

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, July 15, 2025

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
 - Scott Ingram - Crazy Days
 - Community Voice App
 - 2024 Audit Presentation (Hoffman Philipp Martel, PLLC)
- 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 July 1, 2025 Council Proceedings (3-6)
 - 7.2. Approval of City of Thief River Falls Bills and Disbursements (7-42)
- 8. NEW BUSINESS**
 - 8.1. MNDOT Contract Agreement Extension (43)
 - 8.2. Establishment of TIF District 1-16 (44-90)

- 8.3. TIF 1-16 Development Agreement (91-94)
- 8.4. Building Official/BO-Limited/Inspector Position (95-101)
- 8.5. Microsoft CoPilot (102-+103)
- 8.6. Voluntary Installation of Passwordless Login App (104-105)
- 8.7. Remloh & Associates LLC Contract (106)
- 8.8. Authorize the installation of ceiling tile and lighting in the Public Works new offices at City Hall (107-108)
- 8.9. Rivers and Rails Temp Intoxicating Liquor App (109-111)

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

10. UPCOMING MEETINGS

- City Council Meeting - 8/5 Before Night to Unite at Centennial Park at 4:30 pm. Night to Unite activities 4-7 pm.
- Public Utilities Committee – 8/11 at 7:30 pm Room 101
- Public Safety Committee – 8/11 at 4:30 pm Room 101
- Administrative Committee – 8/12 at 4:30 pm Room 101
- Public Works Committee – 8/13 at 4:30 pm Room 101
- City Council Meeting - 8/19 in Council Chambers at 5:30 pm. Committee of the Whole will follow

11. INFORMATIONAL ITEMS

- 11.1. June 2025 Investment Summary (112-113)
- 11.2. Deer Hunt

12. ADJOURNMENT

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

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

**PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION
ANNOUNCEMENTS**

Representatives from the Zehlians Club (Carol, Deb and Polly) reviewed their annual Art & Wine Walk event with the Council. They also thanked the City for their assistance hanging the flower baskets.

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Michele McCraw, to approve the agenda with the additional of addendum item 8.3.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 07.151.25: Approval of June 17, 2025 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 07.151.25, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED by the City Council to approve the June 17, 2025 Council Proceedings.

On vote being taken, the resolution unanimously passed.

RESOLUTION NO. 07.152.25: City of Thief River Falls Bills & Disbursements and Council Per Diem

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 07.125.25, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED by the City Council to authorize payment of bills and disbursements in the total amount of \$2,363,112.59 and Council per diem in the total amount of \$ 585.00. A printout of the approved payments and disbursements are

attached hereto and made a part hereof.

On vote being taken, the resolution unanimously passed.

NEW BUSINESS

RESOLUTION NO. 07.153.25: Approve a Memorandum of Understanding with the City of Thief River Falls on behalf of the Ralph Englestad Arena and Pennington & Red Lake County Public Health and Home Care.

Following discussion, Councilmember Jason Aarestad introduced Resolution, 07.153.25 being seconded by Councilmember Kelly Langness , that:

WHEREAS, The purpose of the MOU is to establish a good-faith foundation between the Parties for future collaborative efforts that are mutually beneficial. The Parties agree to work together in a cooperative and coordinated manner to achieve each Party's individual goals and the collective goals of the partnership. This MOU is designed to detail the specifics of the working relationship between the Parties to the mutual benefit of the parties and the communities they serve. This MOU does not obligate the Parties to provide funds or payment. This MOU does not bind Parties to any legal obligations.

THEREFORE, BE IT RESOLVED Approve a Memorandum of Understanding with the City of Thief River Falls on behalf of the Ralph Engelstad Arena and the Pennington and Red Lake County Public Health and Home Care and authorize the Mayor to execute the documentation.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 07.154.25: Approve renewal of School Resource Officer Services Agreement with ISD #564

Following discussion, Councilmember Kelly Langness introduced Resolution 07.154.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The school district and the city maintain a cooperative and coordinated approach to deterring and addressing criminal activity on school property and at school sponsored events and activities. The School Resource Officer is a key aret of this coordinated approach.

THEREFORE, BE IT RESOLVED to approve the renewal of the School Resource Officer Agreement with Thief River Falls School District \$564 for a 3-year term and authorize the Mayor, City Administrator and Chief of Police to sign. This 3-year term will go from September 1, 2025 ending on May 31, 2026; September 1, 2026 ending on May 31, 2027; and September 1, 2027 ending May 31, 2028.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 07.155.25 : Approval of Professional Services Agreement with Dave Berg Consulting for Electric Rate Study

Following discussion, Councilmember Steve Narverud introduced Resolution 07.155.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, All services to be furnished by the consultant under this agreement will be authorized through individual Task Orders. Each task order will outline the scope of services, fee for services and schedule pertaining to the Consulting Services as specifically authorized by Client. The Scope of Services include:

- Task 1: Data Request
- Task 2: Kickoff Meeting/Data Review
- Task 3: Financial Forecast – Existing Rates
- Task 4: Cost of Service Analysis
- Task 5: Interim Report
- Task 6: Rate Design Discussion
- Task 7: Rate Design
- Task 8: Financial Forecast – Proposed Rates
- Task 9: Preliminary Report
- Task 10: Report Review
- Task 11: Final Report
- Task 12: Report Presentation

The study is anticipated to being in July and will take 15 weeks to complete.

WHEREAS, Consultant will perform the scope of services outlined at a fixed rate of \$18,000. The consultant will be \$18,000 in two installment: 1) \$10,000 following the submittal of the interim report in Task 5 and 2) \$8,000 following the report presentation in Task 12 or completion of the study.

THEREFORE, BE IT RESOLVED approve the professional services agreement with Dave Berg Consulting, LLC (Consultant) and Thief River Falls Municipal Utilities (Client). The professional service agreement is a 5-year contract to begin January 1, 2026.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

- Public Utilities Committee - 7/7/25 In Room 101 at 7 am
- Public Safety Committee - 7/7/25 in Room 101 at 4:30 pm
- Administrative Services Committee - 7/8/25 in Room 101 at 4:30 pm
- Public Works Committee - 7/9/25 in Room 101 at 4:30 pm
- City Council Meeting - 7/15/25 in Council Chambers at 5:30 pm_

INFORMATIONAL ITEMS

- City offices are closed Friday, July 4. There will be no garbage pickup.
- Art & Wine Walk July 10 from 4-8 pm in downtown Thief River Falls.
- Pennington County Fair July 16-20. Parade Wednesday, July 16.
- Music in the Park tonight at 7 pm at Floyd B. Olson Park. Musical entertainment by Kenny & The Classics. Music in the park Summer of 2025 is every Tuesday (through August 26th) starting at 7 pm. Weather backup is at The Eagles.
- Lorenson thanked Steve Narverud and Travis Giffen on doing the recent Open Line session.
- City Facebook page will go live tomorrow.
- Lorenson asked for volunteers from Council to join him in a joint meeting with the City and County to discuss the City Auditorium. Bolduc and Aarestad volunteered.
- Lorenson noted he wants a deer hunt discussion on the Public Safety 7/7 committee agenda
- CSAH #11 meeting from 6-9 pm at Joint Use Facility on July 10, 2025.
- Mayor Update

ADJOURNMENT

There being no further discussion, Councilmember Kelly Langness motioned being seconded by Councilmember Julie Bolduc to adjourn at 6:04 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: APPKT01457 - 2ND QTR VOLUNTEER FIREFIGHTERS

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ANTHONY HORACHEK							
ANTHONY HORACHEK	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor ANTHONY HORACHEK Total:							145.00
Vendor: BLAKE WALKER							
BLAKE WALKER	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor BLAKE WALKER Total:							145.00
Vendor: BRIAN JACOBSON							
BRIAN JACOBSON	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor BRIAN JACOBSON Total:							145.00
Vendor: DEREK NEISEN							
DEREK NEISEN	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor DEREK NEISEN Total:							145.00
Vendor: DEVIN SPEARS							
DEVIN SPEARS	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor DEVIN SPEARS Total:							145.00
Vendor: ERIK BRATENG							
ERIK BRATENG	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor ERIK BRATENG Total:							145.00
Vendor: FRANCIS TRUDEAU							
FRANCIS TRUDEAU	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor FRANCIS TRUDEAU Total:							145.00
Vendor: GRANT ASP							
GRANT ASP	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor GRANT ASP Total:							145.00
Vendor: IAN LUND							
IAN LUND	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor IAN LUND Total:							145.00
Vendor: JEFFREY SCHNEIDER							
JEFFREY SCHNEIDER	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor JEFFREY SCHNEIDER Total:							145.00
Vendor: JONATHAN LARSON							
JONATHAN LARSON	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
Vendor JONATHAN LARSON Total:							145.00

Council Approval Register

Packet: APPKT01457 - 2ND QTR VOLUNTEER FIREFIGHTERS

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JOSIAH JENSEN							
JOSIAH JENSEN	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor JOSIAH JENSEN Total:		145.00
Vendor: JUDD ALBY							
JUDD ALBY	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor JUDD ALBY Total:		145.00
Vendor: KEARY PETSCHL							
KEARY PETSCHL	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor KEARY PETSCHL Total:		145.00
Vendor: KEATON HUOT							
KEATON HUOT	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor KEATON HUOT Total:		145.00
Vendor: KEVIN WALSETH							
KEVIN WALSETH	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor KEVIN WALSETH Total:		145.00
Vendor: MIKE LARSON							
MIKE LARSON	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor MIKE LARSON Total:		145.00
Vendor: NICHOLAS TRUDEAU							
NICHOLAS TRUDEAU	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor NICHOLAS TRUDEAU Total:		145.00
Vendor: PATRICK BARRY							
PATRICK BARRY	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor PATRICK BARRY Total:		145.00
Vendor: PAUL D GONSOROWSKI							
PAUL D GONSOROWSKI	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor PAUL D GONSOROWSKI Total:		145.00
Vendor: SCOTT WALKER							
SCOTT WALKER	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor SCOTT WALKER Total:		145.00
Vendor: SHANE CRANDALL							
SHANE CRANDALL	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor SHANE CRANDALL Total:		145.00
Vendor: WAYNE NOME LAND							
WAYNE NOME LAND	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
					Vendor WAYNE NOME LAND Total:		145.00

Council Approval Register

Packet: APPKT01457 - 2ND QTR VOLUNTEER FIREFIGHTERS

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ZACHARY JOHNSON							
ZACHARY JOHNSON	2ND QTR 2025	07/08/2025	100-4220-61060	Temporary Salaries	2ND QTR 2025 VFF SALARY		145.00
						Vendor ZACHARY JOHNSON Total:	145.00
						Grand Total:	3,480.00

Fund Summary

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

Account Summary

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

Project Account Summary

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



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01458 - 07/10/25 ELECTRICAL INVENTORY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S104603492.001	06/09/2025	690-14100	Inventory - Materials	Secondary Pedestal (short/f...		2,395.04
DAKOTA SUPPLY GROUP	S104646944.002	06/12/2025	100-4194-65200	Buildings and Structures	RETURN CREDIT - MATERIA...		-214.96
DAKOTA SUPPLY GROUP	S104664279.001	06/30/2025	690-14100	Inventory - Materials	Streetlight Master Ped (tall/...		2,485.42
DAKOTA SUPPLY GROUP	S104670418.001	06/16/2025	630-4840-62990	Misc. Operating Expense	BREAKER BOLT - REA OVEN ...		75.34
DAKOTA SUPPLY GROUP	S104675023.001	06/02/2025	100-4194-65200	Buildings and Structures	SWITCH - ELEVATOR UPGR...		417.31
DAKOTA SUPPLY GROUP	S104714489.001	05/27/2025	100-4194-65200	Buildings and Structures	TOUCHLESS HAND DRYERS		659.38
DAKOTA SUPPLY GROUP	S104746764.001	06/03/2025	690-14100	Inventory - Materials	Black #8 thhn Str Wire		315.02
DAKOTA SUPPLY GROUP	S104761274.001	06/05/2025	620-4850-62220	Plant Equip Maint & Repair	MATERIALS - CHEMICAL FE...		341.39
DAKOTA SUPPLY GROUP	S104762627.001	06/05/2025	620-4850-62220	Plant Equip Maint & Repair	MATERIALS - CHEMICAL FE...		34.57
DAKOTA SUPPLY GROUP	S104771072.001	06/11/2025	690-14100	Inventory - Materials	SQD QO120M200PRB LOAD...		328.72
DAKOTA SUPPLY GROUP	S104771072.001	06/11/2025	690-14100	Inventory - Materials	INDCS U054 PWR OUTL 1 5...		182.66
DAKOTA SUPPLY GROUP	S104771072.001	06/11/2025	690-14100	Inventory - Materials	INDCS U011010 PWR OUTL ...		149.37
DAKOTA SUPPLY GROUP	S104778565.001	06/11/2025	630-4840-62990	Misc. Operating Expense	RETURN CREDIT - ELEC SUP...		-43.17
DAKOTA SUPPLY GROUP	S104784365.001	06/30/2025	690-14100	Inventory - Materials	Stingray 195		573.04
DAKOTA SUPPLY GROUP	S104810491.001	07/01/2025	690-14100	Inventory - Materials	Sq D Single Pole 20 amp Bre...		143.66
DAKOTA SUPPLY GROUP	S104810491.001	07/01/2025	690-14100	Inventory - Materials	CIRCUIT BREAKER 50A 2 PO...		188.75
Vendor DAKOTA SUPPLY GROUP Total:							8,031.54
Vendor: FS3 INC							
FS3 INC	94393	06/25/2025	690-14100	Inventory - Materials	1.5" DURALINE BLACK W/R...		3,526.88
FS3 INC	94422	06/10/2025	690-4840-62400	Small Tools and Minor Equip	DUCT PULLER		254.03
Vendor FS3 INC Total:							3,780.91
Vendor: RESCO							
RESCO	3075558	06/11/2025	690-14100	Inventory - Materials	ERMCO 300KVA 240 DELTA ...		23,798.51
RESCO	3076744	06/25/2025	690-14100	Inventory - Materials	ERMCO 750KVA 480Y/277 #...		35,898.28
RESCO	3076744	06/25/2025	690-14100	Inventory - Materials	ERMCO 112.5KVA 208Y/120...		17,406.88
RESCO	3076744	06/25/2025	690-14100	Inventory - Materials	ERMCO 112.5KVA 240DELTA..		17,492.38
RESCO	3076744	06/25/2025	690-14100	Inventory - Materials	ERMCO 500KVA 208Y/120 #...		26,158.42
RESCO	3077472	07/01/2025	690-14100	Inventory - Materials	ERMCO 750KVA 208Y/120 #...		42,122.99
Vendor RESCO Total:							162,877.46
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S014238064.001	05/27/2025	690-4850-62360	Distribution Maint	LINE SAFETY GROUNDING C...		168.86
STUART C IRBY CO	S014272526.001	06/09/2025	690-14100	Inventory - Materials	Ground Rod 8'		241.54
STUART C IRBY CO	S014272526.002	06/03/2025	690-14100	Inventory - Materials	4/0 Elbow Kit		4,354.09
STUART C IRBY CO	S014285938.001	06/25/2025	690-14100	Inventory - Materials	2" Comfit Interduct Coupling		146.69

Council Approval Register

Packet: APPKT01458 - 07/10/25 ELECTRICAL INVENTORY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
STUART C IRBY CO	S014290236.001	06/12/2025	690-4850-62360	Distribution Maint	TAP CONN		45.96
Vendor STUART C IRBY CO Total:							4,957.14
Vendor: WESCO RECEIVABLES CORP							
WESCO RECEIVABLES CORP	555967	06/09/2025	690-14100	Inventory - Materials	200A 4T Socket with 200 A...		6,958.33
Vendor WESCO RECEIVABLES CORP Total:							6,958.33
Grand Total:							186,605.38

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	861.73
620 - WATER UTILITY FUND	375.96
630 - ARENAS - OAK VIEW GROUP	32.17
690 - ELECTRIC UTILITY FUND	185,335.52
Grand Total:	186,605.38

Account Summary

Account Number	Account Name	Expense Amount
100-4194-65200	Buildings and Structures	861.73
620-4850-62220	Plant Equip Maint & Rep...	375.96
630-4840-62990	Misc. Operating Expense	32.17
690-14100	Inventory - Materials	184,866.67
690-4840-62400	Small Tools and Minor E...	254.03
690-4850-62360	Distribution Maint	214.82
Grand Total:		186,605.38

Project Account Summary

Project Account Key	Expense Amount
None	186,605.38
Grand Total:	186,605.38



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01444 - 06/30/25 DIRECT PAYABLES / GAZEBO ENTERTAINMENT

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DOYLE TURNER							
DOYLE TURNER	07 22 25	06/30/2025	100-4510-53636	Reimbursement - Music in t...	GAZEBO ENTERTAINMENT -...		1,500.00
						Vendor DOYLE TURNER Total:	1,500.00
Vendor: ERIK KOSKINEN							
ERIK KOSKINEN	07 29 25	06/30/2025	100-4510-53636	Reimbursement - Music in t...	GAZEBO ENTERTAINMENT -...		2,000.00
						Vendor ERIK KOSKINEN Total:	2,000.00
Vendor: MICHAEL E RIDDLE							
MICHAEL E RIDDLE	07 08 25	06/30/2025	100-4510-53636	Reimbursement - Music in t...	GAZEBO ENTERTAINMENT -...		1,500.00
						Vendor MICHAEL E RIDDLE Total:	1,500.00
						Grand Total:	5,000.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	5,000.00
Grand Total:	5,000.00

Account Summary

Account Number	Account Name	Expense Amount
100-4510-53636	Reimbursement - Music in..	5,000.00
Grand Total:		5,000.00

Project Account Summary

Project Account Key	Expense Amount
None	5,000.00
Grand Total:	5,000.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01449 - 07/01/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	1ST HALF JUN 2025	07/01/2025	100-4210-62020	Computer Supplies	1ST HALF JUN 2025 - CELL P...		293.88
AMAZON CAPITAL SERVICES ..	1ST HALF JUN 2025	07/01/2025	100-4210-62020	Computer Supplies	1ST HALF JUN 2025 - INK CA...		131.21
AMAZON CAPITAL SERVICES ..	1ST HALF JUN 2025	07/01/2025	100-4210-62020	Computer Supplies	1ST HALF JUN 2025 - CELL P...		39.95
AMAZON CAPITAL SERVICES ..	1ST HALF JUN 2025	07/01/2025	100-4210-62990	Misc. Operating Expense	1ST HALF JUN 2025 - GLOVE...		230.36
AMAZON CAPITAL SERVICES ..	1ST HALF JUN 2025	07/01/2025	100-4210-63034	SRT Expense	1ST HALF JUN 2025 - SHOOT...		179.99
AMAZON CAPITAL SERVICES ..	1ST HALF JUN 2025	07/01/2025	100-4650-62990	Misc. Operating Expense	1ST HALF JUN 2025 - WALL F...		18.40
AMAZON CAPITAL SERVICES ..	1ST HALF JUN 2025	07/01/2025	610-4840-62020	Computer Supplies	1ST HALF JUN 2025 - CELL P...		9.69
Vendor AMAZON CAPITAL SERVICES INC Total:							903.48
Vendor: BENJAMIN TURESON							
BENJAMIN TURESON	REIMB 06 24 25	06/24/2025	100-4210-62880	Personal Protective Equipm...	REIMBURSE - WORK BOOT ...		221.00
Vendor BENJAMIN TURESON Total:							221.00
Vendor: CAPITAL ONE							
CAPITAL ONE	00255	05/29/2025	100-4210-62010	Office Supplies	WIRELESS MOUSE		16.88
CAPITAL ONE	04571	06/11/2025	690-4840-62990	Misc. Operating Expense	CLEANING SUPPLIES		21.82
CAPITAL ONE	07790	06/03/2025	100-4560-62990	Misc. Operating Expense	MULCH		12.35
Vendor CAPITAL ONE Total:							51.05
Vendor: CITY OF T R F - ADMIN PETTY CASH							
CITY OF T R F - ADMIN PETTY..	REIMB 07 01 25	07/01/2025	100-4220-64400	Travel, Conference, School	REIMBURSE - CAKE PURCHA...		64.96
CITY OF T R F - ADMIN PETTY..	REIMB 07 01 25	07/01/2025	100-4240-62010	Office Supplies	REIMBURSE - BUILDING OFF...		10.10
CITY OF T R F - ADMIN PETTY..	REIMB 07 01 25	07/01/2025	210-4670-64400	Travel, Conference, School	REIMBURSE - CDAB MTG - B...		4.50
CITY OF T R F - ADMIN PETTY..	REIMB 07 01 25	07/01/2025	690-4840-62010	Office Supplies	REIMBURSE - POSTAGE PUR...		2.04
Vendor CITY OF T R F - ADMIN PETTY CASH Total:							81.60
Vendor: CRAIG WILLIAMS							
CRAIG WILLIAMS	REIMB 06 26 25	06/26/2025	100-4210-62880	Personal Protective Equipm...	REIMBURSE - WORK BOOT ...		170.10
Vendor CRAIG WILLIAMS Total:							170.10
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	12181	05/27/2025	680-4840-62170	Field Supplies	SHIPPING CHARGES - MAY 2...		12.89
EAZY PACK N SHIP	12195	05/28/2025	680-4840-62170	Field Supplies	SHIPPING CHARGES - MAY 2...		12.89
Vendor EAZY PACK N SHIP Total:							25.78
Vendor: MTI DISTRIBUTING INC							
MTI DISTRIBUTING INC	1478231-00	06/06/2025	100-4510-62210	Equipment Maint & Repair	MOWER PARTS - V BELT / LI...		999.18
MTI DISTRIBUTING INC	1478334-00	06/09/2025	100-4510-62210	Equipment Maint & Repair	BLADES		154.61
Vendor MTI DISTRIBUTING INC Total:							1,153.79

Council Approval Register

Packet: APPKT01449 - 07/01/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: T R F CONVENTION &							
T R F CONVENTION &	MAY 2025	07/01/2025	100-4670-63030	Contracts Expense	MAY 2025 - LODGING TAX		8,065.77
Vendor T R F CONVENTION & Total:							8,065.77
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	MAY 2025 - 878	05/31/2025	100-4150-62010	Office Supplies	DISCOUNT		-22.98
THIEF RIVER FALLS TIMES	MAY 2025 - 878	05/31/2025	100-4315-63590	Printing & Publications	DISCOUNT		-0.65
THIEF RIVER FALLS TIMES	MAY 2025 - 878	05/31/2025	100-4315-63590	Printing & Publications	DISCOUNT		-0.65
THIEF RIVER FALLS TIMES	MAY 2025 - 878	05/31/2025	100-4315-63590	Printing & Publications	GARBAGE BAGS		54.00
THIEF RIVER FALLS TIMES	MAY 2025 - 878	05/31/2025	100-4660-63590	Printing & Publications	DISCOUNT		-0.65
THIEF RIVER FALLS TIMES	MAY 2025 - 878	05/31/2025	100-4660-63590	Printing & Publications	DISCOUNT		-1.94
THIEF RIVER FALLS TIMES	MAY 2025 - 878	05/31/2025	100-4660-63590	Printing & Publications	HRG - KUZNIA BLDR		43.56
THIEF RIVER FALLS TIMES	MAY 2025 - 878	05/31/2025	620-4890-63590	Printing & Publications	DISCOUNT		-0.97
THIEF RIVER FALLS TIMES	MAY 2025 - 878	05/31/2025	620-4890-63590	Printing & Publications	DISCOUNT		-4.53
Vendor THIEF RIVER FALLS TIMES Total:							65.19
Vendor: TIFFANY TURESON							
TIFFANY TURESON	REIMB 06 16 25	06/16/2025	100-4210-62880	Personal Protective Equipm...	REIMBURSE - WOOK BOOT ...		120.00
Vendor TIFFANY TURESON Total:							120.00
Vendor: VESTIS							
VESTIS	2630438119	06/24/2025	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 06/24/...		86.75
Vendor VESTIS Total:							86.75
Grand Total:							10,944.51

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	10,799.43
210 - COMM DEVELOPMENT REV LOAN FUND	4.50
610 - LIQUOR DISPENSARY	9.69
620 - WATER UTILITY FUND	81.25
680 - WASTEWATER UTILITY FUND	25.78
690 - ELECTRIC UTILITY FUND	23.86
Grand Total:	10,944.51

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	-22.98
100-4210-62010	Office Supplies	16.88
100-4210-62020	Computer Supplies	465.04
100-4210-62880	Personal Protective Equi...	511.10
100-4210-62990	Misc. Operating Expense	230.36
100-4210-63034	SRT Expense	179.99
100-4220-64400	Travel, Conference, Sch...	64.96
100-4240-62010	Office Supplies	10.10
100-4315-63590	Printing & Publications	52.70
100-4510-62210	Equipment Maint & Repa..	1,153.79
100-4560-62990	Misc. Operating Expense	12.35
100-4650-62990	Misc. Operating Expense	18.40
100-4660-63590	Printing & Publications	40.97
100-4670-63030	Contracts Expense	8,065.77
210-4670-64400	Travel, Conference, Sch...	4.50
610-4840-62020	Computer Supplies	9.69
620-4890-63030	Contracts Expense	86.75
620-4890-63590	Printing & Publications	-5.50
680-4840-62170	Field Supplies	25.78
690-4840-62010	Office Supplies	2.04
690-4840-62990	Misc. Operating Expense	21.82
Grand Total:		10,944.51

Project Account Summary

Project Account Key	Expense Amount
None	10,944.51
Grand Total:	10,944.51



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01452 - PYPKT01669 - 2025 07 10 #14 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DELTA DENTAL OF MINNESOTA							
DELTA DENTAL OF MINNES...	INV0001707	07/10/2025	740-24000	Clearing Account	Dental Premium		1,600.78
Vendor DELTA DENTAL OF MINNESOTA Total:							1,600.78
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001710	07/10/2025	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		25,604.62
INTERNAL REVENUE SERVICE	INV0001710	07/10/2025	740-20150	Payroll Taxes Payable	MEDICARE		9,080.42
INTERNAL REVENUE SERVICE	INV0001710	07/10/2025	740-20150	Payroll Taxes Payable	FED W/H		32,258.32
INTERNAL REVENUE SERVICE	INV0001716	07/10/2025	100-4670-62990	Misc. Operating Expense	2025 PCORI FEES		520.50
Vendor INTERNAL REVENUE SERVICE Total:							67,463.86
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR...	INV0001703	07/10/2025	740-24000	Clearing Account	LELS Dues		1,095.00
Vendor LAW ENFORCEMENT LABOR SERVICES Total:							1,095.00
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0001711	07/10/2025	740-4870-63650	Senior Gold BC/BS Monthly ...	JULY BILLING		1,750.50
Vendor MEDICAREBLUE RX Total:							1,750.50
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0001705	07/10/2025	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...	INV0001709	07/10/2025	740-20160	State Withholding	State W/H Tax		14,813.54
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							14,813.54
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR...	INV0001704	07/10/2025	740-24000	Clearing Account	PLIFE		656.00
Vendor NCPERS GROUP LIFE INSURANCE Total:							656.00
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	100-4150-61310	Health Insurance	Health Insurance Premium		5,402.61
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	100-4210-61310	Health Insurance	Health Insurance Premium		25,049.17
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	100-4220-61310	Health Insurance	Health Insurance Premium		5,657.50
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	100-4312-61310	Health Insurance	Health Insurance Premium		5,402.61
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	100-4315-61310	Health Insurance	Health Insurance Premium		8,606.40
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	100-4510-61310	Health Insurance	Health Insurance Premium		2,868.80
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	100-4650-61310	Health Insurance	Health Insurance Premium		4,976.73
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	100-4660-61310	Health Insurance	Health Insurance Premium		1,772.94
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	610-4825-61310	Health Insurance	Health Insurance Premium		16,108.58
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	620-4825-61310	Health Insurance	Health Insurance Premium		5,840.12

Council Approval Register

Packet: APPKT01452 - PYPKT01669 - 2025 07 10 #14 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	680-4825-61310	Health Insurance	Health Insurance Premium		7,084.66
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	690-4825-61310	Health Insurance	Health Insurance Premium		23,117.81
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	740-4870-63620	Employee BC/BS Monthly Bil..	Health Insurance Employee ...		15,810.60
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	740-4870-63620	Employee BC/BS Monthly Bil..	Health Insurance Premium		147.60
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	740-4870-63660	Retiree BC/BS Monthly billi...	Health Insurance Retiree		2,402.76
NORTHWEST SERVICE COO...	INV0001715	07/01/2025	820-4825-61310	Health Insurance	Health Insurance Premium		760.87
Vendor NORTHWEST SERVICE COOPERATIVE Total:							131,009.76
Vendor: P E R A OF MN							
P E R A OF MN	INV0001708	07/10/2025	740-20180	PERA Payable	PERA EE/ER P&F		33,726.90
P E R A OF MN	INV0001708	07/10/2025	740-20180	PERA Payable	PERA EE/ER COORD		27,994.50
Vendor P E R A OF MN Total:							61,721.40
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0001706	07/10/2025	740-24000	Clearing Account	LTD Premium		695.19
Vendor SUN LIFE FINANCIAL (LTD) Total:							695.19
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001700	07/10/2025	740-24000	Clearing Account	Contributions Employee		5,212.84
Vendor VANTAGEPOINT ICMA Total:							5,212.84
Vendor: WEX BANK							
WEX BANK	INV0001702	07/10/2025	740-24000	Clearing Account	HSA		362.50
Vendor WEX BANK Total:							362.50
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001717	07/02/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		5.71
WEX HEALTH INC	INV0001718	07/01/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		143.65
WEX HEALTH INC	INV0001719	07/03/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		21.35
WEX HEALTH INC	INV0001720	07/08/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		50.00
WEX HEALTH INC	INV0001721	07/08/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		18.95
WEX HEALTH INC	INV0001722	07/08/2025	100-4670-62990	Misc. Operating Expense	WEX Administrative Fees - ...		126.50
WEX HEALTH INC	INV0001722	07/08/2025	610-4840-62990	Misc. Operating Expense	WEX Administrative Fees - ...		13.75
WEX HEALTH INC	INV0001722	07/08/2025	620-4840-62990	Misc. Operating Expense	WEX Administrative Fees - ...		11.00
WEX HEALTH INC	INV0001722	07/08/2025	690-4840-62990	Misc. Operating Expense	WEX Administrative Fees - ...		52.25
WEX HEALTH INC	INV0001723	07/10/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		461.60
Vendor WEX HEALTH INC Total:							904.76
Grand Total:							287,675.60

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	60,383.76
610 - LIQUOR DISPENSARY	16,122.33
620 - WATER UTILITY FUND	5,851.12
680 - WASTEWATER UTILITY FUND	7,084.66
690 - ELECTRIC UTILITY FUND	23,170.06
740 - TRF HEALTH INSURANCE FUND	174,302.80
820 - GREENWOOD CEMETERY FUND	760.87
Grand Total:	287,675.60

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	5,402.61
100-4210-61310	Health Insurance	25,049.17
100-4220-61310	Health Insurance	5,657.50
100-4312-61310	Health Insurance	5,402.61
100-4315-61310	Health Insurance	8,606.40
100-4510-61310	Health Insurance	2,868.80
100-4650-61310	Health Insurance	4,976.73
100-4660-61310	Health Insurance	1,772.94
100-4670-62990	Misc. Operating Expense	647.00
610-4825-61310	Health Insurance	16,108.58
610-4840-62990	Misc. Operating Expense	13.75
620-4825-61310	Health Insurance	5,840.12
620-4840-62990	Misc. Operating Expense	11.00
680-4825-61310	Health Insurance	7,084.66
690-4825-61310	Health Insurance	23,117.81
690-4840-62990	Misc. Operating Expense	52.25
740-20150	Payroll Taxes Payable	66,943.36
740-20160	State Withholding	14,813.54
740-20180	PERA Payable	61,721.40
740-20300	Flex Payroll Deductions	701.26
740-24000	Clearing Account	10,011.78
740-4870-63620	Employee BC/BS Monthl...	15,958.20
740-4870-63650	Senior Gold BC/BS Mont...	1,750.50
740-4870-63660	Retiree BC/BS Monthly bi..	2,402.76
820-4825-61310	Health Insurance	760.87
Grand Total:		287,675.60

Project Account Summary

Project Account Key	Expense Amount
None	287,675.60

Project Account Summary

Project Account Key	Expense Amount
None	
Grand Total:	287,675.60



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01453 - PYPKT01669 - 2025 07 10 #14 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0001701	07/01/2025	740-24000	Clearing Account	FLEX VISION		403.76
						Vendor VSP INSURANCE CO Total:	403.76
						Grand Total:	403.76

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	403.76
Grand Total:	403.76

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	403.76
Grand Total:		403.76

Project Account Summary

Project Account Key	Expense Amount
None	403.76
Grand Total:	403.76



City of Thief River Falls, MN

Council Approval Register

PKT01454 - 07/02/25 DIRECT PAYABLES - DAVIDSONS / ELAN FNCL / PWR PLAN

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DAVIDSON CONSTRUCTION INC							
DAVIDSON CONSTRUCTION ...	PAY RQST #3 - FINAL	05/15/2025	505-4680-65900	Work in Process-Constructi...	PAY REQUEST #3 FINAL - 20...		13,235.26
Vendor DAVIDSON CONSTRUCTION INC Total:							13,235.26
Vendor: ELAN FINANCIAL SERVICES							
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4150-64330	Dues and Subscriptions	MAY/JUN 2025 STMT - MC...		50.00
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-62400	Small Tools and Minor Equip	MAY/JUN 2025 STMT - WO...		1,408.33
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-62400	Small Tools and Minor Equip	MAY/JUN 2025 STMT - BLU...		179.99
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-62990	Misc. Operating Expense	MAY/JUN 2025 STMT - FRG...		0.20
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-62990	Misc. Operating Expense	MAY/JUN 2025 STMT - TAR...		50.75
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-62990	Misc. Operating Expense	MAY/JUN 2025 STMT - JUN ...		10.00
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-62990	Misc. Operating Expense	MAY/JUN 2025 STMT - DOG...		153.37
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-63034	SRT Expense	MAY/JUN 2025 STMT - BLU...		129.23
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-63320	Training Expense	MAY/JUN 2025 STMT - LOD...		239.52
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-63320	Training Expense	MAY/JUN 2025 STMT - LOD...		239.52
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-63320	Training Expense	MAY/JUN 2025 STMT - IAPE...		425.00
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-64330	Dues and Subscriptions	MAY/JUN 2025 STMT - ME...		35.00
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-64370	Taxes and Licenses	MAY/JUN 2025 STMT - POST..		91.94
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4210-64370	Taxes and Licenses	MAY/JUN 2025 STMT - POST..		91.94
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4220-64370	Taxes and Licenses	MAY/JUN 2025 STMT - REC...		236.25
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4220-64370	Taxes and Licenses	MAY/JUN 2025 STMT - FIREF..		50.00
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4312-62400	Small Tools and Minor Equip	MAY/JUN 2025 STMT - CR - ...		-280.90
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4315-62010	Office Supplies	MAY/JUN 2025 STMT - JUN ...		13.49
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4315-62880	Personal Protective Equipm...	MAY/JUN 2025 STMT - RAIN...		283.12
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4510-62240	Department Maint & Repair	MAY/JUN 2025 STMT - VAL...		79.41
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	100-4660-64330	Dues and Subscriptions	MAY/JUN 2025 STMT - ME...		101.00
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	620-4840-62010	Office Supplies	MAY/JUN 2025 STMT - JUN ...		31.48
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	680-4840-62010	Office Supplies	MAY/JUN 2025 STMT - JUN ...		9.00
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	690-4840-62010	Office Supplies	MAY/JUN 2025 STMT - JUN ...		35.98
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	690-4840-62990	Misc. Operating Expense	MAY/JUN 2025 STMT - ELEC...		66.00
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	690-4890-64400	Travel, Conference, School	MAY/JUN 2025 STMT - REF ...		1,050.00
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	690-4890-64400	Travel, Conference, School	MAY/JUN 2025 STMT - AIRF...		198.01
ELAN FINANCIAL SERVICES	MAY/JUN 2025	06/17/2025	820-4850-62240	Department Maint & Repair	MAY/JUN 2025 STMT - SPR...		254.82
Vendor ELAN FINANCIAL SERVICES Total:							5,232.45

Council Approval Register

Packet: APPKT01454 - 07/02/25 DIRECT PAYABLES - DAVIDSONS / ELAN FNCL / PWR PLAN							
Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: POWERPLAN							
POWERPLAN	P6701909	06/18/2025	690-4850-62210	Equipment Maint & Repair	PRODRILL BOTTLE DISP - BO...		235.76
Vendor POWERPLAN Total:							235.76
Grand Total:							18,703.47

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	3,587.16
505 - 2024 ST AND UTILITY PROJECT	13,235.26
620 - WATER UTILITY FUND	31.48
680 - WASTEWATER UTILITY FUND	9.00
690 - ELECTRIC UTILITY FUND	1,585.75
820 - GREENWOOD CEMETERY FUND	254.82
Grand Total:	18,703.47

Account Summary

Account Number	Account Name	Expense Amount
100-4150-64330	Dues and Subscriptions	50.00
100-4210-62400	Small Tools and Minor E...	1,588.32
100-4210-62990	Misc. Operating Expense	214.32
100-4210-63034	SRT Expense	129.23
100-4210-63320	Training Expense	904.04
100-4210-64330	Dues and Subscriptions	35.00
100-4210-64370	Taxes and Licenses	183.88
100-4220-64370	Taxes and Licenses	286.25
100-4312-62400	Small Tools and Minor E...	-280.90
100-4315-62010	Office Supplies	13.49
100-4315-62880	Personal Protective Equi...	283.12
100-4510-62240	Department Maint & Re...	79.41
100-4660-64330	Dues and Subscriptions	101.00
505-4680-65900	Work in Process-Constru...	13,235.26
620-4840-62010	Office Supplies	31.48
680-4840-62010	Office Supplies	9.00
690-4840-62010	Office Supplies	35.98
690-4840-62990	Misc. Operating Expense	66.00
690-4850-62210	Equipment Maint & Repa...	235.76
690-4890-64400	Travel, Conference, Sch...	1,248.01
820-4850-62240	Department Maint & Re...	254.82
Grand Total:		18,703.47

Project Account Summary

Project Account Key	Expense Amount
None	18,703.47
Grand Total:	18,703.47



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01455 - 07/15/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	185072	06/02/2025	100-4194-62990	Misc. Operating Expense	MOUNTING TAPE / LITERAT...		20.30
ACE HARDWARE	185096	06/02/2025	100-4220-62230	Building Maint & Repair	CAULKING		13.88
ACE HARDWARE	185178	06/03/2025	100-4220-62230	Building Maint & Repair	CAULKING		13.88
ACE HARDWARE	185190	06/04/2025	100-4312-62230	Building Maint & Repair	BREAKER - PAINT SHED		17.99
ACE HARDWARE	185196	06/04/2025	100-4194-62210	Equipment Maint & Repair	WEEDEATER LINE		14.99
ACE HARDWARE	185254	06/04/2025	620-4840-62170	Field Supplies	CLEANING SUPPLIES		23.96
ACE HARDWARE	185555	06/10/2025	100-4560-62230	Building Maint & Repair	HVAC FILTERS		80.97
ACE HARDWARE	185687	06/11/2025	100-4194-62990	Misc. Operating Expense	100' EXTENSION CORD		54.99
ACE HARDWARE	185811	06/13/2025	100-4550-62990	Misc. Operating Expense	LOCK CABLE		10.99
ACE HARDWARE	186075	06/17/2025	100-4550-62230	Building Maint & Repair	SHELVING BRACKETS		15.90
ACE HARDWARE	186345	06/20/2025	100-4220-62230	Building Maint & Repair	WATER VALVES - KITCHEN S...		29.90
ACE HARDWARE	186351	06/20/2025	100-4220-62230	Building Maint & Repair	RTN CR - KITCHEN SINK VAL...		-2.14
ACE HARDWARE	186749	06/25/2025	100-4220-62230	Building Maint & Repair	HARDWARE - KITCHEN SINK		0.58
Vendor ACE HARDWARE Total:							296.19
Vendor: ACME ELECTRIC COMPANIES							
ACME ELECTRIC COMPANIES	14557347	06/17/2025	690-4850-62360	Distribution Maint	IMPACT ANCHORS		182.44
Vendor ACME ELECTRIC COMPANIES Total:							182.44
Vendor: AGASSIZ ASPHALT LLC							
AGASSIZ ASPHALT LLC	10612	07/01/2025	100-4312-62240	Department Maint & Repair	HOT MIX / PATCHING		737.10
Vendor AGASSIZ ASPHALT LLC Total:							737.10
Vendor: ALEX AIR APPARATUS 2 LLC							
ALEX AIR APPARATUS 2 LLC	9766	06/30/2025	100-4220-62210	Equipment Maint & Repair	SCBA AIR QUALITY TEST		397.40
Vendor ALEX AIR APPARATUS 2 LLC Total:							397.40
Vendor: ANGELA PHILIPP							
ANGELA PHILIPP	REIMB 06 27 25	06/30/2025	100-4150-64400	Travel, Conference, School	REIMB EXPENSES - 2025 LM...		50.10
ANGELA PHILIPP	REIMB 06 27 25	06/30/2025	100-4150-64400	Travel, Conference, School	REIMB EXPENSES - 2025 LM...		15.00
ANGELA PHILIPP	REIMB 06 27 25	06/30/2025	100-4150-64400	Travel, Conference, School	REIMB EXPENSES - 2025 LM...		336.70
Vendor ANGELA PHILIPP Total:							401.80
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN070325	07/03/2025	620-4840-62160	Chemicals	CHEMICALS		12,795.43
Vendor AQUA PURE INC Total:							12,795.43
Vendor: CUSTOMAIRE							
CUSTOMAIRE	18168	06/27/2025	690-4850-62350	Power Plant/Dam Maint	BLOWER MOTOR		138.76
Vendor CUSTOMAIRE Total:							138.76

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	08 01 25	07/15/2025	870-4710-66010	Bond Principal	TIF 1-13 PAYMENT - PRINCI...		298,775.45
DIGI KEY CORPORATION	08 01 25	07/15/2025	870-4710-66110	Bond Interest	TIF 1-13 PAYMENT - INTERE...		28,564.40
Vendor DIGI KEY CORPORATION Total:							327,339.85
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	12229	06/02/2025	690-4850-62350	Power Plant/Dam Maint	JUN 2025 - SHIPPING CHAR...		39.11
EAZY PACK N SHIP	12243	06/03/2025	680-4840-62170	Field Supplies	JUN 2025 - SHIPPING CHAR...		12.89
EAZY PACK N SHIP	12244	06/03/2025	620-4840-62170	Field Supplies	JUN 2025 - SHIPPING CHAR...		13.23
EAZY PACK N SHIP	12300	06/10/2025	620-4840-62170	Field Supplies	JUN 2025 - SHIPPING CHAR...		14.30
EAZY PACK N SHIP	12408	06/24/2025	620-4840-62170	Field Supplies	JUN 2025 - SHIPPING CHAR...		13.23
Vendor EAZY PACK N SHIP Total:							92.76
Vendor: FLEXIBLE PIPE TOOLS & EQUIPMENT							
FLEXIBLE PIPE TOOLS & EQU...	31478	06/17/2025	680-4850-62210	Equipment Maint & Repair	12V CHARGER - JET TRUCK		66.05
Vendor FLEXIBLE PIPE TOOLS & EQUIPMENT Total:							66.05
Vendor: GALLS LLC							
GALLS LLC	031575101	06/09/2025	100-4210-62880	Personal Protective Equipm...	DUTY PANTS - S ANDERSON		180.99
GALLS LLC	031590761	06/10/2025	100-4210-62010	Office Supplies	VEST POUCHES		120.99
Vendor GALLS LLC Total:							301.98
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	5060793	06/30/2025	690-4850-62360	Distribution Maint	JUN 2025 - BILLABLE LOCAT...		176.85
Vendor GOPHER STATE ONE CALL Total:							176.85
Vendor: GREGORY STEPHEN HUFNAGLE							
GREGORY STEPHEN HUFNA...	174	07/01/2025	100-4240-63030	Contracts Expense	PROF SRVCS - JUN 2025 / BU..		12,910.35
Vendor GREGORY STEPHEN HUFNAGLE Total:							12,910.35
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS..	2656895	04/16/2025	100-4560-63030	Contracts Expense	APR 2025 - RODENT CONTR...		58.78
GUARDIAN PEST SOLUTIONS..	2670164	06/26/2025	690-4890-63030	Contracts Expense	JUN 2025 - RODENT CONTR...		55.00
GUARDIAN PEST SOLUTIONS..	2673428	06/26/2025	100-4530-63030	Contracts Expense	JUN 2025 - RODENT CONTR...		58.78
GUARDIAN PEST SOLUTIONS..	2673429	06/26/2025	100-4560-63030	Contracts Expense	JUN 2025 - RODENT CONTR...		58.78
Vendor GUARDIAN PEST SOLUTIONS INC Total:							231.34
Vendor: HACH COMPANY							
HACH COMPANY	14530265	07/03/2025	620-4840-62170	Field Supplies	LAB SUPPLIES		941.25
Vendor HACH COMPANY Total:							941.25
Vendor: HAWKINS INC							
HAWKINS INC	7109108	06/23/2025	620-4840-62160	Chemicals	CHEMICALS		1,097.60
Vendor HAWKINS INC Total:							1,097.60
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200729777	06/12/2025	670-4890-63030	Contracts Expense	PROF SRVCS - CHIEFS COUL...		23,731.01
Vendor HDR ENGINEERING INC - CHICAGO Total:							23,731.01

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: HOFFMAN PHILIPP & MARTELL PLLC							
HOFFMAN PHILIPP & MART...	12 31 24	06/30/2025	100-4670-63010	Auditing Services	2024 AUDIT SERVICES		11,098.64
HOFFMAN PHILIPP & MART...	12 31 24	06/30/2025	610-4890-63010	Auditing Services	2024 AUDIT SERVICES		2,474.20
HOFFMAN PHILIPP & MART...	12 31 24	06/30/2025	620-4890-63010	Auditing Services	2024 AUDIT SERVICES		1,583.74
HOFFMAN PHILIPP & MART...	12 31 24	06/30/2025	680-4890-63010	Auditing Services	2024 AUDIT SERVICES		1,583.74
HOFFMAN PHILIPP & MART...	12 31 24	06/30/2025	690-4890-63010	Auditing Services	2024 AUDIT SERVICES		2,113.04
HOFFMAN PHILIPP & MART...	12 31 24	06/30/2025	820-4890-63010	Auditing Services	2024 AUDIT SERVICES		346.64
Vendor HOFFMAN PHILIPP & MARTELL PLLC Total:							19,200.00
Vendor: HUGOS #7							
HUGOS #7	0022	05/21/2025	100-4150-64400	Travel, Conference, School	ROLLS - MECC MTG		22.97
HUGOS #7	0060	05/02/2025	100-4315-62990	Misc. Operating Expense	ROLLS - CLEAN UP DAY		44.97
Vendor HUGOS #7 Total:							67.94
Vendor: ICON ARCHITECTURAL GROUP LLC							
ICON ARCHITECTURAL GRO...	20250234	06/30/2025	100-4670-62990	Misc. Operating Expense	PROF SRVCS - CITY HALL RE...		351.39
Vendor ICON ARCHITECTURAL GROUP LLC Total:							351.39
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	05144	07/01/2025	100-4160-63040	Legal Fees	JUN 2025 - CONTRACT SERV...		2,700.00
IHLE SPARBY AND HAASE PA	05145	07/01/2025	100-4160-63040	Legal Fees	JUN 2025 - CRIMINAL SERVI...		5,450.00
Vendor IHLE SPARBY AND HAASE PA Total:							8,150.00
Vendor: INTOXIMETERS INC							
INTOXIMETERS INC	790802	06/27/2025	100-4210-62990	Misc. Operating Expense	PBT STRAWS		69.00
Vendor INTOXIMETERS INC Total:							69.00
Vendor: KORTERRA INC							
KORTERRA INC	26320	07/01/2025	690-4890-63030	Contracts Expense	LOCATE MANAGEMENT		2,600.00
Vendor KORTERRA INC Total:							2,600.00
Vendor: LESLIE MICHAEL COTA							
LESLIE MICHAEL COTA	694712	07/01/2025	680-4850-62220	Lift Station and Pond Maint...	GRASS MOWING SERVICES		1,785.00
LESLIE MICHAEL COTA	694713	07/01/2025	680-4850-62220	Lift Station and Pond Maint...	GRASS MOWING SERVICES		1,300.00
LESLIE MICHAEL COTA	694714	07/01/2025	680-4850-62220	Lift Station and Pond Maint...	GRASS MOWING SERVICES		250.00
LESLIE MICHAEL COTA	694716	07/01/2025	680-4850-62220	Lift Station and Pond Maint...	GRASS MOWING SERVICES		6,100.00
Vendor LESLIE MICHAEL COTA Total:							9,435.00
Vendor: M M U A							
M M U A	66406	07/01/2025	100-4150-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		461.01
M M U A	66406	07/01/2025	100-4194-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		76.84
M M U A	66406	07/01/2025	100-4210-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		1,459.91
M M U A	66406	07/01/2025	100-4220-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		537.86
M M U A	66406	07/01/2025	100-4240-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		76.84
M M U A	66406	07/01/2025	100-4312-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		537.85
M M U A	66406	07/01/2025	100-4315-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		537.85
M M U A	66406	07/01/2025	100-4510-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		384.18
M M U A	66406	07/01/2025	100-4650-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		230.50

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
M M U A	66406	07/01/2025	100-4660-64410	Safety Training	3RD QTR 2025 - SAFETY RO...		76.84
M M U A	66406	07/01/2025	610-4890-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		461.03
M M U A	66406	07/01/2025	620-4890-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		307.35
M M U A	66406	07/01/2025	660-24000	Clearing Account	3RD QTR 2025 - SAFETY PR...		307.35
M M U A	66406	07/01/2025	680-4890-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		307.35
M M U A	66406	07/01/2025	690-4890-64410	Safety Training	3RD QTR 2025 - JTS ELECTRIC		1,833.75
M M U A	66406	07/01/2025	690-4890-64410	Safety Training	3RD QTR 2025 - SAFETY PR...		1,306.24
Vendor M M U A Total:							8,902.75
Vendor: MIDWEST MN COMM DEV CORP							
MIDWEST MN COMM DEV ...	08 01 25	07/03/2025	940-4710-66010	Bond Principal	TIF 1-5 PAYMENT - PRINCIP...		15,791.62
MIDWEST MN COMM DEV ...	08 01 25	07/03/2025	940-4710-66110	Bond Interest	TIF 1-5 PAYMENT - INTEREST		5,987.63
MIDWEST MN COMM DEV ...	08 01 25	07/03/2025	960-4710-66110	Bond Interest	TIF 1-7 PAYMENT - INTEREST		37,706.19
Vendor MIDWEST MN COMM DEV CORP Total:							59,485.44
Vendor: MIKE LORENSON							
MIKE LORENSON	REIMB 06 27 25	07/03/2025	100-4110-64400	Travel, Conference, School	REIMB EXPENSES - 2025 LM...		334.60
MIKE LORENSON	REIMB 06 27 25	07/03/2025	100-4110-64400	Travel, Conference, School	REIMB EXPENSES - 2025 LM...		614.22
Vendor MIKE LORENSON Total:							948.82
Vendor: MIKES AUTOMOTIVE CENTER INC							
MIKES AUTOMOTIVE CENTE...	8641	07/01/2025	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR		20.00
Vendor MIKES AUTOMOTIVE CENTER INC Total:							20.00
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	2ND QTR 2025	07/08/2025	100-4240-64390	Building Permit Surcharge	2ND QTR BUILDING PERMIT...		2,672.35
MN DPT OF LABOR & INDUS...	ALR0175794X	04/01/2025	620-4890-64370	Taxes and Licenses	2025 ELEVATOR OPERATORS..		100.00
Vendor MN DPT OF LABOR & INDUSTRY Total:							2,772.35
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	743306	06/02/2025	100-4510-62210	Equipment Maint & Repair	SPARK PLUG - WEEDEATER		5.99
N A P A AUTO PARTS THF R...	743652	06/17/2025	620-4850-62210	Equipment Maint & Repair	GASKET - TRENCHER		22.99
N A P A AUTO PARTS THF R...	743655	06/17/2025	620-4850-62210	Equipment Maint & Repair	CHAIN LUBE - TRENCHER		31.98
N A P A AUTO PARTS THF R...	743669	06/18/2025	620-4850-62210	Equipment Maint & Repair	U NUT - TRENCHER		9.99
N A P A AUTO PARTS THF R...	743874	06/30/2025	620-4850-62210	Equipment Maint & Repair	U NUT - TRENCHER		9.99
Vendor N A P A AUTO PARTS THF RVR FL Total:							80.94
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R...	CT161223	06/27/2025	670-4850-62210	Equipment Maint & Repair	CHAIN - STREET SWEEPER		5.30
Vendor NELSON EQUIPMENT OF T R F INC Total:							5.30
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	JUN 2025	06/30/2025	100-4210-62120	Gas-Oil-Lube	JUN 2025 - FUEL PURCHASES		2,653.78
NORTHDALE OIL INC	JUN 2025	06/30/2025	100-4220-62120	Gas-Oil-Lube	JUN 2025 - FUEL PURCHASES		77.57
NORTHDALE OIL INC	JUN 2025	06/30/2025	100-4312-62120	Gas-Oil-Lube	JUN 2025 - FUEL PURCHASES		62.35
NORTHDALE OIL INC	JUN 2025	06/30/2025	690-4840-62120	Gas-Oil-Lube	JUN 2025 - FUEL PURCHASES		399.43
Vendor NORTHDALE OIL INC Total:							3,193.13

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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	07 02 25	07/02/2025	100-4150-63030	Contracts Expense	JUN 2025 - MONTHLY SERVI...		329.85
Vendor NORTHERN STATE BANK Total:							329.85
Vendor: NORTHWOODS LUMBER CO TRF							
NORTHWOODS LUMBER CO...	2506-079311	06/12/2025	680-4840-62990	Misc. Operating Expense	LUMBER - PUMP RAFT / W...		27.08
NORTHWOODS LUMBER CO...	2506-079696	06/18/2025	690-4840-62990	Misc. Operating Expense	TREATED LUMBER		61.60
NORTHWOODS LUMBER CO...	2506-079721	06/18/2025	690-4850-62350	Power Plant/Dam Maint	TORQ LAGS		70.93
NORTHWOODS LUMBER CO...	2506-080431	06/27/2025	100-4210-63034	SRT Expense	LUMBER / TORX SCREWS		344.53
Vendor NORTHWOODS LUMBER CO TRF Total:							504.14
Vendor: QUILL LLC							
QUILL LLC	44731498	07/01/2025	100-4670-62010	Office Supplies	OFFICE SUPPLIES		624.75
Vendor QUILL LLC Total:							624.75
Vendor: RHI SUPPLY							
RHI SUPPLY	1492478	07/01/2025	690-4850-62350	Power Plant/Dam Maint	MINI SPLIT		1,092.69
Vendor RHI SUPPLY Total:							1,092.69
Vendor: RIVER FALLS ESTATES LLC							
RIVER FALLS ESTATES LLC	08 01 25	07/03/2025	980-4710-66010	Bond Principal	TIF 1-9 PAYMENT - PRINCIP...		6,476.50
RIVER FALLS ESTATES LLC	08 01 25	07/03/2025	980-4710-66110	Bond Interest	TIF 1-9 PAYMENT - INTEREST		22,162.26
Vendor RIVER FALLS ESTATES LLC Total:							28,638.76
Vendor: SANITATION PRODUCTS INC							
SANITATION PRODUCTS INC	93309	06/16/2025	670-4850-62210	Equipment Maint & Repair	CHAIN - STREET SWEEPER		285.87
Vendor SANITATION PRODUCTS INC Total:							285.87
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	100-4192-63020	Computer Maintenance & li...	JUN 2025 - MONTHLY SERVI...		225.00
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	100-4192-63020	Computer Maintenance & li...	JUN 2025 - MONTHLY SERVI...		81.90
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	100-4220-63020	Computer Maintenance & li...	JUN 2025 - MONTHLY SERVI...		49.95
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	100-4312-63020	Computer Maintenance & li...	JUN 2025 - MONTHLY SERVI...		56.95
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	100-4510-63210	Communication Expense	JUN 2025 - MONTHLY SERVI...		104.50
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	100-4560-63210	Communication Expense	JUN 2025 - MONTHLY SERVI...		40.39
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	610-4890-63020	Computer Maintenance & li...	JUN 2025 - MONTHLY SERVI...		56.95
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	620-4830-63210	Communication Expense	JUN 2025 - MONTHLY SERVI...		25.84
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	620-4890-63020	Computer Maintenance & li...	JUN 2025 - MONTHLY SERVI...		49.95
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	680-4830-63210	Communication Expense	JUN 2025 - MONTHLY SERVI...		85.50
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	680-4830-63210	Communication Expense	JUN 2025 - MONTHLY SERVI...		475.00
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	690-4830-63210	Communication Expense	JUN 2025 - MONTHLY SERVI...		34.90
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	690-4830-63210	Communication Expense	JUN 2025 - MONTHLY SERVI...		142.50
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	690-4830-63210	Communication Expense	JUN 2025 - MONTHLY SERVI...		142.50
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	690-4890-63020	Computer Maintenance & li...	JUN 2025 - MONTHLY SERVI...		225.00
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	690-4890-63020	Computer Maintenance & li...	JUN 2025 - MONTHLY SERVI...		42.95
SJOBERG'S CABLE TV	JUL 2025	07/03/2025	690-4890-63020	Computer Maintenance & li...	JUN 2025 - MONTHLY SERVI...		49.95
Vendor SJOBERG'S CABLE TV Total:							1,889.73

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA...	435738	06/23/2025	620-4850-62200	System Expense	COPPER TUBE - SEASONAL ...		1,131.90
Vendor ST HILAIRE SUPPLY COMPANY Total:							1,131.90
Vendor: STEPP MFG							
STEPP MFG	066602	06/18/2025	100-4312-62210	Equipment Maint & Repair	OHM WATLOW		186.72
Vendor STEPP MFG Total:							186.72
Vendor: T R F HARDWARE							
T R F HARDWARE	34009202	06/03/2025	100-4312-62210	Equipment Maint & Repair	PATCH CART		21.49
T R F HARDWARE	34009598	06/06/2025	620-4850-62210	Equipment Maint & Repair	NUTS / BOLTS - TRENCHER		14.62
T R F HARDWARE	34010099	06/10/2025	100-4210-62990	Misc. Operating Expense	AMMUNITION		43.50
T R F HARDWARE	34010173	06/11/2025	680-4840-62170	Field Supplies	ZIPLOC BAGS - SHIPPING S...		11.98
T R F HARDWARE	34010226	06/11/2025	620-4840-62990	Misc. Operating Expense	NUTS / BOLTS - CHEMICAL F...		4.00
T R F HARDWARE	34010294	06/12/2025	680-4840-62990	Misc. Operating Expense	METAL HANGER STRAPS - ...		35.45
T R F HARDWARE	34010349	06/12/2025	680-4840-62990	Misc. Operating Expense	POLY ROPE - WW POND P...		9.99
T R F HARDWARE	34010362	06/12/2025	680-4840-62990	Misc. Operating Expense	SILICONE / NUTS / BOLTS - L...		24.18
T R F HARDWARE	34010370	06/12/2025	100-4210-62990	Misc. Operating Expense	AMMUNITION - TRAINING		35.96
T R F HARDWARE	34010453	06/13/2025	100-4550-62990	Misc. Operating Expense	EXTENSION LADDER		249.99
T R F HARDWARE	34010883	06/16/2025	620-4850-62210	Equipment Maint & Repair	NUT / BOLTS - TRENCHER		4.47
T R F HARDWARE	34011116	06/18/2025	690-4850-62350	Power Plant/Dam Maint	LAGS - WALK BRIDGE		54.99
T R F HARDWARE	34011165	06/18/2025	690-4840-62990	Misc. Operating Expense	PVC / NUTS / BOLTS - PARK ...		25.28
T R F HARDWARE	34011184	06/18/2025	100-4510-62230	Building Maint & Repair	SM ENG FUEL		57.98
T R F HARDWARE	34011189	06/18/2025	100-4510-62240	Department Maint & Repair	HANGING BASKETS - FLOW...		55.00
T R F HARDWARE	34011707	06/23/2025	100-4510-62240	Department Maint & Repair	PAINT		172.93
T R F HARDWARE	34011897	06/25/2025	100-4510-62240	Department Maint & Repair	PAINT		75.98
T R F HARDWARE	34012014	06/26/2025	100-4510-62240	Department Maint & Repair	PAINT		75.98
T R F HARDWARE	5557/	06/02/2025	100-4312-62230	Building Maint & Repair	CORNER BRACKET - PAINT S...		5.98
Vendor T R F HARDWARE Total:							979.75
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	06 30 25 - 332	06/30/2025	100-4210-62010	Office Supplies	NO PARKNG SIGNS - 2025 F...		319.50
THIEF RIVER FALLS TIMES	06 30 25 - 878	06/30/2025	100-4670-62990	Misc. Operating Expense	ADVERTISING - ONLINE AUC...		212.00
Vendor THIEF RIVER FALLS TIMES Total:							531.50
Vendor: THYGESON CONSTRUCTION							
THYGESON CONSTRUCTION	06 16 25	06/16/2025	820-4890-63030	Contracts Expense	12 YDS TOPSOIL - GREENW...		288.00
THYGESON CONSTRUCTION	06 28 25	06/28/2025	620-4850-62240	Department Maint & Repair	12 YDS TOPSOIL - GREENW...		288.00
Vendor THYGESON CONSTRUCTION Total:							576.00
Vendor: ULINE							
ULINE	194227181	06/17/2025	690-4840-62990	Misc. Operating Expense	MARKING TAGS		261.43
Vendor ULINE Total:							261.43
Vendor: VALLEY ANIMAL HOSPITAL LLC							
VALLEY ANIMAL HOSPITAL L...	100153	06/17/2025	230-4840-63150	Canine Unit Expense	K-9 EXAM & VACCINATION ...		355.35
Vendor VALLEY ANIMAL HOSPITAL LLC Total:							355.35

Council Approval Register

Packet: APPKT01455 - 07/15/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WADE ALLEN COTA							
WADE ALLEN COTA	790417	06/21/2025	100-4240-63030	Contracts Expense	GRASS MOWING SERVICES ...		204.00
WADE ALLEN COTA	790418	06/28/2025	100-4240-63030	Contracts Expense	GRASS MOWING SERVICES ...		330.00
WADE ALLEN COTA	790419	07/04/2025	100-4240-63030	Contracts Expense	GRASS MOWING SERVICES -...		374.00
Vendor WADE ALLEN COTA Total:							908.00
Vendor: WEX BANK - CIRCLE K FLEET							
WEX BANK - CIRCLE K FLEET	105364778	06/07/2025	100-4210-63320	Training Expense	FUEL PURCHASE - MAY 2025		94.92
WEX BANK - CIRCLE K FLEET	105364778	06/07/2025	100-4210-63320	Training Expense	FUEL REBATE - MAY 2025		-1.43
Vendor WEX BANK - CIRCLE K FLEET Total:							93.49
Vendor: WHEATLAND BOYS LLC							
WHEATLAND BOYS LLC	08 01 25	07/03/2025	970-4710-66110	Bond Interest	TIF 1-8 PAYMENT - INTEREST		16,218.85
Vendor WHEATLAND BOYS LLC Total:							16,218.85
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	238450	06/23/2025	260-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - MECC NETTI...		1,291.25
Vendor WIDSETH SMITH NOLTING ASC INC Total:							1,291.25
Grand Total:							553,020.25

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	50,127.03
230 - TRF AREA K-9 FUND	355.35
260 - MULTI-EVENTS CENTER FUND	1,291.25
610 - LIQUOR DISPENSARY	2,992.18
620 - WATER UTILITY FUND	18,483.82
660 - AIRPORT FUND	307.35
670 - STORM WATER UTILITY FUND	24,022.18
680 - WASTEWATER UTILITY FUND	12,074.21
690 - ELECTRIC UTILITY FUND	11,049.34
820 - GREENWOOD CEMETERY FUND	634.64
870 - TIF 1-13 DIGI-KEY	327,339.85
940 - TIF 1-5 WENDT DRIVE	21,779.25
960 - TIF 1-7 ELEMENTARY ADDN	37,706.19
970 - TIF 1-8 WHEATLAND ESTATES	16,218.85
980 - TIF 1-9 RIVERFALLS ESTATES	28,638.76
Grand Total:	553,020.25

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64400	Travel, Conference, Sch...	948.82
100-4150-63030	Contracts Expense	329.85
100-4150-64400	Travel, Conference, Sch...	424.77
100-4150-64410	Safety Training	461.01
100-4160-63040	Legal Fees	8,150.00
100-4192-63020	Computer Maintenance...	306.90
100-4194-62210	Equipment Maint & Repa..	14.99
100-4194-62990	Misc. Operating Expense	75.29
100-4194-64410	Safety Training	76.84
100-4210-62010	Office Supplies	440.49
100-4210-62120	Gas-Oil-Lube	2,653.78
100-4210-62880	Personal Protective Equi...	180.99
100-4210-62990	Misc. Operating Expense	148.46
100-4210-63034	SRT Expense	344.53
100-4210-63320	Training Expense	93.49
100-4210-64410	Safety Training	1,459.91
100-4220-62120	Gas-Oil-Lube	77.57
100-4220-62210	Equipment Maint & Repa..	397.40
100-4220-62230	Building Maint & Repair	56.10
100-4220-63020	Computer Maintenance...	49.95
100-4220-64410	Safety Training	537.86
100-4240-63030	Contracts Expense	13,818.35
100-4240-64390	Building Permit Surcharge	2,672.35

Account Summary

Account Number	Account Name	Expense Amount
100-4240-64410	Safety Training	76.84
100-4312-62120	Gas-Oil-Lube	62.35
100-4312-62210	Equipment Maint & Repa..	208.21
100-4312-62230	Building Maint & Repair	23.97
100-4312-62240	Department Maint & Re...	737.10
100-4312-63020	Computer Maintenance...	56.95
100-4312-64410	Safety Training	537.85
100-4315-62990	Misc. Operating Expense	44.97
100-4315-64410	Safety Training	537.85
100-4510-62210	Equipment Maint & Repa..	25.99
100-4510-62230	Building Maint & Repair	57.98
100-4510-62240	Department Maint & Re...	379.89
100-4510-63210	Communication Expense	104.50
100-4510-64410	Safety Training	384.18
100-4530-63030	Contracts Expense	58.78
100-4550-62230	Building Maint & Repair	15.90
100-4550-62990	Misc. Operating Expense	260.98
100-4560-62230	Building Maint & Repair	80.97
100-4560-63030	Contracts Expense	117.56
100-4560-63210	Communication Expense	40.39
100-4650-64410	Safety Training	230.50
100-4660-64410	Safety Training	76.84
100-4670-62010	Office Supplies	624.75
100-4670-62990	Misc. Operating Expense	563.39
100-4670-63010	Auditing Services	11,098.64
230-4840-63150	Canine Unit Expense	355.35
260-4680-65920	Work in Process - Eng/Ar...	1,291.25
610-4890-63010	Auditing Services	2,474.20
610-4890-63020	Computer Maintenance...	56.95
610-4890-64410	Safety Training	461.03
620-4830-63210	Communication Expense	25.84
620-4840-62160	Chemicals	13,893.03
620-4840-62170	Field Supplies	1,005.97
620-4840-62990	Misc. Operating Expense	4.00
620-4850-62200	System Expense	1,131.90
620-4850-62210	Equipment Maint & Repa..	94.04
620-4850-62240	Department Maint & Re...	288.00
620-4890-63010	Auditing Services	1,583.74
620-4890-63020	Computer Maintenance...	49.95
620-4890-64370	Taxes and Licenses	100.00
620-4890-64410	Safety Training	307.35
660-24000	Clearing Account	307.35

Account Summary

Account Number	Account Name	Expense Amount
670-4850-62210	Equipment Maint & Repa..	291.17
670-4890-63030	Contracts Expense	23,731.01
680-4830-63210	Communication Expense	560.50
680-4840-62170	Field Supplies	24.87
680-4840-62990	Misc. Operating Expense	96.70
680-4850-62210	Equipment Maint & Repa..	66.05
680-4850-62220	Lift Station and Pond Ma...	9,435.00
680-4890-63010	Auditing Services	1,583.74
680-4890-64410	Safety Training	307.35
690-4830-63210	Communication Expense	319.90
690-4840-62120	Gas-Oil-Lube	399.43
690-4840-62990	Misc. Operating Expense	348.31
690-4850-62350	Power Plant/Dam Maint	1,396.48
690-4850-62360	Distribution Maint	359.29
690-4890-63010	Auditing Services	2,113.04
690-4890-63020	Computer Maintenance...	317.90
690-4890-63030	Contracts Expense	2,655.00
690-4890-64410	Safety Training	3,139.99
820-4890-63010	Auditing Services	346.64
820-4890-63030	Contracts Expense	288.00
870-4710-66010	Bond Principal	298,775.45
870-4710-66110	Bond Interest	28,564.40
940-4710-66010	Bond Principal	15,791.62
940-4710-66110	Bond Interest	5,987.63
960-4710-66110	Bond Interest	37,706.19
970-4710-66110	Bond Interest	16,218.85
980-4710-66010	Bond Principal	6,476.50
980-4710-66110	Bond Interest	22,162.26
Grand Total:		553,020.25

Project Account Summary

Project Account Key	Expense Amount
None	553,020.25
Grand Total:	553,020.25



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01456 - 07/08/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2025	06/16/2025	100-4210-62010	Office Supplies	2ND HALF JUN 2025 - HANG...		12.74
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2025	06/16/2025	100-4210-63034	SRT Expense	2ND HALF JUN 2025 - GLOV...		488.05
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2025	06/16/2025	100-4312-62210	Equipment Maint & Repair	2ND HALF JUN 2025 - CUTT...		25.49
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2025	06/16/2025	100-4312-62400	Small Tools and Minor Equip	2ND HALF JUN 2025 - JUMP...		385.03
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2025	06/16/2025	100-4315-62990	Misc. Operating Expense	2ND HALF JUN 2025 - FLOOR..		139.99
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2025	06/16/2025	620-4840-62170	Field Supplies	2ND HALF JUN 2025 - LAB S...		168.60
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2025	06/16/2025	690-4840-62420	Computer Equipment	2ND HALF JUN 2025 - CELL ...		76.16
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2025	06/16/2025	690-4840-62990	Misc. Operating Expense	2ND HALF JUN 2025 - GRO...		52.25
Vendor AMAZON CAPITAL SERVICES INC Total:							1,348.31
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	100-4194-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		26.78
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	100-4210-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		651.87
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	100-4220-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		345.23
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	100-4240-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		41.07
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	100-4312-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		1,766.32
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	100-4315-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		1,174.37
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	100-4510-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		1,995.32
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	100-4650-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		61.03
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	620-4840-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		2,871.19
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	670-4840-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		399.33
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	680-4840-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		752.84
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	690-4840-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		1,179.88
FARMERS UNION OIL COM...	JUN 2025	06/30/2025	820-4840-62120	Gas-Oil-Lube	JUN 2025 FUEL PURCHASES		529.77
Vendor FARMERS UNION OIL COMPANY Total:							11,795.00
Vendor: LEAGUE OF MN CITIES INS TRUST							
LEAGUE OF MN CITIES INS T...	3RD QTR 2025	06/04/2025	100-4670-63610	Insurance Expense	3RD QTR 2025 PROPERTY / ...		28,024.00
LEAGUE OF MN CITIES INS T...	3RD QTR 2025	06/04/2025	610-4870-63610	Insurance Expense	3RD QTR 2025 PROPERTY / ...		863.50
LEAGUE OF MN CITIES INS T...	3RD QTR 2025	06/04/2025	620-4870-63610	Insurance Expense	3RD QTR 2025 PROPERTY / ...		9,033.75
LEAGUE OF MN CITIES INS T...	3RD QTR 2025	06/04/2025	680-4870-63610	Insurance Expense	3RD QTR 2025 PROPERTY / ...		3,605.75
LEAGUE OF MN CITIES INS T...	3RD QTR 2025	06/04/2025	690-4870-63610	Insurance Expense	3RD QTR 2025 PROPERTY / ...		8,184.00
LEAGUE OF MN CITIES INS T...	3RD QTR 2025	06/04/2025	820-4870-63610	Insurance Expense	3RD QTR 2025 PROPERTY / ...		80.00
Vendor LEAGUE OF MN CITIES INS TRUST Total:							49,791.00

Council Approval Register

Packet: APPKT01456 - 07/08/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: TOWNSEND PRICING INC							
TOWNSEND PRICING INC	0488667-IN	06/18/2025	100-4315-62590	Misc. Mdse for Resale	GARBAGE STICKERS		980.00
Vendor TOWNSEND PRICING INC Total:							980.00
Grand Total:							63,914.31

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	36,117.29
610 - LIQUOR DISPENSARY	863.50
620 - WATER UTILITY FUND	12,073.54
670 - STORM WATER UTILITY FUND	399.33
680 - WASTEWATER UTILITY FUND	4,358.59
690 - ELECTRIC UTILITY FUND	9,492.29
820 - GREENWOOD CEMETERY FUND	609.77
Grand Total:	63,914.31

Account Summary

Account Number	Account Name	Expense Amount
100-4194-62120	Gas-Oil-Lube	26.78
100-4210-62010	Office Supplies	12.74
100-4210-62120	Gas-Oil-Lube	651.87
100-4210-63034	SRT Expense	488.05
100-4220-62120	Gas-Oil-Lube	345.23
100-4240-62120	Gas-Oil-Lube	41.07
100-4312-62120	Gas-Oil-Lube	1,766.32
100-4312-62210	Equipment Maint & Repa..	25.49
100-4312-62400	Small Tools and Minor E...	385.03
100-4315-62120	Gas-Oil-Lube	1,174.37
100-4315-62590	Misc. Mdse for Resale	980.00
100-4315-62990	Misc. Operating Expense	139.99
100-4510-62120	Gas-Oil-Lube	1,995.32
100-4650-62120	Gas-Oil-Lube	61.03
100-4670-63610	Insurance Expense	28,024.00
610-4870-63610	Insurance Expense	863.50
620-4840-62120	Gas-Oil-Lube	2,871.19
620-4840-62170	Field Supplies	168.60
620-4870-63610	Insurance Expense	9,033.75
670-4840-62120	Gas-Oil-Lube	399.33
680-4840-62120	Gas-Oil-Lube	752.84
680-4870-63610	Insurance Expense	3,605.75
690-4840-62120	Gas-Oil-Lube	1,179.88
690-4840-62420	Computer Equipment	76.16
690-4840-62990	Misc. Operating Expense	52.25
690-4870-63610	Insurance Expense	8,184.00
820-4840-62120	Gas-Oil-Lube	529.77
820-4870-63610	Insurance Expense	80.00
Grand Total:		63,914.31

Project Account Summary

Project Account Key	Expense Amount
None	63,914.31
Grand Total:	63,914.31



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: 7/15/2025

SUBJECT: Trunk Highway #59 Corridor between 1st Street, south to 158th Street (city limits)

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

MOTION TO: To approve a Contract agreement extension with HDR engineering for continuation of a corridor study concerning and future improvements with roadway infrastructure on Trunk Highway #59 Corridor between 1st Street, south to 158th Street (city limits), as well as an additional contract extension with MNDOT to receive reimbursement costs for financial commitments on their behalf.

BACKGROUND: The City of Thief River Falls previously funded a preliminary corridor study of this section of town to review potential improvement areas for future construction. Based on feedback from that study, it was recommended that a more detailed study be conducted to identify specific design improvements with participation of MNDOT, as well as the residents of Thief River Falls, Mn. The original resolutions with HDR is 9.217.23, and 9.216.23 with MNDOT occurred on 9/19/2023.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: An additional agreement will be signed between the City of Thief River Falls and HDR Engineering. The contract with MNDOT and the City would be to continue to share 90% financial responsibility on MNDOT, and the remaining 10%, to the City of Thief River Falls. The anticipated additional cost share to the city would be an additional approximately \$3,473.16. The additional cost of the total contract with HDR engineering is \$34,731.57.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



City of Thief River Falls

ECONOMIC / COMMUNITY DEVELOPMENT DIRECTOR

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

PHONE: 218-681-8506

FAX: 218-681-8507

email: rbaker@trfminn.gov

www.trfminn.gov

Request for Council Action

DATE: June 17, 2025

SUBJECT: Establishment of TIF District 1-16

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

Motion to: approve the City's proposed adoption of a Modification to the Development Program for Development District No. 1 (the "Development District"), the proposed establishment of Tax Increment Financing District No. 1-16: The Edge (a workforce housing economic development tax increment financing district) (the "TIF District") within the Development District, and the proposed adoption of a Tax Increment Financing Plan (the "TIF Plan") therefor (collectively, the "Modification and Plan"), pursuant to Minnesota Statutes, 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended. Copies of the Modification and Plan are on file and available for public inspection at the office of the Community/Economic Development Director at City Hall.

BACKGROUND: The city received an application for tax increment assistance from D.W. Jones to assist with the development of a 65-unit apartment complex. The proposed project will be located on approximately 5.07 acres that D.W. Jones is purchasing from Sanford Health Network North. The TIF will be used to assist with the site improvements and preparation and provide for the development of workforce housing and would have a maximum term of nine years of TIF Assistance.

The Proposed project is anticipated to have a completed market value of \$7 million or \$107,692 per unit. It is estimated to generate approximately \$962,500 in net tax increment over the nine-year-term, or approximately \$107,000 annually. The actual annual increment will be based on the annually assessed market value and tax rate. The city will retain 10% for administration of the district.

A public Hearing was held at approximately 5:30 pm at the May 6, 2025, City Council meeting.

KEY ISSUES:

- The City needs housing, and with current market conditions, the cost of construction is prohibitive without financial assistance.
- But for the city's assistance in financing this project, this development would not occur.

FINANCIAL CONSIDERATIONS: Legal costs associated with the establishment of the TIF District 1-16, and subsequent TIF Agreement will be paid for by the developer through the establishment of an escrow account with the city.

LEGAL CONSIDERATION: Attorney Grant Turpin, Dorsey & Whitney, LLP. Attorney fees paid from escrow account for Edge Development.

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

Encl: (2)

**CITY OF THIEF RIVER FALLS
PENNINGTON COUNTY
STATE OF MINNESOTA**

Councilmember _____ introduced the following resolution and Councilmember _____ moved its adoption:

RESOLUTION NO. _____

RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 1-16: THE EDGE. THEREIN AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR.

BE IT RESOLVED by the City Council (the “Council”) of the City of Thief River Falls, Minnesota (the “City”), as follows:

Section 1. Recitals.

1.01. The Council of the City has heretofore established Development District No. 1 (the “Development District”) and adopted a Development Program therefor (the “Development Program”). It has been proposed by the City that the City adopt a Modification to the Development Program for the Development District (the “Development Program Modification”) and establish Tax Increment Financing District No. 1-16: The Edge, an economic development “workforce housing” tax increment financing district (the “District”), therein and adopt a Tax Increment Financing Plan (the “TIF Plan”) therefor (the Development Program Modification and the TIF Plan are referred to collectively herein as the “Program and Plan”); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended, (the “Act”) all as reflected in the Program and Plan, and presented for the Council’s consideration.

1.02. The City has investigated the facts relating to the Program and Plan and has caused the Program and Plan to be prepared.

1.03. The City has performed all actions required by law to be performed prior to the establishment of the District and the adoption and approval of the proposed Program and Plan, including, but not limited to, review by the City’s planning commission, notification of Pennington County and Independent School District No. 564 having taxing jurisdiction over the property to be included in the District, and the holding of a public hearing upon published notice as required by law. Additionally, the governing bodies of Pennington County and Independent School District No. 564 have each approved the Program and Plan by resolution.

1.04. Certain written reports (the “Reports”) relating to the Program and Plan and to the activities contemplated therein have heretofore been prepared by staff and consultants and submitted to the Council and/or made a part of the City files and proceedings on the Program and Plan. The Reports include data, information and/or substantiation constituting or relating to the basis for the other findings and determinations made in this resolution. The Council hereby

confirms, ratifies and adopts the Reports, which are hereby incorporated into and made as fully a part of this resolution to the same extent as if set forth in full herein.

1.05. The City is not modifying the boundaries of Development District No. 1, but is however, modifying the Development Program therefor.

1.06. The proposed project to be developed in the District qualifies as a workforce housing project because increments from the District will be used exclusively to assist in the acquisition of property; construction of improvements; and provision of loans or subsidies, grants, interest rate subsidies, public infrastructure, and related financing costs for rental housing developments in the City.

Section 2. Findings for the Adoption and Approval of the Development Program Modification.

2.01. The Council approves the Development Program Modification, and specifically finds that: (a) the land within the Development District would not be available for redevelopment without the financial aid to be sought under this Development Program; (b) the Development District will afford maximum opportunity, consistent with the needs of the City as a whole, for the development by private enterprise; and (c) that the Development District conforms to the general plan for the development of the City as a whole.

Section 3. Findings for the Establishment of Tax Increment Financing District No. 1-16.

3.01. The Council hereby makes the following findings required by the Act:

- (a) the District is in the public interest and is an economic development “workforce housing” tax increment financing district under Section 469.174, Subd. 12 of the Act;
- (b) the city is located outside of the metropolitan area;
- (c) the average vacancy rate for rental housing located in the City and in any statutory or home rule charter city located within 15 miles or less of the boundaries of the City has been three percent or less for at least the immediately preceding two-year period;
- (d) at least one business located in the City or within 15 miles of the City that employs a minimum of 20 full-time equivalent employees in aggregate has provided a written statement to the City indicating that the lack of available rental housing has impeded the ability of the business to recruit and hire employees;
- (e) The City and the development authority intend to use increments from the TIF for the development of rental housing to serve employees of businesses located in the City or surrounding area;

- (f) the proposed development would not occur solely through private investment within the reasonably foreseeable future,
- (g) the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the Plan;
- (h) the Program and Plan conform to the general plan for the development or redevelopment of the City as a whole; and
- (i) the Program and Plan will afford maximum opportunity consistent with the sound needs of the City as a whole, for the development or redevelopment of the District by private enterprise.

3.02. The Council further finds, declares, and determines that the City made the above findings stated in this Section and has set forth the reasons and supporting facts for each determination in writing, attached hereto as Exhibit A.

Section 4. Public Purpose.

4.01. The adoption of the Program and Plan conforms in all respects to the requirements of the Act and will meet the statutory requirement of resulting in increased employment in the State and resulting in preservation and enhancement of the tax base of the State. For the reasons described in Exhibit A, the City believes these benefits directly derive from the tax increment assistance provided under the TIF Plan. A private developer will receive only the assistance needed to make this development financially feasible. As such, any private benefits received by a developer are incidental and do not outweigh the primary public benefits.

Section 5. Approval and Adoption of the Program and Plan.

5.01. The Program and Plan, as presented to the Council on this date, including without limitation the findings and statements of objectives contained therein, are hereby approved, ratified, established, and adopted and shall be placed on file in the office of the City Administrator.

5.02. The staff of the City, the City's advisors, and legal counsel are authorized and directed to proceed with the implementation of the Program and Plan and to negotiate, draft, prepare and present to this Council for its consideration all further plans, resolutions, documents and contracts necessary for this purpose.

5.03. The Auditor of Pennington County is requested to certify the original net tax capacity of the District, as described in the Program and Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased; and the City is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within the District, for which building permits have been issued during the 18 months immediately preceding the adoption of this resolution.

5.04. The City Administrator is further authorized and directed to file a copy of the Program and Plan with the Commissioner of the Minnesota Department of Revenue and the Office of the State Auditor pursuant to Minnesota Statutes 469.175, Subd. 4a.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon a vote being taken thereon, the following voted in favor thereof: _____

and the following voted against the same: _____

Dated: _____, 2025

ATTEST:

Mayor

City Administrator

EXHIBIT A
RESOLUTION NO. _____

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan (the “TIF Plan”) for Tax Increment Financing District No. 1-16: The Edge (the “TIF District”), as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 are as follows:

1. *Finding that the TIF District is an economic development “workforce housing” district as defined in MS., Section 469.174, Subd. 12.*

Tax Increment Financing District No. 1-16: The Edge is a contiguous geographic area within the City's Development District No. 1, delineated in the TIF Plan, for the purpose of financing economic development in the City through the use of tax increment. The District is in the public interest because it will facilitate the development of 65 units of workforce, rental housing in the City. This project will provide safe, affordable housing for the community, increase employment in the State and preserve and enhance the tax base of the State.

2. *Findings that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future.*

This finding is supported by the fact that the development proposed in this plan is 65 units of workforce, rental housing, which meets the City's objectives for economic development. The cost of land acquisition, and related site improvements necessary to maximize development potential, makes development of the facility infeasible without City assistance. The Developer was asked for and provided a letter and a proforma as justification that the developer would not have gone forward without tax increment assistance.

3. *Finding that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the Plan.*

The City supported this finding on the grounds that the project includes 65 units of workforce, rental housing. The City reasonably determines that no other development of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.

b. If the proposed development occurs, the total increase in market value will be \$6,980,263 (see Appendix B of the TIF Plan).

c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$844,004 (see Appendix B of the TIF Plan).

d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$6,136,259 (the amount in clause b less the amount in clause c) without tax increment assistance.

4. *Finding that the TIF Plan for the TIF District conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The City Council reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

5. *Finding that the TIF Plan for the TIF District will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of Development District No. 1 by private enterprise.*

The project to be assisted by the District will result in increased employment in the City and the State, increased tax base of the State, and add a high-quality development to the City.



Maxfield

Research & Consulting

Breaking Ground since 1983

July 7, 2025

Mr. Richard Baker
Economic/Community Development Director
City of Thief River Falls
405 3rd Street East
Thief River Falls, MN 56701

RE: Current and Historical Rental Vacancy Rate in Thief River Falls, Minnesota

Maxfield Research and Consulting has completed several housing market studies in the City of Thief River Falls, Minnesota over the past few years. Studies were completed in 2024, 2023 and 2022.

Based on studies completed for the City of Thief River Falls in 2024 and for private housing developers in 2023 and 2022, it is our professional opinion that the average vacancy rate for rental housing in the City of Thief River Falls and in any statutory or home rule charter city located within 15 miles or less of the boundaries of the municipality has been three percent or less for at least the immediately preceding two-year period from the date of this letter."

In fact, our analyses showed that the average vacancy rate for rental housing in Thief River Falls has been well below three percent and that there is and has been a significant and persistent shortage of market rate and workforce rental housing in the City.

If you have questions or need additional information, please contact me directly at (612) 904-7977.

Sincerely,

MAXFIELD RESEARCH AND CONSULTING

Mary C. Bujold
President

Adoption Date: June 17, 2025

City of Thief River Falls

Pennington County, Minnesota

MODIFICATION TO THE DEVELOPMENT PROGRAM

Development District No. 1

&

Tax Increment Financing (TIF) Plan

Establishment of Tax Increment Financing District No. 1-16:

The Edge

(a workforce housing economic development district)



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

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Modification to the Development Program for Development District No. 1

FOREWORD

The following text represents a Modification to the Development Program for Development District No. 1. This modification represents a continuation of the goals and objectives set forth in the Development Program for Development District No. 1. Generally, the substantive changes include the establishment of Tax Increment Financing District No. 1-16: The Edge.

For further information, a review of the Development Program for Development District No. 1, is recommended. It is available from the Community/Economic Development Director at the City of Thief River Falls. Other relevant information is contained in the tax increment financing plans for the tax increment financing districts located within Development District No. 1.

Tax Increment Financing Plan for Tax Increment Financing District No. 1-16: The Edge

FOREWORD

The City of Thief River Falls (the "City"), staff and consultants have prepared the following information to expedite the Establishment of Tax Increment Financing District No. 1-16: The Edge (the "District"), an economic development tax increment financing district, located in Development District No. 1.

STATUTORY AUTHORITY

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to *Minnesota Statutes ("M.S."), Sections 469.124 - 469.133*, inclusive, as amended, and *M.S., Sections 469.174 to 469.1794*, inclusive, as amended (the "TIF Act"), to assist in financing public costs related to this project.

This section contains the Tax Increment Financing Plan (the "TIF Plan") for the District. Other relevant information is contained in the Modification to the Development Program for Development District No. 1.

STATEMENT OF OBJECTIVES

The District currently consists of a portion of one (1) parcel of land and adjacent roads and internal rights-of-way. The parcel is about 175 acres and is in the process of being subdivided. The parcel included in the District will be 5.07 acres. The District is being created to facilitate the development of 65 units of workforce, rental housing in the City. The City has not entered into an agreement but has designated DW Jones as the developer. Development is anticipated to begin in the Spring of 2025. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 1.

The activities contemplated in the Modification to the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Development District No. 1 and the District.

DEVELOPMENT PROGRAM OVERVIEW

Pursuant to the Development Program and authorizing State statutes, the City is authorized to undertake the following activities in the District:

1. Property to be Acquired - Selected property located within the District, including interior and adjacent street rights of way, may be acquired by the City and is further described in this TIF Plan.
2. Relocation - Relocation services, to the extent required by law, are available pursuant to *M.S., Chapter 117* and other relevant State and federal laws.
3. Upon approval of a developer's plan relating to the project and completion of the necessary legal requirements, the City may sell to a developer selected properties that it may acquire within the District or may lease land or facilities to a developer.
4. The City may perform or provide for some or all necessary acquisition, construction, relocation, demolition, and required utilities and public street work within the District.
5. The City proposes both public and private infrastructure within the District. The proposed reuse of private property within the District will be for rental housing to address the workforce housing needs in the community, and there will be continued operation of Development District No. 1 after the capital improvements within Development District No. 1 have been completed.

DESCRIPTION OF PROPERTY IN THE DISTRICT AND PROPERTY TO BE ACQUIRED

The District encompasses all property and adjacent roads rights-of-way and abutting roadways identified by the parcels listed below.

Parcel number	Address	Owner
25.0011.27.51	3001 Sanford Pkwy.	Sanford Medical

The parcel is in the process of being subdivided, and the legal description of the parcel in the District 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.

Please also see the map in Appendix A for further information on the location of the District.

The City may acquire any parcel within the District including interior and adjacent street rights of way. Any properties identified for acquisition will be acquired by the City only in order to accomplish one or more of the following: storm sewer improvements; provide land for needed public streets, utilities and facilities; carry out land acquisition, site improvements, clearance and/or development to accomplish the uses and objectives set forth in this plan.

The City may acquire property by gift, dedication, condemnation or direct purchase from willing sellers in order to achieve the objectives of this TIF Plan. Such acquisitions will be undertaken only when there is assurance of funding to finance the acquisition and related costs.

The City does not currently own the parcel of the property to be included in the District.

DISTRICT CLASSIFICATION

The City, in determining the need to create a tax increment financing district in accordance with *M.S., Sections 469.174 to 469.1794*, as amended, inclusive, finds that the District, to be established, is an economic development district pursuant to *M.S., Section 469.174, Subd. 12*.

The District is in the public interest because it satisfies the requirements of a workforce housing project under Section 469.176, Subdivision 4c, paragraph (d).

Pursuant to *M.S., Section 469.176, Subd. 4c*, revenue derived from tax increment from an economic development district may not be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if more than 15% of the buildings and facilities (determined on the basis of square footage) are used for a purpose other than:

1. The manufacturing or production of tangible personal property, including processing resulting in the change in condition of the property;
2. Warehousing, storage, and distribution of tangible personal property, excluding retail sales;
3. Research and development related to the activities listed in items (1) or (2);
4. Telemarketing if that activity is the exclusive use of the property; or
5. Tourism facilities;
6. Space necessary for and related to the activities listed in items (1) to (5); or

7. A workforce housing project that satisfies the requirements of *M.S., Section 469.176, Subd. 4c(d)*.

Pursuant to *M.S., Section 469.176, Subd. 7*, the District does not contain any parcel or part of a parcel that qualified under the provisions of *M.S., Sections 273.111, 273.112, or 273.114 or Chapter 473H* for taxes payable in any of the five calendar years before the filing of the request for certification of the District.

DURATION & FIRST YEAR OF DISTRICT'S TAX INCREMENT

Pursuant to *M.S., Section 469.175, Subd. 1, and M.S., Section 469.176, Subd. 1*, the duration of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the duration of the District will be 8 years after receipt of the first increment by the City (a total of 9 years of tax increment). The date of receipt by the City of the first tax increment is expected to be 2028.

Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2036, or when the TIF Plan is satisfied. If increment is received in 2027, the term of the District will be 2035. The City reserves the right to decertify the District prior to the legally required date.

ORIGINAL TAX CAPACITY, TAX RATE & ESTIMATED CAPTURED NET TAX CAPACITY VALUE/INCREMENT & NOTIFICATION OF PRIOR PLANNED IMPROVEMENTS

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2024 for taxes payable 2025.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2027) the amount by which the original value has increased or decreased as a result of:

1. Change in tax exempt status of property;
2. Reduction or enlargement of the geographic boundaries of the District;
3. Change due to adjustments, negotiated or court-ordered abatements;
4. Change in the use of the property and classification;
5. Change in State law governing class rates; or
6. Change in previously issued building permits.

In any year in which the current Net Tax Capacity (NTC) value of the District declines below the ONTC, no value will be captured and no tax increment will be payable to the City.

The original local tax rate for the District will be the local tax rate for taxes payable 2025, assuming the request for certification is made before June 30, 2025. The rates for Pay 2025 were not available at the time the District was established. The ONTC and the Original Local Tax Rate for the District appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4* and *M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Development District No. 1, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The City requests 100% of the available increase in tax capacity be used for repayment of the obligations of the City and current expenditures. The Project Tax Capacity (PTC) listed is an estimate of values when the projects within the District are completed.

Project Tax Capacity	
Development estimated Tax Capacity upon completion	119,750
Original estimated Net Tax Capacity	247
Fiscal Disparities	0
Estimated Captured Tax Capacity	119,503
Original Local Tax Rate	136.6800% Pay 2024
Estimated Annual Tax Increment	\$163,337
Percent Retained by the City	100%

Note: Tax capacity includes a 4% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year 9. The tax capacity of the District in year one is estimated to be \$87,500.

Pursuant to *M.S., Section 469.177, Subd. 4*, the City shall, after a due and diligent search, accompany its request for certification to the County Auditor or its notice of the District enlargement pursuant to *M.S., Section 469.175, Subd. 4*, with a listing of all properties within the District or area of enlargement for which building permits have been issued during the eighteen (18) months immediately preceding approval of the TIF Plan by the municipality pursuant to *M.S., Section 469.175, Subd. 3*. The County Auditor shall increase the original net tax capacity of the District by the net tax capacity of improvements for which a building permit was issued.

The City is reviewing the area to be included in the District to determine if any building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.

SOURCES OF REVENUE/BONDS TO BE ISSUED

The total estimated tax increment revenues for the District are shown in the table below:

SOURCES	
Tax Increment	\$ 1,258,069
Interest	125,807
TOTAL	\$ 1,383,876

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The City reserves the right to issue bonds (as defined in the TIF Act) or incur other indebtedness as a result of the TIF Plan. As presently proposed, the projects within the District will be financed by pay-as-you-go notes and interfund loans. Any refunding amounts will be deemed a budgeted cost without a formal modification to this TIF Plan. This provision does not obligate the City to incur debt. The City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The City may issue bonds secured in whole or in part with tax increments from the District in a maximum principal amount of \$1,008,483. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

USES OF FUNDS

Currently under consideration for the District is a proposal to facilitate the development of 65 units of workforce, rental housing in the City. The City has determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described herein.

The City has studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table.

USES	
Land/Building Acquisition	\$ -
Site Improvements/Preparation	550,000
Affordable Housing	-
Utilities	-
Other Qualifying Improvements	332,676
Administrative Costs (up to 10%)	125,807
PROJECT COSTS TOTAL	\$ 1,008,483
Interest	375,393
PROJECT AND INTEREST COSTS TOTAL	\$ 1,383,876

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in the Sources of Revenue section.

Estimated capital and administrative costs listed above are subject to change among categories by modification of the TIF Plan without hearings and notices as required for approval of the initial TIF Plan, so long as the total capital and administrative costs combined do not exceed the total listed above. Further, the City may spend up to 20% of the tax increment revenues from the District for activities (described in the table above) located outside the boundaries of the District but within the boundaries of the Development District No. 1 (including administrative costs, which are considered to be spend outside the District), subject to all other terms and conditions of this TIF Plan.

ESTIMATED IMPACT ON OTHER TAXING JURISDICTIONS

The estimated impact on other taxing jurisdictions assumes that the redevelopment contemplated by the TIF Plan would occur without the creation of the District. However, the City has determined that such development or redevelopment would not occur "but for" tax increment financing and that, therefore, the fiscal impact on other taxing jurisdictions is \$0. The estimated fiscal impact of the District would be as follows if the "but for" test was not met:

Impact on Tax Base			
Entity	2023/Pay 2024 Total Net Tax Capacity	Estimated Captured Tax Capacity (CTC) upon completion	Percent of CTC to Entity Total
Pennington County	21,675,850	119,503	0.5513%
City of Thief River Falls	7,378,648	119,503	1.6196%
ISD 564 (Thief River Falls Public Schools)	19,018,609	119,503	0.6283%

Impact on Tax Rates				
Entity	Pay 2024 Extension Rate	Percent of Total	CTC	Potential Taxes
Pennington County	57.0330%	41.73%	119,503	\$ 68,156
City of Thief River Falls	49.6150%	36.30%	119,503	59,291
ISD 564 (Thief River Falls Public Schools)	27.6240%	20.21%	119,503	33,012
Other	2.4080%	1.76%	119,503	2,878
	136.6800%	100.00%		\$163,337

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the Pay 2024 rate. The total net capacity for the entities listed above are based on Pay 2024 figures. The District will be certified under the Pay 2025 rates, which were unavailable at the time this TIF Plan was prepared.

Pursuant to *M.S., Section 469.175 Subd. 2(b)*:

- (1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is \$1,258,069;
- (2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is expected. With any addition of new residents or businesses, police calls for service will be increased. New developments add an increase in traffic, and additional overall demands to the call load. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The probable impact of the District on fire protection is not expected to be significant. Typically, new buildings generate few calls, if any, and are of superior construction. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The impact of the District on public infrastructure is expected to be minimal. The development is not expected to significantly impact any traffic movements in the area. The current infrastructure for sanitary sewer, storm sewer and water will be able to handle the additional volume generated from the proposed development. Based on the development plans, there are no additional costs associated with street maintenance, sweeping, plowing, lighting and sidewalks.

The probable impact of the issuance of any general obligation tax increment bonds payable from tax increment revenues from the District on the City's ability to issue debt for general fund purposes is expected to be minimal. It is not anticipated that there will be any general obligation debt issued in relation to this project, therefore there will be no impact on the City's ability to issue future debt or on the City's debt limit.

- (3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is \$254,265;
- (4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is \$508,447;
- (5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S., Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

No requests for additional information from the county or school district regarding the proposed development for the District have been received.

SUPPORTING DOCUMENTATION

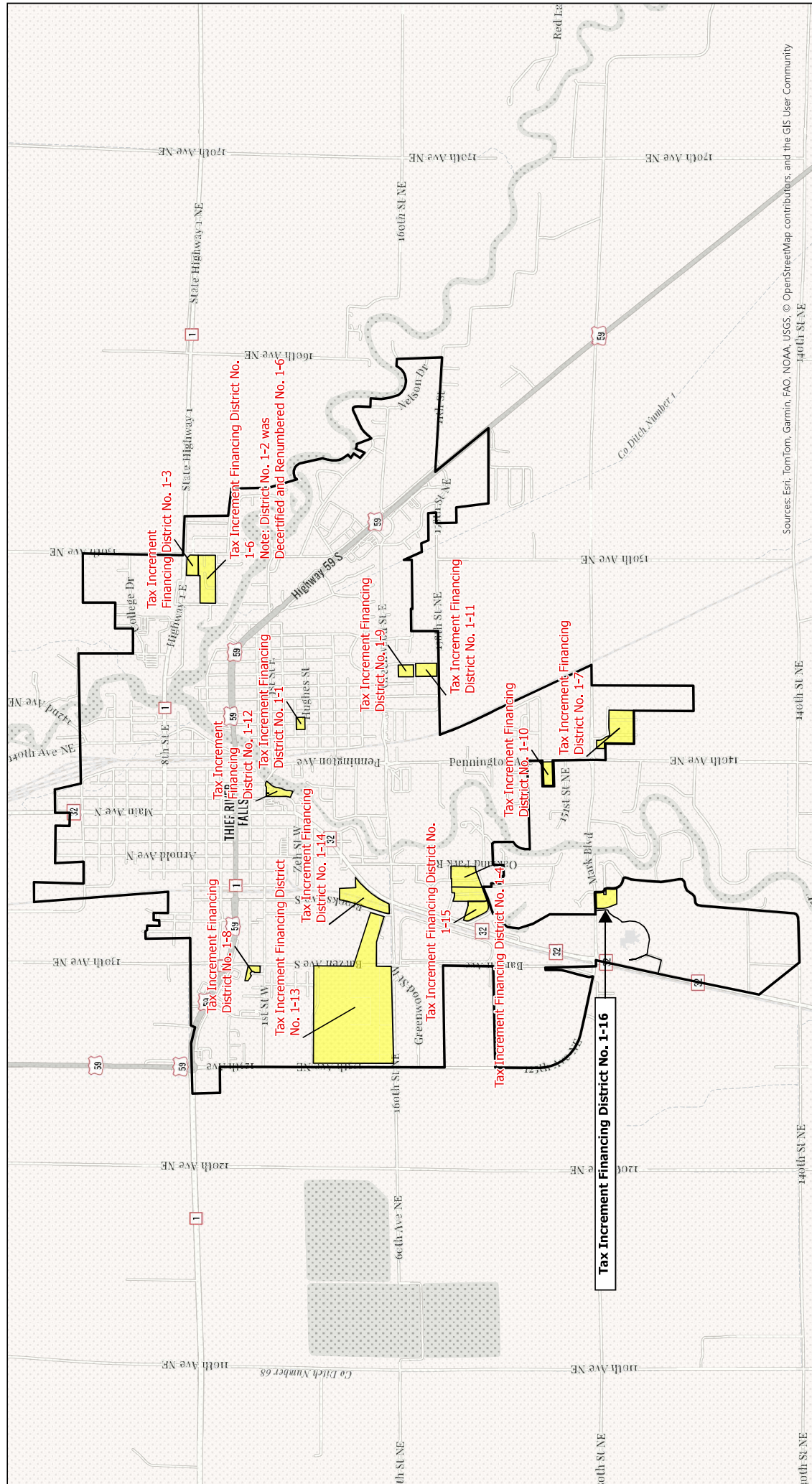
Pursuant to *M.S., Section 469.175, Subd. 1 (a), clause 7* this TIF Plan must contain identification and description of studies and analyses used to make the determination set forth in *M.S., Section 469.175, Subd. 3, clause (b)(2)* and the findings are required in the resolution approving the District.

- (i) In making said determination, reliance has been placed upon (1) written representation made by the Developer to such effects; and (2) City staff awareness of the feasibility of developing the project site within the District, which is further outlined in the city council resolution approving the establishment of the District and Appendix C.
- (ii) A comparative analysis of estimated market value both with and without establishment of the District and the use of tax increments has been performed. Such analysis is included with the cashflow in Appendix B and indicates that the increase in estimated market value of the proposed development (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the District and the use of tax increments.

DISTRICT ADMINISTRATION

Administration of the District will be handled by the Community/Economic Development Director.

Appendix A: Map of Development District No. 1 and the TIF District



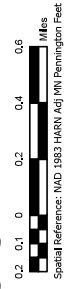
Date: 3/11/2025

**Tax Increment Financing District No. 1-16
Development District No. 1**

The Boundaries of Development District No. 1 are Coterminous Boundaries of the City of Thief River Falls



018



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

Appendix B: Estimated Cash Flow for the District

The Edge. 4% Inflation

City of Thief River Falls, MN

65 Units of workforce, rental housing



ASSUMPTIONS AND RATES

DistrictType:			Economic Development		Tax Rates	
District Name/Number:			TBD		Exempt Class Rate (Exempt)	
County District #:			TBD		Commercial Industrial Preferred Class Rate (C/I Pref.)	
First Year Construction or Inflation on Value			2026		First \$150,000	
Existing District - Specify No. Years Remaining			4.00%		Over \$150,000	
Inflation Rate - Every Year:			6.50%		Commercial Industrial Class Rate (C/I)	
Interest Rate:			1-Aug-26		Rental Housing Class Rate (Rental)	
Present Value Date:			1-Feb-27		Affordable Rental Housing Class Rate (Aff. Rental)	
First Period Ending			Pay 2025		First \$100,000	
Tax Year District was Certified:			2028		Over \$100,000	
Cashflow Assumes First Tax Increment For Development:			9		Non-Homestead Residential (Non-H Res. 1 Unit)	
Years of Tax Increment			2036		First \$500,000	
Assumes Last Year of Tax Increment			NA		Over \$500,000	
Fiscal Disparities Election [Outside (A), Inside (B), or NA]			NA		Homestead Residential Class Rate (Hmsd. Res.)	
Incremental or Total Fiscal Disparities			NA		First \$500,000	
Fiscal Disparities Contribution Ratio			NA		Over \$500,000	
Fiscal Disparities Metro-Wide Tax Rate			NA		Agricultural Non-Homestead	
Maximum/Frozen Local Tax Rate:			136.680%		First \$500,000	
Current Local Tax Rate: (Use lesser of Current or Max.)			136.680%		Over \$500,000	
State-wide Tax Rate (Comm./Ind. only used for total taxes)			29.00000%		Agricultural Non-Homestead	
Market Value Tax Rate (Used for total taxes)			0.12129%		First \$500,000	
					Over \$500,000	

BASE VALUE INFORMATION (Original Tax Capacity)

Map ID	PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
1	25.0011.27.51	Sanford Medical	3001 Sanford Pkwy.	681,700	0	681,700	3%	19,737	Pay 2025	Ag Non-Homestead	197	Rental	247	1
				681,700	0	681,700		19,737			197		247	

Note:

1. Base values are for preliminary pay 2025 based on review of County website on March 11, 2025. Development will use 5.07 acres.
2. Located in SD #564.

The Edge. 4% Inflation
City of Thief River Falls, MN
65 Units of workforce, rental housing



PROJECT INFORMATION (Project Tax Capacity)

Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2026	Percentage Completed 2027	Percentage Completed 2028	Percentage Completed 2029	First Year Full Taxes Payable
Rental Housing		107,692	107,692	65	7,000,000	Rental	87,500	1,346	100%	100%	100%	100%	2028
TOTAL				65	7,000,000		87,500		100%	100%	100%	100%	
Subtotal Residential				65	7,000,000		87,500						
Subtotal Commercial/Ind.				0	0		0						

Note:

1. Market values are based upon estimates from the County Assessor dated March 10, and confirmed with other comparable projects.

TAX CALCULATIONS

	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
New Use	87,500	0	87,500	119,595	0	0	8,490	128,085	1,970.54
Rental Housing	87,500	0	87,500	119,595	0	0	8,490	128,085	1,970.54
TOTAL	87,500	0	87,500	119,595	0	0	8,490	128,085	1,970.54

Note:

1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.

2. If tax increment is received in 2026, then the district will be one year shorter.

WHAT IS EXCLUDED FROM TIF?

Total Property Taxes	128,085
less State-wide Taxes	0
less Fiscal Disp. Adj.	0
less Market Value Taxes	(8,490)
less Base Value Taxes	(337)
Annual Gross TIF	119,258

MARKET VALUE BUT / FOR ANALYSIS

Current Market Value - Est.	19,737
New Market Value - Est.	7,000,000
Difference	6,980,263
Present Value of Tax Increment	844,004
Difference	6,136,259
Value likely to occur without Tax Increment is less than:	6,136,259



The Edge. 4% Inflation
City of Thief River Falls, MN
65 Units of workforce, rental housing

TAX INCREMENT CASH FLOW

% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities NA	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual		Admin. at 10%	Semi-Annual		PERIOD ENDING Yrs.	Tax Year	Payment Date
							Gross Tax Increment	Auditor 0.36%		Net Tax Increment	Present Value			
100%	87,500	(247)	-	87,253	136.680%	119,258	-	-	-	-	-	-	-	02/01/27
100%	91,000	(247)	-	90,753	136.680%	124,042	59,629	(215)	(5,941)	53,473	47,051	0.5	2028	08/01/28
100%	94,640	(247)	-	94,393	136.680%	129,017	62,021	(223)	(6,180)	55,618	92,622	1	2028	02/01/29
100%	98,426	(247)	-	98,179	136.680%	134,191	64,508	(232)	(6,428)	57,849	138,528	1.5	2029	08/01/29
100%	102,363	(247)	-	102,116	136.680%	139,572	67,095	(242)	(6,685)	60,169	182,990	2	2029	02/01/30
100%	106,457	(247)	-	106,210	136.680%	145,168	69,786	(251)	(6,953)	62,581	227,779	2.5	2030	08/01/30
100%	110,715	(247)	-	110,469	136.680%	150,989	72,584	(261)	(7,232)	65,091	271,158	3	2030	02/01/31
100%	115,144	(247)	-	114,897	136.680%	157,042	75,494	(272)	(7,522)	67,700	314,857	3.5	2031	08/01/31
100%	119,750	(247)	-	119,503	136.680%	163,337	78,521	(283)	(7,824)	70,414	357,180	4	2031	02/01/32
							81,668	(294)	(8,137)	73,237	399,815	4.5	2032	08/01/32
							844,004	(3,038)	(94,097)	756,869	441,107	5	2032	02/01/33
							1,262,614	(4,545)	(125,807)	1,132,262	482,704	5.5	2033	08/01/33
							844,004	(3,038)	(94,097)	756,869	522,991	6	2033	02/01/34
							75,494	(272)	(7,522)	67,700	563,575	6.5	2034	08/01/34
							78,521	(283)	(7,824)	70,414	602,881	7	2034	02/01/35
							81,668	(294)	(8,137)	73,237	642,476	7.5	2035	08/01/35
							163,337	(294)	(8,137)	73,237	680,824	8	2035	02/01/36
							163,337	(294)	(8,137)	73,237	719,455	8.5	2036	08/01/36
							81,668	(294)	(8,137)	73,237	756,869	9	2036	02/01/37
Total		Present Value From 08/01/2026		Present Value Rate	6.50%		1,262,614	(4,545)	(125,807)	1,132,262				
							844,004	(3,038)	(94,097)	756,869				

Appendix C: Findings Including But/For Qualifications

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-16: The Edge as required pursuant to *Minnesota Statutes (M.S.), Section 469.175, Subd. 3* are as follows:

1. *Finding that Tax Increment Financing District No. 1-16: The Edge is an economic development district as defined in M.S., Section 469.174, Subd. 12.*

Tax Increment Financing District No. 1-16: The Edge is a contiguous geographic area within the City's Development District No. 1, delineated in the TIF Plan, for the purpose of financing economic development in the City through the use of tax increment. The District is in the public interest because it will facilitate the development of 65 units of workforce, rental housing in the City. This project will provide safe, affordable housing for the community, increase employment in the State and preserve and enhance the tax base of the State.

2. *Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of Tax Increment Financing District No. 1-16: The Edge permitted by the TIF Plan.*

The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future: This finding is supported by the fact that the development proposed in this plan is 65 units of workforce, rental housing, which meets the City's objectives for economic development. The cost of land acquisition, and related site improvements necessary to maximize development potential, makes development of the facility infeasible without City assistance. The Developer was asked for and provided a letter and a proforma as justification that the developer would not have gone forward without tax increment assistance.

The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed

development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF Plan: The City supported this finding on the grounds that the project includes 65 units of workforce, rental housing. The City reasonably determines that no other development of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

Therefore, the City concludes as follows:

- a. The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
 - b. If the proposed development occurs, the total increase in market value will be \$6,980,263 (see Appendix B of the TIF Plan)
 - c. The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$844,004 (see Appendix B of the TIF Plan).
 - d. Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$6,136,259 (the amount in clause b less the amount in clause c) without tax increment assistance.
3. *Finding that the TIF Plan for Tax Increment Financing District No. 1-16: The Edge conforms to the general plan for the development or redevelopment of the municipality as a whole.*

The City Council reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the Tax Increment Financing Plan for Tax Increment Financing District No. 1-16: The Edge will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of Development District No. 1 by private enterprise.*

The project to be assisted by the District will result in increased employment in the City and the State, increased tax base of the State, and add a high-quality development to the City.

Appendix D: Letter of Support

THIEF RIVER FALLS PUBLIC SCHOOLS

CREATING OUR FUTURE THE PROWLER WAY

**Board of Education**

Ryan Walseth, Chairperson
Misty Hempel, Vice-Chair
John Syvertson, Treasurer
Mike Spears, Clerk

Independent School District #564

230 LaBree Avenue South
Thief River Falls, MN 56701
Dr. Christopher E. Mills, Superintendent
(218) 681-8711, ext. 5226

Board of Education

Lindsay Gregory, Director
Jared Kainz, Director
Michelle Westerman, Director

To Whom It May Concern:

I hope this letter finds you well. As you know, Thief River Falls has been facing significant challenges in recruiting and retaining employees, a situation that many of our local businesses are experiencing. One of the critical factors contributing to this challenge is the shortage of available rental housing in our community.

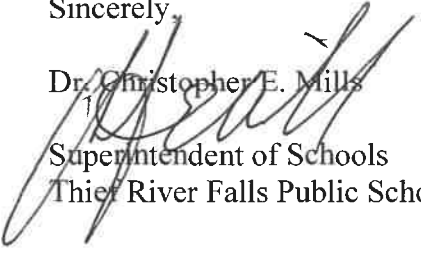
As an educational institution that works closely with local families and staff, we have found that the limited availability of housing options has had a direct impact on our ability to attract qualified professionals to our district. Teachers and staff members who may be interested in relocating to our area often face significant barriers in finding affordable and suitable housing. This has made it difficult for us to fill positions and has led to increased turnover, further straining our resources.

We understand that this issue extends beyond the education sector, affecting businesses across our community. The lack of available rental housing presents a considerable challenge for employers, making it harder to recruit and hire employees who are crucial to the success of our local economy. We are hopeful that, together, we can address this challenge and explore solutions to ensure that Thief River Falls remains an attractive place to live and work.

In light of this, I am writing to request a letter of support from your organization to emphasize how the shortage of rental housing has impacted your ability to recruit and hire employees. A unified statement on this issue will help us advocate for potential solutions and improvements to the housing market in our area.

Thank you for your attention to this matter. I look forward to working together to find ways to support our community and ensure that Thief River Falls continues to thrive.

Sincerely,


Dr. Christopher E. Mills
Superintendent of Schools
Thief River Falls Public Schools



P 218.681.6674
F 218.681.3380
TF 800.344.4539

701 Brooks Ave. South
Thief River Falls, MN 56701
digikey.com

April 30, 2025

Richard Baker
Community/Economic Development Director
City of Thief River Falls

RE: Housing Needs in the City of Thief River Falls

Dear Richard:

On behalf of DigiKey, I am offering support for Tax Increment Financing (TIF) to assist with the development of the Edge multi-family housing project in Thief River Falls.

DigiKey employs approximately 3,800 people in Thief River Falls and with a combination of growth and attrition will hire approximately 300-400 employees every year. This need, along with a housing shortage defined through a housing study completed in 2024, defines the shortage and need for additional housing.

This lack of available rental housing has impeded the ability of DigiKey to recruit and hire employees. This 65-unit housing project will help provide a solution to this critical housing shortage.

Feel free to call with any questions.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Dave Doherty". The signature is written in a cursive, flowing style.

Dave Doherty
President

Appendix E: Market Analysis

Comprehensive Housing Needs Analysis

For the City of Thief River Falls, Minnesota

Prepared For:

City of Thief River Falls
Thief River Falls, Minnesota

May 2024



Maxfield
Research & Consulting

901 Twelve Oaks Center Dr
Suite 922
Wayzata, MN 55391
612.338.0012
www.maxfieldresearch.com



Maxfield

Research & Consulting

Breaking Ground since 1983

May 6, 2024

Mr. Richard L Baker
Economic/Community Development Director
City of Thief River Falls
405 Third Street East
Thief River Falls, MN 56701

Mr. Baker:

Attached is the *Comprehensive Housing Needs Analysis for Thief River Falls, Minnesota* conducted by Maxfield Research & Consulting, LLC. The housing analysis projects housing need through 2030 and provides recommendations on the amount and type of housing that could be built across Thief River Falls to satisfy demand from current and future residents over this decade. The study identifies a potential demand for over 1,350 new housing units through 2035 spread between all-ages housing (54%) and age-restricted senior housing (46%).

Overall, the housing market is very tight across Thief River Falls with strong employment growth in the community, which has increased more rapidly than the housing stock. The inventory of rental properties (market rate and affordable/subsidized) found a combined vacancy rate of only 0.7% (0.6% market rate and 0.0% affordable/subsidized); indicating strong demand for new rental supply and few opportunities for existing/new households to relocate to Thief River Falls. In addition, active adult senior housing is tight, posting a vacancy rate of 0.0% while assisted living vacancies are much higher. Finally, the for-sale market has experienced record-low supply and strong appreciation over the past few years. The availability of homes for sale, especially those affordable to entry-level buyers is very low. Although new homes are needed in Thief River Falls, developing new homes that meet the needs of new home buyers will be challenging in the short-term given higher interest rates, rising construction costs, inflationary pressures, and tighter underwriting.

Detailed information regarding recommended housing concepts and the challenges associated with developing the needed housing can be found in the *Recommendations* and *Challenges and Opportunities* sections at the end of the report.

We have enjoyed performing this study for you and are available should you have any questions or need additional information.

Sincerely,

MAXFIELD RESEARCH & CONSULTING, LLC

Matt Mullins
Vice President

Attachment

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Purpose and Scope of Study

Maxfield Research and Consulting, LLC. was engaged by the City of Thief River Falls to conduct a *Comprehensive Housing Needs Assessment* for the City of Thief River Falls, Minnesota. The Housing Needs Assessment provides updated recommendations on the amount and types of housing that should be developed in order to meet the needs of current and future households who choose to reside in the City.

The scope of this study includes: an analysis of the demographic and economic characteristics of the City of Thief River Falls Market Area; a review of the characteristics of the existing housing stock and building permit trends; an analysis of the market condition for a variety of rental, senior, and for-sale housing products; and an assessment of the need for housing by product type in the City. Recommendations on the number and types of housing products that should be considered in the City are also supplied.

Demographic Analysis

- The population of the City of Thief River Falls grew modestly between 2010 and 2020 by 2.1%. During the period, households in Thief River Falls grew by 7.0%.
- Population is forecast to grow from 2020 to 2028 by 5.2%, adding 451 people, while households also grow 5.7% (230 households). These growth trends are expected to continue to 2035.
- The City of Thief River Falls experienced significant growth in the 65 to 74 age cohorts (+53.7%) from 2010 to 2023. Age cohorts under age 24 lost population from 2010 to 2023. These age cohorts are expected to rebound in Thief River Falls from 2023 to 2028. The population under 18 is forecast to grow by 5.0% and the 18 to 24 age cohort is expected to increase by 1.3%.
- Thief River Falls had an estimated median household income of \$62,240 in 2023 while the median income in the Market Area was estimate at \$73,448. The median income in Thief River Falls is projected to increase nearly 17% by 2028 to \$72,744, while incomes are also expected to grow in the Market Area, rising to \$81,706 (11.2%).
- Median incomes for owner occupied households was \$74,330, more than 50% greater than the median income for renter occupied households (\$42,833) in 2021. Owner occupied households represented 65% of households in the City of Thief River Falls.
- The largest household type in the City of Thief River Falls was single person households, representing 41% of households in 2021. Single person households have grown from 37% in 2010.

EXECUTIVE SUMMARY

- In 2021, an estimated 63% of the renter-occupied households in the City of Thief River Falls were one-person households, compared to only 29% of owner-occupied households. The largest proportion of owner households were two-person households (39.5%).
- Nearly 93% of the population in Thief River Falls reported their race as White Alone. In addition, nearly 6% of the City's population reported their ethnicity to be Hispanic.
- Although most residents did not move within the last year (86%) in Thief River Falls, among those that did move it was most likely to be within the same county (9.5%).

Employment Trends

- Between 2010 and 2019, employment in the Northwest Minnesota Planning Area, which contains Thief River Falls increased by 15,677 from 207,558 to 223,235 (7.6%).
- Between 2010 and 2022, average covered employment (place of work employment) rose by 48% (2,832) in Thief River Falls. The increase in employment is primarily attributed to the Trade, Transportation and Utilities Industry where employment increased by 42% during the same period. The Education and Health Services industry has also accounted for a significant increase in employment.
- The unemployment rates in Thief River Falls and Pennington County decreased rapidly in the post-pandemic recovery.
- The Trade, Transportation and Utilities Sector accounted for an estimated 55% of jobs in the PMA as of the 1st Quarter 2023, with an average weekly wage of \$1,160.
- The most common work destination among Thief River Falls residents was within the City of Thief River Falls (73.5%).
- The City of Thief River Falls can be considered an importer of workers, as the number of workers coming into the City (4,982) for employment was higher than the number of residents leaving the City for work (1,236).

Housing Characteristics

- Pennington County issued permits for the construction of 1,047 new residential units from 2000 to 2022. Of the number of units built from permits issued, 43% were single-family homes and 56% were multifamily units.
- The median year built of owned housing in the Market Area was 1968 compared to a median year built of 1977 for rental housing in the Market Area. As a result, the existing housing stock is "older" as new construction (post 2010) accounts for a somewhat smaller share of the overall housing stock.

EXECUTIVE SUMMARY

- In Thief River Falls, the most common rental building has between 20 and 49 units (19.9%) while the most common owned housing is single-family detached dwellings (88.2%).
- An estimated 62% of Thief River Falls homeowners have a mortgage. These homes have an estimated median value of \$139,900 (Census).
- Over half of the owned housing stock in Thief River Falls is estimated to be valued between \$100,000 and \$199,999 (54%).
- The median rent in Thief River Falls was \$675. Nearly two-thirds of renters in Thief River Falls paid between \$500 and \$999 in rent as of 2021.
- In 2021, nearly 70% of homes in the Market Area were owner-occupied compared to 59% of homes in Thief River Falls.

Rental Housing Market Analysis

- In total, Maxfield Research inventoried 992 general occupancy multifamily rental units in Thief River Falls across 32 multifamily properties. The survey took place from February through April 2024. At the time of the survey, a total of five units were vacant, resulting in an overall vacancy rate of 0.5%. Typically, a healthy rental market maintains a vacancy rate of at or near 5%, which promotes competitive rates, ensures adequate consumer choice and allows for sufficient unit turnover. The exceptionally low vacancy rate indicates there is pent-up demand for additional rental housing.
- Among the rental properties surveyed, 892 units are market rate, 38 units are shallow-subsidy (LIHTC) and 62 units are deep-subsidy. Shallow-subsidy and deep-subsidy units have maximum income restrictions to maintain affordability. Market rate units were 0.3% vacant; shallow-subsidy units were 7.0% vacant and deep-subsidy units were 0.0% vacant.
- Average rents for older properties in Thief River Falls range from \$500 per month for studio units to \$850 per month for three-bedroom units. Newer rental properties (built post-2010) have rents ranging from \$800 per month for one-bedroom units to \$1,288 per month for three-bedroom units.

Senior Housing Market Analysis

- Maxfield identified a total of 368 senior units among nine properties. These properties include active adult (market rate and affordable/subsidized), independent living with some services, assisted living and memory care.
- Most units in Thief River Falls are active adult mixed between market rate and affordable, followed by assisted living. Active adult senior housing accounts for 62% of all senior units while assisted living accounts for 24%.

EXECUTIVE SUMMARY

- Vacancy rates are low for active adult housing, 1.1%, but are much higher for assisted living housing at nearly 30%. The pandemic caused vacancy rates to rise among all assisted living facilities across Minnesota and recovery has been slow. Gradually vacancy rates in assisted living facilities are decreasing but challenges with finding adequate staff to provide care continues to contribute to higher vacancy rates. Facilities cannot lease more units than they have staff to provide care to residents.

For-Sale Housing Market Analysis

- The median sales price of homes in Pennington County have risen 105% from 2012 (\$84,900) to 2023 (\$174,000), according to the Minnesota Association of Realtors Annual Report.
- In 2023, half of resales in the Secondary Market Area (288 resales) occurred in Pennington County (144 resales) according to the Minnesota Association of Realtors Annual Report.
- Thief River Falls generated 79% of Pennington County sales from 2017 to 2023.
- Over half of the 2023 single family home sales were priced between \$100,000 and \$200,000.
- There were 38 active single family home listings in October 2023. One-story and one and half story homes presented 80% of all active listings. These listings also had the lowest average listing prices and average square feet of \$161,020 and 1,443 square feet for one and half story homes and \$213,613 and 1,864 square feet for one story homes.
- There are 217 lots in newer subdivisions in the Thief River Falls, with 76 vacant lots remaining in those newer subdivisions.
- Lots in newer subdivisions averages 0.52 acres, with an averaged assessed land value of \$28,395 and home value of \$271,414.
- There were two actively marketing subdivisions outside the city limits of Thief River Falls. These subdivisions had larger lots, averaging 1.96 acres, compared to those newer subdivisions within the city limits.

Housing Affordability

- About 16% of owner households and 38% of renter households are estimated to be paying more than 30% of their income for housing costs in the City of Thief River Falls. The Remainder of the Market Area cost burdened households are 15% for owner households and 34% for renter households.

EXECUTIVE SUMMARY

- Renter households in the City of Thief River Falls and the Remainder of the Market Area were less likely to be cost burdened compared to the State of Minnesota, where 46% of renter households were cost burdened.
- An entry-level single-family home in the Thief River Falls Market Area could expect to be sold for \$175,000. At this price point, given the down payment and mortgage rates noted above, a household would need an income of approximately \$55,000 to spend no more than 30% on their housing costs. Nearly 62% of Market Area households could afford an entry-level single-family home in the Thief River Falls Market Area.
- An estimated 63% of existing renter households can afford to rent an existing one-bedroom unit in Thief River Falls (approx. \$790/month). For a new one-bedroom apartment, nearly 54% of households in the Market Area would be income-qualified with an estimated rent of \$970 a month.

Housing Needs Analysis

- Based on our calculations, demand exists for the following general occupancy product types between 2023 and 2035:
 - Market rate rental 185 units
 - Affordable rental 82 units
 - Subsidized rental 61 units
 - For-sale single-family 242 units (After existing lots have been absorbed)
 - For-sale multifamily 154 units
- In addition, we find demand for most senior housing product types. By 2035, demand for senior housing is forecast for the following:
 - Active adult ownership 128 units
 - Active adult market rate rental 101 units
 - Active adult affordable 131 units
 - Independent Living 132 units
 - Assisted living 53 units
 - Memory care 83 units

Recommendations and Conclusions

- Based on the finding of our analysis and demand calculations, the following chart provides a summary of the recommended development concepts by product type for the City of Thief River Falls through 2035. Detailed findings are described in the *Conclusions and Recommendations* section of the report.

EXECUTIVE SUMMARY

RECOMMENDED HOUSING DEVELOPMENT CITY OF THIEF RIVER FALLS 2024 to 2035				
		Purchase Price/ Monthly Rent Range ¹	No. of Units	Development Timing
Owner-Occupied Homes				
Single Family				
	Entry-level	<\$225,000	95 - 100	Ongoing
	Move-up	\$225,000 - \$350,000	120 - 125	Ongoing
	Executive	\$375,000+	65 - 70	Ongoing
	Total		280 - 295	
Townhomes/Twinhomes/Detached Townhomes/Villas				
	Entry-level	<\$180,000	65 - 70	Ongoing
	Move-up	\$200,000 - \$300,000	60 - 65	Ongoing
	Executive	\$300,000+	30 - 35	Ongoing
	Total		155 - 170	
Total Owner-Occupied			435 - 465	
General Occupancy Rental Housing				
Market Rate Rental Housing				
	Apartment-style (moderate)	\$775/1BR - \$1,250/3BR	75 - 80	2025+
	Apartment-style (move up)	\$850/Eff - \$1,400/3BR	65 - 70	2027+
	Townhomes (move up)	\$1,400/2BR - \$1,800/3BR	35 - 40	2025+
	Total		175 - 190	
Affordable Rental Housing				
	Apartment-style	Moderate Income ²	50 - 60	2024+
	Townhomes	Moderate Income ²	30 - 35	2024+
	Subsidized	30% of Income ³	30 - 40	2024+
	Total		110 - 135	
Total Renter-Occupied			285 - 325	
Senior Housing (i.e. Age Restricted)				
	Senior Cooperative(s)	\$75,000+	80 - 90	2024+
	Active Adult Market Rate Rental ⁴	\$1,200/1BR - \$1,500/2BR+Den	80 - 90	2024+
	Active Adult Affordable Rental ⁴	Moderate Income ³	125 - 130	2024+
	Independent Living/Congregate	\$1,750/1BR - \$2,800+/2BR	110 - 120	2025+
	Assisted Living	\$3,000/Eff - \$5,500/2BR	40 - 50	2028+
	Memory Care	\$4,000/EFF - \$6,000/2BR	50 - 60	2024+
	Total		485 - 540	
Total - All Units			1,205 - 1,330	
¹ Pricing in 2024 dollars. Pricing can be adjusted to account for inflation.				
² Affordability subject to income guidelines per Minnesota Housing Finance Agency (MHFA). See Table HA-1 for Pennington County Income limits.				
³ Subsidized housing will be difficult to develop financially. Hence, some demand moved from subsidized to affordable				
⁴ Alternative development concept is to combine active adult affordable and market rate active adult into mixed-income senior communities.				
Source: Maxfield Research & Consulting, LLC.				



City of Thief River Falls

ECONOMIC / COMMUNITY DEVELOPMENT DIRECTOR

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Request for Council Action

DATE: July 15, 2025

SUBJECT: TIF District 1-16 Development Agreement

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

Motion to: approve the attached council resolution and Tax Increment Financing Development Agreement (the “Agreement”) between the City and Edge Housing LLC, a Minnesota limited liability company (the “Developer”), stating the Developer’s responsibilities and the terms and conditions of the City’s assistance with the financing the costs of the Project with any related documents necessary in connection therewith (collectively, the “Development Documents”) substantially in the form presented to the Council and hereby authorizes the Mayor and City Administrator, in their discretion and at such time, if any, as they may deem appropriate, to execute the same on behalf of the City, and to carry out, on behalf of the City, the City’s obligations thereunder.

BACKGROUND: The city received a request from The Edge Housing, LLC for tax increment financial assistance to assist with the development of a 65-unit apartment complex. The proposed project will be located on approximately 5.07 acres that The Edge Housing, LLC is purchasing from Sanford Health Network North. The TIF will be used to assist with the site improvements and preparation and provide for the development of much needed workforce housing and would have a maximum term of nine years of TIF Assistance. The Proposed project is anticipated to have a completed market value of approximately \$7 million.

The development activities associated with the Project pursuant to this Agreement are in the best interests of the City and benefits the health, safety, morals and welfare of its residents, and complies with the applicable state and local laws and requirements under which the Project has been undertaken and is being assisted.

A public Hearing was held at approximately 5:30 pm at the May 6, 2025, City Council meeting.

KEY ISSUES:

- The City needs housing with a vacancy rate well below 3%, and with current market conditions, the cost of construction is prohibitive without financial assistance.
- But for the city’s assistance in financing this project, this development would not occur.
- The City will reimburse the Developer, using Available Tax Increment on a pay-as-you-go basis, for Qualified Costs of the Project.
- The project to be assisted by the District will result in increased employment in the City and the State, increased tax base of the State, and add a high-quality development to the City.
- The City shall, upon completion of the Project and the issuance of the Certificate of Completion therefor, make reimbursement payments pursuant to a limited revenue tax increment note for the Project, with said payments of principal and interest to be made on the dates (the “Payment Dates”) specified in the TIF Note, subject to the following terms and conditions:
 - The total principal amount of the TIF Note issued for the Project will not exceed the lesser of (i) six hundred fifty-four thousand two hundred forty-seven dollars (\$654,247) or (ii) the Qualified Costs actually incurred by the Developer and approved by the City.

- The unpaid principal of the TIF Note shall bear simple non-compounding interest from the date of issuance of the TIF Note, at six and a half percent (6.50%) per annum. Interest shall be computed on the basis of a 360 day year consisting of twelve (12) 30-day months.
- No payments shall be made by the City to the Developer unless and until the Developer has provided written evidence reasonably satisfactory to the City that (i) Qualified Costs in the amount to be reimbursed from the Available Tax Increment have been incurred for the Project and paid by the Developer and (ii) the Certificate of Completion has been issued for the Project.
- The City shall be obligated to make the payments to the Developer *only from and to the extent of* the Available Tax Increment actually received from the TIF District for any tax year, and such payments shall never be considered to be a general obligation or indebtedness of the City.
- Calculated on an annual basis, the City will retain ten percent (10%) of the Tax Increment generated from the Project for administrative costs and apply the retained Tax Increment first to pay any administrative expenses relating to the Property to the extent permitted by the TIF Act and to the extent that such expenses have not been paid or reimbursed to the City by the Developer. Any of the Available Tax Increment shall first be paid to the Developer for reimbursement of the Qualified Costs plus interest on the Payment Dates, and any increment remaining thereafter shall be retained by the City.
- Upon thirty (30) days' written notice to the Developer, the City may prepay all or a portion of the outstanding principal balance due to the Developer, without penalty, on any date at a prepayment price equal to the outstanding principal balance to be prepaid plus accrued interest to the prepayment date.
- The City shall not be obligated to make any payments subsequent to the termination of this Agreement and any amounts remaining unpaid as of such date (other than by reason of failure of the City to comply with the terms of this Agreement) shall be considered forgiven by the Developer and shall cease to be owing.
- With the written consent of the City, the Developer may assign its rights under this Agreement (including the payments to be made to the Developer) to secure financing incurred by the Developer to pay costs of the Project, including but not limited to any Mortgagee, or, after Certificate of Completion has been issued by the City, to third parties.
- Subject to Unavoidable Delays, Developer will use commercially reasonable efforts to commence the Project by August 1, 2026, and cause the Project to be substantially complete, in accordance with the terms of this Agreement, by October 31, 2027.
- Except for public improvements that are undertaken by the City or other governmental body and assessed against benefited properties, all street and utility installations, relocations, alterations and restorations shall be at the Developer's expense and without expense to the City. The Developer, at its own expense, shall replace any public facilities or utilities damaged during the Project by the Developer or its agents or by others acting on behalf of or under the direction or control of the Developer.

FINANCIAL CONSIDERATIONS: Legal costs associated with the establishment of the TIF District 1-16, and subsequent TIF Agreement will be paid for by the developer through the establishment of an escrow account with the city.

LEGAL CONSIDERATION: Attorney Grant Turpin, Dorsey & Whitney, LLP. Attorney fees paid from escrow account for Edge Development.

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

Encl: (2)

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE EXECUTION OF A TAX INCREMENT
FINANCING DEVELOPMENT AGREEMENT FOR THE EDGE WORKFORCE
HOUSING PROJECT**

BE IT RESOLVED by the City Council (the "Council") of the City of Thief River Falls, Minnesota (the "City"), as follows:

Section 1. Recitals.

1.01. The City has established Tax Increment Financing District No. 16 in Development District No. 1 (the "TIF District") and approved a Tax Increment Financing Plan (the "TIF Plan") therefor for the purpose of financing certain costs of construction of sixty-five (65) units of workforce rental housing (the "Project") in the TIF District; all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.174 through 469.1794, as amended (the "Act").

Section 2. Approval of Development Agreement.

2.01. There has been prepared and presented to the Council for its consideration a certain Tax Increment Financing Development Agreement (the "Agreement") between the City and Edge Housing LLC, a Minnesota limited liability company (the "Developer"), stating the Developer's responsibilities and the terms and conditions of the City's assistance with the financing the costs of the Project.

2.02. The Council hereby approves the Agreement, together with any related documents necessary in connection therewith (collectively, the "Development Documents") substantially in the form presented to the Council and hereby authorizes Mayor and City Administrator, in their discretion and at such time, if any, as they may deem appropriate, to execute the same on behalf of the City, and to carry out, on behalf of the City, the City's obligations thereunder.

2.03. The approval hereby given to the Development Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the City and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the City. The execution of any instrument by the appropriate officers of the City herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the officers, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the Council by any duly designated acting official, or by such other officer or officers of the Council as, in the opinion of the City Attorney, may act in their behalf.

2.04. Upon execution and delivery of the Development Documents, the officers and employees of the City are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the City to implement the Development Documents.

2.05. The Council hereby determines that the execution and performance of the Development Documents will help realize the public purposes of the Act.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the Resolution was declared duly passed and adopted.



City of Thief River Falls

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Request for Council Action

DATE: 7/15/2025

SUBJECT: Approval of Building Official posting and Building Official – Limited Certification and Building Inspector job descriptions and posting.

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

MOTION TO: Approve the job descriptions for Building Inspector (Grade 5), Building Official – Limited Certification (Grade 6), to authorize the posting of all three positions, and hiring of an individual, who, depending on their qualifications, meets the requirements of one of these positions and would be hired at such classification. This positions would be posted internally for 10-days.

BACKGROUND: With the resignation of our Building Official, Gregory Hufnagle, we have an open position which is currently being filled on a limited basis with contracted services. It is desirable to have someone on staff full time. The three positions correlate with the three levels of Building Inspector the Department of Labor & Industry acknowledges. Anything less than a Building Official requires oversight and training under a licensed Building Official to become a licensed Building Official.

KEY ISSUES: The labor market is tight and finding a licensed Building Official will most likely be a struggle. Therefore, it is suggested that we post our open position as three different positions and hire the most qualified individual at a title and classification that reflects their skill level.

FINANCIAL CONSIDERATIONS: Budgeted item in the current and the proposed 2025 budgets.

LEGAL CONSIDERATION:

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

ATTACHMENTS:

1.	Building Official
2.	Building Official - Limited License
3.	Building Inspector

Classification: Building Official

Department: Economic and Community Development

Reports to: Economic and Community Development Director

Location: City Hall

Supervises: Non-Supervisory

FLSA Classification: Exempt

Position Summary

Performs skilled inspection work and administration to ensure compliance with the building, zoning, and related codes, policies and ordinances. Responsible for plans and specifications review and certification and for the inspection of buildings and other structures for conformance to codes, standards, and other requirements.

Essential Duties and Responsibilities

Technical

- Inspects and certifies construction of structural, mechanical, and plumbing projects, as well as habitability of housing rentals, ensuring compliance with building and zoning codes.
- Reviews construction plans and specifications and confers with owners, developers, designers and contractors during planning stages of design and construction.
- Performs physical inspections of buildings.
- Takes enforcement actions and give notifications as appropriate. Issues citations for code violations and stop work orders and follow-up resolutions.
- Reviews and approves applications for permits.
- Collaborates with the Economic and Community Development Director in the administration and enforcement of the Land Use (Zoning) Regulations.
- Consults with Supervisor on procedures and enforcement to be implemented in cases not clearly covered by codes.

Administrative and Customer Service

- Consults and advises contractors and the public regarding applicable codes and regulations.
- Confirms the licenses of contractors and businesses.
- Responds and resolves complaints from the public.
- Advises other Divisions and Departments of the City on code-related issues.
- Educates the public by teaching local homeowners' courses and collaborating in presentations at builders and trade shows.
- Prepares the State Quarterly Reports.
- Assists in preparation of the annual budget for the Building Official's Office.
- Supervises the maintenance of records.
- Prepares a variety of reports, recommendations, correspondence, etc.
- Provides positive customer service and responds to requests for information and service from the public, staff, outside agencies, businesses, relators, etc.

Other duties as assigned or apparent

- Attends meetings and training; maintains certification.

Qualifications

Education: Associates/Technical Degree in building construction, building inspection technology, structural engineering or related field.

Requirements:

- One year of previous relevant experience or equivalent combination of education/training/experience.
- Minnesota Certified Building Code Official.
- Valid Class D Minnesota driver's license.

- Comprehensive knowledge of state building, planning and housing codes and the ability to interpret those codes.
- Comprehensive knowledge of municipal zoning and land use ordinances.
- Comprehensive knowledge of the principles, practices, methods, techniques, materials and tools used in building construction.
- Skill in reading and interpretation of blueprints, plans and diagrams.
- Ability to communicate effectively verbally and in writing.
- Ability to deal tactfully and positively with the general public, owners with code violations, elected officials, businesses, outside agencies, and City staff.
- Ability to administer operating rules and procedures under management guidance.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.

Physical Demands and Working Conditions

- The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Environmental conditions include heat, cold, wetness, confined spaces and other related occupational hazards when performing duties in the field. Some exposure to angry or hostile persons.
- The employee must lift or move up to 25 pounds.
- Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.

Equipment Utilized

- Office equipment and computer, department vehicle.

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.

Classification: Building Official-Limited Certification

Department: Economic and Community Development

Reports to: Economic and Community Development Director

Location: City Hall

Supervises: Non-Supervisory

FLSA Classification: Exempt

Position Summary

Performs skilled inspection work and administration to ensure compliance with the building, zoning, and related codes, policies and ordinances. Responsible for plans and specifications review and certification and for the inspection of buildings and other structures for conformance to codes, standards, and other requirements.

Essential Duties and Responsibilities

Technical

- Inspects and certifies construction of structural, mechanical, and plumbing projects, as well as habitability of housing rentals, ensuring compliance with building and zoning codes.
- Reviews construction plans and specifications and confers with owners, developers, designers and contractors during planning stages of design and construction.
- Performs physical inspections of buildings.
- Takes enforcement actions and give notifications as appropriate. Issues citations for code violations and stop work orders and follow-up resolutions.
- Reviews and approves applications for permits.
- Collaborates with the Economic and Community Development Director in the administration and enforcement of the Land Use (Zoning) Regulations.
- Consults with Supervisor on procedures and enforcement to be implemented in cases not clearly covered by codes.

Administrative and Customer Service

- Consults and advises contractors and the public regarding applicable codes and regulations.
- Confirms the licenses of contractors and businesses.
- Responds and resolves complaints from the public.
- Advises other Divisions and Departments of the City on code related issues.
- Educates the public by teaching local homeowners' courses and collaborating in presentations at builders and trade shows.
- Prepares the State Quarterly Reports.
- Coordinates the maintenance of records.
- Prepares a variety of reports, recommendations, correspondence, etc.
- Provides positive customer service and responds to requests for information and service from the public, staff, outside agencies, businesses, relators, etc.

Other duties as assigned or apparent

- Attends meetings and training; maintains certification.

Qualifications

Education: High School Diploma or GED and two years of experience in building construction, building inspection technology, structural engineering or related field and hold a Building Official Limited Certificate Or equal or equivalent combination of education and experience.

Requirements:

- Valid Class D Minnesota driver's license.
- Knowledge of state building, planning and housing codes and the ability to interpret those codes.
- Knowledge of municipal zoning and land use ordinances.
- Knowledge of the principles, practices, methods, techniques, materials and tools used in building construction.

- Skill in reading and interpretation of blueprints, plans and diagrams.
- Ability to communicate effectively verbally and in writing.
- Ability to deal tactfully and positively with the general public, owners with code violations, elected officials, businesses, outside agencies, and City staff.
- Ability to administer operating rules and procedures under management guidance.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.

Physical Demands and Working Conditions

- The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Environmental conditions include heat, cold, wetness, confined spaces and other related occupational hazards when performing duties in the field. Some exposure to angry or hostile persons.
- The employee must lift or move up to 25 pounds.
- Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.

Equipment Utilized

- Office equipment and computer, department vehicle.

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.

Classification: Building Inspector

Department: Economic and Community Development

Reports to: Economic and Community Development Director

Location: City Hall

Supervises: Non-Supervisory

FLSA Classification: Exempt

Position Summary

Performs semi-skilled inspection work and administration to ensure compliance with the building, zoning, and related codes, policies and ordinances. Responsible for plans and specifications review for the inspection of buildings and other structures for conformance to codes, standards, and other requirements.

Essential Duties and Responsibilities

Semi-Technical

- Reviews construction plans and specifications and confers with owners, developers, designers and contractors during planning stages of design and construction.
- Performs physical inspections of buildings.
- Takes enforcement actions and give notifications as appropriate. Issues citations for code violations and stop work orders and follow-up resolutions.
- Reviews and approves applications for permits.
- Collaborates with the Economic and Community Development Director in the administration and enforcement of the Land Use (Zoning) Regulations.
- Consults with Supervisor on procedures and enforcement to be implemented in cases not clearly covered by codes.

Administrative and Customer Service

- Consults and advises contractors and the public regarding applicable codes and regulations.
- Confirms the licenses of contractors and businesses.
- Responds and resolves complaints from the public.
- Advises other Divisions and Departments of the City on code related issues.
- Educates the public by teaching local homeowners' courses and collaborating in presentations at builders and trade shows.
- Prepares the State Quarterly Reports.
- Coordinates the maintenance of records.
- Prepares a variety of reports, recommendations, correspondence, etc.
- Provides positive customer service and responds to requests for information and service from the public, staff, outside agencies, businesses, relators, etc.

Other duties as assigned or apparent

- Attends meetings and training; maintains certification.

Qualifications

Education and Experience: High School Diploma or GED and some additional education in building construction, building inspection technology, structural engineering or related field and three years of building construction trade experience.

Requirements:

- Valid Class D Minnesota driver's license.
- Knowledge of state building, planning and housing codes and the ability to interpret those codes.
- Knowledge of municipal zoning and land use ordinances.
- Knowledge of the principles, practices, methods, techniques, materials and tools used in building construction.
- Skill in reading and interpretation of blueprints, plans and diagrams.
- Ability to communicate effectively verbally and in writing.

- Ability to deal tactfully and positively with the general public, owners with code violations, elected officials, businesses, outside agencies, and City staff.
- Ability to administer operating rules and procedures under management guidance.
- Ability to use considerable analytical ability to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.

Physical Demands and Working Conditions

- The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Environmental conditions include heat, cold, wetness, confined spaces and other related occupational hazards when performing duties in the field. Some exposure to angry or hostile persons.
- The employee must lift or move up to 25 pounds.
- Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.

Equipment Utilized

- Office equipment and computer, department vehicle.

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

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: 7/15/2025

SUBJECT: Microsoft Copilot License Purchase Request

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

MOTION TO: Approve the purchase of three Microsoft Copilot Licenses for designated City staff.

BACKGROUND: The City seeks to implement artificial intelligence (AI) technology in a secure, compliant, and efficient manner to enhance organizational productivity and communication.

KEY ISSUES: • Licenses would be issued to the City Administrator, Economic Development Director, and the Information Technology Coordinator

- Microsoft Copilot is designed to help users work smarter, improving productivity across departments
- Enhances utilization of existing Microsoft 365 tools
- Supports faster, more informed decision-making
- Improves communication, consistency, and workflow efficiency.
- Built for enterprise use with robust security and compliance features

FINANCIAL CONSIDERATIONS: \$367.35 per license. License term: 8/1/2025-7/31-2026. This is not a budgeted item in the 2025 fiscal year.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, IT Coordinator

ATTACHMENTS:

1.	SHI Quote-Copilot
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Pricing Proposal
Quotation #: 26296027
Reference #: EA 60988259
Created On: 6/12/2025
Valid Until: 7/12/2025

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

Microsoft Inside Account Manager

Aidan FitzGerald

290 Davidson Ave
Somerset, NJ 08873
Phone: 732-652-6371
Fax:
Email: aidan_fitzgerald@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 M365 Copilot GCC Sub Add-on Microsoft - Part#: EP2-24658 Contract Name: NASPO SOFTWARE VALUE ADDED RESELLER (SVAR) Contract #: CTR060028 Subcontract #: 237594 Coverage Term: 8/1/2025 – 7/31/2026 Note: Year 3 of 3 - 12 months	3	\$367.35	\$1,102.05
Subtotal			\$1,102.05
Total			\$1,102.05

Additional Comments

Due to the potential impact of any current or future tariffs, the price and availability of hardware items on this quote may be subject to change.

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

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: 7/15/2025

SUBJECT: Voluntary Installation of Passwordless Login App

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

MOTION TO: Approve the Voluntary Installation Form for the Passwordless Login App

BACKGROUND: The City is implementing Passwordless Login technology to enhance system security. Staff will be issued either soft tokens (via a mobile app) or physical tokens, depending on whether they have City-issued mobile devices. This voluntary form outlines the expectations and guidelines for employees who choose to install the authentication app on their devices.

This document is currently under review by legal counsel to ensure alignment with applicable laws, policies and employee privacy protections.

KEY ISSUES: • Both the soft token and physical token methods are strictly for secure user authentication.

- The app does not access, store, or generate any data beyond what is necessary for identity verification.
- Use of personal devices for this app is entirely voluntary.
- No additional compensation will be provided for using personal devices.
- Personal devices used for this purpose will not be subject to the City's Mobile Device Policy, including enrollment in Mobile Device Management (MDM) or compliance with the Data Practices Act as it applies to City-owned devices.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, IT Coordinator

ATTACHMENTS:

1.	RSA App Voluntary Installation
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RSA App Voluntary Installation

Staff Name: _____

Department: _____

Date: _____

To enhance the security of the City of Thief River Falls systems and data, the City employs RSA multi-factor authentication. Staff may choose between using a physical RSA token or installing the RSA SecurID mobile application on their personal mobile device to generate authentication codes.

1. Voluntary Installation

I voluntarily choose to install the RSA SecurID application on my personal mobile phone for my own convenience.

2. No Compensation

I understand that I will not receive any reimbursement, stipend or other form of compensation from the City for installing or using the RSA app on my personal device.

3. Data and Privacy

I acknowledge that the RSA application does not store, access, or transmit City data. Its sole function is to generate secure authentication codes.

4. Device Privacy and Remote Access

Since no City data is stored on my personal device through the RSA app, I understand my phone is not subject to the City's Mobile Device Policy and will not be subject to the Data Practices Act, which could otherwise require the entire device to be reviewed. My device will not need to be enrolled in the City's Mobile Device Management (MDM) system.

5. Purpose of Installation

I understand that installing the RSA app may enhance my ability to securely and efficiently access City systems and resources.

Acknowledgment

By signing below, I confirm that I have read and understand the above information, and I voluntarily agree to install the RSA SecurID app on my personal mobile device under these terms.

Staff Signature: _____

Date: _____



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Request for Council Action

DATE: 7/15/2025

SUBJECT: Remloh & Associates LLC Contract

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

MOTION TO: To authorize the City Administrator to send a letter of cancellation to Remloh & Associates LLC to exercise the City of Thief River Falls' right, in its sole discretion, without penalty or cause, to cancel the contract with a 30-day prior written notice. Contract will end on August 16th, 2025

BACKGROUND: The City of Thief River Falls entered into a contract with Remloh & Associates LLC for lobbying services with the State of Minnesota starting in January of 2025. The State of Minnesota has completed their legislative actions for the year so services with Remloh & Associates are no longer needed.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 7/15/2025

SUBJECT: Authorize the installation of ceiling tile and lighting in the Public Works new offices at City Hall

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

MOTION TO: To approve the quote from David Bray Construction and authorize the installation of ceiling tile and lighting for the new offices in Public Works located at City Hall.

BACKGROUND: The City of Thief River Falls has been looking at different options to reduce the sound transfer within the Public Works area. The City had approved to move forward with new partitions on November 19, 2024. The installation of the ceiling and lighting would complete the solution selected.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Total cost with David Bray Construction is \$23,710.00. 2 quotes were received.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	David Bray Depot Ceiling Grid Contractor Quotes
----	---

David Bray Const MN Lic #BC-705660
 18480 110th Ave NE
 Thief River Falls, MN
 56701-7904 USA
 General@Brayconstructionmn.com

Estimate



ADDRESS
City of Thief River Falls Angie Philipp 405 3rd st E Thief River Falls, MN 56701

SHIP TO
Angie Philipp 405 3rd st E Thief River Falls, MN 56701

ESTIMATE #	DATE
1462	06/24/2025

P.O. NUMBER
 Town Hall Remodel

SALES REP
 Bryson Bray

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Labor and Material	Estimate to do the following work on the City of Thief River Falls Interior Remodel with the following items; - Install heavy gauge metal studs to span across the tops of each office space 3' on center with a custom stained board to trim out the perimeter of the metal studs. - Install of a 2x2 Armstrong prelude xl grid system in all 4 offices. - install owner supplied ceiling tiles in the Armstrong prelude XL system. - install custom trim on ends of partitions scribed to brick. - installing fiberglass insulation above ceiling grid and tile to further help sound penetration. (Subtract \$1500 if not wanted) Subcontractor - Hudson Electric - Provide 2-2x2 flat panel lights in each of the three office cubicles with wireless dimming - Provide 3-2x2 flat panel lights with wireless dimming in larger office cubical	1	23,710.00	23,710.00

SUBTOTAL	23,710.00
TAX (0.06875)	0.00
TOTAL	\$23,710.00



City of Thief River Falls

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Request for Council Action

DATE: 7/15/2025

SUBJECT: Rivers and Rails Temp Intoxicating Liquor App

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

MOTION TO: To approve the intoxicating liquor license 1-4 day permit for Rivers and Rails Brewing Company for July 28, 2025.

BACKGROUND: Rivers and Rails is in the process of getting approved for a food license through the State of Minnesota. They are scheduled to host an event for Digikey who has requested wine. Under their current license they are unable to serve/sale wine. When they receive their food license they will be granted the license update with the State of Minnesota Alcohol and Gambling Division. Until then, they are requested a temp permit for this one-time event. The event will be held inside and on their patio area.

KEY ISSUES: Due to the delay in their food license with the State, the temp permit is required to fulfill their event with Digikey.

FINANCIAL CONSIDERATIONS: \$35 permit fee will be paid prior to the event.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	Rivers and rails Temp permit apps001
----	--------------------------------------



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

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

Name of organization <u>Rivers and Rails Brewing Company</u>		Date of organization <u>Sept 2019</u>	Tax exempt number <u>84-4363746</u>
Organization Address (No PO Boxes) <u>324 2nd St E</u>	City <u>Thief River Falls</u>	State <u>MN</u>	Zip Code <u>56701</u>
Name of person making application <u>Anton Bergee</u>		Business phone <u>612-462-0652</u>	Home phone <u></u>
Date(s) of event <u>July 28th 2025</u>	Type of organization ☐ Microdistillery ☒ Small Brewer ☐ Club ☐ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name <u>Nellie Artmann</u>	City <u>Thief River Falls</u>	State <u>MN</u>	Zip Code <u>56701</u>
Organization officer's name <u>Jonny Artmann</u>	City <u>Thief River Falls</u>	State <u>MN</u>	Zip Code <u>56701</u>
Organization officer's name <u>Melora Bergee</u>	City <u>Thief River Falls</u>	State <u>MN</u>	Zip Code <u>56701</u>

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

324 2nd St E, TRF

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

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

NORTH RISK Partners 2,000,000 Agg.
1,000,000 Each Claim

APPROVAL

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

City or County approving the license <u>Thief River Falls</u>	Date Approved <u>7/20/2025</u>
Fee Amount <u>\$35.00</u>	Permit Date <u></u>
Event in conjunction with a community festival ☐ Yes ☒ No	City or County E-mail Address <u>jmyers@trfmn.gov</u>
Current population of city <u>Jennifer Myers</u>	Signature City Clerk or County Official <u>Jennifer Myers</u>
Please Print Name of City Clerk or County Official	

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

No Temp Applications faxed or mailed. Only emailed.

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

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: Rivers & Rails Brewing Company
(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: Anton Bergee

ADDRESS: 324 2nd St E

PHONE: 612-462-0652

TYPE OF EVENT: Corporate event - birthday

LICENSING PERIOD: July 28, 2025

HOURS OF OPERATION: 5pm - close

FACILITY/PLACE TO BE USED: Rivers & Rails Brewing

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.

[Signature]
SIGNATURE OF APPLICANT

7/10/25
DATE

**CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY**

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
RBC						
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	\$255,000	25-Aug-25	3.50%	25-Feb-23	\$254,579.25
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$243,517.86
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	\$200,000	11-Feb-26	1.00%	11-Aug-21	\$196,142.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	\$246,000	30-Mar-26	2.85%	01-Jul-22	\$247,657.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.95%	30-Jun-21	\$243,223.20
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$237,642.65
Univest Ntl Bk Tr Souderton	Certificate of Deposit - Brokered	\$183,000	17-May-27	4.50%	16-May-23	\$184,731.18
Bank Brenham Tex	Certificate of Deposit - Brokered	\$244,000	12-Oct-27	4.10%	10-Apr-25	\$242,980.08
Northwest Bk Boise Idaho	Certificate of Deposit - Brokered	\$248,000	28-Mar-29	4.65%	28-Apr-24	\$248,052.08
Bankwest Inc Pierre SD	Certificate of Deposit - Brokered	\$248,000	12-Apr-29	4.65%	12-May-24	\$252,426.80
Jonesboro St Bk Jonesboro LA	Certificate of Deposit - Brokered	\$244,000	03-Oct-29	4.00%	03-Nov-24	\$239,969.12
Federal Home Loan Bank	Certificate of Deposit - Brokered	\$460,000	12-Feb-29	4.55%	12-Aug-25	\$461,794.00
Medallion Bk Utah	Certificate of Deposit - Brokered	\$183,000	17-Jun-30	4.00%	16-Jul-25	\$182,604.72
Defiance Ohio City Sch Dist	Bond - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$476,041.50
Fresno Calif Uni School Dist	Bond - Brokered	\$300,000	01-Aug-25	0.00%	01-Aug-25	\$298,971.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$181,056.70
RBC INVESTMENTS						\$4,191,389.64
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

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
Cornerstone Bank, NE	Certificate of Deposit - Brokered	\$240,300	01-May-26	4.024%	\$240,300.00
Consumer Credit Union, IL	Certificate of Deposit - Brokered	\$240,400	01-May-26	3.976%	\$240,400.00
State Bank of Texas, TX	Certificate of Deposit - Brokered	\$240,300	01-May-26	3.993%	\$240,300.00
Oakwood Bank, WI	Certificate of Deposit - Brokered	\$240,000	01-May-26	4.118%	\$240,000.00
First National Bank, ME	Certificate of Deposit - Brokered	\$235,900	21-Sep-26	4.009%	\$235,900.00
GBank, NV	Certificate of Deposit - Brokered	\$235,400	25-Sep-26	4.061%	\$235,400.00
American Commercial Bank & 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

\$6,037,850.00

TOTAL CD INVESTMENTS

\$10,329,239.64

MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	4.150%	\$3,619,477.94
RBC	US Govt Money Market Fund		\$104.65
League of Minnesota Cities	4M Money Market Fund	4.228%	\$7,608,121.49
League of Minnesota Cities	4M Plus Fund	4.256%	\$29,570.42
League of Minnesota Cities	4M LTD Account		\$8,316,292.12

TOTAL MONEY MARKET SAVINGS

\$19,573,566.62

GRAND TOTAL

06/30/2025 \$29,902,806.26