

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, November 19, 2024

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
 - 5.1. Megan Maloney, Executive Director, Visit TRF - 2025 Budget Presentation
- 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 November 5, 2024 Council Proceedings (4-9)
 - 7.2. City of Thief River Falls Bills and Disbursements (10-49)
- 8. NEW BUSINESS**
 - 8.1. Certify the results of Tuesday, November 5, 2024 Election (50-51)
 - 8.2. Authorize purchase of wall partitions, ceiling tile, and furniture for Public Works at City Hall (52-64)
 - 8.3. Approve UtilityConnect with Nuvei credit card processing for Utility Billing, Public

Works and Police (65-85)

- 8.4. Approval of TRF Police Department have garage door opener installed in ITS building Northwest garage (86)
- 8.5. Purchase 2025 Ford F350 Crew Cab Truck (87)
- 8.6. Fire Department flooring replacement (88)
- 8.7. ESRI Software Enterprise License Agreement (89-103)
- 8.8. Ralph Engelstad Arena Site Improvements (104-112)
- 8.9. Approval of 6th street land conveyance, C.S.5701(01=033) 001 parcel 1, Pennington County purchase (113)
- 8.10. Independent Contract Service - Melissa Benoit (114-119)
- 8.11. 2024 Street and Utilities Improvements (120)
- 8.12. 2024 Street and Utilities Improvements - Assessment Hearing (121)
- 8.13. Challenger Park Utility Easement (122-128)
- 8.14. Challenger Park Utility Easement Vacation (129-135)
- 8.15. First Reading of Ordinance 114.02 - Cannabis and Lower Potency Hemp Edibles (136-149)
- 8.16. Approval to Advertise the Scrap Metal RFP (150-151)
- 8.17. Approval of 2025 City License Renewals (152-153)

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

10. **UPCOMING MEETINGS**

- 10.1. City Council Meeting - December 3rd at 5:30 p.m.
- 10.1. Truth and Taxation at 6 p.m.
- 10.2. Public Utilities Committee - December 9th at 7:00 a.m.
- 10.3. Public Safety/Liquor Committee - December 9th at 4:30 p.m.
- 10.4. Administrative Services Committee - December 10th at 4:30 p.m. Room 201 City Hall
- 10.5. Public Works Committee - December 11th at 4:30 p.m.
- 10.6. City Council Meeting - December 17th at 5:30 p.m.

11. **INFORMATIONAL ITEMS**

- 11.1. October 2024 Investment Summary (154-155)
- 11.2. Christmas Kick-off at Floyd B. Olson Park on November 30 from 3-6 p.m.
- 11.3. City offices will be closed Thursday, November 28 and Friday, November 29 for Thanksgiving. There will be no garbage pickup.

12. **ADJOURNMENT**

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

City Council Minutes

Tuesday, November 5, 2024

CALL TO ORDER

This meeting is officially called to order at 4:30 pm on November 5, 2024. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

The following Councilmembers were present: Holmer, Pream, Arlt, Bolduc, Narverud. McCraw was absent. Aarestad arrived at 4:33. Lorensen arrived at 5:05.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

Thief River Falls Surface Water Intake Protection Plan - Dan Disrud, NW District Principal Planner MN Dept of Health

APPROVE AGENDA

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

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 11.236.24: Approval of October 15, 2024 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced RESOLUTION 11.236.24, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the October 15, 2024 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.237.24: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced RESOLUTION 11.237.24, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills

and disbursements in the total amount of \$2,307,724.15 and council per diem in the amount of \$1560. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 11.238.24 : Drinking Water Protection Policy and Approval of Plan

Following discussion, Councilmember Steve Narverud introduced Resolution 11.238.24, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED Approval of the attached resolution

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.239.24 : Appoint Beth Nelson to TRF Library and Northwest Regional Library Boards

Following discussion, Councilmember Scott Pream introduced Resolution 11.239.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Ryan Richardson resigned from the TRF and Regional Library Boards leaving a vacancy on both. Under the terms of the Agency Agreement for NWRL, it is required to appoint a representative in his place. NWRL requested Beth Nelson as his replacement on both boards. Beth will resume the current term expiring January 31, 2025 and with this appointment, will assume the position for the next term expiring January 31, 2027.

THEREFORE, BE IT RESOLVED Approve Appointment of Beth Nelson to TRF Library Board and Northwest Regional Library Board to the existing term expiring January 31, 2024 and thru the next term expiring January 31, 2027.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.240.24: Approve Alan Johnson, Phyllis Johnson and Gena Wambsganss to the TRF Library Board

Following discussion, Councilmember Scott Pream introduced Resolution 11.240.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Alan Johnson, Phyllis Johnson and Gena Wambsganss have been appointed to the TRF Library Board by NWRL.

THEREFORE, BE IT RESOLVED Approve the appointment of Alan Johnson, Phyllis Johnson and Gena Wambsganss to the TRF Library Board with a term date starting January 31, 2024 and expiring January 31, 2027.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.241.24 : Approve the Employment of Robert Hout as Public Works Foreman

Following discussion, Councilmember Steve Narverud introduced Resolution 11.241.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Council approved the position be opened on October 1, 2024.

THEREFORE, BE IT RESOLVED To approve the employment of Robert Huot for the position of Public Works Foreman. Robert will be placed at Grade 7 Step 1 at a rate of \$35.31 effective November 6, 2024. The position is a Teamster Union #320 position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.242.24 : Approval of 2024-2026 M.A.P.S. Labor Agreement and Approval of 2024-2026 M.A.P.S. MOU

Following discussion, Councilmember Steve Narverud introduced Resolution 11.242.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The Labor Committee, City Administrator and Human Resources Coordinator met with the MAPS group during negotiation sessions and reached tentative settlements. The negotiation sessions were very positive and productive for both sides.

THEREFORE, BE IT RESOLVED To accept and approve the findings of the Labor Committee and approve the M.A.P.S. Labor Agreement for years 2024 – 2026 and 2024-2026 M.A.P.S. MOU:

The current labor agreement expired on December 31, 2023. The Ad-Hoc Labor Committee met with the M.A.P.S. group and have reached a tentative agreement.

The M.A.P.S. Group: The contract includes a wage increase in the amount of 3% in 2024 and 4% in 2025 and 2026. Mutually agreed upon amendments were also made and updates to the contract language.

M.A.P.S. MOA clarifies the COLA Steps and clarifies the increases for those outside the pay scales.

M.A.P.S. will receive retro pay adjusted to 1/1/24.

The contracts and agreements are filed in the Office of the City Administrator.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.243.24: Approve the Employment of Mark Beedy as Off Sale Clerk Liquor Store

Following discussion, Councilmember Anthony Bolduc introduced Resolution 11.243.24, being seconded by Councilmember Megan Arlt, that:

WHEREAS, The Council approved the position be opened on August 20, 2024.

THEREFORE, BE IT RESOLVED To approve the employment of Mark Beedy for the position of Off Sale Clerk Liquor Store. Mark will be placed at Grade 1 Step 2 at a rate of \$21.90 effective November 11, 2024. The position is a Teamster Union #320 position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.244.24 : Approve the Employment of Brandon Kasproicz as Off Sale Clerk Liquor Store

Following discussion, Councilmember Anthony Bolduc introduced Resolution 11.244.24, being seconded by Councilmember Steve Narverud, that:

WHEREAS, With the resignation of Kathy Dalquist on 10/22/24 the committee approved an additional hire with this round of interviews.

THEREFORE, BE IT RESOLVED To approve the employment of Brandon Kasproicz for the position of Off Sale Clerk Liquor Store. Brandon will be placed at Grade 1 Step 1 at a rate of \$21.01 effective November 18, 2024. The position is a Teamster Union #320 position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.245.24: Approval to fill a Public Works Maintenance Position

Following discussion, Councilmember Steve Narverud introduced Resolution 11.245.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, Public Works Maintenance worker, Robert Huot accepted the position of Public Works Foreman and will be moving to that position on November 6. Upon approval at Council Nov 5, that will leave an opening at Public Works.

WHEREAS, This is a budgeted item

THEREFORE, BE IT RESOLVED Accept a Public Works Committee recommendation and authorize the Public Works Department to begin the process to fill the position of Public Works Maintenance. Because of the potential internal transfer of Robert Huot to Public Works Foreman, the position shall be opened directly to the public for filling. The position is a Grade 3 with a wage range of \$25.08-\$31.82.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.246.24: Approval to fill a Public Works Maintenance Position

Following discussion, Councilmember Anthony Bolduc introduced Resolution 11.246.24, being seconded by Councilmember Scott Pream, that:

WHEREAS, Public Works Maintenance worker, Blair Gustafson retired on October 4. That left an opening at Public Works.

THEREFORE, BE IT RESOLVED Accept a Public Works Committee recommendation and authorize the Public Works Department to begin the process to fill the position of Public Works Maintenance. Because of the retirement of Blair Gustafson on October 4, 2024, the position shall be opened internally to all Teamster #320 members for 10 days. If there are no adequate candidates, it will then be opened to the general public. The position is a Grade 3 with a wage range of \$25.08-\$31.82.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.247.24 : Approve TRF Professional Building Commercial Energy Renovation Loan Request

Following discussion, Councilmember Anthony Bolduc introduced Resolution 11.247.24, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The Community Development Advisory Board met at noon on Wednesday, October 9, 2024, to review and discuss the application request from TRF Professional Building, LLC, 321 LaBree Ave., for a Commercial Energy Renovation Loan through the City of Thief River Falls' Revolving Loan Fund. The requested loan amount was \$73,000 for roofing, electrical, and HVAC repairs to the building. The application was tabled until further financial information could be obtained. The committee then met via email on October 31, 2024, to further review and discuss the application. One requested repair item is not covered under the Commercial Energy Renovation Loan Program.

After reviewing the application, the CDAB members voted unanimously to recommend that the City Council approve a Commercial Energy Renovation Loan in the amount of \$71,990.60 at a 2 percent interest rate for a period not to exceed 84 months.

THEREFORE, BE IT RESOLVED Approve a Commercial Energy Renovation Loan in the amount of \$71,990.60 at a 2 percent interest rate for a period not to exceed 84 months from the City's Revolving Loan Fund to TRF Professional Building, LLC, owners Tom Bendickson, Carmen Fore, Logan Kalinowski, and Dr. J. Yoon.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Richard Baker noted the vacant home on 215 10th St has been demolished.
- Mayor Holmer noted teams are still working on replacing blue LED bulbs in streetlights.

UPCOMING MEETINGS

- Public Works Committee - November 6th at 4:30 p.m.
- Public Utilities Committee - November 7th at 7:00 a.m.
- Public Safety/Liquor Committee - November 7th at 4:30 p.m.
- Administrative Services Committee - November 12th at 4:30 p.m. Room 201 City Hall
- City Council Meeting - November 19th at 5:30 p.m.
-

INFORMATIONAL ITEMS

- Holiday Train 12/15/24
- Reminder: Election voting closes at 8 pm at the REA. Kids voting is taking place in the REA entry
-

ADJOURNMENT

There being no further discussion, Councilmember Pream being seconded by Councilmember Bolduc to adjourn at 5:07 pm. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator

CITY OF THIEF RIVER FALLS

EXPENSE ACCOUNT CODES

1/14/2022



City of Thief River Falls

#7.02

COUNCIL MEETING BILLS NOVEMBER 19th, 2024

SUMMARY OF DISBURSEMENTS

10/31/2024	AP PKT #1172 - DIRECT PAYABLES	\$1,098.61
11/1/2024	AP PKT #1174 - DIRECT PAYABLES	\$71,572.53
11/1/2024	AP PKT #1175 - LIQUOR PAYABLES	\$187,336.90
11/4/2024	AP PKT #1176 - DIRECT PAYABLES	\$18,920.72
11/6/2024	AP PKT #1181 - DIRECT PAYABLES	\$16,353.78
11/7/2024	AP PKT #1183 - DIRECT PAYABLES	\$71,990.60
11/8/2024	AP PKT #1185 - DIRECT PAYABLES	\$74,365.77
11/12/2024	AP PKT #1186 - DIRECT PAYABLES	\$15,572.19
11/12/2024	AP PKT #1187 - DIRECT PAYABLES	\$3,879.19
11/14/2024	AP PKT #1192 - GENERAL ELECTION SALARY	\$11,078.00
11/19/2024	AP PKT #1188 - COUNCIL MEETING	\$988,885.58
GRAND TOTAL OF DISBURSEMENTS		\$1,461,053.87



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01172 - 10/31/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	NOV 2024	10/31/2024	810-4820-61500	Annuity Payments	POLICE PENSION - NOV 2024		1,098.61
						Vendor YVONNE PEDERSON Total:	1,098.61
						Grand Total:	1,098.61

Fund Summary

Fund	Expense Amount
810 - POLICE RELIEF ASSOCIATION	<u>1,098.61</u>
Grand Total:	1,098.61

Account Summary

Account Number	Account Name	Expense Amount
810-4820-61500	Annuity Payments	<u>1,098.61</u>
Grand Total:		1,098.61

Project Account Summary

Project Account Key	Expense Amount
None	<u>1,098.61</u>
Grand Total:	1,098.61



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01174 - 11/01/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	80055	10/01/2024	610-4810-62520	Beer for Resale	BEER CREDIT		-40.94
MC KINNON COMPANY INC	805056	10/01/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		5,749.40
MC KINNON COMPANY INC	806049	10/04/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		10,541.75
MC KINNON COMPANY INC	806353	10/08/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		414.00
MC KINNON COMPANY INC	806371	10/08/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		3,760.15
MC KINNON COMPANY INC	806371	10/08/2024	610-4810-62530	Wine for Resale	PURCHASE - ?WINE		147.00
MC KINNON COMPANY INC	806455	10/08/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		253.50
MC KINNON COMPANY INC	806455	10/08/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		313.10
MC KINNON COMPANY INC	807419	10/11/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		4,776.80
MC KINNON COMPANY INC	807470	10/11/2024	610-4810-62520	Beer for Resale	BEER CREDIT		-29.50
MC KINNON COMPANY INC	807667	10/15/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,638.10
MC KINNON COMPANY INC	807667	10/15/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		6,796.00
MC KINNON COMPANY INC	807667	10/15/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		185.20
MC KINNON COMPANY INC	807667	10/15/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		138.70
MC KINNON COMPANY INC	808490	10/16/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		111.00
MC KINNON COMPANY INC	907000163	10/08/2024	610-4810-62520	Beer for Resale	BEER CREDIT		-13.00
Vendor MC KINNON COMPANY INC Total:							35,741.26
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	152910	10/04/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,427.10
NORTHWEST BEVERAGE INC	152910	10/04/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		14,169.45
NORTHWEST BEVERAGE INC	152915	10/07/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		251.35
NORTHWEST BEVERAGE INC	152915	10/07/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		4,090.35
NORTHWEST BEVERAGE INC	152915	10/07/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		228.00
NORTHWEST BEVERAGE INC	153006	10/11/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		126.90
NORTHWEST BEVERAGE INC	153006	10/11/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		11,248.92
NORTHWEST BEVERAGE INC	153019	10/14/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		38.55
NORTHWEST BEVERAGE INC	153019	10/14/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		4,250.65
Vendor NORTHWEST BEVERAGE INC Total:							35,831.27
Grand Total:							71,572.53

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	71,572.53
Grand Total:	71,572.53

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	4,482.00
610-4810-62520	Beer for Resale	66,078.53
610-4810-62530	Wine for Resale	645.30
610-4810-62540	Soft Drinks/Mix for Resa...	366.70
Grand Total:		71,572.53

Project Account Summary

Project Account Key	Expense Amount
None	71,572.53
Grand Total:	71,572.53



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01175 - 11/01/24 LIQUOR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ABSOLUTE ICE							
ABSOLUTE ICE	22447	10/16/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		95.00
ABSOLUTE ICE	25817	10/09/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		152.00
ABSOLUTE ICE	25873	10/30/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		285.00
Vendor ABSOLUTE ICE Total:							532.00
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3720694	10/21/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		133.80
Vendor ARTISAN BEER COMPANY Total:							133.80
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0109003300	10/15/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - CORKSCREWS		35.94
BELLBOY CORP - BAR SUPPLY	0109003300	10/15/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		59.00
BELLBOY CORP - BAR SUPPLY	0109060100	10/29/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		141.00
BELLBOY CORP - BAR SUPPLY	0109060100	10/29/2024	610-4810-62590	Misc. Mdse for Resale	PURCHASE - CAN COOLERS		49.80
Vendor BELLBOY CORP - BAR SUPPLY Total:							285.74
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0205400600	10/15/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,801.70
BELLBOY CORP - LIQUOR	0205400600	10/15/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		48.75
BELLBOY CORP - LIQUOR	0205563300	10/29/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		4,101.27
Vendor BELLBOY CORP - LIQUOR Total:							5,951.72
Vendor: BERNICK'S							
BERNICK'S	20074324	10/18/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		569.00
BERNICK'S	20074325	10/18/2024	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-122.00
Vendor BERNICK'S Total:							447.00
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	350025	10/03/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		280.00
BEVERAGE WHOLESALERS I...	352084	10/17/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		241.70
BEVERAGE WHOLESALERS I...	353806	10/30/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		762.80
Vendor BEVERAGE WHOLESALERS INC Total:							1,284.50
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	118163115	10/15/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		12,675.69
BREAKTHRU BEVERAGE	118163115	10/15/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,548.00
BREAKTHRU BEVERAGE	118163115	10/15/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		64.00
BREAKTHRU BEVERAGE	118382829	10/29/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		22,044.02
BREAKTHRU BEVERAGE	118382829	10/29/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		2,092.00

Council Approval Register

Packet: APPKT01175 - 11/01/24 LIQUOR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
BREAKTHRU BEVERAGE	118382829	10/29/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		424.94
Vendor BREAKTHRU BEVERAGE Total:							38,848.65
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1991893	10/10/2024	610-4810-62520	Beer for Resale	PURCHASE - MIX		148.00
C & L DISTRIBUTING	1991893	10/10/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		333.00
Vendor C & L DISTRIBUTING Total:							481.00
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	4895531	10/03/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		341.80
COCA-COLA BOTTLING CO...	4895568	10/10/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE MIX		199.00
COCA-COLA BOTTLING CO...	4927205	10/17/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		235.50
COCA-COLA BOTTLING CO...	4927249	10/24/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		385.50
COCA-COLA BOTTLING CO...	4927291	10/31/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		268.50
Vendor COCA-COLA BOTTLING COMPANY Total:							1,430.30
Vendor: FORESTEDGE WINERY							
FORESTEDGE WINERY	5750	10/21/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		276.00
Vendor FORESTEDGE WINERY Total:							276.00
Vendor: IHEARTMEDIA							
IHEARTMEDIA	8821909133	09/30/2024	610-4880-63490	Advertising	RADIO ADVERTISING - POD...		874.01
Vendor IHEARTMEDIA Total:							874.01
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2646971	10/16/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,820.00
JOHNSON BROTHERS LIQU...	2649351	10/21/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,056.80
JOHNSON BROTHERS LIQU...	2649352	10/21/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,468.20
Vendor JOHNSON BROTHERS LIQUOR Total:							9,345.00
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	808479	10/18/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		217.80
MC KINNON COMPANY INC	808736	10/18/2024	610-4810-62520	Beer for Resale	BEER CREDIT		-44.02
MC KINNON COMPANY INC	808736	10/18/2024	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-1.75
MC KINNON COMPANY INC	808737	10/18/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		7,580.00
MC KINNON COMPANY INC	808829	10/21/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		53.00
MC KINNON COMPANY INC	808831	10/18/2024	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-34.10
MC KINNON COMPANY INC	808959	10/22/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		8,867.00
MC KINNON COMPANY INC	809099	10/22/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		313.15
MC KINNON COMPANY INC	809947	10/25/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		4,855.40
MC KINNON COMPANY INC	810256	10/29/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		456.00
MC KINNON COMPANY INC	810256	10/29/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		9,067.25
Vendor MC KINNON COMPANY INC Total:							31,329.73
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	153126	10/18/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		154.20
NORTHWEST BEVERAGE INC	153126	10/18/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		14,402.75
NORTHWEST BEVERAGE INC	153131	10/21/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		126.90

Council Approval Register

Packet: APPKT01175 - 11/01/24 LIQUOR PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST BEVERAGE INC	153131	10/21/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		10,897.00
NORTHWEST BEVERAGE INC	153160	10/21/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		489.00
NORTHWEST BEVERAGE INC	153229	10/25/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		8,552.35
NORTHWEST BEVERAGE INC	153238	10/28/2024	610-4810-62520	Beer for Resale	PURCHASE - BEER		9,969.50
Vendor NORTHWEST BEVERAGE INC Total:							44,591.70
Vendor: PAPER ROLL SUPPLIES							
PAPER ROLL SUPPLIES	647808	10/10/2024	610-4840-62140	Off Sale Supplies	ROLLS THERMAL PAPER		256.50
Vendor PAPER ROLL SUPPLIES Total:							256.50
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	231416	03/20/2024	610-4810-62530	Wine for Resale	WINE CREDIT		-14.00
PAUSTIS WINE COMPANY	249224	10/14/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,374.00
PAUSTIS WINE COMPANY	249224	10/14/2024	610-4810-62610	Freight In (Liquor)	PURCHASE - WINE		32.50
Vendor PAUSTIS WINE COMPANY Total:							1,392.50
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	65818905	10/31/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		364.45
Vendor PEPSI BEVERAGES COMPANY Total:							364.45
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6867078	10/21/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,765.90
PHILLIPS WINE & SPIRITS	6867079	10/21/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		514.50
PHILLIPS WINE & SPIRITS	6867079	10/21/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,152.00
Vendor PHILLIPS WINE & SPIRITS Total:							4,432.40
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2541041	10/15/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		6,620.52
SOUTHERN GLAZERS OF MN	2541041	10/15/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,928.99
SOUTHERN GLAZERS OF MN	2541041	10/15/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		54.00
SOUTHERN GLAZERS OF MN	2541042	10/15/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,259.80
SOUTHERN GLAZERS OF MN	2543848	10/22/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,272.45
SOUTHERN GLAZERS OF MN	2543849	10/22/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,818.32
SOUTHERN GLAZERS OF MN	2543850	10/22/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		813.88
SOUTHERN GLAZERS OF MN	2543850	10/22/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,555.60
SOUTHERN GLAZERS OF MN	2543851	10/22/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,168.60
SOUTHERN GLAZERS OF MN	2546685	10/29/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		16,818.36
SOUTHERN GLAZERS OF MN	2546685	10/29/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,621.40
SOUTHERN GLAZERS OF MN	2546686	10/29/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		4,500.15
Vendor SOUTHERN GLAZERS OF MN Total:							41,432.07
Vendor: T R F RADIO							
T R F RADIO	35441-8	09/30/2024	610-4880-63490	Advertising	RADIO ADVERTISING - SEP 2...		550.00
Vendor T R F RADIO Total:							550.00
Vendor: THE WINE COMPANY							
THE WINE COMPANY	282383	10/22/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,420.00

Council Approval Register

						Packet: APPKT01175 - 11/01/24 LIQUOR PAYABLES	
Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
THE WINE COMPANY	282383	10/22/2024	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		31.50
						Vendor THE WINE COMPANY Total:	1,451.50
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0360615-IN	10/22/2024	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		30.33
VINOCOPIA INC	0360615-IN	10/22/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		736.00
VINOCOPIA INC	0360615-IN	10/22/2024	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		240.00
VINOCOPIA INC	0360668-IN	10/22/2024	610-4810-62530	Wine for Resale	PURCHASE - WINE		640.00
						Vendor VINOCOPIA INC Total:	1,646.33
						Grand Total:	187,336.90

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	187,336.90
Grand Total:	187,336.90

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	89,036.69
610-4810-62520	Beer for Resale	77,119.48
610-4810-62530	Wine for Resale	15,546.79
610-4810-62540	Soft Drinks/Mix for Resa...	3,307.63
610-4810-62590	Misc. Mdse for Resale	581.80
610-4810-62610	Freight In (Liquor)	64.00
610-4840-62140	Off Sale Supplies	256.50
610-4880-63490	Advertising	1,424.01
Grand Total:		187,336.90

Project Account Summary

Project Account Key	Expense Amount
None	187,336.90
Grand Total:	187,336.90



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01176 - 11/04/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CAPITAL ONE							
CAPITAL ONE	1658650115	10/19/2024	100-4194-62990	Misc. Operating Expense	SEP / OCT 2024 STMT - TRA...		122.77
CAPITAL ONE	1658650115	10/19/2024	100-4194-62990	Misc. Operating Expense	SEP / OCT 2024 STMT - LOCK..		29.97
CAPITAL ONE	1658650115	10/19/2024	100-4220-62990	Misc. Operating Expense	SEP / OCT 2024 STMT - MISC..		171.00
CAPITAL ONE	1658650115	10/19/2024	100-4550-62990	Misc. Operating Expense	SEP / OCT 2024 STMT - TRA...		60.16
CAPITAL ONE	1658650115	10/19/2024	100-4560-62990	Misc. Operating Expense	SEP / OCT 2024 STMT - TRA...		23.25
CAPITAL ONE	1658650115	10/19/2024	620-4840-62990	Misc. Operating Expense	SEP / OCT 2024 STMT - WTP...		22.21
Vendor CAPITAL ONE Total:							429.36
Vendor: ELAN FINANCIAL SERVICES							
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	100-4192-63020	Computer Maintenance & li...	SEP / OCT 2024 STMT - SUB...		138.93
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	100-4210-62990	Misc. Operating Expense	SEP / OCT 2024 STMT - ADD...		0.99
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	100-4210-62990	Misc. Operating Expense	SEP / OCT 2024 STMT - STA...		522.00
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	100-4210-62990	Misc. Operating Expense	SEP / OCT 2024 STMT - PR...		62.99
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	100-4210-63320	Training Expense	SEP / OCT 2024 STMT - REG ...		805.00
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	100-4220-64330	Dues and Subscriptions	SEP / OCT 2024 STMT - NFP...		225.00
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	100-4312-62210	Equipment Maint & Repair	SEP / OCT 2024 STMT - CMP...		1,326.09
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	100-4315-62010	Office Supplies	SEP / OCT 2024 STMT - EMA...		13.49
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	100-4510-64400	Travel, Conference, School	SEP / OCT 2024 STMT - QRB...		70.00
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	210-4670-64400	Travel, Conference, School	SEP / OCT 2024 STMT - PIZZ...		37.10
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	230-4840-63150	Canine Unit Expense	SEP / OCT 2024 STMT - DEA...		296.00
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	620-4840-62010	Office Supplies	SEP / OCT 2024 STMT - EMA...		31.48
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	620-4890-64400	Travel, Conference, School	SEP / OCT 2024 STMT - 2024...		820.00
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	680-4840-62010	Office Supplies	SEP / OCT 2024 STMT - EMA...		9.00
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	690-4840-62010	Office Supplies	SEP / OCT 2024 STMT - EMA...		35.98
ELAN FINANCIAL SERVICES	SEP / OCT 2024	11/04/2024	690-4890-64370	Taxes and Licenses	SEP / OCT 2024 STMT - ELE...		36.00
Vendor ELAN FINANCIAL SERVICES Total:							4,430.05
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		34.42
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		1,291.18
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		16.99
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		1,284.83
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		1,070.12
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		1,239.24
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	100-4650-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		105.64
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		478.42
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	670-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		206.35
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		301.92

Council Approval Register

Packet: APPKT01176 - 11/04/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		2,031.01
FARMERS UNION OIL COM...	SEP 2024	11/04/2024	820-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2024		226.95
Vendor FARMERS UNION OIL COMPANY Total:							8,287.07
Vendor: MN DPT OF PUBLIC SAFETY							
MN DPT OF PUBLIC SAFETY	2025 - 6701	11/04/2024	610-4890-64370	Taxes and Licenses	2025 BUYERS CARD RENEW...		20.00
Vendor MN DPT OF PUBLIC SAFETY Total:							20.00
Vendor: TRI VALLEY OPPORTUNITY COUNCIL							
TRI VALLEY OPPORTUNITY ...	2024	11/04/2024	100-4670-64500	Senior Citizen Programs	2024 ALLOCATION		5,000.00
Vendor TRI VALLEY OPPORTUNITY COUNCIL Total:							5,000.00
Vendor: VESTIS							
VESTIS	2630348971	10/29/2024	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 10/29/...		86.75
Vendor VESTIS Total:							86.75
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	232733	08/19/2024	260-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - MECC NETTI...		667.49
Vendor WIDSETH SMITH NOLTING ASC INC Total:							667.49
Grand Total:							18,920.72

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	13,614.06
210 - COMM DEVELOPMENT REV LOAN FUND	37.10
230 - TRF AREA K-9 FUND	296.00
260 - MULTI-EVENTS CENTER FUND	667.49
610 - LIQUOR DISPENSARY	20.00
620 - WATER UTILITY FUND	1,438.86
670 - STORM WATER UTILITY FUND	206.35
680 - WASTEWATER UTILITY FUND	310.92
690 - ELECTRIC UTILITY FUND	2,102.99
820 - GREENWOOD CEMETERY FUND	226.95
Grand Total:	18,920.72

Account Summary

Account Number	Account Name	Expense Amount
100-4192-63020	Computer Maintenance...	138.93
100-4194-62120	Gas-Oil-Lube	34.42
100-4194-62990	Misc. Operating Expense	152.74
100-4210-62120	Gas-Oil-Lube	1,291.18
100-4210-62990	Misc. Operating Expense	585.98
100-4210-63320	Training Expense	805.00
100-4220-62120	Gas-Oil-Lube	16.99
100-4220-62990	Misc. Operating Expense	171.00
100-4220-64330	Dues and Subscriptions	225.00
100-4312-62120	Gas-Oil-Lube	1,284.83
100-4312-62210	Equipment Maint & Repa..	1,326.09
100-4315-62010	Office Supplies	13.49
100-4315-62120	Gas-Oil-Lube	1,070.12
100-4510-62120	Gas-Oil-Lube	1,239.24
100-4510-64400	Travel, Conference, Sch...	70.00
100-4550-62990	Misc. Operating Expense	60.16
100-4560-62990	Misc. Operating Expense	23.25
100-4650-62120	Gas-Oil-Lube	105.64
100-4670-64500	Senior Citizen Programs	5,000.00
210-4670-64400	Travel, Conference, Sch...	37.10
230-4840-63150	Canine Unit Expense	296.00
260-4680-65920	Work in Process - Eng/Ar...	667.49
610-4890-64370	Taxes and Licenses	20.00
620-4840-62010	Office Supplies	31.48
620-4840-62120	Gas-Oil-Lube	478.42
620-4840-62990	Misc. Operating Expense	22.21
620-4890-63030	Contracts Expense	86.75
620-4890-64400	Travel, Conference, Sch...	820.00

Account Summary

Account Number	Account Name	Expense Amount
670-4840-62120	Gas-Oil-Lube	206.35
680-4840-62010	Office Supplies	9.00
680-4840-62120	Gas-Oil-Lube	301.92
690-4840-62010	Office Supplies	35.98
690-4840-62120	Gas-Oil-Lube	2,031.01
690-4890-64370	Taxes and Licenses	36.00
820-4840-62120	Gas-Oil-Lube	226.95
Grand Total:		18,920.72

Project Account Summary

Project Account Key	Expense Amount
None	18,920.72
Grand Total:	18,920.72



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01181 - 11/06/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10454752	06/27/2024	100-4194-62230	Building Maint & Repair	DISINFECTANT		148.46
						Vendor COLE PAPERS INC Total:	148.46
Vendor: GREGORY STEPHEN HUFNAGLE							
GREGORY STEPHEN HUFNA...	124	11/03/2024	100-4240-63030	Contracts Expense	BUILDING OFFICIAL SERVICE...		14,050.74
						Vendor GREGORY STEPHEN HUFNAGLE Total:	14,050.74
Vendor: MINNESOTA ENERGY GROUP-000053							
MINNESOTA ENERGY GROU...	5233757837	10/29/2024	690-4830-63890	Utilities Expense	GAS METER READING - OCT...		189.52
						Vendor MINNESOTA ENERGY GROUP-000053 Total:	189.52
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	9976890324	10/21/2024	100-4110-63210	Communication Expense	WIRELESS PHONE SERVICE -...		336.12
VERIZON WIRELESS #78678...	9976890324	10/21/2024	100-4150-63210	Communication Expense	WIRELESS PHONE SERVICE -...		174.18
VERIZON WIRELESS #78678...	9976890324	10/21/2024	100-4192-63210	Communication Expense	WIRELESS PHONE SERVICE -...		40.03
VERIZON WIRELESS #78678...	9976890324	10/21/2024	100-4194-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	9976890324	10/21/2024	100-4210-63210	Communication Expense	WIRELESS PHONE SERVICE -...		662.49
VERIZON WIRELESS #78678...	9976890324	10/21/2024	100-4510-63210	Communication Expense	WIRELESS PHONE SERVICE -...		82.78
VERIZON WIRELESS #78678...	9976890324	10/21/2024	100-4650-63210	Communication Expense	WIRELESS PHONE SERVICE -...		91.38
VERIZON WIRELESS #78678...	9976890324	10/21/2024	100-4660-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	9976890324	10/21/2024	610-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	9976890324	10/21/2024	620-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		122.79
VERIZON WIRELESS #78678...	9976890324	10/21/2024	650-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	9976890324	10/21/2024	680-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	9976890324	10/21/2024	690-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		206.95
VERIZON WIRELESS #78678...	9976890324	10/21/2024	820-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
						Vendor VERIZON WIRELESS #786782900 Total:	1,965.06
						Grand Total:	16,353.78

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	15,668.96
610 - LIQUOR DISPENSARY	41.39
620 - WATER UTILITY FUND	122.79
650 - TOURIST PARK - OAK VIEW GROUP	41.39
680 - WASTEWATER UTILITY FUND	41.39
690 - ELECTRIC UTILITY FUND	396.47
820 - GREENWOOD CEMETERY FUND	41.39
Grand Total:	16,353.78

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63210	Communication Expense	336.12
100-4150-63210	Communication Expense	174.18
100-4192-63210	Communication Expense	40.03
100-4194-62230	Building Maint & Repair	148.46
100-4194-63210	Communication Expense	41.39
100-4210-63210	Communication Expense	662.49
100-4240-63030	Contracts Expense	14,050.74
100-4510-63210	Communication Expense	82.78
100-4650-63210	Communication Expense	91.38
100-4660-63210	Communication Expense	41.39
610-4830-63210	Communication Expense	41.39
620-4830-63210	Communication Expense	122.79
650-4830-63210	Communication Expense	41.39
680-4830-63210	Communication Expense	41.39
690-4830-63210	Communication Expense	206.95
690-4830-63890	Utilities Expense	189.52
820-4830-63210	Communication Expense	41.39
Grand Total:		16,353.78

Project Account Summary

Project Account Key	Expense Amount
None	16,353.78
Grand Total:	16,353.78



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01183 - 11/7/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: IHLE & SPARBY TRUST ACCOUNT							
IHLE & SPARBY TRUST ACC...	110724 INV	11/07/2024	210-13710	Loans Receivable-Long Term	TRF PROFESSIONAL BUILDI...		71,990.60
Vendor IHLE & SPARBY TRUST ACCOUNT Total:							71,990.60
Grand Total:							71,990.60

Fund Summary

Fund	Expense Amount
210 - COMM DEVELOPMENT REV LOAN FUND	71,990.60
Grand Total:	71,990.60

Account Summary

Account Number	Account Name	Expense Amount
210-13710	Loans Receivable-Long T...	71,990.60
Grand Total:		71,990.60

Project Account Summary

Project Account Key	Expense Amount
None	71,990.60
Grand Total:	71,990.60



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01185 - 11/08/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		28.84
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		1,356.60
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		438.53
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	100-4240-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		31.80
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		1,904.29
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		2,169.36
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		859.98
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	100-4650-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		76.93
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		497.38
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	670-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		580.41
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		384.89
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		1,275.81
FARMERS UNION OIL COM...	OCT 2024	11/08/2024	820-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		73.53
Vendor FARMERS UNION OIL COMPANY Total:							9,678.35
Vendor: T R F CONVENTION &							
T R F CONVENTION &	SEP 2024	11/08/2024	100-4670-63030	Contracts Expense	LODGING TAX - SEP 2024		12,245.27
Vendor T R F CONVENTION & Total:							12,245.27
Vendor: TK ELEVATOR CORP							
TK ELEVATOR CORP	1000651725	11/07/2024	100-4194-65200	Buildings and Structures	ENGINEERING/PRE-PRODU...		40,192.44
TK ELEVATOR CORP	3008188148	11/01/2024	100-4560-63030	Contracts Expense	2024/2025 ELEVATOR MAI...		2,200.05
TK ELEVATOR CORP	3008188148	11/01/2024	630-4890-63030	Contracts Expense	2024/2025 ELEVATOR MAI...		3,366.53
TK ELEVATOR CORP	3008190170	11/01/2024	100-4194-63030	Contracts Expense	2024/2025 ELEVATOR MAI...		3,335.07
TK ELEVATOR CORP	3008190171	11/01/2024	620-4890-63030	Contracts Expense	2024/2025 ELEVATOR MAI...		3,335.07
Vendor TK ELEVATOR CORP Total:							52,429.16
Vendor: TRACTOR SUPPLY CREDIT PLAN							
TRACTOR SUPPLY CREDIT P...	100311585	10/16/2024	100-4312-62990	Misc. Operating Expense	HEAT GUN		12.99
Vendor TRACTOR SUPPLY CREDIT PLAN Total:							12.99
Grand Total:							74,365.77

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	64,852.15
620 - WATER UTILITY FUND	3,832.45
630 - ARENAS - OAK VIEW GROUP	3,366.53
670 - STORM WATER UTILITY FUND	580.41
680 - WASTEWATER UTILITY FUND	384.89
690 - ELECTRIC UTILITY FUND	1,275.81
820 - GREENWOOD CEMETERY FUND	73.53
Grand Total:	74,365.77

Account Summary

Account Number	Account Name	Expense Amount
100-4194-62120	Gas-Oil-Lube	28.84
100-4194-63030	Contracts Expense	3,335.07
100-4194-65200	Buildings and Structures	40,192.44
100-4210-62120	Gas-Oil-Lube	1,356.60
100-4220-62120	Gas-Oil-Lube	438.53
100-4240-62120	Gas-Oil-Lube	31.80
100-4312-62120	Gas-Oil-Lube	1,904.29
100-4312-62990	Misc. Operating Expense	12.99
100-4315-62120	Gas-Oil-Lube	2,169.36
100-4510-62120	Gas-Oil-Lube	859.98
100-4560-63030	Contracts Expense	2,200.05
100-4650-62120	Gas-Oil-Lube	76.93
100-4670-63030	Contracts Expense	12,245.27
620-4840-62120	Gas-Oil-Lube	497.38
620-4890-63030	Contracts Expense	3,335.07
630-4890-63030	Contracts Expense	3,366.53
670-4840-62120	Gas-Oil-Lube	580.41
680-4840-62120	Gas-Oil-Lube	384.89
690-4840-62120	Gas-Oil-Lube	1,275.81
820-4840-62120	Gas-Oil-Lube	73.53
Grand Total:		74,365.77

Project Account Summary

Project Account Key	Expense Amount
None	74,365.77
Grand Total:	74,365.77



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01186 - 11/12/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JOSH HUTTLESTON							
JOSH HUTTLESTON	542205	11/08/2024	680-4850-62230	Building Maint & Repair	MATERIALS / LABOR - LIFT #...		15,572.19
						Vendor JOSH HUTTLESTON Total:	15,572.19
						Grand Total:	15,572.19

Fund Summary

Fund	Expense Amount
680 - WASTEWATER UTILITY FUND	15,572.19
Grand Total:	15,572.19

Account Summary

Account Number	Account Name	Expense Amount
680-4850-62230	Building Maint & Repair	15,572.19
Grand Total:		15,572.19

Project Account Summary

Project Account Key	Expense Amount
None	15,572.19
Grand Total:	15,572.19



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01187 - 11/12/24 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4110-63210	Communication Expense	WIRELESS PHONE SERVICE -...		336.04
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4110-63210	Communication Expense	WIRELESS PHONE SERVICE -...		336.12
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4150-63210	Communication Expense	WIRELESS PHONE SERVICE -...		184.90
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4150-63210	Communication Expense	WIRELESS PHONE SERVICE -...		174.18
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4192-63210	Communication Expense	WIRELESS PHONE SERVICE -...		40.01
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4192-63210	Communication Expense	WIRELESS PHONE SERVICE -...		40.03
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4194-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.38
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4194-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4210-63210	Communication Expense	WIRELESS PHONE SERVICE -...		640.02
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4210-63210	Communication Expense	WIRELESS PHONE SERVICE -...		662.49
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4510-63210	Communication Expense	WIRELESS PHONE SERVICE -...		82.76
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4510-63210	Communication Expense	WIRELESS PHONE SERVICE -...		82.78
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4650-63210	Communication Expense	WIRELESS PHONE SERVICE -...		91.38
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4650-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.38
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4660-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	100-4660-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.38
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	610-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.38
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	610-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	620-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		122.79
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	620-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		122.77
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	650-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	650-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.38
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	680-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.38
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	680-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	690-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		256.89
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	690-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		206.95
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	820-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		41.39
VERIZON WIRELESS #78678...	CHECKS LOST	11/12/2024	820-4830-63210	Communication Expense	WIRELESS PHONE SERVICE -...		2.46
Vendor VERIZON WIRELESS #786782900 Total:							3,879.19
Grand Total:							3,879.19

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	2,877.63
610 - LIQUOR DISPENSARY	82.77
620 - WATER UTILITY FUND	245.56
650 - TOURIST PARK - OAK VIEW GROUP	82.77
680 - WASTEWATER UTILITY FUND	82.77
690 - ELECTRIC UTILITY FUND	463.84
820 - GREENWOOD CEMETERY FUND	43.85
Grand Total:	3,879.19

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63210	Communication Expense	672.16
100-4150-63210	Communication Expense	359.08
100-4192-63210	Communication Expense	80.04
100-4194-63210	Communication Expense	82.77
100-4210-63210	Communication Expense	1,302.51
100-4510-63210	Communication Expense	165.54
100-4650-63210	Communication Expense	132.76
100-4660-63210	Communication Expense	82.77
610-4830-63210	Communication Expense	82.77
620-4830-63210	Communication Expense	245.56
650-4830-63210	Communication Expense	82.77
680-4830-63210	Communication Expense	82.77
690-4830-63210	Communication Expense	463.84
820-4830-63210	Communication Expense	43.85
Grand Total:		3,879.19

Project Account Summary

Project Account Key	Expense Amount
None	3,879.19
Grand Total:	3,879.19



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01188 - 11-19-24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMERICAN WELDING & GAS INC							
AMERICAN WELDING & GAS...	0010434896	10/31/2024	620-4840-62160	Chemicals	CHEMICALS		3,501.11
Vendor AMERICAN WELDING & GAS INC Total:							3,501.11
Vendor: ANDREW J HART							
ANDREW J HART	REIMB 11 11 24	11/11/2024	100-4210-62880	Personal Protective Equipm...	UNIFORM ALLOWANCE		349.18
Vendor ANDREW J HART Total:							349.18
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN416	11/03/2024	620-4840-62160	Chemicals	CHEMICALS		12,633.19
Vendor AQUA PURE INC Total:							12,633.19
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9684887	09/30/2024	630-4840-62990	Misc. Operating Expense	HYDRAULIC - #5416		75.95
AUTO VALUE T R F	9684898	09/30/2024	100-4312-62210	Equipment Maint & Repair	HYDRAULIC - #5514		28.43
AUTO VALUE T R F	9685041	10/01/2024	100-4220-62120	Gas-Oil-Lube	OIL FILTERS - '04 & '21		83.78
AUTO VALUE T R F	9685080	11/13/2024	100-4312-62210	Equipment Maint & Repair	ROLOC DISC		62.25
AUTO VALUE T R F	9685190	10/03/2024	100-4315-62210	Equipment Maint & Repair	ROLOC DISC		62.25
AUTO VALUE T R F	9685991	10/10/2024	690-4840-62990	Misc. Operating Expense	MULTI-TOW - #103		43.99
AUTO VALUE T R F	9686316	10/14/2024	670-4850-62210	Equipment Maint & Repair	AIR FILTERS		65.56
AUTO VALUE T R F	9686317	10/14/2024	630-4840-62990	Misc. Operating Expense	OIL FILTER - ZAMBONI		5.29
AUTO VALUE T R F	9686332	10/14/2024	100-4312-62210	Equipment Maint & Repair	STARTER FLUID		43.77
AUTO VALUE T R F	9686511	10/16/2024	100-4312-62210	Equipment Maint & Repair	PARTS CLEANER		212.88
AUTO VALUE T R F	9687412	10/25/2024	100-4312-62210	Equipment Maint & Repair	HYDRAULIC FILTER		70.49
Vendor AUTO VALUE T R F Total:							754.64
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	0213758	11/04/2024	100-4210-62010	Office Supplies	2025 DESK CALENDAR		9.95
BREDESON OFFICE SUPPLY	0213764	11/06/2024	100-4150-62010	Office Supplies	SHEET PROTECTORS		11.95
Vendor BREDESON OFFICE SUPPLY Total:							21.90
Vendor: BRODIN SHEET METAL INC							
BRODIN SHEET METAL INC	68616	10/09/2024	690-4850-62360	Distribution Maint	FOGARTY PROPERTY REPAIR		46.00
Vendor BRODIN SHEET METAL INC Total:							46.00
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10493053	10/03/2024	610-4840-62140	Off Sale Supplies	STRIPPER / TOILET CLEANER		152.17
COLE PAPERS INC	10493053	10/03/2024	610-4850-62230	Building Maint & Repair	STRIPPER / TOILET CLEANER		110.48
COLE PAPERS INC	10493152	10/07/2024	100-4315-62990	Misc. Operating Expense	BOWL CLEANER / FLOOR CL...		121.59
COLE PAPERS INC	10493948	10/07/2024	100-4550-62990	Misc. Operating Expense	TOILET TISSUE		50.51
COLE PAPERS INC	10494277	10/14/2024	610-4850-62230	Building Maint & Repair	ENTRY RUG		575.74
COLE PAPERS INC	10495367	10/10/2024	620-4840-62990	Misc. Operating Expense	DISINFECTANT / TOILET TIS...		444.27

Council Approval Register

Packet: APPKT01188 - 11-19-24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
COLE PAPERS INC	10496471	10/10/2024	610-4850-62230	Building Maint & Repair	WINDOW CLEANER / DUSTI...		35.30
COLE PAPERS INC	10498109	10/21/2024	100-4194-62990	Misc. Operating Expense	TOILET TISSUE		69.51
COLE PAPERS INC	10501196	10/24/2024	610-4840-62140	Off Sale Supplies	HIPPO BAGS		140.54
COLE PAPERS INC	10501196	10/24/2024	610-4850-62230	Building Maint & Repair	CLEAN & SHINE		116.92
Vendor COLE PAPERS INC Total:							1,817.03
Vendor: DAVIDSON CONSTRUCTION INC							
DAVIDSON CONSTRUCTION ...	PAY RQST #2	10/31/2024	505-4680-65900	Work in Process-Constructi...	2024 ST & UTIL IMP PRJ - Ci...		823,587.19
Vendor DAVIDSON CONSTRUCTION INC Total:							823,587.19
Vendor: DWIGHT TANGQUIST							
DWIGHT TANGQUIST	10 25 24	10/25/2024	100-4110-64400	Travel, Conference, School	KITCHEN SUPPLIES		199.80
Vendor DWIGHT TANGQUIST Total:							199.80
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	10295	10/15/2024	620-4840-62170	Field Supplies	SHIPPING CHARGES - OCT 2...		14.75
EAZY PACK N SHIP	10347	10/22/2024	680-4840-62170	Field Supplies	SHIPPING CHARGES - OCT 2...		16.39
EAZY PACK N SHIP	10360	10/23/2024	680-4840-62170	Field Supplies	SHIPPING CHARGES - OCT 2...		12.89
EAZY PACK N SHIP	10373	10/24/2024	690-4840-62010	Office Supplies	SHIPPING CHARGES - OCT 2...		81.10
Vendor EAZY PACK N SHIP Total:							125.13
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0223970	10/01/2024	100-4220-62230	Building Maint & Repair	MATERIALS - FLOOR DRAIN ...		69.80
EVANS SCRAP AND STEEL INC	0223997	10/08/2024	100-4315-62400	Small Tools and Minor Equip	MATERIALS - GRIZZLY SEPE...		184.13
EVANS SCRAP AND STEEL INC	0223998	10/08/2024	100-4315-62400	Small Tools and Minor Equip	MATERIALS - GRIZZLY SEPE...		50.00
EVANS SCRAP AND STEEL INC	0224001	10/08/2024	100-4315-62400	Small Tools and Minor Equip	MATERIALS - GRIZZLY SEPE...		30.00
EVANS SCRAP AND STEEL INC	0224030	10/16/2024	100-4312-62400	Small Tools and Minor Equip	MATERIALS - GRIZZLY SEPE...		135.31
Vendor EVANS SCRAP AND STEEL INC Total:							469.24
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS133833	10/22/2024	690-4850-62360	Distribution Maint	METER ISLAND - EICHMAN		331.19
FASTENAL COMPANY	MNROS133900	10/25/2024	620-4840-62990	Misc. Operating Expense	GLOVES- WTP		77.79
FASTENAL COMPANY	MNROS133921	10/28/2024	620-4840-62990	Misc. Operating Expense	GLOVES / FLAGS / WHEEL		271.14
FASTENAL COMPANY	MNROS133922	10/28/2024	100-4510-62230	Building Maint & Repair	HARDWARE - OUTDOOR RI...		44.16
Vendor FASTENAL COMPANY Total:							724.28
Vendor: FLEET SUPPLY							
FLEET SUPPLY	149863	10/11/2024	620-4840-62990	Misc. Operating Expense	ANTI FREEZE		21.01
FLEET SUPPLY	149991	10/15/2024	620-4840-62990	Misc. Operating Expense	ANTI FREEZE		21.01
Vendor FLEET SUPPLY Total:							42.02
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	4100793	10/31/2024	690-4850-62360	Distribution Maint	BILLABLE LOCATES - OCT 20...		191.70
Vendor GOPHER STATE ONE CALL Total:							191.70
Vendor: HAWKINS INC							
HAWKINS INC	6891993	10/15/2024	620-4840-62160	Chemicals	CHEMICALS		7,498.72
HAWKINS INC	6896016	10/21/2024	620-4840-62160	Chemicals	CHEMICALS		5,734.00
Vendor HAWKINS INC Total:							13,232.72

Council Approval Register						Packet: APPKT01188 - 11-19-24 COUNCIL MEETING	
Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: HUGOS #7							
HUGOS #7	5	11/12/2024	100-4312-62990	Misc. Operating Expense	RETIREMENT CAKE		75.99
						Vendor HUGOS #7 Total:	75.99
Vendor: ICON ARCHITECTURAL GROUP LLC							
ICON ARCHITECTURAL GRO...	20240397	10/31/2024	100-4671-62200	System Expense	PROF SRVCS - CITY HALL RE...		466.30
ICON ARCHITECTURAL GRO...	20240398	10/31/2024	100-4671-62200	System Expense	PROF FEES - LIBRARY RESTR...		537.50
						Vendor ICON ARCHITECTURAL GROUP LLC Total:	1,003.80
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	04662	10/31/2024	100-4160-63040	Legal Fees	CONTRACT SERVICES - OCT ...		2,600.00
IHLE SPARBY AND HAASE PA	04663	10/31/2024	100-4160-63040	Legal Fees	CRIMINAL SERVICES - OCT 2...		5,250.00
IHLE SPARBY AND HAASE PA	04685	11/08/2024	100-4160-63040	Legal Fees	PERP ADMIN FORFEITURE C...		60.00
						Vendor IHLE SPARBY AND HAASE PA Total:	7,910.00
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	30136G	10/22/2024	100-4312-62210	Equipment Maint & Repair	AIR FILTERS - SKID STEER		331.42
INTERSTATE BILLING SERVICE	30427G	10/22/2024	100-4312-62210	Equipment Maint & Repair	FILTERS / ETC - SKID STEER		378.07
						Vendor INTERSTATE BILLING SERVICE Total:	709.49
Vendor: JAMES NELSON							
JAMES NELSON	REIMB 11 07 24	11/07/2024	690-4840-62880	Personal Protective Equipm...	REIMBURSE - SAFETY TOED ...		76.99
						Vendor JAMES NELSON Total:	76.99
Vendor: JEFFREY A OLSON							
JEFFREY A OLSON	2647i	11/03/2024	690-4840-62990	Misc. Operating Expense	24 YARDS BLACK DIRT		528.00
						Vendor JEFFREY A OLSON Total:	528.00
Vendor: JEREMY GROVE							
JEREMY GROVE	720957	10/14/2024	100-4560-62230	Building Maint & Repair	MATERIALS / LABOR - GUTT...		450.00
						Vendor JEREMY GROVE Total:	450.00
Vendor: LESLIE MICHAEL COTA							
LESLIE MICHAEL COTA	694703	10/31/2024	680-4850-62220	Lift Station and Pond Maint...	GRASS MOWING SERVICES - ...		145.00
						Vendor LESLIE MICHAEL COTA Total:	145.00
Vendor: M M U A							
M M U A	64582	10/01/2024	100-4150-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		445.42
M M U A	64582	10/01/2024	100-4194-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		74.24
M M U A	64582	10/01/2024	100-4210-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		1,410.55
M M U A	64582	10/01/2024	100-4220-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		519.67
M M U A	64582	10/01/2024	100-4312-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		519.67
M M U A	64582	10/01/2024	100-4315-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		519.67
M M U A	64582	10/01/2024	100-4510-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		371.19
M M U A	64582	10/01/2024	100-4650-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		222.71
M M U A	64582	10/01/2024	100-4660-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		74.24
M M U A	64582	10/01/2024	100-4660-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		74.24
M M U A	64582	10/01/2024	610-4890-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		445.44
M M U A	64582	10/01/2024	620-4890-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		296.96

Council Approval Register

Packet: APPKT01188 - 11-19-24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
M M U A	64582	10/01/2024	660-24000	Clearing Account	4TH QTR 2024 SAFETY PRO...		296.96
M M U A	64582	10/01/2024	680-4890-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		296.96
M M U A	64582	10/01/2024	690-4890-64410	Safety Training	4TH QTR 2024 SAFETY PRO...		1,262.08
Vendor M M U A Total:							6,830.00
Vendor: MARK BORSETH							
MARK BORSETH	2024-10	10/31/2024	100-4660-63030	Contracts Expense	PLANNING & ZONING SERVI...		150.00
Vendor MARK BORSETH Total:							150.00
Vendor: MARSHALL COUNTY SHERIFFS OFFICE							
MARSHALL COUNTY SHERIF...	4TH QTR 2024	09/30/2024	100-4210-62990	Misc. Operating Expense	4TH QTR 2024 (07/01/24 - ...		4,443.63
Vendor MARSHALL COUNTY SHERIFFS OFFICE Total:							4,443.63
Vendor: MEGGER							
MEGGER	5580068666	10/24/2024	690-4850-62210	Equipment Maint & Repair	MATERIAL / LABOR - MEGG...		14,090.00
Vendor MEGGER Total:							14,090.00
Vendor: MINNESOTA DEPARTMENT OF NATURAL RESOURCES - OMB							
MINNESOTA DEPARTMENT...	8109824	10/29/2024	100-4312-62260	Signs-Brooms-Paint	SIGN - OAKLAND PARK TRAIL		26.83
Vendor MINNESOTA DEPARTMENT OF NATURAL RESOURCES - OMB Total:							26.83
Vendor: MIRACLE EXPRESS INC							
MIRACLE EXPRESS INC	1015287	10/28/2024	690-4840-62010	Office Supplies	FREIGHT CHARGES - MEGG...		675.00
Vendor MIRACLE EXPRESS INC Total:							675.00
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	ABR0339225X	10/26/2024	620-4850-62200	System Expense	BOILER INSPECTION - WATER		30.00
MN DPT OF LABOR & INDUS...	ABR0339230X	10/26/2024	100-4312-62230	Building Maint & Repair	BOILER INSPECTION - STREET		20.00
MN DPT OF LABOR & INDUS...	ABR0340598X	10/26/2024	690-4850-62350	Power Plant/Dam Maint	BOILER INSPECTION - POW...		40.00
MN DPT OF LABOR & INDUS...	ABR0340704X	10/26/2024	630-4890-64370	Taxes and Licenses	BOILER INSPECTIONS - ARE...		30.00
Vendor MN DPT OF LABOR & INDUSTRY Total:							120.00
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	10302	10/09/2024	100-4192-63020	Computer Maintenance & li...	SERVICE DAY		1,850.00
Vendor MORRIS ELECTRONICS INC Total:							1,850.00
Vendor: MTI DISTRIBUTING INC							
MTI DISTRIBUTING INC	1454695-00	10/28/2024	100-4510-62210	Equipment Maint & Repair	REVERSIBLE MOTOR - MOW...		395.18
Vendor MTI DISTRIBUTING INC Total:							395.18
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	738477	10/07/2024	690-4850-62350	Power Plant/Dam Maint	GLASS CLEANER - WINDSHIE...		37.92
Vendor N A P A AUTO PARTS THF RVR FL Total:							37.92
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R...	CT156199	10/31/2024	670-4850-62210	Equipment Maint & Repair	BEARING - STREET SWEEPER		50.86
Vendor NELSON EQUIPMENT OF T R F INC Total:							50.86
Vendor: NORTH CENTRAL INTERNATIONAL LLC							
NORTH CENTRAL INTERNAT...	X105079394 01	10/02/2024	100-4315-62210	Equipment Maint & Repair	LINK		156.88
NORTH CENTRAL INTERNAT...	X105079580 01	10/07/2024	620-4850-62210	Equipment Maint & Repair	BATTERY - CAT BACKHOE		315.68

Council Approval Register

Packet: APPKT01188 - 11-19-24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTH CENTRAL INTERNAT...	X105079682 01	11/09/2024	620-4850-62210	Equipment Maint & Repair	BATTERY CORE - BACK HOE		-40.00
Vendor NORTH CENTRAL INTERNATIONAL LLC Total:							432.56
Vendor: NORTH SHORE ANALYTICAL INC							
NORTH SHORE ANALYTICAL ...	14900	10/30/2024	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		560.00
Vendor NORTH SHORE ANALYTICAL INC Total:							560.00
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	OCT 2024	10/31/2024	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		1,463.87
NORTHDALE OIL INC	OCT 2024	10/31/2024	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		514.70
NORTHDALE OIL INC	OCT 2024	10/31/2024	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		86.18
NORTHDALE OIL INC	OCT 2024	10/31/2024	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		41.01
NORTHDALE OIL INC	OCT 2024	10/31/2024	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2024		352.86
Vendor NORTHDALE OIL INC Total:							2,458.62
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	OCT 2024	11/01/2024	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE...		368.32
Vendor NORTHERN STATE BANK Total:							368.32
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T341460	10/09/2024	100-4312-62210	Equipment Maint & Repair	HOSE - #5516		106.40
NORTHWEST POWER SYST...	T341464	10/09/2024	100-4312-62280	Salt & Gravel Expense	TOOLS - SKID STEER GRAPP...		21.65
NORTHWEST POWER SYST...	T341468	10/09/2024	100-4312-62210	Equipment Maint & Repair	MANIFOLD COUPLER - #5520		172.04
NORTHWEST POWER SYST...	T341487	10/10/2024	100-4312-62210	Equipment Maint & Repair	PRESSURE GAUGE - #5514		7.20
NORTHWEST POWER SYST...	T341578	10/14/2024	100-4312-62210	Equipment Maint & Repair	ELBOW - #5515		16.52
NORTHWEST POWER SYST...	T341777	10/24/2024	690-4850-62210	Equipment Maint & Repair	HOSE / GUARD		202.97
Vendor NORTHWEST POWER SYSTEMS INC Total:							526.78
Vendor: PAINT & GLASS INTERIORS INC							
PAINT & GLASS INTERIORS I...	15406	10/09/2024	100-4510-62230	Building Maint & Repair	STAIN - GAZEBO		349.95
Vendor PAINT & GLASS INTERIORS INC Total:							349.95
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE ...	NOV 2024	11/12/2024	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES...		1,400.00
Vendor PENNINGTON CO HUMANE SOCIETY Total:							1,400.00
Vendor: PENNINGTON CO SHERIFF							
PENNINGTON CO SHERIFF	4TH QTR 2024	09/30/2024	100-4210-62990	Misc. Operating Expense	4TH QTR 2024 (07/01/24-09...		3,573.70
Vendor PENNINGTON CO SHERIFF Total:							3,573.70
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE INC	50736	10/28/2024	100-4210-62210	Equipment Maint & Repair	BRAKE ROTORS & PADS		80.00
Vendor PENNINGTON FAST LUBE INC Total:							80.00
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMP...	2410-069351	10/17/2024	680-4840-62990	Misc. Operating Expense	SACRETE - ABANDONED SE...		6.68
PETERSON LUMBER COMP...	2410-069516	10/21/2024	690-4850-62360	Distribution Maint	SONO TUBE - EICHMAN		76.38
PETERSON LUMBER COMP...	2410-069681	10/23/2024	690-4850-62360	Distribution Maint	SACRETE / LUMBER / STAKE...		93.37
PETERSON LUMBER COMP...	2410-069766	10/24/2024	690-4850-62360	Distribution Maint	RETURN CREDIT - EICHMAN		-51.56

Council Approval Register

Packet: APPKT01188 - 11-19-24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
PETERSON LUMBER COMP...	2410-069773	10/24/2024	100-4210-62990	Misc. Operating Expense	LUMBER		18.87
Vendor PETERSON LUMBER COMPANY Total:							143.74
Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	135737	11/01/2024	100-4315-62210	Equipment Maint & Repair	SUPPLIES - #5603		9.97
Vendor QUALITY FARM SUPPLY INC Total:							9.97
Vendor: REGENTS OF UNIVERSITY OF MN							
REGENTS OF UNIVERSITY OF...	0070001681	11/11/2024	620-4840-62170	Field Supplies	TEST LIME SLUDGE SAMPLES		330.00
Vendor REGENTS OF UNIVERSITY OF MN Total:							330.00
Vendor: RHONDA KAYE BACH							
RHONDA KAYE BACH	REISSUE	11/12/2024	100-4140-61060	Temporary Salaries	REISSUE DESTROYED CHECK...		213.75
Vendor RHONDA KAYE BACH Total:							213.75
Vendor: ROCKSBURY TRUCK REPAIR LLC							
ROCKSBURY TRUCK REPAIR ...	16710	10/24/2024	100-4312-62210	Equipment Maint & Repair	TIRE REPAIR - #5515		71.95
Vendor ROCKSBURY TRUCK REPAIR LLC Total:							71.95
Vendor: SANFORD HEALTH OCCUPATIONAL MEDICINE							
SANFORD HEALTH OCCUPAT..	805547	10/31/2024	100-4650-62990	Misc. Operating Expense	DRUG SCREENING		65.00
SANFORD HEALTH OCCUPAT..	805547	10/31/2024	690-4840-62990	Misc. Operating Expense	DRUG SCREENING		95.00
Vendor SANFORD HEALTH OCCUPATIONAL MEDICINE Total:							160.00
Vendor: SANITATION PRODUCTS INC							
SANITATION PRODUCTS INC	91021	10/31/2024	670-4850-62210	Equipment Maint & Repair	PARTS - STREET SWEEPER R...		392.76
SANITATION PRODUCTS INC	91026	11/01/2024	670-4850-62210	Equipment Maint & Repair	PARTS - STREET SWEEPER		3,007.56
Vendor SANITATION PRODUCTS INC Total:							3,400.32
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B18990331	10/29/2024	100-4510-62420	Computer Equipment	PW SURFACE		1,000.00
SHI INTERNATIONAL CORP	B18990331	10/29/2024	100-4650-62420	Computer Equipment	PW SURFACE		121.23
SHI INTERNATIONAL CORP	B18990331	10/29/2024	820-4840-62420	Computer Equipment	PW SURFACE		1,250.00
Vendor SHI INTERNATIONAL CORP Total:							2,371.23
Vendor: SMALL SHOVEL INC							
SMALL SHOVEL INC	NOV 2024	11/01/2024	620-4890-63110	Consulting Fees	HARRIS MDM		3,500.00
Vendor SMALL SHOVEL INC Total:							3,500.00
Vendor: STONES MOBILE RADIO INC							
STONES MOBILE RADIO INC	2057906	10/28/2024	100-4210-62210	Equipment Maint & Repair	LABOR - RADIO INSTALL		275.00
Vendor STONES MOBILE RADIO INC Total:							275.00
Vendor: T R F HARDWARE							
T R F HARDWARE	22253473	10/02/2024	690-4850-62350	Power Plant/Dam Maint	SUPPLIES - NORDBERG FUEL...		29.97
T R F HARDWARE	22253590	10/03/2024	630-4850-62230	Building Maint & Repair	15 AMP RECEPTACLE		9.99
T R F HARDWARE	22254080	10/08/2024	100-4312-62990	Misc. Operating Expense	SAND MIX CEMENT		18.98
T R F HARDWARE	22254200	10/09/2024	690-4840-62990	Misc. Operating Expense	TERMINAL - FOGARTY		15.99
T R F HARDWARE	22254320	10/10/2024	100-4510-62400	Small Tools and Minor Equip	BATTERY - CHAINSAW		288.96
T R F HARDWARE	22254890	10/14/2024	620-4850-62310	Lime Sludge Maintenance	PVC PIPE / ADAPTERS - LIME...		49.92

Council Approval Register

Packet: APPKT01188 - 11-19-24 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
T R F HARDWARE	22254904	10/14/2024	100-4312-62990	Misc. Operating Expense	LAGS - SIGN		15.99
T R F HARDWARE	22254908	10/14/2024	690-4840-62990	Misc. Operating Expense	TERMINAL - SHERWOOD		17.49
T R F HARDWARE	22255259	10/17/2024	690-4840-62990	Misc. Operating Expense	BATTERY - #105		279.99
T R F HARDWARE	22255972	10/23/2024	690-4850-62350	Power Plant/Dam Maint	HEX KEY SET		31.99
T R F HARDWARE	22255977	10/23/2024	620-4850-62290	Water Meter Maintenance	NUTS / BOLTS - METER INS...		19.99
T R F HARDWARE	22256058	10/24/2024	100-4210-62990	Misc. Operating Expense	PAINT / HARDWARE - SRT T...		71.88
T R F HARDWARE	22256170	10/25/2024	100-4510-62230	Building Maint & Repair	MATERIALS - BLDG MAINT		7.98
T R F HARDWARE	22256542	10/28/2024	690-4850-62360	Distribution Maint	ELBOW - MORRIS OWEN SUB		3.49
T R F HARDWARE	22256562	10/28/2024	680-4840-62990	Misc. Operating Expense	BATTERIES		19.99
T R F HARDWARE	22256637	10/29/2024	690-4850-62210	Equipment Maint & Repair	NUTS / BOLTS / SPRAY PAIN...		43.73
T R F HARDWARE	22256744	10/30/2024	690-4840-62990	Misc. Operating Expense	NUTS / BOLTS / SCREWS - #...		7.00
T R F HARDWARE	22256757	10/30/2024	100-4210-62990	Misc. Operating Expense	AMMUNITION		33.98
T R F HARDWARE	22256806	10/30/2024	680-4840-62990	Misc. Operating Expense	50' EXTN CORD / PLIERS / C...		154.73
Vendor T R F HARDWARE Total:							1,122.04
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	OCT 2024 - 878	10/31/2024	100-4315-63590	Printing & Publications	AD - LEAF VAC		108.00
THIEF RIVER FALLS TIMES	OCT 2024 - 878	10/31/2024	100-4660-63590	Printing & Publications	AD - HRG		53.46
Vendor THIEF RIVER FALLS TIMES Total:							161.46
Vendor: THYGESON CONSTRUCTION							
THYGESON CONSTRUCTION	10 26 24	10/26/2024	820-4850-62210	Equipment Maint & Repair	12 YARDS BLACK DIRT		270.00
Vendor THYGESON CONSTRUCTION Total:							270.00
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI...	813	11/02/2024	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - TAMMY ...		800.00
Vendor TROY MERCIL CONSTRUCTION LLC Total:							800.00
Vendor: ULINE							
ULINE	184623082	10/21/2024	690-4840-62990	Misc. Operating Expense	LATEX GLOVES / TRASH BA...		714.12
Vendor ULINE Total:							714.12
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	45268	10/25/2024	100-4220-63590	Printing & Publications	TREVOR SWANSON RETIRE...		25.00
UNIVERSAL SCREENPRINT	45289	10/31/2024	100-4140-62010	Office Supplies	ELECTION SIGNS		50.00
UNIVERSAL SCREENPRINT	45289	10/31/2024	100-4150-63590	Printing & Publications	TAXI DECALS - 2025		12.00
Vendor UNIVERSAL SCREENPRINT Total:							87.00
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	4AX00253	10/31/2024	100-4315-63030	Contracts Expense	DOWNTOWN COLLECTION -...		162.50
Vendor WASTE MASTERS LLC Total:							162.50
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	233494	09/25/2024	505-4680-65900	Work in Process-Constructi...	PROF SRVCS - 2024 ST IMP ...		24,322.50
WIDSETH SMITH NOLTING ...	233495	09/25/2024	505-4680-65900	Work in Process-Constructi...	PROF SRVCS - 2024 ST IMP ...		43,756.25
Vendor WIDSETH SMITH NOLTING ASC INC Total:							68,078.75
Grand Total:							988,885.58

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	34,139.18
505 - 2024 ST AND UTILITY PROJECT	891,665.94
610 - LIQUOR DISPENSARY	1,576.59
620 - WATER UTILITY FUND	34,719.54
630 - ARENAS - OAK VIEW GROUP	121.23
660 - AIRPORT FUND	296.96
670 - STORM WATER UTILITY FUND	3,516.74
680 - WASTEWATER UTILITY FUND	1,212.64
690 - ELECTRIC UTILITY FUND	19,316.76
820 - GREENWOOD CEMETERY FUND	2,320.00
Grand Total:	988,885.58

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64400	Travel, Conference, Sch...	199.80
100-4140-61060	Temporary Salaries	213.75
100-4140-62010	Office Supplies	50.00
100-4150-62010	Office Supplies	11.95
100-4150-63030	Contracts Expense	368.32
100-4150-63590	Printing & Publications	12.00
100-4150-64410	Safety Training	445.42
100-4160-63040	Legal Fees	7,910.00
100-4192-63020	Computer Maintenance...	1,850.00
100-4194-62990	Misc. Operating Expense	69.51
100-4194-64410	Safety Training	74.24
100-4210-62010	Office Supplies	9.95
100-4210-62120	Gas-Oil-Lube	1,463.87
100-4210-62210	Equipment Maint & Repa..	355.00
100-4210-62880	Personal Protective Equi...	349.18
100-4210-62990	Misc. Operating Expense	8,142.06
100-4210-63100	Animal Control	1,400.00
100-4210-64410	Safety Training	1,410.55
100-4220-62120	Gas-Oil-Lube	83.78
100-4220-62230	Building Maint & Repair	69.80
100-4220-63590	Printing & Publications	25.00
100-4220-64410	Safety Training	519.67
100-4312-62120	Gas-Oil-Lube	514.70
100-4312-62210	Equipment Maint & Repa..	1,501.42
100-4312-62230	Building Maint & Repair	20.00
100-4312-62260	Signs-Brooms-Paint	26.83
100-4312-62280	Salt & Gravel Expense	21.65
100-4312-62400	Small Tools and Minor E...	135.31

Account Summary

Account Number	Account Name	Expense Amount
100-4312-62990	Misc. Operating Expense	110.96
100-4312-64410	Safety Training	519.67
100-4315-62120	Gas-Oil-Lube	86.18
100-4315-62210	Equipment Maint & Repa..	229.10
100-4315-62400	Small Tools and Minor E...	264.13
100-4315-62990	Misc. Operating Expense	121.59
100-4315-63030	Contracts Expense	162.50
100-4315-63590	Printing & Publications	108.00
100-4315-64410	Safety Training	519.67
100-4510-62120	Gas-Oil-Lube	41.01
100-4510-62210	Equipment Maint & Repa..	395.18
100-4510-62230	Building Maint & Repair	402.09
100-4510-62400	Small Tools and Minor E...	288.96
100-4510-62420	Computer Equipment	1,000.00
100-4510-64410	Safety Training	371.19
100-4550-62990	Misc. Operating Expense	50.51
100-4560-62230	Building Maint & Repair	450.00
100-4650-62420	Computer Equipment	121.23
100-4650-62990	Misc. Operating Expense	65.00
100-4650-64410	Safety Training	222.71
100-4660-63030	Contracts Expense	150.00
100-4660-63590	Printing & Publications	53.46
100-4660-64410	Safety Training	148.48
100-4671-62200	System Expense	1,003.80
505-4680-65900	Work in Process-Constru...	891,665.94
610-4840-62140	Off Sale Supplies	292.71
610-4850-62230	Building Maint & Repair	838.44
610-4890-64410	Safety Training	445.44
620-4840-62160	Chemicals	29,367.02
620-4840-62170	Field Supplies	344.75
620-4840-62990	Misc. Operating Expense	835.22
620-4850-62200	System Expense	30.00
620-4850-62210	Equipment Maint & Repa..	275.68
620-4850-62290	Water Meter Maintenanc...	19.99
620-4850-62310	Lime Sludge Maintenance	49.92
620-4890-63110	Consulting Fees	3,500.00
620-4890-64410	Safety Training	296.96
630-4840-62990	Misc. Operating Expense	81.24
630-4850-62230	Building Maint & Repair	9.99
630-4890-64370	Taxes and Licenses	30.00
660-24000	Clearing Account	296.96
670-4850-62210	Equipment Maint & Repa..	3,516.74

Account Summary

Account Number	Account Name	Expense Amount
680-4840-62170	Field Supplies	589.28
680-4840-62990	Misc. Operating Expense	181.40
680-4850-62220	Lift Station and Pond Ma...	145.00
680-4890-64410	Safety Training	296.96
690-4840-62010	Office Supplies	756.10
690-4840-62120	Gas-Oil-Lube	352.86
690-4840-62880	Personal Protective Equi...	76.99
690-4840-62990	Misc. Operating Expense	1,701.58
690-4850-62210	Equipment Maint & Repa..	14,336.70
690-4850-62350	Power Plant/Dam Maint	139.88
690-4850-62360	Distribution Maint	690.57
690-4890-64410	Safety Training	1,262.08
820-4840-62420	Computer Equipment	1,250.00
820-4850-62210	Equipment Maint & Repa..	270.00
820-4890-63030	Contracts Expense	800.00
Grand Total:		988,885.58

Project Account Summary

Project Account Key	Expense Amount
None	988,885.58
Grand Total:	988,885.58



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01192 - 11/05/2024 GENERAL ELECTION

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BECKY SMITH							
BECKY SMITH	11 05 24 - GOLF	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION GOLF C...		200.00
BECKY SMITH	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		210.00
						Vendor BECKY SMITH Total:	410.00
Vendor: CATHERINE M MIRAMONTES							
CATHERINE M MIRAMONTES	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		292.50
						Vendor CATHERINE M MIRAMONTES Total:	292.50
Vendor: CHERYL PALM							
CHERYL PALM	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		270.00
						Vendor CHERYL PALM Total:	270.00
Vendor: CLANCY HANSON							
CLANCY HANSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		210.00
						Vendor CLANCY HANSON Total:	210.00
Vendor: CURTIS OR MARILYN SWANSON							
CURTIS OR MARILYN SWAN...	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION GOLF C...		200.00
						Vendor CURTIS OR MARILYN SWANSON Total:	200.00
Vendor: CYNTHIA VENNES							
CYNTHIA VENNES	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		255.00
						Vendor CYNTHIA VENNES Total:	255.00
Vendor: DANIE E PACKARD							
DANIE E PACKARD	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		243.75
						Vendor DANIE E PACKARD Total:	243.75
Vendor: DEBORAH J ERNST							
DEBORAH J ERNST	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		255.00
						Vendor DEBORAH J ERNST Total:	255.00
Vendor: DEBORAH L FULTON							
DEBORAH L FULTON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		255.00
						Vendor DEBORAH L FULTON Total:	255.00
Vendor: DIANE FAY RUD							
DIANE FAY RUD	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		240.00
						Vendor DIANE FAY RUD Total:	240.00
Vendor: DIANE MARIE DESSELLIER							
DIANE MARIE DESSELLIER	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		288.75
						Vendor DIANE MARIE DESSELLIER Total:	288.75

Council Approval Register

Packet: APPKT01192 - 11/05/2024 GENERAL ELECTION

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: EDITH BRANDLI							
EDITH BRANDLI	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		247.50
Vendor EDITH BRANDLI Total:							247.50
Vendor: ELNA JEAN LENDOBEJA							
ELNA JEAN LENDOBEJA	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		327.50
Vendor ELNA JEAN LENDOBEJA Total:							327.50
Vendor: ESTHER LOUISE JOHNSON							
ESTHER LOUISE JOHNSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		255.00
Vendor ESTHER LOUISE JOHNSON Total:							255.00
Vendor: GLEN KAJEWSKI							
GLEN KAJEWSKI	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		240.00
Vendor GLEN KAJEWSKI Total:							240.00
Vendor: JACQUELYN KAY PHILIPP							
JACQUELYN KAY PHILIPP	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		240.00
Vendor JACQUELYN KAY PHILIPP Total:							240.00
Vendor: JANET STRANDLIE							
JANET STRANDLIE	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		240.00
Vendor JANET STRANDLIE Total:							240.00
Vendor: JEREMY DON PURCELL							
JEREMY DON PURCELL	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		246.75
Vendor JEREMY DON PURCELL Total:							246.75
Vendor: JON WILLIAM PETERSON							
JON WILLIAM PETERSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		232.50
Vendor JON WILLIAM PETERSON Total:							232.50
Vendor: JULIE D PETERSON							
JULIE D PETERSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		210.00
Vendor JULIE D PETERSON Total:							210.00
Vendor: KATHERINE L FOGARTY							
KATHERINE L FOGARTY	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		308.75
Vendor KATHERINE L FOGARTY Total:							308.75
Vendor: KATHRYN J GERMAN							
KATHRYN J GERMAN	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		255.00
Vendor KATHRYN J GERMAN Total:							255.00
Vendor: KATHY R LANGNESS							
KATHY R LANGNESS	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		247.50
Vendor KATHY R LANGNESS Total:							247.50
Vendor: KENNETH L OLSON							
KENNETH L OLSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		258.75
Vendor KENNETH L OLSON Total:							258.75

Council Approval Register

Packet: APPKT01192 - 11/05/2024 GENERAL ELECTION

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: KIM R SWANSON							
KIM R SWANSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		247.50
Vendor KIM R SWANSON Total:							247.50
Vendor: KRISTIE LYNN HUSETH							
KRISTIE LYNN HUSETH	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		255.00
Vendor KRISTIE LYNN HUSETH Total:							255.00
Vendor: LINDA JEAN RAMSEY							
LINDA JEAN RAMSEY	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		297.50
Vendor LINDA JEAN RAMSEY Total:							297.50
Vendor: LISA GAY MONSON							
LISA GAY MONSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		45.00
Vendor LISA GAY MONSON Total:							45.00
Vendor: MARK ALLEN HAUGEN							
MARK ALLEN HAUGEN	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		210.00
Vendor MARK ALLEN HAUGEN Total:							210.00
Vendor: MARY J MUGAAS							
MARY J MUGAAS	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		342.50
Vendor MARY J MUGAAS Total:							342.50
Vendor: MARY M DAHLEN							
MARY M DAHLEN	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		247.50
Vendor MARY M DAHLEN Total:							247.50
Vendor: MICHAEL Klier TEUBNER							
MICHAEL Klier TEUBNER	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		232.50
Vendor MICHAEL Klier TEUBNER Total:							232.50
Vendor: MILLIE J REIERSON							
MILLIE J REIERSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		277.50
Vendor MILLIE J REIERSON Total:							277.50
Vendor: PHILIP TORGERSON							
PHILIP TORGERSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		225.00
Vendor PHILIP TORGERSON Total:							225.00
Vendor: PHYLISS K JOHNSON							
PHYLISS K JOHNSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		187.50
Vendor PHYLISS K JOHNSON Total:							187.50
Vendor: RANDI LOUISE HODNY							
RANDI LOUISE HODNY	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		247.50
Vendor RANDI LOUISE HODNY Total:							247.50
Vendor: REBECCA JEAN STAVENES							
REBECCA JEAN STAVENES	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		282.50
Vendor REBECCA JEAN STAVENES Total:							282.50

Council Approval Register

Packet: APPKT01192 - 11/05/2024 GENERAL ELECTION

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: RHONDA KAYE BACH							
RHONDA KAYE BACH	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		255.00
Vendor RHONDA KAYE BACH Total:							255.00
Vendor: RICHARD WIENS							
RICHARD WIENS	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		240.00
Vendor RICHARD WIENS Total:							240.00
Vendor: RONALD DENNIS LINDBERG							
RONALD DENNIS LINDBERG	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		247.50
Vendor RONALD DENNIS LINDBERG Total:							247.50
Vendor: THERESA ANN VANYO							
THERESA ANN VANYO	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		255.00
Vendor THERESA ANN VANYO Total:							255.00
Vendor: TRACY HJELLE							
TRACY HJELLE	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		258.75
Vendor TRACY HJELLE Total:							258.75
Vendor: TRACY LAINE NELSON							
TRACY LAINE NELSON	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		255.00
Vendor TRACY LAINE NELSON Total:							255.00
Vendor: WILLIAM A FOGARTY							
WILLIAM A FOGARTY	11 05 24	11/05/2024	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		240.00
Vendor WILLIAM A FOGARTY Total:							240.00
Grand Total:							11,078.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	11,078.00
Grand Total:	11,078.00

Account Summary

Account Number	Account Name	Expense Amount
100-4140-61060	Temporary Salaries	11,078.00
Grand Total:		11,078.00

Project Account Summary

Project Account Key	Expense Amount
None	11,078.00
Grand Total:	11,078.00



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: 11/19/2024

SUBJECT: Certify the results of Tuesday, November 5, 2024 Election

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

MOTION TO: by the Thief River Falls City Council that the official election results for the office of Mayor for the term of 2025-2026 shall be Mike Lorenson, that the official election results for the office of Council Member At Large for the term of 2025-2028 shall be Jason Aarestad, that the official election results for the office of Council Member Ward 2 for the term of 2025-2028 shall be Julie Bolduc, that the official election results for the office of Council Member Ward 4 for the term of 2025-2028 shall be Michele McCraw.

BACKGROUND: The City of Thief River Falls held an election for the office of Mayor and 3 Council Members on Tuesday, November 5, 2024, during the General Election with approximately 4301 persons voting, including absentee votes.

On November 12th, 2024 the canvassing board consisting of the Administrative Services Committee met to canvass the said election results.

The votes tabulated at said election were:

Race of Mayor:

Mike Lorenson	2221
Brian Holmer	1758
Write-in	37

Race of Council Member At Large:

Doug Bergman	1556
Jason Aarestad	2139
Write-in	34

Race of Council Member Ward 2

Julie Bolduc	482
Cainan Langlie	289
Write-in	10

Race of Council Member Ward 4:

Michele McCraw	573
Write-in	10

KEY ISSUES:

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: 11/19/2024

SUBJECT: Authorize purchase of wall partitions, ceiling tile, and furniture for Public Works at City Hall

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

MOTION TO: Authorize the purchase from Innovative wall partitions in the amount of \$90,946.85, furniture for 3 offices and a meeting room in the amount of \$17,775.50 and ceiling tile in the amount of \$9,011.00 for the location of Public Works at City Hall.

BACKGROUND: The City of Thief River Falls has been looking at different options to reduce the sound transfer within the Public Works area. This would complete the solution selected. The City would, however be responsible for the ceiling grid, lights and installation of the ceiling on the 3 offices and meeting room of which is not apart of this request for council action.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Total cost is \$117,733.35. The company Innovative is part of Omnia Partners which takes care of multiple quotes.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	229352 CITY OF THIEF RIVER FALLS-proposal
2.	Thief Rive Falls City Hall - DWG 09-04-2024
3.	Private Offices and Meeting Room Furniture Quote 09.25.24
4.	Ceiling Tile - Flat Option 11.06.24



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON Doug Biggin
218-214-7725
dbiggin@innovativeos.com

PROPOSAL

DATE 09/11/2024
CUSTOMER NAME CITY OF THIEF RIVER FALLS
CUSTOMER NUMBER C103484
CUSTOMER PO
ORDER NAME Altos Cornice Height - 4 offices
ORDER NUMBER 229352
PROJECT NUMBER
TERMS NET30

BILL TO
CITY OF THIEF RIVER FALLS
405 3RD ST E
THIEF RIVER FALLS, MN 56701-2100

ATTN: LeeAnn Lund
Phone: 218-681-7200
Email: llund@citytrf.net

SHIP TO
City of Thief River Falls
405 3RD ST E
THIEF RIVER FALLS, MN 56701-2100

ATTN: LeeAnn Lund
Phone: 218-681-7200
Email: llund@citytrf.net

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	Budget Estimate Teknion Altos Cornice Height estimate per plan	1.00 Each	53,804.38	53,804.38
2	FURNDISIGN Furniture Design Services	1.00 Each	2,681.65	2,681.65
3	FURNPS Furniture Professional Services, Project Management	1.00 Each	2,956.28	2,956.28
4	FURNINSTALL Furniture Installation 13117	1.00 Each	31,504.54	31,504.54

Remit to address for deposits:
Innovative office Solutions LLC
Lockbox #131434 PO Box 1414
Minneapolis, MN 55480-1414

SUBTOTAL \$90,946.85

TOTAL \$90,946.85

REQUIRED DEPOSIT 50.00% \$45,473.43

Proposal Valid For 14 Days

Thank you for the opportunity to partner together. Please review the quotation and let us know if you have any questions.

Signature: _____ Name: _____ Title: _____ Date: _____



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Doug Biggin
218-214-7725
dbiggin@innovativeos.com

PROPOSAL

DATE	09/11/2024
CUSTOMER NAME	CITY OF THIEF RIVER FALLS
CUSTOMER NUMBER	C103484
CUSTOMER PO	
ORDER NAME	Altos Cornice Height - 4 offices
ORDER NUMBER	229352
PROJECT NUMBER	
TERMS	NET30

THANK YOU FOR THE OPPORTUNITY

We are thrilled for the opportunity to partner together on your project. The terms and conditions below outline a working understanding for the project journey and is intended to set both organizations up for success. If you have questions or concerns, please contact us directly.

QUOTES AND PRICING

Please review your final project plan and quote to confirm it will fit your space and workplace needs. Quoted prices are good for 14 days from the date of the proposal. Due to the volatile transportation conditions in 2022 & 2023, freight will be billed based upon actual. Unless otherwise noted, prices quoted do not include sales, use, excise, or other applicable taxes. Any applicable taxes will be added or adjusted on the invoice at the time of billing. Buyers exempt from taxes should provide Innovative with copies of exemption certificates prior to placing the order.

DESIGN AND ORDERING

Innovative's Design team will work with you and/or your team to design a space that is customized to your budget, style and unique needs to transform your space/s and bring your vision to life. If you do not want to move forward with us on a project, the design work remains the exclusive property of Innovative Office Solutions and we reserve the right to invoice you for the design costs incurred.

NEED FOR DEPOSITS

A deposit of 50% of the order is required on all projects in excess of \$10,000. The deposit is essential as our vendor partners require payment from us when placing orders. Once the deposit is received, we will place your order. Payments must be in the form of check, ACH or wire transfer. Credit cards are not accepted for deposits or other furniture payments over \$5,000.

PAYMENT TERMS

Our Innovative team will send invoices following delivery and installation completion. To ensure a seamless accounting experience, please send payment within 30 days of the invoice date. It is not uncommon for a project to be substantially complete, except for a few punch list items. We appreciate you paying your invoice in full. Innovative will complete your project when outstanding items and/or parts become available.

CHANGES

Once we receive the sign off on design plan and proposed budget, your order will be placed. Due to the customization of many projects, once orders are placed, most products are not returnable. Modifications or cancellations may result in cancellation or restocking charges by our manufacturer partners. Unfortunately, we will need to invoice you if such charges are incurred. Where a Scope of Work is included with this Agreement, costs resulting from changes in the scope of the project, including any additional requirements or restrictions placed on Innovative will be added to the project price. When Innovative becomes aware of the nature and impact of the change, you will be notified, and all project paperwork will be updated as necessary. In this instance, a revised quote will be generated for signoff.

PROJECT DELAYS AND STORAGE

We understand projects are occasionally delayed. This may mean you are unable to accept product from us as scheduled. When this occurs, Innovative will store your items at no charge for up to 30 days to provide you with additional time to ensure your space is ready for installation. After 30 days, we will provide a quote to continue to store your product, as we want to make sure it is safe and in a secure location.

DELIVERY AND RECEIPT OF PRODUCT

We will contact you once we are notified your product has been shipped and is on its way. Your product will be delivered during regular business hours. In order to provide an exceptional delivery experience, we ask that you inform us of any unique circumstances that a driver or install team may face during a delivery. This may include such challenges as a downtown location or the need for a liftgate. Providing us with this information ensures that product is delivered to the proper location within your facility and will reduce the chances of damage to any of the items.

We kindly ask you to inspect all product directly shipped and/or delivered and brought onto the job site as scheduled. If you discover product has been damaged or shipped in error during the receiving process, please notify us within 24 hours to ensure that appropriate claims can be



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

Doug Biggin
218-214-7725
dbiggin@innovativeos.com

PROPOSAL

DATE	09/11/2024
CUSTOMER NAME	CITY OF THIEF RIVER FALLS
CUSTOMER NUMBER	C103484
CUSTOMER PO	
ORDER NAME	Altos Cornice Height - 4 offices
ORDER NUMBER	229352
PROJECT NUMBER	
TERMS	NET30

filed. After product arrives at your site, any loss or damage caused by other trades or by weather, fire or other elements is your responsibility.

INSTALLATION PREMISES CONDITIONS

It is our sincere priority to make sure the installation of your product is timely, professional, and as efficient as possible. To facilitate this, we ask the site to be clean, clear, and free of debris prior to installation. The jobsite should have proper lighting, heat, power source, hoisting and/or elevator service and suitable unobstructed dock space and a secured staging area. The job site shall also be free of the interference of other trades in the area where installation is taking place.

We understand in certain situations spaces are not ready for installation when the initial date was scheduled. If this is the case, please provide at least a 48-hour notice so we can keep your project on track to the best of our ability. If proper, timely communication does not occur, unfortunately additional charges may be invoiced to cover costs incurred. Our Installation Team installs product based on the final approved layout. If there are any changes to the final plan, please make sure these are addressed prior to the installation date.

WARRANTY

Each manufacturing partner of Innovative has a warranty standard. For more information on warranty details, reach out to your Innovative Account Executive. Warrantied product replacements may require billable installation services.

CLAIMS

Innovative will help resolve claims concerning damaged and/or defective product, materials and/or workmanship made within the warranty period as stated by the manufacturer, supplier, or fabricator. We will arrange for the repair or replacement of any damaged or defective items and/or installation to make sure the project is successful.

FORCE MAJEURE

We will do our absolute best to ensure we can secure and install your product, but if there are reasons beyond our control, Innovative will not be liable. Reasons include but are not limited to, strikes, pandemics, embargos, war or other breakout of hostilities, acts of God, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental acts or regulations.

GOVERNING LAW

This agreement shall be governed by and construed according to the laws of the State of Minnesota.

ARBITRATION

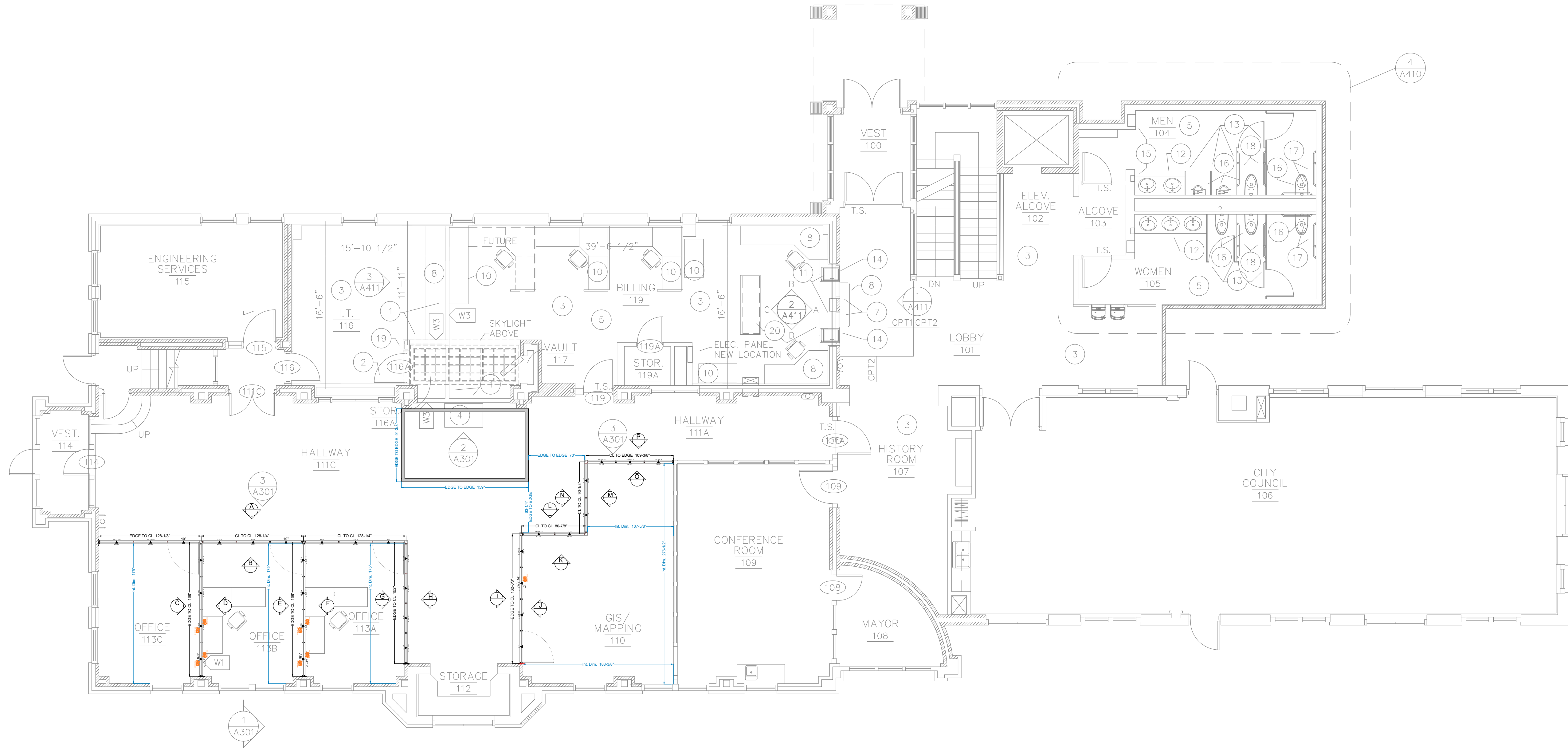
We want to make this a true partnership and resolve any issues that may occur. Any controversies or claims arising relating to this contract will be settled by arbitration administered by the American Arbitration Association. They will fall under its commercial rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court with authority. The award shall include the costs of arbitration and the legal fees of the prevailing party.

THANK YOU FOR YOUR PARTNERSHIP

Innovative Office Solutions is built upon a "relationships matter" belief system, and every project matters to us. We are thankful for the opportunity to partner together, and we look forward to serving you!

Authorized Signature

Date



Wall Legend	
	altos wall
	optos/ low profile wall
	focus wall
	tek vue wall
	Detail Number
	Page Number

Altos Door Clearances			
Door Type	Door Size	Clearance	Clearance installed @ corners
Hinged, Solid (FDH)	40" W	35"	33"
Hinged, Glass (FDH)	42" W	37"	35"
Double Hinged Door (FDH)	72" W	67" W	n/a
Double Hinged Glass Door (FDH)	72" W	67" W	n/a
Pivot Door (FDH)	40" W	35" W	n/a
Glass and Solid Barn Door (FDH, FDS)	40" W	35"	n/a
Double Barn Door (FDH)	72" W (2 x 36")	56"	n/a

Optos Low Profile Door Clearances			
Door Type	Door Size	Clearance	Clearance installed @ corners
Hinged, Solid (FZDH)	40" W	35"	33"
Hinged, Glass (FZDH)	40" W	35"	33"
Double Hinged Door (FZDH)	72" W	67" W	n/a
Single Glass Barn Door (FZDH)	40" W	35"	n/a
Double Barn Door (FZDH)	72" W (2 x 36")	56"	n/a
Glass Pivot Door (FZDH)	40" W	35"	n/a

Focus Door Clearances			
Door Type	Door Size	Clearance	Clearance installed @ corners
Hinged, Solid (FWDS)	42" W	37"	35"
Hinged, Glass (FWDS)	42" W	36"	35"
Single Glass Barn Door (FWDS)	42" W	36"	n/a
Single Glass Double Pivot Door (FWDS)	40" W (2 x 20")	74" W	n/a
Glass Pivot Door (FWDS)	42" W	37"	n/a
Double Glass Pivot Door (FWDS)	42" W	36"	n/a

Tek Vue Door Clearances			
Door Type	Door Size	Clearance	Clearance installed @ corners
Pivot, Solid	42" W	37"	35"
Pivot, Frameless Glass	42" W	37"	35"
Pivot Framed Glass	42" W	37"	35"
Single Glass Barn Door	42" W	35"	n/a

- General Notes:
- For warranty purposes, Altos, Optos LP, Focus, and Tek Vue product must be installed by a certified installation company.
 - The client, dealer, GC or architect must inform Teknion prior to manufacturing of any addendum changes that would affect areas of construction involving Teknion product.
 - Changes following sign-off may affect manufacturing, delivery dates and product installation cost/ completion.
 - Product has been specified based on dimensions provided on electronic drawing supplied by client. Any deviation from hold-to-dimensions (as stated on the approval drawings) may result in additional product and labor costs as well as a delay in the completion of installation.
 - Altos, Optos LP, and Focus product is 4" thick (Nom.). Tek Vue is 2" thick (Nom.).
 - Sound insulation/ batting has not been included in specification unless otherwise noted.
 - All dimensions to base building are hold-to-dimensions unless otherwise noted.
 - Field dimensions must be verified prior to final product specification OR GC must commit to "hold-to" dimensions.
 - Do not scale drawings.
 - General contractor must ensure that as-built dimensions match those indicated on this drawing in areas where the Teknion wall product meets building architecture.
 - Altos wall runs that are installed under a suspended ceiling system and exceed 16' without perpendicular wall runs, must have bracing installed for stability.
 - Under ideal conditions, the Teknion wall product has the following adjustment capability:
Altos: Top -0.25" to + 1.75" Bottom -0.25 to +1.75"
Optos LP: Top -0.25" to + 0.50" Bottom -0.25" to +1.25"
Focus: Top +/- 0.25" Bottom -0.125" to + 0.375"
Tek Vue: Top +/- 0.75" Bottom -0.25" to -0.5"
 - Actual leveling available may be reduced from maximum by site conditions and/or the specific application.
 - Neither Teknion nor their authorized dealer is responsible for the connection of the Teknion wall product to the underside of slab.
 - The architect designer will be responsible to ensure that all Teknion product meets local code and compliance requirements.
 - TEKVUE is intended to be installed under soffit. Any other ceiling condition will require additional insulation labor and materials. Insulation of doors will require additional structural reinforcement. This must be provided by the G.C.
 - This reproduced drawing is the property of Teknion Furniture Systems or their authorized dealer and is subject to return upon demand. It must not be traced, copied or reproduced in any manner, nor submitted to any outside parties for examination without our consent.

Focus Dimension Increments							
A	0	0	J	1/2"	0.5000		
B	1/16"	0.0625	J	9/16"	0.5625		
C	1/8"	0.1250	K	5/8"	0.6250		
D	3/16"	0.1875	L	11/16"	0.6875		
E	1/4"	0.2500	M	3/4"	0.7500		
F	5/16"	0.3125	N	13/16"	0.8125		
G	3/8"	0.3750	O	7/8"	0.8750		
H	7/16"	0.4375	P	15/16"	0.9375		

FRAME FINISH		EBONY	
GLASS FINISH		SINGLE - Tempered - Clear	
SOLID FINISH		Sand/ Smoked Oak	



CLIENT APPROVAL

SECTION A

All changes and deviations from the approved drawing package will be regarded as a change order and processed accordingly.

1. Sign-off by authorized signing officer acknowledges review and agreement with the general notes, elevations, ceiling heights and specification layout as detailed in this drawing.

2. Please note that all 4 sections of this document (A, B, C, D) must be acknowledged and completed before an order can be placed.

3. Approval for design intent only is not acceptable for order placement.

4. Any and all costs resulting from noncompliance with items 1, 2 and 3 are not

Created for base building dwg: _____ rev: _____

SECTION B

☐ Revise and resubmit for new base bldg. dwg: _____ rev: _____

☐ Approved. Proceed with order.

☐ Approved with deviation to design as noted. Proceed with order.

(1 Selection Req'd)

☐ The specification is based on a site check (site check info on file).

☐ The site was not ready for the site check at the time of specification.

SECTION C

☐ I agree that the authorizing agent or client will hold the GC responsible for "hold-to" dimensions including ceiling heights and clear openings.

☐ I understand that any deviation or redesign may impact the project schedule and that additional costs incurred to meet the reduced timeline will be chargeable.

(2 Selections Req'd)

SECTION D

This project will not proceed and lead times will not commence without agreement on the above from the authorized signing officer. To confirm agreement with the above please sign and select the appropriate check boxes above.

Print Name of Authorized Signing Officer

Signature of Authorized Signing Officer

(Completion Req'd)

Lineal footage Legend:

altos	109' -8"
focus	0' - 0"
tek vue	0' - 0"
optos low profile	0' - 0"

12			
11			
10			
9			
8			
7			
6	NO	05-04-24	REVISED & SUBMITTED FOR APPROVAL
5	NO	05-07-24	REVISED & SUBMITTED FOR APPROVAL
4	NO	07-19-24	REVISED & SUBMITTED FOR APPROVAL
3	NO	05-14-24	REVISED & SUBMITTED FOR APPROVAL
2	NO	05-09-24	SPECTED & SUBMITTED FOR APPROVAL
1	NO	05-09-24	SPECTED & SUBMITTED FOR APPROVAL
REV	BY	DATE	CHKD DESCRIPTION

Title

ALTOS LAYOUT

Project

Thief Rive Falls City Hall

Drawing Title

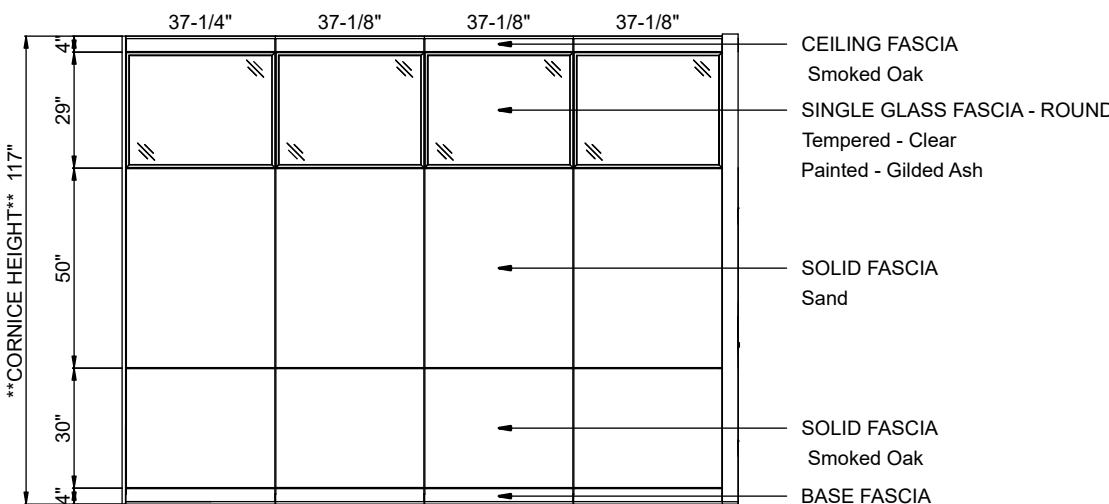
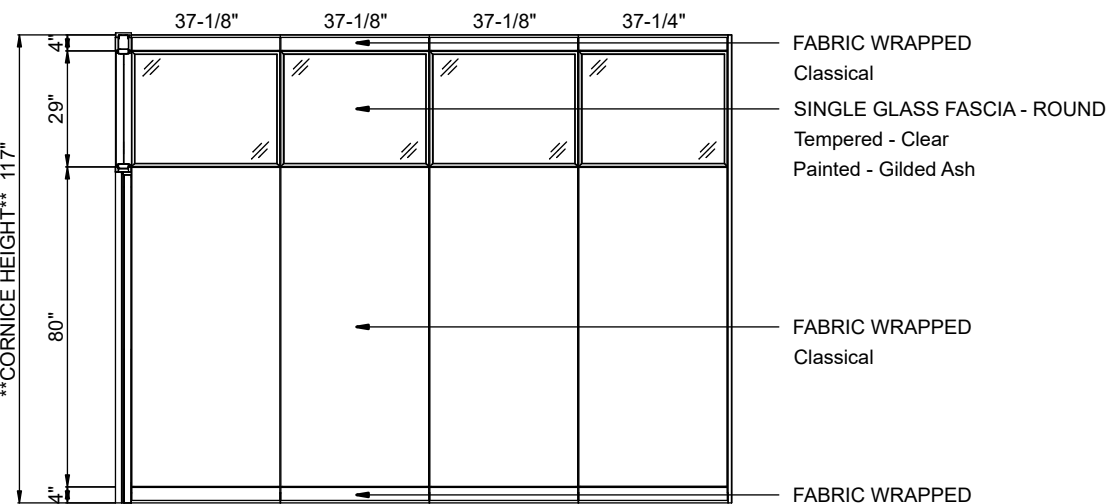
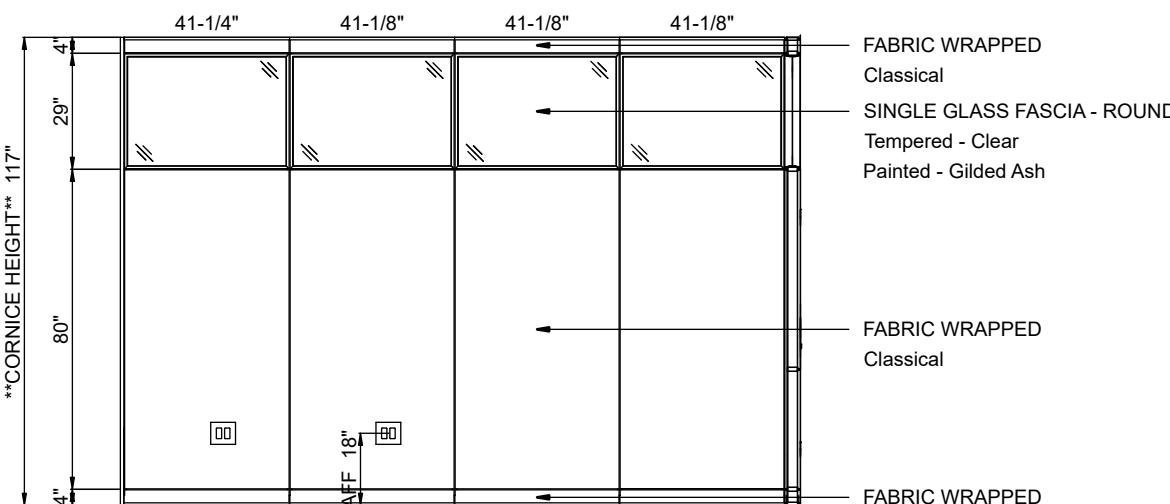
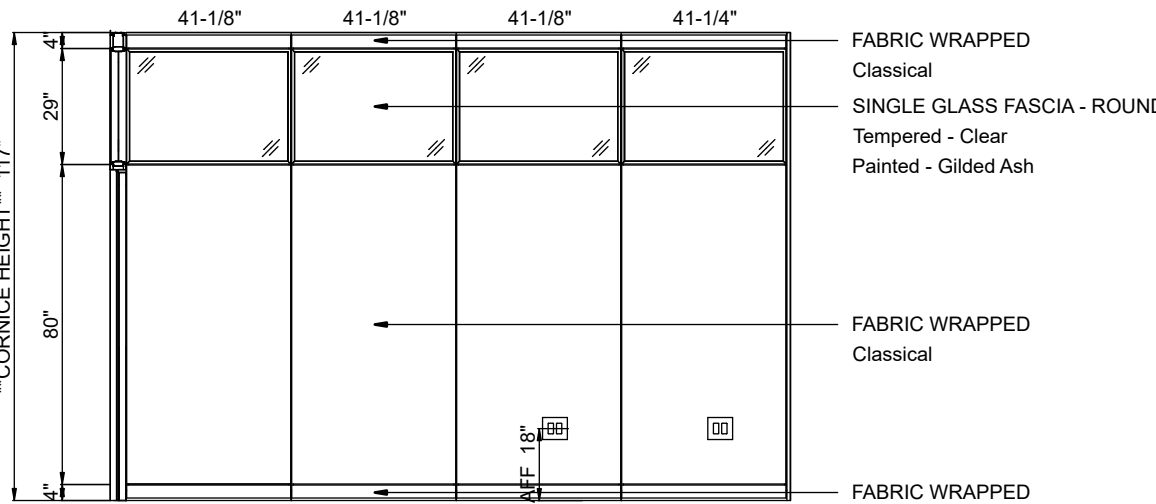
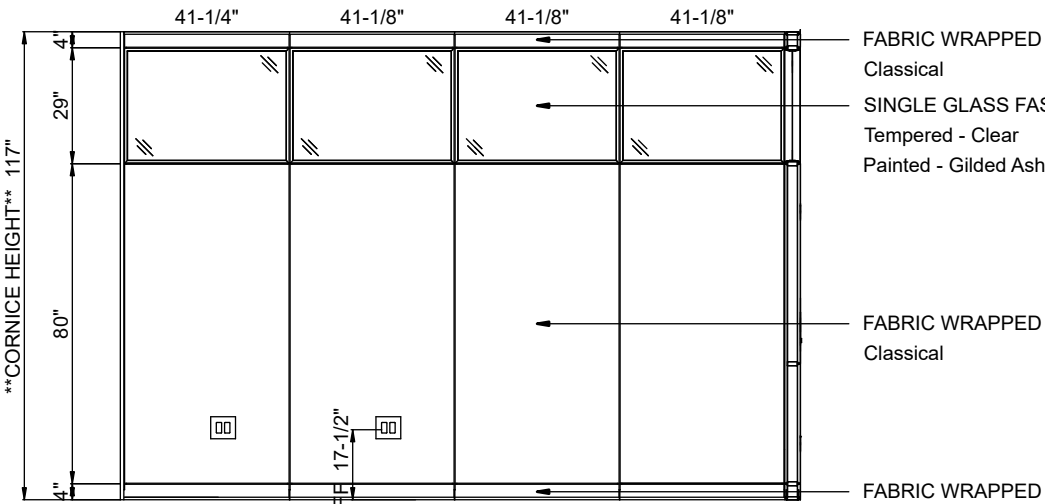
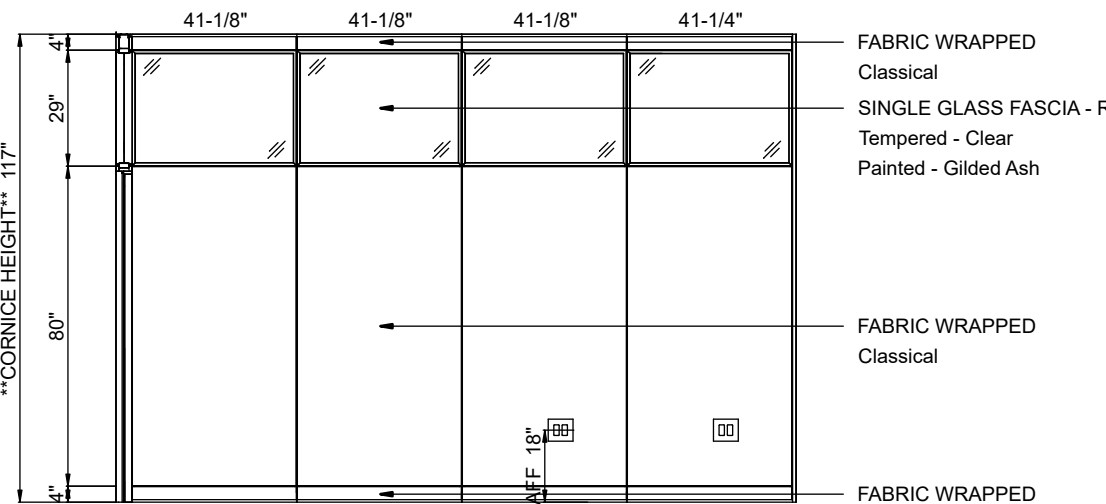
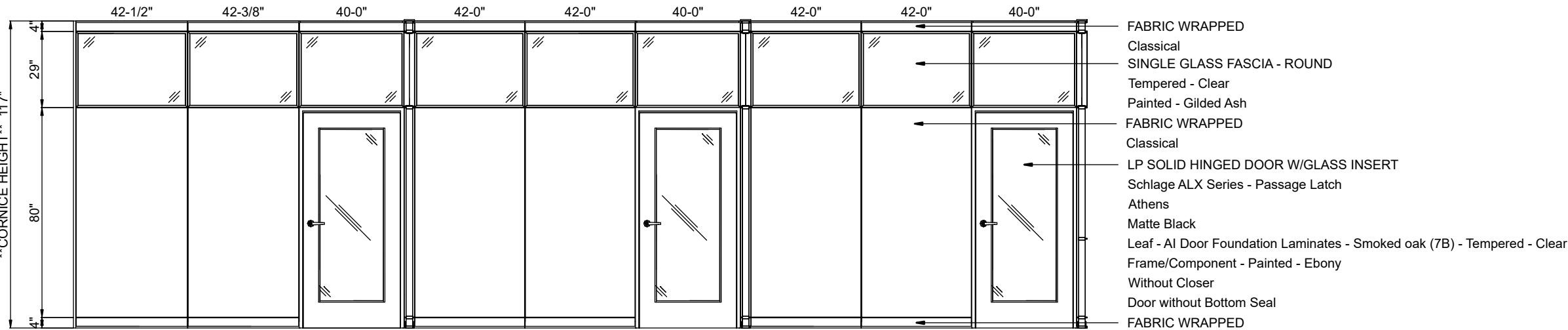
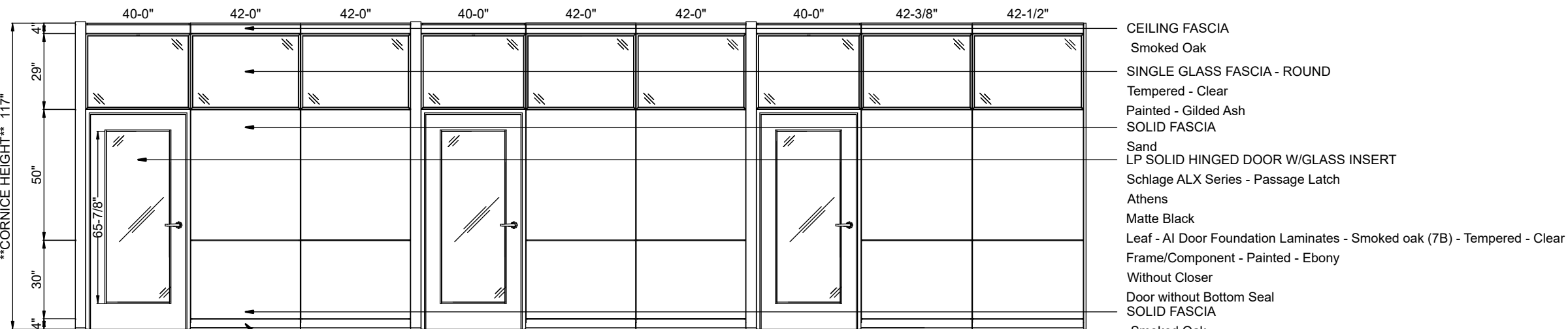
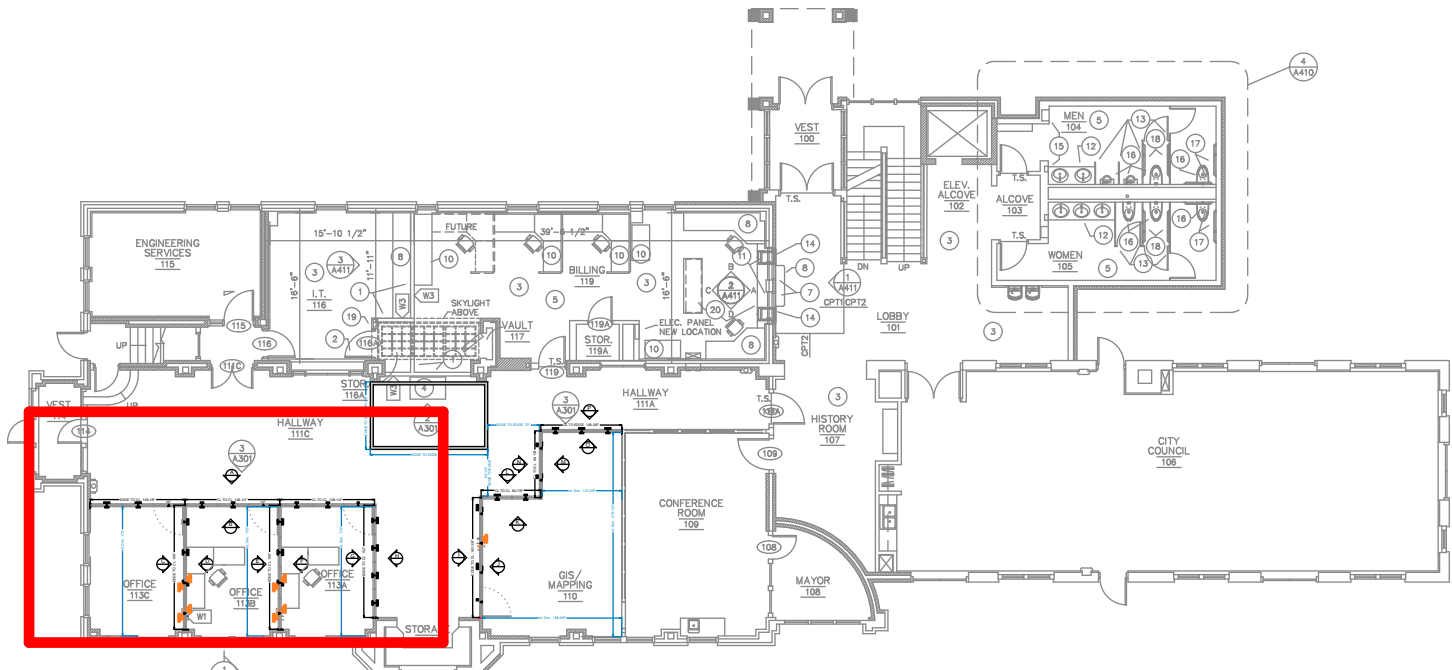
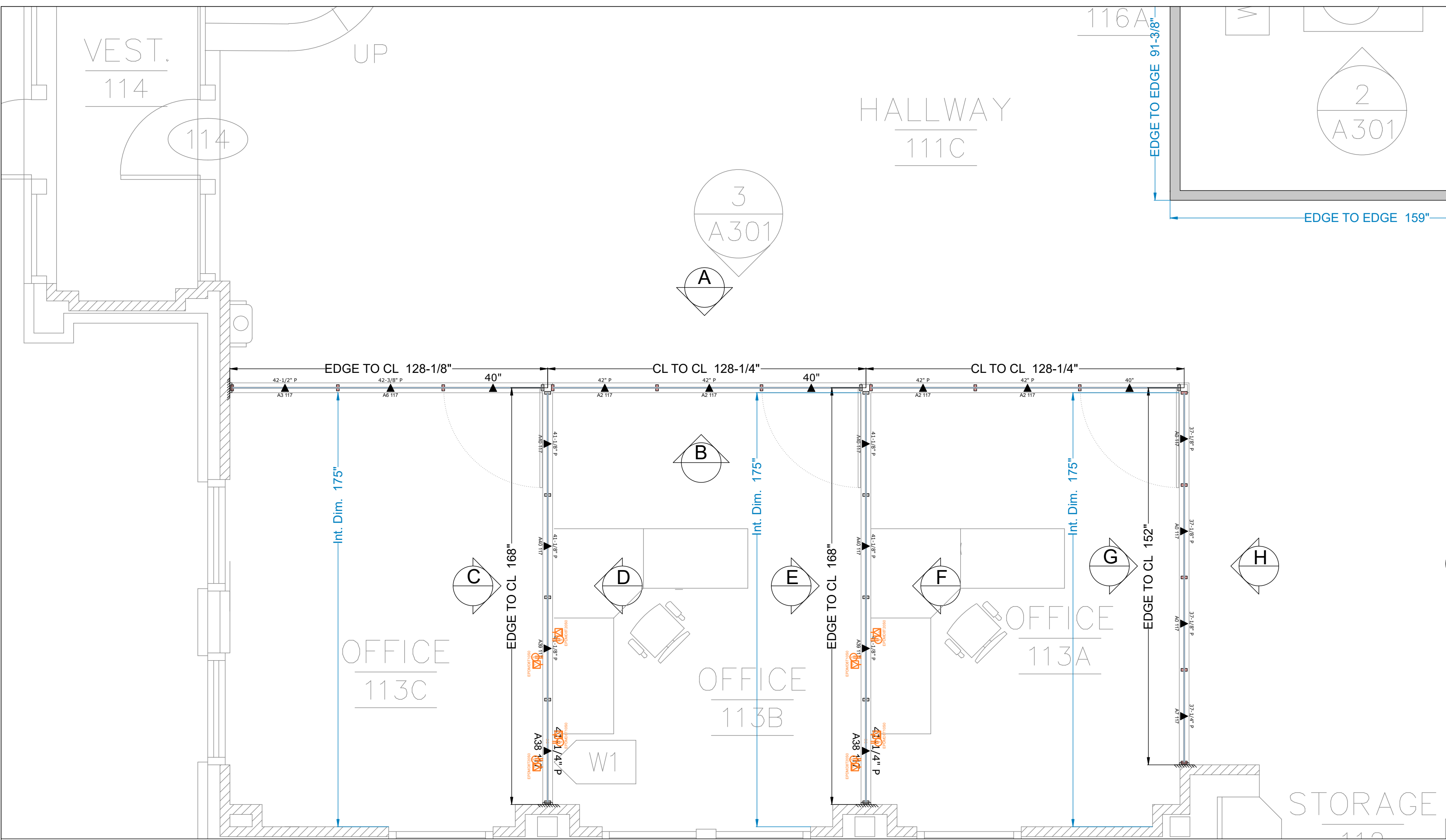
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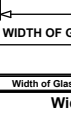
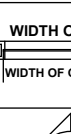
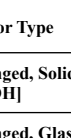
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Project No.	9707	Drawn By	UVs Corporate Interiors
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Page No.

1 of 4



Wall Legend					
		altos wall			
		optos/ low profile wall			
		focus wall			
		tek vue wall			
					
Altos Door Clearances					
Door Type	Door Size	Clearance	Clearance installed @ corners		
Hinged, Solid (FDH)	40" W 35" H	35"	33"		
Hinged, Glass (FDH)	42" W 37" H	35"	33"		
Hinged, Glass (FDH)	40" W 35" H	35"	33"		
Double Hinged Door (FDH)	72" W 67" W	n/a	n/a		
Double Hinged Glass Door (FDH)	72" W 67" W	n/a	n/a		
Pivot Door (FDP)	40" W 35" W	n/a	n/a		
Glass and Solid Barn Door (FDC, FDS)	40" W 32" H	n/a	n/a		
Double Barn Door (FDL)	72" W (2 x 36") 56" H	n/a	n/a		
Optos Low Profile Door Clearances					
Door Type	Door Size	Clearance	Clearance installed @ corners		
Hinged, Solid (FZDH)	40" W 35" H	35"	33"		
Hinged, Glass (FZDH)	42" W 37" H	35"	33"		
Hinged, Glass (FZDH)	40" W 35" H	35"	33"		
Double Hinged Door (FZDH)	72" W 67" W	n/a	n/a		
Single Glass Barn Door (FZDB)	40" W 32" H	n/a	n/a		
Double Barn Door (FZDL)	72" W (2 x 36") 56" H	n/a	n/a		
Glass Pivot Door (FZDP)	40" W 35" H	n/a	n/a		
Focus Door Clearances					
Door Type	Door Size	Clearance	Clearance installed @ corners		
Hinged, Solid (FVHNS)	42" W 37" H	35"	35"		
Hinged, Glass (FVHNS)	42" W 36" H	35"	35"		
Single Glass Barn Door (FVHNS)	42" W 36" H	n/a	n/a		
Single Glass Double Pivot Door (FVHNS)	42" W 36" H	n/a	n/a		
Glass Pivot Door (FVHNS)	42" W 37" H	n/a	n/a		
Double Glass Pivot Door (FVHNS)	42" W 36" H	n/a	n/a		
Tek Vue Door Clearances					
Door Type	Door Size	Clearance	Clearance installed @ corners		
Pivot, Solid	42" W 37" H	35"	35"		
Pivot, Frameless Glass	42" W 37" H	35"	35"		
Pivot Framed Glass	42" W 37" H	35"	35"		
Single Glass Barn Door	42" W 35" H	n/a	n/a		
General Notes:					
1. For warranty purposes, Altos, Optos LP, Focus, and Tek Vue product must be installed by a certified installation company.					
2. The client, dealer, GC or architect must inform Teknion prior to manufacturing of any addendum changes that would affect areas of construction involving Teknion product.					
3. Changes following sign-off may affect manufacturing, delivery dates and product installation cost/ completion.					
4. Product has been specified based on dimensions provided on electronic drawing supplied by client. Any deviation from hold-to-dimensions (as stated on the approval drawings) may result in additional product and labour costs as well as a delay in the completion of installation.					
5. Altos, Optos LP, and Focus product is 4" thick (Nom.). Tek Vue is 2" thick (Nom.).					
6. Sound insulation/ batting has not been included in specification unless otherwise noted.					
7. All dimensions to base building are hold-to-dimensions unless otherwise noted.					
8. Field dimensions must be verified prior to final product specification OR GC must commit to "hold-to" dimensions.					
9. Do not scale drawings.					
10. General contractor must ensure that as-built dimensions match those indicated on this drawing in areas where the Teknion wall product meets building architecture.					
11. Altos wall runs that are installed under a suspended ceiling system and exceed 16' without perpendicular wall runs, must have bracing installed for stability.					
12. Under ideal conditions, the Teknion wall product has the following adjustment capability: Altos: Top +/- 0.25" Bottom -0.125" to +0.375" Optos LP: Top -0.25" to +0.50" Bottom -0.25" to +1.25" Focus: Top +/- 0.25" Bottom -0.125" to +0.375" Tek Vue: Top +/- 0.75" Bottom -0.25" to -0.5"					
Actual leveling available may be reduced from maximum by site conditions and/or the specific application.					
13. Neither Teknion nor their authorized dealer is responsible for the connection of the Teknion wall product to the underside of slab.					
14. The architect/designer will be responsible to ensure that all Teknion product meets local code and compliance requirements.					
15. TEK VUE is intended to be installed under soffit. Any other ceiling condition will require additional insulation labor and materials. Installation of doors will require additional structural reinforcement. This must be provided by the G.C.					
16. This reproduced drawing is the property of Teknion Furniture Systems or their authorized dealer and is subject to return upon demand. It must not be traced, copied or reproduced in any manner, nor submitted to any outside parties for examination without our consent.					
Focus Dimension Increments					
A	0	0	1/2"	0.5000	
B	1/16"	0.0625	J	9/16"	0.5625
C	1/8"	0.1250	K	5/8"	0.6250
D	3/16"	0.1875	L	11/16"	0.6875
E	1/4"	0.2500	M	3/4"	0.7500
F	5/16"	0.3125	N	13/16"	0.8125
G	3/8"	0.3750	O	7/8"	0.8750
H	7/16"	0.4375	P	15/16"	0.9375
FRAME FINISH		EBONY			
GLASS FINISH		SINGLE - Tempered - Clear			
SOLID FINISH		Sand/ Smoked Oak			



CLIENT APPROVAL

SECTION A

All changes and deviations from the approved drawing package will be regarded as a change order and processed accordingly.

1. Sign-off by authorized signing officer acknowledges review and agreement with the general notes, elevations, ceiling heights and specification layout as detailed in this drawing.

2. Please note that all 4 sections of this document (A, B, C, D) must be acknowledged and completed before an order can be placed.

3. Approval for design intent only is not acceptable for order placement.

4. Any and all costs resulting from noncompliance with items 1, 2 and 3 are not

Created for base building dwg: _____ rev: _____

SECTION B

☐ Revise and resubmit for new base bldg. dwg: _____ rev: _____

☐ Approved. Proceed with order.

☐ Approved with deviation to design as noted. Proceed with order.

(1 Selection Req'd)

☐ The specification is based on a site check (site check info on file).

☐ The site was not ready for the site check at the time of specification.

SECTION C

☐ I agree that the authorizing agent or client will hold the GC responsible for "hold-to" dimensions including ceiling heights and clear openings.

☐ I understand that any deviation or redesign may impact the project schedule and that additional costs incurred to meet the reduced timeline will be chargeable.

(2 Selections Req'd)

SECTION D

This project will not proceed and lead times will not commence without agreement on the above from the authorized signing officer. To confirm agreement with the above please sign and select the appropriate check boxes above.

Print Name of Authorized Signing Officer

Signature of Authorized Signing Officer

(Completion Req'd)

Lineal footage Legend:

altos	109' -8"
focus	0' - 0"
tek vue	0' - 0"
optos low profile	0' - 0"

12			
11			
10			
9			
8			
7			
6			
5	NO	05-04-24	REVISED & SUBMITTED FOR APPROVAL
4	NO	05-07-24	REVISED & SUBMITTED FOR APPROVAL
3	NO	07-19-24	REVISED & SUBMITTED FOR APPROVAL
2	NO	05-14-24	REVISED & SUBMITTED FOR APPROVAL
1	NO	05-09-24	SPECTED & SUBMITTED FOR APPROVAL
REV	BY	DATE	CHNG DESCRIPTION

Title
ALTOS LAYOUT

Project
Thief Rive Falls City Hall

Drawing Title

Plan, Key Plan & Elevations

Scale
Elevations 1/4" = 1'
Plan 3/8" = 1'

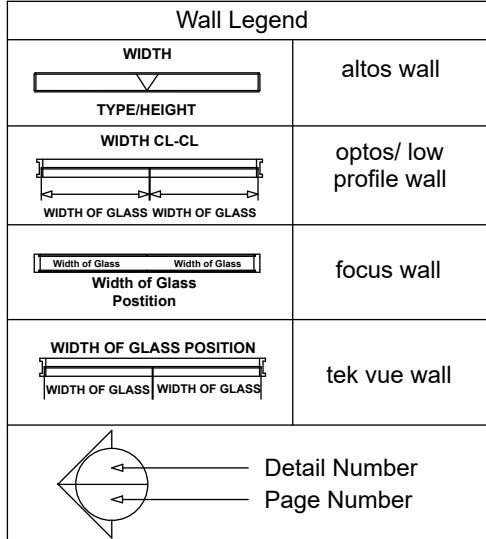
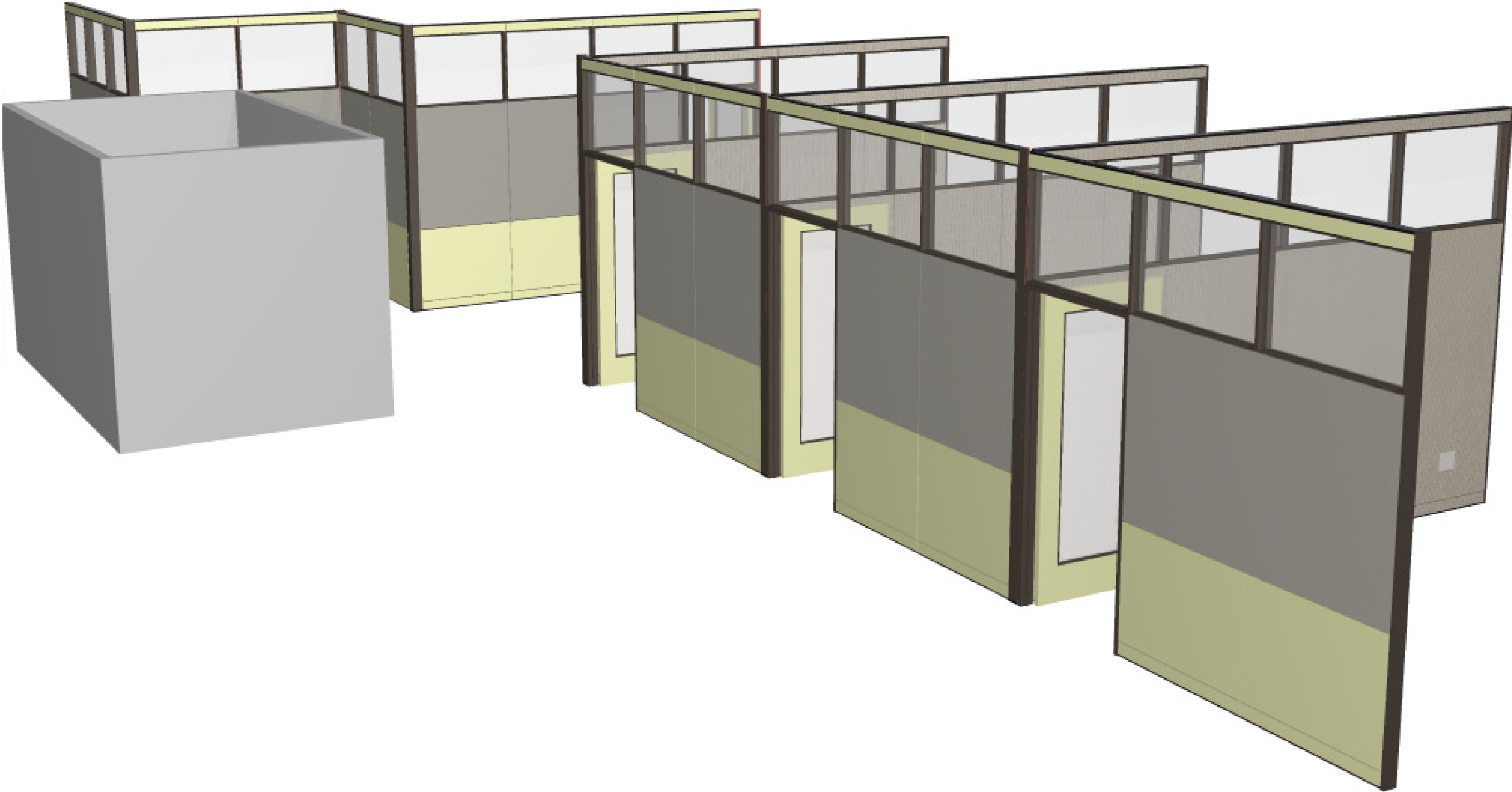
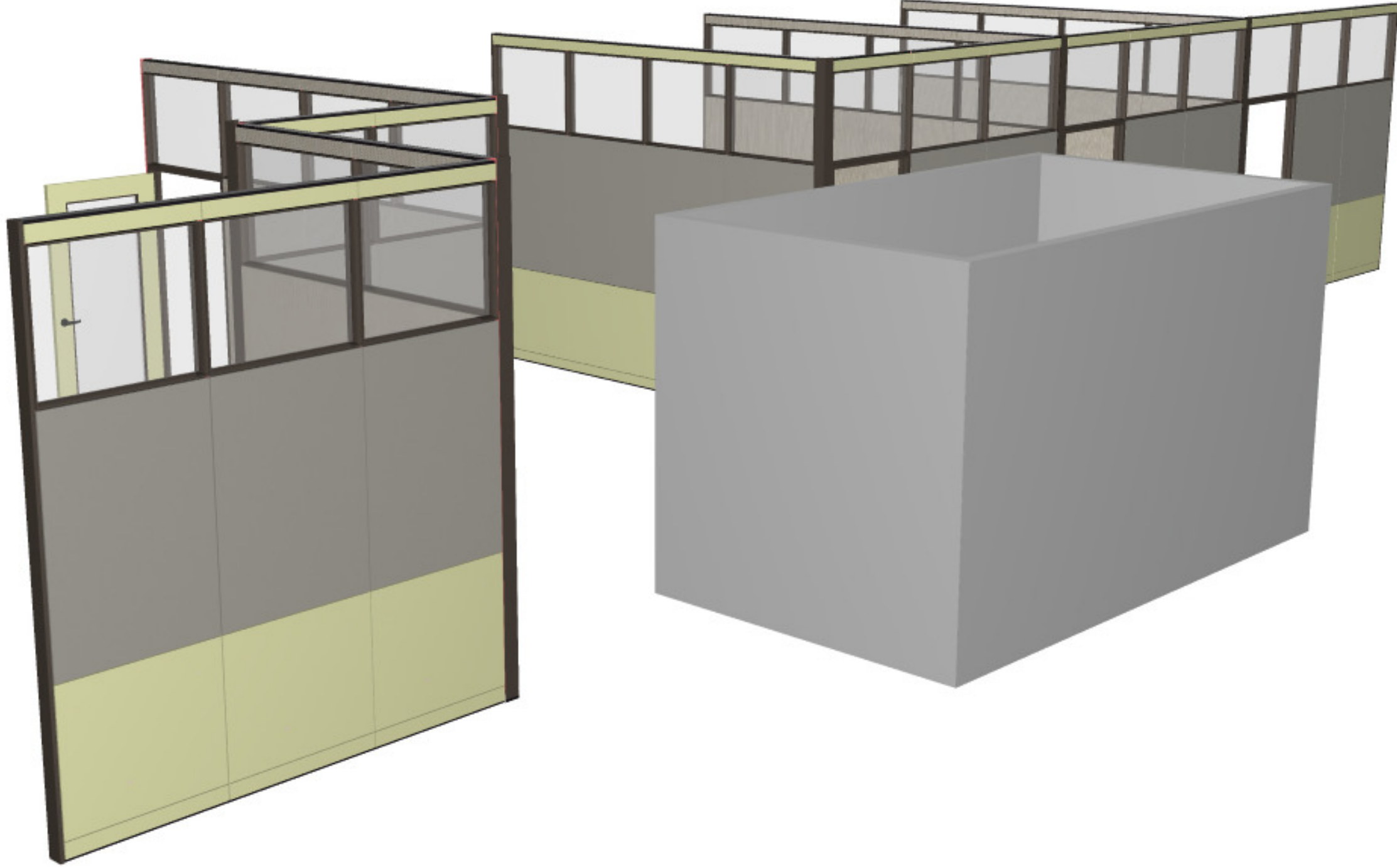
Date
09-04-2024

Project No.
9707

Drawn By
UVs Corporate Interiors

Page No.

2 of 4



Altos Door Clearances			
Door Type	Door Size	Clearance	Clearance installed @ corners
Hinged, Solid (FDH)	40" W	35"	33"
	42" W	37"	35"
Hinged, Glass (FDH)	40" W	35"	33"
	42" W	37"	35"
Double Hinged Door (FDH)	72" W	67" W	
	80" W	75" W	n/a
Double Hinged Glass Door (FDH)	72" W	67" W	
	80" W	75" W	n/a
Pivot Door (FDP)	40" W	35" W	
	42" W	37" W	n/a
Glass and Solid Barn Door (FDC, FDS)	40" W	35"	
	42" W	34"	n/a
Double Barn Door (FDL)	48" W	40"	
	72" W (2 x 36")	56"	n/a
	80" W (2 x 40")	64"	

Optos Low Profile Door Clearances			
Door Type	Door Size	Clearance	Clearance installed @ corners
Hinged, Solid (FZDH)	40" W	35"	33"
	42" W	37"	35"
Hinged, Glass (FZDH)	40" W	35"	33"
	42" W	37"	35"
Double Hinged Door (FZDH)	72" W	67" W	
	80" W	75" W	n/a
Single Glass Barn Door (FZDB)	40" W	35"	
	42" W	34"	n/a
Double Barn Door (FZDH)	72" W (2 x 36")	56"	
	80" W (2 x 40")	64"	n/a
Glass Pivot Door (FZDP)	40" W	35"	
	42" W	37"	n/a

Focus Door Clearances			
Door Type	Door Size	Clearance	Clearance installed @ corners
Hinged, Solid (FVSH)	42" W	37"	35"
Hinged, Glass (FVSH)	42" W	36"	35"
Single Glass Barn Door (FVBS)	42" W	36"	n/a
Single Glass Double Pivot Door (FVPSD)	60" W (2x30")	74" W	n/a
Glass Pivot Door (FVPS)	42" W	37"	n/a
Double Glass Pivot Door (FVDS)	42" W	36"	n/a

Tek Vue Door Clearances			
Door Type	Door Size	Clearance	Clearance installed @ corners
Pivot, Solid	42" W	37"	35"
Pivot, Frameless Glass	42" W	37"	35"
Pivot Framed Glass	42" W	37"	35"
Single Glass Barn Door	42" W	35"	n/a

- General Notes:
- For warranty purposes, Altos, Optos LP, Focus, and Tek Vue product must be installed by a certified installation company.
 - The client, dealer, GC or architect must inform Teknion prior to manufacturing of any addendum changes that would affect areas of construction involving Teknion product.
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Altos: Top -0.25" to + 1.75" Bottom -0.25 to +1.75"
Optos LP: Top -0.25" to + 0.50" Bottom -0.25" to +1.25"
Focus: Top +/- 0.25" Bottom -0.125" to + 0.375"
Tek Vue: Top +/- 0.75" Bottom -0.25" to -0.5"
 - Actual leveling available may be reduced from maximum by site conditions and/or the specific application.
 - Neither Teknion nor their authorized dealer is responsible for the connection of the Teknion wall product to the underside of slab.
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Focus Dimension Increments			
A	0	0	1/2"
B	1/16"	0.0625	9/16"
C	1/8"	0.1250	5/8"
D	3/16"	0.1875	11/16"
E	1/4"	0.2500	3/4"
F	5/16"	0.3125	13/16"
G	3/8"	0.3750	7/8"
H	7/16"	0.4375	15/16"

FRAME FINISH	EBONY
GLASS FINISH	SINGLE - Tempered - Clear
SOLID FINISH	Sand/ Smoked Oak



CLIENT APPROVAL

SECTION A

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Created for base building dwg: _____ rev: _____

SECTION B

☐ Revise and resubmit for new base bldg. dwg. _____ rev. _____

☐ Approved. Proceed with order.

☐ Approved with deviation to design as noted. Proceed with order.

(1 Selection Req'd)

☐ The specification is based on a site check (site check info on file).

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SECTION C

☐ I agree that the authorizing agent or client will hold the GC responsible for "hold-to" dimensions including ceiling heights and clear openings.

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(2 Selections Req'd)

SECTION D

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Print Name of Authorized Signing Officer

Signature of Authorized Signing Officer

(Completion Req'd)

Lineal footage Legend:

altos	109' -8"
focus	0' - 0"
tek vue	0' - 0"
optos low profile	0' - 0"

12			
11			
10			
9			
8			
7			
6			
5	NO	05-04-24	REVISED & SUBMITTED FOR APPROVAL
4	NO	05-07-24	REVISED & SUBMITTED FOR APPROVAL
3	NO	07-19-24	REVISED & SUBMITTED FOR APPROVAL
2	NO	05-14-24	REVISED & SUBMITTED FOR APPROVAL
1	NO	05-09-24	SPECTED & SUBMITTED FOR APPROVAL
REV	BY	DATE	CHKD DESCRIPTION

ALTOS LAYOUT

Project

Thief Rive Falls City Hall

Drawing Title

Plan, Key Plan & Elevations

Scale Elevations 1/4" = 1' Plan 3/8" = 1' Key Plan NTS Date 09-04-2024

Project No. 9707 Drawn By Uvs Corporate Interiors

Page No. 4 of 4



9/25/2024

The following section is: Meeting Room

84"Wx42"D Arc End Shaped Lam Top

Meeting Room



Image for reference only

Manufacturer: HON
Part Number: HTLE4284

Quantity: 1

List \$ 1,130.00 EXT List \$1,130.00

Sell \$ 508.50 Ext Sell \$508.50

Finishes:
.G 2MM/Flat
KI Kingswood Walnut
.N No Grommets
\$(L1STD) Grd L1 Standard Laminates
.LK11 Kingswood Walnut

HON Cliq Task Chair

Meeting Room



Image for reference only

Manufacturer: HON
Part Number: HCLQT

Quantity: 6

List \$ 804.00 EXT List \$4,824.00

Sell \$ 361.80 Ext Sell \$2,170.80

Finishes:
.W0 Weight Activated
.CC1 Conference Cylinder
.F Fixed
.S Black All-Surface Caster
.IM 4-Way Black
\$(1) Grade 1 Uph
.APX Apex
20 Blackberry
.NL No Lumbar
.SB Standard Base
.T Black

Preside 29.5H Footed Base for 42x84 Top

Meeting Room



Image for reference only

Manufacturer: HON
Part Number: HT29FB4284

Quantity: 1

List \$ 1,394.00 EXT List \$1,394.00

Sell \$ 627.30 Ext Sell \$627.30

Finishes:
\$(P2) P2 Paint Opts
.PR6 Silver

Subtotal Ext List \$7,348.00 Ext. Sell **\$3,306.60**

The following section is: Offices

Systems Rectangular Wksfc Edgeband 24Dx 36W No grom

Offices

Manufacturer: HON
Part Number: HWR2436PN



Image for reference only

Quantity: 3

List \$ 460.00 EXT List \$1,380.00

Sell \$ 202.40 Ext Sell \$607.20

Finishes:
\$(L1STD) Grd L1 Standard Laminates
.LK11 Kingswood Walnut
.KI Kingswood Walnut

Systems 72x48x24x30Rt Corner Cove Worksurface Edgeband

Offices

Manufacturer: HON
Part Number: HWV95ABRP



Image for reference only

Quantity: 2

List \$ 1,070.00 EXT List \$2,140.00

Sell \$ 470.80 Ext Sell \$941.60

Finishes:
\$(L1STD) Grd L1 Standard Laminates
.LK11 Kingswood Walnut
.KI Kingswood Walnut
.T5 Greige

Systems 72x48x24x30Left Corner Cove Worksurface Edgebd

Offices

Manufacturer: HON
Part Number: HWV95ABLP



Image for reference only

Quantity: 1

List \$ 1,070.00 EXT List \$1,070.00

Sell \$ 470.80 Ext Sell \$470.80

Finishes:
\$(L1STD) Grd L1 Standard Laminates
.LK11 Kingswood Walnut
.KI Kingswood Walnut
.T5 Greige

Ignition Guest/Multi-Purpose Chair Four-Leg Stacking

Offices

Manufacturer: HON
Part Number: HIGS6



Image for reference only

Quantity: 6

List \$ 642.00 EXT List \$3,852.00

Sell \$ 288.90 Ext Sell \$1,733.40

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

Ignition 2 Task Mid-back, ilira back

Offices

Manufacturer: HON
Part Number: HIWMM



Image for reference only

Quantity: 3

List	\$ 915.00	EXT List	\$2,745.00
Sell	\$ 411.75	Ext Sell	\$1,235.25

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
.APX	Apex
20	Blackberry
.BL	Black Adjustable Lumbar
.SB	Standard Base
.T	Black

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

Offices

Manufacturer: HON
Part Number: H105106



Image for reference only

Quantity: 3

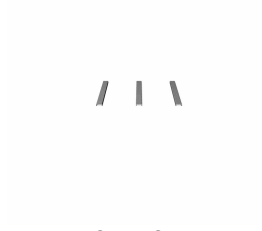
List	\$ 900.00	EXT List	\$2,700.00
Sell	\$ 405.00	Ext Sell	\$1,215.00

Finishes:

\$(L1STD)	Grd L1 Standard Laminates
.LK11	Kingswood Walnut
LK11	Kingswood Walnut

Worksurface Joining Kit

Offices



Quantity: 3

Manufacturer: WRT
Part Number: AWC-JOINKIT-B

List	\$ 122.00	EXT List	\$366.00
Sell	\$ 62.69	Ext Sell	\$188.07

Finishes:

Image for reference only

**Sierra HX, 3 Leg Base, 24&30" Flat Feet, For
7088R Wksf**

Offices

Manufacturer: WRT
Part Number: 7088R-SEHX7890-



Quantity: 2

List	\$ 2,522.00	EXT List	\$5,044.00
Sell	\$ 1,225.94	Ext Sell	\$2,451.88

Finishes:

-PS	Programmable Switch
-C9	Chicago Compliant 9' Cord
-B	Black

Image for reference only

**Sierra HX, 3 Leg Base, 24&30" Flat Feet, For
8870L Wksf**

Offices

Manufacturer: WRT
Part Number: 8870L-SEHX7890-



Quantity: 1

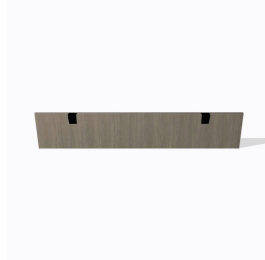
List	\$ 2,522.00	EXT List	\$2,522.00
Sell	\$ 1,225.94	Ext Sell	\$1,225.94

Finishes:
-PS Programmable Switch
-C9 Chicago Compliant 9' Cord
-B Black

Image for reference only

Laminate Modesty 13h x 72w

Offices



Manufacturer: HON
Part Number: HUSLMOD1372

Quantity: 3

List \$ 898.00 EXT List \$2,694.00

Sell \$ 404.10 Ext Sell \$1,212.30

Finishes:
\$(L1STD) Grd L1 Standard Laminates
.LK11 Kingswood Walnut
.KI Kingswood Walnut
.P Black

Image for reference only

Subtotal Ext List \$24,513.00 Ext. Sell **\$11,281.44**

The following section is: Z:Services

Workrite Freight

Z:Services

Quantity: 1

Manufacturer: WRT
Part Number: FurnFreight

List \$ 0.00 EXT List \$0.00

Sell \$ 387.46 Ext Sell \$387.46

Finishes:

Image for reference only

Receive Deliver and Install

Z:Services

Quantity: 1

Manufacturer: IOS
Part Number: FurnInstall

List \$ 0.00 EXT List \$0.00

Sell \$ 2,800.00 Ext Sell \$2,800.00

Finishes:

Image for reference only

Subtotal Ext List \$0.00 Ext. Sell **\$3,187.46**

Project Total **Grand Total: \$17,775.50**

151 E. Cliff Road, Burnsville, MN 55337 | Customer Care 952.808.9900 | Fax 952.894.7153 | Toll Free 866.574.5389 | www.innovativeOS.com

Expect Response

Expect Reduction

Expect Relief

Standard furniture lead-time 4 - 6 weeks

Quote Valid for 60 days



**City of Thief River Falls
Kubica Ceiling Tile Quote
November 6, 2024**

This quote includes Kubica Flat Tiles
24" X 24" Tiles
Tile Depth: 0"
Color: TBD from Standard Color Palette
8 Tiles Per Box
Quote Includes 200 Boxes
Freight: Shipping Directly to City Hall.

Purchase Price including Freight: \$9,011.00

This quote does not include the ceiling grid, lights, HVAC (if needed) and installation of the ceiling. The city is responsible the ceiling grid, lights, HVAC (if needed) and installation. A tight fit between the grid and the demountable walls is recommended to minimize sound transfer.

Please let me know how you would like to proceed.
Thank you!

Douglas Biggin
Account Executive
Innovative Office Solutions



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: 11/19/2024

SUBJECT: Approve UtilityConnect with Nuvei credit card processing for Utility Billing, Public Works and Police

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

MOTION TO: Approve the City of Thief River Falls to implement UtilityConnect with Nuvei credit card processing for the Departments of Utility Billing, Public Works and Police. The credit card processing fee for customers will be 3.5% per transaction on credit/debit cards and a \$1.00 fee for eCheck through the new portal or website.

BACKGROUND: The City of Thief River Falls has seen a significant increase in the cost associated with credit card and debit card usage. The city looked at adding a transaction fee, but had opted to switch processing companies. Implementation will take 3 to 4 months with an anticipated go live in April of 2025.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Nuvei Proposal for Thief River Falls MN (2024 1022)
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PRICE PROPOSAL FOR THE CITY OF THIEF RIVER FALLS, MN

October 22, 2024 --- Pricing valid for 90 days



Table of Contents

Welcome & Pricing Review 3

Product Overview 8

Admin Portal..... 12

Implementation Process..... 14

Training & Support 14

Citizen Marketing Services 14

Client Testimonials 16

Company Overview 17

Nuvei at a Glance 17

 Financial and Operational Highlights:..... 17

 Key Relationships, Licenses & Memberships: 18

 Global Reach:..... 18

Summary 20

Welcome

October 22, 2024

Angie Phillipp
Finance Director
City of Thief River Falls MN
405 3rd Street East
Thief River Falls, MN 56701
P: 218-681-4145
E: aphilipp@trfmn.gov

Dear Ms Phillipp -

Attached is a price proposal for **UtilityConnect**, Nuvei's e-Billing and online payments platform for City Governments which include Utility, Permits, Courts, and other Payment types. Our goal is to help the City of Thief River Falls by:

- Reducing online payment expenses for both the city and its citizens
- Delivering a better payment experience to citizens
- Increasing e-Billing & Auto-Pay enrollments

With UtilityConnect, customers can pay how they want, when they want, & without requiring assistance. This leads to more customer-managed payments and increases in paperless billing and automatic payment enrollments.

Customers expect a user-friendly payment experience via multiple channels: Text & Pay, mobile devices, Online/Web, Guest Pay, IVR, and to speak to a person when they need assistance. Your team wants effective tools to answer questions, troubleshoot problems quickly, and deliver excellent service.

Should you select our company as your partner, we will work diligently to build a long-term, responsive, and mutually beneficial relationship with you, your team, and your city.

Sincerely,



Steve Smith
Nuvei

Pricing and Terms

The following is the proposed pricing for the city of Thief River Falls, MN:

Bills/Month	~5200
Average Monthly Payment	\$190.26
Credit Card Transactions (monthly)	~700
ACH Transactions (monthly)	~550 (web), ~1680 (bank)
Pricing Model	Absorbed

Payment Fees

Credit/Debit Card	Flat 3.5% per transaction
ACH	\$1.00 per transaction (up to \$10,000 per transaction)

Other Fees

e-Bills - Only charged when customer no longer receives a printed bill	Included
IVR (Pay-by-Phone) Payments - Only charged for completed payments	Included
Chargeback	\$20.00 per chargeback
Returned Check Fee	\$20.00 per returned check
PCI Compliance	\$9.95 per month

Service Description

Monthly Portal Fee - Includes unlimited user license for the Customer and Admin Portals	\$500/Mo - Waived
Implementation Fee - Includes CIS integration, billing process configuration, portal setup, and staff training	\$10,000 - Waived
Help Desk Support - Unlimited phone + e-mail inquiries. Assigned Client Success Manager	Included

All payment channels included: online, IVR, Live Agent, Text & Pay, and POS.

All fees include recurring, one-time payments, all payment channels, and all card brands (Visa, MasterCard, American Express and Discover).

Pricing Analysis: Costs, Fees, & Savings

Current Costs & Fees

Digital Transaction Fees (paid by the City)

Annual Volume	Avg # Transaction/ month	Avg \$ Transaction/ month	Annual CC Fees	Avg Effective Rate
\$1,566,986.04	686	\$190.26	\$77,440.61	5%+

Tyler Insite Online Usage Fees (paid by the Payer)

Avg #/month	Payer Fee	Monthly	Annual
1104	\$1.25	\$1,380	\$16,560

Total Annual Fees*	
CC Fees	\$77,440.61
Annual SaaS Maintenance **	\$8,000.00
Tyler Insite Web, IVR (paid by TRF)	\$16,560.00
Web ACH	\$14,325.36
Notifications (based on 5000/mn)	\$6,000.00
Total Annual Fees:	\$122,325.97

* Not inclusive of all potential or applicable fees

** good faith estimate

Proposed Costs & Fees

Type	Fee
Credit/Debit Card	3.5%
ACH/eCheck	\$1.00

Estimated Annual Savings Nuvei		Estimated Annual Fees Nuvei	
Card Fees	\$22,596.10	Card Fees	\$54,884.51
Annual SaaS Maintenance	\$8,000.00	Annual SaaS Maintenance	\$0.00
Web, IVR, Notification Fees	\$22,560.00	Web, IVR, Notifications Fees	\$0.00
Web ACH	\$7,736.04	Web ACH	\$6,612.00
Estimated Annual Savings:	\$60,892.14	Estimated Annual Fees:	61,496.51

Financial Analysis

THIEF RIVER FALLS - MERCHANT STATEMENT ANALYSIS

<u>April '24</u>	<u>Deposits</u>	<u># of Deposits</u>	<u>Avg Ticket</u>	<u>S/D Fees</u>	<u>Other Fees</u>
In Person	\$27,424.00	143	\$191.78	\$1,251.71	\$24.79
openedge	\$89,807.00	495	\$181.43	\$3,956.32	\$120.67
OE Check		551			\$1,240.44
misc	\$0.00	0	N/A	\$5.00	\$0.00
utilit	\$200.00	1	\$200.00	\$5.55	\$0.00
Totals	\$117,431.00	1190	\$98.68	\$5,218.58	\$1,385.90

<u>May '24</u>	<u>Deposits</u>	<u># of Deposits</u>	<u>Avg Ticket</u>	<u>S/D Fees</u>	<u>Other Fees</u>
In Person	\$47,508.00	171	\$277.82	\$2,271.00	\$133.75
openedge	\$109,968.00	533	\$206.32	\$5,390.45	\$259.67
OE Check		551			\$1,224.37
misc	\$0.00	0	N/A	\$5.00	\$89.00
utilit	\$450.00	2	\$225.00	\$14.62	\$89.00
Totals	\$157,926.00	1257	\$125.64	\$7,681.07	\$1,795.79

<u>June '24</u>	<u>Deposits</u>	<u># of Deposits</u>	<u>Avg Ticket</u>	<u>S/D Fees</u>	<u>Other Fees</u>
In Person	\$24,512.00	124	\$197.68	\$1,247.04	\$24.75
openedge	\$91,183.00	561	\$162.54	\$4,686.72	\$144.52
OE Check		551			\$1,242.34
misc	\$0.00	0	N/A	\$5.00	\$0.00
utilit	\$400.00	2	\$200.00	\$13.12	\$0.00
Totals	\$116,095.00	1238	\$93.78	\$5,951.88	\$1,411.61

<u>July '24</u>	<u>Deposits</u>	<u># of Deposits</u>	<u>Avg Ticket</u>	<u>S/D Fees</u>	<u>Other Fees</u>
In Person	\$31,708.00	164	\$193.34	\$1,620.73	\$24.75
openedge	\$94,479.00	524	\$180.30	\$4,752.80	\$120.67
OE Check		551			\$1,076.45
misc	\$0.00	0	N/A	\$5.00	\$89.00
utilit	\$1,000.00	5	\$200.00	\$32.80	\$94.95
Totals	\$127,187.00	1244	\$102.24	\$6,411.33	\$1,405.82



Aug '24	Deposits	# of Deposits	Avg Ticket	S/D Fees	Other Fees
In Person	\$25,441.00	148	\$171.90	\$1,335.02	\$133.75
openedge	\$103,669.00	568	\$180.30	\$5,202.26	\$259.67
OE Check		551			\$1,204.62
misc	\$0.00	0	N/A	\$5.00	\$183.95
utilit	\$200.00	1	\$200.00	\$6.56	\$190.51
Totals	\$129,310.00	1268	\$101.98	\$6,548.84	\$1,972.50

Sept '24	Deposits	# of Deposits	Avg Ticket	S/D Fees	Other Fees
In Person	\$26,418.00	130	\$203.22	\$1,336.33	\$24.75
openedge	\$108,726.00	544	\$182.52	\$5,360.93	\$120.67
OE Check		551.00			\$1,174.43
misc	\$0.00	0	N/A	\$5.00	\$94.95
utilit	\$400.00	2	\$200.00	\$13.12	\$94.95
Totals	\$135,544.00	1227	\$110.47	\$6,715.38	\$1,509.75

6 Month Avg					
In Person	\$30,501.83	147	\$207.97	\$1,510.31	\$61.09
openedge	\$99,638.67	538	\$185.37	\$4,891.58	\$170.98
OE Check		551			\$1,193.78
misc	\$0.00	0	N/A	\$5.00	\$76.15
utilit	\$441.67	2	\$203.85	\$14.30	\$78.24
Totals	\$130,582.17	1,237	\$105.54	\$6,421.18	\$1,580.23

Current Costs Summary	Annual Volume	Avg # CC TX/ Month	Avg # ACH TX/ Month	Avg \$ TX/ month	Annual CC Fees	Avg ACH Fee	Annual ACH Fees	Avg CC Effective Rate %
	\$1,566,986.04	686	551	\$190.26	\$77,440.61	\$2.17	\$14,348.04	5%
Proposed Nuvei Summary	Annual Volume	Avg # CC TX/ Month	Avg # ACH TX/ Month	Avg \$ TX/ month	Estimated Annual CC Fees	ACH Fee	Annual ACH Fees	Proposed Effective Rate %
	\$1,566,986.04	686	551	\$190.26	\$54,844.51	\$1.00	\$6,612.00	3.50%

Product Overview

Nuvei leverages best-in-class technologies to address today's needs and tomorrow's opportunities. UtilityConnect is a comprehensive payment solution focused on delivering an intuitive, user-friendly payment experience for citizens, and administrative tools that help staff members perform their daily tasks more efficiently.

Advanced Software-as-Service (SaaS) Solution

UtilityConnect's SaaS architecture will "future proof" your online payment application. Nuvei continues to evolve its platform to stay abreast of the rapid changes in the financial technology industry and meet compliance standards such as: PCI, Nacha, and more.

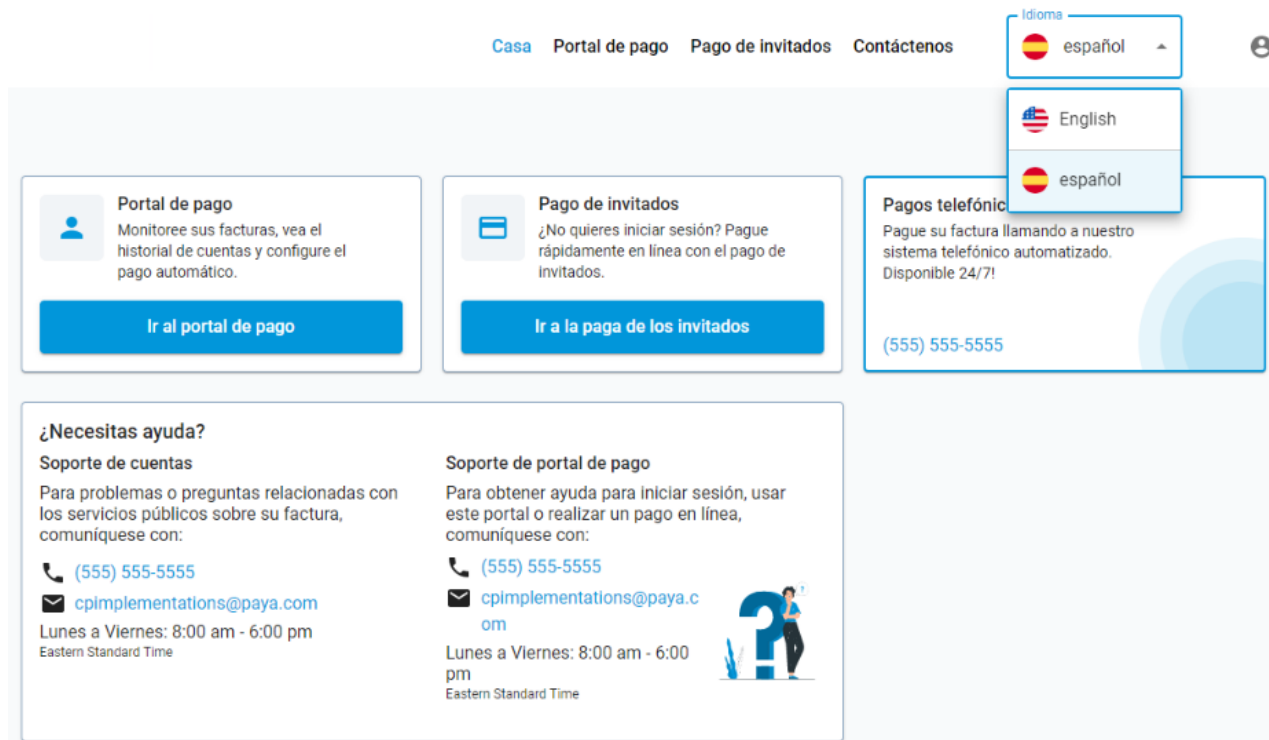
In addition, your organization will never have to perform an upgrade or an update again. You will always run the most current version of software and our team manages all backups, hardware maintenance, system upgrades, etc.

Direct Integration with Your CIS System

Nuvei has integrated with more than 300 municipal software applications. Using batch and real-time transfer methods, we'll save you time and effort by keeping critical account and payment data synched between your CIS/Utility Billing system and UtilityConnect.

Multilingual Dashboard Configuration

UtilityConnect can be translated into multiple languages, enabling municipal organizations to encourage underserved segments of their customer base to use self-service payment options.



Guest Pay

Offering a Guest Pay or "one-time" payment method is useful for citizens who don't want to create another username and password before being able to pay. Citizens can view their bill amount, due date, and pay with credit/debit cards or ACH transfers. Partial payments can be accepted if this option is supported by your municipality. Payment receipts can be e-mailed or texted.

Integrated Auto-Pay, e-Billing, Text & Pay Options

With Auto-Pay, citizens can have their payments automatically paid on the due date or scheduled for a specific day. e-Billing enables citizens to receive paperless bills instead of printed bills. With Text & Pay, citizens can opt to receive a text when a bill is posted and pay directly from that message.

Increasing Auto-Pay enrollments improves cash flow and results in fewer collections dollars that municipalities must manage. Transitioning customers from printed to electronic bills drives valuable print and mail cost savings. Text & Pay is an excellent way to provide a self-service payment option to non-technical users who don't want to pay online or via Pay by Phone (IVR).

Easy Mobile Payments...No App Required!

Municipalities can expect 50% or more of their payments to be made using a mobile device. Many citizens don't want to download a mobile app in order to pay. UtilityConnect automatically displays information to fit the mobile, tablet, laptop or desktop screen the citizen is using.

We support all mobile devices and these Web browsers: Google Chrome, Apple Safari, Mozilla Firefox, Microsoft Edge and Internet Explorer.

Pay by Phone (IVR)

Nuvei's integrated Pay by Phone service provides municipalities an assigned dedicated toll-free telephone number that can be accessed directly by citizens or linked to an existing customer support line. IVR enables customers to:

- Make effortless, secure payments, 24/7, using a credit/debit card or e-Check
- Easily check balances and due dates
- Engage in English or Spanish
- Complete a payment in 2-3 minutes

Utilities benefit because:

- Customer Service Reps (CSRs) can stop taking manual phone payments
- Payments are integrated into UtilityConnect
- Staff have more time to focus on other support & service tasks

IVR gives those non-technically savvy an easy way to pay using their phones. In addition, municipal organizations can minimize manual errors and the handling of sensitive payment information by staff.

Manage Multiple Accounts

Property managers and users with multiple accounts can create a single online profile, and then view and manage all their accounts.

Automated E-mail & Text Reminders

UtilityConnect automatically sends a variety e-mail and text reminders when:

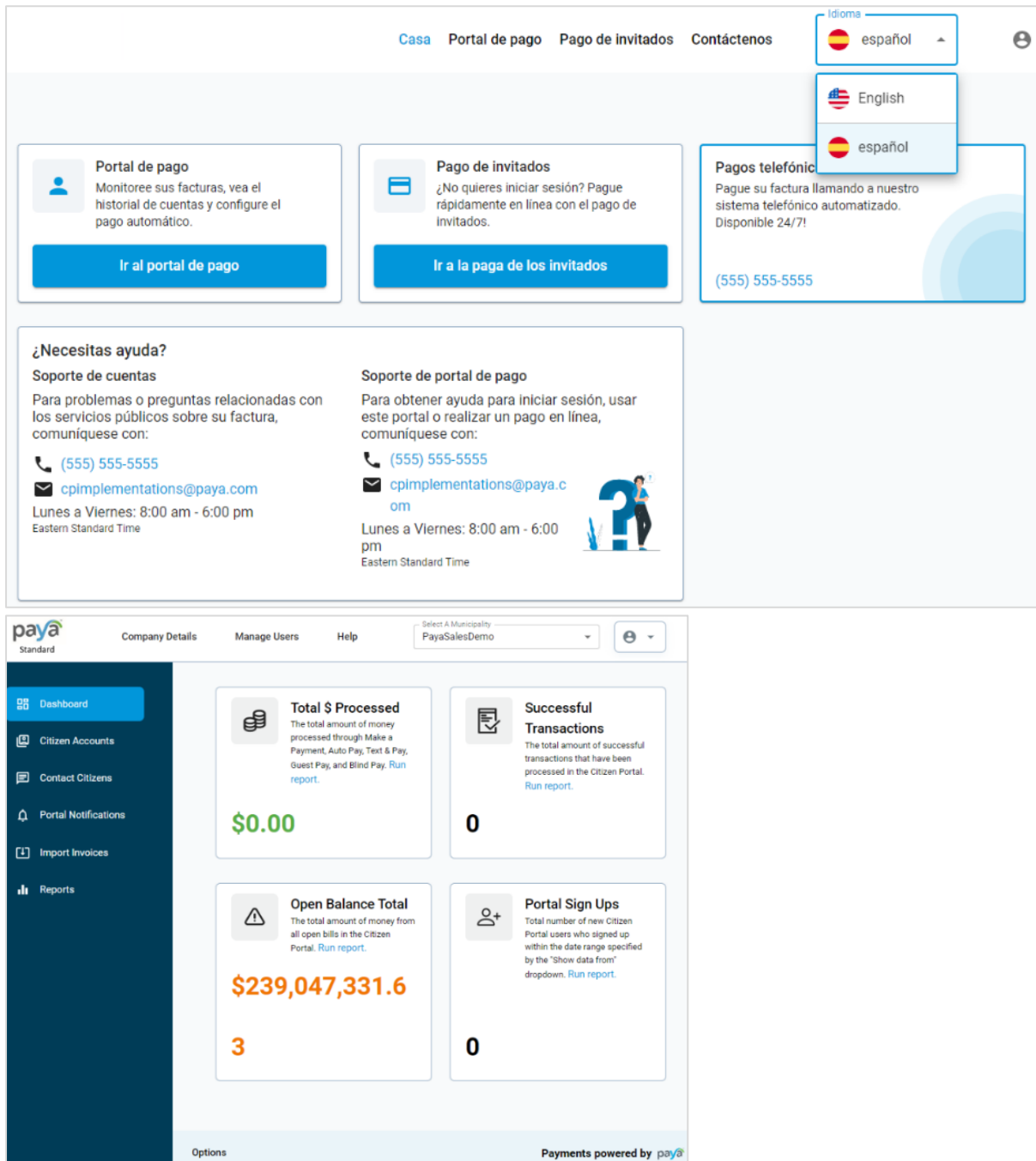
- New bill posting
- Upcoming Auto-Pay payment
- Successful/unsuccessful payment confirmation

Point of Sale (POS)

Staff can process in-person and walk-in payments using a variety of cloud-based, secured EMV and swipe card readers. Payments are directly integrated into UtilityConnect.

Admin Portal

Nuvei's Admin Portal helps staff perform their daily tasks more efficiently. The portal includes payment management tools so staff can quickly and easily accept payments, notify citizens, view trends and insights, build custom reports, and reconcile payment deposits with ease.



The screenshot displays two views of the Nuvei Admin Portal. The top view is the public-facing portal, and the bottom view is the internal dashboard.

Public-Facing Portal:

- Navigation:** Casa, Portal de pago, Pago de invitados, Contáctenos.
- Language Selection:** Idioma dropdown with options: español (selected), English, and español.
- Portal de pago:** Monitoree sus facturas, vea el historial de cuentas y configure el pago automático. [Ir al portal de pago](#)
- Pago de invitados:** ¿No quieres iniciar sesión? Pague rápidamente en línea con el pago de invitados. [Ir a la paga de los invitados](#)
- Pagos telefónicos:** Pague su factura llamando a nuestro sistema telefónico automatizado. Disponible 24/7! (555) 555-5555
- ¿Necesitas ayuda?:**
 - Soporte de cuentas:** Para problemas o preguntas relacionadas con los servicios públicos sobre su factura, comuníquese con: (555) 555-5555, cpimplementations@paya.com, Lunes a Viernes: 8:00 am - 6:00 pm Eastern Standard Time.
 - Soporte de portal de pago:** Para obtener ayuda para iniciar sesión, usar este portal o realizar un pago en línea, comuníquese con: (555) 555-5555, cpimplementations@paya.com, Lunes a Viernes: 8:00 am - 6:00 pm Eastern Standard Time.

Internal Dashboard:

- Navigation:** Dashboard, Citizen Accounts, Contact Citizens, Portal Notifications, Import Invoices, Reports.
- Company Details:** Company Details, Manage Users, Help, Select A Municipality (PayaSalesDemo).
- Key Metrics:**
 - Total \$ Processed:** The total amount of money processed through Make a Payment, Auto Pay, Text & Pay, Guest Pay, and Blind Pay. [Run report.](#) **\$0.00**
 - Successful Transactions:** The total amount of successful transactions that have been processed in the Citizen Portal. [Run report.](#) **0**
 - Open Balance Total:** The total amount of money from all open bills in the Citizen Portal. [Run report.](#) **\$239,047,331.6**
 - Portal Sign Ups:** Total number of new Citizen Portal users who signed up within the date range specified by the "Show data from" dropdown. [Run report.](#) **0**
- Footer:** Options, Payments powered by pay@

Configurable Dashboards

The dashboards show a summary of data, such as: payment volume processed, open balance totals, successful transactions, portal sign-ups and more. Staff can view key performance information that is important to their organizations.

Manage Customer Accounts

Staff can access any customer account in the system and:

- Take payments
- Change account information: address, phone numbers, passwords, etc.
- Enroll citizens in e-Billing, Auto-Pay, and Text & Pay
- Provide portal support

Communicate Directly with Citizens

Portal notifications allow staff members to send e-mail and text messages directly to citizens for: boil water alerts, water main breaks, maintenance issues, news, reminders, and more. Now keeping customers engaged and informed is a simple process.

Reporting

Configurable, real-time reporting in the Admin Portal enables staff to view a variety of standard reports or create their own. Building custom reports is an easy process requiring no software programming knowledge. Reports can be scheduled for delivery: daily, weekly, monthly and more.

Access to accurate, reliable, and relevant data helps your municipality understand customer behavior, track payment information, and improve decision making.

Implementation Process

Nuvei has implemented payment solutions for more than 2,000 government agencies. After contract signature, your organization will be assigned a dedicated Implementation Manager who will work with your team until the payment site has been launched.

This experienced professional will guide: the Merchant ID application and creation process, data integration, configuration, testing, and training. *In general, the implementation process takes about 3-4 months to complete.*

Training & Support

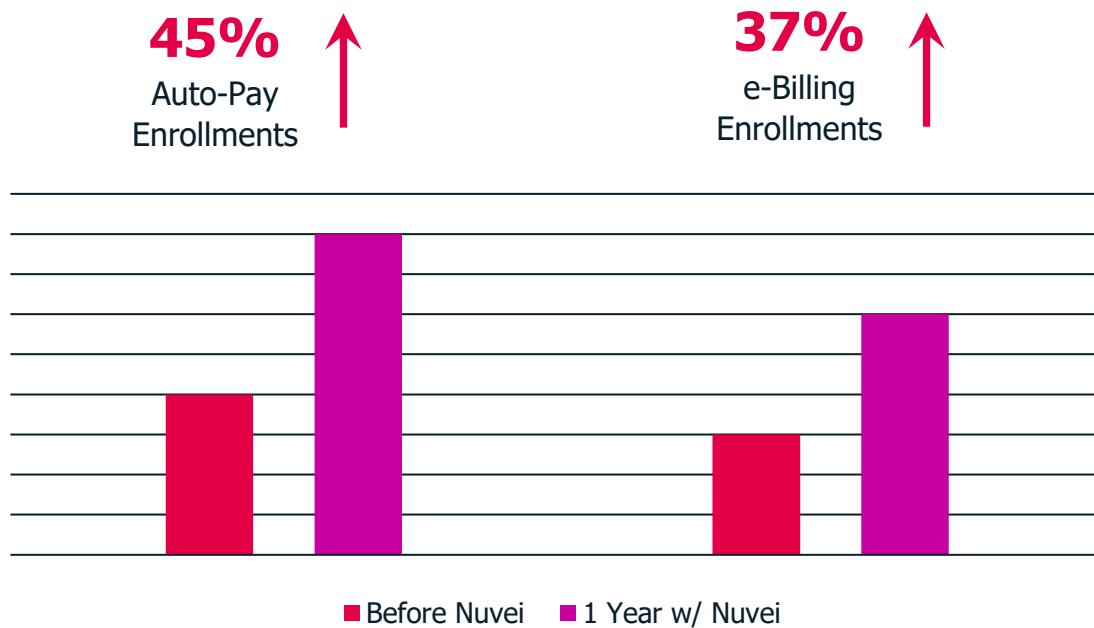
After the payment site is live, remote training and support are included. Staff can contact our dedicated help desk via phone and e-mail, Monday - Friday, 6am - 4pm MT. In case of after-hour emergencies, our on-call support is always available.

Citizen Marketing Services

To encourage citizens to use the new payments platform in order to drive self-service payments and e-Billing and Auto-Pay enrollments, Nuvei offers:

- A dedicated Customer Success Manager
- E-mail campaigns
- Marketing collateral: social media ads, bill inserts, etc.
- Prize giveaways

Our team will develop a customized program for your municipality with the goal of achieving the following adoption improvements (Figure 1).



Client Testimonials

Nuvei's top priority is ensuring the success of our clients. Our payment solutions drive superior commerce outcomes and empower our clients to reach their operational goals. Below are just a few testimonials from our clients.



"We've had big growth in online payments, and we really do enjoy working with Nuvei."

Sara W. – Customer Service Manager

"Changing our bill presentment was a game-changer for us in mitigating customer complaints. We couldn't have done that without Nuvei."

Jessica D. - Utility Support Service Manager

"We have happier customers. They're happy with our payment solution, and we're happy with it."

Everett B. General Manager

"Nuvei has a great customer service team. When I email them, they are so friendly and amazingly fast, I don't have to wait to get a problem fixed. Their customer support and technical support is fast and they understand our needs."

Customer Administrator

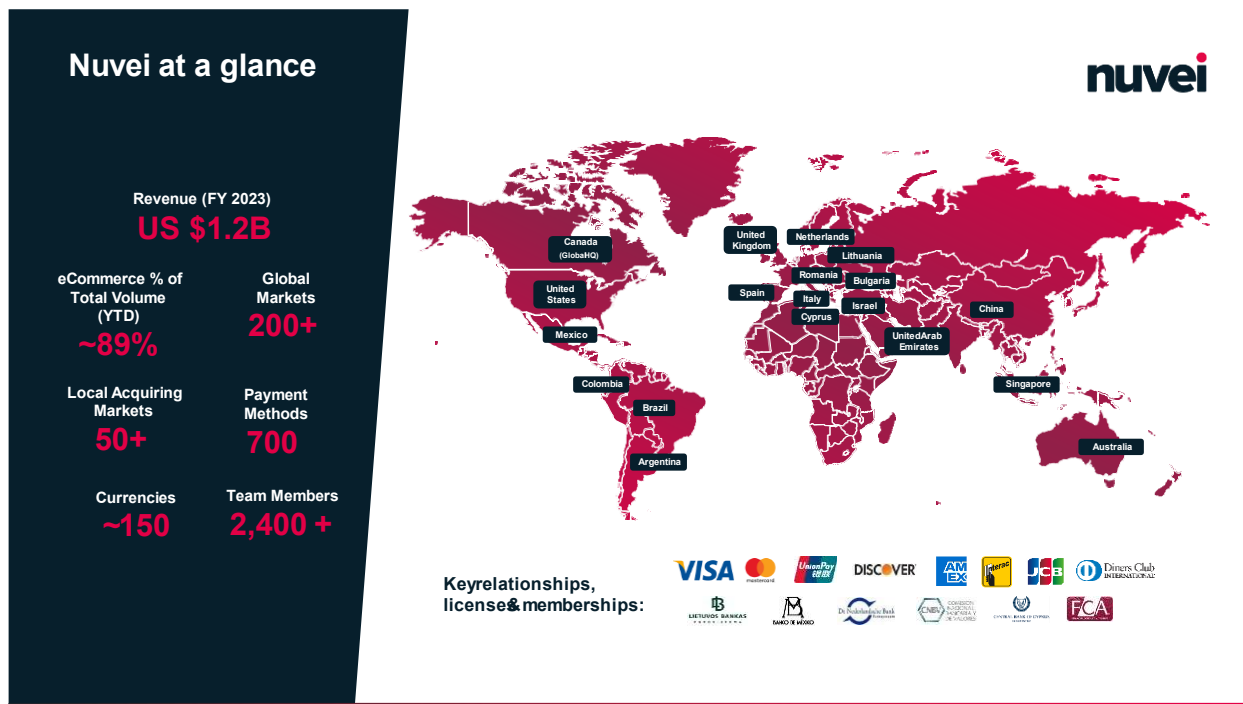
"We are pleased with Nuvei. The integration is working well and we are happy to offer mobile technology to our citizens. Nuvei offers excellent customer service and works very hard to serve our court staff. I highly recommend their payment service to other courts."

Presiding Judge
Birmingham Municipal Court

"We like the ease of use and quick response time, and Nuvei's service is excellent."

Court Administrator

Company Overview



Nuvei at a Glance

Nuvei is a global payment technology company with a strong presence and a robust offering that spans markets and currencies around the world. Below is an overview of Nuvei's scale, reach, and capabilities:

Financial and Operational Highlights:

- Revenue (FY 2023):** US \$1.2 Billion
 A testament to Nuvei's strong financial performance, the company generated over a billion dollars in revenue in 2023.
- eCommerce Percentage of Total Volume (YTD):**
 The majority of Nuvei's transaction volume comes from eCommerce, highlighting the company's leading position in the online payment space.
- Global Markets:** 200+
 Nuvei operates in over 200 global markets, ensuring a vast international footprint and the ability to support businesses across the globe.
- Local Acquiring Markets:** 50+
 With local acquiring capabilities in over 50 markets, Nuvei provides localized

payment processing solutions, enabling businesses to transact more effectively in various regions.

- **Payment Methods: 700**
Nuvei supports over 700 payment methods, offering flexibility and convenience for businesses and consumers, accommodating a wide range of payment preferences.
- **Currencies: ~150**
The platform handles transactions in approximately 150 currencies, allowing for seamless cross-border commerce and providing a global customer base with a localized experience.
- **Team Members: 2,400+**
Nuvei boasts a global workforce of more than 2,400 employees, combining diverse talent to deliver innovative payment solutions.

Key Relationships, Licenses & Memberships:

Nuvei has established key relationships with major financial institutions, payment processors, and regulatory bodies, including:

- **Visa, MasterCard, American Express, Discover, and more**
This wide range of partnerships with leading credit card providers enables businesses to accept payments from virtually any card type globally.
- **FCA (Financial Conduct Authority)**
Nuvei operates under regulatory compliance and has key memberships that ensure adherence to the highest industry standards.

Global Reach:

Nuvei's operations span across multiple continents, including key regions such as:

- **North America** (United States, Canada, Mexico)
- **South America** (Brazil, Argentina, Colombia)
- **Europe** (United Kingdom, Spain, Italy, Netherlands, Romania, Cyprus, Bulgaria, Israel, Lithuania)
- **Middle East and Asia** (United Arab Emirates, China, Singapore)
- **Australia**

This global presence allows Nuvei to deliver payment solutions tailored to regional needs while maintaining the flexibility to serve businesses of all sizes and industries.

Nuvei's extensive global reach, combined with its diverse payment methods and strong financial performance, positions it as a leader in the payment processing industry. Whether

businesses are looking to expand internationally or improve their payment solutions locally, Nuvei provides the technology and infrastructure to support their growth.

Nuvei: a leader in Global & Government markets

As governments strive to modernize their services and offer citizens seamless, user-friendly experiences, providing efficient payment solutions is paramount. Nuvei's platform offers a comprehensive suite of payment functionalities, not only simplify the process for citizens, but also ensuring municipalities and government agencies manage transactions securely and effectively.

Key Benefits

Nuvei's payment platform is designed with the needs of modern citizens in mind, offering a range of features catering to diverse preferences and ensuring a hassle-free experience. Below are the core benefits citizens will experience through the implementation of this solution:

1. Multilingual Dashboard

Nuvei supports multiple languages ensuring citizens from diverse backgrounds can navigate their accounts and make payments without language barriers.

2. Easy, One-Time Payments

The platform enables quick and easy one-time payments, providing a simple and intuitive process for citizens who prefer single-payment transactions.

3. Recurring Payments

For regular payments, such as utility bills, citizens can set up automated recurring



payments. This helps in avoiding missed deadlines and ensures consistent, timely payments.

4. Billing and Statement History

Citizens have access to a complete history of their billing and statements, giving them full transparency over their past payments and providing clarity on any financial queries.

5. Multi-Property Account View

For property owners or citizens managing multiple accounts, Nuvei offers a consolidated view, making it easy to manage payments and billing across several properties or accounts in one place.

6. Billing Delivery Management

Flexible options for receiving billing statements—whether via email, SMS, or physical mail—ensuring citizens can choose their preferred method of delivery.

7. Reliable and Secure Portal

Security is a top priority, and Nuvei offers a robust, reliable portal ensuring citizens can make payments with confidence, knowing their data and transactions are protected by industry-leading security protocols.

8. 24/7 Account Web & Mobile Access and Bill-Pay

With 24/7 access to their accounts, citizens can pay their bills at any time and from anywhere. This convenience eliminates the need to adhere to traditional office hours, offering full flexibility for busy citizens.

9. Communication Channel Options

Citizens can receive updates and notifications via their preferred communication channel, be it email, text, or phone, ensuring they stay informed about their accounts without missing crucial information.

By implementing Nuvei’s platform, municipalities offer their citizens an intuitive, secure, and efficient payment solution. This solution will not only enhance the citizen experience but also reduce administrative burdens by streamlining payment processes, encouraging citizen self-service, and enabling a more transparent and secure system.

Summary

Nuvei’s deep global expertise and advanced payment technology make it the perfect partner for public sector organizations, such as the city of Thief River Falls, seeking to modernize their payment systems. By implementing Nuvei’s solution, government agencies can offer citizens a seamless, secure, and convenient way to pay for public services. Additionally, Nuvei’s global scale and local payment capabilities ensure that payments are processed efficiently, regardless of where citizens are located or how they prefer to pay.



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: 11/19/2024

SUBJECT: Approval of TRF Police Department have garage door opener installed in ITS building Northwest garage.

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

MOTION TO: Approval of TRF Police Department to spend \$1,965 to have North Country overhead door install a garage door opener on ITS garage housing Mobile command trailer.

BACKGROUND: The Police department is storing the mobile command/SRT trailer in the northwest garage bay of the ITS building. It currently has a garage door installed but must be opened manually from the inside. There is not walk through door in that bay so Officers must enter through ITS to get to the back bay to enter and exit the bay. A garage door opener with keypad will make retrieving the trailer in an emergency more efficient.

KEY ISSUES: This was discussed at the Public Safety Committee, and it was recommended to be brought to the Council for approval.

FINANCIAL CONSIDERATIONS: The TRF Police Department recently auctioned off some equipment including the Ambulance resulting in \$1203.20 in revenue. We are respectfully requesting those proceed go toward the \$1,965. We are also respectfully requesting that the remaining \$761 to be taken out of our equipment repair and maintenance budget.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Mike Roff, Deputy Chief

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: 11/19/2024

SUBJECT: Purchase 2025 Ford F350 Crew Cab Truck

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

MOTION TO: Approve the purchase of a 2025 Ford F350 for \$53,101.00

BACKGROUND: The Fire Department is updating aging wildland firefighting equipment at an approximate cost of \$85,000 - \$90,000. The volunteer firefighters have committed \$40,000, the Rural Fire Association has committed \$20,000, and the city has committed up to \$30,000 from the Public Safety Aid money.

KEY ISSUES: The current first due wildland unit is a 2004 model (20 years old), and the second response unit is a 1990 model (34 years old). The 2004 would become the secondary unit and the 1990 would be sold at auction.

FINANCIAL CONSIDERATIONS: \$40,000 of the purchase price would come from the Thief River Falls Volunteer firefighters and the remaining \$13,101 would come from the Public Safety Aid money.

LEGAL CONSIDERATION: The purchase is through the Minnesota State Bid process.

DEPARTMENT/RESPONSIBLE PERSON: Rick Beier, Fire Chief

ATTACHMENTS:
None



Request for Council Action

DATE: 11/19/2024

SUBJECT: Fire Department flooring replacement.

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

MOTION TO: Approve the estimate of \$4670.71 from Five Star Flooring for new carpet and LVT.

BACKGROUND: The carpet in the office and basement sleeping quarters is original to when the building was built in 1978 (46 years old) and in need of replacement. The tile flooring in the bathrooms is also original and in need of repair, it will be replaced with the LVT.

KEY ISSUES: General building maintenance and improvements.

FINANCIAL CONSIDERATIONS: Use of budgeted reserves for the building.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Rick Beier, Fire Chief

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: 11/19/2024

SUBJECT: ESRI Software Enterprise license agreement

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

MOTION TO: To approve the three-year ESRI Small Municipal and County Government Enterprise Agreement (SGEA) in the amount of \$93,789.00. This three-year agreement will be billed for three annual years at the price of \$31,263.00 and the licensure will cover the City of Thief River Falls, Pennington County and Red Lake County. Each entity will be responsible for \$10,421.00 annually. The City of Thief River Falls will act as "Managing Customer" on the agreement.

BACKGROUND: The City of Thief River Falls has licensure independently. Pennington and Red Lake Counties have had a shared licensure that is ending. ESRI reached out to the city as a service provider on how to maximize benefits with minimal costs.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The City would save approximately \$5,000.00 per year on licensing.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	ESRI Software Enterprise License Agreement docs_001
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October 28, 2024

Ms. Joanne Olson
City of Thief River Falls
405 3rd St E
Thief River Falls, MN 56701-2100

Dear Joanne,

The Esri Small Municipal and County Government Enterprise Agreement (SGEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Municipal and County Government EA terms and conditions.

- Licenses are valid for the term of the EA.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL MUNICIPAL AND COUNTY GOVERNMENT EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri
Attn: Customer Service SG-EA
380 New York Street
Redlands, CA 92373-8100

e-mail: service@esri.com
fax documents to: 909-307-3083

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,

Frank Baxter

Frank Baxter | Regional Manager | State and Local Government
Esri | 880 Blue Gentian Rd, Suite 200 | St Paul, MN 55121 | USA
T 651 454 0600 x8333 | M 612 963 9346 | fbaxter@esri.com | www.esri.com

THE SCIENCE OF WHERE™



Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

Quotation # Q-528369

Date: October 30, 2024

Customer # 156209 Contract # ENTERPRISE AGREEMENT

City of Thief River Falls
MIS Dept
405 3rd St E
Thief River Falls, MN 56701-2100

ATTENTION: Joanne Olson
PHONE: (218) 681-4145
EMAIL: jolson@trfmn.gov

To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 8/9/2024 To: 12/31/2024

Material	Qty	Term	Unit Price	Total
168177	1	Year 1	\$31,263.00	\$31,263.00
Populations of 0 to 25,000 Small Government Enterprise Agreement Annual Subscription				
168177	1	Year 2	\$31,263.00	\$31,263.00
Populations of 0 to 25,000 Small Government Enterprise Agreement Annual Subscription				
168177	1	Year 3	\$31,263.00	\$31,263.00
Populations of 0 to 25,000 Small Government Enterprise Agreement Annual Subscription				
153148	2		\$0.00	\$0.00
ArcGIS Online Creator User Type Annual Subscription- Year 1				
153148	2		\$0.00	\$0.00
ArcGIS Online Creator User Type Annual Subscription- Year 2				
153148	2		\$0.00	\$0.00
ArcGIS Online Creator User Type Annual Subscription- Year 3				

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:
Chad Anderson

Email:
canderson@esri.com

Phone:
(651) 454-0600 x8319

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

ANDERSONC

This offer is limited to the terms and conditions incorporated and attached herein.



Quotation # Q-528369

Date: October 30, 2024

Customer # 156209 Contract # ENTERPRISE AGREEMENT

City of Thief River Falls
MIS Dept
405 3rd St E
Thief River Falls, MN 56701-2100

ATTENTION: Joanne Olson
PHONE: (218) 681-4145
EMAIL: jolson@trfmn.gov

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 8/9/2024 To: 12/31/2024

Subtotal:	\$93,789.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$93,789.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact:
Chad Anderson

Email:
canderson@esri.com

Phone:
(651) 454-0600 x8319

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

ANDERSONC

This offer is limited to the terms and conditions incorporated and attached herein.

Esri Use Only:

Cust. Name _____
 Cust. # _____
 PO # _____
 Esri Agreement # _____



REGIONAL GOVERNMENT ENTERPRISE AGREEMENT (RG1)

This Agreement is by and between City of Thief River Falls ("**Managing Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Managing Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Managing Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A
List of Products**

Uncapped Quantities**Desktop Software and Extensions (Single Use)**

ArcGIS Desktop Advanced
 ArcGIS Desktop Standard
 ArcGIS Desktop Basic
 ArcGIS Desktop Extensions: ArcGIS 3D Analyst,
 ArcGIS Spatial Analyst, ArcGIS Geostatistical
 Analyst, ArcGIS Publisher, ArcGIS Network
 Analyst, ArcGIS Schematics, ArcGIS Workflow
 Manager, ArcGIS Data Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise (Advanced and Standard)
 ArcGIS Monitor
 ArcGIS Enterprise Extensions: ArcGIS 3D
 Analyst, ArcGIS Spatial Analyst, ArcGIS
 Geostatistical Analyst, ArcGIS Network Analyst,
 ArcGIS Schematics, ArcGIS Workflow Manager,
 ArcGIS Data Reviewer

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Runtime Standard
 ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer
 Two (2) ArcGIS CityEngine Single Use Licenses
 50 ArcGIS Online Viewers
 50 ArcGIS Online Creators
 10,000 ArcGIS Online Service Credits
 50 ArcGIS Enterprise Creators
 2 ArcGIS Insights in ArcGIS Enterprise
 2 ArcGIS Insights in ArcGIS Online
 5 ArcGIS Location Sharing User Type Extension (Enterprise)
 5 ArcGIS Location Sharing User Type Extension (Online)
 6 ArcGIS Advanced Editing User Type Extension (Enterprise)

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Esri	2
Maximum number of sets of backup media, if requested*	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside of this Agreement	

*Additional sets of backup media may be purchased for a fee

Managing Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN MANAGING CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

This Agreement authorizes the entities listed in Attachment 1 (each an "**Authorized Entity**") to use Products listed in Table A, provided Authorized Entity signs and returns an executed Authorized Entity Acknowledgment Statement and agrees to be bound by the terms and conditions of this Agreement. Managing Customer may not Deploy any Products to an Authorized Entity until Managing Customer has received and sent to Esri the executed Authorized Entity Acknowledgment Statement.

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

City of Thief River Falls
(Managing Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

MANAGING CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Customer" means Managing Customer and Authorized Entity.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Managing Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Managing Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Managing Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement. Additionally, Esri grants to Managing Customer the right to Deploy for Customer's internal use, provided prior to Deploying to an Authorized Entity, Esri receives a signed copy of the Authorized Entity Acknowledgment Statement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Managing Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference

registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-owned entities, either party may terminate this Agreement before any subsequent year if Managing Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

3.6 Termination of an Individual Authorized Entity. Esri may terminate the license rights of a particular Authorized Entity for material breach without terminating this Agreement with Managing Customer. The breaching Authorized Entity will be given a period of thirty (30) days from the date of written notice to cure any material breach. Upon the termination of an Authorized Entity, all Products Deployed to the Authorized Entity will also terminate. Managing Customer shall reasonably cooperate with Esri in termination of an Authorized Entity for material breach of this Agreement, including enforcement of the Agreement with respect to such Authorized Entity. There will be no reduction in the Fee if an Authorized Entity's rights are terminated. The terminated Authorized Entity will have no further access to any benefits, entitlements, rights, or other items included in or otherwise related to this Agreement.

3.7 Termination by Authorized Entity. If an Authorized Entity no longer desires to participate in this Agreement, the Authorized Entity may terminate; however, there will be no decrease in the Fee as a result.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of

Products by providing written notice to Managing Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Managing Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Managing Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Managing Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions

as well as questions on installation and troubleshooting procedures.

4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Managing Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.
4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Managing Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Managing Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Managing Customer to download, operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.
- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Managing Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Managing Customer interest at a monthly rate equal to the lesser of one percent

(1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Managing Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.
 - d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Managing Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Managing Customer will pay any such sales or use tax associated with the receipt of tangible media.
- 8.2 Order Requirements.** Esri does not require Managing Customer to issue a purchase order. Managing Customer may submit a purchase order in accordance with its own process requirements, provided that if Managing Customer issues a purchase order, Managing Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Managing Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Managing Customer's centralized point of contact.
- b. The following information will be included in each Ordering Document:
 - (1) Managing Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 - (2) Order number
 - (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's

organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1** If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2** If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will uninstall, remove, and destroy or transfer the Products to Customer.
- 9.3** This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.

**ATTACHMENT 1
AUTHORIZED ENTITY LIST**

1. Authorized Entity Name: County of Pennington
Contact Name: _____
Address: _____

Phone: _____
E-mail: _____

2. Authorized Entity Name: County of Red Lake
Contact Name: _____
Address: _____

Phone: _____
E-mail: _____

Prior to any Deployment to an Authorized Entity, Managing Customer shall require each such entity to be contractually bound to applicable terms and conditions by executing an Authorized Entity Acknowledgment Statement. Managing Customer shall keep a copy of the signed original acknowledgment for its records and forward a copy of the signed original to Esri. Esri may pursue remedies against Managing Customer or an individual Authorized Entity for material breach. Only Managing Customer has a right to Deploy.

AUTHORIZED ENTITY ACKNOWLEDGMENT STATEMENT

Environmental Systems Research Institute, Inc. ("**Esri**") and City of Thief River Falls ("**Managing Customer**"), have entered into a Regional Government Enterprise Agreement ("**Agreement**") for licensing certain rights to use and Deploy Products and to receive maintenance for the term of the Agreement, subject to payment of fees and adherence to the terms and conditions of this Agreement. Esri has authorized Managing Customer to Deploy Products to Authorized Entity provided Authorized Entity signs and returns this Authorized Entity Acknowledgment Statement.

Accordingly, Authorized Entity, as a Customer, represents it has received and read the Agreement, and understands and agrees to be bound by the Agreement, for use of Products received from Managing Customer. Authorized Entity agrees that Esri may pursue remedies against Authorized Entity for material breach of the Agreement. All Deployments made by Managing Customer to Authorized Entity shall be made through Managing Customer's centralized point of contact. Tier 1 Help Desk will provide Maintenance to Authorized Entity. Authorized Entity grants Managing Customer the right to unilaterally sign amendments to this Agreement, which shall be binding on Authorized Entity.

No other rights are granted to Authorized Entity under this acknowledgment.

Accepted and Agreed:

County of Pennington _____
(Authorized Entity)

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Prior to any Deployment to an Authorized Entity, Managing Customer shall require each such entity to be contractually bound to applicable terms and conditions by executing an Authorized Entity Acknowledgment Statement. Managing Customer shall keep a copy of the signed original acknowledgment for its records and forward a copy of the signed original to Esri. Esri may pursue remedies against Managing Customer or an individual Authorized Entity for material breach. Only Managing Customer has a right to Deploy.

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No other rights are granted to Authorized Entity under this acknowledgment.

Accepted and Agreed:

County of Red Lake
(Authorized Entity)

Signature: _____

Printed Name: _____

Title: _____

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: 11/19/2024

SUBJECT: Ralph Engelstad Arena Site Improvements

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

MOTION TO: To approve solicitation of bids for the REA site improvements plan sheets in accordance of the City's procurement policy.

BACKGROUND: East entrance concrete steps and walkway have been detreriorating and need replacement.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Previous 2018 bonding funds will be used for improvements.

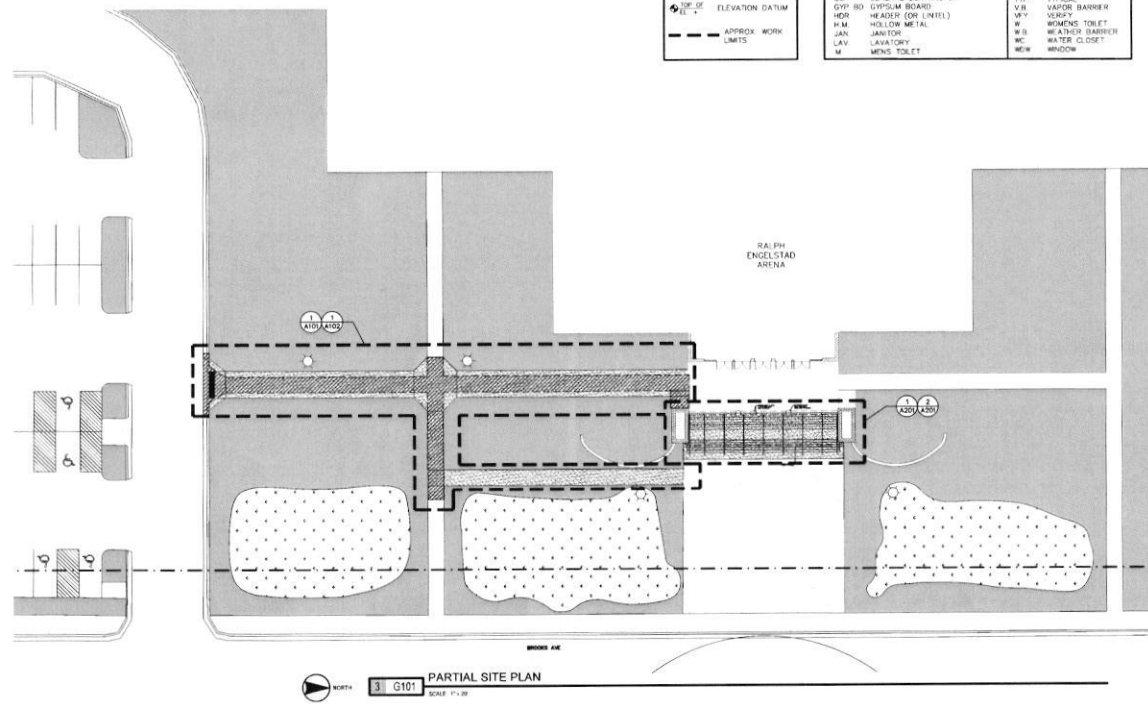
LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	Ralph Englestad Arena Site Improvements Bid 001
----	---

525 BROOKS AVENUE
THIEF RIVER FALLS, MN 56701



DRAWING SCHEDULE	
G101	OVERALL PLAN
A100	DEMO SITE PLAN
A101	NEW SITE PLAN
A201	ELEVATION & SECTIONS

BID ITEMS:	
BID ITEM No. 1.	REMOVAL AND RECONSTRUCTION OF 10'-0" SIDEWALK (N-S) AND NEW 6'-0" SIDEWALK FROM BOTTOM OF STAIRS TO NEW 10' SIDEWALK. SEE SHITS A207 & A202
BID ITEM No. 2.	REMOVAL AND RECONSTRUCTION OF STAIRS (CONCRETE RELATED WORK ONLY) SEE SHITS A201 & A202

[illegible]

KEY:

	DETAIL #
	SHEET #
	DOOR #
	WINDOW TYPE
	WALL TYPE
	WALL HGT. IF NOTED
	KEYNOTE SYMBOL
	KEYNOTE SYMBOL
	ELEVATION DATUM
	APPROX. WORK LIMITS

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

**RALPH ENGELSTAD
ARENA SITE
IMPROVEMENTS**
525 BROOKS AVE
THIEF RIVER FALLS, MN 56701

NOT FOR
CONSTRUCTION

[illegible]

OVERALL PLAN

G101

DEMO KEYNOTES

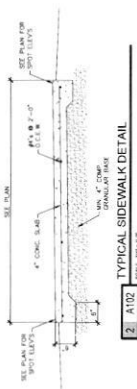
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BROOKS AVE

PARTIAL DEMO SITE PLAN - BID ITEM No. 1
SCALE: 1/8" = 1'-0"



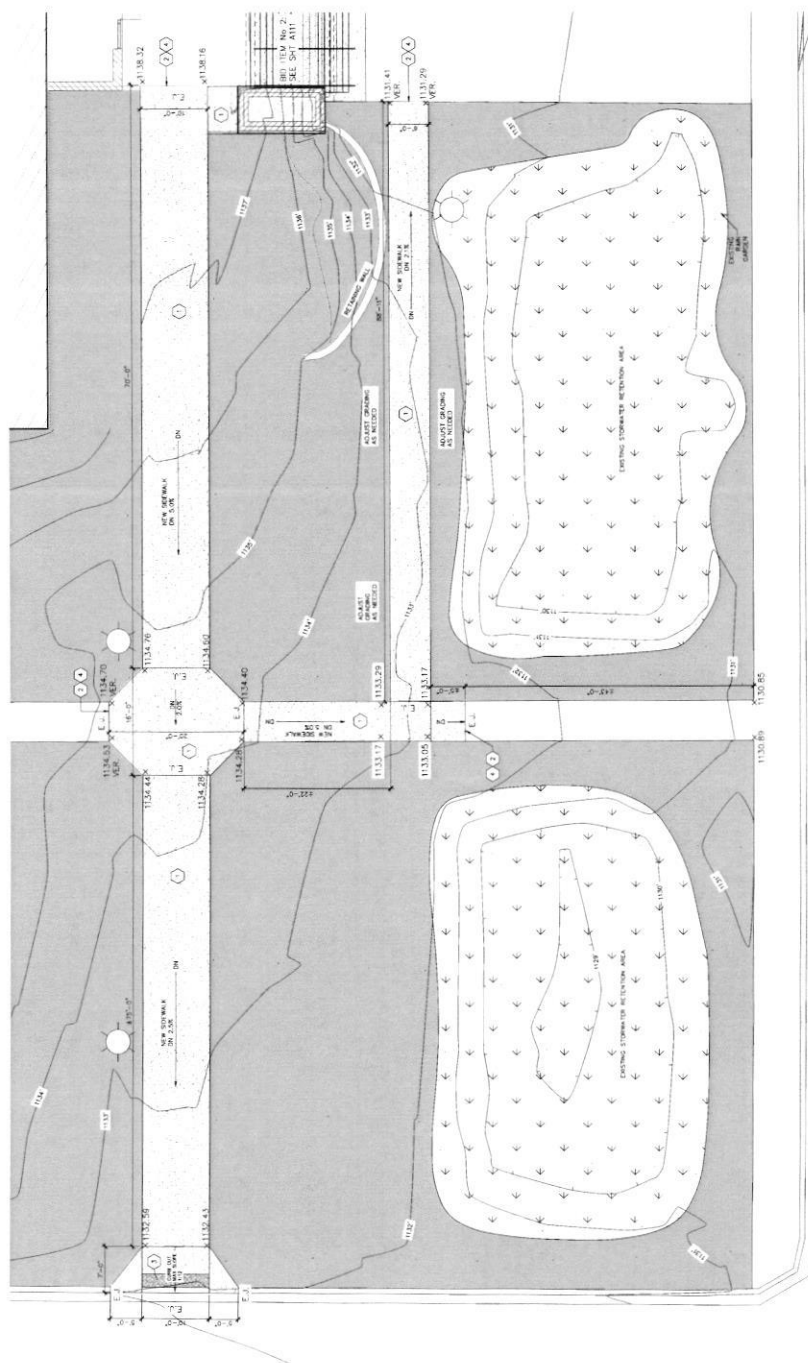


NEW KEYNOTES

- 1 NEW 4" MIN. CONC. SLAB REIN. W/ #4'S AT 7" O.C.E.W. THICKEN EDGES TO 8" MIN. SEE DETAIL 2/402
- 2 PROVIDE EXPANDED JOINTS WHERE INDICATED ON DRAWINGS AND SEAL ALL JOINTS W/ 1/2" EXP. POLYURETHANE TRAFFIC REPAIRING MAT'L & SELF-LEVELING FILLER
- 3 PROVIDE CAST ADA COMPL. DETECTABLE WARNING STRIPS, 24" DEPTH X WIDTH OF WALK W/ NEAREST EDGE 1" FROM EDGE OF CURB. VERIFY COLOR WITH CITY OF TRF
- 4 MATCH ELEVATION OF ADJACENT PAVEMENT

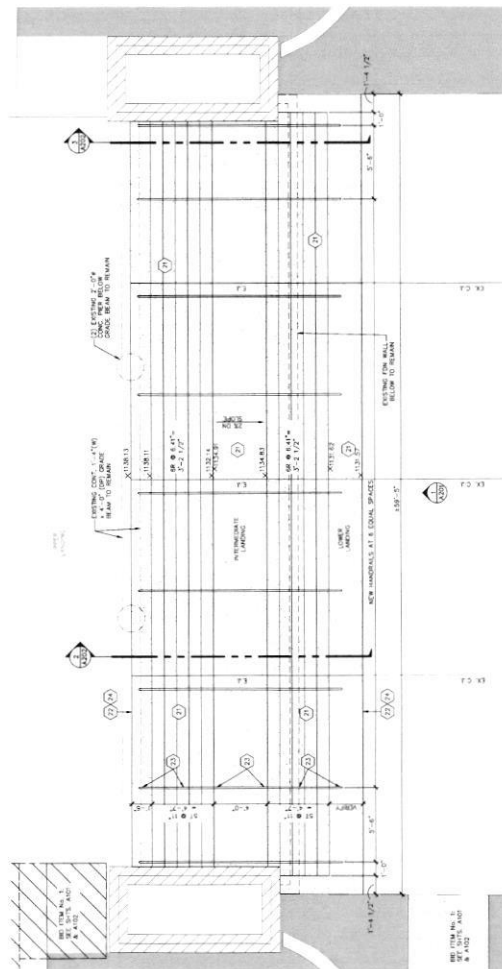
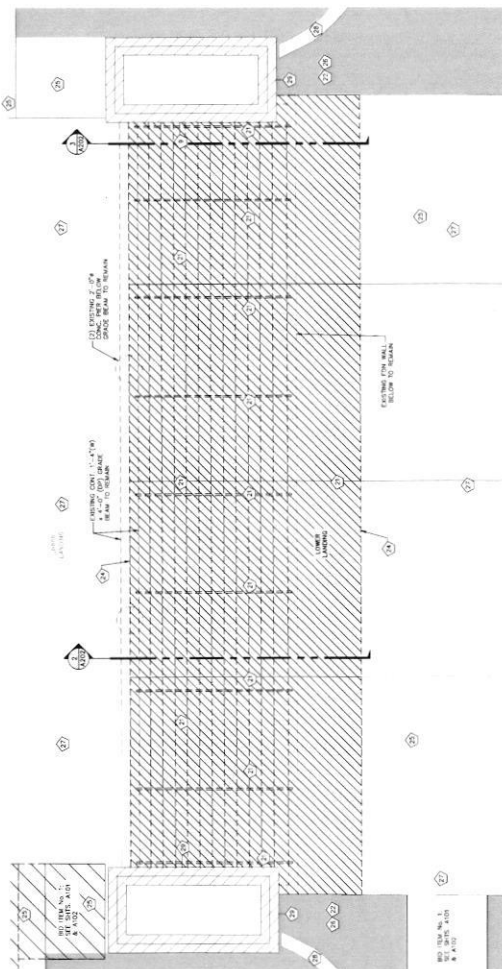
GENERAL SIDEWALK NOTES

1. CRACK SLOPES OR NEW SLOPES SHALL BE 3%.
2. CRACK SLOPES SHALL BE 2% MAX. 1% MIN.
3. CONTROL JOINTS SHALL BE SPACED TO A 1:1 ASPHALT RATIO (APPROX. 10'-0" ON CENTER AT A 1:1 RATIO, 15'-0" ON CENTER AT A 0.75:1 RATIO, 20'-0" ON CENTER AT A 0.5:1 RATIO).
4. CONCRETE SHALL BE STANDARD GRAY COLOR WITH STANDARD BRUSH FINISH AND APPLY MANDOT STD. CURE & SEAL.



BROOKS AVE

1 A102



DEMO KEYNOTES

- | | |
|----|--|
| 26 | REMOVE A PORTION EXISTING CONCRETE SLAB.
INSTALL REINFORCING AS SHOWN. |
| 27 | REMOVE LANDSCAPING AND TOP SOIL, AS NOTED.
PREP FOR NEW GRADE. STIFFEN MATERIAL, ON SITE.
FOR RETAINING WALLS. SEE DETAIL. |
| 28 | NOT USED. |
| 29 | REMOVE GROUND TO NEAREST CONTROL JOINT OR
S.W. OUTLET. |
| 30 | EXISTING CONCRETE TO REMAIN. PROTECT
FROM CONSTRUCTION TRAFFIC ONLY. |
| 31 | REMOVE EXISTING CONTROL, AND CONCRETE W/
REINFORCING. RECONSTRUCT WITH NEW CONTROL.
AS NOTED. COORDINATE WITH CITY OF ST. LOUIS. |
| 32 | REMOVE EXISTING CONCRETE AND REINFORCING
AS NOTED. COORDINATE WITH CITY OF ST. LOUIS.
EXISTING RETAINING WALL. PROTECT FROM
CONSTRUCTION OPERATIONS. |
| 33 | REMOVE EXISTING CONCRETE AND REINFORCING
AS NOTED. COORDINATE WITH CITY OF ST. LOUIS.
CONSTRUCTION OPERATIONS. EXISTING RETAINING
WALL. PROTECT FROM CONSTRUCTION OPERATIONS. |

GENERAL SIDEWALK NOTES

1. IDEAL SLOPES ON NEW SIDEWALKS SHALL BE 3% ON LINES WITH 7.5" MAX. SLOPE. CONTACT AGENCY WHEN SLOPES ARE NOT ACCEPTABLE.
2. STAIR LANDINGS AND TREADS AND SLOPES SHALL BE 2% MAX. 15" MIN.
3. CONTROL JOINTS SHALL BE SPACED TO 4'-11" MAX. JOINTS SHALL BE 10'-0" ON CENTER AT 15'-0" WIDE SIDEWALKS AND APPROX. 6'-0" ON CENTER AT 6'-0" WIDE SIDEWALKS.
4. CONCRETE SHALL BE STANDARD GRADE (3,000 PSI) WITH STANDARD BROOM FINISH AND 4" MIN. THICKNESS TO CURB & SEAL.
5. SEE DRAWING FOR ADDITIONAL SPECIFICATIONS.

NEW KEYNOTES

- 21 NEW CONC. STAMP SEE DETAILS ON SHEET A202 FOR DESIGN & REINFORCING. POUR IN 4 SECTIONS
- 22 SEAL EXPANSION JOINTS W/ 1/2" EPDM MATL. & FILLING JOINTS BEARING POLYURETHANE SEALANT
- 23 SHEETS CONTRACTOR SHALL INSTALL. OWNER SUPPLIED IN 50'S OF WELD PLATES FOR HANDRAILS UNDER SEPARATE CONTRACT. QTY 54 (6' X 4" PER HANDRAIL)

CONCRETE NOTES:

- [illegible]

PROVIDE ADEQUATE SUPPORT BARS, CHAIRS AND ACCESSORIES TO HOLD REINFORCING BARS AND OTHER EMERGED ITEMS FROM PLACING IN PLACE TO IMPROVED COVERAGES. NO OTHER MATERIALS OR MATERIALS WILL BE ACCEPTABLE. PROVIDE PLASTIC CHAIRS AND

- [illegible]

REINFORCING STEEL SPLICE LENGTHS
STANDARD NON-COATED BARS

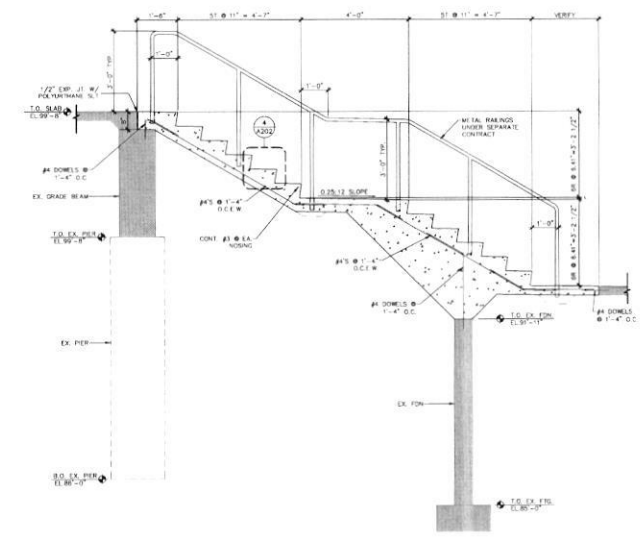
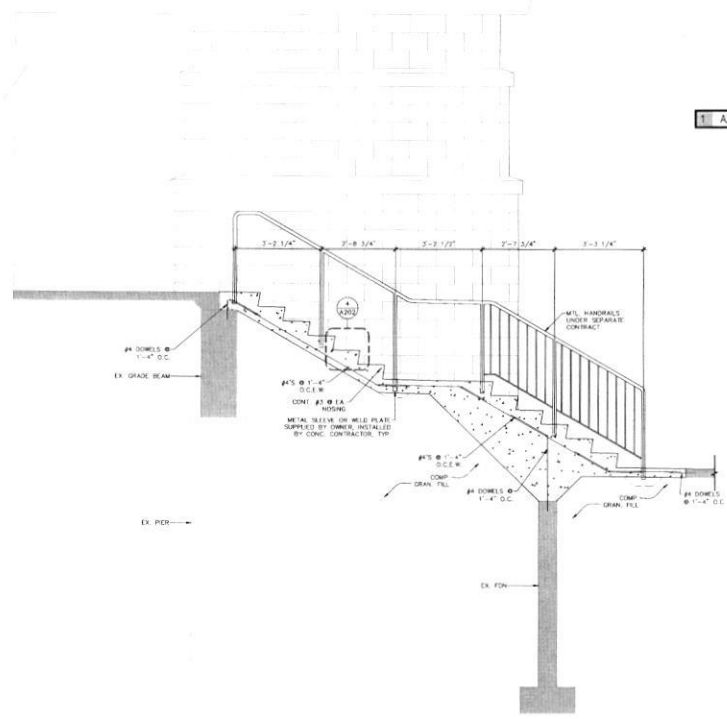
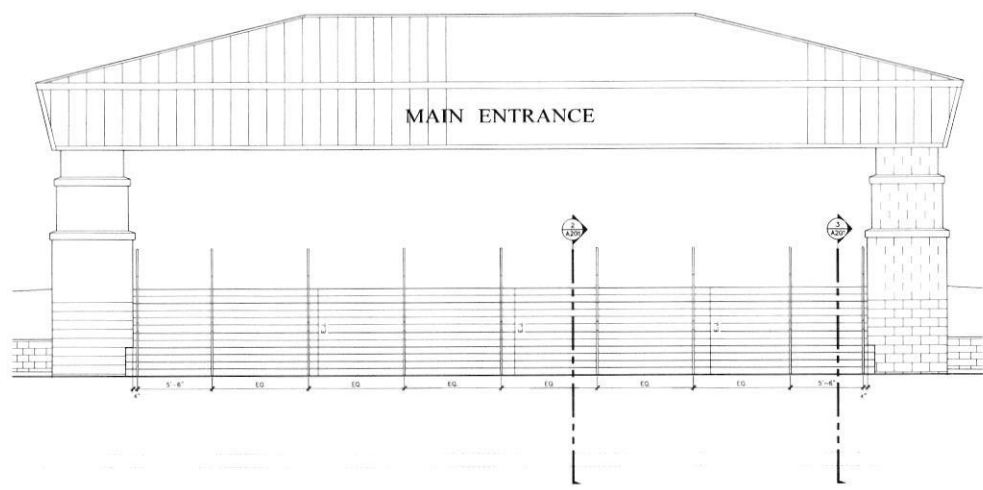
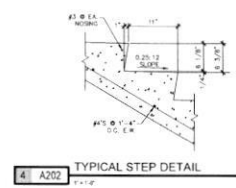
CONCRETE STRENGTH	TYPE 19 SPURGE CLASS 9 SPURGE		TYPE 60 SPURGE CLASS 9 SPURGE		TYPE 60 SPURGE CLASS 9 SPURGE		TYPE 64 SPURGE COMPRESSION SPURGE	
	W INCH SMALLER	R7 INCH LARGER	W INCH SMALLER	R7 INCH LARGER	W INCH SMALLER	R7 INCH LARGER	W INCH SMALLER	R7 INCH LARGER
3000 psi	44.84	55.84	52.84	71.84	69.84	107.84	30.84	
4000 psi	38.84	47.84	49.84	62.84	71.84	92.84	36.84	

NOTES:

- [illegible]

THE UNIVERSITY OF CHICAGO

- A. VERTICAL, HOOKED OR STRAIGHT: BARS EXTENDING FROM FOOTINGS INTO AN INVERTED TEE OR SLAB TYPE RAFT.
 B. HORIZONTAL: BARS IN GRADE BEAMS, FOOTINGS, & FOUNDATION WALLS.
 C. VERTICAL, BARS IN COLLARS & HEADS.
 D. VERTICAL, BARS IN WALLS & FOUNDATION WALLS.
 E. VERTICAL, BARS IN SLABS.
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**NOT FOR
CONSTRUCTION**

DRAWING HISTORY		
NO.	DESCRIPTION	DATE
1	BID SET	11.08.2024

DRAWN BY: GSK JH 10.07
BID ITEM No. 2 STAIR
ELEVATION & SECTIONS

A202

DOCUMENT 00 4113

BID FORM

To: City of Thief River Falls
405 Third Street East
Thief River Falls, MN 56701

Project: Ralph Engelstad Arena Site Improvements
525 Brooks Avenue
Thief River Falls, MN 56701

Date: _____

Submitted by: _____
(full name)

(full address) _____

(Telephone) _____

(Email) _____

1.1 OFFER

Having examined the Place of Work and all matters referred to in the Bid Documents prepared by the City of Thief River Falls, Minnesota and ICON Architectural Group, LLC., 123 2nd Street NW, Bemidji, MN 56601, Architect for the above mentioned project, we the undersigned, hereby offer to enter into a Contract to perform the Work as follows:

BID ITEM No. 1: Removal and reconstruction of 10'-0" wide sidewalk from Huck Olson parking lot to REA east main entrance and new 6'-0" wide sidewalk from bottom of east stair to new 10' sidewalk.

Complete construction WORK in accordance with Bidding and Contract Documents for the sum of:

\$_____ dollars, (_____)

BID ITEM No. 2: Removal and reconstruction of REA east main entrance stair.

Complete construction WORK in accordance with Bidding and Contract Documents for the sum of:

\$_____ dollars, (_____)

in lawful money of the United States of America.

All applicable taxes are included in Bid Sums.

1.2 ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for thirty (30) days from the bid closing date.

If this bid is accepted by the Owner within the time period stated above, we will:

- Execute the Agreement within five (5) days of receipt of Notice of Award.

1.3 CONTRACT TIME

If this bid is accepted, we will:

For Base Bid Work, Substantially complete the Work in _____ (____) calendar days from Notice to Proceed and

Final completion of Work in _____ (____) calendar days thereafter.

1.4 ADDENDA

The following Addenda have been received. The modifications to the Contract Documents noted therein have been considered and all costs thereto are included in the Bid Sum.

Addendum # ____ Dated _____ Addendum # ____ Dated _____

Addendum # ____ Dated _____ Addendum # ____ Dated _____

1.5 INFORMATION

- A. The Contractor hereby certifies (in submission of his/her bid) that its facilities are non-segregated in accordance with the Equal Employment Opportunity provisions of the Conditions of the Contract.
- B. In addition, the Contractor certifies and acknowledges (in submission of his/her bid) that:
 - 1. The Owner reserves the right, as its interest may require, to reject any and all bids, to waive any informality in bids received, and to accept or reject any or all items of any bid. A bid conditioned upon the Owner agreeing to the use of escalator clauses or price adjustment articles are rejected.
 - 2. The award of the Work will be to the one (1) responsible bidder (Contractor) submitting the lowest responsive base bid or combination of base bid and Alternates (if any) awarded.
 - 3. All addenda shall become part of the bid and the contract. The Contractor shall insert addenda numbers in the space provided where indicated on this form.
 - 4. A bid shall be rejected if it contains any alteration or erasure unless the alteration or erasure is corrected as provided for in the Instructions to Bidders.
- C. Bidders may be asked to submit detailed schedule of values indicating their bid breakdown and complete bidder qualifications forms as supplied by the Owner. This information will be expected to be fully completed and submitted to the Architect within 24 hours from request notification.

BID FORM SIGNATURES

The Corporate Seal of

(Bidder - print the full name of your firm)

was hereunto affixed in the presence of:

(Authorized signing officer Title)

(Seal)

(Authorized signing officer Title)

(Seal)

If the bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF DOCUMENT



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: 11/19/2024

SUBJECT: Approval of 6th street land conveyance, C.S.5701(01=033) 001 parcel 1, Pennington County purchase

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

MOTION TO: To approve the agreement of land Conveyance 2023-0004, C.S. 5701 (01=033) 001 Parcel 1 in Pennington County, MN.

BACKGROUND: MNDOT has moved said property to sell and has offered local municipalities the first option of purchase. Location of property has previously been flagged in the Thief River Falls 2040 Comprehensive Plan(land use plan) as possible relocation site of fairgrounds facilities. The Electric Department has expressed interest in the on-site cold storage building for storage of transformers, etc.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The price offered of this conveyance is \$45,000.00.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 11/19/2024

SUBJECT: Independent Contract Service - Melissa Benoit

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

MOTION TO: To approve the Independent Contract and to hire Melissa Benoit for a lump sum of \$16,500.00 to provide services for 10 locations of flower gardens. The scope of this agreement is the prepping of the gardens, designs, ordering of plants, planting, maintenance, watering and removal of plants in the parks for one season.

BACKGROUND: Melissa Benoit has previously worked as a seasonal employee fo the City of Thief River Falls.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The expense is consistent with previous years expenditures for wages directly related to the flower beds.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	Independent Contract Services Agreement_Melissa Benoit_001
----	--

City of Thief River Falls

Independent Contractor Agreement

This contract (the "Agreement") is made and entered into this __20th__ day of November, 2024, between:

1. The City of Thief River Falls, Minnesota (the "City"), located at P.O. Box 528, Thief River Falls, MN 56701; and
2. Melissa Benoit, (the "Contractor"), located at 129 Bottineau Ave., in Red Lake Falls, MN.

The City and the Contractor are referred to herein individually as a "Party" and collectively as the "Parties."

1. Purpose. The purpose of this agreement is to set forth the terms and conditions under which the Contractor will provide certain services to the City.

2. Scope of Services. The Contractor agrees to perform the following services:

The scope of this agreement is the prepping of the gardens, designs, ordering of plants, planting, maintenance, watering, and removal of plants in the parks and planting areas listed as follows:

1. City Hall: Planters and gardening beds
2. Liquor Store: sign planter
3. Veteran garden: gardening bed
4. Fountain: gardening beds
5. Floyd B. Olson gazebo Park: Planters and gardening beds
6. Tourist Park: Planters and gardening beds
7. HWY 32: 2 gardening beds
8. Red Robe Park – gardening bed
9. Hartz Park – gardening beds
10. Boy Scout park – gardening beds

Contractor shall submit a design and planning document to the City for approval. The design and planning document shall include the proposed plants to be installed and pricing related to the same, together with a materials budget. Upon City Approval, the Contractor may order the necessary plants and materials. Contractor shall be responsible for storage of the necessary plants and materials off of City premises.

The order for plants needs to happen in the fall of the prior year. A budget needs to be followed that is set by the City Council. A design layout for each garden will be submitted from the contractor for approval from the contracting party prior to ordering the plants.

The prepping of the gardening areas is completed by the contractor in the Spring of the year. All planting of the scoped areas should be completed no later than June 30th. All debris will be removed by the contractor after each visit. Debris will be taken to 1121 Atlantic Ave. N. at the grass clipping drop location.

The maintenance and watering of the planters and gardening beds is completed by the contractor. Maintenance includes dead heading, weeding, trimming bushes, splitting and shaping of perennial plants, mulch replacement.

The Fall clean-up is to be completed by the contractor no later than October 30th. All debris will be removed by the contractor after each visit. Debris will be taken to 1121 Atlantic Ave. N. at the grass clipping drop location.

The Contractor agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Services. The Contractor represents and warrants that it has the requisite training, experience, skills, tools, equipment and employees/agents necessary to provide the Services and will perform the Services with reasonable care and skill.

The Contractor shall retain control over its employees, agents, servants, and subcontractors, as well as control over its invitees, and its activities on and about the subject premises and the manner in which such activities shall be undertaken and to that end, the Contractor shall not be deemed to be an agent of the City.

The Contractor shall not perform any additional Services without the express written permission of the City.

3. Term. This Agreement shall be effective on the date hereof and shall continue, unless terminated sooner in accordance with the terms of this Agreement, until the Completion Date.

This Agreement will be effective on October 30, 2024, and shall terminate on October 30, 2025, unless terminated sooner in accordance with the terms of the Agreement, until the Completion Date.

If the Contractor refuses or fails to complete the Services, or to complete the Services in a manner satisfactory to the City, the City may, by written notice to the Contractor, give notice of its intention to terminate this Agreement. After such notice, the Contractor shall have ten (10) days to cure, to the satisfaction of the City. If the Contractor fails to cure, the City shall send the

Contractor a written termination letter which shall be effective upon deposit in the United States mail to the Contractor.

The Contractor may terminate this Agreement if the City is in breach of any material obligation contained in this Agreement, which is not remedied by the City within ten (10) days of written notice.

The Parties may voluntarily terminate this Agreement at any time by mutual agreement.

In the event of termination, the City shall only be responsible to pay for the Services satisfactorily performed by the Contractor to the effective date of termination, as described in the final invoice to the City.

4. Compensation. Contract compensation in the sum of \$16,500.00

As consideration for the provision of the Services, the City agrees to pay the Contractor as follows: One Fourth of Contract Compensation after approval by City of Design and Planning. One Fourth of the Contract Compensation shall be paid to the Contractor on June 20th, upon completion of planting. The 50% remainder of the contract compensation shall be paid to the Contractor in equal monthly payments on July 30th, August 30th, September 30th and October 30th.

The Contractor shall submit a written invoice to the City upon completion of the Services. Each invoice shall include in detail the description of the Services performed.

The invoice shall be submitted to the City Council for approval at the first City Council meeting following receipt of the invoice.

If the City objects to all or any portion of any invoice, the City shall notify the Contractor of the dispute with ten (10) days from the date of receipt and shall pay that portion of the invoice not in dispute. Any dispute shall be settled in accordance with Paragraph 8 of this Agreement.

5. Independent Contractor Relationship. It is expressly understood that the Contractor is an "independent contractor" and not an employee of the City. The Contractor shall have control over the manner in which the Services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the Services contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture or agency relationship between the Parties.

6. Vehicle. The City will provide a City Watering truck to Contractor to use in the fulfillment of the Contractor's duties herein. If Contractor becomes aware of any maintenance issues, the Contractor shall immediately inform the City of the same and the City will arrange for necessary repairs and maintenance.

7. Insurance Requirements.

The Contractor, at its expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance coverages:

A. Workers' Compensation. The Contractor agrees to provide Workers' Compensation insurance for all its employees, if required, in accordance with the statutory requirements of the State of Minnesota. The Contractor shall also carry Employers' Liability Coverage, if applicable, with minimum limits as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

The Contractor shall, prior to commencing the Services, deliver to the City a Certificate of Insurance, as applicable, as evidence that the above coverages are in full force and effect.

8. General Provisions.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.
- C. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Pennington County, Minnesota.
- E. Ownership of Documents. All reports, plans, specifications, data, maps, and other documents produced by the Contractor in the performance of services under this Agreement shall be the property of the City.
- F. Notices. All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the addresses set forth below:

Notice to City: City of Thief River Falls
P.O. Box 528
Thief River Falls, MN 56701

Notice to Contractor: Melissa Benoit

G. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

City of Thief River Falls, Minnesota

By: _____
Its Mayor

And: _____
Its Clerk

Contractor

By: _____
Melissa Benoit



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: 11/19/2024

SUBJECT: 2024 Street and Utilities Improvements

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

MOTION TO: Declare the cost to be assessed for the 2024 Street & Utilities Improvements Project and order the preparation of the assessment roll.

BACKGROUND: This project was bid, as a result of meetings with department heads, council committees, and according to items in the City's Capital Improvement Plan. It was awarded to Agassiz Asphalt in the amount of \$1,262,015,.40.

KEY ISSUES: The City of Thief River Falls assesses benefitted property owners for these improvements.

FINANCIAL CONSIDERATIONS: Bids for this project were received on May 10th, 2024. The low bid was received from Agassiz Asphalt, LLC in the amount of \$1,262,015.40. The Engineer's Estimate was \$1,405,359.00. The low bid was 11% below the engineer's estimate.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 11/19/2024

SUBJECT: 2024 Street and Utilities Improvements

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

MOTION TO: Call for the assessment hearing to be held at 5:30 P.M. on December 17, 2024, in the City Council Chambers.

BACKGROUND: This project was bid as a result of meetings with department heads, council committees, and according to items in the City's Capital Improvement Plan. It was awarded to Agassiz Asphalt in the amount of \$1,262,015,.40.

KEY ISSUES: The City of Thief River Falls assesses benefited property owners for these improvements.

FINANCIAL CONSIDERATIONS: Bids for this project were received on May 10th, 2024. The low bid was received from Agassiz Asphalt, LLC in the amount of \$1,262,015.40. The Engineer's Estimate was \$1,405,359.00. The low bid was 11% below the engineer's estimate.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None



Request for Council Action

DATE: 11/19/2024

SUBJECT: Challenger Park Utility Easement

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

MOTION TO: Establish a utility easement, over, under, and across the following described real property located in the County of Pennington and State of Minnesota:

The southerly 20.00 feet of the northerly 40.00 feet of Block 2, Challenger's First Addition, according to the official recorded plat, on file in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota.

AND

The northerly 20.00 feet of the southerly 43.00 feet of Block 5, Challenger's First Addition, according to the official recorded plat, on file in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota.

AND

The southerly 30.00 feet of the northerly 42.00 feet of Lots 1, 2, and 3, Block 2, Challenger's First Addition, according to the official recorded plat on file and of record in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota, Less the easterly 30.00 feet thereof.

BACKGROUND: While working with Garden Valley Technologies, the owner discovered that the utilities had not been installed in the existing easement, but, instead in a 20-foot swath between 20 feet and 40 feet from the northerly and southernly property boundaries. The owner is amicable to vacating the original 20-foot easement and establishing a new 20-foot easement.

KEY ISSUES: Several of the tenants' storage sheds currently lie in the new easement area and will require the issuance of an encroachment permit

FINANCIAL CONSIDERATIONS: \$1.00

LEGAL CONSIDERATION: Reviewed and prepared by City Attorney.

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

ATTACHMENTS:

1.	LRP, Inc.city.easement.2024
2.	V-CS-2024-11166 CHALLENGER PARK EASEMENTS UPDATED 8-23-24 Image
3.	V-CS-2024-11166 CHALLENGER PARK EASEMENTS UPDATED 8-23-24

EASEMENT

Date: November __, 2024

For and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration to it in hand paid, receipt of which is hereby acknowledged, LRP, Inc., a corporation under the laws of the State of Minnesota, (hereafter "Grantor"), does hereby grant and convey to the City of Thief River Falls, a municipal corporation under the laws of the State of Minnesota, (hereafter "Grantee"), a utility easement over and under the following described real property located in the County of Pennington and State of Minnesota, to-wit:

A utility easement, over, under, and across:

The southerly 20.00 feet of the northerly 40.00 feet of Block 2, Challenger's First Addition, according to the official recorded plat, on file in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota.

AND

The northerly 20.00 feet of the southerly 43.00 feet of Block 5, Challenger's First Addition, according to the official recorded plat, on file in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota.

AND

The southerly 30.00 feet of the northerly 42.00 feet of Lots 1, 2, and 3, Block 2, Challenger's First Addition, according to the official recorded plat on file and of record in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota, Less the easterly 30.00 feet thereof.

(hereafter "Easement").

1. USE OF EASEMENT BY GRANTEE. Grantee shall have the right to construct, maintain, operate, alter, repair, and remove natural gas lines, underground electrical power lines, underground communication lines, CATV lines, cable lines, fiber optic lines, telephone lines and similar utilities with all necessary appurtenances, and general utilities, ("Utility") under and/or over the Real Property.

2. RESTORATION. Grantee agrees that after each time it enters upon the Easement to construct, maintain, operate, alter, repair, and remove the Utility that it will restore the ground surface, as nearly as practicable, to the state and condition that existed prior to entering.

3. GRANTOR'S USE. Grantor reserves the right to full use and enjoyment of the Easement granted and conveyed herein; provided, that the Grantor shall not construct nor permit to be constructed any structure or other obstruction on the Easement without the written consent of Grantee, which consent shall not be unreasonably withheld or delayed and provided that Grantor shall not interfere with the intended use of the Easement.

4. TERM. This easement shall be perpetual and run with the land.

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

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

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

8. BINDING. This Easement shall bind the parties hereto, their representatives, successors, and assigns.

IN WITNESS WHEREOF, Grantor has caused this Easement to be executed the day and year first above written.

Grantor:

LRP, Inc.

By Its: CEO
Cheryl A. Snetting

STATE OF MINNESOTA)
)ss.
COUNTY OF PENNINGTON)

The foregoing instrument was acknowledged before me this _____ day of November, 2024, by Cheryl A. Snetting, the CEO of LRP, Inc., a corporation under the laws of the State of Minnesota, for and on behalf of said corporation, Grantor.

Notary public

CERTIFICATE OF SURVEY

PART OF BLOCKS 2 AND 5; CHALLENGER'S FIRST ADDITION, THIEF RIVER FALLS, PENNINGTON COUNTY, MN



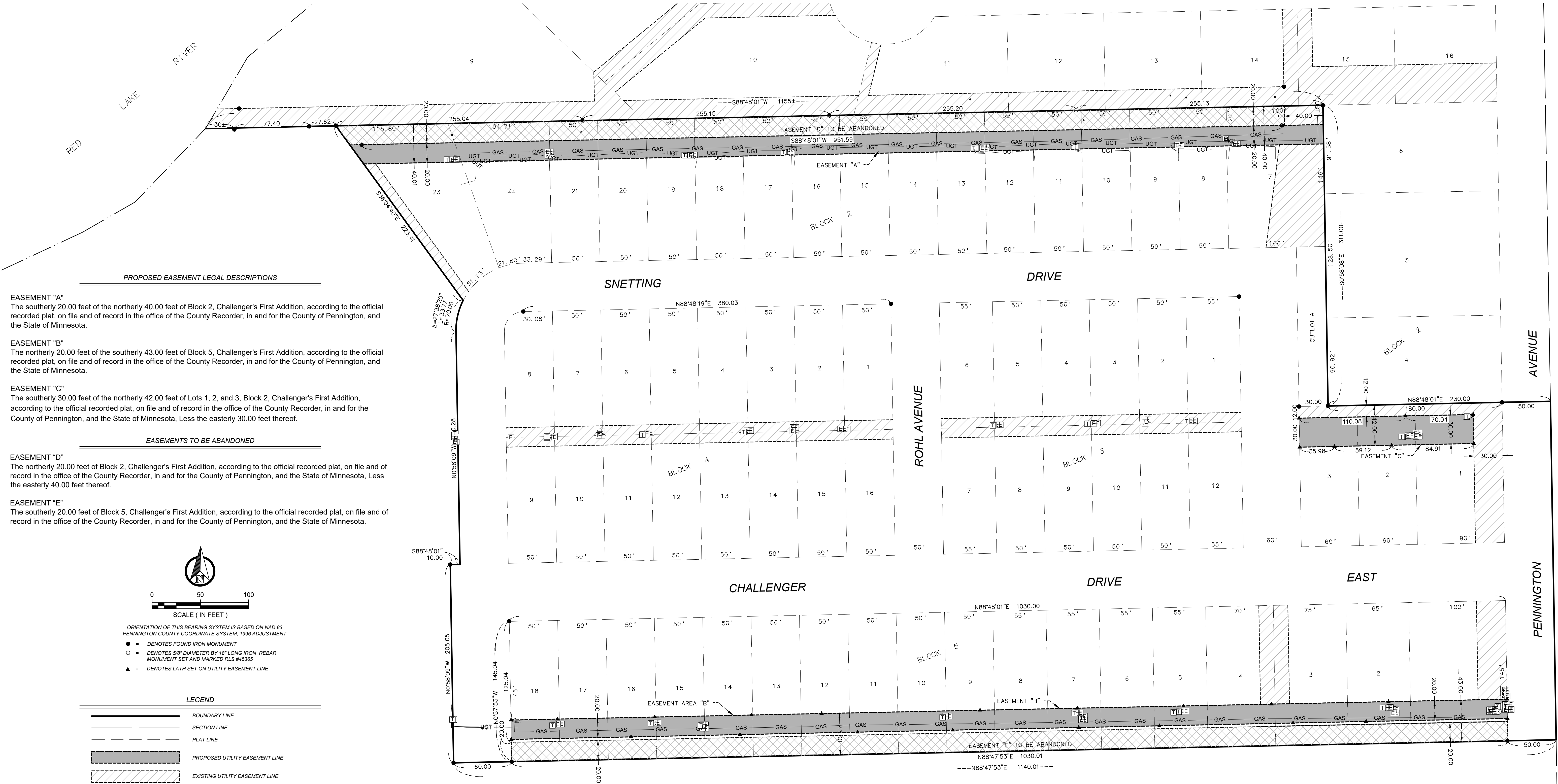
© 2024 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

DATE:	6/24/2024	DATE:		AMENDMENTS:		BY:	PREPARED FOR: CITY OF THIEF RIVER FALLS
SCALE:	AS SHOWN						I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY:	D.D.M.						
CHECKED BY:	G.R.B.						DATE: 7/19/2024 LIC. NO. 45365
FILE NUMBER:	2024-11166						



CERTIFICATE OF SURVEY

PART OF BLOCKS 2 AND 5; CHALLENGER'S FIRST ADDITION, THIEF RIVER FALLS, PENNINGTON COUNTY, MN



© 2024 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

DATE:	6/24/2024	DATE:		AMENDMENTS:		BY:		PREPARED FOR: CITY OF THIEF RIVER FALLS
SCALE:	AS SHOWN							I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY:	D.D.M.							
CHECKED BY:	G.R.B.							
FILE NUMBER:	2024-11166							GARRETT R. BOROWICZ DATE: 7/19/2024 LIC. NO. 45365

WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS



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: 11/19/2024

SUBJECT: Challenger Park Utility Easement Vacation

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

MOTION TO: adopt a resolution granting vacation of a portion of certain utility easements located in Challenger's First Addition to the City of Thief River Falls, Minnesota and to issue a Quit Claim Deed to LRP, Inc. for said real property.

LEGAL DESCRIPTION

The northerly 20.00 feet of Block 2, Challenger's First Addition, according to the official recorded plat on file and of record in the office of the County Recorder, in and for the County of Pennington, and State of Minnesota, LESS the easterly 40.00 feet thereof.

AND

The southerly 20.00 feet of Block 5, Challenger's First Addition, according to the official recorded plat on file and of record in the office of the County Recorder, in and for the County of Pennington and State of Minnesota.

BACKGROUND: While working with Garden Valley Technologies, the owner discovered that the utilities had not been installed in the existing easement, but, instead in a 20-foot swath between 20 feet and 40 feet from the northerly and southernly property boundaries. The owner is amicable to vacating the original 20-foot easement and establishing a new 20-foot easement.

KEY ISSUES: With the establishment of a new easement, this easement is no longer necessary for City purposes.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Reviewed and prepared by City Attorney.

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

ATTACHMENTS:

1.	Vacation.LRP, Inc. Utility Easement.Resolution
2.	City.LRP, Inc.deed
3.	V-CS-2024-11166 CHALLENGER PARK EASEMENTS UPDATED 8-23-24
4.	V-CS-2024-11166 CHALLENGER PARK EASEMENTS UPDATED 8-23-24 Image

**RESOLUTION GRANTING
VACATION OF CERTAIN UTILITY EASEMENTS**

WHEREAS, The City Council of the City of Thief River Falls, Minnesota, considered vacating a portion of certain utility easements located in Challenger's First Addition to the City of Thief River Falls, MN.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THIEF RIVER FALLS, MINNESOTA:

1. The council believes it is in the best interests of the public to vacate a portion of certain utility easements located in Challenger's First Addition to the City of Thief River Falls, MN, described as follows:

LEGAL DESCRIPTION

The northerly 20.00 feet of Block 2, Challenger's First Addition, according to the official recorded plat on file and of record in the office of the County Recorder, in and for the County of Pennington, and State of Minnesota, LESS the easterly 40.00 feet thereof.

AND

The southerly 20.00 feet of Block 5, Challenger's First Addition, according to the official recorded plat on file and of record in the office of the County Recorder, in and for the County of Pennington and State of Minnesota.

2. The City Council finds that the said vacated utility easement is no longer necessary for City purposes, that it is in the public interest to vacate the same and approves the vacation of said utility easement and authorizes the City Mayor and City Administrator to execute the necessary documents to accomplish said vacation and or transfer back to the existing landowner, LRP, Inc.

Passed by unanimous vote.

Dated this ____ day of November, 2024.

Mayor

City Administrator

Quit Claim Deed

Municipal Corporation to Corporation
STATE DEED TAX HEREON: \$1.65

Dated: October _____, 2024

FOR VALUABLE CONSIDERATION, the City of Thief River Falls, MN, a municipal corporation under the laws of the State of Minnesota, Grantor, hereby quit claims and conveys to LRP, Inc., a corporation under the laws of the State of Minnesota, Grantee, real property in Pennington County, Minnesota, described as follows:

 The northerly 20.00 feet of Block 2, Challenger’s First Addition, according to the official recorded plat on file and of record in the office of the County Recorder, in and for the County of Pennington, and State of Minnesota, LESS the easterly 40.00 feet thereof.

AND

 The southerly 20.00 feet of Block 5, Challenger’s First Addition, according to the official recorded plat on file and of record in the office of the County Recorder, in and for the County of Pennington and State of Minnesota.

together with all hereditaments and appurtenances belonging thereto.

The total consideration for this transfer of property is \$500.00 or less.

City of Thief River Falls, MN

By: _____
Its Mayor

By: _____
Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF PENNINGTON)

The foregoing instrument was acknowledged before me this _____ day of November, 2024, by Brian Holmer and Angela Philipp, being the Mayor and City Administrator of the City of Thief River Falls, MN, a municipal corporation under the laws of the State of Minnesota, on behalf of the

corporation.

(notary stamp or seal)

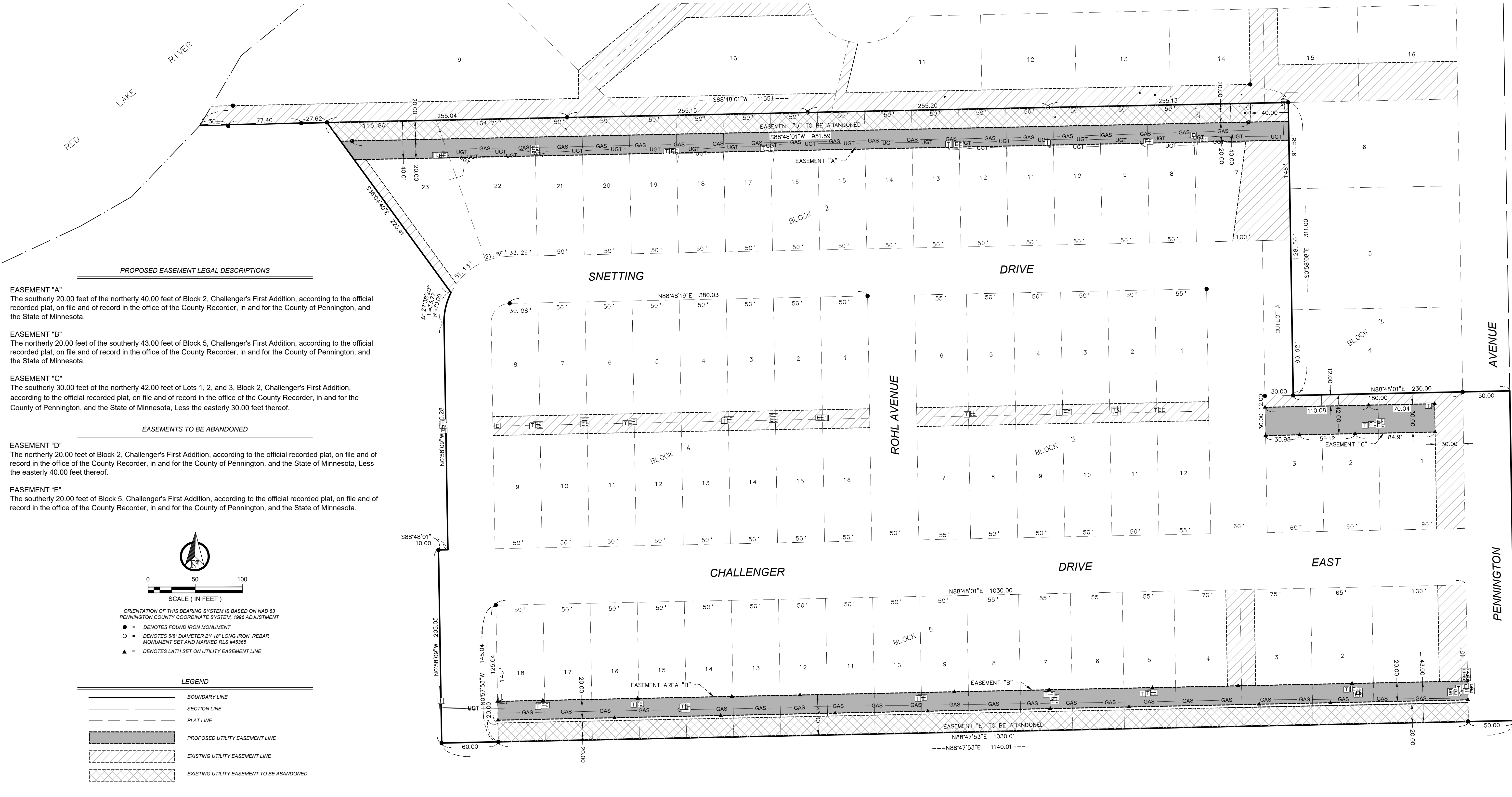
Notary Public

Tax statements for the real
property described in this
instrument should be sent to:

LRP, Inc.
17922 142nd Avenue NE
P.O. Box 248
Thief River Falls, MN 56701

CERTIFICATE OF SURVEY

PART OF BLOCKS 2 AND 5; CHALLENGER'S FIRST ADDITION, THIEF RIVER FALLS, PENNINGTON COUNTY, MN



DATE:	6/24/2024	DATE:		AMENDMENTS		BY:		PREPARED FOR: CITY OF THIEF RIVER FALLS
SCALE:	AS SHOWN							I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY:	D.D.M.							
CHECKED BY:	G.R.B.							
FILE NUMBER:	2024-11166							GARRETT R. BOROWICZ DATE: 7/19/2024 LIC. NO. 45365

CERTIFICATE OF SURVEY

PART OF BLOCKS 2 AND 5; CHALLENGER'S FIRST ADDITION, THIEF RIVER FALLS, PENNINGTON COUNTY, MN



DATE:	6/24/2024	DATE:		AMENDMENTS:		BY:		PREPARED FOR: CITY OF THIEF RIVER FALLS
SCALE:	AS SHOWN							I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.
DRAWN BY:	D.D.M.							
CHECKED BY:	G.R.B.							DATE: 7/19/2024 LIC. NO. 45365
FILE NUMBER:	2024-11166							

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WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS



Request for Council Action

DATE: 11/19/2024

SUBJECT: First Reading of Ordinance 114.02 - Cannabis and Lower Potency Hemp Edibles.

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

MOTION TO: Hold the First Reading of Ordinance 114.2 an amendment to City Code Chapter 114 entitled “Cannabis” by adding section 114.02 - Cannabis and Lower Potency Hemp Edibles Ordinance, and adopting by reference city code Chapter 10, which, among other things, contains penalty provisions.

BACKGROUND: The Minnesota State Legislature has adopted Minnesota State Statute 342. Cannabis, which regulates the cultivation, manufacturing, transportation, wholesale and retail sales, and adult use of Cannabis products and Lower Potency Hemp Edibles and Topical products. Section 342.13 addresses Local Control. A local unit of government may adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses. A local unit of government may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.

KEY ISSUES: • Per Minnesota State Statute 342.13 – Local Control, NO fewer than one retail registration for every 12,500 residents is allowed.

- The City of Thief River Falls may establish, own, and operate one municipal cannabis retail business subject to the restrictions in Minnesota State Statute 342 and the same retail license requirements and procedures applicable to all other applicants. The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses.
- The recommended prohibited distance from schools, daycare centers, residential treatment centers, and city park attractions has been set at 300 feet which allows location of cannabis businesses in the C-3 - Central Business District and along our C-2 General Business Corridors. Setting a prohibited distance limit greater than that results in nearly no locations to place a cannabis business.
- Section 3.3 sets the Hours of Operation to follow Minnesota State Statute 347.27, Subd. 7 on Cannabis operations.

MN State Statute 347.27, Subd. 7 currently reads:
Subd. 7. Hours of operation.

- (a) Except as provided by paragraph (b), a cannabis business with a license or endorsement authorizing the retail sale of cannabis flower or cannabis products may not sell cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between 2:00 a.m. and 8:00 a.m. on the days of Monday through Saturday nor between 2:00 a.m. and 10:00 a.m. on Sunday.
- (b) A city or county may adopt an ordinance to prohibit sales for any period between 9:00 p.m. and 2:00 a.m. the following day or between 8:00 a.m. and 10:00 a.m. on the days of Monday through Saturday.
- (c) A cannabis business with a license or endorsement authorizing the retail sale of cannabis flower or cannabis products may not be open to the public or sell any other products at times when the cannabis business is

prohibited from selling cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.

- A cannabis retail registration application and fee schedule need to be established. A local unit of government may impose an initial retail registration fee of \$500 or up to half the amount of the applicable initial license fee under section 342.11, whichever is less. The local unit of government may also impose a renewal retail registration fee of \$1,000 or up to half the amount of the applicable renewal license fee under section 342.11, whichever is less. The initial registration fee shall include the fee for initial registration and the first annual renewal. Any renewal fee imposed by the local unit of government shall be charged at the time of the second renewal and each subsequent annual renewal thereafter. Note: the initial license fee for a microbusiness is \$0. It is also \$0 for the license and renewal of a medical cannabis cultivator, a medical cannabis processor and a medical cannabis retailer.
- Per Minnesota State Statute 342.22, Subd. 4 – A local unit of government shall conduct compliance checks of every cannabis business and hemp business with a retail registration issued by them. The checks shall assess compliance with age verification requirements, the applicable operation requirements, and the applicable limits on the types of cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products being sold.

FINANCIAL CONSIDERATIONS: We may charge a business registration fee which should cover the costs of compliance checks.

LEGAL CONSIDERATION: A public hearing was held at 5:00 pm at the Planning Commission meeting on November 12, 2024.

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

ATTACHMENTS:

1.	Cannabis Ordinance - DRAFT.rev2
2.	Cannabis Lower Potency Hemp Edibles Addition to Zoning Code.revised

ORDINANCE NO. ____, 3rd SERIES

**AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS,
MINNESOTA, AMENDING CITY CODE CHAPTER 114
ENTITLED "CANNABIS" BY ADDING CHAPTER 114.02
"CANNABIS AND LOWER POTENCY HEMP EDIBLES", AND
ADOPTING BY REFERENCE CITY CODE CHAPTER 10,
WHICH, AMONG OTHER THINGS, CONTAIN PENALTY
PROVISIONS.**

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

**Section 1. City Code Chapter 114 is hereby amended
to add Section 114.02, to read as follows:**

**Cannabis and Lower Potency Hemp Edibles
Ordinance No. 114.02**

Section 1	Administration
Section 2	Registration of Cannabis Business
Section 3	Requirements for a Cannabis Business (Time, Place, Manner)
Section 4	Temporary Cannabis Events
Section 5	Lower Potency Hemp Edibles
Section 6	Local Government as a Retailer
Section 7	Use of Cannabis in Public

**AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS TO REGULATE CANNABIS
BUSINESSES**

The city council of Thief River Falls hereby ordains:

Section 1. Administration

1.1 Findings and Purpose

The City of Thief River Falls makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes the City of Thief River Falls to protect the public health, safety, welfare of Thief River Falls residents by regulating cannabis businesses within the legal boundaries of Thief River Falls.

The City of Thief River Falls finds and concludes that the proposed provisions are appropriate and lawful land use regulations for the City of Thief River Falls that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

1.2 Authority & Jurisdiction

The City of Thief River Falls has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

This Ordinance shall be applicable to the legal boundaries of the City of Thief River Falls.

1.3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

1.4 Enforcement

The City Police Chief and Zoning Administrator are responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

1.5 Definitions

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, excluding lower-potency hemp edible retailers.
4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.
9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the City of Thief River Falls to a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2. Registration of Cannabis Businesses

2.1 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within the City of Thief River Falls without first registering with the City of Thief River Falls.

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

2.2 Compliance Checks Prior to Retail Registration

Prior to issuance of a cannabis retail business registration, the City of Thief River Falls shall conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, the City of Thief River Falls shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

2.3 Registration & Application Procedure.

2.3.1 Fees.

The City of Thief River Falls shall not charge an application fee.

A registration fee, as established in the City of Thief River Falls' fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by the City of Thief River Falls shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

2.3.2 Application Submittal.

The City of Thief River Falls shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the City of Thief River Falls. Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;

- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.

(B) The applicant shall include with the form:

- i. the application fee as required in [Section 2.3.1];
- ii. a copy of a valid state license or written notice of OCM license preapproval;

(C) Once an application is considered complete, the Zoning Administrator shall inform the applicant as such, process the registration fees, and forward the application to the City Council that will approve or deny the request for approval or denial.

(D) The application fee shall be non-refundable once processed.

2.3.3 Application Approval

(A) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.

(B) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

2.3.4 Annual Compliance Checks.

The City of Thief River Falls shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24 and this Ordinance.

The City of Thief River Falls shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

2.3.5 Location Change

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of the City of Thief River Falls, it shall notify the City of Thief River Falls of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

2.4 Renewal of Registration

The City of Thief River Falls shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by the City of Thief River Falls.

A cannabis retail registration issued under this Ordinance shall not be transferred.

2.4.1 Renewal Fees.

The City of Thief River Falls may charge a renewal fee for the registration starting at the second renewal, as established in the City of Thief River Falls' fee schedule.

2.4.2 Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to:

- Items required under Section 2.3.2 of this Ordinance.

2.5 Suspension of Registration

2.5.1 When Suspension is Warranted.

The City of Thief River Falls may suspend a cannabis retail business's registration if it violates the ordinance of the City of Thief River Falls or poses an immediate threat to the health or safety of the public. The City of Thief River Falls shall immediately notify the cannabis retail business in writing the grounds for the suspension.

2.5.2 Notification to OCM.

The City of Thief River Falls shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City of Thief River Falls and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

2.5.3 Length of Suspension.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The City of Thief River Falls shall reinstate a registration if OCM determines that the violation(s) have been resolved.

2.5.4 Civil Penalties.

Subject to Minn. Stat. 342.22, subd. 5(e) the City of Thief River Falls may impose a civil penalty, as specified in the City of Thief River Falls' Fee Schedule, for registration violations, not to exceed \$2,000.

2.6 Limiting of Registrations

The City of Thief River Falls shall not limit the number of cannabis retail businesses within the city limits and at all times will comply with state statute to allow no fewer than one registration for every 12,500 residents.

Section 3. Requirements for Cannabis Businesses

State Statutes allow the City of Thief River Falls to “adopt reasonable restrictions on the time, place, and manner of the operation of a cannabis business.”

3.1 Minimum Buffer Requirements

The City of Thief River Falls shall prohibit the operation of a cannabis business within 300 feet of a school.

The City of Thief River Falls shall prohibit the operation of a cannabis business within 300 feet of a day care.

The City of Thief River Falls shall prohibit the operation of a cannabis business within 300 feet of a residential treatment facility.

The City of Thief River Falls shall prohibit the operation of a cannabis business within 300 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

3.2 Zoning and Land Use

3.2.1. Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted as an Industry in the following zoning districts:

- Light Industrial District (I-1);
- or General Industrial District (I-2)

3.2.1. Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as an Industry in the following zoning districts:

- Light Industrial District (I-1);
- or General Industrial District (L-2)

3.2.1. Hemp Manufacturer.

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as an Industry in the following zoning districts:

- Light Industrial District (I-1);
- or General Industrial District (I-2)

3.2.1. Wholesale.

Cannabis businesses licensed or endorsed for wholesale are permitted as an Industry in the following zoning districts:

- Light Industrial District (I-1);
- or General Industrial District (I-2)

3.2.1. Cannabis Retail.

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a commercial business in the following zoning districts:

- General Business District (C-2);
- Central Business District (C-3)
- Downtown Fringe District (C-4)

3.2.1. Cannabis Transportation.

Cannabis businesses licensed or endorsed for transportation are permitted as a Wholesale Distributor in the following zoning districts:

- Light Industrial District (I-1);
- or General Industrial District (I-2)

3.2.1. Cannabis Delivery.

Cannabis businesses licensed or endorsed for delivery are permitted as a Wholesale Distributor in the following zoning districts:

- Light Industrial District (I-1);
- or General Industrial District (I-2)

3.3 Hours of Operation

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products as allowed pursuant to Minnesota State Statute section 342.27, Subd. 7, as it presently exists or may hereafter be amended.

3.4 Advertising

Cannabis Businesses must follow the sign regulations as described in section 152 of the City's Ordinances for their respective zoning district.

Section 4. Temporary Cannabis Events

Any individual or business seeking to obtain a cannabis event license must provide OCM information about the time, location, layout, number of business participants, and hours of operation. A cannabis event organizer must receive local approval from the City of Thief River Falls, including obtaining any necessary permits or licenses issued by the city before holding a cannabis event.

4.1 License or Permit Required for Temporary Cannabis Events

Notwithstanding any provision of this Code to the contrary, the council may issue a license for the temporary cannabis events in connection with a social event sponsored by the licensee.

4.1.1 License Required.

A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four days.

A license or permit is required to be issued and approved by the City of Thief River Falls prior to holding a Temporary Cannabis Event.

Application

4.1.2 Registration & Application Procedure

Application for a license shall be made to the city administrator on an application provided by the city administrator. Before issuance, the license must be approved by the city council and issued by the city administrator upon payment of required fee and completion of other requirements.

A registration fee for a temporary cannabis event license shall be established by the council by resolution, which fee may be changed from time to time.

4.1.3 Application Submittal & Review.

The City of Thief River Falls shall require an application for Temporary Cannabis Events.

(A) An application for a retail registration shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;

(B) The applicant shall include with the form:

- i. the application fee as required in (Section 4.1.2);
- ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the City of Thief River Falls, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

(C) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.

(D) The application fee shall be non-refundable once processed.

(E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

- i. The event area shall be cordoned off with fencing to prevent anyone under the age of 21 to enter.

- ii. All entrances to the event area must be manned for security and all attendees must be checked for ID and age verification. Only adults aged 21 or older may enter the event area.
 - iii. Organizers will submit a map of the event area indicating entrances/ID check areas, vendor areas, etc.
 - iv. No license/permit is valid until a Temporary Cannabis License is approved by the Office of Cannabis Management.
 - v. No license shall be issued for more than three four-day, four three-day, six two-day or 12 one-day temporary licenses, in any combination not to exceed 12 days per year, for a temporary cannabis event to any one individual, organization or registered political committee, or for any one location, within a 12-month period.
 - vi. The city shall not issue more than one temporary cannabis event license to any one individual, organization, or registered political committee, or for any one location, within any 30-day period, unless the licenses are issued in connection with an event officially designated a community festival by the city.
 - vii. All licenses/permits and licensees are subject to all provisions of State Statutes and this Code relating to temporary cannabis events. The licensee shall provide proof of financial responsibility coverage (insurance.)
 - viii. Licenses/permits may authorize sales on premises other than those owned or permanently occupied by the licensee.
- (G) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.
- (H) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The City of Thief River Falls shall notify the applicant of the standards not met and basis for denial.
- (I) Temporary cannabis events shall only be held between the hours of 10 AM and 8 PM.

Section 5. Lower-Potency Hemp Edibles

5.1 Sale of Low-Potency Hemp Edibles

The sale of Low-Potency Edibles is permitted, subject to the conditions within this Section.

5.2 Zoning Districts

Low-Potency Edibles businesses are permitted as a (type of use) in the following zoning districts:

- General Business District (C-2);
- Central Business District (C-3)
- Downtown Fringe District (C-4)

5.3 Additional Standards

5.3.1 Sales within Municipal Liquor Store.

The sale of Low-Potency Edibles is permitted in a Municipal Liquor Store.

5.3.2 Age Requirements.

Per Minnesota State Statute, the sale of Low-Potency Edibles is permitted only to persons 21 years of age or older.

5.3.3 Beverages.

The sale of Low-Potency Hemp Beverages is permitted in places that meet requirements of this Section.

5.3.4 Storage of Product.

Low-Potency Edibles shall be sold behind a counter and stored in a locked case.

Section 6. Local Government as a Cannabis Retailer

The City of Thief River Falls may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6.

The City of Thief River Falls shall be subject to all the same retail license requirements and procedures applicable to all other applicants.

Section 7. City Code Chapter 10 entitled "General Provisions" and Section 152.998 entitled "Violation" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 8. This ordinance shall be in force and effect from and after its passage, approval, and publication.

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

Notice is hereby given, pursuant to Chapter 114 of the Thief River Falls City Code, that the Planning Commission will consider:

An amendment to City Code Chapter 114 entitled “Cannabis” by adding section 114.02 “Cannabis and Lower Potency Hemp Edibles Ordinance”, and adopting by reference city code Chapter 10, which, among other things, contains penalty provisions. The proposed ordinance amendment will address: zoning classifications for cultivation, wholesale activities, and retail sale; classifying the number of licenses which may be issued; restricting hours of operation; preclusion of retail locations within certain distances from churches, schools, daycares and playground areas; and other provisions. A copy of the full draft ordinance is available at City Hall, or on the City’s website <https://www.trfmn.gov>.

Notice is further given that the Planning Commission will conduct a hearing on the proposed ordinance amendment at 5:00 p.m. on Tuesday, November 12, 2024, in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the proposed ordinance amendment will have the option to be heard at that time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

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

Dated this 25th day of October 2024

CITY OF THIEF RIVER FALLS

/s/ Richard L. Baker
Zoning Administrator

Published in the Wednesday, October 30th edition of The Times.



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: 11/19/2024

SUBJECT:

RECOMMENDATION:

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

1.	Scrap Metal RFP
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Scrap Iron / Aluminum / Copper
Request for Proposals

The purpose of this Request for Proposals (RFP) is to invite entities experienced in scrap metal recycling to submit proposals to the City of Thief River Falls Electric Department.

The Scope of Work to be performed:

1. Bidder will supply a scrap metal container to be located at 1711 1st St. W, Thief River Falls in the gated yard
 - a. If divided containers are provided – Electrical Department will separate metals
 - b. If non-divided containers are provided – Bidder will separate metals
2. Bidder will pick up container and haul when notified by the City that it is full
3. Bidder will ensure the going rate for scrap metal is used
4. Bidder will mail payments to: The City of Thief River Falls, 405 Third St E. Thief River Falls, MN 56701

Submission Information:

1. Submit to: Jennifer Myers, Deputy City Clerk
PO Box 528
Thief River Falls, MN 56701

Email: jmyers@trfmn.gov
Phone: 218-681-2943

2. The bidder awarded the proposal will have a 5-year contract with the City of Thief River Falls.
3. This RFP may be canceled, and any proposal may be rejected at the discretion of the City of Thief River Falls.
4. Bidders must **submit proposals no later than noon on December 4, 2024.**

Evaluation Procedure:

1. Evaluation of the scope of work to be performed
2. Best scrap metal rates at the time of proposal

After proposals are evaluated, the City will review with the City of Thief River Falls Utility Committee and recommend going for approval at the December 17, 2024 City Council Meeting. This contract would be effective January 1, 2025 - December 31, 2029.



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: 11/19/2024

SUBJECT: Approval of 2025 City License Renewals

RECOMMENDATION: It is respectfully requested the Council to consider:

MOTION TO: Approval of 2024 City License Renewals effective January 1, 2025 – December 31, 2025.

BACKGROUND: Annually, City License Renewal forms are distributed to current license/permit holders to be completed by October 18th. Submission of City Application, State Renewal forms, Background Check forms, Certificate of Insurance, MN Revenue form and appropriate fees according to City Code.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: License fees are set by City Council and listed in City Code.

LEGAL CONSIDERATION: Contingent on all applications, background checks, fees and insurance being met.

DEPARTMENT/RESPONSIBLE PERSON: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	2025 License List
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City of Thief River Falls

2025 Licenses

Tobacco \$150

- JKC Corp (Station 59)
- Erl's Food Market, Inc
- Farmer's Union Oil Company
- Farmer's Union Oil Company – Hwy 59
- Hugo's #7 (Valley Markets Inc)
- Circle K/Holiday Stations
- King Tobacco Thief River Inc (King Tobacco Thief River Falls (TRF))
- TH Specialty Store Inc (King Tobacco Thief River 2 Pennington
- Northdale Oil – Pennington Main
- Northdale Oil – Pennington Square
- Wal-Mart Supercenter #3761
- Falls Liquor

Pawn Broker's \$40

Northern Gun & Pawn

Junk Dealer's \$45

Phillip's Iron & Metal, Inc.

Taxi \$30 (for 1st vehicle) / \$25 each add'l

Northland Taxi

Off-Sale 3.2 Beer \$100

- JCK Corp (Station 59)
- Erl's Market, Inc (Erl's Market)
- Circle K/Holiday Stations
- Wal-Mart Supercenter #3761

Club On-Sale Liquor \$500

- FOE Aarie 2368 (Eagles)
- VFW 2793 (VFW Post)

On-Sale 3.2 Beer \$250

Line on 59

On-Sale Liquor \$2,800

- La Fiesta, Inc (El Loro Mexican Grill
- American Legion Post 117, Inc
- SouthTown Lanes & Pizza Pub (South Town Lanes, Inc)
- Joseph Holtan (The Schoon Bar & Grill)
- ShowTime Enterprises LLC (The Piggy BBQ)
- The Hive Bar & Grill Inc. (The Hive Bar & Grill)
- Grzadzy's Inc. (Black Cat Sports Bar & Grill)
- Heidi Ortiz (Las Ranitas)
- 16 Penny Inc (Rusty Nail)
- Global Spectrum L.P. (Ralph Englestad Area)
- Mogan Hospitality Group Inc (Moe's Burgers and Brews)
- The Line on 59

Sunday On-Sale Liquor \$200

- Grzadzy's Inc (Black Cat Sports Bar and Grill
- 16 Penny Inc (Rusty Nail)
- Heidi Ortiz (Las Ranitas)
- American Leion Post 117, Inc
- South Town Lanes & Pizza Pub (South Town Lanes, Inc)
- Joseph Holtan (The Schooner Bar & Grill)
- La Fiesta Inc (El Loro Mexican Grill)
- The Hive Bar & Grill
- FOE Aarie 2368 (Eagles)
- VFW 2793 (VFW Post)
- ShowTime Enterprises LLC (The Piggy BBQ)
- Mogan Hospitality Group Inc (Moe's Burgers and Brews)
- Global Spectrum L.P. (Ralph Engelstad Arena)

Small Brewer Off Sale \$300

Small Brewer Off Sale \$300

Taproom On Sale \$400

Rivers and Rails Brewing Co LLC

**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						
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	\$245,000	27-Feb-25	1.80%	27-Aug-20	\$242,802.35
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$179,374.77
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	\$255,000	25-Aug-25	3.50%	25-Feb-23	\$253,115.55
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$237,579.42
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	\$200,000	11-Feb-26	1.00%	11-Aug-21	\$192,192.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	\$246,000	30-Mar-26	2.85%	01-Jul-22	\$244,632.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.95%	30-Jun-21	\$238,215.81
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$232,656.90
Ininvest Ntl Bk Tr Souderton	Certificate of Deposit - Brokered	\$183,000	17-May-27	4.50%	16-May-23	\$185,410.11
Bank Brenham Tex	Certificate of Deposit - Brokered	\$244,000	12-Oct-27	4.10%	10-Apr-25	\$242,955.68
Solutions Bk Forresteron III	Certificate of Deposit - Brokered	\$209,000	22-Sep-28	5.30%	22-Oct-23	\$209,094.05
Northwest Bk Boise Idaho	Certificate of Deposit - Brokered	\$248,000	28-Mar-29	4.65%	28-Apr-24	\$248,334.80
Bankwest Inc Pierre SD	Certificate of Deposit - Brokered	\$248,000	12-Apr-29	4.65%	12-May-24	\$254,202.48
Jonesboro St Bk Jonesboro LA	Certificate of Deposit - Brokered	\$244,000	03-Oct-29	4.00%	03-Nov-24	\$240,749.92
Defiance Ohio City Sch Dist	Bond - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$458,227.00
Fresno Calif Uni School Dist	Bond - Brokered	\$300,000	01-Aug-25	0.00%	01-Aug-25	\$289,737.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$175,987.50
RBC INVESTMENTS						\$4,125,267.84
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

Western Alliance Bank, CA	Certificate of Deposit - Brokered	\$237,250	09-Jul-25	5.312%	\$237,250.00
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	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

\$3,477,750.00

TOTAL CD INVESTMENTS

\$7,703,017.84

MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	4.480%	\$3,519,427.41
RBC	US Govt Money Market Fund		\$365.53
League of Minnesota Cities	4M Money Market Fund	5.321%	\$10,452,110.62
League of Minnesota Cities	4M Plus Fund	5.368%	\$28,724.93
League of Minnesota Cities	4M LTD Account		<u>\$8,074,863.36</u>

TOTAL MONEY MARKET SAVINGS

\$22,075,491.85

GRAND TOTAL

10/31/2024 \$29,778,509.69