THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, July 16, 2024

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC FORUM -** ***Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***

5. **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
   5.1. 2023 Audit Presentation - Hoffman, Philipp, & Martell, PLLC.

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 July 2, 2024 Council Proceedings (4-11)
   7.2. City of Thief River Falls Bills and Disbursements (12-41)
   7.3. Approve Aziah Engelstad for a Beer in the Park Permit (42-43)
   7.4. Approve Jenson Emanuel for a Beer in the Park Permit (44-45)

8. **NEW BUSINESS**
   8.1. Approve Election Judges for the 2024 Primary and General Elections (46)
   8.2. Approval to fill a Power Plant Operator position for the Electric Department (47)

8.3. Approve three step reclassifications in the Electric Department (48)

8.4. To Authorize the City Attorney's Office to pursue legal action to collect on delinquent CDAB loan (49)

8.5. Approve to reduce the Application Fee on the Revolving Loan Fund from CDAB (50)

8.6. Approve a Commercial Energy Renovation Loan to Movement Evolution of TRF (51)

8.7. Second Reading of Interim Moratorium Ordinance on the commercial cultivation and retail sales of cannabis in the city limits of Thief River Falls. (52-53)

8.8. Adoption of Interim Moratorium Ordinance on the commercial cultivation and retail sales of cannabis in the city limits of Thief River Falls. (54-60)

8.9. Franklin Middle School Football Field Scoreboard – Conditional Use Permit Request (61-75)

8.10. Approval to appoint Jennifer Myers as Deputy City Clerk (76)

8.11. Approval of ESST Policy (77-87)

8.12. Approval Drug and Alcohol Testing Policy (88-97)

8.13. Discussion on Reallocating / Renaming Fund Balance reserve account 100-24630 (98)

8.14. Approval to order furniture and chairs for the Utility Billing office and IT office. (99-118)

8.15. Approve the lease of a Sendpro C Lite Postage Meter (119-123)

8.16. To adopt a resolution governing the counting of write-in votes for City offices (124)

8.17. Approve City Hall remodel change proposal request #1 (125-129)

8.18. Approve VFW Post 2793 Temporary Intoxicating Liquor License with Addendum (130-136)

8.19. Approve a Memorandum of Understanding with the City of Thief River Falls on behalf of the Ralph Engelstad Arena and Pennington & Red Lake County Public Health and Home Care. (137-140)

8.20. Approve amendment to Resolution #4.80.24 dated April 16, 2024 (141)

9. CLOSED SESSION

9.1. Pending/Threatened Litigation – Lift Station 9 Improvements and Force Main Replacement Project.

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

11. UPCOMING MEETINGS

11.1. City Council Meeting - August 6th at 5:30 p.m.

11.2. Public Utilities Committee - August 12th at 7:00 a.m.

11.3. Public Safety/Liquor Committee - August 12th at 4:30 p.m.

11.4. Administrative Services Committee - August 13th at 4:00 p.m. Room 201 City Hall

11.5. Public Works Committee - August 14th at 4:30 p.m.

11.6. City Council Meeting - August 20th at 5:30 p.m.

12. INFORMATIONAL ITEMS

12.1. June 2024 Investment Summary (142-143)

12.1. June 2024 Investment Summary

13. ADJOURNMENT

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

City of Thief River Falls

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

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

Request for Council Action

DATE: 7/16/2024

SUBJECT: #7.1 Approval of July 2, 2024 Council Proceedings

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

MOTION TO: By the City Council, to approve the July 2, 2024 Council Proceedings.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	07.02.24 City Council Minutes

COUNCIL PROCEEDINGS

Tuesday, July 2, 2024

CALL TO ORDER
This meeting is officially called to order at 5:30 p.m. on July 2, 2024. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

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

PUBLIC HEARING

Cannabis Moritorium Public Hearing

Richard Baker, Economic / Community Development Director, presented an update with Delray Sparby, City Attorney, making some clarifying points.

The Public Hearing was called to order by Mayor Brian Holmer. The following people spoke during the hearing:

- Casey Hammer from Canna Corner would like to work together with the City to help figure out what the City wants. He also stated the typical customer is currently older with pain or sleep issues.
- John Rightmeir from Canna Corner wanted to express a Thank You to Law Enforcement and the Community of Thief River Falls.

The public hearing was closed.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA
Councilmember Mike Lorenson motioned, being seconded by Councilmember Scott Pream, to approve the agenda.
On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 07.140.24: Approval of June 18, 2024 and June 24, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 07.140.24, being seconded by Councilmember Megan Arlt, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the June 18, 2024 and June 24, 2024 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 07.141.24: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 07.141.24, being seconded by Councilmember Megan Arlt, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $2,164,935.00 and council per diem in the amount of $942.50. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 07.142.24: Approval of the list of City surplus items

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 7.142.24, being seconded by Councilmember Megan Arlt, that:

WHEREAS, The City of Thief River Falls periodically compiles a list of no longer useful items for city services and disposes of the items through a public auction.

The sale of auction items are returned to the respective departments that the surplus originated from for other maintenance expenses.

THEREFORE, BE IT RESOLVED Approve the current list of unused items as surplus to be sold at public auction.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

Conduct First Reading of an Ordinance to adopt an Interim Moratorium on the commercial cultivation and retail sales of cannabis in the city limits of Thief River Falls.

Councilmember Steve Narverud motioned, being seconded by Councilmember Michele

McCraw to call for the first reading of an ordinance PROHIBITING THE SALE, TESTING, MANUFACTURING, CULTIVATING, GROWING, TRANSPORTING, DELIVERY, AND DISTRIBUTION OF CANNABIS PRODUCTS IN THE CITY OF THIEF RIVER FALLS

THE CITY COUNCIL OF THE CITY OF THIEF RIVER FALLS, MINNESOTA ORDAINS:

Section 1. BACKGROUND.
A. By enacting 2022 Session Law Chapter 98, Article 13, the Minnesota Legislature amended Minn. Stat. §151.72 and permitted the sale of edible and nonedible cannabinoid products that contain no more than 0.3% of Tetrahydrocannabinol, commonly known as THC ("THC Products").
B. The 2023 Legislature recently approved a new law to expand both the legalization of types of THC and cannabis products and also the types of THC and cannabis businesses permitted.
C. This new law establishes a regulatory framework for adult-use cannabis, as well as the lower potency hemp edibles; moves the medical cannabis program under a newly created state agency called the Office of Cannabis Management; establish taxes on regulated products; create grants to assist individuals entering into the legal cannabis market; amends criminal penalties; provides for expungement and resentencing of certain convictions; provides for temporary regulation of hemp derived edible cannabinoid products; reschedules marijuana; and appropriates money.
D. The State licensing agency became effective July 1, 2023, and is directed in the new law to establish a model ordinance for cities, which the City of Thief River Falls would benefit from reviewing and analyzing before making any decisions related to cannabis businesses and products in the City.
E. The law specifies what distance restrictions cities can put in place under their zoning power. The City would benefit from having time to study and analyze acceptable time, place and manner restrictions that would be feasible for the City of Thief River Falls, which are specifically mentioned as a basis of regulation in the new law.
F. Pursuant to Minn. Stat. § 462.355, subd. 4, the City is authorized to enact by ordinance a moratorium to regulate, restrict or prohibit land uses within its jurisdiction to protect the public health, safety, and welfare. Specifically, the City is authorized to enact a moratorium ordinance to allow it to undertake a study to determine whether to adopt any regulations or restrictions, including siting and location of uses, related to the sales, testing, manufacturing, cultivating, growing, transporting, delivery and distribution of Cannabis Products.
G. Pursuant to its general police powers, as set forth in Minn. Stat. § 412.221, subd. 32, the City may enact and enforce regulations or restrictions on Cannabis Products within the City to protect the public safety, health, and welfare, including restrictions and a moratorium on the sales, testing, manufacturing, cultivating, growing, transporting, delivery and distribution, during the pendency of a study to determine the need for police power regulations, including but not necessarily limited to any additional

licensing and permitting that may be allowed, if any, by the State.
H. Pursuant to the language of the new law, cities, as soon as the law becomes effective, have authority to adopt an interim ordinance to prohibit a cannabis business from opening until January 1, 2025, to conduct studies or consider adopting or amending allowed restrictions on the operation of a cannabis business.

Section 2. FINDINGS.
A. The City Council finds there is a need to study:
a. Cannabis products, including products: using any part of the genus Cannabis plant; containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids; and any lower potency hemp edibles that contain more than 0.3% of Tetrahydrocannabinol;
b. Cannabis businesses related thereto; and
c. The impact of those businesses and products as related to allowed land uses and zoning, in order to assess the necessity for and efficacy of regulation and restrictions relating to the retail sales, wholesale sales, testing, growing, cultivating, manufacturing, transporting, delivery of or distribution of any of the products referenced herein, including through zoning ordinances or licensing, if allowed, in order to protect the public health, safety, and welfare of its residents.
B. The study will allow the City Council to determine the appropriate changes, if any, that it should make to the Thief River Falls Code, including any necessary zoning changes.
C. The time will allow for the Office of Cannabis Management which will be licensing cannabis businesses to rule make and adopt its model ordinances which will further aid the Council in studying and considering restrictions on the operation of cannabis businesses and the use of the products listed in Section 2, paragraph A above.
D. The City Council, therefore, finds that there is a need to adopt a city-wide moratorium on the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery of, and distribution of Cannabis Products, including products: using any part of the genus Cannabis plant; containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids, or lower potency hemp edibles that contain more than 0.3% of Tetrahydrocannabinol, within the City while City staff studies the issue

Section 3. MORATORIUM.
A. No individual, establishment, organization, or business may engage in the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery of or distribution of Cannabis Products, including products using any part of the plant of the genus Cannabis plant; containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids, or lower potency hemp edibles that contain more than 0.3% of Tetrahydrocannabinol, for twelve (12) months from the effective date of this ordinance.
B. Planning or zoning applications related to any of the products listed in Subsection A of Section 3 herein or applications from individuals, establishments, organizations, or businesses involved in the proposed sale, testing, growing, cultivating, manufacturing,

transporting, delivery of or distribution of Cannabis Products within the City of Thief River Falls shall not be accepted or considered for twelve (12) months from the effective date of this ordinance.

C. Should, at the end of the year, Council deems it necessary to continue to study the need for local regulation regarding the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery or distribution of Cannabis Products listed in Section 3(A), the City Council may extend this Moratorium by adoption of an interim ordinance pursuant to the new 2023 law if so allowed under that law.

D. This moratorium does not apply to the selling, testing, manufacturing, or distributing of Cannabis Products related to the Medical Cannabis Program as administered by the Minnesota Department of Health, provided that such activity is done in accordance with the regulations and laws of Minnesota regarding Medical Cannabis.

E. This moratorium does not apply to the sale of THC Products allowed under the 2022 Legislation, which includes edible and nonedible cannabinoid products that contain no more than 0.3% of Tetrahydrocannabinol.

Section 4. STUDY.

The City Council directs City staff to study the need for local regulation regarding the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery or distribution of Cannabis Products listed in Section 3(A) herein within the City of Thief River Falls. Staff must also study the need for creating or amending zoning ordinances, licensing ordinances, as allowed by the state, or any other ordinances, as allowed and not preempted by the state, to protect the citizens of Thief River Falls is from any potential negative impacts. Upon completion of the study, the City Council will consider the advisability of adopting new ordinances or amending its current ordinances.

Section 5. ENFORCEMENT.

The City may enforce this Ordinance by mandamus, injunctive relief, or other appropriate civil remedy in any court of competent jurisdiction. The City Council hereby authorizes the City Administrator, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance. A violation of this Ordinance is also subject to the City's general penalty listed in the City of Thief River Falls Code of Ordinances.

Section 6. TERM.

Unless earlier rescinded by the City Council, the moratorium established under this Ordinance shall remain in effect until twelve (12) months from its effective date, at which point, it will either automatically expire or be extended pursuant to other statutory authority until January 1, 2025.

Section 7. EFFECTIVE DATE.

This ordinance shall be effective immediately upon passage and publication according to law.

ADOPTED this 2nd day of July, 2024, by the City Council of the City of Thief River

Falls.

By: ___________________________
Brian Holmer, Mayor

ATTEST:

____
Angela Philipp, City Administrator

CITY OF THIEF RIVER FALLS, PENNINGTON COUNTY, MINNESOTA

SUMMARY ORDINANCE NO. ______________

A SUMMARY INTERIM ORDINANCE PROHIBITING THE SALE, TESTING, MANUFACTURING, CULTIVATING, GROWING, TRANSPORTING, DELIVERY, AND DISTRIBUTION OF CANNABIS PRODUCTS IN THE CITY OF THIEF RIVER FALLS

NOTICE IS HEREBY GIVEN that, on the 2nd day of July, 2024, Interim Ordinance No. _________________ was adopted by the City Council of the City of Thief River Falls, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Interim Ordinance No. _________________ the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council establishes a moratorium prohibiting the sale, testing, manufacturing, cultivating, growing, transporting, delivery, and distribution of cannabis products in the City of Thief River Falls.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours or on the City's website.

APPROVED for summary publication by the City Council of the City of Thief River Falls, Minnesota, this 2nd day of July, 2024.

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next Council Meeting.

RESOLUTION NO. 07.143.24: Approve VFW Post 2793 Beer in the Park Permit

Following discussion, Councilmember Anthony Bolduc introduced Resolution 7.143.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The VFW Post 2793 has applied for a Beer in the Park Permit for a membership picnic for 40-50 guests at Oakland Park

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

THEREFORE, BE IT RESOLVED Approve a beer in the park permit effective August 18, 2024 from 11:00 am to 5 pm for a membership picnic at Oakland Park.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

- Public Utilities Committee - July 8th at 7:00 a.m.
- Public Safety/Liquor Committee - July 8th at 4:30 p.m.
- Administrative Services Committee - July 9th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - July 10th at 4:30 p.m.
- City Council Meeting - July 16th at 5:30 p.m.

INFORMATIONAL ITEMS

ADJOURNMENT

There being no further discussion, Councilmember Anthony Bolduc motioned it being seconded by Councilmember Scott Pream to adjourn at 6:01 p.m. On a vote being taken, the Chair declared the motion unanimously carried.

____
Brian D. Holmer, Mayor

Attest: ____________________________________
Angela Philipp, City Administrator

City of Thief River Falls

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

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Request for Council Action

DATE: 7/16/2024

SUBJECT: #7.2 City of Thief River Falls Bills and Disbursements and Council Per Diems

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

MOTION TO: By the City Council, to authorize payment of bills and disbursements in the total amount of $636,464.58. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Expense Account Codes
2.	Image_001
3.	07-16-24 COUNCIL MEETING - AP PKT #1024
4.	07-16-24 COUNCILMEETING - UB PKT #2553
5.	07-16-24 COUNCIL MEETING - AP PKT #1025
6.	07-16-24 COUNCIL MEETING - AP PKT #1029
7.	07-16-24 COUNCIL MEETING - AP PKT #1030
8.	07-16-24 COUNCIL MEETING - AP PKT #1027
9.	07-16-24 COUNCIL MEETING - AP PKT #1028

CITY OF THIEF RIVER FALLS
EXPENSE ACCOUNT CODES

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

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

JULY 16th, 2024

SUMMARY OF DISBURSEMENTS

6/27/2024	AP PKT #1024 - DIRECT PAYABLES	$7,923.53
6/27/2024	UB PKT #2553 - UTILITY REFUND CHECK	$627.93
6/28/2024	AP PKT #1025 - LIQUOR PAYABLES	$182,768.67
7/9/2024	AP PKT #1029 - DIRECT PAYABLES	$27,227.26
7/11/2024	AP PKT #1027 - #14 PAYROLL	$249,775.19
7/11/2024	AP PKT #1028 - #14 PAYROLL	$389.88
7/16/2024	AP PKT #1030 - COUNCIL MEETING	$167,752.12
GRAND TOTAL OF DISBURSEMENTS		**$636,464.58**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01024 - 06/27/24 DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CAPITAL ONE							
CAPITAL ONE	1656311045	06/19/2024	100-4220-62990	Misc. Operating Expense	MAY/JUN 2024 STMT - CLE...		259.72
CAPITAL ONE	1656311045	06/19/2024	100-4510-62240	Department Maint & Repair	MAY/JUN 2024 STMT - TOIL...		11.62
CAPITAL ONE	1656311045	06/19/2024	820-4840-62010	Office Supplies	MAY/JUN 2024 STMT - OFFI...		18.10
						Vendor CAPITAL ONE Total:	**289.44**
Vendor: CITY OF T R F - WATER SYSTEMS							
CITY OF T R F - WATER SYST...	06-27-24 PETTY CASH	06/27/2024	620-4840-62010	Office Supplies	POSTAGE		41.20
CITY OF T R F - WATER SYST...	06-27-24 PETTY CASH	06/27/2024	620-4840-62990	Misc. Operating Expense	OFFICE SUPPLIES		12.08
CITY OF T R F - WATER SYST...	06-27-24 PETTY CASH	06/27/2024	620-4890-64400	Travel, Conference, School	MEETING SUPPLIES		13.98
						Vendor CITY OF T R F - WATER SYSTEMS Total:	**67.26**
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR V...	KA85760 2	06/27/2024	690-16400	Machinery & Equipment	TAX / LICENSE / REG FEE - 2...		3,916.83
						Vendor PENNINGTON CO MOTOR VEHICLE Total:	**3,916.83**
Vendor: TEESWATER AGRO PARTS							
TEESWATER AGRO PARTS	33126	06/18/2024	100-4315-62210	Equipment Maint & Repair	TV 140 NH REAR 3 PT ASSY -...		3,650.00
						Vendor TEESWATER AGRO PARTS Total:	**3,650.00**
						Grand Total:	**7,923.53**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		3,921.34
620 - WATER UTILITY FUND		67.26
690 - ELECTRIC UTILITY FUND		3,916.83
820 - GREENWOOD CEMETERY FUND		18.10
	Grand Total:	**7,923.53**

Account Summary

Account Number	Account Name	Expense Amount
100-4220-62990	Misc. Operating Expense	259.72
100-4315-62210	Equipment Maint & Repa..	3,650.00
100-4510-62240	Department Maint & Re...	11.62
620-4840-62010	Office Supplies	41.20
620-4840-62990	Misc. Operating Expense	12.08
620-4890-64400	Travel, Conference, Sch...	13.98
690-16400	Machinery & Equipment	3,916.83
820-4840-62010	Office Supplies	18.10
	Grand Total:	**7,923.53**

Project Account Summary

Project Account Key		Expense Amount
None		7,923.53
	Grand Total:	**7,923.53**

City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT02553 - REFUND DEPOSIT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
08-01034-003	DRURY, AMANDA	6/27/2024	92904	627.93			627.93	Deposit
Total Refunds: 1			**Total Refunded Amount:**	627.93				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	627.93
Revenue Total:	627.93

General Ledger Distribution

Posting Date: 06/27/2024

	Account Number	Account Name	Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND				
	690-10101	Cash & Investments	-627.93	Yes
	690-11530	Accts Receivable - Billing	627.93	
		690 Total:	0.00	
Fund: 999 - POOL CASH FUND				
	999-10101	Pooled Cash & Investments	-627.93	
	999-20700	Due To Other Funds	627.93	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01025 - 06/28/24 LIQUOR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ABSOLUTE ICE							
ABSOLUTE ICE	19801	06/12/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		220.40
ABSOLUTE ICE	19943	06/19/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		399.00
ABSOLUTE ICE	20116	06/26/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		228.00
						Vendor ABSOLUTE ICE Total:	**847.40**
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3689141	06/17/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		233.80
						Vendor ARTISAN BEER COMPANY Total:	**233.80**
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0108542600	06/25/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		70.00
BELLBOY CORP - BAR SUPPLY	0108542600	06/25/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - CAN COOLERS		140.40
						Vendor BELLBOY CORP - BAR SUPPLY Total:	**210.40**
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0204099000	06/25/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,657.40
						Vendor BELLBOY CORP - LIQUOR Total:	**2,657.40**
Vendor: BERNICK'S							
BERNICK'S	20060769	06/21/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		572.40
						Vendor BERNICK'S Total:	**572.40**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I…	332578	06/13/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		472.14
						Vendor BEVERAGE WHOLESALERS INC Total:	**472.14**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	116442011	06/25/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		11,686.75
BREAKTHRU BEVERAGE	116442011	06/25/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		250.53
						Vendor BREAKTHRU BEVERAGE Total:	**11,937.28**
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1924218	06/20/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		1,093.20
C & L DISTRIBUTING	1924218	06/20/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		110.00
						Vendor C & L DISTRIBUTING Total:	**1,203.20**
Vendor: CORE-MARK MIDCONTINENT INC							
CORE-MARK MIDCONTINEN…	1592029	05/21/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - TOBACCO		1,464.58
CORE-MARK MIDCONTINEN…	1655790	06/26/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - TOBACCO / MA…		4,110.94
						Vendor CORE-MARK MIDCONTINENT INC Total:	**5,575.52**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU…	2562062	06/17/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		4,779.80

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
JOHNSON BROTHERS LIQU...	2562063	06/17/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		2,280.50
JOHNSON BROTHERS LIQU...	2562064	06/17/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		229.50
					Vendor JOHNSON BROTHERS LIQUOR Total:		**7,289.80**
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	783079	06/04/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		190.00
MC KINNON COMPANY INC	783079	06/04/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		375.80
MC KINNON COMPANY INC	783079	06/04/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		11,769.65
MC KINNON COMPANY INC	783906	06/05/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		150.00
MC KINNON COMPANY INC	784096	06/07/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		3,460.40
MC KINNON COMPANY INC	784096	06/07/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		362.60
MC KINNON COMPANY INC	784384	06/11/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		395.00
MC KINNON COMPANY INC	784384	06/11/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		13,495.82
MC KINNON COMPANY INC	785448	06/14/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		216.50
MC KINNON COMPANY INC	785491	06/14/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		7,477.15
MC KINNON COMPANY INC	785767	06/18/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		570.00
MC KINNON COMPANY INC	785767	06/18/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		13,829.25
MC KINNON COMPANY INC	786734	06/21/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,205.00
MC KINNON COMPANY INC	786734	06/21/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		6,331.70
MC KINNON COMPANY INC	787035	06/25/2024	610-4810-62510	Liquor for Resale	RETURN CREDIT - LIQUOR		-112.40
MC KINNON COMPANY INC	787035	06/25/2024	610-4810-62520	Beer for Resale	RETURN CREDIT - BEER		-118.55
MC KINNON COMPANY INC	787035	06/25/2024	610-4810-62530	Wine for Resale	RETURN CREDIT - WINE		-3.33
MC KINNON COMPANY INC	787036	06/25/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		141.75
MC KINNON COMPANY INC	787036	06/25/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		11,159.00
MC KINNON COMPANY INC	787036	06/25/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		328.20
MC KINNON COMPANY INC	907000117	06/21/2024	610-4810-62520	Beer for Resale	beer credit		-30.00
					Vendor MC KINNON COMPANY INC Total:		**72,193.54**
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	150764	06/03/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		126.90
NORTHWEST BEVERAGE INC	150764	06/03/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		7,813.40
NORTHWEST BEVERAGE INC	150764	06/03/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		304.00
NORTHWEST BEVERAGE INC	150867	06/10/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		126.90
NORTHWEST BEVERAGE INC	150867	06/10/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		12,606.35
NORTHWEST BEVERAGE INC	150867	06/10/2024	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-30.00
NORTHWEST BEVERAGE INC	150878	06/10/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		10,642.55
NORTHWEST BEVERAGE INC	150878	06/10/2024	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-30.00
NORTHWEST BEVERAGE INC	150989	06/14/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,437.60
NORTHWEST BEVERAGE INC	150989	06/14/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		10,573.30
					Vendor NORTHWEST BEVERAGE INC Total:		**43,571.00**
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	20296855	06/13/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		517.25
					Vendor PEPSI BEVERAGES COMPANY Total:		**517.25**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6799879	06/17/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		9,292.77
PHILLIPS WINE & SPIRITS	6799880	06/17/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		268.50
					Vendor PHILLIPS WINE & SPIRITS Total:		**9,561.27**
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2496088	06/25/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		8,641.41
SOUTHERN GLAZERS OF MN	2496088	06/25/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,866.96
SOUTHERN GLAZERS OF MN	2496089	06/25/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		23.33
SOUTHERN GLAZERS OF MN	2496089	06/25/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		119.68
SOUTHERN GLAZERS OF MN	2496090	06/25/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		4,667.55
SOUTHERN GLAZERS OF MN	2496091	06/25/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		3,301.58
SOUTHERN GLAZERS OF MN	2496092	06/25/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,595.31
					Vendor SOUTHERN GLAZERS OF MN Total:		**21,215.82**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	12 31 23 - 137	06/28/2024	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS		121.20
THIEF RIVER FALLS TIMES	12 31 23 - 137	06/28/2024	610-4880-63490	Advertising	ADVERTISING		676.50
					Vendor THIEF RIVER FALLS TIMES Total:		**797.70**
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0353349-IN	06/25/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		112.75
VINOCOPIA INC	0353349-IN	06/25/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		3,560.00
VINOCOPIA INC	0353349-IN	06/25/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		240.00
					Vendor VINOCOPIA INC Total:		**3,912.75**
					Grand Total:		**182,768.67**

Fund Summary

Fund		Expense Amount
610 - LIQUOR DISPENSARY		182,768.67
	Grand Total:	**182,768.67**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	56,568.30
610-4810-62520	Beer for Resale	96,684.01
610-4810-62530	Wine for Resale	19,921.66
610-4810-62540	Soft Drinks/Mix for Resa...	2,233.68
610-4810-62590	Misc. Mdse for Resale	6,684.52
610-4880-63490	Advertising	676.50
	Grand Total:	**182,768.67**

Project Account Summary

Project Account Key		Expense Amount
None		182,768.67
	Grand Total:	**182,768.67**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01029 - 07/09/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2024	06/30/2024	100-4150-62400	Small Tools and Minor Equip	2ND HALF JUN 2024 - CAN...		186.44
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2024	06/30/2024	100-4192-62420	Computer Equipment	2ND HALF JUN 2024 - PRINT...		361.94
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2024	06/30/2024	100-4210-62010	Office Supplies	2ND HALF JUN 2024 - FILE F...		20.13
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2024	06/30/2024	100-4210-62990	Misc. Operating Expense	2ND HALF JUN 2024 - FILE C...		466.76
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2024	06/30/2024	100-4210-62990	Misc. Operating Expense	2ND HALF JUN 2024 - CARD...		114.48
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2024	06/30/2024	100-4220-62990	Misc. Operating Expense	2ND HALF JUN 2024 - TV R...		16.45
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2024	06/30/2024	630-4840-62990	Misc. Operating Expense	2ND HALF JUN 2024 - PHILI...		1,569.00
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2024	06/30/2024	690-4840-62020	Computer Supplies	2ND HALF JUN 2024 - INK R...		19.97
AMAZON CAPITAL SERVICES ..	2ND HALF JUN 2024	06/30/2024	690-4840-62880	Personal Protective Equipm...	2ND HALF JUN 2024 - PPE S...		56.98
					Vendor AMAZON CAPITAL SERVICES INC Total:		**2,812.15**
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR...	JUN 2024 - ASHLEY	07/02/2024	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - JUN 20...		93.04
GLOBAL PAYMENTS INTEGR...	JUN 2024 - ASHLEY	07/02/2024	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - JUN 20...		1,178.75
GLOBAL PAYMENTS INTEGR...	JUN 2024 - ELEC	07/02/2024	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - JUN 20...		6,075.58
GLOBAL PAYMENTS INTEGR...	JUN 2024 - GEN	07/02/2024	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - JUNE 2...		5.00
GLOBAL PAYMENTS INTEGR...	JUN 2024	07/02/2024	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - JUN 20...		13.12
					Vendor GLOBAL PAYMENTS INTEGRATED Total:		**7,365.49**
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	2ND QTR 2024	07/01/2024	100-4670-62990	Misc. Operating Expense	2ND QTR 2024 - PCORI FEE		476.56
					Vendor INTERNAL REVENUE SERVICE Total:		**476.56**
Vendor: LAWRENCE GWOST							
LAWRENCE GWOST	07 11 24	07/09/2024	100-4510-63033	Music in the Park	GAZEBO ENTERTAINMENT -...		334.00
					Vendor LAWRENCE GWOST Total:		**334.00**
Vendor: LUIS MORENO							
LUIS MORENO	07 11 24	07/09/2024	100-4510-63033	Music in the Park	GAZEBO ENTERTAINMENT -...		333.00
					Vendor LUIS MORENO Total:		**333.00**
Vendor: MINNESOTA ENERGY GROUP-000053							
MINNESOTA ENERGY GROU...	5084843413	07/01/2024	690-4830-63890	Utilities Expense	GAS METER READING - MAY...		5.43
					Vendor MINNESOTA ENERGY GROUP-000053 Total:		**5.43**
Vendor: T R F CONVENTION &							
T R F CONVENTION &	MAY 2024	07/09/2024	100-4670-63030	Contracts Expense	LODGING TAX - MAY 2024		13,387.50
					Vendor T R F CONVENTION & Total:		**13,387.50**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: TRACTOR SUPPLY CREDIT PLAN							
TRACTOR SUPPLY CREDIT P...	100293289	06/11/2024	100-4510-62210	Equipment Maint & Repair	FIMCO PUMP / FITTING KIT		148.98
					Vendor TRACTOR SUPPLY CREDIT PLAN Total:		**148.98**
Vendor: TROY TOMOSON							
TROY TOMOSON	07 11 24	07/09/2024	100-4510-63033	Music in the Park	GAZEBO ENTERTAINMENT -...		333.00
					Vendor TROY TOMOSON Total:		**333.00**
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	9967212880	06/21/2024	100-4110-63210	Communication Expense	WIRELESS PHONE CHARGES ...		334.76
VERIZON WIRELESS #78678...	9967212880	06/21/2024	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES ...		173.67
VERIZON WIRELESS #78678...	9967212880	06/21/2024	100-4192-63210	Communication Expense	WIRELESS PHONE CHARGES ...		40.01
VERIZON WIRELESS #78678...	9967212880	06/21/2024	100-4194-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.22
VERIZON WIRELESS #78678...	9967212880	06/21/2024	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		700.74
VERIZON WIRELESS #78678...	9967212880	06/21/2024	100-4240-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.22
VERIZON WIRELESS #78678...	9967212880	06/21/2024	100-4510-63210	Communication Expense	WIRELESS PHONE CHARGES ...		82.44
VERIZON WIRELESS #78678...	9967212880	06/21/2024	100-4650-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.22
VERIZON WIRELESS #78678...	9967212880	06/21/2024	100-4660-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.22
VERIZON WIRELESS #78678...	9967212880	06/21/2024	610-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.22
VERIZON WIRELESS #78678...	9967212880	06/21/2024	620-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		122.45
VERIZON WIRELESS #78678...	9967212880	06/21/2024	650-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.22
VERIZON WIRELESS #78678...	9967212880	06/21/2024	680-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.22
VERIZON WIRELESS #78678...	9967212880	06/21/2024	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		206.10
VERIZON WIRELESS #78678...	9967212880	06/21/2024	820-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		82.44
					Vendor VERIZON WIRELESS #786782900 Total:		**2,031.15**
					Grand Total:		**27,227.26**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	17,786.90
610 - LIQUOR DISPENSARY	41.22
620 - WATER UTILITY FUND	122.45
630 - ARENAS - VENUWORKS	1,569.00
650 - TOURIST PARK - VENUWORKS	41.22
680 - WASTEWATER UTILITY FUND	41.22
690 - ELECTRIC UTILITY FUND	7,542.81
820 - GREENWOOD CEMETERY FUND	82.44
Grand Total:	**27,227.26**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63210	Communication Expense	334.76
100-4150-62400	Small Tools and Minor E...	186.44
100-4150-63210	Communication Expense	173.67
100-4192-62420	Computer Equipment	361.94
100-4192-63210	Communication Expense	40.01
100-4194-63210	Communication Expense	41.22
100-4210-62010	Office Supplies	20.13
100-4210-62990	Misc. Operating Expense	581.24
100-4210-63210	Communication Expense	700.74
100-4220-62990	Misc. Operating Expense	16.45
100-4240-63210	Communication Expense	41.22
100-4510-62210	Equipment Maint & Repa..	148.98
100-4510-63033	Music in the Park	1,000.00
100-4510-63210	Communication Expense	82.44
100-4650-63210	Communication Expense	41.22
100-4660-63210	Communication Expense	41.22
100-4670-62990	Misc. Operating Expense	476.56
100-4670-63030	Contracts Expense	13,387.50
100-4670-63060	Credit Card Fees	111.16
610-4830-63210	Communication Expense	41.22
620-4830-63210	Communication Expense	122.45
630-4840-62990	Misc. Operating Expense	1,569.00
650-4830-63210	Communication Expense	41.22
680-4830-63210	Communication Expense	41.22
690-4830-63210	Communication Expense	206.10
690-4830-63890	Utilities Expense	5.43
690-4840-62020	Computer Supplies	19.97
690-4840-62880	Personal Protective Equi...	56.98
690-4890-63060	Credit Card Fees	7,254.33

Account Summary

Account Number	Account Name	Expense Amount
820-4830-63210	Communication Expense	82.44
	Grand Total:	**27,227.26**

Project Account Summary

Project Account Key		Expense Amount
None		27,227.26
	Grand Total:	**27,227.26**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01030 - 07/16/24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AGASSIZ ASPHALT LLC							
AGASSIZ ASPHALT LLC	10497	07/01/2024	100-4312-62240	Department Maint & Repair	HOT MIX		785.25
						Vendor AGASSIZ ASPHALT LLC Total:	**785.25**
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2409	07/06/2024	620-4840-62160	Chemicals	CHEMICALS		12,527.95
						Vendor AQUA PURE INC Total:	**12,527.95**
Vendor: BRIAN J JACOBSON							
BRIAN J JACOBSON	BJ002	06/26/2024	100-4225-64400	Travel, Conference, School	2024 NFPA TRAINING SERVI...		960.00
						Vendor BRIAN J JACOBSON Total:	**960.00**
Vendor: BRODIN SHEET METAL INC							
BRODIN SHEET METAL INC	68020	06/24/2024	670-4840-62420	Computer Equipment	RELAY - EMERGENCY UNDE...		45.25
						Vendor BRODIN SHEET METAL INC Total:	**45.25**
Vendor: CITY OF T R F - POLICE DPT PETTY CASH							
CITY OF T R F - POLICE DPT ...	07 16 24	07/10/2024	100-4210-62010	Office Supplies	REIMBURSE - PETTY CASH ...		50.86
CITY OF T R F - POLICE DPT ...	07 16 24	07/10/2024	100-4210-62990	Misc. Operating Expense	REIMBURSE - PETTY CASH F...		7.78
						Vendor CITY OF T R F - POLICE DPT PETTY CASH Total:	**58.64**
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10446038	06/06/2024	100-4194-62990	Misc. Operating Expense	TOILET TISSUE		69.51
COLE PAPERS INC	10450189	06/20/2024	610-4840-62400	Small Tools and Minor Equip	WINDOW CLEANER		164.93
COLE PAPERS INC	10458254	07/05/2024	100-4550-62990	Misc. Operating Expense	TOILET TISSUE		50.51
						Vendor COLE PAPERS INC Total:	**284.95**
Vendor: D & J RADIO SALES & SRVC INC							
D & J RADIO SALES & SRVC ...	3660	06/20/2024	100-4312-62210	Equipment Maint & Repair	RADIO ANTENNA		36.00
						Vendor D & J RADIO SALES & SRVC INC Total:	**36.00**
Vendor: DDA HUMAN RESOURCES INC							
DDA HUMAN RESOURCES I...	792	06/28/2024	100-4670-63030	Contracts Expense	RECLASSIFY & CREATE JOB ...		875.00
						Vendor DDA HUMAN RESOURCES INC Total:	**875.00**
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	105223359	06/07/2024	100-4560-62990	Misc. Operating Expense	BACKUP BATTERY - CARNEG...		24.52
DIGI KEY CORPORATION	105223359	06/07/2024	690-4840-62990	Misc. Operating Expense	BATTERIES		36.50
DIGI KEY CORPORATION	105585062	06/25/2024	690-4840-62010	Office Supplies	LABEL MAKER RIBBON		120.54
						Vendor DIGI KEY CORPORATION Total:	**181.56**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DOUGLAS WILLIAMS							
DOUGLAS WILLIAMS	REIMB 07 01 24	07/10/2024	100-4210-62880	Personal Protective Equipm...	REIMBURSE - UNIFORM PA...		134.40
						Vendor DOUGLAS WILLIAMS Total:	**134.40**
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	14589	06/05/2024	100-4210-62990	Misc. Operating Expense	SHIPPING CHARGES - JUN 2...		21.89
EAZY PACK N SHIP	14619	06/11/2024	680-4840-62170	Field Supplies	SHIPPING CHARGES - JUN 2...		21.08
EAZY PACK N SHIP	14620	06/11/2024	680-4840-62170	Field Supplies	SHIPPING CHARGES - 14620		21.63
EAZY PACK N SHIP	14663	06/18/2024	620-4840-62170	Field Supplies	SHIPPING CHARGES - JUN 2...		19.69
						Vendor EAZY PACK N SHIP Total:	**84.29**
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0223614	06/13/2024	100-4315-62210	Equipment Maint & Repair	TUBING - CAB RACK		75.84
						Vendor EVANS SCRAP AND STEEL INC Total:	**75.84**
Vendor: FALLS RADIATOR SERVICE INC							
FALLS RADIATOR SERVICE I...	49825	07/08/2024	100-4210-62120	Gas-Oil-Lube	OIL/FILTER CHANGE / SERVI...		325.00
						Vendor FALLS RADIATOR SERVICE INC Total:	**325.00**
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS131815	06/07/2024	620-4850-62220	Plant Equip Maint & Repair	PRESSURE SENSORS - AIRP...		16.98
FASTENAL COMPANY	MNROS131908	06/13/2024	620-4850-62290	Water Meter Maintenance	SUPPLIES - METER SERVICE		27.50
FASTENAL COMPANY	MNROS132025	06/21/2024	100-4194-62990	Misc. Operating Expense	LATEX GLOVES		44.52
						Vendor FASTENAL COMPANY Total:	**89.00**
Vendor: FASTGRAPHIX							
FASTGRAPHIX	06 27 24 ELECTRIC	06/27/2024	690-4840-62990	Misc. Operating Expense	VINYL FIRE EXTINQUISHER S...		9.52
FASTGRAPHIX	06 27 24 STREET	06/27/2024	100-4312-62990	Misc. Operating Expense	VINYL FIRE EXTINGUISHER S...		10.32
						Vendor FASTGRAPHIX Total:	**19.84**
Vendor: FS3 INC							
FS3 INC	89408	06/25/2024	690-4850-62210	Equipment Maint & Repair	DUCT PULLER - BORING MA...		308.92
						Vendor FS3 INC Total:	**308.92**
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	4060789	06/30/2024	690-4850-62360	Distribution Maint	BILLABLE LOCATES - JUN 20...		170.10
						Vendor GOPHER STATE ONE CALL Total:	**170.10**
Vendor: GRAYMONT WESTERN CANADA INC							
GRAYMONT WESTERN CAN...	3-419988 RI	07/04/2024	620-4840-62160	Chemicals	BULK PEBBLED QUICKLIME		8,897.65
						Vendor GRAYMONT WESTERN CANADA INC Total:	**8,897.65**
Vendor: GREGORY STEPHEN HUFNAGLE							
GREGORY STEPHEN HUFNA...	100	07/01/2024	100-4240-63030	Contracts Expense	BUILDING OFFICIAL SERVICE...		2,400.11
						Vendor GREGORY STEPHEN HUFNAGLE Total:	**2,400.11**
Vendor: HARRIS COMPUTER SYSTEMS							
HARRIS COMPUTER SYSTEMS	SWKCT0000223	06/30/2024	620-4890-63020	Computer Maintenance & li...	SENSUS INTEGRATION - q2 ...		4,593.75
						Vendor HARRIS COMPUTER SYSTEMS Total:	**4,593.75**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: HAWKINS INC							
HAWKINS INC	6772413	05/30/2024	620-4850-62220	Plant Equip Maint & Repair	AMMONIA FEED REPAIR		834.11
HAWKINS INC	6779299	06/11/2024	620-4840-62160	Chemicals	CHEMICALS		22,751.52
HAWKINS INC	6786451	06/17/2024	620-4840-62160	Chemicals	CHEMICALS		8,497.52
					Vendor HAWKINS INC Total:		**32,083.15**
Vendor: HUBERTS OUTDOOR POWER							
HUBERTS OUTDOOR POWER	86750	06/17/2024	690-4850-62350	Power Plant/Dam Maint	CHAINSAW PARTS		52.98
HUBERTS OUTDOOR POWER	RO 25642	06/25/2024	100-4510-62210	Equipment Maint & Repair	REPAIR SERVICES - WEEDEA...		177.49
					Vendor HUBERTS OUTDOOR POWER Total:		**230.47**
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	04380	07/01/2024	100-4160-63040	Legal Fees	CONTRACT SERVICES - JUN ...		2,600.00
IHLE SPARBY AND HAASE PA	04381	07/01/2024	100-4160-63040	Legal Fees	CRIMINAL SERVICES - JUN 2...		5,250.00
					Vendor IHLE SPARBY AND HAASE PA Total:		**7,850.00**
Vendor: INTEGRATED PROCESS SOLUTIONS INC							
INTEGRATED PROCESS SOL...	SI002593	06/27/2024	620-4850-62220	Plant Equip Maint & Repair	LIME SLUDGE LIFT STN REPA...		442.50
					Vendor INTEGRATED PROCESS SOLUTIONS INC Total:		**442.50**
Vendor: JOANNE OLSON							
JOANNE OLSON	REIMB 06 28 24	07/08/2024	100-4150-64400	Travel, Conference, School	REIMBURSE - MEALS EXPEN...		109.49
JOANNE OLSON	REIMB 06 28 24	07/08/2024	100-4150-64400	Travel, Conference, School	REIMBURSE - MILEAGE JAN ...		79.06
					Vendor JOANNE OLSON Total:		**188.55**
Vendor: KJELL JOHNSRUD							
KJELL JOHNSRUD	REIMB 06 28 24	06/28/2024	100-4210-62880	Personal Protective Equipm...	REIMBURSE - WORK BOOT ...		164.99
					Vendor KJELL JOHNSRUD Total:		**164.99**
Vendor: KORTERRA INC							
KORTERRA INC	25016	07/01/2024	690-4850-62360	Distribution Maint	06/20/24 - 06/19/25 LOCAT...		2,600.00
					Vendor KORTERRA INC Total:		**2,600.00**
Vendor: LESLIE MICHAEL COTA							
LESLIE MICHAEL COTA	494119	06/26/2024	100-4240-63030	Contracts Expense	GRASS MOWING SERVICES -...		1,585.00
LESLIE MICHAEL COTA	494121	06/26/2024	610-4890-63030	Contracts Expense	GRASS MOWING SERVICES -...		240.00
LESLIE MICHAEL COTA	494123	06/26/2024	100-4510-63030	Contracts Expense	GRASS MOWING SERVICES -...		138.00
LESLIE MICHAEL COTA	494125	07/01/2024	680-4850-62220	Lift Station and Pond Maint...	GRASS MOWING SERVICES -...		4,600.00
					Vendor LESLIE MICHAEL COTA Total:		**6,563.00**
Vendor: MARK BORSETH							
MARK BORSETH	2024-6	06/30/2024	100-4660-63030	Contracts Expense	PLANNING & ZONING SERVI...		1,087.50
					Vendor MARK BORSETH Total:		**1,087.50**
Vendor: MCFOA							
MCFOA	01576	06/01/2024	100-4150-64330	Dues and Subscriptions	2024/2025 MEMBERSHIP D...		50.00
					Vendor MCFOA Total:		**50.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MEGGER							
MEGGER	5580062775	07/01/2024	690-4850-62210	Equipment Maint & Repair	MEGGER RENTAL		1,875.00
						Vendor MEGGER Total:	**1,875.00**
Vendor: METCALF ARCHAEOLOGICAL CONSULTANTS INC							
METCALF ARCHAEOLOGICAL...	20684	06/12/2024	100-4650-64481	FEMA	PROF SRVCS - SHORELINE S...		4,751.25
						Vendor METCALF ARCHAEOLOGICAL CONSULTANTS INC Total:	**4,751.25**
Vendor: MID-STATES EQUIPMENT INC							
MID-STATES EQUIPMENT I...	1395690-02	06/13/2024	670-4850-62210	Equipment Maint & Repair	PUMP REPAIR		189.22
						Vendor MID-STATES EQUIPMENT INC Total:	**189.22**
Vendor: MIKES AUTOMOTIVE CENTER INC							
MIKES AUTOMOTIVE CENTE...	6289	06/20/2024	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR		20.00
MIKES AUTOMOTIVE CENTE...	6296	06/21/2024	100-4312-62240	Department Maint & Repair	TIRE REPAIR		20.00
						Vendor MIKES AUTOMOTIVE CENTER INC Total:	**40.00**
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	2ND QTR 2024	06/30/2024	100-4240-64390	Building Permit Surcharge	2ND QTR 2024 BUILDING P...		3,105.05
						Vendor MN DPT OF LABOR & INDUSTRY Total:	**3,105.05**
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	8646	06/12/2024	100-4192-63020	Computer Maintenance & li...	SERVICE DAY		1,850.00
MORRIS ELECTRONICS INC	8727	06/19/2024	100-4315-63020	Computer Maintenance & li...	SMA;; SHOVEL VPN TUNNEL		56.25
MORRIS ELECTRONICS INC	8727	06/19/2024	620-4890-63020	Computer Maintenance & li...	SMA;; SHOVEL VPN TUNNEL		131.25
MORRIS ELECTRONICS INC	8727	06/19/2024	680-4890-63020	Computer Maintenance & li...	SMA;; SHOVEL VPN TUNNEL		37.50
MORRIS ELECTRONICS INC	8727	06/19/2024	690-4890-63020	Computer Maintenance & li...	SMALL SHOVEL VPN TUNNEL		150.00
						Vendor MORRIS ELECTRONICS INC Total:	**2,225.00**
Vendor: MUNICIPAL SERVICE CO INC							
MUNICIPAL SERVICE CO INC	1200	06/30/2024	620-4850-62200	System Expense	REPLACE CONTROL VALVE -...		3,360.00
						Vendor MUNICIPAL SERVICE CO INC Total:	**3,360.00**
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R...	CT151313	06/26/2024	100-4510-62210	Equipment Maint & Repair	STRAINER		17.75
						Vendor NELSON EQUIPMENT OF T R F INC Total:	**17.75**
Vendor: NELSON INTERNATIONAL							
NELSON INTERNATIONAL	X105075465 01	06/05/2024	100-4312-62210	Equipment Maint & Repair	LED AMBER CLEARANCE LI...		198.84
						Vendor NELSON INTERNATIONAL Total:	**198.84**
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T338848	06/20/2024	100-4312-62210	Equipment Maint & Repair	CABLE		66.22
						Vendor NORTHWEST POWER SYSTEMS INC Total:	**66.22**
Vendor: NORTHWEST ROOFING INC							
NORTHWEST ROOFING INC	06 27 24	07/10/2024	100-4220-65200	Buildings and Structures	ROOF REPAIR - FIREHALL		14,462.83
						Vendor NORTHWEST ROOFING INC Total:	**14,462.83**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE INC	82921	07/01/2024	690-4850-62210	Equipment Maint & Repair	OIL CHANGE		56.63
					Vendor PENNINGTON FAST LUBE INC Total:		**56.63**
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMP...	2406-062642	06/21/2024	680-4840-62990	Misc. Operating Expense	SACRETE		6.23
					Vendor PETERSON LUMBER COMPANY Total:		**6.23**
Vendor: QUILL LLC							
QUILL LLC	39371043	07/02/2024	100-4670-62010	Office Supplies	CALCULATOR RIBBON		17.66
					Vendor QUILL LLC Total:		**17.66**
Vendor: RHI SUPPLY							
RHI SUPPLY	1361554	06/24/2024	690-4840-62400	Small Tools and Minor Equip	MILWAUKEE M18 14" CHAI...		349.00
					Vendor RHI SUPPLY Total:		**349.00**
Vendor: RICHARD BAKER							
RICHARD BAKER	REIMB 06 28 24	06/28/2024	100-4660-64400	Travel, Conference, School	REIMBURSE - MILEAGE / 20...		211.72
RICHARD BAKER	REIMB 06 28 24	06/28/2024	100-4660-64400	Travel, Conference, School	REIMBURSE - MEAL / 2024 ...		30.17
RICHARD BAKER	REIMB 06 28 24	06/28/2024	100-4660-64400	Travel, Conference, School	REIMBURSE - MILEAGE / 20...		93.80
					Vendor RICHARD BAKER Total:		**335.69**
Vendor: RICHARD F BEIER							
RICHARD F BEIER	102	06/26/2024	100-4225-64400	Travel, Conference, School	2024 NFPA TRAINING SERVI...		1,740.00
					Vendor RICHARD F BEIER Total:		**1,740.00**
Vendor: SAFETY KLEEN SYSTEMS INC							
SAFETY KLEEN SYSTEMS INC	94732413	06/21/2024	620-4840-62160	Chemicals	CHEMICAL DISPOSAL FEE		1,683.00
					Vendor SAFETY KLEEN SYSTEMS INC Total:		**1,683.00**
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	100-4192-63020	Computer Maintenance & li...	MONTHLYSERVICE - JUL 20...		82.05
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	100-4220-63020	Computer Maintenance & li...	MONTHLYSERVICE - JUL 20...		49.95
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	100-4312-63020	Computer Maintenance & li...	MONTHLYSERVICE - JUL 20...		56.95
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	100-4510-63210	Communication Expense	MONTHLYSERVICE - JUL 20...		104.50
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	100-4510-63210	Communication Expense	MONTHLYSERVICE - JUL 20...		225.00
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	610-4890-63020	Computer Maintenance & li...	MONTHLYSERVICE - JUL 20...		56.95
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	620-4830-63210	Communication Expense	MONTHLYSERVICE - JUL 20...		25.99
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	620-4890-63020	Computer Maintenance & li...	MONTHLYSERVICE - JUL 20...		49.95
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	680-4830-63210	Communication Expense	MONTHLYSERVICE - JUL 20...		85.50
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	680-4830-63210	Communication Expense	MONTHLYSERVICE - JUL 20...		475.00
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	690-4830-63210	Communication Expense	MONTHLYSERVICE - JUL 20...		142.50
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	690-4830-63210	Communication Expense	MONTHLYSERVICE - JUL 20...		142.50
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	690-4830-63210	Communication Expense	MONTHLYSERVICE - JUL 20...		35.05
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	690-4890-63020	Computer Maintenance & li...	MONTHLYSERVICE - JUL 20...		42.95
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	690-4890-63020	Computer Maintenance & li...	MONTHLYSERVICE - JUL 20...		49.95
SJOBERG'S CABLE TV	JUL 2024	06/30/2024	690-4890-63020	Computer Maintenance & li...	MONTHLYSERVICE - JUL 20...		225.00
					Vendor SJOBERG'S CABLE TV Total:		**1,849.79**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SMALL SHOVEL INC							
SMALL SHOVEL INC	JUL 2024	07/01/2024	620-4890-63110	Consulting Fees	MANAGED DATA SERVICES -...		3,750.00
						Vendor SMALL SHOVEL INC Total:	**3,750.00**
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA...	414826	06/06/2024	610-4850-62210	Equipment Maint & Repair	PARTS - A/C REPAIRS		189.41
ST HILAIRE SUPPLY COMPA...	415869	06/25/2024	100-4210-63100	Animal Control	SUPPLIES - DOG POUND		359.16
ST HILAIRE SUPPLY COMPA...	415942	06/25/2024	670-4840-62400	Small Tools and Minor Equip	LIFT PUMP / BATTERY PAK -...		971.56
						Vendor ST HILAIRE SUPPLY COMPANY Total:	**1,520.13**
Vendor: STREICHERS							
STREICHERS	I1706214	06/26/2024	100-4210-62890	Uniforms/ID Clothing	BAR "SERVING SINCE 2024" -..		34.98
						Vendor STREICHERS Total:	**34.98**
Vendor: THIEF RIVER AUTOMOTIVE LLC							
THIEF RIVER AUTOMOTIVE L...	INV# TR12384	06/03/2024	680-4850-62210	Equipment Maint & Repair	PARTS - DAMPER ASY - 1 T ...		125.45
THIEF RIVER AUTOMOTIVE L...	SO# TR109311	06/17/2024	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		67.47
THIEF RIVER AUTOMOTIVE L...	SO# TR109485	06/25/2024	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		57.39
						Vendor THIEF RIVER AUTOMOTIVE LLC Total:	**250.31**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	JUN 2024 - 138	06/30/2024	100-4315-62010	Office Supplies	WINDOW ENVELOPES		253.38
THIEF RIVER FALLS TIMES	JUN 2024 - 138	06/30/2024	100-4315-62990	Misc. Operating Expense	AD - GARBAGE BAG HAND...		52.50
THIEF RIVER FALLS TIMES	JUN 2024 - 138	06/30/2024	620-4840-62010	Office Supplies	WINDOW ENVELOPES		591.22
THIEF RIVER FALLS TIMES	JUN 2024 - 138	06/30/2024	680-4840-62010	Office Supplies	WINDOW ENEVELOPES		168.92
THIEF RIVER FALLS TIMES	JUN 2024 - 138	06/30/2024	690-4840-62010	Office Supplies	WINDOW ENVELOPES		675.68
THIEF RIVER FALLS TIMES	JUN 2024 - 332	06/30/2024	100-4210-62990	Misc. Operating Expense	NO PARKING SIGNS / ICE CR...		376.65
THIEF RIVER FALLS TIMES	JUN 2024 - 878	06/30/2024	100-4150-62010	Office Supplies	WINDOW ENVELOPES		2,037.25
THIEF RIVER FALLS TIMES	JUN 2024 - 878	06/30/2024	100-4150-63590	Printing & Publications	AD - DEPUTY CLERK		457.50
THIEF RIVER FALLS TIMES	JUN 2024 - 878	06/30/2024	100-4660-63590	Printing & Publications	HRG NTC - FMS SCOREBOA...		44.55
THIEF RIVER FALLS TIMES	JUN 2024 - 878	06/30/2024	100-4660-63590	Printing & Publications	HRG NTC - CANNABIS		42.57
						Vendor THIEF RIVER FALLS TIMES Total:	**4,700.22**
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	025-470240	06/26/2024	620-4890-63030	Contracts Expense	CUSTOMER RELATIONSHIP -...		250.00
TYLER TECHNOLOGIES INC	025-471218	06/30/2024	100-4315-63060	Credit Card Fees	2ND QTR CC TRANSACTION		617.25
TYLER TECHNOLOGIES INC	025-471218	06/30/2024	620-4890-63060	Credit Card Fees	2ND QTR CC TRANSACTION		1,440.25
TYLER TECHNOLOGIES INC	025-471218	06/30/2024	680-4890-63060	Credit Card Fees	2ND QTR CC TRANSACTION		411.50
TYLER TECHNOLOGIES INC	025-471218	06/30/2024	690-4890-63060	Credit Card Fees	2ND QTR CC TRANSACTION		1,646.00
TYLER TECHNOLOGIES INC	025-471633	06/30/2024	100-4315-63060	Credit Card Fees	2ND QTR SM PORTAL TRAN...		0.21
TYLER TECHNOLOGIES INC	025-471633	06/30/2024	620-4890-63060	Credit Card Fees	2ND QTR SM PORTAL TRAN...		0.49
TYLER TECHNOLOGIES INC	025-471633	06/30/2024	680-4890-63060	Credit Card Fees	2ND QTR SM PORTAL TRAN...		0.14
TYLER TECHNOLOGIES INC	025-471633	06/30/2024	690-4890-63060	Credit Card Fees	2ND QTR SM PORTAL TRAN...		0.56
						Vendor TYLER TECHNOLOGIES INC Total:	**4,366.40**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	44792	06/21/2024	820-4840-62990	Misc. Operating Expense	6 X 18 SIGNS		80.00
						Vendor UNIVERSAL SCREENPRINT Total:	**80.00**
Vendor: USABLUEBOOK							
USABLUEBOOK	INV00391451	06/11/2024	680-4850-62200	System Expense	MARKING POSTS - MANHOL...		737.31
						Vendor USABLUEBOOK Total:	**737.31**
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	46X00075	06/30/2024	610-4890-63030	Contracts Expense	JUN 2024 - CARDBOARD RE...		96.00
WASTE MASTERS LLC	46X00255	06/30/2024	100-4315-63030	Contracts Expense	JUN 2024 - DOWNTOWN C...		162.50
						Vendor WASTE MASTERS LLC Total:	**258.50**
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	231238	06/21/2024	100-4671-62200	System Expense	PROF SRVCS - LIBRARY		2,227.50
WIDSETH SMITH NOLTING ...	231238	06/21/2024	530-4680-65920	Work in Process - Eng/Archt...	PROF SRVCS - REA LOADING...		1,790.00
WIDSETH SMITH NOLTING ...	231239	06/21/2024	505-4680-65900	Work in Process-Constructi...	PROF SRVCS - 2024 STREET ...		20,621.25
WIDSETH SMITH NOLTING ...	231240	06/21/2024	505-4680-65900	Work in Process-Constructi...	PROF SRVCS - 2024 STREET ...		5,527.50
WIDSETH SMITH NOLTING ...	231510	06/27/2024	820-4890-63030	Contracts Expense	PROF SRVCS - CEMETERY ST...		1,445.20
						Vendor WIDSETH SMITH NOLTING ASC INC Total:	**31,611.45**
						Grand Total:	**167,752.12**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	51,063.89
505 - 2024 ST AND UTILITY PROJECT	26,148.75
530 - ARENA RAMP PROJECT	1,790.00
610 - LIQUOR DISPENSARY	747.29
620 - WATER UTILITY FUND	69,891.32
670 - STORM WATER UTILITY FUND	1,206.03
680 - WASTEWATER UTILITY FUND	6,690.26
690 - ELECTRIC UTILITY FUND	8,689.38
820 - GREENWOOD CEMETERY FUND	1,525.20
Grand Total:	**167,752.12**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	2,037.25
100-4150-63590	Printing & Publications	457.50
100-4150-64330	Dues and Subscriptions	50.00
100-4150-64400	Travel, Conference, Sch...	188.55
100-4160-63040	Legal Fees	7,850.00
100-4192-63020	Computer Maintenance...	1,932.05
100-4194-62990	Misc. Operating Expense	114.03
100-4210-62010	Office Supplies	50.86
100-4210-62120	Gas-Oil-Lube	449.86
100-4210-62880	Personal Protective Equi...	299.39
100-4210-62890	Uniforms/ID Clothing	34.98
100-4210-62990	Misc. Operating Expense	406.32
100-4210-63100	Animal Control	359.16
100-4220-63020	Computer Maintenance...	49.95
100-4220-65200	Buildings and Structures	14,462.83
100-4225-64400	Travel, Conference, Sch...	2,700.00
100-4240-63030	Contracts Expense	3,985.11
100-4240-64390	Building Permit Surcharge	3,105.05
100-4312-62210	Equipment Maint & Repa..	301.06
100-4312-62240	Department Maint & Re...	805.25
100-4312-62990	Misc. Operating Expense	10.32
100-4312-63020	Computer Maintenance...	56.95
100-4315-62010	Office Supplies	253.38
100-4315-62210	Equipment Maint & Repa..	75.84
100-4315-62990	Misc. Operating Expense	52.50
100-4315-63020	Computer Maintenance...	56.25
100-4315-63030	Contracts Expense	162.50
100-4315-63060	Credit Card Fees	617.46
100-4510-62210	Equipment Maint & Repa..	215.24

Account Summary

Account Number	Account Name	Expense Amount
100-4510-63030	Contracts Expense	138.00
100-4510-63210	Communication Expense	329.50
100-4550-62990	Misc. Operating Expense	50.51
100-4560-62990	Misc. Operating Expense	24.52
100-4650-64481	FEMA	4,751.25
100-4660-63030	Contracts Expense	1,087.50
100-4660-63590	Printing & Publications	87.12
100-4660-64400	Travel, Conference, Sch...	335.69
100-4670-62010	Office Supplies	17.66
100-4670-63030	Contracts Expense	875.00
100-4671-62200	System Expense	2,227.50
505-4680-65900	Work in Process-Constru...	26,148.75
530-4680-65920	Work in Process - Eng/Ar...	1,790.00
610-4840-62400	Small Tools and Minor E...	164.93
610-4850-62210	Equipment Maint & Repa..	189.41
610-4890-63020	Computer Maintenance...	56.95
610-4890-63030	Contracts Expense	336.00
620-4830-63210	Communication Expense	25.99
620-4840-62010	Office Supplies	591.22
620-4840-62160	Chemicals	54,357.64
620-4840-62170	Field Supplies	19.69
620-4850-62200	System Expense	3,360.00
620-4850-62220	Plant Equip Maint & Rep...	1,293.59
620-4850-62290	Water Meter Maintenan...	27.50
620-4890-63020	Computer Maintenance...	4,774.95
620-4890-63030	Contracts Expense	250.00
620-4890-63060	Credit Card Fees	1,440.74
620-4890-63110	Consulting Fees	3,750.00
670-4840-62400	Small Tools and Minor E...	971.56
670-4840-62420	Computer Equipment	45.25
670-4850-62210	Equipment Maint & Repa..	189.22
680-4830-63210	Communication Expense	560.50
680-4840-62010	Office Supplies	168.92
680-4840-62170	Field Supplies	42.71
680-4840-62990	Misc. Operating Expense	6.23
680-4850-62200	System Expense	737.31
680-4850-62210	Equipment Maint & Repa..	125.45
680-4850-62220	Lift Station and Pond Ma...	4,600.00
680-4890-63020	Computer Maintenance...	37.50
680-4890-63060	Credit Card Fees	411.64
690-4830-63210	Communication Expense	320.05
690-4840-62010	Office Supplies	796.22

Account Summary

Account Number	Account Name	Expense Amount
690-4840-62400	Small Tools and Minor E…	349.00
690-4840-62990	Misc. Operating Expense	46.02
690-4850-62210	Equipment Maint & Repa..	2,240.55
690-4850-62350	Power Plant/Dam Maint	52.98
690-4850-62360	Distribution Maint	2,770.10
690-4890-63020	Computer Maintenance…	467.90
690-4890-63060	Credit Card Fees	1,646.56
820-4840-62990	Misc. Operating Expense	80.00
820-4890-63030	Contracts Expense	1,445.20
	Grand Total:	**167,752.12**

Project Account Summary

Project Account Key		Expense Amount
None		167,752.12
	Grand Total:	**167,752.12**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01027 - PYPKT01215 - 2024 07 11 #14 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001207	07/11/2024	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		23,516.98
INTERNAL REVENUE SERVICE	INV0001207	07/11/2024	740-20150	Payroll Taxes Payable	MEDICARE		7,711.10
INTERNAL REVENUE SERVICE	INV0001207	07/11/2024	740-20150	Payroll Taxes Payable	FED W/H		24,828.24
					Vendor INTERNAL REVENUE SERVICE Total:		**56,056.32**
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR…	INV0001200	07/11/2024	740-24000	Clearing Account	LELS Dues		916.50
					Vendor LAW ENFORCEMENT LABOR SERVICES Total:		**916.50**
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0001212	07/11/2024	740-4870-63650	Senior Gold BC/BS Monthly …	July 2024 Billing		2,062.50
					Vendor MEDICAREBLUE RX Total:		**2,062.50**
Vendor: MESSERLI KRAMER PA							
MESSERLI KRAMER PA	INV0001202	07/11/2024	740-24000	Clearing Account	Garnishment		255.68
					Vendor MESSERLI KRAMER PA Total:		**255.68**
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE…	INV0001213	07/11/2024	100-4150-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE…	INV0001213	07/11/2024	100-4220-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE…	INV0001213	07/11/2024	100-4312-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE…	INV0001213	07/11/2024	100-4315-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE…	INV0001213	07/11/2024	100-4510-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE…	INV0001213	07/11/2024	100-4650-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE…	INV0001213	07/11/2024	690-4825-61340	MSRS HCSP	HCSP Retiree		100.00
					Vendor MINNESOTA STATE RETIREMENT SYS Total:		**1,000.00**
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA…	INV0001203	07/11/2024	740-24000	Clearing Account	Garnishment		373.78
					Vendor MN DPT OF REVENUE - GARNISHMENTS Total:		**373.78**
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT…	INV0001206	07/11/2024	740-20160	State Withholding	State W/H Tax		12,188.88
					Vendor MN DPT OF REVENUE - WITHHOLDING Total:		**12,188.88**
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR…	INV0001201	07/11/2024	740-24000	Clearing Account	PLIFE		576.00
					Vendor NCPERS GROUP LIFE INSURANCE Total:		**576.00**
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO…	INV0001211	07/11/2024	100-4150-61310	Health Insurance	Health Insurance Premium		4,968.94
NORTHWEST SERVICE COO…	INV0001211	07/11/2024	100-4210-61310	Health Insurance	Health Insurance Premium		21,919.03

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	100-4220-61310	Health Insurance	Health Insurance Premium		6,686.52
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	100-4312-61310	Health Insurance	Health Insurance Premium		7,611.38
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	100-4315-61310	Health Insurance	Health Insurance Premium		6,686.52
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	100-4510-61310	Health Insurance	Health Insurance		2,642.44
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	100-4650-61310	Health Insurance	Health Insurance Premium		2,642.44
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	100-4660-61310	Health Insurance	Health Insurance Premium		1,625.68
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	610-4825-61310	Health Insurance	Health Insurance Premium		11,254.17
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	620-4825-61310	Health Insurance	Health Insurance Premium		5,336.87
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	680-4825-61310	Health Insurance	Health Insurance Premium		6,525.68
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	690-4825-61310	Health Insurance	Health Insurance Premium		21,271.66
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	740-4870-63620	Employee BC/BS Monthly Bil..	Health Insurance Employee ...		13,754.63
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	740-4870-63660	Retiree BC/BS Monthly billi...	Health Insurance Retiree		6,946.40
NORTHWEST SERVICE COO...	INV0001211	07/11/2024	820-4825-61310	Health Insurance	Health Insurance Premium		1,941.62
					Vendor NORTHWEST SERVICE COOPERATIVE Total:		**121,813.98**
Vendor: P E R A OF MN							
P E R A OF MN	INV0001205	07/11/2024	740-20180	PERA Payable	PERA EE/ER P&F		23,024.42
P E R A OF MN	INV0001205	07/11/2024	740-20180	PERA Payable	PERA EE/ER COORD		24,946.32
					Vendor P E R A OF MN Total:		**47,970.74**
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0001204	07/11/2024	740-24000	Clearing Account	LTD Premium		497.58
					Vendor SUN LIFE FINANCIAL (LTD) Total:		**497.58**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001197	07/11/2024	740-24000	Clearing Account	Contributions Employee		5,292.70
					Vendor VANTAGEPOINT ICMA Total:		**5,292.70**
Vendor: WEX BANK							
WEX BANK	INV0001199	07/11/2024	740-24000	Clearing Account	HSA		502.20
					Vendor WEX BANK Total:		**502.20**
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001208	07/08/2024	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		30.00
WEX HEALTH INC	INV0001209	07/02/2024	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		208.33
WEX HEALTH INC	INV0001210	07/02/2024	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		30.00
					Vendor WEX HEALTH INC Total:		**268.33**
					Grand Total:		**249,775.19**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		55,682.95
610 - LIQUOR DISPENSARY		11,254.17
620 - WATER UTILITY FUND		5,336.87
680 - WASTEWATER UTILITY FUND		6,525.68
690 - ELECTRIC UTILITY FUND		21,371.66
740 - TRF HEALTH INSURANCE FUND		147,662.24
820 - GREENWOOD CEMETERY FUND		1,941.62
	Grand Total:	**249,775.19**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	4,968.94
100-4150-61340	MSRS HCSP	200.00
100-4210-61310	Health Insurance	21,919.03
100-4220-61310	Health Insurance	6,686.52
100-4220-61340	MSRS HCSP	200.00
100-4312-61310	Health Insurance	7,611.38
100-4312-61340	MSRS HCSP	200.00
100-4315-61310	Health Insurance	6,686.52
100-4315-61340	MSRS HCSP	100.00
100-4510-61310	Health Insurance	2,642.44
100-4510-61340	MSRS HCSP	100.00
100-4650-61310	Health Insurance	2,642.44
100-4650-61340	MSRS HCSP	100.00
100-4660-61310	Health Insurance	1,625.68
610-4825-61310	Health Insurance	11,254.17
620-4825-61310	Health Insurance	5,336.87
680-4825-61310	Health Insurance	6,525.68
690-4825-61310	Health Insurance	21,271.66
690-4825-61340	MSRS HCSP	100.00
740-20150	Payroll Taxes Payable	56,056.32
740-20160	State Withholding	12,188.88
740-20180	PERA Payable	47,970.74
740-20300	Flex Payroll Deductions	268.33
740-24000	Clearing Account	8,414.44
740-4870-63620	Employee BC/BS Monthl...	13,754.63
740-4870-63650	Senior Gold BC/BS Mont...	2,062.50
740-4870-63660	Retiree BC/BS Monthly bi..	6,946.40
820-4825-61310	Health Insurance	1,941.62
	Grand Total:	**249,775.19**

Project Account Summary

Project Account Key		Expense Amount
None		249,775.19
	Grand Total:	**249,775.19**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01028 - PYPKT01215 - 2024 07 11 #14 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0001198	07/11/2024	740-24000	Clearing Account	FLEX VISION		389.88
						Vendor VSP INSURANCE CO Total:	**389.88**
						Grand Total:	**389.88**

Fund Summary

Fund		Expense Amount
740 - TRF HEALTH INSURANCE FUND		389.88
	Grand Total:	**389.88**

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	389.88
	Grand Total:	**389.88**

Project Account Summary

Project Account Key		Expense Amount
None		389.88
	Grand Total:	**389.88**

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: 7/16/2024

SUBJECT: # 7.3 Approve Aziah Engelstad for a Beer in the Park Permit

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

MOTION TO: Approve a beer in the park permit effective August 3, 2024 from 1 pm to 7 pm for a Birthday Party / Baptism.

BACKGROUND: Aziah Engelstad has applied for a Beer in the Park Permit for a Birthday Party / Baptism for 40 guests at Oakland Park.

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

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Engelstad Beer in the park permit_001

CITY OF THIEF RIVER FALLS

Beer in the Park Permit
(UP TO 3.2 MALT LIQUOR ONLY)
City Code Section 111.048

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

Applicant: Aziah Engelstad
(organization name if applicable)

Contact Person: Aziah Engelstad

Address: 18370 139th Street NE

Phone: 218-688-0384

Date of Event: 08/03/24

Park to be Used: Oakland Park

Hours: 1pm to 7pm

Type of Event: Birthday/Baptism

Approximate number of persons attending: 40

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

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

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

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

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

SIGNATURE OF APPLICANT: AEngelstad

For Office Use Only:
DATE APPLICATION RECEIVED__________ DATE OF COUNCIL ACTION__________

City of Thief River Falls

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Request for Council Action

DATE: 7/16/2024

SUBJECT: # 7.4 Approve Jenson Emanuel for a Beer in the Park Permit

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

MOTION TO: Approve a beer in the park permit effective August 10, 2024, from 1 pm to 6 pm for a Wedding.

BACKGROUND: Jensen Emanuel has applied for a Beer in the Park Permit for a Wedding at for 50-65 guests at Hartz Park.

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

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Emanuel Beer in the park permit_001

CITY OF THIEF RIVER FALLS

Beer in the Park Permit

(UP TO 3.2 MALT LIQUOR ONLY)

City Code Section 111.048

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

Applicant: Jensen Emanuel
(organization name if applicable)

Contact Person: Jensen Emanuel

Address: 209 MN Ave N
St. Hilaire MN 56754

Phone: 218-452-0457

Date of Event: August 10th 2024

Park to be Used: Hartz Park

Hours: 1p.m to 6p.m

Type of Event: Wedding

Approximate number of persons attending: 50-65

Has the park been reserved with the Parks and Recreation Department? X YES __NO

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

I understand that the permit allows for the consumption *of 3.2 malt liquor only*. No strong beer, wine, or intoxicating liquor is allowed. X YES __NO

I understand that applicant shall comply and enforce all restrictions, limitations, and regulations regarding the consumption of malt liquor under the City Code and State Statute. X YES __NO

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

SIGNATURE OF APPLICANT: Jensen Emanuel

For Office Use Only:
DATE APPLICATION RECEIVED__________ DATE OF COUNCIL ACTION__________

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Request for Council Action

DATE: 7/16/2024

SUBJECT: #8.1 Approve Election Judges for the 2024 Primary and General Elections

RECOMMENDATION: It is respectfully requested the Council accept:

MOTION TO: By the City Council, to appoint the following people as Election Judges for the Elections to be held on Primary Election - August 13th and Election Day - November 5th:

BACKGROUND: The City Administrator shall appoint substitutions of the approved election judges as necessary.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

City of Thief River Falls

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Request for Council Action

DATE: 7/16/2024

SUBJECT: #8.2 Approval to fill a Power Plant Operator position for the Electric Department

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

MOTION TO: Accept a Public Utilities Committee recommendation and authorize the Electric Department to begin the process to fill the position of Power Plant Operator. Because of the internal transfer of the Power Plant Operator/ Construction Worker to Apprentice Lineworker, the position shall be opened directly to the public for filling. The position is a Grade 5 with a wage range of $29.05-$36.85.

BACKGROUND: Power Plant Operator, McLain Stennes accepted the position of Apprentice Lineworker and will be moving to that position on July15. That will leave an opening at the Power Plant. To comply with the current Licensing Contracts and "Dam Safety Surveillance and Monitoring Plan" that the city has in place with FERC, this position must be filled.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted item

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Brian Jacobson, Electric Superintendent and Angela Philipp, City Administrator

ATTACHMENTS:
None

City of Thief River Falls

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Request for Council Action

DATE: 7/16/2024

SUBJECT: # 8.3 Approve three step reclassifications in the Electric Department

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

MOTION TO: To approve the Step Reclassification of the following Electric Employees effective July 17, 2024:

Ronnie Lund, Chief Power Plant Operator, from Grade 8 Step 3 to Grade 8 Step 5
Greg Hall, Master Electrician, from Grade 8 Step 3 to Grade 8 Step 5
Steve Zavoral, Journey Electrician/Electronic Tech., from Grade 7 Step 3 to Grade 7 Step 5

BACKGROUND: Labor Ad Hoc Committee reviewed the current steps with three employees after the recent change with the Apprentice/Journey Lineworker position.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Brian Jacobson, Electric Superintendent

ATTACHMENTS:
None

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Request for Council Action

DATE: 7/16/2024

SUBJECT: # 8.4 To Authorize the City Attorney's Office to pursue legal action to collect on delinquent CDAB loan

RECOMMENDATION: It is respectfully requested that the Council consider the following recommendation from the Community Development Advisory Board.

MOTION TO: To Authorize the City Attorney's Office to take legal action against Quotable Kids, Andrea Volk, owner, to collect on the delinquent Emergency Micro Loan which was issued in April of 2020.

BACKGROUND: The Community Development Advisory Board met at 12:00 pm on Thursday, July 11, 2024, in the Council Chambers. Discussion was held on the delinquency of the Emergency Micro Loan issued to Andrea Volk, owner of Quotable Kids. The business has been closed for some time now and no payments have been received for several years. We have received no response from Ms. Volk in our attempts to contact her for payment. Loan payments were even restructured at her request. The original loan amount was $10,000 at 2 percent, with a maturity date of September 2023. Principal paid to date is $3,559.67. Balance as of 12/31/2023 is $6,440.33.

KEY ISSUES: There has been no attempt by Ms. Volk to make a payment on this loan for several years now.

FINANCIAL CONSIDERATIONS: Filing fee to courts.

LEGAL CONSIDERATION: City Attorney's office will handle legal process.

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

ATTACHMENTS:
None

City of Thief River Falls

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Request for Council Action

DATE: 7/16/2024

SUBJECT: # 8.5 Approve to reduce the Application Fee on the Revolving Loan Fund from CDAB

RECOMMENDATION: It is respectfully requested that the Council consider the following recommendation from the Community Development Advisory Board.

MOTION TO: Approve changing the non-refundable application fee for the Revolving Loan Program of the Community Development Revolving Loan Fund from $500.00 to $250.00.

BACKGROUND: CDAB Board members have received feedback from local loan officers that our $500 non-refundable application fee is turning many potential applicants away. We have not issued a loan in over 18 months through this program. It was suggested that we lower the non-refundable application fee to $250 to match the non-refundable application fee we currently charge for the Commercial Energy Renovation Loan Program.

KEY ISSUES: Local Financial Loan Officers have indicated that the high application fee and the fee not being refundable if they do not receive their requested loan amount is one of the reasons we have not seen an application for this loan program in over 18 months.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

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

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 7/16/2024

SUBJECT: #8.6 Approve a Commercial Energy Renovation Loan to Movement Evolution of TRF

RECOMMENDATION: It is respectfully requested that the Council consider the following recommendation from the Community Development Advisory Board.

MOTION TO: Approve a Commercial Energy Renovation Loan in the amount of $73,000 at a 2 percent interest rate for a period not to exceed 84 months from the City's Revolving Loan Fund to Movement Evolution of TRF, Owners Julie Bugge and Michelle Duffy.

BACKGROUND: The Community Development Advisory Board met at noon on Thursday, July 11, 2024, to review and discuss the application request by Julie Bugge and Michelle Duffy for a Commercial Energy Renovation Loan through the City of Thief River Falls' Revolving Loan Fund in the amount of $90,000. After reviewing the application and speaking with the owners, the CDAB members voted unanimously to recommend that the City Council approve a Commercial Energy Renovation Loan in the amount of $73,000 at a 2 percent interest rate for a period not to exceed 84 months the loan.

KEY ISSUES: While the loan request was for $90,000 only $73,000 met the criteria for an Energy Assistance Loan. The CDAB members informed the applicants that they could apply for a Revolving Loan Fund loan for the remainder of their request,

FINANCIAL CONSIDERATIONS: The terms of the loan are $73,000 at 2% interest for 84 months. Monthly payments are made via ACH.

LEGAL CONSIDERATION: The City Attorney's office will handle the execution of all the necessary loan paperwork and dispense the funds to the applicants.

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

ATTACHMENTS:
None

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Request for Council Action

DATE: 7/16/2024

SUBJECT: #8.7 Second Reading of Interim Moratorium Ordinance on the commercial cultivation and retail sales of cannabis in the city limits of Thief River Falls.

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

MOTION TO: Hold the Second Reading of an Ordinance to adopt an Interim Moratorium until January 1, 2025, on the commercial cultivation and retail sales of cannabis within the city limits of Thief River Falls.

BACKGROUND: The Minnesota Legislature has adopted the Conference Committee Report on HF 4757 related to cannabis regulations within the state. The legislation requires the Office of Cannabis Management (OCM) to begin accepting applications for social equity applications on July 24, 2024, with applications closing on August 12, 2024. A successful social equity applicant will gain preapproval to operate a cannabis business.

The legislation's language regarding early cultivation allows businesses that have received preapproval to immediately begin cultivating cannabis if the business:

- Complies with local zoning ordinances.
- Complies with state fire and building codes.
- Complies with Minnesota rules related to medical cannabis.

No other cannabis-related operations may commence until OCM has adopted final rules, which are expected early next year.

A Public Hearing and First Reading of the Interim Cannabis Moratorium Ordinance was held at the July 2, 2024 City Council meeting.

KEY ISSUES: This new exception for early cultivation is a change from the original legislation, which prohibited all cannabis operations, including cultivation, until rules were adopted.

OCM has provided a manual and sample ordinance for local governments to adopt. City Attorney are working on drafting an ordinance for the City Council to consider, but it will take time and will need to be discussed at several committee meetings before being presented to Council for approval.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Review by City Attorney.

Per Minnesota State Statute 342.13.e If a local unit of government is conducting studies or has authorized a study to be conducted or has held or has scheduled a hearing for the purpose of considering adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of a cannabis business, the governing body of the local unit of government may adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety, and welfare of its citizens. Before adopting the interim ordinance, the governing body must hold a public hearing. The interim ordinance may regulate, restrict, or prohibit the operation of a cannabis business within the jurisdiction or a portion thereof until January 1, 2025.

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

ATTACHMENTS:
None

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Request for Council Action

DATE: 7/16/2024

SUBJECT: # 8.8 Adoption of Interim Moratorium Ordinance on the commercial cultivation and retail sales of cannabis in the city limits of Thief River Falls.

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

MOTION TO: To adopt an Ordinance for an Interim Moratorium until January 1, 2025, on the commercial cultivation and retail sales of cannabis within the city limits of Thief River Falls.

BACKGROUND: The Minnesota Legislature has adopted the Conference Committee Report on HF 4757 related to cannabis regulations within the state. The legislation requires the Office of Cannabis Management (OCM) to begin accepting applications for social equity applications on July 24, 2024, with applications closing on August 12, 2024. A successful social equity applicant will gain preapproval to operate a cannabis business.

The legislation's language regarding early cultivation allows businesses that have received preapproval to immediately begin cultivating cannabis if the business:

- Complies with local zoning ordinances.
- Complies with state fire and building codes.
- Complies with Minnesota rules related to medical cannabis.

No other cannabis-related operations may commence until OCM has adopted final rules, which are expected early next year.

A Public Hearing and First Reading of the Interim Cannabis Moratorium Ordinance was held at the July 2, 2024 City Council meeting.

KEY ISSUES: This new exception for early cultivation is a change from the original legislation, which prohibited all cannabis operations, including cultivation, until rules were adopted.

OCM has provided a manual and sample ordinance for local governments to adopt. The City Attorney and Economic/ Community Development Director are working on drafting an ordinance for the City Council to consider, but it will take time and will need to be discussed at several committee meetings before being presented to Council for consideration.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Review by City Attorney.

Per Minnesota State Statute 342.13.e   If a local unit of government is conducting studies or has authorized a study to be conducted or has held or has scheduled a hearing for the purpose of considering adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of a cannabis business, the governing body of the local unit of government may adopt an interim ordinance applicable to all or part of its jurisdiction for the purpose of protecting the planning process and the health, safety, and welfare of its citizens. Before adopting the interim ordinance, the governing body must hold a public hearing. The interim ordinance may regulate, restrict, or prohibit the operation of a cannabis business within the jurisdiction or a portion thereof until January 1, 2025.

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

ATTACHMENTS:

1.	Interim Ordinance Cannabis TRF2

INTERIM ORDINANCE NO. ____________

CITY OF THIEF RIVER FALLS, PENNINGTON COUNTY, MINNESOTA

AN INTERIM ORDINANCE PROHIBITING THE SALE, TESTING, MANUFACTURING, CULTIVATING, GROWING, TRANSPORTING, DELIVERY, AND DISTRIBUTION OF CANNABIS PRODUCTS IN THE CITY OF THIEF RIVER FALLS

THE CITY COUNCIL OF THE CITY OF THIEF RIVER FALLS, MINNESOTA ORDAINS:

Section 1. BACKGROUND.

A. By enacting 2022 Session Law Chapter 98, Article 13, the Minnesota Legislature amended Minn. Stat. §151.72 and permitted the sale of edible and nonedible cannabinoid products that contain no more than 0.3% of Tetrahydrocannabinol, commonly known as THC ("THC Products").

B. The 2023 Legislature recently approved a new law to expand both the legalization of types of THC and cannabis products and also the types of THC and cannabis businesses permitted.

C. This new law establishes a regulatory framework for adult-use cannabis, as well as the lower potency hemp edibles; moves the medical cannabis program under a newly created state agency called the Office of Cannabis Management; establish taxes on regulated products; create grants to assist individuals entering into the legal cannabis market; amends criminal penalties; provides for expungement and resentencing of certain convictions; provides for temporary regulation of hemp derived edible cannabinoid products; reschedules marijuana; and appropriates money.

D. The State licensing agency became effective July 1, 2023, and is directed in the new law to establish a model ordinance for cities, which the City of Thief River Falls would benefit from reviewing and analyzing before making any decisions related to cannabis businesses and products in the City.

E. The law specifies what distance restrictions cities can put in place under their zoning power. The City would benefit from having time to study and analyze acceptable time, place and manner restrictions that would be feasible for the City of Thief River Falls, which are specifically mentioned as a basis of regulation in the new law.

F. Pursuant to Minn. Stat. § 462.355, subd. 4, the City is authorized to enact by ordinance a moratorium to regulate, restrict or prohibit land uses within its jurisdiction to protect the public health, safety, and welfare. Specifically, the City is authorized to enact a moratorium ordinance to allow it to undertake a study to determine whether to adopt any regulations or restrictions, including siting and location of uses, related to the sales, testing, manufacturing, cultivating, growing, transporting, delivery and distribution of Cannabis Products.

G. Pursuant to its general police powers, as set forth in Minn. Stat. § 412.221, subd. 32, the City may enact and enforce regulations or restrictions on Cannabis Products within the City to protect the public safety, health, and welfare, including restrictions and a moratorium on the sales, testing, manufacturing, cultivating, growing, transporting, delivery and distribution, during the pendency of a study to determine the need for police power regulations, including but not necessarily limited to any additional licensing and permitting that may be allowed, if any, by the State.

H. Pursuant to the language of the new law, cities, as soon as the law becomes effective, have authority to adopt an interim ordinance to prohibit a cannabis business from opening until January 1, 2025, to conduct studies or consider adopting or amending allowed restrictions on the operation of a cannabis business.

<u>Section 2.</u> **FINDINGS.**

A. The City Council finds there is a need to study:

   a. Cannabis products, including products: using any part of the genus Cannabis plant; containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids; and any lower potency hemp edibles that contain more than 0.3% of Tetrahydrocannabinol;

   b. Cannabis businesses related thereto; and

   c. The impact of those businesses and products as related to allowed land uses and zoning, in order to assess the necessity for and efficacy of regulation and restrictions relating to the retail sales, wholesale sales, testing, growing, cultivating, manufacturing, transporting, delivery of or distribution of any of the products referenced herein, including through zoning ordinances or licensing, if allowed, in order to protect the public health, safety, and welfare of its residents.

B. The study will allow the City Council to determine the appropriate changes, if any, that it should make to the Thief River Falls Code, including any necessary zoning changes.

C. The time will allow for the Office of Cannabis Management which will be licensing cannabis businesses to rule make and adopt its model ordinances which will further aid the Council in studying and considering restrictions on the operation of cannabis businesses and the use of the products listed in Section 2, paragraph A above.

D. The City Council, therefore, finds that there is a need to adopt a city-wide moratorium on the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery of, and distribution of Cannabis Products, including products: using any part of the genus Cannabis plant; containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids, or lower potency hemp edibles that contain more than 0.3% of Tetrahydrocannabinol, within the City while City staff studies the issue

Section 3. **MORATORIUM.**

A. No individual, establishment, organization, or business may engage in the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery of or distribution of Cannabis Products, including products using any part of the plant of the genus Cannabis plant; containing cannabis concentrate; infused with cannabinoids (including but not limited to tetrahydrocannabinol); extracted or derived from cannabis plants or cannabis flower; synthetically derived cannabinoids, or lower potency hemp edibles that contain more than 0.3% of Tetrahydrocannabinol, for twelve (12) months from the effective date of this ordinance.

B. Planning or zoning applications related to any of the products listed in Subsection A of Section 3 herein or applications from individuals, establishments, organizations, or businesses involved in the proposed sale, testing, growing, cultivating, manufacturing, transporting, delivery of or distribution of Cannabis Products within the City of Thief River Falls shall not be accepted or considered for twelve (12) months from the effective date of this ordinance.

C. Should, at the end of the year, Council deems it necessary to continue to study the need for local regulation regarding the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery or distribution of Cannabis Products listed in Section 3(A), the City Council may extend this Moratorium by adoption of an interim ordinance pursuant to the new 2023 law if so allowed under that law.

D. This moratorium does not apply to the selling, testing, manufacturing, or distributing of Cannabis Products related to the Medical Cannabis Program as administered by the Minnesota Department of Health, provided that such activity is done in accordance with the regulations and laws of Minnesota regarding Medical Cannabis.

E. This moratorium does not apply to the sale of THC Products allowed under the 2022 Legislation, which includes edible and nonedible cannabinoid products that contain no more than 0.3% of Tetrahydrocannabinol.

Section 4. **STUDY.**

The City Council directs City staff to study the need for local regulation regarding the retail sale, wholesale sale, testing, growing, cultivating, manufacturing, transporting, delivery or distribution of Cannabis Products listed in Section 3(A) herein within the City of Thief River Falls. Staff must also study the need for creating or amending zoning ordinances, licensing ordinances, as allowed by the state, or any other ordinances, as allowed and not preempted by the state, to protect the citizens of Thief River Falls is from any potential negative impacts. Upon completion of the study, the City Council will consider the advisability of adopting new ordinances or amending its current ordinances.

Section 5. **ENFORCEMENT.**

The City may enforce this Ordinance by mandamus, injunctive relief, or other appropriate civil remedy in any court of competent jurisdiction. The City Council hereby authorizes the City Administrator, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance. A violation of this Ordinance is also subject to the City's general penalty listed in the City of Thief River Falls Code of Ordinances.

Section 6. **TERM.**

Unless earlier rescinded by the City Council, the moratorium established under this Ordinance shall remain in effect until twelve (12) months from its effective date, at which point, it will either automatically expire or be extended pursuant to other statutory authority until January 1, 2025.

Section 7. **EFFECTIVE DATE.**

This ordinance shall be effective immediately upon passage and publication according to law.

ADOPTED this 2nd day of July, 2024, by the City Council of the City of Thief River Falls.

By: ____________________________

Brian Holmer, Mayor

ATTEST:

____
Angela Philip, City Administrator

CITY OF THIEF RIVER FALLS, PENNINGTON COUNTY, MINNESOTA

SUMMARY ORDINANCE NO. ______________

A SUMMARY INTERIM ORDINANCE PROHIBITING THE SALE, TESTING, MANUFACTURING, CULTIVATING, GROWING, TRANSPORTING, DELIVERY, AND DISTRIBUTION OF CANNABIS PRODUCTS IN THE CITY OF THIEF RIVER FALLS

NOTICE IS HEREBY GIVEN that, on the 2nd day of July, 2024, Interim Ordinance No. _________________ was adopted by the City Council of the City of Thief River Falls, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Interim Ordinance No. _________________ the following summary of the ordinance has been prepared for publication.

NOTICE IS FURTHER GIVEN that the ordinance adopted by the City Council establishes a moratorium prohibiting the sale, testing, manufacturing, cultivating, growing, transporting, delivery, and distribution of cannabis products in the City of Thief River Falls.

A printed copy of the whole ordinance is available for inspection by any person during the City's regular office hours or on the City's website.

APPROVED for summary publication by the City Council of the City of Thief River Falls, Minnesota, this 2nd day of July, 2024.

BY: ________________________________
Brian Holmer, Mayor

ATTEST:

____
Angela Philipp, Administrator

Published _________________, 2024.

City of Thief River Falls

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Thief River Falls MN 56701-0528

PHONE: 218-681-2943
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Request for Council Action

DATE: 7/16/2024

SUBJECT: # 8.9 Franklin Middle School Football Field Scoreboard – Conditional Use Permit Request

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

MOTION TO: Approve a Conditional Use Permit application by the Thief River Falls School District to erect a new scoreboard at the Franklin Middle School Football Field.

BACKGROUND: With the change in April to our Excluded Sign Ordinance, governmental bodies are required to submit a request for a Conditional Use Permit to erect a sign on their property.

The Thief River Falls School District is looking to replace their existing scoreboard at the Franklin Middle School football field with a larger scoreboard and make a slight adjustment to its location.

KEY ISSUES: City Code Chapter 152.087 EXCLUDED SIGNS, Subsection (2) was amended in April 2024 and reads as follows: "Traffic signs or similar regulatory devices, legal devices, or warnings at railroad crossings of a duly constituted governmental body. All other signs of a duly constituted governmental body not excluded herein shall be subject to a conditional use permit."

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: A Public Hearing was held on Tuesday, July 9, 2024, by the Planning Commission to review this request. The Planning Commission subsequently approved the request and forwarded it on to the City Council for approval.

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

ATTACHMENTS:

1.	fms scoreboard

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		Phone #	
Jason Hruby		218-681-8711 (Ext 5250)	
Address	City	State	Zip
230 LaBree Ave S	Thief River Falls	MN	56701

Property Owner *(if different from Applicant)*

Name		Phone #	
Thief River Falls School Dist 564		218-681-8711 (Ext 5250)	
Address	City	State	Zip
230 LaBree Ave S	Thief River Falls	MN	56701

Approximate Location of Property

Address	Legal Description
300 Spruce Ave S	
Present Zoning Classification: R-1	Present Use: middle school

Description of Request

Replace existing scoreboard at Franklin Middle School Football field with a new scoreboard.

Property Owner Signature *(required)*	Date
Jason Hruby - Representative	6-20-24
Applicant Signature	Date
Jason Hruby	6-20-24

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

Application for Sign Permit

Fee: $100.00 per sign
Community Services
405 3rd Street East – P.O. Box 528
Thief River Falls, MN 56701
218-681-8506

Location of Sign			
Address 300 Spruce Ave S	City Thief River Falls	State MN	Zip 56701
Applicant			
Name Jason Hruby		Phone # 218-681-8711 (Ext 5250)	
Address 230 LaBree Ave S	City Thief River Falls	State MN	Zip 56701
Property Owner *(if different from Applicant)*			
Name Thief River Falls School Dist 564		Phone # 218-681-8711 (Ext 5250)	
Address 230 LaBree Ave S	City Thief River Falls	State MN	Zip 56701
Contractor's Name			
Name Thief River Falls School Dist 564		Phone # 218-681-8711 (Ext 5250)	
Address 230 LaBree Ave S	City Thief River Falls	State MN	Zip 56701

Attached are the following documents (Required to be submitted with application)

☒ Attach a plan showing the sign size, location, type of material used and footing and foundation plan for pylons. If the sign is to be mounted on the building, show an elevation of the building and sign.

Sign Details			
Sign Size: Dimensions: 6' x 14'		= Square Feet 84	Sign Height: (If freestanding) 16'
Setbacks: From Property Line - Front 50+	Side 50+	Rear 50+	From Bldg 50+
Colors: Blue, white		Materials: Alco aluminum alloy 5052	
Illumination: ☒ Yes ☐ No		If Yes, Type: LED	

Declaration

I hereby certify that the information provided in this application is true, correct and complete to the best of my knowledge and belief. I hereby authorize the City of Thief River Falls and any agent or employee of it, to inspect the proposed site at any reasonable time before and after any permit is issued related to this request.

Property Owner Signature *(required)* Jason Hruby - Representative		Date 6-20-24
Applicant Signature Jason Hruby		Date 6-20-24
Review *(For office use only)*		
☐ **Approved** ☐ **Denied**	Date	By
Permit #		

Conditions for approval:

APPLICATION FOR A SIGN PERMIT

All new signs in the City of Thief River Falls require a sign permit. Signs have an impact on the character and quality of the environment. They attract or repel the viewing public and affect the safety of vehicular traffic. The proper control of signs is of particular importance because of its historical quality and uniqueness. Signs should be kept within reasonable boundaries consistent with the objectives and goals of the community to retain its special character and economic advantages which rest in part on the quality of its appearance.

Submission Requirements:

1. Fill out sign permit review form.

2. The following information shall be submitted with the application form:

a. A drawing of the proposed sign or signs showing dimensions and describing materials, lettering colors, illumination and support systems.

b. Photographs of the building face and the building faces of both adjacent buildings.

c. A drawing of the building face and site plan showing the location of the proposed sign(s) as necessary.

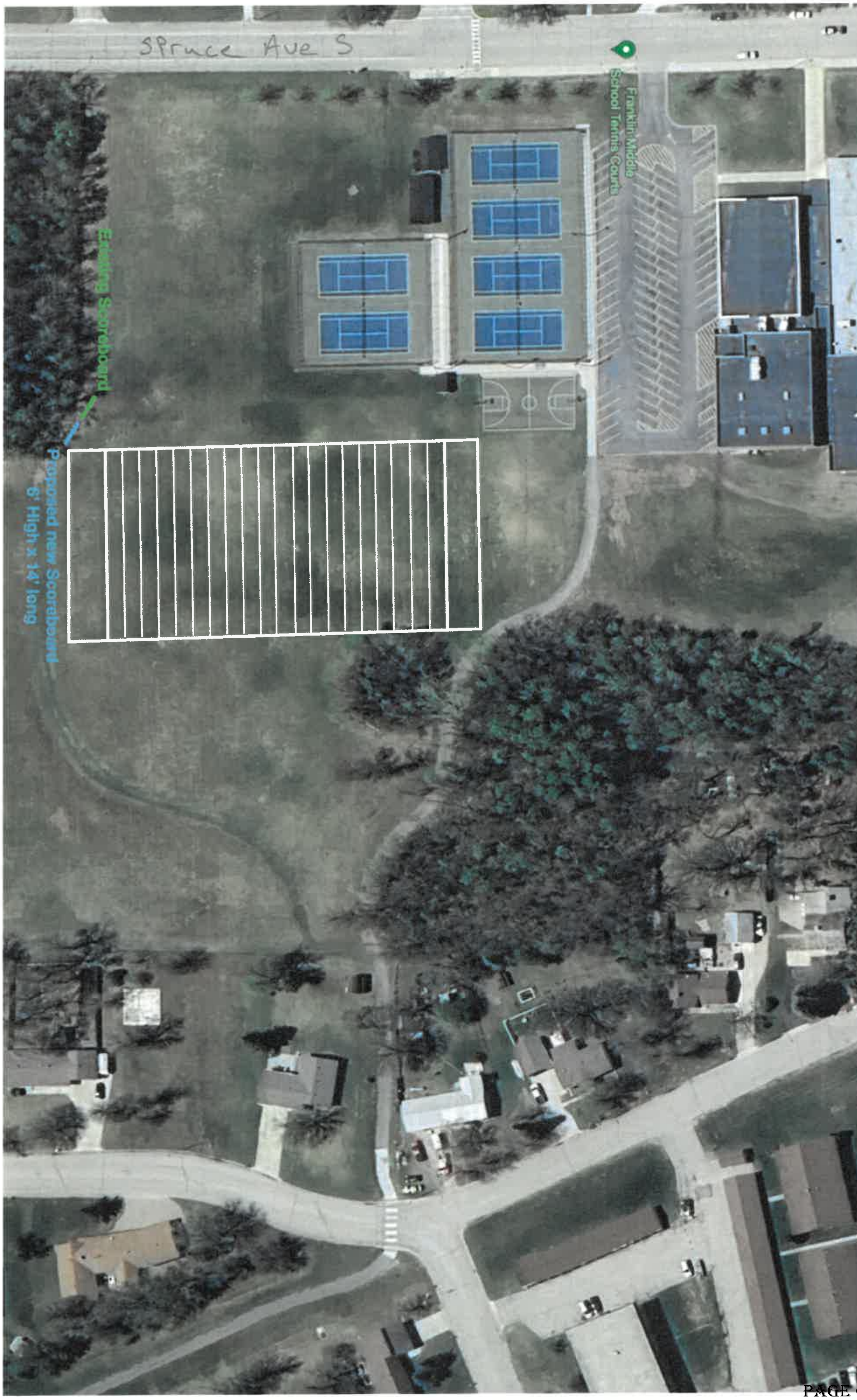
d. A cross-section of the building face showing how the sign will be attached and how far it will extend from the building.

e. A building sign plan for a building with more than one use or business showing signs shall he required for new buildings.

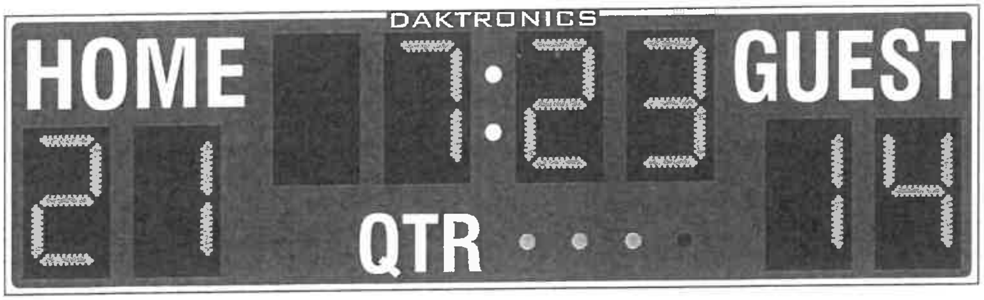
3. A $100 filing fee shall be submitted with the application form.

The Community Services Department shall review your application. If it meets the requirements of the sign regulations, a permit shall be granted.

If a proposed sign does not meet the requirements of the sign regulations, a variance must be obtained. Contact the Community Services Department for procedures. Variances to the sign regulations require, in addition to design review, a public hearing before the City of Thief River Falls Planning Commission.


Spruce Ave S
Franklin Middle School Tennis Courts
Existing Scoreboard
Proposed new Scoreboard 6' High x 14' long
S
N

DAKTRONICS FB-824 PRODUCT SPECIFICATIONS



This outdoor LED football scoreboard displays period time to 99:59, HOME and GUEST scores to 99, and indicates current QTR (quarter). When period time is less than one minute, the scoreboard displays time to 1/10 of a second. Scoreboard shown with optional striping and amber PanaView® digits.

DIMENSIONS	UNCRATED WEIGHT	POWER (120 VAC)*	
4'-0" H x 14'-0" W x 8" D (1.22 m, 4.27 m, 203 mm)	200 lb (91 kg)	Red/Amber Digits	140 Watts, 1.2 Amps
		White Digits	300 Watts, 2.5 Amps

**Scoreboard requires a dedicated circuit. Models with 240 VAC power at half the indicated amperage are also offered (International Use Only).*

DIGITS & INDICATORS
- All digits are 24" (610 mm) high. All indicators are 2" (51 mm) high.
- Select red, amber, or white LED digits and indicators.
- Scoreboard features robust weather-sealed digits (see DD2495646).
- Digits may be dimmed for night viewing.

CAPTIONS
- HOME and GUEST captions are 12" (305 mm) high. QTR caption is 10" (254 mm) high.
- Standard captions are vinyl, applied to the display face.

DISPLAY COLOR
Choose from 150+ colors (from Martin Senour® paint book) at no additional cost.

CONSTRUCTION
Alcoa aluminum alloy 5052 for excellent corrosion resistance

PRODUCT SAFETY APPROVAL
ETL-listed to UL 48, tested to CSA standards, and CE-labeled

OPERATING TEMPERATURES
- Display: -22° to 122° Fahrenheit (-30° to 50° Celsius)
- Console: 32° to 130° Fahrenheit (0° to 54° Celsius)

WWW.DAKTRONICS.COM E-MAIL: SALES@DAKTRONICS.COM

201 Daktronics Drive, PO Box 5128, Brookings, SD 57006
Phone: 1-800-325-8766 or 605-692-0200 Fax: 605-697-4746

DAKTRONICS FB-824 PRODUCT SPECIFICATIONS

CONTROL CONSOLE	CONTROL OPTIONS
All Sport® 5000 (see SL-03991)	***Wired (standard):*** One-pair shielded cable of 22 AWG minimum is required. A cover plate with mounted connector and standard 2" x 4" x 2" (51 mm x 102 mm x 51 mm) outlet box is provided. Connector mates with signal cable from control console.
	Wireless (optional): 2.4 GHz spread spectrum radio features 64 non-interfering channels and 8 broadcast groups (see SL-04370).
RC-200 (see DD3715714)	***Optional*** wireless handheld controller features 2.4 GHz spread spectrum radio with 64 non-interfering channels and 8-10 hours of operation via internal rechargeable battery.
DAK Score & MX-1 (see DD3888368)	CUSTOMER-SUPPLIED mobile device or tablet with DAK Score app installed communicates via **Bluetooth®** wireless technology to an MX-1 Interface Box that controls the scoreboard through 2.4 GHz radio or wired connection.

SEGMENT TIMER MODE
The segment timer mode is ideal for keeping practices on schedule. The horn at the end of a segment allows coaches and athletes to focus on the practice and to listen for the horn when it is time to change drills (see SL-04004).

TIME OF DAY MODE
This scoreboard features a Time of Day (TOD) mode that allows it to act as a clock when the control console is unplugged or off. Refer to the scoreboard installation manual for instructions on how to enable the Time of Day mode.

MOUNTING
Scoreboard is typically mounted on two vertical beams or poles. Hardware to mount scoreboard on two beams is included; hardware for more beams is at additional cost. Standard mounting uses I-beam clamps. Optional mounting method using angle brackets is also offered; maximum beam width is 12" (305 mm) and maximum beam depth is 22" (559 mm). Refer to attached drawings for more information on mounting methods.

SERVICE ACCESS
Digit panels and electronics are serviced from the front of the scoreboard.

OPTIONS & ACCESSORIES
- Scoreboard border striping
- Multiple caption and striping colors (see DD2101644)
- Team name caption in place of HOME
- Team names on changeable panels
- Reversible PERIOD and HALF caption panel
- Horn
- Individual digit protective screens (see SL-04939)
- Protective netting (see DD2690927)
- Optional angle bracket mounting method
- Advertising/identification panels
- Decorative accents
- Electronic message centers and video displays in multiple sizes

The Bluetooth® word mark and logos are registered trademarks owned by the Bluetooth SIG, Inc. and any use of such marks by Daktronics, Inc. is under license.

GENERAL INFORMATION
Scoreboard provides scoring capabilities for two teams. 100% solid state electronics are housed in an all aluminum cabinet. Scoreboard is shipped in one section. Scoreboard power is to be provided on a dedicated circuit to prevent loss of game information due to failure of another component on the circuit. Specifications and pricing are subject to change without notice.

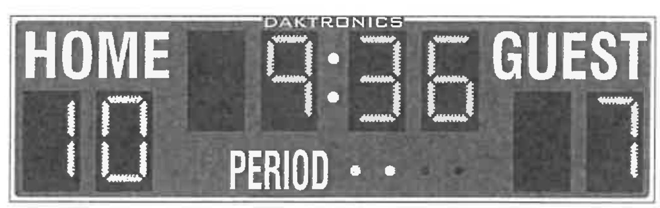
ADVERTISING/IDENTIFICATION PANELS
Backlit & Non-Backlit:

1'-6" H x 14'-0" W (457 mm, 4.27 m)
2'-0" H x 14'-0" W (610 mm, 4.27 m)
2'-6" H x 14'-0" W (762 mm, 4.27 m)

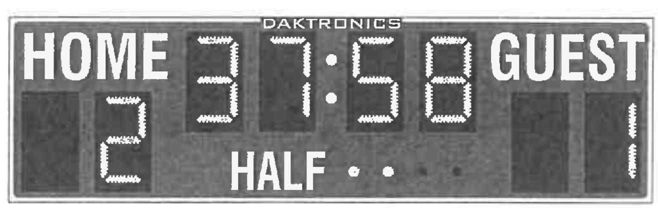
For additional non-backlit panel sizes, see SL-03761.

FOR ADDITIONAL INFORMATION
- Installation Specifications: DWG-1157187 (attached)
- Standard I-beam Mounting: DWG-1052565 (attached)
- LVX I-Beam Mounting: DWG-3918361 (attached)
- Optional Pole Mounting: DWG-1048184 (attached)
- Component Locations: DWG-3028341 (attached)
- Architectural Specifications: See SL-05219

ALTERNATE CAPTIONS & SCORING MODES
Optional HALF & PERIOD captions are on a reversible panel.



Lacrosse/Field Hockey Mode

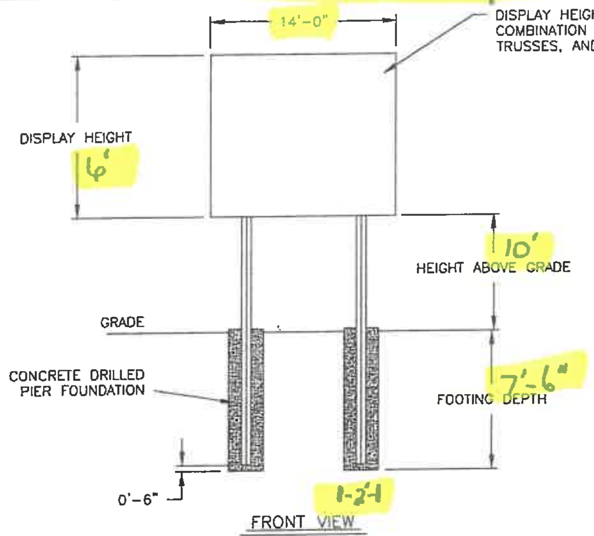


Soccer Mode

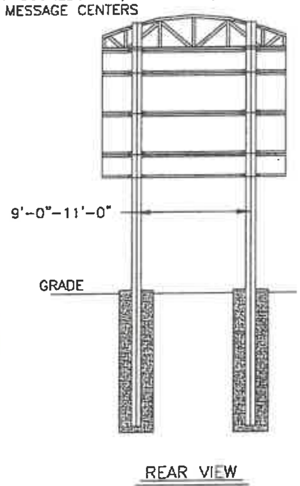
WWW.DAKTRONICS.COM E-MAIL: SALES@DAKTRONICS.COM

DAKTRONICS

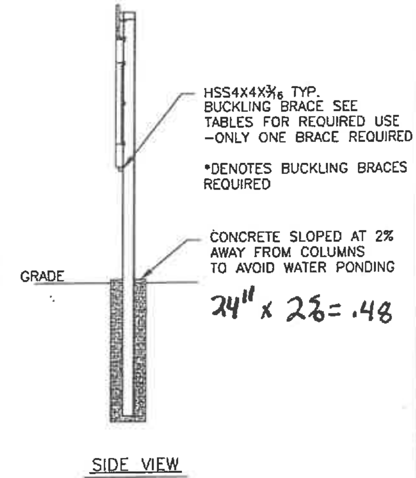
Exposure C will be used as spec



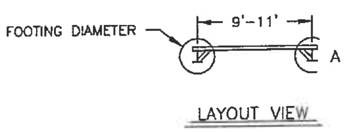
FRONT VIEW



REAR VIEW

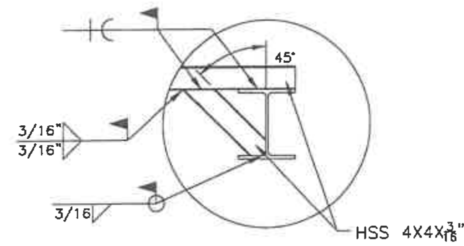


SIDE VIEW



LAYOUT VIEW

COLUMNS & FOOTING ONLY



DETAIL A
SCALE 1:32

TABLE A – MOUNTING

EXPOSURE B

HEIGHT ABOVE GRADE = 10'					
DISPLAY HEIGHT. (FT)		DESIGN WIND VELOCITY 115 MPH	130 MPH	150 MPH	170 MPH
6	COLUMN FOOTING	W6X15 2.0'X6.5'	W8X21 2.0'X7.0'	W8X21 2.0'X8.0'	W10X22 2.0'X8.5'
8	COLUMN FOOTING	W10X22 2.0'X7.5'	W8X24 2.0'X8.0'	W8X24 2.0'X9.0'	W8X28 2.0'X10.0'
10	COLUMN FOOTING	W8X24 2.0'X8.5'	W8X28 2.0'X9.0'	W8X31 2.0'X10.0'	W10X33 3.0'X9.5'
12	COLUMN FOOTING	W8X28 2.0'X9.0'	W8X31 2.0'X10.0'	W10X39 3.0'X9.5'	W12X40 3.0'X11.0'
14	COLUMN FOOTING	W10X26* 2.0'X10.0'	W10X26* 3.0'X9.0'	W12X30* 3.0'X10.0'	W14X34* 3.0'X11.0'

HEIGHT ABOVE GRADE = 15'					
DISPLAY HEIGHT (FT)		DESIGN WIND VELOCITY 115 MPH	130 MPH	150 MPH	170 MPH
6	COLUMN FOOTING	W8X24 2.0'X7.5'	W8X24 2.0'X8.0'	W8X28 2.0'X9.0'	W8X31 2.0'X9.5'
8	COLUMN FOOTING	W8X31 2.0'X8.5'	W8X31 2.0'X9.0'	W10X33 3.0'X8.5'	W10X39 3.0'X9.5'
10	COLUMN FOOTING	W8X24* 2.0'X9.0'	W12X26* 2.0'X10.0'	W10X33* 3.0'X9.5'	W16X36* 3.0'X11.0'
12	COLUMN FOOTING	W12X26* 2.0'X10.0'	W14X30* 3.0'X9.5'	W16X36* 3.0'X11.0'	W14X43* 3.0'X12.0'
14	COLUMN FOOTING	W10X30* 3.0'X9.5'	W10X49* 3.0'X10.0'	W16X40* 3.0'X11.0'	W14X48* 3.0'X13.0'

FOOTING DIMENSIONS = DIAMETER X DEPTH
* DENOTES BUCKLING BRACE REQUIRED

EXPOSURE C

HEIGHT ABOVE GRADE = 10'			
DISPLAY HEIGHT (FT)		DESIGN WIND VELOCITY 115 MPH	140 MPH
6	COLUMN FOOTING	W8X21 2.0'X7.5'	W8X24 2.0'X8.5'
8	COLUMN FOOTING	W8X24 2.0'X8.5'	W8X28 2.0'X10.0'
10	COLUMN FOOTING	W8X31 2.0'X9.5'	W10X33 3.0'X9.5'
12	COLUMN FOOTING	W10X33 3.0'X9.0'	W12X40 3.0'X10.5'
14	COLUMN FOOTING	W12X26* 3.0'X9.5'	W14X34* 3.0'X11.0'

HEIGHT ABOVE GRADE = 15'			
DISPLAY HEIGHT (FT)		DESIGN WIND VELOCITY 115 MPH	140 MPH
6	COLUMN FOOTING	W12X26 2.0'X8.5'	W8X31 2.0'X9.5'
8	COLUMN FOOTING	W8X31 2.0'X9.5'	W10X39 3.0'X9.5'
10	COLUMN FOOTING	W12X30* 3.0'X9.0'	W16X36* 3.0'X11.0'
12	COLUMN FOOTING	W14X34* 3.0'X9.5'	W16X40* 3.0'X11.0'
14	COLUMN FOOTING	W14X38* 3.0'X11.0'	W14X48* 3.0'X13.0'

FOOTING DIMENSIONS = DIAMETER X DEPTH
* DENOTES BUCKLING BRACE REQUIRED

NOTE:
-REFER TO NOTE 7 FOR EXPOSURE CATEGORY DEFINITIONS.

NOTES:

1. FOOTING AND COLUMN SIZES ARE SUGGESTIONS ONLY, PROVIDED TO ASSIST WITH ESTIMATING INSTALLATION COSTS AND ARE NOT INTENDED FOR CONSTRUCTION PURPOSES. THE DESIGN MUST BE CERTIFIED BY A PROFESSIONAL ENGINEER LICENSED IN THE STATE OF THE INSTALLATION BEFORE THEY CAN BE USED FOR FABRICATION Or ERECTION.

2. INTERNATIONAL BUILDING CODE 2012 USED IN DESIGN OF COLUMNS AND FOOTINGS WITH, IMPORTANCE FACTOR=1, Kzt=1.0, Kd=0.85, G=0.85. SEISMIC DESIGN WAS NOT CONSIDERED.

3. FOOTING DIMENSIONS ARE BASED ON ASSUMED SOIL CLASS 4 (ALLOWABLE LATERAL BEARING PRESSURE OF 150 psf).

4. STRUCTURAL STEEL IS GRADE A992 (50 ksi) STEEL. CONCRETE SHALL HAVE A MINNIMUM 28 DAY COMPRESSIVE STRENGTH OF 2500 psi.

5. THE AVERAGE DISPLAY WEIGHT FOR A LAYOUT CAN NOT EXCEED 8 PSF.

6. DAKTRONICS INC. IS NOT RESPONSIBLE FOR STRUCTURES DESIGNED AND INSTALLED BY OTHERS.

7. LOCAL BUILDING OFFICIALS SHOULD BE CONTACTED TO DETERMINE THE WIND SPEED AND EXPOSURE CATEGORY FOR THE PROPOSED SIGN LOCATION. THE EXPOSURE CATEGORY C IS DEFINED AS:

EXPOSURE B – URBAN AND SUBURBAN AREAS, OR OTHER TERRAIN WITH NUMEROUS SPACED OBSTRUCTIONS HAVING THE SIZE OF SINGLE-FAMILY DWELLINGS OR LARGER. THESE CONDITIONS MUST PREVAIL FOR A DISTANCE FROM THE SIGN OF AT LEAST 2,600 ft OR 20 TIMES THE SIGN HEIGHT, WHICHEVER IS GREATER

EXPOSURE C – OPEN TERRAIN WITH SCATTERED OBSTRUCTIONS HAVING HEIGHTS GENERALLY LESS THAN 30 FT. THIS CATEGORY INCLUDES FLAT OPEN COUNTRY, GRASSLANDS, AND ALL WATER SURFACES IN HURRICANE PRONE REGIONS.

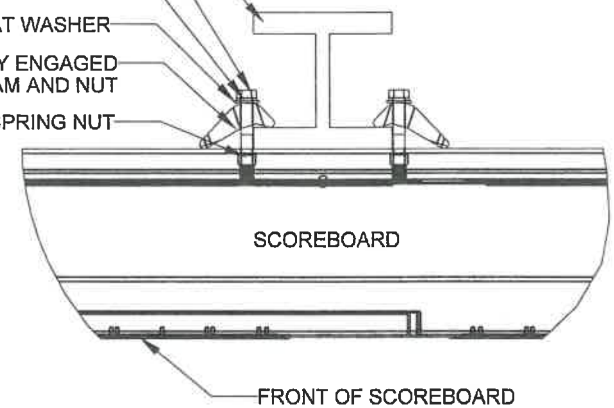
8. FOR SPECIFIC PRODUCT DETAILS ON WEIGHT, MOUNTING, ETC. REFER TO THE INDIVIDUAL PRODUCT SPECIFICATION SHEETS.

REV	DATE:		BY:
02	27 OCT 15	UPDATED WIDE FLANGE AND FOUNDATION VALUES	AMP
01	23 JUL 14	UPDATED CLAMPS IN REAR AND SIDE VIEW AND ADDED 170 MPH WIND SPEC COLUMN	TJT

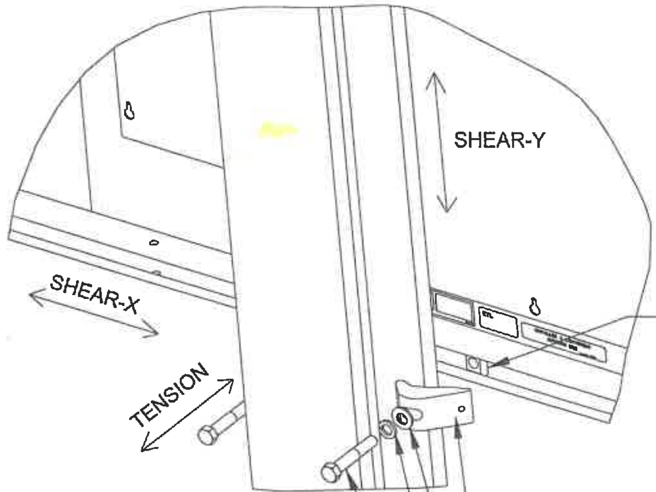
DAKTRONICS, INC.
BROOKINGS, SD 57006
DO NOT SCALE DRAWING

PROJ: OUTDOOR SCOREBOARD INSTALLATION
TITLE: 14' WIDTH SCOREBOARD INSTALLATION SPECS
DESIGN: RSCHWAR | DRAWN: RSCHWAR | DATE: 27 NOV 13
SCALE: 1/16"=1'

SHEET	REV	JOB NO:	FUNC-TYPE-SIZE	
	02	P1647	E-10-A	1157187



TOP VIEW



EXPLODED REAR ISOMETRIC VIEW

CRITICAL
DO NOT USE ANY LUBRICANT ON ANY MOUNTING HARDWARE OR WARRANTY WILL BE VOIDED

STANDARD MOUNTING METHOD

MOUNTING INSTRUCTIONS:

1. PLACE SPRING NUTS INTO SCOREBOARD CHANNEL IN APPROXIMATE LOCATION OF VERTICAL BEAMS
2. LIFT SCOREBOARD INTO POSITION
3. MAKE SURE THE 1/2-13 BOLTS ARE AS CLOSE TO THE I-BEAM FLANGES AS POSSIBLE
4. WHEN SCOREBOARD IS ADJUSTED TO FINAL DESIRED POSITION, TIGHTEN BOLTS FIRMLY
5. IF FLANGE THICKNESS IS MORE THAN 3/4" THICK LONGER BOLTS WILL BE REQUIRED AT THE CUSTOMER'S EXPENSE.

STRUCTURAL NOTES

ALLOWABLE CAPACITY PER EACH CLAMP:
SHEAR = 160 LBS
TENSION = 2300 LBS

SHEAR AND TENSION LOAD DIRECTION ARE AS INDICATED ON REAR ISOMETRIC VIEW

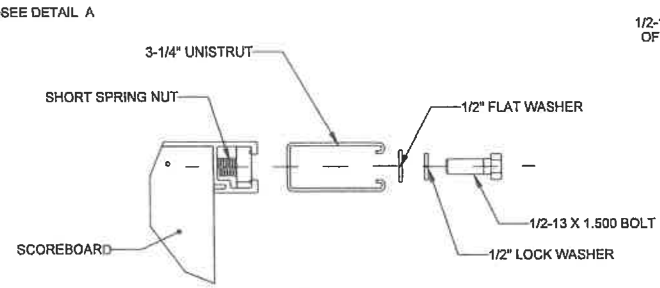
REV	DATE:		BY:
05	22 DEC 15	PER EC-22871; ADDED LUBRICANT NOTE	PJS 18704
04	06 JAN 14	ADDED ALLOWABLE TENSION AND SHEAR CAPACITY DETAILS	JAVA
03	23 OCT 13	PER EC-12382; CHANGED BOLT TORQUE FROM 30 FT-LB TO 40 FT-LB	NJM
02	07 MAR 12	ADDED STANDARD MOUNTING METHODS NOTES	KDD
01	21 FEB 12	CHANGED ROCKER TO I-BEAM	KDD

DAKTRONICS

THIRD ANGLE PROJECTION

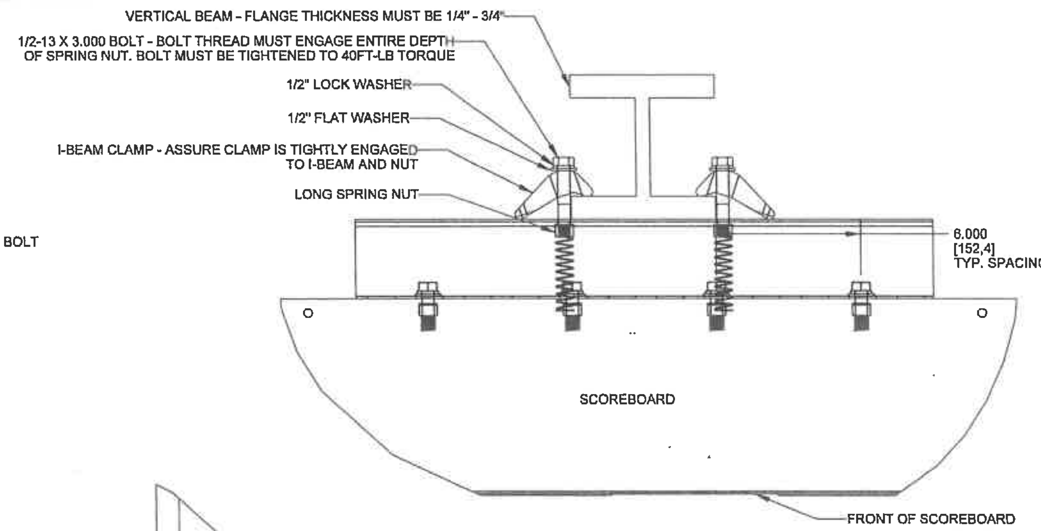
PROJECT:	OUTDOOR SCOREBOARD		
TITLE:	P1647; I-BEAM CLAMP MOUNTING		
DATE:	22-DEC-15	DIM UNITS: INCHES [MILLIMETERS]	SHEET 1 OF 1 / REV 05
SCALE:	1/8	DO NOT SCALE DRAWING	
DESIGN:	MCARSRU	JOB NO. P1647	FUNC - TYPE - SIZE E - 07 - A
DRAWN:	MCARSRU		1052565

EXPLODED SIDE VIEW
UNISTRUT ATTACHMENT
SCALE 1/15

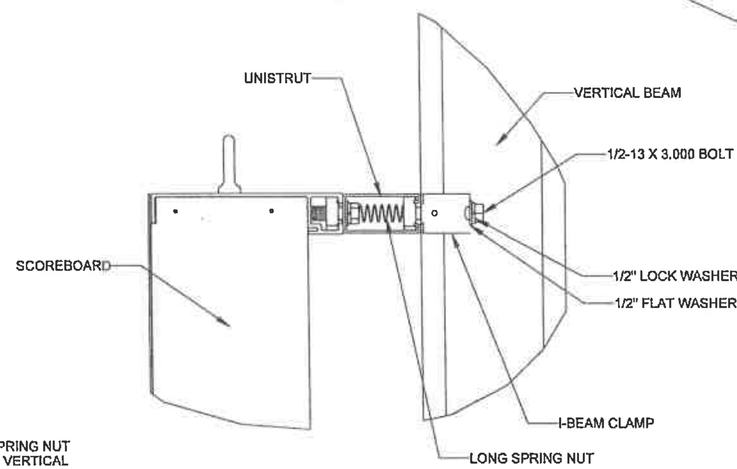


DETAIL A
SCALE 1/4

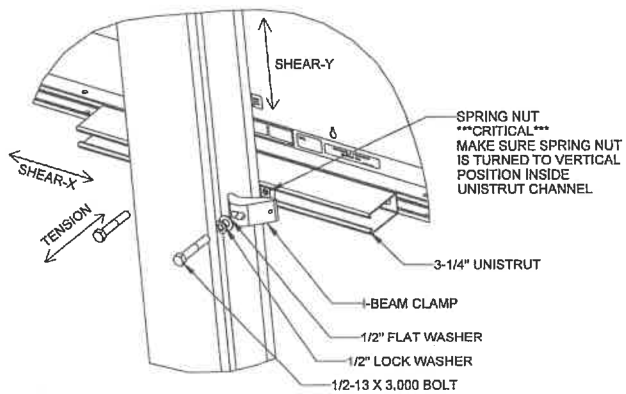
RECOMMENDED METHOD OF INSTALLATION:
- INSTALL 1 1/2" BOLT, 1/2" LOCK WASHER, 1/2" FLAT WASHER USING SHALLOW SOCKET WITH EXTENSION.
- ENTER FRO MSIDE OF UNISTRUT SECURING INSIDE BOLTS FIRST AND MOVING OUTWARD.



TOP VIEW



SIDE VIEW
SCOREBOARD ATTACHEMENT



EXPLODED REAR ROTATED VIEW
SCALE 1/8

STRUCTURAL NOTES

ALLOWABLE CAPACITY PER COLUMN CONNECTION:
SHEAR = 185 LBS
TENSION = 2400 LBS

SHEAR AND TENSION LOAD DIRECTION ARE AS INDICATED ON REAR ISOMETRIC VIEW

STANDARD MOUNTING METHOD

MOUNTING INSTRUCTIONS:
1. PLACE SPRING NUTS INTO SCOREBOARD CHANNEL IN LOCATIONS SHOWN IN TOP VIEW
2. PLACE SPRING NUTS IN UNISTRUT IN APPROXIMATE LOCATION OF VERTICAL BEAMS
2. LIFT SCOREBOARD INTO POSITION
3. MAKE SURE THE 1/2-13 BOLTS ARE AS CLOSE TO THE I-BEAM FLANGES AS POSSIBLE
4. WHEN SCOREBOARD IS ADJUSTED TO FINAL DESIRED POSITION, TIGHTEN BOLTS FIRMLY
5. IF FLANGE THICKNESS IS MORE THAN 3/4" THICK LONGER BOLTS WILL BE REQUIRED AT THE CUSTOMER'S EXPENSE.

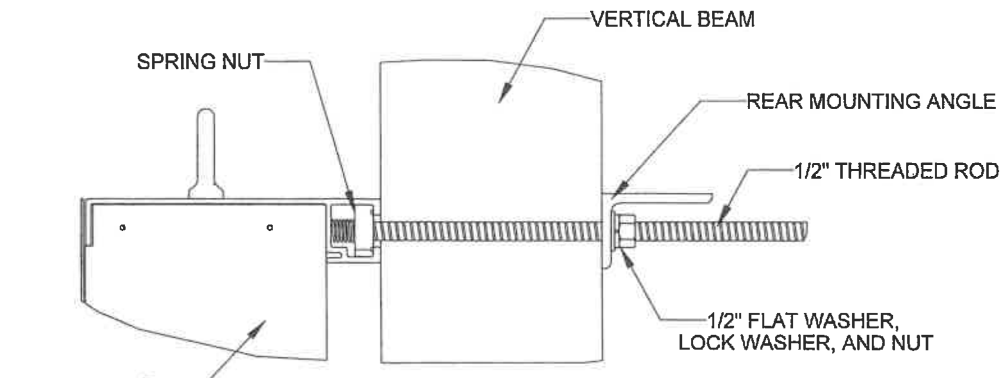
CRITICAL
DO NOT USE ANY LUBRICANT ON ANY MOUNTING HARDWARE OR WARRANTY WILL BE VOIDED

REV	DATE:		BY:

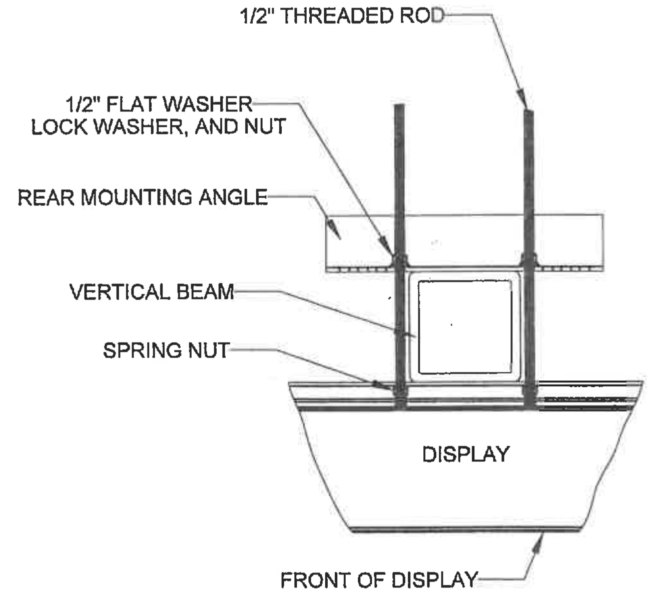
THIRD ANGLE PROJECTION

PROJECT: OUTDOOR SCOREBOARD			
TITLE: P1647; LVX I-BEAM CLAMP MOUNTING			
DATE: 18-MAY-18	DIM UNITS: INCHES [MILLIMETERS]	SHEET	REV
SCALE: 1/5	DO NOT SCALE DRAWING	1 OF 1	00
DESIGN: KDRAGT	JOB NO.	FUNC - TYPE - SIZE	
DRAWN: KDRAGT	P1647	E - 07 - B	3918361

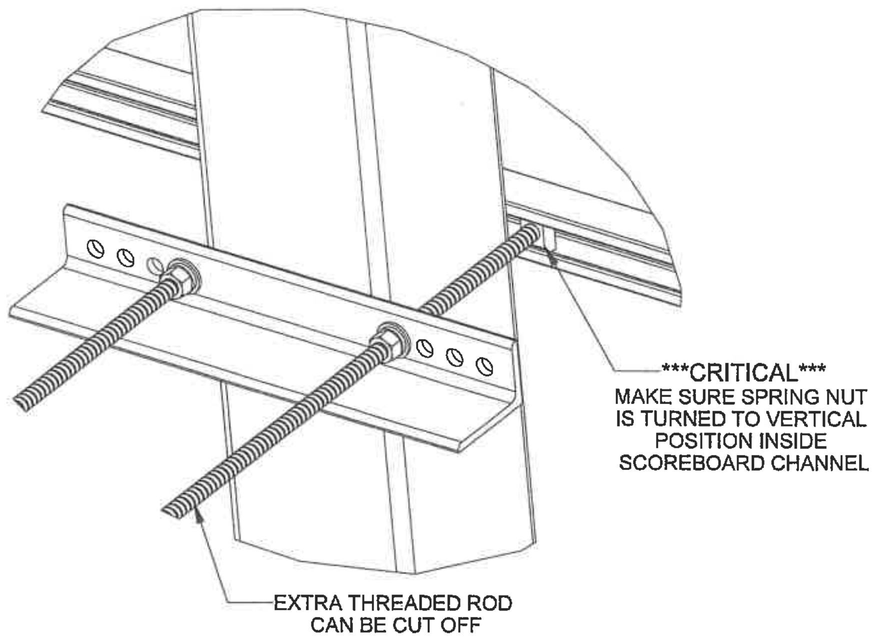
Part # - 0A-1647-1074 | Version - 00.2 | Description - LVX I-BEAM MTG; P1647 FB EXT, 4 CONNECTIONS | Lifecycle State - Full Production | Last Modified By - kdragt | Last Modified - 2018-05-24



SIDE VIEW



TOP VIEW
SCALE 1/10



REAR ISOMETRIC VIEW

CRITICAL
DO NOT USE ANY LUBRICANT
ON ANY MOUNTING HARDWARE
OR WARRANTY WILL BE VOIDED

STRUCTURAL NOTES:
- BOLT TORQUE: 30 FT-LB

NOTES:
- THREADED RODS RUN ALONG BOTH SIDES OF BEAM
- RODS DO NOT PASS THROUGH THE FLANGES OF THE BEAM
- NO DRILLING NECESSARY
- MAKE SURE SPRING NUT IS PERPENDICULAR TO CHANNEL OPENING ON SCOREBOARD

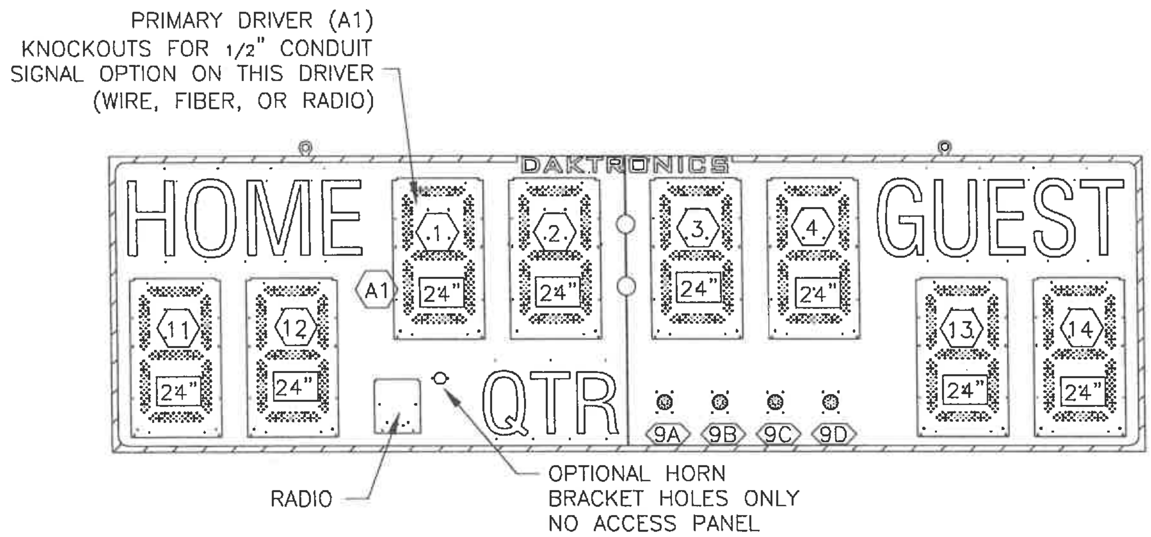
REV	DATE:		BY:
04	22 DEC 15	PER EC-22871; ADDED LUBRICANT WARNING	PJS 18704
03	03 JULY 13	ADDED STRUCTURAL NOTE	TTF
02	20 SEP 12	PER EC-7114; REMOVED CHAMFER FROM 0M-133259	LMG
01	06 OCT 11	REPLACED VERTICAL I-BEAM WITH 6" X 6" SQUARE TUBE	JAVA

DAKTRONICS

THIRD ANGLE PROJECTION

PROJECT:	OUTDOOR SCOREBOARDS			
TITLE:	P1647; POLE MOUNTING OPTIONS			
DATE:	22-DEC-15	DIM UNITS: INCHES [MILLIMETERS]	SHEET	REV
SCALE:	1/5	DO NOT SCALE DRAWING	1 OF 1	04
DESIGN:	DOPPELT	JOB NO. P1647	FUNC - TYPE - SIZE E - 10 - A	1048184
DRAWN:	DOPPELT			

FB-824-R/A/W



FRONT VIEW

NOTES:

1 = LED DRIVER CONNECTOR WIRED TO THAT DIGIT.

6A = LED DRIVER CONNECTOR AND SEGMENT (PIN) NO. WIRED TO THAT INDICATOR

24" = DIGIT SIZE

A1 = DRIVER NUMBER

REV 03	DATE: 20 AUG 20	PER CN-108466 REMOVED LABELS TO MOVE TO NEW STANDARD	BY: TAN
REV 02	DATE: 14 DEC 18	PER CN-67135; MOVED DAKTRONICS LABEL TO THE TOP OF SOCREBOARD	BY: JDG
REV 01	DATE: 28 NOV 17	PER CN-46303, UPDATED LOCATIONS OF RADIO AND HORN	BY: KDD

DAKTRONICS

THIRD ANGLE PROJECTION

PROJECT:	OUTDOOR LED SCOREBOARDS
TITLE:	COMPONENT LOCATION; FB-824-R/A/W
DATE:	26 MAR 15
DIM UNITS:	INCHES [MILLIMETERS]
SCALE:	1=30
	DO NOT SCALE DRAWING
DESIGN:	MCARSRU
DRAWN:	ZWOODWA
JOB NO.	P1647
FUNC - TYPE - SIZE	R - 08 - A
SHEET	3028341
REV	03

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: 7/16/2024

SUBJECT: #8.10 Approval to appoint Jennifer Myers as Deputy City Clerk

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

MOTION TO: Approve the hiring of Jennifer Myers in the Deputy City Clerk position effective July 29, 2024. Mrs. Myers's starting wage would be $28.68 per hour. This is Grade 3, Step 6.

BACKGROUND: Following the resignation of Renee Olson, Deputy City Clerk, on June 14, 2024, the City opened up the position for hire on June 4th , 2024 Resolution #6.121.24.

KEY ISSUES: The position is a Non-union exempt position. This is a budgeted position for 2024.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 7/16/2024

SUBJECT: #8.11 Approval of an ESST Policy

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

MOTION TO: Approve the Earned Sick and Safe Time (ESST) Policy.

BACKGROUND: The State of Minnesota is requiring employers to provide employees with paid leave for certain reasons. The City of Thief River Falls's current sick leave policy exceeds the requirements except for our seasonal employees. The City of Thief River Falls has followed this requirement effective January 1, 2024.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	ESST POLICY - clean copy

EARNED SICK AND SAFE LEAVE

ARTICLE I: EARNED SICK AND SAFE LEAVE

02 PURPOSE.

The purposes of this article are to:

(a) To ensure that individuals employed in Thief River Falls can address their own health needs and the health needs of their families by requiring employers to provide a minimum level of sick and safe leave, including time for family care;

(b) To reduce public and private health care costs in Thief River Falls by enabling individuals to seek early and routine medical care for themselves and their family members;

(c) To protect the public's health in Thief River Falls by reducing the risk and spread of contagion.

(d) To assist victims of domestic abuse and their family members by providing them with job-protected sick and safe leave time away from work to allow them to receive treatment and to take the necessary steps to ensure their protection and wellbeing.

(e) To protect individuals employed in Thief River Falls from losing their jobs while they use sick and safe leave to care for themselves or their families.

(f) To safeguard the public welfare, health, safety, and prosperity of the people of and visitors to Thief River Falls; and

(g) To accomplish the purposes described in subsections (a)-(f) in a manner that is feasible for employers and that does not require employers to provide any additional sick and safe leave to their employees if they already provide the same amount of sick and safe leave that can be used for the same purposes and under the same conditions as required in this article.

03 SEVERABILITY.

If any part, term, or provision of this article is held by a court of competent jurisdiction to be invalid or unconstitutional, such portion shall be deemed severable and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this article, which remaining portions shall continue in full force and effect.

04 PREEMPTION.

Nothing in this article shall be interpreted or applied so as to create any power or duty in conflict with federal or state law.

05 DEFINITIONS.

When used in this article, the following words, terms, and phrases shall have the following meanings, unless the context clearly indicates otherwise.

CALENDAR YEAR. A regular and consecutive 12-month period as determined by an employer and may be based on an employee's employment anniversary date.

CHAIN ESTABLISHMENT. An establishment doing business under the same trade name used by two or more establishments, or under the same ownership and doing the same business, whether such other establishments are located in the city or elsewhere and regardless of the type of ownership of each individual establishment.

CITY. The City of Thief River Falls, Minnesota.

DOMESTIC ABUSE. Has the meaning defined in M.S. § 518B.01, as it may be amended from time to time.

EMPLOYEE. Any individual who performs services for hire and compensation for an employer, including temporary employees and part-time employees and who performs work at a location or locations within the geographic boundaries of the city for at least 80 hours in a year for that employer. For purposes of this article, "employee" does not include the following:

(1) Employees classified as extended employment program workers as defined in Minnesota Rules part 3300.6000 and participating in the M.S. § 268A.15, as it may be amended from time to time, extended employment program.

(2) Independent contractors; or

(3) Student Interns.

EMPLOYER. A person or entity that employs one or more employees. The term includes an individual, corporation, partnership, association, nonprofit organization, or group of persons. For purposes of this article, "employer" does not include any of the following:

(1) The United States government.

(2) The State of Minnesota, including any office, department, agency, authority, institution, association, society, or other body of the state, including the legislature and the judiciary; or

(3) Any county or local government, except the city.

EXEMPT EMPLOYEE.

An employee who is exempt from overtime payment requirements under federal or state law.

FAMILY MEMBER. An employee's child, stepchild, adopted child, foster child, adult child, spouse, sibling, parent, stepparent, mother-in-law, father-in-law, grandchild, grandparent, guardian, ward, or members of the employee's household.

HEALTH CARE PROVIDER. A person licensed in good standing in Minnesota to provide medical or emergency services and employed in that capacity, including but not limited to doctors, nurses, and emergency room personnel.

PREVAILING WAGE RATE. Has the meaning given in M.S. § 177.42, as it may be amended from time to time, and as calculated by the Minnesota Department of Labor and Industry.

REGULAR RATE OF PAY. The employee's hourly rate, including payments for shift differentials, for an hourly employee or an equivalent rate for an exempt employee. Regular rate of pay does not include:

(1) Tips;

(2) Commissions;

(3) Reimbursements for expenses incurred on the employee's behalf;

(4) Premium payments for overtime work or work on Saturdays, Sundays, holidays, or scheduled days off, if the premium rate is at least one and one-half times the normal rate;

(5) Bonuses;

(6) Cash or other valuables in the nature of gifts on special occasions;

(7) Payments made pursuant to a bona fide profit-sharing plan or trust or bona fide thrift or savings plan; or

(8) Contributions irrevocably made by an employer to a trustee or third person pursuant to a bona fide plan for providing old-age, retirement, life, accident, or health insurance or similar benefits for employees.

SAFE TIME. The need for time off under circumstances described in M.S. § 181.9413(b), as it may be amended from time to time.

SEXUAL ASSAULT. An act that would constitute a violation under M.S. §§ 609.342 to 609.3453 or § 609.352, as they may be amended from time to time.

SICK AND SAFE LEAVE. Leave, paid or unpaid, that may be used for the same purposes and under the same conditions as § 23.07.

STALKING. Has the meaning given in M.S. § 609.749, as it may be amended from time to time.

STUDENT INTERN. An unpaid student who is acquiring hands on training, work experience, or clinical training in connection to a course of study or higher education program for a limited period of time

06 ACCRUAL OF SICK AND SAFE LEAVE.

a) Accrual of sick and safe time.

(1) Employees accrue a minimum of one hour of sick and safe time for every 30 hours worked within the geographic boundaries of the city up to a maximum of 48 hours in a calendar year. Employees may not accrue more than 48 hours of accrued sick and safe time in a calendar year unless the employer agrees to a higher amount. Sick and safe time shall accrue in hour-unit increments. An employer may exceed this minimum standard by recording time in fractions of an hour.

(2) Exempt employees are deemed to work 40 hours in each work week for purposes of accruing sick and safe time, except that such an employee whose normal work week is less than 40 hours will accrue sick and safe time based upon the employee's normal work week.

(3) Employers shall permit an employee to carry over accrued but unused sick and safe time into the following year. The total amount of accrued but unused sick and safe time for an employee may not exceed 80 hours at any time unless an employer agrees to a higher amount.

(4) Sick and safe time under this article begins to accrue at the commencement of employment of the employee or this article's effective date, whichever is later.

07 USE OF ACCRUED SICK AND SAFE LEAVE.

(a) Employees are entitled to use accrued sick and safe time beginning 90 calendar days following commencement of their employment. After 90 calendar days of employment, employees may use sick and safe time as it is accrued.

(b) An employee may use accrued sick and safe time for

(1) The employee's mental or physical illness; injury; health condition; need for medical diagnosis; care, including prenatal care; treatment of a mental or physical illness, injury, or health condition; or need for preventive medical or health care.

(2) The care of a family member with a mental or physical illness, injury, or health condition who needs medical diagnosis, care including prenatal care, treatment of a mental or physical illness, injury, or health condition; who needs preventive medical or health care; or the death of a family member.

(3) An absence due to domestic abuse, sexual assault, or stalking of the employee or employee's family member, provided the absence is to:

i. Seek medical attention, or psychological or other counseling services related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;

ii. Obtain services from a victim services organization.

iii. Seek relocation due to domestic abuse, sexual assault, or stalking; or

iv. Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.

(4) The closure of the employee's place of business by order of a public official to limit exposure to an infectious agent, biological toxin, hazardous material, or other public health emergency.

(5) To accommodate the employee's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin, hazardous material, or other public health emergency.

(6) To accommodate the employee's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.

(c) If the need for use is foreseeable, an employer may require advance notice of the intention to use sick and safe time, but in no case shall an employer require more than seven days' advance notice. If the need is not foreseeable, an employer may require an employee to give notice of the need for sick and safe time as soon as practicable.

(d) It is not a violation of this article for an employer to require reasonable documentation that the sick and safe time covered by subsection (b)(1), (b)(2), and (b)(3) i. for absences of more than three consecutive days, only if the employer provides health insurance benefits to the employee.

(e) An employer may not require, as a condition of an employee's use of sick and safe time, that the employee seek or find a replacement worker to cover the hours during which the employee uses sick and safe time.

(f) An employer must allow an employee to use sick and safe time in increments consistent with current payroll practices as defined by industry standards or existing employer policies, provided such increment is not more than four hours

(g) An employer with five or more employees must compensate the employee at the regular rate of pay for the hours the employee was scheduled to work during the time the employee uses their accrued sick and safe time. In no case shall the employee be compensated at a rate less than the rate requirement in M.S. § 177.24, as it may be amended from time to time. Compensation is only required for hours that an employee is scheduled to have worked.

(h) An employer is only required to allow an employee to use sick and safe time that is accrued pursuant to this article when the employee is scheduled to perform work within the geographic boundaries of the city. An employer may allow use of accrued sick and safe time when an employee is scheduled to perform work for the employer outside of the city.

08 EXERCISE OF RIGHTS; RETALIATION PROHIBITED.

(a) It shall be unlawful for an employer or any other person to interfere with, restrain, or deny the exercise of, or the attempt to exercise, any right protected under this article.

(b) An employer shall not take adverse employment action or discriminate against an employee because the employee has exercised rights under this article. Such rights include, but are not limited to, requesting accrued sick and safe time, using accrued sick and safe time, informing any person about any employer's alleged violation of this article, making a complaint, or filing an action to enforce a right to accrued sick and safe time under this article.

(c) If an employee exercises rights under this article and within 90 days of the exercise of those rights, the employer materially changes the terms and conditions of the employee's employment, including terminating, constructively discharging, reducing the employee's wages or benefits, or making other changes in the employment that affect the employee's future career prospects, there is a rebuttable presumption the employer has retaliated against the employee. The employer may rebut this presumption by presenting clear and convincing evidence that the action was taken for a legitimate, non-retaliatory purpose.

09 NOTICE AND POSTING.

(a) The City shall, by the effective date of this article, publish and make available to employers, in all languages spoken by more than 5% of the workforce in the city, as calculated by the city, notices suitable for posting by employers in the workplace informing employees of their rights under this article. The City shall update this notice on December 1 of any year in which there is a change in the languages spoken by more than 5% of the city workforce.

(b) Every employer shall post, in a conspicuous place at any workplace or job site where any employee works, the notices required by subsection (a). Every employer shall post this notice in English, and any language spoken by at least 5% of the employees at the workplace or job site if published by the City.

(c) An employer that provides an employee handbook to its employees must include in the handbook notice of employee rights and remedies under this article.

10 REQUIRED STATEMENT TO EMPLOYEE.

An employer must comply with the requirements of M.S. § 181.032. The earnings statement required by M.S. § 181.032 must also include information stating the employee's then-current amount of:

(a) Accrued sick and safe time available to the employee; and

(b) Used sick and safe time. This sick and safe time information must be provided in the same format as is required for the earning statement required by M.S. § 181.032.

11 EMPLOYER RECORDS.

(a) An employer must maintain accurate records for each employee showing:

(1) For non-exempt employees, hours worked.

(2) Hours of leave available for sick and safe time purposes.

(3) Hours of leave used for sick and safe time purposes.

(b) The records required by this section must be retained for a period of not less than three years in addition to the current calendar year.

(c) An employer must allow an employee to inspect records required by this section and relating to that employee at a reasonable time and place.

(d) If, in conjunction with this article, an employer possesses health or medical information regarding an employee or an employee's family member or information pertaining to domestic abuse , sexual assault , or stalking of an employee or an employee's family member , the employer must treat such information as confidential and not disclose the information except with permission of the employee , when ordered by a court or administrative agency, or when otherwise required by federal or state law.

12 TERMINATION; TRANSFER; SEPARATION.

(a) Nothing in this article may be construed as requiring financial or other reimbursement to an employee from an employer upon the employee's termination, resignation, retirement, or other separation from employment for accrued sick and safe time that has not been used.

(b) If an employee is transferred to a separate division, entity, or location out of the city , but remains employed by the same employer , and the employer does not allow the use of accrued paid sick and safe time outside the city , the employer must maintain the employee's accrued sick and safe time on the books for a period of three years from the time of the transfer. If, within three years of the time of the employee's transfer to separate division, entity, or location out of the city , the employee is transferred back to a division, entity, or location within the city , but remains employed by the same employer , the employee is entitled to all previously accrued sick and safe time accrued but not used at the prior division, entity, or location within the city and is entitled to use all accrued sick and safe time as provided in this article.

(c) If an employee is transferred to a separate division, entity, or location within the city, but remains employed by the same employer, the employee is entitled to all accrued sick and safe time accrued but not used at the prior division, entity, or location and is entitled to use all accrued sick and safe time as provided in this article.

(d) When there is a separation from employment and the employee is rehired within 120 days of separation by the same employer, previously accrued sick and safe time that had not been used or paid out upon separation from employment, must be reinstated. An employee is entitled to use accrued sick and safe time and accrue additional sick and safe time at the commencement of reemployment.

13 EMPLOYEE EXCHANGE OF HOURS.

Nothing in this article shall be construed to prohibit an employer from establishing a policy whereby employees may voluntarily exchange hours or trade shifts.

14. NO EFFECT ON MORE GENEROUS SICK AND SAFE LEAVE POLICIES.

(a) Nothing in this article shall be construed to discourage employers from adopting or retaining other leave policies, including accrued sick and safe time policies, that provide for greater accrual or use by employees of sick and safe time or that extends other protections to employees.

(b) Employers , who provide their employees sick and safe time under a paid time off policy, other paid leave policy, or collective bargaining agreement that is sufficient to meet the accrual requirements for sick and safe time under § 23.06 and may be used by the employee for the same purposes and under the same conditions as sick and safe time under § 23.07, are not required to provide additional sick and safe time .

City of Thief River Falls

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Request for Council Action

DATE: 7/16/2024

SUBJECT: #8.12 Approval Drug and Alcohol Testing Policy

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

MOTION TO: to approve the revision to the City of Thief River Falls' Drug and Alcohol Testing Policy to reflect the cannabis limitations and exceptions to testing.

BACKGROUND: This revision is a direct result of Minnesota legalizing cannabis.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: This policy revision has been reviewed by the City Attorney.

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Drug and Alcohol Testing Policy.revised

CITY OF THIEF RIVER FALLS
Drug & Alcohol Testing Policy

Abuse of drugs and alcohol is a nationwide problem. It affects persons of every age, race, sex, and ethnic group. It poses risks to the health and safety of employees of the City of Thief River Falls and to the public. To reduce those risks, the City is adopting a policy concerning drugs and alcohol affecting the workplace. This policy establishes standards concerning drugs and alcohol which all employees except those required to carry a commercial driver's license must meet. It also establishes a testing procedure to ensure that those standards are met. City employees who are required to carry commercial drivers licenses are also covered under the U.S. DOT regulations administered by the MMUA Drug and Alcohol Testing Consortium.

The Drug and Alcohol Testing Policy of Thief River Falls will conform to the requirements of state laws as set forth in Minnesota Statutes Chapter 181 and the Federal Drug-Free Work-Place Act of 1988 as follows:

1. <u>DEFINITIONS</u>

1.1. "Alcohol" means ethyl alcohol.

1.2. "Cannabis" means _a group of plants with psychoactive properties, also known as weed, pot, or marijuana.

1.3. "City Premises": includes, but is not limited to, all city job sites and work areas. For the purpose of this policy, city premises also include any other locations or modes of transportation to and from those locations while in the course and scope of employment of the City.

1.4. "Confirmatory Test" and "Confirmatory Retest" means a drug or alcohol test th00000at uses a method analysis allowed under one of the programs listed in Minnesota Statute 181.953., Subd. 1.

1.5. "Commissioner" means the Commission of Minnesota Department of Health.

1.6. "Drug" means a controlled substance as defined in Minnesota Statute 152.01, Subd. 4.

1.7. "Drug and Alcohol Testing" or "Drug or Alcohol Testing" or "Drug or Alcohol Test" mean analysis of a body component sample approved by the commissioner, including blood, breath (alcohol only) and urine, for the purpose of measuring the presence or absence of drugs, alcohol, cannabis or their metabolites in the sample test.

1.8. "Drug Paraphernalia" has the meaning set forth in Minnesota Statute 152.01, Subd. 18.

1.9. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for the City of Thief River Falls for compensation, in whatever form.

1.10. “Employer” means the City of Thief River Falls acting through its City Administrator or a designee of the City Administrator.

1.11. “Initial Screening Test” means a drug or alcohol test which uses a method of analysis under one of the programs listed in Minnesota Statute 181.953, Subd. 1.

1.12. “Job Applicant” means a person who applies to become a full or part-time employee of the City of Thief River Falls, and includes a person who has received a job offer made contingent upon the person passing a drug test.

1.13. “Positive Test Result” means finding of the presence of drugs, alcohol or their metabolites in the sample tested in levels at or above the threshold detection levels contained it the standards of one of the programs listed in Minnesota Statute 181.953, Subd. 1.

1.14. “Reasonable Suspicion” means a basis for forming a belief based upon specific facts and rational information drawn from those facts.

1.15. “Safety Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.

1.16. “Under the Influence” means having the presence of a drug or alcohol at or above the level of a positive test result. Under DOT regulations the positive test result for alcohol is a confirmed concentration of 0.04 or greater.

2. CITY RULES

2.1. No employee shall be under the influence of any drug or alcohol while the employee is working or while the employee is on duty and on the City’s premises or operating City a vehicle, machinery, or equipment, except pursuant to a valid medical prescription and used in a manner as prescribed.

2.2. No employee shall use, possess, manufacture, distribute, dispense, sell, or transfer drugs, alcohol, or drug paraphernalia while the employee is working or while the employee is on duty and on the City’s premises or operating City vehicles, machinery or equipment, except pursuant to a valid medical prescription or in connection with official law enforcement operations. The sale of alcohol which is part of an employee’s job duty is an exception to this policy.

2.3. An employee shall notify the City in writing of any criminal drug or alcohol statute conviction or plea agreement for a drug or alcohol violation occurring in the workplace no later than five days after such conviction. (The City shall notify the appropriate federal agency of such conviction within ten days of receiving notice from the employee.).

3. CONSENT: No person will be tested for drugs or alcohol under this policy without the person’s consent. The City will request or require an individual to undergo drug or alcohol testing only under the circumstances described in this policy.

4. CIRCUMSTANCES FOR DRUG OR ALCOHOL TESTING

4.1. **Job Applicants:** Full-time and part-time job applicants will be requested to undergo drug testing after a job offer has been conditionally made and before commencing employment in the position.

4.2. **Reasonable Suspicion Testing**: The City may request or require an employee to undergo drug and alcohol testing if there is a reasonable suspicion that the employee:

4.2.1. Is under the influence of drugs or alcohol while the employee is working or while the employee is on duty and on the City premises or operating City vehicles, machinery, or equipment; or,

4.2.2. Used, possessed, sold, or transferred drugs, alcohol, or drug paraphernalia while the employee is working or while the employee is on duty and on City premises, or operating City vehicles, machinery, or equipment (official law enforcement operations may be exempt); or,

4.2.3. Has sustained a personal injury as that term is defined in Minnesota Statute 176.011, Subd. 16, or has caused another person to die or sustain a personal injury; or,

4.2.4. Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicle involved in a work-related accident.

4.3. **Post-Accident Drug & Alcohol Tests**: A post accident controlled substance and alcohol test is required if an employee operating a City of Thief River Falls vehicle or personal vehicle on City of Thief River Falls business is involved in an accident that results in:

4.3.1. The death of a person; or,

4.3.2. Personal injury to a person requiring medical attention; or,

4.3.3. The employee receives a citation for a moving traffic violation arising from an accident; or,

4.3.4. The employee requests to be tested due to the severity of the accident; or

4.3.5. One or more vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

The employee must provide an alcohol test sample as soon as practicable after the occurrence of the accident. If the employee does not receive the test within two (2) hours of the accident, the reasons shall be documented. After eight (8) hours, all attempts to conduct the alcohol test shall cease and the reasons shall be documented. The employee is prohibited from using alcohol for eight (8) hours following the accident or until the employee has undergone a post-accident alcohol test, whichever comes first.

The employee must provide a urine sample for controlled substances testing as soon as practicable after the accident. After 32 hours, all attempts to conduct the test shall cease and the reasons shall be documented.

An employee subject to post-accident testing must remain available for testing or the employee shall be considered to have refused to submit to testing.

4.4. **Treatment Program Testing**: The City may request or require an employee to undergo drug and alcohol testing if the employee has been referred by the City for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

4.5. **Other Testing**: The City may permit an employee who has requested a drug and alcohol test to undergo testing in accordance with the procedures established by this policy.

4.6.

Limitations on cannabis testing.

(a) The City will not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
(b) Unless otherwise required by state or federal law, the City will not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test, and the results of the test indicate the presence of cannabis.
(c) An employer must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
(d) Cannabis testing must comply with the safeguards for testing employees.

Cannabis testing exceptions.

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions:
(1) a safety-sensitive position;
(2) a peace officer position;
(3) a firefighter position;
(4) a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to:
(i) children;
(ii) vulnerable adults; or
(iii) patients who receive health care services from a provider for the treatment, examination, or emergency care of a medical, psychiatric, or mental condition;
(5) a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
(6) a position of employment funded by a federal grant; or
(7) any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.

5. <u>REFUSAL TO UNDERGO TESTING</u>

5.1. **<u>Job Applicants:</u>** If a job applicant refuses to undergo drug testing requested or required by the City, no such test shall be given, and the job applicant shall be deemed to have withdrawn the application for employment.

5.2. **Employees:** If any employee refuses to undergo drug or alcohol testing requested or required by the City, no such test shall be given, and the appointing authority shall recommend to the City Administrator that the employee be discharged from employment on grounds of insubordination.

5.3. **Refusal on Religious Grounds:** No employee or job applicant who refuses to undergo drug or alcohol testing of a blood sample upon religious grounds shall be deemed to have refused unless the employee or job applicant also refuses to undergo drug or alcohol testing of a urine sample.

6. PROCEDURE FOR TESTING

6.1. **Notification Form**: Before requesting an employee or job applicant to undergo drug or alcohol testing, the City shall provide the individual with a form on which to: (1) acknowledge that the individual has seen a copy of the City's Drug & Alcohol Testing Policy; (2) indicate any over-the-counter or prescription medications that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result; and, (3) indicate consent to undergo the drug and alcohol testing.

6.2. **Test Sample:** The test sample shall be obtained in a private setting, and the procedures for taking the sample shall ensure privacy to employees and job applicants to the extent practicable, consistent with preventing tampering with the sample, and may include a witness. No drug test or confirmation alcohol test sample shall be taken on the City's premises or by City of Thief River Falls employees. Certified saliva testing devices for alcohol may be administer by trained City staff in a private setting on City premises to determine if a confirmation alcohol breath test is necessary.

6.3. **Identification of Samples:** Each sample shall be sealed into a suitable container free of any contamination that could affect test results. The sample shall be identified for processing by the licensed laboratory.

6.4. **Chain of Custody:** The City shall use a testing laboratory which has established a reliable chain-of-custody procedure to ensure property record keeping, handling, labeling, and identification of the samples to be tested. The procedures must require the following:

6.4.1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;

6.4.2. The sample must always be in the possession of, must always be in view of, or must be placed in a secured area by a person authorized to handle the sample;

6.4.3. A sample must be accompanied by a written chain-of-custody record; and,

6.4.4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

6.5. **Laboratory:** The City shall use the services of a testing laboratory that meets one of the following criteria for drug testing:

6.5.1. Is certified by the National Institute on Drug Abuse as meeting the mandatory guidelines published at 54 Federal Register 11970 to 11989;

6.5.2. Is accredited by the College of American Pathologists, 325 Waukegan Road, Northfield, Illinois, 60093-2750, under the forensic urine drug testing laboratory program; or

6.5.3. Is licensed to test for drugs by the State of New York, Department of Health, under Public Health Law, Article 5, Title V, and rules adopted under that law.

For alcohol testing, the laboratory must either be:

6.5.4. Licensed to test for drugs and alcohol by the State of New York, Department of Health, under Public Health Law, Article 5, Title V, and the rules adopted under the law; or,

6.5.5. Accredited by the College of American Pathologists, 325 Waukegan Road, Northfield, Illinois, 60093-2750, the laboratory accreditation program.

6.6. **Retention and Storage:** All samples that produced a positive test result shall be retained and properly stored for at least six months.

6.7. **Test Report:** The testing laboratory shall prepare a written report indicating the drugs, alcohol, or their metabolites tested for and whether the test produced negative or positive test results. The testing laboratory shall disclose that report to the City within three working days after obtaining the final test results.

6.8. **Notice of Test Results:** Within three working days after receipt of the test result report from the testing laboratory, the City shall inform an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening or of a negative or positive test result on a confirmatory test. The City shall also inform an employee or job applicant of the following rights pursuant to Minnesota Statute 181.953:

6.8.1. The right to request and receive from the City a copy of the test result report;

6.8.2. The right to request within five working days after notice of a positive test result; a confirmatory retest of the original sample at the employee's or job applicant's own expense. If a confirmatory retest is conducted in accordance with Minnesota Statute 181.953, Subd. 1 by a licensed laboratory at the same threshold detection levels as used in the confirmatory test, and the confirmatory retest does not result in a positive test result, the City shall reimburse the employee or job applicant the actual cost of the confirmatory retest in an amount not to exceed $100.00;

6.8.3. The right to submit information to the City within three working days after a notice of a positive test result to explain that result;

6.8.4. The right of an employee for whom a positive test result on a confirmatory test was the first such result on a drug or alcohol test requested by the City not to be discharged unless the City has first given the employee an opportunity to participate in either a drug or alcohol counseling or program. Participation in a counseling or rehabilitation program will be at the employee's own expense or pursuant to coverage under an employee's benefit plan. The City may determine which type of program is more appropriate for the employee after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency. The employee may be discharged if he or she either refused to participate in the counseling or rehabilitation program, or has failed to successfully complete the program. Withdrawal from the program before its completion or a positive test result on a confirmatory test after completion of the program will be considered evidence that the employee failed to successfully complete the program;

6.8.5. The right to be reinstated with back pay if the outcome of the confirmatory or requested confirmatory retest is negative;

6.8.6. The right not to be discharged, disciplined, discriminated against, or required to be rehabilitated on the basis of medical history information revealed to the City concerning the reliability of, or explanation for, a positive test result unless the employee or job applicant was under an affirmative duty to provide the information before, upon, or after the hire.

6.8.7. The right of a job applicant, who has received a job offer made contingent on the applicant passing drug and alcohol testing, to not have the offer withdrawn based on a positive test result from an initial screening test that has not been verified by a confirmatory test.

6.9. **Employees Identified As Needing Assistance Will Be:**

6.9.1. Evaluated by a substance abuse professional to determine that the employee has followed any rehabilitation program properly;

6.9.2. Subject to unannounced follow-up drug or alcohol tests under the following guidelines:

6.9.2.1. The number of frequency of follow-up tests will be determined by a substance abuse professional and will consist of at least six tests in the first twelve months.

6.9.2.2. The employer may direct the employee to undergo return to duty and follow-up drug and alcohol tests if the substance abuse professional determines such tests are necessary.

6.9.2.3. Follow-up testing will not exceed 24 months following successful completion of any prescribed chemical dependency treatment program.

6.9.2.4. The substance abuse professional may end testing after the first six tests if such tests are no longer necessary.

7. ACTION AFTER TESTING

7.1. **Job Applicant:** The appointing authority will not withdraw an offer of employment made contingent on the job applicant passing drug and alcohol testing based on a positive test result from an initial screening test that has not been verified by a confirmatory test. Where there has been a positive test result in a confirmatory test and in any confirmatory retest, the appointing authority will withdraw the contingent offer of employment if the City determines in accord with the Minnesota Human Rights Act that alcohol or drug usage or abuse: (1) prevents the job applicant form performing the essential functions of the job in question; (2) constitutes a direct threat to property or the safety of others; or (3) otherwise constitutes a failure to meet a bona fide occupational qualification.

7.2. **Employees:** The employer will not discharge, discipline, discriminate against, or request or require rehabilitation of any employee solely on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test. Where there has been a positive test result in a confirmatory test and in any confirmatory retest, the City may do the following:

7.2.1. First Positive Test Result: The employee shall be given an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate. A physician trained in the diagnosis and treatment of chemical dependency may determine which program is more appropriate after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation in a counseling or rehabilitation program will be at the employee's own expense or pursuant to coverage under an employee's own benefit plan. An employee, who either refuses to participate in the treatment or fails to successfully complete the treatment or rehabilitation program, may be subsequently discharged.

7.2.2. Second Positive Test Result: Where alcohol or drug abuse prevents the employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of others or otherwise constitutes a failure to meet a bona fide qualification, the appointing authority may recommend that the employee be disciplined; up to and including, discharge from employment.

7.2.3. Suspensions and Transfers: Notwithstanding any other provisions, the City may temporarily suspend the tested employee with pay for up to 90 days or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the City believes that is reasonably necessary to protect the health or safety of the employee, co-employees, or the public.

7.2.4. Other Misconduct: Nothing in this policy limits the right of the City to discipline or discharge an employee on grounds other than a positive test result in a confirmatory test, including conviction or plea agreement violation of any criminal drug or alcohol statute for a violation occurring in the workplace.

8. **TAMPERING WITH THE URINE OR BLOOD SAMPLE:** If an employee tampers with his or her own urine or blood sample or in any way causes a sample to be invalid, the employee may be subject to discipline including, but not limited to, discharge.

9. **DATA PRIVACY**: The City will not disclose the test result reports and other information acquired in the drug or alcohol testing process to another employee or to a third party individual, governmental agency, or private organization without the written consent of the employee tested, unless required by law or court order, or pursuant to Minnesota Statute 181.954, Subd. 3.

10. **RIGHTS OF EMPLOYEES**: An employee has a right to offer the City a written explanation of a positive test result on a confirmatory test within three working days after notice of the positive test result, and has a right to request within five working days after notice of a positive test result, a confirmatory retest of the original sample at another licensed testing laboratory at the employee's or job applicant's own expense.

11. APPEALS/GRIEVANCE PROCEDURE

11.1. Available appeal procedures concerning disciplinary actions taken pursuant to this drug and alcohol testing policy are as follows:

11.1.1. Temporary employees, as defined in the City of Thief River Falls personnel rules, shall have no right of appeal.

11.1.2. Non-veterans on Probation: An employee who has not completed the probationary period and who is not a veteran has no right of appeal.

11.1.3. Non-Veterans After Probation: A regular employee who has completed the probationary period and who is not a veteran has a right to appeal to the City of Thief River Falls Labor Committee, to be finally decided by the City Council no later than 15 calendar days after the event that gave rise to the appeal of the action, or the employee may utilize the grievance procedure included in the applicable collective bargaining agreement.

11.1.4. Veterans: An employee who is a veteran has a right to appeal the City of Thief River Falls Labor Committee a permanent demotion (including salary decreases), or a discharge, if the employee submits a notice of appeal within 60 calendar days after the event that gave rise to the appeal of the action, regardless of status with respect to the probationary period. An employee who is a veteran may have additional rights under the Veterans Preference Act, Minnesota Statute 197.46.

11.2. All notices of appeal not covered under a collective bargaining agreement must be submitted in writing to the Office of the City Administrator, who shall provide an appropriate hearing.

11.3. An employee who is covered by a collective bargaining agreement may elect to seek relief under the terms of that agreement by contacting the appropriate union and initiating grievance procedures in lieu of taking an appeal to the City of Thief River Falls Labor Committee.

12. **GOOD FAITH EFFORT:** The City of Thief River Falls will make a continuing good faith effort to maintain a drug and alcohol free workplace through the implementation of its Drug and Alcohol Testing Policy.

13. **LIQUOR STORE EMPLOYEE EXCEPTION**: This Drug and Alcohol Testing Policy recognized that City employees working at Falls Liquor are requested to sample intoxicating liquors, malt liquors, and wines from time to time. Employees involved in such sampling shall not be considered to have violated this Drug and Alcohol Testing Policy should the sampling be conducted under direction of the Liquor Store Manager; that the sampling be conducted during normal business hours; and that the samples are of limited quantity (only small tasting cup).

Policy adopted 3/6/07
Resolution No. 3-55-07

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: 7/16/2024

SUBJECT: #8.13 Approve Reallocating / Renaming Fund Balance reserve account 100-24630

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

MOTION TO: To approve to reallocate or rename Fund Balance reserve account 100-24630 - Unallocated Grant/Aid Fund to be called City Hall furnishings, fixtures, and maintenance.

BACKGROUND: The Fund Balance Reserve 100-24630 was created when council approved the closing of Fund 73. The amount of $179,386.33 has been in this account for over 10 years. Our auditors have requested a reallocation of these moneys. With the current City Hall remodel plans, this would be enough to cover new furnishings for the offices. This would also cover options for Public Works fixtures and furnishings and complete the fixing of the elevator.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

City of Thief River Falls

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Request for Council Action

DATE: 7/16/2024

SUBJECT: #8.14 Approval to order furniture and chairs for the Utility Billing office and IT office.

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

MOTION TO: Approve the purchase of office furniture for the offices of Utility Billing and IT from Innovative in the amount of $22,858.61.

BACKGROUND: With the remodel of City Hall the existing furniture won't fit in the new area and doesn't coordinate with the new colors. This order will take 4 to 6 weeks to arrive.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Cost will be covered by reallocated reserve balance dollars.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	City of TRF Utility Billing and IT Quote 06.24.24
2.	New Project 234
3.	New Project 235
4.	Utility Billing Floor Plan 06.24.24
5.	New Project 237
6.	New Project 236
7.	IT Floor Plan 06.24.24

City of Thief River Falls Utility Billing and IT

Your Innovative Team

Doug Biggin
Account Executive
218-766-6973

6/24/2024

The following section is: Billing

Tackable Panel w/o TC 35H x 48W

Billing

Image for reference only

Manufacturer: HON
Part Number: HETP3548FP

Quantity:	4		
List	$ 465.00	EXT List	$1,860.00
Sell	$ 204.60	Ext Sell	$818.40

Finishes:

$(A)	Grd A Fabric
.APN	Appoint
09	Morel
$(P1)	P1 Paint Opts
.T5	Greige

Tackable Panel w/o TC 35H x 24W

Billing

Image for reference only

Manufacturer: HON
Part Number: HETP3524FP

Quantity:	1		
List	$ 388.00	EXT List	$388.00
Sell	$ 170.72	Ext Sell	$170.72

Finishes:

$(A)	Grd A Fabric
.APN	Appoint
09	Morel
$(P1)	P1 Paint Opts
.T5	Greige

35H "L" Connector Post

Billing

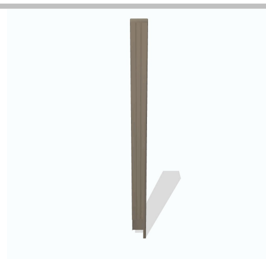


Image for reference only

Manufacturer: HON
Part Number: HEC35PLN

Quantity:	1		
List	$ 127.00	EXT List	$127.00
Sell	$ 55.88	Ext Sell	$55.88

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

35H "T" Connector Post

Image for reference only

Billing

Quantity: 1

List	$ 121.00	EXT List	$121.00
Sell	$ 53.24	Ext Sell	$53.24

Manufacturer: HON
Part Number: HEC35PTN

Finises:

$(P1)	P1 Paint Opts
.T5	Greige

Systems 72x48x24x30Rt Corner Cove Worksurface Edgeband

Image for reference only

Billing

Quantity: 2

List	$ 1,070.00	EXT List	$2,140.00
Sell	$ 470.80	Ext Sell	$941.60

Manufacturer: HON
Part Number: HWV95ABRP

Finishes:

$(L1STD)	Grd L1 Standard Laminates
.LAHC	Handspun Chestnut
.R	Greige
.T5	Greige

42.5H "T" Connector Post

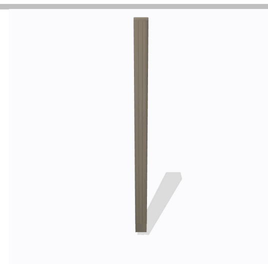


Image for reference only

Billing

Quantity: 1

List	$ 145.00	EXT List	$145.00
Sell	$ 63.80	Ext Sell	$63.80

Manufacturer: HON
Part Number: HEC42PTN

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

Tackable Panel w/o TC 42.5H x 30W

Image for reference only

Billing

Quantity: 2

List	$ 434.00	EXT List	$868.00
Sell	$ 190.96	Ext Sell	$381.92

Manufacturer: HON
Part Number: HETP4230FP

Finishes:

$(A)	Grd A Fabric
.APN	Appoint
09	Morel
$(P1)	P1 Paint Opts
.T5	Greige

Tackable Panel w/o TC 42.5H x 24W

Image for reference only

Billing

Quantity: 1

List	$ 412.00	EXT List	$412.00
Sell	$ 181.28	Ext Sell	$181.28

Manufacturer: HON
Part Number: HETP4224FP

Finishes:

$(A)	Grd A Fabric
.APN	Appoint

09	Morel
$(P1)	P1 Paint Opts
.T5	Greige

Systems Rectangular Worksurface Edgeband 24D x 72W

Billing

Image for reference only

Manufacturer: HON
Part Number: HWR2472P

Quantity: 1

List	$ 700.00	EXT List	$700.00
Sell	$ 308.00	Ext Sell	$308.00

Finishes:

$(L1STD)	Grd L1 Standard Laminates
.LAHC	Handspun Chestnut
.R	Greige
.T5	Greige

42.5H "L" Connector Post

Billing

Image for reference only

Manufacturer: HON
Part Number: HEC42PLN

Quantity: 1

List	$ 154.00	EXT List	$154.00
Sell	$ 67.76	Ext Sell	$67.76

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

Systems Rectangular Worksurface Edgeband 24D x 48W

Billing

Image for reference only

Manufacturer: HON
Part Number: HWR2448P

Quantity: 2

List	$ 536.00	EXT List	$1,072.00
Sell	$ 235.84	Ext Sell	$471.68

Finishes:

$(L1STD)	Grd L1 Standard Laminates
.LAHC	Handspun Chestnut
.R	Greige
.T5	Greige

24D Cantilever One Pair

Billing

Image for reference only

Manufacturer: HON
Part Number: HCTL242

Quantity: 2

List	$ 114.00	EXT List	$228.00
Sell	$ 50.16	Ext Sell	$100.32

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

Left-hand Cantilever 24"D

Billing

Image for reference only

Manufacturer: HON
Part Number: HCTL241L

Quantity: 2

List	$ 62.00	EXT List	$124.00
Sell	$ 27.28	Ext Sell	$54.56

Finishes:

$(P1) Select P1 Paint
.T5 Greige

Right-hand Cantilever 24"D

Billing


Image for reference only

Manufacturer: HON
Part Number: HCTL241R

Quantity:	2		
List	$ 62.00	EXT List	$124.00
Sell	$ 27.28	Ext Sell	$54.56

Finishes:
$(P1) Select P1 Paint
.T5 Greige

Worksurface Bracket Kit

Billing

Image for reference only

Manufacturer: HON
Part Number: HWSB2

Quantity:	2		
List	$ 64.00	EXT List	$128.00
Sell	$ 28.16	Ext Sell	$56.32

Finishes:
$(P1) P1 Paint Opts
.T5 Greige

Worksurface Bracket Kit

Billing

Image for reference only

Manufacturer: HON
Part Number: HWSB2

Quantity:	2		
List	$ 64.00	EXT List	$128.00
Sell	$ 28.16	Ext Sell	$56.32

Finishes:
$(P1) P1 Paint Opts
.T5 Greige

Panel Top Cap 48"W

Billing

Image for reference only

Manufacturer: HON
Part Number: HETC48

Quantity:	4		
List	$ 93.00	EXT List	$372.00
Sell	$ 40.92	Ext Sell	$163.68

Finishes:
$(P1) P1 Paint Opts
.T5 Greige

Panel Top Cap 30"W

Billing

Image for reference only

Manufacturer: HON
Part Number: HETC30

Quantity:	2		
List	$ 64.00	EXT List	$128.00
Sell	$ 28.16	Ext Sell	$56.32

Finishes:
$(P1) P1 Paint Opts
.T5 Greige

Panel Top Cap 24"W

Billing

Image for reference only

Manufacturer: HON
Part Number: HETC24

Quantity:	1		
List	$ 54.00	EXT List	$54.00
Sell	$ 23.76	Ext Sell	$23.76

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

Straight Connector Kit

Billing

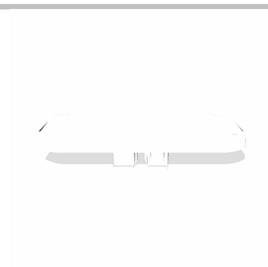


Image for reference only

Manufacturer: HON
Part Number: HSCKTPS

Quantity:	4		
List	$ 30.00	EXT List	$120.00
Sell	$ 13.20	Ext Sell	$52.80

Finishes:

.X	No Option

Panel Finished End Covers 35H

Billing

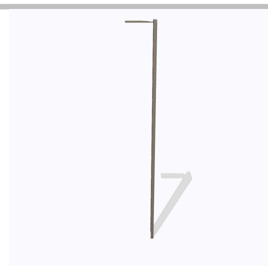


Image for reference only

Manufacturer: HON
Part Number: HEFEC35P

Quantity:	1		
List	$ 70.00	EXT List	$70.00
Sell	$ 30.80	Ext Sell	$30.80

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

Panel Finished End Covers 42.5H

Billing

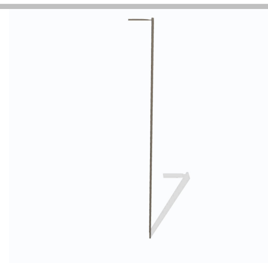


Image for reference only

Manufacturer: HON
Part Number: HEFEC42P

Quantity:	3		
List	$ 75.00	EXT List	$225.00
Sell	$ 33.00	Ext Sell	$99.00

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

Variable Height Connector Kit 7.5H

Billing

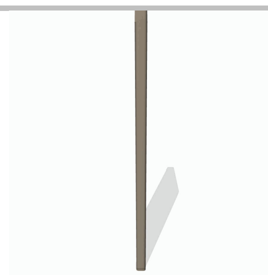


Image for reference only

Manufacturer: HON
Part Number: HECVH07P

Quantity:	2		
List	$ 74.00	EXT List	$148.00
Sell	$ 32.56	Ext Sell	$65.12

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

"T" Connector Strap

Billing

Manufacturer: HON
Part Number: HECST

Finishes:


Image for reference only

Quantity:	2		
List	$ 32.00	EXT List	$64.00
Sell	$ 14.08	Ext Sell	$28.16

Single Connector Strap

Billing

Manufacturer: HON
Part Number: HECS1

Finishes:

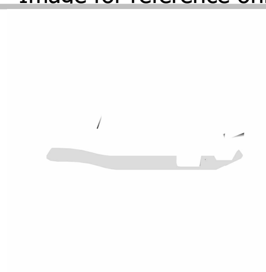


Image for reference only

Quantity:	2		
List	$ 22.00	EXT List	$44.00
Sell	$ 9.68	Ext Sell	$19.36

"L" Connector Strap

Billing

Manufacturer: HON
Part Number: HECSL

Finishes:

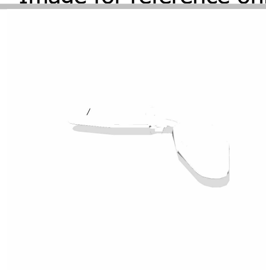


Image for reference only

Quantity:	2		
List	$ 22.00	EXT List	$44.00
Sell	$ 9.68	Ext Sell	$19.36

Tackable Panel w/o TC 42.5H x 36W

Billing

Manufacturer: HON
Part Number: HETP4236FP

Finishes:

$(A)	Grd A Fabric
.APN	Appoint
09	Morel
$(P1)	P1 Paint Opts
.T5	Greige


Image for reference only

Quantity:	4		
List	$ 457.00	EXT List	$1,828.00
Sell	$ 201.08	Ext Sell	$804.32

Panel Top Cap 36"W

Billing

Manufacturer: HON
Part Number: HETC36

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige


Image for reference only

Quantity:	4		
List	$ 82.00	EXT List	$328.00
Sell	$ 36.08	Ext Sell	$144.32

Base In-Feed Cable Base 3-1 & 2-2 Systems

Billing

Quantity:	1		
List	$ 313.00	EXT List	$313.00
Sell	$ 137.72	Ext Sell	$137.72

Manufacturer: HON
Part Number: HH879072

Finishes:

Image for reference only

Electrical Power Harness 36W 3-1 & 2-2 Systems

Billing

Quantity:	2		
List	$ 280.00	EXT List	$560.00
Sell	$ 123.20	Ext Sell	$246.40

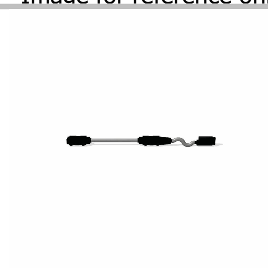
Manufacturer: HON
Part Number: HH871236

Finishes:

Image for reference only

Electrical Power Harness 48W 3-1 & 2-2 Systems

Billing



Quantity:	4		
List	$ 295.00	EXT List	$1,180.00
Sell	$ 129.80	Ext Sell	$519.20

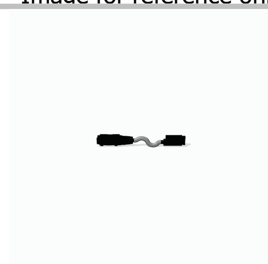
Manufacturer: HON
Part Number: HH871248

Finishes:

Image for reference only

Electrical Power Harness 24W 3-1 & 2-2 Systems

Billing



Quantity:	1		
List	$ 280.00	EXT List	$280.00
Sell	$ 123.20	Ext Sell	$123.20

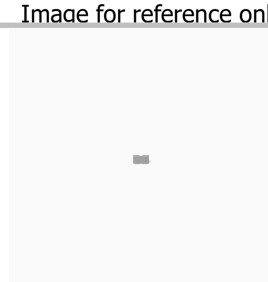
Manufacturer: HON
Part Number: HH871224

Finishes:

Image for reference only

Duplex Receptacle Circuit 1 3-1 & 2-2 Systems

Billing



Quantity:	3		
List	$ 60.00	EXT List	$180.00
Sell	$ 26.40	Ext Sell	$79.20

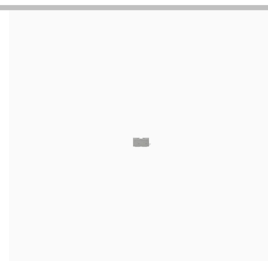
Manufacturer: HON
Part Number: HH871501

Finishes:
.LOFT Loft

Image for reference only

Duplex Receptacle Circuit 2 3-1 & 2-2 Systems

Billing



Quantity:	3		
List	$ 60.00	EXT List	$180.00
Sell	$ 26.40	Ext Sell	$79.20

Manufacturer: HON
Part Number: HH871502

Finishes:
.LOFT Loft

Image for reference only

Acc Hrztl Wall Track for OH Storage-60"W

Billing

Image for reference only

Quantity: 4

List	$ 117.00	EXT List	$468.00
Sell	$ 51.48	Ext Sell	$205.92

Manufacturer: HON
Part Number: HTWTH

Finishes:

.P	Black

Abound Receding Door Overhead 48"W

Billing

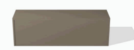


Image for reference only

Quantity: 4

List	$ 1,154.00	EXT List	$4,616.00
Sell	$ 507.76	Ext Sell	$2,031.04

Manufacturer: HON
Part Number: HRVOH1548RM

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige
.L	Lock

10500 Series Tckbd for 48"W Stack on Strg Bck Enclosure

Billing

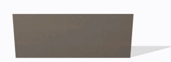


Image for reference only

Quantity: 4

List	$ 332.00	EXT List	$1,328.00
Sell	$ 146.08	Ext Sell	$584.32

Manufacturer: HON
Part Number: H90053

Finishes:

$(A)	Grd A Fab
.APN	Appoint
09	Morel

Flagship Series Pedestal "R" Pull Mobile B/B/F 23D

Billing

Image for reference only

Quantity: 2

List	$ 1,021.00	EXT List	$2,042.00
Sell	$ 459.45	Ext Sell	$918.90

Manufacturer: HON
Part Number: H18723R

Finishes:

.L	Standard Random Key Lock
$(P1)	P1 Paint Opts
.T5	Greige

Ignition 2 Task Mid-back, ilira back

Billing

Image for reference only

Quantity: 2

List	$ 915.00	EXT List	$1,830.00
Sell	$ 411.75	Ext Sell	$823.50

Manufacturer: HON
Part Number: HIWMM

Finishes:

.Y1	Synchro-Tilt W Seat Slider
.A	Height and Width Adj. Arm
.S	Black All-Surface Caster
.IM	4-Way Black
$(1)	Grade 1 Uph

.CU	Centurion
10	Black
.BL	Black Adjustable Lumbar
.SB	Standard Base
.T	Black

Subtotal Ext List $25,121.00 Ext. Sell **$11,091.96**

The following section is: Existing Surface Supports

30"D x 28"H O-Leg Support for Wksf (single leg)


Image for reference only

Existing Surface Supports

Quantity: 2

List $ 493.00 EXT List $986.00

Sell $ 221.85 Ext Sell $443.70

Manufacturer: HON

Part Number: HLSL3028O

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

Abode Shared Leg

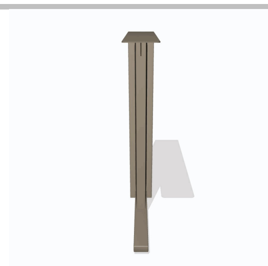


Image for reference only

Existing Surface Supports

Quantity: 1

List $ 506.00 EXT List $506.00

Sell $ 227.70 Ext Sell $227.70

Manufacturer: HON

Part Number: HSDSL29

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

Gussets (1 Pr)

Existing Surface Supports

Quantity: 1

List $ 157.00 EXT List $157.00

Sell $ 70.65 Ext Sell $70.65

Manufacturer: HON

Part Number: HSDG

Image for reference only

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige

Subtotal Ext List $1,649.00 Ext. Sell **$742.05**

The following section is: Front Desk

Ignition 2 Task Mid-back, ilira back


Image for reference only

Front Desk

Quantity: 2

List $ 915.00 EXT List $1,830.00

Sell $ 411.75 Ext Sell $823.50

Manufacturer: HON

Part Number: HIWMM

Finishes:

.Y1	Synchro-Tilt W Seat Slider
.A	Height and Width Adj. Arm
.S	Black All-Surface Caster
.IM	4-Way Black
$(1)	Grade 1 Uph
.CU	Centurion
10	Black
.BL	Black Adjustable Lumbar

.SB	Standard Base
.T	Black

Subtotal Ext List $1,830.00 Ext. Sell **$823.50**

The following section is: IT

Systems 72x48x24x30Left Corner Cove Worksurface Edgebd IT

Image for reference only

Quantity: 1

List $ 1,070.00 EXT List $1,070.00

Sell $ 470.80 Ext Sell $470.80

Manufacturer: HON

Part Number: HWV95ABLP

Finishes:

$(L1STD)	Grd L1 Standard Laminates
.LKI1	Kingswood Walnut
.KI	Kingswood Walnut
.T5	Greige

Systems Rectangular Worksurface Edgeband 24D x 36W IT

Image for reference only

Quantity: 1

List $ 460.00 EXT List $460.00

Sell $ 202.40 Ext Sell $202.40

Manufacturer: HON

Part Number: HWR2436P

Finishes:

$(L1STD)	Grd L1 Standard Laminates
.LKI1	Kingswood Walnut
.KI	Kingswood Walnut
.T5	Greige

Laminate Modesty 13h x 72w IT

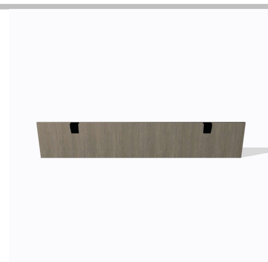


Image for reference only

Quantity: 1

List $ 898.00 EXT List $898.00

Sell $ 404.10 Ext Sell $404.10

Manufacturer: HON

Part Number: HUSLMOD1372

Finishes:

$(L1STD)	Grd L1 Standard Laminates
.LKI1	Kingswood Walnut
.KI	Kingswood Walnut
.P	Black

Worksurface Joining Kit IT

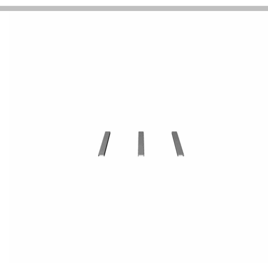


Image for reference only

Quantity: 1

List $ 122.00 EXT List $122.00

Sell $ 62.69 Ext Sell $62.69

Manufacturer: WRT

Part Number: AWC-JOINKIT-B

Finishes:

Sierra HX, 3 Leg Base, 24&30" Flat Feet, For 7070L Wksf

IT

Image for reference only

Quantity: 1

List	$ 2,324.00	EXT List	$2,324.00
Sell	$ 1,129.72	Ext Sell	$1,129.72

Manufacturer: WRT
Part Number: 7070L-SEHX5472-

Finishes:

-PS	Programmable Switch
~	Standard Cord
-B	Black

Slotted Tool Tile 15H x 48W

IT

Image for reference only

Quantity: 2

List	$ 693.00	EXT List	$1,386.00
Sell	$ 311.85	Ext Sell	$623.70

Manufacturer: HON
Part Number: HWWT1548T

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige
.P	Black

Slotted Tool Tile 15H x 42W

IT

Image for reference only

Quantity: 1

List	$ 638.00	EXT List	$638.00
Sell	$ 287.10	Ext Sell	$287.10

Manufacturer: HON
Part Number: HWWT1542T

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige
.P	Black

Slotted Tool Tile 7.5H x 42W

IT

Image for reference only

Quantity: 1

List	$ 582.00	EXT List	$582.00
Sell	$ 261.90	Ext Sell	$261.90

Manufacturer: HON
Part Number: HWWT742T

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige
.P	Black

Slotted Tool Tile 7.5H x 48W

IT

Image for reference only

Quantity: 2

List	$ 636.00	EXT List	$1,272.00
Sell	$ 286.20	Ext Sell	$572.40

Manufacturer: HON
Part Number: HWWT748T

Finishes:

$(P1)	P1 Paint Opts
.T5	Greige
.P	Black

10500 Series48"x18 1/2" Wall Mount Storage 3-Dr Locking

IT

Image for reference only

Quantity: 2

List	$ 1,185.00	EXT List	$2,370.00
Sell	$ 533.25	Ext Sell	$1,066.50

Manufacturer: HON
Part Number: H105383K

Finishes:

$(L1STD)	Grd L1 Standard Laminates
.LKI1	Kingswood Walnut
LKI1	Kingswood Walnut

10500 Series42"x18 1/2" Wall Mount Storage 2-Dr Locking

IT

Image for reference only

Quantity: 1

List	$ 1,087.00	EXT List	$1,087.00
Sell	$ 489.15	Ext Sell	$489.15

Manufacturer: HON
Part Number: H105382K

Finishes:

$(L1STD)	Grd L1 Standard Laminates
.LKI1	Kingswood Walnut
LKI1	Kingswood Walnut

Ignition 2 Task Mid-back, ilira back

IT

Image for reference only

Quantity: 1

List	$ 915.00	EXT List	$915.00
Sell	$ 411.75	Ext Sell	$411.75

Manufacturer: HON
Part Number: HIWMM

Finishes:

.Y1	Synchro-Tilt W Seat Slider
.A	Height and Width Adj. Arm
.S	Black All-Surface Caster
.IM	4-Way Black
$(1)	Grade 1 Uph
.CU	Centurion
10	Black
.BL	Black Adjustable Lumbar
.SB	Standard Base
.T	Black

Ignition Guest/Multi-Purpose Chair Four-Leg Stacking

IT

Image for reference only

Quantity: 2

List	$ 642.00	EXT List	$1,284.00
Sell	$ 288.90	Ext Sell	$577.80

Manufacturer: HON
Part Number: HIGS6

Finishes:

.F	Fixed
.S	All Surface Caster
.U	Upholstered
$(1)	Grade 1 Uph
.CU	Centurion
10	Black
.PLAT	Textured Platinum Metallic

10500 Series 15 3/4Wx18 7/8Dx21 7/8H Mobile Ped B/F IT

Image for reference only

Manufacturer: HON
Part Number: H105106

Quantity:	1		
List	$ 900.00	EXT List	$900.00
Sell	$ 405.00	Ext Sell	$405.00

Finises:

$(L1STD)	Grd L1 Standard Laminates
.LKI1	Kingswood Walnut
LKI1	Kingswood Walnut

10500 Series Tckbd for 48"W Stack on Strg Bck Enclosure IT

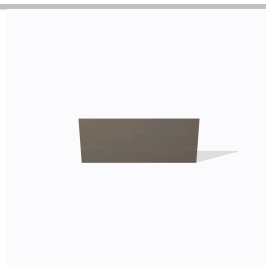


Image for reference only

Manufacturer: HON
Part Number: H90053

Quantity:	1		
List	$ 332.00	EXT List	$332.00
Sell	$ 149.40	Ext Sell	$149.40

Finishes:

$(A)	Grd A Fab
.APN	Appoint
09	Morel

Subtotal Ext List $15,640.00 Ext. Sell **$7,114.41**

The following section is: Z:Services

WorkRite Freight Z:Services

Manufacturer:
Part Number: FurnFreight

Quantity:	1		
List	$ 0.00	EXT List	$0.00
Sell	$ 183.46	Ext Sell	$183.46

Finishes:

Image for reference only

Receive Deliver and Install Z:Services

Manufacturer:
Part Number: FurnInstall

Quantity:	1		
List	$ 0.00	EXT List	$0.00
Sell	$ 2,903.23	Ext Sell	$2,903.23

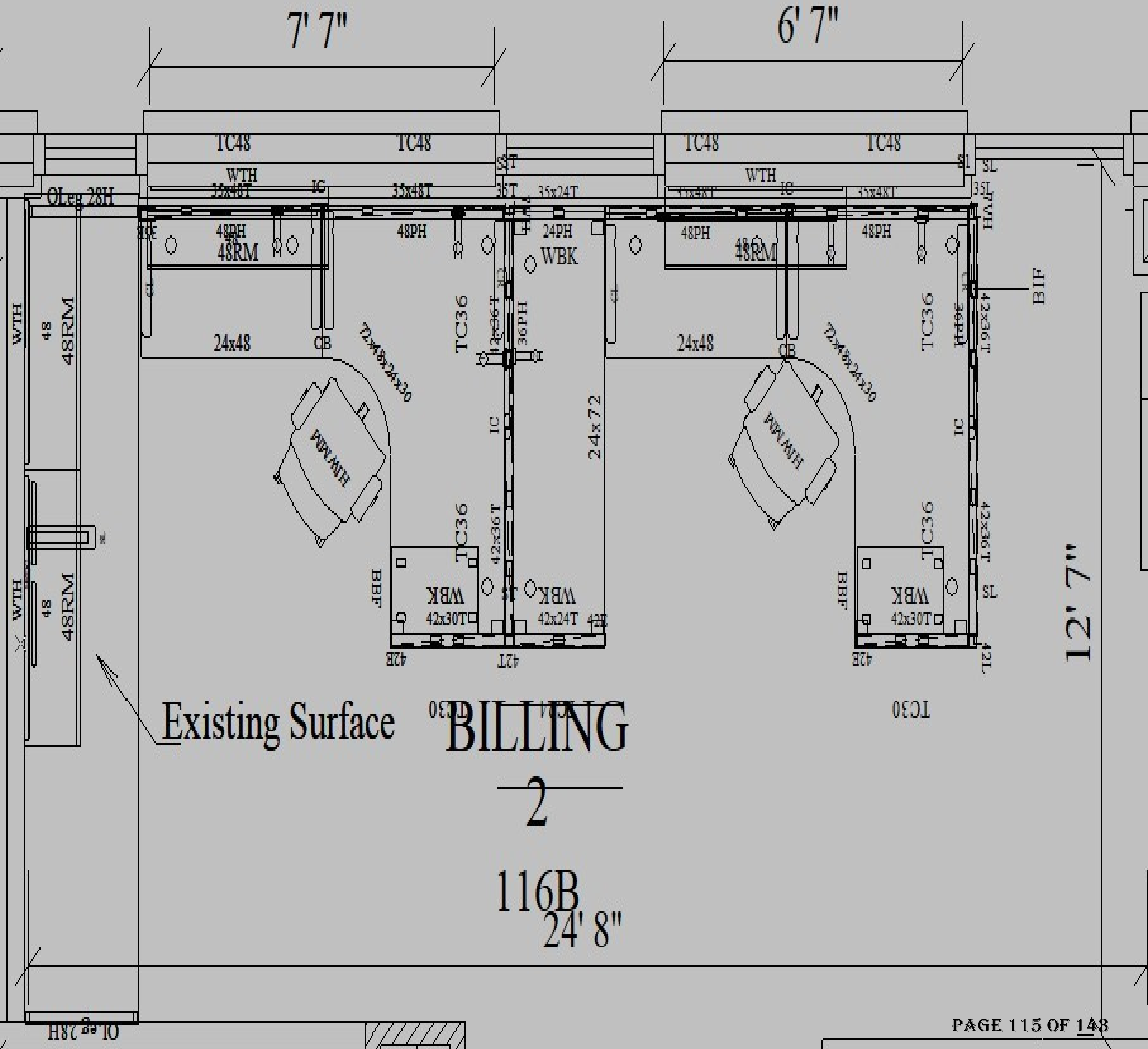
Finishes:

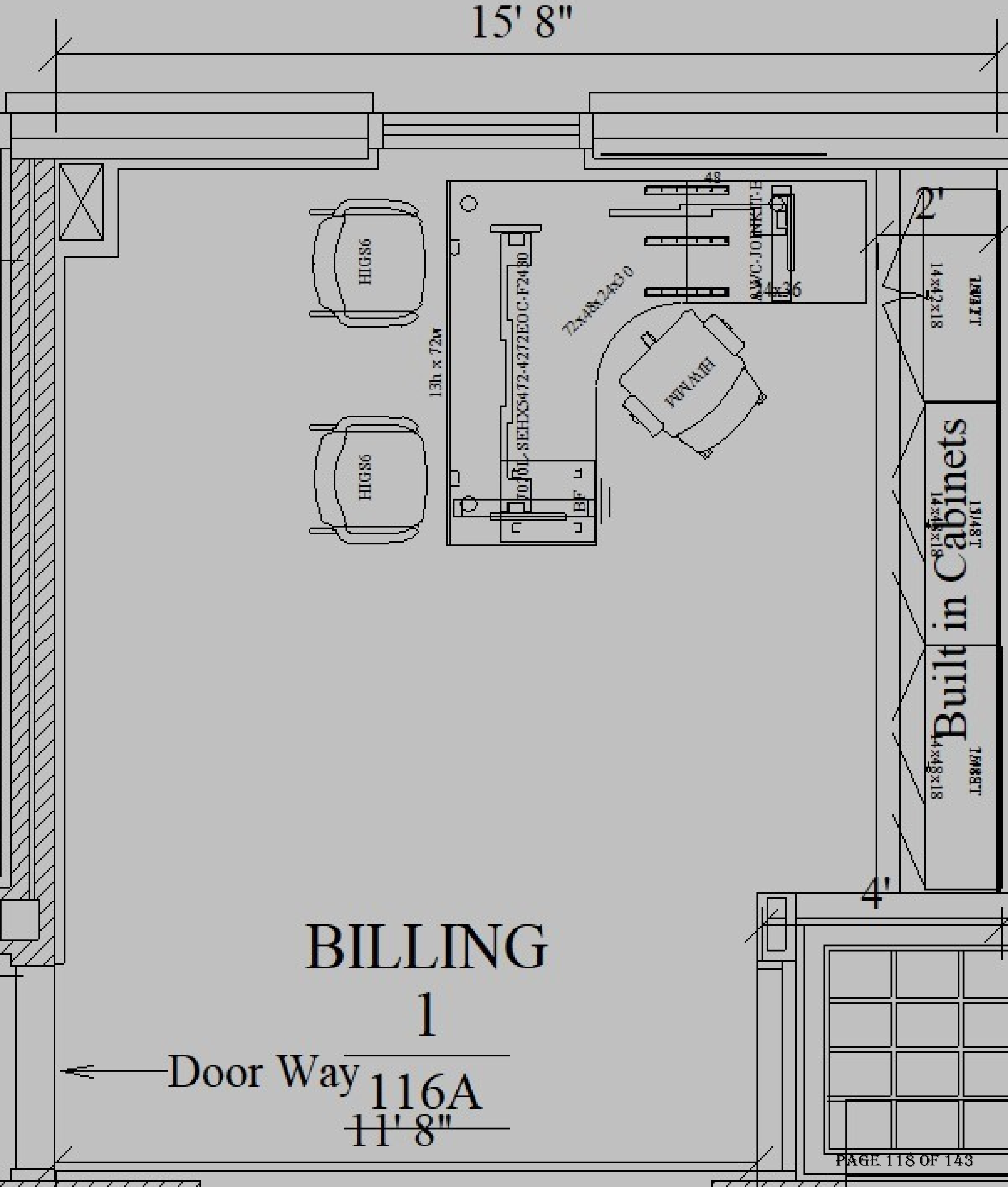
Image for reference only

Subtotal Ext List $0.00 Ext. Sell **$3,086.69**

Project Total **Grand Total:** **$22,858.61**

Standard furniture lead-time 4 - 6 weeks
Quote Valid for 60 days


7' 7"
6' 7"
TC48
TC48
TC48
TC48
WTH
WTH
OLeg 28H
48PH
48RM
48PH
24PH
WBK
48PH
48PH
48RM
TC36
36PH
TC36
36PH
BIF
24x48
CB
24x48
CB
72x48x24x30
72x48x24x30
24x72
48RM
48RM
WTH
WTH
TC36
TC36
BBF
BBF
WBK
WBK
WBK
42x30T
42x24T
42x30T
42x36T
42x36T
42x36T
42x36T
SL
Existing Surface
BILLING
2
116B
24' 8"
12' 7"
TC30


15' 8"
48
2'
AWC-JOINKIT-E
24x36
72x48x24x30
SEHX5472-4272EOC-F2430
13h x 72w
HIGS6
HIGS6
14x42x18
14x48x18
Built in Cabinets
4'
BILLING
1
116A
Door Way
11' 8"

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: 7/16/2024

SUBJECT: #8.15 Approve the lease of a Sendpro C Lite Postage Meter

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

MOTION TO: Approve the lease of a Sendpro C Lite postage meter through Dakota Mailing and Shipping Equipment for $49.00/month for 63 months paid quarterly and authorize the City Administrator to execute the paperwork.

BACKGROUND: Our existing postage meter is no longer in compliance with the new regulation under USPS to have a IMI-complaint solution. Our current machine's lease contract is also up at the end of July which is $47.85/month.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Sendpro C Lite postage meter_001

Commerce solutions,
from the Craftsmen of Commerce.

pitney bowes

Sending

SendPro® C-Series

Sending mail and light packages has never been easier.

Streamline your workload with the SendPro C-Series, a line of three easy-to-use, semi-automatic sending solutions designed to simplify mail processing and shipment sending. You'll unlock savings right from the convenience of your office or home, eliminating trips to the post office and giving you back time to focus on business-critical tasks.

UNITED STATES POSTAL SERVICE®
Approved IMI Postage Solution

SendPro® C-Series Specifications

	SendPro C Lite 	SendPro C 	SendPro+ 	Custom Configuration
Primary function	Light-volume mailing & light-volume shipping	Mid-volume mailing & light-volume shipping	Mid-volume mailing & mid-volume shipping	Custom
Envelope processing feed & speed	Semi-automatic, Up to **50** LPM	Semi-automatic, Up to **65** LPM	Semi-automatic, Up to **65** LPM	Semi-automatic, Up to **65** LPM
Integrated scale & capacity	Included: **5** lb.	Included: **5** lb.	Included: **15** lb.	Optional scale choice: **5**, **10**, **15**, or **70** lbs.
Attached shipping label printer	Not included. Optional upgrade available	Not included. Optional upgrade available	Included	Optional
Carrier access	Included: USPS Optional upgrade: Add UPS and FedEx	Included: USPS Optional upgrade: Add UPS and FedEx	Included: USPS, UPS and FedEx	Included: USPS Optional upgrade: Add UPS and FedEx
User display	7" Color Touchscreen			
Envelope moistener	Included			
Dimensions	16 1/2" L x 15 1/2" D x 11 1/2" H			
Envelope sizes	Up to 3/8" thickness Media sizes: 3" x 5" up to 13" x 15"			
Electrical and approvals	100 – 120 VAC, 50/60 Hz, 1.0A			
Accounting	Included: Up to 100 accounts/ Up to 10 devices	Included: Up to 100 accounts/Up to 10 devices Optional upgrade: Up to 500 accounts/Up to 100 devices Up to 3,000 accounts/500 devices		Optional: Up to 100 accounts/Up to 10 devices Up to 500 accounts/Up to 100 devices Up to 3,000 accounts/500 devices
Auto Ink*	Save 20% with enrollment*			
Pre-loaded apps	Included on device			
eRR	Not included	Not included. Optional upgrade available	Not included. Optional upgrade available	Optional
USPS retail rates and extra services	Included			
USPS presort rates	Included (First Class Commercial, Marketing Mail, Non-profit, PresortXtra™)			
Commercial base pricing	Included			
Report printing	Print to connected laser printer or email report to address for network printing			
Connectivity	LAN (wired), Wi-Fi (wireless) or Cellular (via cellular device)			
IMI indicia on-device stamp Printing	Included			
Stamp printing from computer	Optional upgrade		Included	Optional

pitney bowes

STATE & LOCAL FAIR MARKET VALUE LEASE AGREEMENT (DEALERS)
Dealer: Dakota Mailing & Shipping Equipment

Agreement Number:

Your Business Information

City of Thief River Falls			
Full Legal Name of Lessee	DBA Name of Lessee	Tax ID # (FEIN/TIN)	
PO Box 528	Thief River Falls	MN	56701
Billing Address: Street	City	State	ZIP+4
Angie Philipp			
Billing Contact Name	Billing Contact Phone #	Billing Account #	
405 3rd St E	Thief River Falls	MN	56701
Installation Address *(if different from billing address)*: Street	City	State	ZIP+4
Installation Contact Name	Installation Contact Phone #	Installation Account #	
Fiscal Period *(from – to)*	Lessee PO #	Delivery Account #	

Your Business Needs

Qty	Business Solution Description
1	Sendpro C Lite
1	5# Scale

Check items to be included in Lessee's payment

☒ **Service performed by Dealer or other third party** Dakota Mailing & Shipping Equipment

☐ **Standard Service Level Agreement, service performed by PBI –** *see SLA terms in Pitney Bowes State and Local Fair Market Lease Terms (Dealers)*

☐ **Software Maintenance (additional terms apply)** - *Provides revision updates & technical assistance*

☒ **Meter Services**

☐ **Value Based Services** (not including USPS fees which will be charged separately)

☒ **Purchase Power®** - *A line of credit providing a convenient way to mail now and pay later. Consolidate meter postage, permit postage and supplies under one account – see Pitney Bowes State and Local Fair Market Value Lease Terms (Dealers)*

If green products are identified on this Agreement, the equipment covered herein includes remanufactured products that have gone through our factory certification testing process.

Settlement Information

☐ **Competitive Buyout:** At your request, we included in the amount we used to calculate your Monthly Payment the sum of $ ____________ ("Pay Off Amount"), which we will pay to you by check. You shall use the Pay Off Amount to reduce, or discharge, your obligations on your lease with __________ (former lessor), lease # __________, dated __________ (See Section 10 of the Pitney Bowes Terms (Dealers) which are available at www.pb.com/dealertermsslfmv

☐**PBGFS Trade-Up/Competitive Buyout:** You understand that the balance owed from your existing lease # ____________ ("Existing Lease") with PBGFS or your competitive buyout balance referenced above has been carried forward onto this Agreement and represents more than 50% of the cost of the Pitney Bowes equipment on this Agreement.

Your Payment Plan

Number Of Months		Monthly Amount*	Billing Frequency
First	63	49.00	Quarterly
Next			

Initial Term: 63 Months
(☐) Tax Exempt Certificate Attached
(☐) Tax Exempt Certificate Not Required

*Does not include any applicable sales, use, or property taxes which will be billed separately.

Your Signature Below

Non-Appropriations. You warrant that you have funds available to pay all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to pay all payments in each subsequent fiscal period through the end of your Lease Term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to pay the payments is denied, you may terminate this Agreement on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue this Agreement for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under this Lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the Equipment and any Meters at your expense.

By signing below, you agree to be bound by all the terms of this Agreement, including those located in the Pitney Bowes State and Local Fair Market Value Lease Terms (Dealers) (Version 11/22),which are available at https://www.pitneybowes.com/us/dealertermsslfmv.html and are incorporated herein by reference. **You acknowledge that you may not cancel the lease for any reason, except as expressly set forth in Sections 8 and 9 of the Pitney Bowes State and Local Fair Market Value Lease Terms (Dealers) (Version 11/22), and that all payment obligations are unconditional**. The lease will be binding on us after we have completed our credit and documentation approval process and have signed below. The lease requires you to provide proof of insurance. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at https://www.pitneybowes.com/us/license-terms-of-use/software-and-subscription-terms-and-conditions.html. Those additional terms are incorporated by reference.

Lessee Signature	Date	Pitney Bowes Signature	Date
Print Name	Title	Print Name	Title
Email Address			

Sales Information

David Christensen	Dakota Mailing & Shipping Equipment
Account Rep Name	Dealer Name

Pitney Bowes

Dear Valued Customer:

Federal law under The USA PATRIOT Act requires us to obtain the (9) nine digit federal Taxpayer Identification Numbers (TIN) from customers that participate in a Pitney Bowes Bank product, notably Reserve Account and/or Purchase Power.
Additionally, the Internal Revenue Service (IRS) requires the Pitney Bowes Bank to obtain Taxpayer Identification Numbers (TINs) from customers in order to report the free postage earned on the Reserve Account.

For Partnerships, Corporations, Banks, Government Agencies, or Non-profit Organizations, the Taxpayer Identification Number is the Federal Employee Identification Number. For Sole Proprietors, the Taxpayer Identification Number is the owner's Social Security Number.

Please complete the form below and fax it to us at 1-203-546-2277 or mail it to:
The Pitney Bowes Bank
P.O. 571677
Salt Lake City, UT 84157-1677

We appreciate your timely response to this notice.

Thank you.

INFORMATION REPLY FORM

Please indicate if your company is one of the following

__ Partnership State / Gov't Agency ___
__ Sole Proprietor Non- Profit ___
_ _ Corporation Foreign ___
__ Bank Other ______

Organization Name City of Thief River Falls Street Address 405 3rd St E

City, State, Zip _ Thief River Falls, MN 56701 Date ____________________

Pitney Bowes Customer Account # (11 Digits)____________________

Postage by Phone Account (8 Digits) 2 - 1 - 1 - 9 - 3 - 8 - 1 - 8

9 Digit Taxpayer Identification Number (TIN):

____-____-____-____-____-____-____-____-____

Certification: Under penalties of perjury, I certify that:(1)The number shown above is my correct taxpayer identification number(or I am waiting for a number to be issued to me);(2)I am not subject to backup withholding because:(a)I am exempt from backup withholding or (b)I have not been notified by the Internal Revenue Service(IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c)the IRS has notified me that I am no longer subject to backup withholding; and (3) I am a US person (including a U.S. resident alien). If you have been notified by the IRS that you are subject to backup withholding, cross out item 2 above.

Signature of Principal ______________________________ Title ______________

City of Thief River Falls

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

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

Request for Council Action

DATE: 7/16/2024

SUBJECT: #8.16 To adopt a resolution governing the counting of write-in votes for City offices

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

MOTION TO: by the City Council of the City of Thief River Falls, Minnesota that: Any Candidate wishing to have their write-in votes individually recorded must file a written request with the City Administrator of the City of Thief River Falls no later than the seventh day before any municipal election.

BACKGROUND: Minnesota Statute 204B.09, subd.3 authorizes a city to adopt a resolution governing the counting of write-in votes. A city that adopts a resolution must do so before the first day of filing for office;

KEY ISSUES: City election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous. In order to save city time and resources, it is in the best interest of the City of Thief River Falls, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute 204B.09, subd.3.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

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Request for Council Action

DATE: 7/16/2024

SUBJECT: #8.17 Approve City Hall remodel change proposal request #1

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

MOTION TO: To approve the City Hall remodel change order proposal request #1. The proposal is for changes that were made to the front billing reception workspace and window counters. Total cost $2,448.00 from Schmitz Builders, Inc.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Thief River Falls City Hall Change proposal #1
2.	TRF City Hall-PR-01-Billing Casework

SCHMITZ BUILDERS, INC.
210 3RD ST. NE
RED LAKE FALLS, MN 56750
218 253 – 2474
218 253 – 2484 FAX
SCHBLD@GVTEL.COM

July 9, 2024

Proposal Submitted to:

Michael Johnston
Icon Architectural
123 2nd Ave Street NW
Bemidji, MN.

Job: Thief River Falls City Hall Remodel. Change Proposal Request # 1

We hereby propose the following:

1-Changes in Casework

Northern Woodworks		$ 1,828.00
Schmitz Installation		$ 300.00
	P/OH	$ 320.00
	Total Add	**$ 2,448.00**

All materials are guaranteed to be as specified, and the above work to be performed in accordance with drawings & specifications submitted for above work and completed in a suitable workmanlike manner. We are Bonded, Licensed and Insured.

By: ----------------------------------

Accepted : ----------------------------------

PROPOSAL REQUEST #01:
BILLING CASEWORK

TO: Kent Schmitz	FROM: Mike Johnston
COMPANY: Schmitz Builder	DATE: 5/22/2024
EMAIL: schbld@gvtel.com garrettschmitz4@gmail.com	TOTAL NO. OF PAGES INCL. COVER: 2
PHONE NUMBER: 701-738-4608, 218-556-9217	RE: Grand Forks County New Juvenile & Correctional Center Expansion

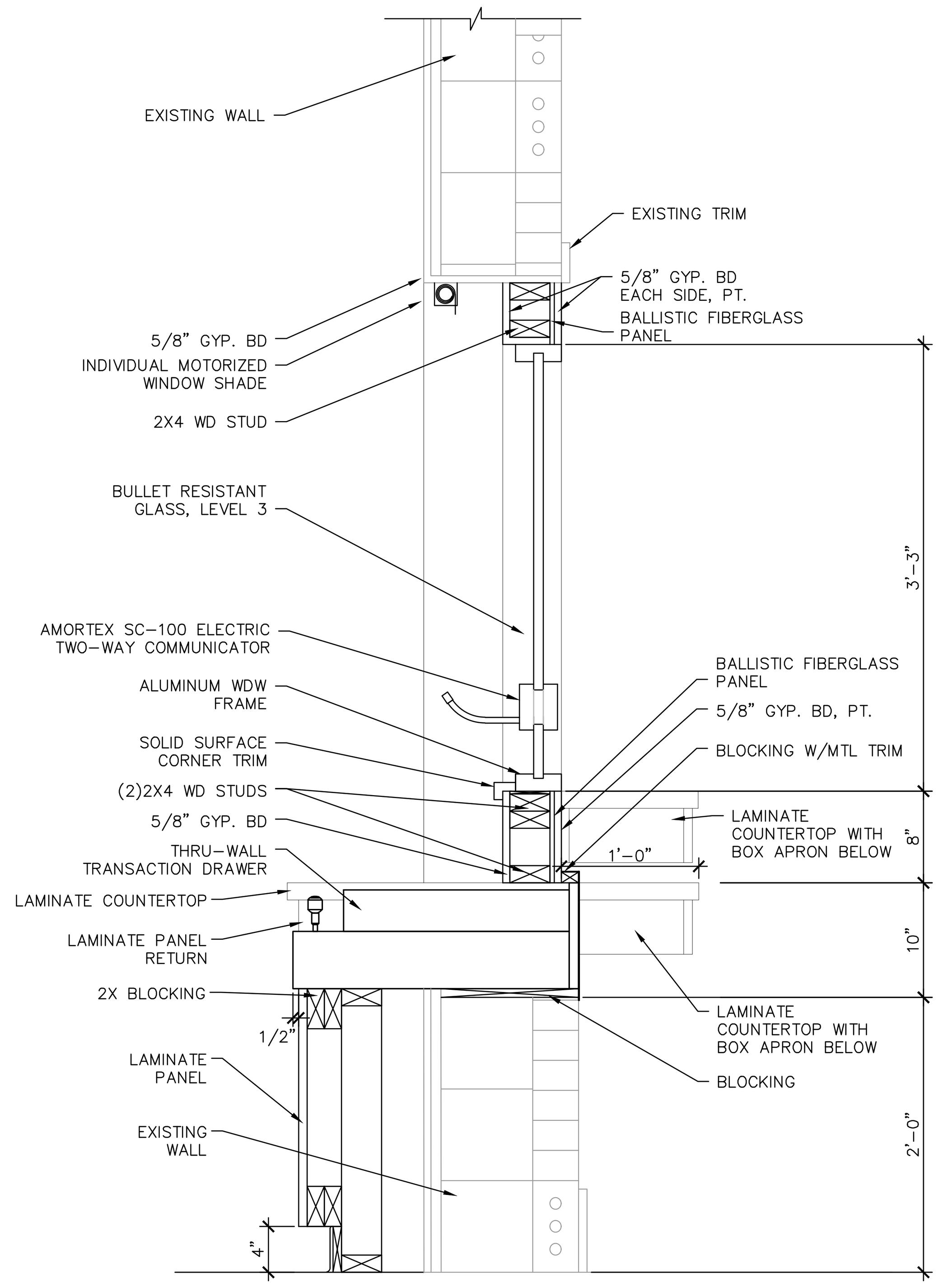
Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Cost proposal to include a detailed itemized breakdown indicating the specific amounts, lengths, quantities, type, sizes, etc. of material including labor, overhead and profit, taxes, and other incidental charges. Proposal shall also indicate credits, deducts, and/or offsets for material and labor originally included in contract. THIS IS NOT A CHANGE ORDER OR DIRECTION TO PROCEED WITH THE WORK STATED HEREIN. If Proposal Request is accepted by Owner and Architect, The Construction Manager will prepare a Change Order for modifying the Contract Documents.

DESCRIPTION:

1. Billing 119, Front Service Windows:
   a. Middle island cabinet: Change width from 6' wide to 5' wide and change height from 34" to 42".
   b. Corner workstations: Changed the counter depth from 24" to 30" and changed how the top meets the transaction drawers.
   c. Service Windows: Changed location of transaction drawers, changed length of lobby side 34" height service counter from 55" to 30", and added (2) 42" height counters one at each side of the service windows for standing customers
   d. Review all details on sheet A402, for design intent.

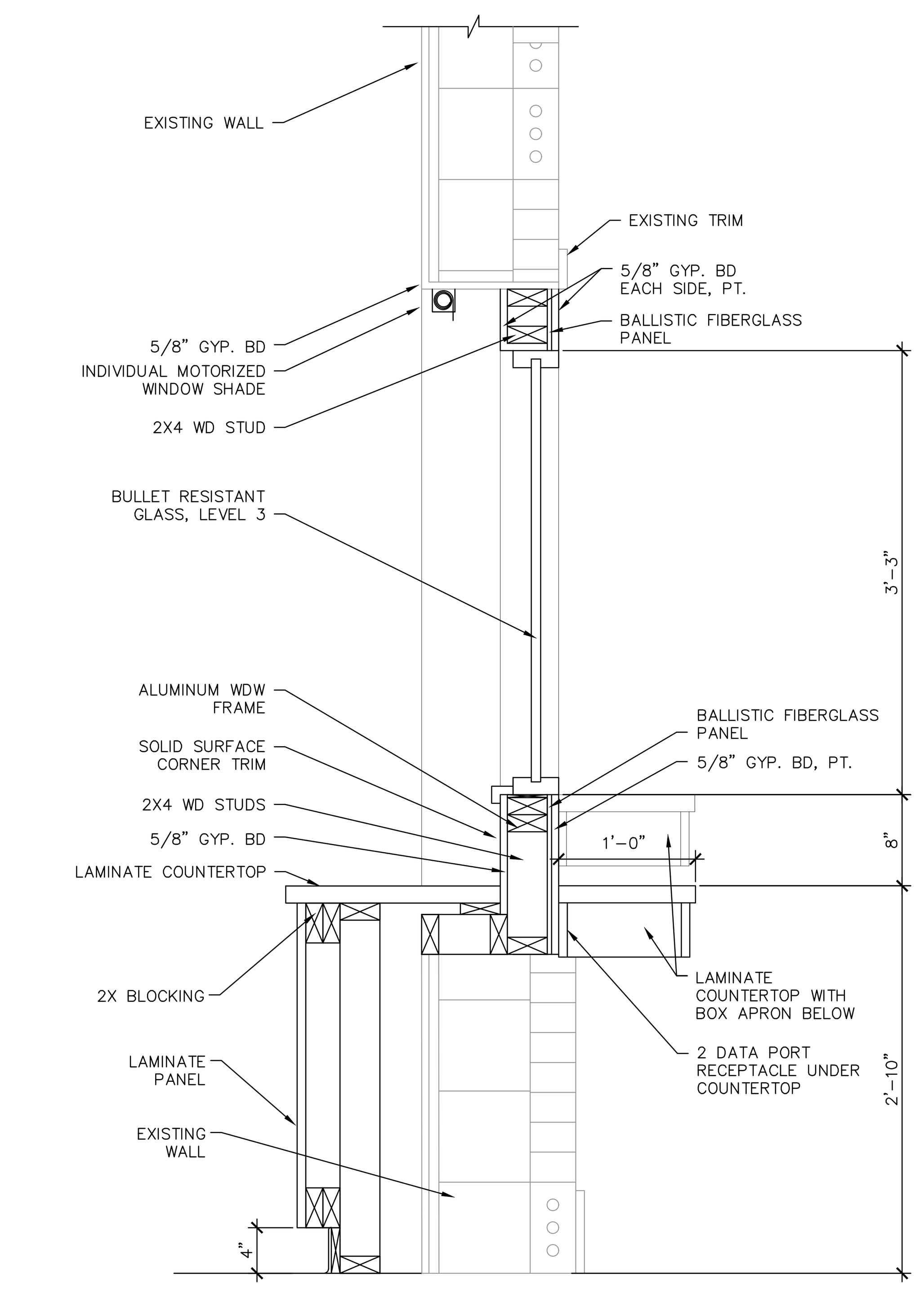
ATTACHMENTS:
Revised Drawing: A402.

END OF DOCUMENT



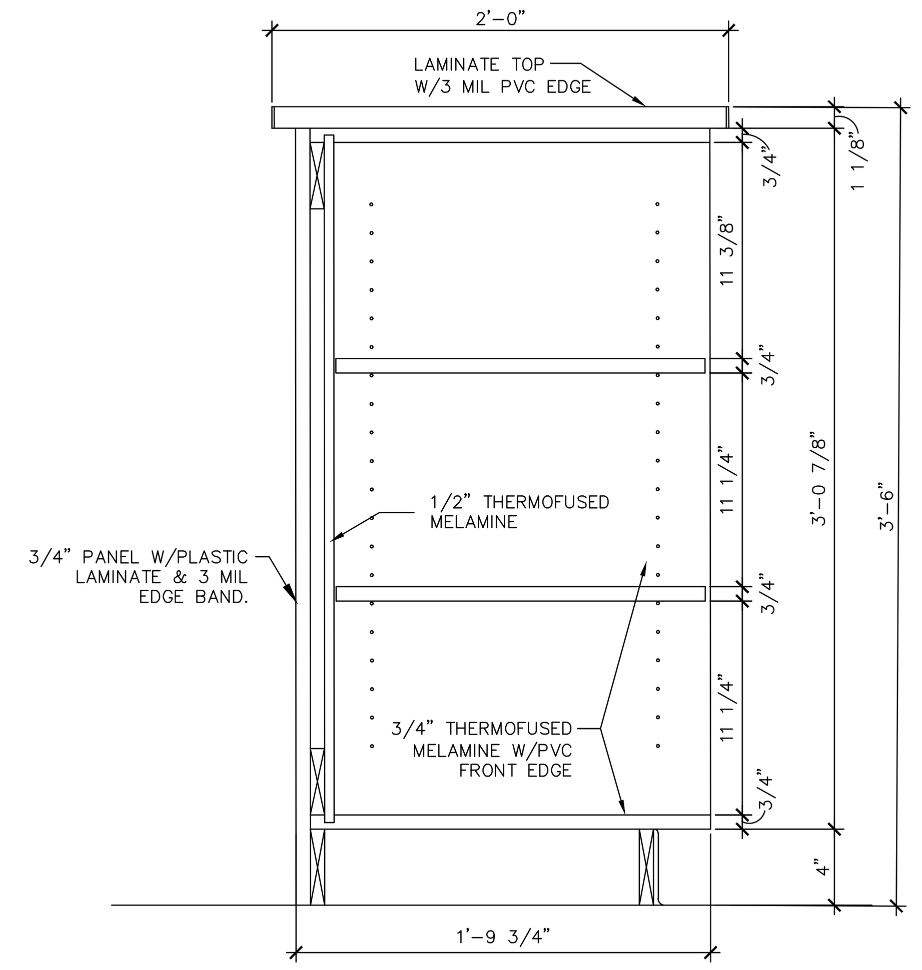
6 A402 DTL. @ TRANSACTION DRW.

1" = 1'-0"



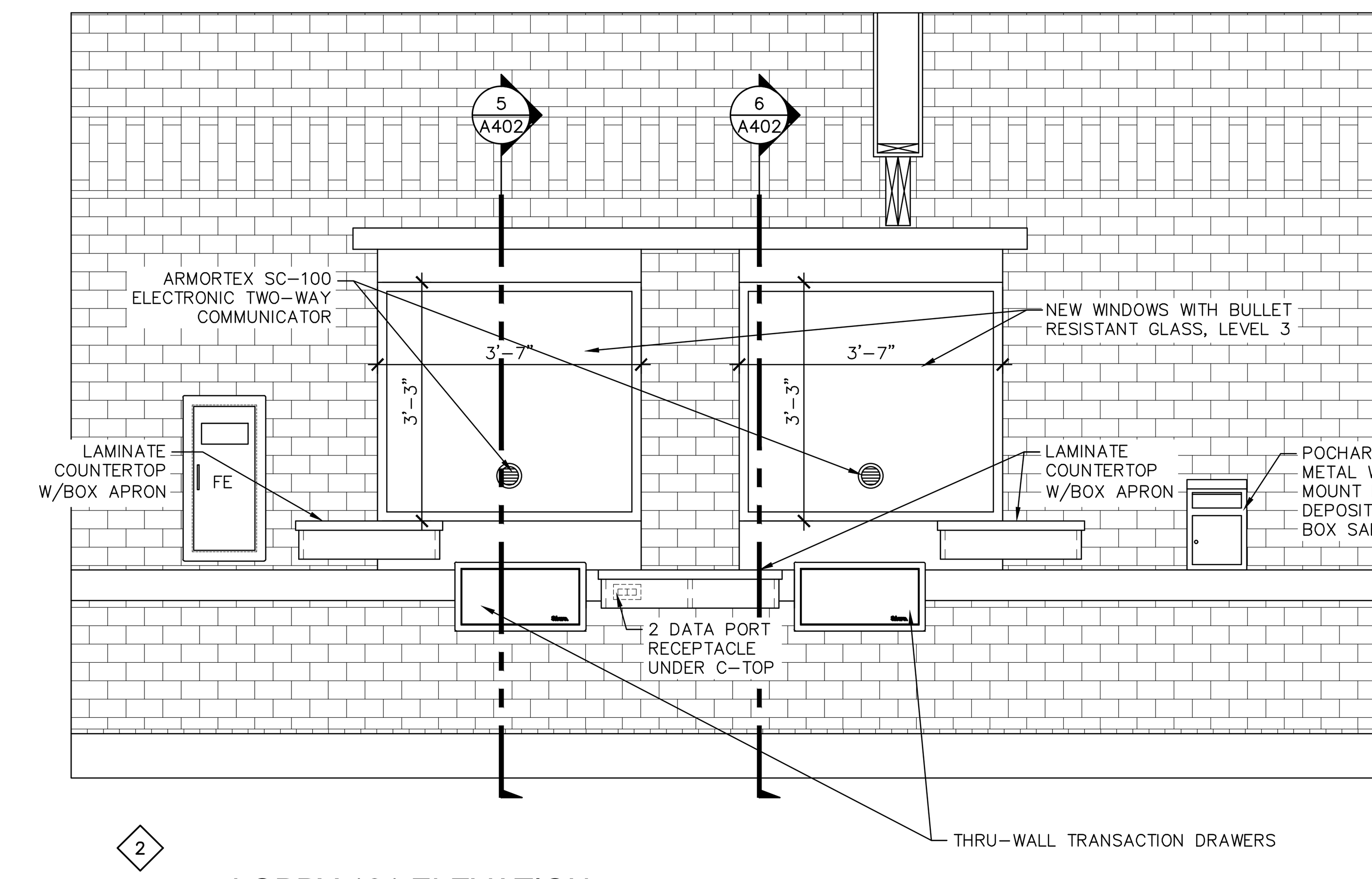
7 A402 DTL. @ TRANSACTION WDW.

1" = 1'-0"



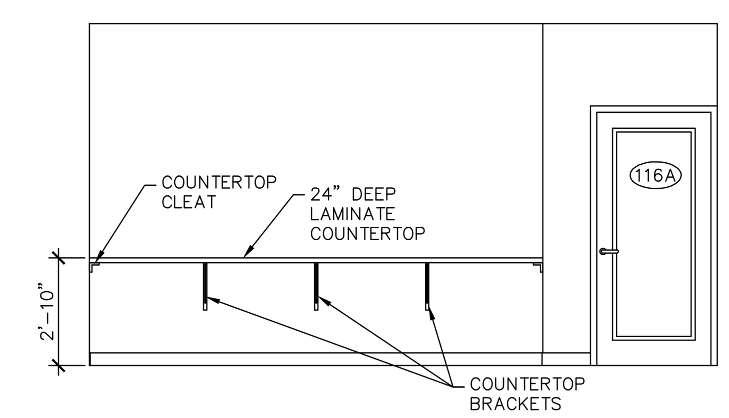
5 A402 OPEN CABINET DETAIL

1 1/2" = 1'-0"



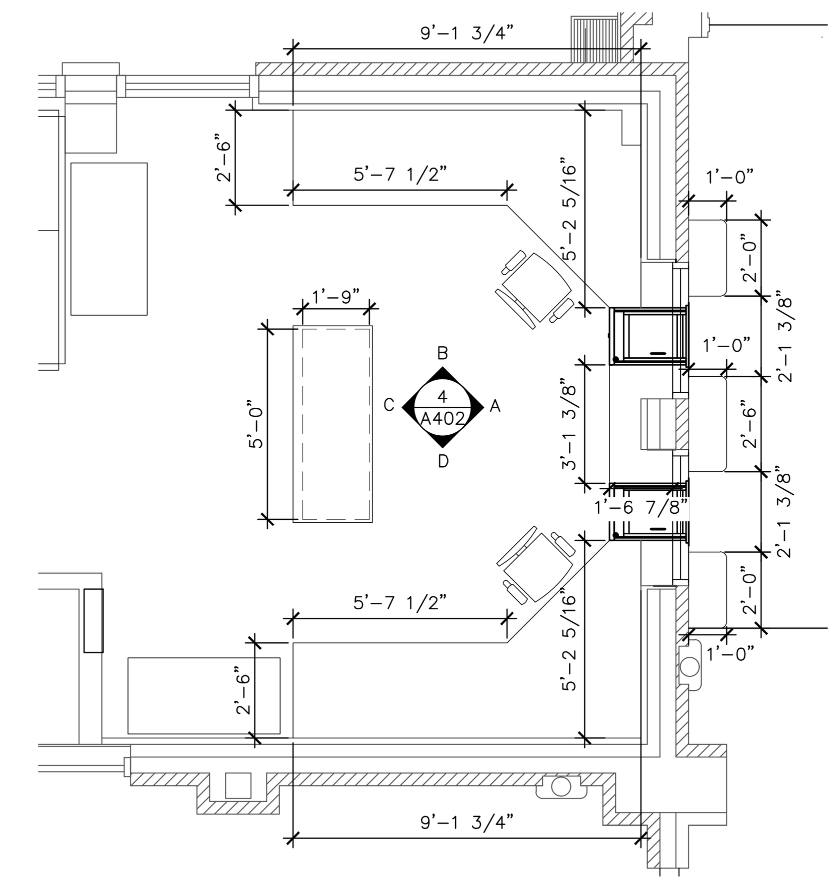
1 A402 LOBBY 101 ELEVATION

1/2" = 1'-0"



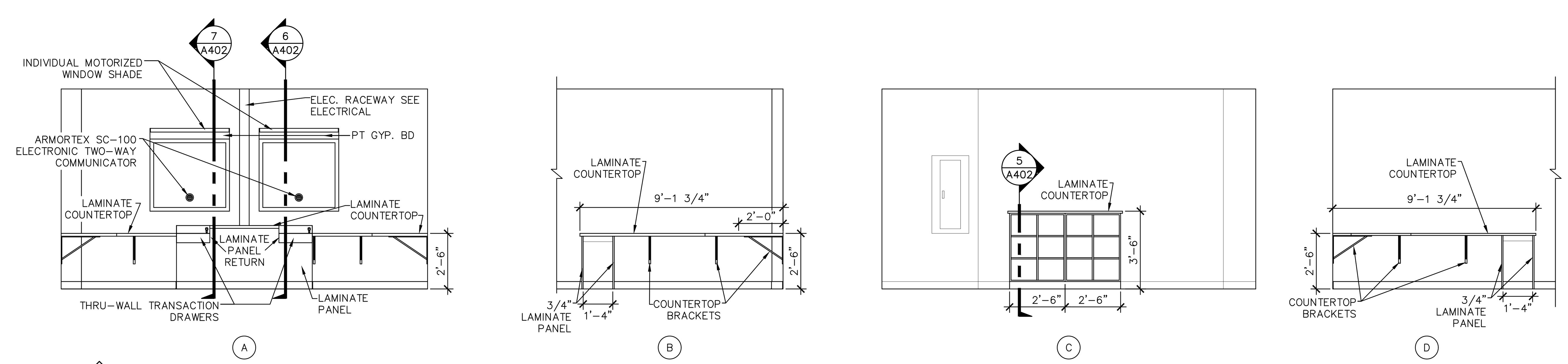
3 A402 I.T. 116 ELEVATION

1/4" = 1'-0"



2 A401 ENLARGED PLAN

1/4" = 1'-0"



4 A402 BILLING 119 ELEVATIONS

1/4" = 1'-0"

ICON
123 2ND ST NW
BEMIDJI, MN 56601
(218) 308.6886 OFFICE
WWW.ICONARCHITECTS.COM

T.R.F. CITY HALL REMODEL
405 THIRD ST. EAST
THIEF RIVER FALLS, MN

MECHANICAL

JPK ENGINEERING, LLC
1325 23RD STREET S, SUITE E
FARGO, ND 58103
(701) 866.8816 OFFICE

ELECTRICAL

BRUCE LAUGTUG PE, LLC
6122 SANDY SHORES TRAIL NW
WILLIAMS, MN 56686
(701) 729.1034 OFFICE

PR-1 5.6.24 (SSR)
2 REVISED CASEWORK IN BILLING 119 AND LOBBY 101

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 Architect under the laws of the State of Minnesota.
Michael J. Johnston
APRIL 28, 2023 — 40053
Date — Reg. No.

DRAWING HISTORY

NO.	DESCRIPTION	DATE
1	CONFORMED CD's	1.12.2024
2	PR-1 - REVISED CASEWORK	5.6.2024

DRAWN BY: SRR — JN: 22-108

INTERIOR ELEVATIONS

SHEET
A402

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: 7/16/2024

SUBJECT: #8.18 Approve VFW Post 2793 Temporary Intoxicating Liquor License with Addendum

RECOMMENDATION: It is respectfully requested the City Council accept the recommendation:

MOTION TO: Approve a Temporary Intoxicating Liquor License to the VFW Post 2793 with Addendum effective August 10, 2024, from 7 pm to 12 am.

BACKGROUND: The VFW has applied for a temporary intoxicating liquor license with addendum to include outdoor area for the VFW Fundraiser.

KEY ISSUES: Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

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

FINANCIAL CONSIDERATIONS: Cost of the license is $35.00 per day.

LEGAL CONSIDERATION: If approved, the applicant must provide suitable Proof of Insurance covering liquor liability. The City of Thief River Falls shall be named as an additional insured.

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	VFW Post 2793 Temp intoxicating Liquor License - Addendum August 10 application

CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: VFW Post 2793

(must be a club, charitable, religious, or non-profit organization, duly incorporated as a nonprofit or religious corporation under the laws of Minnesota and in existence for at least three years or a political committee registered under MS 10A.14 and applicant must sponsoring the event that alcohol is being served)

CONTACT PERSON: Brianna Smith

ADDRESS: 123 Horace Ave So. TRF MN 56701

PHONE: 218 681 1121

TYPE OF EVENT: Fundraiser

LICENSING PERIOD: August 10th

HOURS OF OPERATION: 7pm- Midnight

FACILITY/PLACE TO BE USED: Outside VFW POST 2793

Applicant will present this request to the City Administrator's Office who will forward the application to the Public Safety Committee for review. The application must be presented to the City Administrator's Office at least one month before the event. The Public Safety Committee will present their recommendation to the City Council for action.

If approved, the license will not become valid until approved by the Commissioner.

If approved, the applicant must provide suitable Proof of Insurance covering liquor liability. The City of Thief River Falls shall be named as an additional insured.

Cost of the license is $35.00 per day.

Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

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

Brianna Smith

SIGNATURE OF APPLICANT

7/9/2024

DATE

Alcohol & Gambling Enforcement

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

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

Name of organization	Date organized	Tax exempt number
VFW Post 2793	8/09/24	41-0643262

Address	City	State	Zip Code
123 Horace Ave SO.	TRF	Minnesota	56701

Name of person making application	Business phone	Home phone
Brianna Smith	218.681.1121	218 686 1564

Date(s) of event: August 10, 24

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

Organization officer's name	City	State	Zip Code
Gary Page Commander	TRF	Minnesota	56701
Gary Klemitson Qtr Master	TRF	Minnesota	56701
Brianna Smith Aug President	TRF	Minnesota	56701
		Minnesota	

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

VFW Post 2793
123 Horace Ave S. TRF Mn 56701

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

Alcohol & Gambling Enforcement
MN Dept of Health 625 Robert St. N. PO Box 64975
Environmental Health Division St Paul Mn 55164-0975

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

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license ____________ Date Approved ____________

Fee Amount ____________ Permit Date ____________

Date Fee Paid ____________ City or County E-mail Address ____________

City or County Phone Number ____________

Signature City Clerk or County Official ____________ Approved Director Alcohol and Gambling Enforcement ____________

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

CITY OF THIEF RIVER FALLS

On-Sale Intoxicating Liquor License Application Addendum
****TEMPORARY****

☑ Attach a detailed drawing of the outside premises

☑ Applicant must submit a Certificate of Insurance specifically adding the approved outside premises to the applicant's liquor liability coverage.

VFW Post 2793
LICENSEE NAME (Corp, Partnership, Individual)

123 Horace Ave So Thief River Falls MN 56701
LICENSEE ADDRESS (Street, City, State, Zip)

VFW Post 2793 | 218 681-1121 | 218 686 1564
BUSINESS NAME/TRADE NAME | BUSINESS PHONE | HOME PHONE

123 Horace Ave S. TRF MN 56701
BUSINESS ADDRESS

DATE OF EVENT: Aug 10, 24 HOURS: 7pm - Midnight

I, hereby, under oath, state that the information contained in this application is true and correct to the best of my knowledge. I will notify the City of Thief River Falls immediately should any of the information in this application change. I further acknowledge that the falsification of any information contained in this application or willful omission will be cause for denial of the license or for revocation of a license which has been issued.

Bonnie Smith | President | 7-9-2024
SIGNATURE OF APPLICANT | TITLE | DATE

ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	
North Risk Partners PO Box 64016 St Paul MN 55164-0016	CONTACT NAME: Peggy Larson PHONE (A/C, No, Ext): (763) 536-8006 FAX (A/C, No): 763-398-4060 E-MAIL ADDRESS: peggy.larson@northriskpartners.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Integrity Mutual Ins Co	14303
INSURER B : Security National	19879
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

VFW Post # 2793
123 Horace Av N
Thief River Falls MN 56701

COVERAGES CERTIFICATE NUMBER: Master REVISION NUMBER:

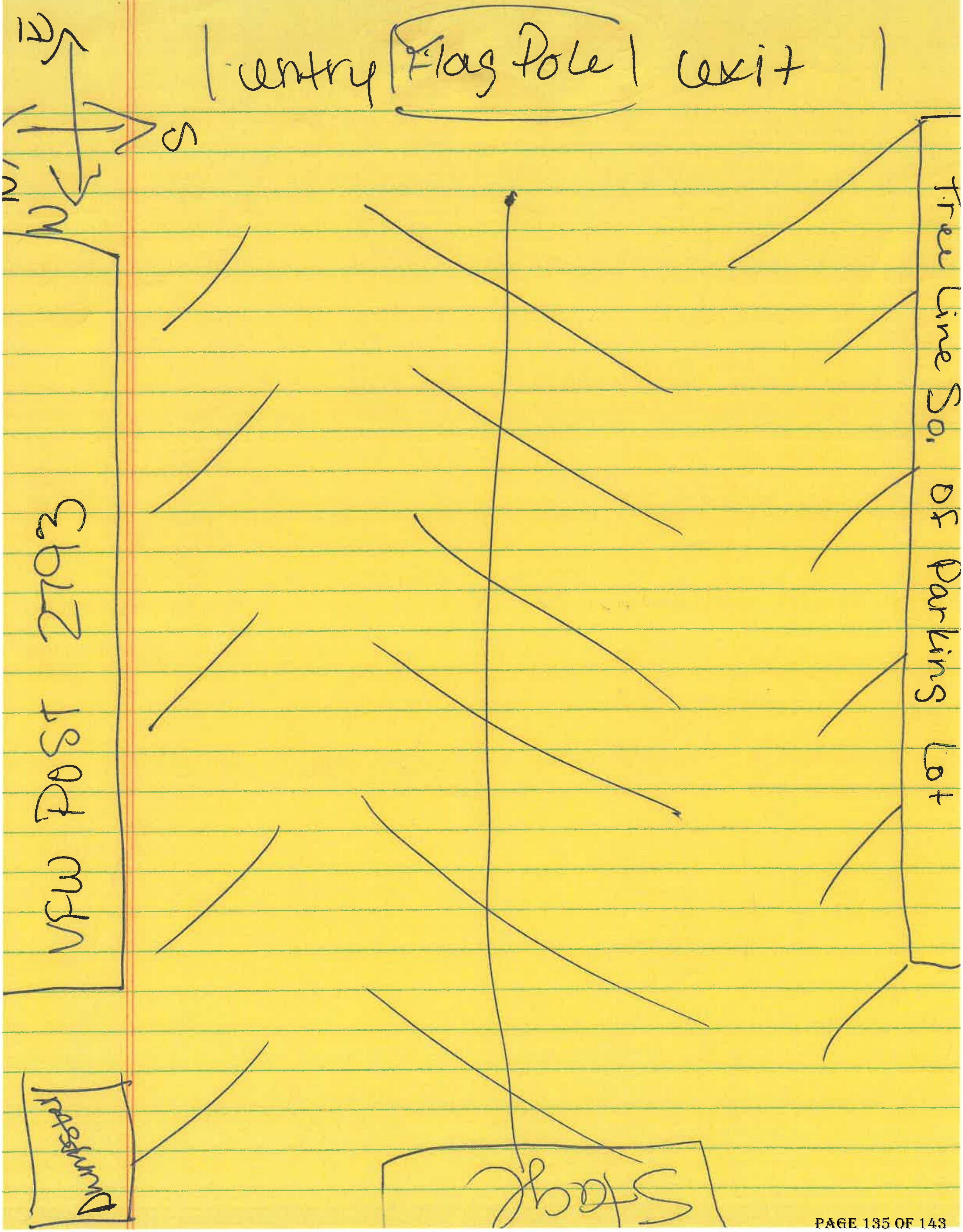
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BP 2617774	01/01/2024	01/01/2025	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 1,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BP 2617774	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		SWC1366613	01/01/2024	01/01/2025	☒ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			BP 2617774	01/01/2024	01/01/2025	Aggregate	$1,000,000
							Each Common Cause	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

VFW Club
Location Address: 123 N Horace Ave
Thief River Falls, MN 56701

CERTIFICATE HOLDER	CANCELLATION
City of Thief River Falls 405 3rd St E PO Box 528 Thief River Falls MN 56701	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.** AUTHORIZED REPRESENTATIVE


entry
Flag Pole
exit
N
S
Tree Line So. of Parking Lot
VFW POST 2793
Dumpster
Stage

City of Thief River Falls
405 3rd Street East
Thief River Falls, MN 56701

Receipt Number: R00144780
Cashier Name: AH
Terminal Number: 1
Receipt Date: 7/9/2024 9:56:24 AM

VFW

Trans Code: MISC - MISCELLANEOUS RECEIPT **Name: VFW** **$35.00**

Product: Liquor License Intoxicating Temporary (Units: 0.00 Amount: 35.00

VFW 35.00

19 35.00

100-4670-53211 -35.00

Total Balance Due: $35.00

Payment Method: Cash Payor: VFW Reference: Amount: $35.00

Total Payment Received: $35.00

Change: $0.00

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: 7/16/2024

SUBJECT: #8.19 Approve a Memorandum of Understanding with the City of Thief River Falls on behalf of the Ralph Engelstad Arena and Pennington & Red Lake County Public Health and Home Care.

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

MOTION TO: To Approve a Memorandum of Understanding with the City of Thief River Falls on behalf of the Ralph Engelstad Arena and the Pennington and Red Lake County Public Health and Home Care. Authorize the Mayor to execute the documentation.

BACKGROUND: The purpose of this MOU is to establish a good-faith foundation between the Parties for future collaborative efforts that are mutually beneficial. The Parties agree to work together in a cooperative and coordinated manner to achieve each Party's individual goals and the collective goals of the partnership.
This MOU is designed to detail the specifics of the working relationship between the Parties to the mutual benefit of the parties and the communities they serve. This MOU does not obligate the Parties to provide funds or payment. This MOU does not bind Parties to any legal obligations.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	REA

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into on the *[number]* day of *[month]* in *[year]* (herein referred to as the "Effective Date") by and between:

[Party A: Brian Holmer, Mayor of Thief River Falls; Ralph Engelstad Arena, 525 Brooks Ave, Thief River Falls, MN (herein referred to as "Party A") and

[Party B: Kayla Jore, Local Public Health Director; Pennington & Red Lake County Public Health & Home Care, 101 Main Ave N, Thief River Falls, MN (herein referred to as "Party B").

Parties may be referenced individually as "Party" and collectively as "Parties."

PURPOSE

The purpose of this MOU is to establish a good-faith foundation between the Parties for future collaborative efforts that are mutually beneficial. The Parties agree to work together in a cooperative and coordinated manner to achieve each Party's individual goals and the collective goals of the partnership.

This MOU is designed to detail the specifics of the working relationship between the Parties to the mutual benefit of the parties and the communities they serve. This MOU does not obligate the Parties to provide funds or payment. This MOU does not bind Parties to any legal obligations.

DURATION OF MOU

This MOU becomes effective on the date it is signed by both parties. It remains in effect, unless explicitly terminated, in writing, by either party.

DEFINITIONS

Family Assistance Center (FAC): A family assistance center (FAC) is a secure facility established following a mass casualty incident to provide information about missing or unaccounted persons and the deceased, and to provide a "one-stop shop" of services for victims and their loved ones.

Medical Countermeasures (MCM): products regulated by the FDA that can be used to prevent, diagnose, treat, or protect against conditions during a public health emergency.

Point of Dispensing (POD): community locations in which state and local agencies dispense MCMs to the public during a public health emergency.

ROLES AND RESPONSIBILITIES

To achieve Parties' mutual desires, each party agrees to the following roles and responsibilities:

Party A Roles and Responsibilities shall include use of the Ralph Engelstad Arena in the event of a Public Health Emergency. Use of these facilities may include, but not be limited to, Family Assistance Center, shelter, and as a POD for MCM.

Party B Roles and Responsibilities shall include coordination of persons and goods for intended use of facilities listed above.

Parties agree to uphold their roles and responsibilities in a committed, good-faith manner.

RESOURCES

To further the collaborative relationship between the Parties, the Parties agree to provide the following resources.

Party A shall provide use of facilities for shelter and/or FAC or POD for MCM, as deemed necessary, based on type and duration of emergency.

Party B shall provide information and the ability to start shelter, FAC, or POD with assistance from dedicated personnel.

Parties agree to provide the resources above at a minimum. The Parties may agree to provide additional resources in future agreements by amendments to this MOU or by another MOU.

COMMUNICATION BETWEEN PARTIES

In the event that a shelter, FAC, or POD is necessary to assist members of our community and region, communication will be made via phone. A timeline and schedule will be coordinated based on immediate circumstances.

TERM AND TERMINATION

This agreement becomes effective on the date it is signed by both [all] parties. It remains in force unless explicitly terminated, in writing, by either party or parties.

Both Parties [any Party] may terminate this MOU by means of signing a termination addendum upon 30 days' written notice to the other party or parties.

The undersigned Parties acknowledge and agree to this MOU:

SIGNATURES

_____________________________________ ___________________

Brian Holmer, Mayor of Thief River Falls Date

_____________________________________ ___________________

Kayla Jore, Local Public Health Director 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: 7/16/2024

SUBJECT: #8.20 Approve amendment to Resolution #4.80.24 dated April 16, 2024

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

MOTION TO: To approve the City of Thief River Falls' commitment to the Chief's Coulee project in the amount of $800,000 from the Storm Water Utility fund.

BACKGROUND: The City of Thief River Falls has been planning and designing Flood Damage Reduction and Water Quality Improvements on the Chief's Coulees on the Northwest quadrant of the city. The proposal is to divert some of the Agricultural runoff North to County Ditch 70. Regrading the Coulee, properly sizing the culverts, and installing Water Quality Improvement Structures will reduce flooding and improve Water Quality before it enters the Red Lake River near Red Robe Park. A partnership with the Red Lake Watershed Board of Managers was approved on August 16, 2022, for the improvement of Chief's Coulee.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The project is now estimated around 2.3 million.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
RBC						
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	$500,000	01-Oct-24	2.25%	**12-Aug-20**	$496,040.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	$245,000	27-Feb-25	1.80%	**27-Aug-20**	$239,458.10
State Bk India New York NY	Certificate of Deposit - Brokered	$183,000	10-Jun-25	1.05%	**10-Dec-20**	$175,956.33
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	$255,000	25-Aug-25	3.50%	**25-Feb-23**	$250,611.45
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	$246,000	30-Sep-25	0.40%	**31-Mar-21**	$231,992.76
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	$200,000	11-Feb-26	1.00%	**11-Aug-21**	$187,588.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	$246,000	30-Mar-26	2.85%	**01-Jul-22**	$240,847.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	$249,000	31-Mar-26	0.95%	**30-Jun-21**	$232,269.69
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	$245,000	16-Jun-26	0.85%	**16-Jul-21**	$226,495.15
Inivest Ntl Bk Tr Souderton	Certificate of Deposit - Brokered	$183,000	17-May-27	4.50%	**16-May-23**	$181,135.23
Solutions Bk Forreston Ill	Certificate of Deposit - Brokered	$209,000	22-Sep-28	5.30%	**22-Oct-23**	$209,087.78
Northwest Bk Boise Idaho	Certificate of Deposit - Brokered	$248,000	28-Mar-29	4.65%	**28-Apr-24**	$240,795.60
Bankwest Inc Pierre SD	Certificate of Deposit - Brokered	$248,000	12-Apr-29	4.65%	**12-May-24**	$248,057.04
Defiance Ohio City Sch Dist	Bond - Brokered	$550,000	01-Dec-28	0.00%	**01-Dec-28**	$446,688.00
Fresno Calif Uni School Dist	Bond - Brokered	$300,000	01-Aug-25	0.00%	**01-Aug-25**	$282,990.00
Thief River Falls Minn Indpt	Bond - Brokered	$190,000	01-Feb-27	1.01%	**01-Feb-27**	$172,178.00
		RBC INVESTMENTS				$4,062,190.63
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
Cornerstone Bank, NE	Certificate of Deposit - Brokered	$240,500	20-Mar-25	5.227%	$240,500.00
4M Term Series, MN	Certificate of Deposit - Brokered	$1,000,000	31-Oct-24	5.352%	$1,000,000.00
4M Term Series, MN	Certificate of Deposit - Brokered	$1,000,000	01-May-25	5.100%	$1,000,000.00
Farmers Ins Group Federal CU, CA	Certificate of Deposit - Brokered	$2,000,000	12-Jan-26	4.304%	$2,000,000.00
		4M INVESTMENTS			$4,477,450.00
		TOTAL CD INVESTMENTS			$8,639,640.63
MONEY MARKET ACCOUNTS					
Piper Jaffray	First American Gov't Obligations Fund			4.480%	$3,460,764.13
RBC	US Govt Money Market Fund				$4,766.23
League of Minnesota Cities	4M Money Market Fund			5.321%	$6,497,094.05
League of Minnesota Cities	4M Plus Fund			5.368%	$28,237.24
League of Minnesota Cities	4M LTD Account				$7,921,834.67
		TOTAL MONEY MARKET SAVINGS			$17,912,696.32
		GRAND TOTAL		**06/30/2024**	$26,552,336.95