

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, December 6, 2022

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
- 6. APPROVE AGENDA - *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***
- 7. CONSENT AGENDA - *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
 - 7.1. Approval of November 15, 2022 Council Proceedings
 - 7.2. City of Thief River Falls Bills and Disbursements
 - 7.3. Approval of 2023 City License Renewals
 - 7.4. 2023 Water Treatment Plant Chemical Bids
 - 7.5. Approval to Designate the Ralph Engelstad Arena as The City of Thief River Falls Polling Place for All Precincts for 2023 Elections
 - 7.6. Approve employment of Elliot Dahlen as Public Works Maintenance worker
 - 7.7. Approval of Employment of Brenda Osborne Donarski as Part-Time Off Sale Clerk

7.8. Approval of Employment of Tara Weigel as Part-Time Off Sale Clerk

7.9. On-Sale Intoxicating Liquor License Sunday to Line on 59

8. NEW BUSINESS

8.1. Approve the City of Thief River Falls, MN, Request for Proposals for Tow Company Services

8.2. Small Cities Development Grant Program Administrative Contract #CDAP-21-0037-O-FY23

8.3. Approval of Volunteer Fire Relief Association Pension Increase and Amendment to the Fireman's Relief Association Bylaws

8.4. Approval of 2023 Memorandum of Understandings for Teamster #320 Public and Fire Unions, LELS, MAPS, and memorandums for Non-Union, City Administrator, Human Resources Coordinator for implementation of Market Study performed by David Drown Associates

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

10. UPCOMING MEETINGS

10.1. Utilities Committee - December 12th at 7:00 A.M.

10.2. Public Safety/Liquor Committee - December 12th at 4:30 P.M.

10.3. Administrative Services Committee - December 13th at 4:30 P.M. Room 201 City Hall

10.4. Public Works Committee - December 14th at 4:30 P.M.

10.5. Holiday Train – December 15th at 7:30 P.M.

10.6. City Council Meeting - December 20th at 5:30 P.M.

11. INFORMATIONAL ITEMS

12. ADJOURNMENT TO TRUTH IN TAXATION HEARING AT 6:00 P.M. TONIGHT

13. TRUTH IN TAXATION

14. 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, November 15, 2022

CALL TO ORDER

This meeting is officially called to order at 05:30 PM on November 15, 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, Prudhomme, Aarestad, Bolduc and Lorenson. Mayor Holmer chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

Presentation 2022 City Election Results - Angela Philipp reviewed the 2022 City Election Results.

APPROVE AGENDA

Councilmember Mike Lorenson motioned, being seconded by Councilmember Jason Aarestad, to approve the agenda with addition of 8.3 and 8.4.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 11.240.22: Approval of November 1, 2022 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution 11.240.22, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the November 1, 2022 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.241.22: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution 11.241.22, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$1,083,775.10 and council per diems in the total amount of \$3,510.00. 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. 11.242.22: Approve employment of Amanda Nelson as Billing Clerk II

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution 11.242.22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The City Council, by Resolution No. 8-174-22, authorized that the City of Thief River Falls begin the process to fill the position of Billing Clerk II due to the retirement of Patricia Lindquist, Senior Billing Clerk effective September 1, 2022, and internal transfer of Jeremy Treitline to Senior Billing Clerk. Applications from the public were accepted and interviews conducted on November 7, 2022.

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

THEREFORE, BE IT RESOLVED Approve the employment of Amanda Nelson as Billing Clerk II, effective December 1, 2022. Ms. Nelson's salary will start at Step 4 of Grade 4 for \$29.00 per hour with a 2% COLA increase January 1, 2023. Ms. Nelson will be eligible to move to step 5 of Grade 4 on December 1, 2023 with City Council approval. Employment is contingent upon successful completion of all required background pre-employment requirements.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.243.22: Approval of Lisa Hinrichs Beer in the Park Permit

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution 11.243.22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Lisa Hinrichs has applied for a Beer in the Park Permit for a wedding rehearsal and wedding at Oakland Park.

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

THEREFORE, BE IT RESOLVED To Approve a Beer in the Park Permit Effective June 23, 2023 for a Wedding Rehearsal at 4 pm and June 24, 2023 for the wedding at 6 pm at Oakland Park.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.244.22: Approval of Uncollectible Utility Account Write-offs

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution 11.244.22, being seconded by Councilmember Anthony Bolduc, that:

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

accounts.

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

THEREFORE, BE IT RESOLVED Approve write-off of uncollectible utilities accounts for the previous 12-month period. \$8,882.62 has be turned over to the Credit Bureau; \$60,519.97 has been submitted to the MN Revenue Recapture program, \$2,770.74 in small direct write-offs and \$2,014.07 turned over to tax roll, for a total of \$74,187.40.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.245.22: Approve that the Resolution No. 7-165-22 Approval of General Manager Job Description and Authorization to post to fill the General Manager position is hereby rescinded effective November 16, 2022

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution 11.245.22, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED Approve that the Resolution No. 7-165-22 Approval of General Manager Job Description and Authorization to post to fill the General Manager position is hereby rescinded effective November 16, 2022.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.246.22: Open position of Electric Superintendent for Filling

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution 11.246.22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Dale Narlock, Electric Superintendent, retired June 11, 2022. John Kinsman was appointed Interim Electric Superintendent on Resolution No. 6-120-22. To continue efficient operations of the Electric Department, the position needs to be filled.

THEREFORE, BE IT RESOLVED Approval to open the position of Electric Superintendent to the public for filling. The Electric Superintendent is a Grade 13 with a starting salary of \$7,585.07 per month with a 2% COLA increase January 1, 2023.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.247.22: Approval to Advertise the Scrap Metal RFP

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution 11.247.22, being seconded by Councilmember Anthony Bolduc, that:

The purpose of this Request for Proposals (RFP) is to invite entities experienced in scrap metal recycling to submit proposals to the City of Thief River Falls Electric Department.

The Scope of Work to be performed:

1. Bidder will supply a scrap metal container to be located at 1711 1st ST W, Thief River Falls MN in the gated yard.
 - a. If divided containers are provided – Electric Department will separate metals
 - b. If non-divided containers are provided – Bidder will separate metals
2. Bidder will pick up container and haul when notified by the City that it is full
3. Bidder will ensure going rate for scrap metal is used
4. Bidder will mail payments to the City of Thief River Falls, *Renee Olson*, Thief River Falls MN 56701

Submission information:

1. Submit to: Renee Olson, Deputy City Clerk
PO Box 528
Thief River Falls, MN 56701
Email: rolson@citytrf.net
Phone : 218-681-2943
2. The bidder awarded the proposal will have a 2-year contract with the City of Thief River Falls.
3. This RFP may be canceled and any proposal may be rejected at the discretion of the City of Thief River Falls.
4. Bidders must submit proposals no later than noon on 12/9/2022.

Evaluation Procedure:

1. Evaluation of the scope of work to be performed
2. Best scrap metal rates at the time of proposal

THEREFORE, BE IT RESOLVED After proposals are evaluated, the City will review with the City of Thief River Falls Utility Committee and recommend to go for approval at the 12/12/2022 Council meeting. This contract would be effective January 1, 2023 – December 31, 2024.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

Call For Second Reading Of An Ordinance Of The City Of Thief River Falls, Minnesota, Amending City Code Chapter 94 Entitled "Animals" By Adding Sections 94.17 Through 94.30, "Chickens", And Adopting By Reference City Code Chapter 10, Which, Among Other Things, Contain Penalty Provisions.

Councilmember Rachel Prudhomme motioned, being seconded by Councilmember Anthony Bolduc to call for the second reading of an ordinance of The City Of Thief River Falls, Minnesota, Amending City Code Chapter 94 Entitled "Animals" By Adding Section 94.17 Through 94.30, "Chickens", And Adopting By Reference City Code Chapter 10, Which, Among Other Things, Contain Penalty Provisions.

On vote being taken, the second reading was unanimously passed.

RESOLUTION NO. 11.248.22: Approval of An Ordinance Of The City Of Thief River Falls, Minnesota, Amending City Code Chapter 94 Entitled "Animals" By Adding Sections 94.17 Through 94.30, "Chickens", And Adopting By Reference City Code Chapter 10, Which, Among Other Things, Contain Penalty Provisions.

Following discussion, Councilmember Rachel Prudhomme introduced Resolution 11.248.22, being seconded by Councilmember Anthony Bolduc, that:

Section 1. City Code Chapter 94.17 THROUGH 94.31 is hereby added to read as follows:

§ 94.17. CHICKENS.

Chickens shall be allowed by a permit issued by the Animal Control Officer or designated City Agent. The fee for said permit shall be set by the City Council by Resolution.

No permit shall be issued if a nuisance will be created. A permit may be issued under this section where the chicken(s) were lawfully kept in an area with a permit and subsequently an additional business, church or residence was constructed within five hundred feet. Permit shall be for one year, and may not be renewed without re-inspection. Every such building occupied by chickens by authority of a special permit shall, if located within two hundred feet of any apartment house, retail food store, hotel, restaurant, boarding house, building used for school, religious or hospital purposes, or residence other than that occupied by the owner or occupant of the premises upon which said creatures are kept, be provided with a water-tight and fly-tight receptacle for manure, of such dimension as to contain all accumulations of manure, which receptacle shall be emptied sufficiently often and in such manner as to prevent its becoming a nuisance. The receptacle shall be kept securely covered at all times except when open during the deposit or removal of manure or refuse. No manure shall be allowed to accumulate except in such receptacle.

94.18. Construction.

Every building wherein any chicken(s) is kept, shall be constructed of such material and in such a manner that it can be kept clean and sanitary at all times. The Animal Control Officer or designated City Agent may, in order to avoid a nuisance, require that any such building be screened tightly against flies, and/or that it be provided with running water, drain sewer connections, flooring impervious to water, and that such other measures be taken as may be necessary to insure proper protection to public health and safety.

94.19. Restrictions.

1. No chicken coop, building, run or other yard or establishment where chicken(s) are kept shall be maintained closer than forty (40) feet to any tenement or apartment house, hotel, restaurant, boarding house, retail foot traffic store, building used for school, religious or hospital purposes, or residence other than that occupied by the owner or occupant of the premises upon which said chicken(s) are kept.

2. A Resident keeping a chicken(s) shall obtain an annual permit from the City by

completing an application and paying an annual fee as set by the City. All issued Permits shall expire on December 31st each year.

3. No more than 4 chicken hens may be kept on any premises. No roosters are allowed. Chickens may be kept in an R-1, R-2, R-3 or AG district.

4. The minimum lot size for keeping a chicken(s) is 7,000 square feet.

94.20. Sanitation.

All structures, coops, or yards in which chicken(s) are kept or permitted shall be maintained in a clean and sanitary condition, devoid of all rodents and vermin, and free from objectionable odors. The interior walls, ceilings, floors, partitions, appurtenances of all such structures in which chicken are kept shall be whitewashed or painted annually or more often as the Animal Control Officer or designated City Agent shall direct. The Animal Control Officer or designated City Agent, upon the complaint of any individual, shall inspect any such structure or premises and issue any such order as may be necessary to carry out the provisions of this chapter.

94.21. Animals at Large. No person shall stake or herd any chicken(s) upon any street, alley, right of way or public grounds of the City. No person shall fasten any animal to a light or utility pole, parking meter, or other fixture attached to a street or sidewalk. No person shall permit any chicken(s) of which he is the owner to be off the premises owned or rented by the chicken(s)' owner, unless accompanied by the owner or his agent or employee.

94.22. Manure. No manure shall be dumped or left on any street, alley, sidewalk, nor on any open area or lot.

94.23. Cruelty. No person shall inhumanly, unnecessarily, or cruelly beat, injure, or abuse any chicken(s).

94.24. Slaughter. No person shall slaughter any chicken(s) within the City.

94.25. Selling Prohibited. No person shall offer any chicken(s) or eggs for sale within the city limits.

94.26. Coop and Run Requirements.

1. All chickens shall be kept and maintained within a detached, stationary structure used exclusively for the keeping of chickens. Temporary or movable devices and structures shall be prohibited. Chickens must be secured in a chicken coop from sunset to sunrise each day.

2. A coop and any attached run/enclosure shall be located in a portion of the rearyard that is not visible from any public right of way at the permit holder's residence. A coop and any attached run/enclosure shall be located at least fifteen (15) feet from any residential structure and at least 10 (ten) feet from all lot lines of the owner of the chickens. Any coop and run shall be screened with a solid fence or landscaped buffer with a minimum height of four (4) feet. Coops shall be constructed in a skillful manner,

including being ventilated, insulated, roofed, constructed of moisture resistant materials, and in compliance with current City building and zoning ordinances.

3. All chicken coops must be a minimum of 4 square feet per chicken in size, must not exceed 10 square feet per chicken in size and must not exceed 6 feet in total height. Attached fenced-in chicken runs must not exceed 20 square feet per chicken and fencing must not exceed six feet in total height. Chicken runs may be enclosed with wood and/or woven wire materials, and may allow chickens to contact the ground.

4. Chicken coops must either be:

a) Elevated with a clear open space of at least 24 inches between the ground surface and framing/floor of the coop; or,

b) The coop floor, foundation, and footings must be constructed using rodent resistant construction.

5. Permit information shall be attached to the coop, including the name of the permit holder, permit number, and an emergency contact telephone number.

94.27. Sanitation and Conditions for Keeping.

A person keeping or maintaining chickens on residential property:

1. Shall keep or maintain not more than four (4) total hen chickens.

2. Shall keep or maintain chickens within a coop or attached coop run/enclosure at all times.

3. Shall not keep or maintain any roosters.

4. Chickens shall, at all times, be provided with access to feed and clean water, proper shelter and protection from the weather, veterinary care when needed, and humane care and treatment.

5. Deceased chickens shall be disposed of immediately in a safe manner, which may include trash disposal after placing the bird in a sealed bag.

6. All waste including manure shall be disposed of, at least weekly, in a safe and adequate manner that does not create a public nuisance. Chicken manure shall not be placed in yard compost piles.

7. Chickens shall be secured within a coop during non-daylight hours, from sunset to sunrise.

8. Chickens shall not roam free outside of a coop or attached run/enclosure, or off of the permitted property.

9. Coops shall be entirely removed from the property within sixty (60) days of the nonrenewal of a permit.
10. Sale of chickens or eggs is prohibited.
11. Chicken feed shall be stored and kept in containers which make the feed unavailable to rodents, vermin, wild birds, and predators.
12. All coops, attached runs/enclosures and yards where chickens are kept or maintained shall be cleaned regularly to keep them reasonably free from substances, including but not limited to manure, uneaten feed, feathers, and other such waste that is does not cause the air or environment to become noxious or offensive or to be in such condition as to promote the breeding of flies, mosquitoes, or other animals, or otherwise be a nuisance.
13. Chickens shall be kept and handled in a sanitary manner to prevent the spread of communicable diseases among birds or to humans.
14. The City reserves the right to eliminate all chickens within the City if a pandemic regarding fowl and poultry is declared.
15. Chickens that become ill must receive veterinary care on-site or at a veterinary office. Chickens ill with an infectious disease capable of being transmitted from bird to bird or from birds to humans, including but not limited to, salmonella, avian influenza, must be immediately euthanized by a veterinarian or immediately removed from the City and humanely killed outside of the City. Any person keeping chickens shall immediately report any unusual illness or death of chickens to the City.

94.28. Conditions and Inspection.

No person who owns, controls, keeps, maintains or harbors chickens shall permit the premises where the chickens are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors are carried to adjacent public or private property. Any chicken coop and chicken run authorized by permit under this Section may be inspected at any reasonable time by the City Animal Control Officer or other designated City Agent. Slaughter and breeding of chickens on any premises within the City is prohibited.

94.29. Existing Protective Covenants Not Affected. Certain existing developments may have existing protective covenants not allowing farm animals, including chickens. This ordinance would not change the existing protective covenants.

94.30. Violations.

1. Revocation. A permit for the keeping of chickens may be revoked or suspended by the Animal Control Officer or designated City Agent for any violation of this ordinance following ten (10) days written notice to the last known address of the permit holder and a public hearing before the City Council, if requested by the permit holder in writing within said ten (10) day written notice period.

2. Nuisance. Violations of this ordinance may constitute a public nuisance, punishable as provided by City ordinance.

3. Other Penalties. Any person who owns, controls, keeps, maintains, or harbors chickens in the City limits of Thief River Falls without obtaining or maintaining a current permit, after a permit has been suspended or revoked by the City, or contrary to the provisions of this section shall be guilty of a violation of this section.

94.31. Remedies. In addition the provisions of this section may be enforced by order of the City requiring removal of the chickens, chicken coop and chicken run by the violator, abatement by the City or by Civil Action and the City is authorized to pursue any remedy available at law or in equity, including but not limited to temporary restraining orders, injunctions both mandatory and prohibitory as well as damages. In addition, any violation of this section or failure to comply with its requirements shall be subject to enforcement by administrative penalty. Each day a violation exists shall be a separate violation. The fee for administrative penalties shall be set by Council resolution.

Section 2. City Code Chapter 10 entitled "General Provisions", Section 152.998 entitled "Violation" AND Section 94.00 entitled "Penalty" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. This ordinance shall be in force and effect from and after its passage, approval, and publication.

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

RESOLUTION NO. 11.249.22: Approve Thief River Falls Amateur Hockey Application to Conduct Off-Site Gambling at River & Rails Brewing Company

Following discussion, Councilmember Curt Howe introduced Resolution 11.249.22, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The Thief River Falls Amateur Hockey is required to obtain the City's approval to conduct lawful gambling on the premises of River & Rails Brewing Company prior to submitting an application to the State of Minnesota.

WHEREAS, Gambling Activity will consist of Twelve off-site events are allowed each calendar year not to exceed a total of 36 days. From 11/23/22 to 12/29/22 for Tipboards. No Fee for LG230 Application to Conduct Off-Site Gambling to the State of MN.

THEREFORE, BE IT RESOLVED Authorize the Thief River Falls Amateur Hockey to conduct lawful gambling on the premises of River & Rails Brewing Company at 324 2nd St E Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.250.22: Approve Progression Raise for Jeremy Kasprzak, Apprentice Lineworker

Following discussion, Councilmember Anthony Bolduc introduced Resolution 11.250.22, being seconded by Councilmember Michele McCraw, that:

WHEREAS, Jeremy Kasprzak has completed all requirements to progress to Step 8, including Journey License of the Journey Lineworker apprentice schedule effective November 11, 2022.

WHEREAS, This is a 2022 budgeted wage increase.

THEREFORE, BE IT RESOLVED Approve Jeremy Kasprzak, Apprentice Lineworker, a progression raise to Step 8 of 8 of the Grade Level 6/Pay Range 8 of the current Apprentice Lineworker salary schedule, for a new hourly salary of \$33.70 effective November 11, 2022.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mayor Holmer enacted a snow emergency at midnight on November 10th. Discussion regarding Public Works and Law Enforcement confusion. Many streets did not get plowed. Travis Giffen commented on the mechanics of the blades and an issue with melting. Now that it is compacted they can start skimming. Need to mark manholes that are raised, look at manholes on 8th street. Travis to use discretion on when to go out – maybe more than 1” to 1.5”.

UPCOMING MEETINGS

- City Council Meeting - December 6th at 5:30 P.M.
- Truth-in-Taxation December 6th at 6:00 P.M.
- Utilities Committee - December 12th at 7:00 A.M.
- Public Safety/Liquor Committee - December 12th at 4:30 P.M.
- Administrative Services Committee - December 13th at 4:30 P.M. Room 201 City Hall
- Public Works Committee - December 14th at 4:30 P.M.
- Holiday Train – December 15th at 7:30 P.M.

INFORMATIONAL ITEMS

- Investment Summary 10/2022

ADJOURNMENT

There being no further discussion, Councilmember Jason Aarestad, being seconded by Councilmember Anthony Bolduc to adjourn at 5:57 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Committee of Whole Meeting - Immediately following tonight's City Council Meeting

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator

CITY OF THIEF RIVER FALLS

EXPENSE ACCOUNT CODES

[illegible]



Equal Opportunity Employer

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

DECEMBER 6th, 2022

SUMMARY OF DISBURSEMENTS

11/14/2022	AP PKT #448 - DIRECT PAYABLES	\$1,393,051.18
11/17/2022	AP PKT #456 - DIRECT PAYABLES	\$34,185.12
11/17/2022	AP PKT #452 - #23 PAYROLL	\$122,938.57
11/22/2022	AP PKT #424 - PAYROLL CORRECTION & 2022 FORD	\$39,074.76
11/22/2022	AP PKT #429 - PAYROLL CORRECTION & PENN CO MTR VEH	\$2,607.44
11/23/2022	AP PKT #459 - DIRECT PAYABLES	\$174,890.33
12/6/2022	AP PKT #453 - DIRECT PAYABLES	\$9,653.75
11/30/2022	AP PKT #464 - DIRECT PAYABLES	\$1,662.96
12/6/2022	AP PKT #461 - COUNCIL MEETING BILLS	\$244,942.09
GRAND TOTAL OF DISBURSEMENTS		\$2,023,006.20



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00424 - PYPKT00560 - Payroll Correction Process Treitline,

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000558	10/06/2022	740-20150	Payroll Taxes Payable	FED W/H		12.66
INTERNAL REVENUE SERVICE	INV0000558	10/06/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		13.98
INTERNAL REVENUE SERVICE	INV0000558	10/06/2022	740-20150	Payroll Taxes Payable	MEDICARE		3.26
						Vendor INTERNAL REVENUE SERVICE Total:	29.90
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WITH...	INV0000557	10/06/2022	740-20160	State Withholding	State W/H Tax		7.17
						Vendor MN DPT OF REVENUE - WITHHOLDING Total:	7.17
Vendor: NATIONAL AUTO FLEET GROUP							
NATIONAL AUTO FLEET GRO...	18215	11/16/2022	690-16400	Machinery & Equipment	2022 FORD F250 CREW CAB P...		39,021.90
						Vendor NATIONAL AUTO FLEET GROUP Total:	39,021.90
Vendor: P E R A OF MN							
P E R A OF MN	INV0000556	10/06/2022	740-20180	PERA Payable	PERA EE/ER COORD		15.79
						Vendor P E R A OF MN Total:	15.79
						Grand Total:	39,074.76

Fund Summary

Fund	Expense Amount
690 - ELECTRIC UTILITY FUND	39,021.90
740 - TRF HEALTH INSURANCE FUND	52.86
Grand Total:	39,074.76

Account Summary

Account Number	Account Name	Expense Amount
690-16400	Machinery & Equipment	39,021.90
740-20150	Payroll Taxes Payable	29.90
740-20160	State Withholding	7.17
740-20180	PERA Payable	15.79
Grand Total:		39,074.76

Project Account Summary

Project Account Key	Expense Amount
None	39,074.76
Grand Total:	39,074.76



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00429 - PYPKT00564 - Payroll Correction Process Cardinal,

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000561	10/20/2022	740-20150	Payroll Taxes Payable	FED W/H		3.83
INTERNAL REVENUE SERVICE	INV0000561	10/20/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		4.24
INTERNAL REVENUE SERVICE	INV0000561	10/20/2022	740-20150	Payroll Taxes Payable	MEDICARE		1.00
Vendor INTERNAL REVENUE SERVICE Total:							9.07
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WITH...	INV0000560	10/20/2022	740-20160	State Withholding	State W/H Tax		2.17
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							2.17
Vendor: P E R A OF MN							
P E R A OF MN	INV0000559	10/20/2022	740-20180	PERA Payable	PERA EE/ER COORD		4.78
Vendor P E R A OF MN Total:							4.78
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR VE...	EF86894	11/16/2022	690-16400	Machinery & Equipment	REG FEE, SALES TAX , TITLE - ...		2,591.42
Vendor PENNINGTON CO MOTOR VEHICLE Total:							2,591.42
Grand Total:							2,607.44

Fund Summary

Fund	Expense Amount
690 - ELECTRIC UTILITY FUND	2,591.42
740 - TRF HEALTH INSURANCE FUND	16.02
Grand Total:	2,607.44

Account Summary

Account Number	Account Name	Expense Amount
690-16400	Machinery & Equipment	2,591.42
740-20150	Payroll Taxes Payable	9.07
740-20160	State Withholding	2.17
740-20180	PERA Payable	4.78
Grand Total:		2,607.44

Project Account Summary

Project Account Key	Expense Amount
None	2,607.44
Grand Total:	2,607.44



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00448 - 11/14/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARAMARK UNIFORM & CAREER APPAREL GROUP INC							
ARAMARK UNIFORM & CARE...	2630011772	06/07/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - JUN 2022		72.77
ARAMARK UNIFORM & CARE...	2630017487	06/21/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - JUN 2022		72.77
ARAMARK UNIFORM & CARE...	2630023969	07/05/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - JUL 2022		72.77
ARAMARK UNIFORM & CARE...	2630028911	07/19/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - JUL 2022		78.77
ARAMARK UNIFORM & CARE...	2630059817	10/04/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - OCT 2022		80.39
ARAMARK UNIFORM & CARE...	2630062510	10/11/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - OCT 2022		81.00
ARAMARK UNIFORM & CARE...	2630065207	10/18/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - OCT 2022		80.39
ARAMARK UNIFORM & CARE...	2630067808	10/25/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - OCT 2022		81.15
Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:							620.01
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC PYM...	OCT 2022	11/02/2022	610-4890-63060	Credit Card Fees	CREDIT CARD FEES - OCT 2022		7,352.55
Vendor BANKCARD ELECTRONIC PYMTS INC Total:							7,352.55
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S101701162.001	09/27/2022	690-14100	Inventory - Materials	CT 600V JAK OW		845.91
DAKOTA SUPPLY GROUP	S101991349.001	10/18/2022	620-4850-62230	Building Maint & Repair	WTP HVAC		23.15
DAKOTA SUPPLY GROUP	S102069249.002	08/31/2022	690-4840-62990	Misc. Operating Expense	MISC MATERIALS - #TRF		7.78
DAKOTA SUPPLY GROUP	S102102357.001	08/31/2022	690-14100	Inventory - Materials	RETURN CREDIT - 600A 4PT J...		-2,470.86
DAKOTA SUPPLY GROUP	S102109181.001	09/02/2022	690-14100	Inventory - Materials	SHORTING PLUG		37.72
DAKOTA SUPPLY GROUP	S102123868.001	09/12/2022	690-14100	Inventory - Materials	JACKET SEAL KITS		387.68
DAKOTA SUPPLY GROUP	S102153860.001	09/22/2022	690-14100	Inventory - Materials	FUSES		516.49
DAKOTA SUPPLY GROUP	S102153860.002	09/29/2022	690-14100	Inventory - Materials	30 AMP MIDGET FUSES		223.23
DAKOTA SUPPLY GROUP	S102154026.001	09/22/2022	690-14100	Inventory - Materials	COND PVC		1,086.00
DAKOTA SUPPLY GROUP	S102154189.001	09/22/2022	690-14100	Inventory - Materials	SHORTING PLUG		10.97
DAKOTA SUPPLY GROUP	S102154189.002	09/26/2022	690-14100	Inventory - Materials	SHORTING PLUG		32.91
DAKOTA SUPPLY GROUP	S102154189.003	10/04/2022	690-14100	Inventory - Materials	STREET LIGHTS - SHORTING C...		65.82
DAKOTA SUPPLY GROUP	S102161728.001	09/23/2022	690-14100	Inventory - Materials	RETURN CREDIT - JACKET SEA...		-387.68
DAKOTA SUPPLY GROUP	S102172993.001	09/29/2022	620-4850-62230	Building Maint & Repair	GFI OUTLET REPLACED		134.91
DAKOTA SUPPLY GROUP	S102181367.001	09/30/2022	690-14100	Inventory - Materials	3 "COND PVC		658.54
DAKOTA SUPPLY GROUP	S102194758.001	10/06/2022	690-14100	Inventory - Materials	MINI FUSES / HID LAMPS		301.06
DAKOTA SUPPLY GROUP	S102209894.001	10/12/2022	620-4850-62230	Building Maint & Repair	SUPPLIES - HIGH SERVICE PU...		30.85
DAKOTA SUPPLY GROUP	S102209931.001	10/12/2022	620-4850-62230	Building Maint & Repair	SUPPLIES - HIGH SERVICE PU...		242.76
DAKOTA SUPPLY GROUP	S102213382.001	10/12/2022	690-4840-62990	Misc. Operating Expense	FISH REEL TAPE		60.52
DAKOTA SUPPLY GROUP	S102221074.001	10/17/2022	620-4850-62230	Building Maint & Repair	SUPPLIES - WTO HEATER REP...		48.30
DAKOTA SUPPLY GROUP	S102226945.001	10/17/2022	620-4850-62230	Building Maint & Repair	WTP HEATER REPLACEMENT		1,112.94
DAKOTA SUPPLY GROUP	S102226984.001	10/17/2022	620-4850-62230	Building Maint & Repair	SUPPLIES - WTP HVAC		168.40
DAKOTA SUPPLY GROUP	S102232399.001	10/20/2022	620-4850-62230	Building Maint & Repair	CONDUIT REPLACEMENT		14.81

Council Approval Register

Packet: APPKT00448 - 11/14/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
DAKOTA SUPPLY GROUP	S102232405.001	10/20/2022	620-4850-62230	Building Maint & Repair	CONDUIT REPLACEMENT		14.81
Vendor DAKOTA SUPPLY GROUP Total:							3,167.02
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	100-4150-63210	Communication Expense	PHONE CHARGES - NOV 2022		394.86
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	100-4150-63210	Communication Expense	DIRECT DIALED DAY - NOV 20...		20.66
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	100-4220-63210	Communication Expense	PHONE CHARGES - NOV 2022		66.95
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	100-4240-63210	Communication Expense	PHONE CHARGES - NOV 2022		36.98
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	100-4312-63210	Communication Expense	PHONE CHARGES - NOV 2022		41.99
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	100-4315-63210	Communication Expense	PHONE CHARGES - NOV 2022		41.98
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	100-4510-63210	Communication Expense	PHONE CHARGES - NOV 2022		48.99
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	100-4570-63210	Communication Expense	PHONE CHARGES - NOV 2022		9.99
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	100-4650-63210	Communication Expense	PHONE CHARGES - NOV 2022		137.97
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	610-4830-63210	Communication Expense	PHONE CHARGES - NOV 2022		80.98
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	620-4830-63210	Communication Expense	PHONE CHARGES - NOV 2022		222.87
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	630-4830-63210	Communication Expense	PHONE CHARGES - NOV 2022		281.85
GARDEN VALLEY TECHNOLOG...	101197526	11/10/2022	690-4830-63210	Communication Expense	PHONE CHARGES - NOV 2022		341.91
Vendor GARDEN VALLEY TECHNOLOGIES Total:							1,727.98
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGRA...	OCT 2022 ASHLEY	11/02/2022	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - OCT 2022..		432.22
GLOBAL PAYMENTS INTEGRA...	OCT 2022 ASHLEY	11/02/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - OCT 2022..		786.82
GLOBAL PAYMENTS INTEGRA...	OCT 2022 BLLG	11/02/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - OCT 2022..		3,973.71
GLOBAL PAYMENTS INTEGRA...	OCT 2022 CIVIC ELEC	11/02/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - OCT 2022..		57.75
GLOBAL PAYMENTS INTEGRA...	OCT 2022 GEN	11/02/2022	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - OCT 2022..		5.00
Vendor GLOBAL PAYMENTS INTEGRATED Total:							5,255.50
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	155578	10/04/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - OCT 2022		334.54
JIM HIRT TRUCKING INC	155579	10/03/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - OCT 2022		92.70
JIM HIRT TRUCKING INC	155588	09/29/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - OCT 2022		419.27
JIM HIRT TRUCKING INC	155600	10/04/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - OCT 2022		71.37
JIM HIRT TRUCKING INC	155665	10/10/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - OCT 2022		654.37
JIM HIRT TRUCKING INC	155734	10/17/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - OCT 2022		70.75
JIM HIRT TRUCKING INC	155737	10/18/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - OCT 2022		361.13
JIM HIRT TRUCKING INC	155755	10/18/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - OCT 2022		168.03
JIM HIRT TRUCKING INC	155816	10/24/2022	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - OCT 2022		706.18
Vendor JIM HIRT TRUCKING INC Total:							2,878.34
Vendor: MINNESOTA ENERGY GROUP-00003							
MINNESOTA ENERGY GROUP...	4350012029	11/02/2022	100-4220-63890	Utilities Expense	GAS METER READING - OCT 2...		85.72
MINNESOTA ENERGY GROUP...	4350012029	11/02/2022	100-4550-63890	Utilities Expense	GAS METER READING - OCT 2...		289.60
MINNESOTA ENERGY GROUP...	4350012029	11/02/2022	100-4560-63890	Utilities Expense	GAS METER READING - OCT 2...		208.70
MINNESOTA ENERGY GROUP...	4350012029	11/02/2022	100-4570-63890	Utilities Expense	GAS METER READING - OCT 2...		123.54
MINNESOTA ENERGY GROUP...	4350012029	11/02/2022	680-4830-63890	Utilities Expense	GAS METER READING - OCT 2...		21.38
Vendor MINNESOTA ENERGY GROUP-00003 Total:							728.94

Council Approval Register

Packet: APPKT00448 - 11/14/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORTHERN MUNICIPAL POWER AGENCY							
NORTHERN MUNICIPAL POW...	OCT 2022	11/14/2022	690-4810-68400	Purchased Power	DE & ENERGY USAGE - OCT 2...		920,027.87
Vendor NORTHERN MUNICIPAL POWER AGENCY Total:							920,027.87
Vendor: NORTHLAND TRUST SERVICES INC							
NORTHLAND TRUST SERVICES...	11 2022 - THIEF 10A	11/02/2022	620-22530	Revenue Bonds - Current	BOND PRINCIPAL - THIEF 10A		345,000.00
NORTHLAND TRUST SERVICES...	11 2022 - THIEF 10A	11/02/2022	620-4710-66110	Bond Interest	BOND INTEREST - THIEF 10A		5,520.00
Vendor NORTHLAND TRUST SERVICES INC Total:							350,520.00
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP INC	OCT 2022	11/04/2022	680-4830-63890	Utilities Expense	ELECTRIC READING - LIFT #15		108.03
Vendor RED LAKE ELECTRIC COOP INC Total:							108.03
Vendor: TRACTOR SUPPLY CREDIT PLAN							
TRACTOR SUPPLY CREDIT PL...	100224874	10/13/2022	230-4840-63150	Canine Unit Expense	DOG FOOD		35.99
Vendor TRACTOR SUPPLY CREDIT PLAN Total:							35.99
Vendor: VENUWORKS OF THIEF RIVER FALLS							
VENUWORKS OF THIEF RIVER...	476	11/09/2022	630-4930-67200	Operating Transfers	2022 BUDGET VARIANCE		100,000.00
Vendor VENUWORKS OF THIEF RIVER FALLS Total:							100,000.00
Vendor: VERIZON WIRELESS #742042583							
VERIZON WIRELESS #742042...	9919522736	11/01/2022	100-4210-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		56.80
VERIZON WIRELESS #742042...	9919522736	11/01/2022	100-4240-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		35.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		37.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		35.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		35.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		35.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		35.01
VERIZON WIRELESS #742042...	9919522736	11/01/2022	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
Vendor VERIZON WIRELESS #742042583 Total:							628.95
Grand Total:							1,393,051.18

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	2,541.20
230 - TRF AREA K-9 FUND	35.99
610 - LIQUOR DISPENSARY	10,311.87
620 - WATER UTILITY FUND	352,806.61
630 - ARENAS - VENUWORKS	100,281.85
680 - WASTEWATER UTILITY FUND	164.42
690 - ELECTRIC UTILITY FUND	926,909.24
Grand Total:	1,393,051.18

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	415.52
100-4210-63210	Communication Expense	56.80
100-4220-63210	Communication Expense	66.95
100-4220-63890	Utilities Expense	85.72
100-4240-63210	Communication Expense	76.99
100-4312-63030	Contracts Expense	459.23
100-4312-63210	Communication Expense	41.99
100-4315-63210	Communication Expense	41.98
100-4510-63210	Communication Expense	48.99
100-4550-63890	Utilities Expense	289.60
100-4560-63890	Utilities Expense	208.70
100-4570-63210	Communication Expense	9.99
100-4570-63890	Utilities Expense	123.54
100-4650-63210	Communication Expense	177.98
100-4670-63060	Credit Card Fees	437.22
230-4840-63150	Canine Unit Expense	35.99
610-4810-62610	Freight In (Liquor)	2,878.34
610-4830-63210	Communication Expense	80.98
610-4890-63060	Credit Card Fees	7,352.55
620-22530	Revenue Bonds - Current	345,000.00
620-4710-66110	Bond Interest	5,520.00
620-4830-63210	Communication Expense	334.90
620-4850-62230	Building Maint & Repair	1,790.93
620-4890-63030	Contracts Expense	160.78
630-4830-63210	Communication Expense	281.85
630-4930-67200	Operating Transfers	100,000.00
680-4830-63210	Communication Expense	35.01
680-4830-63890	Utilities Expense	129.41
690-14100	Inventory - Materials	1,307.79
690-4810-68400	Purchased Power	920,027.87
690-4830-63210	Communication Expense	687.00

Account Summary

Account Number	Account Name	Expense Amount
690-4840-62990	Misc. Operating Expense	68.30
690-4890-63060	Credit Card Fees	4,818.28
	Grand Total:	1,393,051.18

Project Account Summary

Project Account Key	Expense Amount
None	1,393,051.18
	Grand Total: 1,393,051.18



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00452 - PYPKT00575 - 2022 11 17 #23 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BLUE CROSS BLUE SHIELD OF MN							
BLUE CROSS BLUE SHIELD OF...	INV0000601	11/16/2022	740-4870-63650	Senior Gold BC/BS Monthly bi...	Senior Gold Billing		3,367.00
Vendor BLUE CROSS BLUE SHIELD OF MN Total:							3,367.00
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000597	11/17/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		18,542.44
INTERNAL REVENUE SERVICE	INV0000597	11/17/2022	740-20150	Payroll Taxes Payable	FED W/H		20,252.54
INTERNAL REVENUE SERVICE	INV0000597	11/17/2022	740-20150	Payroll Taxes Payable	MEDICARE		6,316.68
Vendor INTERNAL REVENUE SERVICE Total:							45,111.66
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIREM...	INV0000598	11/16/2022	100-4150-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIREM...	INV0000598	11/16/2022	100-4210-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIREM...	INV0000598	11/16/2022	100-4220-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIREM...	INV0000598	11/16/2022	100-4312-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIREM...	INV0000598	11/16/2022	100-4315-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIREM...	INV0000598	11/16/2022	100-4650-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIREM...	INV0000598	11/16/2022	690-4825-61340	MSRS HCSP	HCSP Retiree		100.00
Vendor MINNESOTA STATE RETIREMENT SYS Total:							900.00
Vendor: MINNESOTA TEAMSTERS NO. 320							
MINNESOTA TEAMSTERS NO....	INV0000594	11/17/2022	740-24000	Clearing Account	Union Dues		3,538.00
Vendor MINNESOTA TEAMSTERS NO. 320 Total:							3,538.00
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WITH...	INV0000596	11/17/2022	740-20160	State Withholding	State W/H Tax		9,735.90
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							9,735.90
Vendor: P E R A OF MN							
P E R A OF MN	INV0000595	11/17/2022	740-20180	PERA Payable	PERA EE/ER DEF		562.26
P E R A OF MN	INV0000595	11/17/2022	740-20180	PERA Payable	PERA EE/ER COORD		21,300.64
P E R A OF MN	INV0000595	11/17/2022	740-20180	PERA Payable	PERA EE/ER P&F		19,014.16
Vendor P E R A OF MN Total:							40,877.06
Vendor: SUN LIFE FINANCIAL - LIFE							
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	100-4150-61330	Life Insurance	Life Ins Premium		66.30
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	100-4194-61330	Life Insurance	Life Ins Premium		9.35
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	100-4210-61330	Life Insurance	Life Ins Premium		153.00
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	100-4220-61330	Life Insurance	Life Ins Premium		56.10
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	100-4240-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	100-4312-61330	Life Insurance	Life Ins Premium		65.45
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	100-4315-61330	Life Insurance	Life Ins Premium		46.75

Council Approval Register

Packet: APPKT00452 - PYPKT00575 - 2022 11 17 #23 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	100-4510-61330	Life Insurance	Life Ins Premium		18.70
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	100-4650-61330	Life Insurance	Life Ins Premium		18.70
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	610-4825-61330	Life Insurance	Life Ins Premium		35.19
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	620-4825-61330	Life Insurance	Life Ins Premium		40.80
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	680-4825-61330	Life Insurance	Life Ins Premium		37.40
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	690-4825-61330	Life Insurance	Life Ins Premium		130.90
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	740-24000	Clearing Account	Life Ins Employee		447.25
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	740-4870-63640	Life Insurance - COBRA	Life Ins COBRA		211.40
SUN LIFE FINANCIAL - LIFE	INV0000593	11/17/2022	820-4825-61330	Life Insurance	Life Ins Premium		9.35
Vendor SUN LIFE FINANCIAL - LIFE Total:							1,359.39
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000590	11/17/2022	740-24000	Clearing Account	Contributions Employee		1,835.00
Vendor VANTAGEPOINT ICMA Total:							1,835.00
Vendor: WEX BANK							
WEX BANK	INV0000592	11/17/2022	740-24000	Clearing Account	HSA		364.76
WEX BANK	INV0000599	11/16/2022	100-4150-61310	Health Insurance	HSA City Contribution		1,162.69
WEX BANK	INV0000599	11/16/2022	100-4210-61310	Health Insurance	HSA City Contribution		1,399.88
WEX BANK	INV0000599	11/16/2022	100-4220-61310	Health Insurance	HSA City Contribution		370.20
WEX BANK	INV0000599	11/16/2022	100-4312-61310	Health Insurance	HSA City Contribution		844.58
WEX BANK	INV0000599	11/16/2022	100-4315-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000599	11/16/2022	100-4650-61310	Health Insurance	HSA City Contribution		185.10
WEX BANK	INV0000599	11/16/2022	610-4825-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000599	11/16/2022	680-4825-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000599	11/16/2022	820-4825-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000600	11/16/2022	100-4150-61310	Health Insurance	VEBA City Contribution		185.10
WEX BANK	INV0000600	11/16/2022	100-4210-61310	Health Insurance	VEBA City Contribution		2,140.28
WEX BANK	INV0000600	11/16/2022	100-4220-61310	Health Insurance	VEBA City Contribution		792.49
WEX BANK	INV0000600	11/16/2022	100-4240-61310	Health Insurance	VEBA City Contribution		422.29
WEX BANK	INV0000600	11/16/2022	100-4312-61310	Health Insurance	VEBA City Contribution		977.59
WEX BANK	INV0000600	11/16/2022	100-4315-61310	Health Insurance	VEBA City Contribution		792.49
WEX BANK	INV0000600	11/16/2022	100-4510-61310	Health Insurance	VEBA City Contribution		370.20
WEX BANK	INV0000600	11/16/2022	100-4650-61310	Health Insurance	VEBA City Contribution		607.39
WEX BANK	INV0000600	11/16/2022	680-4825-61310	Health Insurance	VEBA City Contribution		2,880.68
WEX BANK	INV0000600	11/16/2022	690-4825-61310	Health Insurance	VEBA City Contribution		1,029.68
Vendor WEX BANK Total:							16,214.56
Grand Total:							122,938.57

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	11,919.67
610 - LIQUOR DISPENSARY	457.48
620 - WATER UTILITY FUND	40.80
680 - WASTEWATER UTILITY FUND	3,340.37
690 - ELECTRIC UTILITY FUND	1,260.58
740 - TRF HEALTH INSURANCE FUND	105,488.03
820 - GREENWOOD CEMETERY FUND	431.64
Grand Total:	122,938.57

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	1,347.79
100-4150-61330	Life Insurance	66.30
100-4150-61340	MSRS HCSP	200.00
100-4194-61330	Life Insurance	9.35
100-4210-61310	Health Insurance	3,540.16
100-4210-61330	Life Insurance	153.00
100-4210-61340	MSRS HCSP	100.00
100-4220-61310	Health Insurance	1,162.69
100-4220-61330	Life Insurance	56.10
100-4220-61340	MSRS HCSP	200.00
100-4240-61310	Health Insurance	422.29
100-4240-61330	Life Insurance	12.75
100-4312-61310	Health Insurance	1,822.17
100-4312-61330	Life Insurance	65.45
100-4312-61340	MSRS HCSP	100.00
100-4315-61310	Health Insurance	1,214.78
100-4315-61330	Life Insurance	46.75
100-4315-61340	MSRS HCSP	100.00
100-4510-61310	Health Insurance	370.20
100-4510-61330	Life Insurance	18.70
100-4650-61310	Health Insurance	792.49
100-4650-61330	Life Insurance	18.70
100-4650-61340	MSRS HCSP	100.00
610-4825-61310	Health Insurance	422.29
610-4825-61330	Life Insurance	35.19
620-4825-61330	Life Insurance	40.80
680-4825-61310	Health Insurance	3,302.97
680-4825-61330	Life Insurance	37.40
690-4825-61310	Health Insurance	1,029.68
690-4825-61330	Life Insurance	130.90
690-4825-61340	MSRS HCSP	100.00

Account Summary

Account Number	Account Name	Expense Amount
740-20150	Payroll Taxes Payable	45,111.66
740-20160	State Withholding	9,735.90
740-20180	PERA Payable	40,877.06
740-24000	Clearing Account	6,185.01
740-4870-63640	Life Insurance - COBRA	211.40
740-4870-63650	Senior Gold BC/BS Month...	3,367.00
820-4825-61310	Health Insurance	422.29
820-4825-61330	Life Insurance	9.35
Grand Total:		122,938.57

Project Account Summary

Project Account Key	Expense Amount
None	122,938.57
Grand Total:	122,938.57



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00453 - 12/06/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BARBARA GAIL HOLTHUSEN							
BARBARA GAIL HOLTHUSEN	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		232.50
Vendor BARBARA GAIL HOLTHUSEN Total:							232.50
Vendor: BECKY SMITH							
BECKY SMITH	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GOLF CART DRIVER - GENERA...		210.00
BECKY SMITH	11 08 22	11/08/2022	100-4140-64190	Rentals/Leases	GOLF CART RENTAL - GENERA...		200.00
Vendor BECKY SMITH Total:							410.00
Vendor: CATHERINE M MIRAMONTES							
CATHERINE M MIRAMONTES	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		410.00
Vendor CATHERINE M MIRAMONTES Total:							410.00
Vendor: CINDY ANN VENNES							
CINDY ANN VENNES	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		232.50
Vendor CINDY ANN VENNES Total:							232.50
Vendor: CURTIS OR MARILYN SWANSON							
CURTIS OR MARILYN SWANS...	11 08 22	11/08/2022	100-4140-64190	Rentals/Leases	GOLF CART RENTAL - GENERA...		200.00
Vendor CURTIS OR MARILYN SWANSON Total:							200.00
Vendor: DANIEL H MAPES							
DANIEL H MAPES	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		320.00
Vendor DANIEL H MAPES Total:							320.00
Vendor: DEBORAH J ERNST							
DEBORAH J ERNST	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		217.50
Vendor DEBORAH J ERNST Total:							217.50
Vendor: DEBORAH L FULTON							
DEBORAH L FULTON	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		273.75
Vendor DEBORAH L FULTON Total:							273.75
Vendor: DIANE FAY RUD							
DIANE FAY RUD	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		236.25
Vendor DIANE FAY RUD Total:							236.25
Vendor: DIANE MARIE DESSELLIER							
DIANE MARIE DESSELLIER	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		225.00
Vendor DIANE MARIE DESSELLIER Total:							225.00
Vendor: DONNA JEAN KOEHMSTEDT							
DONNA JEAN KOEHMSTEDT	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		262.50
Vendor DONNA JEAN KOEHMSTEDT Total:							262.50

Council Approval Register

Packet: APPKT00453 - 12/06/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ELNA JEAN LENDOBEJA							
ELNA JEAN LENDOBEJA	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		342.50
Vendor ELNA JEAN LENDOBEJA Total:							342.50
Vendor: ESTHER LOUISE JOHNSON							
ESTHER LOUISE JOHNSON	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		258.75
Vendor ESTHER LOUISE JOHNSON Total:							258.75
Vendor: GLEN KAJEWSKI							
GLEN KAJEWSKI	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		262.50
Vendor GLEN KAJEWSKI Total:							262.50
Vendor: JANET K STRANDLIE							
JANET K STRANDLIE	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		228.75
Vendor JANET K STRANDLIE Total:							228.75
Vendor: JEREMY PURCELL							
JEREMY PURCELL	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		232.50
Vendor JEREMY PURCELL Total:							232.50
Vendor: JUDY CHERYL DUCHAMP							
JUDY CHERYL DUCHAMP	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		232.50
Vendor JUDY CHERYL DUCHAMP Total:							232.50
Vendor: KATHERINE LEONA FOGARTY							
KATHERINE LEONA FOGARTY	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		357.50
Vendor KATHERINE LEONA FOGARTY Total:							357.50
Vendor: KATHRYN JOANN GERMAN							
KATHRYN JOANN GERMAN	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		232.50
Vendor KATHRYN JOANN GERMAN Total:							232.50
Vendor: LANA ILENE SANDAHL							
LANA ILENE SANDAHL	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		282.50
Vendor LANA ILENE SANDAHL Total:							282.50
Vendor: LARISSA LYNN FITZGERALD							
LARISSA LYNN FITZGERALD	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		225.00
Vendor LARISSA LYNN FITZGERALD Total:							225.00
Vendor: LINDA JEAN RAMSEY							
LINDA JEAN RAMSEY	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		320.00
Vendor LINDA JEAN RAMSEY Total:							320.00
Vendor: LISA GAY MONSON							
LISA GAY MONSON	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		157.50
Vendor LISA GAY MONSON Total:							157.50
Vendor: MARJORIE J DOPPLER							
MARJORIE J DOPPLER	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		247.50
Vendor MARJORIE J DOPPLER Total:							247.50

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Packet: APPKT00453 - 12/06/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MARK ALLEN HAUGEN							
MARK ALLEN HAUGEN	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GOLF CART DRIVER - GENERA...		210.00
Vendor MARK ALLEN HAUGEN Total:							210.00
Vendor: MARY J MUGAAS							
MARY J MUGAAS	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		290.00
Vendor MARY J MUGAAS Total:							290.00
Vendor: MILLIE J REIERSON							
MILLIE J REIERSON	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		327.50
Vendor MILLIE J REIERSON Total:							327.50
Vendor: PHYLISS KAY JOHNSON							
PHYLISS KAY JOHNSON	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		232.50
Vendor PHYLISS KAY JOHNSON Total:							232.50
Vendor: RANDI LOUISE HODNY							
RANDI LOUISE HODNY	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		277.50
Vendor RANDI LOUISE HODNY Total:							277.50
Vendor: REBECCA JEAN STAVENES							
REBECCA JEAN STAVENES	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		247.50
Vendor REBECCA JEAN STAVENES Total:							247.50
Vendor: RHONDA KAYE BACH							
RHONDA KAYE BACH	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		225.00
Vendor RHONDA KAYE BACH Total:							225.00
Vendor: SUSAN ELIZABETH AHLFS							
SUSAN ELIZABETH AHLFS	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		232.50
Vendor SUSAN ELIZABETH AHLFS Total:							232.50
Vendor: TED VINCENT PAWLOWSKI							
TED VINCENT PAWLOWSKI	11 08 22	11/08/2022	100-4140-64190	Rentals/Leases	GOLF CART DRIVER - GENERA...		206.25
Vendor TED VINCENT PAWLOWSKI Total:							206.25
Vendor: THERESA A VANYO							
THERESA A VANYO	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		315.00
Vendor THERESA A VANYO Total:							315.00
Vendor: TRACY ANN HJELLE							
TRACY ANN HJELLE	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		187.50
Vendor TRACY ANN HJELLE Total:							187.50
Vendor: TRACY LAINE NELSON							
TRACY LAINE NELSON	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		270.00
Vendor TRACY LAINE NELSON Total:							270.00

Council Approval Register

Packet: APPKT00453 - 12/06/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WILLIAM ALAN FOGARTY							
WILLIAM ALAN FOGARTY	11 08 22	11/08/2022	100-4140-61060	Temporary Salaries	GENERAL ELECTION SALARY		232.50
Vendor WILLIAM ALAN FOGARTY Total:							232.50
Grand Total:							9,653.75

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	9,653.75
Grand Total:	9,653.75

Account Summary

Account Number	Account Name	Expense Amount
100-4140-61060	Temporary Salaries	9,047.50
100-4140-64190	Rentals/Leases	606.25
Grand Total:		9,653.75

Project Account Summary

Project Account Key	Expense Amount
None	9,653.75
Grand Total:	9,653.75



City of Thief River Falls, MN

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Packet: APPKT00456 - 11/17/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ...	1dtymfkt97pt	11/05/2022	100-4210-62020	Computer Supplies	CELL PHONE ACCESS		91.77
AMAZON CAPITAL SERVICES ...	1dtymfkt97pt	11/05/2022	610-4840-62020	Computer Supplies	CELL PHONE ACCESSORIES		30.59
AMAZON CAPITAL SERVICES ...	1frghcmvfhw	11/03/2022	100-4312-62990	Misc. Operating Expense	SANDING DISCS		45.10
AMAZON CAPITAL SERVICES ...	1jyqc6g49hp9	11/03/2022	100-4210-62020	Computer Supplies	CELL PHONE CASE - WILLIAMS		35.96
AMAZON CAPITAL SERVICES ...	1m7ngpv973ln	11/05/2022	100-4650-62020	Computer Supplies	CELL PHONE ACCESS - PW DI...		36.82
AMAZON CAPITAL SERVICES ...	1xplcwlcl9d	11/04/2022	100-4671-62200	System Expense	GIS AMERICAN RESCUE SUPPL...		79.77
Vendor AMAZON CAPITAL SERVICES INC Total:							320.01
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1532534	10/27/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		92.40
C & L DISTRIBUTING	1532534	10/27/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		275.15
C & L DISTRIBUTING	1532534	10/27/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		106.76
Vendor C & L DISTRIBUTING Total:							474.31
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		79.83
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		1,627.06
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		245.31
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	100-4240-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		33.30
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		4,576.79
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		2,555.66
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		521.16
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	100-4650-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		67.85
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		517.92
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	670-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		966.84
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		520.39
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		1,320.20
FARMERS UNION OIL COMP...	OCT 2022	10/31/2022	820-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		358.66
Vendor FARMERS UNION OIL COMPANY Total:							13,390.97
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	486772684	11/07/2022	100-4150-63030	Contracts Expense	COPIER CONTRACT - NOV 20...		509.69
MARCO TECHNOLOGIES LLC	486772684	11/07/2022	100-4650-63030	Contracts Expense	COPIER CONTRACT - NOV 20...		371.03
Vendor MARCO TECHNOLOGIES LLC Total:							880.72
Vendor: MINNESOTA ENERGY GROUP-00007							
MINNESOTA ENERGY GROUP...	4354464653	11/07/2022	100-4194-63890	Utilities Expense	GAS METER READING - OCT 2...		21.38
Vendor MINNESOTA ENERGY GROUP-00007 Total:							21.38

Council Approval Register

Packet: APPKT00456 - 11/17/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	OCT 2022	10/31/2022	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		1,913.04
NORTHDALE OIL INC	OCT 2022	10/31/2022	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2022		191.02
Vendor NORTHDALE OIL INC Total:							2,104.06
Vendor: PATTIS PARTNERSHIP LLC							
PATTIS PARTNERSHIP LLC	240573	10/30/2022	100-4110-63020	Computer Maintenance & lic...	CIVIC CLERK ANNUAL FEE		8,715.00
Vendor PATTIS PARTNERSHIP LLC Total:							8,715.00
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE S...	NOV 2022	11/15/2022	100-4210-63100	Animal Control	NOV 2022 - ANIMAL CONTRO...		1,400.00
Vendor PENNINGTON CO HUMANE SOCIETY Total:							1,400.00
Vendor: QUALITY SPRAY FOAM LLC							
QUALITY SPRAY FOAM LLC	1375	10/17/2022	680-4890-64190	Rentals/Leases	ROAD REPAIR - LIFT #7		4,250.00
Vendor QUALITY SPRAY FOAM LLC Total:							4,250.00
Vendor: T D S METROCOM - MN							
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	100-4150-63210	Communication Expense	SECURITY/PHONE LINES - NO...		51.07
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	100-4194-63210	Communication Expense	SECURITY/PHONE LINES - NO...		50.63
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	100-4210-63210	Communication Expense	SECURITY/PHONE LINES - NO...		65.00
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	100-4220-63210	Communication Expense	SECURITY/PHONE LINES - NO...		50.63
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	100-4510-63210	Communication Expense	SECURITY/PHONE LINES - NO...		54.63
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	100-4670-64500	Senior Citizen Programs	SECURITY/PHONE LINES - NO...		54.63
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	100-4670-64500	Senior Citizen Programs	SECURITY/PHONE LINES - NO...		50.91
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - NO...		50.63
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - NO...		50.63
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	610-4830-63210	Communication Expense	SECURITY/PHONE LINES - NO...		50.63
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	620-4830-63210	Communication Expense	SECURITY/PHONE LINES - NO...		65.00
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	620-4830-63210	Communication Expense	SECURITY/PHONE LINES - NO...		65.00
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	630-4830-63210	Communication Expense	SECURITY/PHONE LINES - NO...		55.13
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	630-4830-63210	Communication Expense	SECURITY/PHONE LINES - NO...		53.08
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	680-4830-63210	Communication Expense	SECURITY/PHONE LINES - NO...		770.50
T D S METROCOM - MN	NOV/DEC 2022	11/13/2022	690-4830-63210	Communication Expense	SECURITY/PHONE LINES - NO...		65.00
Vendor T D S METROCOM - MN Total:							1,603.10
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	DEC 2022	11/17/2022	810-4820-61500	Annuity Payments	POLICE PENSION - DEC 2022		1,025.57
Vendor YVONNE PEDERSON Total:							1,025.57
Grand Total:							34,185.12

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	23,304.02
610 - LIQUOR DISPENSARY	656.79
620 - WATER UTILITY FUND	647.92
630 - ARENAS - VENUWORKS	108.21
670 - STORM WATER UTILITY FUND	966.84
680 - WASTEWATER UTILITY FUND	5,540.89
690 - ELECTRIC UTILITY FUND	1,576.22
810 - POLICE RELIEF ASSOCIATION	1,025.57
820 - GREENWOOD CEMETERY FUND	358.66
Grand Total:	34,185.12

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63020	Computer Maintenance & ..	8,715.00
100-4150-63030	Contracts Expense	509.69
100-4150-63210	Communication Expense	51.07
100-4194-62120	Gas-Oil-Lube	79.83
100-4194-63210	Communication Expense	50.63
100-4194-63890	Utilities Expense	21.38
100-4210-62020	Computer Supplies	127.73
100-4210-62120	Gas-Oil-Lube	3,540.10
100-4210-63100	Animal Control	1,400.00
100-4210-63210	Communication Expense	65.00
100-4220-62120	Gas-Oil-Lube	245.31
100-4220-63210	Communication Expense	50.63
100-4240-62120	Gas-Oil-Lube	33.30
100-4312-62120	Gas-Oil-Lube	4,576.79
100-4312-62990	Misc. Operating Expense	45.10
100-4315-62120	Gas-Oil-Lube	2,555.66
100-4510-62120	Gas-Oil-Lube	521.16
100-4510-63210	Communication Expense	54.63
100-4650-62020	Computer Supplies	36.82
100-4650-62120	Gas-Oil-Lube	67.85
100-4650-63030	Contracts Expense	371.03
100-4670-64500	Senior Citizen Programs	105.54
100-4671-62200	System Expense	79.77
610-4810-62510	Liquor for Resale	92.40
610-4810-62520	Beer for Resale	275.15
610-4810-62540	Soft Drinks/Mix for Resale	106.76
610-4830-63210	Communication Expense	151.89
610-4840-62020	Computer Supplies	30.59
620-4830-63210	Communication Expense	130.00

Account Summary

Account Number	Account Name	Expense Amount
620-4840-62120	Gas-Oil-Lube	517.92
630-4830-63210	Communication Expense	108.21
670-4840-62120	Gas-Oil-Lube	966.84
680-4830-63210	Communication Expense	770.50
680-4840-62120	Gas-Oil-Lube	520.39
680-4890-64190	Rentals/Leases	4,250.00
690-4830-63210	Communication Expense	65.00
690-4840-62120	Gas-Oil-Lube	1,511.22
810-4820-61500	Annuity Payments	1,025.57
820-4840-62120	Gas-Oil-Lube	358.66
Grand Total:		34,185.12

Project Account Summary

Project Account Key	Expense Amount
None	34,185.12
Grand Total:	34,185.12



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00459 - 11/23/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3569529	11/02/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		740.70
ARTISAN BEER COMPANY	3570201	11/07/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		488.40
Vendor ARTISAN BEER COMPANY Total:							1,229.10
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1538633	11/10/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		710.05
C & L DISTRIBUTING	1538633	11/10/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		40.45
Vendor C & L DISTRIBUTING Total:							750.50
Vendor: CARLOS CREEK WINERY							
CARLOS CREEK WINERY	24226	11/08/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		3,576.00
Vendor CARLOS CREEK WINERY Total:							3,576.00
Vendor: DARWIN C KLEMETSON							
DARWIN C KLEMETSON	2372	10/10/2022	100-4312-63030	Contracts Expense	CONCRETE REPAIR - CONNEC...		2,255.00
DARWIN C KLEMETSON	2373	10/10/2022	670-4890-63030	Contracts Expense	STORMWATER - TRINITY CH...		3,742.50
DARWIN C KLEMETSON	2393	11/01/2022	100-4312-63030	Contracts Expense	CONCRETE REPAIR - CONNEC...		1,200.00
Vendor DARWIN C KLEMETSON Total:							7,197.50
Vendor: JOHN DEERE FINANCIAL							
JOHN DEERE FINANCIAL	10326407	11/03/2022	100-4312-62210	Equipment Maint & Repair	SEAL - #5513		10.93
JOHN DEERE FINANCIAL	10326690	11/04/2022	100-4312-62210	Equipment Maint & Repair	FILTER - #5513		119.06
Vendor JOHN DEERE FINANCIAL Total:							129.99
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQUOR	2173802	11/07/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,685.36
JOHNSON BROTHERS LIQUOR	2173803	11/07/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		3,811.40
JOHNSON BROTHERS LIQUOR	2173804	11/07/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		80.00
Vendor JOHNSON BROTHERS LIQUOR Total:							7,576.76
Vendor: MINNESOTA ENERGY GROUP-00002							
MINNESOTA ENERGY GROUP...	4364852460	11/15/2022	100-4312-63890	Utilities Expense	GAS METER READING - OCT 2...		301.96
MINNESOTA ENERGY GROUP...	4364852460	11/15/2022	100-4315-63890	Utilities Expense	GAS METER READING - OCT 2...		55.43
MINNESOTA ENERGY GROUP...	4364852460	11/15/2022	100-4510-63890	Utilities Expense	GAS METER READING - OCT 2...		23.75
MINNESOTA ENERGY GROUP...	4364852460	11/15/2022	100-4510-63890	Utilities Expense	GAS METER READING - OCT 2...		49.02
Vendor MINNESOTA ENERGY GROUP-00002 Total:							430.16
Vendor: MN DPT OF REVENUE - SALES/USE TAX							
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	100-20220	Sales Tax Payable	SALES TAX - OCT 2022 GEN		10,704.84
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	100-4315-62210	Equipment Maint & Repair	USE TAX - OCT 2022		8.15
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	610-4840-62140	Off Sale Supplies	USE TAX - OCT 2022		129.60

Council Approval Register

Packet: APPKT00459 - 11/23/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	610-4850-62230	Building Maint & Repair	USE TAX - OCT 2022		1.05
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	620-20220	Sales Tax Payable	SALES TAX - OCT 2022 WTR		3,199.79
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	690-20220	Sales Tax Payable	SALES TAX - OCT 2022 ELEC		69,520.98
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	690-4840-62400	Small Tools and Minor Equip	USE TAX - OCT 2022		256.72
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	690-4840-62880	Personal Protective Equipme...	USE TAX - OCT 2022		80.03
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	690-4840-62990	Misc. Operating Expense	USE TAX - OCT 2022		21.42
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	690-4850-62210	Equipment Maint & Repair	USE TAX - OCT 2022		19.71
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	690-4850-62230	Building Maint & Repair	USE TAX - OCT 2022		7.01
MN DPT OF REVENUE - SALES...	OCT 2022 - GEN	11/21/2022	690-4850-62350	Power Plant/Dam Maint	USE TAX - OCT 2022		2.70
MN DPT OF REVENUE - SALES...	OCT 2022 - LQR	11/21/2022	610-20220	Sales Tax Payable	SALES TAX - OCT 2022 LQR		35,887.00
MN DPT OF REVENUE - SALES...	OCT 2022 - PRK	11/21/2022	100-20220	Sales Tax Payable	SALES TAX - OCT 2022 PRK		46.00
Vendor MN DPT OF REVENUE - SALES/USE TAX Total:							119,885.00
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6491214	11/07/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,951.90
Vendor PHILLIPS WINE & SPIRITS Total:							2,951.90
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550018633	10/26/2022	100-4210-62210	Equipment Maint & Repair	TIRE/TIRE REPAIR		261.81
POMPS TIRE SERVICE INC	1550018634	10/21/2022	100-4312-62210	Equipment Maint & Repair	TIRE REPAIR		55.99
POMPS TIRE SERVICE INC	1550018781	10/26/2022	100-4510-62210	Equipment Maint & Repair	FLAT REPAIR		42.40
Vendor POMPS TIRE SERVICE INC Total:							360.20
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2277824	11/03/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,700.00
SOUTHERN GLAZERS OF MN	2277825	11/03/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		492.00
SOUTHERN GLAZERS OF MN	2279161	11/08/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		884.88
SOUTHERN GLAZERS OF MN	2279162	11/08/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,830.76
SOUTHERN GLAZERS OF MN	2279163	11/08/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,618.80
SOUTHERN GLAZERS OF MN	2280522	11/10/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		112.47
SOUTHERN GLAZERS OF MN	2281750	11/15/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		10,600.91
SOUTHERN GLAZERS OF MN	2281750	11/15/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,176.00
SOUTHERN GLAZERS OF MN	2281751	11/15/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,387.40
Vendor SOUTHERN GLAZERS OF MN Total:							30,803.22
Grand Total:							174,890.33

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	15,134.34
610 - LIQUOR DISPENSARY	82,905.13
620 - WATER UTILITY FUND	3,199.79
670 - STORM WATER UTILITY FUND	3,742.50
690 - ELECTRIC UTILITY FUND	69,908.57
Grand Total:	174,890.33

Account Summary

Account Number	Account Name	Expense Amount
100-20220	Sales Tax Payable	10,750.84
100-4210-62210	Equipment Maint & Repair	261.81
100-4312-62210	Equipment Maint & Repair	185.98
100-4312-63030	Contracts Expense	3,455.00
100-4312-63890	Utilities Expense	301.96
100-4315-62210	Equipment Maint & Repair	8.15
100-4315-63890	Utilities Expense	55.43
100-4510-62210	Equipment Maint & Repair	42.40
100-4510-63890	Utilities Expense	72.77
610-20220	Sales Tax Payable	35,887.00
610-4810-62510	Liquor for Resale	36,264.48
610-4810-62520	Beer for Resale	1,939.15
610-4810-62530	Wine for Resale	8,563.40
610-4810-62540	Soft Drinks/Mix for Resale	120.45
610-4840-62140	Off Sale Supplies	129.60
610-4850-62230	Building Maint & Repair	1.05
620-20220	Sales Tax Payable	3,199.79
670-4890-63030	Contracts Expense	3,742.50
690-20220	Sales Tax Payable	69,520.98
690-4840-62400	Small Tools and Minor Equ..	256.72
690-4840-62880	Personal Protective Equi...	80.03
690-4840-62990	Misc. Operating Expense	21.42
690-4850-62210	Equipment Maint & Repair	19.71
690-4850-62230	Building Maint & Repair	7.01
690-4850-62350	Power Plant/Dam Maint	2.70
Grand Total:		174,890.33

Project Account Summary

Project Account Key	Expense Amount
None	174,890.33
Grand Total:	174,890.33



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00461 - 12/06/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE RENT-ALL							
ACE RENT-ALL	221128	11/28/2022	100-4510-62240	Department Maint & Repair	CHRISTMAS TREE RENTAL - G...		75.00
						Vendor ACE RENT-ALL Total:	75.00
Vendor: AMERICAN WELDING & GAS INC							
AMERICAN WELDING & GAS ...	08925669	11/21/2022	620-4840-62160	Chemicals	CHEMICALS		4,661.41
						Vendor AMERICAN WELDING & GAS INC Total:	4,661.41
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2215	11/17/2022	620-4840-62160	Chemicals	CHEMICALS		11,240.60
						Vendor AQUA PURE INC Total:	11,240.60
Vendor: B & B TRANSFORMERS INC							
B & B TRANSFORMERS INC	27831	11/15/2022	690-14100	Inventory - Materials	REBUILT TRANSFORMER		9,921.00
B & B TRANSFORMERS INC	27832	11/15/2022	690-14100	Inventory - Materials	REBUILT TRANSFORMER		21,845.00
						Vendor B & B TRANSFORMERS INC Total:	31,766.00
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0106028600	11/15/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		159.00
						Vendor BELLBOY CORP - BAR SUPPLY Total:	159.00
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0097365800	11/15/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,371.21
BELLBOY CORP - LIQUOR	0097370200	11/15/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,270.00
						Vendor BELLBOY CORP - LIQUOR Total:	3,641.21
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	346518153	11/15/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,555.69
						Vendor BREAKTHRU BEVERAGE Total:	5,555.69
Vendor: BRODIN SHEET METAL INC							
BRODIN SHEET METAL INC	64433	11/16/2022	100-4220-62230	Building Maint & Repair	FURNACE FILTERS		216.00
BRODIN SHEET METAL INC	64457	11/21/2022	100-4550-62230	Building Maint & Repair	BLOWER / SWITCH - FURNACE..		396.50
						Vendor BRODIN SHEET METAL INC Total:	612.50
Vendor: BUILDERS FIRSTSOURCE INC							
BUILDERS FIRSTSOURCE INC	86245459	10/05/2022	680-4850-62200	System Expense	MATERIALS - MANHOLE REPA...		126.07
BUILDERS FIRSTSOURCE INC	86272332	10/10/2022	690-4850-62350	Power Plant/Dam Maint	PVC TRIM - KITCHEN SINK RE...		39.98
						Vendor BUILDERS FIRSTSOURCE INC Total:	166.05
Vendor: DBS BACKHOE & EXCAVATION SERVI							
DBS BACKHOE & EXCAVATION..	OCT NOV 2022	11/21/2021	820-4890-63030	Contracts Expense	OPEN / CLOSE FEES - OCT NO...		4,100.00
						Vendor DBS BACKHOE & EXCAVATION SERVI Total:	4,100.00

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Packet: APPKT00461 - 12/06/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: EHLERS COMPANIES							
EHLERS COMPANIES	92376	11/09/2022	100-4650-63032	Economic Development Servi...	MAK CONSTRUCTION - TIF 1-...		137.50
EHLERS COMPANIES	92377	11/09/2022	100-4650-63032	Economic Development Servi...	GRACEWIND HOUSING - TIF 1...		722.50
Vendor EHLERS COMPANIES Total:							860.00
Vendor: FAST RACING PROMOTIONS INC							
FAST RACING PROMOTIONS I...	11 21 22	11/21/2022	620-4850-62210	Equipment Maint & Repair	STEAMER TRUCK DOT		20.72
Vendor FAST RACING PROMOTIONS INC Total:							20.72
Vendor: FERGUS POWER PUMP INC							
FERGUS POWER PUMP INC	48848	11/09/2022	620-4850-62310	Lime Sludge Maintenance	LIME SLUDGE APPLICATION		62,234.00
Vendor FERGUS POWER PUMP INC Total:							62,234.00
Vendor: GALLS LLC							
GALLS LLC	022595560	11/04/2022	100-4210-62880	Personal Protective Equipme...	BELT - M ROFF		28.55
GALLS LLC	022685961	11/14/2022	100-4210-62890	Uniforms/ID Clothing	DEPUTY CHIEF BADGE - M RO...		98.43
GALLS LLC	022710986	11/16/2022	100-4210-62890	Uniforms/ID Clothing	TRFPD LAPEL PINS		150.99
Vendor GALLS LLC Total:							277.97
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIPM...	36463	11/21/2022	100-4220-62400	Small Tools and Minor Equip	ALTAIR 4XR MULTI GAS DETE...		2,378.00
GRAND FORKS FIRE EQUIPM...	36465	11/21/2022	100-4220-62880	Personal Protective Equipme...	HELMET / GEAR CLEANER		351.00
Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:							2,729.00
Vendor: GREAT NORTHERN ENVIRONMENTAL							
GREAT NORTHERN ENVIRON...	4492	11/14/2022	620-4850-62220	Plant Equip Maint & Repair	FEEDER SHAFT ASSMY - SLAK...		1,764.55
Vendor GREAT NORTHERN ENVIRONMENTAL Total:							1,764.55
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS ...	2414978	10/11/2022	690-4890-63030	Contracts Expense	RODENT CONTROL PRGM - O...		58.00
Vendor GUARDIAN PEST SOLUTIONS INC Total:							58.00
Vendor: ICON ARCHITECTURAL GROUP							
ICON ARCHITECTURAL GROUP	20222002070	11/01/2022	100-4671-62200	System Expense	DESIGN SERVICES - CITY HALL		3,745.00
Vendor ICON ARCHITECTURAL GROUP Total:							3,745.00
Vendor: IHEARTMEDIA							
IHEARTMEDIA	8819339183	10/31/2022	610-4880-63490	Advertising	RADIO ADVERTISING - OCT 2...		716.79
Vendor IHEARTMEDIA Total:							716.79
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUTI...	SO-3950783	11/22/2022	100-4220-62990	Misc. Operating Expense	OFFICE SUPPLIES		117.46
INNOVATIVE OFFICE SOLUTI...	SO-3950783	11/22/2022	690-4840-62010	Office Supplies	OFFICE SUPPLIES		9.75
Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:							127.21
Vendor: KJELL JOHNSRUD							
KJELL JOHNSRUD	REIMB 11 16 2022	11/16/2022	100-4210-62120	Gas-Oil-Lube	REIMBURSE GASOLINE - JANE...		198.72
KJELL JOHNSRUD	REIMB 11 16 22	11/16/2022	100-4210-63320	Training Expense	REIMBURSE MEALS EXP - JAN...		22.69
Vendor KJELL JOHNSRUD Total:							221.41

Council Approval Register

Packet: APPKT00461 - 12/06/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: KRIS ENGINEERING INC							
KRIS ENGINEERING INC	37357	11/07/2022	100-4312-62210	Equipment Maint & Repair	CURBRUNNER - PLOW		493.90
Vendor KRIS ENGINEERING INC Total:							493.90
Vendor: LITTLE FALLS MACHINE INC							
LITTLE FALLS MACHINE INC	365485	11/16/2022	100-4312-62210	Equipment Maint & Repair	SHOE SCREW / NUT / PIN - T...		206.47
Vendor LITTLE FALLS MACHINE INC Total:							206.47
Vendor: M M U A							
M M U A	60082	09/27/2022	100-4312-62990	Misc. Operating Expense	2022 DRUG & ALCOHOL TEST...		124.00
M M U A	60082	09/27/2022	100-4315-62990	Misc. Operating Expense	2022 DRUG & ALCOHOL TEST...		93.00
M M U A	60082	09/27/2022	100-4510-62990	Misc. Operating Expense	2022 DRUG & ALCOHOL TEST...		62.00
M M U A	60082	09/27/2022	100-4650-62990	Misc. Operating Expense	2022 DRUG & ALCOHOL TEST...		31.00
M M U A	60082	09/27/2022	620-4840-62990	Misc. Operating Expense	2022 DRUG & ALCOHOL TEST...		46.50
M M U A	60082	09/27/2022	680-4840-62990	Misc. Operating Expense	2022 DRUG & ALCOHOL TEST...		46.50
M M U A	60082	09/27/2022	690-4890-63030	Contracts Expense	2022 DRUG & ALCOHOL TEST...		248.00
M M U A	60082	09/27/2022	820-4840-62990	Misc. Operating Expense	2022 DRUG & ALCOHOL TEST...		31.00
Vendor M M U A Total:							682.00
Vendor: MIDWEST OVERHEAD CRANE CORP							
MIDWEST OVERHEAD CRANE...	122161	11/21/2022	620-4850-62210	Equipment Maint & Repair	ANNUAL CRANE INSPEECTIO...		953.52
Vendor MIDWEST OVERHEAD CRANE CORP Total:							953.52
Vendor: MIKES AUTOMOTIVE CENTER INC							
MIKES AUTOMOTIVE CENTER ...	3277	10/31/2022	100-4510-62210	Equipment Maint & Repair	TIRE - #5409		296.47
MIKES AUTOMOTIVE CENTER ...	3307	11/03/2022	100-4315-62210	Equipment Maint & Repair	TIRE LEAK REPAIR		18.00
MIKES AUTOMOTIVE CENTER ...	3333	11/09/2022	100-4510-62210	Equipment Maint & Repair	MOUNT TIRES - TOOLCAT		26.00
MIKES AUTOMOTIVE CENTER ...	3387	11/22/2022	100-4510-62210	Equipment Maint & Repair	MOUNT TIRES		27.00
Vendor MIKES AUTOMOTIVE CENTER INC Total:							367.47
Vendor: MINNESOTA CHIEFS OF POLICE ASC							
MINNESOTA CHIEFS OF POLI...	13839	11/28/2022	100-4210-64330	Dues and Subscriptions	2023 MEMBERSHIP DUES		342.00
Vendor MINNESOTA CHIEFS OF POLICE ASC Total:							342.00
Vendor: MINNESOTA NATIVE LANDSCAPES INC							
MINNESOTA NATIVE LANDSC...	PAY REQ #3	09/20/2022	515-4680-65900	Work in Process-Construction	RIVER BANK REPAIR PRJ		33,251.21
Vendor MINNESOTA NATIVE LANDSCAPES INC Total:							33,251.21
Vendor: MN DPT OF HEALTH							
MN DPT OF HEALTH	4TH 2022	12/06/2022	620-4890-64370	Taxes and Licenses	4TH QTR 2022 ENDING 12/31...		8,512.00
Vendor MN DPT OF HEALTH Total:							8,512.00
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUST...	ABR0294019X	10/29/2022	690-4850-62350	Power Plant/Dam Maint	PRESSURE VESSELS		40.00
Vendor MN DPT OF LABOR & INDUSTRY Total:							40.00
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF RV...	718962	10/06/2022	100-4510-62880	Personal Protective Equipme...	SHIELD / RESPIRATOR		44.44
N A P A AUTO PARTS THF RV...	718964	10/06/2022	100-4510-62210	Equipment Maint & Repair	OIL FILTER		8.88
N A P A AUTO PARTS THF RV...	719302	10/18/2022	100-4312-62210	Equipment Maint & Repair	100431262210		102.81

Council Approval Register

Packet: APPKT00461 - 12/06/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
N A P A AUTO PARTS THF RV...	719552	10/25/2022	100-4510-62210	Equipment Maint & Repair	TIE ROD		152.68
Vendor N A P A AUTO PARTS THF RVR FL Total:							308.81
Vendor: NORTH SHORE ANALYTICAL INC							
NORTH SHORE ANALYTICAL I...	14160	11/14/2022	680-4840-62170	Field Supplies	LAB ANALYSIS		125.00
Vendor NORTH SHORE ANALYTICAL INC Total:							125.00
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYSTE...	T319536	10/18/2022	620-4850-62210	Equipment Maint & Repair	LOCKS / HOSE / CLAMP - MC ...		1,208.00
NORTHWEST POWER SYSTE...	T323160	10/18/2022	100-4312-62210	Equipment Maint & Repair	SEAL		5.69
NORTHWEST POWER SYSTE...	T323257	10/24/2022	100-4312-62210	Equipment Maint & Repair	BATTERY TERMINAL / CONNE...		18.58
NORTHWEST POWER SYSTE...	T323309	10/25/2022	100-4312-62210	Equipment Maint & Repair	FITTINGS		190.00
NORTHWEST POWER SYSTE...	T323420	10/28/2022	100-4312-62210	Equipment Maint & Repair	HOSE		54.00
Vendor NORTHWEST POWER SYSTEMS INC Total:							1,476.27
Vendor: OLSON UNDERGROUND INC							
OLSON UNDERGROUND INC	1029	11/07/2022	690-4890-63030	Contracts Expense	BORING - 2" PIPE - EVANGELI...		2,640.00
Vendor OLSON UNDERGROUND INC Total:							2,640.00
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	184677	11/17/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		128.00
PAUSTIS WINE COMPANY	184677	11/17/2022	610-4810-62610	Freight In (Liquor)	FREIGHT		5.00
Vendor PAUSTIS WINE COMPANY Total:							133.00
Vendor: PITNEY BOWES GLOBAL FINANCIAL							
PITNEY BOWES GLOBAL FINA...	3105814187	11/25/2022	100-4150-62010	Office Supplies	4TH QTR 2022 POSTAGE MET...		143.55
Vendor PITNEY BOWES GLOBAL FINANCIAL Total:							143.55
Vendor: RESCO							
RESCO	844644-01	11/15/2022	690-14100	Inventory - Materials	1PH SWITCHGEAR		45,721.13
Vendor RESCO Total:							45,721.13
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB I...	D039768	11/18/2022	620-4840-62170	Field Supplies	LAB ANALYSIS - STATE SAMPL...		190.58
RMB ENVIRONMENTAL LAB I...	D039834	11/23/2022	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPLES		86.03
Vendor RMB ENVIRONMENTAL LAB INC Total:							276.61
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	2081	11/24/2022	690-4890-63030	Contracts Expense	DEC 2022 - FIRE ALARM MON...		19.50
Vendor STEVEN O KVASAGER Total:							19.50
Vendor: STONES MOBILE RADIO INC							
STONES MOBILE RADIO INC	2047244	11/18/2022	100-4220-62990	Misc. Operating Expense	BATTERIES - HANDHELD RAD...		299.90
Vendor STONES MOBILE RADIO INC Total:							299.90
Vendor: STREICHERS							
STREICHERS	I1598995	11/04/2022	100-4210-62990	Misc. Operating Expense	AMMUNITION		829.34
Vendor STREICHERS Total:							829.34
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S013203519.001	10/26/2022	690-4810-62590	Misc. Mdse for Resale	COPPER H STRAPS		312.08

Council Approval Register

Packet: APPKT00461 - 12/06/22 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
STUART C IRBY CO	S013247542.001	11/04/2022	690-14100	Inventory - Materials	200 AMP PANELS		6,626.25
STUART C IRBY CO	S013247542.002	11/10/2022	690-14100	Inventory - Materials	CREDIT REFUND - 1 DAMAGE...		-248.00
Vendor STUART C IRBY CO Total:							6,690.33
Vendor: THE FIRE GROUP INC							
THE FIRE GROUP INC	3006	11/04/2022	690-4890-63030	Contracts Expense	SPRINKLER SYSTEM INSPECTI...		544.00
Vendor THE FIRE GROUP INC Total:							544.00
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	IHLE SPARBY HAASE	11/09/2022	100-4150-63590	Printing & Publications	ORD #129 3RD SERIES		853.38
Vendor THIEF RIVER FALLS TIMES Total:							853.38
Vendor: THYGESON CONSTRUCTION							
THYGESON CONSTRUCTION	11 08 22	11/08/2022	820-4840-62990	Misc. Operating Expense	36 YDS TOPSOIL		738.00
Vendor THYGESON CONSTRUCTION Total:							738.00
Vendor: TRENT EDWARD COLLINS							
TRENT EDWARD COLLINS	287608	11/21/2022	100-4240-63030	Contracts Expense	RESIDENTIAL SIDEWALK SN...		625.00
Vendor TRENT EDWARD COLLINS Total:							625.00
Vendor: VENUWORKS OF THIEF RIVER FALLS							
VENUWORKS OF THIEF RIVER...	477	11/10/2022	100-4140-62010	Office Supplies	MEALS EXP - GENERAL ELECT...		647.00
Vendor VENUWORKS OF THIEF RIVER FALLS Total:							647.00
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0317371-IN	11/15/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,288.00
Vendor VINOCOPIA INC Total:							1,288.00
Vendor: WALLWORK TRUCK CENTER GRAND FORKS							
WALLWORK TRUCK CENTER ...	09P24872	11/23/2022	620-4850-62210	Equipment Maint & Repair	620485062210		157.59
Vendor WALLWORK TRUCK CENTER GRAND FORKS Total:							157.59
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING AS...	219374	09/19/2022	100-4650-63030	Contracts Expense	PROF SRVCS - UPDATE MND...		540.00
WIDSETH SMITH NOLTING AS...	219944	10/21/2022	506-4680-65920	Work in Process - Eng/Archtt	PROF SRVCS - LLP APPLICATI...		1,305.00
Vendor WIDSETH SMITH NOLTING ASC INC Total:							1,845.00
Grand Total:							244,942.09

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	14,873.43
506 - LOCAL PARTNERSHIP PROGRAM	1,305.00
515 - STREAMBANK STABILIZATION PROJECT	33,251.21
610 - LIQUOR DISPENSARY	11,493.69
620 - WATER UTILITY FUND	90,989.47
680 - WASTEWATER UTILITY FUND	383.60
690 - ELECTRIC UTILITY FUND	87,776.69
820 - GREENWOOD CEMETERY FUND	4,869.00
Grand Total:	244,942.09

Account Summary

Account Number	Account Name	Expense Amount
100-4140-62010	Office Supplies	647.00
100-4150-62010	Office Supplies	143.55
100-4150-63590	Printing & Publications	853.38
100-4210-62120	Gas-Oil-Lube	198.72
100-4210-62880	Personal Protective Equi...	28.55
100-4210-62890	Uniforms/ID Clothing	249.42
100-4210-62990	Misc. Operating Expense	829.34
100-4210-63320	Training Expense	22.69
100-4210-64330	Dues and Subscriptions	342.00
100-4220-62230	Building Maint & Repair	216.00
100-4220-62400	Small Tools and Minor Equ...	2,378.00
100-4220-62880	Personal Protective Equi...	351.00
100-4220-62990	Misc. Operating Expense	417.36
100-4240-63030	Contracts Expense	625.00
100-4312-62210	Equipment Maint & Repair	1,071.45
100-4312-62990	Misc. Operating Expense	124.00
100-4315-62210	Equipment Maint & Repair	18.00
100-4315-62990	Misc. Operating Expense	93.00
100-4510-62210	Equipment Maint & Repair	511.03
100-4510-62240	Department Maint & Repa..	75.00
100-4510-62880	Personal Protective Equi...	44.44
100-4510-62990	Misc. Operating Expense	62.00
100-4550-62230	Building Maint & Repair	396.50
100-4650-62990	Misc. Operating Expense	31.00
100-4650-63030	Contracts Expense	540.00
100-4650-63032	Economic Development S...	860.00
100-4671-62200	System Expense	3,745.00
506-4680-65920	Work in Process - Eng/Arc...	1,305.00
515-4680-65900	Work in Process-Construct..	33,251.21
610-4810-62510	Liquor for Resale	9,196.90

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62530	Wine for Resale	1,416.00
610-4810-62540	Soft Drinks/Mix for Resale	159.00
610-4810-62610	Freight In (Liquor)	5.00
610-4880-63490	Advertising	716.79
620-4840-62160	Chemicals	15,902.01
620-4840-62170	Field Supplies	190.58
620-4840-62990	Misc. Operating Expense	46.50
620-4850-62210	Equipment Maint & Repair	2,339.83
620-4850-62220	Plant Equip Maint & Repair	1,764.55
620-4850-62310	Lime Sludge Maintenance	62,234.00
620-4890-64370	Taxes and Licenses	8,512.00
680-4840-62170	Field Supplies	211.03
680-4840-62990	Misc. Operating Expense	46.50
680-4850-62200	System Expense	126.07
690-14100	Inventory - Materials	83,865.38
690-4810-62590	Misc. Mdse for Resale	312.08
690-4840-62010	Office Supplies	9.75
690-4850-62350	Power Plant/Dam Maint	79.98
690-4890-63030	Contracts Expense	3,509.50
820-4840-62990	Misc. Operating Expense	769.00
820-4890-63030	Contracts Expense	4,100.00
Grand Total:		244,942.09

Project Account Summary

Project Account Key	Expense Amount
None	244,942.09
Grand Total:	244,942.09



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00464 - 11/30/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	DEC 2022	11/30/2022	100-4315-62010	Office Supplies	POSTAGE - DEC 2022 UTILITY ...		249.44
U S POSTMASTER	DEC 2022	11/30/2022	620-4840-62010	Office Supplies	POSTAGE - DEC 2022 UTILITY ...		582.04
U S POSTMASTER	DEC 2022	11/30/2022	680-4840-62010	Office Supplies	POSTAGE - DEC 2022 UTILITY ...		166.30
U S POSTMASTER	DEC 2022	11/30/2022	690-4840-62010	Office Supplies	POSTAGE - DEC 2022 UTILITY ...		665.18
Vendor U S POSTMASTER Total:							1,662.96
Grand Total:							1,662.96

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	249.44
620 - WATER UTILITY FUND	582.04
680 - WASTEWATER UTILITY FUND	166.30
690 - ELECTRIC UTILITY FUND	665.18
Grand Total:	1,662.96

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62010	Office Supplies	249.44
620-4840-62010	Office Supplies	582.04
680-4840-62010	Office Supplies	166.30
690-4840-62010	Office Supplies	665.18
Grand Total:		1,662.96

Project Account Summary

Project Account Key	Expense Amount
None	1,662.96
Grand Total:	1,662.96

City of Thief River Falls
2023 Licenses

TOBACCO \$150

East Side Tesoro
Erl's Market, Inc.
Falls Liquor
Farmer's Union Oil Company
Farmer's Union Oil Company – Hwy 59
Hugo's #7
Holiday Station store
King Tobacco

Northdale Oil - Pennington Main
Northdale Oil - Pennington Square
Wal-Mart Supercenter #3761

PAWN BROKER'S \$40

Northern Gun & Pawn

JUNK DEALER'S \$45

Phillip's Iron & Metal, Inc.

SEPTIC WASTE PERMIT \$50

Beatrice Smith "Dick's Septic" **SOLD**

TAXI \$30 for 1st

\$25 each add'l

Hawks Taxi LLC (1 Car)

OFF-SALE 3.2 BEER \$100

Station 59
Wal-Mart Supercenter #3761
Erl's Market, Inc.
Holiday Station store #197

CLUB ON-SALE LIQUOR \$500

FOE Aerie 2368 (Eagles)*No Sunday
VFW 2793 (VFW Post)*

ON-SALE 3.2 BEER \$250

LINE ON 59

ON-SALE Micro Brewery \$400

River's & Rails Brewing Co LLC

OFF-SALE MICRO BREWER \$300

River's & Rails Brewing Co LLC

ON-SALE LIQUOR \$2,800

VenuWorks
American Legion Post 117, Inc.*
SouthTown Lanes & Pizza Pub (South Town Lanes, Inc)*
Mulligans*
The Schooner Bar & Grill
Fozzie's BBQ
The Hive Bar & Grill
Grzady's Inc. (Black Cat Sports Bar & Grill)*
Las Ranitas (Heidi Ortiz)*
16 Penny Inc. (Rusty Nail)
La Fiesta Inc. (El Loro Mexican Grill)

SUNDAY ON-SALE LIQUOR \$200

Grzady's Inc. (Black Cat Sports Bar & Grill)
VenuWorks
16 Penny Inc. (Rusty Nail)
Las Ranitas (Heidi Ortiz)
American Legion Post 117, Inc.
South Town Lanes & Pizza Pub (South Town Lanes, Inc)
Mulligans
The Schooner Bar & Grill
La Fiesta Inc. (El Loro Mexican Grill)



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: 12/6/2022

SUBJECT: #7.4 2023 Water Treatment Plant Chemical Bids

RECOMMENDATION: It respectfully requested to consider approving the lowest qualified Chemical Bids for 2023.

MOTION TO: Approve the low Water treatment Plant Chemical Bids for calendar year 2023 as presented.

BACKGROUND: The City of Thief River Falls Water Systems Department solicits bids annually for Chemicals used in the Water Treatment Plant to provide budget stability throughout the next twelve months.

KEY ISSUES: Inflation across the board has significantly increased bids for 2023. The budget has been adjusted accordingly.

FINANCIAL CONSIDERATIONS: The total estimated chemical cost is \$374,838.08 for 2023.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/6/2022

SUBJECT: #7.6 Approve employment of Elliot Dahlen as Public Works Maintenance worker

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

MOTION TO: Approve the employment of Elliot Dahlen as Public Works Maintenance worker, effective December 7, 2022. Mr. Dahlen's salary will start at Step 1 of Grade 3 for \$23.87 per hour with a 2% COLA increase January 1, 2023. Mr. Dahlen will be eligible to move to step 2 of Grade 3 on December 7, 2023 with City Council approval. Employment is contingent upon successful completion of all required background pre-employment requirements.

BACKGROUND: The City Council, by Resolution No. 10-217-22, authorized that the City of Thief River Falls begin the process to fill the position of Public Works Maintenance due to the termination of Scott Beito, effective October 4, 2022. Applications from the public were accepted and interviews conducted on November 28, 2022.

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

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2022.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/6/2022

SUBJECT: #7.7 Approval of Employment of Brenda Osborne Donarski as Part-Time Off Sale Clerk

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

MOTION TO: Approve the employment of Brenda Osborne Donarski as part-time Off-Sale Clerk, effective December 7, 2022. Ms. Donarski shall be placed at Step 6 of Grade 1 of the Off-Sale Clerk salary schedule for an hourly wage of \$24.03 per hour. Ms. Donarski is currently working at Falls Liquors in a temporary position.

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

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The position is included in the 2022 budget.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Steve Olson, Liquor Store Manager

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 12/6/2022

SUBJECT: #7.8 Approval of Employment of Tara Weigel as Part-Time Off Sale Clerk

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

MOTION TO: Approve the employment of Tara Weigel as part-time Off-Sale Clerk, effective December 7, 2022. Ms. Weigel shall be placed at Step 2 of Grade 1 of the Off-Sale Clerk salary schedule for an hourly wage of \$20.85 per hour.

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

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The position is included in the 2022 budget.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Steve Olson, Liquor Store Manager

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 12/6/2022

SUBJECT: #7.9 On-Sale Intoxicating Liquor License Sunday to Line on 59

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

MOTION TO: Approve the On-Sale Intoxicating Liquor License Sunday to Line on 59.

BACKGROUND: Line on 59 had not applied for an On-Sale Intoxicating Liquor License for Sunday for 2022.

KEY ISSUES: Line on 59 is Hosting a Holiday Brunch Buffet to be held on December 11th to include Mimosas.

FINANCIAL CONSIDERATIONS: The license fee is \$200 annually for the Sunday Liquor license. The fee has been prorated for 2022.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 12/6/2022

SUBJECT: #8.1 RFP for Towing Services

RECOMMENDATION: It is respectfully requested the council consider the following motion:

MOTION TO: To approve the recommendation of the Public Safety / Liquor committee to advertise the attached request for proposal for towing services.

BACKGROUND:

KEY ISSUES: The purpose of the RFP is to establish a contract with a qualified company to provide Towing Services.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator, Marissa Adam, Chief of Police, and Mike Roff, Deputy Police Chief

ATTACHMENTS:

1.	RFP for tow companies
----	-----------------------

REQUEST FOR PROPOSALS:

The City of Thief River Falls, MN, Request for Proposals for Tow Company Services

Proposals shall be received by City Administrator, City Hall, 405 3rd Street East, P.O. Box 528, Thief River Falls, MN 56701, not later than 10:00 am December 23rd, 2022.

Proposals shall be publicly opened in City Hall, 1st Floor, at 10:30 a.m.
The RFP is available by request from the City Administrator's office.

The City of Thief River Falls reserves the right to reject any or all bids, waive technicalities, and make award(s) as deemed to be in the best interest of the City. The proposal will be awarded on January 3, 2023 during the City Council meeting at 5:30 pm.

1.01 Purpose of the RFP

This Request for Proposal (RFP) is issued by the City of Thief River Falls, MN, (hereinafter referred to as the "City"). The purpose of this RFP is to establish a contract with a qualified Tow Company Service.

1.02 Contact Person, Telephone, Fax Number, and Email

Angela Philipp, City Administrator, is the point of contact for this RFP. Unauthorized contact regarding the RFP with other City employees may result in the vendor being disqualified.

Angela Philipp, City Administrator
405 3rd Street East
P.O. Box 528
Thief River Falls, MN 56701
Phone: (218) 681-2943
Cell : (218) 689-3612
Email: aphilipp@citytrf.net

1.03 Return Mailing Address and Deadline for Receipt of Proposals

Offerors must submit one (1) original hard copy (marked "Original") and three (3) hard copies of the proposal in a sealed envelope or package.

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the City before the deadline for receipt. Envelopes or packages must be addressed as follows:

City of Thief River Falls, Attn: Angela Philipp
Tow Company Services
405 3rd Street East, P.O. Box 528
Thief River Falls, MN 56701

Proposals must be received by the City Office at the location specified no later than 10:00 a.m., Central Standard Time, on December 23, 2022. Proposals will be publicly opened

at 10:30pm in the City Council Chambers. Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means. Offerors assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. An Offeror's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation. Proposal will be awarded on January 3, 2023 during the City Council meeting at 5:30 pm

SCOPE OF WORK

2.01 Storage

The tow service companies' scope of duties will be to tow and deliver vehicles and/or other property to their impound and to store, manage and release such vehicles or other property under the direction of the Thief River Falls Police Department.

2.02 Hours of Operation

The tow service company can/will be able to provide services twenty-four (24) hours a day, seven (7) days a week, three hundred sixty-five (365) days a year, with exception of certain weather events out of our control.

2.03 Fees and Deposits

- Provide a list of fees
 - Tow Fees
 - Storage Fees
 - Fees for other services

2.04 Holding Area for Law Enforcement Assists

The City of Thief River Falls will have the option of having separate inside storage for vehicles/items that are involved in criminal investigations stored in our Law Enforcement Center.

2.05 Record Maintenance

There will be an annual independent review of complete up-to-date records related to each tow done at the tow company's expense.

2.06 Equipment and Storage capabilities

- Provide a list of equipment
- Provide a list of towing capabilities
- Provide a list of storage capabilities

2.07 Authorization

2.07a. All tows must be authorized by City of Thief River Falls Police Department/personnel.

2.07b. Scofflaw violations, all accidents, traffic hazards and stolen vehicle tows will be authorized for towing to tow companies impound lot by police officer requesting the tow.

2.07c. Any tows performed by the tow company without proper authorization will be done at tow companies own risk.

2.07d. The fee schedules may also be used for towing any vehicle registered to the City of Thief River Falls or the Equipment Leasing Authority to any location as authorized by City of Thief River Falls administrator.

2.07e. City of Thief River Falls will not be responsible for the payment of any fees and/or charges for privately owned vehicles that are towed to tow companies impound lot. The towing company shall collect payment for these services from the owner prior to releasing the vehicle.

2.08 Response time

The tow company shall provide what their response time would be when called for service.

2.09 Cleanup of Debris

The tow service company driver responding to the City of Thief River Falls Police Department's towing request are responsible for cleaning up all accident-related debris at the scene, pursuant to the specific direction of law enforcement. Scene must be swept clean and the tow company won't leave scene without police approval.

2.10 Storage Location

Please describe the vehicle storage location. Tow service company must use their impound lot for all Thief River Falls Police Department ordered impounds. The area is preferred to be sufficiently fenced, secured with lights and have video surveillance. The tow service company shall keep and maintain the premises where the vehicles will be stored.

2.11 Impound/Storage Lot access

Authorized City of Thief River Falls Police Department employees shall have access to any and all vehicles towed to the tow company. A log of persons authorized to access the impound/storage area shall be kept and maintained by the tow company.

2.11a. If the vehicle is ordered to be "held", the tow company shall deny access to all individuals except as authorized by the City of Thief River Falls Police Department that the restriction has been removed. The tow company shall immediately notify the Thief River Falls Police Department if unauthorized access was gained and/or attempted to the vehicle.

2.11b. Unless the tow company is notified that the towed vehicle is to be held as evidence in criminal proceedings, the tow company agrees that the storage, release, and duties related to impounded vehicles and/or property is governed by the City of Thief River Falls Police Department, the Thief River Falls Municipal Code and applicable MN State Statute.

2.12 Record Keeping and Financial Review

The tow service company must keep any information as deemed necessary by the City of Thief River Falls Police Department. All forms must be filled out completely, legibly and submitted in a timely fashion.

2.12a The tow service company shall maintain complete, up to date records of all vehicles towed at the request of the Thief River Falls Police Department and shall be available at all times to the Thief River Falls Police Department. At a minimum, such records must contain the following information:

1. Date and location of tow
2. Make, model and year of vehicle towed
3. Serial/VIN number of vehicle towed
4. License plate number and issuing state
5. Total cost of each tow, with a breakdown of all costs
6. Copy of receipts provided to claimant showing claimant's signature
7. Date of release
8. Copy of claimant's proof of ownership and identification
9. Received vehicle keys to be given to the Thief River Falls Police Department

2.13 Monthly reporting

The tow service company shall furnish to the Thief River Falls Police Department each month, a report containing information regarding vehicles that were towed under the contract and stored during the previous month that have not been claimed at the end of the month. The tow company shall deliver the monthly report on the first business day of each month.

2.14 Invoicing

The tow service company shall invoice the City of Thief River Falls Police Department owned vehicles if deemed necessary to the following:

City of Thief River Falls
City Administrator
405 3rd St. E
Thief River Falls, MN 56701

2.15 Confidentiality

The tow service company agrees not to divulge or release any information obtained in conjunction with any aspect of its performance under the contract, except to authorized City of Thief River Falls Police Department personnel or upon prior written approval of the City of Thief River Falls Administrator or as otherwise required by law.

2.16 Compliance with Laws

The tow company shall fully obey and comply with all laws, ordinances, resolutions and administrative regulations which are or show be applicable to any work performed under the contract.

2.17 Notifications required by MN Statute 168B.06

Impound operator shall be responsible for providing all statutorily required notice under MN Statute 168B.06. Copies and verification of the same shall be accessible to the Thief River Falls Police Department upon request.

2.18 Forfeited Vehicles

Forfeited vehicles, either criminally or by civil process shall be the property of the City of Thief River Falls and shall be forfeited pursuant to applicable MN Statute. Include in section 2.03 Fees and Deposits your forfeited long term storage fees.

2.19 Indemnification

The tow service company will indemnify and hold the City harmless from all demands, claims, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same, arising from, or growing out of, any intentional act or neglect of the company, its contractors, agents, or servants in connection with the performance of related duties.

2.20 Termination

The City reserves the right to terminate the awarded bidders' contract at any time with or without cause by either party upon 30 days' written notice to the other party.

2.21 Contract Term

The term of the contract shall be a three-year term (January 1, 2023– December 31,2025).

2.22 Authorized Signature

An individual authorized to bind the Offeror to the provisions of the RFP must sign all proposals.

2.23 City Not Responsible for Preparation Costs

The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

2.24 Special Conditions

The City reserves the right to reject any and all proposals, to waive formalities, and to select the proposal and developer(s) that, in the City's sole discretion, are in the best interests of the City.

In the event the contract changes to a different tow company, the new contract holder will tow existing City of Thief River Falls impounded vehicles to their lot.

The City reserves the right to:

- A. Amend, modify, or withdraw this RFP.

- B. Revise any requirements under this RFP.
- C. Require supplemental statements of information from any responding party.
- D. Extend the deadline for submission of responses hereto.
- E. Negotiate or hold discussions with any bidder to correct insufficient responses that do not completely conform to the instructions contained herein.
- F. Waive any nonconformity with this RFP.
- G. Cancel, in whole or in part, this RFP if the City deems it is in its best interest to do so.
- H. Request additional information or clarification of information provided in the response without changing the terms of the RFP.
- I. Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked Firm.
- J. Not award a contract as a part of, or result of, this RFP process.

The City may exercise the foregoing rights at any time without notice and without liability to any bidder, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.



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: 12/6/2022

SUBJECT: #8.3 Small Cities Development Grant Program Administrative Contract #CDAP-21-0037-O-FY23

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

MOTION TO: Approve an administrative contract with the Northwest Minnesota Multi-County Housing and Redevelopment Authority (HRA) to administer the Department of Employment and Economic Development (DEED) Small Cities Grant Program and authorize the Mayor and Administrator to execute the agreement.

BACKGROUND: Minnesota Department of Employment and Economic Development (DEED) through their Small Cities program has grant funds available for housing rehabilitation for low to moderate income residents. The city entered into an agreement with the NW MN Multi-County HRA to prepare a preliminary and final grant application for this program, as the City of Thief River Falls continues to have needs for improvements to existing housing.

KEY ISSUES: The City of Thief River Falls was awarded this grant for renovations to multi-family rental units. This grant is for \$600,000 and will fund approximately 44 units within the city limits. The financing package will be 50% SCDP deferred loan (0% for five years) and forgiven if ownership is retained and grant conditions continue, 20% low interest loan (3% for 5 years) and 30% owners share. The maximum SCDP funding per unit is \$12,500 and the average is expected to be \$12,000 per unit. The Northwest Minnesota Multi-County HRA has committed \$50,000 in leverage funding from their HRA Levy to assist property owners having difficulty meeting the 30% match requirement. The city needs to execute an agreement with the HRA to administer the new grant program.

FINANCIAL CONSIDERATIONS: The costs to administer the grant, accept applications from homeowners, and coordinate construction are paid through the grant.

LEGAL CONSIDERATION: Subject to review by City Attorney.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	Small Cities Development Grant
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Main Office:

205 Garfield Ave.
P.O. Box 128
Mentor, MN 56736

Phone: 218-637-2431

Fax: 218-637-2433

Satellite Office:

1708 River Road NW - Office
East Grand Forks, MN 56721

Phone: 218-773-2371

Fax: 218-773-9331

November 17, 2022

Mayor Holmer
PO Box 528
Thief River Falls, MN 56701

Re: 2022 Small Cities Grant Program administrative contract #CDAP-21-0037-O-FY23

Dear Mayor Holmer,

First of all congratulations on the Thief River Falls selection to receive funding from the MN Department of Employment and Economic Development (DEED) for rental housing rehab activities.

The referenced contract will allow the HRA to administer the DEED grant on behalf of the City of Thief River Falls.

In order to expedite the preliminary work such as completing an environmental review and completing the Policies and Procedures required, we need to have the Administrative Contract in place. We hope to be able to begin some rehab activities at the beginning of the new year.

After your review please execute the attached contract and return one executed copy to the HRA in the envelope provided. Thank you for allowing the HRA to participate with the City on various housing projects in the past. We look forward to working with the City on another successful housing rehab program.

If you have questions, please feel free to contact me at 218-309-0047.

Thank you.

Sincerely,

Charity Brault
ED

Cc: HRA board

**ADMINISTRATION CONTRACT
WITH
NORTHWEST MINNESOTA MULTI-COUNTY
HOUSING AND REDEVELOPMENT AUTHORITY**

This contract, for Administrative Services, is between the City of Thief River Falls, (hereinafter referred to as the "City") and the Northwest Minnesota Multi-County Housing and Redevelopment Authority, (hereinafter referred to as the "HRA").

WITNESSETH: In consideration of the mutual covenants and agreements contained herein, the City and the HRA agree as follows:

1. The term of this contract is from November 17, 2022 through such date the program will close.
2. In consideration of financial reimbursement to be made specifically described below and in accordance with the City of Thief River Falls 2022 Small Cities Development Program Contract, Grant Number **CDAP -21-0037-O-FY-23** attached hereto as Exhibit A, the HRA agrees to act as the Administering Agent for the City, which will receive monies from the Minnesota Department of Employment and Economic Development, (hereinafter referred to as the "DEED").
3. The City will reimburse to the HRA an amount not to exceed \$600,000, which will be federal funds appropriated to the State of Minnesota under the Community Development Block Grant Program to conduct a housing rehab program. The HRA will perform the activities that are specified under special conditions within the Grant Agreement during the period from November 17, 2022 through until such date the program will close in accordance with all applicable provisions of Title One of the Housing and Community Development Act of 1974, as amended, its implementing regulation particularly federal statutes identified entitled twenty-four (24) of the Code of Federal Regulations, Part 570, again, "Implementation Manual" provided by DEED and all applicable state and federal laws. In consideration of financial reimbursement the City of Thief River Falls approves the HRA to sign and submit draw requests to the MN Department of Employment and Economic development for payment to contractors as needed to streamline the draw request process.
4. Project Planning. The HRA will coordinate the preparation of plans, specifications, contracts, budgets and other agreements in a consistent manner with applicable state and federal laws and regulations for all project activities.
5. Implementation. The HRA will implement programs authorized under the Small Cities Development Program Grant, within the respective limitations of the grant monies provided and/or in accordance with the state and federal requirements. The following activities include:
 - A. Rental housing rehabilitation. The HRA will develop rehabilitation program guidelines and implement them in accordance with federal and state standards. This would include, but not be limited to, determination of eligibility, dwelling unit inspection, rehabilitation work write-up, assistance to property owners in obtaining bids, appraisals, and inspections during construction and certification completion for contractor completion of work.
 - B. Administration/Planning/Management. The HRA will be responsible for program accounting, environmental reviews, reporting and monitoring project progress.
6. Coordination of Other Rehabilitation Programs within the Project Area. The HRA will coordinate other applicable rehabilitation programs in the project area as resources are available.

7. Financial Record Keeping and Control. The HRA will keep complete and accurate records of all claims and disbursements in accordance with the following procedures:
 - A. Program Status Reports. The HRA will prepare and maintain program status reports, including records of individual activities and program recipients in the form and manner required by DEED.
 - B. Financial Status Reports. For all expenditures of funds made pursuant to this agreement, the HRA will keep financial records, including properly executed payrolls, time records, invoices, contracts, receipts, vouchers and other documents sufficient to evidence in proper detail the nature and propriety of the expenditure. These time records must be signed by both the individual and the supervisor. Accounting methods for this program will meet the standards set forth in Common Rule "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments".
 - C. Reporting. The HRA will submit program status reports and financial status reports to the City quarterly or as requested for the term of this contract. A final program status report will be submitted at completion of all rehab activities. The HRA will submit to the City, annually, a narrative progress report. This report will be received by the City on or before the last day of October, which follows a report period. A final project report will be submitted at the close-out of the grant. The HRA will promptly submit other reports as the City will reasonably request.
 - D. Audit and Inspection. The HRA will furnish the City and DEED with an acceptable independent audit prepared in compliance with the Single Audit Act. The audit must be submitted within 30 days after the completion of the audit, but no later than one year after the end of the audit period.

Accounts and records related to the funds provided under this Agreement will be accessible to authorized representatives of the Grantor for the purposes of examination and audit. In addition, Grantee will give the State of Minnesota, Minnesota Department of Employment and Economic Development, Legislative Auditors, State Auditor's Office and the Comptroller General of the United States, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the grant.
 - E. Financial Closeout. Payments made under the terms of the Agreement will not exceed the amount of funds awarded under the Grant Agreement. The HRA will liquidate all unpaid obligations relating to the project, which were incurred on or before the last day of the grant within 90 days immediately following the expiration of the grant period.
8. The HRA will perform all those tasks, which the City has agreed to perform in the SCDP Grant Agreement, which is hereto attached as Exhibit A.
9. For the purposes of this contract, the HRA will be deemed an independent contractor and not an employee of the City. Any and all employees of the HRA or other persons while engaged in the performance of any work or services required by the HRA under this contract, will not be considered employees of the City; and any and all claims that may or might arise on behalf of said employees or the HRA will in no way be the obligation or responsibility of the City.
10. The HRA will not assign any interest in this contract and will not transfer any interest in the same, whether by assignment, subcontract or novation, without the prior written consent of the City.

11. Any alteration, variation, modification, or waiver of the provisions of this contract will be valid only after it has been reduced in writing, duly signed by both parties, and attached to the original of this contract.
12. The waiver of any of the rights and/or remedies arising under the terms of this contract on any one occasion by either party hereto will not constitute a waiver of any rights and/or remedies in respect to any subsequent breach or default of the terms of this contract. The rights and remedies provided or referred to under the terms of the agreement are cumulative and not mutually exclusive.
13. This contract, as well as Exhibit A, which is attached hereto, and incorporated herein by reference, will constitute the entire agreement between the parties and will supersede all prior oral or written negotiations.
14. The City will have full access to all records relating to the performance of this agreement.
15. In performing the provisions of this contract, the HRA agrees to comply with all Federal and State Laws and all applicable rules, regulations or standards established by any agency of such governmental units, which are now or hereafter promulgated.
16. In consideration of the prompt and efficient carrying out of the above, DEED will reimburse the HRA dollar for dollar, for its administrative and project related costs in carrying out the above activities up to an amount not to exceed the maximum amount allowable as specified by DEED during the term of the contract said monies to come solely from the \$600,000 totally available to the City of Thief River Fall's Small Cities Development Program Application and monies actually received by the City. Accurate records of administrative costs will be kept by the HRA.

For the purposes of this contract, administrative and project related costs are defined as follows:

- A. Salary costs actually incurred by the HRA for time expended in all phases of the project.
 - B. Mileage, supplies, and publication costs.
 - C. Costs incurred by the attendance at applicable Small Cities Development Conferences within the term of this contract, including registration fees and travel expenses. Conference attendance will be for the purpose of gaining additional information on community development, regulations, and program implementation.
 - D. If lead testing has been completed for an individual project that does not proceed and cannot be collected through the grant, the City of Thief River Falls will reimburse the HRA for lead testing costs.
 - E. The DEED will disburse funds to the City pursuant to the Agreement, based upon a payment request submitted by the HRA and reviewed and approved by the DEED. Payment requests will be reviewed and processed on a bi-monthly basis to DEED or as needed.
17. Should any of the above provisions be subsequently determined by a court of competent jurisdiction to be in violation of any federal or state laws or to be otherwise invalid, both parties agree that only those provisions so adjudged will be invalid and that the remainder of this contract will remain in full force and effect.

18. Antitrust. Contractor (HRA) hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations, which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.
19. The City reserves the right to terminate this contract if the HRA fails to perform any of the provisions hereof. Such termination will occur thirty (30) days after the HRA's receipt of written notice specifying the grounds thereof, unless, prior to the date, the HRA has cured the alleged non-performance of the provisions of this contract. In the event that the project is terminated or that the grant funds are withdrawn for any reason by the State, the City may terminate this Contract without penalty or obligation upon giving thirty (30) days written notice to the HRA.
20. Special Administrative Provisions. All records pertaining to the Agreement will be maintained by the HRA for a period of at least six (6) years after the expiration of the term of this Agreement.

The HRA further understands and agrees that it will be bound by Minnesota Statutes on data privacy with respect to "data on individuals" which collects, receives, stores, uses, creates or disseminates, pursuant to this Agreement.

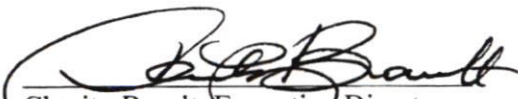
NOTICE OF CONTRACTOR (HRA): You are required by Minnesota Statutes, 1982, Section 270.66 to provide your Social Security Number or Minnesota Tax Identification Number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require you to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

Minnesota Tax ID: 3155007

Federal Tax ID: 41-1322835

IN WITNESS WHEREOF. The parties hereto have caused this contract to be duly executed.

Northwest Minnesota Multi County
Housing and Redevelopment Authority


Charity Brault, Executive Director

City of Thief River Falls, Minnesota

Mayor, Brian Holmer

Attest By:  _____

Attest By: _____

Exhibit A

mn EMPLOYMENT AND
ECONOMIC DEVELOPMENT

November 7, 2022

The Honorable Brian Holmer
Mayor, Thief River Falls
PO Box 528
City of Thief River Falls, MN 56701

Dear Mayor Holmer:

I am pleased to inform you that your application for the 2022 Minnesota Small Cities Development Program Grant (SCDP) has been approved for funding in the amount of \$600,000.00 from the Department of Housing and Urban Development (HUD).

Christian Nordeng is the DEED representative assigned to your grant. For additional information, please contact Christian at christian.nordeng@state.mn.us or (651) 259-7445.

Congratulations on this grant award to help enhance your community development efforts.

Regards,



Steve Grove
Commissioner

cc: State Senator Mark Johnson
State Representative John Burkel
Kristi Thorfinnson, Community Development Coordinator, Northwest Minnesota HRA

Minnesota Department of Employment and Economic Development
Business & Community Development Division

1st National Bank Building, 332 Minnesota Street, Suite E200, Saint Paul, Minnesota 55101-1351

Phone 651-259-7114 or 800-657-3858

mn.gov/deed



Request for Council Action

DATE: 12/6/2022

SUBJECT: #8.4 Approval of Volunteer Fire Relief Association Pension Increase

RECOMMENDATION:

MOTION TO: To approve that Article VIII. Section 1, of the Restated Bylaws of the Thief River Falls Firemen's Relief Association be amended as follows:

ARTICLE VIII DEATH BENEFITS AND PENSIONS

Section 1. The Association shall pay to each Member who: separates from active service with the Fire Department; reaches age 50; completes at least 20 years of active service as an active Member of the municipal fire department to which the Relief Association is associated; and completes at least 20 years of active membership with the Association before separation from active service; the sum of \$3,500.00 for each year that the Member has served as an active Member of the Thief River Falls Fire Department.

FURTHER RESOLVED, that Article VIII. Section 2, of the Restated Bylaws of the Thief River Falls Firemen's Relief Association be amended as follows:

ARTICLE VIII DEATH BENEFITS AND PENSIONS

Section 2. A Member of the Association who has completed 20 years of active service with the Thief River Falls Fire Department, who has completed 20 years of active membership in the Association, and who separates from active service and membership before reaching age 50 may apply for a deferred service pension. The deferred service pension starts when the former Member separates from active service and membership and when the former Member makes a valid written application. The Association shall add interest to the deferred benefit amount, compounded annually, at a rate equal to five percent. The deferred service pension shall be governed by and shall be calculated under the general statute, special law, Association's Articles of Incorporation, or Association Bylaw provisions applicable on the date on which the Member separated from active service with the Thief River Falls Fire Department and active membership in the Association. This Section applies to anyone who has separated from active service and membership from and after January 1, 1998. This Section only applies to Members who have commenced active service with the Thief River Falls Fire Department and active membership in the Association prior to January 1, 2023.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

None



Request for Council Action

DATE: 12/6/2022

SUBJECT: #8.5 Approval of 2023 Memorandum of Understandings for Teamster #320 Public and Fire Unions, LELS, MAPS, and memorandums for Non-Union, City Administrator, Human Resources Coordinator for implementation of Market Study performed by David Drown Associates

RECOMMENDATION: It is respectfully requested the City Council accept the findings of the Ad-Hoc Labor Committee:

MOTION TO: Approve the Memorandum of Understandings for Teamster #320 Public and Fire Unions, LELS, MAPS, and memorandums for Non-Union, City Administrator, Human Resources Coordinator for implementation of Market Study performed by David Drown Associates.

BACKGROUND: The current union contracts had a wage re-opener for 2023 due to the Market Study and the wage portion will be expiring on December 31, 2022. The Teamster #320 Union, LELS, MAPS, and the Ad-Hoc Labor Committee have met in negotiations for the last couple of months and have reached an agreement. Items agreed upon are acceptance of the salary scale moving to eight steps to reach top pay. As part of implementation an additional step will be granted for each 10 years of service. Implementation will be retro to October 1, 2022, and on January 1, 2023, employees will receive a 2% COLA increase.

The Teamster Union #320 members have voted on, and approved, the proposed MOU as negotiated.

The LELS Union members have voted on, and approved, the proposed MOU as negotiated.

The MAPS members have voted on, and approved, the proposed MOU as negotiated.

The Non-Union, City Administrator, and Human Resources Coordinator have approved the proposed memorandums as negotiated.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Cost of implementation for 2022 and 2% COLA increase for 2023

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	TRF wage MOU'S
2.	MOU - MAPS 2023
3.	9202022 MOU draft TRF Class and Comp Implementation (002)

4.	Non-Union Memo_001
5.	City Administrator 20221 - 2023 updated DDA
6.	DDA Grid
7.	Human Resource Coordinator 2022 updated DDA



**MINNESOTA TEAMSTERS PUBLIC & LAW ENFORCEMENT EMPLOYEES' UNION,
LOCAL NO. 320, STATE OF MINNESOTA**



AFFILIATED WITH
International Brotherhood of Teamsters

Brian Aldes
Secretary-Treasurer

Sami Gabriel
President

Curt Swenson
Vice President

Erik Skoog
Recording Secretary

Jill Nitke
Trustee

Brett Ohnstad
Trustee

Sara Parcels
Trustee

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THIEF RIVER FALLS FIREFIGHTERS
AND
TEAMSTERS LOCAL UNION NO. 320**

WHEREAS, the City of Thief River Falls conducted a wage study for "New Job Classifications and Pay Grid for 2022" attached hereto as Appendix A;

WHEREAS, the wage study proposes to increase the steps in the salary scale to eight steps to reach top pay;

WHEREAS, the City and Teamsters Local 320 are in agreement that the Pay Grid in Appendix A will be implemented for calendar year 2023 but will be subject to negotiation for subsequent years;

NOW, THEREFORE, the City and the Union agree as follows:

1. The New Job Classifications and Pay Grid will be implemented for calendar year 2023;
2. However, the dollar amounts and number of steps in the Pay Grid will be subject to negotiation for calendar year 2024 and beyond.

City of Thief River Falls

Brian Homer, Mayor

Angie Phillips, Administrator

Teamsters Local No. 320

Roger Meunier 11/14/22
Roger Meunier, Business Agent

Paul Gonsuroski, Union Steward

3001 University Avenue S.E.
Suite 500
Minneapolis, Minnesota 55414

United To Protect
www.teamsterslocal320.org


Phone (612) 378-8700
Fax (612) 331-8948
Toll Free (800) 637-5430



**MINNESOTA TEAMSTERS PUBLIC & LAW ENFORCEMENT EMPLOYEES' UNION,
LOCAL NO. 320, STATE OF MINNESOTA**



AFFILIATED WITH

International Brotherhood of Teamsters

Brian Aldes
Secretary-Treasurer

Sami Gabriel
President

Curt Swenson
Vice President

Erik Skoog
Recording Secretary

Jill Nitke
Trustee

Brett Ohnstad
Trustee

Sara Parcels
Trustee

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THIEF RIVER FALLS CITY EMPLOYEES
AND
TEAMSTERS LOCAL UNION NO. 320**

WHEREAS, the City of Thief River Falls conducted a wage study for "New Job Classifications and Pay Grid for 2022" attached hereto as Appendix A;

WHEREAS, the wage study proposes to increase the steps in the salary scale to eight steps to reach top pay;

WHEREAS, the City and Teamsters Local 320 are in agreement that the Pay Grid in Appendix A will be implemented for calendar year 2023 but will be subject to negotiation for subsequent years;

NOW, THEREFORE, the City and the Union agree as follows:

1. The New Job Classifications and Pay Grid will be implemented for calendar year 2023;
2. However, the dollar amounts and number of steps in the Pay Grid will be subject to negotiation for calendar year 2024 and beyond.

City of Thief River Falls

Teamsters Local No. 320

Brian Homer, Mayor

Roger Meunier 11/11/22

Roger Meunier, Business Agent

Angie Phillips, Administrator

Brian Jacobson, Union Steward

3001 University Avenue S.E.
Suite 500
Minneapolis, Minnesota 55414

United To Protect
www.teamsterslocal320.org


Phone (612) 378-8700
Fax (612) 331-8948
Toll Free (800) 637-5430

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THIEF RIVER FALLS CITY EMPLOYEES
AND
MAPS (Management, Administrative, Professional, and Supervisory Employees)**

WHEREAS, the City of Thief River Falls conducted a wage study for “New Job Classifications and Pay Grid for 2022” attached hereto as Appendix A;

WHEREAS, the wage study proposes to increase the steps in the salary scale to eight steps to reach top pay;

WHEREAS, the City and MAPS group are in agreement that the Pay Grid in Appendix A will be implemented for calendar year 2023;

NOW, THEREFORE, the City and the MAPS group agree as follows:

1. The New Job Classifications and Pay Grid will be implemented for October 1, 2022.
2. As part of implementation an additional step will be granted for each 10 years of service.
3. On January 1, 2023, employees will receive a 2% COLA increase.

For the City of Thief River Falls

For the MAPS of Thief River Falls

Brian Holmer, Mayor date

President date

Angie Philipp, City Administrator date

Vice-President date

MEMORANDUM OF UNDERSTANDING
Implementation of Wage Study

This Memorandum of Understanding is entered into by and between the City of Thief River Falls (“City”) and Law Enforcement Labor Services, Inc. (“Union”).

WHEREAS, the City and Union are parties to a Labor Agreement in effect from January 1, 2021 through December 31, 2023 and continuing by operation of law, which provides terms and conditions of employment for bargaining unit employees in the classifications of Police Officers, Sergeants, and Investigators;

WHEREAS, the City in coordination with DDA Human Resources, Inc. (“DDA”) conducted a Classification and Compensation Study that resulted in wage-related changes for bargaining unit employees; and

WHEREAS, the City and the Union agreed to open the Labor Agreement solely for the purpose of negotiating the implementation of the Classification and Compensation Study and wish to memorialize their negotiated agreement;

NOWTHEREFORE, the City and the Union agree as follows:

1. Bargaining unit employees shall be placed on the new 2022 wage scale as recommended by DDA, effective October 1, 2022; placement recommendations are attached as Appendix A.
2. Transition from the 4-step wage scale to the new 8-step wage scale on October 1, 2022 reflects a wage rate that will be an increase over the employee’s September 30, 2022 wage rate; the increase in employee wage rates shall take effect on October 1, 2022.
3. Effective January 1, 2023, certain bargaining unit employee anniversary dates shall be amended, for purposes of step progression only, as follows:
 - a. All bargaining unit employees hired or promoted before January 1, 2018 shall have anniversary dates of January 1st.
 - b. All bargaining unit employees hired or promoted on or after January 1, 2018 shall retain their original anniversary dates.
4. A bargaining unit employee with an amended anniversary date of January 1st shall receive a step increase on the new 2023 wage scale which includes a 2% COLA on January 1, 2023 and thereafter on January 1st of each subsequent year in which step progression is applicable.
5. A bargaining unit employee who retained their original anniversary date shall progress through steps on the 2023 wage scale which includes a 2% COLA, and thereafter, as applicable.

6. No step movement shall occur between October 1, 2022 and December 31, 2022 regardless of anniversary date.
7. The agreed upon wage scales for 2022 and 2023 are attached as Appendix B of this Memorandum of Understanding; the 2023 wage scale includes the general wage increase.
8. The parties intend to amend the Labor Agreement and incorporate the new wage scale and wage-related benefits in a subsequent Labor Agreement; to that end, this Memorandum of Understanding shall sunset upon the execution of a subsequent Labor Agreement or as otherwise agreed upon by the parties, whichever is earlier.

CITY OF THIEF RIVER FALLS

2023

NON-EXEMPT NON-UNION

GRADE LEVEL 3

STEP	TIME IN GRADE	10/01/22	01/01/23
8	1 Year	30.28	30.89
7	1 Year	29.54	30.13
6	1 Year	28.68	29.25
5	1 Year	27.79	28.35
4	1 Year	26.85	27.39
3	1 Year	25.88	26.40
2	1 Year	24.88	25.38
1	1 Year	23.87	24.35

1. The City Council shall approve the hiring of personnel, which will also recommend which salary level the individual should be placed in according to the skills and qualifications that are presented.
2. The City Council shall authorize pay increases from one step to another based on a recommendation from the employee's immediate supervisor with approval of the Division Head and respective Council Committee.
3. The "Time In Grade" represents the minimum amount of time an employee shall be in a step of the wage scale
4. The criteria for advancement from one level to another is dependent upon time in grade, and in certain job categories, educational and training requirements. If the necessary educational and training requirements are not achieved, an individual can be held at the current wage level, even though the time in grade requirements have been met.
5. Educational/Training Requirements: None

CITY OF THIEF RIVER FALLS MEMORANDUM

**REGARDING THE POSITION OF CITY ADMINISTRATOR ("Employee"),
WITH THE CITY OF THIEF RIVER FALLS, MN ("City").**

EXEMPT NON-UNION

Certain terms and conditions of employment are as follows:

1. Employee is Angela Philipp.
2. POSITION. Employee shall be employed by the City as the City Administrator. The job description shall be as set forth in the description of the position now on file with the City Administrator's office.
3. SALARY. Employee shall receive as salary the sum of \$10,335.87 per month effective October 1st, 2022, \$10,542.13 per month effective January 1, 2023, and \$10,880.13 per month effective April 14, 2023.

4. VACATION. Employee shall earn vacation as follows:

Anniversary Year 1: 15 days	Anniversary Year 7: 20 days
Anniversary Year 2: 15 days	Anniversary Year 8: 20 days
Anniversary Year 3: 15 days	Anniversary Year 9: 21 days
Anniversary Year 4: 16 days	Anniversary Year 11: 22 days
Anniversary Year 5: 16 days	Anniversary Year 12: 23 days
Anniversary Year 6: 16 days	Anniversary Year 13+: 24 days

Employee shall be allowed to accumulate vacation time up to 60 days maximum. No vacation days will accrue over the 60 days maximum. Vacations shall be taken with the permission of the Supervisor.

5. HOLIDAYS. Holidays shall include the following:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
President's Day	Thanksgiving Day
Good Friday	Friday After Thanksgiving
Memorial Day	Christmas Day
Independence Day	

If New Year's Day, Independence Day, Veterans' Day or Christmas Day falls on a Sunday, then the following day shall be considered the holiday. If New Year's Day, Independence Day, Veterans' Day or Christmas Day falls on a Saturday, then the preceding day shall be a holiday.

6. SICK LEAVE, FUNERAL LEAVE, PERSONAL LEAVE

- 6.1. Sick Leave. Employee shall receive one day per month sick leave allowance, cumulative to a maximum of 140 days.
- 6.2 Employee will be paid \$25.00 for each unused sick leave day accrued in excess of 140 days on the first pay day in January of each year. The accumulation of sick leave days in excess of 140 days is for this purpose only and does not affect sick leave days available for use by the Employee.
- 6.3. Funeral Leave. In case of death in the Employee's or Employee's spouse's immediate family (being defined as spouse, children, parents, brothers, sisters, grandparents or grandchildren), the Employee shall be granted up to a maximum of 3 days funeral leave with pay. Funeral Leave in excess of three days may be granted, upon application, by the Supervisor, and will be charged against the Employee's Sick Leave.
- 6.4. Personal Leave. Employee shall be granted up to a maximum of 3 personal leave days per year, which, if taken, shall be deducted from the Employee's accumulated sick leave days and shall be taken at such time as Employee designates.

7. INSURANCE. The City shall provide an insurance package, consisting of the following benefits, subject to the terms and conditions agreed upon between the insurance carrier and the City.

- 7.1. The \$300 Deductible Plan shall be considered as the "base" Hospital and Medical Insurance Plan for the City.
- A. The City will pay 95% of the cost of a \$300 deductible Single Health Insurance Plan and the employee will be responsible for the balance (5%).
- B. The City will pay up to 70% of the cost of a \$300 deductible Family Health Insurance Plan, and the employee will be responsible for the balance (30%).

NOTE: The maximum payment by the City is based on the value of a \$300 deductible Family Insurance Plan. Any additional premium for a full coverage plan will be the employee's responsibility, and no refund will be paid for a larger deductible single plan or insurance outside of the City's group plan.

7.3. Term Life Insurance:

- 7.3.1. The City shall pay the cost of term life insurance equal to 1½ times Employee's annual salary, to a maximum of \$75,000.
- 7.3.2. Employee may purchase additional life insurance the Employee's own expense based on the rates provided by the current life insurance carrier.

8. HEALTH CARE SAVINGS PLAN: Employee shall receive \$700.00 per year deposited in December of each year into the Employee's Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP), as allowable by law. MSRS HCSP funds are available after severance of employment with the City for health-related expenses. The dollar amount will be prorated on a monthly basis if leaving employment before year end.
9. MEDICAL LEAVE AND FLEXIBLE BENEFIT PLAN. Employee is subject to the City's Family Medical Leave Policy and is entitled to administrative costs in connection with the Employee's Flexible Benefit Plan.
10. WORK WEEK. There is no formal compensatory time or premium hour provisions. Employee is expected to work a minimum of 40 hours per week or the hours necessary to manage the City's day-to-day operations. In cases where Employee is working excessive hours on a continual basis or encounters unusual projects or circumstances, the Employee will bring the matter before the appropriate Council Committee, along with the Ad Hoc Labor committee, and they will review that particular situation and determine whether any additional compensation is warranted.
11. EXPENSES. Employee shall be reimbursed for the employee's expenses pursuant to the current expense reimbursement policy of the City.
12. TERM. This memo is effective January 1, 2022 and is to continue until modified by City.
13. NOT A CONTRACT. This memorandum is not a contract of employment but only a schedule of salary and benefits to be paid to Employee during such time as she is employed by the City, subject to modification.

CITY OF THIEF RIVER FALLS

CITY ADMINISTRATOR

By: _____
Its Mayor

Angela Philipp



		Steps							
		4.25%	4.00%	3.75%	3.50%	3.20%	3.00%	2.50%	
Grade		1	2	3	4	5	6	7	8
1	Off-Sale Clerk	\$20.00	\$20.85	\$21.68	\$22.50	\$23.28	\$24.03	\$24.75	\$25.37
2	Building Maintenance	\$22.10	\$23.04	\$23.96	\$24.86	\$25.73	\$26.55	\$27.35	\$28.03
3	Accounts Payable Clerk	\$23.87	\$24.88	\$25.88	\$26.85	\$27.79	\$28.68	\$29.54	\$30.28
	Administrative Assistant Inventory	\$23.87	\$24.88	\$25.88	\$26.85	\$27.79	\$28.68	\$29.54	\$30.28
	Billing Clerk	\$23.87	\$24.88	\$25.88	\$26.85	\$27.79	\$28.68	\$29.54	\$30.28
	Cemetery Technician	\$23.87	\$24.88	\$25.88	\$26.85	\$27.79	\$28.68	\$29.54	\$30.28
	Deputy City Clerk	\$23.87	\$24.88	\$25.88	\$26.85	\$27.79	\$28.68	\$29.54	\$30.28
	Heavy Equipment Operator	\$23.87	\$24.88	\$25.88	\$26.85	\$27.79	\$28.68	\$29.54	\$30.28
	Off-Sale Clerk Foreman	\$23.87	\$24.88	\$25.88	\$26.85	\$27.79	\$28.68	\$29.54	\$30.28
	Public Works Maintenance	\$23.87	\$24.88	\$25.88	\$26.85	\$27.79	\$28.68	\$29.54	\$30.28
	Police Transcriptionist	\$23.87	\$24.88	\$25.88	\$26.85	\$27.79	\$28.68	\$29.54	\$30.28
	Secretary/Data Analyst	\$23.87	\$24.88	\$25.88	\$26.85	\$27.79	\$28.68	\$29.54	\$30.28
4	Billing Clerk II	\$25.78	\$26.87	\$27.95	\$29.00	\$30.01	\$30.97	\$31.90	\$32.70
	Electric Services Technician	\$25.78	\$26.87	\$27.95	\$29.00	\$30.01	\$30.97	\$31.90	\$32.70
	Forester/Park Maintenance	\$25.78	\$26.87	\$27.95	\$29.00	\$30.01	\$30.97	\$31.90	\$32.70
	Mechanic	\$25.78	\$26.87	\$27.95	\$29.00	\$30.01	\$30.97	\$31.90	\$32.70
5	Accountant	\$28.48	\$29.69	\$30.88	\$32.04	\$33.16	\$34.22	\$35.25	\$36.13
	Firefighter	\$28.48	\$29.69	\$30.88	\$32.04	\$33.16	\$34.22	\$35.25	\$36.13

Grade		1	2	3	4	5	6	7	8
5 cont	GIS/Mapping Technician	\$28.48	\$29.69	\$30.88	\$32.04	\$33.16	\$34.22	\$35.25	\$36.13
	Information Technology Specialist	\$28.48	\$29.69	\$30.88	\$32.04	\$33.16	\$34.22	\$35.25	\$36.13
	Patrol Officer	\$28.48	\$29.69	\$30.88	\$32.04	\$33.16	\$34.22	\$35.25	\$36.13
	Power Plant	\$28.48	\$29.69	\$30.88	\$32.04	\$33.16	\$34.22	\$35.25	\$36.13
	Water Systems Operator	\$28.48	\$29.69	\$30.88	\$32.04	\$33.16	\$34.22	\$35.25	\$36.13
	Water Treatment Plant Oper	\$28.48	\$29.69	\$30.88	\$32.04	\$33.16	\$34.22	\$35.25	\$36.13
6	Human Resources Coordinator	\$30.55	\$31.85	\$33.12	\$34.36	\$35.57	\$36.70	\$37.81	\$38.75
	Information Technology Coordinator	\$30.55	\$31.85	\$33.12	\$34.36	\$35.57	\$36.70	\$37.81	\$38.75
	Power Plant Oper/Construction	\$30.55	\$31.85	\$33.12	\$34.36	\$35.57	\$36.70	\$37.81	\$38.75
	Senior Billing Clerk	\$30.55	\$31.85	\$33.12	\$34.36	\$35.57	\$36.70	\$37.81	\$38.75
7	Building Official	\$33.60	\$35.03	\$36.43	\$37.80	\$39.12	\$40.37	\$41.59	\$42.63
	Co Chief	\$33.60	\$35.03	\$36.43	\$37.80	\$39.12	\$40.37	\$41.59	\$42.63
	Community Development Planner	\$33.60	\$35.03	\$36.43	\$37.80	\$39.12	\$40.37	\$41.59	\$42.63
	Public Works Foreman	\$33.60	\$35.03	\$36.43	\$37.80	\$39.12	\$40.37	\$41.59	\$42.63
	Investigator	\$33.60	\$35.03	\$36.43	\$37.80	\$39.12	\$40.37	\$41.59	\$42.63
	Jrny Electrician/Electronic Tech	\$33.60	\$35.03	\$36.43	\$37.80	\$39.12	\$40.37	\$41.59	\$42.63
	Lineworker (Journey)	\$33.60	\$35.03	\$36.43	\$37.80	\$39.12	\$40.37	\$41.59	\$42.63
	Sergeant	\$33.60	\$35.03	\$36.43	\$37.80	\$39.12	\$40.37	\$41.59	\$42.63
	Water Systems Foreman	\$33.60	\$35.03	\$36.43	\$37.80	\$39.12	\$40.37	\$41.59	\$42.63

Grade		1	2	3	4	5	6	7	8
8	Lead Lineworker	\$35.45	\$36.96	\$38.44	\$39.88	\$41.27	\$42.60	\$43.87	\$44.97
	Master Electrician	\$35.45	\$36.96	\$38.44	\$39.88	\$41.27	\$42.60	\$43.87	\$44.97
	Power Plant Foreman	\$35.45	\$36.96	\$38.44	\$39.88	\$41.27	\$42.60	\$43.87	\$44.97
9	Deputy Police Chief	\$37.40	\$38.99	\$40.55	\$42.07	\$43.54	\$44.94	\$46.29	\$47.44
	Systems Manager	\$37.40	\$38.99	\$40.55	\$42.07	\$43.54	\$44.94	\$46.29	\$47.44
10	Electric Foreman	\$38.90	\$40.55	\$42.17	\$43.76	\$45.29	\$46.74	\$48.14	\$49.34
	Liquor Store Manager	\$38.90	\$40.55	\$42.17	\$43.76	\$45.29	\$46.74	\$48.14	\$49.34
11	Fire Chief	\$40.45	\$42.17	\$43.86	\$45.51	\$47.10	\$48.61	\$50.06	\$51.31
12		\$42.07	\$43.86	\$45.61	\$47.33	\$48.98	\$50.55	\$52.07	\$53.37
13	Chief of Police	\$43.76	\$45.61	\$47.44	\$49.22	\$50.94	\$52.57	\$54.15	\$55.50
	Electric Superintendent	\$43.76	\$45.61	\$47.44	\$49.22	\$50.94	\$52.57	\$54.15	\$55.50
	Public Works Director	\$43.76	\$45.61	\$47.44	\$49.22	\$50.94	\$52.57	\$54.15	\$55.50
	Water Systems Superintendent	\$43.76	\$45.61	\$47.44	\$49.22	\$50.94	\$52.57	\$54.15	\$55.50
14	General Manager	\$45.51	\$47.44	\$49.34	\$51.19	\$52.98	\$54.67	\$56.31	\$57.72
15		\$46.87	\$48.86	\$50.82	\$52.72	\$54.57	\$56.31	\$58.00	\$59.45
16		\$48.28	\$50.33	\$52.34	\$54.30	\$56.21	\$58.00	\$59.74	\$61.24
17		\$49.73	\$51.84	\$53.91	\$55.93	\$57.89	\$59.74	\$61.54	\$63.07
18	City Administrator	\$51.22	\$53.39	\$55.53	\$57.61	\$59.63	\$61.54	\$63.38	\$64.97

CITY OF THIEF RIVER FALLS MEMORANDUM

**REGARDING THE POSITION OF HUMAN RESOURCE COORDINATOR ("Employee"),
WITH THE CITY OF THIEF RIVER FALLS, MN ("City").**

EXEMPT NON-UNION CONFIDENTIAL

Certain terms and conditions of employment are as follows:

1. Employee is Holly Crandall.
2. POSITION. Employee shall be employed by the City as the Human Resource Coordinator. The job description shall be as set forth in the description of the position now on file with the City Administrator's office.
3. SALARY. Employee shall receive as salary the sum of \$5,740.80 per month effective October 1st, 2022, \$5,855.20 effective January 1, 2023, and \$6,075.33 effective May 16th, 2023.
4. VACATION. Employee shall earn vacation as follows:

Anniversary Year 1-5:	10 days	Anniversary Year 13-15:	16 days
Anniversary Year 6:	11 days	Anniversary Year 16-17:	20 days
Anniversary Year 7:	12 days	Anniversary Year 18:	21 days
Anniversary Year 8:	13 days	Anniversary Year 19:	22 days
Anniversary Year 9:	14 days	Anniversary Year 20:	23 days
Anniversary Year 10-12:	15 days	Anniversary Year 21+:	24 days

Employee shall be allowed to accumulate vacation time up to 60 days maximum. No vacation days will accrue over the 60 days maximum. Vacations shall be taken with the permission of the Supervisor.

5. HOLIDAYS. Holidays shall include the following:

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
President's Day	Thanksgiving Day
Good Friday	Friday After Thanksgiving
Memorial Day	Christmas Day
Independence Day	

If New Year's Day, Independence Day, Veterans' Day or Christmas Day falls on a Sunday, then the following day shall be considered the holiday. If New Year's Day, Independence Day, Veterans' Day or Christmas Day falls on a Saturday, then the preceding day shall be a holiday.

6. SICK LEAVE, FUNERAL LEAVE, PERSONAL LEAVE

- 6.1. Sick Leave. Employee shall receive one day per month sick leave allowance, cumulative to a maximum of 140 days.
- 6.2 Employee will be paid \$25.00 for each unused sick leave day accrued in excess of 140 days on the first pay day in January of each year. The accumulation of sick leave days in excess of 140 days is for this purpose only and does not affect sick leave days available for use by the Employee.
- 6.3. Funeral Leave. In case of death in the Employee's or Employee's spouse's immediate family (being defined as spouse, children, parents, brothers, sisters, grandparents or grandchildren), the Employee shall be granted up to a maximum of 3 days funeral leave with pay. Funeral Leave in excess of three days may be granted, upon application, by the Supervisor, and will be charged against the Employee's Sick Leave.
- 6.4. Personal Leave. Employee shall be granted up to a maximum of 3 personal leave days per year, which, if taken, shall be deducted from the Employee's accumulated sick leave days and shall be taken at such time as Employee designates.

7. INSURANCE. The City shall provide an insurance package, consisting of the following benefits, subject to the terms and conditions agreed upon between the insurance carrier and the City.

- 7.1. The \$300 Deductible Plan shall be considered as the “base” Hospital and Medical Insurance Plan for the City.
 - A. The City will pay 95% of the cost of a \$300 deductible Single Health Insurance Plan and the employee will be responsible for the balance (5%).
 - B. The City will pay up to 70% of the cost of a \$300 deductible Family Health Insurance Plan, and the employee will be responsible for the balance (30%).

NOTE: The maximum payment by the City is based on the value of a \$300 deductible Family Insurance Plan. Any additional premium for a full coverage plan will be the employee's responsibility, and no refund will be paid for a larger deductible single plan or insurance outside of the City's group plan.

7.3. Term Life Insurance:

- 7.3.1. The City shall pay the cost of term life insurance equal to 1½ times Employee's annual salary, to a maximum of \$75,000.
- 7.3.2. Employee may purchase additional life insurance the Employee's own expense based on the rates provided by the current life insurance carrier.

8. HEALTH CARE SAVINGS PLAN: Employee shall receive \$700.00 per year deposited in December of each year into the Employee's Minnesota State Retirement System (MSRS)

Health Care Savings Plan (HCSP), as allowable by law. MSRS HCSP funds are available after severance of employment with the City for health-related expenses. The dollar amount will be prorated on a monthly basis if leaving employment before year end.

- 9. MEDICAL LEAVE AND FLEXIBLE BENEFIT PLAN. Employee is subject to the City's Family Medical Leave Policy and is entitled to administrative costs in connection with the Employee's Flexible Benefit Plan.
- 10. WORK WEEK. There is no formal compensatory time or premium hour provisions. Employee is expected to work a minimum of 40 hours per week or the hours necessary to manage the City's day-to-day operations. In cases where Employee is working excessive hours on a continual basis or encounters unusual projects or circumstances, the Employee will bring the matter before the appropriate Council Committee, along with the Ad Hoc Labor committee, and they will review that particular situation and determine whether any additional compensation is warranted.
- 11. EXPENSES. Employee shall be reimbursed for the employee's expenses pursuant to the current expense reimbursement policy of the City.
- 12. TERM. This memo is effective May 16th, 2022 and is to continue until modified by City.
- 13. NOT A CONTRACT. This memorandum is not a contract of employment but only a schedule of salary and benefits to be paid to Employee during such time as she is employed by the City, subject to modification.

CITY OF THIEF RIVER FALLS

Human Resource Coordinator

By: _____
Its Mayor

Holly Crandall