THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, April 19, 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 HEARING**
   4.1. MAK Properties, LLC. – Economic Development Tax Increment Financing

5. **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.***

6. **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**

7. **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.***

8. **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.***
   8.1. Approval of April 5, 2022 Council Proceedings (page 3-6)
   8.2. City of Thief River Falls Bills and Disbursements and Council Per Diems (page 7-40)
   8.3. Approve Progression Raise for Gregory Hufnagle, Building Official (page 41)
   8.4. Approval of Employment of Cassandra Olson as Part-Time Off Sale Clerk (page 42)
   8.5. Approve Purchase REA Raingarden Plants from the Cider Mill (page 43-46)

9. NEW BUSINESS

9.1. Approve to Enter into Acceptance of Corridor Study with HDR Engineering for Area from 1st St. East to the Southeastern City Limits. (page 47-50)

9.2. Approval of N.W. Roofing to Fix City Hall Flat Roof Leaks (page 51)

9.3. MAK Properties, LLC. – Economic Development Tax Increment Financing (page 52-88)

9.4. Approve Summer Work Hours for City Hall (page 89)

9.5. Water Meter Replacement RFP (page 90-105)

9.6. Water Distribution System Modeling (page 106-121)

9.7. Approve to Elect the Standard Allowance Available Under the Revenue Loss Provision of the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act (page 122-124)

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

11. UPCOMING MEETINGS

11.1. City Council Meeting - May 3rd at 5:30 P.M.

11.2. Spring Clean Up – May 7th at 8:00 a.m. to Noon

11.3. Utilities Committee - May 9th at 7:00 A.M.

11.4. Public Safety/Liquor Committee - May 9th at 4:30 P.M.

11.5. Administrative Services Committee - May 10th at 4:30 P.M. Room 201 City Hall

11.6. Public Works Committee - May 11th at 4:30 P.M.

12. INFORMATIONAL ITEMS

12.1. Investment Summary 3/2022 (page 125-126)

12.2. Lafave Park Playground Equipment (page 127-129)

12.3. Update on Hwy #32 Roundabout Maintanence

13. ADJOURNMENT

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

COUNCIL PROCEEDINGS

Tuesday, April 5, 2022

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on April 5, 2022. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Economic Development TIF for No. 1 - 14 Public Hearing - Rescheduled to April 19, 2022 at 5:30 p.m.

APPROVE AGENDA

Councilmember Mike Lorenson motioned, being seconded by Councilmember Rachel Prudhomme, to approve the agenda with the additions of 8.05.

On vote being taken, the motion was unanimously approved.

CONSENT AGENDA

RESOLUTION NO. 04.63.22: Approval Of March 15, 2022 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 04-63-22, being seconded by Councilmember Curt Howe, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve March 15, 2022 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.64.22: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 04-64-22, being seconded by Councilmember Curt Howe, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $2,053,013.25. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 04.65.22: A Resolution supporting Statewide policies and resources for public safety mental and physical injury education, prevention, and treatment

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 04-65-22, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED Approve A Resolution Supporting Statewide Policies And Resources For Public Safety Mental And Physical Injury Education, Prevention, And Treatment.

On vote being taken, the resolution was unanimously passed.

Water Intake Project Update

Mayor Holmer and Wayne Johnson gave an informational update on the $20 million Water Intake Project. This project would install a new intake and screen main area upstream of the confluence of the Thief and Red Lake Rivers to not be impacted by future discharges from the Agassiz Wildlife Refuge.

RESOLUTION NO. 04.66.22: 2022 Street and Utilities Improvements

Following discussion, Councilmember Michele McCraw introduced Resolution No. 04-66-22, being seconded by Councilmember Rachel Prudhomme, that:

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

WHEREAS, Approving plans and specifications and calling for bids at the April 5th council meeting will allow for the state aid review and advertising time required for an anticipated May 5, 2022 Bid Opening.

THEREFORE, BE IT RESOLVED Adopt a Resolution approving Plans and Specifications and Calling for Bids on the 2022 Street and Utilities Improvements as follows:

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.67.22: Approval to Ganesh Hospitality dba Quality Inn for a Commercial Energy Improvement Loan

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 04-67-22, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The Community Development Advisory Board makes recommendations for energy and business loans. The project, located at 1060 Highway 32 S, Thief River Falls, includes improvements to heating and cooling systems for individual rooms in the building.

The total project cost is estimated at $160,000 with the remaining covered by the business. CDAB is requiring the business to expend their portion of the project first and then submit costs as the project continues towards the $100,000 loan max. The schedule of payments will be deferred until all costs have been submitted.

THEREFORE, BE IT RESOLVED Authorize the Mayor and City Administrator to sign documents granting a seven (7) year Commercial Energy Improvement Loan in the amount up to $100,000.00 with interest rate of 2%, secured by a mortgage on property with monthly auto payment from their bank account.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.68.22: Approve Grant Agreement to State Transportation Fund Safe Routes to School Program

Following discussion, Councilmember Steve Narverud introduced Resolution No. 04-68-22, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Safe Routes to Schools; and

WHEREAS, The Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, The amount of the grant has been determined to be $148,000.00 by reason of the lowest responsible bid;

THEREFORE, BE IT RESOLVED That the City of Thief River Falls does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.40 and will pay any additional amount by which the cost exceeds the estimate and will return to the Minnesota State Transportation Fund any amount appropriated for the project buy not required. The proper city officers are authorized to execute a grant agreement and any amendments there to with the Commissioner of Transportation concerning the above-referenced grant.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

1. Councilmember Mike Lorenson requested an update on messy yards and asked Delray Sparby for the legal side and court status. The process consists of utilizing the long form. Thirteen complaints were sent over to be filed. An update was requested to be presented to the Public Safety Committee on April 12th, at 7:00 am.
2. Councilmember Steve Narverud mentioned Pennington County Clean Up day is May 7, 2022.
3. Councilmember Rachel Prudhomme asked if City Administrator Angela Philip could research incentives for positions within the electric field and report to the Utilities Committee. Do other cities offer student loan forgiveness or a form of reimbursement? Dale Narlock states he would follow up with Detroit Lakes, Wadena and East Grand Forks.

UPCOMING MEETINGS

1. Utilities Committee - April 11th at 7:00 A.M.

2. Public Safety/Liquor Committee - April 12th at 7:00 A.M.
3. Administrative Services Committee - April 12th at 4:30 P.M. Room 201 City Hall
4. Public Works Committee - April 13th at 4:30 P.M.
5. City Council Meeting - April 19th at 5:30 P.M.

INFORMATIONAL ITEMS

Advance Thief River Falls Activity Report - March 2022

1. Councilmember Rachel Prudhomme expressed questions regarding how the shared membership worked and what the benefits of membership are. Michelle Landsverk shared that this is a program for Minnesota site selectors to bring businesses to the area and relocate. By sharing the membership costs, both cities are represented. All expenses are 50% shared between Thief River Falls and Fosston.
2. Councilmember Rachel Prudhomme expressed gratitude and thanks to late former city councilmember Jerry Brown for his years of service.
3. Councilmember Mike Lorenson mentioned making sure the IPads are up to date due to a Zero Day Attack.

ADJOURNMENT

There being no further discussion, Councilmember Jason Aarestad, being seconded by Councilmember Michael Lorenson to adjourn at 6:13 p.m. On vote being taken, the Chair declared the motion unanimously carried.

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Brian D. Holmer, Mayor

Attest: ____________________________________
Angela Philipp, City Administrator

CITY OF THIEF RIVER FALLS
EXPENSE ACCOUNT CODES

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

COUNCIL PER DIEM **TO BE PAID ON 04/21/2022 PAYROLL**
Presented 04/19/2022 Council Meeting

Curt Howe - March 2022

3/3/2022	Labor Mtg	1:00	Room 201	$32.50	
3/8/2022	C.U.B.	12:00-1:30	Curou-Sun	$32.50	
3/8/2022	Ad Services	4:30-6:00	Council Chambers	$32.50	
3/9/2022	Public Works	4:30-5:50	Council Chambers	$32.50	
3/9/2022	Building Comm	6:00-7:00	City Hall	$32.50	
					$162.50

Steve Narverud - March 2022

03/07/22	Public Safety	1.5 hours	Council Chambers	$32.50	
03/09/22	Public Works	1.5 hours	Council Chambers	$32.50	
03/09/22	Building Comm	1 Hour	Council Chambers	$32.50	
03/14/22	Planning & Zoning	1.5 hour	Council Chambers	$32.50	
03/16/22	Advance Thief River	1 hour	School Dist Brd	$32.50	
03/17/22	Long Range Planning	2 hours	Council Chambers	$32.50	
					$195.00

Total: **$357.50**

Equal Opportunity Employer

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

APRIL 19th, 2022

SUMMARY OF DISBURSEMENTS

3/31/2022	AP PKT #280 - DIRECT PAYABLES	$1,025.57
3/31/2022	AP PKT #281 - DIRECT PAYABLES	$2,762.95
4/5/2022	AP PKT #282 - DIRECT PAYABLES	$2,555.29
4/7/2022	AP PKT #285 - #7 PAYROLL BILLS	$243,094.23
4/7/2022	AP PKT #289 - DIRECT PAYABLES	$123,846.26
4/12/2022	AP PKT #291 - DIRECT PAYABLES	$74,066.29
4/19/2022	AP PKT #292 - COUNCIL MEETING	$558,412.33
GRAND TOTAL OF DISBURSEMENTS		**$1,005,762.92**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00280 - 03/31/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	APR 2022	03/31/2022	810-4820-61500	Annuity Payments	POLICE PENSION - MAR 2022		1,025.57
						Vendor YVONNE PEDERSON Total:	**1,025.57**
						Grand Total:	**1,025.57**

Fund Summary

Fund		Expense Amount
810 - POLICE RELIEF ASSOCIATION		1,025.57
	Grand Total:	**1,025.57**

Account Summary

Account Number	Account Name	Expense Amount
810-4820-61500	Annuity Payments	1,025.57
	Grand Total:	**1,025.57**

Project Account Summary

Project Account Key		Expense Amount
None		1,025.57
	Grand Total:	**1,025.57**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00281 - 03/31/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC I...	MAR 2022	03/31/2022	740-20300	Flex Payroll Deductions	2021 FLEX PAYOUT		475.99
BRADY MARTZ & ASSOC PC I...	MAR 2022	03/31/2022	740-20300	Flex Payroll Deductions	2022 FLEX PAYOUT		2,286.96
						Vendor BRADY MARTZ & ASSOC PC INC Total:	**2,762.95**
						Grand Total:	**2,762.95**

Fund Summary

Fund		Expense Amount
740 - TRF HEALTH INSURANCE FUND		2,762.95
	Grand Total:	**2,762.95**

Account Summary

Account Number	Account Name	Expense Amount
740-20300	Flex Payroll Deductions	2,762.95
	Grand Total:	**2,762.95**

Project Account Summary

Project Account Key		Expense Amount
None		2,762.95
	Grand Total:	**2,762.95**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00282 - 04/05/22 DIRECT PAYABLE (Aramark)

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARAMARK							
ARAMARK	263000047433	01/01/2022	100-4312-62230	Building Maint & Repair	MONTHLY LAUNDRY SRVC - 1...		69.68
ARAMARK	263000047460	01/01/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 10/19/21		76.80
ARAMARK	263000050049	01/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 10/26/21		69.68
ARAMARK	263000052848	01/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 11/02/21		69.68
ARAMARK	263000052863	01/01/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 11/02/21		76.80
ARAMARK	263000055527	01/01/2022	100-4312-62230	Building Maint & Repair	MONTHLY LAUNDRY SRVC - 1...		69.68
ARAMARK	263000058351	01/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 11/16/21		69.68
ARAMARK	263000058377	01/01/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 11/16/21		76.80
ARAMARK	263000061502	01/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 11/23/21		69.68
ARAMARK	263000064004	01/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 10/30/21		69.68
ARAMARK	263000064011	01/01/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 11/30/21		76.80
ARAMARK	263000066516	01/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 12/07//21		68.76
ARAMARK	263000069541	01/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 12/14/21		68.76
ARAMARK	263000069558	01/01/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 12/14/21		76.80
ARAMARK	263000072342	01/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 12/21/21		68.76
ARAMARK	263000074889	01/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 12/28/21		68.76
ARAMARK	263000074909	01/01/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 12/28/21		76.80
ARAMARK	263000077769	01/04/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 010422		68.76
ARAMARK	263000080594	01/11/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 01/11/22		68.76
ARAMARK	263000080628	01/11/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 01/11/22		76.80
ARAMARK	263000083339	01/18/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 01/18/22		68.76
ARAMARK	263000086111	01/25/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 01/25/22		68.76
ARAMARK	263000086140	01/25/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 01/25/22		70.39
ARAMARK	263000088822	02/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 02/01/22		68.76
ARAMARK	263000091821	02/08/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 02/08/22		68.76
ARAMARK	263000091835	02/08/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 02/08/22		70.39
ARAMARK	263000094476	02/15/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 02/15/22		68.76
ARAMARK	263000097234	02/22/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 02/22/22		68.77
ARAMARK	263000097263	02/22/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 02/22/22		70.39
ARAMARK	263000099964	03/01/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 03/01/22		68.77
ARAMARK	263000102727	03/08/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 03/08/22		68.77
ARAMARK	263000102755	03/08/2022	620-4890-63020	Computer Maintenance & lic...	LAUNDRY SERVICE - 03/08/22		70.39
ARAMARK	263000105386	03/15/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 03/15/22		68.77
ARAMARK	263000108144	03/22/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 03/22/22		71.77
ARAMARK	263000108170	03/22/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 03/22/22		73.39

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
ARAMARK	263000110817	03/29/2022	100-4312-62230	Building Maint & Repair	LAUNDRY SERVICE - 03/29/22		71.77
						Vendor ARAMARK Total:	**2,555.29**
						Grand Total:	**2,555.29**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		1,662.74
620 - WATER UTILITY FUND		892.55
	Grand Total:	**2,555.29**

Account Summary

Account Number	Account Name	Expense Amount
100-4312-62230	Building Maint & Repair	1,662.74
620-4890-63020	Computer Maintenance & ..	70.39
620-4890-63030	Contracts Expense	822.16
	Grand Total:	**2,555.29**

Project Account Summary

Project Account Key		Expense Amount
None		2,555.29
	Grand Total:	**2,555.29**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00285 - PYPKT00479 - 2022 04 07 #7 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FURTHER - H S A							
FURTHER - H S A	INV0000367	04/07/2022	740-24000	Clearing Account	HSA		364.76
						Vendor FURTHER - H S A Total:	**364.76**
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000375	04/07/2022	740-20150	Payroll Taxes Payable	MEDICARE		6,181.06
INTERNAL REVENUE SERVICE	INV0000375	04/07/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		18,435.22
INTERNAL REVENUE SERVICE	INV0000375	04/07/2022	740-20150	Payroll Taxes Payable	FED W/H		19,826.19
						Vendor INTERNAL REVENUE SERVICE Total:	**44,442.47**
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR ...	INV0000368	04/07/2022	740-24000	Clearing Account	LELS Dues		910.00
						Vendor LAW ENFORCEMENT LABOR SERVICES Total:	**910.00**
Vendor: MESSERLI KRAMER PA							
MESSERLI KRAMER PA	INV0000371	04/07/2022	740-24000	Clearing Account	Garnishment		365.00
						Vendor MESSERLI KRAMER PA Total:	**365.00**
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIREM...	INV0000365	04/07/2022	740-24000	Clearing Account	MSRS		48,662.40
						Vendor MINNESOTA STATE RETIREMENT SYS Total:	**48,662.40**
Vendor: MN DPT OF HUMAN SERVICES							
MN DPT OF HUMAN SERVICES	INV0000370	04/07/2022	740-24000	Clearing Account	Garnishment		125.51
						Vendor MN DPT OF HUMAN SERVICES Total:	**125.51**
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WITH...	INV0000374	04/07/2022	740-20160	State Withholding	State W/H Tax		9,457.77
						Vendor MN DPT OF REVENUE - WITHHOLDING Total:	**9,457.77**
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSURA...	INV0000369	04/07/2022	740-24000	Clearing Account	PLIFE		256.00
						Vendor NCPERS GROUP LIFE INSURANCE Total:	**256.00**
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COOPE...	INV0000376	04/01/2022	100-4150-61310	Health Insurance	Health Insurance Premium		3,446.15
NORTHWEST SERVICE COOPE...	INV0000376	04/01/2022	100-4210-61310	Health Insurance	Health Insurance Premium		16,780.51
NORTHWEST SERVICE COOPE...	INV0000376	04/01/2022	100-4220-61310	Health Insurance	Health Insurance Premium		5,181.11
NORTHWEST SERVICE COOPE...	INV0000376	04/01/2022	100-4240-61310	Health Insurance	Health Insurance Premium		1,403.44
NORTHWEST SERVICE COOPE...	INV0000376	04/01/2022	100-4312-61310	Health Insurance	Health Insurance Premium		6,002.04
NORTHWEST SERVICE COOPE...	INV0000376	04/01/2022	100-4315-61310	Health Insurance	Health Insurance Premium		6,438.12
NORTHWEST SERVICE COOPE...	INV0000376	04/01/2022	100-4510-61310	Health Insurance	Health Insurance Premium		1,845.57
NORTHWEST SERVICE COOPE...	INV0000376	04/01/2022	100-4650-61310	Health Insurance	Health Insurance Premium		2,633.82

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST SERVICE COOPE…	INV0000376	04/01/2022	610-4825-61310	Health Insurance	Health Insurance Premium		5,444.93
NORTHWEST SERVICE COOPE…	INV0000376	04/01/2022	620-4825-61310	Health Insurance	Health Insurance Premium		3,804.30
NORTHWEST SERVICE COOPE…	INV0000376	04/01/2022	680-4825-61310	Health Insurance	Health Insurance Premium		5,247.80
NORTHWEST SERVICE COOPE…	INV0000376	04/01/2022	690-4825-61310	Health Insurance	Health Insurance Premium		12,909.51
NORTHWEST SERVICE COOPE…	INV0000376	04/01/2022	740-4870-63620	Employee BC/BS Monthly Bill…	Health Insurance Employee C…		17,130.66
NORTHWEST SERVICE COOPE…	INV0000376	04/01/2022	740-4870-63660	Retiree BC/BS Monthly billing	Health Insurance Retiree		4,969.02
NORTHWEST SERVICE COOPE…	INV0000376	04/01/2022	820-4825-61310	Health Insurance	Health Insurance Premium		842.10
					Vendor NORTHWEST SERVICE COOPERATIVE Total:		**94,079.08**
Vendor: P E R A OF MN							
P E R A OF MN	INV0000373	04/07/2022	740-20180	PERA Payable	PERA EE/ER P&F		19,655.98
P E R A OF MN	INV0000373	04/07/2022	740-20180	PERA Payable	PERA EE/ER COORD		21,791.43
					Vendor P E R A OF MN Total:		**41,447.41**
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0000372	04/07/2022	740-24000	Clearing Account	LTD Premium		309.37
					Vendor SUN LIFE FINANCIAL (LTD) Total:		**309.37**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000364	04/07/2022	740-24000	Clearing Account	Contributions Employee		2,470.00
					Vendor VANTAGEPOINT ICMA Total:		**2,470.00**
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0000366	04/07/2022	740-24000	Clearing Account	FLEX VISION		183.60
VSP INSURANCE CO	INV0000366	04/07/2022	740-4870-63645	Vision Insurance - COBRA	FLEX VISION COBRA March		20.86
					Vendor VSP INSURANCE CO Total:		**204.46**
					Grand Total:		**243,094.23**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	43,730.76
610 - LIQUOR DISPENSARY	5,444.93
620 - WATER UTILITY FUND	3,804.30
680 - WASTEWATER UTILITY FUND	5,247.80
690 - ELECTRIC UTILITY FUND	12,909.51
740 - TRF HEALTH INSURANCE FUND	171,114.83
820 - GREENWOOD CEMETERY FUND	842.10
Grand Total:	**243,094.23**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	3,446.15
100-4210-61310	Health Insurance	16,780.51
100-4220-61310	Health Insurance	5,181.11
100-4240-61310	Health Insurance	1,403.44
100-4312-61310	Health Insurance	6,002.04
100-4315-61310	Health Insurance	6,438.12
100-4510-61310	Health Insurance	1,845.57
100-4650-61310	Health Insurance	2,633.82
610-4825-61310	Health Insurance	5,444.93
620-4825-61310	Health Insurance	3,804.30
680-4825-61310	Health Insurance	5,247.80
690-4825-61310	Health Insurance	12,909.51
740-20150	Payroll Taxes Payable	44,442.47
740-20160	State Withholding	9,457.77
740-20180	PERA Payable	41,447.41
740-24000	Clearing Account	53,646.64
740-4870-63620	Employee BC/BS Monthly…	17,130.66
740-4870-63645	Vision Insurance - COBRA	20.86
740-4870-63660	Retiree BC/BS Monthly bill..	4,969.02
820-4825-61310	Health Insurance	842.10
	Grand Total:	**243,094.23**

Project Account Summary

Project Account Key	Expense Amount
None	243,094.23
Grand Total:	**243,094.23**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00289 - 04/07/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ANGELA PHILIPP							
ANGELA PHILIPP	REIMBURSE	04/07/2022	100-4150-64400	Travel, Conference, School	REIMBURSE - LODGING EXP /...		491.04
					Vendor ANGELA PHILIPP Total:		**491.04**
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1436212	04/07/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		233.90
C & L DISTRIBUTING	1436212	04/07/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		181.20
C & L DISTRIBUTING	1436212	04/07/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		35.25
					Vendor C & L DISTRIBUTING Total:		**450.35**
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING COM...	3953102	03/03/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		333.50
COCA-COLA BOTTLING COM...	3953150	03/10/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		267.50
COCA-COLA BOTTLING COM...	3953195	03/17/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		406.00
COCA-COLA BOTTLING COM...	3986237	03/24/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		243.50
COCA-COLA BOTTLING COM...	3986280	03/31/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		135.50
					Vendor COCA-COLA BOTTLING COMPANY Total:		**1,386.00**
Vendor: HANSON CONST OF T R F INC							
HANSON CONST OF T R F INC	884	03/29/2022	100-4670-63610	Insurance Expense	REMOVE & REPLACE MASON...		7,499.26
					Vendor HANSON CONST OF T R F INC Total:		**7,499.26**
Vendor: LEAGUE OF MN CITIES INS TRUST							
LEAGUE OF MN CITIES INS TR...	WC1001259-6	01/01/2022	100-4670-63610	Insurance Expense	1ST QTR / 2ND QTR WORKERS..		85,702.98
LEAGUE OF MN CITIES INS TR...	WC1001259-6	01/01/2022	610-4870-63610	Insurance Expense	1ST QTR / 2ND QTR WORKERS..		6,705.21
LEAGUE OF MN CITIES INS TR...	WC1001259-6	01/01/2022	620-4870-63610	Insurance Expense	1ST QTR / 2ND QTR WORKERS..		4,895.14
LEAGUE OF MN CITIES INS TR...	WC1001259-6	01/01/2022	680-4870-63610	Insurance Expense	1ST QTR / 2ND QTR WORKERS..		3,041.35
LEAGUE OF MN CITIES INS TR...	WC1001259-6	01/01/2022	690-4870-63610	Insurance Expense	1ST QTR / 2ND QTR WORKERS..		12,381.45
LEAGUE OF MN CITIES INS TR...	WC1001259-6	01/01/2022	820-4870-63610	Insurance Expense	1ST QTR / 2ND QTR 2022 WO...		1,261.87
					Vendor LEAGUE OF MN CITIES INS TRUST Total:		**113,988.00**
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R F...	129140	03/24/2022	640-4840-62990	Misc. Operating Expense	CHAIN / CONNECTOR LINK C...		17.60
					Vendor NELSON EQUIPMENT OF T R F INC Total:		**17.60**
Vendor: POWERPLAN							
POWERPLAN	P3471809	03/15/2022	100-4312-62210	Equipment Maint & Repair	TIE ROD END		14.01
					Vendor POWERPLAN Total:		**14.01**
					Grand Total:		**123,846.26**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		93,707.29
610 - LIQUOR DISPENSARY		8,541.56
620 - WATER UTILITY FUND		4,895.14
640 - MEC - VENUWORKS		17.60
680 - WASTEWATER UTILITY FUND		3,041.35
690 - ELECTRIC UTILITY FUND		12,381.45
820 - GREENWOOD CEMETERY FUND		1,261.87
	Grand Total:	**123,846.26**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-64400	Travel, Conference, School	491.04
100-4312-62210	Equipment Maint & Repair	14.01
100-4670-63610	Insurance Expense	93,202.24
610-4810-62510	Liquor for Resale	233.90
610-4810-62520	Beer for Resale	181.20
610-4810-62540	Soft Drinks/Mix for Resale	1,421.25
610-4870-63610	Insurance Expense	6,705.21
620-4870-63610	Insurance Expense	4,895.14
640-4840-62990	Misc. Operating Expense	17.60
680-4870-63610	Insurance Expense	3,041.35
690-4870-63610	Insurance Expense	12,381.45
820-4870-63610	Insurance Expense	1,261.87
	Grand Total:	**123,846.26**

Project Account Summary

Project Account Key		Expense Amount
None		123,846.26
	Grand Total:	**123,846.26**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00291 - 04/12/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ...	134v3rc4knkv	03/16/2022	100-4192-63020	Computer Maintenance & lic...	DYMO LABELING TAPE		18.66
AMAZON CAPITAL SERVICES ...	17916ngr6q4x	03/23/2022	100-4220-62420	Computer Equipment	MEMORY CARD READER		23.65
AMAZON CAPITAL SERVICES ...	1llwhv9x913y	03/31/2022	100-4192-63020	Computer Maintenance & lic...	ETHERNET ADAPTER		25.48
					Vendor AMAZON CAPITAL SERVICES INC Total:		**67.79**
Vendor: BENNINGTON AUTO INC							
BENNINGTON AUTO INC	G52824-2452	04/06/2022	620-16400	Machinery & Equipment	2014 FORD F150 PICKUP - 1F...		14,995.00
					Vendor BENNINGTON AUTO INC Total:		**14,995.00**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS INC	211052	03/17/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		98.00
					Vendor BEVERAGE WHOLESALERS INC Total:		**98.00**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	343437448	03/23/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		79.22
					Vendor BREAKTHRU BEVERAGE Total:		**79.22**
Vendor: DITCH WITCH OF MN AND IA							
DITCH WITCH OF MN AND IA	025893	03/02/2022	690-16400	Machinery & Equipment	2020 DITCH WITCH HX30 EX...		45,956.25
					Vendor DITCH WITCH OF MN AND IA Total:		**45,956.25**
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4150-63210	Communication Expense	PHONE CHARGES - APR 2022		403.89
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4150-63210	Communication Expense	DDD PHONE CHARGES - APR ...		5.14
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4150-63210	Communication Expense	DDD PHONE CHARGES - APR ...		0.07
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4150-63210	Communication Expense	DDD PHONE CHARGES - APR ...		10.81
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4150-63210	Communication Expense	DDD PHONE CHARGES - APR ...		5.01
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4220-63210	Communication Expense	PHONE CHARGES - APR 2022		66.95
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4240-63210	Communication Expense	PHONE CHARGES - APR 2022		36.98
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4312-63210	Communication Expense	PHONE CHARGES - APR 2022		83.97
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4510-63210	Communication Expense	PHONE CHARGES - APR 2022		48.99
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4570-63210	Communication Expense	PHONE CHARGES - APR 2022		9.99
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	100-4650-63210	Communication Expense	PHONE CHARGES - APR 2022		137.97
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	610-4830-63210	Communication Expense	PHONE CHARGES - APR 2022		81.03
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	610-4830-63210	Communication Expense	DDD PHONE CHARGES - APR ...		0.21
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	620-4830-63210	Communication Expense	PHONE CHARGES - APR 2022		222.89
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	620-4830-63210	Communication Expense	DDD PHONE CHARGES - APR ...		0.07
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	630-4830-63210	Communication Expense	PHONE CHARGES - APR 2022		281.85
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	690-4830-63210	Communication Expense	DDD PHONE CHARGES - APR ...		0.07
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	690-4830-63210	Communication Expense	DDD PHONE CHARGES - APR ...		8.86

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	690-4830-63210	Communication Expense	PHONE CHARGES - APR 2022		344.05
GARDEN VALLEY TECHNOLOG...	101148597	04/10/2022	690-4830-63210	Communication Expense	DDD PHONE CHARGES - APR ...		0.07
					Vendor GARDEN VALLEY TECHNOLOGIES Total:		**1,748.87**
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGRA...	MAR 2022 - ASHLEY	04/04/2022	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - MAR 20...		6.74
GLOBAL PAYMENTS INTEGRA...	MAR 2022 - ASHLEY	04/04/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - MAR 20...		777.43
GLOBAL PAYMENTS INTEGRA...	MAR 2022	04/04/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - MAR 20...		3,309.90
					Vendor GLOBAL PAYMENTS INTEGRATED Total:		**4,094.07**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQUOR	2017419	03/23/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,264.81
JOHNSON BROTHERS LIQUOR	2017420	03/23/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		656.00
					Vendor JOHNSON BROTHERS LIQUOR Total:		**1,920.81**
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROUP...	MAR 2022	03/31/2022	690-4830-63890	Utilities Expense	GAS METER READING - MAR ...		1,715.45
					Vendor MINNESOTA ENERGY GROUP-00005 Total:		**1,715.45**
Vendor: MN STATE COMM & TECH COLLEGE							
MN STATE COMM & TECH CO...	18299	03/28/2022	100-4225-64400	Travel, Conference, School	FIRE/EMT INSTRUCTOR FEE		775.00
					Vendor MN STATE COMM & TECH COLLEGE Total:		**775.00**
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R F...	129350	04/05/2022	100-4312-62210	Equipment Maint & Repair	CHAIN		405.94
NELSON EQUIPMENT OF T R F...	129404	04/08/2022	100-4312-62210	Equipment Maint & Repair	CHAIN		438.11
NELSON EQUIPMENT OF T R F...	129416	04/08/2022	100-4312-62210	Equipment Maint & Repair	CHAIN		15.85
					Vendor NELSON EQUIPMENT OF T R F INC Total:		**859.90**
Vendor: VERIZON WIRELESS #486397938							
VERIZON WIRELESS #486397...	9903096753	04/01/2022	100-4210-63210	Communication Expense	MONTHLY ACCESS CHARGES -...		185.07
					Vendor VERIZON WIRELESS #486397938 Total:		**185.07**
Vendor: VERIZON WIRELESS #742042583							
VERIZON WIRELESS #742042...	9903140594	04/01/2022	100-4150-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		51.22
VERIZON WIRELESS #742042...	9903140594	04/01/2022	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		37.01
VERIZON WIRELESS #742042...	9903140594	04/01/2022	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		35.01
VERIZON WIRELESS #742042...	9903140594	04/01/2022	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		40.01
VERIZON WIRELESS #742042...	9903140594	04/01/2022	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		35.01
VERIZON WIRELESS #742042...	9903140594	04/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		40.01
VERIZON WIRELESS #742042...	9903140594	04/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		35.01
VERIZON WIRELESS #742042...	9903140594	04/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		40.01
VERIZON WIRELESS #742042...	9903140594	04/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		41.95
VERIZON WIRELESS #742042...	9903140594	04/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		40.01
VERIZON WIRELESS #742042...	9903140594	04/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		35.01
VERIZON WIRELESS #742042...	9903140594	04/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		35.01
VERIZON WIRELESS #742042...	9903140594	04/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A...		40.01

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #742042…	9903140594	04/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - A…		40.01
						Vendor VERIZON WIRELESS #742042583 Total:	**545.29**
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	MAY 2022	04/12/2022	810-4820-61500	Annuity Payments	POLICE PENSION - MAY 2022		1,025.57
						Vendor YVONNE PEDERSON Total:	**1,025.57**
						Grand Total:	**74,066.29**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		2,755.49
610 - LIQUOR DISPENSARY		2,179.27
620 - WATER UTILITY FUND		15,329.99
630 - ARENAS - VENUWORKS		281.85
680 - WASTEWATER UTILITY FUND		35.01
690 - ELECTRIC UTILITY FUND		52,459.11
810 - POLICE RELIEF ASSOCIATION		1,025.57
	Grand Total:	**74,066.29**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	476.14
100-4192-63020	Computer Maintenance & ..	44.14
100-4210-63210	Communication Expense	185.07
100-4220-62420	Computer Equipment	23.65
100-4220-63210	Communication Expense	66.95
100-4225-64400	Travel, Conference, School	775.00
100-4240-63210	Communication Expense	36.98
100-4312-62210	Equipment Maint & Repair	859.90
100-4312-63210	Communication Expense	83.97
100-4510-63210	Communication Expense	48.99
100-4570-63210	Communication Expense	9.99
100-4650-63210	Communication Expense	137.97
100-4670-63060	Credit Card Fees	6.74
610-4810-62510	Liquor for Resale	1,344.03
610-4810-62520	Beer for Resale	98.00
610-4810-62530	Wine for Resale	656.00
610-4830-63210	Communication Expense	81.24
620-16400	Machinery & Equipment	14,995.00
620-4830-63210	Communication Expense	334.99
630-4830-63210	Communication Expense	281.85
680-4830-63210	Communication Expense	35.01
690-16400	Machinery & Equipment	45,956.25
690-4830-63210	Communication Expense	700.08
690-4830-63890	Utilities Expense	1,715.45
690-4890-63060	Credit Card Fees	4,087.33
810-4820-61500	Annuity Payments	1,025.57
	Grand Total:	**74,066.29**

Project Account Summary

Project Account Key		Expense Amount
None		74,066.29
	Grand Total:	**74,066.29**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00292 - 04/19/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	101923	03/03/2022	100-4312-62240	Department Maint & Repair	SUPPLIES		15.78
ACE HARDWARE	102083	03/07/2022	620-4840-62990	Misc. Operating Expense	PLUG - DIST SHOP		6.75
ACE HARDWARE	102150	03/07/2022	620-4850-62220	Plant Equip Maint & Repair	SUPPLIES - POLYMER FEEDER…		8.97
ACE HARDWARE	103394	03/24/2022	100-4220-62990	Misc. Operating Expense	WINDOW CLEANER		13.88
ACE HARDWARE	103864	03/31/2022	100-4210-62990	Misc. Operating Expense	PACKAGING TAPE		14.09
						Vendor ACE HARDWARE Total:	**59.47**
Vendor: ACME ELECTRIC COMPANIES							
ACME ELECTRIC COMPANIES	9787989	03/31/2022	100-4315-62990	Misc. Operating Expense	HOSE - PRESSURE WASHER		182.99
						Vendor ACME ELECTRIC COMPANIES Total:	**182.99**
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2205	04/11/2022	620-4840-62160	Chemicals	CHEMICALS		8,321.67
						Vendor AQUA PURE INC Total:	**8,321.67**
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3527574	03/28/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		866.80
						Vendor ARTISAN BEER COMPANY Total:	**866.80**
Vendor: BARR ENGINEERING CO							
BARR ENGINEERING CO	23571015.01-1	04/06/2022	690-4890-63110	Consulting Fees	2022 HYDRO TASKS - 2021 DS…		2,253.00
						Vendor BARR ENGINEERING CO Total:	**2,253.00**
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0104951900	04/05/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		30.00
						Vendor BELLBOY CORP - BAR SUPPLY Total:	**30.00**
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0094318900	04/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,409.22
						Vendor BELLBOY CORP - LIQUOR Total:	**5,409.22**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS INC	211866	03/24/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		2,330.65
						Vendor BEVERAGE WHOLESALERS INC Total:	**2,330.65**
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC I…	37145-761927	03/28/2022	100-4670-62990	Misc. Operating Expense	FLEX FEE - MAR 2022		180.00
						Vendor BRADY MARTZ & ASSOC PC INC Total:	**180.00**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	343489408	03/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		508.01
BREAKTHRU BEVERAGE	343591048	04/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,855.99
BREAKTHRU BEVERAGE	343591049	04/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,579.07

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
BREAKTHRU BEVERAGE	343591050	04/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,045.20
BREAKTHRU BEVERAGE	343591050	04/05/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,440.00
					Vendor BREAKTHRU BEVERAGE Total:		**11,428.27**
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	213028	03/30/2022	620-4840-62010	Office Supplies	DRY ERASE MARKERS		32.94
BREDESON OFFICE SUPPLY	213052	04/12/2022	100-4210-62010	Office Supplies	BUSINESS CARD STOCK		16.49
					Vendor BREDESON OFFICE SUPPLY Total:		**49.43**
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10114929	03/10/2022	690-4840-62990	Misc. Operating Expense	PAPERTOWELS / TOILET TISS...		110.45
COLE PAPERS INC	10114929	03/10/2022	690-4850-62350	Power Plant/Dam Maint	PAPERTOWELS / TOILET TISS...		110.45
COLE PAPERS INC	10118283	03/17/2022	620-4840-62990	Misc. Operating Expense	TOILET TISSUE / DISINFECTA...		92.26
COLE PAPERS INC	10119631	03/17/2022	610-4840-62140	Off Sale Supplies	THERMAL PAPER		76.49
COLE PAPERS INC	10119631	03/17/2022	610-4850-62230	Building Maint & Repair	WEEP & DUST SHEETS / FLO...		195.23
					Vendor COLE PAPERS INC Total:		**584.88**
Vendor: CORE & MAIN LP							
CORE & MAIN LP	Q615754	04/01/2022	680-4850-62220	Lift Station and Pond Maint &...	GATE VALVE - LIFT @2 REPAIR		2,415.06
					Vendor CORE & MAIN LP Total:		**2,415.06**
Vendor: DAVIDSON CONSTRUCTION INC							
DAVIDSON CONSTRUCTION I...	28488	02/28/2022	100-4312-63030	Contracts Expense	FEB 2022 MOTOR GRADER R...		6,490.00
DAVIDSON CONSTRUCTION I...	28489	03/31/2022	100-4312-63030	Contracts Expense	MAR 2022 MOTOR GRADER ...		6,490.00
					Vendor DAVIDSON CONSTRUCTION INC Total:		**12,980.00**
Vendor: DAVIS & STANTON INC							
DAVIS & STANTON INC	144451	03/31/2022	100-4210-62890	Uniforms/ID Clothing	COMMENDATION BARS		174.00
					Vendor DAVIS & STANTON INC Total:		**174.00**
Vendor: DEREK NEISEN							
DEREK NEISEN	REIMBURSE	04/03/2022	100-4220-64400	Travel, Conference, School	REIMBURSE MEALS EXP - DET...		48.00
					Vendor DEREK NEISEN Total:		**48.00**
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	88511773	03/29/2022	690-14100	Inventory - Materials	STREET LIGHTS INVENTORY		614.39
DIGI KEY CORPORATION	88511773	03/29/2022	690-4840-62990	Misc. Operating Expense	TRANSFORMER LABELS		10.58
					Vendor DIGI KEY CORPORATION Total:		**624.97**
Vendor: DOUGLAS WILLIAMS							
DOUGLAS WILLIAMS	REIMBURSE	04/07/2022	100-4210-62880	Personal Protective Equipme...	REIMBURSE WORK BOOT AL...		192.00
					Vendor DOUGLAS WILLIAMS Total:		**192.00**
Vendor: DYLAN DEFREECE							
DYLAN DEFREECE	REIMBURSE	04/03/2022	100-4220-64400	Travel, Conference, School	REIMBURSE MEALS EXP - DET...		77.27
					Vendor DYLAN DEFREECE Total:		**77.27**
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	8065	03/02/2022	620-4840-62170	Field Supplies	SHIPPING CHARGES - MAR 20...		115.13

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
EAZY PACK N SHIP	8109	03/08/2022	680-4840-62170	Field Supplies	SHIPPING CHARGES - MAR 20...	14.64
					Vendor EAZY PACK N SHIP Total:	**129.77**
Vendor: FASTENAL COMPANY						
FASTENAL COMPANY	119924	02/24/2022	100-4194-62990	Misc. Operating Expense	REFILL FIRST AID KITS	206.29
FASTENAL COMPANY	119944	02/23/2022	100-4312-62240	Department Maint & Repair	NUTS / BOLTS	161.59
FASTENAL COMPANY	119969	02/24/2022	100-4312-62230	Building Maint & Repair	CEILING FAN INSTALL MATER...	66.24
FASTENAL COMPANY	120065	03/02/2022	690-4840-62990	Misc. Operating Expense	MISC RINGS	15.44
FASTENAL COMPANY	120094	03/04/2022	100-4312-62240	Department Maint & Repair	HARDWARE	17.67
FASTENAL COMPANY	120267	03/17/2022	100-4312-62210	Equipment Maint & Repair	HARDWARE	93.58
FASTENAL COMPANY	120276	03/23/2022	100-4312-62210	Equipment Maint & Repair	HARWARE	69.89
FASTENAL COMPANY	120358	03/24/2022	690-4850-62350	Power Plant/Dam Maint	MATERIALS - TURBINE #2 RPR	37.52
FASTENAL COMPANY	120451	03/30/2022	620-4840-62990	Misc. Operating Expense	SUPPLIES - DIST SHOP	31.03
					Vendor FASTENAL COMPANY Total:	**699.25**
Vendor: FLEET SUPPLY						
FLEET SUPPLY	120626	03/21/2022	620-4850-62220	Plant Equip Maint & Repair	CHEMICAL HAND PUMP	69.98
FLEET SUPPLY	120708	03/23/2022	820-4840-62880	Personal Protective Equipme...	WINTER BIBS - T HARBOTT	85.00
FLEET SUPPLY	9897	03/03/2022	100-4312-62240	Department Maint & Repair	MAILBOX	81.25
					Vendor FLEET SUPPLY Total:	**236.23**
Vendor: FORESTEDGE WINERY						
FORESTEDGE WINERY	4643	04/05/2022	610-4810-62530	Wine for Resale	WINE PURCHASE	396.00
					Vendor FORESTEDGE WINERY Total:	**396.00**
Vendor: GOPHER STATE ONE CALL						
GOPHER STATE ONE CALL	2030782	03/31/2022	690-4850-62360	Distribution Maint	BILLABLE LOCATES - MAR 20...	1.35
					Vendor GOPHER STATE ONE CALL Total:	**1.35**
Vendor: GRAINGER INC						
GRAINGER INC	9265265398	04/01/2022	610-4850-62210	Equipment Maint & Repair	AIR HANDLER FILTERS	249.60
					Vendor GRAINGER INC Total:	**249.60**
Vendor: GRANT ASP						
GRANT ASP	REIMBURSE	04/03/2022	100-4220-64400	Travel, Conference, School	REIMBURSE MEALS EXP - DET...	57.59
					Vendor GRANT ASP Total:	**57.59**
Vendor: GUARDIAN PEST SOLUTIONS INC						
GUARDIAN PEST SOLUTIONS ...	2339951	04/04/2022	690-4890-63030	Contracts Expense	RODENT CONTROL PRGM - A...	55.00
					Vendor GUARDIAN PEST SOLUTIONS INC Total:	**55.00**
Vendor: HACH COMPANY						
HACH COMPANY	12970248	04/06/2022	620-4840-62170	Field Supplies	LAB SUPPLIES	135.10
					Vendor HACH COMPANY Total:	**135.10**
Vendor: HDR ENGINEERING INC - CHICAGO						
HDR ENGINEERING INC - CHI...	1200414100	03/08/2022	670-4890-63030	Contracts Expense	PROF SRVCS - CHIEFS COULEE...	1,432.87
HDR ENGINEERING INC - CHI...	1200420707	04/04/2022	670-4890-63030	Contracts Expense	PROF SRVCS - CHIEFS COULEE...	3,157.46
					Vendor HDR ENGINEERING INC - CHICAGO Total:	**4,590.33**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: IAN LUND							
IAN LUND	REIMBURSE	04/03/2022	100-4220-64400	Travel, Conference, School	REIMBURSE MEALS EXP - DET...		67.40
						Vendor IAN LUND Total:	**67.40**
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	2236	04/01/2022	100-4160-63040	Legal Fees	CRIMINAL SERVICES - MAR 2...		5,095.00
IHLE SPARBY AND HAASE PA	2237	04/01/2022	100-4160-63040	Legal Fees	CONTRACT SERVICES - MAR 2...		2,525.00
						Vendor IHLE SPARBY AND HAASE PA Total:	**7,620.00**
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUTI...	3668723	02/10/2022	100-4150-62010	Office Supplies	GEL PENS / CALCULATOR / C...		518.71
INNOVATIVE OFFICE SOLUTI...	3668723	02/10/2022	100-4670-62010	Office Supplies	GEL PENS / CALCULATOR / C...		20.55
INNOVATIVE OFFICE SOLUTI...	3727751	03/28/2022	100-4670-62010	Office Supplies	MSG PADS / CLSP ENVELOPES...		43.28
INNOVATIVE OFFICE SOLUTI...	3727751	03/28/2022	690-4840-62010	Office Supplies	MSG PADS / CLSP ENVELOPES...		5.59
INNOVATIVE OFFICE SOLUTI...	3739838	04/06/2022	100-4670-62010	Office Supplies	TONER / HILIGHTERS / GEL P...		26.63
INNOVATIVE OFFICE SOLUTI...	3739838	04/06/2022	610-4840-62010	Office Supplies	TONER / HILIGHTERS / GEL P...		73.85
INNOVATIVE OFFICE SOLUTI...	3739838	04/06/2022	620-4840-62010	Office Supplies	TONER / HILIGHTERS / GEL P...		59.39
						Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:	**748.00**
Vendor: JEFFREY A OLSON							
JEFFREY A OLSON	1882i	03/31/2022	620-4890-64190	Rentals/Leases	BACK HOE - WATER LINE RPR		1,350.00
						Vendor JEFFREY A OLSON Total:	**1,350.00**
Vendor: KEATON HUOT							
KEATON HUOT	REIMBURSE	04/03/2022	100-4220-64400	Travel, Conference, School	REIMBURSE MEALS EXP - DET...		56.54
						Vendor KEATON HUOT Total:	**56.54**
Vendor: LEAGUE OF MINNESOTA CITIES							
LEAGUE OF MINNESOTA CITI...	362704	03/31/2022	100-4110-64400	Travel, Conference, School	REG FEE - MAYOR BRIAN HO...		399.00
LEAGUE OF MINNESOTA CITI...	362916	04/12/2022	100-4150-64400	Travel, Conference, School	REG FEE - A PHILIPP / 2022 L...		399.00
						Vendor LEAGUE OF MINNESOTA CITIES Total:	**798.00**
Vendor: LEAGUE OF MN CITIES INS TRUST							
LEAGUE OF MN CITIES INS TR...	7145	02/02/2022	680-4870-63610	Insurance Expense	CLAIM #114226 T LOEFFLER		375.00
						Vendor LEAGUE OF MN CITIES INS TRUST Total:	**375.00**
Vendor: LEE PLUMBING & HEATING INC							
LEE PLUMBING & HEATING I...	86344	03/01/2022	100-4315-62230	Building Maint & Repair	SUPPLIES - SHOP WATER LINE		344.30
LEE PLUMBING & HEATING I...	86353	03/03/2022	100-4315-62230	Building Maint & Repair	SUPPLIES - SHOP WATER LINE		10.20
						Vendor LEE PLUMBING & HEATING INC Total:	**354.50**
Vendor: LINDE GAS & EQUIPMENT INC							
LINDE GAS & EQUIPMENT INC	69871784	03/31/2022	690-4890-63030	Contracts Expense	3 YEAR LEASE CHARGE - EXPI...		402.82
						Vendor LINDE GAS & EQUIPMENT INC Total:	**402.82**
Vendor: M M U A							
M M U A	59282	04/01/2022	100-4150-64410	Safety Training	2ND QTR 2022 SAFETY PROG...		301.30
M M U A	59282	04/01/2022	100-4194-64410	Safety Training	2ND QTR 2022 SAFETY PROG...		60.26
M M U A	59282	04/01/2022	100-4210-64410	Safety Training	2ND QTR 2022 SAFETY PROG...		1,024.28
M M U A	59282	04/01/2022	100-4220-64410	Safety Training	2ND QTR 2022 SAFETY PROG...		421.76

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
M M U A	59282	04/01/2022	100-4240-64410	Safety Training	2ND QTR 2022 SAFETY PROG...	60.26
M M U A	59282	04/01/2022	100-4312-64410	Safety Training	2ND QTR 2022 SAFETY PROG...	436.99
M M U A	59282	04/01/2022	100-4315-64410	Safety Training	2ND QTR 2022 SAFETY PROG...	436.99
M M U A	59282	04/01/2022	100-4510-64410	Safety Training	2ND QTR 2022 SAFETY PROG...	300.19
M M U A	59282	04/01/2022	100-4650-64410	Safety Training	2ND QTR 2022 SAFETY PROG...	180.74
M M U A	59282	04/01/2022	610-4890-64410	Safety Training	2ND QTR 2022 SAFETY PROG...	301.28
M M U A	59282	04/01/2022	620-4890-64410	Safety Training	2ND QTR 2022 SAFETY PROG...	271.30
M M U A	59282	04/01/2022	660-24000	Clearing Account	2ND QTR 2022 SAFETY PROG...	240.97
M M U A	59282	04/01/2022	680-4890-64410	Safety Training	2ND QTR 2022 SAFETY PROG...	271.13
M M U A	59282	04/01/2022	690-4890-64410	Safety Training	2ND QTR 2022 JOB TRNG & S...	750.00
M M U A	59282	04/01/2022	690-4890-64410	Safety Training	2ND QTR 2022 SAFETY PROG...	1,205.05
					Vendor M M U A Total:	**6,262.50**
Vendor: MARCO TECHNOLOGIES LLC NW 7128						
MARCO TECHNOLOGIES LLC ...	9787512	03/27/2022	690-4890-63030	Contracts Expense	COPIER CONTRACT - MAR 20...	74.07
MARCO TECHNOLOGIES LLC ...	9833011	04/07/2022	690-4890-63030	Contracts Expense	COPIER CONTRACT - APR 2022	69.70
					Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:	**143.77**
Vendor: MARISSA L ADAM						
MARISSA L ADAM	REIMBURSE	04/07/2022	100-4210-62120	Gas-Oil-Lube	REIMBURSE GASOLINE EXP - ...	102.95
MARISSA L ADAM	REIMBURSE	04/07/2022	100-4210-63320	Training Expense	REIMBURSE MEALS EXP - ETI ...	25.55
					Vendor MARISSA L ADAM Total:	**128.50**
Vendor: MARK BORSETH						
MARK BORSETH	2022-3	03/31/2022	100-4650-63030	Contracts Expense	PLANNING & ZONING SERVIC...	1,800.00
					Vendor MARK BORSETH Total:	**1,800.00**
Vendor: MARK BRUGGEMAN						
MARK BRUGGEMAN	REIMBURSE	04/02/2022	100-4210-62880	Personal Protective Equipme...	REIMBURSE PURCHASE - MO...	14.95
MARK BRUGGEMAN	REIMBURSE	04/02/2022	100-4210-62880	Personal Protective Equipme...	REIMBURSE PURCHASE - HA...	71.95
					Vendor MARK BRUGGEMAN Total:	**86.90**
Vendor: MARK STEVEN DYKES						
MARK STEVEN DYKES	12291	04/03/2022	620-4850-62220	Plant Equip Maint & Repair	PUMP / METER CALIBRATION	1,197.38
MARK STEVEN DYKES	12291	04/03/2022	680-4850-62220	Lift Station and Pond Maint &...	PUMP / METER CALIBRATION	673.19
					Vendor MARK STEVEN DYKES Total:	**1,870.57**
Vendor: MC KINNON COMPANY INC						
MC KINNON COMPANY INC	650704	03/22/2022	610-4810-62520	Beer for Resale	BEER PURCHASE	10,620.55
MC KINNON COMPANY INC	651557	03/25/2022	610-4810-62520	Beer for Resale	BEER PURCHASE	3,718.45
MC KINNON COMPANY INC	651772	03/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE	11,965.52
MC KINNON COMPANY INC	651872	03/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE	49.70
					Vendor MC KINNON COMPANY INC Total:	**26,354.22**
Vendor: MICHAEL J ROFF						
MICHAEL J ROFF	REIMBURSE 03 30 22	03/30/2022	100-4210-62120	Gas-Oil-Lube	REIMBURSE GASOLINE - K9 TR..	47.22
MICHAEL J ROFF	REIMBURSE 03 30 22	03/30/2022	100-4210-63320	Training Expense	REIMBURSE MEALS EXP - K9 ...	24.83
MICHAEL J ROFF	REIMBURSE 03 30 22	03/30/2022	230-4840-63150	Canine Unit Expense	REIMBURSE REG FEE - NATL ...	60.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MICHAEL J ROFF	REIMBURSE 04 13 22	04/13/2022	100-4210-62880	Personal Protective Equipme…	CLOTHING ALLOWANCE		266.96
						Vendor MICHAEL J ROFF Total:	**399.01**
Vendor: MINNESOTA ENERGY GROUP-00003							
MINNESOTA ENERGY GROUP…	4094332825	04/05/2022	100-4220-63890	Utilities Expense	GAS METER READING - MAR …		297.45
MINNESOTA ENERGY GROUP…	4094332825	04/05/2022	100-4550-63890	Utilities Expense	GAS METER READING - MAR …		507.67
MINNESOTA ENERGY GROUP…	4094332825	04/05/2022	100-4560-63890	Utilities Expense	GAS METER READING - MAR …		504.07
MINNESOTA ENERGY GROUP…	4094332825	04/05/2022	100-4570-63890	Utilities Expense	GAS METER READING - MAR …		578.41
MINNESOTA ENERGY GROUP…	4094332825	04/05/2022	680-4830-63890	Utilities Expense	GAS METER READING - MAR …		21.38
						Vendor MINNESOTA ENERGY GROUP-00003 Total:	**1,908.98**
Vendor: MINNESOTA ENERGY GROUP-00007							
MINNESOTA ENERGY GROUP…	4097548676	04/07/2022	100-4194-63890	Utilities Expense	GAS METER READING - MAR …		82.38
						Vendor MINNESOTA ENERGY GROUP-00007 Total:	**82.38**
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUST…	ALR0133663X	03/26/2022	620-4890-64370	Taxes and Licenses	2022 ELEVATOR OPERATORS …		100.00
						Vendor MN DPT OF LABOR & INDUSTRY Total:	**100.00**
Vendor: MN POLLUTION CONTROL AGENCY							
MN POLLUTION CONTROL A…	10000137263	04/01/2022	690-4890-64330	Dues and Subscriptions	2022 AIR QUALITY PERMIT FE…		25.00
MN POLLUTION CONTROL A…	10000141568	04/05/2022	690-4890-64330	Dues and Subscriptions	2022 WATER PERMIT FEE - W…		345.00
MN POLLUTION CONTROL A…	10000141569	04/05/2022	680-4890-64370	Taxes and Licenses	2022 WATER PERMIT FEE - W…		5,900.00
						Vendor MN POLLUTION CONTROL AGENCY Total:	**6,270.00**
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	20166545	03/09/2022	100-4192-63020	Computer Maintenance & lic…	SERVICE LABOR		1,170.00
MORRIS ELECTRONICS INC	20166585	03/11/2022	100-4192-63020	Computer Maintenance & lic…	BACKUP RENEWAL - 06/22-06…		782.22
MORRIS ELECTRONICS INC	20166933	04/04/2022	100-4192-63020	Computer Maintenance & lic…	SERVICE WORK		160.00
						Vendor MORRIS ELECTRONICS INC Total:	**2,112.22**
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF RV…	711931	03/01/2022	100-4312-62240	Department Maint & Repair	PLIERS		34.68
N A P A AUTO PARTS THF RV…	712055	03/04/2022	100-4315-62210	Equipment Maint & Repair	HEADLIGHT		8.38
N A P A AUTO PARTS THF RV…	712247	03/10/2022	690-4840-62120	Gas-Oil-Lube	OIL FILTER - MINI X		41.90
N A P A AUTO PARTS THF RV…	712384	03/15/2022	690-4840-62120	Gas-Oil-Lube	OIL FILTER		13.73
N A P A AUTO PARTS THF RV…	712433	03/16/2022	690-4840-62120	Gas-Oil-Lube	OIL FILTER - GENERATOR		35.96
N A P A AUTO PARTS THF RV…	712468	03/17/2022	100-4312-62400	Small Tools and Minor Equip	IMPACT WRENCH		640.00
N A P A AUTO PARTS THF RV…	712498	03/18/2022	100-4315-62210	Equipment Maint & Repair	CLAMP		9.57
N A P A AUTO PARTS THF RV…	712612	03/22/2022	690-4840-62120	Gas-Oil-Lube	BATTERY - LAWN PLOW		118.89
N A P A AUTO PARTS THF RV…	712652	03/23/2022	640-4840-62990	Misc. Operating Expense	SPARK PLUGS - Z TRACK GAT…		17.65
						Vendor N A P A AUTO PARTS THF RVR FL Total:	**920.76**
Vendor: NELSON INTERNATIONAL - E G F							
NELSON INTERNATIONAL - E …	X105051700 01	03/01/2022	100-4312-62230	Building Maint & Repair	CIRCUIT BREAKER		11.74
NELSON INTERNATIONAL - E …	X105051744 01	03/02/2022	100-4315-62210	Equipment Maint & Repair	GASKET		27.88
NELSON INTERNATIONAL - E …	X105052080 01	03/14/2022	100-4315-62210	Equipment Maint & Repair	WATER PUMP ASSY KIT		326.11
						Vendor NELSON INTERNATIONAL - E G F Total:	**365.73**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORTHERN REGION FIREFIGHTERS ASSOCIATION							
NORTHERN REGION FIREFIG...	2021 2022 DUES	04/01/2022	100-4220-64330	Dues and Subscriptions	2021/2022 DUES		50.00
					Vendor NORTHERN REGION FIREFIGHTERS ASSOCIATION Total:		**50.00**
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	MAR 2022	04/01/2022	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE -...		283.86
					Vendor NORTHERN STATE BANK Total:		**283.86**
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYSTE...	315789	03/01/2022	690-4850-62210	Equipment Maint & Repair	PARTS - DITCH WITCH		5.54
NORTHWEST POWER SYSTE...	316004	03/10/2022	100-4312-62210	Equipment Maint & Repair	GUNIE AUTO SLACK #5515		71.10
NORTHWEST POWER SYSTE...	316060	03/14/2022	100-4312-62210	Equipment Maint & Repair	HOSE ELBOW		20.00
NORTHWEST POWER SYSTE...	316174	03/17/2022	100-4315-62210	Equipment Maint & Repair	CLAMP		16.34
NORTHWEST POWER SYSTE...	316242	03/21/2022	100-4312-62210	Equipment Maint & Repair	HOSE - #5511		243.58
NORTHWEST POWER SYSTE...	316397	03/25/2022	100-4315-62240	Department Maint & Repair	FITTING - PRESSURE WASHER		9.66
NORTHWEST POWER SYSTE...	316495	03/30/2022	100-4510-62210	Equipment Maint & Repair	TIP - HOSE RPR		22.02
NORTHWEST POWER SYSTE...	316508	03/30/2022	100-4315-62990	Misc. Operating Expense	HOSE - WASHBAY		396.11
					Vendor NORTHWEST POWER SYSTEMS INC Total:		**784.35**
Vendor: NORTHWEST REGIONAL LIBRARY							
NORTHWEST REGIONAL LIBR...	634	03/31/2022	100-4550-63140	Regional Library System Pymt	2ND QTR 2022 ALLOCATION		42,697.75
					Vendor NORTHWEST REGIONAL LIBRARY Total:		**42,697.75**
Vendor: OIL BOYZ EXPRESS LUBE INC							
OIL BOYZ EXPRESS LUBE INC	172065	03/30/2022	690-4850-62210	Equipment Maint & Repair	OIL CHANGE - #101		47.22
					Vendor OIL BOYZ EXPRESS LUBE INC Total:		**47.22**
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519-298638	03/15/2022	100-4210-62210	Equipment Maint & Repair	HEADLIGHT		25.64
O'REILLY AUTOMOTIVE INC	1519-299000	03/18/2022	100-4210-62990	Misc. Operating Expense	BATTERIES		13.99
O'REILLY AUTOMOTIVE INC	1519-299438	03/23/2022	100-4210-62210	Equipment Maint & Repair	WIPER BLADE		11.06
O'REILLY AUTOMOTIVE INC	1519-299473	03/23/2022	100-4210-62210	Equipment Maint & Repair	RETURN CREDIT - WIPER BLA...		-11.06
					Vendor O'REILLY AUTOMOTIVE INC Total:		**39.63**
Vendor: OVIVO USA LLC							
OVIVO USA LLC	8482605	03/31/2022	620-4850-62220	Plant Equip Maint & Repair	PRIMARY BASIN DRIVES		1,827.20
					Vendor OVIVO USA LLC Total:		**1,827.20**
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	160642	03/31/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		4,261.50
PAUSTIS WINE COMPANY	160642	03/31/2022	610-4810-62610	Freight In (Liquor)	FREIGHT		67.50
					Vendor PAUSTIS WINE COMPANY Total:		**4,329.00**
Vendor: PENNINGTON CO AUDITOR							
PENNINGTON CO AUDITOR	1ST QTR 2022	04/07/2022	100-4210-63030	Contracts Expense	1ST QTR 2022 TASK FORCE BI...		12,595.39
PENNINGTON CO AUDITOR	1ST QTR 2022	04/07/2022	100-4210-63030	Contracts Expense	1ST QTR 2022 LEC BILLING		112,535.78
PENNINGTON CO AUDITOR	4TH QTR 2021	03/30/2022	100-4210-63030	Contracts Expense	4TH QTR 2021 TASK FORCE BI...		14,565.76
PENNINGTON CO AUDITOR	4TH QTR 2021	03/30/2022	100-4210-63030	Contracts Expense	4TH QTR 2021 LEC BILLING		106,036.79
					Vendor PENNINGTON CO AUDITOR Total:		**245,733.72**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PENNINGTON CO SHERIFF							
PENNINGTON CO SHERIFF	PD-22-1	04/12/2022	100-4210-63020	Computer Maintenance & lic…	1/2 COST CELLEBRITE SUBSCR…		3,050.00
						Vendor PENNINGTON CO SHERIFF Total:	**3,050.00**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6370494	03/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,375.43
PHILLIPS WINE & SPIRITS	6370495	03/28/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		463.00
PHILLIPS WINE & SPIRITS	6370496	03/28/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		67.20
PHILLIPS WINE & SPIRITS	6373018	03/30/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		649.50
						Vendor PHILLIPS WINE & SPIRITS Total:	**7,555.13**
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP INC	27241 MAR 2022	04/06/2022	680-4830-63890	Utilities Expense	ELECTRIC READING - MAR 20…		129.34
						Vendor RED LAKE ELECTRIC COOP INC Total:	**129.34**
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB I…	D027619	03/28/2022	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPLES		65.00
						Vendor RMB ENVIRONMENTAL LAB INC Total:	**65.00**
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	102940-2022	03/24/2022	100-4220-63030	Contracts Expense	2022 CABLE TV SERVICE		1,133.21
						Vendor SJOBERG'S CABLE TV Total:	**1,133.21**
Vendor: STREICHERS							
STREICHERS	1558685	03/23/2022	100-4210-62880	Personal Protective Equipme…	UNIFORM PANTS		194.98
						Vendor STREICHERS Total:	**194.98**
Vendor: STUART C IRBY CO							
STUART C IRBY CO	12928419.001	03/29/2022	690-4840-62990	Misc. Operating Expense	CLAMP		92.80
						Vendor STUART C IRBY CO Total:	**92.80**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	MAR 2022 - ADMIN	03/31/2022	100-4150-63590	Printing & Publications	AD - HUMAN RESOURCES CO…		92.50
THIEF RIVER FALLS TIMES	MAR 2022 - ADMIN	03/31/2022	100-4150-63590	Printing & Publications	AD - HUMAN RESOURCES CO…		82.50
THIEF RIVER FALLS TIMES	MAR 2022 - ADMIN	03/31/2022	100-4150-63590	Printing & Publications	AD - HUMAN RESOURCES CO…		92.50
THIEF RIVER FALLS TIMES	MAR 2022 - ADMIN	03/31/2022	100-4150-63590	Printing & Publications	AD - HUMAN RESOURCES CO…		10.00
THIEF RIVER FALLS TIMES	MAR 2022 - ADMIN	03/31/2022	620-4890-63590	Printing & Publications	AD - TURBIDITY		165.75
THIEF RIVER FALLS TIMES	MAR 2022 - ADMIN	03/31/2022	670-4890-63590	Printing & Publications	AD FOR BIDS - STREAM BANK…		297.00
THIEF RIVER FALLS TIMES	MAR 2022 P D	03/31/2022	100-4210-62010	Office Supplies	GOVT STAMPED ENVELOPES		1,046.80
THIEF RIVER FALLS TIMES	MAR 2022	03/31/2022	100-4315-62010	Office Supplies	PRESORT ENVELOPES - UTILIT…		178.65
THIEF RIVER FALLS TIMES	MAR 2022	03/31/2022	620-4840-62010	Office Supplies	PRESORT ENVELOPES - UTILIT…		416.85
THIEF RIVER FALLS TIMES	MAR 2022	03/31/2022	680-4840-62010	Office Supplies	PRESORT ENVELOPES - UTILIT…		119.10
THIEF RIVER FALLS TIMES	MAR 2022	03/31/2022	690-4840-62010	Office Supplies	PRESORT ENVELOPES - UTILIT…		476.40
						Vendor THIEF RIVER FALLS TIMES Total:	**2,978.05**
Vendor: TRF HARDWARE							
TRF HARDWARE	22128711	03/01/2022	690-4840-62990	Misc. Operating Expense	KEY HOLDER - DITCH WITCH		3.37
TRF HARDWARE	22128720	03/01/2022	690-4840-62990	Misc. Operating Expense	SCREWS - TRUCK		12.99
TRF HARDWARE	22128724	03/01/2022	690-4840-62990	Misc. Operating Expense	RTN CREDIT - CUT KEYS DIDN'…		-1.99

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
TRF HARDWARE	22128911	03/03/2022	100-4312-62990	Misc. Operating Expense	CLAMP		7.98
TRF HARDWARE	22129167	03/05/2022	620-4850-62220	Plant Equip Maint & Repair	CLAMP / HOSE / CPLG - POL...		30.40
TRF HARDWARE	22129379	03/08/2022	680-4840-62990	Misc. Operating Expense	LIGHT BULB		3.99
TRF HARDWARE	22129490	03/09/2022	680-4840-62990	Misc. Operating Expense	GREASE CLEANER		3.99
TRF HARDWARE	22129587	03/10/2022	620-4840-62990	Misc. Operating Expense	VALVE / ELBOW / BUSHING - ...		40.95
TRF HARDWARE	22130293	03/17/2022	620-4840-62990	Misc. Operating Expense	DRAIN CLEANER - WTP		22.99
TRF HARDWARE	22130727	03/21/2022	100-4510-62240	Department Maint & Repair	AA BATTERIES		16.99
TRF HARDWARE	22130847	03/22/2022	100-4510-62240	Department Maint & Repair	CARTRIDGE FILTER - SHOP VAC		18.99
						Vendor TRF HARDWARE Total:	**160.65**
Vendor: TRF PIZZA HUT							
TRF PIZZA HUT	2943-4	03/30/2022	210-4670-64400	Travel, Conference, School	CDAB MEETING		68.63
						Vendor TRF PIZZA HUT Total:	**68.63**
Vendor: TRF RADIO							
TRF RADIO	29849-3	03/31/2022	610-4880-63490	Advertising	RADIO ADVERTISING - MAR /...		550.00
TRF RADIO	30307-1	03/14/2022	610-4880-63490	Advertising	RADIO ADVERTISING - MAR /...		150.00
TRF RADIO	30366-1	03/10/2022	610-4880-63490	Advertising	RADIO ADVERTISING - GARA...		625.00
TRF RADIO	30435-1	03/28/2022	100-4150-63590	Printing & Publications	RADIO ADVERTISING - MAR /...		150.00
						Vendor TRF RADIO Total:	**1,475.00**
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	025-372777	03/30/2022	500-4680-65900	Work in Process-Construction	METER DATA SYNC / CONFIG ...		390.00
TYLER TECHNOLOGIES INC	025-374848	03/31/2022	100-4513-63060	Credit Card Fees	1ST QTR CC TRANSACTION FE...		502.12
TYLER TECHNOLOGIES INC	025-374848	03/31/2022	620-4890-63060	Credit Card Fees	1ST QTR CC TRANSACTION FE...		1,171.63
TYLER TECHNOLOGIES INC	025-374848	03/31/2022	680-4890-63060	Credit Card Fees	1ST QTR CC TRANSACTION FE...		334.75
TYLER TECHNOLOGIES INC	025-374848	03/31/2022	690-4890-63060	Credit Card Fees	1ST QTR CC TRANSACTION FE...		1,339.00
TYLER TECHNOLOGIES INC	025-375434	04/11/2022	500-4680-65900	Work in Process-Construction	ENERGOV IMPLEMENTATION		1,300.00
						Vendor TYLER TECHNOLOGIES INC Total:	**5,037.50**
Vendor: VENUWORKS OF THIEF RIVER FALLS							
VENUWORKS OF THIEF RIVER...	352	04/13/2022	630-4930-67200	Operating Transfers	2ND QTR 2022 OPERATING F...		123,073.25
						Vendor VENUWORKS OF THIEF RIVER FALLS Total:	**123,073.25**
Vendor: VINOCOPIA INC							
VINOCOPIA INC	300726	03/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,049.50
VINOCOPIA INC	300726	03/28/2022	610-4810-62610	Freight In (Liquor)	FREIGHT		7.50
VINOCOPIA INC	300727	03/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		136.00
VINOCOPIA INC	300727	03/28/2022	610-4810-62610	Freight In (Liquor)	FREIGHT		2.50
						Vendor VINOCOPIA INC Total:	**1,195.50**
Vendor: WALLWORK TRUCK CENTER GRAND FORKS							
WALLWORK TRUCK CENTER ...	09P7179	04/01/2022	100-4312-62210	Equipment Maint & Repair	SHOCK ABSORBER - #5514		148.36
						Vendor WALLWORK TRUCK CENTER GRAND FORKS Total:	**148.36**
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	23X00256	03/31/2022	100-4315-63030	Contracts Expense	MAR 2022 COLLECTION - DO...		162.50
						Vendor WASTE MASTERS LLC Total:	**162.50**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7373364	03/28/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		764.00
						Vendor WINE MERCHANTS Total:	**764.00**
						Grand Total:	**558,412.33**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	331,343.80
210 - COMM DEVELOPMENT REV LOAN FUND	68.63
230 - TRF AREA K-9 FUND	60.00
500 - 2019 SOFTWARE PROJECT	1,690.00
610 - LIQUOR DISPENSARY	62,880.24
620 - WATER UTILITY FUND	15,467.67
630 - ARENAS - VENUWORKS	123,073.25
640 - MEC - VENUWORKS	17.65
660 - AIRPORT FUND	240.97
670 - STORM WATER UTILITY FUND	4,887.33
680 - WASTEWATER UTILITY FUND	10,326.57
690 - ELECTRIC UTILITY FUND	8,271.22
820 - GREENWOOD CEMETERY FUND	85.00
Grand Total:	**558,412.33**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64400	Travel, Conference, School	399.00
100-4150-62010	Office Supplies	518.71
100-4150-63030	Contracts Expense	283.86
100-4150-63590	Printing & Publications	427.50
100-4150-64400	Travel, Conference, School	399.00
100-4150-64410	Safety Training	301.30
100-4160-63040	Legal Fees	7,620.00
100-4192-63020	Computer Maintenance & ..	2,112.22
100-4194-62990	Misc. Operating Expense	206.29
100-4194-63890	Utilities Expense	82.38
100-4194-64410	Safety Training	60.26
100-4210-62010	Office Supplies	1,063.29
100-4210-62120	Gas-Oil-Lube	150.17
100-4210-62210	Equipment Maint & Repair	25.64
100-4210-62880	Personal Protective Equi…	740.84
100-4210-62890	Uniforms/ID Clothing	174.00
100-4210-62990	Misc. Operating Expense	28.08
100-4210-63020	Computer Maintenance & ..	3,050.00
100-4210-63030	Contracts Expense	245,733.72
100-4210-63320	Training Expense	50.38
100-4210-64410	Safety Training	1,024.28
100-4220-62990	Misc. Operating Expense	13.88
100-4220-63030	Contracts Expense	1,133.21
100-4220-63890	Utilities Expense	297.45
100-4220-64330	Dues and Subscriptions	50.00

Account Summary

Account Number	Account Name	Expense Amount
100-4220-64400	Travel, Conference, School	306.80
100-4220-64410	Safety Training	421.76
100-4240-64410	Safety Training	60.26
100-4312-62210	Equipment Maint & Repair	646.51
100-4312-62230	Building Maint & Repair	77.98
100-4312-62240	Department Maint & Repa..	310.97
100-4312-62400	Small Tools and Minor Equ..	640.00
100-4312-62990	Misc. Operating Expense	7.98
100-4312-63030	Contracts Expense	12,980.00
100-4312-64410	Safety Training	436.99
100-4315-62010	Office Supplies	178.65
100-4315-62210	Equipment Maint & Repair	388.28
100-4315-62230	Building Maint & Repair	354.50
100-4315-62240	Department Maint & Repa..	9.66
100-4315-62990	Misc. Operating Expense	579.10
100-4315-63030	Contracts Expense	162.50
100-4315-64410	Safety Training	436.99
100-4510-62210	Equipment Maint & Repair	22.02
100-4510-62240	Department Maint & Repa..	35.98
100-4510-64410	Safety Training	300.19
100-4513-63060	Credit Card Fees	502.12
100-4550-63140	Regional Library System P...	42,697.75
100-4550-63890	Utilities Expense	507.67
100-4560-63890	Utilities Expense	504.07
100-4570-63890	Utilities Expense	578.41
100-4650-63030	Contracts Expense	1,800.00
100-4650-64410	Safety Training	180.74
100-4670-62010	Office Supplies	90.46
100-4670-62990	Misc. Operating Expense	180.00
210-4670-64400	Travel, Conference, School	68.63
230-4840-63150	Canine Unit Expense	60.00
500-4680-65900	Work in Process-Construct..	1,690.00
610-4810-62510	Liquor for Resale	22,958.42
610-4810-62520	Beer for Resale	29,551.67
610-4810-62530	Wine for Resale	7,324.50
610-4810-62540	Soft Drinks/Mix for Resale	746.70
610-4810-62610	Freight In (Liquor)	77.50
610-4840-62010	Office Supplies	73.85
610-4840-62140	Off Sale Supplies	76.49
610-4850-62210	Equipment Maint & Repair	249.60
610-4850-62230	Building Maint & Repair	195.23
610-4880-63490	Advertising	1,325.00

Account Summary

Account Number	Account Name	Expense Amount
610-4890-64410	Safety Training	301.28
620-4840-62010	Office Supplies	509.18
620-4840-62160	Chemicals	8,321.67
620-4840-62170	Field Supplies	250.23
620-4840-62990	Misc. Operating Expense	193.98
620-4850-62220	Plant Equip Maint & Repair	3,133.93
620-4890-63060	Credit Card Fees	1,171.63
620-4890-63590	Printing & Publications	165.75
620-4890-64190	Rentals/Leases	1,350.00
620-4890-64370	Taxes and Licenses	100.00
620-4890-64410	Safety Training	271.30
630-4930-67200	Operating Transfers	123,073.25
640-4840-62990	Misc. Operating Expense	17.65
660-24000	Clearing Account	240.97
670-4890-63030	Contracts Expense	4,590.33
670-4890-63590	Printing & Publications	297.00
680-4830-63890	Utilities Expense	150.72
680-4840-62010	Office Supplies	119.10
680-4840-62170	Field Supplies	79.64
680-4840-62990	Misc. Operating Expense	7.98
680-4850-62220	Lift Station and Pond Mai…	3,088.25
680-4870-63610	Insurance Expense	375.00
680-4890-63060	Credit Card Fees	334.75
680-4890-64370	Taxes and Licenses	5,900.00
680-4890-64410	Safety Training	271.13
690-14100	Inventory - Materials	614.39
690-4840-62010	Office Supplies	481.99
690-4840-62120	Gas-Oil-Lube	210.48
690-4840-62990	Misc. Operating Expense	243.64
690-4850-62210	Equipment Maint & Repair	52.76
690-4850-62350	Power Plant/Dam Maint	147.97
690-4850-62360	Distribution Maint	1.35
690-4890-63030	Contracts Expense	601.59
690-4890-63060	Credit Card Fees	1,339.00
690-4890-63110	Consulting Fees	2,253.00
690-4890-64330	Dues and Subscriptions	370.00
690-4890-64410	Safety Training	1,955.05
820-4840-62880	Personal Protective Equi…	85.00
	Grand Total:	**558,412.33**

Project Account Summary

Project Account Key		Expense Amount
None		558,412.33
	Grand Total:	**558,412.33**

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: 4/19/2022

SUBJECT: #8.3 Progression Raise for Gregory Hufnagle, Building Official

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

MOTION TO: Accept the Public Works Committee recommendation and grant Gregory Hufnagle, Building Official, a progression raise to the top of Grade Level 6 MAPS salary schedule, effective April 21, 2022 for a new salary of $6,342 per month.

BACKGROUND: Mr. Hufnagle was transferred to the position of Building Official on 4/21/21 and was at 95% of the top salary for one year. He is now eligible for progression to the top wage.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a 2022 budgeted wage increase.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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Thief River Falls MN 56701-0528

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email: @citytrf.net
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Request for Council Action

DATE: 4/19/2022

SUBJECT: #8.4 Approval of Employment of Cassandra Olson as Part-Time Off Sale Clerk

RECOMMENDATION: It is Respectfully Requested the Council Consider the Following:

MOTION TO: Approve the employment of Cassandra Olson as a part-time Off-Sale Clerk, effective April 20, 2022. Ms. Olson shall be placed at Step 4 of the Off-Sale Clerk salary schedule for an hourly wage of $23.68 per hour. Ms. Olson has worked at Falls Liquors for the past nine months in a temporary position.

BACKGROUND: The position has been determined to be necessary in the continued efficiency and success in the operations of the Liquor Department.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The positions are included in the 2022 budget.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Steve Olson, Liquor Store Manager

ATTACHMENTS:
None

City of Thief River Falls

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Thief River Falls MN 56701-0528

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email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 4/19/2022

SUBJECT: # 8.5 Purchase of plants for REA Rain Gardens

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

MOTION TO: Approve purchase of replacement plants for the REA raingardens from Cider Mill greenhouse located in Thief River Falls, MN for $1,898.00.

BACKGROUND: In 2021, Venuworks,Inc. submitted a request to Public Works Committee for the raingardens at the REA to be restored to original condition. This request was supported by an existing contract that the city signed with the SWCD. The Public Works Department has been working to meet the needs of the contract. The new plantings are a necessary step towards completion.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: When the RCA was presented to PWC in 2021, the cost proposal exceeded $10,000.00. Upon additional quote gathering, Cider Mill Greenhouse is the lowest bid with the cost of $1,898.00 F.O.B Thief River Falls, MN. This purchase would be an unbudgeted expense paid for by stormwater budget.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	3b.Gertens Wholesale RE Raingarderns quote
2.	CiderMillraingardenplantquote
3.	Summary of needs of raingarden plants

Gertens

5500 Blaine Ave | Inver Grove Heights, MN 55076
651.450.1501 | gertens.com

MINNESOTA DEPARTMENT OF AGRICULTURE 2529 RF# CERTIFIED Safe to Move

CUST NO:	JOB NO:	PURCHASE ORDER:	REFERENCE:	TERMS:	CLERK:	DATE / TIME:
100000	000	CITY OF THIEF RIVER FALLS	SPRING 2022	CASH/CHECK/BANKCARD	2305	3/14/22 11:26

SOLD TO: MISC LANDSCAPE

SHIP TO:

TERMINAL: 411

EXP. DATE: 3/14/23

SALESPERSON: LE LABOSSIERE ERIN
TAX: DAK DAKOTA COUNTY

ESTIMATE: 611600/6

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
1		45	EA	P0040	ACHILL X MOONSHINE #1 YARROW	E21	45	4.75 /EA	213.75 Q
2		1	EA	P1847	ECHINACEA KISMET YELLOW #1		1	10.00 /EA	10.00 C
3					^ WE DO NOT CARRY YELLOW				
4					CONEFLOWERS IN FLATS THIS IS THE				
5					COST OF A #1				
6		74	EA	P5462	RUDBE FUL GOLDSTURM #1	E20	74	5.00 /EA	370.00 Q
7		4	EA	NR4055	SPORO HET PRAIRIEDROPSED3.5"/18T	E28	4	32.00 /EA	128.00 C
8		2	EA	NR3855	SCHIZ SCO LITTLEBLUESTEM3.5"/18T	E52	2	32.00 /EA	64.00 C
9		40	EA	P0600	ASTER NOV PURPLE DOME #1	E20	40	5.00 /EA	200.00 Q
10		44	EA	G0060	CALAM ACU KARL FOERSTER #1	E47	44	5.00 /EA	220.00 Q
11		19	EA	P4170	LIATRIS SPICATA KOBOLD #1		19	6.50 /EA	123.50 C
12		3	EA	NR1805	LOBEL SIP GREAT BLUE 3.5"/18T	E20	3	32.00 /EA	96.00 C
13		2	EA	NR2625	VERBE HAS BLUE VERVAIN 3.5"/18T	E28	2	32.00 /EA	64.00 C
14		44	EA	P3984	IRIS VERSICOLOR BLUE FLAG #1	E25	44	5.50 /EA	242.00 Q
15		3	EA	NR3405	CAREX VUL FOX SEDGE 3.5"/18T	E19	3	32.00 /EA	96.00 C
16						E19			
17						E19			
18					PRICES AND AVAILABLITY ARE	E19			
19					SUBJECT TO CHANGE	E19			

TAXABLE 1827.25
NON-TAXABLE 0.00

SUBTOTAL 1827.25

(TRAVIS GIFFEN -607.457.2975)

SUBTOTAL 1827.25

TAX AMOUNT 130.19

TOTAL 1957.44

TOT WT: 0.00

X ______________________
Received By

- Please allow 24-48 hours for all orders to be pulled and processed
- Pick up orders that have already been pulled are subject to a **15% restocking fee** if not taken within 5 business days.
- Orders for delivery that have already been pulled are subject to a **15% restocking fee** if cancelled
- Thank you for your order. We appreciate your business.

Travis Giffen

From: cidermillmn <cidermillmn@gmail.com>
Sent: Tuesday, April 5, 2022 2:09 PM
To: Travis Giffen
Subject: Water garden plants

Travis
Cider Mill is able to provide you with all of the plants requested for the water garden at the Ralph Englestad arena. The price and list are as follow:
45 Moonshine Achillea $139.80
18 Yellow Coneflower $55.80
74 Goldstrum Black eyed Susan $207.20
72 Praire Dropseed $290.00
36 Little Bluestem $144.00
40 Purple Dome Aster $112.00
44 Karl Foerster $176.00
19 Kobold Blazingstar $58.90
54 Blue Lobellia $167.40
36 Blue Vervain $111.40
44 Blue flag Iris $136.40
54 Fox Sedge $222.00

Total plants 536

Total with delivery $1898.00
Thank you, Dan at Cider Mill

Sent via the Samsung Galaxy S10e, an AT&T 5G Evolution capable smartphone

3

Plant	Single Plants	Trays of 18
Moonshine Achillea	45	
Yellow coneflower		1 (18)
Goldsturm black eyed Susans	74	
Prairie dropseed		4 (72)
Little bluestem		2 (36)
Purple dome aster	40	
Karl Foerster grass	44	
Kobold blazingstar	19	
Great blue lobelia		3 (54)
Blue vervain		2 (36)
Blue flag iris	44	
Fox sedge		3 (54)

https://www.gertens.com

City of Thief River Falls

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

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

Request for Council Action

DATE: 4/19/2022

SUBJECT: # 9.1 Corridor Study of Highway 59 East from 1st Street to 155th St N.E. (City Limit)

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

MOTION TO: To enter into a contractual agreement with HDR Engineering to identify the potential problems associated with Trunk Highway 59 Corridor on the East side of the city.

BACKGROUND: This study would be conducted to prepare the city for a joint project with the Minnesota Department of Transportation potentially scheduled for 2029. This corridor study would be considered phase 1, and would be strictly to identify potential problems that should be addressed and considered for future construction projects.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: HDR proposed to complete the work cited in the scope of Services for a cost not to exceed $21,000.00. This is an unbudgeted expense.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	4.TRF TH 59 Proposal - April 1, 2022

April 1, 2022

Thief River Falls Mayor Brian Holmer and City Council
City of Thief River Falls
405 Third Street East
Thief River Falls, MN 56701

RE: TH 59 Corridor Study

Mayor Holmer and City Council,

In response to your request for corridor study services for Trunk Highway (TH) 59, HDR Engineering, Inc. (HDR) is pleased to provide the following proposal for an initial issues identification phase along the corridor of the project from 1st Street East to the southeastern City limits. Future project phases and tasks would evaluate potential corridor solutions, estimate project costs and identify funding sources for implementation.

Project Understanding and Scope of Services

HDR understands that the City of Thief River Falls (City) is interested in assessing the corridor needs of TH 59 from approximately 1st Street East to the southeastern City limits. The assessment is related to access, intersection operations, safety, roadway typical section, drainage, bicycle and pedestrian comfort and safety and aesthetics of the corridor. This scope of work includes tasks and deliverables to identify the needs (problems to be solved) along the corridor. This initial scope will identify the project stakeholders with whom coordination is needed, identify the analysis required to allow the City to pursue project funding through grants or other means, and report the findings to the City.

Proposed Project Team

The project team will consist of HDR staff that have experience in completing the technical analysis that demonstrates corridor needs in addition to well-established relationships with agency experts that will likely be involved in this process. The team may consist of the following staff:

Role	Staff
Project Manager	Dillon Nelson, PE
Senior Planner	Brandi Popenhagen, PE
Engineers	Nate Dalager, PE Jake Huwe, PE
Planning Staff	Meredith Benesh
Traffic	Richard Storm
EIT/Civil Coordinators	Jacob Nichols, EIT

Scope of Services

1.0 Project Management & Coordination Meetings

This task consists of the overall management of the project, project communication, coordination of conferences/meetings, and contacting funding partners.

1.1 **Project Management**. Monitor and control the Project budget, scope of work, and schedule; management of the Project goals and objectives; management and coordination of resources including staff scheduling and invoicing.

DELIVERABLES:

- Monthly invoices and coordination with the City.

ASSUMPTIONS:

- The duration of the task is ~3 months.

2.0 Corridor Assessment

This task includes gathering existing information, identifying existing corridor issues and future priorities of the City.

2.1 **Existing Conditions Analysis.** HDR will collect and review available data and complete an existing conditions analysis, including:

- Safety Study
- Speed Study
- Access spacing
- Existing Intersection Operations at 5 Intersections
- Pedestrian/Bicycle Level of Traffic Stress
- Existing Cross Sections showing available right-of-way
- Corridor Drainage Needs
- City utility drawings
- City Comprehensive Plan

DELIVERABLES:

- One-page marketing pamphlet summarizing the corridor Existing Conditions, highlighting corridor needs and goals.

ASSUMPTIONS:

- MnDOT will supply crash data
- MnDOT will allow HDR access to StreetLight Data to complete speed study, origin-destination analysis and intersection turning movement counts needed for a traffic operations analysis.

3.0 Stakeholder Meetings

This task involves working with the City and other stakeholders to identify the purpose and need for the Project.

3.1 **Stakeholder Meetings.** HDR will prepare information to summarize the findings of the corridor issues evaluation and present the findings to the City and other stakeholders. Up to three meetings are anticipated to solicit enough input for proper project planning and development.

3.2 **Funding Source Identification**. HDR will identify potential grant opportunities or other funding source criteria the project may be applicable for. HDR will then identify the further technical analysis required to position the project for those funding application opportunities.

DELIVERABLES:

- Presentations for stakeholder meetings.

ASSUMPTIONS:

- Three one-hour stakeholder meetings will be held virtually and attended by three HDR team members.

Future Task Orders

The following tasks are anticipated for future phases of this project. *These tasks are not included in the price proposal provided herein*, and would be provided separately at such time as the City elects to initiate them.

- Intersection Control Analysis
- Corridor Concept Development
- Funding Support
- Public and Stakeholder Outreach
- Corridor Concept Evaluation
- Drainage Design Evaluation
- Corridor Study

Budget

HDR proposes to complete the work cited in the Scope of Services for a cost not to exceed $21,000.

Please indicate your acceptance of this proposal by signing the Notice to Proceed (below) and returning one copy of the signed proposal to HDR. If you have any questions, please contact me at 218.681.6100.

Regards,
HDR Engineering, Inc.

Dillon Nelson
Dillon Nelson, PE
Project Manager

Christine Wiegert
Christine Wiegert, Vice President
MN-WI Area Manager

NOTICE TO PROCEED

Owner: **City of Thief River Falls**

By: ___________________________________

Name: ________________________________

Title: _________________________________

Consultant: **HDR Engineering, Inc.**

By: ___________________________________

Name: Christine Wiegert, Vice President

Title: MN-WI Area Manager

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: 4/19/2022

SUBJECT: # 9.2 Repair of leaks in City Hall Roof

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

MOTION TO: Approve the Public Works Committee recommendation to approve Northwest Roofing to repair two flat roof sections of City Hall that have been failing.

BACKGROUND: In 2021, visible ceiling leaks were noticed in utility billing and engineering services offices. These failures coincide with end-of-life maintenance that needs to be addressed before further damage is incurred.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Northwest Roofing has quoted the repair to be $10,994.75. This is an unbudgeted expense of Government buildings. Funds to be used out of Government Buildings capital reserve.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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Thief River Falls MN 56701-0528

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email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 4/19/2022

SUBJECT: #9.3 MAK Properties, LLC. – Economic Development Tax Increment Financing

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

MOTION TO: Consider Modification to the Development Program for Development District No. 1 and the proposed Establishment of Tax Increment Financing District No. 14 therein and the adoption of the Tax Increment Financing Plan therefor.

BACKGROUND: MAK Properties of Grand Forks, North Dakota has completed the purchase of the vacant property south of Valley Home. They are proposing a mixed-use building with residential apartments above commercial space, allowable with a conditional use permit, which has been approved. They are also proposing the construction of a daycare facility on the same site. Discovery Place has provided a Letter of Intent to proceed with operating the daycare as a second location.

KEY ISSUES: The developer has requested Economic Development Tax Increment Financing to assist with development costs. The Thief River Falls City Council, ISD 564 Board, and Pennington County Board of Commissioners met last fall to discuss the options of tax assistance. The Pennington County Board and ISD 564 Board have approved resolutions of support. This Economic Development TIF was brought before the Planning Commission on April 12th and was formally recommended for approval.

FINANCIAL CONSIDERATIONS: MAK Properties, LLC. will be responsible for all costs associated with the development of the TIF. If approved by the city, county, and school district tax revenue above the current tax revenue for a period to be determined in the agreement, up to 9 years, or a dollar amount established by the city council, would be refunded to the developer as per the Tif plan.

LEGAL CONSIDERATION: A Public Hearing needs to be held prior to approval as well as notification to Pennington County and ISD #564 to consider resolutions of support.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth – Community Development Consultant

ATTACHMENTS:

1.	MAK Properties, LLC

EHLERS
PUBLIC FINANCE ADVISORS

MEMORANDUM

TO:	City Council Members, City of Thief River Falls
FROM:	Rebecca Kurtz, Ehlers
DATE:	April 12, 2022
SUBJECT:	TIF District No. 1-14: Angle Development

Background

Last fall the City received a request from MAK Construction for financial assistance to facilitate construction of a mixed-use development that includes approximately 93 units of workforce, rental housing and approximately 15,000 square feet of commercial space including a 6,000 square foot childcare facility.

The proposed development would be on parcel number 2500103730, which is owned by MAK Properties.

There are limited options for providing tax increment financing (TIF) assistance for a commercial building on undeveloped land and for assisting market rate housing. However, an economic development tax increment financing district may be established to assist with the development of workforce housing. This provides a maximum of nine years of TIF assistance. Under this scenario, there are not income or rent restrictions for the housing. However, there are three requirements that differ from other economic development TIF districts:

1. The School District and County both need to approve the proposed TIF District.
2. The City must obtain at least one letter from an employer stating the employer has difficulty attracting employees due to the lack of available workforce housing
3. A market study or analysis must show that the average vacancy rate for rental housing located in the municipality and in any statutory or home rule charter city located within 15 miles or less of the boundaries of the municipality has been three percent or less for at least the immediately preceding two-year period.

In addition, with an economic development TIF district for workforce housing, the TIF assistance must be used to assist the workforce housing. In the proposed scenario, by assisting the workforce housing, additional non-TIF resources may be directed to assist with the development of the childcare facility.

Proposed TIF

The City has completed the following actions prior to holding the public hearing for the proposed TIF District:

- The City collected funds to cover costs for the establishment of the TIF District and completion of the gap analysis.
- The County and the School District received a notice of the anticipated fiscal impacts of the proposed TIF District along with a copy of the TIF Plan on March 18, 2022.
- The School Board reviewed the proposed TIF Plan and adopted a resolution approving the Plan on April 11, 2022.
- The County Board reviewed the proposed TIF Plan and adopted a resolution approving the Plan on April 12, 2022.
- The City received a letter from Digi-Key dated March 21, 2022, outlining the need for workforce housing in the City.
- The City is working with the developer to finalize the documentation that the average vacancy rate for rental housing located in the municipality and in any statutory or home rule charter city located within 15 miles or less of the boundaries of the municipality has been three percent or less for at least the immediately preceding two-year period. The final analysis will be available prior to the public hearing.
- A public hearing notice for consideration of the TIF District was published on April 6, 2022.
- A financial gap analysis with a recommendation for assistance was completed by Ehlers and shows the need for assistance to support the workforce housing. (See attached memo)

Next Steps

On April 19, the Council will hold a public hearing on the establishment of TIF District No. 14. After the hearing the Council may consider the following options:

- Adopt the resolution to establish the TIF District. Approval of the resolution establishes the TIF District and tool for providing assistance but does not create an obligation.
- Take action at a future meeting to approve the TIF District.
- Take no action, thus not establish the TIF District.

If the TIF District is approved by the City Council, staff, consultants, and the developer will move forward with drafting the terms of the agreement. This will be brought back to the Council for final approval.

CITY OF THIEF RIVER FALLS
PENNINGTON COUNTY
STATE OF MINNESOTA

Councilmember ______________ introduced the following resolution and Councilmember ____________________ moved its adoption:

RESOLUTION NO. _____________

RESOLUTION ADOPTING A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 1 AND ESTABLISHING TAX INCREMENT FINANCING DISTRICT NO. 1-14 - ANGLE DEVELOPMENT THEREIN AND ADOPTING A TAX INCREMENT FINANCING PLAN THEREFOR.

BE IT RESOLVED by the City Council (the "Council") of the City of Thief River Falls, Minnesota (the "City"), as follows:

Section 1. Recitals.

1.01. The Council of the City has heretofore established Development District No. 1 (the "Development District") and adopted a Development Program therefor (the "Development Program"). It has been proposed by the City that the City adopt a Modification to the Development Program for the Development District (the "Development Program Modification") and establish Tax Increment Financing District No. 1-14 - Angle Development, an economic development "workforce housing" 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, notification of Pennington County and Independent School District No. 564 having taxing jurisdiction over the property to be included in the District, a review of and written comment on the Program and Plan by the City Planning and Zoning Commission, and the holding of a public hearing upon published notice as required by law. Additionally, the governing bodies of Pennington County and Independent School District No. 564 have each approved the Program and Plan by resolution.

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 Development District No. 1, but is however, modifying the Development Program therefor.

1.06. The proposed project to be developed in the District qualifies as a workforce housing project because increments from the District will be used exclusively to assist in the acquisition of property; construction of improvements; and provision of loans or subsidies, grants, interest rate subsidies, public infrastructure, and related financing costs for rental housing developments in the City.

Section 2. <u>Findings for the Adoption and Approval of the Development Program Modification</u>.

2.01. The Council approves the Development Program Modification, and specifically finds that: (a) the land within the Development District would not be available for redevelopment without the financial aid to be sought under this Development Program; (b) the Development District will afford maximum opportunity, consistent with the needs of the City as a whole, for the development by private enterprise; and (c) that the Development District conforms to the general plan for the development of the City as a whole.

Section 3. <u>Findings for the Establishment of Tax Increment Financing District No. 1-14</u>.

3.01. The Council hereby makes the following findings required by the Act:

(a) the District is in the public interest and is an economic development "workforce housing" tax increment financing district under Section 469.174, Subd. 12 of the Act;

(b) the city is located outside of the metropolitan area;

(c) the average vacancy rate for rental housing located in the City and in any statutory or home rule charter city located within 15 miles or less of the boundaries of the City has been three percent or less for at least the immediately preceding two-year period;

(d) at least one business located in the City or within 15 miles of the City that employs a minimum of 20 full-time equivalent employees in aggregate has provided a written statement to the City indicating that the lack of available rental housing has impeded the ability of the business to recruit and hire employees;

(e) The City and the development authority intend to use increments from the TIF for the development of rental housing to serve employees of businesses located in the City or surrounding area;

(f) the proposed development would not occur solely through private investment within the reasonably foreseeable future,

(g) 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 Plan;

(h) the Program and Plan conform to the general plan for the development or redevelopment of the City as a whole; and

(i) the Program and Plan will afford maximum opportunity consistent with the sound needs of the City as a whole, for the development or redevelopment of the District by private enterprise.

3.02. 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.

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 meet the statutory requirement of resulting in increased employment in the State and resulting in preservation and enhancement of the tax base of the State. 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 this 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 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 the Minnesota Department of Revenue and the Office of the State Auditor pursuant to Minnesota Statutes 469.175, Subd. 4a.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember ________________, and upon a vote being taken thereon, the following voted in favor thereof: ________________________________

and the following voted against the same: ___________________

Dated: April _____, 2022

ATTEST:

___________________________________ ___________________________________

Mayor City Administrator

4881-2186-8571\2

EXHIBIT A

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-14 – Angle Development as required pursuant to M.S., Section 469.175, Subd. 3 are as follows:

1. *Finding that the TIF District is an economic development "workforce housing" district as defined in MS., Section 469.174, Subd. 12.*

Tax Increment Financing District No. 1-14 - Angle Development is a contiguous geographic area within the City's Development District No. 1, delineated in the TIF Plan, for the purpose of financing economic development in the City through the use of tax increment. The District is in the public interest because it will facilitate the construction of a mixed use development including rental workforce housing and a daycare facility in the City. This project will provide safe, affordable housing for the community, increase employment in the State and preserve and enhance the tax base of the state.

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 Tax Increment Financing District No. 1-14 – Angle Development 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 development proposed in this plan is a mixed-use project that includes workforce housing that meets the City's objectives for economic development. The cost of related site improvements necessary to maximize development potential, and the costs associated with providing workforce housing for the community, makes development of the facility infeasible without City assistance. The developer was asked for and provided a letter and a proforma as justification that the developer would not have gone forward without tax increment assistance.

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 development proposed in this plan is a mixed-use project that includes workforce housing that meets the City's objectives for economic development. The cost of related site improvements necessary to maximize development potential, and the costs associated with providing workforce housing for the community, makes development of the facility infeasible without City assistance. The developer was asked for and provided a letter and a proforma 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 TIF District permitted by the TIF Plan: The City supported this finding on the grounds that the project includes Workforce housing and a daycare facility. The City reasonably determines that no other development 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 14,669,700 (see Appendix B of the TIF Plan).

(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 2,439,642 (see Appendix B of the TIF Plan).

(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 12,230,058 (the amount in clause b less the amount in clause c) without tax increment assistance.

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

The Planning Commission reviewed the TIF Plan on April 12, 2022 and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the Tax Increment Financing Plan for Tax Increment Financing District No. 1-14 - Angle Development 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 safe, affordable housing in the community, increased employment in the City and the State of Minnesota, increased tax base of the State, and add a high-quality development to the City.

Adoption Date: April 19, 2022

City of Thief River Falls

Pennington County, Minnesota

MODIFICATION TO THE DEVELOPMENT PROGRAM

Development District No. 1

&

Tax Increment Financing (TIF) Plan

Establishment of Tax Increment
Financing District No. 1-14 - Angle Development
(an economic development district)

EHLERS
PUBLIC FINANCE ADVISORS

Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, Minnesota 55113

BUILDING COMMUNITIES. IT'S WHAT WE DO.

TABLE OF CONTENTS

Modification to the Development Program for Development District No. 1 1
FOREWORD 1
Tax Increment Financing Plan for Tax Increment Financing District No. 1-14 - Angle Development 2
FOREWORD 2
STATUTORY AUTHORITY 2
STATEMENT OF OBJECTIVES 2
DEVELOPMENT PROGRAM OVERVIEW 3
DESCRIPTION OF PROPERTY IN THE DISTRICT AND PROPERTY TO BE ACQUIRED 3
DISTRICT CLASSIFICATION 4
DURATION & FIRST YEAR OF DISTRICT'S TAX INCREMENT 5
ORIGINAL TAX CAPACITY, TAX RATE & ESTIMATED CAPTURED NET TAX CAPACITY VALUE/INCREMENT & NOTIFICATION OF PRIOR PLANNED IMPROVEMENTS 5
SOURCES OF REVENUE/BONDS TO BE ISSUED 7
USES OF FUNDS 7
ESTIMATED IMPACT ON OTHER TAXING JURISDICTIONS 8
SUPPORTING DOCUMENTATION 11
DISTRICT ADMINISTRATION 11
Appendix A: Map of Development District No. 1 and the TIF District
Appendix B: Estimated Cash Flow for the District
Appendix C: Findings Including But/For Qualifications

Modification to the Development Program for Development District No. 1

FOREWORD

The following text represents a Modification to the Development Program for Development District No. 1. This modification represents a continuation of the goals and objectives set forth in the Development Program for Development District No. 1. Generally, the substantive changes include the establishment of Tax Increment Financing District No. 1-14 - Angle Development.

For further information, a review of the Development Program for Development District No. 1, is recommended. It is available from the Community Services Director at the City of Thief River Falls. Other relevant information is contained in the Tax Increment Financing Plans for the Tax Increment Financing Districts located within Development District No. 1.

Tax Increment Financing Plan for Tax Increment Financing District No. 1-14 - Angle Development

FOREWORD

The City of Thief River Falls (the "City"), staff and consultants have prepared the following information to expedite the establishment of Tax Increment Financing District No. 1-14 - Angle Development (the "District"), an economic development tax increment financing district for workforce housing, located in Development District No. 1.

STATUTORY AUTHORITY

Within the City, there exist areas where public involvement is necessary to cause development or redevelopment to occur. To this end, the City has certain statutory powers pursuant to *Minnesota Statutes ("M.S."), Sections 469.124 - 469.133*, inclusive, as amended, and *M.S., Sections 469.174 to 469.1794*, inclusive, as amended (the "Tax Increment Financing Act" or "TIF Act"), to assist in financing public costs related to this project.

This section contains the Tax Increment Financing Plan (the "TIF Plan") for the District. Other relevant information is contained in the Modification to the Development Program for Development District No. 1.

STATEMENT OF OBJECTIVES

The District currently consists of one (1) parcel of land and adjacent roads and internal rights-of-way. The District is being created to facilitate the construction of a mixed-use development including 93 units of rental housing to address the workforce housing needs in the community and an approximately 7,000 square foot daycare facility in the City. The project is being proposed by MAK Construction. The City has not entered into an agreement at the time of preparation of this TIF Plan, but development is likely to occur in the Spring of 2022. This TIF Plan is expected to achieve many of the objectives outlined in the Development Program for Development District No. 1.

The activities contemplated in the Modification to the Development Program and the TIF Plan do not preclude the undertaking of other qualified development or redevelopment activities. These activities are anticipated to occur over the life of Development District No. 1 and the District.

DEVELOPMENT PROGRAM OVERVIEW

Pursuant to the Development Program and authorizing state statutes, the City is authorized to undertake the following activities in the District:

1. Property to be Acquired - Selected property located within the District may be acquired by the City and is further described in this TIF Plan.

2. Relocation - Relocation services, to the extent required by law, are available pursuant to *M.S., Chapter 117* and other relevant state and federal laws.

3. Upon approval of a developer's plan relating to the project and completion of the necessary legal requirements, the City may sell to a developer selected properties that it may acquire within the District or may lease land or facilities to a developer.

4. The City may perform or provide for some or all necessary acquisition, construction, relocation, demolition, and required utilities and public street work within the District.

5. The City proposes both public and private infrastructure within the District. The proposed reuse of private property within the District will be for rental housing to address the workforce housing needs in the community and a day care facility, and there will be continued operation of Development District No. 1 after the capital improvements within Development District No. 1 have been completed.

DESCRIPTION OF PROPERTY IN THE DISTRICT AND PROPERTY TO BE ACQUIRED

The District encompasses all property and adjacent roads rights-of-way and abutting roadways identified by the parcels listed below.

Parcel number	Address	Owner
2500103730	Unassigned	MAK Prop.

Please also see the map in Appendix A for further information on the location of the District.

The City may acquire any parcel within the District including interior and adjacent street rights of way. Any properties identified for acquisition will be acquired by the City only in order to accomplish one or more of the following: storm sewer improvements; provide land for needed public streets, utilities and facilities; carry out land acquisition, site improvements, clearance and/or development to accomplish the uses and objectives set forth in this plan. The City may acquire property by gift, dedication, condemnation or direct purchase from willing sellers in order to achieve the objectives of this TIF Plan. Such acquisitions will be undertaken only when there is assurance of funding to finance the acquisition and related costs.

DISTRICT CLASSIFICATION

The City, in determining the need to create a tax increment financing district in accordance with *M.S., Sections 469.174 to 469.1794*, as amended, inclusive, finds that the District, to be established, is an economic development district pursuant to M.S., Section 469.174, Subd. 12.

The District is in the public interest because it satisfies the requirements of a workforce housing project under Section 469.176, Subdivision 4c, paragraph (d).

Pursuant to *M.S., Section 469.176, Subd. 4c,* revenue derived from tax increment from an economic development district may not be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, if more than 15 percent of the buildings and facilities (determined on the basis of square footage) are used for a purpose other than:

(1) The manufacturing or production of tangible personal property, including processing resulting in the change in condition of the property;

(2) Warehousing, storage, and distribution of tangible personal property, excluding retail sales;

(3) Research and development related to the activities listed in items (1) or (2);

(4) Telemarketing if that activity is the exclusive use of the property; or

(5) Tourism facilities;

(6) Space necessary for and related to the activities listed in items (1) to (5); or

(7) A workforce housing project that satisfies the requirements of *M.S., Section 469.176, Subd. 4c(d).*

Pursuant to *M.S., Section 469.176, Subd. 7*, the District does not contain any parcel or part of a parcel that qualified under the provisions of *M.S., Sections 273.111, 273.112, or 273.114* or *Chapter 473H* for taxes payable in any of the five calendar years before the filing of the request for certification of the District.

DURATION & FIRST YEAR OF DISTRICT'S TAX INCREMENT

Pursuant to *M.S., Section 469.175, Subd. 1, and M.S., Section 469.176, Subd. 1*, the duration of the District must be indicated within the TIF Plan. Pursuant to *M.S., Section 469.176, Subd. 1b.*, the duration of the District will be 8 years after receipt of the first increment by the City. The date of receipt by the City of the first tax increment is expected to be 2024.

Thus, it is estimated that the District, including any modifications of the TIF Plan for subsequent phases or other changes, would terminate after 2033, or when the TIF Plan is satisfied. If increment is received in 2024, the term of the District will be 2032. The City reserves the right to decertify the District prior to the legally required date.

ORIGINAL TAX CAPACITY, TAX RATE & ESTIMATED CAPTURED NET TAX CAPACITY VALUE/INCREMENT & NOTIFICATION OF PRIOR PLANNED IMPROVEMENTS

Pursuant to *M.S., Section 469.174, Subd. 7 and M.S., Section 469.177, Subd. 1*, the Original Net Tax Capacity (ONTC) as certified for the District will be based on the market values placed on the property by the assessor in 2021 for taxes payable 2022.

Pursuant to *M.S., Section 469.177, Subds. 1 and 2*, the County Auditor shall certify in each year (beginning in the payment year 2024) the amount by which the original value has increased or decreased as a result of:

1. Change in tax exempt status of property;
2. Reduction or enlargement of the geographic boundaries of the district;
3. Change due to adjustments, negotiated or court-ordered abatements;
4. Change in the use of the property and classification;
5. Change in state law governing class rates; or
6. Change in previously issued building permits.

In any year in which the current Net Tax Capacity (NTC) value of the District declines below the ONTC, no value will be captured and no tax increment will be payable to the City.

The original local tax rate for the District will be the local tax rate for taxes payable 2022, assuming the request for certification is made before June 30, 2022). The projections use the Pay 2021 market values and rates, as Pay 2022 were not available at the time the TIF Plan was prepared. The ONTC and the Original Local Tax Rate for the District appear in the table below.

Pursuant to *M.S., Section 469.174 Subd. 4 and M.S., Section 469.177, Subd. 1, 2, and 4*, the estimated Captured Net Tax Capacity (CTC) of the District, within Development District No. 1, upon completion of the projects within the District, will annually approximate tax increment revenues as shown in the table below. The City requests 100 percent of the available increase in tax capacity for repayment of its obligations and current expenditures, beginning in the tax year payable 2024. The Project Tax Capacity (PTC) listed is an estimate of values when the projects within the District are completed.

Project Tax Capacity		
Project estimated Tax Capacity upon completion	227,342	
Original estimated Net Tax Capacity	134	
Estimated Captured Tax Capacity	**227,208**	
Original Local Tax Rate	166.4030%	Pay 2021
Estimated Annual Tax Increment	**$378,081**	
Percent Retainted by the City	100%	

Note: Tax capacity includes a 3% inflation factor for the duration of the District. The tax capacity included in this chart is the estimated tax capacity of the District in year nine. The tax capacity of the District in year one is estimated to be $138,638.

Pursuant to *M.S., Section 469.177, Subd. 4*, the City shall, after a due and diligent search, accompany its request for certification to the County Auditor or its notice of the District enlargement pursuant to *M.S., Section 469.175, Subd. 4*, with a listing of all properties within the District or area of enlargement for which building permits have been issued during the eighteen (18) months immediately preceding approval of the TIF Plan by the municipality pursuant to *M.S., Section 469.175, Subd. 3.* The County Auditor shall increase the original net tax capacity of the District by the net tax capacity of improvements for which a building permit was issued.

The City has reviewed the area to be included in the District and found no parcels for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan by the City.

SOURCES OF REVENUE/BONDS TO BE ISSUED

The total estimated tax increment revenues for the District are shown in the table below:

SOURCES	
Tax Increment	$ 2,953,268
Interest	295,327
TOTAL	**$ 3,248,595**

The costs outlined in the Uses of Funds will be financed primarily through the annual collection of tax increments. The City reserves the right to incur bonds or other indebtedness as a result of the TIF Plan. As presently proposed, the projects within the District will be financed by pay-as-you-go notes and interfund loans. Any refunding amounts will be deemed a budgeted cost without a formal TIF Plan Modification. This provision does not obligate the City to incur debt. The City will issue bonds or incur other debt only upon the determination that such action is in the best interest of the City.

The City may issue bonds (as defined in the TIF Act) secured in whole or in part with tax increments from the District in a maximum principal amount of $2,778,427. Such bonds may be in the form of pay-as-you-go notes, revenue bonds or notes, general obligation bonds, or interfund loans. This estimate of total bonded indebtedness is a cumulative statement of authority under this TIF Plan as of the date of approval.

USES OF FUNDS

Currently under consideration for the District is a proposal to facilitate the construction of a mixed-use development including rental workforce housing and a daycare facility. The City has determined that it will be necessary to provide assistance to the project(s) for certain District costs, as described.

The City has studied the feasibility of the development or redevelopment of property in and around the District. To facilitate the establishment and development or redevelopment of the District, this TIF Plan authorizes the use of tax increment financing to pay for the cost of certain eligible expenses. The estimate of public costs and uses of funds associated with the District is outlined in the following table.

USES	
Land/Building Acquisition	$ 500,000
Site Improvements/Preparation	500,000
Affordable Housing	-
Utilities	50,000
Other Qualifying Improvements	1,433,099
Administrative Costs (up to 10%)	295,328
PROJECT COSTS TOTAL	**$ 2,778,427**
Interest	470,168
PROJECT AND INTEREST COSTS TOTAL	**$ 3,248,595**

The total project cost, including financing costs (interest) listed in the table above does not exceed the total projected tax increments for the District as shown in the Sources of Revenue section.

Estimated capital and administrative costs listed above are subject to change among categories by modification of the TIF Plan without hearings and notices as required for approval of the initial TIF Plan, so long as the total capital and administrative costs combined do not exceed the total listed above. Further, the City may spend up to 20 percent of the tax increments from the District for activities (described in the table above) located outside the boundaries of the District but within the boundaries of the Project (including administrative costs, which are considered to be spend outside the District), subject to all other terms and conditions of this TIF Plan.

ESTIMATED IMPACT ON OTHER TAXING JURISDICTIONS

The estimated impact on other taxing jurisdictions assumes that the redevelopment contemplated by the TIF Plan would occur without the creation of the District. However, the City has determined that such development or redevelopment would not occur "but for" tax increment financing and that, therefore, the fiscal impact on other taxing jurisdictions is $0. The estimated fiscal impact of the District would be as follows if the "but for" test was not met:

Impact on Tax Base			
Entity	Pay 2021 Total Net Tax Capacity	Estimated Captured Tax Capacity (CTC) upon completion	Percent of CTC to Entity Total
Pennington County	14,717,318	227,208	**1.5438%**
City of Thief River Falls	5,289,777	227,208	**4.2952%**
ISD No. 564 (Thief River Falls)	13,612,196	227,208	**1.6692%**

Impact on Tax Rates				
Entity	Pay 2021 Extension Rate	Percent of Total	CTC	Potential Taxes
Pennington County	71.2600%	42.82%	227,208	**$ 161,909**
City of Thief River Falls	52.8540%	31.76%	227,208	**120,089**
ISD No. 564 (Thief River Falls)	37.3290%	22.43%	227,208	**84,815**
Other	4.9600%	2.98%	227,208	**11,270**
	166.4030%	**100.00%**		**$ 378,081**

The estimates listed above display the captured tax capacity when all construction is completed. The tax rate used for calculations is the Pay 2021 rate. The total net capacity for the entities listed above are based on Pay 2021 figures. Pay 2022 market values and tax rates were not available at the time the TIF Plan was prepared. The District will be certified under the Pay 2022 rates, which were unavailable at the time this TIF Plan was prepared.

Pursuant to *M.S. Section 469.175 Subd. 2(b)*:

(1) Estimate of total tax increment. It is estimated that the total amount of tax increment that will be generated over the life of the District is $2,953,268;

(2) Probable impact of the District on city provided services and ability to issue debt. An impact of the District on police protection is expected. With any addition of new residents or businesses, police calls for service will be increased. New developments add an increase in traffic, and additional overall demands to the call load.

The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The probable impact of the District on fire protection is not expected to be significant. Typically, new buildings generate few calls, if any, and are of superior construction. The City does not expect that the proposed development, in and of itself, will necessitate new capital investment in vehicles or facilities.

The impact of the District on public infrastructure is expected to be minimal. The development is not expected to significantly impact any traffic movements in the area. The current infrastructure for sanitary sewer, storm sewer and water will be able to handle the additional volume generated from the proposed development. Based on the development plans, there are no additional costs associated with street maintenance, sweeping, plowing, lighting and sidewalks.

The probable impact of any District general obligation tax increment bonds on the ability to issue debt for general fund purposes is expected to be minimal. It is not anticipated that there will be any general obligation debt issued in relation to this project, therefore there will be no impact on the City's ability to issue future debt or on the City's debt limit.

(3) Estimated amount of tax increment attributable to school district levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is $662,503;

(4) Estimated amount of tax increment attributable to county levies. It is estimated that the amount of tax increments over the life of the District that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same, is $1,264,700;

(5) Additional information requested by the county or school district. The City is not aware of any standard questions in a county or school district written policy regarding tax increment districts and impact on county or school district services. The county or school district must request additional information pursuant to *M.S. Section 469.175 Subd. 2(b)* within 15 days after receipt of the tax increment financing plan.

No requests for additional information from the county or school district regarding the proposed development for the District have been received.

SUPPORTING DOCUMENTATION

Pursuant to *M.S. Section 469.175, Subd. 1 (a), clause 7* the TIF Plan must contain identification and description of studies and analyses used to make the determination set forth in *M.S. Section 469.175, Subd. 3, clause (b)(2)* and the findings are required in the resolution approving the District.

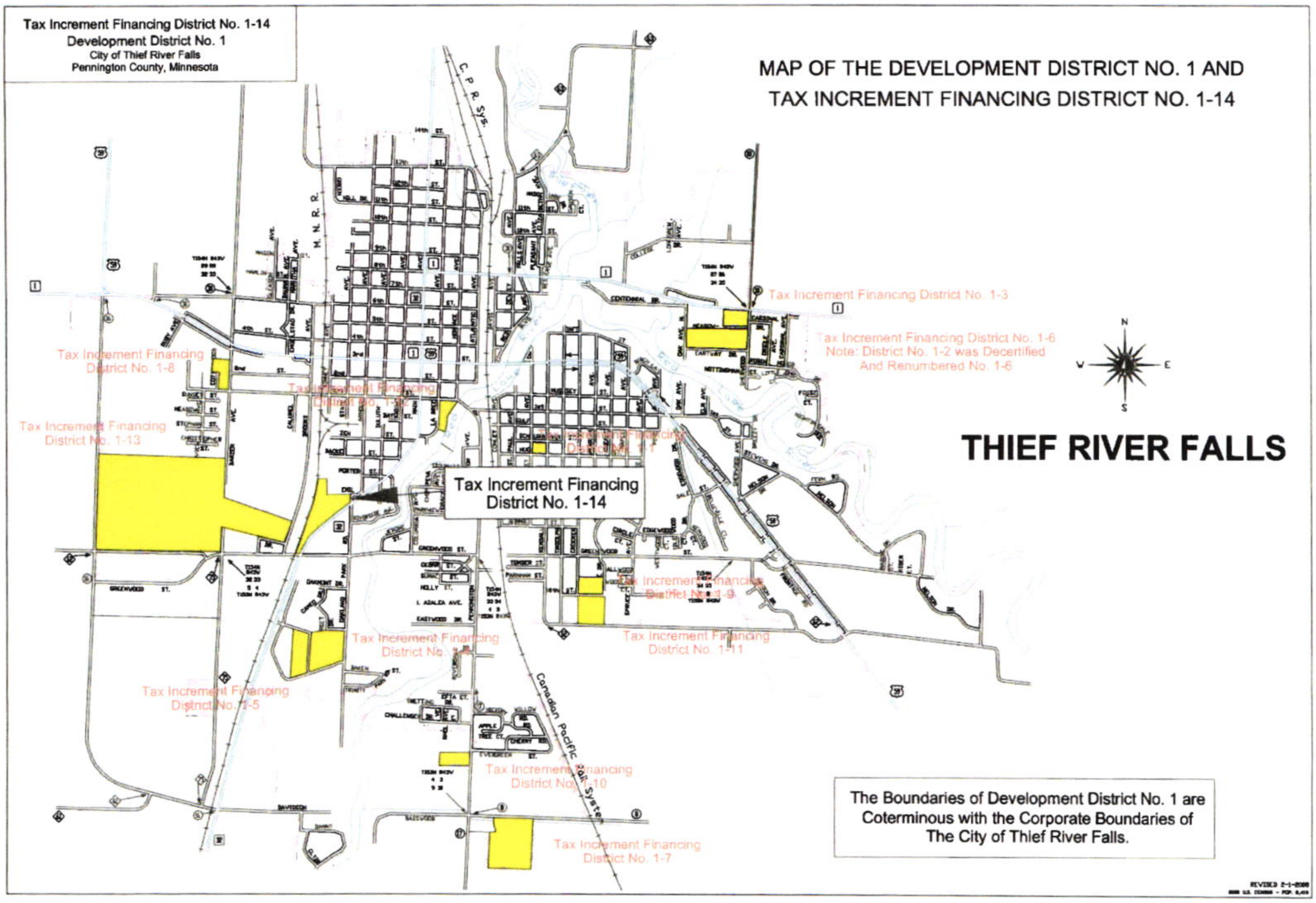
(i) In making said determination, reliance has been placed upon (1) written representation made by the developer to such effects, (2) review of the developer's proforma; and (3) City staff awareness of the feasibility of developing the project site within the District, which is further outlined in the City Council resolution approving the establishment of the TIF District and Appendix C.

(ii) A comparative analysis of estimated market value both with and without establishment of the TIF District and the use of tax increments has been performed. Such analysis is included with the cashflow in Appendix B and indicates that the increase in estimated market value of the proposed development (less the indicated subtractions) exceeds the estimated market value of the site absent the establishment of the TIF District and the use of tax increments.

DISTRICT ADMINISTRATION

Administration of the District will be handled by the City Administrator / Finance Director.

Appendix A: Map of Development District No. 1 and the TIF District



Tax Increment Financing District No. 1-14
Development District No. 1
City of Thief River Falls
Pennington County, Minnesota
MAP OF THE DEVELOPMENT DISTRICT NO. 1 AND
TAX INCREMENT FINANCING DISTRICT NO. 1-14
THIEF RIVER FALLS
Tax Increment Financing District No. 1-14
Tax Increment Financing District No. 1-3
Tax Increment Financing District No. 1-6
Note: District No. 1-2 was Decertified And Renumbered No. 1-6
Tax Increment Financing District No. 1-8
Tax Increment Financing District No. 1-13
Tax Increment Financing District No. 1-5
Tax Increment Financing District No. 1-10
Tax Increment Financing District No. 1-11
Tax Increment Financing District No. 1-7
Canadian Pacific Rail System
C. P. R. Sys.
The Boundaries of Development District No. 1 are Coterminous with the Corporate Boundaries of The City of Thief River Falls.

Appendix B: Estimated Cash Flow for the District

Proposed Angle Development - 3% Inflation

City of Thief River Falls, MN

Proposed Mixed Use Development with total new taxes estimated at $250,000/year

ASSUMPTIONS AND RATES

DistrictType:	**Economic Development**	
District Name/Number:	**TIF 14**	
County District #:	**TBD**	
First Year Construction or Inflation on Value	**2022**	
Existing District - Specify No. Years Remaining		
Inflation Rate - Every Year:	**3.00%**	
Interest Rate:	**4.00%**	
Present Value Date:	**1-Feb-24**	
First Period Ending	1-Aug-24	
Tax Year District was Certified:	**Pay 2022**	
Cashflow Assumes First Tax Increment For Development:	2024	
Years of Tax Increment	9	
Assumes Last Year of Tax Increment	2032	
Fiscal Disparities Election [Outside (A), Inside (B), or NA]	**NA**	
Incremental or Total Fiscal Disparities	**Incremental**	
Fiscal Disparities Contribution Ratio		
Fiscal Disparities Metro-Wide Tax Rate		
Maximum/Frozen Local Tax Rate:	166.403%	Pay 2021
Current Local Tax Rate: (Use lesser of Current or Max.)	166.403%	Pay 2021
State-wide Tax Rate (Comm./Ind. only used for total taxes)	37.0000%	Prelim. Pay 2022
Market Value Tax Rate (Used for total taxes)	0.16070%	Pay 2021

Tax Rates

Exempt Class Rate (Exempt)		0.00%
Commercial Industrial Preferred Class Rate (C/I Pref.)		
First	$150,000	1.50%
Over	$150,000	2.00%
Commercial Industrial Class Rate (C/I)		2.00%
Rental Housing Class Rate (Rental)		1.25%
Affordable Rental Housing Class Rate (Aff. Rental)		
First	$174,000	0.75%
Over	$174,000	0.25%
Non-Homestead Residential (Non-H Res. 1 Unit)		
First	$500,000	1.00%
Over	$500,000	1.25%
Homestead Residential Class Rate (Hmstd. Res.)		
First	$500,000	1.00%
Over	$500,000	1.25%
Agricultural Non-Homestead		1.00%

BASE VALUE INFORMATION (Original Tax Capacity)

PID	Owner	Address	Land Market Value	Building Market Value	Total Market Value	Percentage Of Value Used for District	Original Market Value	Tax Year Original Market Value	Property Tax Class	Current Original Tax Capacity	Class After Conversion	After Conversion Orig. Tax Cap.	Area/ Phase
2500103730	MAK Prop.		10,300		10,300	80%	8,240	Pay 2021		-	Rental	103	
2500103730	MAK Prop.		10,300		10,300	20%	2,060	Pay 2022		-	C/I Pref.	31	
			20,600	**0**	**20,600**		**10,300**			**0**		**134**	

Note:

1. Market values based on review of County website for Pay 2021. Pay 2022 is not yet avalaible.
2. Located in SD # 564.

Proposed Angle Development - 3% Inflation

City of Thief River Falls, MN

Proposed Mixed Use Development with total new taxes estimated at $250,000/year

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PROJECT INFORMATION (Project Tax Capacity)

Area/Phase	New Use	Estimated Market Value Per Sq. Ft./Unit	Taxable Market Value Per Sq. Ft./Unit	Total Sq. Ft./Units	Total Taxable Market Value	Property Tax Class	Project Tax Capacity	Project Tax Capacity/Unit	Percentage Completed 2022	Percentage Completed 2023	Percentage Completed 2024	Percentage Completed 2025	First Year Full Taxes Payable
	Apartments	154,839	154,839	93	14,400,000	Rental	180,000	1,935	75%	100%	100%	100%	2025
	Daycare	40	40	7,000	280,000	C/I Pref.	4,850	1	75%	100%	100%	100%	2025
TOTAL					14,680,000		184,850						
Subtotal Residential				93	14,400,000		180,000						
Subtotal Commercial/Ind.				7,000	280,000		4,850						

Note:

1. Market values are based upon estimates that total taxes are approximately $250,000.

TAX CALCULATIONS

New Use	Total Tax Capacity	Fiscal Disparities Tax Capacity	Local Tax Capacity	Local Property Taxes	Fiscal Disparities Taxes	State-wide Property Taxes	Market Value Taxes	Total Taxes	Taxes Per Sq. Ft./Unit
Apartments	180,000	0	180,000	299,525	0	0	23,141	322,666	3,469.53
Daycare	4,850	0	4,850	8,071	0	1,240	450	9,760	1.39
TOTAL	184,850	0	184,850	307,596	0	1,240	23,591	332,426	

Note:

1. Taxes and tax increment will vary significantly from year to year depending upon values, rates, state law, fiscal disparities and other factors which cannot be predicted.

WHAT IS EXCLUDED FROM TIF?	
Total Property Taxes	332,426
less State-wide Taxes	(1,240)
less Fiscal Disp. Adj.	0
less Market Value Taxes	(23,591)
less Base Value Taxes	(223)
Annual Gross TIF	307,373

MARKET VALUE BUT / FOR ANALYSIS	
Current Market Value - Est.	10,300
New Market Value - Est.	14,680,000
Difference	14,669,700
Present Value of Tax Increment	2,439,642
Difference	12,230,058
Value likely to occur without Tax Increment is less than:	12,230,058

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Proposed Angle Development - 3% Inflation

City of Thief River Falls, MN

Proposed Mixed Use Development with total new taxes estimated at $250,000/year

TAX INCREMENT CASH FLOW

% of OTC	Project Tax Capacity	Original Tax Capacity	Fiscal Disparities Incremental	Captured Tax Capacity	Local Tax Rate	Annual Gross Tax Increment	Semi-Annual Gross Tax Increment	State Auditor 0.36%	Admin. at 10%	Semi-Annual Net Tax Increment	Semi-Annual Present Value	PERIOD ENDING Yrs.	Tax Year	Payment Date
100%	138,638	(134)	-	138,504	166.403%	230,474	115,237	(415)	(11,482)	103,340	101,314	0.5	2024	08/01/24
							115,237	(415)	(11,482)	103,340	200,641	1	2024	02/01/25
100%	184,850	(134)	-	184,716	166.403%	307,373	153,687	(553)	(15,313)	137,820	330,512	1.5	2025	08/01/25
							153,687	(553)	(15,313)	137,820	457,836	2	2025	02/01/26
100%	190,396	(134)	-	190,262	166.403%	316,601	158,301	(570)	(15,773)	141,958	586,411	2.5	2026	08/01/26
							158,301	(570)	(15,773)	141,958	712,466	3	2026	02/01/27
100%	196,107	(134)	-	195,973	166.403%	326,106	163,053	(587)	(16,247)	146,219	839,758	3.5	2027	08/01/27
							163,053	(587)	(16,247)	146,219	964,555	4	2027	02/01/28
100%	201,991	(134)	-	201,857	166.403%	335,896	167,948	(605)	(16,734)	150,609	1,090,578	4.5	2028	08/01/28
							167,948	(605)	(16,734)	150,609	1,214,130	5	2028	02/01/29
100%	208,050	(134)	-	207,916	166.403%	345,979	172,990	(623)	(17,237)	155,130	1,338,895	5.5	2029	08/01/29
							172,990	(623)	(17,237)	155,130	1,461,214	6	2029	02/01/30
100%	214,292	(134)	-	214,158	166.403%	356,365	178,183	(641)	(17,754)	159,787	1,584,735	6.5	2030	08/01/30
							178,183	(641)	(17,754)	159,787	1,705,833	7	2030	02/01/31
100%	220,721	(134)	-	220,587	166.403%	367,063	183,531	(661)	(18,287)	164,584	1,828,121	7.5	2031	08/01/31
							183,531	(661)	(18,287)	164,584	1,948,012	8	2031	02/01/32
100%	227,342	(134)	-	227,208	166.403%	378,081	189,041	(681)	(18,836)	169,524	2,069,079	8.5	2032	08/01/32
							189,041	(681)	(18,836)	169,524	2,187,773	9	2032	02/01/33
	Total						**2,963,938**	**(10,670)**	**(295,327)**	**2,657,941**				
		Present Value From 02/01/2024		**Present Value Rate**	**4.00%**		**2,439,642**	**(8,783)**	**(243,086)**	**2,187,773**				

Appendix C: Findings Including But/For Qualifications

The reasons and facts supporting the findings for the adoption of the Tax Increment Financing Plan for Tax Increment Financing District No. 1-14 - Angle Development as required pursuant to *M.S., Section 469.175, Subd. 3* are as follows:

1. *Finding that Tax Increment Financing District No. 1-14 - Angle Development is an economic development district as defined in M.S., Section 469.174, Subd. 12.*

   Tax Increment Financing District No. 1-14 - Angle Development is a contiguous geographic area within the City's Development District No. 1, delineated in the TIF Plan, for the purpose of financing economic development in the City through the use of tax increment. The District is in the public interest because it will facilitate the construction of a mixed-use development including rental workforce housing and a daycare facility in the City. This project will provide safe, affordable housing for the community, increase employment in the State and preserve and enhance the tax base of the state.

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 Tax Increment Financing District No. 1-14 - Angle Development 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 development proposed in this plan is a mixed-use project that includes workforce housing that meets the City's objectives for economic development. The cost of related site improvements necessary to maximize development potential, and the costs associated with providing workforce housing for the community, makes development of the facility infeasible without City assistance. The developer was asked for and provided a letter and a proforma 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 TIF District permitted by the TIF Plan: The City supported this finding on the grounds that the project includes Workforce housing and a daycare facility. The City reasonably determines that no other development 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 14,669,700 (see Appendix B of the TIF Plan)

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 2,439,642 (see Appendix B of the TIF Plan).

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 12,230,058 (the amount in clause b less the amount in clause c) without tax increment assistance.

3. *Finding that the TIF Plan for Tax Increment Financing District No. 1-14 - Angle Development conforms to the general plan for the development or redevelopment of the municipality as a whole.*

   The Planning Commission reviewed the TIF Plan on April 12, 2022 and found that the TIF Plan conforms to the general development plan of the City.

4. *Finding that the Tax Increment Financing Plan for Tax Increment Financing District No. 1-14 - Angle Development 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 safe, affordable housing in the community, increased employment in the City and the State of Minnesota, increased tax base of the State, and add a high-quality development to the City.

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: 4/19/2022

SUBJECT: # 9.4 Summer Work Hours for City Hall

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

MOTION TO: Approve set summer hours for the City of Thief River Falls City Hall and other departments as appropriate, effective Sunday, May 15th and to conclude on September 3rd. Summer hours are defined as four nine-hour days starting at 7:00 a.m. to 4:30 p.m. on Monday through Thursday and one-half day from 7:00 a.m. to 12:00 noon on Friday.

BACKGROUND: Customer service is a high priority and will continue to be so. One of the main conditions is that summer hours will not be an added cost to the City in any way. This is an added convenience to the customer being open at 7am 5-days a week. This schedule also provides an additional hour during the week the doors to City Hall are open.

It will be the City Administrator and Department heads job to ensure customer satisfaction.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator and Travis Giffen, Public Works Director

ATTACHMENTS:
None

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Request for Council Action

DATE: 4/19/2022

SUBJECT: # 9.5 Water Meter Replacement RFP

RECOMMENDATION: It respectfully requested to consider advertising for Request for Proposals for Advanced Water Meter Infrastructure Equipment And Installation Services.

MOTION TO: Approve the Shpigler Group to advertise for RFP's for the replacement of all water meters and receive proposals for the installation of all equipment to support an AMI for the Water System.

BACKGROUND: The City of Thief River Falls started an Advanced Metering System for Water and Electric in 2014. At that time the water meters were retro fitted to accommodate the reading system. Most water meters were left in place and need to be replaced. At the same time this project is being completed, it is proposed to complete a service line material inventory as well as a sump pump compliance inspection. A service line inventory project must be completed by the third quarter of 2024 in order to comply with EPA's updated lead and copper rule.

KEY ISSUES: Some of the water meters are reaching their expected life span and most are not programmed to accommodate leak detection. There are currently three different program settings on the existing meters that cause a lot of issues with the billing system. Replacement meters will all be programmed at total read and will detect to a fraction of a gallon.

FINANCIAL CONSIDERATIONS: There are no additional costs for the RFP. After proposals are evaluated and negotiated, a project cost will be brought before the City Council.

LEGAL CONSIDERATION: None.

DEPARTMENT/RESPONSIBLE PERSON: Water Systems Superintendent, Wayne Johnson

ATTACHMENTS:

1.	2022 TRF Request for Proposals Water Meters Replacement

REQUEST FOR PROPOSALS

WATER ADVANCED METERING INFRASTRUCTURE EQUIPMENT AND INSTALLATION SERVICES

Proposals due May 27, 2022 at 4:00 p.m. CT

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

Table of Contents

Background Information 3

Scope of Work 4

- Water AMI 4
- Installation Services 5

System Information 7

Proposal Requirements 8

Evaluation Criteria 12

Schedule 13

Terms 14

Bidder’s Conference 15

Background Information

The City of Thief River Falls, MN implemented an Eaton Cooper AMI system for its water and electric utility operations. The system was installed in 2015 and is functioning today. The AMI system covers the entire city's utility operation, including roughly 5,000 electric meters and 3,500 water meters. Today, Thief River Falls Utilities seeks to replace its water meters with a new system. There is no requirement for the proposed new water meters to directly interface with the electric metering AMI head end. There are requests included in this Request for Proposals:

- Water AMI system, including all meters, network equipment, and operating systems
- Installation services for the water AMI meters

Thief River Falls Utilities is seeking responses from vendors who can provide the requirements included in this Request for Proposals. Thief River Falls welcomes responses from vendors who can provide solutions to one or both of the requests listed.

Scope of Work

As mentioned above, there are two specific requests included in this solicitation. Below we provide details on each:

Water AMI

Thief River Falls currently utilizes an Eaton AMI metering system, but the meters need to be replaced and a new system is needed. The electric meters will continue to utilize the Eaton AMI system, but the water system is open to pursuing other options that may or may not directly interface with the Eaton Yukon server. Currently, there are a total of 3,556 water meters, with the following breakdown:

• ¾" meters	3,316
• 1" meters	77
• 1¼" meters	25
• 1½" meters	59
• 2" meters	48
• 3" meters	27
• 4" meters	1
• 6" meters	3

The selected provider shall provide all the hardware and software that together comprise the proposed water AMI system. This includes meter interface units, wire and wire connectors, data collection units, repeaters, AMI control computers and related software and interfaces. The provider shall also determine the installation locations for the data collection units. There is also an interest in testing the potential of connect/disconnect meters to provide revenue improvements and operating cost reductions.

Thief River Falls is open to any system configurations for an AMI system. For a proposer to be considered, at least one complete system must be proposed. If a proposer wishes to submit multiple configurations, please indicate your "primary solution" and your "alternate solution" on separate pages. TRF is considering options for either replacing meter communicating devices or a complete change-out of all meters.

Meters shall meet or exceed American Water Works (AWWA) Standards as most recently revised with respect to accuracy and pressure loss requirements, or other appropriate AWWA Standards. Meters shall be new, of the latest production model, with the latest standard equipment, including items specified.

Applicable documents. The following documents in effect on the date of this RFP, form a part of these requirements to the extent specified herein:

- American National Standards Institute (ANSI) B1.20.1 "Pipe Threads"
- ANSI B 16.1 "Cast Iron Flanges"
- ANSI/NSF 372
- ANSI/NSF Standard 61
- AWWA C700, 701, 702, 704, and 707, as applicable

Serial numbers and labeling. The manufacturer's serial number shall be stamped on the main case of all meters.

Head loss. Meter assembly shall have flow performance capability in conformance with AWWA Standards. Maximum head loss through the meter/strainer assembly shall not exceed those listed by AWWA standards per meter size.

Technical data. Proposer shall provide all manuals, diagrams, tolerance charts, exploded views, parts numbers, pricing, electronic diagrams, and any Materials Safety Data Sheets (MSDS) within thirty (30) days of the Notice to Proceed.

External case bolts. All external case bolts, cap bolts, washers, and nuts shall be of sufficient strength for the purpose and must be of non-corrosive material designed for easy removal after long service.

Rejection. Water meters that do not meet the requirements of this specification shall be rejected by TRF, removed by the manufacturer at its own expense and replaced within the delivery date specified.

Meter registers.

- For meters to be used in meter pits or vaults, the register and wire connection shall be waterproof and corrosion proof.
- Be readable with the new system and have a large easy to read display.
- Have a flow indicator to assist with leak detection.
- Have manufactured date and unit of measure easily displayed.
- Be able to withstand high and low/below freezing temperatures and being submerged in water for extended durations.
- Each encoder register shall have a unique identification number that can be read electronically when the meter is interrogated and transmitted to or stored in the MIU.
- Meters need to be capable of first gallon reading.
- Impact resistant, high resolution meter register allowing inline serviceability, tamper-proof seal pin

Installation Services

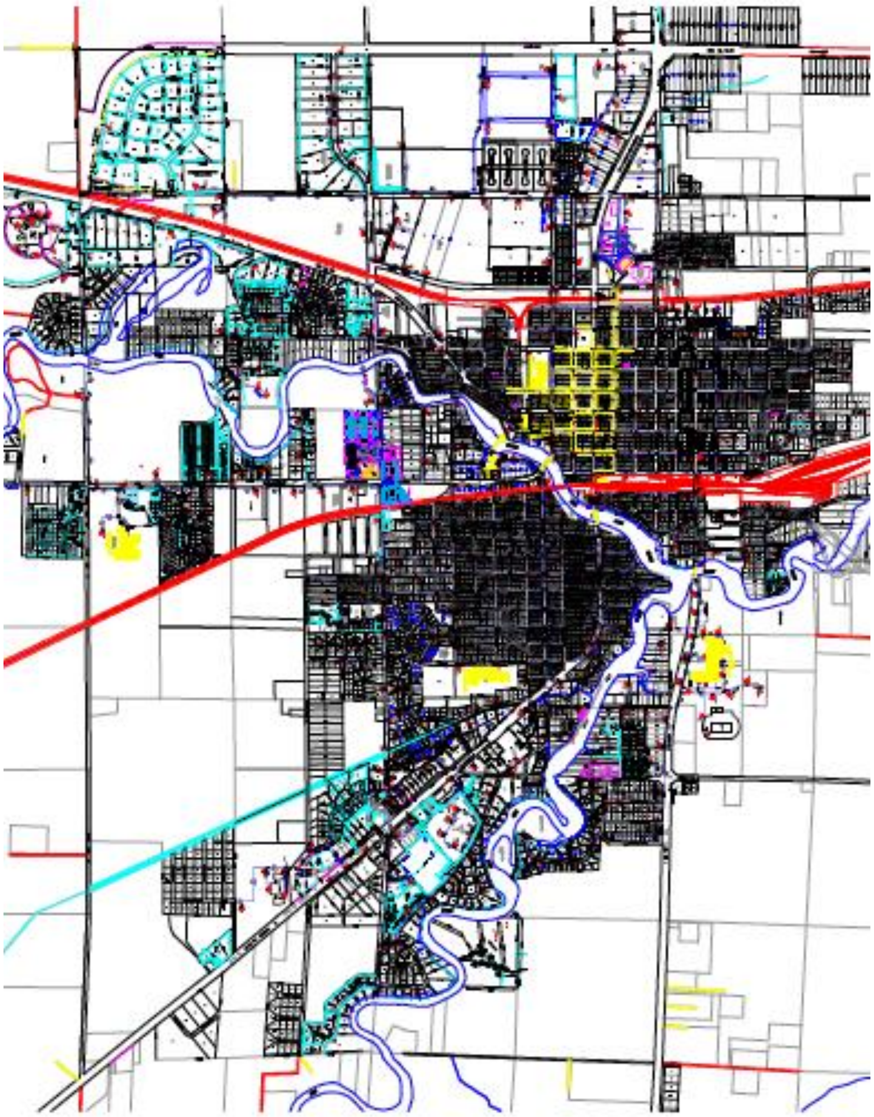
Thief River Falls seeks to deploy the meters over a period of 2 years after Notice to Proceed. Specifically, TRF requests the following of the installation provider:

- The contractor shall manage, monitor, coordinate, and ensure that all contract work activities are completed. The selected provider shall provide TRF with a clear, understandable, and easily accessible method for determining the progress of work.
- The contractor shall determine the methods and means of installing the meters and meter reading equipment, consistent with this RFP.
- The contractor shall propose detailed goals and milestones for deliveries or accomplishments within the project schedule as approved by TRF.
- The selected contractor shall be ultimately responsible for coordinating all aspects of work among its project team, TRF staff, and any TRF representatives involved in this project.

- TRF staff will be ready to assist in providing the contractor with any available information. However, the contractor will be responsible for gathering additional information as needed (such as specific plumbing conditions within a property) to complete the work.
- The contractor shall coordinate and conduct core staff meetings throughout the project on a time schedule requested and/or deemed necessary by TRF. TRF may require weekly meetings at the beginning of the project and may reduce the frequency of these meetings as the work progresses. The meetings shall be held to allow TRF staff to review the progress of work. Additional work sessions, briefings, and/or decision meetings shall be held whenever key finding or decisions need to be concluded. The contractor shall prepare meeting notes to be submitted to TRF after each meeting.
- The contractor shall provide all required, necessary, and reasonably implied services, reports, analyses, correspondence, applications, meetings, and other preparation of documents and communications necessary to obtain approvals and cooperation of agencies such as Environmental Protection Agency (EPA), Occupational Safety and health Administration (OSHA), Federal Communications Commission (FCC), Federal Aviation Administration (FAA), and others for all activities related to the program. All correspondence, applications, responses to agencies, and other reports and communications shall be prepared by the contractor and reviewed by TRF. The contractor shall be responsible for establishing working relationships with agencies and municipalities as needed to expedite approvals and mitigate negative impacts and shall hand-deliver items when necessary. Applications and associated fees to agencies shall be signed and paid by TRF.
- The contractor shall provide additional services during the installation process, including logging the service line material type, conducting an inspection of sump pumps, and reporting on the presence of any irrigation air break valves.
- Provide AMI/water meter installation:
    - Furnish and install all water meter supplied.
    - Install remote reader in accordance with city requirements.
    - Install bonding jumper to maintain electrical conductivity to ground services per electrical code. Verify grounding system location, and install jumper to maintain conductivity if meter interrupts grounding system.
    - Provide salvage of all meters removed.

System Information

The water distribution system features 60 miles of water mains, primarily comprised of 4” to 16” pipes. The system features 17 stations (16 wastewater and 1 storm) and 3 pump stations (high service, intake, airport booster). Below is a map of the water system:



Proposal Requirements

Thief River Falls requests that the vendor's proposal be submitted in the format outlined in this section. Thief River Falls reserves the right to require additional information or materials after the proposals are submitted. Please keep responses simple and economical, providing a straightforward and concise description of the proposed solution to satisfy the requirements of this request. Describe all products and services unambiguously and with precision. Costs incurred preparing and submitting a response to this request are entirely the vendor's responsibility and not chargeable to Thief River Falls.

All responses, documents, terms, and information related to the proposer's response to this RFP shall be submitted with the response package prior to the submission deadline. No separate schedules, agreements, terms, conditions, etc. shall be recognized or accepted if not submitted with the response to this RFP.

Proposals should include a table of contents listing all sections, figures, and tables. Major sections and appendices should be separated and labeled; pages should be numbered and may be double-sided. Submitted proposals should address the requirements completely and accurately.

A. Executive Summary

Provide the following information in the executive summary:

- A summary of your proposal clearly indicating which element you are proposing on (AMI and/or installation services).
- Why your firm is qualified to handle this project – differentiators and strengths of your company and project team.
- Which subcontractors, if any, are part of the proposed project team.
- An affirmation of no conflict of interest.
- An original authorized signature.

B. Company Overview

Provide the following information in your response:

- Name of firm and mailing address, phone and fax number of the proposer's principal place of business.
- A brief company history, including ownership, size, and number of national offices. Recent acquisitions or changes in ownership must be clearly disclosed.
- Overall company experience in utility automation, network operations, systems integration and/or system installation.
- Confirmation that your company and personnel are legally allowed to work in the State of Minnesota.
- The company's capital position and financial health. Provide annual reports and/or financial statements for the division of the company directly responsible for the product or services proposed in this RFP for each of the last three fiscal years as an appendix.
- State whether there are pending or prior legal disputes or lawsuits with any existing or previous clients. If so, state all such disputes, including dates, as well as any facts and outcomes regarding these disputes.

- State the standard method or methods of resolving disputes, should they arise.
- Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.
- Describe the relationships amongst the different entities proposing jointly, how long you have worked together, what projects were successfully implemented jointly, projects that were not successful, and whether any of the companies submitting jointly have vested interest in one another.

C. References

Vendors shall provide a minimum of five (5) references from similar projects performed for utility clients within the last seven (7) years. Provide references of a similar nature for any/all sub-contractors you anticipate using during this project. These references shall be provided with the following information:

- Utility name
- Address
- Telephone
- E-mail address
- Project name
- Project start and end dates
- Project scope
- Option for site visit?

D. Water AMI

If proposing an AMI solution, provide the following information regarding the application and the application vendor:

- The formal name and software version being proposed for implementation.
- A narrative description of the proposed AMI, system components, and capabilities. Clearly state what is included in the base offering. Include:
    - Water meters
    - Network collectors
    - Repeaters or other network devices
    - Communication system
    - Meter head end
- Indicate whether the system delivers register reads and interval consumption data using two-way communications.
- Describe how the system accommodates different meter reading schedules and whether it automatically initiates read functions to collect all readings required to meet the billing schedule and system performance levels.
- Describe how the head end software schedules, requests, and collects the reads, monitors the general characteristics of all devices in the network.
- Indicate whether the AMI system is able to collect water billing reads for all customer accounts.
- Indicate whether the AMI system is capable of extracting all available water consumption, including alert information from the meters.

- Describe how the AMI system is capable of retrieving historical data from the meters in the event of a communications interruption.
- Indicate whether the AMI system is capable of delivering low battery and tamper alarms as applicable from the meter to the head end.
- Describe the method of installing firmware upgrades for individual meters, changing meter schedules and settings, updating firmware or communications protocols, and operating in broadcast mode to update all meter firmware at one time.
- Describe the frequency of meter reading for water meters.
- Indicate the guaranteed maximum error rate and how that error rate is calculated.
- Describe how the system delivers on-demand reads and/or meter pings.
- Describe the capability of the AMI system to deliver alarms.
- Detail the proposed number of communication devices, including any towers, data collectors, concentrators, repeaters and any other network devices.
- Provide the appropriate specifications for communication devices to include size and weight of equipment, service or access requirements, power supply requirements, and other relevant specifications.
- Provide details on all power requirements for all devices and battery backups, where applicable.

E. Installation Services

If proposing installation services, provide the following information regarding the application and the application vendor:

- Experience in designing, installing, programming, and supporting AMI system installations similar in nature to the needs of Thief River Falls
- Bonding and insurance levels
- Proposed schedule options for installation of all meters
- Experience in installing AMI network equipment and pricing that may include towers, collectors, repeaters, and other network equipment
- Document your cleaning and debris removal policies
- Proposed record keeping process to document and geolocate all meters and provide samples of past work
- Proposed process for managing installation process, including procedure submittals, engineering review, and meter installation
- Experience working with service lines if required for services that have faulty shutoff valves and proposed approach
- Approach to installing water meter ground bonding jumper cable if required per electric code
- Experience in logging service line material type and proposed approach
- Experience in conducting inspections of sump pumps and proposed approach
- Experience in reporting on the presence of any irrigation air break valves and proposed approach

F. Supporting Materials

Provide the following information in your response:

- Draft work plan.
- Pricing for all elements of proposed solution.
- Brochures or other collateral.

G. Submission Information

All questions and submissions should be directed to Angela Philipp, City Administrator for the City of Thief River Falls, at aphilipp@citytrf.net and to David Shpigler, President of The Shpigler Group, at shpigler@shpigler.com.

Evaluation Criteria

Respondents to this RFP are not required to provide responses to both elements of the RFP (AMI solution and installation services). Thief River Falls is prepared to implement a “best of breed” approach by integrating different solutions to arrive at the optimal overall approach. Selection will not be based solely on a low-cost basis.

Thief River Falls will review the proposals and identify the top respondents in each area and invite those bidders to visit with the Thief River Falls team for an in-person interview. Criteria to be included in the evaluation process include:

- Vendor’s background and capability to provide services requested
- Evaluation of references
- Experience working with systems near and/or similar to Thief River Falls
- Pricing
- Proposal responsiveness

Schedule

The anticipated schedule for this project is shown below:

• Release of RFP	April 20, 2022
• Bidder’s conference	April 28, 2022 at 10:00 a.m. CT
• Deadline for questions related to RFP	May 6, 2022
• Responses to questions provided	May 13, 2022
• Deadline for proposal responses	May 27, 2022 by 4 p.m. CT
• Thief River Falls evaluation of proposals	May 31 – June 3, 2022
• Invitations issued to finalists to interview	June 3, 2022
• Interviews of finalists	June 6 – 17, 2022
• Thief River Falls final evaluation	June 20 – 24, 2022
• Project awards announced	June 27, 2022

Terms

- All communications should be communicated through Angela Philipp, City Administrator for the City of Thief River Falls, and David Shpigler, President of The Shpigler Group.
- Thief River Falls will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the due date. All questions must be submitted by the deadline for questions listed on the Schedule.
- By submitting a response, the vendor represents and warrants that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham bid, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor. By submitting a bid, the vendor represents and warrants that no official or employee of Thief River Falls Government has, in any manner, an interest, directly or indirectly in the bid or in the contract which may be made under it, or in any expected profits to arise there from.
- All expenses involved with the preparation and submission of this bid package to Thief River Falls, or any work performed in connection there with is the responsibility of the vendor(s).
- All materials submitted in connection with this Request for Proposals will be public documents and subject to the laws of the State of Minnesota, the United States of America and the open records policies of the City of Thief River Falls. All such materials shall remain the property of Thief River Falls and will not be returned to the respondent.
- All respondents to this Request for Proposals shall hold harmless Thief River Falls and any of their officers and employees from all suits and claims alleged to be a result of this Request for Proposals. Thief River Falls reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this Request for Proposals. Thief River Falls also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process. In the event that this Request for Bid is withdrawn or there is a need to cancel the contract services for any reason, Thief River Falls shall have no liability to any respondent for any costs or expenses incurred in connection with this request or otherwise.
- In case of failure to deliver goods or services in accordance with the contract terms and conditions, Thief River Falls, after due oral or written notice, may procure substitute goods or services from other sources and hold the vendor responsible for any resulting addition purchasing and administrative costs. This remedy shall be in addition to any other remedies which Thief River Falls may have.
- Any contract resulting from this Request for Proposals shall be governed in all respects by the laws of the State of Minnesota. The contractor shall comply with applicable federal, state and local laws and regulations.
- It is understood and agreed between the parties herein that Thief River Falls shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- If any bid requires the use of sub-contractor, the name and address of said firm must be included in bid.

Bidder's Conference

The bidder's conference will be held on Thursday, April 28, 2022 at 10:00 a.m. CT. For bidders that would like to attend in person, the location of the meeting will be at City Hall, located at 405 3rd Street East, Thief River Falls, MN 56701.

For those who are unable to attend in person, there will be a virtual attendance option. The details for the virtual attendance option are:

Time: Apr 28, 2022 10:00 AM Central Time (US and Canada)
Join Zoom Meeting
https://us06web.zoom.us/j/89969473254?pwd=L3VIc21CbTc3dUNUbXBKNXJ2ZFFtUT09

Meeting ID: 899 6947 3254
Passcode: 626579
One tap mobile
+13017158592,,89969473254#,,,,*626579# US (Washington DC)
+13126266799,,89969473254#,,,,*626579# US (Chicago)

Dial by your location
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 899 6947 3254
Passcode: 626579
Find your local number: https://us06web.zoom.us/u/kjYcjAWUa

The bidder's conference is not required but attendance is encouraged.

City of Thief River Falls

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Request for Council Action

DATE: 4/19/2022

SUBJECT: # 9.6 Water Distribution System Modeling

RECOMMENDATION: It respectfully requested to consider approving the proposal from SEH Engineers Inc to update the Water Distribution System Model Development.

MOTION TO: Approve Short Elliot Hendrickson Inc's proposal to perform a current Water model Summary at a cost of $ 24,300.00.

BACKGROUND: The City of Thief River Falls last performed a Water Modeling Study in 1993. The purpose of the modeling project is to evaluate the distribution system in terms of proper sizing of water mains, age of water in the system, pressure and flow analysis, pump performance and demand patterns.

KEY ISSUES: There are pressure and flow issues in various regions of the distribution system that will be identified, and solutions to correct them. General expansion plans will also be taken into consideration as well, so the final report will have water main sizing and looping scenarios for layout purposes.

FINANCIAL CONSIDERATIONS: The fee for the Water System Modeling Development project is $24,300 and will be paid out of reserve funds.

LEGAL CONSIDERATION: None.

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson Water Systems Superintendent

ATTACHMENTS:

1.	2022 Letter Agreement for Prof Services - Water Model SEH

Agreement for Professional Services

This Agreement is effective as of April 11, 2022, between City of Thief River Falls, Minnesota (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2022 Water Distribution System Water Model Development.**

Client's Authorized Representative: Wayne Johnson
Address: 405 3rd Street East
Thief River Falls, MN 56701
Telephone: 218.681.29431 **email:** wjohnson@citytrf.net

Project Manager: Chad T. Katzenberger
Address: 416 South 6th Street, Suite 200
Brainerd, MN 56401
Telephone: 218.855.1720 **email:** ckatzenberger@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 07.14.16), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

Scope of Work is summarized in the attached proposal, dated April 5, 2022.

Schedule:
Proposed project schedule is summarized in the attached proposal, dated April 5, 2022.

Payment:
The lump sum fee is $24,300 including expenses and equipment.
The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

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Short Elliott Hendrickson Inc.	**City of Thief River Falls, Minnesota**
By: Chad T Katzenberger	By:
Chad T. Katzenberger	
Title: Project Manager	Title:

Building a Better World
for All of Us®

April 5, 2022

RE: City of Thief River Falls, Minnesota
2022 Water Model Development
SEH No. TRF00 14.00

Mr. Wayne Johnson
Water Systems Superintendent
City of Thief River Falls
305 Pennington Avenue
Thief River Falls, MN 56701

Dear Mr. Johnson:

As requested, this letter is our proposal for engineering services associated with the creation of a new water distribution system model. The goal of this project would be to use existing City GIS mapping and information to create a new complete and functioning water system computer model. The construction of this model would contain all of the major features of the existing Thief River Falls water system, including pipes, tanks, pumps and other water system components. The model will be calibrated with field data so that the operation of the model will reflect real world conditions of the water system. Upon completion of the model, the final product will be ready for use to reveal current operational capabilities, detect deficiencies and examine water system questions and concerns.

Some of the capabilities of the completed model include but are not limited to:

- Fire flow analysis, ability to analyze fire flow and locate system deficiencies.
- Planning, ability to identify future system deficiencies and recommend system improvements.
- Development assessment, assess the impacts of system expansion and recommended water system improvements.
- Operational management, analyze overall system operation and overall impact on system operation.
- Water quality analysis, ability to analyze the growth and decay of various substances, track water movement and age as well as source contamination.

The advancement of GIS mapping availability now provides for an efficient means to construct and utilize water system modeling technology. Seamless data import and export allow for a computer model to be easily constructed with available GIS data and then calibrated to industry standards. Once constructed and calibrated, the water system model becomes a valuable tool for developing an understanding of existing water system operations, evaluation of deficiencies and analysis of potential improvements.
A summary of the tasks needed to complete the proposed model are listed below.

PROJECT SCOPE

A new computer model of the water distribution system will be developed using WaterGEMS v8i. SEH maintains software licensing for all industry leading water system modeling software and is available to transition between software platforms as needed. SEH will work with existing city GIS data to import water infrastructure information into the proposed water system model. The model will be constructed on the same coordinate system as existing GIS data allowing for seamless export of model result data in GIS format as needed. This will also allow for simple updates in the future as system components are added or replaced.

Task 1 -Data Collection and Model Assembly

A computer model of the water distribution system will be developed using WaterGEMS modeling software. The current water distribution piping, elevated storage tanks, well pump curves, and operational data will be incorporated into the model.

Historical water system pumping data and usage data (from billing records) will be analyzed. This information can be extracted from monthly water billing summaries and assigned by address in the model. Furthermore, existing pumping records will be analyzed to develop an understanding of usage trends including Average day and Max day use. Additional water distribution system data (such as details related to facility operations) and mapping information will need to be collected and incorporated in the computer model as well. Elevations will be assigned to the model using contour and elevation data, which is readily available. Also, additional well, tower, pipe age, and pipe material information will be collected and reviewed for use in the model. Upon completion of this task, the complete water system will be constructed within the modeling software and ready to be modified and calibrated with field data.

Additional data incorporated into the model will include the current system operational data, and other system facility parameters necessary to provide for the construction of an accurate hydraulic model. Model demands will be assigned based on water pumping or billing records, as available, with peak demand factors being based on historical water use statistics for the City.

So that we can expedite the model development phase of this project, a comprehensive list of requested data will be provided to the City upon initiation of the project.

Task 2 – Water Model Calibration

The use of the term model calibration can be considered by some as an inadequate term because it can imply that the model will be modified and setup to match the exact performance of the actual system. However, in many cases, especially in large water system, there are unknowns that cannot be accurately simulated in the model, such as unknown closed valve and undocumented pipes. Some industry experts like to refer to the calibration process as a “reconciliation” or “rectification process”. For purposes of this effort, we will continue using the term “calibration” with the understanding that the degree of model accuracy will be highly dependent on the accuracy of available data and potential unknowns in the distribution system. Though the process it will be important to understand that the model will have inherit limitations. The collaborative process of the calibration team well help inform appropriate use of the model moving forward to allow the model to be used responsibly.

Calibration testing will be conducted by SEH with assistance from City staff. Potential flow testing locations will be reviewed with City staff to ensure feasibility of the testing plan. City staff will operate all hydrant valves. SEH will provide testing equipment and collect pressure and flow data during hydrant operation. It is expected that this task will take up to two days.

Calibration data will be utilized in a genetic algorithm calibration module to optimize model parameters for accuracy. The model will be calibrated to provide accuracy within 5% of field testing results, meeting industry standards for water distribution system computer Models. At the close of the project, SEH will turn the water model over to the City, for the City to use in the future. We will also be available to assist with operation of the model as requested by the City.

Types of Calibration

After recent discussions we recommend the pursuit of a parallel calibration processes (Steady State and Extended Period Simulation) which will allow for the model to be used in multiple capacities. There are multiple tasks that can be completed that will benefit both the steady state and EPS calibration processes. Additionally, the process of both calibration procedures will compliment once another. In essence calibration process will be an iterative process completed congruent to one another, each providing new information to support the other and inform the water system model assumptions.

Field Testing Plan

After review of the existing water system model, water system facilities and available data, we will work with City staff to develop a field testing plan to be executed by City with assistance from the SEH team. The collection of meaningful and accurate field data will help inform the complete calibration process. This is an extremely important step in providing information to modify and rectify the model. Through our experience with a variety of water systems both large and small, we will be able to share resources and best practices to help facilitate the process.

A field test plan will be prepared to suit the age, configuration, size, and condition of the overall Thief River Falls water system. Two or more types of tests may be conducted to perform the steady state calibration: system HGL tests and fire hydrant flow tests.

Steady State Calibration

The steady state calibration process may include procedures that are generally referred to as Microcalibration which generally verify localized conditions in specific area are being accurately simulated. Microcalibration can be equated to fine-tuning the model in a specific area or related to a specific pipe type (material and age). A typical micro calibration is the use of simulating recorded fire hydrant flows to verify the correctness of localized piping and valve closures. A steady-state simulation represents a snapshot of the water while experiencing one particular set of system conditions. Typically a steady state calibration occurs first and then an EPS calibration follows. A common approach has been to perform a steady-state calibration first followed by an EPS calibration.

For the steady state calibration process we propose collecting three types of data during field testing to be included in the process. This data includes fire hydrant flow testing, C-factor testing and HGL testing. The utilization of fire flow tests for steady-state calibration is to replicate a set of induced high flows generated from open and flowing hydrants. Both types of these steady-state calibrations are discussed in this section. For this process it is important to induce significant head loss along the pipes being tested that can be replicated in the model.

Calibration of larger pipes though flow testing can prove to be difficult since such a large amount of flow is needed to increase flow velocities and induce a pressure drop. As a result, it is proposed that HGL (Hydraulic Grade Line) testing be conducted along larger transmission main. Remote pressure monitors can be deployed along the water main from source (pump station) to discharge (tank being filled) to develop an understanding of the HGL pressure gradient. This condition can then be replicated in the model while matching observed boundary conditions.

EPS (Extended Period Simulation) Calibration

The steady state calibration process will set the foundation for the development of the model. The next step will be to calibrate the model with extended period operations. EPS calibration methods include comparisons of model results to measurements made in the field over time. An EPS calibration often involves the simulation of a water system over a selected 24-hour period. Depending on the goals set forth by the project team, a longer period may be selected so that both weekday and weekend demands can be accounted for. For the period selected, it is generally desired to have high demands occurring on the water system so that system facilities are stressed, and noticeable pressure drops and high flows can be observed and then eventually simulated in the model. Discussion and with City staff will occur to determine the best time periods to be utilized for the EPS calibration procedures. Careful consideration should be made in regards to the period selected so that the calibration period well represents normal system operation.

Controls: For an EPS model to track with real-world data, representation of existing water system operational procedures and controls will be included in the model. In an effort to best understand your water system, we propose meeting with City operations staff to fully realize operational rational and gather pump/tank control settings. The popular use of variable frequency drives can create additional challenges for model operation, especially if they are set to sustain a fixed pressure or flow. Care and consideration will be made in regards to how multiple pump facilities will be represented in the model to best simulate the real world facilities. The model should be set up to provide ease of use and operation both during the calibration process and when the model is used in practice.

Pump Performance Testing: Accurate representation of pump performance, especially related to flow rate is essential to the EPS calibration process. We will use shop drawings, factory performance curves and operating data for pumping equipment as provided by City staff. Pump performance testing will also provide information for evaluating the performance and efficiency of existing pumping equipment. It can also assist in improving hydraulic model calibration by recognizing field differences in pump performance and help identify potential pump problems.

Demand Patterns

Efforts completed in earlier tasks will develop diurnal demand curves for each pressure zone and specific customer. Adjustments to demand patterns for specific customers or localized areas may be required to achieve acceptable calibration. Through the EPS calibration process, assumptions related to diurnal demand patters will be revisited. Additionally, system and procedures for developing customized diurnal demand curves will be in place so that specific curves can be redeveloped for the EPS simulation period.

Results Presentation

Understanding the overall water system operational results will be imperative to assessing the calibration process. With a system as large as City', it can be difficult to process such a large amount of data. The SEH water model team has developed a series of procedures and python scrips that allow data rich InfoWater model outputs to be clearly presented in a location map and graphical output format. This allows multiple model runs to be executed and presented in a similar fashion using time saving automated procedures. This automated presentation allows for the modeling and calibration team to holistically observe and discuss modeling results in a consistent and simple format. In addition, the model results can be presented more easily to stakeholders who may not be accustomed to typical modeling output data. As an added value, this process and procedure will be setup to accommodate future model runs and provide a framework for use by City as the model is used in practice after the calibration is complete.

SEH will coordinate and attend meetings and prepare correspondence as follows for Task 2:

1. Develop Steady state calibration goals (Number of tests, type of flow tests, see additional detail above)
2. Develop field testing plan for City to execute (Locations, type)
3. Provide data collection support (develop mobile applications for data collection)
4. Field Testing Support & Coordinate the collection of field-testing data.

Task 2 Meetings:

1. Project Progress Meeting – Via Microsoft Teams

Task 2 Deliverables:

1. Field Testing Plan
2. Field testing support Memo documenting plan and goals
3. Misc. digital field-testing resources.
4. Water system Calibration Summary

Task 3 – Water Model Analysis and Reporting

A computer model of the water distribution system will be developed using WaterGEMS modeling software. The current water distribution piping, elevated storage tanks, well pump curves, and operational data will be incorporated into the model.

Water System Analysis

Upon calibration of the water model, an analysis will be performed to determine if there are any major deficiencies in the existing system with respect to pressure and/or available fire flow. Average day demand, maximum day demand, peak hour demand, and EPS scenarios will be run for the existing distribution system. A summary of the standard initial system analysis will be provided. Additionally, the model will be used as a tool to evaluate specific water system questions as desired by City. Below is a brief summary of specific model analysis goals.

- Replicate operation of exiting water system within the model to allow for baseline comparisons with various improvement and reconfiguration alternatives.
- Recommend possible upgrade or changes to existing supply pumping based on alternative system configurations.
- Identify system pressures that could be problematic.
- Evaluate the current transmission main network for effectiveness.
- Analyze the boundary between the two pressure zones; identify the impacts, advantages, and disadvantages of the existing pressure zone configuration and potential changes
- Provide water model output for the following scenarios:
    - Average Day Pressure
    - Max Day Pressure
    - Peak Hour Pressure
    - Existing Available Fire Flow
    - System pipe velocity RSWA
    - Existing system EPS Operation (Average Summer Day)
    - Existing system EPS Operation (Average Winder Day)

<u>Additional Analysis</u>
Discussion in regard to the water system operation have indicated that there are particular water system issues that the City would like to explore initially with the water model which include:

- Low pressure complaints and issues within the City
- Potential water age issues and operational recommendations for the Airport water storage facility.
- General water system expansion review related to anticipated pressure and fire flowl

Through the development of the model, each of these subject areas will be addressed and the model will be used as a tool to better understand the operation of the water system.

<u>Task 3 Deliverables:</u>

1. Standard water system scenarios for Average Day, Max Day, Peak Hour and Max Day Fire Flow steady state scenarios
2. Develop EPS scenarios for water age simulations for AWD (Avg Winter Day) and ASD (Avg Summer Day) demand Levels.
3. Corresponding wearer model results figures and GIS data
4. Water modeling summary report

CONSULTANT STAFF

Chad Katzenberger, PE will serve as project manager for this project and will be responsible for coordinating the work efforts and schedules of our other team members including the Development, construction and calibration of the proposed water model . Chad Katzenberger, a professional engineering in our water services group with over 18 years of experience in water distribution system modeling and has assisted over 100 communities with water system modeling.

Kevin Young, PE will provide water model development operations oversight and QA/QC to confirm that the newly developed model fully represents the realistic operation of the overall water system. Kevin is a Senior Engineer in the SEH water services group with prior experience as the lead water operator of the Moorhead water treatment facility.

Heather Schumacher, EI will provide hydraulic modeling services including model construction, field testing coordination and calibration. Heather is a graduate water engineer with extensive experience in hydraulic modeling and water system analysis and has a keen knack for efficiently and accurately developing well calibrated water distribution system models.

CITY ASSISTANCE

It will be requested that City personnel help in supplying data that will be used to construct the water system model. This data may include:

- All available GIS water system data.
- Other Available GIS data as available (parcel mapping, contour maps, street mapping, land use maps)
- Historical pumping data (last 5 years)
- Previous year water billing data including customer name, total usage, and service address in electronic format.
- Facility records including water tower drawings and pump curves.
- Historical SCADA data as available

Also, it will be requested that City staff assist will the field-testing portion of the calibration process. This will require two full work days in which staff will assist in operating fire hydrants while SEH staff monitors system pressures and flows.

FUTURE WATER MODEL OPERATION

The model can also be used to address future concerns and system needs as they arise. The model is a very valuable tool for examining the effects of system expansion. You don't need to be a modeling expert to find value and in your new model. Much of the modeling output information will be presented in a user friendly fashion so that the information you out looking for can be quickly understood. Additionally, we will provide standard model output information that can be integrated into your active GIS system so that model outputs such as estimated system pressure and available fire flow can be accessed on a routine basis. We want to eliminate any barriers to accessing your investment. We believe that your new water model will become an important tool that the Village will rely upon for regular system operational and design decisions. We will be ready and available via web meeting to open, review and operate your model on screen at your request. Additionally, we will be available to make sure your model is up to date year after year. When your system GIS is updated, we will be available to update the water model at the same time. SEH maintains up to date licenses and software to operate and update the model as needed. Any updates or model examination can be completed on a project-by-project basis. SEH will also make current modeling files available to the City as requested.

Some of the potential future uses of the model, that others have found helpful include:

- Fire Flow Results for developers
- Future water main replacement right sizing
- Future water main extension sizing
- Unidirectional Flushing Plan Development
- Distribution System Water Quality analysis
- Water system surge analysis
- Water system pumping optimization (Energy efficiency)
- Water system master planning
- Water System Facility Design
- Water system risk analysis (Consequence of Failure)
- Water Main Replacement Prioritization

FEE

SEH proposes to perform the services herein described based on the scope of work outlined above for a lump sum fee of **$24,300.** A summary of expected projected tasks and expected hours are included as an attachment to this letter.

DELIVERABLES

- New complete and calibrated water system computer model developed with WaterGEMS v8i software. (SEH will provide all model files on CD upon completion of the project and maintain the model for future operations requests from the City)
- Technical memorandum describing complete model construction and calibration process including assumptions and description of utilized data.
- Model output maps representing system pressure and fire flow information (3-large format and 3-small for mat maps will be provided and tailored to City requirements).

SCHEDULE

Model construction would commence upon delivery of requested water system data to be provided by the City. Field flow testing would take place after the City staff completes the current spring hydrant flushing program. Below is an anticipated schedule for completion of work described in this proposal:

Data Collection	Upon approval of proposal
Model Construction	Upon receipt of water system data
Hydrant Flow Testing	May 2022 or as requested by City
Model Calibration	Upon completion of hydrant flow testing
Water System Model Analysis & Verification	June - July 2022
Water Model Calibrated for use	July 2022
Final Project Delivery	July-August 2022

ACCEPTANCE OF PROPOSAL

We want to thank you for the opportunity to provide the City of Thief River Falls with this proposal. As always, it is very important to us our services continue to meet and surpass your needs and expectations. After you have had an opportunity to review this proposal, we would like to hear any comments, concerns or questions you may have. If this proposal is acceptable, please sign and return a copy of this proposal letter, authorizing us to proceed with the project and preparation of a standard Engineering Agreement to be signed by authorized representatives for both organizations.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Chad T. Katzenberger, PE
Project Manager | SEH Water Services
(Lic. MN)

ctk/mrb

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Water Model Developmet
Thief River Falls, Minnesota

	Chad Katzenberger (Lead Proj Engr & PM)	**Heather Schumacher** (Lead Water Modeler)	**Kevin Young** (Operations QC)	**Mike Steuernagel** (GIS)	**Melissa Blommel** (Admin)	**TOTAL**
Phase 1 - Data Collection Field Testing						
Project Management	4				1	
Review any data provided by the City upon initiation of the project – review applicability and usefulness of data provided and provide report back to City	1	2				
Upon review of initial data, develop a list of questions and data needed to construct a new model and complete the water system analysis. Provide the list to the City.	1	2				
Conduct a project kick-off meeting with key representatives of the City and the SEH project team. Review overall expectations and schedule for the project.	2	2	2		1	
Visit water system facilities and visit with water operations staff to provide initial assessment for future field testing.	2	2	1			
Create System Level of Service Memorandum (LSM) and work with City staff to evaluate LSM performance measures regarding items listed below. Recommend revisions, additions, and updates as appropriate to LSM.	1	2				
Revisit LSM upon review of overall water system model evaluation, revise as necessary; set goals related to water quality, pressure management, energy management, system optimization.	2	1				
Identify key project tasks and define and schedule project tasks and planned activities	1	1				
Document all activities and meeting notes.	1	1	1			
Create a water system model pipe network using approved hydraulic modeling software (WaterCAD) using the City of Hermantown provided water system data or other source data as needed.	0.5	4				
Add water system facilities (storage tanks, pumps, misc) to the hydraulic model based on existing record drawings and available data, as necessary.	0.5	2				
Review historical demand data and future water projection data - develop existing demand estimates for Average Day (AD) Max Day (MD) and Peak Hour (PKHR) for water system modeling purposes.	0.5	2				
Develop future water system demand projections that represent potential growth over the next 20 years for future system analysis. (Include future estimates for AD, MD and PKHR)	0.5	2				
Link billing data and meter consumption to spatial references of accounts, and transfer meter data to demand nodes in the model (demand distribution)		1		2		
Transfer ground elevations from the latest digital terrain mapping to the hydraulic model for the model elevation update.		1				
Modify the control strategy in the hydraulic model based on the current operating strategy derived through discussions with the City water operations staff.	1	1				
Prepare a field test work plan that will identify the following: test location, purpose of test, Information to be collected both at the test site and other monitoring locations, forms required for recording test information, Field testing schedule, and digital field data collection system.	1	3				
Identify locations for installation of continuous monitoring pressure devices (Telogs) for installation by City staff and the field-testing team.	1	1				
Submit field testing work plan to City for discussion and agreement prior to performing the field tests, and final the work plan based on the comments from City staff.	1					

	Chad Katzenberger (Lead Proj Engr & PM)	**Heather Schumacher** (Lead Water Modeler)	**Kevin Young** (Operations QC)	**Mike Steuernagel** (GIS)	**Melissa Blommel** (Admin)	**TOTAL**
Conduct virtual meeting to review flow testing plan with City staff, revise as necessary.	1	1	1			
Conduct 16+ Hydrant Flow (Fire Flow) tests as part of field-testing activities with assistance from City staff.	2	8				
Review each pumping station and conduct field testing to establish assumed pump curves as needed.	1	2				
Collect extended period water system operation SCADA data during flow testing activities and beyond (this data will be used for correlation of field-testing data during calibration).	1	1		2		
Phase 1 Total Hours	**26**	**42**	**5**	**4**	**2**	**79**
Phase 2 - Model Calibration						
Prepare and set up the water model to develop modeling scenarios that represent each of the field tests performed (prepare a multiple step EPS scenario, one time step per flow test).	0.5	4				
Prepare a model calibration analysis spreadsheet that tabulates the field measurements and operations of tanks and pumps against those predicted by the hydraulic model. Summarize the results in tables and graphs as necessary.	0.5	2				
Modify and adjust the model features to ensure that it accurately represents, over an extended period of time, how pump stations and tanks operate.	1	2				
Micro Calibration: Compare flows and pressures simulated from the model to those measured in the field, and make the necessary adjustments to the C-values based on the aging curve to ensure close agreement between field and model results.	1	16				
Macro Calibration: Simulate the operation of the water system over a pre-selected period of 7 days to make sure overall extended period simulation operation of the model matches the real-world water system, this calibration exercise will help build confidence in the ability of the model to predict water age when using EPS age simulations.	1	4				
Prepare model calibration documentation and present the results of the calibration process to City staff with an opinion on the confidence of the level of calibration achieved and suggestions to improve calibration if necessary.	2	4				
Conduct virtual meeting to review calibration results, anomalies and potential areas which may need additional testing.	2	2	1			
Phase 2 Total Hours	**8**	**34**	**1**	**0**	**0**	**44**
Phase 3 - Hydraulic Analysis & System Modeling						
With existing and projected water use information, and current pump station capacities, perform a water supply analysis to determine the capacity of the supply pumping stations to provide current and future water needs and identify any shortfalls.	1	2				
Perform both steady-state and extended-period simulation analyses to determine the required water storage needs.	1	4				
Utilize the model to simulate available fire flow in the water system. Prepare maps of water system pressures and available fire flows.		4				
Identify system deficiencies on a map and discuss items with City staff.	2	1				
Conduct a review meeting with City staff to present the identified water system deficiencies and solicit their input on proposed improvements.	2	2	1			

	Chad Katzenberger (Lead Proj Engr & PM)	Heather Schumacher (Lead Water Modeler)	Kevin Young (Operations QC)	Mike Steuernagel (GIS)	Melissa Blommel (Admin)	TOTAL
Model potential water age related to storage tank at Airport, recommend operational strategies	2	4				
Develop list of potential water system improvements	2	1	1			
Phase 3 Total Hours	**10**	**18**	**2**	**0**	**0**	**30**
Phase 4 - Modeling Report						
Review results and recommendations with City staff - Review Meeting	2	2	1			
Draft report summarizing the model development, calibration and use of data	2	8				
Summarize findings and recommendations	2	6				
Summarize model results in designated figures and maps	1	8		2		
Final report publication and model delivery	2	4		2		
Phase 4 Total Hours	**9**	**28**	**1**	**4**	**0**	**42**
Project Total (Hours)	**53**	**122**	**9**	**8**	**2**	**195**

Exhibit A-2
to Agreement for Professional Services
Between City of Thief River Falls, Minnesota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated April 11, 2022

Payments to Consultant for Services and Expenses Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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General Conditions of the Agreement for Professional Services

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Basic Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
2. If Client has requested changes in the scope, extent, or character of the Project or the services to be provided by Consultant, the time of performance and compensation for Consultant's services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform its services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for Basic Services, then Consultant shall promptly notify the Client regarding the need for additional services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional services, and to an extension of time for completion of additional services absent written objection by Client.
2. Additional services shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon 7 days written notice or, at its option, accept an equitable adjustment of rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the services provided by Consultant and access to all public and private lands required for Consultant to perform its services.
2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's services, including but not limited to, previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning, deed and other land use restrictions; as-built drawings, electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide services in a timely manner.
4. Client shall require all utilities with facilities within the Client's Project site to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Instruments of Service until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding services or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.
2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. If requested in the scope of a Supplemental Letter Agreement, then Consultant may provide an Opinion of Probable Construction Cost. Consultant's Opinions of Probable Construction Cost provided for herein are to be made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Construction Cost prepared by Consultant. If Client wishes greater assurance as to probable Construction Cost, Client shall employ an independent cost estimator or negotiate additional services and fees with Consultant.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter or disposer of hazardous or toxic substances, therefore the Client agrees to hold harmless, indemnify and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims, losses, damages, liability and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Consultant's Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars ($500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars ($5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including, without limitation, lost rentals, increased rental expenses, loss of use, loss of income, lost profit, financing, business and reputation and for loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.
3. It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

SECTION V – DISPUTE RESOLUTION

A. Mediation

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or services provided under this Agreement, (except for unpaid invoices which are governed by Section III), shall be submitted to nonbinding mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.

B. Litigation – Choice of Venue and Jurisdiction

1. Any dispute not settled through mediation shall be settled through litigation in the state where the Project at issue is located.

SECTION VI – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service") and Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Consultant shall retain all of its rights in its proprietary information including, without limitation, its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be Work Product or Work for Hire and Consultant shall not be restricted in any way with respect thereto.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its services, Client shall have the right in the form of a license to use Instruments of Service resulting from Consultant's efforts on the Project. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of services are available to Client subject to Consultant's current rate schedule.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify and hold harmless Consultant from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.

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: 4/19/2022

SUBJECT:

RECOMMENDATION:

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

1.	ARPA Standard Allowance Revenue Loss Resolution

Resolution to Elect the Standard Allowance under the Revenue Loss Provision of ARPA, LMC Model Resolution

League staff thoughtfully develops models for your city's consideration. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney.

CITY OF ______THIEF RIVER FALLS
RESOLUTION NO. _____

A RESOLUTION TO ELECT THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 ("ARPA") which included $65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, The Fiscal Recovery Funds provides for $19.53 billion in payments to be made to States and territories which will distribute the funds to nonentitlement units of local government (NEUs).

WHEREAS, The ARPA requires that States and territories allocate funding to NEUs in an amount that bears the same proportion as the population of the NEU bears to the total population of all NEUs in the State or territory.

WHEREAS, ~~$~~______$964,743.58 has been allocated to the City of ______Thief River Falls ("City") pursuant to the ARPA.

WHEREAS, The Coronavirus State and Local Fiscal Recovery Funds ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

WHEREAS, In May 2021, the US Department of Treasury ("Treasury") published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds.

WHEREAS, on January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process.

WHEREAS, the final rule offers a standard allowance for revenue loss of up to $10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation.

WHEREAS, recipients that select the standard allowance may use that amount, in many cases their full award, for government services, with streamlined reporting requirements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ~~_____,~~ THIEF RIVER FALLS, MINNESOTA, THE CITY ELECTS THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE AMERICAN RESCUE PLAN ACE IN THE AMOUNT OF ~~$_____~~ $964,743.58 TO BE USED FOR THE GENERAL PROVISION OF GOVERNMENT SERVICES.

Adopted by the City Council of ~~________,~~ Thief River Falls, Minnesota this ~~______~~ 19th, day of ~~Month~~April, ~~Year~~2022.

____

Mayor

Attested:

____

City Clerk

03/31/2022

CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
RBC						
Albertville Ala Taxable GO	Certificate of Deposit - Brokered	$255,000	01-Jun-22	0.64%	**01-Jun-21**	$254,959.20
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	$82,000	23-Aug-22	2.35%	**23-Aug-22**	$82,542.84
Bank Hapoalim BM New York	Certificate of Deposit - Brokered	$171,000	26-Feb-21	0.25%	**26-Aug-22**	$170,675.10
BMW Bnk North Amer Salt Lake	Certificate of Deposit - Brokered	$209,000	11-Oct-23	1.85%	**11-Apr-20**	$209,351.12
American Express Natl Bk	Certificate of Deposit - Brokered	$248,000	18-Mar-24	1.60%	**16-Sep-22**	$245,634.08
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	$249,000	15-May-24	2.75%	**15-May-19**	$251,958.12
New York Community Bank	Certificate of Deposit - Brokered	$183,000	03-Jun-24	0.30%	**03-Dec-21**	$175,648.89
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	$500,000	01-Oct-24	2.25%	**12-Aug-20**	$496,105.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	$245,000	27-Feb-25	1.80%	**27-Aug-20**	$240,129.40
State Bk India New York NY	Certificate of Deposit - Brokered	$183,000	10-Jun-25	1.05%	**10-Dec-20**	$174,569.19
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	$246,000	30-Sep-25	0.40%	**31-Mar-21**	$228,162.54
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	$200,000	11-Feb-26	1.00%	**11-Aug-21**	$188,302.00
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	$249,000	31-Mar-26	0.95%	**30-Jun-21**	$233,415.09
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	$245,000	16-Jun-26	0.85%	**16-Jul-21**	$227,818.15
Defiance Ohio City Sch Dist	Certificate of Deposit - Brokered	$550,000	01-Dec-28	0.00%	**01-Dec-28**	$445,252.50
Thief River Falls Minn Indpt	Bond - Brokered	$190,000	01-Feb-27	1.01%	**01-Feb-27**	$174,750.60
Plattsburgh NY Pub Impt Bnds	Bond - Brokered	$200,000	01-Nov-22	2.25%	**02-Nov-17**	$200,730.00
		RBC INVESTMENTS				$4,000,003.82
Border State Bank	Certificate of Deposit	$100,000	16-Dec-22	0.35%	**16-Dec-22**	$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				$4,848,203.82
MONEY MARKET ACCOUNTS						
Piper Jaffray	First American Gov't Obligations Fund			0.01%		$3,168,039.80
RBC	US Govt Money Market Fund					$0.01
League of Minnesota Cities	4M Money Market Fund			0.01%		$7,022,254.97
League of Minnesota Cities	4M Plus Fund			0.03%		$25,777.70
League of Minnesota Cities	4M LTD Account					$741,801.99
		TOTAL MONEY MARKET SAVINGS				$10,957,874.47
		GRAND TOTAL			**03/31/2022**	$15,806,078.29

*Interest paid every 6 months.


Playground Layout LaFave Park
43.5'
73'
Aligned with basketball court
15' to trees
Relocate light pole?
Maxar, Microsoft
April 14, 2022

Minnesota Department of Transportation:

I have been directed by the City Council of Thief River Falls to draft a letter inquiring about the maintenance/ snow and ice removal practices on roundabouts pertaining to the state highways in and/or around the city of Thief River Falls, MN. In the last two years the number of roundabouts has risen from one to six in close confines to the city, three of which would lie in the city limits.

The main questions asked by City Council:

- Are there any extra measures of maintenance that have been instituted for roundabouts, or are they on the same maintenance schedule as all other routes?
- Who's responsible for the maintenance of the roundabout on the intersection of T.H. #32 & CASH 16?
- What is the best way for the city to voice concerns about snow/ice removal?

***The extra concern of the T.H. #32 and CASH 16 roundabout would be the critical path for emergency services to the Sandford Medical Center, located south of the above referenced roundabout.**

**One final note: this has been a very challenging winter season for all of the maintenance operations, and I do not want to imply that there has been a lack of effort on any organization for their role(s).In particular, the MNDOT maintenance staff I have worked with representing District 2 in TRF have been exceptional to communicate with this past year.

I would like to look at this inquiry as an opportunity that can cause pause to re-examine, and possibly enhance service and safety for our emergency services. Please reach out with any questions that I have not made clear for discussion.

Travis Giffen

Public Works Director

City of Thief River Falls, MN

tgiffen@citytrf.net

218-689-4292

- **Summary:** March 9, met with Paul Konickson (District 2 Maintenance Engineer), and Don Sobel (Transportation Operation Supervisor 4) about potential maintenance concerns and possible solutions.
- March 18, talked with Mike Flaggen (Pennington County Engineer) about current practice and potential solutions.
- March 22, MNDOT and Pennington County discussed the addressed concerns for action items.
- Received response from Paul Konickson(MNDOT) about action items for implementation next winter season.

Action Items:

1. Pennington County will continue to staff early patrol of 3 am- normal hours on Monday – Friday. The First priority check upon route check would be the Hwy #32 roundabout.
2. MN Dot will continue to staff dawn patrol from 12 am – normal hours. The First Priority would be Hwy #32 roundabout.
3. MN Dot is going to try to pursue an agreement with the county on a snow fence on the Northwest Corner.