |
| 100-4220-64400 | Travel, Conference, Sch... | 768.67 |
| 100-4312-62210 | Equipment Maint & Repa.. | 89.75 |
| 100-4670-63030 | Contracts Expense | 6,613.40 |
| 620-4850-62230 | Building Maint & Repair | 204.69 |
| 620-4890-63030 | Contracts Expense | 86.75 |
| | **Grand Total:** | **8,800.52** |

## Project Account Summary

| Project Account Key | | Expense Amount |
|---|---|---|
| **None** | | 8,800.52 |
| | **Grand Total:** | **8,800.52** |

City of Thief River Falls, MN

# Council Approval Register

## Packet: APPKT01343 - PYPKT01618 - 2025 04 03 #7 Payroll

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: DELTA DENTAL OF MINNESOTA** | | | | | | | |
| DELTA DENTAL OF MINNES... | INV0001569 | 04/03/2025 | 740-24000 | Clearing Account | Dental Premium | | 1,689.06 |
| | | | | | **Vendor DELTA DENTAL OF MINNESOTA Total:** | | **1,689.06** |
| **Vendor: INTERNAL REVENUE SERVICE** | | | | | | | |
| INTERNAL REVENUE SERVICE | INV0001572 | 04/03/2025 | 740-20150 | Payroll Taxes Payable | SOCIAL SECURITY | | 22,956.94 |
| INTERNAL REVENUE SERVICE | INV0001572 | 04/03/2025 | 740-20150 | Payroll Taxes Payable | FED W/H | | 25,612.64 |
| INTERNAL REVENUE SERVICE | INV0001572 | 04/03/2025 | 740-20150 | Payroll Taxes Payable | MEDICARE | | 7,769.48 |
| | | | | | **Vendor INTERNAL REVENUE SERVICE Total:** | | **56,339.06** |
| **Vendor: LAW ENFORCEMENT LABOR SERVICES** | | | | | | | |
| LAW ENFORCEMENT LABOR... | INV0001565 | 04/03/2025 | 740-24000 | Clearing Account | LELS Dues | | 1,022.00 |
| | | | | | **Vendor LAW ENFORCEMENT LABOR SERVICES Total:** | | **1,022.00** |
| **Vendor: MEDICAREBLUE RX** | | | | | | | |
| MEDICAREBLUE RX | INV0001574 | 04/01/2025 | 740-4870-63650 | Senior Gold BC/BS Monthly ... | April 2025 Billing | | 1,750.50 |
| | | | | | **Vendor MEDICAREBLUE RX Total:** | | **1,750.50** |
| **Vendor: MN DPT OF REVENUE - GARNISHMENTS** | | | | | | | |
| MN DPT OF REVENUE - GA... | INV0001567 | 04/03/2025 | 740-24000 | Clearing Account | Garnishment | | 373.78 |
| | | | | | **Vendor MN DPT OF REVENUE - GARNISHMENTS Total:** | | **373.78** |
| **Vendor: MN DPT OF REVENUE - WITHHOLDING** | | | | | | | |
| MN DPT OF REVENUE - WIT... | INV0001571 | 04/03/2025 | 740-20160 | State Withholding | State W/H Tax | | 12,515.66 |
| | | | | | **Vendor MN DPT OF REVENUE - WITHHOLDING Total:** | | **12,515.66** |
| **Vendor: NCPERS GROUP LIFE INSURANCE** | | | | | | | |
| NCPERS GROUP LIFE INSUR... | INV0001566 | 04/03/2025 | 740-24000 | Clearing Account | PLIFE | | 656.00 |
| | | | | | **Vendor NCPERS GROUP LIFE INSURANCE Total:** | | **656.00** |
| **Vendor: NORTHWEST SERVICE COOPERATIVE** | | | | | | | |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 100-4150-61310 | Health Insurance | Health Insurance Premium | | 5,402.61 |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 100-4210-61310 | Health Insurance | Health Insurance Premium | | 25,132.96 |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 100-4220-61310 | Health Insurance | Health Insurance Premium | | 7,259.34 |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 100-4312-61310 | Health Insurance | Health Insurance Premium | | 5,402.61 |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 100-4315-61310 | Health Insurance | Health Insurance Premium | | 9,367.27 |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 100-4510-61310 | Health Insurance | Health Insurance Premium | | 2,868.80 |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 100-4650-61310 | Health Insurance | Health Insurance Premium | | 4,976.73 |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 100-4660-61310 | Health Insurance | Health Insurance Premium | | 1,772.94 |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 610-4825-61310 | Health Insurance | Health Insurance Premium | | 16,108.58 |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 620-4825-61310 | Health Insurance | Health Insurance Premium | | 5,840.12 |
| NORTHWEST SERVICE COO... | INV0001575 | 04/03/2025 | 680-4825-61310 | Health Insurance | Health Insurance Premium | | 7,084.66 |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| NORTHWEST SERVICE COO… | INV0001575 | 04/03/2025 | 690-4825-61310 | Health Insurance | Health Insurance Premium | | 23,117.81 |
| NORTHWEST SERVICE COO… | INV0001575 | 04/03/2025 | 740-4870-63620 | Employee BC/BS Monthly Bil.. | Health Insurance Premiums | | 154.80 |
| NORTHWEST SERVICE COO… | INV0001575 | 04/03/2025 | 740-4870-63620 | Employee BC/BS Monthly Bil.. | Health Insurance Employee … | | 16,076.05 |
| NORTHWEST SERVICE COO… | INV0001575 | 04/03/2025 | 740-4870-63660 | Retiree BC/BS Monthly billi… | Health Insurance Retiree | | 5,069.94 |
| | | | | | **Vendor NORTHWEST SERVICE COOPERATIVE Total:** | | **135,635.22** |
| **Vendor: P E R A OF MN** | | | | | | | |
| P E R A OF MN | INV0001570 | 04/03/2025 | 740-20180 | PERA Payable | PERA EE/ER COORD | | 26,853.57 |
| P E R A OF MN | INV0001570 | 04/03/2025 | 740-20180 | PERA Payable | PERA EE/ER P&F | | 25,218.28 |
| | | | | | **Vendor P E R A OF MN Total:** | | **52,071.85** |
| **Vendor: SUN LIFE FINANCIAL (LTD)** | | | | | | | |
| SUN LIFE FINANCIAL (LTD) | INV0001568 | 04/03/2025 | 740-24000 | Clearing Account | LTD Premium | | 705.23 |
| | | | | | **Vendor SUN LIFE FINANCIAL (LTD) Total:** | | **705.23** |
| **Vendor: VANTAGEPOINT ICMA** | | | | | | | |
| VANTAGEPOINT ICMA | INV0001562 | 04/03/2025 | 740-24000 | Clearing Account | Contributions Employee | | 4,842.94 |
| | | | | | **Vendor VANTAGEPOINT ICMA Total:** | | **4,842.94** |
| **Vendor: WEX BANK** | | | | | | | |
| WEX BANK | INV0001564 | 04/03/2025 | 740-24000 | Clearing Account | HSA | | 362.50 |
| | | | | | **Vendor WEX BANK Total:** | | **362.50** |
| **Vendor: WEX HEALTH INC** | | | | | | | |
| WEX HEALTH INC | INV0001576 | 04/02/2025 | 740-20300 | Flex Payroll Deductions | FSA Flex Reimbursement | | 530.00 |
| WEX HEALTH INC | INV0001577 | 04/02/2025 | 740-20300 | Flex Payroll Deductions | FSA Flex Reimbursement | | 60.00 |
| WEX HEALTH INC | INV0001578 | 04/02/2025 | 740-20300 | Flex Payroll Deductions | FSA Flex Reimbursement | | 43.57 |
| WEX HEALTH INC | INV0001579 | 04/02/2025 | 740-20300 | Flex Payroll Deductions | FSA Flex Reimbursement | | 4.76 |
| | | | | | **Vendor WEX HEALTH INC Total:** | | **638.33** |
| | | | | | **Grand Total:** | | **268,602.13** |

## Fund Summary

| Fund | Expense Amount |
|---|---|
| 100 - GENERAL FUND | 62,183.26 |
| 610 - LIQUOR DISPENSARY | 16,108.58 |
| 620 - WATER UTILITY FUND | 5,840.12 |
| 680 - WASTEWATER UTILITY FUND | 7,084.66 |
| 690 - ELECTRIC UTILITY FUND | 23,117.81 |
| 740 - TRF HEALTH INSURANCE FUND | 154,267.70 |
| **Grand Total:** | **268,602.13** |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 100-4150-61310 | Health Insurance | 5,402.61 |
| 100-4210-61310 | Health Insurance | 25,132.96 |
| 100-4220-61310 | Health Insurance | 7,259.34 |
| 100-4312-61310 | Health Insurance | 5,402.61 |
| 100-4315-61310 | Health Insurance | 9,367.27 |
| 100-4510-61310 | Health Insurance | 2,868.80 |
| 100-4650-61310 | Health Insurance | 4,976.73 |
| 100-4660-61310 | Health Insurance | 1,772.94 |
| 610-4825-61310 | Health Insurance | 16,108.58 |
| 620-4825-61310 | Health Insurance | 5,840.12 |
| 680-4825-61310 | Health Insurance | 7,084.66 |
| 690-4825-61310 | Health Insurance | 23,117.81 |
| 740-20150 | Payroll Taxes Payable | 56,339.06 |
| 740-20160 | State Withholding | 12,515.66 |
| 740-20180 | PERA Payable | 52,071.85 |
| 740-20300 | Flex Payroll Deductions | 638.33 |
| 740-24000 | Clearing Account | 9,651.51 |
| 740-4870-63620 | Employee BC/BS Monthl... | 16,230.85 |
| 740-4870-63650 | Senior Gold BC/BS Mont... | 1,750.50 |
| 740-4870-63660 | Retiree BC/BS Monthly bi.. | 5,069.94 |
| | **Grand Total:** | **268,602.13** |

## Project Account Summary

| Project Account Key | Expense Amount |
|---|---|
| **None** | 268,602.13 |
| **Grand Total:** | **268,602.13** |

# Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01351 - 03/31/25 DIRECT PAYABLES - REPLENISH P C

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: CITY OF T R F - ADMIN PETTY CASH** | | | | | | | |
| CITY OF T R F - ADMIN PETTY... | 03/31/25 P C | 03/31/2025 | 100-4110-64400 | Travel, Conference, School | REPLENISH PETTY CASH - B... | | 8.25 |
| CITY OF T R F - ADMIN PETTY... | 03/31/25 P C | 03/31/2025 | 100-4150-64400 | Travel, Conference, School | REPLENISH PETTY CASH - M... | | 20.97 |
| CITY OF T R F - ADMIN PETTY... | 03/31/25 P C | 03/31/2025 | 100-4312-62260 | Signs-Brooms-Paint | REPLENISH PETTY CASH - M... | | 42.88 |
| CITY OF T R F - ADMIN PETTY... | 03/31/25 P C | 03/31/2025 | 100-4650-64330 | Dues and Subscriptions | REPLENISH PETTY CASH - R... | | 20.00 |
| CITY OF T R F - ADMIN PETTY... | 03/31/25 P C | 03/31/2025 | 690-4840-62010 | Office Supplies | REPLENISH PETTY CASH - LA... | | 2.04 |
| | | | | | **Vendor CITY OF T R F - ADMIN PETTY CASH Total:** | | **94.14** |
| | | | | | | **Grand Total:** | **94.14** |

## Fund Summary

| Fund | | Expense Amount |
|---|---|---|
| 100 - GENERAL FUND | | 92.10 |
| 690 - ELECTRIC UTILITY FUND | | 2.04 |
| | **Grand Total:** | **94.14** |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 100-4110-64400 | Travel, Conference, Sch... | 8.25 |
| 100-4150-64400 | Travel, Conference, Sch... | 20.97 |
| 100-4312-62260 | Signs-Brooms-Paint | 42.88 |
| 100-4650-64330 | Dues and Subscriptions | 20.00 |
| 690-4840-62010 | Office Supplies | 2.04 |
| | **Grand Total:** | **94.14** |

## Project Account Summary

| Project Account Key | | Expense Amount |
|---|---|---|
| **None** | | 94.14 |
| | **Grand Total:** | **94.14** |

# Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01350 - 03/31/25 DIRECT PAYABLES

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: CAPITAL ONE** | | | | | | | |
| CAPITAL ONE | 1661583610 | 03/19/2025 | 100-4210-62990 | Misc. Operating Expense | T V & MOUNT - SRT TRAILER | | 185.85 |
| CAPITAL ONE | 1661583610 | 03/19/2025 | 100-4210-62990 | Misc. Operating Expense | STORAGE TOTES - SRT TRAIL... | | 54.90 |
| CAPITAL ONE | 1661583610 | 03/19/2025 | 690-4840-62010 | Office Supplies | BINDERS - TRANSFORMER | | 24.24 |
| CAPITAL ONE | 1661583610 | 03/19/2025 | 690-4840-62990 | Misc. Operating Expense | CAR CHARGER | | 16.97 |
| | | | | | | **Vendor CAPITAL ONE Total:** | **281.96** |
| **Vendor: ELAN FINANCIAL SERVICES** | | | | | | | |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4110-64400 | Travel, Conference, School | FEB/MAR 2025 - LODGING / .. | | 329.32 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4110-64400 | Travel, Conference, School | FEB/MAR 2025 - MEALS / C... | | 159.80 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4192-63020 | Computer Maintenance & li... | FEB/MAR 2025 - I YR SUBSC... | | 38.48 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4194-62230 | Building Maint & Repair | FEB/MAR 2025 - WALL PAT... | | 19.22 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4194-64370 | Taxes and Licenses | FEB/MAR 2025 - ELECTRICAL.. | | 43.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4210-62990 | Misc. Operating Expense | FEB/MAR 2025 - FEB 2025 /... | | 0.99 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4210-62990 | Misc. Operating Expense | FEB/MAR 2025 - SMART DR... | | 119.40 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4210-63320 | Training Expense | FEB/MAR 2025 - INTERNET ... | | 300.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4210-63320 | Training Expense | FEB/MAR 2025 - LODGING /... | | 242.82 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4210-63320 | Training Expense | FEB/MAR 2025 - BCA TRAIN... | | 300.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4210-64330 | Dues and Subscriptions | FEB/MAR 2025 - 2 YR REN... | | 309.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4210-64330 | Dues and Subscriptions | FEB/MAR 2025 - MOCIC M... | | 150.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4210-64330 | Dues and Subscriptions | FEB/MAR 2025 - MEMBERS... | | 217.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4225-64400 | Travel, Conference, School | FEB/MAR 2025 - PIZZA / TRA.. | | 60.89 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4240-64330 | Dues and Subscriptions | FEB/MAR 2025 - ICC MEMB... | | 170.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4312-62210 | Equipment Maint & Repair | FEB/MAR 2025 - FILTER | | 23.51 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4315-62010 | Office Supplies | FEB/MAR 2025 - MAR 2025 ... | | 13.49 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4315-62210 | Equipment Maint & Repair | FEB/MAR 2025 - | | 23.51 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4510-64400 | Travel, Conference, School | FEB/MAR 2025 - REG FEE / ... | | 50.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 100-4650-64481 | FEMA | FEB/MAR 2025 - WATER PE... | | 1,200.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 620-4840-62010 | Office Supplies | FEB/MAR 2025 - MAR 2025 ... | | 31.48 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 620-4850-62220 | Plant Equip Maint & Repair | FEB/MAR 2025 - ELECTRICAL.. | | 49.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 620-4890-64400 | Travel, Conference, School | FEB/MAR 2025 - CREDIT / L... | | -172.88 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 620-4890-64400 | Travel, Conference, School | FEB/MAR 2025 - REG FEE /... | | 268.61 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 620-4890-64400 | Travel, Conference, School | FEB/MAR 2025 - REG FEE / T.. | | 268.61 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 680-4840-62010 | Office Supplies | FEB/MAR 2025 - MAR 2025 ... | | 9.00 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 690-4840-62010 | Office Supplies | FEB/MAR 2025 - MAR 2025 ... | | 35.98 |
| ELAN FINANCIAL SERVICES | FEB/MAR 2025 | 03/31/2025 | 690-4840-62990 | Misc. Operating Expense | FEB/MAR 2025 - PADLOCKS ... | | 591.01 |
| | | | | | | **Vendor ELAN FINANCIAL SERVICES Total:** | **4,851.24** |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: FARMERS UNION OIL COMPANY** | | | | | | | |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 100-4194-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 63.58 |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 100-4210-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 1,203.61 |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 100-4220-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 112.11 |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 100-4240-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 40.55 |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 100-4312-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 2,938.97 |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 100-4315-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 1,568.16 |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 100-4510-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 558.45 |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 100-4650-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 78.90 |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 620-4840-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 851.43 |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 680-4840-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 308.96 |
| FARMERS UNION OIL COM… | FEB 2025 | 03/31/2025 | 690-4840-62120 | Gas-Oil-Lube | FEB 2025 - FUEL PURCHASES | | 1,767.56 |
| | | | | | **Vendor FARMERS UNION OIL COMPANY Total:** | | **9,492.28** |
| **Vendor: PEPSI BEVERAGES COMPANY** | | | | | | | |
| PEPSI BEVERAGES COMPANY | 43826007 | 03/06/2025 | 610-4810-62540 | Soft Drinks/Mix for Resale | MIX | | 439.55 |
| | | | | | **Vendor PEPSI BEVERAGES COMPANY Total:** | | **439.55** |
| **Vendor: SCHMITZ BUILDERS INC** | | | | | | | |
| SCHMITZ BUILDERS INC | PAY RQST #3 - TRF LIBRARY | 01/31/2025 | 100-4671-62200 | System Expense | PROF SRVCS - PAY RQST #3 -… | | 32,095.75 |
| SCHMITZ BUILDERS INC | PAY RQST #4 -TRF LIBRARY | 03/31/2025 | 100-4671-62200 | System Expense | PROF SRVCS - PAY RQST #4 -… | | 39,781.25 |
| SCHMITZ BUILDERS INC | PAY RQST #6 - CITY HALL | 02/28/2025 | 100-4671-62200 | System Expense | PROF SRVCS - PAY RQST #6 -… | | 113,185.85 |
| | | | | | **Vendor SCHMITZ BUILDERS INC Total:** | | **185,062.85** |
| **Vendor: T R F RADIO** | | | | | | | |
| T R F RADIO | 37834-2 | 01/15/2025 | 610-4880-63490 | Advertising | RADIO ADVERTISING - REIN… | | 250.00 |
| T R F RADIO | 37902-1 | 01/31/2025 | 610-4880-63490 | Advertising | RADIO ADVERTISING - ANN… | | 550.00 |
| T R F RADIO | 38173-1 | 01/15/2025 | 610-4880-63490 | Advertising | RADIO ADVERTISING - FARM.. | | 3,500.00 |
| | | | | | **Vendor T R F RADIO Total:** | | **4,300.00** |
| **Vendor: VERIZON WIRELESS #786782900** | | | | | | | |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 100-4110-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 336.12 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 100-4150-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 134.17 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 100-4192-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 40.01 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 100-4194-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 41.39 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 100-4210-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 703.63 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 100-4240-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | -25.87 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 100-4510-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 82.78 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 100-4650-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 41.39 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 610-4830-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 41.39 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 610-4830-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 41.39 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 620-4830-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 122.81 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 650-4830-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 41.39 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 680-4830-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 41.39 |
| VERIZON WIRELESS #78678… | 6109117104 | 03/21/2025 | 690-4830-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS… | | 206.95 |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| VERIZON WIRELESS #78678... | 6109117104 | 03/21/2025 | 820-4830-63210 | Communication Expense | FEB / MAR 2025 - WIRELESS... | | 41.39 |
| | | | | | **Vendor VERIZON WIRELESS #786782900 Total:** | | **1,890.33** |
| **Vendor: VESTIS** | | | | | | | |
| VESTIS | 2630402453 | 03/18/2025 | 620-4890-63030 | Contracts Expense | LAUNDRY SERVICE - 03/18/... | | 86.75 |
| | | | | | **Vendor VESTIS Total:** | | **86.75** |
| | | | | | **Grand Total:** | | **206,404.96** |

## Fund Summary

| Fund | Expense Amount |
|---|---|
| 100 - GENERAL FUND | 196,991.98 |
| 610 - LIQUOR DISPENSARY | 4,822.33 |
| 620 - WATER UTILITY FUND | 1,505.81 |
| 650 - TOURIST PARK - OAK VIEW GROUP | 41.39 |
| 680 - WASTEWATER UTILITY FUND | 359.35 |
| 690 - ELECTRIC UTILITY FUND | 2,642.71 |
| 820 - GREENWOOD CEMETERY FUND | 41.39 |
| **Grand Total:** | **206,404.96** |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 100-4110-63210 | Communication Expense | 336.12 |
| 100-4110-64400 | Travel, Conference, Sch… | 489.12 |
| 100-4150-63210 | Communication Expense | 134.17 |
| 100-4192-63020 | Computer Maintenance… | 38.48 |
| 100-4192-63210 | Communication Expense | 40.01 |
| 100-4194-62120 | Gas-Oil-Lube | 63.58 |
| 100-4194-62230 | Building Maint & Repair | 19.22 |
| 100-4194-63210 | Communication Expense | 41.39 |
| 100-4194-64370 | Taxes and Licenses | 43.00 |
| 100-4210-62120 | Gas-Oil-Lube | 1,203.61 |
| 100-4210-62990 | Misc. Operating Expense | 361.14 |
| 100-4210-63210 | Communication Expense | 703.63 |
| 100-4210-63320 | Training Expense | 842.82 |
| 100-4210-64330 | Dues and Subscriptions | 676.00 |
| 100-4220-62120 | Gas-Oil-Lube | 112.11 |
| 100-4225-64400 | Travel, Conference, Sch… | 60.89 |
| 100-4240-62120 | Gas-Oil-Lube | 40.55 |
| 100-4240-63210 | Communication Expense | -25.87 |
| 100-4240-64330 | Dues and Subscriptions | 170.00 |
| 100-4312-62120 | Gas-Oil-Lube | 2,938.97 |
| 100-4312-62210 | Equipment Maint & Repa.. | 23.51 |
| 100-4315-62010 | Office Supplies | 13.49 |
| 100-4315-62120 | Gas-Oil-Lube | 1,568.16 |
| 100-4315-62210 | Equipment Maint & Repa.. | 23.51 |
| 100-4510-62120 | Gas-Oil-Lube | 558.45 |
| 100-4510-63210 | Communication Expense | 82.78 |
| 100-4510-64400 | Travel, Conference, Sch… | 50.00 |
| 100-4650-62120 | Gas-Oil-Lube | 78.90 |
| 100-4650-63210 | Communication Expense | 41.39 |
| 100-4650-64481 | FEMA | 1,200.00 |
| 100-4671-62200 | System Expense | 185,062.85 |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 610-4810-62540 | Soft Drinks/Mix for Resa… | 439.55 |
| 610-4830-63210 | Communication Expense | 82.78 |
| 610-4880-63490 | Advertising | 4,300.00 |
| 620-4830-63210 | Communication Expense | 122.81 |
| 620-4840-62010 | Office Supplies | 31.48 |
| 620-4840-62120 | Gas-Oil-Lube | 851.43 |
| 620-4850-62220 | Plant Equip Maint & Rep… | 49.00 |
| 620-4890-63030 | Contracts Expense | 86.75 |
| 620-4890-64400 | Travel, Conference, Sch… | 364.34 |
| 650-4830-63210 | Communication Expense | 41.39 |
| 680-4830-63210 | Communication Expense | 41.39 |
| 680-4840-62010 | Office Supplies | 9.00 |
| 680-4840-62120 | Gas-Oil-Lube | 308.96 |
| 690-4830-63210 | Communication Expense | 206.95 |
| 690-4840-62010 | Office Supplies | 60.22 |
| 690-4840-62120 | Gas-Oil-Lube | 1,767.56 |
| 690-4840-62990 | Misc. Operating Expense | 607.98 |
| 820-4830-63210 | Communication Expense | 41.39 |
| | **Grand Total:** | **206,404.96** |

## Project Account Summary

| Project Account Key | | Expense Amount |
|---|---|---|
| **None** | | 206,404.96 |
| | **Grand Total:** | **206,404.96** |

# Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01361 - 04/15/25 COUNCIL MEETING

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: ACE HARDWARE** | | | | | | | |
| ACE HARDWARE | 179509 | 03/03/2025 | 100-4194-62990 | Misc. Operating Expense | FLUORESCENT BULBS | | 21.98 |
| ACE HARDWARE | 179594 | 03/04/2025 | 100-4194-62990 | Misc. Operating Expense | CORNER BRACES | | 7.92 |
| ACE HARDWARE | 179926 | 03/10/2025 | 100-4312-62990 | Misc. Operating Expense | UTILITY KNIFE | | 13.99 |
| ACE HARDWARE | 181106 | 03/31/2025 | 620-4840-62990 | Misc. Operating Expense | THREAD SWALANT - DIST S... | | 17.99 |
| | | | | | | **Vendor ACE HARDWARE Total:** | **61.88** |
| **Vendor: AIRGAS USA LLC** | | | | | | | |
| AIRGAS USA LLC | 9159380045 | 03/19/2025 | 100-4312-62990 | Misc. Operating Expense | OXYGEN | | 15.44 |
| | | | | | | **Vendor AIRGAS USA LLC Total:** | **15.44** |
| **Vendor: AQUA PURE INC** | | | | | | | |
| AQUA PURE INC | TRFMN032425 | 03/30/2025 | 620-4840-62170 | Field Supplies | LAB SUPPLIES | | 92.00 |
| AQUA PURE INC | TRFMN040825 | 04/08/2025 | 620-4840-62160 | Chemicals | CHEMICALS | | 8,844.55 |
| | | | | | | **Vendor AQUA PURE INC Total:** | **8,936.55** |
| **Vendor: AUTO VALUE T R F** | | | | | | | |
| AUTO VALUE T R F | 9699488 | 03/03/2025 | 100-4315-62210 | Equipment Maint & Repair | FILTER | | 64.85 |
| AUTO VALUE T R F | 9699613 | 03/04/2025 | 100-4312-62210 | Equipment Maint & Repair | PARTS CLEANER / PRIME G... | | 167.73 |
| AUTO VALUE T R F | 9699613 | 03/04/2025 | 100-4315-62210 | Equipment Maint & Repair | PARTS CLEANER / PRIME G... | | 167.73 |
| AUTO VALUE T R F | 9699613 | 03/04/2025 | 100-4510-62210 | Equipment Maint & Repair | PARTS CLEANER / PRIME G... | | 167.72 |
| AUTO VALUE T R F | 9699825 | 03/06/2025 | 620-4840-62990 | Misc. Operating Expense | TRIGGER SPRAY - DIST SHOP | | 13.99 |
| AUTO VALUE T R F | 9700296 | 03/11/2025 | 680-4850-62210 | Equipment Maint & Repair | GENERATOR BATTERY | | 153.99 |
| AUTO VALUE T R F | 9700300 | 03/11/2025 | 680-4850-62210 | Equipment Maint & Repair | RETURN CREDIT - GENERAT... | | -27.00 |
| AUTO VALUE T R F | 9701256 | 03/19/2025 | 680-4840-62120 | Gas-Oil-Lube | OIL / FILTER - '15 DODGE | | 41.56 |
| AUTO VALUE T R F | 9701612 | 03/24/2025 | 100-4210-62210 | Equipment Maint & Repair | RETURN CREDIT - AIR FILTER | | -11.89 |
| AUTO VALUE T R F | 9701730 | 03/25/2025 | 100-4312-62210 | Equipment Maint & Repair | CLEANER | | 26.37 |
| | | | | | | **Vendor AUTO VALUE T R F Total:** | **765.05** |
| **Vendor: AXON ENTERPRISE INC** | | | | | | | |
| AXON ENTERPRISE INC | INUS334189 | 03/27/2025 | 100-4210-62990 | Misc. Operating Expense | TASER BATTERIES | | 296.70 |
| | | | | | | **Vendor AXON ENTERPRISE INC Total:** | **296.70** |
| **Vendor: CDAGUNWORKS LLC** | | | | | | | |
| CDAGUNWORKS LLC | 109 | 02/22/2025 | 100-4210-62990 | Misc. Operating Expense | GUN REPAIR | | 88.00 |
| | | | | | | **Vendor CDAGUNWORKS LLC Total:** | **88.00** |
| **Vendor: CODE 4 SERVICES INC** | | | | | | | |
| CODE 4 SERVICES INC | 10518 | 03/27/2025 | 100-4670-64530 | Public Safety Grant Expenses | WARNING LIGHTS / SIREN S... | | 6,961.16 |
| | | | | | | **Vendor CODE 4 SERVICES INC Total:** | **6,961.16** |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: DECKER SUPPLY CO INC** | | | | | | | |
| DECKER SUPPLY CO INC | 931766 | 03/26/2025 | 100-4312-62260 | Signs-Brooms-Paint | STREET SIGN PARTS | | 312.20 |
| | | | | | **Vendor DECKER SUPPLY CO INC Total:** | | **312.20** |
| **Vendor: DENNIS JOHN ELBERT** | | | | | | | |
| DENNIS JOHN ELBERT | 25-TRF-V1 | 03/25/2025 | 100-4110-63030 | Contracts Expense | STRATEGIC PLAN REVIEW #2 | | 1,271.00 |
| | | | | | **Vendor DENNIS JOHN ELBERT Total:** | | **1,271.00** |
| **Vendor: DITCH WITCH OF MN AND IA** | | | | | | | |
| DITCH WITCH OF MN AND IA | C27318 | 03/13/2025 | 620-4850-62210 | Equipment Maint & Repair | IDLER SHAFT - TRENCHER | | 355.37 |
| | | | | | **Vendor DITCH WITCH OF MN AND IA Total:** | | **355.37** |
| **Vendor: EAZY PACK N SHIP** | | | | | | | |
| EAZY PACK N SHIP | 11597 | 03/11/2025 | 680-4840-62170 | Field Supplies | SHIPPING CHARGES - WW S... | | 12.89 |
| EAZY PACK N SHIP | 11647 | 03/18/2025 | 620-4840-62170 | Field Supplies | SHIPPING CHARGES - STATE... | | 13.62 |
| | | | | | **Vendor EAZY PACK N SHIP Total:** | | **26.51** |
| **Vendor: EVANS SCRAP AND STEEL INC** | | | | | | | |
| EVANS SCRAP AND STEEL INC | 0224474 | 03/04/2025 | 620-4840-62990 | Misc. Operating Expense | MATERIALS - WRENCH REPA... | | 8.88 |
| EVANS SCRAP AND STEEL INC | 0224492 | 03/07/2025 | 620-4840-62990 | Misc. Operating Expense | MATERIALS - WRENCH REPA... | | 32.28 |
| EVANS SCRAP AND STEEL INC | 0224508 | 03/10/2025 | 100-4671-62200 | System Expense | MATERIALS - CITY HALL LOB... | | 121.96 |
| EVANS SCRAP AND STEEL INC | 0224577 | 03/19/2025 | 100-4510-62210 | Equipment Maint & Repair | MATERIALS - SNOW PLOW ... | | 137.23 |
| EVANS SCRAP AND STEEL INC | 0224633 | 03/26/2025 | 100-4510-62210 | Equipment Maint & Repair | MATERIALS - SNOW PLOW ... | | 498.03 |
| EVANS SCRAP AND STEEL INC | 0224644 | 03/28/2025 | 100-4312-62210 | Equipment Maint & Repair | MATERIALS - WELDER | | 287.47 |
| EVANS SCRAP AND STEEL INC | 0224658 | 03/31/2025 | 620-4840-62990 | Misc. Operating Expense | MATERIALS - WRENCH REPA... | | 45.00 |
| | | | | | **Vendor EVANS SCRAP AND STEEL INC Total:** | | **1,130.85** |
| **Vendor: FLEET SUPPLY** | | | | | | | |
| FLEET SUPPLY | 153890 | 03/06/2025 | 690-4840-62990 | Misc. Operating Expense | BRUSH - WASH BAY | | 23.98 |
| FLEET SUPPLY | 34898 | 03/14/2025 | 680-4840-62990 | Misc. Operating Expense | FUEL TANK REPAIR | | 73.98 |
| | | | | | **Vendor FLEET SUPPLY Total:** | | **97.96** |
| **Vendor: GALLS LLC** | | | | | | | |
| GALLS LLC | 030840184 | 03/25/2025 | 100-4210-62880 | Personal Protective Equipm... | UNIFORM SHIRT | | 50.00 |
| GALLS LLC | 030870359 | 03/27/2025 | 100-4210-62880 | Personal Protective Equipm... | UNIFORM PANTS | | 86.94 |
| | | | | | **Vendor GALLS LLC Total:** | | **136.94** |
| **Vendor: GOPHER STATE ONE CALL** | | | | | | | |
| GOPHER STATE ONE CALL | 5030795 | 03/31/2025 | 690-4850-62230 | Building Maint & Repair | MAR 2025 - BILLABLE LOCA... | | 9.45 |
| | | | | | **Vendor GOPHER STATE ONE CALL Total:** | | **9.45** |
| **Vendor: GRAINGER INC** | | | | | | | |
| GRAINGER INC | 9437249049 | 03/13/2025 | 620-4850-62210 | Equipment Maint & Repair | TOGGLE SWITCH - TRENCHER | | 7.38 |
| GRAINGER INC | 9441934677 | 03/17/2025 | 620-4850-62210 | Equipment Maint & Repair | TOGGLE SWITCH - TRENCHER | | 8.00 |
| GRAINGER INC | 9445181556 | 03/19/2025 | 620-4850-62210 | Equipment Maint & Repair | REVERSING TOGGLE SWITCH | | 4.88 |
| | | | | | **Vendor GRAINGER INC Total:** | | **20.26** |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: GRAND FORKS FIRE EQUIPMENT LLC** | | | | | | | |
| GRAND FORKS FIRE EQUIP... | 43178 | 04/03/2025 | 100-4220-65400 | Machinery & Equipment | SKID UNIT - GR-25 | | 16,350.00 |
| | | | | | **Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:** | | **16,350.00** |
| **Vendor: GREG HALL** | | | | | | | |
| GREG HALL | REIMB 04 07 25 | 04/07/2025 | 690-4840-62880 | Personal Protective Equipm... | REIMBURSE - SAFETY TOED ... | | 100.00 |
| | | | | | **Vendor GREG HALL Total:** | | **100.00** |
| **Vendor: GREGORY STEPHEN HUFNAGLE** | | | | | | | |
| GREGORY STEPHEN HUFNA... | 154 | 04/01/2025 | 100-4240-63030 | Contracts Expense | MAR 2025 - BUILDING OFFIC.. | | 14,938.47 |
| | | | | | **Vendor GREGORY STEPHEN HUFNAGLE Total:** | | **14,938.47** |
| **Vendor: HUBERTS OUTDOOR POWER** | | | | | | | |
| HUBERTS OUTDOOR POWER | 95477 | 03/10/2025 | 100-4510-62120 | Gas-Oil-Lube | CHAINSAW OIL | | 87.96 |
| HUBERTS OUTDOOR POWER | 95585 | 03/14/2025 | 100-4510-62210 | Equipment Maint & Repair | CHAINSAW HAND GUARD | | 31.99 |
| HUBERTS OUTDOOR POWER | 95745 | 03/21/2025 | 100-4510-62210 | Equipment Maint & Repair | CHAINSAW PIN | | 2.62 |
| HUBERTS OUTDOOR POWER | 95943 | 03/28/2025 | 100-4510-62210 | Equipment Maint & Repair | SPARK PLUG / AIR FILTER - ... | | 52.92 |
| | | | | | **Vendor HUBERTS OUTDOOR POWER Total:** | | **175.49** |
| **Vendor: HUGOS #7** | | | | | | | |
| HUGOS #7 | 0017 | 03/19/2025 | 100-4150-64400 | Travel, Conference, School | MUFFINS - MECC MTG | | 21.97 |
| | | | | | **Vendor HUGOS #7 Total:** | | **21.97** |
| **Vendor: ICON ARCHITECTURAL GROUP LLC** | | | | | | | |
| ICON ARCHITECTURAL GRO... | 20250111 | 03/31/2025 | 100-4671-62200 | System Expense | PROF SRVCS - CITY HALL RE... | | 2,412.55 |
| | | | | | **Vendor ICON ARCHITECTURAL GROUP LLC Total:** | | **2,412.55** |
| **Vendor: IHLE SPARBY AND HAASE PA** | | | | | | | |
| IHLE SPARBY AND HAASE PA | 04952 | 04/01/2025 | 100-4160-63040 | Legal Fees | MAR 2025 - CONTRACT SER... | | 2,700.00 |
| IHLE SPARBY AND HAASE PA | 04953 | 04/01/2025 | 100-4160-63040 | Legal Fees | MAR 2025 - CRIMINAL SERV... | | 5,450.00 |
| | | | | | **Vendor IHLE SPARBY AND HAASE PA Total:** | | **8,150.00** |
| **Vendor: INNOVATIVE OFFICE SOLUTIONS LL** | | | | | | | |
| INNOVATIVE OFFICE SOLUT... | IN4802779 | 03/31/2025 | 100-4194-62230 | Building Maint & Repair | DISPENSER - TOILET TISSUE | | 101.58 |
| INNOVATIVE OFFICE SOLUT... | IN4802779 | 03/31/2025 | 100-4194-62230 | Building Maint & Repair | TOILET TISSUE / SOAP | | 118.27 |
| INNOVATIVE OFFICE SOLUT... | IN4805794 | 04/03/2025 | 100-4194-62230 | Building Maint & Repair | DISPENSER - TOILET TISSUE | | 101.58 |
| INNOVATIVE OFFICE SOLUT... | IN4805794 | 04/03/2025 | 100-4194-62990 | Misc. Operating Expense | TOILET TISSUE / SOAP | | 223.23 |
| | | | | | **Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:** | | **544.66** |
| **Vendor: INTERSTATE BILLING SERVICE** | | | | | | | |
| INTERSTATE BILLING SERVICE | 33214G | 03/19/2025 | 100-4312-62210 | Equipment Maint & Repair | MOTOR DRIVE - SKIDSTEER | | 3,748.80 |
| INTERSTATE BILLING SERVICE | 33286G | 03/21/2025 | 100-4312-62210 | Equipment Maint & Repair | PARTS - SKIDSTEER | | 71.07 |
| | | | | | **Vendor INTERSTATE BILLING SERVICE Total:** | | **3,819.87** |
| **Vendor: JEFFREY A OLSON** | | | | | | | |
| JEFFREY A OLSON | 2817I | 03/26/2025 | 620-4890-64190 | Rentals/Leases | REPAIR - WATER BREAK | | 3,750.00 |
| | | | | | **Vendor JEFFREY A OLSON Total:** | | **3,750.00** |
| **Vendor: KJELL JOHNSRUD** | | | | | | | |
| KJELL JOHNSRUD | REIMB 03 24 25 | 03/24/2025 | 100-4210-62880 | Personal Protective Equipm... | REIMBURSE - BELT PURCHA... | | 19.10 |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| KJELL JOHNSRUD | REIMB 03 24 25 | 03/24/2025 | 100-4210-62990 | Misc. Operating Expense | REIMBURSE - FLASHLIGHT B... | | 37.36 |
| | | | | | | **Vendor KJELL JOHNSRUD Total:** | **56.46** |
| **Vendor: M M U A** | | | | | | | |
| M M U A | 66066 | 04/01/2025 | 100-4150-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 461.01 |
| M M U A | 66066 | 04/01/2025 | 100-4194-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 76.84 |
| M M U A | 66066 | 04/01/2025 | 100-4210-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 1,459.91 |
| M M U A | 66066 | 04/01/2025 | 100-4220-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 537.86 |
| M M U A | 66066 | 04/01/2025 | 100-4240-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 76.84 |
| M M U A | 66066 | 04/01/2025 | 100-4312-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 537.85 |
| M M U A | 66066 | 04/01/2025 | 100-4315-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 537.85 |
| M M U A | 66066 | 04/01/2025 | 100-4510-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 384.18 |
| M M U A | 66066 | 04/01/2025 | 100-4650-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 230.50 |
| M M U A | 66066 | 04/01/2025 | 100-4660-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 76.84 |
| M M U A | 66066 | 04/01/2025 | 610-4890-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 461.03 |
| M M U A | 66066 | 04/01/2025 | 620-4890-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 307.35 |
| M M U A | 66066 | 04/01/2025 | 660-24000 | Clearing Account | 2ND QTR 2025 SAFETY PRO... | | 307.35 |
| M M U A | 66066 | 04/01/2025 | 680-4890-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 307.35 |
| M M U A | 66066 | 04/01/2025 | 690-4890-64410 | Safety Training | 2ND QTR 2025 SAFETY PRO... | | 1,306.24 |
| M M U A | 66066 | 04/01/2025 | 690-4890-64410 | Safety Training | 2ND QTR 2025 JTS SAFETY T... | | 1,833.75 |
| | | | | | | **Vendor M M U A Total:** | **8,902.75** |
| **Vendor: MUNICIPAL SERVICE CO INC** | | | | | | | |
| MUNICIPAL SERVICE CO INC | PAY RQST #2 | 03/09/2025 | 550-4680-65900 | Work in Process-Constructi... | CO2 REPLACEMENT PRJ | | 100,620.00 |
| | | | | | | **Vendor MUNICIPAL SERVICE CO INC Total:** | **100,620.00** |
| **Vendor: N A P A AUTO PARTS THF RVR FL** | | | | | | | |
| N A P A AUTO PARTS THF R... | 741712 | 03/14/2025 | 100-4312-62210 | Equipment Maint & Repair | FLOOR DRY / PARTS CLEAN... | | 338.62 |
| N A P A AUTO PARTS THF R... | 741756 | 03/18/2025 | 100-4220-62210 | Equipment Maint & Repair | AIR BRAKE KNOB - E97 | | 18.49 |
| N A P A AUTO PARTS THF R... | 741880 | 03/24/2025 | 100-4510-62210 | Equipment Maint & Repair | BEARING - FORD F 550 | | 45.06 |
| N A P A AUTO PARTS THF R... | 741885 | 03/24/2025 | 100-4510-62210 | Equipment Maint & Repair | GASKET - FORD F550 | | 21.99 |
| N A P A AUTO PARTS THF R... | 741910 | 03/25/2025 | 690-4850-62350 | Power Plant/Dam Maint | OIL FILTERS / PARTS CLEAN... | | 249.98 |
| N A P A AUTO PARTS THF R... | 741963 | 03/26/2025 | 690-4850-62210 | Equipment Maint & Repair | FUSE - UNIT #111 | | 15.82 |
| N A P A AUTO PARTS THF R... | 741966 | 03/26/2025 | 690-4850-62210 | Equipment Maint & Repair | PARTS - UNIT #111 | | 8.94 |
| | | | | | | **Vendor N A P A AUTO PARTS THF RVR FL Total:** | **698.90** |
| **Vendor: NATIONWIDE** | | | | | | | |
| NATIONWIDE | 2025/2026 | 03/24/2025 | 690-4870-63610 | Insurance Expense | SURETY BOND - 05/2025 - 0... | | 120.00 |
| | | | | | | **Vendor NATIONWIDE Total:** | **120.00** |
| **Vendor: NELSON EQUIPMENT OF T R F INC** | | | | | | | |
| NELSON EQUIPMENT OF T R... | CT157717 | 03/18/2025 | 100-4510-62210 | Equipment Maint & Repair | REPAIR KIT - SNOW PLOW ... | | 28.70 |
| NELSON EQUIPMENT OF T R... | CT157725 | 03/18/2025 | 100-4510-62210 | Equipment Maint & Repair | PARTS - SNO PLOW TOOLCAT | | 184.95 |
| | | | | | | **Vendor NELSON EQUIPMENT OF T R F INC Total:** | **213.65** |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: NORTH CENTRAL INTERNATIONAL LLC** | | | | | | | |
| NORTH CENTRAL INTERNAT… | X205083971 01 | 03/18/2025 | 100-4312-62210 | Equipment Maint & Repair | HOSE ASSY - #5515 | | 25.50 |
| | | | | | **Vendor NORTH CENTRAL INTERNATIONAL LLC Total:** | | **25.50** |
| **Vendor: NORTHERN REGION FIREFIGHTERS ASSOCIATION** | | | | | | | |
| NORTHERN REGION FIREFI… | 2025 DUES | 04/09/2025 | 100-4220-64330 | Dues and Subscriptions | 2025 ANNUAL DUES | | 50.00 |
| | | | | | **Vendor NORTHERN REGION FIREFIGHTERS ASSOCIATION Total:** | | **50.00** |
| **Vendor: NORTHERN STATE BANK** | | | | | | | |
| NORTHERN STATE BANK | MAR 2025 | 04/02/2025 | 100-4150-63030 | Contracts Expense | MAR 2025 - MONTHLY SERV… | | 321.71 |
| | | | | | **Vendor NORTHERN STATE BANK Total:** | | **321.71** |
| **Vendor: NORTHWEST POWER SYSTEMS INC** | | | | | | | |
| NORTHWEST POWER SYST… | T343674 | 03/05/2025 | 690-4850-62210 | Equipment Maint & Repair | BATTERY | | 188.13 |
| NORTHWEST POWER SYST… | T343820 | 04/09/2025 | 690-4850-62350 | Power Plant/Dam Maint | ORING | | 1.44 |
| NORTHWEST POWER SYST… | T343841 | 03/17/2025 | 100-4312-62210 | Equipment Maint & Repair | PARST - #5525 | | 32.30 |
| NORTHWEST POWER SYST… | T343906 | 03/19/2025 | 690-4850-62350 | Power Plant/Dam Maint | BATTERIES - CAT ENGINE | | 563.22 |
| NORTHWEST POWER SYST… | T343934 | 03/20/2025 | 100-4220-62210 | Equipment Maint & Repair | ROCKER SWITCH | | 39.36 |
| NORTHWEST POWER SYST… | T343970 | 03/24/2025 | 100-4312-62210 | Equipment Maint & Repair | PARTS - #5515 | | 11.90 |
| NORTHWEST POWER SYST… | T343986 | 03/25/2025 | 690-4850-62350 | Power Plant/Dam Maint | GAUGE / OIL / FILTERS - NO… | | 38.26 |
| NORTHWEST POWER SYST… | T344050 | 03/27/2025 | 100-4315-62210 | Equipment Maint & Repair | HYD HOSE - #5605 | | 44.06 |
| NORTHWEST POWER SYST… | T344051 | 03/27/2025 | 690-4850-62210 | Equipment Maint & Repair | BATTERY | | 188.13 |
| NORTHWEST POWER SYST… | T344053 | 03/27/2025 | 100-4315-62210 | Equipment Maint & Repair | HYD HOSE - #5605 | | 24.40 |
| | | | | | **Vendor NORTHWEST POWER SYSTEMS INC Total:** | | **1,131.20** |
| **Vendor: NORTHWEST REGIONAL LIBRARY** | | | | | | | |
| NORTHWEST REGIONAL LIB… | 1075 | 04/03/2025 | 100-4550-63140 | Regional Library System Py… | 2ND QTR 2025 ALLOCATION | | 43,556.00 |
| | | | | | **Vendor NORTHWEST REGIONAL LIBRARY Total:** | | **43,556.00** |
| **Vendor: OIL BOYZ EXPRESS LUBE INC** | | | | | | | |
| OIL BOYZ EXPRESS LUBE INC | 16343 | 04/08/2025 | 690-4850-62350 | Power Plant/Dam Maint | OIL CHANGE - #1 | | 73.76 |
| | | | | | **Vendor OIL BOYZ EXPRESS LUBE INC Total:** | | **73.76** |
| **Vendor: PETERSON LUMBER COMPANY** | | | | | | | |
| PETERSON LUMBER COMP… | 2503-074459 | 03/04/2025 | 620-4850-62230 | Building Maint & Repair | PINE - DIST SHOP | | 8.77 |
| PETERSON LUMBER COMP… | 2503-074553 | 03/06/2025 | 630-4840-62990 | Misc. Operating Expense | ELECTRICAL SUPPLIES - OVE… | | 41.61 |
| PETERSON LUMBER COMP… | 2503-074827 | 03/13/2025 | 100-4671-62200 | System Expense | OAK PLYWOOD | | 139.00 |
| PETERSON LUMBER COMP… | 2503-075094 | 03/20/2025 | 680-4840-62990 | Misc. Operating Expense | SACRETE | | 6.53 |
| | | | | | **Vendor PETERSON LUMBER COMPANY Total:** | | **195.91** |
| **Vendor: PITNEY BOWES BANK INC PURCHASE POWER** | | | | | | | |
| PITNEY BOWES BANK INC P… | 03 06 25 | 03/06/2025 | 100-4670-62010 | Office Supplies | POSTAGE METER REFILL | | 214.99 |
| | | | | | **Vendor PITNEY BOWES BANK INC PURCHASE POWER Total:** | | **214.99** |
| **Vendor: QUILL LLC** | | | | | | | |
| QUILL LLC | 42880189 | 02/14/2025 | 100-4670-62010 | Office Supplies | OFFICE SUPPLIES | | 53.01 |
| QUILL LLC | 43373034 | 03/20/2025 | 100-4670-62010 | Office Supplies | OFFICE SUPPLIES | | 505.80 |
| QUILL LLC | 43410703 | 03/24/2025 | 100-4192-62020 | Computer Supplies | TONER | | 103.69 |
| | | | | | **Vendor QUILL LLC Total:** | | **662.50** |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: RMB ENVIRONMENTAL LAB INC** | | | | | | | |
| RMB ENVIRONMENTAL LAB ... | D071775 | 03/20/2025 | 620-4840-62170 | Field Supplies | LAB ANALYSIS - STATE SAM... | | 287.38 |
| | | | | | **Vendor RMB ENVIRONMENTAL LAB INC Total:** | | **287.38** |
| **Vendor: SANFORD HEALTH OCCUPATIONAL MEDICINE** | | | | | | | |
| SANFORD HEALTH OCCUPAT.. | 833739 | 03/31/2025 | 100-4220-62990 | Misc. Operating Expense | PRE EMPLOYMENT DRUG T... | | 32.00 |
| | | | | | **Vendor SANFORD HEALTH OCCUPATIONAL MEDICINE Total:** | | **32.00** |
| **Vendor: SHPIGLER CONSULTING INC** | | | | | | | |
| SHPIGLER CONSULTING INC | 04 01 25 | 04/01/2025 | 620-4890-63110 | Consulting Fees | APR 2025 - CONSULTING SU... | | 3,750.00 |
| | | | | | **Vendor SHPIGLER CONSULTING INC Total:** | | **3,750.00** |
| **Vendor: SJOBERG'S CABLE TV** | | | | | | | |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 100-4192-63020 | Computer Maintenance & li... | APR 2025 MONTHLY SERVICE | | 81.90 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 100-4192-63020 | Computer Maintenance & li... | APR 2025 MONTHLY SERVICE | | 225.00 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 100-4220-63020 | Computer Maintenance & li... | APR 2025 MONTHLY SERVICE | | 49.95 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 100-4312-63020 | Computer Maintenance & li... | APR 2025 MONTHLY SERVICE | | 56.95 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 100-4510-63210 | Communication Expense | APR 2025 MONTHLY SERVICE | | 104.50 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 100-4560-63210 | Communication Expense | APR 2025 MONTHLY SERVICE | | 40.39 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 610-4890-63020 | Computer Maintenance & li... | APR 2025 MONTHLY SERVICE | | 56.95 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 620-4830-63210 | Communication Expense | APR 2025 MONTHLY SERVICE | | 25.84 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 620-4890-63020 | Computer Maintenance & li... | APR 2025 MONTHLY SERVICE | | 49.95 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 680-4830-63210 | Communication Expense | APR 2025 MONTHLY SERVICE | | 85.50 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 680-4830-63210 | Communication Expense | APR 2025 MONTHLY SERVICE | | 475.00 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 690-4830-63210 | Communication Expense | APR 2025 MONTHLY SERVICE | | 34.90 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 690-4830-63210 | Communication Expense | APR 2025 MONTHLY SERVICE | | 142.50 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 690-4830-63210 | Communication Expense | APR 2025 MONTHLY SERVICE | | 142.50 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 690-4890-63020 | Computer Maintenance & li... | APR 2025 MONTHLY SERVICE | | 49.95 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 690-4890-63020 | Computer Maintenance & li... | APR 2025 MONTHLY SERVICE | | 225.00 |
| SJOBERG'S CABLE TV | APR 2025 | 04/09/2025 | 690-4890-63020 | Computer Maintenance & li... | APR 2025 MONTHLY SERVICE | | 42.95 |
| | | | | | **Vendor SJOBERG'S CABLE TV Total:** | | **1,889.73** |
| **Vendor: SORVIG OIL INC** | | | | | | | |
| SORVIG OIL INC | 24966 | 03/24/2025 | 620-4840-62120 | Gas-Oil-Lube | KEROSENE | | 25.00 |
| | | | | | **Vendor SORVIG OIL INC Total:** | | **25.00** |
| **Vendor: STEVE ZAVORAL** | | | | | | | |
| STEVE ZAVORAL | REIMB 04 07 25 | 04/07/2025 | 690-4840-62990 | Misc. Operating Expense | REIMBURSE SAFETY TOED F... | | 100.00 |
| | | | | | **Vendor STEVE ZAVORAL Total:** | | **100.00** |
| **Vendor: STEVEN O KVASAGER** | | | | | | | |
| STEVEN O KVASAGER | 002656 | 03/29/2025 | 690-4890-63030 | Contracts Expense | APR 2025 - ALARM MONIT... | | 19.50 |
| STEVEN O KVASAGER | 002657 | 03/29/2025 | 690-4850-62350 | Power Plant/Dam Maint | APR 2025 - ALARM MONIT... | | 19.50 |
| | | | | | **Vendor STEVEN O KVASAGER Total:** | | **39.00** |
| **Vendor: THE BROOKSHIRE CO LLC** | | | | | | | |
| THE BROOKSHIRE CO LLC | 25-1508 | 03/17/2025 | 100-4660-64330 | Dues and Subscriptions | 2025 / 2026 ANNUAL CVN ... | | 4,500.00 |
| | | | | | **Vendor THE BROOKSHIRE CO LLC Total:** | | **4,500.00** |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: THIEF RIVER FALLS TIMES** | | | | | | | |
| THIEF RIVER FALLS TIMES | 03 31 25 - 878 | 03/31/2025 | 100-4220-63590 | Printing & Publications | MAR 2025 CHARGES - FIRE F... | | 324.43 |
| THIEF RIVER FALLS TIMES | 03 31 25 - 878 | 03/31/2025 | 100-4660-63590 | Printing & Publications | MAR 2025 CHARGES - HRG ... | | 327.00 |
| | | | | | **Vendor THIEF RIVER FALLS TIMES Total:** | | **651.43** |
| **Vendor: THIEF RIVER GLASS INC** | | | | | | | |
| THIEF RIVER GLASS INC | 0010653 | 03/25/2025 | 100-4210-62210 | Equipment Maint & Repair | WINDSHIELD - 2018 FORD T... | | 450.00 |
| | | | | | **Vendor THIEF RIVER GLASS INC Total:** | | **450.00** |
| **Vendor: TITAN MACHINERY - FARGO** | | | | | | | |
| TITAN MACHINERY - FARGO | PS0663494-1 | 03/26/2025 | 690-4850-62210 | Equipment Maint & Repair | TRENCHER PARTS | | 252.99 |
| | | | | | **Vendor TITAN MACHINERY - FARGO Total:** | | **252.99** |
| **Vendor: TYLER TECHNOLOGIES INC** | | | | | | | |
| TYLER TECHNOLOGIES INC | 025-503855 | 03/31/2025 | 100-4315-63060 | Credit Card Fees | 1 QTR CR CARD TRANSACTI... | | 605.06 |
| TYLER TECHNOLOGIES INC | 025-503855 | 03/31/2025 | 620-4890-63060 | Credit Card Fees | 1 QTR CR CARD TRANSACTI... | | 1,411.81 |
| TYLER TECHNOLOGIES INC | 025-503855 | 03/31/2025 | 680-4890-63060 | Credit Card Fees | 1 QTR CR CARD TRANSACTI... | | 403.38 |
| TYLER TECHNOLOGIES INC | 025-503855 | 03/31/2025 | 690-4890-63060 | Credit Card Fees | 1 QTR CR CARD TRANSACTI... | | 1,613.50 |
| TYLER TECHNOLOGIES INC | 025-504290 | 03/31/2025 | 100-4315-63060 | Credit Card Fees | 1ST QTR SM PORTAL TRANS... | | 1.41 |
| TYLER TECHNOLOGIES INC | 025-504290 | 03/31/2025 | 620-4890-63060 | Credit Card Fees | 1ST QTR SM PORTAL TRANS... | | 3.29 |
| TYLER TECHNOLOGIES INC | 025-504290 | 03/31/2025 | 680-4890-63060 | Credit Card Fees | 1ST QTR SM PORTAL TRANS... | | 0.94 |
| TYLER TECHNOLOGIES INC | 025-504290 | 03/31/2025 | 690-4890-63060 | Credit Card Fees | 1ST QTR SM PORTAL TRANS... | | 3.76 |
| | | | | | **Vendor TYLER TECHNOLOGIES INC Total:** | | **4,043.15** |
| **Vendor: UNITED STATES PLASTIC CORP** | | | | | | | |
| UNITED STATES PLASTIC CO... | 7620328 | 04/01/2025 | 620-4850-62220 | Plant Equip Maint & Repair | SUPPLIES - AMMONIA FEED... | | 372.88 |
| | | | | | **Vendor UNITED STATES PLASTIC CORP Total:** | | **372.88** |
| **Vendor: UNIVERSAL SCREENPRINT** | | | | | | | |
| UNIVERSAL SCREENPRINT | 45991 | 03/28/2025 | 100-4210-62990 | Misc. Operating Expense | EMBROIDERY | | 168.00 |
| | | | | | **Vendor UNIVERSAL SCREENPRINT Total:** | | **168.00** |
| **Vendor: WASTE MASTERS LLC** | | | | | | | |
| WASTE MASTERS LLC | 488 | 03/31/2025 | 100-4315-63030 | Contracts Expense | MAR 2025 - GARBAGE TIPPI... | | 23,672.06 |
| WASTE MASTERS LLC | 53X00245 | 03/31/2025 | 100-4315-63030 | Contracts Expense | MAR 2025 - DOWNTOWN ... | | 162.50 |
| WASTE MASTERS LLC | 53X08171 | 03/31/2025 | 100-4670-62990 | Misc. Operating Expense | RECYCLING/SHREDDING FE... | | 49.32 |
| | | | | | **Vendor WASTE MASTERS LLC Total:** | | **23,883.88** |
| **Vendor: WIDSETH SMITH NOLTING ASC INC** | | | | | | | |
| WIDSETH SMITH NOLTING ... | 236828 | 03/24/2025 | 260-4680-65920 | Work in Process - Eng/Archt... | PROF SRVCS - MECC NETTI... | | 1,005.00 |
| | | | | | **Vendor WIDSETH SMITH NOLTING ASC INC Total:** | | **1,005.00** |
| | | | | | **Grand Total:** | | **269,042.10** |

## Fund Summary

| Fund | Expense Amount |
|---|---|
| 100 - GENERAL FUND | 138,211.68 |
| 260 - MULTI-EVENTS CENTER FUND | 1,005.00 |
| 550 - 2025 CO2 TANK REPLACMENT | 100,620.00 |
| 610 - LIQUOR DISPENSARY | 517.98 |
| 620 - WATER UTILITY FUND | 19,436.21 |
| 630 - ARENAS - OAK VIEW GROUP | 41.61 |
| 660 - AIRPORT FUND | 307.35 |
| 680 - WASTEWATER UTILITY FUND | 1,534.12 |
| 690 - ELECTRIC UTILITY FUND | 7,368.15 |
| **Grand Total:** | **269,042.10** |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 100-4110-63030 | Contracts Expense | 1,271.00 |
| 100-4150-63030 | Contracts Expense | 321.71 |
| 100-4150-64400 | Travel, Conference, Sch… | 21.97 |
| 100-4150-64410 | Safety Training | 461.01 |
| 100-4160-63040 | Legal Fees | 8,150.00 |
| 100-4192-62020 | Computer Supplies | 103.69 |
| 100-4192-63020 | Computer Maintenance… | 306.90 |
| 100-4194-62230 | Building Maint & Repair | 321.43 |
| 100-4194-62990 | Misc. Operating Expense | 253.13 |
| 100-4194-64410 | Safety Training | 76.84 |
| 100-4210-62210 | Equipment Maint & Repa.. | 438.11 |
| 100-4210-62880 | Personal Protective Equi… | 156.04 |
| 100-4210-62990 | Misc. Operating Expense | 590.06 |
| 100-4210-64410 | Safety Training | 1,459.91 |
| 100-4220-62210 | Equipment Maint & Repa.. | 57.85 |
| 100-4220-62990 | Misc. Operating Expense | 32.00 |
| 100-4220-63020 | Computer Maintenance… | 49.95 |
| 100-4220-63590 | Printing & Publications | 324.43 |
| 100-4220-64330 | Dues and Subscriptions | 50.00 |
| 100-4220-64410 | Safety Training | 537.86 |
| 100-4220-65400 | Machinery & Equipment | 16,350.00 |
| 100-4240-63030 | Contracts Expense | 14,938.47 |
| 100-4240-64410 | Safety Training | 76.84 |
| 100-4312-62210 | Equipment Maint & Repa.. | 4,709.76 |
| 100-4312-62260 | Signs-Brooms-Paint | 312.20 |
| 100-4312-62990 | Misc. Operating Expense | 29.43 |
| 100-4312-63020 | Computer Maintenance… | 56.95 |
| 100-4312-64410 | Safety Training | 537.85 |
| 100-4315-62210 | Equipment Maint & Repa.. | 301.04 |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 100-4315-63030 | Contracts Expense | 23,834.56 |
| 100-4315-63060 | Credit Card Fees | 606.47 |
| 100-4315-64410 | Safety Training | 537.85 |
| 100-4510-62120 | Gas-Oil-Lube | 87.96 |
| 100-4510-62210 | Equipment Maint & Repa.. | 1,171.21 |
| 100-4510-63210 | Communication Expense | 104.50 |
| 100-4510-64410 | Safety Training | 384.18 |
| 100-4550-63140 | Regional Library System ... | 43,556.00 |
| 100-4560-63210 | Communication Expense | 40.39 |
| 100-4650-64410 | Safety Training | 230.50 |
| 100-4660-63590 | Printing & Publications | 327.00 |
| 100-4660-64330 | Dues and Subscriptions | 4,500.00 |
| 100-4660-64410 | Safety Training | 76.84 |
| 100-4670-62010 | Office Supplies | 773.80 |
| 100-4670-62990 | Misc. Operating Expense | 49.32 |
| 100-4670-64530 | Public Safety Grant Expe... | 6,961.16 |
| 100-4671-62200 | System Expense | 2,673.51 |
| 260-4680-65920 | Work in Process - Eng/Ar... | 1,005.00 |
| 550-4680-65900 | Work in Process-Constru... | 100,620.00 |
| 610-4890-63020 | Computer Maintenance... | 56.95 |
| 610-4890-64410 | Safety Training | 461.03 |
| 620-4830-63210 | Communication Expense | 25.84 |
| 620-4840-62120 | Gas-Oil-Lube | 25.00 |
| 620-4840-62160 | Chemicals | 8,844.55 |
| 620-4840-62170 | Field Supplies | 393.00 |
| 620-4840-62990 | Misc. Operating Expense | 118.14 |
| 620-4850-62210 | Equipment Maint & Repa.. | 375.63 |
| 620-4850-62220 | Plant Equip Maint & Rep... | 372.88 |
| 620-4850-62230 | Building Maint & Repair | 8.77 |
| 620-4890-63020 | Computer Maintenance... | 49.95 |
| 620-4890-63060 | Credit Card Fees | 1,415.10 |
| 620-4890-63110 | Consulting Fees | 3,750.00 |
| 620-4890-64190 | Rentals/Leases | 3,750.00 |
| 620-4890-64410 | Safety Training | 307.35 |
| 630-4840-62990 | Misc. Operating Expense | 41.61 |
| 660-24000 | Clearing Account | 307.35 |
| 680-4830-63210 | Communication Expense | 560.50 |
| 680-4840-62120 | Gas-Oil-Lube | 41.56 |
| 680-4840-62170 | Field Supplies | 12.89 |
| 680-4840-62990 | Misc. Operating Expense | 80.51 |
| 680-4850-62210 | Equipment Maint & Repa.. | 126.99 |
| 680-4890-63060 | Credit Card Fees | 404.32 |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 680-4890-64410 | Safety Training | 307.35 |
| 690-4830-63210 | Communication Expense | 319.90 |
| 690-4840-62880 | Personal Protective Equi… | 100.00 |
| 690-4840-62990 | Misc. Operating Expense | 123.98 |
| 690-4850-62210 | Equipment Maint & Repa.. | 654.01 |
| 690-4850-62230 | Building Maint & Repair | 9.45 |
| 690-4850-62350 | Power Plant/Dam Maint | 946.16 |
| 690-4870-63610 | Insurance Expense | 120.00 |
| 690-4890-63020 | Computer Maintenance… | 317.90 |
| 690-4890-63030 | Contracts Expense | 19.50 |
| 690-4890-63060 | Credit Card Fees | 1,617.26 |
| 690-4890-64410 | Safety Training | 3,139.99 |
| | **Grand Total:** | **269,042.10** |

## Project Account Summary

| Project Account Key | | Expense Amount |
|---|---|---|
| **None** | | 269,042.10 |
| | **Grand Total:** | **269,042.10** |

# Council Approval Register

City of Thief River Falls, MN

## Packet: APPKT01355 - 04/02/25 ELECTRIC PAYABLES

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: DAKOTA SUPPLY GROUP** | | | | | | | |
| DAKOTA SUPPLY GROUP | S104428554.001 | 03/05/2025 | 620-4850-62230 | Building Maint & Repair | WALL HEATER - WTP | | 4,361.01 |
| DAKOTA SUPPLY GROUP | S104497736.001 | 03/17/2025 | 630-4850-62230 | Building Maint & Repair | ELECTRICAL SUPPLIES - RV ... | | 395.94 |
| DAKOTA SUPPLY GROUP | S104509895.001 | 03/11/2025 | 100-4194-62230 | Building Maint & Repair | LED BULBS | | 988.93 |
| DAKOTA SUPPLY GROUP | S104525501.001 | 03/10/2025 | 630-4840-62990 | Misc. Operating Expense | ELECTRICAL SUPPLIES - OVE... | | 201.38 |
| DAKOTA SUPPLY GROUP | S104535672.001 | 03/12/2025 | 630-4840-62990 | Misc. Operating Expense | ELECTRICAL SUPPLIES - OVE... | | 590.50 |
| DAKOTA SUPPLY GROUP | S104535712.001 | 03/13/2025 | 630-4840-62990 | Misc. Operating Expense | ELECTRICAL SUPPLIES - OVE... | | 384.18 |
| DAKOTA SUPPLY GROUP | S104544344.001 | 03/17/2025 | 630-4850-62230 | Building Maint & Repair | ELECTRICAL SUPPLIES - RV ... | | 1.45 |
| DAKOTA SUPPLY GROUP | S104544344.002 | 03/18/2025 | 630-4850-62230 | Building Maint & Repair | ELECTRICAL SUPPLIES - RV ... | | 390.74 |
| DAKOTA SUPPLY GROUP | S104551031.001 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1029... | | 3,695.84 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #0923... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1229... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1011... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1028... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50 KVA 240/120 #1011... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1229... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1011... | | 3,695.35 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50 KVA 240/120 #1011... | | 3,695.35 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1028... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1229... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1028... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.002 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1028... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.003 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 25KVA 240/120 #1229... | | 3,017.57 |
| DAKOTA SUPPLY GROUP | S104551031.003 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1029... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104551031.003 | 03/27/2025 | 690-14100 | Inventory - Materials | B&B 50KVA 240/120 #1011... | | 3,695.34 |
| DAKOTA SUPPLY GROUP | S104563789.001 | 03/24/2025 | 630-4850-62230 | Building Maint & Repair | ELECTRICAL SUPPLIES - RV ... | | 17.54 |
| DAKOTA SUPPLY GROUP | S104563798.001 | 03/24/2025 | 630-4840-62990 | Misc. Operating Expense | RETURN CREDIT - ELEC SUPP.. | | -127.46 |
| | | | | | | **Vendor DAKOTA SUPPLY GROUP Total:** | **65,652.40** |
| **Vendor: STUART C IRBY CO** | | | | | | | |
| STUART C IRBY CO | S014099017.001 | 02/25/2025 | 690-14100 | Inventory - Materials | 30ft Aluminum w/tenon | | 28,428.75 |
| | | | | | | **Vendor STUART C IRBY CO Total:** | **28,428.75** |
| | | | | | | **Grand Total:** | **94,081.15** |

## Fund Summary

| Fund | | Expense Amount |
|---|---|---|
| 100 - GENERAL FUND | | 988.93 |
| 620 - WATER UTILITY FUND | | 4,361.01 |
| 630 - ARENAS - OAK VIEW GROUP | | 1,854.27 |
| 690 - ELECTRIC UTILITY FUND | | 86,876.94 |
| | **Grand Total:** | **94,081.15** |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 100-4194-62230 | Building Maint & Repair | 988.93 |
| 620-4850-62230 | Building Maint & Repair | 4,361.01 |
| 630-4840-62990 | Misc. Operating Expense | 1,048.60 |
| 630-4850-62230 | Building Maint & Repair | 805.67 |
| 690-14100 | Inventory - Materials | 86,876.94 |
| | **Grand Total:** | **94,081.15** |

## Project Account Summary

| Project Account Key | | Expense Amount |
|---|---|---|
| **None** | | 94,081.15 |
| | **Grand Total:** | **94,081.15** |

# Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01334 - 3/31/25 WEX INVOICES

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: BLUE CROSS BLUE SHIELD OF MN** | | | | | | | |
| BLUE CROSS BLUE SHIELD O… | INV0001557 | 03/21/2025 | 740-4870-63650 | Senior Gold BC/BS Monthly … | MAY BILLING | | 2,754.00 |
| | | | | | **Vendor BLUE CROSS BLUE SHIELD OF MN Total:** | | **2,754.00** |
| **Vendor: WEX HEALTH INC** | | | | | | | |
| WEX HEALTH INC | INV0001555 | 03/20/2025 | 740-20300 | Flex Payroll Deductions | FSA Flex Reimbursement | | 34.13 |
| WEX HEALTH INC | INV0001556 | 03/21/2025 | 740-20300 | Flex Payroll Deductions | FSA Flex Reimbursement | | 55.00 |
| WEX HEALTH INC | INV0001558 | 03/24/2025 | 740-20300 | Flex Payroll Deductions | FSA Flex Reimbursement | | 48.49 |
| WEX HEALTH INC | INV0001559 | 03/25/2025 | 740-20300 | Flex Payroll Deductions | FSA Flex Reimbursement | | 1,066.70 |
| WEX HEALTH INC | INV0001560 | 03/25/2025 | 740-20300 | Flex Payroll Deductions | FSA Flex Reimbursement | | 137.50 |
| WEX HEALTH INC | INV0001561 | 03/27/2025 | 740-20300 | Flex Payroll Deductions | FSA Flex Reimbursement | | 55.91 |
| | | | | | **Vendor WEX HEALTH INC Total:** | | **1,397.73** |
| | | | | | **Grand Total:** | | **4,151.73** |

## Fund Summary

| Fund | | Expense Amount |
|---|---|---|
| 740 - TRF HEALTH INSURANCE FUND | | 4,151.73 |
| | **Grand Total:** | **4,151.73** |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 740-20300 | Flex Payroll Deductions | 1,397.73 |
| 740-4870-63650 | Senior Gold BC/BS Mont... | 2,754.00 |
| | **Grand Total:** | **4,151.73** |

## Project Account Summary

| Project Account Key | | Expense Amount |
|---|---|---|
| **None** | | 4,151.73 |
| | **Grand Total:** | **4,151.73** |

# Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01349 - 03/28/25 DIRECT PAYABLES / LIQUOR

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| **Vendor: BELLBOY CORP - BAR SUPPLY** | | | | | | | |
| BELLBOY CORP - BAR SUPPLY | 0109600400 | 03/18/2025 | 610-4810-62540 | Soft Drinks/Mix for Resale | MIX | | 384.65 |
| | | | | | | **Vendor BELLBOY CORP - BAR SUPPLY Total:** | **384.65** |
| **Vendor: BELLBOY CORP - LIQUOR** | | | | | | | |
| BELLBOY CORP - LIQUOR | 0206980900 | 03/06/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 1,479.75 |
| BELLBOY CORP - LIQUOR | 0207104100 | 03/18/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 3,421.85 |
| | | | | | | **Vendor BELLBOY CORP - LIQUOR Total:** | **4,901.60** |
| **Vendor: BEVERAGE WHOLESALERS INC** | | | | | | | |
| BEVERAGE WHOLESALERS I... | 371086 | 03/06/2025 | 610-4810-62520 | Beer for Resale | BEER | | 1,246.00 |
| | | | | | | **Vendor BEVERAGE WHOLESALERS INC Total:** | **1,246.00** |
| **Vendor: BREAKTHRU BEVERAGE** | | | | | | | |
| BREAKTHRU BEVERAGE | 120519652 | 03/18/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 14,135.60 |
| BREAKTHRU BEVERAGE | 120519652 | 03/18/2025 | 610-4810-62530 | Wine for Resale | WINE | | 624.00 |
| BREAKTHRU BEVERAGE | 120519652 | 03/18/2025 | 610-4810-62540 | Soft Drinks/Mix for Resale | MIX | | 189.89 |
| BREAKTHRU BEVERAGE | 120627353 | 03/25/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 915.58 |
| | | | | | | **Vendor BREAKTHRU BEVERAGE Total:** | **15,865.07** |
| **Vendor: C & L DISTRIBUTING** | | | | | | | |
| C & L DISTRIBUTING | 2070893 | 03/13/2025 | 610-4810-62520 | Beer for Resale | BEER | | 358.25 |
| C & L DISTRIBUTING | 2070893 | 03/13/2025 | 610-4810-62540 | Soft Drinks/Mix for Resale | MIX | | 56.00 |
| C & L DISTRIBUTING | 2077777 | 03/27/2025 | 610-4810-62520 | Beer for Resale | BEER | | 325.45 |
| C & L DISTRIBUTING | 2077777 | 03/27/2025 | 610-4810-62540 | Soft Drinks/Mix for Resale | MIX | | 143.00 |
| | | | | | | **Vendor C & L DISTRIBUTING Total:** | **882.70** |
| **Vendor: DWIGHT TANGQUIST** | | | | | | | |
| DWIGHT TANGQUIST | 03 07 25 | 03/07/2025 | 610-4840-62140 | Off Sale Supplies | BAGS - PINT & QUART SIZE | | 255.40 |
| | | | | | | **Vendor DWIGHT TANGQUIST Total:** | **255.40** |
| **Vendor: ECOLAB INC** | | | | | | | |
| ECOLAB INC | 7676471 | 03/26/2025 | 610-4890-63030 | Contracts Expense | 1ST QTR 2025 - RODENT C... | | 146.46 |
| | | | | | | **Vendor ECOLAB INC Total:** | **146.46** |
| **Vendor: FORESTEDGE WINERY** | | | | | | | |
| FORESTEDGE WINERY | 5921 | 03/25/2025 | 610-4810-62530 | Wine for Resale | WINE | | 138.00 |
| | | | | | | **Vendor FORESTEDGE WINERY Total:** | **138.00** |
| **Vendor: MC KINNON COMPANY INC** | | | | | | | |
| MC KINNON COMPANY INC | 1032000081 | 03/11/2025 | 610-4810-62520 | Beer for Resale | BEER CREDIT | | -30.50 |
| MC KINNON COMPANY INC | 833016 | 03/04/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 1,762.00 |
| MC KINNON COMPANY INC | 833016 | 03/04/2025 | 610-4810-62520 | Beer for Resale | BEER | | 6,297.00 |

| Vendor Name | Payable Number | Post Date | Account Number | Account Name | Description (Item) | (None) | Amount |
|---|---|---|---|---|---|---|---|
| MC KINNON COMPANY INC | 833016 | 03/04/2025 | 610-4810-62540 | Soft Drinks/Mix for Resale | MIX | | 54.70 |
| MC KINNON COMPANY INC | 833662 | 03/05/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR CREDIT | | -88.00 |
| MC KINNON COMPANY INC | 834092 | 03/07/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 320.00 |
| MC KINNON COMPANY INC | 834092 | 03/07/2025 | 610-4810-62520 | Beer for Resale | BEER | | 8,210.25 |
| MC KINNON COMPANY INC | 834382 | 03/11/2025 | 610-4810-62520 | Beer for Resale | BEER | | 6,116.20 |
| MC KINNON COMPANY INC | 834409 | 03/11/2025 | 610-4810-62520 | Beer for Resale | BEER | | 3,313.20 |
| MC KINNON COMPANY INC | 835376 | 03/14/2025 | 610-4810-62520 | Beer for Resale | BEER | | 6,931.10 |
| MC KINNON COMPANY INC | 835402 | 03/14/2025 | 610-4810-62520 | Beer for Resale | BEER CREDIT | | -1,009.90 |
| MC KINNON COMPANY INC | 835465 | 03/14/2025 | 610-4810-62520 | Beer for Resale | BEER | | 58.00 |
| MC KINNON COMPANY INC | 835679 | 03/18/2025 | 610-4810-62520 | Beer for Resale | BEER | | 6,838.45 |
| | | | | | | **Vendor MC KINNON COMPANY INC Total:** | **38,772.50** |
| **Vendor: NORTHWEST BEVERAGE INC** | | | | | | | |
| NORTHWEST BEVERAGE INC | 155181 | 03/03/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 158.55 |
| NORTHWEST BEVERAGE INC | 155181 | 03/03/2025 | 610-4810-62520 | Beer for Resale | BEER | | 6,014.60 |
| NORTHWEST BEVERAGE INC | 155299 | 03/07/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 171.00 |
| NORTHWEST BEVERAGE INC | 155299 | 03/07/2025 | 610-4810-62520 | Beer for Resale | BEER | | 11,075.85 |
| NORTHWEST BEVERAGE INC | 155307 | 03/10/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 192.75 |
| NORTHWEST BEVERAGE INC | 155307 | 03/10/2025 | 610-4810-62520 | Beer for Resale | BEER | | 1,983.45 |
| NORTHWEST BEVERAGE INC | 155399 | 03/14/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 199.65 |
| NORTHWEST BEVERAGE INC | 155399 | 03/14/2025 | 610-4810-62520 | Beer for Resale | BEER | | 6,342.05 |
| NORTHWEST BEVERAGE INC | 155399 | 03/14/2025 | 610-4810-62540 | Soft Drinks/Mix for Resale | MIX | | 190.00 |
| | | | | | | **Vendor NORTHWEST BEVERAGE INC Total:** | **26,327.90** |
| **Vendor: RADIO TIME** | | | | | | | |
| RADIO TIME | 082025-62 | 02/21/2025 | 610-4880-63490 | Advertising | RADIO ADVERTISING | | 172.00 |
| | | | | | | **Vendor RADIO TIME Total:** | **172.00** |
| **Vendor: SOUTHERN GLAZERS OF MN** | | | | | | | |
| SOUTHERN GLAZERS OF MN | 2600754 | 03/18/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 6,893.00 |
| SOUTHERN GLAZERS OF MN | 2600754 | 03/18/2025 | 610-4810-62530 | Wine for Resale | WINE | | 4,056.14 |
| | | | | | | **Vendor SOUTHERN GLAZERS OF MN Total:** | **10,949.14** |
| **Vendor: VINOCOPIA INC** | | | | | | | |
| VINOCOPIA INC | 0369998-IN | 03/13/2025 | 610-4810-62510 | Liquor for Resale | LIQUOR | | 613.25 |
| VINOCOPIA INC | 0369999-IN | 03/13/2025 | 610-4810-62530 | Wine for Resale | WINE | | 165.00 |
| | | | | | | **Vendor VINOCOPIA INC Total:** | **778.25** |
| | | | | | | **Grand Total:** | **100,819.67** |

## Fund Summary

| Fund | | Expense Amount |
|---|---|---|
| 610 - LIQUOR DISPENSARY | | 100,819.67 |
| | **Grand Total:** | **100,819.67** |

## Account Summary

| Account Number | Account Name | Expense Amount |
|---|---|---|
| 610-4810-62510 | Liquor for Resale | 30,174.98 |
| 610-4810-62520 | Beer for Resale | 64,069.45 |
| 610-4810-62530 | Wine for Resale | 4,983.14 |
| 610-4810-62540 | Soft Drinks/Mix for Resa… | 1,018.24 |
| 610-4840-62140 | Off Sale Supplies | 255.40 |
| 610-4880-63490 | Advertising | 172.00 |
| 610-4890-63030 | Contracts Expense | 146.46 |
| | **Grand Total:** | **100,819.67** |

## Project Account Summary

| Project Account Key | | Expense Amount |
|---|---|---|
| **None** | | 100,819.67 |
| | **Grand Total:** | **100,819.67** |

City of Thief River Falls

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

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

**Request for Council Action**

**DATE:** 4/15/2025

**SUBJECT:** Approve a Commercial Storefront Renovation Loan to PHT Properties

**RECOMMENDATION:** It is respectfully requested that the Council consider the following recommendation from the Community Development Advisory Board.

**MOTION TO:** Approve a Commercial Storefront Renovation Loan in the amount of $35,000 at a 3 percent interest rate for a period not to exceed 60 months from the City's Revolving Loan Fund to PHT Properties, Patrick Thibert, co-owner.

**BACKGROUND:** The Community Development Advisory Board met at noon on Thursday, April 3, 2025, to review and discuss the application request by Patrick Thibert for a Commercial Storefront Renovation Loan through the City of Thief River Falls' Revolving Loan Fund in the amount of $35,000. After reviewing the application and speaking with the owner, the CDAB members voted unanimously to recommend that the City Council approve a Commercial Storefront Renovation Loan in the amount of $35,000 at a 3 percent interest rate for a period not to exceed 60 months. The property is located at 303 Main Ave. N. and will be renovated for office space.

**KEY ISSUES:** Estimated improvement costs far exceed the maximum allowable loan amount of $35,000.

**FINANCIAL CONSIDERATIONS:** The terms of the loan are $35,000 at 3% interest for a period not to exceed 60 months. Monthly payments with be made via ACH.

**LEGAL CONSIDERATION:** The City Attorney' office will handle the execution of all the necessary loan paperwork and dispensing of the funds to the applicant.

**DEPARTMENT/RESPONSIBLE PERSON:** Richard Baker - Economic/Community Development Director

ATTACHMENTS:

| | |
|---|---|
| 1. | PHT Proprties Facade Rendering |


9:19 AM Tue Aug 27
3D VIEW
propertyone
Edward Jones

City of Thief River Falls

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

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

## Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Approve a Commercial Energy Renovation Loan to PHT Properties

**RECOMMENDATION:** It is respectfully requested that the Council consider the following recommendation from the Community Development Advisory Board.

**MOTION TO:** Approve a Commercial Energy Renovation Loan in the amount of $100,000 at a 2 percent interest rate for a period not to exceed 84 months from the City's Revolving Loan Fund to PHT Properties, Patrick Thibert, co-owner.

**BACKGROUND:** The Community Development Advisory Board met at noon on Thursday, April 3, 2025, to review and discuss the application request by Patrick Thibert for a Commercial Energy Renovation Loan through the City of Thief River Falls' Revolving Loan Fund in the amount of $100,000. After reviewing the application and speaking with the owner, the CDAB members voted unanimously to recommend that the City Council approve a Commercial Energy Renovation Loan in the amount of $100,000 at a 2 percent interest rate for a period not to exceed 84 months. The property is located at 303 Main Ave. N. and will be renovated for office space.

**KEY ISSUES:** Estimated improvement costs far exceed the maximum allowable loan amount of $100,000.

**FINANCIAL CONSIDERATIONS:** The terms of the loan are $100,000 at 2% interest for a period not to exceed 84 months. Monthly payments with be made via ACH.

**LEGAL CONSIDERATION:** The City Attorney' office will handle the execution of all the necessary loan paperwork and dispensing of the funds to the applicant.

**DEPARTMENT/RESPONSIBLE PERSON:** Richard Baker - Economic/Community Development 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:** 4/15/2025

**SUBJECT:** Approval of Variance Request - Steve Westerman

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

**MOTION TO:** Approve a Variance Request Application by Steven Westerman, 904 Alice Drive, Thief River Falls, Minnesota to place two solar panel arrays (6'-6" high by 20' long each) in his side yard. One on the south sidewall of the shed and the other a ground-mounted solar panel between the shed and the 20-foot utility easement.

**BACKGROUND:** Mr. Westerman would like to install a solar panel system to provide electricity for his home. He lives in the south unit of a twin home and has a very limited back yard. His side yard faces south and provides the ideal location for his proposed solar panel system.

**KEY ISSUES:** • Per City Ordinance Sec. 152.056.2.b - Location. Ground-mounted solar energy systems must be located in the rear yard only.

- The residence is a twin home with a very small backyard with little to no space for solar panels. There would be very little yard space left and the chances of damage occurring to the solar arrays from his grandkids' playing in the backyard is most likely to occur.
- A building permit is required and the solar system must meet all building requirements, electrical and state plumbing codes.
- When solar storage batteries are included as part of a solar energy system, they must be placed in a secure container or enclosure meeting the requirements of the Minnesota state building code.

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:** A Public Hearing was held on Tuesday, April 8, 2025, by the Planning Commission to review this request. The Planning Commission subsequently approved the request and forwarded its recommendation on to the Public Works Committee and City Council for final action.

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

ATTACHMENTS:

| | |
|---|---|
| 1. | Westerman Variance Application packet partial |
| 2. | Google Earth Front View of Home |

| | |
|---|---|
| 3. | Letters For & Against |
| 4. | Westerman VARIANCE REQUEST CHECKLIST |
| 5. | Westerman Variance Request Hearing Notice |

## 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 $150.00)

☒ **VARIANCE** (Fee $150.00) ☐ **LAND SUBDIVISION** ($300.00)

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

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

**Applicant**

| Name | | Phone # | |
|---|---|---|---|
| Steven M Westerman | | 218-681-2434 | |
| Address: 904 Alice Dr | City: Thief River Falls | State: MN | Zip: 56701 |

**Property Owner** *(if different from Applicant)*

| Name | | Phone # | |
|---|---|---|---|
| Address | City | State | Zip |

**Approximate Location of Property**

| | |
|---|---|
| Address: 904 Alice Dr. | Legal Description: Rohl's Addition Lot-001 Block-002 |
| Present Zoning Classification: R2-General Residential District | Present Use: Home |

Description of Request: To place two solar panel arrays (6'6" high x 20' long each)

- One directly on the south side of the shed
- Another ground-mounted solar panel array (same size) south of the shed along the utility easement line.

(See attached diagram)

| Property Owner Signature *(required)* | Date |
|---|---|
| Shari Westerman Steve Westerman | 3-17-25 |
| **Applicant Signature** | **Date** |
| Shari Westerman Steve Westerman | 3-17-25 |

**Review** *(For office use only)*

| Date of Publication | Date on Planning Commission Agenda |
|---|---|
| March 26, 2025 | April 8, 2025 |

Action Taken By Commission:

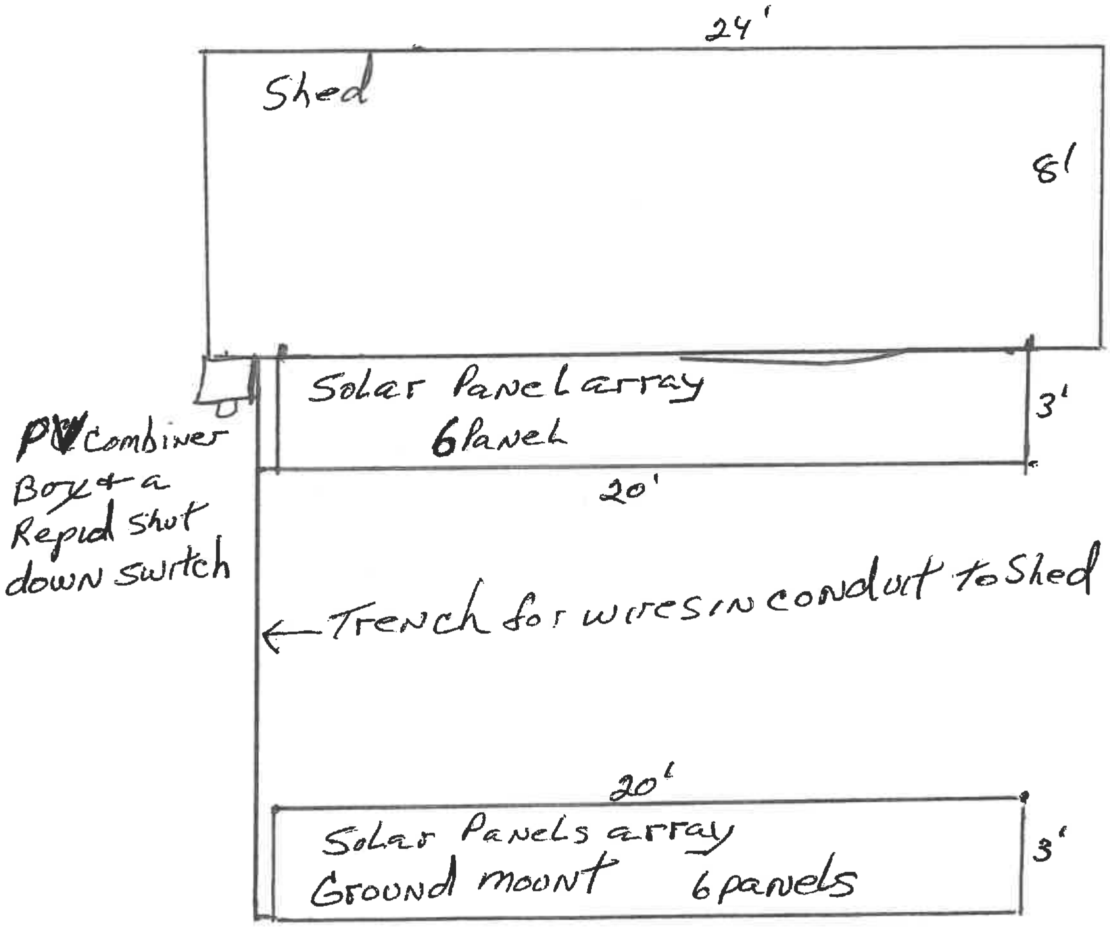
Action Taken By City Council:

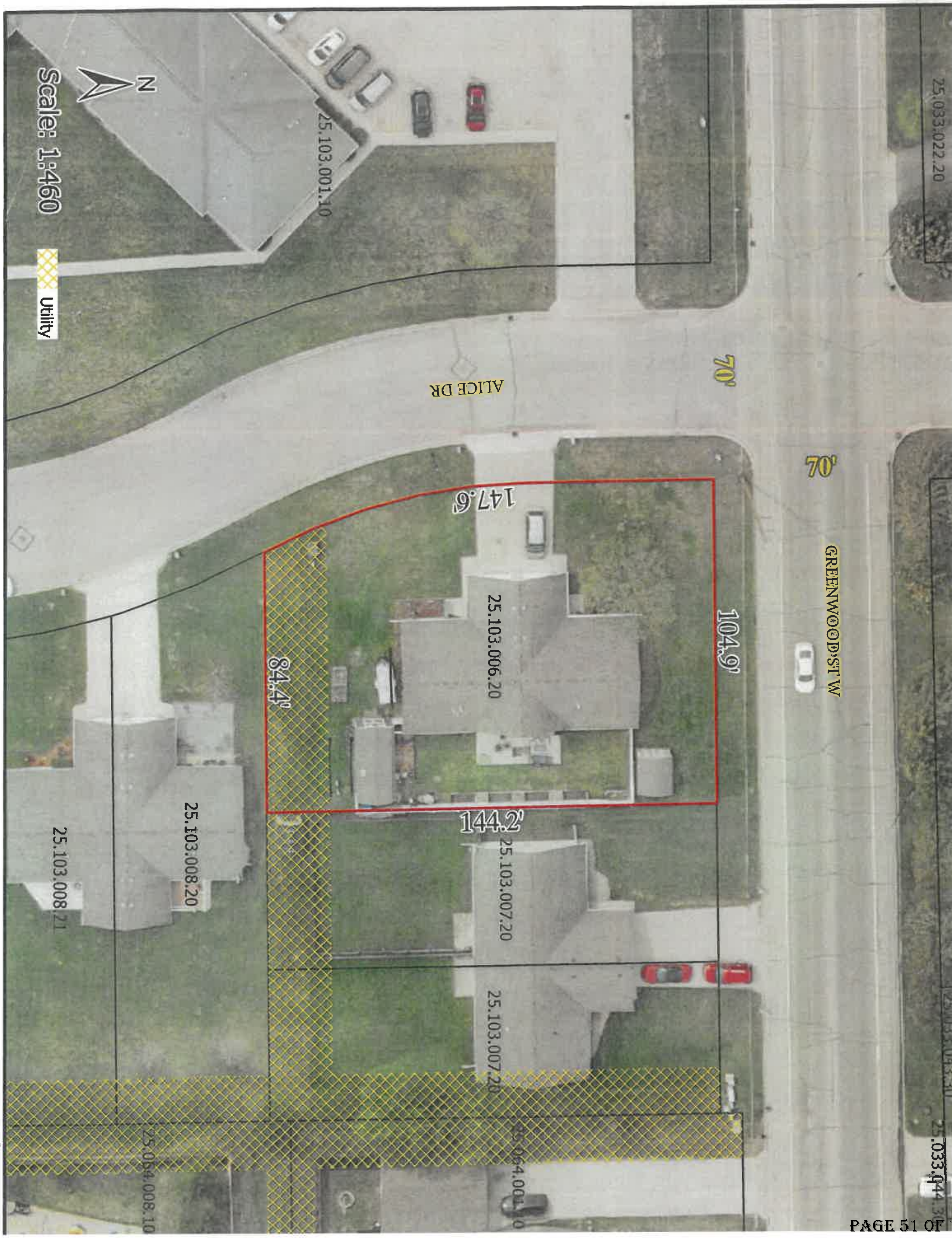
City Council Resolution / Ordinance Number

Fee Paid: 150.00 CK# 1570

The following are the reasons for the *ground*-mounted solar arrays:

- I have space on the ground that faces <u>south</u> for an array
- Safer to install
- Relatively easy to clean
- Maintainance and trouble shooting are more convenient and efficient
- The angle can be adjusted for seasons
- The panels on a rack are cooler and therefore more efficient
- Easier access to the safety switch for a rapid shut down (if needed)
- Easier for snow removal




N
Scale: 1:460
Utility
25.033.022.20
25.103.001.10
ALICE DR
70'
70'
GREENWOOD ST W
147.6'
104.9'
84.4'
144.2'
25.103.006.20
25.103.007.20
25.103.008.20
25.103.008.21
25.103.007.20
25.064.008.10
25.033.044.30
20'

# VSUN
Innovative & Smart

# VSUN415-144BMH-DG

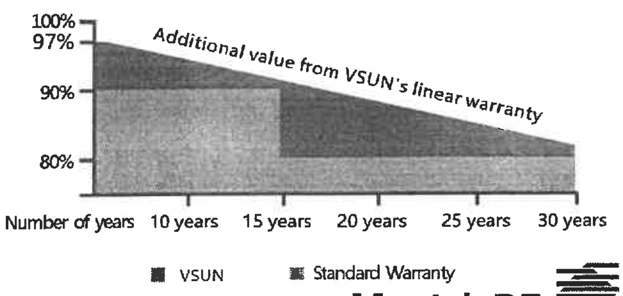
**VSUN415-144BMH-DG VSUN410-144BMH-DG**
**VSUN405-144BMH-DG VSUN400-144BMH-DG**

**415W**
Highest power output

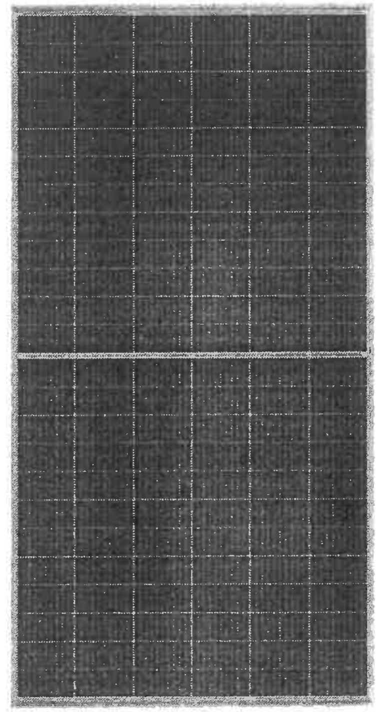
**20.36%**
Module efficiency

**12years**
Material & Workmanship warranty

**30years**
Linear power output warranty




Munich RE



- PERC cell technology
- Higher output power
- Lower risk of micro-crack
- Positive tolerance offer
- Lower risk of hot spot
- Better shading tolerance
- Certified for salt/ammonia corrosion resistance
- Load certificates: wind to 2400Pa and snow to 5400Pa
- Lower LCOE

---

VSUN, a BNEF Tier-1 PV module manufacturer invested by Fuji Solar, has been committed to providing greener, cleaner and more intelligent renewable energy solutions. VSUN is dedicated to bringing reliable, customized and high-efficient products into various markets and customers worldwide

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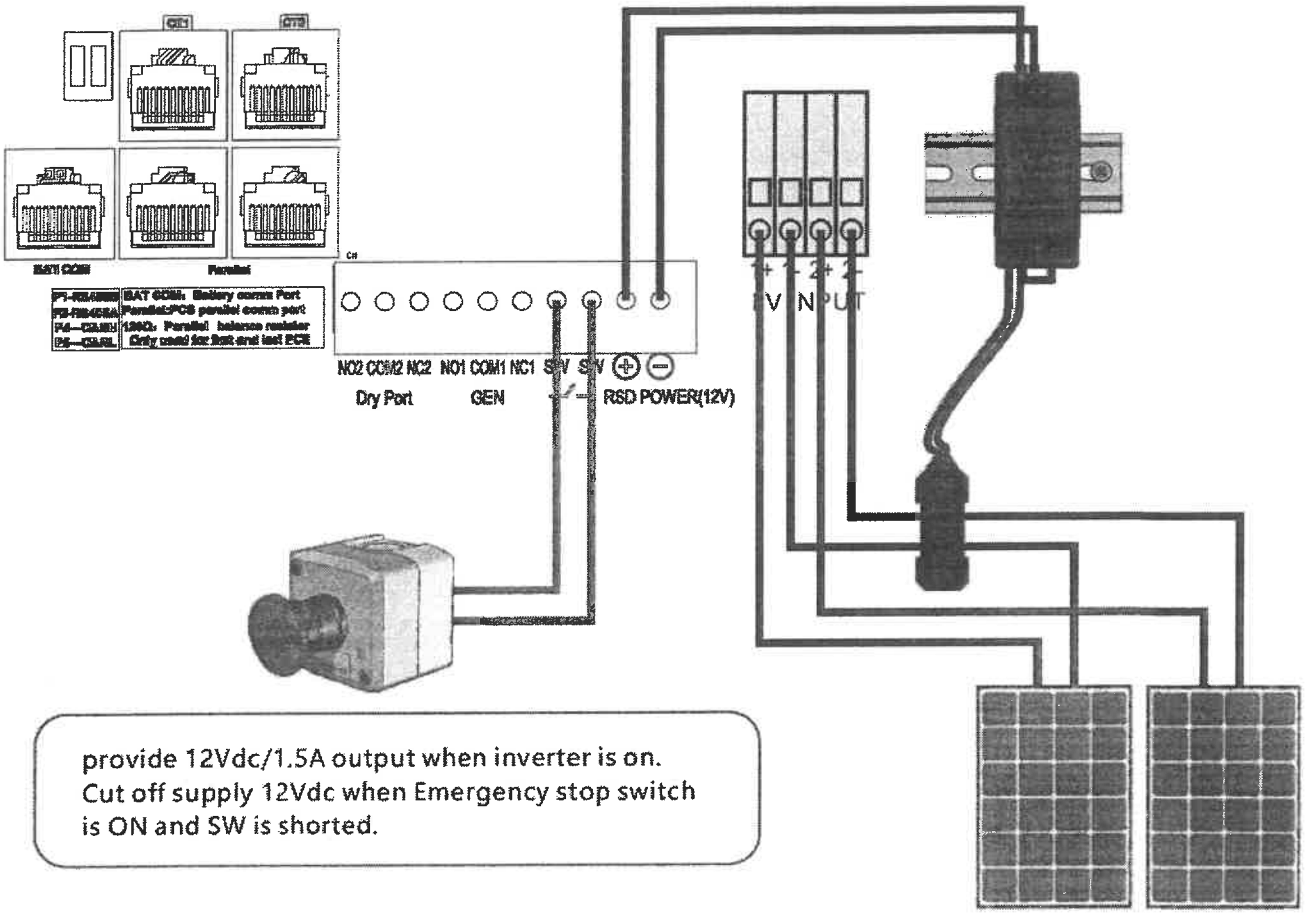
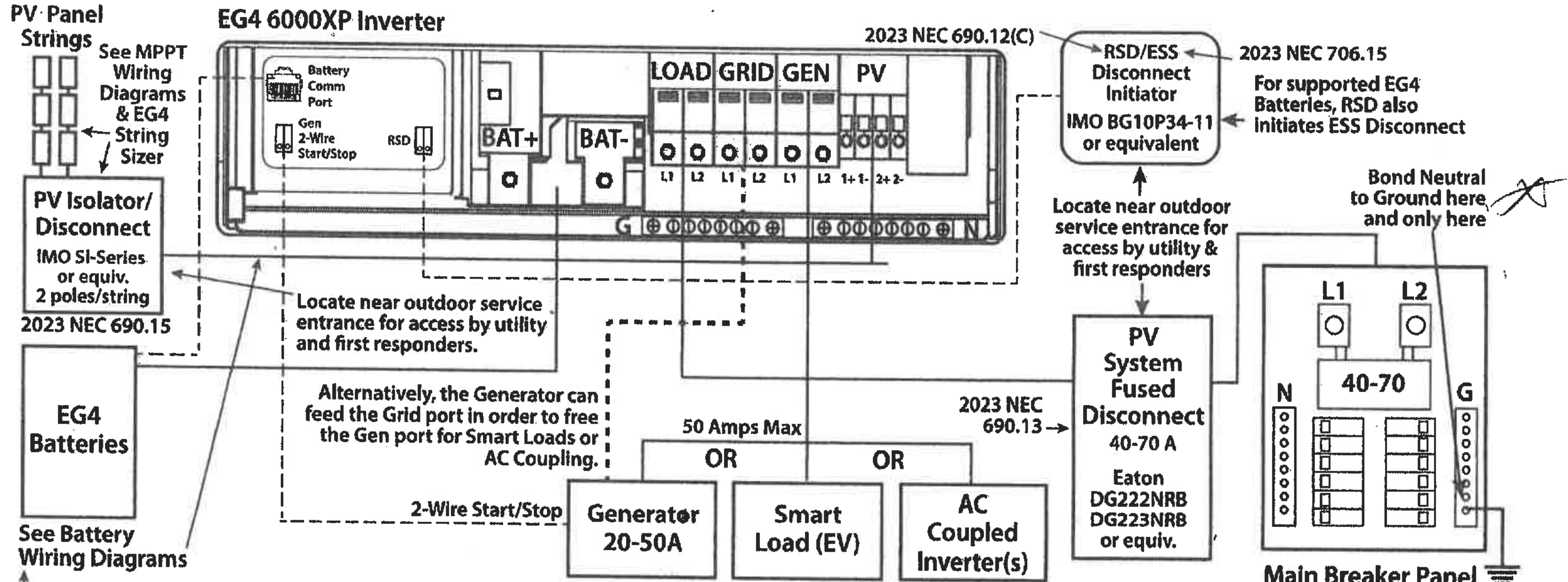
Engineered in Japan
www.vsun-solar.com

### 11.1.1 EXTERNAL RSD WIRING INSTRUCTIONS

The image below showcases an example diagram using a Tigo RSD Transmitter (not included). Wire the E-Stop Switch into the RSD terminals on the master inverter, as shown below, following the specific switch's specifications. Please refer to the switch's manual for exact specifications and wiring instructions.



# Ta. 6000XP - Off-Grid (with Notes)




| PV INPUT DATA | |
|---|---|
| NUMBER OF MPPTS | [illegible] |
| INPUTS PER MPPT | 1 |
| MAX. USABLE INPUT CURRENT | 17/17A |
| MAX. SHORT CIRCUIT INPUT CURRENT | 25/25A |
| DC INPUT VOLTAGE RANGE | 100-480 VDC |
| UNIT STARTUP VOLTAGE | 100 VDC ± 10 VDC |
| MPP OPERATING VOLTAGE RANGE | 120-385 VDC |
| NOMINAL MPPT VOLTAGE | 320 VDC |
| MAXIMUM UTILIZED SOLAR POWER | 8000W (4000W per MPPT) |
| RECOMMENDED MAXIMUM SOLAR INPUT | 10000W |

| BATTERY DATA | |
|---|---|
| TYPE | Lead-acid/Lithium |
| MAX. DISCHARGE CURRENT | 140A |
| MAX. CHARGE CURRENT | 125A |
| NOMINAL VOLTAGE | 48 VDC |
| REC. MIN. BATTERY CAPACITY PER INVERTER | ≥ 200AH |

| AC INPUT DATA | |
|---|---|
| NOMINAL AC VOLTAGE | 120-240VAC |
| FREQUENCY | 50/60Hz |
| MAX. CONTINUOUS AC CURRENT | 37.5A @ 240VAC |
| MAX. AC INPUT POWER | 9000W |
| AC BYPASS (GRID \| GENERATOR) | 50A \| 50A |

| AC OUTPUT DATA | |
|---|---|
| OUTPUT VOLTAGE | 120/240VAC |
| OUTPUT FREQUENCY | 50/60Hz |
| MAX. CONTINUOUS OUTPUT CURRENT @ 240V | 25A |
| MAX CONT. LINE WATTAGE | 3000W |
| NOMINAL POWER OUTPUT | 6000W |
| SURGE CAPACITY | 11,000W for <5 seconds |

In Off-Grid single inverter installations with no grid input or generator present, the output circuit can be sized to 25 Amps x 1.25 = 31.25 A per inverter. Hence switchgear and overcurrent protection should be sized to 40 Amps.

For Off-Grid installations with a Generator or AC Coupled input, up to 50 Amps can be provided per inverter and passed through to the Loads. In these cases, a 40-70 Amp input and output circuit can be utilized (50 x 1.25 = 62.5 Amps per inverter - next sized breaker = 70 A) depending on how much amperage is available to pass through. A 70 Amp breaker will allow the full 50 Amps to pass through, a 60 Amp breaker will allow 48 Amps of pass-through.

DRAWING #6000XP-V1-1L-1N, VERSION 1.2 
THIS DIAGRAM IS FOR ILLUSTRATIVE PURPOSES ONLY. EG4™ IS NOT RESPONSIBLE FOR ACCURACY. FINAL WIRING DIAGRAMS SHOULD BE GENERATED BY A LICENSED PROFESSIONAL AND APPROVED BY ALL AUTHORITIES HAVING JURISDICTION INCLUDING MUNICIPAL, COUNTY


902 Alice Dr
Thief River Falls, Minnesota
Google

4-7-25

talked to Steven
Westerand about
the Solar System
am OK with
concerns with
if one get's broken
what happen's?

Alice Wassink
906 Alice Dr.

82164NP

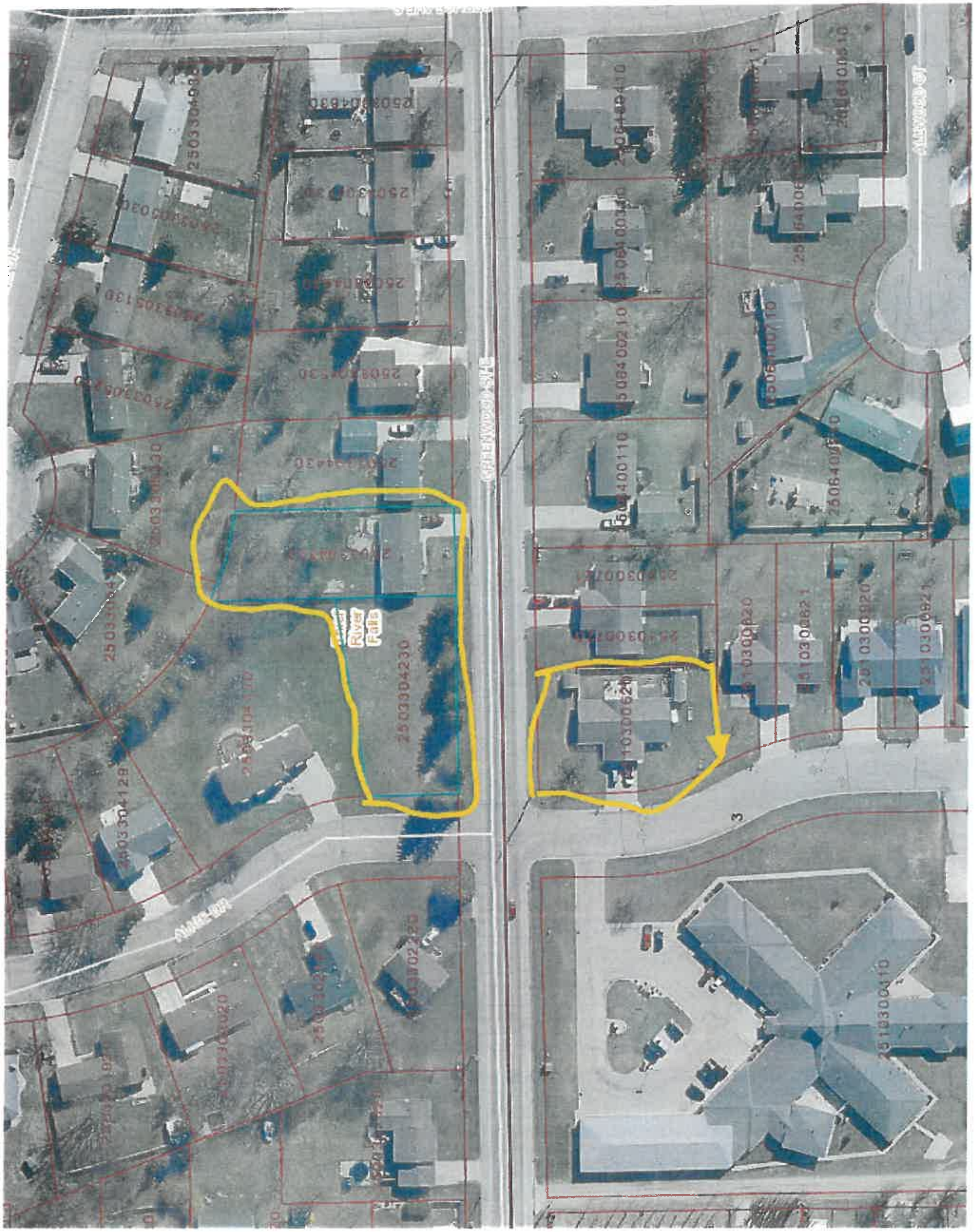
4/08/2025 - Phone call received from Jana Martin regarding the solar panel variance request by Steven Westerman.

Jana Martin and her Husband Matthew Martin own a vacant lot and home to the north of Mr. Westerman.

Ms. Martin states that she is opposed to Mr. Westerman erecting his solar panels as she has been told that they emit a hum all the time. She occasionally has to work nights, so she has to sleep during the day and any humming noise would be irritating.

Her husband did some research and found that the ground panels can leach into the soil.

She is not excited to have it there. They have an organic garden in the empty lot as she is trying to eat healthily due to a health issue.


River
Falls
2503304230

## CHECKLIST FOR VARIANCE REQUESTS

1. **Applicant (Name/Address/Tel.):** Steven Westerman, 904 Alice Drive, 218-681-2434.

2. **General location of the request:** 904 Alice Drive.

3. **Legal description of the location:** Rohl's Addition Lot-001, Block-002

4. **This request is for a Variance to** City Code, Sec. 152.056.2.b *Location.* Ground-mounted solar energy systems must be located in the rear yard only.

5. **Adjacent land use:** medium density, high density and low-density housing.

6. **Adjacent zoning districts:** To the north across Greenwood Street E. is R1 – Suburban Residential, to the west across Alice Drive is R4 – Multi-Family Residential and to the south and east is R2 – General Residential District.

7. **Is this a personal hardship?** Yes, the owner's back yard does not provide adequate space to erect the solar panels.

8. **Is this a unique situation?** Yes, the south facing side of the owners home is the right side of his house and this residence is the south unit of a twin home development.

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

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

    A. **The neighborhood?** No.

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

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

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

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

13. **Is this a "use" Variance?** Yes

14. **Without the Variance, is there a viable economic return?** No

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

## COMMENTS

Due to the utility easement on Mr. Westerman's property, the solar panels would have to be a minimum of 20 feet from the property line. Mr. Westerman would utilize the storage shed to house the mechanics of the solar system. The Planning Commission could require Mr. Westerman to erect a short fence, that would not block the solar panels on the west side of the array that would visually hide the solar panels from all but those driving north on Alice Drive.

## CRITERIA FOR GRANTING VARIANCES

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

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

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

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

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 Steven Westerman, 904 Alice Drive, Thief River Falls, MN 56701, has applied for a variance to the solar energy systems ordinance, 152.056.2.b requiring the location of ground-mounted solar energy systems to be located in the rear yard only. Mr. Westerman is requesting permission to place his solar panels in his side yard.

The real property is legally described as follows: Rohl's Addition, Lot-001, Block-002.

Notice is further given that the Planning Commission will conduct a Hearing on the Variance Request at 5:00 P.M. on Tuesday, April 8, 2025, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701.

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

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

Dated this 21st day of March 2025.

CITY OF THIEF RIVER FALLS

/s/ Richard Baker
Zoning Administrator

Published in the Wednesday, March 26, 2025, edition of The Times.

City of Thief River Falls

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

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

**Request for Council Action**

**DATE:** 4/15/2025

**SUBJECT:** Approval posting for a Full-Time Building Official

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

**MOTION TO:** Authorize the posting and hiring of an individual to fill the position of Building Official (Grade 7) on a full-time basis. The position shall be posted until filled.

**BACKGROUND:** The City has been contracting with True Check, LLC for our Building Official need and to meet the requirements of the Department of Labor and Industry. In the 9-1/2 months of our contract, we spent an average of $10,522 per month for this service, for an average of 22 hours per week service. We could hire a full-time person, including benefits at a rate less than or equal to our existing expenses and would have someone here on a full-time basis.

**KEY ISSUES:** • The labor market for Building Officials is tight and finding a licensed Building Official will most likely be a struggle. This is a stepped training process from inspector, to Building Official Limited, to Building Official, with many of the Building Inspector and Limited Building Officials training in the Twin Cities metro area with higher wages, which may make it difficult to attract someone to the out-state Minnesota area.

- We are required to have a Building Official on staff, or under contract in order to issue building permits.

**FINANCIAL CONSIDERATIONS:** Salary & benefits would be a cost savings compared to the current contracted costs.

**LEGAL CONSIDERATION:**

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

ATTACHMENTS:
None

City of Thief River Falls

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Thief River Falls MN 56701-0528

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

**Request for Council Action**

**DATE:** 4/15/2025

**SUBJECT:** Amend City Ordinance 150.06 – Regulating and Controlling Towers

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

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

**BACKGROUND:** Wikstrom Telephone Company approached the Planning & Zoning Commission requesting a variance to the maximum height restriction of 200 feet as is currently written in our City Ordinance. They are requesting a tower height of 350 feet.
They have been informed that their existing 200' tower base is sinking, and the tower needs to be replaced. They were asking for a variance to install a new self-supporting 350' tower in its place. Currently T-Mobile, Ham Radio, and Wiktel Internet Services are provided on this Tower. The new tower would allow Minnkota Power Company to add Microwave to their power plants in NW Minnesota from Crookston. This amendment failed to receive a motion at the February 18, 2025 council meeting, but was asked to be reconsidered by council person Jason Arestad.

Three criteria must be applied when cities consider granting a variance:
1) Reasonableness – The property owner proposes to use the property in a reasonable manner.
2) Uniqueness – The landowner's problem is due to circumstances unique to the property not caused by the landowner.
3) Essential Character – The variance, if granted, will not alter the essential character of the locality.

In this case, the landowner's problem is not due to circumstances unique to the property but instead caused by the landowner's desire to build a taller tower to accommodate the location of Minnkota Power Company. Therefore, the request does not fit the criteria for requesting a variance and thus the request from Planning and Zoning to amend our City Ordinances to allow for an increase in the maximum tower height allowed to be set at 365 feet.

**KEY ISSUES:** • Currently, Per City Ordinance 150.06.15.b, Height Limitations the maximum height allowed is 200 feet.

• City ordinance also states, Tower setbacks shall be setback from all property lines by a minimum distance equal to the height of the tower, plus 10 feet, including all antennas, and attachments. Towers may be located closer to a property line, or public rights-of-way, if the tower is designed and engineered to collapse progressively within the distance between the tower and property line, which design must be documented by and signed by a qualify professional engineer licensed in Minnesota. In all cases, the tower shall meet the setbacks of the underlining Zoning district.

Towers shall be set back from existing public rights-of-way and from the planned public rights-of-way, as shown on the most recently adopted comprehensive plan of the city, by a minimum distance equal to the height of the tower, plus ten feet, including all antennas and attachments. Towers may be located closer to public rights-of-way and to planned public rights-of-way if the tower is designed and engineered to collapse progressively within the distance between the tower and the public rights-of-way, which design must be documented by and signed by a qualified professional engineer licensed in Minnesota.

A tower's setback may be reduced or its location in relation to a public street varied, at the sole discretion of the city council, to allow the integration of a tower into an existing or proposed structure such as a light standard, power line support device, or similar structure.

Towers shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the federal aviation administration or other federal or state authority for a particular tower. Should strobe lights be required, strobe lights shall be limited to daylight hours and shall switch to red lights during nighttime hours. Any such lighting shall be shaded as required by section 150.06 (5)(e). When incorporated into the approved design of the tower, light fixtures used to illuminate ball fields, parking lots, or similar areas may be attached to the tower, subject to the approval of the city zoning administrator.

• If the Ordinance change is approved, Wikstrom Telephone Co, per City Ordinance, would still be required to apply for a Conditional Use Permit and secure a building permit. Before issuing a building permit, proof that the proposed tower complies with regulations administered by the Federal Aviation Administration (FAA) and the Federal Communications Commission (FCC), and others; tower setback requirements, aesthetic requirements to blend into the surrounding environment unless color is dictated by federal or state authorities.
• Fewer Towers is the preference in and near airports and within the city limits of Thief River Falls. Minnkota Power Company has indicated that, if need be, they will build their own separate tower to accommodate their Microwave transmission requirements. The additional tower height is needed because of the line-of-sight requirements of Microwave signals and the need to accommodate for the curvature of the earth.
• The requested tower design would be of a tripod design and not a monopole design. Sec. 150.06.6.b of City Code states: Commercial wireless telecommunication service towers shall be of a monopole design unless the city determines that an alternative design would accommodate co-location of additional antennas or would better blend into the surrounding environment.

• Current zoning requirements allow towers to be erected in I-1 Light Industrial Districts and I-2 General Industrial Districts as a conditional use. In the particular instance that is prompting this ordinance change request, the proposed tower is situated on I-2 with R-3 High Density Residential District across the street to the east and north of the property

• Most Cities allow tower heights of 200 feet, some less and others allow taller towers. A few cities have nothing found in their code regulating communication towers.
• The average windspeed in Thief River Falls is 12 mph.
• The highest wind gust ever recorded in Thief River Falls was 48 mph on October 28, 2008, at 8:15 am. Nearby areas have experienced higher wind gusts so significant wind events can occur in the region. The direction of the wind is predominantly from the northly direction during the winter months.
• Ice would fall 82.0 feet from the base of a 350-foot tower in a 12-mph wind.
Ice would fall 61.9 feet from the base of a 200-foot tower in a 12-mph wind.

• Ice would fall 328.5 feet from the base of a 350-foot tower in a 48-mph wind.

Ice would fall 247.4 feet from the base of a 200-foot tower in a 48-mph wind.

- Ice would fall 409.6 feet from the base of a 350-foot tower in a 60-mph wind.

Ice would fall 310.0 feet from the base of a 200-foot tower in a 60-mph wind.

- TRF Ordinance 150.06.16 states:

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

a. Height of the proposed tower facility.
b. Capacity of the tower structure for additional antenna equipment to accommodate expansion, or to allow for co-location of other provider's equipment.
c. Proximity of the tower to residential structures and residential district boundaries.
d. Nature of uses on adjacent and nearby properties.
e. Surrounding topography.
f. Present and surrounding tree coverage and foliage.
g. Design and sighting of the tower, with particular reference to design characteristics and location that have the effect of reducing or eliminating visual obtrusiveness.
h. Proposed ingress and egress.
i. Availability of suitable existing towers and other structures as discussed in other paragraphs of this section.
j. Such other factors as the planning commission or city council deem appropriate.

- Issues to consider reflecting on in considering public safety concerns regarding the erection of Communication towers include:

o Structural Safety
o Electromagnetic Radiation Exposure
o Aviation Safety
o Accessibility and Security
o Environmental Impact
o Community Concerns
o Disaster Response and Emergency Services
o Public engagement and Transparency
o Regulatory Compliance

**FINANCIAL CONSIDERATIONS:**

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

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

ATTACHMENTS:

| | |
|---|---|
| 1. | Public Hearing Notice Amend City Code 150.06 - Regulating and Controlling Towers |

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

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

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

Notice is further given that the City Council will conduct a hearing on the amendments at 5:30 p.m. on Tuesday, February 18, 2025, in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the amendment will have the option to be heard at that time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

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

Dated this 31st day of January 2025

CITY OF THIEF RIVER FALLS

/s/ Richard L. Baker___________________
Zoning Administrator

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

City of Thief River Falls

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

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

## Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Conditional Use Permit Request – Wikstrom Telephone Company

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

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

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

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

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

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

- Per City Ordinance 150.04.15.b, Height Limitations the maximum height allowed is 200 feet.
- City ordinance also states, Tower setbacks shall be setback from all property lines by a minimum distance equal to the height of the tower, plus 10 feet, including all antennas, and attachments. Towers may be located closer to a property line, or public rights-of-way, if the tower is designed and engineered to collapse progressively within the distance between the tower and property line, which design must be documented by and signed by a qualified professional engineer licensed in Minnesota. In all cases, the tower shall meet the setbacks of the underlining Zoning district.
- The tower meets the co-location requirements allowing multiple users on the same tower.

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

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

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

**FINANCIAL CONSIDERATIONS:**

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

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

ATTACHMENTS:

| | |
|---|---|
| 1. | CUP & Variance Request |

# 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 $150.00) |
| ☒ **VARIANCE** (Fee $150.00) | ☐ **LAND SUBDIVISION** ($300.00) |
| ☒ **CONDITIONAL USE PERMIT** (Fee $150.00) | |
| ☐ **INTERIM USE PERMIT** (Fee $150.00) | |

**Applicant**

| | | | |
|---|---|---|---|
| Name Brian Wikstrom | | Phone # 218-436-5207 | |
| Address 212 South Main St | City Karlstad | State MN | Zip 56732 |

**Property Owner** *(if different from Applicant)*

| | | | |
|---|---|---|---|
| Name Wikstrom Telephone Company | | Phone # 218-436-2121 | |
| Address 212 South Main St | City Karlstad | State MN | Zip 56732 |

**Approximate Location of Property**

| | |
|---|---|
| Address 824 1st St W | Legal Description PID# 2500102930 See Public Hearing Notice |
| Present Zoning Classification Commercial | Present Use Commercial Communications Tower |

Description of Request: Wikstrom has been informed that the existing 200' tower base is sinking and the tower needs to be replaced. We are asking for a variance to install a new self supporting 350' tower in its place. Currently T-Mobile, Ham Radio, and Wiktel Internet services are provided on this tower. New tower would allow for Minkota Power company to add Microwave to their power plants in NW MN from Crookston.

Revised Request made on 2/22/2025 for 200-foot free-standing Lattice Tower to replace existing 200-foot monopole tower.

| | |
|---|---|
| Property Owner Signature *(required)* Leslie B Wikstrom | Date 11-26-24 |
| Applicant Signature Brian Wikstrom | Date 11-26-24 |

**Review** *(For office use only)*

| | |
|---|---|
| Date of Publication January 1, 2025 | Date on Planning Commission Agenda January 14, 2025 |

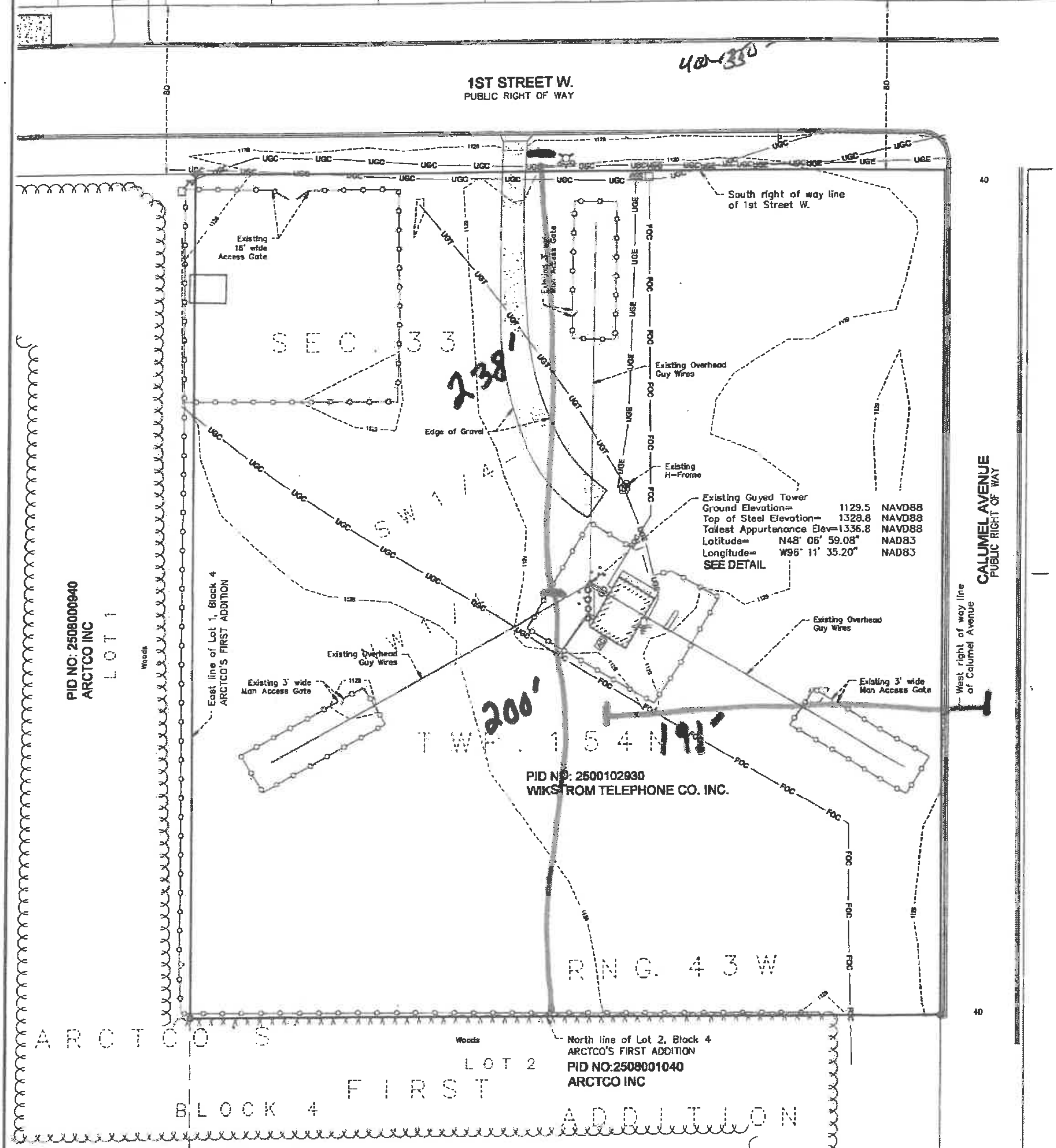
Action Taken By Commission:

Action Taken By City Council:

City Council Resolution / Ordinance Number

Fee Paid $300.00 ($150-Variance, $150.00 CUP) CK# 112587

# SITE SURVEY




DESIGN 1

SITE NAME:

MN01 ARCTIC KEY

Pennington County, MN

| No. | Date | REVIS |
|---|---|---|
| FIELD WORK: | 1/19/17 | CH |

**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 Wikstrom Telephone Company, Inc., 212 South Main Street, Karlstad, MN 56732, has applied for the following actions:

1. Variance to install a new self-supporting 350-foot tower to replace the existing 200-foot tower located at 824 1st Street W, Thief River Falls, MN 56701
2. Conditional Use Permit required per City of Thief River Falls City Ordinance Sec. 152.06.5.a.i.

The Parcel ID# 2500102930 with a property address of 824 1st Street W., Latitude N48 06 59.08, Longitude W96 11 35.20, and is legally described as follows:

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

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, January 14, 2025, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on the proposed actions listed above 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 accommodation in order to attend this hearing, please contact the Zoning Administrator at the above address or phone number.

Dated this 27th day of December 2024.

CITY OF THIEF RIVER FALLS

/s/ Richard Baker
Zoning Administrator

Published in the Wednesday, January 1, 2025, edition of The Times.

City of Thief River Falls

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

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

## Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Approval of Remote Monitoring and Mangement Support Tool

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

**MOTION TO:** Approve for the City of Thief River Falls to purchase a tool for remote monitoring and management, endpoint management and remote access.

**BACKGROUND:** The tool currently used has increased in price, and we are limited in its capabilities. The new software has the same cost, with more capabilities, including management, patch, and support for all endpoints. Since it includes inventory and deployment, we would be able to eliminate our inventory and deployment software as well. Thus saving the city money in the future.

**KEY ISSUES:** Features

- Remote Monitoring & Management
  - Patch Management
  - Software Deployment
  - Quick Connect
  - Hardware and Software Inventory
- Endpoint Management
  - Monitoring & Alerting
  - Scripting & Automation

**FINANCIAL CONSIDERATIONS:** $2556.00 budgeted from the IT Contract budget. Include free onboarding, free training and free support.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Joanne Olson, IT Coordinator

ATTACHMENTS:
None

City of Thief River Falls

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

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FAX: 218-681-6223
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# Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Approval of POS Registers for Liquor Store

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

**MOTION TO:** Approve for the City of Thief River Falls to purchase a Server, 4 POS Computers and 4 Monitors for the Liquor Store.

**BACKGROUND:** The present POS Server and POS Computers are 7 years old. These are used every day to conduct business.

**KEY ISSUES:**
- We have concerns about the server failing with its age
  - The new server would be configured with a Raid 1 for redundancy
- The computers have older processors and not as much memory as the new ones
  - Will be able to meet now and future needs.
- We have a good relationship with Total Register Systems in the past with our software and hardware needs.

**FINANCIAL CONSIDERATIONS:** $6,531.13 includes setup and migration from TRS Total Register Systems. This is a budgeted item from the Liquor Store computer budget.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Joanne Olson, IT Coordinator

ATTACHMENTS:

| | |
|---|---|
| 1. | Liquor Store POS |

TOTAL REGISTER SYSTEMS
21265 Concord Street
Elk River, MN 55330
888-537-1906

# Invoice 451

Clerk: Scott
Date: 03/26/25
Page: 1

**Customer:**

City of Thief River Falls
405 3rd St. East
PO Box 528
Thief River Falls, MN 56701

City of Thief River Falls
405 3rd St. East
PO Box 528
Thief River Falls, MN 56701-0528
218-681-1992

| Item | Description | Quantity | Price | Amount |
|---|---|---|---|---|
| 243 | Computer-Server<br>Raid with dual SSD | 1 | 1295.00 | 1295.00 T |
| 945 | Computer-POS | 4 | 1045.00 | 4180.00 T |
| 488 | MONITOR | 4 | 159.00 | 636.00 T |

Thank you for your order!

| | |
|---|---|
| Sub-Total | 6111.00 |
| Tax | 420.13 * |
| **Total** | **6531.13** |
| Adjustment | |
| Adjustment | |
| Adjustment | 30.00 |
| Amount Due | 0.00 |

City of Thief River Falls

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

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

# Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Approval of Clip Training Subscription

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

**MOTION TO:** Approve for the City of Thief River Falls to purchase a ClipTraining subscription.

**BACKGROUND:** With technology forever changing, ClipTraining is an inexpensive means at $25 a month for 50 users to provide self-service employee training in Cybersecurity and Microsoft 365. We will pay for one year with one month free for a total of $275.00 plus a one-time setup fee of $235.00.

**KEY ISSUES:** Elevate

- Employee Productivity
- Improve Skillsets
- Ensure Organizational Compliance
- Improve Employee Retention

**FINANCIAL CONSIDERATIONS:** $510.00 for one one-year subscription and a one-time setup fee from the Network Center from the IT Contract budget.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Joanne Olson, IT Coordinator

ATTACHMENTS:

| | |
|---|---|
| 1. | Network Center Cliptraining Overview |

# POWERFUL TRAINING FOR EVERY EMPLOYEE

## MICROSOFT 365 USER TRAINING
## CYBERSECURITY AWARENESS TRAINING

- Protect the organization and its technology investments while enabling employees to become more productive and cyber vigilant through practical end-user training.

## LEARN FROM THE EXPERTS AND BECOME ONE

- Check out some of the useful and real-world content included:

### MICROSOFT 365 USER TRAINING

- **MICROSOFT 365 APPLICATIONS:** Includes training for the web versions of Word, Excel, PowerPoint, Outlook.
- **OFFICE APPLICATIONS:** For employees running locally installed versions of Office, employees can learn about each suite's most-used applications.
- **MICROSOFT TEAMS:** Train employees how to make the most of Teams on its' various clients, as well as meetings and calling functionality.
- **MICROSOFT COPILOT:** The AI-based chatbot turns words into productivity, making it the perfect learning opportunity with courses on how to best use this new feature from Microsoft.
- **AI AND OFFICE:** Learn how to make use of tools like ChatGPT, Adobe Firefly, Microsoft Designer, Grammarly, Invideo, and Soundraw with Office applications.

### CYBERSECURITY USER TRAINING

- **Awareness Fundamentals:** Employees learn about the basic concepts of end-user security awareness including how to remain aware while on the road, at work, and at home.
- **Monthly Insights:** These short trainings are meant to keep the employee focused on remaining vigilant and helping avoid training burnout.
- **End User Vigilance:** Employees learn how to shift from passively to assertively protecting your organization with advanced best practices around phishing, social engineering, password security, mobile device use, and more.
- **"What If...?" Scenarios:** Presenting everyday cyberattack use cases, employees can better prepare themselves for actual encounters with malicious content.

CLIPTRAINING

For more information about our end-user employee training and enablement content, visit our website

info@cliptraining.com

+1 888-611-CLIP (2547)

www.ClipTraining.com

800.723.5353 | netcenter.net

# Hosted ClipTraining 4-2-25

Quote #054793 | Version 2

Prepared For:

## City of Thief River Falls

**Joanne Olson**

Proposal Contact:


## Parker Christianson

**parker.christianson@netcenter.net**

**701-235-0940**

# Hosted ClipTraining 4-2-25

**Prepared by:**

**Network Center, Inc.**
Parker Christianson
701-235-0940
parker.christianson@netcenter.net

**Prepared for:**

**City of Thief River Falls**
PO Box 528
Thief River Falls, MN 56701
Joanne Olson
(218) 681-2943
jolson@citytrf.net

**Quote Information:**

**Quote #: 054793**
Version: 2
Delivery Date: 04/09/2025
Expiration Date: 04/30/2025

## Hosted Clip Training

| Description | Price | Qty | Ext. Price |
|---|---|---|---|
| **Hosted ClipTraining (1-50 users) - Annual Upfront Payment with 1 mo free** | $25.00 | 11 | $275.00 |

Subtotal: **$275.00**

## Labor - One Time

| Description | Price | Qty | Ext. Price |
|---|---|---|---|
| **Labor - Support - T&M** | $235.00 | 1 | $235.00 |

Subtotal: **$235.00**

## Quote Summary

| Description | Amount |
|---|---|
| Hosted Clip Training | $275.00 |
| Labor - One Time | $235.00 |

Total: **$510.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. NCI will invoice for all purchased hardware and software upon delivery to Network Center's offices, or to the end user's location.

**Network Center, Inc.**

Signature: ____________________

Name: Parker Christianson

Title: ____________________

Date: 04/09/2025

**City of Thief River Falls**

Signature: ____________________

Name: Joanne Olson

Date: ____________________

City of Thief River Falls

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

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

**Request for Council Action**

**DATE:** 4/15/2025

**SUBJECT:** Statement of Work for Civic Plus

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

**MOTION TO:** Authorize the City Administrator to execute a Statement of Work with Civic Plus

**BACKGROUND:** The City is eligible for a new custom website redesign through Civic Plus after four years of service since 2020.

**KEY ISSUES:** • Transition to the new platform, Central Starter
- Free custom redesign is available to us this year.
- Future financial considerations:
  - Next year's premium package is $5,799.00 annually
  - Additional recurring redesign fee: $2,100.00 per year for a 48-month term.

- Customized Design
- 12 default modules, 1 advanced design component
- Launch timeline of 16-28 weeks.
- Meetings for content, design, and website reveal.
- Migration of all site content verbatim (excluding calendar, news, and time-sensitive items),

**FINANCIAL CONSIDERATIONS:** Current year: No additional cost.
Next year anticipated expense: $5,799.00=$2,100,00 (to be budgeted from the I.T. Contract budget).

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Joanne Olson, Information Technology Coordinator

ATTACHMENTS:

| | |
|---|---|
| 1. | Premium self service proposal |

CIVICENGAGE®
municipal websites
CENTRAL

# Premium Implementation

**Proposal valid for 60 days from date of receipt**

CIVICPLUS®

PS07152024

# Company Overview

## CivicPlus History


CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.

Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

**EXPERIENCE**

**25+** Years

**10,000+** Customers

**850+** Employees

**RECOGNITION**

**Inc. 5000** 11-time Honoree

**GovTech** 2024 Top 100 Company

**Stevie® Awards** Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 10,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

### Primary Office

302 S. 4th Street, Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com

# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

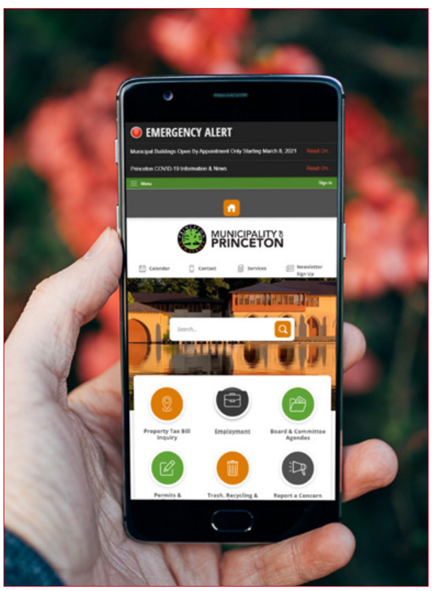
CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.

# CMS Features & Functionality

CivicPlus' Municipal Websites Central (Web Central) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.

Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

## Modules & Widgets




### RESIDENT ENGAGEMENT

Web Central offers many effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

**Notices and Alerts** – Post emergency or important information on your website and notify residents through email and SMS, via Alert Center.

**Blog** – Post opinions/information about various community topics and allow resident comments and subscriptions.

**Calendar** – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month.

**Submit Requests and Report Issues** – Allow residents to report a problem and provide follow-up communication with the point of contact (includes five user licenses & 10 request types) via Citizen Request Tracker (CRT).

**Form Center** – Create custom, online forms via simple drag-and-drop functionality. Track form submissions within the CMS and route email notifications to the appropriate individual(s).

**Get Community Input** – Post initiatives and project ideas to receive feedback and interact with your residents via Community Voice.

**News** – Post news items and keep your residents up to date on important information via News Flash.

**Opinion Poll** – Poll your residents on important topics by showing the Opinion Poll widget on relevant pages, to grab resident attention and quickly capture their responses to your polls. Polling helps with gathering and evaluating resident feedback, increasing resident engagement, and understanding your community.

**Notifications** – Allow your residents to subscribe to receive text and email notifications on topics that are important to them via Notify Me® (includes up to 500 SMS users).

**Pop-up Modal** – Use a pop-up modal to call attention to important information and notices, sitewide or on specific pages.

## ASSET MANAGEMENT

Web Central comes fully equipped with a robust set of document and image management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

**Agenda Center** – Create and display meetings and agendas on the website utilizing our built-in Agenda Center module. For advanced functionality, including live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

**Archive Center** – Manage and retain serial and older documents.

**Document Center** – Organize and manage documents in one central repository.

**Public Assets** – Store all your images in one central location, to utilize individually or create slideshows on your site. Use the built-in editor to crop and resize photos, as needed. Images are optimized for performance, mobile responsiveness, and contain alt text for accessibility compliance.

## INFORMATION & NAVIGATION

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

**Easy for Residents to Navigate** – An intuitive design, mega menu options, prominent buttons, and dynamic breadcrumbs throughout your site, all allow residents to easily find what they're looking for.

**Frequently Asked Questions (FAQs)** – Provide answers to the most frequently asked questions to reduce phone and foot traffic for staff.

**Graphic Links** – Create visually appealing buttons to direct users to important information.

**Info Advanced** – Use Info Advanced to create engaging displays of information for reuse throughout the website.

**Quick Links** – Provide links to highly requested services and information. These are commonly displayed in website footers and right-hand navigation.

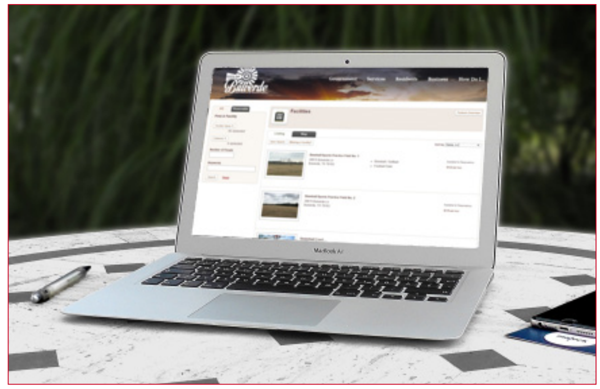
**Resource Directory** – Use the Resource Directory to showcase information on local businesses and/or community resources.

**Staff Directory** – Provide contact information for departments and individual staff members. Use the information throughout the site and keep updated in one location. The Staff Directory widget allows you to quickly place specific persons or departments on relevant pages.

## DEPARTMENT-SPECIFIC

There are several function-specific features and modules for government departments. These tools are integrated into the Web Central CMS and offer the ability to complete multiple steps in one action.

**Activities** – Create and post activities, events, and classes so residents can register for them and even pay online. Your administrators can view and create rosters. The Activities module integrates with the Facilities module so residents can view the location of the activity.



**Facilities & Reservations** – Display facilities on your site for residents to browse. Allow them to filter by amenities, view facility details, and even make reservations online.

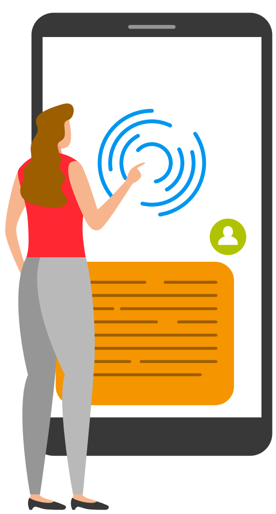
**Job Postings** – Post available jobs online and accept online applications.

**Bids** – Post open bid opportunities for contractors to view available work, download supporting documentation, receive notifications on posted opportunities and submit bid applications online.

## COMMONLY USED WIDGETS

An extensive widget library is available for ease of placing dynamic and visually appealing information on specific pages. Each widget is easy to use with drag-and-drop functionality and is configurable with individual styling options.

**Community Voice Widget** – Encourage civic participation and engagement by adding specific discussion areas to relevant pages.



**Custom HTML Widget** – Embed videos or other HTML features in your page.

**Editor Widget** – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker.

**Form Center Widget** – Embed simple forms on a page.

**Image Widget** – Add images to a page.

**Notify Me Widget** – Place specific Notify Me subscriptions lists on pages to allow users to sign up for the exact lists you recommend.

**Related Documents Widget** – Create a dynamic list of documents referenced in the Document Center.

**Slideshow Widget** – Add a slideshow of images.

**Tabbed Widget** – Organize larger pages of information in horizontal, vertical, or stacked vertical or accordion style tabs.

# Administrative Features

The administration of your Web Central website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.

**Administrative Dashboard** – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items.

**Content Scheduling & Versioning** – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions.

**Dynamic Page Components** – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page.

**History Log** – Track changes made to your website.

**Intranet** – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information.

**Levels of Permissions** – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS.

**Pending Approval Items** – Administrators have access to a queue of pending items to be published or reviewed.

**Website Statistics** – Provided website analytics for analysis.

## USER-FRIENDLY FEATURES

Not only is Web Central easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

**Automatic Alt Tags** – Built-in features assist with ongoing ADA compliance of your website.

**Credit Card Processing** – With the add-on feature CivicPlus Pay (Pay), you can integrate with an approved payment gateway to accept payments on your website (separate agreement must be made directly between you and the chosen approved gateway provider). Additional fees apply.

**Preset Styling Standards and Ongoing Styling Flexibility** – Site changes automatically inherit design standards and styles that you've set up for your homepage, interior layouts, and simple layouts. This keeps your website looking clean and always matching. We also offer large amounts of flexibility with placement and styles on an ongoing basis. As you edit your website, you can easily adjust the location and style of widgets, content, carousels, lists, calendars, etc. to meet the look and feel you need for that area.

**Link Redirects** – Instead of sending your users to http://civicplus.com/248/Awards-and-Recognition, you can send them to http://civicplus.com/awards.

**Live Edit** – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools.

**Maps** – Easily embed maps from Google, ESRI, and more using the HTML widget.

**Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly.

**Predictive Site Search** – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images.

**Site Search Log** – All search words are kept in a log.

**Real Simple Syndication (RSS) Feeds** – Administrators and website visitors can use RSS feeds to display content or be notified of content updates.

**Responsive Design** – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience.

**Social Media** – Set various modules to automatically post to your Facebook and/or X (formerly Twitter) feeds and incorporate compatible social media feeds and widgets into your website.

**Supported Browsers** – View your website in the latest versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome.

**Third-Party Access** – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs to build applications right from your website.

**Translation** – Integration with Google Translate translates web pages into over 100 languages.

## ACCESSIBILITY COMPLIANCE

With over 20% of adults in the United States having a disability, you need a website that conforms to all residents. CivicPlus wants to help our customers maximize accessibility for all users and surpass Section 508 ADA accessibility requirements while providing you freedom to create a visually rich and appealing website. Our multi-faceted approach sets you up for success:

- We build websites using WCAG guidelines to be highly accessible at go live.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up to date with the latest ADA/WCAG standards.
- Your staff can use the Accessibility Checker included within the CMS to scan content created in the editor for accessibility issues so you can correct them before publishing.
- Any new regulations that require code changes are done automatically by our product team, at least quarterly, with no additional effort required from you.
- In addition, our product team updates our best practices and provides regular updates to customers via the CivicPlus website, blog articles, webinars, and other publications.

Due to the dynamic nature of website content updates, an ongoing accessibility solution can be incredibly beneficial in ensuring sustained accessibility compliance. CivicPlus provides two long-term web accessibility solutions offering varying approaches to help with your compliance maintenance challenges. Additional details and/or a quote can be provided upon request.

- **AudioEye Partnership** – CivicPlus partners with AudioEye to provide a suite of accessibility tools and services for WCAG 2.2 compliance at a discounted rate to our customers.
- **Monsido Website Optimization & Compliance Tools** – Monsido is an easy-to-use web governance platform available to purchase and add to your project. Monsido's tools help you identify, prioritize, and address content quality assurance and accessibility issues on your website so that you can achieve and maintain compliance according to WCAG 2.1 standards. Further, we can help you meet the latest data privacy and government policy standards.

# The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

## CIVICPLUS PORTAL

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality. By allowing residents to build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, they'll be more likely to conduct regular revenue-generating business with your municipality, and your staff will benefit from reduced phone calls, walk-ins, and emails.

## INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and set up complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are examples of integrations you can create with Web Central:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module

# Implementation

## Premium Project Timeline

Design creation, content development, professional consulting, configuration for usability and accessibility, dedicated training—CivicPlus delivers all of this and more during the development of your new website.

A typical premium project ranges from 16 – 28 weeks. Your exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

| | | |
|---|---|---|
| **PHASE 1: INITIATE** | 2-4 Weeks | • Project Kickoff Meeting<br>• Planning & Scheduling |
| **PHASE 2: ANALYZE** | 4-6 Weeks | • Customer Deliverable Submission<br>• Consulting Engagement (if purchased)<br>• Design Discovery Meeting<br>• Content Process Meeting |
| **PHASE 3: DESIGN & CONFIGURE** | 6-10 Weeks | • Design Concept Development<br>• Design Concept Meeting<br>• Content Development<br>• Agendas & Minutes Migration<br>• Website Completion |
| **PHASE 4: OPTIMIZE** | 1-2 Weeks | • Website Finalization |
| **PHASE 5: EDUCATE** | 1-2 Weeks | • Training Engagement |
| **PHASE 6: LAUNCH** | 2-4 Weeks | • Launch Confirmation Meeting<br>• Website Launch |

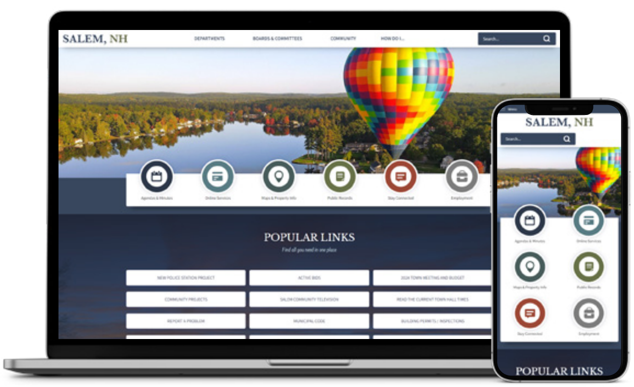
# Premium Package Designs

You will meet with your art director to discuss your website vision based on the goals and needs of your users. This process involves conversing with your art director on the order, placement, and format of your homepage content and design elements, aimed at achieving your usability goals. Your preferences will be solidified into a homepage layout wireframe, which will provide the structural blueprint for the visual design application.

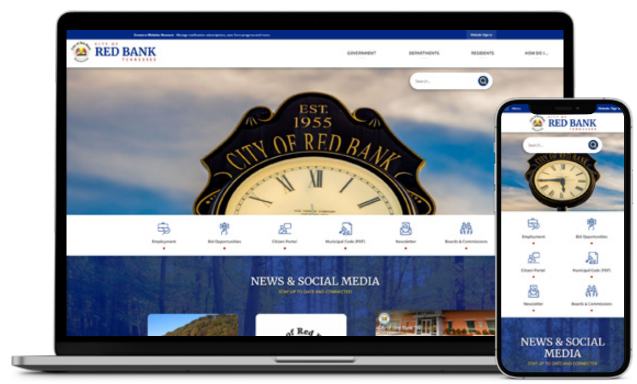
We will then collaborate with you to customize your design to represent your community using your logo, chosen colors, and imagery. We will focus on including the functionality to meet your website needs, including an option for up to one advanced design, if desired, component—a layout or design element that requires significant time to style and implement. Working with your art director, you'll identify the appropriate component, if desired, to achieve or enhance the usability goals for your website.

## DESIGN EXAMPLES

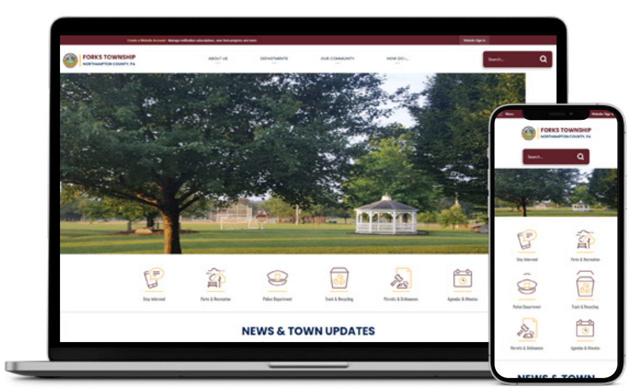
The included design portfolio will provide you with an idea of the different directions we can take your creative design with the premium implementation package.



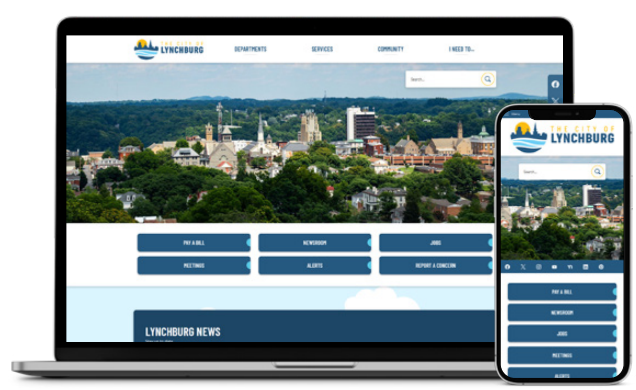

**Salem, NH**
[salemnh.gov](salemnh.gov)




**Red Bank, TN**
[redbanktn.gov](redbanktn.gov)




**Forks Township, PA**
[forkstownship.org](forkstownship.org)




**Lynchburg, VA**
[lynchburgva.gov](lynchburgva.gov)

# Approaching Your Project Implementation

Communication between you and your Web Central team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed. Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan.

- Centralized project communication and task management tools are located in a cloud-based project workspace
- Tasks, deliverables, and milestones are aligned to your specific scope of work

The tools available through Cloud Coach combined with regular communication with your project manager provide you ample opportunities to quickly and efficiently review your project, check deliverables, and communicate feedback.

## Phased Approach

### PHASE 1: INITIATE

**Project Kickoff** – During this initial meeting, your project manager will perform introductions, detail deliverables needed, provide a high-level overview of the development process, and introduce tools and resources used to manage your project.

**Planning & Scheduling** – Your project manager will create a comprehensive project timeline based on the project scope and your specific needs.

### PHASE 2: ANALYZE

**Customer Deliverables** – You will be responsible for submitting deliverables as outlined.

**Consulting Engagement (if purchased)** – During your consulting sessions, your consultant will meet with you to evaluate needs and make recommendations for implementation solutions. This consulting will help your organization facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. Further, we will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

**Design Discovery Meeting** – Your project manager and art director will meet with you to discuss design preferences and establish design structure from flexible layout options.

**Content Process Meeting** – Meet with your project manager and web content specialist to detail our content development process.

## PHASE 3: DESIGN & CONFIGURE

**Design Concept Development** – You'll have the chance to review a responsive, functioning design concept prototype in an actual production environment. You will have the opportunity to evaluate the presented design concept and collaborate with your project team on any feedback and then final approval.

**Content Development** – Our Content Development team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new, Web Central website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

**Agendas & Minutes Migration** – The Content Development team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

**Website Completion** – You will receive a completed production website featuring your approved design combined with the finished content.

## PHASE 4: OPTIMIZE

**Website Finalization** – Both the Web Central project team and you will prepare your website for launch. During this time, you will be able to make final adjustments to the content on your production website, as well as ensure overall satisfaction with your website.

## PHASE 5: EDUCATE

**Training Engagement** – Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will use your production website so that users are familiar with your specific configuration and you can obtain hands-on experience.

## PHASE 6: LAUNCH

**Website Launch Confirmation Meeting** – Your Web Central project team confirms all the details that are necessary to take your website live and explain what you can expect on launch day.

**Website Launch** – After final confirmation, your website will be made live and available to the public.

# Your Role During Implementation

To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

# Recurring Redesign (if purchased)

At CivicPlus, we understand trends change daily and we continually analyze different ways to design our websites—making it easier and more user friendly for your residents to navigate. One of our best practices to help keep up with these new trends is by adding a redesign to your project. A recurring redesign can be occur every three, four, or five years - depending on the timeframe purchased. Unlike other vendors, our redesigns aren't just changes in the colors or some of the buttons as your staff can do that independently. With a CivicPlus recurring redesign, you can receive a completely brand-new website design and layout after a set number years (as purchased) of continuous service during our partnership. During the redesign, you'll also receive a quality control review to ensure content is as expected with the new design application (although no changes will be made to the content itself). With this new design, you'll stay up to date with current trends and best practices, providing a welcoming yet familiar virtual hub to engage your community.

# Continuing Services

## Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding technical functionality and usage of your Web Central website.

CivicPlus Technical Support will provide a toll-free number, online chat support, as well as an online email support system for users to submit technical issues or questions. If the customer support specialist is unable to assist with the question or issue, the three-tier escalation process will begin to report issues to our product engineering team for resolution.

### Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone, email, and chat
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center ([civicplus.help](civicplus.help))

Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

### AWARD-WINNING

Over the past six years, CivicPlus Technical Support has been recognized by the globally respected Stevie® Awards for Sales and Customer Service. CivicPlus has been honored with three Gold Stevie® Awards, six Silver Stevie® Awards, and eight Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees and 100 or More Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, Remote Customer Service Innovation of the Year, and Achievement in Customer Experience. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

### CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

## ENGAGEXCHANGE

The ENGAGEXCHANGE is an online community and the central hub of ideas, guidance, tips, advice, and more for our Web Central customers. It reflects our commitment to:

**Connection** – Customers can connect with their peers to ask questions, discover solutions, share ideas, and join focus groups and beta opportunities.

**Direction** – Customers will have the opportunity to provide targeted input on the future direction of the Web Central roadmap and will be able to submit ideas for improvements and enhancements.

## CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager who will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

## MAINTENANCE

CivicPlus is proactive in identifying any potential system issues. Through regularly scheduled reviews of site logs, error messages, servers, router activity, and the internet in general, our personnel often identify and correct issues before they ever affect our customers' web solutions. Our standard maintenance includes:

- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Testing
- Development
- Operating system patches

# Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. We offer secure data center facilities, constant and vigilant monitoring, and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

If you experience a DDoS attack or threat, CivicPlus has mitigation and DDoS Advanced Security options available to you at the time of an event. Whatever your needs are we have an option that will be a fit for your community.

| | |
|---|---|
| Data Center | • Highly reliable data center & secure facility<br>• Managed network infrastructure<br>• On-site power backup & generators<br>• Multiple telecom/network providers<br>• Fully redundant network<br>• System monitoring – 24/7/365 |
| Bandwidth | • Multiple network providers in place<br>• Burst bandwidth – 22 Gb/s<br>• Unlimited bandwidth usage for normal business operations (does not apply in the event of a cyber attack) |
| Hosting | • Web Central software updates<br>• Server management & monitoring<br>• Multi-tiered software architecture<br>• Server software updates & security patches<br>• Database server updates & security patches<br>• Antivirus management & updates<br>• Server-class hardware from nationally recognized provider<br>• Redundant firewall solutions<br>• High performance SAN with N+2 reliability |
| Disaster Recovery | • Emergency after-hours support, live agent (24/7)<br>• On-line status monitor by Data Center<br>• 8-hour guaranteed recovery TIME objective (RTO)<br>• 24-hour guaranteed recovery POINT objective (RPO)<br>• Pre-emptive monitoring for disaster situations<br>• Multiple, geographically diverse data centers |
| DDoS Mitigation | • Defined DDoS Attack Process<br>• Identify attack source and type<br>• Monitor attack for threshold* engagement |
| DDoS Advanced Security Coverage | • Not Included - additional coverage available at time of event (fees will apply) |

*Thresholds: Traffic exceeds 25 Mb/s sustained for 2+ hours. Traffic over 1 Gb/s at any point during attack

# Optional Enhancements

## AUDIOEYE MANAGED

AudioEye offers a range of products and services from self-service to turnkey managed solutions. At the core of AudioEye, is the Digital Accessibility Platform (DAP), this powerful tool empowers auditors, designers, and developers to understand issues of accessibility and improve website infrastructure thorough the use of an innovative and easy-to-use interface. The AudioEye Toolbar offers web personalization tools. Conforming to Web Content Accessibility Guidelines (WCAG) 2.2 has never been easier.

## CIVICPLUS CHATBOT POWERED BY FRASE

CivicPlus Chatbot is designed to convincingly simulate the way a human would behave during a customer service interaction. Our advanced technology combines the power of site search and artificial intelligence (AI) to deliver exceptional customer experiences to citizens using your website. Our Chatbot crawls your website and other linked databases to create a continually, automatically updated, AI-powered knowledgebase that you don't have to maintain separately.

## CIVICSEND

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to citizens. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with Web Central, to multiple communication channels, including email, SMS/text, Facebook, and Twitter. CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

## DEPARTMENT HEADER PACKAGES

A department or division within your organization may need a personalized digital presence. A Department Header Package is a cost-effective way for these groups to differentiate themselves informatively and graphically from the look of the main website while still benefiting from the functionality, service, and support of your CivicEngage system.

Unique Customizations Available (varies depending on package chosen):

- Department-specific URL
- Separate SSL Certificate / DNS & Hosting
- Department Logo
- Homepage to fit your department style
- Utilize features on your page for your specific department needs
- Unique navigation and menus
- Custom background image and/or slideshow images
- Unique buttons and links
- Department-specific search
- Department specific access to control your page content
- Customized colors

## INTERIOR BANNERS

A cost-effective way to bring a different look to specific pages or departments is by placing a unique banner image on those pages. Each banner can rotate through as a slide show.

## CUSTOM IDENTITY PROVIDER (IDP) INTEGRATION

CivicPlus offers IdP integration capabilities, which means you'll benefit from easier integration between your Web Central website your favorite third-party solutions. Provide single sign-on (SSO) functionality to streamline managing and supporting user credentials and identify management solutions. CivicPlus IdP partners include Microsoft's Entra ID, Microsoft's Active Directory Federation Services (AD FS) versions 3.0, 4.0, and 5.0, and Okta.

## UPGRADE TO GUARDIAN SECURITY

Our Guardian Security Package provides a comprehensive, cost-effective solution tailored for local governments seeking robust security without breaking the bank. Powered by enterprise Cloudflare, this package includes:

- Web Application Firewall (WAF) fully customized for our application
- OWASP ModSecurity Core Rule Set for protection against the Top 10 vulnerabilities identified by the Open
- Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User Agent Blocking rules to block specific browser or web application User-Agent request headers
- Visitor blocking or challenging by IP address, autonomous system number (ASN), or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

## UPGRADE TO PLATINUM SECURITY

CivicPlus' Platinum Hosting and Security package comes with enterprise-level Cloudflare software and:

- Fully customized Web Application Firewall (WAF), customized for our application
- OWASP ModSecurity Core Rule Set protects you against the Top 10 vulnerabilities identified by the Open Web Application Security Project (OWASP), such as SQL injection (SQLi) and cross-site scripting (XSS) attacks
- User agent blocking
- Block or challenge visitors by IP address, autonomous system number (ASN) or country code
- Reputation-based threat protection and collective intelligence (CI) to identify new threats

## CONSULTING ENGAGEMENT

Implementing an enterprise-wide software solution is a huge undertaking. Not only does new software touch every department in your organization, it has the potential to positively impact the end-users in your community. Sometimes getting to that positive end point is tough with incongruent agendas from stakeholders such as elected officials and department heads. CivicPlus consulting helps your organization do the heavy lifting, starting with data-driven research and ending with service-level process optimization. We'll help you facilitate the tough conversations that happen when you put a microscope to your current processes, solutions, and website presence. We will also guide you to set realistic timelines and tasks for implementation as well as assist you in setting goals and sustainment plans for your launch and beyond.

### CREDIT CARD PROCESSING WITH CIVICPLUS PAY

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Local governments can use Pay within many of our solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. CivicPlus has partnered with several integrated gateways which we can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, in a more limited fashion, to assist you in developing a successful system. To utilize any of the approved gateways, an agreement will need to be executed directly between you and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.

# Disclaimer

## Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

City of Thief River Falls

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

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

# Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Statement of Work for AudioEye from Civic Plus

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

**MOTION TO:** Authorize the City Administrator to execute a Statement of Work for AudioEye

**BACKGROUND:** • Civic Plus offers a platform called AudioEye, specifically designed for ADA Compliance Accessibility.
- A one-year free trial has been offered, with the option to cancel at any time.

**KEY ISSUES:** • Government websites must comply with accessibility standards to ensure content is accessible and usable for all residents.
- Commitment to ongoing deliverance of accessible content.
- Focus on digital accessibility: Ensure that digital content is designed with accessibility in mind.
- User testing and insights: Provides actionable insights through user testing to improve accessibility.
- Certified accessible by AudioEye: Guarantees certification of accessibility standards through AudioEye.

**FINANCIAL CONSIDERATIONS:** Current year: No additional cost for the trial. If continued after the first year, the cost would be $4,500.00 per year.

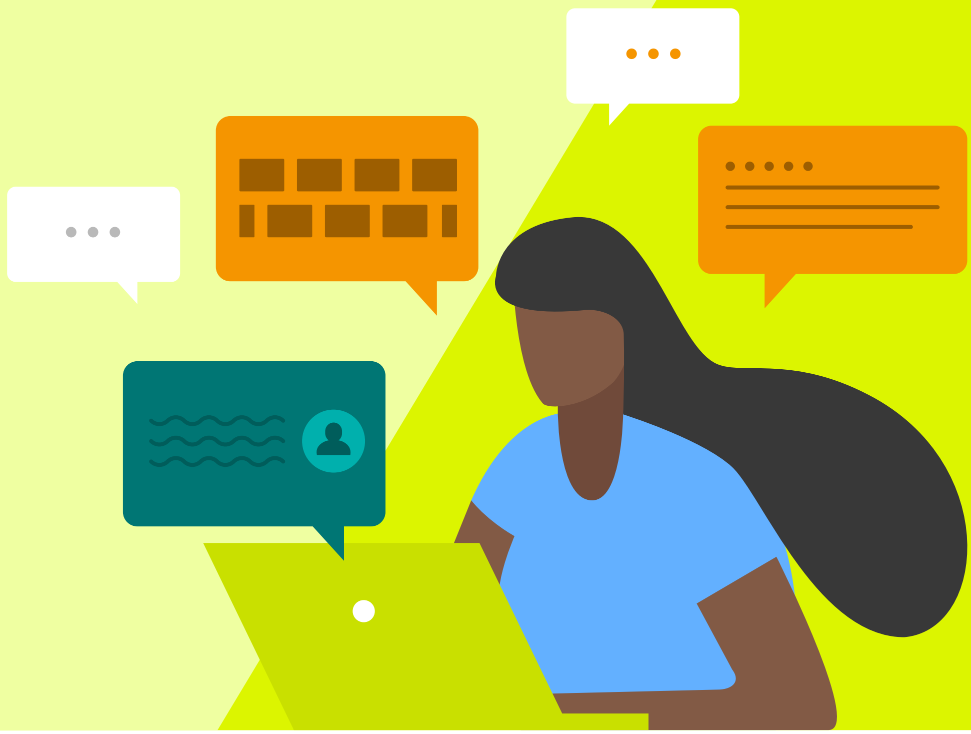
**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Joanne Olson, Information Technology Coordinator

ATTACHMENTS:

| | |
|---|---|
| 1. | Audioeye-factsheet-Automated Accessibility Remediation by first-hand users of assistive technology_October 2023 (1) |

10 Min Read



# Automated Accessibility Remediation by First-Hand Users of Assistive Technology

## Unlock digital accessibility excellence with CivicPlus® and AudioEye

By harnessing the combined power of CivicPlus' local government expertise and AudioEye's accessibility know-how, you can make addressing website accessibility challenges an effortless, automated process.

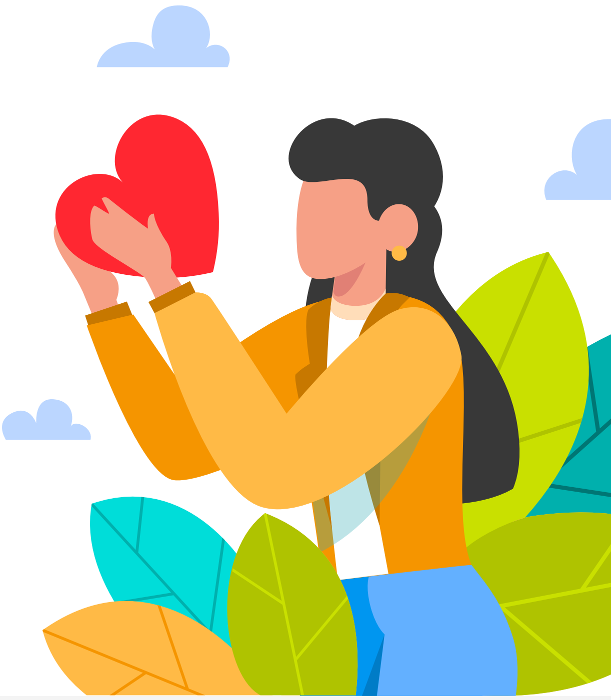
# What's Your Long-Term Accessibility Plan?

**Consider:**

- Do you monitor your website content continuously for accessibility compliance?
- Do you have accessibility experts and legal support available to fix issues 24/7?
- Do you have in-depth knowledge of Web Content Accessibility Guidelines (WCAG) 2.2 and other state and federal regulations regarding digital accessibility?
- Does your parks and recreation software provide compliant digital interactions for your residents?

# Dependable Compliance and Accessibility Solutions

Websites are no longer static entities but living documents that continuously grow with updates and enhancements in an ever-evolving landscape of accessibility legislation. Identifying issues of accessibility on a government website is only half the battle. Once accessibility barriers are identified, they need to be fixed. Once fixed, the website will then require consistent monitoring to ensure that any new content meets accessibility standards. Delivering accessible and usable content is an ongoing commitment to your residents, and with the help of AudioEye, CivicPlus offers an end-to-end solution for digital accessibility, all while accommodating lean budgets and a hands-off approach.



# Three Core AudioEye Benefits:

**Focus on digital accessibility:** AudioEye specializes in providing powerful accessibility solutions. Even in cases where time and resources are limited, AudioEye offers a specialized suite of features tailored to your needs.

**User testing and insights:** AudioEye's A11iance user testing feature offers a solution to address your website's accessibility concerns. It leverages the firsthand experiences of individuals who use assistive technology, ensuring that your website complies with accessibility standards and provides an excellent user experience for residents with diverse accessibility needs.

**Certified accessible by AudioEye:** The AudioEye Trusted Certification accounts for continuous automated testing and response processes for accessibility barriers that arise, conforming with WCAG, and delivering equal access to all users.

# Five Key AudioEye Features:

AudioEye, our powerful accessibility solution partner, offers a wide range of features to enhance web accessibility compliance. Find five key features below:

- **Expert Accessibility Remediation:** Go beyond platform-specific website remediation. The A11iance tester community reviews CivicPlus websites and helps inform AudioEye's product suite decision-making.
- **AudioEye-Trusted Certification:** Display your commitment to accessibility through an AudioEye-Trusted Certification — the only site certification in the accessibility industry.
- **Accessibility Legal Support and Help Desk:** Our team of legal experts will analyze claims for validity and assist you in responding line-by-line to your demand letter or legal request. Help desk staff provide end-user (resident) support from a team of experts capable of taking action. This bridge between local governments and disabled residents is often the first thing the Department of Justice (DOJ) looks for when investigation and enforcing accessibility policy.
- **AudioEye Toolbar:** The free assistive tools embedded in the AudioEye Ally toolbar support the individualized needs of website users that leverage assistive technology and other tools to engage with digital content.
- **Comprehensive Conformance Reporting:** Receive a summary of conformance evaluations and clickable tutorials and links directly to your pages, with instructions for implementing source code fixes.

CivicPlus, in partnership with AudioEye, offers an end-to-end for your digital accessibility needs. Our suite of features, combined with the expertise of AudioEye, guarantees that your website will be consumable for every member of your community.

# About CivicPlus

CivicPlus® is a trusted technology company dedicated to empowering government staff and powering exceptional digital experiences for residents. With a comprehensive suite of solutions that combine to form THE Modern Civic Experience Platform, we strive to create one-stop, frictionless, interactions that delight residents and help staff collaborate and work efficiently. As a result, government administrations that choose CivicPlus realize greater trust and satisfaction among their community members.

Backed by over 25 years of experience and leveraging the insights of more than 950 team members, our solutions are chosen by over 12,500 global entities and are used daily by over 340 million people in the U.S. and Canada alone. For more information, please visit civicplus.com.

# About AudioEye

AudioEye is a technology company providing digital accessibility solutions and is the industry's first and only single solution that is fully compatible with WCAG 2.1, as well as with new and updated digital accessibility standards.

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# Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** To approve and authorize the City Administrator to sign the Northern Woodwork, Inc proposal

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

**MOTION TO:** to authorize the City Administrator to fully execute the proposal with Northern Woodwork, Inc to construct a laminate countertop, provide specialty hinges and mounting plates with jobsite delivery.

**BACKGROUND:** The City of Thief River Falls has had construction done on City Hall. In the process some existing cabinetry has been moved into conference room 201 upstairs. During the removal and placement, the countertop had been broken in several places and hinges misplaced. The countertop is not a standard size.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:** The total of this project is $863.21.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

ATTACHMENTS:

| | |
|---|---|
| 1. | 040825TH Proposal |

# Northern Woodwork, Inc.

*Commercial Casework & Millwork Packages Since 1920*

# PROPOSAL FOR MATERIALS

## SECTION: COUNTERTOPS & HARDWARE

**Date:** 04/08/2025

**Project:** THIEF RIVER FALLS CITY HALL
THIEF RIVER FALLS, MN

**Proposal according to site visit & sketch on 4/7/2025**

**FOR THE SUM OF: $ 863.21 INCLUDING 6.875% SALES TAX, ($782.42 W/ NO TAX) MATERIALS ONLY, FOB JOBSITE.**

**INCLUDES:**

- **1- PLASTIC LAMINATE COUNTERTOP**
- **2- SPECIALTY HINGES AND MOUNTING PLATES**
- **1- JOBSITE DELIVERY**

**NOTES:**

1. This proposal includes 6.875% sales tax.
2. Excludes installation and fasteners/adhesives/caulking/shims/blocking for installation.
3. Excludes verification of dimensions and trips to the jobsite for project meetings.
4. Excludes cutouts for fixtures, plumbing, mechanical, and electrical items.
5. All cabinets are modular with individual base blockings attached on typical and detached on tall units.
6. Scribe strips and fillers are shipped detached.
7. NWI contracts with private commercial truck lines; their driver is not responsible for any assistance in unloading. On-site contractors are responsible for unloading product.
8. This quotation is based upon our standard plastic laminate color finishes, unless there have been pre-selections that are contained in the bid documents.

**CONDITIONS:**

1. Proposal subject to revision if not accepted within 30 days.
2. Terms: Net 30.
3. No labor is to be performed, or materials furnished by the purchaser of this order and charged to us without our written approval.
4. All contracts are subject to cancellation upon strikes, breakdowns, fires, or other causes beyond our control.

Respectfully submitted,

By: Jay Kinsman

Jay Kinsman – Co-Owner/ Estimating
(218) 681-2305 ext. 202 jay@northernwoodworkinc.com

Date accepted: ___________________________
By: ___________________________
Company: ___________________________

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# Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** To approve and authorize the City Administrator and Mayor to sign the revised Memorandum of Understanding with the Pennington County Council on Aging as owner of the Heritage Center.

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

**MOTION TO:** to authorize the City Administrator and Mayor to fully execute the revised Memorandum of understanding with the Pennington County Council on Aging as owner of the Heritage Center.

**BACKGROUND:** The City of Thief River Falls and the Pennington County Council on Aging has had a Memorandum of Understanding since 1989. This revised version has cleared up wording on processes.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:** This has been annually budgeted.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

ATTACHMENTS:

| | |
|---|---|
| 1. | MEMORANDUM OF UNDERSTANDING - Heritage Center draft.revised |

MEMORANDUM OF UNDERSTANDING

The memorandum, Made and entered into this ______ day of ________________, 2025, by and between the City of Thief River Falls, hereinafter referred to as “City”, and the Pennington County Council on Aging, Inc., hereinafter referred to as “Council”, WITNESSETH:

WHEREAS, Council is the owner of the Heritage Center located in Thief River Falls, Minnesota, on real property described as follows:

Lots Twenty-one (21), Twenty-two (22), Twenty-three (23), and Twenty-four (24), Block Eighteen (18), Townsite of Thief River Falls,

And

WHEREAS, City has agreed to pay a sum of money to be budgeted annually to be used for certain costs incurred in the operation of the Heritage Center in Thief River Falls. In 2025, this amount is $25,352.00 which will increase by 3% annually due to inflation,

Now, THEREFORE, It is hereby agreed as follows:

1. City shall provide a sum of money per year to the Council to be used for the following purposes or paid directly to the Utility providers listed in (b):
    a. Payment to assist Council in paying its 1st quarter manager salary (City receives letter from Council on the requested amount. (Manager of Council shall never be considered an employee of the City of Thief River Falls or under the direction of the City of Thief River Falls).
    b. Payment assistance for heat, water, light, electricity, sewer, and telephone. (Said bills shall be submitted to the City for direct payment by City if included in approved by City as part of the Council budgeted expense.)
    c. The balance of any unused portions of the City’s budgeted amount for the Heritage Center after the expenses from a. and b. will be awarded to the Council to use for General Operations and Programming expenses of the Heritage Center in that budgeted year.
2. City shall have the right to use the Heritage Center for certain hearings, meetings and receptions and the City and the Council shall schedule such events at mutually agreeable dates and times. City shall also have the right to use the Heritage Center for City, State, and Federal Elections. There shall be no charge to the City for their use of the Heritage Center.
3. This Memorandum shall be terminable by either party upon 365 days written notice to the other. In addition, this Memorandum of Understanding is subject to the City approving a yearly sum of monies to be used as set forth herein. Should the City not have the funds available to make the above payment or should the City not approve a yearly sum of funding or should State Statute or regulation not permit the use of City funds in the above manner, the City shall not be obligated to make the above payment and this Memorandum of Understanding shall be immediately terminated.

CITY OF THIEF RIVER FALLS, MN

BY:_______________________________

Its Mayor

BY:______________________________

Its City Administrator

PENNINGTON COUNTY COUNCIL ON AGING, INC.

BY:___________________________________________

Its:___________________________________________

BY:__________________________________________

Its:__________________________________________

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## Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** To approve a Mamava XL pod at the Ralph Engelstad Arena

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

**MOTION TO:** to authorize the City Administrator to fully execute a SHIP Partner Award application for a Mamava XL pod to be placed at the Ralph Engelstad Arena.

**BACKGROUND:** Local public health agencies conducted a survey across the 5-county area including Kittson, Marshall, Red Lake, Pennington, and Roseau. In 2023 this survey included the Women, Infant, and Children (WIC) program which surveyed nursing mothers regarding their level of comfort when feeding their child while outside the home. The data indicated that spaces would be welcomed.

The Mamava XL pod is spacious and is wheelchair accessible. This size is best for public venues and larger work places.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:** The City of Thief River Falls would be funding the initial cost and would be reimbursed. The XL pod is $23,000 plus $2,200 in shipping. The unit would be put together on site by staff.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

ATTACHMENTS:

| | |
|---|---|
| 1. | SHIP Partner Award Application 23-25 Fillable 2 |
| 2. | 2025 Mamava XL Informational |

# Partner Award Application

through Quin County Community Health Services

Organization Name:

Address:

City: State: MN Zip:

Contact Person(s): Phone:

Title: Email:

## AWARD INFORMATION

1. **Please provide a brief summary of your request:**

2. **Indicate whether the request supports or leads to sustainable change in one (or more) of the following areas, as well as how the request makes the change:**
   *Note: Links between the expense and the change must be clear and significant.*

   ☐**POLICY:** Changes within organizational procedures, practices, protocols or regulations

   ☐**SYSTEMS:** Changes within organizational structure, methods, or behaviors

   ☐**ENVIRONMENT:** Changes within organizational atmosphere, surroundings, or setting

3. **What population demographic will this project reach/support?**

   ☐ **Youth:**
   ☐ **Adults:**
   ☐ **Over 60:**
   ☐ **Low Income:**
   ☐ **Special Needs:**
   ☐ **Racially Diverse:**

4. **Are there additional groups who will benefit from the project?**

5. **Will the project impact a significant proportion of at-risk or high-risk populations?**

6. **Is the request sustainable if SHIP funding is not available to support the effort – what are the plans to sustain the project into the future?**

7. **How will you measure the successfulness of the project in achieving progress, effectiveness, and desired outcomes?** *For example, pre- and post-surveys, engagement, behavior changes, etc.*

## FUNDING BREAKDOWN

1. **Enter the description and cost of items to be considered in the award request. Keep tax, shipping, and handling charges separate.** (Items are reviewed for eligibility based on current SHIP financial guidelines)

2. **Enter the type and value of match. SHIP requires a 10% match for all award requests.**
   **Higher values are desired (not penalized), as this indicates greater investment and commitment by the requestor.**
   *Examples: other awards received, donations, additional cash invested, staff/volunteer labor, materials, etc.*

| 1. DESCRIPTION: | COST |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| Estimated shipping, handling, and tax total: | |
| **TOTAL AWARD FUNDING AMOUNT REQUESTED** | |
| **2. IN-KIND/CASH/DONATION MATCH** (10% required, more desired) | **VALUE** |
| | |
| | |
| | |
| | |
| **TOTAL MATCH CONTRIBUTION** | |

**Upon receiving an award, the recipient will be expected to:**

1. Use funds appropriately to implement project by the end of the contract period.
2. Incur costs of the project, then submit invoice for reimbursement
3. Participate in pre- and post-evaluation of the project.
4. Submit report on the results of the project implementation by the contract end date (or as requested).

| TOTAL COST OF AWARD PROJECT | |
|---|---|
| Total Award Funding Requested | |
| Total Match | |
| Total Cost of Project | |

| | |
|---|---|
| **Financial Contact Name:** | |
| **Phone:** | |
| **E-mail:** | |

# AUTHORIZATION

Any questions regarding this form should be directed to:

**Kari Mooney, SHIP Coordinator**
**Phone: (218) 653-1213**
**Fax: (218) 653-1219**
***kmooney@quinmn.us***

*In signing below, the award applicant certifies that the information provided in the award request is true and accurate to the best of their knowledge. The applicant agrees to make every effort to ensure all requirements and due dates of the award are followed and completed in a timely manner. Further, the applicant is aware that application for funding does not guarantee an award, and that if funding is awarded, it may or may not be for the amount requested. Additionally, the applicant agrees to notify the SHIP Coordinator (named above) of any changes to the following: 1) amounts greater than 10% of listed line-item cost totals, 2) items listed for award reimbursement, 3) project narrative (workplan), and 4) anticipated timelines for completion.*

Applicant Signature:____________________________________ Date:______________________

Applicant Title: ______________________________________

SHIP Coordinator:_____________________________________ Date:______________________

Quin Administrator:____________________________________ Date:______________________

Award Approved Dollars:_________________________________ SHIP Strategy: _______________

If mailing this form, please send to:

**Quin County Community Health Services**
**1101 Hwy 1 East**
**Thief River Falls, MN 56701**

# mamava XL

Spacious and wheelchair accessible.
Best for public venues and larger workplaces.


mamava
Lactation Pod
Solid walls for privacy
Caster wheels for easy relocation
Deadbolt lock with occupancy indicator
Smart Access with Mamava app, keypad, or key

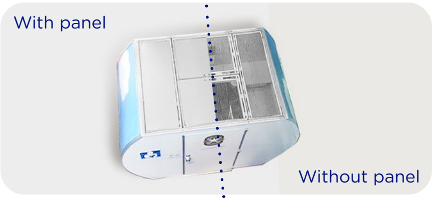

Perforated ceiling panel for fire sprinkler flow-through
(Enhanced Privacy Panel available)
Occupancy-activated ventilation fans
Occupancy-activated lighting
Shatterproof mirror
Shelf for compact fridge or storage
Bench
Coat hooks (not shown)
Anchoring lock for multi-user breast pump
Grab bar (not shown)
Shelf
Ergonomic cushioned seat with nonabsorbant fabric
Outlets and USB ports
60" Turnaround
Flush entry


## CUSTOMIZATIONS + UPGRADES

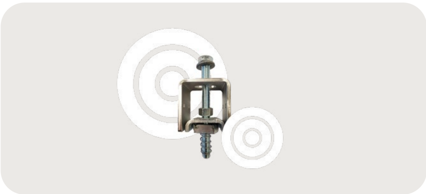
**Graphics**
Design a pod that reflects your brand or let our team bring your vision to life.

**Medela Pump + Accessory Kits**
A multi-user, hospital-grade Symphony PLUS® Breast Pump and optional kits.

**Installation + Service Support**
Installation and service professionals will manage assembly and maintenance.



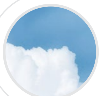

**Enhanced Privacy Panels**
For pods placed in areas with visibility from above.



**Seismic Bracketing Kit**
Anchors the pod to the floor to meet building safety requirements.

## STANDARD FINISHES

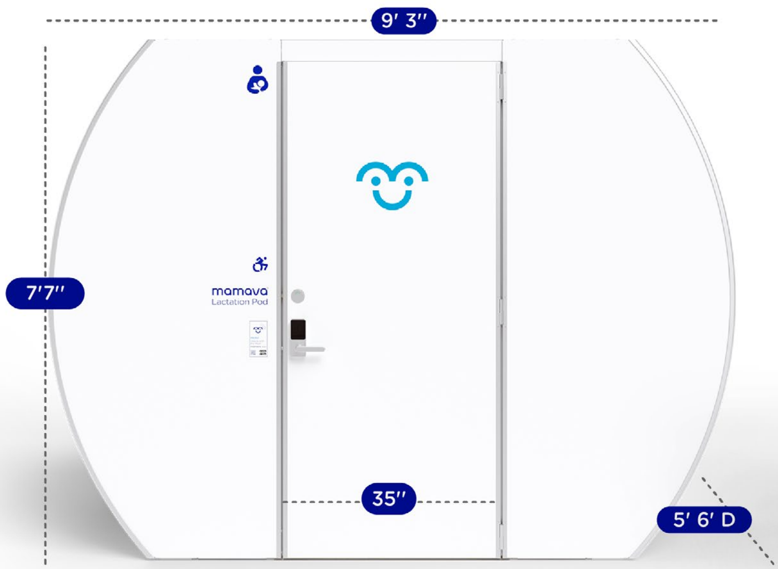
**Pod Body**
White ACM + Sintra

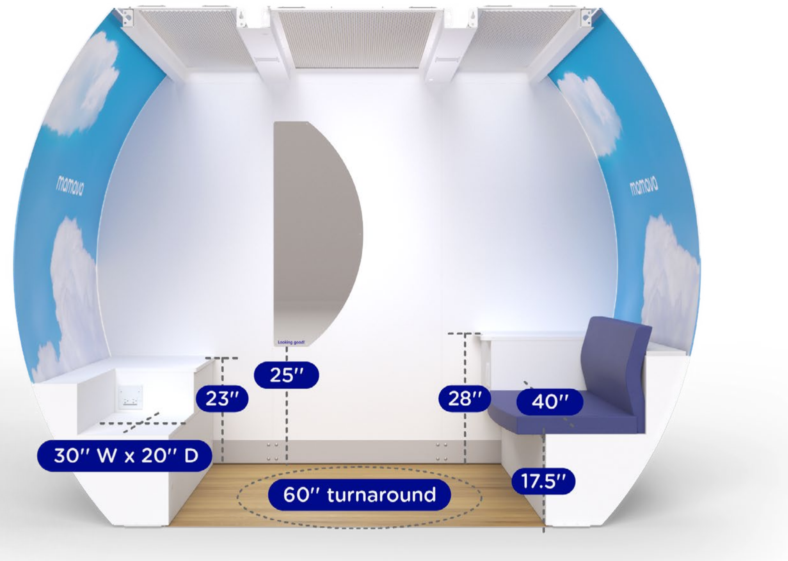


**Graphics**
Dreamscape

**Flooring**
Maple (vinyl)

# mamava XL




**Dimensions**

Exterior: 9’3” W x 5’6” D x 7’7” H (Includes pod and antenna height)

Interior: 50 sq ft; 8’9” W x 5’ D x 6’8.5” H; 700 lb

35” door swing (recommend 60” clearance in front of the door and 18” clearance on the latch side)

Shipping crate: 7’10” W x 4’7” D x 5’11” H; 1,050 lb

Minimum 8’4” ceiling clearance required for assembly

**Exterior materials + features**

Front and back wall panel made of aluminum composite material (ACM) with a foam core optimized to reduce material consumption and waste

Curved side panels made of scratch-resistant expanded polyvinyl chloride sheet (EPVC)

Front and side direct-print graphics (customization available)

Perforated aluminum roof panel with aluminum composite material (ACM) frame

**Interior materials + features**

19.5” W x 29” D commercial-grade laminate shelf with one (1) dual-receptacle outlet with one (1) USB-A port and one (1) USB-C port

30” W x 21” D commercial-grade laminate shelf with one (1) dual-receptacle outlet for compact fridge (20” W x 19” D x up to 25” H) or storage

Built-in shatterproof mirror made of reflective acrylic

40” W contoured ergonomic seat (with Matrex internal support system) made of polyurethane fabric. 300 lb weight limit

Two (2) UL Listed ventilation fans provide 42dB of white noise and are capable of air change rates of at least 35 ACH

Two (2) stainless steel coat hooks, each holding up to 15 lb

Four (4) 3’ occupancy-activated UL Listed LED strip lights, two (2) activated by motion sensor, two (2) controlled by switch

Anchoring lock for multi-user breast pump

Vinyl covered aluminum frame floor base with ABS underlayment

Deadbolt lock with occupancy indicator

**Electrical**

UL Listed components

10’ GFCI-protected power cord (exiting the bottom of the back right wall panel) occupies one standard 20A 120V outlet

Requires a 20A circuit and draws approximately 6.5A

**Mobility**

Four (4) retractable feet assist leveling the pod up to 1”

Four (4) built-in caster wheels for relocation

Disassemble and store as needed

**Testing + safety**

ASTM E-84 Flame Spread Rating is Class A for all external materials (walls and ceiling)

Meets NFPA 13 Section 9.3.10 Standards

Shelf and seat base meet UL Greenguard Gold rating

Floor meets GreenAir and FloorScore formulation for low VOCs and FMVSS 302 for flammability

Chair fabric is free of PVCs and VOCs and compliant with California Technical Bulletin #117-2013 for flammability

**Accessibility: *Features compatible IAW 2010 ADA Standards:***

Mirror placement meets 603.3

Clear turning space meets 304.3.1 (circular space) and 304.3.2 (t-shaped space with knee clearance in accordance with 306.3)

Clear floor and ground space meets 305 (parallel or straight approach)

Door clearance width meets 404.2.3

Door maneuvering clearance meets 404.2.4

Door threshold meets 404.2.5

Door hardware meets 404.2.7

Grab bar sized and spaced to meet 609.2.1

Pod is designed for the perception of both audible and visible alarms to meet 215

Door closer arm meets 404.2.8 and 404.2.9, closing speed and opening force respectively

Light switch meets 308.2.1.

***Additional California Building code compliance:***

Door hardware meets CBC CBC 11B-404.2.7

**Access technology**

Access with Mamava app, numeric keypad on external lock, or key

Mamava’s Smart Access technology for easy wayfinding, autonomous access, occupancy status, duration of use, and vacancy alerts

ZTU (Zero Transmission Unit) available for high security areas

Usage data available with the purchase of a Mamava Service Plan

City of Thief River Falls

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

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

## Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Authorize City Administrator to sign the VIA Engagement letter – GASB 67/68

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

**MOTION TO:** Contract with VIA Actuarial services to provide GASB 67/68 actuarial services for the Thief River Falls Fireman's Relief Association. Authorize the City Administrator to sign the letter of engagement with VIA Actuarial Solutions.

**BACKGROUND:** The GASB 67/68 accounting rules require a "full" actuarial valuation every two years, while a simplified roll-forward report is required in the "off-years". The 2024/2025 Full actuarial report is a fixed fee of $2,600 and the 2025/2026 off-year actuarial report is a fixed fee of $1,000. This engagement letter would be effective as of January 1, 2025 and shall automatically renew on an annual basis

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:** This is a budgeted item.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

ATTACHMENTS:

| | |
|---|---|
| 1. | FYE 2025-2026 GASB 67-68 Engagement Letter_TRF |

VIA ACTUARIAL SOLUTIONS

March 13, 2025

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

Re: **Engagement Letter for Actuarial Services**

Dear Angie:

Thank you for this opportunity to provide GASB 67/68 pension actuarial services to the City of Thief River Falls and the Thief River Falls Firemen's Relief Association. This letter and attachments (collectively, the "Agreement") document the Scope of Services ("Services") that Northern Consulting Actuaries, Inc. d/b/a VIA Actuarial Solutions (hereafter, "VIA" or "we" or "our") will provide to the City of Thief River Falls (hereafter "City" or "you" or "yours" or "Client") and the Thief River Falls Firemen's Relief Association pension plan (hereafter "Plan"). It also describes our fees, expenses, and the Terms and Conditions for those services.

After reviewing the enclosed Scope of Services and Terms and Conditions, please sign and date the Acknowledgement and Consent form. Future actuarial services will be provided under this same engagement letter for a fee agreed to by both parties, or we can provide an updated engagement letter if you prefer.

Please feel free to contact us if you have any questions about the proposed actuarial engagement. We will commence work under this engagement upon receipt of a signed copy of this Agreement.

Thank you again for choosing VIA Actuarial Solutions to be your trusted actuarial consultant.

Sincerely,

EMKnutson

Emily M. Knutson, FSA, EA, MAAA
Consulting Actuary

L/D/C/R: 3/an/emk

## Scope of Services

The GASB 67/68 accounting rules require a "full" actuarial valuation every two years, while a simplified roll-forward report is required in the "off years". Our proposed scope and fees outlined below include both the "full" and roll-forward valuation reports.

| Services Provided | Fixed Fee |
|---|---|
| **FYE2024-2025 GASB 67/68 actuarial report** | **$2,600** |
| **FYE2025-2026 GASB 67/68 "off year" report (if no significant changes)** | **$1,000** |

**Each year also includes up to one hour of free consulting to review the reports with you over the phone.**

Out-of-scope projects will be billed separately based on the time and expense needed to complete these projects. For calendar year 2025, our hourly rates are $160 to $260 for actuarial analysts and managers and $360 to $425 for consulting actuaries. We are glad to estimate fees for additional projects as requested. Out-of-scope projects may include time spent on:

- meetings and preparation,
- significant changes in your plan, accounting, or funding arrangements,
- cleanup of inaccurate data or data not provided in the form requested, and
- accounting updates when the City's financials differ from the figures in our previous reports.

The annual fees and hourly rates stated in this engagement letter are subject to annual inflationary updates beginning in 2027 and each year thereafter. VIA will propose inflationary adjustments to the City before beginning work on the FYE 2027 valuation. The hourly rate schedule is updated automatically each calendar year.

The proposed fees assume no substantial changes to the plan census, assumptions, plan provisions, or funding arrangement. If any of these factors change significantly then we will provide a separate proposed fee.

Out-of-pocket expenses will be passed on to you without markup. Bills are sent as often as monthly, and your payment is due within 30 days of the invoice date. Interest will accrue on the unpaid balance at the rate of ½% per month. If we receive your payment within 30 days, the interest will be waived.

## Terms and Conditions

**COOPERATION AND WARRANTY REGARDING DOCUMENTS AND INFORMATION.**
You understand that in order for us to provide the Services to you we will require your assistance and cooperation. You agree to provide us with all documents and information reasonably requested by us in order for us to perform the Services and you warrant that such documents and information are true and accurate to the best of your knowledge after due inquiry. We will not be liable for any inaccurate results of our Services due to our reliance upon incorrect or incomplete documents or information.

**CONFIDENTIALITY.** All data, records, and information concerning the Plan and the participants of the Plan provided by you or on your behalf to VIA in connection with this Agreement, other than information that is either in the public domain, obtained from third parties, or which is otherwise developed by VIA shall be considered “Confidential Client Information.” VIA agrees to use reasonable efforts to protect all Confidential Client Information and has reasonable safeguards to protect against the disclosure or misuse of Confidential Client Information that is in VIA’s care or custody. VIA will protect the Confidential Client Information with the same degree of care that it uses to protect and safeguard VIA’s own like information, but not less than the degree of care that would be exercised by a prudent person given the sensitivity of the Confidential Client Information.
In preserving the confidentiality of Client communications and information, it is important that we have your agreement on the methods we will use in communicating with you. Unless you tell us otherwise, you agree that it is appropriate to use mail and emails in the course of our providing the Services to you without encryption or other special measures. The exception is transmission of participant census data which must be transmitted using our secure data transfer site or similar method. Please let us know if you have special requests or requirements for the methods of communication or persons to be included in such communications.

**RETENTION OF RECORDS.** We will retain final copies of actuarial work products for seven years after completion of each project. Although we keep copies of the work we perform for you for seven years, these copies are solely for our files. The plan sponsor is responsible for keeping copies of all documents needed for the Plan’s permanent records, including copies of the work we perform for you and the information we send to you.

**INDEMNIFICATION.** You agree as part of this engagement to indemnify and hold harmless VIA from and against any and all claims, losses, damages, liabilities, costs, and other expenses of any kind whatsoever (including, without limitation, all reasonable attorneys’ fees and collection or court costs) arising from or in connection with the operation of the Plan or the rendering of plan-related services by the Client, the Plan Administrator, or any third party. This indemnification does not include claims, losses, damages, liabilities, costs, and expenses attributable solely to any gross negligence or willful misconduct by VIA in the performance of our responsibilities under this engagement.

We agree as part of this Agreement to indemnify and hold harmless the Client and the Plan from and against any and all claims, losses, damages, liabilities, costs, and other expenses of any kind whatsoever (including, without limitation, all reasonable attorneys’ fees and collection or court costs) (collectively “Claims”) arising from or in connection with the operation of the Plan or the rendering of plan-related services by VIA, to the extent that such Claims are attributable solely to gross negligence or willful misconduct by VIA in the performance of our responsibilities under this engagement.

## Terms and Conditions *(continued)*

**REPRESENTATIONS AND WARRANTIES.** We represent and warranty that we (a) have the right, power and authority to enter into this Agreement and to fully perform all of our obligations hereunder; and (b) will use commercially reasonable efforts to provide all services required of us under the Agreement in accordance with prevailing industry standards. You represent and warranty that you have the right, power, and authority to enter into this Agreement and to fully perform all of your obligations hereunder.

**NO ASSIGNMENT OR DELEGATION.** Neither VIA nor you may assign this Agreement in whole or in part, nor delegate any part or all of its duties, without the other's prior written consent.

**SEVERABILITY.** If any provision of this Agreement is held to be or is invalid or unenforceable, the validity and/or enforceability of the remaining portions shall not be impaired or affected in any way. A waiver of any provision of this Agreement does not likewise waive any other provision of this Agreement.

**MODIFYING THIS ENGAGEMENT.** The terms of this engagement between you and us represented by this Agreement shall not be subject to modification (except with regard to fees, as outlined above), except as agreed upon in writing by both you and us.

**TERM AND TERMINATION**. **This engagement letter is effective beginning January 1, 2025 and shall automatically renew on an annual basis unless terminated earlier by either party as described below.** Future actuarial services will be provided under this same engagement letter for a fee agreed to by both parties and described in a new Scope of Services, or we can provide an updated engagement letter if you prefer.

You have the right to terminate our services with 60 days prior written notice. Termination of our services will not relieve you of the obligation to pay for all accrued charges and expenses for work through the end of our engagement. We will have the same right of termination, subject to our obligation to give you 60 days prior written notice. If our billing statements are not timely paid, however, we will have the right to terminate our Services upon 5 days prior written notice following a default in the payment of our fees and expenses, upon the expiration of which notice period we will have the right to not provide any Services or advance any expenses until all amounts due are paid in full. Furthermore, if we are required to take action to collect our fees and expenses, you agree to pay all professional fees (including reasonable attorneys' fees) and expenses incurred by us in such collection action.

**ENTIRE AGREEMENT.** Our performance of the Services is subject to the terms of this letter, including our Terms and Conditions ("Terms and Conditions"). This letter, together with the Scope of Services and these Terms and Conditions, constitute the entire Agreement between VIA Actuarial Solutions and you and supersede all previous agreements between us whether written or oral. Should the scope of our Services change, you agree that we will either amend the Scope of Services or we will execute a new engagement letter incorporating such changes. We will not be required to provide Services not included in the Scope of Services agreed to in this letter.

## Minnesota Actuarial Disclosure

VIA Actuarial Solutions is the actuarial advisor to the Minnesota Legislative Commission on Pensions and Retirement (LCPR). In this role, we assist the LCPR in reviewing actuarial valuations, assumptions, and cost estimates for the three statewide retirement systems: TRA, PERA, and MSRS.

Our professional standards require that we disclose any actual or potential conflict of interest to our clients, and that our clients expressly agree to these services. Although the work we prepare for the LCPR does not directly relate to your GASB 67 & 68 reporting, we believe it's prudent to disclose our assignment to all of our Minnesota public sector clients since you probably have members in at least one of the statewide pension plans that we'll be reviewing. Your approval of this engagement letter is an affirmative response that you agree to our work with the City along with our LCPR assignment.

## Acknowledgement and Consent

The undersigned represents and warrants that they are legally authorized to execute agreements on behalf of the City of Thief River Falls (the "City"), has read this Agreement from VIA Actuarial Solutions, understands its contents, and agrees on behalf of the City to the Scope of Services; fees and expenses; and Terms and Conditions set forth in the Agreement. I also understand and expressly agree to VIA Actuarial Solutions' ongoing work for us as well as their LCPR assignment.

Date: ______________, 2025 By ______________________________________

Title _____________________________________

City of Thief River Falls

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

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

# Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Approve CDAB appointment renewal and new appointment

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

**MOTION TO:** Approve the re-appointment of Steve Lillistol and appointment of Tony McLean (Border Bank) to the Community Development and Advisory Board (CDAB).

**BACKGROUND:** Steve Lillistol term renewed 1/31/2025. Tim Hagl is not renewing his term (ending 1/31/2025). Tony McLean has been appointed to replace Hagl. Each seat is a three-year term.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Jennifer Myers, Deputy City Clerk

ATTACHMENTS:
None

City of Thief River Falls

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# Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Approve application for loan/grant for lead service line replacement project

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

**MOTION TO:** that the City of Thief River Falls has the legal authority to apply for the loan and/or grant, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

**BACKGROUND:** the City of Thief River Falls is hereby applying to the Minnesota Public Facilities Authority for a loan and/or grant from the Drinking Water Revolving Fund/Drinking Revolving Fund for lead service line replacement project as described in the application.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:** the City of Thief River Falls estimates the MPFA-Financed amount to be $1,442,500 or the as-bid cost of the project.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:
None

City of Thief River Falls

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**Request for Council Action**

**DATE:** 4/15/2025

**SUBJECT:** Approval to appoint Brian Jacobson an as Director and John Kinsman as Advisor to the NMPA Board of Directors.

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

**MOTION TO:** Re-appoint Brian Jacobson as Director and John Kinsman as Advisor to the Northern Municipal Power Agency Board of Directors. Terms effective May 1, 2025 through April 30 ,2026.

**BACKGROUND:** The City of Thief River Falls is a member of the Northern Municipal Power Agency. Each of the 12 members of the Agency appoints a Director and Advisor as a member of the NMPA Board of Directors.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Brian Jacobson, Electric Superintendent

ATTACHMENTS:
None

City of Thief River Falls

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# Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Purchase and Installation of New Carpet in City Hall Public Works Director's Office

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

**MOTION TO:** Approve the purchase and installation of new carpet in City Hall PW Director's office from Paint & Glass Interiors, Inc. in the amount of $ $1,678.52.

**BACKGROUND:** The existing carpet is approximately 30 years old and shows wearing. With the lobby, PW administrative office, and alcove carpet currently being replaced, now would be the time to replace the carpet in the PW Director's Office.

**KEY ISSUES:** Adjacent carpet is being updated. Replacement would match future wear conditions.

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

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen, Public Works Director

ATTACHMENTS:

| | |
|---|---|
| 1. | Engineer's office carpet and installation quote |

# Proposal



4/11/2025 10:21:39 AM

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

PAINT & GLASS INTERIORS
YOUR HOME IMPROVEMENT STORE

| | |
|---|---|
| Proposal #: | **16628** |
| SaleDate: | **04/09/2025** |
| Next Install: | |
| Sales Rep: | **Shawn Hince** |

| SOLD TO: | SHIPPED TO |
|---|---|
| **City of Thief River Falls**<br>**PO Box 528**<br>**Thief River Falls, MN 56701** | **Public Works Office** |

| | MATERIALS | | QUANTITY | | PRICE | TOTAL |
|---|---|---|---|---|---|---|
| 1 | Skyline | Backdrop 2056 | 288 | SqFt | $3.29 | $947.52 |
| 2 | Commercialon Primer Sealer | 4-Gal Pail | 0.5 | Each | $335.99 | $168.00 |
| 3 | Commercialon Premium Modular Tile and LVT Adhesive | 4-Gal Pail | 0.5 | Each | $199.99 | $100.00 |

**Materials Subtotal: $1,215.52**

| | LABOR | QUANTITY | | PRICE | TOTAL |
|---|---|---|---|---|---|
| 1 | Carpet - Tile | 288 | SqFt | $1.00 | $288.00 |
| 2 | Remove & Dispose | 1 | Each | $175.00 | $175.00 |

**Labor Subtotal: $463.00**

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

| | |
|---|---|
| **SubTotal:** | **$1,678.52** |
| **Exempt:** | **$0.00** |
| **Total:** | **$1,678.52** |
| **Payments:** | **$0.00** |
| **Balance:** | **$1,678.52** |

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

Customer Signature ____________________ Date ____________

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# Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Administration fees for executing contracted grass mowing for city code compliance.

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

**MOTION TO:** Adjust the Administration fees associated with code enforcement mowing contracts to the following 2025 calendar year schedule: $50.00 for first offense, $100.00 for any offenses committed after 1st offense in any one calendar year.

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

**KEY ISSUES:** Public Works Committee was asked to review the administrative costs with comparative municipal data of other cities.

**FINANCIAL CONSIDERATIONS:** Summary attached.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen, Public Works Director

ATTACHMENTS:

| | |
|---|---|
| 1. | Admin Fee_Penalty Comparison001 |

| Administrative Fee/Administrative Penalty Comparison | | | |
|---|---|---|---|
| | City | Administrative Fee | Other Information |
| 1 | THIEF RIVER FALLS | $10.00 | This fee gets applied to the initial invoice one time. |
| 2 | Moorhead | $100.00 | The property owner bears the cost of the service plus an administrative penalty of $100.00 |
| 3 | Maplewood | $75.00, $100.00, $150.00 | Their fee are known as "excessive consumption of city inspection services." Excessive inspection services means more than three (3) inspections by city staff generated at one address for existing or new violations of City Code within a 12 month period.<br>3rd inspection: $75.00<br>4th inspection: $100.00<br>Subsequent inspections: $150.00 each time |
| 4 | Elbow Lake | $100.00, $200.00, $400.00, $800.00, $1000.00 | First administrative citation: $100.00<br>2nd: $200.00<br>3rd: $400.00<br>4th: 800.00<br>5th: $1000.00 |
| 5 | Detroit Lakes | $200.00 | Their fee schedule did not list grass mowing, but sidewalk snow removal was listed. The fee is $200.00 for the first 50 feet & $50.00 per each addtl. 25 feet - per occurrence.<br>In the event a property is charged with a subsequent violation within a 12 month period, the penalty payment shall increase 25% above the previous payment. |
| 6 | Coon Rapids | $300.00 | A courtesy notice is issue as the first step. If the property owner is not in compliance by the specified date, the $300.00 administrativer citation will be issued.<br>If a second citation is issued during the season, the penalty will be at least twice the previous amount. If the property owner brings the property into compliance by the compliance date, half of the original penalty will still be charged. |

City of Thief River Falls

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

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

## Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** New resurfacing of four (4) tennis courts and one (1) basketball court at Englestad Park

**RECOMMENDATION:** it is respectfully requested that the Council consdier the following Public Works Committee recommendation:

**MOTION TO:** Approve JB Surfaces of Fargo, ND for new Plexipave court resurfacing at Engelstad Park for a total sum of $62,086.00.

**BACKGROUND:** The courts at Englestad Park were previoulsy resurfaced in 2017. New resurfacing was placed into annual budgets to accumulate funds for the next recommended resurfacing of 7 years. The surface has deteriorated and is in need of resurfacing. The local public schools use the courts for organized tennis matches and tournaments.

**KEY ISSUES:** The school uses the courts for organized matches in April/May. Construction of the new surface would be mid-June to early August. Color scheme to be inner dark blue/outer light green on tennis courts and inner dark blue/outer light blue on the basketball court.

**FINANCIAL CONSIDERATIONS:** Project to be paid for by previously allocated park reserve funds.

**LEGAL CONSIDERATION:** Bids were solicited in accordance with the City's procurement policy.

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen, Public Works Director

ATTACHMENTS:

| | |
|---|---|
| 1. | Tennis and Basketball resurfacing docs001 |

JB Surfaces Inc.
736 NW 40th St
Fargo, ND 58102
701-282-0175
701-282-8278 Fax

**Proposal / Contract**

Travis Giffen
Public Works Director
Thief River Falls, MN

**Project: Ole Engelstad Park**

| Item Description | Total Price |
|---|---|

**Base Bid**

**Tennis and Basketball Court Surfacing**

- Power-wash existing court surface removing loose failing surfacing and unwanted dirt/ debris.
- During washing process flooded courts will be viewed approximately 2 hours after water saturation. Low areas holding water will be checked by laying a quarter *(coin)* flat in the deepest part of the puddle. If coin is completely submerged this low area will be marked for patching.
- * Low areas holding water will be patched with a blend of acrylic court patch binder, silica sand, and portland cement. Patching material will be screeded or troweled into low area. Once patching material has properly dried it will be sanded with a cement stone to blend with the existing surface.
- Clean and fill random cracks with appropriate filler.
- Fill larger pock marks with acrylic court patch binder mix of patch binder, silica sand, and portland cement.
- Apply one layer of sand fortified acrylic resurfacer. The acryclic resurfacer will be applied at a rate of .05 undiluted gallons per sq yd per layer. The acrylic resurfacer will be mixed with silica sand and water at a rate of 14 pounds sand and .65 gallons water per gallon of undiluted acrylic resurfacer.
- Apply one coat of Wipeout stain blocker at a rate of .05 gallons per sq yd.
- Apply two layers of California Products Plexi-Pave color *(color to be selected by owner)*. Sand fortified Plexipave to be applied at an average rate of .05 gallons per sq yd undiluted material. Fortified Plexipave is obtained with a 30:20:20 mix: 30 gallons Plexipave colorbase, 20 gallons Plexichrome, and 20 gallons water.
- Layout and stripe regulation tennis and basketball court playing lines *(white)*. All playing areas will be properly measured according to applicable standards and taped with appropriate equipment. A coat of Line Rite sealer and two coats of white textured line paint will be applied with a roller. All lines to be 2 inches wide.
- Stripe courts courts with 60' blended lines per USTA specifications. Blended lines to be 1 ½" wide, terminate 3" from the 78' court playing lines, and be textured line paint within the same color family as the 78' court. Blended playing lines will be sealed prior to the application of line paint with Line Rite and all paint will be applied with a roller.

**Total** **$ 45,967.00**

**Alternate One**

**Armor / Riteway Crack Repair System**

- Supply and install Armor or Riteway Crack Repair system to 158 lineal fdt of suitable crack on the basketball court

**Total add** **$ 3,154.00**

**Alternate Two**

**Wipe Out stain blaocker**

- Supply and install one layer of Wipe Out stain blocker at a rate of .05 gallons per sq yd.

**Total add** **$ 7,102.00**

**Alternate Three**

**Additional layer of acrylic resurfacer**

- Supply and install one additional layer of sand fortified acrylic resurfacer at rates listed in base bid.

**Total add** **$ 5,863.00**

**Project Notes:**

- The above prices are contingent on a site visit/inspection
- The above price is based on current surface material being sufficiently adhered to the asphalt base. If upon washing it becomes evident that the existing surface material is not sufficiently adhered, additional charges will be applied for extensive surface removal and adhesion promoter costs. This would not be completed without your knowledge and approval.
- * Above prices are based on filling low areas holding water not to exceed 200 sq ft. Filling of low areas greater than that amount will be done on a time and material basis.
- Although cracks will be filled to the best of our ability, they may return at any time and are not warranted.
- Although low spots will be filled to the best of our ability, JB Surfaces does not guarantee that all low spots will be removed.
- The above system for the surface coating system has a one-year workmanship and material warranty. The warranty, however, does not cover delamination caused by sub-surface moisture wicking up through the concrete, failure/improper adhesion of existing surfacing material, and cracks from re-appearing.
- Crack repair system warranty will be for a period of three years and covers problems that are evident from poor workmanship only and does not cover the system itself.
- Owner to supply suitable on-site water source/garden hose hook-up to the tennis court.
- The above prices do not include sales tax.

**Contract Notes:**

- All of the above work to be completed in a substantial and workmanlike manner according to standard practices.
- Payment due upon completion or finance charges will be assessed 10 days beyond the date of the invoice.
- Any deviation from the above specifications involving extra cost of material or labor will be only executed upon written order for the same and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.
- JB Surfaces reserves its right to schedule extensions; change orders for additional costs (including but not limited to material escalation; labor rate increases; acceleration costs; shipping costs; storage costs; administration overhead; etc.) related to any occurrence of an event which is outside of our reasonable control and which prevents us from performing our obligations (examples but not limited to: acts of God; strikes or other labor disturbances; delays in transportation; delays in manufacturing; war; acts of terrorism; epidemics; pandemics; (such as Covid-19); etc.
- Thank you for the opportunity to provide pricing for this project. If you have any questions or need additional pricing, please contact me at (701) 282-0175

**Accepted:**

The above prices, specifications and conditions are satisfactory and are hereby accepted.

**Buyer:** ______________________________

**Signature:** ______________________________

**Date of acceptance:** ______________________

**Confirmed:**

**JB Surfaces Inc**

**Authorized Signature:** Jeff Brusseau, President

**Date: March 31, 2025**

**Estimator: Jeff Brusseau, President**

**JB Surfaces Inc.**
**736 NW 40th St**
**Fargo, ND 58102**
**701-282-0175**
**701-282-8278 Fax**

**Proposal / Contract**

Travis Giffen
Public Works Director
Thief River Falls, MN

**Project: Ole Engelstad Park**

| **Item Description** | **Total Price** |
|---|---|

**Base Bid**

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**Total** **$ 45,967.00**

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**Total add** **$ 3,154.00**

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**Total add** **$ 7,102.00**

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**Additional layer of acrylic resurfacer**

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**Total add $ 5,863.00**

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- Although low spots will be filled to the best of our ability, JB Surfaces does not guarantee that all low spots will be removed.
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- Crack repair system warranty will be for a period of three years and covers problems that are evident from poor workmanship only and does not cover the system itself.
- Owner to supply suitable on-site water source/garden hose hook-up to the tennis court.
- The above prices do not include sales tax.

**Contract Notes:**

- All of the above work to be completed in a substantial and workmanlike manner according to standard practices.
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- Any deviation from the above specifications involving extra cost of material or labor will be only executed upon written order for the same and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.
- JB Surfaces reserves its right to schedule extensions; change orders for additional costs (including but not limited to material escalation; labor rate increases; acceleration costs; shipping costs; storage costs; administration overhead; etc.) related to any occurrence of an event which is outside of our reasonable control and which prevents us from performing our obligations (examples but not limited to: acts of God; strikes or other labor disturbances; delays in transportation; delays in manufacturing; war; acts of terrorism; epidemics; pandemics; (such as Covid-19); etc.
- Thank you for the opportunity to provide pricing for this project. If you have any questions or need additional pricing, please contact me at (701) 282-0175

**Accepted:**

The above prices, specifications and conditions are satisfactory and are hereby accepted.

**Buyer:** ______________________

**Signature:** ______________________

**Date of acceptance:** ______________________

**Confirmed:**

**JB Surfaces Inc**

**Authorized Signature:** Jeff Brusseau, President

**Date: March 31, 2025**

**Estimator: Jeff Brusseau, President**

Tennis


CALIFORNIA
SPORTS SURFACES
CALIFO
UNITED STATES
150 Dascomb Rd
Andover, MA 01
T: 978-623-9980
AUSTRALIA
30-32 Assembly
Tullamarine, Vic,
T: +61 3 9338 98
T: 1800 786 617
Date: April/9/202
DISCLAIMER:
Due to individual c
monitor limitations
here may not accu
the selected color.
available, minimum
required, special pr
rt Color: PLEXIPAVE® Dark Blue
Outer Court Color: PLEXIPAVE® Light Green
Line Paint: White

Basketball


CALIFO

UNITED STATES
150 Dascomb Rd
Andover, MA 018
T: 978-623-9980

AUSTRALIA
30-32 Assembly
Tullamarine, Vic,
T: +61 3 9338 98
T: 1800 786 617

Date: April/9/202

*DISCLAIMER:*
*Due to individual c*
*monitor limitations*
*here may not accu*
*the selected color. C*
*available, minimum*
*required, special pr*

rt Color: **PLEXIPAVE® Dark Blue** Outer Court Color: **PLEXIPAVE® Light Blue** Line Paint: **White**

City of Thief River Falls

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

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

# Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** New roof construction for the Municipal Liquor Store and the Public Library

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

**MOTION TO:** Approve Ackerman Construction, for new ballast roof system on the Public Library, and an adhered roof system for the Municipal Liquor Store for a total sum of $281,844.00.

**BACKGROUND:** The project is based on an item generated by the City's Building Committee. These are items that have been prioritized for needs and project viability. Both roofs have exceeded previous EOL expectations and have developed leaks.

**KEY ISSUES:** The construction of the new roofs is scheduled to begin approximately May 1st, 2025.

**FINANCIAL CONSIDERATIONS:** Project to be paid for by bonding funds. Project invoice 50% down on material delivery to site, 50% upon completion.

**LEGAL CONSIDERATION:** Bids were solicited in accordance with the City's procurement policy.

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen, Public Works Director

ATTACHMENTS:

| | |
|---|---|
| 1. | Library,1161_from_Ackerman_Construction |
| 2. | Liquor Store, 1160_from_Ackerman_Construction |

# ESTIMATE

**Ackerman Construction**
5005 Belmont Rd
Grand Forks, ND 58201-8045

s.ackerman2024@gmail.com
+1 (701) 215-2713

**Bill to**
City of Thief River Falls, MN
Library
120 Main Ave S, Thief River Falls, MN 56701

**Ship to**
City of Thief River Falls, MN
Library
120 Main Ave S, Thief River Falls, MN 56701

**Estimate details**
Estimate no.: 1161
Estimate date: 03/20/2025
Expiration date: 04/20/2025

| # | Date | Product or service | Description | Qty | Rate | Amount |
|---|---|---|---|---|---|---|
| 1. | | **Labor** | Remove and install a new Ballast Roofing System | 1 | $45,572.00 | $45,572.00 |
| 2. | | **Flat Roof Material** | EPDM Ballast Roofing system | 1 | $65,572.00 | $65,572.00 |
| 3. | | **Delivery Fee** | Deliver on the roof | 1 | $1,000.00 | $1,000.00 |
| 4. | | **Permit** | | 1 | $1,500.00 | $1,500.00 |
| 5. | | **Travel** | Fuel | 1 | $4,200.00 | $4,200.00 |
| 6. | | **Workmanship Warranty** | 20 Year Warranty | 1 | $0.00 | $0.00 |
| 7. | | **Material Warranty** | 25 year warranty 30 year detail | 1 | $0.00 | $0.00 |

**Total** **$117,844.00**

Expiry date 04/20/2025

## Note to customer

120 Main Ave S, Thief River Falls, MN 56701
Any wet insulation found after tearing off the roof must be replaced. if found, we charge material+$70/Hr/Person
Expected Start date May 1st, 2025

**Accepted date** **Accepted by**

# ESTIMATE

**Ackerman Construction**
5005 Belmont Rd
Grand Forks, ND 58201-8045

s.ackerman2024@gmail.com
+1 (701) 215-2713

**Bill to**
City of Thief River Falls, MN
Liquor Store
316 3rd St E, Thief River Falls, MN 56701

**Ship to**
City of Thief River Falls, MN
Liquor Store
316 3rd St E, Thief River Falls, MN 56701

**Estimate details**
Estimate no.: 1160
Estimate date: 03/20/2025
Expiration date: 04/20/2025

| # | Date | Product or service | Description | Qty | Rate | Amount |
|---|---|---|---|---|---|---|
| 1. | | **Labor** | Tear off and install a fully adhered roofing system. | 1 | $54,410.20 | $54,410.20 |
| 2. | | **Flat Roof Material** | Fully adhered EPDM system | 1 | $106,089.80 | $106,089.80 |
| 3. | | **Disposal** | | 1 | $1,000.00 | $1,000.00 |
| 4. | | **Delivery Fee** | Deliver material onto the roof | 1 | $1,000.00 | $1,000.00 |
| 5. | | **Permit** | | 1 | $1,500.00 | $1,500.00 |
| 6. | | **Workmanship Warranty** | 20 year | 1 | $0.00 | $0.00 |
| 7. | | **Material Warranty** | 25 year warranty 30 year detail | 1 | $0.00 | $0.00 |

**Total** **$164,000.00**

Expiry date 04/20/2025

Note to customer
316 3rd St E, Thief River Falls, MN 56701
Any wet insulation found after tearing off the roof must be replaced. if found, we charge material+$70/Hr/Person
25 Year Warranty
Expected start date May 1st, 2025

**Accepted date**

**Accepted by**

City of Thief River Falls

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

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

## Request for Council Action

**DATE:** 4/15/2025

**SUBJECT:** Approval of the TRF Police Department to purchase a 20 new Glock duty pistols to replace aging duty handguns with sights and holsters.

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

**MOTION TO:** Approval of the TRF Police Department to purchase a 20 new Glock duty pistols, sights and holsters for $18,000. To come out of the Emergency Services account.

**BACKGROUND:** The current handguns carried by the TRF Police officers are 10 years old. Holsters are starting to wear out. The new Gen 5 Glock pistols will not fit in existing duty holsters so replacing existing holsters now will have to be replaced again when we purchase new guns. We respectfully request to purchase new guns and holsters at the same time.

**KEY ISSUES:** This is a mandatory piece of equipment.

**FINANCIAL CONSIDERATIONS:** We will be trading in our existing Glock handguns toward the purchase. We will also be switching from 40 Cal to 9 MM handgun rounds. The switch from 40 to 9mm will allow us to purchase significantly less expensive ammo for training. The saving on the ammo itself will be approximately $600 a year cheaper. It is requested that the $18,000 come out of the $80,000 allocated for the K9 Squad set aside in the Emergency Services account.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Mike Roff, Deputy Chief of Police

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
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**Request for Council Action**

**DATE:** 4/15/2025

**SUBJECT:** Approve the Employment of Colin Bruggeman as Patrol Officer

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

**MOTION TO:** To approve the employement of Colin Bruggeman for the position of Patrol Officer. Bruggeman will be hired for the position of Patrol Officer. Bruggeman will be hired at a grade 6 step 1 for $33.38 per hour. This is an LELS Union non-exempt position. Employment is contingent upon successful completion of all pre-employment requirements.

**BACKGROUND:** Bruggeman will replace Officer Munier on Patrol, Officer Munier resigned in April of 2025.

**KEY ISSUES:** This hire will put the Police Department at 16 full-time officers. The Police Department has been approved for 17 full-time officers.

**FINANCIAL CONSIDERATIONS:** This is a budgeted item for 2025.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Mike Roff, Deputy Chief of Police

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:** 4/15/2025

**SUBJECT:** Approval of TRF Police Department to purchase 6 additional batteries for the body cameras

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

**MOTION TO:** Approval of the TRF Police Department to purchase 6 additional body cam batteries for the price of $1134.00

**BACKGROUND:** The batteries for the body cameras last on average about 4-5 hours. Officers work 12-hour shifts. Motorola does not offer a longer lasting battery. It is the recommendation of the manufacturer to have spare batteries available to officers that they can keep with them on their shift.

**KEY ISSUES:** Public safety consented to the purchase of the batteries.

**FINANCIAL CONSIDERATIONS:** The $1,134 will be taken from the Public Safety Aid money.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Mike Roff, Deputy Chief of Police

ATTACHMENTS:
None

03/31/2025

# CITY OF THIEF RIVER FALLS
# INVESTMENT SUMMARY

| BANK/BROKER | TYPE AND DESCRIPTION OF SECURITY | PAR | MATURITY DATE | YIELD OR INTEREST RATE | CALL DATE | CURRENT MARKET VALUE |
|---|---|---|---|---|---|---|
| **RBC** | | | | | | |
| State Bk India New York NY | Certificate of Deposit - Brokered | $183,000 | 10-Jun-25 | 1.05% | **10-Dec-20** | $181,828.80 |
| Federal Home Ln Mtg Corp | Certificate of Deposit - Brokered | $255,000 | 25-Aug-25 | 3.50% | **25-Feb-23** | $254,053.95 |
| JPMorgan Chase Bank N A CD CLL | Certificate of Deposit - Brokered | $246,000 | 30-Sep-25 | 0.40% | **31-Mar-21** | $241,421.94 |
| Goldman Sachs BK USA New York | Certificate of Deposit - Brokered | $200,000 | 11-Feb-26 | 1.00% | **11-Aug-21** | $194,690.00 |
| Vernon Hills Taxable GO | Certificate of Deposit - Brokered | $246,000 | 30-Mar-26 | 2.85% | **01-Jul-22** | $246,697.50 |
| BankUnited A Svgs Bk Miami | Certificate of Deposit - Brokered | $249,000 | 31-Mar-26 | 0.95% | **30-Jun-21** | $241,375.62 |
| UBS BK USA Salt Lake City UT | Certificate of Deposit - Brokered | $245,000 | 16-Jun-26 | 0.85% | **16-Jul-21** | $235,658.15 |
| Univest Ntl Bk Tr Souderton | Certificate of Deposit - Brokered | $183,000 | 17-May-27 | 4.50% | **16-May-23** | $184,524.39 |
| Bank Brenham Tex | Certificate of Deposit - Brokered | $244,000 | 12-Oct-27 | 4.10% | **10-Apr-25** | $242,372.52 |
| Northwest Bk Boise Idaho | Certificate of Deposit - Brokered | $248,000 | 28-Mar-29 | 4.65% | **28-Apr-24** | $248,027.28 |
| Bankwest Inc Pierre SD | Certificate of Deposit - Brokered | $248,000 | 12-Apr-29 | 4.65% | **12-May-24** | $251,915.92 |
| Jonesboro St Bk Jonesboro LA | Certificate of Deposit - Brokered | $244,000 | 03-Oct-29 | 4.00% | **03-Nov-24** | $240,025.24 |
| Federal Home Loan Bank | Certificate of Deposit - Brokered | $460,000 | 12-Feb-29 | 4.55% | **12-Aug-25** | $461,499.60 |
| Defiance Ohio City Sch Dist | Bond - Brokered | $550,000 | 01-Dec-28 | 0.00% | **01-Dec-28** | $467,362.50 |
| Fresno Calif Uni School Dist | Bond - Brokered | $300,000 | 01-Aug-25 | 0.00% | **01-Aug-25** | $295,833.00 |
| Thief River Falls Minn Indpt | Bond - Brokered | $190,000 | 01-Feb-27 | 1.01% | **01-Feb-27** | $179,287.80 |
| | | **RBC INVESTMENTS** | | | | $4,166,574.21 |
| | | | | | | |
| Border State Bank | Certificate of Deposit | $100,000 | 16-Dec-24 | 2.09% | **16-Dec-23** | $100,000.00 |
| | | **BORDER STATE BANK INVESTMENTS** | | | | $100,000.00 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 4M Term Series, IL | Certificate of Deposit - Brokered | $500,000 | 10-Apr-25 | 4.380% | | $500,000.00 |
| 4M Term Series, MN | Certificate of Deposit - Brokered | $1,000,000 | 01-May-25 | 5.100% | | $1,000,000.00 |
| Western Alliance Bank, CA | Certificate of Deposit - Brokered | $237,250 | 09-Jul-25 | 5.312% | | $237,250.00 |
| 4M Term Series, IL | Certificate of Deposit - Brokered | $500,000 | 14-Nov-25 | 4.330% | | $500,000.00 |
| Farmers Ins Group Federal CU, CA | Certificate of Deposit - Brokered | $2,000,000 | 12-Jan-26 | 4.304% | | $2,000,000.00 |
| ServisFirst Bank, FL | Certificate of Deposit - Brokered | $240,000 | 26-Mar-26 | 4.133% | | $240,000.00 |
| USF Federal Credit Union, FL | Certificate of Deposit - Brokered | $240,000 | 26-Mar-26 | 4.130% | | $240,000.00 |
| First National Bank, ME | Certificate of Deposit - Brokered | $235,900 | 21-Sep-26 | 4.009% | | $235,900.00 |
| GBank, NV | Certificate of Deposit - Brokered | $235,400 | 25-Sep-26 | 4.061% | | $235,400.00 |
| American Commercial Bank & Trust, Na | Certificate of Deposit - Brokered | $231,700 | 25-Mar-27 | 3.893% | | $231,700.00 |
| Bank Hapoalim B.M., NY | Certificate of Deposit - Brokered | $231,600 | 25-Mar-27 | 3.900% | | $231,600.00 |
| Truxton Trust Company, TN | Certificate of Deposit - Brokered | $223,000 | 03-Apr-28 | 4.016% | | $223,000.00 |
| KS StateBank, KS | Certificate of Deposit - Brokered | $221,500 | 27-Mar-28 | 4.258% | | $221,500.00 |
| | | **4M INVESTMENTS** | | | | $6,096,350.00 |
| | | **TOTAL CD INVESTMENTS** | | | | $10,362,924.21 |
| **MONEY MARKET ACCOUNTS** | | | | | | |
| Piper Jaffray | First American Gov't Obligations Fund | | | 4.150% | | $3,582,565.86 |
| RBC | US Govt Money Market Fund | | | | | $5.52 |
| League of Minnesota Cities | 4M Money Market Fund | | | 4.289% | | $7,441,203.60 |
| League of Minnesota Cities | 4M Plus Fund | | | 4.317% | | $29,256.97 |
| League of Minnesota Cities | 4M LTD Account | | | | | $8,232,349.20 |
| | | **TOTAL MONEY MARKET SAVINGS** | | | | $19,285,381.15 |
| | | **GRAND TOTAL** | | | **03/31/2025** | $29,648,305.36 |