THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, December 20, 2022

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC HEARING - RESIDENTIAL TAX ABATEMENT**

5. **PUBLIC FORUM -** ***Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***

6. **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
   - 6.1. Bike Friendly Community Award - Bronze Level - Glen Kajewski
   - 6.2. Proclamation of Appreciation to Rachel Prudhomme
   - 6.3. Proclamation of Appreciation to Curt Howe
   - 6.4. Cody Niess - Farmers Grain Elevator - Kevin Sanders & Greg Dyrdahl

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

8. **CONSENT AGENDA -** ***These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
   - 8.1. Approval of December 6, 2022 Council Proceedings
   - 8.2. City of Thief River Falls Bills and Disbursements and Council Per Diems

8.3. Approval to Write Off Falls Liquor Store NSF Checks

8.4. Approval To Process Year-End Accounts Payable Through December 30, 2022

8.5. Approval of Appointment of Brady Meunier as Investigator

8.6. Accepting a Donation(S) To The City Of Thief River Falls, MN Employee Appreciation Program

8.7. Additional Uncollectible Utility Account Write-offs

8.8. Frosty Tines NDA Gambling Premises Permit

8.9. Rocky Mountain Elk Foundation Gambling Premises Permit

8.10. TRF Chamber of Commerce Temporary Intoxicating Liquor License

8.11. Approval of Additional 2023 City License Sunday On-Sale Intoxicating Liquor License - Eagles

8.12. Authorize to Move Forward to Hire a Vacant Fire Fighter Position

8.13. Approval of Certification of Unpaid Grass/Weed Mowing Charges to Property Owners' 2023 Property Tax

8.14. Committed Fund Balance Reserve for I.T. Equipment

9. NEW BUSINESS

9.1. Approve Mayor Appointment of Mike Lorenson to go to the Airport Authority Commission Meetings.

9.2. Approval of Tax Abatements

9.3. Approval of 2023 Budget

9.4. Approval of 2023 Tax Levy

9.5. 2023 Public Improvements Feasibility Report

9.6. Approval of Engineering Services

9.7. Approval of 2023 Memorandum of Understanding for MAPS (Management, Administrative, Professional and Supervisory Employees) for implementation of Market Study performed by David Drown Associates

9.8. Authorize City Administrator to send the proposed Administrative Assistant and Inventory job descriptions to DDA - David Drown Associates, for creating and grading these positions.

9.9. Approval of 2023 Scrap Metal Bids

9.10. Approve back payment of Vacation Hours lost in 2020 and 2021 by Steve Olson, Liquor Store Manager

9.11. State Avenue North -Proposed Vacation Resolution

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

11. UPCOMING MEETINGS

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

11.2. Utilities Committee - January 9th at 7:00 A.M.

11.3. Public Safety/Liquor Committee - January 9th at 4:30 P.M.

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

11.5. Public Works Committee - January 11th at 4:30 P.M.

11.6. Year End Bill Pay Meeting - December 30th

12. INFORMATIONAL ITEMS

12.1. Investment Summary 11/2022

13. CLOSE MEETING Pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3 (b)

13.1. The agenda item is Pending/Threatened Litigation – 20’’ Wastewater Force Main Project.

14. RECOVENE MEETING

15. 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, December 6, 2022

CALL TO ORDER

This meeting is officially called to order at 05:30 PM on December 6, 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 arrived at 5:33, Aarestad, Bolduc and Lorenson. Mayor Holmer chaired the meeting.

PUBLIC FORUM

- David Rist of 116 Pine Ave presented pictures of grain elevator dust spreading across the community.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Mike Lorenson motioned, being seconded by Councilmember Rachel Prudhomme, to approve the agenda with addition of 8.5, 8.6 and 8.7.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 12.251.22: Approval of November 15, 2022 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution 12.251.22, being seconded by Councilmember Curt Howe, that:

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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.252.22: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution 12.252.22, being seconded by Councilmember Curt Howe, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $2,023,006.20. 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. 12.253.22: Approval of 2023 City License Renewals

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution 12.253.22, being seconded by Councilmember Curt Howe, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve the following City Licenses, effective January 1, 2023 through December 31, 2023, contingent upon receiving all renewal forms, fees and insurance:

TOBACCO $150

Station 59
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.

TAXI $30 for 1st $25 each add'l

Hawks Taxi LLC (1 car)

OFF-SALE 3.2 BEER $100

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

CLUB ON-SALE LIQUOR $500

FOE Aerie 2368 (Eagles)*
VFW 2793 (VFW Post)*

ON-SALE 3.2 BEER $250

OFF-SALE MICRO BREWER $300

River’s & Rails Brewing Co LLC

ON-SALE MICRO BREWER $400

River’s & Rails Brewing Co LLC

ON-SALE LIQUOR $2,800

La Fiesta Inc. (El Loro Mexican Grill)
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
Grzadzy's Inc. (Black Cat Sports Bar & Grill)*
Las Ranitas (Heidi Ortiz)*
16 Penny Inc. (Rusty Nail)
VenuWorks

SUNDAY ON-SALE LIQUOR $200

Grzadzy'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)

LINE ON 59

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.254.22: 2023 Water Treatment Plant Chemical Bids

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution 12.254.22, being seconded by Councilmember Curt Howe, that:

WHEREAS, 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.

WHEREAS, Inflation across the board has significantly increased bids for 2023. The budget has been adjusted accordingly.

THEREFORE, BE IT RESOLVED Approve the low Water treatment Plant Chemical Bids for calendar year 2023 as presented.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.255.22: Approval to Designate the Ralph Engelstad Arena as The City of Thief River Falls Polling Place for All Precincts for 2023 Elections

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution 12.255.22, being seconded by Councilmember Curt Howe, that:

WHEREAS, Minnesota Election Law section 204B.16 requires the city council of every municipality to designate a place for holding an election for each precinct every year before December 6, 2022. The designated polling place remains the polling place for these precincts throughout the calendar year unless: Polling place becomes unavailable or an emergency occurs after the deadline to designate a polling place but before the polls close on election day.

THEREFORE, BE IT RESOLVED By the City Council, to designate the Ralph Engelstad Arena, 525 Brooks Avenue North, Thief River Falls as the City of Thief River Falls designated polling place for all precincts within the City limits for 2023 Elections.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.256.22: Approve employment of Elliot Dahlen as Public Works Maintenance worker

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution 12.256.22, being seconded by Councilmember Curt Howe, that:

WHEREAS, 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.

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

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.257.22: Approval of Employment of Brenda Osborne Donarski as Part-Time Off Sale Clerk

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution 12.257.22, being seconded by Councilmember Curt Howe, that:

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

THEREFORE, BE IT RESOLVED Approve the employment of 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. Donarksi is currently working at Falls Liquors in a temporary position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.258.22: Approval of Employment of Tara Weigel as Part-Time Off Sale Clerk

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution 12.258.22, being seconded by Councilmember Curt Howe, that:

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

THEREFORE, BE IT RESOLVED Approve the employment of 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.259.22: On-Sale Intoxicating Liquor License Sunday to Line on 59

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution 12.259.22, being seconded by Councilmember Curt Howe, that:

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

WHEREAS, Line on 59 is Hosting a Holiday Brunch Buffet to be held on December 11th to include Mimosas.

THEREFORE, BE IT RESOLVED Approve the On-Sale Intoxicating Liquor License Sunday to Line on 59.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 12.260.22: Approve the City of Thief River Falls, MN, Request for Proposals for Tow Company Services

Following discussion, Councilmember Jason Aarestad introduced Resolution 12.260.22, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The purpose of the RFP is to establish a contract with a qualified company to provide Towing Services.

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.

2.03Fees 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.**07Authorization**

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.

THEREFORE, BE IT RESOLVED To approve the recommendation of the Public Safety / Liquor committee to advertise the attached request for proposal for towing services.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.261.22: Small Cities Development Grant Program Administrative Contract #CDAP-21-0037-O-FY23

Following discussion, Councilmember Jason Aarestad introduced Resolution 12.261.22, being seconded by Councilmember Rachel Prudhomme, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.262.22: Approval of Volunteer Fire Relief Association Pension Increase and Amendment to the Fireman's Relief Association Bylaws

Following discussion, Councilmember Curt Howe introduced Resolution 12.262.22, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.263.22: 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

Following discussion, Councilmember Mike Lorenson introduced Resolution 12.263.22 and amended to table MAPS until the December 20th City Council meeting, being seconded by Councilmember Curt Howe, that:

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

THEREFORE, BE IT RESOLVED Approve the Memorandum of Understandings for Teamster #320 Public and Fire Unions, LELS, and memorandums for Non-Union, City Administrator, Human Resources Coordinator for implementation of Market Study performed by David Drown Associates. MAPS will be tabled to the December 20th, City Council meeting.

On vote being taken, the resolution was passed Councilmember Jason Aarestad abstaining.

RESOLUTION NO. 12.264.22: A Resolution Of The City Of Thief River Falls, Minnesota, Providing For The Summary Publication Of Ordinance No. : 129, Adding Chapter 94.17 Through 94.31 Relating To The Keeping Of Chickens In The City.

Following discussion, Councilmember Rachel Prudhomme introduced Resolution 12.264.22 , being seconded by Councilmember Mike Lorenson, that:

WHEREAS, On November 15, 2022, at a Regular Meeting of the City of Thief River Falls City Council, On vote being taken, McCraw, Lorenson, Bolduc, Prudhomme, Aarestad and Holmer voted aye; Howe and Narverud, voted nay. The resolution was passed, the City Council adopted Ordinance No.: 129, amending the City Code, to add Sections 94.17 through 94.31 related to the keeping of chickens in the City ; and

WHEREAS, State law requires that all ordinances adopted be published prior to becoming effective; and

WHEREAS, the City Council for the City of Thief River Falls has determined that publication of the title and a summary of Ordinance No. 129 would clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, the City Council for the City of Thief River Falls has reviewed the summary of Ordinance No. 129 attached and incorporated herein as Exhibit A; and

WHEREAS, the City Council for the City of Thief River Falls has determined that the text of the summary clearly informs the public of the intent and effect of Ordinance No. 129.

NOW THEREFORE BE IT RESOLVED, the City Council for the City of Thief River Falls hereby:
1. Approves the text of the summary of Ordinance No.129 attached as Exhibit A.
2. Directs the City Administrator to post a copy of the entire text of Ordinance No. 129 in any public locations designated by the City Council.
3. Directs the City Administrator to publish the summary in the City's legal newspaper within ten days.
4. Directs the City Administrator to file the executed Ordinance upon the books and records of the City along with proof of publication.
5. Said Resolution was passed by at least 4/5ths vote.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 12.265.22: Official Summary Of An Ordinance Of The City Of Thief River Falls, Minnesota, Amending City Code, By Adopting Ordinance 129, Adding Sections 94.17 Through 94.30, And, By Adopting By Reference City Code Sec. 10.99, Which, Among Other Things, Contain Penalty Provisions.</u>

Following discussion, Delray Sparby introduced <u>Resolution 12.265.22</u>, of the Official Summary of Ordinance, that:

The following is the official summary of Ordinance Chapter 129, said ordinance being approved and passed by the City Council of the City of Thief River Falls, Minnesota on November 15, 2022. Because of the lengthy nature of Ordinance Chapter 129, the following summary of the ordinance was prepared and approved for publication.

SUMMARY

Section 1. City Ordinance Code, Chapter 94 is hereby amended by adding Sections 94.17 through 94.30, "Chickens" and is hereby added to the City's Ordinances to state as follows:

The City hereby ordains and enacts these new sections of this code relating to the permitting and keeping of chickens within the City. Said sections provide for:

Annual permitting application, fees, licensing and education requirements; restrictions as to locations; regulations relating to handling and disposal of manure; chicken coop construction requirements; sanitation requirements; no animals to run at large; animal cruelty provisions, prohibition against slaughter; prohibition against offering eggs for sale; contains chicken coop and run requirements; prohibits the keeping of roosters and sets the limit of chickens that can be kept at 4 hens; chickens are to be secured during non-day-light hours;

provides guidelines on the care and keeping of chickens; requires regular cleaning of coop and run areas; allows the City to prohibit and eliminate all chickens if a pandemic regarding fowl and poultry is declared; requires veterinary services as required; allows for inspections of any chicken coop or run by the City Animal Control officer or other designated City Agent; existing protective covenants are not affected; and provides for violations, remedies and penalty enforcement.

Section 2. City Code Chapter 10 entitled "General Provisions, Section 152.998 entitled "Violation" and Section 94.00 entitled "Penalty" are 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 Summary Publication.

Section 4. A full and complete copy of the said Ordinance 129 is available for inspection by any person at the office of the City Administrator and available in electronic form upon request.

PASSED AND ADOPTED by the City Council of the City of Thief River Falls, Minnesota this 15 day of November, 2022, by majority vote.

No vote was taken.

<u>RESOLUTION NO. 12.266.22: Approve Administrative Correction to City Code Chapter 152.020 FLOOD PLAIN DISTRICT (FP), by replacing two incorrect Flood Insurance Rate Map Panels in Section 3.2.</u>

Following discussion, Councilmember Jason Aarestad introduced <u>Resolution 12.266.22</u>, being seconded by Councilmember Michele McCraw, that:

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

WHEREAS, This floodplain ordinance was recently amended to comply with the standards of the National Flood Insurance Program (NFIP) including adoption of the effective Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) report. FEMA has indicated there were two incorrect Flood Insurance Rate Map Panels in Section 3.2. The city is required to complete and administrative correction to change the two panel numbers.

THEREFORE, BE IT RESOLVED To approve administrative correction to City Code Chapter 152.020 FLOOD PLAIN DISTRICT (FP), by replacing two incorrect Flood Insurance Rate Map Panels in Section 3.2.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Delray Sparby gave an update on the 420 Davis property. They were given 20 days to appeal and didn't. A summary application was to go onto the property. Waiting for a court order to go onto the property. Possible options would be have the city crew or sentence to serve or hire a third party to clean up property.
- Mayor Holmer gave an update with Coalition and press release regarding the 17.6 Billion in surplus.
- Councilmember Curt Howe wanted to recognize the TRF Fire Department for an excellent rescue of a Trophy Buck from the partially frozen river.
- Councilmember Rachel Prudhomme mentioned she felt it was disheartening the negative feedback regarding budget and Advance Thief River.
- Travis Giffen, Public Works Director introduced Elliot Dahlen who was just hired for Public Works Maintenance worker.
- Councilmember Jason Aarestad mentioned for the community to be nice this holiday season.
- Councilmember Rachel Prudhomme thanked everyone for coming out and supporting Small Business Saturday. Great turnout.

UPCOMING MEETINGS

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.

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

INFORMATIONAL ITEMS

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

There being no further discussion, Mayor Holmer moved to the Truth in Taxation Hearing tonight at 6:01 p.m.

TRUTH IN TAXATION

Mayor Holmer opened the Hearing. City Administrator presented an overview of the 2023 draft budget. There being no further discussion, the hearing was closed at 6:14 p.m. and the regular session reconvened.

ADJOURNMENT

There being no further discussion, Councilmember Jason Aarestad moved, being seconded by Councilmember Mike Lorenson to adjourn at 6:14 p.m. On vote being taken, the Chair declared the motion unanimously carried.

____
Brian D. Holmer, Mayor

Attest: __________________________________

Angela Philipp, City Administrator

CITY OF THIEF RIVER FALLS
EXPENSE ACCOUNT CODES

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

#7.02

City of Thief River Falls

Equal Opportunity Employer

COUNCIL MEETING BILLS

DECEMBER 20th, 2022

SUMMARY OF DISBURSEMENTS

11/17/2022	AP PKT #457 - PAYROLL CORRECTION	$2,195.89
12/1/2022	UB PKT #1231 - UTILITIES REFUND CHECKS	$4,886.06
12/1/2022	AP PKT #463 - PAYROLL #24	$113,690.79
12/1/2022	AP PKT #462 - PAYROLL #24	$216.66
12/2/2022	AP PKT #465 - DIRECT PAYABLES	$144,837.27
12/5/2022	AP PKT #466 - DIRECT PAYABLES	$6,669.39
12/9/2022	AP PKT #468 - DIRECT PAYABLES	$34,128.33
12/14/2022	AP PKT #470 - DIRECT PAYABLES	$56,539.46
12/20/2022	AP PKT #469 - COUNCIL MEETING	$306,698.29
GRAND TOTAL OF DISBURSEMENTS		**$669,862.14**

Refund Check Register
Refund Check Detail

City of Thief River Falls, MN

UBPKT01231 - Refunds 01 UBPKT01230 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
01-00006-000	SIBLING PROPERTIES,LLC	12/1/2022	88553	417.98			417.98	Generated From Billing
04-00611-004	SMITH, DUANE L	12/1/2022	88554	23.75			23.75	Generated From Billing
07-00969-002	VEMULAPALLI, RAMACHANDRA P	12/1/2022	88555	184.84			184.84	Generated From Billing
12-01481-001	PATIENCE, ERIN E	12/1/2022	88556	92.57			92.57	Generated From Billing
13-04578-008	MINSKE, MARK W	12/1/2022	88557	73.10			73.10	Generated From Billing
20-02700-002	GREGORY, JAMES E	12/1/2022	88558	143.73			143.73	Generated From Billing
20-02734-006	JONES, ERIN S	12/1/2022	88559	191.32			191.32	Generated From Billing
22-02970-000	ADAMS, KATRINA K	12/1/2022	88560	168.37			168.37	Generated From Billing
22-02983-000	DONARSKI, ALYSSA D	12/1/2022	88561	19.01			19.01	Generated From Billing
23-03137-002	PANKONIEN, MICHAEL J	12/1/2022	88562	331.83			331.83	Generated From Billing
23-03138-002	MARTINEZ, LUIS C	12/1/2022	88563	403.60			403.60	Generated From Billing
24-04745-013	SHERMAN, LISA	12/1/2022	88564	197.51			197.51	Generated From Billing
24-04746-014	MANNING, JENNIFER A	12/1/2022	88565	186.97			186.97	Generated From Billing
26-04641-004	KRUEGER, BRENDAN	12/1/2022	88566	200.19			200.19	Generated From Billing
26-04850-005	SCHRAEDER, KAITLIN M	12/1/2022	88567	191.17			191.17	Generated From Billing
26-04856-004	KEKAHA, TAYLOR M	12/1/2022	88568	123.26			123.26	Generated From Billing
26-04932-002	SERVICES, QUALITY DESIGN	12/1/2022	88569	191.53			191.53	Generated From Billing
26-05127-005	FOSS, SHANNON R	12/1/2022	88570	180.50			180.50	Generated From Billing
26-05138-006	COLBERT, JULIEAUNNA N	12/1/2022	88571	154.27			154.27	Generated From Billing
26-05166-003	KOSTRZEWSKI, DEAN	12/1/2022	88572	193.52			193.52	Generated From Billing
26-05178-001	MCDOUGALL, ROSELYN D	12/1/2022	88573	190.87			190.87	Generated From Billing
26-05210-001	ALLEN, CHELSEA A	12/1/2022	88574	153.40			153.40	Generated From Billing
27-03809-006	HUTCHINSON, SAMANTHA E	12/1/2022	88575	37.28			37.28	Generated From Billing
27-04379-004	GROCHOW, KAYLYNN K	12/1/2022	88576	153.18			153.18	Generated From Billing
31-04820-002	AYALA, DANIEL	12/1/2022	88577	141.99			141.99	Generated From Billing
31-05017-002	MALAVE, MIRANDA M	12/1/2022	88578	188.54			188.54	Generated From Billing
31-05108-001	CLARK, COURTNEY R	12/1/2022	88579	161.93			161.93	Generated From Billing
31-05218-001	GOLDSTRAND, GRACIE J	12/1/2022	88580	189.85			189.85	Generated From Billing
Total Refunds: 28			**Total Refunded Amount:**	4,886.06				

Revenue Code Summary

Revenue Code		Amount
996 - UNAPPLIED CREDITS		4886.06
	Revenue Total:	4886.06

	Account Number	Account Name	Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND				
	690-10101	Cash & Investments	-4,886.06	Yes
	690-11530	Accts Receivable - Billing	4,886.06	
		690 Total:	0.00	
Fund: 999 - POOL CASH FUND				
	999-10101	Pooled Cash & Investments	-4,886.06	
	999-20700	Due To Other Funds	4,886.06	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	

COUNCIL PER DIEM TO BE PAID ON 12/15/2022 PAYROLL
Presented 12/20/2022 Council Meeting

Curt Howe - November 2022

11/08/22	C.U.B	12-1:00	Carnegie Library	$32.50	
11/08/22	Admin Services Committee	4:30-5:30	Rm 201 City Hall	$32.50	
11/09/22	Public Works Committee	4:30-6:10	Council Chambers	$32.50	
11/14/22	Labor Meeting	2:00-3:15	Rm 201 City Hall	$32.50	
11/16/22	Airport Meeting	7:30-8:45	Justice Center	$32.50	
11/28/22	Labor Meeting	4-5:00	Rm 201 City Hall	$32.50	
					$195.00

Steve Narverud - November 2022

11/07/22	Public Safety	4:30-6:00	Council Chambers	$32.50	
11/08/22	Planning and Zoning	5-6:00	Council Chambers	$32.50	
11/09/22	Public Works	4:30-6:00	Council Chambers	$32.50	
11/15/22	Committee of the Whole	6:00-7:30	Council Chambers	$32.50	
11/16/22	Advance Thief River	12:00-1:15	School Dist. Board Rm	$32.50	
					$162.50

Total: **$357.50**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00457 - PYPKT00579 - 2022 11 17 Correction Treitline, Jere

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CAPITAL ONE							
CAPITAL ONE	11 19 22 STMT	11/19/2022	100-4194-62990	Misc. Operating Expense	CLEANING SUPPLIES		62.13
CAPITAL ONE	11 19 22 STMT	11/19/2022	100-4194-62990	Misc. Operating Expense	HOLIDAY TRAIN LIGHTS		155.60
CAPITAL ONE	11 19 22 STMT	11/19/2022	100-4194-62990	Misc. Operating Expense	CLEANING SUPPLIES		23.91
CAPITAL ONE	11 19 22 STMT	11/19/2022	100-4210-62990	Misc. Operating Expense	HALLOWEEN CANDY - COM…		103.20
CAPITAL ONE	11 19 22 STMT	11/19/2022	100-4210-62990	Misc. Operating Expense	SHOE POLISH KIT		23.42
CAPITAL ONE	11 19 22 STMT	11/19/2022	100-4220-62990	Misc. Operating Expense	CLEANING SUPPLIES		180.91
CAPITAL ONE	11 19 22 STMT	11/19/2022	100-4312-62990	Misc. Operating Expense	CLEANING SUPPLIES		62.14
CAPITAL ONE	11 19 22 STMT	11/19/2022	100-4550-62990	Misc. Operating Expense	CLEANING SUPPLIES		62.13
CAPITAL ONE	11 19 22 STMT	11/19/2022	100-4560-62990	Misc. Operating Expense	CLEANING SUPPLIES		62.13
CAPITAL ONE	11 19 22 STMT	11/19/2022	620-4840-62990	Misc. Operating Expense	VINEGAR / LABELS - WTP SUP…		15.88
						Vendor CAPITAL ONE Total:	**751.45**
Vendor: CARDMEMBER SERVICE							
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	100-4192-63020	Computer Maintenance & lic…	PINGMAN		30.99
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	100-4210-62400	Small Tools and Minor Equip	HEADSET - SRT TEAM		151.67
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	100-4210-63020	Computer Maintenance & lic…	NOV 2022 - TRANSCRIPTION L..		149.00
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	100-4240-64400	Travel, Conference, School	REG FEE - BLDG OFFCL CONT …		45.00
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	100-4315-62010	Office Supplies	NOV 2022 EMAIL SUBSCRIPT…		13.49
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	100-4315-62210	Equipment Maint & Repair	LATCH - #5605		92.75
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	100-4315-62210	Equipment Maint & Repair	WATER PUMP - #5601		152.22
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	100-4650-64400	Travel, Conference, School	REG FEE - MN ASPHALT / BET…		680.00
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	620-4840-62010	Office Supplies	NOV 2022 EMAIL SUBSCRIPT…		31.48
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	680-4840-62010	Office Supplies	NOV 2022 EMAIL SUBSCRIPT…		9.00
CARDMEMBER SERVICE	OCT/NOV 2022	11/17/2022	690-4840-62010	Office Supplies	NOV 2022 EMAIL SUBSCRIPT…		35.98
						Vendor CARDMEMBER SERVICE Total:	**1,391.58**
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000604	11/21/2022	740-20150	Payroll Taxes Payable	FED W/H		12.66
INTERNAL REVENUE SERVICE	INV0000604	11/21/2022	740-20150	Payroll Taxes Payable	MEDICARE		3.26
INTERNAL REVENUE SERVICE	INV0000604	11/21/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		13.98
						Vendor INTERNAL REVENUE SERVICE Total:	**29.90**
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WITH…	INV0000603	11/21/2022	740-20160	State Withholding	State W/H Tax		7.17
						Vendor MN DPT OF REVENUE - WITHHOLDING Total:	**7.17**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: P E R A OF MN							
P E R A OF MN	INV0000602	11/21/2022	740-20180	PERA Payable	PERA EE/ER COORD		15.79
						Vendor P E R A OF MN Total:	**15.79**
						Grand Total:	**2,195.89**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	2,050.69
620 - WATER UTILITY FUND	47.36
680 - WASTEWATER UTILITY FUND	9.00
690 - ELECTRIC UTILITY FUND	35.98
740 - TRF HEALTH INSURANCE FUND	52.86
Grand Total:	**2,195.89**

Account Summary

Account Number	Account Name	Expense Amount
100-4192-63020	Computer Maintenance & ..	30.99
100-4194-62990	Misc. Operating Expense	241.64
100-4210-62400	Small Tools and Minor Equ..	151.67
100-4210-62990	Misc. Operating Expense	126.62
100-4210-63020	Computer Maintenance & ..	149.00
100-4220-62990	Misc. Operating Expense	180.91
100-4240-64400	Travel, Conference, School	45.00
100-4312-62990	Misc. Operating Expense	62.14
100-4315-62010	Office Supplies	13.49
100-4315-62210	Equipment Maint & Repair	244.97
100-4550-62990	Misc. Operating Expense	62.13
100-4560-62990	Misc. Operating Expense	62.13
100-4650-64400	Travel, Conference, School	680.00
620-4840-62010	Office Supplies	31.48
620-4840-62990	Misc. Operating Expense	15.88
680-4840-62010	Office Supplies	9.00
690-4840-62010	Office Supplies	35.98
740-20150	Payroll Taxes Payable	29.90
740-20160	State Withholding	7.17
740-20180	PERA Payable	15.79
	Grand Total:	**2,195.89**

Project Account Summary

Project Account Key	Expense Amount
None	2,195.89
Grand Total:	**2,195.89**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00462 - PYPKT00581 - 2022 12 01 #24 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0000606	12/01/2022	740-24000	Clearing Account	FLEX VISION		195.80
VSP INSURANCE CO	INV0000606	12/01/2022	740-4870-63645	Vision Insurance - COBRA	FLEX VISION COBRA March		20.86
						Vendor VSP INSURANCE CO Total:	**216.66**
						Grand Total:	**216.66**

Fund Summary

Fund		Expense Amount
740 - TRF HEALTH INSURANCE FUND		216.66
	Grand Total:	**216.66**

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	195.80
740-4870-63645	Vision Insurance - COBRA	20.86
	Grand Total:	**216.66**

Project Account Summary

Project Account Key		Expense Amount
None		216.66
	Grand Total:	**216.66**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00463 - PYPKT00581 - 2022 12 01 #24 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000613	12/01/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		19,154.58
INTERNAL REVENUE SERVICE	INV0000613	12/01/2022	740-20150	Payroll Taxes Payable	FED W/H		22,193.96
INTERNAL REVENUE SERVICE	INV0000613	12/01/2022	740-20150	Payroll Taxes Payable	MEDICARE		6,538.28
						Vendor INTERNAL REVENUE SERVICE Total:	**47,886.82**
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR ...	INV0000608	12/01/2022	740-24000	Clearing Account	LELS Dues		780.00
						Vendor LAW ENFORCEMENT LABOR SERVICES Total:	**780.00**
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0000614	11/30/2022	740-4870-63650	Senior Gold BC/BS Monthly bi...	Medicare Blue Rx		2,314.00
						Vendor MEDICAREBLUE RX Total:	**2,314.00**
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WITH...	INV0000612	12/01/2022	740-20160	State Withholding	State W/H Tax		10,456.70
						Vendor MN DPT OF REVENUE - WITHHOLDING Total:	**10,456.70**
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSURA...	INV0000609	12/01/2022	740-24000	Clearing Account	PLIFE		272.00
						Vendor NCPERS GROUP LIFE INSURANCE Total:	**272.00**
Vendor: P E R A OF MN							
P E R A OF MN	INV0000611	12/01/2022	740-20180	PERA Payable	PERA EE/ER P&F		21,418.12
P E R A OF MN	INV0000611	12/01/2022	740-20180	PERA Payable	PERA EE/ER COORD		22,400.86
						Vendor P E R A OF MN Total:	**43,818.98**
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0000610	12/01/2022	740-24000	Clearing Account	LTD Premium		310.92
						Vendor SUN LIFE FINANCIAL (LTD) Total:	**310.92**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000605	12/01/2022	740-24000	Clearing Account	Contributions Employee		1,835.00
						Vendor VANTAGEPOINT ICMA Total:	**1,835.00**
Vendor: WEX BANK							
WEX BANK	INV0000607	12/01/2022	740-24000	Clearing Account	HSA		364.76
WEX BANK	INV0000615	11/30/2022	100-4150-61310	Health Insurance	HSA City Contribution		555.30
WEX BANK	INV0000615	11/30/2022	100-4210-61310	Health Insurance	HSA City Contribution		1,399.88
WEX BANK	INV0000615	11/30/2022	100-4220-61310	Health Insurance	HSA City Contribution		370.20
WEX BANK	INV0000615	11/30/2022	100-4312-61310	Health Insurance	HSA City Contribution		844.58
WEX BANK	INV0000615	11/30/2022	100-4315-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000615	11/30/2022	100-4650-61310	Health Insurance	HSA City Contribution		185.10

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
WEX BANK	INV0000615	11/30/2022	610-4825-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000615	11/30/2022	680-4825-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000615	11/30/2022	690-4825-61310	Health Insurance	HSA City Contribution		607.39
WEX BANK	INV0000615	11/30/2022	820-4825-61310	Health Insurance	HSA City Contribution		422.29
						Vendor WEX BANK Total:	**6,016.37**
						Grand Total:	**113,690.79**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		3,777.35
610 - LIQUOR DISPENSARY		422.29
680 - WASTEWATER UTILITY FUND		422.29
690 - ELECTRIC UTILITY FUND		607.39
740 - TRF HEALTH INSURANCE FUND		108,039.18
820 - GREENWOOD CEMETERY FUND		422.29
	Grand Total:	**113,690.79**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	555.30
100-4210-61310	Health Insurance	1,399.88
100-4220-61310	Health Insurance	370.20
100-4312-61310	Health Insurance	844.58
100-4315-61310	Health Insurance	422.29
100-4650-61310	Health Insurance	185.10
610-4825-61310	Health Insurance	422.29
680-4825-61310	Health Insurance	422.29
690-4825-61310	Health Insurance	607.39
740-20150	Payroll Taxes Payable	47,886.82
740-20160	State Withholding	10,456.70
740-20180	PERA Payable	43,818.98
740-24000	Clearing Account	3,562.68
740-4870-63650	Senior Gold BC/BS Month...	2,314.00
820-4825-61310	Health Insurance	422.29
	Grand Total:	**113,690.79**

Project Account Summary

Project Account Key		Expense Amount
None		113,690.79
	Grand Total:	**113,690.79**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00465 - 12/02/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	686389	11/01/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		912.00
MC KINNON COMPANY INC	686389	11/01/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		9,589.55
MC KINNON COMPANY INC	687217	11/04/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		210.00
MC KINNON COMPANY INC	687260	11/04/2022	610-4810-62520	Beer for Resale	BEER CREDIT		-172.00
MC KINNON COMPANY INC	687261	11/04/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		4,215.82
MC KINNON COMPANY INC	687261	11/04/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		129.63
MC KINNON COMPANY INC	687448	11/08/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		8,927.80
MC KINNON COMPANY INC	687448	11/08/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		122.50
MC KINNON COMPANY INC	687598	11/08/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		105.00
MC KINNON COMPANY INC	688351	11/11/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		4,452.40
MC KINNON COMPANY INC	688588	11/15/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,127.15
MC KINNON COMPANY INC	688588	11/15/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		6,021.10
MC KINNON COMPANY INC	688588	11/15/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		124.80
MC KINNON COMPANY INC	688588	11/15/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		38.69
MC KINNON COMPANY INC	689495	11/18/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		13,326.65
MC KINNON COMPANY INC	689897	11/22/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		6,965.65
MC KINNON COMPANY INC	689897	11/22/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		85.94
MC KINNON COMPANY INC	690694	11/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		643.30
MC KINNON COMPANY INC	690694	11/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		9,250.64
MC KINNON COMPANY INC	690909	11/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		162.00
MC KINNON COMPANY INC	690918	11/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		180.00
						Vendor MC KINNON COMPANY INC Total:	**66,418.62**
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	141923	11/04/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		7,320.50
NORTHWEST BEVERAGE INC	141941	11/07/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		55.70
NORTHWEST BEVERAGE INC	141941	11/07/2022	610-4810-62510	Liquor for Resale	BEER PURCHASE		8,901.70
NORTHWEST BEVERAGE INC	142014	11/10/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		12,913.60
NORTHWEST BEVERAGE INC	142047	11/14/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		912.30
NORTHWEST BEVERAGE INC	142116	11/18/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		26,547.10
NORTHWEST BEVERAGE INC	142167	11/21/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		2,201.50
NORTHWEST BEVERAGE INC	142203	11/23/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		3,284.60
NORTHWEST BEVERAGE INC	142237	11/28/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		16,281.65
						Vendor NORTHWEST BEVERAGE INC Total:	**78,418.65**
						Grand Total:	**144,837.27**

Fund Summary

Fund		Expense Amount
610 - LIQUOR DISPENSARY		144,837.27
	Grand Total:	**144,837.27**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	11,639.85
610-4810-62520	Beer for Resale	132,695.86
610-4810-62530	Wine for Resale	247.30
610-4810-62540	Soft Drinks/Mix for Resale	254.26
	Grand Total:	**144,837.27**

Project Account Summary

Project Account Key		Expense Amount
None		144,837.27
	Grand Total:	**144,837.27**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00466 - 12/05/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ...	14x6jh4k6yc9	11/15/2022	100-4210-62010	Office Supplies	OFFICE SUPPLIES		32.71
AMAZON CAPITAL SERVICES ...	17ynpnc1fttp	11/18/2022	620-4840-62990	Misc. Operating Expense	ERASABLE WALL CALENDARS		74.70
AMAZON CAPITAL SERVICES ...	1hpmxplm1glw	11/12/2022	100-4671-62200	System Expense	IPAD CASE / SCREEN PROTEC...		82.88
AMAZON CAPITAL SERVICES ...	1mt9g4374rkl	11/29/2022	680-4840-62990	Misc. Operating Expense	WW SUPPLIES		83.98
AMAZON CAPITAL SERVICES ...	1wxpxyhm63x7	11/17/2022	100-4315-62990	Misc. Operating Expense	WELDING SUPPLIES		15.99
					Vendor AMAZON CAPITAL SERVICES INC Total:		**290.26**
Vendor: ARAMARK UNIFORM & CAREER APPAREL GROUP INC							
ARAMARK UNIFORM & CARE...	2630070416	11/01/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - NOV 2022		81.15
ARAMARK UNIFORM & CARE...	2630070437	11/01/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - NOV 2022		80.39
ARAMARK UNIFORM & CARE...	2630073113	11/08/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - NOV 2022		81.15
ARAMARK UNIFORM & CARE...	2630075798	11/15/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - NOV 2022		80.39
ARAMARK UNIFORM & CARE...	2630078433	11/22/2022	100-4312-63030	Contracts Expense	LAUNDRY SERVICE - NOV 2022		81.15
ARAMARK UNIFORM & CARE...	2630080509	11/29/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - NOV 2022		80.39
					Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:		**484.62**
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING COM...	3669824	11/17/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-13.50
COCA-COLA BOTTLING COM...	4194594	11/03/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		421.00
COCA-COLA BOTTLING COM...	4230875	11/17/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		398.00
COCA-COLA BOTTLING COM...	467091	11/11/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		216.00
COCA-COLA BOTTLING COM...	468519	11/25/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		476.50
					Vendor COCA-COLA BOTTLING COMPANY Total:		**1,498.00**
Vendor: HUBERTS OUTDOOR POWER							
HUBERTS OUTDOOR POWER	1099	08/16/2022	100-4510-62400	Small Tools and Minor Equip	CHAINSAW		199.99
HUBERTS OUTDOOR POWER	21940	07/27/2022	690-4850-62350	Power Plant/Dam Maint	POLE SAW		50.50
HUBERTS OUTDOOR POWER	22289	09/28/2022	100-4510-62210	Equipment Maint & Repair	POLE SAW REPAIR		119.26
HUBERTS OUTDOOR POWER	61008	06/13/2022	640-4850-62210	Equipment Maint & Repair	CARBURETOR KIT - GATOR		428.35
HUBERTS OUTDOOR POWER	61370	06/20/2022	100-4510-62240	Department Maint & Repair	WEEDEATER LINE		69.99
HUBERTS OUTDOOR POWER	61372	06/20/2022	100-4510-62240	Department Maint & Repair	WEEDEATER LINE		17.99
HUBERTS OUTDOOR POWER	61711	06/27/2022	820-4850-62210	Equipment Maint & Repair	FILTER		11.95
HUBERTS OUTDOOR POWER	61945	06/30/2022	100-4510-62210	Equipment Maint & Repair	WEED EATER HEADS		73.98
HUBERTS OUTDOOR POWER	62326	07/11/2022	100-4510-62210	Equipment Maint & Repair	GAS CAP		25.49
HUBERTS OUTDOOR POWER	62463	07/14/2022	820-4850-62210	Equipment Maint & Repair	MOWING HEAD		73.98
HUBERTS OUTDOOR POWER	62993	07/27/2022	100-4510-62210	Equipment Maint & Repair	MOWER BLADES		557.50
HUBERTS OUTDOOR POWER	63703	08/16/2022	100-4510-62240	Department Maint & Repair	CHAIN OIL		121.03
HUBERTS OUTDOOR POWER	64089	08/26/2022	100-4220-62210	Equipment Maint & Repair	FILTERS - 97 GENERAOTR		69.30
HUBERTS OUTDOOR POWER	64332	09/06/2022	100-4510-62210	Equipment Maint & Repair	CHAIN SHARPENING		10.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
HUBERTS OUTDOOR POWER	64455	09/09/2022	820-4840-62400	Small Tools and Minor Equip	WATER PUMP		549.00
HUBERTS OUTDOOR POWER	65823	10/27/2022	680-4840-62990	Misc. Operating Expense	CHOP SAW REPAIR		0.85
						Vendor HUBERTS OUTDOOR POWER Total:	**2,379.16**
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	98437255	11/21/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		258.30
PEPSI BEVERAGES COMPANY	98591909	11/17/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		411.20
						Vendor PEPSI BEVERAGES COMPANY Total:	**669.50**
Vendor: POWERPLAN							
POWERPLAN	NOV STMT	11/26/2022	100-4312-62210	Equipment Maint & Repair	LATE FINANCE FEE		71.73
POWERPLAN	P4146709	11/04/2022	100-4312-62210	Equipment Maint & Repair	VALVE		118.27
POWERPLAN	P4158409	11/09/2022	100-4312-62210	Equipment Maint & Repair	SEAL KIT		188.58
POWERPLAN	W1519954	10/28/2022	680-4850-62210	Equipment Maint & Repair	MCGLAUGHLIN		933.28
						Vendor POWERPLAN Total:	**1,311.86**
Vendor: TRACTOR SUPPLY CREDIT PLAN							
TRACTOR SUPPLY CREDIT PL...	227650	11/07/2022	230-4840-63150	Canine Unit Expense	DOG FOOD		35.99
						Vendor TRACTOR SUPPLY CREDIT PLAN Total:	**35.99**
						Grand Total:	**6,669.39**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		2,018.14
230 - TRF AREA K-9 FUND		35.99
610 - LIQUOR DISPENSARY		2,167.50
620 - WATER UTILITY FUND		315.87
640 - MEC - VENUWORKS		428.35
680 - WASTEWATER UTILITY FUND		1,018.11
690 - ELECTRIC UTILITY FUND		50.50
820 - GREENWOOD CEMETERY FUND		634.93
	Grand Total:	**6,669.39**

Account Summary

Account Number	Account Name	Expense Amount
100-4210-62010	Office Supplies	32.71
100-4220-62210	Equipment Maint & Repair	69.30
100-4312-62210	Equipment Maint & Repair	378.58
100-4312-63030	Contracts Expense	243.45
100-4315-62990	Misc. Operating Expense	15.99
100-4510-62210	Equipment Maint & Repair	786.23
100-4510-62240	Department Maint & Repa..	209.01
100-4510-62400	Small Tools and Minor Equ..	199.99
100-4671-62200	System Expense	82.88
230-4840-63150	Canine Unit Expense	35.99
610-4810-62540	Soft Drinks/Mix for Resale	2,167.50
620-4840-62990	Misc. Operating Expense	74.70
620-4890-63030	Contracts Expense	241.17
640-4850-62210	Equipment Maint & Repair	428.35
680-4840-62990	Misc. Operating Expense	84.83
680-4850-62210	Equipment Maint & Repair	933.28
690-4850-62350	Power Plant/Dam Maint	50.50
820-4840-62400	Small Tools and Minor Equ..	549.00
820-4850-62210	Equipment Maint & Repair	85.93
	Grand Total:	**6,669.39**

Project Account Summary

Project Account Key		Expense Amount
None		6,669.39
	Grand Total:	**6,669.39**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00468 - 12/09/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9596390	09/26/2022	100-4510-62210	Equipment Maint & Repair	OIL FILTER		5.29
AUTO VALUE T R F	9596391	09/26/2022	100-4312-62210	Equipment Maint & Repair	ANTI FREEZE		62.66
AUTO VALUE T R F	9597148	10/03/2022	100-4312-62210	Equipment Maint & Repair	BATTERY		162.99
AUTO VALUE T R F	9597198	10/03/2022	100-4315-62210	Equipment Maint & Repair	FILTER		63.44
AUTO VALUE T R F	9597232	10/04/2022	100-4312-62240	Department Maint & Repair	PRIME GUARD		54.90
AUTO VALUE T R F	9597453	10/05/2022	690-4850-62360	Distribution Maint	BATTERY		162.99
AUTO VALUE T R F	9597464	10/05/2022	690-4850-62360	Distribution Maint	CREDIT - BATTERY CORE RET...		-18.00
AUTO VALUE T R F	9597849	10/07/2022	100-4510-62120	Gas-Oil-Lube	OIL		22.99
AUTO VALUE T R F	9597855	10/07/2022	100-4510-62120	Gas-Oil-Lube	OIL		52.86
AUTO VALUE T R F	9598905	10/18/2022	100-4312-62210	Equipment Maint & Repair	OIL FILTER		18.44
AUTO VALUE T R F	9599186	10/19/2022	100-4312-62240	Department Maint & Repair	SUPPLIES - AIR COMPRESSOR		13.98
AUTO VALUE T R F	9599219	10/20/2022	100-4312-62210	Equipment Maint & Repair	AIR FILTER		7.04
AUTO VALUE T R F	9599400	10/21/2022	620-4840-62990	Misc. Operating Expense	HEX KEY SET		16.99
AUTO VALUE T R F	9599410	10/21/2022	620-4840-62990	Misc. Operating Expense	REVERSIBLE GEAR PULL - WTP..		42.29
AUTO VALUE T R F	9599551	10/24/2022	100-4312-62210	Equipment Maint & Repair	BATTERIES		461.98
AUTO VALUE T R F	9599655	10/24/2022	100-4510-62210	Equipment Maint & Repair	OIL / AIR FILTERS		21.12
AUTO VALUE T R F	INV0000616	10/04/2022	100-4312-62210	Equipment Maint & Repair	CREDIT - BATTERY CORE RET...		-18.00
						Vendor AUTO VALUE T R F Total:	**1,133.96**
Vendor: BERNICK'S							
BERNICK'S	20004607	11/25/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		749.56
						Vendor BERNICK'S Total:	**749.56**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS INC	246093	11/03/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		766.80
BEVERAGE WHOLESALERS INC	246825	11/09/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		259.20
BEVERAGE WHOLESALERS INC	248072	11/17/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		372.00
						Vendor BEVERAGE WHOLESALERS INC Total:	**1,398.00**
Vendor: CITY OF T R F - UTILITIES BLLG							
CITY OF T R F - UTILITIES BLLG	12 08 22	12/08/2022	690-4069-53787	Cash Over/Short	REPLENISH CASH DRAWER - ...		224.05
						Vendor CITY OF T R F - UTILITIES BLLG Total:	**224.05**
Vendor: CORE & MAIN LP							
CORE & MAIN LP	9083674	11/30/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		65.89
CORE & MAIN LP	9083674	11/30/2022	610-4810-62590	Misc. Mdse for Resale	TOBACCO PURCHASE		3,537.60
						Vendor CORE & MAIN LP Total:	**3,603.49**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FORESTEDGE WINERY							
FORESTEDGE WINERY	4930	11/15/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		396.00
					Vendor FORESTEDGE WINERY Total:		**396.00**
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	15261G	11/04/2022	100-4510-62210	Equipment Maint & Repair	TIRES / FILTERS - TOOLCAT		664.27
INTERSTATE BILLING SERVICE	15719G	11/18/2022	100-4510-62210	Equipment Maint & Repair	TIRE EXCHANGE		23.38
					Vendor INTERSTATE BILLING SERVICE Total:		**687.65**
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	1971362	10/04/2022	100-4510-62230	Building Maint & Repair	PAINT SUPPLIES		20.47
L & M SUPPLY INC	1971385	10/04/2022	100-4315-62210	Equipment Maint & Repair	WIRELOCK PIN		2.99
L & M SUPPLY INC	1973324	10/07/2022	100-4312-62210	Equipment Maint & Repair	COUPLER		28.45
L & M SUPPLY INC	1975697	10/10/2022	690-4850-62350	Power Plant/Dam Maint	MATERIALS - KITCHEN SINK R...		146.03
L & M SUPPLY INC	1977705	10/13/2022	100-4210-63100	Animal Control	HEATER UNIT - DOG POUND		79.99
L & M SUPPLY INC	1978127	11/14/2022	820-4850-62230	Building Maint & Repair	LIGHTS		24.99
L & M SUPPLY INC	1982194	10/19/2022	100-4510-62240	Department Maint & Repair	BOLTS		2.47
L & M SUPPLY INC	1987701	10/26/2022	690-4840-62990	Misc. Operating Expense	SHOP TOWELS		13.99
L & M SUPPLY INC	1988326	10/27/2022	680-4850-62220	Lift Station and Pond Maint &...	BATTERIES		64.97
L & M SUPPLY INC	1988326	10/27/2022	690-4840-62990	Misc. Operating Expense	WINDSHIELD WASH		2.79
					Vendor L & M SUPPLY INC Total:		**387.14**
Vendor: MAVERICK WINE							
MAVERICK WINE	INV874605	11/15/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,516.02
MAVERICK WINE	INV874605	11/15/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		168.00
MAVERICK WINE	INV876000	11/17/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		480.00
MAVERICK WINE	INV876000	11/17/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		144.00
					Vendor MAVERICK WINE Total:		**2,308.02**
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROUP...	4380183676	11/30/2022	690-4830-63890	Utilities Expense	GAS METER READING - NOV ...		1,319.96
					Vendor MINNESOTA ENERGY GROUP-00005 Total:		**1,319.96**
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUST...	ABR0292635X	10/29/2022	620-4850-62210	Equipment Maint & Repair	BOILER INSPECTION FEE		20.00
					Vendor MN DPT OF LABOR & INDUSTRY Total:		**20.00**
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	NOV 2022	11/30/2022	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 2022		42.70
NORTHDALE OIL INC	NOV 2022	11/30/2022	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 2022		1,438.20
NORTHDALE OIL INC	NOV 2022	11/30/2022	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 2022		345.46
NORTHDALE OIL INC	NOV 2022	11/30/2022	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - NOV 2022		470.02
					Vendor NORTHDALE OIL INC Total:		**2,296.38**
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEMID...	58368	11/03/2022	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		60.00
NORTHWOODS ICE OF BEMID...	58400	11/22/2022	610-4810-62590	Misc. Mdse for Resale	ICE PURCHASE		108.00
					Vendor NORTHWOODS ICE OF BEMIDJI INC Total:		**168.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519-321900	11/22/2022	100-4210-62120	Gas-Oil-Lube	WIPER FLUID		9.32
O'REILLY AUTOMOTIVE INC	1519-321901	11/22/2022	100-4210-62990	Misc. Operating Expense	TOOL SET		22.99
						Vendor O'REILLY AUTOMOTIVE INC Total:	**32.31**
Vendor: SANFORD HEALTH							
SANFORD HEALTH	316126152 MORIN	10/08/2022	100-4210-63120	Lab Tests	BLOOD DRAW		61.00
						Vendor SANFORD HEALTH Total:	**61.00**
Vendor: T R F CONVENTION &							
T R F CONVENTION &	OCT 2022	12/09/2022	100-4670-63030	Contracts Expense	LODGING TAX - OCT 2022		13,096.55
						Vendor T R F CONVENTION & Total:	**13,096.55**
Vendor: T R F HARDWARE							
T R F HARDWARE	22163862	11/01/2022	100-4315-62240	Department Maint & Repair	HARDWARE		19.57
T R F HARDWARE	22163871	11/01/2022	100-4510-62240	Department Maint & Repair	PAINT SUPPLIES		14.48
T R F HARDWARE	22163891	11/01/2022	100-4220-62990	Misc. Operating Expense	CLEANING SUPPLIES		199.87
T R F HARDWARE	22163909	11/01/2022	690-4840-62990	Misc. Operating Expense	CLAMP		2.99
T R F HARDWARE	22165297	11/09/2022	680-4850-62230	Building Maint & Repair	LIGHTS - LIFT #1		10.87
T R F HARDWARE	22166296	11/17/2022	620-4850-62210	Equipment Maint & Repair	ADAPTER - MCGLAUPHLIN V...		5.49
T R F HARDWARE	22168762	11/29/2022	680-4850-62230	Building Maint & Repair	KEY - GENERATOR SHED		11.94
T R F HARDWARE	22168811	11/29/2022	620-4850-62230	Building Maint & Repair	MATERIALS - WATER HEATER...		45.13
T R F HARDWARE	22168843	11/29/2022	620-4850-62230	Building Maint & Repair	ELBOW - WATER HEATER RPR		1.99
						Vendor T R F HARDWARE Total:	**312.33**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	137 - OCT 2022	10/31/2022	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS		88.00
THIEF RIVER FALLS TIMES	137 - OCT 2022	10/31/2022	610-4880-63490	Advertising	ADS - OCT 2022		369.38
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4150-62010	Office Supplies	WINDOW ENVELOPES		1,791.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4150-62010	Office Supplies	REGULAR ENVELOPES		1,778.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4150-63590	Printing & Publications	AD - BILLING CLERK		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4150-63590	Printing & Publications	AD - BILLING CLERK		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4150-63590	Printing & Publications	AD - BILLING CLERK		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4150-63590	Printing & Publications	AD - BILLING CLERK		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4150-63590	Printing & Publications	AD - BILLING CLERK		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4220-63590	Printing & Publications	AD - FIRE CHIEF		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4220-63590	Printing & Publications	AD - FIRE CHIEF		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4220-63590	Printing & Publications	AD - FIRE CHIEF		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4220-63590	Printing & Publications	AD - FIRE CHIEF		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4650-63590	Printing & Publications	AD - PUBLC WORKS MNTC		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4650-63590	Printing & Publications	AD - PUBLIC WORKS MNTC		125.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4650-63590	Printing & Publications	AD - OFF SALE CLERK		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4650-63590	Printing & Publications	AD - LEAF VACUUM		57.50
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	100-4650-63590	Printing & Publications	AD - PUBLIC WORKS MNTCE		125.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	610-4810-62590	Misc. Mdse for Resale	AD - OFF SALE CLERK		85.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	610-4810-62590	Misc. Mdse for Resale	AD - OFF SALE CLERK		95.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	610-4810-62590	Misc. Mdse for Resale	AD - OFF SALE CLERK		95.00
THIEF RIVER FALLS TIMES	878 - OCT 2022	12/09/2022	610-4810-62590	Misc. Mdse for Resale	AD - OFF SALE CLERK		95.00
						Vendor THIEF RIVER FALLS TIMES Total:	**5,748.88**
Vendor: VERIZON WIRELESS #486397938							
VERIZON WIRELESS #486397...	9919480019	12/01/2022	100-4210-63210	Communication Expense	MONTHLY ACCESS CHARGES -...		185.05
						Vendor VERIZON WIRELESS #486397938 Total:	**185.05**
						Grand Total:	**34,128.33**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		22,108.40
610 - LIQUOR DISPENSARY		9,450.45
620 - WATER UTILITY FUND		131.89
680 - WASTEWATER UTILITY FUND		87.78
690 - ELECTRIC UTILITY FUND		2,324.82
820 - GREENWOOD CEMETERY FUND		24.99
	Grand Total:	**34,128.33**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	3,569.00
100-4150-63590	Printing & Publications	475.00
100-4194-62120	Gas-Oil-Lube	42.70
100-4210-62120	Gas-Oil-Lube	1,447.52
100-4210-62990	Misc. Operating Expense	22.99
100-4210-63100	Animal Control	79.99
100-4210-63120	Lab Tests	61.00
100-4210-63210	Communication Expense	185.05
100-4220-62990	Misc. Operating Expense	199.87
100-4220-63590	Printing & Publications	380.00
100-4312-62120	Gas-Oil-Lube	345.46
100-4312-62210	Equipment Maint & Repair	723.56
100-4312-62240	Department Maint & Repa..	68.88
100-4315-62210	Equipment Maint & Repair	66.43
100-4315-62240	Department Maint & Repa..	19.57
100-4510-62120	Gas-Oil-Lube	75.85
100-4510-62210	Equipment Maint & Repair	714.06
100-4510-62230	Building Maint & Repair	20.47
100-4510-62240	Department Maint & Repa..	16.95
100-4650-63590	Printing & Publications	497.50
100-4670-63030	Contracts Expense	13,096.55
610-4810-62510	Liquor for Resale	1,996.02
610-4810-62520	Beer for Resale	1,398.00
610-4810-62530	Wine for Resale	708.00
610-4810-62540	Soft Drinks/Mix for Resale	815.45
610-4810-62590	Misc. Mdse for Resale	4,163.60
610-4880-63490	Advertising	369.38
620-4840-62990	Misc. Operating Expense	59.28
620-4850-62210	Equipment Maint & Repair	25.49
620-4850-62230	Building Maint & Repair	47.12
680-4850-62220	Lift Station and Pond Mai...	64.97
680-4850-62230	Building Maint & Repair	22.81

Account Summary

Account Number	Account Name	Expense Amount
690-4069-53787	Cash Over/Short	224.05
690-4830-63890	Utilities Expense	1,319.96
690-4840-62120	Gas-Oil-Lube	470.02
690-4840-62990	Misc. Operating Expense	19.77
690-4850-62350	Power Plant/Dam Maint	146.03
690-4850-62360	Distribution Maint	144.99
820-4850-62230	Building Maint & Repair	24.99
	Grand Total:	**34,128.33**

Project Account Summary

Project Account Key		Expense Amount
None		34,128.33
	Grand Total:	**34,128.33**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	121675	11/07/2022	100-4194-62990	Misc. Operating Expense	HARDWARE - FLAG POLE		29.50
ACE HARDWARE	122647	11/18/2022	620-4840-62990	Misc. Operating Expense	ICE MELT		8.99
ACE HARDWARE	123441	11/29/2022	620-4840-62990	Misc. Operating Expense	WTP SUPPLIES		56.97
ACE HARDWARE	123530	11/30/2022	620-4850-62230	Building Maint & Repair	SUPPLIES - WATER HEATER R...		1.58
ACE HARDWARE	123567	11/30/2022	620-4850-62230	Building Maint & Repair	VALVE - WATER HEATER RPR		17.99
						Vendor ACE HARDWARE Total:	**115.03**
Vendor: ACE RENT-ALL							
ACE RENT-ALL	11 22 22	11/22/2022	100-4510-62240	Department Maint & Repair	PULL BRUSH MOWER - TRAILS		100.00
						Vendor ACE RENT-ALL Total:	**100.00**
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2216	12/13/2022	620-4840-62160	Chemicals	CHEMICALS		8,473.96
						Vendor AQUA PURE INC Total:	**8,473.96**
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3574964	12/05/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		719.50
						Vendor ARTISAN BEER COMPANY Total:	**719.50**
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9600526	10/31/2022	100-4312-62210	Equipment Maint & Repair	MUD FLAPS		53.78
AUTO VALUE T R F	9600990	11/04/2022	100-4312-62210	Equipment Maint & Repair	HYDRAULIC FILTER		54.82
AUTO VALUE T R F	9601263	11/07/2022	100-4312-62210	Equipment Maint & Repair	FUEL FILTER		9.46
AUTO VALUE T R F	9601264	11/07/2022	100-4315-62210	Equipment Maint & Repair	AIR FILTER		71.78
AUTO VALUE T R F	9601403	11/08/2022	620-4850-62220	Plant Equip Maint & Repair	GASKET MATERIAL - SLAKER		3.99
AUTO VALUE T R F	9601788	11/11/2022	100-4312-62210	Equipment Maint & Repair	ANTI FREEZE		179.88
AUTO VALUE T R F	9602106	11/14/2022	100-4315-62210	Equipment Maint & Repair	AIR FILTERS		101.25
AUTO VALUE T R F	9602107	11/14/2022	100-4510-62210	Equipment Maint & Repair	AIR FILTERS		59.43
AUTO VALUE T R F	9602108	11/14/2022	100-4312-62210	Equipment Maint & Repair	AIR FILTERS		45.83
AUTO VALUE T R F	9602161	11/15/2022	100-4312-62240	Department Maint & Repair	IMPACT SET		29.95
AUTO VALUE T R F	9603050	11/21/2022	100-4315-62210	Equipment Maint & Repair	OIL FILTER		11.32
AUTO VALUE T R F	9603185	11/22/2022	620-4850-62210	Equipment Maint & Repair	BATTERY - CROWN FORKLIFT		831.96
						Vendor AUTO VALUE T R F Total:	**1,453.45**
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0106090900	11/29/2022	610-4810-62590	Misc. Mdse for Resale	CORKSCREWS		71.88
BELLBOY CORP - BAR SUPPLY	0106099200	11/30/2022	610-4810-62590	Misc. Mdse for Resale	BAR SUPPLIES		136.90
BELLBOY CORP - BAR SUPPLY	0106099200	11/30/2022	610-4840-62140	Off Sale Supplies	GIFT BAGS / MISC OFF SALE		767.83
						Vendor BELLBOY CORP - BAR SUPPLY Total:	**976.61**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0097528600	11/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,456.32
						Vendor BELLBOY CORP - LIQUOR Total:	**2,456.32**
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC I...	780377	11/28/2022	100-4670-62990	Misc. Operating Expense	FLEX FEE - NOV 2022		180.00
						Vendor BRADY MARTZ & ASSOC PC INC Total:	**180.00**
Vendor: BRADY MEUNIER							
BRADY MEUNIER	REIMB 12 08 22	12/08/2022	100-4210-62120	Gas-Oil-Lube	REIMBURSE - FUEL CHARGES...		52.80
BRADY MEUNIER	REIMB 12 08 22	12/08/2022	100-4210-62880	Personal Protective Equipme...	REIMBURSE - WORK BOOTS A...		100.00
BRADY MEUNIER	REIMB 12 08 22	12/08/2022	100-4210-63320	Training Expense	REIMBURSE - MEALS EXP NA...		85.72
						Vendor BRADY MEUNIER Total:	**238.52**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	346769134	12/01/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		684.49
						Vendor BREAKTHRU BEVERAGE Total:	**684.49**
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	0213492	12/09/2022	100-4220-62990	Misc. Operating Expense	CALENDAR REFILL		15.90
						Vendor BREDESON OFFICE SUPPLY Total:	**15.90**
Vendor: BUILDERS FIRSTSOURCE INC							
BUILDERS FIRSTSOURCE INC	86424522	11/04/2022	100-4312-62230	Building Maint & Repair	DOOR KNOB		22.99
						Vendor BUILDERS FIRSTSOURCE INC Total:	**22.99**
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1550116	12/08/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		25.80
C & L DISTRIBUTING	1550116	12/08/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		367.95
C & L DISTRIBUTING	1550116	12/08/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		96.90
						Vendor C & L DISTRIBUTING Total:	**490.65**
Vendor: CANNON TECHNOLOGIES INC							
CANNON TECHNOLOGIES INC	948199013	11/26/2022	690-14100	Inventory - Materials	METERS		3,142.05
CANNON TECHNOLOGIES INC	948246202	11/30/2022	690-14100	Inventory - Materials	DISCONNECT METERS		24,460.80
						Vendor CANNON TECHNOLOGIES INC Total:	**27,602.85**
Vendor: CARIVEAU WORKFORCE SERVICES							
CARIVEAU WORKFORCE SERV...	22-TRF-V2	12/05/2022	100-4110-63030	Contracts Expense	STRATEGIC PLANNING PRJ		6,901.00
						Vendor CARIVEAU WORKFORCE SERVICES Total:	**6,901.00**
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10217501	11/03/2022	610-4850-62230	Building Maint & Repair	FLOOR CLEANER		38.41
COLE PAPERS INC	10220360	11/07/2022	610-4840-62990	Misc. Operating Expense	HAND TOWELS		73.76
COLE PAPERS INC	10220360	11/07/2022	610-4850-62230	Building Maint & Repair	DUSTING SHEETS		57.56
COLE PAPERS INC	10228072	11/25/2022	620-4840-62990	Misc. Operating Expense	PAPER TOWEL		69.66
COLE PAPERS INC	10228637	11/28/2022	610-4850-62230	Building Maint & Repair	RUBBER ENTRY MATS		358.02
						Vendor COLE PAPERS INC Total:	**597.41**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CORE & MAIN LP							
CORE & MAIN LP	R910210	11/22/2022	545-4680-65900	Work in Process-Construction	MATERIALS - WATER METER ...		40,000.00
						Vendor CORE & MAIN LP Total:	**40,000.00**
Vendor: DANA C KLOS							
DANA C KLOS	11 30 22	11/30/2022	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES		30.00
DANA C KLOS	707	11/30/2022	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES		30.00
						Vendor DANA C KLOS Total:	**60.00**
Vendor: DARRIN MOMERAK							
DARRIN MOMERAK	12 07 22	12/07/2022	620-4850-62230	Building Maint & Repair	CONCRETE REPAIR - OPERATI...		900.00
						Vendor DARRIN MOMERAK Total:	**900.00**
Vendor: DBS BACKHOE & EXCAVATION SERVI							
DBS BACKHOE & EXCAVATION..	DEC 2022	12/06/2022	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - ALMA PHE...		1,200.00
DBS BACKHOE & EXCAVATION..	DEC 2022	12/06/2022	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - NEIL CARL...		1,200.00
						Vendor DBS BACKHOE & EXCAVATION SERVI Total:	**2,400.00**
Vendor: DENNIS JOHN ELBERT							
DENNIS JOHN ELBERT	22-TRF-V2	12/05/2022	100-4110-63030	Contracts Expense	STRATEGIC PLANNING PRJ		8,335.23
						Vendor DENNIS JOHN ELBERT Total:	**8,335.23**
Vendor: DRN READITECH							
DRN READITECH	2560900-12	12/01/2022	630-4530-63020	Computer Maintenance & lic...	WAP FOR ORSKIES		60.00
						Vendor DRN READITECH Total:	**60.00**
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	10695	11/01/2022	620-4840-62170	Field Supplies	SHIPPING CHARGES - NOV 20...		127.79
EAZY PACK N SHIP	10715	11/02/2022	620-4840-62170	Field Supplies	SHIPPING CHARGES - NOV 20...		18.04
EAZY PACK N SHIP	10748	11/08/2022	680-4840-62170	Field Supplies	SHIPPING CHARGES - NOV 20...		98.69
						Vendor EAZY PACK N SHIP Total:	**244.52**
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0221914	11/15/2022	100-4312-62240	Department Maint & Repair	CUT OFF BLADE		99.99
EVANS SCRAP AND STEEL INC	0221920	11/16/2022	100-4312-62210	Equipment Maint & Repair	MATERIALS - SNOW PUSHER ...		115.85
						Vendor EVANS SCRAP AND STEEL INC Total:	**215.84**
Vendor: FALLS TOWING LLC							
FALLS TOWING LLC	20247	11/30/2022	100-4210-62990	Misc. Operating Expense	TOWING SERVICES		90.00
						Vendor FALLS TOWING LLC Total:	**90.00**
Vendor: FLAHERTY AND HOOD PA							
FLAHERTY AND HOOD PA	18607	12/01/2022	560-4680-65940	Work in Progress - Legal/Misc.	LITIGATION SERVICES - WW ...		3,747.97
						Vendor FLAHERTY AND HOOD PA Total:	**3,747.97**
Vendor: FLEET SUPPLY							
FLEET SUPPLY	128832	11/03/2022	820-4840-62990	Misc. Operating Expense	DRIVEWAY MARKERS		40.00
FLEET SUPPLY	129091	11/10/2022	100-4315-62880	Personal Protective Equipme...	GLOVES		38.96
FLEET SUPPLY	129390	11/17/2022	620-4840-62880	Personal Protective Equipme...	BOOTS / GLOVES - MYERS		150.28
FLEET SUPPLY	129618	11/23/2022	270-4680-65900	Work in Process-Construction	POLY TARP - TRAIN CANOPY		21.99

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
FLEET SUPPLY	129744	11/28/2022	680-4850-62210	Equipment Maint & Repair	ANTI FREEZE		26.95
FLEET SUPPLY	129753	11/28/2022	620-4850-62210	Equipment Maint & Repair	RETURN CREDIT - WARNING ...		-14.99
FLEET SUPPLY	16147	11/03/2022	620-4840-62880	Personal Protective Equipme...	BOOTS - WATER BREAKS		156.37
FLEET SUPPLY	16155	11/03/2022	620-4840-62880	Personal Protective Equipme...	BIBS - CARDINAL		119.99
FLEET SUPPLY	16775	11/23/2022	100-4315-62880	Personal Protective Equipme...	WINTER GLOVES		98.55
FLEET SUPPLY	16920	11/28/2022	620-4850-62210	Equipment Maint & Repair	WARNING TRIANGLE STEAM ...		14.99
						Vendor FLEET SUPPLY Total:	**653.09**
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	2110788	11/30/2022	690-4850-62360	Distribution Maint	BILLABLE LOCATES - NOV 2022		39.15
						Vendor GOPHER STATE ONE CALL Total:	**39.15**
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIPM...	36539	11/30/2022	100-4220-62990	Misc. Operating Expense	EXTINGUISHER POWDER		145.00
GRAND FORKS FIRE EQUIPM...	36569	12/06/2022	100-4220-62990	Misc. Operating Expense	BATTERY - THERMAL IMAGE ...		98.90
GRAND FORKS FIRE EQUIPM...	36593	12/08/2022	100-4220-62880	Personal Protective Equipme...	TURN OUT GEAR - PARTIAL P...		2,500.00
						Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:	**2,743.90**
Vendor: HARRIS COMPUTER SYSTEMS							
HARRIS COMPUTER SYSTEMS	CT055729	11/30/2022	600-4680-65900	Work in Process-Construction	SERVICE FEES / TRAINING - S...		19,800.00
						Vendor HARRIS COMPUTER SYSTEMS Total:	**19,800.00**
Vendor: HAWKINS INC							
HAWKINS INC	6333026	11/07/2022	620-4840-62160	Chemicals	CHEMICALS		2,085.25
						Vendor HAWKINS INC Total:	**2,085.25**
Vendor: HUGOS #7							
HUGOS #7	76	11/03/2022	610-4890-64900	Civic Events	SODA PURCHASE - BRAT COO...		64.25
						Vendor HUGOS #7 Total:	**64.25**
Vendor: IAN LUND							
IAN LUND	REIMB 12 08 22	12/08/2022	690-4890-64400	Travel, Conference, School	REIMBURSE - MEALS EXP T &...		36.49
IAN LUND	REIMB 12 08 22	12/08/2022	690-4890-64400	Travel, Conference, School	REIMBURSE - GASOLINE T & O..		30.00
						Vendor IAN LUND Total:	**66.49**
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	02945	12/01/2022	100-4160-63040	Legal Fees	CRIMINAL SERVICES - NOV 20...		5,095.00
IHLE SPARBY AND HAASE PA	02946	12/01/2022	100-4160-63040	Legal Fees	CONTRACT SERVICES - NOV 2...		2,525.00
IHLE SPARBY AND HAASE PA	02978	12/09/2022	620-4890-63040	Legal Fees	WARRANTY DEED / CRV PREP...		343.00
						Vendor IHLE SPARBY AND HAASE PA Total:	**7,963.00**
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUTI...	IN4019116	12/01/2022	690-4840-62010	Office Supplies	DESK CALENDAR / APT BOOK		111.24
INNOVATIVE OFFICE SOLUTI...	IN4029258	12/09/2022	100-4670-62010	Office Supplies	OFFICE SUPPLIES		213.11
INNOVATIVE OFFICE SOLUTI...	IN4029258	12/09/2022	690-4840-62020	Computer Supplies	OFFICE SUPPLIES		66.73
						Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:	**391.08**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JEREMY KASPRZAK							
JEREMY KASPRZAK	REIMB 12 08 22	12/08/2022	690-4890-64400	Travel, Conference, School	REIMBURSE - MEALS EXP T &...		81.05
					Vendor JEREMY KASPRZAK Total:		**81.05**
Vendor: JEREMY SRNSKY							
JEREMY SRNSKY	REFUND	12/20/2022	740-4870-63640	Life Insurance - COBRA	REFUND - LIFE INSURANCE P...		28.05
					Vendor JEREMY SRNSKY Total:		**28.05**
Vendor: JOHN KINSMAN							
JOHN KINSMAN	REIMB 12 08 22	12/08/2022	690-4890-64400	Travel, Conference, School	REIMBURSE - GASOLINE EXP T..		50.00
JOHN KINSMAN	REIMB 12 08 22	12/08/2022	690-4890-64400	Travel, Conference, School	REIMBURSE - MEALS EXP T &...		65.49
					Vendor JOHN KINSMAN Total:		**115.49**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQUOR	2190015	11/30/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		12,584.08
JOHNSON BROTHERS LIQUOR	2190016	11/30/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		3,616.00
JOHNSON BROTHERS LIQUOR	2191303	12/01/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		472.20
JOHNSON BROTHERS LIQUOR	2192740	12/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		7,721.29
JOHNSON BROTHERS LIQUOR	2192741	12/05/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		4,868.00
JOHNSON BROTHERS LIQUOR	2192743	12/05/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		2,893.54
					Vendor JOHNSON BROTHERS LIQUOR Total:		**32,155.11**
Vendor: KARAN LINCOLN							
KARAN LINCOLN	REFUND	12/20/2022	740-4870-63640	Life Insurance - COBRA	REFUND - LIFE INSURANCE O...		50.32
					Vendor KARAN LINCOLN Total:		**50.32**
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	1997048	11/07/2022	680-4850-62230	Building Maint & Repair	HEATER - LIFT #7		79.99
L & M SUPPLY INC	1997615	11/08/2022	680-4850-62220	Lift Station and Pond Maint &...	CONDUIT - LIFT #1 RPR		12.81
L & M SUPPLY INC	1999245	11/10/2022	100-4312-62240	Department Maint & Repair	HOLE SAW / RUST PENETRATE		30.97
L & M SUPPLY INC	1999416	11/10/2022	680-4850-62230	Building Maint & Repair	GENERATOR SHED LOCK		149.99
L & M SUPPLY INC	2002420	11/14/2022	690-4840-62990	Misc. Operating Expense	ICE MELT		44.90
L & M SUPPLY INC	2002834	11/15/2022	690-4840-62880	Personal Protective Equipme...	FR JEAN - R LUND		94.49
L & M SUPPLY INC	2002836	11/15/2022	690-4850-62350	Power Plant/Dam Maint	ICE MELT		53.95
L & M SUPPLY INC	2003140	11/15/2022	690-4850-62350	Power Plant/Dam Maint	HEATER		89.99
L & M SUPPLY INC	2003141	11/15/2022	690-4840-62880	Personal Protective Equipme...	FR JEAN - R LUND		94.49
L & M SUPPLY INC	2005178	11/18/2022	100-4312-62240	Department Maint & Repair	CLAMP		53.98
L & M SUPPLY INC	2012586	11/28/2022	690-4840-62120	Gas-Oil-Lube	ANTI FREEZE		59.90
L & M SUPPLY INC	2012690	11/28/2022	680-4840-62990	Misc. Operating Expense	CLEANING SUPPLIES		35.96
L & M SUPPLY INC	2012700	11/28/2022	690-4840-62990	Misc. Operating Expense	TESTER - CHRISTMAS LIGHT		74.97
L & M SUPPLY INC	2012763	11/28/2022	690-4850-62210	Equipment Maint & Repair	DITCH WITCH REPAIR		11.29
L & M SUPPLY INC	2012804	11/28/2022	100-4315-62210	Equipment Maint & Repair	250' CABLE		38.74
L & M SUPPLY INC	2012851	11/28/2022	620-4850-62230	Building Maint & Repair	WATER HEATER EXPN TANK		73.98
L & M SUPPLY INC	2013124	11/29/2022	100-4312-62210	Equipment Maint & Repair	NOZZLE / HOSE		110.98
L & M SUPPLY INC	2014008	11/30/2022	690-4850-62350	Power Plant/Dam Maint	CAB - SNOW BLOWER		99.99
					Vendor L & M SUPPLY INC Total:		**1,211.37**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MARCO TECHNOLOGIES LLC NW 7128							
MARCO TECHNOLOGIES LLC ...	INV10558216	11/09/2022	690-4890-63030	Contracts Expense	COPIER CONTRACT - NOV 20...		80.16
MARCO TECHNOLOGIES LLC ...	INV10612594	11/28/2022	690-4890-63030	Contracts Expense	COPIER CONTRACT - NOV 20...		74.07
					Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:		**154.23**
Vendor: MARK BORSETH							
MARK BORSETH	2022-11	12/01/2022	100-4650-63030	Contracts Expense	PLANNING & ZONING SERVIC...		1,837.50
MARK BORSETH	REFUND	12/20/2022	740-4870-63640	Life Insurance - COBRA	REFUND - LIFE INSURANCE P...		12.75
					Vendor MARK BORSETH Total:		**1,850.25**
Vendor: MARSHALL COUNTY DRIFT SKIPPERS							
MARSHALL COUNTY DRIFT SK...	1222	12/02/2022	610-4880-63490	Advertising	2022-2025 SNOWMOBILE TR...		50.00
					Vendor MARSHALL COUNTY DRIFT SKIPPERS Total:		**50.00**
Vendor: MN DPT OF COMMERCE							
MN DPT OF COMMERCE	1000048988	12/01/2022	690-4890-68880	Conservation Program	3RD QTR FY 2023 INDIRECT A...		3,665.79
					Vendor MN DPT OF COMMERCE Total:		**3,665.79**
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	20170024	11/28/2022	690-4890-63020	Computer Maintenance & lic...	WORK ON AMI		360.00
MORRIS ELECTRONICS INC	20170047	11/28/2022	690-4890-63020	Computer Maintenance & lic...	WORK ON AMI		142.50
					Vendor MORRIS ELECTRONICS INC Total:		**502.50**
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF RV...	719875	11/04/2022	100-4312-62240	Department Maint & Repair	SHOP SUPPLIES		142.50
N A P A AUTO PARTS THF RV...	719974	11/08/2022	690-4840-62990	Misc. Operating Expense	ANTI FREEZE TESTER		30.99
N A P A AUTO PARTS THF RV...	719980	11/08/2022	100-4315-62210	Equipment Maint & Repair	U JOINT		47.48
N A P A AUTO PARTS THF RV...	720005	11/09/2022	100-4312-62240	Department Maint & Repair	SUPPLIES		95.00
N A P A AUTO PARTS THF RV...	720134	11/14/2022	100-4312-62210	Equipment Maint & Repair	ANTI FREEZE RESERVOIR CAP		29.99
N A P A AUTO PARTS THF RV...	720315	12/13/2022	620-4850-62210	Equipment Maint & Repair	BLADE / CONNECTOR - STEA...		38.49
N A P A AUTO PARTS THF RV...	720326	11/18/2022	620-4850-62210	Equipment Maint & Repair	RETURN CR - BLADE / CONN...		-15.50
N A P A AUTO PARTS THF RV...	720340	11/21/2022	620-4850-62210	Equipment Maint & Repair	BELT / LED STROBE		169.74
N A P A AUTO PARTS THF RV...	720530	11/28/2022	100-4510-62210	Equipment Maint & Repair	BLISTER PACK CAPSULES		39.87
					Vendor N A P A AUTO PARTS THF RVR FL Total:		**578.56**
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R F...	CT137108	11/03/2022	100-4312-62240	Department Maint & Repair	GREASE GUN TIP		23.00
NELSON EQUIPMENT OF T R F...	CT137339	11/21/2022	620-4850-62210	Equipment Maint & Repair	BEARING - STEAMER TRK		21.80
					Vendor NELSON EQUIPMENT OF T R F INC Total:		**44.80**
Vendor: NELSON INTERNATIONAL - E G F							
NELSON INTERNATIONAL - E ...	X105059281 01	11/16/2022	100-4312-62210	Equipment Maint & Repair	BATTERIES		262.50
					Vendor NELSON INTERNATIONAL - E G F Total:		**262.50**
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	NOV 2022	12/01/2022	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE -...		294.62
					Vendor NORTHERN STATE BANK Total:		**294.62**
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYSTE...	T323648	11/07/2022	100-4312-62210	Equipment Maint & Repair	FITTING		41.04

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST POWER SYSTE…	T323690	11/09/2022	100-4510-62210	Equipment Maint & Repair	HINGE PIN - PLOW		64.85
NORTHWEST POWER SYSTE…	T323702	11/09/2022	100-4312-62210	Equipment Maint & Repair	PARTS		13.71
NORTHWEST POWER SYSTE…	T323818	11/15/2022	100-4510-62210	Equipment Maint & Repair	SPRINGS - PLOW		91.84
NORTHWEST POWER SYSTE…	T323829	11/21/2022	100-4510-62210	Equipment Maint & Repair	HEADLIGHT KIT - PLOW		472.12
NORTHWEST POWER SYSTE…	T323834	11/15/2022	620-4850-62210	Equipment Maint & Repair	620485062210		77.55
NORTHWEST POWER SYSTE…	T323840	11/15/2022	100-4315-62210	Equipment Maint & Repair	FITTINGS		19.75
NORTHWEST POWER SYSTE…	T323843	11/15/2022	100-4315-62210	Equipment Maint & Repair	FITTINGS		39.70
NORTHWEST POWER SYSTE…	T323924	11/18/2022	100-4312-62240	Department Maint & Repair	DRILL BITS		24.29
					Vendor NORTHWEST POWER SYSTEMS INC Total:		**844.85**
Vendor: PENNINGTON CO AUDITOR							
PENNINGTON CO AUDITOR	4224	11/29/2022	100-4140-65400	Machinery & Equipment	5 OMNI BALLOT MACHINES		8,103.35
					Vendor PENNINGTON CO AUDITOR Total:		**8,103.35**
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE S…	DEC 2022	12/13/2022	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES -…		1,400.00
					Vendor PENNINGTON CO HUMANE SOCIETY Total:		**1,400.00**
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE INC	78494	12/08/2022	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		72.03
					Vendor PENNINGTON FAST LUBE INC Total:		**72.03**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6504313	11/30/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,643.75
PHILLIPS WINE & SPIRITS	6507589	12/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		7,535.00
PHILLIPS WINE & SPIRITS	6507590	12/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,621.48
PHILLIPS WINE & SPIRITS	6507591	12/05/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		221.25
PHILLIPS WINE & SPIRITS	6507591	12/05/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,055.25
PHILLIPS WINE & SPIRITS	6507592	12/05/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		214.15
					Vendor PHILLIPS WINE & SPIRITS Total:		**17,290.88**
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550019221	11/18/2022	100-4312-62210	Equipment Maint & Repair	TIRES / ORINGS		318.45
					Vendor POMPS TIRE SERVICE INC Total:		**318.45**
Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	129249	11/29/2022	100-4315-62240	Department Maint & Repair	WASH BAY SOAP		245.00
					Vendor QUALITY FARM SUPPLY INC Total:		**245.00**
Vendor: RANDY HARGER							
RANDY HARGER	REFUND	12/13/2022	740-4870-63640	Life Insurance - COBRA	REFUND - LIFE INSURANCE P…		18.70
					Vendor RANDY HARGER Total:		**18.70**
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP INC	NOV 2022	12/06/2022	680-4830-63890	Utilities Expense	METER READING LIFT #15 - N…		120.21
					Vendor RED LAKE ELECTRIC COOP INC Total:		**120.21**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ROBERT HUOT							
ROBERT HUOT	REIMB 11 30 22	12/01/2022	100-4315-62880	Personal Protective Equipme…	REIMBURSE - SAFETY TOED F…		100.00
						Vendor ROBERT HUOT Total:	**100.00**
Vendor: SHAUN HAWKINSON							
SHAUN HAWKINSON	REFUND	12/13/2022	740-4870-63640	Life Insurance - COBRA	REFUND - LIFE INSURANCE P…		28.05
						Vendor SHAUN HAWKINSON Total:	**28.05**
Vendor: SHPIGLER CONSULTING INC							
SHPIGLER CONSULTING INC	120122	12/01/2022	545-4680-65920	Work in Process - Eng/Archtct	CONSULTING SUPPORT - DEC…		5,191.67
						Vendor SHPIGLER CONSULTING INC Total:	**5,191.67**
Vendor: SJOBERGS							
SJOBERGS	DEC 2022	12/13/2022	100-4192-63020	Computer Maintenance & lic…	MONTHLY SERVICE - DEC 2022		225.00
SJOBERGS	DEC 2022	12/13/2022	100-4192-63020	Computer Maintenance & lic…	MONTHLY SERVICE - DEC 2022		82.05
SJOBERGS	DEC 2022	12/13/2022	100-4220-63020	Computer Maintenance & lic…	MONTHLY SERVICE - DEC 2022		49.95
SJOBERGS	DEC 2022	12/13/2022	100-4312-63020	Computer Maintenance & lic…	MONTHLY SERVICE - DEC 2022		56.95
SJOBERGS	DEC 2022	12/13/2022	100-4510-63210	Communication Expense	MONTHLY SERVICE - DEC 2022		104.50
SJOBERGS	DEC 2022	12/13/2022	100-4560-63210	Communication Expense	ADJ CREDIT BALANCE ON AC…		-1,013.50
SJOBERGS	DEC 2022	12/13/2022	100-4650-63210	Communication Expense	ADJ - CREDIT BALANCE ON A…		-74.75
SJOBERGS	DEC 2022	12/13/2022	610-4890-63020	Computer Maintenance & lic…	MONTHLY SERVICE - DEC 2022		56.95
SJOBERGS	DEC 2022	12/13/2022	620-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 2022		25.99
SJOBERGS	DEC 2022	12/13/2022	620-4890-63020	Computer Maintenance & lic…	MONTHLY SERVICE - DEC 2022		49.95
SJOBERGS	DEC 2022	12/13/2022	680-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 2022		475.00
SJOBERGS	DEC 2022	12/13/2022	680-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 2022		85.50
SJOBERGS	DEC 2022	12/13/2022	690-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 2022		35.05
SJOBERGS	DEC 2022	12/13/2022	690-4830-63210	Communication Expense	ADJ - CREDIT BALANCE ON A…		-49.95
SJOBERGS	DEC 2022	12/13/2022	690-4830-63210	Communication Expense	ADJ - CREDIT BALANCE ON A…		-177.14
SJOBERGS	DEC 2022	12/13/2022	690-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 2022		142.50
SJOBERGS	DEC 2022	12/13/2022	690-4830-63210	Communication Expense	MONTHLY SERVICE - DEC 2022		142.50
SJOBERGS	DEC 2022	12/13/2022	690-4890-63020	Computer Maintenance & lic…	MONTHLY SERVICE - DEC 2022		49.95
SJOBERGS	DEC 2022	12/13/2022	690-4890-63020	Computer Maintenance & lic…	MONTHLY SERVICE - DEC 2022		225.00
SJOBERGS	DEC 2022	12/13/2022	690-4890-63020	Computer Maintenance & lic…	MONTHLY SERVICE - DEC 2022		42.95
						Vendor SJOBERGS Total:	**534.45**
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2287759	11/30/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		242.00
SOUTHERN GLAZERS OF MN	2287760	11/30/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		12,665.98
						Vendor SOUTHERN GLAZERS OF MN Total:	**12,907.98**
Vendor: ST CLOUD REFRIGERATION INC							
ST CLOUD REFRIGERATION INC	J011845	11/30/2022	520-4680-65900	Work in Process-Construction	REFRIGERANT / LEAK DETEC…		33,830.97
						Vendor ST CLOUD REFRIGERATION INC Total:	**33,830.97**
Vendor: STONES MOBILE RADIO INC							
STONES MOBILE RADIO INC	2050122	11/30/2022	820-4850-62210	Equipment Maint & Repair	CM200D TWO WAY RADIO		685.15
						Vendor STONES MOBILE RADIO INC Total:	**685.15**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S012990515.003	11/28/2022	690-14100	Inventory - Materials	4 PT JUNCTIONS		5,080.43
						Vendor STUART C IRBY CO Total:	**5,080.43**
Vendor: T R F RADIO							
T R F RADIO	32831-1	11/18/2022	100-4210-62990	Misc. Operating Expense	RADIO ADVERTISING - NOV 2...		216.00
						Vendor T R F RADIO Total:	**216.00**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	100-4650-63590	Printing & Publications	AD - PUBLIC WORKS		95.00
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	100-4650-63590	Printing & Publications	AD - PUBLIC WORKS		95.00
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	100-4670-62990	Misc. Operating Expense	AD - ONLINE AUCTION		64.00
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	100-4670-62990	Misc. Operating Expense	AD - ONLINE AUCTION		68.00
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	100-4670-62990	Misc. Operating Expense	AD - ONLINE AUCTION		70.00
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	620-4890-63590	Printing & Publications	AD - CHEMICAL BIDS WATER ...		154.44
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	690-4890-63590	Printing & Publications	AD - ELEC SUPERINTENDENT		104.50
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	690-4890-63590	Printing & Publications	AD - PROPOSAL SCRAP METAL		105.00
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	690-4890-63590	Printing & Publications	AD - PROPOSAL SCRAP METAL		105.00
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	690-4890-63590	Printing & Publications	AD - PROPOSAL SCRAP METAL		102.00
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	690-4890-63590	Printing & Publications	AD - ELEC SUPERINTENDENT		93.50
THIEF RIVER FALLS TIMES	878 NOV 2022	11/30/2022	690-4890-63590	Printing & Publications	AD - ELEC SUPERINTENDENT		104.50
						Vendor THIEF RIVER FALLS TIMES Total:	**1,160.94**
Vendor: THIEF RIVER FORD INC							
THIEF RIVER FORD INC	170530	10/31/2022	100-4210-62210	Equipment Maint & Repair	RADIATOR RPR		1,103.48
THIEF RIVER FORD INC	170831	11/08/2022	100-4210-62210	Equipment Maint & Repair	BATTERY		183.92
THIEF RIVER FORD INC	171164	11/21/2022	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		61.17
						Vendor THIEF RIVER FORD INC Total:	**1,348.57**
Vendor: TRAVIS GIFFEN							
TRAVIS GIFFEN	REIMB 10 12 22	10/14/2022	100-4650-64400	Travel, Conference, School	REIMBURSE MILEAGE EXP - S...		96.25
						Vendor TRAVIS GIFFEN Total:	**96.25**
Vendor: TRI VALLEY OPPORTUNITY COUNCIL							
TRI VALLEY OPPORTUNITY C...	2022	12/13/2022	100-4670-64500	Senior Citizen Programs	2022 ALLOCATION		5,000.00
						Vendor TRI VALLEY OPPORTUNITY COUNCIL Total:	**5,000.00**
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	025-404338	11/30/2022	500-4680-65900	Work in Process-Construction	ENERGOV PRJ MANAGEMENT		910.00
						Vendor TYLER TECHNOLOGIES INC Total:	**910.00**
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	42483	11/01/2022	610-4840-62890	Uniforms/ID Clothing	UNIFORM SHIRTS		1,085.50
UNIVERSAL SCREENPRINT	42494	11/03/2022	610-4840-62890	Uniforms/ID Clothing	T SHIRTS		235.00
UNIVERSAL SCREENPRINT	42576	11/18/2022	100-4150-63590	Printing & Publications	TAXI DECALS		30.00
						Vendor UNIVERSAL SCREENPRINT Total:	**1,350.50**
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	283	11/30/2022	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEES - NOV..		22,211.17

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
WASTE MASTERS LLC	2BX00252	11/30/2022	100-4315-63030	Contracts Expense	NOV 2022 DOWNTOWN COL...		162.50
					Vendor WASTE MASTERS LLC Total:		**22,373.67**
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING AS...	220502	11/18/2022	506-4680-65920	Work in Process - Eng/Archtct	LLP APPLICATION		495.00
WIDSETH SMITH NOLTING AS...	220502	11/18/2022	506-4680-65920	Work in Process - Eng/Archtct	LLP FUTURE PROJECT		900.00
					Vendor WIDSETH SMITH NOLTING ASC INC Total:		**1,395.00**
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7406663	12/05/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		4,142.10
					Vendor WINE MERCHANTS Total:		**4,142.10**
					Grand Total:		**306,698.29**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	70,420.95
270 - TRAIN CANOPY	21.99
500 - 2019 SOFTWARE PROJECT	910.00
506 - LOCAL PARTNERSHIP PROGRAM	1,395.00
520 - 2018 ARENA PROJECT	33,830.97
545 - WATER METER PROJECT	45,191.67
560 - WASTE WATER FORCE MAIN	3,747.97
600 - 2020 SOFTWARE PROJECT	19,800.00
610 - LIQUOR DISPENSARY	73,843.09
620 - WATER UTILITY FUND	13,962.26
630 - ARENAS - VENUWORKS	60.00
680 - WASTEWATER UTILITY FUND	1,085.10
690 - ELECTRIC UTILITY FUND	39,166.27
740 - TRF HEALTH INSURANCE FUND	137.87
820 - GREENWOOD CEMETERY FUND	3,125.15
Grand Total:	**306,698.29**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63030	Contracts Expense	15,236.23
100-4140-65400	Machinery & Equipment	8,103.35
100-4150-63030	Contracts Expense	294.62
100-4150-63590	Printing & Publications	30.00
100-4160-63040	Legal Fees	7,620.00
100-4192-63020	Computer Maintenance & ..	307.05
100-4194-62990	Misc. Operating Expense	29.50
100-4210-62120	Gas-Oil-Lube	186.00
100-4210-62210	Equipment Maint & Repair	1,287.40
100-4210-62880	Personal Protective Equi...	100.00
100-4210-62990	Misc. Operating Expense	306.00
100-4210-63100	Animal Control	1,460.00
100-4210-63320	Training Expense	85.72
100-4220-62880	Personal Protective Equi...	2,500.00
100-4220-62990	Misc. Operating Expense	259.80
100-4220-63020	Computer Maintenance & ..	49.95
100-4312-62210	Equipment Maint & Repair	1,236.29
100-4312-62230	Building Maint & Repair	22.99
100-4312-62240	Department Maint & Repa..	499.68
100-4312-63020	Computer Maintenance & ..	56.95
100-4315-62210	Equipment Maint & Repair	330.02
100-4315-62240	Department Maint & Repa..	245.00
100-4315-62880	Personal Protective Equi...	237.51

Account Summary

Account Number	Account Name	Expense Amount
100-4315-63030	Contracts Expense	22,373.67
100-4510-62210	Equipment Maint & Repair	728.11
100-4510-62240	Department Maint & Repa..	100.00
100-4510-63210	Communication Expense	104.50
100-4560-63210	Communication Expense	-1,013.50
100-4650-63030	Contracts Expense	1,837.50
100-4650-63210	Communication Expense	-74.75
100-4650-63590	Printing & Publications	190.00
100-4650-64400	Travel, Conference, School	96.25
100-4670-62010	Office Supplies	213.11
100-4670-62990	Misc. Operating Expense	382.00
100-4670-64500	Senior Citizen Programs	5,000.00
270-4680-65900	Work in Process-Construct..	21.99
500-4680-65900	Work in Process-Construct..	910.00
506-4680-65920	Work in Process - Eng/Arc...	1,395.00
520-4680-65900	Work in Process-Construct..	33,830.97
545-4680-65900	Work in Process-Construct..	40,000.00
545-4680-65920	Work in Process - Eng/Arc...	5,191.67
560-4680-65940	Work in Progress - Legal/...	3,747.97
600-4680-65900	Work in Process-Construct..	19,800.00
610-4810-62510	Liquor for Resale	52,873.64
610-4810-62520	Beer for Resale	1,087.45
610-4810-62530	Wine for Resale	16,574.89
610-4810-62540	Soft Drinks/Mix for Resale	311.05
610-4810-62590	Misc. Mdse for Resale	208.78
610-4840-62140	Off Sale Supplies	767.83
610-4840-62890	Uniforms/ID Clothing	1,320.50
610-4840-62990	Misc. Operating Expense	73.76
610-4850-62230	Building Maint & Repair	453.99
610-4880-63490	Advertising	50.00
610-4890-63020	Computer Maintenance & ..	56.95
610-4890-64900	Civic Events	64.25
620-4830-63210	Communication Expense	25.99
620-4840-62160	Chemicals	10,559.21
620-4840-62170	Field Supplies	145.83
620-4840-62880	Personal Protective Equi...	426.64
620-4840-62990	Misc. Operating Expense	135.62
620-4850-62210	Equipment Maint & Repair	1,124.04
620-4850-62220	Plant Equip Maint & Repair	3.99
620-4850-62230	Building Maint & Repair	993.55
620-4890-63020	Computer Maintenance & ..	49.95
620-4890-63040	Legal Fees	343.00

Account Summary

Account Number	Account Name	Expense Amount
620-4890-63590	Printing & Publications	154.44
630-4530-63020	Computer Maintenance & ..	60.00
680-4830-63210	Communication Expense	560.50
680-4830-63890	Utilities Expense	120.21
680-4840-62170	Field Supplies	98.69
680-4840-62990	Misc. Operating Expense	35.96
680-4850-62210	Equipment Maint & Repair	26.95
680-4850-62220	Lift Station and Pond Mai...	12.81
680-4850-62230	Building Maint & Repair	229.98
690-14100	Inventory - Materials	32,683.28
690-4830-63210	Communication Expense	92.96
690-4840-62010	Office Supplies	111.24
690-4840-62020	Computer Supplies	66.73
690-4840-62120	Gas-Oil-Lube	59.90
690-4840-62880	Personal Protective Equi...	188.98
690-4840-62990	Misc. Operating Expense	150.86
690-4850-62210	Equipment Maint & Repair	11.29
690-4850-62350	Power Plant/Dam Maint	243.93
690-4850-62360	Distribution Maint	39.15
690-4890-63020	Computer Maintenance & ..	820.40
690-4890-63030	Contracts Expense	154.23
690-4890-63590	Printing & Publications	614.50
690-4890-64400	Travel, Conference, School	263.03
690-4890-68880	Conservation Program	3,665.79
740-4870-63640	Life Insurance - COBRA	137.87
820-4840-62990	Misc. Operating Expense	40.00
820-4850-62210	Equipment Maint & Repair	685.15
820-4890-63030	Contracts Expense	2,400.00
	Grand Total:	**306,698.29**

Project Account Summary

Project Account Key		Expense Amount
None		306,698.29
	Grand Total:	**306,698.29**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00470 - 12/14/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3573095	11/21/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		380.05
						Vendor ARTISAN BEER COMPANY Total:	**380.05**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	346615816	11/21/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		462.00
BREAKTHRU BEVERAGE	346700644	11/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,704.76
BREAKTHRU BEVERAGE	346700645	11/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		6,468.50
BREAKTHRU BEVERAGE	346700645	11/29/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		800.00
BREAKTHRU BEVERAGE	346700645	11/29/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		101.00
BREAKTHRU BEVERAGE	346700646	11/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		54.71
BREAKTHRU BEVERAGE	346700646	11/29/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		382.40
						Vendor BREAKTHRU BEVERAGE Total:	**10,973.37**
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1544646	11/23/2022	610-4810-62520	Beer for Resale	MIX PURCHASE		68.90
C & L DISTRIBUTING	1544646	11/23/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		458.95
						Vendor C & L DISTRIBUTING Total:	**527.85**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQUOR	2183043	11/20/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,241.68
JOHNSON BROTHERS LIQUOR	2184152	11/21/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,472.37
JOHNSON BROTHERS LIQUOR	2184153	11/21/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		7,377.51
JOHNSON BROTHERS LIQUOR	2184154	11/21/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		37.00
JOHNSON BROTHERS LIQUOR	2187354	11/28/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		2,100.00
						Vendor JOHNSON BROTHERS LIQUOR Total:	**14,228.56**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6499527	11/21/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,921.35
PHILLIPS WINE & SPIRITS	6499528	11/21/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		959.10
PHILLIPS WINE & SPIRITS	6499529	11/21/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		80.00
PHILLIPS WINE & SPIRITS	6502031	11/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		348.26
						Vendor PHILLIPS WINE & SPIRITS Total:	**3,308.71**
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2283150	11/17/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		7,029.41
SOUTHERN GLAZERS OF MN	2283150	11/17/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		184.00
SOUTHERN GLAZERS OF MN	2284352	11/21/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,160.00
SOUTHERN GLAZERS OF MN	2284353	11/21/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		336.00
SOUTHERN GLAZERS OF MN	2285048	11/22/2022	610-4810-62510	Liquor for Resale	LIQUOR PURHCASE		647.71
SOUTHERN GLAZERS OF MN	2285048	11/22/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,136.00

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SOUTHERN GLAZERS OF MN	2286666	11/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,095.48
SOUTHERN GLAZERS OF MN	2286666	11/29/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		100.00
SOUTHERN GLAZERS OF MN	2286666	11/29/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		220.00
SOUTHERN GLAZERS OF MN	2286668	11/29/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		80.00
SOUTHERN GLAZERS OF MN	2286669	11/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		121.46
SOUTHERN GLAZERS OF MN	2286670	11/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,631.11
SOUTHERN GLAZERS OF MN	2286671	11/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,741.35
SOUTHERN GLAZERS OF MN	2286672	11/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,182.40
						Vendor SOUTHERN GLAZERS OF MN Total:	**23,664.92**
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0318114-IN	11/22/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		3,384.00
VINOCOPIA INC	0318114-IN	11/22/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		72.00
						Vendor VINOCOPIA INC Total:	**3,456.00**
						Grand Total:	**56,539.46**

Fund Summary

Fund		Expense Amount
610 - LIQUOR DISPENSARY		56,539.46
	Grand Total:	**56,539.46**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	38,282.55
610-4810-62520	Beer for Resale	907.90
610-4810-62530	Wine for Resale	16,536.61
610-4810-62540	Soft Drinks/Mix for Resale	812.40
	Grand Total:	**56,539.46**

Project Account Summary

Project Account Key		Expense Amount
None		56,539.46
	Grand Total:	**56,539.46**

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: 12/20/2022

SUBJECT: #8.3 Approval to Write Off Falls Liquor Store NSF Checks

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

MOTION TO: By the City Council, to accept a Public Safety/Liquor Committee recommendation to write off Falls Liquor Store NSF checks totaling $163.24 to bad debt expense. Efforts will continue to collect on the outstanding accounts.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

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: 12/20/2022

SUBJECT: #8.4 Approval To Process Year-End Accounts Payable Through December 30, 2022

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

MOTION TO: By the City Council, to authorize staff to process year-end accounts payable with payment on December 30, 2022. Staff will email a report to the Council prior to payment with Council invited to contact City Administrator Angela Philipp if they see something they question.

BACKGROUND: Annually, the City Council can authorize payment of year-end bills to simplify the year-end accounting.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

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: 12/20/2022

SUBJECT: #8.5 Approval of Appointment of Brady Meunier as Investigator

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

MOTION TO: To approve the internal transfer of Brady Meunier from Patrol Officer to Investigator (Adult) effective December 21, 2022. Mr. Meunier's wage shall be $33.60 per hour which is a Grade 7 Step 1 of the Investigator salary schedule. With Mr. Meunier moving to the Investigator (Adult) position, it is approved that the Patrol Officer vacancy be opened to the public for filling.

BACKGROUND: Mike Roff, Investigator, was appointed to fill the Deputy Chief of Police position effective October 29, 2022. To continue efficient operations of the Police Department, the Investigator (Adult) position needed to be filled. The City Council adopted Resolution No. 10-223-22 authorizing that the position of Investigator be opened to the public for filling. Interviews were conducted on November 21, 2022, and Brady Meunier, Patrol Officer, was determined to be qualified to fill the Investigator (Adult) position. Because the Police Department is currently short staffed, and Patrol Officer Brady Meunier is considered on the street in the shift rotation, Officer Meunier will keep his patrol duties until early 2023 until we can fill our empty patrol spots. Between now and early 2023, Officer Meunier will assist in investigations.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Chief of Police

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: 12/20/2022

SUBJECT: #8.6 Accepting a Donation(S) To The City Of Thief River Falls, MN Employee Wellness Appreciation

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

MOTION TO: A Resolution Accepting a Donation(S) To The City Of Thief River Falls, MN Employee Appreciation Program

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

1.	Accepting Donations.Resolution
2.	A Resolution Accepting a Donation To City TRF Employee Appreciation Program

RESOLUTION NO. ______

A RESOLUTION ACCEPTING A DONATION(S) TO THE CITY OF THIEF RIVER FALLS, MN.

WHEREAS, the City of Thief River Falls, MN, is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

Name of Donor	Amount/Description of Property

(See attached Exhibit "A")

WHEREAS, the terms or conditions of the donations, if any, are as follows: The donations are given specifically for city employee appreciation and recognition purposes.

WHEREAS, all such donations have been contributed by non-interested parties to the city for the benefit of its citizens and promotion of city employee work recognition, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF THIEF RIVER FALLS, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to recognize city employee performance and to promote morale and express appreciation for the work of public servants, as allowed by law.

2. The city administrator is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by at least a 2/3rds vote of the City Council of Thief River Falls, Minnesota this _____ day of December, 2023.

____
Mayor

Attested:

____
City Administrator

	Name of Donor	Amount
1.	Johnson Funeral Home	$100
2.	HDR	$250
3.	Widseth Smith Nolting & Assoc	$1,200
4.	Northdale Oil	$100
5.	Farmers Union Oil Company	$500

	Name of Donor	Amount
1.	Phillips Iron	T-shirt & Rivets
2.	Universal Screen Print	2 Hats & 4 T-Shirts
3.	Rusty Nail	2 - $15 Gift Cards
4.	Northdale Oil Inc.	2 – Supreme Touchless Car Wash Coupon Booklets
5.	Mike’s Automotive	2- Hats
6.	Nordale Oil Inc	2 – Hats
7.	Peterson Lumber	2 – Hats
8.	CertainTeed	2 - Hats

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: 12/20/2022

SUBJECT: #8.7 Additional Uncollectible Utility Account Write-offs.

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

MOTION TO: Accept a Utility Committee recommendation to approve write-off of uncollectible utilities accounts in the amount of $54,227.58 to be turned over to tax roll.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: City policy is followed.

DEPARTMENT/RESPONSIBLE PERSON: Utility Billing/Jeremy Treitline

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: 12/20/2022

SUBJECT: #8.8 Frosty Tines NDA Gambling Premises Permit

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

MOTION TO: Authorize the Frosty Tines NDA to conduct lawful gambling on the premises of American Legion at 324 Brook Ave on March 1, 2023.

BACKGROUND: The Frosty Tines NDA is required to obtain the City's approval to conduct lawful gambling on the premises of American Legion prior to submitting an application to the State of Minnesota.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: $100 Annual Premises Permit Fee, for each permit (non-refundable) to the State of MN.

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: 12/20/2022

SUBJECT: #8.9 Rocky Mountain Elk Foundation Gambling Premises Permit

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

MOTION TO: Authorize the Rocky Mountain Elk Foundation to conduct lawful gambling on the premises of Ralph Engelstad Arena at 525 Brooks Ave N on August 24, 2023.

BACKGROUND: The Rocky Mountain Elk Foundation is required to obtain the City's approval to conduct lawful gambling on the premises of Ralph Engelstad Arena prior to submitting an application to the State of Minnesota.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: $100 Annual Premises Permit Fee, for each permit (non-refundable) to the State of MN.

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: 12/20/2022

SUBJECT: #8.10 TRF Chamber of Commerce Temporary Intoxicating Liquor License

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

MOTION TO: To Approve a Temporary Intoxicating Liquor License to TRF Chamber of Commerce effective August 4th & 5th, 2023, from 4 pm to 1 am.

BACKGROUND: The TRF Chamber of Commerce has applied for a Temporary Intoxicating Liquor License yearly.

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

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

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

FINANCIAL CONSIDERATIONS: Cost of the license is $35.00 per day for a total $70 for the event.

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

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:
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: 12/20/2022

SUBJECT: #8.11 Approval of Additional 2023 City License Sunday On-Sale Intoxicating Liquor License - Eagles

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

MOTION TO: To Approve a On-Sale Intoxicating Sunday Liquor License to Eagles effective January 1 - December 31, 2023.

BACKGROUND:

KEY ISSUES:

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

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

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:
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: 12/20/2022

SUBJECT: #8.12 Authorize to Move Forward to Hire a vacant Fire Fighter Position

RECOMMENDATION: It is respectfully requested the Council consider the Public Safety Committee recommendation:

MOTION TO: Authorize to Move Forward to Hire for a vacant Fire Fighter position.

BACKGROUND:

KEY ISSUES:

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

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Rick Beier, Fire Chief

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: 12/20/2022

SUBJECT: #8.13 Approval of Certification of Unpaid Grass/Weed Mowing Charges to Property Owners' 2023 Property Tax

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

MOTION TO: by the City Council, to certify the following unpaid grass mowing charges from the 2022 mowing season to the Pennington County Auditor for collection as part of the property owner's property tax statement in 2023:

ADDRESS	PARCEL	AMOUNT
618 Duluth Ave N	25.015.060.90	129.92
420 Davis Ave N	25.013.052.80	129.20
1016 Duluth Ave N	25.021.019.20	227.36
207 Kendall Ave S	25.012.052.70	80.48
414 Crocker Ave S	25.012.144.50	129.92
303 Riverside Ave	25.005.064.00	178.64
1010 Main Ave N	25.022.069.00	116.54
724 Dewey Ave N	25.016.027.70	276.80
142 Willow Rd	25.062.043.00	99.60
118 Conley Ave N	25.006.275.50	98.88
1241 Edgewood Dr	25.079.007.00	50.16
312 State Ave S	25.024.003.10	246.48
1212 Centennial Dr	25.047.006.00	354.32
408 Arnold Ave S	25.005.098.30	185.10
213 Crocker Ave N	25.005.098.30	50.16
227 Markley Ave N	25.006.244.10	49.44
201 Tindolph Ave S	25.012.035.60	98.16
516 Kendall Ave S	25.012.176.40	98.88
708 Duluth Ave N	25.015.025.40	98.88
1102 Dewey Ave N	25.059.011.00	98.88
824 Dewey Ave N	25.058.003.10	97.44
712 Horace Ave N	25.015.008.20	98.16
215 10th St W	25.021.017.20	48.72
926 Tindolph Ave S	25.025.032.20	48.00

124 Conley Ave S	25.006.274.50	48.00

BACKGROUND: WHEREAS, grass mowing charges remain unpaid to the City of Thief River Falls; and,

WHEREAS, pursuant to City Code Section 91.01 and Minnesota State Statute 429.101, the City may certify to the Pennington County Auditor the unpaid grass mowing charges.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

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: 12/20/2022

SUBJECT: #8.14 Committed Fund Balance Reserve for I.T. Equipment

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

MOTION TO: Authorize City Administrator to transfer $12,000.00 from contracts from the 2022 budget to committed fund balance reserve dollars.

BACKGROUND: Funded security projects were not completed in 2022 and will be completed in 2023.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Total amount to be transferred $12,000.00 from 2022 contract budget to fund balance reserve dollars.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, Information Technology Specialist

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: 12/20/2022

SUBJECT: #9.2 Approval of Tax Abatements

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

MOTION TO: Approve Tax Abatement for the following properties.

First Year

- 828 Alice Drive. First Southeast Addition Lot-015 Block-003. Parcel number 25.03304129 – James Trojanowski. Total estimated abatement is $1014.41.
- 208 Willow Rd. Noreen's First Addition S1/2 of lot 21 & Lot 22 less the SO 12' Blk 4 Parcel number 25.06205200– Margaret Porter. Total estimated abatement is $707.64.
- 2024 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-015 Block-001 Parcel number 25.12101510 – Shelby Hagen. Total estimated abatement is $707.11.

Second Year

- 219 Duluth Avenue North. Original Townsite of Thief Riv Lots 9 & 10 Blk 39. Parcel number 25.003.332.90 - Lester John Larson. Total estimated abatement is $658.73.
- 212 Willow Road. Noreen's First Addition SO 12' of Lot 22, Lot 23, Lot 24 Less SO 44' Blk 4 Parcel number 25.062.053.00 - Adrian Prestebak. Total estimated abatement is $715.08.
- 2028 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-013 Block-001 Parcel number 25.121.013.10 - Bryce Gillie. Total estimated abatement is $885.21
- 2004 Nelson Drive. Lot 5, Block 1, MMCDC'S Greenwood Neighborhood Addition Lot-025 Block-001. Parcel number 25.121.025.10 - Lori Alvarado. Total estimated abatement is $502.42.
- 2022 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-016 Block-001 Parcel number 25.121.016.10 - Shelby Erickson. Total estimated abatement is $1027.70.

Third Year

- 2015 Greenwood Street East. Lot 4, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.004.10 – Kellie Dagg. Total estimated abatement is $593.86.
- 2013 Greenwood Street East. Lot 3, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.003.10 – Tanner Nessen. Total estimated abatement is $723.59.
- 2103 Greenwood Street East. Lot 9, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.009.10 – Brandi Dorge. Total estimated abatement is $624.70.

- 2021 Greenwood Street East. Lot 7, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.007.10 – Mackenzie Swick. Total estimated abatement is $720.40.
- 1301 Labree Avenue North. Fairfield Addition S 137.4' of Lot 16. Parcel number 25.022.017.00 – Diana Donarski. Total estimated abatement is $734.75.
- 2101 Greenwood Street East. Lot 8, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.008.10 – Tanner Dicken. Total estimated abatement is $755.49.
- 108 Breezy Drive. Narveruds First Addition South 45.5' of North 116' of Lot 3 Blk 2. Parcel number 25.043.004.21 – Wendall Wegge. Total estimated abatement is $1090.97.
- 108 Gabbi Court. Useldinger First Addition Lot 003 Southerly Part of Lot 3. Parcel number 25.115.003.00 – Marcia Sandahl. Total estimated abatement is $944.76.

Fourth Year

- 2017 Greenwood Street East. Lot 5, Block 1, MMCDC'S Greenwood Neighborhood Addition. Parcel number 25.121.005.10 – Jamie Englund. Total estimated abatement is $590.27.

Fifth Year

- 2107 Greenwood Street East. MMCDC's Greenwood Neighborhood Addition Lot-011 Block-001. Parcel number 25.121.011.10 – Christina Pribyl. Total estimated abatement is $723.17.

BACKGROUND:

KEY ISSUES: The homeowner must submit a copy of their property tax statement and proof of payment. There are three new properties eligible for abatement this year. There are five existing properties in the second year, eight in the third year, one in the fourth year and one in the fifth year of the abatement program. This program expired December 31, 2020. Any homes meeting the qualifications with building permits issued prior to December 31, 2020 will be honored.

FINANCIAL CONSIDERATIONS: The cost to the City for the abatement of all properties is $13,720.26.

LEGAL CONSIDERATION: The tax abatement requires a Public Hearing for new property in their first year of abatement.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

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: 12/20/2022

SUBJECT: #9.3 Approval of 2023 Budget

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

MOTION TO: By the City Council, to adopt the City-wide 2023 Budget in the amount of $38,100,634 of revenue from all funds and $37,577,950 of expenditures from all funds, with a transfer to (or use of) fund reserves of $522,684.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

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: 12/20/2022

SUBJECT: #9.4 Approval of 2023 Tax Levy

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

MOTION TO: By the City Council, to certify the City of Thief River Falls 2023 Tax Levy at $3,374,156 to the Pennington County Auditor, representing a 14% increase from the 2022 Tax Levy. This 14% increase also produced a reduction in the City of Thief River Falls' proposed tax rate. The breakdown of the 2023 Tax Levy is as follows:

General Fund Levy	$2,408,558
Bonded Debt Levy	$965,598
Net Tax Levy	$3,374,156

BACKGROUND: On September 20, 2022 the City of Thief River Falls set the 2023 preliminary tax levy at $3,374,156.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: In order to comply with state law, cities over 500 in population must approve their final 2023 tax levy no later than December 30, 2022

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

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: 12/20/2022

SUBJECT: #9.5 2023 Public Improvements Feasibility Report

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

MOTION TO: Call for a Feasibility Report for the potential 2023 Street & Utilities Improvements construction project.

BACKGROUND: The following list of potential improvements is based on items from the City's Capital Improvement Program, items requested by developers, and other department requests.

- Resurfacing and improvements on Arnold, Duluth, and Knight Avenues, from 9th St. to 13th St.
- Resurfacing on 10th,11th, 12th, and streets from Arnold Avenue to Main Avenue (T.H.#32).

KEY ISSUES: The City needs to begin the process of discussing items to be included in a public improvement project in 2023 to assure adequate time for a project hearing and construction drawing preparation to have a project ready to bid in the Spring of 2023 for completion to be complete before next fall.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

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: 12/20/2022

SUBJECT: #9.6 Engineering Services

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

MOTION TO: Approve the reappointment of Widseth as the city engineering firm, and Rich Clauson as the Engineer of Record.

BACKGROUND: The City of Thief River Falls uses an external consultant to provide engineering services for municipal street and utilities improvement projects, state required bridge inspections and municipal state aid process. The City of Thief River Falls, has a long-term successful relationship with Widseth engineering in working together with city staff to complete these tasks.

KEY ISSUES: Each year the success of the relationship is evaluated, and an appointment made. The Public Works Committee discussed the services provided and determined it be in the City's best interest to reappoint Widseth and Rich Clauson as Engineering firm, and Engineer of record, respectively. This is a multi-discipline firm with expertise in many areas. They have a strong relationship with the MNDOT State Aid office and specialize in municipal projects. There is great value to utilize a firm that has been involved in long term projects that often span several years from inception through completion.

FINANCIAL CONSIDERATIONS: The consultant invoices services in an as needed basis. This billing method has resulted in engineering fees being considerably less than industry standard.

LEGAL CONSIDERATION: None

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

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: 12/20/2022

SUBJECT: #9.7 Approval of 2023 Memorandum of Understanding for MAPS (Management, Administrative, Professional and Supervisory Employees) 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 Understanding for MAPS (Management, Administrative, Professional and Supervisory Employees) 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 MAPS group 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 MAPS members have voted on, and approved, the proposed MOU 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.	MAPS 2023
2.	MOU - MAPS 2023

LABOR AGREEMENT

BETWEEN

THE CITY OF
THIEF RIVER FALLS

AND

MANAGEMENT, ADMINISTRATIVE, PROFESSIONAL AND SUPERVISORY EMPLOYEES

January 1, 2023 – December 31, 2023

ARTICLE 1. PURPOSE OF AGREEMENT

This Agreement is entered into as of January 1, 2023, between the City of Thief River Falls, hereinafter called the Employer, and the City of Thief River Falls Management, Administrative, Professional and Supervisory employees under the BMS Case No. 97-PCE-204, hereinafter called MAPS. It is the intent and purpose of this Agreement to:

1.1. Assure sound and mutually beneficial working and economic relationships between the parties hereto; and,

1.2. Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and,

1.3. Place in written form, the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

This Employer and the MAPS through this Agreement shall continue their dedication to the highest quality service and protection, to the residents of Thief River Falls. Both parties recognize this Agreement as a pledge of this dedication.

ARTICLE 2. RECOGNITION

2.1. The Employer recognizes the MAPS as the exclusive representative under the BMS Case No. 97-PCE-204, who are public employees within the meanings of Minnesota Statute 179A.03, Subdivision 14, excluding confidential employees within the meaning of Minnesota Statute 179A.03, Subdivision 4 and all other employees. These job positions include, but are not limited to:

Director of Utilities	Deputy Chief of Police
Community Development Director	Street/Sanitation Supervisor
Chief of Police	Liquor Store Manager
Billing Office/ MIS Director	Building Official
Fire Chief	Water Systems Superintendent
Park and Recreation Director	Recreation Events Coordinator
Electric Superintendent	Information Technology Coordinator
Public Works Director	
Arena Manager	

2.2. In the event the Employer and the MAPS are unable to agree as to the inclusion or exclusion of a new or modified job classification, the issue shall be submitted to the Bureau of Mediation Services for the determination.

ARTICLE 3. DEFINITIONS

3.1. MAPS: City of Thief River Falls Management, Administrative, Professional and Supervisory Employees.

3.2. MAPS Member: All positions stated in Article 2.1.

3.3. EMPLOYEE: Full-time employees of the exclusively recognized bargaining unit.

3.4. EMPLOYER: The City of Thief River Falls.

3.5. MAPS OFFICERS: Officers are elected or appointed by the MAPS members.

3.6. PROBATIONARY PERIOD: The first twelve months of full-time employment for a newly hired or rehired employee. During the probationary period a newly hired or rehired employee may be discharged at the sole discretion of the Employer.

3.7. BENEFITS: All benefits expressed as days (i.e. vacation, sick leave, personal leave, holiday) shall be calculated on the basis of an eight (8) hour day.

ARTICLE 4. EMPLOYER SECURITY

It is recognized under Chapter 179A.18, Subdivision 1, a strike by supervisory or essential employees is illegal. The MAPS further agree that it will not cause, encourage, participate in or support any strike, slow-down, or other interruption of, or interfere with, the normal functions of the Employer.

ARTICLE 5. EMPLOYER AUTHORITY

5.1. The Employer retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this Agreement.

5.2. Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 6. MAPS SECURITY

6.1. The Employer shall deduct from the wages of employees who authorize such deduction in writing, an amount necessary to cover monthly MAPS dues. Such monies shall be remitted as directed by MAPS.

6.2. The MAPS may designate personnel from the bargaining unit to act as ~~a~~ Stewards and Alternates, and shall inform the Employer in writing of the MAPS contact person(s).

6.3. The Employer shall make space available on the employee bulletin board for posting MAPS notice(s) and announcement(s).

6.4. The MAPS agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders, or judgments brought or issued against the Employer as a result of any action taken or not taken by the Employer, under the provisions of this Article.

6.5. Employee personnel files will be maintained in conformance with Minnesota Statute Chapter 13.

6.6. At reasonable times, the MAPS will have the availability of City facilities for the purpose of conducting MAPS meetings, with prior approval of the person responsible for scheduling that facility.

6.7 Employer agrees not to discriminate against any employee for the employee’s activities in behalf of, or membership in the MAPS.

ARTICLE 7. GRIEVANCE PROCEDURES

7.1. DEFINITION OF A GRIEVANCE: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of the Agreement.

7.2. MAPS REPRESENTATIVES: The Employer will recognize representatives designated by the MAPS as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The MAPS shall notify the Employer in writing of the names of such MAPS representatives and/or their successors when so designated, as provided by this Agreement.

7.2a If a grievance filed involves the City Administrator, the Labor Committee will be the City's Designated Representative.

7.3. PROCESSING A GRIEVANCE: It is recognized and accepted by the MAPS and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and a MAPS representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the MAPS representative notified and received prior approval of the Employer's designated representative, who has determined that such absence is reasonable and would not be detrimental to the work of the Employer.

7.4. PROCEDURE: Grievance, as defined in Section 7.1., shall be resolved in conformance with the following procedure:

STEP ONE: An employee claiming a violation concerning the interpretation or application of this Agreement shall within twenty-one (21) working days after such alleged violation has occurred, present such grievance to the Employer's designated representative. The Employer-designated representative will discuss and give an answer to STEP ONE grievance within twenty-one (21) working days after receipt. A grievance not resolved in STEP ONE and appealed to STEP TWO shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to STEP TWO within ten (10) working days after the Employer-designated representative's final answer in STEP ONE. Any grievance not appealed in writing to STEP TWO by the MAPS within ten (10) working days shall be considered waived.

STEP TWO: If appealed, the written grievance shall be presented by the MAPS and discussed with the Employer-designated representative who shall give the MAPS the Employer's STEP TWO answer in writing within twenty-one (21) calendar days after receipt of such STEP TWO grievance. A grievance not resolved in STEP TWO may be appealed to STEP THREE within ten (10) working days following the Employer-designated representative's final STEP

TWO answer. Any grievance not appealed in writing to STEP THREE by the MAPS within ten (10) working days shall be considered waived.

STEP THREE: If appealed, the written grievance shall be presented by the MAPS and discussed with the Employer-designated representative. The Employer-designated representative shall give the MAPS the Employer's answer in writing within twenty-one (21) working days after receipt of such STEP THREE grievance. A grievance not resolved in STEP THREE may be appealed to STEP FOUR within ten (10) working days following the Employer-designated representative's final answer in STEP THREE. Any grievance not appealed in writing to STEP FOUR by the MAPS within ten (10) working days shall be considered waived.

STEP FOUR: A grievance unresolved in STEP THREE and appealed to STEP FOUR by the MAPS may be submitted to the Minnesota Bureau of Mediation Services for mediation or to arbitration within ten (10) working days following the Employer-designated representative's final STEP THREE answer.

STEP FIVE: If the grievance is submitted to mediation and is not resolved, it may be appealed to arbitration within ten (10) working days following the Employer-designated representative's final STEP FOUR answer.

7.5. ARBITRATOR'S AUTHORITY:

7.5.1. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the MAPS, and shall have no authority to make a decision on any other issue not so submitted.

7.5.2. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decisions shall be submitted in writing within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the MAPS, and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

7.5.3. The fees and expenses for the arbitrator's service and proceedings shall be borne equally by the Employer and the MAPS, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be divided equally.

7.6. WAIVER: If a grievance is not presented within the time limits set forth above, it shall be considered waived. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or appeal thereof, within the specified time limits, the MAPS may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the MAPS in each step.

ARTICLE 8. SAVINGS CLAUSE

This Agreement is subject to the laws of the United States of America, the State of Minnesota, and the City of Thief River Falls. In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is violation of legislation, ruling, or regulation, such provisions shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provisions may be renegotiated at the written request of either party.

ARTICLE 9. DISCIPLINE

9.1. The Employer will discipline employees for just cause only. Discipline will be in the form of:

A. Oral Reprimand;
B. Written Reprimand;
C. Suspension;
D. Demotion
E. Discharge

9.2. Suspension, demotion, and discharge will be in written form. Verbal and written reprimands will be removed from an employee's personnel file after two years if not part of a continuing pattern of discipline. Suspensions will be removed after five years if not part of continuing pattern of discipline. Removal of such reprimands and suspensions must be initiated by a written request from the affected employee. The written request for removal of the reprimand or suspension will not be kept in the employee's personnel file.

9.3. Written reprimands, notices of suspensions, notices of discharges, notices of demotions, which are to become part of an employee's personnel file, shall be presented to the employee in the presence of a MAPS representative and read and acknowledged by signature of the employee. The signature does not mean the employee agrees with the discipline administered, only that the employee acknowledges receipt of the written notice as evidence of the discipline.

9.4. Employees may examine their own individual personnel files at a reasonable time during normal business hours under the direct supervision of the Employer.

9.5. Discharge will be preceded by a five (5) day suspension without pay.

9.6. Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given an opportunity to have a MAPS representative present at such questioning. The Employer is not responsible to inform the employee of their right to Union representation.

9.7. Grievances relating to this Article shall be initiated by the MAPS in STEP THREE of the grievance procedure under Article 7.

ARTICLE 10. <u>SICK LEAVE, SEVERANCE PAY AND FUNERAL LEAVE</u>

10.1. SICK LEAVE: Each full-time employee shall receive one (1) day per month sick leave allowance, accumulating to a maximum of 140 days.

10.2. SEVERANCE PAY: Applicable only to employees hired prior to January 1, 2007)

10.2.1. MAPS employees must have a minimum of five (5) years of full-time employment to qualify for severance pay. The severance pay selected by eligible employees will be paid in to the MSRS Health Care Savings Plan as allowable by law, based on the schedules attached as Appendix A.

10.2.2. Severance Pay for employees terminated other than through retirement or death will be based on one-half (1/2) of accrued sick leave up to a maximum of 60 days (1/2 of 120 days).

10.2.3. For MAPS employees who are eligible for a retirement, disability or death annuity under PERA, (MSA 353.29 & 353.30 & 353.33) Severance Pay will be based on "one" of the following:

A) Eighty-percent (80%) of accrued sick leave up to maximum of 112 days.

B) Payment based on a combination of years of employment with the City and a percent of the employee's current base salary (annualized) as follows:

YEARS OF FULL-TIME EMPLOYMENT	% OF EMPLOYEE'S ANNUAL BASE SALARY
After 10 years	20% of Salary
After 15 years	25% of Salary
After 20 years	30% of Salary
After 25 years	35% of Salary
After 30 years	40% of Salary

10.3. WELLNESS PLAN: An employee will be paid $25 for each unused sick leave day accrued in excess of 140 days on the first regular payday in January of the following year.

10.4. FUNERAL LEAVE: In the case of death in the employee's or their spouse's immediate family (spouse, children, parents, grandchildren, grandparents, brothers, sisters) the employee shall be granted up to a maximum of three days funeral leave with pay. Funeral Leave in excess of three days may be granted**,** upon application**,** by the Employer, and will be charged against the employee's Sick Leave account.

10.5. Each full-time employee shall be granted up to a maximum of three (3) personal leave days per year, which, if taken, will be deducted from their accumulated sick leave days. Personal leave shall be taken with the approval of the head of the division.

10.6. Emergency Leave: Emergency Leave may be granted to any employee governed hereby in the event of serious illness or other emergency in the family of said employee that will require the employee's attendance. Time granted by the Department Head and/or Council Committee shall be chargeable against the employee's sick leave account. Granting of such Emergency Leave shall not be unreasonably or arbitrarily withheld.

10.7 Injury on Duty: The positions of Police Chief and Deputy Police Chief will have no charges made against their accrued sick leave during the first 30 working days of absence that resulted from a work-related injury.

10.8. In cases where an employee has been charged Sick Leave days as a result of a work-related injury that is later covered by a Worker's Compensation benefit check, the following shall apply:

A. After the first three (3) days, which will be charged to sick leave, employees will be charged one (1) day of leave (sick leave first, then vacation leave) for every three (3) days charged during the injury period.

B. Employee Vacation and Sick Leave benefits will accrue only for "paid leave". The Sick Leave benefits credited back to the employee as a result of 10.8.A. are not considered as "paid leave" (i.e. an employee has been charged 15 days of Sick Leave benefit for which ten days have been credited back in accordance with 10.8.A., no Vacation or Sick Leave benefit will accrue on that ten-day period). When an employee has used up all accrued Sick Leave days, Worker's Compensation benefits only will apply.

C. Employees who have returned to full-time work status for 90 calendar days after a work-related injury that was covered by Worker's Compensation checks, will be credited back any sick leave and vacation hours lost as result of this Article.

10.9. Catastrophic Sick Leave Bank: One-half of the Sick Leave days earned but not used in excess of the maximum accrual of 140 days during a calendar year may be placed in a "Catastrophic Sick Leave Bank". No Severance Pay or Wellness Plan payment would apply to these excess Sick Leave days, and they may be used for extended illness or injuries only after the employee has used up their normal Sick Leave days accrued.

10.10 HEALTH CARE SAVINGS PLAN: Employees hired after January 1, 2007, 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 leaving employment with the City for health related expenses. In the event an employee begins or leaves employment midyear, the employee shall receive a prorated amount based on the number of full months of employment.

ARTICLE 11. INSURANCE

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

11.1 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 Health 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.

11.2. TERM LIFE INSURANCE:

11.2.1. The Employer shall pay the cost of term life insurance equal to one and one-half (1 1/2) times each MAPS employee's annual salary (maximum of $75,000).

11.2.2. MAPS employees may purchase additional life insurance at their own expense based on the rates provided by the current life insurance carrier.

11.3. Health Insurance On Retirement: (Not applicable to employees hired after January 1, 2007). The City will pay a portion of the cost of a Health Insurance Plan up to a maximum of $100 per month for an employee who is eligible for a retirement annuity under PERA (MSA 353.29 and 353.30). The employee will earn three months of insurance eligibility for each one full-year (2,080 hours) of employment with the City, up to a maximum of 60 months (20 years of service). This earned benefit would be deposited into an individual's MSRS HCSP until the benefit earned is paid out, as allowable by law.

11.4 The City shall offer a Voluntary Long Term Disability Plan, paid 100% by the employee as long as such plan is available through an insurance carrier.

ARTICLE 12. VACATIONS

12.1. Employees shall "earn" vacation time as follows:

ANNIVERSARY YEAR	DAYS EARNED	ANNIVERSARY YEAR	DAYS EARNED	ANNIVERSARY YEAR	DAYS EARNED
1	10	8	13	15	16
2	10	9	14	16	20
3	10	10	15	17	20
4	10	11	15	18	21
5	10	12	15	19	22
6	11	13	16	20	23
7	12	14	16	21+	24

12.2. Employees shall be allowed to accumulate vacation time up to 60 days maximum. No vacation days will accrue over the 60 days maximum. Vacations of more than two days shall be taken with notification to the immediate supervisor.

12.3. Any employee who leaves the employment of the employer will be paid for unused vacation time that the employee has accrued.

ARTICLE 13. HOLIDAYS

3.1. Holidays shall include the following,

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

13.2. 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, the preceding day shall be a holiday.

ARTICLE 14. LONGEVITY

(Not applicable to employees hired after January 1, 2009)
Longevity will be paid on the first regular payday in December of each year.

After 5th year of employment.......$45 per month - payable in lump sum

After 10th year of employment.....$50 per month - payable in lump sum

After 15th year of employment.....$55 per month - payable in lump sum

After 20th year of employment.....$60 per month - payable in lump sum

After 25th year of employment.....$65 per month - payable in lump sum

EXAMPLE: An employee having an anniversary date of 07/01/01 would receive longevity for the calendar year 2006 of $270 (6 months @ $45 after five years).

ARTICLE 15.MISCELLANEOUS ITEMS

15.1. All necessary uniforms and/or equipment for or used by employees as required by Federal, State rule or law, or City Departmental Policy (i.e. Chief of Police and Deputy Chief of Police uniforms) shall be furnished and maintained by the Employer.

15.2 Flexible Benefit Plan: All administrative costs in connection with the employee's Flexible Benefit Plan will be paid by the City.

15.3. In cases where a MAPS employee encounters unusual projects or circumstances that may warrant additional compensation, MAPS will bring the matter before the appropriate Council Committee, along with the Labor Committee, prior to authorizing additional compensation, and the Committees will deal with those situations on an individual case-by-case basis.

15.4. Payroll time cards for MAPS employees shall only reflect "benefit hours" taken (i.e. Sick Leave, Vacation, Personal Leave, Holiday).

15.5. Reopener: In the event that the health insurance provisions of this Agreement fail to meet the requirements of Federal Law and its related regulations or cause the Employer to be subject to a penalty, tax, or fine, either party may request that the other party meet and negotiate over amendments to those health insurance provisions that the requesting party deems necessary. In such negotiations, the rights and obligations of the Union shall be subject to the provisions of State Statute (MSA 179A.06), and the rights and obligations of the Employer shall be subject to the provisions of Minnesota Statute (MSA 179A.07).

ARTICLE 16. MAPS GRADE LEVELS

The top monthly salary for MAPS Grade Levels are as follows (applicable to all active employees as of the date of ratification of this contract)

Grade Level	01/01/2023 (Includes 2.00% COLA)
14	$10,005
13	$9,620
12	$9,251
11	$8,894
10	$8,553
9	$8,223
8	$7,795
7	$7,389
6	$6,717

NOTE: A). Salary progression schedules for new positions and/or the filling of existing positions will be established on an individual basis by the City Council and included as part of the resolution hiring the new employee.

ARTICLE 17. DURATION

This Agreement shall be effective as of the first day of January, 2023 and shall remain in full force and effect through the thirty-first day of December, 2023**.**

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this 20th day of December, 2022.

FOR THE CITY OF THIEF RIVER FALLS	FOR THE MAPS OF THIEF RIVER FALLS
________________________________/__/__	________________________________/__/__
Brian Holmer, Mayor **Date**	**President** **Date**
________________________________/__/__	________________________________/__/__
Angela Philipp, City Administrator	**Vice-President** **Date**

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

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: 12/20/2022

SUBJECT: #9.8 Authorize City Administrator to send the proposed Administrative Assistant and Inventory job descriptions to DDA - David Drown Associates, for creating and grading these positions.

RECOMMENDATION: It is respectfully requested that the City Council approve the Utility Committees recommendation:

MOTION TO: Authorize City Administrator to send the proposed Administrative Assistant and Inventory job descriptions to DDA - David Drown Associates, for creating and grading these positions. These positions would be proposed to be Teamster, non-exempt, positions under the supervision of the Electric Superintendent and Water Superintendent.

BACKGROUND: To efficiently run the Electric and Water Department office, it was discussed to create an Inventory position to take care of Inventory, Work Orders, and Purchasing and dissolve the Administrative Assistant Inventory position to become an Administrative Assistant. The proposed job descriptions were reviewed by Utilities Committee.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

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: 12/20/2022

SUBJECT: #9.9 2023 Scrap Metal Bids

RECOMMENDATION: It respectfully requested to consider approving a qualified Scrap Metal Service provider for a 2-year contract.

MOTION TO: Approve Evans Scrap & Steel Inc proposal for Scrap Metal Services in 2023-2024 Calendar year as presented.

BACKGROUND: The City of Thief River Falls Electric Department advertised for an RFP on Scrap Metal Services to contract with an experienced scrap metal service with the best pricing quote. Two proposals were received and reviewed.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: John Kinsman, Electric Interim Superintendent

ATTACHMENTS:

1.	Evans Scrap Metal Proposal

Evans Scrap & Steel, Inc
PO Box 514
Thief River Falls, MN 56701
evans3@mncable.net
218-681-3488
Tom Goddard
Patrick Porter

Renee Olson, Deputy City Clerk
City of Thief River Falls
PO Box 528
Thief River Falls, MN 56701
rolson@citytrf.net
218-681-2943

SCOPE of SERVICES

Evans Scrap & Steel, Inc will provide 2 each 20 yd roll-off containers at 1711 1st Street W Thief River Falls, MN in the gated yard. 1 roll-off for the ferrous scrap and the other roll-off for the non-ferrous scrap.

Evans Scrap & Steel, Inc will provide prompt pick up service on an as needed basis.

Evans Scrap & Steel, Inc will provide pick up service for any items that would not fit in the on site containers.

PRICING

Ferrous pricing will be set monthly using the AMM Chicago No 2 HMS market price less $75
Nov 2022 basis price would have been $260GT-75GT=$185GT($165.18NT)

Non-Ferrous-Copper will be based on the COMEX on the day the material is picked up
COMEX on Dec 06, 2022 was $3.83 per lb.

Bare Brite Copper	-0.23
#1 Copper	-0.28
#2 Copper	-0.53
# 1 Ins Wire-85% Recovery	-1.00
#1 Ins Wire-75% Recovery	-1.40
#1 Ins Wire-65% Recovery	-1.76
# 2 Ins Wire-55% Recovery	-2.26
# 2 Ins Wire-48% Recovery	-2.50
# 2 Ins Wire-35% Recovery	-3.15

Non Ferrous Aluminum will based on the Aluminum 3M LME on the day the material is picked up
Aluminum 3M LME on Dec 06, 2022 was $2515.00 GT($1.12)

EC Wire	-0.17
Extrusion	-0.35
Cast	-0.60
ACSR and Red Line-65% Recovery	-0.65
Aluminum Breakage 50% Recovery	-0.95

Renee Olson, Deputy City Clerk
City of Thief River Falls
PO Box 528
Thief River Falls, MN 56701
rolson@citytrf.net
218-681-2943

Renee:

Please see the attached Request for Proposals for the the scrap iron, aluminum, and copper.

Thank you for this opportunity to bid on this for the City of TRF.

If you have any questions on our proposal please feel free to contact either myself or Patrick Porter at 218-681-3488 or at evans3@mncable.net

Thank you

Tom Goddard, President
Evans Scrap & Steel, Inc.
PO Box 514
Thief River Falls, MN 56701
218-681-3488

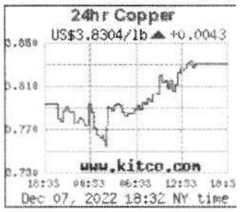
KITCO®

NEW YORK FUTURES MARKET IS OPEN closes in 22 hrs. 27 mins. 9 secs.

Copper Futures

Month	NY Time	Last	Open Int.	Prev. Vol.	Vol.	DTE
March	Dec 7 2022 1:11PM	3.8590	104388	48217	46252	112

Daily Charts
Cu | Ni | Al | Zn | Pb



→ enlarge

Latest News

Gold, silver rally as USDX sells off, U.S. bond yield dip - Kitco News, Dec 7 2022 12:24PM
Miner Vale looks to close deal with partner for base metals in H1 - Reuters, Dec 7 2022 2:52PM
Britain approves first new coal mine in decades despite climate targets - Reuters, Dec 7 2022 2:24PM
Chile's environmental regulator files charges against Antofagasta Minerals - Reuters, Dec 7 2022 3:25PM
Chile copper exports total $3.62 bln in November - Reuters, Dec 7 2022 6:30AM
Nyrstar's Auby zinc plant on care and maintenance until further notice - Reuters, Dec 7 2022 6:49AM
Colombia to create national mining company, 2022 royalties soar - gov't - Reuters, Dec 7 2022 3:13PM
Vale says iron ore output at 310-320 mln tonnes in 2023 - Reuters, Dec 7 2022 7:30AM
Modest price advances in gold, silver amid weaker USDX - Kitco News, Dec 7 2022 8:29AM
Gold, silver rebound from Monday's solid losses - Kitco News, Dec 6 2022 11:46AM

→ More News

Search News

Dec 6 was 2515/1.12

Spot quotes are non-LME prices
Live Spot Prices
SPOT PRICE IS OPEN
Price: US$/lb

Copper	December 07,14:17	
Bid/Ask	3.8304 - 3.8350	
Change	+0.0043	+0.11%
Low/High	3.8074 - 3.8350	
	→ Charts	
Nickel	December 07,14:07	
Bid/Ask	12.7925 - 12.8029	
Change	-0.8205	-6.03%
Low/High	12.7925 - 13.7968	
	→ Charts	
Aluminum	December 07,14:57	
Bid/Ask	1.2231 - 1.2245	
Change	-0.0050	-0.41%
Low/High	1.2231 - 1.2297	
	→ Charts	
Zinc	December 07,14:58	
Bid/Ask	1.4211 - 1.4426	
Change	-0.0344	-2.36%
Low/High	1.4211 - 1.4587	
	→ Charts	
Lead	December 07,14:00	
Bid/Ask	0.9984 - 1.0014	
Change	+0.0000	+0.00%
Low/High	0.9984 - 1.0014	
	→ Charts	
Uranium	Dec 05, 2022	
Ux U308 price:	48.00	
Change from previous week	-2.00	

Contributed Commentaries

- The Metals, Money, and Markets Weekly Nov. 26, 2022: U is for Underperform - by Mickey Fulp , Nov 26 2022 10:45AM
- Less hawkish Fed undermines $ & lowers US yields bullish to metals - by The Hightower Report , Dec 1 2022 4:58PM

→ More Commentaries

- Exclusive Commentaries

Investor Information
- O3 Mining
- TRX Gold
- Outcrop
- Revival Gold
- Dynacor
- Radisson Mining
- First Mining
- Fury Gold
- Golden Minerals
- Eminent Gold

Get Information

Latest Press Releases

EV Nickel Phase 3 Drilling Results: The A Zone Continues to Deliver and Covers Less Than 15% of the - Dec 7 2022 8:58AM
Red Pine Exploration Provides Summary of Results of the On Going Exploration at Surluga - Dec 6 2022 9:39AM
Equinox Gold Announces Sale of Solaris Resources Shares for C$70.4 Million - Dec 6 2022 9:28AM
Midland and Probe Metals Discover a Large Copper-Gold-Silver-Molybdenum System on La Peltrie Option - Dec 6 2022 6:36AM
Class 1 Nickel and Technologies Ltd. Completes Private Placement - Dec 5 2022 5:08PM
Hylands International Announces Share Consolidation and Name Change - Dec 5 2022 4:42PM
MacDonald Mines Announces Effective Date of Share Consolidation - Dec 5 2022 3:02PM

→ More Press Releases

Latest Reports

Amm

	Low/Bid	Change
Effective Date : 11/08/22		
Steel scrap No1 bundles, consumer buying price, delivered mill Chicago, $/gross ton	330	-30
Steel scrap No1 busheling, consumer buying price, delivered mill Chicago, $/gross ton	325	-30
Steel scrap No1 heavy melt, consumer buying price, delivered mill Chicago, $/gross ton	275	-20
Steel scrap No2 heavy melt, consumer buying price, delivered mill Chicago, $/gross ton	260	-20
Steel scrap cut structural/plate 2ft max, consumer buying price, delivered mill Chicago, $/gross ton	494	-20
Steel scrap machine shop turnings, consumer buying price, delivered mill Chicago, $/gross ton	65	0
Steel scrap rail crops 2ft max, consumer buying price, delivered mill Chicago, $/gross ton	558	-20
Steel scrap shredded auto scrap, consumer buying price, delivered mill Chicago, $/gross ton	365	-20
Steel scrap steel car wheels, consumer buying price, delivered mill Chicago, $/gross ton	360	-45

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: 12/20/2022

SUBJECT: #9.10 Approve back payment of Vacation Hours lost in 2020 and 2021 by Steve Olson, Liquor Store Manager

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

MOTION TO: Approve back payment of Vacation Hours lost in 2020 and 2021 by Steve Olson, Liquor Store Manager. Total vacation hours lost in 2020 because of business needs and not being able to use time off was 131.36 hours at $43.63 per hour so payment would be $5,731.24. Total vacation hours lost in 2021 was 123.88 hours at $44.39 per hour so payment would be $5,499.03. The grand total for both years would be $11,230.27.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Total cost to the city would be $11,230.27.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

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: 12/20/2022

SUBJECT:

RECOMMENDATION:

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

1.	State Avenue North.vacation.resolution

CITY OF THIEF RIVER FALLS

RESOLUTION NO. ________

RESOLUTION APPROVING A VACATION OF STATE AVENUE NORTH BEGINNING AT A POINT 60 FEET WEST OF THE SOUTHWEST CORNER OF LOT 5, BLOCK 1, WONDERLAND ADDITION TO THIEF RIVER FALLS, MINNESOTA; THENCE NORTH ALONG THE WEST LINE OF STATE AVENUE NORTH, A DISTANCE OF 311.69 FEET; THENCE EAST A DISTANCE OF 60 FEET TO THE NORTHWEST CORNER OF LOT 10, OF SAID BLOCK 1; THENCE SOUTH ALONG THE EAST LINE OF STATE AVENUE NORTH TO THE SOUTHWEST CORNER OF SAID LOT 5; THENCE WEST 60 FEET TO THE POINT OF BEGINNING, TO THE EXTENT THE SAME HAVE NOT BEEN PREVIOUSLY VACATED

WHEREAS, The City Council of the City of Thief River Falls has determined to vacate a portion of State Avenue North, to the extent the same has not been previously vacated.

AND WHEREAS, pursuant to a petition, a public hearing was held on October 4, 2022 before the City Council for the City of Thief River Falls at the City Council Meeting Room, Thief River Falls, Minnesota, after proper publication, posting, service and notice to affected property owners, and all persons interested were given an opportunity to be heard;

AND WHEREAS, it appears that it will be in the best interest of the City to vacate said street/roadway;

AND WHEREAS, a majority of the members of the City Council voted affirmatively and concur in this resolution;

NOW, THEREFORE, BE IT RESOLVED,

1. That the portion of State Avenue North located as follows: Beginning at a point 60 feet west of the southwest corner of Lot 5, Block 1, Wonderland Addition to Thief River Falls, Minnesota; thence North along the West line of State Avenue North, a distance of 311.69 feet; thence east a distance of 60 feet to the northwest corner of Lot 10 of said Block 1; thence South along the east line of State Avenue North to the southwest corner of said Lot 5; thence West 60 feet to the point of beginning is hereby vacated, subject to the reservations and conditions set forth below.

2. The City of Thief River Falls will retain utility and drainage easement rights, together with a reservation of rights of ingress and egress, on this entire vacated street, roadway and right-of-way area of said vacated State Avenue North. No fence or other obstruction shall be placed by anyone in the vacated street, roadway and right-of-way area or reserved easement area.

3. The City of Thief River Falls will retain utility, roadway, drainage, and snow storage easement rights on the south 60 feet of this vacated State Avenue North as described above, together with rights of ingress and egress.

2. The vacation of said portion of State Avenue North, as described above, is contingent on the City being granted temporary construction easements for cul-de-sac construction for the two properties outlined below. Said temporary construction easements will be in effect from the time of the granting of said easements until the completion of concrete curb & gutter, and final bituminous surfacing. This expiration date is undetermined and open ended at this time.

The south 60 feet of the east 10 feet of the following described parcel:

A parcel of land lying in and being part of the East Half of the Southwest Quarter (E1/2SW1/4) of Section Twenty-eight (28), Township One Hundred Fifty-four (154) North, Range Forty-three (43) West of the Fifth Principal Meridian, described as follows: Beginning at a point marked by an iron post, 60 feet West of the Southwest corner of Lot 5, Block 1, Wonderland addition to Thief River Falls, Minnesota; thence North along the West line of State Avenue North, a distance of 456 feet; thence West a distance of 575 feet to the East line of the Great Northern Railway Right of way; thence in a Southerly direction along the East line of the Great Northern Railway right of way a distance of 590 feet; thence East a distance of 515 feet to the point of beginning;

AND

The south 60 feet of the west 10 feet of the following described parcel:

Lot 5 and 6, Block 1, Wonderland Addition to Thief River Falls, Minnesota

Adopted by the City Council of Thief River Falls, MN this 20th day of December, 2022.

Approved:

____

Mayor, Brian Holmer

Attest:

____

City Administrator, Angela Philipp