

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, March 5, 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 FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
- 6. APPROVE AGENDA - *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***
- 7. CONSENT AGENDA - *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
 - 7.1. Approval of February 20, 2024 Council Proceedings (page 3-11)
 - 7.2. City of Thief River Falls Bills and Disbursements and Council Per Diems (page 12-37)
- 8. NEW BUSINESS**
 - 8.1. Approve purchase of public works sanding unit (page 38-39)
 - 8.2. Determining The Necessity to Issue General Obligation Equipment Certificates, Series 2024a (page 40-42)
 - 8.3. Approve Independent Service Contract – Holly Eckstein (page 43-46)

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

10. UPCOMING MEETINGS

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

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

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

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

10.5. Committee of Whole - March 15th, 2024 at 5:00 p.m.

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

11. INFORMATIONAL ITEMS

12. ADJOURNMENT

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

COUNCIL PROCEEDINGS

Tuesday, February 20, 2024

CALL TO ORDER

This meeting is officially called to order at 05:30 p.m. on February 20, 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 HEARING

- 2024 Street and Utilities Improvements
 - Julie Bruggeman - wants driveway done and asked for vendor; asking about right away and road plans
 - Solberg - Kendall S - asked about trees, Markley assessment and sidewalk on 1st
 - Glenn Kjaeski - 1st trail opportunity feels good connection 8ft
 - Jillian Wybar - Kendall - ask about length of payback - 12 years

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- NMPA Update - Jasper Schneider

APPROVE AGENDA

Councilmember Scott Pream motioned, being seconded by Councilmember Mike Lorenson, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 02.29.24: Approval of February 6, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 02.29.24, being seconded by Councilmember Mike Lorenson, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the February 6, 2024 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.30.24: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 02.30.24, being seconded by Councilmember Mike Lorenson, that:

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 02.31.24: Approval Order Plans and Specifications for 2024 Street and Utilities Improvements project.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 02.31.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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:

1st STREET RECONSTRUCTION & UTILITY IMPROVEMENTS:

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.

THIRTEENTH ST. STREET AND UTILITY IMPROVEMENTS:

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.

CROCKER AVENUE STREET & UTILITY IMPROVEMENTS:

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.

KENDALL AVENUE STREET & UTILITY IMPROVEMENTS:

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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Order Improvements and Call for Plans and Specifications for the 2024 Street & Utilities Improvements Project as follows:

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.32.24: Approve the purchase of plastic refuse bags from Revolution Materials, Inc. 2024

Following discussion, Councilmember Scott Pream introduced Resolution No. 02.32.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Approve the purchase of plastic refuse bags from Revolution Materials, inc. in the amount of \$35,700.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.33.24: Resolution to Agree to Maintain Facility - 1st Street Corridor Transportation Alternatives Project

Following discussion, Councilmember Steve Narverud introduced Resolution No. 02.33.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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.

WHEREAS, 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 Carbon Reduction Project.

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

THEREFORE, BE IT RESOLVED 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 Carbon Reduction project.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.34.24: Resolution for the City of Thief River Falls, to Act as a Sponsoring Agency for the construction project, 1st Street Corridor Transportation Alternatives Project

Following discussion, Councilmember Steve Narverud introduced Resolution No. 02.34.24, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, 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.

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Approve the City of Thief River Falls to act as a sponsoring agency for the project identified as: 1st Street Corridor Carbon Reduction 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.35.24: Approve Membership in Community Venture Network (CVN)

Following discussion, Councilmember Scott Pream introduced Resolution No. 02.35.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, 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.

WHEREAS, Richard Baker has 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.

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

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.36.24: Approval of TRF Police Department to purchase a replacement radio for squad 2023.

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 02.36.24, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, 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.

WHEREAS, Public safety consented to the purchase of the replacement radio as it is essential for the duties of Law Enforcement.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Approval of TRF Police Department to replace the police radio in the 2023 squad car using Public Safety Aid Funds.

On vote being taken, the resolution was passed with Mayor Brian Holmer voting Ney.

RESOLUTION NO. 02.37.24: 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.

Following discussion, Councilmember Anthony Bolduc moved to table and send back to Public Safety/Liquor Committee, being seconded by Councilmember Jason Aarestad.

On vote being taken to table, the resolution was unanimous to send back to Public Safety/Liquor Committee.

RESOLUTION NO. 02.38.24: Approval of TRF Police Department to purchase of 2 Microsoft Surface Pro Tablets for the Chief and Deputy Chief cars

Following discussion, Councilmember Mike Lorenson moved to table and send back to Administrative Services Committee, being seconded by Councilmember Michele McCraw, that:

On vote being taken to table, the resolution was unanimous to send back to Administrative Services Committee.

RESOLUTION NO. 02.39.24: To approve the opening of a patrol officer position with the department

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 02.39.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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.

WHEREAS, The Police Department is currently at 15 full time officers. We are currently 2 officers short.

WHEREAS, This is a budgeted item for 2024

THEREFORE, BE IT RESOLVED Approve opening a patrol officer position to fill a vacancy that occurred with a recent resignation of Erik Jax on January 24th, 2024.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.40.24: Approve Public Safety Aid Purchase of four portable radio batteries and headlight upgrades to E97, E05, R01

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 02.40.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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.

WHEREAS, 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.

WHEREAS, Public Safety Aid.

THEREFORE, BE IT RESOLVED Approve spending approximately \$3000 From the Public Safety Aid money on four portable radio batteries and headlight upgrades to E97, E05, R01

On vote being taken, the resolution was passed with Mayor Brian Holmer voting Ney.

RESOLUTION NO. 02.41.24: Authorize City Administrator to sign the VIA Engagement letter – GASB 75

Following discussion, Councilmember Steve Narverud introduced Resolution No. 02.41.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The City is required to have actuarial services completed every 5 years for

the Thief River Falls Police Relief Association.

WHEREAS, This is a budgeted item.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

Hazard Mitigation Plan Workgroup

Mayor Holmer would like a Hazard Mitigation Plan work group to complete a form.

The work group will consist of Mayor Holmer, Jason Aarestad and Mike Lorenson.

RESOLUTION NO. 02.42.24: Authorize City Administrator to send the proposed Apprentice Lineworker job description to DDA - David Drown Associates, for creating and grading this position

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 02.42.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, To efficiently run the Electric Department an Apprentice Linework position needs to be created.

WHEREAS, This is a budgeted position for 2024.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.43.24: Approval of 2024 - 2026 Teamster #320 Public and Teamster #320 Fire Union Contracts

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 02.43.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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.

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

THEREFORE, BE IT RESOLVED Approve the Teamster #320 Public and Teamster #320 Fire Union Contracts for years 2024 – 2026.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.45.24: Approval to open Human Resource Coordinator Position

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 02.45.24, being seconded by Councilmember Anthony Bolduc, that:

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

WHEREAS, This position is a budgeted position.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.46.24: Approval of RFP for Venue Management Services

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 02.46.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mayor Holmer mentioned they are still accepting sign-ups for Legislative Action Day. Zoning Bill is taking local authority away for zoning. Reduce carbon footprint by not owning a vehicle. Housing bills we should support and SRO bill.
- Councilmember Mike Lorenson mentioned residents should schedule their water meter change outs.

UPCOMING MEETINGS

- City Council Meeting - March 5th at 5:30 p.m. (Needs to be done by 6 pm for Presidential Primary)
- Public Utilities Committee - March 11th at 7:00 a.m.
- Public Safety/Liquor Committee - March 11th at 4:30 p.m.
- Administrative Services Committee - March 12th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - March 13th at 4:30 p.m.
- City Council Meeting - March 19th at 5:30 p.m.

INFORMATIONAL ITEMS

- January 2024 Investment Summary

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream being seconded by Councilmember Mike Lorenson to adjourn at 6:58 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator

COUNCIL PER DIEM TO BE PAID ON 03/21/2024 PAYROLL
Presented 03/05/2024 Council Meeting

Steven Narverud - January 2024

01/08/24	Public Safety	4:30-7:00	Council Chambers	\$32.50
01/09/24	Planning and Zoning	5:00-5:45	Council Chambers	\$32.50
01/10/24	Labor Committee - Negotiations	9:00-11:00	Council Chambers	\$32.50
01/10/24	Public Works	4:30-7:00	Council Chambers	\$32.50
01/18/24	Open Line	11:00-12:00	KTRF	\$32.50
01/26/24	Meeting with Senator Klobucher	5:30-6:30	River and Rails	\$32.50
01/30/24	Advance Thief River	12:00-1:00	Legion	\$32.50
				\$227.50
				\$227.50

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	



UBPKT02281 - Refunds 01 UBPKT02280 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
10-01290-004	BLOOM, CHRISTOPHER M	2/28/2024	91968	361.67			361.67	Generated From Billing
15-01846-014	MATEY, ALVARO GONZALES	2/28/2024	91969	1.56			1.56	Generated From Billing
15-01907-000	COMSTOCK, PARKER A	2/28/2024	91970	103.36			103.36	Generated From Billing
18-02392-000	CUMMINGS, EILEEN B	2/28/2024	91971	831.83			831.83	Generated From Billing
23-03139-004	BARLEY, MARQUISE O	2/28/2024	91972	31.33			31.33	Generated From Billing
23-04465-004	HERNANDEZ, GREGORY	2/28/2024	91973	92.10			92.10	Generated From Billing
24-04764-042	TAYLOR, LOGAN D	2/28/2024	91974	186.86			186.86	Generated From Billing
26-03700-005	ISAACSON, JASON J	2/28/2024	91975	65.84			65.84	Generated From Billing
26-05190-001	SUTTON, DAVID L	2/28/2024	91976	175.48			175.48	Generated From Billing
26-05212-001	DIAZ, IRENE	2/28/2024	91977	203.38			203.38	Generated From Billing
31-05215-001	YIN, DONG	2/28/2024	91978	191.20			191.20	Generated From Billing
31-05261-002	NELSON, KRISTI R	2/28/2024	91979	198.59			198.59	Generated From Billing
Total Refunds: 12				Total Refunded Amount:			2,443.20	

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	2443.20
Revenue Total:	2443.20

General Ledger Distribution

Posting Date: 02/28/2024

	Account Number	Account Name	Posting Amount	IFT
Fund:	690 - ELECTRIC UTILITY FUND			
	690-10101	Cash & Investments	-2,443.20	Yes
	690-11530	Accts Receivable - Billing	2,443.20	
	690 Total:		0.00	
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-2,443.20	Yes
	999-20700	Due To Other Funds	2,443.20	
	999 Total:		0.00	
	Distribution Total:		0.00	



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00879 - 02/16/2024 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0202171500	01/03/2024	610-4810-62510	Liquor for Resale	PRICE ADJUSTMENT - #201...		20.00
Vendor BELLBOY CORP - LIQUOR Total:							20.00
Grand Total:							20.00

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	20.00
Grand Total:	20.00

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	20.00
Grand Total:		20.00

Project Account Summary

Project Account Key	Expense Amount
None	20.00
Grand Total:	20.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00883 - 02/23/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	151823	01/02/2024	620-4850-62290	Water Meter Maintenance	CABLE TIES		9.18
ACE HARDWARE	151972	01/04/2024	100-4194-62990	Misc. Operating Expense	CLOROX / PINE SOL / GLUE		43.35
ACE HARDWARE	152241	01/09/2024	100-4510-62240	Department Maint & Repair	HARDWARE		5.70
ACE HARDWARE	152323	01/10/2024	100-4510-62240	Department Maint & Repair	HARDWARE		9.50
ACE HARDWARE	152455	01/12/2024	100-4312-62240	Department Maint & Repair	WASHERS		17.07
ACE HARDWARE	152801	01/17/2024	620-4840-62990	Misc. Operating Expense	ELEC TAPE / PACKING TAPE -..		20.75
ACE HARDWARE	153240	01/24/2024	620-4840-62170	Field Supplies	BATTERY - LAB SUPPLIES		31.98
ACE HARDWARE	153243	01/24/2024	620-4840-62990	Misc. Operating Expense	CPVC ADPT / ELBOW / CPLG ..		3.76
ACE HARDWARE	153387	01/26/2024	620-4850-62230	Building Maint & Repair	PIGEON SCREENS		6.59
ACE HARDWARE	153564	01/30/2024	620-4850-62230	Building Maint & Repair	WTP RAILING PAINT		121.10
ACE HARDWARE	153651	01/31/2024	100-4194-62230	Building Maint & Repair	LIGHT BULBS		17.98
Vendor ACE HARDWARE Total:							286.96
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	100-4150-62020	Computer Supplies	1ST HALF FEB 2024 - WEBC...		29.99
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	100-4210-62020	Computer Supplies	1ST HALF FEB 2024 - DVD B...		178.77
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	100-4210-62020	Computer Supplies	1ST HALF FEB 2024 - PHONE...		29.95
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	100-4210-62420	Computer Equipment	1ST HALF FEB 2024 - MONI...		399.48
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	100-4210-62990	Misc. Operating Expense	1ST HALF FEB 2024 - HANITL...		269.81
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	100-4650-62020	Computer Supplies	1ST HALF FEB 2024 - WEBC...		29.99
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	620-4840-62170	Field Supplies	1ST HALF FEB 2024 - LAB SU...		10.98
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	620-4840-62170	Field Supplies	1ST HALF FEB 2024 - LAB SU...		18.21
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	620-4840-62170	Field Supplies	1ST HALF FEB 2024 - LAB FL...		315.96
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	620-4850-62220	Plant Equip Maint & Repair	1ST HALF FEB 2024 - PHOSP...		203.43
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	690-4840-62990	Misc. Operating Expense	1ST HALF FEB 2024 - MAGN...		421.79
AMAZON CAPITAL SERVICES .. 1ST HALF FEB 2024		02/23/2024	690-4850-62350	Power Plant/Dam Maint	1ST HALF FEB 2024 - OIL AB...		603.12
Vendor AMAZON CAPITAL SERVICES INC Total:							2,511.48
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	91893	02/16/2024	610-4810-62510	Liquor for Resale	PRICE ON INVOICE INCORR...		20.00
Vendor BELLBOY CORP - LIQUOR Total:							20.00
Vendor: FLEET SUPPLY							
FLEET SUPPLY	141984	01/05/2024	100-4315-62880	Personal Protective Equipm...	GLOVES		52.97
FLEET SUPPLY	142230	01/17/2024	620-4850-62210	Equipment Maint & Repair	ANTI FREEZE - MCGLAUGHL...		27.54
FLEET SUPPLY	25530	01/04/2024	690-4840-62880	Personal Protective Equipm...	WINTER GLOVES		26.33
FLEET SUPPLY	25537	01/04/2024	690-4840-62880	Personal Protective Equipm...	WINTER GLOVES		25.49
FLEET SUPPLY	25555	01/04/2024	690-4840-62880	Personal Protective Equipm...	WINTER GLOVES		12.74
FLEET SUPPLY	25592	01/08/2024	690-4840-62880	Personal Protective Equipm...	WINTER GLOVES		22.49

Council Approval Register

Packet: APPKT00883 - 02/23/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
FLEET SUPPLY	25603	01/08/2024	690-4840-62880	Personal Protective Equipm...	WINTER GLOVES		23.78
FLEET SUPPLY	25607	01/08/2024	690-4840-62880	Personal Protective Equipm...	WINTER GLOVES		63.72
FLEET SUPPLY	25614	01/09/2024	100-4315-62210	Equipment Maint & Repair	DUST CAP		7.19
FLEET SUPPLY	25924	01/25/2024	680-4840-62880	Personal Protective Equipm...	JETTING GLOVES		16.14
FLEET SUPPLY	25949	01/26/2024	690-4850-62350	Power Plant/Dam Maint	ICE MELT		39.96
FLEET SUPPLY	26030	01/31/2024	100-4315-62210	Equipment Maint & Repair	HARDWARE		11.23
Vendor FLEET SUPPLY Total:							329.58

Vendor: GARDEN VALLEY TECHNOLOGIES

GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4150-63210	Communication Expense	DIRECT DIAL DAY CHARGES - ...		9.34
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4150-63210	Communication Expense	PHONE CHARGES - FEB / M...		432.98
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4194-63210	Communication Expense	PHONE CHARGES - FEB / M...		62.86
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4220-63210	Communication Expense	PHONE CHARGES - FEB / M...		26.99
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4220-63210	Communication Expense	PHONE CHARGES - FEB / M...		103.86
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4312-63210	Communication Expense	PHONE CHARGES - FEB / M...		41.99
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4315-63210	Communication Expense	PHONE CHARGES - FEB / M...		41.98
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4510-63210	Communication Expense	PHONE CHARGES - FEB / M...		48.99
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4570-63210	Communication Expense	PHONE CHARGES - FEB / M...		9.99
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4650-63210	Communication Expense	PHONE CHARGES - FEB / M...		93.97
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4660-63210	Communication Expense	PHONE CHARGES - FEB / M...		44.00
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	100-4670-64500	Senior Citizen Programs	PHONE CHARGES - FEB / M...		81.72
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	610-4830-63210	Communication Expense	PHONE CHARGES - FEB / M...		154.80
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	620-4830-63210	Communication Expense	PHONE CHARGES - FEB / M...		222.87
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	630-4830-63210	Communication Expense	PHONE CHARGES - FEB / M...		322.71
GARDEN VALLEY TECHNOL...	101308498	02/10/2024	690-4830-63210	Communication Expense	PHONE CHARGES - FEB / M...		341.91
Vendor GARDEN VALLEY TECHNOLOGIES Total:							2,040.96

Vendor: HDR ENGINEERING INC - CHICAGO

HDR ENGINEERING INC - CH...	1200593958-2	02/22/2024	555-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - TH #59 CORR...		20,880.41
Vendor HDR ENGINEERING INC - CHICAGO Total:							20,880.41

Vendor: L & M SUPPLY INC

L & M SUPPLY INC	2279167	01/02/2024	100-4510-62240	Department Maint & Repair	BATTERIES		15.99
L & M SUPPLY INC	2279346	01/02/2024	680-4850-62230	Building Maint & Repair	HEATER - SEWER LIFT #4		99.99
L & M SUPPLY INC	2280004	01/03/2024	100-4315-62230	Building Maint & Repair	HARDWARE		2.88
L & M SUPPLY INC	2280339	01/04/2024	100-4315-62880	Personal Protective Equipm...	CLEANERS		31.96
L & M SUPPLY INC	2280768	01/05/2024	690-4850-62350	Power Plant/Dam Maint	WIRE BRUSHES		25.94
L & M SUPPLY INC	2281071	01/05/2024	690-4850-62210	Equipment Maint & Repair	BOLTS - #102		9.57
L & M SUPPLY INC	2282521	01/08/2024	100-4510-62240	Department Maint & Repair	SIGNS		7.92
L & M SUPPLY INC	2282873	01/09/2024	690-4850-62350	Power Plant/Dam Maint	SPRAY FOAM		21.96
L & M SUPPLY INC	2283850	01/11/2024	100-4510-62230	Building Maint & Repair	GARAGE HEATER - NORTH...		99.99
L & M SUPPLY INC	2284286	01/12/2024	100-4510-62230	Building Maint & Repair	HARDWARE		2.69
L & M SUPPLY INC	2292708	01/27/2024	620-4840-62990	Misc. Operating Expense	FUNNEL - DIST SUPPLIES		22.48
L & M SUPPLY INC	2294505	01/31/2024	100-4510-62240	Department Maint & Repair	PAINT BRUSH		8.49
L & M SUPPLY INC	2294527	01/31/2024	820-4850-62230	Building Maint & Repair	FASTENERS		10.35
L & M SUPPLY INC	2294611	01/31/2024	690-4850-62350	Power Plant/Dam Maint	CONCRETE PATCH / DRYWA...		20.47

Council Approval Register

Packet: APPKT00883 - 02/23/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
L & M SUPPLY INC	2294633	01/31/2024	690-4840-62990	Misc. Operating Expense	RIVETS		15.98
Vendor L & M SUPPLY INC Total:							396.66
Vendor: MINNESOTA ENERGY GROUP-00002							
MINNESOTA ENERGY GROU...	4918059145	02/13/2024	100-4312-63890	Utilities Expense	GAS METER READING - JAN ...		480.93
MINNESOTA ENERGY GROU...	4918059145	02/13/2024	100-4315-63890	Utilities Expense	GAS METER READING - JAN ...		358.69
MINNESOTA ENERGY GROU...	4918059145	02/13/2024	100-4510-63890	Utilities Expense	GAS METER READING - JAN ...		106.48
MINNESOTA ENERGY GROU...	4918059145	02/13/2024	100-4510-63890	Utilities Expense	GAS METER READING - JAN ...		153.73
Vendor MINNESOTA ENERGY GROUP-00002 Total:							1,099.83
Vendor: MN DPT OF REVENUE - SALES/USE TAX							
MN DPT OF REVENUE - SAL...	JAN 2024 - LQR	02/21/2024	610-20220	Sales Tax Payable	SALES TAX - JAN 2024		32,798.00
Vendor MN DPT OF REVENUE - SALES/USE TAX Total:							32,798.00
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	731562	01/04/2024	690-4850-62350	Power Plant/Dam Maint	ENGINE DEGREASER		52.68
N A P A AUTO PARTS THF R...	731639	01/08/2024	690-4840-62990	Misc. Operating Expense	TRENCHER OIL / FLOOR DRY		62.30
N A P A AUTO PARTS THF R...	731741	01/11/2024	100-4510-62210	Equipment Maint & Repair	WIPER BLADE - #5425		17.58
N A P A AUTO PARTS THF R...	731775	01/12/2024	100-4315-62210	Equipment Maint & Repair	ANTISEIZE		11.99
N A P A AUTO PARTS THF R...	731917	01/18/2024	690-4850-62210	Equipment Maint & Repair	ANTIFREEZE / FILTERS AIR &...		150.83
N A P A AUTO PARTS THF R...	732114	01/25/2024	100-4510-62210	Equipment Maint & Repair	FUEL LINE - #5425		5.72
N A P A AUTO PARTS THF R...	732138	01/26/2024	690-4850-62350	Power Plant/Dam Maint	FILTERS - OIL		698.62
N A P A AUTO PARTS THF R...	732210	01/30/2024	100-4312-62210	Equipment Maint & Repair	FUEL LINE		35.75
N A P A AUTO PARTS THF R...	732229	01/31/2024	100-4510-62210	Equipment Maint & Repair	HUB ASSEMBLY - #5425		659.98
N A P A AUTO PARTS THF R...	732230	01/31/2024	100-4315-62210	Equipment Maint & Repair	BLISTER PACK CAPSULES - #...		15.98
Vendor N A P A AUTO PARTS THF RVR FL Total:							1,711.43
Vendor: NORTH RISK PARTNERS LLC							
NORTH RISK PARTNERS LLC	6456792	01/01/2024	100-4670-63610	Insurance Expense	2024 WORKER COMPENSAT...		109,451.22
NORTH RISK PARTNERS LLC	6456792	01/01/2024	610-4870-63610	Insurance Expense	2024 WORKER COMPENSAT...		8,563.21
NORTH RISK PARTNERS LLC	6456792	01/01/2024	620-4870-63610	Insurance Expense	2024 WORKER COMPENSAT...		6,251.59
NORTH RISK PARTNERS LLC	6456792	01/01/2024	680-4870-63610	Insurance Expense	2024 WORKER COMPENSAT...		3,884.12
NORTH RISK PARTNERS LLC	6456792	01/01/2024	690-4870-63610	Insurance Expense	2024 WORKER COMPENSAT...		15,812.35
NORTH RISK PARTNERS LLC	6456792	01/01/2024	820-4870-63610	Insurance Expense	2024 WORKER COMPENSAT...		1,611.51
Vendor NORTH RISK PARTNERS LLC Total:							145,574.00
Vendor: NORTHERN MUNICIPAL POWER AGENCY							
NORTHERN MUNICIPAL PO...	JAN 2024 - 2	02/13/2024	690-4810-68400	Purchased Power	DE & ENERGY - JAN 2024		1,032,834.96
Vendor NORTHERN MUNICIPAL POWER AGENCY Total:							1,032,834.96
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE ...	01 2024-02 2024	02/23/2024	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES...		1,400.00
PENNINGTON CO HUMANE ...	01 2024-02 2024	02/23/2024	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES...		1,400.00
Vendor PENNINGTON CO HUMANE SOCIETY Total:							2,800.00
Vendor: SHEVLIN FIRE DEPARTMENT							
SHEVLIN FIRE DEPARTMENT	04 11 24	02/22/2024	100-4220-64400	Travel, Conference, School	REG FEE - NORTHERN RGN ...		100.00
Vendor SHEVLIN FIRE DEPARTMENT Total:							100.00

Council Approval Register

Packet: APPKT00883 - 02/23/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: T R F HARDWARE							
T R F HARDWARE	22221279	01/08/2024	690-4840-62990	Misc. Operating Expense	TIRES - TWO WHEELER		43.98
T R F HARDWARE	22221295	01/08/2024	100-4315-62210	Equipment Maint & Repair	STRAPS - #5601		12.95
T R F HARDWARE	22221399	01/09/2024	620-4840-62990	Misc. Operating Expense	WTP - HIGH SERVICE PUMP...		4.49
T R F HARDWARE	22221522	01/10/2024	820-4850-62230	Building Maint & Repair	BATHROOM HARDWARE		12.48
T R F HARDWARE	22221580	01/11/2024	620-4850-62200	System Expense	CURB BOX EXTENSION		10.99
T R F HARDWARE	22222057	01/17/2024	690-4840-62990	Misc. Operating Expense	STORAGE BIN DIVIDERS		6.29
T R F HARDWARE	22222495	01/22/2024	690-4840-62880	Personal Protective Equipm...	BIT HOLDER - #105		16.99
T R F HARDWARE	22222537	01/22/2024	100-4220-62230	Building Maint & Repair	COUPLING / ADAPTER - SU...		7.48
T R F HARDWARE	22222750	01/25/2024	100-4510-62210	Equipment Maint & Repair	HARDWARE - #5425		3.00
T R F HARDWARE	22223173	01/30/2024	100-4510-62240	Department Maint & Repair	PAINT / PRIMER		53.46
Vendor T R F HARDWARE Total:							172.11
Vendor: THINK TOURISM							
THINK TOURISM	5285 - DUPL	02/23/2024	610-4880-63490	Advertising	2024 VISITORS GUIDE ADVE...		1,395.00
Vendor THINK TOURISM Total:							1,395.00
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	MAR 2024	02/23/2024	810-4820-61500	Annuity Payments	POLICE PENSION - MAR 2024		1,098.61
Vendor YVONNE PEDERSON Total:							1,098.61
Grand Total:							1,246,049.99

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	116,546.51
555 - TH59 CORRIDOR	20,880.41
610 - LIQUOR DISPENSARY	42,931.01
620 - WATER UTILITY FUND	7,281.90
630 - ARENAS - VENUWORKS	322.71
680 - WASTEWATER UTILITY FUND	4,000.25
690 - ELECTRIC UTILITY FUND	1,051,354.25
810 - POLICE RELIEF ASSOCIATION	1,098.61
820 - GREENWOOD CEMETERY FUND	1,634.34
Grand Total:	1,246,049.99

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62020	Computer Supplies	29.99
100-4150-63210	Communication Expense	442.32
100-4194-62230	Building Maint & Repair	17.98
100-4194-62990	Misc. Operating Expense	43.35
100-4194-63210	Communication Expense	62.86
100-4210-62020	Computer Supplies	208.72
100-4210-62420	Computer Equipment	399.48
100-4210-62990	Misc. Operating Expense	269.81
100-4210-63100	Animal Control	2,800.00
100-4220-62230	Building Maint & Repair	7.48
100-4220-63210	Communication Expense	130.85
100-4220-64400	Travel, Conference, Sch...	100.00
100-4312-62210	Equipment Maint & Repa..	35.75
100-4312-62240	Department Maint & Re...	17.07
100-4312-63210	Communication Expense	41.99
100-4312-63890	Utilities Expense	480.93
100-4315-62210	Equipment Maint & Repa..	59.34
100-4315-62230	Building Maint & Repair	2.88
100-4315-62880	Personal Protective Equi...	84.93
100-4315-63210	Communication Expense	41.98
100-4315-63890	Utilities Expense	358.69
100-4510-62210	Equipment Maint & Repa..	686.28
100-4510-62230	Building Maint & Repair	102.68
100-4510-62240	Department Maint & Re...	101.06
100-4510-63210	Communication Expense	48.99
100-4510-63890	Utilities Expense	260.21
100-4570-63210	Communication Expense	9.99
100-4650-62020	Computer Supplies	29.99
100-4650-63210	Communication Expense	93.97

Account Summary

Account Number	Account Name	Expense Amount
100-4660-63210	Communication Expense	44.00
100-4670-63610	Insurance Expense	109,451.22
100-4670-64500	Senior Citizen Programs	81.72
555-4680-65920	Work in Process - Eng/Ar...	20,880.41
610-20220	Sales Tax Payable	32,798.00
610-4810-62510	Liquor for Resale	20.00
610-4830-63210	Communication Expense	154.80
610-4870-63610	Insurance Expense	8,563.21
610-4880-63490	Advertising	1,395.00
620-4830-63210	Communication Expense	222.87
620-4840-62170	Field Supplies	377.13
620-4840-62990	Misc. Operating Expense	51.48
620-4850-62200	System Expense	10.99
620-4850-62210	Equipment Maint & Repa..	27.54
620-4850-62220	Plant Equip Maint & Rep...	203.43
620-4850-62230	Building Maint & Repair	127.69
620-4850-62290	Water Meter Maintenanc...	9.18
620-4870-63610	Insurance Expense	6,251.59
630-4830-63210	Communication Expense	322.71
680-4840-62880	Personal Protective Equi...	16.14
680-4850-62230	Building Maint & Repair	99.99
680-4870-63610	Insurance Expense	3,884.12
690-4810-68400	Purchased Power	1,032,834.96
690-4830-63210	Communication Expense	341.91
690-4840-62880	Personal Protective Equi...	191.54
690-4840-62990	Misc. Operating Expense	550.34
690-4850-62210	Equipment Maint & Repa..	160.40
690-4850-62350	Power Plant/Dam Maint	1,462.75
690-4870-63610	Insurance Expense	15,812.35
810-4820-61500	Annuity Payments	1,098.61
820-4850-62230	Building Maint & Repair	22.83
820-4870-63610	Insurance Expense	1,611.51
Grand Total:		1,246,049.99

Project Account Summary

Project Account Key	Expense Amount
None	1,246,049.99
Grand Total:	1,246,049.99



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00886 - 03/05/24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMERICAN WELDING & GAS INC							
AMERICAN WELDING & GAS...	0009925819	02/26/2024	620-4840-62160	Chemicals	CHEMICALS		4,488.02
Vendor AMERICAN WELDING & GAS INC Total:							4,488.02
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2402	02/24/2024	620-4840-62160	Chemicals	CHEMICALS		9,511.07
Vendor AQUA PURE INC Total:							9,511.07
Vendor: BRIAN DUANE HOLMER							
BRIAN DUANE HOLMER	01 18 24	01/18/2024	100-4110-64400	Travel, Conference, School	REIMBURSE MILEAGE - RED...		158.12
Vendor BRIAN DUANE HOLMER Total:							158.12
Vendor: BRODIN SHEET METAL INC							
BRODIN SHEET METAL INC	67416	02/15/2024	100-4560-62230	Building Maint & Repair	GAS VALVE / INDUCER - FU...		587.59
Vendor BRODIN SHEET METAL INC Total:							587.59
Vendor: COMPASS MINERALS AMERICA							
COMPASS MINERALS AMER...	1296661	02/02/2024	100-4312-62280	Salt & Gravel Expense	TREATED ROAD SALT		7,789.50
Vendor COMPASS MINERALS AMERICA Total:							7,789.50
Vendor: ESRI							
ESRI	94662831	02/09/2024	100-4650-63020	Computer Maintenance & li...	ANNUAL MAINTENANCE A...		5,000.00
ESRI	94662831	02/09/2024	620-4890-63020	Computer Maintenance & li...	ANNUAL MAINTENANCE A...		2,500.00
ESRI	94662831	02/09/2024	680-4890-63020	Computer Maintenance & li...	ANNUAL MAINTENANCE A...		2,500.00
ESRI	94662831	02/09/2024	690-4890-63020	Computer Maintenance & li...	ANNUAL MAINTENANCE A...		5,000.00
Vendor ESRI Total:							15,000.00
Vendor: GALLS LLC							
GALLS LLC	027064815	02/12/2024	100-4210-62880	Personal Protective Equipm...	UNIFORM TIES		55.75
Vendor GALLS LLC Total:							55.75
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIP...	40074	02/15/2024	100-4220-62880	Personal Protective Equipm...	TURNOUT GEAR		4,171.00
Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:							4,171.00
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200595017	02/08/2024	670-4890-63030	Contracts Expense	PROF SRVCS - CHIEFS COUL...		23,326.11
Vendor HDR ENGINEERING INC - CHICAGO Total:							23,326.11
Vendor: JAMISON STEER							
JAMISON STEER	REIMB 02 23 24	02/23/2024	100-4210-62880	Personal Protective Equipm...	REIMBURSE - WORK BOOT ...		164.95
Vendor JAMISON STEER Total:							164.95

Council Approval Register

Packet: APPKT00886 - 03/05/24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MINNESOTA CHIEFS OF POLICE ASC							
MINNESOTA CHIEFS OF POL...	15528	02/22/2024	100-4210-63320	Training Expense	REG FEE - M ROFF / 2024 ETI..		550.00
Vendor MINNESOTA CHIEFS OF POLICE ASC Total:							550.00
Vendor: MINNKOTA POWER COOPERATIVE INC							
MINNKOTA POWER COOPE...	1158254	02/14/2024	690-4850-62350	Power Plant/Dam Maint	USAGE FEE - BATTERY CHA...		631.89
Vendor MINNKOTA POWER COOPERATIVE INC Total:							631.89
Vendor: MN POLLUTION CONTROL AGENCY							
MN POLLUTION CONTROL ...	10000178737	02/14/2024	680-4890-64370	Taxes and Licenses	ANNUAL WATER PERMIT FEE		5,900.00
Vendor MN POLLUTION CONTROL AGENCY Total:							5,900.00
Vendor: MN STATE COMM & TECH COLLEGE							
MN STATE COMM & TECH ...	121411	01/03/2024	100-4220-64400	Travel, Conference, School	FIRE INSTRUCTOR BOOK - T...		130.00
Vendor MN STATE COMM & TECH COLLEGE Total:							130.00
Vendor: NCL OF WISCONSIN INC							
NCL OF WISCONSIN INC	499057	02/01/2024	620-4840-62170	Field Supplies	LAB SUPPLIES		344.01
Vendor NCL OF WISCONSIN INC Total:							344.01
Vendor: NORMAN BETLAND							
NORMAN BETLAND	007	02/19/2024	100-4650-63030	Contracts Expense	GIS CONSULTING - FEB 2024		220.00
Vendor NORMAN BETLAND Total:							220.00
Vendor: NORTHWEST REGIONAL LIBRARY							
NORTHWEST REGIONAL LIB...	734	02/12/2024	100-4550-63140	Regional Library System Py...	1ST QTR 2024 ALLOCATION		43,556.00
Vendor NORTHWEST REGIONAL LIBRARY Total:							43,556.00
Vendor: PB PARENT HOLDCO LP							
PB PARENT HOLDCO LP	IV00277543	02/20/2024	690-4890-63030	Contracts Expense	FIRE ALARM INSPECTION		532.06
Vendor PB PARENT HOLDCO LP Total:							532.06
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE INC	49368	02/15/2024	100-4210-62210	Equipment Maint & Repair	STARTER - #1701		329.50
Vendor PENNINGTON FAST LUBE INC Total:							329.50
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B17970514	02/16/2024	100-4210-63020	Computer Maintenance & li...	SPEECHEXEC SOFTWARE		190.34
Vendor SHI INTERNATIONAL CORP Total:							190.34
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	100-4192-63020	Computer Maintenance & li...	MONTHLY SERVICE - MAR 2...		225.00
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	100-4192-63020	Computer Maintenance & li...	MONTHLY SERVICE - MAR 2...		82.05
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	100-4220-63020	Computer Maintenance & li...	MONTHLY SERVICE - MAR 2...		49.95
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	100-4312-63020	Computer Maintenance & li...	MONTHLY SERVICE - MAR 2...		56.95
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	100-4510-63210	Communication Expense	MONTHLY SERVICE - MAR 2...		104.50
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	610-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - MAR 2...		56.95
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	620-4830-63210	Communication Expense	MONTHLY SERVICE - MAR 2...		25.99
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	620-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - MAR 2...		49.95
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	680-4830-63210	Communication Expense	MONTHLY SERVICE - MAR 2...		85.50

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Packet: APPKT00886 - 03/05/24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	680-4830-63210	Communication Expense	MONTHLY SERVICE - MAR 2...		475.00
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	690-4830-63210	Communication Expense	MONTHLY SERVICE - MAR 2...		35.05
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	690-4830-63210	Communication Expense	MONTHLY SERVICE - MAR 2...		142.50
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	690-4830-63210	Communication Expense	MONTHLY SERVICE - MAR 2...		142.50
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - MAR 2...		49.95
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - MAR 2...		225.00
SJOBERG'S CABLE TV	MAR 2024	02/29/2024	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - MAR 2...		42.95
Vendor SJOBERG'S CABLE TV Total:							1,849.79
Vendor: STONES MOBILE RADIO INC							
STONES MOBILE RADIO INC	2055143	02/22/2024	100-4670-64530	Public Safety Grant Expenses	BATTERIES - HANDHELD RA...		623.80
STONES MOBILE RADIO INC	2055155	02/23/2024	100-4210-62400	Small Tools and Minor Equip	RADIO MICS / EARPIECES		690.00
Vendor STONES MOBILE RADIO INC Total:							1,313.80
Vendor: THE BROOKSHIRE CO LLC							
THE BROOKSHIRE CO LLC	24-1344	02/23/2024	100-4660-64330	Dues and Subscriptions	CVN MEMBERSHIP - 04/01/...		4,500.00
Vendor THE BROOKSHIRE CO LLC Total:							4,500.00
Vendor: THIEF RIVER AUTOMOTIVE LLC							
THIEF RIVER AUTOMOTIVE L...	TR106792	02/05/2024	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		75.03
THIEF RIVER AUTOMOTIVE L...	TR106796	02/15/2024	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		79.63
THIEF RIVER AUTOMOTIVE L...	TR106796	02/15/2024	100-4210-62210	Equipment Maint & Repair	CATALYST SENSORS		487.67
THIEF RIVER AUTOMOTIVE L...	TR106823	02/27/2024	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		66.84
THIEF RIVER AUTOMOTIVE L...	TR106928	02/13/2024	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		66.84
THIEF RIVER AUTOMOTIVE L...	TR106969	02/14/2024	100-4210-62210	Equipment Maint & Repair	BATTERY / INSTALLATION		278.73
THIEF RIVER AUTOMOTIVE L...	TR107109	02/23/2024	100-4210-62210	Equipment Maint & Repair	FAN / MOTOR ASY		795.38
THIEF RIVER AUTOMOTIVE L...	TR11666	01/31/2024	690-4850-62210	Equipment Maint & Repair	PARTS - REPAIR #111		72.93
Vendor THIEF RIVER AUTOMOTIVE LLC Total:							1,923.05
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	137 - 01 31 24	01/31/2024	610-4810-62590	Misc. Mdse for Resale	JAN 2024 STMT - NEWSPAP...		117.60
THIEF RIVER FALLS TIMES	137 - 01 31 24	01/31/2024	610-4880-63490	Advertising	JAN 2024 STMT -		165.00
THIEF RIVER FALLS TIMES	2024 RENEWAL	02/27/2024	690-4890-64330	Dues and Subscriptions	2024 TIMES SUBSCRIPTION ...		46.00
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	100-4110-62990	Misc. Operating Expense	JAN 2024 STMT - BUSINESS ...		360.00
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	100-4150-62010	Office Supplies	JAN 2024 STMT - GVT STAM...		1,881.00
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	100-4150-62010	Office Supplies	JAN 2024 STMT - GVT STAM...		1,867.25
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	100-4150-62010	Office Supplies	JAN 2024 STMT - BUSINESS ...		45.00
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	100-4150-63590	Printing & Publications	JAN 2024 STMT - AD 2024 S...		443.52
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	100-4550-62990	Misc. Operating Expense	JAN 2024 STMT - ADV BIDS L...		175.50
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	610-4880-63490	Advertising	JAN 2024 STMT - AD OFFSA...		299.25
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	610-4880-63490	Advertising	JAN 2024 STMT - AD OFFSA...		87.75
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	610-4880-63490	Advertising	JAN 2024 STMT - AD OFFSA...		87.75
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	620-4890-63590	Printing & Publications	JAN 2024 STMT - AD WATER...		54.00
THIEF RIVER FALLS TIMES	878 - 01 31 24	01/31/2024	620-4890-63590	Printing & Publications	JAN 2024 STMT - AD WATER...		54.00
Vendor THIEF RIVER FALLS TIMES Total:							5,683.62

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Packet: APPKT00886 - 03/05/24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	44234	02/06/2024	100-4210-62990	Misc. Operating Expense	POLICE BADGE EMBROIDERY		120.00
Vendor UNIVERSAL SCREENPRINT Total:							120.00
Grand Total:							133,026.17

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	75,977.39
610 - LIQUOR DISPENSARY	814.30
620 - WATER UTILITY FUND	17,027.04
670 - STORM WATER UTILITY FUND	23,326.11
680 - WASTEWATER UTILITY FUND	8,960.50
690 - ELECTRIC UTILITY FUND	6,920.83
Grand Total:	133,026.17

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62990	Misc. Operating Expense	360.00
100-4110-64400	Travel, Conference, Sch...	158.12
100-4150-62010	Office Supplies	3,793.25
100-4150-63590	Printing & Publications	443.52
100-4192-63020	Computer Maintenance...	307.05
100-4210-62120	Gas-Oil-Lube	288.34
100-4210-62210	Equipment Maint & Repa..	1,891.28
100-4210-62400	Small Tools and Minor E...	690.00
100-4210-62880	Personal Protective Equi...	220.70
100-4210-62990	Misc. Operating Expense	120.00
100-4210-63020	Computer Maintenance...	190.34
100-4210-63320	Training Expense	550.00
100-4220-62880	Personal Protective Equi...	4,171.00
100-4220-63020	Computer Maintenance...	49.95
100-4220-64400	Travel, Conference, Sch...	130.00
100-4312-62280	Salt & Gravel Expense	7,789.50
100-4312-63020	Computer Maintenance...	56.95
100-4510-63210	Communication Expense	104.50
100-4550-62990	Misc. Operating Expense	175.50
100-4550-63140	Regional Library System ...	43,556.00
100-4560-62230	Building Maint & Repair	587.59
100-4650-63020	Computer Maintenance...	5,000.00
100-4650-63030	Contracts Expense	220.00
100-4660-64330	Dues and Subscriptions	4,500.00
100-4670-64530	Public Safety Grant Expe...	623.80
610-4810-62590	Misc. Mdse for Resale	117.60
610-4880-63490	Advertising	639.75
610-4890-63020	Computer Maintenance...	56.95
620-4830-63210	Communication Expense	25.99
620-4840-62160	Chemicals	13,999.09
620-4840-62170	Field Supplies	344.01
620-4890-63020	Computer Maintenance...	2,549.95

Account Summary

Account Number	Account Name	Expense Amount
620-4890-63590	Printing & Publications	108.00
670-4890-63030	Contracts Expense	23,326.11
680-4830-63210	Communication Expense	560.50
680-4890-63020	Computer Maintenance...	2,500.00
680-4890-64370	Taxes and Licenses	5,900.00
690-4830-63210	Communication Expense	320.05
690-4850-62210	Equipment Maint & Repa..	72.93
690-4850-62350	Power Plant/Dam Maint	631.89
690-4890-63020	Computer Maintenance...	5,317.90
690-4890-63030	Contracts Expense	532.06
690-4890-64330	Dues and Subscriptions	46.00
Grand Total:		133,026.17

Project Account Summary

Project Account Key	Expense Amount
None	133,026.17
Grand Total:	133,026.17



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00888 - 02/28/24 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...	2630249705	02/20/2024	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 02/20/...		85.13
Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:							85.13
Vendor: CAPITAL ONE							
CAPITAL ONE	1653978138	02/19/2024	100-4194-62990	Misc. Operating Expense	JAN / FEB STMT - CLEANING...		127.20
CAPITAL ONE	1653978138	02/19/2024	100-4550-62990	Misc. Operating Expense	JAN / FEB STMT - CLEANING...		67.24
CAPITAL ONE	1653978138	02/19/2024	100-4560-62990	Misc. Operating Expense	JAN / FEB STMT - CLEANING...		81.98
CAPITAL ONE	1653978138	02/19/2024	620-4840-62990	Misc. Operating Expense	JAN / FEB STMT - WTP SUPP...		66.76
Vendor CAPITAL ONE Total:							343.18
Vendor: ELAN FINANCIAL SERVICES							
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4110-62400	Small Tools and Minor Equip	01/18/24 - 02/16/24 STMT -...		5,299.70
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4110-64400	Travel, Conference, School	01/18/24 - 02/16/24 STMT -...		275.28
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4192-63020	Computer Maintenance & li...	01/18/24 - 02/16/24 STMT -...		1,362.66
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4210-62990	Misc. Operating Expense	01/18/24 - 02/16/24 STMT -...		145.98
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4210-62990	Misc. Operating Expense	01/18/24 - 02/16/24 STMT -...		0.99
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4210-63020	Computer Maintenance & li...	01/18/24 - 02/16/24 STMT -...		164.00
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4220-63590	Printing & Publications	01/18/24 - 02/16/24 STMT -...		66.00
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4240-64400	Travel, Conference, School	01/18/24 - 02/16/24 STMT -...		20.00
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4240-64400	Travel, Conference, School	01/18/24 - 02/16/24 STMT -...		24.00
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4312-62210	Equipment Maint & Repair	01/18/24 - 02/16/24 STMT -...		2,890.00
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4315-62010	Office Supplies	01/18/24 - 02/16/24 STMT -...		13.49
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4315-62990	Misc. Operating Expense	01/18/24 - 02/16/24 STMT -...		105.55
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	100-4670-62010	Office Supplies	01/18/24 - 02/16/24 STMT -...		13.59
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	620-4840-62010	Office Supplies	01/18/24 - 02/16/24 STMT -...		31.48
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	680-4840-62010	Office Supplies	01/18/24 - 02/16/24 STMT -...		9.00
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	690-14100	Inventory - Materials	01/18/24 - 02/16/24 STMT -...		204.00
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	690-4840-62010	Office Supplies	01/18/24 - 02/16/24 STMT -...		35.98
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	690-4840-62880	Personal Protective Equipm...	01/18/24 - 02/16/24 STMT -...		75.22
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	690-4850-62210	Equipment Maint & Repair	01/18/24 - 02/16/24 STMT -...		220.15
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	690-4890-64370	Taxes and Licenses	01/18/24 - 02/16/24 STMT -...		188.00
ELAN FINANCIAL SERVICES	FEB 2024 STMT	02/28/2024	690-4890-64400	Travel, Conference, School	01/18/24 - 02/16/24 STMT -...		317.22
Vendor ELAN FINANCIAL SERVICES Total:							11,462.29
Vendor: MN DPT OF PUBLIC SAFETY - D V S							
MN DPT OF PUBLIC SAFETY -..	02 28 24	02/28/2024	100-4210-64370	Taxes and Licenses	(16) SQUAD LICENSE PLATES...		48.00
Vendor MN DPT OF PUBLIC SAFETY - D V S Total:							48.00

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Packet: APPKT00888 - 02/28/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MN DPT OF REVENUE - SALES/USE TAX							
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	100-20220	Sales Tax Payable	JAN 2024 - SALES / USE TAX ...		11,084.42
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	100-4312-62230	Building Maint & Repair	JAN 2024 SALES / USE TAX		3.96
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	100-4315-62210	Equipment Maint & Repair	JAN 2024 SALES / USE TAX		-68.97
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	100-4315-62880	Personal Protective Equipm...	JAN 2024 SALES / USE TAX		-8.25
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	610-4840-62140	Off Sale Supplies	JAN 2024 SALES / USE TAX		-9.66
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	610-4840-62990	Misc. Operating Expense	JAN 2024 SALES / USE TAX		-2.90
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	610-4850-62230	Building Maint & Repair	JAN 2024 SALES / USE TAX		-33.98
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	620-20220	Sales Tax Payable	JAN 2024 SALES / USE TAX -...		2,998.67
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	620-4840-62990	Misc. Operating Expense	JAN 2024 SALES / USE TAX		1.36
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	620-4850-62200	System Expense	JAN 2024 SALES / USE TAX		4.39
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	620-4850-62230	Building Maint & Repair	JAN 2024 SALES / USE TAX		103.67
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	680-4850-62200	System Expense	JAN 2024 SALES / USE TAX		182.56
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	690-14100	Inventory - Materials	JAN 2024 SALES / USE TAX		128.07
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	690-20220	Sales Tax Payable	JAN 2024 SALES / USE TAX -...		64,203.66
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	690-4840-62010	Office Supplies	JAN 2024 SALES / USE TAX		-5.68
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	690-4840-62990	Misc. Operating Expense	JAN 2024 SALES / USE TAX		-50.64
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	690-4850-62210	Equipment Maint & Repair	JAN 2024 SALES / USE TAX		-3.37
MN DPT OF REVENUE - SAL...	JAN 2024	02/28/2024	690-4850-62350	Power Plant/Dam Maint	JAN 2024 SALES / USE TAX		-26.31
Vendor MN DPT OF REVENUE - SALES/USE TAX Total:							78,501.00
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR V...	FDJ991	02/28/2024	100-4210-64330	Dues and Subscriptions	2013 FORD EXPLORER LICE...		16.25
Vendor PENNINGTON CO MOTOR VEHICLE Total:							16.25
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	002574	01/03/2024	690-4850-62350	Power Plant/Dam Maint	JAN 2024 MONITORING FEE ...		19.50
STEVEN O KVASAGER	002578	01/29/2024	690-4850-62350	Power Plant/Dam Maint	FEB 2024 MONITORING FEE ...		19.50
STEVEN O KVASAGER	002580	02/26/2024	690-4850-62350	Power Plant/Dam Maint	POTTER PFC PANEL INSTALL...		1,536.36
STEVEN O KVASAGER	002581	02/26/2024	690-4850-62350	Power Plant/Dam Maint	MAR 2024 MONITORING FE...		19.50
STEVEN O KVASAGER	002582	02/26/2024	690-4890-63030	Contracts Expense	MAR 2024 MONITORING FE...		19.50
Vendor STEVEN O KVASAGER Total:							1,614.36
Vendor: U S POSTMASTER							
U S POSTMASTER	MAR 2024	02/28/2024	100-4315-62010	Office Supplies	POSTAGE - MAR 2024 UTILI...		306.51
U S POSTMASTER	MAR 2024	02/28/2024	620-4840-62010	Office Supplies	POSTAGE - MAR 2024 UTILI...		715.18
U S POSTMASTER	MAR 2024	02/28/2024	680-4840-62010	Office Supplies	POSTAGE - MAR 2024 UTILI...		204.34
U S POSTMASTER	MAR 2024	02/28/2024	690-4840-62010	Office Supplies	POSTAGE - MAR 2024 UTILI...		817.35
Vendor U S POSTMASTER Total:							2,043.38
Grand Total:							94,113.59

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	22,039.58
610 - LIQUOR DISPENSARY	-46.54
620 - WATER UTILITY FUND	4,006.64
680 - WASTEWATER UTILITY FUND	395.90
690 - ELECTRIC UTILITY FUND	67,718.01
Grand Total:	94,113.59

Account Summary

Account Number	Account Name	Expense Amount
100-20220	Sales Tax Payable	11,084.42
100-4110-62400	Small Tools and Minor E...	5,299.70
100-4110-64400	Travel, Conference, Sch...	275.28
100-4192-63020	Computer Maintenance...	1,362.66
100-4194-62990	Misc. Operating Expense	127.20
100-4210-62990	Misc. Operating Expense	146.97
100-4210-63020	Computer Maintenance...	164.00
100-4210-64330	Dues and Subscriptions	16.25
100-4210-64370	Taxes and Licenses	48.00
100-4220-63590	Printing & Publications	66.00
100-4240-64400	Travel, Conference, Sch...	44.00
100-4312-62210	Equipment Maint & Repa..	2,890.00
100-4312-62230	Building Maint & Repair	3.96
100-4315-62010	Office Supplies	320.00
100-4315-62210	Equipment Maint & Repa..	-68.97
100-4315-62880	Personal Protective Equi...	-8.25
100-4315-62990	Misc. Operating Expense	105.55
100-4550-62990	Misc. Operating Expense	67.24
100-4560-62990	Misc. Operating Expense	81.98
100-4670-62010	Office Supplies	13.59
610-4840-62140	Off Sale Supplies	-9.66
610-4840-62990	Misc. Operating Expense	-2.90
610-4850-62230	Building Maint & Repair	-33.98
620-20220	Sales Tax Payable	2,998.67
620-4840-62010	Office Supplies	746.66
620-4840-62990	Misc. Operating Expense	68.12
620-4850-62200	System Expense	4.39
620-4850-62230	Building Maint & Repair	103.67
620-4890-63030	Contracts Expense	85.13
680-4840-62010	Office Supplies	213.34
680-4850-62200	System Expense	182.56
690-14100	Inventory - Materials	332.07
690-20220	Sales Tax Payable	64,203.66

Account Summary

Account Number	Account Name	Expense Amount
690-4840-62010	Office Supplies	847.65
690-4840-62880	Personal Protective Equi...	75.22
690-4840-62990	Misc. Operating Expense	-50.64
690-4850-62210	Equipment Maint & Repa..	216.78
690-4850-62350	Power Plant/Dam Maint	1,568.55
690-4890-63030	Contracts Expense	19.50
690-4890-64370	Taxes and Licenses	188.00
690-4890-64400	Travel, Conference, Sch...	317.22
Grand Total:		94,113.59

Project Account Summary

Project Account Key	Expense Amount
None	94,113.59
Grand Total:	94,113.59



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00890 - 02/29/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3659705	02/12/2024	610-4810-62520	Beer for Resale	BEER PURCHASE		115.40
Vendor ARTISAN BEER COMPANY Total:							115.40
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0107966800	02/06/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		35.00
BELLBOY CORP - BAR SUPPLY	0108022600	02/20/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		77.65
Vendor BELLBOY CORP - BAR SUPPLY Total:							112.65
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0202511900	02/06/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,343.92
BELLBOY CORP - LIQUOR	0202661800	02/20/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,997.03
Vendor BELLBOY CORP - LIQUOR Total:							5,340.95
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	313437	02/08/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		1,877.15
BEVERAGE WHOLESALERS I...	314168	02/14/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		135.20
Vendor BEVERAGE WHOLESALERS INC Total:							2,012.35
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	114252188	02/06/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,362.89
BREAKTHRU BEVERAGE	114252188	02/06/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		128.00
BREAKTHRU BEVERAGE	114277282	02/07/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		293.05
BREAKTHRU BEVERAGE	114450417	02/20/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		29.35
BREAKTHRU BEVERAGE	114453858	02/20/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		9,252.65
BREAKTHRU BEVERAGE	114453858	02/20/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		592.00
BREAKTHRU BEVERAGE	114453858	02/20/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		180.11
Vendor BREAKTHRU BEVERAGE Total:							15,838.05
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1852292	02/15/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		744.25
C & L DISTRIBUTING	1852292	02/15/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		90.00
Vendor C & L DISTRIBUTING Total:							834.25
Vendor: ELECTRONICS PLUS OF T R F INC							
ELECTRONICS PLUS OF T R F ...	FEB 2024-16	01/31/2024	610-4890-63030	Contracts Expense	2024 SECURITY SYSTEM LEA...		1,593.76
Vendor ELECTRONICS PLUS OF T R F INC Total:							1,593.76
Vendor: FORESTEDGE WINERY							
FORESTEDGE WINERY	5502	02/13/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		414.00
Vendor FORESTEDGE WINERY Total:							414.00

Council Approval Register

Packet: APPKT00890 - 02/29/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	JAN 2024	02/28/2024	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - JAN 20...		4,375.18
Vendor JIM HIRT TRUCKING INC Total:							4,375.18
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2479159	02/07/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		480.00
JOHNSON BROTHERS LIQU...	2479160	02/07/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		420.00
JOHNSON BROTHERS LIQU...	2481356	02/12/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		8,865.55
JOHNSON BROTHERS LIQU...	2481357	02/12/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		8,605.00
JOHNSON BROTHERS LIQU...	2483509	02/14/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		460.00
Vendor JOHNSON BROTHERS LIQUOR Total:							18,830.55
Vendor: MAVERICK WINE							
MAVERICK WINE	INV1175653	02/14/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,832.66
MAVERICK WINE	INV1175653	02/14/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		519.96
MAVERICK WINE	INV1180422	02/21/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		912.06
Vendor MAVERICK WINE Total:							3,264.68
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	761674	02/02/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		1,718.95
MC KINNON COMPANY INC	761895	02/06/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		7,239.90
MC KINNON COMPANY INC	761895	02/06/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		220.50
MC KINNON COMPANY INC	761964	02/06/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		130.00
MC KINNON COMPANY INC	761979	02/06/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		159.00
MC KINNON COMPANY INC	762907	02/09/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		6,422.70
MC KINNON COMPANY INC	762908	02/08/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		660.00
MC KINNON COMPANY INC	763105	02/13/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		11,566.85
MC KINNON COMPANY INC	764022	02/16/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		3,771.40
Vendor MC KINNON COMPANY INC Total:							31,889.30
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	148858	02/02/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		-253.80
NORTHWEST BEVERAGE INC	148858	02/02/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		7,491.15
NORTHWEST BEVERAGE INC	148860	02/05/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		15,686.55
NORTHWEST BEVERAGE INC	148866	02/06/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		700.60
NORTHWEST BEVERAGE INC	148970	02/09/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		815.10
NORTHWEST BEVERAGE INC	148970	02/09/2024	610-4810-62510	Liquor for Resale	PURCHASE - BEER		2,266.45
NORTHWEST BEVERAGE INC	148987	02/12/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		11,618.90
Vendor NORTHWEST BEVERAGE INC Total:							38,324.95
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	227206	01/31/2024	610-4810-62530	Wine for Resale	PPURCHASE - WINE		4,262.00
PAUSTIS WINE COMPANY	227206	01/31/2024	610-4810-62610	Freight In (Liquor)	PURCHASE - FREIGHT		57.00
Vendor PAUSTIS WINE COMPANY Total:							4,319.00
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6734841	02/07/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		270.00
PHILLIPS WINE & SPIRITS	6736488	02/12/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		12,935.75

Council Approval Register

Packet: APPKT00890 - 02/29/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
PHILLIPS WINE & SPIRITS	6736489	02/12/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,419.05
PHILLIPS WINE & SPIRITS	6736490	02/12/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		202.30
Vendor PHILLIPS WINE & SPIRITS Total:							14,827.10
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2441512	02/06/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		8,827.15
SOUTHERN GLAZERS OF MN	2441512	02/06/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,396.56
SOUTHERN GLAZERS OF MN	2441512	02/06/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		54.00
SOUTHERN GLAZERS OF MN	2445561	02/15/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		51.00
SOUTHERN GLAZERS OF MN	2446667	02/20/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		7,743.70
SOUTHERN GLAZERS OF MN	2446668	02/20/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,197.73
SOUTHERN GLAZERS OF MN	2446668	02/20/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		2,533.76
SOUTHERN GLAZERS OF MN	2446668	02/20/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		54.00
SOUTHERN GLAZERS OF MN	2446669	02/20/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,560.05
Vendor SOUTHERN GLAZERS OF MN Total:							28,417.95
Vendor: T R F RADIO							
T R F RADIO	35171-1	02/01/2024	610-4880-63490	Advertising	RADIO ADVERTISING - JAN ...		550.00
T R F RADIO	35325-1	01/17/2024	610-4880-63490	Advertising	RADIO ADVERTISING - FARM..		3,500.00
Vendor T R F RADIO Total:							4,050.00
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0346310-IN	02/20/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		790.03
VINOCOPIA INC	0346310-IN	02/20/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		240.00
Vendor VINOCOPIA INC Total:							1,030.03
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7462293	02/19/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		2,806.00
Vendor WINE MERCHANTS Total:							2,806.00
Grand Total:							178,396.15

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	178,396.15
Grand Total:	178,396.15

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	72,752.94
610-4810-62520	Beer for Resale	70,038.00
610-4810-62530	Wine for Resale	24,566.86
610-4810-62540	Soft Drinks/Mix for Resa...	962.41
610-4810-62610	Freight In (Liquor)	4,432.18
610-4880-63490	Advertising	4,050.00
610-4890-63030	Contracts Expense	1,593.76
Grand Total:		178,396.15

Project Account Summary

Project Account Key	Expense Amount
None	178,396.15
Grand Total:	178,396.15



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: 3/5/2024

SUBJECT: Public Works Purchase- Swenson Manufacturing tailgate sanding unit- used

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

MOTION TO: To approve the Public Works Committee recommendation to purchase a used tailgate sanding accessory for the PW550 utility truck(six-pack) for \$2500.00.

BACKGROUND: The city operates snow and ice operations within the city of Thief River Falls. The operations include streets, avenues, sidewalks, cul-de-sacs, roundabouts, and parking lots. The addition of the sanding assessor would increase our potential sanding units from two to three, while providing increased capabilities for tight spaces of our operations.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The purchase price of \$2500.00 would be used from the Street Department Equipment Fund Balance Reserve. Request to place a city owned Henike box sander on upcoming auction.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	six-pack sander
----	-----------------



USO \$2,500.

Item Location: [52248 E111](#)

Seller information

CRYSTEEL TRUCK EQUIPMENT

Contact: Daron Fromm

Lake Crystal, Minnesota

[Visit Our Website](#)



[Hide Thumbnails](#)

Description

Swenson 7' SS Replacement Tailgate Spreader

Specifications

Category	Other Truck/ Trailer Components	Manufacturer
Model	REPLACEMENT TAILGATE SPREADER	condition

truck Number	 tgiffen 2024-02-08 11:20:10 Tailgate sanding spreader for PW six-pack utility truck. Will give the department extra sanding capabilities in both number of trucks, maneuverability, and user capabilities. *Fund balance reserve from Street Dept. Equipment. *Henike box sander request to place on auction.
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**EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THIEF RIVER FALLS, MINNESOTA**

HELD: March 5, 2024

Pursuant to due call and notice thereof, a regular meeting of the City Council (the “Council”) of Thief River Falls, Minnesota (the “City”) was duly held at City Hall on the 5th day of March, 2024, at 5:30 o'clock p.m.

The following Council Members were present:

and the following were absent:

Council Member _____ introduced the following resolution and moved its adoption;

**RESOLUTION
DETERMINING THE NECESSITY TO ISSUE
GENERAL OBLIGATION EQUIPMENT CERTIFICATES, SERIES 2024A**

WHEREAS, Minnesota Statutes, Section 412.301 (the “Act”) authorizes the issuance of equipment certificates within existing debt limits for the purpose of purchasing capital equipment; and

WHEREAS, the Act also provides that if the amount of the equipment certificates to be issued to finance such equipment exceeds 0.25% of the market value of taxable property in the city issuing such certificates, excluding money and credits, the equipment certificates shall not be issued for at least ten days after publication in the official newspaper of the city of a council resolution determining to issue the equipment certificates; and, if before the end of that time, a petition asking for an election on the proposition signed by voters equal to ten percent of the number of voters at the last regular municipal election is filed with the city administrator, equipment certificates shall not be issued until the proposition of their issuance has been approved by a majority of the votes cast on the question at a regular or special election; and

WHEREAS, the Council contemplates issuing equipment certificates for said purpose in an amount which exceeds 0.25% of the market value of taxable property in the City, excluding money and credits; and

NOW THEREFORE, BE IT RESOLVED, by the Council, as follows:

1. Necessity to Issue Equipment Certificates. It is necessary and expedient for the City to issue tax-exempt general obligation equipment certificates, pursuant to the Act, in the amount of \$3,750,000 for the purpose of financing and/or reimbursing costs of arena re Fridgeration and associated equipment for the City.

2. Equipment Certificates in Excess of 0.25% of Market Value. The amount of equipment certificates is hereby determined and declared to be in excess of 0.25% of the market value of the City, excluding money and credits.

3. Publication of Resolution and Days to Lapse Before Equipment Certificates are Issued. The City Administrator is authorized and directed to publish this resolution in the City's official newspaper and at least ten days shall elapse after publication before the equipment certificates may be issued.

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

And the following voted against the same:

Whereupon the resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
CITY OF THIEF RIVER FALLS) SS
COUNTY OF PENNINGTON)

I, the undersigned, being the duly qualified and acting Administrator of the City of Thief River Falls, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council duly called and held, as such minutes relate to determining the necessity to issue debt.

Dated: March 5, 2024

City Administrator



City of Thief River Falls

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

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

Request for Council Action

DATE: 3/5/2024

SUBJECT: Approve Independent Service Contract – Holly Eckstein

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

MOTION TO: Approve to enter into an Independent Service Contract with Holly Eckstein for continued services associated with the City of Thief River Falls human resources, payroll, and training effective March 6th, 2024. The City shall pay the contractor the sum of Fifty-five dollars (\$55.00) per hour for the services provided herein.

BACKGROUND: Holly Eckstein has previously worked for City of Thief River Falls Administration Department in HR. It is in the best interest of the City to enter into a service contract with Ms. Eckstein until the position of HR Coordinator is filled and trained.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted item.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Holly Eckstein HR Contract
----	----------------------------

INDEPENDENT SERVICE CONTRACT

THIS CONTRACT, To be effective the 6th day of March, 2024, by and between Holly Eckstein, hereinafter referred to as "Contractor", and the City of Thief River Falls, a Minnesota Political Subdivision, hereinafter referred to as "City", WITNESSETH:

WHEREAS, Contractor desires to render certain services for human resources, payroll services, and training as an independent contractor, and City desires to contract with Contractor for the performance of certain services, and

NOW, THEREFORE, In consideration of the conditions and covenants expressed herein, the parties hereto, their heirs, personal representatives, successors, and assigns, agree as follows:

1. **SERVICES TO BE PROVIDED.** Contractor shall provide to City services related to human resources, payroll services, and training within the City and shall do so according to the terms and conditions of this Contract.
2. **PLACE OF WORK.** Contractor shall provide services at Thief River Falls City Hall, Thief River Falls, Minnesota, or where necessary to perform the services to be provided.
3. **TERM.** The term of this Contract shall commence on the 6th day of March, 2024, and either party may terminate this Contract, with or without cause, upon thirty days written notice to the other party.
4. **COMPENSATION.** The City shall pay Contractor the sum of Fifty-five dollars (\$55.00) per hour for the services provided herein. Contractor shall submit to City on a monthly basis an itemization stating number of hours worked and specified services performed during those hours. City shall pay Contractor for approved services within 30 days of submission of the statement.
5. **EXPENSES.** City shall pay Contractor the usual City rates for mileage incurred while performing the services herein. Contractor shall be responsible for his own expenses incurred in commuting to and from work.

Any other expenses incurred by Contractor in performing the services herein must be preapproved by City in order to be paid.
6. **MATERIALS AND EQUIPMENT.** Contractor shall have use of an office space and office equipment to include a computer, printer, and related office supplies to be supplied by the City.
7. **RELATIONSHIP BETWEEN PARTIES.** The parties intend that Contractor be an independent contractor and not an agent or employee of City. City is interested only in the

results obtained under this Contract. The manner and means of obtaining the results are under the control of Contractor, but shall be consistent with generally accepted procedures for supplying such services. The benefits provided by City to its employees, including, but not limited to, worker's compensation insurance, unemployment insurance, health insurance, and pension plans, are not available to Contractor or Contractor's employees. Contractor, as an independent contractor, shall be responsible for his own mandated withholdings, FICA, and other similar payments.

8. **WORK STANDARDS.** Contractor shall control the conduct and means of performing the services required under this Contract. Contractor shall adhere to professional standards and will perform all services required under this Contract in a manner consistent with those professional standards.

9. **ADDITIONAL OUTSIDE SERVICES AND CONFIDENTIALITY.** Contractor is free to provide non-competing services similar to those being provided herein to third parties. However, Contractor shall keep all information concerning City confidential and shall not release, in any fashion, any such information to any third party, unless compelled to do so by proper legal process.

10. **INDEMNIFICATION.** Contractor assumes the entire responsibility and liability for losses, expenses, demands, and claims in connection with or arising out of any injury, or alleged injury, including death, to any person, or damage, or alleged damage, to property of City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the services by Contractor, or Contractor's agents and employees, including losses, expenses, or damages sustained by City, and agrees to indemnify and hold harmless City, City's elected officials, employees, and agents from any and all such losses, expenses, damages, demands, and claims and agrees to defend any suit or action brought against City, City's elected officials, employees, and agents, or any of them, based on any such alleged injury or damage, and to pay all damages, costs, attorney fees, and expenses in connection therewith or resulting therefrom.

11. **RETURN OF RECORDS AND SUPPLIES.** Upon termination of this Contract, Contractor shall promptly surrender to City all records, business policies and manuals, supplies, and any other records or materials belonging to City.

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

13. **ASSIGNMENT.** Contractor shall not assign this Contract nor any of the rights

and duties hereunder without the prior written consent of City.

14. GOVERNING LAW. This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota.

15. TITLES AND HEADINGS. The titles and headings used herein are for convenience only and do not constitute any part of this Contract.

IN WITNESS WHEREOF, The parties hereto have hereunto affixed their hands the day and year above written.

CITY OF THIEF RIVER FALLS:

CONTRACTOR:

By: _____
Its Mayor

Holly Eckstein

By: _____
Its City Administrator