

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, June 20, 2023

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
- 6. APPROVE AGENDA - *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***
- 7. CONSENT AGENDA - *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
 - 7.1. Approval of June 6, 2023 Council Proceedings (page 4-10)
 - 7.2. City of Thief River Falls Bills and Disbursements (page 11-47)
 - 7.3. Approval of Temporary Intoxicating Liquor License with Addendum to Rivers and Rails Brewing (page 48-50)
- 8. NEW BUSINESS**
 - 8.1. Resolution Relating To \$3,350,000 General Obligation Bonds, Series 2023a; Authorizing The Issuance, Awarding The Sale, Prescribing The Form And Details, Providing For The Payment Thereof. (page 51-61)
 - 8.2. Approval to Authorize The City of Thief River Falls to Enter Into a Municipal

Advisory Service Agreement with Northland Securities, Inc. for General Obligation Bonds, Series 2023a. (page 62-66)

- 8.3. Approve Northern Pride Variance Request (page 67-73)
- 8.4. Approve F4 LLC – Conditional Use Permit Request (page 74-81)
- 8.5. Approve Comprehensive Housing Needs Analysis (page 82-108)
- 8.6. Approval of MOU with Northwest Minnesota Foundation (page 109-113)
- 8.7. Appoint Councilmember Steve Narverud to all City of Thief River Falls Ad Hoc Labor committee meetings (page 114)
- 8.8. Approval to appoint Brian Jacobson as Director and John Kinsman as Advisor to the NMPA Board of Directors (page 115)
- 8.9. Approval to Fill Systems Manager Position (page 116)
- 8.10. Approval of Falls Towing Contract (page 117-127)
- 8.11. Approval of Economic/Community Development Director (page 128-131)
- 8.12. Approve the hiring of Sean O’Conner for the position of Patrol Officer (page 132)
- 8.13. Approve the hiring of Wayde Jensen for the position of Patrol Officer (page 133)
- 8.14. Approval of Revised General Records Retention Schedule for Minnesota Cities (page 134)
- 8.15. Approval of Mobile Device Policy (page 135-139)
- 8.16. Approval of Elected Officials Mobile Device Policy (page 140-143)
- 8.17. Appoint Councilmember Scott Pream to all City of Thief River Falls MEC Joint Powers Board meetings (page)

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

10. UPCOMING MEETINGS

- 10.1. City Council Meeting - July 5th at 5:30 p.m.
- 10.2. Utilities Committee Meeting - July 10th at 7:00 a.m.
- 10.3. Public Safety Liquor Committee Meeting - July 10th at 4:30 p.m.
- 10.4. Administrative Services Committee Meeting - July 11th at 4:30 p.m.
- 10.5. Public Works Committee Meeting - July 12th at 4:30 p.m.
- 10.6. City Council Meeting - July 18th at 5:30 p.m.

11. INFORMATIONAL ITEMS

- 11.1. May 2023 Investment Summary (page 144-145)

12. CLOSE MEETING PURSUANT TO MINNESOTA STATUTES, SECTION 13D.05, SUBDIVISION 3 (A)

- 12.1. The City Council may close the council meeting to evaluate the performance of City Administrator, Angela Philipp

13. RECOVENE MEETING

14. ADJOURNMENT

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

COUNCIL PROCEEDINGS

Tuesday, June 6, 2023

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on June 6, 2023. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

- Glen K. stated water stations would be a plus to the city. Glen also mentioned a bike swap tomorrow from 3 pm to 7 pm at the ITS building.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Mike Lorenson motioned, being seconded by Councilmember Michele McCraw, to approve the agenda.

THEREFORE, BE IT RESOLVED By the City Council, to approve May 16, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 06.117.23: Approval of May 16, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 06.117.23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve May 16, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.118.23: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 06.118.23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$2,111,907.23 and council per diem in the amount of \$1,332.50. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.119.23: Approval VFW Post 2793 Temporary Intoxicating Liquor License with Addendum June 9, 2023

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 06.119.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The VFW has applied for a temporary intoxicating liquor license with addendum to include outdoor area for the VFW parking lot party and band outside.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED To Approve an Intoxicating Liquor License with Addendum to VFW Post 2793, effective June 9, 2023, from 8 pm to 12 am.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.120.23: Approval VFW Post 2793 Temporary Intoxicating Liquor License with Addendum July 7, 2023

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 06.120.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The VFW has applied for a temporary intoxicating liquor license with addendum to include outdoor area for the VFW parking lot party and band outside.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED To Approve an Intoxicating Liquor License with Addendum to VFW Post 2793, effective July 7, 2023, from 8 pm to 12 am.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.121.23: Approval VFW Post 2793 Temporary Intoxicating Liquor License with Addendum August 18, 2023

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 06.121.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The VFW has applied for a temporary intoxicating liquor license with addendum to include outdoor area for the VFW parking lot party and band outside.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED To Approve an Intoxicating Liquor License with Addendum to VFW Post 2793, effective August 18, 2023, from 8 pm to 12 am.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 06.122.23: Approve Northwest Minnesota Foundation Grant Application

Following discussion, Councilmember Scott Pream introduced Resolution No. 06.122.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls completed a housing study in 2012 that indicated 900 new housing units were needed in Thief River Falls over the following ten years. Since that time 514 new housing units have been constructed. This study is now

outdated and needs to be updated.

WHEREAS, The Northwest Minnesota Foundation has grant funds available for a housing study. A resolution authorizing the submission is required. The city has received two proposals for the housing study, which will be reviewed at the June Public Works Committee meeting with a recommendation to the City Council on June 20th. The highest quote is for \$19,810, which would require the local share to be \$7,310. The lower quote is for \$16,900, which would require the local share to be \$4,400.

THEREFORE, BE IT RESOLVED Approve submitting a grant application to the Northwest Minnesota Foundation requesting \$12,500 towards the cost for a housing study and agreeing to fund the local share; and authorize the Mayor and City Administrator to execute the agreement.

On vote being taken, the resolution was unanimously passed.

Call for second reading and consider an amendment to City Code Chapter 151.42

EASEMENTS

Councilmember Steve Narverud motioned, being seconded by Councilmember Scott Pream to call for second reading and consider an amendment to City Code Chapter 151.42 EASEMENTS, amending easement requirements, and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.123.23: Approval of an Ordinance Of The City Of Thief River Falls, Minnesota, Amending City Code Chapter 151 Entitled "Zoning Code" By Adding Section 151.42, "Easements", And Adopting By Reference City Code Chapter 10, Which, Among Other Things, Contain Penalty Provisions.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 06.123.23, being seconded by Councilmember Scott Pream, that:

Section 1. City Code Chapter 151.42 is hereby added to read as follows:

151.42. EASEMENTS.

(A) Utilities. Easements at least ten feet wide centered, overlapping, or adjacent to lot lines shall be provided for utilities where necessary. Easements for water lines or storm or sanitary sewer lines shall be at least 20 feet wide. Easements containing or proposed for more than one utility over six feet in depth shall be at least 30 feet wide. Wider permanent easements or temporary construction easements may be required where installation depths are greater than ten feet. Easements shall have continuity of alignment from block to block. Utility easements shall be kept free of any vegetation, obstructions, fences and structures which would interfere with the free movement of utility service vehicles. The City of Thief River Falls has the right to keep all utility easements free from hazards, structures and other improvements which might hinder the City's ability to serve and maintain such utilities. No fence, structure or trees can be planted or built in a utility easement area without permission from the City through the encroachment permit process.

(B) Encroachments. The City can require any obstructions in an easement or right of way be removed at the owner's expense. In non-emergency situations, the City will try to give the property owner a reasonable amount of time to remove the obstruction. However, if the property owner does not remove the obstruction as requested or if there is an emergency situation, the City can remove the obstruction and charge the property owner for the expenses. The City will not be required to compensate the property owner for the cost of repair, replacement or removal of the obstruction.

(C) Water courses. When a subdivision is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of such water courses and with such further width or construction as may be determined to be necessary by the Public Works Director.

Section 2. City Code Chapter 10 entitled "General Provisions" and Section 152.998 entitled "Violation" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. This ordinance shall be in force and effect from and after its passage, approval, and publication.

THEREFORE, BE IT RESOLVED Approving an amendment to City Code Chapter 151.42 EASEMENTS, amending easement requirements, and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 06.124.23: Approval of Appointment of Brian Jacobson as Electric Superintendent

Following discussion, Councilmember Scott Pream introduced Resolution No. 06.124.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Dale Narlock retired June 11, 2022, from the Electric Superintendent position. To continue efficient operations of the Electric Department, the position needed to be filled. The City Council adopted Resolution No. 11-246-22 authorizing that the position of Electric Superintendent be opened to the public for filling.

WHEREAS, This is a budgeted position.

THEREFORE, BE IT RESOLVED Approve the Internal Transfer of Brian Jacobson from Systems Manager to Electric Superintendent, effective June 12, 2023. Mr. Jacobson's wage effective June 12, 2023 will be Grade 13 Step 4 of the Electric Superintendent salary schedule for a starting salary of \$50.20 per hour. On June 12, 2024, Mr. Jacobson would be eligible to move to Grade 13 step 5. With the approval of Mr. Jacobson as Electric Superintendent, then the current Interim Electric Superintendent, John Kinsman, would move back to the Electric Foreman position at Grade 10 Step 4 for \$44.63 per hour.

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

RESOLUTION NO. 06.125.23: Juneteenth, June 19th Passed Legislation as a State Holiday

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 06.125.23, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The holiday is to recognize the date on which slavery was abolished in the United States. Public business cannot be conducted on June 19 in observance of the holiday.

WHEREAS, The new law was set to go into effect on Aug. 1, 2023, however, a provision contained in HF 1830 (Rep. Ginny Klevorn, DFL-Plymouth/Sen. Samakab Hussein, DFL-St. Paul), the state and local government omnibus bill, changes the effective date to make the new holiday effective before June 19 of this year, requiring that the day be observed.

THEREFORE, BE IT RESOLVED To Recognize the Newly State Approved Juneteenth Holiday to be effective this year, 2023. In accordance with the new law public businesses may not transact public business on Juneteenth.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

- Committee of Whole Meeting - June 6th Immediately following City Council
- Utilities Committee Meeting - June 12th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - June 12th at 4:30 p.m.
- Administrative Services Committee Meeting - June 13th at 4:30 p.m.
- Public Works Committee Meeting - June 14th at 4:30 p.m.
- City Council Meeting - June 20th at 5:30 p.m.

INFORMATIONAL ITEMS

- Councilmember Mike Lorenson mentioned the swimming pool fund has \$257,348.50 in the account. Mike requests the Building Committee to see if it is cost effective.
- Councilmember Jason Aarestad mentioned he received an email regarding the Brady Martz audit has final numbers. Suggests a Labor Committee meeting. Jason will work with Delray Sparby.
- Councilmember Jason Aarestad also asked if Public Safety money could be used for water stations. Referred to Public Safety Committee.
- Councilmember Mike Lorenson asked about Port a Pots being available during Music in Park at Floyd B. Olson park. Travis Giffen confirmed there would be two available, one being ADA compliant. The first event was canceled due to weather. A back up plan has been confirmed for all future canceled events to be held at the Eagles. The events are pet friendly, follow leash law and pick up after animals. Mike also mentioned signs will be placed at the cemetery due to residents not picking up after animals. Animals should

be on the outside walk area.

**CLOSE MEETING PURSUANT TO MN STATUTE §13D.05 TO DEVELOP OR
CONSIDER OFFERS OR COUNTEROFFERS FOR THE SALE OF REAL PROPERTY**

- Sale of 301 Sherwood Property
- Community Land Trust Property

Councilmember Steve Narverud moved, being seconded by councilmember Jason Aarestad, to close the Council Meeting. On vote being taken, the motion was unanimously passed. The meeting closed at 6:05 p.m.

RECOVENE MEETING

Councilmember Mike Lorensen moved, being seconded by councilmember Jason Aarestad, to reconvene the Council Meeting. On vote being taken, the motion was unanimously passed. The meeting closed at 6:25 p.m.

RESOLUTION NO. 06.124.23: Approval of Sale of 301 Sherwood Property

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 06.126.23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED Approve the sale of 301 Sherwood Ave N with legal of S120' of N255' of lots 58-59 less E 14' of lot 59 Parcel B of Rustad's Addition to Alvin Paggen in the amount of \$25,000 and authorize Mayor and City Administrator to sign any and all documents for the sale.

On vote being taken, the resolution was unanimously passed.

ADJOURNMENT

There being no further discussion, Councilmember Mike Lorensen, being seconded by Councilmember Scott Pream to adjourn at 6:31 p.m. On vote being taken, the Chair declared the motion unanimously carried.

CITY OF THIEF RIVER FALLS

EXPENSE ACCOUNT CODES

1/14/2022



Equal Opportunity Employer

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

JUNE 20th, 2023

SUMMARY OF DISBURSEMENTS

6/1/2023	AP PKT #594 - PAYROLL #11	\$283.62
6/1/2023	AP PKT #595 - PAYROLL #11	\$205,622.76
6/2/2023	AP PKT #598 - DIRECT PAYABLES	\$33,257.04
6/7/2023	AP PKT #600 - DIRECT PAYABLES	\$177,261.65
6/9/2023	AP PKT #601 - DIRECT PAYABLES	\$149,165.72
6/9/2023	AP PKT #602 - DIRECT PAYABLES	\$3,157.10
6/14/2023	AP PKT #605 - DIRECT PAYABLES	\$993,377.80
6/20/2023	AP PKT #603 - COUNCIL MEETING	\$253,223.37
GRAND TOTAL OF DISBURSEMENTS		\$1,815,349.06



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00605 - 06/14/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC P...	MAY 2023 LQR	06/02/2023	610-4890-63060	Credit Card Fees	CREDIT CARD FEES - MAY 2...		9,149.91
Vendor BANKCARD ELECTRONIC PYMTS INC Total:							9,149.91
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S102151657.001	05/16/2023	690-14100	Inventory - Materials	4" INNERDUCT		7,966.54
DAKOTA SUPPLY GROUP	S102603190.001	04/28/2023	690-14100	Inventory - Materials	LED LUMENS - 1ST STREET ...		5,249.44
DAKOTA SUPPLY GROUP	S102677800.002	05/01/2023	680-4850-62230	Building Maint & Repair	SUPPLIES - SEWER LIFT RPR		158.83
DAKOTA SUPPLY GROUP	S102681398.001	04/26/2023	100-4560-62990	Misc. Operating Expense	HALOGEN LAMPS		22.90
DAKOTA SUPPLY GROUP	S102682734.001	04/26/2023	620-4850-62220	Plant Equip Maint & Repair	WIRE - HIGH SERVICE PUMP...		37.71
Vendor DAKOTA SUPPLY GROUP Total:							13,435.42
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4150-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		8.12
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4150-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		1.41
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4150-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		432.00
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4194-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		40.35
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4220-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		103.35
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4240-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		36.98
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4312-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		41.99
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4315-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		41.98
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4510-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		48.99
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4570-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		9.99
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4650-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		137.97
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4670-64500	Senior Citizen Programs	TDS PHONE DISCONNECT C...		-50.60
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4670-64500	Senior Citizen Programs	TDS PHONE CREDIT - #2793		-54.60
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	100-4670-64500	Senior Citizen Programs	PHONE CHARGES - JUN/JUL ...		80.70
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	610-4830-63210	Communication Expense	TDS PHONE DISCONNECT C...		-50.60
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	610-4830-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		153.78
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	610-4830-63210	Communication Expense	TDS PHONE DISCONNECT C...		-50.60
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	620-4830-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		222.87
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	630-4830-63210	Communication Expense	TDS PHONE DISCONNECT C...		-33.05
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	630-4830-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		322.29
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	630-4830-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		0.31
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	690-4830-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		344.93
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	690-4830-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		2.14
GARDEN VALLEY TECHNOL...	101251418	06/10/2023	690-4830-63210	Communication Expense	PHONE CHARGES - JUN/JUL ...		8.29
Vendor GARDEN VALLEY TECHNOLOGIES Total:							1,798.99

Council Approval Register

Packet: APPKT00605 - 06/14/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR...	MAY 2023 ASHLEY	06/02/2023	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - MAY 2...		106.92
GLOBAL PAYMENTS INTEGR...	MAY 2023 ASHLEY	06/02/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - MAY 2...		1,436.71
GLOBAL PAYMENTS INTEGR...	MAY 2023 CIVIC	06/02/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - MAY 2...		14.25
GLOBAL PAYMENTS INTEGR...	MAY 2023 ELEC	06/02/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - MAY 2...		5,104.98
GLOBAL PAYMENTS INTEGR...	MAY 2023 GEN	06/02/2023	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - MAY 2...		5.00
Vendor GLOBAL PAYMENTS INTEGRATED Total:							6,667.86
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	503488272	06/01/2023	100-4150-63030	Contracts Expense	COPIER CONTRACT - JUN 20...		548.56
MARCO TECHNOLOGIES LLC	503488272	06/01/2023	100-4650-63030	Contracts Expense	COPIER CONTRACT - JUN 20...		397.50
Vendor MARCO TECHNOLOGIES LLC Total:							946.06
Vendor: MINNESOTA ENERGY GROUP-00003							
MINNESOTA ENERGY GROU...	4609191842	06/06/2023	100-4220-63890	Utilities Expense	GAS METER READING - MAY...		70.34
MINNESOTA ENERGY GROU...	4609191842	06/06/2023	100-4550-63890	Utilities Expense	GAS METER READING - MAY...		99.03
MINNESOTA ENERGY GROU...	4609191842	06/06/2023	100-4560-63890	Utilities Expense	GAS METER READING - MAY...		97.51
MINNESOTA ENERGY GROU...	4609191842	06/06/2023	100-4570-63890	Utilities Expense	GAS METER READING - MAY...		77.32
MINNESOTA ENERGY GROU...	4609191842	06/06/2023	680-4830-63890	Utilities Expense	GAS METER READING - MAY...		27.69
Vendor MINNESOTA ENERGY GROUP-00003 Total:							371.89
Vendor: MINNESOTA ENERGY GROUP-00007							
MINNESOTA ENERGY GROU...	4611920313	06/08/2023	100-4194-63890	Utilities Expense	GAS METER READING - MAY...		27.69
Vendor MINNESOTA ENERGY GROUP-00007 Total:							27.69
Vendor: NORTHERN MUNICIPAL POWER AGENCY							
NORTHERN MUNICIPAL PO...	MAY 2023	06/13/2023	690-4810-68400	Purchased Power	DE & ENERGY - MAY 2023		955,437.06
Vendor NORTHERN MUNICIPAL POWER AGENCY Total:							955,437.06
Vendor: ULINE							
ULINE	164237519	05/31/2023	690-4840-62990	Misc. Operating Expense	LABELS - INVENTORY		554.34
Vendor ULINE Total:							554.34
Vendor: VERIZON WIRELESS #486397938							
VERIZON WIRELESS #48639...	9936190796	06/01/2023	100-4210-63210	Communication Expense	MONTHLY ACCESS CHARGES		265.09
Vendor VERIZON WIRELESS #486397938 Total:							265.09
Vendor: VERIZON WIRELESS #742042583							
VERIZON WIRELESS #74204...	9936232524	06/01/2023	100-4220-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	100-4240-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01

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Packet: APPKT00605 - 06/14/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #74204...	9936232524	06/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9936232524	06/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
Vendor VERIZON WIRELESS #742042583 Total:							680.17
Vendor: VINOPIA INC							
VINOPIA INC	0329893-IN	05/23/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		2,080.00
VINOPIA INC	0329893-IN	05/23/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		240.00
Vendor VINOPIA INC Total:							2,320.00
Vendor: WEX BANK							
WEX BANK	89135297	05/05/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASE		96.38
WEX BANK	89135297	05/05/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASE REBATE		-1.34
Vendor WEX BANK Total:							95.04
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	JUL 2023	06/14/2023	810-4820-61500	Annuity Payments	POLICE PENSION - JUL 2023		1,061.46
Vendor YVONNE PEDERSON Total:							1,061.46
Vendor: ZIEGLER INC							
ZIEGLER INC	IN000996210	05/12/2023	620-4850-62210	Equipment Maint & Repair	ELEMENT - CAT BACKHOE R...		40.20
ZIEGLER INC	IN000997674	05/13/2023	620-4850-62210	Equipment Maint & Repair	FREIGHT - CAT BACKHOE PA...		10.99
ZIEGLER INC	IN001001104	05/17/2023	620-4850-62210	Equipment Maint & Repair	SEAL KIT / PIN / PISTON ROD..		515.63
Vendor ZIEGLER INC Total:							566.82
Grand Total:							993,377.80

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	2,851.57
610 - LIQUOR DISPENSARY	11,522.49
620 - WATER UTILITY FUND	947.43
630 - ARENAS - VENUWORKS	289.55
680 - WASTEWATER UTILITY FUND	226.53
690 - ELECTRIC UTILITY FUND	976,478.77
810 - POLICE RELIEF ASSOCIATION	1,061.46
Grand Total:	993,377.80

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63030	Contracts Expense	548.56
100-4150-63210	Communication Expense	441.53
100-4194-63210	Communication Expense	40.35
100-4194-63890	Utilities Expense	27.69
100-4210-62120	Gas-Oil-Lube	95.04
100-4210-63210	Communication Expense	265.09
100-4220-63210	Communication Expense	143.36
100-4220-63890	Utilities Expense	70.34
100-4240-63210	Communication Expense	76.99
100-4312-63210	Communication Expense	41.99
100-4315-63210	Communication Expense	41.98
100-4510-63210	Communication Expense	48.99
100-4550-63890	Utilities Expense	99.03
100-4560-62990	Misc. Operating Expense	22.90
100-4560-63890	Utilities Expense	97.51
100-4570-63210	Communication Expense	9.99
100-4570-63890	Utilities Expense	77.32
100-4650-63030	Contracts Expense	397.50
100-4650-63210	Communication Expense	217.99
100-4670-63060	Credit Card Fees	111.92
100-4670-64500	Senior Citizen Programs	-24.50
610-4810-62530	Wine for Resale	2,080.00
610-4810-62540	Soft Drinks/Mix for Resa...	240.00
610-4830-63210	Communication Expense	52.58
610-4890-63060	Credit Card Fees	9,149.91
620-4830-63210	Communication Expense	342.90
620-4850-62210	Equipment Maint & Repa..	566.82
620-4850-62220	Plant Equip Maint & Rep...	37.71
630-4830-63210	Communication Expense	289.55
680-4830-63210	Communication Expense	40.01
680-4830-63890	Utilities Expense	27.69

Account Summary

Account Number	Account Name	Expense Amount
680-4850-62230	Building Maint & Repair	158.83
690-14100	Inventory - Materials	13,215.98
690-4810-68400	Purchased Power	955,437.06
690-4830-63210	Communication Expense	715.45
690-4840-62990	Misc. Operating Expense	554.34
690-4890-63060	Credit Card Fees	6,555.94
810-4820-61500	Annuity Payments	1,061.46
Grand Total:		993,377.80

Project Account Summary

Project Account Key	Expense Amount
None	993,377.80
Grand Total:	993,377.80



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00594 - PYPKT00901 - 2023 06 01 #11 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0000766	06/01/2023	740-24000	Clearing Account	FLEX VISION		283.62
						Vendor VSP INSURANCE CO Total:	283.62
						Grand Total:	283.62

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	283.62
Grand Total:	283.62

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	283.62
Grand Total:		283.62

Project Account Summary

Project Account Key	Expense Amount
None	283.62
Grand Total:	283.62



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00595 - PYPKT00901 - 2023 06 01 #11 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000774	06/01/2023	740-20150	Payroll Taxes Payable	FED W/H		21,288.27
INTERNAL REVENUE SERVICE	INV0000774	06/01/2023	740-20150	Payroll Taxes Payable	MEDICARE		6,693.80
INTERNAL REVENUE SERVICE	INV0000774	06/01/2023	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		19,776.82
Vendor INTERNAL REVENUE SERVICE Total:							47,758.89
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR...	INV0000768	06/01/2023	740-24000	Clearing Account	LELS Dues		877.50
Vendor LAW ENFORCEMENT LABOR SERVICES Total:							877.50
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0000770	06/01/2023	740-24000	Clearing Account	Garnishment		192.74
Vendor MN DPT OF REVENUE - GARNISHMENTS Total:							192.74
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0000773	06/01/2023	740-20160	State Withholding	State W/H Tax		10,552.54
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							10,552.54
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR...	INV0000769	06/01/2023	740-24000	Clearing Account	PLIFE		416.00
Vendor NCPERS GROUP LIFE INSURANCE Total:							416.00
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	100-4150-61310	Health Insurance	Health Insurance Premium		4,161.98
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	100-4210-61310	Health Insurance	Health Insurance Premium		15,928.87
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	100-4220-61310	Health Insurance	Health Insurance Premium		5,361.46
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	100-4240-61310	Health Insurance	Health Insurance Premium		1,428.51
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	100-4312-61310	Health Insurance	Health Insurance Premium		6,992.63
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	100-4315-61310	Health Insurance	Health Insurance Premium		4,735.35
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	100-4510-61310	Health Insurance	Health Insurance		1,454.88
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	100-4650-61310	Health Insurance	Health Insurance Premium		3,509.50
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	610-4825-61310	Health Insurance	Health Insurance Premium		8,556.01
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	620-4825-61310	Health Insurance	Health Insurance Premium		4,174.53
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	680-4825-61310	Health Insurance	Health Insurance Premium		4,311.90
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	690-4825-61310	Health Insurance	Health Insurance Premium		12,830.28
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	740-4870-63620	Employee BC/BS Monthly Bil..	Health Insurance Employee ...		18,026.02
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	740-4870-63660	Retiree BC/BS Monthly billi...	Health Insurance Retiree		5,635.74
NORTHWEST SERVICE COO...	INV0000775	06/01/2023	820-4825-61310	Health Insurance	Health Insurance Premium		1,428.51
Vendor NORTHWEST SERVICE COOPERATIVE Total:							98,536.17
Vendor: P E R A OF MN							
P E R A OF MN	INV0000772	06/01/2023	740-20180	PERA Payable	PERA EE/ER P&F		21,705.97

Council Approval Register

Packet: APPKT00595 - PYPKT00901 - 2023 06 01 #11 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
P E R A O F M N	INV0000772	06/01/2023	740-20180	PERA Payable	PERA EE/ER COORD		22,418.69
Vendor P E R A O F M N Total:							44,124.66
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0000771	06/01/2023	740-24000	Clearing Account	LTD Premium		345.42
Vendor SUN LIFE FINANCIAL (LTD) Total:							345.42
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000765	06/01/2023	740-24000	Clearing Account	Contributions Employee		2,534.09
Vendor VANTAGEPOINT ICMA Total:							2,534.09
Vendor: WEX BANK							
WEX BANK	INV0000767	06/01/2023	740-24000	Clearing Account	HSA		284.75
Vendor WEX BANK Total:							284.75
Grand Total:							205,622.76

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	43,573.18
610 - LIQUOR DISPENSARY	8,556.01
620 - WATER UTILITY FUND	4,174.53
680 - WASTEWATER UTILITY FUND	4,311.90
690 - ELECTRIC UTILITY FUND	12,830.28
740 - TRF HEALTH INSURANCE FUND	130,748.35
820 - GREENWOOD CEMETERY FUND	1,428.51
Grand Total:	205,622.76

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	4,161.98
100-4210-61310	Health Insurance	15,928.87
100-4220-61310	Health Insurance	5,361.46
100-4240-61310	Health Insurance	1,428.51
100-4312-61310	Health Insurance	6,992.63
100-4315-61310	Health Insurance	4,735.35
100-4510-61310	Health Insurance	1,454.88
100-4650-61310	Health Insurance	3,509.50
610-4825-61310	Health Insurance	8,556.01
620-4825-61310	Health Insurance	4,174.53
680-4825-61310	Health Insurance	4,311.90
690-4825-61310	Health Insurance	12,830.28
740-20150	Payroll Taxes Payable	47,758.89
740-20160	State Withholding	10,552.54
740-20180	PERA Payable	44,124.66
740-24000	Clearing Account	4,650.50
740-4870-63620	Employee BC/BS Monthl...	18,026.02
740-4870-63660	Retiree BC/BS Monthly bi..	5,635.74
820-4825-61310	Health Insurance	1,428.51
Grand Total:		205,622.76

Project Account Summary

Project Account Key	Expense Amount
None	205,622.76
Grand Total:	205,622.76



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00598 - 06/02/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CAPITAL ONE							
CAPITAL ONE	03326	05/08/2023	100-4194-62990	Misc. Operating Expense	TRASH BAGS / LYSOL / PAPE...		211.36
CAPITAL ONE	05581	05/10/2023	820-4840-62010	Office Supplies	CALENDAR / CASE		38.27
						Vendor CAPITAL ONE Total:	249.63
Vendor: CATHY ERICKSON BAND							
CATHY ERICKSON BAND	06 20 23	06/02/2023	100-4510-63033	Music in the Park	GAZEBO ENTERTAINMENT ...		2,000.00
						Vendor CATHY ERICKSON BAND Total:	2,000.00
Vendor: COREY MEDINA							
COREY MEDINA	06 15 23	06/02/2023	100-4510-63033	Music in the Park	GAZEBO ENTERTAINMENT -...		2,000.00
						Vendor COREY MEDINA Total:	2,000.00
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS125237	03/22/2023	820-4840-62990	Misc. Operating Expense	CEMETERY SUPPLIES		8.02
FASTENAL COMPANY	MNROS125269	03/24/2023	620-4840-62990	Misc. Operating Expense	SHOP SUPPLIES		5.20
FASTENAL COMPANY	MNROS125368	03/30/2023	620-4840-62990	Misc. Operating Expense	TORX BIT - METER SERVICE		43.48
FASTENAL COMPANY	MNROS125419	04/04/2023	100-4194-62990	Misc. Operating Expense	SAFETY GLASSES		6.82
FASTENAL COMPANY	MNROS125608	04/18/2023	100-4312-62880	Personal Protective Equipm...	PPE HI VIS VESTS		249.71
FASTENAL COMPANY	MNROS125672	04/20/2023	620-4850-62230	Building Maint & Repair	HIGH SERVICE PUMP HOUSE		2.85
FASTENAL COMPANY	MNROS125776	04/28/2023	100-4312-62240	Department Maint & Repair	ASPHALT STREET PATCH		652.08
						Vendor FASTENAL COMPANY Total:	968.16
Vendor: JAY KALK							
JAY KALK	06 08 23	06/02/2023	100-4510-63033	Music in the Park	GAZEBO ENTERTAINMENT -...		3,000.00
						Vendor JAY KALK Total:	3,000.00
Vendor: JOEL KEZAR							
JOEL KEZAR	06 29 23	06/02/2023	100-4510-63033	Music in the Park	GAZEBO ENTERTAINMENT -...		2,500.00
						Vendor JOEL KEZAR Total:	2,500.00
Vendor: NELSON INTERNATIONAL							
NELSON INTERNATIONAL	X105063988 01	05/03/2023	100-4312-62210	Equipment Maint & Repair	FILTER		141.27
						Vendor NELSON INTERNATIONAL Total:	141.27
Vendor: SNIPERCRAFT							
SNIPERCRAFT	06 02 23	06/02/2023	100-4210-62990	Misc. Operating Expense	TARGETS		78.00
						Vendor SNIPERCRAFT Total:	78.00
Vendor: STEAM MACHINE							
STEAM MACHINE	07 06 23	06/02/2023	100-4510-63033	Music in the Park	GAZEBO ENTERTAINMENT -...		2,000.00
						Vendor STEAM MACHINE Total:	2,000.00

Packet: APPKT00598 - 06/02/23 DIRECT PAYABLES

Council Approval Register

Packet: APPKT00598 - 06/02/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #78678...	9935470189	05/21/2023	620-4830-63210	Communication Expense	WIRELESS CHARGES - MAY/...		40.01
VERIZON WIRELESS #78678...	9935470189	05/21/2023	620-4830-63210	Communication Expense	WIRELESS CHARGES - MAY/...		41.11
VERIZON WIRELESS #78678...	9935470189	05/21/2023	620-4830-63210	Communication Expense	WIRELESS CHARGES - MAY/...		41.11
VERIZON WIRELESS #78678...	9935470189	05/21/2023	650-4830-63210	Communication Expense	WIRELESS CHARGES - MAY/...		43.17
VERIZON WIRELESS #78678...	9935470189	05/21/2023	680-4830-63210	Communication Expense	WIRELESS CHARGES - MAY/...		41.11
VERIZON WIRELESS #78678...	9935470189	05/21/2023	690-4830-63210	Communication Expense	WIRELESS CHARGES - MAY/...		41.11
VERIZON WIRELESS #78678...	9935470189	05/21/2023	690-4830-63210	Communication Expense	WIRELESS CHARGES - MAY/...		41.11
VERIZON WIRELESS #78678...	9935470189	05/21/2023	690-4830-63210	Communication Expense	WIRELESS CHARGES - MAY/...		41.11
VERIZON WIRELESS #78678...	9935470189	05/21/2023	690-4830-63210	Communication Expense	WIRELESS CHARGES - MAY/...		41.11
VERIZON WIRELESS #78678...	9935470189	05/21/2023	820-4830-63210	Communication Expense	WIRELESS CHARGES - MAY/...		41.11
Vendor VERIZON WIRELESS #786782900 Total:							1,612.07
Grand Total:							33,257.04

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	27,364.24
210 - COMM DEVELOPMENT REV LOAN FUND	664.80
610 - LIQUOR DISPENSARY	82.22
620 - WATER UTILITY FUND	2,082.66
650 - TOURIST PARK - VENUWORKS	43.17
680 - WASTEWATER UTILITY FUND	586.51
690 - ELECTRIC UTILITY FUND	2,346.04
820 - GREENWOOD CEMETERY FUND	87.40
Grand Total:	33,257.04

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	133.33
100-4192-63020	Computer Maintenance...	40.01
100-4192-63210	Communication Expense	40.03
100-4194-62990	Misc. Operating Expense	218.18
100-4194-63210	Communication Expense	41.11
100-4210-62990	Misc. Operating Expense	78.00
100-4210-63210	Communication Expense	657.76
100-4240-63210	Communication Expense	41.11
100-4312-62210	Equipment Maint & Repa..	141.27
100-4312-62240	Department Maint & Re...	652.08
100-4312-62880	Personal Protective Equi...	249.71
100-4315-63020	Computer Maintenance...	818.10
100-4510-63033	Music in the Park	11,500.00
100-4510-63210	Communication Expense	82.22
100-4530-63210	Communication Expense	41.11
100-4650-63210	Communication Expense	41.11
100-4670-63030	Contracts Expense	12,589.11
210-13700	Loans Receivable - Curre...	664.80
610-4830-63210	Communication Expense	82.22
620-4830-63210	Communication Expense	122.23
620-4840-62990	Misc. Operating Expense	48.68
620-4850-62230	Building Maint & Repair	2.85
620-4890-63020	Computer Maintenance...	1,908.90
650-4830-63210	Communication Expense	43.17
680-4830-63210	Communication Expense	41.11
680-4890-63020	Computer Maintenance...	545.40
690-4830-63210	Communication Expense	164.44
690-4890-63020	Computer Maintenance...	2,181.60
820-4830-63210	Communication Expense	41.11
820-4840-62010	Office Supplies	38.27

Account Summary

Account Number	Account Name	Expense Amount
820-4840-62990	Misc. Operating Expense	8.02
	Grand Total:	33,257.04

Project Account Summary

Project Account Key	Expense Amount
None	33,257.04
	Grand Total:
	33,257.04



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00600 - 06/07/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARAMARK UNIFORM & CAREER APPAREL GROUP INC							
ARAMARK UNIFORM & CAR...	2630147776	05/30/2023	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 05/30/...		76.11
Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:							76.11
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	4395088	05/04/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		271.50
COCA-COLA BOTTLING CO...	4395134	05/11/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		362.50
COCA-COLA BOTTLING CO...	4395194	05/18/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		445.50
COCA-COLA BOTTLING CO...	4427439	05/25/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		592.50
Vendor COCA-COLA BOTTLING COMPANY Total:							1,672.00
Vendor: LEAGUE OF MN CITIES INS TRUST							
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 P C	06/05/2023	100-4670-63610	Insurance Expense	3RD QTR 2023 PROPERTY/C...		29,432.73
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 P C	06/05/2023	610-4870-63610	Insurance Expense	3RD QTR 2023 PROPERTY/C...		1,577.24
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 P C	06/05/2023	620-4870-63610	Insurance Expense	3RD QTR 2023 PROPERTY/C...		6,687.69
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 P C	06/05/2023	680-4870-63610	Insurance Expense	3RD QTR 2023 PROPERTY/C...		3,473.52
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 P C	06/05/2023	690-4870-63610	Insurance Expense	3RD QTR 2023 PROPERTY/C...		10,456.14
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 P C	06/05/2023	820-4870-63610	Insurance Expense	3RD QTR 2023 PROPERTY/C...		84.68
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 W C	06/05/2023	100-4670-63610	Insurance Expense	3RD QTR 2023 WORKERS C...		55,503.03
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 W C	06/05/2023	610-4870-63610	Insurance Expense	3RD QTR 2023 WORKERS C...		4,342.43
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 W C	06/05/2023	620-4870-63610	Insurance Expense	3RD QTR 2023 WORKERS C...		3,170.20
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 W C	06/05/2023	680-4870-63610	Insurance Expense	3RD QTR 2023 WORKERS C...		1,969.65
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 W C	06/05/2023	690-4870-63610	Insurance Expense	3RD QTR 2023 WORKERS C...		8,018.49
LEAGUE OF MN CITIES INS T...	3RD QTR 2023 W C	06/05/2023	820-4870-63610	Insurance Expense	3RD QTR 2023 WORKERS C...		817.20
Vendor LEAGUE OF MN CITIES INS TRUST Total:							125,533.00
Vendor: MARCO TECHNOLOGIES LLC NW 7128							
MARCO TECHNOLOGIES LLC...	INV11257002	05/26/2023	690-4890-63030	Contracts Expense	COPIER CONTRACT - MAY 2...		74.07
Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:							74.07
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROU...	4600841290	05/31/2023	690-4830-63890	Utilities Expense	GAS METER READING 0 MAY..		283.01
Vendor MINNESOTA ENERGY GROUP-00005 Total:							283.01
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	144825	05/22/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		14,235.95
NORTHWEST BEVERAGE INC	144825	05/22/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		685.00
NORTHWEST BEVERAGE INC	144829	05/22/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		309.50
NORTHWEST BEVERAGE INC	144829	05/22/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		6,617.35
NORTHWEST BEVERAGE INC	144829	05/22/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIXI		255.50
NORTHWEST BEVERAGE INC	144934	05/26/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		211.50

Council Approval Register

Packet: APPKT00600 - 06/07/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST BEVERAGE INC	144934	05/26/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		25,036.95
NORTHWEST BEVERAGE INC	144953	05/30/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		1,925.70
Vendor NORTHWEST BEVERAGE INC Total:							49,277.45
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519-335547	05/08/2023	100-4210-62990	Misc. Operating Expense	DETAIL BRUSH / PROTECTA...		14.28
O'REILLY AUTOMOTIVE INC	1519-335679	05/09/2023	100-4210-62990	Misc. Operating Expense	HEADLIGHTS		66.94
Vendor O'REILLY AUTOMOTIVE INC Total:							81.22
Vendor: POWERPLAN							
POWERPLAN	P4711909	05/25/2023	690-4840-62990	Misc. Operating Expense	BORING MACHINE GEL		209.79
Vendor POWERPLAN Total:							209.79
Vendor: TRACTOR SUPPLY CREDIT PLAN							
TRACTOR SUPPLY CREDIT P...	100248675	05/25/2023	230-4840-63150	Canine Unit Expense	K-9 DOG FOOD		55.00
Vendor TRACTOR SUPPLY CREDIT PLAN Total:							55.00
Grand Total:							177,261.65

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	85,016.98
230 - TRF AREA K-9 FUND	55.00
610 - LIQUOR DISPENSARY	56,869.12
620 - WATER UTILITY FUND	9,934.00
680 - WASTEWATER UTILITY FUND	5,443.17
690 - ELECTRIC UTILITY FUND	19,041.50
820 - GREENWOOD CEMETERY FUND	901.88
Grand Total:	177,261.65

Account Summary

Account Number	Account Name	Expense Amount
100-4210-62990	Misc. Operating Expense	81.22
100-4670-63610	Insurance Expense	84,935.76
230-4840-63150	Canine Unit Expense	55.00
610-4810-62510	Liquor for Resale	521.00
610-4810-62520	Beer for Resale	47,815.95
610-4810-62540	Soft Drinks/Mix for Resa...	2,612.50
610-4870-63610	Insurance Expense	5,919.67
620-4870-63610	Insurance Expense	9,857.89
620-4890-63030	Contracts Expense	76.11
680-4870-63610	Insurance Expense	5,443.17
690-4830-63890	Utilities Expense	283.01
690-4840-62990	Misc. Operating Expense	209.79
690-4870-63610	Insurance Expense	18,474.63
690-4890-63030	Contracts Expense	74.07
820-4870-63610	Insurance Expense	901.88
Grand Total:		177,261.65

Project Account Summary

Project Account Key	Expense Amount
None	177,261.65
Grand Total:	177,261.65



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00601 - 06/09/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3604649	05/22/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		235.40
Vendor ARTISAN BEER COMPANY Total:							235.40
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0106886500	05/31/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		91.65
BELLBOY CORP - BAR SUPPLY	0106886500	05/31/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - MISC		87.90
Vendor BELLBOY CORP - BAR SUPPLY Total:							179.55
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0099626800	05/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		4,512.72
Vendor BELLBOY CORP - LIQUOR Total:							4,512.72
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	273324	05/18/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		1,327.90
Vendor BEVERAGE WHOLESALERS INC Total:							1,327.90
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	110521823	05/30/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,576.24
BREAKTHRU BEVERAGE	110521823	05/30/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		468.00
BREAKTHRU BEVERAGE	110521823	05/30/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		554.24
BREAKTHRU BEVERAGE	410926224	05/08/2023	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-550.87
Vendor BREAKTHRU BEVERAGE Total:							6,047.61
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	MAY 2023 STMT	05/31/2023	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - MAY 2...		3,703.63
Vendor JIM HIRT TRUCKING INC Total:							3,703.63
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2297527	05/15/2023	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		85.20
JOHNSON BROTHERS LIQU...	2297568	05/15/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		396.96
JOHNSON BROTHERS LIQU...	2302498	05/22/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		4,094.74
JOHNSON BROTHERS LIQU...	2302499	05/22/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,979.00
JOHNSON BROTHERS LIQU...	2302501	05/22/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,488.00
JOHNSON BROTHERS LIQU...	2302502	05/22/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		2,170.00
JOHNSON BROTHERS LIQU...	2302503	05/22/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,596.00
JOHNSON BROTHERS LIQU...	2302504	05/22/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,000.00
JOHNSON BROTHERS LIQU...	2302505	05/22/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,721.50
JOHNSON BROTHERS LIQU...	2305062	05/24/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		13,278.00
JOHNSON BROTHERS LIQU...	2305063	05/24/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		2,138.25
JOHNSON BROTHERS LIQU...	2305064	05/24/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,800.00
JOHNSON BROTHERS LIQU...	2306257	05/25/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		3,912.00

Council Approval Register

Packet: APPKT00601 - 06/09/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
JOHNSON BROTHERS LIQU...	2307961	05/30/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,857.50
JOHNSON BROTHERS LIQU...	2307962	05/30/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		280.00
Vendor JOHNSON BROTHERS LIQUOR Total:							40,797.15
Vendor: LEIGHTON BROADCASTING							
LEIGHTON BROADCASTING	216414-1	05/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - MAY ...		1,350.00
LEIGHTON BROADCASTING	216415-1	05/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - MAY ...		1,080.00
Vendor LEIGHTON BROADCASTING Total:							2,430.00
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	718537	05/19/2023	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-745.00
MC KINNON COMPANY INC	718538	05/19/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		6,982.55
MC KINNON COMPANY INC	718544	05/19/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		158.75
MC KINNON COMPANY INC	718561	05/19/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		51.90
MC KINNON COMPANY INC	718744	05/23/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,818.10
MC KINNON COMPANY INC	718744	05/23/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		16,319.10
MC KINNON COMPANY INC	718744	05/23/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		589.20
MC KINNON COMPANY INC	718744	05/23/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		129.63
MC KINNON COMPANY INC	719675	05/30/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		200.00
MC KINNON COMPANY INC	719682	05/26/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		5,863.30
MC KINNON COMPANY INC	720111	05/31/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		613.05
MC KINNON COMPANY INC	720137	05/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		372.05
MC KINNON COMPANY INC	720137	05/31/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		25,836.60
MC KINNON COMPANY INC	720137	05/31/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		147.00
MC KINNON COMPANY INC	720142	05/31/2023	610-4810-62520	Beer for Resale	BEER CREDIT		-184.23
MC KINNON COMPANY INC	720142	05/31/2023	610-4810-62530	Wine for Resale	WINE CREDIT		-12.25
Vendor MC KINNON COMPANY INC Total:							58,139.75
Vendor: MCFOA							
MCFOA	2023/2024 A P	06/08/2023	100-4150-64330	Dues and Subscriptions	2023/2024 MEMBERSHIP D...		50.00
MCFOA	2023/2024 R O	06/08/2023	100-4150-64330	Dues and Subscriptions	2023/2024 MEMBERSHIP D...		50.00
Vendor MCFOA Total:							100.00
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEM...	58807	06/02/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		360.00
Vendor NORTHWOODS ICE OF BEMIDJI INC Total:							360.00
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	201223	05/05/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,224.00
PAUSTIS WINE COMPANY	201223	05/05/2023	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		27.00
PAUSTIS WINE COMPANY	203527	05/31/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		6,803.00
PAUSTIS WINE COMPANY	203527	05/31/2023	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		91.50
Vendor PAUSTIS WINE COMPANY Total:							8,145.50
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6593302	05/17/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		731.25
PHILLIPS WINE & SPIRITS	6595194	05/22/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		3,634.66
PHILLIPS WINE & SPIRITS	6595195	05/22/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		338.62

Council Approval Register

Packet: APPKT00601 - 06/09/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
PHILLIPS WINE & SPIRITS	6595195	05/22/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		536.50
PHILLIPS WINE & SPIRITS	6595196	05/22/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		160.00
PHILLIPS WINE & SPIRITS	6595196	05/22/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		147.10
PHILLIPS WINE & SPIRITS	6598240	05/25/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		731.25
Vendor PHILLIPS WINE & SPIRITS Total:							6,279.38
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2347566	05/23/2023	610-4810-62510	Liquor for Resale	purchase - liquor		8,365.29
SOUTHERN GLAZERS OF MN	2348919	05/25/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		323.80
SOUTHERN GLAZERS OF MN	2348920	05/25/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		575.76
SOUTHERN GLAZERS OF MN	2349943	05/30/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		7,017.78
SOUTHERN GLAZERS OF MN	2349943	05/30/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		432.00
SOUTHERN GLAZERS OF MN	2349943	05/30/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		192.50
Vendor SOUTHERN GLAZERS OF MN Total:							16,907.13
Grand Total:							149,165.72

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	100.00
610 - LIQUOR DISPENSARY	149,065.72
Grand Total:	149,165.72

Account Summary

Account Number	Account Name	Expense Amount
100-4150-64330	Dues and Subscriptions	100.00
610-4810-62510	Liquor for Resale	59,271.79
610-4810-62520	Beer for Resale	57,404.32
610-4810-62530	Wine for Resale	24,574.46
610-4810-62540	Soft Drinks/Mix for Resa...	1,115.12
610-4810-62590	Misc. Mdse for Resale	447.90
610-4810-62610	Freight In (Liquor)	3,822.13
610-4880-63490	Advertising	2,430.00
Grand Total:		149,165.72

Project Account Summary

Project Account Key	Expense Amount
None	149,165.72
Grand Total:	149,165.72



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00602 - DIRECT PAYABLES 6/9/23

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC ...	06/09/23	06/09/2023	740-20300	Flex Payroll Deductions	FLEX CLAIMS PAYOUT - 06/...		3,157.10
Vendor BRADY MARTZ & ASSOC PC INC Total:							3,157.10
Grand Total:							3,157.10

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	3,157.10
Grand Total:	3,157.10

Account Summary

Account Number	Account Name	Expense Amount
740-20300	Flex Payroll Deductions	3,157.10
Grand Total:		3,157.10

Project Account Summary

Project Account Key	Expense Amount
None	3,157.10
Grand Total:	3,157.10



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00603 - 06/20/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	133851	06/12/2023	100-4194-62230	Building Maint & Repair	PAINT		44.98
ACE HARDWARE	133946	05/05/2023	100-4194-62230	Building Maint & Repair	PAINT / BRUSHES		20.44
ACE HARDWARE	134388	05/10/2023	100-4194-62990	Misc. Operating Expense	PAINT TRAY / PAINT		24.47
ACE HARDWARE	134537	05/12/2023	100-4194-62990	Misc. Operating Expense	MISC SUPPLIES		24.98
ACE HARDWARE	135082	05/19/2023	620-4840-62990	Misc. Operating Expense	BATTERIES / GLADE SPRAY		26.75
ACE HARDWARE	135293	05/22/2023	100-4194-62990	Misc. Operating Expense	DRAIN CLEANER		13.99
ACE HARDWARE	135531	05/25/2023	690-4850-62350	Power Plant/Dam Maint	DRILL BITS		11.18
Vendor ACE HARDWARE Total:							166.79
Vendor: ALEX AIR APPARATUS INC							
ALEX AIR APPARATUS INC	6940	05/23/2023	100-4220-62210	Equipment Maint & Repair	ANNUAL SCBA COMPRESSO...		146.25
Vendor ALEX AIR APPARATUS INC Total:							146.25
Vendor: AMARIL UNIFORM COMPANY							
AMARIL UNIFORM COMPA...	IV245351	05/30/2023	690-4840-62880	Personal Protective Equipm...	PPE CLOTHING - M NELSON		559.00
AMARIL UNIFORM COMPA...	IV245351	05/30/2023	690-4840-62880	Personal Protective Equipm...	PPE - JUSTIN STEINBRINK		493.60
AMARIL UNIFORM COMPA...	IV245351	05/30/2023	690-4840-62880	Personal Protective Equipm...	PPE CLOTHING - G HALL		74.49
Vendor AMARIL UNIFORM COMPANY Total:							1,127.09
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2307	06/07/2023	620-4840-62160	Chemicals	CHEMICALS		13,095.49
AQUA PURE INC	TRFMN2308	06/07/2023	620-4840-62160	Chemicals	CHEMICALS		16,121.88
AQUA PURE INC	TRFMN2309	06/12/2023	620-4840-62170	Field Supplies	LAB SUPPLY		92.00
Vendor AQUA PURE INC Total:							29,309.37
Vendor: ARAMARK UNIFORM & CAREER APPAREL GROUP INC							
ARAMARK UNIFORM & CAR...	2630152923	06/13/2023	620-4890-63030	Contracts Expense	85.13		85.13
Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:							85.13
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9622082	04/26/2023	100-4510-62210	Equipment Maint & Repair	SPARK PLUGS		13.48
AUTO VALUE T R F	9622783	05/01/2023	100-4312-62210	Equipment Maint & Repair	AIR FILTER / OIL FILTER - #5...		30.46
AUTO VALUE T R F	9622925	05/02/2023	100-4220-62210	Equipment Maint & Repair	HOLMATRO PUMP		2.99
AUTO VALUE T R F	9622994	05/02/2023	100-4312-62210	Equipment Maint & Repair	AIR FILTER - #5705		18.13
AUTO VALUE T R F	9623916	05/08/2023	100-4510-62210	Equipment Maint & Repair	AIR / OIL / FILTERS		87.50
AUTO VALUE T R F	9623917	05/08/2023	670-4850-62210	Equipment Maint & Repair	OIL FILTER - #5702		15.65
AUTO VALUE T R F	9623966	05/09/2023	670-4850-62210	Equipment Maint & Repair	AIR / OIL - FILTERS #5702		25.08
AUTO VALUE T R F	9624382	05/10/2023	100-4312-62240	Department Maint & Repair	FITTINGS		17.99
AUTO VALUE T R F	9624444	05/11/2023	100-4312-62240	Department Maint & Repair	FILTER WRENCH		28.99
AUTO VALUE T R F	9624805	05/13/2023	620-4850-62210	Equipment Maint & Repair	FUEL FILTER - AIRPORT GEN...		21.53

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
AUTO VALUE T R F	9625040	05/15/2023	100-4312-62210	Equipment Maint & Repair	OIL FILTER		45.68
AUTO VALUE T R F	9625041	05/15/2023	100-4510-62210	Equipment Maint & Repair	HYDRAULIC FILTER		56.09
AUTO VALUE T R F	9625216	05/16/2023	100-4220-62990	Misc. Operating Expense	CARB CLEANER / BLK LIGHT...		52.95
AUTO VALUE T R F	9625373	05/17/2023	680-4850-62210	Equipment Maint & Repair	MIX NOZZLE - '08 FORD PIC...		19.99
AUTO VALUE T R F	9626038	05/22/2023	100-4315-62210	Equipment Maint & Repair	OIL FILTER		45.68
AUTO VALUE T R F	9626039	05/22/2023	670-4850-62210	Equipment Maint & Repair	AIR FILTERS		67.07
AUTO VALUE T R F	9626040	05/22/2023	100-4510-62210	Equipment Maint & Repair	FUEL / HYDRAULIC FILTERS		91.05
Vendor AUTO VALUE T R F Total:							640.31
Vendor: BAILEY NURSERIES INC							
BAILEY NURSERIES INC	INV0670817	05/17/2023	680-4850-62200	System Expense	RED DOGWOODS - LIVE RIP ...		960.00
Vendor BAILEY NURSERIES INC Total:							960.00
Vendor: BAYCOM INC							
BAYCOM INC	EQUIPINV044275	06/12/2023	100-4210-62420	Computer Equipment	TOUGHBOOK		4,620.00
Vendor BAYCOM INC Total:							4,620.00
Vendor: BLAIR GUSTAFSON							
BLAIR GUSTAFSON	REIMB 06 12 23	06/12/2023	100-4315-62880	Personal Protective Equipm...	REIMBURSE SAFETY TOED F...		100.00
Vendor BLAIR GUSTAFSON Total:							100.00
Vendor: BRADY MEUNIER							
BRADY MEUNIER	REIMB 06 08 2023	06/09/2023	100-4210-62120	Gas-Oil-Lube	REIMBURSE GAS - CRIME SC...		51.76
BRADY MEUNIER	REIMB 06 08 2023	06/09/2023	100-4210-63320	Training Expense	REIMBURSE MEALS - CRIME...		73.38
BRADY MEUNIER	REIMB 06 08 2023	06/09/2023	100-4210-63320	Training Expense	REIMBURSE LODGING - CRI...		333.72
Vendor BRADY MEUNIER Total:							458.86
Vendor: BRIAN BENITT CONSULTING							
BRIAN BENITT CONSULTING	002	06/02/2023	100-4510-63030	Contracts Expense	FORESTRY CONSULTATION ...		3,767.50
Vendor BRIAN BENITT CONSULTING Total:							3,767.50
Vendor: CORE & MAIN LP							
CORE & MAIN LP	S968455	06/02/2023	620-4850-62200	System Expense	CPLGS - CURB BOX REPAIRS		243.73
CORE & MAIN LP	S995056	06/09/2023	545-4680-65900	Work in Process-Constructi...	WATER METER PROJECT		43,848.00
CORE & MAIN LP	S995419	06/08/2023	620-4850-62200	System Expense	CPLGS - CURB BOX REPAIRS		177.05
Vendor CORE & MAIN LP Total:							44,268.78
Vendor: CORE-MARK MIDCONTINENT INC							
CORE-MARK MIDCONTINEN...	1014569	05/17/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		44.66
CORE-MARK MIDCONTINEN...	1014569	05/17/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - TOBACCO		4,282.68
Vendor CORE-MARK MIDCONTINENT INC Total:							4,327.34
Vendor: DAKOTA MAILING & SHIPPING							
DAKOTA MAILING & SHIPPI...	AR64629	06/05/2023	100-4315-62010	Office Supplies	CONTRACT CHARGES - 07/2...		183.45
DAKOTA MAILING & SHIPPI...	AR64629	06/05/2023	620-4840-62010	Office Supplies	CONTRACT CHARGES - 07/2...		428.05
DAKOTA MAILING & SHIPPI...	AR64629	06/05/2023	680-4840-62010	Office Supplies	CONTRACT CHARGES - 07/2...		122.30
DAKOTA MAILING & SHIPPI...	AR64629	06/05/2023	690-4840-62010	Office Supplies	CONTRACT CHARGES - 07/2...		489.20
Vendor DAKOTA MAILING & SHIPPING Total:							1,223.00

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DANA C KLOS							
DANA C KLOS	05 2023	05/31/2023	100-4210-63100	Animal Control	ANIMAL CONTROL - (2)		60.00
Vendor DANA C KLOS Total:							60.00
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	97444801	05/10/2023	620-4850-62220	Plant Equip Maint & Repair	PARTS - HIGH SERVICE PUM...		13.72
DIGI KEY CORPORATION	97474709	05/12/2023	690-4840-62990	Misc. Operating Expense	BATTERIES / CONNECTOR C...		139.56
DIGI KEY CORPORATION	97495056	05/12/2023	690-4840-62990	Misc. Operating Expense	TOOL - CONNECTOR CABLE		76.12
DIGI KEY CORPORATION	97606448-01	05/18/2023	620-4850-62220	Plant Equip Maint & Repair	CREDIT ADJUSTMENT - SALE...		-6.99
DIGI KEY CORPORATION	97606448	05/18/2023	620-4850-62220	Plant Equip Maint & Repair	SWITCH - SCADA		57.81
DIGI KEY CORPORATION	97664246	05/22/2023	690-4840-62990	Misc. Operating Expense	CABLE TIES		275.73
Vendor DIGI KEY CORPORATION Total:							555.95
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	11743	03/07/2023	680-4840-62170	Field Supplies	8X8X8 SHIPPING BOX - N S...		2.25
EAZY PACK N SHIP	11928	04/04/2023	680-4840-62170	Field Supplies	SHIPPING CHARGES - APR 2...		21.23
EAZY PACK N SHIP	11959	04/11/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES - APR 2...		510.66
EAZY PACK N SHIP	12118	05/03/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES - MAY 2...		151.15
EAZY PACK N SHIP	12150	05/09/2023	680-4840-62170	Field Supplies	SHIPPING CHARGES - MAY 2...		21.20
EAZY PACK N SHIP	12275	05/24/2023	680-4840-62170	Field Supplies	SHIPPING CHARGES - MAY 2...		145.95
EAZY PACK N SHIP	12282	05/25/2023	680-4840-62170	Field Supplies	SHIPPING CHARGES - MAY 2...		145.95
EAZY PACK N SHIP	12307	05/31/2023	690-4840-62880	Personal Protective Equipm...	SHIPPING CHARGES - MAY 2...		51.42
Vendor EAZY PACK N SHIP Total:							1,049.81
Vendor: ENERGY ONE ELECTRONICS INC							
ENERGY ONE ELECTRONICS ...	142395	06/06/2023	690-14100	Inventory - Materials	LEAD ACID BATTERIES - REC...		1,123.88
Vendor ENERGY ONE ELECTRONICS INC Total:							1,123.88
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0222432	05/17/2023	100-4312-62240	Department Maint & Repair	FLAT / TUBE		42.30
Vendor EVANS SCRAP AND STEEL INC Total:							42.30
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS125842	05/03/2023	620-4850-62220	Plant Equip Maint & Repair	CABLE TIES - HIGH SERVICE ...		22.83
FASTENAL COMPANY	MNROS125902	05/05/2023	100-4315-62240	Department Maint & Repair	HARDWARE		14.00
FASTENAL COMPANY	MNROS125977	05/10/2023	820-4840-62990	Misc. Operating Expense	STAKING FLAGS		15.34
FASTENAL COMPANY	MNROS125978	05/10/2023	100-4194-62990	Misc. Operating Expense	GLOVES		42.56
FASTENAL COMPANY	MNROS126023	05/15/2023	820-4840-62990	Misc. Operating Expense	HARDWARE - SIGNS		19.30
FASTENAL COMPANY	MNROS126066	05/17/2023	820-4840-62880	Personal Protective Equipm...	SAFETY GLASSES		16.94
FASTENAL COMPANY	MNROS126090	05/18/2023	690-4840-62990	Misc. Operating Expense	NUTS / BOLTS		12.98
FASTENAL COMPANY	MNROS126259	05/31/2023	690-4840-62400	Small Tools and Minor Equip	TOOL - STREET LIGHT REPAIR		101.90
FASTENAL COMPANY	MNROS126260	05/31/2023	620-4850-62230	Building Maint & Repair	SUPPLIES - HIGH SERVICE P...		37.60
Vendor FASTENAL COMPANY Total:							283.45
Vendor: FLAHERTY AND HOOD PA							
FLAHERTY AND HOOD PA	19578	06/01/2023	560-4680-65940	Work in Progress - Legal/Mi...	LITIGATION SERVICES - WW...		1,087.50
Vendor FLAHERTY AND HOOD PA Total:							1,087.50

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Vendor: FLEET SUPPLY							
FLEET SUPPLY	134452	05/16/2023	680-4840-62880	Personal Protective Equipm...	CARDINAL / TRUDEAU SAFE...		43.05
FLEET SUPPLY	19945	05/15/2023	680-4840-62880	Personal Protective Equipm...	MYERS SAFETY VEST / GLOV...		72.53
Vendor FLEET SUPPLY Total:							115.58
Vendor: FLEXIBLE PIPE TOOLS & EQUIPMENT							
FLEXIBLE PIPE TOOLS & EQU...	28813	05/31/2023	680-4850-62210	Equipment Maint & Repair	TOGGLE SWITCH / DRILL PO...		167.30
Vendor FLEXIBLE PIPE TOOLS & EQUIPMENT Total:							167.30
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	3050788	05/31/2023	690-4850-62360	Distribution Maint	BILLABLE LOCATES - MAY 2...		484.65
Vendor GOPHER STATE ONE CALL Total:							484.65
Vendor: GRAYMONT WESTERN CANADA INC							
GRAYMONT WESTERN CAN...	3-399457	06/05/2023	620-4840-62160	Chemicals	BULK PEBBLED QUICKLIME		9,069.20
Vendor GRAYMONT WESTERN CANADA INC Total:							9,069.20
Vendor: HARRIS COMPUTER SYSTEMS							
HARRIS COMPUTER SYSTEMS	MN00139746	05/31/2023	620-4890-63020	Computer Maintenance & li...	SMARTWORKS 3 YR MAINT...		4,553.00
HARRIS COMPUTER SYSTEMS	MN00139746	05/31/2023	680-4890-63020	Computer Maintenance & li...	SMARTWORKS 3 YR MAINT...		4,553.00
HARRIS COMPUTER SYSTEMS	MN00139746	05/31/2023	690-4890-63020	Computer Maintenance & li...	SMARTWORKS 3 YR MAINT...		9,106.00
Vendor HARRIS COMPUTER SYSTEMS Total:							18,212.00
Vendor: HAWKINS INC							
HAWKINS INC	6474161	05/16/2023	620-4840-62160	Chemicals	CHEMICALS		1,191.71
HAWKINS INC	6479488	05/23/2023	620-4840-62160	Chemicals	CHEMICALS		5,928.00
HAWKINS INC	6479915	05/24/2023	620-4850-62220	Plant Equip Maint & Repair	FLUROIDE BREAK TANK		320.49
HAWKINS INC	6485309	05/30/2023	620-4840-62160	Chemicals	CHEMICALS		5,063.52
Vendor HAWKINS INC Total:							12,503.72
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200522072	05/16/2023	690-4890-64370	Taxes and Licenses	DAM RELICENSING		18,266.12
Vendor HDR ENGINEERING INC - CHICAGO Total:							18,266.12
Vendor: HUBERTS OUTDOOR POWER							
HUBERTS OUTDOOR POWER	73102	05/03/2023	100-4220-62210	Equipment Maint & Repair	CARBURETOR		196.55
HUBERTS OUTDOOR POWER	73177	05/05/2023	820-4850-62210	Equipment Maint & Repair	FILTER		21.99
HUBERTS OUTDOOR POWER	73314	05/09/2023	820-4850-62210	Equipment Maint & Repair	BLADES		69.98
HUBERTS OUTDOOR POWER	73667	05/03/2023	100-4220-62210	Equipment Maint & Repair	RETURN CREDIT - CARBURE...		-151.65
HUBERTS OUTDOOR POWER	73736	05/17/2023	100-4510-62210	Equipment Maint & Repair	TORO MOWER BLADES		641.74
HUBERTS OUTDOOR POWER	74427	05/17/2023	100-4510-62210	Equipment Maint & Repair	RETURN CREDIT - TORO M...		-157.94
Vendor HUBERTS OUTDOOR POWER Total:							620.67
Vendor: HUGOS #7							
HUGOS #7	0023	06/14/2023	100-4670-62990	Misc. Operating Expense	WELLNESS LUNCHION (ELEC)		84.95
HUGOS #7	0073	05/31/2023	100-4110-64400	Travel, Conference, School	CHIPS - 06/06/23 MEETING		10.00
HUGOS #7	0082	06/06/2023	100-4110-64400	Travel, Conference, School	GROCERIES - 06/06/23 CO...		68.95
Vendor HUGOS #7 Total:							163.90

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	03369	06/01/2023	100-4160-63040	Legal Fees	CRIMINAL SERVICES - MAY ...		5,250.00
IHLE SPARBY AND HAASE PA	03370	06/01/2023	100-4160-63040	Legal Fees	CONTRACT SERVICES - 03370		2,600.00
Vendor IHLE SPARBY AND HAASE PA Total:							7,850.00
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUT...	IN4221259	06/07/2023	100-4670-62010	Office Supplies	OFFICE SUPPLIES - GENERAL		39.01
Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:							39.01
Vendor: JOHNSON CONTROLS							
JOHNSON CONTROLS	1-129491480208	05/26/2023	620-4850-62230	Building Maint & Repair	WTP HVAC REPAIR		1,272.90
Vendor JOHNSON CONTROLS Total:							1,272.90
Vendor: MARCO TECHNOLOGIES LLC NW 7128							
MARCO TECHNOLOGIES LLC...	INV11294887	06/07/2023	690-4890-63020	Computer Maintenance & li...	COPIER CONTRACT - JUN 2...		80.16
Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:							80.16
Vendor: MARK BORSETH							
MARK BORSETH	2023-5	05/31/2023	100-4150-63030	Contracts Expense	PLANNING ZONING SERVICE...		2,437.50
Vendor MARK BORSETH Total:							2,437.50
Vendor: MIKES AUTOMOTIVE CENTER INC							
MIKES AUTOMOTIVE CENTE...	4239	06/05/2023	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR		20.00
MIKES AUTOMOTIVE CENTE...	4253	06/06/2023	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR		20.00
Vendor MIKES AUTOMOTIVE CENTER INC Total:							40.00
Vendor: MN DPT OF COMMERCE							
MN DPT OF COMMERCE	06 01 23	06/04/2023	690-4890-68880	Conservation Program	1ST QTR FY 2024 INDIRECT ...		3,106.47
Vendor MN DPT OF COMMERCE Total:							3,106.47
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	2980	05/23/2023	100-4192-63020	Computer Maintenance & li...	SERVICE DAY		1,450.00
MORRIS ELECTRONICS INC	3174	06/06/2023	100-4192-62020	Computer Supplies	BACKUP DEVICE - 0365		1,432.40
Vendor MORRIS ELECTRONICS INC Total:							2,882.40
Vendor: MPOWER TECHNOLOGIES INC							
MPOWER TECHNOLOGIES I...	5273	06/09/2023	690-4890-63020	Computer Maintenance & li...	ANNUAL MAINTENANCE FE...		8,700.00
Vendor MPOWER TECHNOLOGIES INC Total:							8,700.00
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	724740	05/01/2023	100-4312-62210	Equipment Maint & Repair	FUSE - #5504		10.98
N A P A AUTO PARTS THF R...	724834	05/03/2023	100-4315-62210	Equipment Maint & Repair	MINIATURE LAMPS - #5607		2.09
N A P A AUTO PARTS THF R...	724847	05/03/2023	820-4850-62210	Equipment Maint & Repair	OIL / AIR / FUEL - FILTERS		57.14
N A P A AUTO PARTS THF R...	724881	05/04/2023	100-4315-62240	Department Maint & Repair	CLEANING WIPES		13.98
N A P A AUTO PARTS THF R...	724886	05/04/2023	820-4850-62210	Equipment Maint & Repair	SPARK PLUG / FUEL / OIL FI...		36.41
N A P A AUTO PARTS THF R...	724926	05/05/2023	100-4312-62240	Department Maint & Repair	BATTERY CLEANER		24.74
N A P A AUTO PARTS THF R...	724936	05/05/2023	820-4850-62210	Equipment Maint & Repair	SPARK PLUG / FUEL / AIR FI...		41.61
N A P A AUTO PARTS THF R...	724994	05/08/2023	620-4850-62210	Equipment Maint & Repair	6MO WTY BATTERY - AIRPO...		531.76

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
N A P A AUTO PARTS THF R...	724995	05/08/2023	100-4312-62240	Department Maint & Repair	SNAP RING		20.79
Vendor N A P A AUTO PARTS THF RVR FL Total:							739.50
Vendor: NORTH SHORE ANALYTICAL INC							
NORTH SHORE ANALYTICAL ...	14351	06/07/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		560.00
NORTH SHORE ANALYTICAL ...	14367	06/13/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		125.00
Vendor NORTH SHORE ANALYTICAL INC Total:							685.00
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	MAY 2 023	05/31/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - MAY 20...		35.03
NORTHDALE OIL INC	MAY 2 023	05/31/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - MAY 20...		1,307.47
NORTHDALE OIL INC	MAY 2 023	05/31/2023	100-4210-62990	Misc. Operating Expense	FUEL PURCHASES - MAY 20...		9.61
NORTHDALE OIL INC	MAY 2 023	05/31/2023	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - MAY 20...		133.56
NORTHDALE OIL INC	MAY 2 023	05/31/2023	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - MAY 20...		519.11
NORTHDALE OIL INC	MAY 2 023	05/31/2023	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - MAY 20...		355.87
NORTHDALE OIL INC	MAY 2 023	05/31/2023	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - MAY 20...		240.24
Vendor NORTHDALE OIL INC Total:							2,600.89
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	MAY 2023	06/08/2023	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE ..		309.54
Vendor NORTHERN STATE BANK Total:							309.54
Vendor: NORTHWEST REGIONAL LIBRARY							
NORTHWEST REGIONAL LIB...	711	05/31/2023	100-4550-63140	Regional Library System Py...	3RD QTR 2023 ALLOCATION		43,124.75
Vendor NORTHWEST REGIONAL LIBRARY Total:							43,124.75
Vendor: PEMBERTON LAW PLLP							
PEMBERTON LAW PLLP	20236314M	05/31/2023	100-4160-63040	Legal Fees	LEGAL FEES - EMPLOYEE M...		2,288.50
Vendor PEMBERTON LAW PLLP Total:							2,288.50
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE ...	JUN 2023	06/14/2023	100-4210-63100	Animal Control	2023 ANIMAL CONTROL SE...		1,400.00
Vendor PENNINGTON CO HUMANE SOCIETY Total:							1,400.00
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMP...	2305-042827	05/30/2023	100-4315-62990	Misc. Operating Expense	TREATED PLYWOOD		42.99
PETERSON LUMBER COMP...	2305-042856	05/30/2023	100-4315-62990	Misc. Operating Expense	TREATED PLYWOOD		42.99
Vendor PETERSON LUMBER COMPANY Total:							85.98
Vendor: QUALITY SPRAY FOAM LLC							
QUALITY SPRAY FOAM LLC	1462	06/06/2023	590-4680-65900	Work in Process-Constructi...	SEEDED RIVER BANK BY DA...		2,535.00
Vendor QUALITY SPRAY FOAM LLC Total:							2,535.00
Vendor: RAILROAD MANAGEMENT CO III LLC							
RAILROAD MANAGEMENT ...	479137	03/31/2023	690-4890-64330	Dues and Subscriptions	LICENSE FEE - ELEC CROSSI...		344.67
RAILROAD MANAGEMENT ...	480627	04/27/2023	620-4890-64370	Taxes and Licenses	LICENSE FEE - 10" WATER PI...		344.67
Vendor RAILROAD MANAGEMENT CO III LLC Total:							689.34

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP I...	MAY 2023	05/31/2023	680-4830-63890	Utilities Expense	ELECTRIC READING LIFT #15 ...		103.77
Vendor RED LAKE ELECTRIC COOP INC Total:							103.77
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB ...	D045095	06/08/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		215.62
RMB ENVIRONMENTAL LAB ...	D045197	06/08/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		215.62
RMB ENVIRONMENTAL LAB ...	D045327	06/08/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		215.62
RMB ENVIRONMENTAL LAB ...	D045331	06/06/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		131.77
RMB ENVIRONMENTAL LAB ...	D045435	06/08/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		215.62
Vendor RMB ENVIRONMENTAL LAB INC Total:							994.25
Vendor: SANFORD HEALTH							
SANFORD HEALTH	318121344	06/04/2023	100-4210-63120	Lab Tests	BLOOD DRAW - 166772598		61.00
Vendor SANFORD HEALTH Total:							61.00
Vendor: SANITATION PRODUCTS INC							
SANITATION PRODUCTS INC	85779	05/23/2023	670-4850-62210	Equipment Maint & Repair	BROOM / SEGMENT SET		1,018.40
Vendor SANITATION PRODUCTS INC Total:							1,018.40
Vendor: SHOAN J NELSON							
SHOAN J NELSON	308170	05/03/2023	100-4550-62990	Misc. Operating Expense	E DOOR TRF LIBRARY		120.00
SHOAN J NELSON	308182	05/18/2023	100-4510-62990	Misc. Operating Expense	2023 BULLRIDE SPONSORSH...		100.00
SHOAN J NELSON	308183	05/16/2023	100-4315-62990	Misc. Operating Expense	NEW LOCKS - LANDFILL		280.00
Vendor SHOAN J NELSON Total:							500.00
Vendor: SHPIGLER CONSULTING INC							
SHPIGLER CONSULTING INC	060123	06/01/2023	545-4680-65920	Work in Process - Eng/Arch...	CONSULTING SUPPORT - M...		5,000.00
Vendor SHPIGLER CONSULTING INC Total:							5,000.00
Vendor: SUNSET LAW ENFORCEMENT LLC							
SUNSET LAW ENFORCEMEN...	0008406-IN	06/01/2023	100-4210-62990	Misc. Operating Expense	AMMUNITION		160.98
Vendor SUNSET LAW ENFORCEMENT LLC Total:							160.98
Vendor: T R F CHAMBER OF COMMERCE							
T R F CHAMBER OF COMME...	18194	04/21/2023	610-4890-64900	Civic Events	2023 BULLRIDE SPONSORSH...		500.00
Vendor T R F CHAMBER OF COMMERCE Total:							500.00
Vendor: T R F HARDWARE							
T R F HARDWARE	22188666	05/08/2023	100-4194-62210	Equipment Maint & Repair	OIL / MTR TRTMT / SPARK P...		31.97
T R F HARDWARE	22190095	05/17/2023	640-4850-62230	Building Maint & Repair	RECEPTACLE - MECC		22.99
T R F HARDWARE	22190858	05/22/2023	100-4510-62210	Equipment Maint & Repair	SHUT OFF VALVE - WATER T...		8.99
T R F HARDWARE	22191038	05/23/2023	100-4510-62190	Recreational Supplies	CLEVIS		6.99
T R F HARDWARE	22191064	05/23/2023	100-4194-62230	Building Maint & Repair	EXT PAINT - DEPOT		55.98
T R F HARDWARE	22191098	05/23/2023	680-4850-62210	Equipment Maint & Repair	20# HANDI HOOK - JET TRU...		6.49
T R F HARDWARE	22191273	05/24/2023	100-4510-62210	Equipment Maint & Repair	NUTS / BOLTS / SCREWS - #...		2.58
T R F HARDWARE	22191297	05/24/2023	100-4510-62210	Equipment Maint & Repair	NUTS / BOLTS / SCREWS - #...		3.00
T R F HARDWARE	22192122	05/30/2023	100-4510-62210	Equipment Maint & Repair	VALVE		9.49
T R F HARDWARE	22192163	05/30/2023	100-4510-62210	Equipment Maint & Repair	ADAPTER - #5403		9.98

Council Approval Register

Packet: APPKT00603 - 06/20/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
T R F HARDWARE	22192281	05/31/2023	100-4510-62230	Building Maint & Repair	100W BULBS		7.99
T R F HARDWARE	22192321	05/31/2023	620-4840-62990	Misc. Operating Expense	FAN - W TOWER		34.99
Vendor T R F HARDWARE Total:							201.44
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	MAY 2023 - 137	05/31/2023	610-4810-62590	Misc. Mdse for Resale	MAY 2023 STMT - NEWSPA...		86.40
THIEF RIVER FALLS TIMES	MAY 2023 - 137	05/31/2023	610-4880-63490	Advertising	MAY 2023 STMT - VISITORS...		806.50
THIEF RIVER FALLS TIMES	MAY 2023 - 878	05/31/2023	100-4150-62010	Office Supplies	MAY 2023 STMT - WINDOW...		3,705.00
THIEF RIVER FALLS TIMES	MAY 2023 - 878	05/31/2023	100-4315-63590	Printing & Publications	MAY 2023 STMT - GARBAGE...		52.50
THIEF RIVER FALLS TIMES	MAY 2023 - 878	05/31/2023	100-4315-63590	Printing & Publications	MAY 2023 STMT - LEAF VAC...		105.00
THIEF RIVER FALLS TIMES	MAY 2023 - 878	05/31/2023	100-4315-63590	Printing & Publications	MAY 2023 STMT - LEAF VAC...		70.00
THIEF RIVER FALLS TIMES	MAY 2023 - 878	05/31/2023	100-4650-63590	Printing & Publications	MAY 2023 STMT - NORTHE...		41.58
THIEF RIVER FALLS TIMES	MAY 2023 - 878	05/31/2023	100-4650-63590	Printing & Publications	MAY 2023 STMT - CURVE C...		85.14
THIEF RIVER FALLS TIMES	MAY 2023 - 878	05/31/2023	100-4671-62200	System Expense	MAY 2023 STMT - BIDS - DE...		305.91
THIEF RIVER FALLS TIMES	MAY 2023 - 878	05/31/2023	620-4890-63590	Printing & Publications	MAY 2023 STMT - WATER D...		59.60
Vendor THIEF RIVER FALLS TIMES Total:							5,317.63
Vendor: THIEF RIVER FORD INC							
THIEF RIVER FORD INC	TR101315	05/10/2023	680-4850-62210	Equipment Maint & Repair	'12 FORD 1T - REPAIR SHAK...		639.31
THIEF RIVER FORD INC	TR101670	05/31/2023	100-4210-62210	Equipment Maint & Repair	PURGE VALVE / O2 SENSOR...		688.20
Vendor THIEF RIVER FORD INC Total:							1,327.51
Vendor: THYGESON CONSTRUCTION							
THYGESON CONSTRUCTION	05 22 23	05/22/2023	820-4840-62990	Misc. Operating Expense	12 YDS TOPSOIL - GREENW...		258.00
Vendor THYGESON CONSTRUCTION Total:							258.00
Vendor: WADE ALAN COTA							
WADE ALAN COTA	494216	06/03/2023	100-4240-63030	Contracts Expense	GRASS MOWING SERVICES -...		1,696.00
Vendor WADE ALAN COTA Total:							1,696.00
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	35X00251	05/31/2023	100-4315-63030	Contracts Expense	MAY 2023 - APARTMENT C...		162.50
WASTE MASTERS LLC	35X06013	05/31/2023	100-4194-62990	Misc. Operating Expense	RECYCLING BINS		48.50
Vendor WASTE MASTERS LLC Total:							211.00
Grand Total:							253,223.37

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	81,457.56
545 - WATER METER PROJECT	48,848.00
560 - WASTE WATER FORCE MAIN	1,087.50
590 - 2023 ST AND UTILITY PROJECT	2,535.00
610 - LIQUOR DISPENSARY	5,720.24
620 - WATER UTILITY FUND	59,448.23
640 - MEC - VENUWORKS	22.99
670 - STORM WATER UTILITY FUND	1,126.20
680 - WASTEWATER UTILITY FUND	8,703.57
690 - ELECTRIC UTILITY FUND	43,737.37
820 - GREENWOOD CEMETERY FUND	536.71
Grand Total:	253,223.37

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64400	Travel, Conference, Sch...	78.95
100-4150-62010	Office Supplies	3,705.00
100-4150-63030	Contracts Expense	2,747.04
100-4160-63040	Legal Fees	10,138.50
100-4192-62020	Computer Supplies	1,432.40
100-4192-63020	Computer Maintenance...	1,450.00
100-4194-62210	Equipment Maint & Repa..	31.97
100-4194-62230	Building Maint & Repair	121.40
100-4194-62990	Misc. Operating Expense	154.50
100-4210-62120	Gas-Oil-Lube	1,394.26
100-4210-62210	Equipment Maint & Repa..	688.20
100-4210-62420	Computer Equipment	4,620.00
100-4210-62990	Misc. Operating Expense	170.59
100-4210-63100	Animal Control	1,460.00
100-4210-63120	Lab Tests	61.00
100-4210-63320	Training Expense	407.10
100-4220-62120	Gas-Oil-Lube	133.56
100-4220-62210	Equipment Maint & Repa..	194.14
100-4220-62990	Misc. Operating Expense	52.95
100-4240-63030	Contracts Expense	1,696.00
100-4312-62120	Gas-Oil-Lube	519.11
100-4312-62210	Equipment Maint & Repa..	105.25
100-4312-62240	Department Maint & Re...	134.81
100-4315-62010	Office Supplies	183.45
100-4315-62120	Gas-Oil-Lube	355.87
100-4315-62210	Equipment Maint & Repa..	47.77
100-4315-62240	Department Maint & Re...	27.98

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62880	Personal Protective Equi...	100.00
100-4315-62990	Misc. Operating Expense	365.98
100-4315-63030	Contracts Expense	162.50
100-4315-63590	Printing & Publications	227.50
100-4510-62190	Recreational Supplies	6.99
100-4510-62210	Equipment Maint & Repa..	805.96
100-4510-62230	Building Maint & Repair	7.99
100-4510-62990	Misc. Operating Expense	100.00
100-4510-63030	Contracts Expense	3,767.50
100-4550-62990	Misc. Operating Expense	120.00
100-4550-63140	Regional Library System ...	43,124.75
100-4650-63590	Printing & Publications	126.72
100-4670-62010	Office Supplies	39.01
100-4670-62990	Misc. Operating Expense	84.95
100-4671-62200	System Expense	305.91
545-4680-65900	Work in Process-Constru...	43,848.00
545-4680-65920	Work in Process - Eng/Ar...	5,000.00
560-4680-65940	Work in Progress - Legal...	1,087.50
590-4680-65900	Work in Process-Constru...	2,535.00
610-4810-62540	Soft Drinks/Mix for Resa...	44.66
610-4810-62590	Misc. Mdse for Resale	4,369.08
610-4880-63490	Advertising	806.50
610-4890-64900	Civic Events	500.00
620-4840-62010	Office Supplies	428.05
620-4840-62160	Chemicals	50,469.80
620-4840-62170	Field Supplies	753.81
620-4840-62990	Misc. Operating Expense	61.74
620-4850-62200	System Expense	420.78
620-4850-62210	Equipment Maint & Repa..	553.29
620-4850-62220	Plant Equip Maint & Rep...	407.86
620-4850-62230	Building Maint & Repair	1,310.50
620-4890-63020	Computer Maintenance...	4,553.00
620-4890-63030	Contracts Expense	85.13
620-4890-63590	Printing & Publications	59.60
620-4890-64370	Taxes and Licenses	344.67
640-4850-62230	Building Maint & Repair	22.99
670-4850-62210	Equipment Maint & Repa..	1,126.20
680-4830-63890	Utilities Expense	103.77
680-4840-62010	Office Supplies	122.30
680-4840-62170	Field Supplies	2,015.83
680-4840-62880	Personal Protective Equi...	115.58
680-4850-62200	System Expense	960.00

Account Summary

Account Number	Account Name	Expense Amount
680-4850-62210	Equipment Maint & Repa..	833.09
680-4890-63020	Computer Maintenance...	4,553.00
690-14100	Inventory - Materials	1,123.88
690-4840-62010	Office Supplies	489.20
690-4840-62120	Gas-Oil-Lube	240.24
690-4840-62400	Small Tools and Minor E...	101.90
690-4840-62880	Personal Protective Equi...	1,178.51
690-4840-62990	Misc. Operating Expense	504.39
690-4850-62350	Power Plant/Dam Maint	11.18
690-4850-62360	Distribution Maint	484.65
690-4890-63020	Computer Maintenance...	17,886.16
690-4890-64330	Dues and Subscriptions	344.67
690-4890-64370	Taxes and Licenses	18,266.12
690-4890-68880	Conservation Program	3,106.47
820-4840-62880	Personal Protective Equi...	16.94
820-4840-62990	Misc. Operating Expense	292.64
820-4850-62210	Equipment Maint & Repa..	227.13
Grand Total:		253,223.37

Project Account Summary

Project Account Key	Expense Amount
None	253,223.37
Grand Total:	253,223.37



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: 6/20/2023

SUBJECT: #7.3 Approval of Temporary Intoxicating Liquor License with Addendum to Rivers and Rails Brewing

RECOMMENDATION: It is respectfully requested the City Council accept the recommendation:

MOTION TO: To Approve an Intoxicating Liquor License Brewing with Addendum to Rivers and Rails for a private event effective August 10, 2023, from 8 pm to 12 am.

BACKGROUND: The River and Rails has applied for a temporary intoxicating liquor license with addendum to include outdoor area to include the deck.

KEY ISSUES: 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.

FINANCIAL CONSIDERATIONS: Cost of the license is \$35.00 per day.

LEGAL CONSIDERATION: 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.

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	Rivers and Rails Brewing Temp Intoxicating Liquor License - Addendum August 10
2.	trf temp intoxicating liquor



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized	Tax exempt number
RIVERS AND RAILS BREWING CO		6-1-2023	
Address	City	State	Zip Code
324 END ST E	THIEF RIVER FALLS	Minnesota	56701
Name of person making application		Business phone	Home phone
JONNY ARTMANN		218-683-5405	952-239-0820
Date(s) of event	Type of organization ☐ Microdistillery ☒ Small Brewer		
8-10-2023	☐ Club ☐ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name	City	State	Zip Code
JONNY ARTMANN	THIEF RIVER FALLS	Minnesota	56701
Organization officer's name	City	State	Zip Code
JANELLE ARTMANN	THIEF RIVER FALLS	Minnesota	56701
Organization officer's name	City	State	Zip Code
ANTON BERGE	THIEF RIVER FALLS	Minnesota	56701
Organization officer's name	City	State	Zip Code
MELORA BERGE	THIEF RIVER FALLS	Minnesota	56701

Location where permit will be used. If an outdoor area, describe.
ENTIRE LOCATION OF RIVERS AND RAILS BREWERY - 324 2ND ST E, THIEF RIVER FALLS, MN, 56701. BREWERY OFFERS INDOOR AND OUTDOOR SEATING AND PERMIT WILL BE USED FOR PRIVATE EVENT BEING HELD AT THIS LOCATION.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
RIVERS AND RAILS BREWING CO. 324 END ST E, THIEF RIVER FALLS, MN, 56701

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
NORTH RISK PARTNERS (CINICINATI INSURANCE CO.) \$1,000,000

APPROVAL

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number
Signature City Clerk or County Official	Approved Director Alcohol and Gambling Enforcement

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

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



CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT:

Rivers & Rals Brewing

(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:

Jonny Artman

ADDRESS:

324 2nd St. E. TRF, MN, 56701

PHONE:

952-239-0820

TYPE OF EVENT:

Private Hosting Event

LICENSING PERIOD:

10-Aug-2023

HOURS OF OPERATION:

6:30pm - 10pm

FACILITY/PLACE TO BE USED:

Rivers & Rals Brewery

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.

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 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.

SIGNATURE OF APPLICANT

DATE

15-Jun-2023

CERTIFICATION OF MINUTES RELATING TO
GENERAL OBLIGATION BONDS, SERIES 2023A

Issuer: City of Thief River Falls, Minnesota

Governing Body: City Council

Kind, date, time and place of meeting: A regular meeting held on June 20, 2023, at 5:30 p.m. in the City Offices in Thief River Falls, Minnesota.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting (pages):

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF
GENERAL OBLIGATION BONDS, SERIES 2023A

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on June ____, 2023.

City Administrator

Councilmember _____ introduced the following resolution and moved its adoption, which motion was seconded by Councilmember _____:

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF
GENERAL OBLIGATION BONDS, SERIES 2023A

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

Section 1. Authorization; Purpose. It is hereby determined to be in the best interests of the City to issue its General Obligation Bonds, Series 2023A (the “Bonds”), as authorized pursuant to Minnesota Statutes, Chapters 429, 444, and 475, for the purpose of financing various street and water utility improvement projects within the City and funding costs of issuance of the Bonds.

Section 2. Notice of Sale. Northland Securities, Inc., municipal advisor to the City, has presented to this Council a form of Notice of Sale for the Bonds which is attached hereto and hereby approved and which shall be placed on file by the City Administrator. Each and all of the provisions of the Notice of Sale are hereby adopted as the terms and conditions of the Bonds and of the sale thereof, subject to adjustment for issue price compliance terms that may be required prior to the date of sale. Northland Securities, Inc., as independent municipal advisor, pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), is hereby authorized to solicit bids for the Bonds on behalf of the City on a competitive basis without requirement of published notice..

Section 3. Adjustment of Principal Amount of Bonds. The principal amount of the Bond issue shall be adjusted in accordance with staff recommendations upon receipt of bids for the financed projects, provided that the principal amount shall be approximately \$3,350,000.

Section 4. Award and Sale. The City Council shall meet at the times and place shown in the attached Notice of Sale for the purpose of considering sealed bids for the purchase of the Bonds and of taking such action thereon as may be in the best interest of the City.

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

and the following members voted against the same:

whereupon the resolution was declared duly passed and adopted.

NOTICE OF SALE

\$3,350,000*

GENERAL OBLIGATION BONDS, SERIES 2023A

CITY OF THIEF RIVER FALLS, MINNESOTA
(Book-Entry Only)

NOTICE IS HEREBY GIVEN that these Bonds will be offered for sale according to the following terms:

TIME AND PLACE:

Proposals (also referred to herein as “bids”) will be opened by the City’s Administrator, or designee, on Tuesday, July 18, 2023, at 10:00 A.M., CT, at the offices of Northland Securities, Inc. (the City’s “Municipal Advisor”), 150 South 5th Street, Suite 3300, Minneapolis, Minnesota 55402. Consideration of the Proposals for award of the sale will be by the City Council at its meeting at the City Offices beginning Tuesday, July 18, 2023 at 5:30 P.M., CT.

SUBMISSION OF PROPOSALS

Proposals may be:

- a) submitted to the office of Northland Securities, Inc.,
- b) faxed to Northland Securities, Inc. at 612-851-5918,
- c) emailed to PublicSale@northlandsecurities.com
- d) for proposals submitted prior to the sale, the final price and coupon rates may be submitted to Northland Securities, Inc. by telephone at 612-851-5900 or 612-851-4968, or
- e) submitted electronically.

Notice is hereby given that electronic proposals will be received via PARITY™, or its successor, in the manner described below, until 10:00 A.M., CT, on Tuesday, July 18, 2023. Proposals may be submitted electronically via PARITY™ or its successor, pursuant to this Notice until 10:00 A.M., CT, but no Proposal will be received after the time for receiving Proposals specified above. To the extent any instructions or directions set forth in PARITY™, or its successor, conflict with this Notice, the terms of this Notice shall control. For further information about PARITY™, or its successor, potential bidders may contact Northland Securities, Inc. or i-Deal® at 1359 Broadway, 2nd floor, New York, NY 10018, telephone 212-849-5021.

Neither the City nor Northland Securities, Inc. assumes any liability if there is a malfunction of PARITY™ or its successor. All bidders are advised that each Proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the Proposal is submitted.

BOOK-ENTRY SYSTEM

The Bonds will be issued by means of a book-entry system with no physical distribution of bond certificates made to the public. The Bonds will be issued in fully registered form and one bond certificate, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of Depository Trust Company (“DTC”), New York, New York, which will act as securities depository of the Bonds.

* The City reserves the right to increase or decrease the principal amount of the Bonds. Any such increase or decrease will be made in multiples of \$5,000 and may be made in any maturity. If any maturity is adjusted, the purchase price will also be adjusted to maintain the same gross spread.

Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the City through Northland Trust Services, Inc. Minneapolis, Minnesota (the “Paying Agent/Registrar”), to DTC, or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The successful bidder, as a condition of delivery of the Bonds, will be required to deposit the bond certificates with DTC. The City will pay reasonable and customary charges for the services of the Paying Agent/Registrar.

DATE OF ORIGINAL ISSUE OF BONDS

Date of Delivery (Estimated to be August 15, 2023)

AUTHORITY/PURPOSE/SECURITY

The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429, 444, and 475, as amended. Proceeds will be used to finance street and water improvement projects within the City, purchase water meters and to pay costs associated with issuance of the Bonds. The Bonds are payable from special assessments levied against benefited properties, net revenues of the City’s water utility and additionally secured by ad valorem taxes on all taxable property within the City. The full faith and credit of the City is pledged to their payment and the City has validly obligated itself to levy ad valorem taxes in the event of any deficiency in the debt service account established for this issue.

INTEREST PAYMENTS

Interest is due semiannually on each February 1 and August 1, commencing August 1, 2024, to registered owners of the Bonds appearing of record in the Bond Register as of the close of business on the fifteenth day (whether or not a business day) of the calendar month next preceding such interest payment date.

MATURITIES

Principal is due annually on February 1, inclusive, in each of the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2025	\$210,000	2029	\$300,000	2033	\$340,000
2026	270,000	2030	305,000	2034	350,000
2027	280,000	2031	320,000	2035	175,000
2028	290,000	2032	330,000	2036	180,000

Proposals for the Bonds may contain a maturity schedule providing for any combination of serial bonds and term bonds, subject to mandatory redemption, so long as the amount of principal maturing or subject to mandatory redemption in each year conforms to the maturity schedule set forth above.

INTEREST RATES

All rates must be in integral multiples of 1/20th or 1/8th of 1%. *The rate for any maturity may not be more than 2.00% less than the rate for any preceding maturity.* All Bonds of the same maturity must bear a single uniform rate from date of issue to maturity.

**ESTABLISHMENT OF ISSUE PRICE
(HOLD-THE-OFFERING-PRICE RULE MAY APPLY – BIDS NOT CANCELLABLE)**

In order to establish the issue price of the Bonds for federal income tax purposes, the Issuer requires bidders to

agree to the following, and by submitting a bid, each bidder agrees to the following.

If a bid is submitted by a potential underwriter, the bidder confirms that (i) the underwriters have offered or reasonably expect to offer the Bonds to the public on or before the date of the award at the offering price (the “initial offering price”) for each maturity as set forth in the bid and (ii) the bidder, if it is the winning bidder, shall require any agreement among underwriters, selling group agreement, retail distribution agreement or other agreement relating to the initial sale of the Bonds to the public to which it is a party to include provisions requiring compliance by all parties to such agreements with the provisions contained herein. For purposes hereof, Bonds with a separate CUSIP number constitute a separate “maturity,” and the public does not include underwriters of the Bonds (including members of a selling group or retail distribution group) or persons related to underwriters of the Bonds.

If, however, a bid is submitted for the bidder’s own account in a capacity other than as an underwriter of the Bonds, and the bidder has no current intention to sell, reoffer, or otherwise dispose of the Bonds, the bidder shall notify the Issuer to that effect at the time it submits its bid and shall provide a certificate to that effect in place of the certificate otherwise required below.

If the winning bidder intends to act as an underwriter, the Issuer shall advise the winning bidder at or prior to the time of award whether (i) the competitive sale rule or (ii) the “hold-the-offering price” rule applies, as described in the following paragraph.

If the Issuer advises the winning bidder that the requirements for a competitive sale have not been satisfied and that the hold-the-offering price rule applies, the winning bidder shall (1) upon the request of the Issuer confirm that the underwriters did not offer or sell any maturity of the Bonds to any person at a price higher than the initial offering price of that maturity during the period starting on the award date and ending on the earlier of (a) the close of the fifth business day after the sale date or (b) the date on which the underwriters have sold at least 10% of that maturity to the public at or below the initial offering price; and (2) at or prior to closing, deliver to the Issuer a certification substantially in the form attached hereto as Exhibit A, together with a copy of the pricing wire.

If the Issuer advises the winning bidder that the requirements for a competitive sale have been satisfied and that the competitive sale rule applies, the winning bidder will be required to deliver to the Issuer at or prior to closing a certification, substantially in the form attached hereto as Exhibit B, as to the reasonably expected initial offering price as of the award date.

Any action to be taken or documentation to be received by the Issuer pursuant hereto may be taken or received on behalf of the Issuer by the Municipal Advisor.

Bidders should prepare their bids on the assumption that the Bonds will be subject to the “hold-the-offering-price” rule. Any bid submitted pursuant to the Notice of Sale shall be considered a firm offer for the purchase of the Bonds, and bids submitted will not be subject to cancellation or withdrawal.

ADJUSTMENTS TO PRINCIPAL AMOUNT AFTER PROPOSALS

The City reserves the right to increase or decrease the principal amount of the Bonds. Any such increase or decrease will be made in multiples of \$5,000 and may be made in any maturity. If any maturity is adjusted, the purchase price will also be adjusted to maintain the same gross spread. Such adjustments shall be made promptly after the sale and prior to the award of Proposals by the City and shall be at the sole discretion of the City. The successful bidder may not withdraw or modify its Proposal once submitted to the City for any reason, including post-sale adjustment. Any adjustment shall be conclusive and shall be binding upon the successful bidder.

OPTIONAL REDEMPTION

Bonds maturing on February 1, 2032 through 2036 are subject to redemption and prepayment at the option of the City on February 1, 2031 and any date thereafter, at a price of par plus accrued interest. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the maturities and principal amounts within each maturity to be redeemed shall be determined by the City and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond

Registrar.

CUSIP NUMBERS

If the Bonds qualify for assignment of CUSIP numbers such numbers will be printed on the Bonds, but neither the failure to print such numbers on any Bond nor any error with respect thereto shall constitute cause for a failure or refusal by the successful bidder thereof to accept delivery of and pay for the Bonds in accordance with terms of the purchase contract. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the successful bidder.

DELIVERY

Delivery of the Bonds will be within thirty days after award, subject to an approving legal opinion by Dorsey & Whitney LLP, Bond Counsel. The legal opinion will be paid by the City and delivery will be anywhere in the continental United States without cost to the successful bidder at DTC.

TYPE OF PROPOSAL

Proposals of not less than \$3,304,775 (98.65%) and accrued interest on the principal sum of \$3,350,000 must be filed with the undersigned prior to the time of sale. Proposals must be unconditional except as to legality. Proposals for the Bonds should be delivered to Northland Securities, Inc. and addressed to:

Angela Philipp, City Administrator
405 3rd St. E.
P.O. Box 528
Thief River Falls, Minnesota 56701

A good faith deposit (the "Deposit") in the amount of \$67,000 in the form of a federal wire transfer (payable to the order of the City) is only required from the apparent winning bidder, and must be received within two hours after the time stated for the receipt of Proposals. The apparent winning bidder will receive notification of the wire instructions from the Municipal Advisor promptly after the sale. If the Deposit is not received from the apparent winning bidder in the time allotted, the City may choose to reject their Proposal and then proceed to offer the Bonds to the next lowest bidder based on the terms of their original proposal, so long as said bidder wires funds for the Deposit amount within two hours of said offer.

The City will retain the Deposit of the successful bidder, the amount of which will be deducted at settlement and no interest will accrue to the successful bidder. In the event the successful bidder fails to comply with the accepted Proposal, said amount will be retained by the City. No Proposal can be withdrawn after the time set for receiving Proposals unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis. The City's computation of the interest rate of each Proposal, in accordance with customary practice, will be controlling. In the event of a tie, the sale of the Bonds will be awarded by lot. The City will reserve the right to: (i) waive non-substantive informalities of any Proposal or of matters relating to the receipt of Proposals and award of the Bonds, (ii) reject all Proposals without cause, and (iii) reject any Proposal which the City determines to have failed to comply with the terms herein.

INFORMATION FROM SUCCESSFUL BIDDER

The successful bidder will be required to provide, in a timely manner, certain information relating to the initial offering price of the Bonds necessary to compute the yield on the Bonds pursuant to the provisions of the Internal Revenue Code of 1986, as amended.

OFFICIAL STATEMENT

By awarding the Bonds to any underwriter or underwriting syndicate submitting a Proposal therefor, the City agrees that, no more than seven business days after the date of such award, it shall provide to the senior managing underwriter of the syndicate to which the Bonds are awarded, the Final Official Statement in an electronic format as prescribed by the Municipal Securities Rulemaking Board (MSRB).

FULL CONTINUING DISCLOSURE UNDERTAKING

The City will covenant in the resolution awarding the sale of the Bonds and in a Continuing Disclosure Undertaking to provide, or cause to be provided, annual financial information, including audited financial statements of the City, and notices of certain material events, as required by SEC Rule 15c2-12.

BANK QUALIFICATION

The City will designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BOND INSURANCE AT UNDERWRITER'S OPTION

If the Bonds qualify for issuance of any policy of municipal bond insurance or commitment therefor at the option of the successful bidder, the purchase of any such insurance policy or the issuance of any such commitment shall be at the sole option and expense of the successful bidder of the Bonds. Any increase in the costs of issuance of the Bonds resulting from such purchase of insurance shall be paid by the successful bidder, except that, if the City has requested and received a rating on the Bonds from a rating agency, the City will pay that rating fee. Any other rating agency fees shall be the responsibility of the successful bidder. Failure of the municipal bond insurer to issue the policy after the Bonds have been awarded to the successful bidder shall not constitute cause for failure or refusal by the successful bidder to accept delivery on the Bonds.

The City reserves the right to reject any and all Proposals, to waive informalities and to adjourn the sale.

Dated: June 20, 2023

BY ORDER OF THE THIEF RIVER FALLS CITY COUNCIL

/s/ Angela Philipp
City Administrator

Additional information may be obtained from:
Northland Securities, Inc.
150 South 5th Street, Suite 3300
Minneapolis, Minnesota 55402
Telephone No.: 612-851-5900

EXHIBIT A

ISSUE PRICE CERTIFICATE – COMPETITIVE SALES WITH AT LEAST THREE BIDS FROM ESTABLISHED UNDERWRITERS

**[\$[PRINCIPAL AMOUNT]
[BOND CAPTION]
ISSUE PRICE CERTIFICATE]**

The undersigned, on behalf of [NAME OF UNDERWRITER] (“[SHORT NAME OF UNDERWRITER]”), hereby certifies as set forth below with respect to the sale of the obligations named above (the “Bonds”).

1. ***Reasonably Expected Initial Offering Price.***

(a) As of the Sale Date, the reasonably expected initial offering prices of the Bonds to the Public by [SHORT NAME OF UNDERWRITER] are the prices listed in Schedule A (the “Expected Offering Prices”). The Expected Offering Prices are the prices for the Maturities of the Bonds used by [SHORT NAME OF UNDERWRITER] in formulating its bid to purchase the Bonds. Attached as Schedule B is a true and correct copy of the bid provided by [SHORT NAME OF UNDERWRITER] to purchase the Bonds.

(b) [SHORT NAME OF UNDERWRITER] was not given the opportunity to review other bids prior to submitting its bid.

(c) The bid submitted by [SHORT NAME OF UNDERWRITER] constituted a firm offer to purchase the Bonds.

2. ***Defined Terms.*** For purposes of this Issue Price Certificate:

(a) *Issuer* means [DESCRIBE ISSUER].

(b) *Maturity* means Bonds with the same credit and payment terms. Any Bonds with different maturity dates, or with the same maturity date but different stated interest rates, are treated as separate Maturities.

(c) *Member of the Distribution Group* means (i) any person that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Bonds to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the Public).

(d) *Public* means any person (*i.e.*, an individual, trust, estate, partnership, association, company, or corporation) other than a Member of the Distribution Group or a related party to a Member of the Distribution Group. A person is a “related party” to a Member of the Distribution Group if the Member of the Distribution Group and that person are subject, directly or indirectly, to (i) at least 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (ii) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other).

(e) *Sale Date* means the first day on which there is a binding contract in writing for the sale of the respective Maturity. The Sale Date of each Maturity was [DATE].

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate

represents [SHORT NAME OF UNDERWRITER]'s interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the Issuer[and BORROWER (the "Borrower")] with respect to certain of the representations set forth in the [Tax Certificate][Tax Exemption Agreement] and with respect to compliance with the federal income tax rules affecting the Bonds, and by [BOND COUNSEL] in connection with rendering its opinion that the interest on the Bonds is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038[-G][-GC][-TC], and other federal income tax advice that it may give to the Issuer[and the Borrower] from time to time relating to the Bonds.

[UNDERWRITER]

By: _____

Name: _____

Dated: August 15, 2023

**ISSUE PRICE CERTIFICATE – COMPETITIVE SALES WITH FEWER THAN THREE BIDS
FROM ESTABLISHED UNDERWRITERS**

**[\$[PRINCIPAL AMOUNT]
[BOND CAPTION]
ISSUE PRICE CERTIFICATE**

The undersigned, on behalf of [NAME OF UNDERWRITER/REPRESENTATIVE] ([“[SHORT NAME OF UNDERWRITER]”])[the “Representative”][, on behalf of itself and [NAMES OF OTHER UNDERWRITERS] (together, the “Underwriting Group”),] hereby certifies as set forth below with respect to the sale of the obligations named above (the “Bonds”).

1. **Initial Offering Price of the Bonds.** [SHORT NAME OF UNDERWRITER][The Underwriting Group] offered the Bonds to the Public for purchase at the specified initial offering prices listed in Schedule A (the “Initial Offering Prices”) on or before the Sale Date. A copy of the pricing wire for the Bonds is attached to this certificate as Schedule B.

2. **Hold the Offering Price Rule.** [SHORT NAME OF UNDERWRITER][Each member of the Underwriting Group] has agreed in writing that, (i) for each Maturity, it would neither offer nor sell any of the Bonds of such Maturity to any person at a price that is higher than the Initial Offering Price for such Maturity during the Holding Period for such Maturity (the “Hold-the-Offering-Price Rule”), and (ii) any agreement among underwriters, selling group agreement, or third-party distribution agreement contains the agreement of each underwriter, dealer, or broker-dealer who is a party to such agreement to comply with the Hold-the-Offering-Price Rule. Based on the [Representative][SHORT NAME OF UNDERWRITER]’s own knowledge and, in the case of sales by other Members of the Distribution Group, representations obtained from the other Members of the Distribution Group, no Member of the Distribution Group has offered or sold any such Maturity at a price that is higher than the respective Initial Offering Price during the respective Holding Period.

3. **Defined Terms.** For purposes of this Issue Price Certificate:

(a) **Holding Period** means the period starting on the Sale Date and ending on the earlier of (i) the close of the fifth business day after the Sale Date ([DATE]), or (ii) the date on which Members of the Distribution Group have sold at least 10% of such Maturity to the Public at one or more prices, none of which is higher than the Initial Offering Price for such Maturity.

(b) **Issuer** means [DESCRIBE ISSUER].

(c) **Maturity** means Bonds with the same credit and payment terms. Any Bonds with different maturity dates, or with the same maturity date but different stated interest rates, are treated as separate Maturities.

(d) **Member of the Distribution Group** means (i) any person that agrees pursuant to a written contract with the Issuer (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the Bonds to the Public, and (ii) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (i) of this paragraph to participate in the initial sale of the Bonds to the Public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the Bonds to the Public).

(e) **Public** means any person (*i.e.*, an individual, trust, estate, partnership, association, company, or corporation) other than a Member of the Distribution Group or a related party to a Member of the Distribution Group. A person is a “related party” to a Member of the Distribution Group if the Member of the Distribution Group and that person are subject, directly or indirectly, to (i) at least 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (ii) more than 50% common ownership of their capital interests or profits interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership,

as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other).

(f) *Sale Date* means the first day on which there is a binding contract in writing for the sale of the respective Maturity. The Sale Date of each Maturity was [DATE].

The representations set forth in this certificate are limited to factual matters only. Nothing in this certificate represents [NAME OF UNDERWRITING FIRM][the Representative's] interpretation of any laws, including specifically Sections 103 and 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations thereunder. The undersigned understands that the foregoing information will be relied upon by the Issuer[and BORROWER (the "Borrower")] with respect to certain of the representations set forth in the [Tax Certificate][Tax Exemption Agreement] and with respect to compliance with the federal income tax rules affecting the Bonds, and by [BOND COUNSEL] in connection with rendering its opinion that the interest on the Bonds is excluded from gross income for federal income tax purposes, the preparation of the Internal Revenue Service Form 8038[-G][-GC][-TC], and other federal income tax advice that it may give to the Issuer[and the Borrower] from time to time relating to the Bonds.

[UNDERWRITER][REPRESENTATIVE]

By: _____

Name: _____

Dated: August 15, 2023

**MUNICIPAL ADVISORY SERVICE AGREEMENT
BY AND BETWEEN
THE CITY OF THIEF RIVER FALLS, MINNESOTA
AND
NORTHLAND SECURITIES, INC.**

This Agreement is made and entered into by and between the City of Thief River Falls, Minnesota (hereinafter "Client") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "Northland").

WITNESSETH

WHEREAS, the Client desires to have Northland provide it with advice on the structure, terms, timing and other matters related to the issuance of the General Obligation Bonds, Series 2023A (the "Debt") serving in the role of municipal (financial) advisor, and

WHEREAS, Northland is a registered municipal advisor with both the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB") (registration # 866-00082-00), and

WHEREAS, Northland will act as municipal advisor in accordance with the duties and responsibilities of Rule G-42 of the MSRB, and

WHEREAS, the MSRB provides a municipal advisory client brochure on its website (www.msrb.org) that describes the protections that may be provided by the MSRB rules, including professional competency, fair dealing, duty of loyalty, remedies for disputes and how to file a complaint with an appropriate regulatory authority, and

WHEREAS, the Client and Northland are entering into this Agreement to define the municipal advisory relationship at the earliest opportunity related to the inception of the municipal advisory relationship for the Debt, and

WHEREAS, Northland desires to furnish services to the Client as hereinafter described,

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NORTHLAND

Northland shall provide the Client with services necessary to analyze, structure, offer for sale and close the Debt. The services will be tailored to meet the needs of this engagement and may include:

Planning and Development

1. Assist Client officials to define the scope and the objectives for the Debt.
2. Investigate and consider reasonably feasible financing alternatives.
3. Assist the Client in understanding the material risks, potential benefits, structure and other characteristics of the recommended plan for the Debt, including issue structure, estimated debt

service payments, projected revenues, method of issuance, bond rating, sale timing, and call provisions.

4. Prepare a schedule of events related to the issuance process.
5. Coordinate with bond counsel any actions needed to authorize the issuance of the Debt.
6. Attend meetings of the Client and other project and bond issue related meetings as needed and as requested.

Bond Sale

1. Assist the Client with the preparation, review and approval of the preliminary official statement (POS).
2. Assist the Client and bond counsel with preparing and publishing the Official Notice of Sale if required by law.
3. Prepare and submit application for bond rating(s) and assist the Client with furnishing the rating agency(s) with any additional information required to conduct the rating review. Assist the Client with preparing and conducting the rating call or other presentation.
4. Assist the Client in receiving the bids, compute the accuracy of the bids received, and recommend to the Client the most favorable bid for award.
5. Coordinate with bond counsel the preparation of required contracts and resolutions.

Post-Sale Support

1. Assist the Client with the preparation of final official statement, distribution to the underwriter and posting on EMMA.
2. Coordinate the bond issue closing, including making all arrangements for bond printing, registration, and delivery.
3. Furnish to the Client a complete transcript of the transaction, if not provided by bond counsel.

There are no specific limitations on the scope of this agreement.

COMPENSATION

For providing these services with respect to the Debt, Northland shall be paid a lump sum of \$22,950. The fee due to Northland shall be payable by the Client upon the closing of the Bonds.

Northland agrees to pay the following expenses from its fee:

- Out-of-pocket expenses such as travel, long distance phone, and copy costs.
- Production and distribution of material to rating agencies and/or bond insurance companies.
- Preparation of the bond transcript.

The Client agrees to pay for all other expenses related to the processing of the bond issue(s) including, but not limited to, the following:

- Engineering and/or architectural fees.
- Publication of legal notices.
- Bond counsel and local attorney fees.
- Fees for various debt certificates.
- The cost of printing Official Statements, if any.
- Client staff expenses.
- Airfare and lodging expenses of one Northland official and Client officials when and if traveling for rating agency presentations.
- Rating agency fees, if any.

- Bond insurance fees, if any.
- Accounting and other related fees.

It is expressly understood that there is no obligation on the part of the Client under the terms of this Agreement to issue the Debt. If the Debt is not issued, Northland agrees to pay its own expenses and receive no fee for any municipal advisory services it has rendered pursuant to this Agreement.

CONFLICTS OF INTEREST

Northland, as your Municipal Advisor, mitigates conflicts through its adherence to its fiduciary duty to the Client, which includes a duty of loyalty to the Client in performing all municipal advisory activities for the Client. This duty of loyalty obligates Northland to deal honestly and with the utmost good faith with the Client and to act in the Client's best interests without regard to our own financial or other interests. In addition, because Northland is a broker-dealer with significant capital due to the nature of its overall business, the success and profitability of Northland is not dependent on maximizing short-term revenue generated from individualized recommendations to its clients but instead is dependent on long-term profitability built on a foundation of integrity, quality of service and strict adherence to its fiduciary duty. Furthermore, Northland's municipal advisory supervisory structure leverages our long-standing and comprehensive broker-dealer supervisory processes and practices, and provides strong safeguards against individual representatives of Northland potentially departing from our regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

Northland serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of the Client. For example, Northland serves as Municipal Advisor to other Municipal Advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client under this Agreement. These other clients may, from time to time and depending on the specific circumstances, have competing interests, such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, Northland could potentially face a conflict of interest arising from these competing client interests. In other cases, as a broker-dealer that engages in underwritings of new issuances of municipal securities by other municipal entities, the interests of Northland to achieve a successful and profitable underwriting for its municipal entity underwriting clients could potentially constitute a conflict of interest if, as in the example above, the municipal entities that Northland serves as underwriter or municipal advisor have competing interests in seeking to access the new issue market with the most advantageous timing and with limited competition at the time of the offering. However, none of these other engagements or relationships would impair Northland's ability to fulfill its regulatory duties to the Client.

The compensation for services provided in this Agreement is customary in the municipal securities market, however, it may pose a conflict of interest. The fees due under this Agreement are in a fixed amount established at the outset of the Agreement. The amount is usually based upon an analysis by Client and Northland of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by Northland. This form of compensation presents a

potential conflict of interest because, if the transaction requires more work than originally contemplated, Northland may suffer a loss. Thus, Northland may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by supervisory policies and procedures to ensure the scope of services within the transaction align with other comparable engagements. By executing this Agreement, the Client acknowledges and accepts the potential conflicts of interest posed by the compensation to Northland. Northland does not participate in any payments to be retained, nor participate in any fee splitting agreements or arrangements.

Northland is a subsidiary of Northland Capital Holdings, Inc. First National of Nebraska, Inc. ("FNNI"), is the parent company of Northland Capital Holdings, Inc., First National Capital Markets ("FNCM") and First National Bank of Omaha. FNCM, our affiliate, offers municipal advisory services. No compensation paid to Northland is shared with FNCM for its municipal advisory services. This conflict is also mitigated by the fact that FNCM is subject to its own comprehensive regulatory regime as an SEC Registered Municipal Advisor under the applicable regulations under which they operate.

Under FNFI, Northland and its affiliates are comprised of two securities firms and a commercial bank engaged in securities trading and brokerage activities. These entities provide investment banking, asset management, financing, financial advisory services and other commercial and investment banking products and services to a wide range of corporations and individuals. In addition, Northland and its affiliates currently have, and may in the future have, investment and commercial banking, trust, and other relationships with parties that may relate to assets of, or be involved in the issuance of securities and/or instruments by, the Client and its affiliates. In the ordinary course of their respective businesses, Northland and its affiliates have engaged, and may in the future engage, in transactions with, and perform services for, the Client and its affiliates for which they received or will receive customary fees and expenses.

Northland is a broker-dealer that engages in a broad range of securities-related activities to service its clients, in addition to serving as a Municipal Advisor or Underwriter. Such securities-related activities, which may include but are not limited to the buying and selling of outstanding securities, including securities of the Client, may be undertaken on behalf of, or as counterparty to, the Client, and current or potential investors in the securities of the Client. These other Northland clients may, from time to time and depending on the specific circumstances, have interests in conflict with those of the Client, such as when their buying or selling of the Client's securities may have an adverse effect on the market for the Client's securities. However, any potential conflict arising from Northland effecting or otherwise assisting such other clients in connection with such transactions is mitigated by means of such activities being engaged in on customary terms through other business units of Northland that operate independently from Northland's Municipal Advisory business, thereby reducing or eliminating the likelihood that the interests of such other clients would have an impact on the services provided by Northland to the Client under this Agreement. Northland has policies and procedures in place to ensure that Northland as a broker-dealer or its affiliates are not participating in bidding or determining market prices for the Client's transaction that is covered under this Agreement.

Northland Trust Services, Inc. is a subsidiary of Northland Capital Holdings, Inc. Northland Trust Services provides paying agent services to issuers of municipal bonds. The Client is solely responsible for the decision on the source of paying agent services. Any engagement of Northland Trust Services is outside the scope of this Agreement. No compensation paid to Northland Trust Services is shared with Northland Securities.

Northland is not aware of any additional material conflicts of interest that could reasonably be anticipated to impair Northland's ability to provide advice to or on behalf of the Client in accordance with the standards of conduct for municipal advisors.

LEGAL AND DISCIPLINARY ACTIONS

The Client can find information about legal or disciplinary events reported by the Securities and Exchange Commission contained in Form MA or Form MA-I related to Northland at www.sec.gov/municipal/oms-edgar-links.

SUCCESSORS OR ASSIGNS

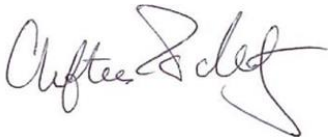
The terms and provisions of this Agreement are binding upon and inure to the benefit of the Client and Northland and their successors or assigns.

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the Client or Northland and it shall terminate sixty (60) days following the closing date related to the issuance of the Debt.

Dated this 20th day of June, 2023.

Northland Securities, Inc.



By: _____

Clifton Schultz, Managing Director

City of Thief River Falls, Minnesota

By: _____

Its: _____



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: 6/20/2023

SUBJECT: #8.3 Approve Northern Pride Variance Request

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

MOTION TO: Approve a 35' variance to the 35' rear yard setback for Northern Pride to install a CO2 tank on the west side of the former Northwest Beverage facility. This variance is contingent upon the City granting a 6' easement to Northern Pride on the Water Distribution Garage property.

BACKGROUND: Northern Pride purchased the former Northwest Beverage building in 2021 at 419 Pennington Avenue to further expand their turkey processing business. They have undertaken extensive building improvements and modifications to repurpose the building, as well as significant investment in equipment. They received grant funds through the Minnesota DEED MIF program with support from and in partnership with the City of Thief River Falls to assist with the cost of improvements.

KEY ISSUES: Northern Pride utilizes this facility to debone and further process smaller quantities. One of these is ground meat which requires refrigeration for safe handling which requires CO2. There is not an area on the north, east, or west sides of this building to add the CO2 tank without a variance. The south side of the building has two public sanitary sewer mains and much needed parking. In addition to the variance, they are requesting a 6' easement from the city for a portion of the CO2 tank foundation. The city would also need to provide an MOU allowing Northern Pride to utilize the Water Plant roadways for truck access. The Fire Chief has approved the location of the tank providing all applicable MN State Fire Codes are followed.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: A variance request requires a public hearing neighborhood notification which has been completed.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	Northern Pride Variance Request 001
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**NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS**

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that Northern Pride, Inc., 419 Pennington Avenue South, Thief River Falls, MN 56701, has applied for a 35' variance to the 35' rear yard setback. The real property is legally described as follows:

Lot 2 and 3, Block 4, Millyard Subdivision to Thief River Falls, Minnesota

Notice is further given that the Planning Commission will conduct a Hearing on the Variance Request at 5:00 P.M. on Tuesday, June 13, 2023, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on the Variance Request will have the option to be heard at this time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the Office of the Zoning Administrator, City Hall, P. O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

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

Dated this 26th day of May 2023

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Mark Borseth
Zoning Administrator

Published in the Wednesday, May 31st, 2023, edition of The Times.



Application To Planning Commission/BOZA

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

☐ REZONING (Fee \$150.00)		☐ APPEALS (Fee \$50.00)	
☒ VARIANCE (Fee \$150.00)			
☐ LAND SUBDIVISION (Fee \$300.00)			
☐ CONDITIONAL USE PERMIT (Fee \$150.00)			
Applicant			
Name <u>ERIC EASTMAN</u>		Phone # <u>218 280 3887</u>	
Address <u>419 PENNINGTON AVE</u> City <u>TRF</u>		State <u>MN</u>	Zip <u>56701</u>
Property Owner (if different from Applicant)			
Name <u>NORTHERN PRIDE INC. CO-OP</u>		Phone # <u>218 681 1201</u>	
Address <u>401 CONLEY AVE S.</u> City <u>TRF</u>		State <u>MN</u>	Zip <u>56701</u>
Approximate Location of Property			
Address <u>419 PENNINGTON AVE</u>		Legal Description <u>BUSINESS OWNED PROCESSING FACILITY</u>	
Present Zoning Classification <u>I2 - INDUSTRIAL</u>		Present Use <u>I2 - INDUSTRIAL -</u>	
Description of Request		<u>FOOD PROCESSING</u>	
<u>NEED A VARIANCE AND EASEMENT ON WEST PROPERTY LINE TO ADD CO2 HOLDING TANK.</u>			
Property Owner Signature (required)		Date <u>5/17/23</u>	
Applicant Signature		Date <u>5/17/23</u>	
Review (For office use only)			
Date of Publication		Date on Planning Commission Agenda	
Action Taken By Commission:			
Action Taken By City Council:			
City Council Resolution / Ordinance Number			
Fee Paid			

CHECKLIST FOR VARIANCE REQUESTS

1. **Applicant (Name/Address/Tel.):** Northern Pride, Inc., 401 Conley Avenue South, Thief River Falls, MN 56701. 218-280-3887 (Eric Eastman).
2. **General location of the request:** 419 Pennington Avenue
3. **Legal description of the location:** Lot 2 and 3, Block 4, Millyard Subdivision.
4. **This request is for a Variance to** City Code, Sec. 152.035 (E) (1), General Yard Requirements. They are requesting a 35' variance to the 35' rear yard setback.
5. **Adjacent land use:** The existing use is the Northern Pride Turkey Facility. The location borders the City of Thief River Falls Water Treatment Plant and Distribution Garage to the north and west, Northern Pride Turkey Processing Facility to the east, and Northern pride parking lot to the south.
6. **Adjacent zoning districts:** The location borders General Industrial District (I-2) to the north, south, east, and west.
7. **Is this a personal hardship?** Yes, Northern Pride needs to add CO2 bulk storage for refrigeration of ground meat.
8. **Is this a unique situation?** Yes, Northern Pride purchased the existing building from Northwest Beverage and does not meet setback requirements. They are challenged to add this capability and grow their business without a suitable location on the east, west, or north side of the building that would not require a variance. There is room on the south side of the building, but there are two public sanitary sewer mains there as well as much needed parking. In addition to the variance a 6' easement will be required from the city for a portion of the required foundation. If the variance request is approved, it should be contingent on the city granting the easement.
9. **Is this a self-created problem?** Yes.
10. **Will the Variance create undo hardship on:**
 - A. **The neighborhood?** No.
 - B. **The Comprehensive Plan?** No.
 - C. **The Zoning Ordinance?** No.
11. **Are Wetlands or Shorelands impacted by this request?** No.
12. **Is this a non-conforming use?** Yes.
13. **Is this a "use" Variance?** No.

14. Without the Variance, is there a viable economic return? Not practical.

15. Is there a site plan? Yes – attached.

COMMENTS

See Notice of Hearing, RCA, Application, and Site Plan.

CRITERIA FOR GRANTING VARIANCES

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

1. Reasonableness

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

2. Uniqueness

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

3. Essential character

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



BUSINESS CONFIDENTIAL
MIDWEST
SERVICE CENTER
EAST CHICAGO, IN

No	Description	Log By	App'd By	Date

NOT FOR
CONSTRUCTION

Drawn By	JPG	Date	5/9/23
Checked		Per	5/9/23
Scale		Notes	NONE

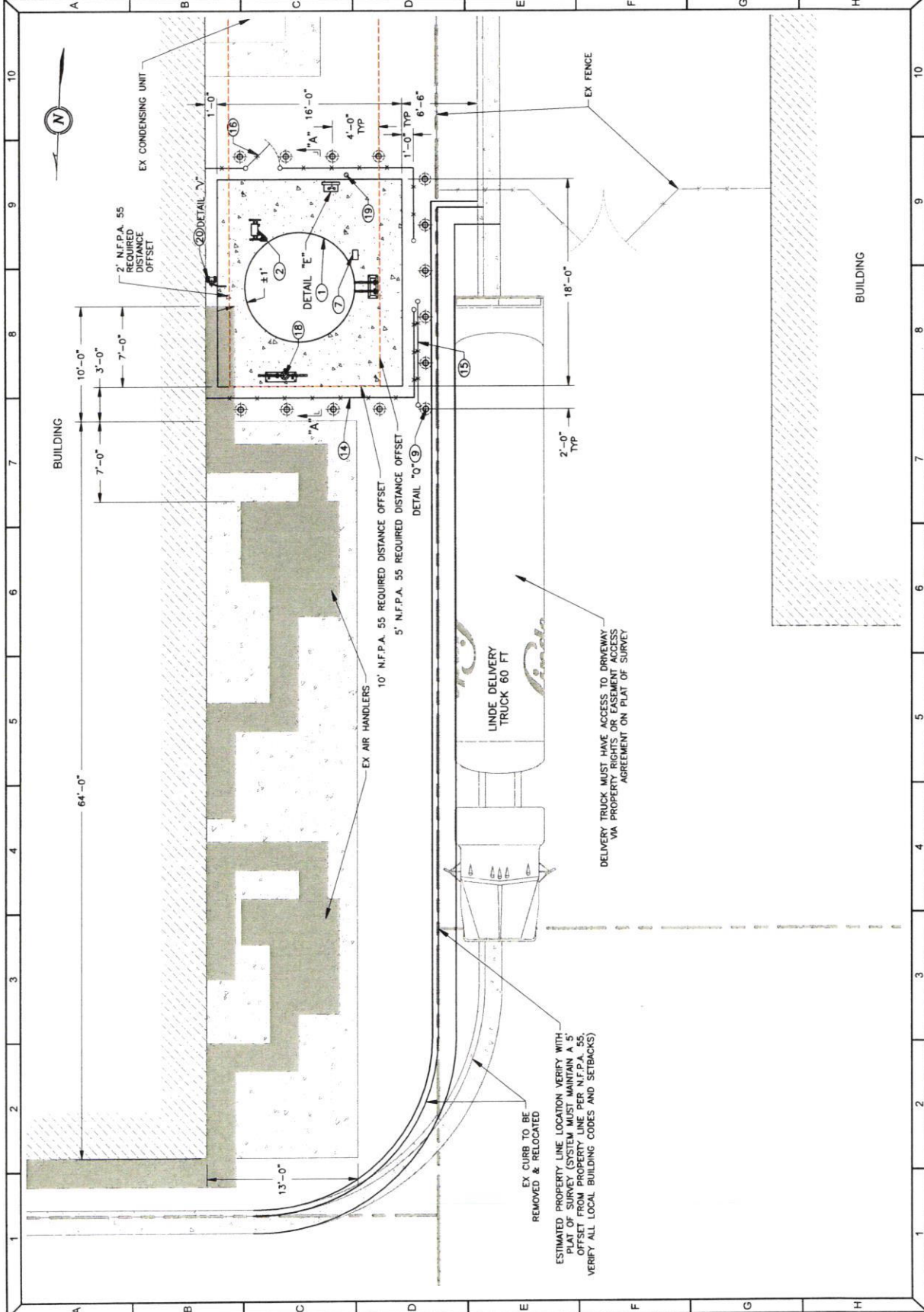
Client:
NORTHERN PRIDE
THIEF RIVER FALLS, MN

Drawing Type:
CARBON DIOXIDE
SYSTEM

Title:
B.O.M. SYSTEM LAYOUT,
& FOUNDATION

Project No.
2410694

Sheet Number	2 (B)	Total Sheets	7
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WATER TREATMENT PLANT

NORTH

PENNINGTON AVENUE

6' EASEMENT

25.081.024.40

25.081.028.40

NORTHERN PRIDE
VARIANCE REQUEST
JUNE 2023



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: 6/20/2023

SUBJECT: #8.4 Approve F4 LLC – Conditional Use Permit Request

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

MOTION TO: Approve a Conditional Use Permit for F4 LLC Car and Truck Wash not requiring a 35' buffer due to the project being adjacent to a street that serves as the buffer.

BACKGROUND: F4 LLC purchased the vacant property south of Cenex for the purpose of constructing a car and truck wash. This property is located at 2014 US Highway 59 Southeast and is zoned General Business District (C-2). This is an allowable use in this zoning district with a conditional use permit, which has already been granted by the city council.

KEY ISSUES: The city recently added buffer strips as a conditional use to allow a performance-based approach. Properties adjacent to streets or alleys do not require a 35' buffer strip unless required by a conditional use permit.

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

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

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	F4 LLC Conditional Use Permit_001
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**NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS**

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that F4 LLC, 2014 US Highway 59, Thief River Falls, MN 56701, has applied for a buffer strip Conditional Use Permit for The Curve Car Wash. The property is described as follows:

All of Lot 3 and that part of Lot 1 and 2, Block 1. Barron's Addition according to the Official Plat on file and of record in the office of the County Recorder in and for the County of Pennington, Minnesota, described more particularly as follows:

Beginning at the southwest corner of said Lot 2; thence northwesterly, assumed bearing, along the west line of said Lot 2, along a curve concave to the southwest, having a radius of 342.00 feet, a chord bearing of North 54 degrees 11 minutes 24 seconds West, and an arc length of 31.47 feet; thence North 24 degrees 43 minutes 20 seconds West, along the west line of said Lot 2, a distance of 151.32 feet; thence North 57 degrees 52 minutes 10 seconds East, a distance of 365.00 feet, more or less, to the east line of said Lot 1; thence southerly, along the east line of said Lot 1 and 2 on a non-tangential curve, concave to the southwest, having a radius of 250.00 feet, a chord bearing South 07 degrees 27 minutes 31 seconds East, an arc length of 152.84 feet; thence southerly, along the east line of said Lot 2, on a tangential curve, concave to the southeast, having a radius of 525.00 feet, a chord bearing of South 06 degrees 37 minutes 24 seconds West, an arc length of 62.90 feet, more or less, to the southeast corner of said Lot 2; thence South 59 degrees 15 minutes 18 seconds West, along the south line of said Lot 2, a distance of 270.62 feet, more or less, to the point of beginning.

Said parcel above contains 2.31 acres, more or less, and is subject to an easements, restrictions or reservations of record, if any.

Notice is further given that the Planning Commission will conduct a Hearing on the Conditional Use Permit Request at 5:00 P.M. on Tuesday, June 13, 2023, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on the Conditional Use Permit request will have the option to be heard at this time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

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

Dated this 26th day of May 2023

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth

Zoning Administrator

Published in the Wednesday, May 31, 2022, edition of The Times.



Application To Planning Commission/BOZA

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

☐ REZONING (Fee \$150.00)		☐ APPEALS (Fee \$50.00)	
☐ VARIANCE (Fee \$150.00)			
☐ LAND SUBDIVISION (Fee \$300.00)			
☒ CONDITIONAL USE PERMIT (Fee \$150.00)			
Applicant			
Name <u>F4 (The Curve Car Wash)</u>		Phone # <u>218-689-6392</u>	
Address <u>2014 US HWY 59</u>	City <u>TRF</u>	State <u>MN</u>	Zip <u>56701</u>
Property Owner (if different from Applicant)			
Name		Phone #	
Address	City	State	Zip
Approximate Location of Property			
Address		Legal Description	
Present Zoning Classification <u>Commercial</u>		Present Use <u>building car wash</u>	
Description of Request <u>We are looking for a conditional use permit to not require screening because site is adjacent to the street</u>			
Property Owner Signature (required) <i>Angie Westling</i>		Date <u>5/22/23</u>	
Applicant Signature		Date	
Review (For office use only)			
Date of Publication		Date on Planning Commission Agenda	
Action Taken By Commission:			
Action Taken By City Council:			
City Council Resolution / Ordinance Number			
Fee Paid			

ORDINANCE NO. 147, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA,
AMENDING CITY CODE CHAPTER 152, BY AMENDING SECTION 152.036, (A),
AND ADOPTING BY REFERENCE CITY CODE CHAPTER 10, WHICH, AMONG
OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Chapter 152 is hereby amended as follows:

City Code Section 152.036, (A), is hereby amended as follows:

**152.036 PERFORMANCE STANDARDS FOR COMMERCIAL AND
INDUSTRIAL ZONING DISTRICTS.**

(A) Buffers, All uses, excluding single and two-family dwellings where a structure or parking lot is located adjacent to a Residential or Agricultural District shall provide a buffer strip 35 feet in width, or as determined by conditional use permit.

(1) The buffer strip shall be landscaped and screened.

(2) The buffer strip shall be screened with a sight-obscuring fence, six feet in height or vegetation of sufficient type, density, and height to provide year-round screening, as approved by the conditional use permit.

(3) All landscaping and screening shall be maintained.

(4) Accessory buildings, parking lots, and storage shall not be permitted in the buffer strip.

(5) All outdoor commercial or industrial storage shall be screened by an eight-foot, sight obscuring fence from adjacent Residential or Agricultural Districts.

(6) A Buffer will not be required adjacent to streets or alleys unless required by conditional use permit.

(7) A conditional use permit will be required for all buffer strips prior to issuance of a building permit.

Section 2. City Code Chapter 10 entitled "General Provisions", which among other things contain penalty provisions, are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

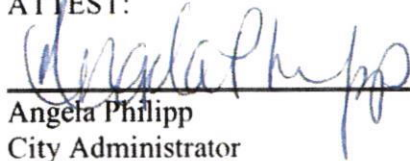
Section 3. This ordinance shall be in force and effect from and after its passage, approval, and publication.

Passed by the City Council of Thief River Falls, Minnesota, on the 7th day of March, 2023, by majority vote.



Mayor

ATTEST:



Angela Philipp
City Administrator

CHECKLIST FOR CONDITIONAL USE REQUEST

- 1. Applicant (Name/Address/Tel:** F4LLC, 2014 US Highway 59 Southeast, Thief River Falls, MN 56701. 218-689-6392.
 - 2. General location of the request:** 2014 US Highway 59 Southeast, Thief River Falls.
 - 3. Proposed use and/or zoning:** The proposed use is a car and truck wash.
 - 4. Dimension of the request:** **Frontage -** 520' **Depth -** 194'
 - 5. Area of property in request:** **Sq. Feet -** 100,864 **Acres –** 2.31
 - 6. Existing characteristics:** **Zoning -** General Business District **Use:** Vacant
 Conforming - Yes **Non-Conforming -** No
 - 7. Adjacent land use:** the location borders single-family homes to the west, US Highway 59 SE to the east, Thief River Care Center to the south, and the Cenex Truck Stop to the north.
 - 8. Adjacent zoning districts:** The location borders General Business District (C-2) to the north, and east, General Residential District (R-2) to the south, and west.
 - 9. Characteristics of soils:** According to the "Pennington County Soil Survey," soils are predominately Smiley Sandy Clay Loam. Smiley Sandy Clay Loam consists of poorly drained soils in plane or slightly concave basins on glacial lake plains.
 - 10. Can the property be adequately serviced by:** **A. Storm and sanitary sewer?** Yes
 B. Water and electrical? Yes
 C. Easement size? As Recorded
- Is the proposed Special Use consistent with the Comprehensive Plan? Yes
- 11. Have other pertinent segments of the Comprehensive Plan been considered?** Yes. This property is served by a state highway.
 - 13. Does the property provide, either now or potentially, enough area for adequate off-street parking?** Yes.
 - A. Will off-street parking be located in the side yard area or the rear yard area?** See site plan.
 - B. Will off-street parking be suitably screened from view?** Yes.
 - C. Is there adequate room on the property for loading space(s)?** Yes.
 - 14. If it is a heavy industry, is it readily available to a major thoroughfare and rail lines?** NA.

15. **Should screening be provided along the boundaries of this property?** TBD by Conditional Use Permit.
16. **Are screened storage and trash areas provided?** To be provided.
17. **Are vehicular accessways adequate?** Yes
18. **Will the use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district?** No. The proposed use is consistent with the comprehensive plan.
19. **Can it be found that there is a public necessity for the Special Use?** The developer feels the car and truck wash are needed.
20. **What is the general character of the neighborhood?** The area is primarily commercial, with a nursing home to the south and single-family homes to the west.
21. **Are Wetlands or Shore land impacted by this request?** No.

COMMENTS:

The proposed use is consistent with the comprehensive plan and allowed in the General Business District (C-2) with a Conditional use Permit which has been completed. Commercial developments adjacent to residential or agricultural land require a 35' buffer strip with screening. Our ordinance does not require a screened buffer if adjacent to a street or alley unless required through the conditional use permit process.

CRITERIA FOR GRANTING CONDITONAL USE PERMITS

1. The establishment, maintenance, or operation of a conditional use will not be detrimental to or endanger the public health, safety, morals, or general welfare.
2. The conditional use will not create an excessive burden on existing parks, schools, streets, and other public facilities and services which serve or are proposed to serve the area.
3. The conditional use will be sufficiently compatible with or separated by distance or screening from adjacent Agriculture or Residential zoned or used land.
4. The structure and site shall have an appearance that will not have an adverse effect upon adjacent agricultural or residential zoned or used land.
5. The conditional use is related to the overall needs of the City and to existing land use.
6. The conditional use is consistent with the purpose of this Chapter and requirements of the Zoning District.
7. The conditional use is not in conflict with the Comprehensive Plan.
8. Adjacent business will not be adversely affected because of curtailment of customer trade brought on by the intrusion of noise, glare, or general unsightliness.

TRUCK/CAR WASH 2022 - THIEF RIVER FALLS, MN

7-14-2022



C-4 Estimated Numbers (Index)

... Bureau's Addition to the City of St. Louis

July 7 & 8, 2016's Edition to The City of St. Louis Post-Dispatch

Send Address: TMO
Regional Tech Ctr North West 7800 N.E.

[illegible]TOPOGRAPHIC SURVEY / SITE PLAN



City of Thief River Falls

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

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

Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.5 Approve Comprehensive Housing Needs Analysis

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

MOTION TO: Approve an agreement with Maxfield Research & Consulting to complete a comprehensive housing needs analysis; and authorize the Mayor and City Administrator to execute the agreement.

BACKGROUND: The City of Thief River Falls completed a housing study in 2012 that indicated 900 new housing units were needed in Thief River Falls over the following ten years. Since that time 514 new housing units have been constructed. This study is now outdated and needs to be updated.

KEY ISSUES: Proposals were received from two firms, Community Partners Research for \$16,900 and Maxfield Research & Consulting for \$19,810. Community Partners Research completed the study done in 2012 so they would benefit from community knowledge. However, they are retiring and would not be available for any follow-up work or future site-specific research. We have applied for a grant from the Northwest Minnesota Foundation for \$12,500. The highest quote for \$19,810 would require the local share of \$7,310. The lower quote of \$16,900, which would require the local share of \$4,400.

FINANCIAL CONSIDERATIONS: Estimated local cost is \$7,310 if the NWMF grant is received and \$19,810 if not received.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	Approve Comprehensive Housing Needs Analysis
----	--

Mark Borseth

From: SCOTT KNUDSON <scottknudson@msn.com>
Sent: Friday, March 31, 2023 10:09 AM
To: Mark Borseth
Subject: TRF Housing Study

SECURITY NOTICE:

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact Joanne Olson @ EXT 1150.

Hi Mark

I had a chance to look through the 2012 Housing Study. Here are my thoughts about doing an Update:

- We would plan to use a very similar format in the main data sections - most of the existing data could be refreshed with current information from the 2020 Census or post-Census estimates
- We would once again complete a rental housing survey, including all the new projects that have been constructed over the past 10 years
- We would not plan to update the portions of the 2012 Study related to homelessness
- We would use a similar format for the findings and recommendations section, incorporating the findings of the new research

This new Study would be focused on TRF, but we would once again examine data for a larger market area - this market area is very large, including 14 cities and 49 townships in 4 counties. However, the recommendations being made would be specific to TRF.

Due to our existing workload, we would not intend to start work on your project until sometime in August and then would look to produce a draft document with 90 days. Our proposed fee for the project would be \$16,900, inclusive of all expenses. Most of the research work would be done remotely, although some work may be done in the City.

As I stated during our telephone conversation, we are working our way towards retirement. It is important to recognize that we would not be available for any follow-up work that may be needed later, such as project-specific research for a proposed development. If you see the need for future research, you would want to possibly consider using a different firm for the Citywide Study, so that you could then use this same firm in the future. A different company may also be able to proceed on a faster timeline, although I am not sure of that.

Please let me know what you think

Scott Knudson
651-231-0345

A Proposal to Prepare a
Comprehensive Housing Needs Analysis for the
City of Thief River Falls, Minnesota

Prepared for:

City of Thief River Falls
Thief River Falls, MN

May 2023



Maxfield
Research & Consulting

2823 Hamline Avenue North
Roseville, MN 55113
612.338.0012
www.maxfieldresearch.com



May 21, 2023

City of Thief River Falls
Attn: Mark Borseth
Public Works Director
405 Third Street East | P.O. Box 528
Thief River Falls, MN 56701

Dear Mr. Borseth

Thank you for contacting Maxfield Research and Consulting, LLC to provide a proposal for a Comprehensive Housing Needs Analysis for the City of Thief River Falls, Minnesota. The study will examine demographic and economic factors, current housing market conditions, and would determine the market potential for developing additional housing products in Thief River Falls. Detailed recommendations will outline the various types of housing products needed (number of units/lots; unit mix and sizes; price/rent; housing features and amenities, etc.) in the short-term (2023 to 2028) and long-term (2029 to 2035). Recommendations would be provided on housing programs and other incentives (if needed) that should be initiated to attract specific housing products.

During these changing times since the pandemic, the real estate industry and economic conditions are changing quickly; now more than ever it is imperative to have real-time housing data to aid decision making policies. Maxfield Research is staying in-front of the changing landscape and working with our clients to find opportunities during this unique time.

Along with the proposal is a statement of qualifications for our firm which provides a company background, outlines our services and representative clients, and provides resumes of staff who would be conducting the housing study. We welcome the opportunity to work with you on this project. If this proposal meets with your approval, please sign and return one copy of the contract. Please call me at (612) 281-6729 if you have any questions about the proposed work program or if you need any other information. I can also be reached via email at mmullins@maxfieldresearch.com.

Sincerely,

MAXFIELD RESEARCH AND CONSULTING, LLC

Matt Mullins
Vice President

(main) 612-338-0012 (fax) 612-904-7979
2823 Hamline Avenue North, Roseville, MN 55113
www.maxfieldresearch.com



Maxfield
Research & Consulting

May 21, 2023

City of Thief River Falls
Attn: Mark Borseth
Public Works Director
405 Third Street East
P.O. Box 528
Thief River Falls, MN 56701

CONTRACT FOR PROFESSIONAL SERVICES

Maxfield Research and Consulting, LLC proposes to provide market research and consulting services to the City of Thief River Falls Authority (the "Client") to prepare a Comprehensive Housing Needs Analysis. The market study will determine the market potential for developing different types of owned and rented housing in Thief River Falls through 2035 based on an examination of demographic and employment growth trends and current housing market conditions. Detailed recommendations (number of units/lots; unit mix and sizes; prices/rents; housing features and amenities, etc.) for the housing types identified as needed in the short-term (2023 to 2028) and long-term (2029 to 2035) would be provided.

DESCRIPTION AND BIOGRAPHY OF FIRM

Maxfield Research and Consulting, LLC has 40 years of experience in assisting communities to determine market conditions for planning and development efforts, providing demographic estimates and projections, and analyzing county and municipal commercial and residential real estate needs. Our thorough knowledge of market trends in the real estate industry allows us to support our clients with valuable information that affects planning and development. We are able to determine viable solutions to the issues that communities face. We are local, regional and national with work completed in over 40 states.

Maxfield Research and Consulting, LLC provides research and analysis in the areas of general market housing, student housing, senior housing, office, retail, hospitality, industrial, and financial institutions. Maxfield also has experience in organizing and conducting focus groups, preparing and administering on-line and mail surveys, holding public forums for large scale planning documents, and organizing and making presentations to city councils, planning commissions, and economic development authorities. A more detailed company overview is located in the Appendix.

(main) 612-338-0012 (fax) 612-904-7979
2823 Hamline Avenue North, Roseville, MN 55113
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METHODOLOGY

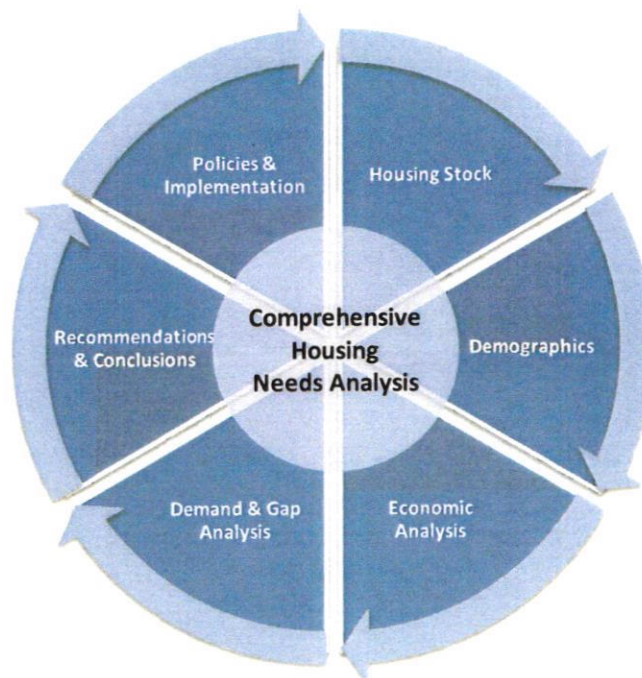
It is our understanding that the primary objective of this analysis is to provide the City of Thief River Falls) with a market-based analysis that will identify current and future housing needs in Thief River Falls and help decision makers develop a greater understanding of the City's housing market. Maxfield Research and Consulting, LLC will provide detailed recommendations and an action plan for housing development (both short-term and long-term) and recommend tools and policies that will assist implementation. Our findings will provide a basis for community leaders, stakeholders, and decision-makers to guide future efforts when addressing housing needs.

The hallmark of Maxfield Research and Consulting, LLC.'s approach to comprehensive housing studies is a thoughtful, in-depth combination of primary and secondary research. Primary research includes surveys of existing housing properties, one-on-one interviews with major employers, developers, builders, Realtors, property managers, city and government agency staff, and others familiar with housing issues and the local housing market. Secondary research includes data obtained from reliable published sources including the Census Bureau, ESRI (a national demographics firm), State demographic centers and economic development agencies, among others.

Published secondary data is always reviewed carefully in light of other local factors revealed through the primary research that may have an impact on the analysis. The result is a custom report that provides the Client with information that is timely and locally pertinent.

Our work approach will draw on our experience and expertise in conducting housing studies on behalf of public entities and private developers.

Maxfield Research and Consulting, LLC routinely completes over 100 housing studies annually and is a market leader on housing research and consulting in the Upper Midwest.



WHY MAXFIELD RESEARCH?

We Know Thief River Falls and Northern Minnesota

- Benefit: Our past experience in Thief River Falls and throughout Northern Minnesota will allow us to work efficiently.

Housing Inventory

- Benefit: Maxfield Research's proprietary housing data includes detailed information on multifamily properties across the State of Minnesota

Experience Counts

- Benefit: Committed team of senior-level leaders; the team members dedicated to this project have a combined 70-plus years of experience and have completed numerous Comprehensive Housing Studies over the past two years

Local Knowledge - National Experience

- Benefit: Our work is grounded in local issues/reality and we can integrate best practices from elsewhere

Relationships

- Benefit: We have deep relationships with the development community; we understand their barriers and opportunities, we know what they want, and they will talk to us

Full-Service Real Estate Advisory Firm

- Benefit: We understand the connection between all real estate types and we advise both public- and private-sector clients

Comprehensive Approach

- Benefit: Data-driven analyses generate conclusions and recommendations based on market realities

On the Ground Field Research

- Benefit: Hands-on field work and telephone surveys/interviews, combined with the analysis of the Census and other data to gain the most information possible.

Proven Methodologies & Results Oriented

- Benefit: Our process for projecting housing demand has proven to be effective and we deliver action-oriented strategies

RESEARCH STAFF



Mary Bujold, CRE, President, Maxfield Research and Consulting, LLC, will serve as principle-in-charge of the project and serves as a consultant for the recommendations. Ms. Bujold has over thirty years of experience in housing market research and is regarded as a market expert in the field of residential real estate. Ms. Bujold has been involved in numerous housing and commercial analyses for private developers and public agencies.



Mr. Matt Mullins, Vice President, brings over 20 years of real estate consulting and advisory service experience to the project and will serve as the project manager. Mr. Mullins will oversee the project timeline and be responsible for the execution of the project's work program. Mr. Mullins will work closely with Maxfield staff to complete all tasks associated with the study. Mr. Mullins was the lead analyst on several recent comprehensive housing studies, including projects completed for the communities of Hutchinson, New Ulm, Big Lake, Owatonna, and Olmsted County. Mr. Mullins is currently working on housing needs assessments for the Cities of St. Louis Park and Lakeville, as well as kicking off Hibbing, Minnesota and several private-sector apartment projects throughout Minnesota.



Mr. Joe Hollman, Senior Associate, would assist Mr. Mullins on the project as a principal analyst. With over 20 years of experience, Mr. Hollman would be responsible for completing a portion of the data gathering, preparing the conclusions and recommendations, and compiling the written report. Mr. Hollman was the lead analyst on several recent research studies that focused on the demand for residential and commercial real estate, including comprehensive housing studies for the Minnesota communities of Maple Grove, Goodhue County, and Fillmore County. Mr. Hollman is currently working on a comprehensive housing needs analysis for Hackensack, Minnesota.

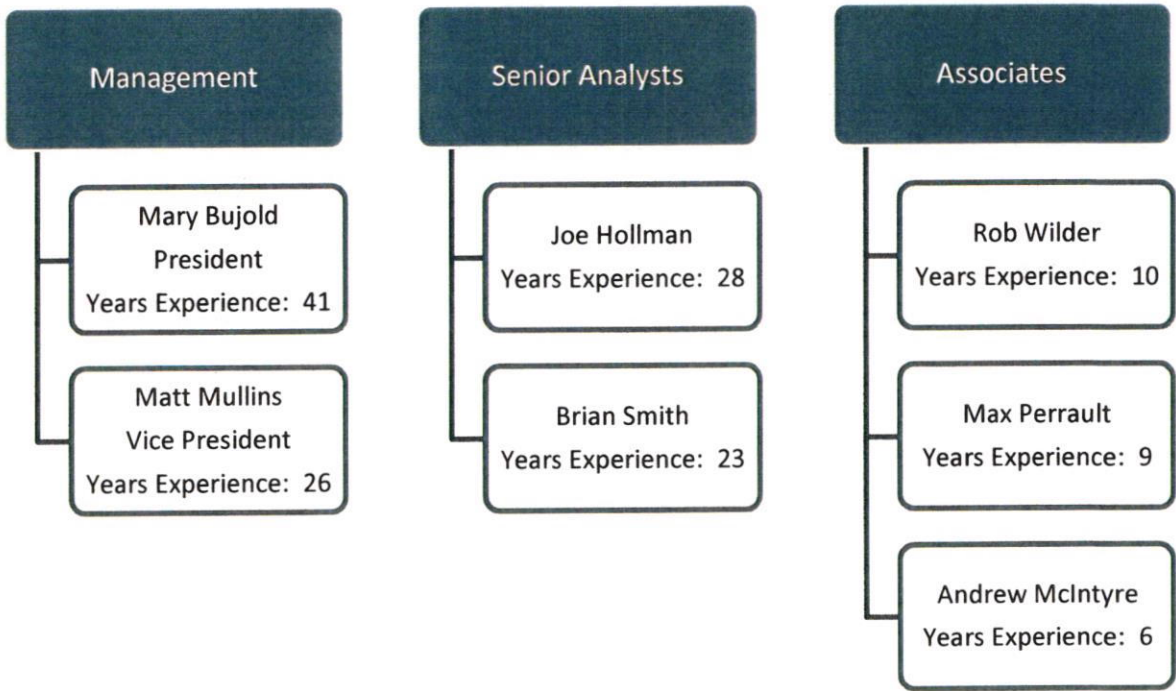


Mr. Andrew McIntyre, Research Associate, will provide data gathering services for this project. Mr. McIntyre will be responsible for compiling demographic and employment data, gathering base market information and GIS mapping. Mr. McIntyre has assisted on several comprehensive housing needs analyses during his tenure with Maxfield Research and Consulting, LLC, including studies for the Cities of St. Cloud, Edina, Owatonna, and Cokato, Minnesota and is currently working on a market analysis for a potential rental housing development in Woodbury, Minnesota.

Consultant's Name: Maxfield Research and Consulting, LLC
Year Established: 1983
Type of Ownership: LLC
Federal ID Number: 41-1463801
Employees: 7

Primary Contact:
Mr. Matt Mullins
Vice President
Maxfield Research and Consulting, LLC
2823 Hamline Avenue North
Roseville, MN 55113
Mobile: 612.281.6729
email: mmullins@maxfieldresearch.com
www.maxfieldresearch.com

**Maxfield Research and Consulting, LLC
Organization Chart**



SCOPE AND COST OF SERVICES – Comprehensive Housing Needs Analysis

A. Project Kickoff Meeting/Field Work

1. Meet with representatives of the City of Thief River Falls and other stakeholders to review project goals and objectives. Refine work program if required. This report will require some assistance from the stakeholders; data requests and other project assistance will be discussed during this time.
2. Conduct a windshield survey of the housing stock in the City.
3. Data will be provided for comparison purposes to other communities similar to Thief River Falls. Peer communities will be discussed during the kick-off meeting.

B. Review of Past Studies/Planning Documents

1. Obtain information on past housing studies/planning documents, ordinances, or other research reports with information pertinent to the assignment. Identify relevant information and address how current conditions have changed.
2. Summarize information obtained from previous documents and their impact on the current analysis; include conflicting information or document key issues and their relevance to the current project.

C. Demographic Analysis

1. Identify a housing draw area for the City of Thief River Falls.
2. Examine population and household growth trends and projections to 2035.
3. Examine demographic information on:
 - a) Population age distribution
 - b) Persons per household (household size)
 - c) Household incomes by age of householder
 - d) Household incomes by tenure
 - e) Household net worth
 - f) Household tenure
 - g) Household tenure by age of householder
 - h) Household tenure by household size
 - i) Household type
 - j) Diversity/ethnicity/culture
4. Present information on mobility trends.
5. Summarize links between the demographic profile and housing demand.
6. Discuss the implications of the findings on housing demand in Thief River Falls.

D. Employment Trends

1. Examine local data on resident employment (based on place of residence).
2. Examine local data on covered employment (based on location of jobs).
3. Provide data on jobs by NAICS industry sector.
4. Identify major employers.
5. Identify commuting patterns of area workers.

- a) Place of residence vs. place of employment
- b) Wage ranges
- c) Demographic characteristics
- 6. Project job growth to 2035. Analyze any business expansions/contractions and their effect on the local housing market.
- 7. Interview economic development specialists, major employers, and local officials regarding major employment changes and other issues that may impact long-term employment growth (i.e. adequate supply of workforce housing).
- 8. Discuss the implications of the findings on housing demand in Thief River Falls.

E. Housing Characteristics & Condition

- 1. Compile statistics on the age of the housing stock in the Market Area.
- 2. Compile residential building permit data by type of housing to the most current available figures for Thief River Falls.
- 3. Analyze U.S. Census and American Community Survey (ACS) findings collected between 2010 and 2020 (or most current data). Compile the following:
 - a) Renter-occupied units by contract rent
 - b) Owner-occupied housing units by value
 - c) Owner-occupied housing units by mortgage status
 - d) Housing units by structure types and occupancy status
- 4. Review housing market value data from City/County tax records (if available) or ACS.
- 5. Interview area housing professionals and other local governmental staff regarding housing conditions, economic development trends, and other factors that affect the local housing market.
- 6. Based on the windshield survey of the housing stock in the City, comment on properties or neighborhoods with code enforcement concerns and other substandard housing issues that have undesirable housing conditions. Identify the residential land supply in the City and its impact on potential housing production (data to be provided by Client).
- 7. Discuss the implications of the findings on housing demand in the City of Thief River Falls.

F. For-Sale Housing Market Analysis

- 1. Collect data on detached single-family and multifamily (i.e. twin homes, townhomes, condominiums) housing resale values; examine price distribution and average/median sale price of home resales in Thief River Falls and the draw area (Note: this may require assistance from the city or county assessor).
- 2. Analyze data on the inventory and list price of homes currently for sale in the area.
- 3. Survey active and recently completed for-sale housing developments (single-family homes, townhomes, twin homes, etc.) in Thief River Falls and the surrounding area.
- 4. Analyze information on product types, lot sizes, home sizes, sale prices, buyer profile, and absorption (if available). For any condominium or cooperative products, provide data on building and unit amenities and common areas.

5. Identify the residential lot supply in Thief River Falls and the impact on potential housing production. Present data on vacant lots by year platted, subdivision, pricing, etc.
6. Interview real estate sales agents, developers, and builders to assess the strength of the for-sale housing market, buyer profiles, the impact of foreclosures/short sales on the market, desired housing types and price range, and unmet market niches.
7. Identify pending for-sale housing developments in the Market Area and discuss the likely impact of these developments on the housing market.
8. Based on a windshield survey of homes in the City as well as interviews with City/County staff and Realtors to discuss the overall condition of the owner-occupied housing stock in the Thief River Falls.

G. General Occupancy Rental Market Analysis

1. Survey larger (eight units or more) general occupancy rental housing projects, including subsidized (deep subsidy/extremely low income), affordable (shallow subsidy/low income), workforce housing (80% to 120% of AMI) and market rate developments in the Market Area. Map locations of the multifamily housing stock.
2. Analyze data collected from the rental survey on year built/remodeled, monthly rents, vacancies, rents per foot, unit types/sizes and features, common area amenities, and resident profiles.
3. Inventory pending (planned or under construction) rental developments in Thief River Falls and assess their potential impact on the market.
4. Interview owners/managers of rental housing in the area to assess rental trends and the need for additional rental housing in the City. Identify appropriate rental rates and the target markets for new rental construction in the community.

H. Senior Housing Market Analysis

- I. Inventory existing senior housing developments in the draw area, including subsidized (deep subsidy), affordable (shallow subsidy), and market rate developments. Projects will include rental and for-sale active adult, independent living, assisted living, and memory care senior housing developments.
- J. Map locations of the senior housing stock.
- K. Analyze data collected from the survey on year opened, number of units, vacancies, pricing, unit types and features, common-area amenities, services provided (if applicable), and resident profile.
- L. Inventory pending senior developments in Thief River Falls and the draw area and assess their potential impact on the market.
- M. Interview managers/sponsors of senior housing in the area to assess market trends and the potential need for additional senior housing in Thief River Falls.

I. Housing Affordability

1. Review and present income limits, maximum gross rents, and fair market rents by household size in Pennington County.
2. Based on income guidelines, present maximum rents based on household size and Area Median Income.
3. Based on the average rents by unit type from the *General Occupancy Rental Market Analysis Section*, present information on income-qualified renter households.
4. Based on the median home resale value from the *For-Sale Housing Market Analysis Section*, present information on income-qualified owner households.
5. Identify the number of cost burdened households (i.e. households paying more than 30% of their income on housing) in Thief River Falls and the draw area. Present cost burdened information for renters and owners.
6. To the extent data is available, evaluate housing voucher program in Thief River Falls and present information on historic housing vouchers; both ported in and in the City.

J. Conclusions and Recommendations

1. Quantify demand for housing (subsidized, affordable, and market rate) in Thief River Falls and the draw area through 2035 based on employment and household growth projections, pent-up demand, turnover/mobility, and estimated replacement needs. Demand calculations will be provided for general occupancy for-sale housing, general occupancy rental housing, and senior housing.
2. Identify potential target markets for new for-sale, rental, and senior housing.
3. Identify potential unmet market niches and deficiencies in the current market.
4. Based on lot supply and absorption trends, discuss the current land supply and whether more lots should be platted to meet projected demand.
5. Suggest an appropriate housing mix by product type (rental, ownership, and senior) and price point and discuss the target markets for each.
6. Suggest appropriate development concepts in the short-term (developments needed by 2028) and long-term (2029 to 2035), including number of units, unit mix, sizes, sale prices or monthly rents, and in-unit features and common area amenities.
7. Discuss the potential need for public/private partnerships to achieve housing development goals and support economic development in Thief River Falls. In addition, identify recommended housing products that will not be financially viable without city incentives such as TIF, tax abatement, free land, etc.
8. Discuss housing programs and resources that may be administered by the City to help achieve housing goals (i.e. home improvement loans, energy and environmental sustainability, fix-up funds, first-time home buyer classes, etc.).
9. Comment on overall housing stock condition from windshield surveys and comment on neighborhoods with elevated levels of deferred maintenance.
10. Review current programs provided by the City and provide information on successful programs offered at other communities similar to Thief River Falls.

11. Provide recommendations on other challenges and opportunities that relate to the housing stock and housing development/redevelopment in the City.

K. Meetings and Client Contact

1. One kick-off meeting with Client (in person at the time the windshield survey of the community is conducted or via conference call).
2. Check-in calls with Client as necessary.
3. Review of the Draft analysis (via conference call or video conference) that would address report findings.
4. Formal presentation to appropriate governing body.
5. Report Preparation.

Cost for Comprehensive Housing Needs Analysis (Staff Time)

\$18,610.00

GIS MAPPING

Maxfield Research and Consulting, LLC will present key data visually and spatially through GIS mapping. However, Maxfield Research will require assistance from the Client to obtain parcel level data and the City/County assessor database. We will provide a detailed data request list that will outline the mapping and data needs.

COST PROPOSAL

The work outlined under the Scope of Services for the **Comprehensive Housing Needs Analysis** will be performed for Eighteen Thousand Six Hundred Ten Dollars (\$18,610.00), including out-of-pocket expenses, postage, data purchases, and an electronic PDF version. Travel expenses (mileage, meals, hotels, etc.) will be billed at our direct cost and should not exceed \$1,200.00. Work completed on the assignment would be billed to the Client monthly as costs are incurred. Any additional research or meeting time requested by the Client beyond that set forth in the accompanying Scope of Services will be billed at our normal hourly rates for staff time (\$65 to \$160).

The following fee proposal provides a detailed summary of staff hours needed to complete this project. The fee proposal includes a breakdown of costs by project task and Maxfield Research and Consulting, LLC staff assigned to the project.

FEE PROPOSAL COMPREHENSIVE HOUSING NEEDS ASSESSMENT FOR THIEF RIVER FALLS, MINNESOTA							
Project Task	Maxfield Research and Consulting, LLC Staff					Cost by Task	
	President	Vice President	Sr. Associate	Associate	Support	Total	Total
A. Project Kick-off & Windshield Survey/Field Work	0	8	0	0	0	8	\$1,280
B. Review of Past Studies	0	0	0	2	0	2	\$170
C. Demographic Analysis	0	2	0	14	0	16	\$1,510
D. Employment Trends	0	2	2	10	0	14	\$1,470
E. Housing Characteristics and Condition	0	2	2	8	0	12	\$1,300
F. For-Sale Housing Market Analysis	0	12	0	8	0	20	\$2,600
G. General Occupancy Rental Analysis	0	2	4	14	0	20	\$2,110
H. Senior Housing Market Analysis	0	2	4	10	0	16	\$1,770
I. Special Needs Housing Assessment	0	0	0	0	0	0	\$0
J. Housing Affordability	0	2	2	8	0	12	\$1,300
K. Conclusions and Recommendations	2	10	6	4	0	22	\$3,160
L. Meetings, Presentation, and Report Preparation	0	6	0	2	2	10	\$1,260
M. Mapping & GIS	0	0	0	8	0	8	\$680
Total Hours	2	48	20	88	2	160	
(times) Hourly Rate	\$160	\$160	\$150	\$85	\$65		
Total Cost for Staff Time	\$320	\$7,680	\$3,000	\$7,480	\$130	\$18,610	
(Plus) Travel Cost (not to exceed estimate)*							\$1,200
Total Cost for Staff Time plus Travel							\$19,810

* Mileage, lodging, meals, etc.; Mileage billed at the standard IRS rate of \$0.655 per mile (2022 rate)

WORK PRODUCT

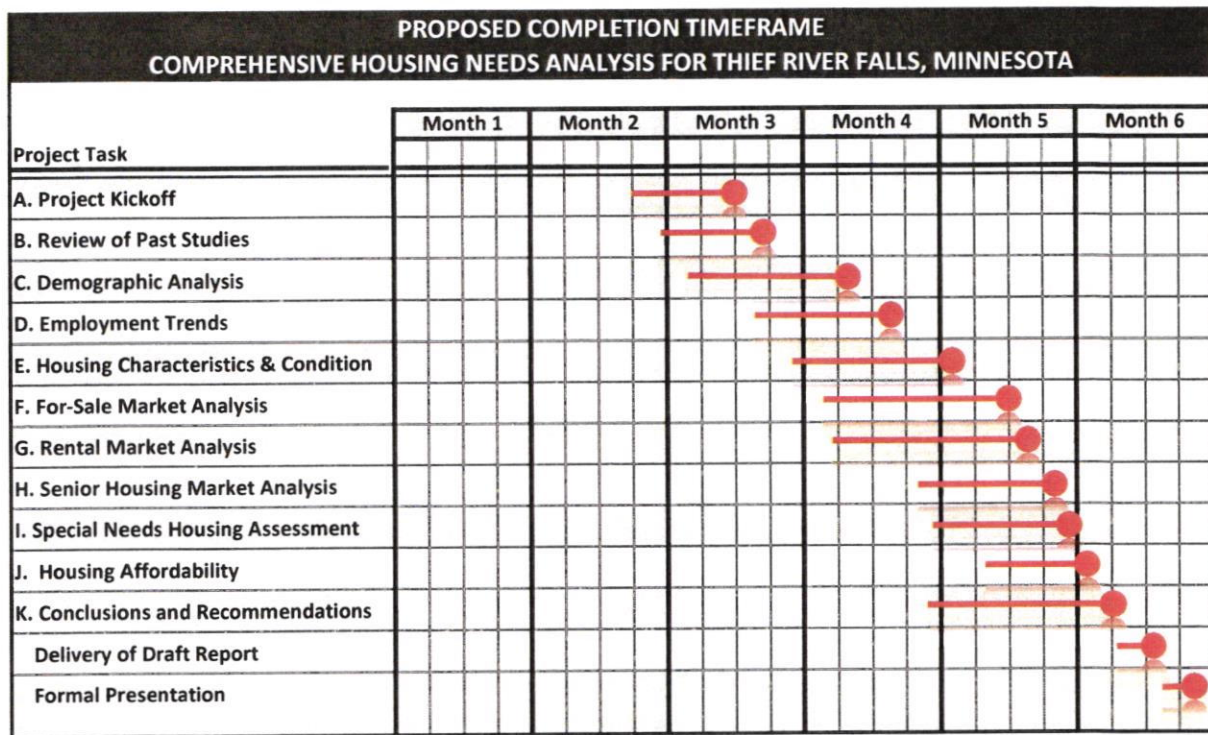
Findings will be presented in an electronic PDF format. Bound copies are optional and would be billed at our direct printing cost estimated at \$125 per copy.

The Comprehensive Housing Needs Analysis is accepted by many lenders, limited partners, investors or governmental bodies who require such documentation to satisfy their financing criteria.

COMPLETION TIME

The work outlined under Scope of Services will be completed in draft form within 180 days of the execution of this agreement unless delayed by unexpected emergencies, forces beyond the control of the parties, or by written agreement of the parties.

A final report would be issued within two weeks of receiving all comments and feedback from the Client.



Any meeting time or additional research requested by the Client beyond that outlined in the above Scope of Services will be billed in addition at our standard hourly rates for staff time which range from \$55.00 to \$160.00 per hour.

PAYMENT

All invoices are payable to Maxfield Research and Consulting, LLC within fifteen (15) days of receipt of an invoice showing the work completed and the direct costs for expenses. A finance charge of one and one-half percent (1.5%) per month will be added to the unpaid balance of each invoice not paid within thirty (30) days.

All invoices are sent via email. A current email address needs to be supplied to Maxfield Research for billing purposes. A final invoice will be sent with the release of the draft report.

DISCLAIMER

The objective of this research assignment is to gather and analyze as many market components as is reasonable within the time limits and projected staff hours set forth in this agreement.

We assume no responsibility for matters legal in character. The property/land is assumed to be free and clear of any indebtedness, liens or encumbrances; and good and marketable title and competent management are assumed, unless otherwise stated.

If building plans or site plans are included in the report, they are to be considered only approximate and are submitted to assist the reader in visualizing the property. We assume no responsibility for the accuracy of any building or site plans.

Certain information and statistics contained in the report, which are the basis for conclusions contained in the report, will be furnished by other independent sources. While we believe this information is reliable, it has not been independently verified by us and we assume no responsibility for its accuracy.

The conclusions in the report are based on our best judgments as market research consultants. Maxfield Research and Consulting, LLC disclaims any express or implied warranty of assurance of representation that the projections or conclusions will be realized as stated.

The result of the proposed project may be achieved, but also may vary due to changing market conditions characteristic of the real estate industry, changes in facts that were the basis of conclusions in this report, or other unforeseen circumstances.

This agreement will be construed according to the laws of the State of Minnesota.

TERMINATION

This agreement may be terminated upon written notification of either party to the other. In the event of termination, the Client will pay Maxfield Research and Consulting, LLC for staff hours performed at the firm's normal hourly rates, plus all expenses incurred through the date of termination.

If this proposal meets with your approval, please sign and return one copy to the offices of Maxfield Research and Consulting, LLC.

The costs outlined in the Scope of Services shall remain in effect for a period of 90 days from the date listed at the top of this contract.

Agreed to this _____ day of _____ 2023.

MAXFIELD RESEARCH AND CONSULTING, LLC

CITY OF THIEF RIVER FALLS

Mary Bujold
President

(Signature of Authorized Signer)

By: _____
(Print Name of Authorized Signer)

Its: _____
(Print Title of Authorized Signer)

MAXFIELD RESEARCH AND CONSULTING, LLC

SELECTED HOUSING STUDIES/REFERENCES
Maxfield Research and Consulting, LLC

- 1. Comprehensive Housing Needs Analysis for Two Harbors, Minnesota** **2022**
Client: City of Two Harbors
Contact: Jennifer Sterbenz, (218) 834-8804, jsterbenz@twoharborsmn.gov
- 2. Comprehensive Housing Needs Assessment for Waseca, Minnesota** **2021**
Client: City of Waseca
Contact: Mike Anderson, (507) 835-9741, mikea@ci.waseca.mn.us
- 3. Comprehensive Housing Needs Analysis for Marshall, Minnesota** **2021**
Client: Marshall Economic Development Authority
Contact: Lauren Deutz, (507) 337-9013, lauren.deutz@ci.marshall.mn.us
- 4. Comprehensive Housing Needs Analysis for Goodhue County, Minnesota** **2020**
Client: Goodhue County Economic Development Authority
Contact: Ron Zeigler, (507) 867-3164, ron.zeigler@cedausa.com
- 5. Comprehensive Housing Needs Analysis for Olmsted County, Minnesota** **2020**
Client: Olmsted County | Rochester Area Foundation
Contact: Jeremy Emmi, (507) 282-0203, jeremy@rochesterarea.org
- 6. Comprehensive Housing Needs Analysis for Luverne, Minnesota** **2019**
Client: Luverne Economic Development Authority
Contact: Holly Sammons, (507) 449-5033, hsammons@cityofluverne.org
- 7. Comprehensive Housing Needs Analysis for St. Cloud, Minnesota** **2019**
Client: City of St. Cloud
Contact: Matt Glaesman, (320) 650-3110, matt.glaesman@ci.stcloud.mn.us
- 8. Update of Comprehensive Housing Needs for the City of Moorhead, Minnesota** **2017**
Client: City of Moorhead
Contact: Lisa Bode, (218) 299-5434
- 9. Comprehensive Housing Market Analysis for Grand Rapids, Minnesota** **2014**
Client: Itasca County Housing Institute Team
Contact: Diane Larson, (218) 326-77978, diane@itascacountyhra.org
- 10. Housing Market Analysis and Demand Estimates for Hibbing, Minnesota** **2010**
Client: Hibbing HRA
Contact: Anita Provinzino, No Longer at HRA
Current Contact: Jackie Prescott, (218) 312-9816, jaqueline.Prescott@ThiefRiverFallshra.org

—APPENDIX—



Maxfield

Research & Consulting

Breaking Ground since 1983

WHO WE ARE

Maxfield Research & Consulting is a full-service research firm providing timely and comprehensive real estate market information and analysis that is critical to the success of our clients. With 35 years of experience in real estate market feasibility and consulting, our expertise enables us to offer solutions to difficult challenges. We assess the needs of each project, anticipate problems and provide solutions. We work closely with each client to assure our research data and analysis provide exactly the information needed in planning and developing new projects. We provide customized studies designed to deliver strategic framework for each of our clients' objectives to optimize land use and value of their real estate needs.

Developing dynamic relationships and delivering strategic solutions has earned us our clients' confidence in our expertise. Our broad experience and varied customer base includes public, private and institutional clients seeking crucial information in making decisions regarding the latest trends in the real estate industry.

Maxfield is a local, regional, national and international player in the real estate consulting industry.

OUR CLIENTS

Public Sector—Recommendations provide decision makers a guide to future planning. Strategic counsel on market trends and real estate activities assists clients with a value added service.

Private Sector—Provides clients with objective and unbiased advice to position themselves to maximize opportunity and reduce risk.

Institutional Sector—Extensive experience serving broad spectrum of clients with unique organizational needs.

WHAT WE DO

- ♦ **Residential**—Assist with information on multifamily, senior housing, tax credit, master-planned communities and residential scenarios.
- ♦ **Commercial**—Analysis for retail, office, industrial and hotel space working with private developers on specific projects.
- ♦ **Land Use**—Highest and best use assessments, redevelopment and development issues, collaborating with planning consultants to provide market data and support land use recommendations.
- ♦ **Special**—Provide expert testimony and litigation support, economic impact analysis, and financial pro-formas.
- ♦ **Consulting Services**—Custom analysis according to specific needs, specified aspects regarding floor plans, unit-mix, premium pricing assessments and competitive shopping.

OUR STAFF

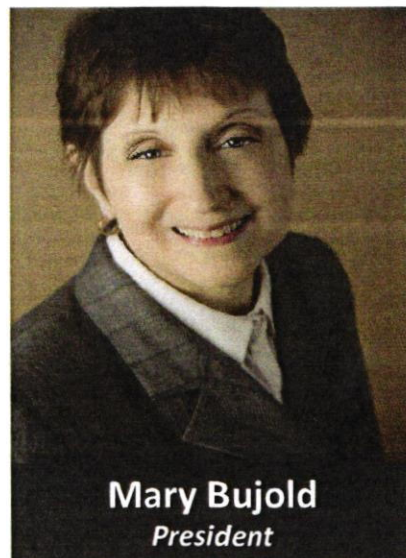
Mary Bujold, President
Matt Mullins, Vice President
Joe Hollman, Senior Research Associate
Brian Smith, Senior Research Associate
Andrew McIntyre, Research Associate
Max Perrault, Research Associate
Rob Wilder, Research Associate



Maxfield

Research & Consulting

Breaking Ground since 1983



Mary Bujold
President

GENERAL BACKGROUND

Mary has over 35 years of experience in real estate research and consulting and is considered a market expert in the field of residential real estate and in market analysis for financial institutions. She regularly testifies as an expert witness for eminent domain, tax appeal and other types of real estate litigation.

As President, she heads projects for large-scale land use and redevelopment studies including downtown revitalization for private developers and municipalities as well as private developers and universities on their student housing needs.

Mary frequently gives presentations at seminars and workshop sessions on current real estate market topics.

EDUCATION

Bachelor of Arts in Business Administration
Marquette University
Masters of Business Administration
University of Minnesota

PROFESSIONAL DESIGNATIONS AND APPOINTMENTS

Counselors of Real Estate (CRE)
CRE Vice Chair Liaison
CRE Budget & Finance Committee
CRE Minneapolis Chapter Chair
Housing Development Committee-Project for Pride in Living

PROFESSIONAL ORGANIZATIONS

Counselors of Real Estate (CRE)
National Association of Realtors (NAR)
Minnesota Association of Realtors (MAR)
Minneapolis Area Association of Realtors (MAAR)
National Historic Trust – Main Street Center
Sensible Land Use Coalition
Lambda Alpha International (LAI)

EXPERIENCE

- ♦ *Large-scale Redevelopment*
- ♦ *Master-planned Communities*
- ♦ *Rental Housing*
- ♦ *Condominium Housing*
- ♦ *Senior Housing*
- ♦ *Student Housing*
- ♦ *Financial Institutions*
- ♦ *Expert Testimony and Litigation Support*
- ♦ *Comprehensive Housing Needs*
- ♦ *Retail Analysis*
- ♦ *Downtown Revitalization*
- ♦ *Industrial Analyses*
- ♦ *Fiscal Impact Analyses*

CONTACT INFORMATION

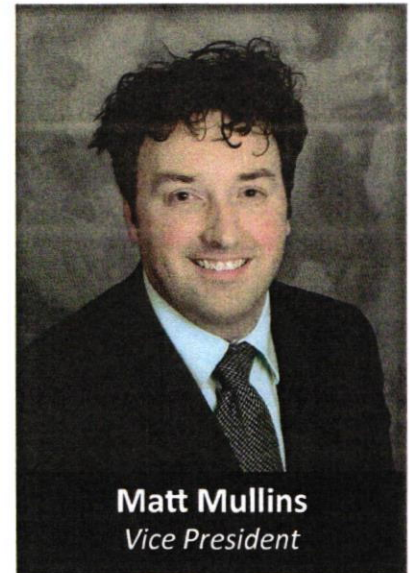
2823 Hamline Avenue North
Roseville, MN 55113
(Office) 612-904-7977 (Fax) 612-904-7979
Email: mbujold@maxfieldresearch.com
www.maxfieldresearch.com



Maxfield

Research & Consulting

Breaking Ground since 1983



Matt Mullins
Vice President

GENERAL BACKGROUND

Matt Mullins brings 25 years of real estate consulting and advisory service experience to Maxfield Research & Consulting. Matt has managed and directed real estate analysis projects locally, regionally, and nationally for a broad spectrum of private and public sector clients. Matt's experience canvasses a variety of real estate and land use types, including: single-family and multifamily housing, commercial, industrial, mixed-use, hospitality, entertainment, tourism, transit-oriented developments, among others.

Matt is a trusted adviser whom industry leaders regularly rely on for forthright insight into the real estate market. Matt frequently presents real estate findings and emerging trends to public sector entities and professional trade organizations. In addition to his strategic research and consulting responsibilities, Mr. Mullins manages and implements business development strategies and marketing initiatives for Maxfield. Furthermore, he oversees and mentors other Maxfield advisors. Mr. Mullins joined Maxfield Research in January 2003. Matt's previous experience was as a consultant for other nationally and globally based advisory service firms providing real estate advisory services.

EDUCATION

Bachelor of Arts in Urban Studies & Geography
St. Cloud State University
Mini-Masters in Real Estate Development
Mini-Masters in Investment Real Estate
University of St. Thomas

EXPERIENCE

- ◆ Highest & Best Use Studies
- ◆ Comprehensive Housing
- ◆ Apartments & Condominiums
- ◆ Senior Housing & Retirement Communities
- ◆ Redevelopment and Adaptive Reuse
- ◆ Master-planned Communities
- ◆ Single-family Subdivisions
- ◆ Condominiums & Townhomes
- ◆ Retail, Commercial, & Industrial
- ◆ Hospitality & Conference Centers
- ◆ Golf Courses & Marinas
- ◆ Mixed-use Development
- ◆ Transit-oriented Development (TOD)
- ◆ Resort & Second Home Communities
- ◆ Student Housing
- ◆ Financial Analyses

PROFESSIONAL ORGANIZATIONS

- Urban Land Institute (ULI)
- Sensible Land Coalition (SLUC)
- National Association of Realtors (NAR)
- Minnesota Association of Realtors (MAR)
- Minneapolis Association of Realtors (MAAR)
- Builders Association of the Twin Cities (BATC)
- Builders Association of Minnesota (BAM)
- National Association of Home Builders (NAHB)

REGISTRATION AND LICENSURE

Licensed Real Estate Broker in the State of Minnesota

CONTACT INFORMATION

2823 Hamline Avenue North
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mmullins@maxfieldresearch.com



[mattmullins](#)



[mattmullins](#)



Maxfield

Research & Consulting

Breaking Ground since 1983

GENERAL BACKGROUND

As a former city planner and commercial real estate professional, Joe has over 25 years of experience in the research, analysis and presentation of data relevant to the real estate industry. He has expertise in commercial real estate, housing, city planning, location analytics, and demographic analysis.

Prior to joining Maxfield Research, Joe was a member of the national research team for Cushman & Wakefield, one of the world's largest commercial real estate firms. In this role, he conducted research and analyses focusing on the office, industrial and retail real estate markets in the Twin Cities Metropolitan Area. Before joining the commercial real estate industry, Joe was a planner for the following organizations: City of Columbia Heights, Minnesota; Arrowhead Regional Development Commission in Duluth, Minnesota; and, Peoria County, Illinois. As a planner, he contributed to the creation of multiple comprehensive plans, land use studies, zoning ordinances and site assessments.

EDUCATION

Bachelor of Science in Geography
University of Wisconsin at La Crosse

EXPERIENCE

- ♦ *Retail, Office and Industrial Real Estate*
- ♦ *Redevelopment*
- ♦ *Hotel Feasibility*
- ♦ *Market Rate Rental Housing*
- ♦ *Affordable Rental Housing*
- ♦ *Market Potential Analyses*
- ♦ *Comprehensive Housing Needs Analyses*
- ♦ *Amphitheaters*
- ♦ *Senior Housing*
- ♦ *Age-restricted active adult communities*
- ♦ *Detached Single-Family Housing*
- ♦ *Condominiums*



Joe Hollman
Senior Associate

CONTACT INFORMATION

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www.maxfieldresearch.com



Maxfield

Research & Consulting

Breaking Ground since 1983

GENERAL BACKGROUND

Andrew joined Maxfield Research and Consulting in September 2018 as a Research Associate. His professional experience prior to Maxfield includes positions with city and county government in planning and economic development as well as in the private sector providing market research, demographic analysis and site selection.

His skills and knowledge of both the public and private sectors has helped him complete in depth studies for numerous public entities and developers.

Andrew has completed studies in a variety of geographic contexts including urban, suburban, exurban, and rural locations. Specific metropolitan areas he has study experience in include the Twin Cities, Des Moines, Sioux Falls, and Fargo-Moorhead. Overall, Andrew has worked on projects in the following states: Minnesota, Iowa, South Dakota, North Dakota, Wisconsin, and Wyoming.

In addition to his work in communities throughout the US, Andrew also has an interest in development abroad, a result of his education and study abroad experiences in South Africa and Western Europe.

EDUCATION

Bachelor of Arts in Political Science and History
Concentration in Africa and the Americas
St. Olaf College

Master of Urban and Regional Planning ([Capstone Project](#))

Graduate Certificate in African Studies
University of Michigan

Professional Organizations

- *Urban Land Institute (ULI)*
- *Young Professionals of Minneapolis (YPM)*



Andrew McIntyre
Research Associate

EXPERIENCE

- ◆ *Planning and Demographic Analysis*
- ◆ *GIS Mapping*
- ◆ *Market Research and Site Selection*
- ◆ *Community Needs Assessments*
- ◆ *Permanent Supportive Housing Market Assessments*
- ◆ *Housing Market Analysis*
- ◆ *Market Rate Rental Housing*
- ◆ *Tax Credit and Affordable Rental Housing*
- ◆ *Senior Housing and Retirement Communities*
- ◆ *Storage Facilities*
- ◆ *Market Segmentation*

CONTACT INFORMATION

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612-338-0012

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Maxfield
Research & Consulting

COMPREHENSIVE HOUSING

Real Estate Research Providing Comprehensive Market Information for the Public-Sector

Maxfield Research & Consulting has been a leader in the Comprehensive Housing Market Study industry for over three decades.

We provide the framework and market knowledge to guide housing development in your community. Our experts are leaders in comprehensive housing analyses across the Midwest and nationwide. The findings we provide create a basis for community leaders, stakeholders, and decision makers to guide future efforts in their respective community when addressing housing needs. Our relationships with developers, builders, investors, real estate professionals, and other professionals in the private sectors allow us to merge the wants and needs of the private and public sectors. With boots on the ground field work and real-time analysis on the local housing market, we provide market driven realities and action-oriented strategies for our clients.

Local • Regional • National

WHY MAXFIELD RESEARCH & CONSULTING?

We provide a holistic approach to comprehensive housing needs through our:

Local Knowledge and
National Expertise

Full-Service Real Estate
Advisory Firm Capabilities

Housing Inventory and
Proprietary Housing Data

On the Ground Field Research

Builder/Developer Relationships

Comprehensive Approach

Efficient Knowledge Base

Committed and Experienced
Team Members

Proven Methodologies and
Results Oriented Process

WHAT WE DO

Maxfield provides insight and solutions to key considerations in the comprehensive housing market.



Competitive Analysis



Product/Service Optimization



Site Optimization



Business Cycle Assessment



Highest & Best Use



Risk Reduction



Market Saturation



Red Flags

ACTION-ORIENTED ANALYSIS

Your key to a successful housing assessment is accurate and real-time market information. Our specialized division has developed a successful methodology to accurately measure market demand across all housing types. We also maintain a proprietary database tracking housing products and development since the mid-1980s.

Our analysis will enable you to make big decisions with confidence, reduce project risk, and maximize development opportunities. In addition to comprehensive economic, demographic and market reviews, we consider the human factor in our analyses.

Outcome Results May Include:

- Critiques of Proposed Development Concepts
- Housing concept recommendations
- Marketing Positioning/Strategies
- Site Selection
- Absorption Estimates
- GIS Mapping
- Highest and Best Use
- Land Use Refinements

Benefits Include:

- Guiding policy-making decisions
- Providing a framework for the Comprehensive Planning process
- Soliciting interest from the building industry
- Defining strategic housing priorities
- Due diligence for local banks and lending institutions
- Fundraising for housing programs and grants

Additional Service Options Include:

- Developer Round Tables
- Focus Groups
- Housing Surveys
- Stakeholder Interviews
- Housing Program Reviews
- Peer City Analysis
- GIS Mapping
- Builder/Developer Referrals



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City of Thief River Falls

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Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.6 Approval of MOU with Northwest Minnesota Foundation

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

MOTION TO: Approve a Memorandum of Understanding with the Northwest Minnesota Foundation to transfer Parcel No. 2 and Parcel No. 3 on Parkview Street into a Community Land Trust for the purpose of affordable housing; and authorize the Mayor and City Administrator to execute the agreement. Subject to final legal review.

BACKGROUND: The City of Thief River Falls has a housing shortage. Our previous housing study called for 900 new housing units and there have been 514 constructed since 2012. These have primarily been market rate workforce housing. There is a need for housing at all income levels.

KEY ISSUES: The Northwest Minnesota Foundation (NWMF) is in the process of developing a Community Land Trust (CLT) in Thief River Falls. They are proposing to build four new homes in 2024. With a CLT the NWMF would own the land with a minimal lease to the home buyer, resulting in a lower cost of ownership. The city would donate two lots that were created as a result of the decommissioning of the former water treatment lime ponds. This donation for affordable housing would leverage two additional new homes at another location in our community.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	Approval of MOU Northwest Minnesota Foundation 001
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Memorandum of Understanding

This Memorandum of Understanding ("MOU") is made and entered into by and between the Northwest Minnesota Foundation (NMF) and the City of Thief River Falls, Minnesota (TRF) and may be referred to jointly as "Parties."

1. Purpose

The purpose of this MOU is to establish the terms and conditions under which TRF will donate certain parcels of real property located in the County of Pennington and State of Minnesota to NMF, legally described as follows:

PARCEL 1:

The South 180.00 feet of the West 9.00 feet of Lot 7, and the South 180.00 feet of Lot 6 except the West 15.00 feet of said Lot 6, all in Block 1, Zeh's Addition to Thief River Falls, according to the official plat thereof on file and of record in the office of the County Recorder in and for the County of Pennington, and the State of Minnesota;

SUBJECT TO,

A 20.00 foot utility easement over, under, and across the South 20.00 feet of the tract herein described.

PARCEL 2:

The South 180.00 feet of the West 5.00 feet of Lot 8, and the South 180.00 feet of Lot 7 except the West 9.00 feet of said Lot 7, all in Block 1, Zeh's Addition to Thief River Falls, according to the official plat thereof on file and of record in the office of the County Recorder in and for the County of Pennington, and the State of Minnesota;

SUBJECT TO,

A 20.00 foot utility easement over, under, and across the South 20.00 feet of the tract herein described,

AND SUBJECT TO,

A 35.00 foot drainage easement over, under, and across the North 35.00 feet of the tract herein described.

to assist NMF in the establishment of a land trust model to provide entry housing to citizens of TRF based upon certain income and equity re-sale requirements (hereinafter "Program").

2. Program Overview

TRF will donate certain parcels of real property to NMF to be used in the land trust program on the condition that substantial progress will be made towards the building of affordable housing in the City within a defined time period, otherwise the title to the designated parcels of real property will revert to TRF. NMF shall create and administer an affordable housing land trust program that will...

3. Term and Termination

3.1 Term

This MOU shall begin on the date the last signature is obtained and shall end three (3) years from the effective date.

3.2 Termination

Either party may terminate this MOU at any time, with or without cause, upon thirty (30) calendar days written or email notice to the other party or pursuant to the termination provision of subsection 5.3(c).

3.3 In addition, to the extent that the administration of the Program or any part thereof, is reliant on the availability of legislative appropriations at the federal, state, or local level, either party may terminate this MOU, in whole or in part, in the event of non-appropriation of funds, irrespective of the source, for the administration of the Program.

3.4 This MOU will automatically terminate upon the enactment of any state or federal law that makes this MOU or the Program unlawful.

4. Mutual Agreements of NMF and TRF

NMF and TRF may establish rules, procedures, standards or guidelines for the administration of and participation in the Program. Any such rules, procedures, standards or guidelines jointly established by NMF and TRF shall be incorporated by reference into this MOU.

5. Authorized Representatives

The NMF Authorized Representative is the person below, or their successor:

Name:

Address:

Telephone:

Email Address:

The TRF Authorized Representative is the person below, or their successor:

Name:

Address:

Telephone:

Email Address:

The parties may change their authorized representatives at any time by providing the other party written/email notice of such change within ten (10) business days of such change.

6. Notices

Any notice given pursuant to this MOU shall be in writing or email to the appropriate authorized representative identified in section 5, Authorized Representatives. Mailed notices must be sent

registered or certified mail or via overnight express service.

7. Assignment, Amendments, Waiver, and MOU Complete

7.1 Assignment. Neither NMF or TRF may assign or transfer any rights or obligations under this MOU.

7.2 Amendments. Any amendment to this MOU must be in writing and will not be effective until executed and approved by the authorized signatories or their successors.

7.3 Waiver. If NMF or TRF fail to enforce any provision of this MOU, that failure does not waive the provision or its right to enforce it.

7.4 MOU Complete. This MOU contains all negotiations and agreements between DVS and the Administrator. No other understanding regarding this MOU, whether written or oral, may be used to bind either party.

8. Liability

NMF and TRF agree that each party will be responsible for its own acts and behavior and the results thereof to the extent authorized by law and shall not be responsible or liable for the acts of any others and the results thereof. The liability of TRF shall be governed by provisions of the Minnesota Torts Claims Act, Minnesota Statutes section 3.736, and other applicable law. This MOU shall not be deemed to create a legally binding obligation, partnership or joint venture.

9. Government Data Practices

Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and 18 U.S.C. section 2721, as they apply to all data provided by TRF and/or NMF under this MOU and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by TRF and/or NMF under this MOU. The civil remedies of Minnesota Statutes sections 13.08 and 13.09 apply to the dissemination of the data referred to in this clause. If NMF receives a request to release data referred to in this clause, NMF must immediately notify TRF, and TRF will give NMF instructions concerning the release of the data to the requesting party before the data is released.

10. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this MOU. Venue for all legal proceedings arising out of this MOU, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Pennington County, Minnesota.

11. Severability

Each provision of this MOU shall be interpreted in a way that is valid under applicable Minnesota law. If any provision is held invalid, the remainder of the MOU shall remain in full effect.

NMF

TRF

By: _____

By: _____



City of Thief River Falls

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

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

Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.7 Appoint Councilmember Steve Narverud to all City of Thief River Falls Ad Hoc Labor committee meetings.

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

MOTION TO: Appoint Councilmember Steve Narverud to all City of Thief River Falls Ad Hoc Labor committee meetings. The attendance of these meetings would qualify for a per diem submission.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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www.citytrf.net

Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.8 Approval to appoint Brian Jacobson as Director and John Kinsman as Advisor to the NMPA Board of Directors.

RECOMMENDATION: It is respectfully requested the City Council to accept the Public Utilities Committee recommendation consider the following:

MOTION TO: To appoint Brian Jacobson as Director and John Kinsman as Advisor to the Northern Municipal Power Agency Board of Directors. To complete the remaining term of May 1, 2023 through April 30, 2024.

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

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Brian Jacobson, Electric Superintendent

ATTACHMENTS:

None



City of Thief River Falls

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Thief River Falls MN 56701-0528

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www.citytrf.net

Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.9 Approval to fill Systems Manager position

RECOMMENDATION: It is respectfully requested the City Council accept the Public Utilities Committee recommendation:

MOTION TO: To authorize to begin the process to fill the Systems Manager position in the Electric Department. Position shall be opened to Teamster #320 employees for ten days, as per union contract and if not filled through this process, the Systems Manager position will be opened to the public.

BACKGROUND: Brian Jacobson moved to the Electric Superintendent position June 12, 2023, from the Systems Manager position. To continue efficient operations of the Electric Department, the Systems Manager position needs to be filled.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angie Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.10 Approval of Falls Towing Contract

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

MOTION TO: Approve the release of K&K towing contract and accept the revised RFP from Falls towing. We would like to move forward with the new Falls Towing contract starting June 21st 2023 and continuing through December 31, 2024.

BACKGROUND: We entered into a contract with K&K towing on January 23, 2023. In May of 2023 the Thief River Falls PD was notified by K&K towing that they were pulling their tow trucks from Thief River Falls and will no longer be providing tow services for the Police Department. Deputy Chief Roff met with Falls Towing following this announcement and received a mutually agreed upon revised contract from Falls Towing.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2023.

LEGAL CONSIDERATION:

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

ATTACHMENTS:

1.	RFP Falls Towing Contract-23
2.	Falls Towing Rates for city

Falls Towing

16788 120th Ave. NE

Thief River Falls, MN 56701

218-684-5100/681-7538

Fax: 218-681-7161

fallstowing@yahoo.com

www.fallstowing.com

Proposal for City of Thief River Falls Impound

Falls Towing, LLC respectfully submits the following proposal to furnish towing and impound services to The City of Thief River Falls.

Falls Towing, LLC was established March 2016 by Troy and Tiffani Ellingson. Troy has a 30+year history with this line of work. Starting out at Bugge's Oil, Falls Radiator and Woodies Towing & Transport. After being there a short time, we decided to start our own towing company. Our business offers a wide variety of services to the public such as towing and recovery, lock out, jumpstart, gas delivery, accidents. We also provide mechanical services, tire repair and service, auto detailing. With the acquisition of our new property/building we are able to provide excellent customer service 24hrs. a day, 7days a week fast, friendly service with competitive pricing.

Scope of Work

2.01 Storage

1. Falls Towing Impound Lot 16788 120th Ave NE, Thief River Falls, MN 56701 shall be used for all City of Thief River Falls Police Department ordered impounds.
2. Said vehicle storage area shall be contained within an area sufficiently fenced and secured.
3. Falls Towing shall keep and maintain the premises, other than the building, including access areas, walkways, and areas adjoining the building in a clean and orderly condition, free of accumulation of dirt and rubbish. Falls Towing will perform mowing, weed control and all snow removal for the impound lot to include gates, sidewalks and building entry areas.

2.02 Hours of Operation

1. At a minimum, Falls Towing shall maintain the following hours of operation for the release of vehicles towed under this agreement: Monday-Friday 8:00am to 6:00 pm, excluding all legal holidays, Saturday & Sunday by appointment only. At all other times Falls Towing shall release vehicles or other property from the Impound Lot within 90-minutes of such request. Nothing in this section, however, shall prohibit the City of Thief River Falls Police Department from requesting or authorizing the release of a vehicle on days and times other than those set forth herein.
2. Falls Towing can/will be able to provide services twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year, with exception of certain weather events out of our control.

2.03 Fees and Deposits

Please see attached list

2.04 Holding Area for Law Enforcement Assists

- A. The city of Thief River Falls will have the option of having separate inside storage for vehicles/items that are involved in criminal investigations stored in our Law Enforcement Center.

- B. The City of Thief River Falls will have the option of having separate inside storage for vehicles/items that are involved in criminal investigations stored in a secure area in our building. Said secure area shall meet all the terms and conditions required by the City of Thief River Falls necessary to ensure the proper securing of the evidence and provide for a proper chain of title.

2.05 Record Maintenance

1. All reports and documentation provided by Falls Towing shall be property of the City of Thief River Falls Police Department.
2. All data records and work product shall be regarded by Falls Towing as confidential.
3. All data records and work products shall be held by Falls Towing for five years and shall be the property of the City of Thief River Falls Police Department.

2.06 Equipment and Storage capabilities

1. Falls Towing will have available, at all times, a minimum of three (3) standard duty or heavier wreckers, including ownership of at least two wreckers having four-wheel drive capability. Falls Towing will be able to provide flatbed, medium duty and heavy-duty wreckers if needed.

Falls Towing will have access and usability of a lowboy tilt trailer.

2. Vehicles to be towed and stored will include but not limited to: cars, vans, 4x4 trucks, light duty trucks, heavy-duty trucks, street sweepers, fire trucks, ambulances, off-road equipment, fully loaded tractor trailers, boats, RV's motorcycles and heavy equipment.
3. Falls Towing has an 8-foot-high chain link fence around 160x200 feet outdoor storage with lighting and 16 camera system and has the holding capacity of 40-50 vehicles and we also have an indoor storage area of 60x80 feet with a 5-vehicle capacity.

2.07 Authorization

- A. All tows must be authorized by City of Thief River Falls Police Department/personnel.

- B. Scofflaw violations, all accidents, traffic hazards and stolen vehicle tows will be authorized for towing to Falls Towing Impound lot by police officer requesting the tow.
- C. Any tows performed by Falls Towing without proper authorization will be done at Falls Towing own risk.
- D. The fee schedules may also be used for towing any vehicle registered to the City of Thief River Falls or the Equipment Leasing Authority to any location as authorized by City of Thief River Falls administrator.
- E. City of Thief River Falls will not be responsible for the payment of any fees and/or charges for privately owned vehicles that are towed to Falls Towing Impound lot. Falls Towing shall collect payment for these services from the owner prior to releasing the vehicle.
- F. When Falls Towing chooses to perform a tow with a flatbed or heavy wrecker tow truck where only a conventional tow was needed, Falls Towing shall assess the conventional tow rate only.

2.08 Response Time

Falls Towing will be responsible for meeting certain response times as agreed upon by the parties. Should Falls Towing demonstrate a chronic pattern of poor response times, and response delays have a negative effect on the delivery of police services and public safety, Falls Towing may be penalized financially when the response times are not achieved upon a mutually agreed upon penalty schedule. It will be Falls Towing responsibility to have a sufficient number of trucks available to perform City of Thief River Falls tows to ensure that it is capable of and is able to achieve the response time requirements. Any changes in response time requirements can only be made in writing.

2.09 Clean up of Debris

Falls Towing driver responding to the City of Thief River Falls Police Department's towing request are responsible for cleaning up all accident-related debris at the scene, pursuant to the specific direction of law enforcement. Scene must be swept clean and Falls Towing won't leave scene without police approval.

2.10 Storage Location

1. Falls Towing Impound Lot at 16788 120th Ave. NE, Thief River Falls, MN 56701 shall be used for all City of Thief River Falls Police Department ordered impounds.
2. Said vehicle storage area shall be contained within an area sufficiently fenced and secured. Falls Towing has an 8-foot-high chain link fence around 160x200 feet outdoor storage with lighting and 16 camera system.
3. Falls Towing shall keep and maintain the premises, other than the building, including access areas, walkways, and areas adjoining the building in a clean and orderly condition, free of accumulation of dirt and rubbish. Falls Towing will perform mowing, weed control and all snow removal for the impound lot to include gates, sidewalks and building entry areas.

2.11 Impound/Storage Lot Access

Authorized City of Thief River Falls Police Department employees shall have access to any and all vehicles towed to Falls Towing Impound Lot at any time. A log of persons authorized to access the storage area shall be kept and maintained by Falls Towing.

- a. If Falls Towing is notified that a vehicle is to be “held”, Falls Towing shall deny access by all individuals except as authorized by the City of Thief River Falls Police Department, or until Falls Towing is notified by the City of Thief River Falls Police Department that this restriction has been removed. Falls Towing shall notify the Thief River Falls Police Department immediately if unauthorized access by any individual was sought.
- b. Unless Falls Towing is notified that the towed vehicle is to be held as evidence in criminal proceedings, Falls Towing agrees that the storage, release, and duties related to impounded vehicles and/or property is governed by the City of Thief River Falls Police Department, Thief River Falls Municipal Code and applicable state statute.

2.12 Record keeping and financial review

Falls Towing must keep any information as deemed necessary by the City of Thief River Falls Police Department. All forms must be filled out completely, legibly, and submitted in a timely fashion.

- a. Falls Towing shall maintain complete, up-to-date records of all vehicles towed at the request of the Thief River Falls Police Department and shall be available at all times to the Thief River Falls Police Department. At a minimum, such records must contain the following information:
 1. Date and location of the tow
 2. Make, model and year of the vehicle towed
 3. Serial/VIN number of the vehicle towed
 4. License plate number and issuing state
 5. Total cost of each tow, with a breakdown of all costs
 6. Copy of receipt provided to claimant showing claimant's signature
 7. Date of release
 8. Copy of claimant's proof of ownership and identification
 9. In the event vehicle's need to be moved or personal belongings need to be obtained keys will remain with vehicle until vehicle is dropped in Falls Towing impound, which upon that time an incident report will be given to Falls Towing and keys returned to Thief River Falls Police Department.

2.13 Monthly reporting

Falls Towing shall furnish to the City of Thief River Falls Police Department each month, a report containing information regarding vehicles that were towed under this contract and stored during the previous month that have not been claimed at the end of the month. Falls Towing shall deliver the monthly report on the first business day of each month.

2.14 Invoicing

In the event that City of Thief River Falls-owned vehicles must be towed using this contract, invoices should be sent to:

City of Thief River Falls
City Administrator
405 3rd St. E
Thief River Falls, MN 56701

Falls Towing must put any information required by the City of Thief River Falls on invoices being submitted.

2.15 Confidentiality

Falls Towing agrees not to divulge or release any information obtained in conjunction with any aspect of its performance under this contract, except to authorized City of Thief River Falls personnel or upon prior written approval of the City of Thief River Falls Administer, or as otherwise required by law.

2.16 Compliance with Laws

Falls Towing shall fully obey and comply with all laws, ordinances, resolutions, and administrative regulations which are or should be applicable to any work performed under this contract.

2.17 Notifications required by MN Statute 168B.06

Impound Operator shall be responsible for providing all statutorily required notice under Minn. Stat. 168B.06. Copies and verification of the same shall be accessible to the Thief River Falls Police Department upon request.

2.18 Forfeited Vehicles

Forfeited vehicles, either criminally or by Civil process shall be the property of the City and shall be forfeited pursuant to applicable to MN statute. Falls Towing will be reimbursed for towing and storage charges from the sale proceeds of a

properly forfeited vehicle. The remainder of the sales proceeds shall be retained by the forfeiting authority.

2.19 Indemnification

Falls Towing will indemnify and hold the City harmless from all demands, claims, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same, arising from, or growing out of any intentional act or neglect of the company, its contractors, agents or servants in connection with the performance of related duties.

2.20 Termination

The City reserves the right to terminate the awarded bidders' contract at any time with or without cause by either party upon 30 days' written notice to the other party.

2.21 Term of Contract

The term of the contract shall be a three-year term beginning January 1st, 2023-December 31st, 2025.

Troy Ellingson

Tiffani Ellingson

Falls Towing Rates

- **In Town Rates**

Lock-Out	\$40.00
Jumpstarts	\$50.00
Tire Change	\$50.00
Tows	\$70.00 on up (Plus Tax)
Rollback/Dollies	\$90.00 on up (Plus Tax)

- Mileage \$4.50/Mile
- Accident Charge \$100.00
- Winch out \$75.00 on up (Plus Tax)
- Roll-Over \$50.00 on up (Plus Tax)
- Storage \$40.00/ day (\$500 max)
- Impound Tow (Within City Limits) \$125.00
- Intoxalock Install \$145.00 on up
- Intoxalock Recalibration \$30.00
- \$300/vehicle per year cap on all Impounded vehicles
- \$65/vehicle that are currently in the city impound to be towed to Falls Towing's lot



City of Thief River Falls

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Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.11 Approve Economic/Community Development Director position Job Description, Grading, and open position to fill.

RECOMMENDATION: It is respectfully requested that the City Council approve the Public Works and Administrative Services Committees recommendation:

MOTION TO: Approve the Economic/Community Development Director position Job Description, Grading, and open the position to the public for filling. David Drown and Associates (DDA) graded the position, and the Community Development Director position will be a Grade 13. This will be a MAPS management position.

BACKGROUND: Due to the announcement of Mark Borseth's current independent service contract for zoning and economic development ending in July 2023, it was discussed at Committee of the Whole to create an Economic/Community Development Director position and bring back to committees for review. David Drown and Associates (DDA) have created a job description and have graded the position.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a 2023 budgeted position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Economic Community Development Director
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Classification: Economic/Community Development Director
Reports to: City Council, council committee and

Department: Economic Development
Location: City Hall

City Administrator as delegated

Supervises: Supervisory

FLSA Classification: Exempt

Position Summary

This position performs a wide variety of research, development, and supervising activities associated with economic development, community development and housing. Responsible for the overall management of the Community Development and Economic Development activities including the planning, code enforcement, zoning, development plans and liaison to City commissions and committees.

Essential Duties and Responsibilities

Manage Department Operations

- Analyze development proposals to ensure conformance with Comprehensive and long-range plans. Coordinate and communicate with landowners, businesses, appraisers, surveyors, bankers, realtors, developers, and builders.
- Assist in developing complex strategies to evaluate and initiate redevelopment projects.
- Respond to development inquiries from a variety of sources including landowners, businesses, appraisers, surveyors, bankers, realtors, developers and builders.
- Oversee and administer all Planning and Zoning activities including conditional use permits, variances, rezoning, environmental assessment worksheets, environmental review worksheets and annexation.
- Oversee and supervise Building Official.
- Oversee and direct the physical development of the community including administration of the Subdivision Ordinance, site plan review, preliminary plats, final plats, and minor subdivision.
- Coordinate with other City departments and contract services.
- Assist in the development of short and long-range development and redevelopment plans and strategies; coordinates with staff in gathering, interpreting, and preparing data for studies, reports, and recommendations.
- Oversee the scheduling and organization of all Planning related public hearings, including the preparation of notices and staff documentation.
- Oversee maintenance and coordination of all aspects of the building permit process, including the review of all site plans for conformance with Zoning Ordinance, including architectural standards.

Technical

- Serves as principal planner and zoning administrator for the City of Thief River Falls.
- Provides staff support to the Planning Commission and occasional staff support to the City Council and Public Works Committee.
- Administers and maintains the comprehensive plan for the development of the City and assists with multi-year small area plans.
- Performs complex professional work related to site plan review, code enforcement, economic development, TIF administration, grant reporting, and other duties as assigned.
- Researches opportunities for grants and other non-traditional revenue sources. Identifies grant opportunities and assists with the preparation of grant applications.
- Reviews site plans and consults with developers and appropriate reviewing agencies to ensure compliance with policies, regulations, ordinances, and modern planning standards.
- Receives and processes zoning and land use applications, completes detailed analysis for conformity with Municipal Code, prepares case files, coordinates publication of notices to property owners as necessary, and presents cases to Planning Commission.
- Researches, drafts, and recommends amendments to ordinances as deemed necessary. Enforces ordinances to implement growth and development policies outlined in the City of Thief River Falls' Comprehensive Plan.

- Performs the implementation of economic development, community development, and redevelopment initiatives of the City Council.
- Assists property owners, developers, and local business representatives with questions regarding planning/zoning related matters; provides a positive first impression to visitors to the City of Thief River Falls.
- Prepares and monitors Department's annual budget.
- Assists with the preparation of the City's Five-Year Capital Improvement program in conjunction with the City Administrator and Department Heads.
- Provides direction to other staff members, as necessary.
- Performs other duties as apparent or delegated.

Other duties as assigned or apparent

- Attends meetings and training; maintains certification.

Qualifications

Education: Bachelor's degree from an accredited institution in Public Administration, Urban or Regional Planning, Geography, Business Management or related field. Must possess valid MN Driver's license.

Requirements:

- 10 years of previous relevant experience or equivalent combination of education/training/experience.
- Preference will be given to those that have a building official license or the ability to acquire one.
- Knowledge of the principles and practices of municipal planning and community development; comprehensive knowledge of economics, municipal finance and sociology as they apply to city planning; and thorough knowledge of current developments in the field.
- Knowledge of research and statistical analysis techniques.
- Knowledge of facility design, maintenance and building codes.
- Knowledge of economics, economic trends, the structure of the economy sufficient to monitor their impact on the City.
- Ability to develop, plan, organize and supervise planning projects.
- Ability to work on a variety of projects simultaneously and within established time constraints.
- Knowledge of and ability to apply generally accepted administrative and personnel management methods.
- Knowledge of the budgetary process and ability to prepare and submit a budget.
- Knowledge of landscape architecture and traffic engineering; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control.
- Competency in computer operations and relevant software programs used in modern office environment including practices, procedures, and standard office and accounting equipment. Must be proficient in Microsoft Office, specifically Word, Excel, and PowerPoint.
- Ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; and prepare written grant applications.
- Possess knowledge of statutory requirements and pertinent City ordinances pertaining to municipal operations, or the ability to acquire such knowledge in a timely manner.
- Must have the ability to give effective presentations at public meetings.
- Ability to maintain effective and respected working relationships with the City Administrator, City Council, City employees, and the general public. Excellent customer service is our goal.
- 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 60 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.



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Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.12 Approve employment of Sean O'Conner as Patrol Officer

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

MOTION TO: To approve the employment of Sean O'Conner for the position of Patrol Officer. Officer O'Conner will have a tentative start date of June 28th, 2023, at Grade 5 step 1 of the LELS salary schedule for starting wage of \$29.05 per hour. This is an LELS Union non-exempt position. Employment is contingent upon successful completion of all pre-employment requirements.

BACKGROUND: The City Council, by Resolution No. 12-271-22 authorized that the city of Thief River Falls begin the process to fill a Patrol Officer position to replace an officer that moved to Investigator. Applications from the public were accepted and interviews were conducted on April 19th, 2023. Mr. O'Conner successfully completed the background check, and a conditional job offer is pending approval of the City Council.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Chief of Police

ATTACHMENTS:

None



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Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.13 Approve employment of Wayde Jensen as Patrol Officer

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

MOTION TO: To approve the employment of Wayde Jensen for the position of Patrol Officer. Officer Jensen will have a tentative start date of June 28th, 2023, at Grade 5 step 1 of the LELS salary schedule for starting wage of \$29.05 per hour. This is an LELS Union non-exempt position. Employment is contingent upon successful completion of all pre-employment requirements.

BACKGROUND: The City Council, by Resolution No. 02-56-23 authorized that the city of Thief River Falls begin the process to fill a newly created Patrol Officer position. A 17th patrol officer position was added to reduce overtime. Applications from the public were accepted and interviews were conducted on April 19th, 2023. Mr. Jensen successfully completed the background check, and a conditional job offer is pending approval of the City Council.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Chief of Police

ATTACHMENTS:

None



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Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.14 Approval of Revised General Records Retention Schedule for Minnesota Cities

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

MOTION TO: Approve the General Records Retention Schedule for Minnesota Cities, as revised March 2021.

BACKGROUND: The Minnesota State Department of Administration, Information Policy Analysis Division, and the Minnesota Historical Society have developed a retention schedule to provide a plan for managing governmental records by giving continuing authority to dispose of records under Minnesota Statutes Section 138.17.

KEY ISSUES: As required by the State of Minnesota, cities are required to adopt a retention schedule for managing governmental documents. The retention schedule has been revised and updated by the Minnesota Clerks and Finance Officers Association.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.15 Approval of Mobile Device Policy

RECOMMENDATION: It is respectfully requested the Council consider the following as recommended by the Administrative Services Committee:

MOTION TO: Approve the Mobile Device Policy for the City of Thief River Falls

BACKGROUND: The City of Thief River Falls would like to update the existing Cellular Device Policy with a Mobile Device Policy.

KEY ISSUES: The City has multiple devices such as cell phones, iPads, and jet packs that should be included in the policy.

- This policy will include all devices in the City and not just limited to Cellular devices.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, Information Technology Coordinator

ATTACHMENTS:

1.	6-20-2023 Mobile Device Policy
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THE CITY OF THIEF RIVER FALLS

MOBILE DEVICE POLICY

POLICY

To better serve our citizens and give our workforce the best tools to do their jobs, the City of Thief River Falls continues to adopt and make use of appropriate means of communication and information exchange. The City issues mobile devices, such as cell phones and iPads to improve job productivity, enhance safety, increase data security, and allow communications during emergencies.

PURPOSE

The purpose of this policy is to establish reasonable expectations and guidelines for the use and administration of mobile devices. Mobile devices include cell phones, iPads, and/or jet packs.

GENERAL PROVISIONS

- The mobile device, phone number, and all accessories are the property of the City of Thief River Falls.
- The City Administrator, with input from the Department Head, will determine which employees are eligible or required to carry City-issued mobile devices.
- All mobile devices and accessories shall remain the property of the City and shall be returned to the City when an employee leaves employment or if the mobile device is no longer necessary for work-related purposes.

CRITERIA

Cellular phones will be assigned to employees who must remain accessible due to the nature of their duties and/or those who must be available for emergency response or consultation. Department Heads and supervisors who choose not to have a city-issued phone must provide their immediate supervisor with a personal cell phone number where they can be reached after hours.

- Employees who are frequently out of the office or in a vehicle and need to be in contact with staff, citizens, or other city employees/associates; or
- Employees who are responsible for after-hour response to citizen or staff service issues or who are designated in an on-call capacity; or
- Employees who have a critical need to maintain accessibility with other department managers, city staff, or public officials to ensure uninterrupted customer service and/or the integrity of the city; or
- Employees with a public safety need as necessary to provide immediate and direct telephone communications with citizens, outside agencies cooperating in operations, or other resources entities outside of city government; or
- Employees whose work productivity will be improved.

EXPECTATIONS

- Employees shall carry, or have immediately available, cellular phones while on duty or authorized on-call.
- Employees shall be responsible for ensuring that mobile devices are charged and ready for use, and for providing the proper use and care of mobile devices.
- Non-exempt employees should not expect overtime or compensatory time for checking emails or returning phone calls after work hours unless explicitly requested by the employee's supervisor or Department Head
- Incoming and outgoing personal calls during work hours should be kept to a minimum so as not to interfere with City business or the performance of the employee's job.

SAFETY

- Employees must follow applicable local, state, and federal laws regarding the usage of a cellular phone while driving. Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their cell phones while driving.
- Under Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle out of the way of traffic before placing or accepting a call.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using a non-navigation application while driving is strictly prohibited.
- Per State Law, there is an exception for hands-free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency, or serious traffic hazard or prevent a crime from being committed. There are also State law exemptions for authorized emergency vehicles while in the performance of official duties.

FEES

- The City shall supply the mobile device, case, charger, and hands-free accessories (if required for the job). Other accessories are the responsibility of the employee unless prior approval has been obtained from the Department Head.
- The City shall pay for the basic monthly costs associated with the mobile device.
- Employees must reimburse the city for any non-employment overages including charges for overage minutes, roaming charges, toll fees, or additions to the plan (i.e. international).
- Employees may be responsible for the cost to repair or replace mobile devices damaged because of negligence while in their “personal care” outside of working hours.
- If there is a mobile expense (app, cloud space) that is beneficial to the employee and the City, the employee may request to be reimbursed for the cost, upon approval from their supervisor.

PUBLIC OR PRIVATE INFORMATION

- Non-exempt employees' cellular numbers will not be given out to the general public, except by the employee assigned that number, or with permission from that employee or the employee's Department Head.
- City-owned cellular records (the bill) are considered public data and are subject to review.
- City business conducted on any mobile device is subject to the Data Practices Act and as such, can be subject to a data request for the entire device to be subject to review and the contents on that device (city or personal business)
- Any personal devices conducting City business may also be subjected to review.

SECURITY

- All city-issued mobile devices, due to the confidential or security-sensitive data stored or received, will be required to be enrolled in enterprise mobility management (EMM) and managed through an MDM (mobile device management). An MDM can be used to apply policies, lock the password screen, ping for its last known location, wipe the device remotely, have a password configured, etc.... Please note if you are using your private mobile device for city business the above terms may apply.
- In the event a mobile device is lost, stolen, or misplaced –the Information Technology Department must be contacted immediately.
- The City reserves the right to monitor, manage and secure City-issued mobile devices for software updates and installed applications. Security risks may require the mobile device to be locked down or applications uninstalled.

- TikTok is restricted from city devices and should not be added or accessed by the employee on a city device.
- Decisions regarding the use of the mobile device that are not explicitly stated herein will be left to the discretion of the appropriate Department Head, as authorized by the City Administrator. Department Heads are authorized to administer, provide guidance on, and assure compliance with these guidelines.

City of Thief River Falls Mobile Device Policy

I have read and been informed about the content, requirements, and expectations of the Mobile Device Policy for employees and elected officials of the City of Thief River Falls.

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

Employee Official Signature: _____

Employee Official Printed Name: _____

Date: _____



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Request for Council Action

DATE: 6/20/2023

SUBJECT: #8.16 Approval of Elected Officials Mobile Device Policy

RECOMMENDATION: It is respectfully requested the Council consider the following as recommended by the Administrative Services Committee:

MOTION TO: Approve the Elected Officials Mobile Device Policy for the City of Thief River Falls

BACKGROUND: The City of Thief River Falls would like an Elected Official Mobile Device Policy.

KEY ISSUES: Elected Officials use mobile devices owned by the City of Thief River Falls to conduct business and communication for city business.

- This policy will include elected officials for general care, expectations, fees, data, and security.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, Information Technology Coordinator

ATTACHMENTS:

1.	6-20-23 Elected Officials Mobile Device Policy
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THE CITY OF THIEF RIVER FALLS

ELECTED OFFICIALS MOBILE DEVICE POLICY

POLICY

To better serve our citizens and give our elected officials the best tools to do their jobs, the City of Thief River Falls continues to adopt and make use of appropriate means of communication and information exchange. The City issues mobile devices to improve communication and efficiency to conduct City business by its elected officials.

PURPOSE

The purpose of this policy is to establish reasonable expectations and guidelines for the use and administration of mobile devices.

GENERAL PROVISIONS

- The mobile device and all accessories are the property of the City of Thief River Falls.
- All mobile devices and accessories shall remain the property of the City and shall be returned to the City when an elected official's term ends or if the mobile device is no longer necessary.

EXPECTATIONS

- Elected officials shall be responsible for ensuring that mobile devices are charged and ready for use, and for providing the proper use and care of mobile devices.

FEES

- The City shall supply the mobile device, charger, and any other accessories (keyboard, pen).
- Elected officials may be responsible for the cost to repair or replace mobile devices damaged because of negligence while in their "personal care".

PUBLIC OR PRIVATE INFORMATION

- City business conducted on any mobile device is subject to the Data Practices Act and as such, can be subject to a data request for the entire device to be subject to review and the contents on that device (city or personal business)
- Any personal devices conducting City business may also be subjected to review.

SECURITY

- All city-issued mobile devices, due to the confidential or security-sensitive data stored or received, will be required to be enrolled in enterprise mobility management (EMM) and managed through an MDM (mobile device management). An MDM can be used to apply policies, lock the password screen, ping for its last known location, wipe the device remotely, have a password configured, etc.... Please note if you are using your private mobile device for city business the above terms may apply.

- In the event a mobile device is lost, stolen, or misplaced –the Information Technology Department must be contacted immediately.
- The City reserves the right to monitor, manage and secure City-issued mobile devices for software updates and installed applications. Security risks may require the mobile device to be locked down or applications uninstalled.
- TikTok is restricted from city devices and should not be added or accessed on the mobile device.

City of Thief River Falls Mobile Device Policy

I have read and been informed about the content, requirements, and expectations of the Mobile Device Policy for elected officials of the City of Thief River Falls.

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

Elected Official Signature: _____

Elected Official Printed Name: _____

Date: _____

**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						
BMW Bnk North Amer Salt Lake	Certificate of Deposit - Brokered	\$209,000	11-Oct-23	1.85%	11-Apr-20	\$206,377.05
American Express Natl Bk	Certificate of Deposit - Brokered	\$248,000	18-Mar-24	1.60%	16-Sep-22	\$240,808.00
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	\$249,000	15-May-24	2.75%	15-May-19	\$242,889.54
New York Community Bank	Certificate of Deposit - Brokered	\$183,000	03-Jun-24	0.30%	03-Dec-21	\$173,961.63
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	\$500,000	01-Oct-24	2.25%	12-Aug-20	\$480,655.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	\$245,000	27-Feb-25	1.80%	27-Aug-20	\$230,897.80
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$168,372.81
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	\$255,000	25-Aug-25	3.50%	25-Feb-23	\$247,232.70
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$220,192.14
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	\$200,000	11-Feb-26	1.00%	11-Aug-21	\$178,990.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	\$246,000	30-Mar-26	2.85%	01-Jul-22	\$238,917.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.95%	30-Jun-21	\$221,378.43
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$215,389.30
Defiance Ohio City Sch Dist	Bond - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$428,158.50
Fresno Calif Uni School Dist	Bond - Brokered	\$300,000	01-Aug-25	0.00%	01-Aug-25	\$268,416.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$166,981.50
RBC INVESTMENTS						\$3,929,617.90
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-23	2.09%	16-Dec-23	\$100,000.00
BORDER STATE BANK INVESTMENTS						\$100,000.00

First Mid-Illinois Bank & Trust	Certificate of Deposit - Brokered	\$242,600	06-Jul-23	2.942%	\$242,600.00
T Bank, National Association TX	Certificate of Deposit - Brokered	\$233,050	20-Jun-24	4.728%	\$233,050.00
4M Term Series, MN	Certificate of Deposit - Brokered	\$1,000,000	26-Jan-24	4.650%	\$1,000,000.00
4M INVESTMENTS					<u>\$1,475,650.00</u>

TOTAL CD INVESTMENTS	\$5,505,267.90
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MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	4.480%	\$3,273,229.40
RBC	US Govt Money Market Fund		\$1.61
League of Minnesota Cities	4M Money Market Fund	5.008%	\$13,106,261.13
League of Minnesota Cities	4M Plus Fund	5.054%	\$26,667.21
League of Minnesota Cities	4M LTD Account		<u>\$758,972.99</u>

TOTAL MONEY MARKET SAVINGS	\$17,165,132.34
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GRAND TOTAL	05/31/2023	<u><u>\$22,670,400.24</u></u>
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*Interest paid every 6 months.