THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, May 4, 2021

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

City of Thief River Falls Mayor Brian Holmer Determination Regarding Conducting Meetings by Telephone or Other Electronic Means – per Directive 2020-6. Some councilmembers may participate by electronic means.

1. **CALL TO ORDER**

2. **PLEDGE OF ALEGIANCE**

3. **ROLL CALL**

4. **PUBLIC FORUM -** ***Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. Speakers are requested to dial: 1-415-655-0001 and then enter access code: 146 802 3795 (If you are having issues connecting call 218-689-3612), state their name and address for the record, and limit their remarks to five minutes. 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. Leonard Furuseth Day (page 4)
   5.2. Bike Month Proclamation (page 5)
   5.3. National Police Week (page 6)

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 April 20, 2021 Council Proceedings (page 7-16)

7.2. City of Thief River Falls Bills and Disbursements and Council Per Diems (page 17-43)

7.3. Approval of Beer in the Park Permit (page 44-45)

7.4. Approval of 2021 City License Northern Gun & Pawn LLC (page 46)

7.5. Security Awareness Training and Testing (page 47)

7.6. Law Enforcement Lease & Dispatch Records Agreement (page 48-53)

7.7. Approval of the Power Plant Operator/Construction Worker Banding and Grading (page 54)

8. NEW BUSINESS

8.1. Approval of TRF Police Department Body Camera Policy (page 55-64)

8.2. Approval of Employment of Keaton Huot and Turner Sawatzke as Public Maintenance Employees (page 65)

8.3. Second Reading for City of Thief River Falls - Amend City Codes 152.031 &152.032 (page 66-68)
Approval for City of Thief River Falls - Amend City Codes 152.031 &152.032

8.4. Second Reading Rezoning - Grandbois Property (page 69)
Approval for Rezoning - Grandbois Property

8.5. Second Reading Rezoning - William Ness Property (page 70-73)
Approval for Rezoning - William Ness Property

8.6. Comprehensive Plan Amendment (page 74-76)

8.7. Employment of Steve Zavoral has Journey Electrician/Electronic Technician (page 77)

8.8. First Reading Meter Socket Disconnect Ordinance (page 78-79)
Approval Meter Socket Disconnect Ordinance

8.9. Market Rate Study RFP (page 80-89)

8.10. Customization to our Council Meeting Software (page 90)

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

10. UPCOMING MEETINGS

10.1. Utilities Committee - May 10th at 7:00 a.m.

10.2. Public Safety/Liquor Committee - May 10th at 4:30 p.m.

10.3. Administrative Services Committee - May 11th at 3:00 p.m.

10.4. Public Works Committee - May 12th at 4:30 p.m.

10.5. City Council Meeting - May 18th at 5:30 p.m.

10.6. Joint City, County and School in the Imperial Room - May 24th at 5:30 p.m.

10.7. Committee of Whole - May 25th at 5:30 p.m.

11. INFORMATIONAL ITEMS

12. CLOSE MEETING TO CONDUCT PERFORMANCE APPRAISAL

12.1. Performance Evaluation of Fire Co-Chiefs

13. RECOVENE MEETING

14. ADJOURNMENT

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

LEONARD FURUSETH DAY
PROCLAMATION

WHEREAS, Leonard Furuseth was drafted into the U.S. Army, on November 4, 1942, soon after graduation and became part of the 99th Infantry Battalion; and

WHEREAS, the War Department initiated this 99th Infantry Battalion (BN) on July 10, 1942, and activated the Special Unit at Camp Ripley near Little Falls, Minnesota. An initial intent was to use the native speakers in a planned invasion and liberation of Nazi-occupied Norway. The plan was to start at the north tip of Norway and move south; and

WHEREAS, for their service in Europe, the 99th BN has received citations from Belgium, two citations from France, and one citation from Norway. They were inducted into the Norwegian-American Hall of Fame, and the entire battalion received the Bronze Star. Leonard was awarded eight Bronze Stars all together. Later Leonard was inducted into the Scandinavian-American Hall of Fame by war hero Knut Haukelid, who had worked as undercover agent in Norway.

THEREFORE BE IT RESOLVED, that I, Brian Holmer, Mayor of the City of Thief River Falls, do hereby recognize and congratulate Leonard Furuseth and his battalion on the extraordinary accomplishments and hereby proclaim that Sunday, May 16, 2021, shall be observed as Leonard Furuseth Day in the City of Thief River Falls.

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Brian Holmer, Mayor

BIKE MONTH PROCLAMATION

WHEREAS, the bicycle is a sound form of transportation and excellent for recreation and enjoyment of Thief River Falls; and

Whereas, throughout the month of May, BikeMn, Bike Thief River Falls, and the League of American Bicyclists, will be promoting bicycling during the month of May 2021; and

WHEREAS, these groups are also promoting bicycle tourism year-round to attract more visitors to enjoy our local restaurants, hotels, retail establishments, and cultural and scenic attractions; and

WHEREAS, these groups are also promoting greater public awareness of bicycle operation and safety education in an effort to reduce collisions, injuries, and fatalities and improve health and safety for everyone on the road;

NOW, THEREFORE BE IT RESOLVED that, I, Brian Holmer, Mayor of Thief River Falls, do hereby proclaim May 2021 as Bike Month in Thief River Falls, and I urge all residents to join me in this special observance.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City of Thief River Falls, Minnesota to be affixed this 4TH day of May

Brian D. Holmer, Mayor

“NATIONAL POLICE WEEK”
PROCLAMATION

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Thief River Falls Police Department; and

WHEREAS, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and

WHEREAS, since the first recorded death in 1791, almost 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including two members of our city’s police department, Sergeant Donald Myers in 1962 and Chief Roy Pederson in 1974; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty while protecting our communities and safeguarding our democracy were honored during the National Law Enforcement Officers Memorial Fund’s Annual Candlelight Vigil this week.

THEREFORE, BE IT RESOLVED that, as Mayor of the City of Thief River Falls, I formally designate May 9-15, 2021, as Police Week in Thief River Falls and, on behalf of the public and the city council do publicly salute the service of law enforcement officers in our community and in communities across the nation.

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Brian Holmer, Mayor

City of Thief River Falls

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

PHONE: 218-681-2943
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www.citytrf.net

Request for Council Action

DATE: 5/4/2021

SUBJECT:

RECOMMENDATION:

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

1.	04 20 2021 Council Minutes

COUNCIL PROCEEDINGS

Tuesday, April 20, 2021

CALL TO ORDER

The City Council of Thief River Falls, Minnesota, met in regular session at 5:30 p.m. on April 20, 2021 in the Council Chambers of City Hall.

PLEDGE OF ALEGIANCE

ROLL CALL

The following Councilmembers were present: Holmer, Lorenson, McCraw, Bolduc, Howe, Aarestad, Narverud and Prudhomme. No Councilmembers were absent. Mayor Holmer chaired the meeting.

PUBLIC FORUM

Police Chief Marissa Adam announced Mark Bruggeman as the 4th Sergeant.

Jim Strandlie introduced himself as representing the Community Fund which replaced United Way. They are willing to raise funds for projects. The committee is interested in looking at discussing the Splash Park again. In addition, Jim spoke on behalf of the Sons of Norway. He would like to request May 16th as Leonard Furuseth Day.

Bruce Williams discussed concerns with CP rail issues with excessive blockage of crossings at 8th street. Bruce would also like an evaluation of the decibel levels to be completed. Evaluate Federal Standards for whistle blowing and potentially look into a quiet zone ordinance.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

SEXUAL ASSAULT AWARENESS MONTH

- Recognizing the month of April as Sexual Assault Awareness Month

ONCOLOGY NURSING MONTH

- Recognizing the month of May as Oncology Nursing Month

APPROVE AGENDA

Councilmember Jason Aarestad motioned, being seconded by Councilmember Mike Lorenson, to approve the agenda as presented. On vote being taken, the agenda was unanimously passed.

CONSENT AGENDA

Councilmember Steve Narverud motioned, being seconded by Councilmember Curt Howe, to approve the consent agenda. On vote being taken, the consent agenda was unanimously passed.

APPROVAL OF APRIL 6, 2021 COUNCIL PROCEEDINGS

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution 4-85-21, being seconded by Councilmember Howe, that:

BE IT RESOLVED, by the City Council, to approve the April 6, 2021 Council Proceedings as presented.

On vote being taken, the resolution was unanimously passed.

CITY OF THIEF RIVER FALLS BILLS AND DISBURSEMENTS AND COUNCIL PER DIEMS

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution 4-86-21, being seconded by Councilmember Howe, that:

BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of $850,408.36 and Council Per Diems in the amount of $1,527.50. A printout of the approved payments, disbursements and per diems are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

FORMER COUNTY DITCH 70 GRADING

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution 4-87-21, being seconded by Councilmember Curt Howe, that.

WHEREAS, The Red Lake Watershed District, along with Pennington County and the City of Thief River Falls completed a flood damage reduction project that diverts County Ditch 70 around the City of Thief River Falls. This system drains areas north and west of the city, as well as areas within the city. The former system, which is now under city jurisdiction, runs along Highway 1 & 59 from Highway 59 North to Barzen Avenue along Digi-Key and Arctic Cat, and outlets to the east along Greenwood Street to the Red Lake River.

The strategic partnership between the City, County and Watershed District is complimented by the Minnesota Department of Transportation through cost sharing of these drainage improvements.

WHEREAS, as this project was completed the ditch along the north side of Greenwood Street from Oakland Park Road to Brooks Avenue that was constructed to the design grade was found to be too deep and difficult to maintain. The proposed improvements will raise structures and fill the ditch to an urban design that can be mowed and maintained.

BE IT RESOLVED, to approve the Public Works Committee recommendation and approve a contract with Anderson Excavating to regrade former County Ditch 70 along the north side of Greenwood Street from Oakland Park Road to Brooks Avenue in the amount of $55,730.11. The Red Lake Watershed District agreed to pay for 50% of the cost. The total city cost is $27,865.06.

On vote being taken, the resolution was unanimously passed.

DECLARE SURPLUS PROPERTY

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution 4-88-21, being seconded by Councilmember Howe, that:

WHEREAS, the City of Thief River Falls owns numerous equipment, vehicles, tools, and miscellaneous items that are used to carry out work functions. These items are typically declared surplus to be sold in the most efficient manner when no longer needed.

WHEREAS, the items listed are Public Works Department items either damaged, wore out or no longer needed. Eliminating these items frees up valuable storage space and provides some revenue for the city.

BE IT RESOLVED, to approve the Public Works Committee recommendation and Declare the following item as surplus property.

1. Dart XL 120 Diazo Printer Serial No. 128484
2. KTF Bandsaw Serial No. 39637
3. Build-All DM-32 Parts Washer Serial No. 691602
4. Lincoln SP-100 Wire Welder Serial No. 9725-AC834260
5. Homemade Paint Trailer Unit 5523 Vin #DPS MN 922133
6. Bench Vise

On vote being taken, the resolution was unanimously passed.

EXTEND THE STATE OF EMERGENCY FOR COVID-19

Presented as part of the Consent Agenda, Councilmember Narverud introduced Resolution 4-89-21, being seconded by Councilmember Howe, that:

WHEREAS, a State of Emergency for the COVID-19 Pandemic Event was declared by the City of Thief River Falls originally per Resolution No. 3-55-20 on March 17, 2020; and extended per Resolution No. 2.26.21 through February 12, 2021; and the State of Emergency has been extended again through April 15, 2021;
WHEREAS, the State of Emergency has been extended again.
NOW, THEREFORE, the City of Thief River Falls declares the City of Thief River Falls, Minnesota in a State of Emergency through May 14, 2021 or until circumstances no longer require a State of Emergency.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

SUMMARY OF PERFORMANCE OF WATER SYSTEMS SUPERINTENDENT

At the April 6th, 2021, meeting of the City Council, the meeting was closed by the council to evaluate the job performance of Wayne Johnson, Water Systems Superintendent. As required by Minnesota State Statute 13D.05 Subd. 3 (a), at its next open meeting, the public body shall summarize its conclusions regarding the evaluation.

The council conducted an evaluation of Mr. Johnson and found that Mr. Johnson was knowledgeable, timely in responses, punctual, factual and prepared. That he is always looking to be prepared for future issues and works to improve services and efficiencies. That he is straight forward and has good communication with the council and other department heads. He is a good supervisor. He has done a good job representing the City regarding the water intake issue, other various projects and always has the best interests of the City in mind.

CITY OF THIEF RIVER FALLS - CONDITIONAL USE PERMIT REQUEST

Following discussion, Councilmember Jason Aarestad introduced Resolution 4-90-21, being seconded by Councilmember Rachel Prudhomme, that:

WHEREAS, TRF plans to purchase a sign that says #TRF. These signs have become popular in several communities to provide a photo backdrop for tourists and community members. People take these photos and post them on social media which in turn provides exposure and organic marketing for the community with no expense beyond the cost of the sign; and

WHEREAS, Visit TRF has requested this sign be placed at Red Robe Park because they would like the confluence of the Red Lake River and Thief River in the background. The Public Works Committee has approved this site. The sign has been classified as a message board and is allowable up to 40 SF in a Park and Recreation Zoning District and is exempt from a permit. A conditional use permit is required because it will be illuminated. The conditional use permit requirement allows a review to assure there are no negative impacts to adjacent properties from the illuminated sign.

NOW, THEREFORE, to accept the Planning Commission recommendation and approve a Conditional Use Permit for the City of Thief River Falls for an illuminated sign at Red Robe Park.

On vote being taken, the resolution was unanimously passed.

APPROVAL OF TRANSFER OF GREGORY HUFNAGLE TO THE BUILDING OFFICIAL POSITION

Following discussion, Councilmember Anthony Bolduc introduced Resolution 4-91-21, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Minnesota statutes require that the Commissioner of Administration adopt minimum standards for building construction and remodeling that govern structural materials, design and construction, fire protection, health, safety, and sanitation. The purpose of these standards, which collectively make up the state building code, is to help protect the health and safety of the state's residents while containing construction costs. The city of Thief River Falls position of Building Official of Record has been Mark Borseth since Elvin Erickson left City employment. Mr. Hufnagle has successfully obtained his Building Official License and is qualified to transfer into the position of Building Official, and

WHEREAS, The City of Thief River Falls has adopted the State Building Code and is required to enforce the code through a State of Minnesota Licensed Building Official, making this a necessary position. The position of Building Inspector vacated by Mr. Hufnagle will not be filled,

THEREFORE, BE IT RESOLVED, to accept a Public Works Committee recommendation and approve approve the transfer of Gregory Hufnagle from Building Inspector to Building Official, effective April 21, 2021 at the MAPS salary of 95% of Grade Level 6 at $5,920.40 per month with the next eligible progression to the top pay of $6,232.00 in one year.

On vote being taken, the resolution was unanimously passed.

FIRST READING FOR CITY OF THIEF RIVER FALLS - AMEND CITY CODES 152.031 &152.032

Councilmember Curt Howe motioned, being seconded by Councilmember Steve Narverud to call for the first reading of an ordinance of an ordinance of the City of Thief River Falls, Minnesota, to consider amending 152.031 (C), Conditional Uses, to add (5) Car and Truck Wash Business; and 152.032 (C), Conditional Uses, to add (7) Car and Truck Wash Business.

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next Council Meeting.

TERRY BENSON, WATER TREATMENT PLANT OPERATOR PROGRESSION RAISE

Councilmember, Mike Lorenson introduced Resolution 4-92-21, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Mr. Benson has obtained his Water Class C Certification as of March 5, 2021 and is eligible for a step progression raise, to Step 5 of the Water Treatment Plant Operator salary schedule, for a new salary of $26.99 per hour effective March 5, 2021.

BE IT RESOLVED, to approve the Public Utilities Committee recommendation and accept a Public Utilities Committee recommendation and grant a progression raise for Terry Benson, Water Treatment Plant Operator to Step 5 of the Water Treatment Plant Operator salary schedule, for a new salary of $26.99 per hour effective March 5, 2021.

On vote being taken, the resolution was unanimously passed.

VARIANCE REQUEST - MAK PROPERTIES, LLC

Following discussion, Councilmember, Anthony Bolduc introduced Resolution 4-93-21, being seconded by Councilmember Michele McCraw, that:

WHEREAS, MAK Properties of Grand Forks, North Dakota has completed the purchase of the vacant property south of Valley Home. They are proposing a mixed-use building with residential apartments above commercial space, which is allowable with a conditional use permit, which has been approved.

WHEREAS, MAK Properties has submitted application for a 35’ variance to the 35’ buffer along the easterly 300’ of the north property line, and a 20’ variance to the remainder of the north property line. This variance is required due the access location necessary to accomplish a perpendicular approach of Oakland Park Road and to allow playground equipment adjacent to the proposed daycare. They are also requesting a 10’ variance to the 20’ rear yard setback along the Minnesota Northern Railroad R/W.

THEREFORE, BE IT RESOLVED, to approve the Planning Commission recommendation to approve a 35’ variance to the 35’ buffer along the easterly 300’ of the north property line, and a 20’ variance to the 35’ buffer along the remainder of the north property line; and a 10’ variance to the 20’ rear setback.

On vote being taken, the resolution was unanimously passed.

SMALL CITIES DEVELOPMENT GRANT – CONTRACT FOR SERVICES

Following discussion, Councilmember, Jason Aarestad introduced Resolution 4-94-21, being seconded by Councilmember Michele McCraw, that:

WHEREAS, the City of Thief River Falls received a DEED grant in 2016 for $556,600 to renovate 22 owner occupied single-family homes in a target area for low to moderate income households. This program was administered by the NW MN Multi-County HRA and was completed in November of 2020. The City of Thief River Falls continues to have needs for improvements to existing housing.

WHEREAS, the proposed grant would be for renovations to multi-family rental units. The criteria for this grant would allow any location within the city limits. The proposed grant application would be for $600,000 and fund approximately 40 units. The building owner would be responsible for 30% of the project cost and 20% in a low interest loan. The remaining 50% would be a grant. The eligible SCDP funds (loan and grant) for each unit would be $12,500.

BE IT RESOLVED, to approve the Public Works Committee recommendation and Approve an agreement with NW MN Multi-County HRA to prepare a grant application for the DEED Small Cities Development Program; and authorize the Mayor to execute the agreement.

On vote being taken, the resolution was unanimously passed.

FIRST READING REZONING - WILLIAM NESS PROPERTY

Councilmember Jason Aarestad motioned, being seconded by Councilmember Anthony Bolduc to call for the first reading of an ordinance of the City of Thief River Falls, Minnesota, to consider rezoning the following described parcel from Agricultural District (AG) to Multi-Family Residential District (R-4).

That part of Government Lot 7, Section 2, Township 153 North, Range 43 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

Beginning at the northwest corner of Lot 1, Block 2, NESS FIRST ADDITION to the City of Thief River Falls, Minnesota, according to the official plat of record in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota; thence south, along the west line of said Block 2, a distance of 318.45 feet; thence southeasterly, along the west line of said Block 2, a distance of 20.51 feet, more or less, to the most southern corner of Lot 2, said Block 2; thence south, along a line parallel to the east line of COUNTRY ACRES SECOND ADDITION, on file at said Recorder's Office, a distance of 1002.23 feet, more or less, to the south line of said Government Lot 7; thence westerly, along the south line of said Government Lot 7, a distance of 471.59 feet, more or less, to a line being 439.00 feet distant from and parallel to the east line of said COUNTRY ACRES SECOND ADDITION; thence north, along a line being 439.00 feet distant from and parallel to the east line of said COUNTRY ACRES SECOND ADDITION, a distance of 1373.26 feet, more or less, to the north line of said Government Lot 7, thence easterly, along the north line of said Government Lot 7, a distance of 477.28 feet, more or less, to the northerly extension of the west line of Block 2, said NESS FIRST ADDITION; thence south, along the northerly extension of Block 2, said NESS FIRST ADDITION, a distance of 33.02 feet, more or less, to the point of beginning.

Said parcel contains 14.76 acres, more or less, and is subject to easements, restrictions, or reservations of record, if any.

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next Council Meeting.

FIRST READING REZONING - GRANDBOIS PROPERTY

Councilmember Mike Lorenson motioned, being seconded by Councilmember Jason Aarestad to call for the first reading of an ordinance of the City of Thief River Falls, Minnesota, to consider rezoning Lots 2, 3, and the north 36' of Lot 4, Block 2, Narverud's First Addition of Thief River Falls from Multi-Family Residential District (R-4) to Suburban Residential District (R-1).

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next Council Meeting.

APPROVAL TO FILL VACANT PUBLIC WORKS MAINTENANCE POSITION

Following discussion, Councilmember Anthony Bolduc introduced Resolution 4-95-21, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Wade Cota, Public Works Maintenance, has resigned from his position effective April 9, 2021. This position is considered necessary to keep the Public Works Department operating efficiently.

BE IT RESOLVED, to approve the Public Works Committee recommendation and Authorize to begin the process to fill the vacant position of Public Works Maintenance. This position shall be offered to Teamster #320 employees as per union contract and if not filled, shall be opened to the public.

On vote being taken, the resolution was unanimously passed.

SUMMER WORK HOURS FOR CITY HALL

Following discussion, Councilmember Jason Aarestad introduced Resolution 4-96-21, being seconded by Councilmember Steve Narverud, that:

WHEREAS, customer service is a high priority and will continue to be so. One of the main conditions is that summer hours will not be an added cost to the City in any way; and

WHEREAS, it will be the City Administrator and Department heads job to make sure this works or else it will be discontinued.

THEREFORE, BE IT RESOLVED, by the City Council, to set summer hours for the City of

Thief River Falls City Hall and other departments as appropriate, effective Sunday, May 24th and to conclude on September 5th. Summer hours are defined as four nine-hour days starting at 7:00 a.m. to 4:30 p.m. on Monday through Thursday and one-half day from 7:00 a.m. to 12:00 noon on Friday.

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

TRENCHING AND PLOWING SERVICE CHARGE FOR THE 2021 CONSTRUCTION SEASON

Following discussion, Councilmember Anthony Bolduc introduced Resolution 4-97-21, being seconded by Councilmember Rachel Prudhomme, that:

WHEREAS, Last time rates were changed were in 2019, with additional costs for materials and equipment it would be my recommendation to adjust all fees for the 2021 Construction season; and

WHEREAS, The City of Thief River Falls is not in the construction business these charges are only for the services of Joint Trench only. The Electric Department has worked with the Cable TV and Phone Companies for many years and have provided a joint trench agreement pre construction to help determine cost of service to our customers in Thief River Falls;

THEREFORE, BE IT RESOLVED, to accept a Public Utilities Committee recommendation and to approve the fees for the 2021 construction season for Mainline trenching, Boring. Secondary line trenching and boring. Street light trenching and boring.

On vote being taken, the resolution was unanimously passed.

PRICING FOR 2021 EQUIPMENT AND LABOR

Following discussion, Councilmember Rachel Prudhomme introduced Resolution 4-98-21, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Last time equipment and labor charge were changed was in 2019; and,

WHEREAS, Do to the purchasing of new equipment and changes in HSEM(homeland security emergency management)construction code as well as labor costs, it is my recommendation to follow the HSEM cost code guidelines.

THEREFORE, BE IT RESOLVED, to accept a Public Utilities Committee recommendation to approve pricing for 2021 equipment and labor.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

Prudhomme indicated the Historical Society meeting scheduled for April 22nd was moved to Monday, April 26th at the Pennington County Government Center. If interested in becoming a member contact Rachel Prudhomme.

Narverud mentioned leaf vac will be end next week. Spring Clean Up will be May 1st, 8:00 am to noon. The RV dump site will open within the next 2 weeks at the Pennington County Historical Society across from the Tourist Park.

Mayor Holmer mentioned City Wide Garage Sale will be May 15th.

Aarestad mentioned that the Animal Ordinance is going through some changes such as addressing barking and picking up after your animals. Recommendations will be brought to the council soon.

UPCOMING MEETINGS

COMMITTEE OF WHOLE - APRIL 27TH AT 5:30 P.M.

SPRING CLEAN UP - MAY 1ST AT 8 A.M. TO NOON

CITY COUNCIL MEETING - MAY 4TH AT 5:30 P.M.

UTILITIES COMMITTEE - MAY 10TH AT 7:00 A.M.

PUBLIC SAFETY/LIQUOR COMMITTEE - MAY 10TH AT 4:30 P.M.

ADMINISTRATIVE SERVICES COMMITTEE - MAY 11TH AT 3:00 P.M.

PUBLIC WORKS COMMITTEE - MAY 12TH AT 4:30 P.M.

CITY COUNCIL MEETING - MAY 18TH AT 5:30 P.M.

INFORMATIONAL ITEMS

INVESTMENT SUMMARY - ENDING MARCH 31, 2021 (PAGE 66-67)

ADJOURNMENT
There being no further discussion, Councilmember Prudhomme moved, being seconded by Councilmember McCraw to adjourn at 6:43 p.m. On vote being taken, the Chair declared the motion unanimously carried.

City of Thief River Falls

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Thief River Falls MN 56701-0528

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email: @citytrf.net
www.citytrf.net

Request for Council Action

DATE: 5/4/2021

SUBJECT:

RECOMMENDATION:

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

1.	05 04 2021 Summary of Dispursements
2.	04 12 to 04 16 Prepayments
3.	04 19 to 04 23 Prepayments
4.	05 04 First Half of Bills

#7.02

CITY OF THIEF RIVER FALLS
SUMMARY OF DISBURSEMENTS

May 4th, 2021 City Council Meeting

PREPAYMENTS	4/12/2021	thru	4/16/2021	=	$ 130,543.70
PREPAYMENTS	4/19/2021	thru	4/23/2021	=	$ 1,179,370.49
PREPAYMENTS		thru		=	
PREPAYMENTS		thru		=	
FIRST HALF BILLS				=	$ 324,657.30
SECOND HALF BILLS				=	

GRAND TOTAL OF DISBURSEMENTS **$ 1,634,571.49**

CITY OF THIEF RIVER FALLS

*Claim Register©

04-16-21PRE

April 2021 04/12 - 04/16 Prepayments

Claim Type			
Claim# 5360 *CITY OF T R F - UTILITIES BLLG*	Ck# 083943 4/12/2021		
Cash Payment G 69-2025 Customer Deposits Invoice	DUE CITY FROM CUSTOMER DEPOSITS		$1,297.43
Cash Payment E 10-4194-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$2,222.33
Cash Payment E 10-4194-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$23.81
Cash Payment E 10-4210-310 Animal Control Invoice	MAR UTILITIES - DUE APR		$273.87
Cash Payment E 10-4220-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$561.27
Cash Payment E 10-4312-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$775.46
Cash Payment E 10-4315-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$653.10
Cash Payment E 10-4316-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$14,642.94
Cash Payment E 10-4510-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$921.70
Cash Payment E 10-4510-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$565.85
Cash Payment E 10-4550-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$1,230.54
Cash Payment E 10-4670-299 Misc. Operating Expense Invoice	MAR UTILITIES - DUE APR		$178.52
Cash Payment E 10-4670-450 Senior Citizen Programs Invoice	MAR UTILITIES - DUE APR		$1,132.24
Cash Payment E 10-4560-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$479.61
Cash Payment E 61-4830-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$2,073.31
Cash Payment E 69-4830-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$4,588.49
Cash Payment E 62-4830-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$23,629.24
Cash Payment E 68-4830-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$4,426.95
Cash Payment E 82-4830-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$156.33
Cash Payment E 67-4830-389 Utilities Expense Invoice	MAR UTILITIES - DUE APR		$50.34
Transaction Date 4/12/2021 Due 5/12/2021	Northern State Bank 1010	Total	$59,883.33
Claim# 5361 *VERIZON WIRELESS #486397938*	Ck# 083944 4/12/2021		
Cash Payment E 10-4210-321 Communication Expense Invoice 9876664119	MONTHLY ACCESS CHARGES APR		$180.17
Transaction Date 4/12/2021 Due 5/12/2021	Northern State Bank 1010	Total	$180.17
Claim# 5362 *VERIZON WIRELESS #742042583*	Ck# 083945 4/12/2021		
Cash Payment E 62-4830-321 Communication Expense Invoice 9876707526	MONTHLY IPAD CHARGES APR		$37.01

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Cash Payment	E 62-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$35.01
Invoice 9876707526				
Cash Payment	E 69-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$35.01
Invoice 9876707526				
Cash Payment	E 69-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$40.01
Invoice 9876707526				
Cash Payment	E 69-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$35.01
Invoice 9876707526				
Cash Payment	E 69-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$40.01
Invoice 9876707526				
Cash Payment	E 62-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$40.01
Invoice 9876707526				
Cash Payment	E 69-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$40.01
Invoice 9876707526				
Cash Payment	E 69-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$35.01
Invoice 9876707526				
Cash Payment	E 10-4150-321 Communication Expense	MONTHLY IPAD CHARGES APR		$51.22
Invoice 9876707526				
Cash Payment	E 69-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$40.01
Invoice 9876707526				
Cash Payment	E 69-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$35.01
Invoice 9876707526				
Cash Payment	E 68-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$35.01
Invoice 9876707526				
Cash Payment	E 69-4830-321 Communication Expense	MONTHLY IPAD CHARGES APR		$40.01
Invoice 9876707526				
Transaction Date 4/12/2021	Due 5/12/2021	Northern State Bank 1010	**Total**	$538.35
Claim#	5363 *MN SECRETARY OF STATE - NOTA*	Ck# 083946 4/12/2021		
Cash Payment	E 10-4150-433 Dues and Subscriptions	NOTARY COMM APP - RENEE OLSON		$120.00
Invoice				
Transaction Date 4/12/2021	Due 5/12/2021	Northern State Bank 1010	**Total**	$120.00
Claim#	5364 *T R F CHAMBER OF COMMERCE*	Ck# 083947 4/12/2021		
Cash Payment	E 10-4670-303 Contracts Expense	LODGING TAX FEB		$10,658.09
Invoice				
Transaction Date 4/12/2021	Due 5/12/2021	Northern State Bank 1010	**Total**	$10,658.09
Claim#	5375 *ARTISAN BEER COMPANY*	Ck# 083950 4/15/2021		
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE		$1,121.40
Invoice 3465930				
Cash Payment	E 61-4810-252 Beer for Resale	BEER CREDIT		-$42.90
Invoice 302620				
Cash Payment	E 61-4810-252 Beer for Resale	BEER CREDIT		-$21.56
Invoice 498503				
Cash Payment	E 61-4810-252 Beer for Resale	BEER CREDIT		-$3.58
Invoice 498504				
Transaction Date 4/12/2021	Due 5/12/2021	Northern State Bank 1010	**Total**	$1,053.36
Claim#	5381 *BREAKTHRU BEVERAGE MINNESO*	Ck# 083953 4/15/2021		
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$5,007.70
Invoice 338906031				

Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$3,118.75
Invoice 338906030				
Cash Payment	E 61-4810-254 Soft Drinks/Mix for Resale	MIX PURCHASE		$502.54
Invoice 338996378				
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$576.00
Invoice 338996379				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$4,152.50
Invoice 338996380				
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$464.00
Invoice 338996381				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR CREDIT		-$98.00
Invoice 2080281636				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR CREDIT		-$443.20
Invoice 2080271075				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR CREDIT		-$77.30
Invoice 2080282653				
Cash Payment	E 61-4810-253 Wine for Resale	LIQUOR CREDIT		-$102.86
Invoice 2080282659				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR CREDIT		-$103.50
Invoice 2080293669				
Cash Payment	E 61-4810-253 Wine for Resale	WINE CREDIT		-$44.83
Invoice 2080293669				
Cash Payment	E 61-4810-253 Wine for Resale	WINE CREDIT		-$44.83
Invoice 2080284033				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR CREDIT		-$38.19
Invoice 2080295573				
Cash Payment	E 61-4810-254 Soft Drinks/Mix for Resale	MIX CREDIT		-$60.00
Invoice 2080276468				
Cash Payment	E 61-4810-253 Wine for Resale	WINE CREDIT		-$104.00
Invoice 2080276534				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR CREDIT		-$190.00
Invoice 2080266590				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR CREDIT		-$82.29
Invoice 2080266740				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR CREDIT		-$36.00
Invoice 2080287911				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR CREDIT		-$189.75
Invoice 2080287986				
Cash Payment	E 61-4810-253 Wine for Resale	WINE CREDIT		-$5.80
Invoice 2080289230				
Transaction Date	4/12/2021 Due 5/12/2021	Northern State Bank 1010	Total	$12,200.94

Claim#	5402 *JOHNSON BROTHERS LIQUOR*	Ck# 083952 4/15/2021	
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE	$4,139.21
Invoice 1770076			
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE	$2,945.10
Invoice 1770077			
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE	$315.00
Invoice 1770078			
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE	$4,425.00
Invoice 1770079			

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Cash Payment E 61-4810-251 Liquor for Resale Invoice 1770080	LIQUOR PURCHASE	$112.00
Cash Payment E 61-4810-252 Beer for Resale Invoice 1770081	WINE PURCHASE	$3,237.44
Cash Payment E 61-4810-251 Liquor for Resale Invoice 139293	LIQUOR CREDIT	-$12.00
Cash Payment E 61-4810-251 Liquor for Resale Invoice 139720	LIQUOR CREDIT	-$110.35
Cash Payment E 61-4810-251 Liquor for Resale Invoice 1772705	LIQUOR PURCHASE	$1,155.80
Cash Payment E 61-4810-253 Wine for Resale Invoice 1772706	WINE PURCHASE	$960.00
Cash Payment E 61-4810-261 Freight In (Liquor) Invoice 1772707	LIQUOR PURCHASE	$8,981.00
Cash Payment E 61-4810-253 Wine for Resale Invoice 1774888	WINE PURCHASE	$165.45
Cash Payment E 61-4810-251 Liquor for Resale Invoice 124107	LIQUOR CREDIT	-$97.20
Cash Payment E 61-4810-251 Liquor for Resale Invoice 124108	LIQUOR CREDIT	-$115.50
Cash Payment E 61-4810-253 Wine for Resale Invoice 124109	WINE CREDIT	-$33.00
Cash Payment E 61-4810-251 Liquor for Resale Invoice 124110	LIQUOR CREDIT	-$79.96
Cash Payment E 61-4810-253 Wine for Resale Invoice 124111	WINE CREDIT	-$200.00
Cash Payment E 61-4810-253 Wine for Resale Invoice 124112	WINE CREDIT	-$36.00
Cash Payment E 61-4810-253 Wine for Resale Invoice 124114	WINE CREDIT	-$48.00
Cash Payment E 61-4810-251 Liquor for Resale Invoice 124116	LIQUOR CREDIT	-$89.83
Cash Payment E 61-4810-251 Liquor for Resale Invoice 124117	LIQUOR CREDIT	-$36.23
Cash Payment E 61-4810-253 Wine for Resale Invoice 124117	WINE CREDIT	-$12.50
Cash Payment E 61-4810-251 Liquor for Resale Invoice 124118	LIQUOR CREDIT	-$57.47
Cash Payment E 61-4810-253 Wine for Resale Invoice 124118	WINE CREDIT	-$6.93
Cash Payment E 61-4810-252 Beer for Resale Invoice 124119	BEER CREDIT	-$12.72
Cash Payment E 61-4810-253 Wine for Resale Invoice 124119	WINE CREDIT	-$35.37
Cash Payment E 61-4810-251 Liquor for Resale Invoice 124120	LIQUOR CREDIT	-$20.79
Cash Payment E 61-4810-251 Liquor for Resale Invoice 124121	LIQUOR CREDIT	-$27.69
Cash Payment E 61-4810-252 Beer for Resale Invoice 124121	BEER CREDIT	-$6.36
Cash Payment E 61-4810-253 Wine for Resale Invoice 124121	WINE CREDIT	-$62.72

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Cash Payment E 61-4810-253 Wine for Resale Invoice 127180	WINE CREDIT		-$33.30
Transaction Date 4/13/2021 Due 5/13/2021	Northern State Bank 1010	Total	$25,302.08
Claim# 5424 *PHILLIPS WINE & SPIRITS*	Ck# 083951 4/15/2021		
Cash Payment E 61-4810-253 Wine for Resale Invoice 6180764	WINE PURCHASE		$144.00
Cash Payment E 61-4810-254 Soft Drinks/Mix for Resale Invoice 6180764	MIX PURCHASE		$227.60
Cash Payment E 61-4810-251 Liquor for Resale Invoice 6180762	LIQUOR PURCHASE		$3,753.05
Cash Payment E 61-4810-251 Liquor for Resale Invoice 6180763	LIQUOR PURCHASE		$380.00
Cash Payment E 61-4810-253 Wine for Resale Invoice 6180763	WINE PURCHASE		$1,227.00
Cash Payment E 61-4810-254 Soft Drinks/Mix for Resale Invoice 6182751	MIX PURCHASE		$727.40
Cash Payment E 61-4810-251 Liquor for Resale Invoice 619251	LIQUOR CREDIT		-$148.00
Cash Payment E 61-4810-254 Soft Drinks/Mix for Resale Invoice 619252	MIX CREDIT		-$24.00
Cash Payment E 61-4810-251 Liquor for Resale Invoice 619253	LIQUOR CREDIT		-$799.50
Cash Payment E 61-4810-251 Liquor for Resale Invoice 619254	LIQUOR CREDIT		-$89.24
Cash Payment E 61-4810-251 Liquor for Resale Invoice 619255	LIQUOR CREDIT		-$91.99
Cash Payment E 61-4810-251 Liquor for Resale Invoice 619256	LIQUOR CREDIT		-$24.07
Cash Payment E 61-4810-251 Liquor for Resale Invoice 619257	LIQUOR CREDIT		-$79.52
Cash Payment E 61-4810-254 Soft Drinks/Mix for Resale Invoice 619257	MIX CREDIT		-$8.50
Transaction Date 4/13/2021 Due 5/13/2021	Northern State Bank 1010	Total	$5,194.23
Claim# 5431 *T R F CONVENTION & VISITORS*	Ck# 083948 4/13/2021		
Cash Payment E 10-4670-303 Contracts Expense Invoice	LODGING TAX FEB		$10,658.09
Transaction Date 4/13/2021 Due 5/13/2021	Northern State Bank 1010	Total	$10,658.09
Claim# 5453 *GARDEN VALLEY TECHNOLOGIES*	Ck# 083949 4/15/2021		
Cash Payment E 10-4110-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		-$341.50
Cash Payment E 10-4150-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$398.88
Cash Payment E 10-4220-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$66.95
Cash Payment E 10-4240-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$36.98
Cash Payment E 10-4312-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$83.97
Cash Payment E 10-4510-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$48.99

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Cash Payment E 10-4570-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$9.99
Cash Payment E 10-4650-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$137.97
Cash Payment E 61-4830-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$80.98
Cash Payment E 62-4830-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$222.87
Cash Payment E 63-4830-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$282.01
Cash Payment E 69-4830-321 Communication Expense Invoice 101070718	PHONE CHARGES APR		$341.91
Cash Payment E 63-4830-321 Communication Expense Invoice 101070718	DDD CALLS APR		$0.24
Cash Payment E 63-4830-321 Communication Expense Invoice 101070718	DDD CALLS APR		$0.25
Transaction Date 4/14/2021 Due 5/14/2021	Northern State Bank 1010	Total	$1,370.49
Claim# 5454 *MINNESOTA ENERGY GROUP-0000*	Ck# 083954 4/15/2021		
Cash Payment E 10-4194-389 Utilities Expense Invoice MTR 20117203	GAS METER READING MAR		$24.40
Transaction Date 4/15/2021 Due 5/15/2021	Northern State Bank 1010	Total	$24.40
Claim# 5455 *NELSON EQUIPMENT OF T R F INC*	Ck# 083955 4/15/2021		
Cash Payment E 10-4312-221 Equipment Maint & Repair Invoice 120095	BOLT HOUSING - ROLLER		$93.20
Transaction Date 4/15/2021 Due 5/15/2021	Northern State Bank 1010	Total	$93.20
Claim# 5463 *MINNESOTA ENERGY GROUP-0000*	Ck# 083956 4/16/2021		
Cash Payment E 10-4315-389 Utilities Expense Invoice MTR 20082000	GAS METER READING MAR		$135.93
Cash Payment E 10-4510-389 Utilities Expense Invoice MTR 20082000	GAS METER READING MAR		$58.25
Cash Payment E 10-4510-389 Utilities Expense Invoice MTR20075293	GAS METER READING MAR		$46.43
Cash Payment E 10-4312-389 Utilities Expense Invoice MTR20086097	GAS METER READING MAR		$248.95
Transaction Date 4/16/2021 Due 5/16/2021	Northern State Bank 1010	Total	$489.56
Claim# 5464 *PENNINGTON CO SOIL & WATER*	Ck# 083957 4/16/2021		
Cash Payment E 10-4510-224 Department Maint & Repair Invoice G-21-08	TREES PURCHASED		$155.00
Transaction Date 4/16/2021 Due 5/16/2021	Northern State Bank 1010	Total	$155.00
Claim# 5465 *T D S METROCOM*	Ck# 083958 4/16/2021		
Cash Payment E 68-4830-321 Communication Expense Invoice	SECURITY/PHONE LINES APR/MAY		$770.50
Cash Payment E 62-4830-321 Communication Expense Invoice	SECURITY/PHONE LINES APR/MAY		$65.00
Cash Payment E 69-4830-321 Communication Expense Invoice	SECURITY/PHONE LINES APR/MAY		$65.00
Cash Payment E 62-4830-321 Communication Expense Invoice	SECURITY/PHONE LINES APR/MAY		$65.00

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Cash Payment Invoice	E 10-4210-321 Communication Expense	SECURITY/PHONE LINES APR/MAY	$65.00
Cash Payment Invoice	E 61-4830-321 Communication Expense	SECURITY/PHONE LINES APR/MAY	$43.65
Cash Payment Invoice	E 10-4510-321 Communication Expense	SECURITY/PHONE LINES APR/MAY	$47.65
Cash Payment Invoice	E 63-4830-321 Communication Expense	SECURITY/PHONE LINES APR/MAY	$46.10
Cash Payment Invoice	E 10-4194-321 Communication Expense	SECURITY/PHONE LINES APR/MAY	$43.65
Cash Payment Invoice	E 10-4670-450 Senior Citizen Programs	SECURITY/PHONE LINES APR/MAY	$43.92
Cash Payment Invoice	E 10-4220-321 Communication Expense	SECURITY/PHONE LINES APR/MAY	$43.65
Cash Payment Invoice	E 10-4150-321 Communication Expense	SECURITY/PHONE LINES APR/MAY	$43.69
Cash Payment Invoice	E 61-4830-321 Communication Expense	SECURITY/PHONE LINES APR/MAY	$43.65
Cash Payment Invoice	E 10-4670-450 Senior Citizen Programs	SECURITY/PHONE LINES APR/MAY	$47.65
Cash Payment Invoice	E 61-4830-321 Communication Expense	SECURITY/PHONE LINES APR/MAY	$43.65
Cash Payment Invoice	E 63-4830-321 Communication Expense	SECURITY/PHONE LINES APR/MAY	$48.15
Transaction Date	4/16/2021 Due 5/16/2021	Northern State Bank 1010 Total	$1,525.91
Claim#	5466 *GLOBAL PAYMENTS INTEGRATED*	Ck# 004451 4/2/2021	
Cash Payment Invoice	E 10-4670-306 Credit Card Fees	CREDIT CARD FEES MAR	$68.75
Transaction Date	4/19/2021 Due 5/19/2021	Northern State Bank 1010 Total	$68.75
Claim#	5467 *MINNESOTA STATE RETIREMENT S*	Ck# 004452 4/16/2021	
Cash Payment Invoice	E 10-4210-131 Health Insurance	HCSP RETIREE CONTRIBUTION APR	$100.00
Cash Payment Invoice	E 62-4825-131 Health Insurance	HCSP RETIREE CONTRIBUTION APR	$200.00
Cash Payment Invoice	E 69-4825-131 Health Insurance	HCSP RETIREE CONTRIBUTION APR	$400.00
Transaction Date	4/19/2021 Due 5/19/2021	Northern State Bank 1010 Total	$700.00
Claim#	5468 *FURTHER - H S A*	Ck# 004453 4/13/2021	
Cash Payment Invoice 20210408	G 74-2400 Clearing Account	04/08/21 EMPLOYEE H S A CONTRIBUTIONS	$327.75
Transaction Date	4/19/2021 Due 5/19/2021	Northern State Bank 1010 Total	$327.75

Claim Type **Total** **$130,543.70**

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Pre-Written Checks	$130,543.70
Checks to be Generated by the Compute	$0.00
Total	$130,543.70

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Claim Type

Claim# 5469 *COLE PAPERS INC* Ck# 084056 4/22/2021

Cash Payment E 10-4510-240 Small Tools and Minor Equip	20" SCRUBBER		$3,777.43
Invoice 9956780			
Transaction Date 4/22/2021 Due 5/22/2021	Northern State Bank 1010	**Total**	$3,777.43

Claim# 5470 *D-S BEVERAGES INC* Ck# 084057 4/22/2021

Cash Payment E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$792.16
Invoice 475231			
Transaction Date 4/22/2021 Due 5/22/2021	Northern State Bank 1010	**Total**	$792.16

Claim# 5471 *JOHN DEERE FINANCIAL* Ck# 084058 4/22/2021

Cash Payment E 67-4850-221 Equipment Maint & Repair	FILTER		$69.74
Invoice 10153329			
Cash Payment E 82-4850-221 Equipment Maint & Repair	IDLER - MOWER		$56.18
Invoice 10155505			
Transaction Date 4/22/2021 Due 5/22/2021	Northern State Bank 1010	**Total**	$125.92

Claim# 5472 *BRADY MARTZ & ASSOC PC INC* Ck# 084059 4/22/2021

Cash Payment G 74-2030 Flex Payroll Deductions	FLEX PAYOUT (2021)		$40.04
Invoice			
Transaction Date 4/22/2021 Due 5/22/2021	Northern State Bank 1010	**Total**	$40.04

Claim# 5473 *MINNESOTA TEAMSTERS NO. 320* Ck# 084060 4/22/2021

Cash Payment G 74-2400 Clearing Account	MAY UNION DUES BALANCE		$3,917.00
Invoice 20210422			
Transaction Date 4/22/2021 Due 5/22/2021	Northern State Bank 1010	**Total**	$3,917.00

Claim# 5474 *SUN LIFE FINANCIAL - LIFE* Ck# 084061 4/22/2021

Cash Payment E 10-4150-133 Life Insurance	APR LIFE #937384		$66.30
Invoice 20210225			
Cash Payment E 10-4240-133 Life Insurance	APR LIFE #937384		$9.35
Invoice 20210225			
Cash Payment E 10-4650-133 Life Insurance	APR LIFE #937384		$31.45
Invoice 20210225			
Cash Payment E 10-4194-133 Life Insurance	APR LIFE #937384		$9.35
Invoice 20210225			
Cash Payment E 10-4210-133 Life Insurance	APR LIFE #937384		$175.10
Invoice 20210225			
Cash Payment E 10-4220-133 Life Insurance	APR LIFE #937384		$65.45
Invoice 20210225			
Cash Payment E 10-4312-133 Life Insurance	APR LIFE #937384		$46.75
Invoice 20210225			
Cash Payment E 10-4315-133 Life Insurance	APR LIFE #937384		$46.75
Invoice 20210225			
Cash Payment E 10-4510-133 Life Insurance	APR LIFE #937384		$37.40
Invoice 20210225			
Cash Payment E 61-4825-133 Life Insurance	APR LIFE #937384		$50.83
Invoice 20210225			
Cash Payment E 62-4825-133 Life Insurance	APR LIFE #937384		$40.80
Invoice 20210225			
Cash Payment E 68-4825-133 Life Insurance	APR LIFE #937384		$28.05
Invoice 20210225			

Cash Payment	E 69-4825-133 Life Insurance	APR LIFE #937384		$153.00
Invoice 20210225				
Cash Payment	G 74-2400 Clearing Account	APR LIFE #937384		$443.05
Invoice 20210225				
Cash Payment	E 74-4870-364 Life Insurance - COBRA	APR LIFE #937384		$24.99
Invoice 20210225				
Cash Payment	E 82-4825-133 Life Insurance	APR LIFE #937384		$9.35
Invoice 20210225				
Transaction Date	4/22/2021 Due 5/22/2021	Northern State Bank 1010	**Total**	$1,237.97
Claim#	5475 *VANTAGEPOINT ICMA*	Ck# 084062 4/22/2021		
Cash Payment	G 74-2400 Clearing Account	04/22/21 EE CONTRIBUTIONS #302063		$3,160.00
Invoice 20210422				
Transaction Date	4/22/2021 Due 5/22/2021	Northern State Bank 1010	**Total**	$3,160.00
Claim#	5477 *FASTENAL COMPANY*	Ck# 084064 4/23/2021		
Cash Payment	E 69-4840-299 Misc. Operating Expense	BOLTS		$45.57
Invoice 114806				
Cash Payment	E 68-4850-223 Building Maint & Repair	SUPPLIES - GENERATOR BLDG RPR		$94.74
Invoice 114810				
Cash Payment	E 10-4312-299 Misc. Operating Expense	SUPPLIES - MISC SHOP		$16.90
Invoice 115087				
Cash Payment	E 68-4840-299 Misc. Operating Expense	MARKING SUPPLIES		$127.94
Invoice 115159				
Cash Payment	E 69-4840-299 Misc. Operating Expense	MISC SCREWS		$22.46
Invoice 115292				
Cash Payment	E 62-4850-223 Building Maint & Repair	RAW WTR VAULT RPR		$16.84
Invoice 115330				
Cash Payment	E 69-4850-235 Power Plant/Dam Maint	HEX NUTS		$7.10
Invoice 115394				
Cash Payment	E 62-4850-223 Building Maint & Repair	MTRLS - DIST SHOP GEN HOOKUP		$8.74
Invoice 115386				
Cash Payment	E 62-4850-222 Plant Equip Maint & Repair	MTRLS - SLAKER RPR		$11.04
Invoice 115446				
Cash Payment	E 69-4840-299 Misc. Operating Expense	GRINDING TOOLS		$5.24
Invoice 115448				
Cash Payment	E 62-4850-222 Plant Equip Maint & Repair	RPZ REPLACEMENT		$386.20
Invoice 115503				
Cash Payment	E 10-4510-224 Department Maint & Repair	DOCK		$10.68
Invoice 115468				
Cash Payment	E 62-4850-223 Building Maint & Repair	WTP VALVE REPLACEMENT		$30.06
Invoice 115554				
Cash Payment	E 62-4840-299 Misc. Operating Expense	DIST SHOP SUPPLY		$15.75
Invoice 115617				
Transaction Date	4/23/2021 Due 5/23/2021	Northern State Bank 1010	**Total**	$799.26
Claim#	5478 *JOHNSON BROTHERS LIQUOR*	Ck# 084065 4/23/2021		
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$53.75
Invoice 1730068				
Cash Payment	E 61-4840-299 Misc. Operating Expense	SRVC CHRG		$45.68
Invoice 1759935				
Transaction Date	4/23/2021 Due 5/23/2021	Northern State Bank 1010	**Total**	$99.43

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Claim#	5479 *FARMERS UNION OIL COMPANY*	Ck# 084066 4/23/2021	
Cash Payment	E 10-4194-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$52.88
Invoice			
Cash Payment	E 10-4240-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$72.75
Invoice			
Cash Payment	E 10-4210-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$2,662.57
Invoice			
Cash Payment	E 10-4210-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$224.59
Invoice			
Cash Payment	E 10-4220-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$330.36
Invoice			
Cash Payment	E 10-4312-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$1,170.20
Invoice			
Cash Payment	E 10-4315-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$1,314.82
Invoice			
Cash Payment	E 10-4510-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$275.41
Invoice			
Cash Payment	E 62-4840-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$465.30
Invoice			
Cash Payment	E 68-4840-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$365.23
Invoice			
Cash Payment	E 69-4840-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$1,546.13
Invoice			
Cash Payment	E 82-4840-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$54.68
Invoice			
Cash Payment	E 67-4840-212 Gas-Oil-Lube	FUEL PURCHASES MAR 2021	$327.72
Invoice			
Transaction Date	4/23/2021	Due 5/23/2021 Northern State Bank 1010 **Total**	$8,862.64
Claim#	5483 *N M P A*	Ck# 004454 4/13/2021	
Cash Payment	E 69-4810-840 Purchased Power	DE & ENERGY MAR	$915,513.34
Invoice			
Transaction Date	4/26/2021	Due 5/26/2021 Northern State Bank 1010 **Total**	$915,513.34
Claim#	5484 *FURTHER - VEBA*	Ck# 004455 4/20/2021	
Cash Payment	E 10-4150-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$743.42
Invoice			
Cash Payment	E 10-4210-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$3,140.34
Invoice			
Cash Payment	E 10-4220-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$1,714.36
Invoice			
Cash Payment	E 10-4240-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$515.90
Invoice			
Cash Payment	E 10-4312-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$1,259.32
Invoice			
Cash Payment	E 10-4315-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$455.04
Invoice			
Cash Payment	E 10-4510-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$682.56
Invoice			
Cash Payment	E 10-4650-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$455.04
Invoice			

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Cash Payment	E 62-4825-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$743.42
Invoice			
Cash Payment	E 68-4825-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$227.52
Invoice			
Cash Payment	E 69-4825-131 Health Insurance	APR EMPLOYER VEBA CONTRIBUTION	$3,534.52
Invoice			
Transaction Date	4/26/2021 Due 5/26/2021	Northern State Bank 1010 **Total**	$13,471.44
Claim#	5485 *FURTHER - H S A*	Ck# 004456 4/20/2021	
Cash Payment	E 10-4150-131 Health Insurance	APR EMPLOYER H S A CONTRIBUTION	$682.56
Invoice			
Cash Payment	E 10-4210-131 Health Insurance	APR EMPLOYER H S A CONTRIBUTION	$1,486.84
Invoice			
Cash Payment	E 10-4220-131 Health Insurance	APR EMPLOYER H S A CONTRIBUTION	$227.52
Invoice			
Cash Payment	E 10-4312-131 Health Insurance	APR EMPLOYER H S A CONTRIBUTION	$1,031.80
Invoice			
Cash Payment	E 10-4510-131 Health Insurance	APR EMPLOYER H S A CONTRIBUTION	$515.90
Invoice			
Cash Payment	E 61-4825-131 Health Insurance	APR EMPLOYER H S A CONTRIBUTION	$743.42
Invoice			
Cash Payment	E 68-4825-131 Health Insurance	APR EMPLOYER H S A CONTRIBUTION	$515.90
Invoice			
Cash Payment	E 69-4825-131 Health Insurance	APR EMPLOYER H S A CONTRIBUTION	$1,031.80
Invoice			
Cash Payment	E 82-4825-131 Health Insurance	APR EMPLOYER H S A CONTRIBUTION	$515.90
Invoice			
Transaction Date	4/26/2021 Due 5/26/2021	Northern State Bank 1010 **Total**	$6,751.64
Claim#	5486 *MN DPT OF REVENUE - SALES TAX*	Ck# 004457 4/21/2021	
Cash Payment	G 61-2022 Sales Tax Payable	SALES TAX MAR	$40,870.00
Invoice			
Transaction Date	4/26/2021 Due 5/26/2021	Northern State Bank 1010 **Total**	$40,870.00
Claim#	5487 *MN DPT OF REVENUE - SALES TAX*	Ck# 004458 4/21/2021	
Cash Payment	G 10-2022 Sales Tax Payable	SALES TAX MAR	$9,683.45
Invoice			
Cash Payment	G 69-2022 Sales Tax Payable	SALES TAX MAR	$70,732.66
Invoice			
Cash Payment	E 10-4210-212 Gas-Oil-Lube	USE TAX MAR	-$1.37
Invoice			
Cash Payment	E 10-4210-299 Misc. Operating Expense	USE TAX MAR	-$10.29
Invoice			
Cash Payment	E 10-4312-221 Equipment Maint & Repair	USE TAX MAR	-$19.90
Invoice			
Cash Payment	E 10-4312-299 Misc. Operating Expense	USE TAX MAR	-$5.74
Invoice			
Cash Payment	E 10-4315-221 Equipment Maint & Repair	USE TAX MAR	$63.10
Invoice			
Cash Payment	E 10-4315-299 Misc. Operating Expense	USE TAX MAR	$3.80
Invoice			
Cash Payment	G 61-1640 Machinery & Equipment	USE TAX MAR	$13.68
Invoice			

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Cash Payment	E 61-4840-201 Office Supplies	USE TAX MAR	$5.69
Invoice			
Cash Payment	E 61-4840-214 Off Sale Supplies	USE TAX MAR	$57.40
Invoice			
Cash Payment	E 61-4840-299 Misc. Operating Expense	USE TAX MAR	$7.28
Invoice			
Cash Payment	E 61-4850-223 Building Maint & Repair	USE TAX MAR	$3.29
Invoice			
Cash Payment	G 69-1410 Inventory - Materials	USE TAX MAR	$21.42
Invoice			
Cash Payment	E 69-4840-288 Personal Protective Equipme	USE TAX MAR	$52.88
Invoice			
Cash Payment	E 69-4840-299 Misc. Operating Expense	USE TAX MAR	$12.35
Invoice			
Cash Payment	E 69-4850-221 Equipment Maint & Repair	USE TAX MAR	$31.46
Invoice			
Cash Payment	E 69-4850-223 Building Maint & Repair	USE TAX MAR	$9.49
Invoice			
Cash Payment	E 69-4850-235 Power Plant/Dam Maint	USE TAX MAR	$27.72
Invoice			
Cash Payment	E 69-4850-236 Distribution Maint	USE TAX MAR	$93.07
Invoice			
Cash Payment	E 69-4890-302 Computer Maintenance & lice	USE TAX MAR	$4.12
Invoice			
Cash Payment	E 69-4890-303 Contracts Expense	USE TAX MAR	$3.44
Invoice			
Transaction Date	4/26/2021 Due 5/26/2021	Northern State Bank 1010 Total	$80,789.00
Claim#	5488 *BLUE CROSS BLUE SHIELD OF MIN*	Ck# 004459 4/21/2021	
Cash Payment	E 74-4870-365 Senior Gold BC/BS Monthly b	MAY SENIOR GOLD PREMIUM	$3,521.00
Invoice			
Transaction Date	4/26/2021 Due 5/26/2021	Northern State Bank 1010 Total	$3,521.00
Claim#	5489 *P E R A OF MN*	Ck# 004460 4/22/2021	
Cash Payment	G 74-2018 PERA Payable	04/22/21 P E R A CONTRIBUTIONS	$40,879.93
Invoice 20210422			
Transaction Date	4/26/2021 Due 5/26/2021	Northern State Bank 1010 Total	$40,879.93
Claim#	5490 *INTERNAL REVENUE SERVICE*	Ck# 004461 4/22/2021	
Cash Payment	G 74-2015 Payroll Taxes Payable	04/22/21 PAYROLL TAXES	$44,228.70
Invoice 20210422			
Transaction Date	4/26/2021 Due 5/26/2021	Northern State Bank 1010 Total	$44,228.70
Claim#	5491 *MN DPT OF HUMAN SERVICES*	Ck# 004462 4/23/2021	
Cash Payment	G 74-2400 Clearing Account	04/22/21 EMPLOYEE GARNISHMENTS	$125.51
Invoice 20210422			
Transaction Date	4/26/2021 Due 5/26/2021	Northern State Bank 1010 Total	$125.51
Claim#	5492 *MN DPT OF REVENUE - WITHHOLDI*	Ck# 004463 4/23/2021	
Cash Payment	G 74-2016 State Withholding	04/22/21 PAYROLL TAXES	$9,186.47
Invoice 20210422			
Transaction Date	4/26/2021 Due 5/26/2021	Northern State Bank 1010 Total	$9,186.47

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Claim Type		**Total**	**$1,178,148.88**

Claim Type **Direct**

Claim# 5476 *CARDMEMBER SERVICE* Ck# 084063 4/23/2021

Cash Payment Invoice	E 10-4210-240 Small Tools and Minor Equip	MOTOROLA MICROPHONE	$79.05
Cash Payment Invoice	E 69-4840-288 Personal Protective Equipme	GLOVES - LINEMAN	$134.98
Cash Payment Invoice	E 10-4312-221 Equipment Maint & Repair	IDLE SWITH - CRANE RPR	$98.92
Cash Payment Invoice	E 10-4240-433 Dues and Subscriptions	LICENSE FEE - G HUFNAGLE	$60.00
Cash Payment Invoice	E 69-4840-299 Misc. Operating Expense	SHOP SUPPLIES	$343.33
Cash Payment Invoice	E 10-4210-299 Misc. Operating Expense	TEST KITS - METH	$189.85
Cash Payment Invoice	E 10-4510-221 Equipment Maint & Repair	PROPELLER	$103.73
Cash Payment Invoice	E 69-4850-221 Equipment Maint & Repair	FLOOR MATS	$136.75
Cash Payment Invoice	E 10-4210-332 Training Expense	DMT RECERT - C LINDGREN	$75.00
Transaction Date 4/23/2021	Northern State Bank 1010	Total	$1,221.61

Claim Type	**Direct**	**Total**	**$1,221.61**

Pre-Written Checks	$1,179,370.49
Checks to be Generated by the Compute	$0.00
Total	$1,179,370.49

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1st Half Bills 05/04/21

Claim Type

Claim# 5493 *ABM EQUIPMENT & SUPPLY LLC*

Cash Payment	E 69-4850-221 Equipment Maint & Repair	COVER/BOLT/BOOM WAX	$463.71
Invoice 167227			
Transaction Date 4/27/2021	Due 5/27/2021	Northern State Bank 1010 Total	$463.71

Claim# 5494 *AE2S - ADVANCED ENGINEERING &*

Cash Payment	E 10-4540-299 Misc. Operating Expense	LIFT STN PLC/AIRPORT BOOSTER UPDATES	$3,500.00
Invoice 73663			
Cash Payment	E 62-4890-311 Consulting Fees	AWIA/EPA REPORT	$12,450.00
Invoice 73809			
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010 Total	$15,950.00

Claim# 5495 *AIRGAS USA LLC*

Cash Payment	E 10-4312-221 Equipment Maint & Repair	GASES	$53.06
Invoice 9111724703			
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010 Total	$53.06

Claim# 5496 *AMERICAN WELDING & GAS INC*

Cash Payment	E 62-4840-216 Chemicals	CHEMICALS	$3,870.79
Invoice 7745286			
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010 Total	$3,870.79

Claim# 5497 *ARTISAN BEER COMPANY*

Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE	$1,210.15
Invoice 3468140			
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010 Total	$1,210.15

Claim# 5498 *ASP-FIREFIGHTER, GRANT*

Cash Payment	E 10-4220-440 Travel, Conference, School	REIMBURSE EXPENSES - MEALS	$58.37
Invoice MRHD FIRE SCH			
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010 Total	$58.37

Claim# 5499 *AUTO VALUE T R F*

Cash Payment	E 10-4220-288 Personal Protective Equipme	PROTECTIVE GLOVES	$76.97
Invoice 9523302			
Cash Payment	E 10-4510-221 Equipment Maint & Repair	FILTERS - MOWERS	$81.02
Invoice 9523733			
Cash Payment	E 10-4510-221 Equipment Maint & Repair	BATTERY - MOWER	$93.99
Invoice 9523859			
Cash Payment	E 10-4510-221 Equipment Maint & Repair	RTN CREDIT - FILTERS	-$20.66
Invoice 9524839			
Cash Payment	E 10-4510-221 Equipment Maint & Repair	OIL FILTERS	$4.22
Invoice 9523217			
Cash Payment	E 63-4840-299 Misc. Operating Expense	AIR/OIL/FUEL FILTERS	$119.43
Invoice 9524041			
Cash Payment	E 62-4840-212 Gas-Oil-Lube	WTP GENERATOR	$44.97
Invoice 9524948			
Cash Payment	E 10-4510-221 Equipment Maint & Repair	AIR FILTERS	$13.24
Invoice 9525033			
Cash Payment	E 10-4510-221 Equipment Maint & Repair	AIR FILTERS	$13.24
Invoice 9524926			
Cash Payment	E 62-4850-221 Equipment Maint & Repair	WIPERS	$21.98
Invoice 9525480			

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Cash Payment	E 10-4510-221 Equipment Maint & Repair	GREASE SEALS	$74.99
Invoice 9525097			
Cash Payment	E 10-4510-221 Equipment Maint & Repair	DIFFERTIAL PINION	$29.98
Invoice 9525035			
Cash Payment	E 69-4850-221 Equipment Maint & Repair	TRANS FLUID	$29.99
Invoice 9526184			
Cash Payment	E 69-4850-221 Equipment Maint & Repair	TRANS FLUID	$6.00
Invoice 9526189			
Cash Payment	E 82-4850-221 Equipment Maint & Repair	PERMATEX	$51.93
Invoice 9526432			
Cash Payment	E 82-4850-221 Equipment Maint & Repair	MERCON/FILTER KIT	$104.26
Invoice 9526388			
Cash Payment	E 10-4312-224 Department Maint & Repair	SCREW HOUSING	$7.98
Invoice 9526372			
Cash Payment	E 10-4315-221 Equipment Maint & Repair	FILTERS	$46.68
Invoice 9526053			
Cash Payment	E 10-4312-221 Equipment Maint & Repair	FILTER	$39.29
Invoice 9526051			
Cash Payment	E 10-4510-221 Equipment Maint & Repair	FILTER	$3.38
Invoice 9526050			
Cash Payment	E 10-4220-299 Misc. Operating Expense	OPTISORB	$119.88
Invoice 9527170			
Cash Payment	E 10-4312-224 Department Maint & Repair	BRAKE CLNR/CARB & CHOKE CLNR	$132.72
Invoice 9526851			
Cash Payment	E 82-4850-221 Equipment Maint & Repair	OIL/AIR FILTERS	$16.69
Invoice 9527268			
Cash Payment	E 10-4510-221 Equipment Maint & Repair	BATTERY CABLES	$7.99
Invoice 9527983			
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010 Total	$1,120.16
Claim#	5500 *B & K STUMPGRINDING LLC*		
Cash Payment	E 10-4510-303 Contracts Expense	TREE/STUMP REMOVAL SERVICES	$1,500.00
Invoice 754			
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010 Total	$1,500.00
Claim#	5501 *BELLBOY CORP - BAR SUPPLY*		
Cash Payment	E 61-4810-254 Soft Drinks/Mix for Resale	MIX PURCHASE	$160.45
Invoice 103095700			
Cash Payment	E 61-4810-259 Misc. Mdse for Resale	CORKSCREWS	$85.00
Invoice 103095700			
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010 Total	$245.45
Claim#	5502 *BELLBOY CORP - LIQUOR*		
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE	$6,122.58
Invoice 88960200			
Cash Payment	E 61-4810-253 Wine for Resale	MIX PURCHASE	$50.00
Invoice 88960200			
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010 Total	$6,172.58
Claim#	5503 *BERTS TRUCK EQUIPMENT EGF*		
Cash Payment	G 69-1640 Machinery & Equipment	STROBE LIGHT	$236.35
Invoice J006084			
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010 Total	$236.35

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Claim# 5504 *BERTS TRUCK EQUIPMENT MOOR*

Cash Payment	G 68-1640 Machinery & Equipment	'15 DODGE LADDER RACK/MNTG PADS/RACHET STRAPS		$2,162.59
Invoice W97953				
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$2,162.59

Claim# 5505 *BREAKTHRU BEVERAGE MINNESO*

Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$7,090.42
Invoice 339165770				
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$232.00
Invoice 339165771				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$2,452.41
Invoice 339165772				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$1,625.15
Invoice 339164983				
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$153.94
Invoice 339164984				
Cash Payment	E 61-4810-254 Soft Drinks/Mix for Resale	MIX PURCHASE		$361.28
Invoice 339164984				
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$11,915.20

Claim# 5506 *CARLOS CREEK WINERY*

Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$1,251.00
Invoice 21038				
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$1,251.00

Claim# 5507 *CHEMCO SYSTEMS L.P.*

Cash Payment	E 62-4850-222 Plant Equip Maint & Repair	FLANGES/FEEDER PADDLES - SLAKER RPR		$450.53
Invoice 16938				
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$450.53

Claim# 5508 *COLE PAPERS INC*

Cash Payment	E 61-4850-223 Building Maint & Repair	TRASH BAGS		$51.43
Invoice 9970773				
Cash Payment	E 61-4840-299 Misc. Operating Expense	MASKS		$125.15
Invoice 9961977				
Cash Payment	E 10-4194-299 Misc. Operating Expense	CLEANING SUPPLIES		$57.68
Invoice 9966412				
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$234.26

Claim# 5509 *CORE & MAIN LP*

Cash Payment	E 62-4850-223 Building Maint & Repair	VALVE RPLCD- SECONDARY BASIN		$4,031.15
Invoice N762591				
Cash Payment	E 62-4850-223 Building Maint & Repair	RPZ RPLCD		$270.00
Invoice N955987				
Cash Payment	E 62-4850-223 Building Maint & Repair	GASKET - PIPE GALLEY		$55.36
Invoice 35991				
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$4,356.51

Claim# 5510 *DAVIDSON CONSTRUCTION INC*

Cash Payment	E 69-4850-223 Building Maint & Repair	2 X 2 X 6 BLOCKS		$450.00
Invoice 26271				
Transaction Date 4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$450.00

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Claim# 5511 *DBS BACKHOE & EXCAVATION SRV*			
Cash Payment E 82-4890-303 Contracts Expense Invoice 040221	OPEN/CLOSE - JOHNSON,MARVIN		$1,000.00
Cash Payment E 82-4890-303 Contracts Expense Invoice 040121	OPEN/CLOSE - COAN,BETTY		$1,000.00
Cash Payment E 82-4890-303 Contracts Expense Invoice 033121	OPEN/CLOSE - GROCHOW,DONALD		$750.00
Cash Payment E 82-4890-303 Contracts Expense Invoice 033121	OPEN/CLOSE - HAMS,MITCHELL		$1,000.00
Transaction Date 4/28/2021 Due 5/28/2021	Northern State Bank 1010	**Total**	$3,750.00
Claim# 5512 *DEFREECE-FIREFIGHTER,DYLAN*			
Cash Payment E 10-4220-440 Travel, Conference, School Invoice MRHD FIRE SCH	REIMBURSE EXPENSES - MEALS		$72.26
Transaction Date 4/28/2021 Due 5/28/2021	Northern State Bank 1010	**Total**	$72.26
Claim# 5513 *DIAMOND VOGEL PAINTS*			
Cash Payment E 10-4312-224 Department Maint & Repair Invoice 810213213	PAINT - STREETS		$4,851.75
Transaction Date 4/28/2021 Due 5/28/2021	Northern State Bank 1010	**Total**	$4,851.75
Claim# 5514 *ESRI*			
Cash Payment E 69-4890-302 Computer Maintenance & lice Invoice 94025956	ESRI		$5,000.00
Cash Payment E 68-4890-302 Computer Maintenance & lice Invoice 94025956	ESRI		$2,500.00
Cash Payment E 62-4890-302 Computer Maintenance & lice Invoice 94025956	ESRI		$2,500.00
Cash Payment E 10-4650-302 Computer Maintenance & lice Invoice 94025956	ESRI		$5,000.00
Transaction Date 4/28/2021 Due 5/28/2021	Northern State Bank 1010	**Total**	$15,000.00
Claim# 5515 *FERGUSON WATERWORKS #2516*			
Cash Payment E 62-4850-220 System Expense Invoice 387562-1	RPR SLEEVES/CLAMPS - WATER MAIN RPR		$501.18
Transaction Date 4/28/2021 Due 5/28/2021	Northern State Bank 1010	**Total**	$501.18
Claim# 5516 *FS3 INC*			
Cash Payment E 69-4850-221 Equipment Maint & Repair Invoice 71176	JUICE - BORE MACHINE		$151.75
Transaction Date 4/28/2021 Due 5/28/2021	Northern State Bank 1010	**Total**	$151.75
Claim# 5517 *GALLS INC*			
Cash Payment E 10-4210-289 Uniforms/ID Clothing Invoice 18148721	UNIFORM ITEM		$87.49
Cash Payment E 10-4210-288 Personal Protective Equipme Invoice 18196930	DUTY HOLSTER		$143.98
Transaction Date 4/28/2021 Due 5/28/2021	Northern State Bank 1010	**Total**	$231.47
Claim# 5518 *GREAT NORTHERN ENVIRONMENT*			
Cash Payment E 62-4850-222 Plant Equip Maint & Repair Invoice 3286	FEED PADDLE - SLAKER RPR		$248.20
Transaction Date 4/28/2021 Due 5/28/2021	Northern State Bank 1010	**Total**	$248.20
Claim# 5519 *HART,ANDREW J*			

*Claim Register©

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Cash Payment	E 10-4210-299 Misc. Operating Expense	REIMBURSE - MEAL EXPENSE	$10.99
Invoice			
Cash Payment	E 10-4210-212 Gas-Oil-Lube	REIMBURSE - GASOLINE PURCHASE	$39.89
Invoice			
Transaction Date	4/28/2021 Due 5/28/2021	Northern State Bank 1010 Total	$50.88
Claim#	5520 *IMGRAIL CONSULTING INC*		
Cash Payment	E 67-4890-437 Taxes and Licenses	ANNUAL STORM SEWER CROSSING PERMIT	$1,675.00
Invoice MNN6-2021-02			
Transaction Date	4/28/2021 Due 5/28/2021	Northern State Bank 1010 Total	$1,675.00
Claim#	5521 *INNOVATIVE OFFICE SOLUTIONS L*		
Cash Payment	E 10-4150-201 Office Supplies	TONER/FOLDERS	$361.88
Invoice 3297334			
Cash Payment	E 10-4670-201 Office Supplies	TONER/FOLDERS	$32.63
Invoice 3297334			
Transaction Date	4/28/2021 Due 5/28/2021	Northern State Bank 1010 Total	$394.51
Claim#	5522 *JOHNSON BROTHERS LIQUOR*		
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE	$7,227.30
Invoice 1777314			
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE	$10,617.71
Invoice 1779360			
Cash Payment	E 61-4810-251 Liquor for Resale	WINE PURCHASE	$1,637.33
Invoice 1779361			
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE	$225.00
Invoice 1779362			
Cash Payment	E 61-4810-251 Liquor for Resale	WINE PURCHASE	$1,775.57
Invoice 1777314			
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE	$5,469.26
Invoice 1779364			
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE	$1,264.48
Invoice 1779365			
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE	$1,710.00
Invoice 1784025			
Transaction Date	4/28/2021 Due 5/28/2021	Northern State Bank 1010 Total	$29,926.65
Claim#	5523 *LUND,FIREFIGHTER IAN*		
Cash Payment	E 10-4220-440 Travel, Conference, School	REIMBURSE EXPENSES - MEALS	$57.85
Invoice MRHD FIRE SCH			
Transaction Date	4/28/2021 Due 5/28/2021	Northern State Bank 1010 Total	$57.85
Claim#	5524 *LUND,LEEANN*		
Cash Payment	E 69-4840-240 Small Tools and Minor Equip	REIMBURSE - TABLES PURCHASED	$214.41
Invoice SAMS CLUB			
Transaction Date	4/28/2021 Due 5/28/2021	Northern State Bank 1010 Total	$214.41
Claim#	5525 *MINNESOTA CHIEFS OF POLICE AS*		
Cash Payment	E 10-4210-332 Training Expense	LEADERSHIP ACADEMY - M BRUGGEMAN	$300.00
Invoice 11976			
Transaction Date	4/28/2021 Due 5/28/2021	Northern State Bank 1010 Total	$300.00
Claim#	5526 *MINNKOTA POWER COOPERATIVE*		

Cash Payment	E 69-4890-888 Conservation Program	1ST QTR 2021 CIP PRGM			$18,462.28
Invoice TRFALLS					
Transaction Date	4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$18,462.28
Claim#	5527 *MIRACLE EXPRESS INC*				
Cash Payment	E 62-4840-217 Field Supplies	FREIGHT - CULLIGAN TANKS RTND			$234.43
Invoice 891607					
Transaction Date	4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$234.43
Claim#	5528 *MN POLLUTION CONTROL AGENCY*				
Cash Payment	E 68-4890-437 Taxes and Licenses	2021 WATER PERMIT FEE			$5,900.00
Invoice 118064					
Transaction Date	4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$5,900.00
Claim#	5529 *MN STATE COMM & TECH COLLEG*				
Cash Payment	E 10-4220-440 Travel, Conference, School	REG FEE - (5) FIRE SCHOOL			$650.00
Invoice					
Transaction Date	4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$650.00
Claim#	5530 *MTI DISTRIBUTING*				
Cash Payment	E 10-4510-221 Equipment Maint & Repair	FUEL SENDER - MOWER			$136.55
Invoice 1294206-01					
Transaction Date	4/28/2021	Due 5/28/2021	Northern State Bank 1010	Total	$136.55
Claim#	5533 *NARLOCK,DALE*				
Cash Payment	E 69-4890-440 Travel, Conference, School	REIMBURSE EXPENSES - GASOLINE			$50.00
Invoice PRINCETON					
Cash Payment	E 69-4890-440 Travel, Conference, School	REIMBURSE EXPENSES - MEALS			$34.81
Invoice					
Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$84.81
Claim#	5534 *NEISEN-FIREFIGHTER,DEREK*				
Cash Payment	E 10-4220-440 Travel, Conference, School	REIMBURSE EXPENSES - MEALS			$53.99
Invoice MRHD FIRE SCH					
Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$53.99
Claim#	5535 *NORTH RISK PARTNERS*				
Cash Payment	E 10-4670-361 Insurance Expense	2021 TRAVEL ACCIDENT POLICY			$190.00
Invoice 4417028					
Cash Payment	E 68-4870-361 Insurance Expense	2021 TRAVEL ACCIDENT POLICY			$190.00
Invoice 4417028					
Cash Payment	E 62-4870-361 Insurance Expense	2021 TRAVEL ACCIDENT POLICY			$190.00
Invoice 4417028					
Cash Payment	E 61-4870-361 Insurance Expense	2021 TRAVEL ACCIDENT POLICY			$190.00
Invoice 4417028					
Cash Payment	E 69-4870-361 Insurance Expense	2021 TRAVEL ACCIDENT POLICY			$190.00
Invoice 4417028					
Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$950.00
Claim#	5536 *NORTH SHORE ANALYTICAL INC*				
Cash Payment	E 68-4840-217 Field Supplies	WW SAMPLES			$125.00
Invoice 13480					
Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$125.00
Claim#	5537 *NORTHLAND SECURITIES INC*				

Cash Payment	E 10-4150-303 Contracts Expense	FINANCIAL PLANANING SERVICES		$3,440.00
Invoice 6562				
Transaction Date	4/29/2021	Due 5/29/2021 Northern State Bank 1010	Total	$3,440.00
Claim#	5538 *OIL BOYZ AND TONY AND JENNIF*			
Cash Payment	E 69-4850-221 Equipment Maint & Repair	OIL CHANGE - #101		$47.22
Invoice 163768				
Transaction Date	4/29/2021	Due 5/29/2021 Northern State Bank 1010	Total	$47.22
Claim#	5539 *OVIVO USA LLC*			
Cash Payment	E 62-4850-222 Plant Equip Maint & Repair	COUPLINGS/BUSHINGS		$1,367.96
Invoice 8480644				
Transaction Date	4/29/2021	Due 5/29/2021 Northern State Bank 1010	Total	$1,367.96
Claim#	5540 *PAUSTIS AND SONS*			
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$371.00
Invoice 123530				
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$774.00
Invoice 123530				
Cash Payment	E 61-4810-261 Freight In (Liquor)	FREIGHT		$24.00
Invoice 123530				
Transaction Date	4/29/2021	Due 5/29/2021 Northern State Bank 1010	Total	$1,169.00
Claim#	5541 *PENNINGTON CO ASSESSOR*			
Cash Payment	E 10-4670-316 County Assessor Fees	2021 ASSESSING FEES		$37,530.00
Invoice				
Transaction Date	4/29/2021	Due 5/29/2021 Northern State Bank 1010	Total	$37,530.00
Claim#	5542 *PENNINGTON CO TREASURER*			
Cash Payment	E 10-4560-437 Taxes and Licenses	REAL ESTATE TAXES DUE MAY 15TH, 2021		$372.00
Invoice				
Cash Payment	E 10-4670-437 Taxes and Licenses	REAL ESTATE TAXES DUE MAY 15TH, 2021		$1,745.76
Invoice				
Cash Payment	E 61-4890-437 Taxes and Licenses	REAL ESTATE TAXES DUE MAY 15TH, 2021		$11.01
Invoice				
Cash Payment	E 62-4890-437 Taxes and Licenses	REAL ESTATE TAXES DUE MAY 15TH, 2021		$971.00
Invoice				
Cash Payment	E 63-4890-437 Taxes and Licenses	REAL ESTATE TAXES DUE MAY 15TH, 2021		$698.80
Invoice				
Cash Payment	E 67-4890-437 Taxes and Licenses	REAL ESTATE TAXES DUE MAY 15TH, 2021		$3,301.68
Invoice				
Cash Payment	E 68-4890-437 Taxes and Licenses	REAL ESTATE TAXES DUE MAY 15TH, 2021		$1,473.00
Invoice				
Cash Payment	E 69-4890-437 Taxes and Licenses	REAL ESTATE TAXES DUE MAY 15TH, 2021		$4,471.93
Invoice				
Transaction Date	4/29/2021	Due 5/29/2021 Northern State Bank 1010	Total	$13,045.18
Claim#	5543 *PHILLIPS WINE & SPIRITS*			
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$3,500.61
Invoice 6187777				
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$1,233.75
Invoice 6187778				
Transaction Date	4/29/2021	Due 5/29/2021 Northern State Bank 1010	Total	$4,734.36

CITY OF THIEF RIVER FALLS

*Claim Register©

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Claim# 5544 *PRO-RIDE MOTORSPORTS*				
Cash Payment	E 10-4510-221 Equipment Maint & Repair	GEAR SET/SELECTOR INSTALLED		$200.00
Invoice				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	**Total**	$200.00
Claim# 5545 *ROFF,MICHAEL J*				
Cash Payment	E 10-4210-299 Misc. Operating Expense	REIMBURSE - SCREWDRIVER SET PURCHASE		$26.71
Invoice				
Cash Payment	E 10-4210-440 Travel, Conference, School	REIMBURSE - MEAL EXPENSE		$25.14
Invoice FARGO				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	**Total**	$51.85
Claim# 5546 *SANFORD HEALTH*				
Cash Payment	E 10-4210-437 Taxes and Licenses	BLOOD DRAW		$57.00
Invoice 310925826				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	**Total**	$57.00
Claim# 5547 *SOUTHERN GLAZERS OF MN*				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$2,972.50
Invoice 2070226				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$6,068.34
Invoice 2070227				
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$1,243.60
Invoice 2070227				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$2,473.65
Invoice 2070228				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$5,924.19
Invoice 2070229				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$2,116.00
Invoice 2070230				
Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$719.96
Invoice 2070231				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	**Total**	$21,518.24
Claim# 5548 *SPEARS-FIREFIGHTER,DEVIN*				
Cash Payment	E 10-4220-440 Travel, Conference, School	REIMBURSE EXPENSES - MEALS		$63.37
Invoice MRHD FIRE SCH				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	**Total**	$63.37
Claim# 5549 *STREICHERS*				
Cash Payment	E 10-4210-288 Personal Protective Equipme	DUTY JACKET - C LINDGREN		$310.00
Invoice				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	**Total**	$310.00
Claim# 5550 *STUART C IRBY CO*				
Cash Payment	E 69-4840-288 Personal Protective Equipme	GLOVE TESTING		$223.07
Invoice 12284373.001				
Cash Payment	G 69-1410 Inventory - Materials	ELBOWS		$2,308.50
Invoice 12160848.005				
Cash Payment	G 69-1410 Inventory - Materials	CONDUIT CABINETS		$4,403.25
Invoice 12160848.004				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	**Total**	$6,934.82

CITY OF THIEF RIVER FALLS

*Claim Register©

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Claim# 5551 *SWS CREDIT SERVICES-DEVILS LK*

Cash Payment	E 10-4150-299 Misc. Operating Expense	PERSONA REPORT		$31.00
Invoice R K OLSON				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$31.00

Claim# 5552 *THIEF RIVER GLASS INC*

Cash Payment	E 10-4510-224 Department Maint & Repair	SHEET LEXAN - SIGN RPR		$255.60
Invoice 5803				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$255.60

Claim# 5553 *THYGESON CONSTRUCTION*

Cash Payment	E 82-4840-299 Misc. Operating Expense	24 YDS TOPSOIL		$420.00
Invoice				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$420.00

Claim# 5554 *TYLER TECHNOLOGIES INC*

Cash Payment	E 50-4680-590 Work in Process-Constructio	CIS CONFIG & DATA ANALYSIS		$2,015.00
Invoice 025-328751				
Cash Payment	E 50-4680-590 Work in Process-Constructio	UB MASTER & HISTORY 50%		$3,250.00
Invoice 025-329621				
Cash Payment	E 50-4680-590 Work in Process-Constructio	UB CONVERSION ANALYSIS & CONFIG		$2,470.00
Invoice 025-330527				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$7,735.00

Claim# 5555 *VALLEY ANIMAL HOSPITAL LLC*

Cash Payment	E 23-4840-315 Canine Unit Expense	VET SERVICES - MAX		$315.44
Invoice 51106				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$315.44

Claim# 5556 *VINOCOPIA INC*

Cash Payment	E 61-4810-251 Liquor for Resale	LIQUOR PURCHASE		$2,789.30
Invoice 277355				
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$959.20
Invoice 277355				
Cash Payment	E 61-4810-254 Soft Drinks/Mix for Resale	MIX PURCHASE		$120.00
Invoice 277355				
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE		$1,170.00
Invoice 277362				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$5,038.50

Claim# 5557 *WEST SHORE SERVICES INC*

Cash Payment	E 69-4850-236 Distribution Maint	SERVICE CALL/RPR - D Q SIREN		$1,087.72
Invoice 28725				
Cash Payment	E 69-4850-236 Distribution Maint	SERVICE CALL/RPR - NAPA SIREN		$390.00
Invoice 28726				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$1,477.72

Claim# 5558 *WIDSETH SMITH NOLTING & ASSO*

Cash Payment	E 51-4680-592 Work in Process - Eng/Archtc	2021 ST & UTIL IMP PRJ		$14,105.00
Invoice 210281				
Cash Payment	E 51-4680-592 Work in Process - Eng/Archtc	2021 ST & UTIL IMP PRJ		$17,041.72
Invoice 209872				
Transaction Date 4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$31,146.72

Claim# 5559 *BERNICKS*

CITY OF THIEF RIVER FALLS

*Claim Register©

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Cash Payment	E 61-4810-254 Soft Drinks/Mix for Resale	MIX PURCHASE			$345.76
Invoice 19244					
Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$345.76
Claim#	5560 *BEVERAGE WHOLESALERS INC*				
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE			$1,474.80
Invoice 159197					
Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$1,474.80
Claim#	5561 *BRAD BUCK FLOOR CARE*				
Cash Payment	E 61-4850-223 Building Maint & Repair	DEEP SCRUBB/WAX FLOOR			$1,000.00
Invoice 831552					
Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$1,000.00
Claim#	5562 *D & D BEVERAGE*				
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE			$1,422.70
Invoice 1385740					
Cash Payment	E 61-4810-254 Soft Drinks/Mix for Resale	MIX PURCHASE			$275.40
Invoice 1385740					
Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$1,698.10
Claim#	5563 *MC KINNON COMPANY INC*				
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE			$6,657.32
Invoice 601314					
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE			$223.05
Invoice 601169					
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE			$1,920.80
Invoice 600486					
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE			$2,980.85
Invoice 600255					
Cash Payment	E 61-4810-254 Soft Drinks/Mix for Resale	MIX PURCHASE			$35.90
Invoice 600255					
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE			$8,949.30
Invoice 599415					
Cash Payment	E 61-4810-252 Beer for Resale	BEER CREDIT			-$39.33
Invoice 599414					
Cash Payment	E 61-4810-251 Liquor for Resale	BEER PURCHASE			$5,095.86
Invoice 599217					
Cash Payment	E 61-4810-253 Wine for Resale	WINE PURCHASE			$134.40
Invoice 599217					
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE			$10,119.55
Invoice 598315					
Cash Payment	E 61-4810-254 Soft Drinks/Mix for Resale	MIX PURCHASE			$84.80
Invoice 598315					
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE			$250.60
Invoice 598486					
Cash Payment	E 61-4810-252 Beer for Resale	BEER PURCHASE			$7,335.60
Invoice 598093					
Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank 1010	Total	$43,748.70
Claim#	5564 *NORTHWOODS ICE OF BEMIDJI IN*				
Cash Payment	E 61-4810-259 Misc. Mdse for Resale	ICE PURCHASE			$337.50
Invoice 55050					

CITY OF THIEF RIVER FALLS

*Claim Register©

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May 2021

Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank	1010	Total	$337.50

Claim# 5565 *THIEF RIVER FORD INC*

Cash Payment	E 10-4210-221 Equipment Maint & Repair	WATER PUMP/PLUGS/WASHER FLUID LINE	$1,899.06
Invoice 155891			
Cash Payment	E 10-4210-212 Gas-Oil-Lube	OIL CHANGE	$43.45
Invoice 155891			
Cash Payment	E 10-4210-221 Equipment Maint & Repair	DRIVERS SEAT	$710.00
Invoice 156719			
Cash Payment	E 10-4210-221 Equipment Maint & Repair	AIR CLEANER	$24.11
Invoice 156788			
Cash Payment	E 10-4210-212 Gas-Oil-Lube	OIL CHANGE	$52.35
Invoice 156788			
Cash Payment	E 10-4210-221 Equipment Maint & Repair	A/C RPR	$237.94
Invoice 156872			
Cash Payment	E 10-4210-212 Gas-Oil-Lube	OIL CHANGE	$45.85
Invoice 157047			
Cash Payment	E 10-4210-221 Equipment Maint & Repair	CONTROL ARM	$427.02
Invoice 157047			

Transaction Date	4/29/2021	Due 5/29/2021	Northern State Bank	1010	Total	$3,439.78

Claim Type	**Total**	**$324,657.30**

Pre-Written Checks	$0.00
Checks to be Generated by the Compute	$324,657.30
Total	$324,657.30

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: 5/4/2021

SUBJECT:

RECOMMENDATION:

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:

1.	7 17 2021 Beer in Park Permit

CITY OF THIEF RIVER FALLS

Beer in the Park Permit

(UP TO 3.2 MALT LIQUOR ONLY)

City Code Section 111.048

****Application must be presented to the City Council for approval prior to the event****

Applicant: TRF CLASS OF 2001
(organization name if applicable)

Contact Person: TERI RISLOV

Address: 10255 ARROWWOOD PATH
WOODBURY MN 55129

Phone: 402-238-4607

Date of Event: July 17, 2021

Park to be Used: OAKLAND PARK

Hours: 10:00 AM **to** 3:00 PM

Type of Event: CLASS REUNION

Approximate number of persons attending: 100

Has the park been reserved with the Parks and Recreation Department? X **YES** __ **NO**

I understand that no financial transaction may occur at this event for charging, directly or indirectly, for the sale of 3.2 malt liquor (i.e. admission, cover charge) X **YES** __ **NO**

I understand that the permit allows for the consumption *of 3.2 malt liquor only*. No strong beer, wine, or intoxicating liquor is allowed. X **YES** __ **NO**

I understand that applicant shall comply and enforce all restrictions, limitations, and regulations regarding the consumption of malt liquor under the City Code and State Statute. X **YES** __ **NO**

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

SIGNATURE OF APPLICANT: [signature]

For Office Use Only
DATE APPLICATION RECEIVED ______ DATE OF COUNCIL ACTION ______

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: 5/4/2021

SUBJECT:

RECOMMENDATION:

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON:

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 5/4/2021

SUBJECT: Security Awareness Training Policy

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

MOTION TO: Approve a Security Awareness Training Policy for the City of Thief River Falls

BACKGROUND: The City of Thief River Falls has approved and purchased a security awareness training program for City of Thief River Falls' users.

KEY ISSUES: Effective information security requires the awareness and proactive support of all staff, supplementing and making full use of technical security controls. This policy specifies the City of Thief River Fall's internal information security awareness and training program to inform and assess all technology users regarding their information security obligations.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: None.

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, Information Technology Specialist

ATTACHMENTS:
None

City of Thief River Falls

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

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

Request for Council Action

DATE: 5/4/2021

SUBJECT: 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

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: Marissa Adam, Chief of Police

ATTACHMENTS:

1.	2021.1.1 County Lease Agreement with City for Police Department and Justice Center

LAW ENFORCEMENT LEASE AGREEMENT AND DISPATCH/ RECORDS AGREEMENT

THIS LEASE, to be effective the January 1st, 2021 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 1st day of January, 2021 and terminating on the 31st day of December, 2023. 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.**

   $20.31 per square foot for 2021;

   $20.72 per square foot for 2022;

   $21.23 per square foot for 2023.

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:

$7,476.76 for 2021;

$7,850.60 for 2022;

$8,243.13 for 2023.

8. **"INSIGHT MAPPING".** The Lessee shall be responsible for a total of three (3) seats for the mobile mapping system between dispatch and the Police Department squad vehicles. Lessee's annual "Insight Mapping" fees during this lease are as follows:

   $289.78 for 2021;

   $304.27 for 2022;

   $319.48 for 2023.

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, 2023. 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:	Lessee:
Pennington County Auditor's Office Pennington County Courthouse 101 North Main Ave Thief River Falls, MN 56701	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

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

Request for Council Action

DATE: 5/4/2021

SUBJECT: Approval of the Power Plant Operator/Construction Worker Banding and Grading

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

MOTION TO: Approve the Grade Level 6 designation by Arthur J Gallagher & Co. (former Fox Lawson) of the Power Plant Operator/Construction Worker position in the Electric Department.

BACKGROUND: The City Council approved the changes of the Power Plant Operator/ Lineworker job description to a Power Plant Operator/Construction Worker and authorized its submittal to Arthur J Gallagher & Co. for banding and grading by Resolution No. 3-64-21.

The current employee in the Power Plant Operator/Construction Worker position, McLain Stennes, will remain at his current wage of $28.31 until all requirements are met for advancement of steps.

KEY ISSUES: None.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: None.

DEPARTMENT/RESPONSIBLE PERSON: Dale Narlock, Electric Superintendent

ATTACHMENTS:
None

City of Thief River Falls

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Thief River Falls MN 56701-0528

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Request for Council Action

DATE: 5/4/2021

SUBJECT: Approval of TRF Police Department Body Camera Policy

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

MOTION TO: Approve the TRF Police Department Body Camera Policy

BACKGROUND: The police department is working to utilize body cameras within the department to record and document police activities and citizen contacts. MN State Statute requires law enforcement agencies have a written policy in place to oversee and manage body camera usage. The policy must also be posted on the TRF Police Department's city website for public access.

KEY ISSUES: The attached TRF PD Body Camera Policy is based upon a model policy drafted by a work group put together by the League of Minnesota Cities. It covers multiple elements of body camera use, documentation, and data preservation and dissemination. The Public Safety Committee has reviewed the policy and discussed the elements within.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: The written policy will satisfy requirements set forth in MN State Statute 626.8473 – Portable Recording Systems Adoption; Written Policy Required.

DEPARTMENT/RESPONSIBLE PERSON: Chief Marissa Adam

ATTACHMENTS:

1.	TRF PD Body Worn Camera Policy

CITY OF THIEF RIVER FALLS
USE OF BODY-WORN CAMERAS POLICY

Purpose

The primary purpose of using body-worn-cameras (BWCs) is to capture evidence arising from police-citizen encounters. This policy sets forth guidelines governing the use of BWCs and administering the data that results. Compliance with these guidelines is mandatory, but it is recognized that officers must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain, and rapidly evolving.

Policy

It is the policy of this department to authorize and require the use of department issued BWCs as set forth below, and to administer BWC data as provided by law.

Scope

This policy governs the use of BWCs in the course of official duties. It does not apply to the use of squad-based (dash-cam) recording systems. The chief or chief's designee may supersede this policy by providing specific instructions for BWC use to individual officers, or providing specific instructions pertaining to particular events or classes of events, including, but not limited to, political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

Definitions

The following phrases have special meanings as used in this policy:

A. **MGDPA or Data Practices Act** refers to the Minnesota Government Data Practices Act, Minn. Stat. § 13.01, et seq.

B. **Records Retention Schedule** refers to the General Records Retention Schedule for Minnesota Cities.

C. **Law enforcement-related information** means information captured or available for capture by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision.

D. **Evidentiary value** means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.

E. **General citizen contact** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.

F. **Adversarial** means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

G. **Unintentionally recorded footage** is a video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded.

H. **Official duties,** for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

Use and Documentation

A. Officers may use only department-issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.

B. Officers who have been issued BWCs shall operate and use them consistent with this policy. Officers shall conduct a function test of their issued BWCs at the beginning of each shift to make sure the devices are operating properly. Officers noting a malfunction during testing or at any other time shall promptly report the malfunction to the officer's supervisor and shall document the report in writing. Supervisors shall take prompt action to address malfunctions and document the steps taken in writing.

C. Officers should wear their issued BWCs at the location on their body and in the manner specified in training.

D. Officers must document BWC use and non-use as follows:

    1. Whenever an officer makes a recording, the existence of the recording shall be documented in an incident report.

    2. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in an incident report. Supervisors shall review these reports and initiate any corrective action deemed necessary.

E. The department will maintain the following records and documents relating to BWC use, which are classified as public data:

    1. The total number of BWCs owned or maintained by the agency;

    2. A daily record of the total number of BWCs actually deployed and used by officers;

3. The total amount of recorded BWC data collected and maintained; and

4. This policy, together with the Records Retention Schedule.

General Guidelines for Recording

A. Officers shall activate their BWCs when responding to all calls for service and during all law enforcement-related encounters and activities, including but not limited to pursuits, *Terry* stops of motorists or pedestrians, arrests, searches, suspect interviews and interrogations, and during any police/citizen contacts that becomes adversarial. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines, part (D)(2) (above).

B. Officers have discretion to record or not record general citizen contacts.

C. Officers have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded.

D. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If a recording is accidentally discontinued while an investigation, response, or incident is ongoing, the officer shall document the discontinuation. Officers shall reactivate their cameras as soon as possible following any accidental discontinuation.

E. Officers shall not intentionally block the BWC's audio or visual recording functionality to defeat the purposes of this policy. The mute function available on the Panasonic Arbitrator BWCs shall not be used by officers of the TRF PD.

F. Notwithstanding any other provision in this policy, officers shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

Special Guidelines for Recording

Officers may, in the exercise of sound discretion, determine:

A. To use their BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.

B. To use their BWCs to take recorded statements from persons believed to be victims of and witnesses to crimes, and persons suspected of committing crimes, considering the needs of the investigation and the circumstances pertaining to the victim, witness, or suspect.

In addition,

C. Officers need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value. When responding to an apparent mental health crisis or event, BWCs shall be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue.

D. Officers shall use their BWCs and squad-based audio/video systems to record their transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.

Downloading and Labeling Data

A. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera to the TRF PD secure server by the end of that officer's shift. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's BWC and assume responsibility for transferring the data from it.

B. Officers shall transfer BWC data files to storage using the upload/charging bank in the TRF PD squad room. Once uploaded, officers shall label each recording and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many of the following labels as are applicable to each file:

1. **Evidence—criminal:** The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision. Retention periods for cases that have been charged are based on the status of court proceedings and retention periods for uncharged offenses will be seven years or permanent in homicide cases.

2. **Evidence—force:** Whether or not enforcement action was taken, or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency. Retention periods for such recordings will be six years regardless of the disposition of any related criminal case.

3. **Evidence—property:** Whether or not enforcement action was taken, or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property. Retention periods for such recordings will be one year.

4. **Evidence—administrative:** The incident involved an adversarial encounter or resulted in a complaint against the officer. Retention periods for such recordings will be six years if an internal investigation is initiated but may be shorter if no complaint or internal investigation arises.

5. **Evidence—other:** The recording has potential evidentiary value for reasons identified by the officer at the time of labeling. Retention periods for such recordings will depend on the reason stated for maintaining the data.

6. **Training:** The event was such that it may have value for training. No minimal retention period will be set for such a recording.

7. **Not evidence:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recordings of general citizen contacts and unintentionally recorded footage are not evidence. Retention periods for such recordings will be 90 days.

C. In addition, officers shall flag each file as appropriate to indicate that it contains information about data subjects who may have rights under the MGDPA limiting disclosure of information about them. These individuals include:

1. Victims and alleged victims of criminal sexual conduct and sex trafficking.
2. Victims of child abuse or neglect.
3. Vulnerable adults who are victims of maltreatment.
4. Undercover officers.
5. Informants.
6. When the video is clearly offensive to common sensitivities.
7. Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly.
8. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system.
9. Mandated reporters.
10. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness.
11. Juveniles who are or may be delinquent or engaged in criminal acts.
12. Individuals who make complaints about violations with respect to the use of real property.
13. Officers and employees who are the subject of a complaint related to the events captured on video.
14. Other individuals whose identities the officer believes may be legally protected from public disclosure.

D. Labeling and flagging designations may be corrected or amended based on additional information.

Administering Access to BWC Data:

A. **Data subjects.** Under Minnesota law, the following are considered data subjects for purposes of administering access to BWC data:

1. Any person or entity whose image or voice is documented in the data.
2. The officer who collected the data.
3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.

B. **BWC data is presumptively private.** BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:

1. BWC data pertaining to people is presumed private, as is BWC data pertaining to businesses or other entities.

2. Some BWC data is classified as confidential (see C. below).

3. Some BWC data is classified as public (see D. below).

C. **Confidential data.** BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the “private” classification listed above and the “public” classifications listed below.

D. **Public data.** The following BWC data is public:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.

2. Data that documents the use of force by a peace officer that results in substantial bodily harm.

3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted [*if practicable*]. In addition, any data on undercover officers must be redacted.

4. Data that documents the final disposition of a disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. § 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

E. **Access to BWC data by non-employees.** Officers shall refer members of the media or public seeking access to BWC data to the Chief or Police or Deputy Chief of Police, who shall process the request in accordance with the MGDPA and other governing laws. In particular:

1. An individual shall be allowed to review recorded BWC data about him- or herself and other data subjects in the recording, but access shall not be granted:

    a. If the data was collected or created as part of an active investigation.

    b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. § 13.82, subd. 17.

2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:

    a. Data on other individuals in the recording who do not consent to the release must be redacted.

b. Data that would identify undercover officers must be redacted.

c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

F. **Access by peace officers and law enforcement employees.** No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes:

1. Officers may access and view stored BWC video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident.

2. Agency personnel shall document their reasons for accessing stored BWC data in the manner provided within the database at the time of each access. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading BWC data recorded or maintained by this agency to public and social media websites.

3. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.

G. **Other authorized disclosures of data.** Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. § 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition,

1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.

2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

Data Security Safeguards

A. A username and password will be required to access the Arbitrator BWC software and, except for system administrators, limited permissions will be given for purposes of uploading recordings, labelling recordings, and viewing recordings for reports.

B. Personally owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access or view agency BWC data.

C. Officers shall not intentionally edit, alter, or erase any BWC recording unless otherwise expressly authorized by the chief or the chief's designee.

D. As required by Minn. Stat. § 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.

Agency Use of Data

A. At least once a month, supervisors will randomly review BWC usage by each officer to ensure compliance with this policy and to identify any BWC usage in which additional training or guidance is required.

B. In addition, supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.

C. Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline.

D. Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes. Officer objections to preserving or using certain footage for training will be considered on a case-by-case basis. Field training officers may utilize BWC data with trainees for the purpose of providing coaching and feedback on the trainees' performance.

Data Retention

A. All BWC data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data.

B. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.

C. Certain kinds of BWC data must be retained for six years:

  1. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review.

  2. Data documenting circumstances that have given rise to a formal complaint against an officer.

D. Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.

E. Subject to Part F (below), all other BWC footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 90 days.

F. Upon written request by a BWC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.

G. The department shall maintain an inventory of BWC recordings having evidentiary value.

H. The department will post this policy, including its Records Retention Schedule within, on its website.

Compliance

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.

City of Thief River Falls

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

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

Request for Council Action

DATE: 5/4/2021

SUBJECT: Approval of Employment of Keaton Huot and Turner Sawatzke as Public Maintenance Employees

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

MOTION TO: Approve the employment of Keaton Huot as a Public Works Maintenance employee. Mr. Huot shall be placed at Step 2 of the Grade Level 4 Public Works Maintenance salary schedule for a starting salary of $19.53 per hour, effective May 10, 2021 pending successful completion of all pre-employment backgrounds and testing.

Approve the employment of Turner Sawatzke as a Public Works Maintenance employee. Mr. Sawatzke shall be placed at Step 4 of the Grade Level 4 Public Works Maintenance salary schedule for a starting salary of $24.96 per hour, effective May 10, 2021 pending successful completion of all pre-employment backgrounds and testing.

BACKGROUND: The City Council authorized filling the two vacant positions, created by the resignations of Shaun Hawkinson and Brian Harger. No Teamster members applied for the positions and it was advertised and filled by the public process.

KEY ISSUES: The city council has authorized filling these two positions.

FINANCIAL CONSIDERATIONS: These are budgeted positions.

LEGAL CONSIDERATION: None.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth - Public Works Director

ATTACHMENTS:
None

City of Thief River Falls

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www.citytrf.net

Request for Council Action

DATE: 5/4/2021

SUBJECT: First Reading for City of Thief River Falls - Amend City Codes 152.031 &152.032

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

MOTION TO: Call for Second Reading to consider amending 152.031 (C), Conditional Uses, to add (5) Car and Truck Wash Business; and 152.032 (C), Conditional Uses, to add (7) Car and Truck Wash Business.

Approve amending 152.031 (C), Conditional Uses, to add (5) Car and Truck Wash Business; and 152.032 (C), Conditional Uses, to add (7) Car and Truck Wash Business.

BACKGROUND: The City of Thief River Falls has sections in the city code controlling land use in various zoning districts that contains sections on performance standards with detailed regulations.

KEY ISSUES: The City of Thief River Falls currently does not regulate car and truck wash business beyond being an allowable use in General Business District (C-2), and Central Business District (C-3). This type of business generally does not qualify as a significant user that would require wastewater monitoring and or treatment by the Minnesota Pollution Control Agency (MPCA). The requirement of a conditional use permit will allow the city the ability to place conditions regarding wastewater discharge on a case-by-case basis.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: The proposed ordinance amendment requires a public hearing to be held by the Planning Commission, and two readings and final approval by City Council.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works Director

ATTACHMENTS:

1.	Ord. Car and Truck Wash Business

ORDINANCE NO. ______, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 152 ENTITLED "ZONING CODE" BY AMENDING 152.031 (C) CONDITIONAL USES, TO ADD (5) CAR AND TRUCK WASH BUSINESS, AND 152.032 (C) CONDITIONAL USES, TO ADD (7) CAR AND TRUCK WASH BUSINESS, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10 AND SECTION 152.998, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Chapter 152.031 is hereby amended to read as follows:

152.031 GENERAL BUSINESS DISTRICT (C-2)

(C) Conditional Uses

(5) Car and Truck Wash Business

Section 2. City Code Chapter 152.032 is hereby amended to read as follows:

152.032 CENTRAL BUSINESS DISTRICT (C-3)

(C) Conditional Uses

(7) Car and Truck Wash Business

Section 3. 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.

Section 4. This ordinance shall be in force and effect from and after its passage, approval, and publication.

Passed by the City Council of Thief River Falls, Minnesota, on the ____ day of April 2021.

Voting Aye:

Voting No:

Abstaining:

Absent:

____
Mayor

ATTEST:

____

City Administrator

If recommended, said proposed ordinance amendment would be submitted for review and approval by the City Council of the City of Thief River Falls.

ORDINANCE NO. ___, 3RD SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 152 ENTITLED "ZONING CODE" BY AMENDING THE CITY ZONING DISTRICTS MAP, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10 AND SECTION 152.998, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. The City Zoning Districts Map is hereby amended by changing the zoning designation of the following described real property from Multi-Family Residential District (R-4) to Suburban Residential District (R-1):

Lots 2, 3, and the north 36’ of Lot 4, Block 2, Narverud’s First Addition of Thief River Falls

Section 2. 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.

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

Passed by the City Council of Thief River Falls, Minnesota, on the ___th day of April, 2021.

Voting Aye:

Voting No:

Abstaining:

Absent:

____
Mayor

ATTEST:

____
City Administrator

Published ______________________, 2021 in the Times newspaper.

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Request for Council Action

DATE: 5/4/2021

SUBJECT: Second Reading Rezoning - William Ness Property

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

MOTION TO: Call for Second Reading to consider rezoning the following described parcel from Agricultural District (AG) to Multi-Family Residential District (R-4).
That part of Government Lot 7, Section 2, Township 153 North, Range 43 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

Beginning at the northwest corner of Lot 1, Block 2, NESS FIRST ADDITION to the City of Thief River Falls, Minnesota, according to the official plat of record in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota; thence south, along the west line of said Block 2, a distance of 318.45 feet; thence southeasterly, along the west line of said Block 2, a distance of 20.51 feet, more or less, to the most southern corner of Lot 2, said Block 2; thence south, along a line parallel to the east line of COUNTRY ACRES SECOND ADDITION, on file at said Recorder's Office, a distance of 1002.23 feet, more or less, to the south line of said Government Lot 7; thence westerly, along the south line of said Government Lot 7, a distance of 471.59 feet, more or less, to a line being 439.00 feet distant from and parallel to the east line of said COUNTRY ACRES SECOND ADDITION; thence north, along a line being 439.00 feet distant from and parallel to the east line of said COUNTRY ACRES SECOND ADDITION, a distance of 1373.26 feet, more or less, to the north line of said Government Lot 7, thence easterly, along the north line of said Government Lot 7, a distance of 477.28 feet, more or less, to the northerly extension of the west line of Block 2, said NESS FIRST ADDITION; thence south, along the northerly extension of Block 2, said NESS FIRST ADDITION, a distance of 33.02 feet, more or less, to the point of beginning.

Said parcel contains 14.76 acres, more or less, and is subject to easements, restrictions, or reservations of record, if any.

Approval for rezoning the following described parcel from Agricultural District (AG) to Multi-Family Residential District (R-4).
That part of Government Lot 7, Section 2, Township 153 North, Range 43 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

Beginning at the northwest corner of Lot 1, Block 2, NESS FIRST ADDITION to the City of Thief River Falls, Minnesota, according to the official plat of record in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota; thence south, along the west line of said Block 2, a distance of 318.45 feet; thence southeasterly, along the west line of said Block 2, a distance of 20.51 feet, more or less, to the most southern corner of Lot 2, said Block 2; thence south, along a line parallel to the east line of COUNTRY ACRES SECOND ADDITION, on file at said Recorder's Office, a distance of 1002.23 feet, more or less, to the south line of said Government Lot 7; thence westerly, along the south line of said Government Lot 7, a distance of 471.59 feet, more or less, to a line being 439.00 feet distant from and parallel to the east line of said COUNTRY ACRES SECOND ADDITION; thence north, along a line being 439.00 feet distant from and parallel to the east line of said COUNTRY ACRES SECOND ADDITION, a distance of 1373.26 feet, more or less, to the north line of said Government Lot 7, thence easterly, along the north line of said Government Lot 7, a distance of 477.28 feet, more or less, to the northerly extension of the west line of Block 2, said NESS FIRST ADDITION; thence south, along the northerly extension of Block 2, said NESS FIRST ADDITION, a distance of 33.02 feet, more or less, to the point of beginning.

Said parcel contains 14.76 acres, more or less, and is subject to easements, restrictions, or reservations of record, if any.

BACKGROUND: This property is owned by William Ness, formerly of Thief River Falls. It is vacant land that is currently zoned Agricultural District (AG). Mr. Ness has a purchase agreement to sell the property contingent on rezoning to Multi-Family Residential District (R-4). Large diameter water and sewer mains were installed in 2007 that can serve this property.

KEY ISSUES: The buyer of this property, Northridge Hospitality Management, plans to construct 240 apartment units on this site. Their purchase agreement is contingent upon rezoning. The proposed rezoning will require a comprehensive plan amendment in a separate action.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: This action requires a public hearing held at the Planning Commission meeting and two readings of the proposed zoning amendment.

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works Director

ATTACHMENTS:

1.	PW 04202021 Ord.Mattison Rezoning

ORDINANCE NO. ___, 3RD SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 152 ENTITLED "ZONING CODE" BY AMENDING THE CITY ZONING DISTRICTS MAP, AND BY ADOPTING BY REFERENCE CITY CODE CHAPTER 10 AND SECTION 152.998, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. The City Zoning Districts Map is hereby amended by changing the zoning designation of the following described real property from Agricultural District (AG) to Multi-Family Residential District (R-4):

That part of Government Lot 7, Section 2, Township 153 North, Range 43 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

Beginning at the northwest corner of Lot 1, Block 2, NESS FIRST ADDITION to the City of Thief River Falls, Minnesota, according to the official plat of record in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota; thence south, along the west line of said Block 2, a distance of 318.45 feet; thence southeasterly, along the west line of said Block 2, a distance of 20.51 feet, more or less, to the most southern corner of Lot 2, said Block 2; thence south, along a line parallel to the east line of COUNTRY ACRES SECOND ADDITION, on file at said Recorder's Office, a distance of 1002.23 feet, more or less, to the south line of said Government Lot 7; thence westerly, along the south line of said Government Lot 7, a distance of 471.59 feet, more or less, to a line being 439.00 feet distant from and parallel to the east line of said COUNTRY ACRES SECOND ADDITION; thence north, along a line being 439.00 feet distant from and parallel to the east line of said COUNTRY ACRES SECOND ADDITION, a distance of 1373.26 feet, more or less, to the north line of said Government Lot 7, thence easterly, along the north line of said Government Lot 7, a distance of 477.28 feet, more or less, to the northerly extension of the west line of Block 2, said NESS FIRST ADDITION; thence south, along the northerly extension of Block 2, said NESS FIRST ADDITION, a distance of 33.02 feet, more or less, to the point of beginning.

Said parcel contains 14.76 acres, more or less, and is subject to easements, restrictions, or reservations of record, if any.

Section 2. 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.

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

Passed by the City Council of Thief River Falls, Minnesota, on the ___th day of May, 2021.

Voting Aye:

Voting No:

Abstaining:

Absent:

____
Mayor

ATTEST:

____
City Administrator

Published ______________________, 2021 in the Times newspaper.

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Request for Council Action

DATE: 5/4/2021

SUBJECT: Comprehensive Plan Amendment

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

MOTION TO: Amend the Comprehensive Plan to designate the following described parcel as High Density Residential.

That part of Government Lot 7, Section 2, Township 153 North, Range 43 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

Beginning at the northwest corner of Lot 1, Block 2, NESS FIRST ADDITION to the City of Thief River Falls, Minnesota, according to the official plat of record in the office of the County Recorder, in and for the County of Pennington, and the State of Minnesota; thence south, along the west line of said Block 2, a distance of 318.45 feet; thence southeasterly, along the west line of said Block 2, a distance of 20.51 feet, more or less, to the most southern corner of Lot 2, said Block 2; thence south, along a line parallel to the east line of COUNTRY ACRES SECOND ADDITION, on file at said Recorder's Office, a distance of 1002.23 feet, more or less, to the south line of said Government Lot 7; thence westerly, along the south line of said Government Lot 7, a distance of 471.59 feet, more or less, to a line being 439.00 feet distant from and parallel to the east line of said COUNTRY ACRES SECOND ADDITION; thence north, along a line being 439.00 feet distant from and parallel to the east line of said COUNTRY ACRES SECOND ADDITION, a distance of 1373.26 feet, more or less, to the north line of said Government Lot 7, thence easterly, along the north line of said Government Lot 7, a distance of 477.28 feet, more or less, to the northerly extension of the west line of Block 2, said NESS FIRST ADDITION; thence south, along the northerly extension of Block 2, said NESS FIRST ADDITION, a distance of 33.02 feet, more or less, to the point of beginning.

Said parcel contains 14.76 acres, more or less, and is subject to easements, restrictions, or reservations of record, if any.

BACKGROUND: The City of Thief River Falls has a comprehensive plan in place to use as a tool for development and planning. The city's zoning regulations reference certain aspects of the comprehensive plan for compatibility.

KEY ISSUES: None.

FINANCIAL CONSIDERATIONS: None.

LEGAL CONSIDERATION: None.

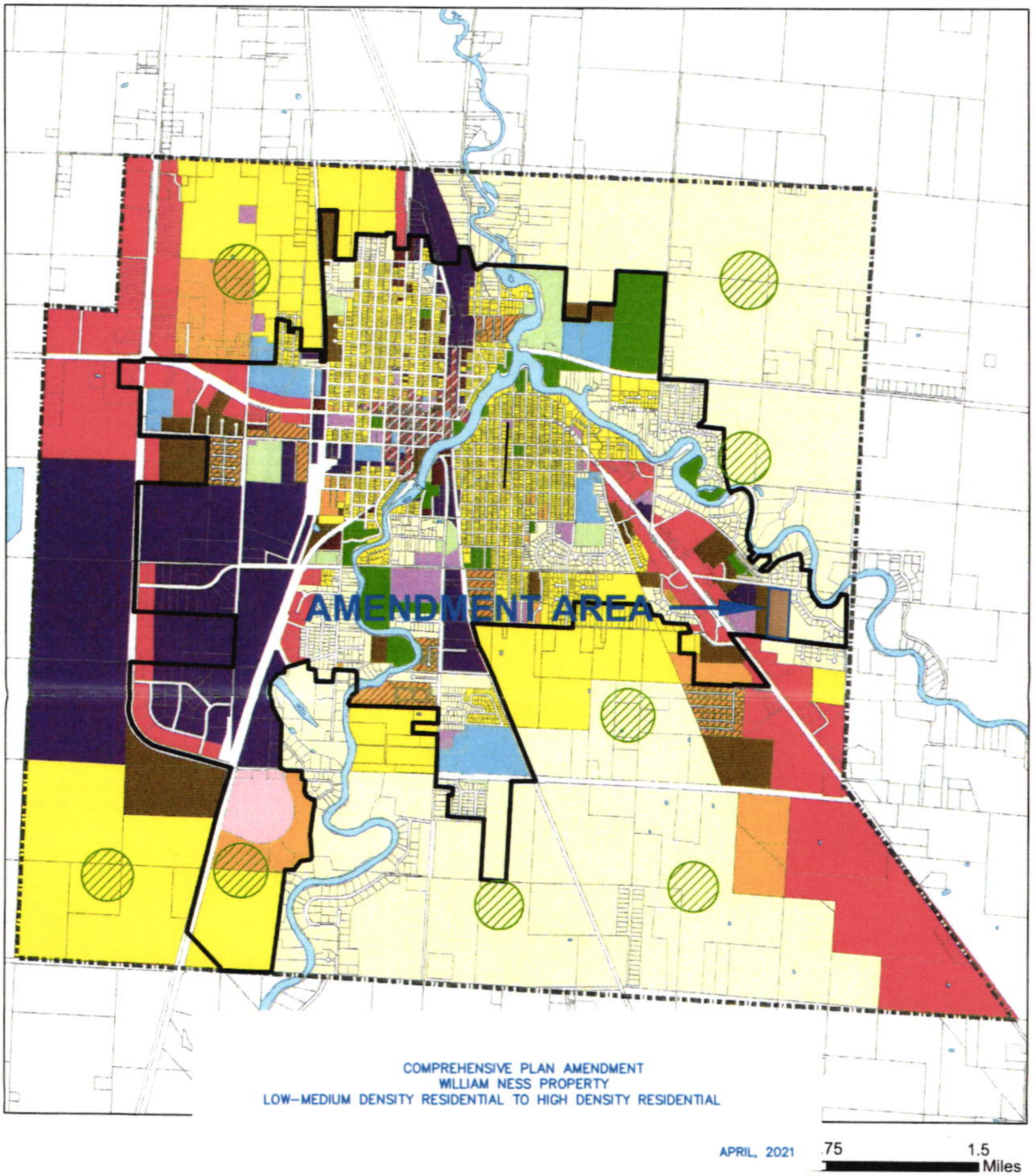
DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Public Works Director

ATTACHMENTS:

1.	Comprehensive Plan Map

Proposed Land Use - Thief River Falls

September 20, 2019



Land Use Category

- Low Density Single-Family
- Low-Medium Density Residential
- Medium-High Density Residential
- High Density Residential
- Manufactured Home Park
- Central Business District
- General Commercial
- Highway Commercial
- Industrial
- Open Space
- Parks
- Schools and Public Buildings
- Semi Public
- Hospital
- City Limits
- Future Annex Area
- Rivers
- Park Search Area

Data Sources: City of Thief River Falls, Pennington County, MNDNR, NAC Inc.

THIEF RIVER FALLS Inc. 1896 MINNESOTA

NORTHWEST ASSOCIATED CONSULTANTS, INC.
4150 Olson Memorial Highway, Ste 320, Golden Valley, MN 55422
Telephone 763 231 2555 Website: www.nacplanning.com

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Request for Council Action

DATE: 5/4/2021

SUBJECT: Approval of Employment of Steve Zavoral has Journey Electrician/Electronic Technician

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

MOTION TO: To approve the employment of Steve Zavoral as a Journey Electrician/ Electronic Technician in the Electric Department. Mr. Zavoral shall be placed at Step 7 of the Journey Electrician/Electronic Technician salary schedule for a starting wage of $28.93 per hour, effective May 5, 2021 Employment is based upon successful completion of required background evaluations and shall serve a six-month probation as required by Teamster Union contract. Mr. Zavoral will have one year to complete the required training.

BACKGROUND: The City Council authorized filling of this Journey Electrician/ Electronic Technician position by Resolution No. 3-75-21 following the resignation of Jeremy Srnsky.

KEY ISSUES: Filling of the position will assist the department in completing the required workloads of the electric department.

FINANCIAL CONSIDERATIONS: The position of Journey Electrician/Electronic Technician is paid at a Grade Level 6/Pay Range 7 position and is budgeted.

LEGAL CONSIDERATION: None.

DEPARTMENT/RESPONSIBLE PERSON: Dale Narlock, Electric Superintendent

ATTACHMENTS:
None

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Request for Council Action

DATE: 5/4/2021

SUBJECT:

RECOMMENDATION:

MOTION TO:

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Dale Narlock, Electric Superintendent

ATTACHMENTS:

1.	Ord.Meter Socket Disconnects

ORDINANCE NO. ______, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 52 ENTITLED "ELECTRICITY" BY AMENDING SAID CHAPTER 52 AND ADDING SECTION 52.09 REGARDING COSTS RELATED TO CITY METER SOCKET DISCONNECTS, AND ADOPTING BY REFERENCE CITY CODE CHAPTER 10, WHICH, AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. City Code Chapter 52 is hereby amended and Section 52.09 is hereby added to read as follows:

52.09. METER SOCKET/DISCONNECT. The City of Thief River Falls will provide a 200 amp meter disconnect per National Electric Code section 230.85. The City will pay the first $100.00 of the cost of the provided meter socket, with the homeowner being responsible for all additional costs. (The estimated cost of a meter disconnect, as of 2021, is $191.84). The City will exclusively provide the meter socket/disconnect to keep uniformity within the City of Thief River Falls. Any upgrades to the service from 100-200 amp, the City will also discount the meter socket/disconnect by $100.00. No other meter socket/disconnect will be allowed unless approved in writing by the City of Thief River Falls Electric Department. Any other meter socket/disconnect change out will be at the discretion of the City of Thief River Falls Electric Department for review.

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

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

Passed by the City Council of Thief River Falls, Minnesota, on the ____ day of May, 2021.

Voting Aye:

Voting No:

Abstaining:

Absent:

____
Mayor

ATTEST:

____
City Administrator

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Request for Council Action

DATE: 5/4/2021

SUBJECT: RFP for Job Classification and Total Compensation Study including Operational Review

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

MOTION TO: To approve the recommendation of the Committee of the Whole to issue the attached request for proposal for Job Classification and Total Compensation Study including operational Review.

BACKGROUND:

KEY ISSUES: The City of Thief River Falls will be accepting proposals from qualified firms for an organizational and operational review for all City Departments, for professional services for review and development of updated job classification and compensation system study and meets all Federal and State compensation standards, such as the Minnesota Local Government Pay Equity Act, Fair Labor Standards Act, and other pertinent laws.

The review will include an analysis of the current organizational structure and staffing relative to the scope of duties and provide recommendations and options for structure and staffing to meet current and future demand for services as well as increasing the operational efficiency and effectiveness of the organization.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: The City Attorney has reviewed the Request for Proposal.

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Market Rate Study RFP

CITY OF THIEF RIVER FALLS
MINNESOTA

REQUEST FOR PROPOSALS (RFP)

FOR JOB CLASSIFICATION AND TOTAL COMPENSATION STUDY INCLUDING OPERATIONAL REVIEW

MAY 2021

DEADLINE for proposal: June 2, 2021

INTRODUCTION

The City of Thief River Falls is accepting proposals from qualified firms for an organizational and operational review for all City Departments, for professional services for review and development of updated job classification and compensation system study and meets all Federal and State compensation standards, such as the Minnesota Local Government Pay Equity Act, Fair Labor Standards Act, and other pertinent laws.

The review will include an analysis of the current organizational structure and staffing relative to the scope of duties and provide recommendations and options for structure and staffing to meet current and future demand for services as well as increasing the operational efficiency and effectiveness of the organization.

PROCUREMENT PROCESS

The issuance of this Request for Proposal (RFP) constitutes an invitation to submit proposals to the City. The City in its sole and absolute discretion, reserves the right to determine whether any aspect of the proposal satisfactorily meets the criteria established in this RFP; the right to seek clarification from any Respondent; the right to negotiate with any Respondent (s) whether they submitted a proposal; the right to reject any or all proposals with or without cause; and the right to cancel and / or amend any and all parts of the RFP.

The City assumes no expressed or implied obligation for reimbursing Respondent(s) for any costs or expenses incurred in connection with this RFP. Each proposal should express the Respondent's most favorable cost terms and programmatic considerations and should be submitted in a complete and understandable form. The City reserves the right to request additional information or clarification, or to allow corrections of error or omissions during the evaluation process. At the discretion of the City, Respondents may be required to provide oral presentations as part of the evaluation process.

The City reserves the right to retain all submitted proposals and to use any ideas expressed in a proposal regardless of whether that proposal is selected. Submission of a proposal constitutes acceptance of the conditions contained in this RFP by the Respondent, unless clearly and specifically noted in the submitted proposal and confirmed in the contract between the City and the Respondent.

The City in its sole discretion may contact more than one (1) Respondent for the services contemplated herein. The City in its sole discretion may also reduce or expand the scope of requested services.

PROJECT BACKGROUND AND GOALS

The City currently has in place a job evaluation system using Decision Band Method (DBM) and compensation system that was reviewed and updated in 1994. The city would prefer to continue with this method going forward. The City of Thief River Falls, population 8,722, is in Northwestern Minnesota in Pennington County, approximately 70 miles south of the Canadian border, where the Thief River flows into the Red Lake River. Not only does Thief River Falls serve as a regional center for its agricultural base, but it has also developed and retained a commercial and industrial base that includes numerous manufacturing and distribution center jobs, while being surrounded by rivers, wildlife refuges and forests.

Throughout the years, there have been several changes in position classifications, job eliminations and combinations, new position additions, organizational structure changes, and compensation schedule adjustments. A list of departments, positions, and number of employees are listed at the end of this RFP.

The City is governed by a City Council composed of a Mayor and seven Councilmembers.

Salary schedules are based upon the assigned Grade Level (and is some cases a designated additional pay or grade level). Progressions on salary schedules are based upon "time in" and/or "requirements met" step process. Positions vary on the number of steps from hire to top of schedule.

The study will include full and part-time positions of the City. The City employs 82 full-time employees and 3 part-time employees. Position titles currently held in the City for consideration are provided at the end of this RFP.

The City's bargaining and non-bargaining units are broken down as follows:

- Teamster #320 Public Employees (53 employees)
- Teamster #320 Fire Employees (7 employees)
- Law Enforcement Labor Services (LELS), Local 193 representing Police Officers, Investigators, and Sergeants (14 employees)
- Management, Administrative, Professional, Supervisory (MAPS) (7 employees)
- Non-Union (1 employee)
- Confidential (2 employees)

The Teamster #320 Public and Fire groups, Non-Union, and Confidential employees have a 2021 -2023 wage/benefit agreement settled and approved. The LELS and MAPS are still in negotiations for 2021 as of this date.

The City most recently completed 2019 Pay Equity Compliance Report to the Minnesota Management and Budget. The City of Thief River Falls was in compliance with the required Pay Equity requirements for 2019 and the City in the past has remained in compliance. The next pay equity compliance report will be due in 2023 for the year ending 2022 data. The City processed the pay equity reports using the Decision Band Method (DBM) and would like to continue to do so. It should be noted that some employees are "grandfathered in" in receiving longevity pay.

SCOPE OF WORK

A. The selected consultant will provide professional services with integrative support services to complete the following:

- Examine the existing organizational structure and functions.
- Determine the organizational efficiencies of the City and explore best practice models for increasing the efficiency and effectiveness of the organization.
- Evaluation and analysis of City needs and compensation philosophy.
- A thorough review on the current job descriptions with recommendations for necessary revisions using the Decision Band Method (DBM), including recommendations to assure compliance with ADA, FLSA, pay equity legislation, and other State and Federal requirements.
- Evaluation and analysis of each position to determine job value with recommendations for necessary revisions to achieve internal and external pay equity. Engage respective employees and department heads in the evaluation and analysis process.
- Provide a salary / labor market survey including:
    - Salary details
    - Benefit details – holidays, annual vacation leave, sick leave, retirement, medical insurance, life insurance, deferred compensation, cell phone, vehicle use, and any other benefits,
    - Analysis of "Total compensation package"
- Present options and recommendations for a classification and compensation plan; the recommendation plan options should take budget constraints into consideration and include the total cost of implementation by each option.
- Provide a master salary structure while assuring compliance with State pay equity compensation standards.
- Provide system testing to assure compliance with State and Federal regulations.
- Provide recommendations for a process to evaluate requests for reclassification and / or compensation changes.
- Provide implementation support if needed and maintenance training.
- Post contract services involving review of new job descriptions and determination of points and salary for the new position as well as assistance with the first State pay equity reports following compensation review to assure compliance.

B. Establish and provide concrete schedules for each of the above proposed developments.

C. Present findings and recommendations, including final written plan documents and oral reports, at various meetings such as City Council meetings, committee groups, employee groups, and union groups. End plan / report must comply with all applicable state and federal laws.

D. Propose solid contract terms. Including an itemized fee schedule for work included in the scope of work and a payment plan based on measurable contract milestones.

CONSULTANT SUBMISSION

The proposal shall contain the following information.

A. Consultant Information

- Identify who will be the project manager
- Provide a listing of personnel to be assigned to the project, if awarded
- Provide resumes summarizing the qualifications and experience of the individuals who will be conducting the study
- Include specific information on their experience with public sector compensation

B. Statement of Methods and Procedures

- Information stating your firm's approach, means, methods, and procedures to be used to gather data, analyze findings, and develop recommendations for each aspect identified in the scope of work
- Provide same of reports, correspondence, questionnaires and / or other instruments to be utilized.
- Detail a "launch" plan to include an employee kick-off communication, as well as communications with management and employees during the study
- Identify your firm's approach to engaging union and non-union involvement with the development of the position classifications and compensation schedules.
- Describe how employee appeals / disputes will be handled
- Provide a detailed breakdown and description of the specific steps, services, and study products that will be provided
- Describe how the final product will be structured and presented to Council, management, and employees upon completion

C. Management Synopsis

Provide a synopsis, prepared for management review, covering the significant features of the proposal, including overall costs and term of work.

Provide a statement that the proposer agrees to:

- Provide the final report, tables, schedules, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the classification/compensation system in an electronic medium; and
- Appear, virtually or in-person, as appropriate, at a scheduled Council meeting to discuss the final report, recommendations, implementation options, and implementation costs; and
- Provide a statement ensuring validity of the proposal for ninety (90) days following the response deadline below.

D. Work Schedule

- Identify a concrete, reasonable timeline indicating tasks required with the start and completion dates for each
- Include date of final project completion

- It is expected the work will commence as soon as possible after the contract is awarded

E. Cost of Services

- Provide clearly defined rated, fees, and charges for services, by phase and for total project, and a proposed payment schedule
- Provide clearly defines additional services and / or reimbursable costs not included in the basic fees, including hourly rates, mileage reimbursement, and fees for post contract services
- Fees for post contract services should include a per position fee for performing a job evaluation of positions upon request, for as long as the City wishes to maintain this service
- Proposal shall include a "not to exceed" lump sum fee protection

F. References

- Provide an extensive list of references of municipalities in the State of Minnesota who have implemented and are currently utilizing the compensation system being proposed or a similar system designed, developed, and implemented by your firm.
- Include the name and phone number of the contact person at each municipality, as well as a description of the services performed, implementation date, and the names of personnel from your office that worked on the project at each municipality

G. Submission requirements

- The Consultant shall submit one (1) original, ten (10) hardcopies, and one (1) electronic copy (Via-e-mail) of the proposal to: aphilipp@citytrf.net
- Hardcopies shall be bound or stapled
- The deadline for proposal submission is June 2, 2021
- Proposals submitted after this time may not be considered
- The proposal and any associated materials shall be submitted in a sealed package labeled ***"Proposal for Professional Services – Job Classification and Compensation System Study including Operational Review"*** to:

  Angela Philipp, City Administrator
  City of Thief River Falls
  PO Box 528
  405 3rd ST E
  Thief River Falls, MN 56701

It is the Consultant's sole responsibility to assure that the City received the proposal by the date, time and at the location specified herein

PROJECT COMPLETION

It is the intent of the City to provide as much support and assistance to the consultant to ensure that the project is completed within a reasonable timeline of the initial start date.

OTHER

Questions regarding this request for proposal should be directed to:

LeAnn Engelstad, Human Resource Specialist
City of Thief River Falls
405 3rd ST E
PO Box 528
Thief River Falls, MN 56701
Phone: 218-681-2943
lengelstad@citytrf.net
www.citytrf.net

- The City of Thief River Falls reserves the right to reject any and all proposals for any, or no reason, and furthermore reserves the right to accept any proposal deemed to be in the best interest of the City.
- Minor revisions to original proposals, if requested by the City, may be negotiated following the proposal deadline and prior to being submitted to the council for approval.
- The City of Thief River Falls shall not be liable for any expenses incurred by the firm associated with the preparation of the proposal, including by not limited to: onsite or virtual attendance at an oral presentation, onsite visit, preparation of a contract/ fee schedule, or final proposal / contract negotiations
- Prior to any work being performed, the selected firm shall provide a certificate of insurance, including but not limited to: general liability, automobile liability, and workers compensation coverage. Policy coverage limits for the general liability and automobile liability shall be in amounts equal to the City's potential liability
- Finalists may be requested to make a presentation to a team of City Staff and Council for evaluation

SELECTION PROCESS

The results of the review and evaluation of the responses to the criteria outlines herein and above will be used to select a consultant or perhaps multiple consultants to meet with the City for interviews. Upon completion of successful interviews, if desires, the City will rank the responses and select a firm with which the City will award the work.

ADMINISTRATIVE SERVICES DEPARTMENT

Accountant (1)
Accounts Payable (1)
Billing Clerk (1)
Billing Clerk II (1)
City Administrator (1)
Deputy City Clerk (1)
Human Resources Specialist (1)
Information Technology Specialist (1)
Senior Billing Clerk (1)

ELECTRIC DEPARTMENT

Apprentice Lineworker (2)
Chief Power Plant Operator (1)
Electric Foreman (1)
Electrical Services Technician (1)
Electric Superintendent (1)
Inventory/Admin Assistant (1)
Journey Electrician/Electronic Technician (1)
Lead Lineworker (1)
Lineworker (2)
Master Electrician (1)
Power Plant Operator/Construction Worker (1)
Power Plant Operator (1)
Systems Manager (1)

FIRE DEPARTMENT

Firefighter (5)
Firefighter Co-Chief (2)

LIQUOR DEPARTMENT

Liquor Store Manager (1)
Off Sale Clerk (4)
Off Sale Clerk/Foreman (1)

POLICE DEPARTMENT

Chief of Police (1)
Deputy Chief of Police (1)
Investigator (1)
Investigator/Juvenile Officer (1)
Patrol Officer (9)
Secretary/Parking Maintenance (1)
Sergeant (3)
Word Processing Technician (1)

PUBLIC WORKS

Building Maintenance (1)
Building Inspector (1)
Cemetery Technician (1)
Engineering Technician (1)
Forester/Park Maintenance (1)
Heavy Equipment Operator (1)
Mechanic (1)

Public Works Administrative Assistant (1)
Public Works Director (1)
Public Works Maintenance (12)
Public Works Foreman (1)

WATER SYSTEMS

Water Systems Foreman (1)
Water Systems Operator (3)
Water Systems Superintendent (1)
Water Treatment Plant Operator (3)

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: 5/4/2021

SUBJECT: CivicClerk Custom Template Design

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

MOTION TO: Approve the Customization to the Council Meeting Software

BACKGROUND: Initial software set up to the Council Meeting Agenda/Minutes software did not include a resolution template.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Software quote # Q-16475-1, one time design fee $420

LEGAL CONSIDERATION: None.

DEPARTMENT/RESPONSIBLE PERSON: Angie Philipp, City Administrator

ATTACHMENTS:
None