

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, January 17, 2023

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
- 6. APPROVE AGENDA - *Council members may add items to the agenda for discussion purposes or staff direction. The Council will not normally take official action on items added to the agenda.***
- 7. CONSENT AGENDA - *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
 - 7.1. Approval of January 3, 2023 Council Proceedings (page 3-10)
 - 7.2. Approval of January 9, 2023 Special Council Proceedings (page 11-12)
 - 7.3. City of Thief River Falls Year End Bills and Disbursements (page 13)
 - 7.4. City of Thief River Falls Bills and Disbursements and Per Diems (page 14-46)
 - 7.5. Approval to fill position of Public Works Forester (page 47)
 - 7.6. 2023 Mileage Reimbursement and Meal Reimbursement (page 48)
 - 7.7. Approve contract with K&K Towing (page 49)
 - 7.8. Approve Inventory position Job Description and Authorize to Advertise (page 50)
 - 7.9. Approve Administrative Assistant Job Description and Grading and appointment

8. NEW BUSINESS

- 8.1. Appointment of Richard Beier, Interim Fire Chief, as Fire Chief (page 52)
- 8.2. Approve employment of Derek Neisen as Firefighter (page 53)
- 8.3. Approval of Councilmember Appointments to Community and Statewide Boards, Commissions and Committees (page 54-55)
- 8.4. Approval of Community Board and Commission Appointments (page 56)
- 8.5. Resolution for the City of Thief River Falls, to Act as a Sponsoring Agency for the construction project, Barzen Multi-use Connection Trail (page 57-58)
- 8.6. Resolution to Agreeing to Maintain Facility - Barzen Multi-use Connection Trail (page 59)
- 8.7. H&H Properties, LLC – Conditional Use Permit Request (page 60-74)
- 8.8. Approval of Sanitation Rate Increase (page 75-76)
- 8.9. 2023 Street & Utilities Improvements Feasibility Report (page 77-85)
- 8.10. Approval of step change for Deputy Police Chief Position (page 86)

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

10. UPCOMING MEETINGS

- 10.1. City Council Meeting - February 7th at 5:30 p.m.
- 10.2. Utilities Committee - February 13th at 7:00 a.m.
- 10.3. Public Safety/Liquor Committee - February 13th at 4:30 p.m.
- 10.4. Administrative Services Committee - February 14th at 4:30 p.m. Room 201 City Hall
- 10.5. Public Works Committee - February 15th at 4:30 p.m.
- 10.6. City Council Meeting - February 21th at 5:30 p.m.

11. INFORMATIONAL ITEMS

12. ADJOURNMENT

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



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: 1/17/2023

SUBJECT: #7.1 Approval of January 3, 2023 Council Proceedings

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

MOTION TO: By the City Council, to approve the January 3, 2023 Council Proceedings.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	01.03.2023 City Council Minutes
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COUNCIL PROCEEDINGS

Tuesday, January 3, 2023

CALL TO ORDER

This meeting is officially called to order at 05:30 PM on January 3, 2023. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALEGIANCE

ROLL CALL

The following Councilmembers were present: Holmer, Bourne, McCraw, Narverud, Pream, Aarestad, Lorensen and Bolduc arriving at 5:38 pm. Mayor Holmer chaired the meeting.

PUBLIC FORUM

OFFICIAL OATH OF OFFICE

The following newly elected or re-elected City Officials took the Oath of Office:

THEREFORE, BE IT RESOLVED

Brian D. Holmer – Mayor

Megan Bourne – 1st Ward Councilmember

Mike Lorensen – 3rd Ward Councilmember

J. Scott Pream - 5th Ward Councilmember

Steve Narverud – Councilmember-at-Large

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Mike Lorensen motioned, being seconded by Councilmember Michele McCraw, to approve the agenda with the addition of 9.9.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 01.01.23: Approval of December 20, 2022 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 01-01-23, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve December 21, 2021 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.02.23: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 01-02-23, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$2,539,308.62 for January 3, 2023. 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. 01.03.23: Approval of "Schedule of Council Member Meetings"
Authorized to Charge a Per Diem

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No. 01-03-23, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED by the City Council, to approve the following "Schedule of Council Member Meetings" list as meetings authorized to charge a per diem of attending on behalf of the City of Thief River Falls:

Schedule of Council Member Meetings

Administrative Services Committee
Airport Zoning Board
Airport Authority Commission
Budget/Finance Ad Hoc Committee
Building Workgroup
Coalition of Greater Minnesota Cities
Employee Safety Committee
Community Development Advisory Board
Community Education Advisory Board
Convention and Visitors Bureau Board
Jobs, Inc.
Joint City/County Meeting
Joint City/School District Meeting
League of Minnesota Cities
Legislative Lobbying Meetings
Long Range Planning/Annexation Ad Hoc Committee
MEC Joint Powers Board
Northwest Regional Development Commission
Northwest Regional Library Board
Pennington County Historical Society
Pennington County Solid Waste Committee
Personnel/Labor Ad Hoc Committee
Planning Commission
Public Safety/Liquor Committee
Public Utilities Committee
Public Works Committee
Red Lake River Corridor Joint Board
Red River Basin Joint Powers Board
Strategic Planning Workgroup
TRF Area Community Fund Advisory Committee
TRF Chamber of Commerce
TRF Day at the Capitol
TRF Library Board
Tri-Cities Joint Meeting

Also, any of Committees that are established by the City Council or appointments made or meetings attended while representing the City of Thief River Falls.

Per diem shall be paid retroactively upon submission of documentation approved by City Administrator.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.04.23: Approval of Employment and Wage of Daniel Chase, Electric Superintendent

A Councilmember requested removal from the Consent Agenda for discussion, Councilmember Steve Narverud, being seconded by Councilmember Jason Aarestad, that:

RESOLUTION NO. 01.04.23 be placed in New Business for discussion.

NEW BUSINESS

RESOLUTION NO. 01.04.23: Approval of Employment and Wage of Daniel Chase, Electric Superintendent

Following discussion Councilmember Mike Lorenson introduced Resolution No. 01-04-23, being no second motion failed.

RESOLUTION NO. 01.05.23: Approval to Designate the Times Newspaper as the Official Newspaper

Following discussion, Councilmember Steve Narverud introduced Resolution No. 01-05-23, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED by the City Council, to designate The Times as the official newspaper of the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.06.23: Approval of Official Depositories for City Funds

Following discussion, Councilmember Steve Narverud introduced Resolution No. 01-06-23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED by the City Council, to appoint the following institutions as official depositories for City funds for calendar year 2022:

Minnesota Municipal Money Market Fund	Wells Fargo Bank West, NA
c/o PMA Financial Network, Inc.	208 Main Avenue North
2135 City Gate Lane 7th Floor	Thief River Falls, MN 56701
Naperville, IL 60563	
Wells Fargo Advisors LLC	Northern State Bank
222 West Superior Street	201 Third Street East
Duluth, MN 55802	Thief River Falls, MN 56701
RBC Capital Markets LLC	Piper Jaffray
60 South Sixth Street	800 Nicollet Mall, Suite 800

Minneapolis, MN 55402
Border State Bank
1528 Highway 59 South
Thief River Falls, MN 56701

Minneapolis, MN 55402-7020

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.07.23: Approval of Northern State Bank Collateral in Excess of FDIC Insurance for 2023

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 01-07-23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED by the City Council, to approve an agreement with Northern State Bank for collateral in excess of the FDIC Insurance of \$250,000 per account for 2023.

BE IT FURTHER RESOLVED, to authorize the City Administrator to execute any and all documents necessary relating to this agreement.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.08.23: Approval of Appointment of Councilmember Steve Narverud as Acting Mayor in Absence of Mayor Holmer for Calendar Year 2023

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 01-08-23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED by the City Council, to appoint Councilmember Steve Narverud as the Acting Mayor in the absence of Mayor Holmer for calendar year 2022.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.09.23: Approval of City Council Committee Assignments for Calendar Year 2023

Following discussion, Councilmember Scott Pream introduced Resolution No. 01-09-23, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED by the City Council, to appoint the following City Council Committees and Committee Members for calendar year 2023:

Functional Standing Committees

Utilities

Mayor Holmer
Mike Lorenson
Anthony Bolduc
Scott Pream

Public Works

Steve Narverud
Scott Pream
Mike Lorenson
Michele McCraw

Public Safety/Liquor

Steve Narverud
Jason Aarestad
Megan Bourne
Anthony Bolduc

Administrative Services

Michele McCraw
Mayor Holmer
Megan Bourne
Jason Aarestad

Crosscutting Ad Hoc Committees

Budget/Finance (ad hoc)

Mayor Holmer
Mike Lorenson
Michele McCraw

Long Range Planning/Annexation (ad hoc)

Mayor Holmer
Michele McCraw
Steve Narverud

Personnel/Labor (ad hoc)

Mayor Holmer
Mike Lorenson
Jason Aarestad

Strategic Planning Workgroup

Michelle McCraw
Anthony Bolduc
Angela Philipp

Building Workgroup

Jason Aarestad
Steve Narverud
Mike Lorenson

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.10.23: Approval of Appointment of Process Server for 2023

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 01-10-23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED by the City Council, to appoint the Chief of Police as the process server for calendar year 2023.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.11.23: Reaffirming City's Decision not to Waive the Monetary Limit of Municipal Tort Liability Established by MN Statute

Following discussion, Councilmember Steve Narverud introduced Resolution No. 01-11-23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Because the City of Thief River Falls obtains its liability coverage from the League of Minnesota Cities Insurance Trust, the City must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

THEREFORE, BE IT RESOLVED by the City Council to reaffirm and inform the League of Minnesota Cities Insurance Trust that the City of Thief River Falls does not waive the monetary limits on municipal tort liability established by Minnesota Statutes

466.04 and authorizes the City Administrator to execute any and all documents relating to the action.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.12.23: Approving The Decertification of Tax Increment Financing District No. 1-4

Following discussion, Councilmember Steve Narverud introduced Resolution No. 01-12-23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, on May 28, 2002, the City of Thief River Falls (the "City") created its Tax Increment Financing District No. 1-4, (the "District") within its Development District No. 1 (the "Project"); and

WHEREAS, as of the date hereof all bonds and obligations to which tax increment from the District have been pledged have been paid in full or defeased and all other costs of the Project have been paid; and

WHEREAS, the City desires by this resolution to cause the decertification of the District after which all property taxes generated by property within the District will be distributed in the same manner as all other property taxes.

THEREFORE, BE IT RESOLVED by the City Council of the City of Thief River Falls that the City's staff shall take such action as is necessary to cause the County Auditor of Pennington County to decertify the District and to no longer remit tax increment from the District to the City effective for taxes payable in 2023.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.13.23: Approve License Renewal Application for Northland Taxi

Following discussion, Councilmember Jason Aarestad moved to table this item, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED all paperwork is to be completed correctly with ASE mechanic certificate inspection.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

- Utilities Committee - January 9th at 7:00 a.m.
- Public Safety/Liquor Committee - January 9th at 4:30 p.m.
- Administrative Services Committee - January 10th at 4:30 p.m. Room 201 City Hall
- Public Works Committee - January 11th at 4:30 p.m.
- City Council Meeting - January 17th at 5:30 p.m.

INFORMATIONAL ITEMS

- Councilmember Mike Lorenson mentioned to have Administrative Services Committee review recent Congressional ban regarding Tik Tok on government devices.
- Councilmember Mike Lorenson also asked that we begin department head evaluations.

ADJOURNMENT

There being no further discussion, Councilmember Mike Lorenson, being seconded by Councilmember Anthony Bolduc to adjourn at 5:50 p.m. On vote being taken, the Chair declared the motion unanimously carried.

Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator

COUNCIL PROCEEDINGS

Monday, January 9, 2023

CALL TO ORDER

This meeting is officially called to order at 04:00 PM on January 9, 2023. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALEGIANCE

ROLL CALL

The following Councilmembers were present: Holmer, McCraw, Narverud, Pream, Aarestad, Lorensen and Bolduc. Councilmember absent: Bourne. Mayor Holmer chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

CONSENT AGENDA

NEW BUSINESS

RESOLUTION NO. 01.13.23: Approve License Renewal Application for Northland Taxi

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 01-13-23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Northland Taxi has been in business for 8 years and is unlawful for any person to drive or operate a taxicab without a license from the City.

WHEREAS, Application, license fees, certificate of insurance and ASE Certified Certificate signed by an ASE mechanic need to be submitted according to renewal procedures.

THEREFORE, BE IT RESOLVED Authorize the Northland Taxi to conduct any passenger conveyance being driven, on call or traversing a scheduled or unscheduled route, for public use or hire upon payment of a fare or at regular fare rates, but not including ambulances and such conveyances as are designed for mass transportation as buses, trains, or streetcars. Approved taxi for 2023 is a 2008 Chrysler Town & Country, VIN # 2A8HR54P48R841388.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

INFORMATIONAL ITEMS

ADJOURNMENT

There being no further discussion, Councilmember Steve Narverud, being seconded by Councilmember Mike Lorensen to adjourn at 4:07 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

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: 1/17/2023

SUBJECT: #7.3 City of Thief River Falls Year End Bills and Disbursements

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

MOTION TO: By the City Council, to authorize payment of bills and disbursements in the total amount of \$541,346.91. Approved December 30, 2022.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 1/17/2023

SUBJECT: #7.4 City of Thief River Falls Bills and Disbursements and Per Diems

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

MOTION TO: By the City Council, to authorize payment of bills and disbursements in the total amount of \$862,495.01 and per diems in the total amount of \$747.50. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Expense Account Codes
2.	01 17 23 Summary of Disbursements
3.	Per Diems
4.	Refund Check Register
5.	Packet 474 12 15 22 #25 Payroll
6.	Packet 482 12 29 22 #26 Payroll
7.	Packet 484 12 30 22 Direct Payables
8.	Packet 486 01 17 23 Council Meeting
9.	Packet 488 01 04 23 Direct Payables
10.	Packet 490 01 09 23 Direct Payables

CITY OF THIEF RIVER FALLS

EXPENSE ACCOUNT CODES

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



Equal Opportunity Employer

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

JANUARY 17th, 2023

SUMMARY OF DISBURSEMENTS

12/15/2022	AP PKT #474 - PAYROLL #25	\$146,241.12
12/29/2022	AP PKT #482 - PAYROLL #26	\$218,754.41
12/30/2022	AP PKT #484 - DIRECT PAYABLES	\$109,643.73
1/4/2023	AP PKT #488 - DIRECT PAYABLES	\$174,203.81
1/5/2023	UB PKT #1325 - REFUND CHECKS	\$353.40
1/9/2023	AP PKT #490 - DIRECT PAYABLES	\$18,048.09
1/17/2023	AP PKT #486 - REGULAR PAYABLES	\$195,250.45
GRAND TOTAL OF DISBURSEMENTS		\$862,495.01

COUNCIL PER DIEM TO BE PAID ON 01/26/2023 PAYROLL
Presented 01/17/2023 Council Meeting

Curt Howe - November 2022

12/13/22	C.U.B	12-1:30	Carnegie Library	\$32.50
12/13/22	Admin Services Committee	4:30-5:30	Rm 201 City Hall	\$32.50
12/14/22	Public Works Committee	4:30-6:30	Council Chambers	\$32.50
12/21/22	Airport Commission	7:30-8:30	Justice Center	\$32.50
				\$130.00

Mike Lorenson - September 2022

09/12/22	Utilities Committee	7:00AM	City Hall	\$32.50
09/14/22	Public Works Committee	4:30PM	City Hall	\$32.50
				\$65.00

Mike Lorenson - October 2022

10/03/22	MMCDC Open House	3:30PM	REA	\$32.50
10/19/22	Labor Meeting with Teamsters	1:15PM	City Hall	\$32.50
10/21/22	Labor Meeting with Teamsters	10:00AM	City Hall	\$32.50
				\$97.50

Mike Lorenson - November 2022

11/07/22	Utilities Committee	7:00AM	City Hall	\$32.50
11/09/22	Public Works Committee	4:30PM	City Hall	\$32.50
11/14/22	Labor Committee	2:00PM	City Hall	\$32.50
11/18/22	Red Lake River Crridor Mtg.	9:00AM	Zoom	\$32.50
11/18/22	Labor Committee	3:00PM	City Hall	\$32.50
11/22/22	Labor Committee	1:00PM	City Hall	\$32.50
11/28/22	Labor Committee	4:00PM	City Hall	\$32.50
				\$227.50

Mike Lorenson - December 2022

12/12/22	Utilities Committee	7:00AM	City Hall	\$32.50
12/14/22	Public Works Committee	4:30PM	City Hall	\$32.50
12/20/22	Interviews	9:00AM	City Hall	\$32.50
				\$97.50

Steve Narverud - Dec 2022

12/12/22	Public Safety	4:30-6:30	Council Chambers	\$32.50
12/13/22	Planning and Zoning	5:00-6:30	Council Chambers	\$32.50
12/14/22	Public Works	4:30-7:00	Council Chambers	\$32.50
12/15/22	Advance Thief River	12:00-1:00	Zoom	\$32.50
				\$130.00

Total	\$747.50
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City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT01325 - MANUAL REF CKS

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
12-01428-007	VIOLENCE INTERVENTION PROJECT	1/5/2023	88894	145.00			145.00	Deposit
15-01912-002	AL-THANON, KARI A	1/5/2023	88895	200.10			200.10	Deposit
31-05190-001	ENGLUND, BRITTANY R	1/5/2023	88896	8.30			8.30	Deposit
Total Refunds: 3			Total Refunded Amount:	353.40				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	353.40
Revenue Total:	353.40

General Ledger Distribution

Posting Date: 01/09/2023

	Account Number	Account Name	Posting Amount	IFT
Fund:	690 - ELECTRIC UTILITY FUND			
	690-10101	Cash & Investments	-353.40	Yes
	690-11530	Accts Receivable - Billing	353.40	
	690 Total:		0.00	
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-353.40	
	999-20700	Due To Other Funds	353.40	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00474 - PYPKT00586 - 2022 12 15 #25 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000624	12/15/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		23,014.52
INTERNAL REVENUE SERVICE	INV0000624	12/15/2022	740-20150	Payroll Taxes Payable	MEDICARE		7,725.86
INTERNAL REVENUE SERVICE	INV0000624	12/15/2022	740-20150	Payroll Taxes Payable	FED W/H		28,940.02
Vendor INTERNAL REVENUE SERVICE Total:							59,680.40
Vendor: MINNESOTA TEAMSTERS NO. 320							
MINNESOTA TEAMSTERS NO....	INV0000621	12/15/2022	740-24000	Clearing Account	Union Dues		3,538.00
Vendor MINNESOTA TEAMSTERS NO. 320 Total:							3,538.00
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WITH...	INV0000623	12/15/2022	740-20160	State Withholding	State W/H Tax		12,939.49
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							12,939.49
Vendor: P E R A OF MN							
P E R A OF MN	INV0000622	12/15/2022	740-20180	PERA Payable	PERA EE/ER P&F		23,647.39
P E R A OF MN	INV0000622	12/15/2022	740-20180	PERA Payable	PERA EE/ER DEF		243.76
P E R A OF MN	INV0000622	12/15/2022	740-20180	PERA Payable	PERA EE/ER COORD		26,557.38
Vendor P E R A OF MN Total:							50,448.53
Vendor: SANFORD HEALTH							
SANFORD HEALTH	INV0000626	12/19/2022	690-4840-62990	Misc. Operating Expense	Random Drug Testing		30.00
Vendor SANFORD HEALTH Total:							30.00
Vendor: SUN LIFE FINANCIAL - LIFE							
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	100-4150-61330	Life Insurance	Life Ins Premium		75.65
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	100-4194-61330	Life Insurance	Life Ins Premium		9.35
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	100-4210-61330	Life Insurance	Life Ins Premium		153.00
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	100-4220-61330	Life Insurance	Life Ins Premium		56.10
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	100-4240-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	100-4312-61330	Life Insurance	Life Ins Premium		65.45
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	100-4315-61330	Life Insurance	Life Ins Premium		46.75
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	100-4510-61330	Life Insurance	Life Ins Premium		18.70
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	100-4650-61330	Life Insurance	Life Ins Premium		18.70
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	610-4825-61330	Life Insurance	Life Ins Premium		35.19
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	620-4825-61330	Life Insurance	Life Ins Premium		40.80
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	680-4825-61330	Life Insurance	Life Ins Premium		37.40
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	690-4825-61330	Life Insurance	Life Ins Premium		130.90
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	740-24000	Clearing Account	Life Ins Employee		448.55
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	740-4870-63640	Life Insurance - COBRA	Life Ins COBRA		211.40

Council Approval Register

Packet: APPKT00474 - PYPKT00586 - 2022 12 15 #25 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SUN LIFE FINANCIAL - LIFE	INV0000620	12/15/2022	820-4825-61330	Life Insurance	Life Ins Premium		9.35
Vendor SUN LIFE FINANCIAL - LIFE Total:							1,370.04
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000617	12/15/2022	740-24000	Clearing Account	Contributions Employee		1,835.00
Vendor VANTAGEPOINT ICMA Total:							1,835.00
Vendor: WEX BANK							
WEX BANK	INV0000619	12/15/2022	740-24000	Clearing Account	HSA		364.76
WEX BANK	INV0000625	12/16/2022	100-4150-61310	Health Insurance	HSA City Contribution		555.30
WEX BANK	INV0000625	12/16/2022	100-4210-61310	Health Insurance	HSA City Contribution		1,399.88
WEX BANK	INV0000625	12/16/2022	100-4220-61310	Health Insurance	HSA City Contribution		370.20
WEX BANK	INV0000625	12/16/2022	100-4312-61310	Health Insurance	HSA City Contribution		844.58
WEX BANK	INV0000625	12/16/2022	100-4315-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000625	12/16/2022	100-4650-61310	Health Insurance	HSA City Contribution		185.10
WEX BANK	INV0000625	12/16/2022	610-4825-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000625	12/16/2022	680-4825-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000625	12/16/2022	690-4825-61310	Health Insurance	HSA City Contribution		792.49
WEX BANK	INV0000625	12/16/2022	820-4825-61310	Health Insurance	HSA City Contribution		422.29
WEX BANK	INV0000627	12/19/2022	100-4150-61310	Health Insurance	VEBA City Contribution		185.10
WEX BANK	INV0000627	12/19/2022	100-4210-61310	Health Insurance	VEBA City Contribution		2,140.28
WEX BANK	INV0000627	12/19/2022	100-4220-61310	Health Insurance	VEBA City Contribution		792.49
WEX BANK	INV0000627	12/19/2022	100-4240-61310	Health Insurance	VEBA City Contribution		422.29
WEX BANK	INV0000627	12/19/2022	100-4312-61310	Health Insurance	VEBA City Contribution		977.59
WEX BANK	INV0000627	12/19/2022	100-4315-61310	Health Insurance	VEBA City Contribution		792.49
WEX BANK	INV0000627	12/19/2022	100-4510-61310	Health Insurance	VEBA City Contribution		370.20
WEX BANK	INV0000627	12/19/2022	100-4650-61310	Health Insurance	VEBA City Contribution		607.39
WEX BANK	INV0000627	12/19/2022	680-4825-61310	Health Insurance	VEBA City Contribution		2,880.68
WEX BANK	INV0000627	12/19/2022	690-4825-61310	Health Insurance	VEBA City Contribution		1,029.68
Vendor WEX BANK Total:							16,399.66
Grand Total:							146,241.12

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	10,521.63
610 - LIQUOR DISPENSARY	457.48
620 - WATER UTILITY FUND	40.80
680 - WASTEWATER UTILITY FUND	3,340.37
690 - ELECTRIC UTILITY FUND	1,983.07
740 - TRF HEALTH INSURANCE FUND	129,466.13
820 - GREENWOOD CEMETERY FUND	431.64
Grand Total:	146,241.12

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	740.40
100-4150-61330	Life Insurance	75.65
100-4194-61330	Life Insurance	9.35
100-4210-61310	Health Insurance	3,540.16
100-4210-61330	Life Insurance	153.00
100-4220-61310	Health Insurance	1,162.69
100-4220-61330	Life Insurance	56.10
100-4240-61310	Health Insurance	422.29
100-4240-61330	Life Insurance	12.75
100-4312-61310	Health Insurance	1,822.17
100-4312-61330	Life Insurance	65.45
100-4315-61310	Health Insurance	1,214.78
100-4315-61330	Life Insurance	46.75
100-4510-61310	Health Insurance	370.20
100-4510-61330	Life Insurance	18.70
100-4650-61310	Health Insurance	792.49
100-4650-61330	Life Insurance	18.70
610-4825-61310	Health Insurance	422.29
610-4825-61330	Life Insurance	35.19
620-4825-61330	Life Insurance	40.80
680-4825-61310	Health Insurance	3,302.97
680-4825-61330	Life Insurance	37.40
690-4825-61310	Health Insurance	1,822.17
690-4825-61330	Life Insurance	130.90
690-4840-62990	Misc. Operating Expense	30.00
740-20150	Payroll Taxes Payable	59,680.40
740-20160	State Withholding	12,939.49
740-20180	PERA Payable	50,448.53
740-24000	Clearing Account	6,186.31
740-4870-63640	Life Insurance - COBRA	211.40
820-4825-61310	Health Insurance	422.29

Account Summary		
Account Number	Account Name	Expense Amount
820-4825-61330	Life Insurance	9.35
Grand Total:		146,241.12

Project Account Summary	
Project Account Key	Expense Amount
None	146,241.12
Grand Total:	146,241.12



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00482 - PYPKT00590 - 2022 12 29 #26 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000631	12/29/2022	740-20150	Payroll Taxes Payable	FED W/H		24,375.49
INTERNAL REVENUE SERVICE	INV0000631	12/29/2022	740-20150	Payroll Taxes Payable	MEDICARE		6,837.50
INTERNAL REVENUE SERVICE	INV0000631	12/29/2022	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		20,958.16
Vendor INTERNAL REVENUE SERVICE Total:							52,171.15
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIREM...	INV0000632	12/30/2022	100-4150-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIREM...	INV0000632	12/30/2022	100-4210-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIREM...	INV0000632	12/30/2022	100-4220-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIREM...	INV0000632	12/30/2022	100-4312-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIREM...	INV0000632	12/30/2022	100-4315-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIREM...	INV0000632	12/30/2022	100-4650-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIREM...	INV0000632	12/30/2022	690-4825-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	100-4150-61340	MSRS HCSP	MSRS Annual Employer Contr...		2,808.38
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	100-4210-61340	MSRS HCSP	MSRS Annual Employer Contr...		116.66
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	100-4220-61340	MSRS HCSP	MSRS Annual Employer Contr...		1,500.00
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	100-4240-61340	MSRS HCSP	MSRS Annual Employer Contr...		700.00
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	100-4312-61340	MSRS HCSP	MSRS Annual Employer Contr...		1,000.00
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	100-4315-61340	MSRS HCSP	MSRS Annual Employer Contr...		1,500.00
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	100-4510-61340	MSRS HCSP	MSRS Annual Employer Contr...		1,000.00
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	100-4650-61340	MSRS HCSP	MSRS Annual Employer Contr...		1,700.00
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	620-4825-61340	MSRS HCSP	MSRS Annual Employer Contr...		1,500.00
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	680-4825-61340	MSRS HCSP	MSRS Annual Employer Contr...		2,000.00
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	690-4825-61340	MSRS HCSP	MSRS Annual Employer Contr...		4,541.67
MINNESOTA STATE RETIREM...	INV0000636	12/30/2022	820-4825-61340	MSRS HCSP	MSRS Annual Employer Contr...		500.00
Vendor MINNESOTA STATE RETIREMENT SYS Total:							19,766.71
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WITH...	INV0000630	12/29/2022	740-20160	State Withholding	State W/H Tax		11,305.41
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							11,305.41
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	100-4150-61310	Health Insurance	Health Insurance Premium		4,061.34
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	100-4210-61310	Health Insurance	Health Insurance Premium - C...		-2,004.86
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	100-4210-61310	Health Insurance	Health Insurance Premium		14,391.68
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	100-4220-61310	Health Insurance	Health Insurance Premium		3,864.20
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	100-4240-61310	Health Insurance	Health Insurance Premium		1,403.44
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	100-4312-61310	Health Insurance	Health Insurance Premium		6,856.18
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	100-4315-61310	Health Insurance	Health Insurance Premium		4,837.54

Council Approval Register

Packet: APPKT00482 - PYPKT00590 - 2022 12 29 #26 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	100-4315-61310	Health Insurance	Health Insurance Premium - C...		-870.83
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	100-4510-61310	Health Insurance	Health Insurance Premium		1,230.38
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	100-4650-61310	Health Insurance	Health Insurance Premium		2,633.82
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	610-4825-61310	Health Insurance	Health Insurance Premium		6,880.59
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	620-4825-61310	Health Insurance	Health Insurance Premium		4,829.74
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	680-4825-61310	Health Insurance	Health Insurance Premium		4,222.36
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	690-4825-61310	Health Insurance	Health Insurance Premium		11,592.60
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	740-4870-63620	Employee BC/BS Monthly Bill...	Health Insurance Employee C...		17,136.04
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	740-4870-63660	Retiree BC/BS Monthly billing	Health Insurance Retiree		8,268.98
NORTHWEST SERVICE COOPE...	INV0000633	12/30/2022	820-4825-61310	Health Insurance	Health Insurance Premium		1,403.44
Vendor NORTHWEST SERVICE COOPERATIVE Total:							90,736.64
Vendor: P E R A OF MN							
P E R A OF MN	INV0000629	12/29/2022	740-20180	PERA Payable	PERA EE/ER COORD		23,299.59
P E R A OF MN	INV0000629	12/29/2022	740-20180	PERA Payable	PERA EE/ER P&F		19,639.91
Vendor P E R A OF MN Total:							42,939.50
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000628	12/29/2022	740-24000	Clearing Account	Contributions Employee		1,835.00
Vendor VANTAGEPOINT ICMA Total:							1,835.00
Grand Total:							218,754.41

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	47,527.93
610 - LIQUOR DISPENSARY	6,880.59
620 - WATER UTILITY FUND	6,329.74
680 - WASTEWATER UTILITY FUND	6,222.36
690 - ELECTRIC UTILITY FUND	16,234.27
740 - TRF HEALTH INSURANCE FUND	133,656.08
820 - GREENWOOD CEMETERY FUND	1,903.44
Grand Total:	218,754.41

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	4,061.34
100-4150-61340	MSRS HCSP	3,008.38
100-4210-61310	Health Insurance	12,386.82
100-4210-61340	MSRS HCSP	216.66
100-4220-61310	Health Insurance	3,864.20
100-4220-61340	MSRS HCSP	1,700.00
100-4240-61310	Health Insurance	1,403.44
100-4240-61340	MSRS HCSP	700.00
100-4312-61310	Health Insurance	6,856.18
100-4312-61340	MSRS HCSP	1,100.00
100-4315-61310	Health Insurance	3,966.71
100-4315-61340	MSRS HCSP	1,600.00
100-4510-61310	Health Insurance	1,230.38
100-4510-61340	MSRS HCSP	1,000.00
100-4650-61310	Health Insurance	2,633.82
100-4650-61340	MSRS HCSP	1,800.00
610-4825-61310	Health Insurance	6,880.59
620-4825-61310	Health Insurance	4,829.74
620-4825-61340	MSRS HCSP	1,500.00
680-4825-61310	Health Insurance	4,222.36
680-4825-61340	MSRS HCSP	2,000.00
690-4825-61310	Health Insurance	11,592.60
690-4825-61340	MSRS HCSP	4,641.67
740-20150	Payroll Taxes Payable	52,171.15
740-20160	State Withholding	11,305.41
740-20180	PERA Payable	42,939.50
740-24000	Clearing Account	1,835.00
740-4870-63620	Employee BC/BS Monthly...	17,136.04
740-4870-63660	Retiree BC/BS Monthly bill..	8,268.98
820-4825-61310	Health Insurance	1,403.44

Account Summary		
Account Number	Account Name	Expense Amount
820-4825-61340	MSRS HCSP	500.00
Grand Total:		218,754.41

Project Account Summary	
Project Account Key	Expense Amount
None	218,754.41
Grand Total:	218,754.41



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00484 - 12/30/22 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CAPITAL ONE							
CAPITAL ONE	07719	12/29/2022	100-4194-62990	Misc. Operating Expense	SWEeper / LYSOL WIPES		64.85
CAPITAL ONE	07719	12/29/2022	100-4194-62990	Misc. Operating Expense	TRASH BAGS / PAPER TOWELS..		128.40
CAPITAL ONE	07719	12/29/2022	100-4194-62990	Misc. Operating Expense	MISC SUPPLIES		26.94
CAPITAL ONE	07719	12/29/2022	100-4510-62990	Misc. Operating Expense	GAZEBO HOLIDAY DECORATI...		33.04
CAPITAL ONE	07719	12/29/2022	690-4840-62990	Misc. Operating Expense	WATER / DAWN		16.56
Vendor CAPITAL ONE Total:							269.79
Vendor: PENNINGTON CO AUDITOR							
PENNINGTON CO AUDITOR	2022 - TIF1-4	12/29/2022	930-4710-66010	Bond Principal	TIF 1-4 PAYMENT - PRINCIPAL...		109,373.94
Vendor PENNINGTON CO AUDITOR Total:							109,373.94
Grand Total:							109,643.73

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	253.23
690 - ELECTRIC UTILITY FUND	16.56
930 - TIF 1-4 OAKLAND PARK	109,373.94
Grand Total:	109,643.73

Account Summary

Account Number	Account Name	Expense Amount
100-4194-62990	Misc. Operating Expense	220.19
100-4510-62990	Misc. Operating Expense	33.04
690-4840-62990	Misc. Operating Expense	16.56
930-4710-66010	Bond Principal	109,373.94
Grand Total:		109,643.73

Project Account Summary

Project Account Key	Expense Amount
None	109,643.73
Grand Total:	109,643.73



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00486 - 01/17/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AIRGAS USA LLC							
AIRGAS USA LLC	9132985363	12/12/2022	100-4312-62240	Department Maint & Repair	ACETYLENE		55.09
Vendor AIRGAS USA LLC Total:							55.09
Vendor: AMARIL UNIFORM COMPANY							
AMARIL UNIFORM COMPANY	IV238828	12/27/2022	690-4840-62990	Misc. Operating Expense	FR PPE - I LUND		123.92
AMARIL UNIFORM COMPANY	IV238828	12/27/2022	690-4840-62990	Misc. Operating Expense	FR HENLEY - M STENNES		535.95
AMARIL UNIFORM COMPANY	IV239225	01/06/2023	690-4840-62880	Personal Protective Equipme...	FR PPE - J KASPRZAK		284.43
Vendor AMARIL UNIFORM COMPANY Total:							944.30
Vendor: AMERICAN WELDING & GAS INC							
AMERICAN WELDING & GAS ...	09000295	12/30/2022	620-4840-62160	Chemicals	CHEMICALS		4,102.88
Vendor AMERICAN WELDING & GAS INC Total:							4,102.88
Vendor: BARR ENGINEERING CO							
BARR ENGINEERING CO	235710153.01-3	12/30/2022	690-4890-63110	Consulting Fees	PROF SRVCS - HYDRO TASKS		246.00
Vendor BARR ENGINEERING CO Total:							246.00
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0106223200	12/27/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		77.00
Vendor BELLBOY CORP - BAR SUPPLY Total:							77.00
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0097882400	12/27/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		5,293.67
Vendor BELLBOY CORP - LIQUOR Total:							5,293.67
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	347117405	12/27/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		3,893.39
BREAKTHRU BEVERAGE	347117405	12/27/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		608.00
BREAKTHRU BEVERAGE	347117406	12/27/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		785.80
BREAKTHRU BEVERAGE	347117407	12/27/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		8,469.75
Vendor BREAKTHRU BEVERAGE Total:							13,756.94
Vendor: CARGILL INCORPORATED							
CARGILL INCORPORATED	2907801865	12/19/2022	100-4312-62280	Salt & Gravel Expense	BULK DEICER SALT		3,939.73
CARGILL INCORPORATED	2907823936	12/27/2022	100-4312-62280	Salt & Gravel Expense	BULK DEICER SALT		8,018.58
Vendor CARGILL INCORPORATED Total:							11,958.31
Vendor: CHAD CULP							
CHAD CULP	1020	06/09/2022	510-4680-65900	Work in Process-Construction	2021 ST & UTILITY IMP PRJ		2,480.00
Vendor CHAD CULP Total:							2,480.00

Council Approval Register

Packet: APPKT00486 - 01/17/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CITY OF T R F - STREET DPT							
CITY OF T R F - STREET DPT	INV00652	12/26/2022	620-4850-62240	Department Maint & Repair	STREET CUT / BOULEVARD R...		6,200.00
Vendor CITY OF T R F - STREET DPT Total:							6,200.00
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10234160	12/08/2022	610-4840-62140	Off Sale Supplies	CREDIT CARD PAPER		97.18
COLE PAPERS INC	10234160	12/08/2022	610-4840-62990	Misc. Operating Expense	HAND SOAP / SANITIZER		311.87
COLE PAPERS INC	10234160	12/08/2022	610-4850-62230	Building Maint & Repair	FLOOR CLEANER		144.96
COLE PAPERS INC	10236003	12/19/2022	620-4840-62990	Misc. Operating Expense	BOWL CLEANER / ACID CLEA...		49.03
COLE PAPERS INC	10237445	12/16/2022	100-4194-62990	Misc. Operating Expense	TOILET TISSUE / ROLL TOWEL		134.22
COLE PAPERS INC	10237913	12/19/2022	610-4850-62230	Building Maint & Repair	CLEANING RAGS		10.76
Vendor COLE PAPERS INC Total:							748.02
Vendor: CUSTOM FIRE APPARATUS INC							
CUSTOM FIRE APPARATUS INC	0022059-IN	12/28/2022	100-4220-62210	Equipment Maint & Repair	MANUAL TRANSFER VALVE - '...		32.53
Vendor CUSTOM FIRE APPARATUS INC Total:							32.53
Vendor: DACOTAH PAPER COMPANY							
DACOTAH PAPER COMPANY	75031	01/02/2023	100-4315-62010	Office Supplies	COPY PAPER		128.11
DACOTAH PAPER COMPANY	75031	01/02/2023	100-4670-62010	Office Supplies	COPY PAPER		1,423.50
DACOTAH PAPER COMPANY	75031	01/02/2023	620-4840-62010	Office Supplies	COPY PAPER		298.94
DACOTAH PAPER COMPANY	75031	01/02/2023	680-4840-62010	Office Supplies	COPY PAPER		85.41
DACOTAH PAPER COMPANY	75031	01/02/2023	690-4840-62010	Office Supplies	COPY PAPER		341.64
Vendor DACOTAH PAPER COMPANY Total:							2,277.60
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S102324857.001	12/13/2022	630-4850-62230	Building Maint & Repair	BREAKER - CONCESSION STA...		413.33
DAKOTA SUPPLY GROUP	S102330151.001	11/29/2022	620-4850-62220	Plant Equip Maint & Repair	SECONDARY BASIN DRIVE RE...		1,038.66
DAKOTA SUPPLY GROUP	S102330865.001	11/29/2022	630-4850-62230	Building Maint & Repair	MATERIALS - KITCHEN REPAI...		54.92
DAKOTA SUPPLY GROUP	S102331165.001	11/29/2022	630-4850-62230	Building Maint & Repair	MATERIALS - KITCHEN REPAI...		125.58
DAKOTA SUPPLY GROUP	S102332870.001	11/30/2022	620-4850-62230	Building Maint & Repair	LIGHT REPAIR - WTP		20.07
DAKOTA SUPPLY GROUP	S102361145.001	12/12/2022	620-4850-62230	Building Maint & Repair	HVAC REPAIR		30.62
DAKOTA SUPPLY GROUP	S102362917.001	12/12/2022	100-4312-62230	Building Maint & Repair	VENT / LIGHTS		638.71
DAKOTA SUPPLY GROUP	S102366479.001	12/12/2022	100-4312-62230	Building Maint & Repair	CONTROL		200.73
DAKOTA SUPPLY GROUP	S102366493.001	12/13/2022	100-4312-62230	Building Maint & Repair	PARTS - EXHAUST FAN		45.90
DAKOTA SUPPLY GROUP	S102367560.001	12/13/2022	690-4840-62990	Misc. Operating Expense	DRILL BITS - UNIT #110 & #111		31.82
DAKOTA SUPPLY GROUP	S102367560.002	12/19/2022	690-4840-62990	Misc. Operating Expense	TOOLS - UNIT #110 / #111		31.82
DAKOTA SUPPLY GROUP	S102369556.001	12/14/2022	690-14100	Inventory - Materials	WIRE		231.37
DAKOTA SUPPLY GROUP	S102383775.001	12/21/2022	690-14100	Inventory - Materials	INVENTORY ITEMS		90.32
DAKOTA SUPPLY GROUP	S102383795.001	12/21/2022	690-14100	Inventory - Materials	INVENTORY ITEMS		55.71
DAKOTA SUPPLY GROUP	S102387156.001	12/22/2022	690-14100	Inventory - Materials	INVENTORY ITEMS		32.22
Vendor DAKOTA SUPPLY GROUP Total:							3,041.78
Vendor: DANA C KLOS							
DANA C KLOS	2250-6462	12/30/2022	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES -...		30.00
Vendor DANA C KLOS Total:							30.00

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	93354075	12/16/2022	680-4850-62220	Lift Station and Pond Maint &...	BATTERY - BACKUP LIFT SCA...		142.32
DIGI KEY CORPORATION	94107607	12/19/2022	680-4850-62220	Lift Station and Pond Maint &...	BATTERY PACK - BACKUP LIFT...		161.00
Vendor DIGI KEY CORPORATION Total:							303.32
Vendor: DRN READITECH							
DRN READITECH	266988	12/16/2022	100-4210-63020	Computer Maintenance & lic...	SETTING VPN SHERIFFS OFFICE		75.00
DRN READITECH	267161	12/22/2022	100-4210-63020	Computer Maintenance & lic...	VPN SHERIFFS NETWORK		150.00
Vendor DRN READITECH Total:							225.00
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS123950	12/13/2022	100-4312-62240	Department Maint & Repair	HARDWARE - BIN REFILL		564.29
FASTENAL COMPANY	MNROS123954	12/13/2022	100-4312-62230	Building Maint & Repair	SUPPLIES - SHOP PRJ		14.88
FASTENAL COMPANY	MNROS123954	12/13/2022	690-14100	Inventory - Materials	STOCK ELECTRICAL		71.00
Vendor FASTENAL COMPANY Total:							650.17
Vendor: FLEET SUPPLY							
FLEET SUPPLY	130282	12/14/2022	690-4840-62880	Personal Protective Equipme...	FR PPE - J KINSMAN		171.16
FLEET SUPPLY	17043	12/02/2022	680-4840-62880	Personal Protective Equipme...	JETTING GLOVES		33.66
FLEET SUPPLY	17639	12/22/2022	690-4840-62880	Personal Protective Equipme...	FR PPE - J KINSMAN		315.97
FLEET SUPPLY	17769	12/27/2022	690-4840-62880	Personal Protective Equipme...	FR PPE - S ZAVORAL		142.77
Vendor FLEET SUPPLY Total:							663.56
Vendor: FLEETPRIDE							
FLEETPRIDE	101842469	08/24/2022	100-4312-62210	Equipment Maint & Repair	RETURN CREDIT - POWER STE...		-207.99
FLEETPRIDE	104624487	12/28/2022	100-4312-62210	Equipment Maint & Repair	CLUTCH BRAKE - #5515		685.89
Vendor FLEETPRIDE Total:							477.90
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	2120787	12/31/2022	690-4850-62360	Distribution Maint	BILLABLE LOCATES - DEC 2022		4.05
Vendor GOPHER STATE ONE CALL Total:							4.05
Vendor: HAWKINS INC							
HAWKINS INC	6354798	12/08/2022	620-4840-62160	Chemicals	CHEMICALS		3,890.00
HAWKINS INC	6365086	12/20/2022	620-4840-62160	Chemicals	CHEMICALS		373.25
Vendor HAWKINS INC Total:							4,263.25
Vendor: IAPE							
IAPE	LI965514	01/06/2023	100-4210-63320	Training Expense	VIDEO CLASS FEE - PROPERTY...		395.00
Vendor IAPE Total:							395.00
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	03031	12/30/2022	100-4160-63040	Legal Fees	CRIMINAL SERVICES - DEC 20...		5,095.00
IHLE SPARBY AND HAASE PA	03032	12/30/2022	100-4160-63040	Legal Fees	CONTRACT SERVICES - DEC 2...		2,525.00
Vendor IHLE SPARBY AND HAASE PA Total:							7,620.00
Vendor: INNOVATIVE OFFICE SOLUTIONS LL							
INNOVATIVE OFFICE SOLUTI...	SO-3984136	12/30/2022	610-4840-62010	Office Supplies	TONER		80.54
Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:							80.54

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQUOR	2210603	12/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		27,820.42
JOHNSON BROTHERS LIQUOR	2210604	12/29/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,633.00
JOHNSON BROTHERS LIQUOR	2210605	12/29/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		85.00
JOHNSON BROTHERS LIQUOR	2210606	12/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,892.34
JOHNSON BROTHERS LIQUOR	2210607	12/29/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		192.00
JOHNSON BROTHERS LIQUOR	2210608	12/29/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,758.63
JOHNSON BROTHERS LIQUOR	2210609	12/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		12,082.50
JOHNSON BROTHERS LIQUOR	2210610	12/29/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		2,284.00
JOHNSON BROTHERS LIQUOR	2210611	12/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		232.00
JOHNSON BROTHERS LIQUOR	2210612	12/29/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		1,711.00
JOHNSON BROTHERS LIQUOR	2210613	12/29/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		56.00
Vendor JOHNSON BROTHERS LIQUOR Total:							49,746.89
Vendor: LEE PLUMBING & HEATING INC							
LEE PLUMBING & HEATING I...	88687	12/08/2022	100-4312-62230	Building Maint & Repair	VENT HOOD		93.30
Vendor LEE PLUMBING & HEATING INC Total:							93.30
Vendor: MARCO TECHNOLOGIES LLC NW 7128							
MARCO TECHNOLOGIES LLC ...	INV10711633	12/27/2022	690-4890-63030	Contracts Expense	COPIER CONTRACT - DEC 2022		74.07
Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:							74.07
Vendor: MARK BORSETH							
MARK BORSETH	2022-12	12/31/2022	100-4650-63030	Contracts Expense	PLANNING & ZONING SERVIC...		1,687.50
Vendor MARK BORSETH Total:							1,687.50
Vendor: MINNESOTA CHIEFS OF POLICE ASC							
MINNESOTA CHIEFS OF POLI...	14070	12/28/2022	100-4210-63320	Training Expense	REG FEE - ETI CONFERENCE /...		400.00
Vendor MINNESOTA CHIEFS OF POLICE ASC Total:							400.00
Vendor: MN DPT OF TRANSPORTATION							
MN DPT OF TRANSPORTATION	P00016442	12/27/2022	100-4312-63030	Contracts Expense	TRAFFIC SIGNAL SEC HEAD RP...		174.83
Vendor MN DPT OF TRANSPORTATION Total:							174.83
Vendor: MN STATE FIRE CHIEFS ASSOC							
MN STATE FIRE CHIEFS ASSOC	5289	12/16/2022	100-4220-64330	Dues and Subscriptions	MEMBERSHIP RENEWAL - 20...		100.00
Vendor MN STATE FIRE CHIEFS ASSOC Total:							100.00
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF RV...	720948	12/13/2022	680-4850-62210	Equipment Maint & Repair	REAR BRAKE PADS		87.99
N A P A AUTO PARTS THF RV...	720962	12/13/2022	680-4850-62210	Equipment Maint & Repair	IDLER PULLEY BELT		44.06
N A P A AUTO PARTS THF RV...	720992	12/14/2022	100-4312-62210	Equipment Maint & Repair	LAMP		32.97
N A P A AUTO PARTS THF RV...	720998	12/14/2022	100-4312-62210	Equipment Maint & Repair	PIN CLIP - #5504		16.49
N A P A AUTO PARTS THF RV...	721101	12/19/2022	100-4312-62240	Department Maint & Repair	WRENCH		57.98
N A P A AUTO PARTS THF RV...	721322	12/23/2022	100-4510-62210	Equipment Maint & Repair	BELT		52.51
N A P A AUTO PARTS THF RV...	721417	12/28/2022	100-4312-62210	Equipment Maint & Repair	HEADLIGHT - #5525		26.96
Vendor N A P A AUTO PARTS THF RVR FL Total:							318.96

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R F...	CT137501	12/07/2022	100-4312-62210	Equipment Maint & Repair	HOSE - MOTOR GRADER		28.36
NELSON EQUIPMENT OF T R F...	CT137701	12/27/2022	100-4312-62210	Equipment Maint & Repair	WIRE PARTS - #5525		73.64
Vendor NELSON EQUIPMENT OF T R F INC Total:							102.00
Vendor: NORTHERN CONSULTING ACTUARIES INC							
NORTHERN CONSULTING AC...	TFF-2022-12	01/04/2023	100-4220-63030	Contracts Expense	ACTUARIAL SERVICES - DEC 2...		1,200.00
Vendor NORTHERN CONSULTING ACTUARIES INC Total:							1,200.00
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	DEC 2022	01/03/2023	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE -...		313.39
Vendor NORTHERN STATE BANK Total:							313.39
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYSTE...	T322827	12/28/2022	620-4850-62220	Plant Equip Maint & Repair	COUPLER - CHEMICAL PUMP		35.66
NORTHWEST POWER SYSTE...	T324242	12/07/2022	100-4510-62210	Equipment Maint & Repair	SPRING PIN KIT - PICKUP PL...		13.14
NORTHWEST POWER SYSTE...	T324273	12/07/2022	100-4312-62210	Equipment Maint & Repair	SOLENOID VALVE - #5514		102.86
NORTHWEST POWER SYSTE...	T324391	12/13/2022	100-4220-62210	Equipment Maint & Repair	AIR BRAKE SLEEVE / NUT - '05		2.58
Vendor NORTHWEST POWER SYSTEMS INC Total:							154.24
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6521385	12/28/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		4,387.50
PHILLIPS WINE & SPIRITS	6522429	12/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		29,694.50
Vendor PHILLIPS WINE & SPIRITS Total:							34,082.00
Vendor: SANFORD HEALTH							
SANFORD HEALTH	316389047	12/04/2022	100-4210-63120	Lab Tests	BLOOD DRAW - #155709862		61.00
Vendor SANFORD HEALTH Total:							61.00
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B16295334	12/29/2022	100-4192-63020	Computer Maintenance & lic...	ADOBE PRO - 2023		67.32
Vendor SHI INTERNATIONAL CORP Total:							67.32
Vendor: SHPIGLER CONSULTING INC							
SHPIGLER CONSULTING INC	2023-JAN	01/03/2023	545-4680-65920	Work in Process - Eng/Archtt	CONSULTING SUPPORT - WA...		5,000.00
Vendor SHPIGLER CONSULTING INC Total:							5,000.00
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	100-4192-63020	Computer Maintenance & lic...	MONTHLY SERVICE - JAN 2023		82.05
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	100-4192-63020	Computer Maintenance & lic...	MONTHLY SERVICE - JAN 2023		225.00
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	100-4220-63020	Computer Maintenance & lic...	MONTHLY SERVICE - JAN 2023		49.95
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	100-4312-63020	Computer Maintenance & lic...	MONTHLY SERVICE - JAN 2023		56.95
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	100-4510-63210	Communication Expense	MONTHLY SERVICE - JAN 2023		104.50
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	610-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - JAN 2023		56.95
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	620-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 2023		25.99
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	620-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - JAN 2023		49.95
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	680-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 2023		475.00
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	680-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 2023		85.50
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 2023		142.50

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SJOBERG'S CABLE TV	JAN 2023	01/03/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 2023		35.05
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	690-4830-63210	Communication Expense	MONTHLY SERVICE - JAN 2023		142.50
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	690-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - JAN 2023		49.95
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	690-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - JAN 2023		225.00
SJOBERG'S CABLE TV	JAN 2023	01/03/2023	690-4890-63020	Computer Maintenance & lic...	MONTHLY SERVICE - JAN 2023		42.95
Vendor SJOBERG'S CABLE TV Total:							1,849.79
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2297141	12/27/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		7,172.15
SOUTHERN GLAZERS OF MN	2297141	12/27/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		813.12
SOUTHERN GLAZERS OF MN	2297142	12/27/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		2,016.00
SOUTHERN GLAZERS OF MN	2297143	12/27/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		2,131.25
SOUTHERN GLAZERS OF MN	2299743	01/03/2023	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		81.25
SOUTHERN GLAZERS OF MN	5093245	12/30/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		1,623.55
Vendor SOUTHERN GLAZERS OF MN Total:							13,837.32
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPANY	373949B	12/15/2022	690-4840-62990	Misc. Operating Expense	REPLACEMENT BLADE - UNIT ...		73.33
ST HILAIRE SUPPLY COMPANY	373949C	12/26/2022	690-4840-62990	Misc. Operating Expense	DIE TOOL - UNIT #103		39.00
ST HILAIRE SUPPLY COMPANY	384184	12/07/2022	690-4840-62400	Small Tools and Minor Equip	HOLE SAW KIT / PACKOUT KIT...		187.95
ST HILAIRE SUPPLY COMPANY	384184	12/07/2022	690-4850-62360	Distribution Maint	EXTND CAPACITY BATTERY		178.95
ST HILAIRE SUPPLY COMPANY	384184A	12/15/2022	690-4840-62400	Small Tools and Minor Equip	DRILL / IMPACT TOOL - UNIT ...		359.00
ST HILAIRE SUPPLY COMPANY	384184A	12/15/2022	690-4840-62990	Misc. Operating Expense	PACKOUT KIT / HACKZALL - U...		113.77
ST HILAIRE SUPPLY COMPANY	385692	12/26/2022	100-4315-62230	Building Maint & Repair	WASH BAY HEATER		116.36
ST HILAIRE SUPPLY COMPANY	385771	12/26/2022	100-4315-62230	Building Maint & Repair	WASH BAY HEATER		115.22
ST HILAIRE SUPPLY COMPANY	385934	12/26/2022	620-4850-62220	Plant Equip Maint & Repair	SLAKER REPAIR		64.87
Vendor ST HILAIRE SUPPLY COMPANY Total:							1,248.45
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	2087	12/29/2022	690-4890-63030	Contracts Expense	FIRE SYSTEM MONITORING - ...		19.50
STEVEN O KVASAGER	2088	12/31/2022	100-4110-63020	Computer Maintenance & lic...	PRESENTER TABLE TV		86.59
Vendor STEVEN O KVASAGER Total:							106.09
Vendor: T R F HARDWARE							
T R F HARDWARE	22169177	12/02/2022	620-4850-62220	Plant Equip Maint & Repair	THERMOSTAT - HIGH SRVC P...		26.99
T R F HARDWARE	22169198	12/02/2022	680-4840-62990	Misc. Operating Expense	SUPER GLUE - WW SUPPLY		3.99
T R F HARDWARE	22169558	12/06/2022	690-4840-62990	Misc. Operating Expense	EXTN CORD / NUTS / SCREWS...		31.43
T R F HARDWARE	22169713	12/07/2022	680-4840-62990	Misc. Operating Expense	SHOP SUPPLIES		6.77
T R F HARDWARE	22169789	12/08/2022	100-4510-62240	Department Maint & Repair	ICE MELT		10.99
T R F HARDWARE	22169988	12/09/2022	100-4220-62400	Small Tools and Minor Equip	HYDRANT PUMP / SAWZALL - ..		484.48
T R F HARDWARE	22170291	12/12/2022	100-4312-62230	Building Maint & Repair	ELECTRICAL BOX EXTENSION		3.49
T R F HARDWARE	22170644	12/15/2022	620-4840-62170	Field Supplies	TURBITITY METER RPR		8.36
T R F HARDWARE	22171757	12/23/2022	100-4315-62400	Small Tools and Minor Equip	IMPACT WRENCH KIT / HAM...		878.98
Vendor T R F HARDWARE Total:							1,455.48

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: THE FIRE GROUP INC							
THE FIRE GROUP INC	4342	12/17/2022	100-4194-62230	Building Maint & Repair	SPRINKLER SYSTEM INSPECTI...		294.00
Vendor THE FIRE GROUP INC Total:							294.00
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	DEC 2022 - #878	12/31/2022	100-4150-63590	Printing & Publications	RESOLUTION NOTICE		68.31
THIEF RIVER FALLS TIMES	DEC 2022 - #878	12/31/2022	100-4150-63590	Printing & Publications	RFP TOWING SERVICES		104.94
THIEF RIVER FALLS TIMES	DEC 2022 - #878	12/31/2022	100-4650-63590	Printing & Publications	H & H PROPS HEARING		47.52
THIEF RIVER FALLS TIMES	DEC 2022 - #878	12/31/2022	100-4650-63590	Printing & Publications	TAX ABATEMENT HEARING		55.44
THIEF RIVER FALLS TIMES	DEC 2022 - #878	12/31/2022	690-4890-63590	Printing & Publications	AD - ELEC SUPERINTENDENT		103.50
Vendor THIEF RIVER FALLS TIMES Total:							379.71
Vendor: THIEF RIVER FORD INC							
THIEF RIVER FORD INC	170581	12/22/2022	690-4850-62210	Equipment Maint & Repair	SENSOR REPLACED - #103		427.88
THIEF RIVER FORD INC	171311	11/29/2022	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		55.65
THIEF RIVER FORD INC	171311	11/29/2022	100-4210-62210	Equipment Maint & Repair	CONTROL ARMS / BUSHINGS		1,339.60
THIEF RIVER FORD INC	171380	12/02/2022	100-4210-62120	Gas-Oil-Lube	OIL / FILTER		60.50
THIEF RIVER FORD INC	171380	12/02/2022	100-4210-62210	Equipment Maint & Repair	TIMING CHAIN / WATER PU...		4,099.85
THIEF RIVER FORD INC	171395	11/30/2022	100-4210-62120	Gas-Oil-Lube	OIL CHANGE		61.20
THIEF RIVER FORD INC	171395	11/30/2022	100-4210-62210	Equipment Maint & Repair	BRAKES / ROTORS / BATTERY		1,038.01
Vendor THIEF RIVER FORD INC Total:							7,082.69
Vendor: TRENT EDWARD COLLINS							
TRENT EDWARD COLLINS	287610	12/29/2022	100-4240-63030	Contracts Expense	RESIDENTIAL SIDEWALK SN...		375.00
Vendor TRENT EDWARD COLLINS Total:							375.00
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTION..	484	12/25/2022	820-4890-63030	Contracts Expense	OPEN CLOSE FEE - ESTHER FI...		1,000.00
TROY MERCIL CONSTRUCTION..	484	12/25/2022	820-4890-63030	Contracts Expense	OPEN CLOSE FEE - SHIRLEY B...		1,000.00
Vendor TROY MERCIL CONSTRUCTION LLC Total:							2,000.00
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	025-407678	12/31/2022	100-4513-63060	Credit Card Fees	CC TRANSACTIONS - 4TH QTR...		596.25
TYLER TECHNOLOGIES INC	025-407678	12/31/2022	620-4890-63060	Credit Card Fees	4TH QTR CC TRANSACTIONS		1,391.25
TYLER TECHNOLOGIES INC	025-407678	12/31/2022	680-4890-63060	Credit Card Fees	4TH QTR CC TRANSACTIONS		397.50
TYLER TECHNOLOGIES INC	025-407678	12/31/2022	690-4890-63060	Credit Card Fees	4TH QTR CC TRANSACTIONS		1,590.00
TYLER TECHNOLOGIES INC	025-408482	12/31/2022	500-4680-65900	Work in Process-Construction	ENERGOV IMPLEMENTATION		975.00
Vendor TYLER TECHNOLOGIES INC Total:							4,950.00
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	42648	12/14/2022	100-4220-63890	Utilities Expense	EMBROIDERY SERVICES - UNI...		87.00
Vendor UNIVERSAL SCREENPRINT Total:							87.00
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0320616-IN	12/27/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		631.25
VINOCOPIA INC	0320616-IN	12/27/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		916.00
VINOCOPIA INC	0320616-IN	12/27/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		240.00
Vendor VINOCOPIA INC Total:							1,787.25

Council Approval Register

Packet: APPKT00486 - 01/17/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WADE CARDINAL							
WADE CARDINAL	REIMB - 12 28 22	12/28/2022	620-4890-64400	Travel, Conference, School	REIMB		61.26
Vendor WADE CARDINAL Total:							61.26
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	2CX00252	12/31/2022	100-4315-63030	Contracts Expense	DOWNTOWN APT COLLECTI...		162.50
Vendor WASTE MASTERS LLC Total:							162.50
Vendor: WESTSIDE MOTORS OF TRF INC							
WESTSIDE MOTORS OF TRF I...	20464	12/06/2022	620-4840-62120	Gas-Oil-Lube	OIL CHANGE / FILTER / FLUIDS..		71.50
Vendor WESTSIDE MOTORS OF TRF INC Total:							71.50
Grand Total:							195,250.45

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	39,109.33
500 - 2019 SOFTWARE PROJECT	975.00
510 - 2021 ST AND UTILITY PROJECT	2,480.00
545 - WATER METER PROJECT	5,000.00
610 - LIQUOR DISPENSARY	119,283.33
620 - WATER UTILITY FUND	17,739.28
630 - ARENAS - VENUWORKS	593.83
680 - WASTEWATER UTILITY FUND	1,523.20
690 - ELECTRIC UTILITY FUND	6,546.48
820 - GREENWOOD CEMETERY FUND	2,000.00
Grand Total:	195,250.45

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63020	Computer Maintenance & ..	86.59
100-4150-63030	Contracts Expense	313.39
100-4150-63590	Printing & Publications	173.25
100-4160-63040	Legal Fees	7,620.00
100-4192-63020	Computer Maintenance & ..	374.37
100-4194-62230	Building Maint & Repair	294.00
100-4194-62990	Misc. Operating Expense	134.22
100-4210-62120	Gas-Oil-Lube	177.35
100-4210-62210	Equipment Maint & Repair	6,477.46
100-4210-63020	Computer Maintenance & ..	225.00
100-4210-63100	Animal Control	30.00
100-4210-63120	Lab Tests	61.00
100-4210-63320	Training Expense	795.00
100-4220-62210	Equipment Maint & Repair	35.11
100-4220-62400	Small Tools and Minor Equ..	484.48
100-4220-63020	Computer Maintenance & ..	49.95
100-4220-63030	Contracts Expense	1,200.00
100-4220-63890	Utilities Expense	87.00
100-4220-64330	Dues and Subscriptions	100.00
100-4240-63030	Contracts Expense	375.00
100-4312-62210	Equipment Maint & Repair	759.18
100-4312-62230	Building Maint & Repair	997.01
100-4312-62240	Department Maint & Repa..	677.36
100-4312-62280	Salt & Gravel Expense	11,958.31
100-4312-63020	Computer Maintenance & ..	56.95
100-4312-63030	Contracts Expense	174.83
100-4315-62010	Office Supplies	128.11
100-4315-62230	Building Maint & Repair	231.58

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62400	Small Tools and Minor Equ..	878.98
100-4315-63030	Contracts Expense	162.50
100-4510-62210	Equipment Maint & Repair	65.65
100-4510-62240	Department Maint & Repa..	10.99
100-4510-63210	Communication Expense	104.50
100-4513-63060	Credit Card Fees	596.25
100-4650-63030	Contracts Expense	1,687.50
100-4650-63590	Printing & Publications	102.96
100-4670-62010	Office Supplies	1,423.50
500-4680-65900	Work in Process-Construct..	975.00
510-4680-65900	Work in Process-Construct..	2,480.00
545-4680-65920	Work in Process - Eng/Arc...	5,000.00
610-4810-62510	Liquor for Resale	106,191.32
610-4810-62530	Wine for Resale	11,931.75
610-4810-62540	Soft Drinks/Mix for Resale	458.00
610-4840-62010	Office Supplies	80.54
610-4840-62140	Off Sale Supplies	97.18
610-4840-62990	Misc. Operating Expense	311.87
610-4850-62230	Building Maint & Repair	155.72
610-4890-63020	Computer Maintenance & ..	56.95
620-4830-63210	Communication Expense	25.99
620-4840-62010	Office Supplies	298.94
620-4840-62120	Gas-Oil-Lube	71.50
620-4840-62160	Chemicals	8,366.13
620-4840-62170	Field Supplies	8.36
620-4840-62990	Misc. Operating Expense	49.03
620-4850-62220	Plant Equip Maint & Repair	1,166.18
620-4850-62230	Building Maint & Repair	50.69
620-4850-62240	Department Maint & Repa..	6,200.00
620-4890-63020	Computer Maintenance & ..	49.95
620-4890-63060	Credit Card Fees	1,391.25
620-4890-64400	Travel, Conference, School	61.26
630-4850-62230	Building Maint & Repair	593.83
680-4830-63210	Communication Expense	560.50
680-4840-62010	Office Supplies	85.41
680-4840-62880	Personal Protective Equi...	33.66
680-4840-62990	Misc. Operating Expense	10.76
680-4850-62210	Equipment Maint & Repair	132.05
680-4850-62220	Lift Station and Pond Mai...	303.32
680-4890-63060	Credit Card Fees	397.50
690-14100	Inventory - Materials	480.62
690-4830-63210	Communication Expense	320.05

Account Summary

Account Number	Account Name	Expense Amount
690-4840-62010	Office Supplies	341.64
690-4840-62400	Small Tools and Minor Equ..	546.95
690-4840-62880	Personal Protective Equi...	914.33
690-4840-62990	Misc. Operating Expense	981.04
690-4850-62210	Equipment Maint & Repair	427.88
690-4850-62360	Distribution Maint	183.00
690-4890-63020	Computer Maintenance & ..	317.90
690-4890-63030	Contracts Expense	93.57
690-4890-63060	Credit Card Fees	1,590.00
690-4890-63110	Consulting Fees	246.00
690-4890-63590	Printing & Publications	103.50
820-4890-63030	Contracts Expense	2,000.00
Grand Total:		195,250.45

Project Account Summary

Project Account Key	Expense Amount
None	195,250.45
Grand Total:	195,250.45



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00488 - 01/04/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: 14 LAKES CRAFT BREWING CO							
14 LAKES CRAFT BREWING CO	968563	12/28/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		300.00
Vendor 14 LAKES CRAFT BREWING CO Total:							300.00
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS INC	249953	12/01/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		805.26
BEVERAGE WHOLESALERS INC	251860	12/15/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		626.40
BEVERAGE WHOLESALERS INC	253733	12/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		1,624.80
Vendor BEVERAGE WHOLESALERS INC Total:							3,056.46
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING COM...	4230944	12/01/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		115.50
COCA-COLA BOTTLING COM...	4230983	12/08/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		101.50
COCA-COLA BOTTLING COM...	4266403	12/13/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		421.50
COCA-COLA BOTTLING COM...	4266439	12/20/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		422.50
COCA-COLA BOTTLING COM...	4266498	12/30/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		597.50
Vendor COCA-COLA BOTTLING COMPANY Total:							1,658.50
Vendor: CORE-MARK MIDCONTINENT INC							
CORE-MARK MIDCONTINENT ...	9083674	11/30/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		65.69
CORE-MARK MIDCONTINENT ...	9083674	11/30/2022	610-4810-62540	Soft Drinks/Mix for Resale	TOBACCO PURCHASE		3,537.80
Vendor CORE-MARK MIDCONTINENT INC Total:							3,603.49
Vendor: DAHLHEIMER BEVERAGE							
DAHLHEIMER BEVERAGE	1793091	12/05/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		1,152.10
DAHLHEIMER BEVERAGE	1793091	12/05/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		41.95
DAHLHEIMER BEVERAGE	1793091	12/05/2022	610-4810-62590	Misc. Mdse for Resale	MISC SUPPLIES PURCHASE		65.70
Vendor DAHLHEIMER BEVERAGE Total:							1,259.75
Vendor: DWIGHT TANGQUIST							
DWIGHT TANGQUIST	11 2022	11/25/2022	610-4840-62140	Off Sale Supplies	BAGS		1,737.20
Vendor DWIGHT TANGQUIST Total:							1,737.20
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	691724	12/02/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		6,193.88
MC KINNON COMPANY INC	691727	12/02/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		90.00
MC KINNON COMPANY INC	691906	12/06/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		8,629.95
MC KINNON COMPANY INC	692816	12/09/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		3,716.00
MC KINNON COMPANY INC	692829	12/09/2022	610-4810-62520	Beer for Resale	BEER CREDIT		-3.47
MC KINNON COMPANY INC	692829	12/09/2022	610-4810-62530	Wine for Resale	WINE CREDIT		-57.48
MC KINNON COMPANY INC	692903	12/13/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		997.60
MC KINNON COMPANY INC	693060	12/13/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		318.90

Council Approval Register

Packet: APPKT00488 - 01/04/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MC KINNON COMPANY INC	693060	12/13/2022	610-4810-62520	Beer for Resale	WINE PURCHASE		9,716.95
MC KINNON COMPANY INC	693060	12/13/2022	610-4810-62530	Wine for Resale	BEER PURCHASE		98.00
MC KINNON COMPANY INC	693821	12/16/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		867.90
MC KINNON COMPANY INC	693841	12/15/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		997.60
MC KINNON COMPANY INC	694113	12/20/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		212.60
MC KINNON COMPANY INC	694113	12/20/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		11,041.95
MC KINNON COMPANY INC	694113	12/20/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		41.60
MC KINNON COMPANY INC	695050	12/27/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		4,057.40
MC KINNON COMPANY INC	695210	12/27/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		909.05
MC KINNON COMPANY INC	695210	12/27/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		12,557.45
MC KINNON COMPANY INC	695210	12/27/2022	610-4810-62530	Wine for Resale	WINE PURCHASE		147.00
Vendor MC KINNON COMPANY INC Total:							60,532.88

Vendor: NORTHWEST BEVERAGE INC

NORTHWEST BEVERAGE INC	142294	12/02/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		8,949.50
NORTHWEST BEVERAGE INC	142294	12/02/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		292.00
NORTHWEST BEVERAGE INC	142317	12/05/2022	610-4810-62520	Beer for Resale	beer purchase		2,696.25
NORTHWEST BEVERAGE INC	142390	12/09/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		21,988.40
NORTHWEST BEVERAGE INC	142406	12/12/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		2,829.35
NORTHWEST BEVERAGE INC	142501	12/16/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		19,658.49
NORTHWEST BEVERAGE INC	142501	12/16/2022	610-4810-62590	Misc. Mdse for Resale	MISC SUPPLIES PURCHASE		75.00
NORTHWEST BEVERAGE INC	142542	12/19/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		3,609.20
NORTHWEST BEVERAGE INC	142585	12/22/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		23,004.90
NORTHWEST BEVERAGE INC	142625	12/26/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		2,536.50
NORTHWEST BEVERAGE INC	142684	12/29/2022	610-4810-62510	Liquor for Resale	LIQUOR PURCHASE		55.70
NORTHWEST BEVERAGE INC	142684	12/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		8,533.80
NORTHWEST BEVERAGE INC	142684	12/29/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		292.00
NORTHWEST BEVERAGE INC	142691	12/29/2022	610-4810-62520	Beer for Resale	BEER PURCHASE		5,674.20
Vendor NORTHWEST BEVERAGE INC Total:							100,195.29

Vendor: PEPSI BEVERAGES COMPANY

PEPSI BEVERAGES COMPANY	67507407	12/19/2022	610-4810-62540	Soft Drinks/Mix for Resale	MIX PURCHASE		219.90
Vendor PEPSI BEVERAGES COMPANY Total:							219.90

Vendor: VERIZON WIRELESS #786782900

VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4150-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		40.01
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4150-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4150-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4150-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		51.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4192-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		40.01
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4194-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12

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Packet: APPKT00488 - 01/04/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4210-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4240-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4510-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4510-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	100-4650-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	610-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	610-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	620-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	620-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		40.01
VERIZON WIRELESS #786782...	9923531025	12/21/2022	620-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		71.11
VERIZON WIRELESS #786782...	9923531025	12/21/2022	650-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	680-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	690-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	690-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	690-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	690-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	690-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
VERIZON WIRELESS #786782...	9923531025	12/21/2022	820-4830-63210	Communication Expense	PHONE CHARGES - DEC 22 / J...		41.12
Vendor VERIZON WIRELESS #786782900 Total:							1,640.34
Grand Total:							174,203.81

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	1,076.90
610 - LIQUOR DISPENSARY	172,645.71
620 - WATER UTILITY FUND	152.24
650 - TOURIST PARK - VENUWORKS	41.12
680 - WASTEWATER UTILITY FUND	41.12
690 - ELECTRIC UTILITY FUND	205.60
820 - GREENWOOD CEMETERY FUND	41.12
Grand Total:	174,203.81

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	173.37
100-4192-63210	Communication Expense	40.01
100-4194-63210	Communication Expense	41.12
100-4210-63210	Communication Expense	657.92
100-4240-63210	Communication Expense	41.12
100-4510-63210	Communication Expense	82.24
100-4650-63210	Communication Expense	41.12
610-4810-62510	Liquor for Resale	1,496.25
610-4810-62520	Beer for Resale	162,852.36
610-4810-62530	Wine for Resale	229.12
610-4810-62540	Soft Drinks/Mix for Resale	6,107.84
610-4810-62590	Misc. Mdse for Resale	140.70
610-4830-63210	Communication Expense	82.24
610-4840-62140	Off Sale Supplies	1,737.20
620-4830-63210	Communication Expense	152.24
650-4830-63210	Communication Expense	41.12
680-4830-63210	Communication Expense	41.12
690-4830-63210	Communication Expense	205.60
820-4830-63210	Communication Expense	41.12
Grand Total:		174,203.81

Project Account Summary

Project Account Key	Expense Amount
None	174,203.81
Grand Total:	174,203.81



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00490 - 01/09/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ...	1dqg9cd1hn1v	12/20/2022	100-4192-62020	Computer Supplies	POWER STRIP / SURGE PROT...		47.58
AMAZON CAPITAL SERVICES ...	1f3tj7rtc6g1	12/09/2022	100-4150-62990	Misc. Operating Expense	ACRYLIC DOOR SIGN HOLDER		41.59
AMAZON CAPITAL SERVICES ...	1fcppvfljhl	12/20/2022	610-4840-62140	Off Sale Supplies	GIFT CARD ENVELOPES		23.98
AMAZON CAPITAL SERVICES ...	1hxjr3ffhrly	12/20/2022	100-4210-63320	Training Expense	DOG CARRIER		27.71
AMAZON CAPITAL SERVICES ...	1k9wn3l1j3qf	12/20/2022	100-4210-62990	Misc. Operating Expense	BELT CLIP - PORTABLE RADIO		14.90
AMAZON CAPITAL SERVICES ...	1l4t9xwffyyj	12/30/2022	100-4150-62020	Computer Supplies	WALL CALENDAR - I T		23.90
AMAZON CAPITAL SERVICES ...	1pcmqw31fnd	12/22/2022	100-4210-62990	Misc. Operating Expense	GUN MOUNT FLASHLIGHT		146.61
AMAZON CAPITAL SERVICES ...	1y3l39g7m7kt	12/20/2022	100-4192-62020	Computer Supplies	CELL PHONE / IPAD SUPPLIES		41.15
AMAZON CAPITAL SERVICES ...	1yjfvhlvnx1k	12/17/2022	610-4840-62020	Computer Supplies	IPAD ACCESSORIES		174.58
AMAZON CAPITAL SERVICES ...	1ynp9jxyrd96	01/09/2023	620-4850-62200	System Expense	COTTER PINS - CURB BOX REP...		58.05
AMAZON CAPITAL SERVICES ...	1yt1gywk1fq	12/22/2022	100-4150-62020	Computer Supplies	DATA REQUEST USB		6.79
Vendor AMAZON CAPITAL SERVICES INC Total:							606.84
Vendor: ARAMARK UNIFORM & CAREER APPAREL GROUP INC							
ARAMARK UNIFORM & CARE...	2630086197	12/13/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - DEC 2022		80.39
ARAMARK UNIFORM & CARE...	2630091265	12/27/2022	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - DEC 2022		80.39
Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:							160.78
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGRA...	DEC 2022 - ASHLEY	12/31/2022	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - DEC 2022		19.56
GLOBAL PAYMENTS INTEGRA...	DEC 2022 - ASHLEY	12/31/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - DEC 2022..		671.01
GLOBAL PAYMENTS INTEGRA...	DEC 2022 - CIVIC ELEC	12/31/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - DEC 2022..		31.50
GLOBAL PAYMENTS INTEGRA...	DEC 2022 - CIVIC	12/31/2022	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - DEC 2022..		5.00
GLOBAL PAYMENTS INTEGRA...	DEC 2022	12/31/2022	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - DEC 2022		4,130.09
Vendor GLOBAL PAYMENTS INTEGRATED Total:							4,857.16
Vendor: SHOAN J NELSON							
SHOAN J NELSON	49397	10/24/2022	520-4680-65900	Work in Process-Construction	HOMCC SIDE DOORS REPAIR...		4,060.00
Vendor SHOAN J NELSON Total:							4,060.00
Vendor: T R F ARCHERY CLUB INC							
T R F ARCHERY CLUB INC	2022	12/31/2022	100-4110-62990	Misc. Operating Expense	2022 HOLIDAY / EVENT FLAG...		800.00
Vendor T R F ARCHERY CLUB INC Total:							800.00
Vendor: T R F CONVENTION &							
T R F CONVENTION &	NOV 2022	11/30/2022	100-4670-63030	Contracts Expense	LODGING TAX - NOV 2022		7,508.63
T R F CONVENTION &	OCT 2022 - 2	10/31/2022	100-4670-63030	Contracts Expense	LODGING TAX - OCT 2022		15.81

Council Approval Register

Packet: APPKT00490 - 01/09/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
T R F CONVENTION &	SEP 2022 - 2	09/30/2022	100-4670-63030	Contracts Expense	LODGING TAX - SEP 2022		38.87
						Vendor T R F CONVENTION & Total:	7,563.31
						Grand Total:	18,048.09

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	8,738.10
520 - 2018 ARENA PROJECT	4,060.00
610 - LIQUOR DISPENSARY	198.56
620 - WATER UTILITY FUND	218.83
690 - ELECTRIC UTILITY FUND	4,832.60
Grand Total:	18,048.09

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62990	Misc. Operating Expense	800.00
100-4150-62020	Computer Supplies	30.69
100-4150-62990	Misc. Operating Expense	41.59
100-4192-62020	Computer Supplies	88.73
100-4210-62990	Misc. Operating Expense	161.51
100-4210-63320	Training Expense	27.71
100-4670-63030	Contracts Expense	7,563.31
100-4670-63060	Credit Card Fees	24.56
520-4680-65900	Work in Process-Construct..	4,060.00
610-4840-62020	Computer Supplies	174.58
610-4840-62140	Off Sale Supplies	23.98
620-4850-62200	System Expense	58.05
620-4890-63030	Contracts Expense	160.78
690-4890-63060	Credit Card Fees	4,832.60
Grand Total:		18,048.09

Project Account Summary

Project Account Key	Expense Amount
None	18,048.09
Grand Total:	18,048.09



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: 1/17/2023

SUBJECT: #7.5 Approval to fill the position of Public Works Forester

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

MOTION TO: To begin the process to fill the position of Forester within the Public Works Department. Position shall be open to Teamster #320 employees for ten days, as per union contract and if not filled through this process, the Public Works Forester position will be opened to the public.

BACKGROUND: The Public Works Department is seeking to fill the position of Forester due to the resignation of Brian Benitt effective December 31, 2022. The position is necessary to keep the department operating efficiently.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a 2023 Parks Budgeted employment position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

None



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Request for Council Action

DATE: 1/17/2023

SUBJECT: #7.6 2023 Mileage Reimbursement and Meal Reimbursement

RECOMMENDATION: It is Respectfully Requested the Council Accept the Administrative Committee's Recommendation on the Following:

MOTION TO: Adopt the Northern Minnesota (Duluth) Meal Reimbursement Schedule and the 2023 Federal Mileage Rate as on File in the City Administrator's Office.

BACKGROUND: The 2023 Government Services Administration Meals Reimbursement Schedule for Reimbursement for Travel outside of Pennington County. Meals would be reimbursed at \$18.00 for Breakfast, \$20.00 for lunch and \$36.00 for dinner. No reimbursement on alcohol or tips. The City of Thief River Falls has in the past followed the federal reimbursement rate for mileage and in 2023 is .655 cents per mile.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 1/17/2023

SUBJECT: #7.7 Approve contract with K&K Towing

RECOMMENDATION: It is Respectfully Requested the City Council Accept the Findings of the Public Safety/Liquor Committee Recommendation:

MOTION TO: To approve a 3 year contract with K&K Towing. On December 23rd, 2022 proposals were to be handed in to the City Administrator. Two proposals were received and reviewed by myself and Deputy Chief Roff. We would like to move forward with this contract with K&K Towing starting January 23rd, 2023, to January 22nd of 2026.

BACKGROUND: The Police Department had a contract with Falls Towing that will be ending on January 22nd, 2023. Because of the contract ending a request for proposals was submitted and we had received proposals from Falls Towing and K&K Towing.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2023.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Chief of Police

ATTACHMENTS:

None



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Request for Council Action

DATE: 1/17/2023

SUBJECT: # 7.8 Approve Inventory position Job Description and Authorize to Advertise

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

MOTION TO: Approve the Inventory position job description and grading from David Drown and Associates (DDA). The Inventory position will be a Grade 3. Also authorize to advertise the position to the Teamsters #320 union per the union contract for 10 days. If the position is not filled by internal posting, it will be posted to the public for filling.

BACKGROUND: Resolution No. 12-289-22 created the positions of Inventory and Administrative Assistant and approved proposed job descriptions be sent to David Drown and Associates for grading. 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 position. The proposed job descriptions were reviewed by Utilities Committee before being sent to DDA for grading.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 1/17/2023

SUBJECT: #7.9 Approve Administrative Assistant Job Description and Grading and appointment

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

MOTION TO: Approve revisions to the Administrative Assistant Inventory position and title as Administrative Assistant and delegation of LeeAnn Lund, current Administrative Assistant Inventory, as Administrative Assistant effective January 18, 2023. It should be noted that there is no salary difference in this Delegation. The Administrative Assistant position was graded by David Drown and Associates and was determined to be a Grade 3.

BACKGROUND: Resolution No. 12-289-22 created the positions of Inventory and Administrative Assistant and approved proposed job descriptions be sent to David Drown and Associates for grading. 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 position. The proposed job descriptions were reviewed by Utilities Committee before being sent to DDA for grading.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 1/17/2023

SUBJECT: #8.1 Appointment of Richard Beier, Interim Fire Chief, as Fire Chief

RECOMMENDATION: It is Respectfully Requested the City Council Accept the Findings of the Public Safety/Liquor Committee Recommendation:

MOTION TO: Approve the appointment of Richard Beier as Fire Chief, effective January 18, 2023. Mr. Beier's salary will start at Step 1 of Grade 11 for \$41.26 per hour for an annual salary of \$102,984.96. Mr. Beier will be eligible to move to step 2 of Grade 11 on January 18, 2024, with City Council approval. The Fire Chief position is a MAPS position.

BACKGROUND: The City Council, by Resolution No. 11-238-22, authorized to appoint Richard Beier as interim Fire Chief. The interim Fire Chief would continue in the firefighter rotation schedule and his shift performance would be reviewed within 6 months.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2023.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: City Administrator, Angela Philipp

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 1/17/2023

SUBJECT: #8.2 Approve employment of Derek Neisen as Firefighter

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

MOTION TO: Approve the employment of Derek Neisen as Firefighter, effective February 6, 2023. Mr. Neisen's salary will start at Grade 5 Step 1 for \$29.05 per hour for one year and then shall be eligible to proceed to the next step at the end of the probation period and City Council approval. Employment is contingent upon successful completion of all required background pre-employment requirements.

BACKGROUND: The City Council, by Resolution No. 12-278-22, authorized that the City of Thief River Falls move forward with filling the position of Firefighter due to the retirement of Marty Semanko. Applications from the public were accepted and interviews conducted on January 11, 2023.

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

FINANCIAL CONSIDERATIONS: This is a budgeted item for 2023.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None



City of Thief River Falls

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Request for Council Action

DATE: 1/17/2023

SUBJECT: #8.3 Approval of Councilmember Appointments to Community and Statewide Boards, Commissions and Committees

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

MOTION TO: to approve the following appointments to various community/state boards and committees for calendar year 2023:

Airport Zoning Board	Steve Narverud & Jason Aarestad
Airport Authority Commission (3 year term)	Brian Holmer & Mike Lorensen
City Employee Safety Committee	Jason Aarestad
Community Development Advisory Board	Anthony Bolduc
Community Development Advisory Board (Ex-Officio)	Brian Holmer
Community Education Advisory Board	Mike Lorensen
Convention and Visitors Bureau Board	Scott Pream
Jobs, Inc. (Ex-Officio)	Steven Narverud
MEC Joint Powers Board	Megan Bourne
Northwest Regional Library Board	Scott Pream
Pennington County Historical Society	Scott Pream
Pennington County Solid Waste Committee	Michele McCraw
Planning Commission/Board of Appeals & Adjustments	Steven Narverud
Red Lake River Corridor Joint Board	Mike Lorensen(Kajewski, Alternate)
TRF Area Community Fund's Advisory Committee	Megan Bourne
TRF Chamber of Commerce (Ex Officio)	Michele McCraw (Alternate Megan Bourne)
TRF Library Board	Scott Pream

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 1/17/2023

SUBJECT: #8.4 Approval of Community Board and Commission Appointments

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

MOTION TO: Accept the Mayor and Council recommendations to make the following reappointments to the various Boards and Commissions:

Housing & Redevelopment Authority (5-year term)

Nathan Haase and Jim Dagg

Planning Commission & Board of Appeals & Adjustments (3-year term)

Matthew Shaffer, Teri Averill and Richard Sjoberg

Mike Parker and Rick Reiersen reaffirm 1/31/25

Community Development Advisory Board (3-year term)

Chad Broadwell

Tim Hagl and Steve Lillestol reaffirm 1/31/25

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: City Administrator, Angela Philipp

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 1/17/2023

SUBJECT: #8.5 Resolution for the City of Thief River Falls, to Act as a Sponsoring Agency for the construction project, Barzen Multi-use Connection Trail.

RECOMMENDATION: It is Respectfully Requested the City Council Accept the Findings of the Public Works Committee Recommendation:

MOTION TO: Approve the City of Thief River Falls to act as a sponsoring agency for the project identified as **Barzen Multi-use Connection Trail** seeking federal transportation funds, and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED: That City of Thief River Falls Public Works Director, Travis Giffen, is hereby authorized to act as agent on behalf of this sponsoring agency.

BACKGROUND: Barzen Avenue is a major transportation route for both transport vehicles, and a integral public route to work for many. Currently, this route is two-way, non-urbanized travel route. Pedestrian and bike travel is limited to the vehicle travel lanes. Long range planning has discussed and supported this connection trail concept in 2021. The Electric department has previously placed and maintains light poles for visibility along this corridor.

KEY ISSUES: This application for alternative funding source is currently earmarked for the year 2027. There may be opportunities for a project to move ahead in the funding schedule if the project is construction ready.

FINANCIAL CONSIDERATIONS: Estimated construction costs of \$350,000.00. Federal funding is based on an 80% federal, 20% local match. Engineering costs are non-eligible costs for federal alternative funding sources.

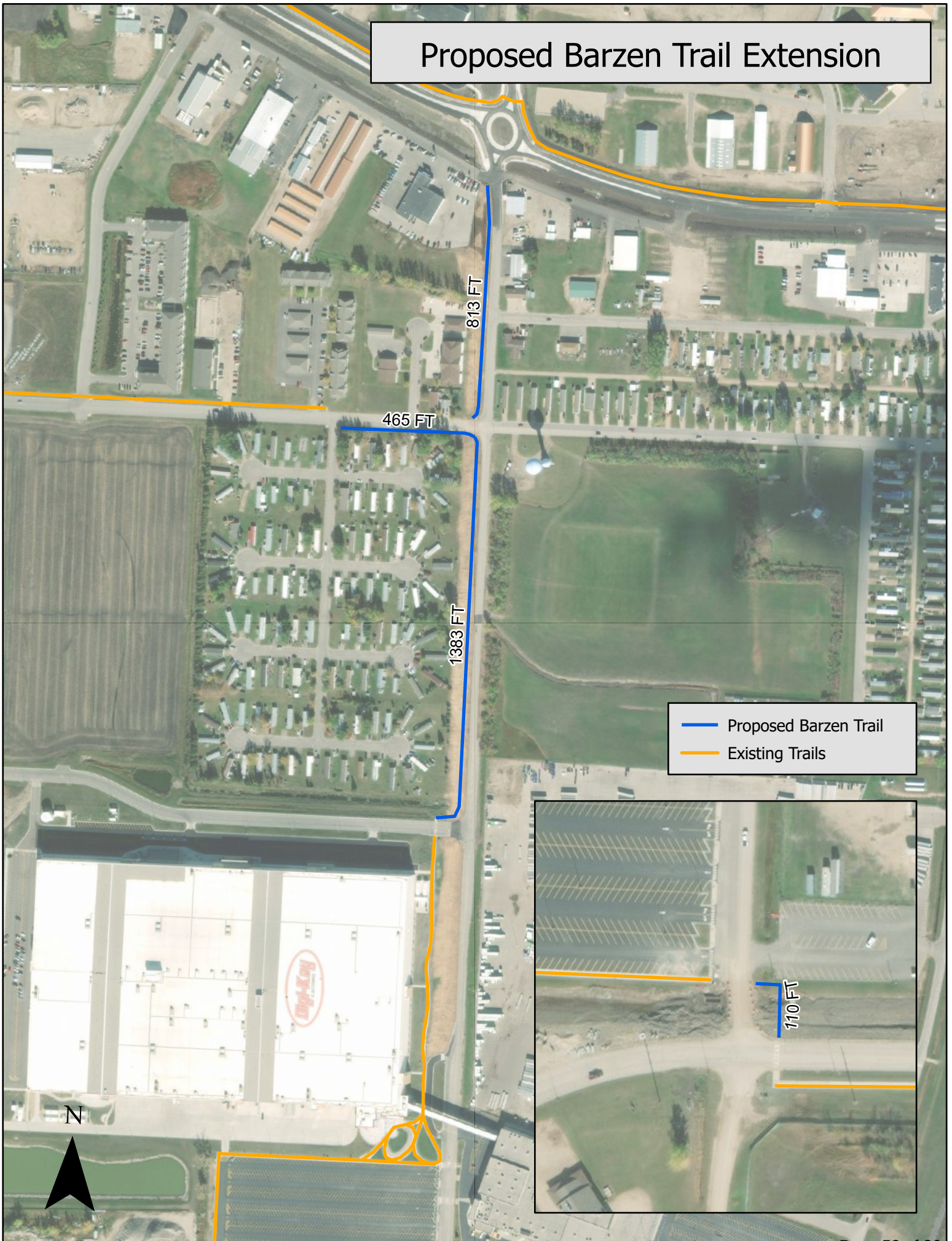
LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Public Works Director, Travis Giffen

ATTACHMENTS:

1.	25 Oct 22 Proposed Barzen Trail
----	---------------------------------

Proposed Barzen Trail Extension





City of Thief River Falls

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

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Request for Council Action

DATE: 1/17/2023

SUBJECT: # 8.6 Resolution to Agreeing to Maintain Facility - Barzen Multi-use Connection Trail.

RECOMMENDATION: It is Respectfully Requested the City Council Accept the Findings of the Public Works Committee Recommendation:

MOTION TO: Approve the City of Thief River Falls as the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

BACKGROUND: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA.

KEY ISSUES: The Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: The City of Thief River Falls is the sponsoring Agency for the transportation alternatives project identified as Barzen Multi-use Connection Trail.

FINANCIAL CONSIDERATIONS: Transportation Alternatives projects receive federal funding and in return for funds accepted; request that local partners perform maintenance to ensure maximum life.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Public Works Director, Travis Giffen

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 1/17/2023

SUBJECT: #8.7 H&H Properties, LLC – Conditional Use Permit Request

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

MOTION TO: Approve a Conditional Use Permit for H&H Properties, LLC for retail space in a building in excess of 3,000 square feet of gross floor area in a Downtown Fringe District (C-4).

BACKGROUND: H&H Properties, LLC has purchased the property located at 111 4th Street East for the purpose of creating a retail space on the first floor. This is an allowable use in this zoning district with a conditional use permit.

KEY ISSUES: Retail is an allowable use in the Downtown Fringe District (C-4) if the gross floor area of the building is less than 3,000 square feet. If it is more than 3,000 square feet and not exceeding 5,000 square feet, it requires a conditional use permit. Gross floor area is definition in our code as the sum of all horizontal area of all floors of a building, excluding the basement. The actual area of the first floor proposed for retail space is 1,750 square feet.

FINANCIAL CONSIDERATIONS: Costs associated with the Conditional Use Permit are paid by the applicant.

LEGAL CONSIDERATION: A Public Hearing was held by the Planning Commission to review this request.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	H&H Properties LLC Conditional Use Info
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Application To Planning Commission/BOZA

City of Thief River Falls
Community Services
405 3rd Street East – P.O. Box 528
Thief River Falls, MN 56701
218-681-8506

☐ REZONING (Fee \$150.00)		☐ APPEALS (Fee \$50.00)	
☐ VARIANCE (Fee \$150.00)			
☐ LAND SUBDIVISION (Fee \$300.00)			
☒ CONDITIONAL USE PERMIT (Fee \$150.00)			
Applicant			
Name <u>H & H Properties LLC</u>		Phone # <u>218-371-5813</u>	
Address <u>14898 132nd Ave NE</u>	City <u>Thief River Falls</u>	State <u>MN</u>	Zip <u>56701</u>
Property Owner (if different from Applicant)			
Name		Phone #	
Address	City	State	Zip
Approximate Location of Property			
Address <u>111 4th Street East</u>		Legal Description <u>E 42' Lots 23 + 24 Blk 20 Original</u>	
Present Zoning Classification <u>Downtown Fringe C4</u>		Present Use <u>VACANT</u>	
Description of Request <u>Request for conditional use permit to Allow C-3 permitted uses with commercial buildings not to exceed 5000 square feet, more specifically Retail stores.</u>			
<u>H & H member</u> Property Owner Signature (required)		12-20-22 Date	
<u>H & H member</u> Applicant Signature		12-20-22 Date	
Review (For office use only)			
Date of Publication		Date on Planning Commission Agenda	
Action Taken By Commission:			
Action Taken By City Council:			
City Council Resolution / Ordinance Number			
Fee Paid			

Township
of TRF

**NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS**

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that H&H Properties, LLC, 14898 132nd Avenue NE, Thief River Falls, MN 56701, has applied for a Conditional Use Permit to allow a retail business exceeding 3,000 Square Feet in gross floor area at 111 4th Street East. The property is described as follows:

East 42 Feet of Lot 23 and 24, Block 20, Original Townsite according to the Official Plat on file and of record in the office of the County Recorder in and for the County of Pennington, Minnesota.

Notice is further given that the Planning Commission will conduct a Hearing on the Conditional Use Permit Request at 5:00 P.M. on Tuesday, January 10, 2023, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on the Conditional Use Permit request will have the option to be heard at this time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-8506.

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

Dated this 23rd day of December 2022

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Zoning Administrator

Published in the Wednesday, December 28, 2022, edition of The Times.

CHECKLIST FOR CONDITIONAL USE REQUEST

- [illegible]

Is the proposed Special Use consistent with the Comprehensive Plan? Yes

11. **Have other pertinent segments of the Comprehensive Plan been considered?** Yes. This property is served by a Municipal State Aid Street.
13. **Does the property provide, either now or potentially, enough area for adequate off-street parking?** No, but is in the parking assessment district and does not require off street parking.
 - A. **Will off-street parking be located in the side yard area or the rear yard area?** NA
 - B. **Will off-street parking be suitably screened from view?** NA
 - C. **Is there adequate room on the property for loading space(s)?** NA
14. **If it is a heavy industry, is it readily available to a major thoroughfare and rail lines?** NA.
15. **Should screening be provided along the boundaries of this property?** NA

16. **Are screened storage and trash areas provided?** Yes
17. **Are vehicular accessways adequate?** Yes
18. **Will the use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district?** No. The proposed use is consistent with the comprehensive plan.
19. **Can it be found that there is a public necessity for the Special Use?** The developer feels the proposed retail use is needed.
20. **What is the general character of the neighborhood?** The area is on the fringe of the Central Business District. It has residential homes to the north and west that are also in the Downtown Fringe District.
21. **Are Wetlands or Shore land impacted by this request?** No.

COMMENTS:

The proposed use is consistent with the comprehensive plan and allowed in the Downtown Fringe District. It requires a Conditional Use Permit because the gross floor area exceeds 3,000 square feet, which by definition is the sum of all horizontal area of all floors of a building, excluding the basement. The actual area of the first floor proposed for retail space is 1,750 square feet.

CRITERIA FOR GRANTING CONDITONAL USE PERMITS

1. The establishment, maintenance, or operation of a conditional use will not be detrimental to or endanger the public health, safety, morals, or general welfare.
2. The conditional use will not create an excessive burden on existing parks, schools, streets, and other public facilities and services which serve or are proposed to serve the area.
3. The conditional use will be sufficiently compatible with or separated by distance or screening from adjacent Agriculture or Residential zoned or used land.
4. The structure and site shall have an appearance that will not have an adverse effect upon adjacent agricultural or residential zoned or used land.
5. The conditional use is related to the overall needs of the City and to existing land use.
6. The conditional use is consistent with the purpose of this Chapter and requirements of the Zoning District.
7. The conditional use is not in conflict with the Comprehensive Plan.
8. Adjacent business will not be adversely affected because of curtailment of customer trade brought on by the intrusion of noise, glare, or general unsightliness.

(5) Satellite dishes.

(6) Signs.

(E) Yard requirements.

	<i>Permitted and Conditional Uses</i>	<i>Accessory Uses</i>
Lot area, minimum sq. ft.	9,000	
Lot frontage, minimum at front yard setback	75 feet	
Front yard setback	25 feet	25 feet
Rear yard setback	20 feet	5 feet
Side yard setback, interior	10 feet	10 feet
Side yard setback, corner	15 feet	15 feet

(F) Additional restrictions. Performance standards and supplemental restrictions are set forth in this Chapter.

§ 152.031 GENERAL BUSINESS DISTRICT (C-2).

(A) Purpose. The General Business District is intended for business establishments that offer a wide variety of goods and services to customers from a large trade area.

(B) Permitted uses.

(1) **Commercial service:** buses, cabs, clinics, commercial trade or business schools, dry cleaning, financial institutions, hospitals, medical laboratories, laundries, mortuaries, motels, hotels, radio and television studios, and train stations.

(2) **Entertainment:** private clubs, restaurants, and theaters.

(3) **Personal services:** barbers, beauticians, and shoe repair.

(4) **Professional services:** accountants, attorneys, dentists, doctors, engineers, financial consultants, insurance, realtors, and travel bureaus.

(5) **Public services:** armories, fire stations, government offices, libraries, parks, police stations, public buildings, and publicly-owned parking lots.

(6) Wholesale and retail: apparel, appliances, video, automobile sales, automobile service station and repair garage, bakeries, beverage, book, candy, carpet, hardware, jewelry, lumber yards, motels, music, office supply, nursery stock, plumbing and heating wholesale showrooms, and variety stores.

(7) Religious: churches, convents, monasteries, mosques, nunneries, seminaries, synagogues, temples, and all other religious institutions or places of religious assembly.

(8) Storage Facilities.

(C) Conditional uses.

(1) Retail and wholesale: agricultural implement dealerships, beer and liquor establishments (on and off sale), lumber yards, manufactured home sales lots, pet and animal shops or clinics, shopping centers, and taxidermists.

(2) Commercial services: delivery and express businesses.

(3) Publicly-owned recreational camping areas and privately-owned recreational camping areas.

(4) Surface water-oriented commercial uses.

(D) Accessory uses.

(1) Accessory buildings and structures, including surface water-oriented structures accessory to commercial uses.

(2) Buffers.

(3) Essential services.

(4) Fences.

(5) Loading areas.

(6) Parking lots.

(7) Satellite dishes.

(8) Signs.

(E) Yard requirements.**(1) General yard requirements.**

	<i>Permitted and Conditional Uses</i>	<i>Accessory Uses</i>
Lot area, minimum sq. ft.	7,000	
Lot frontage, minimum at front yard setback	50 feet	
Lot frontage for shoreland, minimum at front yard setback	100 feet	
Front yard setback	25 feet	25 feet
Rear yard setback	20 feet	5 feet
Side yard setback, interior	15 feet	15 feet
Side yard setback, corner	15 feet	15 feet
Shoreland setback		
Sewered lots	50 feet	50 feet
Unsewered lots	100 feet	50 feet
Sewage treatment system		75 feet

(2) Nongeneral yard requirements. The above general yard requirements shall apply, except as follows:

(a) Principal buildings in excess of 3,000 square feet of gross floor area shall have a minimum lot area equal to 2.5 times the gross floor area of the principal buildings;

(b) General business uses adjacent to a frontage street shall have a front yard setback of no less than 25 feet beginning at the interior edge of the frontage street;

(c) Buffers and essential services shall have no setback requirements, and parking lots shall have no setback requirements except in shoreland;

(d) Signs: additional yard requirements for signs are set forth in this Chapter; and,

(e) Setbacks for the following uses located within the shoreland shall not be less than:

1. Bait and fish houses: 10 feet.
2. Boat docks: 0 feet.

- | | |
|-------------------------------|----------|
| 3. Detached decks: | 10 feet. |
| 4. Fences: | 0 feet. |
| 5. Gazebos and screen houses: | 10 feet. |
| 6. Recreational equipment: | 10 feet. |
| 7. Satellite dishes: | 30 feet. |
| 8. Signs: | 5 feet. |

(F) **Additional restrictions.** Performance standards and supplemental restrictions are set forth in this Chapter.

§ 152.032 CENTRAL BUSINESS DISTRICT (C-3).

(A) **Purpose.** The Central Business District recognizes the existing downtown development and the need for future expansion, rehabilitation, and redevelopment.

(B) **Permitted uses.**

(1) **Commercial services:** buses, cabs, clinics, commercial trade or business schools, dry cleaning, financial institutions, hospitals, medical laboratories, laundries, mortuaries, motels, hotels, radio and television studios, and train stations.

(2) **Entertainment:** private clubs, restaurants, and theaters.

(3) **Personal services:** barbers, beauticians, and shoe repair.

(4) **Professional services:** accountants, attorneys, dentists, doctors, engineers, financial consultants, insurance, realtors, and travel bureaus.

(5) **Public services:** armories, fire stations, government offices, libraries, parks, police stations, public buildings, and publicly-owned parking lots.

(6) **Retail:** *apparel*, appliance, video, automobile parts, bakeries, beverage, book, candy, carpet, department, drugs, fabric, flower, furniture, grocery, hardware, jewelry, music, office supply, and variety stores.

(7) **Religious:** churches, convents, monasteries, mosques, nunneries, seminaries, synagogues, temples, and all other religious institutions or places of religious assembly.

(C) Conditional uses.

- (1) **Educational:** day care centers, nursery schools, and public and private schools.
- (2) **Residential:** multi-family dwellings of at least three stories and not exceeding 60 feet in height nor less than four units per structure and apartments over commercial units.
- (3) **Retail:** pet stores, excluding kennels.
- (4) **Services:** automobile sales, automobile service station and repair garage, on/off sale liquor establishments, printing, publishing, and wholesale outlets.
- (5) **Shopping centers.**
- (6) **Surface water-oriented commercial uses.**

(D) Accessory uses.

- (1) **Accessory buildings and structures, including surface water-oriented structures accessory to commercial uses.**
- (2) **Buffers.**
- (3) **Essential services.**
- (4) **Fences.**
- (5) **Loading areas.**
- (6) **Parking lots.**
- (7) **Satellite dishes.**
- (8) **Signs.**

(E) Yard requirements.**(1) General yard requirements.**

	<i>Permitted and Conditional Uses</i>	<i>Accessory Uses</i>
Lot area, minimum sq. ft.	3,500	
Lot frontage, minimum at front yard setback	25 feet	
Lot frontage for shoreland, minimum at front yard setback	25 feet	
Front yard setback	0 feet	20 feet
Rear yard setback	20 feet	20 feet
Side yard setback, interior and corner	0 feet	0 feet
Shoreland setback		
Sewered lots	50 feet	50 feet
Unsewered lots	100 feet	50 feet
Sewage treatment system		75 feet

(2) Nongeneral yard requirements. The above general yard requirements shall apply, except as follows:

(a) Multi-family units.

1. **Lot area.** Not less than 6,000 square feet of lot area for each dwelling unit in a multiple-family structure having four dwelling units or less and an additional 750 square feet for each dwelling unit over four dwelling units, except this shall not apply to apartments over commercial units.

2. **Recreational area.** Each multiple-family development containing four or more dwelling units shall have a recreation area. The size and equipment provided shall be determined with the assistance of the Parks and Recreation Division. This shall not apply to apartments over commercial units.

(b) Buffers. Buffers and essential services shall have no setback requirements, and parking lots shall have no setback requirements except in shoreland;

(c) Signs. Additional yard requirements for signs are set forth in this Chapter; and,

(d) Setbacks. Setbacks for the following uses located within the shoreland shall not be less than:

- | | |
|-------------------------------|----------|
| 1. Bait and fish houses: | 10 feet. |
| 2. Boat docks: | 0 feet. |
| 3. Detached decks: | 10 feet. |
| 4. Fences: | 0 feet. |
| 5. Gazebos and screen houses: | 10 feet. |
| 6. Recreational equipment: | 10 feet. |
| 7. Satellite dishes: | 30 feet. |
| 8. Signs: | 5 feet. |

(F) *Additional restrictions.* Performance standards and supplemental restrictions are set forth in this Chapter.

§ 152.033 DOWNTOWN FRINGE DISTRICT (C-4).

(A) *Purpose.* The Downtown Fringe District is intended to establish a transition area between the C-3 District and adjacent Residential Districts.

(B) *Permitted uses.*

(1) *General.* All permitted uses of the C-3 District with commercial buildings not to exceed 3,000 square feet in gross floor area.

(2) *Residential.* Condominiums, cooperatives, duplexes, single-family dwellings, townhouses, and multi-family dwellings not to exceed 35 feet in height.

(C) *Conditional uses.*

(1) All permitted uses of the C-3 District with commercial buildings not to exceed 5,000 square feet in gross floor area.

(2) Churches and philanthropic institutions.

(3) Educational: daycare centers, nursery schools, and public and private schools.

(4) Residential: multi-family dwellings not to exceed 60 feet in height, nor less than four units per structure and apartments over commercial units.

(5) Services: automobile service stations and repair garages, printing, and wholesale outlets.

(D) *Accessory uses.* All accessory uses permitted in the R-2 District and C-3 District.

(E) *Yard requirements.*

(1) *General yard requirements.*

	<i>One-Family</i>	<i>Two-Family</i>	<i>Multi-Family</i>	<i>Permitted and Conditional Uses</i>	<i>Accessory Uses</i>
Lot area, minimum sq. ft.	7,000	12,000	18,000	7,000	
Lot frontage, min. at front yard setback	50 feet	75 feet	75 feet	50 feet	
Lot frontage for shoreland, min. at front yard setback					
Sewered lots	75 feet	115 feet	175 feet	50 feet	
Unsewered lots	100 feet	150 feet	225 feet	100 feet	
Front yard setback	25 feet	25 feet	25 feet	25 feet	25 feet
Rear yard setback	35 feet	35 feet	35 feet	35 feet	20 feet
Side yard					
Interior	7 feet	10 feet	10 feet	7 feet	5 feet
Corner	10 feet	15 feet	15 feet	15 feet	15 feet
Shoreland setback					
Sewered lots	50 feet	50 feet	50 feet	50 feet	50 feet
Unsewered lots	100 feet	100 feet	100 feet	100 feet	100 feet
Sewage treatment system					75 feet

(2) *Nongeneral yard requirements.* The above general yard requirements shall apply, except as follows:

(a) The rear yard setback for private garages shall not be less than ten feet from the rear lot line;

(b) Buffers and essential services shall have no setback requirements, and parking lots shall have no setback requirements except in shoreland;

(c) Multi-family:

1. **Lot area.** Not less than 6,000 square feet of lot area for each dwelling unit in a multiple-family structure having four dwelling units or less and an additional 750 square feet for each dwelling unit over four dwelling units, except this shall not apply to apartments over commercial units;

2. **Recreational area.** Each multiple-family development containing four or more dwelling units shall have a recreation area. The size and equipment provided shall be determined with the assistance of the Parks and Recreation Division. This shall not apply to apartments over commercial units;

(d) Signs: additional yard requirements for signs are set forth in this Chapter; and,

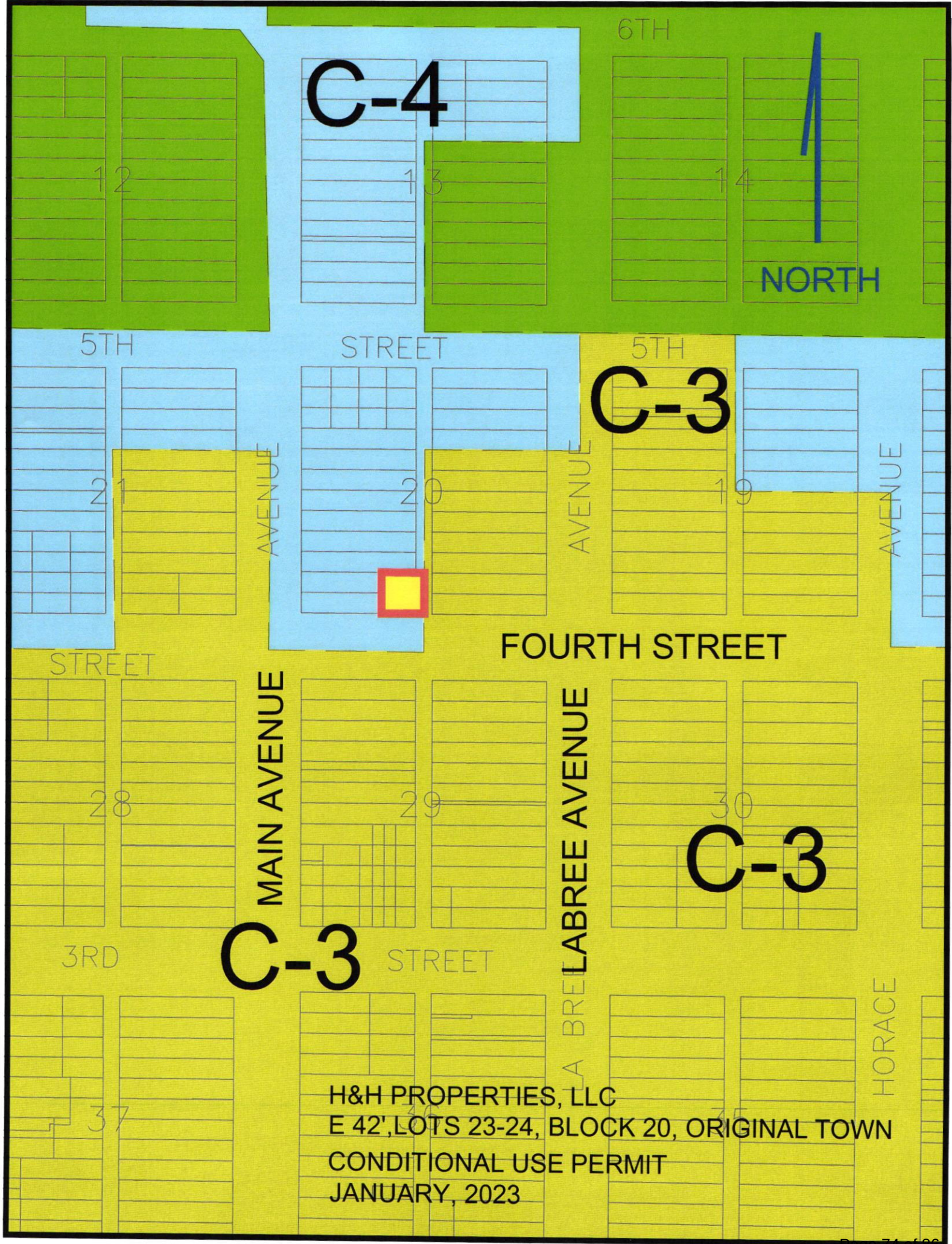
(e) Setbacks for the following uses located within the shoreland shall not be less than:

- | | |
|-------------------------------|----------|
| 1. Bait and fish houses: | 10 feet. |
| 2. Boat docks: | 0 feet. |
| 3. Detached decks: | 10 feet. |
| 4. Fences: | 0 feet. |
| 5. Gazebos and screen houses: | 10 feet. |
| 6. Parking lots: | 30 feet. |
| 7. Pumphouses: | 5 feet. |
| 8. Recreational equipment: | 10 feet. |
| 9. Satellite dishes: | 30 feet. |
| 10. Signs: | 5 feet. |

(F) Additional restrictions. Performance standards and supplemental restrictions are set forth in this Chapter.

§ 152.034 LIGHT INDUSTRIAL DISTRICT (I-1).

(A) Purpose. The Light Industrial District is intended to permit uses that are free from objectionable influence. The uses are limited to wholesaling, light manufacturing, and related uses which can be carried on in an unobtrusive manner and which would not be considered detrimental to an adjacent lower intensity district or to shoreland. Uses within this district shall be conducted wholly



C-4

NORTH

C-3

C-3

C-3

H&H PROPERTIES, LLC
E 42', LOTS 23-24, BLOCK 20, ORIGINAL TOWN
CONDITIONAL USE PERMIT
JANUARY, 2023



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: 1/17/2023

SUBJECT: #8.8 Approval of Sanitation Rate Increase

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

MOTION TO: Approve a three-year Sanitation Rate Increase.

BACKGROUND: The City has established rates for sanitation services that include twice a week residential and multi-family refuse pickup. These rates also cover leaf vac in the spring and fall, alley snow plowing, tree branch disposal, garbage bags, appliance and bulky item pick up, and other miscellaneous services.

KEY ISSUES: The current rates that were established for 2020, 2021 and 2022 have been reviewed for a rate increase. The proposed rate increase would take place over the next three years and would apply each year in 2023, 2024, and 2025. Sanitation rates would be increased approximately 5% each year for the next three years. This increase would be consistent with the previous year's rate increases.

FINANCIAL CONSIDERATIONS: See attached sanitation rate summary.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	01172023 sanitation rate increase summary pdf
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Sanitation Rates

Current Billing Rate				Proposed Billing Rates 2023-2025					
Approx 5% inc				Approx 5% inc		Approx 5% inc		Approx 5% inc	
# of Bags	No. of Customers	2022 Rates	Per Month \$\$ for 2022	2023 Rates	Per Month \$\$ for 2023	2024 Rates	Per Month \$\$ for 2024	2025 Rates	Per Month \$\$ for 2025
50	150	\$ 14.00	\$ 2,100.00	\$ 14.70	\$ 2,205.00	\$ 15.50	\$ 2,325.00	\$ 16.25	\$ 2,437.50
75	1652	\$ 22.00	\$ 36,344.00	\$ 23.00	\$ 37,996.00	\$ 24.00	\$ 39,648.00	\$ 25.25	\$ 41,713.00
100	1665	\$ 24.00	\$ 39,960.00	\$ 25.00	\$ 41,625.00	\$ 26.25	\$ 43,706.25	\$ 27.50	\$ 45,787.50
150	505	\$ 29.50	\$ 14,897.50	\$ 31.00	\$ 15,655.00	\$ 32.50	\$ 16,412.50	\$ 34.25	\$ 17,296.25
200	219	\$ 34.75	\$ 7,610.25	\$ 36.50	\$ 7,993.50	\$ 38.00	\$ 8,322.00	\$ 40.00	\$ 8,760.00
250	64	\$ 40.75	\$ 2,608.00	\$ 42.75	\$ 2,736.00	\$ 45.00	\$ 2,880.00	\$ 47.25	\$ 3,024.00
300	29	\$ 45.75	\$ 1,326.75	\$ 48.00	\$ 1,392.00	\$ 50.50	\$ 1,464.50	\$ 53.00	\$ 1,537.00
Senior 37	100	\$ 10.50	\$ 1,050.00	\$ 11.00	\$ 1,100.00	\$ 11.50	\$ 1,150.00	\$ 12.00	\$ 1,200.00
Dumpster	66	\$ 12.75	\$ 841.50	\$ 13.50	\$ 891.00	\$ 14.25	\$ 940.50	\$ 15.00	\$ 990.00
2 Yard	2	\$ 88.00	\$ 176.00	\$ 92.50	\$ 185.00	\$ 97.00	\$ 194.00	\$ 102.00	\$ 204.00
3 Yard	9	\$ 125.00	\$ 1,125.00	\$ 131.25	\$ 1,181.25	\$ 138.00	\$ 1,242.00	\$ 145.00	\$ 1,305.00
City San	9	\$ 8.90	\$ 80.10	\$ 9.35	\$ 84.11	\$ 9.80	\$ 88.20	\$ 10.30	\$ 92.70
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Monthly Total		\$ 108,119.10		\$ 113,043.86		\$ 118,372.95		\$ 124,346.95
	Annual Revenue		\$ 1,297,429.20		\$ 1,356,526.26		\$ 1,420,475.40		\$ 1,492,163.40



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: 1/17/2023

SUBJECT: #8.9 2023 Street & Utilities Improvements Feasibility Report

RECOMMENDATION: It is Respectfully Requested that the Council Consider the Following Public Works Committee Recommendation:

MOTION TO: Approve Feasibility Report for the proposed 2023 Street & Utilities Improvements and Call for a Public Hearing to be Held at 5:30 pm on February 21, 2023 in Council Chambers.

BACKGROUND: The items outlined in the feasibility report listed below are potential improvements based on items from the City's Capital Improvement Program, items requested by developers, homeowners, and other departments.

The 2023 Street and Utilities improvement plan for the city of Thief River Falls includes:

- Reconstruction of base and pavement on portions of Arnold, Duluth, and Knight Avenues located between 9th street and 12th street. It would also include portions of resurfacing of pavement on streets located between Arnold Avenue and Trunk Highway #32.
- Completion of Robson Court Development Cul-de-sac.

KEY ISSUES: The City Council needs to call for a public hearing on any or all the items included in the feasibility report to proceed with the project. The public hearing is scheduled for February 21st at 5:30 P.M. in the City Council Chambers. All affected residents will be mailed a notice of hearing, giving them an opportunity to attend and voice their opinion for or against the project. A hearing notice will also be published in the Times.

FINANCIAL CONSIDERATIONS: Outlined in the feasibility report and financial summary.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	2023 NW SI Project-Feasibility Report 2023
2.	2023 NW SI Project-sidewalks, ramps, C&B replacement
3.	2023 NW SI Project-Assessment Notification Area
4.	2023 NW SI Project-Utilities map
5.	2023 NW SI Project-2023CALENDAR
6.	2023 NW SI Project- SEQ-Priliminary Cost Estimate 01132023



City of Thief River Falls

PUBLIC WORKS DEPARTMENT

PHONE: 218-681-8506 • FAX: 218-681-8507
email: tgiffen@citytrf.net

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

January 17, 2023

FEASIBILITY REPORT
PROPOSED 2023 STREET IMPROVEMENT PROJECT
CITY OF THIEF RIVER FALLS, MINNESOTA
PROJECT NO. 3082023.00

Mayor and City Council
Thief River Falls, MN

Mayor Holmer and City Councilmembers:

This Feasibility Report has been prepared for the proposed street improvements for the City of Thief River Falls in 2023. The proposed work is recommended for consideration as a result from meetings with department heads, Council committees, developers, and according to items included in the City's Capital Improvements Plan.

1. **NORTHWESTERN RESIDENTIAL DISTRICT – STREET RECONSTRUCTION**

Arnold, Duluth, and Knight Avenues North, from 9th Street to 13th street.

The above Avenues were last reconstructed in 1986 and consisted of 20" class #3 sub-base and 6" class 5 base construction, 2.5" of non-wear binder course, and 1.5" of wear course. There have been multiple utility street service cuts made throughout the construction life of these Avenues, and they are due for reconstructing the road from base material to the surface pavement. Utilities in this project area that were deemed in need of improvement have been previously improved and are not within the scope of this proposed project.

The proposed improvements would consist of reclaiming 4" of bituminous material with 6" of Class 5 base material, providing a more unified layer of base material. Excess unnecessary material would be excavated and stored for future road construction materials (discretion of the city). Two new layers of bituminous material would be paved. Curb and gutter replacement would consist of updating sections of square design and poor performing curb (curb that retains more than 1" of water). Additional curb removal may be necessary for road profile improvements(sunken catch basins).

Spot repair of sidewalk in failing or unsafe walk areas to be addressed and Repaired. Pedestrian ramps transitioning roadways to existing sidewalks to be constructed to include truncated domes, compliant to PROWAG standards (Minimum 48" PAR).

2. NORTHWESTERN RESIDENTIAL DISTRICT – PAVEMENT RESURFACING

10th, 11th, and 12th Streets from Arnold Avenue to T.H. #32.

The proposed improvements would consist of milling 2 inches of the entire roadway and placing a new 2-inch bituminous wearing course.

The total estimated costs for these improvements would be \$1,376,763.00.

These funds would be funded by City bonding. There would be special assessments for recovery costs, approximately **\$590,652.00 total recovery.**

3. Robson Court- Aggregate Surfacing, Curb and Gutter, pavement surfacing.

The estimated costs for these improvements would be \$369,819.00

These funds would be funded by City Bonding. There would be special Assessments for recovery costs, approximately **\$200,000.00 total recovery.**

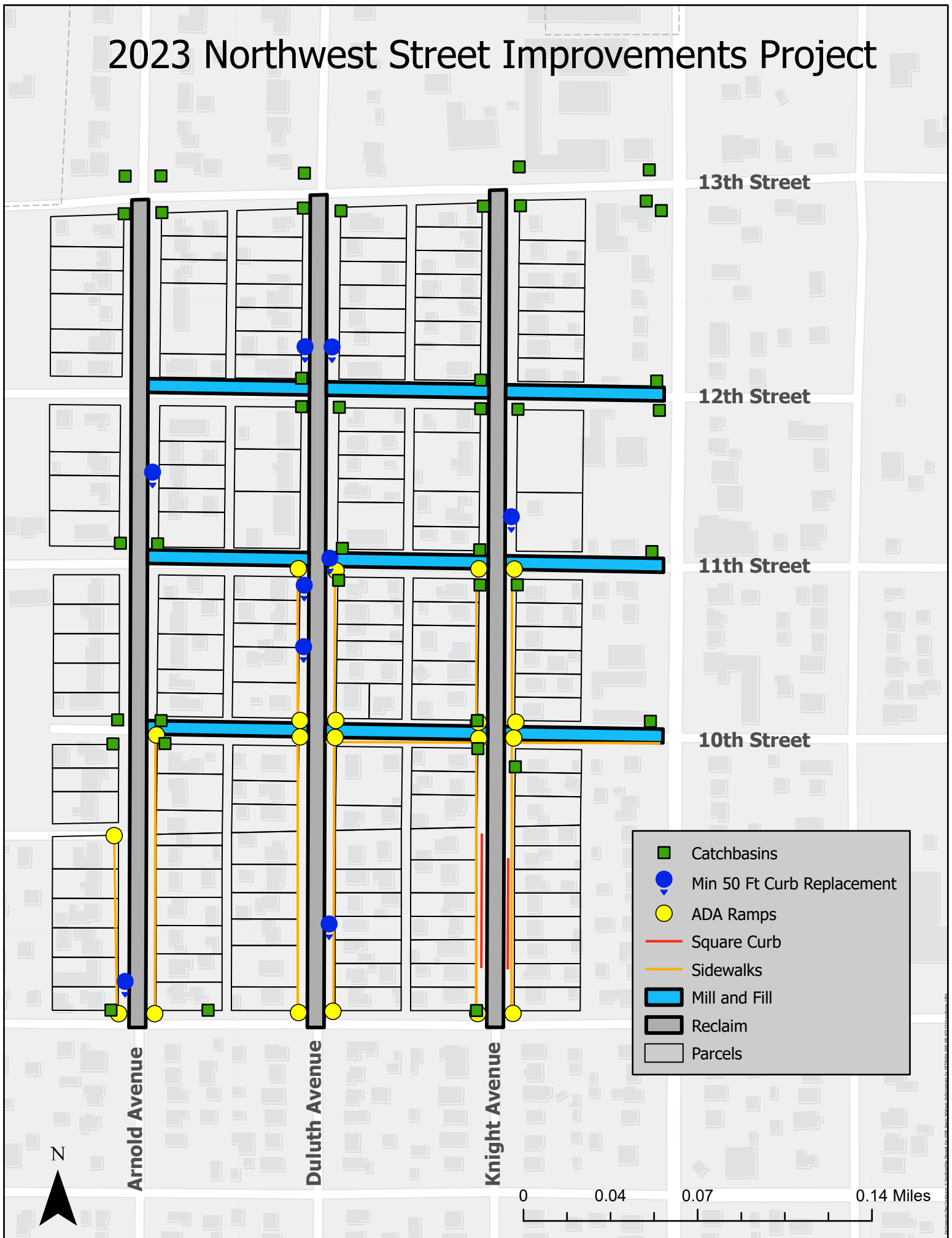
\$	1,746,581.00	Total Project Cost
\$	0.00	Municipal State Aid
\$	0.00	Total Federal Aid
\$	955,929.00	Total General City Cost
\$	790,652.00	Total Special Assessments

It is my opinion that the proposed 2022 Street Improvements outlined in this report are cost effective and feasible to construct as outlined in this report. If the City Council wishes to proceed with this project, it is recommended that an Improvements Hearing be called in accordance with Minnesota State Statutes, Chapter 429, on February 21, 2023 at 5:30 p.m. in council chambers at 405 East Third Street, Thief River Falls.

Respectfully submitted,
Travis Giffen
Public Works Director
City of Thief River Falls, MN
tgiffen@citytrf.net

Cc: Angie Philipp, City Administrator
Rich Classen, City Engineer
Delray Sparby, City Attorney
Wayne Johnson, Water Systems Superintendent
John Kinsman, Electric Superintendent (Interim)
Mike Olson, Street/Sanitation/Parks foreman
Jenny Davis, Finance Director

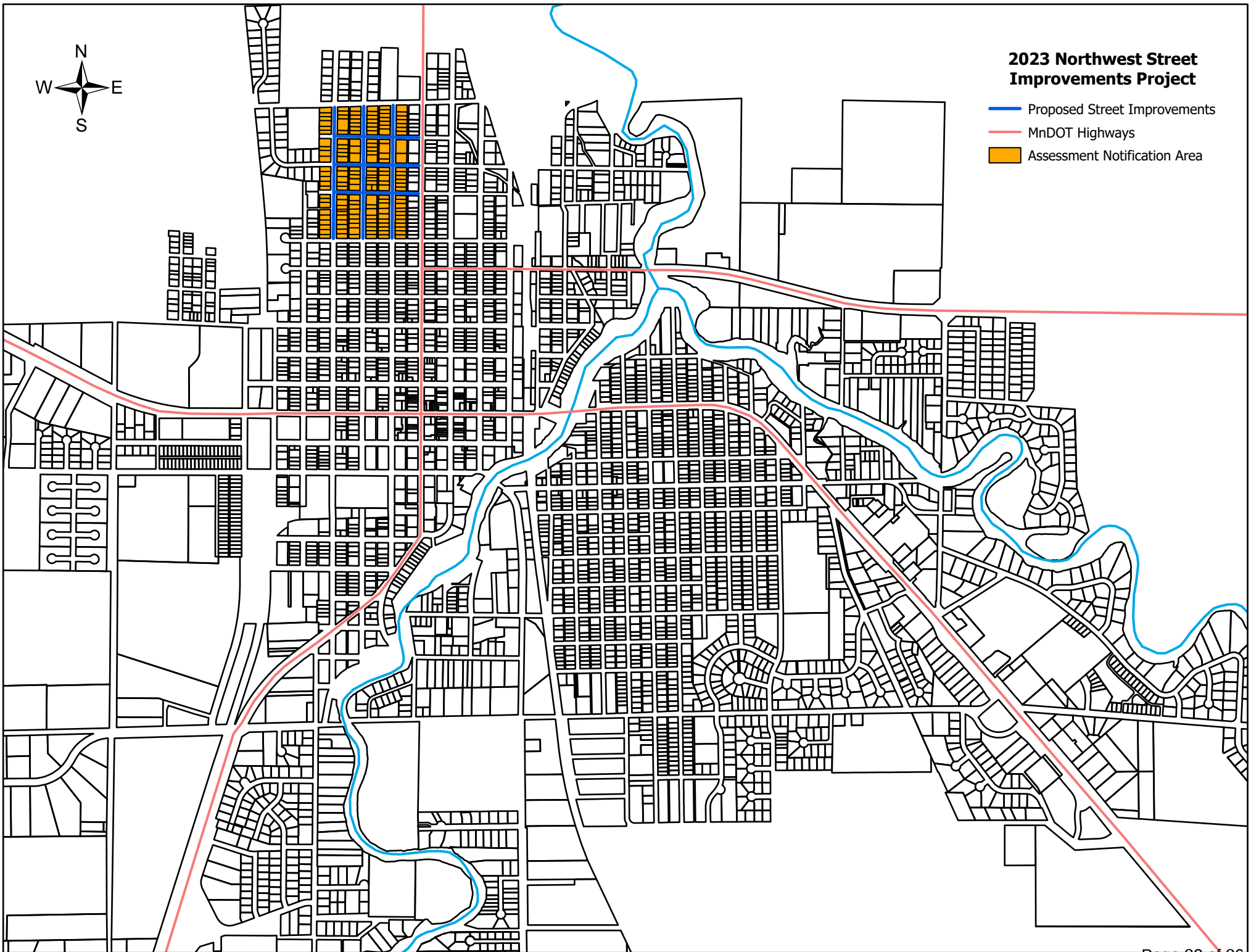
2023 Northwest Street Improvements Project



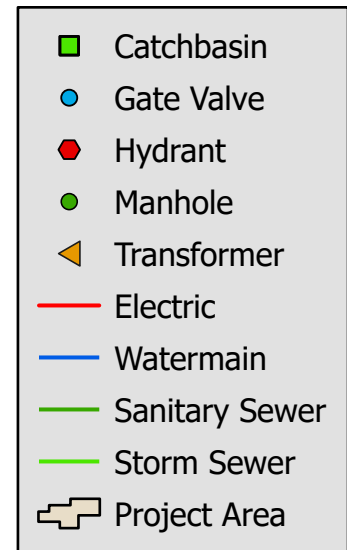
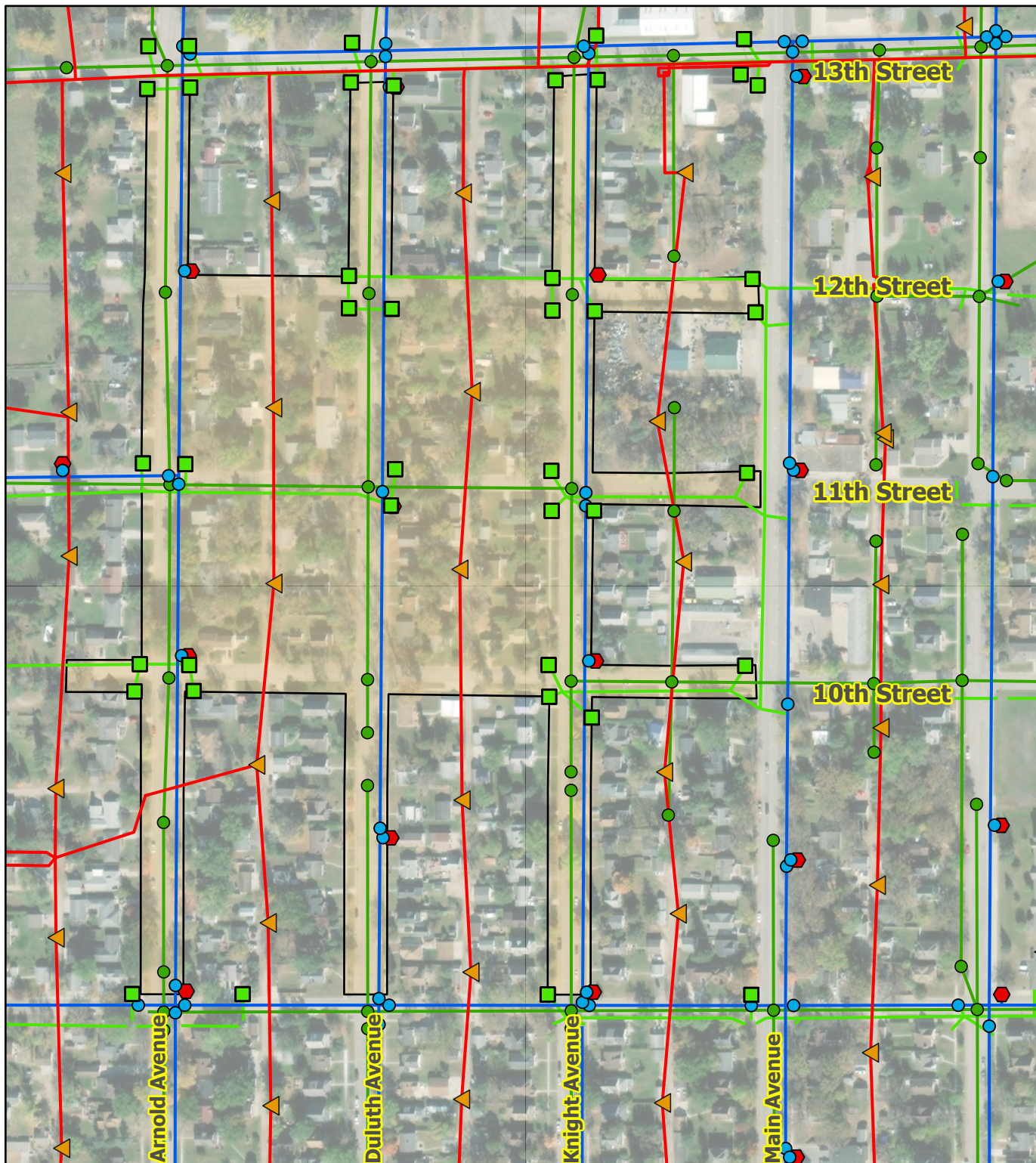


2023 Northwest Street Improvements Project

- Proposed Street Improvements
- MnDOT Highways
- Assessment Notification Area



2023 Northwest Street Improvements Project



[illegible]

**PROJECT SCHEDULE FOR
2023 STREET AND UTILITIES IMPROVEMENTS
PROJECT NO. 3082023.00**

2023 STREET AND UTILITIES IMPROVEMENTS

PROJECT NO. 3082023.00

Dec 20	Council Resolution calling for Feasibility Report
Jan 17	Accept Feasibility Report and call for Publication
Jan 27	E-Mail Hearing Notice to The TIMES
Feb 1/Feb 8	Public Hearing Notice published in The TIMES
Feb 3	Mail Hearing Notice to Property Owners
Feb 21	Hold Public Hearing (5:30 p.m.) City Council Chambers
Feb 21	Order Improvements and call for Plans and Specifications
March 10	Mail Plans to State Aid Office - N/A in 2023
Apr 4	Accept Plans and Specifications and call for Bids
Apr 7	E-mail Advertisement to The TIMES
Apr 12/19	Advertisement published in The TIMES
May 4	Bid Opening (10 a.m.) City Council Chambers
May 16	Award Bid
Aug 25	Receive List from Pennington County Auditor
Aug 28-Sep 1	Prepare Assessment Roll
Sept 19	Council Resolution Declaring Cost to be Assessed and Order Preparation of Assessment Roll
Sept 19	Council Resolution calling for Assessment Hearing
Sept 22	Assessment Hearing Notice to The TIMES
Sept 27	Hearing Notice published in The TIMES
Sep 29	Mail Assessment Notices to Property Owners
Oct. 17	Assessment Hearing (5:30 p.m.) City Council Chambers
Oct. 17	Council Resolution to Adopt Assessment Roll at Hearing or Nov 1st Council Meeting

Cost Estimate for 2023 Street Improvement Project

2023 STREET IMPROVEMENTS
THIEF RIVER FALLS, MINNESOTA

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	Arnold Ave		Duluth Avenue		Knight Avenue		10th Street		11th Street		12th Street		Robson Court		4" SIDEWALKS BY PARCEL		6" CONCRETE DRIVEWAY		PROJECT TOTALS	
					CITY/ASSESSMENT FUNDING		CITY/ASSESSMENT FUNDING		CITY/ASSESSMENT FUNDING		CITY FUNDED		CITY FUNDED		CITY FUNDED		CITY FUNDED		CITY/ASSESSMENT FUNDING		HOMEOWNER FUNDING			
					QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST		
1	2021.501	MOBILIZATION	LUMP SUM	\$75,000.00	0.25	\$18,750.00	0.25	\$18,750.00	0.25	\$18,750.00	0.03	\$2,250.00	0.03	\$2,250.00	0.03	\$2,250.00	0.16	\$12,000.00	0.00	\$0.00	0.00	\$0.00	1.00	\$75,000.00
2	2101.524	Clearing	Tree	\$500.00													11.00	\$5,500.00		\$0.00			11.00	\$5,500.00
3	2101.524	Grubbing	Tree	\$500.00													11.00	\$5,500.00		\$0.00			11.00	\$5,500.00
4	2105.504	Geotextile fabric, type 5	SQ YD	\$3.00													2304.00	\$6,912.00		\$0.00			2,304.00	\$6,912.00
4	2104.503	REMOVE CURB AND GUTTER	LIN FT	\$10.00	295	\$2,950.00	300	\$3,000.00	846	\$8,460.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1,441.00	\$14,410.00
5	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$10.00		\$0.00		\$0.00		\$0.00	20.00	\$200.00	20	\$200.00	20.00	\$200.00	20	\$200.00		\$0.00	100.00	\$1,000.00	180.00	\$1,800.00
6	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	\$5.00	200	\$1,000.00	200	\$1,000.00	200	\$1,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	600.00	\$3,000.00
7	2105.507	COMMON EXCAVATION (P)	CU YD	\$12.00	810	\$9,720.00	816	\$9,792.00	822	\$9,864.00		\$0.00		\$0.00		\$0.00	2578	\$30,936.00		\$0.00		\$0.00	5,026.00	\$60,312.00
8	2123.510	MOTOR GRADER	HOUR	\$150.00	5	\$750.00	5	\$750.00	5	\$750.00	4.00	\$600.00	4	\$600.00	4.00	\$600.00	8	\$1,200.00		\$0.00		\$0.00	35.00	\$5,250.00
9	2211.507	AGGREGATE BASE (CV) CLASS 5 (P) (MODIFIED)	CU YD	\$30.00	50	\$1,500.00	50	\$1,500.00	50	\$1,500.00		\$0.00		\$0.00		\$0.00	249	\$7,470.00		\$0.00		\$0.00	399.00	\$11,970.00
10	2211.507	Aggregate Base (CV) Class 3 (P)	CU YD	\$30.00								\$0.00		\$0.00		\$0.00	1493	\$44,790.00		\$0.00		\$0.00	1,493.00	\$44,790.00
11	2215.504	FULL DEPTH RECLAMATION	SQ YD	\$5.00	7368	\$36,840.00	7418	\$37,090.00	7469	\$37,345.00		\$0.00	0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	22,255.00	\$111,275.00
12		MILL BITUMINOUS PAVEMENT 2"	SQ YD	\$2.50						\$0.00	3015.00	\$7,537.50	3015	\$7,537.50	3015.00	\$7,537.50	4944	\$12,360.00		\$0.00		\$0.00	13,989.00	\$34,972.50
13	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$4.00	369	\$1,476.00	371	\$1,484.00	374	\$1,496.00	151.00	\$604.00	151	\$604.00	151.00	\$604.00	295	\$1,180.00		\$0.00		\$0.00	1,862.00	\$7,448.00
14	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$105.00	892	\$93,660.00	898	\$94,290.00	904	\$94,920.00		\$0.00		\$0.00		\$0.00	363	\$38,115.00		\$0.00		\$0.00	3,057.00	\$320,985.00
15	2360.509	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2,B)	TON	\$105.00	892	\$93,660.00	898	\$94,290.00	904	\$94,920.00	365.00	\$38,325.00	365	\$38,325.00	365.00	\$38,325.00	363	\$38,115.00		\$0.00		\$0.00	4,152.00	\$435,960.00
16	2501.502	12" RC PIPE APRON	EACH	\$1,000.00													1	\$1,000.00		\$0.00		\$0.00	1.00	\$1,000.00
17	2501.503	12" RC PIPE	LIN FT	\$60.00													238	\$14,280.00		\$0.00			238.00	\$14,280.00
18	2506.502	Casting Assembly(Catch)	EACH	\$1,800.00													3	\$5,400.00		\$0.00			3.00	\$5,400.00
19	2502.503	4" TP Pipe Drain	LIN FT	\$8.00													1405	\$11,240.00		\$0.00			1,405.00	\$11,240.00
20	2502.602	4" PVC Pipe Drain Cleanout	EACH	\$250.00													7	\$1,750.00		\$0.00			7.00	\$1,750.00
21	2506.602	ADJUST FRAME & RING CASTING	EACH	\$800.00	5	\$4,000.00	5	\$4,000.00	5	\$4,000.00		\$0.00		\$0.00		\$0.00	4	\$3,200.00		\$0.00		\$0.00	19.00	\$15,200.00
22	2506.602	Connect into existing storm sewer	EACH	\$2,000.00													1	\$2,000.00		\$0.00			1.00	\$2,000.00
23		6" CONCRETE PAVEMENT	SQ YD	\$90.00		\$0.00		\$0.00		\$0.00	5.00	\$450.00	5	\$450.00	5.00	\$450.00	5	\$450.00		\$0.00	300.00	\$27,000.00	320.00	\$28,800.00
24	2521.518	6" CONCRETE WALK - REINFORCED	SQ FT	\$15.00	320	\$4,800.00	640	\$9,600.00	640	\$9,600.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1,600.00	\$24,000.00
25	2531.503	CONCRETE CURB & GUTTER(6" Hand- Formed)	LIN FT	\$45.00	295	\$13,275.00	300	\$13,500.00	846	\$38,070.00		\$0.00		\$0.00		\$0.00	1405	\$63,225.00		\$0.00		\$0.00	2,846.00	\$128,070.00
26	2531.618	TRUNCATED DOMES	SQ FT	\$90.00	64	\$5,760.00	128	\$11,520.00	128	\$11,520.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	320.00	\$28,800.00
27	2563.601	TRAFFIC CONTROL	LUMP SUM	\$2,000.00	0.30	\$600.00	0.30	\$600.00	0.30	\$600.00	0.03	\$60.00	0.03	\$60.00	0.04	\$80.00		\$0.00		\$0.00		\$0.00	1.00	\$2,000.00
28	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	\$2,000.00	0.25	\$500.00	0.25	\$500.00	0.25	\$500.00		\$0.00	0.00	\$0.00		\$0.00	0.25	\$500.00		\$0.00		\$0.00	1.00	\$2,000.00
29	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$150.00	8	\$1,200.00	7	\$1,050.00	11	\$1,650.00		\$0.00		\$0.00		\$0.00	4	\$600.00		\$0.00		\$0.00	30.00	\$4,500.00
30	2573.503	SILT FENCE, TYPE MS	LIN FT	\$2.80								\$0.00		\$0.00		\$0.00	60	\$168.00		\$0.00		\$0.00	60.00	\$168.00
31	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	\$6.15								\$0.00		\$0.00		\$0.00	15	\$92.25		\$0.00		\$0.00	15.00	\$92.25
32	2575.605	TURF ESTABLISHMENT	LUMP SUM	\$15,000.00	0.34	\$5,100.00	0.33	\$4,950.00	0.33	\$4,950.00	0.00	\$0.00	0.00	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1.00	\$15,000.00
33	2521.518	4" CONCRETE WALK	SQ FT	\$12.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	1800.00	\$21,600.00		\$0.00	1,800.00	\$21,600.00
34	2504.602	ADJUST VALVE BOX	ea.	\$250.00	5	\$1,250.00	5	\$1,250.00	7.00	\$1,750.00	1.00	\$250.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	18.00	\$4,500.00
Project # 3062022.00 TOTAL CONSTRUCTION COST TO DATE						\$296,791.00		\$308,916.00		\$341,645.00		\$50,276.50		\$50,026.50		\$50,046.50		\$308,183.25		\$21,600.00		\$28,000.00		\$1,455,484.75
Total Project Costs with Engineering						\$356,149.20		\$370,699.20		\$409,974.00		\$60,331.80		\$60,031.80		\$60,055.80		\$369,819.90		\$25,920.00		\$33,600.00		\$1,746,581.70



City of Thief River Falls

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Request for Council Action

DATE: 1/17/2023

SUBJECT: #8.10 Approval of step change for Deputy Police Chief Position

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

MOTION TO: Upon further review of the Deputy Police Chief, Michael Roff, it was determined that Mr. Roff's wage shall be moved from the current Grade 9 Step 1 of \$37.40 per hour to Grade 9 Step 3 of \$40.55 per hour, with retro pay back to his Deputy Police Chief start date of October 29, 2022. Mr. Roff will receive the 2% COLA increase for 2023 effective January 1, 2023, and then move to Grade 9 Step 4 of \$42.91 on October 29, 2023 upon City Council approval.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a budgeted position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None