THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, December 19, 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 HEARING - RESIDENTIAL TAX ABATEMENT**

5. **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.***

6. **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
   6.1. Surface Water Assessment

7. **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.***

8. **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.***
   8.1. Approval of December 5, 2023 Council Proceedings (page 4-11)
   8.2. City of Thief River Falls Bills and Disbursements (page 12-50)
   8.3. Approval To Process Year-End Accounts Payable Through December 29, 2023 (page 51)
   8.4. Additional Uncollectible Utility Account Write-offs (page 52)
   8.5. Approve TRF Chamber of Commerce Temporary Intoxicating Liquor License (page 53-55)

8.6. Approve Bruggeman Family Beer in the Park Permit (page 56-57)

8.7. Approve 2024 Water Treatment Plant Chemical Bids (page 58-60)

9. NEW BUSINESS

9.1. Surface Water Assessment (page 61)

9.2. Approval of Tax Abatements (page 62-63)

9.3. Approve Farmland Lease – Gilbert Industrial Park (page 64-69)

9.4. Approval to Write Off Falls Liquor Store NSF Checks (page 70)

9.5. Approval of 2024 Tax Levy (page 71)

9.6. Adopt the City of Thief River Falls Final 2024 Budget (page 72)

9.7. Approval of Certification of Unpaid Grass Mowing/Weed Trimming/Tree Removal Charges To Property Owners' 2024 Property Tax (page 73-74)

9.8. Approving Plans and Specifications and Calling for Bids for the TRF Library Bathroom Reconstruction Project (page 75)

9.9. Approve City Hall Remodel Project (page 76)

9.10. Approve Engineering Services (page 77)

9.11. Call for 2024 Public Improvements Feasibility Report (page 78)

9.12. Approval to post internally for the position of Public Works Forester (page 79)

9.13. Approve to fill 4 full-time Off Sale Clerk Positions in the Liquor Department (page 80)

9.14. 1915 Picture Card - Group Picture (page 81-83)

9.15. Approve Council members to be issued cell phones (page 84)

9.16. Venuworks Management Contract (page 85)

10. 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.*

11. UPCOMING MEETINGS

11.1. City Council Meeting - January 2nd at 5:30 p.m.

11.2. Public Utilities Committee Meeting - January 8th at 7:00 a.m.

11.3. Public Safety Liquor Committee Meeting - January 8th at 4:30 p.m.

11.4. Administrative Services Committee Meeting - January 9th at 4:30 p.m.

11.5. Public Works Committee Meeting - January 10th at 4:30 p.m.

11.6. City Council Meeting - January 16th at 5:30 p.m.

12. INFORMATIONAL ITEMS

12.1. November 2023 Investment Summary (page 86-87)

12.2. Congratulations on Completion of the 2023 Body Worn Camera Audit (page 88-101)

13. ADJOURNMENT

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

City 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: 12/19/2023

SUBJECT: #8.1 Approval of December 5, 2023 Council Proceedings

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

MOTION TO: By the City Council, to approve December 5, 2023 Council Proceedings.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	12.05.23 City Council Minutes

COUNCIL PROCEEDINGS

Tuesday, December 5, 2023

CALL TO ORDER

This meeting is officially called to order at 5:30 PM on December 5, 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, Lorenson, Arlt, Aarestad and Bolduc. Mayor Holmer chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Anthony Bolduc, to approve the agenda with the addition of 8.7.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 11.263.23: Approval of November 21, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 11.263.23, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve November 21, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.264.23: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 11.264.23, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $1,610,231.00 and council per diem in the amount of $1,472.50. 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. 11.265.23: Approval of 2024 City License Renewals

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 11.265.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Annually City License Renewal forms are distributed to current license/permit holders to be completed by October 27th. Submission of City Application, State Renewal forms, Background Check forms, Certificate of Insurance, MN Revenue form and appropriate fee's according to City Code.

WHEREAS, License fees are set by City Council and listed in City Code.

WHEREAS, Contingent on all applications, background checks, fees and insurance being met.

THEREFORE, BE IT RESOLVED Approval of 2024 City License Renewals effective January 1, 2024 – December 31, 2024.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 11.266.23: Approval to Designate the Ralph Engelstad Arena as The City of Thief River Falls Polling Place for All Precincts for 2024 Elections</u>

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced <u>Resolution No. 11.266.23</u>, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Minnesota Election Law section 204B.16 requires the city council of every municipality to designate a place for holding an election for each precinct every year before December 5, 2023. The designated polling place remains the polling place for these precincts throughout the calendar year unless: Polling place becomes unavailable or an emergency occurs after the deadline to designate a polling place but before the polls close on election day.

THEREFORE, BE IT RESOLVED By the City Council, to designate the Ralph Engelstad Arena, 525 Brooks Avenue North, Thief River Falls as the City of Thief River Falls designated polling place for all precincts within the City limits for 2024 Elections.

On vote being taken, the resolution was unanimously passed.

<u>NEW BUSINESS</u>

<u>Call for Second Reading of City of Thief River Falls – Amend City Code</u>

Councilmember Mike Lorenson motioned, being seconded by Councilmember Steve Narverud to call for the second reading of an ordinance of City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

WHEREAS, The City of Thief River Falls was very proactive and established a Solar Energy Systems ordinance prior to the State of Minnesota enacting any State Building Codes regulating Solar Energy Systems. We must now update our city ordinance to be in compliance. A Public Hearing was held on November 14th at the Planning and Zoning Commission meeting and recommended to Council for approval.

WHEREAS, The City of Thief River Falls currently requires a setback of five (5) feet from the edge of the roof. Minnesota State Building Codes require only a three (3) foot setback. The State also does not require any certifications on the part of the installer.

THEREFORE, BE IT RESOLVED Call for Second Reading and consider amending City Code 152.056 Solar Energy Systems. Delete requirement 4. Under section (C),

Renumber subsections 5-10 as 4-9. Deleting Community Services Director and replacing it with Building Official under subsection 7 Abandonment.
Under Section (D) Safety, Subsection 1 Compliance with building code, to read "…shall comply with all local, state, and fire building codes."
Under Subsection (D 5) Batteries. Delete " …be placed in a secure container or enclosure meeting,,," and replace with meet.
And under Section E delete "Installer must be NABCEP Certified."

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.267.23: Approval to Amend City Code 152.056 Solar Energy Systems

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 11.267.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief River Falls was very proactive and established a Solar Energy Systems ordinance prior to the State of Minnesota enacting any State Building Codes regulating Solar Energy Systems. We must now update our city ordinance to be in compliance. A Public Hearing was held on November 14th at the Planning and Zoning Commission meeting and recommended to Council for approval.

WHEREAS, The City of Thief River Falls currently requires a setback of five (5) feet from the edge of the roof. Minnesota State Building Codes require only a three (3) foot setback. The State also does not require any certifications on the part of the installer.

THEREFORE, BE IT RESOLVED Approve to Amend City Code 152.056 Solar Energy Systems. Delete requirement 4. Under section (C), Renumber subsections 5-10 as 4-9. Deleting Community Services Director and replacing it with Building Official under subsection 7 Abandonment.
Under Section (D) Safety, Subsection 1 Compliance with building code, to read "…shall comply with all local, state, and fire building codes."
Under Subsection (D 5) Batteries. Delete " …be placed in a secure container or enclosure meeting,,," and replace with meet.
And under Section E delete "Installer must be NABCEP Certified."

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.268.23: Approval to accept the signed Teamsters, Local No. 320 (Public) Memorandum of Agreement for Interim 2024 Employee Health Insurance Payments

Following discussion, Councilmember Steve Narverud introduced Resolution No. 11.268.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls desires to increase for 2024 its contribution amounts city-wide to premiums and H.S.A.'s for employees participating in family coverage for its sponsored health plan. This increase would be above the rate specified in the labor agreement that expires on December 31, 2023. The parties are currently negotiating a subsequent labor agreement and the city wants to ensure employees can consider this amount in enrolling in a City-sponsored health plan, it is proposing the attached MOA to the union for its consideration that would allow it to increase its contribution rate for 2024 until the parties execute a subsequent labor agreement.

THEREFORE, BE IT RESOLVED Approval to accept the signed Teamsters, Local No. 320 (Public) Memorandum of Agreement for Interim 2024 Employee Health Insurance Payments.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.269.23: Approval to accept the signed Teamsters, Local No. 320 (Fire) Memorandum of Agreement for Interim 2024 Employee Health Insurance Payments

Following discussion, Councilmember Steve Narverud introduced Resolution No. 11.269.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls desires to increase for 2024 its contribution amounts city-wide to premiums and H.S.A.'s for employees participating in family coverage for its sponsored health plan. This increase would be above the rate specified in the labor agreement that expires on December 31, 2023. The parties are currently negotiating a subsequent labor agreement and the city wants to ensure employees can consider this amount in enrolling in a City-sponsored health plan, it is proposing the attached MOA to the union for its consideration that would allow it to increase its contribution rate for 2024 until the parties execute a subsequent labor agreement.

THEREFORE, BE IT RESOLVED Approval to accept the signed Teamsters, Local No. 320 (Fire) Memorandum of Agreement for Interim 2024 Employee Health Insurance Payments.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.270.23: Approval of Water and Wastewater Rate Increase

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.270.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Utilities Committee reviewed the proposed 2024, 2025, and 2026 water and sewer rates. It was recommended to continue with a 2% increase from the Northland Securities 5-year plan for water and wastewater.

WHEREAS, Increases are needed to fund the lime sludge project, sewer project upgrades that are mandated by MPCA, pump replacement, phosphorus management plan, sewer main re-lining, and bond payments.

THEREFORE, BE IT RESOLVED By the City Council, to accept a Utilities Committee Recommendation approve setting the 2024, 2025, and 2026 for Water and Wastewater Utilities effective with the January 1, 2024 billing.

Determination of Rate: As provided by City Ordinance, the City shall determine the rate at which a customer is charged.

State Sales Tax: Where applicable, the water utility rates shown below are subject to state sales tax.

Monthly Service Charge: The monthly service charge is the minimum charge and is in addition to any volume charge. A customer served by more than one meter shall be billed a service charge for each meter.

WATER UTILITY RATES EFFECTIVE JANUARY 2024 BILLING

Service Size:	**2024**	**2025**	**2026**
5/8" & 3/4"	$24.28	$24.77	$25.26
1"	$48.10	$49.07	$50.05
1 1/4"	$74.80	$76.30	$77.83
1 1/2"	$108.36	$110.53	$112.74
2"	$191.80	$195.64	$199.55
3"	$431.76	$440.40	$449.21
4"	$768.35	$783.71	$799.39
6"	$1,728.47	$1,763.04	$1,798.30

Volume Charge per 1,000 gallons: The volume charge, to be billed monthly, is as follows:

Usage:	**2024**	**2025**	**2026**
Up to 10,000 gallons	0.00594	0.00606	0.00618
10,001 to 2,000,000 gallons	0.00609	0.00621	0.00634
More than 2,000,000 gallons	0.00533	0.00543	0.00554
	Charge per 1,000 gallons	Charge per 1,000 gallons	Charge per 1,000 gallons

WASTEWATER RATES EFFECTIVE JANUARY 2024 BILLING

Service Size:	**2024**	**2025**	**2026**
5/8" & 3/4"	$9.99	$10.19	$10.39
1"	$21.97	$22.41	$22.86
1 1/4"	$33.96	$34.63	$35.33
1 1/2"	$48.34	$49.30	$50.29
2"	$85.22	$86.92	$88.66
3"	$190.81	$194.62	$198.51
4"	$338.74	$345.52	$352.43
6"	$761.64	$776.88	$792.41

Usage:	**2024**	**2025**	**2026**
All gallons	0.00170	0.00174	0.00177
	Charge per 1,000 gallons	Charge per 1,000 gallons	Charge per 1,000 gallons

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.271.23: 2024 MMUA (Minnesota Municipal Utilities Association) Service Agreement

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.271.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, This agreement provides for the services of a person engaged by MMUA, in the capacity of a Regional Safety Coordinator. This person will plan, organize and /or conduct regular monthly safety meetings at Thief River Falls Municipal Utilities. They will maintain a standard of safety management, record keeping and reporting system. They will also meet with the City of Thief River Falls 24 days per year.

THEREFORE, BE IT RESOLVED To authorize the City Administrator to sign the 2024 MMUA Service Agreement. This agreement is dated and in force from October 1, 2023 through December 31, 2024.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.272.23: On-Sale Liquor License to Show Time Enterprises LLC, DBA: The Piggy BBQ

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.272.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Show Time Enterprises LLC, DBA: The Piggy BBQ has applied for an On-Sale Liquor License to include Sunday sales.

WHEREAS, The license fee is $2800 annually for the On-Sale Liquor and $200 annually for the Sunday On-Sale Liquor License.

WHEREAS, Contingent on all applications, background checks, fees and insurance being met.

THEREFORE, BE IT RESOLVED Approve the On-Sale Liquor License to Show Time Enterprises LLC, DBA: The Piggy BBQ effective January 1, 2024.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Jason Aarestad mentioned the Business Development Association had a good turn out for the Christmas in the Floyd B. Olson park on November 25th. A shout out to Sara Lunke for a great event.
- Councilmember Mike Lorenson mentioned there are still defective street lights. If you see one please report the pole identification number located on the pole.
- Mayor Holmer mentioned the Corp is looking for comments regarding the Red Lake Control project. Also, reminder to make your appointments with Hydro Corp for water meter replacement.
- Councilmember Jason Aarestad mentioned there is a Dine with Santa at the Heritage Community Center prior to the Holiday Train, free will offering.

UPCOMING MEETINGS

- Committee of Whole Immediately following Council - December 5, 2023

- Public Utilities Committee Meeting - December 11th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - December 11th at 4:30 p.m.
- Administrative Services Committee Meeting - December 12th at 4:30 p.m.
- Public Works Committee Meeting - December 13th at 4:30 p.m.
- Holiday Train – December 14th at 7:30 P.M.
- City Council Meeting - December 19th at 5:30 p.m.

INFORMATIONAL ITEMS

ADJOURNMENT TO TRUTH IN TAXATION HEARING AT 6:00 P.M. TONIGHT

There being no further discussion, Mayor Holmer recessed to the Truth in Taxation Hearing tonight at 5:44 p.m.

TRUTH IN TAXATION

Mayor Holmer opened the Hearing. City Administrator Angela Philipp presented an overview of the 2024 draft budget. There being no further discussion, the hearing was closed at 6:16 p.m. and the regular session reconvened.

ADJOURNMENT

There being no further discussion, Councilmember Michele McCraw moved, being seconded by Councilmember Scott Pream to adjourn at 6:17 p.m to Committee of Whole. On vote being taken, the Chair declared the motion unanimously carried.

COMMITTEE OF WHOLE IMMEDIATELY FOLLOWING COUNCIL - DECEMBER 5, 2023

____
Brian D. Holmer, Mayor

Attest: ___________________________________
Angela Philipp, City Administrator

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: 12/19/2023

SUBJECT: #8.2 City of Thief River Falls Bills and Disbursements

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

MOTION TO: By the City Council, to authorize payment of bills and disbursements in the total amount of $658,943.21. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Expense Account Codes
2.	12.19.23 Summary of Discussion
3.	Packet 792 12.04.23 Direct Payables
4.	Packet 796 12.05.23 Direct Payables
5.	Packet 798 12.07.23 Direct Payables
6.	Packet 799 12.14.23 Direct Payables
7.	Packet 802 12.19.23 Council Meeting
8.	Packet 805 12.13.23 Direct Payables
9.	Packet 808 12.13.23 Direct Payables

CITY OF THIEF RIVER FALLS
EXPENSE ACCOUNT CODES

FUND	DEPARTMENT	DESCRIPTION
100	**GENERAL FUND**	
	4110	City Council
	4140	Elections
	4150	City Administration
	4160	City Attorney
	4192	IT Department
	4194	Government Buildings
	4210	Police
	4215	Emergency Management
	4220	Fire
	4240	Building Official
	4312	Street
	4315	Sanitation
	4316	Street Lighting
	4510	Park Department
	4550	Branch Library
	4560	Carnegie Library Building
	4570	201 Atlantic Ave Garage
	4650	Public Works
	4670	General Administration
210	**COMMUNITY DEVELOPMENT REVOLVING LOAN FUND**	
230	**TRF K-9 UNIT FUND**	
260	**MECC**	
270	**TRAIN CANOPY**	
610	**LIQUOR**	
620	**WATER UTILITY**	
630	**REA & HOMCC ARENAS - VENUWORKS**	
640	**MULTI EVENTS CULTURAL CENTER - VENUWORKS**	
650	**TOURIST PARK CAMPGROUNDS - VENUMORKS**	
670	**STORM WATER UTILITY**	
680	**WASTEWATER UTILITY**	
690	**ELECTRIC UTILITY**	
810	**POLICE RELIEF ASSOCIATION**	
820	**GREENWOOD CEMETERY FUND**	
		1/14/2022

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS
DECEMBER 19th, 2023

SUMMARY OF DISBURSEMENTS

12/4/2023	AP PKT #792 - DIRECT PAYABLES	$46,339.09
12/5/2023	AP PKT #796 - DIRECT PAYABLES	$190.23
12/7/2023	AP PKT #798 - DIRECT PAYABLES	$61,807.73
12/14/2023	AP PKT #799 - DIRECT PAYABLES	$177,614.29
12/19/2023	AP PKT #802 - COUNCIL MEETING	$356,803.73
12/13/2023	AP PKT #805 - DIRECT PAYABLES	$12,463.47
12/13/2023	AP PKT #808 - DIRECT PAYABLES	$3,724.67
GRAND TOTAL OF DISBURSEMENTS		**$658,943.21**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00792 - 12/04/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AIM ELECTRONICS INC							
AIM ELECTRONICS INC	44864	11/15/2023	630-4840-62990	Misc. Operating Expense	ARENA SHOT CLOCKS - DO...		3,934.00
						Vendor AIM ELECTRONICS INC Total:	**3,934.00**
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	948667	11/17/2023	100-4312-62240	Department Maint & Repair	UTILITY TOWELS		58.99
AUTO VALUE T R F	9646138	10/27/2023	100-4312-62210	Equipment Maint & Repair	FILTER - #5508		195.33
AUTO VALUE T R F	9646677	10/31/2023	100-4312-62210	Equipment Maint & Repair	FILTERS		15.76
AUTO VALUE T R F	9646881	11/01/2023	100-4312-62210	Equipment Maint & Repair	FILTER		15.76
AUTO VALUE T R F	9647403	11/06/2023	100-4315-62210	Equipment Maint & Repair	FILTERS		120.28
AUTO VALUE T R F	9647430	11/06/2023	680-4850-62210	Equipment Maint & Repair	PINSTRIPE REMOVAL		12.99
AUTO VALUE T R F	9647536	11/07/2023	680-4850-62210	Equipment Maint & Repair	ARBOR - VEHICLE MAINTEN...		2.11
AUTO VALUE T R F	9647565	11/07/2023	100-4315-62210	Equipment Maint & Repair	FILTER		8.60
AUTO VALUE T R F	9648051	11/13/2023	100-4210-62990	Misc. Operating Expense	WIPER / TORX BIT		41.97
AUTO VALUE T R F	9648170	11/14/2023	620-4850-62210	Equipment Maint & Repair	WARNING LIGHT SWITCH - '...		17.98
AUTO VALUE T R F	9648187	11/14/2023	680-4850-62210	Equipment Maint & Repair	OIL FILTERS - '12 FORD CRA...		155.55
AUTO VALUE T R F	9648217	11/14/2023	680-4850-62210	Equipment Maint & Repair	BATTERY - '12 FORD CRANE ...		170.99
AUTO VALUE T R F	9648237	11/14/2023	620-4840-62990	Misc. Operating Expense	FILTER WRENCH		12.99
AUTO VALUE T R F	9648269	11/14/2023	680-4850-62210	Equipment Maint & Repair	BATTERY		-18.00
AUTO VALUE T R F	9648283	11/14/2023	100-4220-62210	Equipment Maint & Repair	SPARK PLUG - ARCTIC UTV		5.99
AUTO VALUE T R F	9648441	11/15/2023	100-4220-62990	Misc. Operating Expense	FLOOR DRY		113.94
AUTO VALUE T R F	9648895	11/20/2023	100-4312-62210	Equipment Maint & Repair	U JOINT - #5523		108.99
AUTO VALUE T R F	9648929	11/20/2023	100-4312-62210	Equipment Maint & Repair	BAR LAMP		407.91
AUTO VALUE T R F	9649051	11/21/2023	100-4220-62120	Gas-Oil-Lube	5W30 OIL		87.36
						Vendor AUTO VALUE T R F Total:	**1,535.49**
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	4549694	10/05/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		202.50
COCA-COLA BOTTLING CO...	4549736	10/12/2023	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		383.50
COCA-COLA BOTTLING CO...	4549773	10/19/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		304.50
COCA-COLA BOTTLING CO...	4582209	10/26/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		335.00
						Vendor COCA-COLA BOTTLING COMPANY Total:	**1,225.50**
Vendor: ELAN FINANCIAL SERVICES							
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4110-62300	Contingency Fund	OCT / NOV 2023 STATEMEN...		478.40
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4192-63020	Computer Maintenance & li...	OCT / NOV 2023 STMT - REG..		517.50
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4210-62010	Office Supplies	OCT / NOV 2023 STMT - AP...		0.99
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4210-62880	Personal Protective Equipm...	OCT / NOV 2023 STMT - TA...		241.04
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4210-62990	Misc. Operating Expense	OCT / NOV 2023 STMT - FR...		1.62
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4210-62990	Misc. Operating Expense	OCT / NOV 2023 STMT - NO...		9.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4210-62990	Misc. Operating Expense	OCT / NOV 2023 STMT - PR...	67.99
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4210-62990	Misc. Operating Expense	OCT / NOV 2023 STMT - 1 Y...	81.00
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4210-63320	Training Expense	OCT / NOV 2023 STMT - RF...	-125.00
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4210-63320	Training Expense	OCT / NOV 2023 STMT - DM...	200.00
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4210-63320	Training Expense	OCT / NOV 2023 STMT - CRI...	175.00
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4312-62230	Building Maint & Repair	OCT / NOV 2023 STMT - PR...	20.00
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4312-64370	Taxes and Licenses	OCT / NOV 2023 STMT - J K...	20.00
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	100-4315-62010	Office Supplies	OCT / NOV 2023 STMT - SU...	13.49
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	230-4840-63150	Canine Unit Expense	OCT / NOV 2023 STMT - DE...	296.00
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	620-16400	Machinery & Equipment	OCT / NOV 2023 STMT - SPE...	638.93
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	620-4840-62010	Office Supplies	OCT / NOV 2023 STMT - SU...	31.48
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	680-4840-62010	Office Supplies	OCT / NOV 2023 STMT - SU...	9.00
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	690-14100	Inventory - Materials	OCT / NOV 2023 STATEMEN...	411.05
ELAN FINANCIAL SERVICES	OCT/NOV 2023	11/16/2023	690-4840-62010	Office Supplies	OCT / NOV 2023 STMT - SU...	35.98
					Vendor ELAN FINANCIAL SERVICES Total:	**3,123.47**
Vendor: JOHN HOUSKE						
JOHN HOUSKE	11/30/23 RFND	11/30/2023	740-4074-53848	Life Ins - COBRA	REFUND - OVERPAYMENT O...	38.25
					Vendor JOHN HOUSKE Total:	**38.25**
Vendor: LE ANN M ENGELSTAD						
LE ANN M ENGELSTAD	11/30/23 RFND	11/30/2023	740-4074-53848	Life Ins - COBRA	REFUND - OVERPAYMENT O...	45.66
					Vendor LE ANN M ENGELSTAD Total:	**45.66**
Vendor: NORTHWEST BEVERAGE INC						
NORTHWEST BEVERAGE INC	147478	11/03/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	392.00
NORTHWEST BEVERAGE INC	147478	11/03/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER	955.90
NORTHWEST BEVERAGE INC	147496	11/06/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	298.90
NORTHWEST BEVERAGE INC	147496	11/06/2023	610-4810-62510	Liquor for Resale	PURCHASE - BEER	7,277.30
NORTHWEST BEVERAGE INC	147591	11/10/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	393.00
NORTHWEST BEVERAGE INC	147591	11/10/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER	15,249.30
NORTHWEST BEVERAGE INC	147620	11/13/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER	10,337.80
					Vendor NORTHWEST BEVERAGE INC Total:	**34,904.20**
Vendor: PEPSI BEVERAGES COMPANY						
PEPSI BEVERAGES COMPANY	83027153	11/24/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX	423.25
					Vendor PEPSI BEVERAGES COMPANY Total:	**423.25**
Vendor: PITNEY BOWES GLOBAL FINANCIAL						
PITNEY BOWES GLOBAL FIN...	3106397249	11/29/2023	100-4150-62010	Office Supplies	4TH QTR POSTAGE METER L...	143.55
					Vendor PITNEY BOWES GLOBAL FINANCIAL Total:	**143.55**
Vendor: T R F HARDWARE						
T R F HARDWARE	22209316	10/06/2023	100-4194-62990	Misc. Operating Expense	EXTENSION CORD - BACK P...	64.99
T R F HARDWARE	22210558	10/09/2023	690-4840-62990	Misc. Operating Expense	OCT 2023 STMT - RAKE - #1...	34.99
T R F HARDWARE	22210558	10/09/2023	690-4850-62350	Power Plant/Dam Maint	TRAPS	13.48
T R F HARDWARE	22210617	10/09/2023	690-4840-62990	Misc. Operating Expense	DUCT TAPE	6.99
T R F HARDWARE	22210731	10/10/2023	820-4840-62990	Misc. Operating Expense	CONCRETE MIX	6.49

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
T R F HARDWARE	22210738	10/10/2023	100-4315-62210	Equipment Maint & Repair	COUPLER		14.48
T R F HARDWARE	22211403	10/16/2023	100-4312-62240	Department Maint & Repair	WHEEL		29.99
T R F HARDWARE	22212340	10/23/2023	100-4210-62400	Small Tools and Minor Equip	GUN / HOLSTER / AMMUNIT..		591.96
T R F HARDWARE	22212403	10/24/2023	630-4840-62990	Misc. Operating Expense	CABLE TIES / BLDG REPAIR ...		17.97
T R F HARDWARE	22212443	10/24/2023	680-4840-62990	Misc. Operating Expense	BATTERY - PH PROBE		22.99
T R F HARDWARE	22212451	10/24/2023	100-4315-62210	Equipment Maint & Repair	BUSHING		19.48
T R F HARDWARE	22212674	10/26/2023	670-4850-62210	Equipment Maint & Repair	PTO LOCK PIN		4.99
T R F HARDWARE	22212825	10/27/2023	100-4312-62990	Misc. Operating Expense	SNOW SCRAPER		34.99
T R F HARDWARE	22213358	10/31/2023	100-4210-62400	Small Tools and Minor Equip	RIFLE MAGAZINE SLING		101.93
						Vendor T R F HARDWARE Total:	**965.72**
						Grand Total:	**46,339.09**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		3,883.28
230 - TRF AREA K-9 FUND		296.00
610 - LIQUOR DISPENSARY		36,552.95
620 - WATER UTILITY FUND		701.38
630 - ARENAS - VENUWORKS		3,951.97
670 - STORM WATER UTILITY FUND		4.99
680 - WASTEWATER UTILITY FUND		355.63
690 - ELECTRIC UTILITY FUND		502.49
740 - TRF HEALTH INSURANCE FUND		83.91
820 - GREENWOOD CEMETERY FUND		6.49
	Grand Total:	**46,339.09**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62300	Contingency Fund	478.40
100-4150-62010	Office Supplies	143.55
100-4192-63020	Computer Maintenance…	517.50
100-4194-62990	Misc. Operating Expense	64.99
100-4210-62010	Office Supplies	0.99
100-4210-62400	Small Tools and Minor E…	693.89
100-4210-62880	Personal Protective Equi…	241.04
100-4210-62990	Misc. Operating Expense	201.58
100-4210-63320	Training Expense	250.00
100-4220-62120	Gas-Oil-Lube	87.36
100-4220-62210	Equipment Maint & Repa..	5.99
100-4220-62990	Misc. Operating Expense	113.94
100-4312-62210	Equipment Maint & Repa..	743.75
100-4312-62230	Building Maint & Repair	20.00
100-4312-62240	Department Maint & Re…	88.98
100-4312-62990	Misc. Operating Expense	34.99
100-4312-64370	Taxes and Licenses	20.00
100-4315-62010	Office Supplies	13.49
100-4315-62210	Equipment Maint & Repa..	162.84
230-4840-63150	Canine Unit Expense	296.00
610-4810-62510	Liquor for Resale	8,361.20
610-4810-62520	Beer for Resale	26,543.00
610-4810-62540	Soft Drinks/Mix for Resa…	1,648.75
620-16400	Machinery & Equipment	638.93
620-4840-62010	Office Supplies	31.48
620-4840-62990	Misc. Operating Expense	12.99
620-4850-62210	Equipment Maint & Repa..	17.98
630-4840-62990	Misc. Operating Expense	3,951.97

Account Summary

Account Number	Account Name	Expense Amount
670-4850-62210	Equipment Maint & Repa..	4.99
680-4840-62010	Office Supplies	9.00
680-4840-62990	Misc. Operating Expense	22.99
680-4850-62210	Equipment Maint & Repa..	323.64
690-14100	Inventory - Materials	411.05
690-4840-62010	Office Supplies	35.98
690-4840-62990	Misc. Operating Expense	41.98
690-4850-62350	Power Plant/Dam Maint	13.48
740-4074-53848	Life Ins - COBRA	83.91
820-4840-62990	Misc. Operating Expense	6.49
	Grand Total:	**46,339.09**

Project Account Summary

Project Account Key		Expense Amount
None		46,339.09
	Grand Total:	**46,339.09**

Council Approval Register

Packet: APPKT00796 - 12/05/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MARIAH M RASMUSSEN							
MARIAH M RASMUSSEN	07-00952-002	12/05/2023	690-4840-62990	Misc. Operating Expense	REFUND - ELECTIC SERVICE...		190.23
						Vendor MARIAH M RASMUSSEN Total:	**190.23**
						Grand Total:	**190.23**

Fund Summary

Fund		Expense Amount
690 - ELECTRIC UTILITY FUND		190.23
	Grand Total:	**190.23**

Account Summary

Account Number	Account Name	Expense Amount
690-4840-62990	Misc. Operating Expense	190.23
	Grand Total:	**190.23**

Project Account Summary

Project Account Key		Expense Amount
None		190.23
	Grand Total:	**190.23**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00798 - 12/07/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	2ND HALF NOV 2023	11/22/2023	100-4312-62210	Equipment Maint & Repair	TANK LID - FLOWER TRUCK		40.00
AMAZON CAPITAL SERVICES ..	2ND HALF NOV 2023	11/22/2023	620-4840-62010	Office Supplies	ERASABLE CALENDARS		65.70
AMAZON CAPITAL SERVICES ..	2ND HALF NOV 2023	11/22/2023	620-4840-62170	Field Supplies	LADLES - LAB SUPPLIES		20.97
					Vendor AMAZON CAPITAL SERVICES INC Total:		**126.67**
Vendor: ARAMARK UNIFORM & CAREER APPAREL GROUP INC							
ARAMARK UNIFORM & CAR…	2630216487	11/28/2023	620-4890-63030	Contracts Expense	LAUNDRY SERVICE 11/28/23		85.13
					Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:		**85.13**
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO…	4582250	11/02/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		450.00
COCA-COLA BOTTLING CO…	4582323	11/16/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		194.50
COCA-COLA BOTTLING CO…	4582347	11/21/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		596.00
COCA-COLA BOTTLING CO…	4582394	11/30/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		166.00
COCA-COLA BOTTLING CO…	513409	11/09/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		279.50
					Vendor COCA-COLA BOTTLING COMPANY Total:		**1,686.00**
Vendor: GARY PAGE							
GARY PAGE	REFUND 01/23	12/07/2023	740-4870-63650	Senior Gold BC/BS Monthly …	REFUND - COBRA PREMIUM…		453.00
					Vendor GARY PAGE Total:		**453.00**
Vendor: M M B A							
M M B A	07/2023-07/2024	12/07/2023	610-4890-64330	Dues and Subscriptions	ANNUAL MEMBERSHIP DUE…		3,700.00
					Vendor M M B A Total:		**3,700.00**
Vendor: NORMAN BETLAND							
NORMAN BETLAND	003	12/04/2023	100-4650-63030	Contracts Expense	GIS CONSULTING - 11/19 - 1…		357.50
					Vendor NORMAN BETLAND Total:		**357.50**
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	147702	11/17/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		972.90
NORTHWEST BEVERAGE INC	147702	11/17/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		8,076.74
NORTHWEST BEVERAGE INC	147732	11/20/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		126.90
NORTHWEST BEVERAGE INC	147732	11/20/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		16,694.60
NORTHWEST BEVERAGE INC	147732	11/20/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		182.50
NORTHWEST BEVERAGE INC	147776	11/22/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		171.35
NORTHWEST BEVERAGE INC	147776	11/22/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		5,057.80
NORTHWEST BEVERAGE INC	147812	11/27/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		55.70
NORTHWEST BEVERAGE INC	147812	11/27/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		3,967.60
					Vendor NORTHWEST BEVERAGE INC Total:		**35,306.09**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	11 28 23	11/28/2023	100-4312-62210	Equipment Maint & Repair	late charge		2.55
O'REILLY AUTOMOTIVE INC	1519-352233	10/27/2023	100-4312-62210	Equipment Maint & Repair	BATTERY - #5508		417.98
O'REILLY AUTOMOTIVE INC	1519-353371	11/09/2023	100-4312-62210	Equipment Maint & Repair	CORE RETURN CREDIT		-36.00
					Vendor O'REILLY AUTOMOTIVE INC Total:		**384.53**
Vendor: POWERPLAN							
POWERPLAN	P5226009	11/16/2023	100-4312-62210	Equipment Maint & Repair	TIE ROD ASSEMBLY - MOTO...		3,214.51
					Vendor POWERPLAN Total:		**3,214.51**
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB ...	D053647	11/15/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		119.79
RMB ENVIRONMENTAL LAB ...	D053987	11/16/2023	620-4840-62170	Field Supplies	LAB ANALYSIS - ST SAMPLES		299.48
					Vendor RMB ENVIRONMENTAL LAB INC Total:		**419.27**
Vendor: STREICHERS							
STREICHERS	I1662247	10/26/2023	100-4210-62880	Personal Protective Equipm...	REPLACEMENT UNIFORM IT...		571.94
					Vendor STREICHERS Total:		**571.94**
Vendor: T R F CONVENTION &							
T R F CONVENTION &	OCT 2023	12/07/2023	100-4670-63030	Contracts Expense	LODGING TAX - OCT 2023		13,754.33
					Vendor T R F CONVENTION & Total:		**13,754.33**
Vendor: TRACTOR SUPPLY CREDIT PLAN							
TRACTOR SUPPLY CREDIT P...	200100315	11/21/2023	100-4510-62990	Misc. Operating Expense	CHRISTMAS TREE		51.99
					Vendor TRACTOR SUPPLY CREDIT PLAN Total:		**51.99**
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4150-63210	Communication Expense	MONTHLY CHARGES - NOV /...		51.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4150-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4150-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4192-63020	Computer Maintenance & li...	MONTHLY CHARGES - NOV /...		40.01
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4192-63210	Communication Expense	MONTHLY CHARGES - NOV /...		40.01
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4194-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4210-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4240-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4510-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4510-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4650-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	100-4650-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	610-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	620-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	620-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		40.01
VERIZON WIRELESS #78678...	9949880909	11/21/2023	620-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	650-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	680-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	690-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	690-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	690-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	690-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	690-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	820-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
VERIZON WIRELESS #78678...	9949880909	11/21/2023	820-4830-63210	Communication Expense	MONTHLY CHARGES - NOV /...		41.23
					Vendor VERIZON WIRELESS #786782900 Total:		**1,696.77**
						Grand Total:	**61,807.73**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		19,536.80
610 - LIQUOR DISPENSARY		40,733.32
620 - WATER UTILITY FUND		593.75
650 - TOURIST PARK - VENUWORKS		41.23
680 - WASTEWATER UTILITY FUND		161.02
690 - ELECTRIC UTILITY FUND		206.15
740 - TRF HEALTH INSURANCE FUND		453.00
820 - GREENWOOD CEMETERY FUND		82.46
	Grand Total:	**61,807.73**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	133.69
100-4192-63020	Computer Maintenance…	40.01
100-4192-63210	Communication Expense	40.01
100-4194-63210	Communication Expense	41.23
100-4210-62880	Personal Protective Equi…	571.94
100-4210-63210	Communication Expense	700.91
100-4240-63210	Communication Expense	41.23
100-4312-62210	Equipment Maint & Repa..	3,639.04
100-4510-62990	Misc. Operating Expense	51.99
100-4510-63210	Communication Expense	82.46
100-4650-63030	Contracts Expense	357.50
100-4650-63210	Communication Expense	82.46
100-4670-63030	Contracts Expense	13,754.33
610-4810-62510	Liquor for Resale	1,326.85
610-4810-62520	Beer for Resale	33,796.74
610-4810-62540	Soft Drinks/Mix for Resa…	1,868.50
610-4830-63210	Communication Expense	41.23
610-4890-64330	Dues and Subscriptions	3,700.00
620-4830-63210	Communication Expense	122.47
620-4840-62010	Office Supplies	65.70
620-4840-62170	Field Supplies	320.45
620-4890-63030	Contracts Expense	85.13
650-4830-63210	Communication Expense	41.23
680-4830-63210	Communication Expense	41.23
680-4840-62170	Field Supplies	119.79
690-4830-63210	Communication Expense	206.15
740-4870-63650	Senior Gold BC/BS Mont…	453.00
820-4830-63210	Communication Expense	82.46
	Grand Total:	**61,807.73**

Project Account Summary

Project Account Key		Expense Amount
None		61,807.73
	Grand Total:	**61,807.73**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00799 - 12/14/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3642843	11/20/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		415.35
ARTISAN BEER COMPANY	3645079	12/04/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		1,538.70
					Vendor ARTISAN BEER COMPANY Total:		**1,954.05**
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0107678200	11/28/2023	610-4810-62590	Misc. Mdse for Resale	CORKSCREWS		35.94
					Vendor BELLBOY CORP - BAR SUPPLY Total:		**35.94**
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0201728700	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,160.00
BELLBOY CORP - LIQUOR	0201730600	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,982.04
BELLBOY CORP - LIQUOR	0201730700	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		240.00
					Vendor BELLBOY CORP - LIQUOR Total:		**4,382.04**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	299829	11/02/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		851.00
BEVERAGE WHOLESALERS I...	301871	11/16/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		174.10
BEVERAGE WHOLESALERS I...	303779	11/30/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		763.70
					Vendor BEVERAGE WHOLESALERS INC Total:		**1,788.80**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	113230307	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,637.47
BREAKTHRU BEVERAGE	113230307	11/28/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,648.00
BREAKTHRU BEVERAGE	113230308	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,452.98
BREAKTHRU BEVERAGE	113230309	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		12,094.75
BREAKTHRU BEVERAGE	113230310	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		19,666.80
BREAKTHRU BEVERAGE	11323031	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		16.49
					Vendor BREAKTHRU BEVERAGE Total:		**40,516.49**
Vendor: CORE-MARK MIDCONTINENT INC							
CORE-MARK MIDCONTINEN...	1350262	12/06/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - TOBACCO		3,098.95
					Vendor CORE-MARK MIDCONTINENT INC Total:		**3,098.95**
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	NOV 2023	11/30/2023	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - NOV 2...		4,091.39
					Vendor JIM HIRT TRUCKING INC Total:		**4,091.39**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2428543	11/20/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,522.08
JOHNSON BROTHERS LIQU...	2428544	11/20/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		3,221.90
JOHNSON BROTHERS LIQU...	2428545	11/20/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		159.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
JOHNSON BROTHERS LIQU...	2435149	11/30/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,818.25
JOHNSON BROTHERS LIQU...	2436461	12/04/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		3,297.69
JOHNSON BROTHERS LIQU...	2436462	12/04/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		9,004.76
JOHNSON BROTHERS LIQU...	2436463	12/04/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		135.00
						Vendor JOHNSON BROTHERS LIQUOR Total:	**20,158.68**
Vendor: LEIGHTON BROADCASTING							
LEIGHTON BROADCASTING	224518-2	11/30/2023	610-4880-63490	Advertising	RADIO ADVERTISING - NOV ...		288.00
LEIGHTON BROADCASTING	224518-2	11/30/2023	610-4880-63490	Advertising	RADIO ADVERTISING - NOV ...		1,020.00
LEIGHTON BROADCASTING	224518-2	11/30/2023	610-4880-63490	Advertising	RADIO ADVERTISING - NOV ...		1,275.00
LEIGHTON BROADCASTING	224518-2	11/30/2023	610-4880-63490	Advertising	RADIO ADVERTISING - NOV ...		360.00
						Vendor LEIGHTON BROADCASTING Total:	**2,943.00**
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	746899	11/03/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		9,970.35
MC KINNON COMPANY INC	746899	11/03/2023	610-4810-62520	Beer for Resale	PURCHASE - MIX		54.70
MC KINNON COMPANY INC	747089	11/07/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		190.00
MC KINNON COMPANY INC	747089	11/07/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		10,005.15
MC KINNON COMPANY INC	747964	11/10/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		3,771.95
MC KINNON COMPANY INC	748217	11/14/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		107.40
MC KINNON COMPANY INC	748217	11/14/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		5,181.85
MC KINNON COMPANY INC	748217	11/14/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		54.70
MC KINNON COMPANY INC	748372	11/14/2023	610-4810-62520	Beer for Resale	purchase - beer		344.00
MC KINNON COMPANY INC	749155	11/17/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		8,951.60
MC KINNON COMPANY INC	749656	11/21/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,446.05
MC KINNON COMPANY INC	749656	11/21/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		11,679.35
MC KINNON COMPANY INC	749656	11/21/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		145.60
MC KINNON COMPANY INC	749656	11/21/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		84.00
MC KINNON COMPANY INC	750228	11/28/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		15,192.40
MC KINNON COMPANY INC	750229	11/28/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		79.50
MC KINNON COMPANY INC	750378	11/28/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		140.60
MC KINNON COMPANY INC	750455	11/28/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		68.00
MC KINNON COMPANY INC	750929	11/30/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		1,522.20
						Vendor MC KINNON COMPANY INC Total:	**68,989.40**
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEM...	63302	11/03/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		159.25
						Vendor NORTHWOODS ICE OF BEMIDJI INC Total:	**159.25**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6693191	11/20/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		6,697.85
PHILLIPS WINE & SPIRITS	6693192	11/20/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,139.00
PHILLIPS WINE & SPIRITS	6699010	12/04/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		6,859.90
PHILLIPS WINE & SPIRITS	6699011	12/04/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		268.50
PHILLIPS WINE & SPIRITS	6699011	12/04/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		3,467.10
PHILLIPS WINE & SPIRITS	6699012	12/04/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		160.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
PHILLIPS WINE & SPIRITS	6699012	12/04/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		92.05
						Vendor PHILLIPS WINE & SPIRITS Total:	**18,684.40**
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2416480	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,169.30
SOUTHERN GLAZERS OF MN	2416481	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		6,670.93
						Vendor SOUTHERN GLAZERS OF MN Total:	**8,840.23**
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0341835-IN	12/05/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		539.67
VINOCOPIA INC	0341835-IN	12/05/2023	610-4810-62510	Liquor for Resale	PURCHASE - WINE		1,432.00
						Vendor VINOCOPIA INC Total:	**1,971.67**
						Grand Total:	**177,614.29**

Fund Summary

Fund		Expense Amount
610 - LIQUOR DISPENSARY		177,614.29
	Grand Total:	**177,614.29**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	75,451.90
610-4810-62520	Beer for Resale	70,839.50
610-4810-62530	Wine for Resale	20,604.61
610-4810-62540	Soft Drinks/Mix for Resa…	389.75
610-4810-62590	Misc. Mdse for Resale	3,294.14
610-4810-62610	Freight In (Liquor)	4,091.39
610-4880-63490	Advertising	2,943.00
	Grand Total:	**177,614.29**

Project Account Summary

Project Account Key		Expense Amount
None		177,614.29
	Grand Total:	**177,614.29**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00802 - 12/19/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	147755	11/06/2023	100-4210-62990	Misc. Operating Expense	PACKING TAPE		14.94
ACE HARDWARE	147761	11/06/2023	100-4194-62990	Misc. Operating Expense	PINE SOL CLEANER		44.97
ACE HARDWARE	147804	11/06/2023	620-4850-62230	Building Maint & Repair	SILICONE / LIQUID NAILS - ...		15.58
ACE HARDWARE	147897	11/07/2023	620-4850-62230	Building Maint & Repair	LIQUID NAILS - WALL REPAIR		5.59
ACE HARDWARE	148378	11/14/2023	100-4194-62230	Building Maint & Repair	HARDWARE / FASTENERS		11.15
ACE HARDWARE	149574	11/30/2023	100-4550-62990	Misc. Operating Expense	PINE SOL CLEANER		29.98
						Vendor ACE HARDWARE Total:	**122.21**
Vendor: AGASSIZ ASPHALT LLC							
AGASSIZ ASPHALT LLC	10465	11/17/2023	100-4312-62240	Department Maint & Repair	COLD MIX ASPHALT		2,550.00
						Vendor AGASSIZ ASPHALT LLC Total:	**2,550.00**
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2317	12/02/2023	620-4840-62160	Chemicals	CHEMICALS		13,034.21
						Vendor AQUA PURE INC Total:	**13,034.21**
Vendor: BLAIR LUND							
BLAIR LUND	248272	12/12/2023	620-4850-62230	Building Maint & Repair	MATERIALS / LABOR - MEET...		360.00
						Vendor BLAIR LUND Total:	**360.00**
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC ...	809807	11/28/2023	100-4670-62990	Misc. Operating Expense	FLEX FEE - NOV 2023		180.00
						Vendor BRADY MARTZ & ASSOC PC INC Total:	**180.00**
Vendor: BRIAN MOYER							
BRIAN MOYER	1080	11/17/2023	100-4510-63030	Contracts Expense	STUMP GRINDING - CEMET...		2,200.00
						Vendor BRIAN MOYER Total:	**2,200.00**
Vendor: CANNON TECHNOLOGIES INC							
CANNON TECHNOLOGIES I...	981059137	11/22/2023	620-4890-63020	Computer Maintenance & li...	YUKON HARDWARE & SOF...		4,351.60
CANNON TECHNOLOGIES I...	981059137	11/22/2023	690-4890-63020	Computer Maintenance & li...	YUKON HARDWARE & SOF...		16,757.40
						Vendor CANNON TECHNOLOGIES INC Total:	**21,109.00**
Vendor: CIDER MILL							
CIDER MILL	074	09/25/2023	100-4510-62240	Department Maint & Repair	MATERIALS / LABOR - PLAN...		543.95
						Vendor CIDER MILL Total:	**543.95**
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10366116	11/09/2023	610-4850-62230	Building Maint & Repair	EASY TRAP DUSTING SHEETS		57.56
COLE PAPERS INC	10368958	11/16/2023	620-4840-62990	Misc. Operating Expense	WTP SUPPLIES		228.46
COLE PAPERS INC	10368959	11/20/2023	100-4194-62990	Misc. Operating Expense	ROLL TOWEL		90.84
COLE PAPERS INC	10371163	11/27/2023	610-4840-62990	Misc. Operating Expense	TOILET TISSUE / GARBAGE ...		146.07

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
COLE PAPERS INC	10371163	11/27/2023	610-4850-62230	Building Maint & Repair	CLEAN & SHINE		57.82
COLE PAPERS INC	10371177	11/24/2023	620-4850-62230	Building Maint & Repair	FLOOR SCRUBBER BRUSH		3,900.00
						Vendor COLE PAPERS INC Total:	**4,480.75**
Vendor: COMPASS MINERALS AMERICA							
COMPASS MINERALS AMER…	1249660	11/14/2023	100-4312-62280	Salt & Gravel Expense	TREATED THAWROX SALT		6,596.90
COMPASS MINERALS AMER…	1251244	11/16/2023	100-4312-63030	Contracts Expense	TREATED THAWROX SALT		3,264.98
						Vendor COMPASS MINERALS AMERICA Total:	**9,861.88**
Vendor: CORE & MAIN LP							
CORE & MAIN LP	S416144	11/21/2023	620-4850-62290	Water Meter Maintenance	WATER METER PROJECT		368.08
						Vendor CORE & MAIN LP Total:	**368.08**
Vendor: D & J RADIO SALES & SRVC INC							
D & J RADIO SALES & SRVC …	3605	11/27/2023	100-4312-62210	Equipment Maint & Repair	RADIO REPAIR - #5511		9.95
						Vendor D & J RADIO SALES & SRVC INC Total:	**9.95**
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	13265	11/06/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE…		162.01
EAZY PACK N SHIP	13381	11/28/2023	690-4840-62880	Personal Protective Equipm…	SHIPPING CHARGES - GLOV…		22.11
						Vendor EAZY PACK N SHIP Total:	**184.12**
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0222871	11/03/2023	100-4312-62210	Equipment Maint & Repair	CUTTING EDGE		136.56
EVANS SCRAP AND STEEL INC	0222924	11/28/2023	100-4312-62210	Equipment Maint & Repair	STEEL		194.14
EVANS SCRAP AND STEEL INC	0222925	11/28/2023	100-4315-62990	Misc. Operating Expense	MATERIALS - DUMPSTER RE…		200.00
EVANS SCRAP AND STEEL INC	0222936	11/29/2023	100-4315-62990	Misc. Operating Expense	MATERIALS - DUMPSTER RE…		4.46
						Vendor EVANS SCRAP AND STEEL INC Total:	**535.16**
Vendor: FALLS TOWING LLC							
FALLS TOWING LLC	07 11 23	07/11/2023	100-4210-62990	Misc. Operating Expense	STORAGE FEE - FORFEITURE…		375.00
						Vendor FALLS TOWING LLC Total:	**375.00**
Vendor: FLAHERTY AND HOOD PA							
FLAHERTY AND HOOD PA	20396	12/04/2023	100-4160-63040	Legal Fees	PROF SERVICES - LABOR NE…		4,312.34
FLAHERTY AND HOOD PA	20428	12/01/2023	560-4680-65940	Work in Progress - Legal/Mi…	LITIGATION SERVICES - WW…		225.00
						Vendor FLAHERTY AND HOOD PA Total:	**4,537.34**
Vendor: FLEET SUPPLY							
FLEET SUPPLY	140252	11/01/2023	690-4840-62990	Misc. Operating Expense	PROPANE TORCH / RAKE / …		149.96
FLEET SUPPLY	140995	11/27/2023	680-4840-62880	Personal Protective Equipm…	WATERPROOF JETTING GLO…		17.09
FLEET SUPPLY	24111	11/09/2023	680-4840-62880	Personal Protective Equipm…	PPE - STAVENNES		243.92
FLEET SUPPLY	24363	11/21/2023	620-4840-62890	Uniforms/ID Clothing	PPE - GROSLIE		132.57
FLEET SUPPLY	24492	11/27/2023	620-4840-62890	Uniforms/ID Clothing	PPE - BENSON		125.07
FLEET SUPPLY	24510	11/27/2023	690-4840-62880	Personal Protective Equipm…	PPE - SKIBICKI		265.98
FLEET SUPPLY	24578	11/30/2023	100-4315-62880	Personal Protective Equipm…	PPE GLOVES		154.61
						Vendor FLEET SUPPLY Total:	**1,089.20**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FORKS FREIGHTLINER							
FORKS FREIGHTLINER	X102039604 01	12/07/2023	100-4220-62210	Equipment Maint & Repair	DASH REPAIR - E 05		124.99
						Vendor FORKS FREIGHTLINER Total:	**124.99**
Vendor: GMPT							
GMPT	2024	11/20/2023	100-4510-64330	Dues and Subscriptions	2024 MEMBERSHIP DUES		165.00
						Vendor GMPT Total:	**165.00**
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	3110789	11/30/2023	690-4850-62360	Distribution Maint	BILLABLE LOCATES - NOV 20...		44.55
						Vendor GOPHER STATE ONE CALL Total:	**44.55**
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIP...	39523	11/29/2023	100-4220-62880	Personal Protective Equipm...	TURNOUT GEAR - TC ENERG...		6,500.00
GRAND FORKS FIRE EQUIP...	39581	12/07/2023	100-4220-62880	Personal Protective Equipm...	PPE - GLOVES / FACESHIELD ...		581.00
						Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:	**7,081.00**
Vendor: GREAT PLAINS TECHNICAL SRVCS							
GREAT PLAINS TECHNICAL S...	11230737-2	12/04/2023	620-4850-62220	Plant Equip Maint & Repair	HIGH SERVICE PUMPS		618.50
						Vendor GREAT PLAINS TECHNICAL SRVCS Total:	**618.50**
Vendor: HACH COMPANY							
HACH COMPANY	13825824	11/21/2023	620-4840-62170	Field Supplies	LAB SUPPLIES		761.95
						Vendor HACH COMPANY Total:	**761.95**
Vendor: HAWKINS INC							
HAWKINS INC	6622036	11/09/2023	620-4840-62170	Field Supplies	CHEMICALS		5,928.00
HAWKINS INC	6624384	11/14/2023	620-4840-62160	Chemicals	CHEMICALS		6,144.32
						Vendor HAWKINS INC Total:	**12,072.32**
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200573451	11/20/2023	670-4890-63030	Contracts Expense	PROF SRVCS - CHIEFS COUL...		16,751.47
						Vendor HDR ENGINEERING INC - CHICAGO Total:	**16,751.47**
Vendor: HUBERTS OUTDOOR POWER							
HUBERTS OUTDOOR POWER	2338	10/30/2023	100-4220-62400	Small Tools and Minor Equip	SNAPPER M1024E SNOWBL...		699.00
						Vendor HUBERTS OUTDOOR POWER Total:	**699.00**
Vendor: IAN LUND							
IAN LUND	REIMB - 5599021	12/08/2023	690-4840-62880	Personal Protective Equipm...	PPE		315.95
						Vendor IAN LUND Total:	**315.95**
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	03869	12/01/2023	100-4160-63040	Legal Fees	CRIMINAL SERVICES - NOV ...		5,250.00
IHLE SPARBY AND HAASE PA	03870	12/01/2023	100-4160-63040	Legal Fees	CONTRACT SERVICES - NOV ...		2,600.00
						Vendor IHLE SPARBY AND HAASE PA Total:	**7,850.00**
Vendor: INNOVATIVE BASEMENT AUTHORITY							
INNOVATIVE BASEMENT AU...	REFUND INV #322	12/11/2023	100-4240-64470	Refunds and Reimbursemen...	REFUND DUPLICATE PAYM...		213.90
						Vendor INNOVATIVE BASEMENT AUTHORITY Total:	**213.90**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUT…	IN4395636	11/30/2023	100-4670-62010	Office Supplies	STICKY NOTES / POCKET HI…		16.96
INNOVATIVE OFFICE SOLUT…	IN4396693	12/01/2023	100-4670-62010	Office Supplies	CALENDARS - DESK		42.07
INNOVATIVE OFFICE SOLUT…	IN4396693	12/01/2023	690-4840-62020	Computer Supplies	CALENDARS - WALL		46.11
					Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:		**105.14**
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	23861G	11/17/2023	100-4510-62210	Equipment Maint & Repair	TIE ROD - #5425		229.42
					Vendor INTERSTATE BILLING SERVICE Total:		**229.42**
Vendor: JIM DAGG							
JIM DAGG	REIMB 12 12 23	12/13/2023	100-4312-62260	Signs-Brooms-Paint	REIMBURSE - MATERIALS / …		345.09
					Vendor JIM DAGG Total:		**345.09**
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	2236311	11/01/2023	690-4850-62210	Equipment Maint & Repair	ANTIFREEZE		23.96
L & M SUPPLY INC	2236331	11/01/2023	100-4312-62240	Department Maint & Repair	OIL / BRUSH		91.40
L & M SUPPLY INC	2236988	11/02/2023	100-4312-62120	Gas-Oil-Lube	LUBE		15.98
L & M SUPPLY INC	2240738	11/06/2023	680-4850-62220	Lift Station and Pond Maint…	BATTERY - LIFT #10		19.99
L & M SUPPLY INC	2241303	11/07/2023	100-4312-62240	Department Maint & Repair	DUCT TAPE		26.46
L & M SUPPLY INC	2245858	11/14/2023	100-4210-62990	Misc. Operating Expense	HITCH BALL / PIN		62.98
L & M SUPPLY INC	2250145	11/21/2023	100-4312-62400	Small Tools and Minor Equip	GRINDER		99.99
L & M SUPPLY INC	2255546	11/29/2023	820-4850-62230	Building Maint & Repair	BLADES		49.99
L & M SUPPLY INC	2256053	11/30/2023	100-4510-62240	Department Maint & Repair	TIMER - LIGHTS GAZEBO		9.99
L & M SUPPLY INC	2256075	11/30/2023	690-4840-62990	Misc. Operating Expense	ROD MARKERS		47.84
L & M SUPPLY INC	2256128	11/30/2023	100-4510-62230	Building Maint & Repair	BOWL CLEANER		3.49
					Vendor L & M SUPPLY INC Total:		**452.07**
Vendor: LEE PLUMBING & HEATING INC							
LEE PLUMBING & HEATING …	91640	11/10/2023	620-4850-62210	Equipment Maint & Repair	PARTS - STEAMER TRUCK		56.11
LEE PLUMBING & HEATING …	91747	12/01/2023	620-4850-62230	Building Maint & Repair	MATERIALS - SERVICE LINE …		1,234.00
					Vendor LEE PLUMBING & HEATING INC Total:		**1,290.11**
Vendor: LOWELL JOERG							
LOWELL JOERG	REIMB 12 12 23	12/13/2023	100-4110-62300	Contingency Fund	REIMBURSEMENT FOR POS…		8.00
					Vendor LOWELL JOERG Total:		**8.00**
Vendor: MARCO TECHNOLOGIES LLC NW 7128							
MARCO TECHNOLOGIES LLC…	INV11837195	11/09/2023	690-4890-63030	Contracts Expense	COPIER CONTRACT - NOV 2…		92.18
MARCO TECHNOLOGIES LLC…	INV11887046	11/27/2023	690-4890-63030	Contracts Expense	COPIER CONTRACT - NOV 2…		74.07
					Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:		**166.25**
Vendor: MARK BORSETH							
MARK BORSETH	2023-11	11/30/2023	100-4150-63030	Contracts Expense	PLANNING & ZONING SERVI…		262.50
					Vendor MARK BORSETH Total:		**262.50**
Vendor: MINNESOTA CHIEFS OF POLICE ASC							
MINNESOTA CHIEFS OF POL…	15097	12/01/2023	100-4210-64330	Dues and Subscriptions	2024 MEMBERSHIP DUES		376.00
					Vendor MINNESOTA CHIEFS OF POLICE ASC Total:		**376.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MN DPT OF COMMERCE							
MN DPT OF COMMERCE	3RD QTR 2024	12/01/2023	690-4890-68880	Conservation Program	3RD QTR FY 2024 INDIRECT ...		3,089.39
					Vendor MN DPT OF COMMERCE Total:		**3,089.39**
Vendor: MN STATE FIRE CHIEFS ASSOC							
MN STATE FIRE CHIEFS ASS...	6987	11/17/2023	100-4220-64330	Dues and Subscriptions	MEMBERSHIP RENEWAL - 2...		100.00
					Vendor MN STATE FIRE CHIEFS ASSOC Total:		**100.00**
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	730103	11/03/2023	100-4510-62210	Equipment Maint & Repair	FUSES - #5425		39.95
N A P A AUTO PARTS THF R...	730183	11/07/2023	100-4312-62210	Equipment Maint & Repair	GAUGE		69.98
N A P A AUTO PARTS THF R...	730184	11/07/2023	100-4315-62990	Misc. Operating Expense	WORK LIGHT		90.99
N A P A AUTO PARTS THF R...	730374	11/14/2023	620-4850-62210	Equipment Maint & Repair	BATTERY - WTP GENERATOR		232.32
N A P A AUTO PARTS THF R...	730375	11/14/2023	100-4312-62990	Misc. Operating Expense	WORK LIGHT		305.98
N A P A AUTO PARTS THF R...	730376	11/14/2023	100-4312-62210	Equipment Maint & Repair	U JOINTS - #5504		85.60
N A P A AUTO PARTS THF R...	730478	11/17/2023	100-4312-62210	Equipment Maint & Repair	BRAKES - #5409		542.06
N A P A AUTO PARTS THF R...	730504	11/17/2023	100-4312-62210	Equipment Maint & Repair	CORE CREDIT - #5409		-66.00
N A P A AUTO PARTS THF R...	730558	11/21/2023	100-4510-62210	Equipment Maint & Repair	DRIVE SHAFT - 730558		965.32
N A P A AUTO PARTS THF R...	730571	11/21/2023	100-4510-62210	Equipment Maint & Repair	RETURN CREDIT - U JOINT -...		-85.60
N A P A AUTO PARTS THF R...	730593	11/22/2023	100-4312-62210	Equipment Maint & Repair	MUD FLAPS - #5514		51.98
N A P A AUTO PARTS THF R...	730674	11/27/2023	100-4312-62210	Equipment Maint & Repair	DIAPHRAGM - #5593		8.49
N A P A AUTO PARTS THF R...	730721	11/29/2023	100-4312-62210	Equipment Maint & Repair	WHEEL REPAIR - #5593		39.75
N A P A AUTO PARTS THF R...	730725	11/29/2023	100-4312-62210	Equipment Maint & Repair	WHEEL STUDS - #5593		25.45
					Vendor N A P A AUTO PARTS THF RVR FL Total:		**2,306.27**
Vendor: NEDLAND INDUSTRIES INC							
NEDLAND INDUSTRIES INC	39190	12/12/2023	100-4315-62400	Small Tools and Minor Equip	DUMPSTERS		10,675.00
					Vendor NEDLAND INDUSTRIES INC Total:		**10,675.00**
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	NOV 2023	12/13/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20...		2,148.62
NORTHDALE OIL INC	NOV 2023	12/13/2023	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20...		292.89
NORTHDALE OIL INC	NOV 2023	12/13/2023	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 20...		174.39
					Vendor NORTHDALE OIL INC Total:		**2,615.90**
Vendor: NORTHERN BALANCE AND SCALE INC							
NORTHERN BALANCE AND ...	0138426	12/07/2023	620-4840-62170	Field Supplies	CALIB / CLEAN / ADJ / SCALE...		200.00
					Vendor NORTHERN BALANCE AND SCALE INC Total:		**200.00**
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	NOV 2023	12/05/2023	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE ..		343.61
					Vendor NORTHERN STATE BANK Total:		**343.61**
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T333501	11/07/2023	100-4510-62210	Equipment Maint & Repair	PLOW CONTROLLER		50.00
NORTHWEST POWER SYST...	T333721	11/06/2023	620-4850-62210	Equipment Maint & Repair	PRESSURE WASHER REPAIR		11.16
NORTHWEST POWER SYST...	T333878	11/14/2023	100-4312-62210	Equipment Maint & Repair	FITTINGS - #5511		107.25

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
NORTHWEST POWER SYST…	T334100	11/27/2023	100-4312-62210	Equipment Maint & Repair	FITTINGS - #5593	20.96
					Vendor NORTHWEST POWER SYSTEMS INC Total:	**189.37**
Vendor: PAINT & GLASS INTERIORS INC						
PAINT & GLASS INTERIORS I…	13071	11/22/2023	820-4850-62230	Building Maint & Repair	TROWEL	4.49
PAINT & GLASS INTERIORS I…	13077	11/22/2023	820-4840-62990	Misc. Operating Expense	GLUE	20.50
					Vendor PAINT & GLASS INTERIORS INC Total:	**24.99**
Vendor: PENNINGTON CO HUMANE SOCIETY						
PENNINGTON CO HUMANE …	DEC 2023	12/11/2023	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES..	1,400.00
					Vendor PENNINGTON CO HUMANE SOCIETY Total:	**1,400.00**
Vendor: PETERSON LUMBER COMPANY						
PETERSON LUMBER COMP…	2311-053223	11/09/2023	820-4840-62990	Misc. Operating Expense	PLYWOOD - GRAVE COVERI…	111.42
PETERSON LUMBER COMP…	2311-053569	11/15/2023	100-4570-62230	Building Maint & Repair	SACRETE - FLOOR REPAIR AT..	5.64
					Vendor PETERSON LUMBER COMPANY Total:	**117.06**
Vendor: PMG ENGINEERING INC						
PMG ENGINEERING INC	1223623	12/05/2023	620-4890-63110	Consulting Fees	WTP BACKUP GENERATOR …	15,759.00
					Vendor PMG ENGINEERING INC Total:	**15,759.00**
Vendor: QUALITY SPRAY FOAM LLC						
QUALITY SPRAY FOAM LLC	1593	12/11/2023	100-4650-64481	FEMA	INSTALLED GABION BASKET…	24,500.00
QUALITY SPRAY FOAM LLC	1594	12/11/2023	100-4650-64481	FEMA	POURED APRON / RIP RAP - …	16,530.00
QUALITY SPRAY FOAM LLC	1595	12/11/2023	100-4650-64481	FEMA	RIP RAP BELOW DAM	24,000.00
					Vendor QUALITY SPRAY FOAM LLC Total:	**65,030.00**
Vendor: RHI SUPPLY						
RHI SUPPLY	1310287	12/07/2023	690-4840-62400	Small Tools and Minor Equip	TOOLS - #111 & #115	842.61
					Vendor RHI SUPPLY Total:	**842.61**
Vendor: SANFORD HEALTH						
SANFORD HEALTH	CI-00005937	11/30/2023	100-4210-62990	Misc. Operating Expense	9/29/23 FORENSIC REVIEW -..	30.00
					Vendor SANFORD HEALTH Total:	**30.00**
Vendor: SHPIGLER CONSULTING INC						
SHPIGLER CONSULTING INC	DEC 2023	12/01/2023	545-4680-65920	Work in Process - Eng/Archt…	DEC 2023 - CONSULTING FE…	5,000.00
					Vendor SHPIGLER CONSULTING INC Total:	**5,000.00**
Vendor: SJOBERG'S CABLE TV						
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	100-4192-63020	Computer Maintenance & li…	MONTHLY SERVICE - DEC 20…	225.00
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	100-4192-63020	Computer Maintenance & li…	MONTHLY SERVICE - DEC 20…	82.05
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	100-4220-63020	Computer Maintenance & li…	MONTHLY SERVICE - DEC 20…	49.95
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	100-4312-63020	Computer Maintenance & li…	MONTHLY SERVICE - DEC 20…	56.95
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	100-4510-63210	Communication Expense	MONTHLY SERVICE - DEC 20…	104.50
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	610-4890-63020	Computer Maintenance & li…	MONTHLY SERVICE - DEC 20…	56.95
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	620-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 20…	25.99
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	620-4890-63020	Computer Maintenance & li…	MONTHLY SERVICE - DEC 20…	49.95
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	680-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 20…	475.00
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	680-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 20…	85.50

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 20...		142.50
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 20...		142.50
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 20...		35.05
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - DEC 20...		225.00
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - DEC 20...		49.95
SJOBERG'S CABLE TV	DEC 2023	12/11/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - DEC 20...		42.95
						Vendor SJOBERG'S CABLE TV Total:	**1,849.79**
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA...	404707	11/30/2023	620-4850-62220	Plant Equip Maint & Repair	CHEMICAL FEED REPAIR		63.53
						Vendor ST HILAIRE SUPPLY COMPANY Total:	**63.53**
Vendor: STATION 59							
STATION 59	1018618	11/29/2023	100-4210-62990	Misc. Operating Expense	CAR WASHES		200.00
						Vendor STATION 59 Total:	**200.00**
Vendor: STEVE OLSON							
STEVE OLSON	REIMB 10 04 23	10/04/2023	610-4890-64400	Travel, Conference, School	REIMBURSE - MILEAGE / BA...		85.15
STEVE OLSON	REIMB 10 12 23	10/12/2023	610-4890-64400	Travel, Conference, School	REIMBURSE - MILEAGE / BA...		85.15
						Vendor STEVE OLSON Total:	**170.30**
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	002566	11/29/2023	690-4890-63030	Contracts Expense	FIRE ALARM CONTRACTS		19.50
						Vendor STEVEN O KVASAGER Total:	**19.50**
Vendor: STONES MOBILE RADIO INC							
STONES MOBILE RADIO INC	2054312	11/14/2023	100-4210-62990	Misc. Operating Expense	RADIO SUPPLIES		68.31
						Vendor STONES MOBILE RADIO INC Total:	**68.31**
Vendor: T R F ARCHERY CLUB INC							
T R F ARCHERY CLUB INC	2023	12/11/2023	100-4110-62990	Misc. Operating Expense	2023 HOLIDAY / EVENT FLA...		800.00
						Vendor T R F ARCHERY CLUB INC Total:	**800.00**
Vendor: TEAM LABORATORY CHEMICAL LLC							
TEAM LABORATORY CHEMI...	INV0039010	12/04/2023	680-4840-62160	Chemicals	PRETREATMENT - LIFT #10		1,006.00
						Vendor TEAM LABORATORY CHEMICAL LLC Total:	**1,006.00**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	NOV 2023 - 137	11/30/2023	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS		117.60
THIEF RIVER FALLS TIMES	NOV 2023 - 137	11/30/2023	610-4880-63490	Advertising	HUNTING / THANKSGIVING /..		795.38
THIEF RIVER FALLS TIMES	NOV 2023 - 1601	11/30/2023	620-4840-62010	Office Supplies	WORK ORDERS - WATER DPT		1,035.20
THIEF RIVER FALLS TIMES	NOV 2023 - 878	11/30/2023	100-4210-63590	Printing & Publications	NOV 2023 STMT - PATROL ...		455.00
THIEF RIVER FALLS TIMES	NOV 2023 - 878	11/30/2023	100-4660-63590	Printing & Publications	NOV 2023 STMT - SOLAR E...		36.63
THIEF RIVER FALLS TIMES	NOV 2023 - 878	11/30/2023	100-4660-63590	Printing & Publications	NOV 2023 STMT - BAKER B...		59.00
THIEF RIVER FALLS TIMES	NOV 2023 - 878	11/30/2023	100-4670-62990	Misc. Operating Expense	NOV 2023 STMT - SURPLUS ...		144.00
THIEF RIVER FALLS TIMES	NOV 2023 - 878	11/30/2023	100-4670-62990	Misc. Operating Expense	NOV 2023 STMT - SURPLUS ...		68.00
THIEF RIVER FALLS TIMES	NOV 2023 - 878	11/30/2023	620-4890-63590	Printing & Publications	NOV 2023 STMT - CHEMICA...		154.44
THIEF RIVER FALLS TIMES	NOV 2023 - 878	11/30/2023	690-4850-62350	Power Plant/Dam Maint	NOV 2023 STMT - FERC DA...		39.60

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
THIEF RIVER FALLS TIMES	NOV 2023 - 878	11/30/2023	820-4890-63590	Printing & Publications	NOV 2023 STMT - GREENW...	35.64
					Vendor THIEF RIVER FALLS TIMES Total:	**2,940.49**
Vendor: THYGESON CONSTRUCTION						
THYGESON CONSTRUCTION	11 20 23	11/20/2023	820-4890-63030	Contracts Expense	12 YDS TOP SOIL	258.00
					Vendor THYGESON CONSTRUCTION Total:	**258.00**
Vendor: TROY MERCIL CONSTRUCTION LLC						
TROY MERCIL CONSTRUCTI...	650	11/20/2023	820-4890-63030	Contracts Expense	OPEN / CLOSE FEE - R MART...	800.00
					Vendor TROY MERCIL CONSTRUCTION LLC Total:	**800.00**
Vendor: TYLER TECHNOLOGIES INC						
TYLER TECHNOLOGIES INC	025-445679	12/01/2023	100-4150-63020	Computer Maintenance & li...	2024 MAINTENANCE	23,584.94
TYLER TECHNOLOGIES INC	025-445679	12/01/2023	100-4192-63020	Computer Maintenance & li...	2024 MAINTENANCE	1,500.00
TYLER TECHNOLOGIES INC	025-445679	12/01/2023	100-4315-63020	Computer Maintenance & li...	2024 MAINTENANCE	1,404.21
TYLER TECHNOLOGIES INC	025-445679	12/01/2023	620-4890-63020	Computer Maintenance & li...	2024 MAINTENANCE	3,276.50
TYLER TECHNOLOGIES INC	025-445679	12/01/2023	620-4890-63020	Computer Maintenance & li...	2024 MAINTENANCE	6,146.89
TYLER TECHNOLOGIES INC	025-445679	12/01/2023	680-4890-63020	Computer Maintenance & li...	2024 MAINTENANCE	6,146.89
TYLER TECHNOLOGIES INC	025-445679	12/01/2023	680-4890-63020	Computer Maintenance & li...	2024 MAINTENANCE	936.14
TYLER TECHNOLOGIES INC	025-445679	12/01/2023	690-4890-63020	Computer Maintenance & li...	2024 MAINTENANCE	3,744.57
TYLER TECHNOLOGIES INC	025-445679	12/01/2023	690-4890-63020	Computer Maintenance & li...	2024 MAINTENANCE	12,293.79
					Vendor TYLER TECHNOLOGIES INC Total:	**59,033.93**
Vendor: U S POSTMASTER						
U S POSTMASTER	2024 - PO 413	12/11/2023	100-4210-62010	Office Supplies	2024 POST OFFICE BOX REN...	118.00
U S POSTMASTER	2024 - PO 528	12/11/2023	100-4150-62010	Office Supplies	2024 POST OFFICE BOX REN...	186.00
					Vendor U S POSTMASTER Total:	**304.00**
Vendor: VIA ACTUARIAL SOLUTIONS						
VIA ACTUARIAL SOLUTIONS	TFF-2023-11	12/05/2023	100-4220-63030	Contracts Expense	ACTUARIAL SERVICES - GASB..	2,500.00
					Vendor VIA ACTUARIAL SOLUTIONS Total:	**2,500.00**
Vendor: WASTE MASTERS LLC						
WASTE MASTERS LLC	3BX00251	11/30/2023	100-4315-63030	Contracts Expense	SANITATION COLLECTION - ...	162.50
					Vendor WASTE MASTERS LLC Total:	**162.50**
Vendor: WESTSIDE MOTORS OF TRF INC						
WESTSIDE MOTORS OF TRF ...	24568	11/15/2023	620-4840-62120	Gas-Oil-Lube	'21 RAM - OIL / FILTER / CAB..	103.24
					Vendor WESTSIDE MOTORS OF TRF INC Total:	**103.24**
Vendor: WIDSETH SMITH NOLTING ASC INC						
WIDSETH SMITH NOLTING ...	226392	10/20/2023	505-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - 2024 ST IMP ...	30,849.50
WIDSETH SMITH NOLTING ...	226393	10/20/2023	505-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - 2024 ST IMP ...	17,563.00
WIDSETH SMITH NOLTING ...	227154	11/20/2023	530-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - ENGINEERING...	132.45
WIDSETH SMITH NOLTING ...	227154	11/20/2023	620-4890-63110	Consulting Fees	PROF SRVCS - WTP GENERA...	574.65
WIDSETH SMITH NOLTING ...	227156	11/20/2023	505-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - 2024 ST IMP ...	10,849.00
WIDSETH SMITH NOLTING ...	227157	11/20/2023	505-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - 2024 ST IMP ...	4,524.00
WIDSETH SMITH NOLTING ...	227295	11/24/2023	820-4890-63030	Contracts Expense	SURVEY / STAKE S GREENW...	1,614.28

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
WIDSETH SMITH NOLTING ...	227296	11/24/2023	530-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - ARENA RAMP...		1,220.00
						Vendor WIDSETH SMITH NOLTING ASC INC Total:	**67,326.88**
						Grand Total:	**356,803.73**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	152,721.95
505 - 2024 ST AND UTILITY PROJECT	63,785.50
530 - ARENA RAMP PROJECT	1,352.45
545 - WATER METER PROJECT	5,000.00
560 - WASTE WATER FORCE MAIN	225.00
610 - LIQUOR DISPENSARY	1,401.68
620 - WATER UTILITY FUND	65,058.92
670 - STORM WATER UTILITY FUND	16,751.47
680 - WASTEWATER UTILITY FUND	8,930.53
690 - ELECTRIC UTILITY FUND	38,681.91
820 - GREENWOOD CEMETERY FUND	2,894.32
Grand Total:	**356,803.73**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62300	Contingency Fund	8.00
100-4110-62990	Misc. Operating Expense	800.00
100-4150-62010	Office Supplies	186.00
100-4150-63020	Computer Maintenance…	23,584.94
100-4150-63030	Contracts Expense	606.11
100-4160-63040	Legal Fees	12,162.34
100-4192-63020	Computer Maintenance…	1,807.05
100-4194-62230	Building Maint & Repair	11.15
100-4194-62990	Misc. Operating Expense	135.81
100-4210-62010	Office Supplies	118.00
100-4210-62120	Gas-Oil-Lube	2,148.62
100-4210-62990	Misc. Operating Expense	751.23
100-4210-63100	Animal Control	1,400.00
100-4210-63590	Printing & Publications	455.00
100-4210-64330	Dues and Subscriptions	376.00
100-4220-62210	Equipment Maint & Repa..	124.99
100-4220-62400	Small Tools and Minor E…	699.00
100-4220-62880	Personal Protective Equi…	7,081.00
100-4220-63020	Computer Maintenance…	49.95
100-4220-63030	Contracts Expense	2,500.00
100-4220-64330	Dues and Subscriptions	100.00
100-4240-64470	Refunds and Reimburse…	213.90
100-4312-62120	Gas-Oil-Lube	308.87
100-4312-62210	Equipment Maint & Repa..	1,226.17
100-4312-62240	Department Maint & Re…	2,667.86
100-4312-62260	Signs-Brooms-Paint	345.09
100-4312-62280	Salt & Gravel Expense	6,596.90

Account Summary

Account Number	Account Name	Expense Amount
100-4312-62400	Small Tools and Minor E…	99.99
100-4312-62990	Misc. Operating Expense	305.98
100-4312-63020	Computer Maintenance…	56.95
100-4312-63030	Contracts Expense	3,264.98
100-4315-62400	Small Tools and Minor E…	10,675.00
100-4315-62880	Personal Protective Equi…	154.61
100-4315-62990	Misc. Operating Expense	295.45
100-4315-63020	Computer Maintenance…	1,404.21
100-4315-63030	Contracts Expense	162.50
100-4510-62210	Equipment Maint & Repa..	1,199.09
100-4510-62230	Building Maint & Repair	3.49
100-4510-62240	Department Maint & Re…	553.94
100-4510-63030	Contracts Expense	2,200.00
100-4510-63210	Communication Expense	104.50
100-4510-64330	Dues and Subscriptions	165.00
100-4550-62990	Misc. Operating Expense	29.98
100-4570-62230	Building Maint & Repair	5.64
100-4650-64481	FEMA	65,030.00
100-4660-63590	Printing & Publications	95.63
100-4670-62010	Office Supplies	59.03
100-4670-62990	Misc. Operating Expense	392.00
505-4680-65920	Work in Process - Eng/Ar…	63,785.50
530-4680-65920	Work in Process - Eng/Ar…	1,352.45
545-4680-65920	Work in Process - Eng/Ar…	5,000.00
560-4680-65940	Work in Progress - Legal…	225.00
610-4810-62590	Misc. Mdse for Resale	117.60
610-4840-62990	Misc. Operating Expense	146.07
610-4850-62230	Building Maint & Repair	115.38
610-4880-63490	Advertising	795.38
610-4890-63020	Computer Maintenance…	56.95
610-4890-64400	Travel, Conference, Sch…	170.30
620-4830-63210	Communication Expense	25.99
620-4840-62010	Office Supplies	1,035.20
620-4840-62120	Gas-Oil-Lube	103.24
620-4840-62160	Chemicals	19,178.53
620-4840-62170	Field Supplies	7,051.96
620-4840-62890	Uniforms/ID Clothing	257.64
620-4840-62990	Misc. Operating Expense	228.46
620-4850-62210	Equipment Maint & Repa..	299.59
620-4850-62220	Plant Equip Maint & Rep…	682.03
620-4850-62230	Building Maint & Repair	5,515.17
620-4850-62290	Water Meter Maintenan…	368.08

Account Summary

Account Number	Account Name	Expense Amount
620-4890-63020	Computer Maintenance…	13,824.94
620-4890-63110	Consulting Fees	16,333.65
620-4890-63590	Printing & Publications	154.44
670-4890-63030	Contracts Expense	16,751.47
680-4830-63210	Communication Expense	560.50
680-4840-62160	Chemicals	1,006.00
680-4840-62880	Personal Protective Equi…	261.01
680-4850-62220	Lift Station and Pond Ma…	19.99
680-4890-63020	Computer Maintenance…	7,083.03
690-4830-63210	Communication Expense	320.05
690-4840-62020	Computer Supplies	46.11
690-4840-62120	Gas-Oil-Lube	174.39
690-4840-62400	Small Tools and Minor E…	842.61
690-4840-62880	Personal Protective Equi…	604.04
690-4840-62990	Misc. Operating Expense	197.80
690-4850-62210	Equipment Maint & Repa..	23.96
690-4850-62350	Power Plant/Dam Maint	39.60
690-4850-62360	Distribution Maint	44.55
690-4890-63020	Computer Maintenance…	33,113.66
690-4890-63030	Contracts Expense	185.75
690-4890-68880	Conservation Program	3,089.39
820-4840-62990	Misc. Operating Expense	131.92
820-4850-62230	Building Maint & Repair	54.48
820-4890-63030	Contracts Expense	2,672.28
820-4890-63590	Printing & Publications	35.64
	Grand Total:	**356,803.73**

Project Account Summary

Project Account Key		Expense Amount
None		356,803.73
	Grand Total:	**356,803.73**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00805 - 12/13/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CITY OF T R F - ADMIN PETTY CASH							
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	100-4110-64400	Travel, Conference, School	REPLENISH PETTY CASH - W…		9.00
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	100-4210-64370	Taxes and Licenses	REPLENISH PETTY CASH - RE…		21.50
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	100-4210-65400	Machinery & Equipment	REPLENISH PETTY CASH - RE…		-10.00
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	100-4315-62010	Office Supplies	REPLENISH PETTY CASH - R…		3.60
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	100-4315-62010	Office Supplies	REPLENISH PETTY CASH - R…		7.20
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	620-16400	Machinery & Equipment	REPLENISH PETTY CASH - RE…		-1.38
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	620-4840-62010	Office Supplies	REPLENISH PETTY CASH - R…		8.40
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	620-4840-62010	Office Supplies	REPLENISH PETTY CASH -		16.80
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	680-4840-62010	Office Supplies	REPLENISH PETTY CASH - R…		2.40
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	680-4840-62010	Office Supplies	REPLENISH PETTY CASH -		4.80
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	690-4069-53787	Cash Over/Short	REPLENISH PETTY CASH -U B…		40.00
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	690-4840-62010	Office Supplies	REPLENISH PETTY CASH - R…		9.60
CITY OF T R F - ADMIN PETTY..	12 13 23 P C	12/12/2023	690-4840-62010	Office Supplies	REPLENISH PETTY CASH -		19.20
					Vendor CITY OF T R F - ADMIN PETTY CASH Total:		**131.12**
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4150-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		429.74
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4194-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		40.85
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4220-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		103.85
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4240-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		48.99
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4312-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		41.99
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4315-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		41.98
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4510-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		48.99
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4570-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		9.99
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4650-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		115.97
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4660-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		22.00
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	100-4670-64500	Senior Citizen Programs	PHONE CHARGES - DEC 23 / …		81.70
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	610-4830-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		154.94
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	610-4830-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		0.45
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	620-4830-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		222.87
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	630-4830-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		322.70
GARDEN VALLEY TECHNOL…	101293798	12/10/2023	690-4830-63210	Communication Expense	PHONE CHARGES - DEC 23 / …		341.91
					Vendor GARDEN VALLEY TECHNOLOGIES Total:		**2,028.92**
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR…	NOV 2023 ASHLEY	12/04/2023	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - NOV 2…		38.56
GLOBAL PAYMENTS INTEGR…	NOV 2023 ASHLEY	12/04/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - NOV 2…		872.03
GLOBAL PAYMENTS INTEGR…	NOV 2023 ELEC	12/04/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - NOV 2…		13.41

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
GLOBAL PAYMENTS INTEGR…	NOV 2023 GEN	12/04/2023	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - NOV 2…	5.00
GLOBAL PAYMENTS INTEGR…	NOV 2023	12/04/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - NOV 2…	4,594.22
					Vendor GLOBAL PAYMENTS INTEGRATED Total:	**5,523.22**
Vendor: MINNESOTA ENERGY GROUP-00003						
MINNESOTA ENERGY GROU…	4831377298	12/05/2023	100-4220-63890	Utilities Expense	GAS METER READING - NOV…	271.47
MINNESOTA ENERGY GROU…	4831377298	12/05/2023	100-4550-63890	Utilities Expense	GAS METER READING - NOV…	524.57
MINNESOTA ENERGY GROU…	4831377298	12/05/2023	100-4560-63890	Utilities Expense	GAS METER READING - NOV…	359.69
MINNESOTA ENERGY GROU…	4831377298	12/05/2023	100-4570-63890	Utilities Expense	GAS METER READING - NOV…	464.20
MINNESOTA ENERGY GROU…	4831377298	12/05/2023	680-4830-63890	Utilities Expense	GAS METER READING - NOV…	28.50
					Vendor MINNESOTA ENERGY GROUP-00003 Total:	**1,648.43**
Vendor: MINNESOTA ENERGY GROUP-00005						
MINNESOTA ENERGY GROU…	4828450625	12/04/2023	690-4830-63890	Utilities Expense	GAS METER READING - NOV…	1,211.25
					Vendor MINNESOTA ENERGY GROUP-00005 Total:	**1,211.25**
Vendor: VERIZON WIRELESS #742042583						
VERIZON WIRELESS #74204…	9950668285	12/01/2023	100-4192-63020	Computer Maintenance & li…	MONTHLY IPAD CHARGES - …	141.75
VERIZON WIRELESS #74204…	9950668285	12/01/2023	100-4220-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	100-4240-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
VERIZON WIRELESS #74204…	9950668285	12/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - …	40.01
					Vendor VERIZON WIRELESS #742042583 Total:	**821.92**
Vendor: YVONNE PEDERSON						
YVONNE PEDERSON	JAN 2024	12/15/2023	810-4820-61500	Annuity Payments	POLICE PENSION - JAN 2024	1,098.61
					Vendor YVONNE PEDERSON Total:	**1,098.61**
					Grand Total:	**12,463.47**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		2,982.63
610 - LIQUOR DISPENSARY		155.39
620 - WATER UTILITY FUND		366.72
630 - ARENAS - VENUWORKS		322.70
680 - WASTEWATER UTILITY FUND		75.71
690 - ELECTRIC UTILITY FUND		7,461.71
810 - POLICE RELIEF ASSOCIATION		1,098.61
	Grand Total:	**12,463.47**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64400	Travel, Conference, Sch…	9.00
100-4150-63210	Communication Expense	429.74
100-4192-63020	Computer Maintenance…	141.75
100-4194-63210	Communication Expense	40.85
100-4210-64370	Taxes and Licenses	21.50
100-4210-65400	Machinery & Equipment	-10.00
100-4220-63210	Communication Expense	143.86
100-4220-63890	Utilities Expense	271.47
100-4240-63210	Communication Expense	89.00
100-4312-63210	Communication Expense	41.99
100-4315-62010	Office Supplies	10.80
100-4315-63210	Communication Expense	41.98
100-4510-63210	Communication Expense	48.99
100-4550-63890	Utilities Expense	524.57
100-4560-63890	Utilities Expense	359.69
100-4570-63210	Communication Expense	9.99
100-4570-63890	Utilities Expense	464.20
100-4650-63210	Communication Expense	195.99
100-4660-63210	Communication Expense	22.00
100-4670-63060	Credit Card Fees	43.56
100-4670-64500	Senior Citizen Programs	81.70
610-4830-63210	Communication Expense	155.39
620-16400	Machinery & Equipment	-1.38
620-4830-63210	Communication Expense	342.90
620-4840-62010	Office Supplies	25.20
630-4830-63210	Communication Expense	322.70
680-4830-63210	Communication Expense	40.01
680-4830-63890	Utilities Expense	28.50
680-4840-62010	Office Supplies	7.20
690-4069-53787	Cash Over/Short	40.00
690-4830-63210	Communication Expense	702.00

Account Summary

Account Number	Account Name	Expense Amount
690-4830-63890	Utilities Expense	1,211.25
690-4840-62010	Office Supplies	28.80
690-4890-63060	Credit Card Fees	5,479.66
810-4820-61500	Annuity Payments	1,098.61
	Grand Total:	**12,463.47**

Project Account Summary

Project Account Key		Expense Amount
None		12,463.47
	Grand Total:	**12,463.47**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00808 - 12/13/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ANTHONY HORACHEK							
ANTHONY HORACHEK	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor ANTHONY HORACHEK Total:	**145.00**
Vendor: BLAKE WALKER							
BLAKE WALKER	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor BLAKE WALKER Total:	**145.00**
Vendor: BRIAN JACOBSON							
BRIAN JACOBSON	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor BRIAN JACOBSON Total:	**145.00**
Vendor: DEREK NEISEN							
DEREK NEISEN	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor DEREK NEISEN Total:	**145.00**
Vendor: DEVIN SPEARS							
DEVIN SPEARS	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor DEVIN SPEARS Total:	**145.00**
Vendor: ERIK BRATENG							
ERIK BRATENG	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor ERIK BRATENG Total:	**145.00**
Vendor: FRANCIS TRUDEAU							
FRANCIS TRUDEAU	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023		145.00
						Vendor FRANCIS TRUDEAU Total:	**145.00**
Vendor: GRANT ASP							
GRANT ASP	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor GRANT ASP Total:	**145.00**
Vendor: IAN LUND							
IAN LUND	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor IAN LUND Total:	**145.00**
Vendor: JEFFREY SCHNEIDER							
JEFFREY SCHNEIDER	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor JEFFREY SCHNEIDER Total:	**145.00**
Vendor: JONATHAN LARSON							
JONATHAN LARSON	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor JONATHAN LARSON Total:	**145.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JOSIAH JENSEN							
JOSIAH JENSEN	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor JOSIAH JENSEN Total:	**145.00**
Vendor: JUDD ALBY							
JUDD ALBY	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor JUDD ALBY Total:	**145.00**
Vendor: KEARY PETSCHL							
KEARY PETSCHL	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor KEARY PETSCHL Total:	**145.00**
Vendor: KEATON HUOT							
KEATON HUOT	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor KEATON HUOT Total:	**145.00**
Vendor: KEVIN WALSETH							
KEVIN WALSETH	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor KEVIN WALSETH Total:	**145.00**
Vendor: MIKE LARSON							
MIKE LARSON	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor MIKE LARSON Total:	**145.00**
Vendor: NICHOLAS TRUDEAU							
NICHOLAS TRUDEAU	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor NICHOLAS TRUDEAU Total:	**145.00**
Vendor: PATRICK BARRY							
PATRICK BARRY	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor PATRICK BARRY Total:	**145.00**
Vendor: PAUL D GONSOROWSKI							
PAUL D GONSOROWSKI	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor PAUL D GONSOROWSKI Total:	**145.00**
Vendor: SCOTT WALKER							
SCOTT WALKER	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor SCOTT WALKER Total:	**145.00**
Vendor: SHANE CRANDALL							
SHANE CRANDALL	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor SHANE CRANDALL Total:	**145.00**
Vendor: STEVEN KLOETY							
STEVEN KLOETY	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY (...		99.67
						Vendor STEVEN KLOETY Total:	**99.67**
Vendor: TREVOR SWANSON							
TREVOR SWANSON	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor TREVOR SWANSON Total:	**145.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WAYNE NOMELAND							
WAYNE NOMELAND	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor WAYNE NOMELAND Total:	**145.00**
Vendor: ZACHARY JOHNSON							
ZACHARY JOHNSON	4TH QTR 2023	12/13/2023	100-4220-61060	Temporary Salaries	4TH QTR 2023 VFF SALARY		145.00
						Vendor ZACHARY JOHNSON Total:	**145.00**
						Grand Total:	**3,724.67**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		3,724.67
	Grand Total:	**3,724.67**

Account Summary

Account Number	Account Name	Expense Amount
100-4220-61060	Temporary Salaries	3,724.67
	Grand Total:	**3,724.67**

Project Account Summary

Project Account Key		Expense Amount
None		3,724.67
	Grand Total:	**3,724.67**

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #8.3 Approval To Process Year-End Accounts Payable Through December 29, 2023

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

MOTION TO: By the City Council, to authorize staff to process year-end accounts payable with payment on December 29, 2023. Staff will email a report to the Council prior to payment with Council invited to contact City Administrator Angela Philipp if they see something they question.

BACKGROUND: Annually, the City Council can authorize payment of year-end bills to simplify the year-end accounting.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #8.4 Additional Uncollectible Utility Account Write-offs.

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

MOTION TO: Accept a Utility Committee recommendation to approve write-off of uncollectible utilities accounts in the amount of $8,072.76 has been submitted to the MN Revenue Recapture program, $2,980.17 in misc write-offs.

BACKGROUND: Collection of delinquent accounts is done each month rather than wait until year end. The attached is a summary of what has been done with those delinquent accounts.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: City policy is followed.

DEPARTMENT/RESPONSIBLE PERSON: Utility Billing/Jeremy Treitline

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #8.5 Approve TRF Chamber of Commerce Temporary Intoxicating Liquor License

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

MOTION TO: Approve a Temporary Intoxicating Liquor License to TRF Chamber of Commerce effective August 16th & 18th, 2024, from 4 pm to 1 am.

BACKGROUND: The TRF Chamber of Commerce has applied for a Temporary Intoxicating Liquor License yearly.

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 for a total $70 for the event.

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.	TRF Chamber Temp Liquor License River Fest

Pd. 12/4/23 Ck# 18428 $70.00

CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: Thief River Falls Chamber of Commerce

(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: Rhonda Stucy

ADDRESS: 102 Main Ave N, Thief River Falls, MN 56701

PHONE: 218-681-3720

TYPE OF EVENT: Riverfest Music Festival

LICENSING PERIOD: Friday, 8/16/24 - Sunday 8/18/2024

HOURS OF OPERATION: 4pm to 1Am

FACILITY/PLACE TO BE USED: Pennington County Fair Grounds

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]
SIGNATURE OF APPLICANT

12-13-23
DATE

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

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

Name of organization	Thief River Falls Chamber of Commerce
Date organized	
Tax exempt number	41-064-3422
Address	102 Main Ave. N
City	Thief River Falls
State	Minnesota
Zip Code	56701
Name of person making application	Rhonda Stucy
Business phone	218-681-3720
Home phone	
Date(s) of event	August 16-18, 2024

Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit

Organization officer's name	City	State	Zip Code
		Minnesota	
		Minnesota	
		Minnesota	
		Minnesota	

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

Fairgrounds, parking lot, grand stands

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

Northwest Beverage - 1320 Greenwood St. N, Thief River Falls, MN

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

West Bend mutual group $2,000,000
SFM Mutual Insurance Co.

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

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: 12/19/2023

SUBJECT: #8.6Approve Bruggeman Family Beer in the Park Permit

RECOMMENDATION: It is respectfully requested the Council accept the Public Safety/Liquor Committee's recommendation:

MOTION TO: Approve a Beer in the Park Permit Effective July 6, 2024, from 9 am to 7 pm for Bruggeman Family Reunion at Hartz Park East and West.

BACKGROUND: Becky Tranby has applied for a Beer in the Park Permit for a family reunion for 100 guests at Hartz Park East and West.

KEY ISSUES: The park has been reserved with the Parks and Recreation Department. No financial transactions may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge). The permit allows for the consumption of 3.2 Malt Liquor Only. No strong beer, wine, or intoxicating liquor is allowed.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	Bruggeman Family Reunion

CITY OF THIEF RIVER FALLS

Beer in the Park Permit

*****(UP TO 3.2 MALT LIQUOR ONLY)*****

City Code Section 111.048

****Application must be presented to the City Council for approval prior to the event****

Applicant: Bruggeman Family Reunion
(organization name if applicable)

Contact Person: Becky Tranby

Address: 114 2nd Ave E
West Fargo, ND 58078

Phone: 701-306-5956

Date of Event: 7-6-24

Park to be Used: Hartz Park east and west

Hours: 9Am **to** 7pm

Type of Event: Family Reunion

Approximate number of persons attending: 100

Has the park been reserved with the Parks and Recreation Department? X **YES** ___**NO**

I understand that no financial transaction may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge) X **YES** ___**NO**

I understand that the permit allows for the consumption *of <u>3.2 malt liquor only</u>*. No strong beer, wine, or intoxicating liquor is allowed. X **YES** ___**NO**

I understand that applicant shall comply and enforce all restrictions, limitations, and regulations regarding the consumption of malt liquor under the City Code and State Statute. X **YES** ___**NO**

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

SIGNATURE OF APPLICANT: Rebecca L Tranby

For Office Use Only:
DATE APPLICATION RECEIVED___________ DATE OF COUNCIL ACTION___________

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: 12/19/2023

SUBJECT: #8.7 2024 Water Treatment Plant Chemical Bids

RECOMMENDATION: It respectfully requested to consider approving the lowest qualified Chemical Bids for 2023.

MOTION TO: Approve the low Water treatment Plant Chemical Bids for calendar year 2023 as presented.

BACKGROUND: The City of Thief River Falls Water Systems Department solicits bids annually for chemicals used in the Water Treatment Plant to provide budget stability throughout the next twelve months.

KEY ISSUES: Inflation across the board has significantly increased bids for 2024. The budget has been adjusted accordingly.

FINANCIAL CONSIDERATIONS: The total estimated chemical cost is $338,371.50 for 2024.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

1.	2023 Water Bid Tally

City of Thief River Falls
Water Treatment Chemical Bids
7-Dec-23

BID ITEM #1 - Pebble Quicklime 280 Tons				
Bidder	**Bid Bond**	**Bid Amount per ton**	**Bid Total**	
Graymont	X	$378.00	$105,840.00	X

BID ITEM #2 - Liquid Chlorine 14,000 Pounds				
Bidder	**Bid Bond**	**Bid amount per pound**	**Bid Total**	
Hawkins	X	$2,867.00	$20,069.00	X

BID ITEM #3 - Liquid CO2 90 Tons				
Bidder	**Bid Bond**	**Bid Amount per ton**	**Bid Total**	
American Welding and Gas		$313.95	$28,255.50	X

BID ITEM #4 - Hydrofluorosillicic Acid 900 Gallons				
Bidder	**Bid Bond**	**Bid Amount per gallon**	**Bid Total**	
Hawkins	X	$9.08	$8,172.00	X

BID ITEM #5 - Anhydrous Ammonia 2,800 pounds				
Bidder	**Bid Bond**	**Bid amount per pound**	**Bid Total**	
Hawkins	X	$3.92	$10,976.00	X

BID ITEM #6 - Powdered Activated Carbon 40,000 pounds				
Bidder	**Bid Bond**	**Bid amount per pound**	**Bid Total**	
Hawkins	X	$2.78	$112,000.00	
Aqua Pure	X	$1.59	$63,600.00	X

BID ITEM #7 - 1,000 Gallons of raw water pumped				
Bidder	**Bid Bond**	**Bid amount per 1,000**	**Bid Total**	
Aqua Pure	X	$0.4385	$146,459.00	

2013 TOTALS	$384,243.16
2014 TOTALS	$416,778.08
2015 TOTALS	$382,352.55
2016 TOTALS	$340,926.54
2017 TOTALS	$357,730.88
2018 TOTALS	$331,818.04
2019 TOTALS	$334,632.00
2020 TOTALS	$320,980.00
2021 TOTALS	$309,020.00
2022 TOTALS	$374,838.08
2023 TOTALS	$383,371.50

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.1 Approve Thief River Falls Source Water Assessment

RECOMMENDATION: It respectfully requested the Council consider the following:

MOTION TO: Approve the 2023 Minnesota Department of Health Source Water Assessment and authorize the appropriate signatures.

BACKGROUND: The Minnesota Department of Health along with AEcom engineering prepared a Source Water Assessment for the City of Thief River Falls.

KEY ISSUES: The Minnesota Department of Health identifies various sources and possible contaminants and threats. This updated Source Water Assessment will guide the amended Source Water Intake Protection Plan.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.2 Approval of Tax Abatements

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

MOTION TO: Approve Tax Abatement for the following properties.

First Year

- 2006 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-024 Block-001. Parcel Number 25.12102410 - Haven Kuehn. Total estimated abatement is $1000.28.
- 2020 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-017 Block-001. Parcel Number 25.12101710 - Kevin Roberts. Total estimated abatement is $973.55.
- 2014 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-020 Block-001. Parcel Number 25.12102010 - Rebekah & Derek Lion. Total estimated abatement is $886.68.

Second Year

- 828 Alice Drive. First Southeast Addition Lot-015 Block-003. Parcel number 25.03304129 – James Trojanowski. Total estimated abatement is $1160.66.
- 208 Willow Rd. Noreen's First Addition S1/2 of lot 21 & Lot 22 less the SO 12' Blk 4 Parcel number 25.06205200– Margaret Porter. Total estimated abatement is $815.24.
- 2024 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-015 Block-001 Parcel number 25.12101510 – Shelby Hagen. Total estimated abatement is $837.85.

Third Year

- 212 Willow Road. Noreen's First Addition SO 12' of Lot 22, Lot 23, Lot 24 Less SO 44' Blk 4 Parcel number 25.062.053.00 - Adrian Prestebak. Total estimated abatement is $828.60.
- 2028 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-013 Block-001 Parcel number 25.121.013.10 - Bryce Gillie. Total estimated abatement is $1014.16.
- 2004 Nelson Drive. Lot 5, Block 1, MMCDC'S Greenwood Neighborhood Addition Lot-025 Block-001. Parcel number 25.121.025.10 - Lori Alvarado. Total estimated abatement is $589.58.
- 2022 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-016 Block-001 Parcel number 25.121.016.10 - Shelby Erickson. Total estimated abatement is $1072.76.

<u>FourthYear</u>

- 2015 Greenwood Street East. Lot 4, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.004.10 – Kellie Dagg. Total estimated abatement is $592.67.
- 2013 Greenwood Street East. Lot 3, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.003.10 – Tanner Nessen. Total estimated abatement is $838.88.
- 2103 Greenwood Street East. Lot 9, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.009.10 – Brandi Dorge. Total estimated abatement is $729.91.
- 2021 Greenwood Street East. Lot 7, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.007.10 – Mackenzie Swick. Total estimated abatement is $833.23.
- 2101 Greenwood Street East. Lot 8, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.008.10 – Tanner Dicken. Total estimated abatement is $843.77.

BACKGROUND:

KEY ISSUES: The homeowner must submit a copy of their property tax statement and proof of payment. There are three new properties eligible for abatement this year. There are three existing properties in the second year, four in the third year, five in the fourth year of the abatement program. This program expired December 31, 2020. Any homes meeting the qualifications with building permits issued prior to December 31, 2020 will be honored. The abatement program was reinstated January 1, 2022 and will terminate December 31, 2026.

FINANCIAL CONSIDERATIONS: The cost to the City for the abatement of all properties is $13,017.82.

LEGAL CONSIDERATION: The tax abatement requires a Public Hearing for new property in their first year of abatement.

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

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.3 Approve Farmland Lease – Gilbert Industrial Park

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

MOTION TO: Approve the 3-year Farmland Lease Agreement with Pete C. Carlson for the Gilbert Industrial Park and authorize the Mayor and City Administrator to execute the agreement.

BACKGROUND: This is a three-year farmland lease renewal with Pete C. Carlson for 35.65 acres at the Gilbert Industrial Park. The lease expires on December 15, 2026, and has provisions to terminate the lease in the event of any lot sales in the industrial park.

KEY ISSUES: Pete and his sons have been good lessee. This contract includes a 3% per year rent increase and has provisions to terminate the lease in the event of any lot sales in the industrial park.

FINANCIAL CONSIDERATIONS: RENT. Lessee shall pay Lessor as rent for the premises for the full term of this Lease the sum of $6,182.00, payable at City Hall, Thief River Falls, Minnesota, or as directed, in three (3) installments with interest at the rate of 8% percent on each installment after due, towit:

$2,000.00 on or before Nov. 15, 2024;
$2,060.00 on or before Nov. 15, 2025; and
$2,122.00 on or before Nov. 15, 2026.

Should the City or Advance Thief River Falls sell a lot on which Lessee has crop inputs, the City shall reimburse Lessee for the actual cost of those crop inputs. Crop inputs shall include seed, chemical, fertilizer, labor, and machinery. Labor and machinery shall be determined according to Pennington County standards as established by the Pennington County Extension Service. The City shall only be required to pay Lessee should Lessee be unable to harvest the crop planted for that year due to the sale of a lot and construction thereon.

LEGAL CONSIDERATION: Execution of Lease Agreement by all parties involved.

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

ATTACHMENTS:

1.	Pete Carlson- Gilbert Industrial Park Farm Lease 2024-2026

FARM LEASE AGREEMENT

THIS AGREEMENT, To be effective the ____day of ________, 2024, by and between City of Thief River Falls, a Minnesota Political Subdivision, hereinafter referred to as "Lessor", and Pete C. Carlson, hereinafter referred to as "Lessee", witnesseth:

1. PREMISES. Lessor hereby leases unto Lessee, and Lessee hereby hires from Lessor, the premises situated in the County of Pennington and State of Minnesota, described as follows:

See Exhibit "A" attached.

2. TERM. This Lease is for three (3) crop years from and after the 1st day of January 2024, and term ending on the 15th day of December 2026, unless sooner terminated as hereinafter provided.

3. RENT. Lessee shall pay Lessor as rent for the premises for the full term of this Lease the sum of $6,182.00, payable at City Hall, Thief River Falls, Minnesota, or as directed, in three (3) installments with interest at the rate of 8% percent on each installment after due, towit:

$2,000.00 on or before Nov. 15, 2024;
$2,060.00 on or before Nov. 15, 2025; and
$2,122.00 on or before Nov. 15, 2026.

4. USE. Lessee shall only use the premises for the purpose of growing crops. Any additional use of the premises shall require the written approval of Lessor.

5. LESSOR'S EXPENSES. Lessor agrees to furnish the premises, and to pay the items of expense listed below:

5.1. Real estate taxes and installments of special assessments.

6. LESSEE'S EXPENSES AND DUTIES. Lessee agrees to pay the items of expense and to perform the duties listed below:

6.1. All machinery, equipment, and labor necessary to farm the premises.

6.2. All seed, fertilizers, herbicides, pesticides, and other appropriate chemicals.

6.3. Farm the premises in a timely, thorough, and reasonable manner.

6.4. Prevent all unnecessary waste, loss, or damage to the premises.

7. PLOW BACK. Lessee shall plow back the premises prior to the termination of this Lease. Lessee shall plow the premises by mold board plow or twice chisel plow. Should the Lessee fail to plow back the premises, Lessor shall have the right to contract with a third party acceptable to Lessor, including Lessor, for the plowing and Lessee shall be responsible for the

full cost of that plowing.

8. FARM PROGRAM. Lessee shall preserve the base acreage that presently exists on the premises. Lessee shall consult with Lessor concerning remaining with any government farm program and Lessee shall not remove the premises from any government farm program without Lessor's prior written consent. Lessee shall be entitled to all government farm program payments earned during the term of this Lease, but shall resign those payments to the Lessor to be applies against rent.

9. LESSOR'S RIGHT OF ENTRY. Lessor reserves the right during the term of this Lease to enter upon the premises at any reasonable time for the purpose of inspection, consultation with Lessee, making repairs or improvements, posting notices, and for all other lawful purposes whatsoever.

10. SALE OF PREMISES. The premises is part of the Gilbert Industrial Park Plat. Lessor is attempting to sell lots within that Plat. Lessor shall have the right to sell any lot free and clear of this lease. Should Lessor sell a lot on which Lessee has crop inputs, Lessor shall reimburse Lessee for the actual cost of those crop inputs. Crop inputs shall include seed, chemical, fertilizer, labor, and machinery. Labor and machinery shall be determined according to Pennington County standards as established by the Pennington County Extension Service. Lessor shall only be required to pay Lessee should Lessee be unable to harvest the crop planted for that year due to the sale of a lot and construction thereon.

11. DEFAULT. Lessee agrees that in the event Lessee should be in default of the performance of any of the terms, covenants, or conditions of this Lease, or have otherwise breached this Lease, Lessor shall have every remedy now or hereafter available at law or in equity.

12. INDEMNIFICATION. Lessee shall indemnify Lessor against any liability or loss of whatever nature incurred by Lessor as a result of Lessee's failure to perform any obligation required to be performed by Lessee hereunder, or from any accident that may occur in or about the premises, or from Lessee's failure to comply with any governmental authority. Lessor's right to indemnity hereunder shall arise notwithstanding that joint or concurrent regulation, or other law. Lessee shall also indemnify Lessor against all costs, attorneys' fees, and other expenses arising out of such actions.

Lessor shall indemnify Lessee against any liability or loss of whatever nature incurred by Lessee as a result of Lessor's failure to perform any obligation required to be performed by Lessor hereunder, or from any accident that may occur in or about the premises, or from Lessor's failure to comply with any governmental authority. Lessee's right to indemnity hereunder shall arise notwithstanding that joint or concurrent regulation, or other law. Lessor shall also indemnify Lessee against all costs, attorneys' fees, and other expenses arising out of such actions.

13. COMMUNICATIONS. All notices and other communications of any nature

required herein shall be in writing, mailed by certified mail, return receipt requested, to the last known address of the other party, to be effective on date of mailing. The address of each party, unless notified as required herein, is as follows:

LESSOR	LESSEE
P.O. Box 528	15764 120th Ave NE
Thief River Falls, MN 56701	Thief River Falls, MN 56701

14. ASSIGNMENT OR SUBLETTING. The Lessee shall not assign this Lease or sublet all or any portion of the premises without first securing the written approval of Lessor which written approval shall not be unreasonably withheld.

15. QUIET ENJOYMENT. Lessor warrants that it has full right to execute and perform this Lease and that Lessee, upon payment of the rents and other amounts due and the performance of all the terms, conditions, and covenants on Lessee's part to be observed and performed under this Lease, may peaceably and quietly enjoy the premises for the business uses permitted hereunder, subject to the terms and conditions of this Lease.

16. SURRENDER. Upon the expiration date or upon the earlier termination hereof, Lessee shall peaceably surrender the premises in good order.

17. HOLDING OVER. In the event Lessee remains in possession of the premises after the expiration of this Lease and without the execution of a new Lease, it shall be deemed to be occupying the premises as a Lessee from month to month, subject to all the conditions, provisions, and obligations of this Lease.

18. UTILITIES. Should Lessee desire to use any utilities on the premises, if any, Lessee shall contact the rural electric supplier for such services and the utilities must be purchased in Lessee’s name only, without any responsibility for payment by Lessor.

19. FINANCING STATEMENT. Lessee shall execute a financing statement for perfecting the security interest granted in this Lease upon request of Lessor.

20. FLAGS. Lessor will locate and flag any sanitary sewer manholes, water line gate valves, fire hydrants, and survey monuments. Lessee shall avoid those items and shall be responsible for cost of repair or replacement of those installations if they are damages from Lessee’s farming operations.

21. GENERAL.

21.1. The Lease does not create the relationship of principal and agent or of partnership or of joint venture or of any association between Lessor and Lessee, the sole relationship between the parties hereto being that of Lessor and Lessee.

21.2. No waiver of any covenant of this Lease or a breach of such covenant shall constitute a waiver of any other covenant or the continued breach of said covenant. No waiver of any default of Lessee hereunder shall be implied from any omission by Lessor to take any action on account of such default if such default persists or is repeated.

21.3. This Agreement sets forth the entire arrangement between the parties and there are no representations or warranties except as expressly set forth herein. No amendment or modification of this Agreement shall be valid unless in writing and signed by the parties hereto. Should any clause or provision of this Agreement become invalid for any reason, such invalidity shall not result in the invalidity or unenforceability of any other clause or provision of this Agreement.

21.4. The titles and headings used herein are for convenience only and do not constitute any part of this Agreement.

21.5. This Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

IN WITNESS WHEREOF, The parties hereto have executed this Lease to be effective the day and year first above written.

CITY OF THIEF RIVER FALLS

____________________________	_______________________________
Brian Holmer, Mayor	Pete C. Carlson

____
Angie Philipp, City Administrator

STATE OF MINNESOTA)
)SS
COUNTY OF____________)

The foregoing instrument was acknowledged before me this ____ day of ___________, 2023 by Brian Holmer, Mayor of Thief River Falls, Minnesota, and Angie Philipp, City Administrator of Thief River Falls, Minnesota.

____
Notary Public

STATE OF MINNESOTA)
)SS
COUNTY OF __________)

The foregoing instrument was acknowledged before me this ____ day of __________, 2023 by Pete C. Carlson

____
Notary public

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: 12/19/2023

SUBJECT: #9.4 Approval to Write Off Falls Liquor Store NSF Checks

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

MOTION TO: By the City Council, to accept a Public Safety/Liquor Committee recommendation to write off Falls Liquor Store NSF checks totaling $370.34 to bad debt expense. Efforts will continue to collect on the outstanding accounts.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Steve Olson, Liquor Store Manager

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.5 Approval of 2024 Tax Levy

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

MOTION TO: By the City Council, to certify the City of Thief River Falls 2024 Tax Levy at $3,660,960 to the Pennington County Auditor, representing a 8.5% increase from the 2023 Tax Levy. This 8.5% increase also produced a reduction in the City of Thief River Falls' proposed tax rate. The breakdown of the 2024 Tax Levy is as follows:

General Fund Levy	$2,542,407
Bonded Debt Levy	$1,118,553
Net Tax Levy	$3,660,960

BACKGROUND: On September 19, 2023 the City of Thief River Falls set the 2024 preliminary tax levy at $3,711,572.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: In order to comply with state law, cities over 500 in population must approve their final 2024 tax levy no later than December 29, 2023.

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.6 Adopt the City of Thief River Falls Preliminary 2024 Budget

RECOMMENDATION: It is respectfully requested the City Council accept Administrative Services Committee recommendation:

MOTION TO: By the City Council, to adopt the City of Thief River Falls Preliminary 2024 Budget. A summary of the 2024 revenue and expenditures is as follows:

	2024 REVENUE	**2024 EXPENSE**	**FUND BALANCE RESERVES +OR-**
General Fund	$ 10,674,025.00	$ 10,694,025.00	$ (20,000.00)
Liquor Dispensary	$ 5,068,350.00	$ 5,476,020.00	$ (407,670.00)
Electric Utility Fund	$ 17,565,000.00	$ 17,641,360.00	$ (76,360.00)
Storm Water Utility Fund	$ 372,000.00	$ 372,000.00	$ -
Water Utility Fund	$ 3,162,342.00	$ 2,977,357.00	$ 184,985.00
Wastewater Utility Fund	$ 1,228,150.00	$ 1,141,239.00	$ 86,911.00
Police Relief Pension Fund	$ 10,610.00	$ 15,003.00	$ (4,393.00)
Debt Service Fund	$ 1,548,190.00	$ 1,490,937.00	$ 57,253.00
Totals	**$ 39,628,667.00**	**$ 39,807,941.00**	**$ (179,274.00)**

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.7 Approval of Certification of Unpaid Grass Mowing/Weed Trimming/Tree Removal Charges To Property Owners' 2024 Property Tax

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

MOTION TO: By the City Council, to certify the following unpaid grass mowing/weed trimming/tree removal charges from the 2023 season to the Pennington County Auditor for collection as part of the property owner's property tax statement in 2024 in the amount of $6657.84 and a miscellaneous write-off in the amount of $87.78 due to the sale of property, for a total of $6745.62:

TREE REMOVAL OWNER	ADDRESS	PARCEL	AMOUNT
Michael Larson	1016 Duluth Ave N	25.021.019.20	$1,284.58
Adam Lian	412 Duluth Ave N	25.003.161.20	$2,180.78

GRASS MOWING/WEED TRIMMING OWNER	ADDRESS	PARCEL	AMOUNT
Michael Larson	1016 Duluth Ave N	25.021.019.20	$173.04
Maile Roper	610 1st St E	25.006.297.60	$43.89
Bergee Rentals LLC	118 Conley Ave N	25.006.275.50	43.89
Bergee Rentals LLC	408 Riverside Ave	25.005.125.80	$43.89
Bergee Rentals LLC	313 Riverside Ave	25.005.064.00	$42.63
Gladys Hanson	408 Arnold Ave S	25.005.098.30	$130.41
Ronald & Corinne Dargus	624 Dewey Ave N	25.016.050.00	$87.78
Andrew Dally	414 Crocker Ave S	25.012.144.50	$87.15
Andres Cortez	241 Kneale Ave N	25.006.139.60	$87.15
Yvonne McHam	217 Merriam Ave N	25.012.004.40	$130.41
Spring Thias	227 Markley Ave N	25.006.244.10	$414.37
Pilgrimage of TRF LLC	201 Tindolph Ave S	25.012.035.60	$189.52
CK Properties	103 Cottonwood Ave	25.054.028.30	$190.78
Charlie Bedard	503 Duluth Ave N	25.003.046.00	$43.89
Reese Hernandez	824 Dewey Ave N	25.058.003.10	$87.15
Village of the Northland	1508 Highway 1 E	25.047.020.00	$411.73
The Bank of New York	142 Willow Rd	25.062.043.00	$87.15
Patrick O'Neill	724 Dewey Ave N	25.016.027.70	120.34

Kandy Kay Bratton	619 Markley Ave S	25.010.019.30	$43.26
Jessica Weyers	124 Conley Ave S	25.006.274.50	$43.26
Samantha Klopp	609 Atlantic Ave N	25.003.003.20	$43.26
Esther Fixter	213 Crocker Ave N	25.005.098.30	$43.26
Rhonda Bach	708 Knight Ave N	25.014.026.30	$43.26
Samuel Podlak	615 Arnold Ave N	25.015.048.70	$43.26
Sheddean Hanson	1218 Arnold Ave N	25.031.021.00	$85.89
Grant Reed	708 Duluth Ave N	25.015.025.40	$59.74
Marcos Gomez Properties	1907 Highway 59 S	25.001.070.00	$59.74
Daren Asp	412 1st St E	25.006.263.40	$59.74
Lynell Omlid	312 State Ave S	25.024.003.10	$42.63
Thomson Reuters	1301 3rd St W	25.053.002.10	$210.00

BACKGROUND: Grass mowing/weed trimming/tree removal charges remain unpaid to the City of Thief River Falls; and,

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

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Pursuant to City Code Section 91.01 and Minnesota State Statute 429.101, the City may certify to the Pennington County Auditor the unpaid grass mowing charges.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.8 Approving Plans and Specifications and Calling for Bids for the TRF Library Bathroom Reconstruction Project

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

MOTION TO: Adopt a Resolution approving Plans and Specifications and Calling for Bids for the TRF Library Bathroom Reconstruction Project.

BACKGROUND: The project is based on an item generated from the City's Building Committee, items that have been generated and prioritized for needs, viability, and approval from City Council.

KEY ISSUES: Approving plans and specifications and calling for bids at the December 19th council meeting will allow for the advertising time required for acceptance of an anticipated 2024 Construction Project.

FINANCIAL CONSIDERATIONS: The Engineer's Estimated Total Project cost is $200,000.00. The entire financing of the project is expected to be paid by funds received from the American Rescue Funds.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requires the City Council approve Plans and Specifications and Call for Bids.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.9 Approve City Hall Remodel Project

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

MOTION TO: Approve Schmitz Builders, Inc. as the low bidder and award the City Hall Remodel Project as per amended version of to not exceed $400,000.00.

BACKGROUND: The project is based on an item generated from the City's Building Committee. These are items that have been generated and prioritized for needs and project viability. The amended version of remodel plans includes changes to improve safety for both the public and employees in areas of utility billing, main lobby, and public bathrooms.

KEY ISSUES: Bids for City Hall Remodel Project were opened July 25, 2023. A decision to award the project must be made to ensure a 2024 project completion date.

FINANCIAL CONSIDERATIONS: Project to be paid by funds received from the American Rescue Funds. These funds must be used by the 2024 fiscal year end.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 applies.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.10 Approve Engineering Services

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

MOTION TO: Approve the reappointment of Widseth as the city engineering firm, and Rich Clauson as the Engineer of Record.

BACKGROUND: The City of Thief River Falls uses an external consultant to provide engineering services for municipal street and utilities improvement projects, state required bridge inspections and municipal state aid process. The City of Thief River Falls, has a long-term successful relationship with Widseth engineering in working together with city staff to complete these tasks.

KEY ISSUES: Each year the success of the relationship is evaluated, and an appointment made. The Public Works Committee discussed the services provided and determined it be in the City's best interest to reappoint Widseth, and Rich Clauson. This is a multi-discipline firm with expertise in many areas. They have a strong relationship with the MnDot State Aid office and specialize in municipal projects. There is great value to utilize a firm that has been involved in long term projects that often span several years from inception through completion.

FINANCIAL CONSIDERATIONS: The consultant invoices services on an as needed basis. This billing method has resulted in engineering fees being considerably less than the industry standard.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.11 Call for 2024 Public Improvements Feasibility Report

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

MOTION TO: Call for a Feasibility Report for the potential 2024 Street & Utilities Improvements.

BACKGROUND: The following list of potential improvements is based on items from the City's Capital Improvement Program, items requested by developers, and other departments.

Federal Funded

- Utilities improvements, resurfacing, ADA improvements, drainage improvements, on 1st street from T.H. #59 to RR tracks.
- 13th St from #32 to RR tracks.
- 6th St. from RR tracks to Barzen Ave.

Locally Funded

- Kendall Ave from 1st St. to 3rd St
- Crocker Ave from 1st St to 2nd St

KEY ISSUES: The City needs to begin the process of discussing items to be included in a public improvement project in 2024 to assure adequate time for a project hearing and construction drawings preparation to have a project ready to bid in the Spring of 2024 for completion next fall.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.12 Approval to post internally for the position of Public Works Forester

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

MOTION TO: To begin the process to fill the position of Forester within the Public Works Department. Position shall be open to Teamster #320 employees for ten days, as per union contract. If not filled due to the internal posting, the public posting process will be reviewed by the Public Works Committee.

BACKGROUND: The Public Works Department is seeking to fill the position of Forester due to the resignation of Louis Brown effective September 26, 2023. The position is necessary to continue the efficient operation of the Public Works Department.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: An internal hire would not place any additional budget strain on the department.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.13 Approve to fill 4 full-time Off Sale Clerk Positions in the Liquor Department

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

MOTION TO: To accept the Public Safety / Liquor Committee recommendation to fill 4 full-time Off Sale Clerk positions at Falls Liquors and open the positions to Teamster No. 320 Union employees from December 20, 2023 to January 5, 2024 as part of the internal transfer process. In the event that the positions are not filled through the Teamster internal transfer process, the positions will be opened to the public.

BACKGROUND: The Public Safety / Liquor Committee agrees to fill the 4 positions with full-time. These positions have been determined to be necessary for the continued efficiency and success in the operations of the Liquor Department.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: These 4 positions of full-time Off-Sale Clerks are budgeted positions by the reduction of hours worked by permanent part-time staff.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Steve Olson, Liquor Store Manager and Angela Philipp, City Administrator

ATTACHMENTS:
None

November 14, 2023

Brian Holmer, Mayor

PO Box 528

Thief River Falls MN 56101

Good Morning:

Sometime ago I was at an antique store and found this circa 1915 picture card from your town. Lots of changes, I bet. How it made its way to California we'll never know.

At any rate, I hope it brightens your day.

I said to myself, "By golly, I think I'll send it back where it can be appreciated. Heritage is important. Posted up it will start a nice conversation.

Well, I gave 6.00 for it so if you want it for 7.00 or 8.00 it would really be appreciated. Toss in a little postage if you want, too.

My dear wife, now passed, used to laugh at me and say, " If you hear from those folks you'll have to take me to lunch."

On June 26th I celebrated my ninety-fifth birthday. I don't know where all that time went but I'm still going strong "as far as I know."

I like to call my little hobby a "RE-DISTRIBUTION OF HAPPINESS." Our world sure needs it.

Here's wishing you and your staff the very best,

Lowell Joerg

Oaks Asst Living

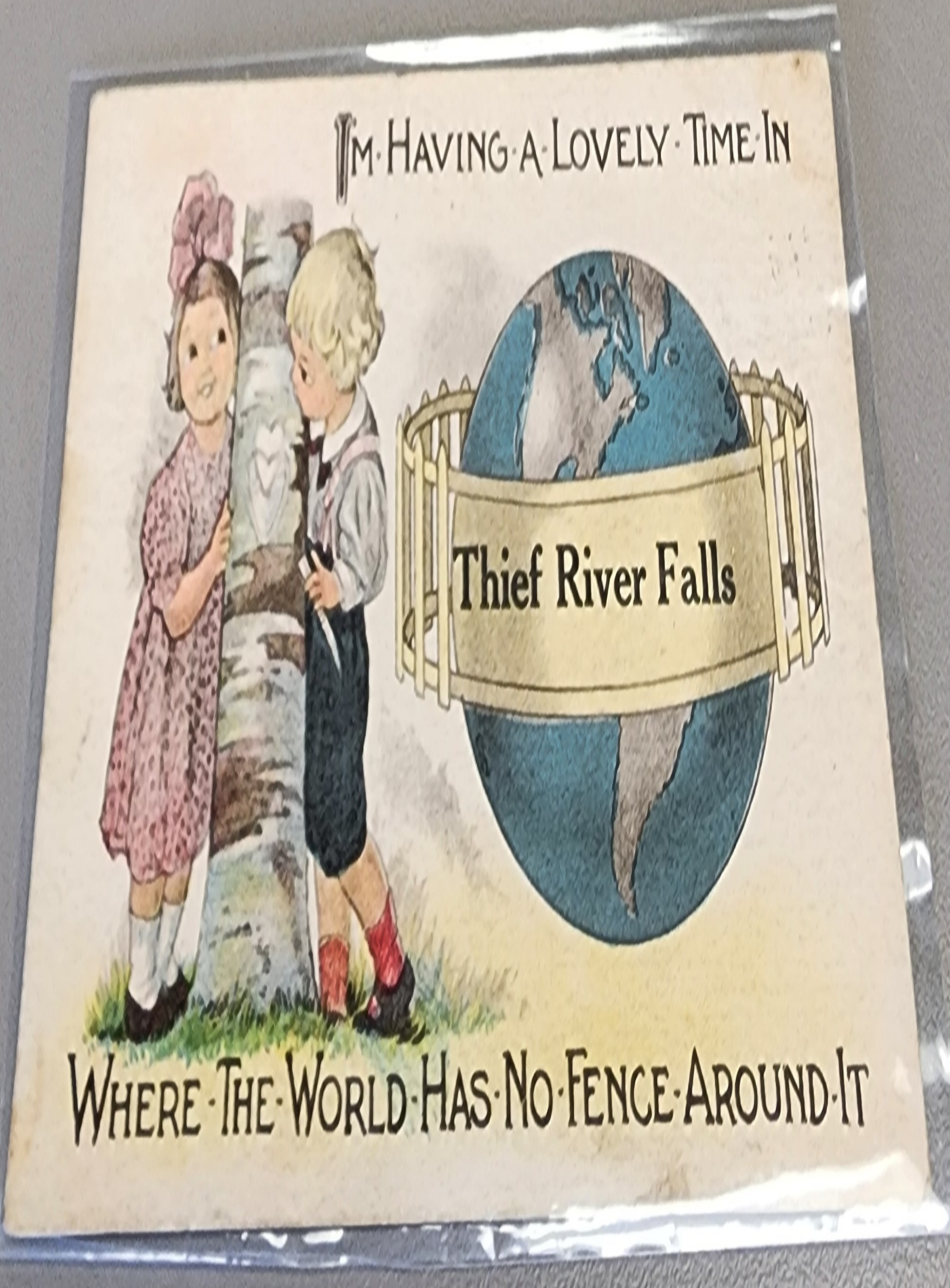
6725 Inglewood Ave, Apt. 209

Stockton CA 95207

PS: My daughter says you should check me out on GOOGLE.

PS: Send along something about yourselves. I love a souvenir.

Lowell Joerg


I'M·HAVING·A·LOVELY·TIME·IN
Thief River Falls
WHERE·THE·WORLD·HAS·NO·FENCE·AROUND·IT

POST CARD

FOR CORRESPONDENCE

May 26 1915

Dear Family

Got to Thief

River Falls

tonight they

met me in

automobile

H C Gilbert

FOR ADDRESS ONLY

THIEF RIVER FALLS MINN. MAY 27 1030AM 1915

U.S. POSTAGE 1 CENT 1

Miss Anna

Gilbert

Coatsburg

Ill

MADE IN U.S.A.

S 233

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: 12/19/2023

SUBJECT: #9.15 Approve Council members to be issued cell phones

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

MOTION TO: To authorize Joanne Olson, IT Coordinator, to issue City cell phones to the 8 council members for the City of Thief River Falls. The phones will be returned to the city when the council members are no longer an elected official.

BACKGROUND: The City of Thief River Falls recently went through a domain change from .net to .gov. With this change, the security of the .gov no longer allows another email address to be on the same device as the city email address. It was recommended that this would be the best way to continue the best service to the community.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is an unbudgeted expense.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 12/19/2023

SUBJECT: #9.16 Venuworks Management Contract

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

MOTION TO: To authorize the City Administrator to send a letter of termination to Venuworks, LLC to exercise the City of Thief River Falls' right, in its sole discretion, without penalty or cause, to terminate the Agreement at any time during the fourth year of the contract by giving not less than one hundred eighty (180) days prior written notice.

BACKGROUND: The City of Thief River Falls owns the Ralph Engelstad Arena and Huck Olson Memorial Arena along with the Tourist Park and part of the Multi-Events Center Complex. In September, 2019, an Interim Management Agreement was entered into with Venuworks while a multi-year agreement was being completed to manage the 4 facilities. The 5-year Management Agreement started January 1, 2020.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

11/30/2023

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						
American Express Natl Bk	Certificate of Deposit - Brokered	$248,000	18-Mar-24	1.60%	**16-Sep-22**	$245,200.08
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	$249,000	15-May-24	2.75%	**15-May-19**	$246,019.47
New York Community Bank	Certificate of Deposit - Brokered	$183,000	03-Jun-24	0.30%	**03-Dec-21**	$178,371.93
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	$500,000	01-Oct-24	2.25%	**12-Aug-20**	$487,000.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	$245,000	27-Feb-25	1.80%	**27-Aug-20**	$234,205.30
State Bk India New York NY	Certificate of Deposit - Brokered	$183,000	10-Jun-25	1.05%	**10-Dec-20**	$171,450.87
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	$255,000	25-Aug-25	3.50%	**25-Feb-23**	$248,484.75
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	$246,000	30-Sep-25	0.40%	**31-Mar-21**	$225,075.24
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	$200,000	11-Feb-26	1.00%	**11-Aug-21**	$182,448.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	$246,000	30-Mar-26	2.85%	**01-Jul-22**	$238,555.00
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	$249,000	31-Mar-26	0.95%	**30-Jun-21**	$225,701.07
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	$245,000	16-Jun-26	0.85%	**16-Jul-21**	$219,723.35
Solutions Bk Forreston Ill	Certificate of Deposit - Brokered	$209,000	22-Sep-28	5.30%	**22-Oct-23**	$208,366.73
Defiance Ohio City Sch Dist	Bond - Brokered	$550,000	01-Dec-28	0.00%	**01-Dec-28**	$429,808.50
Fresno Calif Uni School Dist	Bond - Brokered	$300,000	01-Aug-25	0.00%	**01-Aug-25**	$274,722.00
Thief River Falls Minn Indpt	Bond - Brokered	$190,000	01-Feb-27	1.01%	**01-Feb-27**	$168,112.00
		RBC INVESTMENTS				$3,983,244.29
Border State Bank	Certificate of Deposit	$100,000	16-Dec-24	2.09%	**16-Dec-23**	$100,000.00
		BORDER STATE BANK INVESTMENTS				$100,000.00

Vibrant Credit Union, IL	Certificate of Deposit - Brokered	$236,950	08-Jul-24	5.373%		$236,950.00
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 Term Series, MN	Certificate of Deposit - Brokered	$1,000,000	30-Apr-24	5.450%		$1,000,000.00
4M Term Series, MN	Certificate of Deposit - Brokered	$1,000,000	10/31/2024	5.352%		$1,000,000.00
		4M INVESTMENTS				$3,470,000.00
		TOTAL CD INVESTMENTS				$7,553,244.29
MONEY MARKET ACCOUNTS						
Piper Jaffray	First American Gov't Obligations Fund			4.480%		$3,358,185.55
RBC	US Govt Money Market Fund					$2.65
League of Minnesota Cities	4M Money Market Fund			5.321%		$13,558,004.04
League of Minnesota Cities	4M Plus Fund			5.368%		$27,380.18
League of Minnesota Cities	4M LTD Account					$777,793.60
		TOTAL MONEY MARKET SAVINGS				$17,721,366.02
		GRAND TOTAL			**11/30/2023**	$25,274,610.31

*Interest paid every 6 months.

Certificate of Compliance

Rampart Audit LLC Presents this certificate to
Thief River Falls Police Department

in Recognition of Successful Completion of the Biennial 2023 Body Camera Audit in Accordance with MN Statutes 13.825 & 626.8473

Owner and Auditor
Daniel Gazelka

Date of Completion December 11th, 2023

INDEPENDENT AUDITOR'S REPORT

Thief River Falls Police Department

DECEMBER 11TH, 2023
RAMPART AUDIT LLC

Audit Overview and Recommendations

Dear Thief River Falls City Council and Chief Adam:

We have audited the body-worn camera (BWC) program of the Thief River Falls Police Department (TRF PD) for the two-year period ended 8/23/2023. Minnesota Statute §13.825 mandates that any law enforcement agency operating a portable recording system (PRS)[1] program obtain an independent, biennial audit of its program. This program and its associated data are the responsibility of the Thief River Falls Police Department. Our responsibility is to express an opinion on the operations of this program based on our audit.

On October 11, 2023, Rampart Audit LLC (Rampart) met with Deputy Chief Mike Roff, who provided information about TRF PD's BWC program policies, procedures and operations. As part of the audit, Rampart reviewed those policies, procedures and operations for compliance with Minnesota Statute §626.8473, which sets forth the requirements for creating and implementing a BWC program, and Minnesota Statute §13.825, which governs the operation of BWC programs. In addition, Rampart also conducted a sampling of BWC data to verify TRF PD's recordkeeping.

The purpose of this report is to provide an overview of this audit, and to provide recommendations to improve the TRF PD BWC program and enhance compliance with statutory requirements.

TRF PD BWC Program Implementation and Authorization

Effective August 1, 2016, Minnesota Statute §626.8473 Subd. 2 requires that:

> A local law enforcement agency must provide an opportunity for public comment before it purchases or implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly-scheduled meeting.

In addition, §626.8473 Subd. 3(a) requires that the law enforcement agency establish and enforce a written policy governing the use of its portable recording system, and states "[t]he written policy must be posted on the agency's Web site, if the agency has a Web site."

Deputy Chief Roff provided documentation showing that the public notification, comment and meeting requirements had been satisfied prior to the implementation of TRF PD's BWC program in August of 2020. Specifically, Deputy Chief Roff furnished a page from the minutes of the June 16, 2020, Thief River Falls City Council meeting, which noted that a public hearing had been held at the June 2, 2020, City

[1] It should be noted that Minnesota statute uses the broader term "portable recording system" (PRS), which includes body-worn cameras. Because body-worn cameras are the only type of portable recording system employed by TRF PD, these terms may be used interchangeably in this report.

Council meeting to receive public comments, that written and email comments had also been solicited, and a draft BWC policy had been prepared. The meeting minutes further noted that the Public Safety Committee had discussed the proposed program for “several months” and had reached a consensus to present the proposal to the City Council for adoption. The City Council then voted unanimously to approve the recommendation.

A copy of this document has been retained in Rampart’s audit files. In our opinion, Thief River Falls Police Department met the public notice and comment requirements prior to the implementation of their BWC program.

In addition, §626.8473 Subd. 3(a) requires that the law enforcement agency establish and enforce a written policy governing the use of its portable recording system, and states “[t]he written policy must be posted on the agency’s Web site, if the agency has a Web site.”

Deputy Chief Roff furnished Rampart a copy of TRF PD’s written policy, as well as a link to this policy, which was posted on the Police Department page of City of Thief River Falls’s website. The Rampart auditor verified that this link worked at the time of the audit. In our opinion, Thief River Falls Police Department is compliant with the requirements of §626.8473 Subd. 3(a).

TRF PD BWC WRITTEN POLICY

As part of this audit, we reviewed TRF PD’s BWC policy, a copy of which is attached to this report as Appendix A.

Minnesota Statute §626.8473 Subd. 3(b) requires a written BWC policy to incorporate the following, at a minimum:

1. The requirements of section 13.825 and other data classifications, access procedures, retention policies, and data safeguards that, at a minimum, meet the requirements of chapter 13 and other applicable law;
2. Procedures for testing the portable recording system to ensure adequate functioning;
3. Procedures to address a system malfunction or failure, including requirements for documentation by the officer using the system at the time of a malfunction or failure;
4. Circumstances where recording is mandatory, prohibited, or at the discretion of the officer using the system;
5. Circumstances under which a data subject must be given notice of a recording;
6. Circumstances under which a recording may be ended while an investigation, response, or incident is ongoing;
7. Procedures for the secure storage of portable recording system data and the creation of backup copies of the data; and
8. Procedures to ensure compliance and address violations of the policy, which must include, at a minimum, supervisory or internal audits and reviews, and the employee discipline standards for unauthorized access to data contained in section 13.09.

Due to their complexity and interrelatedness, clauses 1 and 7 are discussed separately below. Clause 8 is also discussed separately.

In our opinion, the TRF PD BWC policy is compliant with respect to clauses 2 – 6.

TRF PD BWC Data Retention

The Data Retention section of TRF PD's BWC policy states that "[a]ll BWC data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data." This is compliant with the statutory requirement that all BWC data be maintained for at least 90 days. The policy also includes an itemized list of retention periods for different categories of BWC data.

We noted that Chief Adam referred in the notes she provided in advance of the audit to a 30-day minimum retention period for BWC data with no assigned classification, while the written policy specifies a minimum 90-day retention period for all BWC data. Chief Adam advised us that the 30-day reference was a typographical error, and confirmed that the 90-day minimum retention period specified in the written policy is the correct figure.

§13.825 Subd. 3(b) requires that the following categories of BWC data be retained for a minimum of one year:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty if a notice is required under §626.533 Subd. 2;
2. Data documenting use of force by the officer resulting in substantial bodily harm; or
3. A formal complaint is made against a peace officer related to the incident.

TRF PD's BWC policy specifies that data meeting the first classification must be retained for a minimum of one year, while data meeting the second or third classification must be retained for six years.

§13.825 Subd. 3(c) requires that, upon receipt of a written request from a data subject, the agency shall retain a recording for an additional time period requested by the requester of up to 180 days, and shall notify the requester that the recording will then be destroyed unless a new request is made. TRF PD's BWC policy contains substantially identical language, identifying such additional retention as mandatory.

TRF PD employs Panasonic body-worn cameras and manages BWC data retention on their own secure server through automated retention settings in the Arbitrator 360 video management software. The retention period for each video is determined by the data classification ("label") assigned at the time of upload; however, this retention period can be adjusted as needed.

The Downloading and Labeling Data section of TRF PD's BWC policy states that "[e]ach officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera to the TRF PD secure server by the end of that officer's shift." The policy also states that "[o]fficers shall transfer BWC data files to storage using the upload/charging bank in the TRF PD squad room. Once uploaded, officers shall label each recording…"

In our opinion, TRF PD's written BWC policy is compliant with respect to the applicable data retention requirements.

TRF PD BWC Data Destruction

Deputy Chief Roff advised us that TRF PD BWC data are stored on a secure server located on-site. Data on this server are destroyed through automated deletion and overwriting, based on a retention schedule assigned to each video. In addition, at the time it is retired from service, any TRF PD-owned physical hard drive used to store BWC data will have all data deleted prior to being destroyed by physical means, specifically crushing.

In our opinion, TRF PD's written BWC policy is compliant with respect to the applicable data destruction requirements.

TRF PD BWC Data Access

Requests for access to BWC data by data subjects or the media are made in writing to the Thief River Falls Police Department Records staff. Chief Adam is then responsible for reviewing and fulfilling each request in accordance with the provisions of the Minnesota Governmental Data Practices Act and other governing laws. BWC data is shared with data subjects via physical media, such as DVD or USB memory stick.

TRF PD BWC data are shared with other law enforcement agencies for evidentiary purposes only. All such requests are made to the TRF PD Records staff. Existing verbal agreements between TRF PD and other area law enforcement agencies address data classification, destruction and security requirements, as specified in §13.825 Subd. 8(b). Access to TRF PD BWC data for outside agencies and prosecutors is provided via physical media.

In our opinion, TRF PD's written BWC policy is compliant with respect to the applicable data access requirements.

TRF PD BWC Data Classification

Consistent with §13.825 Subd. 2, the Administering Access to BWC Data section of TRF PD's BWC policy classifies BWC data as presumptively private while also identifying those circumstances in which BWC data are classified as public or confidential. The policy further addresses circumstances in which another provision of the Minnesota Data Practices Act identifies data as private or not otherwise public, and notes that the data then retain that non-public classification.

In our opinion, this section of the policy is compliant with respect to the applicable data classification requirements.

TRF PD BWC Internal Compliance Verification

TRF PD's BWC policy states that "[s]upervisors shall monitor for compliance with this policy." Chief Adam advised us in her notes in advance of the audit that she reviews BWC recordings on an almost-daily basis. We recommend adding language clarifying that supervisors shall conduct random reviews of BWC data and specifying a minimum frequency.

TRF PD's BWC policy also states that: "[t]he unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. §13.09."

In our opinion, TRF PD's BWC policy meets the compliance and disciplinary requirements specified in §626.8473 Subd. 8.

TRF PD BWC Program and Inventory

TRF PD currently possesses seven (7) Panasonic body-worn cameras.

The TRF PD BWC policy identifies those circumstances in which officers are expected to activate their body-worn cameras, as well as circumstances in which they are prohibited from activating their body-worn cameras. The policy also provides guidance for those circumstances in which BWC activation is deemed discretionary.

While TRF PD does not maintain a separate log of BWC deployment or use, Chief Adam advised us that deployment can be determined based on a review of TRF PD payroll records. Actual BWC use would be determined based on the creation of BWC data.

The Use and Documentation section of TRF PD's BWC policy states in part: "Officers may only use department-issued portable BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department."

Part F, Access by peace officers and law enforcement employees, of the Administering Access to BWC Data section of TRF PD's BWC policy states in part: "No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes." The policy further notes that officers may access BWC data only when there is a business need for doing so, and are required to document their reasons for accessing such data in the database at the time of the access. The policy also prohibits accessing BWC data for "non-business reasons," or sharing such data for "non-law enforcement related purposes."

In our opinion, these sections of the policy are compliant with Minnesota Statute §13.825 Subd. 6.

As of 10/11/2023, TRF PD maintained 2.62 TB of BWC data.

TRF PD BWC Physical, Technological and Procedural Safeguards

TRF PD BWC data are initially recorded to an internal hard drive in each officer's BWC. Those files are then transferred to a dedicated server via a physical docking station. Any files identified as potentially evidentiary in nature are also backed up to an external hard drive that is maintained in a separate locked room.

We recommend employing a Cloud-based service or other off-site secure storage to create a backup of BWC data to minimize the risk of a loss of data due to physical hazards such as fire, floods or tornados.

Officers have view-only access to their own data for report writing, trial preparation, data administration, investigatory purposes and other legitimate law enforcement purposes through the Panasonic Arbitrator 360 client. All such access is logged and can be reviewed by TRF PD administrators.

As noted above, requests by other law enforcement agencies for TRF PD BWC data must be reviewed by the Chief Adam and are fulfilled via physical media. A similar method is employed to submit TRF PD BWC data to the Pennington County Attorney's Office and the Thief River Falls City Attorney's Office.

Enhanced Surveillance Technology

TRF PD currently employs BWCs with only standard audio/video recording capabilities. They have no plans at this time to add enhanced BWC surveillance capabilities, such as thermal or night vision, or to otherwise expand the type or scope of their BWC technology.

If TRF PD should obtain such enhanced technology in the future, Minnesota Statute §13.825 Subd. 10 requires notice to the Minnesota Bureau of Criminal Apprehension within 10 days. This notice must include a description of the technology and its surveillance capability and intended uses.

Data Sampling

Rampart selected a random sample of 132 calls from which to review any available BWC recordings. It should be noted that not every call will result in an officer activating his or her BWC. For example, an officer who responds to a driving complaint but is unable to locate the suspect vehicle would be unlikely to activate his or her BWC. It should also be noted that because the pre-audit covers a period of one year, while most BWC data is only required to be retained for 90 days, there is a significant likelihood that the sample population will include calls for which BWC data was created, but which has since been deleted due to the expiration of the retention period. The auditor reviewed the retained BWC videos to verify that this data was accurately documented in TRF PD records.

Audit Conclusions

In our opinion, the Thief River Falls Police Department's Body-Worn Camera Program is compliant with Minnesota Statutes §13.825 and §626.8473.

____

Daniel E. Gazelka

Rampart Audit LLC

12/11/2023

APPENDIX A:

CITY OF THIEF RIVER FALLS USE OF BODY-WORN CAMERAS POLICY Purpose The primary purpose of using body-worn-cameras (BWCs) is to capture evidence arising from police-citizen encounters. This policy sets forth guidelines governing the use of BWCs and administering the data that results. Compliance with these guidelines is mandatory, but it is recognized that officers must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain, and rapidly evolving. Policy It is the policy of this department to authorize and require the use of department issued BWCs as set forth below, and to administer BWC data as provided by law. Scope This policy governs the use of BWCs in the course of official duties. It does not apply to the use of squad-based (dashcam) recording systems. The chief or chief's designee may supersede this policy by providing specific instructions for BWC use to individual officers, or providing specific instructions pertaining to particular events or classes of events, including, but not limited to, political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities. Definitions The following phrases have special meanings as used in this policy: A. MGDPA or Data Practices Act refers to the Minnesota Government Data Practices Act, Minn. Stat. § 13.01, et seq. B. Records Retention Schedule refers to the General Records Retention Schedule for Minnesota Cities. C. Law enforcement-related information means information captured or available for capture by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision. D. Evidentiary value means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer. THIEF RIVER FALLS POLICE DEPARTMENT MANUAL Policy Type: Operations Series: 284 Policy Title: Body-Worn Cameras (BWCs) Reviewed Date: 5/04/21 Authorized by: Chief Marissa Adam Page 1 of 9 E. General citizen contact means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood. F. Adversarial means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial. G. Unintentionally recorded footage is a video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded. H. Official duties, for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency. Use and Documentation A. Officers may use only department-issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department. B. Officers who have been issued BWCs shall operate and use them consistent with this policy. Officers shall conduct a function test of their issued BWCs at the beginning of each shift to make sure the devices are operating properly. Officers noting a malfunction during testing or at any other time shall promptly report the malfunction to the officer's supervisor and shall document the report in writing. Supervisors shall take prompt action to address malfunctions and document the steps taken in writing. C. Officers should wear their issued BWCs at the location on their body and in the manner specified in training. D. Officers must document BWC use and non-use as follows: 1. Whenever an officer makes a recording, the existence of the recording shall be documented in an incident report. 2. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in an incident report. Supervisors shall review these reports and initiate any corrective action deemed necessary. E. The department will maintain the following records and documents relating to BWC use, which are classified as public data: 1. The total number of BWCs owned or maintained by the agency; 2. A daily record of the total number of BWCs actually deployed and used by officers; 3. The total amount of recorded BWC data collected and maintained; and 4. This policy, together with the Records Retention Schedule. General Guidelines for Recording A. Officers shall activate their BWCs when responding to all calls for service and during all law enforcement-related encounters and activities, including but not limited to pursuits, Terry stops of motorists or pedestrians, arrests, searches, suspect interviews and interrogations, and during any police/citizen contacts that becomes adversarial. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines, part (D)(2) (above). B. Officers have discretion to record or not record general citizen contacts. C. Officers have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded. D. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If a recording is accidentally discontinued while an investigation, response, or incident is ongoing, the officer shall document the discontinuation. Officers shall reactivate their cameras as soon as possible following any accidental discontinuation. E. Officers shall not intentionally block the BWC's audio or visual recording functionality to defeat the purposes of this policy. The mute function available on the Panasonic Arbitrator BWCs shall not be used by officers of the TRF PD. F. Notwithstanding any other provision in this policy, officers shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation. Special Guidelines for Recording Officers may, in the exercise of sound discretion, determine: A. To use their BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited. B. To use their BWCs to take recorded statements from persons believed to be victims of and witnesses to crimes, and persons suspected of committing crimes, considering the needs of the investigation and the circumstances pertaining to the victim, witness, or suspect. In addition, C. Officers need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value. When responding to an apparent mental health crisis or event, BWCs shall be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue. D. Officers shall use their BWCs and squad-based audio/video systems to record their transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident. Downloading and Labeling Data A. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera to the TRF PD secure server by the end of that officer's shift. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's BWC and assume responsibility for transferring the data from it. B. Officers shall transfer BWC data files to storage using the upload/charging bank in the TRF PD squad room. Once uploaded, officers shall label each recording and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many of the following labels as are applicable to each file: 1. Evidence—criminal: The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision. Retention periods for cases that have been charged are based on the status of court proceedings and retention periods for uncharged offenses will be seven years or permanent in homicide cases. 2. Evidence—force: Whether or not enforcement action was taken, or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency. Retention periods for such recordings will be six years regardless of the disposition of any related criminal case. 3. Evidence—property: Whether or not enforcement action was taken, or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property. Retention periods for such recordings will be one year. 4. Evidence—administrative: The incident involved an adversarial encounter or resulted in a complaint against the officer. Retention periods for such recordings will be six years if an internal investigation is initiated but may be shorter if no complaint or internal investigation arises. 5. Evidence—other: The recording has potential evidentiary value for reasons identified by the officer at the time of labeling. Retention periods for such recordings will depend on the reason stated for maintaining the data. 6. Training: The event was such that it may have value for training. No minimal retention period will be set for such a recording. 7. Not evidence: The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recordings of general citizen contacts and unintentionally recorded footage are not evidence. Retention periods for such recordings will be 90 days. C. In addition, officers shall flag each file as appropriate to indicate that it contains information about data subjects who may have rights under the MGDPA limiting disclosure of information about them. These individuals include: 1. Victims and alleged victims of criminal sexual conduct and sex trafficking. 2. Victims of child abuse or neglect. 3. Vulnerable adults who are victims of maltreatment. 4. Undercover officers. 5. Informants. 6. When the video is clearly offensive to common sensitivities. 7. Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly. 8. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system. 9. Mandated reporters. 10. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness. 11. Juveniles who are or may be delinquent or engaged in criminal acts. 12. Individuals who make complaints about violations with respect to the use of real property. 13. Officers and employees who are the subject of a complaint related to the events captured on video. 14. Other individuals whose identities the officer believes may be legally protected from public disclosure. D. Labeling and flagging designations may be corrected or amended based on additional information. Administering Access to BWC Data: A. Data subjects. Under Minnesota law, the following are considered data subjects for purposes of administering access to BWC data: 1. Any person or entity whose image or voice is documented in the data. 2. The officer who collected the data. 3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording. B. BWC data is presumptively private. BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result: 1. BWC data pertaining to people is presumed private, as is BWC data pertaining to businesses or other entities. 2. Some BWC data is classified as confidential (see C. below). 3. Some BWC data is classified as public (see D. below). C. Confidential data. BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the "private" classification listed above and the "public" classifications listed below. D. Public data. The following BWC data is public: 1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous. 2. Data that documents the use of force by a peace officer that results in substantial bodily harm. 3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted [if practicable]. In addition, any data on undercover officers must be redacted. 4. Data that documents the final disposition of a disciplinary action against a public employee. However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. § 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above. E. Access to BWC data by non-employees. Officers shall refer members of the media or public seeking access to BWC data to the Chief or Police or Deputy Chief of Police, who shall process the request in accordance with the MGDPA and other governing laws. In particular: 1. An individual shall be allowed to review recorded BWC data about him- or herself and other data subjects in the recording, but access shall not be granted: a. If the data was collected or created as part of an active investigation. b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. § 13.82, subd. 17. 2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction: a. Data on other individuals in the recording who do not consent to the release must be redacted. b. Data that would identify undercover officers must be redacted. c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted. F. Access by peace officers and law enforcement employees. No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes: 1. Officers may access and view stored BWC video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident. 2. Agency personnel shall document their reasons for accessing stored BWC data in the manner provided within the database at the time of each access. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading BWC data recorded or maintained by this agency to public and social media websites. 3. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public. G. Other authorized disclosures of data. Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. § 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition, 1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure. 2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law. Data Security Safeguards A. A username and password will be required to access the Arbitrator BWC software and, except for system administrators, limited permissions will be given for purposes of uploading recordings, labelling recordings, and viewing recordings for reports. B. Personally owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access or view agency BWC data. C. Officers shall not intentionally edit, alter, or erase any BWC recording unless otherwise expressly authorized by the chief or the chief's designee. D. As required by Minn. Stat. § 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program. Agency Use of Data A. At least once a month, supervisors will randomly review BWC usage by each officer to ensure compliance with this policy and to identify any BWC usage in which additional training or guidance is required. B. In addition, supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance. C. Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline. D. Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes. Officer objections to preserving or using certain footage for training will be considered on a case-by-case basis. Field training officers may utilize BWC data with trainees for the purpose of providing coaching and feedback on the trainees' performance. Data Retention A. All BWC data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data. B. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year. C. Certain kinds of BWC data must be retained for six years: 1. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review. 2. Data documenting circumstances that have given rise to a formal complaint against an officer. D. Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period. E. Subject to Part F (below), all other BWC footage that is classified as non-evidentiary, becomes classified as nonevidentiary, or is not maintained for training shall be destroyed after 90 days. F. Upon written request by a BWC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received. G. The department shall maintain an inventory of BWC recordings having evidentiary value. H. The department will post this policy, including its Records Retention Schedule within, on its website. Compliance Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.