THIEF RIVER FALLS CITY COUNCIL
AGENDA
Tuesday, November 21, 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 FORUM -** ***Individuals may address the City Council about any item not included on the regular agenda. A maximum of 5 minutes is allotted for the public forum. The City Council will not take official action on items discussed at this time, with the exception of referral to staff or a committee, board or commission for a future report.***

5. **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**
   5.1. Visit TRF 2023 Budget - Amanda Hughes and Dave Carlson

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

7. **CONSENT AGENDA -** ***These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.***
   7.1. Approval of November 7, 2023 Council Proceedings (page 3-6)
   7.2. City of Thief River Falls Bills and Disbursements (page 7-31)
   7.3. Approve Uncollectible Utility Account Write-offs (page 32)

8. **NEW BUSINESS**
   8.1. Call for First Reading of City of Thief River Falls – Amend City Code (page 33-41)
   8.2. Approve Greenwood Cemetery First Addition (page 42-47)
   8.3. Approval Of Visit Thief River Falls 2024 Budget

8.4. Liquor Store Employee Discussion

8.5. Approve to purchase of a Scissor Lift trailer (page 48-49)

8.6. Resolution of Support for the Pennington County Cr 62 and Rocksbury Township 150th Avenue Ne Reconstruction Projects (page 50)

8.7. Approve Hiring of Nicholas Olson as Public Works Maintenance (page 51)

8.8. Approve Carnegie Library interior repair (page 52)

8.9. Approval to accept the signed Law Enforcement Labor Services Memorandum of Agreement for Interim 2024 Employee Health Insurance Payments (page 53)

8.10. Approval of City Organizational Chart (page 54-55)

8.11. Approve Application for County City On-Sale Wine License to Line on 59 (page 56)

8.12. Approve Application for County City On-Sale Wine License to Moe's Burgers & Brews (page 57)

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

10. UPCOMING MEETINGS

10.1. City Council Meeting - December 5th at 5:30 p.m.

10.2. Truth-in-Taxation December 5th at 6:00 P.M.

10.3. Public Utilities Committee Meeting - December 11th at 7:00 a.m.

10.4. Public Safety Liquor Committee Meeting - December 11th at 4:30 p.m.

10.5. Administrative Services Committee Meeting - December 12th at 4:30 p.m.

10.6. Public Works Committee Meeting - December 13th at 4:30 p.m.

10.7. City Council Meeting - December 19th at 5:30 p.m.

11. INFORMATIONAL ITEMS

11.1. October 2023 Investment Summary (page 58-60)

11.2. Police Presence in Schools

12. ADJOURNMENT

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

COUNCIL PROCEEDINGS

Tuesday, November 7, 2023

CALL TO ORDER

This meeting is officially called to order at 5:30 PM on November 7, 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, Aarestad and Bolduc. Councilmember absent: Arlt. Mayor Holmer chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Michele McCraw motioned, being seconded by Councilmember Scott Pream, to approve the agenda with the removal of 12.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 11.243.23: Approval of October 17, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 11.243.23, being seconded by Councilmember Mike Lorenson, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve October 17 , 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.244.23: City of Thief River Falls Bills and Disbursements and Council Per Diems

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 11.244.23, being seconded by Councilmember Mike Lorenson, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of $3,719,463.83 and council per diem in the amount of $2,675.00. 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. 11.245.23: Approve Surplus Items/Forfeited Vehicles

Presented as part of the Consent Agenda, Councilmember Anthony Bolduc introduced Resolution No. 11.245.23, being seconded by Councilmember Mike Lorenson, that:

WHEREAS, Various City Departments have equipment and supplies that are no longer useful or productive that need to be disposed of periodically. The City has used Public Surplus Auctions for the past several years to offer the surplus items to the public.

WHEREAS, Using Public Surplus Auctions as the avenue to dispose of no longer useful items has no cost to the City for the auction service and collection of the purchase price.

THEREFORE, BE IT RESOLVED Approve to declare the attached list of items as surplus and authorize them to be auctioned at public auction.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

Call for Second Reading Rezoning – Fricke Properties, LLC (ODC) Property

Councilmember Jason Aarestad motioned, being seconded by Councilmember Anthony Bolduc to call for the second reading of an ordinance of Chapter 152 of the Thief River Falls ("City") City Code that Fricke Properties, LLC, 19540 t38tb Avenue NE, Thief River Falls, MN 56701, has submitted a request to rezone Occupational Development Center (ODC) property from Light Industrial District (l- I) to General Business District (C-2). The property is described as follows:

Lot 3. Block I, Oxbow First Addition to the Citv of Thief River Falls

On vote being taken, the second reading was unanimously passed.

RESOLUTION NO. 11.246.23: Approve Rezoning – Fricke Properties, LLC (ODC) Property

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 11.246.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Approve comprehensive plan amendment to reflect the zoning change. This motion is contingent upon rezoning approval.

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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.247.23: On-Sale 3.2% Liquor License to Moe's Burgers & Brew

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.247.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, Moe's Burgers & Brew has applied for an On-Sale 3.2% Liquor License.

WHEREAS, The license fee is $250 annually for the 3.2% Liquor and $200 annually for the Sunday 3.2% Liquor License. License fees have been prorated for 2023.

WHEREAS, Contingent on all applications, background checks, fees and insurance being met.

THEREFORE, BE IT RESOLVED Approve the On-Sale 3.2% Liquor License to Moe's Burgers & Brew effective November 24, 2023.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.248.23: Approve 2023 Budget Adjustments

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.248.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief River Falls amends the budget from time to time. Emphasis is placed on amending the general fund budget, since this budget is reported as part of the City's financial statements. The following represents the expenditure budget amendments for the general fund:

2023 Budget adjustment:

Move: 100-4210-62420 Computer Equipment $5,000 to 100-4210-65400 machinery & Equipment
Move: 100-4210-64440 DWI Enforce & Equip $5,000 to 100-4210-65400 machinery & Equipment

THEREFORE, BE IT RESOLVED To amend the 2023 budget to reflect the actions taken by council on the purchase of the police squad car.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.249.23: Approve Agreement between City of Thief River Falls and Pennington County for Voting Operations

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 11.249.23 , being seconded by Councilmember Steve Narverud, that:

WHEREAS, On July 20, 2023, the Office of the Secretary of State completed the electronic transfer of $1.25 million in electronic payments to counties for the Voting Operations, Technology, & Election Resources (VOTER) Account in accordance with the requirements of Minnesota Statutes section 5.305,

WHEREAS, Pennington County is required to work with its local units of government to determine how the funds will be allocated within the county,
and

WHEREAS, Pennington County currently administers the absentee and mail balloting for all precincts, and

THEREFORE, BE IT RESOLVED That the City of Thief River Falls does hereby agree to allow Pennington County to retain all Voting Operations, Technology, & Election Resources (VOTER) Account Funds received.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Councilmember Steve Narverud mentioned Leaf vac is over and will resume in the spring. Public Works will continue with spring clean up.
- Mayor Holmer mentioned there are numbers on all street lights. If calling in to report a light out please reference the light pole number when able.
- Mayor Holmer clarified that emails will be answered and responded to if they are not identified as potential spam. Do not include website links within the body of the email it may be rejected.
- City Hall will be closed Friday, November 10, 2023.

UPCOMING MEETINGS

- Public Utilities Committee Meeting - November 13th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - November 13th at 4:30 p.m.
- Administrative Services Committee Meeting - November 14th at 4:30 p.m.
- Public Works Committee Meeting - November 15th at 4:30 p.m.
- City Council Meeting - November 21st at 5:30 p.m.

INFORMATIONAL ITEMS

ADJOURNMENT

There being no further discussion, Councilmember Mike Lorenson, being seconded by Councilmember Anthony Bolduc to adjourn at 5:44 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
NOVEMBER 21st, 2023

SUMMARY OF DISBURSEMENTS

11/3/2023	AP PKT #761 - DIRECT PAYABLES	$4,410.36
11/7/2023	AP PKT #763 - DIRECT PAYABLES	$20,994.46
11/8/2023	AP PKT #768 - ELECTRIC INVENTORY	$24,160.91
11/9/2023	AP PKT #767 - DIRECT PAYABLES	$142,711.51
11/13/2023	AP PKT #769 - DIRECT PAYABLES	$950.00
11/15/2023	AP PKT #772 - DIRECT PAYABLES	$627.60
11/21/2023	AP PKT #773 - REGULAR PAYABLES	$335,855.35
GRAND TOTAL OF DISBURSEMENTS		**$529,710.19**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00761 - 11/03/23

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MINNESOTA ENERGY GROUP-00005							
MINNESOTA ENERGY GROU…	4787053811	10/26/2023	690-4830-63890	Utilities Expense	GAS METER READING - OCT…		194.38
					Vendor MINNESOTA ENERGY GROUP-00005 Total:		**194.38**
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R…	CT145593	10/03/2023	690-4850-62210	Equipment Maint & Repair	ADAPTER FITTING - RING O…		28.52
					Vendor NELSON EQUIPMENT OF T R F INC Total:		**28.52**
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR V…	11 03 23 TITLES	11/03/2023	100-4210-64440	DWI Enforcement & Equip…	TITLE TRANSFER FEES - 5 FO…		104.00
					Vendor PENNINGTON CO MOTOR VEHICLE Total:		**104.00**
Vendor: PENNINGTON CO TREASURER							
PENNINGTON CO TREASUR…	11 15 23 R E TAXES	11/03/2023	100-4670-64370	Taxes and Licenses	2023 REAL ESTATE TAXES - …		722.00
PENNINGTON CO TREASUR…	11 15 23 R E TAXES	11/03/2023	620-4890-64370	Taxes and Licenses	2023 REAL ESTATE TAXES - …		913.00
PENNINGTON CO TREASUR…	11 15 23 R E TAXES	11/03/2023	680-4890-64370	Taxes and Licenses	2023 REAL ESTATE TAXES - …		1,387.00
					Vendor PENNINGTON CO TREASURER Total:		**3,022.00**
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	DEC 2023	11/03/2023	810-4820-61500	Annuity Payments	POLICE RELIEF - DEC 2023		1,061.46
					Vendor YVONNE PEDERSON Total:		**1,061.46**
					Grand Total:		**4,410.36**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		826.00
620 - WATER UTILITY FUND		913.00
680 - WASTEWATER UTILITY FUND		1,387.00
690 - ELECTRIC UTILITY FUND		222.90
810 - POLICE RELIEF ASSOCIATION		1,061.46
	Grand Total:	**4,410.36**

Account Summary

Account Number	Account Name	Expense Amount
100-4210-64440	DWI Enforcement & Equ...	104.00
100-4670-64370	Taxes and Licenses	722.00
620-4890-64370	Taxes and Licenses	913.00
680-4890-64370	Taxes and Licenses	1,387.00
690-4830-63890	Utilities Expense	194.38
690-4850-62210	Equipment Maint & Repa..	28.52
810-4820-61500	Annuity Payments	1,061.46
	Grand Total:	**4,410.36**

Project Account Summary

Project Account Key		Expense Amount
None		4,410.36
	Grand Total:	**4,410.36**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00763 - 11/07/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	14D3MH9P47HH	10/25/2023	620-4840-62420	Computer Equipment	COMPUTER - LAB / SCADA		675.99
AMAZON CAPITAL SERVICES ..	174JG3GDDCGT	10/28/2023	680-4850-62210	Equipment Maint & Repair	HVAC ACTUATOR - '15 DOD...		18.17
AMAZON CAPITAL SERVICES ..	1CCYX9LQTRJ4	10/30/2023	100-4150-62020	Computer Supplies	CITY CLERK HEADSET		89.99
AMAZON CAPITAL SERVICES ..	1F6NFDCT7NC4	10/27/2023	100-4510-62230	Building Maint & Repair	NOTICE / BULLETIN BOARD		105.99
AMAZON CAPITAL SERVICES ..	1MJHDLKH1DFL	10/20/2023	100-4660-62020	Computer Supplies	HEADSET FOR MEETINGS		28.50
AMAZON CAPITAL SERVICES ..	1XNH6CV934RC	10/26/2023	820-4840-62990	Misc. Operating Expense	REFLECTIVE DRIVEWAY MA...		175.98
					Vendor AMAZON CAPITAL SERVICES INC Total:		**1,094.62**
Vendor: BRIAN MOYER							
BRIAN MOYER	1069	10/16/2023	100-4510-63030	Contracts Expense	STUMP GRINDING SERVICES		4,776.00
					Vendor BRIAN MOYER Total:		**4,776.00**
Vendor: JOHN HOUSKE							
JOHN HOUSKE	REFUND 11 07 23	11/07/2023	740-4074-53848	Life Ins - COBRA	REFUND - COBRA LIFE INS O...		38.25
					Vendor JOHN HOUSKE Total:		**38.25**
Vendor: LE ANN M ENGELSTAD							
LE ANN M ENGELSTAD	REFUND 11 07 23	11/07/2023	740-4074-53848	Life Ins - COBRA	REFUND - COBRA LIFE INS O...		45.66
					Vendor LE ANN M ENGELSTAD Total:		**45.66**
Vendor: MINNESOTA ENERGY GROUP-00003							
MINNESOTA ENERGY GROU...	4794410621	11/01/2023	100-4220-63890	Utilities Expense	GAS METER READING - OCT...		90.51
MINNESOTA ENERGY GROU...	4794410621	11/01/2023	100-4550-63890	Utilities Expense	GAS METER READING - OCT...		133.39
MINNESOTA ENERGY GROU...	4794410621	11/01/2023	100-4560-63890	Utilities Expense	GAS METER READING - OCT...		118.13
MINNESOTA ENERGY GROU...	4794410621	11/01/2023	100-4570-63890	Utilities Expense	GAS METER READING - OCT...		87.35
MINNESOTA ENERGY GROU...	4794410621	11/01/2023	680-4830-63890	Utilities Expense	GAS METER READING - OCT...		27.69
					Vendor MINNESOTA ENERGY GROUP-00003 Total:		**457.07**
Vendor: POWERPLAN							
POWERPLAN	P5169909	10/26/2023	100-4312-62210	Equipment Maint & Repair	PIN FASTENER / BUSHING / ...		318.32
POWERPLAN	P5413254	10/23/2023	100-4312-62210	Equipment Maint & Repair	HD SEPERATOR - MCLAUGH...		1,384.75
POWERPLAN	P5413254	10/23/2023	620-4850-62210	Equipment Maint & Repair	HD SEPERATOR - MCLAUGH...		1,384.76
					Vendor POWERPLAN Total:		**3,087.83**
Vendor: TK ELEVATOR CORP							
TK ELEVATOR CORP	3007552322	11/01/2023	100-4194-63030	Contracts Expense	ELEVATOR MAINTENANCE ...		3,146.30
TK ELEVATOR CORP	3007552323	11/01/2023	620-4890-63030	Contracts Expense	ELEVATOR MAINTENANCE ...		3,146.30
TK ELEVATOR CORP	3007552326	11/01/2023	100-4560-63030	Contracts Expense	ELEVATOR MAINTENANCE ...		2,056.13

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
TK ELEVATOR CORP	3007552326	11/01/2023	630-4890-63030	Contracts Expense	ELEVATOR MAINTENANCE ...		3,146.30
						Vendor TK ELEVATOR CORP Total:	**11,495.03**
						Grand Total:	**20,994.46**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		12,335.36
620 - WATER UTILITY FUND		5,207.05
630 - ARENAS - VENUWORKS		3,146.30
680 - WASTEWATER UTILITY FUND		45.86
740 - TRF HEALTH INSURANCE FUND		83.91
820 - GREENWOOD CEMETERY FUND		175.98
	Grand Total:	**20,994.46**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62020	Computer Supplies	89.99
100-4194-63030	Contracts Expense	3,146.30
100-4220-63890	Utilities Expense	90.51
100-4312-62210	Equipment Maint & Repa..	1,703.07
100-4510-62230	Building Maint & Repair	105.99
100-4510-63030	Contracts Expense	4,776.00
100-4550-63890	Utilities Expense	133.39
100-4560-63030	Contracts Expense	2,056.13
100-4560-63890	Utilities Expense	118.13
100-4570-63890	Utilities Expense	87.35
100-4660-62020	Computer Supplies	28.50
620-4840-62420	Computer Equipment	675.99
620-4850-62210	Equipment Maint & Repa..	1,384.76
620-4890-63030	Contracts Expense	3,146.30
630-4890-63030	Contracts Expense	3,146.30
680-4830-63890	Utilities Expense	27.69
680-4850-62210	Equipment Maint & Repa..	18.17
740-4074-53848	Life Ins - COBRA	83.91
820-4840-62990	Misc. Operating Expense	175.98
	Grand Total:	**20,994.46**

Project Account Summary

Project Account Key		Expense Amount
None		20,994.46
	Grand Total:	**20,994.46**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00767 - 11/09/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARAMARK UNIFORM & CAREER APPAREL GROUP INC							
ARAMARK UNIFORM & CAR...	2630205509	10/31/2023	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 10/31/...		85.13
					Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:		**85.13**
Vendor: DODGE OF BURNSVILLE							
DODGE OF BURNSVILLE	N78684	11/06/2023	620-16400	Machinery & Equipment	2023 DODGE RAM 1500 CL...		40,273.00
					Vendor DODGE OF BURNSVILLE Total:		**40,273.00**
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR...	OCT 2023 - CIVIC 2	11/02/2023	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - OCT 20...		5.00
GLOBAL PAYMENTS INTEGR...	OCT 2023 - CIVIC	11/02/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - OCT 20...		8.08
GLOBAL PAYMENTS INTEGR...	OCT 2023	11/02/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - OCT 20...		5,463.93
					Vendor GLOBAL PAYMENTS INTEGRATED Total:		**5,477.01**
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	744814	10/24/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		16,234.15
MC KINNON COMPANY INC	745756	10/27/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		6,111.15
MC KINNON COMPANY INC	745903	10/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,679.50
MC KINNON COMPANY INC	745903	10/31/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		10,498.05
MC KINNON COMPANY INC	745903	10/31/2023	610-4810-62530	Wine for Resale	PURCHASE -WINE		83.20
MC KINNON COMPANY INC	745903	10/31/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		77.38
MC KINNON COMPANY INC	907000046	10/24/2023	610-4810-62520	Beer for Resale	BEER CREDIT		-1.34
					Vendor MC KINNON COMPANY INC Total:		**35,682.09**
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	OCT 2023	11/09/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2023		2,741.15
NORTHDALE OIL INC	OCT 2023	11/09/2023	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2023		349.33
NORTHDALE OIL INC	OCT 2023	11/09/2023	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2023		125.86
NORTHDALE OIL INC	OCT 2023	11/09/2023	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - OCT 2023		117.62
					Vendor NORTHDALE OIL INC Total:		**3,333.96**
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	147159	10/16/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		55.70
NORTHWEST BEVERAGE INC	147159	10/16/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		4,435.10
NORTHWEST BEVERAGE INC	147264	10/20/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		126.90
NORTHWEST BEVERAGE INC	147264	10/20/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		9,162.70
NORTHWEST BEVERAGE INC	147286	10/23/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		9,308.15
NORTHWEST BEVERAGE INC	147370	10/27/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		21,050.00
NORTHWEST BEVERAGE INC	147376	10/30/2023	610-4810-62510	Liquor for Resale	PURHASE - LIQUOR		365.20
NORTHWEST BEVERAGE INC	147376	10/30/2023	610-4810-62520	Beer for Resale	PURHASE - BEER		9,228.30
NORTHWEST BEVERAGE INC	147406	10/31/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		796.20

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
NORTHWEST BEVERAGE INC	147406	10/31/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		182.50
					Vendor NORTHWEST BEVERAGE INC Total:		**54,710.75**
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR V…	2023 DODGE N78984	11/09/2023	620-16400	Machinery & Equipment	TAX / LICENSE / REGISTRAT…		2,819.77
					Vendor PENNINGTON CO MOTOR VEHICLE Total:		**2,819.77**
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	85411755	10/26/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		329.80
					Vendor PEPSI BEVERAGES COMPANY Total:		**329.80**
					Grand Total:		**142,711.51**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		3,221.34
610 - LIQUOR DISPENSARY		90,722.64
620 - WATER UTILITY FUND		43,177.90
690 - ELECTRIC UTILITY FUND		5,589.63
	Grand Total:	**142,711.51**

Account Summary

Account Number	Account Name	Expense Amount
100-4210-62120	Gas-Oil-Lube	2,741.15
100-4312-62120	Gas-Oil-Lube	349.33
100-4315-62120	Gas-Oil-Lube	125.86
100-4670-63060	Credit Card Fees	5.00
610-4810-62510	Liquor for Resale	3,227.30
610-4810-62520	Beer for Resale	86,822.46
610-4810-62530	Wine for Resale	83.20
610-4810-62540	Soft Drinks/Mix for Resa...	589.68
620-16400	Machinery & Equipment	43,092.77
620-4890-63030	Contracts Expense	85.13
690-4840-62120	Gas-Oil-Lube	117.62
690-4890-63060	Credit Card Fees	5,472.01
	Grand Total:	**142,711.51**

Project Account Summary

Project Account Key		Expense Amount
None		142,711.51
	Grand Total:	**142,711.51**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00768 - 11/08/23 ELECTRIC INVENTORY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BORDER STATES ELECTRIC SUPPLY							
BORDER STATES ELECTRIC S...	927224622	10/26/2023	690-14100	Inventory - Materials	COOPER 120/240 #CP23550...		5,346.47
					Vendor BORDER STATES ELECTRIC SUPPLY Total:		**5,346.47**
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S102848236.001	10/11/2023	100-4194-62990	Misc. Operating Expense	MISC SUPLLIES		84.00
DAKOTA SUPPLY GROUP	S103078051.003	10/04/2023	690-14100	Inventory - Materials	#4 Split Bolt		8.24
DAKOTA SUPPLY GROUP	S103106502.001	10/04/2023	690-14100	Inventory - Materials	Duplex Recep 20 amp 120v ...		47.89
DAKOTA SUPPLY GROUP	S103123919.001	10/03/2023	620-4850-62220	Plant Equip Maint & Repair	PART - HIGH SERVICE PUMP...		45.63
DAKOTA SUPPLY GROUP	S103129281.001	10/04/2023	690-14100	Inventory - Materials	#6 CU Ground Wire		201.75
DAKOTA SUPPLY GROUP	S103135410.001	10/05/2023	690-4840-62990	Misc. Operating Expense	ELECTRICAL TAPE		274.18
DAKOTA SUPPLY GROUP	S103155342.001.2	10/26/2023	690-14100	Inventory - Materials	Mini 15A Fuse		39.42
DAKOTA SUPPLY GROUP	S103155342.001-1	10/24/2023	690-14100	Inventory - Materials	#6 CU Ground Wire		190.94
DAKOTA SUPPLY GROUP	S103155342.001	10/16/2023	690-14100	Inventory - Materials	150/55 HPS		118.06
DAKOTA SUPPLY GROUP	S103155342.002	10/24/2023	690-14100	Inventory - Materials	Mini 15A Fuse		105.12
DAKOTA SUPPLY GROUP	S103155342.003	10/24/2023	690-14100	Inventory - Materials	#4 Split Bolt		156.59
DAKOTA SUPPLY GROUP	S103155342.004	10/24/2023	690-14100	Inventory - Materials	Mini 15A Fuse		91.98
DAKOTA SUPPLY GROUP	S103155342.005	10/26/2023	690-14100	Inventory - Materials	150/55 HPS		259.73
DAKOTA SUPPLY GROUP	S103165940.001	10/17/2023	690-4850-62360	Distribution Maint	GALV STRAP - MORRIS OW...		20.63
DAKOTA SUPPLY GROUP	S103175951.001	10/19/2023	690-14100	Inventory - Materials	VISE GROUNDING CONNEC...		188.50
DAKOTA SUPPLY GROUP	S103191040.001	10/25/2023	690-4850-62360	Distribution Maint	COND PVC - MORRIS OWEN...		223.88
					Vendor DAKOTA SUPPLY GROUP Total:		**2,056.54**
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S013744806.001	10/16/2023	690-14100	Inventory - Materials	2" Bell End		47.73
					Vendor STUART C IRBY CO Total:		**47.73**
Vendor: T & R ELECTRIC SUPPLY CO INC							
T & R ELECTRIC SUPPLY CO ...	174660	10/11/2023	690-14100	Inventory - Materials	WESTINGHOUSE NEW 300 ...		16,710.17
					Vendor T & R ELECTRIC SUPPLY CO INC Total:		**16,710.17**
					Grand Total:		**24,160.91**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		84.00
620 - WATER UTILITY FUND		45.63
690 - ELECTRIC UTILITY FUND		24,031.28
	Grand Total:	**24,160.91**

Account Summary

Account Number	Account Name	Expense Amount
100-4194-62990	Misc. Operating Expense	84.00
620-4850-62220	Plant Equip Maint & Rep…	45.63
690-14100	Inventory - Materials	23,512.59
690-4840-62990	Misc. Operating Expense	274.18
690-4850-62360	Distribution Maint	244.51
	Grand Total:	**24,160.91**

Project Account Summary

Project Account Key		Expense Amount
None		24,160.91
	Grand Total:	**24,160.91**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00769 - 11/13/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR V...	11 13 23	11/13/2023	100-4210-65400	Machinery & Equipment	TAX / LICENSE / REG - 2013...		950.00
						Vendor PENNINGTON CO MOTOR VEHICLE Total:	**950.00**
						Grand Total:	**950.00**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		950.00
	Grand Total:	**950.00**

Account Summary

Account Number	Account Name	Expense Amount
100-4210-65400	Machinery & Equipment	950.00
	Grand Total:	**950.00**

Project Account Summary

Project Account Key		Expense Amount
None		950.00
	Grand Total:	**950.00**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT00772 - 11/15/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS127703	09/07/2023	690-4840-62400	Small Tools and Minor Equip	CEMENT BLADE		127.80
FASTENAL COMPANY	MNROS127795	09/13/2023	100-4510-62880	Personal Protective Equipm...	PPE - WIPES		36.44
FASTENAL COMPANY	MNROS127798	09/13/2023	100-4194-62990	Misc. Operating Expense	GLOVES		44.52
FASTENAL COMPANY	MNROS128146	10/09/2023	690-4850-62360	Distribution Maint	MATERIALS - MORRIS OWEN..		418.84
						Vendor FASTENAL COMPANY Total:	**627.60**
						Grand Total:	**627.60**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		80.96
690 - ELECTRIC UTILITY FUND		546.64
	Grand Total:	**627.60**

Account Summary

Account Number	Account Name	Expense Amount
100-4194-62990	Misc. Operating Expense	44.52
100-4510-62880	Personal Protective Equi…	36.44
690-4840-62400	Small Tools and Minor E…	127.80
690-4850-62360	Distribution Maint	418.84
	Grand Total:	**627.60**

Project Account Summary

Project Account Key		Expense Amount
None		627.60
	Grand Total:	**627.60**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00773 - 11/21/23 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: 95WEST AERIAL MAPPING LLC							
95WEST AERIAL MAPPING L...	226712	10/27/2023	100-4650-63030	Contracts Expense	PROF SRVCS - ORTHOS & LI...		15,000.00
95WEST AERIAL MAPPING L...	226712	10/27/2023	670-4890-63030	Contracts Expense	PROF SRVCS - ORTHOS & LI...		11,900.00
					Vendor 95WEST AERIAL MAPPING LLC Total:		**26,900.00**
Vendor: ACE HARDWARE							
ACE HARDWARE	145207	10/03/2023	620-4840-62990	Misc. Operating Expense	COUPLING - DRAIN REPAIR		9.99
ACE HARDWARE	145392	10/06/2023	620-4850-62220	Plant Equip Maint & Repair	POLY TUBE - CHEMICAL FEED		118.00
ACE HARDWARE	146164	10/16/2023	100-4194-62990	Misc. Operating Expense	CAULK		35.16
ACE HARDWARE	146267	10/17/2023	680-4840-62990	Misc. Operating Expense	PVC PRIMER / CEMENT		41.97
ACE HARDWARE	146401	10/19/2023	100-4194-62230	Building Maint & Repair	DOOR STOP		16.97
ACE HARDWARE	146692	10/23/2023	680-4850-62210	Equipment Maint & Repair	BATTERIES - PH PROBE MET...		3.59
ACE HARDWARE	147034	10/26/2023	620-4850-62230	Building Maint & Repair	CEMENT ANCHOR - WALL R...		21.99
ACE HARDWARE	147105	10/27/2023	620-4850-62230	Building Maint & Repair	CEMENT ANCHOR - WALL R...		21.99
					Vendor ACE HARDWARE Total:		**269.66**
Vendor: ACE RENT-ALL							
ACE RENT-ALL	10 11 23	10/11/2023	100-4510-62240	Department Maint & Repair	TILLER - FLOWER BEDS CLE...		20.00
					Vendor ACE RENT-ALL Total:		**20.00**
Vendor: AMARIL UNIFORM COMPANY							
AMARIL UNIFORM COMPA...	IV251559	10/25/2023	690-4840-62880	Personal Protective Equipm...	PPE - FRANCO TRUDEAU		1,244.30
AMARIL UNIFORM COMPA...	IV251861	11/02/2023	690-4840-62880	Personal Protective Equipm...	RETURN CREDIT - J KINSMA...		-88.00
AMARIL UNIFORM COMPA...	IV252296	11/08/2023	690-4840-62880	Personal Protective Equipm...	PPE - FRANCO TRUDEAU		239.40
					Vendor AMARIL UNIFORM COMPANY Total:		**1,395.70**
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN2314	11/03/2023	620-4840-62160	Chemicals	CHEMICALS		15,169.65
AQUA PURE INC	TRFMN2315	11/13/2023	620-4840-62170	Field Supplies	LAB SUPPLIES		26.50
					Vendor AQUA PURE INC Total:		**15,196.15**
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC ...	807467	10/28/2023	100-4670-62990	Misc. Operating Expense	FLEX FEE - OCT 2023		180.00
					Vendor BRADY MARTZ & ASSOC PC INC Total:		**180.00**
Vendor: BRADY MEUNIER							
BRADY MEUNIER	REIMB 11 03 23	11/07/2023	100-4210-63320	Training Expense	REIMBURSE -		140.41
					Vendor BRADY MEUNIER Total:		**140.41**
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	0212600	11/03/2023	620-4840-62010	Office Supplies	CORRECTION TAPE / PENS / ...		46.38

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item) (None)	Amount
BREDESON OFFICE SUPPLY	0212606	11/08/2023	620-4840-62170	Field Supplies	RECORD BOOKS	47.58
					Vendor BREDESON OFFICE SUPPLY Total:	**93.96**
Vendor: BRODIN SHEET METAL INC						
BRODIN SHEET METAL INC	66780	11/10/2023	100-4220-62230	Building Maint & Repair	FURNACE FILTERS	114.00
					Vendor BRODIN SHEET METAL INC Total:	**114.00**
Vendor: CIDER MILL						
CIDER MILL	065	05/21/2023	100-4510-62240	Department Maint & Repair	FERTILIZER - FLOWER BEDS	830.00
CIDER MILL	073	09/25/2023	100-4510-62240	Department Maint & Repair	MULCH - CARNEGIE & TRF L...	495.00
					Vendor CIDER MILL Total:	**1,325.00**
Vendor: CORE & MAIN LP						
CORE & MAIN LP	T879763	11/02/2023	545-4680-65900	Work in Process-Constructi...	WATER METER PROJECT	55,680.00
CORE & MAIN LP	T904725	11/07/2023	620-4850-62220	Plant Equip Maint & Repair	COUPLING - WATER MAIN R...	217.87
CORE & MAIN LP	T930795	11/13/2023	545-4680-65900	Work in Process-Constructi...	WATER METER PROJECT	58,464.00
CORE & MAIN LP	T939168	11/13/2023	620-4850-62200	System Expense	FLANGE - WTP SERVICE WA...	47.22
CORE & MAIN LP	T939174	11/13/2023	620-4850-62200	System Expense	WTP SERVICE WATER LINE	89.23
					Vendor CORE & MAIN LP Total:	**114,498.32**
Vendor: DARWIN C KLEMETSON						
DARWIN C KLEMETSON	3202	10/17/2023	100-4312-63030	Contracts Expense	SIDEWALK REPLACED	1,500.00
DARWIN C KLEMETSON	3202	10/17/2023	690-4850-62360	Distribution Maint	APRONS	3,467.00
					Vendor DARWIN C KLEMETSON Total:	**4,967.00**
Vendor: DORSEY AND WHITNEY LLP						
DORSEY AND WHITNEY LLP	3924475	11/09/2023	100-4650-63032	Economic Development Serv..	SANFORD REDEVELOPMENT...	10,000.00
DORSEY AND WHITNEY LLP	3924477	11/09/2023	100-4650-63032	Economic Development Serv..	MAK CONSTRUCTION TIF 1-...	4,926.00
					Vendor DORSEY AND WHITNEY LLP Total:	**14,926.00**
Vendor: EAZY PACK N SHIP						
EAZY PACK N SHIP	13092	10/03/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...	163.39
EAZY PACK N SHIP	13118	10/09/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...	192.80
EAZY PACK N SHIP	13170	10/18/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...	183.22
EAZY PACK N SHIP	13193	10/23/2023	620-4840-62170	Field Supplies	SHIPPING CHARGES	177.82
EAZY PACK N SHIP	13212	10/25/2023	680-4840-62170	Field Supplies	SHIPPING CHARGES - WW S...	142.39
					Vendor EAZY PACK N SHIP Total:	**859.62**
Vendor: FLEET SUPPLY						
FLEET SUPPLY	139477	10/10/2023	100-4510-62880	Personal Protective Equipm...	BIBS	130.99
FLEET SUPPLY	139785	10/19/2023	690-4840-62880	Personal Protective Equipm...	PPE - G HALL	140.98
FLEET SUPPLY	139786	10/19/2023	690-4840-62880	Personal Protective Equipm...	PPE - F TRUDEAU	117.28
FLEET SUPPLY	139791	10/19/2023	620-4840-62170	Field Supplies	LAB SUPPLIES	5.16
FLEET SUPPLY	139939	10/24/2023	100-4510-62240	Department Maint & Repair	CABLE TIES	11.98
FLEET SUPPLY	140014	10/26/2023	670-4850-62210	Equipment Maint & Repair	PTO PINS	8.56
FLEET SUPPLY	23658	10/26/2023	620-4840-62990	Misc. Operating Expense	ANTI FREEZE	4.59
FLEET SUPPLY	23677	10/27/2023	680-4840-62880	Personal Protective Equipm...	JETTING GLOVES	63.72

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
FLEET SUPPLY	23798	10/30/2023	100-4312-62210	Equipment Maint & Repair	COUPLER		59.99
						Vendor FLEET SUPPLY Total:	**543.25**
Vendor: FLEETPRIDE							
FLEETPRIDE	111999163	10/18/2023	100-4312-62210	Equipment Maint & Repair	SOLENOID		110.42
FLEETPRIDE	112072227	10/20/2023	100-4315-62210	Equipment Maint & Repair	AIR DRYER - #5607		99.99
FLEETPRIDE	112238276	10/27/2023	100-4312-62210	Equipment Maint & Repair	MOTOR		692.00
						Vendor FLEETPRIDE Total:	**902.41**
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	3100789	10/31/2023	690-4850-62360	Distribution Maint	BILLABLE LOCATES - OCT 20...		97.20
						Vendor GOPHER STATE ONE CALL Total:	**97.20**
Vendor: GRAYMONT (WI) LLC							
GRAYMONT (WI) LLC	14-187560	11/02/2023	620-4840-62160	Chemicals	BULK PEBBLED QUICKLIME		8,599.50
						Vendor GRAYMONT (WI) LLC Total:	**8,599.50**
Vendor: GREAT NORTHERN ENVIRONMENTAL							
GREAT NORTHERN ENVIRO...	5113	11/07/2023	620-4850-62220	Plant Equip Maint & Repair	REDUCER - PRE SED BASIN ...		8,385.00
						Vendor GREAT NORTHERN ENVIRONMENTAL Total:	**8,385.00**
Vendor: GREG HUFNAGLE							
GREG HUFNAGLE	REIMB 11 08 23	11/08/2023	100-4240-62880	Personal Protective Equipm...	REIMBURSE - SAFETY TOED ...		100.00
						Vendor GREG HUFNAGLE Total:	**100.00**
Vendor: GUARDIAN FLEET SAFETY							
GUARDIAN FLEET SAFETY	23-0587	07/11/2023	100-4210-62210	Equipment Maint & Repair	INSTALL OPTICOMS		5,723.10
GUARDIAN FLEET SAFETY	23-0590	07/13/2023	100-4210-64440	DWI Enforcement & Equip...	STALKER RADAR		3,250.00
						Vendor GUARDIAN FLEET SAFETY Total:	**8,973.10**
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	03796	10/31/2023	100-4210-64440	DWI Enforcement & Equip...	SERVICES - FORFEITURE PRE...		300.00
IHLE SPARBY AND HAASE PA	03800	10/31/2023	100-4160-63040	Legal Fees	CRIMINAL SERVICES - OCT 2...		5,250.00
IHLE SPARBY AND HAASE PA	03801	10/31/2023	100-4160-63040	Legal Fees	CONTRACT SERVICES - OCT ...		2,600.00
						Vendor IHLE SPARBY AND HAASE PA Total:	**8,150.00**
Vendor: JAMES GEATZ							
JAMES GEATZ	2322	10/21/2023	620-4850-62230	Building Maint & Repair	REPAIR LABOR - OVERHEAD...		75.00
						Vendor JAMES GEATZ Total:	**75.00**
Vendor: JEFFREY A OLSON							
JEFFREY A OLSON	2340i	11/10/2023	690-4840-62990	Misc. Operating Expense	BLACK DIRT		300.00
						Vendor JEFFREY A OLSON Total:	**300.00**
Vendor: JONES & BARTLETT LEARNING LLC							
JONES & BARTLETT LEARNI...	806293	11/09/2023	100-4225-64400	Travel, Conference, School	MATERIALS - FF I & II CLASS		428.47
						Vendor JONES & BARTLETT LEARNING LLC Total:	**428.47**
Vendor: KEATON HUOT							
KEATON HUOT	REIMB 10 18 23	10/18/2023	100-4315-62880	Personal Protective Equipm...	REIMBURSE - SAFETY TOED ...		100.00
						Vendor KEATON HUOT Total:	**100.00**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: M M U A							
M M U A	62574	10/26/2023	100-4150-64410	Safety Training	4TH QTR SAFETY PROGRAM		445.42
M M U A	62574	10/26/2023	100-4194-64410	Safety Training	4TH QTR SAFETY PROGRAM		74.24
M M U A	62574	10/26/2023	100-4210-64410	Safety Training	4TH QTR SAFETY PROGRAM		1,410.55
M M U A	62574	10/26/2023	100-4220-64410	Safety Training	4TH QTR SAFETY PROGRAM		519.67
M M U A	62574	10/26/2023	100-4240-64410	Safety Training	4TH QTR SAFETY PROGRAM		74.24
M M U A	62574	10/26/2023	100-4312-64410	Safety Training	4TH QTR SAFETY PROGRAM		519.67
M M U A	62574	10/26/2023	100-4315-64410	Safety Training	4TH QTR SAFETY PROGRAM		519.67
M M U A	62574	10/26/2023	100-4510-64410	Safety Training	4TH QTR SAFETY PROGRAM		371.19
M M U A	62574	10/26/2023	100-4650-64410	Safety Training	4TH QTR SAFETY PROGRAM		222.71
M M U A	62574	10/26/2023	100-4660-64410	Safety Training	4TH QTR SAFETY PROGRAM		74.24
M M U A	62574	10/26/2023	610-4890-64410	Safety Training	4TH QTR SAFETY PROGRAM		445.44
M M U A	62574	10/26/2023	620-4890-64410	Safety Training	4TH QTR SAFETY PROGRAM		296.96
M M U A	62574	10/26/2023	660-24000	Clearing Account	4TH QTR SAFETY PROGRAM		296.96
M M U A	62574	10/26/2023	680-4890-64410	Safety Training	4TH QTR SAFETY PROGRAM		296.96
M M U A	62574	10/26/2023	690-4890-64330	Dues and Subscriptions	4TH QTR SAFETY PROGRAM		984.38
M M U A	62574	10/26/2023	690-4890-64410	Safety Training	4TH QTR SAFETY PROGRAM		1,262.08
						Vendor M M U A Total:	**7,814.38**
Vendor: MACQUEEN EQUIPMENT							
MACQUEEN EQUIPMENT	P53681	11/03/2023	670-4850-62210	Equipment Maint & Repair	HOSE - LEAF VAC		2,041.70
						Vendor MACQUEEN EQUIPMENT Total:	**2,041.70**
Vendor: MAXFIELD RESEARCH & CONSULTING							
MAXFIELD RESEARCH & CO...	20527	11/06/2023	100-4150-63030	Contracts Expense	2023/2024 HOUSING STUDY		3,962.00
						Vendor MAXFIELD RESEARCH & CONSULTING Total:	**3,962.00**
Vendor: MINNKOTA POWER COOPERATIVE INC							
MINNKOTA POWER COOPE...	TRF 3RD QTR	10/30/2023	690-4890-68880	Conservation Program	3RD QTR 2023 CIP PROGR...		32,788.17
						Vendor MINNKOTA POWER COOPERATIVE INC Total:	**32,788.17**
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	ABR0315787X	10/28/2023	620-4890-64370	Taxes and Licenses	PRESSURE VESSEL / BOILER ...		30.00
MN DPT OF LABOR & INDUS...	ABR0317172X	10/28/2023	690-4890-64370	Taxes and Licenses	PRESSURE VESSE INSPECTI...		40.00
MN DPT OF LABOR & INDUS...	ABR0317281X	10/28/2023	630-4890-64370	Taxes and Licenses	BOILERS INSPECTION		30.00
						Vendor MN DPT OF LABOR & INDUSTRY Total:	**100.00**
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	729181	10/02/2023	610-4850-62210	Equipment Maint & Repair	V BELT - AIR HANDLER		17.23
N A P A AUTO PARTS THF R...	729329	10/06/2023	690-4850-62210	Equipment Maint & Repair	BEAM - #115		23.36
N A P A AUTO PARTS THF R...	729399	10/10/2023	100-4312-62210	Equipment Maint & Repair	AIR VALVE - #5525		21.99
N A P A AUTO PARTS THF R...	729560	10/17/2023	100-4312-62990	Misc. Operating Expense	SAND PAPER		3.69
N A P A AUTO PARTS THF R...	729591	10/18/2023	690-4850-62350	Power Plant/Dam Maint	RETURN CREDIT - STARTER ...		-27.50
N A P A AUTO PARTS THF R...	729601	10/18/2023	100-4312-62210	Equipment Maint & Repair	MUD FLAP - #5514		25.99
N A P A AUTO PARTS THF R...	729728	10/23/2023	100-4312-62240	Department Maint & Repair	GAUGE		24.24
N A P A AUTO PARTS THF R...	729942	10/30/2023	100-4312-62210	Equipment Maint & Repair	FITTING		9.98
						Vendor N A P A AUTO PARTS THF RVR FL Total:	**98.98**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NAPA AUTO PARTS CROOKSTON							
NAPA AUTO PARTS CROOKS...	729389	10/10/2023	690-4850-62350	Power Plant/Dam Maint	STARTER - TAHOE		226.49
					Vendor NAPA AUTO PARTS CROOKSTON Total:		**226.49**
Vendor: NORTH SHORE ANALYTICAL INC							
NORTH SHORE ANALYTICAL ...	14528	11/03/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		560.00
					Vendor NORTH SHORE ANALYTICAL INC Total:		**560.00**
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	OCT 2023	11/01/2023	100-4150-63030	Contracts Expense	MONTHLY SERVICE CHARGE ..		307.25
					Vendor NORTHERN STATE BANK Total:		**307.25**
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T333078	10/10/2023	100-4312-62210	Equipment Maint & Repair	BRAKE - #5525		85.93
NORTHWEST POWER SYST...	T333286	10/18/2023	100-4312-62210	Equipment Maint & Repair	GROUND STRAP - #5514		12.65
					Vendor NORTHWEST POWER SYSTEMS INC Total:		**98.58**
Vendor: PATTIS PARTNERSHIP LLC							
PATTIS PARTNERSHIP LLC	270100	10/30/2023	100-4110-63020	Computer Maintenance & li...	CIVIC CLERK		9,150.75
					Vendor PATTIS PARTNERSHIP LLC Total:		**9,150.75**
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE ...	NOV 2023	11/14/2023	100-4210-63100	Animal Control	2023 ANIMAL CONTROL SE...		1,400.00
					Vendor PENNINGTON CO HUMANE SOCIETY Total:		**1,400.00**
Vendor: PETERSON LUMBER COMPANY							
PETERSON LUMBER COMP...	2310-051018	10/04/2023	620-4850-62230	Building Maint & Repair	WTP WALL REPAIR		73.44
PETERSON LUMBER COMP...	2310-052070	10/19/2023	620-4840-62990	Misc. Operating Expense	WATER METER INSULATOR		91.94
					Vendor PETERSON LUMBER COMPANY Total:		**165.38**
Vendor: QUALITY SPRAY FOAM LLC							
QUALITY SPRAY FOAM LLC	1563	11/01/2023	620-4850-62200	System Expense	LOT REPAIR		760.00
QUALITY SPRAY FOAM LLC	1563	11/01/2023	680-4850-62200	System Expense	LOT REPAIR		760.00
QUALITY SPRAY FOAM LLC	1564	11/01/2023	670-4890-63030	Contracts Expense	SERVICES ALLEYWAY BTWN ...		7,075.96
					Vendor QUALITY SPRAY FOAM LLC Total:		**8,595.96**
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB ...	D052448	10/16/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		131.77
RMB ENVIRONMENTAL LAB ...	D053062	10/20/2023	620-4840-62170	Field Supplies	LAB ANALYSIS - STATE SAM...		299.48
RMB ENVIRONMENTAL LAB ...	D053281	11/13/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		1,028.67
RMB ENVIRONMENTAL LAB ...	D053301	10/31/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		246.11
RMB ENVIRONMENTAL LAB ...	D053362	11/01/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		246.11
RMB ENVIRONMENTAL LAB ...	D053566	11/07/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		246.11
RMB ENVIRONMENTAL LAB ...	D053634	11/09/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		246.11
RMB ENVIRONMENTAL LAB ...	E000187	11/03/2023	680-4840-62170	Field Supplies	LAB ANALYSIS - WW SAMPL...		1,575.00
					Vendor RMB ENVIRONMENTAL LAB INC Total:		**4,019.36**

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: STATION 59							
STATION 59	1015195	10/20/2023	100-4210-62990	Misc. Operating Expense	CAR WASHES		200.00
						Vendor STATION 59 Total:	**200.00**
Vendor: THE SHOP AUTO BODY & TOW SRVC							
THE SHOP AUTO BODY & T…	10 30 23	10/30/2023	100-4210-62210	Equipment Maint & Repair	SQUAD CAR DRIVER SEAT		385.31
						Vendor THE SHOP AUTO BODY & TOW SRVC Total:	**385.31**
Vendor: TRANDEM CUSTOM UPHOLSTERY							
TRANDEM CUSTOM UPHOL…	06 20 23	06/20/2023	820-4850-62210	Equipment Maint & Repair	MATERIALS / LABOR - RECO…		250.00
						Vendor TRANDEM CUSTOM UPHOLSTERY Total:	**250.00**
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI…	622	10/29/2023	820-4890-63030	Contracts Expense	OPEN / CLOSE FEES - WALD…		800.00
TROY MERCIL CONSTRUCTI…	622	10/29/2023	820-4890-63030	Contracts Expense	OPEN / CLOSE FEES - EUNICE..		800.00
TROY MERCIL CONSTRUCTI…	622	10/29/2023	820-4890-63030	Contracts Expense	OPEN / CLOSE FEES - MERL…		800.00
TROY MERCIL CONSTRUCTI…	629	11/12/2023	820-4890-63030	Contracts Expense	OPEN / CLOSE FEES - MARJ…		800.00
TROY MERCIL CONSTRUCTI…	629	11/12/2023	820-4890-63030	Contracts Expense	OPEN / CLOSE FEES - LORRA…		800.00
						Vendor TROY MERCIL CONSTRUCTION LLC Total:	**4,000.00**
Vendor: UNITED STATES PLASTIC CORP							
UNITED STATES PLASTIC CO…	7230854	10/27/2023	620-4850-62220	Plant Equip Maint & Repair	PVC - CHEMICAL FEED		65.80
						Vendor UNITED STATES PLASTIC CORP Total:	**65.80**
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	368	10/31/2023	100-4315-63030	Contracts Expense	GARBAGE TIPPING FEE - OCT..		26,143.99
WASTE MASTERS LLC	3AX00258	10/31/2023	100-4315-63030	Contracts Expense	DOWNTOWN COLLECTION -…		162.50
						Vendor WASTE MASTERS LLC Total:	**26,306.49**
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING …	225711 - 2	09/18/2023	505-4680-65920	Work in Process - Eng/Archt…	2024 STREET & UTIL IMP ORJ		14,339.00
WIDSETH SMITH NOLTING …	226931	10/31/2023	820-4890-63030	Contracts Expense	PROF SRVCS - GREENWOOD…		1,440.00
						Vendor WIDSETH SMITH NOLTING ASC INC Total:	**15,779.00**
						Grand Total:	**335,855.35**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	98,242.35
505 - 2024 ST AND UTILITY PROJECT	14,339.00
545 - WATER METER PROJECT	114,144.00
610 - LIQUOR DISPENSARY	462.67
620 - WATER UTILITY FUND	35,220.50
630 - ARENAS - VENUWORKS	30.00
660 - AIRPORT FUND	296.96
670 - STORM WATER UTILITY FUND	21,026.22
680 - WASTEWATER UTILITY FUND	5,588.51
690 - ELECTRIC UTILITY FUND	40,815.14
820 - GREENWOOD CEMETERY FUND	5,690.00
Grand Total:	**335,855.35**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63020	Computer Maintenance…	9,150.75
100-4150-63030	Contracts Expense	4,269.25
100-4150-64410	Safety Training	445.42
100-4160-63040	Legal Fees	7,850.00
100-4194-62230	Building Maint & Repair	16.97
100-4194-62990	Misc. Operating Expense	35.16
100-4194-64410	Safety Training	74.24
100-4210-62210	Equipment Maint & Repa..	6,108.41
100-4210-62990	Misc. Operating Expense	200.00
100-4210-63100	Animal Control	1,400.00
100-4210-63320	Training Expense	140.41
100-4210-64410	Safety Training	1,410.55
100-4210-64440	DWI Enforcement & Equ…	3,550.00
100-4220-62230	Building Maint & Repair	114.00
100-4220-64410	Safety Training	519.67
100-4225-64400	Travel, Conference, Sch…	428.47
100-4240-62880	Personal Protective Equi…	100.00
100-4240-64410	Safety Training	74.24
100-4312-62210	Equipment Maint & Repa..	1,018.95
100-4312-62240	Department Maint & Re…	24.24
100-4312-62990	Misc. Operating Expense	3.69
100-4312-63030	Contracts Expense	1,500.00
100-4312-64410	Safety Training	519.67
100-4315-62210	Equipment Maint & Repa..	99.99
100-4315-62880	Personal Protective Equi…	100.00
100-4315-63030	Contracts Expense	26,306.49
100-4315-64410	Safety Training	519.67

Account Summary

Account Number	Account Name	Expense Amount
100-4510-62240	Department Maint & Re…	1,356.98
100-4510-62880	Personal Protective Equi…	130.99
100-4510-64410	Safety Training	371.19
100-4650-63030	Contracts Expense	15,000.00
100-4650-63032	Economic Development …	14,926.00
100-4650-64410	Safety Training	222.71
100-4660-64410	Safety Training	74.24
100-4670-62990	Misc. Operating Expense	180.00
505-4680-65920	Work in Process - Eng/Ar…	14,339.00
545-4680-65900	Work in Process-Constru…	114,144.00
610-4850-62210	Equipment Maint & Repa..	17.23
610-4890-64410	Safety Training	445.44
620-4840-62010	Office Supplies	46.38
620-4840-62160	Chemicals	23,769.15
620-4840-62170	Field Supplies	1,095.95
620-4840-62990	Misc. Operating Expense	106.52
620-4850-62200	System Expense	896.45
620-4850-62220	Plant Equip Maint & Rep…	8,786.67
620-4850-62230	Building Maint & Repair	192.42
620-4890-64370	Taxes and Licenses	30.00
620-4890-64410	Safety Training	296.96
630-4890-64370	Taxes and Licenses	30.00
660-24000	Clearing Account	296.96
670-4850-62210	Equipment Maint & Repa..	2,050.26
670-4890-63030	Contracts Expense	18,975.96
680-4840-62170	Field Supplies	4,422.27
680-4840-62880	Personal Protective Equi…	63.72
680-4840-62990	Misc. Operating Expense	41.97
680-4850-62200	System Expense	760.00
680-4850-62210	Equipment Maint & Repa..	3.59
680-4890-64410	Safety Training	296.96
690-4840-62880	Personal Protective Equi…	1,653.96
690-4840-62990	Misc. Operating Expense	300.00
690-4850-62210	Equipment Maint & Repa..	23.36
690-4850-62350	Power Plant/Dam Maint	198.99
690-4850-62360	Distribution Maint	3,564.20
690-4890-64330	Dues and Subscriptions	984.38
690-4890-64370	Taxes and Licenses	40.00
690-4890-64410	Safety Training	1,262.08
690-4890-68880	Conservation Program	32,788.17
820-4850-62210	Equipment Maint & Repa..	250.00
820-4890-63030	Contracts Expense	5,440.00

Account Summary

Account Number	Account Name	Expense Amount
820-4890-63030	Contracts Expense	
	Grand Total:	**335,855.35**

Project Account Summary

Project Account Key		Expense Amount
None		335,855.35
	Grand Total:	**335,855.35**

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: 11/21/2023

SUBJECT: #7.3 Approve Uncollectible Utility Account Write-offs.

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

MOTION TO: Accept a Utility Committee recommendation to approve write-off of uncollectible utilities accounts for the previous 12-month period. $5,114.43 has be turned over to the Credit Bureau; $59,164.02 has been submitted to the MN Revenue Recapture program, $4,952.52 in small direct write-offs and $80,668.25 turned over to tax roll, for a total of $149,899.22.

BACKGROUND: Collection of delinquent accounts is done each month rather than wait until year end. The attached is a summary of what has been done with those delinquent accounts.

KEY ISSUES: Most delinquents are turned over to the Minnesota Revenue Recapture program to be taken from the customers' State tax withholdings and end up being paid. A few are turned over to the Credit Bureau. If the customer who incurred the bill owned the property, we can certify it to the County for collection with taxes.

FINANCIAL CONSIDERATIONS: Total to write off is $149,899.22. It is anticipated that the majority of that will be recovered by the Minnesota Revenue Recapture Program and tax roll.

LEGAL CONSIDERATION: City policy is followed.

DEPARTMENT/RESPONSIBLE PERSON: Utility Billing/Jeremy Treitline

ATTACHMENTS:
None

City of Thief River Falls

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

PHONE: 218-681-2943
FAX: 218-681-6223
email: @citytrf.net
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Request for Council Action

DATE: 11/21/2023

SUBJECT: #8.1 Call for First Reading of City of Thief River Falls – Amend City Code

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

MOTION TO: Call for First Reading and consider amending City Code 152.056 Solar Energy Systems. Delete requirement 4. Under section (C), Renumber subsections 5-10 as 4-9. Deleting Community Services Director and replacing it with Building Official under subsection 7 Abandonment.
Under Section (D) Safety, Subsection 1 Compliance with building code, to read "…shall comply with all local, state, and fire building codes."
Under Subsection (D 5) Batteries. Delete " …be placed in a secure container or enclosure meeting,,," and replace with meet.
And under Section E delete "Installer must be NABCEP Certified."

BACKGROUND: The City of Thief River Falls was very proactive and established a Solar Energy Systems ordinance prior to the State of Minnesota enacting any State Building Codes regulating Solar Energy Systems. We must now update our city ordinance to be in compliance. A Public Hearing was held on November 14th at the Planning and Zoning Commission meeting and recommended to Council for approval.

KEY ISSUES: The City of Thief River Falls currently requires a setback of five (5) feet from the edge of the roof. Minnesota State Building Codes require only a three (3) foot setback. The State also does not require any certifications on the part of the installer.

FINANCIAL CONSIDERATIONS:

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

DEPARTMENT/RESPONSIBLE PERSON: Richard Baker, Economic / Community Development Director

ATTACHMENTS:

1.	Supporting Documents for Solar Systems RCA

NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given, pursuant to Chapter 152 of the Thief River Falls City Code, that the Planning Commission recommends:

An amendment to City Code Chapter 152.056 SOLAR ENERGY SYSTEMS, and by adopting by reference City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

Notice is further given that the Planning Commission will conduct a hearing on the amendments at 5:00 p.m. on Tuesday, November 14, 2023, in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the amendments will have the option to be heard at that 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 27th day of October 2023

CITY OF THIEF RIVER FALLS

/s/ Richard L. Baker
Zoning Administrator

Published in the Wednesday, November 1, 2023 edition of The Times.

(Ordinance No. 94, 3rd Series – adopted August 16, 2016)

§ 152.056 SOLAR ENERGY SYSTEMS.

(A) Purpose. It shall be the purpose of this Section to permit, as an accessory use, solar energy systems, while protecting the health, safety and welfare of city residents and the property interests of adjacent and surrounding land uses through appropriate zoning and land use controls.

(B) Definitions.

(1) *Building-integrated solar energy system.* A solar energy system that is directly integrated into the building by replacing typical building materials.

(2) *Interconnection.* When a customer-owned solar energy system is connected to or has access to the electric grid.

(3) *Ground-mounted solar energy systems.* A solar energy system that is installed directly onto the ground by means of brackets or poles.

(4) *Roof-mounted solar energy systems.* A solar energy system where the panels are mounted to a house or other building.

(5) *Solar energy system.* A set of devices whose primary purpose is to provide for the collection, storage and distribution of solar energy for space heating or cooling, electricity generation or water heating.

(6) *Solar thermal system.* A system that includes a solar collector and a heat exchanger that heats or preheats water for building heating systems or other hot water needs of the building.

(C) Permitted accessory use. Solar energy systems are allowable as an accessory use in all residential districts and as a conditional use in all other zoning districts, subject to the following requirements:

(1) *Height.* Roof-mounted solar energy systems shall not project beyond the peak elevation of a pitched roof and shall not project more than 10 feet above the surface of a flat roof to which they are attached. Ground-mounted solar energy systems shall not exceed 20 feet in height or the height of the principal structure, whichever is less.

(2) *Location.* Ground-mounted solar energy systems must be located in the rear yard only.

(3) *Setbacks.* Ground-mounted solar energy systems, at minimum design tilt, setback distance from property lines shall be equivalent to the setback requirements of the underlying district or as otherwise needed so as not to impair sight distance for safe access to the property or other traffic or properties in the vicinity. Roof-mounted solar energy systems shall comply with all building setbacks in the applicable zoning district and shall not extend beyond the exterior perimeter of the building on which the system is mounted.

~~(4) *Coverage.* A roof-mounted solar energy systems surface shall not exceed the greater of one-half the footprint of the principal structure or 600 square feet, whichever is greater. Solar energy systems must have a 5 foot clearance around all edges (including the roof peak line), at minimum design tilt, to facilitate emergency responder acc~~

~~(5)~~4 ***Feeder Lines.*** All power exterior electrical or other service lines must be buried below the surface of the ground.

~~(6)~~5 ***Exemption.*** Building integrated solar energy systems are exempt for the requirements of this section and shall be regulated as any other building element.

~~(7)~~6 ***Standards.*** Reflection angles from collector surfaces shall be oriented away from neighboring windows. Where necessary, screening may be required to address glare.

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~~(8)~~7 ***Abandonment.*** Any solar energy system that ceases to produce energy on a continuous basis for 6 months will be considered abandoned, unless the property owner provides substantial evidence to the Building Official~~Community Services Director~~ of the intent to maintain and reinstate the operation of that solar energy system within an acceptable designated time period. Upon abandonment of a solar energy system, the property owner must remove all components of the solar energy system and restore the real property to its condition prior to development and installation of the solar energy system. If the property owner does not remove the abandoned solar energy system within 180 days of receiving written notice from the zoning administrator, the City may remove the solar energy system, sell any removed materials and initiate judicial proceedings or take any other steps legally authorized against the responsible parties to recover the costs required to remove the solar energy system and restore the site to a non-hazardous condition. All ~~end of life~~end-of-life disposal of solar products must comply with the Federal Resource Conservation and Recovery Act and any state policies governing solar product waste. If an applicant has received a permit, but has not completed construction of the solar energy system within 18 months from the date of issuance of the permit, the system shall be deemed abandoned.

~~(9)~~8 ***Restoration.*** Upon abandonment, the property owner must ensure the site is restored to a useful, non-hazardous condition in a timely manner, including, but not limited to the following:

(a) Removal of aboveground and below ground equipment, structures and foundations.

(b) Restoration of the surface grade and soil after removal of solar energy equipment.

(c) Re-vegetation of restored soil areas with native seeds mixes, excluding any invasive species.

(9~~10~~) ***Design Plan.*** Any permit submittal shall include a site or design plan indicating the adequacy, location, arrangement, size, design and general site compatibility of the proposed solar energy system.

(D) Safety.

(1) ***Compliance with building code.*** All solar energy systems shall comply with all local, ~~and~~ state, and fire building codes.

(2) ***Compliance with electrical code.*** All solar energy systems shall comply with the National Electrical Code.

(3) ***Compliance with state plumbing code.*** All solar energy systems shall comply with the Minnesota State Plumbing Code requirements.

(4) ***Certifications.*** Solar energy system components shall be certified by Underwriters Laboratories Inc. and the Solar Rating and Certification Corporation. The city reserves the right to deny a building permit for proposed solar energy systems deemed to have inadequate certification.

(5) ***Batteries.*** When solar storage batteries are included as part of a solar energy system, they must meet ~~be placed in a secure container or enclosure meeting~~ the requirements of the Minnesota State Building Code.

(E) Approval.

(1) ***Permits.*** The erection, alteration, improvement, reconstruction, and movement of all solar energy systems shall require a building permit from the city. ~~Installer must be NABCEP Certified.~~ The City Council shall set the solar energy system permit fee by resolution.

(2) ***Utility Notification.*** All solar energy systems that will interconnect with the electric grid shall have an agreement with the local utility prior to the issuance of a building permit. Any connection with a local utility must be inspected by the local utility prior to use.

(3) *Aviation.* If the solar energy system is over ½ acre in size and located within 5 nautical miles of an airport, or is located within the airport zoning district, airport or FAA notification shall be provided and approval obtained.
(Ordinance No. 96, 3rd Series – adopted October 4, 2016)

326B.121 STATE BUILDING CODE; APPLICATION AND ENFORCEMENT.

Subdivision 1. **Application.** (a) The State Building Code is the standard that applies statewide for the construction, reconstruction, alteration, repair, and use of buildings and other structures of the type governed by the code.

(b) The State Building Code supersedes the building code of any municipality.

(c) The State Building Code does not apply to agricultural buildings except:

(1) with respect to state inspections required or rulemaking authorized by sections 103F.141; 216C.19, subdivision 9; and 326B.36; and

(2) translucent panels or other skylights without raised curbs shall be supported to have equivalent load-bearing capacity as the surrounding roof.

Subd. 1a. **Municipal ordinance; completion of exterior work.** A municipality may by ordinance adopt an official control that requires exterior work authorized by a building permit issued in accordance with the State Building Code, to be completed within a specified number of days following issuance of the building permit. The local regulation may not require completion of exterior work earlier than 180 days following the issuance of the permit.

Subd. 2. **Municipal enforcement.** (a) If, as of January 1, 2008, a municipality has in effect an ordinance adopting the State Building Code, that municipality must continue to administer and enforce the State Building Code within its jurisdiction. The municipality is prohibited from repealing its ordinance adopting the State Building Code. This paragraph does not apply to municipalities with a population of less than 2,500 according to the last federal census that are located outside of a metropolitan county, as defined in section 473.121, subdivision 4.

(b) If a municipality is not required by paragraph (a) to administer and enforce the State Building Code, the municipality may choose to administer and enforce the State Building Code within its jurisdiction by adopting the code by ordinance.

(c) A municipality must not by ordinance, or through development agreement, require building code provisions regulating components or systems of any structure that are different from any provision of the State Building Code. This subdivision does not prohibit a municipality from enacting or enforcing an ordinance requiring existing components or systems of any structure to be maintained in a safe and sanitary condition or in good repair, but not exceeding the standards under which the structure was built, reconstructed, or altered, or the component or system was installed, unless specific retroactive provisions for existing buildings have been adopted as part of the State Building Code. A municipality may, with the approval of the state building official, adopt an ordinance that is more restrictive than the State Building Code where geological conditions warrant a more restrictive ordinance. A municipality may appeal the disapproval of a more restrictive ordinance to the commissioner. An appeal under this subdivision is subject to the schedule, fee, procedures, cost provisions, and appeal rights set out in section 326B.139.

(d) A city may by ordinance and with permission of the township board extend the administration and enforcement of the code to contiguous unincorporated territory not more than two miles distant from its corporate limits in any direction if the code is not already administered and enforced in the territory. Where two or more noncontiguous cities, which have elected to administer and enforce the code, have boundaries less than four miles apart, each is authorized to enforce the code on its side of a line equidistant between them. Once enforcement authority is extended extraterritorially by ordinance, the authority may continue to be exercised in the designated territory even though another city less than four miles distant later elects to enforce the code. After the extension, the city may enforce the code in the designated area to the same extent as if the property were situated within its corporate limits. Enforcement of the code in an extended area outside a city's corporate limits includes all rules, laws, and ordinances associated with administration of the code.

(e) A city cannot commence administration and enforcement of the code outside of its jurisdiction until it has provided written notice to the commissioner, the county auditor, and the town clerk of each town in which it intends to administer and enforce the code. A public hearing on the proposed administration and enforcement must be held not less than 30 days after the notice has been provided. Administration and enforcement of the code by the city outside of its jurisdiction commences on a date determined by the city that is no less than 90 days nor more than one year after the public hearing.

(f) A municipality may enforce the State Building Code by any means that are convenient and lawful, including entering into contracts with other municipalities under section 471.59 and with qualified individuals. The other municipalities or qualified individuals may be reimbursed by retention or remission of some or all of the building permit fee collected or by other means. If a municipality has no qualified employees of the municipality or other municipalities or qualified individuals available to carry out inspection and enforcement, the commissioner shall train and designate individuals available to carry out inspection and enforcement. The commissioner may be reimbursed for the inspection by retention or remission of some or all of the building permit fee collected or by other means.

(g) Nothing in this subdivision prohibits a municipality from adopting ordinances relating to zoning, subdivision, or planning unless the ordinance conflicts with a provision of the State Building Code that regulates components or systems of any structure.

Subd. 3. **Enforcement by state building official.** If the commissioner determines that a municipality that has adopted the State Building Code is not properly administering and enforcing the code, or if the commissioner determines that any municipality that is required by subdivision 2 to enforce any provision of the State Building Code is not properly enforcing that provision, the commissioner may have the administration and enforcement in the involved municipality undertaken by the state building official or by another building official certified by the state. The commissioner shall notify the affected municipality in writing immediately upon making the determination, and the municipality may challenge the determination as a contested case before the commissioner pursuant to the Administrative Procedure Act. In carrying out administration and enforcement under this subdivision, the commissioner shall apply any optional provision of the State Building Code adopted by the municipality. A municipality adopting any optional code provision shall notify the state building official within 30 days of its adoption. The commissioner shall determine appropriate fees to be charged for the administration and enforcement service rendered. Any cost to the state arising from the state administration and enforcement of the State Building Code shall be borne by the subject municipality where a fee has been collected by the municipality.

History: *1984 c 544 s 67; 1987 c 312 art 1 s 10 subd 1; 1990 c 391 art 8 s 2; 1994 c 634 art 2 s 5,10; 1999 c 135 s 3; 2001 c 207 s 3; 1Sp2003 c 8 art 1 s 6; 2007 c 140 art 4 s 61; art 5 s 32; art 13 s 4; 2008 c 322 s 3; 2009 c 86 art 1 s 59; 2010 c 183 s 3; 2010 c 308 s 1; 2011 c 20 s 2; 2013 c 85 art 2 s 9*

R324.6 Roof access and pathways.

Roof access, pathways and setback requirements shall be provided in accordance with Sections R324.6.1 through R324.6.2.1. Access and minimum spacing shall be required to provide emergency access to the roof, to provide pathways to specific areas of the roof, provide for smoke ventilation opportunity areas, and to provide emergency egress from the roof.

Exceptions:

1. Detached, nonhabitable structures, including but not limited to detached garages, parking shade structures, carports, solar trellises and similar structures, shall not be required to provide roof access.
2. Roof access, pathways and setbacks need not be provided where the code official has determined that rooftop operations will not be employed.
3. These requirements shall not apply to roofs with slopes of two units vertical in 12 units horizontal (17-percent slope) or less.

R324.6.1 Pathways.

Not fewer than two pathways, on separate roof planes from lowest roof edge to ridge and not less than 36 inches (914 mm) wide, shall be provided on all buildings. Not fewer than one pathway shall be provided on the street or driveway side of the roof. For each roof plane with a photovoltaic array, a pathway not less than 36 inches wide (914 mm) shall be provided from the lowest roof edge to ridge on the same roof plane as the photovoltaic array, on an adjacent roof plane, or straddling the same and adjacent roof planes. Pathways shall be over areas capable of supporting fire fighters accessing the roof. Pathways shall be located in areas with minimal obstructions such as vent pipes, conduit, or mechanical equipment.

R324.6.2 Setback at ridge.

For photovoltaic arrays occupying not more than 33 percent of the plan view total roof area, not less than an 18-inch (457 mm) clear setback is required on both sides of a horizontal ridge. For photovoltaic arrays occupying more than 33 percent of the plan view total roof area, not less than a 36-inch (914 mm) clear setback is required on both sides of a horizontal ridge.

R324.6.2.1 Alternative setback at ridge.

Where an automatic sprinkler system is installed within the dwelling in accordance with NFPA 13D or Section P2904, setbacks at ridges shall comply with one of the following:

1. 1.For photovoltaic arrays occupying not more than 66 percent of the plan view total roof area, not less than an 18-inch (457 mm) clear setback is required on both sides of a horizontal ridge.
2. 2.For photovoltaic arrays occupying more than 66 percent of the plan view total roof area, not less than a 36-inch (914 mm) clear setback is required on both sides of a horizontal ridge.

R324.6.2.2 Emergency escape and rescue opening.

Panels and modules installed on dwellings shall not be placed on the portion of a roof that is below an emergency escape and rescue opening. A pathway not less than 36 inches (914 mm) wide shall be provided to the emergency escape and rescue opening.

R324.7 Ground-mounted photovoltaic systems.

Ground-mounted photovoltaic systems shall be designed and installed in accordance with Section R301.

R324.7.1 Fire separation distances.

Ground-mounted photovoltaic systems shall be subject to the *fire separation distance* requirements determined by the local *jurisdiction*.

City of Thief River Falls

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Request for Council Action

DATE: 11/21/2023

SUBJECT: #8.2 Approve Greenwood Cemetery First Addition

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

MOTION TO: Approve the preliminary replating of First Addition to South Greenwood Cemetery.

BACKGROUND: This is a replating of the First Addition to South Greenwood Cemetery to account for the adjustments that were made to the alleyways between cemetery plots. A Public Hearing was held on November 14th at the Planning and Zoning Commission meeting and recommended to Council for approval.

KEY ISSUES: This corrects the change that occurred to the original plat when some of the alleyways between burial plots were widened by the sexton during plotting of gravesites.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Replating will account for previous discrepancy which occurred during plotting of burial sites.

DEPARTMENT/RESPONSIBLE PERSON: Richard Baker, Economic/Community Development Director

ATTACHMENTS:

1.	Supporting Documents for Greenwood Cemetary First Addition South Replating RCA

NOTICE OF HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given, pursuant to Chapter 152 of the Thief River Falls City Code, that the Planning Commission recommends:

The replating of the First Addition to South Greenwood Cemetery, Part of Govt. Lot 1, Sec. 4, T. 153 N. R. 43 W. of the 5th Principal Meridian, Pennington County, Minnesota.

Notice is further given that the Planning Commission will conduct a hearing on the amendments at 5:00 p.m. on Tuesday, November 14, 2023, in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the amendments will have the option to be heard at that 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 27th day of October 2023

CITY OF THIEF RIVER FALLS

/s/ Richard L. Baker
Zoning Administrator

Published in the Wednesday, November 1, 2023 edition of The Times.

CHECKLIST FOR REVIEW OF PRELIMINARY PLATS

1. **Applicant (Name/Address/Tel.):** City of Thief River Falls, 405 Third Street, P.O. Box 528, Thief River Falls, MN 56701, (218) 681-2943

2. **Preliminary Plat & Vicinity Map:** Preliminary Plat prepared by Garrett R. Borowicz, of Widseth of Crookston, MN. The Preliminary Plat and Aerial Vicinity Map are attached.

3. **Existing characteristics:**

   A. Topography – The Site has very little slope and would be considered flat. The site area is above the 100-Year Floodplain.

   B. Soils conditions - According to the Pennington County Soils Survey, the majority of the soils are "Smiley sandy clay loam" and "Reiner Variant sandy clay loam" which is rated very poor to moderately well-drained. Ratings for seasonal high-water table and frost action are severe. The permeability rating is moderate and available water capacity is high.

   C. Existing land use – The property is currently being used as a cemetery.

   D. Existing zoning districts – The property being platted lies within the Corporate Limits of the City and is presently zoned Parks and Recreation District. (PR). Proposed zoning will remain zoned Parks and Recreation District. (PR).

   The proposed development is surrounded by Suburban Residential District (R-1) to the south, General Residential District (R-2) to the North, and General Industrial District (I-2) to the east.

   E. Existing public services – Public utilities currently exist to serve this property.

   F. Existing rights-of-way & utility easements – Platted right-of-way for streets are existing as platted in South Greenwood First Addition as indicated on the Preliminary Plat.

4. **Are Wetlands, Shorelands and/or Flood Plains impacted by this request?** No

5. **Proposed design standards:** N/A

   A. Streets - The development will be served by Greenwood and Holly Streets as well as Feragen and Lund Avenues.

   B. Easements - In addition to those indicated on the Preliminary Plat, where needed, easements will be provided as requested by Department Supervisors and Utilities Companies.

   C. Blocks & Lots - Designed to meet the requirements of Section 152.027.

D. **Zoning** – Proposed to remain zoned Parks and Recreation District (PR).

6. **Proposed improvements:**

   A. **Utilities** – Utilities are in-place.

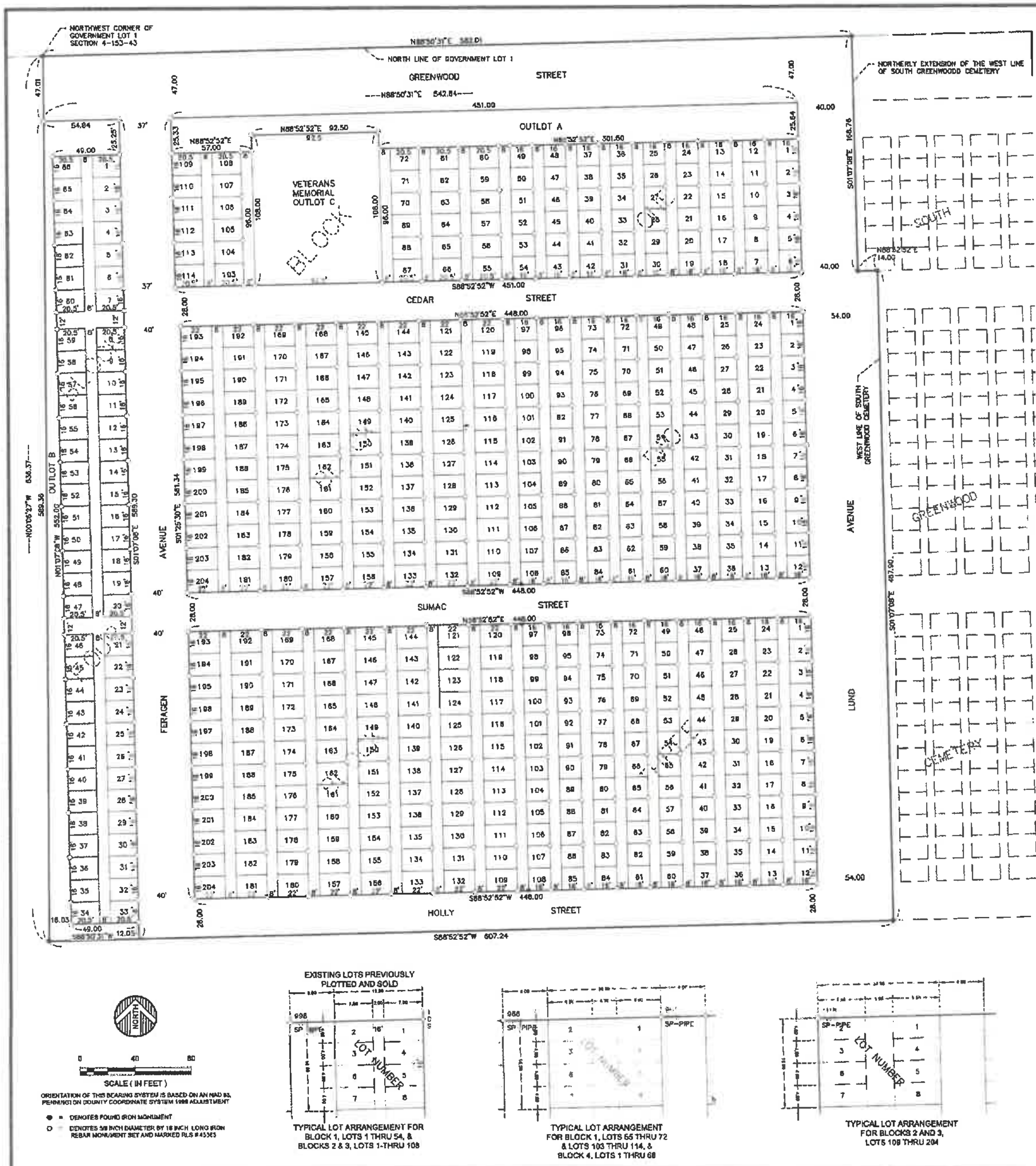
   B. **Streets** – The primary street is Greenwood.

   C. **Drainage-** Storm water drainage will be to the existing storm sewer that is in place.

7. **Public Land Dedication (Section 151.05):** N/A

8. **Director Comments:** This is a replating of the First Addition to South Greenwood Cemetery to account for the adjustments that were made to the alleyways between cemetery plots.

9. **Other Comments:** None.



FIRST ADDITION TO SOUTH GREENWOOD CEMETERY

PART OF GOVT. LOT 1, SEC. 4, T. 153 N. R. 43 W. OF THE 5TH PRINCIPAL MERIDIAN, PENNINGTON COUNTY, MINNESOTA.

KNOW ALL PERSONS BY THESE PRESENTS: That The City of Thief River Falls, a Minnesota Municipal Corporation, is the owner of the following described property situated in Pennington County, Minnesota, to wit:

LEGAL DESCRIPTION

That part of Government Lot 1, Section 4, Township 153 North, Range 43 West of the Fifth Principal Meridian, Pennington County, Minnesota, described as follows:

Beginning at the northwest corner of Government Lot 1; thence North 88 degrees 50 minutes 31 seconds East, assumed bearing, along the north line of said Government Lot 1, a distance of 582.01 feet, more or less, to the northerly extension of the west line of South Greenwood Cemetery; thence South 01 degree 07 minutes 08 seconds East, along the west line of South Greenwood Cemetery, a distance of 168.76 feet; thence North 88 degrees 52 minutes 52 seconds East, along said west line, a distance of 14.00 feet; thence South 01 degree 07 minutes 08 seconds East, along said west line, a distance of 457.90 feet; thence South 88 degrees 52 minutes 52 seconds West 607.24 feet; thence North 00 degrees 06 minutes 27 seconds West 636.37 feet, more or less, to the point of beginning.

Said Parcel contains 8.73 acres, more or less, and is subject to any easements, restrictions or reservations of record, if any.

Have caused the same to be surveyed and platted as FIRST ADDITION TO SOUTH GREENWOOD CEMETERY and do hereby dedicate to the public for the public use Greenwood Street, Cedar Street, Sumac Street, Holly Street, Feragen Avenue, and Lund Avenue as shown on the plat.

IN WITNESS WHEREOF, said City of Thief River Falls, a Minnesota Corporation, has caused these presents to be signed by its proper officer this _______ day of ______________, 20______.

OWNER:

City of Thief River Falls

____
City of Thief River Falls Mayor, Brian Holmer

STATE OF MINNESOTA
COUNTY OF ______________

The foregoing instrument was acknowledged before me this ______day of ______________, 20__________by ______________, Representative of the City of Thief River Falls, a Minnesota Municipal Corporation, on behalf of the corporation.

____
Notary Public, ____________County, Minnesota
My Commission Expires ____________

I hereby certify that I have surveyed and platted the property described on this plat as FIRST ADDITION TO SOUTH GREENWOOD CEMETERY, that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments have been correctly placed in the ground as shown, that the outside boundary lines are correctly designated on the plat and that there are no wet lands as defined in MS 505.01, Subd. 3, or public highways to be designated other than as shown.

____
Garrett R. Borowicz, Land Surveyor
Minnesota Registration No. 45365

STATE OF MINNESOTA
COUNTY OF __________

The foregoing Surveyor's Certificate was acknowledged before me this ______day of _______, 20____ by Garrett R. Borowicz, Minnesota Registration No.45365.

____
Notary Public, ____________County, Minnesota
My Commission Expires ____________

No delinquent taxes due and transfer entered this _____day of _______,20___.

____
County Auditor

I hereby certify that all taxes for _______on the land described herein are paid.

____
County Treasurer

Document Number ______________

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____day of _____, 20___, at ________o'clock ___m. and was duly recorded in

Book ______ of ___________ on page ______.

____
County Recorder

Preliminary

10/13/2023 10:43:34 AM

WiDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS


Annie Street Park
Greenwood St E
Pennington Ave S
17
Greenwood Cemetery
Cedar St
Greenwood Trails Recreation Area Park
Red Lake River
Eastwood Dr
Miracle Express
Red Lake Watershed District
Imagery Date: 4/14/2015

City of Thief River Falls

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Request for Council Action

DATE: 11/21/2023

SUBJECT: #8.5 Approve to purchase of a Scissor Lift trailer.

RECOMMENDATION: It is respectfully requested that the Council consider the Utilities Committee recommendation:

MOTION TO: Accept the price quote from Grand Trailer Sales, EGF, MN of $6495.00 for the purchase of a scissor lift trailer.

BACKGROUND: The Electric Department has a scissor lift that gets used at various city buildings. This is a very heavy piece of equipment and using the existing trailers is a safety hazard during loading and unloading, especially when the trailer is wet or icy. The proposed trailer is designed for a scissor lift and the bed is a lot lower. The angle of the ramps during loading and unloading will be very low also making it a lot safer.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: $6,495.00 This would be paid for from the Electric Department Surplus Auction Fund.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Brian Jacobson, Electric Superintendent

ATTACHMENTS:

1.	Scissor Lift Trailer

2024 Triumph Trailers GSL1-TA5X10-35 SCISSOR LIFT TRAILER GALVANIZED Equipment Trailer

GO BACK

REQUEST MORE INFO

APPLY FOR FINANCING (/FINANCING)

PRINT UNIT INFO (/EXPORT-INVENTORY-PDF?ID=3737905)

(https://s3.amazonaws.com/distillery-trailercentral/zWtju5/SKlQ1I/2024_Triumph_Trailers_GSL1-TA5X10-35_SCISSOR_LIFT_TRAILER_GALVANIZED__Equipment_Trailer_IcVuCGmi32cf.jpg)

(https://s3.amazonaws.com/ trailercentral/zWtju5/lfGbJ2/ TA5X10- 35_SCISSOR_LIFT_TRAILER_G

(https://s3.amazonaws.com/ trailercentral/zWtju5/NgDL9 TA5X10- 35_SCISSOR_LIFT_TRAILER_G

(https://s3.amazonaws.com/ trailercentral/zWtju5/OkTIm TA5X10- 35_SCISSOR_LIFT_TRAILER_G

(https://s3.amazonaws.com trailercentral/zWtju5/MPs TA5X10- 35_SCISSOR_LIFT_TRAIL

TANDEM AXLE SCISSOR LIFT TRAILER

GALVANIZED CONSTRUCTION

TANDEM 3500 POUND DEXTER AXLES W/ELECTRIC BRAKES

5' FOLD UP RAMPS

D RINGS

LED LIGHTING

SPRING ASSIST ON RAMPS

DROP DOWN REAR JACKS

GALVANIZED RIMS

ST205/75/R15 RADIAL TIRES

CENTER JACK

2 5/16" COUPLER

MUCH MORE

MSRP: $7,323.00

Price: $6,495.00

STOCK #: 8360U

This item is pending sale.

VIN: 2TZTEF120RT008360

Condition: new

Year: 2024

Manufacturer: Triumph Trailers

Model: GSL1-TA5X10-35 SCISSOR LIFT TRAILER GALVANIZED

Length: 10' long

Width: 5' long

GVWR: 7000 lbs

Color: silver

REQUEST MORE INFO

2024 Triumph Trailers GSL1-TA5X10-35 SCISSOR LIFT TRAILER GALVANIZED Equipment Trailer

Please enter your contact information and one of our representatives will get back to you with more information.

City of Thief River Falls

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Request for Council Action

DATE: 11/21/2023

SUBJECT: #8.6 Resolution of Support for the Pennington County Cr 62 and Rocksbury Township 150th Avenue Ne Reconstruction Projects

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

MOTION TO: By the City Council, to accept the Public Works Committee recommendation to provide a Resolution of Support for the Pennington County and Rocksbury Township road projects.

BACKGROUND: Pennington County is proposing the reconstruction of CR 62, from Tindolph to Hanson Drive; and

KEY ISSUES: Rocksbury Township is proposing the reconstruction of 150th Avenue NE, from CSAH 8 to CR 62; and the Council agrees with the need for the project. The City of Thief River Falls continues to see a strong need for multi-housing and single-family housing. The projects being proposed will benefit the community and region by providing a safe and efficient road system for the public to access its schools, medical facilities, and workplace.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

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

ATTACHMENTS:
None

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Request for Council Action

DATE: 11/21/2023

SUBJECT: #8.7 Approve Hiring of Nicholas Olson as Public Works Maintenance

RECOMMENDATION: It is respectfully requested that the City Council approve the Public Works Committee recommendation:

MOTION TO: To approve the hiring of Nicholas Olson as Public Works Maintenance. Mr. Olson will start at a Grade 3 Step 3 for $26.40 per hour. This is a Teamster 320 position. Mr. Olson's start date will be November 22, 2023. Employment is contingent upon successful completion of all pre-employment requirements and a background check.

BACKGROUND: It was approved on resolution number 9-219-23 to open the Public Works Maintenance position to the public for filling. Interviews were conducted on November 14, 2023.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is a 2023 budgeted position.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

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Request for Council Action

DATE: 11/21/2023

SUBJECT: #8.8 Approve Carnegie Library interior repair

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

MOTION TO: To approve the agreement to hire contract work from the Cider Mill for a lump sum of $600.00 to complete interior damage caused by roof leaks at the Carnegie Library. The approved work is to include any surface preparation, and paint restoration to match the existing environment.

BACKGROUND: The Carnegie roof had developed leaks from the existing roof condition. A new roof surface has been constructed, and interior repairs can be completed.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The expense is to be Carnegie Library Budget- building maintenance repair.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

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Request for Council Action

DATE: 11/21/2023

SUBJECT: #8.9 Approval to accept the signed Law Enforcement Labor Services Memorandum of Agreement for Interim 2024 Employee Health Insurance Payments

RECOMMENDATION: It is respectfully requested the City Council accept the following recommendation

MOTION TO: Approval to accept the signed Law Enforcement Labor Services Memorandum of Agreement for Interim 2024 Employee Health Insurance Payments

BACKGROUND: The City of Thief River Falls desires to increase for 2024 its contribution amounts city-wide to premiums and H.S.A.'s for employees participating in family coverage for its sponsored health plan. This increase would be above the rate specified in the labor agreement that expires on December 31, 2023. The parties are currently negotiating a subsequent labor agreement and the city wants to ensure employees can consider this amount in enrolling in a City-sponsored health plan, it is proposing the attached MOA to the union for its consideration that would allow it to increase its contribution rate for 2024 until the parties execute a subsequent labor agreement.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Cost of implementation for 2024 insurance increases has been budgeted

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:
None

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Request for Council Action

DATE: 11/21/2023

SUBJECT: #8.10 Approval of City Organizational Chart

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

MOTION TO: By the City Council, to adopt an Organizational Chart of the City of Thief River Falls as recommended by the Administrative Services Committee, attached hereto and made a part hereof. It was determined to amend the structure by having the City Administrator to be the immediate supervisor of the Department Heads.

BACKGROUND: The Administrative Services Committee met on November 14th, 2023 and discussed the organizational structure of the City. Currently, the City Council or Council Committee is the immediate supervisor of the Department Heads; and

KEY ISSUES: There is no change to the current City Administrator's job description and the Administrator shall continue to plan, organize and direct City affairs to ensure a coordinated and efficient effort to meet the goals and objectives of the City. The City Administrator will serve as the primary liaison between the Council and City staff, developing and recommending City policy to the Council and, in turn, coordinating and disseminating all policies, orders, resolutions, and regulations of the Council to the staff and general public, either directly or through subordinates.

FINANCIAL CONSIDERATIONS:

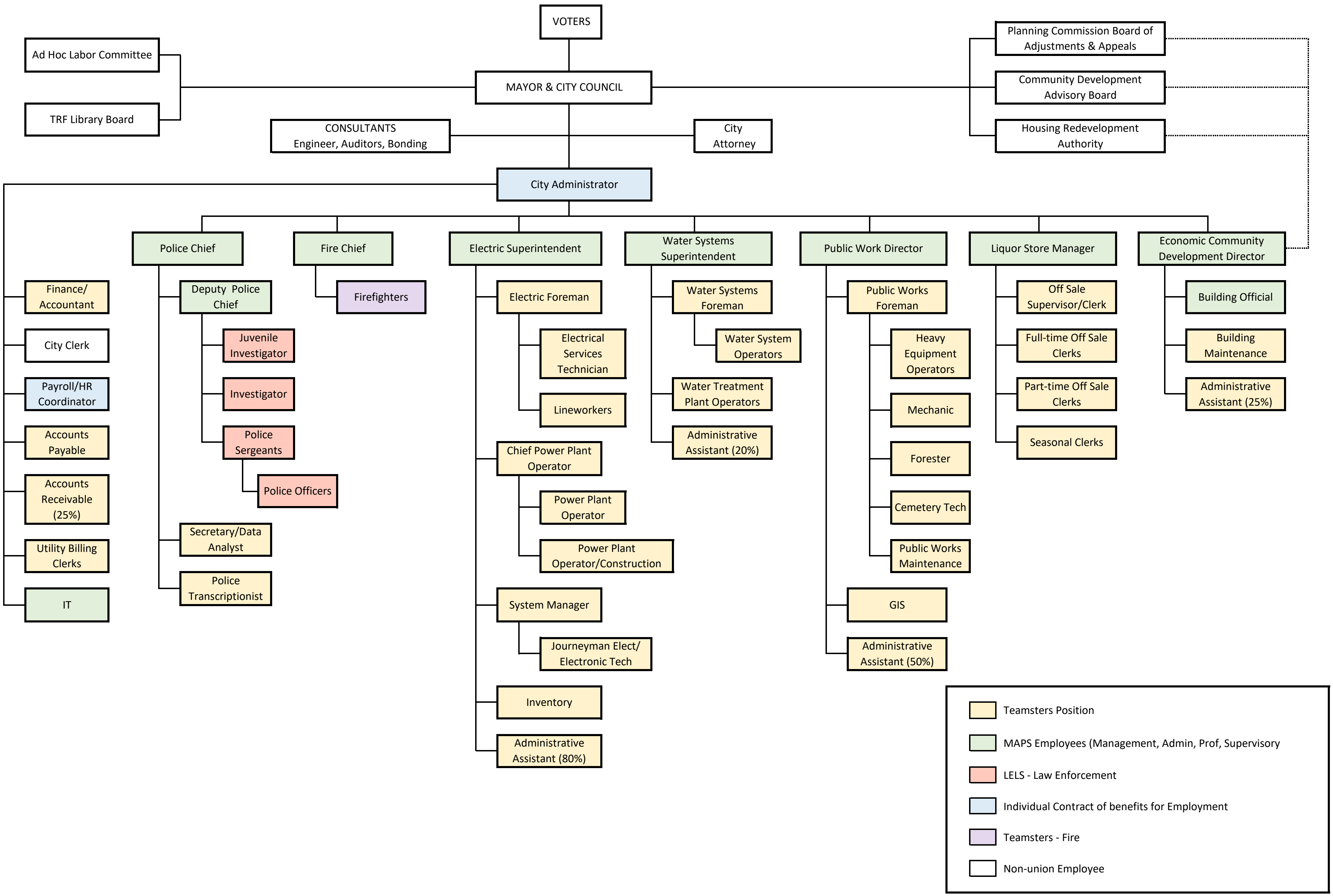
LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	2023 Organizational Chart

CITY OF THIEF RIVER FALLS - ORGANIZATIONAL CHART



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Request for Council Action

DATE: 11/21/2023

SUBJECT: #8.11 Approve Application for County City On-Sale Wine License to Line on 59

RECOMMENDATION: It is Respectfully Requested the Council Consider the Following:

MOTION TO: Approve the Application for County City On-Sale Wine License to Line on 59 effective November 22, 2023 with the City, pending state inspections.

BACKGROUND: Line on 59 currently holds a 3.2 On and Off Sale valid through December 31, 2023.

KEY ISSUES: Obtaining an Application for County City On-Sale Wine License would allow Line on 59 to serve strong beer.

FINANCIAL CONSIDERATIONS: The license fee is $250 annually for the Application for County City On-Sale Wine License. The fee has been prorated for 2023.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:
None

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Request for Council Action

DATE: 11/21/2023

SUBJECT: #8.12 Approve Application for County City On-Sale Wine License to Moe's Burgers & Brews

RECOMMENDATION: It is Respectfully Requested the Council Consider the Following:

MOTION TO: Approve the Application for County City On-Sale Wine License to Moe's Burgers & Brews effective November 24, 2023 with the City, pending state inspections.

BACKGROUND: Moe's Burgers & Brew applied for a 3.2 On and Off Sale Liquor License on November 7th, 2023 and was approved at City Council valid through December 31, 2023.

KEY ISSUES: Obtaining an Application for County City On-Sale Wine License would allow Moe's Burgers & Brew to serve strong beer.

FINANCIAL CONSIDERATIONS: The license fee is $250 annually for the Application for County City On-Sale Wine License. The fee has been prorated for 2023.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:
None

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**	$244,418.88
Comenity Cap Bk Utah CD 1.2	Certificate of Deposit - Brokered	$249,000	15-May-24	2.75%	**15-May-19**	$245,352.15
New York Community Bank	Certificate of Deposit - Brokered	$183,000	03-Jun-24	0.30%	**03-Dec-21**	$177,499.02
Port Houston Auth Tex Harris	Certificate of Deposit - Brokered	$500,000	01-Oct-24	2.25%	**12-Aug-20**	$484,540.00
Morgan Stanley Pvt Bk	Certificate of Deposit - Brokered	$245,000	27-Feb-25	1.80%	**27-Aug-20**	$232,914.15
State Bk India New York NY	Certificate of Deposit - Brokered	$183,000	10-Jun-25	1.05%	**10-Dec-20**	$170,138.76
Federal Home Ln Mtg Corp	Certificate of Deposit - Brokered	$255,000	25-Aug-25	3.50%	**25-Feb-23**	$246,781.35
JPMorgan Chase Bank N A CD CLL	Certificate of Deposit - Brokered	$246,000	30-Sep-25	0.40%	**31-Mar-21**	$222,757.92
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	$200,000	11-Feb-26	1.00%	**11-Aug-21**	$180,696.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	$246,000	30-Mar-26	2.85%	**01-Jul-22**	$236,242.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	$249,000	31-Mar-26	0.95%	**30-Jun-21**	$223,689.15
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	$245,000	16-Jun-26	0.85%	**16-Jul-21**	$218,040.20
Solutions Bk Forreston Ill	Certificate of Deposit - Brokered	$209,000	22-Sep-28	5.30%	**22-Oct-23**	$207,791.98
Defiance Ohio City Sch Dist	Bond - Brokered	$550,000	01-Dec-28	0.00%	**01-Dec-28**	$417,653.50
Fresno Calif Uni School Dist	Bond - Brokered	$300,000	01-Aug-25	0.00%	**01-Aug-25**	$272,226.00
Thief River Falls Minn Indpt	Bond - Brokered	$190,000	01-Feb-27	1.01%	**01-Feb-27**	$165,121.40
		RBC INVESTMENTS				$3,945,862.96
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 Term Series, MN	Certificate of Deposit - Brokered	$1,000,000	30-Apr-24	5.450%		$1,000,000.00
4M Term Series, MN	Certificate of Deposit - Brokered	$1,000,000	10/31/2024	5.352%		$1,000,000.00
		4M INVESTMENTS				$3,470,000.00
		TOTAL CD INVESTMENTS				$7,515,862.96
MONEY MARKET ACCOUNTS						
Piper Jaffray	First American Gov't Obligations Fund			4.480%		$3,343,837.71
RBC	US Govt Money Market Fund					$36.26
League of Minnesota Cities	4M Money Market Fund			5.321%		$14,067,928.10
League of Minnesota Cities	4M Plus Fund			5.368%		$27,260.07
League of Minnesota Cities	4M LTD Account					$772,769.77
		TOTAL MONEY MARKET SAVINGS				$18,211,831.91
		GRAND TOTAL			**10/31/2023**	$25,727,694.87

*Interest paid every 6 months.