

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, November 1, 2022

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
- 6. APPROVE AGENDA - *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***
- 7. CONSENT AGENDA - *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
 - 7.1. Approval of October 18, 2022 Council Proceedings (page 3-14)
 - 7.2. City of Thief River Falls Bills and Disbursements (page 15-40)
 - 7.3. Rivers & Rails Brewery Temporary 3.2% Malt Liquor License Application (page 41-42)
- 8. NEW BUSINESS**
 - 8.1. Adopt Assessment Roll For 2022 Street & Utilities Improvements (page 43)
 - 8.2. MAK Properties, LLC. – Economic Development Tax Increment Financing (page 44-47)

- 8.3. Call for second reading and consider an amendment to City Code Chapter 152.020 FLOOD PLAIN DISTRICT
- 8.4. Approval to Amendment to City Code Chapter 152.020 FLOOD PLAIN DISTRICT (page 48-56)
- 8.5. Appointment of Rick Beier, Firefighter, as Interim Fire Chief (page 57)
- 9. COUNCIL BOARDS AND COMMISSIONS REPORTS - *Not all boards or commissions will have met prior to the Council meeting. These reports are intended to keep the other council members informed of actions or proposed actions taken by these boards and commissions. Only those with something to report would be on the agenda.***
- 10. UPCOMING MEETINGS**
 - 10.1. City Council Meeting - November 15th at 5:30 P.M.
 - 10.2. Committee of Whole - Immediately following City Council November 15th
 - 10.3. Utilities Committee - November 7th at 7:00 A.M.
 - 10.4. Public Safety/Liquor Committee - November 7th at 4:30 P.M.
 - 10.5. Administrative Services Committee - November 8th at 4:30 P.M. Room 201 City Hall
 - 10.6. Public Works Committee - November 9th at 4:30 P.M.
- 11. INFORMATIONAL ITEMS**
- 12. ADJOURNMENT**

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

COUNCIL PROCEEDINGS

Tuesday, October 18, 2022

CALL TO ORDER

This meeting is officially called to order at 05:30 PM on October 18, 2022. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING

420 Davis Avenue - Nuisance Declaration

- Police Chief Marissa Adam gave an update on a letter for abatement was sent, after two weeks there was no compliance, additional items were actually added to the yard and residents were cited. The nuisance continues to exist.
- Property owner attended and spoke of on-going issues for herself and her ex-husband's illness.

Council recommendation of a 10 day clean up.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

- Visit TRF 2023 Budget - Amanda Hughes and Dave Carlson
Dave Carlson introduced Amanda Hughes the new Executive Director of Visit Thief River Falls. Amanda Hughes reviewed the handout regarding 2022 Marketing & 2023 Budget.
- Sanford Entered into Purchase Agreement

Mayor Holmer mentioned that Sanford has entered into a purchase agreement and will be tearing down building soon

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Anthony Bolduc, to approve the agenda with addition of 9.7 and 9.8.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 10.218.22: Approval Of October 4, 2022 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Rachel Prudhomme introduced Resolution 10.218.22, being seconded by Councilmember Curt Howe, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the October 4, 2022 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.219.22: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Rachel Prudhomme introduced Resolution 10.219.22, being seconded by Councilmember Curt Howe, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$1,045,179.03 and council per diems in the total amount of \$552.50. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.220.22: Wade Wallace, Water Treatment Plant Operator, Progression Raise

Presented as part of the Consent Agenda, Councilmember Rachel Prudhomme introduced Resolution 10.220.22, being seconded by Councilmember Curt Howe, that:

WHEREAS, Mr. Wallace has obtained his Class A Water Operator Certificate and is eligible to progress to Step 7 of the Water Treatment Plant Operator salary schedule.

THEREFORE, BE IT RESOLVED Accept a Public Utilities Committee recommendation and grant a progression raise for Wade Wallace, Water Treatment Plant Operator, to Step 7 of the Water Treatment Plant Operator salary schedule, for a new salary of \$30.93 effective September 28, 2022.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.221.22: Approval to Begin Process to Fill Position of Patrol Officer

Presented as part of the Consent Agenda, Councilmember Rachel Prudhomme introduced Resolution 10.221.22, being seconded by Councilmember Curt Howe, that:

WHEREAS, Due to the termination of a patrol officer during their probation, effective September 19th, 2022, the position is vacant and it has been determined to fill the position to continue the efficiency of the department.

THEREFORE, BE IT RESOLVED To begin the process of filling the position of Patrol Officer. The position is a LELS Union Grade Level 5 non-exempt position. The Patrol

Officer vacancy will be opened to the public for filling.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.222.22: Approve Secretary/Data Analyst Job Description

Presented as part of the Consent Agenda, Councilmember Rachel Prudhomme introduced Resolution 10.222.22, being seconded by Councilmember Curt Howe, that:

WHEREAS, This was previously the Parking Maintenance/Secretary position. The parking maintenance was removed, and the data analyst responsibilities were added. Since this will be a new position for Mrs. Johnson, her new anniversary date will be October 19th so she will move to a step 6 on October 19, 2023.

THEREFORE, BE IT RESOLVED Approve revisions and title as Secretary/Data Analyst job description and delegation of Jennifer Johnson, Parking Maintenance/Secretary as Secretary/Data Analyst with a designation as a Grade Level 3, Teamster, non-exempt position. Jennifer will be placed at a step 5 on Grade Level 3 for \$27.79 per hour effective October 19, 2022.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.223.22: Approval of Appointment of Michael Roff as Deputy Chief of Police

Presented as part of the Consent Agenda, Councilmember Rachel Prudhomme introduced Resolution 10.223.22, being seconded by Councilmember Curt Howe, that:

WHEREAS, Jaeger Bellows, has submitted his retirement effective October 28, 2022. To continue efficient operations of the Police Department, the position needed to be filled. The City Council adopted Resolution No. 9-196-22 authorizing that the position of Deputy Chief of Police be opened to LELS employees. Interviews were conducted on October 6, 2022, and Michael Roff, Investigator, was determined to be qualified to fill the position of Deputy Chief of Police.

THEREFORE, BE IT RESOLVED To approve the internal transfer of Mike Roff from Investigator to Deputy Chief of Police, effective October 29, 2022. Mr. Roff's wage shall be frozen at his current rate of \$34.81 per hour and effective October 29, 2022, he shall be placed at Grade 9, Step 1 of the Deputy Police Chief salary schedule for a starting salary of \$6,482.67 per month. With Mr. Roff moving to the Deputy Chief of Police position, it is approved that the Investigator vacancy be opened to the public for filling.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.224.22: Utility Connection Permit replacement costs

Presented as part of the Consent Agenda, Councilmember Rachel Prudhomme introduced Resolution 10.224.22, being seconded by Councilmember Curt Howe, that:

WHEREAS, The city has found better construction and cost stability by hiring concrete

and asphalt contractors through city resources. This cost has been charged up front to the customer requesting the utility permit. Construction costs have risen significantly, and those increases need to be accounted for in the issuance of the permit.

THEREFORE, BE IT RESOLVED To approve updated construction prices on concrete and asphalt for replacement of materials used to reconstruct utility connections.

- Curb and Gutter \$55.00/lineal ft.
- 4" sidewalk \$14.00 square ft.
- 4" asphalt \$50.00 square yd.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.225.22: St Bernard Church Gambling Premises Permit

Presented as part of the Consent Agenda, Councilmember Rachel Prudhomme introduced Resolution 10.225.22, being seconded by Councilmember Curt Howe, that:

WHEREAS, St. Bernard Church is required to obtain the City's approval to conduct lawful gambling on the premises of St. Bernard's School prior to submitting an application to the State of Minnesota.

THEREFORE, BE IT RESOLVED Authorize the St. Bernard Church to conduct lawful gambling on the premises of St. Bernard's School at 117 Knight Ave N.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

Call for first reading to consider an amendment to City Code Chapter 152.020 FLOOD PLAIN DISTRICT

Councilmember Steve Narverud motioned, being seconded by Curt Howe Councilmember to call for the first reading of an ordinance of an ordinance of the city of Thief River Falls, Minnesota, amending city code chapter 152.020 entitled "Flood Plain District" (FP) by removing the current regulations in their entirety and replacing them with the Minnesota Department of Natural Resources Model Ordinance, and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

WHEREAS, The City of Thief River Falls has sections in the city code within land usage that controls among other things the zoning code. Chapter 152.020 Flood Plain District (FP) regulates activities in the flood plain. Periodically when warranted these regulations are reviewed and amended to address circumstances as requested.

WHEREAS, This floodplain ordinance would amend the city's floodplain regulations to comply with the standards of the National Flood Insurance Program (NFIP) including adoption of the effective Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report. The City of Thief River Falls must adopt a conforming ordinance by December 1, 2022 in order to continue participation in the National Flood Insurance

Program (NFIP). As written, this ordinance prohibits new buildings within the floodplain, but reasonably accommodates for other common types of development (existing buildings can continue as nonconformities).

This model ordinance is intended for communities that have little or no existing structures within the floodplain and that meet the following criteria:

- Floodplains are largely undeveloped or protected as parks or open space.
- Each developable parcel should be able to accommodate for building sites outside of the floodplain.

THEREFORE, BE IT RESOLVED Call for first reading to consider an amendment to City Code Chapter 152.020 FLOOD PLAIN DISTRICT (FP), by removing the current regulations in their entirety and replacing them with the Minnesota Department of Natural Resources Model Ordinance, and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

RESOLUTION NO. 10.226.22: TIF 1-14 Discussion with MAK Construction

Following discussion Councilmember Mike Lorenson moved to table Resolution 10.226.22, to bring back to Council on November 1, 2022 after discussions with County and School Boards, being seconded by Councilmember Rachel Prudhomme.

On vote being to table, Prudhomme, Bolduc, Lorenson, Aarestad, McCraw, Narverud, Howe and Holmer voted aye. The motion carried and the item tabled.

RESOLUTION NO. 10.227.22: Vacation of Street Right-of-Way

Following discussion, Councilmember Mike Lorenson introduced Resolution 10.227.22, being seconded by Councilmember Michele McCraw, that:

WHEREAS, This street right-of-way was dedicated to the city when Wonderland Addition was platted in 1919. The portion north of Tenth Street was vacated in 1927. The remaining segment to be vacated has all public utilities and the street has never been improved.

WHEREAS, All three adjacent property owners have requested the street vacation. This includes Corey Morin, Cainan and Shayla Langlie, and Ana and Adam Tongen. Travis Giffen, Public Works Director, has requested a cul-de-sac be considered on the south portion of the section proposed for vacation or other options to facilitate snow removal equipment, sanitation trucks, and adequate drainage.

THEREFORE, BE IT RESOLVED Consider the vacation of State Avenue North adjacent to Lots 5 – 10, Block 1, Wonderland Addition to Thief River Falls. A utility easement would be retained over the entire vacated portion and a roadway easement retained for snow storage and future cul-de-sac over the south 60 feet of the vacated portion. This vacation is contingent upon a 10' x 60' temporary construction easement for roadway purposes from the Langlie and Morin properties adjacent to the south 60 feet of the vacated State Avenue to construct a future cul-de-sac. This temporary easement would remain in effect until concrete curb, gutter, and bituminous surfacing is completed.

On vote being taken, Prudhomme, Aarestad and McCraw, Narverud, Lorenson, Howe and Holmer voted aye; Bolduc voted nay. The resolution was passed.

RESOLUTION NO. 10.228.22: Approval Of Visit Thief River Falls 2023 Budget

Following discussion, Councilmember Jason Aarestad introduced Resolution 10.228.22, being seconded by Councilmember Rachel Prudhomme, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the Visit Thief River Falls 2023 budget, as was presented.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.229.22: Downtown snow load removal rates 2022-2023 Snow Season

Following discussion, Councilmember Steve Narverud introduced Resolution 10.229.22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The current contract has expired, and it is time to draft a new contract agreement. Setting the contract amount for the entire season gives public works the ability to understand our snow removal obligations for the entire snow season.

THEREFORE, BE IT RESOLVED To approve the new snow load removal rate for the applicable downtown area of \$50.00 per truckload.

On vote being taken, the resolution was unanimously passed.

Fire Discussion

Full-time firefighters requested to talk with council regarding why a switch from the Co-Chief system to a single Chief. Expressed concerns with a 6 man rotation. Blair Lund, Devin Spears and Scott Walker were available to comment.

Following discussion, Councilmember Mike Lorenson recommended suspending job applications and bringing the Co-Chief/Chief back to the Public Safety Committee for further discussion, being seconded by Councilmember Anthony Bolduc.

On vote being taken, the motion was unanimously passed.

RESOLUTION NO. 10.230.22: Investment Opportunity

Following discussion, Councilmember Steve Narverud introduced Resolution 10.230.22, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls has a CD maturing on November 1st with RBC Capital Markets that was yielding .62% in the amount of \$202,032.50. The City has an account balance at RBC in the amount of \$8,461.90 which can be reinvested along with the maturing CD. The City would be moving an additional \$52,434.60 of cash into our investment fund.

THEREFORE, BE IT RESOLVED Authorize the City Administrator to wire \$52,434.60 for purchase of an Unlimited GO investment which yields 4.8%. This would be in

addition to the reinvestment of a CD we have maturing on November 1st in the amount of \$202,032.50 and the interest balance at RBC in the amount of \$8,461.90 totaling \$262,929.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.231.22: Adopt Nuisance Order

Following discussion, Councilmember Steve Narverud introduced Resolution 10.231.22, being seconded by Councilmember Curt Howe, that:

- 1) Notice of violation was hand delivered to tenant, Christian Johnson, on July 29 ' 2022 by Sgt. Doug Williams.
- 2) Nuisance was not abated and a Notice of Hearing regarding declaration of a Nuisance and call for Abatement was set for 10/18/22 at 5:30 at City Council chambers. Notice served by posting at the subject premises and by certified mail on 10/12/22. Certified Mail notice was undeliverable to the subject address.
- 3) Hearing:
 - a. City officer (Chief Adam) presented report of the finding of a nuisance at the subject premises and provided the council with her report and photographs.
 - b. The Owners and Occupants of property were provided notice and an opportunity to be heard.
 - c. The City Council determined the existing conditions of the premises to be a nuisance as defined by city ordinance 91.18 and 91.80, (as set forth below), and that said nuisance was a public health and/or safety hazard.
 - d. The City Council ordered that the nuisance be abated by the Owners and/or tenant within - days.
 - e. If not abated within time prescribed, the City Council directed the City Attorney's office to apply to the Court for an injunction and summary enforcement Order to abate the nuisance.
 - f. Cost of the abatement process is to be paid by the property owner.

Ordinance Language:

Public Nuisance Affecting Peace and Safety: 91.18 (p) Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies, or other material in a manner conducive to the harboring or rats, mice, snakes, or vermin, or the rank growth of vegetation ENFORCEMENT ORDER - CITY COUNCIL OF THE CITY OF THIEF RIVER FALLS, MN among the items so accumulated, or in a manner creating fire, health or safety hazards from accumulation.

Other Public Nuisances: 91.80. The Storage or accumulation of building materials, demolition materials, dilapidated fence, junk, trash and rubbish upon any private property within the City is declared a public nuisance.

(4) Junk - junk shall include, without limitation, parts of machinery or motor vehicles, unused furniture, stoves, refrigerators or other appliances, unused televisions or other electronics, remnants of wood, metal, or any other cast off material of any kind, whether or not the same could be put to any reasonable use.

(5) Trash and Rubbish. Trash and rubbish shall include any and all forms of debris not herein otherwise classified.

FINDINGS AND ORDER:

PLEASE BE ADVISED, That the City Council of the City of Thief River Falls, M N, after proper notice and hearing, did declare that a nuisance affecting public health and/or safety presently exists at the premises located at 420 Davis Avenue North in the City of Thief River Falls, MN, and said City Council did order the abatement of the same within 10 days from October 18,2022. If not abated within that time, the City Attorney's office is directed to apply to the District Court for a Order of Summary Enforcement of the City Council Order for Abatement and seek injunctive relief and costs associated with said nuisance.

On vote being taken, Bolduc, Lorenson, Aarestad, McCraw, Narverud, Howe and Holmer voted aye and Prudhomme abstained. The resolution was passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Jason Aarestad Thank you to Wojo Rodeo and VenuWorks
- Councilmembers Jason Aarestad and Mike Lorenson discussed better communication with Planning & Zoning Committee
- Councilmember Steve Narverud mentioned leaf pickup to keep in short piles

UPCOMING MEETINGS

- 2022 Thief River Falls Chamber/TRF Radio Candidate Debate - October 19th at the Eagles Club starting at 6:00 P.M.
- City Council Meeting - November 1st at 5:30 P.M.
- Utilities Committee – November 7th at 7:00 A.M.
- Public Safety Committee – November 7th at 4:30 P.M.
- Administrative Services Committee - November 8th at 4:30 P.M. Room 201 City Hall
- Public Works Committee - November 9th at 4:30 P.M.

INFORMATIONAL ITEMS

- Investment Summary 9/2022
- Marissa Adam Introduced New Deputy Chief - Mike Roff
- Retirement Party for Deputy Chief Jaeger Bellows - October 27th from 1 to 3:00 P.M.

ADJOURNMENT TO ASSESSMENT HEARING AT 7:00 P.M.

- 2022 Street & Utilities Improvement Assessments

Travis Giffen Public Works Director presented the 2022 Street & Utilities Improvement Assessments.

- Mark Aune - Northern Lodge #236

CLOSE MEETING PURSUANT TO MN STATUTE §13D.05, SUBDIVISION 3 (B)

Councilmember Mike Lorensen moved, being seconded by councilmember Steve Narverud, to close the Council Meeting as permitted by section Pursuant to MN Statutes, section §13D.05, subdivision 3 (b) to discuss the City's need to absolute confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

- Absolute confidentiality is necessary so that the City Council and legal counsel can have a candid and open discussion to determine the available legal options to handle the litigation, including response strategy and possible areas of reconciliation.
- The purpose of the closed meeting is not to make a decision behind closed doors, but instead, the purpose of the meeting is to determine the legal options for handling the litigation.
- The only business to be discussed is the pending litigation.
- An open session would be detrimental because it may take place in the presence of individuals involved in the litigation.
- A closed session would benefit the public because the ultimate outcome of the litigation may impact the finances of the city.

On vote being taken, the motion was unanimously passed. The meeting closed at 7:27 p.m.

Pending/Threatened Litigation – 20’’ Wastewater Force Main Project

RECOVENE MEETING

The meeting reconvened at 7:48 p.m.

- Tolling Agreement

Following discussion, Councilmember Jason Aarestad introduced Resolution, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, in 2020, the construction of the Lift Station 9 Improvements and Force Main Replacement - Phase I Wastewater Force Main Project (the "Project") began in Thief River Falls, Minnesota, which generally consisted of improvements to the Lift Station 9 and the Wastewater Treatment Ponds; installation of force main and control valves, air release valves and manholes, bypass-piping, and appurtenances; installation of 20" HDPE pipe in Primary Pond 1; removal and replacement of a knife gate valve on overflow manhole to Primary Pond 2; removal and disposal of a knife gate valve actuator in overflow manhole in Secondary Pond; and associated appurtenances and surface restoration;

WHEREAS, the City is the owner of the Project; Engineer designed the Project and serves as the Owner's representative for the Project; Contractor is the general contractor for the Project; and Surety furnished a performance bond to Contractor for the Project;

WHEREAS, as part of the Project, in November 2020, Contractor began the installation of a 20" HDPE pipe by fully submerging it within Primary Pond 1, secured with concrete anchors beneath the surface of the pond:

WHEREAS, in the spring of 2021, portions of the 20" HDPE pipe became unattached from the concrete anchors that had secured the 20" HDPE pipe beneath the surface of the pond and began floating on the surface of Primary Pond 1;

WHEREAS, in the time since the 20" HDPE pipe was fully submerged, the initial portions of the 20" HDPE pipe broke free from the concrete anchors and rose to the surface of the pond, the remaining portions of the pipe have gradually done the same such that the entire length of the 20" HDPE pipe is now unsecured and floating on the surface of the pond (the "Defective Condition");

WHEREAS, the Parties generally agree that repairs are necessary and a 20" HDPE pipe must be reinstalled; however, disputes between the Parties exist concerning the nature and scope of the repair and reinstallation necessary to remedy the defective condition, whether the defective condition was caused by improper installation of the 20" HDPE pipe by contractor in violation of the plans and specifications for the Project, and/or by an error(s) in the Project design by Engineer, and attendant financial responsibility for the necessary repairs among the Parties; and

WHEREAS, for the purpose of facilitating informal settlement discussions and/or formal dispute resolution processes, the Parties seek to postpone any applicable contractual time limitations, statutes of limitations or repose, and all estoppel, laches or any other time-related defenses (collectively, the "Time-Related Defenses"), which have not already expired and which might apply to any claims, crossclaims, counterclaims, third-party claims, or other claims and, or defenses arising out of or relating to the Project, including but not limited to the design, construction, or management of the Project or any contact relating thereto, whether asserted or unasserted, which could be brought by any Party against any other Party (the "Claims"), pending the Parties' completion of their informal settlement efforts, or any formal dispute resolution processes that the Parties may agree to participate in, up to and including formal mediation or arbitration.

NOW THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

Terms

- 1) Recitals. The recitals set forth above are and for all purposes shall be interpreted as being an integral part of this Agreement, constituting acknowledgment and agreements by and between the Parties, and are incorporated into this Agreement by reference.
- 2) Tolling Agreement. The Parties agree that all applicable time periods related to the Time Related Defenses with application to any Claims are hereby tolled from the date this Agreement is signed by all Parties (the "Effective Date") until the date this Agreement is terminated as set forth below.
- 3) Reservation of Rights. All claims, crossclaims, counterclaims, third-party claims

or other claims and/or defenses by any Party that exist on the Effective Date shall be retained and preserved. This Agreement shall not be construed as a waiver of any Time-Related Defenses that have become wholly or partially established as of the Effective Date or which would arise after the date of termination of this Agreement. excluding the period during which this Agreement has operated to toll such periods related to the Time-Related Defenses. The running of all such periods related to the Time-Related Defenses shall automatically commence again on the termination of this Agreement. This Agreement shall not be admissible into evidence in any litigation between the Parties for any purpose other than to prove the contents of the document itself and its impact on any time period related to the Time Related Defenses.

- 4) Termination. Any of the Parties may terminate this Agreement upon sixty (60) days written notice. via email, to all attorneys for the other Parties. but such notice may not be given until on or after December 31, 2022.
- 5) No Third-Party Beneficiaries. This Agreement is intended for the sole benefit of the Parties and shall not inure to the benefit of any other party not named herein. Nothing herein shall be construed as a waiver or release of any claim or defense any Party may have as against any other Party or a person or entity not a Party.
- 6) No Admission of Liability or Wrongdoing. This Agreement shall not be construed, nor rs it intended, as an admission of any liability or wrongdoing on the part of any Party, which liability is expressly denied.
- 7) General Terms
 - a. Voluntary and Knowing Action. The Parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
 - b. Authorized Signatories. The Parties each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals. actions, or ratifications are needed for the full enforceability of this Agreement against it: each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
 - c. Counterparts. This Agreement may be executed in one or more counterparts. each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. It is further agreed that a facsimile or other electronic copy of a signed document will be binding and effective upon receipt and that a facsimile or other copy of this Agreement will be deemed an original.
 - d. Modifications/Amendment. Any alterations, variations. modifications, amendments, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by an authorized representatives of the Parties.
 - e. Data Practices. The Parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 al seg.
 - f. Governing Law. This Agreement shall be deemed to have been made and accepted in Pennington County. Minnesota, and the laws of the State of

Minnesota shall govern any interpretations or constructions of this Agreement without regard to its choice of law or conflict of laws principles.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above mentioned.

On vote being taken, the resolution was unanimously passed.

ADJOURNMENT

There being no further discussion, Councilmember Jason Aarestad, being seconded by Councilmember Mike Lorenson to adjourn at 8:00 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	



Equal Opportunity Employer

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

NOVEMBER 1ST, 2022

SUMMARY OF DISBURSEMENTS

10/14/2022	AP PKT #418 - DIRECT PAYABLES	\$64,414.01
10/6/2022	AP PKT #420 - PAYROLL #20	\$95,770.62
10/18/2022	AP PKT #430 - DIRECT PAYABLES	\$288,953.93
10/21/2022	UB PKT #1158 - UTILITY BILLING REFUNDS	\$3,318.05
10/24/2022	AP PKT #427 - DIRECT PAYABLES	\$974,019.00
10/26/2022	AP PKT #436 - DIRECT PAYABLE	\$1,667.55
11/1/2022	AP PKT #437 - COUNCIL MEETING	\$178,168.19
GRAND TOTAL OF DISBURSEMENTS		\$1,606,311.35



City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT01158 - Refunds 01 UBPKT01157 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-00208-003	HOLTER, BRANDON K	10/21/2022	88268	181.36			181.36	Generated From Billing
03-00313-000	SHANKS, CYNTHIA A	10/21/2022	88269	157.05			157.05	Generated From Billing
07-00928-003	CHILSON, DAVID	10/21/2022	88270	320.31			320.31	Generated From Billing
11-01369-001	JESME THYGESON, KELLY A	10/21/2022	88271	329.60			329.60	Generated From Billing
12-01442-001	MCCLAIN, SHAKIRA A	10/21/2022	88272	107.04			107.04	Generated From Billing
15-01849-000	KEEFE, JEFFREY A	10/21/2022	88273	58.46			58.46	Generated From Billing
22-02967-002	LINDHOLM, BRIAR T	10/21/2022	88274	179.73			179.73	Generated From Billing
24-04773-053	ARMSTRONG, DWAYNE E	10/21/2022	88275	169.04			169.04	Generated From Billing
26-03720-001	THYDEAN, TRISTAN J	10/21/2022	88276	191.00			191.00	Generated From Billing
26-04636-004	.EVERYBODYTALKSABOUT, KENDRA K	10/21/2022	88277	99.66			99.66	Generated From Billing
26-04873-007	KUCALA, STEPHEN	10/21/2022	88278	191.17			191.17	Generated From Billing
26-05163-003	ARNOLD, COLLEEN L	10/21/2022	88279	138.64			138.64	Generated From Billing
26-05203-001	ARMAND, KATHERINE	10/21/2022	88280	199.54			199.54	Generated From Billing
26-05211-001	MISSNER, MAXWELL R	10/21/2022	88281	124.30			124.30	Generated From Billing
31-05020-001	NASRALLAH, JACOB E	10/21/2022	88282	168.32			168.32	Generated From Billing
31-05040-003	CIOSNER, KEISHA	10/21/2022	88283	333.26			333.26	Generated From Billing
31-05086-001	AXFORD, PHILLIP W JR	10/21/2022	88284	187.11			187.11	Generated From Billing
31-05103-002	CRAWFORD, TABETHA J	10/21/2022	88285	182.46			182.46	Generated From Billing
Total Refunds: 18				Total Refunded Amount:			3,318.05	

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	3318.05
Revenue Total:	3318.05

General Ledger Distribution

Posting Date: 10/20/2022

Account Number	Account Name	Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND			
690-10101	Cash & Investments	-3,318.05	Yes
690-11530	Accts Receivable - Billing	3,318.05	
690 Total:		0.00	

General Ledger Distribution

Posting Date: 10/20/2022

	Account Number	Account Name	Posting Amount	IFT
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-3,318.05	
	999-20700	Due To Other Funds	3,318.05	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00418 - 10/14/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0096486300	09/09/2022	610-4810-62510	Liquor for Resale	RETURN CREDIT		-95.00
BELLBOY CORP - LIQUOR	0096610100	09/20/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,979.90
Vendor BELLBOY CORP - LIQUOR Total:							2,884.90
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	345728514	09/20/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		225.00
BREAKTHRU BEVERAGE	345728515	09/20/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,364.71
BREAKTHRU BEVERAGE	345728516	09/20/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		594.55
BREAKTHRU BEVERAGE	345728517	09/20/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		8,864.95
BREAKTHRU BEVERAGE	345728517	09/20/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		56.00
Vendor BREAKTHRU BEVERAGE Total:							13,105.21
Vendor: FORESTEDGE WINERY							
FORESTEDGE WINERY	4839	09/20/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		420.00
Vendor FORESTEDGE WINERY Total:							420.00
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQUOR	2139888	09/19/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		4,430.00
JOHNSON BROTHERS LIQUOR	2142215	09/21/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		976.09
JOHNSON BROTHERS LIQUOR	2142216	09/21/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		320.00
JOHNSON BROTHERS LIQUOR	2143397	09/22/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,701.50
JOHNSON BROTHERS LIQUOR	2143398	09/22/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		24,350.00
JOHNSON BROTHERS LIQUOR	2143399	09/22/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		800.00
Vendor JOHNSON BROTHERS LIQUOR Total:							36,577.59
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2256421	09/08/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		288.00
SOUTHERN GLAZERS OF MN	2260512	09/20/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,478.49
SOUTHERN GLAZERS OF MN	2260513	09/20/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,359.82
SOUTHERN GLAZERS OF MN	2260513	09/20/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,676.00
SOUTHERN GLAZERS OF MN	2260514	09/20/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,456.00
SOUTHERN GLAZERS OF MN	2262009	09/22/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		168.00
Vendor SOUTHERN GLAZERS OF MN Total:							11,426.31
Grand Total:							64,414.01

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	64,414.01
Grand Total:	64,414.01

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	59,518.01
610-4810-62530	Wine for Resale	4,896.00
Grand Total:		64,414.01

Project Account Summary

Project Account Key	Expense Amount
None	64,414.01
Grand Total:	64,414.01



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00420 - PYPKT00555 - 2022 10 06 #20 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000555	10/06/2022	740-20150	Payroll Taxes Payable	FED W/H		18,689.24
INTERNAL REVENUE SERVICE	INV0000555	10/06/2022	740-20150	Payroll Taxes Payable	MEDICARE		6,016.80
INTERNAL REVENUE SERVICE	INV0000555	10/06/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		17,809.68
Vendor INTERNAL REVENUE SERVICE Total:							42,515.72
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR ...	INV0000550	10/06/2022	740-24000	Clearing Account	LELS Dues		715.00
Vendor LAW ENFORCEMENT LABOR SERVICES Total:							715.00
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WITH...	INV0000554	10/06/2022	740-20160	State Withholding	State W/H Tax		9,210.60
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							9,210.60
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSURA...	INV0000551	10/06/2022	740-24000	Clearing Account	PLIFE		288.00
Vendor NCPERS GROUP LIFE INSURANCE Total:							288.00
Vendor: P E R A OF MN							
P E R A OF MN	INV0000553	10/06/2022	740-20180	PERA Payable	PERA EE/ER COORD		20,567.59
P E R A OF MN	INV0000553	10/06/2022	740-20180	PERA Payable	PERA EE/ER P&F		19,459.91
Vendor P E R A OF MN Total:							40,027.50
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0000552	10/06/2022	740-24000	Clearing Account	LTD Premium		314.04
Vendor SUN LIFE FINANCIAL (LTD) Total:							314.04
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000547	10/06/2022	740-24000	Clearing Account	Contributions Employee		2,335.00
Vendor VANTAGEPOINT ICMA Total:							2,335.00
Vendor: WEX BANK							
WEX BANK	INV0000549	10/06/2022	740-24000	Clearing Account	HSA		364.76
Vendor WEX BANK Total:							364.76
Grand Total:							95,770.62

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	95,770.62
Grand Total:	95,770.62

Account Summary

Account Number	Account Name	Expense Amount
740-20150	Payroll Taxes Payable	42,515.72
740-20160	State Withholding	9,210.60
740-20180	PERA Payable	40,027.50
740-24000	Clearing Account	4,016.80
Grand Total:		95,770.62

Project Account Summary

Project Account Key	Expense Amount
None	95,770.62
Grand Total:	95,770.62



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00427 - 10/24/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0105839700	10/04/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		79.75
BELLBOY CORP - BAR SUPPLY	0105839700	10/04/2022	610-4810-62590	Misc. Mdse for Resale	COOLERS		68.00
Vendor BELLBOY CORP - BAR SUPPLY Total:							147.75
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0096732100	09/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,351.00
BELLBOY CORP - LIQUOR	0096806100	10/04/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,876.66
Vendor BELLBOY CORP - LIQUOR Total:							4,227.66
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS INC	240023	09/22/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		810.00
Vendor BEVERAGE WHOLESALERS INC Total:							810.00
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	345908938	10/04/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		151.12
BREAKTHRU BEVERAGE	345909033	10/04/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		767.12
BREAKTHRU BEVERAGE	345909033	10/04/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		264.00
BREAKTHRU BEVERAGE	345909033	10/04/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		365.96
BREAKTHRU BEVERAGE	345909034	10/04/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,152.63
Vendor BREAKTHRU BEVERAGE Total:							3,700.83
Vendor: DAHLHEIMER BEVERAGE							
DAHLHEIMER BEVERAGE	1740420	09/26/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		1,514.00
DAHLHEIMER BEVERAGE	1740420	09/26/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		306.65
DAHLHEIMER BEVERAGE	1740420	09/26/2022	610-4810-62590	Misc. Mdse for Resale	MISC		73.20
Vendor DAHLHEIMER BEVERAGE Total:							1,893.85
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	155193	08/29/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		434.12
JIM HIRT TRUCKING INC	155269	09/06/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		191.08
JIM HIRT TRUCKING INC	155270	09/07/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		56.01
JIM HIRT TRUCKING INC	155275	09/06/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		68.45
JIM HIRT TRUCKING INC	155277	09/06/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		154.90
JIM HIRT TRUCKING INC	155286	09/07/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		176.12
JIM HIRT TRUCKING INC	155334	09/12/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		416.64
JIM HIRT TRUCKING INC	155417	09/20/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		271.29
JIM HIRT TRUCKING INC	155419	09/19/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		50.00
JIM HIRT TRUCKING INC	155424	09/19/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		70.61
JIM HIRT TRUCKING INC	155438	09/20/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		238.33
JIM HIRT TRUCKING INC	155490	09/26/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		986.06

Council Approval Register

Packet: APPKT00427 - 10/24/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
JIM HIRT TRUCKING INC	155499	09/27/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - SEP 2022		83.64
Vendor JIM HIRT TRUCKING INC Total:							3,197.25
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQUOR	2148524	09/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,240.75
JOHNSON BROTHERS LIQUOR	2148525	09/29/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		2,457.35
Vendor JOHNSON BROTHERS LIQUOR Total:							4,698.10
Vendor: NORTHERN MUNICIPAL POWER AGENCY							
NORTHERN MUNICIPAL POW...	SEP 2022	10/13/2022	690-4810-68400	Purchased Power	DE & ENERGY - SEP 2022		922,001.64
Vendor NORTHERN MUNICIPAL POWER AGENCY Total:							922,001.64
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEMID...	57577	09/16/2022	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		444.00
NORTHWOODS ICE OF BEMID...	57588	09/24/2022	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		186.00
Vendor NORTHWOODS ICE OF BEMIDJI INC Total:							630.00
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	179399	09/30/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,750.67
PAUSTIS WINE COMPANY	179399	09/30/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		6,044.00
PAUSTIS WINE COMPANY	179399	09/30/2022	610-4810-62610	Freight In (Liquor)	FREIGHT		82.50
PAUSTIS WINE COMPANY	179434	09/30/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		240.00
PAUSTIS WINE COMPANY	179434	09/30/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES		3.50
Vendor PAUSTIS WINE COMPANY Total:							8,120.67
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6470230	09/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		8,775.00
PHILLIPS WINE & SPIRITS	6470231	09/28/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		554.10
Vendor PHILLIPS WINE & SPIRITS Total:							9,329.10
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2266107	10/04/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,137.50
SOUTHERN GLAZERS OF MN	2266108	10/04/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,159.55
SOUTHERN GLAZERS OF MN	2266109	10/04/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,492.55
SOUTHERN GLAZERS OF MN	2266109	10/04/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		940.00
SOUTHERN GLAZERS OF MN	2266110	10/04/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,031.25
SOUTHERN GLAZERS OF MN	5089374	09/30/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,601.30
Vendor SOUTHERN GLAZERS OF MN Total:							14,362.15
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7397651	09/28/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		900.00
Vendor WINE MERCHANTS Total:							900.00
Grand Total:							974,019.00

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	52,017.36
690 - ELECTRIC UTILITY FUND	922,001.64
Grand Total:	974,019.00

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	33,487.10
610-4810-62520	Beer for Resale	2,324.00
610-4810-62530	Wine for Resale	10,845.35
610-4810-62540	Soft Drinks/Mix for Resale	1,306.46
610-4810-62590	Misc. Mdse for Resale	771.20
610-4810-62610	Freight In (Liquor)	3,283.25
690-4810-68400	Purchased Power	922,001.64
Grand Total:		974,019.00

Project Account Summary

Project Account Key	Expense Amount
None	974,019.00
Grand Total:	974,019.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00430 - 10/18/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DAVIDSON CONSTRUCTION INC							
DAVIDSON CONSTRUCTION I...	PAY REQ #3	10/16/2022	510-4680-65900	Work in Process-Construction	PAY REQUEST #3 - 2021 STRE...		274,876.06
Vendor DAVIDSON CONSTRUCTION INC Total:							274,876.06
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	484469986	10/08/2022	100-4150-63030	Contracts Expense	COPIER CONTRACT - OCT 2022		509.69
MARCO TECHNOLOGIES LLC	484469986	10/08/2022	100-4650-63030	Contracts Expense	COPIER CONTRACT - OCT 2022		371.03
Vendor MARCO TECHNOLOGIES LLC Total:							880.72
Vendor: MINNESOTA ENERGY GROUP-00007							
MINNESOTA ENERGY GROUP...	4317386673	10/07/2022	100-4194-63890	Utilities Expense	GAS METER READING - SEP 2...		21.38
Vendor MINNESOTA ENERGY GROUP-00007 Total:							21.38
Vendor: PENNINGTON CO TREASURER							
PENNINGTON CO TREASURER	2022 R E TAX - NOV	10/17/2022	100-4670-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		173.00
PENNINGTON CO TREASURER	2022 R E TAX - NOV	10/17/2022	620-4890-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		958.00
PENNINGTON CO TREASURER	2022 R E TAX - NOV	10/17/2022	680-4890-64370	Taxes and Licenses	2022 REAL ESTATE TAXES DUE..		1,453.00
Vendor PENNINGTON CO TREASURER Total:							2,584.00
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550017615	09/12/2022	680-4850-62210	Equipment Maint & Repair	REAR TIRES - CAT BACKHOE		2,438.95
POMPS TIRE SERVICE INC	1550018032	09/19/2022	100-4210-62210	Equipment Maint & Repair	TIRES - 2014 FORD		782.64
POMPS TIRE SERVICE INC	1550018186	09/29/2022	100-4312-62210	Equipment Maint & Repair	TIRES - MOTOR GRADER		3,832.36
Vendor POMPS TIRE SERVICE INC Total:							7,053.95
Vendor: T D S METROCOM - MN							
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	100-4150-63210	Communication Expense	SECURITY/PHONE LINES - OC...		50.71
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	100-4194-63210	Communication Expense	SECURITY/PHONE LINES - OC...		50.63
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	100-4210-63210	Communication Expense	SECURITY/PHONE LINES - OC...		65.00
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	100-4220-63210	Communication Expense	SECURITY/PHONE LINES - OC...		50.63
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	100-4510-63210	Communication Expense	SECURITY/PHONE LINES - OC...		54.63
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	100-4670-64500	Senior Citizen Programs	SECURITY/PHONE LINES - OC...		51.43
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	100-4670-64500	Senior Citizen Programs	SECURITY/PHONE LINES - OC...		54.63
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - OC...		50.63
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - OC...		50.63
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - OC...		50.63
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	620-4830-63210	Communication Expense	SECURITY/PHONE LINES - OC...		65.00
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	620-4830-63210	Communication Expense	SECURITY/PHONE LINES - OC...		65.00
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	630-4830-63210	Communication Expense	SECURITY/PHONE LINES - OC...		53.08
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	630-4830-63210	Communication Expense	SECURITY/PHONE LINES - OC...		55.13
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	680-4830-63210	Communication Expense	SECURITY/PHONE LINES - OC...		770.50

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Packet: APPKT00430 - 10/18/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
T D S METROCOM - MN	OCT/NOV 2022	10/17/2022	690-4830-63210	Communication Expense	SECURITY/PHONE LINES - OC...		65.00
Vendor T D S METROCOM - MN Total:							1,603.26
Vendor: VENUWORKS OF THIEF RIVER FALLS							
VENUWORKS OF THIEF RIVER...	439	08/31/2022	620-4890-64400	Travel, Conference, School	ROOM RENTAL / FOOD / BEV...		390.00
VENUWORKS OF THIEF RIVER...	439	08/31/2022	680-4890-64400	Travel, Conference, School	ROOM RENTAL / FOOD / BEV...		286.49
VENUWORKS OF THIEF RIVER...	459	10/07/2022	690-4840-62020	Computer Supplies	WAP ELECTRIC (EOL)		232.50
Vendor VENUWORKS OF THIEF RIVER FALLS Total:							908.99
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	NOV 2022	10/17/2022	810-4820-61500	Annuity Payments	POLICE PENSION - NOV 2022		1,025.57
Vendor YVONNE PEDERSON Total:							1,025.57
Grand Total:							288,953.93

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	6,067.76
510 - 2021 ST AND UTILITY PROJECT	274,876.06
610 - LIQUOR DISPENSARY	151.89
620 - WATER UTILITY FUND	1,478.00
630 - ARENAS - VENUWORKS	108.21
680 - WASTEWATER UTILITY FUND	4,948.94
690 - ELECTRIC UTILITY FUND	297.50
810 - POLICE RELIEF ASSOCIATION	1,025.57
Grand Total:	288,953.93

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63030	Contracts Expense	509.69
100-4150-63210	Communication Expense	50.71
100-4194-63210	Communication Expense	50.63
100-4194-63890	Utilities Expense	21.38
100-4210-62210	Equipment Maint & Repair	782.64
100-4210-63210	Communication Expense	65.00
100-4220-63210	Communication Expense	50.63
100-4312-62210	Equipment Maint & Repair	3,832.36
100-4510-63210	Communication Expense	54.63
100-4650-63030	Contracts Expense	371.03
100-4670-64370	Taxes and Licenses	173.00
100-4670-64500	Senior Citizen Programs	106.06
510-4680-65900	Work in Process-Construct..	274,876.06
610-4830-63210	Communication Expense	151.89
620-4830-63210	Communication Expense	130.00
620-4890-64370	Taxes and Licenses	958.00
620-4890-64400	Travel, Conference, School	390.00
630-4830-63210	Communication Expense	108.21
680-4830-63210	Communication Expense	770.50
680-4850-62210	Equipment Maint & Repair	2,438.95
680-4890-64370	Taxes and Licenses	1,453.00
680-4890-64400	Travel, Conference, School	286.49
690-4830-63210	Communication Expense	65.00
690-4840-62020	Computer Supplies	232.50
810-4820-61500	Annuity Payments	1,025.57
Grand Total:		288,953.93

Project Account Summary

Project Account Key	Expense Amount
None	288,953.93
Grand Total:	288,953.93



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00436 - 10/26/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	NOV 2022	10/26/2022	100-4315-62010	Office Supplies	POSTAGE - NOV 2022 UTILITY...		250.13
U S POSTMASTER	NOV 2022	10/26/2022	620-4840-62010	Office Supplies	POSTAGE - NOV 2022 UTILITY...		583.64
U S POSTMASTER	NOV 2022	10/26/2022	680-4840-62010	Office Supplies	POSTAGE - NOV 2022 UTILITY...		166.76
U S POSTMASTER	NOV 2022	10/26/2022	690-4840-62010	Office Supplies	POSTAGE - NOV 2022 UTILITY...		667.02
Vendor U S POSTMASTER Total:							1,667.55
Grand Total:							1,667.55

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	250.13
620 - WATER UTILITY FUND	583.64
680 - WASTEWATER UTILITY FUND	166.76
690 - ELECTRIC UTILITY FUND	667.02
Grand Total:	1,667.55

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62010	Office Supplies	250.13
620-4840-62010	Office Supplies	583.64
680-4840-62010	Office Supplies	166.76
690-4840-62010	Office Supplies	667.02
Grand Total:		1,667.55

Project Account Summary

Project Account Key	Expense Amount
None	1,667.55
Grand Total:	1,667.55



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00437 - 11/01/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AGASSIZ ASPHALT LLC							
AGASSIZ ASPHALT LLC	PAY REQ 2	09/08/2022	525-4680-65900	Work in Process-Construction	2022 STREET & UTILITY IMP ...		53,243.86
Vendor AGASSIZ ASPHALT LLC Total:							53,243.86
Vendor: ANDREW J HART							
ANDREW J HART	REIMB 10 13 22	10/13/2022	100-4210-64400	Travel, Conference, School	REIMB MEALS EXP - SQUAD ...		12.43
ANDREW J HART	REIMB 10 23 22	10/23/2022	100-4210-62880	Personal Protective Equipme...	REIMBURSE - UNDERSHIRT C...		18.48
Vendor ANDREW J HART Total:							30.91
Vendor: BARR ENGINEERING CO							
BARR ENGINEERING CO	23571015.01-2	10/20/2022	690-4890-63110	Consulting Fees	2022 HYDRO TASKS - PART 1...		3,592.62
Vendor BARR ENGINEERING CO Total:							3,592.62
Vendor: BAYCOM INC							
BAYCOM INC	040319	10/19/2022	100-4210-62990	Misc. Operating Expense	INFRARED CAMERA		78.00
Vendor BAYCOM INC Total:							78.00
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	213391	10/19/2022	100-4210-62010	Office Supplies	STAMP / TAGS / CALENDAR		31.85
Vendor BREDESON OFFICE SUPPLY Total:							31.85
Vendor: BRIAN DUANE HOLMER							
BRIAN DUANE HOLMER	REIMB 10 17 22	10/17/2022	100-4110-64400	Travel, Conference, School	REIMB MILEAGE - INFRA INVE...		371.25
BRIAN DUANE HOLMER	REIMB 10 17 22	10/17/2022	100-4110-64400	Travel, Conference, School	REIMB MEALS - INFRA INVEST...		24.81
Vendor BRIAN DUANE HOLMER Total:							396.06
Vendor: BRIAN MOYER							
BRIAN MOYER	963	10/18/2022	100-4510-63030	Contracts Expense	TREE REMOVAL/ STUMP GRI...		6,563.00
BRIAN MOYER	963	10/18/2022	100-4510-63030	Contracts Expense	TREE REMOVAL/ STUMP GRI...		1,162.50
Vendor BRIAN MOYER Total:							7,725.50
Vendor: CANNON TECHNOLOGIES INC							
CANNON TECHNOLOGIES INC	947841590	10/17/2022	100-4671-62200	System Expense	AMI - GATEWAY		2,040.00
Vendor CANNON TECHNOLOGIES INC Total:							2,040.00
Vendor: CITY OF T R F - WATER SYSTEMS							
CITY OF T R F - WATER SYSTE...	REIMB - 10 26 22 PTY CASH	10/26/2022	620-4840-62010	Office Supplies	REIMBURSE PETTY CASH FU...		49.05
CITY OF T R F - WATER SYSTE...	REIMB - 10 26 22 PTY CASH	10/26/2022	620-4840-62990	Misc. Operating Expense	REIMBURSE PETTY CASH FU...		2.10
CITY OF T R F - WATER SYSTE...	REIMB - 10 26 22 PTY CASH	10/26/2022	620-4850-62210	Equipment Maint & Repair	REIMBURSE PETTY CASH FU...		25.88
Vendor CITY OF T R F - WATER SYSTEMS Total:							77.03

Council Approval Register
Packet: APPKT00437 - 11/01/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CODE 4 SERVICES INC							
CODE 4 SERVICES INC	7692	10/14/2022	100-4210-62990	Misc. Operating Expense	REPAIR - SQUAD DOCKING ST...		171.85
Vendor CODE 4 SERVICES INC Total:							171.85
Vendor: DANA C KLOS							
DANA C KLOS	10 5-13 22	10/13/2022	100-4210-63100	Animal Control	CRITTER REMOVAL CONTRAC...		120.00
Vendor DANA C KLOS Total:							120.00
Vendor: ENNIS-FLINT INC							
ENNIS-FLINT INC	269536	09/30/2022	100-4312-62240	Department Maint & Repair	MANHOLE ASPHALT RINGS		3,559.50
Vendor ENNIS-FLINT INC Total:							3,559.50
Vendor: ENVIRONMENTAL TOXICITY CONTROL INC							
ENVIRONMENTAL TOXICITY ...	22-216	10/25/2022	680-4840-62170	Field Supplies	ACUTE TOXICITY TEST - WW ...		1,218.75
Vendor ENVIRONMENTAL TOXICITY CONTROL INC Total:							1,218.75
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		61.69
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		1,233.05
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	100-4240-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		52.80
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		2,227.04
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		205.73
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		2,174.04
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		1,094.96
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	100-4650-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		63.09
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		701.84
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	670-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		220.99
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		606.23
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		1,684.41
FARMERS UNION OIL COMP...	SEP 2022	10/25/2022	820-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2022		541.68
Vendor FARMERS UNION OIL COMPANY Total:							10,867.55
Vendor: FS3 INC							
FS3 INC	80386	09/29/2022	690-4840-62880	Personal Protective Equipme...	GROUND GLOVES		261.84
Vendor FS3 INC Total:							261.84
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIPM...	36078	10/06/2022	100-4220-62880	Personal Protective Equipme...	3 SETS TURNOUT GEAR		7,650.66
Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:							7,650.66
Vendor: GRAYMONT (WI) LLC							
GRAYMONT (WI) LLC	176453	10/17/2022	620-4840-62160	Chemicals	BULK PEBBLED QUICKLIME		5,650.71
Vendor GRAYMONT (WI) LLC Total:							5,650.71
Vendor: GREAT NORTHERN ENVIRONMENTAL							
GREAT NORTHERN ENVIRON...	4434	10/14/2022	620-4850-62220	Plant Equip Maint & Repair	FAN IMPELLER - CHEMCO SL...		1,866.00
GREAT NORTHERN ENVIRON...	4436	10/17/2022	620-4850-62220	Plant Equip Maint & Repair	SLAKER REPAIR		468.50
Vendor GREAT NORTHERN ENVIRONMENTAL Total:							2,334.50

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Packet: APPKT00437 - 11/01/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS ...	2405683	09/01/2022	690-4890-63030	Contracts Expense	RODENT CONTROL PRGM - S...		58.00
Vendor GUARDIAN PEST SOLUTIONS INC Total:							58.00
Vendor: H & R CONST CO							
H & R CONST CO	707029	10/13/2022	690-4850-62360	Distribution Maint	GUARDRAIL REPAIRS - GREE...		2,368.92
Vendor H & R CONST CO Total:							2,368.92
Vendor: HACH COMPANY							
HACH COMPANY	13278779	10/07/2022	680-4840-62170	Field Supplies	WW TESTING NODE		174.72
Vendor HACH COMPANY Total:							174.72
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CHI...	1200466681	10/04/2022	555-4680-65920	Work in Process - Eng/Archtc	TH59 CORRIDOR STUDY		799.92
Vendor HDR ENGINEERING INC - CHICAGO Total:							799.92
Vendor: HUDSON ELECTRIC LLC							
HUDSON ELECTRIC LLC	2778	10/21/2022	690-4890-63030	Contracts Expense	DIRECTIONAL BORING SERVI...		2,500.00
HUDSON ELECTRIC LLC	2779	10/21/2022	690-4890-63030	Contracts Expense	SMALL TRENCHING SERVICES ...		904.00
Vendor HUDSON ELECTRIC LLC Total:							3,404.00
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	14761G	10/11/2022	100-4312-62210	Equipment Maint & Repair	SKID STEER		788.63
Vendor INTERSTATE BILLING SERVICE Total:							788.63
Vendor: JOHNSON JET LINE INC							
JOHNSON JET LINE INC	3297	10/12/2022	680-4850-62200	System Expense	2022 SANITARY SEWER TELEV...		2,134.50
Vendor JOHNSON JET LINE INC Total:							2,134.50
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	1949808	09/01/2022	100-4510-62240	Department Maint & Repair	DRYLOK - SIDEWALK RPR		15.99
L & M SUPPLY INC	1955149	09/09/2022	820-4850-62230	Building Maint & Repair	DOOR CLOSER		12.49
L & M SUPPLY INC	1955274	09/09/2022	690-4840-62880	Personal Protective Equipme...	FR PPE - S ZAVORAL		209.98
L & M SUPPLY INC	1958432	09/14/2022	100-4510-62240	Department Maint & Repair	FASTENERS		6.48
L & M SUPPLY INC	1959004	09/15/2022	690-4850-62350	Power Plant/Dam Maint	WASP / HORNET KILLER		5.37
L & M SUPPLY INC	1961936	09/19/2022	620-4850-62220	Plant Equip Maint & Repair	12V BATTERY - W TOWER BA...		24.99
L & M SUPPLY INC	1961937	09/19/2022	690-4840-62880	Personal Protective Equipme...	FR PPE - G HALL		204.98
L & M SUPPLY INC	1962248	09/20/2022	680-4850-62220	Lift Station and Pond Maint &...	12V BATTERY - LIFT #7 BATTE...		29.99
L & M SUPPLY INC	1962944	09/21/2022	100-4510-62210	Equipment Maint & Repair	WHEEL REPLACEMENT - TRAI...		21.98
L & M SUPPLY INC	1963756	09/22/2022	100-4510-62240	Department Maint & Repair	ANCHORS		23.88
L & M SUPPLY INC	1966350	09/26/2022	690-4840-62990	Misc. Operating Expense	UTILITY KNIFE / BLADES		23.66
L & M SUPPLY INC	1966697	09/26/2022	100-4312-62240	Department Maint & Repair	SAWZALL BLADE		22.98
L & M SUPPLY INC	1967496	09/28/2022	680-4840-62990	Misc. Operating Expense	WHITE PAINT SHARPIE - GEN...		2.99
L & M SUPPLY INC	1968123	09/29/2022	100-4210-62990	Misc. Operating Expense	AMMO		249.90
Vendor L & M SUPPLY INC Total:							855.66
Vendor: M M U A							
M M U A	60270	10/13/2022	100-4150-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		355.53
M M U A	60270	10/13/2022	100-4194-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		71.11

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
M M U A	60270	10/13/2022	100-4210-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		1,208.65
M M U A	60270	10/13/2022	100-4220-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		497.68
M M U A	60270	10/13/2022	100-4240-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		71.11
M M U A	60270	10/13/2022	100-4312-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		515.65
M M U A	60270	10/13/2022	100-4315-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		515.65
M M U A	60270	10/13/2022	100-4510-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		354.22
M M U A	60270	10/13/2022	100-4650-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		213.27
M M U A	60270	10/13/2022	610-4890-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		355.51
M M U A	60270	10/13/2022	620-4890-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		320.13
M M U A	60270	10/13/2022	660-24000	Clearing Account	4TH QTR 2022 SAFETY PROG...		284.35
M M U A	60270	10/13/2022	680-4890-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		319.93
M M U A	60270	10/13/2022	690-4890-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		1,421.96
M M U A	60270	10/13/2022	690-4890-64410	Safety Training	4TH QTR 2022 SAFETY PROG...		937.50
Vendor M M U A Total:							7,442.25

Vendor: N A P A AUTO PARTS THF RVR FL

N A P A AUTO PARTS THF RV...	717935	09/01/2022	680-4850-62210	Equipment Maint & Repair	AIR FILTER		34.99
N A P A AUTO PARTS THF RV...	717947	09/01/2022	100-4194-62210	Equipment Maint & Repair	EXCHANGE CREDIT - POWER ...		-21.16
N A P A AUTO PARTS THF RV...	717982	09/02/2022	100-4312-62210	Equipment Maint & Repair	ADAPTER - FORKLIFT		8.99
N A P A AUTO PARTS THF RV...	718260	09/13/2022	100-4315-62210	Equipment Maint & Repair	GASKET MAKER		24.49
N A P A AUTO PARTS THF RV...	718399	09/19/2022	820-4850-62210	Equipment Maint & Repair	ALTERNATOR / BATTERY		426.92
N A P A AUTO PARTS THF RV...	718486	09/20/2022	820-4850-62210	Equipment Maint & Repair	CORE CREDIT		-84.00
N A P A AUTO PARTS THF RV...	718554	09/22/2022	100-4510-62210	Equipment Maint & Repair	SWAY BAR BUSHING / LINK		103.97
Vendor N A P A AUTO PARTS THF RVR FL Total:							494.20

Vendor: NELSON INTERNATIONAL - E G F

NELSON INTERNATIONAL - E ...	R105009227 02	09/09/2022	100-4312-62210	Equipment Maint & Repair	TIR BAR SUPPORTS		2,325.20
NELSON INTERNATIONAL - E ...	X105056265 01	09/23/2022	100-4315-62210	Equipment Maint & Repair	SHOE KIT		708.37
NELSON INTERNATIONAL - E ...	X105057330 01	09/14/2022	100-4315-62210	Equipment Maint & Repair	REAR WHEEL SEAL		215.02
NELSON INTERNATIONAL - E ...	X105057397 01	09/15/2022	100-4315-62210	Equipment Maint & Repair	BRAKE		42.99
NELSON INTERNATIONAL - E ...	X105057550 01	09/23/2022	100-4315-62210	Equipment Maint & Repair	SPRING ASSEMBLY		92.86
NELSON INTERNATIONAL - E ...	X105057550 02	09/28/2022	100-4315-62210	Equipment Maint & Repair	SPRING / BOLT / BUSHING		470.65
NELSON INTERNATIONAL - E ...	X105057550 03	09/29/2022	100-4315-62210	Equipment Maint & Repair	BUSHING / BOLT		86.42
NELSON INTERNATIONAL - E ...	X105057891 01	09/30/2022	100-4315-62210	Equipment Maint & Repair	RETURN CREDIT - SHOE KIT		-500.00
Vendor NELSON INTERNATIONAL - E G F Total:							3,441.51

Vendor: NICHOLAS TRUDEAU

NICHOLAS TRUDEAU	REIMB 09 21 22	09/21/2022	680-4840-62880	Personal Protective Equipme...	REIMBURSE SAFETY TOED FO...		100.00
NICHOLAS TRUDEAU	REIMB 09 21 22	09/21/2022	680-4890-64400	Travel, Conference, School	REIMBURSE MEALS EXP - M...		71.11
NICHOLAS TRUDEAU	REIMB 09 21 22	09/21/2022	680-4890-64400	Travel, Conference, School	REIMBURSE GASOLINE EXP -...		80.98
Vendor NICHOLAS TRUDEAU Total:							252.09

Vendor: NORMAN BETLAND

NORMAN BETLAND	REIMB 10 14 22	10/14/2022	100-4650-64400	Travel, Conference, School	REIMBURSE MEALS EXP - GIS ...		47.38
Vendor NORMAN BETLAND Total:							47.38

Council Approval Register

Packet: APPKT00437 - 11/01/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORTH SHORE ANALYTICAL INC							
NORTH SHORE ANALYTICAL I...	14127	10/17/2022	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPLES		685.00
Vendor NORTH SHORE ANALYTICAL INC Total:							685.00
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE S...	OCT 2022	10/25/2022	100-4210-63100	Animal Control	OCT 2022 ANIMAL CONTROL ...		1,400.00
Vendor PENNINGTON CO HUMANE SOCIETY Total:							1,400.00
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE INC	45651	10/24/2022	100-4210-62210	Equipment Maint & Repair	BATTERY		122.88
PENNINGTON FAST LUBE INC	81938	09/26/2022	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		50.20
Vendor PENNINGTON FAST LUBE INC Total:							173.08
Vendor: PURDY'S SHOE STORE INC							
PURDY'S SHOE STORE INC	191983	10/10/2022	100-4220-62890	Uniforms/ID Clothing	UNIFORM SHIRTS		168.75
Vendor PURDY'S SHOE STORE INC Total:							168.75
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB I...	D035684	08/22/2022	620-4840-62170	Field Supplies	LAB ANALYSIS - STATE SAMPL...		190.58
RMB ENVIRONMENTAL LAB I...	D038366	10/13/2022	620-4840-62170	Field Supplies	LAB ANALYSIS - WTR SAMPLES		190.58
RMB ENVIRONMENTAL LAB I...	D038391	10/21/2022	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPLES		150.28
Vendor RMB ENVIRONMENTAL LAB INC Total:							531.44
Vendor: SANITATION PRODUCTS INC							
SANITATION PRODUCTS INC	83735	10/10/2022	670-4850-62210	Equipment Maint & Repair	SWEEPER BROOMS		860.00
Vendor SANITATION PRODUCTS INC Total:							860.00
Vendor: SCOTT WALKER							
SCOTT WALKER	REIMB 10 21 22	10/21/2022	100-4220-62880	Personal Protective Equipme...	REIMBURSE - SAFETY TOED F...		100.00
Vendor SCOTT WALKER Total:							100.00
Vendor: SEH							
SEH	435365	10/15/2022	620-4890-63110	Consulting Fees	DIST SYS MODELING PRJ		3,159.00
Vendor SEH Total:							3,159.00
Vendor: SHOAN J NELSON							
SHOAN J NELSON	49382	10/04/2022	100-4510-62230	Building Maint & Repair	DOOR LOCK RPR - LIONS PARK		90.00
SHOAN J NELSON	49382	10/04/2022	100-4560-62230	Building Maint & Repair	DOOR LOCKS - CARNEGIE		120.00
Vendor SHOAN J NELSON Total:							210.00
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	2074	10/26/2022	690-4890-63030	Contracts Expense	FIRE ALARM CONTRACT - NOV..		19.50
Vendor STEVEN O KVASAGER Total:							19.50
Vendor: STREICHERS							
STREICHERS	I1576942 CR	06/30/2022	100-4210-62880	Personal Protective Equipme...	CREDIT - UNIFORMS DUP PY...		-274.97
STREICHERS	I1588536	09/07/2022	100-4210-62880	Personal Protective Equipme...	HOLSTER		179.98
STREICHERS	I1593357	10/05/2022	100-4210-62880	Personal Protective Equipme...	UNIFORM SHIRTS		64.99
STREICHERS	I1594732	10/12/2022	100-4210-62880	Personal Protective Equipme...	UNIFORM PANTS		189.97
Vendor STREICHERS Total:							159.97

Council Approval Register

Packet: APPKT00437 - 11/01/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: T R F CONVENTION &							
T R F CONVENTION &	SEP 2022	10/27/2022	100-4670-63030	Contracts Expense	LODGING TAX - SEP 2022		18,138.33
Vendor T R F CONVENTION & Total:							18,138.33
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	SEP 2022 - #137	09/30/2022	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS		80.80
THIEF RIVER FALLS TIMES	SEP 2022 - #137	09/30/2022	610-4880-63490	Advertising	PROGRESS PROM,O		472.50
THIEF RIVER FALLS TIMES	SEP 2022 - #878	09/30/2022	100-4220-63590	Printing & Publications	AD - FIREFIGHTER		104.50
THIEF RIVER FALLS TIMES	SEP 2022 - #878	09/30/2022	100-4220-63590	Printing & Publications	AD - FIREFIGHTER		93.50
THIEF RIVER FALLS TIMES	SEP 2022 - #878	09/30/2022	100-4650-63590	Printing & Publications	HRG - STATE AV N		99.00
THIEF RIVER FALLS TIMES	SEP 2022 - #878	09/30/2022	100-4650-63590	Printing & Publications	NTC OF HRG - GRACEWIND H...		338.58
THIEF RIVER FALLS TIMES	SEP 2022 - #878	09/30/2022	100-4650-63590	Printing & Publications	HRG - NILE REZONE		62.37
THIEF RIVER FALLS TIMES	SEP 2022 - #878	09/30/2022	100-4650-63590	Printing & Publications	HRG - NFIP / FIRM		50.49
THIEF RIVER FALLS TIMES	SEP 2022 - #878	09/30/2022	525-4680-65940	Work in Progress - Legal/Misc.	PROPOSED ASSESSMENT		171.27
Vendor THIEF RIVER FALLS TIMES Total:							1,473.01
Vendor: THIEF RIVER FORD INC							
THIEF RIVER FORD INC	169882	09/29/2022	100-4210-62210	Equipment Maint & Repair	MOUNT / BALANCE TIRES / B...		1,265.31
THIEF RIVER FORD INC	169974	10/07/2022	100-4210-62210	Equipment Maint & Repair	ENGINE MNT / SERP BELT / R...		1,021.74
THIEF RIVER FORD INC	170300	10/19/2022	100-4210-62210	Equipment Maint & Repair	STRUTS / COOLANT SYS / SEN...		1,395.65
THIEF RIVER FORD INC	261950	10/18/2022	100-4312-62210	Equipment Maint & Repair	SENSOR		37.83
Vendor THIEF RIVER FORD INC Total:							3,720.53
Vendor: TRAVIS GIFFEN							
TRAVIS GIFFEN	REIMB 10 14 22	10/14/2022	100-4650-64400	Travel, Conference, School	REIMBURSE MEALS EXP - GIS ...		27.37
Vendor TRAVIS GIFFEN Total:							27.37
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	42271	09/09/2022	690-4840-62890	Uniforms/ID Clothing	LEFT CHEST EMBROIDERY - B ...		60.00
UNIVERSAL SCREENPRINT	42295	09/19/2022	100-4210-62990	Misc. Operating Expense	DECALS - 20-01		545.00
Vendor UNIVERSAL SCREENPRINT Total:							605.00
Vendor: VERIZON WIRELESS #486397938							
VERIZON WIRELESS #486397...	9917103310	10/24/2022	100-4210-63210	Communication Expense	MONTHLY ACCESS CHARGES -...		185.05
Vendor VERIZON WIRELESS #486397938 Total:							185.05
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	270	09/30/2022	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEES - SEP...		25,239.19
Vendor WASTE MASTERS LLC Total:							25,239.19
Grand Total:							178,168.19

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	88,270.33
525 - 2022 ST AND UTILITY PROJECT	53,415.13
555 - TH59 CORRIDOR	799.92
610 - LIQUOR DISPENSARY	908.81
620 - WATER UTILITY FUND	12,649.36
660 - AIRPORT FUND	284.35
670 - STORM WATER UTILITY FUND	1,080.99
680 - WASTEWATER UTILITY FUND	5,609.47
690 - ELECTRIC UTILITY FUND	14,252.74
820 - GREENWOOD CEMETERY FUND	897.09
Grand Total:	178,168.19

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64400	Travel, Conference, School	396.06
100-4150-64410	Safety Training	355.53
100-4194-62120	Gas-Oil-Lube	61.69
100-4194-62210	Equipment Maint & Repair	-21.16
100-4194-64410	Safety Training	71.11
100-4210-62010	Office Supplies	31.85
100-4210-62120	Gas-Oil-Lube	1,283.25
100-4210-62210	Equipment Maint & Repair	3,805.58
100-4210-62880	Personal Protective Equi...	178.45
100-4210-62990	Misc. Operating Expense	1,044.75
100-4210-63100	Animal Control	1,520.00
100-4210-63210	Communication Expense	185.05
100-4210-64400	Travel, Conference, School	12.43
100-4210-64410	Safety Training	1,208.65
100-4220-62880	Personal Protective Equi...	7,750.66
100-4220-62890	Uniforms/ID Clothing	168.75
100-4220-63590	Printing & Publications	198.00
100-4220-64410	Safety Training	497.68
100-4240-62120	Gas-Oil-Lube	52.80
100-4240-64410	Safety Training	71.11
100-4312-62120	Gas-Oil-Lube	2,432.77
100-4312-62210	Equipment Maint & Repair	3,160.65
100-4312-62240	Department Maint & Repa..	3,582.48
100-4312-64410	Safety Training	515.65
100-4315-62120	Gas-Oil-Lube	2,174.04
100-4315-62210	Equipment Maint & Repair	1,140.80
100-4315-63030	Contracts Expense	25,239.19
100-4315-64410	Safety Training	515.65

Account Summary

Account Number	Account Name	Expense Amount
100-4510-62120	Gas-Oil-Lube	1,094.96
100-4510-62210	Equipment Maint & Repair	125.95
100-4510-62230	Building Maint & Repair	90.00
100-4510-62240	Department Maint & Repa..	46.35
100-4510-63030	Contracts Expense	7,725.50
100-4510-64410	Safety Training	354.22
100-4560-62230	Building Maint & Repair	120.00
100-4650-62120	Gas-Oil-Lube	63.09
100-4650-63590	Printing & Publications	550.44
100-4650-64400	Travel, Conference, School	74.75
100-4650-64410	Safety Training	213.27
100-4670-63030	Contracts Expense	18,138.33
100-4671-62200	System Expense	2,040.00
525-4680-65900	Work in Process-Construct..	53,243.86
525-4680-65940	Work in Progress - Legal/...	171.27
555-4680-65920	Work in Process - Eng/Arc...	799.92
610-4810-62590	Misc. Mdse for Resale	80.80
610-4880-63490	Advertising	472.50
610-4890-64410	Safety Training	355.51
620-4840-62010	Office Supplies	49.05
620-4840-62120	Gas-Oil-Lube	701.84
620-4840-62160	Chemicals	5,650.71
620-4840-62170	Field Supplies	381.16
620-4840-62990	Misc. Operating Expense	2.10
620-4850-62210	Equipment Maint & Repair	25.88
620-4850-62220	Plant Equip Maint & Repair	2,359.49
620-4890-63110	Consulting Fees	3,159.00
620-4890-64410	Safety Training	320.13
660-24000	Clearing Account	284.35
670-4840-62120	Gas-Oil-Lube	220.99
670-4850-62210	Equipment Maint & Repair	860.00
680-4840-62120	Gas-Oil-Lube	606.23
680-4840-62170	Field Supplies	2,228.75
680-4840-62880	Personal Protective Equi...	100.00
680-4840-62990	Misc. Operating Expense	2.99
680-4850-62200	System Expense	2,134.50
680-4850-62210	Equipment Maint & Repair	34.99
680-4850-62220	Lift Station and Pond Mai...	29.99
680-4890-64400	Travel, Conference, School	152.09
680-4890-64410	Safety Training	319.93
690-4840-62120	Gas-Oil-Lube	1,684.41
690-4840-62880	Personal Protective Equi...	676.80

Account Summary

Account Number	Account Name	Expense Amount
690-4840-62890	Uniforms/ID Clothing	60.00
690-4840-62990	Misc. Operating Expense	23.66
690-4850-62350	Power Plant/Dam Maint	5.37
690-4850-62360	Distribution Maint	2,368.92
690-4890-63030	Contracts Expense	3,481.50
690-4890-63110	Consulting Fees	3,592.62
690-4890-64410	Safety Training	2,359.46
820-4840-62120	Gas-Oil-Lube	541.68
820-4850-62210	Equipment Maint & Repair	342.92
820-4850-62230	Building Maint & Repair	12.49
Grand Total:		178,168.19

Project Account Summary

Project Account Key	Expense Amount
None	178,168.19
Grand Total:	178,168.19



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: 11/1/2022

SUBJECT: #7.3 Approval of Rivers & Rails Brewery Temporary 3.2% Malt Liquor License Application

RECOMMENDATION: It is respectfully requested the Council accept the Public Safety/Liquor Committee following:

MOTION TO: To Approve a Temporary 3.2% Malt Liquor Application Permit Effective November 7, 2022 at Tonnebells (114 3rd St East Thief River Falls) from 2:00 p.m. to 8:00 p.m.

BACKGROUND: Rivers & Rails Brewery opened for business June 15, 2022.

KEY ISSUES: If conducting a “Beer Garden” additional regulations apply. By signing below the applicant acknowledges having read the Beer Garden Policy and agrees to follow the rules.

Applicant shall comply with all restrictions, limitations, and regulations for the sale of malt 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 3.2 percent malt 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 will result in the application being denied.

FINANCIAL CONSIDERATIONS: The license fee is \$20 per day.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	Rivers & Rails Brewery Temp Application_001
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CITY OF THIEF RIVER FALLS

Temporary 3.2% Malt Liquor License Application

(up to 3.2 beer only)

City Code Section 111.070

APPLICANT: Rivers & Rails Brewing
(must be a club, charitable, religious, or non-profit organization, duly incorporated as a nonprofit or religious corporation under the laws of Minnesota and having its registered office and principal place of activity within the City of Thief River Falls)

CONTACT PERSON: Jonny Artmann

ADDRESS: 324 2nd St. E. Thief River Falls, MN

PHONE: 952-234-0820 56701

LICENSING PERIOD: November 7th

HOURS OF OPERATION: 2pm - 8pm

FACILITY/PLACE TO BE USED: Tombells - 114 3rd St. E, Thief River Falls, MN
56701

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 applicant must provide suitable Proof of Insurance covering liquor liability with limits of coverage acceptable to the City. The City of Thief River Falls shall be named as an additional insured.

Cost of the license is \$20.00 per day.

If conducting a "Beer Garden" additional regulations apply. By signing below the applicant acknowledges having read the Beer Garden Policy and agrees to follow the rules.

Applicant shall comply with all restrictions, limitations, and regulations for the sale of malt 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 3.2 percent malt 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 will result in the application being denied.


SIGNATURE OF APPLICANT

Co-Owner
Head Brewer
TITLE

10-27-22
DATE

\$20.00



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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Request for Council Action

DATE: 11/1/2022

SUBJECT: #8.1 2022 Street and Utilities Improvements

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

MOTION TO: Adopt the assessment roll for costs to be assessed for the 2022 Street & Utilities Improvements Project. The estimated amount to be assessed is \$757,826.77.

BACKGROUND: This project was bid, as a result of meetings with department heads, council committees, and according to items in the City's Capital Improvement Plan. The Project was awarded to Agassiz Asphalt in the amount of \$1,657,013.45. The Engineer's Estimate was \$1,791,328.00.

KEY ISSUES: The City of Thief River Falls assesses benefited property owners for these improvements.

FINANCIAL CONSIDERATIONS: The total cost of the improvements is estimated to be \$1,830,148.73. This project will be funded through special assessments, and bonding. The amount to be assessed is \$757,826.77.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:

None



Request for Council Action

DATE: 11/1/2022

SUBJECT: #8.2 MAK Properties, LLC. – Economic Development Tax Increment Financing

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

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

BACKGROUND: MAK Properties of Grand Forks, North Dakota has completed the purchase of the vacant property south of Valley Home. They are proposing a mixed-use building with residential apartments above commercial space, allowable with a conditional use permit, which has been approved. They were also proposing the construction of a daycare facility on the same site. Discovery Place had provided a Letter of Intent to proceed with operating the daycare as a second location but have since decided it is not in their best interest to proceed at this time.

KEY ISSUES: The developer has requested Economic Development Tax Increment Financing to assist with development costs. The Thief River Falls City Council, ISD 564 Board, and Pennington County Board of Commissioners met last fall to discuss the options of tax assistance. The Pennington County Board and ISD 564 Board have approved resolutions of support. This Economic Development TIF was brought before the Planning Commission on April 12th and was formally recommended for approval. With the removal of the daycare at this time the Pennington County Board and ISD 564 Board have approved new resolutions of support for the housing project to continue without the daycare. They have both requested the city and developer continue to seek a solution for daycare on this site in the future.

FINANCIAL CONSIDERATIONS: MAK Properties, LLC. will be responsible for all costs associated with the development of the TIF. This TIF is eligible for a term of up to nine years.

LEGAL CONSIDERATION: A Public Hearing has been held prior to approval as well as notification and resolutions of support from Pennington County and ISD #564.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth – Community Development Consultant

ATTACHMENTS:

1.	Analysis Memo Updated 10.26.2022
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MEMORANDUM

TO: City Council Members, City of Thief River Falls
FROM: Rebecca Kurtz and Jessica Cook
DATE: October 26, 2022
SUBJECT: The Angle Housing Development and Proposed Tax Increment Assistance

This past spring the City received a request from MAK Construction (the “Developer”) to assist with construction of an 92-unit apartment building with a 6,000 square foot daycare facility and an additional 9,000 square feet of commercial space. The Developer requested 9 years of tax increment financing (TIF) assistance.

On April 29, 2022, the City approved the establishment of Tax Increment Financing District No. 1-14: Angle Development. This action established the framework for the City to provide tax increment to assist the project.

Since April the scope of the proposed development has changed, and the current development proposal consists of 92-units of rental housing. In addition to eliminating the daycare development, the project cost has increase by approximately \$1 million due to increasing construction costs and rising interest rates.

City staff and Ehlers worked with the Developer to underwrite the project and determine the appropriate amount of TIF assistance to off-set the financial gap. The financial gap exists due to several factors: (1) the rents for housing are not sufficient to pay for development costs in today’s market; (2) interest rates have increased over 2 percent since discussions on the project began; and (2) construction costs continue to increase.

This memo has been prepared by Ehlers, at the request of the City, to conduct a review of the proposed project, specifically the budget and pro forma based on industry standards for construction, land acquisition, and project costs; as well as to ensure that all development costs, revenues, and expenditures have been appropriately accounted for and considered.

Based on our review, the requested 9 years of financial assistance necessary for the project to be “financially feasible”. **We’ve concluded that this project would require TIF assistance in an amount of \$1,100,000 over an anticipated term of 9 years.**

Pro Forma Analysis:

1. **Project Financing** – The Developer proposes to finance the project with a first mortgage in the amount of \$16,000,000, which is 75% of the total development costs. The anticipated rate of financing is 6.25% with a 30-year amortization. The Developer proposed to bring the remaining balance of \$4,272,800 in as equity, which is 20% of total development costs. Tax increment would be 4.9% of the project. The proposed project financing meets expectations.

2. **Total Development Costs (TDC)** – The TDC is \$21.1 million or \$228,740 per unit. Similar projects have generally ranged between \$210,000 and \$275,000 per unit so the costs are within the market range.
3. **Acquisition Costs** – The proposed land acquisition cost is anticipated to be roughly \$690,000, or approximately \$7,400 per unit. Similar projects typically range between \$7,000 to \$15,000 per unit. The cost of land acquisition for this project is at the lower end of the range.
4. **Rents** – The proposed rents range between \$875 per month for a studio unit and \$1,495 per month for a three-bedroom unit.
5. **Operating Expenses** – The operating expenses on a per unit basis are \$3,360, which is lower than the typical market range of \$3,500 to \$4,500 per unit per year. Please note that this per unit expense is before management fees, property taxes, and replacement reserves.
6. **Management Fee** – The proposed management fee is 6.6% of the effective gross income of the project. This is slightly higher than the typical range of 3% to 5% seen through the market.
7. **Reserves** – The annual deposit to replacement reserves is set at \$300 per unit per year. Typical deposits to the replacement reserve range between \$250 - \$450. The reserves are within the range for the market.
8. **Developer Fee** – The Developer Fee is 4.7%, which is within the market range. We typically see a developer charge a fee of 3% to 5%.

Projected Return on Investment:

As part of this analysis, we want to ensure that any public assistance in the project does not result in a return on investment greater than what is typical within the industry. Return on investment (ROI) is a performance measure used to evaluate development projects. There are a few common measures used.

Using the Cash-on-Cash (COC) rate of return, which is simply the annual cashflow (after debt service) divided by the equity in the project, the Developer achieves a 9% COC with nine years of tax increment assistance.

Recommendation:

Based on our review of the Developer's pro forma and under current market conditions, the development of a workforce housing project may not reasonably be expected to occur solely through private investment within the reasonably near future. The financial gap between the cost of development and the rents for workforce housing make the project feasible only through assistance, in part, from City contributions. We conclude a

Pay-As-You-Go TIF Note in the amount of \$1,100,000 payable from 90% of the available tax increment is supported for this project.



Request for Council Action

DATE: 11/1/2022

SUBJECT: #8.4 Call for second reading and consider an amendment to City Code Chapter 152.020 FLOOD PLAIN DISTRICT

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

MOTION TO: Call for second reading and consider an amendment to City Code Chapter 152.020 FLOOD PLAIN DISTRICT (FP), by removing the current regulations in their entirety and replacing them with the Minnesota Department of Natural Resources Model Ordinance, 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 land usage that controls among other things the zoning code. Chapter 152.020 Flood Plain District (FP) regulates activities in the flood plain. Periodically when warranted these regulations are reviewed and amended to address circumstances as requested.

KEY ISSUES: This floodplain ordinance would amend the city's floodplain regulations to comply with the standards of the National Flood Insurance Program (NFIP) including adoption of the effective Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report. The City of Thief River Falls must adopt a conforming ordinance by December 1, 2022 in order to continue participation in the National Flood Insurance Program (NFIP). As written, this ordinance prohibits new buildings within the floodplain, but reasonably accommodates for other common types of development (existing buildings can continue as nonconformities).

This model ordinance is intended for communities that have little or no existing structures within the floodplain and that meet the following criteria:

- Floodplains are largely undeveloped or protected as parks or open space.
- Each developable parcel should be able to accommodate for building sites outside of the floodplain.

FINANCIAL CONSIDERATIONS: None.

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, Zoning Administrator

ATTACHMENTS:

None

152.020 FLOOD PLAIN DISTRICT (FP)

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SECTION 1.0 STATUTORY AUTHORIZATION AND PURPOSE

- 1.1 Statutory Authorization. This floodplain ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes, Chapter 103F; Minnesota Rules, parts 6120.5000 – 6120.6200; the rules and regulations of the National Flood Insurance Program in 44 CFR § 59 to 78; and the planning and zoning enabling legislation in Minnesota Statutes, Chapter 462.
- 1.2 Purpose
 - 1.21 This ordinance regulates development in the flood hazard areas of the City of Thief River Falls. These flood hazard areas are subject to periodic inundation, which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base. It is the purpose of this ordinance to promote the public health, safety, and general welfare by minimizing these losses and disruptions.
 - 1.22 This ordinance is adopted in the public interest to promote sound land use practices, and floodplains are a land resource to be developed in a manner which will result in minimum loss of life and threat to health, and reduction of private and public economic loss caused by flooding.
 - 1.22 This ordinance is adopted to maintain eligibility in the National Flood Insurance Program.
 - 1.23 This ordinance is also intended to preserve the natural characteristics and functions of watercourses and floodplains in order to moderate flood and stormwater impacts, improve water quality, reduce soil erosion, protect aquatic and riparian habitat, provide recreational opportunities, provide aesthetic benefits and enhance community and economic development.
- 1.3 **Abrogation and Greater Restrictions.** It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.
- 1.4 **Warning and Disclaimer of Liability.** This ordinance does not imply that areas outside the floodplain districts or land uses permitted within such districts will be free from flooding or flood damages. This ordinance does not create

liability on the part of the City of Thief River Falls or any officer or employee thereof for any flood damages that result from reliance on this ordinance or any administrative decision lawfully made hereunder.

- 1.5 **Severability.** If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this ordinance shall not be affected and shall remain in full force.

SECTION 2.0 DEFINITIONS

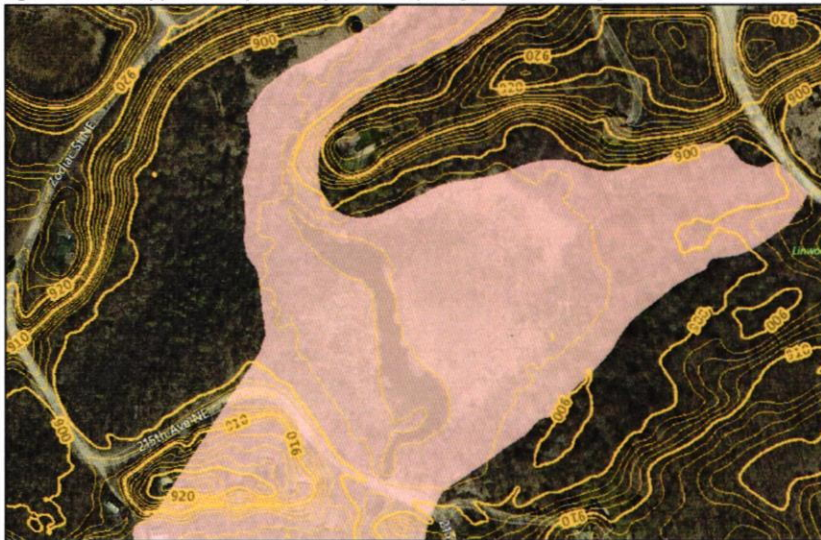
- 2.1 **Definitions.** Unless specifically defined, words or phrases used in this ordinance must be interpreted according to common usage and so as to give this ordinance its most reasonable application.
- 2.111 **Base Flood.** The flood having a one-percent chance of being equaled or exceeded in any given year. "Base flood" is synonymous with the term "regional flood" used in Minnesota Rules, part 6120.5000.
- 2.112 **Base Flood Elevation.** The elevation of the base flood, regional flood, or one-percent annual chance flood. The term "base flood elevation" is used in the flood insurance study.
- 2.113 **Development.** Any man-made change to improved or unimproved real estate including, but not limited to buildings or other structures, recreational vehicles, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of materials or equipment.
- 2.114 **Farm Fence.** An open type of fence of posts and horizontally run wire, further specified in Minnesota Statutes, section 344.02 Subd. 1(a)-(d).
- 2.115 **Flood Fringe.** The portion of the one-percent annual chance floodplain located outside of the floodway.
- 2.116 **Flood Insurance Rate Map.** An official map of a community, on which the Federal Insurance Administrator has delineated both the special hazard areas and the risk premium zones applicable to the community. A FIRM that has been made available digitally is called a Digital Flood Insurance Rate Map (DFIRM).
- 2.117 **Floodplain.** The beds, channel and the areas adjoining a wetland, lake or watercourse, or other source which have been or hereafter may be inundated by the base flood.
- 2.118 **Floodway.** The bed of a wetland or lake and the channel of a watercourse and those portions of the adjoining floodplain which must be reserved to carry or store the base flood discharge without cumulatively increasing the water surface elevation more than one-half foot.
- 2.119 **Manufactured Home.** A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include the term "recreational vehicle."
- 2.120 **Recreational Vehicle.** A vehicle that is built on a single chassis, is 400 square feet or less when measured at the largest horizontal projection, is designed to be self-propelled or permanently towable by a light duty truck, and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. For the purposes of this ordinance, the term recreational vehicle is synonymous with the term "travel trailer/travel vehicle."
- 2.121 **Regulatory Flood Protection Elevation (RFPE).** An elevation no lower than one foot above the elevation of the regional flood plus any increases in flood elevation caused by encroachments on the floodplain that result from designation of a floodway. These increases in water surface elevations are typically identified in the Floodway Data Tables, found in the Flood Insurance Study.
- 2.122 **Structure.** A roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. Recreational vehicles not considered travel ready, as detailed in Section 4.40, shall also be considered a nonconforming structure for the purposes of this ordinance.
- 2.123 **Substantial Damage.** Damage of any origin sustained by a structure where the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.
- 2.124 **Substantial Improvement.** Within any consecutive 365-day period, any reconstruction, rehabilitation (including normal maintenance and repair), repair after damage, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures that have incurred "substantial damage," regardless of the actual repair work performed. The term does not, however, include either:

- A. Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.
- B. Any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure." For the purpose of this ordinance, "historic structure" is as defined in 44 CFR § 59.1.

SECTION 3.0 JURISDICTION AND DISTRICTS

- 3.1 **Lands to Which Ordinance Applies.** This ordinance applies to all lands within the jurisdiction of the City of Thief River Falls within the Regulatory Floodplain.
- 3.11 The standards imposed in this overlay district are in addition to any other requirements. In case of a conflict, the more restrictive standards will apply.
- 3.12 Where a conflict exists between the floodplain limits illustrated on the official floodplain maps and actual field conditions (as illustrated in Figure 1), the Base Flood Elevation (BFE) shall be the governing factor in locating the outer boundaries of the one-percent annual chance floodplain.

Figure 1: The mapped floodplain may not always align with on-the-ground contour elevations



- 3.13 Persons contesting the location of the district boundaries will be given a reasonable opportunity to present their case to the city and to submit technical evidence.
- 3.2 **Incorporation of Maps by Reference.** The following maps together with all attached material are hereby adopted by reference and declared to be a part of the official zoning map and this ordinance. The attached material includes the Flood Insurance Study for Pennington County, Minnesota, and Incorporated Areas and Flood Insurance Rate map panels enumerated below, all dated December 1, 2022, and prepared by the Federal Emergency Management Agency.

27113C0105D
27113C0110D
27113C0302D
27113C0305D

27113C0306D
27113C0307D
27113C0310D

These materials are on file in the office of the Zoning Administrator in City Hall.

- 3.3 **Annexations:** The Flood Insurance Rate Map panels referenced in Section 3.2 may include floodplain areas that lie outside of the corporate boundaries of the City of Thief River Falls at the time of adoption of this ordinance. If any of these floodplain land areas are annexed into the City of Thief River Falls after the date of adoption of this ordinance, the newly annexed floodplain lands will be subject to the provisions of this ordinance immediately upon the date of annexation. Annexations into panels not referenced in Section 3.2 require ordinance amendment in accordance with Section 8.0.

SECTION 4.0 PERMITTED ACTIVITIES AND STANDARDS IN THE FLOODPLAIN DISTRICT

- 4.1 **Permitted Activities.** A permit must be obtained from the Zoning Administrator to verify compliance with all applicable standards outlined in this ordinance prior to the following uses or activities:
- 4.11 Any addition, modification, rehabilitation, repair, or alteration to a nonconforming structure as specified in Section 5.0 of this ordinance. Normal maintenance and repair also requires a permit if such work, separately or in conjunction with other planned work, constitutes a substantial improvement as defined in Section 2.0 of this ordinance.
- 4.12 Any use that requires fill, excavation, storage of materials, or placement of anything that may cause a potential obstruction, as well as any other form of development as defined in Section 2.0 of this ordinance.
- 4.2 **Activities Not Requiring a Permit.** Certain uses or activities may be exempt from obtaining a permit, such as planting a garden, farming, or other obviously insignificant activities such as putting up a mailbox or flagpole. Farm fences, as defined in Section 2.0 of this ordinance, are not considered to be an obstruction, and as such, do not require a permit. A local permit is not required if a public waters work permit has been obtained from the Department of Natural Resources, unless a significant area above the ordinary high water level is also to be disturbed. The continuation of existing uses, when the associated activities do not encroach further on the regulatory floodplain or trigger associated standards in this ordinance, do not require a permit.
- 4.3 **Minimum Development Standards.**
- 4.31 **All development must:**
- A. Be designed (or modified) and adequately anchored to prevent floatation, collapse, or lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
 - B. Be constructed with materials and equipment resistant to flood damage;
 - C. Be constructed by methods and practices that minimize flood damage;
 - D. Be reasonably safe from flooding and consistent with the need to minimize flood damage;
 - E. Be assured to provide adequate drainage to reduce exposure to flood hazards;
 - F. Not be detrimental to uses in adjoining areas; and
 - G. Not adversely affect the efficiency or restrict the flood carrying capacity of the channel and adjoining floodplain of any tributary watercourse or drainage system.
- 4.32 **Buildings and Structures.** No new structures, such as buildings or accessory structures may be permitted in the regulatory floodplain. Modifications and alterations of nonconforming structures is subject to the standards in Section 5.0.
- 4.33 **Encroachment Analysis.** Development in the following areas requires hydrologic and hydraulic analysis performed by a professional engineer, or using other standard engineering practices (e.g. projects that restore the site to the previous cross-sectional area).
- A. In a floodway, development may not result in any of the following during the one-percent annual chance flood: cause a stage increase of 0.00 feet or greater, obstruct flood flows, or increase velocities.
 - B. In areas where a floodway has not been delineated, development may not allow stage increases more than one-half (0.5) foot at any point during the one-percent chance flood. This evaluation must include the cumulative effects of previous encroachments. A lesser water surface elevation increase than one-half (0.5) foot is required if, due to the water surface level increase, increased flood damages would potentially result.
- 4.35 **Fences** not meeting the definition of farm fences are not permitted.
- 4.36 **Transportation Facilities.** Railroad tracks, roads, and bridges must be elevated to the Regulatory Flood Protection Elevation (RFPE) where such facilities are essential to the orderly functioning of the area, or where failure or interruption would result in danger to public health or safety. Minor or auxiliary roads or railroads may be constructed at a lower elevation where failure or interruption of transportation services would not endanger the public health or safety. All public transportation facilities should be designed to minimize increases in flood elevations.
- 4.37 **Public Utilities.** All utilities such as gas, electrical, sewer, and water supply systems to be located in the floodplain must be elevated and/or floodproofed to the Regulatory Flood Protection Elevation (RFPE), be located

and constructed to minimize or eliminate flood damage, and be designed to eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters. All public utilities should be designed to minimize increases in flood elevations. New solid waste management facilities, as defined in Minnesota Rules, part 7035.0300, are prohibited. Water supply systems are subject to the provisions in Minnesota Rules, part 4725.4350.

- 4.38 **Potential Pollutants.** Materials that, in time of flooding, are buoyant, flammable, explosive, or could be injurious to human, animal, or plant life, as well as those likely to cause pollution of the waters, such as sewage; sand; rock; wrecked and discarded equipment; dredged spoil; municipal, agricultural or industrial waste; and other wastes as further defined in Minnesota Statutes, section 115.01, are prohibited.
- 4.39 **Land Alterations.** In areas within 25 feet of the ordinary high water level, land alterations shall be restricted to:
- A. the minimum required to accommodate beach and access areas, not to exceed a volume greater than 10 cubic yards; and
 - B. the minimum required to accommodate for public utilities, roads, railroad tracks, bridges, and shoreline stabilization projects to correct an identified erosion problem, as verified by a qualified resource agency or the zoning administrator.
- 4.40 **Recreational vehicles** must be travel ready, meeting the following criteria:
- A. The vehicle must be fully licensed.
 - B. The vehicle must be ready for highway use, meaning on wheels or the internal jacking system, attached to the site only by quick disconnect type utilities.
 - C. No permanent structural type additions may be attached to the vehicle.
- 4.41 **Private On-site Water Supply, Individual Sewage Treatment Systems, and other Service Facilities** shall be subject to applicable provisions detailed in Section 4.37. Replacement of on-site sewage treatment systems are to be constructed to avoid impairment to them or contamination from them during times of flooding, shall not be located in a designated floodway, and are subject to the provisions in Minnesota Rules, parts 7080.2270. No new private service facilities may be permitted in the regulatory floodplain

SECTION 5.0 NONCONFORMITIES

- 5.1 **Continuance of Nonconformities:** A use, structure, or occupancy of land which was lawful before the passage or amendment of this ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:
- 5.11 Within the floodway, or where the floodway has not been delineated, any expansion or enlargement of uses or structures is prohibited.
- 5.12 Any addition, modification, rehabilitation, repair, or alteration shall be in conformance with the provisions of this ordinance, shall not increase the flood damage potential or increase the degree of obstruction to flood flows, and where applicable, must be protected to the Regulatory Flood Protection Elevation (RFPE).
- 5.13 If any nonconforming structure is determined to be substantially damaged or substantially improved based on the procedures in Section 5.3, it may not be reconstructed except in conformity with the provisions of this ordinance.
- 5.14 If any nonconforming use, or any use of a nonconforming structure, is discontinued for more than one year, any future use of the premises must conform to this ordinance.
- 5.2 **Standards for Modifications and Alterations of Nonconforming Structures.** In addition to the standards identified in 4.3, the following standards and procedures apply to additions, modifications, rehabilitations, repairs, alterations, or maintenance of nonconforming structures:
- 5.21 All structures, including manufactured homes, must be elevated on fill so that the lowest floor of the lowest enclosed area (including basement) is at or above the Regulatory Flood Protection Elevation (RFPE). The finished fill elevation shall be at or above the elevation associated with the base flood plus any stage increases that result from designation of a floodway. Fill must extend at the same elevation at least 15 feet beyond the outside limits of the structure. Elevations must be certified by a registered professional engineer, land surveyor or other qualified person designated by the Zoning Administrator.

5.22 Electrical, heating, ventilation, ductwork, plumbing, and air conditioning equipment and other service facilities are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

5.3 **Substantial Improvement and Substantial Damage Determinations.** Prior to issuing any permits for additions, modifications, rehabilitations, repairs, alterations, or maintenance to nonconforming structures, the Zoning Administrator is required to determine if such work constitutes substantial improvement or repair of a substantially damaged structure. A determination must be made in accordance with the following procedures:

5.31 Estimate the market value of the structure. In cases where the property has sustained damage, the market value of the structure shall be the market value before the damage occurred and before any restoration or repairs are made.

5.32 Estimate the cost of the project. The property owner shall accommodate for inspection, and furnish other documentation needed by the zoning administrator to evaluate costs.

A. Improvement costs shall be comprised of the market rate of all materials and labor, as well as the costs of all ordinary maintenance and upkeep carried out over the past one year.

B. Costs to restore damages shall be comprised of the market rate of all materials and labor required to restore a building to its pre-damaged condition regardless of the work proposed, as well as associated improvement costs if structure is being restored beyond its pre-damaged condition.

5.33 Compare the cost of the project and/or repairs to the estimated market value of the structure, and determine whether the proposed work constitutes substantial improvement or repair of a substantially damaged structure, as defined in Section 2.0 of this ordinance.

5.34 Based on this determination, the zoning administrator shall prepare a determination letter and notify the property owner accordingly. Structures determined to be substantially damaged or substantially improved may not be reconstructed except in conformity with the provisions of this ordinance.

SECTION 6.0 ADMINISTRATION

6.1 **Duties.** A Zoning Administrator or other official must administer and enforce this ordinance.

6.11 **Permit Application Requirements.** Permit applications must be submitted to the Zoning Administrator. The permit application must include the following, as applicable:

A. A site plan showing all existing or proposed buildings, structures, service facilities, potential obstructions, and pertinent design features having an influence on the permit.

B. Location and detail of grading, fill, or storage of materials.

C. Copies of any required local, state or federal permits or approvals.

D. Other relevant information requested by the Zoning Administrator as necessary to properly evaluate the permit application.

6.12 **Recordkeeping.** The Zoning Administrator must maintain applicable records in perpetuity documenting:

A. Encroachment analysis, as detailed in Section 4.34.

B. Final elevations, as applicable, detailing the elevation to which structures and improvements to structures are constructed or floodproofed. Elevations shall be determined by an engineer, architect, surveyor or other qualified individual, as approved by the Zoning Administrator.

C. Substantial damage and substantial improvement determinations, as detailed in Section 5.3, including the cost of improvements, repairs, and market value.

D. All variance actions, including justification for their issuance, and must report such variances as requested by the Federal Emergency Management Agency.

6.2 Variances

6.21 An application for a variance to the provisions of this ordinance will be processed and reviewed in accordance with Minnesota Statutes, section 462.357, Subd. 6(2) and this ordinance.

- 6.22 A variance must not allow a use that is not allowed in that district, permit a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area, or permit standards lower than those required by state and federal law.
- 6.23 The following additional variance criteria of the Federal Emergency Management Agency must be met:
- A. Variances must not be issued by a community within any designated regulatory floodway if any increase in flood levels during the base flood discharge would result.
 - B. Variances may only be issued by a community upon (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
 - C. Variances may only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- 6.24 All notices of public hearings to consider variances under this ordinance must be sent via electronic mail to the Department of Natural Resources respective area hydrologist at least ten (10) days before the hearings.
- 6.25 A copy of all decisions granting variances under this ordinance must be sent via electronic mail to the Department of Natural Resources respective area hydrologist within ten (10) days of such action.
- 6.26 The Zoning Administrator must notify the applicant for a variance that: 1) The issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and 2) Such construction below the base or regional flood level increases risks to life and property.
- 6.3 **Notifications for Watercourse Alterations:** Before authorizing any alteration or relocation of a river or stream, the Zoning Administrator must notify adjacent communities. If the applicant has applied for a permit to work in public waters pursuant to Minnesota Statute, section 103G.245, this will suffice as adequate notice. A copy of the notification must also be submitted to FEMA.
- 6.4 **Notification to FEMA When Physical Changes Increase or Decrease Base Flood Elevations:** Where physical changes affecting flooding conditions may increase or decrease the water surface elevation of the base flood, the City of Thief River Falls must notify FEMA of the changes in order to obtain a Letter of Map Revision (LOMR), by submitting a copy of the relevant technical or scientific data as soon as practicable, but no later than six months after the date such supporting information becomes available.

SECTION 7.0 PENALTIES AND ENFORCEMENT

- 7.1 **Uses in Violation of the Ordinance.** Every structure, fill, deposit, or other use placed or maintained in the floodplain in violation of this ordinance shall be considered a public nuisance.
- 7.2 **Civil Remedies.** The creation of a public nuisance may be enjoined and the maintenance of a public nuisance under this ordinance may be abated by an action brought by the City of Thief River Falls or the Department of Natural Resources.
- 7.3 **Enforcement:** Violations of the provisions of this ordinance constitutes a misdemeanor and is punishable as defined by law. The Zoning Administrator may utilize the full array of enforcement actions available to it including but not limited to prosecution and fines, injunctions, after-the-fact permits, orders for corrective measures or a request to the National Flood Insurance Program for denial of flood insurance. The City of Thief River Falls must act in good faith to enforce these official controls and to correct ordinance violations to the extent possible so as not to jeopardize its eligibility in the National Flood Insurance Program.

SECTION 8.0 AMENDMENTS

- 8.1 **Ordinance Amendments.** Any revisions to the floodplain maps by the Federal Emergency Management Agency or annexations of new map panels require an ordinance amendment to update the map references in Section 3.2 of this ordinance.
- 8.2 **Amendments Require DNR and FEMA Approval:** All amendments to this ordinance must be submitted to the Department of Natural Resources (DNR) for review and approval prior to adoption, for compliance with state and federal rules and requirements.

EFFECTIVE DATE: This ordinance shall be in full force and effect from and after its passage and approval.

Adopted by the City of Thief River Falls City Council

This _____ of _____, _____

(Day) (Month) (Year)

Attest: _____, Mayor

(Name of Elected Official)

Attest: _____, City Clerk



City of Thief River Falls

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Request for Council Action

DATE: 11/1/2022

SUBJECT: #8.4 Appointment of Rick Beier, Firefighter, as Interim Fire Chief

RECOMMENDATION: It is respectfully requested the City Council accept the findings of the Public Safety/Liquor Committee recommendation:

MOTION TO: Approve the appointment of Rick Beier, Firefighter, as the Interim Fire Chief, effective November 2, 2022. Salary shall be the mid-point between the two positions, which for 2022 equals an increase in hourly wage for Mr. Beier in the amount of \$4.78 per hour. This appointment shall be effective until revoked by the City Council.

The interim Fire Chief position will continue in the firefighter rotation schedule and his performance will be reviewed in 6 months.

BACKGROUND: Following both Co-Chiefs returning to their previous position of firefighter, the council and committees have had discussion whether the Fire Department should be managed by a Co-Chief system or a single Fire Chief. A special Public Safety meeting was held on October 26, 2022 for a specific discussion on this issue.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2022.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None