

# **THIEF RIVER FALLS CITY COUNCIL AGENDA**

**Tuesday, September 19, 2023**

**COUNCIL CHAMBERS  
CITY HALL – 405 3<sup>RD</sup> STREET EAST  
5:30 PM**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC FORUM - *Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***
- 5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
  - 5.1. Thief River Falls ISD #564 Referendum Review - Chris Mills
- 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 September 5, 2023 Council Proceedings (page 3-8)
  - 7.2. Approval of September 12, 2023 Special Council Proceedings (page 9-11)
  - 7.3. City of Thief River Falls Bills and Disbursements (page 12-44)
- 8. NEW BUSINESS**
  - 8.1. Approve the engagement of Northland Securities as Underwriter (page 45-48)
  - 8.2. Approve the Northland Securities resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code including certification and declaration of official intent. (page 49-54)

- 8.3. Approve resolution requesting Governor Tim Walz to declare a special session (page 55-56)
- 8.4. Adopt the City of Thief River Falls Preliminary 2024 Budget (page 57)
- 8.5. Approval of Proposed 2024 Tax Levy (page 58)
- 8.6. Appoint Councilmember Jason Aarestad to all TRF Business Development Association meetings the City of Thief River Falls is invited to. (page 59)
- 8.7. Renewal of Law Enforcement Lease Agreement and Dispatch/Records Agreement (page 60-65)
- 8.8. Approve Pete Carlson - City Land Lease (page 66-72)
- 8.9. Resolution declaring cost to be assessed and ordering preparation of assessment roll for the 2023 Street & Utilities Improvements Project (page 73)
- 8.10. Resolution establishing a public hearing with regard to proposed assessments on the 2023 Street & Utilities Improvements Project (page 74-75)
- 8.11. Approve One-Year Storm Water Utility Rate Increase (for 2024 calendar year) (page 76-77)
- 8.12. Approve MNDOT Contract Agreement (page 78-104)
- 8.13. Approve HDR Contract Agreement (page 105)
- 8.14. Approve Public Works Purchase - Snow Wolf 33-100-PD 100" snowblower (page 106-107)
- 8.15. State Ave Vacation Discussion
- 8.16. Approve to fill Public Works Maintenance position (page 108)
- 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 - October 3rd at 5:30 p.m.
  - 10.2. Utilities Committee Meeting - October 9th at 7:00 a.m.
  - 10.3. Public Safety Liquor Committee Meeting - October 9th at 4:30 p.m.
  - 10.4. Administrative Services Committee Meeting - October 10th at 4:30 p.m.
  - 10.5. Public Works Committee Meeting - October 11th at 4:30 p.m.
  - 10.6. City Council Meeting - October 17th at 5:30 p.m.
- 11. INFORMATIONAL ITEMS**
  - 11.1. August 2023 Investment Summary (page 109-110)
- 12. ADJOURNMENT**



# City of Thief River Falls

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Thief River Falls MN 56701-0528

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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #7.1 Approval of September 5, 2023 Council Proceedings

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

**MOTION TO:** By the City Council, to approve September 5, 2023 Council Proceedings.

**BACKGROUND:**

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

**ATTACHMENTS:**

|    |                               |
|----|-------------------------------|
| 1. | 09.05.23 City Council Minutes |
|----|-------------------------------|

# **COUNCIL PROCEEDINGS**

**Tuesday, September 5, 2023**

## **CALL TO ORDER**

This meeting is officially called to order at 5:30 p.m. on September 5, 2023. This meeting is being presided over by Mayor Brian Holmer.

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

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

## **PUBLIC FORUM**

- Chris Anderson & Cheryl Snetting - Mobile Home Park Managers - expressed concerns with water meters, replacement of heat tape. Questioned if Vanguard is licensed in MN and/or bonded.
- John Halsa - Worked for Homark Homes, need a licensed plumber, the code needs to be followed.
- Elizabeth Ortloff - Not clear that heat tape needs to be replaced. Cost could be up to \$500 per home.

## **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**

## **APPROVE AGENDA**

Councilmember Jason Aarestad motioned, being seconded by Councilmember Scott Pream, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

## **CONSENT AGENDA**

### **RESOLUTION NO. 09.193.23: Approval of August 15, 2023 Council Proceedings**

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 09.193.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve August 15, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

### **RESOLUTION NO. 09.194.23: City of Thief River Falls Bills and Disbursements and Council Per Diems**

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 09.194.23, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$3,446,825.24 and council per diem in the amount of \$975.00. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

**NEW BUSINESS**

**RESOLUTION NO. 09.195.23: Approve the purchase of a used DS75 3 station folder / inserter with OMR reader**

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 09.195.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief River Falls' Utility Billing Office has over 5,000 accounts of which approximately 3,800 bills are mailed monthly. This process is done in-house and is in need of a newer machine to complete the task.

THEREFORE, BE IT RESOLVED Approve the purchase of a used DS75 3 station folder / inserter with OMR reader from Dakota Business Solutions in the amount of \$6,495.00 which includes 2 years free maintenance for the Utility Billing Office.

On vote being taken, the resolution was unanimously passed.

**RESOLUTION NO. 09.196.23: Call for First Reading of An Ordinance Creating Chapter 114 "Cannabis" And Section 114.01 "Use Of Cannabis In Public", In The City Code, And Adopting By Reference City Code Chapter 10, Which, Among Other Things, Contain Penalty Provisions.**

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 09.196.23, being seconded by Councilmember Mike Lorenson, that:

Chapter 114 Cannabis

Section 114.01 Use of Cannabis in Public Places.

Subd. 1. It is unlawful to use or consume cannabis flower, cannabis products, lower-potency hemp edibles and hemp-derived consumer products, as defined in Minn. Stat. Section 342.01, in public places anywhere in the City.

(1) City parks, City streets, avenues, roadways, alleys, sidewalks and any private parking lots to which the public has access, except where permission has specifically been granted or licensed by the Council;

(2) City public property; or

Subd. 2. As used in this Section, public places include all areas contained within the City boundaries, except the following:

- A. Private residences, including the curtilage and yard; and
- B. Private property not generally accessible by the public, unless a person is explicitly prohibited from using or consuming cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products on the property by the owner of the property; and
- C. The premises of an establishment or event licensed to permit on-site

consumption of cannabis flower, cannabis products, lower potency hemp edibles or hemp-derived consumer products.

Subd. 3. Violation of this Section is a petty misdemeanor as defined by Minnesota law.

Subd. 4. City Code Chapter 10 entitled "General Provisions" and Section 152.998 entitled "Violation" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Subd. 5. This ordinance shall be in force and effect from and after its passage, approval, and publication.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 08.197.23: Replace the R-22 Ice Plant with Co2 Ice Plant to service both the Ralph Engelstad Arena and the Huck Olson Memorial Civic Center.

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 09.197.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The current ice plant is at the end of it's useful life. The current refrigerant R-22 has a high Global Warming Potential and is no longer manufactured for use in the U.S. The life expectancy for this current model of Ice Plant is 20 to 25 years.

WHEREAS, The quote from CIMCO as arranged thru the bidding process from Sourcewell is listed at \$3,225,000 and would be bonded.

THEREFORE, BE IT RESOLVED To accept the scope of work quoted by CIMCO Refrigeration.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.198.23: Approve Metcalf Archaeology Study

Following discussion, Councilmember Mike Lorensen introduced Resolution No. 09.198.23, being seconded by Councilmember Michele McCraw, to include changes to the resolution that:

WHEREAS, In 2022, several infrastructure assets of the City of Thief River Falls sustained damage due to high water and flooding conditions. In June of that year, FEMA declared a disaster state to a three-county region for public assistance funds. Three of the infrastructure improvement projects have been required to complete an archaeology study before conducting any construction activities. This study encompasses the currently requested research for all three locations.

WHEREAS, Archaeology study costs are eligible for reimbursement on mitigation projects that have been granted funds through FEMA disaster declarations.

WHEREAS, An archaeology study has been required by Environmental Historic Preservation division of FEMA, and will be necessary to proceed with mitigation projects listed above before any disaster funds are awarded to those projects.

THEREFORE, BE IT RESOLVED To approve contract with Metcalf Archaeology or Duluth Archaeology Center in the amount up to \$8,200.00 for services associated with an archaeology study located at Red Robe Park, Boy Scout Park, and Elks Park in Thief River Falls, MN.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.199.23: Approve Hiring of Richard Baker as Economic/Community Development Director

Following discussion, Councilmember Scott Pream introduced Resolution No. 09.199.23, being seconded by Councilmember Steve Narverud, that:

WHEREAS, It was approved on Resolution Number 06-140-23 to open the Economic/Community Development Director position to the public for filling. Interviews were conducted on August 22, 2023.

WHEREAS, This is a 2023 budgeted position.

THEREFORE, BE IT RESOLVED Approve the hiring of Richard Baker as Economic/Community Development Director. Mr. Baker will start at a Grade 13 Step 2 for \$46.53 per hour, which is a monthly salary of \$8,065.20.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.200.23: Approve Tobacco License for Licensee Name: TH Specialty Store Inc., Trade Name: King Tobacco Thief River 2

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 09.200.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, King Tobacco Thief River 2 is planning on opening a second tobacco shop/smoke shop and has applied for a tobacco license.

WHEREAS, The Tobacco license for 2023 is \$150.

WHEREAS, License is contingent on receiving all applications, forms and fees.

THEREFORE, BE IT RESOLVED Approve a new Tobacco License to TH Specialty Store Inc, DBA King Tobacco Thief River 2, effective September 11, 2023 through December 31, 2023.

On vote being taken, the resolution was unanimously passed.

**COUNCIL BOARDS AND COMMISSIONS REPORTS**

- Councilmember Jason Aarestad mentioned school has started and he asks that the residents slow down and watch for the children.

**UPCOMING MEETINGS**

- Committee of Whole Meeting - Immediately following City Council
- Utilities Committee Meeting - September 11th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - September 11th at 4:30 p.m.
- Administrative Services Committee Meeting - September 12th at 4:30 p.m.
- Public Works Committee Meeting - September 13th at 4:30 p.m.
- City Council Meeting - September 19th at 5:30 p.m.

**INFORMATIONAL ITEMS**

**ADJOURNMENT**

There being no further discussion, Councilmember Mike Lorenson, being seconded by Councilmember Scott Pream to adjourn at 6:00 p.m. On vote being taken, the Chair declared the motion unanimously carried.

\_\_\_\_\_  
Brian D. Holmer, Mayor

Attest: \_\_\_\_\_  
Angela Philipp, City Administrator



# City of Thief River Falls

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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #7.2 Approval of September 12, 2023 Special Council Proceedings

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

**MOTION TO:** By the City Council, to approve September 12, 2023 Council Proceedings.

**BACKGROUND:**

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:**

**ATTACHMENTS:**

|    |                                       |
|----|---------------------------------------|
| 1. | 09.12.23 Special City Council Minutes |
|----|---------------------------------------|

# **SPECIAL COUNCIL PROCEEDINGS**

**Tuesday, September 12, 2023**

## **CALL TO ORDER**

This meeting is officially called to order at 4:00 p.m. on September 12, 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 and Aarestad. The following Councilmember was absent: Arlt, Lorensen and Bolduc. Mayor Holmer chaired the meeting.

## **PUBLIC FORUM**

## **APPROVE AGENDA**

Councilmember Michele McCraw motioned, being seconded by Councilmember Scott Pream, to approve the agenda.

On vote being taken, the resolution was unanimously passed.

## **NEW BUSINESS**

RESOLUTION NO. 09.201.23: Rescinding Resolution No. 08.191.23 Approve the appointment of Trentyn Groslic as Water Treatment Plant Operator and Reopen Internally

Following discussion, Councilmember Steve Narverud introduced Resolution No. 09.201.23, being seconded by Councilmember Jason Aarestad, to remove the Resolution per Labor Committee recommendation.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 09.202.23: Amend Agreement amount to \$3,299,500 to Replace the R-22 Ice Plant with Co2 Ice Plant to service both the Ralph Engelstad Arena and the Huck Olson Memorial Civic Center.

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 09.202.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The current ice plant is at the end of it's useful life. The current refrigerant R-22 has a high Global Warming Potential and is no longer manufactured for use in the U.S. The life expectancy for this current model of Ice Plant is 20 to 25 years.

WHEREAS, The quote from CIMCO as arranged thru the bidding process from Sourcewell is listed at \$3,299,500 and would be bonded.

THEREFORE, BE IT RESOLVED To amend the contract with CIMCO Refrigeration for the CO2 Ice Plant project to include a contingency amount. The new contract total is \$3,299,500.

On vote being taken, the resolution was unanimously passed.

## **ADJOURNMENT**

There being no further discussion, Councilmember Jason Aarestad, being seconded by

Councilmember Scott Pream to adjourn at 4:02 p.m. On vote being taken, the Chair declared the motion unanimously carried.

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Brian D. Holmer, Mayor

Attest: \_\_\_\_\_  
Angela Philipp, City Administrator

## CITY OF THIEF RIVER FALLS

### EXPENSE ACCOUNT CODES

1/14/2022



# City of Thief River Falls

#7.02

## COUNCIL MEETING BILLS SEPTEMBER 19th, 2023

### SUMMARY OF DISBURSEMENTS

|                              |                               |              |
|------------------------------|-------------------------------|--------------|
| 9/1/2023                     | AP PKT #669 - DIRECT PAYABLES | \$19,384.78  |
| 9/5/2023                     | AP PKT #671 - DIRECT PAYABLES | \$201,984.50 |
| 9/7/2023                     | AP PKT #673 - PAYROLL #18     | \$212,540.09 |
| 9/7/2023                     | AP PKT #675 - DIRECT PAYABLES | \$2,840.39   |
| 9/8/2023                     | AP PKT #678 - DIRECT PAYABLES | \$85,208.23  |
| 9/12/2023                    | AP PKT #680 - DIRECT PAYABLES | \$150,183.37 |
| 9/13/2023                    | AP PKT #686 - DIRECT PAYABLES | \$5,886.28   |
| 9/19/2023                    | AP PKT #687 - COUNCIL MEETING | \$268,632.63 |
|                              |                               |              |
|                              |                               |              |
|                              |                               |              |
|                              |                               |              |
|                              |                               |              |
| GRAND TOTAL OF DISBURSEMENTS |                               | \$946,660.27 |



City of Thief River Falls, MN

## Council Approval Register

Packet: APPKT00669 - 09/01/23 DIRECT PAYABLES

| Vendor Name                                                         | Payable Number     | Post Date  | Account Number | Account Name                  | Description (Item)           | (None) | Amount           |
|---------------------------------------------------------------------|--------------------|------------|----------------|-------------------------------|------------------------------|--------|------------------|
| <b>Vendor: DEAN PHILIPP</b>                                         |                    |            |                |                               |                              |        |                  |
| DEAN PHILIPP                                                        | REIMBURSE 06 21 23 | 09/01/2023 | 100-4312-63030 | Contracts Expense             | REIMBURSE - SNTRY SWR S...   |        | 597.78           |
| <b>Vendor DEAN PHILIPP Total:</b>                                   |                    |            |                |                               |                              |        | <b>597.78</b>    |
| <b>Vendor: FASTENAL COMPANY</b>                                     |                    |            |                |                               |                              |        |                  |
| FASTENAL COMPANY                                                    | MNROS126748        | 07/05/2023 | 620-4850-62230 | Building Maint & Repair       | PARTS - HIGH SERVICE PUM...  |        | 49.12            |
| FASTENAL COMPANY                                                    | MNROS126751        | 07/05/2023 | 100-4510-62240 | Department Maint & Repair     | ANCHORS - BOAT DOCK          |        | 101.75           |
| FASTENAL COMPANY                                                    | MNROS126958        | 07/20/2023 | 100-4194-62990 | Misc. Operating Expense       | GLOVES                       |        | 44.52            |
| FASTENAL COMPANY                                                    | MNROS127055        | 07/28/2023 | 100-4510-62880 | Personal Protective Equipm... | STAKING FLAGS / SAFETY EY... |        | 79.26            |
| <b>Vendor FASTENAL COMPANY Total:</b>                               |                    |            |                |                               |                              |        | <b>274.65</b>    |
| <b>Vendor: HDR ENGINEERING INC - CHICAGO</b>                        |                    |            |                |                               |                              |        |                  |
| HDR ENGINEERING INC - CH...                                         | 1200531210         | 06/15/2023 | 670-4890-63030 | Contracts Expense             | PROF SRVCS - CHIEFS COUL...  |        | 3,450.25         |
| <b>Vendor HDR ENGINEERING INC - CHICAGO Total:</b>                  |                    |            |                |                               |                              |        | <b>3,450.25</b>  |
| <b>Vendor: NORTHLAND TRUST SERVICES INC</b>                         |                    |            |                |                               |                              |        |                  |
| NORTHLAND TRUST SERVIC...                                           | 1916               | 08/29/2023 | 620-4710-66200 | Fiscal Agent s Fees           | FISCAL AGENT FEES            |        | 99.00            |
| NORTHLAND TRUST SERVIC...                                           | 1916               | 08/29/2023 | 690-4710-66200 | Fiscal Agent s Fees           | FISCAL AGENT FEES            |        | 148.50           |
| <b>Vendor NORTHLAND TRUST SERVICES INC Total:</b>                   |                    |            |                |                               |                              |        | <b>247.50</b>    |
| <b>Vendor: PITNEY BOWES GLOBAL FINANCIAL</b>                        |                    |            |                |                               |                              |        |                  |
| PITNEY BOWES GLOBAL FIN...                                          | 3106250932         | 08/30/2023 | 100-4150-62010 | Office Supplies               | 3TD QTR 2023 POSTAGE ME...   |        | 143.55           |
| <b>Vendor PITNEY BOWES GLOBAL FINANCIAL Total:</b>                  |                    |            |                |                               |                              |        | <b>143.55</b>    |
| <b>Vendor: PLUMMER VOLUNTEER FIREMEN'S RELIEF ASSOCIATION</b>       |                    |            |                |                               |                              |        |                  |
| PLUMMER VOLUNTEER FIR...                                            | FALL 2023          | 09/01/2023 | 100-4220-64400 | Travel, Conference, School    | REG FEE - 5 MEALS            |        | 100.00           |
| <b>Vendor PLUMMER VOLUNTEER FIREMEN'S RELIEF ASSOCIATION Total:</b> |                    |            |                |                               |                              |        | <b>100.00</b>    |
| <b>Vendor: RADIO TIME</b>                                           |                    |            |                |                               |                              |        |                  |
| RADIO TIME                                                          | 302023-72          | 08/14/2023 | 610-4880-63490 | Advertising                   | RADIO ADVERTISING - PATR...  |        | 171.00           |
| <b>Vendor RADIO TIME Total:</b>                                     |                    |            |                |                               |                              |        | <b>171.00</b>    |
| <b>Vendor: T R F CONVENTION &amp;</b>                               |                    |            |                |                               |                              |        |                  |
| T R F CONVENTION &                                                  | JUL 2023           | 09/01/2023 | 100-4670-63030 | Contracts Expense             | LODGING TAX - JUL 2023       |        | 12,789.70        |
| <b>Vendor T R F CONVENTION &amp; Total:</b>                         |                    |            |                |                               |                              |        | <b>12,789.70</b> |
| <b>Vendor: VERIZON WIRELESS #786782900</b>                          |                    |            |                |                               |                              |        |                  |
| VERIZON WIRELESS #78678...                                          | 9942600384         | 08/21/2023 | 100-4150-63210 | Communication Expense         | WIRELESS PHONE CHARGES ...   |        | 51.12            |
| VERIZON WIRELESS #78678...                                          | 9942600384         | 08/21/2023 | 100-4150-63210 | Communication Expense         | WIRELESS PHONE CHARGES ...   |        | 41.12            |
| VERIZON WIRELESS #78678...                                          | 9942600384         | 08/21/2023 | 100-4150-63210 | Communication Expense         | WIRELESS PHONE CHARGES ...   |        | 41.12            |
| VERIZON WIRELESS #78678...                                          | 9942600384         | 08/21/2023 | 100-4192-63020 | Computer Maintenance & li...  | WIRELESS PHONE CHARGES ...   |        | 40.01            |
| VERIZON WIRELESS #78678...                                          | 9942600384         | 08/21/2023 | 100-4192-63210 | Communication Expense         | WIRELESS PHONE CHARGES ...   |        | 40.01            |
| VERIZON WIRELESS #78678...                                          | 9942600384         | 08/21/2023 | 100-4194-63210 | Communication Expense         | WIRELESS PHONE CHARGES ...   |        | 41.12            |

**Packet: APPKT00669 - 09/01/23 DIRECT PAYABLES**

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**Fund Summary**

| <b>Fund</b>                    | <b>Expense Amount</b> |
|--------------------------------|-----------------------|
| 100 - GENERAL FUND             | 14,933.46             |
| 610 - LIQUOR DISPENSARY        | 212.12                |
| 620 - WATER UTILITY FUND       | 270.37                |
| 650 - TOURIST PARK - VENUWORKS | 41.12                 |
| 670 - STORM WATER UTILITY FUND | 3,450.25              |
| 680 - WASTEWATER UTILITY FUND  | 41.12                 |
| 690 - ELECTRIC UTILITY FUND    | 354.10                |
| 820 - GREENWOOD CEMETERY FUND  | 82.24                 |
| <b>Grand Total:</b>            | <b>19,384.78</b>      |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>         | <b>Expense Amount</b> |
|-----------------------|-----------------------------|-----------------------|
| 100-4150-62010        | Office Supplies             | 143.55                |
| 100-4150-63210        | Communication Expense       | 133.36                |
| 100-4192-63020        | Computer Maintenance...     | 40.01                 |
| 100-4192-63210        | Communication Expense       | 40.01                 |
| 100-4194-62990        | Misc. Operating Expense     | 44.52                 |
| 100-4194-63210        | Communication Expense       | 41.12                 |
| 100-4210-63210        | Communication Expense       | 657.92                |
| 100-4220-64400        | Travel, Conference, Sch...  | 100.00                |
| 100-4240-63210        | Communication Expense       | 41.12                 |
| 100-4312-63030        | Contracts Expense           | 597.78                |
| 100-4510-62240        | Department Maint & Re...    | 101.75                |
| 100-4510-62880        | Personal Protective Equi... | 79.26                 |
| 100-4510-63210        | Communication Expense       | 82.24                 |
| 100-4650-63210        | Communication Expense       | 41.12                 |
| 100-4670-63030        | Contracts Expense           | 12,789.70             |
| 610-4830-63210        | Communication Expense       | 41.12                 |
| 610-4880-63490        | Advertising                 | 171.00                |
| 620-4710-66200        | Fiscal Agent s Fees         | 99.00                 |
| 620-4830-63210        | Communication Expense       | 122.25                |
| 620-4850-62230        | Building Maint & Repair     | 49.12                 |
| 650-4830-63210        | Communication Expense       | 41.12                 |
| 670-4890-63030        | Contracts Expense           | 3,450.25              |
| 680-4830-63210        | Communication Expense       | 41.12                 |
| 690-4710-66200        | Fiscal Agent s Fees         | 148.50                |
| 690-4830-63210        | Communication Expense       | 205.60                |
| 820-4830-63210        | Communication Expense       | 82.24                 |
| <b>Grand Total:</b>   |                             | <b>19,384.78</b>      |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|----------------|
| **None**            | 19,384.78      |
| Grand Total:        | 19,384.78      |



City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT00671 - 09/05/23 DIRECT PAYABLES

| Vendor Name                                     | Payable Number | Post Date  | Account Number | Account Name               | Description (Item)          | (None) | Amount          |
|-------------------------------------------------|----------------|------------|----------------|----------------------------|-----------------------------|--------|-----------------|
| <b>Vendor: BELLBOY CORP - BAR SUPPLY</b>        |                |            |                |                            |                             |        |                 |
| BELLBOY CORP - BAR SUPPLY                       | 0107260800     | 08/22/2023 | 610-4810-62590 | Misc. Mdse for Resale      | CAN HUGGERS                 |        | 49.80           |
| <b>Vendor BELLBOY CORP - BAR SUPPLY Total:</b>  |                |            |                |                            |                             |        | <b>49.80</b>    |
| <b>Vendor: BELLBOY CORP - LIQUOR</b>            |                |            |                |                            |                             |        |                 |
| BELLBOY CORP - LIQUOR                           | 0200563400     | 08/22/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR           |        | 4,734.75        |
| BELLBOY CORP - LIQUOR                           | 0200563400     | 08/22/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX              |        | 67.95           |
| BELLBOY CORP - LIQUOR                           | 0200566600     | 08/22/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR           |        | 1,379.00        |
| <b>Vendor BELLBOY CORP - LIQUOR Total:</b>      |                |            |                |                            |                             |        | <b>6,181.70</b> |
| <b>Vendor: BREAKTHRU BEVERAGE</b>               |                |            |                |                            |                             |        |                 |
| BREAKTHRU BEVERAGE                              | 111767142      | 08/22/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR           |        | 4,591.81        |
| BREAKTHRU BEVERAGE                              | 111767142      | 08/22/2023 | 610-4810-62530 | Wine for Resale            | PURCHASE - WINE             |        | 480.00          |
| BREAKTHRU BEVERAGE                              | 111767142      | 08/22/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX              |        | 218.08          |
| BREAKTHRU BEVERAGE                              | 111767143      | 08/22/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR           |        | 3,212.50        |
| BREAKTHRU BEVERAGE                              | 111767144      | 08/22/2023 | 610-4810-62530 | Wine for Resale            | PURCHASE - WINE             |        | 472.00          |
| <b>Vendor BREAKTHRU BEVERAGE Total:</b>         |                |            |                |                            |                             |        | <b>8,974.39</b> |
| <b>Vendor: CORE-MARK MIDCONTINENT INC</b>       |                |            |                |                            |                             |        |                 |
| CORE-MARK MIDCONTINEN...                        | 1167758        | 08/09/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX              |        | 21.23           |
| CORE-MARK MIDCONTINEN...                        | 1167758        | 08/09/2023 | 610-4810-62590 | Misc. Mdse for Resale      | PURCHASE - TOBACCO          |        | 4,917.43        |
| <b>Vendor CORE-MARK MIDCONTINENT INC Total:</b> |                |            |                |                            |                             |        | <b>4,938.66</b> |
| <b>Vendor: JIM HIRT TRUCKING INC</b>            |                |            |                |                            |                             |        |                 |
| JIM HIRT TRUCKING INC                           | 158013         | 05/31/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 22.55           |
| JIM HIRT TRUCKING INC                           | 158398         | 06/28/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 158.63          |
| JIM HIRT TRUCKING INC                           | 158410         | 06/28/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 344.27          |
| JIM HIRT TRUCKING INC                           | 158446         | 07/11/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 309.03          |
| JIM HIRT TRUCKING INC                           | 158451         | 07/10/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 71.56           |
| JIM HIRT TRUCKING INC                           | 158459         | 07/06/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 291.33          |
| JIM HIRT TRUCKING INC                           | 158462         | 07/11/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 237.32          |
| JIM HIRT TRUCKING INC                           | 158541         | 07/17/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 767.27          |
| JIM HIRT TRUCKING INC                           | 158614         | 07/24/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - 158614    |        | 70.75           |
| JIM HIRT TRUCKING INC                           | 158618         | 07/21/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 62.23           |
| JIM HIRT TRUCKING INC                           | 158619         | 07/25/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 343.40          |
| JIM HIRT TRUCKING INC                           | 158633         | 07/25/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - JUL 20... |        | 211.64          |
| <b>Vendor JIM HIRT TRUCKING INC Total:</b>      |                |            |                |                            |                             |        | <b>2,889.98</b> |
| <b>Vendor: JOHNSON BROTHERS LIQUOR</b>          |                |            |                |                            |                             |        |                 |
| JOHNSON BROTHERS LIQU...                        | 2365843        | 08/21/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR           |        | 989.80          |
| JOHNSON BROTHERS LIQU...                        | 2370398        | 08/28/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR           |        | 9,477.22        |

Council Approval Register

Packet: APPKT00671 - 09/05/23 DIRECT PAYABLES

| Vendor Name                                  | Payable Number | Post Date  | Account Number | Account Name               | Description (Item)           | (None) | Amount    |
|----------------------------------------------|----------------|------------|----------------|----------------------------|------------------------------|--------|-----------|
| JOHNSON BROTHERS LIQU...                     | 2370399        | 08/28/2023 | 610-4810-62530 | Wine for Resale            | PURCHASE - WINE              |        | 9,009.00  |
| Vendor JOHNSON BROTHERS LIQUOR Total:        |                |            |                |                            |                              |        | 19,476.02 |
| <b>Vendor: MC KINNON COMPANY INC</b>         |                |            |                |                            |                              |        |           |
| MC KINNON COMPANY INC                        | 730929         | 08/01/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR            |        | 16,453.80 |
| MC KINNON COMPANY INC                        | 731045         | 08/01/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 663.60    |
| MC KINNON COMPANY INC                        | 731152         | 08/01/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 72.00     |
| MC KINNON COMPANY INC                        | 731868         | 08/04/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 4,559.85  |
| MC KINNON COMPANY INC                        | 731868         | 08/04/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | RETURN CREDIT - MIX          |        | -60.00    |
| MC KINNON COMPANY INC                        | 732056         | 08/08/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - BEER              |        | 106.30    |
| MC KINNON COMPANY INC                        | 732056         | 08/08/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 17,536.45 |
| MC KINNON COMPANY INC                        | 732056         | 08/08/2023 | 610-4810-62530 | Wine for Resale            | PURCHASE - WINE              |        | 124.80    |
| MC KINNON COMPANY INC                        | 732985         | 08/11/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR            |        | 265.75    |
| MC KINNON COMPANY INC                        | 732985         | 08/11/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 5,297.91  |
| MC KINNON COMPANY INC                        | 732985         | 08/11/2023 | 610-4810-62530 | Wine for Resale            | PURCHASE - WINE              |        | 121.33    |
| MC KINNON COMPANY INC                        | 733327         | 08/15/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR            |        | 1,350.75  |
| MC KINNON COMPANY INC                        | 733327         | 08/15/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 16,117.85 |
| MC KINNON COMPANY INC                        | 733327         | 08/15/2023 | 610-4810-62530 | Wine for Resale            | PURCHASE - WINE              |        | 46.40     |
| MC KINNON COMPANY INC                        | 733465         | 08/15/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 164.40    |
| MC KINNON COMPANY INC                        | 734207         | 08/18/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR            |        | 1,350.75  |
| MC KINNON COMPANY INC                        | 734207         | 08/18/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 9,628.60  |
| MC KINNON COMPANY INC                        | 734207         | 08/18/2023 | 610-4810-62530 | Wine for Resale            | PURCHASE - WINE              |        | 104.00    |
| MC KINNON COMPANY INC                        | 853000085      | 08/01/2023 | 610-4810-62520 | Beer for Resale            | RETURN CREDIT                |        | -1,996.80 |
| Vendor MC KINNON COMPANY INC Total:          |                |            |                |                            |                              |        | 71,907.74 |
| <b>Vendor: NORTHWEST BEVERAGE INC</b>        |                |            |                |                            |                              |        |           |
| NORTHWEST BEVERAGE INC                       | 142501-CM      | 09/05/2023 | 610-4810-62520 | Beer for Resale            | UNAPPLIED CREDIT - INV 14... |        | -0.30     |
| NORTHWEST BEVERAGE INC                       | 146071         | 08/04/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - BEER              |        | 14,640.35 |
| NORTHWEST BEVERAGE INC                       | 146071         | 08/04/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR            |        | 294.00    |
| NORTHWEST BEVERAGE INC                       | 146080         | 08/07/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR            |        | 296.10    |
| NORTHWEST BEVERAGE INC                       | 146080         | 08/07/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 4,884.50  |
| NORTHWEST BEVERAGE INC                       | 146080         | 08/07/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX               |        | -30.00    |
| NORTHWEST BEVERAGE INC                       | 146195         | 08/11/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR            |        | 14,758.76 |
| NORTHWEST BEVERAGE INC                       | 146195         | 08/11/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 28.35     |
| NORTHWEST BEVERAGE INC                       | 146195         | 08/11/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX               |        | 182.50    |
| NORTHWEST BEVERAGE INC                       | 146225         | 08/14/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER              |        | 8,917.05  |
| Vendor NORTHWEST BEVERAGE INC Total:         |                |            |                |                            |                              |        | 43,971.31 |
| <b>Vendor: NORTHWOODS ICE OF BEMIDJI INC</b> |                |            |                |                            |                              |        |           |
| NORTHWOODS ICE OF BEM...                     | 62428          | 08/09/2023 | 610-4810-62590 | Misc. Mdse for Resale      | PURCHASE - ICE               |        | 227.50    |
| NORTHWOODS ICE OF BEM...                     | 62558          | 08/15/2023 | 610-4810-62590 | Misc. Mdse for Resale      | PURCHASE - ICE               |        | 357.50    |
| Vendor NORTHWOODS ICE OF BEMIDJI INC Total:  |                |            |                |                            |                              |        | 585.00    |
| <b>Vendor: PENNINGTON CO HUMANE SOCIETY</b>  |                |            |                |                            |                              |        |           |
| PENNINGTON CO HUMANE ...                     | 09 2023        | 09/05/2023 | 100-4210-63100 | Animal Control             | ANIMAL CONTROL SERVICES...   |        | 1,400.00  |
| Vendor PENNINGTON CO HUMANE SOCIETY Total:   |                |            |                |                            |                              |        | 1,400.00  |

Council Approval Register

Packet: APPKT00671 - 09/05/23 DIRECT PAYABLES

| Vendor Name                                      | Payable Number | Post Date  | Account Number | Account Name            | Description (Item)          | (None) | Amount            |
|--------------------------------------------------|----------------|------------|----------------|-------------------------|-----------------------------|--------|-------------------|
| <b>Vendor: PHILLIPS WINE &amp; SPIRITS</b>       |                |            |                |                         |                             |        |                   |
| PHILLIPS WINE & SPIRITS                          | 6648255        | 08/28/2023 | 610-4810-62510 | Liquor for Resale       | PURCHASE - LIQUOR           |        | 4,290.10          |
| PHILLIPS WINE & SPIRITS                          | 6648256        | 08/28/2023 | 610-4810-62530 | Wine for Resale         | PURCHASE - WINE             |        | 1,382.50          |
| PHILLIPS WINE & SPIRITS                          | 6648257        | 08/28/2023 | 610-4810-62510 | Liquor for Resale       | PURCHASE - LIQUOR           |        | 14,710.80         |
| <b>Vendor PHILLIPS WINE &amp; SPIRITS Total:</b> |                |            |                |                         |                             |        | <b>20,383.40</b>  |
| <b>Vendor: SOUTHERN GLAZERS OF MN</b>            |                |            |                |                         |                             |        |                   |
| SOUTHERN GLAZERS OF MN                           | 2380314        | 08/17/2023 | 610-4810-62510 | Liquor for Resale       | PURCHASE - LIQUOR           |        | 3,157.82          |
| SOUTHERN GLAZERS OF MN                           | 2380315        | 08/17/2023 | 610-4810-62510 | Liquor for Resale       | PURCHASE - LIQUOR           |        | 3,162.26          |
| SOUTHERN GLAZERS OF MN                           | 2381518        | 08/22/2023 | 610-4810-62510 | Liquor for Resale       | PURCHASE - LIQUOR           |        | 5,434.28          |
| SOUTHERN GLAZERS OF MN                           | 2381518        | 08/22/2023 | 610-4810-62530 | Wine for Resale         | PURCHASE - WINE             |        | 64.81             |
| SOUTHERN GLAZERS OF MN                           | 2381519        | 08/22/2023 | 610-4810-62510 | Liquor for Resale       | PURCHASE - LIQUOR           |        | 1,867.50          |
| SOUTHERN GLAZERS OF MN                           | 2381520        | 08/22/2023 | 610-4810-62510 | Liquor for Resale       | PURCHASE - LIQUOR           |        | 2,153.70          |
| SOUTHERN GLAZERS OF MN                           | 2381521        | 08/22/2023 | 610-4810-62510 | Liquor for Resale       | PURCHASE - LIQUOR           |        | 2,464.84          |
| SOUTHERN GLAZERS OF MN                           | 2381522        | 08/22/2023 | 610-4810-62510 | Liquor for Resale       | PURCHASE - LIQUOR           |        | 1,664.30          |
| <b>Vendor SOUTHERN GLAZERS OF MN Total:</b>      |                |            |                |                         |                             |        | <b>19,969.51</b>  |
| <b>Vendor: TRACTOR SUPPLY CREDIT PLAN</b>        |                |            |                |                         |                             |        |                   |
| TRACTOR SUPPLY CREDIT P...                       | 256759         | 08/01/2023 | 100-4210-62990 | Misc. Operating Expense | HEAVY DUTY TUB - NIGHT T... |        | 49.99             |
| <b>Vendor TRACTOR SUPPLY CREDIT PLAN Total:</b>  |                |            |                |                         |                             |        | <b>49.99</b>      |
| <b>Vendor: VINOCOPIA INC</b>                     |                |            |                |                         |                             |        |                   |
| VINOCOPIA INC                                    | 0335034-IN     | 08/22/2023 | 610-4810-62510 | Liquor for Resale       | PURCHASE - LIQUOR           |        | 87.00             |
| VINOCOPIA INC                                    | 0335034-IN     | 08/22/2023 | 610-4810-62530 | Wine for Resale         | PURCHASE - WINE             |        | 1,120.00          |
| <b>Vendor VINOCOPIA INC Total:</b>               |                |            |                |                         |                             |        | <b>1,207.00</b>   |
| <b>Grand Total:</b>                              |                |            |                |                         |                             |        | <b>201,984.50</b> |

Fund Summary

| Fund                    | Expense Amount |
|-------------------------|----------------|
| 100 - GENERAL FUND      | 1,449.99       |
| 610 - LIQUOR DISPENSARY | 200,534.51     |
| Grand Total:            | 201,984.50     |

Account Summary

| Account Number | Account Name                | Expense Amount |
|----------------|-----------------------------|----------------|
| 100-4210-62990 | Misc. Operating Expense     | 49.99          |
| 100-4210-63100 | Animal Control              | 1,400.00       |
| 610-4810-62510 | Liquor for Resale           | 112,894.24     |
| 610-4810-62520 | Beer for Resale             | 65,873.46      |
| 610-4810-62530 | Wine for Resale             | 12,924.84      |
| 610-4810-62540 | Soft Drinks/Mix for Resa... | 399.76         |
| 610-4810-62590 | Misc. Mdse for Resale       | 5,552.23       |
| 610-4810-62610 | Freight In (Liquor)         | 2,889.98       |
| Grand Total:   |                             | 201,984.50     |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|----------------|
| **None**            | 201,984.50     |
| Grand Total:        | 201,984.50     |



City of Thief River Falls, MN

## Council Approval Register

Packet: APPKT00673 - PYPKT00944 - 2023 09 07 #18 Payroll

| Vendor Name                                          | Payable Number | Post Date  | Account Number | Account Name                   | Description (Item)            | (None) | Amount            |
|------------------------------------------------------|----------------|------------|----------------|--------------------------------|-------------------------------|--------|-------------------|
| <b>Vendor: INTERNAL REVENUE SERVICE</b>              |                |            |                |                                |                               |        |                   |
| INTERNAL REVENUE SERVICE                             | INV0000862     | 09/07/2023 | 740-20150      | Payroll Taxes Payable          | FED W/H                       |        | 21,955.84         |
| INTERNAL REVENUE SERVICE                             | INV0000862     | 09/07/2023 | 740-20150      | Payroll Taxes Payable          | MEDICARE                      |        | 6,871.96          |
| INTERNAL REVENUE SERVICE                             | INV0000862     | 09/07/2023 | 740-20150      | Payroll Taxes Payable          | SOCIAL SECURITY               |        | 20,197.10         |
| <b>Vendor INTERNAL REVENUE SERVICE Total:</b>        |                |            |                |                                |                               |        | <b>49,024.90</b>  |
| <b>Vendor: LAW ENFORCEMENT LABOR SERVICES</b>        |                |            |                |                                |                               |        |                   |
| LAW ENFORCEMENT LABOR...                             | INV0000857     | 09/07/2023 | 740-24000      | Clearing Account               | LELS Dues                     |        | 945.00            |
| <b>Vendor LAW ENFORCEMENT LABOR SERVICES Total:</b>  |                |            |                |                                |                               |        | <b>945.00</b>     |
| <b>Vendor: MN DPT OF REVENUE - WITHHOLDING</b>       |                |            |                |                                |                               |        |                   |
| MN DPT OF REVENUE - WIT...                           | INV0000861     | 09/07/2023 | 740-20160      | State Withholding              | State W/H Tax                 |        | 10,830.48         |
| <b>Vendor MN DPT OF REVENUE - WITHHOLDING Total:</b> |                |            |                |                                |                               |        | <b>10,830.48</b>  |
| <b>Vendor: NCPERS GROUP LIFE INSURANCE</b>           |                |            |                |                                |                               |        |                   |
| NCPERS GROUP LIFE INSUR...                           | INV0000858     | 09/07/2023 | 740-24000      | Clearing Account               | PLIFE                         |        | 448.00            |
| <b>Vendor NCPERS GROUP LIFE INSURANCE Total:</b>     |                |            |                |                                |                               |        | <b>448.00</b>     |
| <b>Vendor: NORTHWEST SERVICE COOPERATIVE</b>         |                |            |                |                                |                               |        |                   |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 100-4150-61310 | Health Insurance               | Health Insurance Premium      |        | 4,161.98          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 100-4210-61310 | Health Insurance               | Health Insurance Premium      |        | 16,784.01         |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 100-4220-61310 | Health Insurance               | Health Insurance Premium      |        | 5,361.46          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 100-4240-61310 | Health Insurance               | Health Insurance Premium      |        | 1,428.51          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 100-4312-61310 | Health Insurance               | Health Insurance Premium      |        | 6,992.63          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 100-4315-61310 | Health Insurance               | Health Insurance Premium      |        | 4,735.35          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 100-4510-61310 | Health Insurance               | Health Insurance              |        | 1,454.88          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 100-4650-61310 | Health Insurance               | Health Insurance Premium      |        | 3,509.50          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 610-4825-61310 | Health Insurance               | Health Insurance Premium      |        | 8,556.01          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 620-4825-61310 | Health Insurance               | Health Insurance Premium      |        | 4,174.53          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 680-4825-61310 | Health Insurance               | Health Insurance Premium      |        | 5,114.30          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 690-4825-61310 | Health Insurance               | Health Insurance Premium      |        | 12,830.28         |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 740-4870-63620 | Employee BC/BS Monthly Bil..   | Health Insurance Employee ... |        | 18,146.26         |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 740-4870-63660 | Retiree BC/BS Monthly billi... | Health Insurance Retiree      |        | 7,017.40          |
| NORTHWEST SERVICE COO...                             | INV0000863     | 09/07/2023 | 820-4825-61310 | Health Insurance               | Health Insurance Premium      |        | 1,428.51          |
| <b>Vendor NORTHWEST SERVICE COOPERATIVE Total:</b>   |                |            |                |                                |                               |        | <b>101,695.61</b> |
| <b>Vendor: P E R A OF MN</b>                         |                |            |                |                                |                               |        |                   |
| P E R A OF MN                                        | INV0000860     | 09/07/2023 | 740-20180      | PERA Payable                   | PERA EE/ER P&F                |        | 22,439.14         |
| P E R A OF MN                                        | INV0000860     | 09/07/2023 | 740-20180      | PERA Payable                   | PERA EE/ER COORD              |        | 22,770.31         |
| <b>Vendor P E R A OF MN Total:</b>                   |                |            |                |                                |                               |        | <b>45,209.45</b>  |

Council Approval Register

Packet: APPKT00673 - PYPKT00944 - 2023 09 07 #18 Payroll

| Vendor Name                                   | Payable Number | Post Date  | Account Number | Account Name     | Description (Item)     | (None) | Amount            |
|-----------------------------------------------|----------------|------------|----------------|------------------|------------------------|--------|-------------------|
| <b>Vendor: SUN LIFE FINANCIAL (LTD)</b>       |                |            |                |                  |                        |        |                   |
| SUN LIFE FINANCIAL (LTD)                      | INV0000859     | 09/07/2023 | 740-24000      | Clearing Account | LTD Premium            |        | 340.52            |
| <b>Vendor SUN LIFE FINANCIAL (LTD) Total:</b> |                |            |                |                  |                        |        | <b>340.52</b>     |
| <b>Vendor: VANTAGEPOINT ICMA</b>              |                |            |                |                  |                        |        |                   |
| VANTAGEPOINT ICMA                             | INV0000854     | 09/07/2023 | 740-24000      | Clearing Account | Contributions Employee |        | 3,761.38          |
| <b>Vendor VANTAGEPOINT ICMA Total:</b>        |                |            |                |                  |                        |        | <b>3,761.38</b>   |
| <b>Vendor: WEX BANK</b>                       |                |            |                |                  |                        |        |                   |
| WEX BANK                                      | INV0000856     | 09/07/2023 | 740-24000      | Clearing Account | HSA                    |        | 284.75            |
| <b>Vendor WEX BANK Total:</b>                 |                |            |                |                  |                        |        | <b>284.75</b>     |
| <b>Grand Total:</b>                           |                |            |                |                  |                        |        | <b>212,540.09</b> |

Fund Summary

| Fund                            | Expense Amount |
|---------------------------------|----------------|
| 100 - GENERAL FUND              | 44,428.32      |
| 610 - LIQUOR DISPENSARY         | 8,556.01       |
| 620 - WATER UTILITY FUND        | 4,174.53       |
| 680 - WASTEWATER UTILITY FUND   | 5,114.30       |
| 690 - ELECTRIC UTILITY FUND     | 12,830.28      |
| 740 - TRF HEALTH INSURANCE FUND | 136,008.14     |
| 820 - GREENWOOD CEMETERY FUND   | 1,428.51       |
| Grand Total:                    | 212,540.09     |

Account Summary

| Account Number | Account Name               | Expense Amount |
|----------------|----------------------------|----------------|
| 100-4150-61310 | Health Insurance           | 4,161.98       |
| 100-4210-61310 | Health Insurance           | 16,784.01      |
| 100-4220-61310 | Health Insurance           | 5,361.46       |
| 100-4240-61310 | Health Insurance           | 1,428.51       |
| 100-4312-61310 | Health Insurance           | 6,992.63       |
| 100-4315-61310 | Health Insurance           | 4,735.35       |
| 100-4510-61310 | Health Insurance           | 1,454.88       |
| 100-4650-61310 | Health Insurance           | 3,509.50       |
| 610-4825-61310 | Health Insurance           | 8,556.01       |
| 620-4825-61310 | Health Insurance           | 4,174.53       |
| 680-4825-61310 | Health Insurance           | 5,114.30       |
| 690-4825-61310 | Health Insurance           | 12,830.28      |
| 740-20150      | Payroll Taxes Payable      | 49,024.90      |
| 740-20160      | State Withholding          | 10,830.48      |
| 740-20180      | PERA Payable               | 45,209.45      |
| 740-24000      | Clearing Account           | 5,779.65       |
| 740-4870-63620 | Employee BC/BS Monthl...   | 18,146.26      |
| 740-4870-63660 | Retiree BC/BS Monthly bi.. | 7,017.40       |
| 820-4825-61310 | Health Insurance           | 1,428.51       |
| Grand Total:   |                            | 212,540.09     |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|----------------|
| **None**            | 212,540.09     |
| Grand Total:        | 212,540.09     |



City of Thief River Falls, MN

## Council Approval Register

Packet: APPKT00675 - 09/07/23 DIRECT PAYABLES

| Vendor Name                              | Payable Number | Post Date  | Account Number | Account Name               | Description (Item)             | (None) | Amount          |
|------------------------------------------|----------------|------------|----------------|----------------------------|--------------------------------|--------|-----------------|
| <b>Vendor: DAKOTA SUPPLY GROUP</b>       |                |            |                |                            |                                |        |                 |
| DAKOTA SUPPLY GROUP                      | INV0000848     | 08/24/2023 | 690-14100      | Inventory - Materials      | AA Fuse Trons                  |        | 683.19          |
| DAKOTA SUPPLY GROUP                      | INV0000852     | 08/25/2023 | 690-14100      | Inventory - Materials      | Eaton Single Pole 20 amp Br... |        | 82.96           |
| DAKOTA SUPPLY GROUP                      | INV0000852     | 08/25/2023 | 690-14100      | Inventory - Materials      | White #12 Thhn Stranded W...   |        | 82.64           |
| DAKOTA SUPPLY GROUP                      | INV0000852     | 08/25/2023 | 690-14100      | Inventory - Materials      | Sq D Double Pole Double Th...  |        | 129.51          |
| DAKOTA SUPPLY GROUP                      | INV0000852     | 08/25/2023 | 690-14100      | Inventory - Materials      | BLUE #12 Thhn Stranded Wi...   |        | 82.64           |
| DAKOTA SUPPLY GROUP                      | INV0000852     | 08/25/2023 | 690-14100      | Inventory - Materials      | Red #12 Thhn Stranded Wire     |        | 82.64           |
| DAKOTA SUPPLY GROUP                      | INV0000852     | 08/25/2023 | 690-14100      | Inventory - Materials      | #10 BLUE Thhn Stranded Wi...   |        | 250.83          |
| DAKOTA SUPPLY GROUP                      | INV0000852     | 08/25/2023 | 690-14100      | Inventory - Materials      | 120/240V 30A Minature (Q...    |        | 69.58           |
| DAKOTA SUPPLY GROUP                      | INV0000852     | 08/25/2023 | 690-14100      | Inventory - Materials      | Black #12 Thhn Stranded Wi...  |        | 82.64           |
| DAKOTA SUPPLY GROUP                      | INV0000852     | 08/25/2023 | 690-14100      | Inventory - Materials      | Photo Control Eye LED          |        | 45.11           |
| DAKOTA SUPPLY GROUP                      | INV0000852     | 08/25/2023 | 690-14100      | Inventory - Materials      | Green #12 Thhn Stranded W...   |        | 82.64           |
| DAKOTA SUPPLY GROUP                      | INV0000853     | 08/29/2023 | 690-14100      | Inventory - Materials      | Single Pole 20 amp Switch I... |        | 20.35           |
| DAKOTA SUPPLY GROUP                      | INV0000853     | 08/29/2023 | 690-14100      | Inventory - Materials      | 4 11/16" Steel Boxes           |        | 35.21           |
| DAKOTA SUPPLY GROUP                      | S102862592.002 | 07/31/2023 | 620-4850-62230 | Building Maint & Repair    | LUG - HIGH SERVICE PUMP ...    |        | 127.69          |
| DAKOTA SUPPLY GROUP                      | S102932583.001 | 07/26/2023 | 620-4850-62220 | Plant Equip Maint & Repair | LUG - HIGH SERVICE PUMP ...    |        | 25.36           |
| DAKOTA SUPPLY GROUP                      | S102932583.002 | 08/14/2023 | 620-4850-62220 | Plant Equip Maint & Repair | LUG - HIGH SERVICE PUMP ...    |        | 18.48           |
| DAKOTA SUPPLY GROUP                      | S102955586.001 | 08/03/2023 | 690-14100      | Inventory - Materials      | INVENTORY                      |        | 289.27          |
| DAKOTA SUPPLY GROUP                      | S102956556.001 | 08/03/2023 | 690-14100      | Inventory - Materials      | INVENTORY                      |        | 164.25          |
| DAKOTA SUPPLY GROUP                      | S102980426.001 | 08/14/2023 | 690-14100      | Inventory - Materials      | INVENTORY - PVC                |        | 73.59           |
| DAKOTA SUPPLY GROUP                      | S102986266.001 | 08/15/2023 | 610-4850-62230 | Building Maint & Repair    | CEILING FAN                    |        | 97.69           |
| <b>Vendor DAKOTA SUPPLY GROUP Total:</b> |                |            |                |                            |                                |        | <b>2,526.27</b> |
| <b>Vendor: VSP INSURANCE CO</b>          |                |            |                |                            |                                |        |                 |
| VSP INSURANCE CO                         | INV0000855     | 09/07/2023 | 740-24000      | Clearing Account           | FLEX VISION                    |        | 314.12          |
| <b>Vendor VSP INSURANCE CO Total:</b>    |                |            |                |                            |                                |        | <b>314.12</b>   |
| <b>Grand Total:</b>                      |                |            |                |                            |                                |        | <b>2,840.39</b> |

Fund Summary

| Fund                            | Expense Amount |
|---------------------------------|----------------|
| 610 - LIQUOR DISPENSARY         | 97.69          |
| 620 - WATER UTILITY FUND        | 171.53         |
| 690 - ELECTRIC UTILITY FUND     | 2,257.05       |
| 740 - TRF HEALTH INSURANCE FUND | 314.12         |
| Grand Total:                    | 2,840.39       |

Account Summary

| Account Number | Account Name               | Expense Amount |
|----------------|----------------------------|----------------|
| 610-4850-62230 | Building Maint & Repair    | 97.69          |
| 620-4850-62220 | Plant Equip Maint & Rep... | 43.84          |
| 620-4850-62230 | Building Maint & Repair    | 127.69         |
| 690-14100      | Inventory - Materials      | 2,257.05       |
| 740-24000      | Clearing Account           | 314.12         |
| Grand Total:   |                            | 2,840.39       |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|----------------|
| **None**            | 2,840.39       |
| Grand Total:        | 2,840.39       |



City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT00678 - 09/08/23 DIRECT PAYABLES

| Vendor Name                                     | Payable Number | Post Date  | Account Number | Account Name               | Description (Item)         | (None) | Amount          |
|-------------------------------------------------|----------------|------------|----------------|----------------------------|----------------------------|--------|-----------------|
| <b>Vendor: BEVERAGE WHOLESALERS INC</b>         |                |            |                |                            |                            |        |                 |
| BEVERAGE WHOLESALERS I...                       | 289249         | 08/24/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER            |        | 505.65          |
| <b>Vendor BEVERAGE WHOLESALERS INC Total:</b>   |                |            |                |                            |                            |        | <b>505.65</b>   |
| <b>Vendor: C &amp; L DISTRIBUTING</b>           |                |            |                |                            |                            |        |                 |
| C & L DISTRIBUTING                              | 1748048        | 08/03/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER            |        | 489.80          |
| C & L DISTRIBUTING                              | 1748048        | 08/03/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX             |        | 45.00           |
| C & L DISTRIBUTING                              | 1755861        | 08/17/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR          |        | 500.00          |
| C & L DISTRIBUTING                              | 1755861        | 08/17/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - MIX             |        | 120.00          |
| C & L DISTRIBUTING                              | 1755861        | 08/17/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER            |        | 674.20          |
| C & L DISTRIBUTING                              | 1764522        | 08/31/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER            |        | 256.50          |
| C & L DISTRIBUTING                              | 1764522        | 08/31/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX             |        | 30.00           |
| <b>Vendor C &amp; L DISTRIBUTING Total:</b>     |                |            |                |                            |                            |        | <b>2,115.50</b> |
| <b>Vendor: COCA-COLA BOTTLING COMPANY</b>       |                |            |                |                            |                            |        |                 |
| COCA-COLA BOTTLING CO...                        | 4489298        | 08/03/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX             |        | 200.50          |
| COCA-COLA BOTTLING CO...                        | 4489351        | 08/10/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX             |        | 338.50          |
| COCA-COLA BOTTLING CO...                        | 4489395        | 08/17/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX             |        | 378.50          |
| COCA-COLA BOTTLING CO...                        | 4521243        | 08/24/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX             |        | 227.50          |
| COCA-COLA BOTTLING CO...                        | 4521289        | 08/31/2023 | 610-4810-62540 | Soft Drinks/Mix for Resale | PURCHASE - MIX             |        | 382.50          |
| <b>Vendor COCA-COLA BOTTLING COMPANY Total:</b> |                |            |                |                            |                            |        | <b>1,527.50</b> |
| <b>Vendor: JIM HIRT TRUCKING INC</b>            |                |            |                |                            |                            |        |                 |
| JIM HIRT TRUCKING INC                           | 158705         | 07/31/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - 158705   |        | 70.75           |
| JIM HIRT TRUCKING INC                           | 158709         | 07/31/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - AUG 2... |        | 945.47          |
| JIM HIRT TRUCKING INC                           | 158797         | 08/08/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - AUG 2... |        | 219.39          |
| JIM HIRT TRUCKING INC                           | 158802         | 08/08/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - AUG 2... |        | 109.78          |
| JIM HIRT TRUCKING INC                           | 158817         | 08/08/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - AUG 2... |        | 191.75          |
| JIM HIRT TRUCKING INC                           | 158881         | 08/14/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - AUG 2... |        | 663.17          |
| JIM HIRT TRUCKING INC                           | 158947         | 08/22/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - AUG 2... |        | 414.30          |
| JIM HIRT TRUCKING INC                           | 158959         | 08/22/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - AUG 2... |        | 50.00           |
| JIM HIRT TRUCKING INC                           | 158965         | 08/21/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - AUG 2... |        | 80.90           |
| JIM HIRT TRUCKING INC                           | 158968         | 08/22/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - AUG 2... |        | 155.29          |
| JIM HIRT TRUCKING INC                           | 159036         | 08/28/2023 | 610-4810-62610 | Freight In (Liquor)        | FREIGHT CHARGES - AUG 2... |        | 828.84          |
| <b>Vendor JIM HIRT TRUCKING INC Total:</b>      |                |            |                |                            |                            |        | <b>3,729.64</b> |
| <b>Vendor: MC KINNON COMPANY INC</b>            |                |            |                |                            |                            |        |                 |
| MC KINNON COMPANY INC                           | 734413         | 08/22/2023 | 610-4810-62510 | Liquor for Resale          | PURCHASE - LIQUOR          |        | 744.10          |
| MC KINNON COMPANY INC                           | 734413         | 08/22/2023 | 610-4810-62520 | Beer for Resale            | PURCHASE - BEER            |        | 7,691.00        |
| MC KINNON COMPANY INC                           | 734413         | 08/22/2023 | 610-4810-62530 | Wine for Resale            | PURCHASE - WINE            |        | 124.80          |

**Council Approval Register**

**Packet: APPKT00678 - 09/08/23 DIRECT PAYABLES**

| <b>Vendor Name</b>                                 | <b>Payable Number</b> | <b>Post Date</b> | <b>Account Number</b> | <b>Account Name</b>        | <b>Description (Item)</b> | <b>(None)</b> | <b>Amount</b>    |
|----------------------------------------------------|-----------------------|------------------|-----------------------|----------------------------|---------------------------|---------------|------------------|
| MC KINNON COMPANY INC                              | 734413                | 08/22/2023       | 610-4810-62540        | Soft Drinks/Mix for Resale | PURCHASE - MIX            |               | 38.69            |
| MC KINNON COMPANY INC                              | 735394                | 08/25/2023       | 610-4810-62520        | Beer for Resale            | PURCHASE - BEER           |               | 4,635.00         |
| MC KINNON COMPANY INC                              | 735405                | 08/25/2023       | 610-4810-62520        | Beer for Resale            | PURCHASE - BEER           |               | 528.00           |
| MC KINNON COMPANY INC                              | 735580                | 08/29/2023       | 610-4810-62520        | Beer for Resale            | PURCHASE - BEER           |               | 11,857.60        |
| MC KINNON COMPANY INC                              | 735580                | 08/29/2023       | 610-4810-62520        | Beer for Resale            | PURCHASE - WINE           |               | 147.00           |
| MC KINNON COMPANY INC                              | 735669                | 08/29/2023       | 610-4810-62520        | Beer for Resale            | PURCHASE - BEER           |               | 588.00           |
| MC KINNON COMPANY INC                              | 735669                | 08/29/2023       | 610-4810-62540        | Soft Drinks/Mix for Resale | PURCHASE - MIX            |               | 30.00            |
| MC KINNON COMPANY INC                              | 735669                | 08/29/2023       | 610-4890-64900        | Civic Events               | DONATION                  |               | 50.00            |
| MC KINNON COMPANY INC                              | 736040                | 08/29/2023       | 610-4810-62520        | Beer for Resale            | PURCHASE - BEER           |               | 72.00            |
| <b>Vendor MC KINNON COMPANY INC Total:</b>         |                       |                  |                       |                            |                           |               | <b>26,506.19</b> |
| <b>Vendor: NORTHWEST BEVERAGE INC</b>              |                       |                  |                       |                            |                           |               |                  |
| NORTHWEST BEVERAGE INC                             | 146294                | 08/18/2023       | 610-4810-62510        | Liquor for Resale          | PURCHASE - LIQUOR         |               | 420.90           |
| NORTHWEST BEVERAGE INC                             | 146294                | 08/18/2023       | 610-4810-62520        | Beer for Resale            | PURCHASE - BEER           |               | 16,956.30        |
| NORTHWEST BEVERAGE INC                             | 146329                | 08/21/2023       | 610-4810-62510        | Liquor for Resale          | PURCHASE - LIQUOR         |               | 280.60           |
| NORTHWEST BEVERAGE INC                             | 146329                | 08/21/2023       | 610-4810-62520        | Beer for Resale            | PURCHASE - BEER           |               | 4,410.95         |
| NORTHWEST BEVERAGE INC                             | 146414                | 08/25/2023       | 610-4810-62520        | Beer for Resale            | PURCHASE - BEER           |               | 8,771.45         |
| NORTHWEST BEVERAGE INC                             | 146414                | 08/25/2023       | 610-4810-62540        | Soft Drinks/Mix for Resale | PURCHASE - MIX            |               | 182.50           |
| NORTHWEST BEVERAGE INC                             | 146436                | 08/28/2023       | 610-4810-62510        | Liquor for Resale          | PURCHASE - LIQUOR         |               | 507.60           |
| NORTHWEST BEVERAGE INC                             | 146436                | 08/28/2023       | 610-4810-62520        | Beer for Resale            | PURCHASE - BEER           |               | 15,798.05        |
| NORTHWEST BEVERAGE INC                             | 146437                | 08/28/2023       | 610-4810-62540        | Soft Drinks/Mix for Resale | PURCHASE - MIX            |               | 30.00            |
| NORTHWEST BEVERAGE INC                             | 146437                | 08/28/2023       | 610-4890-64900        | Civic Events               | DONATION                  |               | 48.00            |
| <b>Vendor NORTHWEST BEVERAGE INC Total:</b>        |                       |                  |                       |                            |                           |               | <b>47,406.35</b> |
| <b>Vendor: NORTHWOODS ICE OF BEMIDJI INC</b>       |                       |                  |                       |                            |                           |               |                  |
| NORTHWOODS ICE OF BEM...                           | 62656                 | 08/22/2023       | 610-4810-62590        | Misc. Mdse for Resale      | PURCHASE - ICE            |               | 338.00           |
| NORTHWOODS ICE OF BEM...                           | 62712                 | 08/28/2023       | 610-4810-62590        | Misc. Mdse for Resale      | PURCHASE - ICE            |               | 159.25           |
| <b>Vendor NORTHWOODS ICE OF BEMIDJI INC Total:</b> |                       |                  |                       |                            |                           |               | <b>497.25</b>    |
| <b>Vendor: PEPSI BEVERAGES COMPANY</b>             |                       |                  |                       |                            |                           |               |                  |
| PEPSI BEVERAGES COMPANY                            | 19577355              | 08/31/2023       | 610-4810-62540        | Soft Drinks/Mix for Resale | PURCHASE - MIX            |               | 434.40           |
| <b>Vendor PEPSI BEVERAGES COMPANY Total:</b>       |                       |                  |                       |                            |                           |               | <b>434.40</b>    |
| <b>Vendor: SMALL LOT COOP LLC</b>                  |                       |                  |                       |                            |                           |               |                  |
| SMALL LOT COOP LLC                                 | MN68821               | 09/01/2023       | 610-4810-62510        | Liquor for Resale          | PURCHASE - LIQUOR         |               | 2,467.75         |
| SMALL LOT COOP LLC                                 | MN68821               | 09/01/2023       | 610-4810-62610        | Freight In (Liquor)        | FREIGHT CHARGES           |               | 18.00            |
| <b>Vendor SMALL LOT COOP LLC Total:</b>            |                       |                  |                       |                            |                           |               | <b>2,485.75</b>  |
| <b>Grand Total:</b>                                |                       |                  |                       |                            |                           |               | <b>85,208.23</b> |

Fund Summary

| Fund                    | Expense Amount |
|-------------------------|----------------|
| 610 - LIQUOR DISPENSARY | 85,208.23      |
| Grand Total:            | 85,208.23      |

Account Summary

| Account Number | Account Name                | Expense Amount |
|----------------|-----------------------------|----------------|
| 610-4810-62510 | Liquor for Resale           | 5,040.95       |
| 610-4810-62520 | Beer for Resale             | 73,381.50      |
| 610-4810-62530 | Wine for Resale             | 124.80         |
| 610-4810-62540 | Soft Drinks/Mix for Resa... | 2,318.09       |
| 610-4810-62590 | Misc. Mdse for Resale       | 497.25         |
| 610-4810-62610 | Freight In (Liquor)         | 3,747.64       |
| 610-4890-64900 | Civic Events                | 98.00          |
| Grand Total:   |                             | 85,208.23      |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|----------------|
| **None**            | 85,208.23      |
| Grand Total:        | 85,208.23      |



City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT00680 - 09/12/23 DIRECT PAYABLES

| Vendor Name                                                         | Payable Number | Post Date  | Account Number | Account Name                  | Description (Item)           | (None) | Amount          |
|---------------------------------------------------------------------|----------------|------------|----------------|-------------------------------|------------------------------|--------|-----------------|
| <b>Vendor: AMAZON CAPITAL SERVICES INC</b>                          |                |            |                |                               |                              |        |                 |
| AMAZON CAPITAL SERVICES ..                                          | 114YW6PK31DH   | 08/31/2023 | 620-4840-62880 | Personal Protective Equipm... | RESPIRATOR MASK              |        | 18.68           |
| AMAZON CAPITAL SERVICES ..                                          | 1CDNL3YCVMF9   | 08/31/2023 | 690-4840-62020 | Computer Supplies             | CELL PHONE ACCESSORIES       |        | 52.97           |
| AMAZON CAPITAL SERVICES ..                                          | 1CHW97XPYCR7   | 08/31/2023 | 690-4840-62990 | Misc. Operating Expense       | COAT RACK                    |        | 22.99           |
| AMAZON CAPITAL SERVICES ..                                          | 1GT9QGD6XGH7   | 08/31/2023 | 100-4210-62020 | Computer Supplies             | FLASH DRIVES                 |        | 130.94          |
| AMAZON CAPITAL SERVICES ..                                          | 1GT9QGD6XGH7   | 08/31/2023 | 100-4210-62990 | Misc. Operating Expense       | HEADPHONES                   |        | 99.95           |
| AMAZON CAPITAL SERVICES ..                                          | 1HDVGRG7VY7R   | 08/31/2023 | 100-4650-62020 | Computer Supplies             | CELL PHONE ACCESSORIES       |        | 24.49           |
| AMAZON CAPITAL SERVICES ..                                          | 1HDVGRG7VY7R   | 08/31/2023 | 620-4840-62020 | Computer Supplies             | CELL PHONE ACCESSORIES       |        | 26.41           |
| AMAZON CAPITAL SERVICES ..                                          | 1MHY9QTR9QL    | 08/26/2023 | 100-4210-62020 | Computer Supplies             | CELL PHONE ACCESSORITES ...  |        | 576.06          |
| AMAZON CAPITAL SERVICES ..                                          | 1N4PP3JL7TDY   | 08/23/2023 | 690-4850-62210 | Equipment Maint & Repair      | MATS - #113                  |        | 89.99           |
| AMAZON CAPITAL SERVICES ..                                          | 1PXT44KG9V9F   | 08/23/2023 | 620-4840-62170 | Field Supplies                | GLASS BEAKERS / SYRINGES     |        | 24.97           |
| AMAZON CAPITAL SERVICES ..                                          | 1RXRYFY9CWF    | 08/23/2023 | 690-14100      | Inventory - Materials         | 2 BOLT CONNECTOR             |        | 28.60           |
| AMAZON CAPITAL SERVICES ..                                          | 1TXPD477WN14   | 08/31/2023 | 100-4210-62020 | Computer Supplies             | CELL PHONE ACCESSORIES       |        | 47.83           |
| AMAZON CAPITAL SERVICES ..                                          | 1W3HFPL31VYF   | 08/31/2023 | 100-4192-62020 | Computer Supplies             | CELL PHONE SUPPLIES          |        | 34.18           |
| AMAZON CAPITAL SERVICES ..                                          | 1X64GMPWYLLL   | 08/31/2023 | 100-4150-62020 | Computer Supplies             | CELL PHONE ACCESSORIES       |        | 60.91           |
| AMAZON CAPITAL SERVICES ..                                          | 1X64GMPWYLLL   | 08/31/2023 | 100-4192-62020 | Computer Supplies             | CELL PHONE ACCESSORIES       |        | 55.60           |
| <b>Vendor AMAZON CAPITAL SERVICES INC Total:</b>                    |                |            |                |                               |                              |        | <b>1,294.57</b> |
| <b>Vendor: ARAMARK UNIFORM &amp; CAREER APPAREL GROUP INC</b>       |                |            |                |                               |                              |        |                 |
| ARAMARK UNIFORM & CAR...                                            | 2630178249     | 08/22/2023 | 620-4890-63030 | Contracts Expense             | LAUNDRY SERVICE - 08/22/...  |        | 85.13           |
| <b>Vendor ARAMARK UNIFORM &amp; CAREER APPAREL GROUP INC Total:</b> |                |            |                |                               |                              |        | <b>85.13</b>    |
| <b>Vendor: BANKCARD ELECTRONIC PYMTS INC</b>                        |                |            |                |                               |                              |        |                 |
| BANKCARD ELECTRONIC P...                                            | 08 2023 LQR    | 09/05/2023 | 610-4890-63060 | Credit Card Fees              | CREDIT CARD FEES - AUG 20... |        | 9,554.25        |
| <b>Vendor BANKCARD ELECTRONIC PYMTS INC Total:</b>                  |                |            |                |                               |                              |        | <b>9,554.25</b> |
| <b>Vendor: GARDEN VALLEY TECHNOLOGIES</b>                           |                |            |                |                               |                              |        |                 |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 100-4150-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 429.26          |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 100-4194-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 40.37           |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 100-4220-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 103.37          |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 100-4240-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 36.98           |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 100-4312-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 41.99           |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 100-4315-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 41.98           |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 100-4510-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 48.99           |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 100-4570-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 9.99            |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 100-4650-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 137.97          |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 100-4670-64500 | Senior Citizen Programs       | PHONE CHARGES - SEP/OCT...   |        | 80.74           |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 610-4830-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 153.82          |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 620-4830-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 222.87          |
| GARDEN VALLEY TECHNOL...                                            | 101272650      | 09/10/2023 | 630-4830-63210 | Communication Expense         | PHONE CHARGES - SEP/OCT...   |        | 322.22          |

**Council Approval Register**

**Packet: APPKT00680 - 09/12/23 DIRECT PAYABLES**

| Vendor Name                                        | Payable Number   | Post Date  | Account Number | Account Name          | Description (Item)           | (None) | Amount            |
|----------------------------------------------------|------------------|------------|----------------|-----------------------|------------------------------|--------|-------------------|
| GARDEN VALLEY TECHNOL...                           | 101272650        | 09/10/2023 | 690-4830-63210 | Communication Expense | PHONE CHARGES - SEP/OCT...   |        | 341.91            |
| <b>Vendor GARDEN VALLEY TECHNOLOGIES Total:</b>    |                  |            |                |                       |                              |        | <b>2,012.46</b>   |
| <b>Vendor: GLOBAL PAYMENTS INTEGRATED</b>          |                  |            |                |                       |                              |        |                   |
| GLOBAL PAYMENTS INTEGR...                          | 08 2023 ASH      | 09/05/2023 | 100-4670-63060 | Credit Card Fees      | CREDIT CARD FEES - AUG 20... |        | 194.28            |
| GLOBAL PAYMENTS INTEGR...                          | 08 2023 ASH      | 09/05/2023 | 690-4890-63060 | Credit Card Fees      | CREDIT CARD FEES - AUG 20... |        | 1,419.30          |
| GLOBAL PAYMENTS INTEGR...                          | 08 2023 ELEC 2   | 09/05/2023 | 690-4890-63060 | Credit Card Fees      | CREDIT CARD FEES - AUG 20... |        | 5,356.28          |
| GLOBAL PAYMENTS INTEGR...                          | 08 2023 ELEC     | 09/05/2023 | 690-4890-63060 | Credit Card Fees      | CREDIT CARD FEES - AUG 20... |        | 105.45            |
| GLOBAL PAYMENTS INTEGR...                          | 08 2023 GEN      | 09/05/2023 | 100-4670-63060 | Credit Card Fees      | CREDIT CARD FEES - AUG 20... |        | 74.95             |
| <b>Vendor GLOBAL PAYMENTS INTEGRATED Total:</b>    |                  |            |                |                       |                              |        | <b>7,150.26</b>   |
| <b>Vendor: LEAGUE OF MN CITIES INS TRUST</b>       |                  |            |                |                       |                              |        |                   |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 P C | 09/05/2023 | 100-4670-63610 | Insurance Expense     | 4TH QTR 2023 PROPERTY / ...  |        | 29,432.73         |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 P C | 09/05/2023 | 610-4870-63610 | Insurance Expense     | 4TH QTR 2023 PROPERTY / ...  |        | 1,577.24          |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 P C | 09/05/2023 | 620-4870-63610 | Insurance Expense     | 4TH QTR 2023 PROPERTY / ...  |        | 6,687.69          |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 P C | 09/05/2023 | 680-4870-63610 | Insurance Expense     | 4TH QTR 2023 PROPERTY / ...  |        | 3,473.52          |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 P C | 09/05/2023 | 690-4870-63610 | Insurance Expense     | 4TH QTR 2023 PROPERTY / ...  |        | 10,456.14         |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 P C | 09/05/2023 | 820-4870-63610 | Insurance Expense     | 4TH QTR 2023 PROPERTY / ...  |        | 84.68             |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 W C | 09/05/2023 | 100-4670-63610 | Insurance Expense     | 4TH QTR 2023 WORKERS C...    |        | 55,503.03         |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 W C | 09/05/2023 | 610-4870-63610 | Insurance Expense     | 4TH QTR 2023 WORKERS C...    |        | 4,342.43          |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 W C | 09/05/2023 | 620-4870-63610 | Insurance Expense     | 4TH QTR 2023 WORKERS C...    |        | 3,170.20          |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 W C | 09/05/2023 | 680-4870-63610 | Insurance Expense     | 4TH QTR 2023 WORKERS C...    |        | 1,969.65          |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 W C | 09/05/2023 | 690-4870-63610 | Insurance Expense     | 4TH QTR 2023 WORKERS C...    |        | 8,018.49          |
| LEAGUE OF MN CITIES INS T...                       | 4TH QTR 2023 W C | 09/05/2023 | 820-4870-63610 | Insurance Expense     | 4TH QTR 2023 WORKERS C...    |        | 817.20            |
| <b>Vendor LEAGUE OF MN CITIES INS TRUST Total:</b> |                  |            |                |                       |                              |        | <b>125,533.00</b> |
| <b>Vendor: MINNESOTA ENERGY GROUP-00003</b>        |                  |            |                |                       |                              |        |                   |
| MINNESOTA ENERGY GROU...                           | 4719889910       | 09/05/2023 | 100-4220-63890 | Utilities Expense     | GAS METER READING - AUG...   |        | 61.77             |
| MINNESOTA ENERGY GROU...                           | 4719889910       | 09/05/2023 | 100-4550-63890 | Utilities Expense     | GAS METER READING - AUG...   |        | 68.52             |
| MINNESOTA ENERGY GROU...                           | 4719889910       | 09/05/2023 | 100-4560-63890 | Utilities Expense     | GAS METER READING - AUG...   |        | 62.27             |
| MINNESOTA ENERGY GROU...                           | 4719889910       | 09/05/2023 | 100-4570-63890 | Utilities Expense     | GAS METER READING - AUG...   |        | 66.02             |
| MINNESOTA ENERGY GROU...                           | 4719889910       | 09/05/2023 | 680-4830-63890 | Utilities Expense     | GAS METER READING - AUG...   |        | 27.69             |
| <b>Vendor MINNESOTA ENERGY GROUP-00003 Total:</b>  |                  |            |                |                       |                              |        | <b>286.27</b>     |
| <b>Vendor: MINNESOTA ENERGY GROUP-00005</b>        |                  |            |                |                       |                              |        |                   |
| MINNESOTA ENERGY GROU...                           | 4713143555       | 08/30/2023 | 690-4830-63890 | Utilities Expense     | GAS METER READING - AUG...   |        | 80.33             |
| <b>Vendor MINNESOTA ENERGY GROUP-00005 Total:</b>  |                  |            |                |                       |                              |        | <b>80.33</b>      |
| <b>Vendor: MINNESOTA ENERGY GROUP-00007</b>        |                  |            |                |                       |                              |        |                   |
| MINNESOTA ENERGY GROU...                           | 4723300692       | 09/07/2023 | 100-4194-63890 | Utilities Expense     | GAS METER READING - AUG...   |        | 27.69             |
| <b>Vendor MINNESOTA ENERGY GROUP-00007 Total:</b>  |                  |            |                |                       |                              |        | <b>27.69</b>      |
| <b>Vendor: NORTHDAL OIL INC</b>                    |                  |            |                |                       |                              |        |                   |
| NORTHDAL OIL INC                                   | AUG 2023         | 08/30/2023 | 100-4210-62120 | Gas-Oil-Lube          | FUEL PURCHASES - AUG 20...   |        | 1,699.40          |
| NORTHDAL OIL INC                                   | AUG 2023         | 08/30/2023 | 100-4220-62120 | Gas-Oil-Lube          | FUEL PURCHASES - AUG 20...   |        | 91.53             |
| NORTHDAL OIL INC                                   | AUG 2023         | 08/30/2023 | 100-4312-62120 | Gas-Oil-Lube          | FUEL PURCHASES - AUG 20...   |        | 985.97            |
| NORTHDAL OIL INC                                   | AUG 2023         | 08/30/2023 | 100-4315-62120 | Gas-Oil-Lube          | FUEL PURCHASES - AUG 20...   |        | 190.61            |
| NORTHDAL OIL INC                                   | AUG 2023         | 08/30/2023 | 620-4840-62120 | Gas-Oil-Lube          | FUEL PURCHASES - AUG 20...   |        | 42.70             |

Council Approval Register

Packet: APPKT00680 - 09/12/23 DIRECT PAYABLES

| Vendor Name                                | Payable Number | Post Date  | Account Number | Account Name                 | Description (Item)         | (None) | Amount     |
|--------------------------------------------|----------------|------------|----------------|------------------------------|----------------------------|--------|------------|
| NORTHDALE OIL INC                          | AUG 2023       | 08/30/2023 | 690-4840-62120 | Gas-Oil-Lube                 | FUEL PURCHASES - AUG 20... |        | 327.28     |
| Vendor NORTHDALE OIL INC Total:            |                |            |                |                              |                            |        | 3,337.49   |
| <b>Vendor: VERIZON WIRELESS #742042583</b> |                |            |                |                              |                            |        |            |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 100-4192-63020 | Computer Maintenance & li... | MONTHLY IPAD CHARGES - ... |        | 141.75     |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 100-4220-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 100-4240-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 100-4650-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 100-4650-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 620-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 620-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 620-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 680-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 690-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 690-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 690-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 690-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 690-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 690-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 690-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| VERIZON WIRELESS #74204...                 | 9943373629     | 09/01/2023 | 690-4830-63210 | Communication Expense        | MONTHLY IPAD CHARGES - ... |        | 40.01      |
| Vendor VERIZON WIRELESS #742042583 Total:  |                |            |                |                              |                            |        | 821.92     |
| Grand Total:                               |                |            |                |                              |                            |        | 150,183.37 |

**Fund Summary**

| <b>Fund</b>                   | <b>Expense Amount</b> |
|-------------------------------|-----------------------|
| 100 - GENERAL FUND            | 90,762.16             |
| 610 - LIQUOR DISPENSARY       | 15,627.74             |
| 620 - WATER UTILITY FUND      | 10,398.68             |
| 630 - ARENAS - VENUWORKS      | 322.22                |
| 680 - WASTEWATER UTILITY FUND | 5,510.87              |
| 690 - ELECTRIC UTILITY FUND   | 26,659.82             |
| 820 - GREENWOOD CEMETERY FUND | 901.88                |
| <b>Grand Total:</b>           | <b>150,183.37</b>     |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>     | <b>Expense Amount</b> |
|-----------------------|-------------------------|-----------------------|
| 100-4150-62020        | Computer Supplies       | 60.91                 |
| 100-4150-63210        | Communication Expense   | 429.26                |
| 100-4192-62020        | Computer Supplies       | 89.78                 |
| 100-4192-63020        | Computer Maintenance... | 141.75                |
| 100-4194-63210        | Communication Expense   | 40.37                 |
| 100-4194-63890        | Utilities Expense       | 27.69                 |
| 100-4210-62020        | Computer Supplies       | 754.83                |
| 100-4210-62120        | Gas-Oil-Lube            | 1,699.40              |
| 100-4210-62990        | Misc. Operating Expense | 99.95                 |
| 100-4220-62120        | Gas-Oil-Lube            | 91.53                 |
| 100-4220-63210        | Communication Expense   | 143.38                |
| 100-4220-63890        | Utilities Expense       | 61.77                 |
| 100-4240-63210        | Communication Expense   | 76.99                 |
| 100-4312-62120        | Gas-Oil-Lube            | 985.97                |
| 100-4312-63210        | Communication Expense   | 41.99                 |
| 100-4315-62120        | Gas-Oil-Lube            | 190.61                |
| 100-4315-63210        | Communication Expense   | 41.98                 |
| 100-4510-63210        | Communication Expense   | 48.99                 |
| 100-4550-63890        | Utilities Expense       | 68.52                 |
| 100-4560-63890        | Utilities Expense       | 62.27                 |
| 100-4570-63210        | Communication Expense   | 9.99                  |
| 100-4570-63890        | Utilities Expense       | 66.02                 |
| 100-4650-62020        | Computer Supplies       | 24.49                 |
| 100-4650-63210        | Communication Expense   | 217.99                |
| 100-4670-63060        | Credit Card Fees        | 269.23                |
| 100-4670-63610        | Insurance Expense       | 84,935.76             |
| 100-4670-64500        | Senior Citizen Programs | 80.74                 |
| 610-4830-63210        | Communication Expense   | 153.82                |
| 610-4870-63610        | Insurance Expense       | 5,919.67              |
| 610-4890-63060        | Credit Card Fees        | 9,554.25              |
| 620-4830-63210        | Communication Expense   | 342.90                |

Account Summary

| Account Number | Account Name                | Expense Amount |
|----------------|-----------------------------|----------------|
| 620-4840-62020 | Computer Supplies           | 26.41          |
| 620-4840-62120 | Gas-Oil-Lube                | 42.70          |
| 620-4840-62170 | Field Supplies              | 24.97          |
| 620-4840-62880 | Personal Protective Equi... | 18.68          |
| 620-4870-63610 | Insurance Expense           | 9,857.89       |
| 620-4890-63030 | Contracts Expense           | 85.13          |
| 630-4830-63210 | Communication Expense       | 322.22         |
| 680-4830-63210 | Communication Expense       | 40.01          |
| 680-4830-63890 | Utilities Expense           | 27.69          |
| 680-4870-63610 | Insurance Expense           | 5,443.17       |
| 690-14100      | Inventory - Materials       | 28.60          |
| 690-4830-63210 | Communication Expense       | 702.00         |
| 690-4830-63890 | Utilities Expense           | 80.33          |
| 690-4840-62020 | Computer Supplies           | 52.97          |
| 690-4840-62120 | Gas-Oil-Lube                | 327.28         |
| 690-4840-62990 | Misc. Operating Expense     | 22.99          |
| 690-4850-62210 | Equipment Maint & Repa..    | 89.99          |
| 690-4870-63610 | Insurance Expense           | 18,474.63      |
| 690-4890-63060 | Credit Card Fees            | 6,881.03       |
| 820-4870-63610 | Insurance Expense           | 901.88         |
| Grand Total:   |                             | 150,183.37     |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|----------------|
| **None**            | 150,183.37     |
| Grand Total:        | 150,183.37     |



City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT00686 - 09/13/23 DIRECT PAYABLES

| Vendor Name                                       | Payable Number   | Post Date  | Account Number | Account Name               | Description (Item)            | (None) | Amount          |
|---------------------------------------------------|------------------|------------|----------------|----------------------------|-------------------------------|--------|-----------------|
| <b>Vendor: GLOBAL PAYMENTS INTEGRATED</b>         |                  |            |                |                            |                               |        |                 |
| GLOBAL PAYMENTS INTEGR...                         | 08 2023 ELECTRIC | 09/05/2023 | 690-4890-63060 | Credit Card Fees           | CREDIT CARD FEES - AUG 20...  |        | 5,356.28        |
| <b>Vendor GLOBAL PAYMENTS INTEGRATED Total:</b>   |                  |            |                |                            |                               |        | <b>5,356.28</b> |
| <b>Vendor: MINNESOTA RURAL WATER ASSOC.</b>       |                  |            |                |                            |                               |        |                 |
| MINNESOTA RURAL WATER...                          | 09/13/23 MRWA    | 09/13/2023 | 620-4890-64400 | Travel, Conference, School | REGISTRATION FEES (2) - T ... |        | 265.00          |
| MINNESOTA RURAL WATER...                          | 09/13/23 MRWA    | 09/13/2023 | 620-4890-64400 | Travel, Conference, School | REGISTRATION FEES (2) - T ... |        | 265.00          |
| <b>Vendor MINNESOTA RURAL WATER ASSOC. Total:</b> |                  |            |                |                            |                               |        | <b>530.00</b>   |
| <b>Grand Total:</b>                               |                  |            |                |                            |                               |        | <b>5,886.28</b> |

Fund Summary

| Fund                        | Expense Amount |
|-----------------------------|----------------|
| 620 - WATER UTILITY FUND    | 530.00         |
| 690 - ELECTRIC UTILITY FUND | 5,356.28       |
| Grand Total:                | 5,886.28       |

Account Summary

| Account Number | Account Name               | Expense Amount |
|----------------|----------------------------|----------------|
| 620-4890-64400 | Travel, Conference, Sch... | 530.00         |
| 690-4890-63060 | Credit Card Fees           | 5,356.28       |
| Grand Total:   |                            | 5,886.28       |

Project Account Summary

| Project Account Key | Expense Amount |
|---------------------|----------------|
| **None**            | 5,886.28       |
| Grand Total:        | 5,886.28       |



City of Thief River Falls, MN

## Council Approval Register

Packet: APPKT00687 - 09/19/23 COUNCIL MEETING

| Vendor Name                                            | Payable Number | Post Date  | Account Number | Account Name                  | Description (Item)         | (None) | Amount           |
|--------------------------------------------------------|----------------|------------|----------------|-------------------------------|----------------------------|--------|------------------|
| <b>Vendor: A+ CONCRETE &amp; LANDSCAPING LLC</b>       |                |            |                |                               |                            |        |                  |
| A+ CONCRETE & LANDSCAP...                              | 1974           | 08/30/2023 | 680-4890-64190 | Rentals/Leases                | CRANE RENTAL - NEW GEN...  |        | 1,200.00         |
| <b>Vendor A+ CONCRETE &amp; LANDSCAPING LLC Total:</b> |                |            |                |                               |                            |        | <b>1,200.00</b>  |
| <b>Vendor: ACE HARDWARE</b>                            |                |            |                |                               |                            |        |                  |
| ACE HARDWARE                                           | 141054         | 08/08/2023 | 100-4194-62990 | Misc. Operating Expense       | INSECT KILLER / TRAPS      |        | 22.58            |
| ACE HARDWARE                                           | 141281         | 08/10/2023 | 100-4220-62230 | Building Maint & Repair       | WATER SHUT OFF VALVE       |        | 11.75            |
| ACE HARDWARE                                           | 141539         | 08/14/2023 | 690-4850-62350 | Power Plant/Dam Maint         | WINDOW PANES REPLACED      |        | 25.50            |
| ACE HARDWARE                                           | 141738         | 08/15/2023 | 100-4315-62230 | Building Maint & Repair       | BROOM                      |        | 27.98            |
| ACE HARDWARE                                           | 141920         | 08/17/2023 | 620-4840-62990 | Misc. Operating Expense       | HARDWARE / FASTENERS - ... |        | 8.56             |
| ACE HARDWARE                                           | 142741         | 08/29/2023 | 100-4510-62240 | Department Maint & Repair     | SPRAYER                    |        | 19.99            |
| <b>Vendor ACE HARDWARE Total:</b>                      |                |            |                |                               |                            |        | <b>116.36</b>    |
| <b>Vendor: ACE RENT-ALL</b>                            |                |            |                |                               |                            |        |                  |
| ACE RENT-ALL                                           | 08 02 23       | 08/02/2023 | 100-4210-62990 | Misc. Operating Expense       | PORTABLE TOILET RENTAL     |        | 90.00            |
| <b>Vendor ACE RENT-ALL Total:</b>                      |                |            |                |                               |                            |        | <b>90.00</b>     |
| <b>Vendor: AMARIL UNIFORM COMPANY</b>                  |                |            |                |                               |                            |        |                  |
| AMARIL UNIFORM COMPA...                                | IV248935       | 09/01/2023 | 690-4840-62880 | Personal Protective Equipm... | PPE - HOODIE / JUSTIN      |        | 128.91           |
| AMARIL UNIFORM COMPA...                                | IV248935       | 09/01/2023 | 690-4840-62880 | Personal Protective Equipm... | PPE - FR SHIRT JAC / MATT  |        | 173.16           |
| <b>Vendor AMARIL UNIFORM COMPANY Total:</b>            |                |            |                |                               |                            |        | <b>302.07</b>    |
| <b>Vendor: AQUA PURE INC</b>                           |                |            |                |                               |                            |        |                  |
| AQUA PURE INC                                          | TRFMN2311      | 09/05/2023 | 620-4840-62160 | Chemicals                     | CHEMICALS                  |        | 16,753.56        |
| <b>Vendor AQUA PURE INC Total:</b>                     |                |            |                |                               |                            |        | <b>16,753.56</b> |
| <b>Vendor: BRIAN DUANE HOLMER</b>                      |                |            |                |                               |                            |        |                  |
| BRIAN DUANE HOLMER                                     | 108487         | 09/06/2023 | 100-4650-64481 | FEMA                          | SKIDSTEER MAINTENANCE      |        | 700.00           |
| <b>Vendor BRIAN DUANE HOLMER Total:</b>                |                |            |                |                               |                            |        | <b>700.00</b>    |
| <b>Vendor: BRIAN MOYER</b>                             |                |            |                |                               |                            |        |                  |
| BRIAN MOYER                                            | 1059           | 09/12/2023 | 100-4510-63030 | Contracts Expense             | TREE / STUMP GRINDING S... |        | 7,544.00         |
| <b>Vendor BRIAN MOYER Total:</b>                       |                |            |                |                               |                            |        | <b>7,544.00</b>  |
| <b>Vendor: COLE PAPERS INC</b>                         |                |            |                |                               |                            |        |                  |
| COLE PAPERS INC                                        | 10325574       | 08/07/2023 | 610-4840-62990 | Misc. Operating Expense       | HAND TOWELS                |        | 70.99            |
| COLE PAPERS INC                                        | 10325574       | 08/07/2023 | 610-4850-62230 | Building Maint & Repair       | FLOOR ENHANCER             |        | 115.64           |
| COLE PAPERS INC                                        | 10328329       | 08/10/2023 | 100-4194-62990 | Misc. Operating Expense       | SUPPLIES - TOILET TISSUE   |        | 138.91           |
| COLE PAPERS INC                                        | 10329240       | 08/17/2023 | 610-4840-62140 | Off Sale Supplies             | HIPPO BAGS                 |        | 68.21            |
| COLE PAPERS INC                                        | 10329806       | 08/17/2023 | 620-4840-62990 | Misc. Operating Expense       | WTP SUPPLIES - PAPER TO... |        | 161.98           |
| COLE PAPERS INC                                        | 10329807       | 08/17/2023 | 100-4194-62990 | Misc. Operating Expense       | BATH TISSUE                |        | 50.51            |

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| Vendor Name                                         | Payable Number | Post Date  | Account Number | Account Name                   | Description (Item)           | (None) | Amount           |
|-----------------------------------------------------|----------------|------------|----------------|--------------------------------|------------------------------|--------|------------------|
| COLE PAPERS INC                                     | 10331164       | 08/17/2023 | 610-4840-62990 | Misc. Operating Expense        | HAND SOAP                    |        | 86.94            |
| <b>Vendor COLE PAPERS INC Total:</b>                |                |            |                |                                |                              |        | <b>693.18</b>    |
| <b>Vendor: CORE &amp; MAIN LP</b>                   |                |            |                |                                |                              |        |                  |
| CORE & MAIN LP                                      | T483635        | 09/08/2023 | 545-4680-65900 | Work in Process-Constructi...  | WATER METER PROJECT          |        | 58,464.00        |
| CORE & MAIN LP                                      | T524441        | 09/06/2023 | 545-4680-65900 | Work in Process-Constructi...  | WATER METER PROJECT          |        | 3,115.35         |
| CORE & MAIN LP                                      | T532865        | 09/07/2023 | 620-4850-62200 | System Expense                 | DIST SUPPLIES                |        | 2,815.86         |
| CORE & MAIN LP                                      | T535281        | 09/07/2023 | 545-4680-65900 | Work in Process-Constructi...  | WATER METER PROJECT          |        | 6,230.70         |
| <b>Vendor CORE &amp; MAIN LP Total:</b>             |                |            |                |                                |                              |        | <b>70,625.91</b> |
| <b>Vendor: DARWIN C KLEMETSON</b>                   |                |            |                |                                |                              |        |                  |
| DARWIN C KLEMETSON                                  | 2869           | 08/29/2023 | 670-4890-63030 | Contracts Expense              | DRIVEWAY APRON - STORM...    |        | 896.00           |
| DARWIN C KLEMETSON                                  | 3122           | 08/29/2023 | 690-4890-63030 | Contracts Expense              | LABOR / MATERIALS - PATC...  |        | 4,500.00         |
| <b>Vendor DARWIN C KLEMETSON Total:</b>             |                |            |                |                                |                              |        | <b>5,396.00</b>  |
| <b>Vendor: DIGI KEY CORPORATION</b>                 |                |            |                |                                |                              |        |                  |
| DIGI KEY CORPORATION                                | 99347872       | 08/16/2023 | 100-4220-62990 | Misc. Operating Expense        | BATTERIES                    |        | 122.61           |
| DIGI KEY CORPORATION                                | 99362905       | 08/17/2023 | 680-4850-62220 | Lift Station and Pond Maint... | TIMER - LIFT STATION         |        | 52.89            |
| DIGI KEY CORPORATION                                | 99445568       | 08/22/2023 | 680-4850-62220 | Lift Station and Pond Maint... | LIFT STATION REPAIR          |        | 54.12            |
| DIGI KEY CORPORATION                                | 99448851       | 08/22/2023 | 690-14100      | Inventory - Materials          | HEAT SHRINK                  |        | 202.52           |
| <b>Vendor DIGI KEY CORPORATION Total:</b>           |                |            |                |                                |                              |        | <b>432.14</b>    |
| <b>Vendor: EAZY PACK N SHIP</b>                     |                |            |                |                                |                              |        |                  |
| EAZY PACK N SHIP                                    | 12696          | 08/02/2023 | 620-4840-62170 | Field Supplies                 | SHIPPING CHARGES - STATE...  |        | 158.91           |
| <b>Vendor EAZY PACK N SHIP Total:</b>               |                |            |                |                                |                              |        | <b>158.91</b>    |
| <b>Vendor: EVANS SCRAP AND STEEL INC</b>            |                |            |                |                                |                              |        |                  |
| EVANS SCRAP AND STEEL INC                           | 0222651        | 08/24/2023 | 670-4840-62990 | Misc. Operating Expense        | ROUND / FLAT METAL - SIFT... |        | 80.98            |
| EVANS SCRAP AND STEEL INC                           | 0222702        | 08/24/2023 | 100-4312-62210 | Equipment Maint & Repair       | TUBE METAL                   |        | 100.76           |
| <b>Vendor EVANS SCRAP AND STEEL INC Total:</b>      |                |            |                |                                |                              |        | <b>181.74</b>    |
| <b>Vendor: FLAHERTY AND HOOD PA</b>                 |                |            |                |                                |                              |        |                  |
| FLAHERTY AND HOOD PA                                | 19958          | 09/13/2023 | 560-4680-65940 | Work in Progress - Legal/Mi... | LITIGATION SERVICES - WW...  |        | 1,575.00         |
| <b>Vendor FLAHERTY AND HOOD PA Total:</b>           |                |            |                |                                |                              |        | <b>1,575.00</b>  |
| <b>Vendor: GOPHER STATE ONE CALL</b>                |                |            |                |                                |                              |        |                  |
| GOPHER STATE ONE CALL                               | 3080789        | 08/31/2023 | 690-4850-62360 | Distribution Maint             | BILLABLE LOCATES - AUG 20... |        | 133.65           |
| <b>Vendor GOPHER STATE ONE CALL Total:</b>          |                |            |                |                                |                              |        | <b>133.65</b>    |
| <b>Vendor: GRAND FORKS FIRE EQUIPMENT LLC</b>       |                |            |                |                                |                              |        |                  |
| GRAND FORKS FIRE EQUIP...                           | 38862          | 09/05/2023 | 100-4220-62880 | Personal Protective Equipm...  | TURNOUT GEAR (3)             |        | 7,675.92         |
| <b>Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:</b> |                |            |                |                                |                              |        | <b>7,675.92</b>  |
| <b>Vendor: GRAYMONT WESTERN CANADA INC</b>          |                |            |                |                                |                              |        |                  |
| GRAYMONT WESTERN CAN...                             | 3-403859 RI    | 08/29/2023 | 620-4840-62160 | Chemicals                      | BULK PEBBLED QUICKLIME       |        | 8,846.95         |
| <b>Vendor GRAYMONT WESTERN CANADA INC Total:</b>    |                |            |                |                                |                              |        | <b>8,846.95</b>  |
| <b>Vendor: GUARDIAN PEST SOLUTIONS INC</b>          |                |            |                |                                |                              |        |                  |
| GUARDIAN PEST SOLUTIONS..                           | 2499005        | 08/22/2023 | 690-4890-63030 | Contracts Expense              | RODENT CONTROL PRGM - ...    |        | 58.00            |
| <b>Vendor GUARDIAN PEST SOLUTIONS INC Total:</b>    |                |            |                |                                |                              |        | <b>58.00</b>     |

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|----------------------------------------------------|----------------|------------|----------------|-------------------------------|------------------------------|--------|------------------|
| <b>Vendor: HACH COMPANY</b>                        |                |            |                |                               |                              |        |                  |
| HACH COMPANY                                       | 13725972       | 09/05/2023 | 620-4840-62170 | Field Supplies                | LAB SUPPLIES                 |        | 211.30           |
| <b>Vendor HACH COMPANY Total:</b>                  |                |            |                |                               |                              |        | <b>211.30</b>    |
| <b>Vendor: HAWKINS INC</b>                         |                |            |                |                               |                              |        |                  |
| HAWKINS INC                                        | 6542738        | 08/02/2023 | 620-4840-62160 | Chemicals                     | CHEMICALS                    |        | 1,984.59         |
| HAWKINS INC                                        | 6554806        | 08/15/2023 | 620-4840-62160 | Chemicals                     | CHEMICALS                    |        | 6,929.17         |
| HAWKINS INC                                        | 6556722        | 08/17/2023 | 620-4840-62160 | Chemicals                     | CHEMICALS                    |        | 5,928.00         |
| HAWKINS INC                                        | 6566680        | 08/29/2023 | 620-4840-62160 | Chemicals                     | CHEMICALS                    |        | 5,063.52         |
| <b>Vendor HAWKINS INC Total:</b>                   |                |            |                |                               |                              |        | <b>19,905.28</b> |
| <b>Vendor: HDR ENGINEERING INC - CHICAGO</b>       |                |            |                |                               |                              |        |                  |
| HDR ENGINEERING INC - CH...                        | 1200553125     | 09/05/2023 | 690-4890-64370 | Taxes and Licenses            | PROF SRVCS - AUG 2023 D...   |        | 7,563.72         |
| <b>Vendor HDR ENGINEERING INC - CHICAGO Total:</b> |                |            |                |                               |                              |        | <b>7,563.72</b>  |
| <b>Vendor: HUBERTS OUTDOOR POWER</b>               |                |            |                |                               |                              |        |                  |
| HUBERTS OUTDOOR POWER                              | 23565          | 06/01/2023 | 100-4220-62210 | Equipment Maint & Repair      | SLIDE RAIL / 18" BAR         |        | 48.79            |
| HUBERTS OUTDOOR POWER                              | 23565          | 06/01/2023 | 100-4220-62400 | Small Tools and Minor Equip   | CARBIDE CHAIN                |        | 268.79           |
| <b>Vendor HUBERTS OUTDOOR POWER Total:</b>         |                |            |                |                               |                              |        | <b>317.58</b>    |
| <b>Vendor: HUGOS #7</b>                            |                |            |                |                               |                              |        |                  |
| HUGOS #7                                           | 0020           | 08/02/2023 | 100-4110-64400 | Travel, Conference, School    | GROCERY ITEMS - BUDGET ...   |        | 27.98            |
| HUGOS #7                                           | 0064           | 09/05/2023 | 100-4110-64400 | Travel, Conference, School    | GROCERY ITEMS - COMM OF..    |        | 91.92            |
| <b>Vendor HUGOS #7 Total:</b>                      |                |            |                |                               |                              |        | <b>119.90</b>    |
| <b>Vendor: ICON ARCHITECTURAL GROUP LLC</b>        |                |            |                |                               |                              |        |                  |
| ICON ARCHITECTURAL GRO...                          | 20232002500    | 04/30/2023 | 100-4671-62200 | System Expense                | DESIGN SERVICES - LIBRARY... |        | 1,435.00         |
| ICON ARCHITECTURAL GRO...                          | 20232002502    | 04/30/2023 | 100-4671-62200 | System Expense                | DESIGN & CONSTRUCTION ...    |        | 28,458.00        |
| ICON ARCHITECTURAL GRO...                          | 20232002666    | 08/31/2023 | 100-4671-62200 | System Expense                | BIDDING PROCESS - CITY HA... |        | 2,418.00         |
| ICON ARCHITECTURAL GRO...                          | 20232002689    | 08/31/2023 | 100-4671-62200 | System Expense                | DESIGN SERVICES - LIBRARY... |        | 8,522.50         |
| <b>Vendor ICON ARCHITECTURAL GROUP LLC Total:</b>  |                |            |                |                               |                              |        | <b>40,833.50</b> |
| <b>Vendor: IHLE SPARBY AND HAASE PA</b>            |                |            |                |                               |                              |        |                  |
| IHLE SPARBY AND HAASE PA                           | 3623           | 09/01/2023 | 100-4160-63040 | Legal Fees                    | CRIMINAL SERVICES - AUG ...  |        | 5,250.00         |
| IHLE SPARBY AND HAASE PA                           | 3624           | 09/01/2023 | 100-4160-63040 | Legal Fees                    | CONTRACT SERVICES - AUD ...  |        | 2,600.00         |
| <b>Vendor IHLE SPARBY AND HAASE PA Total:</b>      |                |            |                |                               |                              |        | <b>7,850.00</b>  |
| <b>Vendor: INTERSTATE BILLING SERVICE</b>          |                |            |                |                               |                              |        |                  |
| INTERSTATE BILLING SERVICE                         | 22145G         | 08/29/2023 | 100-4312-62210 | Equipment Maint & Repair      | FILTERS - SKIDSTEER          |        | 325.92           |
| <b>Vendor INTERSTATE BILLING SERVICE Total:</b>    |                |            |                |                               |                              |        | <b>325.92</b>    |
| <b>Vendor: JONATHON CHARLES KLOS</b>               |                |            |                |                               |                              |        |                  |
| JONATHON CHARLES KLOS                              | 108486         | 09/06/2023 | 100-4650-64481 | FEMA                          | DIVING SERVICES - DAM ST...  |        | 700.00           |
| <b>Vendor JONATHON CHARLES KLOS Total:</b>         |                |            |                |                               |                              |        | <b>700.00</b>    |
| <b>Vendor: L &amp; M SUPPLY INC</b>                |                |            |                |                               |                              |        |                  |
| L & M SUPPLY INC                                   | 2174911        | 08/01/2023 | 100-4312-62240 | Department Maint & Repair     | TOW ROPES                    |        | 269.98           |
| L & M SUPPLY INC                                   | 2176083        | 08/03/2023 | 690-4840-62990 | Misc. Operating Expense       | GRASS SEED BROADCASTER       |        | 8.99             |
| L & M SUPPLY INC                                   | 2177020        | 08/04/2023 | 690-4840-62880 | Personal Protective Equipm... | PPE - FR JEANS / JUSTIN      |        | 46.94            |
| L & M SUPPLY INC                                   | 2183947        | 08/15/2023 | 690-4840-62990 | Misc. Operating Expense       | PLASTIC STAPLES              |        | 4.99             |

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|-----------------------------------------------------|----------------|------------|----------------|--------------------------------|------------------------------|--------|-----------------|
| L & M SUPPLY INC                                    | 2185043        | 08/17/2023 | 100-4510-62210 | Equipment Maint & Repair       | PUMP                         |        | 74.99           |
| L & M SUPPLY INC                                    | 2188229        | 08/22/2023 | 690-4840-62990 | Misc. Operating Expense        | BAR OIL / MAGNETIC LEVEL ... |        | 45.97           |
| L & M SUPPLY INC                                    | 2189907        | 08/25/2023 | 690-4840-62990 | Misc. Operating Expense        | RACHET STRAP                 |        | 16.99           |
| L & M SUPPLY INC                                    | 2192811        | 08/29/2023 | 100-4510-62240 | Department Maint & Repair      | INSECT REPELL / MOSQ SPR...  |        | 78.36           |
| L & M SUPPLY INC                                    | 2193896        | 08/31/2023 | 690-4840-62880 | Personal Protective Equipm...  | PPE - CHEST WADERS / LYNN    |        | 79.99           |
| L & M SUPPLY INC                                    | 2193914        | 08/31/2023 | 620-4850-62230 | Building Maint & Repair        | THERMOSTAT - TRANSFER ...    |        | 24.99           |
| L & M SUPPLY INC                                    | 2193945        | 08/31/2023 | 820-4840-62990 | Misc. Operating Expense        | CONCRETE MIX - PERPETUAL..   |        | 7.58            |
| <b>Vendor L &amp; M SUPPLY INC Total:</b>           |                |            |                |                                |                              |        | <b>659.77</b>   |
| <b>Vendor: LEE PLUMBING &amp; HEATING INC</b>       |                |            |                |                                |                              |        |                 |
| LEE PLUMBING & HEATING ...                          | 90987          | 08/22/2023 | 620-4850-62200 | System Expense                 | CURB BOX REPAIR              |        | 11.97           |
| <b>Vendor LEE PLUMBING &amp; HEATING INC Total:</b> |                |            |                |                                |                              |        | <b>11.97</b>    |
| <b>Vendor: LESLIE MICHAEL COTA</b>                  |                |            |                |                                |                              |        |                 |
| LESLIE MICHAEL COTA                                 | 532733         | 08/28/2023 | 100-4240-63030 | Contracts Expense              | GRASS MOWING SERVICES        |        | 1,105.00        |
| LESLIE MICHAEL COTA                                 | 532735         | 08/28/2023 | 610-4890-63030 | Contracts Expense              | GRASS MOWING SERVICES        |        | 345.00          |
| LESLIE MICHAEL COTA                                 | 532737         | 09/05/2023 | 100-4240-63030 | Contracts Expense              | GRASS MOWING SERVICES        |        | 1,196.00        |
| LESLIE MICHAEL COTA                                 | 532745         | 09/05/2023 | 680-4850-62220 | Lift Station and Pond Maint... | GRASS MOWING SERVICES        |        | 5,750.00        |
| LESLIE MICHAEL COTA                                 | 532750         | 09/05/2023 | 100-4240-63030 | Contracts Expense              | GRASS MOWING SERVICES        |        | 253.00          |
| <b>Vendor LESLIE MICHAEL COTA Total:</b>            |                |            |                |                                |                              |        | <b>8,649.00</b> |
| <b>Vendor: MARCO TECHNOLOGIES LLC NW 7128</b>       |                |            |                |                                |                              |        |                 |
| MARCO TECHNOLOGIES LLC...                           | INV11606721    | 09/07/2023 | 690-4890-63030 | Contracts Expense              | COPIER CONTRACT - SEP 20...  |        | 80.16           |
| <b>Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:</b> |                |            |                |                                |                              |        | <b>80.16</b>    |
| <b>Vendor: MARK BORSETH</b>                         |                |            |                |                                |                              |        |                 |
| MARK BORSETH                                        | 2023-8         | 08/31/2023 | 100-4150-63030 | Contracts Expense              | PLANNING & ZONING SERVI...   |        | 1,275.00        |
| <b>Vendor MARK BORSETH Total:</b>                   |                |            |                |                                |                              |        | <b>1,275.00</b> |
| <b>Vendor: MTI DISTRIBUTING INC</b>                 |                |            |                |                                |                              |        |                 |
| MTI DISTRIBUTING INC                                | 1399851-00     | 08/04/2023 | 100-4510-62210 | Equipment Maint & Repair       | TIE ROD END / IDLER PULLEY.. |        | 427.37          |
| MTI DISTRIBUTING INC                                | 1401632-00     | 08/17/2023 | 100-4510-62210 | Equipment Maint & Repair       | FUEL CAP                     |        | 62.07           |
| <b>Vendor MTI DISTRIBUTING INC Total:</b>           |                |            |                |                                |                              |        | <b>489.44</b>   |
| <b>Vendor: N A P A AUTO PARTS THF RVR FL</b>        |                |            |                |                                |                              |        |                 |
| N A P A AUTO PARTS THF R...                         | 728337         | 08/31/2023 | 100-4312-62210 | Equipment Maint & Repair       | A/C REPAIR - #5409           |        | 21.98           |
| <b>Vendor N A P A AUTO PARTS THF RVR FL Total:</b>  |                |            |                |                                |                              |        | <b>21.98</b>    |
| <b>Vendor: NELSON INTERNATIONAL</b>                 |                |            |                |                                |                              |        |                 |
| NELSON INTERNATIONAL                                | X105067424 01  | 08/31/2023 | 100-4315-62210 | Equipment Maint & Repair       | BRAKE SYSTEM REPAIR - #5...  |        | 378.78          |
| <b>Vendor NELSON INTERNATIONAL Total:</b>           |                |            |                |                                |                              |        | <b>378.78</b>   |
| <b>Vendor: NORTHERN STATE BANK</b>                  |                |            |                |                                |                              |        |                 |
| NORTHERN STATE BANK                                 | AUG 2023       | 08/07/2023 | 100-4150-63030 | Contracts Expense              | MONTHLY SERVICE CHARGE ..    |        | 301.51          |
| <b>Vendor NORTHERN STATE BANK Total:</b>            |                |            |                |                                |                              |        | <b>301.51</b>   |
| <b>Vendor: NORTHWEST POWER SYSTEMS INC</b>          |                |            |                |                                |                              |        |                 |
| NORTHWEST POWER SYST...                             | T330806        | 08/22/2023 | 680-4850-62210 | Equipment Maint & Repair       | DELPHI INJECTOR PUMP RE...   |        | 1,830.22        |
| NORTHWEST POWER SYST...                             | T330938        | 08/08/2023 | 680-4850-62210 | Equipment Maint & Repair       | ELEMENT - CAT GENERATOR      |        | 49.24           |
| NORTHWEST POWER SYST...                             | T331002        | 08/08/2023 | 680-4850-62210 | Equipment Maint & Repair       | PIPE - CAT GENERATOR         |        | 51.97           |

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|--------------------------------------------------|----------------|------------|----------------|------------------------------|------------------------------|--------|------------------|
| NORTHWEST POWER SYST...                          | T331042        | 08/09/2023 | 100-4315-62230 | Building Maint & Repair      | HOSE WAND - WASH BAY         |        | 63.43            |
| NORTHWEST POWER SYST...                          | T331049        | 08/09/2023 | 100-4315-62230 | Building Maint & Repair      | RETURN CREDIT - WASH BAY..   |        | -19.86           |
| NORTHWEST POWER SYST...                          | T331102        | 08/10/2023 | 100-4312-62210 | Equipment Maint & Repair     | SEAL - #5511                 |        | 4.52             |
| NORTHWEST POWER SYST...                          | T331573        | 08/30/2023 | 100-4312-62210 | Equipment Maint & Repair     | COUPLER / PLUG - LOADER      |        | 367.20           |
| NORTHWEST POWER SYST...                          | T331655        | 08/25/2023 | 680-4850-62210 | Equipment Maint & Repair     | ROCKER SWITCH - '22 CHEV...  |        | 45.18            |
| NORTHWEST POWER SYST...                          | T331831        | 08/30/2023 | 100-4315-62210 | Equipment Maint & Repair     | HOSE REPLACEMENT - #5607     |        | 388.28           |
| NORTHWEST POWER SYST...                          | T331843        | 08/31/2023 | 100-4312-62210 | Equipment Maint & Repair     | MORB - REPAIR                |        | 14.30            |
| <b>Vendor NORTHWEST POWER SYSTEMS INC Total:</b> |                |            |                |                              |                              |        | <b>2,794.48</b>  |
| <b>Vendor: NORTHWEST ROOFING INC</b>             |                |            |                |                              |                              |        |                  |
| NORTHWEST ROOFING INC                            | 09 14 23       | 09/14/2023 | 100-4560-62230 | Building Maint & Repair      | ROOF REPAIR - CARNEGIE LI... |        | 13,600.00        |
| NORTHWEST ROOFING INC                            | 09 14 23       | 09/14/2023 | 100-4671-62200 | System Expense               | ROOF REPAIR - CARNEGIE LI... |        | 20,948.42        |
| <b>Vendor NORTHWEST ROOFING INC Total:</b>       |                |            |                |                              |                              |        | <b>34,548.42</b> |
| <b>Vendor: O'REILLY AUTOMOTIVE INC</b>           |                |            |                |                              |                              |        |                  |
| O'REILLY AUTOMOTIVE INC                          | 1519-344890    | 08/08/2023 | 100-4210-62990 | Misc. Operating Expense      | MINI BULB                    |        | 8.18             |
| <b>Vendor O'REILLY AUTOMOTIVE INC Total:</b>     |                |            |                |                              |                              |        | <b>8.18</b>      |
| <b>Vendor: POMPS TIRE SERVICE INC</b>            |                |            |                |                              |                              |        |                  |
| POMPS TIRE SERVICE INC                           | 0000000006     | 07/31/2023 | 100-4315-62210 | Equipment Maint & Repair     | SRV CHG                      |        | 15.65            |
| POMPS TIRE SERVICE INC                           | 1550023343     | 08/11/2023 | 100-4312-62210 | Equipment Maint & Repair     | 2 TIRES MNT/DISMNT - #55...  |        | 3,216.42         |
| <b>Vendor POMPS TIRE SERVICE INC Total:</b>      |                |            |                |                              |                              |        | <b>3,232.07</b>  |
| <b>Vendor: PS GARAGE DOORS</b>                   |                |            |                |                              |                              |        |                  |
| PS GARAGE DOORS                                  | 62021          | 08/29/2023 | 620-4850-62230 | Building Maint & Repair      | ADJ / INSPECT OVERHEAD ...   |        | 270.00           |
| <b>Vendor PS GARAGE DOORS Total:</b>             |                |            |                |                              |                              |        | <b>270.00</b>    |
| <b>Vendor: RMB ENVIRONMENTAL LAB INC</b>         |                |            |                |                              |                              |        |                  |
| RMB ENVIRONMENTAL LAB ...                        | D049892        | 08/18/2023 | 620-4840-62170 | Field Supplies               | LAB ANALYSIS - STATE SAM...  |        | 299.48           |
| RMB ENVIRONMENTAL LAB ...                        | D050110        | 08/28/2023 | 690-4850-62350 | Power Plant/Dam Maint        | LAB ANALYSIS / COURIER FEE   |        | 47.92            |
| <b>Vendor RMB ENVIRONMENTAL LAB INC Total:</b>   |                |            |                |                              |                              |        | <b>347.40</b>    |
| <b>Vendor: SHI INTERNATIONAL CORP</b>            |                |            |                |                              |                              |        |                  |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 100-4110-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 51.49            |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 100-4150-63020 | Computer Maintenance & li... | OFFICE 365 - AUG 2023        |        | 158.61           |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 100-4192-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 34.07            |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 100-4194-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 5.67             |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 100-4210-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 170.20           |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 100-4220-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 23.60            |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 100-4240-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 11.80            |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 100-4312-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 17.47            |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 100-4510-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 23.60            |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 100-4650-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 41.07            |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 610-4890-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 11.80            |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 680-4890-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 52.41            |
| SHI INTERNATIONAL CORP                           | B17273839      | 08/23/2023 | 690-4890-63020 | Computer Maintenance & li... | OFFICE 365                   |        | 100.07           |

**Council Approval Register**

Packet: APPKT00687 - 09/19/23 COUNCIL MEETING

| Vendor Name                                  | Payable Number | Post Date  | Account Number | Account Name                  | Description (Item)           | (None) | Amount     |
|----------------------------------------------|----------------|------------|----------------|-------------------------------|------------------------------|--------|------------|
| SHI INTERNATIONAL CORP                       | B17273839      | 08/23/2023 | 820-4890-63020 | Computer Maintenance & li...  | OFFICE 365                   |        | 17.47      |
| Vendor SHI INTERNATIONAL CORP Total:         |                |            |                |                               |                              |        | 719.33     |
| <b>Vendor: SHPIGLER CONSULTING INC</b>       |                |            |                |                               |                              |        |            |
| SHPIGLER CONSULTING INC                      | 09 2023        | 09/01/2023 | 545-4680-65920 | Work in Process - Eng/Arch... | CONSULTING SUPPORT - SEP..   |        | 5,000.00   |
| Vendor SHPIGLER CONSULTING INC Total:        |                |            |                |                               |                              |        | 5,000.00   |
| <b>Vendor: STREICHERS</b>                    |                |            |                |                               |                              |        |            |
| STREICHERS                                   | I1651874       | 08/25/2023 | 100-4210-62880 | Personal Protective Equipm... | UNIFORM GEAR - W JENSEN      |        | 49.97      |
| STREICHERS                                   | I1651915       | 08/28/2023 | 100-4210-62880 | Personal Protective Equipm... | BALLISTIC VEST - S O'CONN... |        | 1,422.00   |
| STREICHERS                                   | I1652425       | 08/30/2023 | 100-4210-62880 | Personal Protective Equipm... | UNIFORM SHIRTS / PANTS -...  |        | 229.96     |
| STREICHERS                                   | I1653057       | 09/05/2023 | 100-4210-62880 | Personal Protective Equipm... | BALLISTIC VEST - W JENSEN    |        | 1,422.00   |
| Vendor STREICHERS Total:                     |                |            |                |                               |                              |        | 3,123.93   |
| <b>Vendor: STUART C IRBY CO</b>              |                |            |                |                               |                              |        |            |
| STUART C IRBY CO                             | S013628033.001 | 08/23/2023 | 690-14100      | Inventory - Materials         | 15KV LOAD BREAK ELBOW        |        | 1,761.51   |
| Vendor STUART C IRBY CO Total:               |                |            |                |                               |                              |        | 1,761.51   |
| <b>Vendor: ULINE</b>                         |                |            |                |                               |                              |        |            |
| ULINE                                        | 167063213      | 08/10/2023 | 690-4840-62990 | Misc. Operating Expense       | DISINFECTANT WIPES           |        | 96.73      |
| ULINE                                        | 167063214      | 08/10/2023 | 690-4840-62990 | Misc. Operating Expense       | MISC CLEANIG SUPPLIES        |        | 326.35     |
| ULINE                                        | 167063214      | 08/10/2023 | 690-4850-62350 | Power Plant/Dam Maint         | GLASS WIPES / PAPER TOW...   |        | 115.43     |
| Vendor ULINE Total:                          |                |            |                |                               |                              |        | 538.51     |
| <b>Vendor: UNIVERSAL SCREENPRINT</b>         |                |            |                |                               |                              |        |            |
| UNIVERSAL SCREENPRINT                        | 43677          | 08/28/2023 | 100-4220-62890 | Uniforms/ID Clothing          | SEW -UNIFORM PATCH           |        | 41.00      |
| UNIVERSAL SCREENPRINT                        | 43705          | 09/01/2023 | 100-4210-62990 | Misc. Operating Expense       | SQUAD CAR VINYL WRAP         |        | 775.00     |
| UNIVERSAL SCREENPRINT                        | 43723          | 09/11/2023 | 100-4220-62890 | Uniforms/ID Clothing          | UNIFORM SHIRTS - FIRE CHI... |        | 98.40      |
| UNIVERSAL SCREENPRINT                        | 43724          | 09/11/2023 | 100-4220-62890 | Uniforms/ID Clothing          | UNIFORM SHIRTS - FIREFIG...  |        | 441.70     |
| Vendor UNIVERSAL SCREENPRINT Total:          |                |            |                |                               |                              |        | 1,356.10   |
| <b>Vendor: WADE ALAN COTA</b>                |                |            |                |                               |                              |        |            |
| WADE ALAN COTA                               | 494242         | 08/30/2023 | 100-4240-63030 | Contracts Expense             | GRASS MOWING SERVICES        |        | 272.00     |
| Vendor WADE ALAN COTA Total:                 |                |            |                |                               |                              |        | 272.00     |
| <b>Vendor: WASTE MASTERS LLC</b>             |                |            |                |                               |                              |        |            |
| WASTE MASTERS LLC                            | 38X00253       | 09/15/2023 | 100-4315-63030 | Contracts Expense             | DOWNTOWN APTS - AUG 2...     |        | 162.50     |
| Vendor WASTE MASTERS LLC Total:              |                |            |                |                               |                              |        | 162.50     |
| <b>Vendor: WIDSETH SMITH NOLTING ASC INC</b> |                |            |                |                               |                              |        |            |
| WIDSETH SMITH NOLTING ...                    | 225272         | 08/21/2023 | 820-4890-63030 | Contracts Expense             | PROF SRVCS - SURVEY / STA... |        | 2,320.00   |
| Vendor WIDSETH SMITH NOLTING ASC INC Total:  |                |            |                |                               |                              |        | 2,320.00   |
| Grand Total:                                 |                |            |                |                               |                              |        | 268,632.63 |

**Fund Summary**

| <b>Fund</b>                    | <b>Expense Amount</b> |
|--------------------------------|-----------------------|
| 100 - GENERAL FUND             | 116,154.60            |
| 545 - WATER METER PROJECT      | 72,810.05             |
| 560 - WASTE WATER FORCE MAIN   | 1,575.00              |
| 610 - LIQUOR DISPENSARY        | 698.58                |
| 620 - WATER UTILITY FUND       | 49,468.84             |
| 670 - STORM WATER UTILITY FUND | 976.98                |
| 680 - WASTEWATER UTILITY FUND  | 9,086.03              |
| 690 - ELECTRIC UTILITY FUND    | 15,517.50             |
| 820 - GREENWOOD CEMETERY FUND  | 2,345.05              |
| <b>Grand Total:</b>            | <b>268,632.63</b>     |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>         | <b>Expense Amount</b> |
|-----------------------|-----------------------------|-----------------------|
| 100-4110-63020        | Computer Maintenance...     | 51.49                 |
| 100-4110-64400        | Travel, Conference, Sch...  | 119.90                |
| 100-4150-63020        | Computer Maintenance...     | 158.61                |
| 100-4150-63030        | Contracts Expense           | 1,576.51              |
| 100-4160-63040        | Legal Fees                  | 7,850.00              |
| 100-4192-63020        | Computer Maintenance...     | 34.07                 |
| 100-4194-62990        | Misc. Operating Expense     | 212.00                |
| 100-4194-63020        | Computer Maintenance...     | 5.67                  |
| 100-4210-62880        | Personal Protective Equi... | 3,123.93              |
| 100-4210-62990        | Misc. Operating Expense     | 873.18                |
| 100-4210-63020        | Computer Maintenance...     | 170.20                |
| 100-4220-62210        | Equipment Maint & Repa..    | 48.79                 |
| 100-4220-62230        | Building Maint & Repair     | 11.75                 |
| 100-4220-62400        | Small Tools and Minor E...  | 268.79                |
| 100-4220-62880        | Personal Protective Equi... | 7,675.92              |
| 100-4220-62890        | Uniforms/ID Clothing        | 581.10                |
| 100-4220-62990        | Misc. Operating Expense     | 122.61                |
| 100-4220-63020        | Computer Maintenance...     | 23.60                 |
| 100-4240-63020        | Computer Maintenance...     | 11.80                 |
| 100-4240-63030        | Contracts Expense           | 2,826.00              |
| 100-4312-62210        | Equipment Maint & Repa..    | 4,051.10              |
| 100-4312-62240        | Department Maint & Re...    | 269.98                |
| 100-4312-63020        | Computer Maintenance...     | 17.47                 |
| 100-4315-62210        | Equipment Maint & Repa..    | 782.71                |
| 100-4315-62230        | Building Maint & Repair     | 71.55                 |
| 100-4315-63030        | Contracts Expense           | 162.50                |
| 100-4510-62210        | Equipment Maint & Repa..    | 564.43                |
| 100-4510-62240        | Department Maint & Re...    | 98.35                 |
| 100-4510-63020        | Computer Maintenance...     | 23.60                 |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>         | <b>Expense Amount</b> |
|-----------------------|-----------------------------|-----------------------|
| 100-4510-63030        | Contracts Expense           | 7,544.00              |
| 100-4560-62230        | Building Maint & Repair     | 13,600.00             |
| 100-4650-63020        | Computer Maintenance...     | 41.07                 |
| 100-4650-64481        | FEMA                        | 1,400.00              |
| 100-4671-62200        | System Expense              | 61,781.92             |
| 545-4680-65900        | Work in Process-Constru...  | 67,810.05             |
| 545-4680-65920        | Work in Process - Eng/Ar... | 5,000.00              |
| 560-4680-65940        | Work in Progress - Legal... | 1,575.00              |
| 610-4840-62140        | Off Sale Supplies           | 68.21                 |
| 610-4840-62990        | Misc. Operating Expense     | 157.93                |
| 610-4850-62230        | Building Maint & Repair     | 115.64                |
| 610-4890-63020        | Computer Maintenance...     | 11.80                 |
| 610-4890-63030        | Contracts Expense           | 345.00                |
| 620-4840-62160        | Chemicals                   | 45,505.79             |
| 620-4840-62170        | Field Supplies              | 669.69                |
| 620-4840-62990        | Misc. Operating Expense     | 170.54                |
| 620-4850-62200        | System Expense              | 2,827.83              |
| 620-4850-62230        | Building Maint & Repair     | 294.99                |
| 670-4840-62990        | Misc. Operating Expense     | 80.98                 |
| 670-4890-63030        | Contracts Expense           | 896.00                |
| 680-4850-62210        | Equipment Maint & Repa...   | 1,976.61              |
| 680-4850-62220        | Lift Station and Pond Ma... | 5,857.01              |
| 680-4890-63020        | Computer Maintenance...     | 52.41                 |
| 680-4890-64190        | Rentals/Leases              | 1,200.00              |
| 690-14100             | Inventory - Materials       | 1,964.03              |
| 690-4840-62880        | Personal Protective Equi... | 429.00                |
| 690-4840-62990        | Misc. Operating Expense     | 500.02                |
| 690-4850-62350        | Power Plant/Dam Maint       | 188.85                |
| 690-4850-62360        | Distribution Maint          | 133.65                |
| 690-4890-63020        | Computer Maintenance...     | 100.07                |
| 690-4890-63030        | Contracts Expense           | 4,638.16              |
| 690-4890-64370        | Taxes and Licenses          | 7,563.72              |
| 820-4840-62990        | Misc. Operating Expense     | 7.58                  |
| 820-4890-63020        | Computer Maintenance...     | 17.47                 |
| 820-4890-63030        | Contracts Expense           | 2,320.00              |
| <b>Grand Total:</b>   |                             | <b>268,632.63</b>     |

**Project Account Summary**

| <b>Project Account Key</b> | <b>Expense Amount</b> |
|----------------------------|-----------------------|
| **None**                   | 268,632.63            |
| <b>Grand Total:</b>        | <b>268,632.63</b>     |



# 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:** 9/19/2023

**SUBJECT:** #8.1 Approve the engagement of Northland Securities as Underwriter

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

**MOTION TO:** Authorize the City Administrator to sign the engagement letter for Northland Securities as Underwriter in connection with the issuance of General Obligation Equipment Certificates in Indebtedness, Series 2024A

**BACKGROUND:** The purpose of this letter is to comply with federal regulations to affirmatively engage with Northland Securities to allow them to give the City advice on the issuance of municipal securities in the capacity of an underwriter.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

**ATTACHMENTS:**

|    |                |
|----|----------------|
| 1. | UWEngageLtrTRF |
|----|----------------|



August 31, 2023

Angela Philipp  
City Administrator  
City of Thief River Falls  
405 3<sup>rd</sup> St. E.  
P.O. Box 528  
Thief River Falls, MN 56701

**RE: Engagement of Northland Securities as Underwriter**

Dear Angela:

The purpose of this letter is to comply with federal regulations. Federal security regulations require you to affirmatively engage Northland Securities before we can provide you with advice on the issuance of municipal securities acting in the capacity of underwriter. This letter establishes the engagement.

The City of Thief River Falls (the "Issuer") seeks to engage Northland Securities to serve as underwriter, and not as a financial advisor or municipal advisor, in connection with the issuance of General Obligation Equipment Certificates of Indebtedness, Series 2024A (the "Issue"). This engagement applies solely to the Issue. The engagement is nonbinding. The Issuer is under no obligation to undertake the Issue. The Issuer may determine not to undertake a negotiated financing and to engage Northland in a role other than an underwriter.

The Issuer desires Northland to provide all of the services needed to create and execute a plan to underwrite the Issue, including:

1. Advice regarding the structure, timing, terms, and other similar matters (including actions needed to authorize the issuance) of the Issue.
2. Preparation of rating strategies and presentations related to the Issue.
3. Assistance in the preparation of the preliminary and final official statements.
4. Assistance with the closing of the Issue, including negotiation and discussion with respect to all documents, certificates, and opinions needed for such closing.
5. Coordination with respect to obtaining CUSIP numbers and the registration of the Issue with the book-entry only system of the Depository Trust Company.
6. Preparation of post-sale reports for such municipal securities.

In acting as underwriter, Northland has a duty under rules of the Municipal Securities Rulemaking Board (MSRB) to make certain disclosures to the Issuer concerning its role, its compensation, and actual or potential material conflicts of interest. In engaging Northland in this capacity, the Issuer should be aware of the following:

1. Acting as underwriter for the Issue, Northland will provide advice to the Issuer with respect to the structure, timing, terms, and other similar matters concerning the Issue. The Issuer is responsible for understanding and assessing the implications of the Issue.

Main 612-851-5900 | Toll Free 800-851-2920

150 South 5<sup>th</sup> Street, Suite 3300 | Minneapolis, MN 55402

[NorthlandSecurities.com](http://NorthlandSecurities.com) | Member FINRA and SIPC | Registered with SEC and MSRB

2. Northland will purchase, or arrange for the placement of, the Issue in an arm's-length commercial transaction with the Issuer. In this process, Northland is required to deal fairly at all times with both the Issuer and investors. Northland has a duty to purchase the Issue from the Issuer at a fair and reasonable price, but must balance that duty with its duty to sell municipal securities to investors at prices that are fair and reasonable.
3. Under federal securities laws Northland does not have a legal fiduciary duty to the Issuer (unlike a municipal advisor) and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests. Northland has financial and other interests that differ from those of the Issuer.
4. The Issuer may choose to engage the services of a municipal advisor with a fiduciary obligation to represent the Issuer's interest in this transaction.
5. Northland will coordinate the issuance process including closing and delivery of proceeds. Northland will review the official statement for the Issue in accordance with, and as part of, its responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of the transaction.
6. Depending on the structure of the transaction that the Issuer decides to pursue, Northland will disclose any additional potential or actual material conflicts, inclusive of any dealer specific or complex financing disclosures, related to this engagement. We will seek your acknowledgement of receipt of any such additional disclosures.
7. Northland is a registered broker-dealer, and its affiliates are engaged in securities activities, as well as providing investment banking, asset management, financing, financial advisory services and other commercial and investment banking products and services to a wide range of corporations and individuals. In the ordinary course of their respective businesses, Northland and its affiliates have engaged, and may in the future engage, in transactions with, and perform services for, the Issuer and its affiliates for which they received or will receive customary fees and expenses. In addition, Northland and its affiliates may currently have and may in the future have investment and commercial banking, trust, and other relationships with parties that may relate to assets of, or be involved in the issuance of securities and/or instruments by, the Issuer and its affiliates.
8. Northland's compensation is based on the size of the Issue and is contingent on the closing of the Issue (see below). The MSRB has identified this means of compensation as presenting a conflict of interest, because it may cause Northland to recommend a transaction that it is unnecessary or to recommend that the size of the transaction be larger than is necessary.

For serving as underwriter with respect to the Issue, Northland shall be paid an underwriter's discount based on a percentage of the total par amount of the Issue. A "not to exceed" percentage for underwriter's discount will be determined when the actual terms of the Issue have been set forth in the bond purchase agreement and therefore compensation is not included as part of this letter. The compensation due to Northland shall be deducted from proceeds at closing.

Northland agrees to pay the following expenses from its fee:

- Out-of-pocket expenses such as travel, long distance phone, and copy costs.
- Preparation of the bond transcript.

The Issuer agrees to pay for all other expenses related to the processing of the Issue including, but not limited to, the following:

- Engineering and/or architectural fees.

- Publication of legal notices.
- Bond counsel and local attorney fees.
- Fees for various debt certificates.
- The cost of printing Official Statements, if any.
- Issuer staff expenses.
- Rating agency fees, if any.
- Bond insurance fees, if any.
- Accounting and other related fees.

It is expressly understood that there is no obligation on the part of the Issuer under the terms of this engagement to undertake the Issue. If not issued, Northland agrees to pay its own expenses and receive no fee for any services it has rendered.

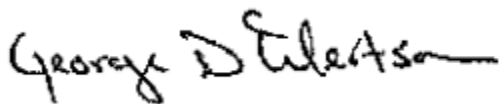
You have been identified by the Issuer as a primary contact for the Issuer's receipt of these disclosures. It is our understanding that you are not a party to any disclosed conflict of interest relating to the transaction and have the authority to bind the Issuer by contract with us. If our understanding is incorrect, please notify us immediately.

If you or any other Issuer officials have any questions or concerns regarding these disclosures, please make those questions or concerns known immediately to Northland. In addition, you should consult with your own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.

We look forward to working with you on this Issue. I would be happy to discuss this letter, these disclosures, our relationship with the Issuer for the Issue, or other aspects of applicable federal securities regulations.

To engage Northland Securities as underwriter for the Issue as described in this letter, please sign and return this letter. In signing this letter, the Issuer acknowledges and accepts the representations made in this letter.

Sincerely,



George Eilertson  
Managing Director

Engagement of Northland Securities as underwriter and receipt of related disclosures  
acknowledged by the City of Thief River Falls.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



# 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:** 9/19/2023

**SUBJECT:** #8.2 Approve the Northland Securities resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code including certification and declaration of official intent.

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

**MOTION TO:** Authorize the City Administrator to sign the Northland Securities resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code including certification and declaration of official intent.

**BACKGROUND:** The reimbursement resolution, certification, and declaration of official intent relate to the construction of a new CO2 ice plant that will serve the Ralph Engelstad and Huck Olson Arena. This allows the City to reimburse ourselves for certain costs of the project with the proceeds on the bond issue. The maximum principal amount would be up to \$3,500,000.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

**ATTACHMENTS:**

|    |                                         |
|----|-----------------------------------------|
| 1. | Council memo 9.6.23                     |
| 2. | reimbursement resolution 2023 ice plant |



150 South 5<sup>th</sup> Street  
Suite 3300  
Minneapolis, MN 55402

(800) 851-2920  
(612) 851-5906

---

**DATE:** September 6, 2023

**TO:** Honorable Mayor Holmer and Members of the City Council  
Ms. Angie Philipp, Administrator  
City of Thief River Falls

**FROM:** George Eilertson, Managing Director  
Northland Securities

A handwritten signature in black ink, appearing to be "GE", written over the printed name of George Eilertson.

**RE:** Reimbursement Resolution for the Ice Plant Project

---

City Administrator Philipp and I have reviewed the refrigeration upgrade / new ice plant project that would serve the Ralph Engelstad and Huck Olson ice arenas. The project's total cost is estimated at \$3,225,000.

The City has authority through Minnesota Statute 412.301 to issue General Obligation Equipment Certificates to finance this project. The Certificates can be issued with a term of up to 20 years. The amount of the proposed Certificates exceeds 0.25% of the City's pay 2023 estimated market value (Pay 2023 est. MV \$651,855,700 x 0.25% = \$1,629,639). As a result, the City will need to publish a council resolution stating its intent to issue the Certificates and allow at least ten days following the publication prior to issuance. Note – Ms. Philipps and I have reviewed that the Certificates would be issued is 2024.

The Cimco terms of payment in their proposal requires that the City make payment for up to 50% of certain project costs upon acceptance of the proposal. My recommendation is that the City consider approval of a reimbursement resolution which will allow the City to pay for project costs utilizing cash reserves and then reimburse yourself at a later date through the issuance of General Obligation Equipment Certificates (likely in 2024).

Please let me know if you have any questions. Thank you.

RESOLUTION ESTABLISHING PROCEDURES  
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND  
REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED by the City Council (the "Council") of the City of Thief River Falls, Minnesota (the "City"), as follows:

1. Recitals.

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

(b) The Regulations generally require that the City (as the issuer of or the primary obligor under the bonds) make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

(c) The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

(d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the Administrator to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

(a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

(b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

(c) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect that reimbursement bonds will be issued to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

(d) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. If the City is acting as the issuer of the reimbursement bonds, the designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this 19<sup>th</sup> day of September, 2023, by the Thief River Falls City Council.

## CERTIFICATION

The undersigned, being the duly qualified and acting Administrator of the City of Thief River Falls, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on September 19, 2023. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Councilmember \_\_\_\_\_ moved the adoption of the Resolution, which motion was seconded by Councilmember \_\_\_\_\_. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the Administrator of the City of Thief River Falls, Minnesota, this 19<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Administrator  
City of Thief River Falls, Minnesota

## EXHIBIT A

### Declaration of Official Intent

The undersigned, being the duly appointed and acting Administrator of the City of Thief River Falls, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the City as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Thief River Falls City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

- CONSTRUCTION OF A NEW ICE PLANT THAT WILL SERVE THE RALPH ENGELSTAD AND HUCK OLSON ICE ARENAS

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$3,500,000 is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: September 19, 2023

Administrator  
City of Thief River Falls, Minnesota



# 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:** 9/19/2023

**SUBJECT:** #8.3 Approve resolution requesting Governor Tim Walz to declare a special session

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

**MOTION TO:** Approve the attached resolution.

**BACKGROUND:**

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

**ATTACHMENTS:**

|    |                           |
|----|---------------------------|
| 1. | 091923 Resolution Re SROs |
|----|---------------------------|

**Resolution of the City of Thief River Falls, State of Minnesota,  
In Support of the Calling of a Special Session**

WHEREAS, The State of Minnesota has several cities with police departments that offer contractual services to schools in their communities by way of School Resource Officers (SROs), and

WHEREAS, recent amendments to the Minnesota's school discipline laws have created significant confusion and great liability concerns to cities with police departments that have SROs working in school settings, and

WHEREAS, the new language has resulted in significant limitations on the actions that can be used by SROs in certain dangerous situations and creates increased liability to cities and city police departments providing SROs, and

WHEREAS, for an SRO to prevent bodily harm or death is not prohibited, and

WHEREAS, the SRO provision during the legislative session did not engage local government or public safety committees to hear clarifying recommendations, and

WHEREAS, that the City Council of Thief River Falls, Minnesota requests, through this resolution, that Governor Walz declare a special session and urges its lawmakers to work in a bipartisan way to pass a corrective action to the Minnesota school discipline laws regarding the School Resource Officer and the laws applicable to the same, and

BE IT FURTHER RESOLVED that this resolution be transmitted to State Senator and Senate Minority Leader, Mark Johnson; House Representative, John Burkel; Speaker of the House, Melissa Hortman; House Majority Leader, Jamie Long; House Minority Leader, Lisa Demuth; Senate Majority Leader, Kari Dziedzic; and Governor Tim Walz.

Dated: \_\_\_\_\_

ATTEST: \_\_\_\_\_

Mayor of the City of Thief River Falls

Brian Holmer



# City of Thief River Falls

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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.4 Adopt the City of Thief River Falls Preliminary 2024 Budget

**RECOMMENDATION:** It is respectfully requested the City Council accept Administrative Services Committee recommendation:

**MOTION TO:** By the City Council, to adopt the City of Thief River Falls Preliminary 2024 Budget. A summary of the 2024 revenue and expenditures is as follows:

|                            | 2024 REVENUE            | 2024 EXPENSE            | FUND BALANCE<br>RESERVES +OR- |
|----------------------------|-------------------------|-------------------------|-------------------------------|
| General Fund               | \$ 10,760,127.00        | \$ 10,780,127.00        | \$ (20,000.00)                |
| Liquor Dispensary          | \$ 5,068,350.00         | \$ 5,476,020.00         | \$ (407,670.00)               |
| Electric Utility Fund      | \$ 17,565,000.00        | \$ 17,641,360.00        | \$ (76,360.00)                |
| Storm Water Utility Fund   | \$ 372,000.00           | \$ 372,000.00           | \$ -                          |
| Water Utility Fund         | \$ 3,162,342.00         | \$ 2,977,357.00         | \$ 184,985.00                 |
| Wastewater Utility Fund    | \$ 1,228,150.00         | \$ 1,141,239.00         | \$ 86,911.00                  |
| Police Relief Pension Fund | \$ 10,610.00            | \$ 15,003.00            | \$ (4,393.00)                 |
| Debt Service Fund          | \$ 1,548,190.00         | \$ 1,490,937.00         | \$ 57,253.00                  |
| <b>Totals</b>              | <b>\$ 39,714,769.00</b> | <b>\$ 39,894,043.00</b> | <b>\$ (179,274.00)</b>        |

**BACKGROUND:**

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

**ATTACHMENTS:**

None



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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.5 Approval of Proposed 2024 Tax Levy

**RECOMMENDATION:** It is respectfully requested the City Council accept Administrative Services Committee recommendation:

**MOTION TO:** By the City Council of Thief River Falls, County of Pennington, Minnesota, that the following sums of money be levied for the current year, collectible in 2024, upon taxable property in the City of Thief River Falls, for a total proposed levy of \$3,711,572.00. This represents \$337,416.00 or approximately 10% increase over last year's levy.

It should be noted that with the proposed tax capacity increase for 2024, a 10% tax levy increase results in an estimated .513% to 1.214% decrease in the tax rate.

**BACKGROUND:** That the Truth-n-Taxation public meeting will be held on December 5, 2023 at 6:00 p.m. to discuss the 2024 budget & levy. Final budget and levy will be adopted at the December 19, 2023 council meeting.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

**ATTACHMENTS:**

None



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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.6 Appoint Councilmember Jason Aarestad to all TRF Business Development Association meetings the City of Thief River Falls is invited to

**RECOMMENDATION:** It is respectfully requested the council consider the following recommendation from the Administrative Committee:

**MOTION TO:** appoint council member Jason Aarestad to all TRF Business Development Association, formerly the Downtown Development Association meetings the City of Thief River Falls is invited to. The attendance of this meeting would qualify for a per diem submission.

**BACKGROUND:**

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

**ATTACHMENTS:**

None



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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.7 Renewal of Law Enforcement Lease Agreement and Dispatch/Records Agreement

**RECOMMENDATION:** It is respectfully requested that the Council consider the following recommendation of the Public Safety/Liquor Committee:

**MOTION TO:** Approve the renewal of the Law Enforcement Lease Agreement and Dispatch/Records Agreement with Pennington County for the years of 2024-2026.

**BACKGROUND:**

**KEY ISSUES:** The county and the city maintain a cooperative and coordinated approach to law enforcement activities. Co-location of the Police Department and Sheriff's Office in the same building is an advantage to both agencies which enhances the effectiveness of the combined law enforcement response and improves the safety of the public.

**FINANCIAL CONSIDERATIONS:** Lease costs are budgeted expenses.

**LEGAL CONSIDERATION:** This is a renewal of an existing contract relationship.

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator and Marissa Adam, Police Chief

**ATTACHMENTS:**

|    |                                                                                          |
|----|------------------------------------------------------------------------------------------|
| 1. | 2021.1.1 County Lease Agreement with City for Police Department and Justice Center (002) |
|----|------------------------------------------------------------------------------------------|

## **LAW ENFORCEMENT LEASE AGREEMENT AND DISPATCH/ RECORDS AGREEMENT**

**THIS LEASE**, to be effective the January 1st, 2024 by and between Pennington County, hereinafter referred to as "Lessor", and the City of Thief River Falls, hereinafter referred to as "Lessee", WITNESSETH:

- 1. PREMISES.** Lessor hereby leases unto Lessee and Lessee hereby leases from Lessor the space the Lessee currently occupies or shares totaling 5,601.4 square feet of the Pennington County Law Enforcement Center.
- 2. POLICIES.** Lessee agrees to abide by all statutes and ordinances, all of which are made a part hereof.
- 3. TERM.** The term of this lease shall be for three (3) years, commencing on the 1<sup>st</sup> day of January, 2024 and terminating on the 31<sup>st</sup> day of December, 2026. All payments on this agreement shall be paid on a quarterly basis. This includes rent payments and dispatch and records payments. Lessor will bill Lessee within 30 days of the end of each quarter. Payments shall be due within 30 days of billing. After the end of the first year of this agreement both parties may review the terms of this agreement and mutually agreed upon revisions may be made.
- 4. RENT.**  
  
\$21.86 per square foot for 2024;  
  
\$22.63 per square foot for 2025;  
  
\$23.47 per square foot for 2026.
- 5. UTILITIES.** Lessor shall provide utilities, including, but not limited to, water, sewer, garbage, heat, air conditioning, electricity, telephone, and cable.
- 6. DISPATCH/ RECORDS.** The Lessee shall be responsible for fifty percent (50%) of the dispatch and records salaries and benefits and shall be given notice as soon as the contract is finalized of those costs. The Lessee shall be notified of salary and benefit increases associated with finalized contracts or increases in size of staff.
- 7. LAW ENFORCEMENT TECHNOLOGY GROUP (LETG).** The Lessee shall be responsible for one hundred percent (100%) of its portion for the LETG computer system annual maintenance fee. Lessee's portion of said fees during this lease are as follows:

\$4,495.38 for 2024;

- 8. "Prophoenix".** The Lessee shall be responsible for one hundred percent (100%) of its portion for the Prophoenix initial install and computer system annual maintenance fee. Lessee's portion of said fees during this lease are as follows:

\$74,450.25 for 2024; Initial Install (Annual support fee waived)

\$10,490.39 for 2025;

\$11,014.91 for 2026.

- 9. REPAIR AND MAINTENANCE.** Lessor shall be responsible for all repairs to the premises occupied by the Lessor and Lessee or spaces shared by the Lessor and Lessee.

- 10. POSSESSION.** Lessee shall take possession of the premises and property in its present condition, without any liability or obligation on the part of the Lessor to make any alteration or replacements of any kind. Lessor warrants that at present, the premises, and all parts thereof, are in reasonable working order and fit for its particular purpose. Both parties during the term of this lease shall respect the rights of others using the premises prior to, during, or after its time of possession.

- 11. USE.** Lessee shall only use the premises for the following purposes: law enforcement purposes.

**12. INSURANCE.**

- a. Lessee shall be responsible for insuring its own personal property within the premises and Lessor shall have no responsibility for any damage to, loss of, or theft of Lessee's personal property.

Lessor shall be responsible for insuring the structure.

- b. Lessee shall, during the term of this lease, at its expense, maintain a policy or policies of public liability insurance with respect to the premises in which Lessee and Lessor shall be covered by being named as insured parties under reasonable limits of liability of not less than the amounts dictated by Minnesota Statute §466.04. The Lessee shall hold harmless the lessor for any injury or death caused by the Lessee to its employees or others by actions of the Lessee or its employees.

Lessor shall, during the term of this lease, at its expense, maintain a policy or policies of public liability insurance with respect to the premises in which Lessor and Lessee shall be

covered by being named as insured parties under reasonable limits of liability of not less than the amounts dictated by Minnesota Statute §466.04. The Lessor shall hold harmless the Lessee for any injury or death caused by the Lessor to its employees or others by actions of the Lessor or its employees.

- c. Lessee shall not do anything in or about the premises which will in any way impair or invalidate the obligation of the insurer under the above policy or policies of insurance.
- d. The insurance which Lessee is required to maintain shall be insured by an insurance company licensed to do business in the State of Minnesota and acceptable to Lessor. The insurance policy shall provide for not less than ten (10) days written notice to the Lessor before cancellation, non-renewal, termination or change in coverage, and Lessee shall deliver a duplicate original or certificate of such insurance policy or policies.
- e. Lessee hereby waives, holds harmless, releases any claims, liabilities, and causes of action against Lessor, its agents and employees, for loss or damage to, or destruction of, any of the personal property whether that of Lessee or others in, upon, or about the premises resulting from fire, explosion, or other perils, whether included or not included in standard extended coverage insurance.

Lessor hereby waives, holds harmless, releases any claims, liabilities, and causes of action against Lessee, its agents and employees, for loss or damage to, or destruction of, any of the personal property whether that of Lessor or others in, upon, or about the premises resulting from fire, explosion, or other perils, whether included or not included in standard extended coverage insurance.

**13. DEFAULT.** Should Lessee be in default in the payment of rent or in the performance of any of the terms, conditions, or covenants of this Lease, Lessor shall give notice of the specific items of default to Lessee, and should Lessee fail to cure such default within 30 days after the date of said notice, then Lessor may declare this Lease forfeited and reenter the premises and take possession thereof and remove Lessee and all of Lessee's property. Should Lessee be diligently pursuing the correction of the default, but should such correction reasonably take more than 30 days, Lessee shall have such additional time as may be needed should Lessee pursue the matter diligently.

**14. TERMINATION OF LEASE.** This lease shall terminate on December 31, 2026. However, upon agreement of the parties, either party may terminate this lease with 180 days written notice to the other party.

**15. HOLD HARMLESS.** Lessee shall hold harmless Lessor from any liability for damages to any person or property in or upon the premises, which damages result from the actions or inactions of Lessee, its employees and agents, including the

person and property of Lessee and its employees and all persons in the premises at their invitation or sufferance, and from all damages resulting from Lessee's failure to perform the covenants of this Lease.

Lessor shall hold harmless Lessee from any liability for damages to any person or property in or upon the premises, which damages result from the actions or inactions of Lessor, its employees and agents, including the person and property of Lessor and its employees and all persons in the premises at their invitation or sufferance, and from all damages resulting from Lessor's failure to perform the covenants of this Lease.

**16. ASSIGNMENT OF SUBLETTING.** There shall be no subletting of any portion of the premises by the Lessee without permission of the Pennington County Board.

**17. RELATIONSHIP.** The Lease does not create the relationship of principal and agent or of partnership or of joint venture of on any association between Lessor and Lessee. The sole relationship between the parties hereto being that of Lessor and Lessee.

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

**19. ALTERATIONS.** Lessee shall not make any alterations or additions to the premises without giving the Lessor twenty (20) days written notice of all alterations or additions intended. Should Lessor not object by written notice within the allowed time, Lessee shall be free to make said alterations and additions at Lessee's own cost. All alterations or additions shall belong to Lessor without compensation at the termination of this Lease. However, Lessor, at its option, may require Lessee to remove any or all such alterations or additions and to return the premises to its prior condition. Lessee shall not allow any liens or other encumbrances to attach to the premises as a result of said alterations or additions.

**20. DAMAGE OR DESTRUCTION.** If the premises or any part thereof shall be partially destroyed by fire, storm, earthquake, or other casualty, the premises shall be promptly repaired by Lessor and there shall be an abatement of rent corresponding with the time during which, and the extent of which, the premises may have been tenantable. But, if the premises shall be damaged to the extent that Lessor shall decide not to rebuild or repair, the term of this Lease shall end and the rent shall be pro-rated to the time of the damage. In any case, should the required repairs be anticipated to take more than 30 days, Lessee shall have the right to immediately terminate this Lease and the rent shall be prorated to the time of damage. Should Lessor be diligently pursuing the correction of the destruction, but should such correction reasonably take more than 30 days, Lessor shall have such additional time as may be needed

should Lessee pursue the matter diligently.

**21. HOLDING OVER.** In the event Lessee remains in possession, of the premises after the expiration of this Lease and without the execution of a new Lease, it shall be deemed to be occupying the premises as a Lessee from month to month, subject to all the conditions, provisions, and obligations of this Lease.

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

Lessor:

Pennington County Auditor's Office  
Pennington County Courthouse  
101 North Main Ave  
Thief River Falls, MN 56701

Lessee:

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

THE COUNTY OF PENNINGTON HAS EXECUTED THIS LEASE AGREEMENT ON  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

By: \_\_\_\_\_  
Pennington County Board Chair

By: \_\_\_\_\_  
Pennington County Auditor

THE CITY OF THIEF RIVER FALLS HAS EXECUTED THIS LEASE AGREEMENT ON  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

By: \_\_\_\_\_  
Thief River Falls Mayor

By: \_\_\_\_\_  
Thief River Falls City Administrator



# 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:** 9/19/2023

**SUBJECT:** #8.8 Approve Pete Carlson - City Land Lease

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

**MOTION TO:** Approve the renewal of a lease between the City of Thief River Falls and Pete Carlson, for farmland rental, until November 15, 2025 in Section 6, T.153N., R.43W.; and authorize the Mayor and City Administrator to execute the agreement.

**BACKGROUND:** Pete Carlson has rented 134 acres of farmland from the city for several years adjacent to the City's wastewater treatment ponds.

**KEY ISSUES:** The current lease expired on November 15, 2022. Pete Carlson wishes to continue to lease the property.

**FINANCIAL CONSIDERATIONS:** He shall pay a total of \$30,150.00 over the three-year period.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen, Public Works Director

**ATTACHMENTS:**

|    |                                      |
|----|--------------------------------------|
| 1. | city-carlson.leasefarm.proposed.2023 |
|----|--------------------------------------|

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## FARM LEASE

THIS AGREEMENT, Made this \_\_\_\_\_ day of January, 2023, by and between City of Thief River Falls, hereafter "Landlord", and Pete C. Carlson, of the County of Pennington, State of Minnesota, hereafter "Tenant".

WITNESSETH, That Landlord, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease and Let unto Tenant, and Tenant does hereby hire and take from Landlord, the following described premises situated in the County of Pennington, and State of Minnesota, viz:

The presently tillable acreage located in Government Lots Six (6) and Seven (7) and the East Half of the Southwest Quarter (E½SW¼) of Section Six (6), Township One Hundred Fifty-three (153) North of Range Forty-three (43) West of the Fifth Principal Meridian,

containing approximately 134 acres be the same more or less, of which described premises Tenant hereby agrees to plow and put in crops not less than (not prescribed) acres each year during the continuance of this Lease.

To have and to hold, the above rented premises unto Tenant, his heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the full term of three crop years from and after the 1st day of January, 2023 the term of this Lease ending the 15<sup>th</sup> day of November, 2025.

And Tenant agrees to and with Landlord to pay as rent for the above mentioned premises, for and during the full term of this Lease, the sum of Ten Thousand Fifty Dollars and NO/100ths Dollars (\$10,050.00), payable at Thief River Falls, Minnesota, in 3 installments with interest at the rate of 8.0 per cent on each installment after due, to-wit:

\$10,050.00 on or before November 15, 2023;

\$10,050.00 on or before November 15, 2024; and

\$10,050.00 on or before November 15, 2025; and

1. And it is further agreed, by and between the parties as follows: That should Tenant fail to make the above mentioned payments as herein specified, or to pay any of the rent aforesaid when due, or fail to fulfill any of the covenants herein contained, then and in that case Landlord may re-enter and take possession of the above premises, and hold and enjoy the same without such re-entering working a forfeiture of the rent to be paid by Tenant for the full term of this Lease. That if Tenant remains in possession of said premises after the expiration of the term for which they are hereby Leased, such possession shall not be constructed to be a renewal of this Lease, but to be a tenancy at the will of Landlord, which may be terminated upon ten days' notice, given by the Landlord in writing either delivered to Tenant or sent to Tenant in a sealed envelope, duly stamped and directed to Tenant at: 15764 120th Ave. NE, Thief River Falls, MN 56701, which is hereby declared by said Tenant to be his usual Post-office address.

2. Tenant also covenants and agrees to and with Landlord not to assign this Lease or underlet the premises or any part thereof, without first obtaining the written consent of Landlord and that Tenant will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the Landlord, its successors or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Tenant also covenants and agrees to cultivate the Leased premises in a careful and husband-like manner, and to maintain and keep up the fences so as to protect all crops from injury and waster, and to protect the fruit and shade trees thereupon, and to cut no green trees and to commit no waste or damage on said premises and to suffer none to be done; and further agrees not to remove any straw or manure from said premises, but to spread upon said premises all manure made thereon.

3. Tenant is also to destroy all Russian thistles and other noxious weeds growing on said premises, declared by statute to be common nuisances, within the time prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And Landlord or Landlord's agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, or to prepare for the succeeding crop, or for any other purpose whatsoever.

4. Landlord covenants that Tenant, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold, and enjoy the premises.

5. In the event of any rents due hereon being collected by suit, Tenant further agrees to pay all expenses which may be incurred thereby.

6. As security for the payment of the rents herein specified and the faithful performance and strict fulfillment of all the covenants of Tenant in this Lease contained, Tenant does hereby grant a security interest to Landlord in all crops grown or growing on said premises during the term of this Lease and in products and contract rights with respect thereto and all proceeds of each. Upon any default on the part of Tenant in paying said rent or in performing any of the covenants of this Lease, and at any time thereafter, Landlord shall have, in addition to the rights and remedies granted hereby, all rights and remedies of a secured party under the Uniform Commercial Code or other applicable law, and Landlord may require Tenant to assemble said property and make it available to Landlord at a place to be designated by Landlord that is reasonably convenient to both parties. Expenses of retaking, holding, preparing for sale, selling, and the like, shall include the reasonable attorneys' fees and legal expenses of Landlord.

7. **Financing Statement.** Lessee shall execute a financing statement for perfecting the security interest granted in this Lease upon request of Lessor.

8. **Words used in this instrument in the masculine gender include the feminine and neuter, the singular number includes the plural and the plural the singular.**

9. **Farming Practices.** Lessee shall be responsible for all input costs and shall provide all labor and machinery needed to farm the premises in a good and proper manner. Lessee shall apply fertilizer, pesticides, and herbicides as needed and shall remove rock as required for use of Lessee's machinery.

10. **Plow Back.** Lessee shall plow back the premises prior to termination of this Lease. Lessee shall plow the premises with chisel plowing twice. Should Lessee fail to plow back the premises, Lessor shall have the right to contract with a third party acceptable to Lessor, including Lessor, for the plowing. Lessee shall be responsible for the full cost of that plowing.

11. **Farm Program.** Lessee shall preserve the base acreage that presently exists on the premises. Lessee shall consult with Lessor concerning remaining with the government farm program and Lessee shall not remove the premises from the government farm program, if any, without Lessor's prior written consent. Lessee shall be entitled to all government farm program payments earned during the term of this Lease.

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

LESSOR:  
City of Thief River Falls  
P.O. Box 528  
Thief River Falls, MN 56701

LESSEE:  
Pete C. Carlson  
15764 120<sup>th</sup> Ave. NE  
Thief River Falls, MN 56701

13. **Utilities.** Should Lessee desire to use any utilities on the premises, if any, Lessee shall contact the rural electric supplier for such services and the utilities must be purchased in Lessee's name only, without any responsibility for payment by Lessor.

14. **Indemnification.** Lessee shall indemnify Lessor against any liability or loss of whatever nature incurred by Lessor as a result of Lessee's failure to perform any obligation required to be performed by Lessee hereunder, or from any accident that may occur in or about the premises, or from Lessee's failure to comply with any government authority. Lessor's right to indemnity hereunder shall arise notwithstanding that joint or concurrent liability may be imposed on Lessor by statute, ordinance, regulation, or other law. Lessee shall also indemnify Lessor against all costs, attorneys' fees, and other expenses arising out of such actions.

15. **Building.** Lessee shall not be entitled to the use of any buildings upon the premises.

16. **Woodland.** Lessor shall have access to the woodland, being approximately 11 acres, located in

the southeast corner of the premises. Lessor intends to cut and to remove wood from the woodland. Access by Lessor shall not interfere with any growing crops.

17. Hunting Rights. Lessee shall have all hunting rights to the premises while this Lease is in effect. Lessee agrees to defend and hold Lessor harmless from any claims of any nature that may arise from use of the premises for hunting, as also set forth in paragraph 20.

Should Lessee need wildlife control to prevent crop damage, Lessee shall have the right to request permission from the Minnesota Department of Natural Resources, upon receiving written permission, Lessee may present that to Lessor to obtain rights to perform wildlife control to prevent crop damage.

18. Expansion. Should Lessor find it necessary, in its sole discretion, to expand its wastewater treatment facilities and appurtenances onto the above described premises, Lessor shall have the right to do so. Lessor shall notify Lessee on or before the first day of April in the year in which it desires to expand said facilities and appurtenances. The rent shall then be reduced in proportion to the amount of premises used by Lessor.

Lessor shall not be responsible to Lessee for any damages resulting for the expansion of its wastewater treatment facilities and appurtenances.

19. Lime Sludge. Lessor shall have the right to deposit lime sludge upon the premises covered by said Lease. The Lessor shall apply the lime sludge in such a manner to allow the Lessee to use his equipment on the premises. Lessee shall cultivate the lime into the soil.

Lessor shall have the right to deposit lime sludge upon the premises up to the time that Lessee starts seeding.

Lessee accepts the farm lease subject to Lessor's right to spread said lime sludge and does waive any type of action against Lessor.

20. Indemnification. Lessee shall indemnify Lessor against any liability or loss of whatever nature incurred by Lessor as a result of Lessee's failure to perform any obligation required to be performed by Lessee hereunder, or from any accident that may occur in or about the premises, or from Lessee's failure to comply with any government authority. Lessor's right to indemnity hereunder shall arise notwithstanding that joint or concurrent liability may be imposed on Lessor by statute, ordinance, regulation, or other law. Lessee shall also indemnify Lessor against all costs, attorneys' fees, and other expenses arising out of such actions.

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

22. Titles and Headings. The titles and headings used herein are for convenience only and do not constitute any part of this Agreement.

23. Lessor will locate and flag any sanitary sewer manholes, water line gate valves, fire hydrants, and survey monuments. Lessee shall avoid those items and shall be responsible for cost of repair or replacement of those installations if they are damaged from his farming operations.

IN TESTIMONY WHEREOF, Both parties have hereunto set their hands the day and year hereinbefore written.

LANDLORD:

TENANT:

City of Thief River Falls:

By: \_\_\_\_\_  
Its: Mayor

\_\_\_\_\_  
Pete C. Carlson

By: \_\_\_\_\_  
Its: Administrator

STATE OF MINNESOTA       )  
                                          )  
COUNTY OF PENNINGTON    )

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2023, by Pete C. Carlson.

\_\_\_\_\_  
Notary public

STATE OF MINNESOTA       )  
                                          )  
COUNTY OF PENNINGTON    )

The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2023, by Brian Holmer and Angela Philipp, the Mayor and the Administrator of City of Thief River Falls, a municipal corporation under the laws of the State of Minnesota, on behalf of the municipal corporation.

\_\_\_\_\_





# 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

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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.9 Resolution declaring cost to be assessed and ordering preparation of assessment roll for the 2023 Street & Utilities Improvements Project

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

**MOTION TO:** Declare the cost to be assessed for the 2023 Street & Utilities Improvements Project and order the preparation of the assessment roll. The estimated amount to be assessed is approximately \$1,262,015.40 .

**BACKGROUND:** This project was bid, as a result of meetings with department heads, council committees, and according to items in the City's Capital Improvement Plan. It was awarded to Agassiz Asphalt in the amount of \$1,262,015.40.

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

**FINANCIAL CONSIDERATIONS:** The total cost of the city share of the improvements is estimated to be \$2,000,000.00. This project is funded through bonding. The amount to be assessed is estimated to be \$590,000.00.

**LEGAL CONSIDERATION:** Minnesota Statute Chapter 429 requirements apply.

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen – Public Works Director

**ATTACHMENTS:**

None



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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.10 Resolution establishing a public hearing with regard to proposed assessments on the 2023 Street & Utilities Improvements Project.

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

**MOTION TO:** By the City Council of Thief River Falls, that:

1. A hearing shall be held on the 17th day of October, 2023 in the Council Chambers of City Hall at 5:30 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment; and
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and the City Administrator shall state in the notice the total cost of the improvement, The City Administrator shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing; and
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property to the City Administrator. No interest shall be charged if the entire assessment is paid by December 31st, 2023. You may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. If you decide not to prepay the assessment before the date given, interest will be applied.

**BACKGROUND:** Pursuant to Resolution No. 9-214-23, the City Administrator and Community Services Director were directed to prepare the proposed assessments of the 2023 Street and Utilities Improvements Project; and

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

**FINANCIAL CONSIDERATIONS:** The total cost of the improvements is estimated to be \$2,000,000.00 This project will be funded through special assessments and bonding. The amount to be assessed is estimated to \$590,000.00.

**LEGAL CONSIDERATION:** Minnesota Statute Chapter 429 requirements apply.

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen – Public Works Director

**ATTACHMENTS:**

None



# City of Thief River Falls

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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.11 Approve One-Year Storm Water Utility Rate Increase (for 2024 calendar year)

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

**MOTION TO:** Approve a one-year Storm Water Utility Rate Increase. The new rate proposal would be \$6.50/month for residential properties, \$15.50/acre x 2.5 x impervious area of property or for apartment buildings and commercial properties, and \$15.50/acre x 1.5 x entire area of property for any properties that had previously been calculated with that method.

**BACKGROUND:** The previous storm water utility rate was approved in Feb 2023 for the year 2023, and followed consistent incremental increases in 2021, 2022, and 2023. The proposed rate increase would be approved for only one year. The Residential monthly rates would increase \$.50/month and Commercial/Multi-family/Industrial rates would increase \$1.00/acre/month, based on applicable formula. The current residential rate and commercial rates are significantly lower than similar size comparable cities. The one-year proposed approval rate will allow for new data technology to be considered with future storm water utility rates.

**KEY ISSUES:** The City adopted a storm water utility in 2004 to fund the cost of installing, operating, and maintaining the city's storm sewer system. It also funds related operations such as street sweeping to prevent debris from entering the storm sewer system.

**FINANCIAL CONSIDERATIONS:**

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen, Public Works Director

**ATTACHMENTS:**

|    |                                                              |
|----|--------------------------------------------------------------|
| 1. | PW RCA sept02 B)Storm Water Utility Comparison- other cities |
|----|--------------------------------------------------------------|

## Storm Water Utility Rate Comparison

| <b><u>City</u></b>       | <b><u>Single Family Residential</u></b> | <b><u>Apartments, Commercial etc.</u></b>                                                                                                                                                | <b><u>Other Information</u></b>                                                        |
|--------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Thief River Falls</b> | <b>\$5.50</b>                           | <b>B or C (See Below)</b>                                                                                                                                                                | <b>1st 5 Acres 100% of Rate<br/>2nd 5 Acres 50% of Rate<br/>Balance %20% of Rate</b>   |
|                          |                                         | B = \$13.50/Acre x 2.5 x Impervious Area Property                                                                                                                                        |                                                                                        |
|                          |                                         | C = \$13.50/Acre x 1.5 x Entire Area of Property                                                                                                                                         |                                                                                        |
| <b>Hermantown</b>        | <b>\$7.00</b>                           | Non-residential units -<br>Impervious surface divided by 9,100 sf (REU). The<br>solution will then show how many units to be billed<br>at \$7.00/unit                                    | The city has identified 9,100 SF as<br>a Residential Equivalency Unit<br>(REU)         |
|                          |                                         | There is a 25% fee reduction available for rate control and a 25% fee reduction for<br>water quality which a property may qualify for based on the extent of their stormwater<br>system. |                                                                                        |
| <b>Fergus Falls</b>      | <b>\$8.75</b>                           | Small Commercial: \$17.50 (Less than 1/2 Acre)                                                                                                                                           | Large Commercial - Larger than 1/2<br>Acre = \$35.00/Acre of non-<br>permeable surface |
| <b>Waseca</b>            | <b>\$7.00</b>                           | Waseca uses a rate structure classification chart<br>and multiplying by a utility factor<br><b>See attached information</b>                                                              |                                                                                        |
| <b>Grand Rapids</b>      | <b>\$8.75</b>                           | Multi-Family \$31.98/acre<br>Commercial/Industrial \$41.98/acre<br><b>See attached information</b>                                                                                       |                                                                                        |



# City of Thief River Falls

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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.12 Approve MNDOT Contract Agreement

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

**MOTION TO:** Approve Contract agreement with Minnesota Department of Transportation, with a financial commitment with the City of Thief River Falls on execution of a contract with HDR engineering for a corridor study concerning and future improvements with roadway infrastructure on Trunk Highway #59 Corridor between 1st Street, south to 158th Street (city limits).

**BACKGROUND:** The City of Thief River Falls previously funded a preliminary corridor study of this section of town to review potential improvement areas for future construction. Based on feedback from that study, it was recommended that a more detailed study be conducted to identify specific design improvements with participation of MNDOT, as well as the residents of Thief River Falls, MN.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:** An additional agreement will be signed between the City of Thief River Falls and HDR Engineering. The contract with MNDOT to be authorized would place 90% financial responsibility on MNDOT, and the remaining 10%, to be paid by the City of Thief River Falls. The anticipated cost share to the city would be approximately \$27,000. The estimated total cost of the contract with HDR engineering would be \$269,781.60.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen, Public Works Director

**ATTACHMENTS:**

|    |                                                |
|----|------------------------------------------------|
| 1. | PW RCA sept03 C)CA1054714 For Signature(MNDOT) |
|----|------------------------------------------------|

**MINNESOTA DEPARTMENT OF TRANSPORTATION  
JOINT POWERS CONTRACT  
FOR PROFESSIONAL AND TECHNICAL SERVICES**

**State Project Number (SP):** 5705-66

**Trunk Highway Number (TH):** 59

**Project Identification:** Corridor Study

This contract is between the State of Minnesota, acting through its Commissioner of Transportation (“State”) and the City of Thief River Falls acting through its CITY COUNCIL (“Governmental Unit”).

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**Recitals**

1. Minnesota Statutes §15.061 authorizes State to engage such assistance as deemed necessary.
2. Minnesota Statutes §471.59 authorizes State and Governmental Unit to enter into this contract.
3. State is in need of a corridor study to establish a preferred alternative layout to address infrastructure issues, safety issues and areas of noncompliance with the Americans with Disabilities Act.
4. Governmental Unit represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of State.

---

**Contract****1. Term of Contract; Survival of Terms; Incorporation of Exhibits**

- 1.1. **Effective Date:** This contract will be effective on the date State obtains all required signatures under Minnesota Statutes Section §16C.05, subdivision 2. The Governmental Unit must not begin work under this contract until this contract has been fully executed and the Governmental Unit has been notified by State’s Authorized Representative to begin work.
- 1.2. **Expiration Date:** This contract will expire on June 30, 2025, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, without limitation, the following clauses: 6. Indemnification; 7. State Audits; 8. Government Data Practices; 9. Intellectual Property Rights; and 10. Venue.
- 1.4. **Exhibits:** Exhibits A through E are attached and incorporated into this contract.

**2. Scope of Work and Deliverables**

- 2.1. The Governmental Unit will complete the duties and provide the deliverables listed in Exhibit A.

**3. Payment**

- 3.1. **Consideration.** State will pay for all services performed by the Governmental Unit under this contract as follows:
  - 3.1.1. **Compensation.** State will pay the Governmental Unit on an Actual Cost basis according to the cost shown in Exhibit B.
  - 3.1.2. **Budget Details.** See Exhibit B for Budget Details on Governmental Unit and its subcontractor.
  - 3.1.3. **Direct Costs.** Allowable direct costs include project specific costs listed in Exhibit B. Any other direct costs not listed in Exhibit B must be approved, in writing, by State’s Project Manager prior to expenditure.

- 3.1.4. **Travel Expenses.** The Governmental Unit will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current “Minnesota Department of Transportation Travel Regulations.” The Governmental Unit will not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless it has received prior written approval from State for such out of state travel. State of Minnesota will be considered the home base for determining whether travel is “out of state.” See Exhibit C for the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.
- 3.1.5. **Total Obligation.** The total obligation of State for all compensation and reimbursements to the Governmental Unit will not exceed **\$242,803.44** which represents 90% of the total actual costs of the project.

### 3.2. Terms of Payment

- 3.2.1. **Invoices.** The Governmental Unit must submit invoices electronically for payment, using the format set forth in Exhibit D. The Governmental Unit will submit invoices for payment on a bi-monthly basis.
- 3.2.2. **Progress Reports.** The Governmental Unit must submit a monthly progress report, using the format set forth in Exhibit E showing the progress of work in work hours according to the tasks listed in Article 2 Scope of Work.
- 3.2.3. **State’s Payment Requirements.** State will promptly pay all valid obligations under this contract as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving the Governmental Unit’s invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify the Governmental Unit within 10 days of discovering the error. After State receives the corrected invoice, State will pay the Governmental Unit within 30 days of receipt of such invoice. State reserves the right to audit all invoices, at State’s discretion.
- 3.2.4. **Invoice Package Submittal.** The Governmental Unit must submit the signed invoice, the signed progress report and all required supporting documentation, for review and payment, to State’s Consultant Services Section, at [ptinvoices.dot@state.mn.us](mailto:ptinvoices.dot@state.mn.us). Invoices will not be considered “received” within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by State’s Consultant Services Section.
- i. Each invoice must contain the following information: MnDOT contract Number, the Governmental Unit invoice number (sequentially numbered), the Governmental Unit billing and remittance address, if different from business address, and the Governmental Unit signature attesting that the invoiced services and costs are new and that no previous charge for those services and goods has been included in any prior invoice.
  - ii. Except for Lump Sum contracts, direct nonsalary costs allocable to the work under this contract, must be itemized and supported with invoices or billing documents to show that such costs are properly allocable to the work. Direct nonsalary costs are any costs that are not the salaried costs directly related to the work of the Governmental Unit. Supporting documentation must be provided in a manner that corresponds to each direct cost.
  - iii. Except for Lump Sum contracts, the Governmental Unit must provide, upon request of State’s Authorized Representative, the following supporting documentation:
  - iv. Direct salary costs of employees’ time directly chargeable for the services performed under this contract. This must include a payroll cost breakdown identifying the name of the employee, classification, actual rate of pay, hours worked and total payment for each invoice period; and
  - v. Signed time sheets or payroll cost breakdown for each employee listing dates and hours worked. Computer generated printouts of labor costs for the project must contain the project number, each employee’s name, hourly rate, regular and overtime hours and the dollar amount charged to the project for each pay period.

- 3.2.5. **Federal funds.** If federal funds are used, the Governmental Unit is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Governmental Unit's failure to comply with federal requirements.

#### 4. Authorized Representatives

- 4.1. State's Authorized Representative will be:

Name/Title: Tony Collyard  
 Address: 3920 Highway 2 W, Bemidji, MN 56601  
 Telephone: (218) 214-0473  
 E-Mail: [tony.collyard@state.mn.us](mailto:tony.collyard@state.mn.us)

State's Authorized Representative, or his/her successor, will monitor Contractor's performance and has the authority to accept or reject the services provided under this contract.

- 4.2. State's Project Manager will be:

Name/Title: Jim Bittmann  
 Address: 3920 Highway 2 W, Bemidji, MN 56601  
 Telephone: (218) 407-5893  
 E-Mail: [jim.bittmann@state.mn.us](mailto:jim.bittmann@state.mn.us)

State's Project Manager, or his/her successor, has the responsibility to monitor Contractor's performance and progress. State's Project Manager will sign progress reports, review billing statements, make recommendations to State's Authorized Representative for acceptance of Contractor's good or services and make recommendations to State's Authorized Representative for certification for payment of each invoice submitted for payment.

- 4.3. The Governmental Unit's Authorized Representative will be:

Name/Title: Travis Giffen, Public Works Director  
 Address: 405 3<sup>rd</sup> Street East, Thief River Falls, MN 56701  
 Telephone: (218) 689-4292  
 E-Mail: [tgiffen@citytrf.net](mailto:tgiffen@citytrf.net)

#### 5. Assignment, Amendments, Waiver, Contract Complete, and Electronic Records and Signatures

- 5.1. **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this contract, or their successors in office.
- 5.2. **Amendments.** Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
- 5.3. **Waiver.** If State fails to enforce any provision of this contract, that failure does not waive the provision or its right to subsequently enforce it
- 5.4. **Contract Complete.** This contract contains all negotiations and contracts between State and the Governmental Unit. No other understanding regarding this contract, whether written or oral, may be used to bind either party.
- 5.5. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

#### 6. Indemnification

- 6.1. In the performance of this contract by the Governmental Unit, or the Governmental Unit's agents or employees, and to the extent permitted by law, the Governmental Unit must indemnify, save, and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by the Governmental Unit's: 1) intentional, willful, or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies the Governmental Unit may have for State's failure to fulfill its obligation pursuant to this contract.

## 7. State Audits

- 7.1. Under Minnesota Statutes §16C.05, subdivision 5, the Governmental Unit's books, records, documents and accounting procedures and practices relevant to this contract are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this contract.

## 8. Government Data Practices

- 8.1. The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Governmental Unit under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or State.

## 9. Intellectual Property Rights

- 9.1. **Intellectual Property Rights.** State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this contract. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the Governmental Unit, its employees, agents and subcontractors, either individually or jointly with others in the performance of this contract. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Governmental Unit, its employees, agents or subcontractors, in the performance of this contract. The Documents will be the exclusive property of State and the Governmental Unit upon completion or cancellation of this contract must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Governmental Unit assigns all right, title and interest it may have in the Works and the Documents to State. The Governmental Unit must, at the request of State, execute all papers and perform all other acts necessary to transfer or record State's ownership interest in the Works and Documents

### 9.2. Obligations

- 9.2.1. **Notification.** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Governmental Unit, including its employees and subcontractors, in the performance of this contract, the Governmental Unit will immediately give State's Authorized Representative written notice thereof, and must promptly furnish State's Authorized Representative with complete information and/or disclosure thereon.
- 9.2.2. **Representation.** The Governmental Unit must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State, and that neither the Governmental Unit, nor its employees, agents nor subcontractors retain any interest in and to the Works and Documents. The Governmental Unit represents and

warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 6, the Governmental Unit will indemnify, defend, to the extent permitted by the Attorney General, and hold harmless State, at the Governmental Units expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Governmental Unit will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Governmental Unit's or State's opinion is likely to arise, the Governmental Unit must, at State's discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

## 10. Venue

- 10.1. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 11. Termination; Suspension

- 11.1. **Termination.** State or the Commissioner of Administration may terminate this contract at any time, with or without cause. Upon termination, Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 11.2. **Termination for Insufficient Funding.** State may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. State must provide the Governmental Unit notice of the lack of funding within a reasonable time of State's receiving that notice.
- 11.3. **Suspension.** State may immediately suspend this contract in the event of a total or partial government shutdown due to failure to have an approved budget by the legal deadline. Work performed by the Governmental Unit during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

## 12. E-Verify Certification (In accordance with Minnesota Statutes §16C.075).

- 12.1. For services valued in excess of \$50,000, the Governmental Unit certifies that as of the date of services performed on behalf of State, the Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of State. The Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with the Governmental Unit and made available to State upon request.

## 13. Plain Language; Accessibility Standards

- 13.1. **Plain Language.** Except for designs, plans, layouts, maps and similar documents, the Governmental Unit must provide all deliverables in "Plain Language". Executive Order 14-07 requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using Plain Language. As defined in Executive Order 14-07, Plain Language is a communication which an audience can understand

the first time they read or hear it. To achieve that, the Governmental Unit will take the following steps in the deliverables:

- Use language commonly understood by the public;
- Write in short and complete sentences;
- Present information in a format that is easy-to-find and easy-to-understand; and
- Clearly state directions and deadlines to the audience.

13.2. **Accessibility Standards.** Except for designs, plans, layouts, maps and similar documents, the Governmental Unit agrees to comply with the State of Minnesota's Accessibility Standard ([https://mn.gov/mnit/assets/Stnd\\_State\\_Accessibility\\_tcm38-61585.pdf](https://mn.gov/mnit/assets/Stnd_State_Accessibility_tcm38-61585.pdf)) for all deliverables under this contract. The State of Minnesota's Accessibility Standards entail, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 of the Rehabilitation Act, as amended. The Governmental Unit's compliance with the State of Minnesota's Accessibility Standard includes, but is not limited to, the specific requirements as follows:

- All videos must include closed captions, audio descriptions and a link to a complete transcript;
- All documents, presentations, spreadsheets and other material must be provided in an accessible format. In addition, the Governmental Unit will provide native files in an editable format. Acceptable formats include InDesign, Word and Excel; and
- All materials intended for downloading and printing such as promotional brochures, must be labeled as such and the content must additionally be provided in an accessible format.

#### 14. Subcontractor Reporting

14.1. The State of Minnesota is committed to diversity and inclusion in public procurement. If the total value of this contract may exceed \$500,000.00, including all extension options, the Governmental Unit must track and report, on a quarterly basis, the amount spent with diverse small businesses. When this applies, the Governmental Unit will be provided free access to a portal for this purpose, and the requirement will continue as long as the contract is in effect.

#### 15. Title VI/Non-discrimination Assurances.

15.1. The Governmental Unit agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=11149035](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035). The Governmental Unit will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Governmental Unit's compliance with this provision. The Governmental Unit must cooperate with State throughout the review process by supplying all requested information and documentation to State, making the Governmental Unit's staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

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**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed:

Date:

**DEPARTMENT OF TRANSPORTATION** (with delegated authority)

Signed:

Title:

Date:

**GOVERNMENTAL UNIT\***

Governmental Unit certifies that the appropriate person(s) have executed the contract on behalf of Governmental Unit as required by applicable resolutions, ordinances or charter provisions.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

Signed:

Date:

**\*Political subdivisions must provide documentation approving this contract, including: 1) a resolution evidencing approval of the agreement; and 2) proper signature pursuant to the resolution.**

## Overview

The purpose of this contract is to provide a sufficient level of study to document existing conditions, determine future needs, and provide project management activities to assist the State in determining near and long term corridor needs on State Trunk Highway (TH) 59 from 155<sup>th</sup> Street to 1<sup>st</sup> Street East. The State has a construction project planned for this section of State Highway in 2029 and the intent of this Corridor Study document is to provide guidance to the state for future improvements.

The intent of this corridor study document is to provide corridor context analysis and guidance to the State for future improvements. The final report for this project must be completed and submitted to the State Project Manager by October 1, 2024.

The Governmental Unit will work with subcontractor, HDR Engineering, Inc. in the completion of this project. This team is referred to as “Contractor” for the remainder of this scope of work.

## Task #1: Project Management (Source Type 1010)

- 1.1 General Project Coordination.** Contractor will plan and manage execution of project tasks.
- 1.2 Develop and Maintain Project Schedule.** Contractor will develop and maintain project schedule; utilize Microsoft Project or other scheduling software to provide a milestone delivery schedule to identify action required in advance of when it is needed to maintain work flow.
- 1.3 Invoicing and Progress Reports.** Contractor will prepare and submit bi-monthly progress reports, schedule updates and invoices.
- 1.4 Quality Management.** Contractor will prepare appropriate quality management documentation for submittals, and document resolution of review comments.
- 1.5 Project Kick-off Meeting.** Contractor will prepare for, develop materials for, attend (up to 3 Contractor staff) and document one 2-hour project kick-off meeting.
- 1.6 Project Management Team (PMT) Meetings.** Contractor will prepare for, develop materials for, attend, and document up to 8 PMT meetings (approximately one per month). These meetings will be held virtually using Microsoft Teams. Contractor Project Manager and up to two additional staff will attend, based on the technical topics to be discussed. The PMT is expected to include staff from State, and Contractor. PMT meetings are expected to be up to 2 hours long.

### Contractor Deliverables:

- 1. Bi-Monthly invoices
- 2. Progress reports (via email, limited to a bullet summary)
- 3. Quality management documentation per submittal
- 4. Kick-off meeting agenda, materials, and summary
- 5. PMT meeting agendas, materials, and summaries

**State Deliverables:**

1. Review and approve Contractor deliverables
2. Assistance with agency coordination as needed to promote and support development and completion of the Corridor Study.
3. Selection of PMT participants and coordination outside of meetings as needed.

## **Task #2: Public and Stakeholder Engagement (Source Type 0054)**

**2.1 Stakeholder Analysis & Strategy.** Contractor will coordinate with State to develop a list of key project stakeholders. Contractor will conduct up to two half hour phone interviews with State staff to build out the list. The stakeholder list will contain full contact information for each entry, as well as recommended engagement frequency. The list will be included in the Public & Stakeholder Engagement Plan (Task 2.2).

**2.2 Public & Stakeholder Engagement Plan.** Contractor will develop a Public & Stakeholder Engagement Plan that outlines project goals and objectives, stakeholders and target audiences, key messages, roles and responsibilities, and engagement tools and techniques for various audiences. The project team will use this document as a road map throughout the corridor study.

**2.3 Public Open Houses.** Contractor will plan, manage, and summarize up to (2) two in-person two-hour public open houses that offer input opportunities at key project milestones. The first open house will provide a project introduction, offer a forum for the public to visit with project staff, and seek to capture public vision and opinions through verbal and written comments. The second open house will present the design options and preferred alternative, as well as how the project team used public input and other criteria to arrive at the chosen design.

Up to three Contractor staff will attend the public open houses and support the set-up, facilitation, and tear down of each event. Contractor will provide refreshments for each event.

Contractor will design, print, and mail informative invitation postcards to local property and business owners to promote the public open houses and increase community participation. Contractor will also develop template materials such as an email invite and/or social media content for local partners to share with their contacts.

Contractor will draft and deliver information exhibits to help guide public open house attendees through the project development process and clearly define input opportunities and next steps. Contractor will work with State Project Manager in advance of each public open house to prepare the agenda, define key messages, and determine displayed materials. For each public open house, Contractor will design and print a project overview handout, project layouts, comment/feedback forms, sign-in sheets, and staff nametags. Up to six informational display boards will be designed and printed for the first public open house and up to three additional boards will be produced for the second public open house. A public open house summary including meeting attendance, key themes, and verbatim comments will be provided following each event.

**2.4 Virtual Public Open House.** Contractor will develop a virtual public open house in conjunction with each in person public open house to solicit feedback on the design options from those who were unable to attend . A

virtual public open house is intended to increase participation in the public engagement process by allowing community members and project stakeholders to provide input on their own time and at their convenience. Contractor will develop up to two virtual public open houses. The virtual public open houses could include a virtual tour of the project information, video comments from the Project Manager, an embedded input form for commenting, a brief survey tool, and a custom comment map (see Task 2.7). Contractor will use a ZIP Code targeted Facebook advertisement (brief text plus a graphic) to drive traffic to the virtual public open houses. The virtual public open houses will be shared with stakeholder groups to broaden visibility and participation. Contractor will provide a summary and analytics post-meeting.

**2.5 Project Webpage Updates.** Contractor will recommend, draft, and deliver up to six project updates for posting to a project webpage hosted by State. Content will include project background, purpose, Frequently Asked Questions, priorities, process, schedule, and meeting notifications, as well as ways to provide input and connect with project staff. Contractor will provide outreach materials such as the public open house exhibits in PDF format to State for posting to the project webpage. State will be responsible for posting each update, while Contractor will be responsible for managing content development and making it Americans with Disabilities Act (ADA)-compliant (according to State's digital communications standards) and in plain language.

**2.6 Online Comment Map.** Contractor will develop an online comment map to allow users to provide geospatial input by dropping pins within the project area and adding comments. Custom comment categories can be included in the tool. Participants will have the option to tag their comment to a featured category. They can also view other comments anonymously and filter them by category. The map will be optimized for mobile use and embedded within a virtual public open house.

**2.7 Stakeholder Outreach Meetings.** Contractor will support up to three one-on-one and/or group stakeholder meetings (up to two hours each) to resolve site-specific issues. Possible stakeholders are individual businesses, freight representatives, and a specific neighborhood or group of property owners. Contractor will provide logistics support, including identifying a meeting venue and inviting attendees through email notifications. In addition, one (1) Contractor staff will attend each meeting. A summary will be provided following each meeting. When possible, public open house materials will be repurposed for these stakeholder meetings.

**2.8 City Council Outreach.** Contractor will assist with the facilitation of up to two one-hour in-person City Council workshops and up to one formal City Council presentation. The workshops will provide a project update and an organized setting for City Council members to ask questions of project representatives. Public open house materials will be repurposed for the workshops. Up to 2 Contractor staff will attend the workshops to provide technical support and note-taking. Contractor will collaborate with State to develop a presentation and project overview handout to aid a formal City Council presentation.

**Contractor Deliverables:**

1. Stakeholder list (Excel spreadsheet), with initial list provided by State (see below)
2. Draft and final Public & Stakeholder Engagement Plan (electronic)
3. Two two-hour public open houses with 3 Contractor staff (travel time and mileage included)
4. Two one-hour public open house planning sessions via conference call; 2 Contractor staff
5. Up to 2 design layouts per public open house

6. Up to 400 invitation postcards in advance of each public open house (800 total postcards)
7. Up to 9 informational display boards
8. Up to 2 versions of a project overview handout, 75 printed copies per public open house and 15 printed copies per one-on-one stakeholder meeting (195 total handouts)
9. Comment forms, sign-in sheets, and staff nametags per public open house (printed)
10. Up to \$50 in refreshments per public open house
11. Two public open house summaries (electronic)
12. Two draft and final virtual public open house content documents (electronic)
13. Up to 2 virtual public open house summaries and analytics (electronic)
14. Up to 6 project webpage updates (electronic)
15. Up to \$280 in targeted Facebook advertisements to promote the virtual public open houses (minimum of \$20 per day for seven-day runs)
16. Up to 1 online comment map (electronic)
17. Up to 3 draft and final stakeholder emails (electronic)
18. Up to 3 stakeholder meeting summaries (electronic)
19. Up to 2 City Council workshop summaries (electronic)
20. Up to 1 City Council presentation (electronic)
21. Up to 1 project overview handout tailored for City Council members (printed)

#### **State Deliverables:**

1. State will provide previously gathered contact information to Contractor and/or participating in list-building consultations
2. State will post project webpage updates and distribute GovDelivery email updates
3. State will set-up and publish social media posts and advertisements
4. State will perform media outreach and provide a spokesperson for media inquiries
5. State will review and comment on each deliverable once before it becomes final
6. State will provide reviews within 5 business days of draft materials delivery

### **Task #3: Project Purpose & Need (Source Type 1010)**

**3.1 Corridor Vision, Goals, and Objectives.** Contractor will create a shared vision for the corridor among the State, affected agencies and the general public. Contractor will create a draft Vision, Goals and Objectives document for discussion with PMT. This content will subsequently be shared at public open house for input prior to being finalized. The finalized document will be used as a guide to shape the development and evaluation of alternatives.

**3.2 Existing Conditions Review.** Contractor will conduct a planning level review of the existing corridor conditions that could present constraints or opportunities with respect to development of alternatives. The review will be conducted using existing, readily available information, including a site visit. The review will note:

1. Number of lanes/cross-section, including turn lanes
2. Speed limit(s)
3. Bicycle and pedestrian facilities
4. Adjacent land use (existing and planned (City/County Comprehensive Plan map))

5. Environmental constraints (windshield survey plus desktop review of readily available floodplain/wetland information)
6. Access locations/existing access control

Contractor will document existing conditions in a brief technical memorandum that identifies the relevance of each item to alternatives development.

**3.3 Project Purpose and Need.** Contractor will develop a planning level statement of project Purpose and Need to document the project purpose (why the project is being conducted), why it is needed (the underlying technical information) and the specific goals and objectives the project is intended to address. This document will serve both as a vision for this phase of the project and as a resource for future phases, including environmental compliance. The Purpose and Need memorandum will include Tasks 3.1 and 3.2 memoranda as attachments.

**3.4 Data Collection.** Contractor will coordinate with State to receive the following data from State:

1. Topographic data and Aerial imagery, if available, that is orthorectified to reflect uniform scale and lack of distortion. It is anticipated that the City will have this information available October 2023.
2. Historic project information from previous State, County and City investigations.
3. Right-of-way mapping (legal boundaries & easements) in MicroStation format conforming to MnDOT Level 1 & 2 Computer-Aided Drafting and Design standards as they apply.
4. Traffic volume growth rates from District
5. Signal Timing Data Collection
6. Sustained high crash locations intersections or segments (based on crash rate, crash frequency, or systemic risk assessment) identified in the District.

**Contractor Deliverables:**

1. Corridor Vision, Goals, and Objectives document (draft and final)
2. Existing Conditions Technical Memorandum (draft and final)
3. Purpose and Need Technical Memorandum (draft and final)
4. Intersection 13 hour turning movement counts

**State Deliverables:**

1. Review and approve Contractor deliverables
2. Data identified in Task 3.4 above
3. Provide ProjectWise access

## **Task #4: Traffic Operations and Safety Analysis (Source Type 1015 & 1016)**

Contractor will conduct traffic operational analysis for TH 59 within the project limits. The operational analysis will assess: a) the current corridor conditions and b) impacts to vehicular traffic by implementing considered improvements. Operations analysis will be completed for the AM and PM peak hours of a typical weekday for the following scenarios.

1. 2023 Existing — Existing roadway geometry
2. 2029 No Build - Existing roadway geometry plus committed improvements with 2049 traffic.
3. 2029 Alternative — Up to three build alternatives

4. 2049 No Build — Existing roadway geometry plus committed improvements with 2049 traffic.
5. 2049 Alternative — Up to three build alternatives

The following intersections and segments will be evaluated in the analysis scenarios identified above:

1. TH 59 at 1st Street East
2. TH 59 at Dale Street
3. TH 59 at Nelson Drive
4. TH 59 at Greenwood Street
5. TH 59 at 158th Street
6. TH 59 from 1st Street to Dale Street
7. TH 59 from Dale Street to Nelson Drive
8. TH 59 from Nelson Drive to Greenwood Street
9. TH 59 from Greenwood Street to 158th Street

Contractor will complete operational analysis at the intersections using SYNCHRO/SimTraffic (version 11) microscopic simulation (micro-simulation). The simulation models will be created at a “proof of concept” level with reasonability checks completed for throughput, visual inspection of queuing, and delay. The “proof of concept” level includes default software model parameters and other basic decision point assumptions.

**4.1 Prepare Traffic Forecasts.** Forecast year 2049 traffic assignments and/or growth rates will be provided by State representing the No Build and one alternative scenario Build networks. Contractor will review forecasted volumes for reasonableness and adjusted via post-processing. The Contractor will prepare traffic turning volumes for intersections within the study area for the forecast year (2049) from the adjusted forecast volumes.

Contractor will complete an assessment of travel through the TH 59 corridor using StreetLight data. Using this data source, Contractor will identify the origins and destinations of traffic traveling through the TH 59 corridor. This information will be used to evaluate why people are using TH 59, and if there are potential local street improvements that would provide better connections to TH 59 for longer “regional” trips.

Forecasting will consider a potential future bridge crossing alternative at Sherwood Avenue over the Red Lake River and how the distribution of traffic could impact the corridor.

**4.2 Existing, No Build, and Build Volume Development.** Contractor will smooth the counted 2023 volume data and forecasted 2029 and 2049 volume data intersections for input into the synchro models for the AM and PM peak hours.

**4.3 Existing and No Build Analysis.** Contractor will analyze traffic operations for the existing roadway under year 2023 AM and PM peak hour volume conditions, 2029 AM and PM peak hour volumes conditions, and 2049 AM and PM peak hour volume conditions (including updated signal timings) to establish a baseline of operations for comparison to alternatives operations. This task includes development of a simulation model for the study area and coding of network elements associated with the area. The Measure of Effectiveness (MOE) that will be reported from the analysis will include the following:

1. Overall intersection, intersection approach and intersection movement vehicular delay and Level of Service (LOS) (for each modeled intersection),
2. Intersection average and max queues by movement

**4.4 2029 and 2049 Alternative Analysis.** Contractor will complete traffic operations analysis for up to three alternatives (assuming the alternative would have an impact on traffic operations (i.e. access closure, intersection control) developed in cooperation with Task 5 Concept Development. The analysis will be conducted for year 2029 and 2049 AM and PM peak hour volume conditions. This task assumes coordination time with roadway staff to provide input on the alternatives development based on No Build volumes and operations. This task includes refinement of the models developed in Task 4.3 to match the alternatives configurations. Contractor will develop traffic signal timings for modified signals associated with the alternatives as part of this task. Signal warrants and proposed new signals will not be evaluated within this scope. The MOEs that will be reported from the analysis are the same as those listed in Task 4.3.

**4.5 Traffic Operations Analysis Documentation.** Contractor will prepare a technical memorandum to summarize the travel demand forecast preparation and traffic operational analysis results. The list of MOEs from Task 4.3 and 4.4 will be included as part of the technical memorandum. This task includes one virtual meeting between the Contractor, State, and County representative to review the memorandum.

**4.6 Safety Analysis.** Contractor will conduct existing conditions safety analysis for TH 59 within the project limits. This will include summaries of vehicle crashes to identify existing crash patterns for TH 59, including the study intersections identified above. The analysis will include the calculation of crash rates and critical crash rates to determine if there are locations showing an unusually high crash frequency/rate.

In response to identified crash patterns at locations where the crash rate exceeds the critical crash rate, Contractor will identify countermeasures (with crash modification factors) to mitigate the crashes. The Contractor will seek to identify short-term and long-term recommendations to address identified deficiencies. Document Existing Conditions Safety Analysis will be included in the Traffic Operations Analysis technical memorandum.

For up to three proposed concepts, Contractor will conduct a qualitative analysis to assess potential safety benefits. The concepts will be compared to each other and ranked qualitatively with respect to their potential to improve safety in the project area. Potential to improve safety will be gauged by the identification of crash mitigation factors (CMF) for major improvements, using countermeasures available in the CMF Clearinghouse, such as pedestrian accommodations or access consolidation.

**Contractor Deliverables:**

1. Micro-simulation Models for Existing, No Build and Build conditions
2. Draft Traffic Operations Technical Memorandum in pdf format
3. Final Traffic Operations Technical Memorandum in pdf format
4. Safety Analysis documentation (draft and final)

**State Deliverables:**

1. Provide traffic volume growth rates, as described in Task 4.1 (electronic files)
2. Access to State's StreetLight Data
3. Review and comment on Draft Technical Memorandum

## Task #5: Concept Development (Source Type 1003)

**5.1 Concept Components.** Contractor will develop potential roadway concept components to be combined into Roadway Concepts.

1. Design Standards: Define key design elements such as design speed, urban/rural sections
2. Typical Sections: Identify up to three typical sections that would be appropriate for the corridor and address the identified needs.
3. Pedestrian/Bicycle Facilities: Identify facility type or types (e.g., separated trail, on-road) and potential location (east side/west side).
4. Pedestrian/Bicycle Crossings: Based on locations of existing and potential future pedestrian/bicycle facilities in conjunction with likely generators of pedestrian/bicycle traffic, identify up to 6 crossings of TH 59 where crossing improvements may be needed. Develop ped/bike routing plan (graphic).
5. Access Modification: Identify opportunities to reduce or combine access along the corridor. There is a combination of public, commercial and residential access along the corridor that will be reviewed for potential modification.
6. Intersection Concepts: Based on traffic and safety information from Task 4, identify up to 5 intersections where design or traffic control changes may be needed and develop potential solutions.

Prior to proceeding to Task 5.2, Contractor will seek input from PMT on the concept components for the purpose of prioritizing those with the most applicability to the corridor. The conclusion of the PMT discussion will include agreement regarding which components should be included in the concepts.

Contractor will prepare a brief Roadway Components Analysis memorandum documenting the process used to identify the final three alternatives for concept development. This memorandum will be inserted into the appendix of the Alternatives Evaluation performed in Task 9.

**5.2 Roadway Concept Development.** Contractor will produce conceptual design development of roadway alignments, and geometry for up to 3 alternative solutions for the TH 59 corridor within the project limits. The alternative concepts will be based on the components developed in Task 5.1. The alternatives will be developed to a concept level for the purpose of evaluating benefits and costs at a planning level only (see Task 9 Alternatives Evaluation).

Contractor will complete the conceptual designs on State supplied topographic and contour mapping. The accuracy of the conceptual designs and quantities derived therefrom will be commensurate with the accuracy of the supplied mapping.

The concept layouts will include proposed two-dimensional (2D) elements such as alignment and geometry changes. AUTOTURN movements will be conducted to accommodate the WB-67 design vehicle. Conceptual construction limits and right-of-way impacts will be estimated based on the proposed 2D geometry.

The concept design will not address utility relocations or staging implications. Designs will use flexible design guidelines as relevant and will be consistent with the MnDOT Roadway Design Manual, MnDOT Facility Design Guide and applicable Technical Memoranda.

**5.3 Visualizations.** Contractor will prepare up to 6 static visualizations and 1 animated visualization of the corridor to be used with stakeholders to support understanding and decision-making. Contractor will develop visualizations using linework from the concept designs developed in Task 5.2. Features of the existing roadway will be represented generally outlining and coloring but will not be to a survey level accuracy. An additional animated visualization will be available via contract amendment.

**Contractor Deliverables:**

1. Highway Design Standards Form
2. Roadway Components Analysis, including pedestrian/bicycle routing plan
3. Draft conceptual layouts for each alternative (up to 3). 1:200 scale
4. Up to six (6) static visualizations and one (1) animated visualization depicting design concepts
5. One conceptual layout for the preferred alternative. 1:200 scale

**State Deliverables:**

1. Design vehicle(s) to use for turning movement analysis at impacted intersections and/or entrances to commercial sites
2. Right of Entry to private properties (if necessary)
3. Review of conceptual layouts by the State to be completed within two weeks each for the draft and final.

## **Task #6: Drainage Analysis (Source Type 1003)**

Contractor will analyze both existing and proposed drainage conditions in accordance with State standards and environmental permit rules. Contractor will communicate the results of the analysis, including the modeling results, drainage layout, and cost estimates, to State and stakeholders to make informative decisions. Drainage analysis will consist of two major tasks.

**6.1 Existing Drainage Condition Review.** Contractor will establish existing project drainage conditions by creating a HEC-HMS hydrologic model for the contributing watershed. The model will utilize an Atlas 14 rainfall distribution and incorporate the current land use and in-place systems. Contractor will review drainage concerns, constraints, and opportunities identified in the modeling process and discuss them with the local government stakeholders before advancing to the proposed condition. Key elements of this task include:

1. Record review
2. Estimate proposed drainage areas using most recent LiDAR and drainage plans
3. Identify drainage constraints and concerns

**6.2 Proposed Drainage Concept Development.** Contractor will evaluate feasibilities of the preferred concept. The proposed drainage will include layouts and footprints of drainage systems and ponding facilities. Contractor will coordinate critical hydraulic elevations with other disciplines to avoid flooding on roadway and adjacent properties. Contractor will communicate the proposed drainage concept through a technical memorandum, accompanied by exhibits for clarity. The following elements will be completed as part of this task:

1. Incorporate roadway elements as part of the preferred concept design

2. Identify the level of permit requirements based on the preferred concept
3. Perform analysis to determine feasibility of using existing storm sewer/drainage system as well as underground/linear treatment systems (assumes intent is to minimize Right of Way (R/W) acquisition).
4. Lay out drainage ponds and drainage conveyance systems.
5. Facilitate (1) agency and stakeholder meeting (virtual) for review/acceptance of the proposed concept
6. Preliminary cost estimate for proposed drainage development
7. Prepare technical memorandum

**Contractor Deliverables:**

1. Drainage Overview Maps, showing drainage layout, ponds, and flow patterns
2. Preliminary cost estimates for developed conditions
3. Technical Memorandum
4. Correspondence

**State Deliverables:**

1. Record Plans
2. Participate in agency and stakeholder coordination and review
3. Review and comment on drainage layout and technical memorandum

## Task #7: Right of Way (Source Type 1003)

Contractor will conduct an evaluation of impacts and needs for the three alternatives to support the opinion of probable costs (Task 8) and Alternatives Evaluation (Task 9).

Contractor will:

1. Document the number of parcels affected, including land use, approximate land area to be acquired, if partial or total acquisition, relocation cost estimate (if impacted), access impacts
2. Develop ROW Findings Summary which summarizes findings, including total area acquired and cost of right of way, estimated cost of potential residential relocations, estimated cost of potential non-residential relocations for each alternate (summary will be an excel table format and depicted on a map).

**Contractor Deliverables:**

1. Summary of the total area needed to be acquired, cost of partial right of way takings, estimated cost for potential residential relocations, estimated cost of potential non-residential relocations and total right of way cost for each alternative, (up to three (3)).
2. Provide copies of all documentation collected or provided by Pennington County as part of the research and analysis for the parcels.

## Task #8: Opinion of Probable Construction Cost (Source Type 1003)

Contractor will develop opinions of probable cost to support the Alternatives Evaluation (Task 9). Cost opinions will include a breakdown of various components such as design, survey, right-of-way acquisition,

environmental remediation costs, construction (such as drainage, removals, grading, paving, ped/bike trails), and construction administration and inspection to achieve a total conceptual level project cost opinion for each alternative. Contractor will refine the cost opinion will for the preferred alternative.

**Contractor Deliverables:**

1. Estimates of probable costs for the three roadway corridor concepts
2. One refined estimate for a preferred alternative

**State Deliverables:**

1. Office of Environmental Stewardship to determine and supply environmental remediation costs.
2. Historical (Average Bid) costs for use in estimates.
3. Unit costs of public and private utility relocation and/or betterments, if needed.
4. Input from State Construction & Innovative Contracting construction administration and inspection costs.
5. Input from State's Engineering Cost Data and Estimating Unit.

## Task #9: Alternatives Evaluation (Source Type 1150)

Contractor will analyze and evaluate the three corridor design concepts developed in Task 5 by developing a matrix that incorporates key project issues. The final list of evaluation criteria will be determined following PMT and public input.

Preliminary criteria are as follows:

1. Safety
2. Speed considerations
3. Traffic performance
4. Property access
5. Freight movement
6. Pedestrian/bicycle accommodation
7. Drainage impacts/costs
8. Right-of-way impacts
9. Opinion of right-of-way costs
10. Opinion of construction costs

Contractor will conduct the evaluation using a combination of qualitative and quantitative methods to assess how each option performs against each criteria. Contractor will document results for each criterion for each concept in a spreadsheet tool to allow for an easy comparison of one option against another. The philosophy of the evaluation process is that it allows stakeholders to see how the options perform against the evaluation criteria, but the results do not dictate the recommended alternative. Contractor will facilitate discussion with the PMT, with input from the public, to identify a preferred option.

Contractor will prepare one draft and final Alternatives Analysis Technical Memorandum documenting the evaluation process and results

**Contractor Deliverables:**

1. Performance Evaluation Matrix and Tables in excel format.
2. Draft Technical Memorandum in pdf format.
3. Final Technical Memorandum in pdf format

**State Deliverables:**

1. Review and comment on evaluation memorandum

**Task #10: Corridor Study Report (Source Type 1150)**

Contractor will prepare an ADA-compliant Corridor Study Report summarizing the project, including project goals and objectives, public and agency involvement, alternatives development and evaluation, and the recommended alternative. The report will be developed using Microsoft Word and delivered in PDF format and will include the following sections:

1. Executive Summary
2. Project Purpose and Need
3. Public and Stakeholder Engagement Summary
4. Alternatives Considered and Evaluation Results
5. Recommended Alternative and Cost Estimate
6. Potential Funding Opportunities
7. Appendix of supporting Technical Memoranda developed in other tasks

To support subsequent internal and external stakeholder communication, Contractor will prepare a one-page document summarizing the study report.

**Contractor Deliverables:**

1. Draft Corridor Study Report in pdf format
2. Final Corridor Study Report in pdf format and 2 hard copies
3. One page Corridor Study Report Summary

**State Deliverables:**

1. Review and comment on Draft Corridor Study Report

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| Project Description: TH 59 Corridor Study Thief River Falls |                                                                       |                 |                  |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
|-------------------------------------------------------------|-----------------------------------------------------------------------|-----------------|------------------|---------------------|----------------------|--------------------|------------------------|--------------------------|-------------------------|---------------------|------------------------------------|--------------------------------|----------------------|----------------------------|----------------------------|-------------------------|----------------------|---------------------|--------------------|-----------------|------------|---------------------|------------|
| TASKS AND DESCRIPTION                                       |                                                                       |                 |                  | RESOURCE CATEGORIES |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| TASK NO.                                                    | Labor Descriptions                                                    |                 |                  | Sr. Project Manager | Sr. Roadway Engineer | Roadway Engineer I | Transportation Planner | Environmental Specialist | Sr. Hydraulics Engineer | Hydraulics Engineer | Sr. Public Involvement Coordinator | Public Involvement Coordinator | Graphics Designer II | Visualization Specialist 1 | Visualization Specialist 2 | Visualization Principal | Sr. Traffic Engineer | Traffic Engineer II | Traffic Engineer I | Quality Manager | Accounting | Project Coordinator | TOTAL      |
|                                                             | HDR Resource Code (see tab 3 for list) only one code per task allowed |                 |                  |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
|                                                             | Raw Hourly Rates                                                      | Start Date      | End Date         | \$88.50             | \$58.00              | \$34.00            | \$37.23                | \$36.00                  | \$82.61                 | \$49.04             | \$67.50                            | \$35.02                        | \$42.62              | \$34.00                    | \$45.00                    | \$57.50                 | \$76.02              | \$49.23             | \$35.12            | \$78.00         | \$42.00    | \$30.00             |            |
| <b>1</b>                                                    | <b>Project Management</b>                                             | <b>9/1/2023</b> | <b>10/1/2024</b> |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| 1.1                                                         | General Project Coordination                                          |                 |                  | 25                  |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     | 25         |
| 1.2                                                         | Develop and Maintain Project Schedule                                 |                 |                  | 8                   |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     | 8          |
| 1.3                                                         | Invoicing and Progress Reports (9)                                    |                 |                  | 8                   |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 | 13         | 6                   | 27         |
| 1.4                                                         | Quality Management                                                    |                 |                  | 2                   | 12                   |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    | 4               |            |                     | 18         |
| 1.5                                                         | Project Kick-Off meeting - in person in Thief River Falls             |                 |                  | 8                   | 2                    |                    |                        |                          | 2                       | 2                   |                                    | 2                              |                      |                            |                            |                         |                      | 2                   |                    |                 |            |                     | 18         |
| 1.6                                                         | Project Management Team Meetings (8) - Virtual Meetings               |                 |                  | 16                  | 8                    |                    | 8                      |                          | 8                       | 8                   |                                    | 6                              |                      |                            |                            |                         |                      | 8                   |                    |                 |            |                     | 62         |
|                                                             | <b>Subtotal</b>                                                       |                 |                  | <b>67</b>           | <b>22</b>            | <b>0</b>           | <b>8</b>               | <b>0</b>                 | <b>10</b>               | <b>10</b>           | <b>0</b>                           | <b>8</b>                       | <b>0</b>             | <b>0</b>                   | <b>0</b>                   | <b>0</b>                | <b>0</b>             | <b>10</b>           | <b>0</b>           | <b>4</b>        | <b>13</b>  | <b>6</b>            | <b>158</b> |
| <b>2</b>                                                    | <b>Public and Stakeholder Engagement</b>                              | <b>9/1/2023</b> | <b>10/1/2024</b> |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| 2.1                                                         | Stakeholder Analysis & Strategy                                       |                 |                  | 1                   |                      |                    |                        |                          |                         | 4                   | 4                                  | 10                             |                      |                            |                            |                         |                      |                     |                    |                 |            |                     | 19         |
| 2.2                                                         | Public & Stakeholder Engagement Plan                                  |                 |                  | 1                   |                      |                    |                        |                          |                         |                     | 2                                  | 12                             |                      |                            |                            |                         |                      |                     |                    |                 |            |                     | 15         |
| 2.3                                                         | In Person Public Open Houses (2)                                      |                 |                  | 12                  |                      |                    |                        |                          | 9                       | 6                   | 12                                 | 32                             | 46                   |                            |                            |                         |                      |                     |                    |                 |            |                     | 117        |
| 2.4                                                         | Virtual Public Open Houses (2)                                        |                 |                  | 3                   |                      |                    |                        |                          |                         |                     | 20                                 | 6                              | 50                   |                            |                            |                         |                      |                     |                    |                 |            |                     | 79         |
| 2.5                                                         | Project Webpage Updates (6)                                           |                 |                  | 1                   |                      |                    |                        |                          |                         |                     | 4                                  | 9                              | 4                    |                            |                            |                         |                      |                     |                    |                 |            |                     | 18         |
| 2.6                                                         | Online Comment Map (1)                                                |                 |                  | 1                   |                      |                    |                        |                          |                         |                     | 1                                  | 12                             | 40                   |                            |                            |                         |                      |                     |                    |                 |            |                     | 54         |
| 2.7                                                         | Outreach Meetings (3)                                                 |                 |                  | 3                   |                      |                    |                        |                          | 6                       | 6                   |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     | 15         |
| 2.8                                                         | City Council Outreach (2 Workshops; 1 Presentation)                   |                 |                  | 15                  |                      |                    |                        |                          | 8                       | 12                  | 2                                  | 4                              | 10                   |                            |                            |                         |                      |                     |                    |                 |            |                     | 51         |
|                                                             | <b>Subtotal</b>                                                       |                 |                  | <b>37</b>           | <b>0</b>             | <b>0</b>           | <b>0</b>               | <b>0</b>                 | <b>23</b>               | <b>28</b>           | <b>45</b>                          | <b>85</b>                      | <b>150</b>           | <b>0</b>                   | <b>0</b>                   | <b>0</b>                | <b>0</b>             | <b>0</b>            | <b>0</b>           | <b>0</b>        | <b>0</b>   | <b>0</b>            | <b>368</b> |
| <b>3</b>                                                    | <b>Project Purpose and Need</b>                                       | <b>9/1/2023</b> | <b>10/1/2024</b> |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| 3.1                                                         | Corridor Vision, Goals & Objectives                                   |                 |                  | 1                   |                      |                    | 4                      |                          |                         | 4                   |                                    |                                |                      |                            |                            |                         |                      | 4                   |                    |                 |            |                     | 13         |
| 3.2                                                         | Existing Conditions Review                                            |                 |                  | 1                   | 2                    |                    | 2                      | 16                       |                         | 2                   |                                    |                                |                      |                            |                            |                         |                      | 2                   |                    |                 |            |                     | 25         |
| 3.3                                                         | Project Purpose and Need                                              |                 |                  | 1                   | 8                    |                    | 24                     | 24                       |                         | 2                   |                                    |                                |                      |                            |                            |                         |                      | 2                   |                    |                 |            |                     | 61         |
| 3.4                                                         | Data Collection                                                       |                 |                  |                     | 3                    |                    |                        |                          |                         | 2                   |                                    |                                |                      |                            |                            |                         |                      | 2                   |                    |                 |            |                     | 7          |
|                                                             | <b>Subtotal</b>                                                       |                 |                  | <b>3</b>            | <b>13</b>            | <b>0</b>           | <b>30</b>              | <b>40</b>                | <b>0</b>                | <b>10</b>           | <b>0</b>                           | <b>0</b>                       | <b>0</b>             | <b>0</b>                   | <b>0</b>                   | <b>0</b>                | <b>0</b>             | <b>10</b>           | <b>0</b>           | <b>0</b>        | <b>0</b>   | <b>0</b>            | <b>106</b> |
| <b>4</b>                                                    | <b>Traffic Operations and Safety Analysis</b>                         | <b>9/1/2023</b> | <b>10/1/2024</b> |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| 4.1                                                         | Prepare Traffic Forecasts                                             |                 |                  | 1                   |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         | 2                    | 12                  | 14                 |                 |            |                     | 29         |
| 4.2                                                         | Existing, No Build and Build Volume Development                       |                 |                  | 1                   |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         | 4                    | 24                  | 24                 |                 |            |                     | 53         |
| 4.3                                                         | Existing and No Build Analysis                                        |                 |                  | 1                   | 8                    |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         | 4                    | 36                  | 36                 |                 |            |                     | 85         |
| 4.4                                                         | 2029 and 2049 Alternatives Analysis                                   |                 |                  | 1                   | 8                    |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         | 4                    | 41                  | 43                 |                 |            |                     | 97         |
| 4.5                                                         | Traffic Operations Analysis Documentation                             |                 |                  | 1                   | 6                    |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         | 6                    | 42                  | 28                 |                 |            |                     | 83         |
| 4.6                                                         | Safety Analysis                                                       |                 |                  | 1                   |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         | 4                    | 36                  | 26                 |                 |            |                     | 67         |
|                                                             | <b>Subtotal</b>                                                       |                 |                  | <b>6</b>            | <b>22</b>            | <b>0</b>           | <b>0</b>               | <b>0</b>                 | <b>0</b>                | <b>0</b>            | <b>0</b>                           | <b>0</b>                       | <b>0</b>             | <b>0</b>                   | <b>0</b>                   | <b>0</b>                | <b>24</b>            | <b>191</b>          | <b>171</b>         | <b>0</b>        | <b>0</b>   | <b>0</b>            | <b>414</b> |
| <b>5</b>                                                    | <b>Concept Development</b>                                            | <b>9/1/2023</b> | <b>10/1/2024</b> |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| 5.1                                                         | Concept Components                                                    |                 |                  | 1                   | 4                    | 4                  | 8                      |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      | 2                   |                    |                 |            |                     | 19         |
| 5.2                                                         | Roadway Concept Development (3 alternatives)                          |                 |                  | 3                   | 32                   | 180                | 8                      |                          |                         | 2                   |                                    |                                |                      |                            |                            |                         |                      | 24                  | 16                 |                 |            |                     | 265        |
| 5.3                                                         | Visualizations and Animation                                          |                 |                  | 0                   | 0                    |                    |                        |                          |                         |                     |                                    |                                |                      | 210                        | 40                         | 40                      |                      |                     |                    |                 |            |                     | 290        |
|                                                             | <b>Subtotal</b>                                                       |                 |                  | <b>4</b>            | <b>36</b>            | <b>184</b>         | <b>16</b>              | <b>0</b>                 | <b>0</b>                | <b>2</b>            | <b>0</b>                           | <b>0</b>                       | <b>0</b>             | <b>210</b>                 | <b>40</b>                  | <b>40</b>               | <b>0</b>             | <b>26</b>           | <b>16</b>          | <b>0</b>        | <b>0</b>   | <b>0</b>            | <b>574</b> |
| <b>6</b>                                                    | <b>Drainage Analysis</b>                                              | <b>9/1/2023</b> | <b>10/1/2024</b> |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| 6.1                                                         | Existing Drainage Concept Development                                 |                 |                  | 1                   |                      |                    |                        |                          | 2                       | 24                  |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     | 27         |
| 6.2                                                         | Proposed Drainage Concept Development                                 |                 |                  | 1                   |                      |                    |                        |                          | 4                       | 40                  |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     | 45         |
|                                                             | <b>Subtotal</b>                                                       |                 |                  | <b>2</b>            | <b>0</b>             | <b>0</b>           | <b>0</b>               | <b>0</b>                 | <b>6</b>                | <b>64</b>           | <b>0</b>                           | <b>0</b>                       | <b>0</b>             | <b>0</b>                   | <b>0</b>                   | <b>0</b>                | <b>0</b>             | <b>0</b>            | <b>0</b>           | <b>0</b>        | <b>0</b>   | <b>0</b>            | <b>72</b>  |
| <b>7</b>                                                    | <b>Right of Way</b>                                                   | <b>9/1/2023</b> | <b>10/1/2024</b> |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| 7.1                                                         | Right of Way Analysis and Documentation                               |                 |                  |                     | 2                    | 4                  |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     | 6          |
|                                                             | <b>Subtotal</b>                                                       |                 |                  | <b>0</b>            | <b>2</b>             | <b>4</b>           | <b>0</b>               | <b>0</b>                 | <b>0</b>                | <b>0</b>            | <b>0</b>                           | <b>0</b>                       | <b>0</b>             | <b>0</b>                   | <b>0</b>                   | <b>0</b>                | <b>0</b>             | <b>0</b>            | <b>0</b>           | <b>0</b>        | <b>0</b>   | <b>0</b>            | <b>6</b>   |
| <b>8</b>                                                    | <b>Opinion of Probable Cost</b>                                       | <b>9/1/2023</b> | <b>10/1/2024</b> |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| 8.1                                                         | Opinion of Probable Cost                                              |                 |                  | 1                   | 8                    |                    |                        |                          |                         | 6                   |                                    |                                |                      |                            |                            |                         |                      | 4                   |                    |                 |            |                     | 19         |
|                                                             | <b>Subtotal</b>                                                       |                 |                  | <b>1</b>            | <b>8</b>             | <b>0</b>           | <b>0</b>               | <b>0</b>                 | <b>0</b>                | <b>6</b>            | <b>0</b>                           | <b>0</b>                       | <b>0</b>             | <b>0</b>                   | <b>0</b>                   | <b>0</b>                | <b>0</b>             | <b>4</b>            | <b>0</b>           | <b>0</b>        | <b>0</b>   | <b>0</b>            | <b>19</b>  |
| <b>9</b>                                                    | <b>Alternative Evaluation</b>                                         | <b>9/1/2023</b> | <b>10/1/2024</b> |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| 9.1                                                         | Alternatives Evaluation and Documentation                             |                 |                  | 1                   | 6                    |                    | 24                     |                          |                         | 1                   |                                    |                                |                      |                            |                            |                         |                      | 8                   |                    |                 |            |                     | 40         |
|                                                             | <b>Subtotal</b>                                                       |                 |                  | <b>1</b>            | <b>6</b>             | <b>0</b>           | <b>24</b>              | <b>0</b>                 | <b>0</b>                | <b>1</b>            | <b>0</b>                           | <b>0</b>                       | <b>0</b>             | <b>0</b>                   | <b>0</b>                   | <b>0</b>                | <b>0</b>             | <b>8</b>            | <b>0</b>           | <b>0</b>        | <b>0</b>   | <b>0</b>            | <b>40</b>  |
| <b>10</b>                                                   | <b>Corridor Study Report</b>                                          | <b>9/1/2023</b> | <b>10/1/2024</b> |                     |                      |                    |                        |                          |                         |                     |                                    |                                |                      |                            |                            |                         |                      |                     |                    |                 |            |                     |            |
| 10.1                                                        | Draft Report                                                          |                 |                  | 4                   |                      |                    | 40                     | 16                       | 2                       | 8                   |                                    |                                |                      |                            |                            |                         | 2                    | 8                   |                    | 2               |            |                     | 82         |
| 10.2                                                        | Final Report                                                          |                 |                  | 2                   |                      |                    | 40                     | 16                       | 2                       | 4                   |                                    |                                |                      |                            |                            |                         | 2                    | 8                   |                    | 2               |            |                     | 76         |

| Project Description: TH 59 Corridor Study Thief River Falls |                                                                       |                  |                    |                     |                      |                    |                        |                          |                         |                     |                                |                                |                      |                            |                            |                         |                      |                     |                            |                 |            |                     |          |              |
|-------------------------------------------------------------|-----------------------------------------------------------------------|------------------|--------------------|---------------------|----------------------|--------------------|------------------------|--------------------------|-------------------------|---------------------|--------------------------------|--------------------------------|----------------------|----------------------------|----------------------------|-------------------------|----------------------|---------------------|----------------------------|-----------------|------------|---------------------|----------|--------------|
| TASKS AND DESCRIPTION                                       |                                                                       |                  |                    | RESOURCE CATEGORIES |                      |                    |                        |                          |                         |                     |                                |                                |                      |                            |                            |                         |                      |                     |                            |                 |            |                     | HRS      |              |
| TASK NO.                                                    |                                                                       |                  | Labor Descriptions | Sr. Project Manager | Sr. Roadway Engineer | Roadway Engineer I | Transportation Planner | Environmental Specialist | Sr. Hydraulics Engineer | Hydraulics Engineer | Sr. Public Involvement Coordin | Public Involvement Coordinator | Graphics Designer II | Visualization Specialist 1 | Visualization Specialist 2 | Visualization Principal | Sr. Traffic Engineer | Traffic Engineer II | Traffic Engineer I         | Quality Manager | Accounting | Project Coordinator | TOTAL    |              |
|                                                             | HDR Resource Code (see tab 3 for list) only one code per task allowed |                  |                    |                     |                      |                    |                        |                          |                         |                     |                                |                                |                      |                            |                            |                         |                      |                     |                            |                 |            |                     |          |              |
|                                                             |                                                                       | Raw Hourly Rates | Start Date         | End Date            | \$88.50              | \$58.00            | \$34.00                | \$37.23                  | \$36.00                 | \$82.61             | \$49.04                        | \$67.50                        | \$35.02              | \$42.62                    | \$34.00                    | \$45.00                 | \$57.50              | \$76.02             | \$49.23                    | \$35.12         | \$78.00    | \$42.00             | \$30.00  |              |
| 1                                                           | Project Management                                                    |                  | 9/1/2023           | 10/1/2024           |                      |                    |                        |                          |                         |                     |                                |                                |                      |                            |                            |                         |                      |                     |                            |                 |            |                     |          |              |
| 10.3                                                        | One-Page Report Summary                                               |                  |                    |                     | 1                    |                    |                        | 8                        |                         |                     |                                |                                |                      |                            |                            |                         |                      | 2                   |                            |                 |            |                     |          | 11           |
|                                                             | Subtotal                                                              |                  |                    |                     | 7                    | 0                  | 0                      | 88                       | 32                      | 4                   | 12                             | 0                              | 0                    | 0                          | 0                          | 0                       | 0                    | 4                   | 18                         | 0               | 4          | 0                   | 0        | 169          |
|                                                             | TOTAL LABOR HOURS                                                     |                  |                    |                     | 128                  | 109                | 188                    | 166                      | 72                      | 43                  | 133                            | 45                             | 93                   | 150                        | 210                        | 40                      | 40                   | 28                  | 267                        | 187             | 8          | 13                  | 6        | 1,926        |
|                                                             | TOTAL LABOR COST                                                      |                  |                    |                     | #####                | \$6,322.00         | \$6,392.00             | \$6,180.18               | \$2,592.00              | \$3,552.23          | \$6,522.32                     | \$3,037.50                     | \$3,256.86           | \$6,393.00                 | \$7,140.00                 | \$1,800.00              | \$2,300.00           | \$2,128.56          | #####                      | \$6,567.44      | \$624.00   | \$546.00            | \$180.00 | \$90,006.50  |
|                                                             |                                                                       |                  |                    |                     |                      |                    |                        |                          |                         |                     |                                |                                |                      |                            |                            |                         |                      |                     | OVERHEAD COST              | 154.88%         |            |                     | \$       | 139,402.07   |
|                                                             |                                                                       |                  |                    |                     |                      |                    |                        |                          |                         |                     |                                |                                |                      |                            |                            |                         |                      |                     | FIXED FEE                  | 12.00%          |            |                     | \$       | 27,529.03    |
|                                                             |                                                                       |                  |                    |                     |                      |                    |                        |                          |                         |                     |                                |                                |                      |                            |                            |                         |                      |                     | DIRECT EXPENSES            |                 |            |                     | \$       | 12,844.00    |
|                                                             |                                                                       |                  |                    |                     |                      |                    |                        |                          |                         |                     |                                |                                |                      |                            |                            |                         |                      |                     | GRAND TOTAL ESTIMATED COST |                 |            |                     |          | \$269,781.60 |

| Project Description: TH 59 Corridor Study Thief River Falls |                                                           |                 |                             |                      |            |           |           |              |                    |                |                     |             |             |
|-------------------------------------------------------------|-----------------------------------------------------------|-----------------|-----------------------------|----------------------|------------|-----------|-----------|--------------|--------------------|----------------|---------------------|-------------|-------------|
| TASKS AND DESCRIPTION                                       |                                                           | DIRECT EXPENSES |                             |                      |            |           |           |              |                    |                |                     | COSTS       |             |
| TASK NO.                                                    |                                                           | Mileage         | Social Media Advertisements | ACS (Traffic Counts) | Car Rental | Meals     | Lodging   | Refreshments | Information Boards | Website Domain | Printing / Plotting | Mailings    |             |
|                                                             |                                                           | Mile            | Each                        | Lump Sum             | DAY        | DAY       | DAY       | Meeting      | EACH               | EACH           | EACH                | EACH        |             |
|                                                             | Raw Hourly Rates                                          | \$0.655         | \$140.00                    | \$6,250.00           | \$80.00    | \$42.00   | \$120.00  | \$50.00      | \$100.00           | \$15.00        | \$1.00              | \$1.25      |             |
| <b>1</b>                                                    | <b>Project Management</b>                                 |                 |                             |                      |            |           |           |              |                    |                |                     |             |             |
| 1.1                                                         | General Project Coordination                              |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 1.2                                                         | Develop and Maintain Project Schedule                     |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 1.3                                                         | Invoicing and Progress Reports (9)                        |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 1.4                                                         | Quality Management                                        |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 1.5                                                         | Project Kick-Off meeting - in person in Thief River Falls | 600             |                             |                      | 1          | 1         | 2         |              |                    |                |                     |             | \$ 755.00   |
| 1.6                                                         | Project Management Team Meetings (8) - Virtual Meetings   |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
|                                                             | <b>Subtotal</b>                                           | <b>600</b>      | <b>0</b>                    | <b>0</b>             | <b>1</b>   | <b>1</b>  | <b>2</b>  | <b>0</b>     | <b>0</b>           | <b>0</b>       | <b>0</b>            | <b>0</b>    |             |
|                                                             |                                                           | \$ 393.00       | \$ -                        | \$ -                 | \$ 80.00   | \$ 42.00  | \$ 240.00 | \$ -         | \$ -               | \$ -           | \$ -                | \$ -        | \$ 755.00   |
| <b>2</b>                                                    | <b>Public and Stakeholder Engagement</b>                  |                 |                             |                      |            |           |           |              |                    |                |                     |             |             |
| 2.1                                                         | Stakeholder Analysis & Strategy                           |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 2.2                                                         | Public & Stakeholder Engagement Plan                      |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 2.3                                                         | In Person Public Open Houses (2)                          | 1800            |                             |                      | 6          | 3         | 3         | 2            | 9                  |                | 175                 | 800         | \$ 4,320.00 |
| 2.4                                                         | Virtual Public Open Houses (2)                            |                 | 2                           |                      |            |           |           |              |                    | 1              |                     |             | \$ 295.00   |
| 2.5                                                         | Project Webpage Updates (6)                               |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 2.6                                                         | Online Comment Map (1)                                    |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 2.7                                                         | Outreach Meetings (3)                                     |                 |                             |                      |            |           |           |              |                    |                | 45                  |             | \$ 45.00    |
| 2.8                                                         | City Council Outreach (2 Workshops; 1 Presentation)       | 1800            |                             |                      |            |           |           |              |                    |                |                     |             | \$ 1,179.00 |
|                                                             | <b>Subtotal</b>                                           | <b>3600</b>     | <b>2</b>                    | <b>0</b>             | <b>6</b>   | <b>3</b>  | <b>3</b>  | <b>2</b>     | <b>9</b>           | <b>1</b>       | <b>220</b>          | <b>800</b>  |             |
|                                                             |                                                           | \$2,358.00      | \$ 280.00                   | \$ -                 | \$480.00   | \$ 126.00 | \$ 360.00 | \$100.00     | \$ 900.00          | \$ 15.00       | \$ 220.00           | \$ 1,000.00 | \$ 5,839.00 |
| <b>3</b>                                                    | <b>Project Purpose and Need</b>                           |                 |                             |                      |            |           |           |              |                    |                |                     |             |             |
| 3.1                                                         | Corridor Vision, Goals & Objectives                       |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 3.2                                                         | Existing Conditions Review                                |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 3.3                                                         | Project Purpose and Need                                  |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 3.4                                                         | Data Collection                                           |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
|                                                             | <b>Subtotal</b>                                           | <b>0</b>        | <b>0</b>                    | <b>0</b>             | <b>0</b>   | <b>0</b>  | <b>0</b>  | <b>0</b>     | <b>0</b>           | <b>0</b>       | <b>0</b>            | <b>0</b>    |             |
|                                                             |                                                           | \$ -            | \$ -                        | \$ -                 | \$ -       | \$ -      | \$ -      | \$ -         | \$ -               | \$ -           | \$ -                | \$ -        | \$ -        |
| <b>4</b>                                                    | <b>Traffic Operations and Safety Analysis</b>             |                 |                             |                      |            |           |           |              |                    |                |                     |             |             |
| 4.1                                                         | Prepare Traffic Forecasts                                 |                 |                             | 1                    |            |           |           |              |                    |                |                     |             | \$ 6,250.00 |
| 4.2                                                         | Existing, No Build and Build Volume Development           |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 4.3                                                         | Existing and No Build Analysis                            |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 4.4                                                         | 2029 and 2049 Alternatives Analysis                       |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 4.5                                                         | Traffic Operations Analysis Documentation                 |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 4.6                                                         | Safety Analysis                                           |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
|                                                             | <b>Subtotal</b>                                           | <b>0</b>        | <b>0</b>                    | <b>1</b>             | <b>0</b>   | <b>0</b>  | <b>0</b>  | <b>0</b>     | <b>0</b>           | <b>0</b>       | <b>0</b>            | <b>0</b>    |             |
|                                                             |                                                           | \$ -            | \$ -                        | \$6,250.00           | \$ -       | \$ -      | \$ -      | \$ -         | \$ -               | \$ -           | \$ -                | \$ -        | \$ 6,250.00 |
| <b>5</b>                                                    | <b>Concept Development</b>                                |                 |                             |                      |            |           |           |              |                    |                |                     |             |             |
| 5.1                                                         | Concept Components                                        |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 5.2                                                         | Roadway Concept Development (3 alternatives)              |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
| 5.3                                                         | Visualizations and Animation                              |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |
|                                                             | <b>Subtotal</b>                                           | <b>0</b>        | <b>0</b>                    | <b>0</b>             | <b>0</b>   | <b>0</b>  | <b>0</b>  | <b>0</b>     | <b>0</b>           | <b>0</b>       | <b>0</b>            | <b>0</b>    |             |
|                                                             |                                                           | \$ -            | \$ -                        | \$ -                 | \$ -       | \$ -      | \$ -      | \$ -         | \$ -               | \$ -           | \$ -                | \$ -        | \$ -        |
| <b>6</b>                                                    | <b>Drainage Analysis</b>                                  |                 |                             |                      |            |           |           |              |                    |                |                     |             |             |
| 6.1                                                         | Existing Drainage Concept Development                     |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -        |

| Project Description: TH 59 Corridor Study Thief River Falls |                                           |                 |                             |                      |            |           |           |              |                    |                |                     |             |              |
|-------------------------------------------------------------|-------------------------------------------|-----------------|-----------------------------|----------------------|------------|-----------|-----------|--------------|--------------------|----------------|---------------------|-------------|--------------|
| TASKS AND DESCRIPTION                                       |                                           | DIRECT EXPENSES |                             |                      |            |           |           |              |                    |                |                     |             | COSTS        |
| TASK NO.                                                    |                                           | Mileage         | Social Media Advertisements | ACS (Traffic Counts) | Car Rental | Meals     | Lodging   | Refreshments | Information Boards | Website Domain | Printing / Plotting | Mailings    |              |
|                                                             |                                           | Mile            | Each                        | Lump Sum             | DAY        | DAY       | DAY       | Meeting      | EACH               | EACH           | EACH                | EACH        |              |
|                                                             | Raw Hourly Rates                          | \$0.655         | \$140.00                    | \$6,250.00           | \$80.00    | \$42.00   | \$120.00  | \$50.00      | \$100.00           | \$15.00        | \$1.00              | \$1.25      |              |
| 6.2                                                         | Proposed Drainage Concept Development     |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -         |
|                                                             | Subtotal                                  | 0               | 0                           | 0                    | 0          | 0         | 0         | 0            | 0                  | 0              | 0                   | 0           |              |
|                                                             |                                           | \$ -            | \$ -                        | \$ -                 | \$ -       | \$ -      | \$ -      | \$ -         | \$ -               | \$ -           | \$ -                | \$ -        | \$ -         |
| 7                                                           | Right of Way                              |                 |                             |                      |            |           |           |              |                    |                |                     |             |              |
| 7.1                                                         | Right of Way Analysis and Documentation   |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -         |
|                                                             | Subtotal                                  | 0               | 0                           | 0                    | 0          | 0         | 0         | 0            | 0                  | 0              | 0                   | 0           |              |
|                                                             |                                           | \$ -            | \$ -                        | \$ -                 | \$ -       | \$ -      | \$ -      | \$ -         | \$ -               | \$ -           | \$ -                | \$ -        | \$ -         |
| 8                                                           | Opinion of Probable Cost                  |                 |                             |                      |            |           |           |              |                    |                |                     |             |              |
| 8.1                                                         | Opinion of Probable Cost                  |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -         |
|                                                             | Subtotal                                  | 0               | 0                           | 0                    | 0          | 0         | 0         | 0            | 0                  | 0              | 0                   | 0           |              |
|                                                             |                                           | \$ -            | \$ -                        | \$ -                 | \$ -       | \$ -      | \$ -      | \$ -         | \$ -               | \$ -           | \$ -                | \$ -        | \$ -         |
| 9                                                           | Alternative Evaluation                    |                 |                             |                      |            |           |           |              |                    |                |                     |             |              |
| 9.1                                                         | Alternatives Evaluation and Documentation |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -         |
|                                                             | Subtotal                                  | 0               | 0                           | 0                    | 0          | 0         | 0         | 0            | 0                  | 0              | 0                   | 0           |              |
|                                                             |                                           |                 |                             |                      |            |           |           |              |                    |                |                     |             |              |
| 10                                                          | Corridor Study Report                     |                 |                             |                      |            |           |           |              |                    |                |                     |             |              |
| 10.1                                                        | Draft Report                              |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -         |
| 10.2                                                        | Final Report                              |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -         |
| 10.3                                                        | One-Page Report Summary                   |                 |                             |                      |            |           |           |              |                    |                |                     |             | \$ -         |
|                                                             | Subtotal                                  | 0               | 0                           | 0                    | 0          | 0         | 0         | 0            | 0                  | 0              | 0                   | 0           |              |
|                                                             | TOTAL                                     | 4200            | 2                           | 1                    | 7          | 4         | 5         | 2            | 9                  | 1              | 220                 | 800         |              |
|                                                             |                                           |                 |                             |                      |            |           |           |              |                    |                |                     |             |              |
|                                                             | DIRECT EXPENSES                           | \$2,751.00      | \$ 280.00                   | \$6,250.00           | \$560.00   | \$ 168.00 | \$ 600.00 | \$100.00     | \$ 900.00          | \$ 15.00       | \$ 220.00           | \$ 1,000.00 | \$ 12,844.00 |

**MINNESOTA DEPARTMENT OF TRANSPORTATION**  
**2021-2023 Commissioner's Plan Reimbursement Rates for Travel Expenses\***

| Subject                                                             | Conditions/Mileage | Rate                                          |
|---------------------------------------------------------------------|--------------------|-----------------------------------------------|
| Personal Car                                                        | (1)                | Federal IRS reimbursement rate                |
| Commercial Aircraft                                                 | (2)                | Actual cost                                   |
| Personal Aircraft                                                   | (1)                | Federal IRS reimbursement rate                |
| Rental Car                                                          | (2)                | Actual cost                                   |
| Taxi                                                                | (3)                | Actual cost                                   |
| Subject                                                             | Meals              | Rate                                          |
| Breakfast                                                           | (1) (5) (7)        | \$10.00                                       |
| Lunch                                                               | (1) (5) (7)        | \$13.00                                       |
| Dinner                                                              | (1) (5) (7)        | \$19.00                                       |
| Subject                                                             | Lodging            | Rate                                          |
| Motel, Hotel, etc.                                                  | (2) (4) (6)        | Actual cost                                   |
| Laundry/Dry Cleaning (After seven continuous days in Travel Status) | (1) (3)            | \$16.00 each week                             |
| Telephone, Personal                                                 | (1)                | As of July 1, 2022, no reimbursement of costs |

**Travel Status**

- More than 35 miles from Home Station and/or stay overnight at commercial lodging (motel, etc.).
- Leave home in travel status before 6 a.m. for breakfast expense that day or away from home overnight.
- In travel status after 7 p.m. for supper expense that day or is away from home overnight.
- On travel status and/or more than 35 miles from Home Station for lunch expense that day.

**Restrictions**

1. A maximum rate shown or a lesser rate per actual reimbursement to an employee.
2. Include receipt or copy of receipt when invoicing. (Coach class for aircraft, Standard card size, and standard room.)
  - a. Lodging costs should be reasonable and consistent with facilities available.
3. Include receipt or copy of receipt when more than \$10.00.
4. Reasonable for area of stay.
5. The gratuity is included in the maximum cost.
6. To be in Travel Status and at a commercial lodging.
7. Meal reimbursements for high-cost localities as identified by the IRS, the maximum reimbursement will be Breakfast \$12.00, Lunch \$15.00, and Dinner \$23.00.

\*The above expense rates are based on the 2021-2023 Commissioner's Plan contract and are subject to change with subsequent contract updates.

INVOICE NO. \_\_\_\_\_

Estimated Completion: \_\_\_\_% (from Column 6 Progress Report)

Final Invoice? ☐ Yes ☐ No**Invoice Instructions:**

Contractor must:

1. Complete the invoice and, if applicable, the progress report, in their entirety
2. Sign the invoice and progress report
3. Attach supporting documentation
4. Scan the entire invoice package\*, in the following order:
  - a. Completed, Signed Invoice Form
  - b. Completed, Signed Progress Report Form (if applicable)
  - c. Supporting Documentation

*Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size*

5. E-mail the invoice package, in .pdf, to [ptinvoices.dot@state.mn.us](mailto:ptinvoices.dot@state.mn.us)

MnDOT Contract Number: 1054714

Contract Expiration Date: June 30, 2025

SP Number: 5705-66 TH Number: 59

Billing Period\*: From \_\_\_\_\_ to \_\_\_\_\_

Invoice Date: \_\_\_\_\_

|                                                                                                                                                     | Total Contract Amount | Total Billing to Date | Amount Previously Billed | Billed This Invoice |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------|--------------------------|---------------------|
| 1. Subcontractor Costs:<br>HDR Engineering, Inc.                                                                                                    | \$269,781.60          |                       |                          |                     |
| <b>Net Earning Totals:</b>                                                                                                                          | <b>\$269,781.60</b>   |                       |                          |                     |
| <b>Total Amount due this invoice:</b>                                                                                                               |                       |                       |                          | <b>\$</b>           |
| <b>State Portion (not to exceed \$242,803.44) [90% of Total Amount Due]</b>                                                                         |                       |                       |                          | <b>\$</b>           |
| <i>*If your billing period includes costs to and after June 30, provide a "Billed This Invoice" split of cost through June 30, and costs after.</i> |                       |                       |                          |                     |

**Contractor: Complete this table when submitting an invoice for payment**

| Source Type  | Total Billing to Date | Amount Previously Billed | Billed This Invoice |
|--------------|-----------------------|--------------------------|---------------------|
| 0054         |                       |                          |                     |
| 1003         |                       |                          |                     |
| 1010         |                       |                          |                     |
| 1015         |                       |                          |                     |
| 1016         |                       |                          |                     |
| 1150         |                       |                          |                     |
| <b>Total</b> |                       |                          |                     |

I certify that the statements contained on this invoice, and its supporting documents, are true and accurate and that I have not knowingly made a false or fraudulent claim, or used a false or fraudulent record in connection with this Invoice. I understand that this invoice is subject to audit.

Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

If you are unable to support electronic submission of Invoices, you must contact the Authorized Representative for possible alternatives.

For Invoice No.: \_\_\_\_\_

**Progress Report Instructions:**

1. Contractor must complete the progress report form, in its entirety.
2. Contractor must sign the progress report.
3. Contractor must include the completed, signed progress report as part of the invoice package, and submit it as instructed (see Contract and/or invoice form for further details).

**(Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size.)**

MnDOT Contract No. 1054714

Contract Expiration Date: June 30, 2025

SP Number: 5705-66 TH Number: 55

Billing Period: from \_\_\_\_\_ to \_\_\_\_\_

From: City of Thief River Falls

| Task                                   | % of Total Contract | ENGINEERING ESTIMATE         |                          |                                |                                 | Hours Budget | Hours Accrued This Period | Total Hours Accrued To Date | *% of Budget Hours Used |
|----------------------------------------|---------------------|------------------------------|--------------------------|--------------------------------|---------------------------------|--------------|---------------------------|-----------------------------|-------------------------|
|                                        |                     | % Work Completed This Period | % Work Completed To Date | Weight % Completed This Period | Weight % Work Completed to Date |              |                           |                             |                         |
| 1                                      | 2                   | 3                            | 4                        | 5                              | 6                               | 7            | 8                         | 9                           | 10                      |
| Project Management                     |                     |                              |                          |                                |                                 |              |                           |                             |                         |
| Public and Stakeholder Engagement      |                     |                              |                          |                                |                                 |              |                           |                             |                         |
| Project Purpose and Need               |                     |                              |                          |                                |                                 |              |                           |                             |                         |
| Traffic Operations and Safety Analysis |                     |                              |                          |                                |                                 |              |                           |                             |                         |
| Concept Development                    |                     |                              |                          |                                |                                 |              |                           |                             |                         |
| Drainage Analysis                      |                     |                              |                          |                                |                                 |              |                           |                             |                         |
| Right of Way                           |                     |                              |                          |                                |                                 |              |                           |                             |                         |
| Opinion of Probable Construction Cost  |                     |                              |                          |                                |                                 |              |                           |                             |                         |
| Alternatives Evaluation                |                     |                              |                          |                                |                                 |              |                           |                             |                         |
| Corridor Study Report                  |                     |                              |                          |                                |                                 |              |                           |                             |                         |
| <b>TOTALS:</b>                         |                     |                              |                          |                                |                                 |              |                           |                             |                         |

**\*Note: If Budgeted Hours Used for any task exceeds 100%, Contractor must attach an explanation to the invoice package.**

I certify that the above statement is correct, and certify that I have not knowingly made a false statement or used a false record in the preparation of this form:

\_\_\_\_\_  
Contractor's Project Manager

\_\_\_\_\_  
Date



# City of Thief River Falls

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

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

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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.13 Approve HDR Contract Agreement

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

**MOTION TO:** Approve Contract agreement with HDR engineering to conduct a corridor study for future improvements with roadway infrastructure.

**BACKGROUND:** The City of Thief River Falls previously funded a preliminary corridor study of this section of town to review potential improvement areas for future construction. Based on feedback from that study, it was recommended that a more detailed study be conducted to identify specific design improvements with participation of MNDOT, as well as the residents of Thief River Falls, MN.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:** An additional agreement will be signed between Minnesota Department of Transportation and the City that will place 90% financial responsibility on MNDOT, and the remaining 10%, to be paid by the City of Thief River Falls. The anticipated cost share to the city would be approximately \$27,000. The estimated total cost of the contract with HDR engineering would be \$269,781.60.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen, Public Works Director

**ATTACHMENTS:**

None



# City of Thief River Falls

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

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

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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.14 Approve Public Works Purchase - Snow Wolf 33-100-PD 100" snowblower

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

**MOTION TO:** Approve the Public Works Committee recommendation to enter into a purchase agreement for a Snow Wolf 33-100-PD 100" Snowblower, to ensure that the equipment is available for the upcoming winter snow management season.

**BACKGROUND:** The city operates a tractor-mounted snowblower used on non-previous areas that are not accessible to our large snow-go snowblower (alleys, boulevards, and multi-use trails). The previous snowblower is worn out from use, past the point of repair. The city needs to purchase a replacement snowblower for the tractor.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:** The purchase agreement of \$55,375.76 would be a budgeted 2024 street department capital investment and includes a 7% discount acquired from the State Bid Contract list.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Travis Giffen, Public Works Director

**ATTACHMENTS:**

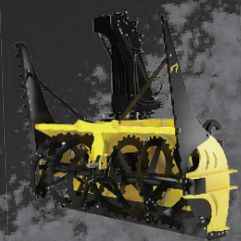
|    |                                                 |
|----|-------------------------------------------------|
| 1. | PW RCA sept05 C)SpecSheets_AlphaBlower24.84H_P4 |
|----|-------------------------------------------------|

# AlphaBlower Specifications



## AlphaBlower™ 24-84-H

Hydraulic Flow: 30-45 GPM



## AlphaBlower™ 33-100-H

Hydraulic Flow: 40-50 GPM



## AlphaBlower™ 33-100-P

PTO Power: 100-250 HP



## AlphaBlower™ 36-106-P

PTO Power: 150-350 HP

| Model Number                             | 24-84-H            | 33-100-H           | 33-100-P             | 36-106-P           |
|------------------------------------------|--------------------|--------------------|----------------------|--------------------|
| Width of Auger (cm)                      | 85" (216)          | 100" (254)         | 100" (254)           | 106" (269)         |
| Overall Width at Drift Breakers (cm)     | 90" (229)          | 106.5" (270)       | 106.5" (270)         | 111" (282)         |
| Center Cutting Height (cm)               | 36" (91)           | 41" (104)          | 41" (104)            | 46" (117)          |
| Side Cutting Height (cm)                 | 57" (145)          | 75" (190)          | 75" (190)            | 75" (190)          |
| Impeller Diameter (cm)                   | 24" (61)           | 33" (84)           | 33" (84)             | 36" (91)           |
| Impeller Depth (cm)                      | 9" (23)            | 11" (28)           | 11" (28)             | 14" (35)           |
| Auger Diameter (cm)                      | 28" (71)           | 33" (84)           | 33" (84)             | 38" (96)           |
| Weight (kg)                              | 2,400 lbs (1,089)* | 3,900 lbs (1,769)* | 3,650 lbs (1,659)    | 4,120 lbs (1,869)  |
| Min. 3-Point Hitch Lift Capacity (kg)    | N/A                | N/A                | 5,500 lbs (2,495)    | 6,800 lbs (3,085)  |
| Hardox 500 Reversible Cutting Edges (cm) | ½" x 8" (1.2 x 12) | ½" x 8" (1.2 x 12) | ½" x 8" (1.2 x 12)   | ½" x 8" (1.2 x 12) |
| Hardox 500 Side Skids                    | Standard           | Standard           | Standard             | Standard           |
| Hardox Impeller Housing                  | Standard           | Standard           | Standard             | Standard           |
| Auto Reset Hydraulic Cut-out Clutch(es)  | Standard (2)       | Standard (2)       | Standard (2)         | Standard (1)       |
| HD Upper Wing Edges (Drift Breakers)     | Standard           | Standard           | Standard             | Standard           |
| Screw Adjustable Gauge Wheels            | N/A                | Optional           | Optional             | Standard           |
| Hydraulic Chute Rotation                 | Standard           | Standard           | Standard             | Standard           |
| Deluxe HD Chute (2- or 4-Flap)           | 2-Flap             | 4-Flap             | 4-Flap               | 4-Flap             |
| Hydraulically Collapsible Chute          | N/A                | Optional           | Optional             | Standard           |
| HD Truck Loading Chute                   | Optional           | Optional           | Optional             | Optional           |
| PTO Stub Shaft Diameter                  | N/A                | N/A                | 1-¾"                 | 1-¾"               |
| PTO ( RPM )                              | N/A                | N/A                | 540** or 1,000       | 1,000              |
| PTO Shaft Included                       | N/A                | N/A                | Standard             | Standard           |
| Recommended GPM (LPM)                    | 30-45 (114-170)    | 40-50 (150-190)    | N/A                  | N/A                |
| Recommended PTO HP                       | N/A                | N/A                | 100 - 250            | 150 - 350          |
| To Fit Rear Mount PTO                    | N/A                | N/A                | Standard             | Standard           |
| To Fit Rear Mount PTO (towing position)  | N/A                | N/A                | Add FMT-33100 Option | N/A                |

\* With Cat Fusion mount

\*\* 540 RPM not currently stocked

For Customer Service, Call or Text 800-905-2265



# City of Thief River Falls

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## Request for Council Action

**DATE:** 9/19/2023

**SUBJECT:** #8.16 Approve to fill Public Works Maintenance position

**RECOMMENDATION:** It is respectfully requested the City Council accept Public Works Committee recommendation:

**MOTION TO:** Approve and authorize to fill a vacant position of Public Works Maintenance. The position will first be opened to Teamster #320 Fire employees for 10 days and if not filled through the internal transfer process, the position will be opened to the public for filling.

**BACKGROUND:** A position has opened due to the resignation of Louis Brown, Forester. The department needs to fill the position to run efficiently.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:** This position is budgeted.

**LEGAL CONSIDERATION:**

**DEPARTMENT/RESPONSIBLE PERSON:** Angela Philipp, City Administrator

**ATTACHMENTS:**

None

**CITY OF THIEF RIVER FALLS  
INVESTMENT SUMMARY**

| <b>BANK/BROKER</b>                   | <b>TYPE AND DESCRIPTION<br/>OF SECURITY</b> | <b>PAR</b> | <b>MATURITY<br/>DATE</b> | <b>YIELD OR<br/>INTEREST<br/>RATE</b> | <b>CALL<br/>DATE</b> | <b>CURRENT<br/>MARKET<br/>VALUE</b> |
|--------------------------------------|---------------------------------------------|------------|--------------------------|---------------------------------------|----------------------|-------------------------------------|
| <b>RBC</b>                           |                                             |            |                          |                                       |                      |                                     |
| BMW Bnk North Amer Salt Lake         | Certificate of Deposit - Brokered           | \$209,000  | 11-Oct-23                | 1.85%                                 | <b>11-Apr-20</b>     | \$208,209.98                        |
| American Express Natl Bk             | Certificate of Deposit - Brokered           | \$248,000  | 18-Mar-24                | 1.60%                                 | <b>16-Sep-22</b>     | \$242,886.24                        |
| Comenity Cap Bk Utah CD 1.2          | Certificate of Deposit - Brokered           | \$249,000  | 15-May-24                | 2.75%                                 | <b>15-May-19</b>     | \$244,296.39                        |
| New York Community Bank              | Certificate of Deposit - Brokered           | \$183,000  | 03-Jun-24                | 0.30%                                 | <b>03-Dec-21</b>     | \$176,016.72                        |
| Port Houston Auth Tex Harris         | Certificate of Deposit - Brokered           | \$500,000  | 01-Oct-24                | 2.25%                                 | <b>12-Aug-20</b>     | \$482,655.00                        |
| Morgan Stanley Pvt Bk                | Certificate of Deposit - Brokered           | \$245,000  | 27-Feb-25                | 1.80%                                 | <b>27-Aug-20</b>     | \$232,012.55                        |
| State Bk India New York NY           | Certificate of Deposit - Brokered           | \$183,000  | 10-Jun-25                | 1.05%                                 | <b>10-Dec-20</b>     | \$169,370.16                        |
| Federal Home Ln Mtg Corp             | Certificate of Deposit - Brokered           | \$255,000  | 25-Aug-25                | 3.50%                                 | <b>25-Feb-23</b>     | \$246,669.15                        |
| JPMorgan Chase Bank N A CD CLL       | Certificate of Deposit - Brokered           | \$246,000  | 30-Sep-25                | 0.40%                                 | <b>31-Mar-21</b>     | \$221,800.98                        |
| Goldman Sachs BK USA New York        | Certificate of Deposit - Brokered           | \$200,000  | 11-Feb-26                | 1.00%                                 | <b>11-Aug-21</b>     | \$179,824.00                        |
| Vernon Hills Taxable GO              | Certificate of Deposit - Brokered           | \$246,000  | 30-Mar-26                | 2.85%                                 | <b>01-Jul-22</b>     | \$236,947.50                        |
| BankUnited A Svgs Bk Miami           | Certificate of Deposit - Brokered           | \$249,000  | 31-Mar-26                | 0.95%                                 | <b>30-Jun-21</b>     | \$222,374.43                        |
| UBS BK USA Salt Lake City UT         | Certificate of Deposit - Brokered           | \$245,000  | 16-Jun-26                | 0.85%                                 | <b>16-Jul-21</b>     | \$216,342.35                        |
| Defiance Ohio City Sch Dist          | Bond - Brokered                             | \$550,000  | 01-Dec-28                | 0.00%                                 | <b>01-Dec-28</b>     | \$425,078.50                        |
| Fresno Calif Uni School Dist         | Bond - Brokered                             | \$300,000  | 01-Aug-25                | 0.00%                                 | <b>01-Aug-25</b>     | \$270,789.00                        |
| Thief River Falls Minn Indpt         | Bond - Brokered                             | \$190,000  | 01-Feb-27                | 1.01%                                 | <b>01-Feb-27</b>     | \$166,029.60                        |
| <b>RBC INVESTMENTS</b>               |                                             |            |                          |                                       |                      | <b>\$3,941,302.55</b>               |
| Border State Bank                    | Certificate of Deposit                      | \$100,000  | 16-Dec-24                | 2.09%                                 | <b>16-Dec-23</b>     | \$100,000.00                        |
| <b>BORDER STATE BANK INVESTMENTS</b> |                                             |            |                          |                                       |                      | <b>\$100,000.00</b>                 |

|                                 |                                   |             |           |        |                       |
|---------------------------------|-----------------------------------|-------------|-----------|--------|-----------------------|
| Vibrant Credit Union, IL        | Certificate of Deposit - Brokered | \$236,950   | 08-Jul-24 | 5.373% | \$236,950.00          |
| T Bank, National Association TX | Certificate of Deposit - Brokered | \$233,050   | 20-Jun-24 | 4.728% | \$233,050.00          |
| 4M Term Series, MN              | Certificate of Deposit - Brokered | \$1,000,000 | 26-Jan-24 | 4.650% | \$1,000,000.00        |
| <b>4M INVESTMENTS</b>           |                                   |             |           |        | <u>\$1,470,000.00</u> |

|                             |                       |
|-----------------------------|-----------------------|
| <b>TOTAL CD INVESTMENTS</b> | <b>\$5,511,302.55</b> |
|-----------------------------|-----------------------|

### **MONEY MARKET ACCOUNTS**

|                            |                                       |        |                     |
|----------------------------|---------------------------------------|--------|---------------------|
| Piper Jaffray              | First American Gov't Obligations Fund | 4.480% | \$3,314,972.46      |
| RBC                        | US Govt Money Market Fund             |        | \$6.20              |
| League of Minnesota Cities | 4M Money Market Fund                  | 5.008% | \$15,061,765.61     |
| League of Minnesota Cities | 4M Plus Fund                          | 5.054% | \$27,017.19         |
| League of Minnesota Cities | 4M LTD Account                        |        | <u>\$766,996.12</u> |

|                                   |                        |
|-----------------------------------|------------------------|
| <b>TOTAL MONEY MARKET SAVINGS</b> | <b>\$19,170,757.58</b> |
|-----------------------------------|------------------------|

|                    |                   |                               |
|--------------------|-------------------|-------------------------------|
| <b>GRAND TOTAL</b> | <b>08/31/2023</b> | <u><u>\$24,682,060.13</u></u> |
|--------------------|-------------------|-------------------------------|

\*Interest paid every 6 months.