

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, August 15, 2023

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
 - 5.1. 2024 Advance Thief River Budget Request - Michelle Landsverk, Executive Director
- 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 August 1, 2023 Council Proceedings
 - 7.2. City of Thief River Falls Bills and Disbursements
 - 7.3. Authorize Mayor Brian Holmer to sign a letter of support to MNDEED for Advance Thief River
- 8. NEW BUSINESS**
 - 8.1. Dayna and Kraig Melvie – Conditional Use Permit Request
 - 8.2. Approve MAK Properties, LLC. – Deed Restriction

- 8.3. Roof Repair at the Power Plant
- 8.4. Accept Repair West Wall of Turbine Head Race
- 8.5. Approve Purchase of 2022 Three Quarter Ton Pickup
- 8.6. Authorize Mayor and City Administrator to sign a letter of support to St. Bernard's Catholic School proposed project
- 8.7. Approval of City Hall hours of operation
- 8.8. Approval of the Tyler Technologies software and services contract
- 8.9. Approval of Financial Audit Agreement (page 55)
- 8.10. Approve services from Flaherty & Hood PA for labor union contract negotiations
- 8.11. Allow Food Trucks to be Present and Parked in a pre-approved location in the municipal parking lot at the Floyd B. Olson Park During the combined Farmers/Everybody's Market on September 13 from 9:00 am-3 pm.
- 8.12. Allow Food Trucks to be Present and Parked in a pre-approved location the municipal lot that is adjacent to the Floyd B. Olson Park During open Farmers Market hours on Saturdays from 9:00 am-noon.
- 8.13. Approve Wetland Conservation Act- Notice of Decision
- 8.14. Approve the appointment of Trentyn Groslie as Water Treatment Plant Operator
- 8.15. Request for Mayor and City Administrator to sign ISD 564 Contract for use of Ralph Engelstad Arena Complex and MEC

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. Northland President Welcome Lunch for the Students - August 18th at Noon to 1 p.m.
- 10.2. City Council Meeting - September 5th at 5:30 p.m.
- 10.3. Committee of Whole Meeting - September 5th Immediately following City Council
- 10.4. Utilities Committee Meeting - September 11th at 7:00 a.m.
- 10.5. Public Safety Liquor Committee Meeting - September 11th at 4:30 p.m.
- 10.6. Administrative Services Committee Meeting - September 12th at 4:30 p.m.
- 10.7. Public Works Committee Meeting - September 13th at 4:30 p.m.
- 10.8. City Council Meeting - September 19th at 5:30 p.m.

11. INFORMATIONAL ITEMS

- 11.1. July 2023 Investment Summary

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

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

13. ADJOURNMENT

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

COUNCIL PROCEEDINGS

Tuesday, August 1, 2023

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on August 1, 2023. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

- Nicole Trudeau expressed concern with garbage trucks in her area with leaking liquid garbage and other material in front of her house and left on the road. Nicole asks the council to review what can be done.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Scott Pream, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 08.171.23: Approval of July 18, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 08.171.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve July 18, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.172.23: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced Resolution No. 08.172.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$2,302,935.29 and council per diem in the amount of \$1,397.50. 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. 07.168A.23: Clarification: Brady Martz Audit Findings of Wage Study Implementation Overpayment

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 07.168A.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, According to Resolution No. 03.82.23, it was approved to audit the payroll implementation of the David Drown and Associates wage study adjustments as it related to wage payment adjustments attributable to the time period prior to the October 1, 2022, implementation date through Brady Martz.

THEREFORE, BE IT RESOLVED Accept the Brady Martz audit findings of the wage study implementation overpayment. The overpayment totaled \$16,032.02 for the time period of September 11, 2022 through September 30, 2022. If an employee received less than a \$100 overpayment, recoupment would occur via a one-time payroll deduction. If an employee received an overpayment greater than \$100, a payment schedule will be set up so that those employees will have until the last payroll in December, 2023 to pay back the recoupment over several payroll periods.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.174.23: Approve the opening of a Water Plant Operator position

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 08.174.23, being seconded by Councilmember Michele McCraw, that:

WHEREAS, With the upcoming resignation of Jason Darco, Water Plant Operator, effective August 12th, 2023, a Water Plant Operator will need to be hired to continue the efficient operations of the Water department.

THEREFORE, BE IT RESOLVED To approve the opening of a Water Plant Operator position. The position will be open to the Teamsters 320 union for 10 days and if it isn't filled, it will be posted to the public.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Mike Lorenson mentioned he looked into the audit firm and current five year contract. The Administrative Services committee met on December 14th, 2021 and agreed to five year contract to go to council. There was no RCA provided at the December 21st, 2021 City Council meeting and the contract was signed by the Mayor and City Administrator. Councilmember Mike Lorenson recommends doing an RCA for the remaining years of the audit contract.
- Mayor Holmer mentioned to Councilmember Jason Aarestad to review supplemental budget for the Public Safety needs on money to be received. Mayor Holmer also asked Delray Sparby to review for legal for committee.
- Delray Sparby will review the latest information on Cannabis.

UPCOMING MEETINGS

- Utilities Committee Meeting - August 7th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - August 7th at 4:30 p.m.
- Administrative Services Committee Meeting - August 8th at 4:30 p.m.
- Public Works Committee Meeting - August 9th at 4:30 p.m.
- City Council Meeting - August 15th at 5:30 p.m.

INFORMATIONAL ITEMS

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream, being seconded by Councilmember Mike Lorenson to adjourn at 4:45 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

EXPENSE ACCOUNT CODES

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



City of Thief River Falls

#7.02

COUNCIL MEETING BILLS AUGUST 15th, 2023

SUMMARY OF DISBURSEMENTS

7/27/2023	AP PKT #639 - PAYROLL #15	\$135,861.82
7/31/2023	UB PKT #1795 - REFUND CHECK	\$200.84
8/1/2023	AP PKT #641 - DIRECT PAYABLES	\$34,360.39
8/1/2023	AP PKT #642 - DIRECT PAYABLES	\$145.00
8/2/2023	AP PKT #645 - MOOSE LAKE PROP / VSP	\$336.57
8/7/2023	AP PKT #648 - DIRECT PAYABLES	\$3,529.55
8/15/2023	AP PKT #647 - COUNCIL MEETING	\$122,175.10
GRAND TOTAL OF DISBURSEMENTS		\$296,609.27



City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT01795 - RAY MATTHEWS REFUND ICCC TO STATE

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
13-01562-007	MN, STATE OF	7/31/2023	90356	200.84			200.84	Deposit
Total Refunds: 1		Total Refunded Amount:		200.84				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	200.84
Revenue Total:	200.84

General Ledger Distribution

Posting Date: 07/31/2023

	Account Number	Account Name	Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND	690-10101	Cash & Investments	-200.84	Yes
	690-11530	Accts Receivable - Billing	200.84	
	690 Total:		0.00	
Fund: 999 - POOL CASH FUND	999-10101	Pooled Cash & Investments	-200.84	
	999-20700	Due To Other Funds	200.84	
	999 Total:		0.00	Yes
	Distribution Total:		0.00	



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00639 - PYPKT00931 - 2023 07 27 #15 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000818	07/27/2023	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		21,246.26
INTERNAL REVENUE SERVICE	INV0000818	07/27/2023	740-20150	Payroll Taxes Payable	FED W/H		22,672.34
INTERNAL REVENUE SERVICE	INV0000818	07/27/2023	740-20150	Payroll Taxes Payable	MEDICARE		7,231.90
INTERNAL REVENUE SERVICE	INV0000821	07/31/2023	100-4670-62990	Misc. Operating Expense	PCORI Fee 2023		453.00
Vendor INTERNAL REVENUE SERVICE Total:							51,603.50
Vendor: MINNESOTA TEAMSTERS NO. 320							
MINNESOTA TEAMSTERS N...	INV0000815	07/27/2023	740-24000	Clearing Account	Union Dues		3,788.00
Vendor MINNESOTA TEAMSTERS NO. 320 Total:							3,788.00
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0000817	07/27/2023	740-20160	State Withholding	State W/H Tax		11,245.26
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							11,245.26
Vendor: P E R A OF MN							
P E R A OF MN	INV0000816	07/27/2023	740-20180	PERA Payable	PERA EE/ER COORD		23,316.26
P E R A OF MN	INV0000816	07/27/2023	740-20180	PERA Payable	PERA EE/ER DEF		172.50
P E R A OF MN	INV0000816	07/27/2023	740-20180	PERA Payable	PERA EE/ER P&F		23,107.10
Vendor P E R A OF MN Total:							46,595.86
Vendor: SUN LIFE FINANCIAL - LIFE							
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	100-4150-61330	Life Insurance	Life Ins Premium		56.95
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	100-4194-61330	Life Insurance	Life Ins Premium		9.35
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	100-4210-61330	Life Insurance	Life Ins Premium		184.45
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	100-4220-61330	Life Insurance	Life Ins Premium		68.85
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	100-4240-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	100-4312-61330	Life Insurance	Life Ins Premium		65.45
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	100-4315-61330	Life Insurance	Life Ins Premium		56.10
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	100-4510-61330	Life Insurance	Life Ins Premium		18.70
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	100-4650-61330	Life Insurance	Life Ins Premium		31.45
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	610-4825-61330	Life Insurance	Life Ins Premium		36.04
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	620-4825-61330	Life Insurance	Life Ins Premium		40.80
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	680-4825-61330	Life Insurance	Life Ins Premium		37.40
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	690-4825-61330	Life Insurance	Life Ins Premium		162.35
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	740-24000	Clearing Account	Life Ins Employee		487.18
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	740-4870-63640	Life Insurance - COBRA	Life Ins COBRA		154.96
SUN LIFE FINANCIAL - LIFE	INV0000814	07/27/2023	820-4825-61330	Life Insurance	Life Ins Premium		9.35
Vendor SUN LIFE FINANCIAL - LIFE Total:							1,432.13

Council Approval Register

Packet: APPKT00639 - PYPKT00931 - 2023 07 27 #15 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000811	07/27/2023	740-24000	Clearing Account	Contributions Employee		3,761.38
						Vendor VANTAGEPOINT ICMA Total:	3,761.38
Vendor: WEX BANK							
WEX BANK	INV0000813	07/27/2023	740-24000	Clearing Account	HSA		284.75
WEX BANK	INV0000819	07/27/2023	100-4150-61310	Health Insurance	VEBA City Contribution		202.66
WEX BANK	INV0000819	07/27/2023	100-4210-61310	Health Insurance	VEBA City Contribution		1,938.02
WEX BANK	INV0000819	07/27/2023	100-4220-61310	Health Insurance	VEBA City Contribution		1,127.38
WEX BANK	INV0000819	07/27/2023	100-4240-61310	Health Insurance	VEBA City Contribution		462.36
WEX BANK	INV0000819	07/27/2023	100-4312-61310	Health Insurance	VEBA City Contribution		1,070.34
WEX BANK	INV0000819	07/27/2023	100-4315-61310	Health Insurance	VEBA City Contribution		867.68
WEX BANK	INV0000819	07/27/2023	100-4510-61310	Health Insurance	VEBA City Contribution		202.66
WEX BANK	INV0000819	07/27/2023	100-4650-61310	Health Insurance	VEBA City Contribution		867.68
WEX BANK	INV0000819	07/27/2023	680-4825-61310	Health Insurance	VEBA City Contribution		1,127.38
WEX BANK	INV0000819	07/27/2023	690-4825-61310	Health Insurance	VEBA City Contribution		2,748.66
WEX BANK	INV0000820	07/31/2023	100-4150-61310	Health Insurance	HSA City Contribution		607.98
WEX BANK	INV0000820	07/31/2023	100-4210-61310	Health Insurance	HSA City Contribution		1,273.00
WEX BANK	INV0000820	07/31/2023	100-4220-61310	Health Insurance	HSA City Contribution		607.98
WEX BANK	INV0000820	07/31/2023	100-4312-61310	Health Insurance	HSA City Contribution		1,127.38
WEX BANK	INV0000820	07/31/2023	100-4315-61310	Health Insurance	HSA City Contribution		462.36
WEX BANK	INV0000820	07/31/2023	610-4825-61310	Health Insurance	HSA City Contribution		665.02
WEX BANK	INV0000820	07/31/2023	680-4825-61310	Health Insurance	HSA City Contribution		462.36
WEX BANK	INV0000820	07/31/2023	690-4825-61310	Health Insurance	HSA City Contribution		867.68
WEX BANK	INV0000820	07/31/2023	820-4825-61310	Health Insurance	HSA City Contribution		462.36
						Vendor WEX BANK Total:	17,435.69
						Grand Total:	135,861.82

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	11,774.53
610 - LIQUOR DISPENSARY	701.06
620 - WATER UTILITY FUND	40.80
680 - WASTEWATER UTILITY FUND	1,627.14
690 - ELECTRIC UTILITY FUND	3,778.69
740 - TRF HEALTH INSURANCE FUND	117,467.89
820 - GREENWOOD CEMETERY FUND	471.71
Grand Total:	135,861.82

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	810.64
100-4150-61330	Life Insurance	56.95
100-4194-61330	Life Insurance	9.35
100-4210-61310	Health Insurance	3,211.02
100-4210-61330	Life Insurance	184.45
100-4220-61310	Health Insurance	1,735.36
100-4220-61330	Life Insurance	68.85
100-4240-61310	Health Insurance	462.36
100-4240-61330	Life Insurance	12.75
100-4312-61310	Health Insurance	2,197.72
100-4312-61330	Life Insurance	65.45
100-4315-61310	Health Insurance	1,330.04
100-4315-61330	Life Insurance	56.10
100-4510-61310	Health Insurance	202.66
100-4510-61330	Life Insurance	18.70
100-4650-61310	Health Insurance	867.68
100-4650-61330	Life Insurance	31.45
100-4670-62990	Misc. Operating Expense	453.00
610-4825-61310	Health Insurance	665.02
610-4825-61330	Life Insurance	36.04
620-4825-61330	Life Insurance	40.80
680-4825-61310	Health Insurance	1,589.74
680-4825-61330	Life Insurance	37.40
690-4825-61310	Health Insurance	3,616.34
690-4825-61330	Life Insurance	162.35
740-20150	Payroll Taxes Payable	51,150.50
740-20160	State Withholding	11,245.26
740-20180	PERA Payable	46,595.86
740-24000	Clearing Account	8,321.31
740-4870-63640	Life Insurance - COBRA	154.96
820-4825-61310	Health Insurance	462.36

Account Summary

Account Number	Account Name	Expense Amount
820-4825-61330	Life Insurance	9.35
Grand Total:		135,861.82

Project Account Summary

Project Account Key	Expense Amount
None	135,861.82
Grand Total:	135,861.82



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00641 - 08/01/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	1H43Q7L4CKNC	07/25/2023	620-4850-62200	System Expense	PIPE FREEZING KIT - SERVICE...		3,949.80
AMAZON CAPITAL SERVICES ..	1LFNFKNKPCVW	07/27/2023	100-4210-62010	Office Supplies	OFFICE SUPPLIES - MEMO P...		46.03
AMAZON CAPITAL SERVICES ..	1R41VV3JDC7V	07/20/2023	100-4210-62020	Computer Supplies	LENS WIPES / CLEANING CL...		13.98
Vendor AMAZON CAPITAL SERVICES INC Total:							4,009.81
Vendor: CAPITAL ONE							
CAPITAL ONE	629410 - JUN/JUL	07/19/2023	100-4194-62990	Misc. Operating Expense	JUN / JUL STMT - CLEANING...		154.10
CAPITAL ONE	629410 - JUN/JUL	07/19/2023	100-4210-62990	Misc. Operating Expense	JUN /JUL STMT - BATTERIES		29.96
CAPITAL ONE	629410 - JUN/JUL	07/19/2023	100-4220-62990	Misc. Operating Expense	JUN / JUL STMT - CLEANING...		296.97
Vendor CAPITAL ONE Total:							481.03
Vendor: CITY OF T R F - GENERAL CITY							
CITY OF T R F - GENERAL CITY	07 31 23	08/01/2023	100-4150-62010	Office Supplies	POSTAGE USAGE - 01/31/23...		205.03
CITY OF T R F - GENERAL CITY	07 31 23	08/01/2023	100-4650-62010	Office Supplies	POSTAGE USAGE - 01/31/23...		70.62
Vendor CITY OF T R F - GENERAL CITY Total:							275.65
Vendor: NOW MICRO INC							
NOW MICRO INC	IV539990	06/26/2023	100-4220-62020	Computer Supplies	LAPTOP DOCKING STATION		258.00
Vendor NOW MICRO INC Total:							258.00
Vendor: PATTIS PARTNERSHIP LLC							
PATTIS PARTNERSHIP LLC	268044	07/13/2023	100-4110-63020	Computer Maintenance & li...	MUNICODE		4,050.00
Vendor PATTIS PARTNERSHIP LLC Total:							4,050.00
Vendor: VENUWORKS OF THIEF RIVER FALLS							
VENUWORKS OF THIEF RIV...	645	07/17/2023	640-4930-67200	Operating Transfers	3RD QTR MECC OPERATING...		23,675.55
Vendor VENUWORKS OF THIEF RIVER FALLS Total:							23,675.55
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES ...		51.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4192-63020	Computer Maintenance & li...	WIRELESS PHONE CHARGES ...		40.01
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4192-63210	Communication Expense	WIRELESS PHONE CHARGES ...		40.01
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4194-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12

Council Approval Register

Packet: APPKT00641 - 08/01/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4240-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4510-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4510-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	100-4650-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	610-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	620-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	620-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	620-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		40.01
VERIZON WIRELESS #78678...	9940208584	07/21/2023	650-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	680-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	820-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
VERIZON WIRELESS #78678...	9940208584	07/21/2023	820-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.12
Vendor VERIZON WIRELESS #786782900 Total:							1,610.35
Grand Total:							34,360.39

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	6,201.59
610 - LIQUOR DISPENSARY	41.12
620 - WATER UTILITY FUND	4,072.05
640 - MEC - VENUWORKS	23,675.55
650 - TOURIST PARK - VENUWORKS	41.12
680 - WASTEWATER UTILITY FUND	41.12
690 - ELECTRIC UTILITY FUND	205.60
820 - GREENWOOD CEMETERY FUND	82.24
Grand Total:	34,360.39

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63020	Computer Maintenance...	4,050.00
100-4150-62010	Office Supplies	205.03
100-4150-63210	Communication Expense	133.36
100-4192-63020	Computer Maintenance...	40.01
100-4192-63210	Communication Expense	40.01
100-4194-62990	Misc. Operating Expense	154.10
100-4194-63210	Communication Expense	41.12
100-4210-62010	Office Supplies	46.03
100-4210-62020	Computer Supplies	13.98
100-4210-62990	Misc. Operating Expense	29.96
100-4210-63210	Communication Expense	657.92
100-4220-62020	Computer Supplies	258.00
100-4220-62990	Misc. Operating Expense	296.97
100-4240-63210	Communication Expense	41.12
100-4510-63210	Communication Expense	82.24
100-4650-62010	Office Supplies	70.62
100-4650-63210	Communication Expense	41.12
610-4830-63210	Communication Expense	41.12
620-4830-63210	Communication Expense	122.25
620-4850-62200	System Expense	3,949.80
640-4930-67200	Operating Transfers	23,675.55
650-4830-63210	Communication Expense	41.12
680-4830-63210	Communication Expense	41.12
690-4830-63210	Communication Expense	205.60
820-4830-63210	Communication Expense	82.24
Grand Total:		34,360.39

Project Account Summary

Project Account Key	Expense Amount
None	34,360.39
Grand Total:	34,360.39



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00642 - 08/01/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JUDD ALBY							
JUDD ALBY	2ND QTR	08/01/2023	100-4220-61060	Temporary Salaries	2ND QTR 2023 VFF SALARY		145.00
						Vendor JUDD ALBY Total:	145.00
						Grand Total:	145.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	145.00
Grand Total:	145.00

Account Summary

Account Number	Account Name	Expense Amount
100-4220-61060	Temporary Salaries	145.00
Grand Total:		145.00

Project Account Summary

Project Account Key	Expense Amount
None	145.00
Grand Total:	145.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00645 - 7/15/23 VSP CHECK

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MOOSE LAKE PROPERTIES TRF, LLC							
MOOSE LAKE PROPERTIES T...	R00107587	08/02/2023	210-13700	Loans Receivable - Current	REFUND OVERPAYMENT		28.55
Vendor MOOSE LAKE PROPERTIES TRF, LLC Total:							28.55
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0000798	07/13/2023	740-24000	Clearing Account	FLEX VISION		308.02
Vendor VSP INSURANCE CO Total:							308.02
Grand Total:							336.57

Fund Summary

Fund	Expense Amount
210 - COMM DEVELOPMENT REV LOAN FUND	28.55
740 - TRF HEALTH INSURANCE FUND	308.02
Grand Total:	336.57

Account Summary

Account Number	Account Name	Expense Amount
210-13700	Loans Receivable - Curre...	28.55
740-24000	Clearing Account	308.02
Grand Total:		336.57

Project Account Summary

Project Account Key	Expense Amount
None	336.57
Grand Total:	336.57



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00647 - 08/15/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	140057	07/25/2023	100-4194-62990	Misc. Operating Expense	STICK ON CORNER SAVERS		4.59
Vendor ACE HARDWARE Total:							4.59
Vendor: ANDREW J HART							
ANDREW J HART	REIMB 07/22/23	07/22/2023	100-4210-62880	Personal Protective Equipm...	REIMBURSE - CLOTHING AL...		211.00
Vendor ANDREW J HART Total:							211.00
Vendor: ARAMARK UNIFORM & CAREER APPAREL GROUP INC							
ARAMARK UNIFORM & CAR...	2630168212	07/25/2023	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 07/25/...		85.13
Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:							85.13
Vendor: ARCHIVESOCIAL INC							
ARCHIVESOCIAL INC	29728	08/01/2023	100-4192-63020	Computer Maintenance & li...	ARCHIVE SOCIAL		2,988.00
Vendor ARCHIVESOCIAL INC Total:							2,988.00
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9630699	06/27/2023	100-4210-62210	Equipment Maint & Repair	BATTERY		152.99
AUTO VALUE T R F	9630885	06/28/2023	690-4850-62210	Equipment Maint & Repair	PLUG - TRAILER		13.99
AUTO VALUE T R F	9631935	07/07/2023	100-4510-62210	Equipment Maint & Repair	HYDRAULIC FILTERS		112.18
AUTO VALUE T R F	9632085	07/10/2023	100-4312-62240	Department Maint & Repair	TAP		10.99
AUTO VALUE T R F	9632127	07/10/2023	100-4510-62210	Equipment Maint & Repair	SPARK PLUG		2.99
AUTO VALUE T R F	9632185	07/10/2023	100-4510-62210	Equipment Maint & Repair	AIR FILTER - TORO MOWER		22.77
AUTO VALUE T R F	9632535	07/12/2023	100-4510-62210	Equipment Maint & Repair	GREASE SEALS - #5431		69.99
AUTO VALUE T R F	9633193	07/17/2023	100-4312-62210	Equipment Maint & Repair	FILTER		48.23
AUTO VALUE T R F	9634049	07/24/2023	680-4850-62210	Equipment Maint & Repair	PARTS - '08 FORD PICKUP		244.03
AUTO VALUE T R F	9634091	07/25/2023	680-4850-62210	Equipment Maint & Repair	RETURN CREDIT - PARTS		-11.03
Vendor AUTO VALUE T R F Total:							667.13
Vendor: BAKER STREET SALES LLC							
BAKER STREET SALES LLC	07 26 27 23	07/27/2023	100-4670-62990	Misc. Operating Expense	2023 CGMC CONFERENCE -...		760.00
Vendor BAKER STREET SALES LLC Total:							760.00
Vendor: BIG JOHNS MUFFLER INC							
BIG JOHNS MUFFLER INC	080823	08/08/2023	690-4850-62210	Equipment Maint & Repair	REPAIRS - #360 TRENCHER		72.50
Vendor BIG JOHNS MUFFLER INC Total:							72.50
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC ...	801291	07/28/2023	100-4670-62990	Misc. Operating Expense	FLEX FEE - JUL 2023		180.00
Vendor BRADY MARTZ & ASSOC PC INC Total:							180.00

Council Approval Register

Packet: APPKT00647 - 08/15/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	0212389	07/11/2023	100-4210-62990	Misc. Operating Expense	BULLETIN BOARD		89.95
Vendor BREDESON OFFICE SUPPLY Total:							89.95
Vendor: BRODIN SHEET METAL INC							
BRODIN SHEET METAL INC	66111	07/31/2023	520-4680-65900	Work in Process-Constructi...	REPAIR REA CONDENSER - I...		13,225.00
Vendor BRODIN SHEET METAL INC Total:							13,225.00
Vendor: CITY OF T R F - LIQUOR STORE							
CITY OF T R F - LIQUOR STO...	08102023	08/10/2023	610-4850-62210	Equipment Maint & Repair	REPLENISH PETTY CASH - C...		27.97
CITY OF T R F - LIQUOR STO...	08102023	08/10/2023	610-4890-64900	Civic Events	REPLENISH PETTY CASH - D...		20.00
Vendor CITY OF T R F - LIQUOR STORE Total:							47.97
Vendor: CORE & MAIN LP							
CORE & MAIN LP	T272204	07/28/2023	620-4850-62200	System Expense	VALVE REPAIR		1,532.06
Vendor CORE & MAIN LP Total:							1,532.06
Vendor: DAKOTA PLAYGROUND							
DAKOTA PLAYGROUND	302940	07/28/2023	100-4510-62240	Department Maint & Repair	PARTS - SLIDE REPAIR AT LI...		890.38
Vendor DAKOTA PLAYGROUND Total:							890.38
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S102813621.001	07/07/2023	620-4850-62220	Plant Equip Maint & Repair	HIGH SERVICE PUMP HOUSE		2,602.90
DAKOTA SUPPLY GROUP	S102816966.001	07/07/2023	690-14100	Inventory - Materials	STREET LIGHT LUMENS		21,552.00
DAKOTA SUPPLY GROUP	S102858633.001	06/27/2023	650-4850-62230	Building Maint & Repair	JUNC BOX		404.78
DAKOTA SUPPLY GROUP	S102862563.001	06/29/2023	620-4850-62230	Building Maint & Repair	HIGH SERVICE PUMP HOUSE		4,794.01
DAKOTA SUPPLY GROUP	S102862592.001	06/29/2023	620-4850-62230	Building Maint & Repair	HIGH SERVICE PUMP HOUSE		549.93
DAKOTA SUPPLY GROUP	S102867811.001	07/03/2023	620-4850-62230	Building Maint & Repair	HIGH SERVICE PUMP HOUSE		52.45
DAKOTA SUPPLY GROUP	S102886008.001	07/11/2023	690-14100	Inventory - Materials	ELBOWS		1,845.00
DAKOTA SUPPLY GROUP	S102887710.001	07/24/2023	620-4850-62220	Plant Equip Maint & Repair	HIGH SERVICE PUMP HOUSE		247.98
DAKOTA SUPPLY GROUP	S102887712.001	07/11/2023	620-4850-62230	Building Maint & Repair	LIGHT FIXTURE - WTP		340.01
DAKOTA SUPPLY GROUP	S102920378.001	07/24/2023	690-14100	Inventory - Materials	WIRE		168.56
DAKOTA SUPPLY GROUP	S102931572.001	07/25/2023	620-4850-62220	Plant Equip Maint & Repair	HIGH SERVICE PUMP HOUSE		-118.03
DAKOTA SUPPLY GROUP	S102931707.001	07/25/2023	620-4850-62230	Building Maint & Repair	HIGH SERVICE PUMP HOUSE		-52.45
Vendor DAKOTA SUPPLY GROUP Total:							32,387.14
Vendor: DANA C KLOS							
DANA C KLOS	2023-07	07/07/2023	100-4210-63100	Animal Control	ANIMAL CONTROL		30.00
Vendor DANA C KLOS Total:							30.00
Vendor: DAVID L LEE							
DAVID L LEE	184048	07/27/2023	100-4670-62990	Misc. Operating Expense	CGMC CONFERENCE MEALS		840.00
DAVID L LEE	284093	07/27/2023	100-4670-62990	Misc. Operating Expense	CGMC CONFERENCE MEALS		1,400.00
Vendor DAVID L LEE Total:							2,240.00
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	98688299	07/13/2023	680-4850-62220	Lift Station and Pond Maint...	TRUMETER - LIFT #6		82.15
Vendor DIGI KEY CORPORATION Total:							82.15

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Packet: APPKT00647 - 08/15/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: EMERGENCY APPARATUS MAINT INC							
EMERGENCY APPARATUS ...	128050	07/24/2023	100-4220-62210	Equipment Maint & Repair	NFPA PUMP TEST - ENG 13		651.00
EMERGENCY APPARATUS ...	128051	07/24/2023	100-4220-62210	Equipment Maint & Repair	NFNPA PUMP TEST - ENT 91		651.00
EMERGENCY APPARATUS ...	128052	07/24/2023	100-4220-62210	Equipment Maint & Repair	NFPA PUMP TEST - ENG 97		479.44
EMERGENCY APPARATUS ...	128053	07/24/2023	100-4220-62210	Equipment Maint & Repair	NFPA PUMP TEST - TANKER...		479.44
Vendor EMERGENCY APPARATUS MAINT INC Total:							2,260.88
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0222586	07/13/2023	100-4312-62240	Department Maint & Repair	MATERIALS - SKIDSTEER TR...		50.36
EVANS SCRAP AND STEEL INC	0222606	07/21/2023	100-4510-62210	Equipment Maint & Repair	MATERIALS - MOWER REPA...		9.36
EVANS SCRAP AND STEEL INC	0222625	07/27/2023	100-4315-62210	Equipment Maint & Repair	MATERIALS - #5604 REPAIR		10.16
Vendor EVANS SCRAP AND STEEL INC Total:							69.88
Vendor: FLAHERTY AND HOOD PA							
FLAHERTY AND HOOD PA	19766	08/01/2023	560-4680-65940	Work in Progress - Legal/Mi...	LITIGATION SERVICES - WW...		161.25
Vendor FLAHERTY AND HOOD PA Total:							161.25
Vendor: FLEET SUPPLY							
FLEET SUPPLY	136207	07/05/2023	690-4840-62990	Misc. Operating Expense	GRASS SEED		51.98
FLEET SUPPLY	136948	07/26/2023	620-4840-62890	Uniforms/ID Clothing	UNIFORM JEANS - WALLACE		137.67
FLEET SUPPLY	21177	07/05/2023	100-4510-62990	Misc. Operating Expense	STAPLES		1.99
FLEET SUPPLY	21493	07/17/2023	100-4194-62990	Misc. Operating Expense	ROUNDUP - LAWN CARE		30.99
FLEET SUPPLY	21647	07/25/2023	690-4840-62880	Personal Protective Equipm...	PPE - L SKIBICKI		21.24
Vendor FLEET SUPPLY Total:							243.87
Vendor: FS3 INC							
FS3 INC	84216	07/19/2023	690-4840-62400	Small Tools and Minor Equip	CORD - LOCATOR		159.77
Vendor FS3 INC Total:							159.77
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	3070788	07/31/2023	690-4850-62360	Distribution Maint	BILLABLE LOCATES - JUL 20...		139.05
Vendor GOPHER STATE ONE CALL Total:							139.05
Vendor: GRAYMONT WESTERN CANADA INC							
GRAYMONT WESTERN CAN...	3-402262	07/31/2023	620-4840-62160	Chemicals	BULK PEBBLED QUICKLIME		8,962.34
Vendor GRAYMONT WESTERN CANADA INC Total:							8,962.34
Vendor: GUARDIAN FLEET SAFETY							
GUARDIAN FLEET SAFETY	23-0585	07/11/2023	100-4220-62210	Equipment Maint & Repair	8 TRAFFIC LIGHT EMITTERS -...		7,381.20
Vendor GUARDIAN FLEET SAFETY Total:							7,381.20
Vendor: HANSON SALES							
HANSON SALES	W8346	08/02/2023	100-4510-62210	Equipment Maint & Repair	FRONT END ALIGNMENT SE...		274.69
Vendor HANSON SALES Total:							274.69
Vendor: HAWKINS INC							
HAWKINS INC	6530599	07/19/2023	620-4840-62170	Field Supplies	CHEMICALS		6,199.77
Vendor HAWKINS INC Total:							6,199.77

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Packet: APPKT00647 - 08/15/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200539687	07/14/2023	100-4650-64481	FEMA	PROF SRVCS - RED ROBE / E...		577.50
Vendor HDR ENGINEERING INC - CHICAGO Total:							577.50
Vendor: HUBERTS OUTDOOR POWER							
HUBERTS OUTDOOR POWER	76659	07/26/2023	100-4510-62210	Equipment Maint & Repair	WEEDEATER STRING		57.99
Vendor HUBERTS OUTDOOR POWER Total:							57.99
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	03539	08/02/2023	100-4160-63040	Legal Fees	CRIMINAL SERVICES - JUL 2...		5,250.00
IHLE SPARBY AND HAASE PA	03540	08/02/2023	100-4160-63040	Legal Fees	CONTRACT SERVICES - JUL 2...		2,600.00
Vendor IHLE SPARBY AND HAASE PA Total:							7,850.00
Vendor: LEE PLUMBING & HEATING INC							
LEE PLUMBING & HEATING ...	90656	07/19/2023	620-4850-62200	System Expense	RPZ REPAIR - FAIRGROUNDS		351.36
Vendor LEE PLUMBING & HEATING INC Total:							351.36
Vendor: MARCO TECHNOLOGIES LLC NW 7128							
MARCO TECHNOLOGIES LLC...	INV11453644	07/26/2023	690-4890-63030	Contracts Expense	COPIER CONTRACT - JUL 20...		74.07
Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:							74.07
Vendor: MARK BORSETH							
MARK BORSETH	2023-7	06/30/2023	100-4150-63030	Contracts Expense	PLANNING & ZONING SERVI...		1,800.00
Vendor MARK BORSETH Total:							1,800.00
Vendor: MIKES AUTOMOTIVE CENTER INC							
MIKES AUTOMOTIVE CENTE...	4515	07/20/2023	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR		20.00
MIKES AUTOMOTIVE CENTE...	4574	08/01/2023	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR		41.99
Vendor MIKES AUTOMOTIVE CENTER INC Total:							61.99
Vendor: MPOWER TECHNOLOGIES INC							
MPOWER TECHNOLOGIES I...	5363	07/31/2023	690-4890-63030	Contracts Expense	CUSTOMER SUPPORT		660.00
Vendor MPOWER TECHNOLOGIES INC Total:							660.00
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	726696	07/05/2023	100-4510-62210	Equipment Maint & Repair	HUB ASSEMBLY - #5431		610.98
N A P A AUTO PARTS THF R...	726732	07/05/2023	100-4510-62210	Equipment Maint & Repair	RETURN CREDIT - BATTERY ...		-173.35
N A P A AUTO PARTS THF R...	726764	07/06/2023	620-4850-62210	Equipment Maint & Repair	BATTERY		319.90
N A P A AUTO PARTS THF R...	726846	07/10/2023	100-4510-62210	Equipment Maint & Repair	TIE RODS - #5431		578.95
N A P A AUTO PARTS THF R...	726912	07/11/2023	100-4510-62210	Equipment Maint & Repair	PULLEY - #5431		45.49
N A P A AUTO PARTS THF R...	726998	07/13/2023	100-4510-62210	Equipment Maint & Repair	TIE ROD - #5431		96.99
N A P A AUTO PARTS THF R...	727007	07/13/2023	100-4510-62210	Equipment Maint & Repair	ROTOR - #5431		128.98
N A P A AUTO PARTS THF R...	727014	07/13/2023	100-4650-62210	Equipment Maint & Repair	BRAKE ROTOR - #5102		195.97
N A P A AUTO PARTS THF R...	727026	07/14/2023	100-4510-62210	Equipment Maint & Repair	RETURN CREDIT - BRAKE RO...		-225.97
N A P A AUTO PARTS THF R...	727299	07/24/2023	690-4850-62210	Equipment Maint & Repair	REFRIGERANT - TAHOE AC		32.99
Vendor N A P A AUTO PARTS THF RVR FL Total:							1,610.93

Council Approval Register

Packet: APPKT00647 - 08/15/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NICK OLSON							
NICK OLSON	05 02 23	08/10/2023	820-4840-62880	Personal Protective Equipm...	REIMBURSE - SAFETY TOED ...		25.00
Vendor NICK OLSON Total:							25.00
Vendor: NORTH SHORE ANALYTICAL INC							
NORTH SHORE ANALYTICAL ...	14425	07/31/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPLE		250.00
Vendor NORTH SHORE ANALYTICAL INC Total:							250.00
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	JUL 2023	08/07/2023	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE ..		302.19
Vendor NORTHERN STATE BANK Total:							302.19
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T330121	07/19/2023	820-4850-62210	Equipment Maint & Repair	HYDRAULIC LIFT - #3505 C...		925.00
NORTHWEST POWER SYST...	T330391	07/20/2023	820-4850-62210	Equipment Maint & Repair	CIRCUIT BREAKER - #5305		34.08
NORTHWEST POWER SYST...	T330575	07/26/2023	100-4510-62210	Equipment Maint & Repair	COUPLER - #5425		72.80
Vendor NORTHWEST POWER SYSTEMS INC Total:							1,031.88
Vendor: OFF DUTY CHIEF LLC							
OFF DUTY CHIEF LLC	636	07/27/2023	100-4670-62990	Misc. Operating Expense	CGMC CONFERENCE - ENTE...		1,000.00
Vendor OFF DUTY CHIEF LLC Total:							1,000.00
Vendor: OIL BOYZ EXPRESS LUBE INC							
OIL BOYZ EXPRESS LUBE INC	183498	07/11/2023	690-4850-62210	Equipment Maint & Repair	OIL CHANGE - #103		49.22
Vendor OIL BOYZ EXPRESS LUBE INC Total:							49.22
Vendor: OLSON UNDERGROUND INC							
OLSON UNDERGROUND INC	1186	07/20/2023	690-4890-63030	Contracts Expense	BORING SERVICES - TRINITY...		6,985.00
Vendor OLSON UNDERGROUND INC Total:							6,985.00
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE ...	08 2023	08/10/2023	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES...		1,400.00
Vendor PENNINGTON CO HUMANE SOCIETY Total:							1,400.00
Vendor: PERALTA INC							
PERALTA INC	08 02 23	08/10/2023	100-4670-62990	Misc. Operating Expense	CGMC CONFERENCE - DILLY...		225.00
Vendor PERALTA INC Total:							225.00
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMP...	2307-045246	07/10/2023	100-4510-62240	Department Maint & Repair	LUMBER - RINK BOARDS		719.25
PETERSON LUMBER COMP...	2307-045559	07/12/2023	680-4850-62200	System Expense	SACRETE		11.29
Vendor PETERSON LUMBER COMPANY Total:							730.54
Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	131689	08/08/2023	100-4315-62210	Equipment Maint & Repair	SOAP - WASH BAY		261.84
Vendor QUALITY FARM SUPPLY INC Total:							261.84
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB ...	D046800	07/06/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		246.11
RMB ENVIRONMENTAL LAB ...	D047913	07/13/2023	620-4840-62170	Field Supplies	LAB ANALYSIS - STATE SAM...		299.48

Council Approval Register

Packet: APPKT00647 - 08/15/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
RMB ENVIRONMENTAL LAB ...	D048505	07/27/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		149.19
Vendor RMB ENVIRONMENTAL LAB INC Total:							694.78
Vendor: SHPIGLER CONSULTING INC							
SHPIGLER CONSULTING INC	08 01 23	08/10/2023	545-4680-65920	Work in Process - Eng/Arch...	CONSULTING FEE - METER ...		5,000.00
Vendor SHPIGLER CONSULTING INC Total:							5,000.00
Vendor: SIGN SOLUTIONS USA							
SIGN SOLUTIONS USA	10945	07/31/2023	100-4312-62260	Signs-Brooms-Paint	BARRICADES		937.50
Vendor SIGN SOLUTIONS USA Total:							937.50
Vendor: SJOBERGS							
SJOBERGS	AUG 2023	08/10/2023	100-4192-63020	Computer Maintenance & li...	MONTHLY SERVICE - AUG 2...		82.05
SJOBERGS	AUG 2023	08/10/2023	100-4192-63020	Computer Maintenance & li...	MONTHLY SERVICE - AUG 2...		225.00
SJOBERGS	AUG 2023	08/10/2023	100-4220-63020	Computer Maintenance & li...	MONTHLY SERVICE - AUG 2...		49.95
SJOBERGS	AUG 2023	08/10/2023	100-4312-63020	Computer Maintenance & li...	MONTHLY SERVICE - AUG 2...		56.95
SJOBERGS	AUG 2023	08/10/2023	100-4510-63210	Communication Expense	MONTHLY SERVICE - AUG 2...		104.50
SJOBERGS	AUG 2023	08/10/2023	610-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - AUG 2...		56.95
SJOBERGS	AUG 2023	08/10/2023	620-4830-63210	Communication Expense	MONTHLY SERVICE - AUG 2...		25.99
SJOBERGS	AUG 2023	08/10/2023	620-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - AUG 2...		49.95
SJOBERGS	AUG 2023	08/10/2023	680-4830-63210	Communication Expense	MONTHLY SERVICE - AUG 2...		85.50
SJOBERGS	AUG 2023	08/10/2023	680-4830-63210	Communication Expense	MONTHLY SERVICE - AUG 2...		475.00
SJOBERGS	AUG 2023	08/10/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - AUG 2...		142.50
SJOBERGS	AUG 2023	08/10/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - AUG 2...		142.50
SJOBERGS	AUG 2023	08/10/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - AUG 2...		35.05
SJOBERGS	AUG 2023	08/10/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - AUG 2...		225.00
SJOBERGS	AUG 2023	08/10/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - AUG 2...		49.95
SJOBERGS	AUG 2023	08/10/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY SERVICE - AUG 2...		42.95
Vendor SJOBERGS Total:							1,849.79
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA...	394771	06/30/2023	100-4315-62230	Building Maint & Repair	EXHAUST FAN		308.95
ST HILAIRE SUPPLY COMPA...	395749	07/11/2023	690-4850-62350	Power Plant/Dam Maint	AIR FILTERS		70.37
ST HILAIRE SUPPLY COMPA...	396656	07/24/2023	620-4850-62220	Plant Equip Maint & Repair	PVC - CHEMICAL FEED PUM...		27.43
ST HILAIRE SUPPLY COMPA...	396847	07/24/2023	100-4194-62230	Building Maint & Repair	HARD START KIT - HEAT PU...		15.92
Vendor ST HILAIRE SUPPLY COMPANY Total:							422.67
Vendor: STATE OF MN - OFC OF ADMINISTRATIVE HEARINGS							
STATE OF MN - OFC OF ADM..	622671	07/31/2023	100-4160-63040	Legal Fees	PROF SRVCS - REV RECAPTU...		808.50
Vendor STATE OF MN - OFC OF ADMINISTRATIVE HEARINGS Total:							808.50
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	002551	07/27/2023	690-4890-63030	Contracts Expense	FIRE ALARM MONITORING ...		19.50
Vendor STEVEN O KVASAGER Total:							19.50
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S013573696.001	07/12/2023	690-4840-62880	Personal Protective Equipm...	GLOVE TESTING		2,443.27

Council Approval Register

Packet: APPKT00647 - 08/15/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
STUART C IRBY CO	S013639819.001	07/18/2023	690-14100	Inventory - Materials	COPPER # TAPS		358.03
Vendor STUART C IRBY CO Total:							2,801.30
Vendor: SUNSET LAW ENFORCEMENT LLC							
SUNSET LAW ENFORCEMEN...	0008687-IN	07/26/2023	100-4210-62990	Misc. Operating Expense	AMMUNITION		770.00
Vendor SUNSET LAW ENFORCEMENT LLC Total:							770.00
Vendor: T R F HARDWARE							
T R F HARDWARE	22197721	07/10/2023	100-4510-62240	Department Maint & Repair	GLUE		7.99
T R F HARDWARE	22197994	07/12/2023	680-4850-62230	Building Maint & Repair	LED BULB - LIFT #6		6.99
T R F HARDWARE	22198626	07/17/2023	100-4570-62230	Building Maint & Repair	FLUSH LEVER - TOILET REPA...		8.49
T R F HARDWARE	22198679	07/18/2023	690-4850-62350	Power Plant/Dam Maint	DOOR CLOSER		17.99
T R F HARDWARE	22198729	07/18/2023	100-4510-62240	Department Maint & Repair	SEALER		138.91
T R F HARDWARE	22198769	07/18/2023	100-4570-62990	Misc. Operating Expense	LADDER HOOK SCREW		14.94
T R F HARDWARE	22199448	07/24/2023	100-4220-62230	Building Maint & Repair	COUPLING / ELBOW / PVC - ...		20.05
T R F HARDWARE	22199549	07/25/2023	690-4840-62990	Misc. Operating Expense	IMPACT DRILL / TAP SET		34.41
T R F HARDWARE	22199705	07/26/2023	690-4840-62990	Misc. Operating Expense	LIQUID LUBE		11.99
Vendor T R F HARDWARE Total:							261.76
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	#137 - JUL 2023	07/31/2023	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS		95.20
THIEF RIVER FALLS TIMES	#137 - JUL 2023	07/31/2023	610-4880-63490	Advertising	3RD QTR SPONSOR ADS		164.50
Vendor THIEF RIVER FALLS TIMES Total:							259.70
Vendor: THYGESON CONSTRUCTION							
THYGESON CONSTRUCTION	07 29 23	07/29/2023	820-4840-62990	Misc. Operating Expense	24 YDS TOPSOIL - CEMETERY		516.00
Vendor THYGESON CONSTRUCTION Total:							516.00
Vendor: TITAN MACHINERY - CROOKSTON							
TITAN MACHINERY - CROOK...	18666447 GP	07/28/2023	100-4312-62210	Equipment Maint & Repair	BRAKE #5511		876.89
Vendor TITAN MACHINERY - CROOKSTON Total:							876.89
Vendor: WADE ALAN COTA							
WADE ALAN COTA	494231	07/29/2023	100-4240-63030	Contracts Expense	RESIDENTIAL GRASS MOWI...		144.00
Vendor WADE ALAN COTA Total:							144.00
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	37X00254	07/31/2023	100-4315-63030	Contracts Expense	DOWNTOWN APARTMENTS...		162.50
Vendor WASTE MASTERS LLC Total:							162.50
Grand Total:							122,175.10

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	38,153.38
520 - 2018 ARENA PROJECT	13,225.00
545 - WATER METER PROJECT	5,000.00
560 - WASTE WATER FORCE MAIN	161.25
610 - LIQUOR DISPENSARY	364.62
620 - WATER UTILITY FUND	26,407.88
650 - TOURIST PARK - VENUWORKS	404.78
680 - WASTEWATER UTILITY FUND	1,539.23
690 - ELECTRIC UTILITY FUND	35,418.88
820 - GREENWOOD CEMETERY FUND	1,500.08
Grand Total:	122,175.10

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63030	Contracts Expense	2,102.19
100-4160-63040	Legal Fees	8,658.50
100-4192-63020	Computer Maintenance...	3,295.05
100-4194-62230	Building Maint & Repair	15.92
100-4194-62990	Misc. Operating Expense	35.58
100-4210-62210	Equipment Maint & Repa..	152.99
100-4210-62880	Personal Protective Equi...	211.00
100-4210-62990	Misc. Operating Expense	859.95
100-4210-63100	Animal Control	1,430.00
100-4220-62210	Equipment Maint & Repa..	9,642.08
100-4220-62230	Building Maint & Repair	20.05
100-4220-63020	Computer Maintenance...	49.95
100-4240-63030	Contracts Expense	144.00
100-4312-62210	Equipment Maint & Repa..	925.12
100-4312-62240	Department Maint & Re...	61.35
100-4312-62260	Signs-Brooms-Paint	937.50
100-4312-63020	Computer Maintenance...	56.95
100-4315-62210	Equipment Maint & Repa..	272.00
100-4315-62230	Building Maint & Repair	308.95
100-4315-63030	Contracts Expense	162.50
100-4510-62210	Equipment Maint & Repa..	1,746.83
100-4510-62240	Department Maint & Re...	1,756.53
100-4510-62990	Misc. Operating Expense	1.99
100-4510-63210	Communication Expense	104.50
100-4570-62230	Building Maint & Repair	8.49
100-4570-62990	Misc. Operating Expense	14.94
100-4650-62210	Equipment Maint & Repa..	195.97
100-4650-64481	FEMA	577.50

Account Summary

Account Number	Account Name	Expense Amount
100-4670-62990	Misc. Operating Expense	4,405.00
520-4680-65900	Work in Process-Constru...	13,225.00
545-4680-65920	Work in Process - Eng/Ar...	5,000.00
560-4680-65940	Work in Progress - Legal...	161.25
610-4810-62590	Misc. Mdse for Resale	95.20
610-4850-62210	Equipment Maint & Repa..	27.97
610-4880-63490	Advertising	164.50
610-4890-63020	Computer Maintenance...	56.95
610-4890-64900	Civic Events	20.00
620-4830-63210	Communication Expense	25.99
620-4840-62160	Chemicals	8,962.34
620-4840-62170	Field Supplies	6,499.25
620-4840-62890	Uniforms/ID Clothing	137.67
620-4850-62200	System Expense	1,883.42
620-4850-62210	Equipment Maint & Repa..	319.90
620-4850-62220	Plant Equip Maint & Rep...	2,760.28
620-4850-62230	Building Maint & Repair	5,683.95
620-4890-63020	Computer Maintenance...	49.95
620-4890-63030	Contracts Expense	85.13
650-4850-62230	Building Maint & Repair	404.78
680-4830-63210	Communication Expense	560.50
680-4840-62170	Field Supplies	645.30
680-4850-62200	System Expense	11.29
680-4850-62210	Equipment Maint & Repa..	233.00
680-4850-62220	Lift Station and Pond Ma...	82.15
680-4850-62230	Building Maint & Repair	6.99
690-14100	Inventory - Materials	23,923.59
690-4830-63210	Communication Expense	320.05
690-4840-62400	Small Tools and Minor E...	159.77
690-4840-62880	Personal Protective Equi...	2,464.51
690-4840-62990	Misc. Operating Expense	98.38
690-4850-62210	Equipment Maint & Repa..	168.70
690-4850-62350	Power Plant/Dam Maint	88.36
690-4850-62360	Distribution Maint	139.05
690-4890-63020	Computer Maintenance...	317.90
690-4890-63030	Contracts Expense	7,738.57
820-4840-62880	Personal Protective Equi...	25.00
820-4840-62990	Misc. Operating Expense	516.00
820-4850-62210	Equipment Maint & Repa..	959.08
	Grand Total:	122,175.10

Project Account Summary

Project Account Key	Expense Amount
None	122,175.10
Grand Total:	122,175.10



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00648 - 08/07/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DELUXE CHECK							
DELUXE CHECK	9001992820	07/22/2023	100-4150-62010	Office Supplies	DEPOSIT TICKET BOOKS		334.81
						Vendor DELUXE CHECK Total:	334.81
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROU...	4675273323	07/31/2023	690-4830-63890	Utilities Expense	GAS METER READING - JUL ...		107.00
						Vendor MINNESOTA ENERGY GROUP-00005 Total:	107.00
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	204531	06/12/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		294.00
PAUSTIS WINE COMPANY	204531	06/12/2023	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		3.50
PAUSTIS WINE COMPANY	209138	07/31/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		2,537.75
PAUSTIS WINE COMPANY	209138	07/31/2023	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		43.50
						Vendor PAUSTIS WINE COMPANY Total:	2,878.75
Vendor: PITNEY BOWES BANK INC PURCHASE POWER							
PITNEY BOWES BANK INC P...	08 01 23	08/01/2023	100-4670-62010	Office Supplies	POSTAGE METER REFILL 08 ...		208.99
						Vendor PITNEY BOWES BANK INC PURCHASE POWER Total:	208.99
						Grand Total:	3,529.55

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	543.80
610 - LIQUOR DISPENSARY	2,878.75
690 - ELECTRIC UTILITY FUND	107.00
Grand Total:	3,529.55

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	334.81
100-4670-62010	Office Supplies	208.99
610-4810-62530	Wine for Resale	2,831.75
610-4810-62610	Freight In (Liquor)	47.00
690-4830-63890	Utilities Expense	107.00
Grand Total:		3,529.55

Project Account Summary

Project Account Key	Expense Amount
None	3,529.55
Grand Total:	3,529.55



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: 8/15/2023

SUBJECT: #7.3 Authorize Mayor Brian Holmer to sign a letter of support to MNDEED for Advance Thief River.

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

MOTION TO: Authorize Mayor Brian Holmer to sign a letter of support for Advanced Thief River to apply for a Small Business Assistance Partnership Program Grant for \$100,000 through Minnesota Department of Employment and Economic Development.

BACKGROUND: This project will significantly enhance Advance Thief River's current work by being able to provide marketing training and individual marketing plans, Money Smart one-on-one consulting, having community-level marketing strategy development to provide collaborative marketing plans, and provide business navigation services as well as business coaching.

The City of Thief River Falls is willing to be the fiscal agent for this project.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	081523 Advanced TR MNDEED grant-ML edits
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City of Thief River Falls

MAYOR

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

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

August 15, 2023

Dear MN DEED Small Business Assistance Partnership Program Grant Selection Committee:

My name is Brian Holmer, and I am the Mayor for the City of Thief River Falls, MN. I am writing in support of the request by Advance Thief River for the Small Business Assistance Partnership Program grant with MN DEED. We are excited to be a part of this initiative that will bring high-quality marketing training and technical assistance to our community's businesses at no cost. In addition, development of a community-level marketing strategy will enhance the economic vibrancy of our entire community.

A funding award from MN DEED will significantly enhance Advance Thief River's current work, enabling them to serve many more businesses and provide a greater level of service through marketing training, individual marketing plans, Money Smart for Business training, business succession planning, lean startup training, one-on-one consulting, and business coaching. We believe that this investment will help in the retention and expansion of our existing businesses, as well as in successful business startups.

The City of Thief River Falls has agreed to be the fiscal agent for the Small Business Assistance Partnership Program Grant and looks forward to working with you on this project.

Sincerely,

Brian Holmer, Mayor
City of Thief River Falls MN



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: 8/15/2023

SUBJECT: #8.1 Dayna and Kraig Melvie – Conditional Use Permit Request

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

MOTION TO: Approve a Conditional Use Permit for Dayna and Kraig Melvie Storage Units

BACKGROUND: Dayne and Kraig Melvie purchased the former Northwest Mobile Home sales lot from Les Snetting for the purpose of constructing storage units and other future commercial buildings. This property is located at 1001 Second Street West and is currently zoned General Business District (C-2). This is an allowable use in this zoning district with a conditional use permit for a buffer.

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

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

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

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	Dayna and Kraig Melvie Supplements
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Application To Planning Commission/BOZA

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

☐ REZONING (Fee \$150.00)	☐ APPEALS (Fee \$50.00)
☐ VARIANCE (Fee \$150.00)	
☐ LAND SUBDIVISION (Fee \$300.00)	
☒ CONDITIONAL USE PERMIT (Fee \$150.00)	
Applicant	
Name KLOPP CONSTRUCTION	Phone # 218 289 4329
Address 28685 320th St NW	City ARGYLE
	State MN
	Zip 56713
Property Owner (if different from Applicant)	
Name Kraig & Dayna Melvic	Phone # 218-687-5041
Address 21738 165th Ave NW	City Viking
	State MN
	Zip 56760
Approximate Location of Property	
Address 924 3rd St. W. Thief Falls	Legal Description
Present Zoning Classification Commercial	Present Use
Description of Request	

Property Owner Signature (required) <i>[Signature]</i>	Date 7/3/2023
Applicant Signature <i>[Signature]</i>	Date

Review (For office use only)	
Date of Publication	Date on Planning Commission Agenda
Action Taken By Commission:	
Action Taken By City Council:	
City Council Resolution / Ordinance Number	
Fee Paid	

**NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS**

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that Dayna and Kraig Melvie, 21738 165th Avenue NW, Viking, MN 56760, has applied for a Buffer Conditional Use Permit for storage units located at 1001 2nd Street West. The property is described as follows:

T & S ADDITION E 20' OF LOT 3, S 102.7' OF W 130' OF E 150' OF LOT 3 BLOCK 1
AND PART OF SW1/4NW1/4 OF SECTION 33 TWP 154 RANG 43

Notice is further given that the Planning Commission will conduct a Hearing on the Conditional Use Permit Request at 5:00 P.M. on Tuesday, August 8, 2023, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on the Conditional Use Permit request will have the option to be heard at this time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

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

Dated this 21st day of July 2023

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Zoning Administrator

Published in the Wednesday, July 26, 2023, edition of The Times.

CHECKLIST FOR CONDITIONAL USE REQUEST

- [illegible]

16. **Are screened storage and trash areas provided?** NA.
17. **Are vehicular accessways adequate?** Yes.
18. **Will the use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district?** No. The proposed use is consistent with the comprehensive plan.
19. **Can it be found that there is a public necessity for the Special Use?** The developer feels the storage units are needed.
20. **What is the general character of the neighborhood?** The area is primarily commercial, with a manufactured home park to the south and the Pennington County Fairgrounds to the north.
21. **Are Wetlands or Shore land impacted by this request?** No.

COMMENTS:

The proposed use is consistent with the comprehensive plan and allowed in the General Business District (C-2) with a Conditional use Permit for a buffer.

CRITERIA FOR GRANTING CONDITONAL USE PERMITS

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

MN T.H. NO.59

NORTH

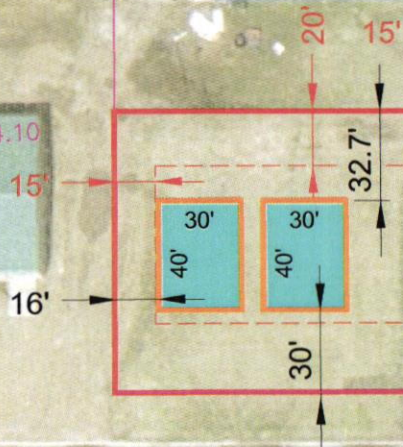
25.057.006.10

3

5.057.007.10

5.057.004.10

N02°27'04"E



35' BUFFER

2ND STREET

80.00'

60.00'	50.00'	50.00'	50.00'	50.00'	50.00'	50.00'	50.00'
41	40	39	38	37	36	35	34

PR

C2

MN T.H. NO.59

HIGHWAY NOS. 1 & 59

NORTH

C-2

C-2

2ND STREET

SECOND STREET

R-3

R-3

I-1

FIRST STREET

1ST STREET

DAYNA AND KRAIG MELVIE
924 THIRD STREET WEST
STORAGE UNITS
CONDITIONAL USE PERMIT
AUGUST, 2023

I-2



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: 8/15/2023

SUBJECT: #8.2 Approve MAK Properties, LLC. – Deed Restriction

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

MOTION TO: Approve a resolution removing MAK Properties deed restriction requirement adjacent to Valley Home.

BACKGROUND: On November 1, 2022 the City Council Reaffirmed the approval of Modification to the Development Program for Development District No. I and the proposed Establishment of Tax Increment Financing District No. 14 therein and the adoption of the Tax Increment Financing Plan therefor. TIF was approved, subject to the real property area, that was designated for a day care building having a restrictive covenant placed of record that said area can only be used for daycare purposes, unless the City agrees to remove said restriction at a later date.

KEY ISSUES: Valley Home has entered into an agreement with Discovery Place to expand their daycare center in an unoccupied space within Valley Home. This project requires additional parking and possibly a playground be constructed in the area south and west of Valley Home that was intended for a daycare purpose through a deed restriction. MAK Properties is selling this parcel to Valley Home to facilitate the daycare project, which falls within the intent of the city council, and allows the deed restriction requirement to be removed.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth – Community Development Consultant

ATTACHMENTS:

1.	COM 08152023 Proposed Daycare Parcel Image
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SKETCH OF DESCRIPTION

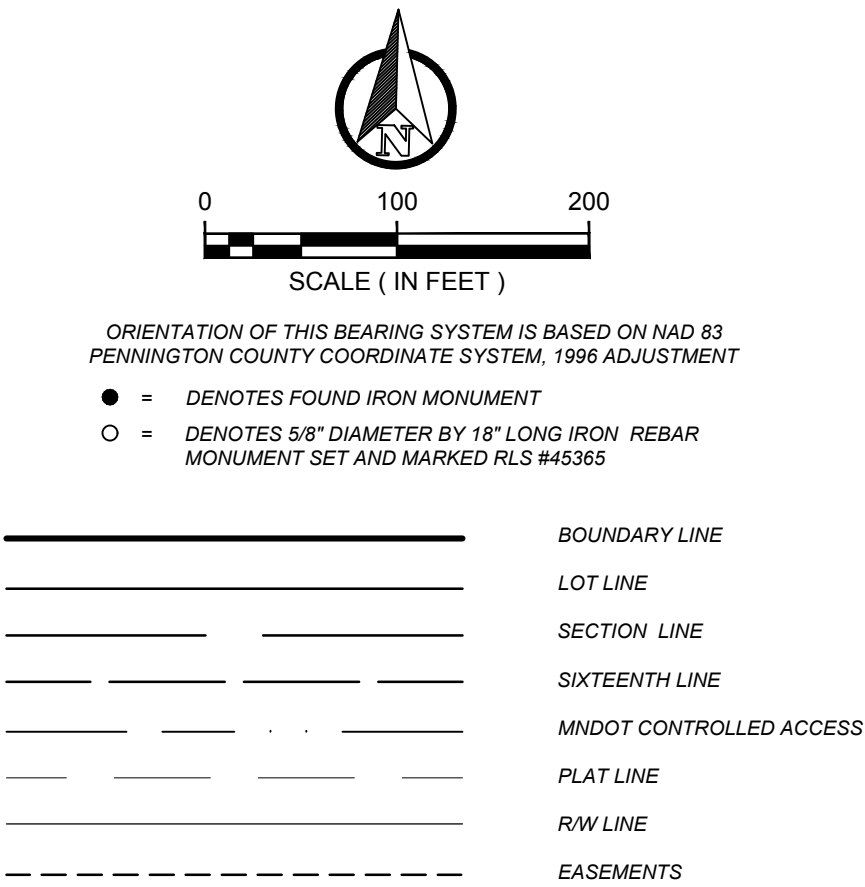
PART OF THE SE1/4SW1/4 OF SEC. 33, T. 154 N., R. 43 W. OF THE 5TH PRINCIPAL MERIDIAN, PENNINGTON COUNTY, MN

PROPOSED LEGAL DESCRIPTION

Part of the Southeast Quarter of the Southwest Quarter of Section 33, Township 154 North, Range 43 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

Commencing at the northeast corner of said Southeast Quarter of the Southwest Quarter; thence South 88 degrees 18 minute 41 seconds West, assumed bearing, along the north line of said Southeast Quarter of the Southwest Quarter, a distance of 672.00 feet to the point of beginning; thence South 00 degrees 01 minute 03 seconds West 195.87 feet; thence North 89 degrees 40 minutes 57 seconds East 179.63 feet; thence South 45 degrees 19 minutes 03 seconds East 89.58 feet; thence South 89 degrees 40 minutes 57 seconds West, a distance of 344.96 feet, more or less, to the easterly right of way of the Burlington Northern Santa Fe Railroad; thence northerly along a curve being concave to the northwest, along said easterly right of way, having a radius of 3869.83 feet, a central angle of 03 degrees 54 minutes 05 seconds, an arc length of 263.51 feet, the chord of said curve bears North 11 degrees 20 minutes 58 seconds East and has a chord length of 263.46 feet to the north line of said Southeast Quarter of the Southwest Quarter; thence North 88 degrees 18 minutes 41 seconds East, along said north line, a distance of 50.00 feet, more or less, to the point of beginning.

Said described parcel contains 0.75 acres, more or less, and is subject to any and all easements, reservations, restrictions and conveyances of record, if any.



LINE TABLE		
LINE	LENGTH	BEARING
L1	49.26	N89°59'07"E
L2	14.44	S88°15'14"W
L3	79.50	N17°37'58"E
L4	24.82	N88°15'14"E
L5	20.01	N88°18'41"E

DATE:	01/23/2023	DATE:		AMENDMENTS		BY:		PREPARED FOR: MAK CONSTRUCTION
SCALE:	AS SHOWN							I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA
DRAWN BY:	H.K.W.							
CHECKED BY:	G.R.B.							
FILE NUMBER:	2023-10047							GARRETT R. BOROWICZ DATE: 7/27/2023 LID. NO. 45365



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
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www.citytrf.net

Request for Council Action

DATE: 8/15/2023

SUBJECT: #8.3 Roof Repair at the Power Plant

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

MOTION TO: Accept the bid of \$24,000 and scope of work submitted by Herzog Roofing for the repair of the roof over the Turbo Room at the Power Plant.

BACKGROUND: The room that houses the “Turbo” for the Nordberg Diesel Generator has been leaking for quite a while. The 1946, 2 Megawatt, Diesel generator is the largest capacity generator at the power plant. The roof is leaking water directly onto the turbo which is a very expensive piece of the generator equipment.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: \$24,000. This would come out of Power Plant Maintenance.

LEGAL CONSIDERATION: None.

DEPARTMENT/RESPONSIBLE PERSON: Brian Jacobson, Electric Superintendent

ATTACHMENTS:

None



City of Thief River Falls

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

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email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 8/15/2023

SUBJECT: #8.4 Accept Repair West Wall of Turbine Head Race

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

MOTION TO: Accept the bid of \$4,500 and scope of work and submitted by Ashton's Mowing Service for the repair of the west wall of the Turbine Head Race.

BACKGROUND: A required inspection of the Power Plant / Dam was done by the Federal Energy Regulatory Commission (FERC). The only flag that was noted was concrete spalling occurring on the west wall of the Turbine Head Race above the water line.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: \$4,500. This would come out of Power Plant Maintenance.

LEGAL CONSIDERATION: Needs to be repaired in 2023 as per the FERC Part 12D inspection that was performed.

DEPARTMENT/RESPONSIBLE PERSON: Brian Jacobson, Electric Superintendent

ATTACHMENTS:

1.	Turbine Head Race - Ashton Mowing Proposal
2.	Spalling - West Wall - Head Race 1
3.	Spalling - West Wall - Head Race 2

Ashton's Mowing Service and Snow Removal

1016 3rd St W

Thief River Falls, MN 56701

218-686-9642

ams.allseason@outlook.com

Estimate

ADDRESS

City of Thief River Falls

405 Third Street East

P.O. Box 528

Thief River Falls, MN 56701

SHIP TO

City of Thief River Falls

405 Third Street East

P.O. Box 528

Thief River Falls, MN 56701

ESTIMATE # 1002**DATE 07/12/2023**

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
07/12/2023	Four Guy Labor per Hour	Patch up and smooth walls. Dependent upon how many holes/ how long it takes due to working in a boat.	10	280.00	2,800.00
07/12/2023	Job supplies	Concrete, supplies, etc.	1	1,700.00	1,700.00

High risk job as the guys will be working in a boat/the river.

SUBTOTAL

4,500.00

TAX

0.00

TOTAL**\$4,500.00**

Accepted By

Accepted Date







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: 8/15/2023

SUBJECT: #8.5 Approve Purchase of 2022 Three Quarter Ton Pickup

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

MOTION TO: Approve the quote from Luther Chevrolet for a used 2022 Chevrolet 2500 HD/WT

BACKGROUND: The City of Thief River Falls Water Systems Department has a 1985 Dodge one ton truck that has more issues than are worth maintaining efficiently. Since the Pandemic, ordering from the State Bid List has been hit and miss with receiving what is ordered in a timely fashion. Manufacturers distribute by allocation, and can take several months to find out if the order will be filled or not.

KEY ISSUES: Replacing fleet vehicles in the new vehicle market, along with quotas to replace existing vehicles with fuel efficient ones, makes it challenging to purchase larger trucks that require larger engines in the State Bid Market.

FINANCIAL CONSIDERATIONS: Quote for the 2022 Chevrolet 2500 HD/WT is \$46,000 and is a budgeted item.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

None



City of Thief River Falls

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www.citytrf.net

Request for Council Action

DATE: 8/15/2023

SUBJECT: #8.6 Authorize Mayor and City Administrator to sign a letter of support to St. Bernard's Catholic School proposed project.

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

MOTION TO: Authorize Mayor and City Administrator to sign a letter of support for St. Bernard's Catholic School to apply for financial assistance with the USDA – Rural Development to provide metal lockers, new doors, and the replacement of the stair treads and risers on all of the stairways within its school to meet current fire code requirements and enhance the safety of its internal environment, increase the level of security, and sanitary needs.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	MN 1942-A Guide 8 - Significant Support City of TRF
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USDA, Rural Development

MN 1942-A, Guide 8

(Rev. 1/06)

Letter of Support

City of Thief River Falls

ATTN: Angela Philipp, City Administrator

305 Pennington Avenue South, PO Box 528

Thief River Falls, MN 56701

Re: USDA – Rural Development Community Facilities Application

Dear Ms. Philipp:

The St. Bernard’s Catholic School has filed an application for financial assistance with the USDA – Rural Development. The specific purpose of this application is to provide funding assistance for the purchase of metal lockers, new doors, and the replacement of the stair treads and risers on all of the stairways within its school to meet current fire code requirements and enhance the safety of its internal environment, increase the level of security, and sanitary needs.

We are required to provide evidence to Rural Development of significant community support for our proposed project. All local government units within the proposed project service area are being contacted to provide a Certificate of Support. Providing the Certificate of Support does not require financial support. The Certificate of Support should include sufficient information to determine that a proposed community facility will provide needed services to the community and will have no adverse impact on other community facilities providing similar services. Please return this letter with the following “Certificate of Support” completed.

Sincerely,

Father Craig Vasek

Pastor / St. Bernard’s School Superintendent

Certificate of Support

The City of Thief River Falls supports the above-described project. The proposed project will provide needed services and will have no adverse impact on other facilities providing similar services. Additional comments are as follows:

Mayor/Chairperson

Date

Clerk/Secretary



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: 8/15/2023

SUBJECT: #8.7 Approval of City Hall hours of operation

RECOMMENDATION: It is respectfully requested the Council consider the following recommendation from the Administrative Services and Public Works Committees:

MOTION TO: Approve to set year-round hours of operation for the City of Thief River Falls City Hall to be 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 effective September 3rd, 2023.

BACKGROUND: Customer service is a high priority and will continue to be so. This is an added convenience for 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.

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 and Travis Giffen, Public Works Director

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 8/15/2023

SUBJECT: #8.8 Approval of the Tyler Technologies software and services contract

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

MOTION TO: Authorize the City Administrator to fully execute the Tyler Technologies contract in the amount of \$12,160 to complete the mass water meter swap from Eaton numbers to Sensus numbers and includes an additional handheld meter-reader interface.

BACKGROUND: The Water Department has the Sensus water meter replacement project underway. A mass water meter swap will have to be completed in the Tyler system for utility billing to replace the existing water meter serial numbers to the new water meter numbers.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Tyler Contract
----	----------------



Sales Quotation For:

City of Thief River Falls
405 3rd St E
Thief River Falls MN 56701-0528

Quoted By:

Tyler Richardson

Quote Expiration:

12/17/23

Quote Name:

Tyler Software

Description	License Total	Annual Maintenance
ERP Pro powered by Incode		
ERP Pro 10 Customer Relationship Management Suite		
Additional Handheld Meter-Reader Interface	\$ 3,000	\$ 750
TOTAL:	\$ 3,000	\$ 750

Services

2023-412108-M7W1R3

Page 1 of 4

Description	Hours/Units	Extended Price	Maintenance
ERP Pro 10 Customer Relationship Management Suite			
Professional Services	8	\$ 1,160	\$ 0
Other Services			
Mass Meter Swap - Water	3500	\$ 7,000	\$ 0
Project Management	1	\$ 250	\$ 0
TOTAL:		\$ 8,410	\$ 0

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 3,000	\$ 750
Total Tyler Services	\$ 8,410	
Summary Total	\$ 11,410	\$ 750
Contract Total	\$ 12,160	

Detailed Breakdown of Professional Services (Included in Summary Total)

Description	Hours	Extended Price	Maintenance
ERP Pro powered by Incode			
ERP Pro 10 Customer Relationship Management Suite			
Additional Handheld Meter-Reader Interface	8	\$ 1,160	\$ 0
Sub-Total	8	\$ 1,160	\$ 0
TOTAL:	8	\$ 1,160	\$ 0

Comments

- Work will be delivered remotely unless otherwise noted in this agreement.
- Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - o Implementation and other professional services fees shall be invoiced as delivered.

- o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____



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: 8/15/2023

SUBJECT: #8.9 Approval of Financial Audit Agreement

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

MOTION TO: Approve remaining 5-year contract with Hoffman, Philipp, and Martell PLLC for 2023, 2024 and 2025 Governmental Audit Services for \$19,200 each year.

BACKGROUND: Annually the City is required to complete an audit of the financials in accordance with Governmental Auditing Standards and OMB Circular A-133 Single Audit Requirements, when applicable.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Historically, the audits have cost the following:
2004-\$19,950, 2005-\$19,750, 2006-\$16,850, 2007-\$17,300, 2008-\$17,900, 2009-\$14,500, 2010-\$14,900, 2011-\$18,800, 2012-\$19,500, 2013-\$18,100, 2014-\$18,500, 2015 thru 2017 - \$18,000, 2018 thru 2020 - \$18,500, 2021 and 2022 - \$19,200. The costs may vary from year to year depending on if the City needs additional single audits for State and Federal Grants. This is a budgeted item.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

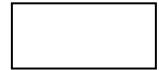
1.	081523 Admin Annual Audit Services Agreement
----	--



City of Thief River Falls

CITY ADMINISTRATOR

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



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

REQUEST FOR COUNCIL ACTION

DATE: August 15, 2023

SUBJECT: Financial Audit Agreement

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

MOTION TO: Approve remaining 5-year contract with Hoffman, Philipp, and Martell PLLC for 2023, 2024 and 2025 Governmental Audit Services for \$19,200 each year.

BACKGROUND: Annually the City is required to complete an audit of the financials in accordance with Governmental Auditing Standards and OMB Circular A-133 Single Audit Requirements, when applicable.

FINANCIAL CONSIDERATION: Historically, the audits have cost the following:
2004-\$19,950, 2005-\$19,750, 2006-\$16,850, 2007-\$17,300, 2008-\$17,900, 2009-\$14,500,
2010-\$14,900, 2011-\$18,800, 2012-\$19,500, 2013-\$18,100, 2014-\$18,500, 2015 thru 2017 -
\$18,000, 2018 thru 2020 - \$18,500, 2021 and 2022 - \$19,200. The costs may vary from year
to year depending on if the City needs additional single audits for State and Federal Grants.
This is a budgeted item.

LEGAL CONSIDERATION: N/A

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator



City of Thief River Falls

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Request for Council Action

DATE: 8/15/2023

SUBJECT: #8.10 Approve services from Flaherty & Hood PA for labor union contract negotiations

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

MOTION TO: Approve Flaherty & Hood PA to provide labor negotiations services for the City of Thief River Falls' unions and bargaining unit with Attorney Brandon Fitzsimmons as the lead negotiator.

BACKGROUND: Flaherty & Hood PA has the expertise to assist the City of Thief River Falls with all facets of public labor relations, employment law, and human resources. The services the city is requesting is to review current documents and prepare strategy, meet with management and council, review labor contracts and draft comments and initial proposals for each labor contract, participate directly in negotiations, and draft all final contract, MOUs, and council action for all units.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Cost estimates are \$2,850-\$10,400. The actual costs may be lower or higher dependent on the nature, extent, and volume of such services. Since we are a member of the Coalition of Greater Minnesota Cities (CGMC) these services are billed at reduced hourly rates for labor and employment services.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	FH Quote for City of TRF for Labor Negotiations Services 080823
----	---

F H FLAHERTY | HOOD P.A.
QUOTE

To: Angie Philipp, City Administrator, City of Thief River Falls

From: Brandon M. Fitzsimmons, Shareholder Attorney
Nicholas K.C. Lira Lisle, Attorney

Date: August 8, 2023

Re: Quote for Labor Negotiations Services

Flaherty & Hood, P.A. is pleased to submit this quote to provide labor negotiations services for the City of Thief River Falls (City).

Service Description

Flaherty & Hood, P.A. could provide the following services with estimated costs related to labor negotiations with Attorney Brandon M. Fitzsimmons as the lead negotiator:

Service	Cost Estimates	
	Low	High
Review documents and prepare negotiations strategy and outline	\$500	\$1,000
Discuss strategy and meet with management and elected officials	\$500	\$800
Review labor contract and draft comments and initial proposals for each labor contract	\$500	\$900
Participate directly in negotiations (per day)	\$450	\$1,000
Draft all final contract, MOUs, and Council action for all units	\$300	\$900
Travel costs (fees + expenses per in-person trip)	\$600 (Air)	\$1,300 (Drive)

As a member of the Coalition of Greater Minnesota Cities (CGMC), these services would be billed to the City at the CGMC-reduced hourly rates for labor and employment services, which include: (a) \$155 per hour for attorney services, for the first 25 hours of services in a fiscal year; (b) \$175 per hour for attorney services over 25 hours of services in a fiscal year; and (c) \$105 per hour for analyst and legal assistant services. Travel time is billed at one-half of these rates in addition to expenses incurred. The actual costs may be lower or higher than these estimates, dependent on the nature, extent, and volume of such services.

Firm Background

Established over 30 years ago, Flaherty & Hood, P.A. is a unique law firm that effectively integrates the disciplines of law, government relations, analysis, and communications to provide high-quality, timely, and cost-effective services to its primarily local government clients.

Flaherty & Hood, P.A. has 17 attorneys, 3 analysts, and 13 other professional staff who primarily provide legal, analytical, and legislative advocacy services for local governments in Minnesota. Flaherty & Hood, P.A. is, therefore, uniquely positioned and has the comprehensive knowledge, experience, and tools to provide full-service labor law services to its governmental clients.

Labor relations, employment, and human resources issues are both complex and costly, and impact local governments on a daily basis. Flaherty & Hood, P.A. has the expertise to assist your local government with all facets of public labor relations, employment law, and human resources, such as:

Labor relations

- Labor contract negotiations
- Grievances
- Mediations
- Arbitrations
- Unfair labor practices
- Strikes
- BMS and PERB proceedings

Employment law

- Representation and advocacy
- Advice on hiring, fitness-for-duty, performance improvement, disciplinary matters, reorganizing
- Conduct training seminars for supervisors and employees
- Investigations and legal audits
- Employment templates
- Contested hearings

Human Resources

- Personnel policies
- Job descriptions
- Hiring and discipline processes
- Performance review systems
- Pay equity
- Market studies
- Organizational reviews
- Data and records issues

Primary Consultants

Brandon M. Fitzsimmons is a shareholder attorney with Flaherty & Hood, P.A. and head of the firm's labor, employment law, and human resources practice. Brandon has been an attorney with the firm since 2004 and a shareholder since 2011 specializing in labor and employment law. Brandon provides legal advice and representation services for public entities in labor relations, employment law, and human resources matters. Brandon has his Bachelor of Arts in Political Science with Distinction, *cum laude*, from Creighton University and his J.D. from William Mitchell College of Law. Brandon is a member of the National and Minnesota Public Employer Labor Relations Associations, SHRM, and MSBA–Labor and Employment Law Section.

Nicholas K.C. Lira Lisle is an associate attorney with Flaherty & Hood, P.A. and provides legal advice and representation services in labor relations, employment law, and human resources. Nicholas has worked in local government human resources, with a State of Illinois agency, and as a law clerk for employment law firms in Chicago, Illinois. Nicholas earned his Bachelor of Arts in Public Administration and Nonprofit-NGO Studies, summa cum laude, from Northern Illinois University and his Doctor of Jurisprudence (J.D) and J.D. Certificate in Labor and Employment Law from Chicago-Kent College of Law at Illinois Tech. Nicholas is a member of the National and Minnesota Public Employer Labor Relations Associations, SHRM, MSBA–Labor and Employment Law Section, and the National and Minnesota Hispanic Bar Association.

If you have any questions related to this quote, please contact me at your convenience at (651) 259-1910 or bmfitzsimmons@flaherty-hood.com.



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: 8/15/2023

SUBJECT: #8.11 Allow Food Trucks to be Present and Parked in a pre-approved location in the municipal parking lot at the Floyd B. Olson Park During the combined Farmers/Everybody's Market on September 13 from 9:00 am-3 pm.

RECOMMENDATION: It is Respectfully Requested the Council Consider the Following Recommendation from the Public Works Committee:

MOTION TO: Allow Food Trucks to be Present and Parked in a pre-approved location in the municipal parking lot at the Floyd B. Olson Park During the combined Farmers/Everybody's Market on September 13 from 9:00 am-3 pm.

BACKGROUND: Previously the Farmer's Market had been granted permission from City Council to allow food trucks to be parked in the grass during open Farmer's Market hours(9 am -12 pm).

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 8/15/2023

SUBJECT: #8.12 Allow Food Trucks to be Present and Parked in a pre-approved location the municipal lot that is adjacent to the Floyd B. Olson Park During open Farmers Market hours on Saturdays from 9:00 am-noon.

RECOMMENDATION: It is Respectfully Requested the Council Consider the Following Recommendation from the Public Works Committee:

MOTION TO: Allow Food Trucks to be Present and Parked in a pre-approved location the municipal lot that is adjacent to the Floyd B. Olson Park During the Farmers Market Schedule on Saturdays from 9:00 am-noon.

BACKGROUND: Previously Food Trucks were approved to be allowed during the Farmer's Market but to be parked on the grass on the Floyd B. Olson Park.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

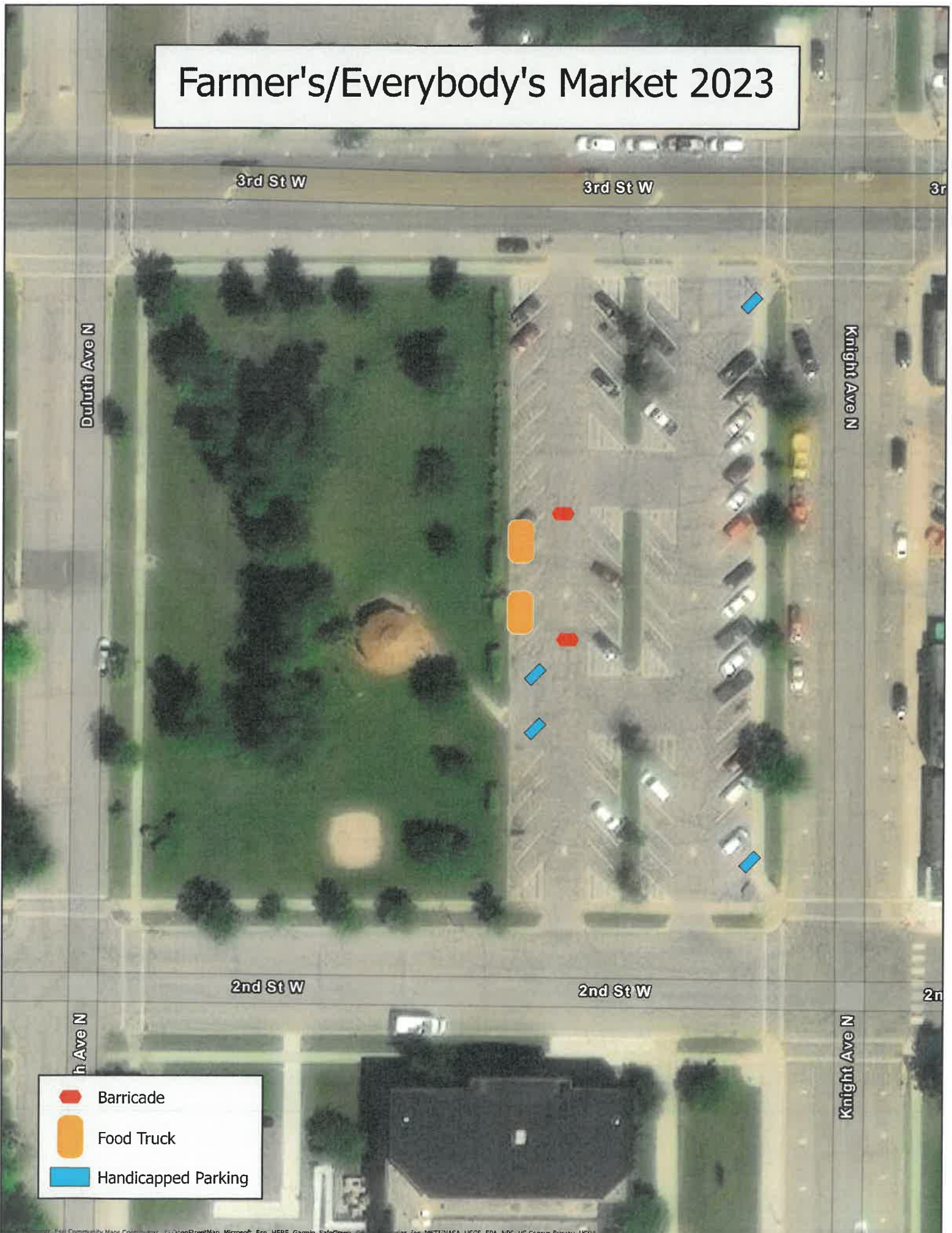
LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	Farmer's-Everybody's Market location map
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Farmer's/Everybody's Market 2023



-  Barricade
-  Food Truck
-  Handicapped Parking



City of Thief River Falls

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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: 8/15/2023

SUBJECT: #8.13 Approve Wetland Conservation Act- Notice of Decision

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

MOTION TO: To approve as acting representative in accordance with the Wetland Conservation Act the following three applications: City of Thief River Falls- project Red Robe Park, City of Thief River Falls- project Elks Park, #07262023- UPS expansion facility.

BACKGROUND: The Wetland Conservation Act requires the local governing unit to administer Notice of Decision of potential wetland impacts to newly proposed construction projects. The three applications are currently governed by the City of Thief River Falls and to be decided by the City Council. Approval of the applications would be in concurrence with the decision of the WCA-Technical Evaluation Panel.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	NOD's for RCA attachment
2.	07062023 City of TRF Red Robe Park Stabilization Project 06-06-2023
3.	07062023 City of TRF Elks Park Stabilization Project 06-06-2023
4.	08152023 UPS expansion site map

Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit:	City of Thief River Falls	County:	Pennington
Applicant Name:	City of Thief River Falls	Applicant Representative:	Travis Giffen, Public Works Director for the City of Thief River Falls
Project Name:	Red Robe Park		
	LGU Project No. (if any):		
Date Complete Application Received by LGU:	7/14/2023		
Date of LGU Decision:	7-14-2023		
Date this Notice was Sent:	7/17/2023		

WCA Decision Type - check all that apply

☐ Wetland Boundary/Type	☐ Sequencing	☐ Replacement Plan	☐ Bank Plan (not credit purchase)
☒ No-Loss (8420.0415)	☐ Exemption (8420.0420)		
Part: ☒ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H		Subpart: ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	

Replacement Plan Impacts (replacement plan decisions only)

Total WCA Wetland Impact Area:
Wetland Replacement Type: ☐ Project Specific Credits: ☐ Bank Credits:
Bank Account Number(s):

Technical Evaluation Panel Findings and Recommendations (attach if any)

☒ Approve ☐ Approve w/Conditions ☐ Deny ☐ No TEP Recommendation
--

LGU Decision

☐ Approved with Conditions (specify below) ¹ List Conditions:	☒ Approved ¹	☐ Denied
Decision-Maker for this Application: ☐ Staff ☒ Governing Board/Council ☐ Other:		
Decision is valid for: ☒ 5 years (default) ☐ Other (specify):		

¹ *Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.*

LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision¹.

☐ Attachment(s) (specify): ☒ Summary:	No wetlands will be impacted.
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¹ Findings must consider any TEP recommendations.

Attached Project Documents

☒ Site Location Map ☒ Project Plan(s)/Descriptions/Reports (specify):

Appeals of LGU Decisions

If you wish to appeal this decision, you must provide a written request within 30 calendar days of the date you received the notice. All appeals must be submitted to the Board of Water and Soil Resources Executive Director along with a check payable to BWSR for \$500 *unless* the LGU has adopted a local appeal process as identified below. The check must be sent by mail and the written request to appeal can be submitted by mail or e-mail. The appeal should include a copy of this notice, name and contact information of appellant(s) and their representatives (if applicable), a statement clarifying the intent to appeal and supporting information as to why the decision is in error. Send to:

Appeals & Regulatory Compliance Coordinator
Minnesota Board of Water & Soils Resources
520 Lafayette Road North
St. Paul, MN 55155
travis.germundson@state.mn.us

Does the LGU have a local appeal process applicable to this decision?

☐ Yes¹ ☒ No

¹If yes, all appeals must first be considered via the local appeals process.

Local Appeals Submittal Requirements (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

Not applicable

Notice Distribution (include name)

Required on all notices:

☒ SWCD TEP Member:	Peter Nelson	☒ BWSR TEP Member:	Lynda Pointing
☒ LGU TEP Member (if different than LGU contact):	Travis Giffen		
☒ DNR Representative:	Stephanie Klamm		
☒ Watershed District or Watershed Mgmt. Org.:	Red Lake Watershed District – Tammy Audette		
☒ Applicant:	☒ Agent/Consultant:	City of Thief River Falls, Travis Giffen-PWD	

Optional or As Applicable:

☐ Corps of Engineers:
☐ BWSR Wetland Mitigation Coordinator (required for bank plan applications only):
☐ Members of the Public (notice only): ☒ Other: FEMA/EHP

Signature: 	Date: 7/17/2023
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This notice and accompanying application materials may be sent electronically or by mail. The LGU may opt to send a summary of the application to members of the public upon request per 8420.0255, Subp. 3.

Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit:	City of Thief River Falls	County:	Pennington
Applicant Name:	City of Thief River Falls		Applicant Representative: Travis Giffen, Public Works Director for the City of Thief River Falls
Project Name:	Elks Park	LGU Project No. (if any):	
Date Complete Application Received by LGU:	7/14/2023		
Date of LGU Decision:	7/14/2023		
Date this Notice was Sent:	7/17/2023		

WCA Decision Type - check all that apply

☐ Wetland Boundary/Type	☐ Sequencing	☐ Replacement Plan	☐ Bank Plan (not credit purchase)
☒ No-Loss (8420.0415)	☐ Exemption (8420.0420)		
Part: ☒ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H		Subpart: ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	

Replacement Plan Impacts (replacement plan decisions only)

Total WCA Wetland Impact Area:	N/A
Wetland Replacement Type:	☐ Project Specific Credits: ☐ Bank Credits:
Bank Account Number(s):	

Technical Evaluation Panel Findings and Recommendations (attach if any)

☒ Approve ☐ Approve w/Conditions ☐ Deny ☐ No TEP Recommendation

LGU Decision

☐ Approved with Conditions (specify below)¹ ☒ Approved¹ ☐ Denied

List Conditions:

Decision-Maker for this Application: ☐ Staff ☒ Governing Board/Council ☐ Other:

Decision is valid for: ☒ 5 years (default) ☐ Other (specify):

¹ *Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.*

LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision¹.

☐ Attachment(s) (specify):

☒ Summary: **No Wetlands will be impacted.**

¹ Findings must consider any TEP recommendations.

Attached Project Documents

☒ Site Location Map ☒ Project Plan(s)/Descriptions/Reports (specify):

Appeals of LGU Decisions

If you wish to appeal this decision, you must provide a written request within 30 calendar days of the date you received the notice. All appeals must be submitted to the Board of Water and Soil Resources Executive Director along with a check payable to BWSR for \$500 *unless* the LGU has adopted a local appeal process as identified below. The check must be sent by mail and the written request to appeal can be submitted by mail or e-mail. The appeal should include a copy of this notice, name and contact information of appellant(s) and their representatives (if applicable), a statement clarifying the intent to appeal and supporting information as to why the decision is in error. Send to:

Appeals & Regulatory Compliance Coordinator
Minnesota Board of Water & Soils Resources
520 Lafayette Road North
St. Paul, MN 55155
travis.permundson@state.mn.us

Does the LGU have a local appeal process applicable to this decision?

☐ Yes¹ ☒ No

¹If yes, all appeals must first be considered via the local appeals process.

Local Appeals Submittal Requirements (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

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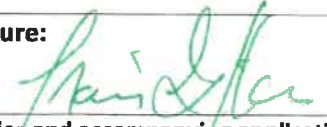
Notice Distribution (include name)

Required on all notices:

☒ SWCD TEP Member:	Peter Nelson	☒ BWSR TEP Member:	Lynda Pointing
☒ LGU TEP Member (if different than LGU contact):			
☒ DNR Representative:	Stephanie Klamm		
☒ Watershed District or Watershed Mgmt. Org.: Red Lake Watershed District			
☐ Applicant:	☒ Agent/Consultant: Travis Giffen, Public Works Director-City of TRF		

Optional or As Applicable:

☐ Corps of Engineers:	
☐ BWSR Wetland Mitigation Coordinator (required for bank plan applications only):	
☐ Members of the Public (notice only):	☐ Other:

Signature: 	Date: 7/17/2023
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This notice and accompanying application materials may be sent electronically or by mail. The LGU may opt to send a summary of the application to members of the public upon request per 8420.0255, Subp. 3.

Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit:	City of Thief River Falls	County:	Pennington
Applicant Name:	Paul Harper	Applicant Representative:	Parker Harding
Project Name:	LGU Project No. (if any): 07262023		
UPS Facility Expansion			
Date Complete Application Received by LGU:	7/25/2023		
Date of LGU Decision:	8/15/2023		
Date this Notice was Sent:	8/16/2023		

WCA Decision Type - check all that apply

☐ Wetland Boundary/Type	☐ Sequencing	☐ Replacement Plan	☐ Bank Plan (not credit purchase)
☒ No-Loss (8420.0415)	☐ Exemption (8420.0420)		
Part: ☒ A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐ H		Subpart: ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9	

Replacement Plan Impacts (replacement plan decisions only)

Total WCA Wetland Impact Area:	NA
Wetland Replacement Type:	☐ Project Specific Credits: ☐ Bank Credits:
Bank Account Number(s):	

Technical Evaluation Panel Findings and Recommendations (attach if any)

☒ Approve ☐ Approve w/Conditions ☐ Deny ☐ No TEP Recommendation
--

LGU Decision

☐ Approved with Conditions (specify below) ¹ List Conditions:	☒ Approved ¹	☐ Denied
Decision-Maker for this Application: ☐ Staff ☒ Governing Board/Council ☐ Other:		
Decision is valid for: ☒ 5 years (default) ☐ Other (specify):		

¹ *Wetland Replacement Plan approval is not valid until BWSR confirms the withdrawal of any required wetland bank credits. For project-specific replacement a financial assurance per MN Rule 8420.0522, Subp. 9 and evidence that all required forms have been recorded on the title of the property on which the replacement wetland is located must be provided to the LGU for the approval to be valid.*

LGU Findings – Attach document(s) and/or insert narrative providing the basis for the LGU decision¹.

☐ Attachment(s) (specify):
☒ Summary: Revisions were made to the original site plan to include a curb and gutter to modify surface runoff for extra wetland protection. Sight obscuring fence for buffer requirement to include poles that protrude into the wetland but with a no-loss effect.

¹ *Findings must consider any TEP recommendations.*

Attached Project Documents

☐ Site Location Map ☐ Project Plan(s)/Descriptions/Reports (specify):

Appeals of LGU Decisions

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520 Lafayette Road North
St. Paul, MN 55155
travis.germundson@state.mn.us

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☐ Yes¹ ☒ No

¹If yes, all appeals must first be considered via the local appeals process.

Local Appeals Submittal Requirements (LGU must describe how to appeal, submittal requirements, fees, etc. as applicable)

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Notice Distribution (include name)

Required on all notices:

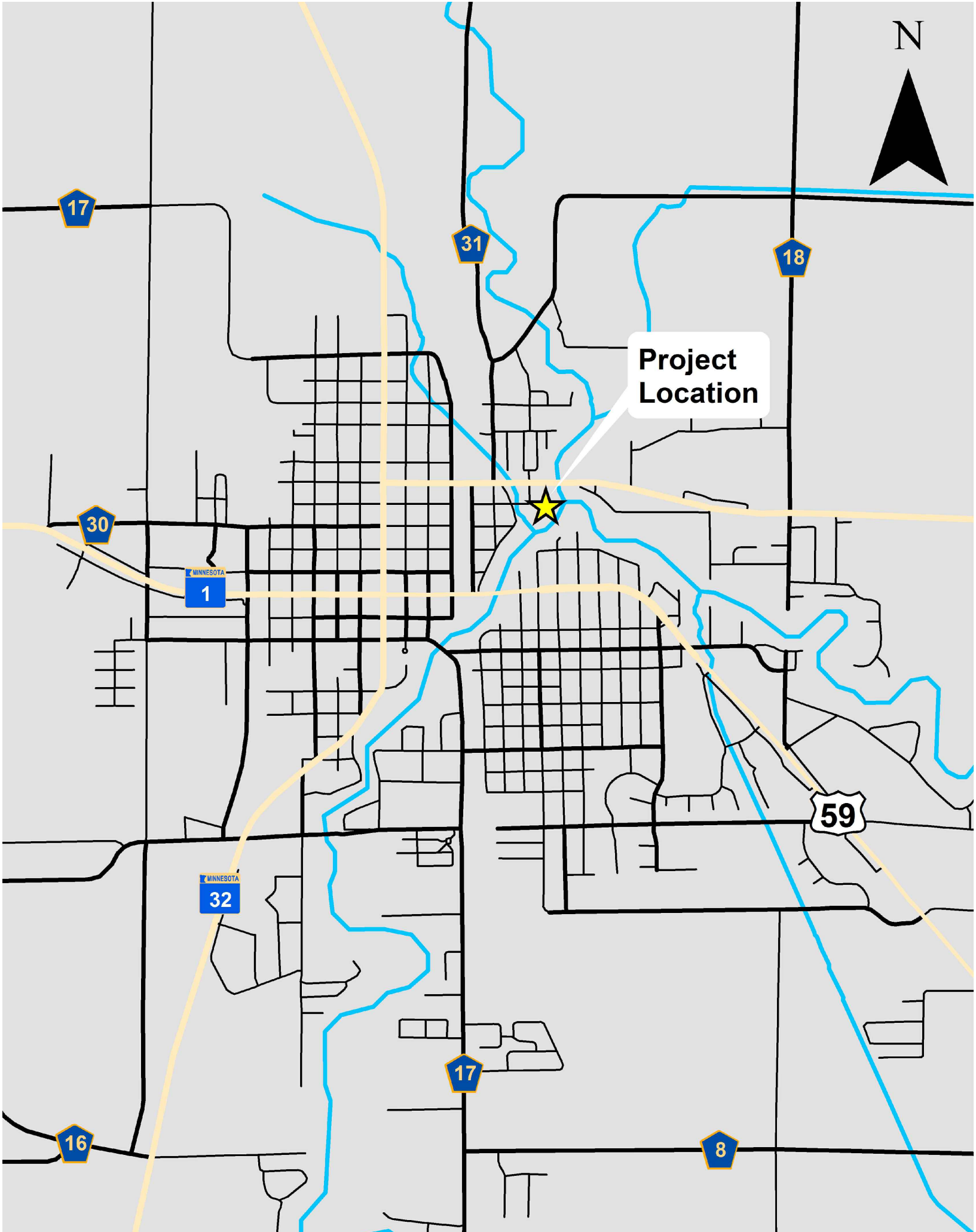
☒ SWCD TEP Member:	Larrisa Fitzgerald	☒ BWSR TEP Member:	Lynda Pointing
☒ LGU TEP Member (if different than LGU contact):			
☒ DNR Representative:	Stephanie Klamm		
☒ Watershed District or Watershed Mgmt. Org.:	Tammy Audette		
☒ Applicant:	☒ Agent/Consultant:	City of Thief River Falls, MN	

Optional or As Applicable:

☐ Corps of Engineers:
☐ BWSR Wetland Mitigation Coordinator (required for bank plan applications only):
☐ Members of the Public (notice only): ☐ Other:

Signature: 	Date: 
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RED ROBE PARK RIVERBANK STABILIZATION PROJECT

STATEMENT OF ESTIMATED QUANTITIES			
ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL QUANTITY
2021.501	MOBILIZATION	LUMP SUM	1
2105.607	COMMON EXCAVATION (P)	CU YD	625
2106.601	SITE GRADING	LUMP SUM	1
2511.607	RANDOM RIPRAP SPECIAL - (CLASS 3)	CU YD	875
2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LIN FT	600
2575.501	TURF ESTABLISHMENT	LUMP SUM	1

(P) PLAN QUANTITY

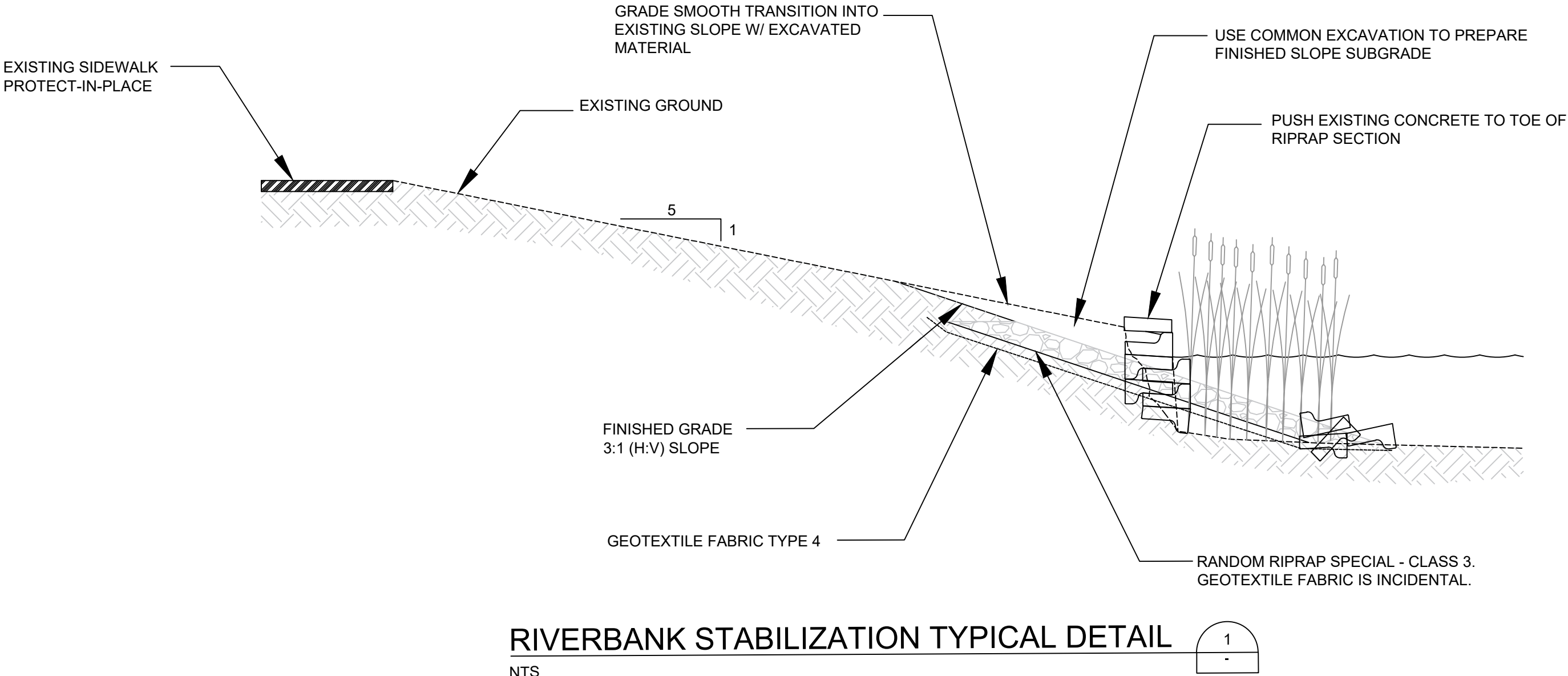
BASIS OF ESTIMATED QUANTITIES	
GROWTH OF EXCAVATED MATERIALS (SPOIL)	125%
RANDOM RIPRAP SPECIAL - CLASS 3	1.8 TONS / CY
FERTILIZER, TYPE 1 (17-17-17)	200 LBS / ACRE
SEED MIXTURE, 25-131	220 LBS / ACRE

CONSTRUCTION NOTES

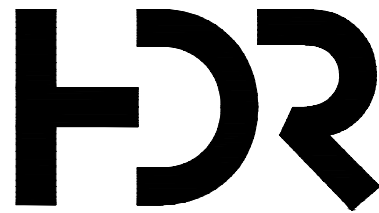
- EXCAVATION, SITE GRADING, AND MISC.
- A PRE-CONSTRUCTION MEETING IS REQUIRED ON SITE. THE FOLLOWING PARTIES MUST BE PRESENT: CITY OF THIEF RIVER FALLS (218-681-8506) HDR (218-681-6100)
 - COMMON EXCAVATION WILL INCLUDE SLOPE EXCAVATION, TOPSOIL REMOVAL, AND TOPSOIL REPLACEMENT.
 - ALL CONSTRUCTED SLOPES WILL BE BLENDED INTO EXISTING SURFACES. ALL PRE-PROJECT DRAINAGE PATTERNS WILL BE MAINTAINED UNLESS OTHERWISE DESIGNATED ON THE PLANS. GRADE GROUND ADJACENT TO SPOIL TO PROVIDE POSITIVE DRAINAGE. THESE ACTIVITIES WILL BE INCIDENTAL TO SITE GRADING AND COMMON EXCAVATION.
 - THE CONTRACTOR IS RESPONSIBLE FOR PERFORMING WORK NECESSARY FOR THE CONSTRUCTION OF THE PROJECT. THIS MAY INCLUDE BUT IS NOT LIMITED TO THE INSTALLATION OF SHORING OR COFFERDAMS AND THE USE OF PUMPS TO DEWATER THE SITE. SUCH WORK SHALL BE CONSIDERED INCIDENTAL TO INSTALLATION.
 - RANDOM RIPRAP SPECIAL - CLASS 3 MUST BE FRACTURED QUARRY ROCK AND KEYED INTO SIDE SLOPES AT A DEPTH OF 2 FEET. RIPRAP MUST BE WASHED, CLEAN ROCK, NOT CONTAINING EXCESSIVE SEDIMENT. GEOTEXTILE FABRIC WILL BE USED UNDER RIPRAP AND IS INCIDENTAL TO THE COST OF RIPRAP. THE ENDS OF THE GEOTEXTILE WILL BE TUCKED TO A MINIMUM DEPTH OF 6 INCHES.
 - MNDOT TYPE 4 (NON-WOVEN) GEOTEXTILE WILL BE OVERLAPPED AND ANCHORED (18" MINIMUM ALONG SIDES AND 24" MINIMUM ON THE ENDS).
 - REMOVAL OF ANY BRUSH OR VEGETATION IS INCIDENTAL TO THE PROJECT.
 - TURF ESTABLISHMENT INCLUDES SEED BED PREPARATION, HYDROMULCH, WATER, SEED (MNDOT 25-131), AND FERTILIZER TYPE 1. ALL DISTURBED AREAS WILL BE SEEDED. ESTIMATED IMPACT IS UP TO 1.0 ACRE.

GENERAL NOTES

- THE CONTRACTOR SHALL LOCATE AND PROTECT ALL UTILITIES WHETHER OR NOT THEY ARE SHOWN IN THE PLANS. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING GOPHER ONE CALL FOR A UTILITY LOCATE AT LEAST 72 HOURS PRIOR TO COMMENCEMENT OF WORK.
- THE CONTRACTOR IS RESPONSIBLE FOR APPLYING FOR THE MINNESOTA NPDES/SDS CONSTRUCTION STORMWATER PERMIT (SWPPP) AND MEETING ALL REQUIREMENTS OF THE PERMIT.
- CONSTRUCTION LIMITS TO BE IDENTIFIED IN THE FIELD BY THE ENGINEER OR REPRESENTATIVE.
- EXTREME CARE MUST BE TAKEN BY CONTRACTOR WHEN WORKING AROUND THE EXISTING SIDEWALK AND ANY EXISTING STRUCTURE. ANY DAMAGE INCURRED IS THE RESPONSIBILITY OF THE CONTRACTOR.
- MAINTENANCE AND RESTORATION OF HAUL ROUTES AND SITE ACCESS IS INCIDENTAL TO THE PROJECT.



RIVERBANK STABILIZATION TYPICAL DETAIL
NTS



ISSUE	DATE	DESCRIPTION

PROJECT MANAGER	NATHAN P. DALAGER
DESIGNER 1	D. NELSON
DESIGNER 2	
DRAWN BY	
CHECKED BY	N. DALAGER
PROJECT NUMBER	

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

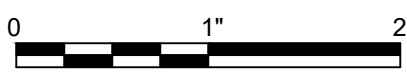
DATE 6/6/2023 LICENSE # 25309

Nathan P. Dalager
Nathan P. Dalager

CITY OF THIEF RIVER FALLS
RED ROBE PARK
RIVERBANK STABILIZATION PROJECT

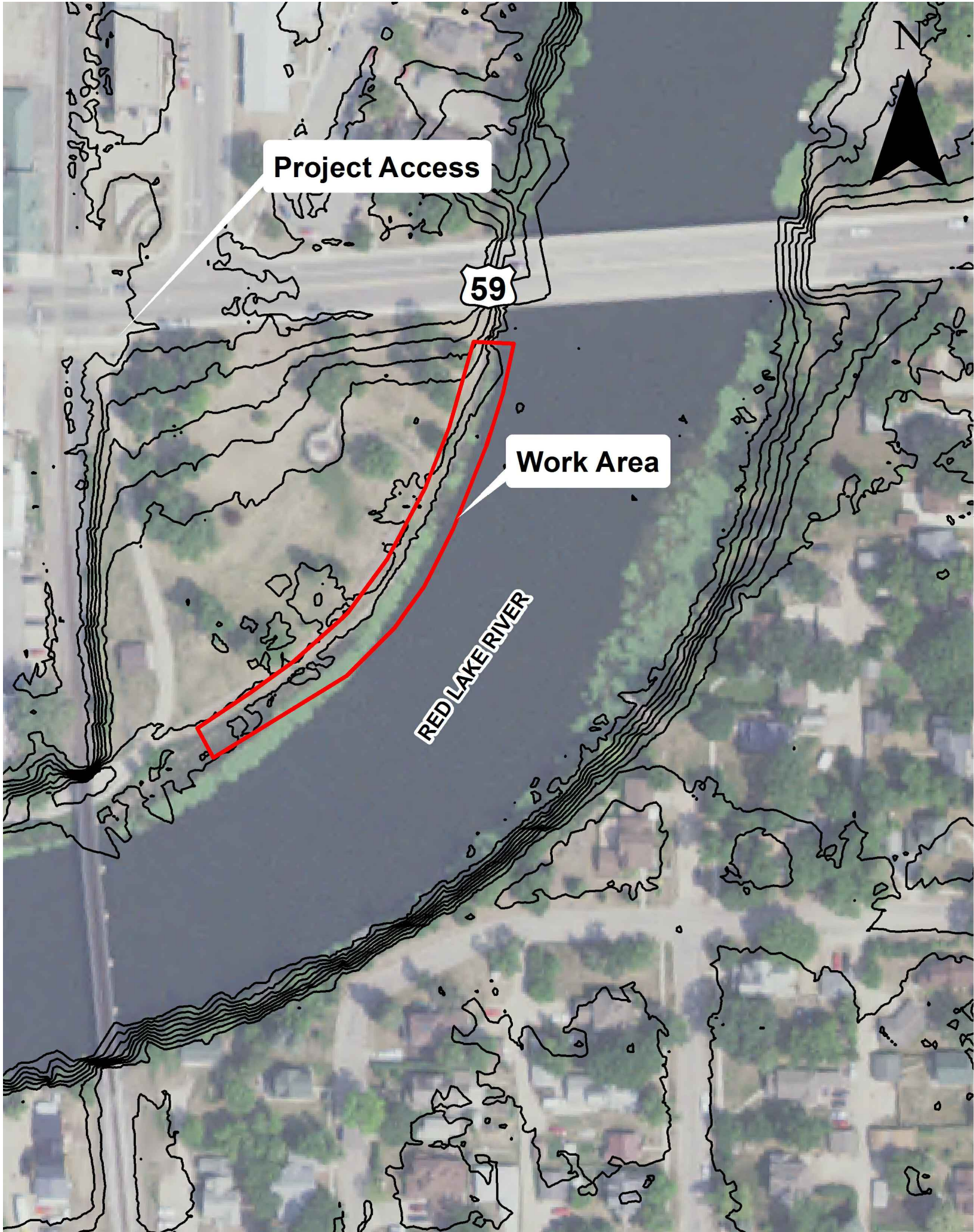
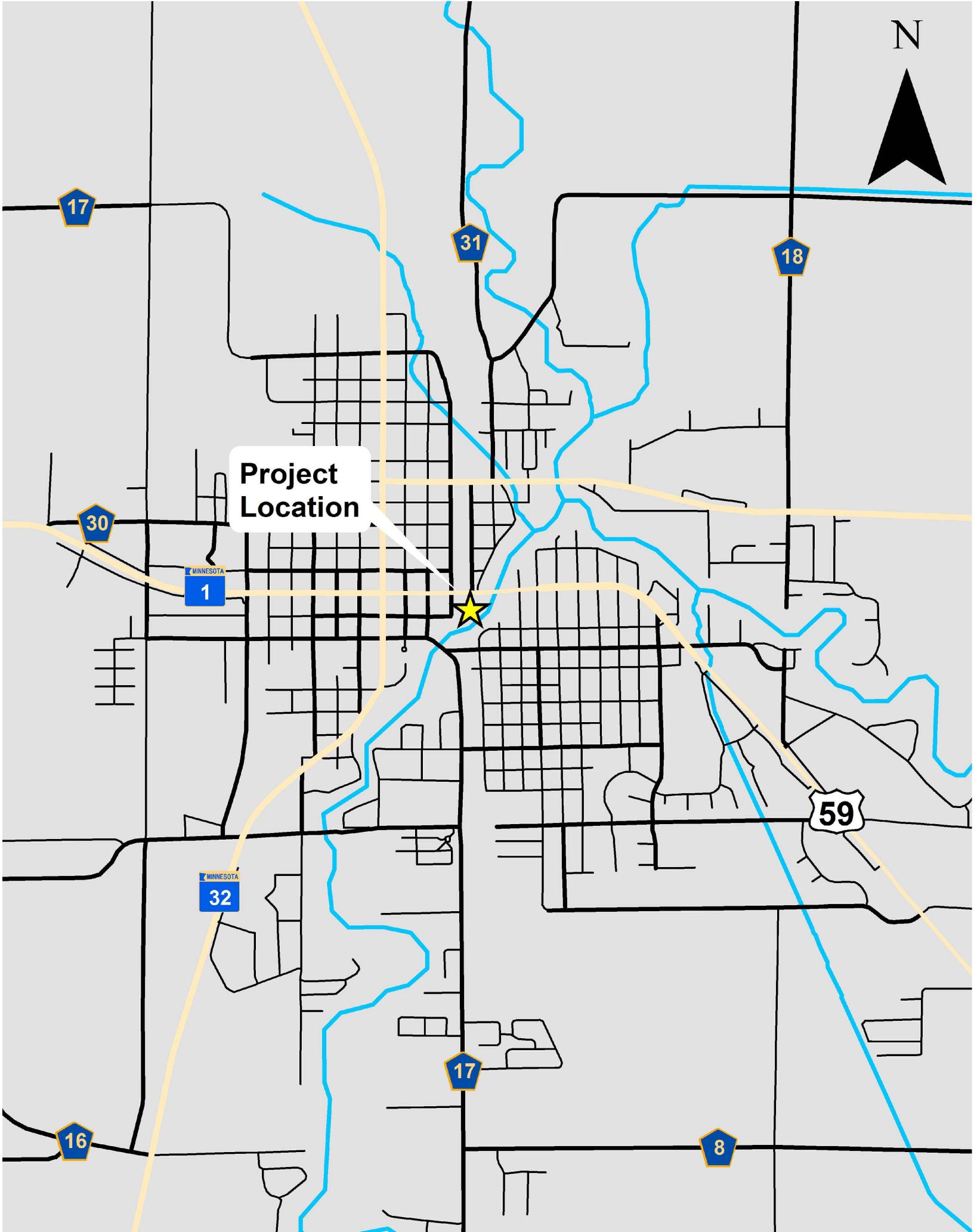
CITY OF THIEF RIVER FALLS
405 3RD STREET EAST
THIEF RIVER FALLS, MN 56701
(218)-681-2943

RED ROBE PARK SITE MAP



FILENAME
SCALE

SHEET
1



ELKS PARK RIVERBANK STABILIZATION PROJECT

STATEMENT OF ESTIMATED QUANTITIES			
ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL QUANTITY
2021.501	MOBILIZATION	LUMP SUM	1
2105.607	COMMON EXCAVATION (P)	CU YD	500
2106.601	SITE GRADING	LUMP SUM	1
2511.607	RANDOM RIPRAP SPECIAL - (CLASS 3)	CU YD	700
2573.503	FLOTATION SILT CURTAIN TYPE MOVING WATER	LIN FT	545
2575.501	TURF ESTABLISHMENT	LUMP SUM	1

(P) PLAN QUANTITY

BASIS OF ESTIMATED QUANTITIES	
GROWTH OF EXCAVATED MATERIALS (SPOIL)	125%
RANDOM RIPRAP SPECIAL - CLASS 3	1.8 TONS / CY
FERTILIZER, TYPE 1 (17-17-17)	200 LBS / ACRE
SEED MIXTURE, 25-131	220 LBS / ACRE

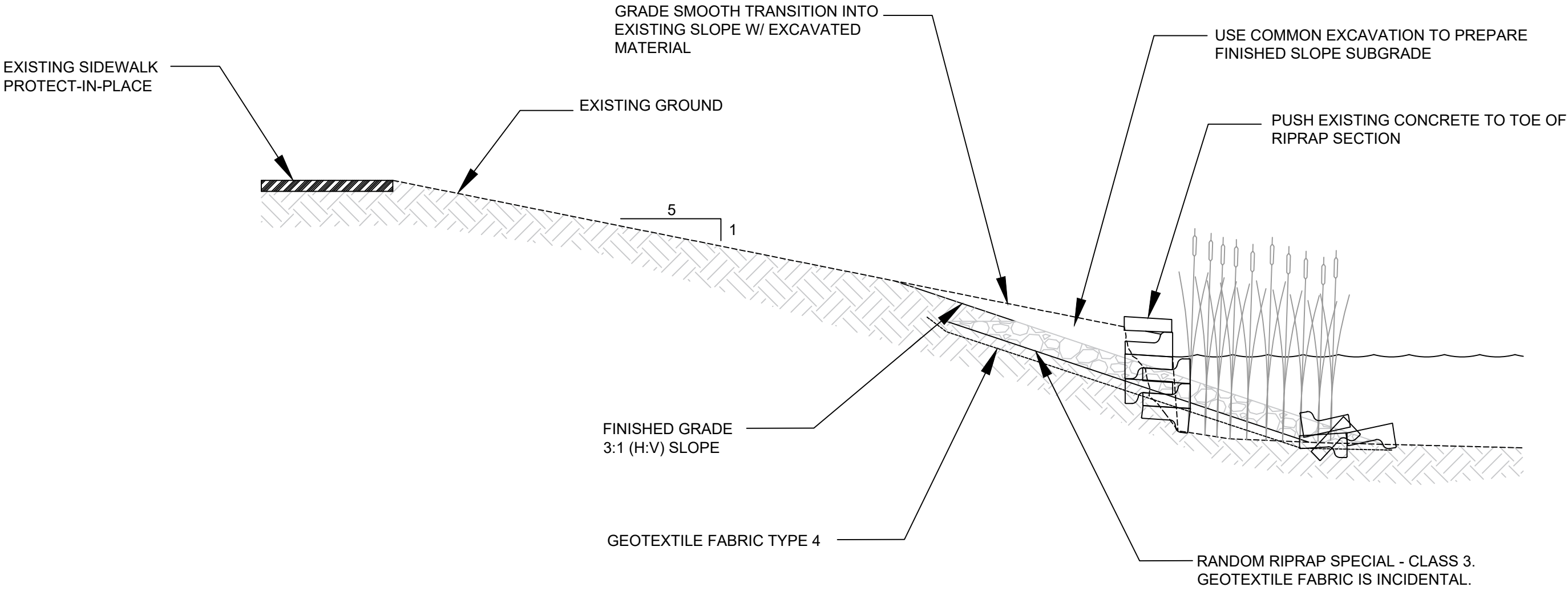
CONSTRUCTION NOTES

EXCAVATION, SITE GRADING, AND MISC.

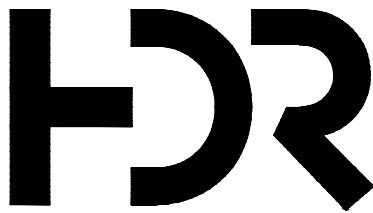
- A PRE-CONSTRUCTION MEETING IS REQUIRED ON SITE. THE FOLLOWING PARTIES MUST BE PRESENT: CITY OF THIEF RIVER FALLS (218-681-8506) HDR (218-681-6100)
- COMMON EXCAVATION WILL INCLUDE SLOPE EXCAVATION, TOPSOIL REMOVAL, AND TOPSOIL REPLACEMENT.
- ALL CONSTRUCTED SLOPES WILL BE BLENDED INTO EXISTING SURFACES. ALL PRE-PROJECT DRAINAGE PATTERNS WILL BE MAINTAINED UNLESS OTHERWISE DESIGNATED ON THE PLANS. GRADE GROUND ADJACENT TO SPOIL TO PROVIDE POSITIVE DRAINAGE. THESE ACTIVITIES WILL BE INCIDENTAL TO SITE GRADING AND COMMON EXCAVATION.
- THE CONTRACTOR IS RESPONSIBLE FOR PERFORMING WORK NECESSARY FOR THE CONSTRUCTION OF THE PROJECT. THIS MAY INCLUDE BUT IS NOT LIMITED TO THE INSTALLATION OF SHORING OR COFFERDAMS AND THE USE OF PUMPS TO DEWATER THE SITE. SUCH WORK SHALL BE CONSIDERED INCIDENTAL TO INSTALLATION.
- RANDOM RIPRAP SPECIAL - CLASS 3 MUST BE FRACTURED QUARRY ROCK AND KEYED INTO SIDE SLOPES AT A DEPTH OF 2 FEET. RIPRAP MUST BE WASHED, CLEAN ROCK, NOT CONTAINING EXCESSIVE SEDIMENT. GEOTEXTILE FABRIC WILL BE USED UNDER RIPRAP AND IS INCIDENTAL TO THE COST OF RIPRAP. THE ENDS OF THE GEOTEXTILE WILL BE TUCKED TO A MINIMUM DEPTH OF 6 INCHES.
- MNDOT TYPE 4 (NON-WOVEN) GEOTEXTILE WILL BE OVERLAPPED AND ANCHORED (18" MINIMUM ALONG SIDES AND 24" MINIMUM ON THE ENDS).
- REMOVAL OF ANY BRUSH OR VEGETATION IS INCIDENTAL TO THE PROJECT.
- TURF ESTABLISHMENT INCLUDES SEED BED PREPARATION, HYDROMULCH, WATER, SEED (MNDOT 25-131), AND FERTILIZER TYPE 1. ALL DISTURBED AREAS WILL BE SEEDED. ESTIMATED IMPACT IS UP TO 0.6 ACRES.

GENERAL NOTES

- THE CONTRACTOR SHALL LOCATE AND PROTECT ALL UTILITIES WHETHER OR NOT THEY ARE SHOWN IN THE PLANS. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING GOPHER ONE CALL FOR A UTILITY LOCATE AT LEAST 72 HOURS PRIOR TO COMMENCEMENT OF WORK.
- THE CONTRACTOR IS RESPONSIBLE FOR APPLYING FOR THE MINNESOTA NPDES/SDS CONSTRUCTION STORMWATER PERMIT (SWPPP) AND MEETING ALL REQUIREMENTS OF THE PERMIT.
- CONSTRUCTION LIMITS TO BE IDENTIFIED IN THE FIELD BY THE ENGINEER OR REPRESENTATIVE.
- EXTREME CARE MUST BE TAKEN BY CONTRACTOR WHEN WORKING AROUND THE EXISTING SIDEWALK AND ANY EXISTING STRUCTURE. ANY DAMAGE INCURRED IS THE RESPONSIBILITY OF THE CONTRACTOR.
- MAINTENANCE AND RESTORATION OF HAUL ROUTES AND SITE ACCESS IS INCIDENTAL TO THE PROJECT.



RIVERBANK STABILIZATION TYPICAL DETAIL
NTS



ISSUE	DATE	DESCRIPTION

PROJECT MANAGER	NATHAN P. DALAGER
DESIGNER 1	D. NELSON
DESIGNER 2	
DRAWN BY	
CHECKED BY	N. DALAGER
PROJECT NUMBER	

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

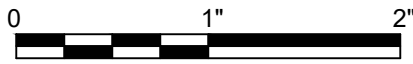
DATE 6/6/2023 LICENSE # 25309

Nathan P. Dalager
Nathan P. Dalager

CITY OF THIEF RIVER FALLS
ELKS PARK
RIVERBANK STABILIZATION PROJECT

CITY OF THIEF RIVER FALLS
405 3RD STREET EAST
THIEF RIVER FALLS, MN 56701
(218)-681-2943

ELKS PARK SITE MAP



FILENAME
SCALE

SHEET
1

<u>PARKING REQUIREMENTS:</u>			
	EXISTING	REQUIRED	PROPOSED
EMPLOYEE SPACES	20	24	30
EMPLOYEE ADA SPACES	2	2	2
TRUCK LOADING SPACES	21	15	34
NUMBER OF EMPLOYEES	PRELOAD 47/ DAY 46/ LOCAL 15		

- LEGEND:**
- | | |
|---|-----------------------------|
|  | PROPOSED ASPHALT |
|  | PROPOSED CONCRETE |
| MDC | MODULAR DISTRIBUTION CENTER |
|  | CHAIN LINK FENCE |
|  | PROPOSED GRAVEL |

GENERAL NOTES:

1. CONSTRUCTION CONTRACTORS SHALL NOT IMPACT WETLANDS.
2. ALL DIMENSIONS AND ELEVATIONS ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS. CONTRACTOR SHALL LOCATE AND IDENTIFY ALL EXISTING AND PROPOSED EQUIPMENT AND STRUCTURES PRIOR TO DEMOLITION AND CONSTRUCTION.
3. THE LOCATIONS OF BURIED AND UNDERGROUND UTILITIES SHOWN ON THE DRAWINGS ARE APPROXIMATE AND ARE SHOWN FOR CONTRACTOR INFORMATION USE ONLY AND ARE NOT TO BE REFERENCED FOR CONSTRUCTION PURPOSES. THE IMPLIED PRESENCE OR ABSENCE OF UTILITIES IS NOT TO BE A BASIS FOR THE OWNER, ENGINEER, CONTRACTOR, OR SUBCONTRACTORS TO BE AN ACCURATE AND COMPLETE REPRESENTATION OF THE UTILITIES THAT MAY OR MAY NOT EXIST ON THE CONSTRUCTION SITE. THE LOCATIONS, IDENTIFICATION, AND MARKING OF THE UTILITIES IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
4. PRIOR TO EXCAVATION, POTHOUSING SHALL BE UTILIZED TO PREVENT DAMAGE TO ALL KNOWN UNDERGROUND UTILITIES.
5. CONTRACTOR SHALL REPAIR/REPLACE DAMAGED ASPHALT AND CONCRETE PAVING TO AT LEAST EXISTING CONDITION. CONDITIONS OF REPAIRS SHALL BE DETERMINED BY OWNER AND ENGINEER.
6. CONTRACTOR SHALL REPAIR/REPLACE DAMAGED FENCING TO AT LEAST EXISTING CONDITION. CONDITIONS OF REPAIRS SHALL BE DETERMINED BY OWNER AND ENGINEER.
7. CONTRACTOR TO FIELD LOCATE AND PROTECT EXISTING UTILITIES.

CONSTRUCTION NOTES:

1. INSTALL 324 S" CONCRETE PAD (18" X 18") TO MATCH ELEVATION OF EXISTING ASPHALT 6" THICK WITH 8" OF CRG Stone. INCLUDE 6x6 @ 10" WELDED MESH MESH.
2. INSTALL APPROXIMATELY 13,600 SF HEAVY DUTY ASPHALT. SEE DETAIL 1 ON SHEET C-600.
3. INSTALL NEW MCD (102'-6" LONG) AND FOUNDATION. SEE DETAILS F1 TO F2 FOR FOUNDATION PLAN AND DETAILS.
4. INSTALL PIPE BOLLARD, PER DETAIL ON SHEET F1. COORDINATE LOCATION OF PIPE BOLLARDS, PER SHEET F1. CONTRACTOR SHALL CONFIRM LOCATION OF PIPE BOLLARDS WITH LOCAL STAFF PRIOR TO INSTALLATION.
5. PROVIDE APPROPRIATE PARKING LOT STRIPING PER DETAIL 2 ON SHEET C-600.
6. INSTALL PRECAST CONCRETE WHEEL STOP PER DETAIL 3 ON SHEET C-600.
7. SAW CUT EDGE OF ASPHALT TO BE FLUSH WITH PROPOSED CONCRETE PAD.
8. INSTALL 2" CHAMFER AT DUMPKER PAD EDGE.
9. INSTALL 8' TALL CHAIN LINK PROPERTY FENCE WITH SIGHT OBSCURING FENCE FABRIC - 1' ELEVATION COMPLIANT. FENCE SHALL BE INSTALLED AT AN SLOPE ABOVE WETLAND EDGE.
10. INSTALL CONCRETE CONCRETE CURB AND GUTTER PER DETAIL 4 ON SHEET C-601.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota. *Richard John Hansen*
Signature: _____
Typed or Printed Name: Richard John Hansen
Date: 8/10/2023 License Number: 61757



THIS BAR
REPRESENTS ONE
INCH ON THE
ORIGINAL DRAWING

USE TO VERIFY
FIGURE
REPRODUCTION
SCALE

No.	Date	Revisions	By
THIS DRAWING IS THE PROPERTY OF THE ARCADIS ENTITY IDENTIFIED IN THE TITLE BLOCK AND MAY NOT BE REUSED OR ALTERED IN WHOLE OR IN PART WITHOUT THE EXPRESS WRITTEN PERMISSION OF SAME.			

Professional Engineer's Name		
Professional Engineer's No.		
State	Date Signed	Project Mgr
Designed by	Drawn by RGA	Checked by

ARCADIS U.S., INC.

UPS ■ THIEF RIVER FALLS, MINNESOTA
MDC DESIGN PERMITTING

PROPOSED SITE PLAN

ARCADIS Project No. 30145633
Date FEBRUARY, 2023
ARCADIS ONE LINCOLN CENTER 110 W FAYETTE STREET SYRACUSE, NY 13202 TELEPHONE: 315-466-8120

C-200



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: 8/15/2023

SUBJECT: Approve the appointment of Trentyn Groslie as Water Treatment Plant Operator

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

MOTION TO: Approve the Teamster #320 internal transfer of Trentyn Groslie from Water Systems Operator to Water Treatment Plant Operator, effective August 16, 2023. Mr. Groslie's wage shall remain at his current rate of \$29.05 per hour as both positions are on the same pay grade. It should be noted that Mr. Groslie has 30 days to return to his former position, as per the Union Contract. After 30 days, the City will post the Water Systems Operator position to the public for filling.

BACKGROUND: With the resignation of Jason Darco, Water Treatment Plant Operator, effective August 12th, 2023, a Water Treatment Plant Operator needed to be hired to continue efficient operations of the Water department.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a 2023 budgeted position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 8/15/2023

SUBJECT: Request for Mayor and City Administrator to sign ISD 564 Contract for use of Ralph Engelstad Arena Complex and MEC.

RECOMMENDATION: It is respectfully requested that the Thief River Falls City Council consider the following:

MOTION TO: To authorize the Mayor and City Administrator to sign a 5-year lease agreement with ISD 564 for the use of the Ralph Engelstad Arena Complex and MEC.

BACKGROUND: ISD 564 and Venuworks have negotiated a lease agreement for use of the Ralph Engelstad Arena Complex and MEC.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: No financial obligations would be required by the city at this time.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Collins, Executive Director, VenuWorks of TRF, LLC

ATTACHMENTS:

1.	Independent School District 564 Contract 2023 2028 Official
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LEASE AGREEMENT

THIS LEASE AGREEMENT, entered into this 1 day of August 2023, by and between the City of Thief River Falls, Minnesota, a municipal corporation (hereinafter referred to as "Lessor"), and Independent School District No. 564, Thief River Falls, Minnesota (hereinafter referred to as "Lessee").

WHEREAS, The City of Thief River Falls, Ralph Engelstad Arena, is managed by VenuWorks of TRF, MN LLC and Arena located in Thief River Falls, Minnesota, the Huck Olson Memorial Civic Center and the Multi-Events Center Softball and Baseball Complex and currently known as the "Ralph Engelstad Arena (the "Arena");

WHEREAS, Lessee has determined that the above named are suitable facilities for conducting Lessee's various academic and athletic programs and ceremonial events; and

WHEREAS, Lessee wishes to lease the above named facilities on occasion in their entirety and on other occasions specific portions thereof; and

WHEREAS, Lessor and Lessee wish to enter into this Lease Agreement for the purpose of establishing the terms and conditions pursuant to which Lessee shall lease the above named facilities or portions thereof;

NOW THEREFORE, for good and valuable mutual consideration, Lessor and Lessee mutually agree as follows:

ARTICLE 1 - AGREEMENT TO LEASE

- 1.1 Lease Agreement: In consideration of and subject to the mutual covenants, conditions and obligations of this Lease Agreement to be kept and performed, including the obligation to lease, Lessor does hereby lease to Lessee the Ralph Engelstad Arena, the Huck Olson Memorial Civic Center and the Multi-Events Center Softball and Baseball Complex solely to the extent specified in this Lease Agreement.

Lessee's use of the Ralph Engelstad Arena, the Huck Olson Memorial Civic Center and the Multi-Events Center Softball and Baseball Complex shall be restricted to the Lessee's athletic events and determined by Lessee's practices and game schedules. The only non-athletic events covered under this Agreement are the Lessee's annual high school graduation ceremony, annual academic excellence breakfast, and annual boys and girls high school hockey teams' annual banquet, which may be scheduled with the approval of the Arena Manager.

- 1.2 Lessee's Right of Possession and Use: Lessee shall have the right to possess and use the facilities named in Article 1.1 for the purposes listed. Lessee shall at all times comply with all statutes, ordinances, codes and regulations of any governmental authority

concerning the use of the premises. Lessee shall not permit any hazardous or dangerous activity to be conducted at these facilities or any activity that will increase insurance risks for premiums on the premises.

Ralph Engelstad Arena and Huck Olson Memorial Civic Center

Lessee shall have first priority in scheduling its varsity hockey games as long as the Athletic Director presents said schedule no later than May 1 of each year for the subsequent year. Lessor shall also provide to the Lessee a schedule of events for the REA and HOMCC no later than May 1. Junior varsity preliminary games are included in the above priority position when preliminary to the varsity games. When junior varsity games are not preliminary games, scheduling of same shall be at the convenience of the parties hereto. Scrimmages will be scheduled where and when ice is available.

Lessee hockey team practice for all teams shall not exceed five (5) hours on any one day with such practice terminating no later than 7:00 p.m. unless agreed upon by both parties.

In addition to scheduling hockey games and practices, as hereinbefore provided, the Lessee may schedule, subject to the approval and advice of the Arena Manager the annual high school graduation ceremony. Set up and take down of the facility in preparation for graduation will be the responsibility of the Lessee.

Lessee shall have use of locker room facilities during practices and games from October 1 to April 15 of each year of this agreement. Lessor shall provide locked storage space for Lessee's hockey gear during the school year. Locked storage space may be made available at Lessor's discretion for Lessee's hockey gear.

Currently the REA provides three (3) locker rooms — (1) Boys Varsity, (1) Boys JV, and (1) Girls Varsity. If and when girl's hockey has a JV team the REA cannot have four (4) exclusive locker rooms for High School; therefore it is proposed that only three (3) exclusive locker rooms be provided for the High School.

Any use of the Ralph Engelstad Arena beyond that listed above shall be at the sole discretion of the Lessor and the Lessee agrees to pay the standard not-for-profit rental rates as published by the City of Thief River Falls.

Multi-Events Center Softball and Baseball Complex

Lessee shall have first priority for use of the above named facilities for its athletic events as long as game and practice schedules are presented to Lessor no less than 30 days prior to the commencement of the schedules for each sport. It is the understanding of the Lessor and Lessee that events cancelled due to inclement weather may need to be scheduled with less notice. Lessor will attempt to provide staff for rain-postponed games but Lessee understands this may not always be possible on such short notice. Scrimmages will be scheduled where fields are available.

Any use of the Multi-Events Center Softball and Baseball Complex beyond that listed in the above paragraph shall be at the sole discretion of the Lessor and Lessee agrees to pay the standard not-for-profit rental rates as approved by the City of Thief River Falls.

- 1.3 Schedule of Use: Lessee shall submit to Lessor annually a schedule of all proposed uses for the following year, which schedule shall be subject to Lessor's approval. Lessee's uses shall be given priority scheduling by the Lessor.
- 1.4 Lease Adjustments: Any increase or alteration in use by Lessee during the term of this contract shall subject the payment amount to further review and renegotiations by the parties, provided that in no event shall the rents be decreased to less than the above amounts.
- 1.5 Lease Renegotiations: Lease renegotiations due to the increase or alteration in use by Lessee shall be conducted in accord with this Section. The parties shall conduct any renegotiations during the month of March of each year. If the parties are unable to reach agreement after any such renegotiations, then this agreement shall terminate as of August 31 of that year with a written agreement by both parties.

ARTICLE 2 - LEASE

- 2.1 Lease: Lessee shall pay to Lessor \$138,789.65 no later than February 1, 2024 for the 2023/2024 school year. Lessee shall pay to Lessor \$140,871.49 no later than February 1, 2025 for the 2024/2025 school year. Lessee shall pay to Lessor \$ 142,984.56 no later than February 1, 2026 for the 2025/2026 school year. Lessee shall pay to Lessor \$ 145,129.33 no later than February 1, 2027 for the 2026/2027 school year. Lessee shall pay to Lessor \$147,306.27 no later than February 1, 2028 for the 2027/2028 school year. Lease payment shall be payable to Venuworks of TRF, LLC or the City of Thief River Falls and mailed or delivered to such address as Lessor may designate. The financial breakdown of this lease agreement is: 100% REA/Huck and 0% all other facilities.
- 2.2 Conservation of Utilities: Lessee shall conserve heat, water, and electricity, and shall not neglect or misuse water fixtures, electric lights, or other equipment or facilities furnished in conjunction with Lessor's provision of pursuant to this Article. Lessee's coaches shall be responsible to ensure that all lights, water, and electronic devices are turned off in locker and shower areas prior to locking and leaving locker rooms and facilities.

ARTICLE 3 - MAINTENANCE, REPAIR

- 3.1 Maintenance, Repair: Lessor shall at all times during the term of this Lease Agreement, at Lessor's own cost and expense, repair and maintain the Ralph Engelstad Arena, the Huck Olson Memorial Civic Center, and the Multi-Events Center Softball and Baseball Fields including any improvements, fixtures, equipment, exterior of the buildings and the parking lots, except as otherwise provided in this Article.

- 3.2 Damages: Lessee shall reimburse Lessor for the reasonable cost to repair and restore City buildings/property in the event of damage caused by negligence on the part of Thief River Falls ISD #564 participants, coaches, or other staff that are in or upon City buildings/property in conjunction with any of Lessee's activities or events.
- 3.3 Cleanup: Lessor retains ultimate responsibility for maintenance. Lessee shall perform routine pick up after its use of the locker rooms, ensuring locker room and shower area floors are clear of any items and all equipment is properly stored.
- 3.4 Alterations/Improvements: Lessee shall not make alterations or improvements to any City buildings or facilities without the advance written consent of Lessor. The Lessee will assist with supplying necessary equipment on a case-by-case basis.
- 3.5 Snow Removal: Lessee and Lessor shall meet with the MEC Operations Committee in the first two weeks of January to discuss and devise a plan for snow removal at the MEC Softball Baseball area. The City and School do not budget for nor expend funds for snow removal for recreational facilities. If snow is to be removed, the costs and resources need to be identified and evaluated on a year-by-year basis.

ARTICLE 4 - UTILITIES

- 4.1 Utilities Service: Lessor shall furnish such heat, air conditioning, water, sewer, electricity and garbage collection as shall be necessary, in Lessor's judgment, for the comfortable use and occupancy of City buildings/facilities under normal conditions.

Start/stop dates for ice time will begin one week prior to the beginning of regular hockey season practice and end one week following the last Minnesota State High School League hockey tournament or until ice is no longer available at the arena, whichever is later.

- 4.2 Change in Priority Scheduling: If an opportunity exists for the Lessor to rent the facility for an event that brings substantial revenue or visibility to the City, the Lessee and Lessor will meet to consider changes.
- 4.3 Tournaments, Supervision, Crowd Control (REA/HOMCC):
 - a. Safety: Lessor shall be responsible to summon appropriate medical personnel in the event any such persons require medical attention.
 - b. Crowd Control: Lessor shall monitor and oversee spectator activity for the purpose of maintaining orderly behavior and compliance with any policies for the use of the referenced facilities. Lessor shall determine when and if City Police Officer services are required during activities. Reimbursement to Lessor of said Police Officer services shall be made by Lessee pursuant Section 1.8 of this Agreement. City Police Officers are present for the purpose of maintaining order and security for the safety of persons in attendance by enforcing all applicable ordinances and statutes and arresting persons suspected of violation of law.

- 4.4 Parking Lot: Lessee, its participants, staff and spectators shall have the right to use the Ralph Engelstad Arena, Huck Olson Memorial Civic Center and softball complex parking lots in conjunction with Lessee's activities and events at the REA, HOMCC and MEC, subject to parking lot utilization policies, which may be promulgated by Lessor from time-to-time. Said use shall be in common with other invitees of Lessor who may be using the REA, HOMCC and MEC. Lessee shall use parking spaces so designated by Lessor when leaving vehicles while taking the bus to away games.
- 4.5 Concessions: Lessor retains the exclusive right to operate all concessions at the REA, HOMCC, and MEC, either through representatives of Lessor or Lessor's assignees. This Lease Agreement does not confer upon Lessee the right to operate concessions at the REA, HOMCC, MEC or any other city owned facility.
- 4.6 Event Staff: Lessor shall provide all event staff for school events at the REA and HOMCC. Event staff is defined as ticket takers, ticket sellers, parking lot attendants (if necessary), and security/crowd control. The Lessee shall be consulted on the number of event staff required per event but the Lessor shall retain the final decision on the number required for a well-run event. Event staff costs shall be billed to the Lessee at the Lessor's actual cost.

ARTICLE 5 - TERM

- 5.1 Term: The term of this Lease Agreement shall be from September 1, 2023 through August 31, 2028, except that this Lease Agreement may terminate pursuant to the terms and conditions contained in Section 2.1 for any subsequent lease period.

ARTICLE 6 - DEFAULTS

- 6.1 Default by Lessee: On the occurrence of either of the following: (a) a lease payment from the Lessee to the Lessor shall remain unpaid in whole or in part for more than thirty (30) days after it is due and payable; or (b) the Lessee's violation or default in any of the covenants, agreements, stipulations or conditions therein, and such violation or default shall continue for a period of thirty (30) days after written notice from the Lessor of such violation or default; then it shall be optional for the Lessor to declare this Lease Agreement forfeited and the terms, including Lessee's right or use and possession of City buildings/facilities ended.
- 6.2 Default by Lessor: Lessor shall not be deemed to be in default under this Lease Agreement until the Lessee has given the Lessor written notice specifying the nature of the default, and the Lessor does not cure such default within thirty (30) days after receipt of such notice or within such reasonable time thereafter as may be necessary to cure such default where such default is of such character as to reasonably require more than thirty (30) days to cure.

ARTICLE 7 - ASSIGNMENT, SUBLETTING

- 7.1 Lessee shall not assign any rights or duties under this Lease Agreement or sublet the leased premises, or any part thereof, nor allow any other person to occupy or use the leased

premises without the prior written consent of Lessor, which consent shall not unreasonably be withheld. Consent to one assignment, sublease or other occupation or use by any other person or entity shall not be consent to any subsequent assignment, sublease, occupation or use by persons other than Lessee. This Lease Agreement shall not be assignable, as to the interest of Lessee, by operation of law, without the written consent of Lessor. If Lessor does give consent to assignment, subletting or occupation by another, such consent shall not release Lessee from its obligations hereunder unless Lessor specifically gives a release.

ARTICLE 8 - LESSOR'S ACCESS

- 8.1 Lessor, its agents and employees shall have the right to enter the leased premises upon reasonable advance notice for the purpose of inspecting, repairing, altering or improving the leased premises, or for any other purpose not inconsistent with this agreement. There shall be no diminution of rent and no

liability on the part of Lessor by reason of any inconvenience, annoyance or injury caused by Lessor's reasonable exercise of the rights reserved by Lessor in this Article.

ARTICLE 9 - FIRE AND OTHER CASUALTY

- 9.1 If during the term of this Lease Agreement the leased premises or any portion thereof shall be damaged or destroyed by fire or other casualty so that the said leased premises or a portion thereof shall thereby be rendered unfit for use of occupation, Lessor shall have the option to either (a) repair such damage with all reasonable diligence and restore the premises to substantially the same condition immediately prior to such event, and until said premises shall have been duly repaired and restored, the rent herein reserved, or a just and proportionate part thereof, according to the nature and extent of the injury which has been sustained, shall be abated, or (b) Lessor may terminate this lease and end the term thereof, and in case of such termination, the rent shall be paid to the date of such fire or casualty and all other further obligations on the part of either party hereto shall cease.

ARTICLE 10 - INDEMNIFICATION, INSURANCE

- 10.1 Indemnity: Lessee shall protect, defend, hold harmless and indemnify the Lessor against any and all claims, actions, losses, costs, expenses and liabilities, including reasonable attorneys fees for defense, arising out of or in any way related to Lessee's use of the premises or any of Lessee's activities or events, save when said claim, action, loss, cost, expense or liability is proximately caused solely and exclusively by the negligence or breach of this Lease Agreement by Lessor. In case of any action or proceeding brought against Lessor by reason of a claim covered by this Paragraph 10.1, upon notice from Lessor, Lessee covenants to defend such action or proceeding by counsel reasonable satisfactory to Lessor.
- 10.2 Insurance: Lessee shall maintain through the term of this Lease Agreement a policy of comprehensive general liability insurance with limits of at least \$1,000,000 per person, \$1,000,000 per occurrence, and \$2,000,000 aggregate or Lessor's statutory limits of liability pursuant to Minnesota law for additional insureds named below. Said policy of

insurance shall be evidenced by a certificate of insurance which shall be placed on file with Lessor by Lessee prior to commencement of occupancy of the premises by Lessee. Lessee's insurance shall name additional insured: Venuworks Inc., Venuworks of Thief River Falls, LLC., and the City of Thief River Falls, their parents, subsidiaries, directors, officers, employees, elected officials, insurers, agents, representatives, and assigns. Each such policy or certificate shall contain a valid provision or endorsement that the policy may not be canceled, terminated, changed or modified without giving Lessor thirty (30) days advance written notice of such change. The policy shall also contain a contractual liability endorsement evidencing insurance coverage for Lessee's indemnification obligation to Lessor under this Lease Agreement.

- 10.3 Liability to Lessee: Lessor shall not be liable to Lessee or to any employee, student or invitee of Lessee for any claim or cause of action arising out of death, injury, damage to property occurring in, on or about the leased premises except for damages attributable exclusively to the negligence or breach of this Lease Agreement by Lessor, its employees or agents, by a court of competent jurisdiction.
- 10.4 Liability Limits Not Waived: Nothing in this Article shall cause either Lessor or Lessee to be subject to liability in excess of any statutory limits of liability applicable to Lessor or Lessee.

ARTICLE 11 - MISCELLANEOUS

- 11.1 Notices: All notices herein provided for shall be sent by registered mail, postage prepaid, return receipt requested, and shall be deemed to have been given when sent, and if by Lessee to Lessor shall be addressed to Lessor at the place herein provided for the payment of rent, and if given by Lessor to Lessee shall be addressed to: Superintendent, Independent School District No. 564, 230 LaBree Avenue South Thief River Falls, MN 56701.
- 11.2 Waiver, Modification: No waiver of any condition, covenant, right or option of this Lease by Lessor shall be deemed to apply or constitute a further waiver of any like condition or covenant of said Lease Agreement. No amendment or modification of this Lease Agreement shall be valid or binding unless expressed in writing and executed by duly authorized representatives of the parties in the same manner as the execution of this Lease.
- 11.3 Representations: Neither Lessor nor any agent nor employee of Lessor has made any representations or promises with respect to the leased premises except as herein expressly set forth, and no rights, privileges, easements or licenses are required by Lessee except as herein expressly set forth.
- 11.4 Cumulative Rights: No right or remedy herein conferred on and reserved to the Lessee or the Lessor is intended to be exclusive of any other right or remedy hereof provided by law,

but each shall be cumulative in addition to every other right or remedy herein or not or hereafter existing by law or in equity or by statute.

- 11.5 Approvals: Wherever the Lessor's or the Lessee's approval or consent shall be required herein, such approval or consent shall not be arbitrarily or unreasonably conditioned, delayed, or withheld and shall be deemed to have been given, unless within twenty (20) days of the request therefor, the Lessor or the Lessee, as appropriate, notifies the requesting party that the Lessor or the Lessee, as appropriate, is denying such approval or consent, stating in such notice the reasonable grounds therefore.
- 11.6 Successors, Assigns: This Lease Agreement shall be binding on and shall inure to the benefit of the parties hereto and their respective successors and assigns. However, nothing in this paragraph shall be deemed to avoid the necessity of Lessee obtaining written consent from Lessor to assign or sublet this Lease Agreement.
- 11.7 No Partnership: Nothing contained in this Lease Agreement shall be deemed or construed to create a partnership or joint venture of or between Lessor and Lessee or to create any other relationship between the parties hereto other than that of Lessor and Lessee.
- 11.8 Committee Meetings: The Lessee and Lessor committees will meet annually (at minimum) to revisit strengths and concerns regarding the implementation of the current lease agreement.

ARTICLE 12 – REUNIFICATION PLAN

- 12.1 Lessor shall use its best efforts to work with Lessee to allow use of Ralph Engelstad Arena facilities as a site of emergency response for an accountable reunification of students with their parent/guardian in the event of a school crisis or emergency.

Lessee will plan, implement, communicate and provide and Lessor with information related to planning and incorporation of staging areas, logistics & set-up, student supervision area, parent check-in and arrival, first-aid and emergency personnel, staffing and anything deemed related to the Lessee reunification process.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

CITY OF THIEF RIVER FALLS

INDEPENDENT SCHOOL DISTRICT #564

By: _____ By: _____

Its Mayor

Its Board Chair

By: _____ By: _____

Its City Administrator

Its Superintendent

By: _____ By: _____

Its Management, VENUWORKS

Its Business Manager

**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>						
BMW Bnk North Amer Salt Lake	Certificate of Deposit - Brokered	\$209,000	11-Oct-23	1.85%	11-Apr-20	\$207,635.23
American Express Natl Bk	Certificate of Deposit - Brokered	\$248,000	18-Mar-24	1.60%	16-Sep-22	\$242,281.12
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	\$249,000	15-May-24	2.75%	15-May-19	\$243,860.64
New York Community Bank	Certificate of Deposit - Brokered	\$183,000	03-Jun-24	0.30%	03-Dec-21	\$175,314.00
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	\$500,000	01-Oct-24	2.25%	12-Aug-20	\$481,350.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	\$245,000	27-Feb-25	1.80%	27-Aug-20	\$231,698.95
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$168,996.84
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	\$255,000	25-Aug-25	3.50%	25-Feb-23	\$246,919.05
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$221,254.86
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	\$200,000	11-Feb-26	1.00%	11-Aug-21	\$179,604.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	\$246,000	30-Mar-26	2.85%	01-Jul-22	\$236,680.00
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.95%	30-Jun-21	\$222,117.96
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$216,180.65
Defiance Ohio City Sch Dist	Bond - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$424,418.50
Fresno Calif Uni School Dist	Bond - Brokered	\$300,000	01-Aug-25	0.00%	01-Aug-25	\$268,347.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$165,680.00
RBC INVESTMENTS						\$3,932,338.80
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-24	2.09%	16-Dec-23	\$100,000.00
BORDER STATE BANK INVESTMENTS						\$100,000.00

Vibrant Credit Union, IL	Certificate of Deposit - Brokered	\$236,950	08-Jul-24	5.373%	\$236,950.00
T Bank, National Association TX	Certificate of Deposit - Brokered	\$233,050	20-Jun-24	4.728%	\$233,050.00
4M Term Series, MN	Certificate of Deposit - Brokered	\$1,000,000	26-Jan-24	4.650%	\$1,000,000.00
4M INVESTMENTS					<u>\$1,470,000.00</u>

TOTAL CD INVESTMENTS	\$5,502,338.80
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MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	4.480%	\$3,300,545.48
RBC	US Govt Money Market Fund		\$0.88
League of Minnesota Cities	4M Money Market Fund	5.008%	\$14,490,985.18
League of Minnesota Cities	4M Plus Fund	5.054%	\$26,896.00
League of Minnesota Cities	4M LTD Account		<u>\$763,546.92</u>

TOTAL MONEY MARKET SAVINGS	\$18,581,974.46
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GRAND TOTAL	07/31/2023	<u><u>\$24,084,313.26</u></u>
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*Interest paid every 6 months.