

THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, May 20, 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. Proclamation - Bike Month 2025 (3)
- 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 May 6, 2025 City Council Proceedings (4-11)
 - 7.2. City of Thief River Falls Bills and Disbursements (12-46)
 - 7.3. Approve On-Sale Intoxicating Liquor License App for VFW Post 2793 August 16-16, 2025 (47-49)
- 8. NEW BUSINESS**
 - 8.1. Approve Online Utility Exchange (50-66)
 - 8.2. To approve Councilmember Per Diem (67)
 - 8.3. To approve HDR On-Call Service Contract (68-76)
 - 8.4. Social Media Policy for Employees (77-83)

- 8.5. Social Media Policy for Elected Officials (84-90)
- 8.6. Creation of Assistant Fire Chief position (91-93)
- 8.7. Public Safety Aid Purchase (94)
- 8.8. Purchase & Installation of new Fire Alarm System (95-98)
- 8.9. Community Voice Mobile App (99-101)
- 8.10. Second Reading for Amendment to the Comprehensive Plan (102-108)
- 8.11. Approve Amendment to the Comprehensive Plan (109-111)
- 8.12. Second Reading to Rezone Edge Parcel from AG to R-4 (112-119)
- 8.13. Rezoning of Edge Parcel from AG to R-4 (120-121)
- 8.14. Approve Temporary Intoxicating Liquor License for the Fair Board August 2-3, 2025 (122-124)
- 8.15. Cultural Resource Study (125-133)
- 8.16. Lafave Beach Bash (134)
- 8.17. Email Security (135-138)
- 8.18. Surplus Property (139)
- 8.19. Memorandum of Understanding agreement with Pennington County (140-142)
- 8.20. Remove and replace sidewalk at the Ralph Englestad Arena (143)
- 8.21. Approval Rivers & Rails On Sale Intoxicating License Application (144-146)
- 8.22. Approve Appointment of Jim Retka (147)
- 8.23. Pennington County Fair Association's Temp Intoxicating Liquor License App (148-150)

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

11. INFORMATIONAL ITEMS

- Investment Summary (151-153)
- City Offices are closed Monday, May 26 for Memorial Day. No Garbage pickup. Utility bills can be dropped off in the blue mailbox in the City Hall parking lot.
- Reminder City Hall Summer Hours begin May 27th.
M-TH 7 am – 4:30 pm. F 7 am - Noon
- Mayor Update (153)

12. ADJOURNMENT

Bike Month Proclamation 2025

WHEREAS, the bicycle is a sound form of transportation and excellent for recreation and enjoyment in Thief River Falls; and

WHEREAS, throughout the month of May, BikeMn, Bike Thief River Falls, and the League of American Bicyclists, will be promoting bicycling during the month of May 2025; and

WHEREAS, these groups are also promoting bicycle tourism year-round to attract more visitors to enjoy our local restaurants, hotels, retail establishments, and cultural and scenic attractions; and

WHEREAS, these groups are also promoting greater public awareness of bicycle operation and safety education in an effort to reduce collisions, injuries, and fatalities and improve health and safety for everyone on the road;

WHEREAS, the city, county, Bike Thief River Falls, businesses and others continue to work together to make Thief River Falls and Pennington County more bike friendly, including over 20 miles of bike lanes and bike trails, and

WHEREAS, Thief River Falls was recognized in 2022 as a Bronze level Bicycle Friendly Community by the League of American Bicyclists,

NOW, THEREFORE BE IT RESOLVED that, I, Mike Lorenson, Mayor of Thief River Falls, do hereby proclaim May 2025 as Bike Month in Thief River Falls, and I urge all residents to join me in this special observance.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Thief River Falls, Minnesota to be affixed this 20th day of May, 2025

City Council Minutes

Tuesday, May 6, 2025

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on May 6, 2025. This meeting is being presided over by Mayor Mike Lorensen.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING

TIF District (Rebecca Kurtz)

Richard Baker and Rebecca Kurts (Ehlers) discussed the TIF 1-16 District.

Mike Hron and Andrew Duchesneau discussed the rezoning project.

Several community members spoke during the public hearing in regards to the rezoning project to voice their concerns and requested the Council to consider a different location for the apartment complex. A signed petition was given to Council.

After discussion, the public hearing was closed at 6:30 pm.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

Child Care Provider Appreciation Day (PAD) May 9, 2025 Proclamation

Lorensen read aloud the proclamation. No one was in attendance to receive the certificate.

Nordic Fest 2025 Proclamation

Lorensen read aloud the proclamation. No one was in attendance to receive the certificate.

APPROVE AGENDA

Councilmember Aarestad motioned being seconded by Councilmember Pream to approve the agenda with the additional of addendum item 9.4.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 05.103.25: Approval of April 15, 2025 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 05.103.25, being seconded by Councilmember Kelly Langness , that:

THEREFORE, BE IT RESOLVED by the City Council, to approve the April 15, 2025 Council proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.104.25: City of Thief River Falls Bills, Disbursements and Council Per Diem

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 05.104.25, being seconded by Councilmember Kelly Langness , that:

THEREFORE, BE IT RESOLVED by the City Council, to authorize payment of bills and disbursements in the total amount of \$2,670,699.14 and Council per diems. in the total amount of \$1212.50. A printout of the approved payments and disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

First Reading to Amend Comprehensive Plan

Councilmember Steve Narverud motioned, being seconded by Councilmember Jason Aarestad to call for the first reading to amend Comprehensive Plan:

WHEREAS, Per State Statute 462.355, Subd. 2 Procedure to adopt, amend. "... Before adopting the comprehensive municipal plan or any section or amendment of the plan, the planning agency shall hold at least one public hearing thereon. A notice of the time, place and purpose of the hearing shall be published once in the official newspaper of the municipality at least ten days before the day of the hearing."

A Public Hearing to amend the Comprehensive Plan was held at a Special Meeting of the Planning Commission on April 30, 2025, at 5:00 pm.

This is a required procedural process to ensure that the proposed zoning change for this parcel matches with the City's Land Use Plan. The Proposed Land Use Plan adopted in 2019 shows the proposed use of the parcel as Medium-High Density Residential. Amending this Land Use Plan in the 2019 Comp Plan to High Density Residential would allow for the rezoning of the parcel to an (R-4) Multi-family Residential District. For the property to be rezoned, the proposed zoning classification must match the proposed land use designated in the comprehensive plan. The city's zoning regulations reference certain aspects of the comprehensive plan for compatibility.

The legal description of this parcel is as follows:

CERTIFICATE OF SURVEY

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

PROPOSED LEGAL DESCRIPTION

That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County, Minnesota, described as follows:
Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more or less, to the northerly extension of the easterly right of way line of Sanford Parkway; thence South 01 degree 20 minutes 00 seconds East 33.00 feet to the point of beginning; thence North 88 degrees 40 minutes 08 seconds East 403.71 feet, more or less, to the west line of said Oak Haven Subdivision; thence South 01 degree 19 minutes 47 seconds East, along said west line, a distance of 194.75 feet; thence South 88 degrees 40 minutes 13 seconds West, along said west line, a distance of 53.91 feet; thence South 02 degrees 15 minutes 53 seconds West, along said west line, a distance of 60.12 feet, more or less, to the northwest corner of said Lot 20; thence North 88 degrees 40 minutes 13 seconds East, along the north line of said Lot 20, a distance of 150.00 feet, more or less, to the northeast corner of said Lot 20; thence South 02 degrees 15 minutes 53 seconds West, along the east line of said Block 3, a distance of 192.45 feet; thence on a tangential curve, along the east line of said Block 3, being concave to the east and having a radius of 270.00 feet, a delta of 19 degrees 16 minutes 53 seconds, and an arc length of 90.86 feet; thence South 88 degrees 40 minutes 13 seconds West 385.40 feet, more or less, to the easterly right of way line of Sanford Parkway; thence North 21 degrees 19 minutes 55 seconds West, along the easterly right of way line of Sanford Parkway, a distance of 233.10 feet; thence on a tangential curve, along the easterly right of way line of Sanford Parkway, being concave to the northeast and having a radius of 470.00 feet, a delta of 19 degrees 59 minutes 55 seconds, and an arc length of 164.05 feet; thence North 01 degree 20 minutes 00 seconds, along the easterly right of way line of Sanford Parkway, a distance of 156.96 feet, more or less, to the point of beginning. The above-described parcel contains 5.07 acres, more or less, and is subject to any easements, restrictions, or reservations of record, if any.

WHEREAS, • The City may not rezone the subject property without first amending its comprehensive plan.

- Except for amendments to permit affordable housing development, a resolution to amend or adopt a comprehensive plan must be approved by a two-thirds vote of all of the members. Amendments to permit an affordable housing development are approved by a simple majority of all of the members. For purposes of this subdivision, "affordable housing development" means a development in which at least 20 percent of the residential units are restricted to occupancy for at least ten years by residents whose household income at the time of initial occupancy does not exceed 60 percent of area median income, adjusted for household size, as determined by the United States Department of Housing and Urban Development, and with respect to rental units, the

rents for affordable units do not exceed 30 percent of 60 percent of area median income, adjusted for household size, as determined annually by the United States Department of Housing and Urban Development.

THEREFORE, BE IT RESOLVED Approve the first reading to amend the Comprehensive Plan for the 5.07 acres, more or less, that is being proposed for the Edge multi-family housing development from a Medium-High Density Residential designation to a High-Density Residential designation. This action will be contingent upon the rezoning approval.

On vote being taken, the resolution passed. Aye votes: Aarestad, Langness, Lorensen, McCraw, Narverud. Nay votes: Bolduc, Arlt, Pream.

First Reading to Rezone Edge Parcel from AG to R-4

Councilmember Steve Narverud motioned, being seconded by Councilmember Jason Aarestad to call for the first reading to Rezone Edge Parcel from AG to R-4:

WHEREAS, The City of Thief River Falls' 2024 Housing Study showed a housing need for 110 to 121 housing units per year; 26 to 30 of those units each year being market rate and affordable rental housing. The proposed 65-unit apartment building would be market rate. This is a private development with corporate sponsorship and a request for tax increment financing. The 2019 update to the Comp. Plan calls for medium-high density residential in that area. But, with the building of the bridge across the river on Mark Blvd. and the designation as a truck bypass route for Hwy. 59, the character of the area has changed, and it is less desirable to locate lower density housing along Mark Blvd. Also, with commercial property directly across Sanford Parkway to the west, multi-family housing is traditionally used as a buffer between commercial and low-density single-family homes.

The legal description of this parcel is as follows:

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

PROPOSED LEGAL DESCRIPTION

That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County, Minnesota, described as follows: Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more or less, to the northerly extension of the easterly right of way line of Sanford Parkway; thence South 01 degree 20 minutes 00 seconds East 33.00 feet to the point of beginning; thence North 88 degrees 40 minutes 08 seconds East 403.71 feet, more or less, to the west line of said Oak Haven Subdivision; thence South 01 degree 19 minutes 47 seconds East, along said west line, a

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

WHEREAS, • Thief River Falls needs housing. Our 0.3% vacancy rate is well below a normal rate of 5 percent.

- Our Housing Study shows a need of 26-30 market rate and affordable rental housing per year until 2035 and an overall housing need of 110 to 121 housing units per year.
- Without housing, we cannot continue to grow our population. We need continued population growth to supply the much-needed workforce to our employers.
- The lack of workforce is hampering the continued growth of our local businesses and stifling any expansion plans.
- Growth in population to a minimum of 10,000 population is needed for many potential national retailers/restaurants to consider a location in Thief River Falls; amenities that many residents are asking for.
- The new bridge on Mark Blvd across the river allowing Mark Blvd to connect to the east side and the designation of that road as the Hwy. 59 bypass road has changed the character of the area making that location along Mark Blvd less desirable for single family housing.
- There are C-2 Commercial zoned properties across Sanford Parkway to the west. Multi-family housing is a good transition to use as a buffer between commercial and single-family homes.

THEREFORE, BE IT RESOLVED approve the first reading for the rezoning application from Edge Housing, LLC, 7539 Front Street NW, Walker, MN 58484, for the rezoning of Part of lots 18, 19, & 20, Block 3, Oak Haven Subdivision, Part of the NW1/4 of Sec. 9. T. 153 N., R. 43 W. of the 5th Principal Meridian, Pennington County, MN. Said parcel, currently owned by Sanford Medical Center, consists of approximately 5.07 acres, and has been assigned a postal address of 1926 Sanford Parkway. Edge Housing LLC is requesting that the property be rezoned from Agricultural District (AG) to (R-4) Multi-family Residential District for the purpose of constructing a three-story 65-unit apartment building.

On vote being taken, the resolution passed. Aye votes: Aarestad, Narverud, Lorenson, McCraw, Langeness. Nay votes: Bolduc, Arlt, Pream.

RESOLUTION NO. 05.105.25: Interfund Loan Resolution

Following discussion, Councilmember Steve Narverud introduced Resolution 05.105.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, While it is anticipated that the developer will pay all costs and a pay-as-you-go note will be provided to the developer, it is recommended that the Council adopt an

interfund loan resolution to provide the ability for the City to use tax increment to pay for any expenses that the City incurs. This does not obligate the City to incur expenses; however, it provides the ability to use TIF to pay for expenses, if they are incurred.

- The City intends to establish Tax Increment Financing District No. 1-16: The Edge (an economic development “workforce housing” tax increment financing district) (the “TIF District”) within Development District No. 1 (the “Project Area”) and intends to adopt a Tax Increment Financing Plan (the “TIF Plan”) for the purpose of financing certain improvements within the Project Area.
- The City has determined to pay for certain costs identified in the TIF Plan consisting of land/building acquisition, site improvements/preparation, public utilities, public parking facilities, other qualifying improvements, interest and administrative costs (collectively, the “Qualified Costs”), which costs may be financed on a temporary basis from City funds available for such purposes.
- Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the City’s general fund or any other fund from which such advances may be legally authorized, in order to finance the Qualified Costs.
- The City intends to reimburse itself for the Qualified Costs from tax increments derived from the TIF District in accordance with the terms of this resolution (which terms are referred to collectively as the “Interfund Loan”).

WHEREAS, • This Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. This Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on this Interfund Loan or other costs incident hereto except out of Available Tax Increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on this Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

- The City may amend the terms of this Interfund Loan at any time by resolution of the Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

THEREFORE, BE IT RESOLVED Approve authorizing an interfund loan for advance of up to \$100,000 from the General Fund for certain qualified costs in connection with tax increment financing District No. 1-16; the Edge within Development District No. 1 and adopt the attached resolution.

On vote being taken, the resolution passed. Aye votes: Aarestad, McCraw, Lorensen, Langness, Narverud. Nay Votes: Bolduc, Arlt, Pream.

RESOLUTION NO. 05.106.25: Approve On-Sale Intoxicating Liquor License App for VFW Post 2793 for parking lot outside band June 7, 2025

Following discussion, Councilmember Michele McCraw introduced Resolution 05.106.25, being seconded by Councilmember Julie Bolduc, that:

THEREFORE, BE IT RESOLVED, to approve the On-sale intoxicating liquor license app for VFW Post 2793 for a parking lot outside band June 7, 2025.

On vote being taken, the resolution was unanimously passed with the addition of fencing to the location map.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Lorensen noted Spring Clean-Up Day went well. There were 33 roll-offs containers filled (last year 25)
- Narverud reminded residents Les's Sanitation takes paint year-round at no charge. Tires are also accepted anytime with a charge.

UPCOMING MEETINGS

Public Utilities Committee Meeting - Monday, May 12 at 7 am, Room 101
Public Safety/Liquor Committee Meeting - Monday, May 12 at 4:30 pm, Room 101
Administrative Committee Meeting - Tuesday, May 13 at 4:30 pm, Room 101
Public Works Committee Meeting - Wednesday, May 14 at 4:30 pm, Room 101
City Council Meeting - Tuesday, May 20 at 5:30 pm, Council Chambers

INFORMATIONAL ITEMS

City Hall Summer Hours: Memorial Day - Labor Day

- M-Th 7am-4:30pm
- F 7am -12 noon-

Walk, Bike, Roll to School Day - May 7, 2025

National Teacher Day May 6, 2025 and National Nurses Week May 6-12, 2025

Mayor Update

Mike noted his updates from the past weeks and noted he will be on Open Line on Thursday, May 22.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to adjourn at 7:03 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, MN

Council Approval Register

Packet: APPKT01388 - PYPKT01640 - 2025 05 15 #10 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BLUE CROSS BLUE SHIELD OF MN							
BLUE CROSS BLUE SHIELD O...	INV0001638	05/07/2025	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: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001633	05/15/2025	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		23,885.40
INTERNAL REVENUE SERVICE	INV0001633	05/15/2025	740-20150	Payroll Taxes Payable	MEDICARE		8,437.36
INTERNAL REVENUE SERVICE	INV0001633	05/15/2025	740-20150	Payroll Taxes Payable	FED W/H		28,889.88
Vendor INTERNAL REVENUE SERVICE Total:							61,212.64
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0001639	05/07/2025	740-4870-63650	Senior Gold BC/BS Monthly ...	May Billing		1,750.50
Vendor MEDICAREBLUE RX Total:							1,750.50
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE...	INV0001640	05/07/2025	100-4150-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001640	05/07/2025	100-4220-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001640	05/07/2025	100-4312-61340	MSRS HCSP	HCSP Retiree		300.00
MINNESOTA STATE RETIRE...	INV0001640	05/07/2025	100-4315-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0001640	05/07/2025	100-4510-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001640	05/07/2025	100-4650-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0001640	05/07/2025	690-4825-61340	MSRS HCSP	HCSP Retiree		100.00
Vendor MINNESOTA STATE RETIREMENT SYS Total:							1,200.00
Vendor: MINNESOTA TEAMSTERS NO. 320							
MINNESOTA TEAMSTERS N...	INV0001629	05/15/2025	740-24000	Clearing Account	Union Dues		4,375.00
Vendor MINNESOTA TEAMSTERS NO. 320 Total:							4,375.00
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0001630	05/15/2025	740-24000	Clearing Account	Garnishment		389.47
Vendor MN DPT OF REVENUE - GARNISHMENTS Total:							389.47
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0001632	05/15/2025	740-20160	State Withholding	State W/H Tax		13,668.07
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							13,668.07
Vendor: P E R A OF MN							
P E R A OF MN	INV0001631	05/15/2025	740-20180	PERA Payable	PERA EE/ER P&F		25,459.06
P E R A OF MN	INV0001631	05/15/2025	740-20180	PERA Payable	PERA EE/ER COORD		27,290.26
P E R A OF MN	INV0001631	05/15/2025	740-20180	PERA Payable	PERA EE/ER DEF		156.50
Vendor P E R A OF MN Total:							52,905.82

Council Approval Register

Packet: APPKT01388 - PYPKT01640 - 2025 05 15 #10 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SUN LIFE FINANCIAL - LIFE							
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	100-4150-61330	Life Insurance	Life Ins Premium		66.30
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	100-4194-61330	Life Insurance	Life Ins Premium		9.35
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	100-4210-61330	Life Insurance	Life Ins Premium		175.10
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	100-4220-61330	Life Insurance	Life Ins Premium		68.85
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	100-4312-61330	Life Insurance	Life Ins Premium		51.00
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	100-4315-61330	Life Insurance	Life Ins Premium		51.00
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	100-4510-61330	Life Insurance	Life Ins Premium		9.35
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	100-4650-61330	Life Insurance	Life Ins Premium		60.35
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	100-4660-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	610-4825-61330	Life Insurance	Life Ins Premium		69.70
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	620-4825-61330	Life Insurance	Life Ins Premium		43.75
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	680-4825-61330	Life Insurance	Life Ins Premium		34.45
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	690-4825-61330	Life Insurance	Life Ins Premium		171.70
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	740-24000	Clearing Account	Life Ins Premium		712.92
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	740-4870-63640	Life Insurance - COBRA	Life Ins COBRA		48.90
SUN LIFE FINANCIAL - LIFE	INV0001628	05/15/2025	820-4825-61330	Life Insurance	Life Ins Premium		9.35
Vendor SUN LIFE FINANCIAL - LIFE Total:							1,594.82
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001625	05/15/2025	740-24000	Clearing Account	Contributions Employee		5,405.15
Vendor VANTAGEPOINT ICMA Total:							5,405.15
Vendor: WEX BANK							
WEX BANK	INV0001627	05/15/2025	740-24000	Clearing Account	HSA		362.50
WEX BANK	INV0001637	05/07/2025	100-4150-61310	Health Insurance	VEBA City Contribution		251.20
WEX BANK	INV0001637	05/07/2025	100-4194-61310	Health Insurance	VEBA Employer Contribution		251.20
WEX BANK	INV0001637	05/07/2025	100-4210-61310	Health Insurance	VEBA City Contribution		2,647.96
WEX BANK	INV0001637	05/07/2025	100-4220-61310	Health Insurance	VEBA City Contribution		1,643.16
WEX BANK	INV0001637	05/07/2025	100-4650-61310	Health Insurance	VEBA City Contribution		3,595.14
WEX BANK	INV0001637	05/07/2025	610-4825-61310	Health Insurance	VEBA City Contributions		251.20
WEX BANK	INV0001637	05/07/2025	680-4825-61310	Health Insurance	VEBA City Contribution		1,391.96
WEX BANK	INV0001637	05/07/2025	690-4825-61310	Health Insurance	VEBA City Contribution		4,735.90
WEX BANK	INV0001641	05/07/2025	100-4150-61310	Health Insurance	HSA City Contribution		2,841.54
WEX BANK	INV0001641	05/07/2025	100-4210-61310	Health Insurance	HSA City Contribution		947.18
WEX BANK	INV0001641	05/07/2025	100-4220-61310	Health Insurance	HSA City Contribution		753.60
WEX BANK	INV0001641	05/07/2025	100-4650-61310	Health Insurance	HSA City Contribution		3,537.52
WEX BANK	INV0001641	05/07/2025	610-4825-61310	Health Insurance	HSA City Contribution		695.98
WEX BANK	INV0001641	05/07/2025	680-4825-61310	Health Insurance	HSA City Contribution		947.18
WEX BANK	INV0001641	05/07/2025	690-4825-61310	Health Insurance	HSA City Contribution		251.20
Vendor WEX BANK Total:							25,104.42
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001634	05/06/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		2,265.64
WEX HEALTH INC	INV0001635	05/06/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		6.09
WEX HEALTH INC	INV0001636	05/02/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		30.00

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Packet: APPKT01388 - PYPKT01640 - 2025 05 15 #10 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
WEX HEALTH INC	INV0001642	05/26/2025	100-4670-62990	Misc. Operating Expense	WEX Administrative Fees - ...		132.00
WEX HEALTH INC	INV0001642	05/26/2025	610-4840-62990	Misc. Operating Expense	WEX Administrative Fees - ...		13.75
WEX HEALTH INC	INV0001642	05/26/2025	620-4840-62990	Misc. Operating Expense	WEX Administrative Fees - ...		11.00
WEX HEALTH INC	INV0001642	05/26/2025	690-4840-62990	Misc. Operating Expense	WEX Administrative Fees - ...		52.25
WEX HEALTH INC	INV0001643	05/08/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		10.94
WEX HEALTH INC	INV0001644	05/09/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		153.00
WEX HEALTH INC	INV0001645	05/12/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		80.00
WEX HEALTH INC	INV0001646	05/15/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		30.00
Vendor WEX HEALTH INC Total:							2,784.67
Grand Total:							173,144.56

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	18,204.55
610 - LIQUOR DISPENSARY	1,030.63
620 - WATER UTILITY FUND	54.75
680 - WASTEWATER UTILITY FUND	2,373.59
690 - ELECTRIC UTILITY FUND	5,311.05
740 - TRF HEALTH INSURANCE FUND	146,160.64
820 - GREENWOOD CEMETERY FUND	9.35
Grand Total:	173,144.56

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	3,092.74
100-4150-61330	Life Insurance	66.30
100-4150-61340	MSRS HCSP	200.00
100-4194-61310	Health Insurance	251.20
100-4194-61330	Life Insurance	9.35
100-4210-61310	Health Insurance	3,595.14
100-4210-61330	Life Insurance	175.10
100-4220-61310	Health Insurance	2,396.76
100-4220-61330	Life Insurance	68.85
100-4220-61340	MSRS HCSP	200.00
100-4312-61330	Life Insurance	51.00
100-4312-61340	MSRS HCSP	300.00
100-4315-61330	Life Insurance	51.00
100-4315-61340	MSRS HCSP	100.00
100-4510-61330	Life Insurance	9.35
100-4510-61340	MSRS HCSP	200.00
100-4650-61310	Health Insurance	7,132.66
100-4650-61330	Life Insurance	60.35
100-4650-61340	MSRS HCSP	100.00
100-4660-61330	Life Insurance	12.75
100-4670-62990	Misc. Operating Expense	132.00
610-4825-61310	Health Insurance	947.18
610-4825-61330	Life Insurance	69.70
610-4840-62990	Misc. Operating Expense	13.75
620-4825-61330	Life Insurance	43.75
620-4840-62990	Misc. Operating Expense	11.00
680-4825-61310	Health Insurance	2,339.14
680-4825-61330	Life Insurance	34.45
690-4825-61310	Health Insurance	4,987.10
690-4825-61330	Life Insurance	171.70
690-4825-61340	MSRS HCSP	100.00

Account Summary

Account Number	Account Name	Expense Amount
690-4840-62990	Misc. Operating Expense	52.25
740-20150	Payroll Taxes Payable	61,212.64
740-20160	State Withholding	13,668.07
740-20180	PERA Payable	52,905.82
740-20300	Flex Payroll Deductions	2,575.67
740-24000	Clearing Account	11,245.04
740-4870-63640	Life Insurance - COBRA	48.90
740-4870-63650	Senior Gold BC/BS Mont...	4,504.50
820-4825-61330	Life Insurance	9.35
Grand Total:		173,144.56

Project Account Summary

Project Account Key	Expense Amount
None	173,144.56
Grand Total:	173,144.56



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01395 - 05/20/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	181722	04/10/2025	100-4220-62990	Misc. Operating Expense	SUPPLIES - BATHROOM CAB...		14.90
ACE HARDWARE	181937	04/19/2025	620-4840-62990	Misc. Operating Expense	SUPPLIES - DIST SHOP		6.49
ACE HARDWARE	182493	04/23/2025	100-4510-62230	Building Maint & Repair	DOOR REPAIR		4.59
ACE HARDWARE	182608	04/25/2025	680-4840-62990	Misc. Operating Expense	LIFT #2 REPAIRS		8.59
Vendor ACE HARDWARE Total:							34.57
Vendor: ALL FLAGS LLC							
ALL FLAGS LLC	101946	05/01/2025	100-4110-62990	Misc. Operating Expense	OUTDOOR FLAGS & POLES		769.84
Vendor ALL FLAGS LLC Total:							769.84
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN050525	05/05/2025	620-4840-62160	Chemicals	CHEMICALS		10,414.38
Vendor AQUA PURE INC Total:							10,414.38
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9702523	03/31/2025	100-4315-62210	Equipment Maint & Repair	PARTS CLEANER		68.70
AUTO VALUE T R F	9702523	03/31/2025	100-4510-62210	Equipment Maint & Repair	PARTS CLEANER		68.70
AUTO VALUE T R F	9702726	04/01/2025	620-4840-62120	Gas-Oil-Lube	ANTI FREEZE - CAT BACKHOE		17.99
AUTO VALUE T R F	9702788	04/02/2025	100-4510-62120	Gas-Oil-Lube	CHAINSAW LUBE		7.99
AUTO VALUE T R F	9702802	04/02/2025	100-4220-62120	Gas-Oil-Lube	FILTERS - OIL / FUEL		95.84
AUTO VALUE T R F	9702984	04/03/2025	680-4840-62120	Gas-Oil-Lube	HI TEMP PUMP GREASE		51.90
AUTO VALUE T R F	9703385	04/07/2025	100-4312-62210	Equipment Maint & Repair	HAND CLEANER / FILTERS - ...		65.29
AUTO VALUE T R F	9703920	04/11/2025	100-4510-62210	Equipment Maint & Repair	PREMIER HARDENER - PLOW		25.15
AUTO VALUE T R F	9704253	04/14/2025	100-4312-62210	Equipment Maint & Repair	SPRAY LUBE		41.98
AUTO VALUE T R F	9704253	04/14/2025	100-4315-62210	Equipment Maint & Repair	SPRAY LUBE		41.98
AUTO VALUE T R F	9704253	04/14/2025	100-4510-62210	Equipment Maint & Repair	SPRAY LUBE		41.98
AUTO VALUE T R F	9704279	04/15/2025	100-4650-62210	Equipment Maint & Repair	OIL FILTERS - #5102		5.29
AUTO VALUE T R F	9704306	04/15/2025	100-4220-62210	Equipment Maint & Repair	REPLACE 2015 BATTERIES - E..		443.97
AUTO VALUE T R F	9704652	04/17/2025	100-4220-62210	Equipment Maint & Repair	WIRE CABLE - MNT SKID UN...		108.50
AUTO VALUE T R F	9704894	04/19/2025	100-4220-62210	Equipment Maint & Repair	CIRCUIT BREAKER - GR-25		40.68
AUTO VALUE T R F	9705089	04/21/2025	100-4312-62210	Equipment Maint & Repair	FILTERS		60.61
AUTO VALUE T R F	9705454	04/24/2025	100-4510-62210	Equipment Maint & Repair	PRIMER / PAINT - TOLLCAT ...		68.00
AUTO VALUE T R F	9705458	04/24/2025	100-4510-62210	Equipment Maint & Repair	PAINT - TOOLCAT BUCKET &...		409.30
AUTO VALUE T R F	9705461	04/24/2025	100-4510-62210	Equipment Maint & Repair	PAINT - TOOLCAT BUCKET &...		22.20
Vendor AUTO VALUE T R F Total:							1,686.05
Vendor: BRIAN MOYER							
BRIAN MOYER	1231	04/30/2025	690-4850-62360	Distribution Maint	STUMP REMOVAL SERVICES ...		312.00

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
BRIAN MOYER	1234	05/10/2025	100-4510-62240	Department Maint & Repair	TREE REMOVAL SERVICE		4,398.90
Vendor BRIAN MOYER Total:							4,710.90
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10561164	03/31/2025	690-4840-62990	Misc. Operating Expense	TOILET TISSUE / HAND TOW...		251.70
COLE PAPERS INC	10565330	04/10/2025	610-4840-62990	Misc. Operating Expense	HAND TOWELS / GARBAGE ...		167.39
COLE PAPERS INC	10565330	04/10/2025	610-4850-62230	Building Maint & Repair	CLEAN & SHINE FLOOR CON...		62.66
Vendor COLE PAPERS INC Total:							481.75
Vendor: DAKOTA BUSINESS SOLUTIONS							
DAKOTA BUSINESS SOLUTI...	10967	04/28/2025	100-4315-62010	Office Supplies	SEALING SOLUTION - MAILI...		11.70
DAKOTA BUSINESS SOLUTI...	10967	04/28/2025	620-4840-62010	Office Supplies	SEALING SOLUTION - MAILI...		27.30
DAKOTA BUSINESS SOLUTI...	10967	04/28/2025	680-4840-62010	Office Supplies	SEALING SOLUTION - MAILI...		7.80
DAKOTA BUSINESS SOLUTI...	10967	04/28/2025	690-4840-62010	Office Supplies	SEALING SOLUTION - MAILI...		31.20
Vendor DAKOTA BUSINESS SOLUTIONS Total:							78.00
Vendor: DAKOTA WHOLESALE TIRE							
DAKOTA WHOLESALE TIRE	797016	05/02/2025	100-4210-62210	Equipment Maint & Repair	TIRES (4)		584.00
Vendor DAKOTA WHOLESALE TIRE Total:							584.00
Vendor: DANA C KLOS							
DANA C KLOS	APR 2025	04/29/2025	100-4210-63100	Animal Control	APR 2025 - CRITTER REMO...		90.00
Vendor DANA C KLOS Total:							90.00
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	110584892	03/03/2025	100-4194-62230	Building Maint & Repair	DATA OUTLETS - PW BUILD ...		102.17
DIGI KEY CORPORATION	110698532	03/05/2025	100-4194-62230	Building Maint & Repair	DATA PARTS - PW OFFICES		101.02
DIGI KEY CORPORATION	110698532-1	03/11/2025	100-4194-62230	Building Maint & Repair	RETURN CREDIT - DATA PAR...		-35.35
DIGI KEY CORPORATION	110742400	03/06/2025	100-4194-62230	Building Maint & Repair	DATA PARTS - PW OFFICES		35.35
DIGI KEY CORPORATION	111497312	04/02/2025	100-4110-62020	Computer Supplies	POWER SUPPLY / ACCESS		30.14
DIGI KEY CORPORATION	111497312	04/02/2025	100-4192-62020	Computer Supplies	POWER SUPPLY / ACCESS		11.90
DIGI KEY CORPORATION	111577834	04/04/2025	620-4850-62220	Plant Equip Maint & Repair	PH METER MOUNTS		127.08
DIGI KEY CORPORATION	112157128	04/25/2025	690-4840-62010	Office Supplies	LABEL MAKER TAPE		77.50
Vendor DIGI KEY CORPORATION Total:							449.81
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	11805	04/07/2025	620-4840-62170	Field Supplies	APR SHIPPING CHARGES - S...		13.23
EAZY PACK N SHIP	11818	04/08/2025	620-4840-62170	Field Supplies	APR SHIPPING CHARGES - S...		13.23
EAZY PACK N SHIP	11876	04/14/2025	620-4840-62170	Field Supplies	APR SHIPPING CHARGES - S...		41.60
EAZY PACK N SHIP	12003	04/29/2025	690-4840-62880	Personal Protective Equipm...	ARP SHIPPING CHARGES - P...		44.69
EAZY PACK N SHIP	12046	05/05/2025	620-4840-62170	Field Supplies	APR SHIPPING CHARGES - S...		13.23
Vendor EAZY PACK N SHIP Total:							125.98
Vendor: ERNEST L NELSON							
ERNEST L NELSON	04 30 25	04/30/2025	690-4850-62350	Power Plant/Dam Maint	CARB KIT - BOAT MOTOR		70.00
Vendor ERNEST L NELSON Total:							70.00
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0224695	04/03/2025	100-4510-62210	Equipment Maint & Repair	MATERIALS - RINK PLOW		104.21

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Packet: APPKT01395 - 05/20/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
EVANS SCRAP AND STEEL INC	0224711	04/01/2025	100-4510-62210	Equipment Maint & Repair	MATERIALS - RINK PLOW		57.42
EVANS SCRAP AND STEEL INC	0224858	04/23/2025	100-4315-62210	Equipment Maint & Repair	MATERIALS - TRUCK #5605		239.03
EVANS SCRAP AND STEEL INC	02248963	04/30/2025	100-4315-62210	Equipment Maint & Repair	MATERIALS - TRUCK #5605		40.93
Vendor EVANS SCRAP AND STEEL INC Total:							441.59
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS135820	04/14/2025	100-4312-62880	Personal Protective Equipm...	SAFETY GLASSES		45.21
FASTENAL COMPANY	MNROS135820	04/14/2025	100-4315-62880	Personal Protective Equipm...	SAFETY GLASSES		45.20
FASTENAL COMPANY	MNROS135820	04/14/2025	100-4510-62880	Personal Protective Equipm...	SAFETY GLASSES		45.20
FASTENAL COMPANY	MNROS136105	05/05/2025	820-4840-62990	Misc. Operating Expense	CABLE TIES / MISC SUPPLIES		134.84
Vendor FASTENAL COMPANY Total:							270.45
Vendor: FLEET SUPPLY							
FLEET SUPPLY	35281	04/02/2025	690-4840-62880	Personal Protective Equipm...	PPE CLOTHING / L SKIBICKI		192.05
FLEET SUPPLY	35417	04/08/2025	100-4510-62990	Misc. Operating Expense	CABLE TIES		37.98
FLEET SUPPLY	35901	04/28/2025	100-4510-62210	Equipment Maint & Repair	SUPPLIES - RINK PLOW		35.96
Vendor FLEET SUPPLY Total:							265.99
Vendor: GALLS LLC							
GALLS LLC	031231575	05/02/2025	100-4210-62880	Personal Protective Equipm...	UNIFORM PANTS - D ARLT		139.39
Vendor GALLS LLC Total:							139.39
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOL...	354879	05/13/2025	690-4890-63590	Printing & Publications	CITY TRF SHARE - CALL BEF...		163.63
Vendor GARDEN VALLEY TECHNOLOGIES Total:							163.63
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	5040796	04/30/2025	690-4850-62360	Distribution Maint	APR 2025 - BILLABLE LOCAT...		91.80
Vendor GOPHER STATE ONE CALL Total:							91.80
Vendor: GRAYMONT WESTERN CANADA INC							
GRAYMONT WESTERN CAN...	3-4350740RI	04/24/2025	620-4840-62160	Chemicals	BULK PEBBLED QUICKLIME		9,632.64
Vendor GRAYMONT WESTERN CANADA INC Total:							9,632.64
Vendor: GREGORY STEPHEN HUFNAGLE							
GREGORY STEPHEN HUFNA...	161	05/01/2025	100-4240-63030	Contracts Expense	APR 2025 - PROF SRVCS / BU..		12,178.76
Vendor GREGORY STEPHEN HUFNAGLE Total:							12,178.76
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS..	2653571	04/16/2025	690-4890-63030	Contracts Expense	RODENT CONTROL PRGM - ...		55.00
Vendor GUARDIAN PEST SOLUTIONS INC Total:							55.00
Vendor: HAWKINS INC							
HAWKINS INC	7026252	04/02/2025	620-4840-62160	Chemicals	CHEMICALS		1,097.60
HAWKINS INC	7026904	03/27/2025	620-4840-62990	Misc. Operating Expense	REPLACED - CHEMICAL SIG...		214.39
HAWKINS INC	7052436	04/29/2025	620-4840-62160	Chemicals	CHEMICALS		548.80
Vendor HAWKINS INC Total:							1,860.79

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Packet: APPKT01395 - 05/20/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: HIGH PLAINS WATER							
HIGH PLAINS WATER	104057	04/30/2025	620-4850-62220	Plant Equip Maint & Repair	WATER SOFTENER REPAIR		446.00
Vendor HIGH PLAINS WATER Total:							446.00
Vendor: HUBERTS OUTDOOR POWER							
HUBERTS OUTDOOR POWER	91021	05/13/2025	100-4510-62210	Equipment Maint & Repair	CHOKE KNOB - CHAINSAW		8.49
HUBERTS OUTDOOR POWER	96178	04/08/2025	100-4510-62210	Equipment Maint & Repair	CHAINSAW - CHAIN		33.90
HUBERTS OUTDOOR POWER	96616	04/22/2025	100-4510-62210	Equipment Maint & Repair	GEAR HEAD - POLESAW		229.99
HUBERTS OUTDOOR POWER	96671	04/23/2025	820-4840-62120	Gas-Oil-Lube	10W30 OIL		5.79
HUBERTS OUTDOOR POWER	96795	04/25/2025	100-4510-62210	Equipment Maint & Repair	CHAINSAW SPROCKET		11.49
Vendor HUBERTS OUTDOOR POWER Total:							289.66
Vendor: ICON ARCHITECTURAL GROUP LLC							
ICON ARCHITECTURAL GRO...	20250154	04/30/2025	100-4671-62200	System Expense	PROF SRVCS - CITY HALL RE...		537.91
ICON ARCHITECTURAL GRO...	20250155	04/30/2025	520-4680-65900	Work in Process-Constructi...	PROF SRVCS - REA STEPS / S...		650.00
ICON ARCHITECTURAL GRO...	20250156	04/30/2025	100-4671-62200	System Expense	PROF SRVCS - LIBRARY REST...		2,090.10
Vendor ICON ARCHITECTURAL GROUP LLC Total:							3,278.01
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	05035	05/01/2025	100-4160-63040	Legal Fees	APR 2025 - CONTRACT SERV...		2,700.00
IHLE SPARBY AND HAASE PA	05036	05/01/2025	100-4160-63040	Legal Fees	APR 2025 - CRIMINAL SERVI...		5,450.00
Vendor IHLE SPARBY AND HAASE PA Total:							8,150.00
Vendor: INDIAN SPRINGS MANUFACTURING CO INC							
INDIAN SPRINGS MANUFAC...	25200458	05/05/2025	620-4850-62200	System Expense	RMP CHLORINE TRAINING		3,672.83
Vendor INDIAN SPRINGS MANUFACTURING CO INC Total:							3,672.83
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUT...	CIN128506	05/08/2025	100-4150-62010	Office Supplies	OFFICE SUPPLIES		278.95
INNOVATIVE OFFICE SOLUT...	IN4828429	05/01/2025	100-4194-62990	Misc. Operating Expense	13 GAL TRASH BAGS - 2 CAS...		23.20
INNOVATIVE OFFICE SOLUT...	IN4828429	05/01/2025	100-4550-62990	Misc. Operating Expense	13 GAL TRASH BAGS - 2 CAS...		23.20
INNOVATIVE OFFICE SOLUT...	IN4828429	05/01/2025	100-4560-62990	Misc. Operating Expense	13 GAL TRASH BAGS - 1 CASE		11.60
Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:							336.95
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	33846G	04/21/2025	100-4510-62210	Equipment Maint & Repair	MATERIALS - TOOLCAT		403.44
Vendor INTERSTATE BILLING SERVICE Total:							403.44
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	TRF-02-10010916	04/08/2025	100-4510-62990	Misc. Operating Expense	CABLE TIES		19.99
L & M SUPPLY INC	TRF-02-10010946	04/08/2025	100-4210-62990	Misc. Operating Expense	SEAT COVER		69.99
L & M SUPPLY INC	TRF-02-10011901	04/22/2025	690-4840-62990	Misc. Operating Expense	SNAP LINK - FLAG / FLAG PO...		3.49
L & M SUPPLY INC	TRF-02-10013078	04/28/2025	690-4890-63590	Printing & Publications	GIFT CARDS - CALL BEFORE ...		100.00
L & M SUPPLY INC	TRF-02-10013132	04/29/2025	690-4850-62350	Power Plant/Dam Maint	FAN BELTS - ROOF VENT		20.98
L & M SUPPLY INC	TRF-03-10010557	04/15/2025	690-4840-62990	Misc. Operating Expense	WHEEL GRINDER		4.02
L & M SUPPLY INC	TRF-03-10011071	04/17/2025	100-4220-62210	Equipment Maint & Repair	SUPPLIES - MOUNT SKID UN...		53.78
L & M SUPPLY INC	TRF-03-10011153	04/17/2025	100-4220-62210	Equipment Maint & Repair	MATERIALS - MOUNT SKIT ...		23.23
L & M SUPPLY INC	TRF-05-10003284	04/12/2025	690-4850-62350	Power Plant/Dam Maint	FLOOR ADHESIVE		25.99

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
L & M SUPPLY INC	TRF-12-10010292	04/02/2025	690-4840-62880	Personal Protective Equipm...	PPR - G HALL		229.90
L & M SUPPLY INC	TRF-12-10010687	04/04/2025	690-4850-62350	Power Plant/Dam Maint	CLEANER / EXTN CORD / BR...		59.95
L & M SUPPLY INC	TRF-12-10011780	04/09/2025	100-4210-63034	SRT Expense	HARDWARE / TOTES - SRT T...		38.45
L & M SUPPLY INC	TRF-12-10012187	04/11/2025	690-4840-62880	Personal Protective Equipm...	PPE - J NELSON		229.90
L & M SUPPLY INC	TRF-12-10013	04/17/2025	100-4510-62010	Office Supplies	MARKERS		8.08
L & M SUPPLY INC	TRF-12-10013224	04/16/2025	100-4312-62990	Misc. Operating Expense	TAPE MEASURE		22.47
L & M SUPPLY INC	TRF-12-10013231	04/16/2025	690-4840-62120	Gas-Oil-Lube	CHAINSAW OIL		9.68
L & M SUPPLY INC	TRF-12-10014470	04/22/2025	820-4850-62210	Equipment Maint & Repair	JUMPER CABLES		50.48
L & M SUPPLY INC	TRF-12-10014582	04/23/2025	820-4840-62990	Misc. Operating Expense	GRASS SEED		132.98
L & M SUPPLY INC	TRF-12-10014623	04/23/2025	690-4850-62350	Power Plant/Dam Maint	RANGE CORD		40.98
Vendor L & M SUPPLY INC Total:							1,144.34
Vendor: M M U A							
M M U A	66230	05/02/2025	690-4890-64400	Travel, Conference, School	2025 ANNUAL FEE - LINEM...		300.00
Vendor M M U A Total:							300.00
Vendor: MICHAEL J ROFF							
MICHAEL J ROFF	REIMB 05 01 25	05/01/2025	100-4210-63320	Training Expense	REIMBURSE - MEALS EXP / ...		89.66
Vendor MICHAEL J ROFF Total:							89.66
Vendor: MICHAELS MEATS							
MICHAELS MEATS	167077	05/02/2025	100-4315-62990	Misc. Operating Expense	GROUND BEEF PATTIES - CL...		36.69
Vendor MICHAELS MEATS Total:							36.69
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	13568	04/30/2025	100-4192-63020	Computer Maintenance & li...	VPN WORK		125.00
Vendor MORRIS ELECTRONICS INC Total:							125.00
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	742103	04/02/2025	100-4312-62210	Equipment Maint & Repair	BATTERY		154.89
N A P A AUTO PARTS THF R...	742161	04/04/2025	100-4312-62210	Equipment Maint & Repair	SHOP SUPPLIES		189.99
N A P A AUTO PARTS THF R...	742177	04/07/2025	100-4510-62210	Equipment Maint & Repair	BRAKES		217.77
N A P A AUTO PARTS THF R...	742193	04/07/2025	100-4510-62210	Equipment Maint & Repair	RETRUN CREDIT - BATTERY ...		-66.00
N A P A AUTO PARTS THF R...	742305	04/11/2025	620-4850-62210	Equipment Maint & Repair	CONNECTOR - PRESSURE W...		6.99
N A P A AUTO PARTS THF R...	742512	04/22/2025	820-4850-62210	Equipment Maint & Repair	CABLE / CLAMP - #5305		18.47
Vendor N A P A AUTO PARTS THF RVR FL Total:							522.11
Vendor: NOAH KELLY BERNIER							
NOAH KELLY BERNIER	1568	05/03/2025	620-4850-62220	Plant Equip Maint & Repair	REPLACED AMMONIA FEED...		1,481.35
Vendor NOAH KELLY BERNIER Total:							1,481.35
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	APR 2025	04/30/2025	100-4210-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHASES		2,908.06
NORTHDALE OIL INC	APR 2025	04/30/2025	100-4220-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHASES		198.05
NORTHDALE OIL INC	APR 2025	04/30/2025	100-4312-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHASES		197.69
NORTHDALE OIL INC	APR 2025	04/30/2025	690-4840-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHASES		80.44
Vendor NORTHDALE OIL INC Total:							3,384.24

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	APR 2025	05/01/2025	100-4150-63030	Contracts Expense	APR 2025 - MONTHLY SERVI...		326.61
Vendor NORTHERN STATE BANK Total:							326.61
Vendor: NORTHLAND COMM & TECH COLLEGE							
NORTHLAND COMM & TECH..	CI0000009470	04/30/2025	100-4225-64400	Travel, Conference, School	TRAINING - FIRE ACADEMY		1,200.00
Vendor NORTHLAND COMM & TECH COLLEGE Total:							1,200.00
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T344141	04/01/2025	100-4510-62210	Equipment Maint & Repair	CUSHION VALVE - RINK PL...		222.88
NORTHWEST POWER SYST...	T344150	04/02/2025	100-4510-62210	Equipment Maint & Repair	MATERIALS - RINK PLOW		436.89
NORTHWEST POWER SYST...	T344180	04/03/2025	690-4850-62210	Equipment Maint & Repair	CLAMPS - #560		9.16
NORTHWEST POWER SYST...	T344195	04/03/2025	100-4510-62210	Equipment Maint & Repair	HYD HOSE - TOOLCAT		205.66
NORTHWEST POWER SYST...	T344353	04/10/2025	670-4850-62210	Equipment Maint & Repair	HYD HOSE - BOBCAT EXCAV...		40.73
NORTHWEST POWER SYST...	T344399	04/11/2025	670-4850-62210	Equipment Maint & Repair	HYD HOSE - #5705		39.55
NORTHWEST POWER SYST...	T344687	04/23/2025	100-4312-62210	Equipment Maint & Repair	TERMINALS		48.96
NORTHWEST POWER SYST...	T344688	04/23/2025	820-4850-62210	Equipment Maint & Repair	TERMINAL - #5305		8.60
NORTHWEST POWER SYST...	T344817	04/28/2025	680-4850-62210	Equipment Maint & Repair	HOSE - JET TRUCK REPAIR		184.57
NORTHWEST POWER SYST...	T344902	04/30/2025	100-4220-62210	Equipment Maint & Repair	REPLACE FITTING - E '91		23.00
Vendor NORTHWEST POWER SYSTEMS INC Total:							1,220.00
Vendor: NORTHWEST ROOFING INC							
NORTHWEST ROOFING INC	03 31 25	03/31/2025	100-4550-62230	Building Maint & Repair	LABOR / MATERIALS - PUBL...		464.89
Vendor NORTHWEST ROOFING INC Total:							464.89
Vendor: OIL BOYZ EXPRESS LUBE INC							
OIL BOYZ EXPRESS LUBE INC	17013	05/05/2025	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		91.38
OIL BOYZ EXPRESS LUBE INC	17013	05/05/2025	100-4210-62210	Equipment Maint & Repair	MOUNT & BALANCE TIRES		124.53
Vendor OIL BOYZ EXPRESS LUBE INC Total:							215.91
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMP...	2504-075678	04/04/2025	100-4210-62990	Misc. Operating Expense	LUMBER		37.67
PETERSON LUMBER COMP...	2504-075730	04/07/2025	690-4850-62210	Equipment Maint & Repair	GLASS CEILING - #105 VAN		183.54
PETERSON LUMBER COMP...	2504-076167	04/16/2025	100-4510-62210	Equipment Maint & Repair	MATERIALS - RINK PLOW		46.01
PETERSON LUMBER COMP...	2504-076384	04/21/2025	680-4840-62990	Misc. Operating Expense	LUMBER - LIFT #2 DOOR JA...		27.86
PETERSON LUMBER COMP...	2504-076513	04/23/2025	680-4840-62990	Misc. Operating Expense	SACRETE - LIFT #2 SAFETY H...		39.20
PETERSON LUMBER COMP...	2504-076640	04/25/2025	680-4840-62990	Misc. Operating Expense	SACRETE - LIFT #2 SAFETY H...		13.07
PETERSON LUMBER COMP...	2504-076641	04/25/2025	680-4840-62990	Misc. Operating Expense	SACRETE - LIFT #2 SAFETY H...		13.07
Vendor PETERSON LUMBER COMPANY Total:							360.42
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550032844	04/01/2025	100-4210-62210	Equipment Maint & Repair	TIRE		64.50
Vendor POMPS TIRE SERVICE INC Total:							64.50
Vendor: PURDY'S SHOE STORE INC							
PURDY'S SHOE STORE INC	209813	04/30/2025	100-4220-62890	Uniforms/ID Clothing	UNIFORM PANTS (8)		704.00
Vendor PURDY'S SHOE STORE INC Total:							704.00

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Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	136898	04/15/2025	100-4312-62210	Equipment Maint & Repair	SNOGO - BLOWER		24.03
Vendor QUALITY FARM SUPPLY INC Total:							24.03
Vendor: QUILL LLC							
QUILL LLC	43899347	04/28/2025	100-4670-62010	Office Supplies	GENERAL SUPPLIES		51.60
Vendor QUILL LLC Total:							51.60
Vendor: REMLOH & ASSOCIATES LLC							
REMLOH & ASSOCIATES LLC	2025-219	05/01/2025	100-4110-63030	Contracts Expense	FEB MAR APR 2025 - LOBBY...		3,535.80
Vendor REMLOH & ASSOCIATES LLC Total:							3,535.80
Vendor: RHI SUPPLY							
RHI SUPPLY	1466969	04/30/2025	630-4850-62230	Building Maint & Repair	TEMP SENSOR - HVAC		120.70
Vendor RHI SUPPLY Total:							120.70
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB ...	D072363	04/10/2025	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..	836109	04/30/2025	100-4210-63120	Lab Tests	DRUG SCREENINGS		246.00
SANFORD HEALTH OCCUPAT..	836109	04/30/2025	100-4650-62990	Misc. Operating Expense	DRUG SCREENINGS		134.00
Vendor SANFORD HEALTH OCCUPATIONAL MEDICINE Total:							380.00
Vendor: SCHMITZ BUILDERS INC							
SCHMITZ BUILDERS INC	PAY REQST #5	04/15/2025	100-4671-62200	System Expense	PROF SRVCS - LIBRARY REST...		42,023.25
SCHMITZ BUILDERS INC	PAY RQST #7	04/15/2025	100-4671-62200	System Expense	PROF SRVCS - CITY HALL		83,495.50
Vendor SCHMITZ BUILDERS INC Total:							125,518.75
Vendor: STONES MOBILE RADIO INC							
STONES MOBILE RADIO INC	2059674	05/05/2025	100-4220-62400	Small Tools and Minor Equip	PAGERS (2)		1,075.00
Vendor STONES MOBILE RADIO INC Total:							1,075.00
Vendor: STREICHERS							
STREICHERS	11759250	04/28/2025	100-4210-62890	Uniforms/ID Clothing	NAME PLATE - C BRUGGEM...		77.95
STREICHERS	11759584	04/30/2025	100-4210-63320	Training Expense	UNIFORMS - C BRUGGEMAN		386.94
Vendor STREICHERS Total:							464.89
Vendor: T R F HARDWARE							
T R F HARDWARE	22271316	04/01/2025	100-4312-62210	Equipment Maint & Repair	DRILL BIT		22.99
T R F HARDWARE	22271318	04/01/2025	620-4840-62990	Misc. Operating Expense	SPRAY PAINT - DIST SHOP		15.48
T R F HARDWARE	22271461	04/02/2025	620-4840-62990	Misc. Operating Expense	COUPLING - DIST SHOP		22.76
T R F HARDWARE	22271515	04/03/2025	100-4510-62210	Equipment Maint & Repair	NUTS / BOLTS / SCREWS - R...		3.60
T R F HARDWARE	22271619	04/04/2025	690-4850-62350	Power Plant/Dam Maint	DRYER CORD		36.46
T R F HARDWARE	22272108	04/10/2025	690-4840-62990	Misc. Operating Expense	NUTS / BOLTS / SCREWS / S...		28.49
T R F HARDWARE	22272215	04/11/2025	100-4210-63100	Animal Control	KEY / DEADBOLT - POUND		39.89
T R F HARDWARE	22272642	04/15/2025	100-4510-62210	Equipment Maint & Repair	POLE SAW CHAIN		24.99
T R F HARDWARE	22272683	04/16/2025	820-4850-62210	Equipment Maint & Repair	PARTS - #5305		2.98
T R F HARDWARE	22272687	04/16/2025	680-4840-62990	Misc. Operating Expense	CABLE - WW POND GATE		7.47

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T R F HARDWARE	22273204	04/21/2025	620-4840-62990	Misc. Operating Expense	U BOLT - DIST REPAIR		4.49
T R F HARDWARE	22273539	04/24/2025	640-4850-62230	Building Maint & Repair	FLUSH RECP		13.99
T R F HARDWARE	22273542	04/24/2025	690-4840-62990	Misc. Operating Expense	SOCKET ADAPTER		17.98
T R F HARDWARE	22273987	04/29/2025	620-4850-62210	Equipment Maint & Repair	NUTS / BOLTS - DITCH WIT...		19.17
T R F HARDWARE	22274022	04/29/2025	100-4312-62210	Equipment Maint & Repair	FILE		22.48
T R F HARDWARE	22274027	04/29/2025	640-4850-62230	Building Maint & Repair	OUTLET FLUSH MOUNT		13.99
T R F HARDWARE	22274029	04/29/2025	690-4840-62990	Misc. Operating Expense	EPOXY		8.99
T R F HARDWARE	22274100	04/30/2025	620-4850-62210	Equipment Maint & Repair	BUSHING - TRENCHER		8.58
Vendor T R F HARDWARE Total:							314.78
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	APR 2025 - 878	04/30/2025	100-4110-63490	Advertising	APR 2025 STMT - VOLUNTE...		45.00
THIEF RIVER FALLS TIMES	APR 2025 - 878	04/30/2025	100-4150-62010	Office Supplies	APR 2025 STMT - ENVELOPES		3,908.25
THIEF RIVER FALLS TIMES	APR 2025 - 878	04/30/2025	100-4315-63590	Printing & Publications	APR 2025 STMT - LEAF VAC...		108.00
THIEF RIVER FALLS TIMES	APR 2025 - 878	04/30/2025	100-4315-63590	Printing & Publications	APR 2025 STMT - LEAF VAC...		108.00
THIEF RIVER FALLS TIMES	APR 2025 - 878	04/30/2025	100-4660-63590	Printing & Publications	APR 2025 STMT - HRG NTC /...		104.94
THIEF RIVER FALLS TIMES	APR 2025 - 878	04/30/2025	100-4660-63590	Printing & Publications	APR 2025 STMT - HRG NTC -...		316.80
THIEF RIVER FALLS TIMES	APR 2025 - 878	04/30/2025	620-4890-63590	Printing & Publications	APR 2025 STMT - WATER R...		774.00
THIEF RIVER FALLS TIMES	APR 2025 - 878	04/30/2025	620-4890-63590	Printing & Publications	APR 2025 STMT - WATER VI...		175.50
Vendor THIEF RIVER FALLS TIMES Total:							5,540.49
Vendor: TRENCHERS PLUS INC							
TRENCHERS PLUS INC	IT11848	05/01/2025	690-4850-62210	Equipment Maint & Repair	NOZZLES - RING O MATIC ...		482.71
Vendor TRENCHERS PLUS INC Total:							482.71
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI...	907	05/02/2025	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - ELDOR O...		800.00
Vendor TROY MERCIL CONSTRUCTION LLC Total:							800.00
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	46103	04/25/2025	100-4210-62210	Equipment Maint & Repair	INSTALL WRAP - 2024 CHEV...		750.00
UNIVERSAL SCREENPRINT	46108	04/28/2025	100-4220-63590	Printing & Publications	RETIREMENT PLAQUE - M B...		45.00
Vendor UNIVERSAL SCREENPRINT Total:							795.00
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	499	04/25/2025	100-4315-63030	Contracts Expense	APR 2025 - GARBAGE TIPPI...		25,496.90
WASTE MASTERS LLC	500	05/03/2025	100-4315-63030	Contracts Expense	2025 SPRING CLEANUP - GA...		2,125.62
WASTE MASTERS LLC	501	05/03/2025	100-4315-63030	Contracts Expense	2025 SPRING CLEANUP - D...		996.00
WASTE MASTERS LLC	54X00073	04/30/2025	610-4840-62990	Misc. Operating Expense	APR 2025 - CARD BOARD D...		96.00
WASTE MASTERS LLC	54X00073	04/30/2025	610-4840-62990	Misc. Operating Expense	MAR 2025 - CARD BOARD ...		96.00
WASTE MASTERS LLC	54X00247	04/30/2025	100-4315-63030	Contracts Expense	APR 2025 - DOWNTOWN C...		162.50
Vendor WASTE MASTERS LLC Total:							28,973.02
Vendor: WAYDE JENSEN							
WAYDE JENSEN	REIMB 05 09 25	05/14/2025	100-4210-63320	Training Expense	REIMBURSE - LODGING EXP ...		243.92
WAYDE JENSEN	REIMB 5 09 25	05/14/2025	100-4210-63320	Training Expense	REIMBURSE - MEALS EXP IN...		61.12
Vendor WAYDE JENSEN Total:							305.04

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Vendor: WESTSIDE MOTORS OF TRF INC							
WESTSIDE MOTORS OF TRF ...	30539	04/09/2025	100-4650-62210	Equipment Maint & Repair	CUT & PROGRAM 2 KEYS		409.32
Vendor WESTSIDE MOTORS OF TRF INC Total:							409.32
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	237412	04/21/2025	530-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - REA LOADING...		4,536.00
WIDSETH SMITH NOLTING ...	237413	04/21/2025	505-4680-65920	Work in Process - Eng/Arch...	2024 ST & UTIL IMP PRJ - F...		8,052.00
WIDSETH SMITH NOLTING ...	237527	04/24/2025	820-4890-63030	Contracts Expense	PROF SRVCS - REPLAT BABY...		1,846.00
Vendor WIDSETH SMITH NOLTING ASC INC Total:							14,434.00
Grand Total:							256,324.44

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	206,837.04
505 - 2024 ST AND UTILITY PROJECT	8,052.00
520 - 2018 ARENA PROJECT	650.00
530 - 2025 ARENA RAMP, LIBRARY & LIQUOR PROJECT	4,536.00
610 - LIQUOR DISPENSARY	422.05
620 - WATER UTILITY FUND	29,082.49
630 - ARENAS - OAK VIEW GROUP	120.70
640 - MEC - OAK VIEW GROUP	27.98
670 - STORM WATER UTILITY FUND	80.28
680 - WASTEWATER UTILITY FUND	353.53
690 - ELECTRIC UTILITY FUND	3,162.23
820 - GREENWOOD CEMETERY FUND	3,000.14
Grand Total:	256,324.44

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62020	Computer Supplies	30.14
100-4110-62990	Misc. Operating Expense	769.84
100-4110-63030	Contracts Expense	3,535.80
100-4110-63490	Advertising	45.00
100-4150-62010	Office Supplies	4,187.20
100-4150-63030	Contracts Expense	326.61
100-4160-63040	Legal Fees	8,150.00
100-4192-62020	Computer Supplies	11.90
100-4192-63020	Computer Maintenance...	125.00
100-4194-62230	Building Maint & Repair	203.19
100-4194-62990	Misc. Operating Expense	23.20
100-4210-62120	Gas-Oil-Lube	2,999.44
100-4210-62210	Equipment Maint & Repa..	1,523.03
100-4210-62880	Personal Protective Equi...	139.39
100-4210-62890	Uniforms/ID Clothing	77.95
100-4210-62990	Misc. Operating Expense	107.66
100-4210-63034	SRT Expense	38.45
100-4210-63100	Animal Control	129.89
100-4210-63120	Lab Tests	246.00
100-4210-63320	Training Expense	781.64
100-4220-62120	Gas-Oil-Lube	293.89
100-4220-62210	Equipment Maint & Repa..	693.16
100-4220-62400	Small Tools and Minor E...	1,075.00
100-4220-62890	Uniforms/ID Clothing	704.00
100-4220-62990	Misc. Operating Expense	14.90
100-4220-63590	Printing & Publications	45.00

Account Summary

Account Number	Account Name	Expense Amount
100-4225-64400	Travel, Conference, Sch...	1,200.00
100-4240-63030	Contracts Expense	12,178.76
100-4312-62120	Gas-Oil-Lube	197.69
100-4312-62210	Equipment Maint & Repa..	631.22
100-4312-62880	Personal Protective Equi...	45.21
100-4312-62990	Misc. Operating Expense	22.47
100-4315-62010	Office Supplies	11.70
100-4315-62210	Equipment Maint & Repa..	390.64
100-4315-62880	Personal Protective Equi...	45.20
100-4315-62990	Misc. Operating Expense	36.69
100-4315-63030	Contracts Expense	28,781.02
100-4315-63590	Printing & Publications	216.00
100-4510-62010	Office Supplies	8.08
100-4510-62120	Gas-Oil-Lube	7.99
100-4510-62210	Equipment Maint & Repa..	2,612.03
100-4510-62230	Building Maint & Repair	4.59
100-4510-62240	Department Maint & Re...	4,398.90
100-4510-62880	Personal Protective Equi...	45.20
100-4510-62990	Misc. Operating Expense	57.97
100-4550-62230	Building Maint & Repair	464.89
100-4550-62990	Misc. Operating Expense	23.20
100-4560-62990	Misc. Operating Expense	11.60
100-4650-62210	Equipment Maint & Repa..	414.61
100-4650-62990	Misc. Operating Expense	134.00
100-4660-63590	Printing & Publications	421.74
100-4670-62010	Office Supplies	51.60
100-4671-62200	System Expense	128,146.76
505-4680-65920	Work in Process - Eng/Ar...	8,052.00
520-4680-65900	Work in Process-Constru...	650.00
530-4680-65920	Work in Process - Eng/Ar...	4,536.00
610-4840-62990	Misc. Operating Expense	359.39
610-4850-62230	Building Maint & Repair	62.66
620-4840-62010	Office Supplies	27.30
620-4840-62120	Gas-Oil-Lube	17.99
620-4840-62160	Chemicals	21,693.42
620-4840-62170	Field Supplies	368.67
620-4840-62990	Misc. Operating Expense	263.61
620-4850-62200	System Expense	3,672.83
620-4850-62210	Equipment Maint & Repa..	34.74
620-4850-62220	Plant Equip Maint & Rep...	2,054.43
620-4890-63590	Printing & Publications	949.50
630-4850-62230	Building Maint & Repair	120.70

Account Summary

Account Number	Account Name	Expense Amount
640-4850-62230	Building Maint & Repair	27.98
670-4850-62210	Equipment Maint & Repa..	80.28
680-4840-62010	Office Supplies	7.80
680-4840-62120	Gas-Oil-Lube	51.90
680-4840-62990	Misc. Operating Expense	109.26
680-4850-62210	Equipment Maint & Repa..	184.57
690-4840-62010	Office Supplies	108.70
690-4840-62120	Gas-Oil-Lube	90.12
690-4840-62880	Personal Protective Equi...	696.54
690-4840-62990	Misc. Operating Expense	314.67
690-4850-62210	Equipment Maint & Repa..	675.41
690-4850-62350	Power Plant/Dam Maint	254.36
690-4850-62360	Distribution Maint	403.80
690-4890-63030	Contracts Expense	55.00
690-4890-63590	Printing & Publications	263.63
690-4890-64400	Travel, Conference, Sch...	300.00
820-4840-62120	Gas-Oil-Lube	5.79
820-4840-62990	Misc. Operating Expense	267.82
820-4850-62210	Equipment Maint & Repa..	80.53
820-4890-63030	Contracts Expense	2,646.00
Grand Total:		256,324.44

Project Account Summary

Project Account Key	Expense Amount
None	256,324.44
Grand Total:	256,324.44



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01396 - 05/12/25 DIRECT PAYABLES / MACQUEEN

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MACQUEEN MACQUEEN	E02114	04/21/2025	100-4315-65400	Machinery & Equipment	MCNEILUS HEAVY DUTY 3.5...		141,923.00
						Vendor MACQUEEN Total:	141,923.00
						Grand Total:	141,923.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	141,923.00
Grand Total:	141,923.00

Account Summary

Account Number	Account Name	Expense Amount
100-4315-65400	Machinery & Equipment	141,923.00
Grand Total:		141,923.00

Project Account Summary

Project Account Key	Expense Amount
None	141,923.00
Grand Total:	141,923.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01394 - 05/09/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC P...	APR 2025 - LQR	05/08/2025	610-4890-63060	Credit Card Fees	APR 2025 - CREDIT CARD FE...		7,516.02
Vendor BANKCARD ELECTRONIC PYMTS INC Total:							7,516.02
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	APR 2025	05/08/2025	100-4194-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHASES		65.91
FARMERS UNION OIL COM...	APR 2025	05/08/2025	100-4210-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHAS...		983.63
FARMERS UNION OIL COM...	APR 2025	05/08/2025	100-4220-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHAS...		260.84
FARMERS UNION OIL COM...	APR 2025	05/08/2025	100-4312-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHAS...		2,545.54
FARMERS UNION OIL COM...	APR 2025	05/08/2025	100-4315-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHAS...		1,725.56
FARMERS UNION OIL COM...	APR 2025	05/08/2025	100-4510-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHAS...		491.98
FARMERS UNION OIL COM...	APR 2025	05/08/2025	620-4840-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHAS...		547.24
FARMERS UNION OIL COM...	APR 2025	05/08/2025	670-4840-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHAS...		651.38
FARMERS UNION OIL COM...	APR 2025	05/08/2025	680-4840-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHAS...		404.54
FARMERS UNION OIL COM...	APR 2025	05/08/2025	690-4840-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHAS...		1,679.63
FARMERS UNION OIL COM...	APR 2025	05/08/2025	820-4840-62120	Gas-Oil-Lube	APR 2025 - FUEL PURCHAS...		401.91
Vendor FARMERS UNION OIL COMPANY Total:							9,758.16
Vendor: IRONHIDE EQUIPMENT INC							
IRONHIDE EQUIPMENT INC	28922G	04/10/2025	690-4840-62400	Small Tools and Minor Equip	2025 BOB BKT XCH 16 ATTA...		1,480.60
Vendor IRONHIDE EQUIPMENT INC Total:							1,480.60
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R...	CT158657	04/23/2025	100-4510-62210	Equipment Maint & Repair	WELD FRONT HOOK - TOOL...		20.25
NELSON EQUIPMENT OF T R...	CT158900	04/30/2025	620-4850-62210	Equipment Maint & Repair	WASHER - TRENCHER		2.20
Vendor NELSON EQUIPMENT OF T R F INC Total:							22.45
Vendor: PARKER'S HANGOVER TONIC							
PARKER'S HANGOVER TONIC	05 05 25	05/09/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		151.12
Vendor PARKER'S HANGOVER TONIC Total:							151.12
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B19611644	04/09/2025	100-4192-63020	Computer Maintenance & li...	OFFICE 365 LICENSE		108.80
SHI INTERNATIONAL CORP	B19611644	04/09/2025	690-4890-63020	Computer Maintenance & li...	OFFICE 365 LICENSE		61.96
Vendor SHI INTERNATIONAL CORP Total:							170.76
Vendor: VERIZON WIRELESS #486397938							
VERIZON WIRELESS #48639...	6112388751	05/01/2025	100-4210-63210	Communication Expense	MAY 2025 - MONTHLY ACC...		295.12
Vendor VERIZON WIRELESS #486397938 Total:							295.12
Vendor: WEX BANK - CIRCLE K FLEET							
WEX BANK - CIRCLE K FLEET	FEB 2025	05/08/2025	100-4210-62120	Gas-Oil-Lube	FEB 2025 - REBATE		-1.02

Council Approval Register

Packet: APPKT01394 - 05/09/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
WEX BANK - CIRCLE K FLEET	FEB 2025	05/08/2025	100-4210-62120	Gas-Oil-Lube	FEB 2025 - FUEL PURCHASE		60.00
WEX BANK - CIRCLE K FLEET	MAR 2025	05/08/2025	100-4210-62120	Gas-Oil-Lube	MAR 2025 - FUEL PURCHASE		58.82
WEX BANK - CIRCLE K FLEET	MAR 2025	05/08/2025	100-4210-62120	Gas-Oil-Lube	MAR 2025 - REBATE		-0.98
Vendor WEX BANK - CIRCLE K FLEET Total:							116.82
Vendor: WINGS CREDIT UNION							
WINGS CREDIT UNION	05 08 25	05/08/2025	100-4210-62990	Misc. Operating Expense	SUBPEONA ACCOUNT RECO...		22.00
Vendor WINGS CREDIT UNION Total:							22.00
Grand Total:							19,533.05

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	6,636.45
610 - LIQUOR DISPENSARY	7,667.14
620 - WATER UTILITY FUND	549.44
670 - STORM WATER UTILITY FUND	651.38
680 - WASTEWATER UTILITY FUND	404.54
690 - ELECTRIC UTILITY FUND	3,222.19
820 - GREENWOOD CEMETERY FUND	401.91
Grand Total:	19,533.05

Account Summary

Account Number	Account Name	Expense Amount
100-4192-63020	Computer Maintenance...	108.80
100-4194-62120	Gas-Oil-Lube	65.91
100-4210-62120	Gas-Oil-Lube	1,100.45
100-4210-62990	Misc. Operating Expense	22.00
100-4210-63210	Communication Expense	295.12
100-4220-62120	Gas-Oil-Lube	260.84
100-4312-62120	Gas-Oil-Lube	2,545.54
100-4315-62120	Gas-Oil-Lube	1,725.56
100-4510-62120	Gas-Oil-Lube	491.98
100-4510-62210	Equipment Maint & Repa..	20.25
610-4810-62540	Soft Drinks/Mix for Resa...	151.12
610-4890-63060	Credit Card Fees	7,516.02
620-4840-62120	Gas-Oil-Lube	547.24
620-4850-62210	Equipment Maint & Repa..	2.20
670-4840-62120	Gas-Oil-Lube	651.38
680-4840-62120	Gas-Oil-Lube	404.54
690-4840-62120	Gas-Oil-Lube	1,679.63
690-4840-62400	Small Tools and Minor E...	1,480.60
690-4890-63020	Computer Maintenance...	61.96
820-4840-62120	Gas-Oil-Lube	401.91
Grand Total:		19,533.05

Project Account Summary

Project Account Key	Expense Amount
None	19,533.05
Grand Total:	19,533.05



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01393 - 05/08/25 DIRECT PAYABLES / US POSTMASTER

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	05/08/25 WTR LTR	05/08/2025	620-4840-62010	Office Supplies	POSTAGE - MAY 2025 / WA...		2,034.74
						Vendor U S POSTMASTER Total:	2,034.74
						Grand Total:	2,034.74

Fund Summary

Fund	Expense Amount
620 - WATER UTILITY FUND	2,034.74
Grand Total:	2,034.74

Account Summary

Account Number	Account Name	Expense Amount
620-4840-62010	Office Supplies	2,034.74
Grand Total:		2,034.74

Project Account Summary

Project Account Key	Expense Amount
None	2,034.74
Grand Total:	2,034.74



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01391 - 05/08/25 DIRECT PAYABLES / M BENOIT

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MELISSA M BENOIT							
MELISSA M BENOIT	137	05/06/2025	100-4510-63030	Contracts Expense	FLOWERS - CITY GARDENS		3,700.00
						Vendor MELISSA M BENOIT Total:	3,700.00
						Grand Total:	3,700.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	3,700.00
Grand Total:	3,700.00

Account Summary

Account Number	Account Name	Expense Amount
100-4510-63030	Contracts Expense	3,700.00
Grand Total:		3,700.00

Project Account Summary

Project Account Key	Expense Amount
None	3,700.00
Grand Total:	3,700.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01386 - 05/06/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MELISSA M BENOIT							
MELISSA M BENOIT	PREPAY 05 07 25	05/06/2025	100-4510-63030	Contracts Expense	PREPAY 1/4 CITY FLOWER G...		4,125.00
Vendor MELISSA M BENOIT Total:							4,125.00
Vendor: NINJAONE LLC							
NINJAONE LLC	INV88267995	05/01/2025	100-4192-63020	Computer Maintenance & li...	2025/2026 REMOTE SUPPO...		2,556.00
Vendor NINJAONE LLC Total:							2,556.00
Vendor: NORTH RISK PARTNERS LLC							
NORTH RISK PARTNERS LLC	7352965	04/28/2025	100-4670-63610	Insurance Expense	WORKERS COMPENSATION -..		19,237.08
NORTH RISK PARTNERS LLC	7352965	04/28/2025	610-4870-63610	Insurance Expense	WORKERS COMPENSATION -..		1,505.06
NORTH RISK PARTNERS LLC	7352965	04/28/2025	620-4870-63610	Insurance Expense	WORKERS COMPENSATION -..		1,098.78
NORTH RISK PARTNERS LLC	7352965	04/28/2025	680-4870-63610	Insurance Expense	WORKERS COMPENSATION -..		682.67
NORTH RISK PARTNERS LLC	7352965	04/28/2025	690-4870-63610	Insurance Expense	WORKERS COMPENSATION -..		2,779.17
NORTH RISK PARTNERS LLC	7352965	04/28/2025	820-4870-63610	Insurance Expense	WORKERS COMPENSATION -..		283.24
Vendor NORTH RISK PARTNERS LLC Total:							25,586.00
Vendor: VESTIS							
VESTIS	2630417792	04/29/2025	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 04/29/...		86.75
Vendor VESTIS Total:							86.75
Grand Total:							32,353.75

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	25,918.08
610 - LIQUOR DISPENSARY	1,505.06
620 - WATER UTILITY FUND	1,185.53
680 - WASTEWATER UTILITY FUND	682.67
690 - ELECTRIC UTILITY FUND	2,779.17
820 - GREENWOOD CEMETERY FUND	283.24
Grand Total:	32,353.75

Account Summary

Account Number	Account Name	Expense Amount
100-4192-63020	Computer Maintenance...	2,556.00
100-4510-63030	Contracts Expense	4,125.00
100-4670-63610	Insurance Expense	19,237.08
610-4870-63610	Insurance Expense	1,505.06
620-4870-63610	Insurance Expense	1,098.78
620-4890-63030	Contracts Expense	86.75
680-4870-63610	Insurance Expense	682.67
690-4870-63610	Insurance Expense	2,779.17
820-4870-63610	Insurance Expense	283.24
Grand Total:		32,353.75

Project Account Summary

Project Account Key	Expense Amount
None	32,353.75
Grand Total:	32,353.75



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01385 - 05/02/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BRIAN MOYER							
BRIAN MOYER	1232	04/30/2025	100-4510-63030	Contracts Expense	STUMP REMOVAL SERVICES		1,520.00
Vendor BRIAN MOYER Total:							1,520.00
Vendor: CANADIAN PACIFIC RAILWAY COMPA							
CANADIAN PACIFIC RAILWA...	3000-2000164814	04/17/2025	100-4670-62990	Misc. Operating Expense	RENT FEE - 05/01/25 - 04/3...		1,463.96
CANADIAN PACIFIC RAILWA...	3000-2000164814	04/17/2025	100-4670-62990	Misc. Operating Expense	RENT FEE - 05/01/25 - 04/3...		885.13
Vendor CANADIAN PACIFIC RAILWAY COMPA Total:							2,349.09
Vendor: CAPITAL ONE							
CAPITAL ONE	1662173486	04/19/2025	100-4194-62990	Misc. Operating Expense	04/19/25 STMT - PAPER T...		13.83
CAPITAL ONE	1662173486	04/19/2025	100-4220-62990	Misc. Operating Expense	04/19/25 STMT - CLEANING...		423.82
CAPITAL ONE	1662173486	04/19/2025	100-4550-62990	Misc. Operating Expense	04/19/25 STMT - PAPER TO...		13.83
CAPITAL ONE	1662173486	04/19/2025	690-4840-62010	Office Supplies	04/19/25 STMT - MAILERS		10.67
CAPITAL ONE	1662173486	04/19/2025	690-4850-62350	Power Plant/Dam Maint	04/19/25 STMT - LETTER TR...		4.51
Vendor CAPITAL ONE Total:							466.66
Vendor: ELAN FINANCIAL SERVICES							
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4150-63590	Printing & Publications	MAR/APR 2025 STMT - SUB...		1,440.00
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4150-64330	Dues and Subscriptions	MAR/APR 2025 STMT - MM...		540.00
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4150-64400	Travel, Conference, School	MAR/APR 2025 STMT - 2025...		425.00
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4194-62230	Building Maint & Repair	MAR/APR 2025 STMT - WO...		24.03
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4210-62990	Misc. Operating Expense	MAR/APR 2025 STMT - ADD...		0.99
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4210-63320	Training Expense	MAR/APR 2025 STMT - LOD...		526.74
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4210-63320	Training Expense	MAR/APR 2025 STMT - LOD...		170.57
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4210-63320	Training Expense	MAR/APR 2025 STMT - BCA ...		75.00
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4210-63320	Training Expense	MAR/APR 2025 STMT - BCA ...		300.00
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4315-62010	Office Supplies	MAR/APR 2025 STMT - APR ...		13.49
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4315-62400	Small Tools and Minor Equip	MAR/APR 2025 STMT - LITT...		71.54
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4510-62210	Equipment Maint & Repair	MAR/APR 2025 STMT - STIH...		46.66
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4650-62990	Misc. Operating Expense	MAR/APR 2025 STMT - HEA...		93.13
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4660-64400	Travel, Conference, School	MAR/APR 2025 STMT - MN ...		225.00
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4670-62990	Misc. Operating Expense	MAR/APR 2025 STMT - RET...		-269.49
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4670-62990	Misc. Operating Expense	MAR/APR 2025 STMT - WEL...		269.49
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	100-4670-62990	Misc. Operating Expense	MAR/APR 2025 STMT - FIRE...		105.54
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	210-4670-64400	Travel, Conference, School	MAR/APR 2025 STMT - CDA...		71.29
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	620-4840-62010	Office Supplies	MAR/APR 2025 STMT - APR ...		31.48
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	630-4840-62990	Misc. Operating Expense	MAR/APR 2025 STMT - ELEC...		36.00
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	680-4840-62010	Office Supplies	MAR/APR 2025 STMT - APR ...		9.00
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	690-4840-62010	Office Supplies	MAR/APR 2025 STMT - APR ...		35.98

Council Approval Register

Packet: APPKT01385 - 05/02/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	690-4840-62880	Personal Protective Equipm...	MAR/APR 2025 STMT - PPE /..		81.98
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	690-4840-62880	Personal Protective Equipm...	MAR/APR 2025 STMT - PPE ...		109.98
ELAN FINANCIAL SERVICES	MAR/APR 2025	04/16/2025	690-4840-62880	Personal Protective Equipm...	MAR/APR 2025 STMT - PPE /..		417.92
Vendor ELAN FINANCIAL SERVICES Total:							4,851.32
Vendor: IHLE & SPARBY TRUST ACCOUNT							
IHLE & SPARBY TRUST ACC...	04/29/25 INV	05/01/2025	210-13710	Loans Receivable-Long Term	THIBERT COMMERCIAL ENE...		100,000.00
IHLE & SPARBY TRUST ACC...	04/29/25 INV	05/01/2025	210-13710	Loans Receivable-Long Term	THIBERT STOREFRONT REN...		35,000.00
Vendor IHLE & SPARBY TRUST ACCOUNT Total:							135,000.00
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP I...	MAR 2025	04/04/2025	680-4830-63890	Utilities Expense	ELECTRIC READING - MAR 2...		194.14
Vendor RED LAKE ELECTRIC COOP INC Total:							194.14
Vendor: T R F CONVENTION &							
T R F CONVENTION &	MAR 2025	05/01/2025	100-4670-63030	Contracts Expense	MAR 2025 LODGING TAX		6,836.09
Vendor T R F CONVENTION & Total:							6,836.09
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	6111611007	04/21/2025	100-4110-63210	Communication Expense	WIRELESS PHONE SERVICE -...		336.12
VERIZON WIRELESS #78678...	6111611007	04/21/2025	100-4150-63210	Communication Expense	WIRELESS PHONE SERVICE -...		184.16
VERIZON WIRELESS #78678...	6111611007	04/21/2025	100-4192-63210	Communication Expense	WIRELESS PHONE SERVICE -...		40.01
VERIZON WIRELESS #78678...	6111611007	04/21/2025	100-4194-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	6111611007	04/21/2025	100-4210-63210	Communication Expense	WIRELESS PHONE SERVICE -...		703.63
VERIZON WIRELESS #78678...	6111611007	04/21/2025	100-4510-63210	Communication Expense	WIRELESS PHONE SERVICE -...		82.78
VERIZON WIRELESS #78678...	6111611007	04/21/2025	100-4650-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	6111611007	04/21/2025	100-4660-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	6111611007	04/21/2025	610-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	6111611007	04/21/2025	620-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		122.79
VERIZON WIRELESS #78678...	6111611007	04/21/2025	650-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	6111611007	04/21/2025	680-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	6111611007	04/21/2025	690-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		165.56
VERIZON WIRELESS #78678...	6111611007	04/21/2025	820-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
Vendor VERIZON WIRELESS #786782900 Total:							1,924.78
Vendor: ZACHERY ACKERMAN							
ZACHERY ACKERMAN	1170	04/26/2025	530-4680-65900	Work in Process-Constructi...	50% - LIQUOR STORE ROOF...		65,000.00
Vendor ZACHERY ACKERMAN Total:							65,000.00
Grand Total:							218,142.08

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	16,685.22
210 - COMM DEVELOPMENT REV LOAN FUND	135,071.29
530 - 2025 ARENA RAMP, LIBRARY & LIQUOR PROJECT	65,000.00
610 - LIQUOR DISPENSARY	41.39
620 - WATER UTILITY FUND	154.27
630 - ARENAS - OAK VIEW GROUP	36.00
650 - TOURIST PARK - OAK VIEW GROUP	41.39
680 - WASTEWATER UTILITY FUND	244.53
690 - ELECTRIC UTILITY FUND	826.60
820 - GREENWOOD CEMETERY FUND	41.39
Grand Total:	218,142.08

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63210	Communication Expense	336.12
100-4150-63210	Communication Expense	184.16
100-4150-63590	Printing & Publications	1,440.00
100-4150-64330	Dues and Subscriptions	540.00
100-4150-64400	Travel, Conference, Sch...	425.00
100-4192-63210	Communication Expense	40.01
100-4194-62230	Building Maint & Repair	24.03
100-4194-62990	Misc. Operating Expense	13.83
100-4194-63210	Communication Expense	41.39
100-4210-62990	Misc. Operating Expense	0.99
100-4210-63210	Communication Expense	703.63
100-4210-63320	Training Expense	1,072.31
100-4220-62990	Misc. Operating Expense	423.82
100-4315-62010	Office Supplies	13.49
100-4315-62400	Small Tools and Minor E...	71.54
100-4510-62210	Equipment Maint & Repa..	46.66
100-4510-63030	Contracts Expense	1,520.00
100-4510-63210	Communication Expense	82.78
100-4550-62990	Misc. Operating Expense	13.83
100-4650-62990	Misc. Operating Expense	93.13
100-4650-63210	Communication Expense	41.39
100-4660-63210	Communication Expense	41.39
100-4660-64400	Travel, Conference, Sch...	225.00
100-4670-62990	Misc. Operating Expense	2,454.63
100-4670-63030	Contracts Expense	6,836.09
210-13710	Loans Receivable-Long T...	135,000.00
210-4670-64400	Travel, Conference, Sch...	71.29
530-4680-65900	Work in Process-Constru...	65,000.00

Account Summary

Account Number	Account Name	Expense Amount
610-4830-63210	Communication Expense	41.39
620-4830-63210	Communication Expense	122.79
620-4840-62010	Office Supplies	31.48
630-4840-62990	Misc. Operating Expense	36.00
650-4830-63210	Communication Expense	41.39
680-4830-63210	Communication Expense	41.39
680-4830-63890	Utilities Expense	194.14
680-4840-62010	Office Supplies	9.00
690-4830-63210	Communication Expense	165.56
690-4840-62010	Office Supplies	46.65
690-4840-62880	Personal Protective Equi...	609.88
690-4850-62350	Power Plant/Dam Maint	4.51
820-4830-63210	Communication Expense	41.39
Grand Total:		218,142.08

Project Account Summary

Project Account Key	Expense Amount
None	218,142.08
Grand Total:	218,142.08



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01383 - 05/01/25 ELECTRIC INVENTORY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	1TTTL-RG67-3DCV	04/10/2025	690-14100	Inventory - Materials	116 Watt Traffic		27.98
Vendor AMAZON CAPITAL SERVICES INC Total:							27.98
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S104244067.001	03/27/2025	690-14100	Inventory - Materials	35ft Aluminum wo/tenon		30,802.41
DAKOTA SUPPLY GROUP	S104244067.001	03/27/2025	690-14100	Inventory - Materials	6' ALUM POLE ARM		11,340.59
DAKOTA SUPPLY GROUP	S104453075.001	04/07/2025	690-14100	Inventory - Materials	LED ATBO P302 MVOLT R2 ...		19,853.65
DAKOTA SUPPLY GROUP	S104509895.002	03/26/2025	100-4194-62230	Building Maint & Repair	FREIGHT CHARGES - DEPOT ...		27.34
DAKOTA SUPPLY GROUP	S104568954.001	03/26/2025	690-4850-62350	Power Plant/Dam Maint	GOVERNOR FOR TURBINE		478.48
DAKOTA SUPPLY GROUP	S104569964.001	03/27/2025	630-4840-62990	Misc. Operating Expense	MATERIALS - OUTDOOR RV ...		994.15
DAKOTA SUPPLY GROUP	S104603352.001	04/14/2025	690-14100	Inventory - Materials	Powerplug 30-382J 2-Wire S...		136.09
DAKOTA SUPPLY GROUP	S104603352.2	04/08/2025	690-4840-62990	Misc. Operating Expense	WIRE		56.68
DAKOTA SUPPLY GROUP	S104629127.001	04/16/2025	100-4194-62230	Building Maint & Repair	SUMP PUMP OUTLET COVER		18.80
DAKOTA SUPPLY GROUP	S104629127.002	04/16/2025	690-4840-62990	Misc. Operating Expense	MATERIALS - HOUSE METER...		30.61
DAKOTA SUPPLY GROUP	S104641071.001	04/25/2025	690-14100	Inventory - Materials	GFCI Recep 20 amp Ivory		61.94
DAKOTA SUPPLY GROUP	S104641071.001	04/25/2025	690-14100	Inventory - Materials	Sq D Single Pole 20 amp Bre...		66.31
DAKOTA SUPPLY GROUP	S104641071.001	04/25/2025	690-14100	Inventory - Materials	GFCI Recep 20 amp White		62.23
DAKOTA SUPPLY GROUP	S104641102.001	04/22/2025	630-4840-62990	Misc. Operating Expense	MATERIALS - OUTSIDE RV E...		122.80
DAKOTA SUPPLY GROUP	S104646802.001	04/23/2025	100-4194-62230	Building Maint & Repair	MATERIALS - ELEVATOR UP...		444.97
DAKOTA SUPPLY GROUP	S104646806.001	04/23/2025	100-4194-62230	Building Maint & Repair	WIRE - ELEVATOR UPGRADE		109.40
DAKOTA SUPPLY GROUP	S104646944.001	04/23/2025	100-4194-62230	Building Maint & Repair	MATERIALS - ELEVATOR UP...		215.46
Vendor DAKOTA SUPPLY GROUP Total:							64,821.91
Vendor: T & R ELECTRIC SUPPLY CO INC							
T & R ELECTRIC SUPPLY CO ...	182072	04/02/2025	690-14100	Inventory - Materials	T&R 10KVA 240/120 #1813...		2,405.39
Vendor T & R ELECTRIC SUPPLY CO INC Total:							2,405.39
Grand Total:							67,255.28

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	815.97
630 - ARENAS - OAK VIEW GROUP	1,116.95
690 - ELECTRIC UTILITY FUND	65,322.36
Grand Total:	67,255.28

Account Summary

Account Number	Account Name	Expense Amount
100-4194-62230	Building Maint & Repair	815.97
630-4840-62990	Misc. Operating Expense	1,116.95
690-14100	Inventory - Materials	64,756.59
690-4840-62990	Misc. Operating Expense	87.29
690-4850-62350	Power Plant/Dam Maint	478.48
Grand Total:		67,255.28

Project Account Summary

Project Account Key	Expense Amount
None	67,255.28
Grand Total:	67,255.28



CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: Veterans of Foreign Wars Post 2793
(must be a club, charitable, religious, or non-profit organization, duly incorporated as a nonprofit or religious corporation under the laws of Minnesota and in existence for at least three years or a political committee registered under MS 10A.14 and applicant must sponsoring the event that alcohol is being served)

CONTACT PERSON: Renee Reratta
ADDRESS: 123 Horace Ave N Thief River Falls MN 56701
PHONE: 218 681 1211 Cell 218 689 7764
TYPE OF EVENT: Parking lot Party - Band Outside
LICENSING PERIOD: Aug 16 '25 - Aug 17 '25
HOURS OF OPERATION: 730p - 1230A
FACILITY/PLACE TO BE USED: VFW Post 2793

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

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

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

Cost of the license is \$35.00 per day.

Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

Renee Reratta
SIGNATURE OF APPLICANT

4/15/25
DATE



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization <u>Veterans of Foreign Wars Post 2793</u>		Date organized <u>8/16/25</u>	Tax exempt number <u>41-</u>
Address <u>123 Horace Ave</u>	City <u>Thief River Falls</u>	State <u>Minnesota</u>	Zip Code <u>56701</u>
Name of person making application <u>Renu Paratta</u>		Business phone <u>218 681 1211</u>	Home phone <u>218 689 7164</u>
Date(s) of event <u>8/16/25</u>	Type of organization ☐ Microdistillery ☐ Small Brewer ☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name <u>Renu Paratta Club Mgr</u>	City <u>Thief River Falls</u>	State <u>Minnesota</u>	Zip Code <u>56701</u>
Organization officer's name <u>Gary Kemmison Q4 Master</u>	City <u>Thief River Falls</u>	State <u>Minnesota</u>	Zip Code <u>56701</u>
Organization officer's name <u>Gary Page Commander</u>	City <u>Thief River Falls</u>	State <u>Minnesota</u>	Zip Code <u>56701</u>
Organization officer's name <u>Eric Butcher Trustee</u>	City <u>Thief River Falls</u>	State <u>Minnesota</u>	Zip Code <u>56701</u>

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

VFW Post 2793 123 Horace Ave W
Thief River Falls MN 56701

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

MN Dept of Health

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

APPROVAL

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

<u>Thief River Falls</u> City or County approving the license	_____
<u>70.00</u> Fee Amount	_____
<u>4/25/25</u> Date Fee Paid	_____
_____	Date Approved
_____	Permit Date
_____	City or County E-mail Address
_____	City or County Phone Number
<u>Dennifer Myers</u> Signature City Clerk or County Official	_____

Approved Director Alcohol and Gambling Enforcement

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

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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



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

Receipt Number: R00174364

Cashier Name: AH

Terminal Number: 1

Receipt Date: 4/25/2025 8:05:53 AM

VFW (8/16 & 8/17)

Trans Code: MISC - MISCELLANEOUS RECEIPT	Name: VFW (8/16 & 8/17)	\$70.00
Product: Liquor License Intoxicating Temporary	Units: 0.00	Amount: 70.00
VFW (8/16 & 8/17) 70.00		
19 70.00		
100-4670-53211 -70.00		
Total Balance Due:		\$70.00
Payment Method: Check Bord	Payor: VFW (8/16 & 8/17)	Reference: 19332
Amount:		\$70.00
Total Payment Received:		\$70.00
Change:		\$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: 5/20/2025

SUBJECT: Approve Online Utility Exchange

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

MOTION TO: to approve Online Utility Exchange as an additional program that will help expedite the identification process of Utility customers and determine if larger deposits will need to be charged.

BACKGROUND: The current application process cannot identify if a Social Security number is being used fraudently or missing a digit. The Social Security number is used to submit claims to MN Recapture and SWS collection agencies to recoup monies owed by customers.

KEY ISSUES: The Utility Billing Office has witnessed people coming to set up Utilities without having a Social Security number, leaving and then returning with a completed application. Until now, there hasn't been a way to verify the identification of the applicants.

FINANCIAL CONSIDERATIONS: Online Utility Exchange has a monthly maintenance cost of \$30/month and \$3.55/transaction averaging about 15 transactions per month.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Jeremy Treitline, Senior Billing Clerk

ATTACHMENTS:

1.	City of Thief River Falls ONLINE Utility Exchange Proposal 04082025
2.	City of Thief River Falls Utility Collections Proposal_04082025



Proposal for:

City of Thief River Falls

Providing
Applicant Risk Assessment,
Identity Verification

Submitted by:

Shane Burger
National Account Executive
685 West Firetower Road
Winterville, NC 28590
Direct Line 252-754-3284
sburger@onlineis.com

ABOUT ONLINE

The company that is now ONLINE Information Services, Inc. started as a small merchant credit bureau located in downtown Greenville, NC, in the 1950's. Over time, it changed names from Southeastern Credit Bureaus to Eastern North Carolina Credit Bureaus and several partners came and went. Officially, ONLINE Information Services was formed on August 23, 1989, and the current shareholders have remained in place since November of 1986. ONLINE made a drastic shift in our focus 20 years ago from being a local credit bureau and collection agency serving a wide variety of clients to concentrating on working with municipal and utility providers to eliminate their bad debt.

ONLINE operates one corporate location where all our services are provided to our clients located in Winterville, North Carolina. ONLINE does not outsource any of our services, this means that ONLINE has total control over the level of service our clients receive.

ONLINE is currently a member of the American Collectors Association (ACA) and our President currently sits on the board of the North Carolina Collectors Association which is directly affiliated with the ACA. ONLINE is also a member of the Consumer Data Industry Association. Being members of these two key industry associations shows ONLINE's commitment to making sure we remain at the fore front of federal, state, and local regulation when it pertains to providing collection and credit reporting services to our clients.

CLIENTS

ONLINE Information Services currently serves approximately 5500 clients in its credit screening and risk assessment services. In addition ONLINE serves an additional 800 clients in its collection agency division, ONLINE Collections. The Utility Exchange and the Rental Exchange provide utilities and property management clients with risk assessment services. While ONLINE strives to lower our clients write offs through providing these services ONLINE is able to locate debtors through this network and collect from them when others are still looking for them.

OVERVIEW OF SERVICES

ONLINE uses a proprietary scoring module that is based on the applicant's Experian File One credit score and then applies ONLINE's own modeling based on our own data and the applicant's past utility payment history. It is 99% accurate in predicting the likelihood of a consumer paying their utility bill two years into the future.

Keep in mind that a good portion of credit bureau scoring models are heavily weighted because of medical bills and other unpaid bills that have little to do with whether the applicant will default on their bill to your company.

Our job is to identify those consumers who apply for service and tell you how much deposit, if any, you need to charge that applicant to reduce or eliminate the risk of you losing money through a charge-off to bad debt.

ONLINE Utility Exchange prioritizes unpaid utility bills in our scoring model and that sets us apart is our deposit decision feature. ONLINE has millions of unpaid utility bills that are not reported anywhere else plus all of those reported to Experian. We are able to score every adult American. If an applicant has an unpaid utility bill, we force a maximum deposit on those particular applicants. This allows our clients to protect themselves from these utility non-payers.

The ONLINE Utility Exchange report offers your company a "total solution" to eliminating bad debt at the point of application and changes the dynamics of your relationship with your customers.

The SSN Verification section is designed to identify fraud and identity theft at the point of application. System wide:

- 70% of all applicants apply using a social security number that is the applicant's correct social security number;
- 20% apply with a name variation like the one above;
- 5% are committing identity fraud
- 3% are using a deceased or non-issued SSN
- 1% are using a SSN that belongs to someone below the age of 18
- 1% of applicants have no file

This report also returns all CRA (credit reporting agency) Red Flag Rule alerts that are required by the FCRA to be Red Flag compliant as Additional Alerts.

Our deposit decisions allow you to mitigate your risk of doing business with those who pose the greatest risk for non-payment, while allowing you to treat your best customers with the respect they deserve. The Utility Exchange shifts the burden of bad debt off of the shoulders of your honest customers by reducing or eliminating deposits for those honest customers. You can quickly identify the marginal and bad applicants and charge smaller to applicants who pose a small risk and your worst applicants a significant deposit – most charge those two times the average monthly usage for that address. These deposit decisions are completely customizable and can return anything you wish – i.e. either a multiple or an amount.

These two sections combined - fraud detection and charging an appropriate risk-based deposit - eliminate as much as 75% of your charged-off bad debt at the point of application. We have found across our entire customer base that 15% of bad debt is eliminated by eliminating application fraud – including identity theft. The remaining portion is reduced significantly because you shift your bad debt to the bad guys.

JODY, KIMBERLY A

887700366  SSN Search

7029 N FISK CT

KANSAS CITY, MO 64511

PHONE: 8165551212

Reported DOB: 03/25/1959



ALLEN, DONALD S

 SSN Search 888366186

10 PARKER RD

ASHLAND, MA 01721

PHONE: 5085551212

Reported DOB: 04/14/1965

[Print Report](#)[Print Adverse Letter](#)

SSN Verification

 **RED FLAG ALERT**

Good Match

REPORTED ADDRESS DOES NOT MATCH INQUIRY

ISSUED: 1964-1966

SSN Verification

 **RED FLAG ALERT**

No Match

INVESTIGATE IDENTITY FURTHER

Deposit Decision

**56.6%**

Potential Delinquency Risk

Maximum Deposit: \$350

CHAPTER 13 BANKRUPTCY DISMISSED

FILED: 1/7/2014

Deposit Decision

**2.4%**

Potential Delinquency Risk

Minimum/Waive Deposit

Exchange Results

 **KIMBERLY JODY****123 MAIN ST****LEXINGTON, KY 40502**

Company: ELECTRIC COOPERATIVE

ACCT#: 105893-16

Amount Owed: \$335.27

Service Ended: 12/7/2014

Exchange Results

 **No Exchange Results Found**

Other Unpaid Utilities

 **NASHVILLE ELECTRIC SVC-E**

ACCT#: 7150460000498542

Amount Owed: \$356.00 as of 12/28/2012

Other Unpaid Utilities

 **No Negative Data Available**

The final section, Exchange Results and Other Unpaid Utilities tells you whether this applicant pays their utility bills. We pull the Exchange Results from our other Exchange members, so you would get all of the charged-off accounts from all Utility Exchange Members returned in this section. Obviously, not everybody uses our product – at least not yet – so we scrape any unpaid utility bills off of the credit file and return those bills for you. The great thing here is that if your applicant owes another utility, the deposit decision is automatically pushed to require a maximum deposit.

Next, the applicant is handed an adverse action letter that prints right at your office. That Adverse Action letter takes your CSR out of any dispute about the adverse action (charging a higher deposit). If that consumer or any consumer owes your utility money, it shows up and that triggers a psychological flag that raises the value of that unpaid bill in that consumer's mind.

Finally, the demographic data: i.e. name, address, social, phones, place of employment, and any other data you enter into your application screen, is scraped as it is submitted to pull your Utility Exchange file and that demographic data is then systematically compared to charged-off bad debt in our system at our collection agency and those accounts are then called and their past-due amounts collected.

Commercial and business applicants can be screen through three options from our website: 1) an Experian Intelliscore report returns a score on the likelihood of that business paying you; 2) a full Business Report returns a full commercial credit report on that business, 3) a combined report combines the power of both. We also recommend using the normal Utility Exchange Report for screening sole proprietorships, partnerships and LLC's. All this is available through our web portal.

“The Total Solution”

The ONLINE Utility Exchange prevents bad debt at the point of service application

ONLINE Information Services, Inc. operates both the ONLINE Utility Exchange and ONLINE Collections. Through the ONLINE Utility Exchange our members are able to assess the risk of providing service to a new applicant thus taking an accurate deposit at the point of application preventing a bad debt from ever occurring. The Exchange provides an ID Verification, Deposit Decision, and the Utility Exchange Data. Due to changes in the Fair Credit Reporting Act and the additional responsibilities of utilities with regard to the new Red Flag Rules our clients are able to leverage their use of the ONLINE Utility Exchange to be in compliance.

Allows members to track non-payers and require an increased deposit based on the fact that the applicant does not pay their utility bills specifically
Accurately assesses the risk of doing business with the new service applicant
Verifies new service applicant is providing the correct identity information

Pricing Structure

Name	Subtotal
ONLINE Utility Exchange Report ONLINE Utility Exchange Report (Includes Identity Verification, Deposit Decision, and Utility Exchange Hits)	\$3.31
Monthly Access Fee	\$30.00
Regulatory Compliance Recovery Fee Charged per transaction	\$0.22
☐ Adverse Action/Score Disclosure Letter Service	\$2.55

AFFILIATIONS AND CERTIFICATIONS

ONLINE has been a member in good standing with the American Collectors Association (ACA) since 1988. ONLINE's president, John W. Blair, is on the board of directors for the NC Chapter of ACA. This membership keeps ONLINE informed of any future changes in collection laws and allows us to maintain compliance with existing laws. ONLINE takes our memberships a step further by being actively involved in associations that affect organizations like Commonwealth Edison.

ONLINE is proud to be affiliated with the following organizations:



PO Box 1489
Winterville, NC 28590
(866) 630-6400

Proposal for Providing Collection Services for City of Thief River Falls



Prepared by:

Shane Burger

National Account Executive

252-754-3284

sburger@onlineis.com

Executive Summary

ONLINE Information Services, Inc. appreciates the opportunity to submit this proposal for consideration as a collection agency for City of Thief River Falls in the primary, secondary, and/or tertiary tiers. ONLINE has significant Collections depth and experience in the Utility industry, with almost 30 years of Utility collections activity, over 700 Utility collection clients, and clients located in all 50 states. Our client base includes over 300 municipalities, as well as several major national utilities, giving ONLINE unparalleled expertise in the business of utility collections. Our state-of-the-art technology, our highly trained and dedicated Utility collections and customer service staff, Utility specialization program, and proprietary Exchange Advantage database, housing the most current contact information anywhere, has enabled ONLINE to outperform our competitors in the Utility space, time and time again.

ONLINE is committed to exceeding your expectations. We deliver comprehensive, customized, cost-effective programs designed to deliver positive results to our clients. We are confident that we can assist City of Thief River Falls in achieving your collection goals.

COMMITMENT TO QUALITY SERVICE

Your customers are vital to your organization. ONLINE realizes that fact and treats everyone we come into contact with as we would want to be treated. We will always hold ourselves to the highest possible standards when recovering your company's receivables.

Over the years, we have learned that no two Utilities are the same, so we offer customized solutions tailor-made to have the greatest impact on your bottom line and are guaranteed to be easy to implement. We devote our resources and specialized staff to get you up and running quickly and easily.

Finally, we believe that open, frequent communication is the key to ensuring successful outcomes for City of Thief River Falls. ONLINE's understanding of and performance in Utility receivables and collections leads the industry, but our strongest attribute is the knowledge that our success is a by-product of your success. We take great pride in serving our clients and are firmly committed to your success.

OUR TECHNOLOGY—SECOND-TO-NONE

ONLINE utilizes the most effective software and hardware tools available in the industry for eliminating bad debt. We invest in the latest and best products in predictive dialing technology,

information systems, advanced networking capabilities, and much more. We also have significant experience in working with multiple Middleware providers.

OUR STAFF—HIGHLY TRAINED AND RESPONSIVE

Implementing the best technological resources ensures that we provide you with the best receivables management, but our people make the difference.

Our 90 +-member staff is dedicated to eliminating bad debt for City of Thief River Falls. Our management team possesses decades of collective Utility expertise and experience that translates into industry-leading results for your organization.

To make sure that we are on the cutting-edge of industry trends, our professionals are active in:

American Collectors Association

Consumer Data Industry Association

Various credit reporting and consumer data associations

With our employee training methodology consistently recognized as one of the best in the business, and widely copied by agencies throughout the country, you can rest assured that the staff here at ONLINE is well prepared to serve you.

Introduction

ONLINE is pleased to provide this proposal to you outlining our capabilities. The intent of the following proposal is to outline the scope and deliverables of collection services for your accounts. It is our understanding that your objective is to determine which Collection Agencies you should retain to collect your past due receivables.

ONLINE has extensive experience and a proven record of accomplishment in performing exactly the type of collection services that are requested. ONLINE has been in the Collections business for almost 60 years and has over 25 years of utility collections experience. ONLINE currently provides its unique ONLINE Utility Exchange and ONLINE Collection Services to thousands of satisfied clients nationwide. As one large investor-owned utility states in their ONLINE audit summary, "ONLINE maintains an excellent collection strategy that utilizes collector experience, technology, and industry knowledge as a foundation to promote a strong recovery environment."

ONLINE is Unique in the Utility Collection Industry

The Exchange Advantage

ONLINE is unique in the collections industry because we have proprietary capabilities, developed from [years of experience working in just three industries: utilities, property management and healthcare. As a result of providing point of application ID verification and risk assessment solutions, as well as collection services to these types of clients, we leverage our internal databases to capture information on debtors which is not available to any other company. Because we have over 1,000 utility clients and over 4,000 property management clients (i.e., apartment complexes, etc.) in the U.S. utilizing our application and risk assessment solutions, our internal databases yield powerful information on debtors.

For example, when a customer leaves a utility company and moves to another location, we often immediately capture the individual's updated contact information from one of our property management or other utility clients when the applicant's information is passed through our system. This new contact information is not typically available to, or published by the large credit reporting bureaus normally for at least six months. This means that the new contact information (address/ phone#) is not available to any other agency at that time through their normal skip tracing process. We then deliver this updated debtor information to our collection services business for follow up and prioritized collection action. This entire process is called our "**Exchange Advantage**," which represents a competitive advantage for ONLINE, and a significant potential collection "lift" for you.

How the Exchange Advantage Works

Through the Exchange, we currently update addresses on 29% of accounts referred. This means that at a collection agency that does not have ONLINE's demographic database, 29% of the first notices would go to a wrong address and collection efforts might cease at that point. ONLINE's ability to update the debtor's information before the first notice assures you that more debtors will be contacted. This process enables ONLINE to consistently outperform other agencies.

1. Accounts are typically referred with outdated or incorrect contact information:

The screenshot displays the ONLINE Collections software interface. At the top, there are tabs for 'Debtor' and 'Aux. Debtor'. The 'Debtor' tab is active, showing a form with various fields. A red circle highlights the 'Demographic' section, which includes fields for 'JODY', 'KIMBERLY A', '10 PARKER ROAD', 'ASHLAND', 'MA 01721', 'SSN 887-79-0366', 'B/A Y', and 'Business N'. Another red circle highlights the 'Home' phone number field, which contains '(508) 123-4567'. Below the demographic section, there are fields for 'Rem', 'Bank/Rem', 'Remark', 'Work', 'License', 'DOB', 'Spouse', 'Score', 'Aux', and 'Ed. Trk.'. The 'Current Account' field shows '1234 5678 EMC \$450.00'. Below this, there are tabs for 'Account Summary', 'Account', and 'History'. The 'Client' tab is active, showing fields for 'Client 1234', 'EMC', 'Phone 850111222', 'Client Acct No. 12345678', and 'Client Info'. The 'Balances' section shows a list of balances: AR \$450.00, PB \$0.00, AI \$0.00, CC \$0.00, AF \$0.00, OC \$0.00, OV \$0.00, Int \$0.00, and Total \$450.00. The 'Dates' section shows fields for 'DOR', 'DOS', 'DLP', and 'JD'. The 'Account #' field shows '1948375', 'Int Code' shows '0 S 103', 'For' shows '10 Parker Road', 'Rem' shows 'ASHLAND MA 01721', 'Fwd For/To' is empty, and 'Status' shows 'SKP'. The 'Collector' field shows '98', 'S/L #' shows '00', 'Clerk #' shows 'TE', 'Type' shows '3', 'Doc CD' shows '0', 'C.F.' shows 'D', 'LLS' shows 'PDC', and 'B.C.' shows '00'. The 'Patient Name' field is empty, 'DOB' is empty, and 'Pin Number' shows '55676'. On the right side, there are buttons for 'Edit', 'Cancel', 'Save', 'Aux', 'Ed. Trk.', and 'Action Matrix'.

2. Your debtor applies for utility service or a lease at one of our nationwide Exchange Members using current contact information:

3. ONLINE receives your debtor's updated information in real time and contacts them the same day to achieve payment in full:

Debtor / Aux. Debtor

Demographic
 JODY KIMBERLY A
 7029 N FISK CT
 KANSAS CITY MO 64151
 SSN 887-70-0366 B/A N Business N

Rem
 Bank/Rem
 Remark IDATA 03-07
 Work TECH SUPPORT
 License
 DOB:
 Spouse TIMOTHY JO
 Score
 Phones Home (816) 555-1212 Work Spouse Work

Current Account: 1234 5678 EMC \$450.00 **Command:**

Account Summary **Account** **History**

Client
 1234 EMC Phone 850111222 Client Acct No. 12345678 Client Info

Balances
 AR \$450.00
 PB \$0.00
 AI \$0.00
 CC \$0.00
 AF \$0.00
 OC \$0.00
 OV \$0.00
 Int \$0.00
 Total \$0.00

Dates
 DOR MM/DD/YY
 DOS MM/DD/YY
 DLP MM/DD/YY
 JD 999999

Account # 1948375 **Int Code** 0 S 103
 For 10 Parker Road
 Rem ASHLAND MA 01721
 Fwd For/To Status PIF

Collector 98 **S/L #** 00
Clerk # TE **Type** 3
Doc CD 0 **C.F.** D
LLS PDC
B.C. 00

Patient No.
DOB
Pin Num. 67

PAID

Ed. Trk.
Action Matrix

Our Comprehensive Utility Specialization Program

In addition to our proprietary Exchange Advantage program, ONLINE has developed a unique Utility Specialization Program. Specifically, a dedicated team of collectors is assigned to our utility collection portfolios and works only utility accounts—no bank card, medical, retail, etc. Training materials are designed to address utility debtor potential objections, which enables our collectors to effectively resolve the outstanding balance in a positive manner. In order to optimize internal resources to maximize recoveries, utility specific work flows insure the maximum level of contact is made on a portfolio. In addition, we have a multi-staged skip-tracing process. First, immediately upon placement from a client, we pass collection accounts through our ONLINE Exchange Advantage process (i.e., proprietary database). This initial step enables ONLINE to update 29% of the addresses on new client referrals. This means that ONLINE's initial validation letter to the debtor is actually getting to the debtor 29% more often than the initial letters sent by other agencies. Then, we utilize a "waterfall" skip-trace process, using external sources as needed.

Finally, ONLINE offers the following additional resources and capabilities to achieve superior collection performance:

- **An excellent labor pool for hiring** – ONLINE's close proximity to East Carolina University and several large call centers gives us access to well-qualified applicants. Average tenure for our Collections team is over two years.

- **Significant infrastructure capacity to accommodate your accounts** – Our state-of-the-art facility and resources mean ONLINE has the capability to absorb large increases in business volume, while still providing the level of service and results our existing clients expect. We recently processed 400,000 new accounts from a new client into our system in a two week period, without experiencing any degradation in collection activity.
- **DebtNext Middleware Experience** – ONLINE has extensive experience and familiarity with the multiple middleware platforms, including DebtNext. Ability to implement quickly and efficiently, with continued post implementation benefits from established automated processes.
- **Superior technology infrastructure and resource expertise** – Boasting cutting-edge collections technology backed by our expertise in data transfer and process automation, ONLINE delivers creative and impactful solutions to your bad debt challenges.
- **Strict compliance procedures with all Federal, State and PUC regulations** – ONLINE prides itself on our compliance record, and a large portion of our initial and ongoing staff training effort is dedicated to these important regulations.
- **Strict compliance with client work standards and expectations** – ONLINE works diligently to ensure client accounts are worked according to standards established during implementation and adjusted appropriately throughout the relationship as needs change.
- **Rigid security standards** – As part of its commitment to security, ONLINE maintains compliance with the SSAE18 Data Security Standard, undergoing annual third-party audits to ensure our clients' sensitive data and our internal systems remain secure.

ONLINE would be honored to become one of your agency partners. In summary, we have the ability and capacity, in both financial and infrastructure assets, backed by 25+ years of success in Utility collections, to be the top performing agency for your organization. Our clients will speak to the high level of integrity, character, and performance of ONLINE over many years of relationships. We will work with you through technology, innovation and resources to develop the collection methodology that will optimize recovery results for you.

We certify that we are in compliance with all applicable laws regarding competitive bidding practices and debt collection and credit reporting.

Proposed Collections Commission Rates

Collection Services	Contingency Commission Rate
Primary Placements Accounts under 12 months old from Date of Service and/or have never been placed with another collection agency.	35%
Secondary Placements Accounts over 12 months old from Date of Service and/or have previously been placed with another collection agency.	50%



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: 5/20/2025

SUBJECT: To approve Council member Per Diem

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

MOTION TO: To authorize payment of councilmember per diem of \$32.50 per meeting for meetings approved by City Council as listed in the January council minutes or such other meetings as may be approved by the City Council for per diem payment except that no more than three per diem meeting payments shall be approved for any one calendar day. If a councilmember attends a conference or training the following per diem will be authorized. A conference or training that lasts 1 hour or under in one calendar day will be paid \$32.50, if a conference or training is over 1 hour or 4 hours or under in 1 calendar day will be paid at \$75, if conference or training is over 4 hours in 1 calendar day it will be paid at \$100. Payments would be for meetings after May 20, 2025.

BACKGROUND: The City of Thief River Falls relies on Councilmembers to participate actively and regularly by attending meetings to which they have been assigned. Meetings are scheduled at all times of the day both in Thief River Falls and in other locations. Attendance at meetings often requires councilmembers to change their work or personal schedules or both and may result in lost income. City Council meetings would not be eligible for per diem payment.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 5/20/2025

SUBJECT: To approve HDR On-Call Service Contract

RECOMMENDATION: To authorize the City Administrator to execute the HDR On-Call Service Contract for services totaling \$25,000.00 based upon future tasks and services requested by the City of Thief River Falls. If no tasks or services are requested, there are no charges.

MOTION TO: HDR has served as a trusted advisor and consultant on City projects large and small for more than 30 years. Going forward the requested services will be engaged only upon request by the City Department Heads from Public Works, Water, or Electric for the following tasks: Project management and Coordination, Project planning and technical requests, and concept and design and bidding services, meetings, permitting, field work, construction administration, and TRF staff support.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	HDR-FERC Reclicensing Docs
----	----------------------------



**Ecological and Water Resources
2115 Birchmont Beach Rd NE
Bemidji, MN 56601**

April 9, 2025

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

Ronnie Lund, Chief Power Plant Operator
226 Labree Ave., PO Box 528
Thief River Falls, MN 56701

**Re: City of Thief River Falls Hydroelectric Relicensing Project: FERC No: P-11546; for the
Municipal Power Dam Hydroelectric Relicensing Project — Comments on Proposed
Relicensing Studies**

Dear Angela Philipp and Ronnie Lund,

The Minnesota Department of Natural Resources (MN DNR) has reviewed the City of Thief River Falls Municipal Power Dam Hydroelectric Project P-11546 Proposed Relicensing Studies and provides the following comments on the proposed studies.

The Municipal Power Dam Hydroelectric Project (the Project) is located on the Red Lake River in the City of Thief River Falls in Pennington County, Minnesota. The MN DNR emphasizes the importance of the location of this Project on the Red Lake River in Minnesota as this river is the largest tributary to the Red River in Minnesota and a critically valuable and important natural resource of the State of Minnesota, the region, and the City of Thief River Falls. The Project and surrounding area are important for public recreational access and use, including an important recreational fishery. The Red Lake River is also a state-designated Water Trail for recreational canoeing and kayaking.

Based on the Federal Power Act and Federal Energy Regulatory Commission (FERC) regulations, MN DNR is the recognized State of Minnesota Resource agency. MN DNR has jurisdiction and associated oversight responsibilities for fisheries and wildlife resources; water use, supply, and regulation; and recreation resources (Minnesota Statutes, section 84.027, subdivision 2 and

Minnesota Statutes, chapter 86A). MN DNR is also responsible for implementing the Fish and Wildlife Coordination Act in Minnesota and must consider the impacts of federal projects on these resources under the Act's provisions.

These comments are made within the requested timeframes (within 30 days of the proposed study plans notice, by April 17, 2025).

Proposed Studies

In March 2025, the City of Thief River Falls indicated that three additional studies would be conducted to support Project relicensing. MN DNR fully supports the addition of the Upstream Fish Passage Feasibility Study, the Fish Passage Protection Measures Feasibility Study, and the Recreation Enhancement Study, as outlined in the March 18, 2025 email study plans. We appreciate the City's teamwork as we work together on fisheries, aquatic ecology, and recreational considerations during the relicensing process.

Thank you for considering our comments and study request for the proposed relicensing of the Project. The MN DNR will continue to be involved throughout the licensing process, and we look forward to participating in the studies being prepared. Please contact me (owen.baird@state.mn.us) with any questions.

Sincerely,



Owen Baird, MN DNR Ecological and Water Resources

CC: Martin Donovan, MN DNR Energy Review Planner
Nicholas Kludt, MN DNR Red River Fisheries Specialist
Allen Larsen, MN DNR Parks and Trails
Nate Dalager, HDR
Kelly MacVane, HDR
Devin Malkin, HDR
Natasha Miranda, HDR

Equal Opportunity Employer



February 18, 2025

Mr. Brian Jacobson
Electric Superintendent
Thief River Falls Electric Department
1711 1st Street West
Thief River Falls, MN 56701

RE: Proposal for FERC Relicensing, Municipal Power Dam Hydroelectric Project (FERC No. 11546), Cultural Resources Study

Dear Mr. Jacobson,

To further facilitate the Federal Energy Regulatory Commission ("FERC" or "Commission") relicensing of the City's Municipal Power Dam Hydroelectric Project (Project) (FERC No. 11546), HDR Engineering, Inc. (HDR) is pleased to provide the following proposal for cultural resources services in accordance with the Cultural Resources Study Plan for the Project.

We look forward to the opportunity to work with you on this project. If you have any questions regarding the attached scope of services, please contact me at (218) 681-6100.

Sincerely,
HDR Engineering, Inc.

Nate Dalager, P.E.
Project Manager

Christine Wiegert, Sr. Vice President
MN/WI Area Manager

Encl: Proposal for Professional Services
HDR Engineering, Inc. Terms and Conditions for Floodplain, Dams and Levee Professional Services

Scope of Services

Task 1: Background Research and Archival Review

This task consists of the completion of background research and archival review in accordance with Section 5.1 of the Cultural Resources Study Plan for the Project.

- 1.1 **Background Research.** To inform the identification of known cultural resources that may be within or near the Project area, HDR will complete a cultural resources literature search and Phase IA desktop archaeological assessment. This work will facilitate compliance with federal and state cultural resources regulations, by identifying known cultural resources that may need to be avoided or mitigated, as well as determine where additional cultural resources field studies should be focused. The literature search will include a review of the Office of the State Archaeologist (OSA) records to identify known archaeological sites and the Minnesota Statewide Historic Inventory Portal (MnSHIP) records to identify known historic properties within the Area of Potential Effects (APE), as defined by FERC. The National Park Services National Register listing will also be reviewed.
- 1.2 **Archival Review.** Archival research will be conducted at the Minnesota Historical Society and other repositories, as necessary, to understand the broader cultural context for the Project area, and the mapped soils, bedrock geology, physiography, topography, and hydrology in the vicinity of the APE. This research will include review of historic aerial photographs and maps, local histories, and other relevant historical documentation.
- 1.3 **Tribal Consultation.** The Red Lake Nation will be consulted concerning the previously identified three (3) areas of concern within the Project APE and to identify any properties of religious and cultural significance to the Red Lake Nation within the Project APE.
- 1.4 **Meetings and Calls.** Our team will participate in up to two (2) remote meetings or calls with the City and/or SHPO to discuss the results of this reporting.

Assumptions:

- The APE is “the lands enclosed by the Project’s Boundary and lands or properties outside of the Project’s boundary where Project construction and operation or Project-related recreational development or other enhancements may cause changes in the character or use of historic properties, if any historic properties exist.” This APE is understood to be synonymous with the Project Boundary, including the reservoir shoreline at elevation 1,115.5 MSL.
- This research and reporting will be conducted by qualified cultural resources professionals in accordance with the Cultural Resources Study Plan (HDR 2024), Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation (48 Federal Register [FR] 44716, Sept. 1983), the Minnesota’s *State Archaeologist’s Manual for Archaeological Projects in Minnesota* (2011), and MN SHPO’s *Historic and Architectural Survey Manual and Archaeology Survey Manual* (Minnesota Historical Society 2017).

Deliverables:

- Draft and Final Cultural Resources Literature Review and Phase IA Desktop Archaeological Assessment.

Task 2: Architectural Reconnaissance Survey

This task consists of completion of a reconnaissance survey for architecture/history properties in accordance with Section 5.2 of the Cultural Resources Study Plan for the Project.

- 2.1 **Survey.** Based on a review of the APE and MnSHIP, this survey will be limited to re-evaluating the Thief River Falls Hydroelectric Facility (PE-TRF-00027, determined not eligible in 1994). All other architecture/history resources that are located within the APE are bridges and roadways crossing the Thief River and Red Lake River, which have all been determined not eligible within the last 10 years, are not Project facilities, and therefore do not require re-survey.
- 2.2 **Evaluation & Inventory.** The Thief River Falls Hydroelectric Facility will be evaluated for potential eligibility based on the NRHP Criteria for significance and the seven aspects of integrity. An inventory form will be prepared for the property and updated in MnSHIP.
- 2.3 **Meetings and Calls.** Our team will participate in up to two (2) remote meetings or calls with the City and/or SHPO to discuss field survey logistics and the survey recommendations.

Assumptions:

- The APE is “the lands enclosed by the Project’s Boundary and lands or properties outside of the Project’s boundary where Project construction and operation or Project-related recreational development or other enhancements may cause changes in the character or use of historic properties, if any historic properties exist.” This APE is understood to be synonymous with the Project Boundary, including the reservoir shoreline at elevation 1,115.5 MSL.
- This research and reporting will be conducted by qualified cultural resources professionals in accordance with the Cultural Resources Study Plan (HDR 2024), Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation (48 Federal Register [FR] 44716, Sept. 1983), and MN SHPO’s *Historic and Architectural Survey Manual and Archaeology Survey Manual* (Minnesota Historical Society 2017).
- The City will provide access to the Thief River Falls Hydroelectric Facility for survey.

Deliverables:

- Draft and Final Architecture/History Reconnaissance Survey Report.
- Draft and Final inventory form for the Thief River Falls Hydroelectric Facility.

Future Tasks

As the level of effort for subsequent cultural resources tasks will be informed by the background research, archival review, and architectural reconnaissance survey, scoping the Phase I archaeological survey and Historic Properties Management Plan will be prepared upon completion of Tasks 2 and 3.

Project Personnel

Nate Dalager will continue to serve as Project Manager. In addition, HDR proposes the following key staff to support this scope of services.

Saleh Miller, Principal Investigator for Architecture/History. Saleh has almost 20 years of experience managing and contributing to a wide range of projects across the Midwest and Mid-Atlantic, supporting federal, state, and private clients on transportation, mining, water infrastructure, development and renewable energy projects. Her work has supported clients in strategic planning and meeting cultural resources requirements, particularly for compliance with the National Environmental Policy Act (NEPA), Sections 106 and 110 of the National Historic Preservation Act (NHPA), and state-level compliance requirements. Saleh has contributed to environmental documents from state Environmental Assessment Worksheets and Environmental Assessments to state and federal Environmental Impact Statements and has prepared hundreds of cultural resources technical studies.

Laura Koski, Principal Investigator for Archaeology. Ms. Koski has eleven years' experience in the field of archaeology as a field archaeologist, researcher, and report writer, including seven years as a cultural resources GIS Specialist, and four years as a Principal Investigator managing cultural resources projects throughout the Midwest. Her primary specialty is in bioarchaeology (human and animal remains analysis) for which she has an MSc in Zooarchaeology from the University of York, training in human remains identification through Durham University, and ran a business for several years providing bioarchaeological analysis for cultural resource firms across the Midwest.

Jennifer Bring, Tribal Engagement Specialist. Jennifer has over 23 years of experience managing and contributing to a wide range of projects across the upper Midwest and nationwide. Jennifer supports clients in strategic planning, environmental review/permitting, and meeting cultural resources requirements, particularly for compliance with the National Environmental Policy Act and Sections 106 and 110 of the National Historic Preservation Act, as well as state-level compliance requirements. She has contributed to many environmental documents, from state Environmental Assessment Worksheets and Environmental Assessments to state and federal Environmental Impact Statements and has prepared numerous technical studies and Section 106 agreement documents. She also has extensive experience facilitating consultation with agencies, Native American tribes, and community groups to build consensus and bring resolution to potential project issues.

John Seidl, Cultural Resources Specialist. John has four years of experience in cultural resource management as a field archaeologist, technical writer, and crew chief. His experience includes working as a bioarchaeologist at an extensive Phase III Project in Miami, Florida. He also worked as a Field Archaeologist travelling throughout the Upper Midwest conducting Phase I and Phase II surveys. John's focus is primarily on archaeology and historic preservation in the states of Minnesota and Wisconsin. At HDR, John is responsible for planning, research, fieldwork, and supporting broader environmental scopes. John has been acting as a researcher, technical writer, and field archaeologist under the current ES MSA. Moving forward he will support ES in all of the above as well as a construction monitor as needed.

Cost Estimate

The estimated cost for the work described above is \$22,348, which will be performed on a time and materials not-to-exceed basis. HDR will invoice monthly based on work progress. Our estimated costs are based upon our understanding of the scope of work and assumptions listed. Should the scope of work be modified, it may be necessary to review scope changes and our cost estimate.

Task No.	Task	Total Cost
1	Background Research and Archival Review	\$12,694
2	Architectural Reconnaissance Survey	\$9,654
	TOTAL	\$22,348.00

Individual task budgets represent HDR's best estimate of the labor required for the identified base relicensing activities; however, the City and HDR agree that HDR is authorized to shift funds between tasks as may be necessary to carry out the work to be undertaken and will not exceed the total estimated budget without prior written authorization from the City. If additional tasks, unforeseen conditions, delays, or Project circumstances beyond those anticipated here arise, additional budget may be needed. Such a request would be the subject of an addendum to this scope.

All activities associated with this scope of work will be performed in accordance with the attached HDR Engineering, Inc. Terms and Conditions for Floodplain, Dams and Levee Professional Services. HDR requests that this proposal and the attached terms and conditions be referenced in any purchase order issued to HDR in support of the proposed scope of work.

Please indicate your acceptance of this proposal by signing the Notice to Proceed (below) and returning one copy of the signed proposal to HDR. If you have any questions, please contact me (Nate) at 218-681-6100 or Nate.Dalager@hdrinc.com.

NOTICE TO PROCEED

Client

City of Thief River Falls

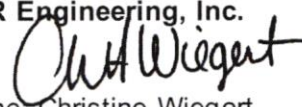
By: _____

Name: _____

Title: _____

Consultant

HDR Engineering, Inc.

By: 

Name: Christine Wiegert

Title: Vice President/MN-WI Area Manager

4.0 Schedule

HDR proposes use of the Commission's TLP. Based on a PAD/NOI filing date of August 31, 2023, HDR proposes the following schedule. Of note, during the initial strategic planning activities to be performed, the City and HDR will review the November 30th initial filing date and schedule to confirm that these dates are consistent with the City's relicensing goals and objectives. For example, the City and HDR may agree that an earlier PAD/NOI filing date (e.g., September 1, 2022) may be more appropriate.

Activity	Responsible Party	Regulation	Proposed Date
Stage 1 Consultation			
File NOI, PAD, and request to use TLP; distribute to stakeholders	The City	18 CFR §5.3, 5.5, and 5.6	Aug 31, 2023
FERC issues TLP authorization and Notice of NOI/PAD filing	FERC	18 CFR §5.8(a)	Oct 30, 2023
File written notice of Joint Agency Public Meeting	The City	18 CFR §16.8(b)(3)(i)	Dec 14, 2023
Hold Joint Agency Public Meeting	The City	18 CFR §16.8(b)(3)(ii)	Dec 29, 2023
File comments on PAD and study requests	Stakeholders	18 CFR §16.8(b)(5)	Feb 27, 2024
Stage 2 Consultation			
Study Scoping	The City	--	Spring 2024
Conduct studies	The City	18 CFR §16.8(c)(1)	2024/2025
Submit draft study report(s) to stakeholders	The City	--	Spring 2025
Submit final study report(s) to stakeholders	The City	18 CFR §16.8(c)(4)	Summer 2025
Issue DLA to stakeholders	The City	18 CFR §16.8(c)(4)	Feb 1, 2026
File comments on DLA (within 90 days after issuance of the DLA)	Stakeholders	18 CFR §16.8(c)(5)	May 2, 2026
File FLA with FERC (no later than 2 years prior to the expiration of the license)	The City	18 CFR §16.9	Aug 31, 2026



City of Thief River Falls

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

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

DATE: 5/20/2025

SUBJECT: City of Thief River Falls Employee's Social Media Policy

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

MOTION TO: Approve the updated Social Media Policy for Employees for the City of Thief River Falls

BACKGROUND: The previous Social Media Policy has been revised and divided into separate policies for Employees and Elected Officials to more accurately reflect their distinct roles.

KEY ISSUES: Social networking in government serves two main purposes: delivering messages directly to citizens and fostering public engagement through interaction and feedback. Information shared through social networking must be accurate, consistent, timely, and aligned with the needs of the City's intended audience. This policy aims to ensure proper administration of the City of Thief River Falls' social media platforms by its employees.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, Information Technology Coordinator

ATTACHMENTS:

1.	5-20-25 Social-Media-Policy for Employees
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City of Thief River Falls Social Media Policy for Employees

Purpose

Social networking in government serves two primary functions: communicating and delivering messages directly to citizens and encouraging citizen involvement, interaction, and feedback. Information that is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the intended audience. Social media is used for social networking, and this policy seeks to ensure proper administration of the City of Thief River Falls's social media sites by its employees.

The City has limited control of social media accounts with third parties (i.e., Facebook, X, etc.). At the same time, there is a general expectation by the public that this City has a social media presence by which to share information about current City projects and City business. For municipal purposes, the City's social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the City's social media accounts to be a medium for transactions of City business. The one exception is in the case of a natural or man-made disaster, if the City determines that the best means of communicating with the public is through the social media account(s).

The City of Thief River Falls wishes to establish a positive and informative social media presence. City employees have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner under all existing City policies.

Policy

The City of Thief River Falls will determine, at its discretion, how its web-based social media resources will be designed, implemented, and managed as part of its overall communication and information-sharing strategy.

The City of Thief River Falls social media accounts are considered a City asset, and administrators' access to these accounts will be securely administered in accordance with the City's Information Security (Computer) Use Policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media websites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Thief River Falls, including a link to the City's official website. The City of Thief River Falls does not create or maintain social media accounts for its elected officials.

Scope

This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the City of Thief River Falls.

The city does not create, collect, disseminate, or regulate the use of any other social media accounts, including the personal accounts of its staff. However, if a private social media account is used for City purposes, this policy also needs to be followed as it may be considered a Quasi-City account. Questions regarding the scope of this policy should be directed to the City Administrator and City Attorney.

Definition

Social media are internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic. This may be referred to as “user-generated content” or “consumer-generated media.”

Social media includes but is not limited to:

- Social networking sites and apps such as Facebook, LinkedIn, X, and Nextdoor
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo-sharing sites and apps such as YouTube, Instagram, Snapchat, and Flickr
- Wikis, or shared encyclopedias, such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, “employees and agents” means all City representatives, including its employees and other agents of the city, such as independent contractors.

“Social media manager” means any city employee or agent with administrator access who, when posting or responding to a post, appears to be the city social media account owner.

A “Quasi-City account” in social media refers to a private or unofficial social media account that functions in a manner similar to an official City account by sharing or disseminating City-related information, announcements, policies, or positions. Such an account may not be formally recognized as an official City account but impacts or appears to represent the city in its communications. Because of this role, the account might be subject to scrutiny under public records laws or regulations governing official communications, as it may create an impression of an official association with the City.

Rules of Use

The City social media managers are responsible for managing City social media accounts or websites.

Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be marked as the City of Thief River Falls site and will be linked with the official City website (www.trfmn.gov). No one may establish social

media accounts or websites on behalf of the City. Personal accounts should not be used to disseminate any City information.

The City's social media page must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using, or posting to the City's social media page.

Administration of all City social media websites will comply with applicable laws, regulations, and policies as well as proper business etiquette. City social media accounts will be linked to the City's Social. Social media communications are considered public record and are required to retain a record of all posts and interactions. Archive Social directly connects to the social media account.

City social media accounts covered by this policy will not be used by social media managers for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No City social media account may be used by the City or any social media manager to disclose private or confidential information. No social media website should be used to disclose sensitive information; if there is any question as to whether information is private, confidential, or sensitive, contact the City Administrator or City Attorney.

Outside of situations of disaster, no City social media account will be used for transactions of city business. In the event a user initiates a request, application, or question through social media that affects city business or requires another city policy or process to be followed, follow up with that user by phone, email, or other channels. If comments are allowed, in the event of a question of general interest, a response may be given in comments, the initial post may be edited, or a subsequent post may be created to include the information.

The City of Thief River Falls' social media managers will not edit any posted comments. However, comments posted by members of the public may be removed if they fall into at least one of the following categories:

- Obscene, racist or pornographic content
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Information that compromises a public safety security system
- Statutorily private, confidential, or nonpublic data
- Comments unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the City in writing and response should be provided as soon as reasonably possible.

A member of the public who disputes the legality of any portion of this policy may dispute the particular portion in writing. The City should acknowledge the claim promptly and, upon consultation of the city attorney, respond to the claim concerning the legality of the policy portion as soon as reasonably possible under the circumstances.

Personal Social Media Use

The City of Thief River Falls respects employees' rights to post and maintain personal websites, blogs, and social media pages and to use and enjoy social media during non-work hours. The City requires employees to act prudently concerning website and internet postings that reference the City of Thief River Falls, its personnel, its operation, or its property. City employees and others affiliated with the city may not use a city brand, logo, or other city identifiers on their personal sites nor post information that purports to be the position of the city. .

City employees are discouraged from identifying themselves as city representatives when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Thief River Falls employee and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

"These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees must adhere to the guidelines outlined in the City's Information Security (or computer) Use policy and the City's Respectful Workplace policy. City employees should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using your equipment) may spill over into city business and become the basis for coaching or discipline. Examples of situations where this might occur include:

- Friendship, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitutes confidential or private data, contact the City Administrator or City Attorney.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the city employees' position or title
- Using city-owned equipment or city time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Administrator and City Attorney.

Data Ownership and Retention

All communications or messages within social media accounts covered by this policy, composed, sent, or received on city or personal equipment, are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available

to the public upon request. As no transactions of city business shall be conducted through social media accounts (outside of disasters), following the City's records retention schedule, the City shall retain all social media messages.

Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

City of Thief River Falls Mobile Device Policy

I have read and been informed about the content, requirements, and expectations of the Social Media Policy for employees of the City of Thief River Falls.

Please read the policy carefully to ensure that you understand the policy before signing this document.

Employee Official Signature: _____

Employee Printed Name: _____

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: 5/20/2025

SUBJECT: Elected Officials' Social Media Policy

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

MOTION TO: Approve the updated Elected Officials Social Media Policy for the City of Thief River Falls

BACKGROUND: The previous Social Media Policy has been revised and divided into separate policies for Elected Officials and Employees to more accurately reflect their distinct roles.

KEY ISSUES: Social networking in government serves two main purposes: delivering messages directly to citizens and fostering public engagement through interaction and feedback. Information shared through social networking must be accurate, consistent, timely, and aligned with the needs of the City's intended audience. This policy aims to ensure proper administration of the City of Thief River Falls' social media platforms by its elected officials.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, Information Technology Coordinator

ATTACHMENTS:

1.	5-20-25 Social Media Policy for Elected Officials
2.	Elected Official Archive Social Media Waiver

City of Thief River Falls Social Media Policy for Elected Officials

Purpose

Social networking in government serves two primary functions: communicating and delivering messages directly to citizens and encouraging citizen involvement, interaction, and feedback. Information that is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's intended audience. Social media is used for social networking, and this policy seeks to ensure proper administration of the City of Thief River Falls's social media sites by its elected officials.

All social media websites (including personal) created and utilized during the course and scope of an elected official's performance of his/her job duties will be identified as belonging to the City of Thief River Falls, including a link to the City's official website.

Scope

This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the City of Thief River Falls. This policy also covers the private use of the City's social media accounts by elected officials.

The City does not create, collect, disseminate, or regulate the use of any other social media accounts, including the personal accounts of its elected officials. Questions regarding the scope of this policy should be directed to the City Administrator and City Attorney. If a private social media account is used for City purposes to disseminate City announcements, policies, issues, or positions, this policy also needs to be followed as it may be considered by the courts a quasi-City account.

Definition

Social media are internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

A "**Quasi-City account**" in social media refers to a private or unofficial social media account that functions in a manner similar to an official City account by sharing or disseminating City-related information, announcements, policies, or positions. Such an account may not be formally recognized as an official City account but impacts or appears to represent the city in its communications. Because of this role, the account might be subject to scrutiny under public records laws or regulations governing official communications, as it may create an impression of an official association with the City.

Social media includes but is not limited to:

- Social networking sites and apps such as Facebook, LinkedIn, X, and Next-door

- Blogs
- Social news sites such as Reddit and Buzzfeed
- Video and photo-sharing sites and apps such as YouTube, Instagram, Snapchat, and Flickr
- Wikis, or shared encyclopedias, such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

Rules of Use

All social media accounts operated by City Elected Officials must be managed in accordance with applicable laws, regulations, policies and professional standards of conduct . For transparency and safety Elected Official are strongly encouraged to be link their official social media accounts to the City's archiving system, ArchiveSocial . Social media communications are considered public record and, is be preserved, including of all posts and interactions. Archive Social provides direct integration with social media platforms to ensure compliance with recordkeeping requirements Elected Officials may choose to opt out by signing a waiver.

No elected official's city social media account may be used to disclose private or confidential information. No social media website should be used to disclose sensitive information; if there is any question as to whether information is private, confidential, or sensitive, contact the City Administrator or City Attorney.

When using social media sites as representative for the city, Elected Officials will act professionally. Examples include but are not limited to:

- Adhere to all City personnel and computer use policies
- Follow the Respectful Workplace Policy
- Be aware that content will not only reflect on the writer but also on the City of Thief River Falls as a whole, including elected officials. Make sure information is accurate and free of grammatical errors.
- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.
- No harassment or bullying in posts or comments.

Comments posted by members of the public may be removed if they fall into at least one of the following categories:

- Obscene, racist or pornographic content
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent

- Information that compromises a public safety security system
- Statutorily private, confidential, or nonpublic data
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the City in writing and response should be provided as soon as reasonably possible.

A member of the public who disputes the legality of any portion of this policy may dispute the particular portion in writing. The City should acknowledge the claim promptly and, upon consultation of the city attorney, respond to the claim concerning the legality of the policy portion as soon as reasonably possible under the circumstances.

Personal Social Media Use

The City requires Elected Officials to act prudently concerning website and internet postings that reference the City of Thief River Falls, its personnel, its operation, or its property. Elected officials may not use a city brand, logo, or other city identifiers on their sites nor post information that purports to be the position of the city without prior authorization.

Elected Officials are discouraged from identifying themselves as city representatives when responding to or commenting on blogs with personal opinions or views. If an elected official chooses to identify him or herself as a City of Thief River Falls representative, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

"The views expressed here are my personal opinions and do not reflect the positions of the City of Thief River Falls"

There may be times when personal use of social media (even if it is off-duty or using your own equipment) may spill over into city business and become the basis for coaching or discipline. Examples of situations where this might occur include:

- Cyber-bullying, stalking, or harassment
- Release of confidential or private data; if there are questions about what constitutes confidential or private data, contact the City Administrator or City Attorney.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the city elected official position or title
- Using city-owned equipment for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline. Or what may be considered a quasi-City account (listed under definitions) Please discuss the type of usage with the City Administrator and City Attorney.

Data Ownership and Retention

All communications or messages within social media accounts covered by this policy composed, sent, or received on city or personal equipment are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. As no transactions of city business shall be conducted through social media accounts (outside of disasters), in accordance with the City's records retention schedule.

Policy Violations

Violations of the Policy will subject to disciplinary action.

City of Thief River Falls Elected Official Social Media Policy

I have read and been informed about the content, requirements, and expectations of the Social Media Policy for Elected Officials of the City of Thief River Falls.

Please read the policy carefully to ensure that you understand the policy before signing this document.

Elected Official Signature: _____

Elected Official Printed Name: _____

Date: _____

Elected Official Archive Social Media Waiver

Purpose:

This waiver serves as an acknowledgment and formal declaration that the undersigned Elected Official chooses to opt out of linking their official social media accounts to the City's designated archiving platform, Archive Social.

Acknowledgment:

By signing this waiver, I acknowledge the following:

1. I understand that all official social media communications made in the course of my duties as an Elected Official are considered public records and are subject to applicable laws and regulations regarding records retention and public access.
2. I have been informed of the City's policy recommending the use of Archive Social to automatically archive and retain social media activity for transparency, accountability, and legal compliance.
3. I understand that by opting out of Archive Social, I am personally responsible for ensuring that all official social media communications, including posts, comments, messages, and interactions, are properly archived and retained in compliance with public records laws.
4. I release the City of Thief River Falls, its employees, agents, and representatives from any responsibility or liability arising from the failure to retain or produce records from my social media accounts that are not connected to Archive Social.

Waiver:

I, the undersigned, hereby waive the use of Archive Social for my official social media accounts and accept full responsibility for the archiving and preservation of all records related to my communications on these platforms.

Elected Official Name: _____

Signature: _____

Date: _____



City of Thief River Falls

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email: @citytrf.net
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Request for Council Action

DATE: 5/20/2025

SUBJECT: Creation of Assistant Fire Chief position.

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

MOTION TO: To approve the creation of an Assistant Fire Chief position.

BACKGROUND: Council approved the creation of the job description and grading at the 2/18/25 council meeting. Public Safety Committee recommended to approve the position on 5/12/2025. The position is being created in order to ensure leadership, and a chain of command should the Chief be absent. It will be a Grade 7 position with a salary range of \$36.71-\$46.57. This will be a Teamsters #320 Firefighters position.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Rick Beier, Fire Chief

ATTACHMENTS:

1.	Assistant Fire Chief PD
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Classification: Assistant Fire Chief
Reports to: Fire Chief
Supervises: Non-Supervisory

Department: Fire
Location: Fire Department
FLSA Classification: Non-Exempt

Position Summary

Performs difficult protective service and administrative work in the supervision of fire, rescue, and related activities, creating and keeping applicable records related to shift supervision, and related work. Work is performed under the general direction of the Fire Chief. Work direction is exercised over subordinate personnel.

Essential Duties and Responsibilities

Administrative, Technical and Protective Service Duties

- Participates in the planning and direction of operations and assists Fire Chief in strategic planning related to budgeting, capital improvements, service delivery, training, regulatory/statutory compliance, and related issues.
- Develops and assigns shift duties and schedules.
- Responds to and directs emergency calls.
- Operates fire department equipment and apparatus.
- Conducts data entry; creates and maintains records and reports.
- Conducts fire codes inspections and enforcement.
- Coordinates shift training.
- Conducts public outreach and education activities.
- Provides vehicle, building and grounds maintenance services.
- Performs all duties of firefighter.
- Acts on behalf of the chief in an absence.

Provides Work Direction

- Ensures the work activities of the employees is in alignment with the vision and direction of the City.
- Promotes teamwork and cooperation.
- Serves as a positive role model of successful performance and ethical conduct.
- Conducts or oversees training for personnel to ensure established procedures are clearly understood and followed.
- Continually monitors results being achieved in assigned areas, providing the necessary tools, and coaching to create a cohesive team.
- Enforces all safety rules, regulations, and procedures. Provides training, as necessary.

Operational Duties

- Conducts firefighting and fire prevention activities such as: fire suppression, search and rescue attempts, fire code inspections, code enforcement, hazardous materials control, report preparation, etc.
- Assists in fire investigations including interviewing informants, suspects, experts, victims, and witnesses, gathering evidence, and preparing investigative reports.
- Responds to emergencies.
- Maintains water supply system.
- Assists in preparing and conducting training sessions for department staff.
- Performs maintenance and minor repairs on department vehicles, equipment, and facilities.
- Provides work direction and training to volunteers.
- Prepares a variety of reports, logs, forms, etc.

Other duties as assigned or apparent

- Maintains positive community relations by educating the public on fire prevention, participating in emergency planning meetings, implementing fire prevention and community relations activities, performing building code inspections, and preparing reports.
- Attends meetings, classes, and seminars.

Qualifications

Education: Associate / Technical Degree in fire science or related field.

Requirements:

- Three years relevant firefighter experience or equivalent combination of education, training, and experience.
- Valid MN driver's license required.
- Minnesota Firefighter I, II and Fire Instructor Certifications.
- IS 100, 200, 300, 400, 700, 800.
- Hazardous Materials Operations Level Certification.
- Minnesota Licensed firefighter.
- Thorough knowledge of firefighting techniques, procedures and mechanics as applied to fire suppression and pump operation.
- Knowledge of federal, state, and local laws, codes and ordinances pertaining to fire services.
- Knowledge of the principles of emergency scene management.
- Thorough knowledge of the street system, hydrant location, major buildings, and physical layout of the city.
- Thorough knowledge of the operation and maintenance of firefighting equipment and apparatus and ability to operate such equipment and apparatus safely and effectively.
- Knowledge of personnel management policies, processes, and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to operate standard office equipment and related hardware and software and ability to learn specialized software or systems related to business need.
- Ability to establish and maintain effective working relationships with similar professionals, emergency personnel, the news media, staff, and the general public.
- Ability to create and maintain applicable records, reports, and files.
- Ability to effectively communicate, both orally and in writing, have strong positive public relations skills, and to present technical and/or controversial information to a variety of audiences.
- Ability to respond 24/7/365 as necessary.
- Must obtain and maintain necessary licenses and certifications.

Physical Demands and Working Conditions

- The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must lift and/or move up to 10 pounds and occasionally lift and/or move up to 60 pounds.
- Specific vision abilities required by this position include close, distance, color, peripheral, and depth vision.
- Work is performed in the office and in the field under environmental conditions such as heat, cold, noise, smoke, fumes, flames, dust, and other related conditions associated with this position.
- Exposure to angry, uncooperative, impaired, injured, or emotional persons as well as bloodborne pathogens and hazardous or toxic substances may occur.

Equipment Utilized

- Fire department equipment and vehicles, office equipment and computers.

The City of Thief River Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.



City of Thief River Falls

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email: @citytrf.net
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Request for Council Action

DATE: 5/20/2025

SUBJECT: Public Safety Aid Purchase

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

MOTION TO: Approve spending of approximately \$1000 from the Public Safety Aid money for the purchase of dock decking material.

BACKGROUND: The emergency services dock behind the fire department needs repair. The original decking material to the dock has deteriorated and rotted out in several spots, rendering it unusable.

KEY ISSUES: The dock is primarily used for emergency services and is also used by the general public. The dock in its current state of repair is not safe to put back in the water.

FINANCIAL CONSIDERATIONS: Public Safety Aid

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Rick Beier, Fire Chief

ATTACHMENTS:

None



Request for Council Action

DATE: 5/20/2025

SUBJECT: Purchase & Installation of new Fire Alarm System

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

MOTION TO: Approve the purchase and installation of a new fire alarm system at City Hall from SOK Enterprises Technology Systems at a cost of 23,970.62. And the monthly monitoring cost of \$21.75 per month.

BACKGROUND: The current system at City Hall is obsolete. With the upgrade to the elevator, the old system will not detect, nor control the elevator car as required by code. The city looked at this as part of the remodel to city hall. Prices have gone up slightly from that original quote a year or two ago. SOK Enterprises is utilized by both the electrical and water departments. The scope of work includes removing the obsolete devices, providing and installing any additional wire/cable, installing relays for the second-floor coiling fire door and the HVAC system shutdown, interconnecting the fire alarm system with the elevator recall, and perform system programming and final test. The project will be done in phases with the elevator portion done first and the rest of the building done later

KEY ISSUES: • Building code requires fire detection outside the elevator car on each floor and the ability to return the car to the main floor in the event of a fire being detected. Our current system does not allow this.

- Building codes require the alarm system to be monitored 24/7 365 days per year.
- The fire alarm system was activated during the elevator upgrade process. There should have been an automated call placed to the fire department – they were never notified, which calls into question how well the current system is working.
- The current system only allows the fire department to know which floor the fire is on, the new system will indicate not only which floor, but where on that floor the fire is located.

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

LEGAL CONSIDERATION:

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

ATTACHMENTS:

1.	TRF City Hall Estimate 050725A_page 1 of 2
2.	TRF City Hall Estimate 050725A_page 2 of 2



Estimate

SOK Enterprises
30019 210 St. SE
Oklee, MN 56742

(218) 686-8528
Steven Kvasager

sales@sokenterprisesmn.com
www.sokenterprisesmn.com

Bill to: TRF City Hall (Old Depot)
405 Third St E
PO Box 528
Thief River Falls, MN 56701

Estimate number: 050725A
Estimate date: 5/7/2025
Expires on: 6/7/2025

Items	Quantity	Amount
Potter Fire Alarm System, to be installed, at Thief River Falls City Hall (Old Depot) to replace obsolete system.		
Potter Fire Alarm Panel, addressable, AFC-100	1	
Annunciator	1	
Smoke Detector with base	24	
Heat Detector with base	3	
Duct Smoke Detector, complete	16	
Pull Stations	6	
Horn/Strobe	11	
Outdoor Horn/Strobe	1	
Relay Module	5	
Associated hardware / wire / cable / misc.	multi	

MN Sales Tax: exempt

*Grand Total for installed system (USD): \$ 23,970.62

*Please allow up to 5 percent adjustment to total estimated cost for unforeseen circumstances.

Monthly monitoring cost for this system is \$21.75 for sole path IP communication.

*See page 2 for Scope of Work

Page 1 of 2

Scope of Work

Potter Fire Alarm System, installed, at Thief River Falls
City Hall (Depot) to replace obsolete system.

Estimate number: 050725A
Estimate date: 5/7/2025
Expires on: 6/7/2025

Existing Conduit, Junction boxes, and wiring will be reused and reconfigured where feasible. Any additional EMT conduit / Raceway / junction boxes needed, or repairs to it will be provided and installed by the City of Thief River Falls. This includes, but is not limited to - conduit for outdoor horn / strobe, and a junction box for mounting a relay for coiling door.

The City of Thief River Falls will be responsible for Line voltage connections and disconnections.

The City of Thief River Falls will be responsible for disposal of decommissioned equipment.

The Relay system in the enclosure next to the existing fire alarm panel will be disconnected during installation of the new system. It is the City of TRF's responsibility to reconnect if any part of the relay system is needed.

SOK Enterprises will:

Remove obsolete devices.

Provide and install any additional needed Wire/Cable.

Reconfigure wiring and install all new devices. An Outdoor Horn/Strobe will be added on the west side of building.

Install relays for the 2nd floor coiling fire door and the HVAC system shutdown. To be connected by others.

Interconnect the fire alarm system with the elevator recall . The City of Thief River Falls will be responsible for any costs incurred if an Elevator Technician is needed.

Perform system programing and final test.

This project will be done in phases. Flexibility of scheduling will be necessary. SOK Enterprises and the City of Thief River Falls will need to coordinate.

Estimate includes only parts and labor for the quantities of parts listed. Any changes / additions will be billed separately.



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Request for Council Action

DATE: 5/20/2025

SUBJECT: Community Voice Mobile App

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

MOTION TO: Approve the City Administrator to enter into a contract with Community Voice Mobile Application at a start-up cost of \$10,000 and yearly maintenance fees of \$3,500.

BACKGROUND: Improved Communications is a goal of the City's Strategic Plan. The Administration Committee had a presentation several months ago on the Community Voice Mobile Application. Council members further had a chance to learn more at the Tri-City Meeting on how the City of Crookston is utilizing the App. Community Voice bills themselves as the one-stop mobile app for increasing community engagement, transparency, and efficiency. Features include a community calendar, business directory, push notifications, community info & services, nearby events, volunteer listings, community map with markers, community resources, community news, and reporting and survey options.

Individual businesses, governmental entities, nonprofits, etc. will have their own login credentials to post their events and news to this App. It is hoped that it becomes the go-to place where citizens of Thief River Falls and visitors can access information about events and community news that they are looking for.

KEY ISSUES: • The City continuously hears citizens commenting that they are not aware of events happening in the city, and the desire to be notified about city service disruptions, etc.

- The City's Strategic Plan calls for an improvement in communications.
- In using this App, the City hopes to increase an engaged audience for local events and happenings, decrease miscommunication, and provide a one-stop platform for all community resources, services and information.

FINANCIAL CONSIDERATIONS: The cost of this Application will come from the marketing budget for the Economic and Community Development Director.

LEGAL CONSIDERATION:

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

ATTACHMENTS:

1.	Community Voice Flyer
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PROBLEMS

We Solve

- Increases ways to communicate and connect with community members.
- Provides an avenue for transparency from leadership to community members.
- Provides a one-stop platform for all community resources, services and information.
- Decreases miscommunication between planning groups and event attendees.
- Connects event planners to volunteers.
- Increases engaged audience for local events and happenings.
- Boosts local economy.
- Improves potential recruitment and community retention.

WHAT MAKES COMMUNITY VOICE

Different!

*It's an all-in-one
platform allowing for a
totally different
USER EXPERIENCE.*

FEATURES

We Love

- Community Calendar
- Business Directory
- Push Notifications
- Community Info & Services
- Nearby Events
- Volunteer Listings
- Community Map with Markers
- Community Resources
- Community News
- Reporting Option
- Survey Option
- And so much more!

COMMUNITIES

We Serve

- Cities/Municipalities
- Counties
- Colleges & Universities
- Businesses

WE OFFER

AFFORDABLE

Solutions

FOR COMMUNITIES

Community Voice
is the one-stop
mobile app for
increasing
community
ENGAGEMENT,
TRANSPARENCY,
and
EFFICIENCY.

Talk to us about
package options
and community
sponsorship

MEETING SCHEDULED FOR:

☐☐

Date: _____

Time: _____

Phone: _____

Email: _____

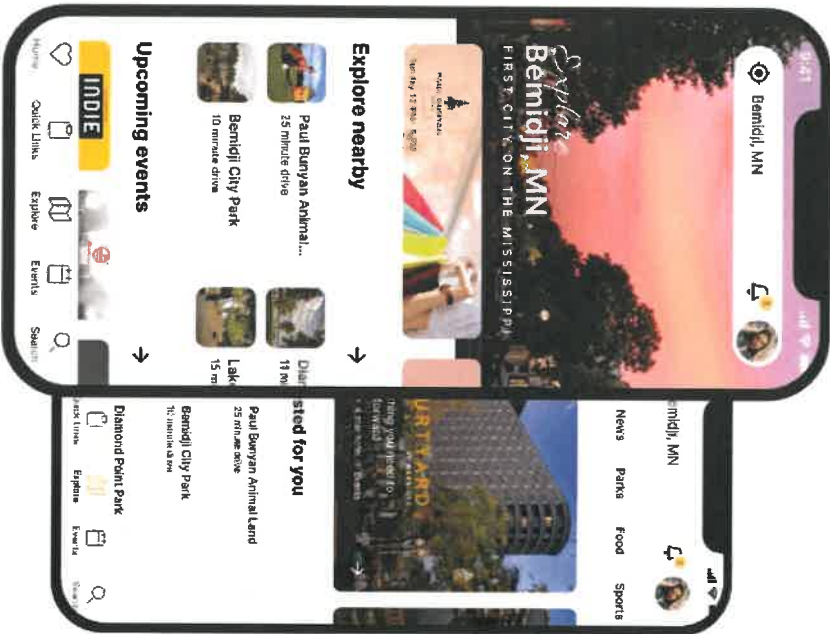
GET IN TOUCH

info@communityvoice.app

communityvoice.app

(218) 280-8504

COMMUNITY VOICE
MOBILE APP





Request for Council Action

DATE: 5/20/2025

SUBJECT: Second Reading for Amendment to the Comprehensive Plan

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

MOTION TO: approve the second reading to amend the 2040 Comprehensive Plan Land Use Map for the 5.07 acres, more or less, that is being proposed for the Edge multi-family housing development from a Medium-High Density Residential designation to a High-Density Residential designation. This action will be contingent upon the rezoning approval.

BACKGROUND: A public hearing was held during a special meeting of the Planning and Zoning Commission at 5:00 p.m. on Wednesday, April 30, 2025. Following the hearing, the Commission voted 4–1 to recommend approval to the City Council.

This is a State Statute required procedural process to ensure that the proposed zoning change for this parcel matches with the City's Land Use Plan. The Proposed Land Use Plan adopted in 2019 shows the proposed use of the parcel as Medium-High Density Residential. Amending this Land Use Plan in the 2040 Comp Plan to High Density Residential would allow for the rezoning of the parcel to an (R-4) Multi-family Residential District. For the property to be rezoned, the proposed zoning classification must match the proposed land use designated in the comprehensive plan. The city's zoning regulations reference certain aspects of the comprehensive plan for compatibility.

The legal description of this parcel is as follows:

CERTIFICATE OF SURVEY

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

PROPOSED LEGAL DESCRIPTION

That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County, Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more or less, to the northerly extension of the easterly right of way line of Sanford Parkway; thence South 01 degree 20 minutes 00 seconds East 33.00 feet to the point of beginning; thence North 88 degrees 40 minutes 08 seconds East 403.71 feet, more or less, to the west line of said Oak Haven Subdivision; thence South 01 degree 19 minutes 47 seconds East, along said west line, a distance of 194.75 feet; thence South 88 degrees 40 minutes

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

KEY ISSUES: • The City may not rezone the subject property without first amending its comprehensive plan.

- The proposed project is a Market Rate Apartment development and therefore must be approved by a two-thirds vote of all of the members of the Council.

Except for amendments to permit affordable housing development, a resolution to amend or adopt a comprehensive plan must be approved by a two-thirds vote of all of the members. Amendments to permit an affordable housing development are approved by a simple majority of all of the members. For purposes of this subdivision, "affordable housing development" means a development in which at least 20 percent of the residential units are restricted to occupancy for at least ten years by residents whose household income at the time of initial occupancy does not exceed 60 percent of area median income, adjusted for household size, as determined by the United States Department of Housing and Urban Development, and with respect to rental units, the rents for affordable units do not exceed 30 percent of 60 percent of area median income, adjusted for household size, as determined annually by the United States Department of Housing and Urban Development.

- Our 2024 Housing Study showed a vacancy rate of 0.3%; 5% is considered a healthy housing market.
- The building site is on a high-traffic road, not ideal for single-family homes, making multi-family housing a more sensible fit.
- It buffers residential homes from commercial zones, following smart growth principles.
- Our businesses need employees to maintain operations and grow in Thief River Falls, but people cannot move here to work if they cannot find housing.
- The utilities are at this site. The Thief River Falls Land Use Plan proposes an orderly growth pattern that avoids the premature extension of utilities and services.
- It takes a willing developer, a willing land seller and the required capital to all come together to make a project occur. All three are in place with a generous \$3.5 million contribution by Digi-Key to the Minnesota State Housing Tax Credit Program. Thief River Falls has had several projects stall over the last five years because the current cost of construction makes the projects financially unfeasible.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: This action will be contingent upon the rezoning approval.

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

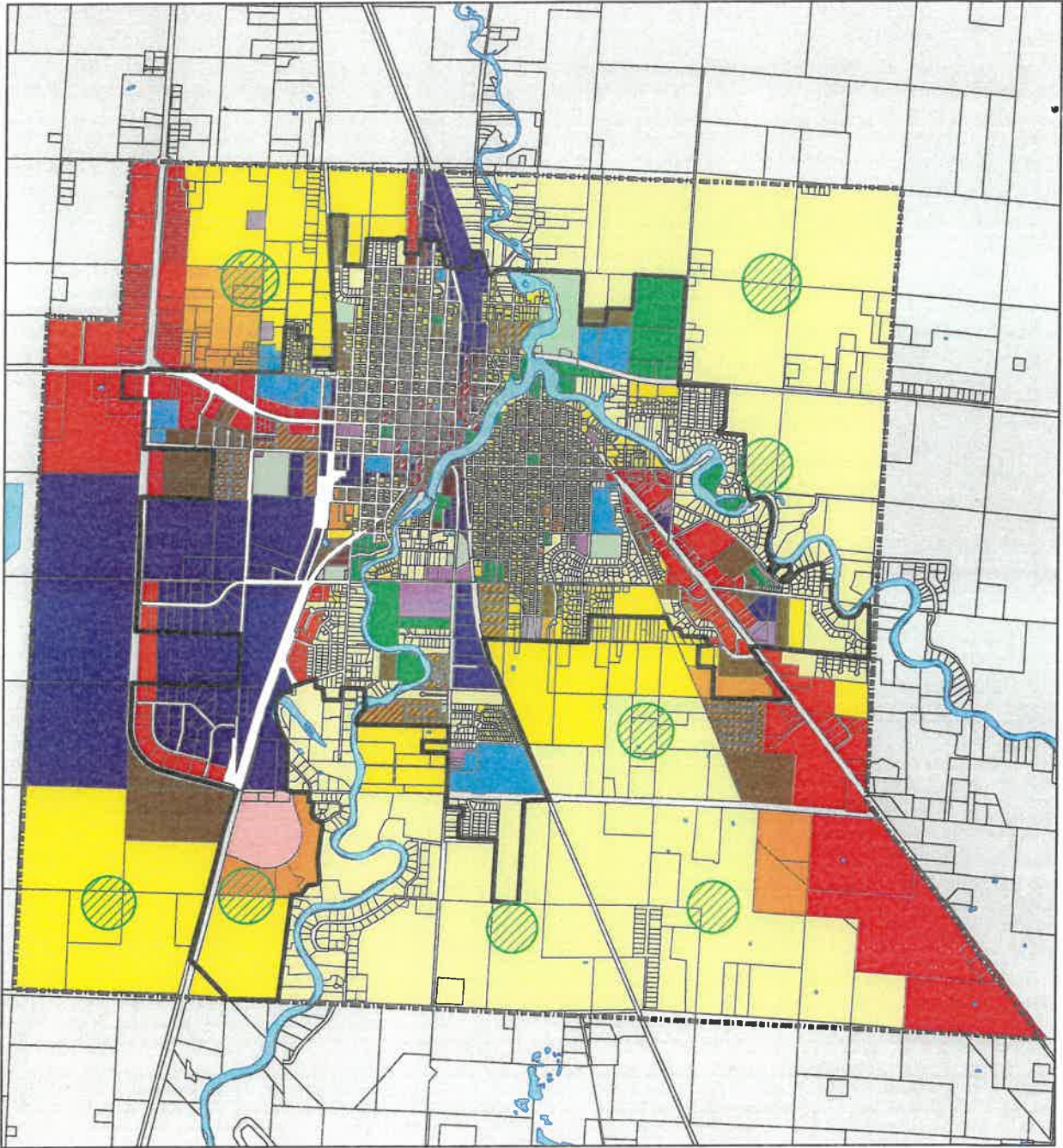
ATTACHMENTS:

1.	Comp Plan Maps
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2.	The Edge Comp Plan Amendment Public Hearing Notice
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Proposed Land Use - Thief River Falls

September 20, 2019



0 0.375 0.75 1.5
Miles

Land Use Category		
	Low Density Single-Family	 Highway Commercial
	Low-Medium Density Residential	 Industrial
	Medium-High Density Residential	 Open Space
	High Density Residential	 Parks
	Manufactured Home Park	 Schools and Public Buildings
	Central Business District	 Semi Public
	General Commercial	 Hospital
		 City Limits
		 Future Annex Area
		 Rivers
		 Park Search Area

Data Sources: City of Thief River Falls,
Pennington County, MNDNR, NAC Inc.





027

Date: 4/23/2025

N

0.1 0.05 0 0.1 0.2 0.3 Miles

Spatial Reference: NAD 1983 HARN Adj MN Pennington Feet

Folder: F:\pubworks\155 GIS\2. ArcGIS Project Files\Richard TIF Maps\TIF Maps

PROPOSED DEVELOPMENT EXISTING LAND USE MAP

Corporate Limit Boundary
 Proposed Edge Development

**City of Thief
River Falls**

- EXISTING LANDUSE**
- Low Density Single Family
 - Low-Medium Density Residential
 - Medim High Density Residential
 - High Density Residential
 - Manufactured Home Park
 - Central Business District
 - General Commercial
 - Highway Commercial
 - Industrial
 - Open Space
 - PARKS
 - Schools and Public Buildings
 - Semi Public
 - Hospital
 - <all other values>

NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given that the City of Thief River Falls, Minnesota, is considering amending the Comprehensive Plan regarding parts of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County, Minnesota, described as follows:

That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County, Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more or less, to the northerly extension of the easterly right of way line of Sanford Parkway; thence South 01 degree 20 minutes 00 seconds East 33.00 feet to the point of beginning; thence North 88 degrees 40 minutes 08 seconds East 403.71 feet, more or less, to the west line of said Oak Haven Subdivision; thence South 01 degree 19 minutes 47 seconds East, along said west line, a distance of 194.75 feet; thence South 88 degrees 40 minutes 13 seconds West, along said west line, a distance of 53.91 feet; thence South 02 degrees 15 minutes 53 seconds West, along said west line, a distance of 60.12 feet, more or less, to the northwest corner of said Lot 20; thence North 88 degrees 40 minutes 13 seconds East, along the north line of said Lot 20, a distance of 150.00 feet, more or less, to the northeast corner of said Lot 20; thence South 02 degrees 15 minutes 53 seconds West, along the east line of said Block 3, a distance of 192.45 feet; thence on a tangential curve, along the east line of said Block 3, being concave to the east and having a radius of 270.00 feet, a delta of 19 degrees 16 minutes 53 seconds, and an arc length of 90.86 feet; thence South 88 degrees 40 minutes 13 seconds West 385.40 feet, more or less, to the easterly right of way line of Sanford Parkway; thence North 21 degrees 19 minutes 55 seconds West, along the easterly right of way line of Sanford Parkway, a distance of 233.10 feet; thence on a tangential curve, along the easterly right of way line of Sanford Parkway, being concave to the northeast and having a radius of 470.00 feet, a delta of 19 degrees 59 minutes 55 seconds, and an arc length of 164.05 feet; thence North 01 degree 20 minutes 00 seconds, along the easterly right of way line of Sanford Parkway, a distance of 156.96 feet, more or less, to the point of beginning.

The above-described parcel contains 5.07 acres, more or less.

The amendment to the Comprehensive Plan concerns changing the above-described parcel from Medium-High Density Residential to High Density Residential.

Notice is further given that the Planning Commission will conduct a hearing on the amendment to the Comprehensive Plan at 5:00 p.m. on Wednesday, April 30, 2025, at a special meeting of the Planning Commission in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the amendments will have the option to be heard at that time. Persons who wish to submit written comments prior to the Hearing or who have questions

should address them to the office of the Economic & Community Development Director, 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 Economic & Community Development Director at the above address or phone number.

Dated this 11th day of April 2025

CITY OF THIEF RIVER FALLS

/s/ Richard Baker
Economic/Community Development Director

Published in the Wednesday, April 16, 2025, edition of The Times.



Request for Council Action

DATE: 5/20/2025

SUBJECT: Approve Amendment to the Comprehensive Plan

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

MOTION TO: approve amending the 2040 Comprehensive Plan Land Use Map for the 5.07 acres, more or less, that is being proposed for the Edge multi-family housing development from a Medium-High Density Residential designation to a High-Density Residential designation. This action will be contingent upon the rezoning approval.

BACKGROUND: A public hearing was held during a special meeting of the Planning and Zoning Commission at 5:00 p.m. on Wednesday, April 30, 2025. Following the hearing, the Commission voted 4–1 to recommend approval to the City Council.

This is a State Statute required procedural process to ensure that the proposed zoning change for this parcel matches with the City's Land Use Plan. The Proposed Land Use Plan adopted in 2019 shows the proposed use of the parcel as Medium-High Density Residential. Amending this Land Use Plan in the 2040 Comp Plan to High Density Residential would allow for the rezoning of the parcel to an (R-4) Multi-family Residential District. For the property to be rezoned, the proposed zoning classification must match the proposed land use designated in the comprehensive plan. The city's zoning regulations reference certain aspects of the comprehensive plan for compatibility.

The legal description of this parcel is as follows:

CERTIFICATE OF SURVEY

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

PROPOSED LEGAL DESCRIPTION

That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County, Minnesota, described as follows:

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

KEY ISSUES: • The City may not rezone the subject property without first amending its comprehensive plan.

- The proposed project is a Market Rate Apartment development and therefore must be approved by a two-thirds vote of all of the members of the Council.

Except for amendments to permit affordable housing development, a resolution to amend or adopt a comprehensive plan must be approved by a two-thirds vote of all of the members. Amendments to permit an affordable housing development are approved by a simple majority of all of the members. For purposes of this subdivision, "affordable housing development" means a development in which at least 20 percent of the residential units are restricted to occupancy for at least ten years by residents whose household income at the time of initial occupancy does not exceed 60 percent of area median income, adjusted for household size, as determined by the United States Department of Housing and Urban Development, and with respect to rental units, the rents for affordable units do not exceed 30 percent of 60 percent of area median income, adjusted for household size, as determined annually by the United States Department of Housing and Urban Development.

- Our 2024 Housing Study showed a vacancy rate of 0.3%; 5% is considered a healthy housing market.
- The building site is on a high-traffic road, not ideal for single-family homes, making multi-family housing a more sensible fit.
- It buffers residential homes from commercial zones, following smart growth principles.
- Our businesses need employees to maintain operations and grow in Thief River Falls, but people cannot move here to work if they cannot find housing.
- The utilities are at this site. The Thief River Falls Land Use Plan proposes an orderly growth pattern that avoids the premature extension of utilities and services.
- It takes a willing developer, a willing land seller and the required capital to all come together to make a project occur. All three are in place with a generous \$3.5 million contribution by Digi-Key to the Minnesota State Housing Tax Credit Program. Thief River Falls has had several projects stall over the last five years because the current cost of construction makes the projects financially unfeasible.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: This action will be contingent upon the rezoning approval.

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: 5/20/2025

SUBJECT: Second Reading to Rezone Edge Parcel from AG to R-4

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

MOTION TO: approve the second reading for the rezoning application from Edge Housing, LLC, 7539 Front Street NW, Walker, MN 58484, for the rezoning of Part of lots 18, 19, & 20, Block 3, Oak Haven Subdivision, Part of the NW1/4 of Sec. 9. T. 153 N., R. 43 W. of the 5th Principal Meridian, Pennington County, MN. Said parcel, currently owned by Sanford Medical Center, consists of approximately 5.07 acres, and has been assigned a postal address of 1926 Sanford Parkway. Edge Housing LLC is requesting that the property be rezoned from Agricultural District (AG) to (R-4) Multi-family Residential District for the purpose of constructing a three-story 65-unit apartment building.

BACKGROUND: The City of Thief River Falls' 2024 Housing Study showed a housing need for 110 to 121 housing units per year; 26 to 30 of those units each year being market rate and affordable rental housing. The proposed 65-unit apartment building would be market rate. This is a private development with corporate sponsorship and a request for tax increment financing. The 2040 Comp. Plan calls for medium-high density residential in that area. But, with the building of the bridge across the river on Mark Blvd. and the designation as a truck bypass route for Hwy. 59, the character of the area has changed, and it is less desirable to locate single family housing along Mark Blvd. With commercial property directly across Sanford Parkway to the west, multi-family housing is traditionally used as a buffer between commercial and low-density single-family homes.

A Public Hearing was held at a Special Meeting of the Planning and Zoning Commission at 5:00 pm on Wednesday, April 30, 2025, and was recommended on a 4-1 vote by the Planning and Zoning Commission to recommend approval by the City Council.

The legal description of this parcel is as follows:

CERTIFICATE OF SURVEY

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

PROPOSED LEGAL DESCRIPTION

That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County,

Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more or less, to the northerly extension of the easterly right of way line of Sanford Parkway; thence South 01 degree 20 minutes 00 seconds East 33.00 feet to the point of beginning; thence North 88 degrees 40 minutes 08 seconds East 403.71 feet, more or less, to the west line of said Oak Haven Subdivision; thence South 01 degree 19 minutes 47 seconds East, along said west line, a distance of 194.75 feet; thence South 88 degrees 40 minutes 13 seconds West, along said west line, a distance of 53.91 feet; thence South 02 degrees 15 minutes 53 seconds West, along said west line, a distance of 60.12 feet, more or less, to the northwest corner of said Lot 20; thence North 88 degrees 40 minutes 13 seconds East, along the north line of said Lot 20, a distance of 150.00 feet, more or less, to the northeast corner of said Lot 20; thence South 02 degrees 15 minutes 53 seconds West, along the east line of said Block 3, a distance of 192.45 feet; thence on a tangential curve, along the east line of said Block 3, being concave to the east and having a radius of 270.00 feet, a delta of 19 degrees 16 minutes 53 seconds, and an arc length of 90.86 feet; thence South 88 degrees 40 minutes 13 seconds West 385.40 feet, more or less, to the easterly right of way line of Sanford Parkway; thence North 21 degrees 19 minutes 55 seconds West, along the easterly right of way line of Sanford Parkway, a distance of 233.10 feet; thence on a tangential curve, along the easterly right of way line of Sanford Parkway, being concave to the northeast and having a radius of 470.00 feet, a delta of 19 degrees 59 minutes 55 seconds, and an arc length of 164.05 feet; thence North 01 degree 20 minutes 00 seconds, along the easterly right of way line of Sanford Parkway, a distance of 156.96 feet, more or less, to the point of beginning. The above-described parcel contains 5.07 acres, more or less, and is subject to any easements, restrictions, or reservations of record, if any.

KEY ISSUES:

- FINANCIAL CONSIDERATIONS:** • Thief River Falls needs housing. Our 0.3% vacancy rate is well below a normal vacancy rate of 5 percent.
- Our Housing Study shows a need of 26-30 market rate and affordable rental housing per year until 2035 and an overall housing need of 110 to 121 housing units per year.
 - Without housing, we cannot continue to grow our population. We need continued population growth to supply the much-needed workforce to our employers.
 - The lack of workforce is hampering the continued growth of our local businesses, stifling expansion plans, and making it difficult to recruit new businesses to our community. This leads to a lack of growth in our taxbase.
 - Growth in population to a minimum of 10,000 population is needed for many potential national retailers/restaurants to consider a location in Thief River Falls; amenities that many residents are asking for.
 - The new bridge on Mark Blvd across the river allowing Mark Blvd to connect to the east side and the designation of that road as the Hwy. 59 bypass road has changed the character of the area making that location along Mark Blvd less desirable for single family housing.
 - There are C-2 Commercial zoned properties across Sanford Parkway to the west. Multi-family housing is a good transition to use as a buffer between commercial and single-family homes.

LEGAL CONSIDERATION: Update to Land Use plan is needed.

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

ATTACHMENTS:

1.	Rezoning Application - The Edge
2.	Rezoning For Edge Parcel - Sanford Parkway



Application To Planning Commission/BOZA

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

☒ REZONING (Fee \$150.00)		☐ APPEALS (Fee \$50.00)	
☐ VARIANCE (Fee \$150.00)			
☐ LAND SUBDIVISION (Fee \$300.00)			
☐ CONDITIONAL USE PERMIT (Fee \$150.00)			
Applicant			
Name Edge Housing LLC		Phone # 218-547-3307	
Address 7539 Front St NW City Walker		State MN Zip 56484	
Property Owner (if different from Applicant)			
Name Sanford Medical Center		Phone #	
Address 120 Labree Ave S City Thief River Falls		State MN Zip 56701	
Approximate Location of Property			
Address TBD Sanford Pkwy		Legal Description See attached Exhibit A	
Present Zoning Classification C-2 General Business District		Present Use Vacant Land	
Description of Request			
Agriculture Our request is to have this property rezoned from a C-2 General Business District to a R-4 Multi-Family Residential District for the purpose of constructing a three-story 65 unit apartment building.			

Property Owner Signature (required) <i>[Signature]</i> Sanford Health		Date 2-13-25
Applicant Signature <i>[Signature]</i> Chief Manager		Date 2-13-25
Review (For office use only)		
Date of Publication 3/26/2025		Date on Planning Commission Agenda 4/8/2025
Action Taken By Commission:		
Action Taken By City Council:		
City Council Resolution / Ordinance Number		
Fee Paid 150 028434		

EXHIBIT A

That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County, Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more or less, to the northerly extension of the easterly right of way line of Sanford Parkway; thence South 01 degree 20 minutes 00 seconds East 33.00 feet to the point of beginning; thence North 88 degrees 40 minutes 08 seconds East 403.71 feet, more or less, to the west line of said Oak Haven Subdivision; thence South 01 degree 19 minutes 47 seconds East, along said west line, a distance of 194.75 feet; thence South 88 degrees 40 minutes 13 seconds West, along said west line, a distance of 53.91 feet; thence South 02 degrees 15 minutes 53 seconds West, along said west line, a distance of 60.12 feet, more or less, to the northwest corner of said Lot 20; thence North 88 degrees 40 minutes 13 seconds East, along the north line of said Lot 20, a distance of 150.00 feet, more or less, to the northeast corner of said Lot 20; thence South 02 degrees 15 minutes 53 seconds West, along the east line of said Block 3, a distance of 192.45 feet; thence on a tangential curve, along the east line of said Block 3, being concave to the east and having a radius of 270.00 feet, a delta of 19 degrees 16 minutes 53 seconds, and an arc length of 90.86 feet; thence South 88 degrees 40 minutes 13 seconds West 385.40 feet, more or less, to the easterly right of way line of Sanford Parkway; thence North 21 degrees 19 minutes 55 seconds West, along the easterly right of way line of Sanford Parkway, a distance of 233.10 feet; thence on a tangential curve, along the easterly right of way line of Sanford Parkway, being concave to the northeast and having a radius of 470.00 feet, a delta of 19 degrees 59 minutes 55 seconds, and an arc length of 164.05 feet; thence North 01 degree 20 minutes 00 seconds, along the easterly right of way line of Sanford Parkway, a distance of 156.96 feet, more or less, to the point of beginning.

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

CERTIFICATE OF SURVEY

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

PROPOSED LEGAL DESCRIPTION

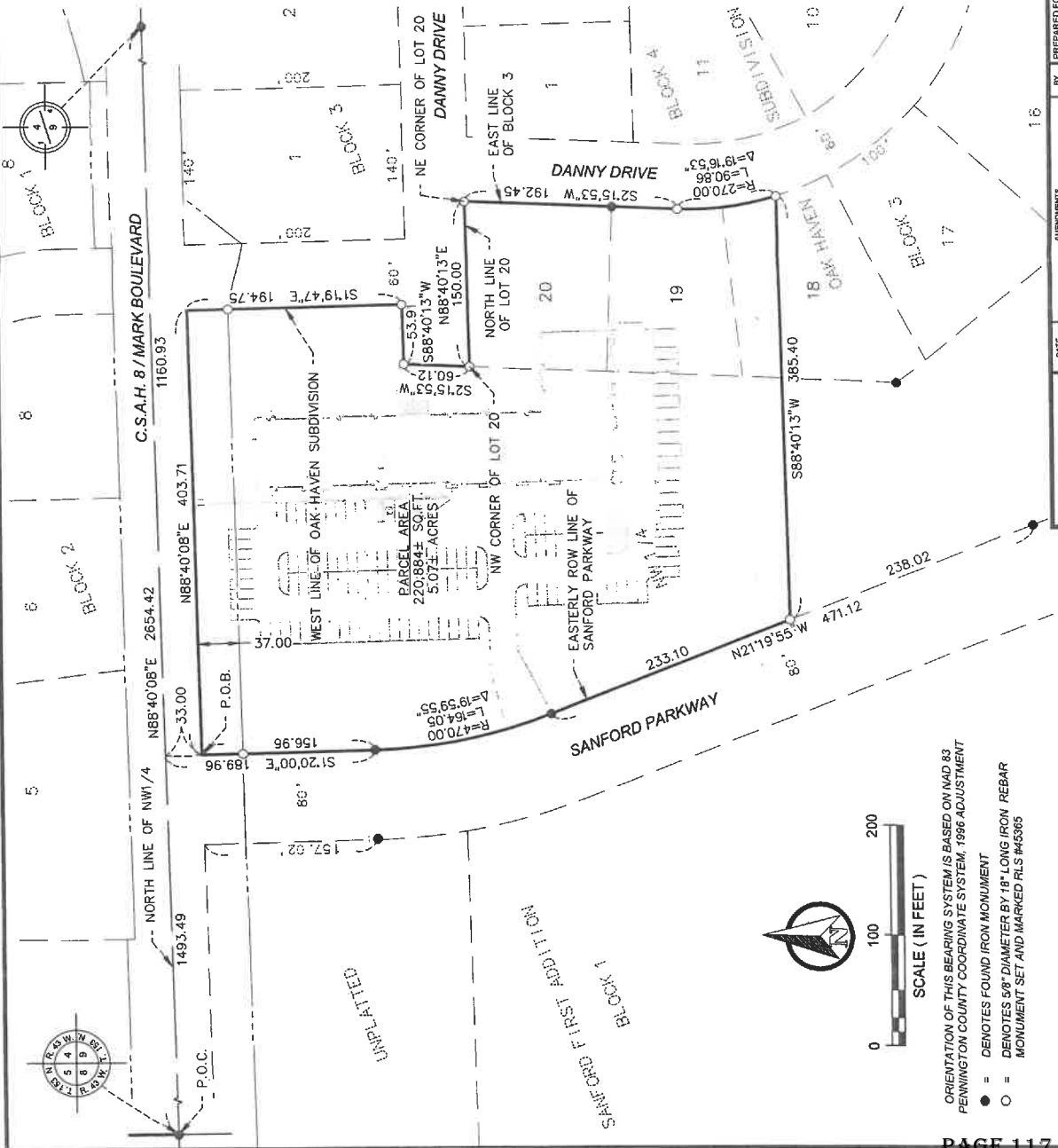
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Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more or less, to the northerly extension of the easterly right of way line of Sanford Parkway; thence South 01 degree 01 minutes 08 seconds East 33.00 feet to the point of beginning; thence North 88 degrees 40 minutes 08 seconds East 403.71 feet, more or less, to the west line of said Oak Haven Subdivision; thence South 01 degree 19 minutes 47 seconds East, along said west line, a distance of 194.75 feet; thence South 88 degrees 40 minutes 13 seconds West, along said west line, a distance of 53.91 feet; thence South 02 degrees 15 minutes 53 seconds West, along said west line, a distance of 60.12 feet, more or less, to the northwest corner of said Lot 20; thence North 88 degrees 40 minutes 13 seconds East, along the north line of said Lot 20, a distance of 150.00 feet, more or less, to the northeast corner of said Lot 20; thence South 02 degrees 15 minutes 53 seconds West, along the east line of said Block 3, a distance of 192.45 feet; thence on a tangential curve, along the east line of said Block 3, being concave to the east and having a radius of 270.00 feet, a delta of 19 degrees 16 minutes 53 seconds, and an arc length of 90.86 feet; thence South 88 degrees 40 minutes 13 seconds West 355.40 feet, more or less, to the easterly right of way line of Sanford Parkway; thence North 21 degrees 19 minutes 55 seconds West, along the easterly right of way line of Sanford Parkway, a distance of 233.10 feet; thence on a tangential curve, along the easterly right of way line of Sanford Parkway, being concave to the northeast and having a radius of 470.00 feet, a delta of 19 degrees 16 minutes 53 seconds, and an arc length of 164.05 feet; thence North 01 degree 20 minutes 00 seconds, along the easterly right of way line of Sanford Parkway, a distance of 156.96 feet, more or less, to the point of beginning.

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

LEGEND

BOUNDARY LINE
SECTION LINE
PLAT LINE
ROAD RIGHT OF WAY LINE



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON NAD 83
PENNINGTON COUNTY COORDINATE SYSTEM, 1996 ADJUSTMENT
● = DENOTES FOUND IRON MONUMENT
○ = DENOTES 5/8" DIAMETER BY 18" LONG IRON REBAR
MONUMENT SET AND MARKED RLS #46365

DATE	FEBRUARY 12, 2023	DATE	2/13/23
SCALE	AS SHOWN	DATE	2/13/23
DRAWN BY	D.D.M.	FILE NUMBER	2023-10221
CHECKED BY	G.B.B.		

PREPARED FOR: D.W. JONES MANAGEMENT, INC.
PREPARED BY: D.W. JONES MANAGEMENT, INC.
DATE: 2/13/23
DRAWN BY: D.D.M.
CHECKED BY: G.B.B.
FILE NUMBER: 2023-10221

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

Notice is hereby given, pursuant to Chapter 152 of the Thief River Falls City Code, that Edge Housing, LLC, 7539 Front Street NW, Walker, MN 58484, has applied for the rezoning of Part of lots 18, 19, & 20, Block 3, Oak Haven Subdivision, Part of the NW1/4 of Sec. 9. T. 153 N., R. 43 W. of the 5th Principal Meridian, Pennington County, MN. Said parcel, currently owned by Sanford Medical Center, consists of approximately 5.07 acres, and has been assigned a postal address of 1926 Sanford Parkway. Edge Housing, LLC is requesting that the property be rezoned from Agricultural District (AG) to (R-4) Multi-family Residential District for the purpose of constructing a three-story 65-unit apartment building.

The Property is legally described as follows:

That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County, Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more or less, to the northerly extension of the easterly right of way line of Sanford Parkway; thence South 01 degree 20 minutes 00 seconds East 33.00 feet to the point of beginning; thence North 88 degrees 40 minutes 08 seconds East 403.71 feet, more or less, to the west line of said Oak Haven Subdivision; thence South 01 degree 19 minutes 47 seconds East, along said west line, a distance of 194.75 feet; thence South 88 degrees 40 minutes 13 seconds West, along said west line, a distance of 53.91 feet; thence South 02 degrees 15 minutes 53 seconds West, along said west line, a distance of 60.12 feet, more or less, to the northwest corner of said Lot 20; thence North 88 degrees 40 minutes 13 seconds East, along the north line of said Lot 20, a distance of 150.00 feet, more or less, to the northeast corner of said Lot 20; thence South 02 degrees 15 minutes 53 seconds West, along the east line of said Block 3, a distance of 192.45 feet; thence on a tangential curve, along the east line of said Block 3, being concave to the east and having a radius of 270.00 feet, a delta of 19 degrees 16 minutes 53 seconds, and an arc length of 90.86 feet; thence South 88 degrees 40 minutes 13 seconds West 385.40 feet, more or less, to the easterly right of way line of Sanford Parkway; thence North 21 degrees 19 minutes 55 seconds West, along the easterly right of way line of Sanford Parkway, a distance of 233.10 feet; thence on a tangential curve, along the easterly right of way line of Sanford Parkway, being concave to the northeast and having a radius of 470.00 feet, a delta of 19 degrees 59 minutes 55 seconds, and an arc length of 164.05 feet; thence North 01 degree 20 minutes 00 seconds, along the easterly right of way line of Sanford Parkway, a distance of 156.96 feet, more or less, to the point of beginning.

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

Notice is further given that the Planning Commission will conduct a hearing on the rezoning request at 5:00 p.m. on Tuesday, April 8, 2025, in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the amendments will have the option to be heard at that time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

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

Dated this 21st day of March 2025

CITY OF THIEF RIVER FALLS

/s/ Richard L. Baker
Zoning Administrator

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



Request for Council Action

DATE: 5/20/2025

SUBJECT: Rezone of Edge Parcel from AG to R-4

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

MOTION TO: approve the rezoning application from Edge Housing, LLC, 7539 Front Street NW, Walker, MN 58484, for the rezoning of Part of lots 18, 19, & 20, Block 3, Oak Haven Subdivision, Part of the NW1/4 of Sec. 9. T. 153 N., R. 43 W. of the 5th Principal Meridian, Pennington County, MN. Said parcel, currently owned by Sanford Medical Center, consists of approximately 5.07 acres, and has been assigned a postal address of 1926 Sanford Parkway. Edge Housing LLC is requesting that the property be rezoned from Agricultural District (AG) to (R-4) Multi-family Residential District for the purpose of constructing a three-story 65-unit apartment building.

BACKGROUND: The City of Thief River Falls' 2024 Housing Study showed a housing need for 110 to 121 housing units per year; 26 to 30 of those units each year being market rate and affordable rental housing. The proposed 65-unit apartment building would be market rate. This is a private development with corporate sponsorship and a request for tax increment financing. The 2040 Comp. Plan calls for medium-high density residential in that area. But, with the building of the bridge across the river on Mark Blvd. and the designation as a truck bypass route for Hwy. 59, the character of the area has changed, and it is less desirable to locate single family housing along Mark Blvd. With commercial property directly across Sanford Parkway to the west, multi-family housing is traditionally used as a buffer between commercial and low-density single-family homes.

A Public Hearing was held at a Special Meeting of the Planning and Zoning Commission at 5:00 pm on Wednesday, April 30, 2025, and was recommended on a 4-1 vote by the Planning and Zoning Commission to recommend approval by the City Council.

The legal description of this parcel is as follows:

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

PROPOSED LEGAL DESCRIPTION

That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in Pennington County, Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more

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

KEY ISSUES: • Thief River Falls needs housing. Our 0.3% vacancy rate is well below a normal vacancy rate of 5 percent.

- Our Housing Study shows a need of 26-30 market rate and affordable rental housing per year until 2035 and an overall housing need of 110 to 121 housing units per year.
- Without housing, we cannot continue to grow our population. We need continued population growth to supply the much-needed workforce to our employers.
- The lack of workforce is hampering the continued growth of our local businesses, stifling expansion plans, and making it difficult to recruit new businesses to our community. This leads to a lack of growth in our taxbase.
- Growth in population to a minimum of 10,000 population is needed for many potential national retailers/restaurants to consider a location in Thief River Falls; amenities that many residents are asking for.
- The new bridge on Mark Blvd across the river allowing Mark Blvd to connect to the east side and the designation of that road as the Hwy. 59 bypass road has changed the character of the area making that location along Mark Blvd less desirable for single family housing.
- There are C-2 Commercial zoned properties across Sanford Parkway to the west. Multi-family housing is a good transition to use as a buffer between commercial and single-family homes.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Update to Land Use plan is needed.

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: 5/20/2025

SUBJECT: Pennington County Fair Association's Temp Intoxicating Liquor License App

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

MOTION TO: Approve the Pennington County Fair Association's Temp Intoxicating Liquor License Application.

BACKGROUND: Pennington County Fair Association has submitted a Temporary Intoxicating Liquor License Application for the Pennington County Fair Grounds August 2-3, 2025 from noon – 11 pm.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: \$70 license fee has been paid.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	Penn Cty Fair Association Temp Intoxicating Liq License001_Redacted
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CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: Pennington County Fair Association

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

CONTACT PERSON: Ray Safranski

ADDRESS: PO Box 637

PHONE: 218-681-4287

TYPE OF EVENT: [REDACTED]

LICENSING PERIOD: August 2nd & 3rd, 2025

HOURS OF OPERATION: 12:00 pm (noon) to 11:00 pm

FACILITY/PLACE TO BE USED: Fairgrounds

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

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

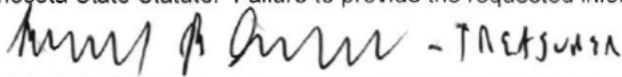
If approved, the applicant must provide suitable Proof of Insurance covering liquor liability. The City of Thief River Falls shall be named as an additional insured.

Cost of the license is \$35.00 per day.

Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgments, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

 - TRASKMAN
SIGNATURE OF APPLICANT

4/21/25
DATE



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

Receipt Number: R00174365

Cashier Name: AH

Terminal Number: 1

Receipt Date: 4/25/2025 8:07:26 AM

Pennington County Fair Assoc. (8/2 & 8/3)

Trans Code: MISC - MISCELLANEOUS RECEIPT	Name: Pennington County Fair Assoc. (8/2 & 8/3)	\$70.00
Product: Liquor License Intoxicating Temporary	Units: 0.00	Amount: 70.00
Pennington County Fair Assoc. (8/2 & 8/3) 70.00		
19 70.00		
100-4670-53211 -70.00		

Payment Method: Check Bord Payor: Pennington County Fair Ass Reference: 3465

Total Balance Due:	\$70.00
Amount:	\$70.00
Total Payment Received:	\$70.00
Change:	\$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: 5/20/2025

SUBJECT: Cultural Resources Study

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

MOTION TO: To approve HDR Engineering, Inc. (HDR) to complete a Cultural Resources Study in order to facilitate the Federal Energy Regulatory Commission (FERC) relicensing of the City's Municipal Power Dam Hydroelectric Project

BACKGROUND: The city of Thief River Falls is currently in the process of relicensing the Thief River Falls Municipal Power Dam Hydroelectric Project, FERC No: P-11546. This is a 30 year license.

The issuance of a license by FERC to TRF is a federal undertaking subject to compliance with relevant federal historic preservation laws. In particular, as the lead federal agency for the undertaking, FERC must comply with Section 106 of the National Historic Preservation Act (NHPA) of 1966, as amended (54 United States Code §300101 et seq.), which requires federal agencies to take into account the effects of their undertakings on historic properties. This Cultural Resources Study will fulfill the requirement.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: From Electrical budget \$22,348.00.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Brian Jacobson, Electrical Superintendent

ATTACHMENTS:

1.	HDR-FERC Relicensing Docs
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**Ecological and Water Resources
2115 Birchmont Beach Rd NE
Bemidji, MN 56601**

April 9, 2025

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

Ronnie Lund, Chief Power Plant Operator
226 Labree Ave., PO Box 528
Thief River Falls, MN 56701

**Re: City of Thief River Falls Hydroelectric Relicensing Project: FERC No: P-11546; for the
Municipal Power Dam Hydroelectric Relicensing Project — Comments on Proposed
Relicensing Studies**

Dear Angela Philipp and Ronnie Lund,

The Minnesota Department of Natural Resources (MN DNR) has reviewed the City of Thief River Falls Municipal Power Dam Hydroelectric Project P-11546 Proposed Relicensing Studies and provides the following comments on the proposed studies.

The Municipal Power Dam Hydroelectric Project (the Project) is located on the Red Lake River in the City of Thief River Falls in Pennington County, Minnesota. The MN DNR emphasizes the importance of the location of this Project on the Red Lake River in Minnesota as this river is the largest tributary to the Red River in Minnesota and a critically valuable and important natural resource of the State of Minnesota, the region, and the City of Thief River Falls. The Project and surrounding area are important for public recreational access and use, including an important recreational fishery. The Red Lake River is also a state-designated Water Trail for recreational canoeing and kayaking.

Based on the Federal Power Act and Federal Energy Regulatory Commission (FERC) regulations, MN DNR is the recognized State of Minnesota Resource agency. MN DNR has jurisdiction and associated oversight responsibilities for fisheries and wildlife resources; water use, supply, and regulation; and recreation resources (Minnesota Statutes, section 84.027, subdivision 2 and

Minnesota Statutes, chapter 86A). MN DNR is also responsible for implementing the Fish and Wildlife Coordination Act in Minnesota and must consider the impacts of federal projects on these resources under the Act's provisions.

These comments are made within the requested timeframes (within 30 days of the proposed study plans notice, by April 17, 2025).

Proposed Studies

In March 2025, the City of Thief River Falls indicated that three additional studies would be conducted to support Project relicensing. MN DNR fully supports the addition of the Upstream Fish Passage Feasibility Study, the Fish Passage Protection Measures Feasibility Study, and the Recreation Enhancement Study, as outlined in the March 18, 2025 email study plans. We appreciate the City's teamwork as we work together on fisheries, aquatic ecology, and recreational considerations during the relicensing process.

Thank you for considering our comments and study request for the proposed relicensing of the Project. The MN DNR will continue to be involved throughout the licensing process, and we look forward to participating in the studies being prepared. Please contact me (owen.baird@state.mn.us) with any questions.

Sincerely,



Owen Baird, MN DNR Ecological and Water Resources

CC: Martin Donovan, MN DNR Energy Review Planner
Nicholas Kludt, MN DNR Red River Fisheries Specialist
Allen Larsen, MN DNR Parks and Trails
Nate Dalager, HDR
Kelly MacVane, HDR
Devin Malkin, HDR
Natasha Miranda, HDR

Equal Opportunity Employer



February 18, 2025

Mr. Brian Jacobson
Electric Superintendent
Thief River Falls Electric Department
1711 1st Street West
Thief River Falls, MN 56701

RE: Proposal for FERC Relicensing, Municipal Power Dam Hydroelectric Project (FERC No. 11546), Cultural Resources Study

Dear Mr. Jacobson,

To further facilitate the Federal Energy Regulatory Commission ("FERC" or "Commission") relicensing of the City's Municipal Power Dam Hydroelectric Project (Project) (FERC No. 11546), HDR Engineering, Inc. (HDR) is pleased to provide the following proposal for cultural resources services in accordance with the Cultural Resources Study Plan for the Project.

We look forward to the opportunity to work with you on this project. If you have any questions regarding the attached scope of services, please contact me at (218) 681-6100.

Sincerely,
HDR Engineering, Inc.

Nate Dalager, P.E.
Project Manager

Christine Wiegert, Sr. Vice President
MN/WI Area Manager

Encl: Proposal for Professional Services
HDR Engineering, Inc. Terms and Conditions for Floodplain, Dams and Levee Professional Services

Scope of Services

Task 1: Background Research and Archival Review

This task consists of the completion of background research and archival review in accordance with Section 5.1 of the Cultural Resources Study Plan for the Project.

- 1.1 **Background Research.** To inform the identification of known cultural resources that may be within or near the Project area, HDR will complete a cultural resources literature search and Phase IA desktop archaeological assessment. This work will facilitate compliance with federal and state cultural resources regulations, by identifying known cultural resources that may need to be avoided or mitigated, as well as determine where additional cultural resources field studies should be focused. The literature search will include a review of the Office of the State Archaeologist (OSA) records to identify known archaeological sites and the Minnesota Statewide Historic Inventory Portal (MnSHIP) records to identify known historic properties within the Area of Potential Effects (APE), as defined by FERC. The National Park Services National Register listing will also be reviewed.
- 1.2 **Archival Review.** Archival research will be conducted at the Minnesota Historical Society and other repositories, as necessary, to understand the broader cultural context for the Project area, and the mapped soils, bedrock geology, physiography, topography, and hydrology in the vicinity of the APE. This research will include review of historic aerial photographs and maps, local histories, and other relevant historical documentation.
- 1.3 **Tribal Consultation.** The Red Lake Nation will be consulted concerning the previously identified three (3) areas of concern within the Project APE and to identify any properties of religious and cultural significance to the Red Lake Nation within the Project APE.
- 1.4 **Meetings and Calls.** Our team will participate in up to two (2) remote meetings or calls with the City and/or SHPO to discuss the results of this reporting.

Assumptions:

- The APE is “the lands enclosed by the Project’s Boundary and lands or properties outside of the Project’s boundary where Project construction and operation or Project-related recreational development or other enhancements may cause changes in the character or use of historic properties, if any historic properties exist.” This APE is understood to be synonymous with the Project Boundary, including the reservoir shoreline at elevation 1,115.5 MSL.
- This research and reporting will be conducted by qualified cultural resources professionals in accordance with the Cultural Resources Study Plan (HDR 2024), Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation (48 Federal Register [FR] 44716, Sept. 1983), the Minnesota’s *State Archaeologist’s Manual for Archaeological Projects in Minnesota* (2011), and MN SHPO’s *Historic and Architectural Survey Manual and Archaeology Survey Manual* (Minnesota Historical Society 2017).

Deliverables:

- Draft and Final Cultural Resources Literature Review and Phase IA Desktop Archaeological Assessment.

Task 2: Architectural Reconnaissance Survey

This task consists of completion of a reconnaissance survey for architecture/history properties in accordance with Section 5.2 of the Cultural Resources Study Plan for the Project.

- 2.1 **Survey.** Based on a review of the APE and MnSHIP, this survey will be limited to re-evaluating the Thief River Falls Hydroelectric Facility (PE-TRF-00027, determined not eligible in 1994). All other architecture/history resources that are located within the APE are bridges and roadways crossing the Thief River and Red Lake River, which have all been determined not eligible within the last 10 years, are not Project facilities, and therefore do not require re-survey.
- 2.2 **Evaluation & Inventory.** The Thief River Falls Hydroelectric Facility will be evaluated for potential eligibility based on the NRHP Criteria for significance and the seven aspects of integrity. An inventory form will be prepared for the property and updated in MnSHIP.
- 2.3 **Meetings and Calls.** Our team will participate in up to two (2) remote meetings or calls with the City and/or SHPO to discuss field survey logistics and the survey recommendations.

Assumptions:

- The APE is "the lands enclosed by the Project's Boundary and lands or properties outside of the Project's boundary where Project construction and operation or Project-related recreational development or other enhancements may cause changes in the character or use of historic properties, if any historic properties exist." This APE is understood to be synonymous with the Project Boundary, including the reservoir shoreline at elevation 1,115.5 MSL.
- This research and reporting will be conducted by qualified cultural resources professionals in accordance with the Cultural Resources Study Plan (HDR 2024), Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation (48 Federal Register [FR] 44716, Sept. 1983), and MN SHPO's *Historic and Architectural Survey Manual and Archaeology Survey Manual* (Minnesota Historical Society 2017).
- The City will provide access to the Thief River Falls Hydroelectric Facility for survey.

Deliverables:

- Draft and Final Architecture/History Reconnaissance Survey Report.
- Draft and Final inventory form for the Thief River Falls Hydroelectric Facility.

Future Tasks

As the level of effort for subsequent cultural resources tasks will be informed by the background research, archival review, and architectural reconnaissance survey, scoping the Phase I archaeological survey and Historic Properties Management Plan will be prepared upon completion of Tasks 2 and 3.

Project Personnel

Nate Dalager will continue to serve as Project Manager. In addition, HDR proposes the following key staff to support this scope of services.

Saleh Miller, Principal Investigator for Architecture/History. Saleh has almost 20 years of experience managing and contributing to a wide range of projects across the Midwest and Mid-Atlantic, supporting federal, state, and private clients on transportation, mining, water infrastructure, development and renewable energy projects. Her work has supported clients in strategic planning and meeting cultural resources requirements, particularly for compliance with the National Environmental Policy Act (NEPA), Sections 106 and 110 of the National Historic Preservation Act (NHPA), and state-level compliance requirements. Saleh has contributed to environmental documents from state Environmental Assessment Worksheets and Environmental Assessments to state and federal Environmental Impact Statements and has prepared hundreds of cultural resources technical studies.

Laura Koski, Principal Investigator for Archaeology. Ms. Koski has eleven years' experience in the field of archaeology as a field archaeologist, researcher, and report writer, including seven years as a cultural resources GIS Specialist, and four years as a Principal Investigator managing cultural resources projects throughout the Midwest. Her primary specialty is in bioarchaeology (human and animal remains analysis) for which she has an MSc in Zooarchaeology from the University of York, training in human remains identification through Durham University, and ran a business for several years providing bioarchaeological analysis for cultural resource firms across the Midwest.

Jennifer Bring, Tribal Engagement Specialist. Jennifer has over 23 years of experience managing and contributing to a wide range of projects across the upper Midwest and nationwide. Jennifer supports clients in strategic planning, environmental review/permitting, and meeting cultural resources requirements, particularly for compliance with the National Environmental Policy Act and Sections 106 and 110 of the National Historic Preservation Act, as well as state-level compliance requirements. She has contributed to many environmental documents, from state Environmental Assessment Worksheets and Environmental Assessments to state and federal Environmental Impact Statements and has prepared numerous technical studies and Section 106 agreement documents. She also has extensive experience facilitating consultation with agencies, Native American tribes, and community groups to build consensus and bring resolution to potential project issues.

John Seidl, Cultural Resources Specialist. John has four years of experience in cultural resource management as a field archaeologist, technical writer, and crew chief. His experience includes working as a bioarchaeologist at an extensive Phase III Project in Miami, Florida. He also worked as a Field Archaeologist travelling throughout the Upper Midwest conducting Phase I and Phase II surveys. John's focus is primarily on archaeology and historic preservation in the states of Minnesota and Wisconsin. At HDR, John is responsible for planning, research, fieldwork, and supporting broader environmental scopes. John has been acting as a researcher, technical writer, and field archaeologist under the current ES MSA. Moving forward he will support ES in all of the above as well as a construction monitor as needed.

Cost Estimate

The estimated cost for the work described above is \$22,348, which will be performed on a time and materials not-to-exceed basis. HDR will invoice monthly based on work progress. Our estimated costs are based upon our understanding of the scope of work and assumptions listed. Should the scope of work be modified, it may be necessary to review scope changes and our cost estimate.

Task No.	Task	Total Cost
1	Background Research and Archival Review	\$12,694
2	Architectural Reconnaissance Survey	\$9,654
	TOTAL	\$22,348.00

Individual task budgets represent HDR's best estimate of the labor required for the identified base relicensing activities; however, the City and HDR agree that HDR is authorized to shift funds between tasks as may be necessary to carry out the work to be undertaken and will not exceed the total estimated budget without prior written authorization from the City. If additional tasks, unforeseen conditions, delays, or Project circumstances beyond those anticipated here arise, additional budget may be needed. Such a request would be the subject of an addendum to this scope.

All activities associated with this scope of work will be performed in accordance with the attached HDR Engineering, Inc. Terms and Conditions for Floodplain, Dams and Levee Professional Services. HDR requests that this proposal and the attached terms and conditions be referenced in any purchase order issued to HDR in support of the proposed scope of work.

Please indicate your acceptance of this proposal by signing the Notice to Proceed (below) and returning one copy of the signed proposal to HDR. If you have any questions, please contact me (Nate) at 218-681-6100 or Nate.Dalager@hdrinc.com.

NOTICE TO PROCEED

Client

City of Thief River Falls

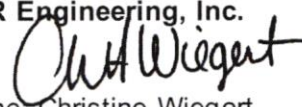
By: _____

Name: _____

Title: _____

Consultant

HDR Engineering, Inc.

By: 

Name: Christine Wiegert

Title: Vice President/MN-WI Area Manager

4.0 Schedule

HDR proposes use of the Commission's TLP. Based on a PAD/NOI filing date of August 31, 2023, HDR proposes the following schedule. Of note, during the initial strategic planning activities to be performed, the City and HDR will review the November 30th initial filing date and schedule to confirm that these dates are consistent with the City's relicensing goals and objectives. For example, the City and HDR may agree that an earlier PAD/NOI filing date (e.g., September 1, 2022) may be more appropriate.

Activity	Responsible Party	Regulation	Proposed Date
Stage 1 Consultation			
File NOI, PAD, and request to use TLP; distribute to stakeholders	The City	18 CFR §5.3, 5.5, and 5.6	Aug 31, 2023
FERC issues TLP authorization and Notice of NOI/PAD filing	FERC	18 CFR §5.8(a)	Oct 30, 2023
File written notice of Joint Agency Public Meeting	The City	18 CFR §16.8(b)(3)(i)	Dec 14, 2023
Hold Joint Agency Public Meeting	The City	18 CFR §16.8(b)(3)(ii)	Dec 29, 2023
File comments on PAD and study requests	Stakeholders	18 CFR §16.8(b)(5)	Feb 27, 2024
Stage 2 Consultation			
Study Scoping	The City	--	Spring 2024
Conduct studies	The City	18 CFR §16.8(c)(1)	2024/2025
Submit draft study report(s) to stakeholders	The City	--	Spring 2025
Submit final study report(s) to stakeholders	The City	18 CFR §16.8(c)(4)	Summer 2025
Issue DLA to stakeholders	The City	18 CFR §16.8(c)(4)	Feb 1, 2026
File comments on DLA (within 90 days after issuance of the DLA)	Stakeholders	18 CFR §16.8(c)(5)	May 2, 2026
File FLA with FERC (no later than 2 years prior to the expiration of the license)	The City	18 CFR §16.9	Aug 31, 2026



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: 5/20/2025

SUBJECT: Lafave Beach Bash

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

MOTION TO: Allow up to three Food Trucks to be present and operating in a pre-approved location in the municipal lot that is adjacent to Lafave Park (beach) during a TRF Chamber of Commerce organized event called *Lafave Beach Bash* on Thursday, June 26th, 2025 from 5-9 p.m.

BACKGROUND: City ordinance does not allow for food trucks to use city property. Special events have obtained permission from a City Council vote on a single request basis.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



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Request for Council Action

DATE: 5/20/2025

SUBJECT: Email Security

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

MOTION TO: Approve the City of Thief River Falls' purchase of email security for additional layer of email security.

BACKGROUND: To enhance the City's protections against phishing, malware, and impersonation threats, I recommend implementing an additional layer of email security. This measure will significantly strengthen our defenses and reduce our risk exposure.

KEY ISSUES: With our existing MDR solution, this added protection will integrate seamlessly and provide deeper, more comprehensive email threat detection.

Key features include:

- Account Compromise Detection
- Malware Identification
- Malicious URL Blocking
- Impersonation Protection
- Spam Filtering
- Data Loss Control
- Post-Delivery Threat Mitigation

FINANCIAL CONSIDERATIONS: \$2840.00 for 80 email accounts for a 12-month period from the existing IT Contract budget.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, Information Technology Coordinator

ATTACHMENTS:

1.	Sophos Email
2.	SHI Quote-26155568 (003)

Email Security



Trust your inbox again with cloud email security that protects your people and critical information from malware, as well as malware-free phishing and business email compromise.

Prevent Phishing and Imposter Threats

Many cyberattacks start with phishing. The danger is not the email itself but rather what it gets people to do, such as emails that include malicious links or malware that attackers try to trick you into activating.

Sophos keeps phishing imposters out, automatically identifying your high-profile targets for malware-free impersonation and Business Email Compromise attacks. It then blocks the attack with machine learning analysis of message content, sender authentication, URL protection, and cloud sandboxing.

Stop Malware From Reaching the Inbox

Multi-layered protection utilizes over 35 years of threat intelligence, reputational and behavioral analysis, and state-of-the-art artificial intelligence and machine learning to eliminate malware and malicious URLs from ever reaching the inbox.

Sophos' cloud sandbox analyzes all file processes, file activity, registry activity, and network connections to block ransomware, other forms of malware, exploits and PUA. Utilizing deep learning artificial intelligence to block zero-day threats in their tracks.

Gain Peace of Mind from Data Security

Sophos Email automatically scans messages and attachments for sensitive data with seamless integration of encryption.

Prevent data loss with multi-rule DLP policies for groups and individual users to ensure protection of sensitive information with discovery of financials, confidential contents, health information, and PII in all emails and attachments.

Encrypt messages and add a digital signature to verify sender identity with S/MIME, or select from customizable encryption options including TLS encryption, attachment encryption (PDF and Office), or add-on full web portal encryption.

Highlights

- Integrate with business email providers: Microsoft 365, Google Workspaces Gmail, and more
- API-based email security for Microsoft 365 with post-delivery protection
- Stop spam, malware, ransomware, and malicious URLs
- Block malware-free phishing and impersonation attempts
- Protect sensitive data with email encryption and data loss prevention
- Also available in AWS Marketplace

Microsoft 365 Security

Sophos Email integrates with Microsoft 365 (M365) email in minutes. API-based email security ensures faster setup and email processing.

- Sophos Mailflow Rules connection is completed in minutes from the Sophos Central console, with no need for MX record redirections.
- Continuous post-delivery protection automatically removes phishing emails containing newly infected URLs as soon as the threat state changes.
- Direct integration with the flow of messages means faster processing time on all email, while still providing the same advanced protection.

Centralize Threat Intelligence for Faster Response

Maximize security investment and identify previously unseen indicators of compromise across your environments with shared threat intelligence from endpoint and email protection in the Sophos XDR data lake. Extend visibility across the Microsoft 365 suite, server workloads, mobile devices, the network and more.

Comprehensive Reporting

Sophos unlocks visibility with clear dashboards, message summaries and detailed threat reports that can be customized and generated according to a schedule.

- Message History (shows logs of all mail processed by the system)
- Message Summary (shows a summary of all emails)
- SophosLabs Intelix Advanced Threat Summary (verdict reports, including VirusTotal results & MITRE ATT&CK Matrix tactics)
- At-risk users report and Time of Click Summary (volume of blocked, warned and allowed URLs)
- DLP Violations (messages logged by DLP policies)
- Post-delivery Summary (summary of M365 messages removed post-delivery)
- License Usage Summary

Increase Team Efficiency

Do more with your day from Sophos' single cloud management console. Millions trust Sophos to increase their cybersecurity efficiency with streamlined setup, rollout, and management of email protection, endpoint, server workload, mobile device security, firewall, zero trust, public cloud security and more, all from one place.

Sophos Email Feature Highlights

View all features at [Sophos.com/email](https://sophos.com/email)

Protection Features	Protection Features
Gateway mode and M365 Mailflow mode	Advanced integration with MDR/XDR
Authentication - SPF, DKIM, and DMARC	Post-delivery Protection
Anti-malware, Anti-spam, and RBL	Directory Synchronization – AD, Entra ID, and Google
BEC and Phishing protection	Policy based DLP and Content Control
VIP and Brand Impersonation protection	Geo-IP, Language, and QR code detection
URL protection and URL rewriting	Domain/IP Historian and Delay queue
Intelix Threat Analysis - Static and Dynamic (sandbox)	Header and domain anomaly detection
Synchronized Security	Encryption – TLS, S/MIME, and Push/Portal* with branding

* An add-on license is required for portal encryption

Learn more or speak with
an expert
sophos.com/email

United Kingdom and Worldwide Sales
Tel: +44 (0)8447 671131
Email: sales@sophos.com

North American Sales
Toll Free: 1-866-866-2802
Email: na-sales@sophos.com

Australia and New Zealand Sales
Tel: +61 2 9409 9100
Email: sales@sophos.com.au

Asia Sales
Tel: +65 62244168
Email: salesasia@sophos.com



Pricing Proposal
Quotation #: 26155568
Created On: 5/6/2025
Valid Until: 6/5/2025

MN-City of Thief River Falls

Joanne Olson

405 THIRD STREET EAST
PO BOX 528
THIEF RIVER FALLS, MN 56701
United States
Phone: (218) 416-7050
Fax:
Email: jolson@trfmrn.gov

Inside Account Executive

David Rifkin

290 Davidson Ave
Somerset, NJ 08873
Phone: 732-868-8775
Fax:
Email: david_rifkin@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Sophos Central Email Advanced - 50-99 users - 12 Months Sophos - Part#: CEMAAU12ADNCAA Contract Name: OMNIA Partners - IT Solutions Contract #: 2018011-02 Coverage Term: 6/1/2025 – 5/31/2026 Note: 1 Year	80	\$35.50	\$2,840.00
Subtotal			\$2,840.00
Total			\$2,840.00

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



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Request for Council Action

DATE: 5/20/2025

SUBJECT: Surplus Property

RECOMMENDATION: It respectfully requested to consider approving the list of Surplus Property

MOTION TO: Approve Declare the listed items Surplus Property to be sold at Public Auction

BACKGROUND: The City of Thief River Falls continually compiles a list of no longer needed equipment and miscellaneous to be declared surplus by the City Council so items may be disposed of through the Public Surplus Auction System.

KEY ISSUES: The following have been submitted by Department Heads for Surplus Declaration :

- 2014 International Trash Compacting Truck
- 2015 Dodge half ton pickup
- 2004 Chevrolet Tahoe
- 2004 White/GMC tandem truck and Box
- 2001 Jeep Wrangler
- Honda portable Generator
- John Deere Z Track zero turn mower
- Office partitions and desks from the Depot remodel

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

None



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Request for Council Action

DATE: 5/20/2025

SUBJECT: Memorandum of Understanding agreement with Pennington County

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

MOTION TO: To enter a Memorandum of Understanding with Pennington County of support in design approval and fiscal commitment to the scheduled 2026 construction project of CASH #11 and a portion of Kendall Ave S.

BACKGROUND: The project is a community effort that combines county, city and township rights-of-way. There have been public input meetings, public works committee and city council discussions to educate the community about the improved infrastructure project.

KEY ISSUES: The city portion is to be based on a 50% cost share with Pennington County of the joint segment of the project. This amount is to be capped and not to exceed \$85,000.00.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	MOU- pennington county
----	------------------------

MEMORANDUM OF UNDERSTANDING

Between Pennington County and City of Thief River Falls
for a Street Improvement Project on
Kendall Avenue/CSAH 11

This Memorandum of Understanding (MOU) is hereby made and entered into by and between Pennington County and the City of Thief River Falls regarding a reconstruction project on Kendall Avenue to the point it intersects with CSAH 11. The MOU is in regard to the intersection of Kendall Avenue and CSAH 11 (old CR 62) whose junction is not well defined. The City and County agree to jointly construct the portion of Kendall Avenue from a point 1,125 LF south of the intersection of Kendall Avenue and Greenwood Street to the intersection of CSAH 11 and Tindolph Avenue (roughly 600 LF) hereby known as Joint Segment (as shown in the attached map). The City and County roles are further defined as follows:

1. Pennington County will oversee the preparation of the complete plan set and specifications for the project and shall submit the plans to the MnDOT Office of State Aid for approval.
2. Pennington County will advertise for bids and provide construction engineering for the project.
3. Pennington County will make all contractor payments and be responsible for overall inspection of the project and all contract administration.
4. Pennington County will pay for all preliminary engineering (design), construction engineering and material testing.
1. The City will pay 50% of the construction costs in relation to the Joint Segment portion of the project. The County will pay the other 50% of the construction costs for the Joint Segment. The City's contribution to the construction costs will be capped at \$85,000 (50% of \$170,000).
2. It is expected that purchasing Right of Way will be necessary to allow for the proper design of the curve. The City will pay for the Right of Way costs for this purpose, including purchasing and appraisal services.
3. The County will submit invoices to the City for their portion of the construction costs.

Acknowledgements:

Mayor of Thief River Falls

Date

City Administrator

Date

Pennington County Engineer

Date

Pennington County Chair

Date



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

JOINT SEGMENT

Pennington County



Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGAR, N Robinson, NCEAS, NLS, OS, NMA, Geoblasta/jensen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community



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Request for Council Action

DATE: 5/20/2025

SUBJECT: Remove and replace sidewalk at the Ralph Englestad Arena

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

MOTION TO: Approve the purchase of additional sidewalk replacement at the REA in the amount of \$5,760.00.

BACKGROUND: Operations are currently carried out to replace the East Entrance steps and sidewalk at the Ralph Englestad Arena.

KEY ISSUES: Adjacent sidewalk was deemed in need of replacement. The contractor was willing to perform additional work before leaving the job.

FINANCIAL CONSIDERATIONS: The cost of the work is the same per unit cost as the originally awarded contract, and it will be paid for with previously bonded monies.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



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Thief River Falls MN 56701-0528

PHONE: 218-681-2943
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Request for Council Action

DATE: 5/20/2025

SUBJECT: Approval Rivers & Rails On Sale Intoxicating License Application

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

MOTION TO: Approve a new On-Sale Intoxicating License application for Rivers & Rails

BACKGROUND: Rivers & Rails has applied to change their license from a Brewery to a Brew Pub with the State of Minnesota and On-Sale Intoxicating License with the City of Thief River Falls.

KEY ISSUES: The change in license means Rivers & Rails will no longer sell wholesale; anything produced must be consumed on-site or off-site wholesale. Rivers & Rails will also apply with the State of MN for a Buyer's Card; they will no longer have a Tap Room License.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	ACORD Form 20250424-132816
2.	Rivers & Rails App_Redacted



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/24/2025

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

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

PRODUCER North Risk Partners 2017 Highway 59 SE Thief River Falls MN 56701	CONTACT NAME: Cinci Service Center PHONE (A/C, No, Ext): (218) 681-1714 FAX (A/C, No): (218) 681-8099 E-MAIL ADDRESS: servicecenter.cl@northriskpartners.com
INSURED Rivers & Rails Brewery Co, LLC 324 2nd St East Thief River Falls MN 56701	INSURER(S) AFFORDING COVERAGE INSURER A: Cincinnati Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 10677

COVERAGES**CERTIFICATE NUMBER:** Master**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			ETD 0643910	01/05/2025	01/05/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 3,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			ETD 0643910	01/05/2025	01/05/2026	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB EXCESS LIAB ☐ OCCUR ☐ CLAIMS-MADE DED RETENTION \$			ETD 0643910	01/05/2025	01/05/2026	EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	EWC 0643911	01/05/2025	01/05/2026	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			ETD 0643910	01/05/2025	01/05/2026	Aggregate \$2,000,000 Each Claim \$1,000,000

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

Coverage continues until cancelled at which time the City will be notified.

CERTIFICATE HOLDER**CANCELLATION**City of Thief River Falls
PO Box 528

Thief River Falls

MN 56701

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

AUTHORIZED REPRESENTATIVE

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COPY



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types: 1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Thief River Falls License Period From: 4-1-25 To: 3-31-26

Circle One: New License License Transfer _____ Suspension _____ Revocation _____ Cancel _____
(former licensee name) (Give dates)

License type: (check all that apply) ☒ On Sale Intoxicating ☐ Sunday Liquor ☐ 3.2% On sale ☐ 3.2% Off Sale

Fee(s): On Sale License fee: \$ _____ Sunday License fee: \$ _____ 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Rivers + Rails Brewing Company DOB 02/08/1983 Social Security # _____
(corporation, partnership, LLC, or Individual) PCay LLC

Business Trade Name Rivers + Rails Brewing Business Address 324 2nd St E City Thief River Falls
Zip Code 56701 County Pennington Business Phone 612-462-0652 Home Phone _____

Home Address 12279 St Hwy 32 NE City Thief River Falls

Licensee's Federal Tax ID # 84-4363746 Licensee's MN Tax ID# 7329822
(To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

<u>Anton Jon BERGE</u>	<u>2/8/1983</u>		<u>12279 St Hwy 32 NE</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Melora Lynn BERGE</u>	<u>8/31/1985</u>		<u>12279 St Hwy 32 NE</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Jonny Michael Artmann</u>	<u>6/8/88</u>		<u>Thief River Falls, MN 56701</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Janelle Bernice Artmann</u>	<u>12/8/84</u>		<u>1102 DECLAND PARK Rd</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

☐ Yes ☒ No During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Cincinnati Insurance Co. Policy # EWCD0643911

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.

City Clerk or County Auditor Signature [Signature] Date 4/24/25
(title)

ON SALE INTOXICATING LIQUOR LICENSEES ONLY, must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7507, or visit our website at <https://dps.mn.gov/divisions/age/Pages/default.aspx>



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Request for Council Action

DATE: 5/20/2025

SUBJECT: Approve Appointment of Jim Retka

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

MOTION TO: Approve the appointment of Jim Retka to Planning & Zoning Board. The term will be effective immediately, expiring January 31, 2028.

BACKGROUND: Merle Lorensen stepped down from the board leaving a vacancy. Mayor Mike Lorensen held interviews with six applicants. Lorensen appointed Jim Retka whom accepted.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

None



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Request for Council Action

DATE: 5/20/2025

SUBJECT: Pennington County Fair Association's Temp Intoxicating Liquor License App

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

MOTION TO: Approve the Pennington County Fair Association's Temp Intoxicating Liquor License Application.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS: \$70 license fee has been paid.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	Penn Cty Fair Association Temp Intoxicating Liq License001_Redacted
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CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: Pennington County Fair Association

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

CONTACT PERSON: Ray Safranski

ADDRESS: PO Box 637

PHONE: 218-681-4287

TYPE OF EVENT: [REDACTED]

LICENSING PERIOD: August 2nd & 3rd, 2025

HOURS OF OPERATION: 12:00 pm (noon) to 11:00 pm

FACILITY/PLACE TO BE USED: Fairgrounds

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

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

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

Cost of the license is \$35.00 per day.

Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgments, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

Ray Safranski - TRETSJUN
SIGNATURE OF APPLICANT

4/21/25
DATE



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

Receipt Number: R00174365

Cashier Name: AH

Terminal Number: 1

Receipt Date: 4/25/2025 8:07:26 AM

Pennington County Fair Assoc. (8/2 & 8/3)

Trans Code: MISC - MISCELLANEOUS RECEIPT	Name: Pennington County Fair Assoc. (8/2 & 8/3)	\$70.00
Product: Liquor License Intoxicating Temporary	Units: 0.00 Amount: 70.00	
Pennington County Fair Assoc. (8/2 & 8/3)	70.00	
19	70.00	
100-4670-53211	-70.00	

Payment Method: Check Bord Payor: Pennington County Fair Ass Reference: 3465

Total Balance Due:	\$70.00
Amount:	\$70.00
Total Payment Received:	\$70.00
Change:	\$0.00

**CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY**

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
<u>RBC</u>						
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$182,328.39
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	\$255,000	25-Aug-25	3.50%	25-Feb-23	\$254,260.50
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$242,064.00
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	\$200,000	11-Feb-26	1.00%	11-Aug-21	\$195,296.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	\$246,000	30-Mar-26	2.85%	01-Jul-22	\$247,275.00
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.95%	30-Jun-21	\$242,052.90
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$236,353.95
Univest Ntl Bk Tr Souderton	Certificate of Deposit - Brokered	\$183,000	17-May-27	4.50%	16-May-23	\$184,434.72
Bank Brenham Tex	Certificate of Deposit - Brokered	\$244,000	12-Oct-27	4.10%	10-Apr-25	\$242,706.80
Northwest Bk Boise Idaho	Certificate of Deposit - Brokered	\$248,000	28-Mar-29	4.65%	28-Apr-24	\$248,059.52
Bankwest Inc Pierre SD	Certificate of Deposit - Brokered	\$248,000	12-Apr-29	4.65%	12-May-24	\$251,623.28
Jonesboro St Bk Jonesboro LA	Certificate of Deposit - Brokered	\$244,000	03-Oct-29	4.00%	03-Nov-24	\$240,483.96
Federal Home Loan Bank	Certificate of Deposit - Brokered	\$460,000	12-Feb-29	4.55%	12-Aug-25	\$463,657.00
Defiance Ohio City Sch Dist	Bond - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$472,505.00
Fresno Calif Uni School Dist	Bond - Brokered	\$300,000	01-Aug-25	0.00%	01-Aug-25	\$296,961.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$180,346.10
RBC INVESTMENTS						\$4,180,408.12
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, 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, C	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
Solera National Bank, CO	Certificate of Deposit - Brokered	\$240,300	09-Apr-26	3.935%	\$240,300.00
NorthEast Community Bank, NY	Certificate of Deposit - Brokered	\$240,200	09-Apr-26	3.969%	\$240,200.00
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 & Tru	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
KS StateBank, KS	Certificate of Deposit - Brokered	\$221,500	27-Mar-28	4.258%	\$221,500.00
Truxton Trust Company, TN	Certificate of Deposit - Brokered	\$223,000	03-Apr-28	4.016%	\$223,000.00
4M INVESTMENTS					<u>\$6,076,850.00</u>

TOTAL CD INVESTMENTS

\$10,357,258.12

MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	4.150%	\$3,594,727.27
RBC	US Govt Money Market Fund		\$0.00
League of Minnesota Cities	4M Money Market Fund	4.289%	\$6,497,649.39
League of Minnesota Cities	4M Plus Fund	4.317%	\$29,360.79
League of Minnesota Cities	4M LTD Account		<u>\$8,268,006.37</u>

TOTAL MONEY MARKET SAVINGS

\$18,389,743.82

GRAND TOTAL

04/30/2025 \$28,747,001.94



City of Thief River Falls

OFFICE OF THE MAYOR

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

PHONE: 218-681-2943
FAX: 218-681-6223
email: mayor@trfmmn.gov
www.trfmmn.gov

Updates from the Mayor

05/20/2025

Planning and Zoning - (04/26/2025 – 05/13/2025)

- Held interviews with six different applicants for the vacancy in planning and zoning.
- Several qualified candidates that are willing to step up and assist.
- Final selection made and presenting to council for approval.

Meeting with the public - (05/14/2025)

- Held a meeting with several members of the public to talk about the apartment building project.
- Outside of this meeting I have had several calls and text messages both for and against.

Mayor to Mayor round table - (05/15/2025)

- Had a meeting with other Minnesota mayors to talk the lack of daycare and what others are trying to do to help within their city.

Budget Meeting - (05/15/2025)

- The Budgeting Committee had the initial kickoff meeting for the 2026 budget. Making you aware as you might start to see budget related items surfacing.

Looking ahead:

Open Line - (05/20/2025)

- Wayne Johnson will be joining me for this radio segment

League of Minnesota Cities Annual Conference- (June 25-27 in Duluth)

- Angie and I will be attending

Coalition of Greater Minnesota cities Summer Conference- (July 23-25 Bemidji)

- Angie and I will be attending

Call for Assistance:

*Hanging Flower Baskets – The flowers will be unloaded on May 28th and placed on the 29th.
If are willing to assist with this process, please reach out to me.*