THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, October 17, 2023

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC HEARING**

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

6. **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**

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

8. **CONSENT AGENDA -** ***These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
   - 8.1. Approval of October 3, 2023 Council Proceedings (page 3-6)
   - 8.2. City of Thief River Falls Bills and Disbursements (page 7-41)
   - 8.3. Appoint Councilmember Scott Pream to all Thief River Falls Bike meetings. (page 42)

9. **NEW BUSINESS**
   - 9.1. United Parcel Service (UPS) – Conditional Use Permit Request (page 43-49)
   - 9.2. RISE Adult Daycare – Conditional Use Permit Request (page 50-55)

9.3. Call for a First Reading Rezoning - Fricke Properties, LLC (ODC) Property (page 56-63)

9.4. Approve 2022 Street and Utilities Easement Final Estimate #3 (page 64-67)

9.5. Approve Consultation Contract Agreement for Norman Betland (page 68-71)

9.6. 2023 Street and Utilities Improvements – Assessment Roll (page 72-74)

9.7. Approve 2023 Street and Utilities Improvement Final Estimate #2 (page 75-77)

9.8. Approval of the Harris Smartworks Statement of Work to revise the maintenance and hosting agreements. (page 78-84)

9.9. Call for Second Reading of An Ordinance Creating Chapter 114 "Cannabis" And Section 114.01 "Use Of Cannabis In Public", In The City Code, And Adopting By Reference City Code Chapter 10, Which, Among Other Things, Contain Penalty Provisions. (page 85-86)

9.10. Approval of An Ordinance Creating Chapter 114 "Cannabis" And Section 114.01 "Use Of Cannabis In Public", In The City Code, And Adopting By Reference City Code Chapter 10, Which, Among Other Things, Contain Penalty Provisions.

9.11. Informational discussion on removal 91.7 Leaf Burning and revising 91.62 Permitting (page 87-92)

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

11. UPCOMING MEETINGS

11.1. LMC Training Session in the Imperial Room - October 25th from 2 - 6:00 p.m.

11.2. Joint City, County and School in the Imperial Room - October 30th at 5:30 p.m.

11.3. City Council Meeting - November 7th at 5:30 p.m.

11.4. Utilities Committee Meeting - November 13th at 7:00 a.m.

11.5. Public Safety Liquor Committee Meeting - November 13th at 4:30 p.m.

11.6. Administrative Services Committee Meeting - November 14th at 4:30 p.m.

11.7. Public Works Committee Meeting - November 15th at 4:30 p.m.

11.8. City Council Meeting - November 21st at 5:30 p.m.

12. INFORMATIONAL ITEMS

12.1. September 2023 Investment Summary (page 93-94)

13. ADJOURNMENT

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

COUNCIL PROCEEDINGS
Tuesday, October 3, 2023

CALL TO ORDER
This meeting is officially called to order at 5:30 p.m. on October 3, 2023. This meeting is being presided over by Mayor Brian Holmer.

PLEDGE OF ALLEGIANCE

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

PUBLIC FORUM

- Cheryl Snetting Mobile Home Park Manager expressed ongoing concerns with water meter replacement.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA
Councilmember Mike Lorenson motioned, being seconded by Councilmember Scott Pream, to approve the agenda with the addition of 8.3.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 10.223.23: Approval of September 19, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 10.223.23, being seconded by Councilmember Megan Bourne, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve September 19, 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.224.23: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 10.224.23, being seconded by Councilmember Megan Bourne, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $1,858,685.04 and council per diem in the amount of $2,680.00. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.225.23: Approval of Volunteer Firefighter Hiring of Erik Brateng, Jonathan Larson, and Keary Petschl

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced Resolution No. 10.225.23, being seconded by Councilmember Megan Bourne, that:

WHEREAS, The Fire Department has had several recent retirements from their volunteer ranks. This hiring will bring them back to normal staffing levels.

WHEREAS, The Thief River Falls Fire Department is a combination department made up of seven full-time firefighters, and twenty-five volunteer firefighters. Due to recent retirements of volunteer firefighters, the Fire Department needs to fill vacant spots to keep adequate staffing levels for emergency response.

THEREFORE, BE IT RESOLVED Approve the hiring of three new Volunteer Firefighters, Erik Brateng, Jonathan Larson, and Keary Petschl. Start date is effective October 4th, 2023 pending successful completion of background checks, drug tests, and physicals.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 10.226.23: Approval of Employment of Franco Trudeau for the Electrical Systems Manager position

Following discussion, Councilmember Scott Pream introduced Resolution No. 10.226.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, On resolution number 6.139.23 the City Council authorized filling the vacant Systems Manager position. Interviews were conducted on September 18th , 2023.

WHEREAS, The city council has authorized filling this position.

THEREFORE, BE IT RESOLVED Approve the employment of Franco Trudeau for the Electrical Systems Manager position. Mr. Trudeau shall be placed at Step 5 of the Grade Level 9 Systems Manager salary schedule for a starting salary of $44.42 per hour, effective October 16th, 2023, pending successful completion of all pre-employment backgrounds and testing.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.227.23: Approve Towards Zero Death (TZD) Proposal for 2023/2024

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 10.227.23, being seconded by Councilmember Megan Bourne, that:

WHEREAS, Thief River Falls Police Officer Ben Tureson oversees our TZD program. Officer Tureson and Pennington County Deputy Alex Henningson drafted a grant for TZD funds. The state awarded $27,700.00 to the Thief River Falls Police Department, the Pennington County Sheriff's office and the Marshall County Sheriff's office. These funds will be split equally between the departments and will go towards TZD enforcement, which includes distracted driving, seatbelt and move over enforcement. The funds will go towards overtime related to this enforcement and any other assistance with this special enforcement. This grant will start on October 1st, 2023 and will end September 30th, 2024. Officer Tureson will handle scheduling and other tasks related to this program.

WHEREAS, Council approval is required before the funds can be used towards this enforcement.

THEREFORE, BE IT RESOLVED Approve 2023/2024 TZD Grant to the Thief River Falls Police Department to share with the Pennington County Sheriff's office and the Marshall County Sheriff's office.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.228.23: Approve American Legion Post 117 Temporary On-Sale Liquor License 2 day Permit

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 10.228.28, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, The American Legion has applied for a Permit for a 2 Day Temporary On-Sale Liquor License off premise at the Thief River Falls Curling Club – Indoor Arena.

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

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

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

THEREFORE, BE IT RESOLVED Approve a Permit for a 2 Day Temporary On-Sale Liquor License effective October 14-15, 2023, from 8 pm to 1 am.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.229.23: Approve 45 Day Prior Notice Submission of Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 10.229.28, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED Approved to have Renee Olson, Deputy City Clerk send a letter to On-Sale Liquor License holders requiring to submit "Application and Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License" forms to the city 45 days prior to the event date. The 45-day requirement is effective immediately.

This process will ensure that the city has time to review that all documents are received,

committee/council review prior to the 30-day submission requirement by Alcohol and Gambling Enforcement Division with the state.

Failure to meet these requirements could result in delays in approvals.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Scott Pream mentioned Take Back the Beach Day was a success. Amanda Hughes wanted to thank the Public Works department for their help in the cleanup of the beach.
- Councilmember Steve Narverud reminded residents of Leaf Pick up will start October 2nd - October 27th, boulevard pickup. Residents need to move vehicles, place leaves on the edge and do not place by posts.

UPCOMING MEETINGS

- Utilities Committee Meeting - October 9th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - October 9th at 4:30 p.m.
- Administrative Services Committee Meeting - October 10th at 4:30 p.m.
- Public Works Committee Meeting - October 11th at 4:30 p.m.
- City Council Meeting - October 17th at 5:30 p.m.
- Joint City, County and School in the Imperial Room - October 30th at 5:30 p.m.

INFORMATIONAL ITEMS

ADJOURNMENT

There being no further discussion, Councilmember Mike Lorenson, being seconded by Councilmember Scott Pream to adjourn at 5:48 p.m. On vote being taken, the Chair declared the motion unanimously carried.

_____
Brian D. Holmer, Mayor

Attest: _____
Angela Philipp, City Administrator

CITY OF THIEF RIVER FALLS
EXPENSE ACCOUNT CODES

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

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS
OCTOBER 17th, 2023

SUMMARY OF DISBURSEMENTS

10/4/2023	UB PKT #1943 - REFUND CHECKS	$3,355.13
10/4/2023	UB PKT #1960 - REFUND CHECKS	$306.27
10/4/2023	AP PKT #719 - DIRECT PAYABLES	$20.00
10/6/2023	AP PKT #720 - DIRECT PAYABLES	$89,995.95
10/5/2023	AP PKT #717 - PAYROLL #20	$208,538.37
10/5/2023	AP PKT #718 - PAYROLL #20	$301.92
10/10/2023	AP PKT #727 - DIRECT PAYABLES	$20,590.26
10/13/2023	AP PKT #728 - DIRECT PAYABLES	$56,571.78
10/17/2023	AP PKT #729 - COUNCIL MEETING	$306,065.92
GRAND TOTAL OF DISBURSEMENTS		**$685,745.60**

City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT01960 - WYATT KORMICK/KATHRYN NELSON

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
11-01341-004	KORMICK, WYATT C	9/29/2023	90894	28.17			28.17	Deposit
22-04682-001	NELSON, KATHRYN I	9/29/2023	90895	278.10			278.10	Deposit
Total Refunds: 2			**Total Refunded Amount:**	306.27				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	306.27
Revenue Total:	306.27

General Ledger Distribution

Posting Date: 10/04/2023

	Account Number	Account Name	Posting Amount	IFT
Fund:	690 - ELECTRIC UTILITY FUND			
	690-10101	Cash & Investments	-306.27	Yes
	690-11530	Accts Receivable - Billing	306.27	
		690 Total:	0.00	
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-306.27	
	999-20700	Due To Other Funds	306.27	Yes
		999 Total:	0.00	
		Distribution Total:	0.00	

City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT01943 - Refunds 01 UBPKT01932 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
06-00753-008	CLAEYS, SABRINA M.	10/4/2023	90874	133.46			133.46	Generated From Billing
07-04391-006	SHETLER, ALLISON M	10/4/2023	90875	163.52			163.52	Generated From Billing
15-01886-005	MAINTENANCE, TEAM	10/4/2023	90876	202.78			202.78	Generated From Billing
25-04976-000	ELLEFSON, BREANNA E	10/4/2023	90877	192.01			192.01	Generated From Billing
26-04625-006	WEBB, CHRISTOPHER A	10/4/2023	90878	339.90			339.90	Generated From Billing
26-04631-005	MACLEOD, PAUL	10/4/2023	90879	78.07			78.07	Generated From Billing
26-04851-003	SMITH, STEPHANIE M	10/4/2023	90880	189.23			189.23	Generated From Billing
26-04859-006	PELTIER, CLAYTON J	10/4/2023	90881	194.30			194.30	Generated From Billing
26-04868-002	MCCALL, BARRY M	10/4/2023	90882	97.56			97.56	Generated From Billing
26-04922-004	PERFECTO, MASON J	10/4/2023	90883	145.73			145.73	Generated From Billing
26-05080-002	GULSETH, MARNIE J	10/4/2023	90884	159.79			159.79	Generated From Billing
26-05193-003	TAPIA, CRISTIAN A	10/4/2023	90885	133.77			133.77	Generated From Billing
27-03750-006	BORG, CYNTHIA M	10/4/2023	90886	22.08			22.08	Generated From Billing
31-05192-002	BENKE, JESSICA A	10/4/2023	90887	172.88			172.88	Generated From Billing
31-05206-001	BAILEY, CODY J	10/4/2023	90888	188.00			188.00	Generated From Billing
31-05226-002	MONTERO, CRIS A	10/4/2023	90889	188.50			188.50	Generated From Billing
31-05259-002	JR, STEPHEN D ONEILL	10/4/2023	90890	166.62			166.62	Generated From Billing
31-05267-001	TOLLE, JOSHUA C	10/4/2023	90891	193.57			193.57	Generated From Billing
31-05272-002	MAGNUSEN, TODD A	10/4/2023	90892	192.61			192.61	Generated From Billing
31-05275-002	ZICK, LORI M	10/4/2023	90893	200.75			200.75	Generated From Billing
Total Refunds: 20			**Total Refunded Amount:**	3,355.13				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	3355.13
Revenue Total:	3355.13

General Ledger Distribution

Posting Date: 09/27/2023

Account Number	Account Name	Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND			
690-10101	Cash & Investments	-3,355.13	Yes
690-11530	Accts Receivable - Billing	3,355.13	
	690 Total:	0.00	

General Ledger Distribution

Posting Date: 09/27/2023

Account Number	Account Name	Posting Amount	IFT
Fund: 999 - POOL CASH FUND			
999-10101	Pooled Cash & Investments	-3,355.13	
999-20700	Due To Other Funds	3,355.13	Yes
	999 Total:	0.00	
	Distribution Total:	0.00	

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
Vendor: INTERNAL REVENUE SERVICE						
INTERNAL REVENUE SERVICE	INV0000889	10/05/2023	740-20150	Payroll Taxes Payable	MEDICARE	6,568.34
INTERNAL REVENUE SERVICE	INV0000889	10/05/2023	740-20150	Payroll Taxes Payable	FED W/H	20,822.16
INTERNAL REVENUE SERVICE	INV0000889	10/05/2023	740-20150	Payroll Taxes Payable	SOCIAL SECURITY	19,471.04
					Vendor INTERNAL REVENUE SERVICE Total:	**46,861.54**
Vendor: LAW ENFORCEMENT LABOR SERVICES						
LAW ENFORCEMENT LABOR...	INV0000883	10/05/2023	740-24000	Clearing Account	LELS Dues	945.00
					Vendor LAW ENFORCEMENT LABOR SERVICES Total:	**945.00**
Vendor: MN DPT OF REVENUE - GARNISHMENTS						
MN DPT OF REVENUE - GA...	INV0000885	10/05/2023	740-24000	Clearing Account	Garnishment	213.35
					Vendor MN DPT OF REVENUE - GARNISHMENTS Total:	**213.35**
Vendor: MN DPT OF REVENUE - WITHHOLDING						
MN DPT OF REVENUE - WIT...	INV0000888	10/05/2023	740-20160	State Withholding	State W/H Tax	10,338.39
					Vendor MN DPT OF REVENUE - WITHHOLDING Total:	**10,338.39**
Vendor: NCPERS GROUP LIFE INSURANCE						
NCPERS GROUP LIFE INSUR...	INV0000884	10/05/2023	740-24000	Clearing Account	PLIFE	416.00
					Vendor NCPERS GROUP LIFE INSURANCE Total:	**416.00**
Vendor: NORTHWEST SERVICE COOPERATIVE						
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	100-4150-61310	Health Insurance	Health Insurance Premium	4,161.98
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	100-4210-61310	Health Insurance	Health Insurance Premium	16,784.01
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	100-4220-61310	Health Insurance	Health Insurance Premium	5,361.46
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	100-4240-61310	Health Insurance	Health Insurance Premium	1,428.51
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	100-4312-61310	Health Insurance	Health Insurance Premium	6,992.63
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	100-4315-61310	Health Insurance	Health Insurance Premium	4,735.35
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	100-4510-61310	Health Insurance	Health Insurance	1,454.88
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	100-4650-61310	Health Insurance	Health Insurance Premium	3,509.50
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	610-4825-61310	Health Insurance	Health Insurance Premium	8,556.01
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	620-4825-61310	Health Insurance	Health Insurance Premium	4,174.53
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	680-4825-61310	Health Insurance	Health Insurance Premium	5,114.30
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	690-4825-61310	Health Insurance	Health Insurance Premium	12,830.28
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	740-4870-63620	Employee BC/BS Monthly Bil..	Health Insurance Employee ...	18,146.26
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	740-4870-63660	Retiree BC/BS Monthly billi...	Health Insurance Retiree	7,017.40
NORTHWEST SERVICE COO...	INV0000891	10/09/2023	820-4825-61310	Health Insurance	Health Insurance Premium	1,428.51
					Vendor NORTHWEST SERVICE COOPERATIVE Total:	**101,695.61**
Vendor: P E R A OF MN						
P E R A OF MN	INV0000887	10/05/2023	740-20180	PERA Payable	PERA EE/ER P&F	21,078.14

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
P E R A OF MN	INV0000887	10/05/2023	740-20180	PERA Payable	PERA EE/ER COORD		22,631.44
						Vendor P E R A OF MN Total:	**43,709.58**
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0000886	10/05/2023	740-24000	Clearing Account	LTD Premium		332.77
						Vendor SUN LIFE FINANCIAL (LTD) Total:	**332.77**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000880	10/05/2023	740-24000	Clearing Account	Contributions Employee		3,711.38
						Vendor VANTAGEPOINT ICMA Total:	**3,711.38**
Vendor: WEX BANK							
WEX BANK	INV0000882	10/05/2023	740-24000	Clearing Account	HSA		284.75
WEX BANK	INV0000890	09/25/2023	100-4210-61310	Health Insurance	VEBA Re-Deposit		30.00
						Vendor WEX BANK Total:	**314.75**
						Grand Total:	**208,538.37**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	44,458.32
610 - LIQUOR DISPENSARY	8,556.01
620 - WATER UTILITY FUND	4,174.53
680 - WASTEWATER UTILITY FUND	5,114.30
690 - ELECTRIC UTILITY FUND	12,830.28
740 - TRF HEALTH INSURANCE FUND	131,976.42
820 - GREENWOOD CEMETERY FUND	1,428.51
Grand Total:	**208,538.37**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	4,161.98
100-4210-61310	Health Insurance	16,814.01
100-4220-61310	Health Insurance	5,361.46
100-4240-61310	Health Insurance	1,428.51
100-4312-61310	Health Insurance	6,992.63
100-4315-61310	Health Insurance	4,735.35
100-4510-61310	Health Insurance	1,454.88
100-4650-61310	Health Insurance	3,509.50
610-4825-61310	Health Insurance	8,556.01
620-4825-61310	Health Insurance	4,174.53
680-4825-61310	Health Insurance	5,114.30
690-4825-61310	Health Insurance	12,830.28
740-20150	Payroll Taxes Payable	46,861.54
740-20160	State Withholding	10,338.39
740-20180	PERA Payable	43,709.58
740-24000	Clearing Account	5,903.25
740-4870-63620	Employee BC/BS Monthl...	18,146.26
740-4870-63660	Retiree BC/BS Monthly bi..	7,017.40
820-4825-61310	Health Insurance	1,428.51
	Grand Total:	**208,538.37**

Project Account Summary

Project Account Key	Expense Amount
None	208,538.37
Grand Total:	**208,538.37**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00718 - PYPKT00952 - 2023 10 05 #20 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0000881	10/05/2023	740-24000	Clearing Account	FLEX VISION		301.92
						Vendor VSP INSURANCE CO Total:	**301.92**
						Grand Total:	**301.92**

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	301.92
Grand Total:	**301.92**

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	301.92
	Grand Total:	**301.92**

Project Account Summary

Project Account Key	Expense Amount
None	301.92
Grand Total:	**301.92**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00719 - 10/04/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: M M B A							
M M B A	S OLSON - TRF MN	10/04/2023	610-4890-64400	Travel, Conference, School	REG FEE - STEVE OLSON		20.00
						Vendor M M B A Total:	**20.00**
						Grand Total:	**20.00**

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	20.00
Grand Total:	**20.00**

Account Summary

Account Number	Account Name	Expense Amount
610-4890-64400	Travel, Conference, Sch...	20.00
	Grand Total:	**20.00**

Project Account Summary

Project Account Key	Expense Amount
None	20.00
Grand Total:	**20.00**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00720 - 10/06/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	1DP43C4V3JXK	09/18/2023	100-4192-62020	Computer Supplies	2ND HALF SEP 2023 -		34.78
AMAZON CAPITAL SERVICES ..	1DP43C4V3JXK	09/18/2023	100-4220-62020	Computer Supplies	2ND HALF SEP 2023 - IPAD ...		39.99
AMAZON CAPITAL SERVICES ..	1DP43C4V3JXK	09/18/2023	100-4220-62210	Equipment Maint & Repair	2ND HALF SEP 2023 - REPLA...		30.99
AMAZON CAPITAL SERVICES ..	1DP43C4V3JXK	09/18/2023	100-4315-62990	Misc. Operating Expense	2ND HALF SEP 2023 - MISC ...		124.87
AMAZON CAPITAL SERVICES ..	1DP43C4V3JXK	09/18/2023	610-4840-62010	Office Supplies	2ND HALF SEP 2023 - BINDE...		21.98
AMAZON CAPITAL SERVICES ..	1DP43C4V3JXK	09/18/2023	610-4850-62230	Building Maint & Repair	2ND HALF SEP 2023 - MOP ...		15.96
AMAZON CAPITAL SERVICES ..	1DP43C4V3JXK	09/18/2023	620-4840-62990	Misc. Operating Expense	2ND HALF SEP 2023 - KEYB...		49.99
AMAZON CAPITAL SERVICES ..	1DP43C4V3JXK	09/18/2023	680-4850-62210	Equipment Maint & Repair	2ND HALF SEP 2023 - HITCH ...		399.95
AMAZON CAPITAL SERVICES ..	1DP43C4V3JXK	09/18/2023	680-4850-62210	Equipment Maint & Repair	2ND HALF SEP 2023 - 6" P...		68.06
						Vendor AMAZON CAPITAL SERVICES INC Total:	**786.57**
Vendor: ARAMARK UNIFORM & CAREER APPAREL GROUP INC							
ARAMARK UNIFORM & CAR...	2630194363	10/03/2023	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 10/03/...		85.13
						Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:	**85.13**
Vendor: CAPITAL ONE							
CAPITAL ONE	1651075210	10/04/2023	620-4840-62010	Office Supplies	AUG/SEP 2023 STMT - TAPE...		15.45
CAPITAL ONE	1651075210	10/04/2023	620-4840-62990	Misc. Operating Expense	AUG/SEP 2023 STMT - TRA...		10.91
CAPITAL ONE	1651075210	10/04/2023	690-4850-62350	Power Plant/Dam Maint	AUG/SEP 2023 STMT - DETE...		14.94
						Vendor CAPITAL ONE Total:	**41.30**
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	4521332	09/07/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		246.50
COCA-COLA BOTTLING CO...	4521374	09/14/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		197.50
COCA-COLA BOTTLING CO...	4549621	09/21/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		345.50
COCA-COLA BOTTLING CO...	4549664	09/28/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		434.00
						Vendor COCA-COLA BOTTLING COMPANY Total:	**1,223.50**
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023		36.28
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023		172.42
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023		1,324.76
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023		432.57
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	100-4240-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023		33.21
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023		1,245.27
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023		1,441.88
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023		789.44
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	100-4650-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023		77.79
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023		623.54

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	670-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023	271.87
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023	567.19
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023	1,294.20
FARMERS UNION OIL COM...	SEP 2023	09/30/2023	820-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023	174.48
					Vendor FARMERS UNION OIL COMPANY Total:	**8,484.90**
Vendor: LUNSETH PLUMBING AND HEATING CO						
LUNSETH PLUMBING AND H...	12328453	09/26/2023	520-4680-65900	Work in Process-Constructi...	WELDING SERVICES - OIL SE...	3,159.20
					Vendor LUNSETH PLUMBING AND HEATING CO Total:	**3,159.20**
Vendor: NORTHDALE OIL INC						
NORTHDALE OIL INC	SEP 2023	09/30/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023	1,660.60
NORTHDALE OIL INC	SEP 2023	09/30/2023	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023	193.93
NORTHDALE OIL INC	SEP 2023	09/30/2023	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023	179.01
NORTHDALE OIL INC	SEP 2023	09/30/2023	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2023	52.00
					Vendor NORTHDALE OIL INC Total:	**2,085.54**
Vendor: NORTHWEST BEVERAGE INC						
NORTHWEST BEVERAGE INC	146740	09/18/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	242.55
NORTHWEST BEVERAGE INC	146740	09/18/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER	13,385.40
NORTHWEST BEVERAGE INC	146764	09/19/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER	652.00
NORTHWEST BEVERAGE INC	146843	09/22/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	242.55
NORTHWEST BEVERAGE INC	146843	09/22/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER	14,058.15
NORTHWEST BEVERAGE INC	146843	09/22/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX	182.50
NORTHWEST BEVERAGE INC	146867	09/25/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	210.95
NORTHWEST BEVERAGE INC	146867	09/25/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER	7,409.80
NORTHWEST BEVERAGE INC	146941	09/29/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	661.75
NORTHWEST BEVERAGE INC	146941	09/29/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER	21,310.85
					Vendor NORTHWEST BEVERAGE INC Total:	**58,356.50**
Vendor: PEPSI BEVERAGES COMPANY						
PEPSI BEVERAGES COMPANY	18290403	09/28/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX	266.85
					Vendor PEPSI BEVERAGES COMPANY Total:	**266.85**
Vendor: T R F CONVENTION &						
T R F CONVENTION &	AUG 2023	10/06/2023	100-4670-63030	Contracts Expense	LODGING TAX - AUG 2023	13,893.21
					Vendor T R F CONVENTION & Total:	**13,893.21**
Vendor: VERIZON WIRELESS #786782900						
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4150-63210	Communication Expense	SEP/OCT 2023 STMT -	41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4150-63210	Communication Expense	SEP/OCT 2023 STMT -	51.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4150-63210	Communication Expense	SEP/OCT 2023 STMT -	41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4192-63020	Computer Maintenance & li...	SEP/OCT 2023 STMT -	40.01
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4192-63210	Communication Expense	SEP/OCT 2023 STMT -	40.01
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4194-63210	Communication Expense	SEP/OCT 2023 STMT -	41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -	41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -	41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -	41.20

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4210-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4240-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4510-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4510-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	100-4650-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	610-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	620-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	620-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		40.03
VERIZON WIRELESS #78678...	9945008158	09/21/2023	620-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	650-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	680-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	690-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	690-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	690-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	690-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	690-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	820-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
VERIZON WIRELESS #78678...	9945008158	09/21/2023	820-4830-63210	Communication Expense	SEP/OCT 2023 STMT -		41.20
						Vendor VERIZON WIRELESS #786782900 Total:	**1,613.25**
						Grand Total:	**89,995.95**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	22,789.82
520 - 2018 ARENA PROJECT	3,159.20
610 - LIQUOR DISPENSARY	59,925.99
620 - WATER UTILITY FUND	907.45
650 - TOURIST PARK - VENUWORKS	41.20
670 - STORM WATER UTILITY FUND	271.87
680 - WASTEWATER UTILITY FUND	1,076.40
690 - ELECTRIC UTILITY FUND	1,567.14
820 - GREENWOOD CEMETERY FUND	256.88
Grand Total:	**89,995.95**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	133.60
100-4192-62020	Computer Supplies	34.78
100-4192-63020	Computer Maintenance...	40.01
100-4192-63210	Communication Expense	40.01
100-4194-62120	Gas-Oil-Lube	36.28
100-4194-63210	Communication Expense	41.20
100-4210-62120	Gas-Oil-Lube	3,157.78
100-4210-63210	Communication Expense	659.20
100-4220-62020	Computer Supplies	39.99
100-4220-62120	Gas-Oil-Lube	432.57
100-4220-62210	Equipment Maint & Repa..	30.99
100-4240-62120	Gas-Oil-Lube	33.21
100-4240-63210	Communication Expense	41.20
100-4312-62120	Gas-Oil-Lube	1,439.20
100-4315-62120	Gas-Oil-Lube	1,620.89
100-4315-62990	Misc. Operating Expense	124.87
100-4510-62120	Gas-Oil-Lube	789.44
100-4510-63210	Communication Expense	82.40
100-4650-62120	Gas-Oil-Lube	77.79
100-4650-63210	Communication Expense	41.20
100-4670-63030	Contracts Expense	13,893.21
520-4680-65900	Work in Process-Constru...	3,159.20
610-4810-62510	Liquor for Resale	1,357.80
610-4810-62520	Beer for Resale	56,816.20
610-4810-62540	Soft Drinks/Mix for Resa...	1,672.85
610-4830-63210	Communication Expense	41.20
610-4840-62010	Office Supplies	21.98
610-4850-62230	Building Maint & Repair	15.96
620-4830-63210	Communication Expense	122.43

Account Summary

Account Number	Account Name	Expense Amount
620-4840-62010	Office Supplies	15.45
620-4840-62120	Gas-Oil-Lube	623.54
620-4840-62990	Misc. Operating Expense	60.90
620-4890-63030	Contracts Expense	85.13
650-4830-63210	Communication Expense	41.20
670-4840-62120	Gas-Oil-Lube	271.87
680-4830-63210	Communication Expense	41.20
680-4840-62120	Gas-Oil-Lube	567.19
680-4850-62210	Equipment Maint & Repa..	468.01
690-4830-63210	Communication Expense	206.00
690-4840-62120	Gas-Oil-Lube	1,346.20
690-4850-62350	Power Plant/Dam Maint	14.94
820-4830-63210	Communication Expense	82.40
820-4840-62120	Gas-Oil-Lube	174.48
	Grand Total:	**89,995.95**

Project Account Summary

Project Account Key	Expense Amount
None	89,995.95
Grand Total:	**89,995.95**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: COMMISSIONER OF PUBLIC SAFETY							
COMMISSIONER OF PUBLIC ...	10 10 23	10/10/2023	100-4210-65400	Machinery & Equipment	2018 FORD TAURUS		9,375.00
					Vendor COMMISSIONER OF PUBLIC SAFETY Total:		**9,375.00**
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	100-4150-63210	Communication Expense	PHONE CHARGES - OCT/NO...		429.74
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	100-4194-63210	Communication Expense	PHONE CHARGES - OCT/NO...		40.85
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	100-4220-63210	Communication Expense	PHONE CHARGES - OCT/NO...		103.85
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	100-4240-63210	Communication Expense	PHONE CHARGES - OCT/NO...		36.98
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	100-4312-63210	Communication Expense	PHONE CHARGES - OCT/NO...		41.99
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	100-4315-63210	Communication Expense	PHONE CHARGES - OCT/NO...		41.98
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	100-4510-63210	Communication Expense	PHONE CHARGES - OCT/NO...		48.99
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	100-4570-63210	Communication Expense	PHONE CHARGES - OCT/NO...		9.99
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	100-4650-63210	Communication Expense	PHONE CHARGES - OCT/NO...		137.97
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	100-4670-64500	Senior Citizen Programs	PHONE CHARGES - OCT/NO...		81.70
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	610-4830-63210	Communication Expense	PHONE CHARGES - OCT/NO...		154.84
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	610-4830-63210	Communication Expense	PHONE CHARGES - OCT/NO...		0.18
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	620-4830-63210	Communication Expense	PHONE CHARGES - OCT/NO...		222.87
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	630-4830-63210	Communication Expense	PHONE CHARGES - OCT/NO...		322.70
GARDEN VALLEY TECHNOL...	101279258	10/10/2023	690-4830-63210	Communication Expense	PHONE CHARGES - OCT/NO...		341.91
					Vendor GARDEN VALLEY TECHNOLOGIES Total:		**2,016.54**
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR...	SEP 2023 - ASH	10/02/2023	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - SEP 20...		43.43
GLOBAL PAYMENTS INTEGR...	SEP 2023 - ASH	10/02/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - SEP 20...		1,403.77
GLOBAL PAYMENTS INTEGR...	SEP 2023 - ELEC	10/02/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - SEP 20...		74.95
GLOBAL PAYMENTS INTEGR...	SEP 2023 - GEN	10/02/2023	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - SEP 20...		97.45
					Vendor GLOBAL PAYMENTS INTEGRATED Total:		**1,619.60**
Vendor: MINNESOTA ENERGY GROUP-00003							
MINNESOTA ENERGY GROU...	4756917133	10/03/2023	100-4220-63890	Utilities Expense	GAS METER READING - SEP ...		61.77
MINNESOTA ENERGY GROU...	4756917133	10/03/2023	100-4550-63890	Utilities Expense	GAS METER READING - SEP ...		72.32
MINNESOTA ENERGY GROU...	4756917133	10/03/2023	100-4560-63890	Utilities Expense	GAS METER READING - SEP ...		65.29
MINNESOTA ENERGY GROU...	4756917133	10/03/2023	100-4570-63890	Utilities Expense	GAS METER READING - SEP ...		66.02
MINNESOTA ENERGY GROU...	4756917133	10/03/2023	680-4830-63890	Utilities Expense	GAS METER READING - SEP ...		27.69
					Vendor MINNESOTA ENERGY GROUP-00003 Total:		**293.09**
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROU...	4753349865	10/02/2023	690-4830-63890	Utilities Expense	GAS METER READING - SEP ...		81.56
					Vendor MINNESOTA ENERGY GROUP-00005 Total:		**81.56**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
Vendor: MINNESOTA ENERGY GROUP-00007						
MINNESOTA ENERGY GROU...	4759737015	10/05/2023	100-4194-63890	Utilities Expense	GAS METER READING - SEP ...	27.69
					Vendor MINNESOTA ENERGY GROUP-00007 Total:	**27.69**
Vendor: PENNINGTON CO HUMANE SOCIETY						
PENNINGTON CO HUMANE ...	OCT 2023	10/10/2023	100-4210-63100	Animal Control	ANIMAL CONTROL SERVICES..	1,400.00
					Vendor PENNINGTON CO HUMANE SOCIETY Total:	**1,400.00**
Vendor: POMPS TIRE SERVICE INC						
POMPS TIRE SERVICE INC	1550024385	09/27/2023	100-4315-62210	Equipment Maint & Repair	TIRES (4) - #5607	2,638.38
POMPS TIRE SERVICE INC	1550024463	09/21/2023	100-4210-62210	Equipment Maint & Repair	TIRES (4) - 2018 FORD	798.32
POMPS TIRE SERVICE INC	1550024501	09/25/2023	690-4850-62210	Equipment Maint & Repair	SERVICE - #360 TRENCHER	13.78
					Vendor POMPS TIRE SERVICE INC Total:	**3,450.48**
Vendor: SWS CREDIT SERVICES INC - GRAFTON						
SWS CREDIT SERVICES INC -...	12794	09/29/2023	690-4890-64320	Uncollectable Accounts	FOZZIES FEES	442.92
					Vendor SWS CREDIT SERVICES INC - GRAFTON Total:	**442.92**
Vendor: VERIZON WIRELESS #742042583						
VERIZON WIRELESS #74204...	9945788476	10/01/2023	100-4192-63020	Computer Maintenance & li...	MONTHLY IPAD CHARGES - ...	141.75
VERIZON WIRELESS #74204...	9945788476	10/01/2023	100-4220-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	100-4240-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
VERIZON WIRELESS #74204...	9945788476	10/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...	40.01
					Vendor VERIZON WIRELESS #742042583 Total:	**821.92**
Vendor: YVONNE PEDERSON						
YVONNE PEDERSON	NOV 2023	10/10/2023	810-4820-61500	Annuity Payments	POLICE PENSION - NOV 2023	1,061.46
					Vendor YVONNE PEDERSON Total:	**1,061.46**
					Grand Total:	**20,590.26**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	15,921.50
610 - LIQUOR DISPENSARY	155.02
620 - WATER UTILITY FUND	342.90
630 - ARENAS - VENUWORKS	322.70
680 - WASTEWATER UTILITY FUND	67.70
690 - ELECTRIC UTILITY FUND	2,718.98
810 - POLICE RELIEF ASSOCIATION	1,061.46
Grand Total:	**20,590.26**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	429.74
100-4192-63020	Computer Maintenance...	141.75
100-4194-63210	Communication Expense	40.85
100-4194-63890	Utilities Expense	27.69
100-4210-62210	Equipment Maint & Repa..	798.32
100-4210-63100	Animal Control	1,400.00
100-4210-65400	Machinery & Equipment	9,375.00
100-4220-63210	Communication Expense	143.86
100-4220-63890	Utilities Expense	61.77
100-4240-63210	Communication Expense	76.99
100-4312-63210	Communication Expense	41.99
100-4315-62210	Equipment Maint & Repa..	2,638.38
100-4315-63210	Communication Expense	41.98
100-4510-63210	Communication Expense	48.99
100-4550-63890	Utilities Expense	72.32
100-4560-63890	Utilities Expense	65.29
100-4570-63210	Communication Expense	9.99
100-4570-63890	Utilities Expense	66.02
100-4650-63210	Communication Expense	217.99
100-4670-63060	Credit Card Fees	140.88
100-4670-64500	Senior Citizen Programs	81.70
610-4830-63210	Communication Expense	155.02
620-4830-63210	Communication Expense	342.90
630-4830-63210	Communication Expense	322.70
680-4830-63210	Communication Expense	40.01
680-4830-63890	Utilities Expense	27.69
690-4830-63210	Communication Expense	702.00
690-4830-63890	Utilities Expense	81.56
690-4850-62210	Equipment Maint & Repa..	13.78
690-4890-63060	Credit Card Fees	1,478.72
690-4890-64320	Uncollectable Accounts	442.92

Account Summary

Account Number	Account Name	Expense Amount
810-4820-61500	Annuity Payments	1,061.46
	Grand Total:	**20,590.26**

Project Account Summary

Project Account Key		Expense Amount
None		20,590.26
	Grand Total:	**20,590.26**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00728 - 10/13/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0107388900	09/19/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		77.65
BELLBOY CORP - BAR SUPPLY	0107388900	09/19/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - CAN HUGGERS ...		73.90
					Vendor BELLBOY CORP - BAR SUPPLY Total:		**151.55**
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0200894900	09/19/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,114.40
					Vendor BELLBOY CORP - LIQUOR Total:		**2,114.40**
Vendor: BERNICK'S							
BERNICK'S	20033428	09/22/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		519.90
					Vendor BERNICK'S Total:		**519.90**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	293545	09/21/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		262.00
					Vendor BEVERAGE WHOLESALERS INC Total:		**262.00**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	112180750	09/19/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,426.23
BREAKTHRU BEVERAGE	112180751	09/19/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,251.50
					Vendor BREAKTHRU BEVERAGE Total:		**6,677.73**
Vendor: CORE-MARK MIDCONTINENT INC							
CORE-MARK MIDCONTINEN...	1234237	09/20/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		44.66
CORE-MARK MIDCONTINEN...	1234237	09/20/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - TOBACCO		3,952.23
CORE-MARK MIDCONTINEN...	1234237	09/20/2023	610-4840-62990	Misc. Operating Expense	PURCHASE - MATCHES		7.14
					Vendor CORE-MARK MIDCONTINENT INC Total:		**4,004.03**
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	739816	09/21/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		109.55
MC KINNON COMPANY INC	739974	09/22/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		4,508.40
MC KINNON COMPANY INC	740195	09/26/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,550.55
MC KINNON COMPANY INC	740195	09/26/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		17,362.02
MC KINNON COMPANY INC	740195	09/26/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		134.75
MC KINNON COMPANY INC	741172	09/29/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		7,397.70
					Vendor MC KINNON COMPANY INC Total:		**31,062.97**
Vendor: NORTHWOODS ICE OF BEMIDJI INC							
NORTHWOODS ICE OF BEM...	63202	09/22/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		201.50
NORTHWOODS ICE OF BEM...	63218	09/26/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - ICE		182.00
					Vendor NORTHWOODS ICE OF BEMIDJI INC Total:		**383.50**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2391648	09/19/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,550.70
SOUTHERN GLAZERS OF MN	2391648	09/19/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		224.00
SOUTHERN GLAZERS OF MN	2391649	09/19/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		3,591.00
SOUTHERN GLAZERS OF MN	2391650	09/19/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,231.25
SOUTHERN GLAZERS OF MN	2391651	09/19/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,798.75
						Vendor SOUTHERN GLAZERS OF MN Total:	**11,395.70**
						Grand Total:	**56,571.78**

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	56,571.78
Grand Total:	**56,571.78**

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	21,514.38
610-4810-62520	Beer for Resale	29,639.67
610-4810-62530	Wine for Resale	358.75
610-4810-62540	Soft Drinks/Mix for Resa...	642.21
610-4810-62590	Misc. Mdse for Resale	4,409.63
610-4840-62990	Misc. Operating Expense	7.14
Grand Total:		**56,571.78**

Project Account Summary

Project Account Key	Expense Amount
None	56,571.78
Grand Total:	**56,571.78**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	143196	09/06/2023	690-4850-62350	Power Plant/Dam Maint	PAINT / ROLLER COVER - TU...		14.94
ACE HARDWARE	143209	09/06/2023	100-4312-62990	Misc. Operating Expense	KEYS		5.58
ACE HARDWARE	143581	09/11/2023	620-4840-62990	Misc. Operating Expense	PLUMBER CLOTH - WTP		6.99
ACE HARDWARE	143637	09/11/2023	100-4194-62230	Building Maint & Repair	CABLE KIT ROOF DE ICE		38.99
ACE HARDWARE	143715	09/12/2023	620-4840-62990	Misc. Operating Expense	MULTI PURPOSE OIL - WTP		13.36
ACE HARDWARE	143729	09/12/2023	620-4840-62990	Misc. Operating Expense	RETURN CREDIT - HARDWA...		-8.37
ACE HARDWARE	143776	09/13/2023	100-4550-62230	Building Maint & Repair	PAINT / BRUSH		57.97
ACE HARDWARE	143784	09/13/2023	690-4850-62350	Power Plant/Dam Maint	SUMP PUMP		174.98
ACE HARDWARE	143913	09/15/2023	620-4840-62170	Field Supplies	TOILET BOWL CLEANER - W...		13.71
ACE HARDWARE	144099	09/18/2023	100-4510-62240	Department Maint & Repair	LOPPER BLADES		57.98
ACE HARDWARE	144181	09/19/2023	100-4220-62210	Equipment Maint & Repair	HARDWARE / FASTENERS - ...		6.20
ACE HARDWARE	144257	09/20/2023	100-4194-62990	Misc. Operating Expense	PINE SOL CLEANERS		44.97
						Vendor ACE HARDWARE Total:	**427.30**
Vendor: ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC							
ADVANCED ENGINEERING ...	89447	09/12/2023	620-4890-63110	Consulting Fees	PROF SRVCS - CONSULTING ...		4,016.60
						Vendor ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC Total:	**4,016.60**
Vendor: AGASSIZ ASPHALT LLC							
AGASSIZ ASPHALT LLC	10453	10/03/2023	100-4312-62240	Department Maint & Repair	HOT MIX ASPHALT		1,700.85
						Vendor AGASSIZ ASPHALT LLC Total:	**1,700.85**
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2312	10/03/2023	620-4840-62160	Chemicals	CHEMICALS		14,962.24
AQUA PURE INC	TRFMN2313	10/07/2023	620-4850-62220	Plant Equip Maint & Repair	CHEMICAL PUMP		1,803.66
						Vendor AQUA PURE INC Total:	**16,765.90**
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3630587	09/25/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		172.30
						Vendor ARTISAN BEER COMPANY Total:	**172.30**
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9638748	08/28/2023	100-4312-62240	Department Maint & Repair	SCOTCH BRITE		32.99
AUTO VALUE T R F	9638874	08/28/2023	100-4315-62210	Equipment Maint & Repair	FILTER		62.93
AUTO VALUE T R F	9639353	08/31/2023	100-4210-62990	Misc. Operating Expense	BATTERY		152.99
AUTO VALUE T R F	9639789	09/05/2023	100-4220-62120	Gas-Oil-Lube	10W30 / PRIME YELLOW		43.49
AUTO VALUE T R F	9640516	09/11/2023	100-4510-62210	Equipment Maint & Repair	FILTER #5416		5.29
AUTO VALUE T R F	9640559	09/11/2023	100-4312-62210	Equipment Maint & Repair	PRIMER		68.90
AUTO VALUE T R F	9641188	09/15/2023	620-4850-62230	Building Maint & Repair	HVAC BELT		17.99

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
AUTO VALUE T R F	9642244	09/25/2023	100-4312-62210	Equipment Maint & Repair	MUFFLER		64.11
						Vendor AUTO VALUE T R F Total:	**448.69**
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC ...	804204	09/28/2023	100-4670-62990	Misc. Operating Expense	FLEX FEE - SEP 2023		180.00
						Vendor BRADY MARTZ & ASSOC PC INC Total:	**180.00**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	112281512	09/26/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		4,201.68
						Vendor BREAKTHRU BEVERAGE Total:	**4,201.68**
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1780263	09/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		108.00
C & L DISTRIBUTING	1780263	09/28/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		489.30
C & L DISTRIBUTING	1780263	09/28/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		90.00
						Vendor C & L DISTRIBUTING Total:	**687.30**
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10342736	09/14/2023	690-4840-62990	Misc. Operating Expense	TOILET TISSUE / HAND WIP...		170.66
COLE PAPERS INC	10342785	09/14/2023	610-4840-62140	Off Sale Supplies	ROLLS THERMAL PAPER		67.66
COLE PAPERS INC	10342785	09/14/2023	610-4840-62990	Misc. Operating Expense	HAND TOWELS		90.84
COLE PAPERS INC	10342785	09/14/2023	610-4850-62230	Building Maint & Repair	DUSTING SHEETS		115.12
COLE PAPERS INC	10344279	09/21/2023	620-4840-62990	Misc. Operating Expense	DISINFECTANT CLEANERS		117.50
						Vendor COLE PAPERS INC Total:	**561.78**
Vendor: DANA C KLOS							
DANA C KLOS	09 27 23	09/27/2023	100-4210-63100	Animal Control	ANIMAL CONTROL - SEP 20...		30.00
						Vendor DANA C KLOS Total:	**30.00**
Vendor: DARWIN C KLEMETSON							
DARWIN C KLEMETSON	3183	10/04/2023	670-4890-64370	Taxes and Licenses	CURB & GUTTER REPAIR & ...		3,599.55
DARWIN C KLEMETSON	3200	10/04/2023	670-4890-64370	Taxes and Licenses	CURB		4,001.40
						Vendor DARWIN C KLEMETSON Total:	**7,600.95**
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	99815838	09/09/2023	680-4850-62220	Lift Station and Pond Maint...	BATTERY - LIFT #2		61.88
DIGI KEY CORPORATION	99817592	09/11/2023	680-4850-62220	Lift Station and Pond Maint...	RELAY - LIFT STATION		152.31
DIGI KEY CORPORATION	99849410	09/11/2023	680-4850-62220	Lift Station and Pond Maint...	BATTERY - LIFT STATION		150.19
						Vendor DIGI KEY CORPORATION Total:	**364.38**
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	12948	09/12/2023	680-4840-62170	Field Supplies	SHIPPING CHARGES - WW S...		17.17
EAZY PACK N SHIP	12952	09/12/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES - ST SA...		192.39
						Vendor EAZY PACK N SHIP Total:	**209.56**
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	0222720	09/01/2023	100-4312-62240	Department Maint & Repair	ARBOR BLADE / DRAG TIP		179.94
						Vendor EVANS SCRAP AND STEEL INC Total:	**179.94**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
Vendor: FALLS TOWING LLC						
FALLS TOWING LLC	22615	10/02/2023	620-4850-62210	Equipment Maint & Repair	TOWING - '21 RAM PICKUP	70.00
					Vendor FALLS TOWING LLC Total:	**70.00**
Vendor: FLAHERTY AND HOOD PA						
FLAHERTY AND HOOD PA	20091	10/04/2023	560-4680-65940	Work in Progress - Legal/Mi...	LITIGATION SERVICES - WW...	3,616.95
					Vendor FLAHERTY AND HOOD PA Total:	**3,616.95**
Vendor: FLEET SUPPLY						
FLEET SUPPLY	138561	09/13/2023	100-4510-62240	Department Maint & Repair	ELEC FENCE WIRE	33.99
FLEET SUPPLY	138821	09/21/2023	620-4840-62990	Misc. Operating Expense	ANTI FREEZE - SEASONAL W...	55.08
FLEET SUPPLY	138956	09/25/2023	690-4850-62350	Power Plant/Dam Maint	PITCHFORK	39.99
FLEET SUPPLY	22604	09/08/2023	690-4840-62880	Personal Protective Equipm...	FR SHIRT - L SKIBICKI	63.89
					Vendor FLEET SUPPLY Total:	**192.95**
Vendor: FLEETPRIDE						
FLEETPRIDE	111432038	09/25/2023	100-4315-62210	Equipment Maint & Repair	AIR DRYER	61.99
					Vendor FLEETPRIDE Total:	**61.99**
Vendor: GARDEN VALLEY TELEPHONE COMPAN						
GARDEN VALLEY TELEPHON...	SRC-93084	10/02/2023	100-4210-62990	Misc. Operating Expense	PHONE CHARGERS (2)	85.48
					Vendor GARDEN VALLEY TELEPHONE COMPAN Total:	**85.48**
Vendor: GOPHER STATE ONE CALL						
GOPHER STATE ONE CALL	3090789	09/30/2023	690-4850-62360	Distribution Maint	BILLABLE LOCATES - SEP 20...	148.50
					Vendor GOPHER STATE ONE CALL Total:	**148.50**
Vendor: GRAYMONT WESTERN CANADA INC						
GRAYMONT WESTERN CAN...	3-405607 RI	10/03/2023	620-4840-62160	Chemicals	CHEMICALS	8,690.73
					Vendor GRAYMONT WESTERN CANADA INC Total:	**8,690.73**
Vendor: HACH COMPANY						
HACH COMPANY	13761865	10/02/2023	620-4840-62170	Field Supplies	LAB SUPPLIES	313.96
					Vendor HACH COMPANY Total:	**313.96**
Vendor: HAWKINS INC						
HAWKINS INC	6584658	09/20/2023	620-4840-62160	Chemicals	CHEMICALS	6,199.77
					Vendor HAWKINS INC Total:	**6,199.77**
Vendor: ICON ARCHITECTURAL GROUP LLC						
ICON ARCHITECTURAL GRO...	20232002746	09/30/2023	520-4680-65900	Work in Process-Constructi...	DESIGN SERVICES - REA EXT...	7,470.00
ICON ARCHITECTURAL GRO...	20232002753	09/30/2023	100-4671-62200	System Expense	DESIGN SERVICES - LIBRARY...	3,988.75
					Vendor ICON ARCHITECTURAL GROUP LLC Total:	**11,458.75**
Vendor: IHLE SPARBY AND HAASE PA						
IHLE SPARBY AND HAASE PA	03699	09/28/2023	100-4160-63040	Legal Fees	CRIMINAL SERVICES - SEP 2...	5,250.00
IHLE SPARBY AND HAASE PA	03700	09/28/2023	100-4160-63040	Legal Fees	CONTRACT SERVICES - SEP ...	2,600.00
					Vendor IHLE SPARBY AND HAASE PA Total:	**7,850.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
Vendor: INNOVATIVE OFFICE SOLUTIONS LL						
INNOVATIVE OFFICE SOLUT...	IN4345708	10/06/2023	100-4670-62010	Office Supplies	STORAGE BOXES / DESK PAD..	62.29
					Vendor INNOVATIVE OFFICE SOLUTIONS LL Total:	**62.29**
Vendor: J & R WASTEWATER INC						
J & R WASTEWATER INC	967	09/20/2023	680-4850-62200	System Expense	SANITARY SEWER MAINTEN...	1,950.00
					Vendor J & R WASTEWATER INC Total:	**1,950.00**
Vendor: JOHNSON BROTHERS LIQUOR						
JOHNSON BROTHERS LIQU...	2389280	09/25/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	1,418.80
JOHNSON BROTHERS LIQU...	2389281	09/25/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE	1,275.00
JOHNSON BROTHERS LIQU...	2389282	09/25/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX	37.00
JOHNSON BROTHERS LIQU...	2389283	09/25/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	13,300.00
JOHNSON BROTHERS LIQU...	2389284	09/25/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	368.00
JOHNSON BROTHERS LIQU...	2389285	09/25/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE	720.00
					Vendor JOHNSON BROTHERS LIQUOR Total:	**17,118.80**
Vendor: LESLIE MICHAEL COTA						
LESLIE MICHAEL COTA	494101	10/05/2023	100-4510-63030	Contracts Expense	GRASS MOWING SERVICES	757.00
					Vendor LESLIE MICHAEL COTA Total:	**757.00**
Vendor: M M U A						
M M U A	62385	09/26/2023	100-4240-62990	Misc. Operating Expense	2023 DRUG & ALCOHOL RA...	35.00
M M U A	62385	09/26/2023	100-4312-62990	Misc. Operating Expense	2023 DRUG & ALCOHOL RA...	105.00
M M U A	62385	09/26/2023	100-4315-62990	Misc. Operating Expense	2023 DRUG & ALCOHOL RA...	105.00
M M U A	62385	09/26/2023	100-4510-62990	Misc. Operating Expense	2023 DRUG & ALCOHOL RA...	70.00
M M U A	62385	09/26/2023	620-4840-62990	Misc. Operating Expense	2023 DRUG & ALCOHOL RA...	52.50
M M U A	62385	09/26/2023	680-4840-62990	Misc. Operating Expense	2023 DRUG & ALCOHOL RA...	52.50
M M U A	62385	09/26/2023	690-4890-63030	Contracts Expense	2023 DRUG & ALCOHOL RA...	280.00
M M U A	62385	09/26/2023	820-4840-62990	Misc. Operating Expense	2023 DRUG & ALCOHOL RA...	35.00
					Vendor M M U A Total:	**735.00**
Vendor: MARCO TECHNOLOGIES LLC NW 7128						
MARCO TECHNOLOGIES LLC...	INV11670800	09/26/2023	690-4890-63030	Contracts Expense	COPIER CONTRACT - SEP 20...	74.07
					Vendor MARCO TECHNOLOGIES LLC NW 7128 Total:	**74.07**
Vendor: MARK BORSETH						
MARK BORSETH	2023-9	09/30/2023	100-4150-63030	Contracts Expense	PLANNING & ZONING SERVI...	525.00
					Vendor MARK BORSETH Total:	**525.00**
Vendor: MAVERICK WINE						
MAVERICK WINE	INV1074787	09/26/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	598.02
MAVERICK WINE	INV1074787	09/26/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE	216.00
					Vendor MAVERICK WINE Total:	**814.02**
Vendor: MIKES AUTOMOTIVE CENTER INC						
MIKES AUTOMOTIVE CENTE...	4929	10/05/2023	100-4240-62120	Gas-Oil-Lube	OIL CHANGE	68.92
					Vendor MIKES AUTOMOTIVE CENTER INC Total:	**68.92**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	3RD QTR 2023	10/06/2023	100-4240-64390	Building Permit Surcharge	3RD QTR 2023 BUILDING PE...		2,233.60
						Vendor MN DPT OF LABOR & INDUSTRY Total:	**2,233.60**
Vendor: MN DPT OF TRANSPORTATION							
MN DPT OF TRANSPORTATI...	P00017018	07/11/2023	100-4312-63030	Contracts Expense	MN 32 & 1ST ST TRAFFIC SI...		52.91
						Vendor MN DPT OF TRANSPORTATION Total:	**52.91**
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	4091	08/14/2023	100-4192-63020	Computer Maintenance & li...	.GOV TENANT		62.50
MORRIS ELECTRONICS INC	4237	08/25/2023	100-4192-63020	Computer Maintenance & li...	SUPPORT		187.50
MORRIS ELECTRONICS INC	4394	08/31/2023	100-4192-63020	Computer Maintenance & li...	SERVICE DAY		1,550.00
MORRIS ELECTRONICS INC	4512	09/07/2023	100-4210-63020	Computer Maintenance & li...	PATROL COMPUTER ISSUES		125.00
MORRIS ELECTRONICS INC	4616	09/14/2023	100-4192-63020	Computer Maintenance & li...	.GOV TENANT MIGRATION		125.00
MORRIS ELECTRONICS INC	4694	09/20/2023	100-4192-63020	Computer Maintenance & li...	.GOV TENANT		125.00
MORRIS ELECTRONICS INC	4746	09/26/2023	100-4192-63020	Computer Maintenance & li...	.GOV TENANT MIGRATION		125.00
MORRIS ELECTRONICS INC	4781	09/27/2023	100-4192-63020	Computer Maintenance & li...	.GOV CLOUD TENANT MIGR...		1,550.00
MORRIS ELECTRONICS INC	4792	09/27/2023	100-4192-63020	Computer Maintenance & li...	CLOUD CONTROLLER		335.35
MORRIS ELECTRONICS INC	4879	10/03/2023	100-4210-63020	Computer Maintenance & li...	SUPPORT NIGHTRIDE		125.00
						Vendor MORRIS ELECTRONICS INC Total:	**4,310.35**
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	728372	09/01/2023	690-4850-62350	Power Plant/Dam Maint	ANTI SEIZE - TURBINE RPR		26.97
N A P A AUTO PARTS THF R...	728501	09/07/2023	100-4312-62210	Equipment Maint & Repair	SHIFTER TUBE - #5518		5.84
N A P A AUTO PARTS THF R...	728558	09/08/2023	100-4315-62210	Equipment Maint & Repair	WHEEL NUT - #5606		7.58
N A P A AUTO PARTS THF R...	728658	09/12/2023	100-4194-62230	Building Maint & Repair	AIR HANDLER BELT		15.65
N A P A AUTO PARTS THF R...	728754	09/15/2023	100-4312-62120	Gas-Oil-Lube	GREASE		399.20
N A P A AUTO PARTS THF R...	728757	09/15/2023	100-4315-62210	Equipment Maint & Repair	SWAY BAR - #5604		124.40
N A P A AUTO PARTS THF R...	728767	10/12/2023	100-4315-62210	Equipment Maint & Repair	EXCHANGE CREDIT - U JOINT..		-3.52
N A P A AUTO PARTS THF R...	728775	09/15/2023	630-4840-62990	Misc. Operating Expense	POWER SRVC DIESEL - REA ...		9.29
N A P A AUTO PARTS THF R...	728796	09/18/2023	100-4312-62210	Equipment Maint & Repair	BRAKE PADS - #5501		49.25
N A P A AUTO PARTS THF R...	728807	09/18/2023	100-4312-62210	Equipment Maint & Repair	BRAKE ROTOR		381.98
N A P A AUTO PARTS THF R...	728825	09/19/2023	100-4315-62210	Equipment Maint & Repair	BULB - #5607		15.98
N A P A AUTO PARTS THF R...	728860	09/20/2023	100-4315-62210	Equipment Maint & Repair	BULBS - #5607		15.98
N A P A AUTO PARTS THF R...	728903	09/21/2023	100-4510-62210	Equipment Maint & Repair	CONNECTOR - #5431		66.98
N A P A AUTO PARTS THF R...	728906	09/21/2023	100-4312-62210	Equipment Maint & Repair	MUD FLAPS - #5514		49.98
N A P A AUTO PARTS THF R...	728947	09/22/2023	820-4850-62210	Equipment Maint & Repair	WIPER BLADES - #5305		43.98
N A P A AUTO PARTS THF R...	728950	09/22/2023	100-4312-62210	Equipment Maint & Repair	POWER STEERING FLUID		89.88
						Vendor N A P A AUTO PARTS THF RVR FL Total:	**1,299.42**
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R...	CT145454	09/29/2023	100-4510-62210	Equipment Maint & Repair	BRUSHES / BROOM		1,025.00
						Vendor NELSON EQUIPMENT OF T R F INC Total:	**1,025.00**
Vendor: NORTHERN MOTORS INC							
NORTHERN MOTORS INC	5016236	08/29/2023	680-4850-62210	Equipment Maint & Repair	N-MAT PKG - '22 CHEVY 3/4...		125.00
						Vendor NORTHERN MOTORS INC Total:	**125.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
Vendor: NORTHERN STATE BANK						
NORTHERN STATE BANK	SEP 2023	10/04/2023	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE ..	332.94
					Vendor NORTHERN STATE BANK Total:	**332.94**
Vendor: NORTHWEST POWER SYSTEMS INC						
NORTHWEST POWER SYST...	T332611	09/25/2023	100-4312-62210	Equipment Maint & Repair	CONNECTOR #5515	11.00
					Vendor NORTHWEST POWER SYSTEMS INC Total:	**11.00**
Vendor: NORTHWEST REGIONAL LIBRARY						
NORTHWEST REGIONAL LIB...	724	10/02/2023	100-4550-63140	Regional Library System Py...	4TH QTR 2023 ALLOCATION	43,124.75
					Vendor NORTHWEST REGIONAL LIBRARY Total:	**43,124.75**
Vendor: OLSON UNDERGROUND INC						
OLSON UNDERGROUND INC	1217	10/02/2023	690-4890-63030	Contracts Expense	HYDRO VAC BORING SERVIC...	19,630.00
					Vendor OLSON UNDERGROUND INC Total:	**19,630.00**
Vendor: OPG-3 INC (f/k/a Crabtree Co)						
OPG-3 INC (f/k/a Crabtree ...	7205	10/02/2023	100-4192-63020	Computer Maintenance & li...	LASERFICHE	2,148.00
					Vendor OPG-3 INC (f/k/a Crabtree Co) Total:	**2,148.00**
Vendor: PENNINGTON FAST LUBE INC						
PENNINGTON FAST LUBE INC	82464	09/29/2023	100-4210-62120	Gas-Oil-Lube	OIL CHANGE	57.70
					Vendor PENNINGTON FAST LUBE INC Total:	**57.70**
Vendor: PETERSON LUMBER COMPANY						
PETERSON LUMBER COMP...	2309-048980	09/01/2023	690-4850-62350	Power Plant/Dam Maint	TREATED LUMBER	373.12
					Vendor PETERSON LUMBER COMPANY Total:	**373.12**
Vendor: PHILLIPS WINE & SPIRITS						
PHILLIPS WINE & SPIRITS	6662839	09/25/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR	134.40
PHILLIPS WINE & SPIRITS	6662840	09/25/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE	409.50
					Vendor PHILLIPS WINE & SPIRITS Total:	**543.90**
Vendor: POLK COUNTY SOLID WASTE						
POLK COUNTY SOLID WASTE	23-9003	09/14/2023	100-4210-62990	Misc. Operating Expense	PHARM DISPOSAL FEE	381.02
					Vendor POLK COUNTY SOLID WASTE Total:	**381.02**
Vendor: PURDY'S SHOE STORE INC						
PURDY'S SHOE STORE INC	199477	10/04/2023	100-4220-62890	Uniforms/ID Clothing	UNIFORM PANTS	336.00
					Vendor PURDY'S SHOE STORE INC Total:	**336.00**
Vendor: QUALITY SPRAY FOAM LLC						
QUALITY SPRAY FOAM LLC	1469	10/03/2023	670-4890-64370	Taxes and Licenses	STORM SEWER REPAIR	2,500.00
					Vendor QUALITY SPRAY FOAM LLC Total:	**2,500.00**
Vendor: RMB ENVIRONMENTAL LAB INC						
RMB ENVIRONMENTAL LAB ...	D051223	09/21/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...	170.97
RMB ENVIRONMENTAL LAB ...	D051634	09/22/2023	620-4840-62170	Field Supplies	LAB ANALYSIS - STATE SAM...	299.48
RMB ENVIRONMENTAL LAB ...	D051648	09/29/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...	131.77
					Vendor RMB ENVIRONMENTAL LAB INC Total:	**602.22**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B17420120	09/26/2023	100-4192-63020	Computer Maintenance & li...	365 MIGRATION		1,008.90
						Vendor SHI INTERNATIONAL CORP Total:	**1,008.90**
Vendor: SHPIGLER CONSULTING INC							
SHPIGLER CONSULTING INC	10 01 23	10/01/2023	545-4680-65920	Work in Process - Eng/Archt...	CONSULTING SUPPORT - OC...		5,000.00
						Vendor SHPIGLER CONSULTING INC Total:	**5,000.00**
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	100-4192-63020	Computer Maintenance & li...	MONTHLY CHARGES - OCT ...		82.05
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	100-4192-63020	Computer Maintenance & li...	MONTHLY CHARGES - OCT ...		225.00
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	100-4220-63020	Computer Maintenance & li...	MONTHLY CHARGES - OCT ...		49.95
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	100-4312-63020	Computer Maintenance & li...	MONTHLY CHARGES - OCT ...		56.95
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	100-4510-63210	Communication Expense	MONTHLY CHARGES - OCT ...		104.50
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	610-4890-63020	Computer Maintenance & li...	MONTHLY CHARGES - OCT ...		56.95
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	620-4830-63210	Communication Expense	MONTHLY CHARGES - OCT ...		25.99
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	620-4890-63020	Computer Maintenance & li...	MONTHLY CHARGES - OCT ...		49.95
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	680-4830-63210	Communication Expense	MONTHLY CHARGES - OCT ...		85.50
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	680-4830-63210	Communication Expense	MONTHLY CHARGES - OCT ...		475.00
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	690-4830-63210	Communication Expense	MONTHLY CHARGES - OCT ...		142.50
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	690-4830-63210	Communication Expense	MONTHLY CHARGES - OCT ...		35.05
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	690-4830-63210	Communication Expense	MONTHLY CHARGES - OCT ...		142.50
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY CHARGES - OCT ...		225.00
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY CHARGES - OCT ...		49.95
SJOBERG'S CABLE TV	OCT 2023	10/12/2023	690-4890-63020	Computer Maintenance & li...	MONTHLY CHARGES - OCT ...		42.95
						Vendor SJOBERG'S CABLE TV Total:	**1,849.79**
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	002559	09/26/2023	690-4890-63020	Computer Maintenance & li...	FIRE MONITORING - OCT 20...		19.50
						Vendor STEVEN O KVASAGER Total:	**19.50**
Vendor: STONES MOBILE RADIO INC							
STONES MOBILE RADIO INC	2050610	08/21/2023	100-4312-62210	Equipment Maint & Repair	MOBILE RADIOS / PROGRA...		2,046.00
						Vendor STONES MOBILE RADIO INC Total:	**2,046.00**
Vendor: T R F FIRE RELIEF ASSOCIATION							
T R F FIRE RELIEF ASSOCIAT...	2023	10/11/2023	100-4220-64750	Relief Association Contribut...	2023 FIRE STATE AID ALLOC...		71,245.63
T R F FIRE RELIEF ASSOCIAT...	2023	10/11/2023	100-4220-64750	Relief Association Contribut...	2023 FIRE SUPPLEMENT		12,955.53
						Vendor T R F FIRE RELIEF ASSOCIATION Total:	**84,201.16**
Vendor: TEAM LABORATORY CHEMICAL LLC							
TEAM LABORATORY CHEMI...	INV0037981	09/20/2023	680-4840-62160	Chemicals	PRETREATMENT - LIFT #10		2,575.00
						Vendor TEAM LABORATORY CHEMICAL LLC Total:	**2,575.00**
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI...	615	10/01/2023	820-4890-63030	Contracts Expense	OPEN / CLOSE FEE - PAULET...		800.00
TROY MERCIL CONSTRUCTI...	615	10/01/2023	820-4890-63030	Contracts Expense	OPEN / CLOSE FEE - RANDY ...		800.00
						Vendor TROY MERCIL CONSTRUCTION LLC Total:	**1,600.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
Vendor: TYLER TECHNOLOGIES INC						
TYLER TECHNOLOGIES INC	025-440813	09/30/2023	100-4315-63060	Credit Card Fees	3RD QTR CC TRANSACTIONS...	633.19
TYLER TECHNOLOGIES INC	025-440813	09/30/2023	620-4890-63060	Credit Card Fees	3RD QTR CC TRANSACTIONS...	1,477.44
TYLER TECHNOLOGIES INC	025-440813	09/30/2023	680-4890-63060	Credit Card Fees	3RD QTR CC TRANSACTIONS...	422.12
TYLER TECHNOLOGIES INC	025-440813	09/30/2023	690-4890-63060	Credit Card Fees	3RD QTR CC TRANSACTIONS...	1,688.50
TYLER TECHNOLOGIES INC	025-441219	09/30/2023	100-4315-63060	Credit Card Fees	3RD QTR 2023 SM PORTAL ...	0.06
TYLER TECHNOLOGIES INC	025-441219	09/30/2023	620-4890-63060	Credit Card Fees	3RD QTR 2023 SM PORTAL ...	0.14
TYLER TECHNOLOGIES INC	025-441219	09/30/2023	680-4890-63060	Credit Card Fees	3RD QTR 2023 SM PORTAL ...	0.04
TYLER TECHNOLOGIES INC	025-441219	09/30/2023	690-4890-63060	Credit Card Fees	3RD QTR 2023 SM PORTAL ...	0.16
					Vendor TYLER TECHNOLOGIES INC Total:	**4,221.65**
Vendor: ULINE						
ULINE	168303387	09/12/2023	690-4840-62990	Misc. Operating Expense	CLEANING SUPPLIES / PADL...	543.52
					Vendor ULINE Total:	**543.52**
Vendor: USABLUEBOOK						
USABLUEBOOK	INV00146579	09/27/2023	680-4850-62220	Lift Station and Pond Maint...	CHART PENS - LIFT #7	379.10
					Vendor USABLUEBOOK Total:	**379.10**
Vendor: WADE ALLEN COTA						
WADE ALLEN COTA	494250	10/02/2023	100-4240-63030	Contracts Expense	GRASS MOWING SERVICES -...	384.00
					Vendor WADE ALLEN COTA Total:	**384.00**
Vendor: WASTE MASTERS LLC						
WASTE MASTERS LLC	362	09/30/2023	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEES - SE...	24,455.15
WASTE MASTERS LLC	39X00253	09/30/2023	100-4315-63030	Contracts Expense	DOWNTOWN COLLECTION -...	162.50
					Vendor WASTE MASTERS LLC Total:	**24,617.65**
Vendor: WESTSIDE MOTORS OF TRF INC						
WESTSIDE MOTORS OF TRF ...	23962	09/28/2023	620-4840-62120	Gas-Oil-Lube	OIL CHANGE - '21 RAM VAN	89.31
					Vendor WESTSIDE MOTORS OF TRF INC Total:	**89.31**
Vendor: WINE MERCHANTS						
WINE MERCHANTS	7443973	09/25/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE	102.00
					Vendor WINE MERCHANTS Total:	**102.00**
					Grand Total:	**306,065.92**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	185,123.46
520 - 2018 ARENA PROJECT	7,470.00
545 - WATER METER PROJECT	5,000.00
560 - WASTE WATER FORCE MAIN	3,616.95
610 - LIQUOR DISPENSARY	23,970.57
620 - WATER UTILITY FUND	38,460.42
630 - ARENAS - VENUWORKS	9.29
670 - STORM WATER UTILITY FUND	10,100.95
680 - WASTEWATER UTILITY FUND	6,748.55
690 - ELECTRIC UTILITY FUND	23,886.75
820 - GREENWOOD CEMETERY FUND	1,678.98
Grand Total:	**306,065.92**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63030	Contracts Expense	857.94
100-4160-63040	Legal Fees	7,850.00
100-4192-63020	Computer Maintenance…	7,524.30
100-4194-62230	Building Maint & Repair	54.64
100-4194-62990	Misc. Operating Expense	44.97
100-4210-62120	Gas-Oil-Lube	57.70
100-4210-62990	Misc. Operating Expense	619.49
100-4210-63020	Computer Maintenance…	250.00
100-4210-63100	Animal Control	30.00
100-4220-62120	Gas-Oil-Lube	43.49
100-4220-62210	Equipment Maint & Repa..	6.20
100-4220-62890	Uniforms/ID Clothing	336.00
100-4220-63020	Computer Maintenance…	49.95
100-4220-64750	Relief Association Contri…	84,201.16
100-4240-62120	Gas-Oil-Lube	68.92
100-4240-62990	Misc. Operating Expense	35.00
100-4240-63030	Contracts Expense	384.00
100-4240-64390	Building Permit Surcharge	2,233.60
100-4312-62120	Gas-Oil-Lube	399.20
100-4312-62210	Equipment Maint & Repa..	2,766.94
100-4312-62240	Department Maint & Re…	1,913.78
100-4312-62990	Misc. Operating Expense	110.58
100-4312-63020	Computer Maintenance…	56.95
100-4312-63030	Contracts Expense	52.91
100-4315-62210	Equipment Maint & Repa..	285.34
100-4315-62990	Misc. Operating Expense	105.00
100-4315-63030	Contracts Expense	24,617.65

Account Summary

Account Number	Account Name	Expense Amount
100-4315-63060	Credit Card Fees	633.25
100-4510-62210	Equipment Maint & Repa..	1,097.27
100-4510-62240	Department Maint & Re...	91.97
100-4510-62990	Misc. Operating Expense	70.00
100-4510-63030	Contracts Expense	757.00
100-4510-63210	Communication Expense	104.50
100-4550-62230	Building Maint & Repair	57.97
100-4550-63140	Regional Library System ...	43,124.75
100-4670-62010	Office Supplies	62.29
100-4670-62990	Misc. Operating Expense	180.00
100-4671-62200	System Expense	3,988.75
520-4680-65900	Work in Process-Constru...	7,470.00
545-4680-65920	Work in Process - Eng/Ar...	5,000.00
560-4680-65940	Work in Progress - Legal...	3,616.95
610-4810-62510	Liquor for Resale	20,128.90
610-4810-62520	Beer for Resale	661.60
610-4810-62530	Wine for Resale	2,722.50
610-4810-62540	Soft Drinks/Mix for Resa...	127.00
610-4840-62140	Off Sale Supplies	67.66
610-4840-62990	Misc. Operating Expense	90.84
610-4850-62230	Building Maint & Repair	115.12
610-4890-63020	Computer Maintenance...	56.95
620-4830-63210	Communication Expense	25.99
620-4840-62120	Gas-Oil-Lube	89.31
620-4840-62160	Chemicals	29,852.74
620-4840-62170	Field Supplies	819.54
620-4840-62990	Misc. Operating Expense	237.06
620-4850-62210	Equipment Maint & Repa..	70.00
620-4850-62220	Plant Equip Maint & Rep...	1,803.66
620-4850-62230	Building Maint & Repair	17.99
620-4890-63020	Computer Maintenance...	49.95
620-4890-63060	Credit Card Fees	1,477.58
620-4890-63110	Consulting Fees	4,016.60
630-4840-62990	Misc. Operating Expense	9.29
670-4890-64370	Taxes and Licenses	10,100.95
680-4830-63210	Communication Expense	560.50
680-4840-62160	Chemicals	2,575.00
680-4840-62170	Field Supplies	319.91
680-4840-62990	Misc. Operating Expense	52.50
680-4850-62200	System Expense	1,950.00
680-4850-62210	Equipment Maint & Repa..	125.00
680-4850-62220	Lift Station and Pond Ma...	743.48

Account Summary

Account Number	Account Name	Expense Amount
680-4890-63060	Credit Card Fees	422.16
690-4830-63210	Communication Expense	320.05
690-4840-62880	Personal Protective Equi…	63.89
690-4840-62990	Misc. Operating Expense	714.18
690-4850-62350	Power Plant/Dam Maint	630.00
690-4850-62360	Distribution Maint	148.50
690-4890-63020	Computer Maintenance…	337.40
690-4890-63030	Contracts Expense	19,984.07
690-4890-63060	Credit Card Fees	1,688.66
820-4840-62990	Misc. Operating Expense	35.00
820-4850-62210	Equipment Maint & Repa..	43.98
820-4890-63030	Contracts Expense	1,600.00
	Grand Total:	**306,065.92**

Project Account Summary

Project Account Key		Expense Amount
None		306,065.92
	Grand Total:	**306,065.92**

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: 10/17/2023

SUBJECT: Appoint Councilmember Scott Pream to all Thief River Falls Bike meetings.

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

MOTION TO: appoint Councilmember Scott Pream to all Thief River Falls Bike meetings.. The attendance of this meeting would qualify for a per diem submission.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

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: 10/17/2023

SUBJECT: United Parcel Service (UPS) – Conditional Use Permit Request

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

MOTION TO: Approve a Conditional Use Permit for United Parcel Service to construct a 6-feet high sight obscuring fence as a buffer on their property greater than 35 feet from the south property line.

BACKGROUND: UPS has operated a commercial terminal for several years at 1324 Third Street West. They have recently completed an addition and are required to provide a buffer along their south property line. The original site plan had the fence through a wetland. The Minnesota Board of water and Soil has approved a fence through the wetland as long as the bottom of the fence is 6-inches above the ground. UPS is requesting the fence be allowed further than 35 feet from their property line adjacent to their parking lot.

KEY ISSUES: The city recently added buffer strips as a conditional use to allow a performance-based approach. A conditional use permit is required on all buffers.

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

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

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	United Parcel Service (UPS) – Conditional Use Permit Request_001

NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that United Parcel Service (UPS), 1324 Third Street West, Thief River Falls, MN 56701, has applied for a buffer strip Conditional Use Permit for their commercial terminal. The property is described as follows:

Lots 1 – 3, Block 3, Nopers Second Addition to the City of Thief River Falls

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

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

Dated this 22nd day of September 2023

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Zoning Administrator

Published in the Wednesday, September 27, 2023, edition of The Times.

Application To Planning Commission/BOZA

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

☐ **REZONING** (Fee $150.00) ☐ **APPEALS** (Fee $50.00)

☐ **VARIANCE** (Fee $150.00)

☐ **LAND SUBDIVISION** (Fee $300.00)

☐ **CONDITIONAL USE PERMIT** (Fee $150.00)

Applicant

Name		Phone #	
Paul Harper, UPS, Senior Project Manager		214-458-8626	
Address	**City**	**State**	**Zip**
55 Glendale Parkway NE	Altanta	GA	30328

Property Owner *(if different from Applicant)*

Name		Phone #	
Address	**City**	**State**	**Zip**

Approximate Location of Property

Address	Legal Description
1324 Highway 59, Thief River Fall, MN	Parcel ID: 25.053.015.30
Present Zoning Classification	**Present Use**
C-2	Commercial

Description of Request

Buffer Strip Location

Property Owner Signature *(required)*	Date 09/15/2023
Applicant Signature	Date 09/15/2023

Review *(For office use only)*

Date of Publication	Date on Planning Commission Agenda
Action Taken By Commission:	
Action Taken By City Council:	
City Council Resolution / Ordinance Number	
Fee Paid	

CHECKLIST FOR CONDITIONAL USE REQUEST

1. **Applicant (Name/Address/Tel:** United Parcel Service, 1324 Third Street West, Thief River Falls, MN 56701. Paul Harper 214-458-8626.

2. **General location of the request:** 1324 Third Street West, Thief River Falls.

3. **Proposed use and/or zoning:** The proposed use is a UPS freight terminal.

4. **Dimension of the request:** **Frontage -** 300' **Depth -** 600'

5. **Area of property in request:** **Sq. Feet -** 180,433 **Acres –** 4.14

6. **Existing characteristics:** **Zoning -** General Business District **Use:** UPS Freight Terminal

   Conforming - Yes **Non-Conforming -** No

7. **Adjacent land use:** the location borders Garden Valley Telephone Company to the west, Fleet Supply to the east, West River Falls Estates to the south, and Highway 1 & 59 to the north.

8. **Adjacent zoning districts:** The location borders General Business District (C-2) to the north, east, and west, and Multi-Family Residential District (R-4) to the south.

9. **Characteristics of soils:** According to the "Pennington County Soil Survey," soils are predominantly Clearwater Clay. Clearwater Clay consists of nearly level, poorly drained soils in plane or slightly concave basins on glacial lake plains.

10. **Can the property be adequately serviced by:** **A. Storm and sanitary sewer?** Yes
    B. Water and electrical? Yes
    C. Easement size? As Recorded

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

11. **Have other pertinent segments of the Comprehensive Plan been considered?** Yes. This property is served by a state highway.

13. **Does the property provide, either now or potentially, enough area for adequate off-street parking?** Yes.

    A. **Will off-street parking be located in the side yard area or the rear yard area?** See site plan.

    B. **Will off-street parking be suitably screened from view?** Yes.

    C. **Is there adequate room on the property for loading space(s)?** Yes.

14. **If it is a heavy industry, is it readily available to a major thoroughfare and rail lines?** NA.

15. **Should screening be provided along the boundaries of this property?** TBD by Conditional Use Permit.

16. **Are screened storage and trash areas provided?** To be provided.

17. **Are vehicular accessways adequate?** Yes

18. **Will the use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district?** No. The proposed use is consistent with the comprehensive plan.

19. **Can it be found that there is a public necessity for the Special Use?** Yes.

20. **What is the general character of the neighborhood?** The area is primarily commercial, with a multi-family apartment complex to the south.

21. **Are Wetlands or Shore land impacted by this request?** Yes.

COMMENTS:
The proposed use is consistent with the comprehensive plan and allowed in the General Business District (C-2) with a Conditional use Permit for the buffer. Commercial developments adjacent to residential or agricultural land require a 35' buffer strip with screening or as approved by the conditional use permit.

CRITERIA FOR GRANTING CONDITONAL USE PERMITS

1. The establishment, maintenance, or operation of a conditional use will not be detrimental to or endanger the public health, safety, morals, or general welfare.

2. The conditional use will not create an excessive burden on existing parks, schools, streets, and other public facilities and services which serve or are proposed to serve the area.

3. The conditional use will be sufficiently compatible with or separated by distance or screening from adjacent Agriculture or Residential zoned or used land.

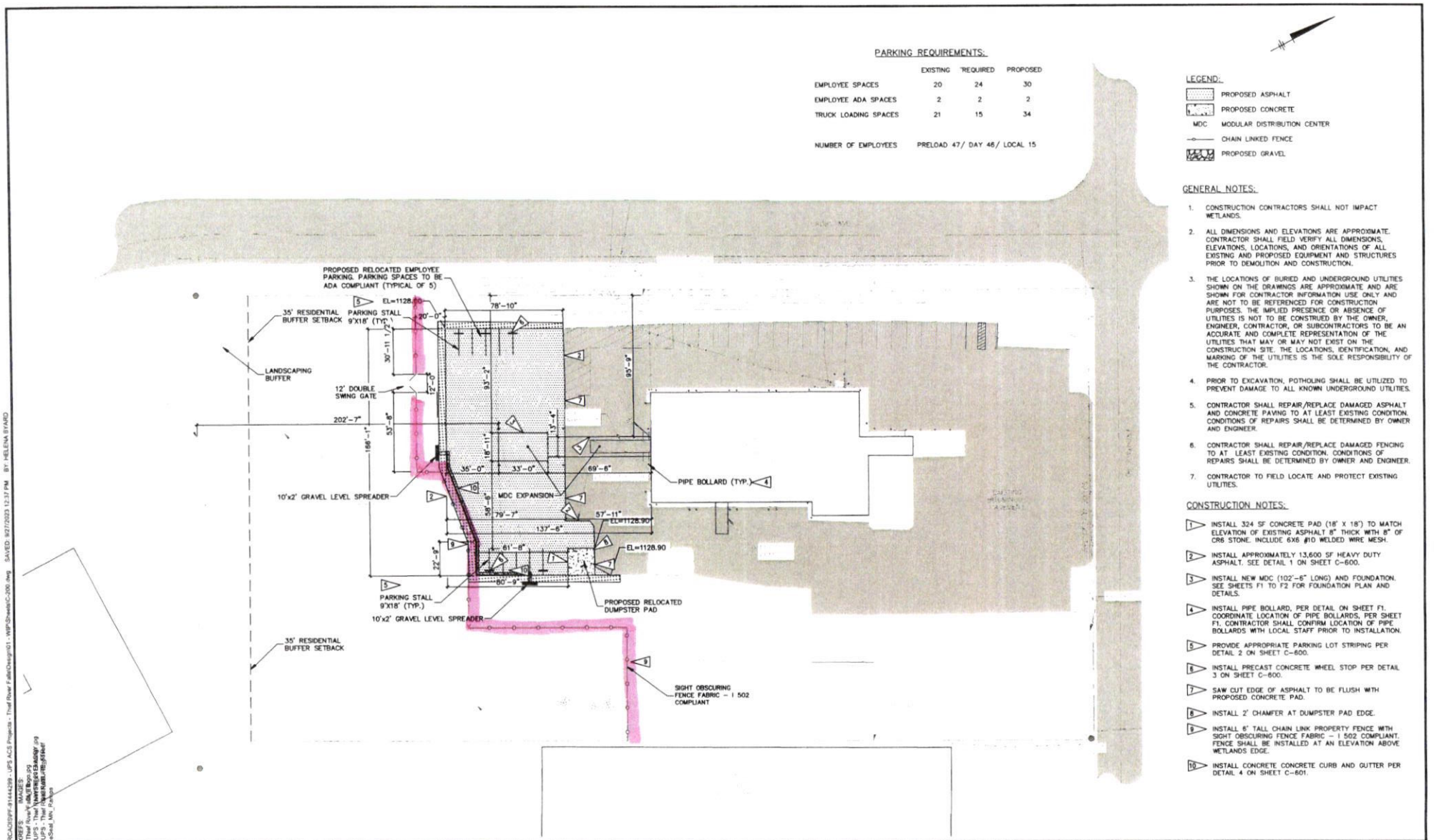
4. The structure and site shall have an appearance that will not have an adverse effect upon adjacent agricultural or residential zoned or used land.

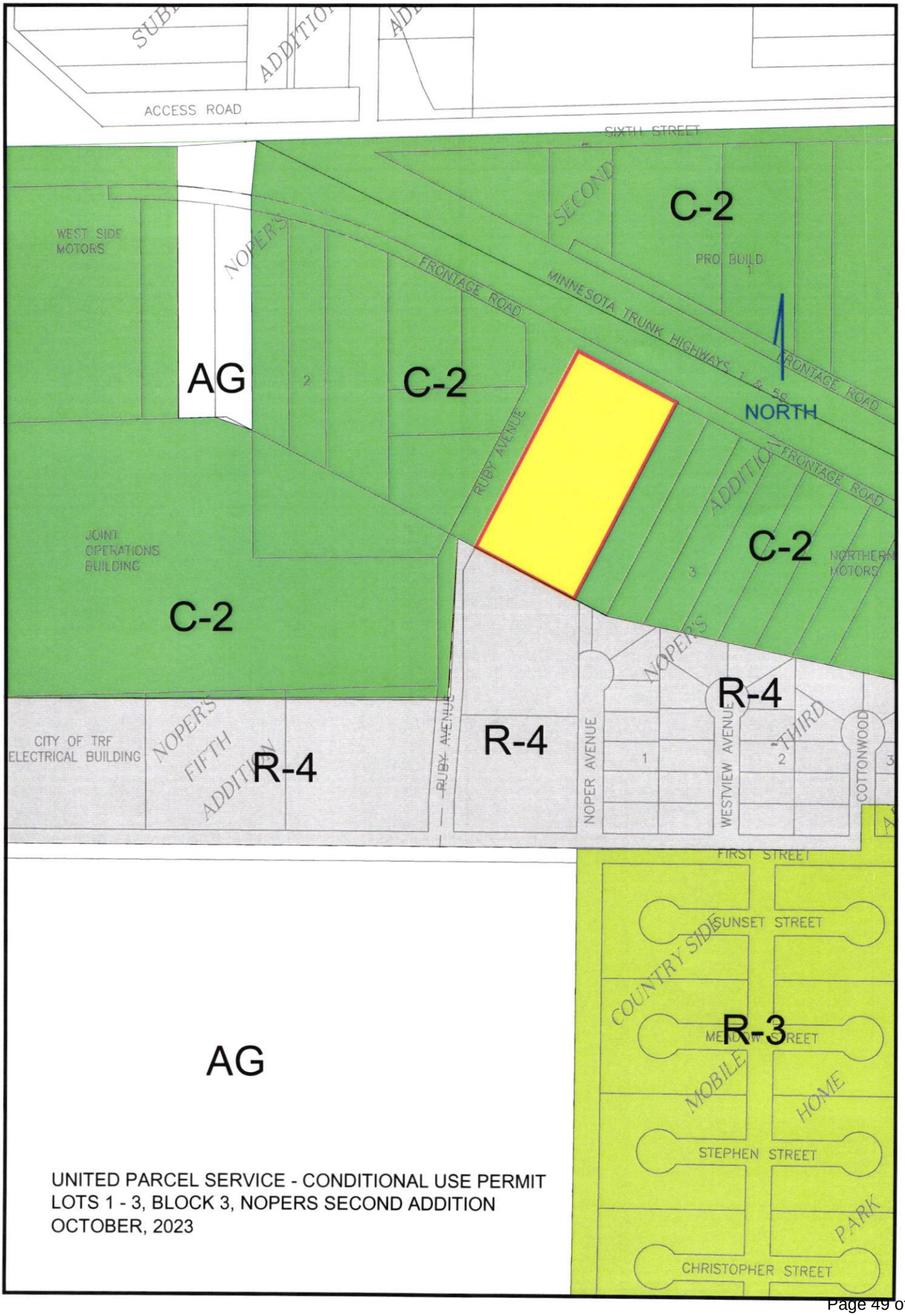
5. The conditional use is related to the overall needs of the City and to existing land use.

6. The conditional use is consistent with the purpose of this Chapter and requirements of the Zoning District.

7. The conditional use is not in conflict with the Comprehensive Plan.

8. Adjacent business will not be adversely affected because of curtailment of customer trade brought on by the intrusion of noise, glare, or general unsightliness.


PARKING REQUIREMENTS:
EXISTING REQUIRED PROPOSED
EMPLOYEE SPACES 20 24 30
EMPLOYEE ADA SPACES 2 2 2
TRUCK LOADING SPACES 21 15 34
NUMBER OF EMPLOYEES PRELOAD 47/ DAY 46/ LOCAL 15
LEGEND:
PROPOSED ASPHALT
PROPOSED CONCRETE
MDC MODULAR DISTRIBUTION CENTER
CHAIN LINKED FENCE
PROPOSED GRAVEL
GENERAL NOTES:
1. CONSTRUCTION CONTRACTORS SHALL NOT IMPACT WETLANDS.
2. ALL DIMENSIONS AND ELEVATIONS ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS, ELEVATIONS, LOCATIONS, AND ORIENTATIONS OF ALL EXISTING AND PROPOSED EQUIPMENT AND STRUCTURES PRIOR TO DEMOLITION AND CONSTRUCTION.
3. THE LOCATIONS OF BURIED AND UNDERGROUND UTILITIES SHOWN ON THE DRAWINGS ARE APPROXIMATE AND ARE SHOWN FOR CONTRACTOR INFORMATION USE ONLY AND ARE NOT TO BE REFERENCED FOR CONSTRUCTION PURPOSES. THE IMPLIED PRESENCE OR ABSENCE OF UTILITIES IS NOT TO BE CONSTRUED BY THE OWNER, ENGINEER, CONTRACTOR, OR SUBCONTRACTORS TO BE AN ACCURATE AND COMPLETE REPRESENTATION OF THE UTILITIES THAT MAY OR MAY NOT EXIST ON THE CONSTRUCTION SITE. THE LOCATIONS, IDENTIFICATION, AND MARKING OF THE UTILITIES IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR.
4. PRIOR TO EXCAVATION, POTHOLING SHALL BE UTILIZED TO PREVENT DAMAGE TO ALL KNOWN UNDERGROUND UTILITIES.
5. CONTRACTOR SHALL REPAIR/REPLACE DAMAGED ASPHALT AND CONCRETE PAVING TO AT LEAST EXISTING CONDITION. CONDITIONS OF REPAIRS SHALL BE DETERMINED BY OWNER AND ENGINEER.
6. CONTRACTOR SHALL REPAIR/REPLACE DAMAGED FENCING TO AT LEAST EXISTING CONDITION. CONDITIONS OF REPAIRS SHALL BE DETERMINED BY OWNER AND ENGINEER.
7. CONTRACTOR TO FIELD LOCATE AND PROTECT EXISTING UTILITIES.
CONSTRUCTION NOTES:
1 INSTALL 324 SF CONCRETE PAD (18' X 18') TO MATCH ELEVATION OF EXISTING ASPHALT 8" THICK WITH 8" OF CR6 STONE. INCLUDE 6X6 #10 WELDED WIRE MESH.
2 INSTALL APPROXIMATELY 13,600 SF HEAVY DUTY ASPHALT. SEE DETAIL 1 ON SHEET C-600.
3 INSTALL NEW MDC (102'-6" LONG) AND FOUNDATION. SEE SHEETS F1 TO F2 FOR FOUNDATION PLAN AND DETAILS.
4 INSTALL PIPE BOLLARD, PER DETAIL ON SHEET F1. COORDINATE LOCATION OF PIPE BOLLARDS, PER SHEET F1. CONTRACTOR SHALL CONFIRM LOCATION OF PIPE BOLLARDS WITH LOCAL STAFF PRIOR TO INSTALLATION.
5 PROVIDE APPROPRIATE PARKING LOT STRIPING PER DETAIL 2 ON SHEET C-600.
6 INSTALL PRECAST CONCRETE WHEEL STOP PER DETAIL 3 ON SHEET C-600.
7 SAW CUT EDGE OF ASPHALT TO BE FLUSH WITH PROPOSED CONCRETE PAD.
8 INSTALL 2' CHAMFER AT DUMPSTER PAD EDGE.
9 INSTALL 6' TALL CHAIN LINK PROPERTY FENCE WITH SIGHT OBSCURING FENCE FABRIC – I 502 COMPLIANT. FENCE SHALL BE INSTALLED AT AN ELEVATION ABOVE WETLANDS EDGE.
10 INSTALL CONCRETE CONCRETE CURB AND GUTTER PER DETAIL 4 ON SHEET C-601.
PROPOSED RELOCATED EMPLOYEE PARKING. PARKING SPACES TO BE ADA COMPLIANT (TYPICAL OF 5)
EL=1128.00
35' RESIDENTIAL BUFFER SETBACK
PARKING STALL 9'X18' (TYP.)
+20'-0"
78'-10"
LANDSCAPING BUFFER
12' DOUBLE SWING GATE
30'-11 1/2"
93'-4"
12'-0"
202'-7"
53'-8"
166'-1"
18'-11"
13'-4"
95'-9"
35'-0"
33'-0"
69'-6"
PIPE BOLLARD (TYP.)
10'x2' GRAVEL LEVEL SPREADER
MDC EXPANSION
79'-7"
57'-11"
EL=1128.90
137'-6"
61'-8"
EL=1128.90
22'-8"
80'-9"
PARKING STALL 9'X18' (TYP.)
PROPOSED RELOCATED DUMPSTER PAD
10'x2' GRAVEL LEVEL SPREADER
35' RESIDENTIAL BUFFER SETBACK
SIGHT OBSCURING FENCE FABRIC – I 502 COMPLIANT
1"=30'
30' 0 30' 60'
THIS BAR REPRESENTS ONE INCH ON THE ORIGINAL DRAWING.
USE TO VERIFY FIGURE REPRODUCTION SCALE
No. Date Revisions By Chd
2023-09-27 Fence Relocation
THIS DRAWING IS THE PROPERTY OF THE ARCADIS ENTITY IDENTIFIED IN THE TITLE BLOCK AND MAY NOT BE REUSED OR ALTERED IN WHOLE OR IN PART WITHOUT THE EXPRESS WRITTEN PERMISSION OF SAME.
Professional Engineer's Name
Professional Engineer's No.
State
Date Signed
Project Mgr.
Designed by
Drawn by RGA
Checked by
ARCADIS
ARCADIS U.S., INC.
UPS • THIEF RIVER FALLS, MINNESOTA
MDC DESIGN PERMITTING
PROPOSED SITE PLAN
ARCADIS Project No. 30145633
Date FEBRUARY, 2023
ARCADIS ONE LINCOLN CENTER 110 W FAYETTE STREET SYRACUSE, NY 13202 TELEPHONE: 315-446-9120
C-200



UNITED PARCEL SERVICE - CONDITIONAL USE PERMIT
LOTS 1 - 3, BLOCK 3, NOPERS SECOND ADDITION
OCTOBER, 2023

City of Thief River Falls

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

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

Request for Council Action

DATE: 10/17/2023

SUBJECT: RISE Adult Daycare – Conditional Use Permit Request

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

MOTION TO: Approve a Conditional Use Permit for Rise adult Daycare

BACKGROUND: RISE Adult Day Services will be located in the E Free Church located at 211 Arnold Avenue North. Their mission statement is "RISE Adult Day Services promotes healthy aging with the focus to improve and enhance overall wellness. Through a system of supportive services in one location, the program cost-effectively assists people experiencing isolation due to physical and psychosocial demands, to maintain and/or increase independence, and remain an active part of family and community." RISE will be operating Mon-Fri 7-5, excluding all holidays, allowing participants to choose their schedule. The services that will be provided include transportation to/from RISE (if needed, within a 35mile radius), noon meal and snacks, assistance with medications, structured daily exercises, daily social/recreational/educational activities, assistance with personal care needs, privacy while resting (if needed), and personal support for participants and caregivers.

KEY ISSUES: The E Free church is located in a General Residential District (R-2). Daycare is allowed in this zoning district for up to 12 persons, and 13 or more persons requires a conditional use permit.

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

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

DEPARTMENT/RESPONSIBLE PERSON: Mark Borseth, Community Development Consultant

ATTACHMENTS:

1.	RISE Adult Daycare – Conditional Use Permit Request_001

NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that Rise Adult Daycare Services, Inc., 211 Arnold Avenue North Suite B, Thief River Falls, MN 56701, has applied for a Conditional Use Permit for adult daycare for 13 or more persons. The property is described as follows:

Lots 1 – 24, Block 40, Original Townsite to the City of Thief River Falls

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

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

Dated this 22nd day of September 2023

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Zoning Administrator

Published in the Wednesday, September 27, 2023, edition of The Times.

Application To Planning Commission/BOZA

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

☐ **REZONING** (Fee $150.00)

☐ **APPEALS** (Fee $50.00)

☐ **VARIANCE** (Fee $150.00)

☐ **LAND SUBDIVISION** (Fee $300.00)

☒ **CONDITIONAL USE PERMIT** (Fee $150.00)

Applicant

Name		Phone #	
RISE Adult Day Services, Inc.		612-390-2716	
Address: 211 Arnold Ave N STE B	City: Thief River Falls	State: MN	Zip: 56701

Property Owner *(if different from Applicant)*

Name		Phone #	
Kevin Barth (Facilities Elder)		218-689-1780	
Address: 14544 140th ST NE	City: Thief River Falls	State: MN	Zip: 56701

Approximate Location of Property

Address	Legal Description
211 Arnold Ave N	
Present Zoning Classification	Present Use: Church

Description of Request

Requesting permission to allow more than 13 individuals to attend/assist at RISE Adult Day Services, Inc. See attached email for description of RISE.

	Date
Property Owner Signature *(required)*	9-15-23
Applicant Signature	09/15/2023

Review *(For office use only)*

Date of Publication	Date on Planning Commission Agenda

Action Taken By Commission:

Action Taken By City Council:

City Council Resolution / Ordinance Number

Fee Paid

CHECKLIST FOR CONDITIONAL USE REQUEST

1. **Applicant (Name/Address/Tel:** Rise Adult Day Services, Inc., 211 Arnold Avenue North, STE. B, Thief River Falls, MN 56701.

2. **General location of the request:** 211 Arnold Avenue North, Thief River Falls.

3. **Proposed use and/or zoning:** Adult Day Center

4. **Dimension of the request:** **Frontage -** 300' **Depth -** 680'

5. **Area of property in request:** **Sq. Feet -** 204,000 **Acres –** 4.68

6. **Existing characteristics:** **Zoning -** General Residential District **Use:** Church

   Conforming - Yes **Non-Conforming -** No

7. **Adjacent land use:** the location borders Minnesota Northern railroad to the west, General residential to the north, south, and east.

8. **Adjacent zoning districts:** The location borders General Business District (C-2) to the north, south, and east, and Light Industrial District (I-1) to the west.

9. **Characteristics of soils:** According to the "Pennington County Soil Survey," soils are predominantly Clearwater Clay. Clearwater Clay consists of nearly level, poorly drained soils in plane or slightly concave basins on glacial lake plains.

10. **Can the property be adequately serviced by:** **A. Storm and sanitary sewer?** Yes
    B. Water and electrical? Yes
    C. Easement size? As Recorded

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

11. **Have other pertinent segments of the Comprehensive Plan been considered?** Yes. This property is served by a state highway and a 9-ton state aid street.

13. **Does the property provide, either now or potentially, enough area for adequate off-street parking?** Yes.

    A. **Will off-street parking be located in the side yard area or the rear yard area?** See site plan.

    B. **Will off-street parking be suitably screened from view?** N/A

    C. **Is there adequate room on the property for loading space(s)?** N/A

14. **If it is a heavy industry, is it readily available to a major thoroughfare and rail lines?** NA.

15. **Should screening be provided along the boundaries of this property?** N/A

16. **Are screened storage and trash areas provided?** N/A

17. **Are vehicular accessways adequate?** Yes

18. **Will the use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district?** No. The proposed use is consistent with the comprehensive plan.

19. **Can it be found that there is a public necessity for the Special Use?** Yes

20. **What is the general character of the neighborhood?** The area is primarily residential.

21. **Are Wetlands or Shore land impacted by this request?** No

COMMENTS:
The proposed use is consistent with the comprehensive plan and allowed in the General Residential District (C-2) with a Conditional use Permit if there are 13 or more persons.

CRITERIA FOR GRANTING CONDITONAL USE PERMITS

1. The establishment, maintenance, or operation of a conditional use will not be detrimental to or endanger the public health, safety, morals, or general welfare.

2. The conditional use will not create an excessive burden on existing parks, schools, streets, and other public facilities and services which serve or are proposed to serve the area.

3. The conditional use will be sufficiently compatible with or separated by distance or screening from adjacent Agriculture or Residential zoned or used land.

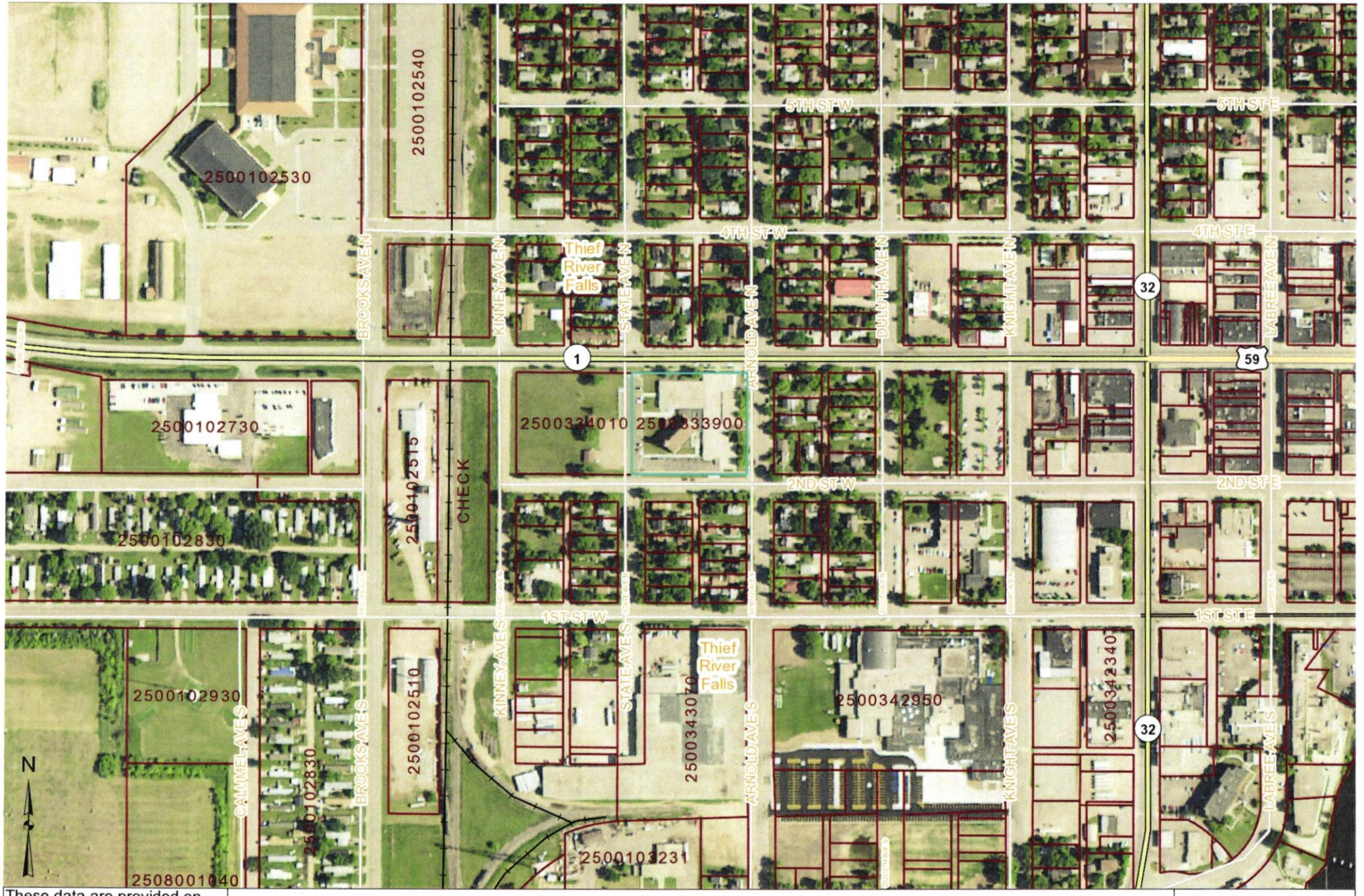
4. The structure and site shall have an appearance that will not have an adverse effect upon adjacent agricultural or residential zoned or used land.

5. The conditional use is related to the overall needs of the City and to existing land use.

6. The conditional use is consistent with the purpose of this Chapter and requirements of the Zoning District.

7. The conditional use is not in conflict with the Comprehensive Plan.

8. Adjacent business will not be adversely affected because of curtailment of customer trade brought on by the intrusion of noise, glare, or general unsightliness.



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Rise Adult Daycare

1:4,493

Date: 10/2/2023

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

Pennington County

Minnesota

City of Thief River Falls

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

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

Request for Council Action

DATE: 10/17/2023

SUBJECT: Call for a First Reading Rezoning - Fricke Properties, LLC (ODC) Property

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

MOTION TO: Call for First Reading to consider rezoning the following described parcel from Light Industrial District (I-1) to General Business District (C-2).

Lot 3, Block 1, Oxbow First Addition to the City of Thief River Falls

BACKGROUND: Scott Fricke is purchasing the current Occupational Development Center (ODC) property located at 1520 Highway 32. His purchase is contingent upon city approval to repurpose the facilities for general business use, and he has applied for rezoning.

KEY ISSUES: This property is currently zoned Light Industrial District (I-1) and does not allow general business or retail use. It is surrounded by industrial use property.

FINANCIAL CONSIDERATIONS: Costs associated with the rezoning are paid by the applicant.

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, Community Development Consultant

ATTACHMENTS:

1.	Rezoning - Fricke Properties, LLC (ODC) Property_001

NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given pursuant to Chapter 152 of the Thief River Falls ("City") City Code that Fricke Properties, LLC, 19540 138th Avenue NE, Thief River Falls, MN 56701, has submitted a request to rezone Occupational Development Center (ODC) property from Light Industrial District (I-1) to General Business District (C-2). The property is described as follows:

Lot 3, Block 1, Oxbow First Addition to the City of Thief River Falls

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

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

Dated this 22nd day of September 2023

CITY OF THIEF RIVER FALLS

/s/ Mark Borseth
Zoning Administrator

Published in the Wednesday, September 27, 2023, edition of The Times.

Paid 9/18/23
CK#1201

Application To Planning Commission/BOZA

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

☒ **REZONING** (Fee $150.00)
☐ **APPEALS** (Fee $50.00)
☐ **VARIANCE** (Fee $150.00)
☐ **LAND SUBDIVISION** (Fee $300.00)
☐ **CONDITIONAL USE PERMIT** (Fee $150.00)

Applicant

Name		Phone #	
Scott Fricke		218-689-7828	
Address	City	State	Zip
19540 138th Ave NE	TRF	MN	56701

Property Owner *(if different from Applicant)*

Name		Phone #	
Fricke Properties LLC			
Address	City	State	Zip
19540 138th Ave NE	TRF	MN	56701

Approximate Location of Property

Address	Legal Description
1520 Hwy 32	
Present Zoning Classification	Present Use
Light Industrial	ODC

Description of Request

Change to commercial to accomodate new direction for building and tenants.

Scott Fricke — 9/18/23

Property Owner Signature *(required)*	Date
Applicant Signature	Date

Review *(For office use only)*

Date of Publication	Date on Planning Commission Agenda

Action Taken By Commission:

Action Taken By City Council:

City Council Resolution / Ordinance Number

Fee Paid

CHECKLIST FOR REZONING REQUESTS

1. **Applicant (Name/Address/Tel:** Scott Fricke, 19540 138th Avenue NE, Thief River Falls, MN 56701. 218-689-7828.

2. **General location of the request:** 1520 Highway 32, Thief River Falls.

3. **Proposed use and/or zoning:** The owner is requesting that the zoning be amended from Light Industrial District (I-1) to General Business District (C-2) to allow for repurposing the industrial zoned property for commercial use.

4. **Dimension of the request:** **Frontage -** 670' **Depth -** 480"

5. **Area of property in request:** **Sq. Feet -** 345,620 **Acres –** 7.93

6. **Existing characteristics:** **Zoning -** Light Industrial District **Use:** ODC – Light MFG.

   Conforming - Yes **Non-Conforming -** No

7. **Adjacent land use:** This location borders vacant oxbow property to the east, Custom Wood Products to the south, Paradis Trucking to the north, and Les's Sanitation and vacant property to the west.

8. **Adjacent zoning districts:** The location borders Light Industrial District (R-1) to the north and south, General Industrial District (I-2) to the west, and vacant oxbow property to the east.

9. **Are Wetlands or Shorelands impacted by this request?** No.

9. **Characteristics of soils:** According to the "Pennington County Soil Survey," soils are Predominantly Boasch Clay Loam These are nearly level, poorly drained soils in plane or slightly concave basins on glacial lake plains.

11. **Has an adequate site plan been provided?** Site plan is attached.

12. **What provisions have/can be made for utilities, drainage, and adequate easements?** This site is served by sanitary sewer, and water main to the south and west. Site drainage is available to the east and west. Power, natural gas, and communication lines are available to the property.

13. **Is the proposed rezoning consistent with the Comprehensive Plan?** No, the comprehensive plan shows this area as Industrial and would require a comprehensive plan amendment to change to Highway Commercial.

14. **Have other pertinent segments of the Comprehensive Plan been considered?** No

15. **Is the area platted?** Yes

    If so, will the existing lots conform to the requested district? Yes

16. **If the area is to be residential:** No

A. **What is the holding capacity?** N/A

B. **Street access?** N/A

C. **Has a subdivision plan been submitted?** N/A

17. **If the request is for a commercial use:** Yes

A. **Is there an economic need?** Yes

B. **Is there a provision for adequate screening?** N/A

C. **What is the traffic situation?** Direct access from Minnesota Highway 32

D. **What is the distance to schools?** Challenger Elementary 1.0 Miles, Lincoln High School 1.1 Miles, Franklin Middle School 1.7 Miles.

18. **If the request is for industrial:** No

A. **Is the area readily accessible to major thoroughfares?** N/A

B. **Is it served by a railroad?** N/A

C. **Is it suitably separated from a residential area?** N/A

19. **Comments:** This property is currently zoned industrial and is surrounded by industrial property. Rezoning to commercial is spot zoning, which is not allowable in Minnesota. Other considerations to rezoning may be amending the city code to allow commercial use in certain industrial areas.

See RCA, Notice of Hearing, Application, Checklist, Site Plan, and Zoning Map.

CRITERIA FOR GRANTING ZONING AMENDMENTS

In granting a request for a rezoning, the City Council shall consider the effect of the proposed zoning amendment upon the health, safety, morals, and general welfare of occupants of surrounding lands. Among other things, the City Council shall make the following findings where applicable:

1. That the rezoning conforms to the Comprehensive Plan for the City, as well as present land uses.

2. That the rezoning will not impede the normal and orderly development and improvement of surrounding property for uses predominant in the area.

3. That the rezoning will not adversely affect property values of adjacent landowners.

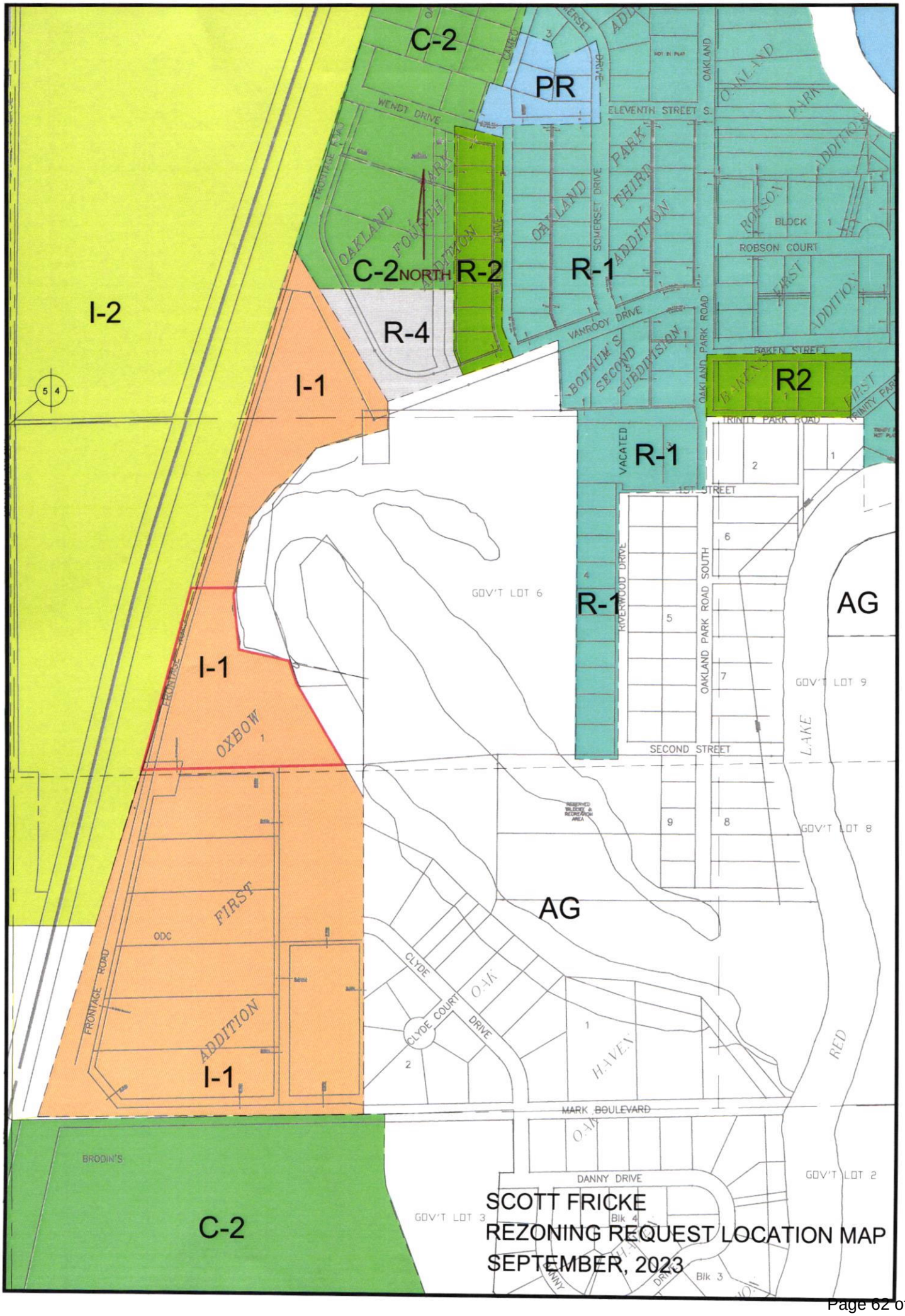
4. That the rezoning will not impose other undue hardship on adjacent landowners such as noise, electrical display signs, odors, or other nuisances.

5. That necessary utilities be available to serve the use intended.

6. That additional public services needed by the rezoning be considered.

7. That alternate areas previously zoned for the intended use be considered.

8. That there is a public need for the proposed land use.



SCOTT FRICKE
REZONING REQUEST LOCATION MAP
SEPTEMBER, 2023

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

ODC

1:16,849

Date: 10/2/2023

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Pennington County

Minnesota

City of Thief River Falls

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email: @citytrf.net
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Request for Council Action

DATE: 10/17/2023

SUBJECT: Approve 2022 Street and Utilities Improvement-Final Pay Estimate, #3

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

MOTION TO: Approve Application for Payment Estimate #3 in the amount of $18,301.49, for Agassiz Asphalt for work completed on the 2022 Street and Utilities Improvement project.

BACKGROUND: This project was bid as a result of meetings with department heads, Council committees, and according to items in the City's Capital Improvement Plan. It was awarded to Agassiz Asphalt, Inc. in the amount of $1,657,013.45. This project included the following items of work:

The 2022 Street and Utilities improvement plan for the city of Thief River Falls includes resurfacing of base and pavement on portions of State, Arnold, Duluth, and Knight Avenues located between 3rd street and 9th street. It would also include portions of resurfacing of pavement on streets located between the Avenues of resurfaced base and pavement.

Bids for this project were received on 05/05/2022, from 3 different contractors. The low bid was received from Agassiz Asphalt in the amount of $1,657,013.45. The Engineer's estimate was $1,791,328.00. The low bid was 8% below the estimate.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: See Attached Bid Tabulation

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	Signed Partial Payment Estimate No. 3 - Final - 2022 Street Improvements
2.	2022 S & U project, final financing summary-Estimate #3

Contractor's Application for Payment No. 3 - FINAL

	Application Period: 07/01/22 to 08/31/22	Application Date: 09/28/2023
To (Owner): City of Thief River Falls	From (Contractor): Agassiz Asphalt, LLC - Newfolden, MN	Via (Engineer): Richard A. Clauson
Project: 2022 Street Improvements (Local Funded Projects)	Contract: None	Widseth Smith Nolting & Associates, Inc.
Owner's Project No.: None	Contractor's Project No.: None	Engineer's Project No.: 2022-10435

Application For Payment - Change Order & Supplemental Agreement Summary

Approved Change Orders & Supplemental Agreements:

Number	Additions	Deductions
TOTALS:		
NET CHANGE BY C.O.'s & S.A.'s		

1.	ORIGINAL CONTRACT PRICE.....	$ $1,657,013.45
2.	Net change by Change Orders.....	$
3.	Current Contract Price (Line 1 ± 2).....	$ $1,657,013.45
4.	TOTAL COMPLETED AND STORED TO DATE: (Column F on Progress Estimate).....	$ $1,830,148.73
5.	RETAINAGE:	
	a. 0% x $1,830,148.73 Work Completed.....	$
	b. 0% x Stored Material.....	$
	c. Total Retainage (Line 5a + Line 5b).....	$
6.	AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	$ $1,830,148.73
7.	LESS PREVIOUS PAYMENTS	$ $1,811,847.24
8.	AMOUNT DUE THIS APPLICATION.....	$ $18,301.49
9.	BALANCE TO FINISH (Column G on Progress Estimate).....	$

Contractor's Certification:

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: _____ Date: 9-28-23

Payment of: $ **$18,301.49**
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 10/04/2023
(Engineer) (Date)

Payment of: $ **$18,301.49**
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: Not Applicable NA
Funding Agency (if applicable) (Date)

PARTIAL PAYMENT ESTIMATE NO. 3 - FINAL
2022 STREET IMPROVEMENTS
THIEF RIVER FALLS, MINNESOTA

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	STATE AVENUE 3RD STREET TO 9TH STREET FULL DEPTH RECLAMATION		ARNOLD AVENUE 6TH STREET TO 9TH STREET FULL DEPTH RECLAMATION		DULUTH AVENUE 4TH STREET TO 9TH STREET FULL DEPTH RECLAMATION		KNIGHT AVENUE 4TH ST. TO 6TH ST. & 7TH TO 9TH FULL DEPTH RECLAMATION		5TH STREET 200 FT. WEST OF STATE TO MAIN 2" BITUMINOUS MILL & OVERLAY		7TH STREET STATE AVE. TO MAIN AVE. 2" BITUMINOUS MILL & OVERLAY		8TH STREET 200 FT. WEST OF STATE TO KNIGHT 2" BITUMINOUS MILL & OVERLAY		9TH STREET 200 FT. WEST OF STATE TO MAIN 2" BITUMINOUS MILL & OVERLAY		PROJECT TOTALS	
					CITY / ASSESSMENT FUNDING		CITY / ASSESSMENT FUNDING		CITY / ASSESSMENT FUNDING		CITY / ASSESSMENT FUNDING		CITY / ASSESSMENT FUNDING		CITY / ASSESSMENT FUNDING		CITY / ASSESSMENT FUNDING		CITY / ASSESSMENT FUNDING			
					QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST
1	2021.501	MOBILIZATION	LUMP SUM	$75,000.00	0.125	$9,375.00	0.125	$9,375.00	0.125	$9,375.00	0.125	$9,375.00	0.125	$9,375.00	0.125	$9,375.00	0.125	$9,375.00	0.125	$9,375.00	1.00	$75,000.00
2	2104.502	REMOVE CASTING	EACH	$200.00	6	$1,200.00			3	$600.00	3	$600.00									12	$2,400.00
3	2104.503	REMOVE CURB AND GUTTER	LIN FT	$8.00	1629	$13,032.00	936	$7,488.00	2,408	$19,264.00	1,939	$15,512.00		$0.00	0	$0.00	0	$0.00	0	$0.00	6,912	$55,296.00
4	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$4.00	81	$324.00	34		216	$864.00	165	$660.00		$0.00	63	$252.00	0	$0.00	54	$216.00	613	$2,452.00
5	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$3.00	508	$1,524.00	264	$792.00	441	$1,323.00	446	$1,338.00									1,659	$4,977.00
6	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	$10.00	31	$310.00			37	$370.00	44	$440.00									112	$1,120.00
7	2104.518	REMOVE CONCRETE WALK	SQ FT	$1.50	733	$1,099.50	1084	$1,626.00	3,477	$5,215.50	2,612	$3,918.00		$0.00	0	$0.00	0	$0.00	0	$0.00	7,906	$11,859.00
8	2105.607	COMMON EXCAVATION (P)	CU YD	$5.00	1186	$5,930.00	556	$2,780.00	919	$4,595.00	770	$3,850.00									3,431	$17,155.00
9	2215.504	FULL DEPTH RECLAMATION	SQ YD	$2.50	10672	$26,680.00	5006	$12,515.00	8,270	$20,675.00	7,003	$17,507.50									30,951	$77,377.50
10	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$1.60							1,328	$2,124.80	6,629	$10,606.40	3,539	$5,662.40	3,134	$5,014.40	4,007	$6,411.20	18,637	$29,819.20
11	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	$2.10	1067	$2,240.70	501	$1,052.10	826	$1,734.60	826	$1,734.60	663	$1,392.30	354	$743.40	313	$657.30	313	$657.30	4,863	$10,212.30
12	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	$92.00	1157.64	$106,502.88	594.00	$54,648.00	1,069.31	$98,376.52	990.60	$91,135.20	910.69	$83,783.48	560.43	$51,559.56	608.39	$55,971.88	647.22	$59,544.24	6,538	$601,521.76
13	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	$92.00	1372.61	$126,280.12	713.28	$65,621.76	1,228.83	$113,052.36	1,168.89	$107,537.88									4,484	$412,492.12
14	2504.602	ADJUST VALVE BOX	EACH	$350.00	7	$2,450.00	3	$1,050.00	5	$1,750.00	4	$1,400.00							1	$350.00	20	$7,000.00
15	2506.502	CASTING ASSEMBLY (CATCH BASIN)	EACH	$1,800.00	6	$10,800.00			3	$5,400.00	3	$5,400.00									12	$21,600.00
16	2506.602	ADJUST FRAME & RING CASTING	EACH	$750.00	4	$3,000.00	6	$4,500.00	8	$6,000.00	6	$4,500.00	2	$1,500.00					1	$750.00	27	$20,250.00
17	2521.518	4" CONCRETE WALK - REINFORCED	SQ FT	$12.40	278	$3,447.20	54	$669.60	772	$9,572.80	390	$4,836.00		$0.00	0	$0.00	0	$0.00	0	$0.00	1,494	$18,525.60
18	2521.518	6" CONCRETE WALK - REINFORCED	SQ FT	$18.00	456	$8,208.00	936	$16,848.00	2,706	$48,708.00	2,048	$36,864.00		$0.00	0	$0.00	0	$0.00	0	$0.00	6,146	$110,628.00
19	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	$37.60	1629	$61,250.40	936	$35,193.60	2,408	$90,540.80	1,939	$72,906.40		$0.00	0	$0.00	0	$0.00	0	$0.00	6,912	$259,891.20
20	2531.504	6" CONCRETE DRIVEWAY - REINFORCED	SQ. YD.	$121.50	31.0	$3,766.50			37.0	$4,495.50	43.3	$5,260.95									111	$13,522.95
21	2531.618	TRUNCATED DOMES	SQ FT	$65.00	81	$5,265.00	108	$7,020.00	252	$16,380.00	216	$14,040.00		$0.00	0	$0.00	0	$0.00	0	$0.00	657	$42,705.00
22	2563.601	TRAFFIC CONTROL	LUMP SUM	$8,000.00	0.125	$1,000.00	0.125	$1,000.00	0.125	$1,000.00	0.125	$1,000.00	0.125	$1,000.00	0.125	$1,000.00	0.125	$1,000.00	0.125	$1,000.00	1.00	$8,000.00
23	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	$3,000.00	0.125	$375.00	0.125	$375.00	0.125	$375.00	0.125	$375.00	0.125	$375.00	0.125	$375.00	0.125	$375.00	0.125	$375.00	1.00	$3,000.00
24	2573.502	STORM DRAIN INLET PROTECTION	EACH	$115.55	11	$1,271.05	8	$924.40	11	$1,271.05	10	$1,155.50	6	$693.30	5	$577.75	2	$231.10	7	$808.85	60	$6,933.00
25	2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	$50.00	25	$1,250.00	25	$1,250.00	35	$1,750.00	35	$1,750.00	10	$500.00	5	$250.00	5	$250.00	6	$300.00	146	$7,300.00
26	2575.605	TURF ESTABLISHMENT	LUMP SUM	$4,555.55	0.250	$1,138.89	0.250	$1,138.89	0.250	$1,138.89	0.250	$1,138.89	0.250	$1,138.89	0.250	$1,138.89	0.250	$1,138.89	0.250	$1,138.89	2.00	$9,111.10
		TOTAL CONSTRUCTION COST TO DATE				**$397,720.24**		**225,867.35**		**463,827.02**		**$406,359.72**		**$110,364.37**		**$70,934.00**		**$74,013.57**		**$80,926.48**		**1,830,148.73**

CITY OF THIEF RIVER FALLS
2022 STREET IMPROVEMENT PROJECT
FINAL FINANCING SUMMARY 1/18/2022
PROJECT NO. 3062022.00

			Financing Sources									
		Project Cost	Electric Utility	Water Utility	Sanitary Utilitity	Storm Water Utility	Total City Bonding	12 Year Bonding	15 Year Bonding	Assessment Recovery Street	Assessment Recovery Utility	Assessment Recovery Total
1	**2022 Street and Utilities Improvement Project**	$1,830,149	$0	$0	$0	$0	$2,154,116	$2,154,116	$0	$757,827	$0	$757,827
	TOTALS	**$1,830,149**	**$0**	**$0**	**$0**	**$0**	**$2,154,116**	**$2,154,116**	**$0**	**$757,827**	**$0**	**$757,827**

City of Thief River Falls

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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: 10/17/2023

SUBJECT: Approve Independent Service Contract

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

MOTION TO: Approve to enter an Independent Service Contract with Norman Betland for continued services associated with the City of Thief River Falls Geographic Information System effective October 20, 2023. The City shall pay the Contractor the sum of Fifty-five dollars ($55.00) per hour for the services provided herein. The City will pay for a maximum of Twenty (20) hours per week. Additional hours may be paid only upon written consent from City.

BACKGROUND: Norman Betland previously worked for the city of Thief River Falls in the Public Works GIS Department. Norman has valuable detailed GIS application knowledge for the City of Thief River Falls. It is in the best interests of the City and the residents of Thief River Falls to enter into a service contract with Norman Betland Consulting for the continuation of GIS services.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: A full-time GIS mapping technician is a full-time budgeted position. Currently, this position is vacant.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	Indpendent service contract- Norman Betland

INDEPENDENT SERVICE CONTRACT

THIS CONTRACT, to be effective the 20th day of October 2023, by and between Norman Betland, hereinafter referred to as "Contractor", and the City of Thief River Falls, a Minnesota Political Subdivision, hereinafter referred to as "City", WITNESSETH:

WHEREAS the Contractor desires to render certain services for Geographic Information System (GIS) Services as an independent contractor, and City desires to contract with Contractor for the performance of certain services, and

NOW, THEREFORE, in consideration of the conditions and covenants expressed herein, the parties hereto, their heirs, personal representatives, successors, and assigns, agree as follows:

1. SERVICES TO BE PROVIDED. Contractor shall provide to City services related to Geographic Information System (GIS) Services within the City and shall do so according to the terms and conditions of this Contract.

2. PLACE OF WORK. The Contractor shall provide services at Thief River Falls City Hall, Thief River Falls, Minnesota, or where necessary to perform the services to be provided.

3. TERM. The term of this Contract shall commence on the 20th day of October 2023, and either party may terminate this Contract, with or without cause, upon thirty days written notice to the other party. Work hours will be variable and dependent upon duties, and schedules. These work hours will be agreed upon between the representative of the City (Public Works Director), and the Contractor (Norman Betland).

4. COMPENSATION. The City shall pay the Contractor the sum of Fifty-five dollars ($55.00) per hour for the services provided herein. The City will pay for a maximum of Twenty (20) hours per week. Additional hours may be paid only upon written consent from City.

The Contractor shall submit to The City on a weekly basis an itemization stating the number of hours worked and specified services performed during those hours. City shall pay Contractor for approved services within 30 days of submission of the statement.

5. EXPENSES. City shall pay Contractor the usual City rates for mileage incurred while performing the services herein. The Contractor shall be responsible for his own expenses incurred in commuting to and from work.

All expenses incurred by Contractor in performing the services herein must be preapproved by City (Public Works Director) to be paid.

6. MATERIALS AND EQUIPMENT. Contractor use of City Equipment to include office space, computer equipment, I-pad, printer, and other miscellaneous office supplies needed for requested services and/or documentation of contract services to be supplied by the City.

7. RELATIONSHIP BETWEEN PARTIES. The parties intend that Contractor be an independent contractor and not an agent or employee of City. City is interested only in the results obtained under this Contract. The manner and means of obtaining the results are under the control of the Contractor but shall be consistent with generally accepted procedures for supplying such services. The benefits provided by City to its employees, including, but not limited to, worker's compensation insurance, unemployment insurance, health insurance, and pension plans, are not available to Contractor or Contractor's employees. The Contractor, as an independent contractor, shall be responsible for his own mandated withholdings, FICA, and other similar payments.

8. WORK STANDARDS. Contractor shall control the conduct and means of performing the services required under this Contract. Contractor shall adhere to professional standards and will perform all services required under this Contract in a manner consistent with those professional standards.

9. ADDITIONAL OUTSIDE SERVICES AND CONFIDENTIALITY. The Contractor is free to provide non-competing services like those being provided herein to third parties. However, Contractor shall keep all information concerning City confidential and shall not release, in any fashion, any such information to any third party, unless compelled to do so by proper legal process.

10. INDEMNIFICATION. Contractor assumes the entire responsibility and liability for losses, expenses, demands, and claims in connection with or arising out of any injury, or alleged injury, including death, to any person, or damage, or alleged damage, to property of City or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance of the services by Contractor, or Contractor's agents and employees, including losses, expenses, or damages sustained by City, and agrees to indemnify and hold harmless City, City’s elected officials, employees, and agents from any an all such losses, expenses, damages, demands, and claims and agrees to defend any suit or action brought against City, City’s elected officials, employees, and agents, or any of them, based on any such alleged injury or damage, and to pay all damages, costs, attorney fees, and expenses in connection therewith or resulting therefrom.

11. RETURN OF RECORDS AND SUPPLIES. Upon termination of this Contract, Contractor shall promptly surrender to City all records, business policies and manuals, supplies, and any other records or materials belonging to City.

12. ENTIRE CONTRACT INVALIDITY. This Contract 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 Contract shall be valid unless in writing and signed by the parties hereto. Should any clause or provision of this Contract

become invalid for any reason, such invalidity shall not result in the invalidity or unenforceability of any other clause or provision of this Contract.

13. ASSIGNMENT. Contractor shall not assign this Contract nor any of the rights and duties hereunder without the prior written consent of City.

14. GOVERNING LAW. This Agreement shall be governed and construed in accordance with the laws of the State of Minnesota.

15. TITLES AND HEADINGS. The titles and headings used herein are for convenience only and do not constitute any part of this Contract.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their hands the day and year above written.

CITY OF THIEF RIVER FALLS:

By:_____
Its Mayor

By:_____
Its City Administrator

CONTRACTOR:

_____
Norman Betland

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: 10/17/2023

SUBJECT: Approve 2023 Street and Utilities Improvements – Assessment Roll

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

MOTION TO: Adopt Assessment Roll for the 2023 Street & Utilities Improvements. The amount to be assessed is $682,614.03.

BACKGROUND: This project was bid as a result of meetings with department heads, council committees, and according to items in the City's Capital Improvement Plan. It was awarded to Agassiz Asphalt in the amount of $1,262,015.40. The project total cost is $1,317, 788.41.

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

FINANCIAL CONSIDERATIONS: This project is funded through bonding. The total cost of the project including engineering is estimated to be $1,530,000.00. The total cost of the city share of the improvements is estimated to be $847,386.00. The amount to be assessed is $682,614.03.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:

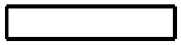
1.	10172023 Special Assessment Summary- Arnold, Duluth, Knight Ave

2023 Special Assessments

	Arnold Ave.	Duluth Ave.	Knight Ave.		
Project Costs	285642.52	290450.43	374690.17		
Actual Costs(Project cost + engineering)	$328,488.90	$334,017.99	$430,893.70		$1,093,400.59
Minus 100% driveway S.A					$1,083,276.33
Total Length of Avenue	1745	1757	1769		5,271.00
Project Cost/lineal ft construction					$205.52
General city costs 40%/lin ft city					$82.21
Assessment 30%/lin ft west parcels					**$61.65**
Assessment 30%/lin ft east parcels					**$61.65**
			Check total		$205.52
			Check total		$1,083,276.33
Parcels Assessments west	1482	1522	1533		4537
Parcels Assessments east	1513	1525	1540		4578
	2995	3047	3073		
		Total lin ft assessment			9115
Total assessment Recovery (Arnold, Duluth, Knight)					**$561,984.28**

Robson Court Parcel Number	Lot	**Lin. Ft Agg const.**	**Agg const.**	**Lin. Ft Bit const**	**Bit/C&G/storm**	
Project Costs						**$225,003.95**
Actual Costs(Project cost + engineering)						**$265,504.66**
Project Costs-Bituminous/Curb&gutter/storm						**$185,128.95**
Actual Costs- Bit/C&G/Storm w/engineering						**$218,452.16**
Total length of const						**663**
Cost per lineal foot						**$329.49**
General city costs 40%/lin ft city						**$131.80**
Assessment /foot North parcels						**$98.85**
Assessment /foot South Parcels						**$98.85**
	14	110		110	**$10,873.50**	
	13	110	**$9,108.00**	110	**$10,873.50**	
	12	114	**$9,439.20**	114	**$11,268.90**	
	11	169	**$13,993.20**	169	**$16,705.65**	
	4	100		100	**$9,885.00**	
	7	90	**$7,452.00**	100	**$9,885.00**	
Assessed to Bakken St.	~~8~~	~~183~~				
Assessed to Bakken St.	~~10~~	~~120~~				
Total Assessment Recovery(Robson Ct)			**$39,992.40**		**$69,491.55**	**$109,483.95**
Check Total- Special Assessments						**$671,468.23**

Total Assessment Recovery 2023 Street and Utilities Project	**$671,468.23**



City of Thief River Falls

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Request for Council Action

DATE: 10/17/2023

SUBJECT: 2023 Street and Utilities Improvement-Final Pay Estimate, #2

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

MOTION TO: Approve Application for Payment Estimate #2 in the amount of $94,932.24, for Agassiz Asphalt for work completed on the 2023 Street and Utilities Improvement project.

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

Bids for this project were received on May 10th, 2023, from three contractors. The low bid was received from Agassiz Asphalt, LLC in the amount of $1,262,015.40. The Engineer's Estimate was $1,405,359.00. The low bid was 11% below the engineer's estimate.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	Signed Estimate No. 2 - Final - 2023 TRF Street Project

Contractor's Application for Payment No. 2 - FINAL

	Application Period: 08/01/23 to 09/25/23	Application Date: 09/25/2023
To (Owner): City of Thief River Falls	From (Contractor): Agassiz Asphalt, LLC - Newfolden, MN	Via (Engineer): Richard A. Clauson
Project: 2023 Street Improvements	Contract: None	Widseth Smith Nolting & Associates, Inc.
Owner's Project No.: 3082023.00	Contractor's Project No.: None	Engineer's Project No.: 2023-10111

Application For Payment - Change Order & Supplemental Agreement Summary

Approved Change Orders & Supplemental Agreements:

Number	Additions	Deductions
1	$2,475.00	
TOTALS:	$2,475.00	
NET CHANGE BY C.O.'s & S.A.'s	$2,475.00	

1. ORIGINAL CONTRACT PRICE.....	$	$1,262,015.40
2. Net change by Change Orders.....	$	$2,475.00
3. Current Contract Price (Line 1 ± 2).....	$	$1,264,490.40
4. TOTAL COMPLETED AND STORED TO DATE: (Column F on Progress Estimate).....	$	$1,317,788.41
5. RETAINAGE:		
a. 0% x $1,317,788.41 Work Completed.....	$	
b. 0% x Stored Material.....	$	
c. Total Retainage (Line 5a + Line 5b).....	$	
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	$	$1,317,788.41
7. LESS PREVIOUS PAYMENTS	$	$1,222,856.17
8. AMOUNT DUE THIS APPLICATION.....	$	$94,932.24

Contractor's Certification:

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Date:

Payment of: $ **$94,932.24**
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ _____
(Engineer) (Date)

Payment of: $ **$94,932.24**
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Approved by: **Not Applicable** **NA**
Funding Agency (if applicable) (Date)

PARTIAL PAYMENT ESTIMATE NO. 2 - FINAL
2023 STREET IMPROVEMENTS
THIEF RIVER FALLS, MINNESOTA

ITEM NO.	SPEC. NO.	ITEM DESCRIPTION	UNIT	UNIT PRICE	ARNOLD AVENUE (9TH STREET TO 13TH STREET) FULL DEPTH BITUMINOUS RECLAIM AND BITUMINOUS PAVING CITY PROJECT		DULUTH AVENUE (9TH STREET TO 13TH STREET) FULL DEPTH BITUMINOUS RECLAIM AND BITUMINOUS PAVING CITY PROJECT		KNIGHT AVENUE (9TH STREET TO 13TH STREET) FULL DEPTH BITUMINOUS RECLAIM AND BITUMINOUS PAVING CITY PROJECT		10TH STREET (ARNOLD AVE TO MAIN AVE) BITUMINOUS MILL & BITUMINOUS OVERLAY CITY PROJECT		11TH STREET (ARNOLD AVE TO MAIN AVE) BITUMINOUS MILL & BITUMINOUS OVERLAY CITY PROJECT		12TH STREET (ARNOLD AVE TO MAIN AVE) BITUMINOUS MILL & BITUMINOUS OVERLAY CITY PROJECT		ROBSON COURT STREET CONSTRUCTION CITY PROJECT		PROJECT TOTALS	
					QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST	QUANT.	COST
1	2021.501	MOBILIZATION	LUMP SUM	$65,000.00	0.125	$8,125.00	0.125	$8,125.00	0.125	$8,125.00	0.125	$8,125.00	0.125	$8,125.00	0.125	$8,125.00	0.250	$16,250.00	1.000	$65,000.00
2	2101.524	CLEARING	TREE	$500.00													11	$5,500.00	11	$5,500.00
3	2101.524	GRUBBING	TREE	$500.00													11	$5,500.00	11	$5,500.00
4	2104.502	REMOVE CASTING	EACH	$250.00	5	$1,250.00	5	$1,250.00	5	$1,250.00									15	$3,750.00
5	2104.503	REMOVE CURB AND GUTTER	LIN FT	$8.00	848	$6,784.00	605	$4,840.00	1,590	$12,720.00									3,043	$24,344.00
6	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$6.00	130	$780.00	95	$570.00	154	$924.00									379	$2,274.00
7	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$4.00	282	$1,128.00	282	$1,128.00	282	$1,128.00									846	$3,384.00
8	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	$15.00	90	$1,350.00	5	$75.00	133	$1,995.00									228	$3,420.00
9	2104.518	REMOVE CONCRETE WALK	SQ FT	$4.00	281	$1,124.00	698	$2,792.00	770	$3,080.00									1,749	$6,996.00
10	2105.607	COMMON EXCAVATION (P)	CU YD	$12.00	810	$9,720.00	818	$9,816.00	810	$9,720.00							2,351	$28,212.00	4,789	$57,468.00
11	2123.510	MOTOR GRADER	HOUR	$175.00													8	$1,400.00	8	$1,400.00
12	2215.504	FULL DEPTH RECLAMATION	SQ YD	$3.00	7,322	$21,966.00	7,468	$22,404.00	7,526	$22,578.00									22,316	$66,948.00
13	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$2.65							2,821	$7,475.65	2,874	$7,616.10	3,002	$7,955.30			8,697	$23,047.05
14	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	$3.00	732	$2,196.00	747	$2,241.00	753	$2,259.00	282	$846.00	287	$861.00	300	$900.00	295	$885.00	3,396	$10,188.00
15	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	$89.00	868.67	$77,311.63	959.25	$85,373.25	973.15	$86,610.35	413.61	$36,811.29	426.00	$37,914.00	447.00	$39,783.00	277.25	$24,675.25	4,364.93	$388,478.77
16	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	$89.00	942.71	$83,901.19	932.02	$82,949.78	1,109.53	$98,748.17							300.30	$26,726.70	3,284.56	$292,325.84
17	2501.502	12" RC PIPE APRON	EACH	$1,200.00													1	$1,200.00	1	$1,200.00
18	2501.503	12" RC PIPE	LIN FT	$85.00													70	$5,950.00	70	$5,950.00
19	2502.503	15" RC PIPE	LIN FT	$100.00													169	$16,900.00	169	$16,900.00
20	2502.503	4" TP PIPE DRAIN	LIN FT	$10.00													848	$8,480.00	848	$8,480.00
21	2502.602	4" PVC PIPE DRAIN CLEANOUT	EACH	$500.00													4	$2,000.00	4	$2,000.00
22	2504.602	ADJUST VALVE BOX	EACH	$400.00	2	$800.00	3	$1,200.00	5	$2,000.00							1	$400.00	11	$4,400.00
23	2506.502	CASTING ASSEMBLY (CATCH BASIN)	EACH	$1,200.00													3	$3,600.00	3	$3,600.00
24	2506.502	CASTING ASSEMBLY (STORM MANHOLE)	EACH	$1,000.00	5	$5,000.00	5	$5,000.00	5	$5,000.00							1	$1,000.00	16	$16,000.00
25	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN F	LIN FT	$800.00													18	$14,400.00	18	$14,400.00
26	2506.602	ADJUST FRAME & RING CASTING	EACH	$600.00	8	$4,800.00	6	$3,600.00	12	$7,200.00	2	$1,200.00					3	$1,800.00	31	$18,600.00
27	2506.602	CONNECT INTO EXISTING STORM SEWER	EACH	$1,500.00													1	$1,500.00	1	$1,500.00
28	2521.518	4" CONCRETE WALK - REINFORCED	SQ FT	$20.00	63	$1,260.00	26	$520.00	41	$820.00									130	$2,600.00
29	2521.518	6" CONCRETE WALK - REINFORCED	SQ FT	$23.75	360		816	$19,380.00	901	$21,398.75									2,077	$40,778.75
30	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	$35.00	76	$2,660.00	95	$3,325.00	582	$20,370.00							1,500	$52,500.00	2,253	$78,855.00
31	2531.503	CONCRETE CURB & GUTTER DESIGN B618 (HAND FORMED)	LIN FT	$42.00	238	$9,996.00	408	$17,136.00	421	$17,682.00									300	$12,600.00
32	2531.504	6" CONCRETE DRIVEWAY - REINFORCED	SQ YD	$117.00	85.1	$9,956.70	4.2	$491.40	118.7	$13,887.90									208	$24,336.00
33	2531.618	TRUNCATED DOMES	SQ FT	$115.00	24	$2,760.00	64	$7,360.00	48	$5,520.00									136	$15,640.00
34	2563.601	TRAFFIC CONTROL	LUMP SUM	$5,000.00	0.125	$625.00	0.125	$625.00	0.125	$625.00	0.125	$625.00	0.125	$625.00	0.125	$625.00	0.250	$1,250.00	1.000	$5,000.00
35	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	$3,000.00	0.125	$375.00	0.125	$375.00	0.125	$375.00	0.125	$375.00	0.125	$375.00	0.125	$375.00	0.250	$750.00	1.000	$3,000.00
36	2573.502	STORM DRAIN INLET PROTECTION	EACH	$125.00	10	$1,250.00	8	$1,000.00	12	$1,500.00	2	$250.00	2	$250.00	2	$250.00	3	$375.00	39	$4,875.00
37	2573.503	SILT FENCE, TYPE MS	LIN FT	$10.00															0	$0.00
38	2574.507	BOULEVARD TOPSOIL BORROW (CV)	CU YD	$50.00	33	$1,650.00	33	$1,650.00	34	$1,700.00									100	$5,000.00
39	2575.605	TURF ESTABLISHMENT	LUMP SUM	$15,000.00	0.125	$1,875.00	0.125	$1,875.00	0.125	$1,875.00	0.125	$1,875.00	0.125	$1,875.00	0.125	$1,875.00	0.250	$3,750.00	1.000	$15,000.00
	C.O. No. 1	CONCRETE CURB & GUTTER, DESIGN B618 (EXTRA QUANTITY)	LIN FT	$50.00	534	$26,700.00	101	$5,050.00	506	$25,300.00									1,141	$57,050.00
		TOTAL CONSTRUCTION COST TO DATE			**$285,343.52**		**$290,151.43**		**$374,391.17**		**$57,582.94**		**$57,641.10**		**$59,888.30**		**$225,003.95**		**$1,317,788.41**	

City of Thief River Falls

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Request for Council Action

DATE: 10/17/2023

SUBJECT: Approval of the Harris Smartworks Statement of Work to revise the maintenance and hosting agreements.

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

MOTION TO: Authorize the City Administrator to fully execute the Harris Smartworks statement of work.

BACKGROUND: The City of Thief River Falls has increased the daily processing reads from 324,000 to 684,000 in our compass production system. This was due to going to a 15-minute reading on residential electric from a 60-minute reading.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The annual hosting fee will be increased by $3,328 to accommodate the additional readings. Since the readings changed in July 2023 and additional $277.33 is also due.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	TRF- SmartWork - Hosting Increase

1 SmartWorks Professional Services Statement of Work

This document defines the work to be performed by the SmartWorks division of N.Harris Computer Corporation (Herein referred to as "Consultant") for the City of Thief River Falls (Herein referred to as "Customer"), upon authorization to proceed from Customer.

Date: September 6, 2023
Customer: City of Thief River Falls
Description of Change: Increase in Hosting Fee

1.1 Related Documents

This Statement of Work is subject to the terms and conditions as defined in the document referenced below.

1. Maintenance and Hosting Agreements between the City of Thief River Falls and N.Harris Computer Corp.

2 Scope of Engagement

2.1 Description

Customer has increased their daily processed reads from 324,000 to 684,000 in their Compass production system. The hosting fee will be increased by $3,328 annually to accommodate that increase. Since the increase occurred in July 2023, the increase will be for 13 months in order to align with the next annual hosting invoice scheduled for August 2024:

- July 2023 to July 2024 (inclusive) = 13 month = $3,328+$277.33= $3,605.33

2.2 Assumptions and Constraints

1. Customer will provide the appropriate remote access to its network, facilities, and systems as may be required to perform activities from one of Consultant's locations. Consultant shall abide by all rules and directions of Customer when accessing Customer's network, facilities or systems. A Change Order may be created if appropriate remote access to its network is not available, resulting in project delays.
2. Customer agrees to facilitate any required Customer-side logistics for the fulfillment of this agreement.
3. This Quote is based on a standard 8-hour work day. If there are any changes to the hours required, scope or our understanding of the scope, the price is subject to change.
4. Any discovered issues requiring investigation or configuration will be logged for analysis via SmartWorks Customer Hub ticket.

5. If any additional configuration work is identified to be performed by Consultant, a separate Consulting Services Schedule will be required and additional fees will apply.
6. Any items not explicitly identified within this document are considered out of scope. Any changes to those responsibilities and/or deliverables will be considered a change in scope for the engagement. Any proposed change to the engagement scope must be put into written format and be submitted to Consultant during this engagement for review and consideration.
7. Customer will assign a lead to act as an internal resource and guide throughout this engagement.
8. Customer will secure the appropriate staff in a timely fashion according to the agreed schedule. Consultant accepts that there can be challenges in coordinating meetings with multiple resources. Customer accepts that limitations in access to the optimum personnel may result in compromising the content of the deliverables.

3 Delivery Approach

1. Customer will submit all requests and/or issues within the SmartWorks Customer Hub ticketing system.
2. Work will be scheduled to commence approximately 90 days from receipt of approval.
3. Customer will be contacted to inform them of the scheduled date of their work and the estimated timeframe for when they will be required for testing.
4. Approximately 1 week prior to beginning the work, Customer will be contacted by Consultant to confirm that they will be beginning work.

Upon acceptance of the Statement of Work, an estimated completion date will be provided. Work will commence approximately 90 days from approval of this quote. Should additional time be required to complete this project at any time, you will be notified and asked for your approval in advance of Harris Utilities SmartWorks completing the incremental work.

Upon completion of the tasks detailed in the Statement of Work, Customer will be contacted by the SmartWorks Consultant assigned to this quote to walk through the steps required for testing.

4 Acceptance Criteria

Implementation
The work contained within this document is deemed completed and accepted if one of the following criteria is met:

- The Solution is moved to the Live (production) environment, upon approval from Customer, and is functioning as defined in section 2.1 and 2.2 of this document. The Solution will first be tested in Customer's test environment.
- 30 days has elapsed from delivery of the modification in Customer's test environment during which Customer does not communicate any issues with the Solution.
- 30 days has elapsed from delivery of the modification in Customer's test environment, Customer has not provided approval of Solution in test environment, yet Customer has not requested Extension to Acceptance period (i.e. Customer becomes unresponsive during Acceptance Period).

Issues requiring support following acceptance of this work will be logged by Customer through Consultant Support ticketing system, and will be addressed accordingly to the terms Support and Maintenance Agreement between Customer and Consultant.

Please refer to section 6.3.1. to review conditions of Customer Acceptance Period and Extensions to such period.

5 Termination

Customer or Consultant has the right to terminate the work described in this document without cause, at any time, with 10-day written notice to the other party, subject to the obligations identified below.

Customer Obligation
Complete payment for services performed and expenses incurred prior to termination including:

- Any amounts previously invoiced but unpaid;
- Fees for services performed through the termination date which has not been invoiced; and
- Any approved Travel and Living costs.

Consultant Obligations
Refund to Customer any fees that have been paid but not earned under this quote through the termination date.

6 Pricing

6.1 Fees

Professional Services
This is a fixed price quote based on the scope described above. If there are material changes to the scope or our understanding of the scope, the price is subject to change.

Support and Maintenance
Monthly Support & Maintenance fees may be adjusted based on the increased functionality or complexity resulting from this scope of work.

Taxes
Fees exclude any applicable taxes.

Validity
The price estimate is valid for a period of 30 days from the quote submission date (as identified in Section 1 of this document). Customer may request this date to be extended.

Scope Changes
If there are material changes to the scope or our understanding of the scope, the price estimate is subject to change:

- The Standard hourly rate for additional services is $245 CAD.
- The Support & Maintenance fees may be adjusted accordingly as well.

6.2 Payment Schedule

Customer will be invoiced based on the following payment fees and schedule. All prices are in CAD.

Description	Payment	
Increase in Hosting Fees (due at contract signing):	100%	
Monthly Increase for July 2023		$277.33
Annual Hosting Increase for August 2023 to July 2024		3,328.00
Total	**100%**	**$3,605.33**
Annual fees are subject to change as defined in the Maintenance and Hosting Agreements		

Invoices are payable on a net 30-day basis.

6.2.1 Pricing Assumptions

Please note that upon delivery of a customization, Customer will have thirty (30) calendar days for acceptance testing, during which time, issues reported within the 30 days will be resolved at no charge provided they are part of the original scope of work defined in section 2.1 and 2.2 of

this document. The customization will first be tested in the test environment, and then ported to the Live Environment on agreement from the customer where it will be validated once again.

If required, Customer and Consultant can arrange an extension to the 30-day acceptance period if Customer is approaching the end of the 30-day acceptance period and known validation issues exist which will require additional time beyond the 30 days to resolve, provided Customer is actively engaged in testing initiatives.

All changes or issues reported after 30 days will be considered billable, unless a prior arrangement or extension to the acceptance period is made during the initial 30 days.
If the testing period extends past 30 calendar days, there will be an additional charge to move the modification into Production unless a prior arrangement or extension has been agreed upon.

6.3 Payment Method

Customer will be invoiced for the entire level of effort identified in this quote using the direct invoice payment method.

7 Acceptance and Signoff

A signature below will serve as authorization to proceed with the work defined in this document.

Please sign and return this document to Bridget Abbott:

- Email: babbott@harriscomputer.com

□ **Approval to Proceed** with a Direct Invoicing Payment Method

Please provide both an authorized signature for sign off on this change order, and a technical contact where we should be directing Technical Issues.

Print Name (Authorized signature)	Signature	Date

Name (Technical Contact)	e-mail	Phone Number

N. Harris Computer Corporation

The SmartWorks manager authorized to sign this Services Package.

Print Name (Authorized signature)	Signature	Date

If you have any questions or need further information, please feel free to contact SmartWorks at smartworkssupport@harriscomputer.com.

ORDINANCE NO. 129, 3rd SERIES

An Ordinance Creating Chapter 114 “Cannabis” And Section 114.01 “Use Of Cannabis In Public”, In The City Code, And Adopting By Reference City Code Chapter 10, Which, Among Other Things, Contain Penalty Provisions.

The City Council of the City of Thief River Falls does hereby ordain:

Chapter 114 Cannabis

Section 114.01 Use of Cannabis in Public Places.

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

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

(2) City public property; or

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

A. Private residences, including the curtilage and yard; and

B. Private property not generally accessible by the public, unless a person is explicitly prohibited from using or consuming cannabis flower, cannabis products, lower-potency hemp edibles or hemp-derived consumer products on the property by the owner of the property; and

C. The premises of an establishment or event licensed to permit on-site consumption of cannabis flower, cannabis products, lower potency hemp edibles or hemp-derived consumer products.

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

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

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

Passed and adopted this ___ day of September 2023.

Approved this ____ day of September.

_____
Brian Holmer, Mayor

_____
Angela Phillip, City Administrator

First Reading: September ___, 2023.
Second Reading: September ___, 2023.

City of Thief River Falls

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

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

Request for Council Action

DATE: 10/17/2023

SUBJECT: Informational discussion on removal 91.7 Leaf Burning and revising 91.62 Permitting

RECOMMENDATION:

MOTION TO: Approve directing the City Attorney's office to prepare documentation for a 1st reading on November 7th to remove ordinance 91.7 Leaf Burning and revise the wording in 91.62 to require a permit from the fire department to allow leaf burning within the city limits.

BACKGROUND: Discussion was had during the committee meetings regarding leaf burning.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Permit fee.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Open Burning Ordinance_001

OPEN BURNING

$ 9r.60 DEFTNTTTONS.

For the purpose of this Chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

(A) FIRE CHIEF, FIRE MARSHAL, and ASSISTANT FIRE MARSHALS. The Fire Chiel Fire Marshal, and Assistant Fire Marshals of the Fire Division which provides fire protection services to the City.

(B) OPEN BURNING. The burning of any matter if the resultant combustion products are emitted directly to the atmosphere without passing through a stack, duct, or chimney, except a "recreational fire" as defined herein. Mobile cooking devices such as manufactured hibachis, charcoal grills, wood smokers, and propane or natural gas devices are not defined as "open burning."

(C) RECREATIONAL FIRE. A fire set with approved starter fuel no more than three feet in height, contained within the border of a "recreational fire site" using dry, clean wood; producing little detectable smoke, odor, or soot beyond the property line; conducted with an adult tending the fire at all times; for recreational, ceremonial, food preparation for social purposes; extinguished completely before quitting the occasion; and respecting weather conditions, neighbors, burning bans, and air quality so that nuisance, health, or safety hazards will not be created. No more than one recreational fire is allowed on any property at one time.

(D) RECREATIONAL FIRE SITE. An area of no more than a three foot diameter circle (measured from the inside of the fire ring or border); completely surrounded by non-combustible and non-smoke or odor producing material, either of natural rock, cement, brick, tile or blocks, or ferrous metal only and which area is depressed below ground, on the ground, or on a raised bed. Included are permanent outdoor wood burning fireplaces. Burning barrels are not a "recreation fire site" as defined herein. Recreational fire sites shall not be located closer than25 feet to any structure.

(E) .STAfiTER FaELS. Dry, untreated, unpainted, kindling, branches, cardboard, or charcoal fire starter. Paraffin candles and alcohols are permitted as starter fuels and as aids to ignition only. Propane gas torches or other clean gas burning devices causing minimal pollution must be used to start an open burn.

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(F) WOOD. Dry, clean fuel only such as twigs, branches, limbs, "presto logs," charcoal, cord wood or untreated dimensional lumber. The term does not include wood that is green with leaves or needles, rotten, wet, oil soaked, or treated with paint, glue, or preservatives. Clean pallets may be used for recreational fires when cut into three foot lengths.

s 91.61 PROHTBTTED MATERTALS.

(A) No person shall conduct, cause, or permit open burning oils, petro fuels, rubber, plastics, chemically treated materials, or other materials which produce excessive or noxious smoke such as tires, railroad ties, treated, painted or glued wood composite shingles, tar paper, insulation, composition board, sheetrock, wiring, paint, or paint fillers.

(B) No person shall conduct, cause, or permit open burning of hazardous waste or salvage operations, open burning of solid waste generated from an industrial or manufacturing process or from a service or commercial establishment or building material generated from demolition of commercial or institutional structures.

(C) No person shall conduct, cause or permit open burning of discarded material resulting from the handling, processing, storage, preparation, serving, or consumption of food.

(D) No person shall conduct, cause or permit open burning of any leaves or grass clippings, except as provided in $ 91.71.

$ 91.62 PERMTT REQUIRED FOR OPEN BURNTNG.

No person shall start or allow any open burning on any property in the City without first having obtained an open bum permit, except that a permit is not required for any fire which is a recreational fire as defined in $ 91.60 and for the burning of leaves as defined in $ 91.70.

s 91.63 PURPOSES ALLOWED FOR OPEN BURNTNG.

(A) Open burn permits may be issued only for the following purposes:

(1) Elimination of fire of health hazard that cannot be abated by other practical means;

(2) Ground thawing for utility repair and construction;

(3) Disposal of vegetative matter for managing forest, prairie or wildlife habitat, and in the development and maintenance of land and rights-of-way where chipping, composting, landspreading, or other alternative methods are not practical;

(4) Disposal ofdiseased trees generated on site, diseased or infected nursery stock, diseased

bee hives; or

2t Nuisances s er.63

(5) Disposal of unpainted, untreated, non-glued lumber and wood shakes generated from construction, where recycling, reuse, removal or other alternative disposal methods are not practical.

(B) Fire Training permits can only issued by the Minnesota Department of Natural Resources.

$ 91.64 PERMIT APPLICATION FoR OPEN BURNING; pERMIT FEES.

(A) Open burning permits shall be obtained by making application on a form prescribed the Department of Natural Resources (DNR) and adopted by the Fire Division. The permit application shall be presented to the Fire Chief, Fire Marshal, and Assistant Fire Marshals for reviewing and processing those applications.

(B) An open burning permit shall require the payment of a fee. Permit fees shall be in the amount established by resolution, which may be amended from time to time.

$ 91.65 PERMTT PROCESS FOR OPEN BURNTNG.

Upon receipt of the completed open burning permit application and permit fee, the Fire Chief, Fire Marshal, or Assistant Fire Marshals shall schedule a preliminary site inspection to locate the proposed burn site, note special conditions, and set dates and time of permitted burn and review fire safety considerations.

s 91.66 PERMTT HOLDER RESPONSTBTLITY.

(A) Prior to starting an open burn, the permit holder shall be responsible for confirming that no burning ban or air quality alert is in effect. Every open burn event shall be constantly attended by the permit holder or the permit holder's competent representative. The open burning site shall have available, appropriate communication and fire suppression equipment as set out in the fire safety plan.

(B) The open burn fire shall be completely extinguished before the permit holder or the permit holder's representative leaves the site. No fire may be allowed to smolder with no person present. It is the responsibility of the permit holder to have a valid permit, as required by this Subchapter, available for inspection on the site by the Police Division, Fire Division, MPCA representative, or DNR forest officer.

(C) The permit holder is responsible for compliance and implementation of all general conditions, special conditions, and the bum event safety plan as established in the permit issued. The permit

holder shall be responsible for all costs incurred as a result of the burn, including but not limited to fire suppression and administrative fees.

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$ 91.67 REVOCATION OF OPEN BURNING PERMIT.

The open burning permit is subject to revocation at the discretion of DNR forest officer, the Fire Chiel Fire Marshal, or Assistant Fire Marshals. Reasons for revocation include but are not limited to a fte hazard existing or developing during the course of the burn, any of the conditions of the permit being violated during the course of the burn, pollution or nuisance conditions developing during the course of the burn, or a fire smoldering with no flame present.

s 91.68 DENTAL OF OPEN BURNTNG PERMIT.

If established criteria for the issuance of an open buming permit are not met during review of the application, it is determined that a practical alternative method for disposal of the material exists, or a pollution or nuisance condition would result, or if a burn event safety plan cannot be drafted to the satisfaction of the Fire Chief, Fire Marshal, or Assistant Fire Marshals, these officers may deny the application for the open burn permit.

s 91.69 BURNTNG BAN OR AIR QUALTTY ALERT.

No recreational fire or open burn will be permitted when the City or DNR has officially declared a burning ban due to potential hazardous fire conditions or when the MPCA has declared an Air Quality Alert.

$ 91.70 BURNTNG OF LEAVES.

(A) The burning of leaves will only be permitted under the following conditions:

(1) Such burning of leaves will only be permitted October I through November 15

(2) A responsible person shall be in constant attendance until the fire is completely extinguished.

(3) Burning will only be allowed between the hours of 8:00 a.m. and 8:00 p.m. All fires are to be extinguished by 8:00 p.m.

(4) Such fires shall not be less than five feet from any property line.

(5) The buming of leaves is prohibited on City streets, alleys, sidewalks, boulevards, riverbanks, or any public property by private citizens.

(6) No open burning of leaves shall take place during an air pollution alert warning or emergency declared by the Minnesota Environmental Protection Agency.

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(7) The Council may temporarily discontinue burning between October I and November 15 due to unsafe conditions (such as, excessive dryness, and the like). At the Council's discretion, the last day of burning may be extended through December I.

(B) This Section pertains only to the burning of leaves. It is unlawful for any person to burn rubbish, trash, or other material.

CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
RBC						
American Express Natl Bk	Certificate of Deposit - Brokered	$248,000	18-Mar-24	1.60%	**16-Sep-22**	$243,580.64
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	$249,000	15-May-24	2.75%	**15-May-19**	$244,737.12
New York Community Bank	Certificate of Deposit - Brokered	$183,000	03-Jun-24	0.30%	**03-Dec-21**	$176,653.56
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	$500,000	01-Oct-24	2.25%	**12-Aug-20**	$483,880.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	$245,000	27-Feb-25	1.80%	**27-Aug-20**	$232,299.20
State Bk India New York NY	Certificate of Deposit - Brokered	$183,000	10-Jun-25	1.05%	**10-Dec-20**	$169,626.36
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	$255,000	25-Aug-25	3.50%	**25-Feb-23**	$246,480.45
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	$246,000	30-Sep-25	0.40%	**31-Mar-21**	$222,172.44
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	$200,000	11-Feb-26	1.00%	**11-Aug-21**	$180,032.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	$246,000	30-Mar-26	2.85%	**01-Jul-22**	$236,087.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	$249,000	31-Mar-26	0.95%	**30-Jun-21**	$222,688.17
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	$245,000	16-Jun-26	0.85%	**16-Jul-21**	$216,655.95
Solutions Bk Forreston Ill	Certificate of Deposit - Brokered	$209,000	22-Sep-28	5.30%	**22-Oct-23**	$208,364.64
Defiance Ohio City Sch Dist	Bond - Brokered	$550,000	01-Dec-28	0.00%	**01-Dec-28**	$419,831.50
Fresno Calif Uni School Dist	Bond - Brokered	$300,000	01-Aug-25	0.00%	**01-Aug-25**	$271,047.00
Thief River Falls Minn Indpt	Bond - Brokered	$190,000	01-Feb-27	1.01%	**01-Feb-27**	$165,184.10
		RBC INVESTMENTS				$3,939,320.63
Border State Bank	Certificate of Deposit	$100,000	16-Dec-24	2.09%	**16-Dec-23**	$100,000.00
		BORDER STATE BANK INVESTMENTS				$100,000.00

Vibrant Credit Union, IL	Certificate of Deposit - Brokered	$236,950	08-Jul-24	5.373%	$236,950.00
T Bank, National Association TX	Certificate of Deposit - Brokered	$233,050	20-Jun-24	4.728%	$233,050.00
4M Term Series, MN	Certificate of Deposit - Brokered	$1,000,000	26-Jan-24	4.650%	$1,000,000.00
		4M INVESTMENTS			$1,470,000.00
		TOTAL CD INVESTMENTS			$5,509,320.63
MONEY MARKET ACCOUNTS					
Piper Jaffray	First American Gov't Obligations Fund			4.480%	$3,329,106.84
RBC	US Govt Money Market Fund				$81.87
League of Minnesota Cities	4M Money Market Fund			5.008%	$14,369,418.06
League of Minnesota Cities	4M Plus Fund			5.054%	$27,136.38
League of Minnesota Cities	4M LTD Account				$769,395.56
		TOTAL MONEY MARKET SAVINGS			$18,495,138.71
		GRAND TOTAL		**09/30/2023**	$24,004,459.34

*Interest paid every 6 months.