

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, March 19, 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**
 - 5.1. Bleeding Disorders Awareness March 2024
- 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 March 5, 2024 Council Proceedings (page 4-11)
 - 7.2. City of Thief River Falls Bills and Disbursements (page 12-53)
- 8. NEW BUSINESS**
 - 8.1. Approve Permanent summer work hours for City Hall (page 54)
 - 8.2. Authorize purchase of GrayKey through Magnet Forensics with the Pennington County Sheriff's Office (page 55)
 - 8.3. Approve Amendment to City Code Chapter 152.087.2 Excluded Signs of a governmental body. (page 56-59)

- 8.4. Approve Amendment to C-2 Yard Setback Requirements. City Code 152.095.4C (page 60-62)
- 8.5. Approve 2024 Library Bathroom Project (page 63)
- 8.6. Approve Hazardous Building: 1209 Main Avenue North – Lindsey J. Bernard (page 64-65)
- 8.7. Create Rental Inspection Workgroup
- 8.8. Approve Animal Control Service Agreement with Pennington County Humane Society (page 66-69)
- 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. Committee of Whole Meeting - March 15th at 5:00 p.m.
 - 10.2. City Council Meeting - April 2th at 5:30 p.m.
 - 10.3. Public Utilities Committee - April 8th at 7:00 a.m.
 - 10.4. Public Safety/Liquor Committee - April 8th at 4:30 p.m.
 - 10.5. Administrative Services Committee - April 9th at 4:30 p.m. Room 201 City Hall
 - 10.6. Public Works Committee - April 10th at 4:30 p.m.
 - 10.7. City Council Meeting - April 16th at 5:30 p.m.
- 11. INFORMATIONAL ITEMS**
 - 11.1. February 2024 Investment Summary (page 70-71)
- 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.



BLEEDING DISORDERS AWARENESS MONTH PROCLAMATION

WHEREAS, I, Brian Holmer, Mayor/City Council Member of Thief River Falls, am proud to commemorate March 2022 as Bleeding Disorders Awareness Month in the state of Thief River Falls, MN; and

WHEREAS, this designation will formalize and expand upon the designation 35 years ago of March 1986 as “Hemophilia Awareness Month” by President Ronald Reagan; and

WHEREAS, the federal Department of Health and Human Services designated March 2016 as National Bleeding Disorders Month; and

WHEREAS, Multiple states and local governments, since 2016, have passed a proclamation/resolution declaring March as Bleeding Disorders Awareness Month; and

WHEREAS, Bleeding disorder advocates, during this month, wear a red material around their neck (e.g. leis, scarves, ties); and

WHEREAS, these bleeding disorders, which share the inability to form a proper blood clot, are characterized by extended bleeding after injury, surgery, trauma or menstruation and can lead to significant morbidity and can be fatal if not treated effectively; and

WHEREAS, many individuals with hemophilia became infected with HIV and Hepatitis C in the 1980s due to the contamination of the blood supply and blood products; and

WHEREAS, this Awareness Month in City of Thief River Falls will generate greater awareness and understanding of not only hemophilia but all inheritable bleeding disorders, including von Willebrand disease—which alone impacts an estimated one percent of the U.S. population or more than 3.2 million individuals; and

WHEREAS, this Awareness Month will foster a greater sense of community and shared purpose among individuals with all inheritable bleeding disorders; and

WHEREAS, this Awareness Month will elevate awareness of and engagement in the inheritable bleeding disorders journey beyond our community to the general public, enabling the prevention of illness, unnecessary procedures, and disability; now

NOW, THEREFORE BE IT RESOLVED that, I, Brian Holmer, Mayor of Thief River Falls, do hereby proclaim the month of March 2024, as:

BLEEDING DISORDERS AWARENESS MONTH in the City of Thief River Falls, and I urge all residents to join me in this special observance.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Thief River Falls, Minnesota to be affixed this 19TH day of March.

Brian D. Holmer, Mayor



City of Thief River Falls

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Request for Council Action

DATE: 3/19/2024

SUBJECT: #7.1 Approval of March 5, 2024 Council Proceedings

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

MOTION TO: By the City Council, to approve the March 5, 2024 Council Proceedings.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	03.05.24 City Council Minutes 1
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COUNCIL PROCEEDINGS

Tuesday, March 5, 2024

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on March 5, 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

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Mike Lorenson, to approve the agenda with addition of 8.4, 8.5, 8.6, and 8.7.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 03.47.24: Approval of February 20, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 03.47.24, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the February 20, 2024, Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.48.24: 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. 03.48.24, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$1,654,049.10 and council per diem in the amount of \$227.50. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 03.49.24: Approve purchase of public works sanding unit

Following discussion, Councilmember Steve Narverud introduced Resolution No. 03.49.24, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED To approve the Public Works Committee recommendation to purchase a used tailgate sanding accessory for the PW550 utility truck(six-pack) for \$2500.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.50.24: Determining The Necessity to Issue General Obligation Equipment Certificates, Series 2024a

Following discussion, Councilmember Steve Narverud introduced Resolution No. 03.50.24, being seconded by Councilmember Scott Pream, that:

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 refrigeration 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.52.24: Approve Independent Service Contract – Holly Eckstein

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 03.52.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, 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.

WHEREAS, This is a budgeted item.

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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.53.24: Approval of Employment of Tara Weigel as Full-Time Off-Sale Clerk

Following discussion, Councilmember Scott Pream introduced Resolution No. 03.53.24, being seconded by Councilmember Michele McCraw, that:

WHEREAS, This position has been determined to be necessary in the continued efficiency and success in the operations of the Liquor Department. Ms. Weigel is currently a part-time Off-Sale Clerk for the City and applied during the public posting.

WHEREAS,

THEREFORE, BE IT RESOLVED Approve the employment of Tara Weigel as full-time Off-Sale Clerk, effective April 15, 2024. Ms. Weigel shall be placed at Step 3 of Grade 1 of the Off-Sale Clerk salary schedule for an hourly wage of \$22.77 per hour.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.54.24: Approval of Employment of Michelle Niska as Full-Time Off-Sale Clerk

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 03.54.24, being seconded by Councilmember Megan Arlt, that:

WHEREAS, This position has been determined to be necessary in the continued

efficiency and success in the operations of the Liquor Department.

THEREFORE, BE IT RESOLVED Approve the employment of Michelle Niska as full-time Off-Sale Clerk, effective March 19, 2024, pending successful completion of all pre-employment backgrounds and testing. Ms. Niska shall be placed at Step 2 of Grade 1 of the Off-Sale Clerk salary schedule for an hourly wage of \$21.91 per hour.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.55.24: Approval of Employment of Benjamin Robson as Full-Time Off-Sale Clerk

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 03.55.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, This position has been determined to be necessary in the continued efficiency and success in the operations of the Liquor Department.

THEREFORE, BE IT RESOLVED Approve the employment of Benjamin Robson as full-time Off-Sale Clerk, effective March 12, 2024, pending successful completion of all pre-employment backgrounds and testing. Mr. Robson shall be placed at Step 2 of Grade 1 of the Off-Sale Clerk salary schedule for an hourly wage of \$21.91 per hour.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.56.24: Approval of Employment of Scott Fogarty as Full-Time Off-Sale Clerk

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 03.56.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, This position has been determined to be necessary in the continued efficiency and success in the operations of the Liquor Department.

WHEREAS, The position is included in the 2024 budget.

THEREFORE, BE IT RESOLVED Approve the employment of Scott Fogarty as full-time Off-Sale Clerk, effective March 6th, 2024. Mr. Fogarty will remain at Grade 1 of the Off-Sale Clerk salary schedule for an hourly wage of \$27.52 per hour. Mr. Fogarty is currently working at Falls Liquors in a permanent part-time position.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mayor Holmer would like to review Cyber Security Policy and create a workgroup - Mayor Holmer, Councilmembers Mike Lorenson and Scott Pream to meet with Joanne Olson.
- Mayor Holmer mentioned Homeland Security paperwork will be sent out to all committees next week to compile data on Thursday.
- Mayor Holmer mentioned the Corp of Engineers will have a virtual kick off meeting

March 12th, 8 am to 10 am in the council chambers.

UPCOMING MEETINGS

- 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.
- Committee of Whole - March 15th, 2024 at 5:00 p.m.
- City Council Meeting - March 19th at 5:30 p.m.

INFORMATIONAL ITEMS

- K-9 Max died this past weekend. Thank you for your service to the city of Thief River Falls.

ADJOURNMENT

There being no further discussion, Councilmember Mike Lorenson being seconded by Councilmember Scott Pream to adjourn at 5:48 p.m to the Committee of Whole on March 15th, 2024 at 5:00 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

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Request for Council Action

DATE: 3/19/2024

SUBJECT: #7.2 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 \$806,922.86. 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.	03.16.24 Summary of Disbursements
3.	Packet 880 02.22.24 #4 Payroll
4.	Packet 889 03.06.24 Electric Inventory
5.	Packet 891 02.29.24 Direct Payables
6.	Packet 892 03.01.24 Direct Payables
7.	Packet 893 03.07.24 #5 Payroll
8.	Packet 894 03.07.24 #5 Payroll
9.	Packet 895 03.05.24 Direct Payables
10.	Packet 898 03.06.24 Direct Payables
11.	Packet 901 03.07.24 Election Judge Salary
12.	Packet 902 03.11.24 Direct Payables
13.	Packet 903 03.11.24 Volunteer Firefighters
14.	Packet 904 Council Meeting Regular Payables

CITY OF THIEF RIVER FALLS

EXPENSE ACCOUNT CODES

1/14/2022



City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

MARCH 19th, 2024

SUMMARY OF DISBURSEMENTS

2/29/2024	AP PKT #891 - DIRECT PAYABLES	\$2,400.00
3/1/2024	AP PKT #880 - #4 PAYROLL	\$263,059.19
3/1/2024	AP PKT #892 - DIRECT PAYABLES	\$40,704.00
3/7/2024	AP PKT #894 - #5 PAYROLL	\$539.58
3/5/2024	AP PKT #895 - DIRECT PAYABLES	\$15,528.79
3/6/2024	AP PKT #898 - DIRECT PAYABLES	\$500.00
3/6/2024	AP PKT #889 - ELECTRIC INVENTORY	\$26,445.32
3/7/2024	AP PKT #893 - #5 PAYROLL	\$240,864.23
3/7/2024	AP PKT #901 - ELECTION JUDGES	\$8,216.25
3/11/2024	AP PKT #902 - DIRECT PAYABLES	\$90,387.42
3/11/2024	AP PKT #903 - VOLUNTEER FIREFIGHTERS	\$3,625.00
3/19/2024	AP PKT #904 - REGULAR COUNCIL BILLS	\$114,653.08
GRAND TOTAL OF DISBURSEMENTS		\$806,922.86



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00880 - PYPKT01121 - 2024 02 22 #4 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BLUE CROSS BLUE SHIELD OF MN							
BLUE CROSS BLUE SHIELD O...	INV0001027	03/01/2024	740-4870-63650	Senior Gold BC/BS Monthly ...	BCBS Senior Gold Premium...		3,162.50
Vendor BLUE CROSS BLUE SHIELD OF MN Total:							3,162.50
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001021	02/22/2024	740-20150	Payroll Taxes Payable	MEDICARE		7,098.84
INTERNAL REVENUE SERVICE	INV0001021	02/22/2024	740-20150	Payroll Taxes Payable	FED W/H		21,962.48
INTERNAL REVENUE SERVICE	INV0001021	02/22/2024	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		20,746.16
Vendor INTERNAL REVENUE SERVICE Total:							49,807.48
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0001028	03/01/2024	740-4870-63650	Senior Gold BC/BS Monthly ...	MedicareBlue Rx March		2,062.50
Vendor MEDICAREBLUE RX Total:							2,062.50
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE...	INV0001024	02/20/2024	100-4150-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001024	02/20/2024	100-4210-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0001024	02/20/2024	100-4220-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001024	02/20/2024	100-4312-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001024	02/20/2024	100-4315-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0001024	02/20/2024	100-4510-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0001024	02/20/2024	100-4650-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0001024	02/20/2024	690-4825-61340	MSRS HCSP	HCSP Retiree		100.00
Vendor MINNESOTA STATE RETIREMENT SYS Total:							1,100.00
Vendor: MINNESOTA TEAMSTERS NO. 320							
MINNESOTA TEAMSTERS N...	INV0001018	02/22/2024	740-24000	Clearing Account	Union Dues		3,773.00
Vendor MINNESOTA TEAMSTERS NO. 320 Total:							3,773.00
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0001020	02/22/2024	740-20160	State Withholding	State W/H Tax		10,906.39
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							10,906.39
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	100-4150-61310	Health Insurance	Health Insurance Premium		6,290.43
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	100-4210-61310	Health Insurance	Health Insurance Premium		19,040.80
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	100-4220-61310	Health Insurance	Health Insurance Premium		6,686.52
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	100-4240-61310	Health Insurance	Health Insurance Premium		1,941.62
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	100-4312-61310	Health Insurance	Health Insurance Premium		7,611.38
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	100-4315-61310	Health Insurance	Health Insurance Premium		6,686.52
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	100-4510-61310	Health Insurance	Health Insurance		700.82
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	100-4650-61310	Health Insurance	Health Insurance Premium		2,642.44

Council Approval Register

Packet: APPKT00880 - PYPKT01121 - 2024 02 22 #4 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	100-4660-61310	Health Insurance	Health Insurance Premium		1,625.68
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	610-4825-61310	Health Insurance	Health Insurance Premium		8,915.92
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	620-4825-61310	Health Insurance	Health Insurance Premium		5,336.87
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	680-4825-61310	Health Insurance	Health Insurance Premium		6,525.68
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	690-4825-61310	Health Insurance	Health Insurance Premium		20,570.84
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	740-4870-63620	Employee BC/BS Monthly Bil..	Health Insurance Employee ...		12,677.78
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	740-4870-63660	Retiree BC/BS Monthly billi...	Health Insurance Retiree		7,684.12
NORTHWEST SERVICE COO...	INV0001023	02/20/2024	820-4825-61310	Health Insurance	Health Insurance Premium		1,941.62
Vendor NORTHWEST SERVICE COOPERATIVE Total:							116,879.04

Vendor: P E R A OF MN

P E R A OF MN	INV0001019	02/22/2024	740-20180	PERA Payable	PERA EE/ER COORD		23,456.60
P E R A OF MN	INV0001019	02/22/2024	740-20180	PERA Payable	PERA EE/ER DEF		329.52
P E R A OF MN	INV0001019	02/22/2024	740-20180	PERA Payable	PERA EE/ER P&F		21,302.51
Vendor P E R A OF MN Total:							45,088.63

Vendor: SUN LIFE FINANCIAL - LIFE

SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	100-4150-61330	Life Insurance	Life Ins Premium		56.95
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	100-4194-61330	Life Insurance	Life Ins Premium		9.35
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	100-4210-61330	Life Insurance	Life Ins Premium		165.75
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	100-4220-61330	Life Insurance	Life Ins Premium		68.85
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	100-4240-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	100-4312-61330	Life Insurance	Life Ins Premium		56.10
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	100-4315-61330	Life Insurance	Life Ins Premium		56.10
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	100-4510-61330	Life Insurance	Life Ins Premium		28.05
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	100-4650-61330	Life Insurance	Life Ins Premium		22.10
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	100-4660-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	610-4825-61330	Life Insurance	Life Ins Premium		36.04
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	620-4825-61330	Life Insurance	Life Ins Premium		40.80
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	680-4825-61330	Life Insurance	Life Ins Premium		37.40
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	690-4825-61330	Life Insurance	Life Ins Premium		171.70
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	740-24000	Clearing Account	Life Ins Employee		593.15
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	740-4870-63640	Life Insurance - COBRA	Life Ins COBRA		77.80
SUN LIFE FINANCIAL - LIFE	INV0001017	02/22/2024	820-4825-61330	Life Insurance	Life Ins Premium		9.35
Vendor SUN LIFE FINANCIAL - LIFE Total:							1,454.99

Vendor: VANTAGEPOINT ICMA

VANTAGEPOINT ICMA	INV0001014	02/22/2024	740-24000	Clearing Account	Contributions Employee		5,358.53
Vendor VANTAGEPOINT ICMA Total:							5,358.53

Vendor: WEX BANK

WEX BANK	INV0001016	02/22/2024	740-24000	Clearing Account	HSA		441.70
WEX BANK	INV0001029	02/22/2024	100-4150-61310	Health Insurance	HSA City Contribution		672.12
WEX BANK	INV0001029	02/22/2024	100-4210-61310	Health Insurance	HSA City Contribution		1,516.83
WEX BANK	INV0001029	02/22/2024	100-4220-61310	Health Insurance	HSA City Contribution		672.12
WEX BANK	INV0001029	02/22/2024	100-4312-61310	Health Insurance	HSA City Contribution		844.71

Council Approval Register

Packet: APPKT00880 - PYPKT01121 - 2024 02 22 #4 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
WEX BANK	INV0001029	02/22/2024	100-4315-61310	Health Insurance	HSA City Contribution		448.08
WEX BANK	INV0001029	02/22/2024	100-4510-61310	Health Insurance	HSA Employer Contribution		620.67
WEX BANK	INV0001029	02/22/2024	610-4825-61310	Health Insurance	HSA City Contribution		620.67
WEX BANK	INV0001029	02/22/2024	680-4825-61310	Health Insurance	HSA City Contribution		844.71
WEX BANK	INV0001029	02/22/2024	690-4825-61310	Health Insurance	HSA City Contribution		1,689.42
WEX BANK	INV0001029	02/22/2024	820-4825-61310	Health Insurance	HSA City Contribution		620.67
WEX BANK	INV0001030	02/20/2024	100-4150-61310	Health Insurance	VEBA City Contribution		224.04
WEX BANK	INV0001030	02/20/2024	100-4210-61310	Health Insurance	VEBA City Contribution		2,361.54
WEX BANK	INV0001030	02/20/2024	100-4220-61310	Health Insurance	VEBA City Contribution		1,465.38
WEX BANK	INV0001030	02/20/2024	100-4240-61310	Health Insurance	VEBA City Contribution		620.67
WEX BANK	INV0001030	02/20/2024	100-4312-61310	Health Insurance	VEBA City Contribution		1,079.95
WEX BANK	INV0001030	02/20/2024	100-4315-61310	Health Insurance	VEBA City Contribution		1,135.96
WEX BANK	INV0001030	02/20/2024	100-4510-61310	Health Insurance	VEBA City Contribution		291.25
WEX BANK	INV0001030	02/20/2024	100-4650-61310	Health Insurance	VEBA City Contribution		844.71
WEX BANK	INV0001030	02/20/2024	100-4660-61310	Health Insurance	VEBA City Contributions		224.04
WEX BANK	INV0001030	02/20/2024	670-4825-61310	Health Insurance	VEBA Employer Contribution		67.22
WEX BANK	INV0001030	02/20/2024	680-4825-61310	Health Insurance	VEBA City Contribution		1,241.34
WEX BANK	INV0001030	02/20/2024	690-4825-61310	Health Insurance	VEBA City Contribution		4,223.55
WEX BANK	INV0001030	02/20/2024	820-4825-61310	Health Insurance	VEBA Employer Contribution		11.20
WEX BANK	INV0001033	02/22/2024	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		303.00
Vendor WEX BANK Total:							23,085.55
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001026	02/23/2024	100-4670-62990	Misc. Operating Expense	February Administrative Fees		126.50
WEX HEALTH INC	INV0001026	02/23/2024	610-4840-62990	Misc. Operating Expense	February Administrative Fees		11.00
WEX HEALTH INC	INV0001026	02/23/2024	620-4840-62990	Misc. Operating Expense	February Administrative Fees		13.75
WEX HEALTH INC	INV0001026	02/23/2024	680-4840-62990	Misc. Operating Expense	February Administrative Fees		5.50
WEX HEALTH INC	INV0001026	02/23/2024	690-4840-62990	Misc. Operating Expense	February Administrative Fees		46.75
WEX HEALTH INC	INV0001031	02/13/2024	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		3.61
WEX HEALTH INC	INV0001032	02/21/2024	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		16.79
WEX HEALTH INC	INV0001032	02/21/2024	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		90.00
WEX HEALTH INC	INV0001032	02/21/2024	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		66.68
Vendor WEX HEALTH INC Total:							380.58
Grand Total:							263,059.19

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	67,863.53
610 - LIQUOR DISPENSARY	9,583.63
620 - WATER UTILITY FUND	5,391.42
670 - STORM WATER UTILITY FUND	67.22
680 - WASTEWATER UTILITY FUND	8,654.63
690 - ELECTRIC UTILITY FUND	26,802.26
740 - TRF HEALTH INSURANCE FUND	142,113.66
820 - GREENWOOD CEMETERY FUND	2,582.84
Grand Total:	263,059.19

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	7,186.59
100-4150-61330	Life Insurance	56.95
100-4150-61340	MSRS HCSP	200.00
100-4194-61330	Life Insurance	9.35
100-4210-61310	Health Insurance	22,919.17
100-4210-61330	Life Insurance	165.75
100-4210-61340	MSRS HCSP	100.00
100-4220-61310	Health Insurance	8,824.02
100-4220-61330	Life Insurance	68.85
100-4220-61340	MSRS HCSP	200.00
100-4240-61310	Health Insurance	2,562.29
100-4240-61330	Life Insurance	12.75
100-4312-61310	Health Insurance	9,536.04
100-4312-61330	Life Insurance	56.10
100-4312-61340	MSRS HCSP	200.00
100-4315-61310	Health Insurance	8,270.56
100-4315-61330	Life Insurance	56.10
100-4315-61340	MSRS HCSP	100.00
100-4510-61310	Health Insurance	1,612.74
100-4510-61330	Life Insurance	28.05
100-4510-61340	MSRS HCSP	100.00
100-4650-61310	Health Insurance	3,487.15
100-4650-61330	Life Insurance	22.10
100-4650-61340	MSRS HCSP	100.00
100-4660-61310	Health Insurance	1,849.72
100-4660-61330	Life Insurance	12.75
100-4670-62990	Misc. Operating Expense	126.50
610-4825-61310	Health Insurance	9,536.59
610-4825-61330	Life Insurance	36.04
610-4840-62990	Misc. Operating Expense	11.00

Account Summary

Account Number	Account Name	Expense Amount
620-4825-61310	Health Insurance	5,336.87
620-4825-61330	Life Insurance	40.80
620-4840-62990	Misc. Operating Expense	13.75
670-4825-61310	Health Insurance	67.22
680-4825-61310	Health Insurance	8,611.73
680-4825-61330	Life Insurance	37.40
680-4840-62990	Misc. Operating Expense	5.50
690-4825-61310	Health Insurance	26,483.81
690-4825-61330	Life Insurance	171.70
690-4825-61340	MSRS HCSP	100.00
690-4840-62990	Misc. Operating Expense	46.75
740-20150	Payroll Taxes Payable	49,807.48
740-20160	State Withholding	10,906.39
740-20180	PERA Payable	45,088.63
740-20300	Flex Payroll Deductions	480.08
740-24000	Clearing Account	10,166.38
740-4870-63620	Employee BC/BS Monthl...	12,677.78
740-4870-63640	Life Insurance - COBRA	77.80
740-4870-63650	Senior Gold BC/BS Mont...	5,225.00
740-4870-63660	Retiree BC/BS Monthly bi..	7,684.12
820-4825-61310	Health Insurance	2,573.49
820-4825-61330	Life Insurance	9.35
Grand Total:		263,059.19

Project Account Summary

Project Account Key	Expense Amount
None	263,059.19
Grand Total:	263,059.19



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00889 - 03/06/24 ELECTRIC INVENTORY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S103386741.001	02/13/2024	690-14100	Inventory - Materials	LED ATBO P302 MVOLT R2 ...		23,290.20
DAKOTA SUPPLY GROUP	S103443079.001	02/21/2024	620-4850-62220	Plant Equip Maint & Repair	HIGH SERVICE PUMP HOSE		53.16
DAKOTA SUPPLY GROUP	S103449221.001	02/05/2024	690-14100	Inventory - Materials	Black #12 Thhn Stranded Wi...		84.28
DAKOTA SUPPLY GROUP	S103449221.001	02/05/2024	690-14100	Inventory - Materials	White #12 Thhn Stranded W..		95.86
DAKOTA SUPPLY GROUP	S103453989.001	01/31/2024	620-4850-62230	Building Maint & Repair	RETURN CREDIT		-834.85
DAKOTA SUPPLY GROUP	S103454007.001	01/31/2024	620-4850-62220	Plant Equip Maint & Repair	RETURN CREDIT		-59.28
DAKOTA SUPPLY GROUP	S103454682.001	02/01/2024	690-4850-62360	Distribution Maint	ODC METERING WINDOW S...		603.81
DAKOTA SUPPLY GROUP	S103454692.001	02/01/2024	620-4850-62230	Building Maint & Repair	AIRPORT BOOSTER STATION		148.34
DAKOTA SUPPLY GROUP	S103491386.001	02/14/2024	100-4550-62230	Building Maint & Repair	LIGHT BULBS		148.34
Vendor DAKOTA SUPPLY GROUP Total:							23,529.86
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S013833325.007	02/26/2024	690-14100	Inventory - Materials	1/0 Ext Splice Kit		207.62
STUART C IRBY CO	S013833325.008	02/26/2024	690-14100	Inventory - Materials	750 MCM Elbow Kit		1,549.62
STUART C IRBY CO	S013833325.008	02/26/2024	690-14100	Inventory - Materials	600 AMP 4 POS 15 KVA Mo...		803.78
STUART C IRBY CO	S013833325.008	02/26/2024	690-14100	Inventory - Materials	15KVA CONNECTOR FOR E1...		354.44
Vendor STUART C IRBY CO Total:							2,915.46
Grand Total:							26,445.32

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	148.34
620 - WATER UTILITY FUND	-692.63
690 - ELECTRIC UTILITY FUND	26,989.61
Grand Total:	26,445.32

Account Summary

Account Number	Account Name	Expense Amount
100-4550-62230	Building Maint & Repair	148.34
620-4850-62220	Plant Equip Maint & Rep...	-6.12
620-4850-62230	Building Maint & Repair	-686.51
690-14100	Inventory - Materials	26,385.80
690-4850-62360	Distribution Maint	603.81
Grand Total:		26,445.32

Project Account Summary

Project Account Key	Expense Amount
None	26,445.32
Grand Total:	26,445.32



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00891 - 02/29/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC ...	02 29 24 FLEX	02/29/2024	740-20300	Flex Payroll Deductions	2023 FLEX CLAIMS REIMBU...		2,400.00
Vendor BRADY MARTZ & ASSOC PC INC Total:							2,400.00
Grand Total:							2,400.00

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	2,400.00
Grand Total:	2,400.00

Account Summary

Account Number	Account Name	Expense Amount
740-20300	Flex Payroll Deductions	2,400.00
Grand Total:		2,400.00

Project Account Summary

Project Account Key	Expense Amount
None	2,400.00
Grand Total:	2,400.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00892 - 03/01/2024 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AGASSIZ ASPHALT LLC							
AGASSIZ ASPHALT LLC	PAY #2 FINAL	03/01/2024	590-4680-65900	Work in Process-Constructi...	PAY REQUEST #2 - REVISED ...		40,634.00
Vendor AGASSIZ ASPHALT LLC Total:							40,634.00
Vendor: MINNESOTA G F O A							
MINNESOTA G F O A	17234	03/01/2024	100-4150-64330	Dues and Subscriptions	2024 MGFOA MEMBERSHIP...		70.00
Vendor MINNESOTA G F O A Total:							70.00
Grand Total:							40,704.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	70.00
590 - 2023 ST AND UTILITY PROJECT	40,634.00
Grand Total:	40,704.00

Account Summary

Account Number	Account Name	Expense Amount
100-4150-64330	Dues and Subscriptions	70.00
590-4680-65900	Work in Process-Constru...	40,634.00
Grand Total:		40,704.00

Project Account Summary

Project Account Key	Expense Amount
None	40,704.00
Grand Total:	40,704.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00893 - PYPKT01126 - 2024 03 07 #5 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001044	03/07/2024	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		22,425.76
INTERNAL REVENUE SERVICE	INV0001044	03/07/2024	740-20150	Payroll Taxes Payable	MEDICARE		7,389.22
INTERNAL REVENUE SERVICE	INV0001044	03/07/2024	740-20150	Payroll Taxes Payable	FED W/H		24,167.20
Vendor INTERNAL REVENUE SERVICE Total:							53,982.18
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR...	INV0001039	03/07/2024	740-24000	Clearing Account	LELS Dues		916.50
Vendor LAW ENFORCEMENT LABOR SERVICES Total:							916.50
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0001043	03/07/2024	740-20160	State Withholding	State W/H Tax		11,776.64
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							11,776.64
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR...	INV0001040	03/07/2024	740-24000	Clearing Account	PLIFE		544.00
Vendor NCPERS GROUP LIFE INSURANCE Total:							544.00
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	100-4150-61310	Health Insurance	Health Insurance Premium		6,290.43
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	100-4210-61310	Health Insurance	Health Insurance Premium		17,026.68
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	100-4220-61310	Health Insurance	Health Insurance Premium		6,686.52
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	100-4240-61310	Health Insurance	Health Insurance Premium		1,941.62
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	100-4312-61310	Health Insurance	Health Insurance Premium		7,611.38
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	100-4315-61310	Health Insurance	Health Insurance Premium		6,686.52
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	100-4510-61310	Health Insurance	Health Insurance		700.82
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	100-4650-61310	Health Insurance	Health Insurance Premium		2,642.44
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	100-4660-61310	Health Insurance	Health Insurance Premium		1,625.68
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	610-4825-61310	Health Insurance	Health Insurance Premium		12,026.38
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	620-4825-61310	Health Insurance	Health Insurance Premium		5,336.87
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	680-4825-61310	Health Insurance	Health Insurance Premium		6,525.68
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	690-4825-61310	Health Insurance	Health Insurance Premium		20,570.84
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	740-4870-63620	Employee BC/BS Monthly Bil...	Health Insurance Employee ...		13,789.72
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	740-4870-63660	Retiree BC/BS Monthly billi...	Health Insurance Retiree		7,684.12
NORTHWEST SERVICE COO...	INV0001045	03/02/2024	820-4825-61310	Health Insurance	Health Insurance Premium		1,941.62
Vendor NORTHWEST SERVICE COOPERATIVE Total:							119,087.32
Vendor: P E R A OF MN							
P E R A OF MN	INV0001042	03/07/2024	740-20180	PERA Payable	PERA EE/ER COORD		25,637.83
P E R A OF MN	INV0001042	03/07/2024	740-20180	PERA Payable	PERA EE/ER P&F		22,223.55
Vendor P E R A OF MN Total:							47,861.38

Council Approval Register

Packet: APPKT00893 - PYPKT01126 - 2024 03 07 #5 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0001041	03/07/2024	740-24000	Clearing Account	LTD Premium		491.98
Vendor SUN LIFE FINANCIAL (LTD) Total:							491.98
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001036	03/07/2024	740-24000	Clearing Account	Contributions Employee		5,358.53
Vendor VANTAGEPOINT ICMA Total:							5,358.53
Vendor: WEX BANK							
WEX BANK	INV0001038	03/07/2024	740-24000	Clearing Account	HSA		441.70
Vendor WEX BANK Total:							441.70
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001046	02/29/2024	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		404.00
Vendor WEX HEALTH INC Total:							404.00
Grand Total:							240,864.23

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	51,212.09
610 - LIQUOR DISPENSARY	12,026.38
620 - WATER UTILITY FUND	5,336.87
680 - WASTEWATER UTILITY FUND	6,525.68
690 - ELECTRIC UTILITY FUND	20,570.84
740 - TRF HEALTH INSURANCE FUND	143,250.75
820 - GREENWOOD CEMETERY FUND	1,941.62
Grand Total:	240,864.23

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	6,290.43
100-4210-61310	Health Insurance	17,026.68
100-4220-61310	Health Insurance	6,686.52
100-4240-61310	Health Insurance	1,941.62
100-4312-61310	Health Insurance	7,611.38
100-4315-61310	Health Insurance	6,686.52
100-4510-61310	Health Insurance	700.82
100-4650-61310	Health Insurance	2,642.44
100-4660-61310	Health Insurance	1,625.68
610-4825-61310	Health Insurance	12,026.38
620-4825-61310	Health Insurance	5,336.87
680-4825-61310	Health Insurance	6,525.68
690-4825-61310	Health Insurance	20,570.84
740-20150	Payroll Taxes Payable	53,982.18
740-20160	State Withholding	11,776.64
740-20180	PERA Payable	47,861.38
740-20300	Flex Payroll Deductions	404.00
740-24000	Clearing Account	7,752.71
740-4870-63620	Employee BC/BS Monthl...	13,789.72
740-4870-63660	Retiree BC/BS Monthly bi..	7,684.12
820-4825-61310	Health Insurance	1,941.62
Grand Total:		240,864.23

Project Account Summary

Project Account Key	Expense Amount
None	240,864.23
Grand Total:	240,864.23



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00894 - PYPKT01126 - 2024 03 07 #5 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0001037	03/07/2024	740-24000	Clearing Account	FLEX VISION		539.58
						Vendor VSP INSURANCE CO Total:	539.58
						Grand Total:	539.58

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	539.58
Grand Total:	539.58

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	539.58
Grand Total:		539.58

Project Account Summary

Project Account Key	Expense Amount
None	539.58
Grand Total:	539.58



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00895 - 03/05/24 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 FEB 2024	03/04/2024	100-4210-62990	Misc. Operating Expense	2ND HALF FEB 2024 - RADIO...		50.99
Vendor AMAZON CAPITAL SERVICES INC Total:							50.99
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROU...	4936876515	02/29/2024	690-4830-63890	Utilities Expense	GAS METER READING - FEB ...		1,042.19
Vendor MINNESOTA ENERGY GROUP-00005 Total:							1,042.19
Vendor: MN DPT OF PUBLIC SAFETY - D V S							
MN DPT OF PUBLIC SAFETY ~...	03 04 24 FIRE	03/04/2024	100-4220-64370	Taxes and Licenses	"FIRE" LICENSE PLATES (16)		48.00
Vendor MN DPT OF PUBLIC SAFETY - D V S Total:							48.00
Vendor: T R F CONVENTION &							
T R F CONVENTION &	JAN 2024	03/05/2024	100-4670-63030	Contracts Expense	LODGING TAX - JAN 2024		12,350.84
Vendor T R F CONVENTION & Total:							12,350.84
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	9957277616	03/05/2024	100-4110-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		339.60
VERIZON WIRELESS #78678...	9957277616	03/05/2024	100-4150-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		133.72
VERIZON WIRELESS #78678...	9957277616	03/05/2024	100-4192-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		80.02
VERIZON WIRELESS #78678...	9957277616	03/05/2024	100-4194-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		41.24
VERIZON WIRELESS #78678...	9957277616	03/05/2024	100-4210-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		701.08
VERIZON WIRELESS #78678...	9957277616	03/05/2024	100-4240-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		41.24
VERIZON WIRELESS #78678...	9957277616	03/05/2024	100-4510-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		82.48
VERIZON WIRELESS #78678...	9957277616	03/05/2024	100-4650-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		41.24
VERIZON WIRELESS #78678...	9957277616	03/05/2024	100-4660-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		41.24
VERIZON WIRELESS #78678...	9957277616	03/05/2024	610-4830-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		41.24
VERIZON WIRELESS #78678...	9957277616	03/05/2024	620-4830-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		122.51
VERIZON WIRELESS #78678...	9957277616	03/05/2024	650-4830-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		41.24
VERIZON WIRELESS #78678...	9957277616	03/05/2024	680-4830-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		41.24
VERIZON WIRELESS #78678...	9957277616	03/05/2024	690-4830-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		206.20
VERIZON WIRELESS #78678...	9957277616	03/05/2024	820-4830-63210	Communication Expense	WIRELESS PHONE SERVICE ~...		82.48
Vendor VERIZON WIRELESS #786782900 Total:							2,036.77
Grand Total:							15,528.79

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	13,951.69
610 - LIQUOR DISPENSARY	41.24
620 - WATER UTILITY FUND	122.51
650 - TOURIST PARK - VENUWORKS	41.24
680 - WASTEWATER UTILITY FUND	41.24
690 - ELECTRIC UTILITY FUND	1,248.39
820 - GREENWOOD CEMETERY FUND	82.48
Grand Total:	15,528.79

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63210	Communication Expense	339.60
100-4150-63210	Communication Expense	133.72
100-4192-63210	Communication Expense	80.02
100-4194-63210	Communication Expense	41.24
100-4210-62990	Misc. Operating Expense	50.99
100-4210-63210	Communication Expense	701.08
100-4220-64370	Taxes and Licenses	48.00
100-4240-63210	Communication Expense	41.24
100-4510-63210	Communication Expense	82.48
100-4650-63210	Communication Expense	41.24
100-4660-63210	Communication Expense	41.24
100-4670-63030	Contracts Expense	12,350.84
610-4830-63210	Communication Expense	41.24
620-4830-63210	Communication Expense	122.51
650-4830-63210	Communication Expense	41.24
680-4830-63210	Communication Expense	41.24
690-4830-63210	Communication Expense	206.20
690-4830-63890	Utilities Expense	1,042.19
820-4830-63210	Communication Expense	82.48
Grand Total:		15,528.79

Project Account Summary

Project Account Key	Expense Amount
None	15,528.79
Grand Total:	15,528.79



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00898 - 03/06/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ESRI							
ESRI	94648937 ADDL	01/22/2024	100-4650-63020	Computer Maintenance & li...	ANNUAL MAINTENANCE A...		166.67
ESRI	94648937 ADDL	01/22/2024	620-4890-63020	Computer Maintenance & li...	ANNUAL MAINTENANCE A...		83.33
ESRI	94648937 ADDL	01/22/2024	680-4890-63020	Computer Maintenance & li...	ANNUAL MAINTENANCE A...		83.33
ESRI	94648937 ADDL	01/22/2024	690-4890-63020	Computer Maintenance & li...	ANNUAL MAINTENANCE A...		166.67
Vendor ESRI Total:							500.00
Grand Total:							500.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	166.67
620 - WATER UTILITY FUND	83.33
680 - WASTEWATER UTILITY FUND	83.33
690 - ELECTRIC UTILITY FUND	166.67
Grand Total:	500.00

Account Summary

Account Number	Account Name	Expense Amount
100-4650-63020	Computer Maintenance...	166.67
620-4890-63020	Computer Maintenance...	83.33
680-4890-63020	Computer Maintenance...	83.33
690-4890-63020	Computer Maintenance...	166.67
Grand Total:		500.00

Project Account Summary

Project Account Key	Expense Amount
None	500.00
Grand Total:	500.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00901 - 03/07/24 ELECTION JUDGES SALARY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BARBARA GAIL HOLTHUSEN							
BARBARA GAIL HOLTHUSEN	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		240.00
Vendor BARBARA GAIL HOLTHUSEN Total:							240.00
Vendor: BECKY SMITH							
BECKY SMITH	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION - GOL...		195.00
Vendor BECKY SMITH Total:							195.00
Vendor: BETTY ANNE JOHNSON							
BETTY ANNE JOHNSON	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		30.00
Vendor BETTY ANNE JOHNSON Total:							30.00
Vendor: CHERYL PALM							
CHERYL PALM	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		262.50
Vendor CHERYL PALM Total:							262.50
Vendor: CYNTHIA VENNES							
CYNTHIA VENNES	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		225.00
Vendor CYNTHIA VENNES Total:							225.00
Vendor: DEBORAH J ERNST							
DEBORAH J ERNST	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JDUGE..		236.25
Vendor DEBORAH J ERNST Total:							236.25
Vendor: DUANE VIRGIL LANGNESS							
DUANE VIRGIL LANGNESS	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		142.50
Vendor DUANE VIRGIL LANGNESS Total:							142.50
Vendor: EDITH BRANDLI							
EDITH BRANDLI	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		240.00
Vendor EDITH BRANDLI Total:							240.00
Vendor: ELNA JEAN LENDOBEJA							
ELNA JEAN LENDOBEJA	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		327.50
Vendor ELNA JEAN LENDOBEJA Total:							327.50
Vendor: ESTHER L JOHNSON							
ESTHER L JOHNSON	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		255.00
Vendor ESTHER L JOHNSON Total:							255.00
Vendor: GLEN KAJEWSKI							
GLEN KAJEWSKI	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		240.00
Vendor GLEN KAJEWSKI Total:							240.00

Council Approval Register

Packet: APPKT00901 - 03/07/24 ELECTION JUDGES SALARY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JACQUELYN KAY PHILIPP							
JACQUELYN KAY PHILIPP	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		213.75
Vendor JACQUELYN KAY PHILIPP Total:							213.75
Vendor: JANET STRANDLIE							
JANET STRANDLIE	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		225.00
Vendor JANET STRANDLIE Total:							225.00
Vendor: JEREMY DON PURCELL							
JEREMY DON PURCELL	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		240.00
Vendor JEREMY DON PURCELL Total:							240.00
Vendor: JON W PETERSON							
JON W PETERSON	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		255.00
Vendor JON W PETERSON Total:							255.00
Vendor: JULIE D PETERSON							
JULIE D PETERSON	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		247.50
Vendor JULIE D PETERSON Total:							247.50
Vendor: KATHRYN J GERMAN							
KATHRYN J GERMAN	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		247.50
Vendor KATHRYN J GERMAN Total:							247.50
Vendor: KATHY RAE LANGNESS							
KATHY RAE LANGNESS	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		447.50
Vendor KATHY RAE LANGNESS Total:							447.50
Vendor: KENNETH L OLSON							
KENNETH L OLSON	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		350.00
Vendor KENNETH L OLSON Total:							350.00
Vendor: KIM RENAE SWANSON							
KIM RENAE SWANSON	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		247.50
Vendor KIM RENAE SWANSON Total:							247.50
Vendor: KRISTIE LYNN HUSETH							
KRISTIE LYNN HUSETH	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		251.25
Vendor KRISTIE LYNN HUSETH Total:							251.25
Vendor: LANA ILENE SANDAHL							
LANA ILENE SANDAHL	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		228.75
Vendor LANA ILENE SANDAHL Total:							228.75
Vendor: LINDA J RAMSEY							
LINDA J RAMSEY	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		305.00
Vendor LINDA J RAMSEY Total:							305.00
Vendor: MARY JO MUGAAS							
MARY JO MUGAAS	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		312.50
Vendor MARY JO MUGAAS Total:							312.50

Council Approval Register					Packet: APPKT00901 - 03/07/24 ELECTION JUDGES SALARY		
Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MICHAEL KLIER TEUBNER							
MICHAEL KLIER TEUBNER	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		217.50
Vendor MICHAEL KLIER TEUBNER Total:							217.50
Vendor: MILLIE J REIERSON							
MILLIE J REIERSON	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		270.00
Vendor MILLIE J REIERSON Total:							270.00
Vendor: PHILIP TORGERSON							
PHILIP TORGERSON	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		255.00
Vendor PHILIP TORGERSON Total:							255.00
Vendor: REBECCA JEAN STAVENES							
REBECCA JEAN STAVENES	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		297.50
Vendor REBECCA JEAN STAVENES Total:							297.50
Vendor: RHONDA KAYE BACH							
RHONDA KAYE BACH	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		213.75
Vendor RHONDA KAYE BACH Total:							213.75
Vendor: RONALD DENNIS LINDBERG							
RONALD DENNIS LINDBERG	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		255.00
Vendor RONALD DENNIS LINDBERG Total:							255.00
Vendor: THERESA ANN VANYO							
THERESA ANN VANYO	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		247.50
Vendor THERESA ANN VANYO Total:							247.50
Vendor: TRACY HJELLE							
TRACY HJELLE	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		247.50
Vendor TRACY HJELLE Total:							247.50
Vendor: TRACY LAINE NELSON							
TRACY LAINE NELSON	03 05 24	03/07/2024	100-4140-61060	Temporary Salaries	03 05 2024 ELECTION JUDGE..		247.50
Vendor TRACY LAINE NELSON Total:							247.50
Grand Total:							8,216.25

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	8,216.25
Grand Total:	8,216.25

Account Summary

Account Number	Account Name	Expense Amount
100-4140-61060	Temporary Salaries	8,216.25
Grand Total:		8,216.25

Project Account Summary

Project Account Key	Expense Amount
None	8,216.25
Grand Total:	8,216.25



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00902 - 03/11/24 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...	2630255226	03/05/2024	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 03/05/...		85.13
Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:							85.13
Vendor: DEERE CREDIT INC							
DEERE CREDIT INC	13668315-2024	03/11/2024	100-22520	Leases - Current	2024 LEASE INTEREST-JOHN...		12,740.32
DEERE CREDIT INC	13668315-2024	03/11/2024	100-4312-66115	Lease Interest	2024 JOHN DEERE 644 P W...		15,100.90
Vendor DEERE CREDIT INC Total:							27,841.22
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR...	FEB 2024 - ASHLEY	03/04/2024	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - FEB 20...		115.25
GLOBAL PAYMENTS INTEGR...	FEB 2024 - ASHLEY	03/04/2024	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - FEB 20...		1,170.25
GLOBAL PAYMENTS INTEGR...	FEB 2024 - ELEC	03/04/2024	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - FEB 20...		14.25
GLOBAL PAYMENTS INTEGR...	FEB 2024 - GEN	03/04/2024	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - FEB 20...		5.74
GLOBAL PAYMENTS INTEGR...	FEB 2024	03/04/2024	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - FEB 20...		5,897.45
Vendor GLOBAL PAYMENTS INTEGRATED Total:							7,202.94
Vendor: LEAGUE OF MN CITIES INS TRUST							
LEAGUE OF MN CITIES INS T...	2024 P/C PREMIUM	03/11/2024	100-4670-63610	Insurance Expense	2024 PROPERTY / CASUALTY...		29,742.92
LEAGUE OF MN CITIES INS T...	2024 P/C PREMIUM	03/11/2024	610-4870-63610	Insurance Expense	2024 PROPERTY / CASUALTY...		1,593.86
LEAGUE OF MN CITIES INS T...	2024 P/C PREMIUM	03/11/2024	620-4870-63610	Insurance Expense	2024 PROPERTY / CASUALTY...		6,758.17
LEAGUE OF MN CITIES INS T...	2024 P/C PREMIUM	03/11/2024	680-4870-63610	Insurance Expense	2024 PROPERTY / CASUALTY...		3,510.13
LEAGUE OF MN CITIES INS T...	2024 P/C PREMIUM	03/11/2024	690-4870-63610	Insurance Expense	2024 PROPERTY / CASUALTY...		10,566.34
LEAGUE OF MN CITIES INS T...	2024 P/C PREMIUM	03/11/2024	820-4870-63610	Insurance Expense	2024 PROPERTY / CASUALTY...		85.58
Vendor LEAGUE OF MN CITIES INS TRUST Total:							52,257.00
Vendor: NORTHDAL OIL INC							
NORTHDAL OIL INC	FEB 2024	03/11/2024	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - FEB 2024		1,572.27
NORTHDAL OIL INC	FEB 2024	03/11/2024	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - FEB 2024		208.94
NORTHDAL OIL INC	FEB 2024	03/11/2024	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - FEB 2024		121.31
Vendor NORTHDAL OIL INC Total:							1,902.52
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	APR 2024	03/11/2024	810-4820-61500	Annuity Payments	POLICE PENSION - APR 2024		1,098.61
Vendor YVONNE PEDERSON Total:							1,098.61
Grand Total:							90,387.42

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	59,486.34
610 - LIQUOR DISPENSARY	1,593.86
620 - WATER UTILITY FUND	6,843.30
680 - WASTEWATER UTILITY FUND	3,510.13
690 - ELECTRIC UTILITY FUND	17,769.60
810 - POLICE RELIEF ASSOCIATION	1,098.61
820 - GREENWOOD CEMETERY FUND	85.58
Grand Total:	90,387.42

Account Summary

Account Number	Account Name	Expense Amount
100-22520	Leases - Current	12,740.32
100-4210-62120	Gas-Oil-Lube	1,572.27
100-4312-62120	Gas-Oil-Lube	208.94
100-4312-66115	Lease Interest	15,100.90
100-4670-63060	Credit Card Fees	120.99
100-4670-63610	Insurance Expense	29,742.92
610-4870-63610	Insurance Expense	1,593.86
620-4870-63610	Insurance Expense	6,758.17
620-4890-63030	Contracts Expense	85.13
680-4870-63610	Insurance Expense	3,510.13
690-4840-62120	Gas-Oil-Lube	121.31
690-4870-63610	Insurance Expense	10,566.34
690-4890-63060	Credit Card Fees	7,081.95
810-4820-61500	Annuity Payments	1,098.61
820-4870-63610	Insurance Expense	85.58
Grand Total:		90,387.42

Project Account Summary

Project Account Key	Expense Amount
None	90,387.42
Grand Total:	90,387.42



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00903 - 03/11/24 VOLUNTEER FIREFIGHTERS

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ANTHONY HORACHEK							
ANTHONY HORACHEK	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor ANTHONY HORACHEK Total:	145.00
Vendor: BLAKE WALKER							
BLAKE WALKER	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor BLAKE WALKER Total:	145.00
Vendor: BRIAN JACOBSON							
BRIAN JACOBSON	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor BRIAN JACOBSON Total:	145.00
Vendor: DEREK NEISEN							
DEREK NEISEN	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor DEREK NEISEN Total:	145.00
Vendor: DEVIN SPEARS							
DEVIN SPEARS	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor DEVIN SPEARS Total:	145.00
Vendor: ERIK BRATENG							
ERIK BRATENG	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor ERIK BRATENG Total:	145.00
Vendor: FRANCIS TRUDEAU							
FRANCIS TRUDEAU	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor FRANCIS TRUDEAU Total:	145.00
Vendor: GRANT ASP							
GRANT ASP	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor GRANT ASP Total:	145.00
Vendor: IAN LUND							
IAN LUND	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor IAN LUND Total:	145.00
Vendor: JEFFREY SCHNEIDER							
JEFFREY SCHNEIDER	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor JEFFREY SCHNEIDER Total:	145.00
Vendor: JONATHAN LARSON							
JONATHAN LARSON	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor JONATHAN LARSON Total:	145.00

Council Approval Register					Packet: APPKT00903 - 03/11/24 VOLUNTEER FIREFIGHTERS		
Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JOSIAH JENSEN							
JOSIAH JENSEN	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor JOSIAH JENSEN Total:	145.00
Vendor: JUDD ALBY							
JUDD ALBY	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor JUDD ALBY Total:	145.00
Vendor: KEARY PETSCHL							
KEARY PETSCHL	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 AIEY		145.00
						Vendor KEARY PETSCHL Total:	145.00
Vendor: KEATON HUOT							
KEATON HUOT	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor KEATON HUOT Total:	145.00
Vendor: KEVIN WALSETH							
KEVIN WALSETH	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor KEVIN WALSETH Total:	145.00
Vendor: MIKE LARSON							
MIKE LARSON	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor MIKE LARSON Total:	145.00
Vendor: NICHOLAS TRUDEAU							
NICHOLAS TRUDEAU	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor NICHOLAS TRUDEAU Total:	145.00
Vendor: PATRICK BARRY							
PATRICK BARRY	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor PATRICK BARRY Total:	145.00
Vendor: PAUL D GONSOROWSKI							
PAUL D GONSOROWSKI	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor PAUL D GONSOROWSKI Total:	145.00
Vendor: SCOTT WALKER							
SCOTT WALKER	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor SCOTT WALKER Total:	145.00
Vendor: SHANE CRANDALL							
SHANE CRANDALL	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor SHANE CRANDALL Total:	145.00
Vendor: TREVOR SWANSON							
TREVOR SWANSON	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor TREVOR SWANSON Total:	145.00
Vendor: WAYNE NOME LAND							
WAYNE NOME LAND	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor WAYNE NOME LAND Total:	145.00

Council Approval Register

Packet: APPKT00903 - 03/11/24 VOLUNTEER FIREFIGHTERS

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ZACHARY JOHNSON							
ZACHARY JOHNSON	1ST QTR 2024	03/11/2024	100-4220-61060	Temporary Salaries	1ST QTR 2024 SALARY		145.00
						Vendor ZACHARY JOHNSON Total:	145.00
						Grand Total:	3,625.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	3,625.00
Grand Total:	3,625.00

Account Summary

Account Number	Account Name	Expense Amount
100-4220-61060	Temporary Salaries	3,625.00
Grand Total:		3,625.00

Project Account Summary

Project Account Key	Expense Amount
None	3,625.00
Grand Total:	3,625.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00904 - 03/19/24 COUNCIL MEETING REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	153820	02/02/2024	610-4840-62400	Small Tools and Minor Equip	CLEANING / MISC SUPPLIES		34.16
ACE HARDWARE	153820	02/02/2024	610-4840-62990	Misc. Operating Expense	CLEANING / MISC SUPPLIES		33.56
ACE HARDWARE	153965	02/05/2024	620-4840-62990	Misc. Operating Expense	ALKALINE BATTERIES		31.57
ACE HARDWARE	154373	02/12/2024	100-4560-62990	Misc. Operating Expense	BATTERIES - FIREPLACE RE...		22.36
ACE HARDWARE	154661	02/16/2024	620-4850-62290	Water Meter Maintenance	HARDWARE - METER REPAIR		5.06
ACE HARDWARE	154805	02/19/2024	690-4850-62350	Power Plant/Dam Maint	PAINT SUPPLIES		92.76
ACE HARDWARE	154896	02/20/2024	100-4220-62990	Misc. Operating Expense	DRAIN CLEANER		10.68
ACE HARDWARE	154900	02/20/2024	690-4850-62350	Power Plant/Dam Maint	PAINT / SOCKET / NUTSETT...		27.17
ACE HARDWARE	155068	02/22/2024	100-4220-62230	Building Maint & Repair	SUPPLIES - E BATHROOM R...		35.40
ACE HARDWARE	155102	02/23/2024	690-4850-62350	Power Plant/Dam Maint	PAINT		83.96
Vendor ACE HARDWARE Total:							376.68
Vendor: AIRGAS USA LLC							
AIRGAS USA LLC	9147105626	02/20/2024	100-4312-62240	Department Maint & Repair	ACETYLENE / OXYGEN / INM		172.64
Vendor AIRGAS USA LLC Total:							172.64
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2403	03/11/2024	620-4840-62160	Chemicals	CHEMICALS		9,190.96
Vendor AQUA PURE INC Total:							9,190.96
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9656513	01/31/2024	100-4210-62990	Misc. Operating Expense	LOCKOUT KIT		102.98
AUTO VALUE T R F	9656979	02/05/2024	620-4850-62210	Equipment Maint & Repair	HOSE - WTP GENERATOR		63.88
AUTO VALUE T R F	9657175	02/06/2024	100-4312-62240	Department Maint & Repair	ELECTRICAL TAPE		13.98
AUTO VALUE T R F	9658691	02/20/2024	100-4312-62240	Department Maint & Repair	DISC		39.75
AUTO VALUE T R F	9658807	02/21/2024	100-4312-62240	Department Maint & Repair	DISC		62.25
AUTO VALUE T R F	9659046	02/22/2024	100-4510-62210	Equipment Maint & Repair	FILTERS		62.60
AUTO VALUE T R F	9659249	02/24/2024	100-4510-62210	Equipment Maint & Repair	FILTER		46.73
Vendor AUTO VALUE T R F Total:							392.17
Vendor: BENJAMIN TURESON							
BENJAMIN TURESON	03 07 24	03/11/2024	100-4210-63320	Training Expense	REIMBURSE GASOLINE - UN...		43.25
BENJAMIN TURESON	03 07 24	03/11/2024	100-4210-63320	Training Expense	REIMBURSE MEALS - UNDE...		33.59
Vendor BENJAMIN TURESON Total:							76.84
Vendor: BORDER STATES ELECTRIC SUPPLY							
BORDER STATES ELECTRIC S...	927971201	03/06/2024	690-4840-62990	Misc. Operating Expense	SHELVING		1,064.30
Vendor BORDER STATES ELECTRIC SUPPLY Total:							1,064.30

Council Approval Register

Packet: APPKT00904 - 03/19/24 COUNCIL MEETING REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC ...	817079	02/28/2024	100-4670-62990	Misc. Operating Expense	FLEX FEE - FEB 2024		180.00
Vendor BRADY MARTZ & ASSOC PC INC Total:							180.00
Vendor: CITY OF T R F - POLICE DPT PETTY CASH							
CITY OF T R F - POLICE DPT ...	01 24 24 - 03 05 24	03/12/2024	100-4210-62010	Office Supplies	REIMBURSE - POSTAGE		69.35
Vendor CITY OF T R F - POLICE DPT PETTY CASH Total:							69.35
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10395904	02/01/2024	610-4840-62990	Misc. Operating Expense	ICE MELT		58.85
COLE PAPERS INC	10398262	02/01/2024	610-4850-62230	Building Maint & Repair	FLOOR CLEANER		58.41
COLE PAPERS INC	10399784	02/08/2024	100-4194-62990	Misc. Operating Expense	TOILET TISSUE / PAPER TO...		141.67
COLE PAPERS INC	10400728	02/22/2024	100-4194-62990	Misc. Operating Expense	ALKALINE FLOOR CLEANER		155.97
COLE PAPERS INC	10400728	02/22/2024	100-4550-62990	Misc. Operating Expense	ALKALINE FLOOR CLEANER		155.97
COLE PAPERS INC	10401261	02/08/2024	620-4840-62990	Misc. Operating Expense	TOILET TISSUE / CLEANER / ...		68.63
COLE PAPERS INC	10403844	02/15/2024	610-4840-62990	Misc. Operating Expense	HAND TOWELS		90.84
COLE PAPERS INC	10406573	02/22/2024	610-4850-62230	Building Maint & Repair	ROLL TOWEL / FLOOR CLEA...		58.42
COLE PAPERS INC	10408946	02/29/2024	610-4840-62140	Off Sale Supplies	SUPPLIES - CREDIT CARD PA...		34.85
COLE PAPERS INC	10408946	02/29/2024	610-4840-62990	Misc. Operating Expense	SUPPLIES - HAND SANITIZER		55.66
COLE PAPERS INC	10408946	02/29/2024	610-4850-62210	Equipment Maint & Repair	SUPPLIES - BATTERIES (2) F...		510.22
COLE PAPERS INC	10408946	02/29/2024	610-4850-62230	Building Maint & Repair	SUPPLIES - FLOOR CLEANER		58.42
Vendor COLE PAPERS INC Total:							1,447.91
Vendor: DONS SEWING & VACUUM							
DONS SEWING & VACUUM	22477	03/08/2024	610-4850-62210	Equipment Maint & Repair	VACUUM CLEANER BAGS		20.99
Vendor DONS SEWING & VACUUM Total:							20.99
Vendor: DRI							
DRI	F196773	01/16/2024	610-4850-62210	Equipment Maint & Repair	COMPRESSOR - S WALK IN ...		1,882.70
Vendor DRI Total:							1,882.70
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0223123	02/05/2024	100-4510-62210	Equipment Maint & Repair	MATERIALS - TOOLCAT BLA...		69.12
EVANS SCRAP AND STEEL INC	0223140	02/09/2024	100-4510-62210	Equipment Maint & Repair	MATERIALS - TOOLCAT BLA...		254.17
EVANS SCRAP AND STEEL INC	0223183	02/23/2024	100-4312-62240	Department Maint & Repair	MATERIALS - DRYING RACK		205.34
Vendor EVANS SCRAP AND STEEL INC Total:							528.63
Vendor: FALLS RADIATOR SERVICE INC							
FALLS RADIATOR SERVICE I...	49578	02/14/2024	690-4850-62210	Equipment Maint & Repair	OIL CHANGE - #100		59.50
Vendor FALLS RADIATOR SERVICE INC Total:							59.50
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS129814	02/07/2024	100-4312-62990	Misc. Operating Expense	HARDWARE		40.11
FASTENAL COMPANY	MNROS129859	02/08/2024	620-4850-62290	Water Meter Maintenance	MATERIALS - METER SERVICE		21.76
FASTENAL COMPANY	MNROS130025	02/20/2024	690-4850-62350	Power Plant/Dam Maint	HARDWARE		169.53
Vendor FASTENAL COMPANY Total:							231.40
Vendor: FLAHERTY AND HOOD PA							
FLAHERTY AND HOOD PA	20875	03/04/2024	560-4680-65940	Work in Progress - Legal/Mi...	LITIGATION SERVICES - WW...		956.25

Council Approval Register
Packet: APPKT00904 - 03/19/24 COUNCIL MEETING REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
FLAHERTY AND HOOD PA	20926	03/04/2024	100-4160-63040	Legal Fees	PROF SRVCS - LABOR NEGOT..		5,375.69
Vendor FLAHERTY AND HOOD PA Total:							6,331.94
Vendor: FORUM COMMUNICATIONS COMPANY							
FORUM COMMUNICATIONS...	MP1977920224	02/29/2024	100-4510-63490	Advertising	FORESTER POSITION ADS		1,400.00
Vendor FORUM COMMUNICATIONS COMPANY Total:							1,400.00
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	4020790	02/29/2024	690-4850-62360	Distribution Maint	BILLABLE LOCATES - FEB 20...		10.80
Vendor GOPHER STATE ONE CALL Total:							10.80
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS..	2545699	02/21/2024	690-4890-63030	Contracts Expense	RODENT CONTROL PRGM - ...		55.00
Vendor GUARDIAN PEST SOLUTIONS INC Total:							55.00
Vendor: HACH COMPANY							
HACH COMPANY	13943674	02/29/2024	620-4840-62170	Field Supplies	LAB SUPPLIES		552.00
Vendor HACH COMPANY Total:							552.00
Vendor: HAWKINS INC							
HAWKINS INC	6687380	02/12/2024	620-4840-62160	Chemicals	CHEMICALS		2,591.80
HAWKINS INC	6688198	02/14/2024	620-4840-62160	Chemicals	CHEMICALS		5,734.00
Vendor HAWKINS INC Total:							8,325.80
Vendor: HUGOS #7							
HUGOS #7	0058	02/28/2024	100-4220-64400	Travel, Conference, School	CATERED MEAL - RURAL FIR...		161.95
Vendor HUGOS #7 Total:							161.95
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	04086	03/01/2024	100-4160-63040	Legal Fees	CRIMINAL SERVICES - FEB 2...		5,250.00
IHLE SPARBY AND HAASE PA	04087	03/01/2024	100-4160-63040	Legal Fees	CONTRACT SERVICES - FEB ...		2,600.00
Vendor IHLE SPARBY AND HAASE PA Total:							7,850.00
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	25772G	02/20/2024	100-4510-62210	Equipment Maint & Repair	PARTS - TOOLCAT		19.95
INTERSTATE BILLING SERVICE	25912G	02/28/2024	100-4510-62210	Equipment Maint & Repair	FILTER COVER - #5425		104.95
Vendor INTERSTATE BILLING SERVICE Total:							124.90
Vendor: JOANNE OLSON							
JOANNE OLSON	02 29 24	03/01/2024	100-4150-64400	Travel, Conference, School	REIMB MEALS EXP - CRITICA...		63.97
JOANNE OLSON	02 29 24	03/01/2024	100-4150-64400	Travel, Conference, School	REIMB - AUTOMATIC LYFT ...		-3.73
JOANNE OLSON	02 29 24	03/01/2024	100-4150-64400	Travel, Conference, School	REIMB - AUTOMATIC LYFT ...		-3.00
Vendor JOANNE OLSON Total:							57.24
Vendor: KENNETH D HALVORSON							
KENNETH D HALVORSON	099538	02/29/2024	100-4220-62210	Equipment Maint & Repair	LABOR / MATERIALS - E '05...		250.00
Vendor KENNETH D HALVORSON Total:							250.00
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	2295170	02/01/2024	100-4510-62240	Department Maint & Repair	GLUE		5.99
L & M SUPPLY INC	2295257	02/01/2024	100-4210-62880	Personal Protective Equipm...	UNIFORM JACKETS		379.96

Council Approval Register

Packet: APPKT00904 - 03/19/24 COUNCIL MEETING REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
L & M SUPPLY INC	2295498	02/02/2024	690-4850-62350	Power Plant/Dam Maint	PAINT / PAINT SUPPLIES		84.93
L & M SUPPLY INC	2300172	02/12/2024	690-4840-62990	Misc. Operating Expense	SCISSORS / LIGHT - SHOP		47.47
L & M SUPPLY INC	2301449	02/15/2024	100-4510-62240	Department Maint & Repair	HARDWARE - RINKS		34.19
L & M SUPPLY INC	2307168	02/06/2024	100-4510-62210	Equipment Maint & Repair	SPRAY PAINT		21.56
Vendor L & M SUPPLY INC Total:							574.10
Vendor: LEE PLUMBING & HEATING INC							
LEE PLUMBING & HEATING ...	92214	02/06/2024	100-4671-62200	System Expense	LABOR / CAMERA / BRASS P...		431.95
LEE PLUMBING & HEATING ...	92261	02/19/2024	620-4850-62230	Building Maint & Repair	CHEMICAL TRAP / COUPLING		103.21
Vendor LEE PLUMBING & HEATING INC Total:							535.16
Vendor: MARCO TECHNOLOGIES LLC NW 7128							
MARCO TECHNOLOGIES LLC...	INV12225532	02/08/2024	100-4650-63030	Contracts Expense	WIDE FORMAT PLOTTER / S...		571.82
Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:							571.82
Vendor: MARK BORSETH							
MARK BORSETH	2024-2	02/29/2024	100-4660-63030	Contracts Expense	PLANNING & ZONING SERVI...		862.50
Vendor MARK BORSETH Total:							862.50
Vendor: MN DEER HUNTERS ASSOC							
MN DEER HUNTERS ASSOC	216320	03/06/2024	610-4890-64900	Civic Events	DONATION - MDHA BANQU...		250.00
Vendor MN DEER HUNTERS ASSOC Total:							250.00
Vendor: MN DPT OF COMMERCE							
MN DPT OF COMMERCE	1000051478	03/01/2024	690-4890-68880	Conservation Program	4TH QTR FISCAL YEAR 2024 ...		2,323.23
Vendor MN DPT OF COMMERCE Total:							2,323.23
Vendor: MN DPT OF HEALTH							
MN DPT OF HEALTH	1ST QTR 2024	03/12/2024	620-4890-64370	Taxes and Licenses	1ST QTR 2024 ENDING 03/3...		8,512.00
Vendor MN DPT OF HEALTH Total:							8,512.00
Vendor: MN POLLUTION CONTROL AGENCY							
MN POLLUTION CONTROL ...	10000177981	02/14/2024	690-4890-64370	Taxes and Licenses	2024 WATER PERMIT FEES -...		345.00
Vendor MN POLLUTION CONTROL AGENCY Total:							345.00
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	6978	02/19/2024	100-4192-63020	Computer Maintenance & li...	03/24 - 03/25 FIREWALL MA...		2,122.10
MORRIS ELECTRONICS INC	6978	02/19/2024	690-4890-63020	Computer Maintenance & li...	03/24 - 03/25 FIREWALL MA...		2,122.10
MORRIS ELECTRONICS INC	7009	02/20/2024	100-4192-63020	Computer Maintenance & li...	WILDCARD CERT		899.98
MORRIS ELECTRONICS INC	7017	02/21/2024	100-4192-63020	Computer Maintenance & li...	SERVICE DAY		1,787.50
MORRIS ELECTRONICS INC	7204	03/01/2024	100-4192-63020	Computer Maintenance & li...	06/24 - 06/25 BACKUP MAI...		2,420.62
Vendor MORRIS ELECTRONICS INC Total:							9,352.30
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	732396	02/07/2024	690-4850-62350	Power Plant/Dam Maint	FILTERS		19.99
N A P A AUTO PARTS THF R...	732452	02/09/2024	690-4840-62990	Misc. Operating Expense	SUPER GLUE		9.67
N A P A AUTO PARTS THF R...	732467	02/12/2024	100-4312-62210	Equipment Maint & Repair	RELAY - #5431		19.39
Vendor N A P A AUTO PARTS THF RVR FL Total:							49.05

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Packet: APPKT00904 - 03/19/24 COUNCIL MEETING REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	FEB 2024	03/07/2024	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE ..		337.35
Vendor NORTHERN STATE BANK Total:							337.35
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T335311	02/01/2024	100-4312-62210	Equipment Maint & Repair	HOSE - #5511		20.93
NORTHWEST POWER SYST...	T335381	02/05/2024	620-4850-62210	Equipment Maint & Repair	HEATER HOSE / HOSE CLAM...		47.54
NORTHWEST POWER SYST...	T335433	02/08/2024	100-4510-62210	Equipment Maint & Repair	CYLINDER REPAIR - #5425		192.62
NORTHWEST POWER SYST...	T335807	02/27/2024	100-4312-62210	Equipment Maint & Repair	FITTINGS - #5511		711.80
NORTHWEST POWER SYST...	T335826	02/28/2024	100-4510-62210	Equipment Maint & Repair	HOSE / FITTINGS - #5432		79.05
NORTHWEST POWER SYST...	T335830	02/28/2024	100-4312-62210	Equipment Maint & Repair	FITTINGS - #5514		47.02
Vendor NORTHWEST POWER SYSTEMS INC Total:							1,098.96
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE INC	80782	03/11/2024	690-4840-62120	Gas-Oil-Lube	OIL CHANGE - #110		113.74
Vendor PENNINGTON FAST LUBE INC Total:							113.74
Vendor: RAILROAD MANAGEMENT CO III LLC							
RAILROAD MANAGEMENT ...	500132	02/27/2024	690-4890-64370	Taxes and Licenses	LICENSE FEE - 06/16/24 06/...		379.14
Vendor RAILROAD MANAGEMENT CO III LLC Total:							379.14
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB ...	D056314	02/22/2024	620-4840-62170	Field Supplies	ELECTRIC READING - FEB 20...		287.38
Vendor RMB ENVIRONMENTAL LAB INC Total:							287.38
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B17970304	02/17/2024	100-4110-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		51.49
SHI INTERNATIONAL CORP	B17970304	02/17/2024	100-4150-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		158.61
SHI INTERNATIONAL CORP	B17970304	02/17/2024	100-4192-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		34.07
SHI INTERNATIONAL CORP	B17970304	02/17/2024	100-4194-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		5.67
SHI INTERNATIONAL CORP	B17970304	02/17/2024	100-4210-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		170.20
SHI INTERNATIONAL CORP	B17970304	02/17/2024	100-4220-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		23.60
SHI INTERNATIONAL CORP	B17970304	02/17/2024	100-4240-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		11.80
SHI INTERNATIONAL CORP	B17970304	02/17/2024	100-4312-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		17.47
SHI INTERNATIONAL CORP	B17970304	02/17/2024	100-4510-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		23.60
SHI INTERNATIONAL CORP	B17970304	02/17/2024	100-4650-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		41.07
SHI INTERNATIONAL CORP	B17970304	02/17/2024	610-4890-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		11.80
SHI INTERNATIONAL CORP	B17970304	02/17/2024	680-4890-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		52.41
SHI INTERNATIONAL CORP	B17970304	02/17/2024	690-4890-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		100.07
SHI INTERNATIONAL CORP	B17970304	02/17/2024	820-4890-63020	Computer Maintenance & li...	FEB 2024 - OFFICE 365		17.47
Vendor SHI INTERNATIONAL CORP Total:							719.33
Vendor: SHPIGLER CONSULTING INC							
SHPIGLER CONSULTING INC	MAR 2024	03/01/2024	545-4680-65920	Work in Process - Eng/Arch...	CONSULTING SUPPORT - M...		5,000.00
Vendor SHPIGLER CONSULTING INC Total:							5,000.00

Council Approval Register

Packet: APPKT00904 - 03/19/24 COUNCIL MEETING REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SNAP-ON INDUSTRIAL							
SNAP-ON INDUSTRIAL	60239029	01/30/2024	100-4312-62400	Small Tools and Minor Equip	ADJUSTABLE CREEPER		236.32
Vendor SNAP-ON INDUSTRIAL Total:							236.32
Vendor: STATION 59							
STATION 59	1017291	02/29/2024	100-4210-62990	Misc. Operating Expense	10 ADDITINAL CAR WASHES		100.00
Vendor STATION 59 Total:							100.00
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	FEB 2024 - 878	02/29/2024	100-4150-63590	Printing & Publications	FEB 2024 STMT - HR COORD...		97.50
THIEF RIVER FALLS TIMES	FEB 2024 - 878	02/29/2024	100-4510-63490	Advertising	FEB 2024 STMT - FORESTER ...		555.00
THIEF RIVER FALLS TIMES	FEB 2024 - 878	02/29/2024	100-4660-63590	Printing & Publications	FEB 2024 STMT - HRG NTC >...		97.02
THIEF RIVER FALLS TIMES	FEB 2024 - 878	02/29/2024	100-4670-62990	Misc. Operating Expense	FEB 2024 STMT - 2024 SU...		225.72
Vendor THIEF RIVER FALLS TIMES Total:							975.24
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI...	696	03/08/2024	820-4890-63030	Contracts Expense	OPEN / CLOSE FEE - BRIAN ...		800.00
Vendor TROY MERCIL CONSTRUCTION LLC Total:							800.00
Vendor: VALLEY ANIMAL HOSPITAL LLC							
VALLEY ANIMAL HOSPITAL L...	83642	02/29/2024	230-4840-63150	Canine Unit Expense	NECROPSY / CREMATION - ...		440.50
Vendor VALLEY ANIMAL HOSPITAL LLC Total:							440.50
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	392	02/29/2024	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEES - FE...		19,872.51
WASTE MASTERS LLC	42X00252	02/29/2024	100-4315-63030	Contracts Expense	FEB 2024 DOWNTOWN COL...		162.50
Vendor WASTE MASTERS LLC Total:							20,035.01
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	228812	02/20/2024	100-4650-63030	Contracts Expense	PROF SRVCS - BRIDGE INSP...		708.75
WIDSETH SMITH NOLTING ...	228813	02/20/2024	590-4680-65900	Work in Process-Constructi...	PROF SRVCS - 2023 STREET ...		585.00
WIDSETH SMITH NOLTING ...	228814	02/20/2024	505-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - 2024 FEDERAL...		9,277.50
WIDSETH SMITH NOLTING ...	228815	02/20/2024	505-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - 2024 LOCAL S...		8,955.00
WIDSETH SMITH NOLTING ...	229161	02/27/2024	820-4890-63030	Contracts Expense	GREENWOOD CEMETERY S...		415.00
Vendor WIDSETH SMITH NOLTING ASC INC Total:							19,941.25
Grand Total:							114,653.08

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	50,676.92
230 - TRF AREA K-9 FUND	440.50
505 - 2024 ST AND UTILITY PROJECT	18,232.50
545 - WATER METER PROJECT	5,000.00
560 - WASTE WATER FORCE MAIN	956.25
590 - 2023 ST AND UTILITY PROJECT	585.00
610 - LIQUOR DISPENSARY	3,158.88
620 - WATER UTILITY FUND	27,209.79
680 - WASTEWATER UTILITY FUND	52.41
690 - ELECTRIC UTILITY FUND	7,108.36
820 - GREENWOOD CEMETERY FUND	1,232.47
Grand Total:	114,653.08

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63020	Computer Maintenance...	51.49
100-4150-63020	Computer Maintenance...	158.61
100-4150-63030	Contracts Expense	337.35
100-4150-63590	Printing & Publications	97.50
100-4150-64400	Travel, Conference, Sch...	57.24
100-4160-63040	Legal Fees	13,225.69
100-4192-63020	Computer Maintenance...	7,264.27
100-4194-62990	Misc. Operating Expense	297.64
100-4194-63020	Computer Maintenance...	5.67
100-4210-62010	Office Supplies	69.35
100-4210-62880	Personal Protective Equi...	379.96
100-4210-62990	Misc. Operating Expense	202.98
100-4210-63020	Computer Maintenance...	170.20
100-4210-63320	Training Expense	76.84
100-4220-62210	Equipment Maint & Repa..	250.00
100-4220-62230	Building Maint & Repair	35.40
100-4220-62990	Misc. Operating Expense	10.68
100-4220-63020	Computer Maintenance...	23.60
100-4220-64400	Travel, Conference, Sch...	161.95
100-4240-63020	Computer Maintenance...	11.80
100-4312-62210	Equipment Maint & Repa..	799.14
100-4312-62240	Department Maint & Re...	493.96
100-4312-62400	Small Tools and Minor E...	236.32
100-4312-62990	Misc. Operating Expense	40.11
100-4312-63020	Computer Maintenance...	17.47
100-4315-63030	Contracts Expense	20,035.01
100-4510-62210	Equipment Maint & Repa..	850.75

Account Summary

Account Number	Account Name	Expense Amount
100-4510-62240	Department Maint & Re...	40.18
100-4510-63020	Computer Maintenance...	23.60
100-4510-63490	Advertising	1,955.00
100-4550-62990	Misc. Operating Expense	155.97
100-4560-62990	Misc. Operating Expense	22.36
100-4650-63020	Computer Maintenance...	41.07
100-4650-63030	Contracts Expense	1,280.57
100-4660-63030	Contracts Expense	862.50
100-4660-63590	Printing & Publications	97.02
100-4670-62990	Misc. Operating Expense	405.72
100-4671-62200	System Expense	431.95
230-4840-63150	Canine Unit Expense	440.50
505-4680-65920	Work in Process - Eng/Ar...	18,232.50
545-4680-65920	Work in Process - Eng/Ar...	5,000.00
560-4680-65940	Work in Progress - Legal...	956.25
590-4680-65900	Work in Process-Constru...	585.00
610-4840-62140	Off Sale Supplies	34.85
610-4840-62400	Small Tools and Minor E...	34.16
610-4840-62990	Misc. Operating Expense	238.91
610-4850-62210	Equipment Maint & Repa..	2,413.91
610-4850-62230	Building Maint & Repair	175.25
610-4890-63020	Computer Maintenance...	11.80
610-4890-64900	Civic Events	250.00
620-4840-62160	Chemicals	17,516.76
620-4840-62170	Field Supplies	839.38
620-4840-62990	Misc. Operating Expense	100.20
620-4850-62210	Equipment Maint & Repa..	111.42
620-4850-62230	Building Maint & Repair	103.21
620-4850-62290	Water Meter Maintenanc...	26.82
620-4890-64370	Taxes and Licenses	8,512.00
680-4890-63020	Computer Maintenance...	52.41
690-4840-62120	Gas-Oil-Lube	113.74
690-4840-62990	Misc. Operating Expense	1,121.44
690-4850-62210	Equipment Maint & Repa..	59.50
690-4850-62350	Power Plant/Dam Maint	478.34
690-4850-62360	Distribution Maint	10.80
690-4890-63020	Computer Maintenance...	2,222.17
690-4890-63030	Contracts Expense	55.00
690-4890-64370	Taxes and Licenses	724.14
690-4890-68880	Conservation Program	2,323.23
820-4890-63020	Computer Maintenance...	17.47
820-4890-63030	Contracts Expense	1,215.00

Account Summary		
Account Number	Account Name	Expense Amount
820-4890-63030	Contracts Expense	
Grand Total:		114,653.08

Project Account Summary		Expense Amount
Project Account Key		
None		114,653.08
Grand Total:		114,653.08



City of Thief River Falls

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

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Request for Council Action

DATE: 3/19/2024

SUBJECT: #8.1 Approve Permanent summer work hours for City Hall

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

MOTION TO: Approve to permanently set summer hours for the City of Thief River Falls City Hall and other departments as appropriate, effective the day after Memorial Day and to conclude on Labor Day. Summer hours are defined as four nine-hour days starting at 7:00 a.m. to 4:30 p.m. on Monday through Thursday and one-half day from 7:00 a.m. to 12:00 noon on Friday. January through Memorial Day and the day after Labor Day through December will be the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday.

BACKGROUND: Customer service is a high priority and will continue to be so. One of the main conditions is that summer hours will not be an added cost to the City in any way. This is an added convenience to the customer being open at 7am 5-days a week. This schedule also provides an additional hour during the week the doors to City Hall are open. Having these hours permanently set allows us to post our hours year round.

It will be the City Administrator and Department heads job to ensure customer satisfaction.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 3/19/2024

SUBJECT: #8.2 Authorize purchase of GrayKey through Magnet Forensics with the Pennington County Sheriff's Office

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

MOTION TO: To authorize purchase of GrayKey that will replace the Cellebrite UFED device and physical analyzer and provide us with a number of device unlocks to use in our investigations. This device will also provide a more complete download of devices. The estimated annual cost for this service is approximately \$13,820 a year that will be split with the Sheriff's office. The first year cost for the Police Department will be \$7,500 which includes the device itself, Axiom and shipping and handling.

BACKGROUND: The annual renewal for Cellbrite for 2024 is \$6,900 and does not offer unlocks for the current plan.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2024 for the amount of \$4,500. We can use money from the DWI funds to cover the rest of the cost for 2024 and work on budgeting for this in 2025.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Chief of Police

ATTACHMENTS:

None



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Request for Council Action

DATE: 3/19/2024

SUBJECT: #8.3 Approve Amendment to City Code Chapter 152.087.2 Excluded Signs of a governmental body.

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

MOTION TO: Approve an amendment to City Code Chapter 152.087 EXCLUDED SIGNS, Subsection (2):

Traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings of a duly constituted governmental body. All other signs of a duly constituted governmental body not excluded herein shall be subject to a conditional use permit. And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions.

BACKGROUND: While researching a concern about the old brick sign at the Challenger School, it was discovered that under Sec. 152.087 – EXCLUDED SIGNS, our current ordinance reads as follows:

Sec. 152.087. - Excluded signs.

The following shall be deemed to be excluded from the definition of sign as it applies to this subchapter:

2. Signs of a duly constituted governmental body, including traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings;

A Public Hearing was held on March 12, 2024, at the Planning and Zoning Commission Meeting and recommended to Council for Approval of the above amendment to City Code Chapter 152.087.2.

KEY ISSUES: As it currently reads, signs of a duly constituted governmental body are excluded from our sign ordinance. This allows any governmental unit located in the city proper to erect any sign of their choosing, with no limitations to size, height, or how it is lit. The proposed language change would still allow traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings to be excluded, but would require all other signs of a governmental body to be subject to a conditional use permit. Complicating this change is a formatting (renumbering/lettering of subsections) change to the current City Ordinances when they were uploaded to MUNI CODE, which occurred after the process to change this ordinance began.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

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

ATTACHMENTS:

1.	031924 RCA Attachments for Ammendment of 152.087.2 Old vs New
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Current City Code

97

Thief River Falls - Land Usage

§ 152.087

§ 152.087 EXCLUDED SIGNS.

The following shall be deemed to be excluded from the definition of "sign" as it applies to this Subchapter:

- (A) Signs on the inside of windows and doors, provided they are not flashing signs;
- (B) Signs of a duly constituted governmental body, including traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings;
- (C) Publicly-owned memorial tablets or signs;
- (D) Signs required to be maintained by law or governmental order rule or regulation, provided that they do not exceed 48 square feet in sign surface area;
- (E) Signs displayed for the direction or convenience of the public, including signs which identify restrooms, location of public telephones, or public pedestrian entrances. The total sign surface area shall not exceed six square feet per sign on any premises and shall not contain any advertising or the name of the occupant or use;
- (F) Signs, provided that they do not exceed 48 square feet in sign surface area, relating to active construction projects;
- (G) Rummage or yard sale signs, provided that no person shall attach the signs to street name posts, traffic control signs posts, trees, or utility poles in or along any street right-of-way within the City and that no person shall attach the sign to any building, fence or wall, or other property of another person without having first obtained the consent of the owner of the property. The maximum time limit for display of the signs is five days in any 30 day period. The signs shall not exceed three square feet in sign surface area;
- (H) Gasoline price signs, provided they are attached to sign structure for other permitted signs or to pump island canopies and provided the total sign surface area of all such signs is equal to or less than the following for the applicable zoning district.

<u>Zoning District</u>	<u>Total Maximum Sign Surface Area in Square Feet</u>
C-1 Neighborhood Business District	6
C-2 General Business District	40
C-3 Central Business District	20
C-4 Downtown Fringe District	12

Proposed Change

ORDINANCE NO. 129, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 152 ENTITLED "ZONING CODE" BY AMENDING SECTION 152.087, (B) "EXCLUDED SIGNS", AND ADOPTING BY REFERENCE CITY CODE CHAPTER 10, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Chapter 152.087 "B" is hereby amended to read as follows:

152.087. EXCLUDED SIGNS.

The following shall be deemed to be excluded from the definition of "sign" as it applies to this Subchapter:

(B) Traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings of a duly constituted governmental body. All other signs of a duly constituted governmental body not excluded herein shall be subject to a conditional use permit.

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

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

Passed by the City Council of Thief River Falls, Minnesota, on the __th day of March, 2024, by majority vote.

Mayor

ATTEST:

Angela Philipp
City Administrator



City of Thief River Falls

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Request for Council Action

DATE: 3/19/2024

SUBJECT: #8.4 Approve Amendment to C-2 Yard Setback Requirements. City Code 152.095.4C

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

MOTION TO: Approve An amendment to City Code Chapter 152.095, Performance standards in zoning districts, Subsection (4) (C) General Business District (C-2) Yard Requirements.

All Signs, except directional and temporary signs, shall be subject to the same setback and yard requirements as all other permitted accessory uses. In the case of a corner lot, all signs, except directional and temporary signs, shall abide by the front yard setback for both sides abutting a public street. All directional, temporary, and freestanding signs shall set back a minimum of six feet from the lot line, road right of way, or where adjacent to a frontage street, six feet from the interior edge of the frontage street, whichever distance is further. And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions.

BACKGROUND: The previous City Planner, Mark Borseth, left a list of things he felt the Planning & Zoning Commission should address in current City Ordinances, one of these being to clarify the sign setback distance along frontage roads as currently they could be measured from either the lot line, or the interior edge of the frontage street. The proposed change will hopefully clarify and standardize this setback.

A Public Hearing was held on March 12, 2024, at the Planning and Zoning Commission Meeting and recommended to Council for Approval.

KEY ISSUES: The proposed changes are the addition of the words “road right of way” to line five (5) and the words “whichever distance is further” was added to line 6 of the revised recommended ordinance proposed above. Complicating this change is a formatting (renumbering/lettering of subsections) change to the current City Ordinances when they were uploaded to MUNI CODE, which occurred after the process to change this ordinance began.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

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

ATTACHMENTS:

1.	031924 RCA Attachments for Ammending 152.095.4C Old vs New
----	--

(a) More than one adjoining business may be combined to obtain the required frontage for a freestanding sign, if the adjoining businesses jointly use the sign.

(b) The maximum distance the sign surface area may project over public rights-of-way shall be eight feet but may not extend over traveled streets.

(c) Freestanding signs located in a parking lot or adjacent to a driveway shall be surrounded by a landscaped or planted area five feet in all directions from the base of the sign.

(d) Where premises used for commercial or industrial use are within 100 feet of Residential or Agricultural Districts, freestanding signs located in that commercial or industrial use shall not exceed 25 feet in height. A freestanding sign must be set back from the lot line the same distance as structures in any Residential or Agricultural District facing the same public street and within 100 feet of the sign. This provision affects only freestanding signs on commercial and industrial premises on the same block and on the same street as a Residential or Agricultural District.

(3) **Yard requirements.** All signs, except directional and temporary signs, shall be subject to the same setback and yard requirements as all other permitted accessory uses. In the case of a corner lot, all signs, except directional and temporary signs, shall abide by the front yard setback for both sides abutting a public street. All directional, temporary, and freestanding signs shall be set back a minimum of six feet from the lot line or, where adjacent to a frontage street, six feet from the interior edge of the frontage street.

(4) **Height limitations.** No attached sign shall exceed eight feet in height nor shall any attached sign extend higher than the roof line. (*Ord. No. 104, 3rd Series – adopted 03/6/18*)

(5) **Canopy, marquee, and suspended signs.** Signs suspended from the bottom of a canopy or marquee shall not exceed 30 square feet of sign surface area. The bottom of the suspended signs shall be a minimum vertical distance of eight feet from the ground surface. Canopies and marquees, whether signed or not, and suspended signs shall be a minimum horizontal distance of two feet from the street pavement.

(6) **Special sign regulations.**

(a) Freestanding identification signs whose sole purpose is to display the name of the City shall be permitted adjacent to arterial streets in accordance with this Chapter.

(b) Public service banners suspended over arterial streets may exceed the 24 square feet maximum sign surface area indicated in the table but shall not exceed 48 square feet.

(c) In addition to signage permitted in Subsections (a) and (b) above, gasoline service stations may place lettering and/or logos on pump island canopies. Regardless of the number of pump island canopies on the site, no more than three canopy faces may be signed. The maximum sign surface area of this signage shall not exceed 75 square feet for each canopy face. These signs shall not protrude above or below the canopy.

Proposed Change

ORDINANCE NO. 129, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 152 ENTITLED "ZONING CODE" BY AMENDING SECTION 152.095, PERFORMANCE STANDARDS IN ZONING DISTRICTS, (D) (3) "GENERAL BUSINESS DISTRICT C-2, YARD REQUIREMENTS", AND ADOPTING BY REFERENCE CITY CODE CHAPTER 10, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Chapter 152.095 (D) (3) is hereby amended to read as follows:

152.095 (D) General Business District (C-2). The following shall apply in General Business Districts.

(3) Yard requirements. All signs, except directional and temporary signs, shall be subject to the same setback and yard requirements as all other permitted accessory uses. In the case of a corner lot, all signs, except directional and temporary signs, shall abide by the front yard setback for both sides abutting a public street. All directional, temporary, and freestanding signs shall be set back a minimum of six feet from the lot line, road right of way, or where adjacent to a frontage street, six feet from the interior edge of the frontage street, whichever distance is further.

Section 2. City Code Chapter 10 entitled "General Provisions" and Section 152.998

entitled "Violation" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

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

Passed by the City Council of Thief River Falls, Minnesota, on the __th day of March, 2024, by majority vote.

Mayor

ATTEST:

Angela Philipp
City Administrator



City of Thief River Falls

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Request for Council Action

DATE: 3/19/2024

SUBJECT: #8.5 Approve 2024 Library Bathroom Project

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

MOTION TO: Approve Schmitz Builders, Inc. as the low bidder and award the Library Bathroom Project in the amount of \$265,000.

BACKGROUND: The project is based on a priority item generated from the City's Building Committee. These are items that have been generated and prioritized for needs and viability. The Public Library Bathroom Project includes changes to improve accessibility, safety, and facilities improvement for both public patrons and employees.

KEY ISSUES: Bids for Library Bathroom Project were opened January 31, 2024. A decision to award the project must be made to ensure a 2024 project completion date.

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

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 applies.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None



Request for Council Action

DATE: 3/19/2024

SUBJECT: #8.6 Approve Hazardous Building: 1209 Main Avenue North – Lindsey J. Bernard

RECOMMENDATION: It is respectfully requested that the City Council review the prior reports of Greg Hufnagle, City Building Official and decide whether to issue a City Council Order For Repair and set a time period within which the repairs must be made. (60 days).

MOTION TO: Approved The Order for repair would be served 1209 Main Avenue North – Lindsey J. Bernard.

BACKGROUND: On March 28, 2023, Greg Hufnagle, City Building Official, prepared a draft letter advising of several code violations, including:

1. That the foundation wall was failing with major holes and cracking, which is complicating the structural integrity of the structure. The result of this is putting the structure at risk of falling over and may cause damage to a person that may be around it if it falls over. The other possibility is that it may cause danger or harm to surrounding property.
2. Large holes in the foundation wall encourage animal infestation and harboring.
3. The shingles are failing, and it appears as if rain and snow are coming into the structure that way, which may compromise the structural integrity of the rafter system.

Included with the proposed draft letter were code violation sections. This proposed draft letter was reviewed at Public Works Committee and was then directed to the City Attorney's office for further proceedings.

On October 11, 2023, the City Attorney sent a letter to Lindsey J. Bernard in regard to institution of a condemnation action and seeking discussion about obtaining consent to raze or remove the hazardous building. No response was received from Lindsey J. Bernard.

Attached are the draft letter and the correspondence from the City Attorney. Notice that this matter would appear on the City Council agenda on March 19, 2024 at 5:30 P.M. A letter was also mailed to Lindsey J. Bernard on 3/12/2024.

KEY ISSUES: After the Order from the City Council is served as required, the owner(s) have 20 days within which to file an Answer. If so, the matter becomes a contested civil case through the District Court. If no Answer is served within the 20 day period after date of service, the City can apply for a Default Judgment, which will become effective after the time given for the repairs to be completed. If the repairs are not then completed within the time period that was given, the City can apply for an Order from the District Court giving authority for the City to remove or raze the building and assess the costs of the same as a lien against the real property.

FINANCIAL CONSIDERATIONS: If the City proceeds and incurs costs relating to removing the hazardous

building, the costs would be assessed against the real property taxes.

LEGAL CONSIDERATION: LEGAL AUTHORITY.

463.151 REMOVAL BY MUNICIPALITY; CONSENT; COST.

The governing body of any municipality may remove or raze any hazardous building or remove or correct any hazardous condition of real estate upon obtaining the consent in writing of all owners of record, occupying tenants, and all lienholders of record; the cost shall be charged against the real estate as provided in section 463.21, except the governing body may provide that the cost so assessed may be paid in not to exceed five equal annual installments with interest thereon, at eight percent per annum.

463.17, ORDER.

Subdivision 1. Contents. The order shall be in writing; recite the grounds therefor; specify the necessary repairs, if any, and provide a reasonable time for compliance; and shall state that a motion for summary enforcement of the order will be made to the district court of the county in which the hazardous building or property is situated unless corrective action is taken, or unless an answer is filed within the time specified in section 463.18.

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

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 3/19/2024

SUBJECT: #8.8 Approve Animal Control Service Agreement with Pennington County Humane Society

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

MOTION TO: To approve execution of an animal control services agreement with Pennington County Humane Society for a one-year contract for \$1,400 per month for January 1 – December 31, 2024.

BACKGROUND: The City had a one year contract with the Pennington County Humane Society through December 31, 2022. We continued with the same practice through 2023.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: One-year contract for \$1,400 per month for 2024.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Police Chief

ATTACHMENTS:

1.	Agreement for Animal Control Services - 2024
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AGREEMENT FOR ANIMAL CONTROL SERVICES

This agreement is made and entered into this 1st Day of January 2024, by and between the City of Thief River Falls, hereinafter referred to as “City”, and the Pennington County Humane Society, hereinafter referred to as “Humane Society”.

WHEREAS, the City desires to provide animal control services in the community to protect the community’s health and welfare, save animals’ lives, prevent animal suffering, and reduce animal abandonment; and,

WHEREAS, the City recognizes the Humane Society as having the necessary qualifications and capabilities to provide a full range of animal control services to the community.

In consideration of the terms and conditions contained herein, the parties agree as follows:

1. **Period of Agreement:** This Agreement shall cover a period beginning January 1, 2024 and ending December 31, 2024. City and Humane Society shall meet and discuss renewal options no later than August 1, 2024.
2. **Quarantine:** The City shall allow the Humane Society to utilize the City animal pound for quarantine and care of animals.
3. **Building Maintenance and Utilities:** The City shall maintain the building, provide all necessary updates and repairs, and provide all utilities at its own expense.
4. **Cleaning:** The Humane Society shall be responsible for cleaning the pound daily and providing all cleaning supplies at its own expense.
5. **Animal Care and Feeding:** The Humane Society shall provide all animal care products and food at its own expense.
6. **Euthanization:** The Humane Society shall be responsible for euthanizing any animals that are not “adoptable”.
7. **Law Enforcement Activities:** The City shall respond to animal-related calls, investigate complaints and violations, impound animals, issue citations, generate reports and all other law enforcement activities pursuant to Minnesota Statutes, City Code and any other applicable laws or regulations.
8. **Disposal Site:** The City shall continue to maintain a disposal site for animal carcasses.
9. **Garbage Service:** The City shall provide garbage pickup service a minimum of once a week.
10. **Payment:** The City shall pay the Humane Society **\$1400** (one thousand four hundred dollars) per month for the service performed in 2024. Payment shall be made no later than the **15th** of the month following the performance of services.

11. **Licensing and Licensing Fees:** The City shall issue all licenses. The Human Society shall retain all licensing fees.

12. **Indemnification:** To the fullest extent allowed by law, the Humane Society shall defend, indemnify and hold harmless the City and its officers, agents and employees from any and all claims, demands, lawsuits, actions or proceedings of any kind or nature, and including the cost of defending same including costs and attorneys fees, of or by anyone whomsoever proximately caused by the negligence or intentional misconduct of those performing services pursuant to this agreement and the acts or omissions of employees or agents, except to the extent caused by the negligence or intentional misconduct of the City, its officers or employees.

The City shall also to the fullest extent allowed by law, defend, indemnify and hold harmless the Humane Society and its officers, agents and employees from any and all claims, demands, lawsuits, action or proceedings of any kind or nature, and including the cost of defending same including costs and attorneys fees, or by anyone whomsoever proximately caused by the negligence or intentional misconduct of those performing services pursuant to this agreement and the acts or omissions of employees or agents, except to the extend caused by the negligence or intentional misconduct of the Humane Society, its officers or employees.

13. **Notices:** Written notices shall be sent by first class mail, return receipt requested

To: **President**
 Pennington county Humane Society
 P.O. Box 64
 Thief River Falls, MN 56701

Police Chief
 City of Thief River Falls
 P.O. Box 528
 Thief River Falls, MN 56701

14. **Amendments:** This agreement may be amended only by writing signed by both parties.

15. **Entirety of Agreement:** This writing constitutes the entire agreement between the parties and superseded all prior understandings, written or oral, between the parties relating to its subject matter.

16. **Dispute Resolution:** Disputes arising out of or related to this Agreement shall be resolved in accordance with this provision. Both parties will attempt to resolve any dispute through open communication and dialogue. Should it be impossible to resolve the matter by reaching an agreeable resolution, a notice of disputes should be submitted in writing by either party. The notice of Dispute shall state the nature of the dispute and the corrective action necessary to remedy the dispute. The party receiving the notice of the dispute shall have 15 business days, the parties shall agree on a single mediator who shall be an attorney licensed to practice law in Minnesota who is trained and experienced mediator. Mediation Shall be conduction in Thief River Falls, MN. Each party shall pay its own attorneys' fees and the costs of the mediation shall be split equally between parties. Both parties agree to abide by the outcome of mediation. IN WITNESS WHEREOF, the following parties have duly executed this Agreement on the date and year indicated herein;

**CITY OF THIEF RIVER FALLS
HUMANE SOCIETY**

BY: _____

Its Mayor

BY: _____

Its Administrator

PENNINGTON COUNTY

BY: _____

Its President

**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
<u>RBC</u>						
American Express Natl Bk	Certificate of Deposit - Brokered	\$248,000	18-Mar-24	1.60%	16-Sep-22	\$247,553.60
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	\$249,000	15-May-24	2.75%	15-May-19	\$247,710.18
New York Community Bank	Certificate of Deposit - Brokered	\$183,000	03-Jun-24	0.30%	03-Dec-21	\$180,630.15
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	\$500,000	01-Oct-24	2.25%	12-Aug-20	\$491,445.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	\$245,000	27-Feb-25	1.80%	27-Aug-20	\$237,363.35
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$174,252.60
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	\$255,000	25-Aug-25	3.50%	25-Feb-23	\$249,639.90
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$229,545.06
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	\$200,000	11-Feb-26	1.00%	11-Aug-21	\$186,234.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	\$246,000	30-Mar-26	2.85%	01-Jul-22	\$240,317.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.95%	30-Jun-21	\$230,733.36
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$225,292.20
Solutions Bk Forreston Ill	Certificate of Deposit - Brokered	\$209,000	22-Sep-28	5.30%	22-Oct-23	\$209,181.83
Defiance Ohio City Sch Dist	Bond - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$439,037.50
Fresno Calif Uni School Dist	Bond - Brokered	\$300,000	01-Aug-25	0.00%	01-Aug-25	\$277,956.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$170,405.30
RBC INVESTMENTS						\$4,037,297.53
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					<u>\$4,470,000.00</u>

TOTAL CD INVESTMENTS	\$8,607,297.53
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MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	4.480%	\$3,401,818.15
RBC	US Govt Money Market Fund		\$7.31
League of Minnesota Cities	4M Money Market Fund	5.321%	\$6,537,303.18
League of Minnesota Cities	4M Plus Fund	5.368%	\$27,744.50
League of Minnesota Cities	4M LTD Account		<u>\$7,802,234.58</u>

TOTAL MONEY MARKET SAVINGS	\$17,769,107.72
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GRAND TOTAL	02/29/2024	<u><u>\$26,376,405.25</u></u>
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