

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, October 19, 2021

**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. VISIT THIEF RIVER FALLS BUDGET PRESENTATION - LAURA STENGRIM**
(Page 3-12)
- 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 OCTOBER 5, 2021 COUNCIL PROCEEDINGS** *(Page 13-19)*
 - 7.2. CITY OF THIEF RIVER FALLS BILLS AND DISBURSEMENTS AND COUNCIL PER DIEMS** *(Page 20-55)*
 - 7.3. APPROVE PROGRESSION RAISE FOR JARRIN GUNDERSON, PATROL OFFICER** *(Page 56)*
 - 7.4. APPROVAL OF PROGRESSION RAISE FOR MARAH FROILAND, PART-TIME OFF-SALE CLERK** *(Page 57)*

- 7.5. APPROVAL OF PROGRESSION RAISE FOR SCOTT FOGARTY, PART-TIME OFF-SALE CLERK (Page 58)

8. NEW BUSINESS

- 8.1. APPROVAL OF VISIT THIEF RIVER FALLS 2022 BUDGET (Page 59)
- 8.2. BRIAN ANDERSON FARM LEASE AGREEMENT (Page 60-64)
- 8.3. APPROVAL OF STRATEGIC PLAN PROPOSAL FOR G CARIVEAU & ASSOCIATES (Page 65-78)
- 8.4. APPROVE 2021/2022 TZD GRANT TO THE THIEF RIVER FALLS POLICE DEPARTMENT TO SHARE WITH THE PENNINGTON COUNTY SHERIFF'S OFFICE. THIS WILL INCLUDE A 50% EQUIPMENT MATCH OF \$1,500.00 FOR A NEW RADAR. (Page 79)
- 8.5. RESOLUTION TO CALL FOR PUBLIC HEARING FOR 2021 SAFE ROUTES TO SCHOOL TRAIL – BELLEVILLE COURT CONNECTION (Page 80-81)

- 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 - NOVEMBER 2ND AT 5:30 P.M. (*Has to be done by 6:00 p.m. due to School Election*)
- 10.2. UTILITIES COMMITTEE - NOVEMBER 8TH AT 7:00 A.M.
- 10.3. PUBLIC SAFETY/LIQUOR COMMITTEE - NOVEMBER 8TH AT 4:30 P.M.
- 10.4. ADMINISTRATIVE SERVICES COMMITTEE - NOVEMBER 9TH AT 4:30 P.M.
(Room 201 City Hall)
- 10.5. PUBLIC WORKS COMMITTEE - NOVEMBER 10TH AT 4:30 P.M.

11. INFORMATIONAL ITEMS

- 11.1. INVESTMENT SUMMARY 9/2021 (Page 83)

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.



HISTORY



The Thief River Falls Convention & Visitors Bureau was enacted in February 1984. The CVB operated as a tourism marketing division under the Chamber of Commerce from 1984 to 2006. In 2006, the CVB incorporated and formed our own organization.

In the spring of 2018, as part of our new creative marketing strategy, the CVB officially rebranded our organization to "Visit Thief River Falls" and redesigned our logo. We didn't change our legal name; we are simply doing business as "Visit Thief River Falls." This type of rebranding has been a common shift

that many CVBs have made over the past few years. The new brand is a call to action and will simplify our marketing efforts. Being the "Thief River Falls Convention & Visitors Bureau" is still our legal name, that's what our organization will be referred to in this report.

FUNDING SOURCE

The CVB is funded solely by the 3% Lodging Tax that is collected from overnight visitors at all 7 hotel properties in Thief River Falls, as well as the city campground. This tax is collected by the City of Thief River Falls and 95% is passed along to the CVB monthly. These lodging tax dollars are used to market the entire community. There are no membership dues or fees assessed from individuals or businesses.

MISSION STATEMENT

"The objective of the Thief River Falls Convention & Visitors Bureau shall be to promote the Thief River Falls area as a destination for conferences, conventions, events, group tours and leisure travelers; thereby enhancing the economic growth of the area."

STATE OF MN OFFICE OF THE ATTORNEY GENERAL

LODGING TAX STATUTE § 469.190

The funds that the CVB operates on are state-regulated by the following State Statute: "Ninety-five percent of the gross proceeds from any tax imposed under subdivision 1 shall be used by the statutory or home rule charter city or town to fund a local convention or tourism bureau for the purpose of marketing and promoting the city or town as a tourist or convention center."

TOURIST DEFINITION

The University of Minnesota Tourism Center uses the definition given by the U.S. Travel Association: "A tourist is defined as someone who is 50 miles or more (one way) from their primary residence."

Patrick Simmons, Research Analyst at Explore Minnesota Tourism: "We consider a tourist to be someone traveling for pleasure on an overnight trip, or on a day trip of at least 50 miles from home."

LODGING TAX USAGE: ACCORDING TO THE OFFICE OF THE ATTORNEY GENERAL

- If lodging tax usage is questioned, the Attorney General's office is asked for an opinion. Here are a couple examples of those opinions:

"We have been of the view that 'marketing and promoting' the city for purposes of lodging tax expenditures includes activities directly related to providing information concerning tourist or convention assets of the city to persons outside the immediate area or in directly seeking to attract such persons to the city, but does not generally include creation of such assets or the support of community betterment in general. In light of the fact that the revenue in question is raised by taxation of hotels, motels and like tourist facilities, it is likely that the legislature intended that the restricted 95 percent be used in ways calculated to directly attract persons likely to patronize such facilities as opposed to uses which generally benefit the city as a whole."

"Certainly, advertising or similar efforts to make tourists or convention planners from outside the area aware of local events such as the fair or sporting events would appear to be legitimate marketing or promotion. If, on the other hand, the result of the expenditures is simply to assist the event in general or in some way that would not reasonably be seen as calculated to attract additional people for tourism or convention business, they would not likely qualify."

ECONOMIC IMPACT



According to Explore Minnesota's "Tourism Facts: Minnesota Leisure and Hospitality Industry 2016," tourism in Minnesota has an impact of \$41 million in average daily sales at leisure & hospitality businesses, supporting almost 265,000 jobs. This in an industry that needs and deserves support because of the immediate return it brings to the state. Every \$1 invested in tourism promotion brings \$9.00 in state and local taxes and \$92 in spending by travelers.

- In 2019, the Leisure & Hospitality Industry had the following impact on Pennington County:

Gross Sales	State Sales Tax	Jobs
\$28,666,699	\$1,964,054	550

- Explore Minnesota estimates the following travel spending by sector:

					
Food 25%	Lodging 20%	Retail 16%	Transportation 16%	Recreation 16%	Second homes 7%

Using the data above, for every dollar a visitor spends at our hotels, they spend an additional \$4 elsewhere in our community.

The 2020 Thief River Falls gross lodging tax revenue was approximately $\$114,359 \times 33 = \$3,773,843$ in Total Thief River Falls Annual Hotel Revenue $\times 5 = \$18,869,213$ in Total Thief River Falls Visitors' Annual Economic Impact.



GRANTS & COOPERATIVE MARKETING PROGRAMS

In 2020, the Convention & Visitors Bureau accessed \$18,000 in crisis marketing grant dollars through the Explore Minnesota Tourism Organizational Partnership Grant. We also accessed \$7,050 in marketing grant dollars through Riverland Association. That is a cooperative marketing program that we buy into with membership dues.

PRINT ADVERTISING

The CVB Board of Directors feel that the demand of print is slowly decreasing, but there are a few staple print pieces that we advertise in. One is the Explore Minnesota State Travel Guide, another is the Minnesota Explorer (which is printed seasonally, and another is the Travel Times that is printed each summer. The CVB has also partnered with the Chamber of Commerce on an ad in the Miss Minnesota Pageant Booklet supporting our Miss Thief River Falls and Miss RiverFest contestants, but also promoting our great community.



COMMUNITY BRANDING

The Chamber of Commerce's Downtown Development Association initiated a Community Branding task force in 2018 and asked Executive Director, Laura Stengrim, to facilitate that task force. The mission of this task force was to create a consistent brand for Thief River Falls and to use that brand as the design on new welcome banners for the city of Thief River Falls. The new community tagline "Where Two Rivers Meet" was created and will be used to market Thief River Falls consistently across several organizations and entities.



VISITOR SURVEY

We launched a visitor survey at all seven hotels in January 2021. This short survey was created in Survey Monkey, embedded into our website, and promoted at hotels offering a quarterly prize as an incentive.



PINE TO PRAIRIE BIRDING TRAIL

A vertical market that we are heavily involved in promoting is birdwatching. We are a member of the Pine to Prairie International Birding Trail Committee which stretches from Fergus Falls to Warroad. A few years ago, Manitoba's birding trail was connected to our trail, creating North America's 2nd International Birding Trail. This has increased international tourism to all communities along the trail. MN DOT approved our signage request in 2010 for a brown sign directing motorists to our Birding Observation Site at the Thief River Falls Wastewater Treatment Ponds. They are located west of Thief River Falls off State Hwy 1. The signs direct both eastbound and westbound motorists to our site where they will find a handicapped accessible, enclosed birding shelter and an interpretive sign.



BIKE THIEF RIVER FALLS

A group of volunteers are working together to make Thief River Falls more bike friendly and the CVB has contributed to this effort in the following ways: 1) Assisted with creation of a new bike trail map, 2) Created a promotional video promoting biking, 3) Facilitated the creating of a new bike rental program at the hotels, 4) Paid for additional usage rights for 5 biking photos for usage in their marketing efforts, 5) Assisted in the launch of the new, MEC 100 Ride event.

HOSPITALITY SPOTLIGHT

National Travel & Tourism Week was May 2-8, 2021. We honored our frontline hospitality workers that week by featuring them on our Facebook page and thanking them for their service during the pandemic. The goal was to post a photo and brief bio of one frontline worker (front desk staff, housekeeping, etc.) at each of the seven hotels and feature one each day for the seven days May 2-8.



ADVANCE THIEF RIVER & CHAMBER OF COMMERCE PARTNERSHIPS



#TRF Strong - We were honored to partner with the Chamber and ATR on a weekly webinar series throughout the spring and summer of 2020 providing resources to business owners regarding Covid-19. We had speakers from MN DEED, the MN Retailers Assn., and many more. Topics ranged from: Emergency Loans/PPP/Cares Act/Marketing through Pandemic, etc.

Welcome to Line 3 Workers - There were approximately 1,000-1,500 Line 3 replacement workers here throughout this year. We formally welcomed the pipeliners by giving them each a Visitors Guide, as well as printing and distributing the "Welcome Line 3 Workers" Window Clings to 100 area businesses (a financial partnership with the Chamber of Commerce and Advance Thief River.)

Come Home to TRF - This is a promotional campaign, targeting TRF alumni and encouraging them to move back to the area. Laura was invited to serve on a small working group to lay out the fundamentals of the campaign.

Service with a Smile - Michelle Landsverk with Advance Thief River invited our organization and the Chamber of Commerce to partner on a social media campaign to address the open jobs in our hospitality industry. It's called "Service with a Smile" and we are inviting our hotels, restaurants, and retail stores to nominate an employee to film a short video promoting what they love about their job. We posted these to our Facebook pages in hopes to encourage people to apply for a job in the industry.

MARKETING & PROMOTIONAL EVENT FUNDING

The CVB has the ability to provide Event Marketing Sponsorship Funding to attract out-of-town visitors to Thief River Falls events. This funding must be used to fund marketing and promotion of event in media that reaches primarily out of town visitors. Priority will be given to events that encourage overnight visitation. Events must also be open to the public.

The CVB sponsored the tourism marketing of the following events in 2021 totaling \$7,800:

TRFAHA Hockey Tournaments - \$1,800

Pennington County Fair - \$2,000

RiverFest - \$2,000

MSAA State 3D Archery Tournament - \$2,000

One of the board's objectives is to encourage more local events and clubs to take advantage of this funding. Click here for more information on the CVB's Event Marketing Sponsorship Funding: <https://visitttrf.com/planners/event-marketing-sponsorship/>.

VISITOR GUIDE DISTRIBUTION

In addition to distributing the Thief River Falls Visitor Guide to all potential visitors who request information on Thief River Falls and to all Thief River Falls businesses, we also distribute the guide to the following locations across the state:

Paid Distribution Locations:

- Mall of America Brochure Distribution Program
- Minneapolis St. Paul Airport Distribution Program

Free Distribution Locations:

- Worthington Travel Information Center
- Thompson Hill Travel Information Center
- Moorhead Travel Information Center
- St. Croix Travel Information Center
- Beaver Creek Travel Information Center
- Fisher's Landing Travel Information Center
- Albert Lea Travel Information Center
- Two Harbors Information Center
- MN United Snowmobilers Association
- Albertville Premium Outlets
- Grand Forks Air Force Base
- Red Wing Visitor Center
- Cass Lake Chamber of Commerce
- Wabasha Chamber of Commerce
- Bemidji Chamber of Commerce
- St. Cloud Travel Information Center
- Leech Lake Chamber of Commerce
- Pelican Rapids Chamber of Commerce
- Willmar Chamber of Commerce
- New Ulm Chamber of Commerce
- Sauk Centre CVB
- Little Falls CVB
- Hinckley CVB
- Fargo-Moorhead CVB
- Greater Grand Forks CVB
- Grand Forks Airport

THIEF RIVER FALLS VISITORS GUIDE



The 2021 Thief River Falls Visitors Guide was completely redesigned to resemble a magazine layout with more photos and informational copy, and less traditional ads. The feedback has been very positive, and we intend to keep the new layout going forward.

The guide is almost solely funded by advertisements. The CVB pays approximately \$2,500 to our publishing company annually for higher quality paper and a gloss cover coating. We print 17,000 copies and distribute to all Travel Information Centers across the state, Thief River Falls businesses, and to individuals as requested through an electronic form on our website. We also have both a page-turning and PDF version of our Visitors Guide on our website.

The 2022 Thief River Falls Visitor Guide will be printed in April 2022 and distributed in May 2022.



TOURISM INFORMATION WEBSITE

Our website has a responsive design and the capability for flash, video, Google Maps and much more. We also implemented a color scheme changeover in 2019 to match our new logo. Click here to check it out: www.visittrf.com. The Thief River Falls Visitors Guide is available to download on the website and our promotional videos are embedded in the site. In the last year, 29,732 users accessed our website with 36,620 sessions. 87% were new users, and 13% were returning users.

SOCIAL MEDIA PAGES



The CVB manages the Visit Thief River Falls Facebook page. We created it in 2009 and have 13,502 likes. We market events, retail promotions, restaurant specials and seasonal attractions through this page. We also do giveaways and contests to increase our Likes.



The CVB manages the Visit Thief River Falls Instagram page and we have 1,043 Followers.



The CVB manages the Visit TRF YouTube channel. All television commercials and video contest entries are posted on this channel. We link this directly to our Facebook page and website.

TRAVEL BLOGGER PARTNERSHIP

Shrpa is a company that offers self-guided, day trips created by locals. Thief River Falls has amazing experiences, and through this partnership, we showed everyone how fun and easy it is to explore it with Shrpa. Amazing adventures from day one.

TOURISM DATA COLLECTION

Datafy is a tourism data and marketing platform that is utilized by nearly 100 different CVBs from across the country. They have credit card, geo-location, and mobile advertiser ID data that is actionable through their programmatic advertising platform. Their platform is holistic and has been specially crafted to help CVBs draw in more visitors. It includes live credit card and GPS data that is displayed in our own personal portal. We can easily see who our visitors are, where they are coming from, how much they're spending, how long they're staying, and much more. We can choose the locations we see data for, including hotels, businesses, cities, counties, or any other place we can think of. We can also view all these same metrics for historic data, ranging back over three years.

NATIVE ADVERTISING

Story Writing + Native Advertising Coop Marketing Program

This program provided three custom written articles (including photos, video, social links/feeds and hyperlinks), plus native advertising. Native is one of the strongest ways to get people to learn about certain tourism businesses and organizations. Our sponsored story was placed next to organic content online, giving users a high-impact, natural exposure to your native ad. Each ad will include Explore Minnesota co-branding, and link directly to the industry partner's website.

VIDEO MARKETING

Video inspires action. With more than 1 billion unique users visiting YouTube each month, video ads offer an extraordinary opportunity to reach large audiences. This video marketing co-op offers you the ability to include YouTube in your marketing mix and diversify your reach across platforms. In addition to gaining more exposure, we reached target audiences using criteria such as demographics, geographics, topics, and viewer interests. The in-stream ads play before, during or after another video. Viewers see the first five seconds of the video and can continue watching or choose to skip. Charges incur only when your video is watched for 30 seconds or to the end for shorter videos. Ads show on all devices including Connected TVs. Audiences are created to both reach new people and retarget from your website.

CAMPAIGN DETAILS:

Start Date: April 21st, 2021

End Date: June 27th, 2021

Total Program Cost:
\$3,000 for 27,500 completed
(30 second) views

INSIGHTS:

- MediaOne YouTube campaign delivered 75,145 impressions and 33,328 completed views (+21% bonus)
- View rate was strong at 44% and 64 clicks to the website were generated as an added bonus
- Over 424 total hours of commercial time consumed at an average 20.3 seconds per impression



#TRF MONUMENT

Visit Thief River Falls purchased a monument as part of an organic marketing campaign. This monument is a six-foot-tall piece of public art and it was constructed in the letters "#TRF." It is located along the riverbank at Red Robe Park, just off 8th street. The background of the monument is where

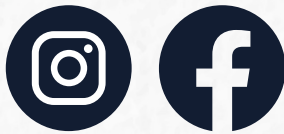
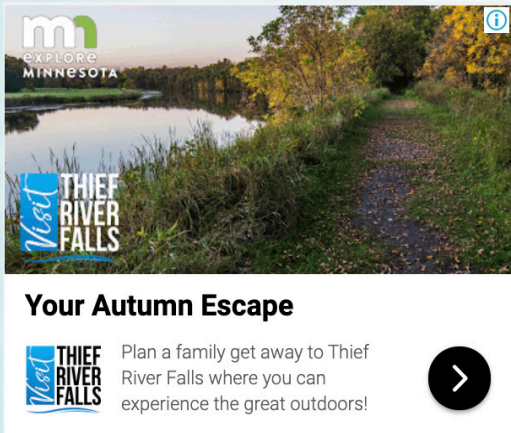
the Thief River and the Red Lake River meet, and it was chosen as the location because our community tagline is "Where Two Rivers Meet."

Organic marketing is a popular marketing trend. It involves getting your customers (or in this case, visitors) to promote your product for you. Visit Thief River Falls is the tourism marketing organization for Thief River Falls, so their product is Thief River Falls. Braffton.com defines it this way, "Anything you don't spend money on directly - blog posts, case studies, guest posts, unpaid tweets and Facebook updates - falls under the umbrella of organic marketing." There are several organic marketing campaigns Visit Thief River Falls has run, including their Tales of TRF blog series, organic social media posts, and their most recent Socially Distanced Selfie Scavenger Hunt.

The goal of this monument is for visitors and residents to promote Thief River Falls by using it as a photo background and posting those photos on social media. People are asked to remember that this is a piece of art, and it shouldn't be sat on or climbed on. There was recently a light kit added to the monument so it is illuminated at night.

SOCIAL MEDIA & SEARCH TARGET DISPLAY MARKETING

Winter 2020-2021 Advertising Campaign



Media:
Facebook
& Instagram



Message:
"Socially Distanced
by Nature"



Creative:
Photos of takeout at
restaurants with masks,
and socially distanced
activities such as snowshoeing,
cross-country skiing, snowmo-
biling, etc. Use words/phrases
from the recent Facebook poll to
organically promote TRF.



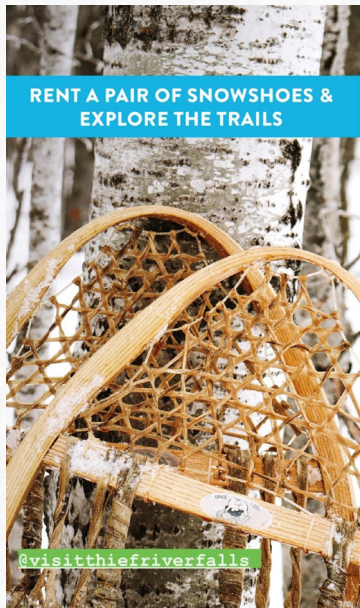
Geographic Market:
MN & ND (We usually
exclude TRF from paid FB
ads, but we will leave it in
our audience to include the
pipeline & other business
travelers.)

Our winter social media campaign through Orange 142 ran for the months of February and March.

- o Impressions: 456,182
- o Clicks: 1,006
- o Click Through Rate: .22% (Industry standard is .08% - .1%)
- o Facebook Fan Growth: 1,067
- o Instagram Fan Growth: 92

Fall Search-Based Targeting Display Program Co-op Marketing Program

This program is a unique ad targeting solution that leverages the same keywords, phrases and intent utilized in Paid Search but to serve more engaging and creative display ad placements. Search Based Display utilizes a Cost Per Click (CPC) rate structure that allows for guaranteed web traffic. Additionally, there are no fluctuations in costs from competitors, quality scores or time of year like commonly found on Paid Search campaigns. Search Based Display campaigns, on average, have higher click through rates compared to traditionally targeting display campaigns by serving ads to consumers who have active search histories relevant to the solutions and services promoted.



INSTAGRAM TAKEOVER

Our 24-hour Story Takeover on Explore Minnesota's channel was on February 18 and is pinned to Explore Minnesota's Instagram profile here:
<https://bit.ly/383UshL>

- o Impressions: 75,611
- o Link Clicks: 152
- o Interactions: 432
- o Shares: 12
- o Profile Visits: 2
- o Reach: 77,370

We will be participating in another takeover this fall.

NATIVE ADVERTISING

Story Writing + Native Advertising Coop Marketing Program

This program provided three custom written articles (including photos, video, social links/feeds and hyperlinks), plus native advertising. Native is one of the strongest ways to get people to learn about certain tourism businesses and organizations. Our sponsored story was placed next to organic content online, giving users a high-impact, natural exposure to your native ad. Each ad will include Explore Minnesota co-branding, and link directly to the industry partner's website.



GOOGLE DMO PARTNERSHIP

This program will help us position our local businesses and points of interest to be both complete and compelling within Google's products, which has become the world's largest travel planning platform. It will provide immediate, tangible support from Visit Thief River Falls on behalf of local businesses in order to create long-term value and potential economic development. The program will generate a measurable increase in reach of existing destination assets, including imagery and business data and expand the digital capabilities of destination marketing staff.

TRF FAQ

Our Marketing Committee helped draft a "TRF FAQ" document for the front desks of each hotel to use to answer Frequently Asked Questions. It will also appear in the 2022 Thief River Falls Visitors Guide.

MARKETING INTERNSHIP

We have had the privilege of having two interns interested in marketing from Lincoln High School this year. This is a great partnership that we hope to continue.

- Spring 2021 - Gabby Hallstrom
- Fall 2021 - Josie Johnson



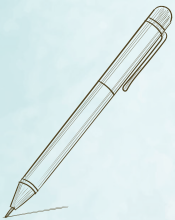
TOURISM EDUCATION

Laura is the Marketing Chairman of Riverland Association, so the CVB has been very involved in hosting their NW MN Tourism Conference the past several years. The speakers range from advertising agencies and event organizers to marketing professionals and business owners.



WELCOME BAGS

The CVB partnered with the City and the Chamber to print 15,000 new welcome bags that feature the new “Welcome to Thief River Falls” logo. The bags are distributed to visitors at conferences, conventions & sporting events, as well as for temp. employees working in Thief River Falls.



PROMOTIONAL ITEMS

The CVB has several promotional items that are available free of charge to visitors, such as pens and magnetic power clips. The CVB also created and printed Thief River Falls postcards that are available free of charge to any visitors or any business that would like to give them away.



TOURISM INFORMATION BOOTH

The CVB owns a 3-piece fabric tension display booth, which includes a backdrop, table cover and iPad stand. We use this booth at local events to distribute tourism information and execute social media promotions.

STATEWIDE/REGIONAL LOCAL REPRESENTATION

Thief River Falls is represented by the CVB’s Executive Director on the following associations/ boards/committees:

- Riverland Tourism Association Board (Secretary/Treasurer)
- Thief River Falls Chamber of Commerce Board (Ex-Officio)
- Red Lake River Corridor Joint Powers Board (Advisor)
- Minnesota Association of Convention & Visitors Bureaus Board
- Advance Thief River Steering Committee
- Bike Thief River Falls Committee
- Pine to Prairie Birding Trail Committee
- Northland Community & Technical College Community Advisory Committee
- Minnesota Lodging Association



VISIT THIEF RIVER FALLS BOARD OF DIRECTORS

Dave Carlson	President	Deb Grorud	Director
Barbi Larson	Vice President	Curt Howe	Director
Hamilton Keefe	Treasurer	Glen Kajewski	Director
Jane Anderson	Secretary	Megan Rheault	Director
Larry Rohlf	Past President	Kjelsy Stueber	Director
Melissa Benoit	Director	Amy Wozniak	Director
Nicole Gebeck	Director		



**Feel free to contact the Board of Directors or Executive Director
with questions or suggestions at any time:**

Laura Stengrim, Executive Director 218-686-9785 info@visittrf.com

Thief River Falls Convention & Visitors Bureau, Inc.

(Incorporated 2006)

	12 Month Overview		9 Month Overview		2021 Act-Bud	Proposed 2022
	2020 Jan-Dec	Budget	2021 Jan-Sept	Budget		
Gross Lodging Tax	\$ 114,359	\$ 85,000	\$ 116,385	\$ 75,000	\$ 41,385	\$ 125,000
Less: 5% - City	(5,718)	(4,250)	(5,819)	(3,750)	(2,069)	(6,250)
Net Lodging Tax	108,641	80,750	110,566	71,250	39,316	118,750
MOT Partnerships	16,334	11,333	10,000	1,500	8,500	8,000
Interest	24	-	28	-	28	-
Miscellaneous	-		837		837	
At Your Service Training	-	-	-	-	-	-
Total Revenues	\$ 124,999	\$ 92,083	\$ 121,431	\$ 72,750	\$ 48,681	\$ 126,750
<u>Marketing</u>						
<u>Administrative</u>						
License/Fees	\$ 25	\$ 25	\$ 25	\$ 19	\$ 6	\$ 25
Labor	41,101	40,144	36,130	36,130	0	49,136
Professional Fees	-	2,400	1,950	1,800	150	2,400
Outside Services	-	-			-	-
Legal	-	-			-	-
Insurance	1,883	1,800	2,414	1,350	1,064	2,000
Mileage	408				-	-
Dues and Subscriptions	241	500	954	375	579	1,300
Miscellaneous	110	200		75	(75)	100
Office Expenses	1,674	2,700	2,539	2,025	514	2,700
Payroll Taxes	3,235	3,201	2,896	2,861	35	3,889
Employee Benefits	1,233	1,204	1,084	1,084	0	1,474
Meeting Expense	754	800	1,045	1,200	(155)	1,600
Rent	7,030	7,000	4,800	5,400	(600)	7,416
Office Equipment	839	200	2,725	150	2,575	200
Communications	1,490	2,000	1,711	1,500	211	2,000
Depreciation Expense	864.89	0				0
Total Administrative	\$ 60,888	\$ 62,174	\$ 58,274	\$ 53,969	\$ 4,306	\$ 74,240

Thief River Falls Convention & Visitors Bureau, Inc. (cont'd)

Page 2

Media Placement	2020		2021		2020	Proposed
	Jan-Dec	Budget	Jan-Sept	Budget	Act-Bud	2021
Website	\$ 2,350	\$ 3,500	\$ 1,218	\$ 2,250	\$ (1,032)	\$ 4,000
Ad Development & Design	369	1,500	119	563	(443)	2,000
Media Fam Tours	613	1,000		750	(750)	2,000
Coo-op Marketing (New)	2,750	2,805	1,745	1,875	(130)	3,000
Print Marketing (New)	575	2,000	4,090	956	3,134	6,000
Radio Marketing (New)				375	(375)	5,000
Promotional Marketing Materials (New)	171	1,300	13,972	975	12,997	5,000
Digital Marketing	9,870	15,000	20,378	6,150	14,228	20,000
Social Media Marketing (New)	10,007	9,000	7,878	4,500	3,378	12,000
Canadian Marketing						
In-State Marketing	(1,160)	-			-	
Marketing Other			481		481	
Out-of-State Marketing		2,000			-	
Event Marketing Sponsorship	3,253	3,500	5,342	6,225	(883)	10,000
Co-op, Special Events					-	
Thief River Falls Visitors Guide	4,581	2,625	8,960	3,750	5,210	6,000
Marketing Analysis / Training	1,126	1,450	500	1,350	(850)	3,500
New Media Development	1,760	2,500	1,260	375	885	8,500
Total Marketing	\$ 36,264	\$ 48,180	\$ 65,943	\$ 30,094	\$ 35,849	\$ 87,000
Total Expenses	\$ 97,153	\$ 110,354	\$ 124,217	\$ 84,062	\$ 40,155	\$ 161,240
Net Gain (Loss)	\$ 27,846	\$ (18,271)	\$ (2,787)	\$ (11,312)	\$ 8,526	\$ (34,490)

COUNCIL PROCEEDINGS

Tuesday, October 5, 2021

CALL TO ORDER

This meeting is officially called to order at 5:30 PM on October 5, 2021. This meeting is being presided over by Mayor Brian Holmer.

ROLL CALL

The following Councilmembers were present: Holmer, Aarestad, McCraw, Bolduc, Narverud, Prudhomme and Lorensen. Absent were Howe. Mayor Holmer chaired the meeting.

PUBLIC HEARING

Sanford Hospital – Redevelopment Tax Increment Financing

Mark Borseth and Rebecca Kurtz (Ehlers) spoke on the history of the original Redevelopment TIF from 2016. The TIF presented is the same four parcels. TIF District maximum length is 26 years or up until the TIF is paid up whichever comes first. Mayor Holmer opened the Hearing. No one from the public spoke and the hearing was closed.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Steve Narverud motioned, being seconded by Councilmember Mike Lorensen, to approve the agenda.

CONSENT AGENDA

RESOLUTION NO. 10.216.21: APPROVAL OF SEPTEMBER 21, 2021 COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 10.216.21, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to approve September 21, 2021 Council Proceedings.

RESOLUTION NO. 10.217.21: CITY OF THIEF RIVER FALLS BILLS AND DISBURSEMENTS

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 10.217.21, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$1,757,316.75. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

RESOLUTION NO. 10.218.21: APPROVE EMPLOYMENT OF DEVIN SPEARS AS FIREFIGHTER

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 10.218.21, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Due to the retirement of Michael Spears, the Fire Department is in need of a firefighter. The City Council authorized filling a firefighter position by Resolution No. 8-186-21. The position was opened to Teamster #320 employees and then opened to the public for filling. Mr. Spears was chosen to be the top candidate to fill the firefighter position.

THEREFORE, BE IT RESOLVED Approve the employment of Devin Spears as a full-time Firefighter. Mr. Spears shall begin employment on October 6, 2021, at Step 3 of the Firefighter salary schedule for a starting wage of \$24.05 per hour. Mr. Spear's employment is contingent upon satisfactory completion of required background clearances.

NEW BUSINESS

RESOLUTION NO. 10.219.21: RESOLUTION AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 12: SANFORD REDEVELOPMENT WITHIN DEVELOPMENT DISTRICT NO. 1.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 10.219.21, being seconded by Councilmember Mike Lorensen, that:

On vote being taken, the resolution was passed with Anthony Bolduc nay and Jason Aarestad abstained.

WHEREAS, Section 1. Background.

1.01. The City has heretofore approved the establishment of Tax Increment Financing District No. 12: Sanford Redevelopment (a redevelopment tax increment financing district) (the "TIF District") within Development District No. 1 (the "Project Area"), and has adopted a Tax Increment Financing Plan (the "TIF Plan") for the purpose of financing certain improvements within the Project Area.

1.02. The City has determined to pay for certain costs identified in the TIF Plan consisting of land/building acquisition, site improvements/preparation, public utilities, public parking facilities, other qualifying improvements, interest and administrative costs (collectively, the "Qualified Costs"), which costs may be financed on a temporary basis from City funds available for such purposes.

1.03. Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the City's general fund or any other fund from which such advances may be legally authorized, in order to finance the Qualified Costs.

1.04. The City intends to reimburse itself for the Qualified Costs from tax increments derived from the TIF District in accordance with the terms of this resolution (which terms are referred to collectively as the "Interfund Loan").

WHEREAS, The Thief River Falls City Council, along with support from the ISD 564 School Board and Pennington County Board of Commissioners, approved a redevelopment TIF in 2016 to assist with demolition costs and ultimately stimulate economic development through the site clean-up.

THEREFORE, BE IT RESOLVED AUTHORIZING AN INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO. 12: SANFORD REDEVELOPMENT WITHIN DEVELOPMENT DISTRICT NO. 1.

RESOLUTION NO. 10.220.21: RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1; AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 12: SANFORD REDEVELOPMENT THEREIN AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 10.220.21, being seconded by Councilmember Mike Lorensen, that:

On vote being taken, the resolution was passed with Anthony Bolduc nay and Jason Aarestad abstained.

WHEREAS, Section 1. Recitals.

1.01. The Council has heretofore established Development District No. 1 (the "Project Area") and adopted the Development Program therefor. It has been proposed that the City adopt a Modification to the Development Program (the "Development Program Modification") for the Project Area and establish Tax Increment Financing District No. 12: Sanford Redevelopment (a redevelopment tax increment financing district) (the "District") therein and adopt a Tax Increment Financing Plan (the "TIF Plan") therefor (the Development Program Modification and the TIF Plan are referred to collectively herein as the "Program and Plan"); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended, (the "Act") all as reflected in the Program and Plan, and presented for the Council's consideration.

1.02. The City has investigated the facts relating to the Program and Plan and has caused the Program and Plan to be prepared.

1.03. The City has performed all actions required by law to be performed prior to the establishment of the District and the adoption and approval of the proposed Program and Plan, including, but not limited to, (i) providing the proposed TIF Plan and the information on the fiscal and economic implications of the plan to the county auditor and the clerk of the school district board at least 30 days before a public hearing to be held by the City on the Program Modification and TIF Plan and (ii) publishing notice of the public hearing as required by the Act.

1.04. Certain written reports (the "Reports") relating to the Program and Plan and to the activities contemplated therein have heretofore been prepared by staff and consultants and submitted to the Council and/or made a part of the City files and proceedings on the Program and Plan. The Reports include data, information and/or substantiation constituting or relating to the basis for the other findings and determinations made in this resolution. The Council hereby confirms, ratifies and adopts the Reports, which are hereby incorporated into and made as fully a part of this resolution to the same extent as if set forth in full herein.

1.05. The City is not modifying the boundaries of the Project Area, but is however, modifying the Development Program therefor.

Section 2. Findings for the Adoption and Approval of the Development Program Modification.

2.01. The Council approves the Development Program Modification, and specifically finds that: (a) the land within the Project area would not be available for redevelopment without the

financial aid to be sought under the Development Program; (b) the Development Program, as modified, will afford maximum opportunity, consistent with the needs of the City as a whole, for the development of the Project by private enterprise; and (c) that the Development Program, as modified, conforms to the general plan for the development of the City as a whole.

Section 3. Findings for the Establishment of Tax Increment Financing District No. 12: Sanford Redevelopment.

3.01. The Council hereby finds that the District is in the public interest and is a “redevelopment district” under Minnesota Statutes, Section 469.174, Subd. 10 of the Act.

3.02. The Council further finds that the proposed development would not occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the Tax Increment Financing Plan, that the Program and Plan conform to the general plan for the development or redevelopment of the City as a whole; and that the Program and Plan will afford maximum opportunity consistent with the sound needs of the City as a whole, for the redevelopment or development of the District by private enterprise.

3.03. The Council further finds, declares and determines that the City made the above findings stated in this Section and has set forth the reasons and supporting facts for each determination in writing, attached hereto as Exhibit A (and also included in the TIF Plan).

Section 4. Public Purpose.

4.01. The adoption of the Program and Plan conforms in all respects to the requirements of the Act and will result in increased employment in the City and the State of Minnesota, will result in preservation and enhancement of the tax base of the State, and will result in the redevelopment of substandard properties and thereby serves a public purpose. For the reasons described in Exhibit A, the City believes these benefits directly derive from the tax increment assistance provided under the TIF Plan. A private developer will receive only the assistance needed to make the development financially feasible. As such, any private benefits received by a developer are incidental and do not outweigh the primary public benefits.

Section 5. Approval and Adoption of the Program and Plan.

5.01. The Program and Plan, as presented to the Council on this date, including without limitation the findings and statements of objectives contained therein, are hereby approved, ratified, established, and adopted and shall be placed on file in the office of the City Administrator.

5.02. The staff of the City, the City’s advisors and legal counsel are authorized and directed to proceed with the implementation of the Program and Plan and to negotiate, draft, prepare and present to this Council for its consideration all further plans, resolutions, documents and contracts necessary for this purpose.

5.03. The Auditor of Pennington County is requested to certify the original net tax capacity of the District, as described in the Program and Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased; and the City of Thief River Falls is authorized and directed to forthwith transmit this request to the County Auditor in

such form and content as the Auditor may specify, together with a list of all properties within the District, for which building permits have been issued during the 18 months immediately preceding the adoption of this resolution.

5.04. The City Administrator is further authorized and directed to file a copy of the Program and Plan with the Commissioner of Revenue and the Office of the State Auditor pursuant to Minnesota Statutes 469.175, Subd. 4a.

WHEREAS, EXHIBIT A

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan ("TIF Plan") for Tax Increment Financing District No. 12: Sanford Redevelopment (the "District"), as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 are as follows:

1. Finding that the District is a redevelopment district as defined in M.S., Section 469.174, Subd. 10(a).

The District consists of four parcels and vacant right-of-way, with plans to redevelop the former Sanford Hospital site. A developer has not been identified; however, it is anticipated that the new development will include housing and/or commercial development. Parcels consisting of 70 percent of the area of the District are occupied by buildings, streets, utilities, paved or gravel parking lots or other similar structures and more than 50 percent of the buildings in the District, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. (See Appendix D of the TIF Plan.)

2. Finding that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF Plan.

The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future:

This finding is supported by the fact that the redevelopment proposed in the TIF Plan meets the City's objectives for redevelopment. Due to the high cost of redevelopment on the parcels currently occupied by a substandard building, the incompatible land uses at close proximity, and the cost of financing the proposed improvements, this project is feasible only through assistance, in part, from tax increment financing. The developer/property owner was asked for and provided a letter and estimates for demolition expenses as justification that the developer would not have gone forward without tax increment assistance.

The increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District permitted by the TIF Plan:

This finding is justified on the grounds that the cost of demolition and site remediation add to the total redevelopment cost. Historically, construction costs, site and public improvements costs in this area have made redevelopment infeasible without tax increment assistance. The City reasonably determines that no other redevelopment of similar scope is anticipated on this site without substantially similar assistance being provided to the development.

THEREFORE, the City concludes as follows:

- (a) The City's estimate of the amount by which the market value of the entire District will increase without the use of tax increment financing is \$0.
- (b) If the proposed development occurs, the total increase in market value will be \$8,812,600.
- (c) The present value of tax increments from the District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$5,513,113.
- (d) Even if some development other than the proposed development were to occur, the Council finds that no alternative would occur that would produce a market value increase greater than \$3,299,487 (the amount in clause (b) less the amount in clause (c) without tax increment assistance.

3. Finding that the TIF Plan for the District conforms to the general plan for the development or redevelopment of the municipality as a whole.

The Planning Commission reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

4. Finding that the Tax Increment Financing Plan for the District will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of Development District No. 1 by private enterprise.

The project to be assisted by the District will result in increased employment in the City and the State of Minnesota, the renovation of substandard properties, increased tax base of the State and add a high-quality development to the City.

THEREFORE, BE IT RESOLVED adopting a modification to the development program for development District No. 1; and establishing tax increment financing District No. 12: Sanford redevelopment therein and adopting a tax increment financing plan therefor.

COUNCIL BOARDS AND COMMISSIONS REPORTS

Rick Beier came forward to introduce Devin Spears as the new full time fire fighter.

Travis Giffen mentioned Leaf pick up started Monday and goes through October 29th.

UPCOMING MEETINGS

- 1. Utilities Committee - October 11th at 7:00 a.m.
- 2. Public Safety/Liquor Committee - October 11th at 4:30 p.m.
- 3. Administrative Services Committee - October 12th at 4:30 p.m. *Room 201 City Hall*
- 4. Public Works Committee - October 13th at 4:30 p.m.
- 5. City Council Meeting - October 19th at 5:30 p.m.

6. 2021 Assessment Hearing - October 19th at 7:00 p.m.

INFORMATIONAL ITEMS

ADJOURNMENT

There being no further discussion, Councilmember Rachel Prudhomme moved, being seconded by Councilmember Anthony Bolduc to adjourn at 5:57 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator

COUNCIL PER DIEM TO BE PAID ON 10/21/21 PAYROLL
Presented 10/19/21 Council Meeting

Steve Narverud - Sept 2021

09/13/21	Public Safety	1 hour	Council Chambers	\$32.50
09/14/21	Planning & Zoning	1 hour	Council Chambers	\$32.50
09/15/21	Public Works	1.5 hours	Council Chambers	\$32.50
09/15/21	Advance Thief River	1 hour	Brady Martz	\$32.50
09/23/21	Firemen Interviews	2 hours	Council Chambers	\$32.50

\$162.50

Curt Howe - Sept 2021

09/08/21	MEC	7:30-8:30	564	\$32.50
09/14/21	CVB	12 - 2:00	Cmon Inn	\$32.50
09/14/21	Admin Services	4:30-5:30	Council Chambers	\$32.50
09/15/21	Public Works	4:30-6:45	Council Chambers	\$32.50
09/22/21	Airport Mtg	10-Noon	Justice Center	\$32.50
09/22/21	Labor Meeting	2:30-3:30	Angie's Office	\$32.50
09/27/21	Labor Negotiations	9:30-11:30	Council Chambers	\$32.50

\$227.50

CITY OF THIEF RIVER FALLS

EXPENSE ACCOUNT CODES

FUND	DEPARTMENT	DESCRIPTION
100	GENERAL FUND	
	4110	City Council
	4140	Elections
	4150	City Administration
	4160	City Attorney
	4192	IT Department
	4194	Government Buildings
	4210	Police
	4215	Emergency Management
	4220	Fire
	4240	Building Official
	4312	Street
	4315	Sanitation
	4316	Street Lighting
	4510	Park Department
	4511	Multi-Events Center (VenuWorks)
	4512	Recreation
	4513	Tourist Park (VenuWorks)
	4530	Arenas (VenuWorks)
	4550	Branch Library
	4560	Carnegie Library Building
	4570	201 Atlantic Ave Garage
	4650	Public Works
	4670	General Administration
210	COMMUNITY DEVELOPMENT REVOLVING LOAN FUND	
230	TRF K-9 UNIT FUND	
260	MECC	
270	TRAIN CANOPY	
610	LIQUOR	
620	WATER UTILITY	
670	STORM WATER UTILITY	
680	WASTEWATER UTILITY	
690	ELECTRIC UTILITY	
810	POLICE RELIEF ASSOCIATION	
820	GREENWOOD CEMETERY FUND	



City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT00180 - Refunds 01 UBPKT00179 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-00281-000	VIGNESS, RHONDA G	9/28/2021	85265	1,026.74			1026.74	Generated From Billing
03-00324-003	LOVEJOY, ALEXANDRA C	9/28/2021	85266	148.27			148.27	Generated From Billing
03-00325-002	CRANE, MADISON D	9/28/2021	85267	135.91			135.91	Generated From Billing
08-01055-005	JOPPRU, KRISTOPHER R	9/28/2021	85268	162.76			162.76	Generated From Billing
17-02060-000	CARLSON, ISAAC D	9/28/2021	85269	19.72			19.72	Generated From Billing
23-03158-005	BRYAN, ABBIE E	9/28/2021	85270	247.68			247.68	Generated From Billing
23-03171-003	LOVELACE, THOMAS R	9/28/2021	85271	32.92			32.92	Generated From Billing
23-04475-000	ENCORE AIR CARGO	9/28/2021	85272	186.03			186.03	Generated From Billing
25-03504-001	JOHNSON, ERICA M	9/28/2021	85273	21.06			21.06	Generated From Billing
26-03716-003	WOLFF, HOPE M	9/28/2021	85274	171.62			171.62	Generated From Billing
26-04856-002	NELSON, EMILY K	9/28/2021	85275	177.05			177.05	Generated From Billing
26-04862-005	BOWER, GREGORY A	9/28/2021	85276	162.32			162.32	Generated From Billing
26-04909-002	KRUCKEBERG, LANDON J	9/28/2021	85277	97.06			97.06	Generated From Billing
26-04913-002	SAUNDERS, IAN A	9/28/2021	85278	155.98			155.98	Generated From Billing
26-04929-002	OLIVER, NATHAN E	9/28/2021	85279	227.15			227.15	Generated From Billing
26-04931-004	ST GERMAIN, JAMISON M	9/28/2021	85280	180.00			180.00	Generated From Billing
26-04936-004	SHAH, SHREY D	9/28/2021	85281	152.21			152.21	Generated From Billing
26-05129-001	MCVEIGH, JOHN R	9/28/2021	85282	184.27			184.27	Generated From Billing
26-05130-001	STIDHAM, LOUIS JP	9/28/2021	85283	163.17			163.17	Generated From Billing
27-03800-000	INLOES-DAVIS, KELLY B	9/28/2021	85284	44.04			44.04	Generated From Billing
27-03824-000	LUBARSKI, VICTORIA R	9/28/2021	85285	30.40			30.40	Generated From Billing
28-03914-001	ABRAHAMSON, HAWKEN T	9/28/2021	85286	79.86			79.86	Generated From Billing
31-05047-001	RAISANEN, DENNIS R	9/28/2021	85287	137.77			137.77	Generated From Billing
31-05089-001	LINDHOLM, BLAIR M	9/28/2021	85288	172.02			172.02	Generated From Billing
31-05107-001	PARKER, SAVANNAH C	9/28/2021	85289	102.46			102.46	Generated From Billing
31-05119-002	DELANEY, PATRICE M	9/28/2021	85290	31.74			31.74	Generated From Billing
31-05121-001	ROUNTREE, NATALIE V	9/28/2021	85291	173.08			173.08	Generated From Billing
31-05199-000	FIRST STREET ESTATES	9/28/2021	85292	10.84			10.84	Generated From Billing
Total Refunds: 28			Total Refunded Amount:	4,434.13				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	4434.13
Revenue Total:	4434.13

General Ledger Distribution

Posting Date: 09/28/2021

	Account Number	Account Name	Posting Amount	IFT
Fund:	690 - ELECTRIC UTILITY FUND			
	690-10101	Cash & Investments	-4,434.13	Yes
	690-11530	Accts Receivalbe - Billing	4,434.13	
		690 Total:	0.00	
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-4,434.13	
	999-20700	Due To Other Funds	4,434.13	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	



Equal Opportunity Employer

City of Thief River Falls

#7.02

OCTOBER 19th, 2021

SUMMARY OF DISBURSEMENTS

9/29/2021	AP PACKET #147 - DIRECT PAYABLES	\$119,380.69
9/30/2021	AP PACKET #148 - DIRECT PAYABLES	\$1,823.61
9/30/2021	UB PACKET #180 - UTILITY DISCONNECT REFUNDS	\$4,434.13
10/7/2021	AP PACKET #170 - #20 PAYROLL BILLS	\$191,312.55
10/7/2021	AP PACKET #149 - DIRECT PAYABLES	\$20,608.35
10/11/2021	AP PACKET #153 - DIRECT PAYABLES	\$65,163.21
10/19/2021	AP PACKET #154 - COUNCIL MEETING BILLS	\$373,456.20
GRAND TOTAL OF DISBURSEMENTS		\$776,178.74



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00147 - 09/29/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3493716	09/29/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		595.95
Vendor ARTISAN BEER COMPANY Total:							595.95
Vendor: CARDMEMBER SERVICE							
CARDMEMBER SERVICE	AUG SEP 2021 2677	09/29/2021	100-4150-62400	Small Tools and Minor Equi	PAPER SHREDDERS -2		800.00
CARDMEMBER SERVICE	AUG SEP 2021 0018	09/29/2021	100-4220-62400	Small Tools and Minor Equi	SEALY MATTRESS		490.56
CARDMEMBER SERVICE	AUG SEP 2021 0872	09/29/2021	690-4850-62360	Distribution Maint	RED TRAFFIC SIGNALS		147.00
CARDMEMBER SERVICE	AUG SEP 2021 0925	09/29/2021	100-4210-63320	Training Expense	DMT RECERT - B MEUNIER		75.00
CARDMEMBER SERVICE	AUG SEP 2021 0979	09/29/2021	100-4210-64370	Taxes and Licenses	LICENSE KEY		149.00
CARDMEMBER SERVICE	AUG SEP 2021 3041	09/29/2021	100-4210-63320	Training Expense	LODGING - M BRUGGEMAN		540.60
CARDMEMBER SERVICE	AUG SEP 2021 3058	09/29/2021	100-4210-63320	Training Expense	LODGING - B TURESON/ST C		540.60
CARDMEMBER SERVICE	AUG SEP 2021 3373	09/29/2021	100-4210-63320	Contingency Fund	CITY OF T R F PENS		327.34
CARDMEMBER SERVICE	AUG SEP 2021 3526	09/29/2021	100-4110-62300	Misc. Operating Expense	WW SCADA		1,414.12
CARDMEMBER SERVICE	AUG SEP 2021 4434	09/29/2021	100-4540-62990	Training Expense	TRAINING - M ROFF		150.00
CARDMEMBER SERVICE	AUG SEP 2021 5064	09/29/2021	100-4220-62400	Small Tools and Minor Equi	TOOL BOX TR-21		480.93
CARDMEMBER SERVICE	AUG SEP 2021 6508	09/29/2021	100-4510-64370	Taxes and Licenses	PESTICIDE RECERT LICENSE		190.00
CARDMEMBER SERVICE	AUG SEP 2021 7148	09/29/2021	100-4240-64400	Travel, Conference, School	TRAINING FEE		25.00
CARDMEMBER SERVICE	AUG SEP 2021 7254	09/29/2021	100-4240-64400	Travel, Conference, School	TRAINING FEE		25.00
CARDMEMBER SERVICE	AUG SEP 2021 9140	09/29/2021	690-4840-62010	Office Supplies	PING PLOTTER		30.99
Vendor CARDMEMBER SERVICE Total:							5,386.14
Vendor: HARRIS COMPUTER SYSTEMS							
HARRIS COMPUTER SYSTEM	CT051452	09/29/2021	600-4680-65900	Work in Process-Constructi	REMAINING LICENSING & H		56,849.00
HARRIS COMPUTER SYSTEM	MN136174	09/29/2021	620-4890-63020	Computer Maintenance & li	1 YR MAINTENANCE & HOS		4,553.00
HARRIS COMPUTER SYSTEM	MN136174	09/29/2021	680-4890-63020	Computer Maintenance & li	1 YR MAINTENANCE & HOS		4,553.00
HARRIS COMPUTER SYSTEM	MN136174	09/29/2021	690-4890-63020	Computer Maintenance & li	1 YR MAINTENANCE & HOS		9,106.00
Vendor HARRIS COMPUTER SYSTEMS Total:							75,061.00
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	621734	09/29/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		6,828.54
MC KINNON COMPANY INC	621734	09/29/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		189.00
MC KINNON COMPANY INC	621734	09/29/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		48.90
MC KINNON COMPANY INC	622054	09/29/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		9,742.34
MC KINNON COMPANY INC	622201	09/29/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		248.00
MC KINNON COMPANY INC	622734	09/29/2021	610-4810-62520	Beer for Resale	BEER CREDIT		-312.00
MC KINNON COMPANY INC	622735	09/29/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		6,389.41
MC KINNON COMPANY INC	622975	09/29/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		7,296.77
MC KINNON COMPANY INC	622975	09/29/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		141.60
MC KINNON COMPANY INC	622989	09/29/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		260.00

Council Approval Register

Packet: APPKT00147 - 09/29/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MC KINNON COMPANY INC	623087	09/29/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		832.00
MC KINNON COMPANY INC	623615	09/29/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		170.00
MC KINNON COMPANY INC	623842	09/29/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		6,504.60
MC KINNON COMPANY INC	695000001	09/29/2021	610-4810-62520	Beer for Resale	BEER CREDIT		-30.00
Vendor MC KINNON COMPANY INC Total:							38,309.16
Vendor: WALMART COMMUNITY							
WALMART COMMUNITY	1637756436	09/29/2021	100-4510-62230	Building Maint & Repair	OFFICE BLINDS		28.44
Vendor WALMART COMMUNITY Total:							28.44
Grand Total:							119,380.69

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	5,236.59
600 - 2020 SOFTWARE PROJECT	56,849.00
610 - LIQUOR DISPENSARY	38,905.11
620 - WATER UTILITY FUND	4,553.00
680 - WASTEWATER UTILITY FUND	4,553.00
690 - ELECTRIC UTILITY FUND	9,283.99
Grand Total:	119,380.69

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62300	Contingency Fund	327.34
100-4150-62400	Small Tools and Minor E	800.00
100-4210-63320	Training Expense	1,306.20
100-4210-64370	Taxes and Licenses	149.00
100-4220-62400	Small Tools and Minor E	971.49
100-4240-64400	Travel, Conference, Scho	50.00
100-4510-62230	Building Maint & Repair	28.44
100-4510-64370	Taxes and Licenses	190.00
100-4540-62990	Misc. Operating Expense	1,414.12
600-4680-65900	Work in Process-Constru	56,849.00
610-4810-62520	Beer for Resale	38,525.61
610-4810-62530	Wine for Resale	330.60
610-4810-62540	Soft Drinks/Mix for Resal	48.90
620-4890-63020	Computer Maintenance	4,553.00
680-4890-63020	Computer Maintenance	4,553.00
690-4840-62010	Office Supplies	30.99
690-4850-62360	Distribution Maint	147.00
690-4890-63020	Computer Maintenance	9,106.00
Grand Total:		119,380.69

Project Account Summary

Project Account Key	Expense Amount
None	119,380.69
Grand Total:	119,380.69



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00148 - 09/30/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	OCT 2021	09/30/2021	100-4315-62010	Office Supplies	POSTAGE - OCT UTILITY BILL		273.55
U S POSTMASTER	OCT 2021	09/30/2021	620-4840-62010	Office Supplies	POSTAGE - OCT UTILITY BILL		638.24
U S POSTMASTER	OCT 2021	09/30/2021	680-4840-62010	Office Supplies	POSTAGE - OCT UTILITY BILL		182.36
U S POSTMASTER	OCT 2021	09/30/2021	690-4840-62010	Office Supplies	POSTAGE - OCT UTILITY BILL		729.46
Vendor U S POSTMASTER Total:							<u>1,823.61</u>
Grand Total:							<u><u>1,823.61</u></u>

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	273.55
620 - WATER UTILITY FUND	638.24
680 - WASTEWATER UTILITY FUND	182.36
690 - ELECTRIC UTILITY FUND	729.46
Grand Total:	1,823.61

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62010	Office Supplies	273.55
620-4840-62010	Office Supplies	638.24
680-4840-62010	Office Supplies	182.36
690-4840-62010	Office Supplies	729.46
Grand Total:		1,823.61

Project Account Summary

Project Account Key	Expense Amount
None	1,823.61
Grand Total:	1,823.61



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00149 - 10/07/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES	11D1G3H1LTF9	10/07/2021	100-4210-62020	Computer Supplies	DYMO LABEL PRINTER		80.18
AMAZON CAPITAL SERVICES	1LHL9V7RPL3R	10/07/2021	690-4840-62990	Misc. Operating Expense	CARBIDE HOLE CUTTER		89.82
AMAZON CAPITAL SERVICES	1NWWNHX19MPR	10/07/2021	100-4315-62230	Building Maint & Repair	WELDING GLOVES		21.90
AMAZON CAPITAL SERVICES	1WX3K767DCLN	10/07/2021	100-4510-62240	Department Maint & Repair	WASP HERBICIDE		27.99
AMAZON CAPITAL SERVICES	1Y7DQJNPGPFJ	10/07/2021	100-4210-62020	Computer Supplies	CD SLEEVES		11.98
Vendor AMAZON CAPITAL SERVICES INC Total:							231.87
Vendor: CITY OF T R F - ADMIN PETTY CASH							
CITY OF T R F - ADMIN PETT	05/13/21-10/01/21	10/07/2021	100-4650-62990	Misc. Operating Expense	REIMBURSE PETTY CASH - B		10.69
CITY OF T R F - ADMIN PETT	05/13/21-10/01/21	10/07/2021	210-4670-64400	Travel, Conference, School	REIMBURSE PETTY CASH - C		3.50
CITY OF T R F - ADMIN PETT	05/13/21-10/01/21	10/07/2021	690-4840-62010	Office Supplies	REIMBURSE PETTY CASH - 1		60.00
CITY OF T R F - ADMIN PETT	05/13/21-10/01/21	10/07/2021	690-4840-62010	Office Supplies	REIMBURSE PETTY CASH - A		107.94
Vendor CITY OF T R F - ADMIN PETTY CASH Total:							182.13
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO	3784227	10/07/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		252.00
COCA-COLA BOTTLING CO	3784266	10/07/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		233.50
COCA-COLA BOTTLING CO	3784314	10/07/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		195.00
COCA-COLA BOTTLING CO	3784362	10/07/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		447.00
COCA-COLA BOTTLING CO	3818807	10/07/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		225.50
Vendor COCA-COLA BOTTLING COMPANY Total:							1,353.00
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	1694644	10/07/2021	100-4510-62210	Equipment Maint & Repair	SEEDER		4.98
L & M SUPPLY INC	1699559	10/07/2021	100-4312-62240	Department Maint & Repair	MISC HARDWARE		98.33
L & M SUPPLY INC	1701882	10/07/2021	100-4510-62990	Misc. Operating Expense	FOAM SEALANT - BEE CONT		3.79
L & M SUPPLY INC	1707269	10/07/2021	100-4220-62230	Building Maint & Repair	SINK DRAIN RPR PARTS		5.18
L & M SUPPLY INC	1707287	10/07/2021	100-4315-62880	Personal Protective Equipm	PPE - RUBBER GLOVES		83.88
L & M SUPPLY INC	1707289	10/07/2021	100-4510-62230	Building Maint & Repair	SUPPLIES - BEACH PROJECT		58.89
L & M SUPPLY INC	1707634	10/07/2021	690-4850-62350	Power Plant/Dam Maint	BRUSH SET - MINERAL SPIRI		58.43
L & M SUPPLY INC	1709648	10/07/2021	690-4840-62990	Misc. Operating Expense	DUCT TAPE		23.94
L & M SUPPLY INC	1709702	10/07/2021	100-4312-62240	Department Maint & Repair	MISC HARDWARE.		43.94
L & M SUPPLY INC	1709940	10/07/2021	100-4312-62240	Department Maint & Repair	SHOP SUPPLIES		26.97
L & M SUPPLY INC	1709940	10/07/2021	100-4312-62880	Personal Protective Equipm	PPE - GLOVES		31.99
L & M SUPPLY INC	1714278	10/07/2021	690-4840-62990	Misc. Operating Expense	BOLTS - METER PANS		39.50
L & M SUPPLY INC	1714318	10/07/2021	100-4220-62210	Equipment Maint & Repair	HITCH TR - 21		25.99
Vendor L & M SUPPLY INC Total:							505.81

Council Approval Register

Packet: APPKT00149 - 10/07/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: LEIGHTON BROADCASTING							
LEIGHTON BROADCASTING	174702-1	10/07/2021	610-4880-63490	Advertising	RADIO ADVERTISING - MAR		420.00
LEIGHTON BROADCASTING	174703-1	10/07/2021	610-4880-63490	Advertising	RADIO ADVERTISING - MAR		336.00
LEIGHTON BROADCASTING	175931-1	10/07/2021	610-4880-63490	Advertising	RADIO ADVERTISING - MAR		315.00
LEIGHTON BROADCASTING	175932-1	10/07/2021	610-4880-63490	Advertising	RADIO ADVERTISING - MAR		252.00
LEIGHTON BROADCASTING	176244-1	10/07/2021	610-4880-63490	Advertising	RADIO ADVERTISING - APR		315.00
LEIGHTON BROADCASTING	176245-1	10/07/2021	610-4880-63490	Advertising	RADIO ADVERTISING - APR		252.00
LEIGHTON BROADCASTING	176832-1	10/07/2021	610-4880-63490	Advertising	RADIO ADVERTISING - 1768		210.00
LEIGHTON BROADCASTING	176833-1	10/07/2021	610-4880-63490	Advertising	RADIO ADVERTISING - APR		168.00
Vendor LEIGHTON BROADCASTING Total:							2,268.00
Vendor: MPOWER TECHNOLOGIES INC							
MPOWER TECHNOLOGIES I	4510	10/07/2021	690-4890-63030	Contracts Expense	CONTRACT SERVICES		900.00
Vendor MPOWER TECHNOLOGIES INC Total:							900.00
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE	JUL 2021	10/07/2021	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICE		1,400.00
Vendor PENNINGTON CO HUMANE SOCIETY Total:							1,400.00
Vendor: T R F CONVENTION &							
T R F CONVENTION &	AUG 2021	10/07/2021	100-4670-63030	Contracts Expense	LODGING TAX - AUG 2021		13,767.54
Vendor T R F CONVENTION & Total:							13,767.54
Grand Total:							20,608.35

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	15,704.22
210 - COMM DEVELOPMENT REV LOAN FUND	3.50
610 - LIQUOR DISPENSARY	3,621.00
690 - ELECTRIC UTILITY FUND	1,279.63
Grand Total:	20,608.35

Account Summary

Account Number	Account Name	Expense Amount
100-4210-62020	Computer Supplies	92.16
100-4210-63100	Animal Control	1,400.00
100-4220-62210	Equipment Maint & Rep	25.99
100-4220-62230	Building Maint & Repair	5.18
100-4312-62240	Department Maint & Re	169.24
100-4312-62880	Personal Protective Equi	31.99
100-4315-62230	Building Maint & Repair	21.90
100-4315-62880	Personal Protective Equi	83.88
100-4510-62210	Equipment Maint & Rep	4.98
100-4510-62230	Building Maint & Repair	58.89
100-4510-62240	Department Maint & Re	27.99
100-4510-62990	Misc. Operating Expense	3.79
100-4650-62990	Misc. Operating Expense	10.69
100-4670-63030	Contracts Expense	13,767.54
210-4670-64400	Travel, Conference, Scho	3.50
610-4810-62540	Soft Drinks/Mix for Resal	1,353.00
610-4880-63490	Advertising	2,268.00
690-4840-62010	Office Supplies	167.94
690-4840-62990	Misc. Operating Expense	153.26
690-4850-62350	Power Plant/Dam Maint	58.43
690-4890-63030	Contracts Expense	900.00
Grand Total:		20,608.35

Project Account Summary

Project Account Key	Expense Amount
None	20,608.35
Grand Total:	20,608.35



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00151 - PYPKT00170 - 2021 10 07 #20 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMERITAS LIFE INSURANCE CORP							
AMERITAS LIFE INSURANCE	INV0000179	10/07/2021	740-24000	Clearing Account	FLEX VISION OCTOBER		233.58
AMERITAS LIFE INSURANCE	INV0000179	10/07/2021	740-4870-63645	Vision Insurance - COBRA	FLEX VISION COBRA		28.02
						Vendor AMERITAS LIFE INSURANCE CORP Total:	261.60
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC	INV0000177	10/07/2021	740-20300	Flex Payroll Deductions	Flex Payment		134.84
						Vendor BRADY MARTZ & ASSOC PC INC Total:	134.84
Vendor: D & A CLEARINGHOUSE							
D & A CLEARINGHOUSE	INV0000187	10/06/2021	100-4312-62990	Misc. Operating Expense	FMSCA Clearinghouse CDL		15.64
D & A CLEARINGHOUSE	INV0000187	10/06/2021	100-4315-62990	Misc. Operating Expense	FMSCA Clearinghouse CDL		15.62
D & A CLEARINGHOUSE	INV0000187	10/06/2021	680-4840-62990	Misc. Operating Expense	FMSCA Clearinghouse CDL		15.62
D & A CLEARINGHOUSE	INV0000187	10/06/2021	690-4840-62990	Misc. Operating Expense	FMSCA Clearinghouse CDL		15.62
						Vendor D & A CLEARINGHOUSE Total:	62.50
Vendor: FURTHER - H S A							
FURTHER - H S A	INV0000180	10/07/2021	740-24000	Clearing Account	HSA Employee		285.70
						Vendor FURTHER - H S A Total:	285.70
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVIC	INV0000186	10/07/2021	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		17,878.54
INTERNAL REVENUE SERVIC	INV0000186	10/07/2021	740-20150	Payroll Taxes Payable	FED W/H		20,283.13
INTERNAL REVENUE SERVIC	INV0000186	10/07/2021	740-20150	Payroll Taxes Payable	MEDICARE		6,080.32
						Vendor INTERNAL REVENUE SERVICE Total:	44,241.99
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR	INV0000181	10/07/2021	740-24000	Clearing Account	LELS Dues		889.00
						Vendor LAW ENFORCEMENT LABOR SERVICES Total:	889.00
Vendor: MN DPT OF REVENUE							
MN DPT OF REVENUE	INV0000185	10/07/2021	740-20160	State Withholding	State W/H Tax		9,289.58
						Vendor MN DPT OF REVENUE Total:	9,289.58
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR	INV0000182	10/07/2021	740-24000	Clearing Account	PLIFE		224.00
						Vendor NCPERS GROUP LIFE INSURANCE Total:	224.00
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO	INV0000176	10/01/2021	100-4150-61310	Health Insurance	Health Insurance Premium		4,485.52
NORTHWEST SERVICE COO	INV0000176	10/01/2021	100-4210-61310	Health Insurance	Health Insurance Premium		16,238.42
NORTHWEST SERVICE COO	INV0000176	10/01/2021	100-4220-61310	Health Insurance	Health Insurance Premium		4,343.77
NORTHWEST SERVICE COO	INV0000176	10/01/2021	100-4240-61310	Health Insurance	Health Insurance Premium		1,339.10

Council Approval Register

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST SERVICE COO	INV0000176	10/01/2021	100-4312-61310	Health Insurance	Health Insurance Premium J		6,475.82
NORTHWEST SERVICE COO	INV0000176	10/01/2021	100-4315-61310	Health Insurance	Health Insurance Premium		4,940.56
NORTHWEST SERVICE COO	INV0000176	10/01/2021	100-4510-61310	Health Insurance	Health Insurance Premium		1,751.34
NORTHWEST SERVICE COO	INV0000176	10/01/2021	100-4650-61310	Health Insurance	Health Insurance Premium		1,922.88
NORTHWEST SERVICE COO	INV0000176	10/01/2021	610-4825-61310	Health Insurance	Health Insurance Premium		4,356.78
NORTHWEST SERVICE COO	INV0000176	10/01/2021	620-4825-61310	Health Insurance	Health Insurance Premium		3,773.00
NORTHWEST SERVICE COO	INV0000176	10/01/2021	680-4825-61310	Health Insurance	Health Insurance Premium		5,116.98
NORTHWEST SERVICE COO	INV0000176	10/01/2021	690-4825-61310	Health Insurance	Health Insurance Premium		13,842.61
NORTHWEST SERVICE COO	INV0000176	10/01/2021	740-4870-63620	Employee BC/BS Monthly Bi	Health Insurance Premium		1,913.00
NORTHWEST SERVICE COO	INV0000176	10/01/2021	740-4870-63620	Employee BC/BS Monthly Bi	Health Insurance Employee		16,760.26
NORTHWEST SERVICE COO	INV0000176	10/01/2021	740-4870-63620	Employee BC/BS Monthly Bi	Health Insurance Premium		-1,913.00
NORTHWEST SERVICE COO	INV0000176	10/01/2021	740-4870-63660	Retiree BC/BS Monthly billi	Health Insurance Retiree		5,967.00
NORTHWEST SERVICE COO	INV0000176	10/01/2021	820-4825-61310	Health Insurance	Health Insurance Premium		803.46
Vendor NORTHWEST SERVICE COOPERATIVE Total:							92,117.50
Vendor: P E R A OF MN							
P E R A OF MN	INV0000184	10/07/2021	740-20180	PERA Payable	PERA EE/ER P&F		19,919.16
P E R A OF MN	INV0000184	10/07/2021	740-20180	PERA Payable	PERA EE/ER COORD		20,987.66
Vendor P E R A OF MN Total:							40,906.82
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0000183	10/07/2021	740-24000	Clearing Account	LTD Premium		429.02
Vendor SUN LIFE FINANCIAL (LTD) Total:							429.02
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000178	10/07/2021	740-24000	Clearing Account	Contributions Employee		2,470.00
Vendor VANTAGEPOINT ICMA Total:							2,470.00
Grand Total:							191,312.55

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	41,528.67
610 - LIQUOR DISPENSARY	4,356.78
620 - WATER UTILITY FUND	3,773.00
680 - WASTEWATER UTILITY FUND	5,132.60
690 - ELECTRIC UTILITY FUND	13,858.23
740 - TRF HEALTH INSURANCE FUND	121,859.81
820 - GREENWOOD CEMETERY FUND	803.46
Grand Total:	191,312.55

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	4,485.52
100-4210-61310	Health Insurance	16,238.42
100-4220-61310	Health Insurance	4,343.77
100-4240-61310	Health Insurance	1,339.10
100-4312-61310	Health Insurance	6,475.82
100-4312-62990	Misc. Operating Expense	15.64
100-4315-61310	Health Insurance	4,940.56
100-4315-62990	Misc. Operating Expense	15.62
100-4510-61310	Health Insurance	1,751.34
100-4650-61310	Health Insurance	1,922.88
610-4825-61310	Health Insurance	4,356.78
620-4825-61310	Health Insurance	3,773.00
680-4825-61310	Health Insurance	5,116.98
680-4840-62990	Misc. Operating Expense	15.62
690-4825-61310	Health Insurance	13,842.61
690-4840-62990	Misc. Operating Expense	15.62
740-20150	Payroll Taxes Payable	44,241.99
740-20160	State Withholding	9,289.58
740-20180	PERA Payable	40,906.82
740-20300	Flex Payroll Deductions	134.84
740-24000	Clearing Account	4,531.30
740-4870-63620	Employee BC/BS Monthl	16,760.26
740-4870-63645	Vision Insurance - COBR	28.02
740-4870-63660	Retiree BC/BS Monthly b	5,967.00
820-4825-61310	Health Insurance	803.46
Grand Total:		191,312.55

Project Account Summary

Project Account Key	Expense Amount
None	191,312.55

Project Account Summary

Project Account Key	Expense Amount
None	
Grand Total:	<u>191,312.55</u>



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00153 - 10/11/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BUILDERS FIRSTSOURCE INC							
BUILDERS FIRSTSOURCE INC	84123306	10/11/2021	100-4510-62230	Building Maint & Repair	NAILS/CDX - BEACH PROJEC		83.73
Vendor BUILDERS FIRSTSOURCE INC Total:							83.73
Vendor: DWIGHT TANGQUIST							
DWIGHT TANGQUIST	JUN 2021	10/11/2021	610-4840-62140	Off Sale Supplies	BAGS		203.70
DWIGHT TANGQUIST	SEP 2021	10/11/2021	610-4810-62590	Misc. Mdse for Resale	PLASTIC GLASSES		59.95
DWIGHT TANGQUIST	SEP 2021	10/11/2021	610-4840-62140	Off Sale Supplies	BAGS		855.35
Vendor DWIGHT TANGQUIST Total:							1,119.00
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	100-4150-63210	Communication Expense	PHONE CHARGES - OCT 202		404.10
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	100-4150-63210	Communication Expense	PHONE CHARGES - OCT 202		17.84
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	100-4150-63210	Communication Expense	PHONE CHARGES - OCT 202		0.10
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	100-4220-63210	Communication Expense	PHONE CHARGES - OCT 202		66.95
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	100-4240-63210	Communication Expense	PHONE CHARGES - OCT 202		36.98
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	100-4312-63210	Communication Expense	PHONE CHARGES - OCT 202		83.97
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	100-4510-63210	Communication Expense	PHONE CHARGES - OCT 202		48.99
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	100-4570-63210	Communication Expense	PHONE CHARGES - OCT 202		9.99
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	100-4650-63210	Communication Expense	PHONE CHARGES - OCT 202		137.97
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	610-4830-63210	Communication Expense	PHONE CHARGES - OCT 202		80.98
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	620-4830-63210	Communication Expense	PHONE CHARGES - OCT 202		222.87
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	630-4830-63210	Communication Expense	PHONE CHARGES - OCT 202		282.23
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	630-4830-63210	Communication Expense	PHONE CHARGES - OCT 202		1.29
GARDEN VALLEY TECHNOLO	101107692	10/11/2021	690-4830-63210	Communication Expense	PHONE CHARGES - OCT 202		341.91
Vendor GARDEN VALLEY TECHNOLOGIES Total:							1,736.17
Vendor: HDS PROPERTIES LLC							
HDS PROPERTIES LLC	10 05 21 PYMT	10/11/2021	210-13700	Loans Receivable - Current	PAID IN FULL LOAN PAYMEN		220.25
Vendor HDS PROPERTIES LLC Total:							220.25
Vendor: MINNESOTA ENERGY GROUP-00002							
MINNESOTA ENERGY GROU	SEP 2021	10/11/2021	100-4220-63890	Utilities Expense	GAS METER READINGS - SE		47.00
MINNESOTA ENERGY GROU	SEP 2021	10/11/2021	100-4550-63890	Utilities Expense	GAS METER READINGS - SE		66.59
MINNESOTA ENERGY GROU	SEP 2021	10/11/2021	100-4560-63890	Utilities Expense	GAS METER READINGS - SE		69.42
MINNESOTA ENERGY GROU	SEP 2021	10/11/2021	100-4570-63890	Utilities Expense	GAS METER READINGS - SE		50.23
MINNESOTA ENERGY GROU	SEP 2021	10/11/2021	680-4830-63890	Utilities Expense	GAS METER READINGS - SE		21.38
Vendor MINNESOTA ENERGY GROUP-00002 Total:							254.62

Council Approval Register

Packet: APPKT00153 - 10/11/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROU	SEP 2021	10/11/2021	690-4830-63890	Utilities Expense	GAS METER READING - SEP		192.60
Vendor MINNESOTA ENERGY GROUP-00005 Total:							192.60
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE IN	136086	10/11/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		284.00
NORTHWEST BEVERAGE IN	136087	10/11/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		13,550.95
NORTHWEST BEVERAGE IN	136102	10/11/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		1,659.50
NORTHWEST BEVERAGE IN	136102	10/11/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		134.00
NORTHWEST BEVERAGE IN	136201	10/11/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		30,205.20
NORTHWEST BEVERAGE IN	136213	10/11/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		2,569.05
Vendor NORTHWEST BEVERAGE INC Total:							48,402.70
Vendor: PAYMENT SERVICE NETWORK INC							
PAYMENT SERVICE NETWO	SEP 2021	10/11/2021	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - SEP 20		134.70
Vendor PAYMENT SERVICE NETWORK INC Total:							134.70
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPAN	50137055	10/11/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		348.60
Vendor PEPSI BEVERAGES COMPANY Total:							348.60
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550011704	10/11/2021	680-4850-62210	Equipment Maint & Repair	TIRE - '85 DODGE 1 TON		143.44
Vendor POMPS TIRE SERVICE INC Total:							143.44
Vendor: PRODUCTIVITY PLUS ACCOUNT							
PRODUCTIVITY PLUS ACCO	1294726A	10/11/2021	100-4312-62210	Equipment Maint & Repair	100431262210		9,462.88
Vendor PRODUCTIVITY PLUS ACCOUNT Total:							9,462.88
Vendor: TRACTOR SUPPLY CREDIT PLAN							
TRACTOR SUPPLY CREDIT PL	62895	10/11/2021	230-4840-63150	Canine Unit Expense	K-9 MAX DOG FOOD		67.99
Vendor TRACTOR SUPPLY CREDIT PLAN Total:							67.99
Vendor: VANTIVE INTEGRATED PAYMENTS							
VANTIVE INTEGRATED PAY	SEP 2021	10/11/2021	630-4890-63060	Credit Card Fees	CREDIT CARD FEES - SEP 20		313.18
Vendor VANTIVE INTEGRATED PAYMENTS Total:							313.18
Vendor: VENUWORKS OF THIEF RIVER FALLS							
VENUWORKS OF THIEF RIVE	SEP 2021	10/11/2021	630-4840-62990	Misc. Operating Expense	CREDIT CARD RECEIPTS - SE		2,145.00
Vendor VENUWORKS OF THIEF RIVER FALLS Total:							2,145.00
Vendor: VERIZON WIRELESS #742042583							
VERIZON WIRELESS #74204	9889668531	10/11/2021	100-4150-63210	Communication Expense	MONTHLY IPAD CHARGES -		51.22
VERIZON WIRELESS #74204	9889668531	10/11/2021	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		37.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01

Council Approval Register

Packet: APPKT00153 - 10/11/21 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #74204	9889668531	10/11/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		40.01
VERIZON WIRELESS #74204	9889668531	10/11/2021	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES -		35.01
Vendor VERIZON WIRELESS #742042583 Total:							538.35
Grand Total:							65,163.21

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	10,637.96
210 - COMM DEVELOPMENT REV LOAN FUND	220.25
230 - TRF AREA K-9 FUND	67.99
610 - LIQUOR DISPENSARY	49,951.28
620 - WATER UTILITY FUND	334.90
630 - ARENAS - VENUWORKS	2,741.70
680 - WASTEWATER UTILITY FUND	199.83
690 - ELECTRIC UTILITY FUND	1,009.30
Grand Total:	65,163.21

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	473.26
100-4220-63210	Communication Expense	66.95
100-4220-63890	Utilities Expense	47.00
100-4240-63210	Communication Expense	36.98
100-4312-62210	Equipment Maint & Rep	9,462.88
100-4312-63210	Communication Expense	83.97
100-4510-62230	Building Maint & Repair	83.73
100-4510-63210	Communication Expense	48.99
100-4550-63890	Utilities Expense	66.59
100-4560-63890	Utilities Expense	69.42
100-4570-63210	Communication Expense	9.99
100-4570-63890	Utilities Expense	50.23
100-4650-63210	Communication Expense	137.97
210-13700	Loans Receivable - Curre	220.25
230-4840-63150	Canine Unit Expense	67.99
610-4810-62520	Beer for Resale	47,984.70
610-4810-62540	Soft Drinks/Mix for Resal	766.60
610-4810-62590	Misc. Mdse for Resale	59.95
610-4830-63210	Communication Expense	80.98
610-4840-62140	Off Sale Supplies	1,059.05
620-4830-63210	Communication Expense	334.90
630-4830-63210	Communication Expense	283.52
630-4840-62990	Misc. Operating Expense	2,145.00
630-4890-63060	Credit Card Fees	313.18
680-4830-63210	Communication Expense	35.01
680-4830-63890	Utilities Expense	21.38
680-4850-62210	Equipment Maint & Rep	143.44
690-4830-63210	Communication Expense	682.00
690-4830-63890	Utilities Expense	192.60

Account Summary		
Account Number	Account Name	Expense Amount
690-4890-63060	Credit Card Fees	134.70
	Grand Total:	65,163.21

Project Account Summary	
Project Account Key	Expense Amount
None	65,163.21
	Grand Total:
	65,163.21



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	87747	10/19/2021	680-4840-62170	Field Supplies	SAMPLE BAGS		13.18
ACE HARDWARE	87884	10/19/2021	100-4550-62230	Building Maint & Repair	DOOR STOPPER		15.57
ACE HARDWARE	88245	10/19/2021	690-4850-62350	Power Plant/Dam Maint	WOOD BIT		11.98
ACE HARDWARE	88445	10/19/2021	620-4840-62990	Misc. Operating Expense	knife snapblade		9.90
ACE HARDWARE	88516	10/19/2021	100-4312-62990	Misc. Operating Expense	HARDWARE/FASTENERS		4.66
ACE HARDWARE	88705	10/19/2021	620-4840-62990	Misc. Operating Expense	CHEMICAL DISPOSAL BAGS		287.52
ACE HARDWARE	88866	10/19/2021	690-4850-62350	Power Plant/Dam Maint	PAINT - TURBINE		58.19
ACE HARDWARE	89227	10/19/2021	620-4840-62990	Misc. Operating Expense	HOT WATER NOZZLE		25.88
ACE HARDWARE	89267	10/19/2021	100-4312-62240	Department Maint & Repair	ELBOW		2.78
ACE HARDWARE	89520	10/19/2021	690-4840-62990	Misc. Operating Expense	ELBOW PVC		11.18
ACE HARDWARE	89579	10/19/2021	690-4850-62350	Power Plant/Dam Maint	ALK 12V BATTERY		8.97
ACE HARDWARE	89720	10/19/2021	100-4315-62210	Equipment Maint & Repair	HARDWARE - LEAF VAC		2.97
Vendor ACE HARDWARE Total:							452.78
Vendor: ACME ELECTRIC COMPANIES							
ACME ELECTRIC COMPANIE	17547007000	10/19/2021	670-4850-62200	System Expense	CARBIDE HOLE SAW		112.99
ACME ELECTRIC COMPANIE	9090262	10/19/2021	100-4312-62240	Department Maint & Repair	SANDING DISC		6.99
Vendor ACME ELECTRIC COMPANIES Total:							119.98
Vendor: AMERICAN WATER WORKS ASSOC							
AMERICAN WATER WORKS	900009142021	10/19/2021	620-4890-64330	Dues and Subscriptions	2021 MEMBERSHIP DUES		922.00
Vendor AMERICAN WATER WORKS ASSOC Total:							922.00
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2115	10/19/2021	620-4840-62160	Chemicals	CHEMICALS		10,914.26
Vendor AQUA PURE INC Total:							10,914.26
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3498678	10/19/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		683.85
Vendor ARTISAN BEER COMPANY Total:							683.85
Vendor: ASHTONS MOWING SERVICE AND							
ASHTONS MOWING SERVIC	1712	10/19/2021	680-4890-64190	Rentals/Leases	CLEAN UP/HAULING - MAN		534.38
Vendor ASHTONS MOWING SERVICE AND Total:							534.38
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9545056	10/19/2021	690-4850-62210	Equipment Maint & Repair	RETURN CREDIT - BRAKE AS		-277.32
AUTO VALUE T R F	9545418	10/19/2021	100-4220-62210	Equipment Maint & Repair	WATER PUMP		52.99
AUTO VALUE T R F	9545528	10/19/2021	100-4220-62210	Equipment Maint & Repair	WATER PUMP		42.99
AUTO VALUE T R F	9545531	10/19/2021	680-4850-62210	Equipment Maint & Repair	WEED SPRAYER		3.99
AUTO VALUE T R F	9545533	10/19/2021	100-4220-62210	Equipment Maint & Repair	RETURN CREDIT - WATER P		-52.99

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
AUTO VALUE T R F	9546017	10/19/2021	680-4850-62210	Equipment Maint & Repair	HALOGEN BULB - '08 FORD		11.99
AUTO VALUE T R F	9547194	10/19/2021	100-4312-62240	Department Maint & Repair	RETURN CREDIT - FILTER		-10.61
AUTO VALUE T R F	9547235	10/19/2021	100-4312-62240	Department Maint & Repair	OPTISORB/CHERRY BOMB		149.87
AUTO VALUE T R F	9547236	10/19/2021	100-4315-62210	Equipment Maint & Repair	OIL		36.14
AUTO VALUE T R F	9547252	10/19/2021	100-4510-62210	Equipment Maint & Repair	FILTERS		30.74
AUTO VALUE T R F	9547254	10/19/2021	100-4312-62240	Department Maint & Repair	100431262240		29.77
AUTO VALUE T R F	9547370	10/19/2021	100-4510-62210	Equipment Maint & Repair	CLAMP		42.47
AUTO VALUE T R F	9547437	10/19/2021	100-4312-62240	Department Maint & Repair	RETURN CREDIT - TOOL EXC		-4.82
AUTO VALUE T R F	9548144	10/19/2021	100-4315-62210	Equipment Maint & Repair	FILTER		37.77
AUTO VALUE T R F	9548389	10/19/2021	100-4312-62120	Gas-Oil-Lube	RED TACKY GREASE		199.50
AUTO VALUE T R F	9548389	10/19/2021	100-4315-62120	Gas-Oil-Lube	RED TACKY GREASE		79.80
AUTO VALUE T R F	9548389	10/19/2021	100-4510-62120	Gas-Oil-Lube	RED TACKY GREASE		79.80
AUTO VALUE T R F	9548389	10/19/2021	820-4840-62120	Gas-Oil-Lube	RED TACKY GREASE		39.90
AUTO VALUE T R F	9548428	10/19/2021	100-4315-62210	Equipment Maint & Repair	BATTERY		134.98
AUTO VALUE T R F	9548621	10/19/2021	100-4312-62880	Personal Protective Equipm	WELDING HAND PAD		13.98
Vendor AUTO VALUE T R F Total:							640.94
Vendor: BARR ENGINEERING CO							
BARR ENGINEERING CO	23571015.00-18	10/19/2021	690-4890-63110	Consulting Fees	PROF SRVCS - TURBO REHA		3,490.49
Vendor BARR ENGINEERING CO Total:							3,490.49
Vendor: BAYCOM INC							
BAYCOM INC	34723	10/19/2021	100-4210-62990	Misc. Operating Expense	KLICK FAST MAG MOUNT		129.00
Vendor BAYCOM INC Total:							129.00
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	88813000	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-749.00
BELLBOY CORP - LIQUOR	91635600	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,374.37
Vendor BELLBOY CORP - LIQUOR Total:							2,625.37
Vendor: BENJAMIN TURESON							
BENJAMIN TURESON	REIMBURSE 09 19 21	10/19/2021	100-4210-63320	Training Expense	REIMBURSE GROCERIES &		95.24
BENJAMIN TURESON	REIMBURSE 09 19 21	10/19/2021	100-4210-63320	Training Expense	REIMBURSE MEALS EXP - ST		154.21
Vendor BENJAMIN TURESON Total:							249.45
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I	186297	10/19/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		905.48
BEVERAGE WHOLESALERS I	187112	10/19/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		283.60
Vendor BEVERAGE WHOLESALERS INC Total:							1,189.08
Vendor: BORDER BROADCASTING							
BORDER BROADCASTING	1223-00021-0000	10/19/2021	610-4880-63490	Advertising	RADIO ADVERTISING - GOO		75.00
Vendor BORDER BROADCASTING Total:							75.00
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC	37145-750248	10/19/2021	100-4670-62990	Misc. Operating Expense	FLEX FEE - SEP 2021		180.00
Vendor BRADY MARTZ & ASSOC PC INC Total:							180.00

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	341284123	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,361.09
BREAKTHRU BEVERAGE	341284124	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,695.62
BREAKTHRU BEVERAGE	341284125	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,385.50
BREAKTHRU BEVERAGE	341284126	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		104.00
BREAKTHRU BEVERAGE	341284127	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		267.31
BREAKTHRU BEVERAGE	341284127	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		504.00
Vendor BREAKTHRU BEVERAGE Total:							12,317.52
Vendor: CITY OF T R F - PETTY CASH							
CITY OF T R F - PETTY CASH	07 15 - 10 04 21	10/19/2021	100-4210-62010	Office Supplies	REIMBURSE POSTAGE		50.20
Vendor CITY OF T R F - PETTY CASH Total:							50.20
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10029456	10/19/2021	610-4840-62990	Misc. Operating Expense	HAD ANTZR/DISINFECTANT/		229.86
COLE PAPERS INC	10033213	10/19/2021	620-4840-62990	Misc. Operating Expense	TOWELS/LAUNDRY DETERG		161.68
COLE PAPERS INC	10035070	10/19/2021	610-4840-62140	Off Sale Supplies	2 CASES THERMAL PAPER		151.46
COLE PAPERS INC	10035084	10/19/2021	610-4840-62140	Off Sale Supplies	ROLLS THERMAL PAPER		38.55
COLE PAPERS INC	10037902	10/19/2021	620-4840-62990	Misc. Operating Expense	ALL PURPOSE CLEANER/TOI		39.37
COLE PAPERS INC	10042076	10/19/2021	620-4840-62990	Misc. Operating Expense	DETERGENT/PAPER TOWELS		34.38
COLE PAPERS INC	10044382	10/19/2021	610-4840-62990	Misc. Operating Expense	HAND TOWELS/SANITIZE W		110.98
COLE PAPERS INC	10044382	10/19/2021	610-4850-62230	Building Maint & Repair	INSECT SPRAY		176.86
COLE PAPERS INC	10044392	10/19/2021	100-4550-62990	Misc. Operating Expense	TOILET TISSUE		36.72
COLE PAPERS INC	10045294	10/19/2021	620-4840-62990	Misc. Operating Expense	ALL PURPOSE CLEANER/TOI		48.17
Vendor COLE PAPERS INC Total:							1,028.03
Vendor: CORE & MAIN LP							
CORE & MAIN LP	P378580	10/19/2021	620-4850-62200	System Expense	SUPPLIES - FAIRGROUNDS		1,989.43
Vendor CORE & MAIN LP Total:							1,989.43
Vendor: COUNTRY INN & SUITES ST CLOUD							
COUNTRY INN & SUITES ST	10897	10/19/2021	100-4210-63320	Training Expense	LODGING EXP - ANDY HART		108.36
Vendor COUNTRY INN & SUITES ST CLOUD Total:							108.36
Vendor: D & D BEVERAGE BRAINERD							
D & D BEVERAGE BRAINERD	1464522	10/19/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		3,954.92
D & D BEVERAGE BRAINERD	1464522	10/19/2021	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		440.75
D & D BEVERAGE BRAINERD	1464522	10/19/2021	610-4810-62590	Misc. Mdse for Resale	MISC PURCHASE		56.60
Vendor D & D BEVERAGE BRAINERD Total:							4,452.27
Vendor: DANA KLOS							
DANA KLOS	09 2021	10/19/2021	100-4210-63100	Animal Control	ANIMAL CONTROL - SEP 20		60.00
Vendor DANA KLOS Total:							60.00
Vendor: DATA PRACTICES OFFICE							
DATA PRACTICES OFFICE	674944	10/19/2021	100-4150-64400	Travel, Conference, School	DATA PRACTICES TRNG FEE		125.00
Vendor DATA PRACTICES OFFICE Total:							125.00

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	84112674	10/19/2021	690-14100	Inventory - Materials	INVENTORY		81.90
DIGI KEY CORPORATION	84112674	10/19/2021	690-4840-62990	Misc. Operating Expense	BATTERIES		476.34
Vendor DIGI KEY CORPORATION Total:							558.24
Vendor: ELECTRIC PUMP INC (MN)							
ELECTRIC PUMP INC (MN)	71843	10/19/2021	680-4850-62220	Lift Station and Pond Maint	PUMP REPLACED - LIFT #5		9,731.02
Vendor ELECTRIC PUMP INC (MN) Total:							9,731.02
Vendor: EMERGENCY APPARATUS MAINT INC							
EMERGENCY APPARATUS M	119472	10/19/2021	100-4220-62210	Equipment Maint & Repair	2021 PUMP TEST - ENGINE		426.73
EMERGENCY APPARATUS M	119473	10/19/2021	100-4220-62210	Equipment Maint & Repair	2021 PUMP TEST - ENGINE		426.73
EMERGENCY APPARATUS M	119474	10/19/2021	100-4220-62210	Equipment Maint & Repair	2021 PUMP TEST - ENGINE		426.73
EMERGENCY APPARATUS M	119475	10/19/2021	100-4220-62210	Equipment Maint & Repair	2021 PUMP TEST - TANKER/		426.73
EMERGENCY APPARATUS M	120593	10/19/2021	100-4220-62210	Equipment Maint & Repair	E-13 REPAIRS - 2 VALVES		889.73
Vendor EMERGENCY APPARATUS MAINT INC Total:							2,596.65
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL IN	235984	10/19/2021	690-4850-62350	Power Plant/Dam Maint	2 NITROGEN		61.76
EVANS SCRAP AND STEEL IN	236019	10/19/2021	820-4850-62210	Equipment Maint & Repair	CUTTING EDGE		44.76
EVANS SCRAP AND STEEL IN	236029	10/19/2021	100-4315-62210	Equipment Maint & Repair	ANGLE/FLAT - LEAF BOX		98.71
Vendor EVANS SCRAP AND STEEL INC Total:							205.23
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	117678	10/19/2021	690-4840-62990	Misc. Operating Expense	GRINDING DEVICES		15.89
FASTENAL COMPANY	117787	10/19/2021	100-4540-62990	Misc. Operating Expense	MATERIALS - WW SCADA		406.55
FASTENAL COMPANY	117806	10/19/2021	690-4850-62350	Power Plant/Dam Maint	FENDER/HEX LAGS		166.75
FASTENAL COMPANY	117838	10/19/2021	100-4540-62990	Misc. Operating Expense	MATERIALS - WW SCADA		42.00
FASTENAL COMPANY	117891	10/19/2021	100-4194-62990	Misc. Operating Expense	NITRILE GLOVES		142.51
FASTENAL COMPANY	117913	10/19/2021	690-4850-62350	Power Plant/Dam Maint	NUTS		53.97
FASTENAL COMPANY	117973	10/19/2021	690-4840-62990	Misc. Operating Expense	MATERIALS - 1ST STREET PR		59.51
FASTENAL COMPANY	117996	10/19/2021	100-4312-62880	Personal Protective Equipm	FIRST AID KIT		57.17
FASTENAL COMPANY	118001	10/19/2021	100-4540-62990	Misc. Operating Expense	MATERIALS - WW SCADA		13.95
FASTENAL COMPANY	118002	10/19/2021	690-4840-62990	Misc. Operating Expense	ANCHORS		43.50
FASTENAL COMPANY	118060	10/19/2021	100-4312-62240	Department Maint & Repair	WASHERS - SIGN		34.35
Vendor FASTENAL COMPANY Total:							1,036.15
Vendor: FLAHERTY AND HOOD PA							
FLAHERTY AND HOOD PA	10 06 21	10/19/2021	620-4890-63110	Consulting Fees	LEGAL SRVCS - WATER INTA		975.00
Vendor FLAHERTY AND HOOD PA Total:							975.00
Vendor: FLEET SUPPLY							
FLEET SUPPLY	113663	10/19/2021	100-4510-62990	Misc. Operating Expense	2 COVERALLS - J HOUSKE		137.56
FLEET SUPPLY	113664	10/19/2021	670-4850-62210	Equipment Maint & Repair	SUPPLIES - SWEEPER		21.18
FLEET SUPPLY	113668	10/19/2021	670-4850-62210	Equipment Maint & Repair	PARTS EXCHANGE - SWEEPE		5.00
FLEET SUPPLY	113747	10/19/2021	690-4850-62350	Power Plant/Dam Maint	STALL MAT		54.99
FLEET SUPPLY	114317	10/19/2021	100-4312-62210	Equipment Maint & Repair	BALL VALVE		13.18

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
FLEET SUPPLY	6403	10/19/2021	690-4840-62990	Misc. Operating Expense	LAWN SEED		99.99
Vendor FLEET SUPPLY Total:							331.90
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	1090782	10/19/2021	690-4850-62360	Distribution Maint	BILLABLE LOCATES - SEP 202		264.60
Vendor GOPHER STATE ONE CALL Total:							264.60
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIP	33108	10/19/2021	100-4220-62210	Equipment Maint & Repair	GEAR CLEANER		33.50
Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:							33.50
Vendor: GRAYMONT WESTERN CANADA INC							
GRAYMONT WESTERN CAN	368449	10/19/2021	620-4840-62160	Chemicals	BULK PEBBLED QUICKLIME		7,005.15
Vendor GRAYMONT WESTERN CANADA INC Total:							7,005.15
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTION	2282748	10/19/2021	690-4890-63030	Contracts Expense	RODENT CONTROL PROGRA		50.00
Vendor GUARDIAN PEST SOLUTIONS INC Total:							50.00
Vendor: HAWKINS INC							
HAWKINS INC	6021828	10/19/2021	620-4840-62160	Chemicals	CHEMICALS		5,688.70
HAWKINS INC	6032117	10/19/2021	620-4840-62160	Chemicals	CHEMICALS		375.23
Vendor HAWKINS INC Total:							6,063.93
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH	1200378722	10/19/2021	670-4890-63030	Contracts Expense	PROF SRVCS - CHIEF COULE		3,117.33
Vendor HDR ENGINEERING INC - CHICAGO Total:							3,117.33
Vendor: HUBERTS OUTDOOR POWER EQUIP							
HUBERTS OUTDOOR POWE	50989	10/19/2021	690-4850-62350	Power Plant/Dam Maint	CHAIN/GRINDING STONE		21.94
Vendor HUBERTS OUTDOOR POWER EQUIP Total:							21.94
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	1723	10/19/2021	100-4160-63040	Legal Fees	RECORDING FEE - SNETTIN		46.00
IHLE SPARBY AND HAASE PA	1724	10/19/2021	100-4160-63040	Legal Fees	CRIMINAL SERVICES - SEP 2		4,945.00
IHLE SPARBY AND HAASE PA	1725	10/19/2021	100-4160-63040	Legal Fees	CONTRACT SERVICES - SEP		2,450.00
Vendor IHLE SPARBY AND HAASE PA Total:							7,441.00
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUTI	3485608	10/19/2021	100-4150-62010	Office Supplies	OFFICE SUPPLIES		519.05
INNOVATIVE OFFICE SOLUTI	3485608	10/19/2021	100-4670-62010	Office Supplies	OFFICE SUPPLIES		13.51
Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:							532.56
Vendor: JEFFREY A OLSON							
JEFFREY A OLSON	1678i	10/19/2021	100-4510-62240	Department Maint & Repair	BACK HOE HRS - WATER MA		216.00
JEFFREY A OLSON	1681i	10/19/2021	620-4890-64190	Rentals/Leases	HRS BACK HOE - WATER MA		2,062.50
Vendor JEFFREY A OLSON Total:							2,278.50
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	151099	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		291.34
JIM HIRT TRUCKING INC	151186	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		72.53

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
JIM HIRT TRUCKING INC	151190	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		582.52
JIM HIRT TRUCKING INC	151205	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		199.10
JIM HIRT TRUCKING INC	151246	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		225.20
JIM HIRT TRUCKING INC	151248	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		711.15
JIM HIRT TRUCKING INC	151331	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		105.50
JIM HIRT TRUCKING INC	151332	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		72.53
JIM HIRT TRUCKING INC	151334	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		458.51
JIM HIRT TRUCKING INC	151338	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		161.46
JIM HIRT TRUCKING INC	151340	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		76.37
JIM HIRT TRUCKING INC	151427	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		989.66
JIM HIRT TRUCKING INC	151437	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 20		518.70
Vendor JIM HIRT TRUCKING INC Total:							4,464.57
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU	159395	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-137.96
JOHNSON BROTHERS LIQU	159396	10/19/2021	610-4810-62530	Wine for Resale	WINE CREDIT		-65.33
JOHNSON BROTHERS LIQU	159614	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-216.00
JOHNSON BROTHERS LIQU	159615	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-242.35
JOHNSON BROTHERS LIQU	159616	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-112.35
JOHNSON BROTHERS LIQU	159616	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-25.44
JOHNSON BROTHERS LIQU	159616	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-166.48
JOHNSON BROTHERS LIQU	1894746	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		9,888.00
JOHNSON BROTHERS LIQU	1894747	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		63.14
JOHNSON BROTHERS LIQU	1894748	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		2,002.75
JOHNSON BROTHERS LIQU	1894749	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		3,226.00
JOHNSON BROTHERS LIQU	1895832	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		4,611.75
JOHNSON BROTHERS LIQU	1897137	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,577.27
JOHNSON BROTHERS LIQU	1897138	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		7,110.30
JOHNSON BROTHERS LIQU	1901167	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,594.50
JOHNSON BROTHERS LIQU	1901168	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		856.10
JOHNSON BROTHERS LIQU	85224	10/19/2021	610-4810-62520	Beer for Resale	REVERSAL - 3493716 08 30		-595.95
Vendor JOHNSON BROTHERS LIQUOR Total:							38,367.95
Vendor: KEATON HUOT							
KEATON HUOT	REIMBURSE 09 22 21	10/19/2021	100-4312-64400	Travel, Conference, School	REIMBURSE MEASL EXP - CL		12.93
Vendor KEATON HUOT Total:							12.93
Vendor: KIRBYBUILT SALES							
KIRBYBUILT SALES	SOKSA8222	10/19/2021	100-4510-65300	Improvements Other Than	2 ADA TABLES - NORTHROP		2,241.32
Vendor KIRBYBUILT SALES Total:							2,241.32
Vendor: LEAGUE OF MN CITIES INS TRUST							
LEAGUE OF MN CITIES INS T	2021 WC ADJ INV	10/19/2021	100-4670-63610	Insurance Expense	2021 WORKERS COMPENSA		12,816.00
Vendor LEAGUE OF MN CITIES INS TRUST Total:							12,816.00
Vendor: LEE PLUMBING & HEATING INC							
LEE PLUMBING & HEATING I	84922	10/19/2021	100-4510-62230	Building Maint & Repair	PROPYLENE GLYCOL - NORT		200.97

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
LEE PLUMBING & HEATING I	84942	10/19/2021	620-4850-62200	System Expense	MATERIALS - SEASONAL WA		18.75
Vendor LEE PLUMBING & HEATING INC Total:							219.72
Vendor: LEIGHTON BROADCASTING							
LEIGHTON BROADCASTING	183092-1	10/19/2021	610-4880-63490	Advertising	RADIO ADVERTISING - SEP 2		600.00
LEIGHTON BROADCASTING	183093-1	10/19/2021	610-4880-63490	Advertising	RADIO ADVERTISING - SEP 2		480.00
Vendor LEIGHTON BROADCASTING Total:							1,080.00
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	9105220	10/19/2021	690-4890-63030	Contracts Expense	COPIER CONTRACT - SEP 20		60.61
MARCO TECHNOLOGIES LLC	9170096	10/19/2021	690-4890-63030	Contracts Expense	COPIER CONTRA		74.07
Vendor MARCO TECHNOLOGIES LLC Total:							134.68
Vendor: MARK BORSETH							
MARK BORSETH	2021-3	10/19/2021	100-4650-63030	Contracts Expense	PLANNING & ZONING SERVI		1,537.50
Vendor MARK BORSETH Total:							1,537.50
Vendor: MARK BRUGGEMAN							
MARK BRUGGEMAN	REIMBURSE 09 24 21	10/19/2021	100-4210-62120	Gas-Oil-Lube	REIMBURSE GASOLINE EXP		40.10
MARK BRUGGEMAN	REIMBURSE 09 24 21	10/19/2021	100-4210-62210	Equipment Maint & Repair	REIMBURSE 2006 NISSAN R		162.22
MARK BRUGGEMAN	REIMBURSE 09 24 21	10/19/2021	100-4210-62880	Personal Protective Equipm	REIMBURSE BOOT ALLOWA		199.99
MARK BRUGGEMAN	REIMBURSE 09 24 21	10/19/2021	100-4210-62990	Misc. Operating Expense	REIMBURSE FLASHLIGHT RA		6.42
MARK BRUGGEMAN	REIMBURSE 09 24 21	10/19/2021	100-4210-62990	Misc. Operating Expense	REIMBURSE GUN CLNG SUP		13.88
MARK BRUGGEMAN	REIMBURSE 09 24 21	10/19/2021	100-4210-63320	Training Expense	REIMBURSE MEALS EXP - S		138.14
Vendor MARK BRUGGEMAN Total:							560.75
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	624030	10/19/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		9,159.69
MC KINNON COMPANY INC	624039	10/19/2021	610-4810-62520	Beer for Resale	BEER CREDIT		-96.72
MC KINNON COMPANY INC	624895	10/19/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		5,994.22
MC KINNON COMPANY INC	625111	10/19/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		13,178.93
MC KINNON COMPANY INC	625111	10/19/2021	610-4810-62530	Wine for Resale	MIX PURCHASE		48.90
MC KINNON COMPANY INC	625111	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		66.30
MC KINNON COMPANY INC	625192	10/19/2021	610-4810-62520	Beer for Resale	BEER PURCHASE		130.80
Vendor MC KINNON COMPANY INC Total:							28,482.12
Vendor: MICHAEL J ROFF							
MICHAEL J ROFF	REIMBURSE 09 28 21	10/19/2021	100-4210-62120	Gas-Oil-Lube	REIMBURSE GASOLINE EXP		64.83
MICHAEL J ROFF	REIMBURSE 09 28 21	10/19/2021	100-4210-63320	Training Expense	REIMBURSE MEALS EXP - CE		22.76
Vendor MICHAEL J ROFF Total:							87.59
Vendor: MIKES AUTOMOTIVE CENTER INC							
MIKES AUTOMOTIVE CENTE	1526	10/13/2021	100-4510-62210	Equipment Maint & Repair	TIRE REPAIR		32.89
MIKES AUTOMOTIVE CENTE	1550	10/19/2021	100-4510-62210	Equipment Maint & Repair	MOWER TIRE		31.29
MIKES AUTOMOTIVE CENTE	1558	10/19/2021	100-4510-62210	Equipment Maint & Repair	TIRES - '12 FORD		1,102.00
Vendor MIKES AUTOMOTIVE CENTER INC Total:							1,166.18
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	20163981	10/19/2021	100-4192-63020	Computer Maintenance & li	SERVICE DAY		1,190.00

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MORRIS ELECTRONICS INC	20164230	10/19/2021	100-4192-63020	Computer Maintenance & li	VPN LICENSING		94.50
Vendor MORRIS ELECTRONICS INC Total:							1,284.50
Vendor: MPOWER TECHNOLOGIES INC							
MPOWER TECHNOLOGIES I	4523	10/19/2021	690-4890-64400	Travel, Conference, School	USER GROUP CONFERENCE		2,790.00
Vendor MPOWER TECHNOLOGIES INC Total:							2,790.00
Vendor: MYRON CORP							
MYRON CORP	118695220	10/19/2021	690-4890-63590	Printing & Publications	2022 CALENDARS		214.64
Vendor MYRON CORP Total:							214.64
Vendor: NORTH COUNTRY OVERHEAD DOOR LL							
NORTH COUNTRY OVERHEA	16737	10/19/2021	690-4850-62230	Building Maint & Repair	OVERHEAD DOOR REPAIR		210.00
Vendor NORTH COUNTRY OVERHEAD DOOR LL Total:							210.00
Vendor: NORTHERN CONSULTING ACTUARIES							
NORTHERN CONSULTING A	10 05 21	10/19/2021	100-4220-63030	Contracts Expense	CONSULTING SERVICES - GA		2,800.00
Vendor NORTHERN CONSULTING ACTUARIES Total:							2,800.00
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	SEP 2021	10/19/2021	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE		321.21
Vendor NORTHERN STATE BANK Total:							321.21
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEM	51771	10/19/2021	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		334.80
NORTHWOODS ICE OF BEM	51831	10/19/2021	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		202.50
NORTHWOODS ICE OF BEM	52412	10/19/2021	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		205.20
Vendor NORTHWOODS ICE OF BEMIDJI INC Total:							742.50
Vendor: NOW MICRO INC							
NOW MICRO INC	524106	10/19/2021	100-4650-62020	Computer Supplies	GIS COMPUTER MEMORY		109.00
Vendor NOW MICRO INC Total:							109.00
Vendor: OPG-3 INC (f/k/a Crabtree Co)							
OPG-3 INC (f/k/a Crabtree	5235	10/19/2021	100-4192-63020	Computer Maintenance & li	ANNUAL SUPPORT		2,148.00
Vendor OPG-3 INC (f/k/a Crabtree Co) Total:							2,148.00
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	140502	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		475.00
PAUSTIS WINE COMPANY	140502	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		3.50
PAUSTIS WINE COMPANY	141493	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,623.75
PAUSTIS WINE COMPANY	141493	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		299.00
PAUSTIS WINE COMPANY	141493	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		99.00
Vendor PAUSTIS WINE COMPANY Total:							6,500.25
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE	OCT 2021	10/19/2021	100-4210-63100	Animal Control	2021 ANIMAL CONTROL SE		1,400.00
Vendor PENNINGTON CO HUMANE SOCIETY Total:							1,400.00
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE IN	43686	10/19/2021	820-4850-62210	Equipment Maint & Repair	TUBE TIRE RPR		32.25

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
PENNINGTON FAST LUBE IN	43694	10/19/2021	680-4850-62210	Equipment Maint & Repair	TIRE - '85 DODGE 1 TON		23.00
PENNINGTON FAST LUBE IN	76010	10/19/2021	690-4850-62210	Equipment Maint & Repair	OIL CHANGE/WINDOW TRA		170.95
Vendor PENNINGTON FAST LUBE INC Total:							226.20
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMPA	2109-020949	10/19/2021	100-4510-62230	Building Maint & Repair	BUILDING MATERIALS - BEA		1,611.78
PETERSON LUMBER COMPA	2109-020950	10/19/2021	100-4510-62230	Building Maint & Repair	STAPLES - BEACH PRJ		7.18
PETERSON LUMBER COMPA	2109-020952	10/19/2021	100-4510-62230	Building Maint & Repair	RETURN CREDIT - ROOFING		-30.87
PETERSON LUMBER COMPA	2109-020964	10/19/2021	100-4510-62230	Building Maint & Repair	BLDG MATERIALS - BEACH P		113.27
PETERSON LUMBER COMPA	2109-021178	10/19/2021	100-4510-62230	Building Maint & Repair	RETURN CREDIT - MATERIAL		-115.23
PETERSON LUMBER COMPA	2109-021230	10/19/2021	100-4510-62230	Building Maint & Repair	TREATED PINE/SCREWS - BE		76.49
Vendor PETERSON LUMBER COMPANY Total:							1,662.62
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6275923	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		129.56
PHILLIPS WINE & SPIRITS	6277695	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,718.43
PHILLIPS WINE & SPIRITS	6277696	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		508.00
PHILLIPS WINE & SPIRITS	6277697	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		144.00
PHILLIPS WINE & SPIRITS	6277697	10/19/2021	610-4810-62530	Wine for Resale	MIX PURCHASE		31.00
Vendor PHILLIPS WINE & SPIRITS Total:							3,530.99
Vendor: RICK SWANSON							
RICK SWANSON	REIMBURSE 09 22 21	10/19/2021	100-4312-64400	Travel, Conference, School	REIMBURSE MEALS EXP - CL		15.84
Vendor RICK SWANSON Total:							15.84
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB	22233	10/19/2021	620-4840-62170	Field Supplies	STATE SAMPLES		170.00
RMB ENVIRONMENTAL LAB	D22374	10/19/2021	680-4840-62170	Field Supplies	WW SAMPLES		174.00
Vendor RMB ENVIRONMENTAL LAB INC Total:							344.00
Vendor: SANITATION PRODUCTS INC							
SANITATION PRODUCTS INC	80610	10/19/2021	670-4850-62210	Equipment Maint & Repair	CHEVRON BELT - SWEEPER		2,097.55
Vendor SANITATION PRODUCTS INC Total:							2,097.55
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B14167546	10/19/2021	100-4192-62420	Computer Equipment	IT LAPTOP		2,179.00
Vendor SHI INTERNATIONAL CORP Total:							2,179.00
Vendor: SJOBERGS							
SJOBERGS	OCT 2021	10/19/2021	100-4192-63020	Computer Maintenance & li	MONTHLY SERVICE - OCT 20		82.05
SJOBERGS	OCT 2021	10/19/2021	100-4192-63020	Computer Maintenance & li	MONTHLY SERVICE - OCT 20		225.00
SJOBERGS	OCT 2021	10/19/2021	100-4220-63020	Computer Maintenance & li	MONTHLY SERVICE - OCT 20		49.95
SJOBERGS	OCT 2021	10/19/2021	100-4312-63020	Computer Maintenance & li	MONTHLY SERVICE - OCT 20		56.95
SJOBERGS	OCT 2021	10/19/2021	100-4510-63210	Communication Expense	MONTHLY SERVICE - OCT 20		104.50
SJOBERGS	OCT 2021	10/19/2021	100-4560-63210	Communication Expense	MONTHLY SERVICE - OCT 20		40.54
SJOBERGS	OCT 2021	10/19/2021	610-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - OCT 20		56.95
SJOBERGS	OCT 2021	10/19/2021	620-4830-63210	Communication Expense	MONTHLY SERVICE - OCT 20		26.98
SJOBERGS	OCT 2021	10/19/2021	620-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - OCT 20		49.95

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SJOBERGS	OCT 2021	10/19/2021	680-4830-63210	Communication Expense	MONTHLY SERVICE - OCT 20		142.50
SJOBERGS	OCT 2021	10/19/2021	680-4830-63210	Communication Expense	MONTHLY SERVICE - OCT 20		85.50
SJOBERGS	OCT 2021	10/19/2021	680-4830-63210	Communication Expense	MONTHLY SERVICE - OCT 20		475.00
SJOBERGS	OCT 2021	10/19/2021	690-4830-63210	Communication Expense	MONTHLY SERVICE - OCT 20		142.50
SJOBERGS	OCT 2021	10/19/2021	690-4830-63210	Communication Expense	MONTHLY SERVICE - OCT 20		35.05
SJOBERGS	OCT 2021	10/19/2021	690-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - OCT 20		88.57
SJOBERGS	OCT 2021	10/19/2021	690-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - OCT 20		49.95
SJOBERGS	OCT 2021	10/19/2021	690-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - OCT 20		49.95
SJOBERGS	OCT 2021	10/19/2021	690-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - OCT 20		225.00
Vendor SJOBERGS Total:							1,986.89
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF M	2127704	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		12,117.35
SOUTHERN GLAZERS OF M	2129072	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,052.00
SOUTHERN GLAZERS OF M	2129073	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,808.90
SOUTHERN GLAZERS OF M	2129074	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,640.37
SOUTHERN GLAZERS OF M	2129074	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		336.00
SOUTHERN GLAZERS OF M	2129075	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,330.25
SOUTHERN GLAZERS OF M	2129076	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,202.46
SOUTHERN GLAZERS OF M	2129610	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		43.84
SOUTHERN GLAZERS OF M	2132449	10/19/2021	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		14,081.29
SOUTHERN GLAZERS OF M	2132449	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		2,428.75
Vendor SOUTHERN GLAZERS OF MN Total:							41,041.21
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA	352620	10/19/2021	690-4840-62400	Small Tools and Minor Equi	CABLE CUTTER		3,400.00
Vendor ST HILAIRE SUPPLY COMPANY Total:							3,400.00
Vendor: STONES MOBILE RADIO INC							
STONES MOBILE RADIO INC	2044545	10/19/2021	100-4220-62400	Small Tools and Minor Equi	REPLACE PAGERS		1,872.00
STONES MOBILE RADIO INC	2045532	10/19/2021	100-4220-62400	Small Tools and Minor Equi	NEW PAGERS		952.32
Vendor STONES MOBILE RADIO INC Total:							2,824.32
Vendor: STREICHERS							
STREICHERS	1526938	10/19/2021	100-4210-62880	Personal Protective Equipm	FLASHLIGHTS/HOLSTERS		2,269.82
Vendor STREICHERS Total:							2,269.82
Vendor: STUART C IRBY CO							
STUART C IRBY CO	12606967.001	10/19/2021	690-14100	Inventory - Materials	3 PHASE RISER BRACKETS		716.19
STUART C IRBY CO	12652020.001	10/19/2021	690-14100	Inventory - Materials	ELBOWS		81.00
Vendor STUART C IRBY CO Total:							797.19
Vendor: SWS CREDIT SERVICES-DEVILS L							
SWS CREDIT SERVICES-DEVI	CR RPT 10 01 21	10/19/2021	690-4840-62990	Misc. Operating Expense	PERSONA REPORT		31.00
Vendor SWS CREDIT SERVICES-DEVILS L Total:							31.00
Vendor: T R F FIRE RELIEF ASSOCIATION							
T R F FIRE RELIEF ASSOCIATI	6964093	10/19/2021	100-4220-64750	Relief Association Contribu	2021 FIRE STATE AID ALLOC		64,012.12

Council Approval Register

Packet: APPKT00154 - 10/19/21 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
T R F FIRE RELIEF ASSOCIATI	6964093	10/19/2021	100-4220-64750	Relief Association Contribu	2021 FIRE SUPPLEMENT		13,658.98
Vendor T R F FIRE RELIEF ASSOCIATION Total:							77,671.10
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	SEP 2021	10/19/2021	100-4210-62010	Office Supplies	PARKING TICKETS		2,852.20
THIEF RIVER FALLS TIMES	SEP 2021	10/19/2021	610-4880-63490	Advertising	NEWSPAPERS		121.60
THIEF RIVER FALLS TIMES	SEP 2021	10/19/2021	610-4880-63490	Advertising	CITY TRF 125TH		535.50
Vendor THIEF RIVER FALLS TIMES Total:							3,509.30
Vendor: TRENTYN GROSILIE							
TRENTYN GROSILIE	REIMBURSE 09 28 21	10/19/2021	680-4890-64400	Travel, Conference, School	REIMBURSE MEALS EXP - ST		33.25
TRENTYN GROSILIE	REIMBURSE 09 28 21	10/19/2021	680-4890-64400	Travel, Conference, School	REIMBURSE LODGING EXP -		223.00
Vendor TRENTYN GROSILIE Total:							256.25
Vendor: TRF RADIO							
TRF RADIO	28432-2	10/19/2021	610-4880-63490	Advertising	RADIO ADVERTISING - 2021		1,500.00
TRF RADIO	29320-1	10/19/2021	100-4220-63590	Printing & Publications	RADIO ADVERTISING - VOL		75.00
TRF RADIO	29325.1	10/19/2021	100-4510-63590	Printing & Publications	RADIO ADVERTISING - MEC		75.00
Vendor TRF RADIO Total:							1,650.00
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	025-351694	10/19/2021	500-4680-65900	Work in Process-Constructi	PROD ASSISTANCE/PURCHA		130.00
TYLER TECHNOLOGIES INC	025-352224	10/19/2021	690-4890-63060	Credit Card Fees	3RD QTR TRANSACTION FEE		1,997.50
Vendor TYLER TECHNOLOGIES INC Total:							2,127.50
Vendor: ULINE							
ULINE	139373444	10/19/2021	690-4840-62990	Misc. Operating Expense	MISC CLEANING SUPPLIES		151.14
Vendor ULINE Total:							151.14
Vendor: VINOCOPIA INC							
VINOCOPIA INC	277362-CM	10/19/2021	610-4810-62610	Freight In (Liquor)	FREIGHT CREDIT		-18.00
VINOCOPIA INC	288135	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		560.00
VINOCOPIA INC	288136	10/19/2021	610-4810-62530	Wine for Resale	WINE PURCHASE		1,040.00
Vendor VINOCOPIA INC Total:							1,582.00
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	185	10/19/2021	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEES - SE		24,539.89
WASTE MASTERS LLC	19X00261	10/19/2021	100-4315-63030	Contracts Expense	SEP 2021 COLLECTION - DO		187.50
Vendor WASTE MASTERS LLC Total:							24,727.39
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING	212994	10/19/2021	510-4680-65920	Work in Process - Eng/Arch	PROF SRVCS - 2021 ST IMP		4,112.50
Vendor WIDSETH SMITH NOLTING ASC INC Total:							4,112.50
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	NOV 2021	10/19/2021	810-4820-61500	Annuity Payments	POLICE PENSION - NOV 202		990.89
Vendor YVONNE PEDERSON Total:							990.89
Grand Total:							373,456.20

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	155,197.00
500 - 2019 SOFTWARE PROJECT	130.00
510 - 2021 ST AND UTILITY PROJECT	4,112.50
610 - LIQUOR DISPENSARY	150,056.44
620 - WATER UTILITY FUND	30,804.85
670 - STORM WATER UTILITY FUND	5,354.05
680 - WASTEWATER UTILITY FUND	11,450.81
690 - ELECTRIC UTILITY FUND	15,242.75
810 - POLICE RELIEF ASSOCIATION	990.89
820 - GREENWOOD CEMETERY FUND	116.91
Grand Total:	373,456.20

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	519.05
100-4150-63030	Contracts Expense	321.21
100-4150-64400	Travel, Conference, Scho	125.00
100-4160-63040	Legal Fees	7,441.00
100-4192-62420	Computer Equipment	2,179.00
100-4192-63020	Computer Maintenance	3,739.55
100-4194-62990	Misc. Operating Expense	142.51
100-4210-62010	Office Supplies	2,902.40
100-4210-62120	Gas-Oil-Lube	104.93
100-4210-62210	Equipment Maint & Rep	162.22
100-4210-62880	Personal Protective Equi	2,469.81
100-4210-62990	Misc. Operating Expense	149.30
100-4210-63100	Animal Control	1,460.00
100-4210-63320	Training Expense	518.71
100-4220-62210	Equipment Maint & Rep	2,673.14
100-4220-62400	Small Tools and Minor E	2,824.32
100-4220-63020	Computer Maintenance	49.95
100-4220-63030	Contracts Expense	2,800.00
100-4220-63590	Printing & Publications	75.00
100-4220-64750	Relief Association Contr	77,671.10
100-4312-62120	Gas-Oil-Lube	199.50
100-4312-62210	Equipment Maint & Rep	13.18
100-4312-62240	Department Maint & Re	208.33
100-4312-62880	Personal Protective Equi	71.15
100-4312-62990	Misc. Operating Expense	4.66
100-4312-63020	Computer Maintenance	56.95
100-4312-64400	Travel, Conference, Scho	28.77
100-4315-62120	Gas-Oil-Lube	79.80

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62210	Equipment Maint & Rep	310.57
100-4315-63030	Contracts Expense	24,727.39
100-4510-62120	Gas-Oil-Lube	79.80
100-4510-62210	Equipment Maint & Rep	1,239.39
100-4510-62230	Building Maint & Repair	1,863.59
100-4510-62240	Department Maint & Re	216.00
100-4510-62990	Misc. Operating Expense	137.56
100-4510-63210	Communication Expense	104.50
100-4510-63590	Printing & Publications	75.00
100-4510-65300	Improvements Other Th	2,241.32
100-4540-62990	Misc. Operating Expense	462.50
100-4550-62230	Building Maint & Repair	15.57
100-4550-62990	Misc. Operating Expense	36.72
100-4560-63210	Communication Expense	40.54
100-4650-62020	Computer Supplies	109.00
100-4650-63030	Contracts Expense	1,537.50
100-4670-62010	Office Supplies	13.51
100-4670-62990	Misc. Operating Expense	180.00
100-4670-63610	Insurance Expense	12,816.00
500-4680-65900	Work in Process-Constru	130.00
510-4680-65920	Work in Process - Eng/Ar	4,112.50
610-4810-62510	Liquor for Resale	86,854.03
610-4810-62520	Beer for Resale	33,598.82
610-4810-62530	Wine for Resale	19,737.91
610-4810-62540	Soft Drinks/Mix for Resal	440.75
610-4810-62590	Misc. Mdse for Resale	799.10
610-4810-62610	Freight In (Liquor)	4,549.07
610-4840-62140	Off Sale Supplies	190.01
610-4840-62990	Misc. Operating Expense	340.84
610-4850-62230	Building Maint & Repair	176.86
610-4880-63490	Advertising	3,312.10
610-4890-63020	Computer Maintenance	56.95
620-4830-63210	Communication Expense	26.98
620-4840-62160	Chemicals	23,983.34
620-4840-62170	Field Supplies	170.00
620-4840-62990	Misc. Operating Expense	606.90
620-4850-62200	System Expense	2,008.18
620-4890-63020	Computer Maintenance	49.95
620-4890-63110	Consulting Fees	975.00
620-4890-64190	Rentals/Leases	2,062.50
620-4890-64330	Dues and Subscriptions	922.00
670-4850-62200	System Expense	112.99

Account Summary

Account Number	Account Name	Expense Amount
670-4850-62210	Equipment Maint & Rep	2,123.73
670-4890-63030	Contracts Expense	3,117.33
680-4830-63210	Communication Expense	703.00
680-4840-62170	Field Supplies	187.18
680-4850-62210	Equipment Maint & Rep	38.98
680-4850-62220	Lift Station and Pond Ma	9,731.02
680-4890-64190	Rentals/Leases	534.38
680-4890-64400	Travel, Conference, Scho	256.25
690-14100	Inventory - Materials	879.09
690-4830-63210	Communication Expense	177.55
690-4840-62400	Small Tools and Minor E	3,400.00
690-4840-62990	Misc. Operating Expense	888.55
690-4850-62210	Equipment Maint & Rep	-106.37
690-4850-62230	Building Maint & Repair	210.00
690-4850-62350	Power Plant/Dam Maint	438.55
690-4850-62360	Distribution Maint	264.60
690-4890-63020	Computer Maintenance	413.47
690-4890-63030	Contracts Expense	184.68
690-4890-63060	Credit Card Fees	1,997.50
690-4890-63110	Consulting Fees	3,490.49
690-4890-63590	Printing & Publications	214.64
690-4890-64400	Travel, Conference, Scho	2,790.00
810-4820-61500	Annuity Payments	990.89
820-4840-62120	Gas-Oil-Lube	39.90
820-4850-62210	Equipment Maint & Rep	77.01
	Grand Total:	373,456.20

Project Account Summary

Project Account Key	Expense Amount
None	373,456.20
	Grand Total:
	373,456.20



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: 10/19/2021

SUBJECT: Approve progression raise for Jarrin Gunderson, Patrol Officer

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

MOTION TO: Accept the Public Safety Committee recommendation to grant Jarrin Gunderson, Patrol Officer, a progression raise. Officer Gunderson shall progress to Step 2 of the LELS Patrol Officer salary schedule for a new salary of \$26.98 per hour, effective October 21, 2021.

BACKGROUND: Officer Gunderson has successfully completed his one-year probationary period as per union contract and is eligible to progress to Step 2.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2021.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Chief of Police.

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 10/19/2021

SUBJECT: Approval of Progression Raise for Marah Froiland, Part-time Off-Sale Clerk

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

MOTION TO: To grant Marah Froiland, part-time Off-Sale Clerk, a progression raise to Step 4 of the Off-Sale Clerk salary schedule. Ms. Froiland's new hourly wage shall be \$25.70 per hour, effective upon her completion of 6,240 hours of employment.

BACKGROUND: Ms. Froiland has completed 6,240 hours of part-time employment at which time is eligible for progression to Step 5.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted salary adjustment.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Steve Olson, Liquor Store Manager

ATTACHMENTS:

None



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Request for Council Action

DATE: 10/19/2021

SUBJECT: Approval of Progression Raise for Scott Fogarty, Part-time Off-Sale Clerk

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

MOTION TO: To grant Scott Fogarty, part-time Off-Sale Clerk, a progression raise to Step 4 of the Off-Sale Clerk salary schedule, effective upon his completion of 5,200 working hours. Mr. Fogarty's new salary shall be \$25.70 per hour.

BACKGROUND: Mr. Fogarty was hired by the City Council on August 8, 2018 as a part-time Off-Sale Clerk at Step 2. Mr. Fogarty has successfully completed Step 2 and 3 and 4 requirements and is now eligible for a progression to Step 5 of the Off-Sale Clerk salary schedule.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted salary.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Steve Olson, Liquor Store Manager

ATTACHMENTS:

None



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Request for Council Action

DATE: 10/19/2021

SUBJECT:

RECOMMENDATION:

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

None



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Request for Council Action

DATE: 10/19/2021

SUBJECT: Lime Sludge Pond Farm Lease

RECOMMENDATION: It respectfully requested to consider approving the Utility Committee's recommendation for a five year Farm Lease with Brian Anderson.

MOTION TO: Approve a five year lease for with Brian Anderson for the 63.59 acres of tillable land surrounding the Lime Sludge Ponds in the amount of \$40.00/acre per year or \$12,718.00 over the five year period.

BACKGROUND: The City of Thief River Falls purchased property in Rocksbury township for the relocation of the Lime Sludge Ponds. The Water Systems utilizes approximately 15 acres for the ponds and also utilizes approximately 63.59 acres of tillable acres for land application of the Lime Sludge.

KEY ISSUES: The Water Systems Department operates the Lime Sludge Ponds as a byproduct of the Water Treatment Plant. At least every three years or as needed, the ponds need to be cleaned and the sludge is land applied according to the Minnesota Department of Agriculture permit the City maintains. The Lessee leaves the crop residue for a base on which to distribute the Lime Sludge.

FINANCIAL CONSIDERATIONS: The Water Systems Department will receive \$2543.60/year for the next five years.

LEGAL CONSIDERATION: Lease will be signed by the Mayor and City Administrator on behalf of the City.

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

1.	2021 Brian Anderson farm lease revised
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FARM LEASE AGREEMENT

THIS AGREEMENT, To be effective the 1st day of January, 2022, by and between City of Thief River Falls, a Minnesota Political Subdivision, hereinafter referred to as "Lessor", and Brian Anderson, hereinafter referred to as "Lessee", witnesseth:

1. PREMISES. Lessor hereby leases unto Lessee, and Lessee hereby hires from Lessor, the premises situated in the County of Pennington and State of Minnesota, described as follows:

See Exhibit "A" attached. (63.54 acres)

2. TERM. This Lease is for five (5) crop years from and after the 1st day of January, 2022, and term ending on the 31st day of December, 2026, unless sooner terminated as hereinafter provided.

3. RENT. Lessee shall pay Lessor as rent for the premises for the full term of this Lease the sum of \$40.00 per acre for 63.59 acres for \$12,718.00, payable at City Hall, Thief River Falls, Minnesota, or as directed, in five (5) installments, to wit:

\$2,543.60 on or before Nov. 15, 2022;
\$2,543.60 on or before Nov. 15, 2023;
\$2,543.60 on or before Nov. 15, 2024;
\$2,543.60 on or before Nov. 15, 2025; and
\$2,543.60 on or before Nov. 15, 2026;

4. USE. Lessee shall only use the premises for the purpose of growing crops. Lessee shall have sole hunting rights to the leased premises during the lease term, as long as all rental payments are current. Any additional use of the premises shall require the written approval of Lessor.

5. LESSOR'S EXPENSES. Lessor agrees to furnish the premises, and to pay the items of expense listed below:

5.1. Real estate taxes and installments of special assessments, if any.

6. LESSEE'S EXPENSES AND DUTIES. Lessee agrees to pay the items of expense and to perform the duties listed below:

6.1. All machinery, equipment, and labor necessary to farm the premises.

6.2. All seed, fertilizers, herbicides, pesticides, and other appropriate chemicals.

6.3. Farm the premises in a timely, thorough, and reasonable manner.

6.4. Prevent all unnecessary waste, loss, or damage to the premises.

7. WORK BACK. Lessee shall work back the premises prior to the termination of this

Lease. Should the Lessee fail to work back the premises, Lessor shall have the right to contract with a third party acceptable to Lessor, including Lessor, for the working back and preparation of the land for the next year's crop or planting, and Lessee shall be responsible for the full cost of that plowing.

8. FARM PROGRAM. Lessee shall preserve the base acreage that presently exists on the premises. Lessee shall consult with Lessor concerning remaining with any government farm program and Lessee shall not remove the premises from any government farm program without Lessor's prior written consent. Lessee shall be entitled to all government farm program payments earned during the term of this Lease, but shall resign those payments to the Lessor to be applied against rent.

9. LESSOR'S RIGHT OF ENTRY. Lessor reserves the right during the term of this Lease to enter upon the premises at any reasonable time for the purpose of inspection, consultation with Lessee, making repairs or improvements, posting notices, and for all other lawful purposes whatsoever.

10. DEFAULT. Lessee agrees that in the event Lessee should be in default of the performance of any of the terms, covenants, or conditions of this Lease, or have otherwise breached this Lease, Lessor shall have every remedy now or hereafter available at law or in equity.

11. INDEMNIFICATION. Lessee shall indemnify Lessor against any liability or loss of whatever nature incurred by Lessor as a result of Lessee's failure to perform any obligation required to be performed by Lessee hereunder, or from any accident that may occur in or about the premises, or from Lessee's failure to comply with any governmental authority. Lessor's right to indemnity hereunder shall arise notwithstanding that joint or concurrent regulation, or other law. Lessee shall also indemnify Lessor against all costs, attorneys fees, and other expenses arising out of such actions.

Lessor shall indemnify Lessee against any liability or loss of whatever nature incurred by Lessee as a result of Lessor's failure to perform any obligation required to be performed by Lessor hereunder, or from any accident that may occur in or about the premises, or from Lessor's failure to comply with any governmental authority. Lessee's right to indemnity hereunder shall arise notwithstanding that joint or concurrent regulation, or other law. Lessor shall also indemnify Lessee against all costs, attorneys fees, and other expenses arising out of such actions.

12. COMMUNICATIONS. All notices and other communications of any nature required herein shall be in writing, mailed by certified mail, return receipt requested, to the last known address of the other party, to be effective on date of mailing. The address of each party, unless notified as required herein, is as follows:

LESSOR
P.O. Box 528
Thief River Falls, MN 56701

LESSEE
14460 150TH AVE NE
Thief River Falls, MN 56701

13. ASSIGNMENT OR SUBLETTING. The Lessee shall not assign this Lease or sublet all or any portion of the premises without first securing the written approval of Lessor which written approval shall not be unreasonably withheld.

14. QUIET ENJOYMENT. Lessor warrants that it has full right to execute and perform this Lease and that Lessee, upon payment of the rents and other amounts due and the performance of all the terms, conditions, and covenants on Lessee's part to be observed and performed under this Lease, may peaceably and quietly enjoy the premises for the business uses permitted hereunder, subject to the terms and conditions of this Lease.

15. SURRENDER. Upon the expiration date or upon the earlier termination hereof, Lessee shall peaceably surrender the premises in good order.

16. HOLDING OVER. In the event Lessee remains in possession of the premises after the expiration of this Lease and without the execution of a new Lease, it shall be deemed to be occupying the premises as a Lessee from month to month, subject to all the conditions, provisions, and obligations of this Lease.

17. SPREADING. Lessor reserves the right to spread lime sludge on the rented premises each year after the growing crop has been harvested or removed by Lessee.

18. GENERAL.

18.1. The Lease does not create the relationship of principal and agent or of partnership or of joint venture or of any association between Lessor and Lessee, the sole relationship between the parties hereto being that of Lessor and Lessee.

18.2. No waiver of any covenant of this Lease or a breach of such covenant shall constitute a waiver of any other covenant or the continued breach of said covenant. No waiver of any default of Lessee hereunder shall be implied from any omission by Lessor to take any action on account of such default if such default persists or is repeated.

18.3. This Agreement 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 Agreement shall be valid unless in writing and signed by the parties hereto. Should any clause or provision of this Agreement become invalid for any reason, such invalidity shall not result in the invalidity or unenforceability of any other clause or provision of this Agreement.

18.4. The titles and headings used herein are for convenience only and do not constitute any part of this Agreement.

18.5. This Agreement shall be binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

IN WITNESS WHEREOF, The parties hereto have executed this Lease to be effective the day and year first above written.

CITY OF THIEF RIVER FALLS

Brian Holmer, Mayor

Brian Anderson

Angela Philipp, City Administrator

STATE OF MINNESOTA)
)SS
COUNTY OF PENNINGTON)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021 by Brian Holmer, Mayor of Thief River Falls, Minnesota, and Angela Philipp, City Administrator of Thief River Falls, Minnesota.

Notary Public

STATE OF MINNESOTA)
)SS
COUNTY OF PENNINGTON)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021 by Brian Anderson.

Notary public



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: 10/19/2021

SUBJECT: City of Thief River Falls Strategic Planning Services

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

MOTION TO: To accept the proposal from gCariveau and Associates for Strategic Planning services for the City of Thief River Falls.

BACKGROUND: A RFP for Strategic Planning Services was prepared and approved in July of 2021.

Proposals were accepted through September 3, 2021. A workgroup was created to review the proposals and discussed through the Committees. The workgroup then narrowed the selection to three proposals. The three proposals were then part of an additional interview with the workgroup. After discussion at the Administrative Services committee, the recommendation was made to go forward with gCariveau and Associates. The Strategic Plan would be completed in 2022.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The cost of the base plan is \$23,750 that will be spread over 2021-2023.

The City will have options to choose from to complete the environmental scanning services that will be an additional amount to the base.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	gCariveau Proposal
----	--------------------

Professional Services Assistance

*Partner with Galen Cariveau
& Dennis Elbert*

Quality Strategic Planning:

- Mission Development
- Vision Capture
- Environmental Scanning
- Goal Setting
- Action Planning
- Process Evaluation



gCariveau
&
Associates

Galen 218-791-8592
gcariveau@gmail.com

Dennis 701-739-0968
Dj.elbert05@gmail.com

Strategic Planning Proposal

Table of Contents

Title		Page
1	Table of Contents	1
2	gCariveau & Associates	2
3	Our Approach to Strategic Planning	3
4	Long-term Relationships	3
5	Example Projects	4
6	References	5
7	Proposed Project Plan	6--7
8	Projected Costs	8
9	Projected Hours of Effort	8
10	Example Timeline	9
11	A Proven Track Report	10--11
12	Our Client Listing	12

Proposal to Provide Strategic Planning Services to the City of Thief River Falls

gCariveau & Associates

gCariveau & Associates (GCA) is a professional services firm from the Greater Grand Forks Region. The firm primarily provides services to businesses, governmental agencies, and non-profits. We specialize in the delivery of services such as:

- Strategic Planning
- Board of Director Training
- Conference Management
- Executive Interviews
- Focus Group Facilitation
- Grant Writing
- Listening Sessions
- Survey Development & Polling

Our talent pool consists of two primary principal professionals: Galen Cariveau & Dennis Elbert. Both Galen and Dennis have strong ties to the Greater Grand Forks region and the University of North Dakota. Galen & Dennis have 25+ years of experience working together. In addition to the principals, the firm also employs several part-time associates who provide support services to our clients as needed.

Galen Cariveau has 40+ years of experience in relation to the services listed above. His career includes that of a High School Teacher, a Technical College Administrator, a Small Business Development Center Director, a Human Resource Director, a Corporate Trainer/Consultant, a Workforce Development Specialist, and a UND Administrator. Galen is retired from the University of North Dakota as the Director of Workforce Development. Galen formed gCariveau & Associates in June 2013.

Dennis Elbert has 40+ years of experience in higher education, consulting and the military. He retired from the University of North Dakota as Professor of Marketing Emeritus and Dean Emeritus of the College of Business and Public Administration. Elbert has served on or is currently serving on multiple boards of directors including Gate City Bank, Edgewood REIT, Noridian Insurance (dba BCBS of ND), Cirrus Design Inc. and Moore Holding Company. He is retired from the US Army Reserve as a LTC and is a veteran of Vietnam and Cambodia.

Our Approach to Strategic Planning

There are three different planning concepts that can be used when developing and implementing a strategic plan. They are:

Top-Down Planning

Top-down strategic planning occurs when goals and strategic actions are determined by an organizations senior leaders and then communicated to the rest of the organization for implementation.

Bottom-Up Planning

Bottom-Up strategic planning occurs when during the environmental scanning phase of the strategic planning process, data and input are solicited from the employees in an organization. This data and input are then used to identify strategic issues facing the organization and opportunities that the organization may be able to take advantage.

Out-Side-In Planning

An Out-Side-In strategy takes customer and/or community values as it's starting point. Organizations using this approach involve customers and/or community members in the environmental scanning process. Their data and input are then used to identify strategic issues facing the organization and opportunities that the organization may be able to take advantage.

gCariveau & Associates has used all three of these concepts when building strategic plans for each of our clients. We always give our clients the opportunity to select the method of choice. We have some clients who use just one of the methods, others use two of the three, and a few of our clients have used all three of the methods.

Our staff at gCariveau & Associates are available to discuss the advantages and disadvantages associated with each method.

Long-term Relationships with our Clients

gCariveau and Associates would like to be a long-term partner of the City of Thief River Falls. One way we can do this is by supporting the **Implementation and Follow-Up Stages** of your strategic plan during its entire three-year life.

We do this through our **Monitoring & Adjustment Services**. As part of this process, gCariveau & Associates professional staff can meet with key City of Thief River Falls staff once or twice per year, following the initial implementation of your strategic plan.

Through these facilitated discussions, we are able to identify and document those parts of the strategic plan that have been completed, those that are in progress, and those that still need to be started. The process also identifies adjustments that need to be made in the plan. In short, these follow-up services keep the strategic plan on track and visible as a priority for all involved.

Example Projects

Bemidji State University Department of Athletics (Example of an Out-Side-In Environmental Scan)

In the fall of 2018 BSU retained the services of gCariveau & Associates to facilitate the development of a Strategic Plan for their Athletic Department. The majority of the work took place during the winter and spring of 2019. An earlier strategic plan was developed by GCA in the nineties. An Environmental Scan consisting of 2,500 surveys to alumni, coaches, staff, administrators, faculty and community members was conducted. Six strategic issues were identified as part of the process, they included: Competitive Success, Facilities, Financial Stability, Governance and Structure, Marketing and Promotions, and Student Success. The work resulted in 105 recommendations planned for implementation from 2020 to 2025.

North Dakota Mill & Elevator Executive Leadership Team (Example of a Long-Term Relationship)

For over a decade gCariveau & Associates has worked on an annual basis with the Executive Leadership Team of the North Dakota State Mill & Elevator to initially develop and then annually review and monitor their strategic plan. The ND Mill as a state-owned organization is unique in governance structure and operation. The strategic plan must be updated annually and then presented to the Governor and the Industrial Service Commission for endorsement. The long-term relationship between the executive team and gCariveau & Associates has resulted in a highly effective planning relationship which has enhanced success in the implementation and refinement of the ND Mill's strategic areas of interest.

Valley Senior Living Board of Directors, Foundation Board, & Executive Leadership Team (Example of Bottom-Up Environmental Scan)

For the past two strategic planning cycles Valley Senior Living has utilized the facilitation services of gCariveau & Associates. The first project was in 2015 when the multi-unit organization was utilizing the name Valley Memorial Homes. The project involved planning sessions to rework the Mission, Vision, and Values. The project also included development of an organizational tagline and strategic initiatives. The second project started the fall of 2017 and carried into 2018. This phase included updating the plan with a marketing study review, multiple listening sessions for a robust environmental scan and an in-depth review and a name change by the board to Valley Senior Living.

Please see the attached sample client listing on page 11 of this proposal.

References

Tracy Dill, Athletic Director
Bemidji State University
Cell 320 493 5829

Vance Taylor, Chief Executive Officer
North Dakota State Mill & Elevator
Office 701 795 7000

Garth Rydland, Chief Executive Officer
Valley Senior Living
Cell 218 779 3715



Proposed Project Plan

The proposed plan for this strategic planning project is based on the three phases outlined in the RFP. Each of the activities described below are independent of each other. This allows you to control the cost of your project by providing you with the opportunity to elect those selections you desire to be part of your plan of action vs those you decide not to select at this time.

Phase 1: Environmental Scanning

Environmental scanning is a process of gathering information about an organization's internal and external environments. Such scans usually result in a **Strengths, Weaknesses, Opportunities, and Threats (SWOT)** report which can assist management and leadership determine the future direction/improvement of an organization.

In order to conduct an environmental scan for your organization, the project should include at least one of the following three scanning methods: **Stakeholder Interviews, Surveys/Polling, or Focus Groups**. Some organizations use a combination of two of the three methods, and some desiring an in-depth scan using all three methods. The cost of your project will be dependent upon which and how many scanning methods you select for your project.

Document Research: Research of history, current state of the organization, structure, background, and defining documents:

Stakeholder Interviews: One on one interviews of 10 key stake holders from the organization with a written report of findings.

- Ten interviews via Zoom:
- Or**
- Ten face-to-face interviews in TRF:

Survey and/or Polling Development and facilitation of strategic issues via an electronic survey. Will be administered up to 100 discrete participants who respond to the invitation to participate in the scanning process. Includes analysis of survey data and development of a written report:

Focus Groups Development and facilitation of focus groups in TRF. Each session two hours in length. Price includes question development and a written report.

Examples of target groups who could be accessed through focus groups include:

Mayor & Council	Community Development Advisor Board
TRF Library Board	Housing Redevelopment Authority
Administrative Services Dept.	Northeast Regional Library Board
Economic Development Dept.	Planning Commission & Board of Appeals
Electric Utilities Dept.	TRF Area Community Fund Advisory Comm.
Falls Liquor	Ralph Engelstad Arena
Fire Department	Parks & Recreation

Police Department
Public Works

Public Safety
Public Utilities

SWOT Report

Development of a SWOT Report using data obtained from the environmental scanning method(s) selected from the methods described above.

Phase 2: Strategic Plan Development

Creation of a comprehensive actionable three-year strategic plan. Included are:

Mission & Vision Development

Includes research, development of four examples, facilitation of one on site decision session, and Development of a Mission & Vision Report.

Guiding Principles & Value Development

Includes research, development of examples, facilitation of one on site decision session, and a Principles & Values Report.

Strategic Issue Identification

Analysis of Environmental Scanning to identify strategic issues, facilitation of one on site decision session, and development of a Strategic Issues Report.

Goal Development

Development of example goals, facilitation of one on site decision session, and development of a Goal Development Report.

Actions, Outcomes & Performance Measures

Facilitate two one site decisions sessions and development of a Actions/Outcomes/Measures Report.

Executive Summary

Development of an executive summary documenting the processes used and the decisions made during the Strategic Planning Process.

Phase 3: Implementation, Monitoring and Adjustment Processes

Implementation Plan

Development of an Implementation Plan covering a three year period of time. Includes facilitation of one on site decision session.

Three Month Follow-up

Facilitation of an on-site three-month evaluation session following implementation of the plan. Also includes a report documenting adjustments and revisions to be made as a result of the session.

Annual or Semiannual Follow-up

Annual Monitoring and Adjustment Session(s).
Quoted price is per facilitated event.

Summary of Project Costs and Hours

Phase 1 Environmental Scanning

Document Research

Hours

8

Price

\$ 600

* Stakeholder Interviews (10) Via Zoom (\$4,200)
or

32

Selection ?

One
Selection

* Stakeholder Interviews (10) Face to Face (\$5,736)

52

Selection ?

Required
Two

* Survey and/or Polling (100 Respondents \$6,800)

65

Selection ?

Or More
Selections

* Focus Groups (\$1,200 per Session)

?

Selection ?

Recommended

SWOT Report

10

\$ 1,000

Phase 1 Subtotal

\$ 1,600

Add
Selection
Amount

Phase 2: Strategic Plan Development

Mission & Vision Development

28

\$ 2,750

Guiding Principles & Values Dev'l

24

\$ 2,375

Strategic Issue Identification

24

\$ 2,625

Goal Development

22

\$ 2,425

Actions, Outcomes & Performance Measurers

36

\$ 3,825

Executive Summary

10

\$ 1,000

Phase 2 Subtotal

\$ 15,000

Phase 3: Plan Implementation, Monitoring, and Adjustment

Implementation Plan

26

\$ 2,750

Three Month Follow-up

20

\$ 2,350

Annual Evaluation & Adjustment

18

\$ 2,050

Phase 3 Subtotal

\$ 7,150

375

\$ 23,750

* Note 1 The total projected investment does not currently include the cost of the Environmental Scanning options, of which at least one needs to be selected.

Add
Selection
Amount
From
Above

Note 2 The hours reflected on this report consists of drive time, research, technology services, data analysis, recorder services, writing time, and facilitation.

Example Project Timeline

Phase 1 Environmental Scanning

Document Research
Environmental Scanning Options
SWOT Report

2021

Nov 1-19
Nov 22-Dec 17
Dec 20-31

Phase 2: Strategic Plan Development

Mission & Vision Development
Guiding Principles & Values Development
Strategic Issue Identification
Goal Development
Actions, Outcomes & Performance Measurers
Executive Summary

2022

Jan 3-14
Jan 17-21
Jan 24-Feb 4
Feb 7-18
Feb 20-March 18
March 21-April 1

Phase 3: Plan Implementaion, Monitoring, and Adjustment

Implementation Plan
Three Month Follow-up
Annual/Semiannual Monitoring & Adjustment

2022

April 4-15
TBD
TBD

A Proven Track Record

Provided By:

gCariveau & Associates

East Grand Forks, MN

Grand Forks, ND

Why Do Strategic Planning?

Strategic planning is the proactive process of assessing an organization's current condition, determining its desired future state, and identifying actions that will achieve that future. It answers these questions:

- How are we doing?
- Where do we want to go?
- How do we get there?



Effective planning is:

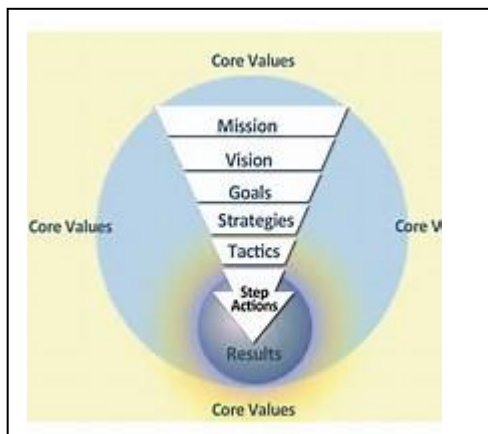
1. Analytical thinking designed to help mold your organization's future.
2. It is not an attempt to eliminate risk, but it is: selecting better risks.
3. A commitment of resources to action and measuring results.

Stages of the Strategic Planning Process

Stage One: Determine and Document the Purpose of the Planning

Stage Two: Formulate a Mission, Values, and a Vision

Stage Three: Determine the Critical Factors (Environmental Scanning)



Conduct a SWOT Analysis

Survey Stake Holders

Conduct Focus Groups

Interview Key Stake Holders

Stages Continued

- Stage Four:** Identify the Key Issues
- Stage Five:** Develop Goals for Critical Issues
- Stage Six:** Develop Strategies for Each Goal
- Stage Seven:** Develop an Action Plan for Each Strategy
- What is to be accomplished?
- By whom?
- By when?
- Will it cost anything?
- Stage Eight:** Write the Plan
- Stage Nine:** Implement and Monitor the Action Plan
- Stage Ten:** Annually Evaluate the Plan and Make Modifications



Scheduling the Strategic Planning Sessions

Our past experiences tell us that it takes 16 to 24 hours (group discussion, planning and decision making) to develop a full quality Strategic Plan. Best practices indicated that planning sessions, (each 2 to 4 hours in length) should be scheduled 7 to 14 days apart. Such a schedule provides for a quality process and the most productive use of participant time.

Report Writing

As part of the services provided as part of our Strategic Planning Services, staff from gCariveau & Associates will be on hand at all planning sessions, to capture the dialogue that takes place and document any decision made. Three to five days after each planning session, a working copy of the dialogue and decisions made will be provided to each member of the planning team. At the conclusion of the entire planning process, a final report is written and provided to the key administrators of the organization.



Strategic Planning Clients

Listed below is a partial list of our satisfied clients:

1. Alerus Center (Grand Forks)
2. Audubon Society (Warren)
3. Bemidji State University Athletic Department
4. City of East Grand Forks
5. Grand Forks/East Grand Forks Chamber of Commerce
6. Grand Forks/East Grand Forks Community Foundation
7. Grand Forks/East Grand Forks United Way
8. Grand Forks Senior Center (Grand Forks)
9. Job Development Authority (Warren)
10. Lifecare Medical Center (Roseau)
11. North Dakota Mill & Elevator (North Dakota Wide)
12. North Dakota Trade Office (North Dakota Wide)
13. North Valley Health Care (Warren)
14. Sacred Heart Parish (East Grand Forks)
15. St. Michael's Parish (Grand Forks)
16. UND College of Nursing
17. UND Wellness Center
18. Valley Senior Living (Grand Forks)



Questions & Comments

Individuals with questions relating to the Strategic Planning Services and/or the other Strategic Services provided by the gCariveau & Associates should contact:



Galen Cariveau
gcariveau@gmail.com
218-791-8592

Dennis Elbert
dj.elbert05@gmail.com
701-739-0968



Request for Council Action

DATE: 10/19/2021

SUBJECT: Towards Zero Death (TZD) Proposal for 2021/2022

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

MOTION TO: To approve 2021/2022 TZD Grant to the Thief River Falls Police Department to share with the Pennington County Sheriff's office. This will include a 50% equipment match of \$1,500.00 for a new radar.

BACKGROUND: Thief River Falls Police Officer Ben Tureson oversees our TZD program. Officer Tureson and Pennington County Deputy Alex Henningson drafted a grant for TZD funds. The state awarded \$12,150.00 to the Thief River Falls Police Department and the Pennington County Sheriff's office. These funds will be split equally between both departments and will go towards TZD enforcement, which includes distracted driving, seatbelt and move over enforcement. The funds will go towards overtime related to this enforcement and any other assistance with this special enforcement. This grant will start on October 1st, 2021 and will end September 30th, 2022. Officer Tureson will handle scheduling and other tasks related to this program.

During the annual radar inspection this year, two squad radars are needed to be sent in for repair as they would not pass inspection next year. We also plan on adding a new vehicle to the fleet and would be nice to have a new radar placed in the new squad. Part of this grant did include a match from TZD of \$1,500.00 and the Police Department would match it to purchase a new radar for \$3,000.00. Research on the cost was done for a new radar and it was approximately \$3,000.00.

KEY ISSUES: Council approval is required before the funds can be used towards this enforcement and for the 50% equipment match from the Police Department for a new radar. A resolution will also be attached that is required to be signed.

FINANCIAL CONSIDERATIONS: \$12,150.00 is granted by the state for this enforcement. \$1,500.00 will be a 50% match by the Police Department for a new radar that we had requested through the grant process.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Chief of Police, Marissa Adam

ATTACHMENTS:

None



Request for Council Action

DATE: 10/19/2021

SUBJECT: 2021 Safe Routes to School Trail – Belleville Court Connection

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

MOTION TO: Call for public hearing for 2021 Safe Routes to School Trail – Belleville Court Connection.

BACKGROUND: The City of Thief River Falls has been working on multi-year initiatives to improve pedestrian safety access to Franklin Middle School. Pedestrian access is very limited to large residential neighborhoods to the east and southeast of the middle school that requires pedestrians to walk on Edgewood Drive to Spruce Avenue with no pedestrian facilities or walk-through private property on lawns to get to the school. Winter access from the east is very limited.

In early 2019 the city was awarded a Safe Routes to School (SRTS) grant to construct a 10 feet wide multi-use trail in the former County Ditch 1 easement from Greenwood Street to Edgewood Drive, with a connection to Belleville Court, and from Edgewood Drive through a pedestrian easement to the east side of Franklin Middle School. A second trail would be constructed from Edgewood Drive to Spruce Avenue along the south side of Gulf Street. This project was developed with full cooperation and support from ISD 564.

This project was programmed for construction in 2020 but received high bids that were rejected. The project was re-bid and awarded in 2021. Public Hearings were held both years with notification mailed to all affected property owners.

KEY ISSUES: At the start of construction in late September of 2021 the two property owners adjacent to the Belleville Court trail connection objected to the trail. Construction was suspended on that portion of the project and the property owners were given the opportunity to attend a Public Works Committee meeting on October 13th to voice their opinions. The Public Works Committee is recommending the City Council call for a public hearing for all residents on Belleville Court. The public hearing is scheduled for December 7th at 5:30 P.M. in the City Council Chambers. All Belleville Court residents will be mailed a notice of hearing, giving them an opportunity to attend and voice their opinion for or against the project. A hearing notice will also be published in the Times.

FINANCIAL CONSIDERATIONS: This project is being funded with SRTS grant and local funds.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None

**CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY**

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
<u>RBC</u>						
Goldman Sachs BK SLT Lake City	Certificate of Deposit - Brokered	\$200,000	24-Jan-22	2.95%	23-Jul-19	\$201,836.00
Texas Echange Bk Crowley	Certificate of Deposit - Brokered	\$249,000	25-Mar-22	1.00%	27-Apr-20	\$250,075.68
Albertville Ala Taxable GO	Certificate of Deposit - Brokered	\$255,000	01-Jun-22	0.64%	01-Jun-21	\$255,900.15
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	\$82,000	23-Aug-22	2.35%	23-Aug-22	\$83,675.26
Bank Hapoalim BM New York	Certificate of Deposit - Brokered	\$171,000	26-Feb-21	0.25%	26-Aug-22	\$171,244.53
BMW Bnk North Amer Salt Lake	Certificate of Deposit - Brokered	\$209,000	11-Oct-23	1.85%	11-Apr-20	\$215,240.74
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	\$249,000	15-May-24	2.75%	15-May-19	\$263,324.97
New York Community Bank	Certificate of Deposit - Brokered	\$183,000	03-Jun-24	0.30%	03-Dec-21	\$181,751.94
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	\$500,000	01-Oct-24	2.25%	12-Aug-20	\$523,475.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	\$245,000	27-Feb-25	1.80%	27-Aug-20	\$254,158.10
State Bk India New York NY	Certificate of Deposit - Brokered	\$183,000	10-Jun-25	1.05%	10-Dec-20	\$185,203.32
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	\$246,000	30-Sep-25	0.40%	31-Mar-21	\$242,610.12
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.40%	30-Jun-21	\$249,171.81
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$244,159.65
Defiance Ohio City Sch Dist	Certificate of Deposit - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$186,141.10
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$475,161.50
Plattsburgh NY Pub Impt Bnds	Bond - Brokered	\$200,000	01-Nov-22	2.25%	02-Nov-17	\$203,160.00
RBC INVESTMENTS						\$4,186,289.87
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-19	0.65%	16-Dec-21	\$100,000.00
BORDER STATE BANK INVESTMENTS						\$100,000.00

Western Alliance Bank	Certificate of Deposit - Brokered	\$245,300	22-Apr-22	0.200%	\$249,500.00
Servisfirst Bank	Certificate of Deposit - Brokered	\$248,600	05-Jul-22	0.160%	\$249,500.00
Greenstate Credit Union	Certificate of Deposit - Brokered	\$249,200	19-Dec-22	0.210%	\$249,200.00
4M INVESTMENTS					\$748,200.00

TOTAL CD INVESTMENTS	\$5,034,489.87
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MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	1.43%	\$3,167,838.20
RBC	US Govt Money Market Fund	0.95%	\$0.01
League of Minnesota Cities	4M Money Market Fund	2.16%	\$6,240,374.99
League of Minnesota Cities	4M Plus Fund	2.20%	\$25,773.10
League of Minnesota Cities	4M LTD Account		\$749,825.12

TOTAL MONEY MARKET SAVINGS	\$10,183,811.42
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GRAND TOTAL	09/30/2021	\$15,218,301.29
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*Interest paid every 6 months.