

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, May 3, 2022

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
- 6. APPROVE AGENDA - *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***
- 7. CONSENT AGENDA - *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
 - 7.1. Approval of April 19, 2022 Council Proceedings (page 3-9)
 - 7.2. City of Thief River Falls Bills and Disbursements (page 10-37)
 - 7.3. Approval to appoint Dale Narlock as Director and Brian Jacobson as Advisor to the NMPA Board of Directors (page 38)
 - 7.4. Progression Raise for Steve Zavoral, Journey Electrician/Electronic Technician (page 39)
- 8. NEW BUSINESS**
 - 8.1. Water Meter Replacement Project (page 40-42)

- 8.2. Streambank Stabilization Project (page 43-44)
- 8.3. Approve employment of Holly Crandall as Human Resource Coordinator (page 45)
- 9. COUNCIL BOARDS AND COMMISSIONS REPORTS - *Not all boards or commissions will have met prior to the Council meeting. These reports are intended to keep the other council members informed of actions or proposed actions taken by these boards and commissions. Only those with something to report would be on the agenda.***
- 10. UPCOMING MEETINGS**
 - 10.1. Spring Clean Up – May 7th at 8:00 a.m. to Noon
 - 10.2. Utilities Committee - May 9th at 7:00 A.M.
 - 10.3. Public Safety/Liquor Committee - May 9th at 4:30 P.M.
 - 10.4. Administrative Services Committee - May 10th at 4:30 P.M. Room 201 City Hall
 - 10.5. Public Works Committee - May 11th at 4:30 P.M.
 - 10.6. City Council Meeting - May 17th at 5:30 P.M.
- 11. INFORMATIONAL ITEMS**
 - 11.1. Advance Thief River Activity Report (page 46-47)
- 12. ADJOURNMENT**

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

COUNCIL PROCEEDINGS

Tuesday, April 19, 2022

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on April 19, 2022. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING

- MAK Properties, LLC. – Economic Development Tax Increment Financing - Rebecca Kurtz presented, public comment from Mike Rohn.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Steve Narverud, to approve the agenda with the addition of 9.8 New Business.

CONSENT AGENDA

RESOLUTION NO. 04.69.22: Approval of April 5, 2022 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 04-69-22, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve April 7, 2022 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.70.22: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 04-70-22, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$1,005,762.92 and council per diems in the total amount of \$357.50. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.71.22: Approve Progression Raise for Gregory Hufnagle, Building Official

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 04-71-22, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.72.22: Approval of Employment of Cassandra Olson as Part-Time Off Sale Clerk

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 04-72-22, being seconded by Councilmember Michele McCraw, that:

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

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.73.22: Approve Purchase REA Raingarden Plants from the Cider Mill

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 04-73-22, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Approve purchase of replacement plants for the REA raingardens from Cider Mill greenhouse located in Thief River Falls, MN for \$1,898.00.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 04.74.22: Approve to Enter into Acceptance of Corridor Study with HDR Engineering for Area from 1st St. East to the Southeastern City Limits.

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 04-74-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.75.22: Approval of N.W. Roofing to Fix City Hall Flat Roof Leaks

Following discussion, Councilmember Steve Narverud introduced Resolution No. 04-75-22, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Approve the Public Works Committee recommendation to approve Northwest Roofing to repair two flat roof sections of City Hall that have been failing.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.76.22: MAK Properties, LLC. – Economic Development Tax Increment Financing

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 04-76-22, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.77.22: Approve Summer Work Hours for City Hall

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.79.22: Water Distribution System Modeling

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 04-79-22, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Approve Short Elliot Hendrickson Inc's proposal to perform a current Water model Summary at a cost of \$ 24,300.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.80.22: 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

Following discussion, Councilmember Steve Narverud introduced Resolution No. 04-80-22, being seconded by Councilmember Michele McCraw, that:

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 Act in the amount of \$964,743.58 to be used for the general provision of government services.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.81.22: Red Lake River Streambank Repair

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 04-81-22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City of Thief River Falls is continually trying to increase water quality in the rivers that flow through the City by minimizing the erosion caused by runoff. Projects are identified and stakeholders are engaged to enhance water quality while protecting property.

WHEREAS, The Pennington County SWCD and the City of Thief River Falls are working on three areas along the Red Lake River in the City of Thief River Falls that are eroding soil and endangering adjacent properties. Two of the properties have had engineered repairs designed and have received bids for the repairs. The Pennington County SWCD will be reviewing them at their next board meeting.

THEREFORE, BE IT RESOLVED Approve the Cost-Share Contract as the Land Occupier for the Streambank repairs with the Pennington County SWCD.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- May 7th Spring Clean up
- Leaf Vac pick-up is on hold - due to weather
- There are a number of light poles not working. If there is a yellow ribbon on the pole the electric department is aware.
- April 28th at 6:30 p.m. Mayor Holmer will present State of the City

UPCOMING MEETINGS

- City Council Meeting - May 3rd at 5:30 P.M.
- Spring Clean Up – May 7th at 8:00 a.m. to Noon
- Utilities Committee - May 9th at 7:00 A.M.
- Public Safety/Liquor Committee - May 9th at 4:30 P.M.
- Administrative Services Committee - May 10th at 4:30 P.M. Room 201 City Hall
- Public Works Committee - May 11th at 4:30 P.M.

INFORMATIONAL ITEMS

- Investment Summary 3/2022
- Lafave Park Playground Equipment
- Update on Hwy #32 Roundabout Maintenance

ADJOURNMENT

There being no further discussion, Councilmember Anthony Bolduc, being seconded by Councilmember Mike Lorenson to adjourn at 6:21 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator

CITY OF THIEF RIVER FALLS

EXPENSE ACCOUNT CODES

1/14/2022



Equal Opportunity Employer

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

MAY 3rd, 2022

SUMMARY OF DISBURSEMENTS

4/19/2022	AP PKT #293 - DIRECT PAYABLES	\$1,064,719.27
4/21/2022	AP PKT #294 - #8 PAYROLL BILLS	\$32,656.49
4/21/2022	AP PKT #296 - #8 PAYROLL BILLS	\$97,955.48
4/21/2022	AP PKT #298 - DIRECT PAYABLES	\$1,029.69
4/22/2022	AP PKT #299 - DIRECT PAYABLES	\$246,447.13
4/26/2022	AP PKT #302 - DIRECT PAYABLES	\$5,916.00
5/3/2022	AP PKT #305 - COUNCIL MEETING	\$122,183.56
GRAND TOTAL OF DISBURSEMENTS		\$1,570,907.62



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00293 - 04/19/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9568163	02/28/2022	100-4312-62210	Equipment Maint & Repair	GUNITE		127.58
AUTO VALUE T R F	9568536	03/02/2022	680-4850-62210	Equipment Maint & Repair	DISC PAD - 2012 FORD F350		73.99
AUTO VALUE T R F	9568603	03/02/2022	680-4840-62990	Misc. Operating Expense	LIFT STN MNTCE		59.98
AUTO VALUE T R F	9568612	03/02/2022	680-4840-62990	Misc. Operating Expense	TOOLS		24.00
AUTO VALUE T R F	9568728	03/03/2022	100-4312-62240	Department Maint & Repair	TERMINAL KIT		92.99
AUTO VALUE T R F	9568729	03/03/2022	100-4315-62240	Department Maint & Repair	FITTING		28.99
AUTO VALUE T R F	9568769	03/03/2022	680-4850-62210	Equipment Maint & Repair	GREASE		45.90
AUTO VALUE T R F	9568820	04/14/2022	100-4312-62210	Equipment Maint & Repair	PART - #5514		148.99
AUTO VALUE T R F	9569052	03/07/2022	100-4315-62210	Equipment Maint & Repair	HEAD LAMP		19.98
AUTO VALUE T R F	9569153	03/07/2022	100-4315-62240	Department Maint & Repair	SHOP SUPPLIES		59.99
AUTO VALUE T R F	9569270	03/08/2022	100-4312-62210	Equipment Maint & Repair	U JOINT		97.99
AUTO VALUE T R F	9569440	03/09/2022	100-4312-62210	Equipment Maint & Repair	HUB PART		19.99
AUTO VALUE T R F	9569447	03/09/2022	100-4220-62210	Equipment Maint & Repair	TRUCK WASH		29.99
AUTO VALUE T R F	9569604	03/10/2022	100-4315-62210	Equipment Maint & Repair	BRAKE CORE		-61.11
AUTO VALUE T R F	9569605	03/10/2022	100-4312-62240	Department Maint & Repair	GUNITE		63.79
AUTO VALUE T R F	9569607	03/10/2022	100-4312-62240	Department Maint & Repair	ANTI-SEIZE		11.99
AUTO VALUE T R F	9569986	03/14/2022	100-4312-62120	Gas-Oil-Lube	OIL		62.79
AUTO VALUE T R F	9570323	03/16/2022	100-4315-62120	Gas-Oil-Lube	LUBE		18.99
AUTO VALUE T R F	9570407	03/17/2022	100-4312-62210	Equipment Maint & Repair	PARTS		5.81
AUTO VALUE T R F	9570452	03/17/2022	100-4312-62210	Equipment Maint & Repair	RETURN CREDIT		-5.81
AUTO VALUE T R F	9570463	03/17/2022	100-4315-62210	Equipment Maint & Repair	ANTIFREEZE		113.94
AUTO VALUE T R F	9570579	03/18/2022	100-4312-62210	Equipment Maint & Repair	U BOLT		68.98
AUTO VALUE T R F	9571167	03/22/2022	100-4312-62210	Equipment Maint & Repair	TRUCK SHOCK		87.70
Vendor AUTO VALUE T R F Total:							1,197.43
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC PYM...	MAR 2022	04/04/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - MAR 20...		6,470.02
Vendor BANKCARD ELECTRONIC PYMTS INC Total:							6,470.02
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC I...	04 19 22	04/19/2022	740-20300	Flex Payroll Deductions	FLEX CLAIMS		1,336.25
Vendor BRADY MARTZ & ASSOC PC INC Total:							1,336.25
Vendor: CARIVEAU WORKFORCE SERVICES							
CARIVEAU WORKFORCE SERV...	22-07	04/13/2022	100-4110-63030	Contracts Expense	STRATEGIC PLANNING SRVCS ...		2,855.00
Vendor CARIVEAU WORKFORCE SERVICES Total:							2,855.00

Council Approval Register

Packet: APPKT00293 - 04/19/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DWIGHT TANGQUIST							
DWIGHT TANGQUIST	04 08 22	04/08/2022	610-4840-62140	Off Sale Supplies	BAGS		800.80
Vendor DWIGHT TANGQUIST Total:							800.80
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	153094	03/01/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		378.85
JIM HIRT TRUCKING INC	153095	03/01/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		917.42
JIM HIRT TRUCKING INC	153112	02/28/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		74.68
JIM HIRT TRUCKING INC	153113	02/23/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		233.00
JIM HIRT TRUCKING INC	153176	03/08/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		429.78
JIM HIRT TRUCKING INC	153182	03/07/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		178.16
JIM HIRT TRUCKING INC	153193	03/08/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		549.14
JIM HIRT TRUCKING INC	153196	03/08/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		50.00
JIM HIRT TRUCKING INC	153197	03/07/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		52.90
JIM HIRT TRUCKING INC	153240	03/14/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		382.03
JIM HIRT TRUCKING INC	153327	03/22/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		451.96
JIM HIRT TRUCKING INC	153331	03/22/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		155.69
JIM HIRT TRUCKING INC	153348	03/22/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		266.23
JIM HIRT TRUCKING INC	15336	03/21/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		104.90
JIM HIRT TRUCKING INC	153403	03/28/2022	610-4810-62610	Freight In (Liquor)	FREIGHT - MAR 2022		960.65
Vendor JIM HIRT TRUCKING INC Total:							5,185.39
Vendor: JOHN DEERE FINANCIAL							
JOHN DEERE FINANCIAL	10248964	03/24/2022	670-4850-62210	Equipment Maint & Repair	FILTERS		146.48
JOHN DEERE FINANCIAL	10248965	03/24/2022	640-4850-62210	Equipment Maint & Repair	WHEEL - Z TRACK MNTCE / R...		127.67
Vendor JOHN DEERE FINANCIAL Total:							274.15
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQUOR	2018995	03/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		12,121.54
JOHNSON BROTHERS LIQUOR	2018996	03/28/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,744.55
JOHNSON BROTHERS LIQUOR	2018997	03/28/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		480.00
JOHNSON BROTHERS LIQUOR	2018998	03/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,163.00
JOHNSON BROTHERS LIQUOR	2018999	03/28/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		4,548.42
JOHNSON BROTHERS LIQUOR	2019000	03/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,030.00
JOHNSON BROTHERS LIQUOR	2019001	03/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		25.44
JOHNSON BROTHERS LIQUOR	2019002	03/28/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		2,297.99
JOHNSON BROTHERS LIQUOR	2019003	03/28/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		26.65
JOHNSON BROTHERS LIQUOR	2019004	03/28/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		4,307.79
JOHNSON BROTHERS LIQUOR	2028044	04/07/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		564.50
Vendor JOHNSON BROTHERS LIQUOR Total:							29,309.88
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	1822879	03/03/2022	690-4840-62990	Misc. Operating Expense	HOSE CLAMP		7.96
L & M SUPPLY INC	1825152	03/07/2022	100-4315-62880	Personal Protective Equipme...	NITRIL GLOVES		69.98
L & M SUPPLY INC	1826386	03/10/2022	100-4312-62240	Department Maint & Repair	GLOVES / NOZZLE / COUPLING		35.45
L & M SUPPLY INC	1826509	03/10/2022	630-4850-62230	Building Maint & Repair	SUPPLIES - REA LIGHTING		9.96

Council Approval Register
Packet: APPKT00293 - 04/19/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
L & M SUPPLY INC	1828367	03/14/2022	100-4312-62240	Department Maint & Repair	BOLT CUTTER / COUPLER		12.98
Vendor L & M SUPPLY INC Total:							136.33
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	469592331	04/01/2022	100-4150-63030	Contracts Expense	COPIER CONTRACT - APR 2022		488.83
MARCO TECHNOLOGIES LLC	469592331	04/01/2022	100-4650-63030	Contracts Expense	COPIER CONTRACT - APR 2022		356.82
Vendor MARCO TECHNOLOGIES LLC Total:							845.65
Vendor: NORTHERN MUNICIPAL POWER AGENCY							
NORTHERN MUNICIPAL POW...	MAR 2022	04/13/2022	690-4810-68400	Purchased Power	DE & ENERGY - MAR 2022		980,026.76
Vendor NORTHERN MUNICIPAL POWER AGENCY Total:							980,026.76
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6378509	04/11/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,733.75
PHILLIPS WINE & SPIRITS	6378510	04/11/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		62.00
PHILLIPS WINE & SPIRITS	6378511	04/11/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		33.00
Vendor PHILLIPS WINE & SPIRITS Total:							2,828.75
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2196179	03/31/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		270.00
SOUTHERN GLAZERS OF MN	2196801	04/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		362.10
SOUTHERN GLAZERS OF MN	2196802	04/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,740.93
SOUTHERN GLAZERS OF MN	2196803	04/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,950.00
SOUTHERN GLAZERS OF MN	2196804	04/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,214.20
SOUTHERN GLAZERS OF MN	9334699	03/15/2022	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-300.00
SOUTHERN GLAZERS OF MN	9341329	01/01/2022	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-192.00
SOUTHERN GLAZERS OF MN	9349007	01/10/2022	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-453.75
SOUTHERN GLAZERS OF MN	9349007	01/10/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		-664.00
SOUTHERN GLAZERS OF MN	9349008	03/15/2022	610-4810-62530	Wine for Resale	WINE CREDIT		-520.00
SOUTHERN GLAZERS OF MN	9349009	01/10/2022	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-243.75
SOUTHERN GLAZERS OF MN	9349010	01/10/2022	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-241.44
SOUTHERN GLAZERS OF MN	9358516	01/28/2022	610-4810-62530	Wine for Resale	WINE CREDIT		-40.00
SOUTHERN GLAZERS OF MN	9371842	03/04/2022	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-57.36
Vendor SOUTHERN GLAZERS OF MN Total:							8,824.93
Vendor: T D S METROCOM - MN							
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	100-4150-63210	Communication Expense	SECURITY/PHONE LINES - APR...		42.77
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	100-4194-63210	Communication Expense	SECURITY/PHONE LINES - APR...		42.77
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	100-4210-63210	Communication Expense	SECURITY/PHONE LINES - APR...		65.00
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	100-4220-63210	Communication Expense	SECURITY/PHONE LINES - APR...		42.77
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	100-4510-63210	Communication Expense	SECURITY/PHONE LINES - APR...		46.77
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	100-4670-64500	Senior Citizen Programs	SECURITY/PHONE LINES - APR...		43.05
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	100-4670-64500	Senior Citizen Programs	SECURITY/PHONE LINES - APR...		46.77
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - APR...		42.77
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - APR...		42.77
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - APR...		42.77
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	620-4830-63210	Communication Expense	SECURITY/PHONE LINES - APR...		65.00

Council Approval Register

Packet: APPKT00293 - 04/19/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	620-4830-63210	Communication Expense	SECURITY/PHONE LINES - APR...		65.00
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	630-4830-63210	Communication Expense	SECURITY/PHONE LINES - APR...		47.27
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	630-4830-63210	Communication Expense	SECURITY/PHONE LINES - APR...		45.22
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	680-4830-63210	Communication Expense	SECURITY/PHONE LINES - APR...		770.50
T D S METROCOM - MN	APR/MAY 2022	04/13/2022	690-4830-63210	Communication Expense	SECURITY/PHONE LINES - APR...		65.00
Vendor T D S METROCOM - MN Total:							1,516.20
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	MAR 2022 LQR	03/31/2022	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS - 107		85.60
THIEF RIVER FALLS TIMES	MAR 2022 LQR	03/31/2022	610-4880-63490	Advertising	AD - HELP WANTED		555.00
Vendor THIEF RIVER FALLS TIMES Total:							640.60
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	229	03/31/2022	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEES - MA...		22,368.53
Vendor WASTE MASTERS LLC Total:							22,368.53
Vendor: ZIEGLER INC							
ZIEGLER INC	485637	04/05/2022	100-4312-62210	Equipment Maint & Repair	BELTS		102.60
Vendor ZIEGLER INC Total:							102.60
Grand Total:							1,064,719.27

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	27,613.65
610 - LIQUOR DISPENSARY	47,718.66
620 - WATER UTILITY FUND	130.00
630 - ARENAS - VENUWORKS	102.45
640 - MEC - VENUWORKS	127.67
670 - STORM WATER UTILITY FUND	146.48
680 - WASTEWATER UTILITY FUND	974.37
690 - ELECTRIC UTILITY FUND	986,569.74
740 - TRF HEALTH INSURANCE FUND	1,336.25
Grand Total:	1,064,719.27

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63030	Contracts Expense	2,855.00
100-4150-63030	Contracts Expense	488.83
100-4150-63210	Communication Expense	42.77
100-4194-63210	Communication Expense	42.77
100-4210-63210	Communication Expense	65.00
100-4220-62210	Equipment Maint & Repair	29.99
100-4220-63210	Communication Expense	42.77
100-4312-62120	Gas-Oil-Lube	62.79
100-4312-62210	Equipment Maint & Repair	653.83
100-4312-62240	Department Maint & Repa..	217.20
100-4315-62120	Gas-Oil-Lube	18.99
100-4315-62210	Equipment Maint & Repair	72.81
100-4315-62240	Department Maint & Repa..	88.98
100-4315-62880	Personal Protective Equi...	69.98
100-4315-63030	Contracts Expense	22,368.53
100-4510-63210	Communication Expense	46.77
100-4650-63030	Contracts Expense	356.82
100-4670-64500	Senior Citizen Programs	89.82
610-4810-62510	Liquor for Resale	28,122.66
610-4810-62520	Beer for Resale	480.00
610-4810-62530	Wine for Resale	12,301.25
610-4810-62540	Soft Drinks/Mix for Resale	59.65
610-4810-62590	Misc. Mdse for Resale	85.60
610-4810-62610	Freight In (Liquor)	5,185.39
610-4830-63210	Communication Expense	128.31
610-4840-62140	Off Sale Supplies	800.80
610-4880-63490	Advertising	555.00
620-4830-63210	Communication Expense	130.00
630-4830-63210	Communication Expense	92.49

Account Summary

Account Number	Account Name	Expense Amount
630-4850-62230	Building Maint & Repair	9.96
640-4850-62210	Equipment Maint & Repair	127.67
670-4850-62210	Equipment Maint & Repair	146.48
680-4830-63210	Communication Expense	770.50
680-4840-62990	Misc. Operating Expense	83.98
680-4850-62210	Equipment Maint & Repair	119.89
690-4810-68400	Purchased Power	980,026.76
690-4830-63210	Communication Expense	65.00
690-4840-62990	Misc. Operating Expense	7.96
690-4890-63060	Credit Card Fees	6,470.02
740-20300	Flex Payroll Deductions	1,336.25
Grand Total:		1,064,719.27

Project Account Summary

Project Account Key	Expense Amount
None	1,064,719.27
Grand Total:	1,064,719.27



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00294 - PYPKT00483 - 2022 04 21 #8 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIREM...	INV0000378	04/21/2022	740-24000	Clearing Account	MSRS		31,303.36
						Vendor MINNESOTA STATE RETIREMENT SYS Total:	31,303.36
Vendor: SUN LIFE FINANCIAL - LIFE							
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	100-4150-61330	Life Insurance	Life Ins Premium		53.55
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	100-4194-61330	Life Insurance	Life Ins Premium		9.35
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	100-4210-61330	Life Insurance	Life Ins Premium		175.10
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	100-4220-61330	Life Insurance	Life Ins Premium		65.45
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	100-4240-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	100-4312-61330	Life Insurance	Life Ins Premium		37.40
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	100-4315-61330	Life Insurance	Life Ins Premium		56.10
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	100-4510-61330	Life Insurance	Life Ins Premium		46.75
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	100-4650-61330	Life Insurance	Life Ins Premium		18.70
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	610-4825-61330	Life Insurance	Life Ins Premium		50.83
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	620-4825-61330	Life Insurance	Life Ins Premium		40.80
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	680-4825-61330	Life Insurance	Life Ins Premium		37.40
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	690-4825-61330	Life Insurance	Life Ins Premium		153.00
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	740-24000	Clearing Account	Life Ins Employee		446.25
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	740-4870-63640	Life Insurance - COBRA	Life Ins COBRA		140.35
SUN LIFE FINANCIAL - LIFE	INV0000390	04/22/2022	820-4825-61330	Life Insurance	Life Ins Premium		9.35
						Vendor SUN LIFE FINANCIAL - LIFE Total:	1,353.13
						Grand Total:	32,656.49

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	475.15
610 - LIQUOR DISPENSARY	50.83
620 - WATER UTILITY FUND	40.80
680 - WASTEWATER UTILITY FUND	37.40
690 - ELECTRIC UTILITY FUND	153.00
740 - TRF HEALTH INSURANCE FUND	31,889.96
820 - GREENWOOD CEMETERY FUND	9.35
Grand Total:	32,656.49

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61330	Life Insurance	53.55
100-4194-61330	Life Insurance	9.35
100-4210-61330	Life Insurance	175.10
100-4220-61330	Life Insurance	65.45
100-4240-61330	Life Insurance	12.75
100-4312-61330	Life Insurance	37.40
100-4315-61330	Life Insurance	56.10
100-4510-61330	Life Insurance	46.75
100-4650-61330	Life Insurance	18.70
610-4825-61330	Life Insurance	50.83
620-4825-61330	Life Insurance	40.80
680-4825-61330	Life Insurance	37.40
690-4825-61330	Life Insurance	153.00
740-24000	Clearing Account	31,749.61
740-4870-63640	Life Insurance - COBRA	140.35
820-4825-61330	Life Insurance	9.35
Grand Total:		32,656.49

Project Account Summary

Project Account Key	Expense Amount
None	32,656.49
Grand Total:	32,656.49



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00296 - PYPKT00483 - 2022 04 21 #8 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FURTHER - H S A							
FURTHER - H S A	INV0000380	04/21/2022	740-24000	Clearing Account	HSA		364.76
						Vendor FURTHER - H S A Total:	364.76
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000388	04/21/2022	740-20150	Payroll Taxes Payable	MEDICARE		6,199.20
INTERNAL REVENUE SERVICE	INV0000388	04/21/2022	740-20150	Payroll Taxes Payable	FED W/H		19,645.14
INTERNAL REVENUE SERVICE	INV0000388	04/21/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		18,391.56
						Vendor INTERNAL REVENUE SERVICE Total:	44,235.90
Vendor: MESSERLI KRAMER PA							
MESSERLI KRAMER PA	INV0000384	04/21/2022	740-24000	Clearing Account	Garnishment		364.30
						Vendor MESSERLI KRAMER PA Total:	364.30
Vendor: MN DPT OF HUMAN SERVICES							
MN DPT OF HUMAN SERVICES	INV0000383	04/21/2022	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...	INV0000387	04/21/2022	740-20160	State Withholding	State W/H Tax		9,294.26
						Vendor MN DPT OF REVENUE - WITHHOLDING Total:	9,294.26
Vendor: P E R A OF MN							
P E R A OF MN	INV0000386	04/21/2022	740-20180	PERA Payable	PERA EE/ER COORD		21,329.49
P E R A OF MN	INV0000386	04/21/2022	740-20180	PERA Payable	PERA EE/ER P&F		19,214.89
P E R A OF MN	INV0000386	04/21/2022	740-20180	PERA Payable	PERA EE/ER DEF		247.00
						Vendor P E R A OF MN Total:	40,791.38
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0000385	04/21/2022	740-24000	Clearing Account	LTD Premium		309.37
						Vendor SUN LIFE FINANCIAL (LTD) Total:	309.37
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000377	04/21/2022	740-24000	Clearing Account	Contributions Employee		2,470.00
						Vendor VANTAGEPOINT ICMA Total:	2,470.00
						Grand Total:	97,955.48

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	97,955.48
Grand Total:	97,955.48

Account Summary

Account Number	Account Name	Expense Amount
740-20150	Payroll Taxes Payable	44,235.90
740-20160	State Withholding	9,294.26
740-20180	PERA Payable	40,791.38
740-24000	Clearing Account	3,633.94
Grand Total:		97,955.48

Project Account Summary

Project Account Key	Expense Amount
None	97,955.48
Grand Total:	97,955.48



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00298 - 04/21/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR VE...	1480378	04/13/2022	620-16400	Machinery & Equipment	REG FEE / TITLE / TAX - 2014 ...		1,029.69
Vendor PENNINGTON CO MOTOR VEHICLE Total:							1,029.69
Grand Total:							1,029.69

Fund Summary

Fund	Expense Amount
620 - WATER UTILITY FUND	1,029.69
Grand Total:	1,029.69

Account Summary

Account Number	Account Name	Expense Amount
620-16400	Machinery & Equipment	1,029.69
Grand Total:		1,029.69

Project Account Summary

Project Account Key	Expense Amount
None	1,029.69
Grand Total:	1,029.69



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00299 - 04/22/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ...	17tp9vckkrn9	04/05/2022	100-4315-62990	Misc. Operating Expense	TOOLS		49.99
AMAZON CAPITAL SERVICES ...	17tp9vckq3jw	04/06/2022	100-4315-62990	Misc. Operating Expense	WATER FILTERS - FRIG		97.98
AMAZON CAPITAL SERVICES ...	1gv4nlqcc9n	04/02/2022	100-4510-62010	Office Supplies	TONER CARTRIDGE		38.09
AMAZON CAPITAL SERVICES ...	1ld7vwvfr6w	04/08/2022	100-4315-62990	Misc. Operating Expense	BULLETIN BOARD STRIPS - M...		111.68
AMAZON CAPITAL SERVICES ...	1q33x7ld4qt9	04/04/2022	100-4210-62010	Office Supplies	OFFICE SUPPLIES		244.11
AMAZON CAPITAL SERVICES ...	1q33x7ld4qt9	04/04/2022	100-4210-62020	Computer Supplies	HARD DRIVE		409.73
AMAZON CAPITAL SERVICES ...	1qprvrqd6k6	04/09/2022	620-4840-62890	Uniforms/ID Clothing	UNIFORM PANTS - WALLACE		104.97
AMAZON CAPITAL SERVICES ...	1wrtldgh9y4kq	04/06/2022	100-4315-62990	Misc. Operating Expense	CAR WASH SOAP		24.12
AMAZON CAPITAL SERVICES ...	1ygd9rg7197g	04/22/2022	100-4192-63020	Computer Maintenance & lic...	2022 ANNUAL MEMBERSHIP ...		499.00
Vendor AMAZON CAPITAL SERVICES INC Total:							1,579.67
Vendor: BRENDEN J WILDE							
BRENDEN J WILDE	22051	04/06/2022	100-4240-64470	Refunds and Reimbursements	REFUND - BUILDING PERMIT ...		272.71
Vendor BRENDEN J WILDE Total:							272.71
Vendor: CINCINNATI INSURANCE CO							
CINCINNATI INSURANCE CO	1000611562	04/07/2022	100-4670-63610	Insurance Expense	LATE FEE		25.00
Vendor CINCINNATI INSURANCE CO Total:							25.00
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		109.73
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		3,127.14
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		220.35
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	100-4240-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		55.43
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		7,650.26
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		2,019.73
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		1,001.01
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		552.61
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		620.79
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		2,021.11
FARMERS UNION OIL COMP...	MAR 2022	04/22/2022	820-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		276.31
Vendor FARMERS UNION OIL COMPANY Total:							17,654.47
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	120561	04/07/2022	100-4312-62240	Department Maint & Repair	HARDWARE - SIGN		225.76
FASTENAL COMPANY	120567	04/07/2022	680-4850-62220	Lift Station and Pond Maint &...	MATERIALS - LIFT #2 RPR		433.40
FASTENAL COMPANY	120594	04/11/2022	100-4312-62210	Equipment Maint & Repair	BOLTS - SNOWBLOWER		35.77
FASTENAL COMPANY	120611	04/11/2022	620-4840-62990	Misc. Operating Expense	PAINT - GSOC		302.00

Council Approval Register

Packet: APPKT00299 - 04/22/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
FASTENAL COMPANY	120611	04/11/2022	680-4840-62990	Misc. Operating Expense	PAINT - GSOC		301.99
Vendor FASTENAL COMPANY Total:							1,298.92
Vendor: HAWKINS INC							
HAWKINS INC	6134522	03/02/2022	620-4840-62160	Chemicals	CHEMICALS		6,240.48
HAWKINS INC	6147218	03/22/2022	620-4840-62160	Chemicals	CHEMICALS		2,552.00
HAWKINS INC	6148201	03/23/2022	620-4840-62160	Chemicals	CHEMICALS		181.17
Vendor HAWKINS INC Total:							8,973.65
Vendor: MINNESOTA ENERGY GROUP-00002							
MINNESOTA ENERGY GROUP...	4107059781	04/11/2022	100-4312-63890	Utilities Expense	GAS METER READING - MAR ...		548.75
MINNESOTA ENERGY GROUP...	4107059781	04/11/2022	100-4315-63890	Utilities Expense	GAS METER READING - MAR ...		314.03
MINNESOTA ENERGY GROUP...	4107059781	04/11/2022	100-4510-63890	Utilities Expense	GAS METER READING - MAR ...		51.65
MINNESOTA ENERGY GROUP...	4107059781	04/11/2022	100-4510-63890	Utilities Expense	GAS METER READING - MAR ...		134.59
Vendor MINNESOTA ENERGY GROUP-00002 Total:							1,049.02
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUST...	1131152022	04/19/2022	100-4240-64390	Building Permit Surcharge	1ST QTR 2022 BUILDING PER...		351.60
Vendor MN DPT OF LABOR & INDUSTRY Total:							351.60
Vendor: MN DPT OF REVENUE - SALES/USE TAX							
MN DPT OF REVENUE - SALES...	MAR 2022 LQR	04/21/2022	610-20220	Sales Tax Payable	SALES TAX - MAR 2022		34,873.00
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	100-20220	Sales Tax Payable	SALES TAX - MAR 2022		10,293.19
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	100-4312-62210	Equipment Maint & Repair	USE TAX - MAR 2022		-5.88
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	100-4315-62210	Equipment Maint & Repair	USE TAX - MAR 2022		8.56
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	100-4315-62230	Building Maint & Repair	USE TAX - MAR 2022		34.47
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	100-4315-62240	Department Maint & Repair	USE TAX - MAR 2022		12.45
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	610-4840-62990	Misc. Operating Expense	USE TAX - MAR 2022		3.42
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	610-4850-62230	Building Maint & Repair	USE TAX - MAR 2022		31.30
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	620-20220	Sales Tax Payable	SALES TAX - MAR 2022		2,799.92
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	690-14100	Inventory - Materials	USE TAX - MAR 2022		588.03
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	690-20220	Sales Tax Payable	SALES TAX - MAR 2022		67,798.15
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	690-4840-62880	Personal Protective Equipme...	USE TAX - MAR 2022		8.66
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	690-4840-62990	Misc. Operating Expense	USE TAX - MAR 2022		39.31
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	690-4850-62210	Equipment Maint & Repair	USE TAX - MAR 2022		122.09
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	690-4850-62230	Building Maint & Repair	USE TAX - MAR 2022		26.08
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	690-4850-62350	Power Plant/Dam Maint	USE TAX - MAR 2022		110.47
MN DPT OF REVENUE - SALES...	MAR 2022 MISC	04/21/2022	690-4890-63030	Contracts Expense	USE TAX - MAR 2022		3.78
MN DPT OF REVENUE - SALES...	MAR 2022 P & R	04/21/2022	100-20220	Sales Tax Payable	SALES TAX - MAR 2022		24.00
Vendor MN DPT OF REVENUE - SALES/USE TAX Total:							116,771.00
Vendor: NORTH COUNTRY OVERHEAD DOOR LL							
NORTH COUNTRY OVERHEAD...	17043	04/06/2022	690-4850-62230	Building Maint & Repair	OVERHEAD DOORS REPAIR		525.00
Vendor NORTH COUNTRY OVERHEAD DOOR LL Total:							525.00
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	MAR 2022	04/22/2022	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		1,496.88
NORTHDALE OIL INC	MAR 2022	04/22/2022	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		183.88

Council Approval Register

Packet: APPKT00299 - 04/22/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHDALE OIL INC	MAR 2022	04/22/2022	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - MAR 2022		258.27
Vendor NORTHDALE OIL INC Total:							1,939.03
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	138460	03/18/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		23,497.40
NORTHWEST BEVERAGE INC	138460	03/18/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		134.00
NORTHWEST BEVERAGE INC	138488	03/21/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		1,258.65
NORTHWEST BEVERAGE INC	138566	03/25/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		16,917.65
NORTHWEST BEVERAGE INC	138590	03/28/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		1,180.30
NORTHWEST BEVERAGE INC	138590	03/28/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		268.00
NORTHWEST BEVERAGE INC	138661	03/31/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		11,328.00
NORTHWEST BEVERAGE INC	138662	04/01/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		5,662.10
NORTHWEST BEVERAGE INC	138693	04/04/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		1,118.90
NORTHWEST BEVERAGE INC	138693	04/04/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-30.00
NORTHWEST BEVERAGE INC	138771	04/08/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		22,159.75
NORTHWEST BEVERAGE INC	138795	04/11/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		3,003.85
NORTHWEST BEVERAGE INC	138864	04/14/2022	610-4810-62520	Beer for Resale	BEER CREDIT		-490.50
NORTHWEST BEVERAGE INC	138867	04/15/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		8,964.05
Vendor NORTHWEST BEVERAGE INC Total:							94,972.15
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	8617257	04/07/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		238.67
Vendor PEPSI BEVERAGES COMPANY Total:							238.67
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550014430	03/08/2022	100-4210-62210	Equipment Maint & Repair	FLAT REPAIR		37.10
POMPS TIRE SERVICE INC	1550014655	03/23/2022	100-4210-62210	Equipment Maint & Repair	TIRES		722.04
POMPS TIRE SERVICE INC	1550014716	03/24/2022	100-4210-62210	Equipment Maint & Repair	TIRE REPAIR		37.10
Vendor POMPS TIRE SERVICE INC Total:							796.24
Grand Total:							246,447.13

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	30,462.00
610 - LIQUOR DISPENSARY	130,118.54
620 - WATER UTILITY FUND	12,733.15
680 - WASTEWATER UTILITY FUND	1,356.18
690 - ELECTRIC UTILITY FUND	71,500.95
820 - GREENWOOD CEMETERY FUND	276.31
Grand Total:	246,447.13

Account Summary

Account Number	Account Name	Expense Amount
100-20220	Sales Tax Payable	10,317.19
100-4192-63020	Computer Maintenance & ..	499.00
100-4194-62120	Gas-Oil-Lube	109.73
100-4210-62010	Office Supplies	244.11
100-4210-62020	Computer Supplies	409.73
100-4210-62120	Gas-Oil-Lube	4,624.02
100-4210-62210	Equipment Maint & Repair	796.24
100-4220-62120	Gas-Oil-Lube	220.35
100-4240-62120	Gas-Oil-Lube	55.43
100-4240-64390	Building Permit Surcharge	351.60
100-4240-64470	Refunds and Reimbursem...	272.71
100-4312-62120	Gas-Oil-Lube	7,650.26
100-4312-62210	Equipment Maint & Repair	29.89
100-4312-62240	Department Maint & Repa..	225.76
100-4312-63890	Utilities Expense	548.75
100-4315-62120	Gas-Oil-Lube	2,203.61
100-4315-62210	Equipment Maint & Repair	8.56
100-4315-62230	Building Maint & Repair	34.47
100-4315-62240	Department Maint & Repa..	12.45
100-4315-62990	Misc. Operating Expense	283.77
100-4315-63890	Utilities Expense	314.03
100-4510-62010	Office Supplies	38.09
100-4510-62120	Gas-Oil-Lube	1,001.01
100-4510-63890	Utilities Expense	186.24
100-4670-63610	Insurance Expense	25.00
610-20220	Sales Tax Payable	34,873.00
610-4810-62520	Beer for Resale	94,600.15
610-4810-62540	Soft Drinks/Mix for Resale	610.67
610-4840-62990	Misc. Operating Expense	3.42
610-4850-62230	Building Maint & Repair	31.30
620-20220	Sales Tax Payable	2,799.92
620-4840-62120	Gas-Oil-Lube	552.61

Account Summary

Account Number	Account Name	Expense Amount
620-4840-62160	Chemicals	8,973.65
620-4840-62890	Uniforms/ID Clothing	104.97
620-4840-62990	Misc. Operating Expense	302.00
680-4840-62120	Gas-Oil-Lube	620.79
680-4840-62990	Misc. Operating Expense	301.99
680-4850-62220	Lift Station and Pond Mai...	433.40
690-14100	Inventory - Materials	588.03
690-20220	Sales Tax Payable	67,798.15
690-4840-62120	Gas-Oil-Lube	2,279.38
690-4840-62880	Personal Protective Equi...	8.66
690-4840-62990	Misc. Operating Expense	39.31
690-4850-62210	Equipment Maint & Repair	122.09
690-4850-62230	Building Maint & Repair	551.08
690-4850-62350	Power Plant/Dam Maint	110.47
690-4890-63030	Contracts Expense	3.78
820-4840-62120	Gas-Oil-Lube	276.31
Grand Total:		246,447.13

Project Account Summary

Project Account Key	Expense Amount
None	246,447.13
Grand Total:	246,447.13



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00302 - 04/26/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BLUE CROSS BLUE SHIELD OF MN							
BLUE CROSS BLUE SHIELD OF...	220401235556	04/01/2022	740-4870-63650	Senior Gold BC/BS Monthly bi...	MAY 2022 - SENIOR GOLD		3,367.00
Vendor BLUE CROSS BLUE SHIELD OF MN Total:							3,367.00
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	220960164929	04/05/2022	740-4870-63650	Senior Gold BC/BS Monthly bi...	MAY 2022 PREMIUM		2,314.00
Vendor MEDICAREBLUE RX Total:							2,314.00
Vendor: SANFORD HEALTH							
SANFORD HEALTH	654077	03/31/2022	100-4312-62990	Misc. Operating Expense	DOT DRUG SCREENINGS		25.00
SANFORD HEALTH	654077	03/31/2022	100-4312-62990	Misc. Operating Expense	DOT DRUG SCREENINGS		55.00
SANFORD HEALTH	654077	03/31/2022	100-4312-62990	Misc. Operating Expense	DOT DRUG SCREENINGS		25.00
SANFORD HEALTH	654077	03/31/2022	690-4840-62990	Misc. Operating Expense	DOT DRUG SCREENINGS		25.00
SANFORD HEALTH	654077	03/31/2022	690-4840-62990	Misc. Operating Expense	DOT DRUG SCREENINGS		55.00
Vendor SANFORD HEALTH Total:							185.00
Vendor: ST CLOUD STATE UNIVERSITY							
ST CLOUD STATE UNIVERSITY	MCFOA.2022.31/217885-9178	03/22/2022	100-4150-64400	Travel, Conference, School	2022 MCFOA CONF - ELECTI...		50.00
Vendor ST CLOUD STATE UNIVERSITY Total:							50.00
Grand Total:							5,916.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	155.00
690 - ELECTRIC UTILITY FUND	80.00
740 - TRF HEALTH INSURANCE FUND	5,681.00
Grand Total:	5,916.00

Account Summary

Account Number	Account Name	Expense Amount
100-4150-64400	Travel, Conference, School	50.00
100-4312-62990	Misc. Operating Expense	105.00
690-4840-62990	Misc. Operating Expense	80.00
740-4870-63650	Senior Gold BC/BS Month...	5,681.00
Grand Total:		5,916.00

Project Account Summary

Project Account Key	Expense Amount
None	5,916.00
Grand Total:	5,916.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00305 - 05/03/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: 14 LAKES CRAFT BREWING CO							
14 LAKES CRAFT BREWING CO	428902	04/13/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		360.00
Vendor 14 LAKES CRAFT BREWING CO Total:							360.00
Vendor: ABM EQUIPMENT & SUPPLY LLC							
ABM EQUIPMENT & SUPPLY L...	170642	04/14/2022	690-4850-62210	Equipment Maint & Repair	RETRACTABLE LOCKING PLU...		113.91
Vendor ABM EQUIPMENT & SUPPLY LLC Total:							113.91
Vendor: ADVANCED ENGINEERING &							
ADVANCED ENGINEERING &	79947	04/12/2022	620-4890-63110	Consulting Fees	WW CONTRACT UPDATES		1,735.00
ADVANCED ENGINEERING &	80081	04/12/2022	560-4680-65920	Work in Process - Eng/Archtc	FORCE MAIN PRJ		107.50
Vendor ADVANCED ENGINEERING & Total:							1,842.50
Vendor: ALL AMERICAN ADVERTISING							
ALL AMERICAN ADVERTISING	42022	04/04/2022	610-4880-63490	Advertising	TRF VFW SPONSORSHIP AD		100.00
Vendor ALL AMERICAN ADVERTISING Total:							100.00
Vendor: ANDREW J HART							
ANDREW J HART	REIMBURSE	04/01/2022	100-4210-62880	Personal Protective Equipme...	REIMBURSE - WORK BOOT AL...		94.99
Vendor ANDREW J HART Total:							94.99
Vendor: ANDREWS SERVICE CENTER							
ANDREWS SERVICE CENTER	47983	04/22/2022	100-4210-62210	Equipment Maint & Repair	NEW RADIATOR INSTALLED		1,536.16
Vendor ANDREWS SERVICE CENTER Total:							1,536.16
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3530127	04/11/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		244.40
Vendor ARTISAN BEER COMPANY Total:							244.40
Vendor: BAYCOM INC							
BAYCOM INC	37557	04/12/2022	100-4210-62990	Misc. Operating Expense	CABLE - MAIN CAMERA		15.00
Vendor BAYCOM INC Total:							15.00
Vendor: BELLBOY BAR							
BELLBOY BAR	105020700	04/19/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		21.00
BELLBOY BAR	105020700	04/19/2022	610-4810-62590	Misc. Mdse for Resale	COOLERS PURCHASE		186.00
Vendor BELLBOY BAR Total:							207.00
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	94524300	04/19/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,024.65
Vendor BELLBOY CORP - LIQUOR Total:							3,024.65

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Packet: APPKT00305 - 05/03/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BERNICK'S							
BERNICK'S	204346	04/01/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		433.70
						Vendor BERNICK'S Total:	433.70
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS INC	213906	04/07/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		1,443.20
						Vendor BEVERAGE WHOLESALERS INC Total:	1,443.20
Vendor: BRADLEY BUCK							
BRADLEY BUCK	831563	04/24/2022	610-4850-62230	Building Maint & Repair	DEEP SCRUB / WAX		1,200.00
						Vendor BRADLEY BUCK Total:	1,200.00
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	343767407	04/19/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,266.95
BREAKTHRU BEVERAGE	343767408	04/19/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		443.35
BREAKTHRU BEVERAGE	343767409	04/19/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,457.72
BREAKTHRU BEVERAGE	343767410	04/19/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		680.00
						Vendor BREAKTHRU BEVERAGE Total:	7,848.02
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1441957	04/14/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		32.00
C & L DISTRIBUTING	1441957	04/14/2022	610-4810-62520	Beer for Resale	MIX PURCHASE		183.60
C & L DISTRIBUTING	1441957	04/14/2022	610-4810-62540	Soft Drinks/Mix for Resale	BEER PURCHASE		58.24
						Vendor C & L DISTRIBUTING Total:	273.84
Vendor: CANADIAN PACIFIC RAILWAY COMPA							
CANADIAN PACIFIC RAILWAY...	3000-2000161056	04/14/2022	100-4670-62990	Misc. Operating Expense	EMERGENCY UNDERPASS		789.96
CANADIAN PACIFIC RAILWAY...	3000-2000161056	04/14/2022	100-4670-62990	Misc. Operating Expense	DEPOT GARDENS		1,306.56
						Vendor CANADIAN PACIFIC RAILWAY COMPA Total:	2,096.52
Vendor: CB KUSTOM & COLLISION							
CB KUSTOM & COLLISION	0641	04/21/2022	100-4210-62120	Gas-Oil-Lube	OIL SENSOR / OIL CHANGE / ...		1,016.63
						Vendor CB KUSTOM & COLLISION Total:	1,016.63
Vendor: CODE 4 SERVICES INC							
CODE 4 SERVICES INC	7170	04/15/2022	100-4210-65400	Machinery & Equipment	2022 RADAR SYSTEM		3,115.00
						Vendor CODE 4 SERVICES INC Total:	3,115.00
Vendor: CORE & MAIN LP							
CORE & MAIN LP	615773	04/06/2022	680-4850-62220	Lift Station and Pond Maint &...	SUPPLIES - LIFT #2 REPAIR		2,569.39
						Vendor CORE & MAIN LP Total:	2,569.39
Vendor: DAHLHEIMER BEVERAGE							
DAHLHEIMER BEVERAGE	1566255	04/11/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		2,265.45
DAHLHEIMER BEVERAGE	1566255	04/11/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		149.00
DAHLHEIMER BEVERAGE	1566255	04/11/2022	610-4810-62590	Misc. Mdse for Resale	BOMB CUPS PURCHASE		65.70
						Vendor DAHLHEIMER BEVERAGE Total:	2,480.15

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Packet: APPKT00305 - 05/03/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DWIGHT TANGQUIST							
DWIGHT TANGQUIST	04 15 22	04/15/2022	610-4840-62140	Off Sale Supplies	HIPPO BAGS		1,579.50
Vendor DWIGHT TANGQUIST Total:							1,579.50
Vendor: FLEXIBLE PIPE TOOL COMPANY							
FLEXIBLE PIPE TOOL COMPA...	27397	04/14/2022	680-4850-62210	Equipment Maint & Repair	PRESSURE GAUGE - JET TRK R...		305.00
Vendor FLEXIBLE PIPE TOOL COMPANY Total:							305.00
Vendor: GALAXIE AUTO & TRAILER SALES							
GALAXIE AUTO & TRAILER SA...	20788	04/14/2022	680-4850-62210	Equipment Maint & Repair	JACK		267.19
Vendor GALAXIE AUTO & TRAILER SALES Total:							267.19
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIPM...	34751	04/22/2022	690-4850-62230	Building Maint & Repair	EXTINGUISHER		50.90
GRAND FORKS FIRE EQUIPM...	34752	04/22/2022	620-4840-62990	Misc. Operating Expense	EXTINGUISHER		71.75
Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:							122.65
Vendor: IHEARTMEDIA							
IHEARTMEDIA	8818530149	03/31/2022	610-4880-63490	Advertising	RADIO ADVERTISING - MAR 2...		660.79
Vendor IHEARTMEDIA Total:							660.79
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUTI...	3759570	04/21/2022	100-4150-62010	Office Supplies	OFFICE SUPPLIES		85.34
Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:							85.34
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	11420G	04/13/2022	820-4850-62210	Equipment Maint & Repair	PARTS - CEMETERY BACKHOE		114.29
Vendor INTERSTATE BILLING SERVICE Total:							114.29
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQUOR	2029247	04/11/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,820.25
JOHNSON BROTHERS LIQUOR	2029248	04/11/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		4,459.62
JOHNSON BROTHERS LIQUOR	2029249	04/11/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		171.50
JOHNSON BROTHERS LIQUOR	2031743	04/13/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		15,213.90
Vendor JOHNSON BROTHERS LIQUOR Total:							26,665.27
Vendor: KONRAD MATERIAL SALES LLC							
KONRAD MATERIAL SALES LLC	1254820	04/04/2022	100-4312-62240	Department Maint & Repair	ASPHALT		999.20
Vendor KONRAD MATERIAL SALES LLC Total:							999.20
Vendor: MACQUEEN EQUIPMENT							
MACQUEEN EQUIPMENT	41225	04/05/2022	100-4312-62210	Equipment Maint & Repair	MOTORMOUNT		204.39
Vendor MACQUEEN EQUIPMENT Total:							204.39
Vendor: MICHAEL J ROFF							
MICHAEL J ROFF	REIMBURSE 040822	04/08/2022	100-4210-62120	Gas-Oil-Lube	BRAKE FLUID - '85 DODGE		30.05
Vendor MICHAEL J ROFF Total:							30.05
Vendor: MINNKOTA POWER COOPERATIVE INC							
MINNKOTA POWER COOPER...	1ST QTR CIP	04/20/2022	690-4890-68880	Conservation Program	1ST QTR 2022 CIP PRGM		11,055.17
Vendor MINNKOTA POWER COOPERATIVE INC Total:							11,055.17

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Packet: APPKT00305 - 05/03/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MJ ARCHITECTURAL STUDIOS INC							
MJ ARCHITECTURAL STUDIOS ..	2022137	04/26/2022	100-4671-62200	System Expense	DESIGN SERVICES - CITY HALL		4,508.75
Vendor MJ ARCHITECTURAL STUDIOS INC Total:							4,508.75
Vendor: MN DPT OF PUBLIC SAFETY							
MN DPT OF PUBLIC SAFETY	M126269	04/18/2022	690-4890-64330	Dues and Subscriptions	2021 HAZARDOUS CHEMICAL ..		25.00
Vendor MN DPT OF PUBLIC SAFETY Total:							25.00
Vendor: MTI DISTRIBUTING INC							
MTI DISTRIBUTING INC	1340130-00	04/13/2022	100-4510-62210	Equipment Maint & Repair	SWITCH KIT / COVER / GASKET		354.06
Vendor MTI DISTRIBUTING INC Total:							354.06
Vendor: NARTEC INC							
NARTEC INC	17479	04/20/2022	100-4210-62990	Misc. Operating Expense	METH TEST KITS		361.92
Vendor NARTEC INC Total:							361.92
Vendor: RAILROAD MANAGEMENT CO III LLC							
RAILROAD MANAGEMENT CO...	454905	02/25/2022	690-4890-64330	Dues and Subscriptions	LICENSE FEE - #304009		313.34
RAILROAD MANAGEMENT CO...	454905	02/25/2022	690-4890-64330	Dues and Subscriptions	LICENSE FEE - #303306		313.34
Vendor RAILROAD MANAGEMENT CO III LLC Total:							626.68
Vendor: SHPIGLER CONSULTING INC							
SHPIGLER CONSULTING INC	TRF 04 22 22	04/22/2022	545-4680-65920	Work in Process - Eng/Archttct	WATER AMI PLANNING - REP...		16,303.30
Vendor SHPIGLER CONSULTING INC Total:							16,303.30
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2201873	04/19/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,811.05
SOUTHERN GLAZERS OF MN	2201873	04/19/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,382.00
SOUTHERN GLAZERS OF MN	2201873	04/19/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		115.00
SOUTHERN GLAZERS OF MN	2201874	04/19/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,448.00
SOUTHERN GLAZERS OF MN	2201875	04/19/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		12,593.55
Vendor SOUTHERN GLAZERS OF MN Total:							21,349.60
Vendor: STUART C IRBY CO							
STUART C IRBY CO	12939159.001	04/04/2022	690-4840-62990	Misc. Operating Expense	REFLECTIVE TAPE		219.20
Vendor STUART C IRBY CO Total:							219.20
Vendor: TEAM LABORATORY CHEMICAL LLC							
TEAM LABORATORY CHEMIC...	29870	04/13/2022	680-4840-62160	Chemicals	CHEMICALS - PRE-TREATMENT		2,059.00
Vendor TEAM LABORATORY CHEMICAL LLC Total:							2,059.00
Vendor: THIEF RIVER FORD INC							
THIEF RIVER FORD INC	165534	03/28/2022	100-4210-62210	Equipment Maint & Repair	FAN ASSEMBLY / AIR CLEANER		726.72
THIEF RIVER FORD INC	165847	04/19/2022	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		51.55
THIEF RIVER FORD INC	165847	04/19/2022	100-4210-62210	Equipment Maint & Repair	RADIATOR / HOSES		646.78
Vendor THIEF RIVER FORD INC Total:							1,425.05
Vendor: THIEF RIVER GLASS INC							
THIEF RIVER GLASS INC	10189	05/03/2022	100-4510-62210	Equipment Maint & Repair	SCREEN		3.52
Vendor THIEF RIVER GLASS INC Total:							3.52

Council Approval Register

Packet: APPKT00305 - 05/03/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	025-375834	04/13/2022	500-4680-65900	Work in Process-Construction	METER READER INTERFACE / ...		292.50
TYLER TECHNOLOGIES INC	025-376749	05/01/2022	100-4513-63020	Computer Maintenance & lic...	06/22 - 05/23 ONLINE UB MA...		345.60
TYLER TECHNOLOGIES INC	025-376749	05/01/2022	620-4890-63020	Computer Maintenance & lic...	06/22 - 05/23 ONLINE UB MA...		806.40
TYLER TECHNOLOGIES INC	025-376749	05/01/2022	680-4890-63020	Computer Maintenance & lic...	06/22 - 05/23 ONLINE UB MA...		230.40
TYLER TECHNOLOGIES INC	025-376749	05/01/2022	690-4890-63020	Computer Maintenance & lic...	06/22 - 05/23 ONLINE UB MA...		921.60
Vendor TYLER TECHNOLOGIES INC Total:							2,596.50
Vendor: VALLEY ANIMAL HOSPITAL LLC							
VALLEY ANIMAL HOSPITAL LLC	62111	04/21/2022	230-4840-63150	Canine Unit Expense	ANNUAL VACCINATIONS - M...		247.08
Vendor VALLEY ANIMAL HOSPITAL LLC Total:							247.08
Grand Total:							122,183.56

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	16,192.18
230 - TRF AREA K-9 FUND	247.08
500 - 2019 SOFTWARE PROJECT	292.50
545 - WATER METER PROJECT	16,303.30
560 - WASTE WATER FORCE MAIN	107.50
610 - LIQUOR DISPENSARY	67,870.12
620 - WATER UTILITY FUND	2,613.15
680 - WASTEWATER UTILITY FUND	5,430.98
690 - ELECTRIC UTILITY FUND	13,012.46
820 - GREENWOOD CEMETERY FUND	114.29
Grand Total:	122,183.56

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	85.34
100-4210-62120	Gas-Oil-Lube	1,098.23
100-4210-62210	Equipment Maint & Repair	2,909.66
100-4210-62880	Personal Protective Equi...	94.99
100-4210-62990	Misc. Operating Expense	376.92
100-4210-65400	Machinery & Equipment	3,115.00
100-4312-62210	Equipment Maint & Repair	204.39
100-4312-62240	Department Maint & Repa..	999.20
100-4510-62210	Equipment Maint & Repair	357.58
100-4513-63020	Computer Maintenance & ..	345.60
100-4670-62990	Misc. Operating Expense	2,096.52
100-4671-62200	System Expense	4,508.75
230-4840-63150	Canine Unit Expense	247.08
500-4680-65900	Work in Process-Construct..	292.50
545-4680-65920	Work in Process - Eng/Arc...	16,303.30
560-4680-65920	Work in Process - Eng/Arc...	107.50
610-4810-62510	Liquor for Resale	50,663.42
610-4810-62520	Beer for Resale	4,496.65
610-4810-62530	Wine for Resale	7,969.62
610-4810-62540	Soft Drinks/Mix for Resale	948.44
610-4810-62590	Misc. Mdse for Resale	251.70
610-4840-62140	Off Sale Supplies	1,579.50
610-4850-62230	Building Maint & Repair	1,200.00
610-4880-63490	Advertising	760.79
620-4840-62990	Misc. Operating Expense	71.75
620-4890-63020	Computer Maintenance & ..	806.40
620-4890-63110	Consulting Fees	1,735.00
680-4840-62160	Chemicals	2,059.00

Account Summary

Account Number	Account Name	Expense Amount
680-4850-62210	Equipment Maint & Repair	572.19
680-4850-62220	Lift Station and Pond Mai...	2,569.39
680-4890-63020	Computer Maintenance & ..	230.40
690-4840-62990	Misc. Operating Expense	219.20
690-4850-62210	Equipment Maint & Repair	113.91
690-4850-62230	Building Maint & Repair	50.90
690-4890-63020	Computer Maintenance & ..	921.60
690-4890-64330	Dues and Subscriptions	651.68
690-4890-68880	Conservation Program	11,055.17
820-4850-62210	Equipment Maint & Repair	114.29
Grand Total:		122,183.56

Project Account Summary

Project Account Key	Expense Amount
None	122,183.56
Grand Total:	122,183.56



City of Thief River Falls

ELECTRIC DEPARTMENT

HISTORIC SOO LINE R.R. DEPOT
405 Third Street East . P.O. Box 528
Thief River Falls, MN 56701-0528

PHONE: 218 681-5816

email: dnarlock@citytrf.net

Request for Council Action

DATE: May 3, 2022

SUBJECT: Approval to appoint Dale Narlock as Director and Brian Jacobson as Advisor to the NMPA Board of Directors.

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

MOTION TO: To accept the Utilities Committee recommendation to appoint Dale Narlock as Director and Brian Jacobson as Advisor to the Northern Municipal Power Agency Board of Directors. Terms effective May 1, 2022 through April 30, 2023.

BACKGROUND: The City of Thief River Falls is a member of the Northern Municipal Power Agency. Each of the twelve members of the Agency appoints a Director and Advisor as a member of the NMPA Board of Directors.

FINANCIAL:

DEPARTMENT/RESPONSIBLE PERSON: Dale Narlock, Electric Superintendent



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: 5/3/2022

SUBJECT: #7.4 Progression Raise for Steve Zavoral, Journey Electrician/Electronic Technician

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

MOTION TO: To accept the Public Utilities Committee recommendation and grant Steve Zavoral, Journey Electrician/Electronic Technician, a progression raise. Mr. Zavoral shall progress to Step 9 of 9 of the Grade Level 6/Pay Range 7 Journey Electrician/Electronic Technician salary schedule, for a new hourly salary of \$31.90 effective May 5, 2022.

BACKGROUND: Mr. Zavoral has successfully completed the one-year period and is eligible for progression to Step 9.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a 2022 budgeted wage increase.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Dale Narlock, Electric Superintendent

ATTACHMENTS:

None



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Request for Council Action

DATE: 5/3/2022

SUBJECT: #8.1 Water Meter Replacement Project

RECOMMENDATION: It respectfully requested to consider approving The Shpigler Group proposal for the next phase of the Water meter Replacement Project.

MOTION TO: Approve the Shpigler Group's proposal in the amount of \$5,000/ month for management of the procurement, system design and integration of the Water Meter Replacement Project.

BACKGROUND: The City of Thief River Falls is receiving proposals for the replacement of the Water Meter System. The original AMI project was started in 2014 and the majority of the Water Meters were adapted to accommodate the new reading system. The meter bodies themselves were left intact and now need to be upgraded for accuracy.

KEY ISSUES: With the disruption in the supply chain this project may take more than a year to complete. As part of this project, a lead and copper service line inventory will be compiled for an EPA mandate. This Professional Agreement would be month to month, depending how the proposals develop. Proposals are due May 27th, 2022.

FINANCIAL CONSIDERATIONS: Cost is \$5,000 per month and will be paid from the bond sale for the project.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

1.	2022 Shpigler Thief River Falls proposal 4.12.22
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April 12, 2022

Wayne Johnson
City of Thief River Falls
405 3rd Street E.
Thief River Falls, MN 56701

Re: Engagement Proposal

Dear Wayne:

As we discussed, we are set to issue the RFP in the coming weeks with council approval. Once that occurs, we will need to move into subsequent issues, including procurement, system design, and project management. Key tasks include:

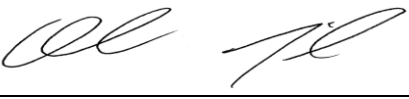
- Procurement
 - Proposal Solicitation, Evaluation & Selection
 - Analysis of Bids
 - Vendor Contracting
 - Develop Systems Acceptance Criteria
 - Develop Systems Integration Scope
 - Support Contract Approvals
- System Design
 - Develop Project Execution Plan
 - Develop Implementation Plan
 - Meter Configuration Specifications
 - Develop Deployment Plan
 - Field Equipment Quality Assurance Plan
 - Systems Integration Plan
 - Functional, Integration, and User Acceptance Test Plan
- Project Management
 - Develop Core Business Process Flows
 - Oversee/Conduct Integration Testing
 - Oversee Training
 - Validate User Acceptance Testing
 - Deliver Lessons Learned Workshop

We propose to work with you on all of the elements listed above (and others that may arise during the effort) for a fixed monthly professional fee of \$5,000 during that time. In the event that Thief River Falls wants to cancel the project, it can do so at any point with 30 days' notice. As always, travel expenses are billed as incurred (without markup).

If the foregoing fairly states our understanding, please indicate your agreement by causing your duly authorized officer to sign where indicated below.

Very truly yours,

SHPIGLER CONSULTING

By: 

David Shpigler
President
Its duly authorized officer

Address of Notices: Shpigler Consulting, Inc.
181 14th Street
Suite 425
Atlanta, GA 30309
Phone: 404-600-5480

ACCEPTED AND AGREED TO:
City of Thief River Falls

By: _____

Address of Notices: _____

Attn: _____

Dated: _____



City of Thief River Falls

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

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Request for Council Action

DATE: 5/3/2022

SUBJECT: #8.2 Streambank Stabilization Project

RECOMMENDATION: It respectfully requested to consider approving the low bid from MNL Construction for two riverbank repairs.

MOTION TO: Approve MNL Construction's bid of \$208,385.00 for the riverbank repairs at the Greenwood Bridge and Wensloff property sites.

BACKGROUND: The City of Thief River Falls partnered with the Pennington County Soil and Water conservation District to acquire grant funding for the repair of three sites on the Red Lake River. Bids were received for two of the sites on April 11th, 2022, and MNL Construction had the lowest qualified bid.

KEY ISSUES: There are three areas of severe erosion on the Red Lake River below the dam in the City of Thief River Falls that are encroaching on properties including Lift 7 by the Greenwood Bridge. The areas were evaluated and Houston Engineering prepared plans for the repairs. The Greenwood Bridge and the Wensloff property sites were bid in the first phase while the Hartz Park Bridge site is still being engineered.

FINANCIAL CONSIDERATIONS: The low bid is \$208,385.00 and will be paid as part of the matching grant funding. Additional grant funds are being sought to complete the project.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

1.	2022 Streambank Bid tab # 1
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Thief River Streambank Stabilization Projects (Greenwood & Wenzloff)				ENGINEER'S ESTIMATE		MNL		SUNRAM CONSTRUCTION, INC.		OLSON CONSTRUCTION TRF INC.		DAVIDSON READY MIX & CONSTRUCTION, INC.	
ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost
2021.501	MOBILIZATION	LUMP SUM	1	\$7,500.00	\$7,500.00	\$10,000.00	\$10,000.00	\$50,000.00	\$50,000.00	\$8,000.00	\$8,000.00	\$25,000.00	\$25,000.00
2101.505	CLEARING AND GRUBBING	LUMP SUM	1	\$8,500.00	\$8,500.00	\$3,000.00	\$3,000.00	\$18,250.00	\$18,250.00	\$10,000.00	\$10,000.00	\$25,000.00	\$25,000.00
2105.507	COMMON EXCAVATION (EV) (P)	CU. YD.	2,376	\$8.00	\$19,008.00	\$15.00	\$35,640.00	\$21.00	\$49,896.00	\$26.00	\$61,776.00	\$25.00	\$59,400.00
2105.601	DEWATERING	LUMP SUM	1	\$10,000.00	\$10,000.00	\$3,000.00	\$3,000.00	\$200.00	\$200.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
2106.507	COMMON EMBANKMENT (CV) (P)	CU. YD.	998	\$12.00	\$11,976.00	\$10.00	\$9,980.00	\$15.00	\$14,970.00	\$23.00	\$22,954.00	\$25.00	\$24,950.00
2511.507	RANDOM RIPRAP CLASS III	CU. YD.	878	\$100.00	\$87,800.00	\$130.00	\$114,140.00	\$125.00	\$109,750.00	\$182.00	\$159,796.00	\$125.00	\$109,750.00
2573.503	FLOATATION SILT CURTAIN, TYPE MOVING WATER	LIN. FT.	325	\$25.00	\$8,125.00	\$15.00	\$4,875.00	\$20.00	\$6,500.00	\$20.00	\$6,500.00	\$22.00	\$7,150.00
2574.508	FERTILIZER TYPE 2	POUND	150	\$1.20	\$180.00	\$3.00	\$450.00	\$2.00	\$300.00	\$1.25	\$187.50	\$1.00	\$150.00
2575.505	SEEDING	ACRES	0.6	\$5,000.00	\$3,000.00	\$3,000.00	\$1,800.00	\$4,300.00	\$2,580.00	\$3,000.00	\$1,800.00	\$3,000.00	\$1,800.00
2575.508	SEED MIXTURE 35-241	POUND	11	\$15.00	\$165.00	\$50.00	\$550.00	\$100.00	\$1,100.00	\$45.00	\$495.00	\$50.00	\$550.00
2575.508	SEED MIXTURE 34-261	POUND	7	\$15.00	\$105.00	\$50.00	\$350.00	\$275.00	\$1,925.00	\$45.00	\$315.00	\$50.00	\$350.00
2575.508	SEED MIXTURE 25-151	POUND	16	\$7.00	\$112.00	\$20.00	\$320.00	\$10.00	\$160.00	\$10.00	\$160.00	\$10.00	\$160.00
2575.508	HYDRAULIC STABILIZED FIBER MATRIX	POUND	1,800	\$3.50	\$6,300.00	\$2.00	\$3,600.00	\$2.00	\$3,600.00	\$1.75	\$3,150.00	\$2.00	\$3,600.00
2577.502	LIVE STAKES	EACH	1,880	\$6.00	\$11,280.00	\$11.00	\$20,680.00	\$15.00	\$28,200.00	\$1.85	\$3,478.00	\$2.00	\$3,760.00
PROJECT TOTAL:					\$174,051.00		\$208,385.00		\$287,431.00		\$288,611.50		\$271,620.00
				ENGINEER'S ESTIMATE		MNL		SUNRAM CONSTRUCTION, INC.		OLSON CONSTRUCTION TRF INC.		DAVIDSON READY MIX & CONSTRUCTION, INC.	



City of Thief River Falls

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Request for Council Action

DATE: 5/3/2022

SUBJECT: #8.3 Approve employment of Holly Crandall as Human Resource Coordinator

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

MOTION TO: Approve the employment of Holly Crandall as Human Resource Coordinator, effective May 16th, 2022. Ms. Crandall's salary will start at \$31.92 for one year and then shall be eligible to proceed to the next step at the end of the probation period and City Council approval. Employment is contingent upon successful completion of all required background pre-employment requirements.

BACKGROUND: The City Council, by Resolution No. 3-55-22, authorized that the City of Thief River Falls begin the process to fill the position of Human Resource Coordinator due to the retirement of LeAnn Engelstad. Applications from the public were accepted and interviews conducted on April 18, 22, and 25 2022.

KEY ISSUES: The filling of the position will complete filling all vacancies in the department.

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2022.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator.

ATTACHMENTS:

None

Advance Thief River Activity Report

April 12, 2022

Submitted by Michelle Landsverk

Business Retention and Expansion

- We have 18 business owners participating in “Rise of the Resilient” business workshop series. The purpose of these workshops is to provide tools for business owners to deal with stress. After the first session, it was apparent that the training is critically important and that it is absolutely the right thing at the right time.
- Dates for the QuickBooks and Financial Literacy training have not yet been set.
- HF4031 is a bill currently being considered and will provide ongoing funding for childcare providers through the Childcare Stabilization program established during COVID. If funded, this would provide help for Discovery Place and other providers, including family childcare providers.
- Discovery Place is continuing to nail down details of the childcare facility with MAK Construction. The TIF hearing for the Angle will be April 19.

Business Recruitment

- As mentioned in previous reports, we have submitted proposals to three businesses in an effort to recruit them to locate in Thief River Falls. These conversations are proceeding to the next step with two of the companies, although they should still be considered very preliminary. One is a data center, and the other is an emerging company with a patented technology that is gaining traction.
- We are submitting information in response to a Minnesota DEED request for information (RFI). They are seeking sites for a West Central Minnesota business that is looking for a place to expand operations. The TRF Pallet building would be an excellent location for them.
- Chet Bodin, Business Development Specialist with MN DEED, will be attending site selector events in May (San Francisco), June (Columbus, OH), and July (Chicago) to promote Thief River Falls and specific sites that we identify. We will work closely with him to provide the information and marketing materials and messages needed for him to be effective in making the case for “why Thief River Falls.”

Support Business Startups

- In partnership with University of Minnesota Veden Center, we are partnering on “Entre,” a four-week, online course for entrepreneurs and small business owners that will provide information on basic business concepts, accounting and finance principles, business planning, and marketing. Registration for the first cohort is open between April 11 and May 7. A second cohort is planned for September and a third is planned for November.
- Businesses who participate in “Entre,” “Rise of the Resilient,” “QuickBooks” or “Financial Literacy” training have the opportunity to also participate in a peer-to-peer network that will meet quarterly. The network will bring in speakers with expertise on various topics that are of interest to the network members.
- TREK speaker for May is Gail Ose, owner of Serendipity Art Hub.

Increase the Pool of Workforce Talent

- The Minnesota Marketing Partnership (of which we are a member) is requesting \$5m from the legislature for a marketing budget this biennium. If you are in favor of this request, please contact your legislator and refer to SF4091. This is a modest request compared to what other states have in place. In part, this funding will be federated to local/regional partners to implement talent/resident recruitment strategies such as Where Two Rivers Meet.
- The Talent Taskforce will be meeting the morning of April 20 to brainstorm recruitment strategies. If SF4091 passes, this may help with implementing some of the strategies that develop. If it does not pass, we will look for other means.

Support Housing Development

- EPIC has pulled back on the redevelopment of the Sanford property. They have several other projects in process and their costs are way over budget. They have decided to focus on current projects at the present time.
- Working with Matt Marshall, economic developer with Minnkota Power, we are reaching out to other developers who may be interested in the Sanford redevelopment project. Three potential developers have been identified.
- Northwest Minnesota Foundation released an RFP, seeking proposals for projects that would advance housing. This is a very small grant, and a small pool of funding. Units of government and 501c3 entities are eligible to apply. Since the City of TRF takes the lead on housing and we are not yet a 501c3, I shared the RFP with the City of Thief River Falls immediately upon receiving it.

Shovel-Ready

- As of this writing, I am waiting to hear back from Colleen Eddy, DEED's "Shovel-Ready" manager, on cutting the cost of the Shovel Ready certification. The new marketing tools we now have in place—Minnesota Marketing Partnership membership and our listings on the JoinUsMN.com website—are a large step forward and may be all we need.

Advance Thief River Board of Directors

Brian Carlson, President	Ben Erickson	Donita Stepan (ex-Officio)
Kermit Genereux, Vice President	Nate Haase	Vanessa Ellefson (ex-Officio)
Beth Nelson, Secretary	Tony McLean	Joe Hedrick (ex-Officio)
Jessica Muller, Treasurer	Diedre Nordin	Darryl Tveitbakk (ex-Officio)
	Lisa Pittman	Steve Narverud (ex-Officio)
	Kim Schneider	Angie Philipp (ex-Officio)
		Shamani Shikwambi (ex-Officio)