

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, January 4, 2022

**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**
- 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 December 21, 2021 Council Proceedings (Page 3-16)
 - 7.2. City of Thief River Falls Bills and Disbursements and Council Per Diems (Page 17-29)
 - 7.3. Approval of "Schedule of Council Member Meetings" Authorized to Charge a Per Diem (Page 30-31)
 - 7.4. Approval of Employment of Mark Paulson as Mechanic (Page 32)
 - 7.5. Approval of Appointment of Brian Holmer to the Thief River Falls Regional Airport Authority (Page 33)

8. NEW BUSINESS

- 8.1. Approval to Designate the Times Newspaper as the Official Newspaper (Page 34)
- 8.2. Approval of Official Depositories for City Funds (Page 35)
- 8.3. Approval of Northern State Bank Collateral in Excess of FDIC Insurance for 2022 (Page 36)
- 8.4. Approval of Appointment of Councilmember Steve Narverud as Acting Mayor in Absence of Mayor Holmer for Calendar Year 2022 (Page 37)
- 8.5. Approval of City Council Committee Assignments for Calendar Year 2022 (Page 38-39)
- 8.6. Approval of Councilmember Appointments to Community and Statewide Boards, Commissions and Committees (Page 40-41)
- 8.7. Approval of Appointment of Process Server for 2022 (Page 42)
- 8.8. Reaffirming City's Decision not to Waive the Monetary Limit of Municipal Tort Liability Established by MN Statute (Page 43-45)
- 8.9. Approval to Reappoint Widseth Smith Nolting as City Engineering Firm and Rich Clauson as Engineer of Record (Page 46)

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. Utilities Committee - January 10th at 7:00 a.m.
- 10.2. Public Safety/Liquor Committee - January 10th at 4:30 p.m.
- 10.3. Administrative Services Committee - January 11th at 4:30 p.m. Room 201 City Hall
- 10.4. Public Works Committee - January 12th at 4:30 p.m.
- 10.5. City Council Meeting - January 18th at 5:30 p.m.
- 10.6. Committee of Whole - January 24th at 5:30 p.m.

11. INFORMATIONAL ITEMS

12. ADJOURNMENT

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



City 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: 1/4/2022

SUBJECT: Approval of December 21, 2021 Council Proceedings

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

MOTION TO: By the City Council, to approve December 21, 2021 Council Proceedings.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	12 21 21 City Council Minutes
----	-------------------------------

COUNCIL PROCEEDINGS

Tuesday, December 21, 2021

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on December 21, 2021. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING - RESIDENTIAL TAX ABATEMENT

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Steve Narverud motioned, being seconded by Councilmember Curt Howe, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 12.255.21: Approval of December 7, 2021 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-255-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED By the City Council, to approve December 7, 2021 Council Proceedings.

RESOLUTION NO. 12.256.21: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-256-21, being seconded by Councilmember Anthony Bolduc, 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 \$1,626,487.42 and council per diem in the amount of \$2,990.00. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

RESOLUTION NO. 12.257.21: Approval To Process Year-End Accounts Payable Through December 30, 2021

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-257-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Annually, the City Council can authorize payment of year-end bills to simplify the year-end accounting.

THEREFORE, BE IT RESOLVED by the City Council, to authorize staff to process year-end accounts payable with payment on December 30, 2021. Staff will email a report to the Council prior to payment with Council invited to contact City Administrator Angela Philipp if they see something they question.

RESOLUTION NO. 12.258.21: Approval of Certification of Unpaid Grass/Weed Mowing Charges to Property Owners' 2022 Property Tax

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-258-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, grass mowing charges remain unpaid to the City of Thief River Falls; and,

WHEREAS, pursuant to City Code Section 91.01 and Minnesota State Statute 429.101, the City may certify to the Pennington County Auditor the unpaid grass mowing charges.

THEREFORE, BE IT RESOLVED by the City Council, to certify the following unpaid grass mowing charges from the 2021 mowing season to the Pennington County Auditor for collection as part of the property owner's property tax statement in 2022:

ADDRESS	PARCEL	AMOUNT
618 Duluth Ave N	25.015.060.90	64.80
610 1st St E	25.006.297.60	64.80
1016 Duluth Ave N	25.021.019.20	45.68
102 Cottonwood Ave	25.054.021.30	20.30
939 Duluth Ave N	25.021.035.40	45.68

RESOLUTION NO. 12.259.21: Approval to Write Off Uncollectible Utility Accounts

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-259-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Collection of delinquent accounts is done each month rather than wait until year end. The attached is a summary of what has been done with those delinquent accounts.

WHEREAS, Most delinquents are turned over to the Minnesota Revenue Recapture program to be taken from the customers State tax withholdings and end up being paid. A few are turned over to the Credit Bureau. If the customer who incurred the bill owned the property, we can certify it to the County for collection with taxes.

THEREFORE, BE IT RESOLVED Accept a Utility Committee recommendation to approve write-off of uncollectible utilities accounts for the previous 12-month period. \$20,849.39 has be turned over to the Credit Bureau; \$25,621.66 has been submitted to the MN Revenue Recapture program, \$411.51 in small direct write-offs and \$16,575.04 turned over to tax roll, for a total of \$63,457.60.

RESOLUTION NO. 12.260.21: Approval to Write Off Falls Liquor Store NSF Checks

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-260-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED by the City Council, to accept a Public Safety/Liquor Committee recommendation to write off Falls Liquor Store NSF checks totaling \$1,019.71 to bad debt expense. Efforts will continue to collect on the outstanding accounts.

RESOLUTION NO. 12.261.21: Approve the TRF Police Department squad car purchase of a 2022 Dodge Charger police vehicle from Dodge of Burnsville to be paid from 2022 budget

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-261-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The police department is budgeted for \$36,000 to purchase a squad vehicle for 2022 with an additional \$10,000 to purchase/install police equipment into the vehicle. Dodge of Burnsville is a state bid contract vendor and provided a quote of \$33,756 which also includes a number of options of value in a police vehicle. The Dodge Charger price was below the budget price and was what TRF PD officers expressed interest in for their next patrol vehicle.

WHEREAS, The attached spreadsheet shows the Dodge of Burnsville cost. The added options include ballistic door panels which provide an added level of safety for officers inside the passenger compartment as well as driver's side spotlight and pursuit rated tires. A second bid was received from a local dealership which was unable to match the Dodge of Burnsville price.

THEREFORE, BE IT RESOLVED Approve the TRF Police Department squad car purchase of a 2022 Dodge Charger police vehicle from Dodge of Burnsville to be paid from 2022 budget

RESOLUTION NO. 12.262.21: Approve for the City of Thief River Falls a Tape Drive and Cartridges

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-262-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, As part of our cybersecurity I highly recommended that we utilize tape backups to protect our data. Tape backups are the offline storage medium that is not connected to any network. Therefore ransomware attackers cannot access tape backups and infect the tape backup system. This purchase would include the tape drive, controller, data cartridges, and a cleaning cartridge.

FINANCIAL CONSIDERATIONS: \$5036.73 from the IT equipment budget

THEREFORE, BE IT RESOLVED Approve for the City of Thief River Falls a Tape Drive and Cartridges.

RESOLUTION NO. 12.263.21: Approve to advertise for City of Thief River Falls 5-year Fuel Supply

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-263-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED To authorize the City of Thief River Falls to advertise in The Times on January 5th, 2022 for fuel supply bids for delivery and at the pump. Sealed bids will be received until 10:00 am Wednesday, January 26th, 2022 by the City Administrator on behalf of the City Council. To supply fuel to the City of Thief River Falls for 5-years (2022, 2023, 2024, 2025, and 2026) with unleaded regular gasoline and/ or gasohol, and No.1 low Sulphur, No. 2 low Sulphur, Premium Fuel with Diesel Additive; low Sulphur, and propane.

RESOLUTION NO. 12.264.21: Veterans Memorial Park Rebuild

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-264-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The Veterans Memorial Park is a very visible and memorable landscape park that has many public benefits to the community. The park rebuild has been discussed in committee for the last several years and is need of repair.

WHEREAS, The Veterans Memorial Park has been deteriorating from age of plants and unwanted volunteer plant growth and is need of new landscaping (rock, edging, and weed barrier), as well as new plantings.

THEREFORE, BE IT RESOLVED Approve the proposal from the Cider Mill for the rebuilding of Veterans Memorial Park in the amount of \$4,374.00

RESOLUTION NO. 12.265.21: Approval of a Resolution to deed certain omitted real property to the Thief River Falls Golf Club and to authorize the Mayor and City Administrator to sign the same

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 12-265-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The local Elevator is adding a spur railroad line at a location adjacent to the golf course driving range. In negotiating and preparing the easement document, the title review showed that a certain parcel of the existing driving range had not been transferred when the City deeded the golf course real property over to the Thief River Golf Club on July 11, 2005. The area in question was deeded by Lester and Thelma Halvorson to the City of Thief River Falls on November 27, 1991. The deed was not recorded or placed of record. That has now been done. The Thief River Golf Club is now requesting that the City transfer this omitted real property to it in order to clear the title issue and allow them to sign the easement with the local Elevator.

This matter was reviewed by the Public Works Committee, which recommended that the resolution be passed and the real property conveyed to the Thief River Falls Golf Club.

WHEREAS, This is to clear up an omission in the deed transfer by the City to the Thief River Golf Club in 2005.

FINANCIAL CONSIDERATIONS: The City would be responsible for the deed of transfer and minimum State Deed Tax of \$1.65 and the Thief River Golf Club would be responsible for the recording cost of the Resolution and the deed.

LEGAL CONSIDERATION: The city attorney has reviewed the matter.

THEREFORE, BE IT RESOLVED to approve a Resolution to deed certain real property consisting of the South ½ of the present driving range to the Thief River Falls Golf Course and authorize the Mayor and the City Administrator to sign the deed of conveyance.

NEW BUSINESS

RESOLUTION NO. 12.267.21: Approval of Tax Abatements

Following discussion, Councilmember Steve Narverud introduced Resolution No. 12-267-21, being seconded by Councilmember Michele McCraw, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The homeowner must submit a copy of their property tax statement and proof of payment. There are six new properties eligible for abatement this year. There are nine existing properties in the second year, three in the third year and three in the fourth year of the abatement program. This program expired December 31, 2020. Any

homes meeting the qualifications with building permits issued prior to December 31, 2020 will be honored.

WHEREAS, The City of Thief River Falls and Pennington County, and in MMCDC'S Greenwood Neighborhood Addition also includes the school district, has a tax abatement program in place for new single-family homes built in the City of Thief River Falls. The home construction cost, excluding the lot value, cannot exceed \$160,000 for homes built prior to June of 2015 and \$200,000 for homes built after that. This abatement is good for three years and up to seven years if there are assessments. This only applies to the first owner occupying the home. Properties currently in the program, in their second, third or fourth year of abatement are as follows:

THEREFORE, BE IT RESOLVED Approve Tax Abatement for all abatements for the following properties in the amount of \$15,091.71.

- 219 Duluth Avenue North. Original Townsite of Thief Riv Lots 9 & 10 Blk 39. Parcel number 25.003.332.90 - Lester John Larson. Total estimated abatement is \$573.47.
- 212 Willow Road. Noreen's First Addition SO 12' of Lot 22, Lot 23, Lot 24 Less SO 44' Blk 4 Parcel number 25.062.053.00 - Adrian Prestebak. Total estimated abatement is \$646.93.
- 2028 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-013 Block-001 Parcel number 25.121.013.10 - Bryce Gillie. Total estimated abatement is \$780.13
- 2004 Nelson Drive. Lot 5, Block 1, MMCDC'S Greenwood Neighborhood Addition Lot-025 Block-001. Parcel number 25.121.025.10 - Lori Alvarado. Total estimated abatement is \$440.80.
- 2022 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-016 Block-001 Parcel number 25.121.016.10 - Shelby Erickson. Total estimated abatement is \$502.64.
- 110 Breezy Drive. Narveruds First Addition South 9' of Lot 3 and North 36' of Lot 4 Blk 2. Parcel number 25.043.004.22 - Donita Stepan. Total estimated abatement is \$1,000.53.

Second Year

- 2015 Greenwood Street East. Lot 4, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.004.10 – Kellie Dagg. Total estimated abatement is \$513.74.
- 2013 Greenwood Street East. Lot 3, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.003.10 – Tanner Nessen. Total estimated abatement is \$636.89.
- 2103 Greenwood Street East. Lot 9, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.009.10 – Brandi Dorge. Total estimated abatement is \$547.04.

- 2021 Greenwood Street East. Lot 7, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.007.10 – Mackenzie Swick. Total estimated abatement is \$628.96.
- 1526 Cartway Drive. Rustad Addition S 125' of N 135' of Lots 58-59 less E 14' of Lot 59 Parcel A. Parcel number 25.047.038.01 – Jeremiah Nichols. Total estimated abatement is \$875.79.
- 1301 Labree Avenue North. Fairfield Addition S 137.4' of Lot 16. Parcel number 25.022.017.00 – Diana Donarski. Total estimated abatement is \$675.47.
- 2101 Greenwood Street East. Lot 8, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.008.10 – Tanner Dicken. Total estimated abatement is \$670.72.
- 108 Breezy Drive. Narveruds First Addition South 45.5' of North 116' of Lot 3 Blk 2. Parcel number 25.043.004.21 – Wendall Wegge. Total estimated abatement is \$1,005.28.
- 108 Gabbi Court. Useldinger First Addition Lot 003 Southerly Part of Lot 3. Parcel number 25.115.003.00 – Marcia Sandahl. Total estimated abatement is \$861.52.

Third Year

- 2017 Greenwood Street East. Lot 5, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.005.10 – Jamie Englund. Total estimated abatement is \$662.26
- 100 Gabbi Court. Westerly part of Lot 1, Useldinger First Addition. Parcel number 25.115.001.00 – Suresh Sreedharan. Total estimated abatement is \$750.53.
- 102 Gabbi Court. Easterly part of Lot 1, Useldinger First Addition. Parcel number 25.115.001.01 – Steven Keogh. Total estimated abatement is \$779.60.

Fourth Year

- 2107 Greenwood Street East. MMCDC's Greenwood Neighborhood Addition Lot-011 Block-001. Parcel number 25.121.011.10 – Christina Pribyl. Total estimated abatement is \$695.56.
- 113 Eastwood Drive. South Eastwood Addition, Lot-005, Block-001. Parcel number 25.11100510 – Duane & Wendy Horras. Total estimated abatement is \$701.68
- 131 Eastwood Drive. South Eastwood Addition, Lot-001, Block-002. Parcel number 25.111.009.20 – Margaret Kaste. Total estimated abatement is \$1,142.17.

RESOLUTION NO. 12.268.21: Approval of 2022 Budget

Following discussion, Councilmember Steve Narverud introduced Resolution No. 12-268-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED by the City Council, to adopt the City-wide 2022 Budget in the amount of \$36,704,443 of revenue from all funds and \$36,421,474 of expenditures from all funds, with a transfer to (or use of) fund reserves of \$282,969.

RESOLUTION NO. 12.269.21: Approval of 2022 Tax Levy

Following discussion, Councilmember Steve Narverud introduced Resolution No. 12-269-21, 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 certify the City of Thief River Falls 2022 Tax Levy at \$2,959,824 to the Pennington County Auditor, representing a 5.86% increase from the 2021 Tax Levy. The breakdown of the 2022 Tax Levy is as follows:

General Fund Levy	\$2,134,624
Bonded Debt Levy	\$ 825,200
Net Tax Levy	\$2,959,824

RESOLUTION NO. 12.270.21: Procurement Policy

Following discussion, Councilmember Curt Howe introduced Resolution No. 12-270-21, being seconded by Councilmember Steve Narverud, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, Provides formalized guidelines for purchases by the city and that they are in full compliance with Federal, State and Local laws.

THEREFORE, BE IT RESOLVED Authorize the Mayor and City Administrator to sign the adopted City Procurement Policy.

RESOLUTION NO. 12.271.21: Approve the Engineering contract from STAR Engineering Services – DER Interconnection Coordinator

Following discussion, Councilmember Mike Lorensen introduced Resolution No. 12-271-21, being seconded by Councilmember Anthony Bolduc, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, On 11/10/21 NMPA contacted STAR Energy Services to provide information and Up Grade Technical Specifications Manual for interconnection of Distributed Energy Resources for members of the NMPA. After careful review the Municipal Utilities Technical Specification Manual was approved. STAR Energy

Services also provided an Engineering Contract for DER interconnection coordinator and software license Agreement to all the members within the NMPA.

WHEREAS, With this agreement STAR Energy Services will act as the Thief River Utilities DER Interconnection Coordinator. Included but not limited to this role STAR will

- Assist the electric utilities with maintaining appropriate interconnection process and technical requirement documentation regarding distributed energy resources
- Interact with customers of the electric utility with their questions regarding distributed energy resource
- Review distributed energy resource interconnection applications
- Provide guidance to the electric utilities with physical interconnection and technical requirements
- Commission distributed energy resources to the City's distributed grid in accordance with IEEE 1547 and accepted technical specification.
- Assist with annual compliance filings to the appropriate regulatory bodies.
- Other engineering Services as requested

FINANCIAL CONSIDERATIONS: Setup costs for the first year will be \$2,800, remaining years after setup the cost will be \$2,000. For the first 25 applications of DER additional cost after 25 applications a fee of \$800 will be charged for an additional block of 25 applications. After 50 applications a fee of \$800 will be charged for an additional block of 25 applications. After 75 applications a preapplication fee will be implemented as follows: a fee of \$20 will be charged for each application between 76-300 and a fee of \$15 will be charged for each application over 300.

THEREFORE, BE IT RESOLVED Approve the Engineering contract from STAR Engineering Services – DER Interconnection Coordinator.

RESOLUTION NO. 12.272.21: Approve a Cybersecurity Policy for the City of Thief River Falls

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 12-272-21, being seconded by Councilmember Rachel Prudhomme, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The City of Thief River Falls presently does not have a cybersecurity policy.

WHEREAS, The City of Thief River Falls Cybersecurity policy is a concise set of security policies that provide the security framework upon which all subsequent security efforts will be based. They define the appropriate and authorized behavior for personnel approved to use the City of Thief River Falls information assets. This policy will replace the existing MIS Policy and should be reviewed annually.

THEREFORE, BE IT RESOLVED Approve a Cybersecurity Policy for the City of Thief River Falls.

RESOLUTION NO. 12.273.21: To Approve the Mutual Aid Agreement between the Pennington County Sheriff's Office and the Thief River Falls Police Department for the Joint Special Response Team and for Signature by the Mayor and Chief.

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 12-273-21, being seconded by Councilmember Rachel Prudhomme, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The joint Thief River Falls Police Department and Pennington County Sheriff's Office will include 9 police officers from the Police Department and 4 deputies from the Sheriff's. The mission of the Special Response Team (SRT) team is to respond to high risk, dangerous, or potentially dangerous situations that the general patrol officer does not have the resources sufficient to resolve. The SRT will accomplish this through the use of special tools and tactics designed to reduce the risk of injury or death to the officers, subject, and the public. This will be accomplished through a higher level of training and standards meant to provide a team that can work in concert to achieve a desired outcome in any given situation.

The SRT is a collaboration of highly motivated Officers and Deputies that possess a higher level of training than the general patrol officer. The Special Response team will train together to a level that will allow them to work as a cohesive unit. The SRT will be available upon request for any call for assistance within Pennington County. They will utilize specialized tools and tactics designed to address a dangerous situation in the safest most professional manner possible.

THEREFORE, BE IT RESOLVED To Approve the Mutual Aid Agreement between the Pennington County Sheriff's Office and the Thief River Falls Police Department for the Joint Special Response Team and for Signature by the Mayor and Chief.

RESOLUTION NO. 12.274.21: Approve a change order to eliminate the construction of the side trail to Belleville Court from the Franklin School Trail

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 12-274-21, being seconded by Councilmember Steve Narverud, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, In early 2019 the city was awarded a Safe Routes to School (SRTS) grant to construct a 10-foot 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.

WHEREAS, At the start of the project construction in late September of 2021 the two

properties 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, 2021 to voice their opinions, resulting in a public hearing on December 7th, 2021 at City Council Chambers.

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

LEGAL CONSIDERATION: Reviewed by Delray Sparby.

THEREFORE, BE IT RESOLVED Approve a change order to eliminate the construction of the side trail to Belleville Court from the Franklin School Trail. Widseth Engineering has determined the removal of the side trail construction would result in a \$19,039.10 decrease in project cost.

RESOLUTION NO. 12.266.21: Call for a Feasibility Report for the potential 2022 Street & Utilities Improvements.

Following discussion, Councilmember Steve Narverud introduced Resolution No. 12-266-21, being seconded by Councilmember Curt Howe, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The following list of potential improvements is based on items from the City's Capital Improvement Program, items requested by developers, and other departments requests.

- Resurfacing and improvements on State, Arnold, Duluth, and Knight Avenues.
- Resurfacing on 5th, 7th, 8th, and 9th streets from State Avenue to Main Avenue.

WHEREAS, The City needs to begin the process of discussing items to be included in a public improvement project in 2022 to assure adequate time for a project hearing and construction drawings preparation to have a project ready to bid in the Spring of 2022 for completion next fall.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

THEREFORE, BE IT RESOLVED Call for a Feasibility Report for the potential 2022 Street & Utilities Improvements.

RESOLUTION NO. 12.275.21: Approval of 2021 MAPS Contract and revision to City Administrator and Human Resources Specialist Agreements

Following discussion, Councilmember Curt Howe introduced Resolution No. 12-275-21, being seconded by Councilmember Mike Lorenson, that:

On vote being taken, the resolution was unanimously passed.

WHEREAS, The current MAPS bargaining contract expired on December 31, 2020.

The MAPS Bargaining Unit and the Ad-Hoc Labor Committee have met in negotiations over the last year and have reached a tentative agreement for year 2021. The proposed contract includes a wage increase in the amount of 1.75% for 2021 retroactive to January 1, 2021.

The MAPS Bargaining unit members have voted on, and approved, the proposed 2021 contract as negotiated.

The City Administrator and Human Resources Specialist will receive wage increases 1.75% retroactive to January 1st 2021.

THEREFORE, BE IT RESOLVED Approval of 2021 MAPS Contract and revision to City Administrator and Human Resources Specialist Agreements.

RESOLUTION NO. 12.276.21: Change Order for the Meter Data Sync software with the removal of Executime Timecard Software for Payroll with Tyler Contract.

Following discussion, Councilmember Michele McCraw introduced Resolution No. 12-276-21, being seconded by Councilmember Steve Narverud, that:

On vote being taken, the resolution was unanimously passed.

FINANCIAL CONSIDERATIONS: Contract total is \$16,810.

THEREFORE, BE IT RESOLVED Approve the Tyler Technologies change order quote for Incode 10 Customer Relationship Management Suite, Additional Handheld Meter-Reader Interface and Meter Data Sync with Scheduler and then not to go Forward with the Executime Timecard Software for Payroll.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Steve Narverud mentioned snow removal: residents need to shovel sidewalks. If the city shovels it the residents will be charged.
- Councilmember Rachel Prudhomme commented on the Advanced Thief River Report. She doesn't feel they are doing anything new.
- Mayor Holmer commented that the city doesn't pay the Chamber for their services.
- Councilmember Curt Howe mentioned no garbage service, December 24th and 31st.
- Mayor Holmer mentioned the Board and Committee Assignments. Also, the Committee of Whole meeting will be Monday, January 24th, at 5:30 p.m.

Merry Christmas and Happy New Year

UPCOMING MEETINGS

- City Council Meeting - January 4th at 5:30 p.m.
- Utilities Committee - January 10th at 7:00 a.m.
- Public Safety/Liquor Committee - January 10th at 4:30 p.m.

- Administrative Services Committee - January 11th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - January 12th at 4:30 p.m.

INFORMATIONAL ITEMS

- Investment Summary 11/2021
- Advance Thief River - December Report

ADJOURNMENT

There being no further discussion, Councilmember Curt Howe moved, being seconded by Councilmember Rachel Prudhomme to adjourn at 5:55 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator



City of Thief River Falls

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: 1/4/2022

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

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

MOTION TO: By the City Council, to authorize payment of bills and disbursements in the total amount of \$2,512,086.40 and council per diem in the amount of \$65.00. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Expense Account Codes
2.	Packet 204 01042022 Council Meeting Bills
3.	2022 01 04 Council Per Diem
4.	Packet 203-302 12302022 #26 Payroll

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	



Equal Opportunity Employer

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

JANUARY 4th, 2022

SUMMARY OF DISBURSEMENTS

12/30/2021	AP PKT #203 - #26 PAYROLL BILLS	\$131,543.62
1/4/2022	AP PACKET #204 - COUNCIL MEETING BILLS	\$2,380,542.78
GRAND TOTAL OF DISBURSEMENTS		\$2,512,086.40



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00204 - 01/04/22 COUNCIL MEETING BILLS

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORTHLAND TRUST SERVICES INC							
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	310-4710-66010	Bond Principal	BOND PRINCIPAL		135,000.00
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	310-4710-66110	Bond Interest	BOND INTEREST		23,575.00
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	310-4750-66200	Fiscal Agent s Fees	PAYING AGENT FEES		205.00
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	320-4710-66010	Bond Principal	BOND PRINCIPAL		120,000.00
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	320-4710-66110	Bond Interest	BOND INTEREST		13,875.00
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	320-4750-66200	Fiscal Agent s Fees	PAYING AGENT FEES		200.00
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		31,200.00
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		7,772.38
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	620-4710-66200	Fiscal Agent s Fees	PAYING AGENT FEES		45.00
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	680-22530	Revenue Bonds - Current	BOND PRINCIPAL		28,800.00
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	680-4710-66110	Bond Interest	BOND INTEREST		7,174.50
NORTHLAND TRUST SERVIC	THIEF 18B DEC 2021	01/04/2022	680-4710-66200	Fiscal Agent s Fees	PAYING AGENT FEES		45.00
NORTHLAND TRUST SERVIC	THIEF12A DEC 2021	01/04/2022	400-4710-66010	Bond Principal	BOND PRINCIPAL		70,000.00
NORTHLAND TRUST SERVIC	THIEF12A DEC 2021	01/04/2022	400-4710-66110	Bond Interest	BOND INTEREST		2,861.25
NORTHLAND TRUST SERVIC	THIEF12A DEC 2021	01/04/2022	400-4750-66200	Fiscal Agent s Fees	PAYING AGENT FEE		148.50
NORTHLAND TRUST SERVIC	THIEF12A DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		30,000.00
NORTHLAND TRUST SERVIC	THIEF12A DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		2,347.50
NORTHLAND TRUST SERVIC	THIEF12A DEC 2021	01/04/2022	620-4710-66200	Fiscal Agent s Fees	PAYING AGENT FEE		346.50
NORTHLAND TRUST SERVIC	THIEF14A DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		76,000.00
NORTHLAND TRUST SERVIC	THIEF14A DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		2,492.50
NORTHLAND TRUST SERVIC	THIEF14A DEC 2021	01/04/2022	690-22530	Revenue Bonds - Current	BOND PRINCIPAL		114,000.00
NORTHLAND TRUST SERVIC	THIEF14A DEC 2021	01/04/2022	690-4710-66110	Bond Interest	BOND INTEREST		3,738.75
NORTHLAND TRUST SERVIC	THIEF14B DEC 2021	01/04/2022	450-4710-66010	Bond Principal	BOND PRINCIPAL		55,000.00
NORTHLAND TRUST SERVIC	THIEF14B DEC 2021	01/04/2022	450-4710-66110	Bond Interest	BOND INTEREST		4,893.75
NORTHLAND TRUST SERVIC	THIEF14B DEC 2021	01/04/2022	450-4750-66200	Fiscal Agent s Fees	PAYING AGENT FEES		396.00
NORTHLAND TRUST SERVIC	THIEF14B DEC 2021	01/04/2022	680-22530	Revenue Bonds - Current	BOND PRINCIPAL		10,000.00
NORTHLAND TRUST SERVIC	THIEF14B DEC 2021	01/04/2022	680-4710-66110	Bond Interest	BOND INTEREST		887.50
NORTHLAND TRUST SERVIC	THIEF14B DEC 2021	01/04/2022	680-4710-66200	Fiscal Agent s Fees	PAYING AGENT FEES		99.00
NORTHLAND TRUST SERVIC	THIEF15A DEC 2021	01/04/2022	470-4710-66010	Bond Principal	BOND PRINCIPAL		65,000.00
NORTHLAND TRUST SERVIC	THIEF15A DEC 2021	01/04/2022	470-4710-66110	Bond Interest	BOND INTEREST		5,072.50
NORTHLAND TRUST SERVIC	THIEF15A DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		40,000.00
NORTHLAND TRUST SERVIC	THIEF15A DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		5,090.00
NORTHLAND TRUST SERVIC	THIEF16A DEC 2021	01/04/2022	480-4710-66010	Bond Principal	BOND PRINCIPAL		80,000.00
NORTHLAND TRUST SERVIC	THIEF16A DEC 2021	01/04/2022	480-4710-66110	Bond Interest	BOND INTEREST		8,550.00
NORTHLAND TRUST SERVIC	THIEF16A DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		25,200.00
NORTHLAND TRUST SERVIC	THIEF16A DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		4,071.38
NORTHLAND TRUST SERVIC	THIEF16A DEC 2021	01/04/2022	680-22530	Revenue Bonds - Current	BOND PRINCIPAL		14,800.00

Council Approval Register

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHLAND TRUST SERVIC	THIEF16A DEC 2021	01/04/2022	680-4710-66110	Bond Interest	BOND INTEREST		2,391.12
NORTHLAND TRUST SERVIC	THIEF17A DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		25,000.00
NORTHLAND TRUST SERVIC	THIEF17A DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		84,840.00
NORTHLAND TRUST SERVIC	THIEF17B DEC 2021	01/04/2022	490-4710-66010	Bond Principal	BOND PRINCIPAL		100,000.00
NORTHLAND TRUST SERVIC	THIEF17B DEC 2021	01/04/2022	490-4710-66110	Bond Interest	BOND INTEREST		15,843.75
NORTHLAND TRUST SERVIC	THIEF17B DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		15,000.00
NORTHLAND TRUST SERVIC	THIEF17B DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		2,081.25
NORTHLAND TRUST SERVIC	THIEF18A DEC 2021	01/04/2022	690-22530	Revenue Bonds - Current	BOND PRINCIPAL		155,000.00
NORTHLAND TRUST SERVIC	THIEF18A DEC 2021	01/04/2022	690-4710-66110	Bond Interest	BOND INTEREST		61,137.50
NORTHLAND TRUST SERVIC	THIEF18A DEC 2021	01/04/2022	690-4710-66200	Fiscal Agent's Fees	PAYING AGENT FEES		495.00
NORTHLAND TRUST SERVIC	THIEF19A DEC 2021	01/04/2022	330-4710-66010	Bond Principal	BOND PRINCIPAL		130,000.00
NORTHLAND TRUST SERVIC	THIEF19A DEC 2021	01/04/2022	330-4710-66110	Bond Interest	BOND INTEREST		16,247.50
NORTHLAND TRUST SERVIC	THIEF19A DEC 2021	01/04/2022	420-4710-66010	Bond Principal	BOND PRINCIPAL		30,000.00
NORTHLAND TRUST SERVIC	THIEF19A DEC 2021	01/04/2022	420-4710-66110	Bond Interest	BOND INTEREST		2,532.50
NORTHLAND TRUST SERVIC	THIEF19A DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		34,800.00
NORTHLAND TRUST SERVIC	THIEF19A DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		6,306.41
NORTHLAND TRUST SERVIC	THIEF19A DEC 2021	01/04/2022	680-22530	Revenue Bonds - Current	BOND INTEREST		5,200.00
NORTHLAND TRUST SERVIC	THIEF19A DEC 2021	01/04/2022	680-4710-66110	Bond Interest	BOND INTEREST		942.34
NORTHLAND TRUST SERVIC	THIEF20A DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		25,000.00
NORTHLAND TRUST SERVIC	THIEF20A DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		2,805.00
NORTHLAND TRUST SERVIC	THIEF20A DEC 2021	01/04/2022	670-22530	Revenue Bonds - Current	BOND PRINCIPAL		100,000.00
NORTHLAND TRUST SERVIC	THIEF20A DEC 2021	01/04/2022	670-4710-66110	Bond Interest	BOND INTEREST		17,435.00
NORTHLAND TRUST SERVIC	THIEF20A DEC 2021	01/04/2022	680-22530	Revenue Bonds - Current	BOND PRINCIPAL		135,000.00
NORTHLAND TRUST SERVIC	THIEF20A DEC 2021	01/04/2022	680-4710-66110	Bond Interest	BOND INTEREST		23,112.50
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	380-4710-66010	Bond Principal	BOND PRINCIPAL		20,000.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	380-4710-66110	Bond Interest	BOND INTEREST		1,850.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	390-4710-66010	Bond Principal	BOND PRINCIPAL		65,000.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	390-4710-66110	Bond Interest	BOND INTEREST		1,900.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	410-4710-66010	Bond Principal	BOND PRINCIPAL		35,000.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	410-4710-66110	Bond Interest	BOND INTEREST		2,950.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	430-4710-66010	Bond Principal	BOND PRINCIPAL		30,000.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	430-4710-66110	Bond Interest	BOND INTEREST		3,437.50
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	460-4710-66010	Bond Principal	BOND PRINCIPAL		90,000.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	460-4710-66110	Bond Interest	BOND INTEREST		7,250.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		30,000.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	620-4710-66110	Revenue Bonds - Current	BOND PRINCIPAL		5,000.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		15,000.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL		80,000.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		6,450.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		900.00
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		812.50
NORTHLAND TRUST SERVIC	THIEF20B DEC 2021	01/04/2022	620-4710-66110	Bond Interest	BOND INTEREST		2,950.00

Vendor NORTHLAND TRUST SERVICES INC Total: 2,378,556.88

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	100-4192-63020	Computer Maintenance & li	MONTHLY SERVICE - JAN 20		225.00
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	100-4192-63020	Computer Maintenance & li	MONTHLY SERVICE - JAN 20		82.05
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	100-4220-63020	Computer Maintenance & li	MONTHLY SERVICE - JAN 20		49.95
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	100-4312-63020	Computer Maintenance & li	MONTHLY SERVICE - JAN 20		56.95
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	100-4510-63210	Communication Expense	MONTHLY SERVICE - JAN 20		104.50
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	100-4560-63210	Communication Expense	MONTHLY SERVICE - JAN 20		40.54
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	610-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - JAN 20		56.95
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	620-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 20		25.99
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	620-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - JAN 20		49.95
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	680-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 20		475.00
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	680-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 20		85.50
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	690-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 20		142.50
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	690-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 20		142.50
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	690-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 20		35.05
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	690-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - JAN 20		225.00
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	690-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - JAN 20		49.95
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	690-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - JAN 20		49.95
SJOBERG'S CABLE TV	JAN 2022	01/04/2022	690-4890-63020	Computer Maintenance & li	MONTHLY SERVICE - JAN 20		88.57
Vendor SJOBERG'S CABLE TV Total:							1,985.90
Grand Total:							2,380,542.78

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	558.99
310 - 2018 IMPROVEMENT BOND	158,780.00
320 - 2018 IMPROVEMENT BOND ARENA	134,075.00
330 - 2019 SPECIAL ASSESSMENT FUND	146,247.50
380 - 2020 IMPROVEMENT BOND SOFTWARE	21,850.00
390 - 2011 IMPROVEMENT BONDS	66,900.00
400 - 2012 IMPROVEMENT BONDS	73,009.75
410 - 2013 IMPROVEMENT BONDS	37,950.00
420 - 2019 IMPROVEMENT BOND SOFTWARE	32,532.50
430 - 2020 IMPROVEMENT BONDS	33,437.50
450 - 2014 IMPROVEMENT BONDS	60,289.75
460 - 2013 IMP BOND-GREENWOOD UNDPAS	97,250.00
470 - 2015 IMPROVEMENT BONDS	70,072.50
480 - 2016 IMPROVEMENT BONDS	88,550.00
490 - 2017 IMPROVEMENT BONDS	115,843.75
610 - LIQUOR DISPENSARY	56.95
620 - WATER UTILITY FUND	561,586.36
670 - STORM WATER UTILITY FUND	117,435.00
680 - WASTEWATER UTILITY FUND	229,012.46
690 - ELECTRIC UTILITY FUND	335,104.77
Grand Total:	2,380,542.78

Account Summary

Account Number	Account Name	Expense Amount
100-4192-63020	Computer Maintenance	307.05
100-4220-63020	Computer Maintenance	49.95
100-4312-63020	Computer Maintenance	56.95
100-4510-63210	Communication Expense	104.50
100-4560-63210	Communication Expense	40.54
310-4710-66010	Bond Principal	135,000.00
310-4710-66110	Bond Interest	23,575.00
310-4750-66200	Fiscal Agent s Fees	205.00
320-4710-66010	Bond Principal	120,000.00
320-4710-66110	Bond Interest	13,875.00
320-4750-66200	Fiscal Agent s Fees	200.00
330-4710-66010	Bond Principal	130,000.00
330-4710-66110	Bond Interest	16,247.50
380-4710-66010	Bond Principal	20,000.00
380-4710-66110	Bond Interest	1,850.00
390-4710-66010	Bond Principal	65,000.00
390-4710-66110	Bond Interest	1,900.00
400-4710-66010	Bond Principal	70,000.00

Account Summary

Account Number	Account Name	Expense Amount
400-4710-66110	Bond Interest	2,861.25
400-4750-66200	Fiscal Agent s Fees	148.50
410-4710-66010	Bond Principal	35,000.00
410-4710-66110	Bond Interest	2,950.00
420-4710-66010	Bond Principal	30,000.00
420-4710-66110	Bond Interest	2,532.50
430-4710-66010	Bond Principal	30,000.00
430-4710-66110	Bond Interest	3,437.50
450-4710-66010	Bond Principal	55,000.00
450-4710-66110	Bond Interest	4,893.75
450-4750-66200	Fiscal Agent s Fees	396.00
460-4710-66010	Bond Principal	90,000.00
460-4710-66110	Bond Interest	7,250.00
470-4710-66010	Bond Principal	65,000.00
470-4710-66110	Bond Interest	5,072.50
480-4710-66010	Bond Principal	80,000.00
480-4710-66110	Bond Interest	8,550.00
490-4710-66010	Bond Principal	100,000.00
490-4710-66110	Bond Interest	15,843.75
610-4890-63020	Computer Maintenance	56.95
620-22530	Revenue Bonds - Curren	432,200.00
620-4710-66110	Bond Interest	128,918.92
620-4710-66200	Fiscal Agent s Fees	391.50
620-4830-63210	Communication Expense	25.99
620-4890-63020	Computer Maintenance	49.95
670-22530	Revenue Bonds - Curren	100,000.00
670-4710-66110	Bond Interest	17,435.00
680-22530	Revenue Bonds - Curren	193,800.00
680-4710-66110	Bond Interest	34,507.96
680-4710-66200	Fiscal Agent s Fees	144.00
680-4830-63210	Communication Expense	560.50
690-22530	Revenue Bonds - Curren	269,000.00
690-4710-66110	Bond Interest	64,876.25
690-4710-66200	Fiscal Agent s Fees	495.00
690-4830-63210	Communication Expense	320.05
690-4890-63020	Computer Maintenance	413.47
Grand Total:		2,380,542.78

Project Account Summary

Project Account Key	Expense Amount
None	2,380,542.78

Project Account Summary

Project Account Key	Expense Amount
None	
Grand Total:	<u>2,380,542.78</u>

COUNCIL PER DIEM TO BE PAID ON 01/27/2022 PAYROLL
Presented 01/04/2022 Council Meeting

Steve Narverud - Dec 2021

12/01/21	Building Committee	2.5 hours	Council Chambers	\$32.50	
12/15/21	Public Works	2 hours	Council Chambers	\$32.50	
					\$65.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00203 - PYPKT00302 - 2021 12 30 #26 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FURTHER - H S A							
FURTHER - H S A	INV0000264	12/02/2021	100-4150-61310	Health Insurance	HSA City Contribution		682.56
FURTHER - H S A	INV0000264	12/02/2021	100-4210-61310	Health Insurance	HSA City Contribution		1,486.84
FURTHER - H S A	INV0000264	12/02/2021	100-4220-61310	Health Insurance	HSA City Contribution		455.04
FURTHER - H S A	INV0000264	12/02/2021	100-4312-61310	Health Insurance	HSA City Contribution		1,031.80
FURTHER - H S A	INV0000264	12/02/2021	100-4510-61310	Health Insurance	HSA City Contribution		515.90
FURTHER - H S A	INV0000264	12/02/2021	100-4650-61310	Health Insurance	HSA City Contribution		227.52
FURTHER - H S A	INV0000264	12/02/2021	610-4825-61310	Health Insurance	HSA City Contribution		743.42
FURTHER - H S A	INV0000264	12/02/2021	680-4825-61310	Health Insurance	HSA City Contribution		515.90
FURTHER - H S A	INV0000264	12/02/2021	690-4825-61310	Health Insurance	HSA City Contribution		1,547.70
FURTHER - H S A	INV0000264	12/02/2021	820-4825-61310	Health Insurance	HSA City Contribution		515.90
Vendor FURTHER - H S A Total:							7,722.58
Vendor: FURTHER - VEBA							
FURTHER - VEBA	INV0000265	12/02/2021	100-4150-61310	Health Insurance	City VEBA Contribution		743.42
FURTHER - VEBA	INV0000265	12/02/2021	100-4210-61310	Health Insurance	City VEBA Contribution		3,140.34
FURTHER - VEBA	INV0000265	12/02/2021	100-4220-61310	Health Insurance	City VEBA Contribution		1,198.46
FURTHER - VEBA	INV0000265	12/02/2021	100-4240-61310	Health Insurance	City VEBA Contribution		515.90
FURTHER - VEBA	INV0000265	12/02/2021	100-4312-61310	Health Insurance	City VEBA Contribution		743.42
FURTHER - VEBA	INV0000265	12/02/2021	100-4315-61310	Health Insurance	City VEBA Contribution		970.94
FURTHER - VEBA	INV0000265	12/02/2021	100-4510-61310	Health Insurance	City VEBA Contribution		682.56
FURTHER - VEBA	INV0000265	12/02/2021	100-4650-61310	Health Insurance	City VEBA Contribution		743.42
FURTHER - VEBA	INV0000265	12/02/2021	620-4825-61310	Health Insurance	City VEBA Contribution		743.42
FURTHER - VEBA	INV0000265	12/02/2021	680-4825-61310	Health Insurance	City VEBA Contribution		515.90
FURTHER - VEBA	INV0000265	12/02/2021	690-4825-61310	Health Insurance	City VEBA Contribution		3,762.04
Vendor FURTHER - VEBA Total:							13,759.82
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVIC	INV0000263	12/30/2021	740-20150	Payroll Taxes Payable	MEDICARE		6,948.38
INTERNAL REVENUE SERVIC	INV0000263	12/30/2021	740-20150	Payroll Taxes Payable	FED W/H		24,398.02
INTERNAL REVENUE SERVIC	INV0000263	12/30/2021	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		20,922.50
Vendor INTERNAL REVENUE SERVICE Total:							52,268.90
Vendor: MN DPT OF HUMAN SERVICES							
MN DPT OF HUMAN SERVIC	INV0000260	12/30/2021	740-24000	Clearing Account	Garnishment		248.98
Vendor MN DPT OF HUMAN SERVICES Total:							248.98
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT	INV0000262	12/30/2021	740-20160	State Withholding	State W/H Tax		11,066.54
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							11,066.54

Council Approval Register

Packet: APPKT00203 - PYPKT00302 - 2021 12 30 #26 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: P E R A OF MN							
P E R A OF MN	INV0000261	12/30/2021	740-20180	PERA Payable	PERA EE/ER DEF		165.78
P E R A OF MN	INV0000261	12/30/2021	740-20180	PERA Payable	PERA EE/ER P&F		20,417.78
P E R A OF MN	INV0000261	12/30/2021	740-20180	PERA Payable	PERA EE/ER COORD		23,398.24
Vendor P E R A OF MN Total:							43,981.80
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000259	12/30/2021	740-24000	Clearing Account	Contributions Employee		2,495.00
Vendor VANTAGEPOINT ICMA Total:							2,495.00
Grand Total:							131,543.62

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	13,138.12
610 - LIQUOR DISPENSARY	743.42
620 - WATER UTILITY FUND	743.42
680 - WASTEWATER UTILITY FUND	1,031.80
690 - ELECTRIC UTILITY FUND	5,309.74
740 - TRF HEALTH INSURANCE FUND	110,061.22
820 - GREENWOOD CEMETERY FUND	515.90
Grand Total:	131,543.62

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	1,425.98
100-4210-61310	Health Insurance	4,627.18
100-4220-61310	Health Insurance	1,653.50
100-4240-61310	Health Insurance	515.90
100-4312-61310	Health Insurance	1,775.22
100-4315-61310	Health Insurance	970.94
100-4510-61310	Health Insurance	1,198.46
100-4650-61310	Health Insurance	970.94
610-4825-61310	Health Insurance	743.42
620-4825-61310	Health Insurance	743.42
680-4825-61310	Health Insurance	1,031.80
690-4825-61310	Health Insurance	5,309.74
740-20150	Payroll Taxes Payable	52,268.90
740-20160	State Withholding	11,066.54
740-20180	PERA Payable	43,981.80
740-24000	Clearing Account	2,743.98
820-4825-61310	Health Insurance	515.90
Grand Total:		131,543.62

Project Account Summary

Project Account Key	Expense Amount
None	131,543.62
Grand Total:	131,543.62



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: 1/4/2022

SUBJECT: Approval of "Schedule of Council Member Meetings" Authorized to Charge a Per Diem

RECOMMENDATION:

MOTION TO: Schedule of Council Member Meetings

Administrative Services Committee
Airport Zoning Board
Airport Authority Commission
Budget/Finance Ad Hoc Committee
Building Workgroup
Coalition of Greater Minnesota Cities
Employee Safety Committee
Community Development Advisory Board
Community Education Advisory Board
Convention and Visitors Bureau Board
Jobs, Inc.
Joint City/County Meeting
Joint City/School District Meeting
League of Minnesota Cities
Legislative Lobbying Meetings
Long Range Planning/Annexation Ad Hoc Committee
MEC Joint Powers Board
Northwest Regional Development Commission
Northwest Regional Library Board
Pennington County Historical Society
Pennington County Solid Waste Committee
Personnel/Labor Ad Hoc Committee
Planning Commission
Public Safety/Liquor Committee
Public Utilities Committee
Public Works Committee
Red Lake River Corridor Joint Board
Red River Basin Joint Powers Board
Strategic Planning Workgroup
TRF Area Community Fund Advisory Committee
TRF Chamber of Commerce
TRF Day at the Capitol
TRF Library Board

Tri-Cities Joint Meeting

Also, any of Committees that are established by the City Council or appointments made or meetings attended while representing the City of Thief River Falls.

Per diem shall be paid retroactively upon submission of documentation approved by City Administrator.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 1/4/2022

SUBJECT: Approval of Employment of Mark Paulson as Mechanic

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

MOTION TO: Approve the employment of Mark Paulson as a Mechanic in the Public Works Department. Mr. Paulson shall be placed at Step 4 of the Grade Level 5 Mechanic salary schedule (\$26.43 per hour), effective January 10, 2022, pending successful completion of all pre-employment backgrounds and testing.

BACKGROUND: The City Council authorized filling the position, and created the upcoming resignation of John Houske. No Teamster members applied for the position, and it was advertised and filled by public process. The position is an essential part of the Public Works Department.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The expense is a budgeted expense covered in the Streets and Sanitation 2022 budget.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 1/4/2022

SUBJECT: Approval of Appointment of Brian Holmer to the Thief River Falls Regional Airport Authority

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

MOTION TO: Approval of Appointment of Brian Holmer to the Thief River Falls Regional Airport Authority
- 3 Year Term

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 1/4/2022

SUBJECT: Approval to Designate the Times Newspaper as the Official Newspaper

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

MOTION TO: by the City Council, to designate The Times as the official newspaper of the City of Thief River Falls.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 1/4/2022

SUBJECT: Approval of Official Depositories for City Funds

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

MOTION TO: by the City Council, to appoint the following institutions as official depositories for City funds for calendar year 2022:

Minnesota Municipal Money Market Fund
c/o PMA Financial Network, Inc.
2135 City Gate Lane 7th Floor
Naperville, IL 60563

Wells Fargo Advisors LLC
222 West Superior Street
Duluth, MN 55802

RBC Capital Markets LLC
60 South Sixth Street
Minneapolis, MN 55402

Border State Bank
1528 Highway 59 South
Thief River Falls, MN 56701

Wells Fargo Bank West, NA
208 Main Avenue North
Thief River Falls, MN 56701

Northern State Bank
201 Third Street East
Thief River Falls, MN 56701

Piper Jaffray
800 Nicollet Mall, Suite 800
Minneapolis, MN 55402-7020

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 1/4/2022

SUBJECT: Approval of Northern State Bank Collateral in Excess of FDIC Insurance for 2022

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

MOTION TO: by the City Council, to approve an agreement with Northern State Bank for collateral in excess of the FDIC Insurance of \$250,000 per account for 2022.

BE IT FURTHER RESOLVED, to authorize the City Administrator to execute any and all documents necessary relating to this agreement.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 1/4/2022

SUBJECT: Approval of Appointment of Councilmember Steve Narverud as Acting Mayor in Absence of Mayor Holmer for Calendar Year 2022

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

MOTION TO: by the City Council, to appoint Councilmember Steve Narverud as the Acting Mayor in the absence of Mayor Holmer for calendar year 2022.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 1/4/2022

SUBJECT: Approval of City Council Committee Assignments for Calendar Year 2022

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

MOTION TO: by the City Council, to appoint the following City Council Committees and Committee Members for calendar year 2022:

Functional Standing Committees

Utilities

Holmer
Lorenson
Bolduc
Prudhomme

Public Works

Narverud
Howe
Bolduc
McCraw

Public Safety/Liquor

Narverud
Aarestad
Prudhomme
Lorenson

Administrative Services

McCraw
Holmer
Howe
Aarestad

Crosscutting Ad Hoc Committees

Budget/Finance (ad hoc)

Holmer
Lorenson
Prudhomme

Long Range Planning/Annexation (ad hoc)

Holmer
McCraw
Narverud

Personnel/Labor (ad hoc)

Holmer
Bolduc
Howe

Strategic Planning Workgroup

Michelle McCraw
Anthony Bolduc
Angela Philipp

Building Workgroup

Curt Howe
Steve Narverud
Mike Lorenson

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 1/4/2022

SUBJECT: Approval of Councilmember Appointments to Community and Statewide Boards, Commissions and Committees

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

MOTION TO: to approve the following appointments to various community/state boards and committees for calendar year 2022:

Airport Zoning Board	Steve Narverud & Jason Aarestad
Airport Authority Commission (3 year term)	Brian Holmer & Curt Howe
City Employee Safety Committee	Rachel Prudhomme
Community Development Advisory Board	Anthony Bolduc
Community Development Advisory Board (Ex-Officio)	Brian Holmer
Community Education Advisory Board	Mike Lorensen
Convention and Visitors Bureau Board	Curt Howe
Jobs, Inc. (Ex-Officio)	Steven Narverud
MEC Joint Powers Board	Curt Howe (Rachel Prudhomme, Alternate)
Northwest Regional Development Commission	Brian Holmer
Northwest Regional Library Board	Michele McCraw
Pennington County Historical Society	Rachel Prudhomme
Pennington County Solid Waste Committee	Michele McCraw
Planning Commission/Board of Appeals & Adjustments	Steven Narverud
Red Lake River Corridor Joint Board	Mike Lorensen(Kajewski, Alternate)
TRF Area Community Fund's Advisory Committee	Jason Aarestad
TRF Chamber of Commerce (Ex Officio)	Anthony Bolduc
TRF Library Board	Michele McCraw

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 1/4/2022

SUBJECT: Approval of Appointment of Process Server for 2022

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

MOTION TO: by the City Council, to appoint the Chief of Police as the process server for calendar year 2022.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 1/4/2022

SUBJECT: Reaffirming City's Decision not to Waive the Monetary Limit of Municipal Tort Liability Established by MN Statute

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

MOTION TO: by the City Council to reaffirm and inform the League of Minnesota Cities Insurance Trust that the City of Thief River Falls does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 and authorizes the City Administrator to execute any and all documents relating to the action.

BACKGROUND: Because the City of Thief River Falls obtains its liability coverage from the League of Minnesota Cities Insurance Trust, the City must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Liability Coverage Waiver Form
----	--------------------------------

LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to psstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: _____

Check one:

☐ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____



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: 1/4/2022

SUBJECT: Engineering Services

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

MOTION TO: by the City Council, to confirm the appointment of Widseth Smith Nolting as the City's Engineering Finn and appojnt Rich Clauson as Engineer of Record.

BACKGROUND: The City of Thief River Falls uses an external consultant to provide engineering services for municipal street and utilities improvement projects, state required bridge inspections and Municipal State Aid process. The City has a long term successful relationship with Widseth Smith Nolting working together with city staff to complete these tasks.

KEY ISSUES: Each year the success of the relationship is evaluated and an appointment made. The Public Works Committee discussed the services provided and determined it be in the City's best interest to reappoint Widseth Smith Nolting and Rich Clauson. This is a multi-discipline firm with expertise in many areas. They have a strong relationship with the MnDot State Aid office and specialize in municipal projects. There is great value to utilize a firm that has been involved in long term projects that often span several years from inception through completion.

FINANCIAL CONSIDERATIONS: The consultant works at an as needed basis which has resulted in engineering fees being considerably less than industry standard.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None