THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, February 20, 2024

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**
   4.1. 2024 Street and Utilities Improvements

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. NMPA Update - Jasper Schneider

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 February 6, 2024 Council Proceedings (page 6-8)
   8.2. City of Thief River Falls Bills and Disbursements (page 9-47)

9. **NEW BUSINESS**
   9.1. Approval Order Plans and Specifications for 2024 Street and Utilities Improvements project. (page 48-49)

9.2. Approve the purchase of plastic refuse bags from Revolution Materials, inc. 2024 (page 50)

9.3. Resolution to Agree to Maintain Facility - 1st Street Corridor Transportation Alternatives Project (page 51)

9.4. Resolution for the City of Thief River Falls, to Act as a Sponsoring Agency for the construction project, 1st Street Corridor Transportation Alternatives Project (page 52)

9.5. Approve Membership in Community Venture Network (CVN) (page 53-56)

9.6. Approval of TRF Police Department to purchase a replacement radio for squad 2023. (page 57)

9.7. Approval of TRF Police Department to purchase new office desks for the TRF Police Dept to include 2 additional workstations in the PD Squad room. (page 58)

9.8. Approval of TRF Police Department to purchase of 2 Microsoft Surface Pro Tablets for the Chief and Deputy Chief cars. (page 59)

9.9. To approve the opening of a patrol officer position with the department. (page 60)

9.10. Approve Public Safety Aid Purchase of four portable radio batteries and headlight upgrades to E97, E05, R01 (page 61)

9.11. Authorize City Administrator to sign the VIA Engagement letter – GASB 75 (page 62-67)

9.12. Hazard Mitigation Plan Workgroup

9.13. Authorize City Administrator to send the proposed Apprentice Lineworker job description to DDA - David Drown Associates, for creating and grading this position (page 68-70)

9.14. Approval of 2024 - 2026 Teamster #320 Public and Teamster # 320 Fire Union Contracts (page 71)

9.15. Approval to open Human Resource Coordinator Position. (page 72)

9.16. Approval of RFP for Venue Management Services (page 73-100)

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 - March 5th at 5:30 p.m. (Needs to be done by 6 pm for Presidential Primary)

11.2. Public Utilities Committee - March 11th at 7:00 a.m.

11.3. Public Safety/Liquor Committee - March 11th at 4:30 p.m.

11.4. Administrative Services Committee - March 12th at 4:30 p.m. Room 201 City Hall

11.5. Public Works Committee - March 13th at 4:30 p.m.

11.6. City Council Meeting - March 19th at 5:30 p.m.

12. INFORMATIONAL ITEMS

12.1. January 2024 Investment Summary (page 101-102)

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: 2/20/2024

SUBJECT: #8.1 Approval of February 6, 2024 Council Proceedings

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

MOTION TO: By the City Council, to approve the February 6, 2024 Council Proceedings.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	02.06.24 City Council Minutes

COUNCIL PROCEEDINGS

Tuesday, February 6, 2024

CALL TO ORDER

This meeting is officially called to order at 05:30 p.m. on February 6, 2024. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- Acknowledgement of the 50th Anniversary of a Tragic Accident

APPROVE AGENDA

Councilmember Mike Lorenson motioned, being seconded by Councilmember Jason Aarestad, to approve the agenda with the addition of 8.03, 8.04 and 8.05.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 02.22.24: Approval of January 16, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 02.22.24, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the January 16, 2024 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.23.24: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 02.23.24, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $2,246,163.70 and council per diem in the amount of $1,570.00. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 02.24.24: Approval for agreement for a copier for the Electric Department

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 02.24.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The lease agreement is up on the current Canon copier. This copier would be an upgrade to the current copier. The new lease would include unlimited BW and Color prints, travel time, all parts, labor, drums and toner supplies. The current lease for the old copier is $166.26 per month.

WHEREAS, This is a budgeted monthly charge.

THEREFORE, BE IT RESOLVED Accept the price quote of $127.67 per month from Marco for a 60-month lease of a used, low meter, Canon C5535i lll copier.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.25.24: Authorize City Administrator to sign and approve the Joint Powers Agreement for the Multi-Events Center in Thief River Falls.

Following discussion, Councilmember Scott Pream introduced Resolution No. 02.25.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls has been apart of the Joint Powers Agreement since 1995. This agreement is to coordinate our efforts in operating and maintaining the Multi-Events Center.

WHEREAS, The City Attorney has reviewed the Agreement.

THEREFORE, BE IT RESOLVED Approve the Joint Powers Agreement for the Multi-Events Center with the City of Thief River Falls, Northland Community and Technical College, and Independent School District #564. Authorize City Administrator to sign the approved agreement.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.26.24: Approve Election Judges for the 2024 Elections

Following discussion, Councilmember Michele McCraw introduced Resolution No. 02.26.24, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City Administrator shall appoint substitutions of the approved election judges as necessary.

THEREFORE, BE IT RESOLVED By the City Council, to appoint the following people as Election Judges for the Elections to be held on Presidential Primary - March 5th, Primary Election - August 13th and Election Day - November 5th:

Ken Olson	Tracy Hjelle	Pete Lee
Barb Holthusen	Rhonda Bach	Tracy Nelson
Elna Lendobeja	Deb Ernst	Katie German
Millie Reierson	Lana Sandal	Jeremy Purcell
Becky Stavenes	Linda Ramsey	Ron Lindberg
Lisa Monson	Theresa Vanyo	Philip Torgerson

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.27.24: Approval to Authorize Appointment of Additional Election Judges for the 2024 Elections

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 02.27.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, Sec. 204B.21 MN Statutes, Subd. 2 in the last sentence of the paragraph, "The appointments shall be made at least 25 days before the election at which the election judges will serve, except that the appointing authority may pass a resolution authorizing the appointment of additional election judges within the 25 days before the election if the appointing authority determines that additional election judges will be required."

THEREFORE, BE IT RESOLVED Approval to Authorize Appointment of Additional Election Judges for the 2024 Elections.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.28.24: Authorize the City Administrator to sign and submit a James Metzen Mighty Ducks Grant Application

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 02.28.24, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED Approve the following resolution and authorize the City Administrator to sign and submit a James Metzen Mighty Ducks Grant Application.

Resolution of LGU James Metzen Mighty Ducks Grant Application

Required content of resolution authorizing filing of application and commitment to execute the grant agreement if funds are awarded:

WHEREAS, the Minnesota Amateur Sports Commission (MASC), via State Bonding funding, provides for general funds to assist political subdivisions of the State of Minnesota for the fulfillment of the purpose and goals of the James Metzen Mighty Ducks Grant Program, and

WHEREAS, the _City of Thief River Falls_ desires to complete its project named Co2 Ice Plant installation at the Ralph Engelstad Arena and the Huck Olson Memorial Civic Center located at 525 Brooks Ave, Thief River Falls, MN 56701.

RESOLVED:

1) That the total cost of completing the project shall be $3,300,000 and _the City of Thief River Falls_ is requesting $300,000 from the James Metzen Mighty Ducks Grant Program and will assume responsibility for a matching contribution of $3,000,000.

2) __The City of Thief River Falls_ agrees to own, assume 100 percent operational costs for the facility or equipment, and will operate the facility or equipment for its

intended purpose for the functional life of the facility or equipment which is estimated to be _30_ years.

3) _The City of Thief River Falls__ agrees to enter into necessary and required agreements with the MASC for the specific purpose of completing the project.

4) That a request for reimbursement be made to the MASC for the amount awarded after the completion of the project.

5) That _Angela Philipp, City Administrator__ of _the City of Thief River Falls__ is authorized and directed to execute said application and serve as the official liaison with the MASC.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Mike Lorenson mentioned residents should not ignore a recent letter from the city regarding water meter change out.
- Mayor Brian Holmer mentioned Senator Klobachar gathered at Rivers & Rails with various city representatives and leaders from the community. Senator Klobachar has been helpful with federal funding with the airport.
- Councilmember Steve Narverud states he has received calls from the highschool, TRFAHA and community members who feel VenuWorks has done well and are concerned.

UPCOMING MEETINGS

- Committee of Whole Immediately following Council - February 6, 2024
- Public Utilities Committee - February 12th at 7:00 a.m.
- Public Safety/Liquor Committee - February 12th at 4:30 p.m.
- Administrative Services Committee - February 13th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - February 14th at 4:30 p.m.
- City Council Meeting - February 20th at 5:30 p.m.

INFORMATIONAL ITEMS

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream being seconded by Councilmember Mike Lorenson to adjourn at 5:47 p.m. On vote being taken, the Chair declared the motion unanimously carried.

____
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
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Request for Council Action

DATE: 2/20/2024

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

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 $922,047.31. 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.	02.20.24 SUMMARY OF DISBURSEMENTS
3.	Refund Check Detail
4.	Packet 859 02.01.24 Direct Payables
5.	Packet 861 02.02.24 Direct Payables
6.	Packet 864 02.06.24 Direct Payables
7.	Packet 865 02.07.24 Direct Payables
8.	Packet 866 02.08.24 Payroll #3
9.	Packet 867 02.08.24 Payroll #3
10.	Packet 869 02.07.24 Electric Inventory
11.	Packet 873 02.09.24 Direct Payables
12.	Packet 876 02.14.24 Direct Payables
13.	Packet 878 02.20.24 Council Meeting

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
FEBRUARY 20th, 2024

SUMMARY OF DISBURSEMENTS

2/1/2024	AP PKT #859 - DIRECT PAYABLES	$5,575.75
2/2/2024	AP PKT #861 - DIRECT PAYABLES	$81,309.61
2/6/2024	AP PKT #864 - DIRECT PAYABLES	$57,206.37
2/7/2024	AP PKT #865 - DIRECT PAYABLES	$270,484.59
2/8/2024	AP PKT #866 - #3 PAYROLL	$117,564.95
2/8/2024	AP PKT #867 - #3 PAYROLL	$248.88
2/7/2024	AP PKT #869 - ELECTRI INVENTORY	$5,057.63
2/9/2024	AP PKT #873 - DIRECT PAYABLES	$8,288.91
2/14/2024	AP PKT #876 - DIRECT PAYABLES	$127,320.63
2/14/2024	UB PKT #2258 - UTILITY REFUND CHECKS	$109.38
2/20/2024	AP PKT #878 - COUNCIL MEETING	$248,880.61
GRAND TOTAL OF DISBURSEMENTS		**$922,047.31**

City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT02258 - REFUND CK

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
05-00678-001	BAKER, DANA D	2/13/2024	91891	65.43			65.43	Deposit
31-05025-001	BOUTAIN, ZACHARY	2/13/2024	91892	43.95			43.95	Deposit
Total Refunds: 2			**Total Refunded Amount:**	109.38				

Revenue Code Summary

Revenue Code		Amount
996 - UNAPPLIED CREDITS		109.38
	Revenue Total:	109.38

General Ledger Distribution

Posting Date: 02/14/2024

	Account Number	Account Name		Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND					
	690-10101	Cash & Investments		-109.38	Yes
	690-11530	Accts Receivable - Billing		109.38	
			690 Total:	0.00	
Fund: 999 - POOL CASH FUND					
	999-10101	Pooled Cash & Investments		-109.38	
	999-20700	Due To Other Funds		109.38	Yes
			999 Total:	0.00	
			Distribution Total:	0.00	

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00859 - 02/01/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: TARGET SOLUTIONS LEARNING LLC							
TARGET SOLUTIONS LEARN...	INV88319 - 2	02/01/2024	100-4220-64400	Travel, Conference, School	TRAINING		1,075.75
					Vendor TARGET SOLUTIONS LEARNING LLC Total:		**1,075.75**
Vendor: THIEF RIVER FALLS FIRE ACADEMY							
THIEF RIVER FALLS FIRE AC...	004	01/02/2024	100-4220-64400	Travel, Conference, School	TRAINING FFI & FFII		4,500.00
					Vendor THIEF RIVER FALLS FIRE ACADEMY Total:		**4,500.00**
					Grand Total:		**5,575.75**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		5,575.75
	Grand Total:	**5,575.75**

Account Summary

Account Number	Account Name	Expense Amount
100-4220-64400	Travel, Conference, Sch...	5,575.75
	Grand Total:	**5,575.75**

Project Account Summary

Project Account Key		Expense Amount
None		5,575.75
	Grand Total:	**5,575.75**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00861 - 02/02/2024 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 JAN 2024	02/02/2024	100-4110-63020	Computer Maintenance & li...	2ND HALF JAN 2024 - LAPT...		47.89
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	100-4194-62990	Misc. Operating Expense	2ND HALF JAN 2024 - STAPL...		23.96
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	100-4210-62400	Small Tools and Minor Equip	2ND HALF JAN 2024 - DYNO...		214.95
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	100-4210-62990	Misc. Operating Expense	2ND HALF JAN 2024 - PRICE...		-10.00
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	100-4210-62990	Misc. Operating Expense	2ND HALF JAN 2024 - RETU...		-84.99
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	100-4210-62990	Misc. Operating Expense	2ND HALF JAN 2024 - RIFLE ...		70.21
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	100-4210-62990	Misc. Operating Expense	2ND HALF JAN 2024 - WIRE...		52.68
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	100-4220-62990	Misc. Operating Expense	2ND HALF JAN 2024 - HANG...		61.10
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	100-4312-62990	Misc. Operating Expense	2ND HALF JAN 2024 - TURN...		49.74
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	100-4550-62230	Building Maint & Repair	2ND HALF JAN 2024 - PART -..		53.46
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	620-4840-62990	Misc. Operating Expense	2ND HALF JAN 2024 - RACH...		40.78
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	620-4840-62990	Misc. Operating Expense	2ND HALF JAN 2024 - WTP ...		54.95
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	620-4850-62210	Equipment Maint & Repair	2ND HALF JAN 2024 - TANK...		223.46
AMAZON CAPITAL SERVICES ..	2ND HALF JAN 2024	02/02/2024	690-4850-62210	Equipment Maint & Repair	2ND HALF JAN 2024 - MUD ...		39.96
						Vendor AMAZON CAPITAL SERVICES INC Total:	**838.15**
Vendor: ARVILLA HASTAD							
ARVILLA HASTAD	02 02 2024 REFUND	02/02/2024	740-4870-63650	Senior Gold BC/BS Monthly ...	REFUND OVERPAYMENT INS..		22.00
						Vendor ARVILLA HASTAD Total:	**22.00**
Vendor: CITY OF T R F - COMM SRVCS DPT							
CITY OF T R F - COMM SRVC...	12 29 23	12/29/2023	525-4680-65920	Work in Process - Eng/Archt...	ENG SRVCS 1/1/22 TO 12/3...		77,956.50
						Vendor CITY OF T R F - COMM SRVCS DPT Total:	**77,956.50**
Vendor: QUILL LLC							
QUILL LLC	36502375	01/05/2024	100-4670-62010	Office Supplies	WHITE COPY PAPER		405.91
						Vendor QUILL LLC Total:	**405.91**
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	9954820130	01/21/2024	100-4110-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		329.92
VERIZON WIRELESS #78678...	9954820130	01/21/2024	100-4150-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		133.72
VERIZON WIRELESS #78678...	9954820130	01/21/2024	100-4192-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		80.02
VERIZON WIRELESS #78678...	9954820130	01/21/2024	100-4194-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		71.23
VERIZON WIRELESS #78678...	9954820130	01/21/2024	100-4210-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		701.08
VERIZON WIRELESS #78678...	9954820130	01/21/2024	100-4240-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		71.23
VERIZON WIRELESS #78678...	9954820130	01/21/2024	100-4510-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		82.48
VERIZON WIRELESS #78678...	9954820130	01/21/2024	100-4650-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		41.24
VERIZON WIRELESS #78678...	9954820130	01/21/2024	100-4660-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		41.24
VERIZON WIRELESS #78678...	9954820130	01/21/2024	610-4830-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		41.24

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #78678...	9954820130	01/21/2024	620-4830-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		122.49
VERIZON WIRELESS #78678...	9954820130	01/21/2024	650-4830-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		41.24
VERIZON WIRELESS #78678...	9954820130	01/21/2024	680-4830-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		41.24
VERIZON WIRELESS #78678...	9954820130	01/21/2024	690-4830-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		206.20
VERIZON WIRELESS #78678...	9954820130	01/21/2024	820-4830-63210	Communication Expense	WIRELESS PHONE SERVICE - ...		82.48
						Vendor VERIZON WIRELESS #786782900 Total:	**2,087.05**
						Grand Total:	**81,309.61**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		2,437.07
525 - 2022 ST AND UTILITY PROJECT		77,956.50
610 - LIQUOR DISPENSARY		41.24
620 - WATER UTILITY FUND		441.68
650 - TOURIST PARK - VENUWORKS		41.24
680 - WASTEWATER UTILITY FUND		41.24
690 - ELECTRIC UTILITY FUND		246.16
740 - TRF HEALTH INSURANCE FUND		22.00
820 - GREENWOOD CEMETERY FUND		82.48
	Grand Total:	**81,309.61**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63020	Computer Maintenance…	47.89
100-4110-63210	Communication Expense	329.92
100-4150-63210	Communication Expense	133.72
100-4192-63210	Communication Expense	80.02
100-4194-62990	Misc. Operating Expense	23.96
100-4194-63210	Communication Expense	71.23
100-4210-62400	Small Tools and Minor E…	214.95
100-4210-62990	Misc. Operating Expense	27.90
100-4210-63210	Communication Expense	701.08
100-4220-62990	Misc. Operating Expense	61.10
100-4240-63210	Communication Expense	71.23
100-4312-62990	Misc. Operating Expense	49.74
100-4510-63210	Communication Expense	82.48
100-4550-62230	Building Maint & Repair	53.46
100-4650-63210	Communication Expense	41.24
100-4660-63210	Communication Expense	41.24
100-4670-62010	Office Supplies	405.91
525-4680-65920	Work in Process - Eng/Ar…	77,956.50
610-4830-63210	Communication Expense	41.24
620-4830-63210	Communication Expense	122.49
620-4840-62990	Misc. Operating Expense	95.73
620-4850-62210	Equipment Maint & Repa..	223.46
650-4830-63210	Communication Expense	41.24
680-4830-63210	Communication Expense	41.24
690-4830-63210	Communication Expense	206.20
690-4850-62210	Equipment Maint & Repa..	39.96
740-4870-63650	Senior Gold BC/BS Mont…	22.00
820-4830-63210	Communication Expense	82.48
	Grand Total:	**81,309.61**

Project Account Summary

Project Account Key		Expense Amount
None		81,309.61
	Grand Total:	**81,309.61**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00864 - 02/06/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	4621985	01/04/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		101.00
COCA-COLA BOTTLING CO...	4653830	01/11/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		394.50
COCA-COLA BOTTLING CO...	4653872	01/18/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		286.00
COCA-COLA BOTTLING CO...	4653909	01/25/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		387.50
					Vendor COCA-COLA BOTTLING COMPANY Total:		**1,169.00**
Vendor: CORE & MAIN LP							
CORE & MAIN LP	S416144 REISSUED	11/21/2023	620-4850-62290	Water Meter Maintenance	WATER METER PROJECT		368.08
					Vendor CORE & MAIN LP Total:		**368.08**
Vendor: CRAIG WILLIAMS							
CRAIG WILLIAMS	02 05 24 REFUND	02/05/2024	740-24000	Clearing Account	REFUND - WEX HEALTH OV...		59.53
					Vendor CRAIG WILLIAMS Total:		**59.53**
Vendor: JOANNE OLSON							
JOANNE OLSON	02 05 24 REFUND	02/05/2024	740-24000	Clearing Account	REFUND - WEX HEALTH OV...		101.19
					Vendor JOANNE OLSON Total:		**101.19**
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROU...	4900642717	01/31/2024	690-4830-63890	Utilities Expense	GAS METER READING - JAN ...		1,790.68
					Vendor MINNESOTA ENERGY GROUP-00005 Total:		**1,790.68**
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	148635	01/19/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		265.80
NORTHWEST BEVERAGE INC	148635	01/19/2024	610-4810-62510	Liquor for Resale	PURCHASE - BEER		12,029.74
NORTHWEST BEVERAGE INC	148659	01/22/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		55.70
NORTHWEST BEVERAGE INC	148659	01/22/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		8,565.15
NORTHWEST BEVERAGE INC	148763	01/26/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		447.70
NORTHWEST BEVERAGE INC	148763	01/26/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		13,011.30
NORTHWEST BEVERAGE INC	148763	01/26/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		182.50
NORTHWEST BEVERAGE INC	148764	01/29/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		5,620.70
					Vendor NORTHWEST BEVERAGE INC Total:		**40,178.59**
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	32926760	01/25/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		598.80
					Vendor PEPSI BEVERAGES COMPANY Total:		**598.80**
Vendor: T R F CONVENTION &							
T R F CONVENTION &	DEC 2023	02/06/2024	100-4670-63030	Contracts Expense	LODGING TAX - DEC 2023		12,940.50
					Vendor T R F CONVENTION & Total:		**12,940.50**
					Grand Total:		**57,206.37**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		12,940.50
610 - LIQUOR DISPENSARY		41,946.39
620 - WATER UTILITY FUND		368.08
690 - ELECTRIC UTILITY FUND		1,790.68
740 - TRF HEALTH INSURANCE FUND		160.72
	Grand Total:	**57,206.37**

Account Summary

Account Number	Account Name	Expense Amount
100-4670-63030	Contracts Expense	12,940.50
610-4810-62510	Liquor for Resale	12,798.94
610-4810-62520	Beer for Resale	27,197.15
610-4810-62540	Soft Drinks/Mix for Resa...	1,950.30
620-4850-62290	Water Meter Maintenan...	368.08
690-4830-63890	Utilities Expense	1,790.68
740-24000	Clearing Account	160.72
	Grand Total:	**57,206.37**

Project Account Summary

Project Account Key		Expense Amount
None		57,206.37
	Grand Total:	**57,206.37**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00865 - 02/07/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3656659	01/29/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		404.55
					Vendor ARTISAN BEER COMPANY Total:		**404.55**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I…	312171	01/31/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		630.60
BEVERAGE WHOLESALERS I…	312171	01/31/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		37.80
					Vendor BEVERAGE WHOLESALERS INC Total:		**668.40**
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1844781	02/01/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		326.50
C & L DISTRIBUTING	1844781	02/01/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		30.00
					Vendor C & L DISTRIBUTING Total:		**356.50**
Vendor: CORE & MAIN LP							
CORE & MAIN LP	U130645	01/11/2024	545-4680-65900	Work in Process-Constructi…	METER PROJECT		536.00
CORE & MAIN LP	U176612	01/05/2024	545-4680-65900	Work in Process-Constructi…	METER PROJECT		22,272.00
CORE & MAIN LP	U190668	01/08/2024	620-4850-62290	Water Meter Maintenance	RETURN CR - METER RPR - …		-270.32
CORE & MAIN LP	U202934	01/11/2024	545-4680-65900	Work in Process-Constructi…	METER PROJECT		94,081.00
CORE & MAIN LP	U212066	01/18/2024	620-4850-62290	Water Meter Maintenance	GASKETS - METER REPAIR		33.00
CORE & MAIN LP	U221935	02/02/2024	620-4850-62290	Water Meter Maintenance	FLG - METER REPAIR		360.00
CORE & MAIN LP	U221949	01/15/2024	620-4850-62290	Water Meter Maintenance	GASKET - METER REPAIR		20.02
CORE & MAIN LP	U234312	01/17/2024	620-4850-62200	System Expense	CURB BOX REPAIR		112.26
CORE & MAIN LP	U235715	01/17/2024	545-4680-65900	Work in Process-Constructi…	METER PROJECT		49,498.00
CORE & MAIN LP	U286177	01/31/2024	545-4680-65900	Work in Process-Constructi…	METER PROJECT		11,484.89
CORE & MAIN LP	U288815	01/26/2024	545-4680-65900	Work in Process-Constructi…	METER PROJECT		44,629.00
CORE & MAIN LP	U311354	02/01/2024	545-4680-65900	Work in Process-Constructi…	METER PROJECT		7,154.00
CORE & MAIN LP	U320954	02/05/2024	545-4680-65900	Work in Process-Constructi…	RETURN CREDIT - METER P…		-38,676.00
					Vendor CORE & MAIN LP Total:		**191,233.85**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU…	2472700	01/29/2024	610-4810-62510	Liquor for Resale	610481062510		19,358.87
JOHNSON BROTHERS LIQU…	2472701	01/29/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		3,379.25
JOHNSON BROTHERS LIQU…	2472702	01/29/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		85.00
JOHNSON BROTHERS LIQU…	2472703	01/29/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		2,756.00
					Vendor JOHNSON BROTHERS LIQUOR Total:		**25,579.12**
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	759268	01/19/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,952.80
MC KINNON COMPANY INC	759268	01/19/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		6,007.55
MC KINNON COMPANY INC	759268	01/19/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		-49.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MC KINNON COMPANY INC	759472	01/23/2024	610-4810-62510	Liquor for Resale	BEER CREDIT		-27.33
MC KINNON COMPANY INC	759472	01/23/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		-286.40
MC KINNON COMPANY INC	759473	01/23/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		190.00
MC KINNON COMPANY INC	759473	01/23/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		8,509.45
MC KINNON COMPANY INC	760461	01/26/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		3,105.95
MC KINNON COMPANY INC	760709	01/30/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		9,914.05
MC KINNON COMPANY INC	760871	01/30/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		204.00
						Vendor MC KINNON COMPANY INC Total:	**33,521.07**
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEM…	63382	01/29/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		260.00
						Vendor NORTHWOODS ICE OF BEMIDJI INC Total:	**260.00**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6729617	01/29/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,577.60
PHILLIPS WINE & SPIRITS	6729618	01/29/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,446.00
						Vendor PHILLIPS WINE & SPIRITS Total:	**7,023.60**
Vendor: S&P GLOBAL RATINGS							
S&P GLOBAL RATINGS	11467481	02/06/2024	690-4710-66210	Analysis Services	2024 ANALYTICAL SERVICES …		2,600.00
						Vendor S&P GLOBAL RATINGS Total:	**2,600.00**
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2439154	01/30/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,123.75
SOUTHERN GLAZERS OF MN	2439155	01/30/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,136.25
SOUTHERN GLAZERS OF MN	2439156	01/30/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,136.25
SOUTHERN GLAZERS OF MN	2439157	01/30/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,339.25
						Vendor SOUTHERN GLAZERS OF MN Total:	**8,735.50**
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7459881	01/29/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		102.00
						Vendor WINE MERCHANTS Total:	**102.00**
						Grand Total:	**270,484.59**

Fund Summary

Fund		Expense Amount
545 - WATER METER PROJECT		190,978.89
610 - LIQUOR DISPENSARY		76,650.74
620 - WATER UTILITY FUND		254.96
690 - ELECTRIC UTILITY FUND		2,600.00
	Grand Total:	**270,484.59**

Account Summary

Account Number	Account Name	Expense Amount
545-4680-65900	Work in Process-Constru…	190,978.89
610-4810-62510	Liquor for Resale	39,501.04
610-4810-62520	Beer for Resale	29,102.65
610-4810-62530	Wine for Resale	7,634.25
610-4810-62540	Soft Drinks/Mix for Resa…	152.80
610-4810-62590	Misc. Mdse for Resale	260.00
620-4850-62200	System Expense	112.26
620-4850-62290	Water Meter Maintenan…	142.70
690-4710-66210	Analysis Services	2,600.00
	Grand Total:	**270,484.59**

Project Account Summary

Project Account Key		Expense Amount
None		270,484.59
	Grand Total:	**270,484.59**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00866 - PYPKT01098 - 2024 02 08 #3 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001004	02/08/2024	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		20,672.94
INTERNAL REVENUE SERVICE	INV0001004	02/08/2024	740-20150	Payroll Taxes Payable	FED W/H		-77.00
INTERNAL REVENUE SERVICE	INV0001004	02/08/2024	740-20150	Payroll Taxes Payable	MEDICARE		-5.28
INTERNAL REVENUE SERVICE	INV0001004	02/08/2024	740-20150	Payroll Taxes Payable	MEDICARE		6,941.14
INTERNAL REVENUE SERVICE	INV0001004	02/08/2024	740-20150	Payroll Taxes Payable	FED W/H		21,761.61
						Vendor INTERNAL REVENUE SERVICE Total:	**49,293.41**
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR…	INV0000999	02/08/2024	740-24000	Clearing Account	LELS Dues		70.50
LAW ENFORCEMENT LABOR…	INV0000999	02/08/2024	740-24000	Clearing Account	LELS Dues		846.00
						Vendor LAW ENFORCEMENT LABOR SERVICES Total:	**916.50**
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0001013	02/08/2024	740-4870-63650	Senior Gold BC/BS Monthly …	MedicareBlueRX February Bi..		2,062.50
						Vendor MEDICAREBLUE RX Total:	**2,062.50**
Vendor: MINNESOTA U I FUND							
MINNESOTA U I FUND	INV0001012	02/08/2024	100-4510-61410	Unemployment Compensat…	Quarter 4, 2023 UI Payment		1,219.00
						Vendor MINNESOTA U I FUND Total:	**1,219.00**
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT…	INV0001003	02/08/2024	740-20160	State Withholding	State W/H Tax		-43.63
MN DPT OF REVENUE - WIT…	INV0001003	02/08/2024	740-20160	State Withholding	State W/H Tax		10,850.33
						Vendor MN DPT OF REVENUE - WITHHOLDING Total:	**10,806.70**
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR…	INV0001000	02/08/2024	740-24000	Clearing Account	PLIFE		560.00
						Vendor NCPERS GROUP LIFE INSURANCE Total:	**560.00**
Vendor: P E R A OF MN							
P E R A OF MN	INV0001002	02/08/2024	740-20180	PERA Payable	PERA EE/ER P&F		20,750.68
P E R A OF MN	INV0001002	02/08/2024	740-20180	PERA Payable	PERA EE/ER COORD		23,688.50
P E R A OF MN	INV0001002	02/08/2024	740-20180	PERA Payable	PERA EE/ER P&F		1,043.45
						Vendor P E R A OF MN Total:	**45,482.63**
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0001001	02/08/2024	740-24000	Clearing Account	LTD Premium		484.16
SUN LIFE FINANCIAL (LTD)	INV0001001	02/08/2024	740-24000	Clearing Account	LTD Premium		7.82
						Vendor SUN LIFE FINANCIAL (LTD) Total:	**491.98**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000996	02/08/2024	740-24000	Clearing Account	Contributions Employee		42.50

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VANTAGEPOINT ICMA	INV0000996	02/08/2024	740-24000	Clearing Account	Contributions Employee		5,316.03
					Vendor VANTAGEPOINT ICMA Total:		**5,358.53**
Vendor: WEX BANK							
WEX BANK	INV0000998	02/08/2024	740-24000	Clearing Account	HSA		441.70
WEX BANK	INV0001010	01/31/2024	740-20300	Flex Payroll Deductions	1-30-24 FSA Flex Reimburs…		796.00
WEX BANK	INV0001011	02/08/2024	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		136.00
					Vendor WEX BANK Total:		**1,373.70**
					Grand Total:		**117,564.95**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		1,219.00
740 - TRF HEALTH INSURANCE FUND		116,345.95
	Grand Total:	**117,564.95**

Account Summary

Account Number	Account Name	Expense Amount
100-4510-61410	Unemployment Compen…	1,219.00
740-20150	Payroll Taxes Payable	49,293.41
740-20160	State Withholding	10,806.70
740-20180	PERA Payable	45,482.63
740-20300	Flex Payroll Deductions	932.00
740-24000	Clearing Account	7,768.71
740-4870-63650	Senior Gold BC/BS Mont…	2,062.50
	Grand Total:	**117,564.95**

Project Account Summary

Project Account Key		Expense Amount
None		117,564.95
	Grand Total:	**117,564.95**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00867 - PYPKT01098 - 2024 02 08 #3 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0000997	02/08/2024	740-24000	Clearing Account	FLEX VISION		248.88
						Vendor VSP INSURANCE CO Total:	**248.88**
						Grand Total:	**248.88**

Fund Summary

Fund		Expense Amount
740 - TRF HEALTH INSURANCE FUND		248.88
	Grand Total:	**248.88**

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	248.88
	Grand Total:	**248.88**

Project Account Summary

Project Account Key		Expense Amount
None		248.88
	Grand Total:	**248.88**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00869 - 02/07/24 ELECTRIC INVENTORY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S013850970.001	01/16/2024	690-14100	Inventory - Materials	AA Fuse Trons		1,878.40
DAKOTA SUPPLY GROUP	S013850970.001CR	12/27/2023	690-14100	Inventory - Materials	INVENTORY		-1,878.40
DAKOTA SUPPLY GROUP	S102667288.001	12/29/2023	690-14100	Inventory - Materials	AUTOMATIC Guy attachem…		251.28
DAKOTA SUPPLY GROUP	S103357383.001	12/28/2023	690-4850-62230	Building Maint & Repair	LED LIGHTS		26.36
DAKOTA SUPPLY GROUP	S103363719.001	12/28/2023	620-4850-62220	Plant Equip Maint & Repair	REEL - HIGH SERVICE PUMP…		18.33
DAKOTA SUPPLY GROUP	S103367339.001	12/29/2023	690-14100	Inventory - Materials	150/55 HPS		151.41
DAKOTA SUPPLY GROUP	S103367339.002	01/10/2024	690-14100	Inventory - Materials	250 HPS		116.32
DAKOTA SUPPLY GROUP	S103367339.003	01/24/2024	690-14100	Inventory - Materials	150/55 HPS		75.71
DAKOTA SUPPLY GROUP	S103386206.001	01/24/2024	690-14100	Inventory - Materials	150/55 HPS		302.82
DAKOTA SUPPLY GROUP	S103393996.001	01/22/2024	620-4850-62220	Plant Equip Maint & Repair	HIGH SERVICE PUMP HOUSE		834.85
						Vendor DAKOTA SUPPLY GROUP Total:	**1,777.08**
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S01383248.001	01/16/2024	690-14100	Inventory - Materials	500 STR Lug CA 2 Hole		444.70
STUART C IRBY CO	S013833325.006	02/05/2024	690-14100	Inventory - Materials	350 MCM Term Kit		502.10
STUART C IRBY CO	S013843248.001	01/16/2024	690-14100	Inventory - Materials	350 STR Lug CA 1 Hole		291.56
STUART C IRBY CO	S013850970.001	12/27/2023	690-14100	Inventory - Materials	INVENTORY		1,878.40
STUART C IRBY CO	S013867051.001	01/17/2024	690-4840-62880	Personal Protective Equipm…	PPE - FRANCO TRUDEAU		163.79
						Vendor STUART C IRBY CO Total:	**3,280.55**
						Grand Total:	**5,057.63**

Fund Summary

Fund		Expense Amount
620 - WATER UTILITY FUND		853.18
690 - ELECTRIC UTILITY FUND		4,204.45
	Grand Total:	**5,057.63**

Account Summary

Account Number	Account Name	Expense Amount
620-4850-62220	Plant Equip Maint & Rep...	853.18
690-14100	Inventory - Materials	4,014.30
690-4840-62880	Personal Protective Equi...	163.79
690-4850-62230	Building Maint & Repair	26.36
	Grand Total:	**5,057.63**

Project Account Summary

Project Account Key		Expense Amount
None		5,057.63
	Grand Total:	**5,057.63**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00873 - 02/09/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MN DNR ECOLOGICAL & WATER RSRC							
MN DNR ECOLOGICAL & W...	1984-1240	02/08/2024	620-4890-64370	Taxes and Licenses	WATER PERMIT ANNUAL FEE		8,288.91
						Vendor MN DNR ECOLOGICAL & WATER RSRC Total:	**8,288.91**
						Grand Total:	**8,288.91**

Fund Summary

Fund		Expense Amount
620 - WATER UTILITY FUND		8,288.91
	Grand Total:	**8,288.91**

Account Summary

Account Number	Account Name	Expense Amount
620-4890-64370	Taxes and Licenses	8,288.91
	Grand Total:	**8,288.91**

Project Account Summary

Project Account Key		Expense Amount
None		8,288.91
	Grand Total:	**8,288.91**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00876 - 02/14/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARAMARK UNIFORM & CAREER APPAREL GROUP INC							
ARAMARK UNIFORM & CAR…	2630244176	02/06/2024	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 02/06/…		85.13
					Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:		**85.13**
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC P…	JAN 2024	02/02/2024	610-4890-63060	Credit Card Fees	CREDIT CARD FEES - JAN 20…		6,703.46
					Vendor BANKCARD ELECTRONIC PYMTS INC Total:		**6,703.46**
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC …	02 13 24	02/13/2024	740-20300	Flex Payroll Deductions	2023 FLEX CLAIMS REIMBU…		1,044.60
					Vendor BRADY MARTZ & ASSOC PC INC Total:		**1,044.60**
Vendor: CHAD CULP							
CHAD CULP	1639	10/05/2023	590-4680-65900	Work in Process-Constructi…	2023 ST & UTIL IMP PRJ		675.00
					Vendor CHAD CULP Total:		**675.00**
Vendor: CINCINNATI INSURANCE CO							
CINCINNATI INSURANCE CO	2024 MACH/EQUIP PREM	02/14/2024	100-4670-63610	Insurance Expense	2024 MACHINERY & EQUIP…		41,760.22
CINCINNATI INSURANCE CO	2024 MACH/EQUIP PREM	02/14/2024	610-4870-63610	Insurance Expense	2024 MACHINERY & EQUIP…		2,568.72
CINCINNATI INSURANCE CO	2024 MACH/EQUIP PREM	02/14/2024	620-4870-63610	Insurance Expense	2024 MACHINERY & EQUIP…		2,997.04
CINCINNATI INSURANCE CO	2024 MACH/EQUIP PREM	02/14/2024	680-4870-63610	Insurance Expense	2024 MACHINERY & EQUIP…		2,997.04
CINCINNATI INSURANCE CO	2024 MACH/EQUIP PREM	02/14/2024	690-4870-63610	Insurance Expense	2024 MACHINERY & EQUIP…		23,979.98
					Vendor CINCINNATI INSURANCE CO Total:		**74,303.00**
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		74.41
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		1,468.04
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		96.09
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	100-4240-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		24.71
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		5,782.45
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		1,644.30
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		735.44
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	100-4650-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		46.35
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		954.48
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		277.18
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		738.06
FARMERS UNION OIL COM…	JAN 2024	02/13/2024	820-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - JAN 2024		302.95
					Vendor FARMERS UNION OIL COMPANY Total:		**12,144.46**
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR…	JAN 2024 - ASHLEY	02/02/2024	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - JAN 20…		28.16
GLOBAL PAYMENTS INTEGR…	JAN 2024 - ASHLEY	02/02/2024	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - JAN 20…		960.43

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
GLOBAL PAYMENTS INTEGR...	JAN 2024 - ELEC	02/02/2024	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - JAN 20...	5.55
GLOBAL PAYMENTS INTEGR...	JAN 2024 - ELECTRIC	02/02/2024	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - JAN 20...	5,199.74
GLOBAL PAYMENTS INTEGR...	JAN 2024 - GENERAL	02/02/2024	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - JAN 20...	5.66
					Vendor GLOBAL PAYMENTS INTEGRATED Total:	**6,199.54**
Vendor: ICON ARCHITECTURAL GROUP LLC						
ICON ARCHITECTURAL GRO...	20240020	01/31/2024	520-4680-65900	Work in Process-Constructi...	DESIGN SERVICES - R E A ST...	3,675.00
					Vendor ICON ARCHITECTURAL GROUP LLC Total:	**3,675.00**
Vendor: LEE PLUMBING & HEATING INC						
LEE PLUMBING & HEATING ...	91240	09/24/2023	520-4680-65900	Work in Process-Constructi...	WATER SOFTENER REPAIR	7,315.95
					Vendor LEE PLUMBING & HEATING INC Total:	**7,315.95**
Vendor: MARCO TECHNOLOGIES LLC						
MARCO TECHNOLOGIES LLC	522067446	02/01/2024	100-4150-63030	Contracts Expense	COPIER CONTRACT - FEB 20...	548.56
MARCO TECHNOLOGIES LLC	522067446	02/01/2024	100-4650-63030	Contracts Expense	COPIER CONTRACT - FEB 20...	397.50
					Vendor MARCO TECHNOLOGIES LLC Total:	**946.06**
Vendor: MINNESOTA ENERGY GROUP-00003						
MINNESOTA ENERGY GROU...	4905288411	02/02/2024	100-4220-63890	Utilities Expense	GAS METER READING - JAN ...	386.70
MINNESOTA ENERGY GROU...	4905288411	02/02/2024	100-4550-63890	Utilities Expense	GAS METER READING - JAN ...	632.87
MINNESOTA ENERGY GROU...	4905288411	02/02/2024	100-4560-63890	Utilities Expense	GAS METER READING - JAN ...	464.70
MINNESOTA ENERGY GROU...	4905288411	02/02/2024	100-4570-63890	Utilities Expense	GAS METER READING - JAN ...	663.57
MINNESOTA ENERGY GROU...	4905288411	02/02/2024	680-4830-63890	Utilities Expense	GAS METER READING - JAN ...	27.69
					Vendor MINNESOTA ENERGY GROUP-00003 Total:	**2,175.53**
Vendor: MINNESOTA ENERGY GROUP-00007						
MINNESOTA ENERGY GROU...	4907565705	02/06/2024	100-4194-63890	Utilities Expense	GAS METER READING - JAN ...	98.19
					Vendor MINNESOTA ENERGY GROUP-00007 Total:	**98.19**
Vendor: MN STATE PATROL CMV SECTION						
MN STATE PATROL CMV SE...	2024	02/13/2024	100-4312-62990	Misc. Operating Expense	2024 MANDATORY DOT INS...	26.00
MN STATE PATROL CMV SE...	2024	02/13/2024	100-4315-62990	Misc. Operating Expense	2024 MANDATORY DOT INS...	6.00
MN STATE PATROL CMV SE...	2024	02/13/2024	100-4510-62990	Misc. Operating Expense	2024 MANDATORY DOT INS...	2.00
MN STATE PATROL CMV SE...	2024	02/13/2024	620-4840-62990	Misc. Operating Expense	2024 MANDATORY DOT INS...	4.00
MN STATE PATROL CMV SE...	2024	02/13/2024	670-4840-62990	Misc. Operating Expense	2024 MANDATORY DOT INS...	4.00
MN STATE PATROL CMV SE...	2024	02/13/2024	690-4840-62990	Misc. Operating Expense	2024 MANDATORY DOT INS...	38.00
					Vendor MN STATE PATROL CMV SECTION Total:	**80.00**
Vendor: NORTHDALE OIL INC						
NORTHDALE OIL INC	JAN 2024	01/31/2024	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2024	1,836.66
NORTHDALE OIL INC	JAN 2024	01/31/2024	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2024	43.82
NORTHDALE OIL INC	JAN 2024	01/31/2024	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2024	366.38
NORTHDALE OIL INC	JAN 2024	01/31/2024	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASE - JAN 2024	100.61
					Vendor NORTHDALE OIL INC Total:	**2,347.47**
Vendor: PAUL MOONEY						
PAUL MOONEY	02 14 2024	02/14/2024	690-4069-53741	Electricity Sales	REFUND - OVERPAYMENT O...	714.95
					Vendor PAUL MOONEY Total:	**714.95**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PITNEY BOWES GLOBAL FINANCIAL							
PITNEY BOWES GLOBAL FIN...	3106524820	02/09/2024	100-4150-62010	Office Supplies	1ST QTR 2024 POSTAGE ME...		143.55
					Vendor PITNEY BOWES GLOBAL FINANCIAL Total:		**143.55**
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	0000000008	01/01/2024	100-4312-62010	Office Supplies	SRV CHRG - JAN 2024		33.60
POMPS TIRE SERVICE INC	1550026073	01/02/2024	100-4312-62210	Equipment Maint & Repair	O RING - #5508		124.33
POMPS TIRE SERVICE INC	1550026131	01/05/2024	690-4850-62210	Equipment Maint & Repair	TIRES - TRAILER #154 & SKID..		1,582.40
POMPS TIRE SERVICE INC	1550026273	01/16/2024	100-4650-62210	Equipment Maint & Repair	TRUCK TIRES - #5102		1,017.12
					Vendor POMPS TIRE SERVICE INC Total:		**2,757.45**
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP I...	DEC 2023	01/01/2024	680-4830-63890	Utilities Expense	CREDIT BAL ON ACCT - LIFT ...		-111.38
RED LAKE ELECTRIC COOP I...	JAN 2024	01/31/2024	680-4830-63890	Utilities Expense	ELECTRIC METER READING - ..		130.50
					Vendor RED LAKE ELECTRIC COOP INC Total:		**19.12**
Vendor: RITEWAY BUSINESS FORMS &							
RITEWAY BUSINESS FORMS...	24-30319	02/12/2024	100-4150-62010	Office Supplies	LASER CHECKS #93101 - #1...		982.25
					Vendor RITEWAY BUSINESS FORMS & Total:		**982.25**
Vendor: VERIZON WIRELESS #742042583							
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4110-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		18.00
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4150-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		6.75
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4194-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		2.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4210-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		38.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4220-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		2.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4220-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4240-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4240-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		2.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4240-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		2.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4510-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		4.50
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		4.50
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		2.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		80.02
VERIZON WIRELESS #74204...	9955610692	02/02/2024	100-4660-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		2.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	610-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		2.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		6.75
VERIZON WIRELESS #74204...	9955610692	02/02/2024	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		120.03
VERIZON WIRELESS #74204...	9955610692	02/02/2024	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		4.50
VERIZON WIRELESS #74204...	9955610692	02/02/2024	650-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		2.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		2.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		2.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9955610692	02/02/2024	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		20.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		11.25
VERIZON WIRELESS #74204...	9955610692	02/02/2024	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		360.09

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #74204...	9955610692	02/02/2024	820-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		4.50
					Vendor VERIZON WIRELESS #742042583 Total:		**821.92**
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0343610-IN	01/01/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		3,848.00
VINOCOPIA INC	0343610-IN	01/01/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		240.00
					Vendor VINOCOPIA INC Total:		**4,088.00**
					Grand Total:		**127,320.63**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	59,685.17
520 - 2018 ARENA PROJECT	10,990.95
590 - 2023 ST AND UTILITY PROJECT	675.00
610 - LIQUOR DISPENSARY	13,362.43
620 - WATER UTILITY FUND	4,171.93
650 - TOURIST PARK - VENUWORKS	2.25
670 - STORM WATER UTILITY FUND	4.00
680 - WASTEWATER UTILITY FUND	3,365.54
690 - ELECTRIC UTILITY FUND	33,711.31
740 - TRF HEALTH INSURANCE FUND	1,044.60
820 - GREENWOOD CEMETERY FUND	307.45
Grand Total:	**127,320.63**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63210	Communication Expense	18.00
100-4150-62010	Office Supplies	1,125.80
100-4150-63030	Contracts Expense	548.56
100-4150-63210	Communication Expense	6.75
100-4194-62120	Gas-Oil-Lube	74.41
100-4194-63210	Communication Expense	2.25
100-4194-63890	Utilities Expense	98.19
100-4210-62120	Gas-Oil-Lube	3,304.70
100-4210-63210	Communication Expense	38.25
100-4220-62120	Gas-Oil-Lube	139.91
100-4220-63210	Communication Expense	42.26
100-4220-63890	Utilities Expense	386.70
100-4240-62120	Gas-Oil-Lube	24.71
100-4240-63210	Communication Expense	44.51
100-4312-62010	Office Supplies	33.60
100-4312-62120	Gas-Oil-Lube	6,148.83
100-4312-62210	Equipment Maint & Repa..	124.33
100-4312-62990	Misc. Operating Expense	26.00
100-4315-62120	Gas-Oil-Lube	1,644.30
100-4315-62990	Misc. Operating Expense	6.00
100-4510-62120	Gas-Oil-Lube	735.44
100-4510-62990	Misc. Operating Expense	2.00
100-4510-63210	Communication Expense	4.50
100-4550-63890	Utilities Expense	632.87
100-4560-63890	Utilities Expense	464.70
100-4570-63890	Utilities Expense	663.57
100-4650-62120	Gas-Oil-Lube	46.35

Account Summary

Account Number	Account Name	Expense Amount
100-4650-62210	Equipment Maint & Repa..	1,017.12
100-4650-63030	Contracts Expense	397.50
100-4650-63210	Communication Expense	86.77
100-4660-63210	Communication Expense	2.25
100-4670-63060	Credit Card Fees	33.82
100-4670-63610	Insurance Expense	41,760.22
520-4680-65900	Work in Process-Constru...	10,990.95
590-4680-65900	Work in Process-Constru...	675.00
610-4810-62530	Wine for Resale	3,848.00
610-4810-62540	Soft Drinks/Mix for Resa...	240.00
610-4830-63210	Communication Expense	2.25
610-4870-63610	Insurance Expense	2,568.72
610-4890-63060	Credit Card Fees	6,703.46
620-4830-63210	Communication Expense	131.28
620-4840-62120	Gas-Oil-Lube	954.48
620-4840-62990	Misc. Operating Expense	4.00
620-4870-63610	Insurance Expense	2,997.04
620-4890-63030	Contracts Expense	85.13
650-4830-63210	Communication Expense	2.25
670-4840-62990	Misc. Operating Expense	4.00
680-4830-63210	Communication Expense	44.51
680-4830-63890	Utilities Expense	46.81
680-4840-62120	Gas-Oil-Lube	277.18
680-4870-63610	Insurance Expense	2,997.04
690-4069-53741	Electricity Sales	714.95
690-4830-63210	Communication Expense	391.59
690-4840-62120	Gas-Oil-Lube	838.67
690-4840-62990	Misc. Operating Expense	38.00
690-4850-62210	Equipment Maint & Repa..	1,582.40
690-4870-63610	Insurance Expense	23,979.98
690-4890-63060	Credit Card Fees	6,165.72
740-20300	Flex Payroll Deductions	1,044.60
820-4830-63210	Communication Expense	4.50
820-4840-62120	Gas-Oil-Lube	302.95
	Grand Total:	**127,320.63**

Project Account Summary

Project Account Key		Expense Amount
None		127,320.63
	Grand Total:	**127,320.63**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00878 - 02/20/2024 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACME ELECTRIC COMPANIES							
ACME ELECTRIC COMPANIES	12329846	01/24/2024	620-4850-62210	Equipment Maint & Repair	TIRE REPAIR - WTP PRESSU...		102.39
					Vendor ACME ELECTRIC COMPANIES Total:		**102.39**
Vendor: AMARIL UNIFORM COMPANY							
AMARIL UNIFORM COMPA...	IV256090	01/29/2024	690-4840-62880	Personal Protective Equipm...	PPE - S ZAVORAL		148.35
					Vendor AMARIL UNIFORM COMPANY Total:		**148.35**
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	0212765	02/06/2024	610-4840-62010	Office Supplies	LEGAL PADS		23.95
BREDESON OFFICE SUPPLY	0212768	02/06/2024	690-4850-62350	Power Plant/Dam Maint	BINDERS		17.90
BREDESON OFFICE SUPPLY	0212772	02/07/2024	100-4150-62010	Office Supplies	LEGAL EXPANDING FILE		29.95
BREDESON OFFICE SUPPLY	0212777	02/08/2024	100-4150-62010	Office Supplies	COPY STAMP		14.95
					Vendor BREDESON OFFICE SUPPLY Total:		**86.75**
Vendor: CITY OF T R F - GENERAL CITY							
CITY OF T R F - GENERAL CITY	02 05 24 POST EXP	02/05/2024	100-4150-62010	Office Supplies	POSTAGE USAGE - 01/01/24...		94.27
CITY OF T R F - GENERAL CITY	02 05 24 POST EXP	02/05/2024	100-4650-62010	Office Supplies	POSTAGE USAGE - 01/01/24...		28.02
					Vendor CITY OF T R F - GENERAL CITY Total:		**122.29**
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10387075	01/04/2024	100-4194-62990	Misc. Operating Expense	VACUUM BAGS		12.56
COLE PAPERS INC	10387079	01/04/2024	610-4850-62230	Building Maint & Repair	FLOOR CLEANER / SHINE		33.83
COLE PAPERS INC	10388491	01/12/2024	610-4840-62990	Misc. Operating Expense	SIDEWALK ICE SALT		58.86
COLE PAPERS INC	10388818	01/12/2024	620-4840-62990	Misc. Operating Expense	WTP SUPPLIES		126.13
COLE PAPERS INC	10389305	01/12/2024	100-4550-62990	Misc. Operating Expense	TOILET TISSUE		50.51
COLE PAPERS INC	10390455	01/29/2024	100-4194-62990	Misc. Operating Expense	SIDEWALK ICE MELT		45.60
COLE PAPERS INC	10390455	01/29/2024	100-4550-62990	Misc. Operating Expense	SIDEWALK ICE MELT		34.20
COLE PAPERS INC	10390455	01/29/2024	100-4560-62990	Misc. Operating Expense	SIDEWALK ICE MELT		34.20
COLE PAPERS INC	10393558	01/04/2024	610-4840-62140	Off Sale Supplies	CREDIT CARD PAPER		34.85
COLE PAPERS INC	10393558	01/04/2024	610-4840-62990	Misc. Operating Expense	TOILET TISSUE		69.51
COLE PAPERS INC	10393558	01/04/2024	610-4850-62230	Building Maint & Repair	FLOOR SOAP		39.60
COLE PAPERS INC	10395888	01/29/2024	100-4194-62990	Misc. Operating Expense	SOAP		70.83
COLE PAPERS INC	29705	01/04/2024	610-4840-62990	Misc. Operating Expense	RETURN CREDIT - DISINFEC...		-46.66
					Vendor COLE PAPERS INC Total:		**564.02**
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	102135067	01/09/2024	690-4840-62990	Misc. Operating Expense	BATTERIES		78.00
DIGI KEY CORPORATION	102591761	01/30/2024	100-4210-62990	Misc. Operating Expense	COMPUTER CABLE		11.70
					Vendor DIGI KEY CORPORATION Total:		**89.70**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	13729	01/08/2024	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...		175.06
EAZY PACK N SHIP	13745	01/09/2024	620-4840-62170	Field Supplies	SHIPPINBG CHARGES- STATE..		163.20
EAZY PACK N SHIP	13806	01/18/2024	690-4840-62010	Office Supplies	SHIPPING CHARGES - METER..		13.24
EAZY PACK N SHIP	13835	01/22/2024	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...		169.38
EAZY PACK N SHIP	13860	01/25/2024	690-4840-62880	Personal Protective Equipm...	SHIPPING CHARGES - GLOVE...		59.66
						Vendor EAZY PACK N SHIP Total:	**580.54**
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS129365	01/09/2024	100-4315-62990	Misc. Operating Expense	harware		26.31
FASTENAL COMPANY	MNROS129384	01/10/2024	680-4840-62990	Misc. Operating Expense	LOCKS - WW		127.77
FASTENAL COMPANY	MNROS129711	01/31/2024	100-4194-62990	Misc. Operating Expense	RUBBER GLOVES		44.52
						Vendor FASTENAL COMPANY Total:	**198.60**
Vendor: FLAHERTY AND HOOD PA							
FLAHERTY AND HOOD PA	20831	02/02/2024	100-4160-63040	Legal Fees	PROF SRVCS - 2023 / 2024 L...		4,734.32
						Vendor FLAHERTY AND HOOD PA Total:	**4,734.32**
Vendor: FRANCO TRUDEAU							
FRANCO TRUDEAU	REIMB 02 09 24	02/09/2024	690-4890-64400	Travel, Conference, School	REIMBURSE - GASOLINE EXP...		61.64
FRANCO TRUDEAU	REIMB 02 09 24	02/09/2024	690-4890-64400	Travel, Conference, School	REIMBURSE - MEALS EXP / ...		62.82
						Vendor FRANCO TRUDEAU Total:	**124.46**
Vendor: GALLS LLC							
GALLS LLC	027046419	02/09/2024	100-4210-62880	Personal Protective Equipm...	DUTY BELT		31.07
						Vendor GALLS LLC Total:	**31.07**
Vendor: GARDEN VALLEY TELEPHONE COMPAN							
GARDEN VALLEY TELEPHON...	INV-22115	02/07/2024	100-4110-62020	Computer Supplies	INSTALL LIVE STREAM EQUIP..		549.00
						Vendor GARDEN VALLEY TELEPHONE COMPAN Total:	**549.00**
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	4010789	01/31/2024	690-4850-62360	Distribution Maint	BILLABLE LOCATES - JAN 20...		58.10
						Vendor GOPHER STATE ONE CALL Total:	**58.10**
Vendor: GREAT NORTHERN ENVIRONMENTAL							
GREAT NORTHERN ENVIRO...	5257	02/01/2024	620-4850-62220	Plant Equip Maint & Repair	FILTERS - AIR COMPRESSOR		176.00
						Vendor GREAT NORTHERN ENVIRONMENTAL Total:	**176.00**
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS..	2538928	01/15/2024	690-4890-63030	Contracts Expense	RODENT CONTROL PRGM - ...		58.00
						Vendor GUARDIAN PEST SOLUTIONS INC Total:	**58.00**
Vendor: HACH COMPANY							
HACH COMPANY	13903230	01/30/2024	620-4840-62170	Field Supplies	LAB SUPPLIES		536.92
						Vendor HACH COMPANY Total:	**536.92**
Vendor: HAWKINS INC							
HAWKINS INC	6669222	01/17/2024	620-4840-62160	Chemicals	CHEMICALS		1,097.60
						Vendor HAWKINS INC Total:	**1,097.60**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH…	1200595010	02/08/2024	690-4890-64370	Taxes and Licenses	PROF SRVCS - DAM RELICEN…		892.64
					Vendor HDR ENGINEERING INC - CHICAGO Total:		**892.64**
Vendor: HUGOS #7							
HUGOS #7	02 08 24	02/08/2024	100-4110-64400	Travel, Conference, School	MEALS EXP - COMMITY OF …		234.75
					Vendor HUGOS #7 Total:		**234.75**
Vendor: ICON ARCHITECTURAL GROUP LLC							
ICON ARCHITECTURAL GRO…	20240021	01/31/2024	100-4671-62200	System Expense	PROF SRVCS - LIBRARY REST…		4,132.50
					Vendor ICON ARCHITECTURAL GROUP LLC Total:		**4,132.50**
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	04043	02/01/2024	100-4160-63040	Legal Fees	CRIMINAL SERVICES - JAN 2…		5,250.00
IHLE SPARBY AND HAASE PA	04044	02/01/2024	100-4160-63040	Legal Fees	CONTRACT SERVICES - JAN …		2,600.00
					Vendor IHLE SPARBY AND HAASE PA Total:		**7,850.00**
Vendor: INDUCTIVE AUTOMATION LLC							
INDUCTIVE AUTOMATION L…	1312947	01/31/2024	620-4890-63020	Computer Maintenance & li…	WTP SCADA SUPPORT		4,714.80
					Vendor INDUCTIVE AUTOMATION LLC Total:		**4,714.80**
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUT…	IN4460245	02/12/2024	100-4670-62010	Office Supplies	OFFICE SUPPLIES		119.20
					Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:		**119.20**
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	25458G	02/02/2024	100-4510-62210	Equipment Maint & Repair	PARTS - TOOL CAT		1,370.14
					Vendor INTERSTATE BILLING SERVICE Total:		**1,370.14**
Vendor: LMC - LEAGUE OF MINNESOTA CITIES							
LMC - LEAGUE OF MINNESO…	400493	02/09/2024	100-4150-64400	Travel, Conference, School	2024 SAFETY & LOSS WORK…		20.00
					Vendor LMC - LEAGUE OF MINNESOTA CITIES Total:		**20.00**
Vendor: MARCO TECHNOLOGIES LLC NW 7128							
MARCO TECHNOLOGIES LLC…	INV12150092	02/07/2024	690-4890-63030	Contracts Expense	COPIER CONTRACT - FEB 20…		92.18
					Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:		**92.18**
Vendor: MARK BORSETH							
MARK BORSETH	2024-1	01/31/2024	100-4660-63030	Contracts Expense	PLANNING & ZONING SERVI…		1,087.50
					Vendor MARK BORSETH Total:		**1,087.50**
Vendor: MELISSA BENOIT - CIDER MILL							
MELISSA BENOIT - CIDER MI…	085	01/22/2024	100-4560-62230	Building Maint & Repair	PAINTING SERVICES - CARN…		600.00
					Vendor MELISSA BENOIT - CIDER MILL Total:		**600.00**
Vendor: MINNESOTA CHIEFS OF POLICE ASC							
MINNESOTA CHIEFS OF POL…	15453	01/25/2024	100-4210-62990	Misc. Operating Expense	PERMIT CARDS - ACQUIRE A…		77.00
					Vendor MINNESOTA CHIEFS OF POLICE ASC Total:		**77.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MINNESOTA PUMP WORKS							
MINNESOTA PUMP WORKS	INV023511	02/09/2024	620-4850-62220	Plant Equip Maint & Repair	PUMP INSPECTION		170.00
						Vendor MINNESOTA PUMP WORKS Total:	**170.00**
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	ALR0158391X	01/27/2024	100-4194-63030	Contracts Expense	2024 ELEVATOR OPERATORS..		100.00
						Vendor MN DPT OF LABOR & INDUSTRY Total:	**100.00**
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	6149	01/09/2024	100-4192-63020	Computer Maintenance & li...	.GOV BACKUP		51.00
MORRIS ELECTRONICS INC	6149	01/09/2024	100-4192-63020	Computer Maintenance & li...	WAP MOVE		199.00
MORRIS ELECTRONICS INC	6373	01/12/2024	100-4192-63020	Computer Maintenance & li...	.GOV DOMAIN		249.99
MORRIS ELECTRONICS INC	6374	01/12/2024	100-4192-63020	Computer Maintenance & li...	SERVICE DAY		1,754.60
MORRIS ELECTRONICS INC	6398	01/15/2024	100-4192-63020	Computer Maintenance & li...	.GOV DOMAIN		250.00
MORRIS ELECTRONICS INC	6505	01/19/2024	100-4192-63020	Computer Maintenance & li...	WAP MOVE		125.00
						Vendor MORRIS ELECTRONICS INC Total:	**2,629.59**
Vendor: NATIONWIDE							
NATIONWIDE	03/2024 - 03/2026	02/14/2024	690-4870-63610	Insurance Expense	MN ELECTRICAL CONTRACT...		225.00
						Vendor NATIONWIDE Total:	**225.00**
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	JAN 2024	02/01/2024	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE ..		318.72
						Vendor NORTHERN STATE BANK Total:	**318.72**
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T334850	01/08/2024	100-4312-62210	Equipment Maint & Repair	HOSE SWIVEL - #5525		69.92
NORTHWEST POWER SYST...	T335048	01/22/2024	100-4510-62210	Equipment Maint & Repair	PUSHFRAME - V PLOW - #5...		487.42
NORTHWEST POWER SYST...	T335065	01/19/2024	100-4510-62210	Equipment Maint & Repair	HOSE - #5407		48.44
NORTHWEST POWER SYST...	T335066	01/19/2024	100-4315-62210	Equipment Maint & Repair	INJECTOR - #5605		34.23
NORTHWEST POWER SYST...	T335069	01/19/2024	100-4510-62210	Equipment Maint & Repair	V PLOW SPRINGS		95.52
NORTHWEST POWER SYST...	T335161	01/25/2024	100-4312-62210	Equipment Maint & Repair	ORFICE - #5520		39.28
NORTHWEST POWER SYST...	T335163	01/25/2024	100-4510-62210	Equipment Maint & Repair	HOSE & SWIVEL - #5425		45.87
						Vendor NORTHWEST POWER SYSTEMS INC Total:	**820.68**
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO...	9141	02/06/2024	100-4312-64400	Travel, Conference, School	DRIVERS TRAINING - CDL		60.00
						Vendor NORTHWEST SERVICE COOPERATIVE Total:	**60.00**
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519-357155	01/01/2024	100-4210-62990	Misc. Operating Expense	WIPER FLUID		14.98
O'REILLY AUTOMOTIVE INC	1519-358063	01/11/2024	100-4312-62210	Equipment Maint & Repair	RELAY - #5526		32.79
O'REILLY AUTOMOTIVE INC	1519-358530	01/16/2024	100-4194-62210	Equipment Maint & Repair	BATTERY - #5201		159.55
						Vendor O'REILLY AUTOMOTIVE INC Total:	**207.32**
Vendor: PATTIS PARTNERSHIP LLC							
PATTIS PARTNERSHIP LLC	287715	02/14/2024	100-4192-63020	Computer Maintenance & li...	CIVIC OPTIMIZE		7,875.00
						Vendor PATTIS PARTNERSHIP LLC Total:	**7,875.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PENNINGTON CO AUDITOR							
PENNINGTON CO AUDITOR	4TH QTR 2023 LEC	01/30/2024	100-4210-63030	Contracts Expense	4TH QTR 2023 LEC BILLING		133,521.92
					Vendor PENNINGTON CO AUDITOR Total:		**133,521.92**
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMP...	2401-055480	01/04/2024	680-4840-62990	Misc. Operating Expense	SACRETE - SEWER SERVICE		5.64
PETERSON LUMBER COMP...	2401-055646	01/09/2024	690-4850-62350	Power Plant/Dam Maint	CERTIFOAM		39.90
PETERSON LUMBER COMP...	2401-056374	01/30/2024	100-4220-64400	Travel, Conference, School	TITEBOND GLUE - TRAINING		41.22
					Vendor PETERSON LUMBER COMPANY Total:		**86.76**
Vendor: RICHARD BAKER							
RICHARD BAKER	REIMB 02 02 24	02/12/2024	100-4660-64400	Travel, Conference, School	REIMBURSE - MILEAGE EXP /..		174.20
					Vendor RICHARD BAKER Total:		**174.20**
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B17847931	01/17/2024	100-4110-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		51.49
SHI INTERNATIONAL CORP	B17847931	01/17/2024	100-4150-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		158.61
SHI INTERNATIONAL CORP	B17847931	01/17/2024	100-4192-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		34.07
SHI INTERNATIONAL CORP	B17847931	01/17/2024	100-4194-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		5.67
SHI INTERNATIONAL CORP	B17847931	01/17/2024	100-4210-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		170.20
SHI INTERNATIONAL CORP	B17847931	01/17/2024	100-4220-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		23.60
SHI INTERNATIONAL CORP	B17847931	01/17/2024	100-4240-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		11.80
SHI INTERNATIONAL CORP	B17847931	01/17/2024	100-4312-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		17.47
SHI INTERNATIONAL CORP	B17847931	01/17/2024	100-4510-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		23.60
SHI INTERNATIONAL CORP	B17847931	01/17/2024	100-4650-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		41.07
SHI INTERNATIONAL CORP	B17847931	01/17/2024	610-4890-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		11.80
SHI INTERNATIONAL CORP	B17847931	01/17/2024	680-4890-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		52.41
SHI INTERNATIONAL CORP	B17847931	01/17/2024	690-4890-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		100.07
SHI INTERNATIONAL CORP	B17847931	01/17/2024	820-4890-63020	Computer Maintenance & li...	OFFICE 365 - JAN 2024		17.47
					Vendor SHI INTERNATIONAL CORP Total:		**719.33**
Vendor: SHPIGLER CONSULTING INC							
SHPIGLER CONSULTING INC	FEB 2024	02/01/2024	545-4680-65920	Work in Process - Eng/Archt...	FEB 2024 CONSULTING SUP...		5,000.00
					Vendor SHPIGLER CONSULTING INC Total:		**5,000.00**
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	100-4192-63020	Computer Maintenance & li...	MONTHLY SERVICE - FEB 20...		225.00
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	100-4192-63020	Computer Maintenance & li...	MONTHLY SERVICE - FEB 20...		82.05
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	100-4220-63020	Computer Maintenance & li...	MONTHLY SERVICE - FEB 20...		49.95
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	100-4312-63020	Computer Maintenance & li...	MONTHLY SERVICE - FEB 20...		56.95
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	100-4510-63210	Communication Expense	MONTHLY SERVICE - FEB 20...		104.50
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	610-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - FEB 20...		56.95
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	620-4830-63210	Communication Expense	MONTHLY SERVICE - FEB 20...		25.99
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	620-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - FEB 20...		49.95
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	680-4830-63210	Communication Expense	MONTHLY SERVICE - FEB 20...		475.00
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	680-4830-63210	Communication Expense	MONTHLY SERVICE - FEB 20...		85.50
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	690-4830-63210	Communication Expense	MONTHLY SERVICE - FEB 20...		142.50

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	690-4830-63210	Communication Expense	MONTHLY SERVICE - FEB 20...		35.05
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	690-4830-63210	Communication Expense	MONTHLY SERVICE - FEB 20...		142.50
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - FEB 20...		225.00
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - FEB 20...		42.95
SJOBERG'S CABLE TV	FEB 2024	02/14/2024	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - FEB 20...		49.95
						Vendor SJOBERG'S CABLE TV Total:	**1,849.79**
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	002579	01/29/2024	690-4890-63030	Contracts Expense	FIRE ALARM MONITORING -...		19.50
						Vendor STEVEN O KVASAGER Total:	**19.50**
Vendor: STREICHERS							
STREICHERS	I1679769	02/01/2024	100-4210-62880	Personal Protective Equipm...	VEST - J STEER		1,422.00
STREICHERS	I1680604	02/06/2024	100-4210-62880	Personal Protective Equipm...	VELCRO STRAP KITS - VESTS		49.98
STREICHERS	I1681289	02/09/2024	100-4210-62880	Personal Protective Equipm...	UNIFORM PANTS		89.99
						Vendor STREICHERS Total:	**1,561.97**
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI...	680	01/30/2024	820-4890-63030	Contracts Expense	OPEN / CLOSE FEE - J LIND...		1,200.00
						Vendor TROY MERCIL CONSTRUCTION LLC Total:	**1,200.00**
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	025-453985	01/31/2024	620-4890-63020	Computer Maintenance & li...	METER READ INTERFACE		145.00
						Vendor TYLER TECHNOLOGIES INC Total:	**145.00**
Vendor: ULINE							
ULINE	173662064	01/26/2024	690-4840-62990	Misc. Operating Expense	MAGNETIC ENVELOPES / IN...		345.87
						Vendor ULINE Total:	**345.87**
Vendor: UNITED STATES PLASTIC CORP							
UNITED STATES PLASTIC CO...	7295355	01/31/2024	620-4840-62170	Field Supplies	LAB SUPPLIES		108.20
						Vendor UNITED STATES PLASTIC CORP Total:	**108.20**
Vendor: VERIZON WIRELESS #486397938							
VERIZON WIRELESS #48639...	9955570243	02/02/2024	100-4210-63210	Communication Expense	MONTHLY ACCESS CHARGES..		325.12
						Vendor VERIZON WIRELESS #486397938 Total:	**325.12**
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	386	02/02/2024	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEES - J...		21,615.26
WASTE MASTERS LLC	389	02/08/2024	620-4830-63890	Utilities Expense	DISPOSAL FEE - BULBS / BA...		53.90
WASTE MASTERS LLC	41X00254	01/31/2024	100-4315-63030	Contracts Expense	JAN 2024 DOWNTOWN APT...		162.50
						Vendor WASTE MASTERS LLC Total:	**21,831.66**
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	228243	01/22/2024	100-4650-63030	Contracts Expense	PROF SRVCS - GENERAL		195.00
WIDSETH SMITH NOLTING ...	228244	01/22/2024	505-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - 2024 FEDERAL..		37,282.50
WIDSETH SMITH NOLTING ...	228705	01/29/2024	820-4890-63030	Contracts Expense	PROF SRVCS - STAKING 2 R...		1,658.66
						Vendor WIDSETH SMITH NOLTING ASC INC Total:	**39,136.16**
						Grand Total:	**248,880.61**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		191,967.63
505 - 2024 ST AND UTILITY PROJECT		37,282.50
545 - WATER METER PROJECT		5,000.00
610 - LIQUOR DISPENSARY		282.69
620 - WATER UTILITY FUND		7,814.52
680 - WASTEWATER UTILITY FUND		746.32
690 - ELECTRIC UTILITY FUND		2,910.82
820 - GREENWOOD CEMETERY FUND		2,876.13
	Grand Total:	**248,880.61**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62020	Computer Supplies	549.00
100-4110-63020	Computer Maintenance…	51.49
100-4110-64400	Travel, Conference, Sch…	234.75
100-4150-62010	Office Supplies	139.17
100-4150-63020	Computer Maintenance…	158.61
100-4150-63030	Contracts Expense	318.72
100-4150-64400	Travel, Conference, Sch…	20.00
100-4160-63040	Legal Fees	12,584.32
100-4192-63020	Computer Maintenance…	10,845.71
100-4194-62210	Equipment Maint & Repa..	159.55
100-4194-62990	Misc. Operating Expense	173.51
100-4194-63020	Computer Maintenance…	5.67
100-4194-63030	Contracts Expense	100.00
100-4210-62880	Personal Protective Equi…	1,593.04
100-4210-62990	Misc. Operating Expense	103.68
100-4210-63020	Computer Maintenance…	170.20
100-4210-63030	Contracts Expense	133,521.92
100-4210-63210	Communication Expense	325.12
100-4220-63020	Computer Maintenance…	73.55
100-4220-64400	Travel, Conference, Sch…	41.22
100-4240-63020	Computer Maintenance…	11.80
100-4312-62210	Equipment Maint & Repa..	141.99
100-4312-63020	Computer Maintenance…	74.42
100-4312-64400	Travel, Conference, Sch…	60.00
100-4315-62210	Equipment Maint & Repa..	34.23
100-4315-62990	Misc. Operating Expense	26.31
100-4315-63030	Contracts Expense	21,777.76
100-4510-62210	Equipment Maint & Repa..	2,047.39
100-4510-63020	Computer Maintenance…	23.60
100-4510-63210	Communication Expense	104.50

Account Summary

Account Number	Account Name	Expense Amount
100-4550-62990	Misc. Operating Expense	84.71
100-4560-62230	Building Maint & Repair	600.00
100-4560-62990	Misc. Operating Expense	34.20
100-4650-62010	Office Supplies	28.02
100-4650-63020	Computer Maintenance…	41.07
100-4650-63030	Contracts Expense	195.00
100-4660-63030	Contracts Expense	1,087.50
100-4660-64400	Travel, Conference, Sch…	174.20
100-4670-62010	Office Supplies	119.20
100-4671-62200	System Expense	4,132.50
505-4680-65920	Work in Process - Eng/Ar…	37,282.50
545-4680-65920	Work in Process - Eng/Ar…	5,000.00
610-4840-62010	Office Supplies	23.95
610-4840-62140	Off Sale Supplies	34.85
610-4840-62990	Misc. Operating Expense	81.71
610-4850-62230	Building Maint & Repair	73.43
610-4890-63020	Computer Maintenance…	68.75
620-4830-63210	Communication Expense	25.99
620-4830-63890	Utilities Expense	53.90
620-4840-62160	Chemicals	1,097.60
620-4840-62170	Field Supplies	1,152.76
620-4840-62990	Misc. Operating Expense	126.13
620-4850-62210	Equipment Maint & Repa..	102.39
620-4850-62220	Plant Equip Maint & Rep…	346.00
620-4890-63020	Computer Maintenance…	4,909.75
680-4830-63210	Communication Expense	560.50
680-4840-62990	Misc. Operating Expense	133.41
680-4890-63020	Computer Maintenance…	52.41
690-4830-63210	Communication Expense	320.05
690-4840-62010	Office Supplies	13.24
690-4840-62880	Personal Protective Equi…	208.01
690-4840-62990	Misc. Operating Expense	423.87
690-4850-62350	Power Plant/Dam Maint	57.80
690-4850-62360	Distribution Maint	58.10
690-4870-63610	Insurance Expense	225.00
690-4890-63020	Computer Maintenance…	417.97
690-4890-63030	Contracts Expense	169.68
690-4890-64370	Taxes and Licenses	892.64
690-4890-64400	Travel, Conference, Sch…	124.46
820-4890-63020	Computer Maintenance…	17.47
820-4890-63030	Contracts Expense	2,858.66

Account Summary

Account Number	Account Name	Expense Amount
820-4890-63030	Contracts Expense	
	Grand Total:	**248,880.61**

Project Account Summary

Project Account Key		Expense Amount
None		248,880.61
	Grand Total:	**248,880.61**

City of Thief River Falls

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.1 2024 Street & Utilities Improvement Project

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

MOTION TO: Order Improvements and Call for Plans and Specifications for the 2024 Street & Utilities Improvements Project as follows:

BACKGROUND: The items outlined in the feasibility report listed below are potential improvements based on items from the City's Capital Improvement Program, items requested by developers, homeowners, and other departments. The 2024 Street and Utilities improvement plan for the city of Thief River Falls includes:

<u>1st STREET RECONSTRUCTION & UTILITY IMPROVEMENTS:</u>
First Street from T.H. #59, to RR tracks west of Conley Avenue.
The street improvements would include excavation, reclamation, aggregate base, drainage improvements, concrete curb & gutter, bituminous surfacing, pedestrian ramp improvements, sidewalk, and driveway apron replacement.

<u>THIRTEENTH ST. STREET AND UTILITY IMPROVEMENTS:</u>
Thirteenth Street from T.H. #32 to RR Tracks west of Greenhill Dr. (City Limit)
The proposed improvements would include drainage and street improvements. Drainage improvements would include new storm sewer addition from Arnold Avenue west to RR Tracks. Storm sewer would include drain inlets for several low water holding areas. The street improvements would include excavation, aggregate base, concrete curb & gutter, bituminous surfacing, clearing, grubbing, along with sidewalk and driveway apron replacement.

<u>CROCKER AVENUE STREET & UTILITY IMPROVEMENTS:</u>
Crocker Avenue from First Street to Mussey Street.
The proposed improvements would include complete replacement of the sanitary sewer. The street improvements would include excavation, aggregate base, concrete curb & gutter, and bituminous surfacing.

<u>KENDALL AVENUE STREET & UTILITY IMPROVEMENTS:</u>
Kendall Avenue from First Street to Third Street (T.H.# 59).
The proposed improvements would include complete replacement of the sanitary sewer and water mains along with all service lines in the right-of-way up to private property lines. The street improvements would include excavation, aggregate base, concrete curb & gutter, bituminous surfacing, clearing, grubbing, along with sidewalk and driveway apron replacement.

KEY ISSUES: A public hearing was held tonight, February 20th, to discuss the proposed improvements. The

City Council will need to order the improvements and call for plans and specifications to allow adequate preparation time to stay on schedule for a May 1st bid opening. The council may order any, or all, of the items identified in the list of improvements.

FINANCIAL CONSIDERATIONS: Outlined in the attached financial summary.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

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

ATTACHMENTS:
None

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.2 Plastic Refuse Bags

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

MOTION TO: Approve the purchase of plastic refuse bags from Revolution Materials, inc. in the amount of $35,700.00.

BACKGROUND: The city of Thief River Falls purchases plastic refuse bags on an annual basis for distribution to the residents of the city. The city has historically used black garbage bags with "TRF" printed on them to indicate they are a sanitation customer of the city. Revolution Materials is the lowest bid and has supplied the city with sanitation bids since 2012. Bag features remain the same as the previous two years of 1.2 mil thickness with white printed "TRF" lettering, flat seal, and no ties.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: See attached bid tabulation.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.3 Resolution to Agree to Maintain Facility - 1st Street Corridor Transportation Alternatives Project

RECOMMENDATION: It is Respectfully Requested the City Council.

MOTION TO: Approve the City of Thief River Falls as the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

BACKGROUND: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA.

KEY ISSUES: The Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: The City of Thief River Falls is the sponsoring Agency for the transportation alternatives project identified as: 1st Street Corridor Transportation Alternatives Project .

FINANCIAL CONSIDERATIONS: Transportation Alternatives projects receive federal funding and in return for funds accepted; request that local partners perform maintenance to ensure maximum life.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Public Works Director, Travis Giffen

ATTACHMENTS:
None

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.4 Resolution for the City of Thief River Falls, to Act as a Sponsoring Agency for the construction project, 1st Street Corridor Transportation Alternatives Project

RECOMMENDATION: It is Respectfully Requested the City Council.

MOTION TO: Approve the City of Thief River Falls to act as a sponsoring agency for the project identified as: 1st Street Corridor Transportation Alternatives Project, seeking federal transportation funds, and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED: That City of Thief River Falls Public Works Director, Travis Giffen, is hereby authorized to act as agent on behalf of this sponsoring agency.

BACKGROUND: The City of Thief River Falls has plans to improve infrastructure along 1st St. between T.H. #59 and Conely Ave. The improvements are expected to start in the year 2024. Acting as sponsoring agency helps reduce initial infrastructure improvement costs.

KEY ISSUES: This application for alternative funding source is currently earmarked for the year 2028. There may be opportunities for a project to move ahead in the funding schedule if the project is construction ready.

FINANCIAL CONSIDERATIONS: Estimated construction costs of $873,000. Federal funding is based on an 80% federal, 20% local match. Engineering costs are non-eligible costs for federal alternative funding sources. The local match requirement would be approximately $282,000.00

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Public Works Director, Travis Giffen

ATTACHMENTS:
None

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.5 Approve Membership in Community Venture Network (CVN)

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

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

BACKGROUND: Community Venture Network exists to connect rural communities with businesses searching for opportunities to expand and grow their operations. CVN researches, finds, and engages with businesses nationwide and has a proven track record for bringing economic development professionals viable opportunities to attract business to their community. They have communities throughout the Midwest who have memberships with their organization. They host three events a year where economic development professionals can meet and hear from 10-12 prospective businesses.

KEY ISSUES: I have worked with Justin Erickson and CVN at different times in the last 10 years and was invited to attend their January event in Apple Valley. Justin invited a prospective vendor for DigiKey to meet with me to discuss their needs should they land a contract with DigiKey and look to locate in Thief River Falls. Unfortunately they did not get the contract.

FINANCIAL CONSIDERATIONS: Cost is $4,500.00 per year. Expenditure of funds to come from the marketing budget line item in the Economic/ Community Development budget.

LEGAL CONSIDERATION: Execution of membership agreement.

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

ATTACHMENTS:

1.	City of Thief River Falls, MN - CVN Membership Agreement 2024

AGREEMENT FOR SERVICES

THIS AGREEMENT FOR SERVICES (this "Agreement"), made April 1st, 2024 with City of Thief River Falls, Minnesota (the "Member"), and The Brookshire Company, LLC ("BROOKSHIRE"), is an agreement for Membership in the Community Venture Network ("CVN"). The Member and BROOKSHIRE hereby agree as follows:

1. Services. BROOKSHIRE agrees to provide the following services to the Member in connection with the CVN (the "Services"):

   a. Management of the CVN. BROOKSHIRE shall provide the following management services:

      - support staff services and materials at regularly scheduled meetings of the CVN; and
      - notify the Member of dates of meetings, prepare agendas and necessary materials, and conduct activities relative to the meetings and functions of the CVN.

   b. Outreach Program. BROOKSHIRE shall conduct the following outreach program:

      - emphasize the availability of Member's economic development resources to the business community.
      - maintain contact with accountants, attorneys, venture capitalists, business brokers, and the private banking community to generate referrals; and
      - initiate and maintain a business prospecting program.

   c. Recruiting. BROOKSHIRE shall provide the following recruiting services:

      - Prospect List. CVN shall identify business prospects across the following categories (the "Prospects"):

        - ❖ "Development stage" companies with existing product lines and seeking expansion.
        - ❖ New business owners seeking resources for growth.
        - ❖ Expansions and/or relocations of existing businesses.
        - ❖ Businesses who will provide high quality jobs.
        - ❖ Present a minimum of twenty-four (24) business prospects at regularly scheduled meetings throughout the year.

      - BROOKSHIRE shall conduct preliminary review and screening of the Prospects by providing the following services:

        - ❖ assess financial and support service needs of Prospects.
        - ❖ prepare uniform summaries of applicants that address Prospects' needs; and
        - ❖ schedule follow-up meetings within the Member's community to arrange for contacts with Prospects.

   BROOKSHIRE may provide additional services as mutually agreed in writing by BROOKSHIRE and the Member; and unless and until agreed to in writing BROOKSHIRE shall not have any obligation to provide additional services and the Member shall not have the obligation to pay for such additional services**.**

The Services shall be performed by BROOKSHIRE in good faith; and the Member shall provide such documents, information and other support as reasonably requested by BROOKSHIRE in connection with the provision of the Services. The Member acknowledges and agrees that BROOKSHIRE is not making any representations, warranties, or guaranties of any kind regarding the success of the Services provided by BROOKSHIRE.

2. Payment for Services. In consideration for providing the Services, the Member shall pay BROOKSHIRE an annual fee of (a) **$4,500** for the initial Annual Period (as defined below), payable contemporaneous with the signing of this Agreement, and (b) the then current annual fee charged by BROOKSHIRE for subsequent Annual Periods, payable at the commencement of each such Annual Period, provided, that, BROOKSHIRE shall notify the Member at least 60 days in advance of the end of an Annual Period of any changes in annual fees and/or significant changes to the CVN program for the subsequent Annual Period. All payments of annual fees are non-refundable, and non-prorated if this Agreement is terminated prior to the end of an Annual Period.

3. Term. The initial term of this Agreement shall commence **April 1st, 2024**, through **March 31st, 2025**, and, thereafter, shall automatically renew for one year periods (the initial 1 year term and each subsequent 1 year term is an "Annual Period"), unless following the initial term notice of non-renewal is given by either BROOKSHIRE or the Member to the other party at least 60 days prior to the expiration of the then current term.

4. Miscellaneous.

   a. Notices. All notices, requests, consents, and other communications to be required or permitted under this Agreement shall be in writing and delivered personally or sent by registered or certified mail or nationally recognized overnight carrier, postage prepaid, or by email transmission, to the address set forth below the signatures below, or to such other address set forth in a notice given in the manner herein provided. All notices, requests, information or other communications shall be deemed to have been given (i) when delivered if personally delivered; (ii) 3 days after having been placed in the mail, if delivered by registered or certified mail; (iii) the day after having been placed with a nationally recognized overnight carrier, if delivered by nationally recognized overnight carrier; and (iv) when transmitted if transmitted by email.

   b. Successors and Assigns. This Agreement and the rights and obligations hereunder shall be binding upon and inure to the benefit of, the parties hereto and their legal representatives, successors and permitted assigns.

   c. Governing Law. This Agreement, and any claim related directly or indirectly to this Agreement, or arising thereunder, will be governed by and construed in accordance with the laws of the State of Minnesota without regard to principles of conflicts of law.

   d. Entire Agreement; Modification; Waiver. This Agreement contains the entire agreement of the parties with respect to the transactions contemplated herein and supersedes all prior understandings and agreements among the parties (oral or written). No modification, revision or other change to any of the provisions of this Agreement shall be effective unless in writing and signed by all of the parties to this Agreement. The failure by either party at any time to enforce any of the provisions of this Agreement or any right or remedy hereunder or at law or in equity, or to exercise any option herein provided, shall not constitute a waiver of such provision, right, remedy or option or in any way affect the validity of this Agreement. The waiver of any default by either party shall not be deemed a continuing waiver but shall apply solely to the instance to which such waiver is directed. In any event, no waiver shall be effective unless in writing and signed by the party against whom enforcement is sought.

e. Execution and Counterparts. This Agreement may be executed by any party in a separate counterpart, or any number of separate counterparts, each of which counterparts when so executed and delivered shall be deemed an original, and such separate counterparts together shall constitute one instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

The Brookshire Company, LLC

By:
Gerald Norton, Managing Director

City of Thief River Falls, Minnesota

By: ______________________________
Its: ______________________________

City of Thief River Falls

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.6 Approval of TRF Police Department to purchase a replacement radio for squad 2023.

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

MOTION TO: Approval of TRF Police Department to replace the police radio in the 2023 squad car using Public Safety Aid Funds.

BACKGROUND: When the purchase of the 2023 squad car was made, the Police Department was in possession of a used mobile radio that had been purchased from State Patrol. That Radio was installed in 2023. It has not been working correctly. It was brought to Stone Mobile Radio where we were informed that they stopped making replacement parts for the radio 10 years ago and our only option is to put a new radio in the 2023 car.

KEY ISSUES: Public safety consented to the purchase of the replacement radio as it is essential for the duties of Law Enforcement.

FINANCIAL CONSIDERATIONS: The $7,500 will include the purchase of a new radio and the installation cost which will be taken out of the Public Safety Aid money.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Chief Marissa Adam

ATTACHMENTS:
None

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.7 Approval of TRF Police Department to purchase new office desks for the TRF Police Dept to include 2 additional workstations in the PD Squad room.

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

MOTION TO: Approval of TRF Police Department to purchase of new office desks for the TRF Police Dept to include 2 additional workstations in the PD Squad room.

BACKGROUND: The Police department would like to purchase a total of 7 new desks, and 2 new computers to replace broken and worn-out office furniture. This would also allow us to create 2 additional workstations and allow officers to have personal space to work on cases, do paperwork, and store case information. Each workstation will be shared between 2 officers allowing for a more conducive working environment.

KEY ISSUES: Public safety consented to the purchase of the new office furniture and computers.

FINANCIAL CONSIDERATIONS: It is respectfully requested that the $9,000 will be taken from the Public Safety Aid funds.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Chief Marissa Adam

ATTACHMENTS:
None

City of Thief River Falls

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.8 Approval of TRF Police Department to purchase of 2 Microsoft Surface Pro Tablets for the Chief and Deputy Chief cars.

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

MOTION TO: Approval of TRF Police Department to purchase of 2 Microsoft Surface Pro Tablets for the Chief and Deputy Chief cars using Public Safety Aid Funds.

BACKGROUND: With the new software the Chief and Deputy Chief will be able to utilize the Microsoft Surface Pro tablets in the cars to view calls for service, track officer activity, and have access to all records similar to the capabilities of the patrol vehicles without having to purchase more expensive Toughbook type computers.

KEY ISSUES: Public safety consented to the purchase of the 2 Microsoft surface pro tablets.

FINANCIAL CONSIDERATIONS: It is respectfully requested that the $3,972 will be taken from the Public Safety Aid funds.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Chief Marissa Adam

ATTACHMENTS:
None

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.12 To approve the opening of a patrol officer position with the department.

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

MOTION TO: Approve opening a patrol officer position to fill a vacancy that occurred with a recent resignation of Erik Jax on January 24th, 2024.

BACKGROUND: On January 24th, 2024 a resignation was received by Officer Erik Jax and we are looking to now fill that position. It is requested to open the position up to the public until the position can be filled.

KEY ISSUES: The Police Department is currently at 15 full time officers. We are currently 2 officers short.

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2024.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Chief of Police

ATTACHMENTS:
None

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.9 Approve Public Safety Aid Purchase of four portable radio batteries and headlight upgrades to E97, E05, R01

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

MOTION TO: Approve spending approximately $3000 From the Public Safety Aid money on four portable radio batteries and headlight upgrades to E97, E05, R01

BACKGROUND: The Fire Department has two radios out of service due to failed batteries and at least two more declining in capacity. Headlights in E97, E05 & R01 are original and produce very low-quality light at night.

KEY ISSUES: For safety considerations, the fire department would like to put the portable radios back in service and upgrade the headlights to L.E.D style lights for improved nighttime visibility.

FINANCIAL CONSIDERATIONS: Public Safety Aid

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Rick Beier - Fire Chief

ATTACHMENTS:
None

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.10 Authorize City Administrator to sign the VIA Engagement letter – GASB 75

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

MOTION TO: Authorize City Administrator to sign the VIA Engagement letter – GASB 75. Contract with VIA Actuarial services to provide GASB 75 actuarial services for the Thief River Falls Police Relief Association. They will prepare the 12/31/2023 actuarial valuation that will include valuations for 5-years. The cost is $1,750.00.

BACKGROUND: The City is required to have actuarial services completed every 5 years for the Thief River Falls Police Relief Association.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted item.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	FYE2024 Engagement Letter_Thief River Falls Police

VIA ACTUARIAL SOLUTIONS

January 22, 2024

Angela Philipp
Finance Director
Association of Thief River Falls
P.O. Box 528
Thief River Falls, MN 56701

Re: **Engagement Letter for GASB 75 Actuarial Services – Thief River Falls Police Relief Association**

Dear Angie:

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

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

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

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

Sincerely,

EKnutson

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

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

Scope of Services

Our fees and scope of services are described as follows:

Services Provided	Fixed Fee
Prepare the 12/31/2023 actuarial valuation pursuant to Minnesota statutes including review of assumptions with potential recommended changes.	**$1,750**
Other consulting services	**TBD**

Out-of-scope projects will be billed separately based on the time and expense needed to complete these projects. For calendar year 2024, our hourly rates are $150 to $250 for actuarial analysts and managers and $350 to $400 for consulting actuaries. We are glad to estimate fees for additional projects as requested. Out-of-scope projects may include time spent on:

- meetings and preparation,
- significant changes in your plan, accounting, or funding arrangements, and
- cleanup of inaccurate data or data not provided in the form requested.

The fees and hourly rates stated in this engagement letter are subject to annual inflationary updates beginning in 2025 and each year thereafter. VIA will propose inflationary adjustments to the Association before beginning work on the subsequent valuation. The hourly rate schedule is updated automatically each calendar year.

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

Terms and Conditions

COOPERATION AND WARRANTY REGARDING DOCUMENTS AND INFORMATION.

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

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

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

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

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

Terms and Conditions *(continued)*

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

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

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

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

TERM AND TERMINATION. **This engagement letter is effective beginning January 1, 2024 and shall automatically renew on an annual basis unless terminated earlier by either party as described below.** Future actuarial services will be provided under this same engagement letter for a fee agreed to by both parties and described in a new Scope of Services, or we can provide an updated engagement letter if you prefer.

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

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

Minnesota Actuarial Disclosure

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

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

Acknowledgement and Consent

The undersigned authorized representative of the Thief River Falls Police Relief Association (the Association) has read this letter from VIA Actuarial Solutions, understands its contents, and agrees on behalf of the Association to the Scope of Services; fees and expenses; and Terms and Conditions set forth in the Agreement. I also expressly agree to VIA Actuarial Solutions' ongoing work for us as well as their LCPR assignment.

Date: _______________, 2024 By _____________________________________

Title ____________________________________

City of Thief River Falls

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

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

Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.13 Authorize City Administrator to send the proposed Apprentice Lineworker job description to DDA - David Drown Associates, for creating and grading this position

RECOMMENDATION: It is respectfully requested that the City Council approve the following recommendation:

MOTION TO: Authorize City Administrator to send the proposed Apprentice Lineworker job description to DDA - David Drown Associates, for creating and grading this position. This position would be proposed to be a Teamster #320, non-exempt, position under the supervision of the Electric Superintendent.

BACKGROUND: To efficiently run the Electric Department an Apprentice Linework position needs to be created.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted position for 2024.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Journey Lineworker

Classification: Apprentice Lineworker
Department: Electric
Reports to: Electric Foreman/ Electric Superintendent
Location: Electric Building
Supervises: Non-Supervisory
FLSA Classification: Non-Exempt

Position Summary

Performs highly skilled work in the construction, maintenance and operation of overhead and underground electrical transmission and distribution systems. Operates a variety of heavy equipment, specialized line equipment, and tools.

Essential Duties and Responsibilities

Technical Duties

- Performs construction and maintenance work on overhead electrical transmission and distribution systems, including setting poles and anchors; stringing wire; installing, repairing or changing transformers, insulators, hardware and making all connections.
- Performs construction and maintenance work on underground electrical systems including installation of transformers, vaults and pedestals; cleaning cable; laying and pulling wire; installing hardware; making connections and backfilling trenches; and removing poles and wires for replacement in overhead systems.
- Determines proper installation of high voltage apparatus according to safety codes and industry standards.
- Operates and maintains capacitor banks and regulator banks.
- Operates and maintains substation breakers, switches and interrupters.
- Assists in operating and maintenance of 115 KV primary system voltage 12470/7200.
- Installs, changes and repairs street lights.
- Answers service calls, diagnosis problems and makes repairs to overhead and underground systems and service connections.
- Trims trees to keep overhead lines clear.
- Provides direction and oversight to workers who assist with installation of apparatus and equipment.
- Provides work direction, oversight and training to contractors, seasonal workers and apprentices.
- Maintains inventory of equipment and supplies and requisitions items in need of replenishment or replacement.

Other duties as assigned or apparent

- On-call 24/7/365 to respond to emergency situations.
- Attends meetings, training, and seminars.

Qualifications

Education: Documented completion of a State-accredited Power Line school and progress toward the Journey License.

Requirements:

- Completed Merchants Course.
- Valid Class A CDL Minnesota driver's license with air brake endorsement.
- Knowledge of approved methods, materials, tools and equipment used in overhead and underground electrical transmission and distribution system construction, maintenance and repair.
- Working knowledge of the principles of electricity as applied to electrical distribution systems.
- Knowledge of work methods, occupational hazards and safety codes in performing line crew operations and maintenance work.
- Working knowledge of pertinent Federal, State, and local laws, codes and regulations related to electric distribution.
- Ability to locate wire, detect and analyze problems, and make repairs.
- Considerable knowledge of safe work practices as it relates to the electric utility industry.
- Ability to make sound decisions and perform duties independently with minimum directions.

- Skill in the operation, inspection and maintenance of a variety of materials and equipment used in the electrical industry in the performance of work.
- Ability to read and interpret electrical drawings, maps and schematics.
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals.
- Ability to interact courteously and professionally with the general public and to establish and maintain cooperative working relationships with those contacted during the course of work.
- Ability to keep and maintain written records.
- Ability to perform varied work involving complex variables requiring analytical ability and inductive thinking to adapt procedures and methods to fit situations.

Physical Demands and Working Conditions

- The employee frequently is required to stand; walk; use hands, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- Required to have ability to climb poles, perform work from poles using climbers and belt, to work at heights up to 40 feet, and infrequently up to 80 feet, and to maintain balance.
- This position will be exposed to all weather conditions, hazardous materials and exposure to electrical shock.
- The employee must lift or move up to 50 pounds.
- Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.

Equipment Utilized

- Office equipment, computer, digger, bucket truck, skid steer backhoe, excavator, forklift, wire puller, trencher, cable plow, jackhammer, demo saw, horizontal directional bore drill, and hand and power tools and equipment used in the course of duties.

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

City of Thief River Falls

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.14 Approval of 2024 - 2026 Teamster #320 Public and Teamster # 320 Fire Union Contracts

RECOMMENDATION: It is respectfully requested the City Council accept the findings of the Ad-Hoc Labor Committee recommendation:

MOTION TO: Approve the Teamster #320 Public and Teamster #320 Fire Union Contracts for years 2024 – 2026.

BACKGROUND: The current union contracts expired on December 31, 2023. The Teamster #320 Public Union, Teamster #320 Fire and the Ad-Hoc Labor Committee have met in negotiations for the last couple of months and have reached a tentative agreement. The negotiation process was a positive one for both sides with good discussions taking place. The proposed contract includes a wage increase in the amount of 3% for 2024, 4% for 2025, and 4% for 2026. Mutually agreed upon amendments were also made to union language, and miscellaneous clean-up items.

The Teamster #320 members for Public and Fire Unions have voted on, and approved, the proposed union contracts as negotiated.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: 3% wage increase for 2024, 4% wage increase for 2025, and 4% wage increase for 2026. Increases were included in the 2024 budget process.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

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Request for Council Action

DATE: 2/20/2024

SUBJECT: #9.15 Approval to open Human Resource Coordinator Position.

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

MOTION TO: authorize the public posting of the non-union position of Human Resource Coordinator. The current salary range is $31.16 - $39.53. Applications will be accepted through March 15th at noon.

BACKGROUND: A resignation of Holly Eckstein was received on February 14 and is an essential part of the Administration Department.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The position is a budgeted position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

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Request for Council Action

DATE: 2/20/2024

SUBJECT: # 9.16 Approval of RFP for Venue Management Services

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

MOTION TO: Issue the Request for Proposal (RFP) for the management and operation of the Ralph Engelstad Arena, Huck Olson Memorial Civic Center, the Multi-Events Center and the Tourist Park. Proposals will be due April 10, 2024, at 4:30 pm.

BACKGROUND: The City of Thief River Falls owns the Ralph Engelstad Arena and Huck Olson Memorial Civic Center 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. The City of Thief River Falls issued a 180-day written notice of termination to Venuworks on December 20th, 2023 which exercised our 4th year opt out clause.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	RFP - Ralph Engelstad Draft updated 2 16 24

CITY OF THIEF RIVER FALLS MINNESOTA

REQUEST FOR PROPOSAL FOR MANAGEMENT AND OPERATION OF THE RALPH ENGELSTED ARENA, HUCK OLSON MEMORIAL ARENA, THE MEC (MUTI-EVENTS CENTER), AND THE TOURIST PARK

City Hall, Administration

Angela Philipp, City Administrator
405 3rd ST E
Thief River Falls, MN 56701

Proposal Deadline: April 10, 2024 at 4:30 pm


MAIN ENTRANCE
RALPH ENGELSTAD ARENA

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List of Appendices (available upon request):

A. Management Agreement (precedent, City & VenuWorks)
B. City of Thief River Falls' Audits (2019-2022)
C. Ralph Engelstad Arena Facility Lease Agreements
D. Ralph Engelstad Arena Debt Repayment Schedule
E. Ralph Engelstad Capital Improvement Plan (CIP)
F. MEC Joint Agreement

I. INTRODUCTION

Introduction

The City of Thief River Falls, Minnesota (City) is seeking proposals for the management and operation of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. The Ralph Engelstad Arena was dedicated on November 29, 2003. The construction of the Imperial room was completed in June of 2005. The Ralph Engelstad Arena and the Imperial room hosts concerts, weddings, receptions, trade shows, conferences, meetings and community events. This facility is home to the Boys' and Girls' Prowler High School Hockey Teams and the local Figure Skating Club. Much like the Ralph Engelstad Arena, the Huck Olson Memorial Arena meets the exceptional standard needed to accommodate hockey as well as other events. The Huck Olson Memorial Arena was constructed in 1971. The Huck Olson Memorial Arena has accommodated numerous high school hockey games and tournaments as well as other events such as Rodeos and Circuses. In the Spring, the MEC starts the baseball and softball season with full concession stand and the Tourist Park opens with 16 full camper hook up spots along with 56 electric only spots.

The City is seeking responses from those firms that have proven experience in arena and convention center management and whose assistance has been instrumental in gaining community acceptance for similar projects.

Timing

The timeline for the RFP submittal, review and selection process is as follows:

Request for Proposals (RFP) Issued	Tuesday, February 20, 2024
Pre-Proposal Meeting (Non-Mandatory, In-Person)	Wednesday, March 6, 2024 at 1:00pm CST
Site Visit/Tour (Non-Mandatory, In-Person)	March 6-8, 2024 at a mutually-agreeable time
Notice of Intent to Submit Due (Mandatory)	Wednesday, March 27, 2024 At 4:30pm CST
Clarification Questions Deadline	Wednesday, March 27, 2024 At 4:30pm CST
Proposal Submission Deadline	Wednesday, April 10, 2024 at 4:30 pm CST
Short-list Interviews	Week of April 22, 2024 at a mutually-agreeable time
Management Selection	Tuesday, May 7, 2024
Finalization of Executed Agreement	May 31, 2024 or earlier

Commencement of Primary Services	Monday, June 17, 2024

Non-Mandatory Pre-Proposal Meeting, Site Visit & Tours

A non-mandatory pre-proposal meeting will be held on **Wednesday March 6, 2024 at 1:00pm CST** at City Hall, 405 3rd Street East, Thief River Falls. Interested parties may also participate virtually via a Teams videoconference. Attendance at the pre-proposal meeting is optional. Teams videoconference invitations will be available upon request.

During **March 6 - 8, 2024**, tours of the Ralph Engelstad Arena and other sites may be scheduled upon request.

Requests for Teams videoconference invitations for the pre-proposal meeting and to schedule a tour of the Ralph Engelstad Arena and other sites must be submitted via email to Ms. Angela Philipp, City Administrator at aphilipp@trfmn.gov by March 4, 2024.

Proposal Submissions

Proposals are due on **Wednesday, April 10, 2024 at 4:30pm CST**. Interested parties must submit an electronic proposal that includes all information in the format outlined in the Request for Proposals (RFP). An electronic copy of the proposal saved in PDF format should be emailed to Ms. Angela Philipp, City Administrator at aphilipp@trfmn.gov. Proposers may choose to provide additional hard copy sets of the proposal submitted if and when invited to do so for presentation purposes.

Proposals shall be delivered to the City on or before:

Date: **April 10, 2024**
Time: **4:30pm CST**
To: **Ms. Angela Philipp**
City Administrator
City of Thief River Falls
405 3rd ST E
Thief River Falls, Minnesota 56701

Submitted proposals should follow all instruction requirements listed herein. The City of Thief River Falls assumes no responsibility and is not responsible for the failure of proposals to be received by **April 10, 2024**. The receipt date and time are absolute. Failure to comply will automatically render any submission non- responsive. Proposals received after the deadline will not be accepted. It is neither the City's responsibility nor practice to acknowledge receipt of any proposal as a result of the Request for Proposals process. It is the responder's responsibility to assure that a proposal is received in a timely manner.

Interviews & Selection

After the proposals have been received, selected Proposers may be asked to present their proposal to the Ralph Engelstad Arena Transition Committee. These presentations are anticipated to take place the **Week of April 22, 2024**, with the goal of final selection of a management entity by **Tuesday, May 7, 2024**, at which time contract negotiations would begin, with the intent of having a contract in place for management to begin at the earliest possible date thereafter or no later than June 17th, 2023.

The City of Thief River Falls reserves the right to make an award on the basis of greatest benefit to the City and not necessarily on the lowest price. To meet the public need, the City reserves the right to accept or reject any or all proposals submitted. The City also reserves the right to accept part or all of a specific proposal, and reserves the right to select a single vendor or more than one vendor to provide a specific service.

During the evaluation process, the City of Thief River Falls reserves the right, where it may serve the City's best interests, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The City reserves the right to retain all proposals submitted and to retain any ideas in a proposal regardless of whether a proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained within the Request for Proposals document.

The award of a management contract is contingent upon the successful negotiation of a management contract and approval of the City Council.

II. OPPORTUNITY STATEMENT

The Opportunity

By means of this Request for Proposals (RFP), the City of Thief River Falls (City) is seeking to evaluate event facility management companies capable of providing management services for the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. The City invites proposals from qualified firms that have proven experience in event facility management and whose assistance has been instrumental in gaining community acceptance for similar projects.

At this time, the City is open to consideration of submittals involving hybrid or segmented services, as well as any variety of creative approaches to management, day-to-day operations and delivery of services at the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park . These hybrid approaches could include submittals for a portion of the overall requested services, including but not limited to:

- Event sales, marketing and booking services;
- Food and beverage services (concessions and catering);
- Premium seating and sponsorship sales services; and/or
- Day-to-day operations, maintenance and repair services.

While responding teams/firms are not required to prepare submittals that include a comprehensive set of management services, respondents who intend to propose only on a subset of services are encouraged to organize teams of qualified participants (or, conversely, suggest a reasonable strategy or approach) that would be capable of delivering the full array of requested management services that conforms to industry best practices. The City will consider all submittals and will make a short-list and selection decisions based on the best interests of its citizens and past/future investment in the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park.

The Community

The City of Thief River Falls, population 8,722, is located in Northwestern Minnesota in Pennington County, approximately 70 miles south of the Canadian border, where the Thief River flows into the Red Lake River. Not only does Thief River Falls serve as a regional center for its agricultural base, it has also developed and retained a commercial and industrial base that includes numerous manufacturing and distribution center jobs, while being surrounded by rivers, wildlife refuges and forests.

Thief River Falls is the county seat of Pennington County and it is estimated that nearly 235,000 people reside within 75 miles of the community. Thief River Falls is located near the Agassiz Wildlife Refuge, which features 61,000 acres of pristine wilderness and also near the Lake of the Woods, an internationally acclaimed fishing destination. Over 500 miles of snowmobile trails and several miles of cross-country ski and walking trails are located in Thief River Falls or in close proximity to. Also located in Thief River Falls are 20 parks, kayak launches and a Riverwalk.

The Thief River Falls Regional Airport is a strong economic force by shipping over 1 million packages a year. It is also the base to the nationally acclaimed Aviation Maintenance Program of Northland Community & Technical College. Thief River Falls Regional Airport provides commercial service through Denver Air Connection. This enables an affordable, direct service to Minneapolis, with twelve round trip flights per week. The airline has interline agreements with United Airlines, American Airlines and Delta Airlines. Rental car service is also available through Denver Air Connection.

There are 7 hotel/motels in Thief River Falls within close proximity to the Ralph Engelstad Arena, Huck Olson Memorial Arena, and the MEC.

The Facilities

The Ralph Engelstad Arena and HOMCC located at 525 Brooks Ave N are Thief River Fall's signature sports, entertainment and meeting facility that accommodates a variety of sports, entertainment, business and civic functions and has delivered both economic and social benefits to the communities of Thief River Falls, Pennington County and the greater regional area. The Ralph Engelstad Arena was designed to be a multipurpose event facility and gathering place to enhance the quality of life of people in northwestern Minnesota. It was built in 2003 by Ralph and Betty Engelstad with the community room "The Imperial Room" built in 2005. The Huck Olson Memorial Civic Center was named after Huck Olson a former sports writer in Thief River Falls. It was built in 1971 and was the original home to the Thief River Falls Prowler High School Hockey Team. The two arenas are attached with the Wennberg Link.

The Ralph Engelstad Arena has been the home to the Norskie's hockey franchise of the Superior International Junior Hockey League. The arena is currently looking for a new junior hockey team. This facility also hosts a variety of concerts, family shows, conventions, conferences, meetings, weddings and community events.

The Huck Olson Memorial Civic Center has provided an excellent hockey experience as well as family shows, community events and weddings.

Comprising of site dimensions of 1,050,000 total square feet with the footprint of the Ralph Engelstad Arena at 83,000 square feet and the Huck Olson Memorial Civic Center at 55,000 square feet. The gross square footage is 147,215 which includes the Imperial room (8,465 Square feet can be split into 2 rooms) and Dakota Room (Event/Community Rooms) along with a catering kitchen. The facility includes 1,000 parking spaces on site.

The Ralph Engelstad Arena offers 3,600 seating capacity which included 281 bar stools along the perimeter of the bowl, International Ice Rink size of 85' x 200', dry floor, basketball floor, wrestling mats, 2 concession areas, 8 locker rooms, hospitality room, weight room, training/first aid rooms, walking track with Mondo flooring, 156' x 60' main lobby with granite floors and brass ceiling, a hall of fame area that includes a bronze Ralph Engelstad goalie sculpture, 4 offices and ticket windows, press box with meeting space, elevator accessible to all levels, and the Imperial Room.

The Huck Olson Memorial Civic Center offers 2,500 seating capacity, an International Ice Rink size of 85' x 200', and 4 locker rooms. Both arenas are currently switching to a Co2 ice plant system with completion in 2025.

The Multi-Events Center (MEC) has 37.19 acres with electricity, water, restrooms, picnic tables and shelters, parking at the softball/baseball park. The MEC is located along County Road 18 in Thief River Falls. It is a joint powers effort between City of Thief River Falls, Northland Community and Technical College, and Independent School District #564. This project was completed in 2000. The complex has 7 softball fields and 1 baseball field along with a concession stand and restroom facility. It is home of High School boys baseball and girls fast pitch softball, and when the leagues are active: Babe Ruth, Legion and VFW Baseball, Little League Baseball, Men's and Women's slow pitch softball.

The Thief River Falls Scenic Tourist Park Campground is located on Highway 32 South and Oakland Park Road. It overlooks the lower Red Lake River and Hartz Park.

The Tourist Park has 72 sites with available amenities. Of those, 16 are full hook-up and 56 are electric. We offer free Wi-Fi! There are endless locations for primitive camping. A campground host is available on site part-time from approx. May 15th to September 15th to collect fees and assist with needs.

The bathhouse, which is located in the center of the park, is handicapped accessible and provides free showers and flush toilets for campers. A shelter, which overlooks our beautiful Hartz Park, is available for picnics and family gatherings. Fire rings are located throughout the park for campfires. Firewood MUST be certified by the Minnesota Department of Agriculture (MDA) as safe to move. Firewood may be purchased from the campground host. Campers have access to a dump station which is located directly across Oakland Park Road by the entrance of Pedar Engelstad Pioneer Village.

III. GOALS AND OBJECTIVES OF PROFESSIONAL MANAGEMENT

The following are the goals and objectives of the City of Thief River Falls in issuing this RFP and entering into a contract with a private firm, or a team of firms, for operational management services in relation to the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park.

- Market, book, manage, operate and maintain the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park to the highest industry standards and in the best interest of the City. Ensure that the facilities are kept clean, safe, secure and in good working order.
- Protect the City's capital investments through high quality maintenance, supervision of repairs and recommendations to the City on capital fund maintenance.
- Involve all sectors of the local community with business and employment opportunities for the operation of all the facilities.
- Maximize the utilization of all the facilities and its revenue-generating capacity through the provision of a broad mix of events appealing to all segments of the community, while minimizing the cost to the City.
- To create an arena formal booking policy and in coordination with City direction, book a mix of tenant events, touring entertainment events/shows, other sporting events, conventions, conferences, tradeshows, meetings, weddings and community-oriented events. The arenas' event mix is expected to emphasize both tenant and revenue-generating events, as well as events that provide economic and cultural benefits to the City.
- Deliver a broad array of cultural, educational, entertainment, sporting, meeting, conference, exhibition, weddings, and other activities and events to meet the demands of residents of the greater Thief River Falls marketplace.
- Work closely with Visit TRF (the Thief River Falls Visitor and Convention Bureau), local hotels, and Thief River Falls' hospitality industry partners to aggressively promote and market the facilities. Attract regional and national events that will increase the economic impact that the facilities have on the region via hotel room nights, food and beverage sales, entertainment and transportation and other such direct spending.
- Establish a system of communication that encourages linkage and collaborative effort between and among other segments of the hospitality, entertainment and sports industries within the community.
- Create an open, clear and responsive reporting system that enhances all facility operations and public perception of all the facilities.
- Meet or exceed the benchmarks established herein and the respective annual adjustments thereto.

IV. SCOPE OF SERVICES

Facility Operations

Ralph Engelstad Arena and the Huck Olson Memorial Arena (arenas)

Operational services require the professional management operator (or operator team) to manage, in the most efficient and cost effective manner possible, all aspects of the arenas operations such as grounds-keeping, custodial and maintenance services, security, booking, marketing, event services including event set-up/tear down, scheduling, promotions, audience development, sponsorship and promotional services, food services, ticket related services and financial/administrative services including accounting, budgeting, purchasing, human resources/personnel and contracting. Specific services and expectations of the professional management operator will include, but not be limited to the following:

- **Sales, Marketing, Booking, Scheduling** – working in collaboration with Visit TRF and other arena partners and with the creation of a facility formal booking policy, deliver robust sales, marketing, booking and scheduling activities for the facility. The result of which will involve booking a mix of events, including tenant games/practices, touring entertainment events/shows, other sporting events, conventions, conferences, tradeshows, meetings, weddings and community-oriented events.
- **Day-to-Day Management and Operation** – ensure that the facilities are kept clean, safe and sanitary and maintained in good working order. Conduct repairs on the buildings and equipment as necessary, certifying that work is compliant with or exceeds the City, County, State and Federal regulations. Provide all incidental services required in connection with the facility or its events, including audience development, promotional activities, sponsorship sales, food service (catering and concessions), ticket related services and other such services. Ensure the grounds and parking lot are properly manicured and are free of snow and ice. Maintain an adequate staff of courteous and efficient employees on duty at the facilities and provide appropriate supervision of such employees.
- **Report Preparation** – collect all revenues generated through the operation of the facilities and document and spend all monies necessary for the proper management, operation, maintenance and supervision of each facility. Prepare and submit monthly financial, operating, maintenance, management and other such reports as required by the City.
- **Annual Plan** – develop annual plans to be submitted yearly in July with quarterly updates and operational budgets submitted in July to the City which have defined performance measures. Comply with the spending limitations imposed by such plans and budgets. Upon conclusion of the fiscal year, participate in the City's audit performed by the City's authorized Audit Firm to develop audited financial reports and to certify compliance with generally accepted accounting principles.
- **Contract Administration** – administer all utility and other contracts required in the ordinary course of business in operating the arenas, and if necessary or requested by the City, participate in the solicitation of, and negotiations with, competing service providers.
- **Advise** – provide such advice and assistance in relation to the operation, management, maintenance and supervision of the arenas as the City may require including, but not limited to, recommending potential changes to sources of revenue, partnerships, prices and policies and other such practices that could potentially add to the financial success of the facility.
- **Respond to City Requests** – respond in a timely manner to reasonable requests from the City and its agents or counsel.

Multi-Events Center (MEC)

Operational services require the professional management operator (or operator team) to manage, in the most efficient and cost-effective manner possible, all aspects of the MEC operations such as grounds-keeping (mowing, dragging, and chalking), custodial and maintenance services including field and signs, repair, scheduling, food services, and financial/administrative services including accounting, budgeting, purchasing, human resources/personnel and contracting. Specific services and expectations of the professional management operator will include, but not be limited to the following:

- **Sales, Marketing, Booking, Scheduling** – working in collaboration with Visit TRF and other MEC partners, deliver robust sales, marketing, booking and scheduling activities for the facility. The result of which will involve booking a mix of events, including tenant games/practices.
- **Day-to-Day Management and Operation** – ensure that the MEC baseball/softball fields, concessions, all restrooms, baseball press box, all dugouts for play, and field 6 and 7 (when games other than Northland are played) are mowed, kept clean, safe and sanitary and maintained in good working order. Conduct repairs on buildings and equipment as necessary, certifying that work is compliant with or exceeds the City, County, State and Federal regulations. Provide all incidental services required in connection with the facility or its events, including audience development, promotional activities, sponsorship sales, food service (concessions), ticket related services and other such services. Responsible for 100% of license fee for the concession stand at the MEC Baseball/ softball fields and 100% of water and electricity services at the MEC baseball/softball and Field 7. Ensure the grounds and parking lot are properly manicured and are free of snow and ice. Maintain an adequate staff of courteous and efficient employees on duty at the facilities and provide appropriate supervision of such employees.
- **Report Preparation** – collect all revenues generated through the operation of the facilities and document and spend all monies necessary for the proper management, operation, maintenance and supervision of each facility. Prepare and submit monthly financial, operating, maintenance, management and other such reports as required by the City.
- **Annual Plan** – develop annual plans to be submitted yearly in July with quarterly updates and operational budgets submitted in July to the City which have defined performance measures. Comply with the spending limitations imposed by such plans and budgets. Upon conclusion of the fiscal year, participate in the City's audit performed by the City's authorized Audit Firm to develop audited financial reports and to certify compliance with generally accepted accounting principles.
- **Contract Administration** – administer all utility and other contracts required in the ordinary course of business in operating the MEC, and if necessary or requested by the City, participate in the solicitation of, and negotiations with, competing service providers.
- **Advise** – provide such advice and assistance in relation to the operation, management, maintenance and supervision of the MEC as the City may require including, but not limited to, recommending potential changes to sources of revenue, partnerships, prices and policies and other such practices that could potentially add to the financial success of the facility.
- **Respond to City Requests** – respond in a timely manner to reasonable requests from the City and its agents or counsel.

Tourist Park Campground

Operational services require the professional management operator (or operator team) to manage, in the most efficient and cost-effective manner possible, all aspects of the Tourist Park Campground operations such as grounds-keeping, custodial and maintenance services, security, booking reservations, marketing, and financial/administrative services including accounting, budgeting, purchasing, human resources/personnel and contracting. Specific services and expectations of the professional management operator will include, but not be limited to the following:

- **Marketing and Booking**– working in collaboration with Visit TRF and other City partners and with the creation of a facility formal booking policy, deliver robust marketing and booking reservations for the campground.
- **Day-to-Day Management and Operation** – ensure that the campground and bathroom facilities are kept clean, safe and sanitary and maintained in good working order. Conduct repairs on buildings and equipment as necessary, certifying that work is compliant with or exceeds the City, County, State and Federal regulations. Provide all incidental services required in connection with the campground. Ensure the grounds and parking are properly manicured. Maintain an adequate staff (Campground Host) of courteous and efficient employees on duty at the campground and provide appropriate supervision of such employees.
- **Report Preparation** – collect all revenues generated through the operation of the facility and document and spend all monies necessary for the proper management, operation, maintenance and supervision of each facility. Prepare and submit monthly financial, operating, maintenance, management and other such reports as required by the City.
- **Annual Plan** – develop annual plans to be submitted yearly in July with quarterly updates and operational budgets submitted in July to the City which have defined performance measures. Comply with the spending limitations imposed by such plans and budgets. Upon conclusion of the fiscal year, participate in the City's audit performed by the City's authorized Audit Firm to develop audited financial reports and to certify compliance with generally accepted accounting principles.
- **Contract Administration** – administer all utility and other contracts required in the ordinary course of business in operating the Tourist Park Campground, and if necessary or requested by the City, participate in the solicitation of, and negotiations with, competing service providers.
- **Advise** – provide such advice and assistance in relation to the operation, management, maintenance and supervision of the Tourist Park Campground as the City may require including, but not limited to, recommending potential changes to sources of revenue, partnerships, prices and policies and other such practices that could potentially add to the financial success of the facility.
- **Respond to City Requests** – respond in a timely manner to reasonable requests from the City and its agents or counsel.

As previously mentioned, the City is open to consideration of submittals involving hybrid or segmented services, as well as any variety of creative approaches to management, day-to-day operations and delivery of services at the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. These hybrid approaches could include submittals for a portion of the overall requested services, including but not limited to: (1) event sales, marketing & booking services; (2) premium seating and sponsorship sales services; and (3) day-to-day operations, maintenance and repair services. While responding teams/firms are not required to prepare submittals that include a comprehensive set of management services, respondents who intend to propose only on a subset of services are encouraged to organize teams of qualified participants (or, conversely, suggest a reasonable approach) that would be capable of delivering the full array of requested management services. The City will consider all submittals and will make short-list and selection decisions based on the best interests of its investment in the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park and its citizens.

Proposals should clearly indicate what specific services the firm, or team of firms, are submitting for. Should there be any gaps in the set of services submitting teams are proposing on, respondents are encouraged to provide as much detail as possible concerning the type and benefits associated with such a strategy, including any industry precedence of a such a hybrid or segmented approach.

V. SUBMISSION REQUIREMENTS

Proposals should be prepared simply and economically, providing a straightforward and concise description of the proposer's ability to fulfill the requirements of the proposal. The following outlines information to be included in the proposal submittal. This outline is not all-inclusive and respondents can add information as deemed appropriate.

Proposals should be submitted to Ms. Angela Philipp, City Administrator, at the address listed in Section I of this RFP. A cover letter, which will be considered an integral part of the proposal, must be signed by an individual who is authorized to bind the proposer contractually and must certify that all statements in the proposal are true and correct. The letter must indicate the title or position that the individual holds in the firm and also must include the proposer's federal tax I.D. number.

The City shall evaluate all of the proposals on the same basis and it is required that any proposal conform in all respects to the specifications outlined herein. In order to ensure a uniform review process and to obtain the maximum degree of comparability, proposals must be organized in the following manner:

1.0 General Information

1.1 Include the name of proposer's firm/entity, address, telephone number, name of contact person and the title of the RFP.

1.2 Provide a table of contents that includes a clear identification of the written material by section and by page number.

1.3 Provide a transmittal letter that specifically states the proposer's understanding of the work to be accomplished and briefly outlines the proposer's strengths in providing the required services. This letter should be signed by an authorized corporate officer for each entity included as a team proposal.

1.4 Provide written assurance that there is no conflict of interest existing with any public official.

1.5 Provide a description of the proposing entity's current legal status (i.e., Corporation, Partnership, Sole Proprietor, Joint Venture, etc.).

2.0 Firm Background and Qualifications

2.1 Provide a profile of your organization and describe its legal structure, principal officers and organizational structure. The proposer must identify and distinguish between its own experience and qualifications and that of any parent entity, predecessor and/or wholly-owned or partially-owned subsidiary of the proposer.

2.2 Provide a copy of any organization profile, sales brochure or other documentary information pertaining to your organization.

2.3 Provide a copy of your firm's affirmative action plan, including a listing of employment by EEOC category (gender, race, ethnicity, etc.).

2.4 Provide resumes of key personnel and principals of the organization. Identify the extent to which each principal executive or staff member will be involved in the management of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist and whether such involvement will be on a fully informed daily basis or in an advisory capacity.

2.5 Provide resumes of key executive personnel and staff who will be assigned to execute the terms of this proposal. Included must be the resume(s) of the proposed on-site General Manager or the candidates for the General Manager position. Resumes should describe each person's qualifications and experience with managing and marketing public assembly facilities. In addition, the response should include provisions ensuring that the selected on-site manager will not relocate to another facility or responsibility other than the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park until a minimum period of time has elapsed.

2.6 In order to protect the City from the sudden loss of managerial services, management shall ensure that there is at least one other manager on the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park staff, thoroughly familiar with the management and operation of these facilities and associated issues and processes, who could capably serve in an interim capacity as the manager of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park.

2.7 Provide audited and certified financial statements for your organization's last three years of operation. If the proposer is a Joint Venture, a copy of the Joint Venture agreement must be submitted for each party.

2.8 Provide a complete and detailed history of your organization's facility management experience for the last five years. Information provided should include a description of services provided, examples of successful operational strategies and the term of the management contract, with particular attention on:

a. Experience in rendering assistance to municipal governments or other public entities in the preparation and publication of information for community organizations and news media with regard to the development of public assembly facilities. Include the name(s) of the community and contact name(s), address(es), telephone and facsimile number(s) and type of facility.

b. Experience in providing consulting services regarding the development and design of public assembly facilities. Include the name(s) of the community and contact name(s), address(es), telephone and facsimile number(s) and type of facility.

c. Specific, quantifiable measure of success at other facilities managed by your organization, with particular emphasis on event facilities that:

(1) are multipurpose in nature, combining spectator arena and convention/conference space components;

(2) are located in communities of a comparable size to Thief River Falls, Pennington County; and

(3) are located in the upper Midwest.

d. Specific expertise gained from past management experiences relevant to future Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park operations.

2.9 Provide a list of all facilities managed by your organization on behalf of a public entity that host professional or, minor league or semi-professional hockey teams and that offer a total seating capacity ranging between 3,450 to 7,000 seats (note: seating capacity max is totaling both arenas). Include name, physical address and the type of facility, in addition to the name, title, address, telephone and facsimile number of the client contact or contract administrator.

2.10 Provide a minimum of three professional references from the concert, family show, entertainment and convention/trade show industries, including contact name(s), address(es), telephone and facsimile number(s) and industry type.

2.11 Provide a comprehensive list of contracts that have not been renewed with the proposer within the last five years. Include name, physical address and type of facility, in addition to the name, title, address, telephone and facsimile number of the client contact or contract administrator.

2.12 Provide an explanation of your entity's experience in working with public entities and other entities that market facilities for a public entity, including cooperative efforts, philosophy and results.

3.0 Management Plan

3.1 Provide an explanation of the overall philosophy on how the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park will be managed.

3.2 Provide information on employee/employer relationships and the proposed management structure for the facilities; suggested organizational chart; how the management team will report to your organization's corporate offices and to the City, and; the departmental functions, including executive/administration, marketing/public relations, operations/event services and finance.

3.3 Describe the resident management personnel that are anticipated to be assigned to the facilities.

3.4 Provide a proposed staff organizational chart that would reflect the proposed operating structure for the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park.

3.5 Provide actual examples of management/financial reports used by your organization to advise governmental entities of performance.

4.0 Marketing Plan

4.1 Describe the proposed marketing and promotional concepts that will further the goals and objectives of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park while also maximizing the benefits to the Greater Thief River Falls area. This should include your approach for co-promoting events and/or creating new events at the arenas and MEC.

4.2 Describe the proposed approach to booking/scheduling, promoting, advertising and marketing events at the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. Include procedures and policies for scheduling events with outside promoters, event coordinators and others. Also, describe the approach for booking/scheduling local events. This should include working with Visit TRF and supporting hospitality industry partners (such as nearby hotels). Include specific examples of the proposer's ability to attract and successfully service and implement the proposed events. In addition, the proposer shall include any available evidence and examples of networking among the proposer's clients or other means used to enhance programming and describe the extent to which such means would be available at the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park.

4.3 Describe past experience working with other entities, such as a Junior Hockey Leagues, headquarter hotel properties or other entities in marketing and booking events. Describe how event scheduling and promoting will be coordinated with other entities. List any potential issues/concerns regarding the facility's relationship with other entities, if any, and provide information on how these issues/concerns could be addressed.

4.4 List event scheduling goals for the initial years of the potential contract term, including type and number of events.

4.5 Describe the organization of the proposed marketing staff for the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. Provide an organizational chart listing positions, functions and responsibilities.

4.6 Discuss any competing facilities managed by the proposer. Include any facilities in Minnesota, North Dakota, South Dakota or Canada, regardless of size, and any facilities anywhere in North America that are of such a size or in such a market as to compete with the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park for booking events. Present a plan for preventing any conflict of interest in managing competing facilities.

5.0 Operations Plan

5.1 Provide a description of the policies and proposed methods of providing the following facility management services. Include a discussion of providing these services in-house or by contracting with an outside party, as well as a discussion of your approach for dealing with existing agreements.

a. <u>Event Set-up and Tear-Down</u> – the labor, equipment and materials required to timely and adequately set-up and breakdown all events utilizing the arenas and MEC.

b. Event Services – all services such as cleaning, business services, electrical, carpentry and plumbing required for a successful event.

c. Site Maintenance and Engineering – all maintenance and engineering services required to guarantee a safe and well-maintained facility and efficient operation of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. Describe the upkeep and preventative maintenance plan for each of the facilities.

d. Security – all security services needed to keep the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park and surrounding grounds safe for visitors and in compliance with all laws.

e. Custodial Services – the labor and maintenance required to clean and service all areas of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park.

5.2 Describe the organization of the proposed operations staff for the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. Provide an organizational chart listing positions, functions and responsibilities.

5.3 Identify those services intended to be contracted out and identify how local, certified minority and women-owned businesses have been used in other facilities under the management of the proposing firm, to provide services, supplies and materials for the facilities, and what general plans the proposer would have in terms of doing the same in Thief River Falls. This summary should include any requirements that may have been placed on firms with who the proposer has contracted for services regarding their use of local minority and women-owned businesses and subcontractors.

6.0 Financial Plan

6.1 Provide a strategy for minimizing the annual operating expenses and maximizing the annual operating revenues of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park.

6.2 Develop a three-year operating pro forma for the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. All revenues and expenses should be listed, by line item, along with all relevant assumptions used. The management fee, if any, paid to your entity should be included as a separate line-item expense.

6.3 Provide examples of management reports that will be submitted to the City on a monthly basis detailing profits/losses, surcharge details, updates on future events, long range maintenance schedules, and any other significant financial activity from the previous month.

6.4 Understanding that the City will be financial responsible for, and have the final approval of capital improvements, provide a description of your entity's role in identifying and prioritizing capital improvements, including approval, billing, purchasing and letting of contracts.

Compensation Proposal

7.1 It is the City's desire to obtain creative compensation proposals related to the management of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. Proposals may include:

a. Base and Incentive Fee Structure – under this plan, the selected entity would receive a base fee and potential incentive fee in exchange for operating the facility, while all operating revenues and expenses would be allocated to the City.

b. At-Risk Operator Structure – under this scenario, the selected entity would be solely responsible for the operations of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park, retaining all operating revenues and accepting responsibility for all operating expenses, including any potential operating losses.

c. Other, Creative Management Fee Structure(s) – please identify any alternative compensation plans related to the operation of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park that the City should consider as a part of your submission. This could include options for risk sharing, marketing participation, or such options which would further promote the success of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park and limit the City's operating exposure.

7.2 Describe the nature and amount of the financial resources that would be committed by the proposer to enhance the likelihood of the successful operation and management of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. All compensation proposals must comply with IRS regulations to protect the tax-exempt status of the City's outstanding bonds. At a minimum, each proposal shall address the following:

a. Base Fee – the amount of the annual fee for management services, if any.

b. Incentive Fee(s) – identify the standards that will be used to determine the amount of the incentive fee. Be advised that the City is interested in incentives that balance the need for: (a) minimizing operating deficits; (b) maximizing the attraction of non-local, economic impact generating events; and (c) maintaining high standards of physical product and service quality.

7.3 Provide a draft of a potential contract between your entity and the City for the services requested in the RFP. Note, however, that this draft agreement will not be legally-binding and all terms and conditions are subject to review and approval by the City.

VI. EVALUATION PROCEDURE AND SCHEDULE

Each proposer is required to submit copies of their proposals as follows: one electronic version in PDF format emailed to Ms. Angela Philipp, City Administrator at aphilipp@trfmn.gov or provided via USB drive. Proposals must be e-mailed to the City Administrator and received before **Wednesday, April 10, 2024 at 4:30pm CST**. Proposals must be addressed to:

Ms. Angela Philipp
City Administrator
City of Thief River Falls
405 3rd ST E
Thief River Falls, Minnesota 56701

Questions pertaining to this RFP will only be accepted in writing via email and must be received on or prior to **Wednesday, March 27, 2024 at 4:30pm CST** and should be addressed to Ms. Angela Philipp at the above email address**.** Answers to all submitted questions will be made available to any potential proposer upon request within one (1) week of the deadline for questions.

The City will review all submittals and select a short-list of proposers who will be offered the opportunity to present their proposals to the City and associated project staff. Based on these interviews, information presented in the proposals, and any supplemental information data requested, a finalist whose proposal best suits the needs of the City will be recommended for City Council approval. The City will then enter into negotiations regarding a Ralph Engelstad Arena Management/Operating Agreement and other related agreements.

The full schedule of due dates and related timing milestones associated with this RFP is presented in Section 1 herein.

The City reserves the rights to:

- Revise or extend this schedule at its sole option.
- Conduct pre-award discussion and/or pre-award contract negotiations with any or all responsive and responsible proposers who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all proposers prior to selection which could be open to the public; and make investigations of the qualifications of proposers as it deems appropriate, including, but not limited to, a background investigation conducted by the Thief River Falls Police Department or any other law enforcement agency.
- Request that proposer(s) modify its proposal to more fully meet the needs of the City or to furnish additional information as the City may reasonably require.
- In its sole discretion, expand or reduce the criteria upon which it bases its final decisions regarding selection of an operator for the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park. The City can negotiate modifications of proposals submitted, and to negotiate specific proposal elements with a proposer into a project of lesser or greater magnitude than described in this RFP or the proposer's reply.

- Process the selection of the successful Proposer without further discussion.

- The City shall be the sole judge of proposers' qualifications and reserves the right to verify all information submitted by the proposers. The proposal selected will be that proposal which is judged to be the most beneficial to the city.

VII. CONDITIONS, DISCLAIMERS AND DISCLOSURES

Conditions and Limitations

The City of Thief River Falls is not required to seek proposals for this service; it has chosen to do so in its best interest. This RFP does not represent a commitment or offer by the City of Thief River Falls to enter into an agreement with a respondent or to pay any costs incurred in the preparation of a response to this RFP. The City of Thief River Falls has sole discretion and reserves the right to reject any and all responses received with respect to this RFP and to cancel the RFP at any time prior to entering into a formal agreement. The City also reserves the right to seek new proposals when such a request is in the best interest of the City and to reasonably request additional information or clarification of information provided in the response without changing the terms of the RFP. Further, the City is not responsible for any expenses that proposers may incur in preparing and submitting proposals requested by this RFP, including but not limited to costs associated with travel, accommodations, interviews or presentations of proposals.

The timely responses and any information made a part of the responses will not be returned to the sender. The RFP and the selected professional management operator's response to the RFP may, by reference, become a part of the final Management Agreement between the professional management operator and the City of Thief River Falls resulting from this solicitation.

If it becomes necessary to revise or amend any part of this RFP, the City will furnish a revision by written addendum to all prospective proposers who received an original RFP. It will be the responsibility of the proposer to contact the City prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda and to return the executed addenda within the proposal.

The proposing professional management operator will indemnify, protect, defend and hold harmless the City, its successors, assigns, members, directors, officers and attorneys from and against all losses, liabilities, actions and causes of action, cost and expenses whatsoever, including, but not limited to, attorney's fees sustained by the City and resulting from any acts or omissions in connection with the Agreement, caused by Proposer, its employees, agents or subcontractors, or caused by others for whom Proposer is liable, regardless of whether or not caused in part by any act or omission of City, its agencies, officials, officers or employees.

The respondent shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Thief River Falls, City's appointed selection committee, Thief River Falls' Minnesota Visitors and Convention Bureau, Independent School District #564, Thief River Falls' Area Chamber of Commerce, State of Minnesota, or any other organization that may have a clear interest in the outcome of the selection process, for the purposes of influencing the outcome of the RFP response selection process. Respondents are prohibited from contacting any member of the appointed selection committee concerning this project or responses to this RFP with exception of Angela Philipp, City Administrator.

Should any question arise as to the proper interpretation of the terms and conditions contained in this RFP, the decisions of the duly designated representative of the City shall be final. All questions shall be forwarded in writing (per Section I) to Angela Philipp, City Administrator, City of Thief River Falls, at the address noted earlier in this document.

The respondent shall not collude in any manner or engage in any practices with any other respondent(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the respondent(s) submittal(s) to be rejected by the City. The prohibition is not intended to preclude joint ventures or subcontracts.

No proposal will be accepted from any persons, firm or corporation that is in arrears or in default to any business or government entity for delinquent taxes or assessments or any debt or contract whether as defaulter or bondsman.

The Final agreement with the successful proposer will be drawn by the City's legal counsel and may contain such other provisions as are deemed necessary to protect the City's interests. At any time prior to the hour and date set for the opening of proposals, the proposer may withdraw its proposal. This will not preclude the submission of another proposal by the proposer prior to the hour and date set forth for the opening of proposals. Proposals shall remain open for acceptance and be irrevocable for a period of ninety (90) calendar days from the closing date of the proposal receipt deadline date.

Confidentiality of Documents

Except with the City's approval, Proposer shall not directly or indirectly disclose, divulge or communicate to any person, firm or corporation, other than the City or its designated representatives, or as required by law, any non-public information which it may have obtained during the proposal process concerning any matter relating to the work or regular business of the City.

In general, documents that are submitted as part of the response to this RFP will become public records, and will be subject to public disclosure. The Minnesota Data Practice Act, Minnesota Statute 13 may provide a method for protecting some documents from public disclosure. If the professional management operator follows the procedures prescribed by those statutes and designates a document "confidential" or "trade secret", the City will withhold the document from public disclosures to the extent that it is entitled or required to do so by applicable law.

If the City determines that a document that the professional management operator has designated "confidential" or "trade secret" is not entitled to protection from public disclosure, the City will provide notice of that determination to the contact person designated by the professional management operator, in any reasonable manner that the City can provide such notice, at least four business days prior to its public disclosure of the document. If the professional management operator does not designate anyone to receive such notice the City will not have any obligation to provide any notice of a determination of non-confidentiality. If the professional management operator does not designate anyone to receive such notice, or if, within four business days after the designated person receives such notice, the professional management operator does not initiate judicial proceedings to protect the confidentiality of the document, the City will not have any obligation to withhold the document from public disclosure.

By submitting to the City a document that the professional management operator designates as "confidential" or "trade secret", the professional management operator agrees that in the event of third party brings any action against the City or any of its officials or employees to obtain disclosure of the document, the professional management operator will indemnify and hold harmless the City and each organization's affected officials and employees from all costs, including attorney's fees incurred by or assessed against any defendant, of defending against such action. The professional management operator also agrees that at the City's request the professional management operator will intervene in any such action and assume all responsibility for defending against it, and that the professional management operator's failure to do so will relieve the City of all further obligations to protect the confidentiality of the document.

Contract Requirements

At any time during the selection process or afterward until a contract is negotiated, approved and signed, the City reserves the right to terminate the process. A contract will be negotiated with the most responsible and responsive proposer whose proposal meets the needs of the City to the best degree. Final contract will be subject to negotiations with the City.

The initial period of the contract shall be assumed to be three to five (3-5) years. Extensions or renewal(s) of the contract shall be determined by negotiations and mutual agreement by executed contracts.

The City reserves the right to add to or delete any item from this proposal or resulting agreements when deemed to be in the best interest of the City.

No proposer shall assign its proposal or any rights or obligations there under without the written consent of the City.

Prices quoted in the proposal shall include any and all shipping costs specified by the requestor or the purchase order. All taxes of any kind and character payable on account of the work done and materials furnished under the award/contract shall be paid by the proposer and shall be deemed to be included in the proposal. Proposal prices include all royalties and costs arising from patents, trademarks and copyrights in any involved in the work. Whenever the proposer is required or desires to use any design, device, material or process covered by letters of patent or copyright, the proposer shall indemnify and save harmless the City, its officers, agents or employees from any and all claims for infringement by reason of the use of any such patented design, tool, material, equipment or process, to be performed under the award/contract, and shall indemnify the City, its officers, agents and employees for any costs, including litigation costs and attorneys fees through the appellate process, expenses and damages which may be incurred by reason of any infringement at any time during the prosecution or after the completion of work.

Any contract resulting from this RFP may be canceled by the City in whole or in part by written notice of default to the proposer upon non-performance or violation of contract terms, including the failure of the proposer to deliver materials or services within the time stipulated in this specification, unless extended in writing by the City. In the event a contract is canceled because of the default of the proposer, the City may (a) purchase the services specified in this specification on the open market, or (b) negotiate a contract with another proposer and establish the period of such contract.

Immediately after the notice of award, the winning proposer and its senior management shall begin planning in conjunction with City staff to ensure fulfillment of all obligations. Proposer will be expected to provide professional coordination services upon execution of a contract, the expenses of which will be borne by proposer. Proposer will be expected to attend meetings as required by the City or its designee to assist in pre-opening activities of the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park.

Equal Opportunity (Non-Discrimination and Affirmative Action)

The City is an equal opportunity employer, and as a local governmental unit requires that its contractors will comply with all Federal, State and local laws, rules, regulations and requirements respecting Equal Employment Opportunity, Human Rights, Non-discrimination, Americans with Disabilities and Affirmative Action.

Insurance

If selected, the respondent will be required to maintain insurance coverages, including but not limited to the following, in relation to the performance of its duties and responsibilities in operating the Ralph Engelstad Arena, the Huck Olson Memorial Arena, the MEC (Multi-Events Center), and the Tourist Park:

- **Liability Insurance** – a minimum of $5.0 million in Combined Single Limit general liability insurance, covering personal injury, property damage liability and contractual liability.
- **Workers Compensation Insurance** – that meets the statutory obligations with Coverage B – Employers Liability limits of at least $100,000 each accident, $500,000 disease-policy limit and $100,000 disease each employee.
- **Property Insurance** – replacement value (building and personal property) plus business interruption.

Litigation and Dispute Disclosure

Indicate and disclose all lawsuits including claims involving arbitration or other alternative dispute resolution mechanisms filed against the respondent and any affiliates within the past five years of the date of this RFP. Notwithstanding the above disclosure requirement, the respondent is not required to include in its disclosure of lawsuits the following litigation claims:

- Personal injury suits for amounts of less than $100,000 filed by visitors, guests, invitees, licensees or trespassers at or upon the real properties owned, leased, operated or managed by the respondent or its affiliates;
- Workmen's compensation claims filed by employees of the respondent or its affiliates or by independent contractors retained or hired by the respondent or affiliates;
- Mechanics, supplier or materialmen liens of less than $5,000; and
- Real property tax appeals.

Among the types of lawsuits that are expected to be disclosed are sexual harassment claims; age discrimination claims; other claims involving protected classes such as race, national origin, gender or sexual preference; breach of contract claims, especially those involving the lease or use of facilities by performers or vendors; and claims involving violations of collective bargaining agreements.

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**	$246,879.04
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	$249,000	15-May-24	2.75%	**15-May-19**	$247,271.94
New York Community Bank	Certificate of Deposit - Brokered	$183,000	03-Jun-24	0.30%	**03-Dec-21**	$180,037.23
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	$500,000	01-Oct-24	2.25%	**12-Aug-20**	$490,980.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	$245,000	27-Feb-25	1.80%	**27-Aug-20**	$237,324.15
State Bk India New York NY	Certificate of Deposit - Brokered	$183,000	10-Jun-25	1.05%	**10-Dec-20**	$174,236.13
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	$255,000	25-Aug-25	3.50%	**25-Feb-23**	$250,649.70
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	$246,000	30-Sep-25	0.40%	**31-Mar-21**	$229,577.04
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	$200,000	11-Feb-26	1.00%	**11-Aug-21**	$186,510.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	$246,000	30-Mar-26	2.85%	**01-Jul-22**	$241,767.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	$249,000	31-Mar-26	0.95%	**30-Jun-21**	$231,104.37
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	$245,000	16-Jun-26	0.85%	**16-Jul-21**	$225,588.65
Solutions Bk Forreston Ill	Certificate of Deposit - Brokered	$209,000	22-Sep-28	5.30%	**22-Oct-23**	$209,338.58
Defiance Ohio City Sch Dist	Bond - Brokered	$550,000	01-Dec-28	0.00%	**01-Dec-28**	$444,180.00
Fresno Calif Uni School Dist	Bond - Brokered	$300,000	01-Aug-25	0.00%	**01-Aug-25**	$277,974.00
Thief River Falls Minn Indpt	Bond - Brokered	$190,000	01-Feb-27	1.01%	**01-Feb-27**	$171,672.60
		RBC INVESTMENTS				$4,045,090.93
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	30-Apr-24	5.450%		$1,000,000.00
4M Term Series, MN	Certificate of Deposit - Brokered	$1,000,000	31-Oct-24	5.352%		$1,000,000.00
Farmers Ins Group Federal CU, CA	Certificate of Deposit - Brokered	$2,000,000	12-Jan-26	4.304%		$2,000,000.00
		4M INVESTMENTS				$4,470,000.00
		TOTAL CD INVESTMENTS				$8,615,090.93
MONEY MARKET ACCOUNTS						
Piper Jaffray	First American Gov't Obligations Fund			4.480%		$3,373,033.65
RBC	US Govt Money Market Fund					$3.65
League of Minnesota Cities	4M Money Market Fund			5.321%		$14,499,325.07
League of Minnesota Cities	4M Plus Fund			5.368%		$27,628.40
League of Minnesota Cities	4M LTD Account					$786,266.62
		TOTAL MONEY MARKET SAVINGS				$18,686,257.39
		GRAND TOTAL			**01/31/2024**	$27,301,348.32