THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, May 17, 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**
   - 5.1. Poppy Proclamation - American Legion (page 4)
   - 5.2. Bike TRF - Bike Swap/Exchange Presentation

6. **APPROVE AGENDA -** ***Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***

7. **CONSENT AGENDA -** ***These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
   - 7.1. Approval of May 3, 2022 Council Proceedings (page 5-9)
   - 7.2. City of Thief River Falls Bills And Disbursements (page 10-41)
   - 7.3. Approval to fill Senior Billing Clerk Position (page 42)
   - 7.4. Approval to fill Patrol Officer Position (page 43)
   - 7.5. Approval to fill Firefighter Position (page 44)
   - 7.6. Approval for the City of Thief River Falls Firewall Updates (page 45)

7.7. Approval of Dylan Bergerson Beer in the Park Permit (page 46-47)

7.8. Approval of Harvey & Rose Delage Beer in the Park Permit (page 48-49)

7.9. Approval of Judy Lane Beer in the Park Permit (page 50-51)

7.10. Approval of Northland College Beer in the Park Permit (page 52-53)

7.11. Approval of VFW Post 2793 Temporary Intoxicating Liquor License with Addendum June 10, 2022 (page 54-60)

7.12. Approval of VFW Post 2793 Temporary Intoxicating Liquor License with Addendum June 11, 2022 (page 61-66)

7.13. Approval of American Legion Post 117 Temporary Intoxicating Liquor License with Addendum July 15, 2022 (page 67-74)

7.14. Approval of American Legion Post 117 Temporary Intoxicating Liquor License with Addendum July 16, 2022 (page 75-81)

7.15. Approve the On-Sale Intoxicating Liquor License to Mulligans (page 82-89)

7.16. Approval of Residential Contract Mowing (page 90-96)

7.17. Approval of Master Partnership Contract with the MN Department of Transportation (page 97-115)

8. NEW BUSINESS

8.1. Call for first reading to consider amendment to City Code Chapter 152.087 EXCLUDED SIGNS to add (L) Sidewalk signs as allowed by sidewalk use permit; and 152.091 PROHIBITED SIGNS (D) to add (unless allowed in a sidewalk use permit); and (F) to remove "A-frames"; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions. (page 116-117)

8.2. Call for first reading to consider amendment to City Code Chapter 92.300 changing PERMITTING OF AN OUTDOOR SIDEWALK ZONE to SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS, and sections 92.301 – 92.315; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions. (page 118-126)

8.3. Approval of Revision of Rates and Fees Schedule to Establish an Annual Fee of $25.00 for a Sidewalk Use Permit on Municipal Roadways. (page 127)

8.4. Approval to Accept low Bid of 2022 Street Improvement Project (page 128-129)

8.5. Approval of Microsoft Training Introduction to Teams, Planners, and To Do (page 130-140)

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

10. UPCOMING MEETINGS

10.1. City Council Meeting - June 7th at 5:30 P.M.

10.2. Utilities Committee - June 13th at 7:00 A.M.

10.3. Public Safety/Liquor Committee - June 13th at 4:30 P.M.

10.4. Administrative Services Committee - June 14th at 4:30 P.M. Room 201 City Hall

10.5. Public Works Committee - June 15th at 4:30 P.M.

11. INFORMATIONAL ITEMS

11.1. Investment Summary 4/2022 (page 140-141)

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.

AMERICAN LEGION FAMILY NATIONAL POPPY DAY PROCLAMATION

Whereas, poppies are worn and displayed as a symbolic tribute to our fallen and the future of living veterans and servicemembers; and

Whereas, at the end of World War I, The American Legion Family adopted the poppy as a symbol of freedom and the blood sacrificed by troops in wartimes. The symbolic use of the poppy comes from the poem "In Flanders Fields," which movingly begins, "In Flanders Fields the poppies blow, between the crosses, row on row," referring to the poppies that sprang up in the churned-up earth of newly dug soldiers' graves over parts of Belgium and France; and

Whereas, The American Legion Family has long utilized the red poppy as its official flower, symbolizing the blood shed by those who have served in our U.S. military, and the meaning and symbolism of the poppy, mirroring the manner in which the poppy is symbolically showcased in England and Canada in celebratory fashion on their Remembrance Day, also known as Armistice Day and Poppy Day; and

Whereas, May 27, 2022, would be an appropriate date to designate as National Poppy Day®.

Therefore, I, Brian Holmer, Mayor of the City of Thief River Falls, designate May 27, 2022 as National Poppy Day, and do hereby encourage all citizens, residents, and visitors in Thief River Falls to join in observing this day to honor every servicemember who has died in the name of liberty, freedom and democracy while also showing their support for living veterans, servicemembers and their families.

_____

Brian D. Holmer, Mayor

COUNCIL PROCEEDINGS

Tuesday, May 3, 2022

CALL TO ORDER

This meeting is officially called to order at 5:30 p.m. on May 3, 2022. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

1. Bike Month Proclamation

APPROVE AGENDA

Councilmember Mike Lorenson motioned, being seconded by Councilmember Jason Aarestad , to approve the agenda with the addition of 8.4 New Business.

CONSENT AGENDA

RESOLUTION NO. 05.82.22: Approval of April 19, 2022 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 05-82-22, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve April 19, 2022 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.83.22: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 05-83-22, 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 $1,570,907.62. 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. 05.84.22: Approval to appoint Dale Narlock as Director and Brian Jacobson as Advisor to the NMPA Board of Directors

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 05-84-22, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.85.22: Progression Raise for Steve Zavoral, Journey Electrician/Electronic Technician

Presented as part of the Consent Agenda, Councilmember Curt Howe introduced Resolution No. 05-85-22, being seconded by Councilmember Michele McCraw, that:

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

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 05.86.22: Water Meter Replacement Project

Following discussion, Councilmember Curt Howe introduced Resolution No. 05-86-22, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.87.22: Streambank Stabilization Project

Following discussion, Councilmember Michele McCraw introduced Resolution No. 05-87-22, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, 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.

WHEREAS, 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 Houstan 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.

THEREFORE, BE IT RESOLVED Approve MNL Construction's bid of $208,385.00 for the riverbank repairs at the Greenwood Bridge and Wensloff property sites.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.88.22: Approve employment of Holly Crandall as Human Resource Coordinator

Following discussion, Councilmember Michele McCraw introduced Resolution No. 05-88-22, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, 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.

WHEREAS, The filling of the position will complete filling all vacancies in the department.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 05.89.22: Resolution Declaring a State of Emergency for the Spring Flood of 2022

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 05-89-22, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, On April 13th, 2022 the City of Thief River Falls had a snow storm that resulted in damage to the water works infrastructure on City streets; and

WHEREAS, On April 23rd, 2022 the sanitary sewer was inundated due to heavy rains and flooding as well which causes significant damage to lift stations; and

WHEREAS, the 2022 Spring Flood Event beginning with the April 13th snowstorm consisting of overland and river flooding has caused roadway damage to several public roadways, public property, and river sloughing impacting the population of Pennington County; and

WHEREAS, the City of Thief River Falls Regulates water levels through the control and regulation at the Dam located on the Red Lake River in Thief River Falls, and

WHEREAS, a State of Emergency was declared by the Pennington County Board of Commissioners on the 26th day of April 2022, and

WHEREAS, the Mayor of the City of Thief River Falls request the City Council to declare Thief River Falls in a State of Emergency for the Spring Flood of 2022.

NOW, THEREFORE, BE IT RESOLVED, that the City of Thief River declares a State of Emergency for conditions resulting from the Spring Flood Event of 2022.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

1. Councilmember Mike Lorenson asked Delray Sparby for an update regarding messy yards. Delray stated he would follow up with Nate Haase and send an update to council. Reminder the Pennington County Clean Up day is this Saturday, May 7, 2022.
2. Councilmember Mike Lorenson also inquired on community member questions with city code and nuisances relating to sound. Police Chief Adam states the best way to report noise complaints is to call the police department.
3. Councilmember Jason Aarestad asked if there could be signs or patrol of people using the bike lane as a right-hand turn lane.
4. Councilmember Jason Aarestad also thanked the Mayor for the State of City address.
5. Councilmember Rachel Prudhomme mentioned the Nordic Fest is May 14th.
6. Councilmember Curt Howe shared the Airport Commission called for bids regarding the Hanger Project. There is $13 million available. Howe also mentioned that Denver Air is doing a wonderful job on scheduling flights.

UPCOMING MEETINGS

1. Spring Clean Up – May 7th at 8:00 a.m. to Noon
2. Utilities Committee - May 9th at 7:00 A.M.
3. Public Safety/Liquor Committee - May 9th at 4:30 P.M.
4. Administrative Services Committee - May 10th at 4:30 P.M. Room 201 City Hall
5. Public Works Committee - May 11th at 4:30 P.M.
6. City Council Meeting - May 17th at 5:30 P.M.

INFORMATIONAL ITEMS

1. Advance Thief River Activity Report

ADJOURNMENT

There being no further discussion, Councilmember Rachel Prudhomme, being seconded by Councilmember Michael Lorenson to adjourn at 5:56 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

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

Equal Opportunity Employer

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

MAY 17th, 2022

SUMMARY OF DISBURSEMENTS

4/28/2022	AP PKT #306 - DIRECT PAYABLES	$1,721.25
4/28/2022	UB PKT #747 - UTILITY REFUND PAYMENTS	$2,254.00
5/5/2022	AP PKT #309 - #9 PAYROLL BILLS	$127,836.90
5/3/2022	AP PKT #310 - DIRECT PAYABLES	$6,417.37
5/5/2022	AP PKT #312 - DIRECT PAYABLES	$2,591.49
5/9/2022	AP PKT #313 - DIRECT PAYABLES	$150,259.94
5/17/2022	AP PKT #314 - COUNCIL MEETING	$250,642.54
GRAND TOTAL OF DISBURSEMENTS		**$541,723.49**

City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT00747 - Refunds 01 UBPKT00734 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
	VOID CHECK		86816	0.00				
	VOID CHECK		86818	0.00				
	VOID CHECK		86819	0.00				
	VOID CHECK		86820	0.00				
	VOID CHECK		86821	0.00				
	VOID CHECK		86822	0.00				
	VOID CHECK		86823	0.00				
	VOID CHECK		86824	0.00				
	VOID CHECK		86825	0.00				
	VOID CHECK		86826	0.00				
	VOID CHECK		86827	0.00				
	VOID CHECK		86828	0.00				
	VOID CHECK		86829	0.00				
09-01205-008	DORRY, GARRETT J	4/27/2022	86830	174.54			174.54	Generated From Billing
17-02226-002	JORGENSON, TEAL P	4/27/2022	86831	38.64			38.64	Generated From Billing
18-02333-004	ALDERETE, KEYMARCUS	4/27/2022	86832	110.99			110.99	Generated From Billing
23-03272-002	MOYER, KIMBERLEE D	4/27/2022	86833	295.43			295.43	Generated From Billing
26-04620-002	RODRIGUEZ, GILBERTO	4/27/2022	86834	155.29			155.29	Generated From Billing
26-04625-005	HUERD, SAVANNAH L	4/27/2022	86835	145.20			145.20	Generated From Billing
26-04643-003	REDDEN, BROOKELYNN A	4/27/2022	86836	235.75			235.75	Generated From Billing
26-04880-004	MYHRER, MICHAELA M	4/27/2022	86837	185.83			185.83	Generated From Billing
26-04886-000	RICCIARDELLI, JAMES	4/27/2022	86838	185.37			185.37	Generated From Billing
26-05181-001	HAZELTON, SAMUEL S	4/27/2022	86839	185.29			185.29	Generated From Billing
28-03967-000	DALZELL, ANGELA J	4/27/2022	86840	141.23			141.23	Generated From Billing
31-05016-001	MCCRAY, RANDY E	4/27/2022	86841	218.19			218.19	Generated From Billing
31-05092-002	TABOR, CHASTITY M	4/27/2022	86842	182.25			182.25	Generated From Billing
Total Refunds: 26			**Total Refunded Amount:**	2,254.00				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	2254.00
Revenue Total:	2254.00

General Ledger Distribution

Posting Date: 04/26/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	690 - ELECTRIC UTILITY FUND			
	690-10101	Cash & Investments	-2,254.00	Yes
	690-11530	Accts Receivalbe - Billing	2,254.00	
		690 Total:	0.00	
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-2,254.00	
	999-20700	Due To Other Funds	2,254.00	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00306 - 04/28/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	MAY 2022	04/28/2022	100-4315-62010	Office Supplies	POSTAGE - MAY UTILITY BILLS...		258.19
U S POSTMASTER	MAY 2022	04/28/2022	620-4840-62010	Office Supplies	POSTAGE - MAY UTILITY BILLS...		602.44
U S POSTMASTER	MAY 2022	04/28/2022	680-4840-62010	Office Supplies	POSTAGE - MAY UTILITY BILLS...		172.13
U S POSTMASTER	MAY 2022	04/28/2022	690-4840-62010	Office Supplies	POSTAGE - MAY UTILITY BILLS...		688.49
						Vendor U S POSTMASTER Total:	**1,721.25**
						Grand Total:	**1,721.25**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		258.19
620 - WATER UTILITY FUND		602.44
680 - WASTEWATER UTILITY FUND		172.13
690 - ELECTRIC UTILITY FUND		688.49
	Grand Total:	**1,721.25**

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62010	Office Supplies	258.19
620-4840-62010	Office Supplies	602.44
680-4840-62010	Office Supplies	172.13
690-4840-62010	Office Supplies	688.49
	Grand Total:	**1,721.25**

Project Account Summary

Project Account Key		Expense Amount
None		1,721.25
	Grand Total:	**1,721.25**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00309 - PYPKT00496 - 2022 05 05 #9 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FURTHER - H S A							
FURTHER - H S A	INV0000391	04/28/2022	100-4150-61310	Health Insurance	HSA City Contribution		977.59
FURTHER - H S A	INV0000391	04/28/2022	100-4210-61310	Health Insurance	HSA City Contribution		1,214.78
FURTHER - H S A	INV0000391	04/28/2022	100-4220-61310	Health Insurance	HSA City Contribution		370.20
FURTHER - H S A	INV0000391	04/28/2022	100-4312-61310	Health Insurance	HSA City Contribution		422.29
FURTHER - H S A	INV0000391	04/28/2022	100-4315-61310	Health Insurance	HSA City Contribution		844.58
FURTHER - H S A	INV0000391	04/28/2022	100-4650-61310	Health Insurance	HSA City Contribution		185.10
FURTHER - H S A	INV0000391	04/28/2022	610-4825-61310	Health Insurance	HSA City Contribution		422.29
FURTHER - H S A	INV0000391	04/28/2022	680-4825-61310	Health Insurance	HSA City Contribution		422.29
FURTHER - H S A	INV0000391	04/28/2022	690-4825-61310	Health Insurance	HSA City Contribution		185.10
FURTHER - H S A	INV0000391	04/28/2022	820-4825-61310	Health Insurance	HSA City Contribution		422.29
FURTHER - H S A	INV0000396	05/05/2022	740-24000	Clearing Account	HSA		364.76
						Vendor FURTHER - H S A Total:	**5,831.27**
Vendor: FURTHER - VEBA							
FURTHER - VEBA	INV0000404	04/28/2022	100-4150-61310	Health Insurance	VEBA City Contribution		370.20
FURTHER - VEBA	INV0000404	04/28/2022	100-4210-61310	Health Insurance	VEBA City Contribution		2,562.57
FURTHER - VEBA	INV0000404	04/28/2022	100-4220-61310	Health Insurance	VEBA City Contribution		977.59
FURTHER - VEBA	INV0000404	04/28/2022	100-4240-61310	Health Insurance	VEBA City Contribution		422.29
FURTHER - VEBA	INV0000404	04/28/2022	100-4312-61310	Health Insurance	VEBA City Contribution		792.49
FURTHER - VEBA	INV0000404	04/28/2022	100-4315-61310	Health Insurance	VEBA City Contribution		792.49
FURTHER - VEBA	INV0000404	04/28/2022	100-4510-61310	Health Insurance	VEBA City Contribution		555.30
FURTHER - VEBA	INV0000404	04/28/2022	100-4650-61310	Health Insurance	VEBA City Contribution		607.39
FURTHER - VEBA	INV0000404	04/28/2022	620-4825-61310	Health Insurance	VEBA City Contribution		422.29
FURTHER - VEBA	INV0000404	04/28/2022	680-4825-61310	Health Insurance	VEBA City Contribution		607.39
FURTHER - VEBA	INV0000404	04/28/2022	690-4825-61310	Health Insurance	VEBA City Contribution		3,302.97
						Vendor FURTHER - VEBA Total:	**11,412.97**
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000403	05/05/2022	740-20150	Payroll Taxes Payable	MEDICARE		6,459.40
INTERNAL REVENUE SERVICE	INV0000403	05/05/2022	740-20150	Payroll Taxes Payable	FED W/H		21,859.68
INTERNAL REVENUE SERVICE	INV0000403	05/05/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		19,281.84
						Vendor INTERNAL REVENUE SERVICE Total:	**47,600.92**
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR ...	INV0000381	04/21/2022	740-24000	Clearing Account	LELS Dues		910.00
						Vendor LAW ENFORCEMENT LABOR SERVICES Total:	**910.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MESSERLI KRAMER PA							
MESSERLI KRAMER PA	INV0000400	05/05/2022	740-24000	Clearing Account	Garnishment		384.83
						Vendor MESSERLI KRAMER PA Total:	**384.83**
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIREM...	INV0000405	05/04/2022	100-4150-61310	Health Insurance	Retiree MSRS HCSP		100.00
MINNESOTA STATE RETIREM...	INV0000405	05/04/2022	100-4210-61310	Health Insurance	HCSP Retiree February		100.00
MINNESOTA STATE RETIREM...	INV0000405	05/04/2022	100-4220-61010	Full-Time Salaries	HCSP Retiree February		100.00
MINNESOTA STATE RETIREM...	INV0000405	05/04/2022	100-4315-61310	Health Insurance	HCSP Retiree February		100.00
MINNESOTA STATE RETIREM...	INV0000405	05/04/2022	100-4650-61310	Health Insurance	HCSP Retiree February		100.00
MINNESOTA STATE RETIREM...	INV0000405	05/04/2022	620-4825-61310	Health Insurance	HCSP Retiree February		200.00
MINNESOTA STATE RETIREM...	INV0000405	05/04/2022	690-4825-61310	Health Insurance	HCSP Retiree February		200.00
MINNESOTA STATE RETIREM...	INV0000406	05/04/2022	100-4150-61340	MSRS HCSP	Retiree MSRS HCSP		100.00
MINNESOTA STATE RETIREM...	INV0000406	05/04/2022	100-4210-61340	MSRS HCSP	HCSP Retiree February		100.00
MINNESOTA STATE RETIREM...	INV0000406	05/04/2022	100-4220-61340	MSRS HCSP	HCSP Retiree February		100.00
MINNESOTA STATE RETIREM...	INV0000406	05/04/2022	100-4312-61340	MSRS HCSP	Retiree MSRS HCSP		100.00
MINNESOTA STATE RETIREM...	INV0000406	05/04/2022	100-4315-61340	MSRS HCSP	HCSP Retiree February		100.00
MINNESOTA STATE RETIREM...	INV0000406	05/04/2022	100-4650-61340	MSRS HCSP	HCSP Retiree February		100.00
MINNESOTA STATE RETIREM...	INV0000406	05/04/2022	620-4825-61340	MSRS HCSP	HCSP Retiree February		200.00
MINNESOTA STATE RETIREM...	INV0000406	05/04/2022	690-4825-61340	MSRS HCSP	HCSP Retiree February		200.00
						Vendor MINNESOTA STATE RETIREMENT SYS Total:	**1,900.00**
Vendor: MINNESOTA TEAMSTERS NO. 320							
MINNESOTA TEAMSTERS NO....	INV0000398	05/05/2022	740-24000	Clearing Account	Union Dues		3,843.00
						Vendor MINNESOTA TEAMSTERS NO. 320 Total:	**3,843.00**
Vendor: MN DPT OF HUMAN SERVICES							
MN DPT OF HUMAN SERVICES	INV0000399	05/05/2022	740-24000	Clearing Account	Garnishment		52.60
						Vendor MN DPT OF HUMAN SERVICES Total:	**52.60**
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WITH...	INV0000402	05/05/2022	740-20160	State Withholding	State W/H Tax		10,134.50
						Vendor MN DPT OF REVENUE - WITHHOLDING Total:	**10,134.50**
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSURA...	INV0000382	04/21/2022	740-24000	Clearing Account	PLIFE		256.00
						Vendor NCPERS GROUP LIFE INSURANCE Total:	**256.00**
Vendor: P E R A OF MN							
P E R A OF MN	INV0000401	05/05/2022	740-20180	PERA Payable	PERA EE/ER COORD		22,412.20
P E R A OF MN	INV0000401	05/05/2022	740-20180	PERA Payable	PERA EE/ER P&F		20,474.15
						Vendor P E R A OF MN Total:	**42,886.35**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000394	05/05/2022	740-24000	Clearing Account	Contributions Employee		2,420.00
						Vendor VANTAGEPOINT ICMA Total:	**2,420.00**
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0000395	05/05/2022	740-24000	Clearing Account	FLEX VISION		183.60

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VSP INSURANCE CO	INV0000395	05/05/2022	740-4870-63645	Vision Insurance - COBRA	FLEX VISION COBRA March		20.86
						Vendor VSP INSURANCE CO Total:	**204.46**
						Grand Total:	**127,836.90**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	12,194.86
610 - LIQUOR DISPENSARY	422.29
620 - WATER UTILITY FUND	822.29
680 - WASTEWATER UTILITY FUND	1,029.68
690 - ELECTRIC UTILITY FUND	3,888.07
740 - TRF HEALTH INSURANCE FUND	109,057.42
820 - GREENWOOD CEMETERY FUND	422.29
Grand Total:	**127,836.90**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	1,447.79
100-4150-61340	MSRS HCSP	100.00
100-4210-61310	Health Insurance	3,877.35
100-4210-61340	MSRS HCSP	100.00
100-4220-61010	Full-Time Salaries	100.00
100-4220-61310	Health Insurance	1,347.79
100-4220-61340	MSRS HCSP	100.00
100-4240-61310	Health Insurance	422.29
100-4312-61310	Health Insurance	1,214.78
100-4312-61340	MSRS HCSP	100.00
100-4315-61310	Health Insurance	1,737.07
100-4315-61340	MSRS HCSP	100.00
100-4510-61310	Health Insurance	555.30
100-4650-61310	Health Insurance	892.49
100-4650-61340	MSRS HCSP	100.00
610-4825-61310	Health Insurance	422.29
620-4825-61310	Health Insurance	622.29
620-4825-61340	MSRS HCSP	200.00
680-4825-61310	Health Insurance	1,029.68
690-4825-61310	Health Insurance	3,688.07
690-4825-61340	MSRS HCSP	200.00
740-20150	Payroll Taxes Payable	47,600.92
740-20160	State Withholding	10,134.50
740-20180	PERA Payable	42,886.35
740-24000	Clearing Account	8,414.79
740-4870-63645	Vision Insurance - COBRA	20.86
820-4825-61310	Health Insurance	422.29
	Grand Total:	**127,836.90**

Project Account Summary

Project Account Key		Expense Amount
None		127,836.90
	Grand Total:	**127,836.90**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00310 - 05/03/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CAPITAL ONE							
CAPITAL ONE	1641487963	04/19/2022	100-4194-62120	Gas-Oil-Lube	VEHICLE FLUIDS		12.31
CAPITAL ONE	1641487963	04/19/2022	100-4194-62990	Misc. Operating Expense	MISC CLEANING / OPERATING..		151.89
CAPITAL ONE	1641487963	04/19/2022	100-4194-62990	Misc. Operating Expense	MISC CLEANING / OPERATING..		31.28
CAPITAL ONE	1641487963	04/19/2022	100-4210-62990	Misc. Operating Expense	USB ADAPTER		10.77
CAPITAL ONE	1641487963	04/19/2022	100-4315-62010	Office Supplies	TOTES - DROP BOX		3.29
CAPITAL ONE	1641487963	04/19/2022	620-4840-62010	Office Supplies	TOTES - DROP BOX		7.69
CAPITAL ONE	1641487963	04/19/2022	620-4840-62990	Misc. Operating Expense	MISC CLEANING / OPERATING..		8.96
CAPITAL ONE	1641487963	04/19/2022	680-4840-62010	Office Supplies	MISC CLEANING/OPERATING ...		2.20
CAPITAL ONE	1641487963	04/19/2022	690-4840-62010	Office Supplies	TOTES - DROP BOX		8.78
CAPITAL ONE	1641487963	04/19/2022	690-4840-62990	Misc. Operating Expense	TOILET BRUSHES / SHOP RAGS		26.78
CAPITAL ONE	1641487963	04/19/2022	690-4850-62350	Power Plant/Dam Maint	DETERGENT - MOPS / RAGS		9.05
						Vendor CAPITAL ONE Total:	**273.00**
Vendor: CITY OF T R F - GENERAL CITY							
CITY OF T R F - GENERAL CITY	05 03 22	05/03/2022	100-4150-62010	Office Supplies	REIMBURSE POSTAGE USAGE		212.69
CITY OF T R F - GENERAL CITY	05 03 22	05/03/2022	100-4650-62010	Office Supplies	REIMBURSE POSTAGE USAGE		202.10
CITY OF T R F - GENERAL CITY	05 03 22	05/03/2022	620-4840-62010	Office Supplies	REIMBURSE POSTAGE USAGE		35.48
CITY OF T R F - GENERAL CITY	05 03 22	05/03/2022	690-4840-62010	Office Supplies	REIMBURSE POSTAGE USAGE		24.10
						Vendor CITY OF T R F - GENERAL CITY Total:	**474.37**
Vendor: MINNESOTA G F O A							
MINNESOTA G F O A	14594-2	03/01/2022	100-4150-64330	Dues and Subscriptions	2022 MGFOA MEMBERHSIP F...		70.00
						Vendor MINNESOTA G F O A Total:	**70.00**
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE S...	01 2022	05/03/2022	100-4210-63100	Animal Control	2022 ANIMAL CONTROL SERV...		1,400.00
PENNINGTON CO HUMANE S...	01 2022	05/03/2022	100-4210-63100	Animal Control	2022 ANIMAL CONTROL SERV...		1,400.00
PENNINGTON CO HUMANE S...	01 2022	05/03/2022	100-4210-63100	Animal Control	2022 ANIMAL CONTROL SERV...		1,400.00
PENNINGTON CO HUMANE S...	01 2022	05/03/2022	100-4210-63100	Animal Control	2022 ANIMAL CONTROL SERV...		1,400.00
						Vendor PENNINGTON CO HUMANE SOCIETY Total:	**5,600.00**
						Grand Total:	**6,417.37**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		6,294.33
620 - WATER UTILITY FUND		52.13
680 - WASTEWATER UTILITY FUND		2.20
690 - ELECTRIC UTILITY FUND		68.71
	Grand Total:	**6,417.37**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	212.69
100-4150-64330	Dues and Subscriptions	70.00
100-4194-62120	Gas-Oil-Lube	12.31
100-4194-62990	Misc. Operating Expense	183.17
100-4210-62990	Misc. Operating Expense	10.77
100-4210-63100	Animal Control	5,600.00
100-4315-62010	Office Supplies	3.29
100-4650-62010	Office Supplies	202.10
620-4840-62010	Office Supplies	43.17
620-4840-62990	Misc. Operating Expense	8.96
680-4840-62010	Office Supplies	2.20
690-4840-62010	Office Supplies	32.88
690-4840-62990	Misc. Operating Expense	26.78
690-4850-62350	Power Plant/Dam Maint	9.05
	Grand Total:	**6,417.37**

Project Account Summary

Project Account Key		Expense Amount
None		6,417.37
	Grand Total:	**6,417.37**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00312 - 05/05/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ...	1ndp4l4lg7kr	04/20/2022	100-4210-62010	Office Supplies	BUSINESS CARD STOCK		15.78
AMAZON CAPITAL SERVICES ...	1ndp4l4lg7kr	04/20/2022	100-4210-62120	Gas-Oil-Lube	CATALYTIC TREATMENT		58.40
AMAZON CAPITAL SERVICES ...	1ndp4l4lg7kr	04/20/2022	100-4210-62880	Personal Protective Equipme...	GLOVES		175.04
AMAZON CAPITAL SERVICES ...	1ndp4l4lg7kr	04/20/2022	100-4210-62990	Misc. Operating Expense	DISPOSABLE COVERALLS / PO...		453.90
AMAZON CAPITAL SERVICES ...	1t1dwlq14gc4	04/30/2022	100-4312-62020	Computer Supplies	TV WIRELESS ACC		19.94
AMAZON CAPITAL SERVICES ...	1tw4grhyfxrx	04/22/2022	690-4840-62010	Office Supplies	PHONE PROTECTOR		14.99
						Vendor AMAZON CAPITAL SERVICES INC Total:	**738.05**
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC I...	04 30 22	05/05/2022	740-20300	Flex Payroll Deductions	2ND HALF APR 2022		499.24
						Vendor BRADY MARTZ & ASSOC PC INC Total:	**499.24**
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING COM...	3986319	04/07/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		423.00
COCA-COLA BOTTLING COM...	4022402	04/21/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		429.50
COCA-COLA BOTTLING COM...	4022441	04/28/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		436.50
						Vendor COCA-COLA BOTTLING COMPANY Total:	**1,289.00**
Vendor: DWIGHT TANGQUIST							
DWIGHT TANGQUIST	APR 15 2022	05/05/2022	610-4810-62590	Misc. Mdse for Resale	12 OZ CUPS		65.20
						Vendor DWIGHT TANGQUIST Total:	**65.20**
						Grand Total:	**2,591.49**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	723.06
610 - LIQUOR DISPENSARY	1,354.20
690 - ELECTRIC UTILITY FUND	14.99
740 - TRF HEALTH INSURANCE FUND	499.24
Grand Total:	**2,591.49**

Account Summary

Account Number	Account Name	Expense Amount
100-4210-62010	Office Supplies	15.78
100-4210-62120	Gas-Oil-Lube	58.40
100-4210-62880	Personal Protective Equi...	175.04
100-4210-62990	Misc. Operating Expense	453.90
100-4312-62020	Computer Supplies	19.94
610-4810-62540	Soft Drinks/Mix for Resale	1,289.00
610-4810-62590	Misc. Mdse for Resale	65.20
690-4840-62010	Office Supplies	14.99
740-20300	Flex Payroll Deductions	499.24
	Grand Total:	**2,591.49**

Project Account Summary

Project Account Key	Expense Amount
None	2,591.49
Grand Total:	**2,591.49**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00313 - 05/09/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARAMARK							
ARAMARK	263000113604	05/09/2022	100-4315-62990	Misc. Operating Expense	LAUNDRY SERVICE - APR 2022		71.77
ARAMARK	263000113637	05/09/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - APR 2022		73.39
ARAMARK	263000116399	05/09/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - APR 2022		71.77
ARAMARK	263000119181	05/09/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - APR 2022		71.77
ARAMARK	263000119198	05/09/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - APR 2022		73.39
ARAMARK	263000122654	05/09/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - APR 2022		71.77
						Vendor ARAMARK Total:	**433.86**
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC PYM…	LQR - APR 2022	05/09/2022	610-4890-63060	Credit Card Fees	CREDIT CARD FEES - APR 2022		7,643.44
						Vendor BANKCARD ELECTRONIC PYMTS INC Total:	**7,643.44**
Vendor: CARDMEMBER SERVICE							
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4110-62990	Misc. Operating Expense	BLANKET / SANFORD - J BRO…		48.91
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4150-63590	Printing & Publications	SURVEY MONKEY 2022		1,260.00
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4210-62400	Small Tools and Minor Equip	NIGHTVISION SCOPE		1,648.00
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4210-63020	Computer Maintenance & lic…	BODYCAM LICENSE FEE - APR…		149.00
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4210-63320	Training Expense	LODGING - M ADAM / ETI CO…		621.09
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4220-64400	Travel, Conference, School	LODGING - DETROIT LAKES FI…		208.44
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4220-64400	Travel, Conference, School	LODGING - DETROIT LAKES FI…		208.44
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4312-64370	Taxes and Licenses	BOILER LICENSE RENEWAL		30.00
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4315-62010	Office Supplies	EMAIL BILLS SUBSCRIPTION		2.90
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4315-62010	Office Supplies	EMAIL BILLS SUBSCRIPTION		13.49
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	100-4670-62010	Office Supplies	INK CARTRIDGE - POSTAGE M…		80.74
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	620-4840-62010	Office Supplies	EMAIL BILLS SUBSCRIPTION		31.48
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	620-4840-62010	Office Supplies	EMAIL BILLS SUBSCRIPTION		6.77
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	620-4890-64400	Travel, Conference, School	AIRFARE - W JOHNSON		40.00
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	620-4890-64400	Travel, Conference, School	AIRFARE - W JOHNSON		348.60
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	620-4890-64400	Travel, Conference, School	AIRFARE - W JOHNSON		119.00
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	680-4840-62010	Office Supplies	EMAIL BILLS SUBSCRIPTION		1.94
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	680-4840-62010	Office Supplies	EMAIL BILLS SUBSCRIPTION		9.00
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	690-4840-62010	Office Supplies	EMAIL BILLS SUBSCRIPTION		7.74
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	690-4840-62010	Office Supplies	EMAIL BILLS SUBSCRIPTION		35.98
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	690-4840-62990	Misc. Operating Expense	VOLTAGE MARKER LABELS - …		356.12
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	690-4840-62990	Misc. Operating Expense	SHELF BINS		126.69
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	690-4840-62990	Misc. Operating Expense	RTN CREDIT - BROKEN BINS		-44.84
CARDMEMBER SERVICE	MAR/APR 2022	03/16/2022	690-4890-63020	Computer Maintenance & lic…	FS PINGMAN 04/13/22		30.99
						Vendor CARDMEMBER SERVICE Total:	**5,340.48**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FARGO FREIGHTLINER							
FARGO FREIGHTLINER	102025181 01	05/09/2022	100-4312-62210	Equipment Maint & Repair	DIMMER SWITCH		49.86
						Vendor FARGO FREIGHTLINER Total:	**49.86**
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGRA...	APR 2022 GEN	05/02/2022	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - APR 2022..		91.22
GLOBAL PAYMENTS INTEGRA...	APR 2022 GEN	05/02/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - APR 2022..		983.41
GLOBAL PAYMENTS INTEGRA...	APR 2022 ELEC	05/02/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - APR 2022..		3,461.26
						Vendor GLOBAL PAYMENTS INTEGRATED Total:	**4,535.89**
Vendor: JOSHUA PUTZKE							
JOSHUA PUTZKE	REIMBURSE - 2	05/09/2022	100-4210-62880	Personal Protective Equipme...	REIMBURSE - LOST CHECK / ...		300.00
						Vendor JOSHUA PUTZKE Total:	**300.00**
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	652619	04/01/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		4,221.45
MC KINNON COMPANY INC	652828	04/05/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		9,659.01
MC KINNON COMPANY INC	653654	04/08/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		2,235.30
MC KINNON COMPANY INC	653859	04/12/2022	610-4810-62520	Beer for Resale	BEER CREDIT		-393.14
MC KINNON COMPANY INC	653860	04/12/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		9,511.40
MC KINNON COMPANY INC	653860	04/12/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		84.80
MC KINNON COMPANY INC	653872	04/12/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		640.00
MC KINNON COMPANY INC	654496	04/15/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		2,521.25
MC KINNON COMPANY INC	654915	04/19/2022	610-4810-62530	Wine for Resale	BEER PURCHASE		13,225.55
MC KINNON COMPANY INC	654915	04/19/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		245.00
MC KINNON COMPANY INC	655803	04/22/2022	610-4810-62510	Liquor for Resale	BEER PURCHASE		2,367.70
MC KINNON COMPANY INC	655803	04/22/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		160.40
MC KINNON COMPANY INC	655803	04/22/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		107.70
MC KINNON COMPANY INC	655988	04/25/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		96.00
MC KINNON COMPANY INC	656011	04/26/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		9,507.85
MC KINNON COMPANY INC	656011	04/26/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		147.00
MC KINNON COMPANY INC	6569.31	04/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		256.00
MC KINNON COMPANY INC	656902	04/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		2,682.45
MC KINNON COMPANY INC	656906	04/29/2022	610-4810-62520	Beer for Resale	BEER CREDIT		-67.27
						Vendor MC KINNON COMPANY INC Total:	**57,208.45**
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROUP...	4123079323	04/28/2022	690-4830-63890	Utilities Expense	GAS METER READING - APR 2...		1,241.51
						Vendor MINNESOTA ENERGY GROUP-00005 Total:	**1,241.51**
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R F...	129708	04/26/2022	670-4850-62210	Equipment Maint & Repair	CHAIN / CONNECTOR LINK		17.25
						Vendor NELSON EQUIPMENT OF T R F INC Total:	**17.25**
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	138892	04/18/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		404.65
NORTHWEST BEVERAGE INC	138970	04/22/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		18,129.75
NORTHWEST BEVERAGE INC	138977	04/22/2022	610-4890-64900	Civic Events	ROOT BEER KEG - TRF AFTER...		102.40

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST BEVERAGE INC	138981	04/22/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		151.50
NORTHWEST BEVERAGE INC	138996	04/25/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		1,320.70
NORTHWEST BEVERAGE INC	139065	04/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		27,474.35
						Vendor NORTHWEST BEVERAGE INC Total:	**47,583.35**
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519-301264	04/13/2022	100-4210-62210	Equipment Maint & Repair	WIPER BLADE - CUSHMAN		12.79
						Vendor O'REILLY AUTOMOTIVE INC Total:	**12.79**
Vendor: PENNINGTON CO AUDITOR							
PENNINGTON CO AUDITOR	2022 R E TAXES	05/06/2022	100-4560-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		370.00
PENNINGTON CO AUDITOR	2022 R E TAXES	05/06/2022	100-4670-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		1,734.58
PENNINGTON CO AUDITOR	2022 R E TAXES	05/06/2022	610-4890-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		8.84
PENNINGTON CO AUDITOR	2022 R E TAXES	05/06/2022	620-4890-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		958.00
PENNINGTON CO AUDITOR	2022 R E TAXES	05/06/2022	630-4890-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		694.80
PENNINGTON CO AUDITOR	2022 R E TAXES	05/06/2022	670-4890-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		3,222.96
PENNINGTON CO AUDITOR	2022 R E TAXES	05/06/2022	680-4890-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		1,453.00
PENNINGTON CO AUDITOR	2022 R E TAXES	05/06/2022	690-4890-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		4,344.34
						Vendor PENNINGTON CO AUDITOR Total:	**12,786.52**
Vendor: POWERPLAN							
POWERPLAN	3528309	04/01/2022	100-4312-62210	Equipment Maint & Repair	TIE ROD END		213.20
POWERPLAN	9125003	04/18/2022	100-4312-62210	Equipment Maint & Repair	LAMP - 624K JD LOADER		155.91
						Vendor POWERPLAN Total:	**369.11**
Vendor: PRODUCTIVITY PLUS ACCOUNT							
PRODUCTIVITY PLUS ACCOU...	16796269	03/31/2022	690-4850-62210	Equipment Maint & Repair	THROTTLE CABLE - 360 TREN...		208.69
						Vendor PRODUCTIVITY PLUS ACCOUNT Total:	**208.69**
Vendor: T R F CONVENTION &							
T R F CONVENTION &	MAR 2022	05/09/2022	100-4670-63030	Contracts Expense	LODGING TAX - MAR 2022		10,829.07
						Vendor T R F CONVENTION & Total:	**10,829.07**
Vendor: TRACTOR SUPPLY CREDIT PLAN							
TRACTOR SUPPLY CREDIT PL...	72368	04/20/2022	230-4840-63150	Canine Unit Expense	DOG FOOD / DOG WASH		44.87
						Vendor TRACTOR SUPPLY CREDIT PLAN Total:	**44.87**
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES ...		51.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES ...		40.01
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4150-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4192-63210	Communication Expense	WIRELESS PHONE CHARGES ...		40.01
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4194-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4210-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4240-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4510-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4510-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	100-4650-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	610-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	610-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	620-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	620-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	620-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		40.01
VERIZON WIRELESS #786782...	9904723442	04/21/2022	650-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	680-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	690-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
VERIZON WIRELESS #786782...	9904723442	04/21/2022	820-4830-63210	Communication Expense	WIRELESS PHONE CHARGES ...		41.21
						Vendor VERIZON WIRELESS #786782900 Total:	**1,654.80**
						Grand Total:	**150,259.94**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	19,393.78
230 - TRF AREA K-9 FUND	44.87
610 - LIQUOR DISPENSARY	112,526.50
620 - WATER UTILITY FUND	1,773.06
630 - ARENAS - VENUWORKS	694.80
650 - TOURIST PARK - VENUWORKS	41.21
670 - STORM WATER UTILITY FUND	3,240.21
680 - WASTEWATER UTILITY FUND	1,505.15
690 - ELECTRIC UTILITY FUND	10,999.15
820 - GREENWOOD CEMETERY FUND	41.21
Grand Total:	**150,259.94**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62990	Misc. Operating Expense	48.91
100-4150-63210	Communication Expense	173.64
100-4150-63590	Printing & Publications	1,260.00
100-4192-63210	Communication Expense	40.01
100-4194-63210	Communication Expense	41.21
100-4210-62210	Equipment Maint & Repair	12.79
100-4210-62400	Small Tools and Minor Equ..	1,648.00
100-4210-62880	Personal Protective Equi...	300.00
100-4210-63020	Computer Maintenance & ..	149.00
100-4210-63210	Communication Expense	659.36
100-4210-63320	Training Expense	621.09
100-4220-64400	Travel, Conference, School	416.88
100-4240-63210	Communication Expense	41.21
100-4312-62210	Equipment Maint & Repair	418.97
100-4312-63030	Contracts Expense	215.31
100-4312-64370	Taxes and Licenses	30.00
100-4315-62010	Office Supplies	16.39
100-4315-62990	Misc. Operating Expense	71.77
100-4510-63210	Communication Expense	82.42
100-4560-64370	Taxes and Licenses	370.00
100-4650-63210	Communication Expense	41.21
100-4670-62010	Office Supplies	80.74
100-4670-63030	Contracts Expense	10,829.07
100-4670-63060	Credit Card Fees	91.22
100-4670-64370	Taxes and Licenses	1,734.58
230-4840-63150	Canine Unit Expense	44.87
610-4810-62510	Liquor for Resale	2,367.70
610-4810-62520	Beer for Resale	88,351.25

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62530	Wine for Resale	13,777.95
610-4810-62540	Soft Drinks/Mix for Resale	192.50
610-4830-63210	Communication Expense	82.42
610-4890-63060	Credit Card Fees	7,643.44
610-4890-64370	Taxes and Licenses	8.84
610-4890-64900	Civic Events	102.40
620-4830-63210	Communication Expense	122.43
620-4840-62010	Office Supplies	38.25
620-4890-63030	Contracts Expense	146.78
620-4890-64370	Taxes and Licenses	958.00
620-4890-64400	Travel, Conference, School	507.60
630-4890-64370	Taxes and Licenses	694.80
650-4830-63210	Communication Expense	41.21
670-4850-62210	Equipment Maint & Repair	17.25
670-4890-64370	Taxes and Licenses	3,222.96
680-4830-63210	Communication Expense	41.21
680-4840-62010	Office Supplies	10.94
680-4890-64370	Taxes and Licenses	1,453.00
690-4830-63210	Communication Expense	247.26
690-4830-63890	Utilities Expense	1,241.51
690-4840-62010	Office Supplies	43.72
690-4840-62990	Misc. Operating Expense	437.97
690-4850-62210	Equipment Maint & Repair	208.69
690-4890-63020	Computer Maintenance & ..	30.99
690-4890-63060	Credit Card Fees	4,444.67
690-4890-64370	Taxes and Licenses	4,344.34
820-4830-63210	Communication Expense	41.21
	Grand Total:	**150,259.94**

Project Account Summary

Project Account Key		Expense Amount
None		150,259.94
	Grand Total:	**150,259.94**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00314 - 05/17/22 COUNCIL MEETING BILLS

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMERICAN STENCIL LLC							
AMERICAN STENCIL LLC	4813	05/02/2022	100-4312-62260	Signs-Brooms-Paint	STREET PAINTING STENCILS		912.00
						Vendor AMERICAN STENCIL LLC Total:	**912.00**
Vendor: AMERICAN WELDING & GAS INC							
AMERICAN WELDING & GAS ...	8470216	04/25/2022	620-4840-62160	Chemicals	CHEMICALS		4,512.60
						Vendor AMERICAN WELDING & GAS INC Total:	**4,512.60**
Vendor: AQUA PURE INC							
AQUA PURE INC	2206	05/09/2022	620-4840-62160	Chemicals	CHEMICALS		9,500.12
						Vendor AQUA PURE INC Total:	**9,500.12**
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3532408	04/25/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		76.80
						Vendor ARTISAN BEER COMPANY Total:	**76.80**
Vendor: BAILEY NURSERIES INC							
BAILEY NURSERIES INC	644048	04/28/2022	100-4510-62250	Shade Tree Program	SHADE TREES		3,839.72
BAILEY NURSERIES INC	644048	04/28/2022	260-4670-62990	Misc. Operating Expense	SHADE TREES		1,347.28
						Vendor BAILEY NURSERIES INC Total:	**5,187.00**
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	105087900	05/03/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		187.75
						Vendor BELLBOY CORP - BAR SUPPLY Total:	**187.75**
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	93230000	01/13/2022	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-803.50
BELLBOY CORP - LIQUOR	94367100	05/11/2022	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-653.00
BELLBOY CORP - LIQUOR	94714900	05/03/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,506.40
						Vendor BELLBOY CORP - LIQUOR Total:	**1,049.90**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS INC	215931	04/21/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		477.10
						Vendor BEVERAGE WHOLESALERS INC Total:	**477.10**
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC I...	37145-768428	04/28/2022	100-4670-62990	Misc. Operating Expense	FLEX FEE - APR 2022		180.00
						Vendor BRADY MARTZ & ASSOC PC INC Total:	**180.00**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	343955466	05/03/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,072.00
BREAKTHRU BEVERAGE	343955466	05/03/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		75.00
BREAKTHRU BEVERAGE	343955467	05/03/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		12,705.85

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
BREAKTHRU BEVERAGE	343955467	05/03/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		324.48
						Vendor BREAKTHRU BEVERAGE Total:	**14,177.33**
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1447812	04/28/2022	610-4810-62510	Liquor for Resale	WINE PURCHASE		1,127.47
C & L DISTRIBUTING	1447812	04/28/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		108.00
C & L DISTRIBUTING	1447812	04/28/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		36.99
						Vendor C & L DISTRIBUTING Total:	**1,272.46**
Vendor: CIDER MILL							
CIDER MILL	40	04/14/2022	100-4510-62240	Department Maint & Repair	ANNUAL FLOWERS		3,700.00
						Vendor CIDER MILL Total:	**3,700.00**
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10131563	04/12/2022	610-4840-62140	Off Sale Supplies	LIQUOR BAGS		42.11
COLE PAPERS INC	10135762	04/21/2022	610-4850-62230	Building Maint & Repair	MOPS / FLOOR CLEANER / D…		381.21
COLE PAPERS INC	10139233	04/28/2022	610-4850-62230	Building Maint & Repair	WNDOW CLEANER		44.69
						Vendor COLE PAPERS INC Total:	**468.01**
Vendor: CORE & MAIN LP							
CORE & MAIN LP	615995	04/20/2022	680-4850-62220	Lift Station and Pond Maint &…	LIFT #2 REPAIR		1,070.56
CORE & MAIN LP	737302	04/22/2022	620-4850-62200	System Expense	CURB BOX REPAIR		1,186.62
CORE & MAIN LP	754440	04/26/2022	620-4850-62200	System Expense	VALVE CAN REPAIR		1,500.00
						Vendor CORE & MAIN LP Total:	**3,757.18**
Vendor: CORE-MARK MIDCONTINENT INC							
CORE-MARK MIDCONTINENT …	8737877	05/04/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		40.41
CORE-MARK MIDCONTINENT …	8737877	05/04/2022	610-4810-62590	Misc. Mdse for Resale	TOBACCO / LIGHTERS PURCH…		4,389.21
						Vendor CORE-MARK MIDCONTINENT INC Total:	**4,429.62**
Vendor: DAKOTA MAILING & SHIPPING							
DAKOTA MAILING & SHIPPING	54871	04/28/2022	100-4315-62010	Office Supplies	SEALING SOLUTION		16.88
DAKOTA MAILING & SHIPPING	54871	04/28/2022	620-4840-62010	Office Supplies	SEALING SOLUTION		39.39
DAKOTA MAILING & SHIPPING	54871	04/28/2022	680-4840-62010	Office Supplies	SEALING SOLUTION		11.25
DAKOTA MAILING & SHIPPING	54871	04/28/2022	690-4840-62010	Office Supplies	SEALING SOLUTION		45.02
						Vendor DAKOTA MAILING & SHIPPING Total:	**112.54**
Vendor: DBS BACKHOE & EXCAVATION SERVI							
DBS BACKHOE & EXCAVATION..	3 18 - 4 26 22	04/26/2022	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - M GENAD…		1,200.00
DBS BACKHOE & EXCAVATION..	3 18 - 4 26 22	04/26/2022	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - W HOLMES		1,200.00
DBS BACKHOE & EXCAVATION..	3 18 - 4 26 22	04/26/2022	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - A HENDRI…		850.00
DBS BACKHOE & EXCAVATION..	3 18 - 4 26 22	04/26/2022	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - A HOLMG…		1,200.00
DBS BACKHOE & EXCAVATION..	3 18 - 4 26 22	04/26/2022	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - G MOLSK…		1,200.00
DBS BACKHOE & EXCAVATION..	3 18 - 4 26 22	04/26/2022	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - C HOGLIN		1,200.00
						Vendor DBS BACKHOE & EXCAVATION SERVI Total:	**6,850.00**
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	88948631	04/15/2022	100-4315-62210	Equipment Maint & Repair	PARTS - SANITATION TRUCK …		139.89

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
DIGI KEY CORPORATION	89122008	04/25/2022	100-4210-62990	Misc. Operating Expense	BATTERIES		120.51
						Vendor DIGI KEY CORPORATION Total:	**260.40**
Vendor: DITCH WITCH OF MN AND IA							
DITCH WITCH OF MN AND IA	C21300	05/04/2022	690-4850-62210	Equipment Maint & Repair	DITCH WITCH SUCKER RINGS		61.97
						Vendor DITCH WITCH OF MN AND IA Total:	**61.97**
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	8403	04/01/2022	690-4840-62880	Personal Protective Equipme...	SHIPPING CHARGES - APR 20...		61.27
EAZY PACK N SHIP	8452	04/06/2022	620-4840-62170	Field Supplies	SHIPPING CHARGES - APR 20...		114.06
EAZY PACK N SHIP	8458	04/07/2022	620-4840-62010	Office Supplies	SHIPPING CHARGES - APR 20...		7.43
EAZY PACK N SHIP	8541	04/12/2022	680-4840-62170	Field Supplies	SHIPPING CHARGES - APR 20...		14.98
EAZY PACK N SHIP	8653	04/25/2022	620-4840-62170	Field Supplies	SHIPPING CHARGES - APR 20...		226.24
						Vendor EAZY PACK N SHIP Total:	**423.98**
Vendor: ELECTRIC PUMP INC (MN)							
ELECTRIC PUMP INC (MN)	73338	04/21/2022	680-4850-62220	Lift Station and Pond Maint &...	LIFT #2 REPAIR		3,014.70
ELECTRIC PUMP INC (MN)	73362	04/25/2022	680-4850-62220	Lift Station and Pond Maint &...	LIFT #7		400.00
ELECTRIC PUMP INC (MN)	73382	04/27/2022	680-4850-62220	Lift Station and Pond Maint &...	LIFT #7		849.75
						Vendor ELECTRIC PUMP INC (MN) Total:	**4,264.45**
Vendor: ELECTRONICS PLUS OF T R F INC							
ELECTRONICS PLUS OF T R F I...	86354	04/01/2022	610-4850-62210	Equipment Maint & Repair	TEMP REPAIR - SECURITY CA...		490.00
						Vendor ELECTRONICS PLUS OF T R F INC Total:	**490.00**
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	20221266	04/05/2022	100-4312-62990	Misc. Operating Expense	CUTTING TIPS		40.00
EVANS SCRAP AND STEEL INC	2022134	04/25/2022	100-4312-62240	Department Maint & Repair	CUTTING TIPS		20.00
						Vendor EVANS SCRAP AND STEEL INC Total:	**60.00**
Vendor: EVERGREEN CATERING							
EVERGREEN CATERING	19932	04/25/2022	100-4315-62990	Misc. Operating Expense	SHEET CAKE - RETIREMENT		74.81
						Vendor EVERGREEN CATERING Total:	**74.81**
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	120724	04/19/2022	100-4315-62990	Misc. Operating Expense	MISC SUPPLIES		52.20
FASTENAL COMPANY	120739	04/20/2022	100-4194-62990	Misc. Operating Expense	OPERATING SUPPLIES		42.88
FASTENAL COMPANY	120757	04/21/2022	620-4840-62990	Misc. Operating Expense	SAW BLADE		6.89
FASTENAL COMPANY	120834	04/26/2022	680-4840-62400	Small Tools and Minor Equip	CHOP SAW BLADE		193.87
FASTENAL COMPANY	120878	04/28/2022	100-4510-62880	Personal Protective Equipme...	SAFETY GLASSES		68.19
						Vendor FASTENAL COMPANY Total:	**364.03**
Vendor: FLEET SUPPLY							
FLEET SUPPLY	10493	04/07/2022	100-4312-62240	Department Maint & Repair	BINS		19.98
FLEET SUPPLY	10840	04/25/2022	100-4315-62880	Personal Protective Equipme...	WATER BOOTS - BRYAN		25.49
FLEET SUPPLY	121778	04/27/2022	680-4840-62880	Personal Protective Equipme...	RAIN GEAR - NICK		51.83
						Vendor FLEET SUPPLY Total:	**97.30**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FS3 INC							
FS3 INC	77452	05/04/2022	690-4840-62990	Misc. Operating Expense	PALES TO MARK TRANSFOR...		461.70
						Vendor FS3 INC Total:	**461.70**
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOLOG...	101154670	05/11/2022	620-4830-63210	Communication Expense	EQUIP LEASE - WTP PHONES		232.50
						Vendor GARDEN VALLEY TECHNOLOGIES Total:	**232.50**
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	2040782	04/30/2022	690-4850-62360	Distribution Maint	BILLABLE LOCATES - APR 2022		17.55
						Vendor GOPHER STATE ONE CALL Total:	**17.55**
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIPM...	34753	04/22/2022	630-4850-62230	Building Maint & Repair	FIRE EXTINGUISHERS		50.90
GRAND FORKS FIRE EQUIPM...	34753	04/22/2022	640-4850-62230	Building Maint & Repair	FIRE EXTINGUISHERS		71.75
GRAND FORKS FIRE EQUIPM...	34753	04/22/2022	820-4850-62230	Building Maint & Repair	FIRE EXTINGUISHERS		71.75
GRAND FORKS FIRE EQUIPM...	34828	05/03/2022	620-4840-62400	Small Tools and Minor Equip	NOZZLE - WASH BASIN		168.00
						Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:	**362.40**
Vendor: GRAYMONT (WI) LLC							
GRAYMONT (WI) LLC	171300	05/02/2022	620-4840-62160	Chemicals	BULK PEBBLED QUICKLIME		7,557.81
						Vendor GRAYMONT (WI) LLC Total:	**7,557.81**
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS ...	2348303	05/02/2022	690-4890-63030	Contracts Expense	RODENT CONTROL PROGRAM..		55.00
						Vendor GUARDIAN PEST SOLUTIONS INC Total:	**55.00**
Vendor: HACH COMPANY							
HACH COMPANY	12995586	04/21/2022	620-4840-62170	Field Supplies	LAB SUPPLIES		85.37
HACH COMPANY	13005873	04/27/2022	620-4840-62170	Field Supplies	LAB SUPPLIES		86.56
						Vendor HACH COMPANY Total:	**171.93**
Vendor: HAWKINS INC							
HAWKINS INC	6156154	04/05/2022	620-4840-62160	Chemicals	CHEMICALS		5,588.12
HAWKINS INC	6166446	04/19/2022	620-4840-62160	Chemicals	CHEMICALS		3,890.00
HAWKINS INC	6170409	04/26/2022	620-4840-62160	Chemicals	CHEMICALS		5,754.00
						Vendor HAWKINS INC Total:	**15,232.12**
Vendor: HUGOS #7							
HUGOS #7	200222000051	04/23/2022	690-4840-62010	Office Supplies	ROLLS - DAM CRISIS WORKERS		12.90
						Vendor HUGOS #7 Total:	**12.90**
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	2320	04/29/2022	100-4160-63040	Legal Fees	CRIMINAL SERVICES - APR 20...		5,095.00
IHLE SPARBY AND HAASE PA	2321	04/29/2022	100-4160-63040	Legal Fees	CONTRACT SERVICES - APR 2...		2,525.00
						Vendor IHLE SPARBY AND HAASE PA Total:	**7,620.00**
Vendor: IMGRAIL CONSULTING INC							
IMGRAIL CONSULTING INC	MNN106-2022-01	04/19/2022	670-4890-63030	Contracts Expense	06/01/22 - 05/23/22 STORM...		1,759.00
						Vendor IMGRAIL CONSULTING INC Total:	**1,759.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUTI...	3756352	05/11/2022	100-4670-62010	Office Supplies	POCKET FOLDERS / STICKY N...		1.82
INNOVATIVE OFFICE SOLUTI...	3756352	05/11/2022	690-4840-62010	Office Supplies	POCKET FOLDERS / STICKY N...		58.80
INNOVATIVE OFFICE SOLUTI...	3776721	05/04/2022	100-4150-62010	Office Supplies	DOC FRAME / GEL PENS		29.56
INNOVATIVE OFFICE SOLUTI...	3776721	05/04/2022	100-4670-62010	Office Supplies	DOC FRAME / GEL PENS		15.80
					Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:		**105.98**
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	11890G	05/11/2022	690-4840-62400	Small Tools and Minor Equip	FIRE EXTINGUISHER FOR BOB...		172.80
					Vendor INTERSTATE BILLING SERVICE Total:		**172.80**
Vendor: LEE PLUMBING & HEATING INC							
LEE PLUMBING & HEATING I...	86788	04/19/2022	620-4850-62200	System Expense	PVC COMPRESSION CPLG		136.38
LEE PLUMBING & HEATING I...	86789	04/19/2022	620-4850-62200	System Expense	ELL - AIRPORT SERVICE RPR		11.63
LEE PLUMBING & HEATING I...	86820	04/21/2022	100-4560-62230	Building Maint & Repair	FLUSH RING		15.90
					Vendor LEE PLUMBING & HEATING INC Total:		**163.91**
Vendor: LOCATORS & SUPPLIES INC							
LOCATORS & SUPPLIES INC	299382	05/03/2022	620-4840-62990	Misc. Operating Expense	MARKING GUNS - GSOC		75.27
					Vendor LOCATORS & SUPPLIES INC Total:		**75.27**
Vendor: MARCO TECHNOLOGIES LLC NW 7128							
MARCO TECHNOLOGIES LLC ...	9891753	04/26/2022	690-4890-63030	Contracts Expense	COPIER CONTRACT - APR 2022		74.07
MARCO TECHNOLOGIES LLC ...	INV9940337	05/09/2022	690-4890-63030	Contracts Expense	COPIER CONTRACT		72.89
					Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:		**146.96**
Vendor: MARK BORSETH							
MARK BORSETH	2022-4	04/30/2022	100-4650-63030	Contracts Expense	PLANNING & ZONING SERVIC...		1,912.50
					Vendor MARK BORSETH Total:		**1,912.50**
Vendor: MIKES AUTOMOTIVE CENTER INC							
MIKES AUTOMOTIVE CENTER ..	2389	04/26/2022	680-4850-62210	Equipment Maint & Repair	BRAKE FLUID - '85 DODGE 1 ...		102.25
					Vendor MIKES AUTOMOTIVE CENTER INC Total:		**102.25**
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF RV...	713068	04/05/2022	690-4850-62210	Equipment Maint & Repair	BATTERIES #102		308.14
N A P A AUTO PARTS THF RV...	713240	04/11/2022	100-4315-62210	Equipment Maint & Repair	CAPSULES #5607		7.49
N A P A AUTO PARTS THF RV...	713783	04/28/2022	100-4315-62210	Equipment Maint & Repair	HALOGEN BEAMS		12.49
N A P A AUTO PARTS THF RV...	713818	04/28/2022	100-4510-62210	Equipment Maint & Repair	HARWARE - #5514		5.29
					Vendor N A P A AUTO PARTS THF RVR FL Total:		**333.41**
Vendor: NATIONWIDE							
NATIONWIDE	840485350-2022	05/02/2022	690-4870-63610	Insurance Expense	5/22-5/23 SURETY BOND		120.00
					Vendor NATIONWIDE Total:		**120.00**
Vendor: NICHOLAS TRUDEAU							
NICHOLAS TRUDEAU	REIMBURSE 04 2022	04/26/2022	680-4890-64400	Travel, Conference, School	REIMBURSE MEALS EXP - NE...		38.58
NICHOLAS TRUDEAU	REIMBURSE 04 2022	04/26/2022	680-4890-64400	Travel, Conference, School	REIMBURSE GAS EXP - NEW ...		150.89
					Vendor NICHOLAS TRUDEAU Total:		**189.47**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORMAN BETLAND							
NORMAN BETLAND	REIMBURSE 04 2022	04/29/2022	100-4650-62880	Personal Protective Equipme…	REIMBURSE SAFETY TOED FO…		100.00
						Vendor NORMAN BETLAND Total:	**100.00**
Vendor: NORTH SHORE ANALYTICAL INC							
NORTH SHORE ANALYTICAL I…	13886	04/21/2022	680-4840-62170	Field Supplies	LAB ANALYSIS		125.00
						Vendor NORTH SHORE ANALYTICAL INC Total:	**125.00**
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	APR 2022	04/30/2022	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - APR 2022		80.00
NORTHDALE OIL INC	APR 2022	04/30/2022	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - APR 2022		44.32
NORTHDALE OIL INC	APR 2022	04/30/2022	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - APR 2022		423.93
NORTHDALE OIL INC	APR 2022	04/30/2022	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - APR 2022		91.41
						Vendor NORTHDALE OIL INC Total:	**639.66**
Vendor: NORTHERN MOTORS INC							
NORTHERN MOTORS INC	5010228	03/28/2022	690-4850-62210	Equipment Maint & Repair	BATTERY - #100		220.00
NORTHERN MOTORS INC	5010293	03/31/2022	690-4850-62210	Equipment Maint & Repair	SEAT REPARIS - #100		21.59
						Vendor NORTHERN MOTORS INC Total:	**241.59**
Vendor: NORTHERN MUNICIPAL POWER AGNCY							
NORTHERN MUNICIPAL POW…	APPA2022TRF	05/03/2022	690-4890-64330	Dues and Subscriptions	APPA MEMBERSHIP DUES		9,063.64
						Vendor NORTHERN MUNICIPAL POWER AGNCY Total:	**9,063.64**
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	APR 2022	05/02/2022	100-4150-63030	Contracts Expense	SERVICE CHARGE - APRIL 2022		289.46
						Vendor NORTHERN STATE BANK Total:	**289.46**
Vendor: NORTHLAND SERCUITIES INC							
NORTHLAND SERCUITIES INC	7039	05/04/2022	100-4150-63030	Contracts Expense	SERVICES-LONGTERM FINANC..		4,515.00
						Vendor NORTHLAND SERCUITIES INC Total:	**4,515.00**
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEMID…	56086	05/04/2022	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		264.00
						Vendor NORTHWOODS ICE OF BEMIDJI INC Total:	**264.00**
Vendor: PENNINGTON CO ASSESSOR							
PENNINGTON CO ASSESSOR	2022 ASSESS FEE	05/10/2022	100-4670-63160	County Assessor Fees	2022 ASSESSING FEE		37,560.00
						Vendor PENNINGTON CO ASSESSOR Total:	**37,560.00**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6388023	04/27/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,967.40
PHILLIPS WINE & SPIRITS	6388024	04/27/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		232.00
PHILLIPS WINE & SPIRITS	6388025	04/27/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		80.00
						Vendor PHILLIPS WINE & SPIRITS Total:	**4,279.40**
Vendor: REVOLUTION MATERIALS (IN) LLC							
REVOLUTION MATERIALS (IN)…	35905-JAD	05/02/2022	100-4315-62590	Misc. Mdse for Resale	SANITATION BAGS		37,064.00
						Vendor REVOLUTION MATERIALS (IN) LLC Total:	**37,064.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B15120770	04/25/2022	100-4110-63020	Computer Maintenance & lic...	OFFICE 365		586.51
SHI INTERNATIONAL CORP	B15120770	04/25/2022	100-4150-63020	Computer Maintenance & lic...	OFFICE 365		1,603.48
SHI INTERNATIONAL CORP	B15120770	04/25/2022	100-4194-63020	Computer Maintenance & lic...	OFFICE 365		64.57
SHI INTERNATIONAL CORP	B15120770	04/25/2022	100-4210-63020	Computer Maintenance & lic...	OFFICE 365		1,849.95
SHI INTERNATIONAL CORP	B15120770	04/25/2022	100-4220-63020	Computer Maintenance & lic...	OFFICE 365		269.04
SHI INTERNATIONAL CORP	B15120770	04/25/2022	100-4240-63020	Computer Maintenance & lic...	OFFICE 365		134.52
SHI INTERNATIONAL CORP	B15120770	04/25/2022	100-4312-63020	Computer Maintenance & lic...	OFFICE 365		269.04
SHI INTERNATIONAL CORP	B15120770	04/25/2022	100-4510-63020	Computer Maintenance & lic...	OFFICE 365		269.04
SHI INTERNATIONAL CORP	B15120770	04/25/2022	100-4650-63020	Computer Maintenance & lic...	OFFICE 365		468.13
SHI INTERNATIONAL CORP	B15120770	04/25/2022	610-4890-63020	Computer Maintenance & lic...	OFFICE 365		134.52
SHI INTERNATIONAL CORP	B15120770	04/25/2022	630-4530-63020	Computer Maintenance & lic...	OFFICE 365		89.33
SHI INTERNATIONAL CORP	B15120770	04/25/2022	680-4890-63020	Computer Maintenance & lic...	OFFICE 365		403.56
SHI INTERNATIONAL CORP	B15120770	04/25/2022	690-4890-63020	Computer Maintenance & lic...	OFFICE 365		1,076.16
SHI INTERNATIONAL CORP	B15120770	04/25/2022	820-4890-63020	Computer Maintenance & lic...	OFFICE 365		64.57
						Vendor SHI INTERNATIONAL CORP Total:	**7,282.42**
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	100-4192-63020	Computer Maintenance & lic...	MONTHLY SERVICE - MAY 20...		82.05
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	100-4192-63020	Computer Maintenance & lic...	MONTHLY SERVICE - MAY 20...		225.00
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	100-4220-63020	Computer Maintenance & lic...	MONTHLY SERVICE - MAY 20...		49.95
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	100-4312-63020	Computer Maintenance & lic...	MONTHLY SERVICE - MAY 20...		56.95
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	100-4510-63210	Communication Expense	MONTHLY SERVICE - MAY 20...		104.50
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	100-4560-63210	Communication Expense	MONTHLY SERVICE - MAY 20...		40.54
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	610-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - MAY 20...		56.95
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	620-4830-63210	Communication Expense	MONTHLY SERVICE - MAY 20...		25.99
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	620-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - MAY 20...		49.95
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	680-4830-63210	Communication Expense	MONTHLY SERVICE - MAY 20...		475.00
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	680-4830-63210	Communication Expense	MONTHLY SERVICE - MAY 20...		85.50
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	690-4830-63210	Communication Expense	MONTHLY SERVICE - MAY 20...		142.50
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	690-4830-63210	Communication Expense	MONTHLY SERVICE - MAY 20...		35.05
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	690-4830-63210	Communication Expense	MONTHLY SERVICE - MAY 20...		142.50
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	690-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - MAY 20...		225.00
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	690-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - MAY 20...		49.95
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	690-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - MAY 20...		49.95
SJOBERG'S CABLE TV	MAY 2022	04/30/2022	690-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - MAY 20...		88.57
						Vendor SJOBERG'S CABLE TV Total:	**1,985.90**
Vendor: ST CROIX RECREATION FUN PLYGRD							
ST CROIX RECREATION FUN P...	21174	04/21/2022	100-4510-65400	Machinery & Equipment	PLAYGROUND EQUIPMENT		17,138.20
						Vendor ST CROIX RECREATION FUN PLYGRD Total:	**17,138.20**
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPANY	368052	03/31/2022	690-4840-62990	Misc. Operating Expense	PINS FOR CRIMPER		13.83
ST HILAIRE SUPPLY COMPANY	368976	03/25/2022	630-4850-62230	Building Maint & Repair	ENTRANCE HEATER @ REA		1,018.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
ST HILAIRE SUPPLY COMPANY	370008	04/20/2022	620-4850-62200	System Expense	SERVICE LINE REPAIR		16.59
						Vendor ST HILAIRE SUPPLY COMPANY Total:	**1,048.42**
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S012928374.001	04/14/2022	690-4840-62400	Small Tools and Minor Equip	TOOLS FOR UNIT #110		1,330.76
STUART C IRBY CO	S012939136.001	04/21/2022	690-4840-62880	Personal Protective Equipme...	PPE - GLOVE AND TESTING		1,651.11
STUART C IRBY CO	S012939159.002	04/13/2022	690-4840-62990	Misc. Operating Expense	REFLECTIVE TAPE		219.20
						Vendor STUART C IRBY CO Total:	**3,201.07**
Vendor: T R F CHAMBER OF COMMERCE							
T R F CHAMBER OF COMMER...	17553	04/29/2022	610-4890-64900	Civic Events	2022 BULLRIDE SPONSORSHIP		500.00
						Vendor T R F CHAMBER OF COMMERCE Total:	**500.00**
Vendor: T R F RADIO							
T R F RADIO	29849-4	04/29/2022	610-4880-63490	Advertising	RADIO ADVERTISING - 2022 ...		550.00
						Vendor T R F RADIO Total:	**550.00**
Vendor: TOM HARBOTT							
TOM HARBOTT	REIMBURSE 5/3/22	05/03/2022	820-4840-62880	Personal Protective Equipme...	SAFETY FOOTWEAR REIMBU...		100.00
						Vendor TOM HARBOTT Total:	**100.00**
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0303293-IN	05/03/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		2,432.00
						Vendor VINOCOPIA INC Total:	**2,432.00**
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	237	05/04/2022	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEES - APR...		21,579.47
WASTE MASTERS LLC	24x00259	04/30/2022	100-4315-63030	Contracts Expense	APR 2022 COLLECTION - DO...		162.50
						Vendor WASTE MASTERS LLC Total:	**21,741.97**
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7377143	04/25/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		768.00
						Vendor WINE MERCHANTS Total:	**768.00**
						Grand Total:	**250,642.54**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	143,903.55
260 - MULTI-EVENTS CENTER FUND	1,347.28
610 - LIQUOR DISPENSARY	31,613.84
620 - WATER UTILITY FUND	40,771.52
630 - ARENAS - VENUWORKS	1,158.23
640 - MEC - VENUWORKS	71.75
670 - STORM WATER UTILITY FUND	1,759.00
680 - WASTEWATER UTILITY FUND	6,987.72
690 - ELECTRIC UTILITY FUND	15,943.33
820 - GREENWOOD CEMETERY FUND	7,086.32
Grand Total:	**250,642.54**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63020	Computer Maintenance & ..	586.51
100-4150-62010	Office Supplies	29.56
100-4150-63020	Computer Maintenance & ..	1,603.48
100-4150-63030	Contracts Expense	4,804.46
100-4160-63040	Legal Fees	7,620.00
100-4192-63020	Computer Maintenance & ..	307.05
100-4194-62120	Gas-Oil-Lube	80.00
100-4194-62990	Misc. Operating Expense	42.88
100-4194-63020	Computer Maintenance & ..	64.57
100-4210-62990	Misc. Operating Expense	120.51
100-4210-63020	Computer Maintenance & ..	1,849.95
100-4220-62120	Gas-Oil-Lube	44.32
100-4220-63020	Computer Maintenance & ..	318.99
100-4240-63020	Computer Maintenance & ..	134.52
100-4312-62240	Department Maint & Repa..	39.98
100-4312-62260	Signs-Brooms-Paint	912.00
100-4312-62990	Misc. Operating Expense	40.00
100-4312-63020	Computer Maintenance & ..	325.99
100-4315-62010	Office Supplies	16.88
100-4315-62120	Gas-Oil-Lube	423.93
100-4315-62210	Equipment Maint & Repair	159.87
100-4315-62590	Misc. Mdse for Resale	37,064.00
100-4315-62880	Personal Protective Equi...	25.49
100-4315-62990	Misc. Operating Expense	127.01
100-4315-63030	Contracts Expense	21,741.97
100-4510-62210	Equipment Maint & Repair	5.29
100-4510-62240	Department Maint & Repa..	3,700.00
100-4510-62250	Shade Tree Program	3,839.72

Account Summary

Account Number	Account Name	Expense Amount
100-4510-62880	Personal Protective Equi...	68.19
100-4510-63020	Computer Maintenance & ..	269.04
100-4510-63210	Communication Expense	104.50
100-4510-65400	Machinery & Equipment	17,138.20
100-4560-62230	Building Maint & Repair	15.90
100-4560-63210	Communication Expense	40.54
100-4650-62880	Personal Protective Equi...	100.00
100-4650-63020	Computer Maintenance & ..	468.13
100-4650-63030	Contracts Expense	1,912.50
100-4670-62010	Office Supplies	17.62
100-4670-62990	Misc. Operating Expense	180.00
100-4670-63160	County Assessor Fees	37,560.00
260-4670-62990	Misc. Operating Expense	1,347.28
610-4810-62510	Liquor for Resale	18,850.62
610-4810-62520	Beer for Resale	661.90
610-4810-62530	Wine for Resale	4,584.00
610-4810-62540	Soft Drinks/Mix for Resale	664.63
610-4810-62590	Misc. Mdse for Resale	4,653.21
610-4840-62140	Off Sale Supplies	42.11
610-4850-62210	Equipment Maint & Repair	490.00
610-4850-62230	Building Maint & Repair	425.90
610-4880-63490	Advertising	550.00
610-4890-63020	Computer Maintenance & ..	191.47
610-4890-64900	Civic Events	500.00
620-4830-63210	Communication Expense	258.49
620-4840-62010	Office Supplies	46.82
620-4840-62160	Chemicals	36,802.65
620-4840-62170	Field Supplies	512.23
620-4840-62400	Small Tools and Minor Equ..	168.00
620-4840-62990	Misc. Operating Expense	82.16
620-4850-62200	System Expense	2,851.22
620-4890-63020	Computer Maintenance & ..	49.95
630-4530-63020	Computer Maintenance & ..	89.33
630-4850-62230	Building Maint & Repair	1,068.90
640-4850-62230	Building Maint & Repair	71.75
670-4890-63030	Contracts Expense	1,759.00
680-4830-63210	Communication Expense	560.50
680-4840-62010	Office Supplies	11.25
680-4840-62170	Field Supplies	139.98
680-4840-62400	Small Tools and Minor Equ..	193.87
680-4840-62880	Personal Protective Equi...	51.83
680-4850-62210	Equipment Maint & Repair	102.25

Account Summary

Account Number	Account Name	Expense Amount
680-4850-62220	Lift Station and Pond Mai...	5,335.01
680-4890-63020	Computer Maintenance & ..	403.56
680-4890-64400	Travel, Conference, School	189.47
690-4830-63210	Communication Expense	320.05
690-4840-62010	Office Supplies	116.72
690-4840-62120	Gas-Oil-Lube	91.41
690-4840-62400	Small Tools and Minor Equ..	1,503.56
690-4840-62880	Personal Protective Equi...	1,712.38
690-4840-62990	Misc. Operating Expense	694.73
690-4850-62210	Equipment Maint & Repair	611.70
690-4850-62360	Distribution Maint	17.55
690-4870-63610	Insurance Expense	120.00
690-4890-63020	Computer Maintenance & ..	1,489.63
690-4890-63030	Contracts Expense	201.96
690-4890-64330	Dues and Subscriptions	9,063.64
820-4840-62880	Personal Protective Equi...	100.00
820-4850-62230	Building Maint & Repair	71.75
820-4890-63020	Computer Maintenance & ..	64.57
820-4890-63030	Contracts Expense	6,850.00
	Grand Total:	**250,642.54**

Project Account Summary

Project Account Key		Expense Amount
None		250,642.54
	Grand Total:	**250,642.54**

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: 5/17/2022

SUBJECT: #7.3 Open position of Senior Billing Clerk for filling

RECOMMENDATION: It is respectfully requested the City Council accept Utilities and Administrative Committee's recommendation to:

MOTION TO: Approve to open a position of Senior Billing Clerk to Teamster #320 employees for ten days, as part of the Teamster 320 Union Contract. If the position is not filled through this process, the position will be opened to the public for filling.

BACKGROUND: Patsy Lindquist, has submitted her retirement effective September 1, 2022. To continue efficient operations of the Billing Office, the position needs to be filled prior to her leaving. This allows sufficient time for training before her retirement.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

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Request for Council Action

DATE: 5/17/2022

SUBJECT: #7.4 Approval to Begin Process to Fill Position of Patrol Officer

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

MOTION TO: Accept the Public Safety Committee recommendation to begin the process of filling the position of Patrol Officer. The position is a LELS Union Grade Level 6 non-exempt position. The Patrol Officer vacancy will be opened to the public for filling.

BACKGROUND: Due to the resignation of Jarrin Gunderson, effective May 12th, 2022, the position is vacant and has been determined to fill the position to continue the efficiency of the department.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2022.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Chief of Police

ATTACHMENTS:
None

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Request for Council Action

DATE: 5/17/2022

SUBJECT: #7.5 Fill Position of Fire Fighter

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

MOTION TO: Approve a Public Safety Committee recommendation and authorize to fill a vacant position of Firefighter due to the upcoming retirement of Marty Semanko. Position will first be opened to Teamster #320 Fire employees and if not filled through the internal transfer process, the position will be opened to the public for filling.

BACKGROUND: A position has opened due to the intent to retire submitted by Marty Semanko, effective September 2, 2022. The department needs to fill the position to run efficiently.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The position of Fire Fighter is a budgeted position.

LEGAL CONSIDERATION: None.

DEPARTMENT/RESPONSIBLE PERSON: Marty Semanko and Rick Beier, Co-Fire Chiefs

ATTACHMENTS:
None

City of Thief River Falls

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Request for Council Action

DATE: 5/17/2022

SUBJECT: #7.6 Firewall Update

RECOMMENDATION:

MOTION TO: Approve for the City of Thief River Falls firewall updates

BACKGROUND: Upgrade our existing firewall located at the Water Distribution Plant. This includes 3 years of services, licenses, configuration and implementation.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This item was not budgeted for. The $10,800.00 will be used from the water fund reserves.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent, Joanne Olson, Information Technology Specialist

ATTACHMENTS:
None

City of Thief River Falls

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Request for Council Action

DATE: 5/17/2022

SUBJECT: #7.7 Dylan Bergerson Beer in the Park Permit

RECOMMENDATION: It is respectfully requested the Council accept the Public Safety/Liquor Committee's recommendation:

MOTION TO: To Approve a Beer in the Park Permit Effective July 23, 2022 for a Wedding at Oakland Park (East and West) from 12:00 p.m. to 6:00 p.m.

BACKGROUND: Dylan Bergerson has applied for a Beer in the Park Permit for a wedding at Oakland Park (East and West).

KEY ISSUES: The park has been reserved with the Parks and Recreation Department. No financial transactions may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge). The permit allows for the consumption of 3.2 Malt Liquor Only. No strong beer, wine, or intoxicating liquor I allowed.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	Bergerson Beer in the Park Permit

CITY OF THIEF RIVER FALLS

Beer in the Park Permit

*****(UP TO 3.2 MALT LIQUOR ONLY)*****
City Code Section 111.048

****Application must be presented to the City Council for approval prior to the event****

Applicant: Bergerson Wedding
(organization name if applicable)

Contact Person: Dylan Bergerson

Address: 110 Ruby Avenue N Apt 304

Phone: 218-684-5750

Date of Event: Friday, July 22nd 2022

Park to be Used: Oakland Park (East)

Hours: 8:00 Am **to** 6:00 PM

Type of Event: Wedding

Approximate number of persons attending: 50-75

Has the park been reserved with the Parks and Recreation Department? ✓ **YES** ___ **NO**

I understand that no financial transaction may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge) ✓ **YES** ___ **NO**

I understand that the permit allows for the consumption *of 3.2 malt liquor only*. No strong beer, wine, or intoxicating liquor is allowed. ✓ **YES** ___ **NO**

I understand that applicant shall comply and enforce all restrictions, limitations, and regulations regarding the consumption of malt liquor under the City Code and State Statute. ✓ **YES** ___ **NO**

Applicant understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

SIGNATURE OF APPLICANT: Dylan Bergerson

For Office Use Only:
DATE APPLICATION RECEIVED_____ DATE OF COUNCIL ACTION_____

City of Thief River Falls

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

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

Request for Council Action

DATE: 5/17/2022

SUBJECT: #7.8 Harvey & Rose Delage Beer in the Park Permit

RECOMMENDATION: It is respectfully requested the Council accept the Public Safety/Liquor Committee's recommendation:

MOTION TO: To Approve a Beer in the Park Permit Effective August 20, 2022 for a Nelson Family Reunion at Oakland Park.

BACKGROUND: Harvey & Rose Delage has applied for a Beer in the Park Permit for a family reunion at Oakland Park.

KEY ISSUES: The park has been reserved with the Parks and Recreation Department. No financial transactions may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge). The permit allows for the consumption of 3.2 Malt Liquor Only. No strong beer, wine, or intoxicating liquor I allowed.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	Delage Beer in the Park Permit

CITY OF THIEF RIVER FALLS

Beer in the Park Permit

(UP TO 3.2 MALT LIQUOR ONLY)

City Code Section 111.048

****Application must be presented to the City Council for approval prior to the event****

Applicant: HARVey & Rose Delage
(organization name if applicable)

Contact Person: SAme

Address: 727 So. CROCKER
T.R. FALLS

Phone: 218-681-3010

Date of Event: 8/20/22

Park to be Used: OAKland PARK

Hours: 9:00 A.M **to** 10:00 P.M

Type of Event: Family Reunion

Approximate number of persons attending: 80

Has the park been reserved with the Parks and Recreation Department? ✓ **YES** ___ **NO**

I understand that no financial transaction may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge) ✓ **YES** ___ **NO**

I understand that the permit allows for the consumption *of 3.2 malt liquor only*. No strong beer, wine, or intoxicating liquor is allowed. ✓ **YES** ___ **NO**

I understand that applicant shall comply and enforce all restrictions, limitations, and regulations regarding the consumption of malt liquor under the City Code and State Statute. ✓ **YES** ___ **NO**

Applicant understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

SIGNATURE OF APPLICANT: Rose Delage

For Office Use Only:
DATE APPLICATION RECEIVED_____ DATE OF COUNCIL ACTION_____

City of Thief River Falls

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Thief River Falls MN 56701-0528

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www.citytrf.net

Request for Council Action

DATE: 5/17/2022

SUBJECT: #7.9 Judy Lane Beer in the Park Permit

RECOMMENDATION: It is respectfully requested the Council accept the Public Safety/Liquor Committee's recommendation:

MOTION TO: To Approve a Beer in the Park Permit Effective July 3, 2022 for a Nelson Family Reunion at Oakland Park.

BACKGROUND: Judy Lane has applied for a Beer in the Park Permit for a family reunion at Oakland Park.

KEY ISSUES: The park has been reserved with the Parks and Recreation Department. No financial transactions may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge). The permit allows for the consumption of 3.2 Malt Liquor Only. No strong beer, wine, or intoxicating liquor I allowed.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	Lane Beer in the Park Permit

CITY OF THIEF RIVER FALLS

Beer in the Park Permit

(UP TO 3.2 MALT LIQUOR ONLY)

City Code Section 111.048

****Application must be presented to the City Council for approval prior to the event****

Applicant: Judy Lane
(organization name if applicable)

Contact Person: Judy Lane

Address: 712 W. Buckman
Augusta, WI 54722

Phone: 715-533-6439

Date of Event: Sun., July 3, 2022

Park to be Used: Oakland Park - shelter closest to the road

Hours: open to close

Type of Event: Nelson family reunion

Approximate number of persons attending: no idea (hope lots ☺, 50-75 people)

Has the park been reserved with the Parks and Recreation Department? ✓ YES ___ NO

I understand that no financial transaction may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge) ✓ YES ___ NO

I understand that the permit allows for the consumption *of 3.2 malt liquor only*. No strong beer, wine, or intoxicating liquor is allowed. ✓ YES ___ NO

I understand that applicant shall comply and enforce all restrictions, limitations, and regulations regarding the consumption of malt liquor under the City Code and State Statute. ✓ YES ___ NO

Applicant understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

SIGNATURE OF APPLICANT: Judith E Lane

For Office Use Only:
DATE APPLICATION RECEIVED_____ DATE OF COUNCIL ACTION_____

City of Thief River Falls

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

PHONE: 218-681-2943
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www.citytrf.net

Request for Council Action

DATE: 5/17/2022

SUBJECT: #7.10 Approval of Northland College Beer in the Park Permit

RECOMMENDATION: It is respectfully requested the Council accept:

MOTION TO: To Approve a Beer in the Park Permit Effective May 13, 2022 for a Northland College Employee Potluck at Centennial Park.

BACKGROUND: Adam Paulson and Linda Samuelson have applied for a Beer in the Park Permit for a Northland College Employee Potluck at Centennial Park.

KEY ISSUES: The park has been reserved with the Parks and Recreation Department. No financial transactions may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge). The permit allows for the consumption of 3.2 Malt Liquor Only. No strong beer, wine, or intoxicating liquor I allowed.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	Northland College Beer In the Park Permit

CITY OF THIEF RIVER FALLS

Beer in the Park Permit

*****(UP TO 3.2 MALT LIQUOR ONLY)*****

City Code Section 111.048

****Application must be presented to the City Council for approval prior to the event****

Applicant: _____
(organization name if applicable)

Contact Person: Adam Paulson / Linda Samuelson

Address: 1101 Hwy One E
Thief River Falls, MN 56701

Phone: 218-684-2166

Date of Event: 5-13-22

Park to be Used: Centennial Park

Hours: 4:00 pm **to** 7:00 pm

Type of Event: Employee Pot luck

Approximate number of persons attending: 40-50

Has the park been reserved with the Parks and Recreation Department? X **YES** ___**NO**

I understand that no financial transaction may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge) X **YES** ___**NO**

I understand that the permit allows for the consumption *of 3.2 malt liquor only*. No strong beer, wine, or intoxicating liquor is allowed. X **YES** ___**NO**

I understand that applicant shall comply and enforce all restrictions, limitations, and regulations regarding the consumption of malt liquor under the City Code and State Statute. X **YES** ___**NO**

Applicant understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

SIGNATURE OF APPLICANT: Adam Paulson by Julie Fenning

For Office Use Only:
DATE APPLICATION RECEIVED_____ DATE OF COUNCIL ACTION_____

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: 5/17/2022

SUBJECT: #7.11 VFW Post 2793 Temporary Intoxicating Liquor License with Addendum

RECOMMENDATION: It is respectfully requested the Council accept the Public Safety/Liquor Committee's recommendation:

MOTION TO: To Approve an Intoxicating Liquor License with Addendum effective June 10, 2022, from 8 pm to 12 am.

BACKGROUND: The VFW has applied for a temporary intoxicating liquor license with addendum to include outdoor area for the VFW parking lot party and band outside.

KEY ISSUES: Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

FINANCIAL CONSIDERATIONS: Cost of the license is $35.00 per day.

LEGAL CONSIDERATION: If approved, the applicant must provide suitable Proof of Insurance covering liquor liability. The City of thief River Falls shall be named as an additional insured.

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	VFW Post 2793 Temporary Intoxicating Liquor License with Addendum

CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: VFW POST 2793

(must be a club, charitable, religious, or non-profit organization, duly incorporated as a nonprofit or religious corporation under the laws of Minnesota and in existence for at least three years or a political committee registered under MS 10A.14 and applicant must sponsoring the event that alcohol is being served)

CONTACT PERSON: Raymond D Tray manager

ADDRESS: 123 North Hare ave

PHONE: 218- 681- 1211

TYPE OF EVENT: Parking Lot Party Band outside

LICENSING PERIOD: June 10. 2022

HOURS OF OPERATION: 800- 12:00

FACILITY/PLACE TO BE USED: VFW POST 2793

Applicant will present this request to the City Administrator's Office who will forward the application to the Public Safety Committee for review. The application must be presented to the City Administrator's Office at least one month before the event.

If approved, the license will not become valid until approved by the Commissioner.

If approved, the applicant must provide suitable Proof of Insurance covering liquor liability. The City of Thief River Falls shall be named as an additional insured.

Cost of the license is $35.00 per day.

Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute.

Raymond D Tray — 5/10/22

SIGNATURE OF APPLICANT — DATE

CITY OF THIEF RIVER FALLS

On-Sale Intoxicating Liquor License Application Addendum
****TEMPORARY****

☒ Attach a detailed drawing of the outside premises

☒ Applicant must submit a Certificate of Insurance specifically adding the approved outside premises to the applicant's liquor liability coverage.

VFW Post 2793 Thief River Falls, MN
LICENSEE NAME (Corp, Partnership, Individual)

123 Horace Ave N. Thief River Falls, MN 56701
LICENSEE ADDRESS (Street, City, State, Zip)

Thief River Falls VFW	218-681-1211	
BUSINESS NAME/TRADE NAME	BUSINESS PHONE	HOME PHONE

123 Horace Ave N. TRF, MN 56701
BUSINESS ADDRESS

DATE OF EVENT: 6-10-22 HOURS: 8pm - 12AM

I, hereby, under oath, state that the information contained in this application is true and correct to the best of my knowledge. I will notify the City of Thief River Falls immediately should any of the information in this application change. I further acknowledge that the falsification of any information contained in this application or willful omission will be cause for denial of the license or for revocation of a license which has been issued.

	CEO	26 Apr 2022
SIGNATURE OF APPLICANT	TITLE	DATE

STATE OF MINNESOTA)
) SS
COUNTY OF PENNINGTON)

On this 26TH day of April, 2022, before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.

Julie A. Hansen
Notary Public-Minnesota
C.I.D. No. 20053035
My Commission Expires Jan. 31, 2024

Julie A Hansen
Notary Public

SIGNATURE OF APPLICANT TITLE DATE

STATE OF MINNESOTA)
) SS
COUNTY OF PENNINGTON)

On this _____ day of _____, _____, before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.

Notary Public

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

Receipt Number: R00057880
Cashier Name: AH
Terminal Number: 1
Receipt Date: 5/10/2022 2:25:09 PM

VFW Post 2793 (June 10 & 11 2022)

Trans Code: MISC - MISCELLANEOUS RECEIPT **Name: VFW Post 2793 (June 10 & 11 2022)** **$70.00**

Product: Liquor License Intoxicating Temporary Units: 0.00 Amount: 70.00

VFW Post 2793 (June 10 & 11 2022) 70.00

19 70.00

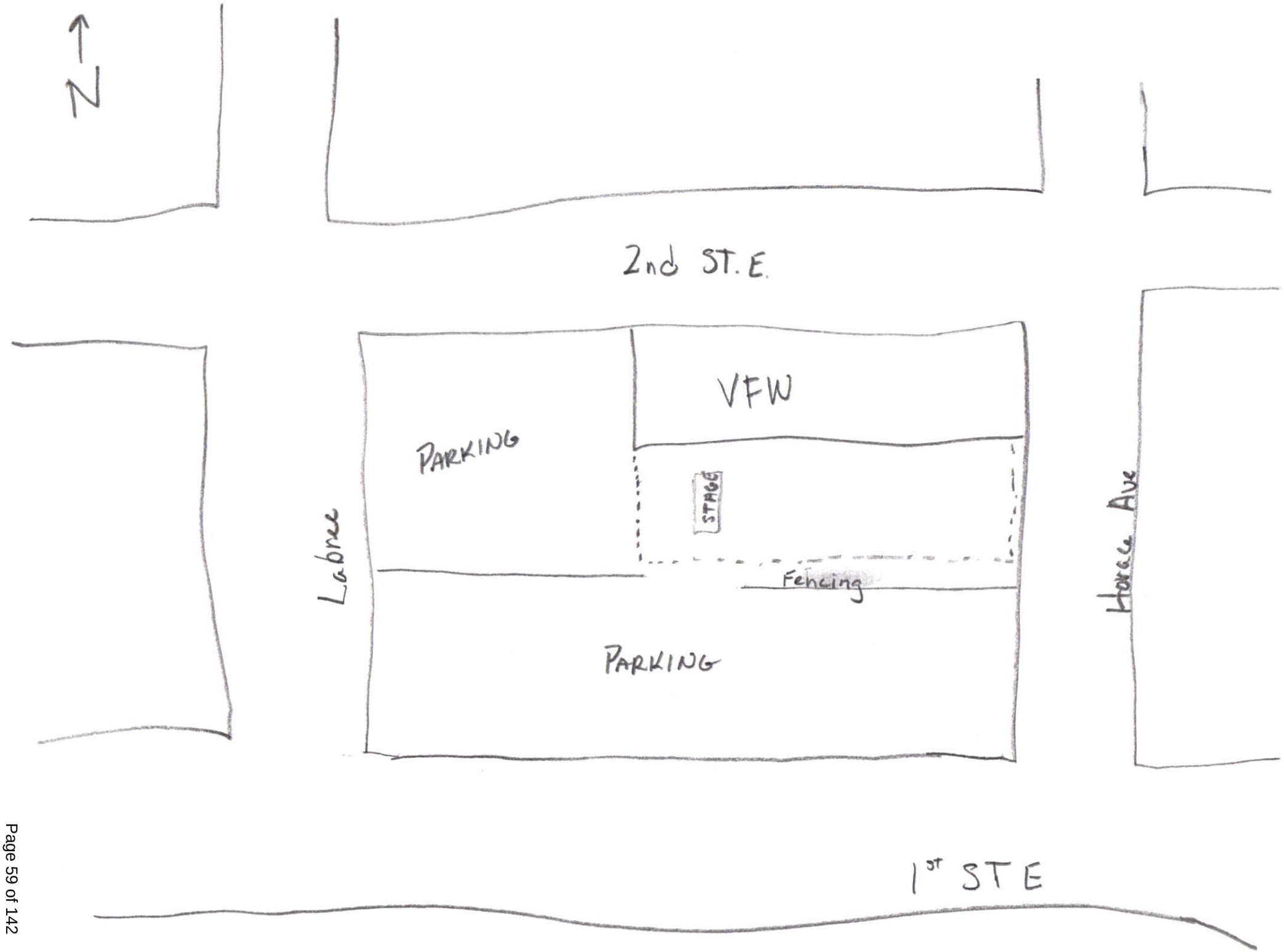
100-4670-53211 -70.00

Total Balance Due: $70.00

Payment Method: Check Bord Payor: VFW Post 2793 (June 10 & Reference: 17896 Amount: $70.00

Total Payment Received: $70.00

Change: $0.00


N
2nd ST. E.
VFW
PARKING
STAGE
Fencing
PARKING
Labree
Horace Ave
1st ST E

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
North Risk Partners
PO Box 64016
St Paul MN 55164-0016

CONTACT NAME: Peggy Larson
PHONE (A/C, No, Ext): (763) 536-8006 FAX (A/C, No): 763-398-4060
E-MAIL ADDRESS: peggy.larson@northriskpartners.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Integrity Mutual Ins Co	14303
INSURER B :	Security National	19879
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
VFW Post # 2793
123 Horace Av N
Thief River Falls MN 56701

COVERAGES **CERTIFICATE NUMBER:** CL2212051534 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BP 2617774	01/01/2022	01/01/2023	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 1,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BP 2617774	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		SWC1317799	01/01/2022	01/01/2023	☒ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			BP 2617774	01/01/2022	01/01/2023	Aggregate	$1,000,000
							Each Common Cause	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

VFW Club
Location Address: 123 N Horace Ave
Thief River Falls, MN 56701

CERTIFICATE HOLDER

City of Thief River Falls
PO Box 528
Thief River Falls MN 56701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: VFW POST 2793

(must be a club, charitable, religious, or non-profit organization, duly incorporated as a nonprofit or religious corporation under the laws of Minnesota and in existence for at least three years or a political committee registered under MS 10A.14 and applicant must sponsoring the event that alcohol is being served)

CONTACT PERSON: Raymond D Tray manager

ADDRESS: 123 North Horace ave

PHONE: 218-681-1211

TYPE OF EVENT: Parking Lot Party Band Outside

LICENSING PERIOD: June 11. 2022

HOURS OF OPERATION: 800 - 1200

FACILITY/PLACE TO BE USED: VFW POST 2793

Applicant will present this request to the City Administrator's Office who will forward the application to the Public Safety Committee for review. The application must be presented to the City Administrator's Office at least one month before the event.

If approved, the license will not become valid until approved by the Commissioner.

If approved, the applicant must provide suitable Proof of Insurance covering liquor liability. The City of Thief River Falls shall be named as an additional insured.

Cost of the license is $35.00 per day.

Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute.

Raymond D Tray — SIGNATURE OF APPLICANT

5/10/22 — DATE

CITY OF THIEF RIVER FALLS

On-Sale Intoxicating Liquor License Application Addendum
****TEMPORARY****

☒ Attach a detailed drawing of the outside premises

☒ Applicant must submit a Certificate of Insurance specifically adding the approved outside premises to the applicant's liquor liability coverage.

1503
Attn: Ray

VFW Post 2793
LICENSEE NAME (Corp, Partnership, Individual)

123 Horace Ave N Thief River Falls, MN 56701
LICENSEE ADDRESS (Street, City, State, Zip)

Thief River Falls, VFW
BUSINESS NAME/TRADE NAME

218-681-1211
BUSINESS PHONE

HOME PHONE

123 Horace Ave N TRF, MN 56701
BUSINESS ADDRESS

DATE OF EVENT: 6-11-22 HOURS: 8pm - 12am

I, hereby, under oath, state that the information contained in this application is true and correct to the best of my knowledge. I will notify the City of Thief River Falls immediately should any of the information in this application change. I further acknowledge that the falsification of any information contained in this application or willful omission will be cause for denial of the license or for revocation of a license which has been issued.

SIGNATURE OF APPLICANT — TITLE: CEO — DATE: 26 Apr 2022

STATE OF MINNESOTA)
) SS
COUNTY OF PENNINGTON)

On this 26th day of April, 2022, before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.

Julie A. Hansen
Notary Public-Minnesota
C.I.D. No. 20053035
My Commission Expires Jan. 31, 2024

Julie A Hansen
Notary Public

SIGNATURE OF APPLICANT TITLE DATE

STATE OF MINNESOTA)
) SS
COUNTY OF PENNINGTON)

On this _____ day of _____, _____, before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.

_____
Notary Public

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

Receipt Number: R00057880
Cashier Name: AH
Terminal Number: 1
Receipt Date: 5/10/2022 2:25:09 PM

VFW Post 2793 (June 10 & 11 2022)

Trans Code: MISC - MISCELLANEOUS RECEIPT **Name: VFW Post 2793 (June 10 & 11 2022)** **$70.00**

Product: Liquor License Intoxicating Temporary Units: 0.00 Amount: 70.00

VFW Post 2793 (June 10 & 11 2022) 70.00

19 70.00

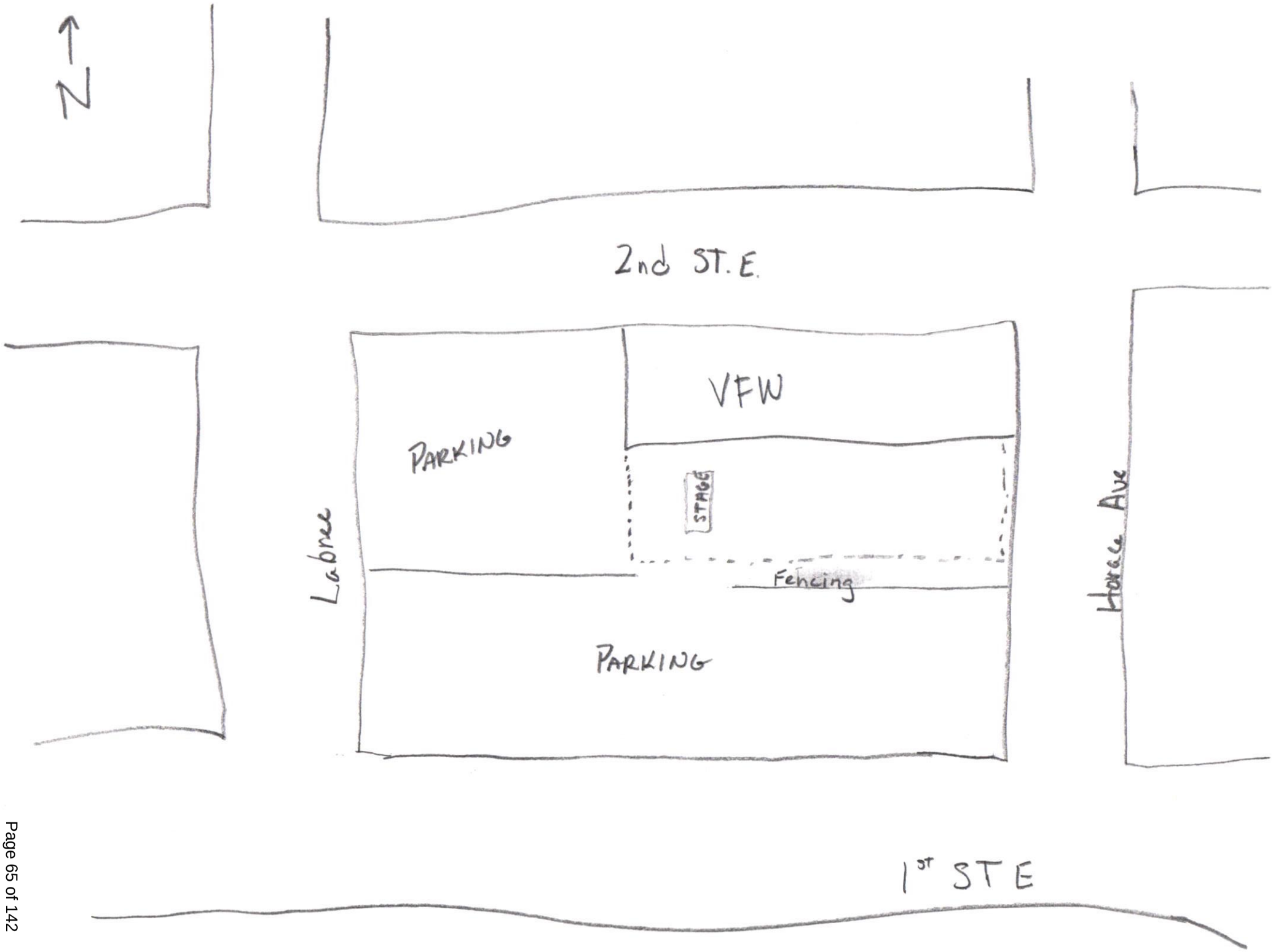
100-4670-53211 -70.00

Total Balance Due: $70.00

Payment Method: Check Bord Payor: VFW Post 2793 (June 10 & Reference: 17896 Amount: $70.00

Total Payment Received: $70.00

Change: $0.00


N
2nd ST. E.
VFW
PARKING
STAGE
Fencing
PARKING
Labree
Horace Ave
1st ST E

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
North Risk Partners
PO Box 64016
St Paul MN 55164-0016

CONTACT NAME: Peggy Larson
PHONE (A/C, No, Ext): (763) 536-8006 FAX (A/C, No): 763-398-4060
E-MAIL ADDRESS: peggy.larson@northriskpartners.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Integrity Mutual Ins Co	14303
INSURER B :	Security National	19879
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
VFW Post # 2793
123 Horace Av N
Thief River Falls MN 56701

COVERAGES **CERTIFICATE NUMBER:** CL2212051534 **REVISION NUMBER:**

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BP 2617774	01/01/2022	01/01/2023	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 1,000
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							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BP 2617774	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		SWC1317799	01/01/2022	01/01/2023	☒ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 100,000
							E.L. DISEASE - EA EMPLOYEE	$ 100,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			BP 2617774	01/01/2022	01/01/2023	Aggregate	$1,000,000
							Each Common Cause	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

VFW Club
Location Address: 123 N Horace Ave
Thief River Falls, MN 56701

CERTIFICATE HOLDER

City of Thief River Falls
PO Box 528
Thief River Falls MN 56701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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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: 5/17/2022

SUBJECT: #7.13 American Legion Post 117 Temporary Intoxicating Liquor License with Addendum

RECOMMENDATION: It is respectfully requested the Council accept the Public Safety/Liquor Committee's recommendation:

MOTION TO: To Approve an Intoxicating Liquor License with Addendum effective July 15, 2022, from 9 pm to 1 am.

BACKGROUND: The American Legion has applied for a temporary intoxicating liquor license with addendum to include outdoor area for the American Legion live band in parking lot during the Pennington County Fair.

KEY ISSUES: Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

FINANCIAL CONSIDERATIONS: Cost of the license is $35.00 per day.

LEGAL CONSIDERATION: If approved, the applicant must provide suitable Proof of Insurance covering liquor liability. The City of thief River Falls shall be named as an additional insured.

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	American Leg Post 117 Temp Intoxicating Liquor License w Addendum

CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: Ecklund-Holmstrom American Legion Post 117
(must be a club, charitable, religious, or non-profit organization, duly incorporated as a nonprofit or religious corporation under the laws of Minnesota and in existence for at least three years or a political committee registered under MS 10A.14 and applicant must sponsoring the event that alcohol is being served)

CONTACT PERSON: Wendy Mattson

ADDRESS: P.O. Box 7, Thief River Falls, MN 56701

PHONE: 218-681-1341

TYPE OF EVENT: Live Band in Parking Lot during the Pennington County Fair

LICENSING PERIOD: July 15 + 16, 2022

HOURS OF OPERATION: 9:00pm to 1:00am

FACILITY/PLACE TO BE USED: American Legion Parking Lot

Applicant will present this request to the City Administrator's Office who will forward the application to the Public Safety Committee for review. The application must be presented to the City Administrator's Office at least one month before the event. The Public Safety Committee will present their recommendation to the City Council for action.

If approved, the license will not become valid until approved by the Commissioner.

If approved, the applicant must provide suitable Proof of Insurance covering liquor liability. The City of Thief River Falls shall be named as an additional insured.

Cost of the license is $35.00 per day.

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Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

Wendy J. Mattson
SIGNATURE OF APPLICANT

05-05-2022
DATE

NORTH RISK PARTNERS LLC
2010 CENTRE POINTE BLVD
MENDOTA HEIGHTS, MN
55120

(651) 379-7800
Agent No. 22-029-00
info.mendotaheights@northriskpartners.com
www.northriskpartners.com

Integrity Insurance

Integrity Insurance Company
P.O. Box 539
Appleton, Wisconsin 54912-0539

DBS

BusinessAssureSM

Policy Type: *Businessowners*

Reason Issued: *Renewal*
Policy Number: *BP 2798496-02*
Issue Date: *11/27/21*

Named Insured and Address

AMERICAN LEGION POST 117
324 BROOKS AVE N
THIEF RIVER FALLS MN 56701

From: 01/01/22 To: 01/01/23 12:01 a.m. standard time at the address of the named insured as shown above. These declarations together with the applications, common policy conditions, coverage part declarations, coverage part coverage form(s) and forms and endorsements, if any, issued to form a part thereof, complete the above numbered policy. In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

Policy Declarations

Business Description *FULL SERVICE RESTAURANTS*	**Legal Entity** *OTHER*

This policy consists of the following coverage parts for which a premium is indicated. This advance premium may be subject to adjustment.

Coverage(s)	Advance Premium
Businessowners Coverage	$10,066.00
Minnesota Fire Safety Surcharge	$37.04
Third Party Administration Fee - Cyber Coverage	$17.50
Certified Acts of Terrorism	
Excluded per signed rejection on file.	

Your Estimated Total Policy Premium Is **$10,120.54**
Premium does not include service charges.
THIS IS NOT A BILL. Any outstanding balance due will be billed at a later date.

Coverages Applying to All Business Locations

Businessowners Section I Property Deductibles
Basic Deductible: **$1,000**

Optional Coverage/Glass Deductible: $500, unless specified elsewhere in this policy.

Businessowners Section II Liability Coverage
Except for Damage to Premises Rented to You, each paid claim under **SECTION II, LIABILITY** of the **Businessowners Coverage Form** reduces the amount of insurance we provide during the applicable annual period. Refer to **SECTION II, D. Liability And Medical Expenses Limits of Insurance** and limits shown below.

Coverages	Limits of Insurance	Advance Premium
Liability Limit	$1,000,000 each occurrence $2,000,000 aggregate	
Products/Completed Operations	$2,000,000 aggregate	
Personal & Advertising Injury	Included in Policy	
Medical Expenses	$1,000 per person	
Damage to Premises Rented to You	$100,000 any one fire or explosion	
Employee Dishonesty Provided by BP 85 Increase in Coverage Total Coverage	 $10,000 $15,000 $25,000	 Included $106.00
Hired Auto and Non-Owned Auto (BP 04 04)		$172.00
Employment Practices Liability - Incl. Third Party (BP 181) Deductible: $2,500 each claim Retroactive Date: 01/01/2020	$100,000 aggregate $50,000 each claim	$508.00
Businessowners Restaurant Choice (BP 85)	Refer to Endorsement	$272.00
Cyber Coverage - (CC 10)	Refer to Endorsement	$158.00

Policy Schedule

Described Premises		Location
Premises: 0001	Building 001	324 BROOKS AVE N THIEF RIVER FALLS MN 56701

Coverages Applying to This Business Location

Coverages	Limits of Insurance	Advance Premium
Building Automatic Increase 4.0%	$1,116,000	$4,161.00
Business Personal Property - Replacement Cost	$145,000	$1,581.00
Liability & Medical Expenses 09500 Fraternal Organizations		Included
Business Income (Up to 12 Months - Actual Loss Sustained)	Refer to BP 00 03	Included
Money and Securities		$157.00
Inside the Premises		
Provided by BP 85	$10,000	Included
Increase in Coverage	$15,000	
Total Inside the Premises	$25,000	
Outside the Premises		
Provided by BP 85	$5,000	Included
Increase in Coverage	$20,000	
Total Outside the Premises	$25,000	
Food Contamination (BP 04 31)	$15,000	$95.00
Additional Advertising Expense	$3,000	Included
Liquor Liability Coverage (BP 14 59) (Sales) $400,000	Refer to BP 14 59	$1,726.00
Ordinance Or Law Coverage (BP 04 46) Coverage 1 applies		$707.00
Business Income and Extra Expense	0 Hour Waiting Period	Included
Equipment Breakdown (BP 173)		
Building	Incl. in Building limit	$281.00
Business Personal Property	Incl. in BPP limit	$37.00

Integrity Insurance Company

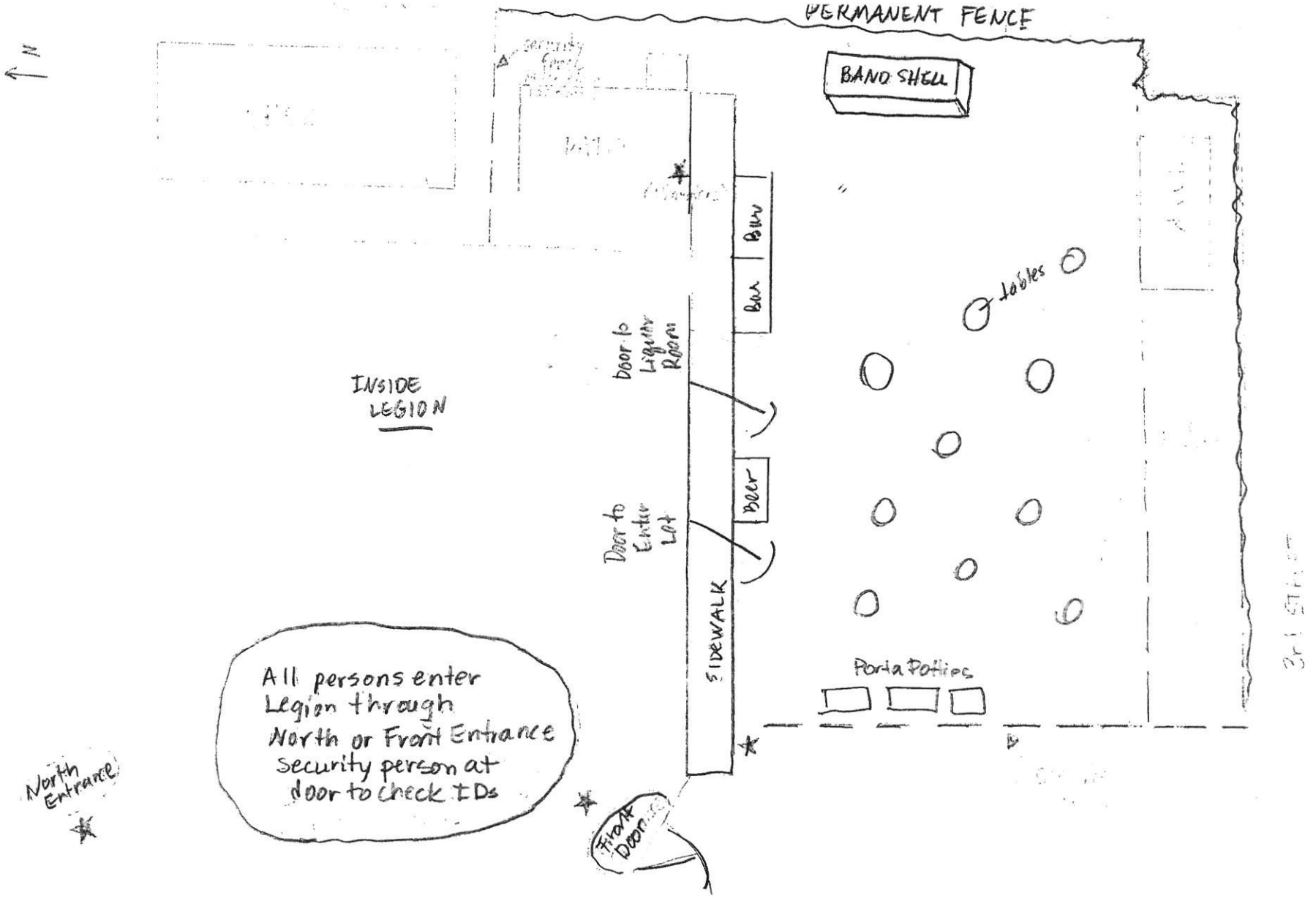
Policy Schedule

Described Premises		Location
Premises: 0001	Building 002	324 BROOKS AVE N THIEF RIVER FALLS MN 56701

Coverages Applying to This Business Location

Coverages	Limits of Insurance	Advance Premium
Building Automatic Increase 4.0%	$21,000	$59.00
Business Personal Property - Replacement Cost	$3,000	$30.00
Liability & Medical Expenses 09500 Fraternal Organizations		Included
Business Income (Up to 12 Months - Actual Loss Sustained)	Refer to BP 00 03	Included
Ordinance Or Law Coverage (BP 04 46) Coverage 1 applies		$10.00
Business Income and Extra Expense	0 Hour Waiting Period	Included
Equipment Breakdown (BP 173) Building Business Personal Property	 Incl. in Building limit Incl. in BPP limit	 $5.00 $1.00

Named Insured: *AMERICAN LEGION POST 117*
Policy Number: BP 2798496



★ Security persons

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

Receipt Number: R00057877
Cashier Name: AH
Terminal Number: 1
Receipt Date: 5/10/2022 2:23:14 PM

American Legion Post 117 (July 16 & 17 2022)

Trans Code: MISC - MISCELLANEOUS RECEIPT **Name: American Legion Post 117 (July 16 & 17 2C** **$70.00**

Product: Liquor License Intoxicating Temporary Units: 0.00 Amount: 70.00

American Legion Post 117 (July 16 & 17 2022) 70.00

19 70.00

100-4670-53211 -70.00

Total Balance Due: $70.00

Payment Method: Check Bord Payor: American Legion Post 117 (Reference: 21644 Amount: $70.00

Total Payment Received: $70.00

Change: $0.00

CITY OF THIEF RIVER FALLS

Temporary Intoxicating Liquor License Application

City Code Section 111.086

APPLICANT: Ecklund-Holmstrom American Legion Post 117
(must be a club, charitable, religious, or non-profit organization, duly incorporated as a nonprofit or religious corporation under the laws of Minnesota and in existence for at least three years or a political committee registered under MS 10A.14 and applicant must sponsoring the event that alcohol is being served)

CONTACT PERSON: Wendy Mattson

ADDRESS: P.O. Box 7, Thief River Falls, MN 56701

PHONE: 218-681-1341

TYPE OF EVENT: Live Band in Parking Lot during the Pennington County Fair

LICENSING PERIOD: July 15 + 16, 2022

HOURS OF OPERATION: 9:00pm to 1:00am

FACILITY/PLACE TO BE USED: American Legion Parking Lot

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05-05-2022
DATE

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2010 CENTRE POINTE BLVD
MENDOTA HEIGHTS, MN
55120

(651) 379-7800
Agent No. 22-029-00
info.mendotaheights@northriskpartners.com
www.northriskpartners.com

Integrity Insurance

Integrity Insurance Company
P.O. Box 539
Appleton, Wisconsin 54912-0539

DBS

BusinessAssureSM

Policy Type: *Businessowners*

Reason Issued: *Renewal*
Policy Number: *BP 2798496-02*
Issue Date: *11/27/21*

Named Insured and Address

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324 BROOKS AVE N
THIEF RIVER FALLS MN 56701

From: 01/01/22 To: 01/01/23 12:01 a.m. standard time at the address of the named insured as shown above. These declarations together with the applications, common policy conditions, coverage part declarations, coverage part coverage form(s) and forms and endorsements, if any, issued to form a part thereof, complete the above numbered policy. In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

Policy Declarations

Business Description *FULL SERVICE RESTAURANTS*	**Legal Entity** *OTHER*

This policy consists of the following coverage parts for which a premium is indicated. This advance premium may be subject to adjustment.

Coverage(s)	Advance Premium
Businessowners Coverage	$10,066.00
Minnesota Fire Safety Surcharge	$37.04
Third Party Administration Fee - Cyber Coverage	$17.50
Certified Acts of Terrorism	
Excluded per signed rejection on file.	

Your Estimated Total Policy Premium Is **$10,120.54**
Premium does not include service charges.
THIS IS NOT A BILL. Any outstanding balance due will be billed at a later date.

Coverages Applying to All Business Locations

Businessowners Section I Property Deductibles
Basic Deductible: **$1,000**

Optional Coverage/Glass Deductible: $500, unless specified elsewhere in this policy.

Businessowners Section II Liability Coverage
Except for Damage to Premises Rented to You, each paid claim under **SECTION II, LIABILITY** of the **Businessowners Coverage Form** reduces the amount of insurance we provide during the applicable annual period. Refer to **SECTION II, D. Liability And Medical Expenses Limits of Insurance** and limits shown below.

Coverages	Limits of Insurance	Advance Premium
Liability Limit	$1,000,000 each occurrence $2,000,000 aggregate	
Products/Completed Operations	$2,000,000 aggregate	
Personal & Advertising Injury	Included in Policy	
Medical Expenses	$1,000 per person	
Damage to Premises Rented to You	$100,000 any one fire or explosion	
Employee Dishonesty Provided by BP 85 Increase in Coverage Total Coverage	 $10,000 $15,000 $25,000	 Included $106.00
Hired Auto and Non-Owned Auto (BP 04 04)		$172.00
Employment Practices Liability - Incl. Third Party (BP 181) Deductible: $2,500 each claim Retroactive Date: 01/01/2020	$100,000 aggregate $50,000 each claim	$508.00
Businessowners Restaurant Choice (BP 85)	Refer to Endorsement	$272.00
Cyber Coverage - (CC 10)	Refer to Endorsement	$158.00

Policy Schedule

Described Premises		Location
Premises: 0001	Building 001	324 BROOKS AVE N THIEF RIVER FALLS MN 56701

Coverages Applying to This Business Location

Coverages	Limits of Insurance	Advance Premium
Building Automatic Increase 4.0%	$1,116,000	$4,161.00
Business Personal Property - Replacement Cost	$145,000	$1,581.00
Liability & Medical Expenses 09500 Fraternal Organizations		Included
Business Income (Up to 12 Months - Actual Loss Sustained)	Refer to BP 00 03	Included
Money and Securities		$157.00
Inside the Premises		
Provided by BP 85	$10,000	Included
Increase in Coverage	$15,000	
Total Inside the Premises	$25,000	
Outside the Premises		
Provided by BP 85	$5,000	Included
Increase in Coverage	$20,000	
Total Outside the Premises	$25,000	
Food Contamination (BP 04 31)	$15,000	$95.00
Additional Advertising Expense	$3,000	Included
Liquor Liability Coverage (BP 14 59) (Sales) $400,000	Refer to BP 14 59	$1,726.00
Ordinance Or Law Coverage (BP 04 46) Coverage 1 applies		$707.00
Business Income and Extra Expense	0 Hour Waiting Period	Included
Equipment Breakdown (BP 173)		
Building	Incl. in Building limit	$281.00
Business Personal Property	Incl. in BPP limit	$37.00

Named Insured: *AMERICAN LEGION POST 117*
Policy Number: BP 2798496

Integrity Insurance Company

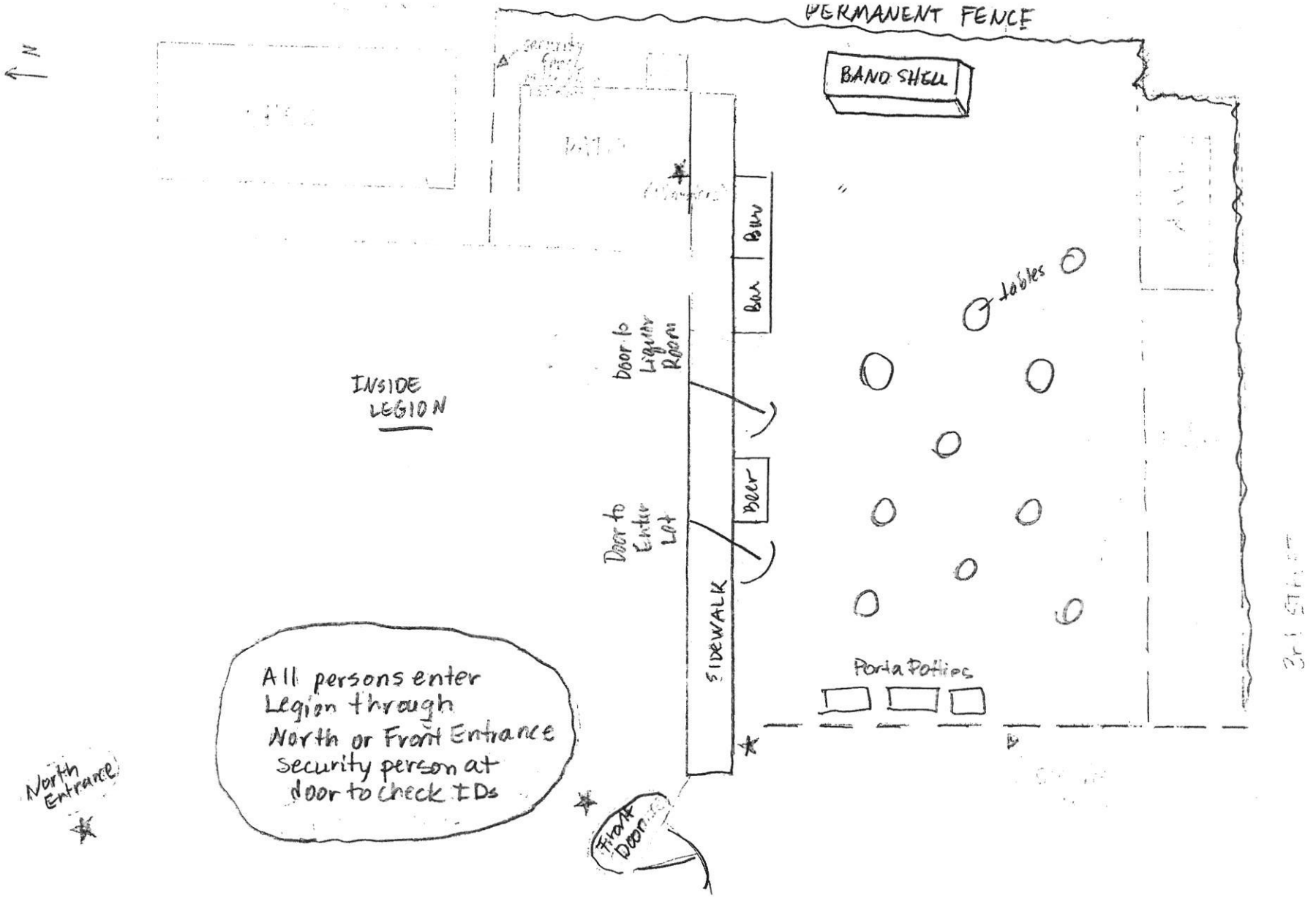
Policy Schedule

Described Premises		Location
Premises: 0001	Building 002	324 BROOKS AVE N THIEF RIVER FALLS MN 56701

Coverages Applying to This Business Location

Coverages	Limits of Insurance	Advance Premium
Building Automatic Increase 4.0%	$21,000	$59.00
Business Personal Property - Replacement Cost	$3,000	$30.00
Liability & Medical Expenses 09500 Fraternal Organizations		Included
Business Income (Up to 12 Months - Actual Loss Sustained)	Refer to BP 00 03	Included
Ordinance Or Law Coverage (BP 04 46) Coverage 1 applies		$10.00
Business Income and Extra Expense	0 Hour Waiting Period	Included
Equipment Breakdown (BP 173) Building Business Personal Property	 Incl. in Building limit Incl. in BPP limit	 $5.00 $1.00

Named Insured: *AMERICAN LEGION POST 117*
Policy Number: BP 2798496



★ Security persons

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

Receipt Number: R00057877
Cashier Name: AH
Terminal Number: 1
Receipt Date: 5/10/2022 2:23:14 PM

American Legion Post 117 (July 16 & 17 2022)

Trans Code: MISC - MISCELLANEOUS RECEIPT **Name: American Legion Post 117 (July 16 & 17 2C** **$70.00**

Product: Liquor License Intoxicating Temporary Units: 0.00 Amount: 70.00

American Legion Post 117 (July 16 & 17 2022) 70.00

19 70.00

100-4670-53211 -70.00

Total Balance Due: $70.00

Payment Method: Check Bord Payor: American Legion Post 117 (Reference: 21644 Amount: $70.00

Total Payment Received: $70.00

Change: $0.00

City of Thief River Falls

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

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

Request for Council Action

DATE: 5/17/2022

SUBJECT: #7.15 On-Sale Intoxicating Liquor License to Mulligans

RECOMMENDATION: It is respectfully requested the Council accept the Public Safety/Liquor Committee's recommendation:

MOTION TO: Approve the On-Sale Intoxicating Liquor License to Mulligans

BACKGROUND: Mulligans has applied for an On-Sale Intoxicating Liquor License.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The license fee is $2800 annually for the Liquor and $200 annually for the Sunday Liquor License.

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

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	On-Sale Intoxicating Liquor License Application Mulligans

CITY OF THIEF RIVER FALLS

On-Sale Intoxicating Liquor License Application

City Code Section 111.001 – 111.086

Date of Application: 4-22-22 Licensing Period: 6/1/2022 - 12/31/2022

Joeanna Larson DBA Mulligans
LICENSEE NAME (Corp, Partnership, Individual)

4-22-22
DATE OF APPLICATION

16126 160th Ave NE, TRF MN 56701
LICENSEE ADDRESS (Street, City, State, Zip)

8 years
LENGTH OF TIME AT THIS ADDRESS

Mulligans
BUSINESS NAME/TRADE NAME

218-681-7555
BUSINESS PHONE

218-358-0558
HOME PHONE

16160 Hwy 32 South
BUSINESS ADDRESS

PARCEL # OF BUSINESS PROPERTY

Golf Simulators, Bar and Grill
BUSINESS PROPERTY LEGAL DESCRIPTION

FEDERAL ID#

STATE ID #

BUSINESS IS A: ☐ Hotel ☒ Restaurant ☐ Bowling Center ☐ Club/Veteran Organization

IF BUSINESS IS A RESTAURANT, state the restaurant seating capacity 50

IF BUSINESS IS A CLUB: state number of members _____
years at business location _____

IF BUSINESS IS A HOTEL: state number of rooms _____
restaurant seating capacity _____

IF THE APPLICANT IS A PARTNERSHIP, LLP, CORPORATION, OR LLC, COMPLETE THE FOLLOWING FOR EACH PARTNER/OFFICER:

Full Name (First Middle Last)	Title	Social Security #	Date of Birth	Address – Street/City/State/Zip

Are the applicants citizens of the United States? ☒ Yes ☐ No

Have any of the applicants ever been convicted of a felony, gross misdemeanor or misdemeanor, including violation of a municipal ordinance but excluding minor traffic violations? ☒ Yes ☐ No
If yes, the date and place of conviction and nature of the offense 2007 misdemeanor DUI- plead no Contest.

During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?
☐ Yes ☒ No

Have any of the applicants in the prior 5 years been convicted of a willful violation of a federal or state law or local ordinance governing the manufacture, sale, distribution, or possession for sale or distribution of alcoholic beverages? ☐ Yes ☒ No

Have any of the applicants had an alcoholic beverage license revoked within the prior 5 years?
☐ Yes ☒ No

Do any of the applicants hold a license from the Commissioner of MN as a manufacturer, brewer, or wholesaler of alcoholic beverages? ☐ Yes ☒ No

Are the taxes, assessments, or other financial claims against the property where the business is to be located paid to date with no delinquent balances due? ☐ Yes ☒ No

The applicants must provide proof of financial responsibility by providing a Certificate of Insurance in the amount specified by City Ordinance. Has this been provided? ☒ Yes ☐ No

APPLICANT'S OCCUPATIONS FOR PRIOR 3 YEARS: (If applicable, please complete for each officer or partner also. Use the back of this form if additional space is needed).

Employer	Occupation	Address	Phone
Sanford Health	Nurse Practitioner	3001 Sanford Parkway	218-683-4777

Applicants will present this request to the City Administrator's Office who will forward the application to a Committee for review. An investigation by the Thief River Falls Police Division will be conducted and the findings presented to the Committee. The Committee will present their recommendation to the City Council for action. The City will forward the required applications/ paperwork to the Minnesota Department of Public Safety.

Cost of the license is currently $2,800 annually. An investigation fee of $50.00 will be charged when the application is submitted. If the City determines that further investigation is necessary the City may charge an additional investigation fee in an amount established by State Statute.

Applicants shall comply with all restrictions, limitations, and regulations for the sale of intoxicating liquor under the City Code and State Statutes.

☑ Please check this box if you are also applying for the Sunday Liquor License. An additional fee of $200 for an annual Sunday Liquor License will be due.

I, hereby, under oath, state that the information contained in this application is true and correct to the best of my knowledge; that I have received a copy of the City of Thief River Falls City Code as it relates to intoxicating liquor; and that I will notify the City of Thief River Falls within 30 days should any of the information in this application change. I further acknowledge that the falsification of any information contained in this application or willful omission will be cause for denial of the license or for revocation of a license which has been issued.

Owner 4-22-22

SIGNATURE OF APPLICANT TITLE DATE

STATE OF MINNESOTA)
) SS
COUNTY OF PENNINGTON)

On this 22nd day of April, 2022 before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.

Renee K. Olson
Notary Public-Minnesota
C.I.D. No. 31058900
My Commission Expires Jan. 31, 2026

Renee Olson
Notary Public

Owner 4-

SIGNATURE OF APPLICANT TITLE DATE

STATE OF MINNESOTA)
) SS
COUNTY OF PENNINGTON)

On this _____ day of _____, _____, before me, a Notary Public within aforesaid County, the applicant personally appeared before me and is known to be the person who completed this application and acknowledge that said application was signed of applicant's own free will and accord.

_____
Notary Public

CITY OF THIEF RIVER FALLS

CONSENT FOR THE RELEASE OF INFORMATION

In Accordance with MSA 13.05, Subd. 4(d)

I, Joeanna Larson, authorize the Thief River Falls Police Division to release criminal history data, as defined by Minnesota Statute 13.87, Subd. 1 and driver's license and traffic record data to the City Administrator for the City of Thief River Falls and/or it's agents and/or representatives. I understand that some of this data may be classified as private data under Minnesota Statutes and I hereby give my informed consent to the release of that private data by the Thief River Falls Police Division to the City Administrator of the City of Thief River Falls and/or it's agents and/or representatives.

This consent for the release of data is for the purpose of obtaining a license with the City of Thief River Falls. This information cannot be used for any other purposes.

This authorization may be revoked in writing by me at any time and in no event will it be valid for more than one year from the date below.

Signature of Individual Authorizing Release _____ Date 4-22-22

Please complete the following:

Full Name: Joeanna (FIRST) Lee (FULL MIDDLE NAME) Larson (LAST)

Date of Birth: 8-15-1976

Driver's License Number and State: S959-148-003-323 MN

Please list any other names you are or have been known by: Aasen (maiden)

I certify that all statements by me on this form are true and complete. I understand that any false statements or omissions on this form shall be sufficient cause for rejection of my license application.

I hereby authorize the City of Thief River Falls to use this information to determine my suitability for obtaining a license.

Signature of Individual Authorizing Release _____ Date 4-22-22

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

Receipt Number: R00057875
Cashier Name: AH
Terminal Number: 1
Receipt Date: 5/10/2022 2:21:42 PM

Mulligan's (Joeanna Larson)

Trans Code: MISC - MISCELLANEOUS RECEIPT **Name: Mulligan's (Joeanna Larson)** **$200.00**

Product: Liquor License On-Sale Sunday Intoxica Units: 0.00 Amount: 200.00

Mulligan's (Joeanna Larson) 200.00

17 200.00

100-4670-53211 -200.00

Total Balance Due: $200.00

Payment Method: Check Bord Payor: Mulligan's (Joeanna Larson Reference: 1003 Amount: $200.00

Total Payment Received: $200.00

Change: $0.00

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

Receipt Number: R00057876
Cashier Name: AH
Terminal Number: 1
Receipt Date: 5/10/2022 2:22:36 PM

Mulligan's (Joeanna Larson)

Trans Code: MISC - MISCELLANEOUS RECEIPT **Name: Mulligan's (Joeanna Larson)** **$2,800.00**

Product: Liquor License On-Sale Intoxicating Anr Units: 0.00 Amount: 2800.00

Mulligan's (Joeanna Larson) 2800.00

16 2800.00

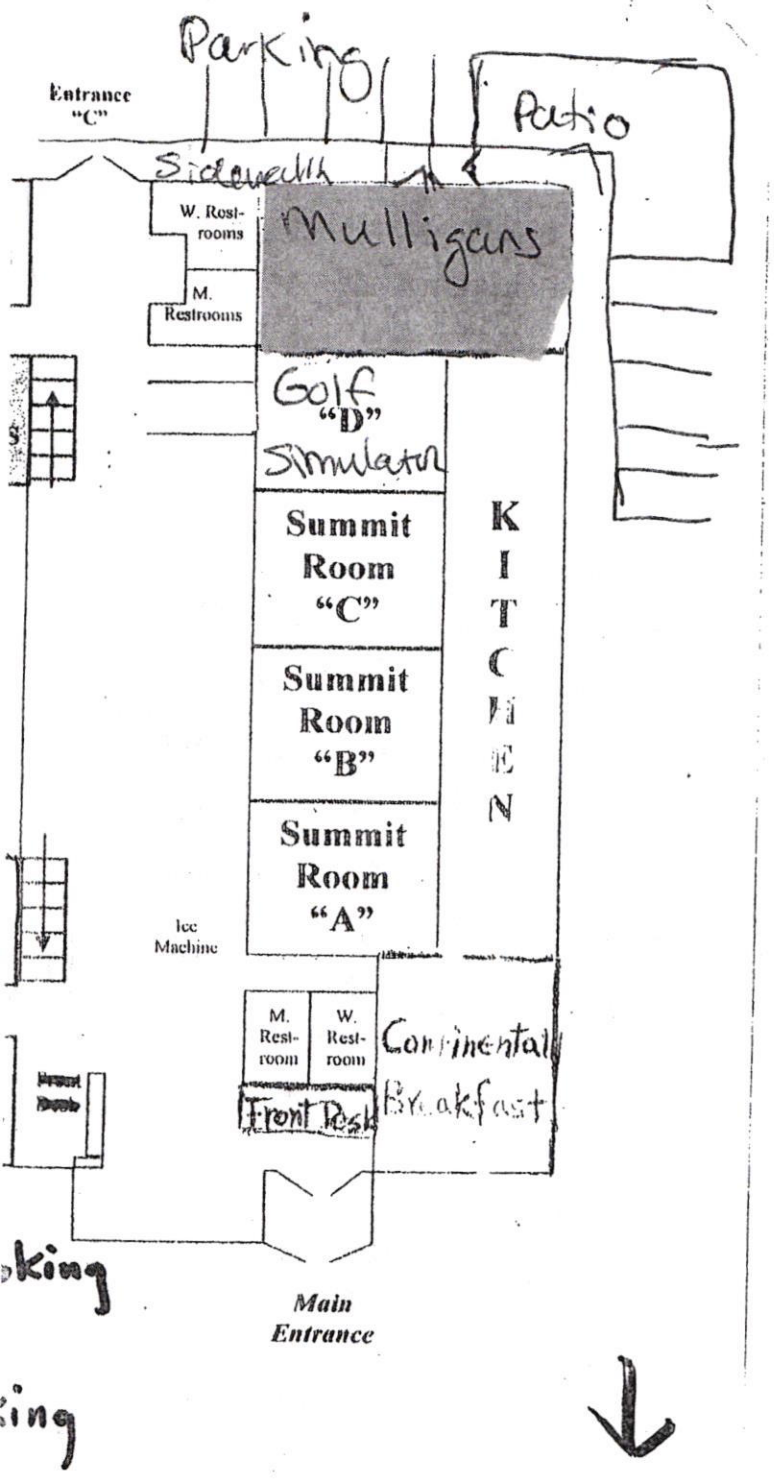
100-4670-53211 -2800.00

Total Balance Due: $2,800.00

Payment Method: Check Bord Payor: Mulligan's (Joeanna Larson Reference: 89 Amount: $2,800.00

Total Payment Received: $2,800.00

Change: $0.00


Parking
Entrance "C"
Patio
Sidewalk
W. Rest-rooms
Mulligans
M. Restrooms
Golf "D" Simulator
Summit Room "C"
Summit Room "B"
Summit Room "A"
KITCHEN
Ice Machine
M. Rest-room
W. Rest-room
Continental Breakfast
Front Desk
Main Entrance

City of Thief River Falls

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

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email: @citytrf.net
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Request for Council Action

DATE: 5/17/2022

SUBJECT: #7.16 Approval of Residential Contract Mowing

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

MOTION TO: To release Richard's mowing from contract mowing, and to accept 2nd bid from D & M Enterprises for the remainder of the 2023 project

BACKGROUND: Residential mowing contracts had been sent out for sealed bids in 2021 for request of a two-year contract agreement with the city and the contractor. Rick's mowing service was awarded the two-year contract at a price of $35.00 per lot. D & M Enterprises has agreed to honor their original quote of $38.00 per lot.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Residential contract mowing to increase from $35.00 per lot, to $38.00 per lot cost to the city.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	05172022 residential contract mowing

Rick's Lawn Mowing Service
11573 140th St. SE
Red Lake Falls, MN 56750

4-22-2022

To Whom it may concern:

Rick's Lawn Mowing Service is requesting to be released from his contract for residential parcel mowing for 2022.

Reason: It made me feel uncomfortable and unsafe. Owners were not happy with someone coming on their property and mowing their yard.

I would ask them if they had received a letter from the city and they would respond No or they hadn't looked at their mail. They would yell at me and tell me to leave. It was not safe.

Sincerely,
Richard Grandbois
Richard Grandbois

INDEPENDENT SERVICE CONTRACT

THIS CONTRACT, made and entered into this 19 th day of March, 2021 by and between RICKS MOWING, hereinafter referred to as "Contractor", and the City of Thief River Falls, a municipal corporation, hereinafter referred to as "City", WITNESSETH:

WHEREAS, the City desires to have certain properties mowed and Contractor is in the business of providing weed inspection and mowing services.

NOW, THEREFORE, in consideration of the conditions and covenants expressed herein, the parties hereto, their heirs, personal representatives, successors, and assigns, agree as follows:

1. SERVICES TO BE RENDERED: Contractor shall provide mowing services as follows:

   1.1. The City will send notices to property owners in Thief River Falls who are in violation of City Ordinances regarding mowing.

   1.2. A list of those properties will be sent to Contractor, which list will state property location, date notice sent, and date the property shall be mowed by the Contractor if property owner has not mowed.

   1.3. Contractor shall visit the property on the expiration date of the notice to determine if property is still in need of grass and weed mowing.

   1.4. If property is still in need of mowing, Contractor shall mow the property.

   1.5. On or before the first Friday of each month, Contractor shall submit a list to the City of properties that have been mowed, including date(s) of mowing.

2. PLACE OF WORK. Contractor shall provide services at properties that are to be mowed.

3. TERM. The term of this contract shall commence on May 15, 2021 and expire on December 30, 2022. Either party may terminate this contract, with or without cause, upon ten days written notice to the other party.

4. COMPENSATION.

   4.1. City shall pay Contractor the sum of $ 35.00 for each parcel mowed. Should there be unusual parcel or unusual situations, City and Contractor

may negotiate a different price per parcel. One parcel is up to 75 feet wide and up to 200 feet deep. A typical parcel is approximately 50 feet wide and 140 feet deep.

4.2. City shall pay Contractor the rate of $_____ for lawnmowers and $_____ for tractor mowing per hour for mowing services performed other than listed in item 4.1. (i.e. ditch mowing or other mowing). The payment shall include both labor and equipment. Contractor shall include the amount of time spent providing services pursuant to this contract with the information called for in paragraph 1.5. City shall pay Contractor within 30 days of receipt of the list of the properties that were mowed.

4.3. City shall pay contractor the rate of ½ their parcel rate in the amount of $_____ for trimming one parcel. Trimming will be performed only at the direction of the City.

5. INSURANCE. Contractor shall maintain the insurance coverage set forth below at his own cost.

5.1. GENERAL LIABILITY. Contractor shall carry a general liability insurance policy with a combined single limit liability coverage of at least $500,000.00.

5.2. INSURANCE GENERALLY. The insurance shall be maintained by Contractor at all times while providing services under this Contract. The insurance policies shall provide for not less than ten days written notice to City before cancellation, non-renewal, termination, or change in coverage, and Contractor shall deliver to City a duplicate original or certificate of such insurance policy or policies. City shall be named as additional insured with respect to services performed by Contractor on behalf of City.

6. EXPENSES. Contractor shall be responsible for his own expenses.

7. MATERIAL AND EQUIPMENT. Contractor shall furnish, at Contractor's own expense, his own materials and equipment that are necessary for him to carry out the terms of this contract.

8. RELATIONSHIP BETWEEN PARTIES. The parties intend that Contractor be an independent Contractor and not an agent or employee of City. City is interested only in the results obtained under this contract. The manner and means of obtaining the results are under the control of the Contractor but shall be consistent with generally accepted procedures for supplying such services. The benefits provided by City to its employees, including, but not limited to, worker's

compensation insurance, un-employment insurance, health insurance, and pension plans, are not available to Contractor or Contractor's employees. Contractor, as an independent Contractor, shall be responsible for his own mandated withholdings, FICA, and other similar payments.

9. WORK STANDARDS. Contractor shall control the conduct and means of performing the services required under this Contract. It is anticipated that the services to be provided hereunder shall be provided by Contractor. However, City acknowledges that Contractor shall have the right to have others fulfill the services required of Contractor hereunder. Any such other person providing services on behalf of Contractor shall be fully qualified to provide such services.

10. NON-EXCLUSIVE. Contractor is free to provide services similar to those being provided herein to third parties.

11. INDEMNIFICATION. Contractor assumes the entire responsibility and liability for losses, expenses, demands, and claims in connection with or arising out of any injury, or alleged injury, including death, to any person, or damage, or alleged damage, to property of City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the services by Contractor or Contractor's agents and employees, including losses, expenses or damages sustained by City, and agrees to indemnify and hold harmless City, City's Councilmembers, employees, and agents from any and all losses, expenses, damages, demands, and claims and agrees to defend any suit or action brought against City, City's Councilmembers, employees, and agents, or any of them, based on any such alleged injury or damage, and to pay all damages, costs, attorney fees, and expenses in connection therewith or resulting there from.

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

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

City
ATTN: City Administrator
P.O. Box 528
Thief River Falls, MN 56701

Contractor

IN WITNESS WHEREOF, the parties hereto have hereunder affixed their hands the day and year above written.

CITY OF THIEF RIVER FALLS

By: _____
Its Mayor

Date: _____

By: _____
Its Administrator

Date: _____

CONTRACTOR

_____
(Name)

Date: _____

SUMMARY OF BIDS
GRASS AND WEED MOWING CONTRACT 2021-2022
THIEF RIVER FALLS, MN

BIDS OPEN: March 9, 2021
2:00 P.M.

	NAME	ADDRESS	GRASS MOWING PER PARCEL	OTHER MOWING PER HOUR	TRACTOR MOWING PER HOUR
1	Ashton's Mowing Service	10289 200th Street Northwest Thief River Falls, MN 56701	$45.00	$55.00	$75.00
2	Wade Cota	801 Kendall Avenue South Thief River Falls, MN 56701	$39.00	$25.00	N/A
3	Les Cota	14298 Center Avenue West Thief River Falls , MN 56701	$50.00	$30.00	$80.00
4	Rick's Mowing Service	11573 140th Street Southeast Red Lake Falls, MN 56750	$35.00	N/A	N/A
5	D & M Enterprises	P.O. Box 294 Karlstad, MN 56732	$38.00	N/A	N/A

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
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Request for Council Action

DATE: 5/17/2022

SUBJECT: #7.17 Resolution Approving Master Partnership Contract with the MN Department of Transportation

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

MOTION TO: By the City Council of Thief River Falls, Minnesota:
1. That the City of Thief River Falls enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Council.
2. That the proper City officers are authorized to execute such contract, and any amendments thereto.
3. That the City Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Engineer may execute such work order contracts on behalf of the City of Thief River Falls without further approval by this Council

BACKGROUND: The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

The MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

The parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determination that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: A Master Partnership Contract with the Minnesota Department of Transportation allows the City of Thief River Falls to maximize the efficient delivery of transportation systems and infrastructure.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:

1.	05172022 MNDOT Master Partnership Contract Agreement

DEPARTMENT OF TRANSPORTATION

MnDOT Contract Number: 1050280

STATE OF MINNESOTA
MASTER PARTNERSHIP CONTRACT

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the "State" and the Thief River Falls City, acting through its City Council, in this contract referred to as the "Other Party."

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a "road authority" as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a "Work Order" contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into "Work Order" contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Contract

1. Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms

1.1. **Effective Date:** This contract will be effective on July 1st, 2022, or upon the date last signed by all State officials as required under Minn. Stat. § 16C.05, subd. 2, whichever occurs last. The Other Party must not begin work under this Contract until ALL required signatures have been obtained and the Other Party has been notified in writing to begin such work by the State's Authorized Representative.

1.2. **Expiration Date**. This Contract will expire on June 30, 2027.

1.3. **Exhibits**. Exhibit A is attached and incorporated into this agreement.

1.4. **Work Order Contracts**. A work order contract must be negotiated and executed (by both the State and the Other Party) for each particular engagement, except for Technical Services provided by the State to the Other Party as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully

executed. The terms of this MPC will apply to all work orders contracts issued, unless specifically varied in the work order. The Other Party understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.

1.5. **Survival of Terms.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.

1.6. **Sample Work Order**. A sample work order contract is available upon request from the State.

1.7. **Definition of "Providing Party" and "Requesting Party"**. For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. "Requesting Party" is defined as the party requesting the other party to perform work under a work order contract. "Providing Party" is defined as the party performing the scope of work under a work order contract.

2. Technical Services

2.1. Technical Services include repetitive low-cost services routinely performed by the State for the Other Party. If requested and authorized by the Other Party, these services may be performed by the State for the Other Party without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.

2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract (If you have questions regarding whether a service is covered under 2.1.1, please contact Contract Management).

2.2. The Other Party may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.

2.3. The State will promptly inform the Other Party if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State's normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.

2.4. **Payment Basis**. Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Other Party the State's then-current rate for performing the Technical Services. The then-current rate may include the State's normal and customary additives. The State will invoice the Other Party upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring a Work Order Contract

3.1. **Work Order Contracts**: A party may request the other party to perform any of the following services under individual work order contracts.

3.2. **Professional and Technical Services**. A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services "means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task." Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) cultural resources, engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing

relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party's professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

3.3. **Roadway Maintenance**. A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.

3.4. **Construction Administration**. A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party's own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.

3.5. **Emergency Services**. A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.

3.6. When a need is identified, the State and the Other Party will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although "on call" work orders may be prepared for certain types of services, especially for "Technical Services" items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced. The Other Party will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

4.1. **Terms Applicable to ALL Work Order Contracts.** The terms in this section 4.1 will apply to ALL work order contracts.

4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.

4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will

furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.

4.1.3. If the Other Party is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Other Party to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.

4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.

4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.

4.2. **Additional Terms for Roadway Maintenance.** The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.

4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.

4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.

4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.

4.3. **Additional Terms for Construction Administration**. The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.

4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.

4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.

4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.

4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.

4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.

4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.

4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.

4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.

4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Other Party will tender the processing and defense of any such claims to the State upon the State's request.

4.3.10. The Other Party must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.

4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.

4.3.12. If the Other Party is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:

a. The Other Party will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Other Party, or its contractor, if work is suspended or stopped due to any such condition or concern.

b. The Other Party will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.

c. The Other Party will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.

d. All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.

5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).

5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.

5.4. The State will provide to the Other Party copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.

5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).

5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

6.1. In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

7.1. **Consideration.** The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.

7.2. **State's Maximum Obligation.** The total compensation to be paid by the State to the Other Party under all work order contracts issued pursuant to this MPC will not exceed $100,000.00.

7.3. **Travel Expenses.** It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Other Party will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.

7.4. Payment

7.4.1. **Generally.** The Requesting Party will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.

7.4.2. **Payment by the Other Party.**

a. The Other Party will make payment to the order of the Commissioner of Transportation.

b. IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE "INVOICE NUMBER" ON THE INVOICE RECEIVED FROM MNDOT.

c. Remit payment to the address below:

MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 1050280W[XX] and Invoice Number: 00000[#####]
(see note above)
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155

7.4.3. **Payment by the State.**

a. Generally. The State will promptly pay the Other Party after the Other Party presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.

b. Retainage for Professional and Technical Services. For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Other Party has satisfactorily fulfilled all the terms of the work order contract.

8. Conditions of Payment

8.1. All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and

regulations. The Providing Party will not receive payment for work found by the Requesting Party to be unsatisfactory or performed in violation of federal or state law.

9. State's Authorized Representative and Project Manager

9.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.

9.2. The State's Project Manager will be identified in each work order contract.

10. Other Party's Authorized Representative and Project Manager

10.1. The Other Party's Authorized Representative for administering this master contract is the Other Party's Engineer, and the Engineer has the responsibility to monitor the Other Party's performance. The Other Party's Authorized Representative is also authorized to execute work order contracts on behalf of the Other Party without approval of each proposed work order contract by its governing body.

10.2. The Other Party's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

11.1. **Assignment**. Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.

11.2. **Amendments**. Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

11.3. **Waiver**. If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.

11.4. **Contract Complete**. This master contract and any work order contract contain all negotiations and contracts between the State and the Other Party. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability

12.1. Each party will be responsible for its own acts and omissions to the extent provided by law. The Other Party's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

13.1. Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

14.1. **Government Data Practices**. The Other Party and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Other Party under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Other Party or the State.

14.2. **Intellectual Property Rights**

14.2.1. **Intellectual Property Rights**. The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. **Obligations with Respect to Intellectual Property**.

a. **Notification**. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

b. **Representation**. The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

15.1. The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Other Party is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Other Party lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:

15.2. **Covered Contracts and Contractors**. If the Contract exceeds $100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

15.3. **Minn. Stat. § 363A.36**. Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

15.4. **Minn. R. Parts 5000.3400-5000.3600**.

15.4.1. **General**. Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

15.4.2. **Disabled Workers**. The Contractor must comply with the following affirmative action requirements for disabled workers:

a. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

c. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

d. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

e. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

15.4.3. **Consequences**. The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.

15.4.4. **Certification**. The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers' Compensation

16.1. Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. Publicity

17.1. **Publicity**. Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Other Party individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.

17.2. **Data Practices Act**. Section 17.1 is not intended to override the Other Party's responsibilities under the Minnesota Government Data Practices Act.

18. Governing Law, Jurisdiction, and Venue

18.1. Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. Prompt Payment; Payment to Subcontractors

19.1. The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Other Party lets a contract for work pursuant to any work order, the Other Party must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Other Party for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. Minn. Stat. § 181.59.

20.1. The Other Party will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. Termination; Suspension

21.1. **Termination by the State for Convenience**. The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Other Party. Upon termination, the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.2. **Termination by the Other Party for Convenience**. The Other Party may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State. Upon termination,

the Other Party and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.3. **Termination for Insufficient Funding**. The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Other Party. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Other Party will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Other Party notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

22.1. Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Other Party consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Other Party to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

23.1. If any lawsuit or claim is filed by a third party (including but not limited to the Other Party's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Other Party will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Other Party will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Other Party will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Other Party, and will not be bound by the terms of any settlement entered into by the Other Party except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

24.1. NONE

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OTHER PARTY

The Other Party certifies that the appropriate person(s) have executed the contract on behalf of the Other Party as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____

Date: _____

Title: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

Source Code	Title	Description
1735	Bituminous Plant Inspection	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with bituminous plant inspection.
2830	Bridge Bearing Assemblies	All tasks related to the repair and maintenance of fixed or expansion-bearing assemblies on bridges. Includes related traffic
2819	Bridge Curb, Walk And Railing	Repairing and maintaining bridge curb, walk, rail, coping, and fencing connected to the rail. Includes glare screen and median barriers on bridges. Includes related traffic control.
2820	Bridge Deck	Work associated with bridge deck and slab repair regardless of removal depth or type of material used for patching. Includes deck or slab overlays and replacements and underside deck delamination. Includes related traffic control.
2838	Bridge Deck Crack Sealing	All tasks related to deck crack sealing. Includes related traffic control.
2827	Bridge Expansion, Relief Joints	All maintenance tasks associated with bridge expansion joints, except joint reestablishment. Includes tightening expansion device bolts and replacing seal glands. Includes related traffic control.
2855	Bridge Inspection Direct Support	Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance.
2828	Bridge Inspection-Federal Fund	All bridge inspection tasks for non-MnDOT bridges funded by the federal Fracture-Critical Bridge Program (Project Code will begin with TSL and with the local bridge number). Includes related inspection reports. For MnDOT Trunk Highway bridges (Project Code begins with TSO followed by the bridge number) and local and Department of Natural Resources (DNR) (bridge number begins with 9A follow by bridge number) bridge inspections to be billed to the local government or Department of Natural Resources (DNR) use Source Code 2824.
2824	Bridge Inspection-Non-Federal	All tasks related to inventory, inspection, and load capacity rating work done on trunk highway bridges to meet the requirements of the National Bridge Inspection System and/or Minnesota Bridge Safety Inspection Program or for billing to local governments. Includes related inspection reports and deck condition surveys.
1421	Bridge Management System Operation/Administration/Data	Use for tasks related to the Bridge Management System, including operations, administration, or data entry.
2847	Bridge Poured/ Relief Joint Seal	All tasks associated with resealing bridge construction joints. Includes related traffic control. Related source type codes: Activities that support bridge inspection, but are not direct production (i.e., leadership, technical, administrative assistance).
2829	Bridge Superstructure	All tasks to repair any bridge component above the bridge seat that is not included in other source codes. Includes repairs to all types of bridge superstructure elements such as girders, beams, floor beams, trusses, stringers, t-beams, precast channels, and box girders. Includes related traffic control.
2316	Brush & Tree Removal	Maintaining, watering, trimming, and removing highway right of way tree and brush. Includes chipping of tree limbs and stump removal/grinding. Includes related traffic control.
0032	Business Unit Management	All expenses of business/office managers for general management and administration of support functions. includes administering central facilities maintenance and facilities capital budgets.
3000	Class Of Frequency Coordination	Use for frequency coordination done with APCO, AASHTO or FCCA.

Source Code	Title	Description
1733	Concrete Plant Inspections	Performing QA/QC physical testing at the plant; sampling and transporting of materials from the plant to the lab for lab testing, plant reviews, and operations; investigating plant discrepancies; and other technical services in the plant or office associated with stationary concrete plants or mobile concrete paving plant inspection.
1734	Construction Materials Inspections	Performing construction phase material inspection and engineering, for structural steel, precast and pre-stressed concrete, reinforcement steel, and electrical products and related technical services in the field and office for materials to be used in multiple projects. Includes travel time, sampling, and sample delivery. Includes tasks related to reviewing shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices).
1802	Construction Surveying	Use for surveys to provide staking for the contractor's operations and for any other construction phase surveying
2106	Crack Sealing	All surface crack sealing, crack filling, or rout and seal operations. Includes related materials, hauling, stockpiling, and traffic control.
3023	Elec Comm Eq Rep - Miles	
0400	Equipment Calibration-Mat Insp	Use when performing periodic equipment calibration for equipment used in the materials lab or on construction projects.
1800	Field Inspection	All construction project field inspection (not cyclical inspection of assets), including preparatory plans & spec review, measurement, and verification other than environmental monitoring. Includes field inspection of materials such as gradations, densities/DCP, proctors, compaction, slump tests, and field air tests. Witnessing claims, determination and computation of pay quantities, materials control and certification for progress vouchers, but not for final payments. Includes collecting and transporting samples for lab tests, but not the actual laboratory verifications. Includes all construction phase project related activities for project and resident engineers such as problem resolution, guidance and direction to field technicians. Includes all miscellaneous field engineering expenses used by district offices such as space rental, utilities, or other costs charged to the construction project Includes all work associated with evaluation of implementation of intelligent compaction devices to determine if construction contract terms have been met.
1040	Final Design Surveys	All district field and office tasks needed to respond to supplemental "Requests for Survey Data" and add the data to the surveys base map or DTM.
0601	Gen Training Preparation - Delivery	Use for time, materials, and travel expenses when developing or delivering training. includes course preparation, designing materials, and managing training records.
2210	Guardrail-Install/Repair/Maintenance	Install, repair, or maintain low tension cable, plate beams, and end treatments; cable tension adjustments; and reflector replacement. includes related traffic control.
2624	Indirect Expense	Indirect shop expenses and shop equipment. Allocate to mobile equipment.
1871	Lighting Maintenance & Utilities	All work related to installing, maintaining, restoring, or removing highway lighting systems and fixtures. Includes repairing, maintaining, or replacing supports necessary for roadway lighting luminaries. Includes patrol highway lighting, inspect lighting structures, electrical service for highway lighting, re-lamping, pump stations, anti-icing systems, truck roll-over warning systems and electrical repairs. Includes traffic control in support of roadway lighting activities. Use for tasks related to public inquiries/complaints, review utility billings, provide data, and conduct field reviews.

Source Code	Title	Description
1875	Locate One Call	Finding and marking locations of buried conduit, cables, hand holes, loops, etc. in order to maintain or repair the traffic management system, signal systems, or roadway lighting systems.
1732	Material Testing & Inspection	Performing construction phase and research physical and chemical laboratory testing, and related technical services in the districts and central labs, and for performing research and construction phase non-destructive testing materials surveys, and related technical services in the field and offices. Includes detour surveys. Non-destructive tests include, skid resistance and falling weight deflectometer (FWD) testing.
2660	Misc Revenue	Used only by Office of Financial Management for billing and deposit transactions and to record payments to the department for gravel sold to contractors and others.
2822	Miscellaneous Bridge Maintenance	Miscellaneous maintenance tasks performed on a specific bridge or structure not covered by other source codes. Includes work on items such as stairways, drains, fencing, light bases, transient guards, and access doors. Includes transient removal, ordering materials, and picking up equipment. Includes related traffic control.
3049	On Call Electronic Communications Infrastructure Maintenance	To be used by Statewide Radio Communications personnel to record on-call time.
2142	Overhead Sign Panel Maintenance	Work related to the repair and replacement of overhead sign panels, extruded sign panels mounted on I-beams, and overhead sign structures. Includes related cable locates and traffic control. Does not include structural work.
2102	Patching	Related source type codes: 2103-Heavy patching, 2104-Bituminous paving, 2105-Blow patching
1520	Pavement Management System	For tasks related to the operation of the pavement management system, including development and maintenance/technical support. Includes tasks to meet needs external to MnDOT.
2406	Plowing & Material Application	Shoulder to shoulder snow removal operation, winging back, snow blowing drifts, and the application of de-icing chemicals using mobile equipment. Includes changing cutting edges during event and related traffic control.
3005	Radio - Mobile Equipment	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency (State Patrol, DNR, BCA, Fire Marshall). See OSRC Project Code list.
3027	Radio Programming	Creating or modifying radio frequency programs and programming mobile and portable radios. Does not include mobile radios used as fixed base radios as part of the Inter-OP System (Use 3009).
3002	Radio/Electronic Infrastructure	Use for the repair and preventative maintenance of all equipment associated with wireless two-way radio communications systems (includes mobile radios, portable radios, base stations, console workstations, recorders, etc.). Non-MnDOT equipment - Must use Project number assigned to requesting agency; Department of Public Safety (DPS) includes State Patrol (SP) Bureau of Criminal Apprehension (BCA), Fire Marshall); does not include Department of Natural Resources (DNR). See OSRC Project
3007	Radio/Electronic System Engineering	Use for design of microwave, radio and miscellaneous electronic systems.
3009	Radio/Electronic System Upgrade & Installation	Use for the installation and other services needed to provide major system upgrades or improvements to wireless or electronic systems. Use for all work performed to correct or repair deficiencies found in a new installation.
1716	Record Sampling	Used by Materials and Research Section and district materials staff to verify inspector" sampling and testing procedures and checking inspectors' equipment during project construction as required by FHWA. Use when performing field tests on split sample.

Source Code	Title	Description
2222	Sign/Delineation/Marker Repair	Replacing, repairing, and washing signs (including temporary stop signs). Includes re-sequencing intersection signing and repair/replace overhead and extrude signs mounted on I-beams. Includes related cable locates and traffic control.
1182	Soils/Foundation Field/Laboratory Tests	All laboratory testing necessary to provide geotechnical information to complete roadway soils recommendations and approvals for use in the development of Final Design Plans and Special Provisions. Lab work includes R-value, resilient modulus, soil classification, gradation, proctor testing, unconfined compression, consolidation, direct simple shear, direct sheer, permeability and triaxial tests.
1879	State Furnished Materials	Use to record labor hours, equipment usage, and material costs to supply state furnished materials to a state road construction project with federal participation.
1738	State Project - Specific Materials Inspection	Performing material inspection and engineering for materials designated for a specific construction project (SP). Generally applies to inspection of such things as structural steel, prestressed concrete items, and most precast concrete items and related technical services in the field and offices when related to a particular SP. Use for SP specific tasks related to performing the review of shop drawings furnished by suppliers or fabricators and contractor working drawings or calculations, and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering and technical services in the field and offices).
1434	Structural Metals Inspection-Non DOT	Reviewing shop drawings furnished by suppliers, fabricators, and contractors (working drawing or calculations), and for tasks related to structural metals inspection (materials surveys, physical and chemical laboratory testing, material inspection and engineering, and technical services in the field and offices) for local agency projects.
2629	Supplies & Small Tools	Shop tools, small equipment, and supplies that cannot be directly charged to a mobile equipment unit.
0152	Support Services	Work that supports general office management, system management such as entering data into SWIFT, PPMS, PUMA and other MnDOT systems, attending staff meetings and other indirect support activities.
1312	Tech Assist-Outside MnDOT	Use when providing technical assistance to an organization external to MnDOT.
3025	Tower/Building Maintenance	Use for all tasks related to the maintenance of a tower building or site. Includes towers, buildings, generators, LP system, fencing, landscaping, grounding, ice bridge, cable management, climbing ladders, card key systems, and HVAC.
1876	Traffic Counting	Use to record labor, equipment usage, and material costs for activities related to traffic counts made for statewide traffic monitoring or traffic operations. Includes all activities related to traffic counting, such as taking requests, assigning priorities, collecting field data, processing data, and developing new techniques for collection.
1501	Traffic Management System (TMS)	Used by traffic operations staff for all tasks that support the RTMC's operations center (or TOCC) providing traveler information, managing incidents and monitoring the FMS. Includes dynamic message sign maintenance, ramp meter maintenance, camera maintenance, and loop detection activities. Includes maintenance activities related to any ITS or TMS device such as RTMC cables, monitor wall, switchers, routers, or modems. Use to record all costs for maintenance activities related to traffic management fiber optics. Use for tasks related to maintaining traffic operations software including minor software enhancements and fixes. Use when providing traffic operations technical assistance external to MnDOT. Use with

Source Code	Title	Description
1513	Traffic Management System (TMS) Integration	For tasks associated with the incorporation of new and existing TMS devices (cameras, loops, DMS, and other ITS devices) into existing infrastructure to ensure proper operation. Use with the Construction/Program Delivery Appropriation.
1500	Traffic Mgt System Maintenance	Used by staff to maintain various Intelligent Transportation System (ITS) devices such as dynamic message signs, ramp meters, cameras, detection, cables, RICWS, video wall monitors, switches, routers or modems. Used to record all costs for maintenance activities related to traffic management fiber optics. Not to be used for Lighting or Traffic Signal maintenance.
1721	Traffic Sign Work Orders	Use for work involved in preparing work orders for traffic signs. Use only with Maintenance Operations appropriation (T790081).
2863	Traffic Signal Inspection	Work related to cyclical structural and electrical inspection and preventive maintenance checks of traffic signal systems/structures. Includes labor, equipment, materials, and traffic control.
1870	Traffic Signal Maintenance	Work related to the structural repair and replacement of traffic signal system structures and all electrical maintenance for traffic signal systems including electrical power, labor, equipment materials, GSOC locates, traffic control and responses to public inquiries.
2834	Waterway Maintenance	All tasks related to waterway maintenance for deck bridges. Includes debris removal, waterway cleanup, channel repair, and channel protection repair that is not part of slope protection. Includes related traffic control.

City of Thief River Falls

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Request for Council Action

DATE: 5/17/2022

SUBJECT: #8.1 Call for first reading to consider amendment to City Code Chapter 152.087 EXCLUDED SIGNS to add (L) Sidewalk signs as allowed by sidewalk use permit; and 152.091 PROHIBITED SIGNS (D) to add (unless allowed in a sidewalk use permit); and (F) to remove "A-frames"; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

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

MOTION TO: Call for first reading to consider amendment to City Code Chapter 152.087 EXCLUDED SIGNS to add (L) Sidewalk signs as allowed by sidewalk use permit; and 152.091 PROHIBITED SIGNS (D) to add (unless allowed in a sidewalk use permit); and (F) to remove "A-frames"; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

Final approval of this ordinance should be contingent upon approval of the Sidewalk Use Permit on Municipal Roadways.

BACKGROUND: The City of Thief River Falls has sections in the city code within land usage that controls among other things the zoning code. This section includes requirements for signs. This section governs all sign regulations including those excluded from a permit, prohibited signs, and definitions.

KEY ISSUES: The City of Thief River Falls currently does not allow signs on a sidewalk. Included in the sidewalk use permit being considered there is language to aloe signs on a sidewalk provided they are under 6 square feet, within the sidewalk use permit area, at least 26 inches in height, and removed when the business is closed. This ordinance amendment would allow these signs.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: The proposed ordinance amendment requires a public hearing to be held by the Planning Commission, with two readings and final approval by City Council.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	Public Hearing Chapter 152

NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given, pursuant to Chapter 152 of the Thief River Falls City Code, that the Planning Commission recommends:

An amendment to City Code Chapter 152.087 EXCLUDED SIGNS to add (L) Sidewalk signs as allowed by sidewalk use permit; and 152.091 PROHIBITED SIGNS (D) to add (unless allowed in a sidewalk use permit); and (F) to remove "A-frames"; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

Notice is further given that the Planning Commission will conduct a hearing on the amendments at 5:00 p.m. on Tuesday, May 10, 2022, in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the amendments will have the option to be heard at that time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

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

Dated this 22nd day of April 2022

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Zoning Administrator

Published in the Wednesday, April 27, 2022, edition of The Times.

City of Thief River Falls

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Request for Council Action

DATE: 5/17/2022

SUBJECT: #8.2 Call for first reading to consider amendment to City Code Chapter 92.300 changing PERMITTING OF AN OUTDOOR SIDEWALK ZONE to SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS, and sections 92.301 – 92.315; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

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

MOTION TO: Call for first reading to consider amendment to City Code Chapter 92.300 changing PERMITTING OF AN OUTDOOR SIDEWALK ZONE to SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS, and sections 92.301 – 92.315; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

BACKGROUND: The City of Thief River Falls has sections in the city code within the general regulations that controls among other things streets and sidewalks. This section includes requirements for permitting the use of a portion of sidewalks for business use.

KEY ISSUES: The City of Thief River Falls currently has an ordinance for permitting of an outdoor sidewalk zone. This was established in preparation for some of the sidewalk improvements that took place in 2019 to allow business use on portions of the sidewalk with a permit. Over the past couple of years, sidewalks being used for business use has increased and the current sidewalk requirements need minor revisions to address actual conditions and maintain clarification on the Minnesota Department of Transportation requirements.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: The proposed ordinance amendment requires a public hearing to be held by the Planning Commission, with two readings and final approval by City Council.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	Public Hearing Chapter 92
2.	Chapter 92

NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given, pursuant to Chapter 92 of the Thief River Falls City Code, that the Planning Commission recommends:

An amendment to City Code Chapter 92.300 changing PERMITTING OF AN OUTDOOR SIDEWALK ZONE to SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS, and sections 92.301 – 92.315; and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

Notice is further given that the Planning Commission will conduct a hearing on the amendments at 5:00 p.m. on Tuesday, May 10, 2022, in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the amendments will have the option to be heard at that time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

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

Dated this 22nd day of April 2022

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Zoning Administrator

Published in the Wednesday, April 27, 2022, edition of The Times.

CHAPTER 92: STREETS AND SIDEWALKS

Section

General Provisions

92.001 Requirement of sewer and water main service lateral installation

Ice and Snow on Public Sidewalks

92.020 Placing snow or ice in public street or on other City property

Construction and Reconstruction of Street Surface, Sidewalk and Curb and Gutter

92.040 Methods of procedure
92.041 Permit required
92.042 Specifications and standards
92.043 Inspection
92.044 Painting or coloring

Street Openings or Excavations

92.050 Election to manage the public right-of-way
92.051 Definitions and adoption of rules by reference
92.052 Permit requirement
92.053 Permit applications
92.054 Issuance of permit; conditions
92.055 Permit fees
92.056 Right-of-way patching and restoration
92.057 Supplementary applications
92.058 Denial of permit
92.059 Installation requirements
92.060 Inspection
92.061 Work done without a permit
92.062 Supplementary notification
92.063 Revocation of permits
92.064 Mapping data; information required
92.065 Location of facilities
92.066 Damage to other facilities
92.067 Right-of-way vacation
92.068 Indemnification and liability
92.069 Abandoned facilities; removal of abandoned facilities

92.070 Appeal
92.071 Reservation of regulatory and police powers

Obstructions, Fire Dumping, Signs and Other Structures

92.075 Obstructions
92.076 Fires
92.077 Dumping in streets
92.078 Signs and other structures
92.079 Continuing violation

Parades

92.090 Definition
92.091 Application
92.092 Procedure and granting
92.093 Fee
92.094 Distribution
92.095 Violation

Sidewalk Maintenance and Repair

92.110 Primary responsibility
92.111 Construction, reconstruction and repair specifications
92.112 Notice; no emergency, emergency
92.113 Failure of owner to reconstruct or make repairs

Trail Designation

92.20 Trail Designation

Sidewalk Use Permit on Municipal Roadways

92.301 Permit – Required
92.302 Permit – Application
92.303 Permit – Fee
92.304 Report and Recommendation of City Public Works Director
92.305 Authority to Issue and Set Conditions
92.306 Minimum Sidewalk Clearance
92.307 Dining Permits – Limited to restaurants that serve food
92.308 Limitations on outdoor sidewalk retail area/dining facilities
92.309 Indemnification and Insurance
92.310 Notice of Violation and/or Termination
92.311 Impoundment
92.312 Appeal
92.313 Appeal of Public Works Director's Decisions Under This Title
92.314 Violation – Penalty
92.315 Violation – Other Remedies

SIDEWALK USE PERMIT ON MUNICIPAL ROADWAYS

92.301 Permit – Required.
Any person desiring to erect, construct, place or maintain an encroachment upon any public sidewalk for outdoor sidewalk commerce area must first obtain an annual sidewalk use permit pursuant to this chapter. Each applicant for an annual permit shall comply with the requirements of this chapter and any other applicable laws. This permit would not exempt Permit Holder from compliance with any Minnesota Department of Transportation requirements relating to a state highway.

92.302 Permit – Application.
The City Administrator shall establish an application form for an annual sidewalk permit, including any application materials deemed necessary to enable complete review of the application.

92.303 Permit – Fee.
Each applicant for an annual sidewalk use permit under this chapter shall pay a nonrefundable permit application fee as established from time to time by resolution of the city council. Each holder of such permit shall be required to submit a renewal application along with a non-refundable renewal application fee to obtain a new annual permit that will expire on December 31st of the year it is issued.

92.304 Report and Recommendation of City Public Works Director.
The director shall transmit a copy of each application for an annual sidewalk use permit to the chief of police. The chief of police and/or city public works director may require of the applicant such additional information pertinent to the sidewalk use permit as they may deem necessary and shall advise the public works director in writing of all material facts which they consider necessary for determining whether a sidewalk use permit should be approved, approved with conditions, or denied.

92.305 Permit – Authority to Issue and Set Conditions.
The public works director in acting upon any application for a sidewalk use permit shall either approve, approve with conditions, or deny the issuance of a permit based on the following principles and standards:

A. That the proposed use of the public sidewalk is in compliance with all applicable provisions of this chapter;

B. That the proposed use of the public sidewalk is so arranged as to ensure the protection of public health, safety and general welfare and prevent interference with users of the municipal roadways and with holders of other similar permits; and

92.306 Minimum Sidewalk Clearance.
A. All permitted uses shall be located at least five feet from the curb, and if no curb from the edge of the pavement, and any sidewalk obstruction which shall include, but not be limited to, street light poles, trees, signposts, and utility poles.

B. An unimpeded pedestrian corridor no less than five (5) feet at its narrowest width continuing in a linear direction more or less parallel to the right of way the full length of the sidewalk past the permitted use area shall be maintained free and clear of any obstructions at all times.

C. The remainder of the outdoor sidewalk area may be used by the Permit Holder for permitted uses subject to the permit requirements.

92.307 Dining Permits - Limited to Restaurants That Serve Food.
All permits issued pursuant to this chapter shall be limited to outdoor sidewalk dining facilities established in conjunction with and abutting restaurants that are licensed or permitted for the sale and/or service of food. No alcoholic beverages shall be sold or served, unless permitted by the City Council under separate permit.

92.308 Limitations on Outdoor Sidewalk Retail Area / Dining Facilities.
All outdoor sidewalk commerce areas or dining facilities shall be placed, installed, used or maintained as follows:

A. All outdoor dining furnishings and equipment such as chairs, tables, fences, planters and such related furnishings and equipment, and all retail items displayed or offered for sale, shall not exceed 96 inches in height or less than 26" in height, and sidewalk signs shall be limited to 6 square feet;

B. No items of furnishings or equipment, including but not limited to umbrellas, chairs, tables, fences, planters and related furnishings and equipment, and no retail items displayed or offered for sale, shall be attached to the sidewalk or sidewalk surface, nor shall any of those items cause damage to the sidewalk in any manner, unless otherwise authorized by separate permit approved by the City Council.

C. Outdoor sidewalk dining shall only be allowed between the hours of 6:00 a.m. and 10:00 p.m., unless otherwise authorized by separate permit.

D. The maximum number of tables, chairs or other items of furnishings or equipment allowed under any permit shall be consistent with the provisions of this chapter and any other applicable laws. The decision of the public works director with regard to the total number of tables, chairs or other items of furnishings or equipment, and retail items displayed or offered for sale, which may be permitted under the permit granted hereunder shall be final.

E. All obstructions allowed by a sidewalk use permit shall not be allowed outside of business hours.

92.309 Indemnification and Insurance.
As a condition of the issuance of an annual outdoor sidewalk commerce area/dining permit, the permit holder shall defend, indemnify and hold harmless the city, its officers, officials, agents and employees, and shall present, along with each application or renewal application for an annual permit, evidence of liability insurance in a form and in an amount acceptable to the City, which shall name the City as an additional insured.

92.310 Notice of Violation and/or Termination.
A. If the public works director or chief of police believes that a permittee is in violation of the provisions of this chapter, the public works director may issue a notice of violation to the permittee.

The notice shall be served on the permittee, either in person or by first class mail. The notice of violation shall set forth the basis for the violation and indicate that the permit is subject to termination unless, within 10 calendar days of service of the notice, the violation is either corrected or an appeal is requested.

B. If the director determines that a permittee has committed a violation of this chapter; or will not be able to continue to meet the requirements of this chapter because of a proposed public highway right-of-way improvement, the public works director shall notify the permittee, either in person or by first class mail, that the permit will be terminated. The notice of termination shall be served on the permittee, either in person or by first class mail. The notice shall indicate that the permit is subject to termination unless, within 10 calendar days of service of the notice, an appeal is requested.

C. Notices made pursuant to any section of this chapter shall be deemed served and effective upon the date the notice is provided in person or by facsimile machine or email, or two calendar days after sending by first class mail. The failure of any person to receive a notice shall not affect in any manner the validity of any proceeding or action under this chapter.

92.311 Impoundment.

A. The public works director or chief of police may impound any furnishings, equipment and/or inventory believed to be in violation of this chapter if the furnishings, equipment and /or inventory are deemed a hazard to public health, safety or welfare. Before impounding any furnishings, equipment and/or inventory, the director shall provide not less than 10 calendar days' notice prior to impoundment. The notice shall set forth the basis for the impoundment and shall also notify the permittee of its appeal rights.

B. If, however, the violation constitutes an immediate threat to the public health, safety or welfare, the public works director or chief of police may impound furnishings, equipment and/or inventory without any advance notice to the permittee. In such case, written notice of the impound shall be served to the permittee of record not later than two working days after the impoundment. The notice shall inform the permittee of the right to seek the return of the impounded furnishings and equipment and the right to appeal the public work director's decision.

C. Notices made pursuant to any section of this chapter shall be deemed served and effective upon the date the notice is provided in person or by facsimile machine or email, or two calendar days after sending by first class mail. The failure of any person to receive a notice shall not affect in any manner the validity of any proceeding or action under this chapter.

D. The permittee or, if there is no permittee, a claimant who provides sufficient proof of ownership of impounded furnishings and equipment may, no later than 30 calendar days after impoundment or, if an appeal has been filed, not later than 30 calendar days after any such appeal becomes final, obtain a return of the furnishings, equipment and/or inventory, upon paying an impound fee as established from time to time by the city council, plus the reasonable cost, if any, of impounding and storing the furnishings, equipment and/or inventory, in excess of the impound fee established by the city council. The furnishings, equipment and/or inventory shall be returned without payment of any impound fee or costs if so determined by the public works director or on appeal.

E. If any furnishings, equipment and or inventory are impounded for more than 30 calendar days after impoundment or, if an appeal has been filed, for more than 30 calendar days after the appeal becomes final, then the public works director may cause the sale or disposal of the impounded furnishing and equipment.

92.312 Appeal.
A permittee or person responsible for furnishings, equipment and/or inventory governed by this chapter may appeal any denial of a permit, notice of violation, notice of termination or impoundment.

92.313 Appeal of Public Works Director's Decisions Under This Title.
A. Except as otherwise provided in the applicable chapter, any person who is aggrieved by the notices, orders, decisions, or determinations made by the public works director relative to the application of any standards under this title may appeal to the city council.

B. Such appeal shall be in writing and must be filed with the City Administrator not less than 10 calendar days following the date of service of the public works director's order, decision or determination on the person aggrieved. The appeal must indicate a return address, set forth the basis for the appeal, include the applicable appeal fee as set by city council resolution, and must be filed with the public works director's office. If the appeal deadline falls on a day City Hall is closed, then the deadline shall be extended until the next regular business day.

C. As soon as practicable after receiving the written notice of appeal, the city shall fix a date, time and place for hearing before the city council. Written notice of the time and place for the hearing may be served by personal service, facsimile or by first class mail, at the return address indicated on the written appeal. Service of the appeal notice must be made at least 10 calendar days prior to the date of the hearing to the person aggrieved. The notice shall be deemed served and effective upon the date the notice is provided in person or by facsimile machine, email, or two calendar days after sending by first class mail. The failure of the person aggrieved to receive such notice of the hearing shall not affect the validity of any proceedings under this chapter.

D. The city council shall conduct an orderly, fair hearing and accept evidence on which persons would commonly rely in the conduct of their ordinary business affairs as follows. The city administrator shall administer oaths and accept testimony by declaration under penalty of perjury relating to the issues presented on appeal. The person aggrieved, or his or her agent or attorney, or any other interested person may present testimony or evidence concerning the issues presented on appeal. For purposes of an appeal hearing, a valid notice, order, decision, or determination of the public works director shall be prima facie evidence of that fact.

E. The city council shall make findings based on the record of the hearing and make a written decision based on the findings. The city shall preserve all exhibits submitted by the parties and shall serve the decision by first class mail on the appellant within 30 calendar days after the hearing.

F. The city council may reduce, waive or modify any penalties, conclusions or conditions stated in the public works director's notice, order, decision or determination if mitigating circumstances are shown and the city council states specific grounds for reduction, waiver or modification in the

written decision. The decision of the city council shall be final, subject only to further review in a court of competent jurisdiction pursuant to state law.

G. Failure of an aggrieved person to file an appeal and appear for a hearing in accordance with the provisions of this section shall constitute a waiver of that person's rights to administrative determination of the merits of the public works director's order, decision or determination, and shall also constitute a forfeiture of any fines, costs and appeal fees. If no timely appeal is filed to the city council, the public works director's notice, order, decision or determination shall be deemed a final administrative order. Failure to appeal a decision to the city council shall also constitute a failure to exhaust the aggrieved person's administrative remedies.

92.314 Violation – Penalty.
Any person who violates this chapter shall be guilty of a misdemeanor.

92.315 Violation – Other Remedies.
The provisions of this chapter are cumulative to any other remedies authorized by law.

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: 5/17/2022

SUBJECT: #8.3 Rates and Fees

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

MOTION TO: Approve revision of rates and fees schedule to establish an annual fee of $25.00 for a Sidewalk Use Permit on Municipal Roadways.

BACKGROUND: The City of Thief River Falls has sections in the city code within the general regulations that controls among other things streets and sidewalks. This section includes requirements for permitting the use of a portion of sidewalks for business use and references an annual fee set by the city council.

KEY ISSUES: The City of Thief River Falls currently has an ordinance for permitting of an outdoor sidewalk zone. This was established in preparation for some of the sidewalk improvements that took place in 2019 to allow business use on portions of the sidewalk with a permit. Over the past couple of years, sidewalks being used for business use has increased and the current sidewalk requirements need minor revisions to address actual conditions and maintain clarification on the Minnesota Department of Transportation requirements. The Planning Commission and Public Works Committee are recommending the annual fee for this permit be established at $25.00.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:
None

City of Thief River Falls

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Request for Council Action

DATE: 5/17/2022

SUBJECT: #8.4 2022 Street Improvements Project

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

MOTION TO: Approve the low bid of $1,657,013.45 from Agassiz Asphalt, LLC and award the 2022 Street Improvements Project.

BACKGROUND: The proposed work was bid as a result of meetings with department heads, Council Committees, developers, and according to items in the City's Capital Improvement Plan.

KEY ISSUES: Bids for this project were received on May 5th, 2022 from three contractors. The low bid was received from Agassiz Asphalt, LLC in the amount of $1,657,013.45. The Engineer's Estimate was $1,791,328.00. The low bid was 8% below the estimate.

FINANCIAL CONSIDERATIONS: Bid Tabulation is attached.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	Bid Tabulation - 2022 Street Improvements - Thief River Falls

WIDSETH SMITH NOLTING & ASSOCIATES, INC.
216 SOUTH MAIN, P.O. BOX 458
PHONE: 218-281-6522

BID TABULATION
2022 STREET IMPROVEMENTS
Thief River Falls, Minnesota

					Engineer's Estimate		Agassiz Asphalt, LLC 67 State Street Newfolden, MN 56738		R.J. Zavoral & Sons, Inc. P.O. Box 435 East Grand Forks, MN 56721		Knife River Materials, Inc. 4101 Bemidji Avenue North Bemidji, MN 56601	
ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	QUANT.	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	2021.501	MOBILIZATION	LUMP SUM	1.00	$75,000.00	$75,000.00	$75,000.00	$75,000.00	$39,000.00	$39,000.00	$82,700.00	$82,700.00
2	2104.502	REMOVE CASTING	EACH	12	$250.00	$3,000.00	$200.00	$2,400.00	$225.00	$2,700.00	$300.00	$3,600.00
3	2104.503	REMOVE CURB AND GUTTER	LIN FT	4,477	$10.00	$44,770.00	$8.00	$35,816.00	$5.50	$24,623.50	$10.00	$44,770.00
4	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	676	$10.00	$6,760.00	$4.00	$2,704.00	$7.50	$5,070.00	$6.50	$4,394.00
5	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	1,659	$5.00	$8,295.00	$3.00	$4,977.00	$2.50	$4,147.50	$2.00	$3,318.00
6	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	116	$6.00	$696.00	$10.00	$1,160.00	$12.50	$1,450.00	$35.00	$4,060.00
7	2104.518	REMOVE CONCRETE WALK	SQ FT	7,240	$6.00	$43,440.00	$1.50	$10,860.00	$1.00	$7,240.00	$4.00	$28,960.00
8	2105.607	COMMON EXCAVATION (P)	CU YD	3,431	$12.00	$41,172.00	$5.00	$17,155.00	$16.50	$56,611.50	$23.00	$78,913.00
9	2215.504	FULL DEPTH RECLAMATION	SQ YD	30,877	$5.50	$169,823.50	$2.50	$77,192.50	$1.85	$57,122.45	$3.00	$92,631.00
10	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	18,637	$2.50	$46,592.50	$1.60	$29,819.20	$1.85	$34,478.45	$4.00	$74,548.00
11	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	4,864	$4.00	$19,456.00	$2.10	$10,214.40	$4.25	$20,672.00	$0.01	$48.64
12	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	6,470	$95.00	$614,650.00	$92.00	$595,240.00	$94.00	$608,180.00	$96.00	$621,120.00
13	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	4,178	$95.00	$396,910.00	$92.00	$384,376.00	$94.00	$392,732.00	$96.00	$401,088.00
14	2504.602	ADJUST VALVE BOX	EACH	21	$250.00	$5,250.00	$350.00	$7,350.00	$275.00	$5,775.00	$750.00	$15,750.00
15	2506.502	CASTING ASSEMBLY (CATCH BASIN)	EACH	12	$550.00	$6,600.00	$1,800.00	$21,600.00	$2,195.00	$26,340.00	$2,150.00	$25,800.00
16	2506.602	ADJUST FRAME & RING CASTING	EACH	33	$800.00	$26,400.00	$750.00	$24,750.00	$615.00	$20,295.00	$1,250.00	$41,250.00
17	2521.518	4" CONCRETE WALK - REINFORCED	SQ FT	4,314	$10.00	$43,140.00	$12.40	$53,493.60	$13.50	$58,239.00	$15.00	$64,710.00
18	2521.518	6" CONCRETE WALK - REINFORCED	SQ FT	2,836	$13.00	$36,868.00	$18.00	$51,048.00	$19.50	$55,302.00	$29.00	$82,244.00
19	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	4,477	$25.00	$111,925.00	$37.60	$168,335.20	$40.00	$179,080.00	$77.00	$344,729.00
20	2531.504	6" CONCRETE DRIVEWAY - REINFORCED	SQ YD	116	$90.00	$10,440.00	$121.50	$14,094.00	$132.00	$15,312.00	$175.00	$20,300.00
21	2531.618	TRUNCATED DOMES	SQ FT	666	$75.00	$49,950.00	$65.00	$43,290.00	$69.00	$45,954.00	$75.00	$49,950.00
22	2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	$2,000.00	$2,000.00	$8,000.00	$8,000.00	$6,225.00	$6,225.00	$5,900.00	$5,900.00
23	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	1.00	$2,000.00	$2,000.00	$3,000.00	$3,000.00	$3,500.00	$3,500.00	$2,500.00	$2,500.00
24	2573.502	STORM DRAIN INLET PROTECTION	EACH	60	$150.00	$9,000.00	$115.55	$6,933.00	$132.00	$7,920.00	$115.55	$6,933.00
25	2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	73	$30.00	$2,190.00	$50.00	$3,650.00	$28.00	$2,044.00	$130.00	$9,490.00
26	2575.605	TURF ESTABLISHMENT	LUMP SUM	1.00	$15,000.00	$15,000.00	$4,555.55	$4,555.55	$9,285.00	$9,285.00	$4,555.55	$4,555.55
		TOTAL BASE BID - 2022 STREET IMPROVEMENTS				**$1,791,328.00**		**$1,657,013.45**		**$1,689,298.40**		**$2,114,262.19**

I hereby certify that this tabulation of bids is a true and correct copy of the bids received on the **2022 Street Improvements - Thief River Falls, MN** project on May 5, 2022.

RICHARD A. CLAUSON, P.E. - Reg. No. 26421

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: 5/17/2022

SUBJECT: #8.5 Microsoft Training Introduction to Teams, Planners, and To Do

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

MOTION TO: Approve for the City of Thief River Falls Microsoft Training from Accelebrate

BACKGROUND: The City has invested in Office 365 for City Staff and Council. While City Staff heavily uses Microsoft Applications, such as Word, Excel, Outlook, and PowerPoint. Office 365 also unleashes so many more applications for meetings, collaboration, and tools for everyday work. I am requesting an Introduction Training to Microsoft, Teams, Planner, and To-Do. This will teach the fundamentals of Microsoft Teams and Planner, along with supporting features of other Office 365 components such as Sharepoint Online, To Do, OneNote, and OneDrive.

KEY ISSUES: Introduction to Microsoft Teams, Planner and To-Do Training will be:

- Led by an online Instructor.
- For 11 attendees for a full day that can be broken up into 2 (3 hours) sessions.
- Hands-on training.
    - We will utilize the council chambers, the large screen tv, and laptops.
- Recording of the training can be used for future training for staff and council members.

FINANCIAL CONSIDERATIONS: $2,835.25 from Training Budgets

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, Information Technology Specialist

ATTACHMENTS:

1.	Accelebrate City of Thief River Falls Microsoft Teams, Planner, and To Do 2022-05-11

Accelebrate®

ACCELERATED LEARNING, CELEBRATED RESULTS™

Introduction to Microsoft Teams, Planner, and To Do
Training Proposal for

Prepared April 13, 2022

Prepared By: Josh Abbott
jabbott@accelebrate.com
http://www.accelebrate.com
877 849 1850 ext 715 phone
404 420 2491 fax

Document ID: c3a783b3-a8fc-4682-a6fb-6ba7b07b36d1

Overview

Accelebrate, Inc. ("Accelebrate") proposes to provide City of Thief River Falls with 1 day of hands-on, instructor-led Introduction to Microsoft Teams, Planner, and To Do training. This training would be delivered on-site at City of Thief River Falls in Thief River Falls, MN or privately online.

About Accelebrate

Accelebrate, Inc. was founded in 2002 with the goal of delivering private training that rapidly achieves participants' goals. Each year, our experienced instructors have the pleasure of delivering hundreds of classes at client sites in more than three dozen US states, multiple Canadian provinces, and elsewhere throughout the world, as well as online. We pride ourselves on our instructors' real-world experience and ability to adapt the training to your audience and objectives.

Course Description: Introduction to Microsoft Teams, Planner, and To Do

Course Number: OFC-108
Duration: 1 day

Microsoft Teams, Planner, and To Do Training Overview

This Introduction to Microsoft Teams, Planner, and To Do training course teaches the fundamentals of Microsoft Teams and Planner, along with supporting features of other Office 365 components such as SharePoint Online, To Do, and OneDrive.

Microsoft Teams, Planner, and To Do Training Prerequisites

No prior experience is presumed.

Microsoft Teams, Planner, and To Do Training Materials

All Microsoft Teams training participants receive comprehensive courseware.

Software Needed on Each Student PC

- A full installation of Microsoft 365 with Teams, with Accelebrate's instructor temporarily provided access to your Office 365 environment. Please also provide a login account for Accelebrate's instructor to access your Microsoft 365 environment.
- For classes delivered online, all participants need either dual monitors or a separate device logged into the online session so that they can do their work on one screen and watch the instructor on the other. A separate computer connected to a projector

or large screen TV would be another way for students to see the instructor's screen simultaneously with working on their own.

Microsoft Teams, Planner, and To Do Training Objectives

- Use Teams and Channels in Microsoft Teams
- Use Chat and Calls in Teams
- Schedule Calendar Meetings in Teams
- Manage files in Teams
- View and Navigate the SharePoint Site
- Create and assign tasks in Planner
- Use To Do
- Interact with other Microsoft 365 apps

Microsoft Teams, Planner, and To Do Training Outline

- Introduction
- Getting Started with Microsoft Teams
    - What is Microsoft Teams?
    - The Microsoft Teams Interface
- Using Teams & Channels
    - Joining Public Teams
    - Creating a New Team
    - Managing Access to Your Team
    - Adding Members to Your Team
- Using Channels
    - About Channels
    - Creating a Channel
    - Channel Notifications
    - Posting Messages
    - Managing Files in a Channel
- Using Chat & Calls
    - Starting a Chat
    - Replying to a Chat Message
    - Using Chat Message Features
    - Starting Audio or Video Calls
- Using Calendar Meetings
    - Creating Meetings in Outlook vs Teams
    - Sending Invitations
    - Managing Meetings
    - Joining Meetings
    - Conducting Meetings
- Managing Files in Teams

    - Using OneDrive within Teams
    - Viewing Files
    - Managing Files
- SharePoint Integration
    - View and Navigate the SharePoint Site
    - Discuss Teams Site vs SharePoint Site
- Adding Tabs to a Channel
    - Adding One Note
    - Adding Planner
- Using Planner
    - What is Planner?
    - Planner Settings
    - Creating and Assigning Tasks
    - Creating Buckets
    - Completing Tasks
    - Planner Views
    - Interaction with other Microsoft 365 apps
- Using To Do
    - What is To Do?
    - To Do Settings
    - Using the Navigation Pane
    - Creating and Working with Tasks
    - Interaction with Outlook
    - Interaction with other Microsoft 365 apps
- Conclusion

References

If you're planning to contact specific references, please let us know. We will make an introduction for you to them that may facilitate a faster response.

Ms. Katherine Furlan, **Deloitte (Canada)**, in Toronto, ON, 437 776 9460, kfurlan@deloitte.ca

- 2 days of Introduction to Excel Power Query starting on April 5, 2022
- 0.25 days of SQL for Analysts starting on March 11, 2022
- 0.25 days of Introduction to Excel Power Query starting on February 18, 2022

Ms. Miranda Simandl, **Americaneagle.com**, in Des Plaines, IL, 847 699 0300, miranda.simandl@americaneagle.com

- 3 days of Introduction to React starting on April 4, 2022
- 3 days of Introduction to React starting on February 16, 2022

- 7 days of Comprehensive ASP.NET Core 6 Development starting on January 19, 2022
- 3 days of Introduction to React starting on October 28, 2021
- 6 days of Architecting on AWS starting on September 8, 2021
- 6 days of Systems Operations on Amazon Web Services starting on September 8, 2021
- 5 days of MuleSoft Quickstart for Developers starting on August 9, 2021
- 6 days of C# and Web Application Security starting on June 14, 2021
- 4 days of ASP.NET Core 2 Development starting on June 1, 2021
- 3 days of Introduction to React using TypeScript starting on May 5, 2021
- 4 days of Comprehensive React Native starting on January 12, 2021

Ms. Emily Ladd, **Minnesota Counties Computer Cooperative (MNCCC)**, in St Paul, MN, 651 917 6969, emily@mnccc.org

- 0.5 days of MS 365 Productivity: Microsoft Teams Productivity starting on March 9, 2022
- 0.5 days of MS 365 Productivity: Excel Productivity starting on March 8, 2022
- 0.5 days of MS 365 Productivity: Outlook Productivity starting on March 8, 2022
- 0.5 days of MS 365 Productivity: PowerPoint Productivity starting on March 7, 2022
- 0.5 days of MS 365 Productivity: Word Productivity starting on March 7, 2022
- 3 days of Power BI in a Nutshell starting on January 25, 2022
- 0.5 days of MS 365 Productivity: Teams Productivity starting on January 12, 2022
- 0.5 days of MS 365 Productivity: Outlook Productivity starting on January 11, 2022
- 0.5 days of MS 365 Productivity: Excel Productivity starting on January 11, 2022
- 0.5 days of MS 365 Productivity: Word Productivity starting on January 10, 2022
- 0.5 days of MS 365 Productivity: PowerPoint Productivity starting on January 10, 2022
- 3 days of Power BI in a Nutshell starting on December 1, 2021

Mr. John Domenic, **TRAC Intermodal**, in Princeton, NJ, 609 986 0177, jdomenic@tracintermodal.com

- 5 days of Developing Solutions for Microsoft Azure starting on February 21, 2022
- 2 days of AngularJS topics (Nov 2 make-up) starting on January 26, 2016
- 5 days of Full Stack Applications with AngularJS and Web API starting on November 2, 2015

Ms. Patricia Laverdet, **US Postal Service**, in Washington, DC, 202 268 4353, patricia.m.laverdet@usps.gov

- 2 days of Excel Power Query starting on January 26, 2022

Mr. Scott Hardin, **Intel**, in Beaverton, OR, 650 576 8201, scott.hardin@intel.com

- 4 days of Introduction to Tabular Models and DAX starting on January 18, 2022

Ms. Michelle Liu, **ProShares**, in Bethesda, MD, 240 497 6503, mliu@proshares.com

- 4 days of Excel 365/2019 VBA Including Your VBA Projects starting on January 10, 2022

Fees and Terms of Payment

Accelebrate's fees for each class delivery are as follows:

Course	Price for up to 3 attendees	Price for additional attendees beyond 3	Example Pricing for 11-Person Group
Introduction to Microsoft Teams, Planner, and To Do (1 day online)	$2,275.25/group	$70.00/attendee	$2,835.25/group

* Government discounts of 5% on the base price and 10% on additional seats have been applied.

Pricing above presumes consecutive days of instruction (if class is longer than 1 day). For online classes, training may be available in non-consecutive or half-day segments, usually at additional charge.

Rates for training at your site cover the instructor, course materials in electronic format, and all instructor travel, lodging, meals, and ground transportation. Bookings made less than 16 business days in advance may be subject to the additional cost of airfare and expedited shipping.

In the event circumstances require conversion of a previously booked in-person class to an online class, a flat $500 discount on the in-person pricing would apply. If Accelebrate's instructor is teaching consecutive classes in a given week, this discount applies only to the first class. Making such a change requires 2 business days' notice so that logistics can be arranged.

Additional attendees may be added to your course prior to class per the fees shown in the pricing table. Within 5 business days of the start of class, if your class requires printed materials, an additional 30% surcharge would be applied to the additional attendee fee to cover expedited printing and shipping costs.

Rates for training online cover the instructor and course materials in electronic format.

The limit on class size is 15 people. If you wish to seat more people, please contact Josh

Abbott to see if this can be arranged.

If Accelebrate provides a recording of the training for post-class reference, use of the recording would be permissible by paid class attendees only.

Other Enterprise and Team services are available upon request.

Payment terms are as follows:

- 100% Net 30 from the last day of each class with a purchase order. Accelebrate, Inc.'s DUNS is 135173941, its CAGE code is 3G6F8, and its FEIN is 54-2115647.

Payment Remittance

If sending payment via mail, please send it to:

Accelebrate, Inc.
PO Box 102768
Atlanta, GA 30368-2768

If sending payment via FedEx, UPS, or other Courier, please send it to:

Accelebrate lockbox 102768
100 Southcrest Drive
Stockbridge, GA 30281-6266

Please send all written correspondence to the following address:

Accelebrate, Inc.
925B Peachtree St NE
PMB 378
Atlanta, GA 30309-3918

Information for paying by wire (ACH/EFT) is available upon request.

Overdue moneys accumulate interest at the rate of 1% per month, with collections action taken on amounts more than 30 days overdue.

Additional terms and conditions are included in Appendix A.

Accelebrate's Tax ID/EIN is 54-2115647. Billing questions should be directed to Steve Heckler at accounting@accelebrate.com or 877 849 1850 ext 707.

Expiration

This proposal shall expire at 5 pm your local time on June 12, 2022, unless a Statement of Work or comparable paperwork is executed by both parties by this time.

Appendix A: Additional Terms and Conditions

Satisfaction Guarantee, Warranty and Limitation of Liability

Accelebrate warrants that this training will meet with the satisfaction of the attendees. Accelebrate otherwise makes no warranties of any kind regarding the training, including the materials provided with the training, and specifically disclaims any other common-law or other warranty, including for purposes of illustration, the implied warranties of fitness for a particular purpose and merchantability.

If notified in writing within 5 business days of the last day of the course that the Client was dissatisfied with the training, Accelebrate will re-deliver the course at no charge or waive right to payment for the course, at the Client's discretion. If the Client selects the latter option, any moneys already paid by the Client to Accelebrate for the engagement in question will be refunded. Such refund constitutes Accelebrate's maximum liability for all work performed. Accelebrate is not liable for any loss of profits, loss of use, business interruption, loss of data or indirect, special, incidental or consequential damages of any kind arising out of the training (or the inability of Accelebrate to provide or complete the training as scheduled), including the materials provided with the training. Accelebrate's pricing reflects this allocation of risks and limitation of liability.

Client represents that it maintains adequate general commercial, business interruption, or similar insurance that covers the types of losses beyond that covered by Accelebrate's maximum liability.

Conversion from On-Site to Online Training for Force Majeure

In the event that a trainer is unable to travel for onsite training and/or the students are unable to convene in-person due to a Force Majeure event, Accelebrate can arrange for an alternative, real-time online training format. If given at least 5 days' notice, the online training pricing per class will be reduced to reflect the removal of travel expenses, as follows:

# of Training Days	Online Price Reduction (in USD)
0.5 or 1 day	-$600
2 days	-$900
3 days	-$1,200
4 days	-$1,500
5 days	-$1,800

Cancellation/Rescheduling Policy - Whole Class

All payments below would be due on Net 30 terms from the date of cancellation or rescheduling by you. All cancellation or rescheduling requests by you must be received in writing via email or fax.

Notice Given	Policy
More than 10 business days	Reimbursement of airfare expenses (if already incurred); return shipping of courseware and textbooks at Client's expense if requested by Accelebrate.
6-10 business days	50% cancellation fee or 25% rescheduling fee.
1-5 business days	100% cancellation fee or 50% rescheduling fee.

Cancellation of Individual Seats in the Class

Notice Given	Policy
More than 10 business days	No fee is charged for cancelled seats if all excess course materials received are shipped back to Accelebrate within 10 business days of the date of cancellation.
6-10 business days	50% of the additional attendee fee will be credited or refunded, provided all excess course materials are shipped back to Accelebrate within 10 business days of the date of cancellation.
5 or fewer business days	No cancellation option is available. The Client may retain all course materials.

If training must be rescheduled or cancelled by Accelebrate, for example because of the trainer's illness or Force Majeure, Accelebrate will not charge for any additional costs incurred by Accelebrate due to the rescheduling or cancellation, but Accelebrate otherwise has no liability as explained in the Limitation of Liability in the prior section.

Accelerate accepts "Force Majeure" as defined in ICC Force Majeure Clause 2003 (https://iccwbo.org/content/uploads/sites/3/2017/02/ICC-Force-Majeure-Hardship-Clause.pdf).

Disputes: Timing and Resolution

Our goal is to satisfy Client expectations, and Accelerate has prospered by exceeding its clients' expectations. Nonetheless, Accelerate recognizes that a dispute could arise between Client and Accelerate, which is why the provisions above about cancellations, warranties and limitations are included in this proposal or Statement of Work.

In the event that Client or Accelerate claim that there has been a breach of the proposal or Statement of Work or the services provided pursuant to the proposal or Statement of Work, no action asserting such a claim can be brought more than one (1) year after the party bringing the claim knew or reasonably should have known about the alleged breach. Any such claim shall be governed by the law of the State of Georgia and asserted in a federal or state court of competent jurisdiction physically located in Fulton County, Georgia, United States of America. Client and Accelerate consent to the personal jurisdiction of those courts for this purpose.

How We Use Client Information

For a detailed description of how Accelerate manages and uses information it collects from its clients and prospects, please see https://www.accelerate.com/privacy. You consent to this Privacy Policy.

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**	$254,915.85
Sallie Mae BK Salt lake City	Certificate of Deposit - Brokered	$82,000	23-Aug-22	2.35%	**23-Aug-22**	$82,428.04
Bank Hapoalim BM New York	Certificate of Deposit - Brokered	$171,000	26-Feb-21	0.25%	**26-Aug-22**	$170,728.11
BMW Bnk North Amer Salt Lake	Certificate of Deposit - Brokered	$209,000	11-Oct-23	1.85%	**11-Apr-20**	$207,961.27
American Express Natl Bk	Certificate of Deposit - Brokered	$248,000	18-Mar-24	1.60%	**16-Sep-22**	$243,466.56
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	$249,000	15-May-24	2.75%	**15-May-19**	$249,186.75
New York Community Bank	Certificate of Deposit - Brokered	$183,000	03-Jun-24	0.30%	**03-Dec-21**	$174,005.55
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	$500,000	01-Oct-24	2.25%	**12-Aug-20**	$491,915.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	$245,000	27-Feb-25	1.80%	**27-Aug-20**	$237,488.30
State Bk India New York NY	Certificate of Deposit - Brokered	$183,000	10-Jun-25	1.05%	**10-Dec-20**	$172,554.36
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	$246,000	30-Sep-25	0.40%	**31-Mar-21**	$225,493.44
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	$200,000	11-Feb-26	1.00%	**11-Aug-21**	$185,922.00
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	$249,000	31-Mar-26	0.95%	**30-Jun-21**	$230,444.52
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	$245,000	16-Jun-26	0.85%	**16-Jul-21**	$224,763.00
Defiance Ohio City Sch Dist	Certificate of Deposit - Brokered	$550,000	01-Dec-28	0.00%	**01-Dec-28**	$431,728.00
Thief River Falls Minn Indpt	Bond - Brokered	$190,000	01-Feb-27	1.01%	**01-Feb-27**	$171,195.70
Plattsburgh NY Pub Impt Bnds	Bond - Brokered	$200,000	01-Nov-22	2.25%	**02-Nov-17**	$200,342.00
		RBC INVESTMENTS				$3,954,538.45
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

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				$498,700.00
		TOTAL CD INVESTMENTS				$4,553,238.45
MONEY MARKET ACCOUNTS						
Piper Jaffray	First American Gov't Obligations Fund			0.01%		$3,168,376.81
RBC	US Govt Money Market Fund					$0.16
League of Minnesota Cities	4M Money Market Fund			0.01%		$7,278,774.28
League of Minnesota Cities	4M Plus Fund			0.03%		$25,782.60
League of Minnesota Cities	4M LTD Account					$740,527.29
		TOTAL MONEY MARKET SAVINGS				$11,213,461.14
		GRAND TOTAL			**04/30/2022**	$15,766,699.59

*Interest paid every 6 months.