

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, December 5, 2023

**COUNCIL CHAMBERS
CITY HALL – 405 3RD STREET EAST
12:00 AM**

- 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**
- 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 21, 2023 Council Proceedings (page 3-9)
 - 7.2. City of Thief River Falls Bills and Disbursements and Council Per Diems (page 10-42)
 - 7.3. Approval of 2024 City License Renewals (page 43-44)
 - 7.4. Approval to Designate the Ralph Engelstad Arena as The City of Thief River Falls Polling Place for All Precincts for 2024 Elections (page 45)
- 8. NEW BUSINESS**
 - 8.1. Call for Second Reading of City of Thief River Falls – Amend City Code (page 46-54)

- 8.2. Approval to Amend City Code 152.056 Solar Energy Systems (page 55)
- 8.3. Approval to accept the signed Teamsters, Local No. 320 (Public) Memorandum of Agreement for Interim 2024 Employee Health Insurance Payments (page 56-59)
- 8.4. Approval to accept the signed Teamsters, Local No. 320 (Fire) Memorandum of Agreement for Interim 2024 Employee Health Insurance Payments (page 60-63)
- 8.5. Approval of Water and Wastewater Rate Increase (page 64-65)
- 8.6. 2024 MMUA (Minnesota Municipal Utilities Association) Service Agreement (page 66-75)
- 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. Committee of Whole Immediately following Council - December 5, 2023
 - 10.2. Public Utilities Committee Meeting - December 11th at 7:00 a.m.
 - 10.3. Public Safety Liquor Committee Meeting - December 11th at 4:30 p.m.
 - 10.4. Administrative Services Committee Meeting - December 12th at 4:30 p.m.
 - 10.5. Public Works Committee Meeting - December 13th at 4:30 p.m.
 - 10.6. Holiday Train – December 14th at 7:30 P.M.
 - 10.7. City Council Meeting - December 19th at 5:30 p.m.
- 11. INFORMATIONAL ITEMS**
- 12. ADJOURNMENT TO TRUTH IN TAXATION HEARING AT 6:00 P.M. TONIGHT**
- 13. TRUTH IN TAXATION**
- 14. ADJOURNMENT**
- 15. Committee of Whole Immediately following Council - December 5, 2023**

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 21, 2023

CALL TO ORDER

This meeting is officially called to order at 5:30 PM on November 21, 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

- Visit TRF 2023 Budget - Amanda Hughes

APPROVE AGENDA

Councilmember Scott Pream motioned, being seconded by Councilmember Steve Narverud, to approve the agenda with addition of 8.13 and the removal of 8.9.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 11.250.23: Approval of November 7, 2023 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 11.250.23, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the City Council, to approve November 7 , 2023 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.251.23: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 11.251.23, being seconded by Councilmember Anthony Bolduc, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize payment of bills and disbursements in the total amount of \$529,710.19. 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. 11.252.23: Approve Uncollectible Utility Account Write-offs

Presented as part of the Consent Agenda, Councilmember Mike Lorenson introduced Resolution No. 11.252.23, being seconded by Councilmember Anthony Bolduc, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Accept a Utility Committee recommendation to approve write-off of uncollectible utilities accounts for the previous 12-month period. \$5,114.43 has been 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.

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

Call for First Reading of City of Thief River Falls – Amend City Code

Councilmember Jason Aarestad motioned, being seconded by Councilmember Mike Lorenson to call for the first reading of an ordinance of City Code Chapter 10 and Section 152.998, which, among other things, contain penalty provisions.

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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."

On vote being taken, the call for first reading was unanimously passed.

RESOLUTION NO. 11.253.23: Approve Greenwood Cemetery First Addition

Following discussion, Councilmember Steve Narverud introduced Resolution No. 11.253.23, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Approve the preliminary replating of First Addition to South Greenwood Cemetery.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.254.23: Approval Of Visit Thief River Falls 2024 Budget

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.254.23, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED Approve Visit Thief River Falls 2024 Budget as presented.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Liquor Store Employee Discussion

Council discussed full-time positions, feel employees are more invested. More control with scheduling and increase attractiveness of position. Council is in favor of discussion going back to Public Safety Liquor Committee.

RESOLUTION NO. 11.255.23: Approve to purchase of a Scissor Lift trailer

Following discussion, Councilmember Mike Lorenson introduced Resolution No. 11.255.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED Accept the price quote from Grand Trailer Sales, EGF, MN of \$6495.00 for the purchase of a scissor lift trailer.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.256.23: Resolution of Support for the Pennington County Cr 62 and Rocksbury Township 150th Avenue Ne Reconstruction Projects

Following discussion, Councilmember Steve Narverud introduced Resolution No. 11.256.23, being seconded by Councilmember Jason Aarestad, that:

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

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.257.23: Approve Hiring of Nicholas Olson as Public Works Maintenance

Following discussion, Councilmember Steve Narverud introduced Resolution No. 11.257.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.258.23: Approve Carnegie Library interior repair

Following discussion, Councilmember Scott Pream introduced Resolution No. 11.258.23, being seconded by Councilmember Michele McCraw, that:

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

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

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

Item removed.

RESOLUTION NO. 11.259.23: Approval of City Organizational Chart

Following discussion, Councilmember Anthony Bolduc introduced Resolution No. 11.259.23, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, 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

WHEREAS, 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.260.23: Approve Application for County City On-Sale Wine License to Line on 59

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.260.23, being seconded by Councilmember Anthony Bolduc, that:

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

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

THEREFORE, BE IT RESOLVED Approve the Application for County City On-Sale Wine License to Line on 59 effective November 22, 2023 with the City, pending state inspections.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.261.23: Approve Application for County City On-Sale Wine License to Moe's Burgers & Brews

Following discussion, Councilmember Jason Aarestad introduced Resolution No. 11.261.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, 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.

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

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.262.23: Resolution to apply for a joint grant application for Kendall Ave, Pennington County Cr 62, and Rocksbury Township 150th Avenue Ne Reconstruction Projects

Following discussion, Councilmember Steve Narverud introduced Resolution No. 11.262.23, being seconded by Councilmember Scott Pream, that:

WHEREAS, Pennington County is proposing the reconstruction of CR 62, from Tindolph to Hanson Drive; and a Rocksbury Township right of way connecting CR 62 and CASH 8. An improvement to Kendall Avenue would benefit the community and would be beneficial to complete with the same project proposed.

WHEREAS, 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.

THEREFORE, BE IT RESOLVED by the City Council, to accept the Public Works Committee recommendation to enter into a joint grant application for a project that would combine road improvements within the City of Thief River Falls, Pennington County, and Rocksbury Township right of ways.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- City Surplus Auction on the City Website ends next week.
- Councilmember Jason Aarestad reminded of the Tree Lighting at the Floyd B. Olson park sponsored by the Downtown Business Development Association. There will be a petting zoo, hot chocolate, photos with Santa, Rusty Nail, music and more. November 25th 3 pm to 6 pm.
- Councilmember Anthony Bolduc asked about loitering issues at the Ralph parking lots.
- Discussion on consistency with Calendar Parking. Deputy Chief Mike Roff states they have started issuing tickets. There will be leniency with the holidays.
- Councilmember Mike Lorensen mentioned Core Main hired a new company to install water meters, Hydra Corp.
- Mayor Holmer asked for Forester position to be discussed at Committee of Whole on December 5th.

UPCOMING MEETINGS

- City Council Meeting - December 5th at 5:30 p.m.
- Committee of Whole – December 5th Immediately Following Council
- Truth-in-Taxation December 5th at 6:00 P.M.
- Public Utilities Committee Meeting - December 11th at 7:00 a.m.
- Public Safety Liquor Committee Meeting - December 11th at 4:30 p.m.

- Administrative Services Committee Meeting - December 12th at 4:30 p.m.
- Public Works Committee Meeting - December 13th at 4:30 p.m.
- City Council Meeting - December 19th at 5:30 p.m.

INFORMATIONAL ITEMS

- October 2023 Investment Summary
- Police Presence in Schools
Deputy Chief Mike Roff states they have met with the schools and the contract was dropped, 60 day cancellation was waived. The current contract was scheduled to end on December 31, 2023. Police Officers will rotate walk throughs into each school on a daily basis as allowed. Mayor Holmer commends Police Chief Adam and Deputy Chief Roff for looking for a way around this issue.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream, being seconded by Councilmember Mike Lorenson to adjourn at 7:02 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

1/14/2022



City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

DECEMBER 5th, 2023

SUMMARY OF DISBURSEMENTS

11/17/2023	AP PKT #777 - DIRECT PAYABLES	\$1,379.71
11/20/2023	AP PKT #778 - DIRECT PAYABLES	\$101,994.66
11/21/2023	AP PKT #781 - DIRECT PAYABLES	\$15,780.35
11/22/2023	AP PKT #783 - DIRECT PAYABLES	\$1,091,991.93
11/27/2023	AP PKT #770 - PAYROLL #23	\$139,078.08
11/27/2023	AP PKT #786 - DIRECT PAYABLES	\$68,002.92
11/28/2023	AP PKT #788 - DIRECT PAYABLES	\$9,904.36
11/29/2023	AP PKT #787 - DIRECT PAYABLES	\$66,503.85
11/30/2023	AP PKT #790 - PAYROLL #24	\$113,288.75
11/30/2023	UB PKT #2082 - REFUND CHECKS	\$2,306.49
GRAND TOTAL OF DISBURSEMENTS		\$1,610,231.10



City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT02082 - Refunds 01 UBPKT02080 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
05-00733-010	NEADEAU, GERREK	11/30/2023	91289	70.25			70.25	Generated From Billing
07-00928-005	GLAZIER, MARNIE J	11/30/2023	91290	78.66			78.66	Generated From Billing
07-00952-002	RASMUSSEN, MARIAH M	11/30/2023	91291	190.23			190.23	Generated From Billing
08-01039-005	GODIN, GEORGE T	11/30/2023	91292	154.63			154.63	Generated From Billing
14-01669-003	MENDOZA, VICTOR E	11/30/2023	91293	184.13			184.13	Generated From Billing
20-02746-002	MCKINNEY, HANNAH J	11/30/2023	91294	143.01			143.01	Generated From Billing
25-03584-000	BLANKENFELD, BRET J	11/30/2023	91295	156.24			156.24	Generated From Billing
26-04863-002	RUTLEDGE, KYLE A	11/30/2023	91296	153.90			153.90	Generated From Billing
27-03786-000	SCHEIE, JOHN H III	11/30/2023	91297	159.18			159.18	Generated From Billing
31-05110-002	CHAMPION, RICHARD T	11/30/2023	91298	116.90			116.90	Generated From Billing
31-05212-001	CALHOUN, MARIAH L	11/30/2023	91299	194.66			194.66	Generated From Billing
31-05224-001	BARTH, ETHAN A	11/30/2023	91300	175.91			175.91	Generated From Billing
31-05256-002	HAMRICK, SHANNON L	11/30/2023	91301	174.90			174.90	Generated From Billing
31-05260-002	SCHNEIDERBAUER, ERIC S	11/30/2023	91302	159.47			159.47	Generated From Billing
31-05262-002	DEZIEL, DAVID G	11/30/2023	91303	194.42			194.42	Generated From Billing
Total Refunds: 15				Total Refunded Amount:	2,306.49			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	2306.49
Revenue Total:	2306.49

General Ledger Distribution

Posting Date: 11/28/2023

	Account Number	Account Name	Posting Amount	IFT
Fund:	690 - ELECTRIC UTILITY FUND			
	690-10101	Cash & Investments	-2,306.49	Yes
	690-11530	Accts Receivable - Billing	2,306.49	
	690 Total:		0.00	
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-2,306.49	

General Ledger Distribution

Posting Date: 11/28/2023

Account Number	Account Name	Posting Amount	IFT
999-20700	Due To Other Funds	2,306.49	Yes
999 Total:		0.00	
Distribution Total:		0.00	



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00770 - PYPKT00965 - 2023 11 16 #23 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BLUE CROSS BLUE SHIELD OF MN							
BLUE CROSS BLUE SHIELD O...	INV0000932	11/22/2023	740-4870-63650	Senior Gold BC/BS Monthly ...	December Senior Gold Billing		3,288.00
Vendor BLUE CROSS BLUE SHIELD OF MN Total:							3,288.00
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000928	11/16/2023	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		20,215.68
INTERNAL REVENUE SERVICE	INV0000928	11/16/2023	740-20150	Payroll Taxes Payable	FED W/H		21,841.85
INTERNAL REVENUE SERVICE	INV0000928	11/16/2023	740-20150	Payroll Taxes Payable	MEDICARE		6,932.84
Vendor INTERNAL REVENUE SERVICE Total:							48,990.37
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0000933	11/22/2023	740-4870-63650	Senior Gold BC/BS Monthly ...	December Medicare Blue Rx...		2,148.00
Vendor MEDICAREBLUE RX Total:							2,148.00
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE...	INV0000931	11/22/2023	100-4150-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0000931	11/22/2023	100-4210-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0000931	11/22/2023	100-4220-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0000931	11/22/2023	100-4312-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0000931	11/22/2023	100-4315-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0000931	11/22/2023	100-4510-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0000931	11/22/2023	100-4650-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0000931	11/22/2023	690-4825-61340	MSRS HCSP	HCSP Retiree		100.00
Vendor MINNESOTA STATE RETIREMENT SYS Total:							1,000.00
Vendor: MINNESOTA TEAMSTERS NO. 320							
MINNESOTA TEAMSTERS N...	INV0000925	11/16/2023	740-24000	Clearing Account	Union Dues		3,701.00
Vendor MINNESOTA TEAMSTERS NO. 320 Total:							3,701.00
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0000927	11/16/2023	740-20160	State Withholding	State W/H Tax		10,700.95
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							10,700.95
Vendor: P E R A OF MN							
P E R A OF MN	INV0000926	11/16/2023	740-20180	PERA Payable	PERA EE/ER COORD		22,795.87
P E R A OF MN	INV0000926	11/16/2023	740-20180	PERA Payable	PERA EE/ER DEF		377.26
P E R A OF MN	INV0000926	11/16/2023	740-20180	PERA Payable	PERA EE/ER P&F		21,901.66
Vendor P E R A OF MN Total:							45,074.79
Vendor: SUN LIFE FINANCIAL - LIFE							
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	100-4150-61330	Life Insurance	Life Ins Premium		56.95
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	100-4194-61330	Life Insurance	Life Ins Premium		9.35

Council Approval Register

Packet: APPKT00770 - PYPKT00965 - 2023 11 16 #23 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	100-4210-61330	Life Insurance	Life Ins Premium		175.10
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	100-4220-61330	Life Insurance	Life Ins Premium		68.85
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	100-4240-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	100-4312-61330	Life Insurance	Life Ins Premium		56.10
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	100-4315-61330	Life Insurance	Life Ins Premium		56.10
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	100-4510-61330	Life Insurance	Life Ins Premium		18.70
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	100-4650-61330	Life Insurance	Life Ins Premium		22.10
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	100-4660-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	610-4825-61330	Life Insurance	Life Ins Premium		36.04
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	620-4825-61330	Life Insurance	Life Ins Premium		31.45
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	680-4825-61330	Life Insurance	Life Ins Premium		37.40
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	690-4825-61330	Life Insurance	Life Ins Premium		171.70
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	740-24000	Clearing Account	Life Ins Employee		589.38
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	740-4870-63640	Life Insurance - COBRA	Life Ins COBRA		-12.86
SUN LIFE FINANCIAL - LIFE	INV0000924	11/16/2023	820-4825-61330	Life Insurance	Life Ins Premium		9.35
Vendor SUN LIFE FINANCIAL - LIFE Total:							1,351.21

Vendor: VANTAGEPOINT ICMA

VANTAGEPOINT ICMA	INV0000921	11/16/2023	740-24000	Clearing Account	Contributions Employee		4,946.87
Vendor VANTAGEPOINT ICMA Total:							4,946.87

Vendor: WEX BANK

WEX BANK	INV0000923	11/16/2023	740-24000	Clearing Account	HSA		284.75
WEX BANK	INV0000929	11/22/2023	100-4150-61310	Health Insurance	HSA City Contribution		607.98
WEX BANK	INV0000929	11/22/2023	100-4210-61310	Health Insurance	HSA City Contribution		1,273.00
WEX BANK	INV0000929	11/22/2023	100-4220-61310	Health Insurance	HSA City Contribution		607.98
WEX BANK	INV0000929	11/22/2023	100-4312-61310	Health Insurance	HSA City Contribution		1,127.38
WEX BANK	INV0000929	11/22/2023	100-4315-61310	Health Insurance	HSA City Contribution		462.36
WEX BANK	INV0000929	11/22/2023	610-4825-61310	Health Insurance	HSA City Contribution		665.02
WEX BANK	INV0000929	11/22/2023	680-4825-61310	Health Insurance	HSA City Contribution		462.36
WEX BANK	INV0000929	11/22/2023	690-4825-61310	Health Insurance	HSA City Contribution		1,070.34
WEX BANK	INV0000929	11/22/2023	820-4825-61310	Health Insurance	HSA City Contribution		462.36
WEX BANK	INV0000930	11/22/2023	100-4150-61310	Health Insurance	VEBA City Contribution		202.66
WEX BANK	INV0000930	11/22/2023	100-4210-61310	Health Insurance	VEBA City Contribution		1,938.02
WEX BANK	INV0000930	11/22/2023	100-4220-61310	Health Insurance	VEBA City Contribution		1,127.38
WEX BANK	INV0000930	11/22/2023	100-4240-61310	Health Insurance	VEBA City Contribution		462.36
WEX BANK	INV0000930	11/22/2023	100-4312-61310	Health Insurance	VEBA City Contribution		1,070.34
WEX BANK	INV0000930	11/22/2023	100-4315-61310	Health Insurance	VEBA City Contribution		867.68
WEX BANK	INV0000930	11/22/2023	100-4510-61310	Health Insurance	VEBA City Contribution		202.66
WEX BANK	INV0000930	11/22/2023	100-4650-61310	Health Insurance	VEBA City Contribution		202.66
WEX BANK	INV0000930	11/22/2023	100-4660-61310	Health Insurance	VEBA City Contributions		665.02
WEX BANK	INV0000930	11/22/2023	680-4825-61310	Health Insurance	VEBA City Contribution		924.72
WEX BANK	INV0000930	11/22/2023	690-4825-61310	Health Insurance	VEBA City Contribution		3,008.36
Vendor WEX BANK Total:							17,695.39

Council Approval Register

Packet: APPKT00770 - PYPKT00965 - 2023 11 16 #23 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0000934	11/22/2023	100-4670-62990	Misc. Operating Expense	November Administrative F...		115.49
WEX HEALTH INC	INV0000934	11/22/2023	610-4840-62990	Misc. Operating Expense	November Administrative F...		5.50
WEX HEALTH INC	INV0000934	11/22/2023	620-4840-62990	Misc. Operating Expense	November Administrative F...		12.38
WEX HEALTH INC	INV0000934	11/22/2023	680-4840-62990	Misc. Operating Expense	November Administrative F...		4.13
WEX HEALTH INC	INV0000934	11/22/2023	690-4840-62990	Misc. Operating Expense	November Administrative F...		44.00
Vendor WEX HEALTH INC Total:							181.50
Grand Total:							139,078.08

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	12,321.72
610 - LIQUOR DISPENSARY	706.56
620 - WATER UTILITY FUND	43.83
680 - WASTEWATER UTILITY FUND	1,428.61
690 - ELECTRIC UTILITY FUND	4,394.40
740 - TRF HEALTH INSURANCE FUND	119,711.25
820 - GREENWOOD CEMETERY FUND	471.71
Grand Total:	139,078.08

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	810.64
100-4150-61330	Life Insurance	56.95
100-4150-61340	MSRS HCSP	200.00
100-4194-61330	Life Insurance	9.35
100-4210-61310	Health Insurance	3,211.02
100-4210-61330	Life Insurance	175.10
100-4210-61340	MSRS HCSP	100.00
100-4220-61310	Health Insurance	1,735.36
100-4220-61330	Life Insurance	68.85
100-4220-61340	MSRS HCSP	200.00
100-4240-61310	Health Insurance	462.36
100-4240-61330	Life Insurance	12.75
100-4312-61310	Health Insurance	2,197.72
100-4312-61330	Life Insurance	56.10
100-4312-61340	MSRS HCSP	100.00
100-4315-61310	Health Insurance	1,330.04
100-4315-61330	Life Insurance	56.10
100-4315-61340	MSRS HCSP	100.00
100-4510-61310	Health Insurance	202.66
100-4510-61330	Life Insurance	18.70
100-4510-61340	MSRS HCSP	100.00
100-4650-61310	Health Insurance	202.66
100-4650-61330	Life Insurance	22.10
100-4650-61340	MSRS HCSP	100.00
100-4660-61310	Health Insurance	665.02
100-4660-61330	Life Insurance	12.75
100-4670-62990	Misc. Operating Expense	115.49
610-4825-61310	Health Insurance	665.02
610-4825-61330	Life Insurance	36.04
610-4840-62990	Misc. Operating Expense	5.50
620-4825-61330	Life Insurance	31.45

Account Summary

Account Number	Account Name	Expense Amount
620-4840-62990	Misc. Operating Expense	12.38
680-4825-61310	Health Insurance	1,387.08
680-4825-61330	Life Insurance	37.40
680-4840-62990	Misc. Operating Expense	4.13
690-4825-61310	Health Insurance	4,078.70
690-4825-61330	Life Insurance	171.70
690-4825-61340	MSRS HCSP	100.00
690-4840-62990	Misc. Operating Expense	44.00
740-20150	Payroll Taxes Payable	48,990.37
740-20160	State Withholding	10,700.95
740-20180	PERA Payable	45,074.79
740-24000	Clearing Account	9,522.00
740-4870-63640	Life Insurance - COBRA	-12.86
740-4870-63650	Senior Gold BC/BS Mont...	5,436.00
820-4825-61310	Health Insurance	462.36
820-4825-61330	Life Insurance	9.35
Grand Total:		139,078.08

Project Account Summary

Project Account Key	Expense Amount
None	139,078.08
Grand Total:	139,078.08



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00777 - 11/17/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BRADY MARTZ & ASSOC PC INC							
BRADY MARTZ & ASSOC PC ...	FLEX 11 17 23	11/17/2023	740-20300	Flex Payroll Deductions	FLEX CLAIMS 11 17 23		897.59
Vendor BRADY MARTZ & ASSOC PC INC Total:							897.59
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	3080789 2	08/31/2023	690-4850-62360	Distribution Maint	REISSUE LOST CHECK #0907...		133.65
Vendor GOPHER STATE ONE CALL Total:							133.65
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	22822G	09/30/2023	100-4510-62210	Equipment Maint & Repair	SENSOR		87.14
INTERSTATE BILLING SERVICE	23038G	10/13/2023	100-4510-62210	Equipment Maint & Repair	SENSOR		82.58
Vendor INTERSTATE BILLING SERVICE Total:							169.72
Vendor: NORMAN BETLAND							
NORMAN BETLAND	2	11/15/2023	100-4650-63030	Contracts Expense	GIS CONSULTING SERVICES -...		178.75
Vendor NORMAN BETLAND Total:							178.75
Grand Total:							1,379.71

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	348.47
690 - ELECTRIC UTILITY FUND	133.65
740 - TRF HEALTH INSURANCE FUND	897.59
Grand Total:	1,379.71

Account Summary

Account Number	Account Name	Expense Amount
100-4510-62210	Equipment Maint & Repa..	169.72
100-4650-63030	Contracts Expense	178.75
690-4850-62360	Distribution Maint	133.65
740-20300	Flex Payroll Deductions	897.59
Grand Total:		1,379.71

Project Account Summary

Project Account Key	Expense Amount
None	1,379.71
Grand Total:	1,379.71



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00786 - 11/27/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2023	11/01/2023	100-4210-62010	Office Supplies	1ST HALF NOV 2023 - OFFIC...		689.97
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2023	11/01/2023	100-4210-62990	Misc. Operating Expense	1ST HALF NOV 2023 - CHAIR...		258.95
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2023	11/01/2023	100-4210-62990	Misc. Operating Expense	1ST HALF NOV 2023 - BATT...		60.59
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2023	11/01/2023	100-4210-62990	Misc. Operating Expense	1ST HALF NOV 2023 - RIFLE ...		72.22
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2023	11/01/2023	100-4210-62990	Misc. Operating Expense	1ST HALF NOV 2023 - HEAD...		129.99
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2023	11/01/2023	100-4315-62880	Personal Protective Equipm...	1ST HALF NOV 2023 - MILLI...		40.66
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2023	11/01/2023	100-4315-62880	Personal Protective Equipm...	1ST HALF NOV 2023 -SANDI...		11.88
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2023	11/01/2023	100-4650-62990	Misc. Operating Expense	1ST HALF NOV 2023 - BULLE...		107.99
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2023	11/01/2023	620-4840-62170	Field Supplies	1ST HALF NOV 2023 - DIGIT...		127.42
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2023	11/01/2023	690-4840-62010	Office Supplies	1ST HALF NOV 2023 - 3 RIN...		41.98
Vendor AMAZON CAPITAL SERVICES INC Total:							1,541.65
Vendor: DANIEL GAZELKA							
DANIEL GAZELKA	023010010	10/24/2023	100-4210-63020	Computer Maintenance & li...	BODY CAM AUDITS		1,979.52
Vendor DANIEL GAZELKA Total:							1,979.52
Vendor: VENUWORKS OF THIEF RIVER FALLS							
VENUWORKS OF THIEF RIV...	731	11/22/2023	630-4930-67200	Operating Transfers	1/2 4TH QTR ARENA FUNDS ...		64,481.75
Vendor VENUWORKS OF THIEF RIVER FALLS Total:							64,481.75
Grand Total:							68,002.92

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	3,351.77
620 - WATER UTILITY FUND	127.42
630 - ARENAS - VENUWORKS	64,481.75
690 - ELECTRIC UTILITY FUND	41.98
Grand Total:	68,002.92

Account Summary

Account Number	Account Name	Expense Amount
100-4210-62010	Office Supplies	689.97
100-4210-62990	Misc. Operating Expense	521.75
100-4210-63020	Computer Maintenance...	1,979.52
100-4315-62880	Personal Protective Equi...	52.54
100-4650-62990	Misc. Operating Expense	107.99
620-4840-62170	Field Supplies	127.42
630-4930-67200	Operating Transfers	64,481.75
690-4840-62010	Office Supplies	41.98
Grand Total:		68,002.92

Project Account Summary

Project Account Key	Expense Amount
None	68,002.92
Grand Total:	68,002.92



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00787 - 11/29/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3639545	11/07/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		461.60
Vendor ARTISAN BEER COMPANY Total:							461.60
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0107618400	11/14/2023	610-4810-62540	Soft Drinks/Mix for Resale	PICKLES		35.00
BELLBOY CORP - BAR SUPPLY	0107618400	11/14/2023	610-4810-62590	Misc. Mdse for Resale	CAN HUGGERS		21.00
Vendor BELLBOY CORP - BAR SUPPLY Total:							56.00
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0201579500	11/14/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		3,224.40
Vendor BELLBOY CORP - LIQUOR Total:							3,224.40
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	113036967	11/14/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		3,769.72
BREAKTHRU BEVERAGE	113036967	11/14/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,380.80
BREAKTHRU BEVERAGE	113036967	11/14/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		185.97
BREAKTHRU BEVERAGE	113037498	11/14/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		29.35
Vendor BREAKTHRU BEVERAGE Total:							5,365.84
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	1803465	11/09/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		732.10
C & L DISTRIBUTING	1803465	11/09/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		75.00
C & L DISTRIBUTING	1810100	11/22/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		789.90
C & L DISTRIBUTING	1810100	11/22/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		139.00
Vendor C & L DISTRIBUTING Total:							1,736.00
Vendor: CARLOS CREEK WINERY							
CARLOS CREEK WINERY	37575	11/07/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		3,432.00
Vendor CARLOS CREEK WINERY Total:							3,432.00
Vendor: DWIGHT TANGQUIST							
DWIGHT TANGQUIST	10 2023	10/20/2023	610-4840-62140	Off Sale Supplies	BAGS		1,552.60
Vendor DWIGHT TANGQUIST Total:							1,552.60
Vendor: FORESTEDGE WINERY							
FORESTEDGE WINERY	5373	11/15/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		264.00
Vendor FORESTEDGE WINERY Total:							264.00
Vendor: IHEARTMEDIA							
IHEARTMEDIA	8820726826	10/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - OCT ...		778.88
Vendor IHEARTMEDIA Total:							778.88

Council Approval Register

Packet: APPKT00787 - 11/29/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	OCT 2023	10/31/2023	610-4810-62610	Freight In (Liquor)	FREIGHT CHARGES - OCT 20...		3,519.64
Vendor JIM HIRT TRUCKING INC Total:							3,519.64
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2415883	11/01/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,200.00
JOHNSON BROTHERS LIQU...	2418348	11/06/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		7,273.65
JOHNSON BROTHERS LIQU...	2418349	11/06/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,046.00
JOHNSON BROTHERS LIQU...	2422974	11/13/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		495.00
JOHNSON BROTHERS LIQU...	2422975	11/13/2023	610-4810-62530	Wine for Resale	PURCHASE - MIX		3,920.06
JOHNSON BROTHERS LIQU...	2422976	11/13/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		48.00
Vendor JOHNSON BROTHERS LIQUOR Total:							13,982.71
Vendor: LEIGHTON BROADCASTING							
LEIGHTON BROADCASTING	224517-1	10/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - OCT ...		360.00
LEIGHTON BROADCASTING	224518-1	10/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - OCT ...		288.00
Vendor LEIGHTON BROADCASTING Total:							648.00
Vendor: LESLIE MICHAEL COTA							
LESLIE MICHAEL COTA	494103	10/05/2023	610-4890-63030	Contracts Expense	GRASS MOWING SERVICES		115.00
Vendor LESLIE MICHAEL COTA Total:							115.00
Vendor: PARKER'S HANGOVER TONIC							
PARKER'S HANGOVER TONIC	111423	11/14/2023	610-4810-62540	Soft Drinks/Mix for Resale	HANGOVER TONIC		160.00
Vendor PARKER'S HANGOVER TONIC Total:							160.00
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	218674	11/07/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		128.00
PAUSTIS WINE COMPANY	218674	11/07/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - FREIGHT		3.50
Vendor PAUSTIS WINE COMPANY Total:							131.50
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6685287	11/06/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		4,825.11
PHILLIPS WINE & SPIRITS	6685288	11/06/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,566.00
PHILLIPS WINE & SPIRITS	6685289	11/06/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		80.00
PHILLIPS WINE & SPIRITS	6685289	11/06/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		37.80
PHILLIPS WINE & SPIRITS	6687052	11/08/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		703.50
PHILLIPS WINE & SPIRITS	6688839	11/13/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		166.00
PHILLIPS WINE & SPIRITS	6688840	11/13/2023	610-4810-62530	Wine for Resale	PURHCASE - WINE		404.00
Vendor PHILLIPS WINE & SPIRITS Total:							7,782.41
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2410080	11/28/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		360.00
SOUTHERN GLAZERS OF MN	2411858	11/14/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		207.00
SOUTHERN GLAZERS OF MN	2411859	11/14/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,772.19
SOUTHERN GLAZERS OF MN	2411859	11/14/2023	610-4810-62530	Wine for Resale	PURCHASE -WINE		955.14
SOUTHERN GLAZERS OF MN	2411859	11/14/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		230.00
SOUTHERN GLAZERS OF MN	2411860	11/14/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		2,159.95

Council Approval Register

Packet: APPKT00787 - 11/29/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SOUTHERN GLAZERS OF MN	2411861	11/14/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,695.15
SOUTHERN GLAZERS OF MN	2413312	11/16/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		3,324.02
SOUTHERN GLAZERS OF MN	2413313	11/16/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		3,139.82
Vendor SOUTHERN GLAZERS OF MN Total:							21,843.27
Vendor: T R F RADIO							
T R F RADIO	32934-11	10/31/2023	610-4880-63490	Advertising	RADIO ADVERTISING - OCCT...		550.00
T R F RADIO	34683-1	10/15/2023	610-4880-63490	Advertising	RADIO ADVERTISING - OCT ...		900.00
Vendor T R F RADIO Total:							1,450.00
Grand Total:							66,503.85

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	66,503.85
Grand Total:	66,503.85

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	41,612.01
610-4810-62520	Beer for Resale	1,983.60
610-4810-62530	Wine for Resale	13,879.50
610-4810-62540	Soft Drinks/Mix for Resa...	940.12
610-4810-62590	Misc. Mdse for Resale	24.50
610-4810-62610	Freight In (Liquor)	3,519.64
610-4840-62140	Off Sale Supplies	1,552.60
610-4880-63490	Advertising	2,876.88
610-4890-63030	Contracts Expense	115.00
Grand Total:		66,503.85

Project Account Summary

Project Account Key	Expense Amount
None	66,503.85
Grand Total:	66,503.85



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00788 - 11/28/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CAPITAL ONE							
CAPITAL ONE	1652234096	11/19/2023	100-4210-62990	Misc. Operating Expense	CANDY - TRICK OR TREAT E...		125.87
CAPITAL ONE	1652234096	11/19/2023	100-4220-62990	Misc. Operating Expense	CLEANING SUPPLIES		186.84
CAPITAL ONE	1652234096	11/19/2023	620-4840-62420	Computer Equipment	SCADA MONITOR - LAB		378.34
CAPITAL ONE	1652234096	11/19/2023	690-4840-62010	Office Supplies	BINDERS		61.30
Vendor CAPITAL ONE Total:							752.35
Vendor: GRAND TRAILER SALES							
GRAND TRAILER SALES	8360U	11/27/2023	690-16400	Machinery & Equipment	2024 TRIUMPH GALVANIZED..		7,121.03
Vendor GRAND TRAILER SALES Total:							7,121.03
Vendor: U S POSTMASTER							
U S POSTMASTER	DEC 2023	11/28/2023	100-4315-62010	Office Supplies	POSTAGE - DEC 2023 UTILIT...		304.65
U S POSTMASTER	DEC 2023	11/28/2023	620-4840-62010	Office Supplies	POSTAGE - DEC 2023 UTILIT...		710.84
U S POSTMASTER	DEC 2023	11/28/2023	680-4840-62010	Office Supplies	POSTAGE - DEC 2023 UTILIT...		203.10
U S POSTMASTER	DEC 2023	11/28/2023	690-4840-62010	Office Supplies	POSTAGE - DEC 2023 UTILIT...		812.39
Vendor U S POSTMASTER Total:							2,030.98
Grand Total:							9,904.36

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	617.36
620 - WATER UTILITY FUND	1,089.18
680 - WASTEWATER UTILITY FUND	203.10
690 - ELECTRIC UTILITY FUND	7,994.72
Grand Total:	9,904.36

Account Summary

Account Number	Account Name	Expense Amount
100-4210-62990	Misc. Operating Expense	125.87
100-4220-62990	Misc. Operating Expense	186.84
100-4315-62010	Office Supplies	304.65
620-4840-62010	Office Supplies	710.84
620-4840-62420	Computer Equipment	378.34
680-4840-62010	Office Supplies	203.10
690-16400	Machinery & Equipment	7,121.03
690-4840-62010	Office Supplies	873.69
Grand Total:		9,904.36

Project Account Summary

Project Account Key	Expense Amount
None	9,904.36
Grand Total:	9,904.36



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00778 - 11/20/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3636469	10/23/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		732.30
Vendor ARTISAN BEER COMPANY Total:							732.30
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0107561200	10/31/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		141.00
Vendor BELLBOY CORP - BAR SUPPLY Total:							141.00
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0201288500	10/24/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		660.00
BELLBOY CORP - LIQUOR	0201396700	10/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,081.85
BELLBOY CORP - LIQUOR	0201396900	10/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		450.00
Vendor BELLBOY CORP - LIQUOR Total:							6,191.85
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	112727397	10/25/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,170.00
BREAKTHRU BEVERAGE	112809899	10/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,403.74
BREAKTHRU BEVERAGE	112809900	10/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		9,825.24
BREAKTHRU BEVERAGE	112809900	10/31/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		928.00
BREAKTHRU BEVERAGE	112809900	10/31/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		364.65
BREAKTHRU BEVERAGE	112809901	10/31/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		72.00
Vendor BREAKTHRU BEVERAGE Total:							13,763.63
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	11796140	10/26/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		270.00
C & L DISTRIBUTING	11796140	10/26/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		361.90
C & L DISTRIBUTING	11796140	10/26/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		90.00
Vendor C & L DISTRIBUTING Total:							721.90
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10351052	10/09/2023	610-4840-62140	Off Sale Supplies	CR CARD TILL PAPER		155.71
COLE PAPERS INC	10351052	10/09/2023	610-4840-62990	Misc. Operating Expense	HAND SANITIZER / HAND S...		17.54
COLE PAPERS INC	10351052	10/09/2023	610-4850-62230	Building Maint & Repair	TOWELS / GLASS CLEANER / ...		180.49
COLE PAPERS INC	10353493	10/12/2023	100-4194-62990	Misc. Operating Expense	TOILET TISSUE		140.34
COLE PAPERS INC	10357282	10/23/2023	610-4840-62140	Off Sale Supplies	TILL / CR CARD PAPER ROLLS		121.87
COLE PAPERS INC	10357282	10/23/2023	610-4850-62230	Building Maint & Repair	CLEAN & SHINE		145.98
COLE PAPERS INC	10358386	10/23/2023	100-4194-62990	Misc. Operating Expense	TOILET TISSUE / FOAM SOAP		128.72
COLE PAPERS INC	10359737	10/26/2023	100-4194-62990	Misc. Operating Expense	PAPER TOWEL		72.16
COLE PAPERS INC	10359737	10/26/2023	100-4550-62990	Misc. Operating Expense	VAC BAGS		47.96
Vendor COLE PAPERS INC Total:							1,010.77

Council Approval Register

Packet: APPKT00778 - 11/20/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CORE-MARK MIDCONTINENT INC							
CORE-MARK MIDCONTINEN...	1285835	10/25/2023	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASE - MIX		21.23
CORE-MARK MIDCONTINEN...	1285835	10/25/2023	610-4810-62590	Misc. Mdse for Resale	PURCHASE - TOBACCO		3,440.65
Vendor CORE-MARK MIDCONTINENT INC Total:							3,461.88
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2407525	10/19/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		1,332.50
JOHNSON BROTHERS LIQU...	2408746	10/23/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		4,948.84
JOHNSON BROTHERS LIQU...	2408747	10/23/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		8,141.45
JOHNSON BROTHERS LIQU...	2408748	10/23/2023	610-4810-62520	Beer for Resale	PURCHASE - BEER		168.00
JOHNSON BROTHERS LIQU...	2413361	10/30/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		6,077.97
JOHNSON BROTHERS LIQU...	2413363	10/30/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		4,200.00
Vendor JOHNSON BROTHERS LIQUOR Total:							24,868.76
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	218084	10/31/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		872.00
PAUSTIS WINE COMPANY	218084	10/31/2023	610-4810-62610	Freight In (Liquor)	FREIGHT		25.00
Vendor PAUSTIS WINE COMPANY Total:							897.00
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	6678220	10/23/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		16,180.35
PHILLIPS WINE & SPIRITS	6678221	10/23/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		127.00
PHILLIPS WINE & SPIRITS	6681786	10/30/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		171.50
PHILLIPS WINE & SPIRITS	6681787	10/30/2023	610-4810-62510	Liquor for Resale	PURCHASE - WINE		1,613.40
Vendor PHILLIPS WINE & SPIRITS Total:							18,092.25
Vendor: SMALL LOT COOP LLC							
SMALL LOT COOP LLC	MN70650	10/25/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		480.00
SMALL LOT COOP LLC	MN70650	10/25/2023	610-4810-62610	Freight In (Liquor)	FREIGHT		18.00
SMALL LOT COOP LLC	MN70669	10/25/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		468.48
SMALL LOT COOP LLC	MN70669	10/25/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		607.92
Vendor SMALL LOT COOP LLC Total:							1,574.40
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2404376	10/24/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		137.67
SOUTHERN GLAZERS OF MN	2404377	10/24/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		675.00
SOUTHERN GLAZERS OF MN	2405799	10/26/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		6,048.55
SOUTHERN GLAZERS OF MN	2406947	10/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		15,483.25
SOUTHERN GLAZERS OF MN	2406947	10/31/2023	610-4810-62530	Wine for Resale	PURCHASE - WINE		112.50
SOUTHERN GLAZERS OF MN	2406948	10/31/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		7,632.00
SOUTHERN GLAZERS OF MN	5103849	10/30/2023	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		449.95
Vendor SOUTHERN GLAZERS OF MN Total:							30,538.92
Grand Total:							101,994.66

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	389.18
610 - LIQUOR DISPENSARY	101,605.48
Grand Total:	101,994.66

Account Summary

Account Number	Account Name	Expense Amount
100-4194-62990	Misc. Operating Expense	341.22
100-4550-62990	Misc. Operating Expense	47.96
610-4810-62510	Liquor for Resale	80,080.29
610-4810-62520	Beer for Resale	1,262.20
610-4810-62530	Wine for Resale	15,540.87
610-4810-62540	Soft Drinks/Mix for Resa...	616.88
610-4810-62590	Misc. Mdse for Resale	3,440.65
610-4810-62610	Freight In (Liquor)	43.00
610-4840-62140	Off Sale Supplies	277.58
610-4840-62990	Misc. Operating Expense	17.54
610-4850-62230	Building Maint & Repair	326.47
Grand Total:		101,994.66

Project Account Summary

Project Account Key	Expense Amount
None	101,994.66
Grand Total:	101,994.66

COUNCIL PER DIEM TO BE PAID ON 12/28/2023 PAYROLL
Presented 12/05/2023 Council Meeting

Jason Aarestad - August 2023

08/07/23	Public Safety	4:30pm	City Hall	\$32.50
08/08/23	Admin	4:30pm	City Hall	\$32.50
08/10/23	Building Committee	7:00am	City Hall	\$32.50
				\$97.50

Jason Aarestad - September 2023

09/05/23	Committee of the whole	6:30pm	City Hall	\$32.50
09/06/23	Building Committee	5:00pm	City Hall	\$32.50
09/11/23	Labor	3:30pm	City Hall	\$32.50
09/11/23	Public Safety	4:30pm	City Hall	\$32.50
09/12/23	Special Council	4:00pm	City Hall	\$32.50
09/12/23	Admin	4:30pm	City Hall	\$32.50
				\$195.00

Jason Aarestad - October 2023

10/09/23	Public Safety	4:30pm	City Hall	\$32.50
10/10/23	Admin	4:30pm	City Hall	\$32.50
10/11/23	BDA	6:30pm	Legion	\$32.50
10/24/23	Building Committee	4:00pm	City Hall	\$32.50
10/24/23	Labor	5:00pm	City Hall	\$32.50
10/25/23	LMC Session	2:00-6:00pm	Ralph	\$75.00
10/30/23	Joint Meeting	5:30pm	Ralph	\$32.50
				\$270.00

Jason Aarestad - November 2023

11/13/23	Public Safety	4:30pm	City Hall	\$32.50
11/14/23	Admin	4:30pm	City Hall	\$32.50
				\$65.00

Michele McCraw - June 2023

06/01/23	Budget & Finance Committee	7:00am	Council Chambers	\$32.50
06/15/23	Chamber of Commerce	12:00pm	Carnegie Library	\$32.50
				\$65.00

Michele McCraw - July 2023

07/26/23	CGMC Summer Conference 2023		Imperial Room	\$75.00
07/27/23	CGMC Summer Conference 2023		Imperial Room	\$100.00
07/28/23	CGMC Summer Conference 2023		Imperial Room	\$75.00
				\$250.00

Michele McCraw - August 2023

08/17/23	Chamber of Commerce	12:00pm	Carnegie Library	\$32.50
				\$32.50

Michele McCraw - October 2023

10/10/23	Administrative Services Committee	4:30pm	Rm 201	\$32.50
10/11/23	Public Works Committee Meeting	4:30pm	Council Chambers	\$32.50
10/19/23	Chamber of Commerce	12:00pm	Carnegie Library	\$32.50
10/25/23	LMC Training Session	2:00-6:00pm	Imperial Room	\$75.00
10/30/23	Joint City, County, & School	5:30pm	Imperial Room	\$32.50
10/30/23	Long Range Planning TH59 Kickoff Meeting		Teams Meetings	\$32.50
				\$237.50

Michele McCraw - November 2023

11/14/23	Administrative Services Committee	4:30pm	Council Chambers	\$32.50
11/15/23	Public Works Committee Meeting	4:30pm	Carnegie Library	\$32.50
				\$65.00

Steven Narverud - November 2023

11/13/23	Public Safety	4:30-6:15	Council Chambers	\$32.50
11/14/23	Public Works Interviews	8:30-10:30	Council Chambers	\$32.50
11/14/23	Planning and Zoning	5:00-6:30	Council Chambers	\$32.50
11/15/23	Public Works	4:30-6:30	Council Chambers	\$32.50
11/15/23	Advance Thief River	12:00-1:00	School Dist	\$32.50
11/20/23	Labor Comm.	12:30-4:30	Council Chambers	\$32.50
				\$195.00

\$1,472.50	Total
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City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00781 - 11/21/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: CRISTIAN A TAPIA							
CRISTIAN A TAPIA	90885	11/21/2023	690-4840-62990	Misc. Operating Expense	REISSUE LOST CHECK #9088...		133.77
Vendor CRISTIAN A TAPIA Total:							133.77
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		64.68
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		1,224.47
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		155.37
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		183.45
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	100-4240-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		49.93
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		2,600.31
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		1,964.67
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		825.48
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	100-4650-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		61.37
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		714.84
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	670-4840-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		645.85
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		453.33
FARMERS UNION OIL COM...	OCT 2023	10/31/2023	690-4840-62120	Gas-Oil-Lube	FUEL PURCHASE - OCT 2023		1,541.63
Vendor FARMERS UNION OIL COMPANY Total:							10,485.38
Vendor: JOHN DEERE FINANCIAL							
JOHN DEERE FINANCIAL	10424035	11/01/2023	100-4312-62120	Gas-Oil-Lube	OIL - #5508		1,354.16
JOHN DEERE FINANCIAL	10424304	11/02/2023	100-4312-62210	Equipment Maint & Repair	O RING - #5508		7.20
Vendor JOHN DEERE FINANCIAL Total:							1,361.36
Vendor: MYSTIC RAVENS SPIRITUAL HAVEN							
MYSTIC RAVENS SPIRITUAL ...	REFUND 11 21 23	11/21/2023	210-13700	Loans Receivable - Current	REFUND - OVERPAYMENT M..		286.35
Vendor MYSTIC RAVENS SPIRITUAL HAVEN Total:							286.35
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP I...	OCT 2023	10/31/2023	680-4830-63890	Utilities Expense	ELECTRIC METER READING -...		100.36
Vendor RED LAKE ELECTRIC COOP INC Total:							100.36
Vendor: ROTATING APPARATUS CO							
ROTATING APPARATUS CO	103	10/02/2023	690-4850-62350	Power Plant/Dam Maint	SAND COLLAR FOR HYDRO ...		2,186.08
Vendor ROTATING APPARATUS CO Total:							2,186.08
Vendor: VERIZON WIRELESS #486397938							
VERIZON WIRELESS #48639...	9948184302	11/01/2023	100-4210-63210	Communication Expense	MONTHLY ACCESS CHARGES..		405.13
Vendor VERIZON WIRELESS #486397938 Total:							405.13

Council Approval Register

Packet: APPKT00781 - 11/21/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: VERIZON WIRELESS #742042583							
VERIZON WIRELESS #74204...	9948226322	11/01/2023	100-4192-63020	Computer Maintenance & li...	MONTHLY IPAD CHARGES - ...		141.75
VERIZON WIRELESS #74204...	9948226322	11/01/2023	100-4220-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	100-4240-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	100-4650-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	620-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	680-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
VERIZON WIRELESS #74204...	9948226322	11/01/2023	690-4830-63210	Communication Expense	MONTHLY IPAD CHARGES - ...		40.01
Vendor VERIZON WIRELESS #742042583 Total:							821.92
Grand Total:							15,780.35

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	9,198.01
210 - COMM DEVELOPMENT REV LOAN FUND	286.35
620 - WATER UTILITY FUND	834.87
670 - STORM WATER UTILITY FUND	645.85
680 - WASTEWATER UTILITY FUND	593.70
690 - ELECTRIC UTILITY FUND	4,221.57
Grand Total:	15,780.35

Account Summary

Account Number	Account Name	Expense Amount
100-4192-63020	Computer Maintenance...	141.75
100-4194-62120	Gas-Oil-Lube	64.68
100-4210-62120	Gas-Oil-Lube	1,379.84
100-4210-63210	Communication Expense	405.13
100-4220-62120	Gas-Oil-Lube	183.45
100-4220-63210	Communication Expense	40.01
100-4240-62120	Gas-Oil-Lube	49.93
100-4240-63210	Communication Expense	40.01
100-4312-62120	Gas-Oil-Lube	3,954.47
100-4312-62210	Equipment Maint & Repa..	7.20
100-4315-62120	Gas-Oil-Lube	1,964.67
100-4510-62120	Gas-Oil-Lube	825.48
100-4650-62120	Gas-Oil-Lube	61.37
100-4650-63210	Communication Expense	80.02
210-13700	Loans Receivable - Curre...	286.35
620-4830-63210	Communication Expense	120.03
620-4840-62120	Gas-Oil-Lube	714.84
670-4840-62120	Gas-Oil-Lube	645.85
680-4830-63210	Communication Expense	40.01
680-4830-63890	Utilities Expense	100.36
680-4840-62120	Gas-Oil-Lube	453.33
690-4830-63210	Communication Expense	360.09
690-4840-62120	Gas-Oil-Lube	1,541.63
690-4840-62990	Misc. Operating Expense	133.77
690-4850-62350	Power Plant/Dam Maint	2,186.08
Grand Total:		15,780.35

Project Account Summary

Project Account Key	Expense Amount
None	15,780.35
Grand Total:	15,780.35



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00783 - 11/22/23 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...	2630211019	11/21/2023	620-4890-63030	Contracts Expense	LAUNDRY SERVICE 11/14/23		85.13
Vendor ARAMARK UNIFORM & CAREER APPAREL GROUP INC Total:							85.13
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC P...	OCT 2023	11/02/2023	610-4890-63060	Credit Card Fees	CREDIT CARD FEES - OCT 20...		8,073.15
Vendor BANKCARD ELECTRONIC PYMTS INC Total:							8,073.15
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	100-4150-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		429.74
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	100-4194-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		40.85
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	100-4220-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		103.85
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	100-4240-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		61.40
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	100-4312-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		41.99
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	100-4315-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		41.98
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	100-4510-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		48.99
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	100-4570-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		9.99
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	100-4650-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		704.55
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	100-4670-64500	Senior Citizen Programs	PHONE CHARGES - NOV/DEC..		81.70
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	610-4830-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		154.78
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	620-4830-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		222.87
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	630-4830-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		322.70
GARDEN VALLEY TECHNOL...	101288759	11/10/2023	690-4830-63210	Communication Expense	PHONE CHARGES - NOV/DEC..		341.91
Vendor GARDEN VALLEY TECHNOLOGIES Total:							2,607.30
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR...	OCT 2023 - ASHLEY	11/02/2023	100-4670-63060	Credit Card Fees	CREDIT CARD FEES - OCT 20...		221.21
GLOBAL PAYMENTS INTEGR...	OCT 2023 - ASHLEY	11/02/2023	690-4890-63060	Credit Card Fees	CREDIT CARD FEES - OCT 20...		846.59
Vendor GLOBAL PAYMENTS INTEGRATED Total:							1,067.80
Vendor: JOHNSON FUNERAL SERVICE INC							
JOHNSON FUNERAL SERVICE..	REFUND CK#25721	10/10/2023	820-4890-63030	Contracts Expense	REFUND - OVERPAYMENT C...		70.00
Vendor JOHNSON FUNERAL SERVICE INC Total:							70.00
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	2216313	10/05/2023	690-4840-62880	Personal Protective Equipm...	PPE - J KINSMAN		-74.99
L & M SUPPLY INC	2216313	10/05/2023	690-4840-62880	Personal Protective Equipm...	PPE - J KINSMAN		-183.84
L & M SUPPLY INC	2216437	10/05/2023	100-4312-62240	Department Maint & Repair	DISH SOAP / WATCH BATTE...		9.98
L & M SUPPLY INC	2220984	10/12/2023	680-4850-62230	Building Maint & Repair	CEILING DISCHEATER - LIFT ...		74.88
L & M SUPPLY INC	2223870	10/16/2023	690-4850-62350	Power Plant/Dam Maint	SUPPLIES - BRIDGE DECK RE...		23.98
L & M SUPPLY INC	2225829	10/19/2023	690-4840-62880	Personal Protective Equipm...	PPE - S ZAVORAL		224.94

Council Approval Register

Packet: APPKT00783 - 11/22/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
L & M SUPPLY INC	2225830	10/19/2023	690-4840-62880	Personal Protective Equipm...	PPE - G HALL		99.99
L & M SUPPLY INC	2225832	10/19/2023	690-4840-62880	Personal Protective Equipm...	PPE - F TRUDEAU		79.95
L & M SUPPLY INC	2227809	10/22/2023	690-4850-62350	Power Plant/Dam Maint	CLEANER		21.98
L & M SUPPLY INC	2231134	10/26/2023	100-4210-62990	Misc. Operating Expense	GUN CLEANING SUPPLIES		83.90
Vendor L & M SUPPLY INC Total:							360.77
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	515175404	11/01/2023	100-4150-63030	Contracts Expense	COPIER CONTRACT - NOV 2...		548.56
MARCO TECHNOLOGIES LLC	515175404	11/01/2023	100-4650-63030	Contracts Expense	COPIER CONTRACT - NOV 2...		397.50
Vendor MARCO TECHNOLOGIES LLC Total:							946.06
Vendor: MINNESOTA ENERGY GROUP-00002							
MINNESOTA ENERGY GROU...	4807232697	11/13/2023	100-4312-63890	Utilities Expense	GAS METER READING - OCT...		209.99
MINNESOTA ENERGY GROU...	4807232697	11/13/2023	100-4315-63890	Utilities Expense	GAS METER READING - OCT...		105.49
MINNESOTA ENERGY GROU...	4807232697	11/13/2023	100-4510-63890	Utilities Expense	GAS METER READING - OCT...		45.21
MINNESOTA ENERGY GROU...	4807232697	11/13/2023	100-4510-63890	Utilities Expense	GAS METER READING - OCT...		62.50
Vendor MINNESOTA ENERGY GROUP-00002 Total:							423.19
Vendor: MINNESOTA ENERGY GROUP-00007							
MINNESOTA ENERGY GROU...	4797063811	11/21/2023	100-4194-63890	Utilities Expense	GAS METER READING - OCT...		27.69
Vendor MINNESOTA ENERGY GROUP-00007 Total:							27.69
Vendor: MN DPT OF REVENUE - SALES/USE TAX							
MN DPT OF REVENUE - SAL...	OCT 2023 - GEN	11/21/2023	100-20220	Sales Tax Payable	SALES TAX - OCT 2023		2.00
MN DPT OF REVENUE - SAL...	OCT 2023 - LQR	11/21/2023	610-20220	Sales Tax Payable	SALES TAX - 2023		36,513.00
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	100-20220	Sales Tax Payable	SALES / USE TAX - OCT 2023		11,321.76
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	100-4192-63020	Computer Maintenance & li...	SALES / USE TAX - OCT 2023		-8.94
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	100-4210-62990	Misc. Operating Expense	SALES / USE TAX - OCT 2023		-6.05
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	100-4240-62120	Gas-Oil-Lube	SALES / USE TAX - OCT 2023		-1.77
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	100-4312-62210	Equipment Maint & Repair	SALES / USE TAX - OCT 2023		4.95
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	100-4315-62210	Equipment Maint & Repair	SALES / USE TAX - OCT 2023		240.94
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	100-4315-62990	Misc. Operating Expense	SALES / USE TAX - OCT 2023		77.90
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	620-20220	Sales Tax Payable	SALES / USE TAX - OCT 2023		3,242.13
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	620-4840-62010	Office Supplies	SALES / USE TAX - OCT 2023		-0.99
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	620-4840-62120	Gas-Oil-Lube	SALES / USE TAX - OCT 2023		-3.07
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	620-4840-62170	Field Supplies	SALES / USE TAX - OCT 2023		-0.88
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	620-4840-62990	Misc. Operating Expense	SALES / USE TAX - OCT 2023		-0.70
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	670-4890-64370	Taxes and Licenses	SALES / USE TAX - OCT 2023		-488.95
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	680-4840-62170	Field Supplies	SALES / USE TAX - OCT 2023		-0.09
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	690-14100	Inventory - Materials	SALES / USE TAX - OCT 2023		2.39
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	690-20220	Sales Tax Payable	SALES / USE TAX - OCT 2023		72,943.21
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	690-4840-62010	Office Supplies	SALES / USE TAX - OCT 2023		1.03
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	690-4840-62880	Personal Protective Equipm...	SALES / USE TAX - OCT 2023		84.21
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	690-4840-62990	Misc. Operating Expense	SALES / USE TAX - OCT 2023		1,709.38
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	690-4850-62210	Equipment Maint & Repair	SALES / USE TAX - OCT 2023		0.95

Council Approval Register

Packet: APPKT00783 - 11/22/23 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MN DPT OF REVENUE - SAL...	OCT 2023	11/21/2023	690-4850-62350	Power Plant/Dam Maint	SALES / USE TAX - OCT 2023		65.59
Vendor MN DPT OF REVENUE - SALES/USE TAX Total:							125,698.00
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	729389	10/10/2023	690-4850-62350	Power Plant/Dam Maint	starter - Tahoe		226.49
Vendor N A P A AUTO PARTS THF RVR FL Total:							226.49
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R...	CT146411	11/06/2023	820-4850-62210	Equipment Maint & Repair	FITTINGS - #5303		37.37
Vendor NELSON EQUIPMENT OF T R F INC Total:							37.37
Vendor: NORTHERN MUNICIPAL POWER AGENCY							
NORTHERN MUNICIPAL PO...	OCT 2023	11/13/2023	690-4810-68400	Purchased Power	DE & ENERGY - OCT 2023		948,099.90
Vendor NORTHERN MUNICIPAL POWER AGENCY Total:							948,099.90
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	OCT 2023 137	10/31/2023	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS		90.00
THIEF RIVER FALLS TIMES	OCT 2023 137	10/31/2023	610-4880-63490	Advertising	ADS		846.88
THIEF RIVER FALLS TIMES	OCT 2023 138	10/31/2023	100-4315-62010	Office Supplies	ENVELOPES		251.43
THIEF RIVER FALLS TIMES	OCT 2023 138	10/31/2023	620-4840-62010	Office Supplies	ENVELOPES		586.67
THIEF RIVER FALLS TIMES	OCT 2023 138	10/31/2023	680-4840-62010	Office Supplies	ENVELOPES		167.62
THIEF RIVER FALLS TIMES	OCT 2023 138	10/31/2023	690-4840-62010	Office Supplies	ENVELOPES		670.48
THIEF RIVER FALLS TIMES	OCT 2023 1601	10/31/2023	620-4840-62010	Office Supplies	WORK ORDERS		163.60
THIEF RIVER FALLS TIMES	OCT 2023 332	10/31/2023	100-4210-62010	Office Supplies	ADS - CALENDAR PARKING I...		307.40
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4210-63590	Printing & Publications	ADS - PATROL OFFICER		95.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4210-63590	Printing & Publications	ADS - PATROL OFFICER		85.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4210-63590	Printing & Publications	ADS - PATROL OFFICER		95.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4210-63590	Printing & Publications	ADS - WATER SYSTEMS		85.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4210-63590	Printing & Publications	ADS - PATROL OFFICER		95.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4210-63590	Printing & Publications	ADS - PATROL OFFICER		85.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4650-63490	Advertising	ADS - PUBLIC WORKS		95.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4650-63490	Advertising	ADS - PUBLIC WORKS		95.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4650-63490	Advertising	ADS - PUBLIC WORKS		95.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4650-63490	Advertising	ADS - PUBLIC WORKS		85.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	100-4650-63490	Advertising	ADS - PUBLIC WORKS		85.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	620-4890-63590	Printing & Publications	ADS - WATER SYSTEMS		95.00
THIEF RIVER FALLS TIMES	OCT 2023 878	10/31/2023	620-4890-63590	Printing & Publications	ADS - WATER SYSTEMS		95.00
Vendor THIEF RIVER FALLS TIMES Total:							4,269.08
Grand Total:							1,091,991.93

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	16,461.69
610 - LIQUOR DISPENSARY	45,677.81
620 - WATER UTILITY FUND	4,484.76
630 - ARENAS - VENUWORKS	322.70
670 - STORM WATER UTILITY FUND	-488.95
680 - WASTEWATER UTILITY FUND	242.41
690 - ELECTRIC UTILITY FUND	1,025,184.14
820 - GREENWOOD CEMETERY FUND	107.37
Grand Total:	1,091,991.93

Account Summary

Account Number	Account Name	Expense Amount
100-20220	Sales Tax Payable	11,323.76
100-4150-63030	Contracts Expense	548.56
100-4150-63210	Communication Expense	429.74
100-4192-63020	Computer Maintenance...	-8.94
100-4194-63210	Communication Expense	40.85
100-4194-63890	Utilities Expense	27.69
100-4210-62010	Office Supplies	307.40
100-4210-62990	Misc. Operating Expense	77.85
100-4210-63590	Printing & Publications	540.00
100-4220-63210	Communication Expense	103.85
100-4240-62120	Gas-Oil-Lube	-1.77
100-4240-63210	Communication Expense	61.40
100-4312-62210	Equipment Maint & Repa..	4.95
100-4312-62240	Department Maint & Re...	9.98
100-4312-63210	Communication Expense	41.99
100-4312-63890	Utilities Expense	209.99
100-4315-62010	Office Supplies	251.43
100-4315-62210	Equipment Maint & Repa..	240.94
100-4315-62990	Misc. Operating Expense	77.90
100-4315-63210	Communication Expense	41.98
100-4315-63890	Utilities Expense	105.49
100-4510-63210	Communication Expense	48.99
100-4510-63890	Utilities Expense	107.71
100-4570-63210	Communication Expense	9.99
100-4650-63030	Contracts Expense	397.50
100-4650-63210	Communication Expense	704.55
100-4650-63490	Advertising	455.00
100-4670-63060	Credit Card Fees	221.21
100-4670-64500	Senior Citizen Programs	81.70
610-20220	Sales Tax Payable	36,513.00

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62590	Misc. Mdse for Resale	90.00
610-4830-63210	Communication Expense	154.78
610-4880-63490	Advertising	846.88
610-4890-63060	Credit Card Fees	8,073.15
620-20220	Sales Tax Payable	3,242.13
620-4830-63210	Communication Expense	222.87
620-4840-62010	Office Supplies	749.28
620-4840-62120	Gas-Oil-Lube	-3.07
620-4840-62170	Field Supplies	-0.88
620-4840-62990	Misc. Operating Expense	-0.70
620-4890-63030	Contracts Expense	85.13
620-4890-63590	Printing & Publications	190.00
630-4830-63210	Communication Expense	322.70
670-4890-64370	Taxes and Licenses	-488.95
680-4840-62010	Office Supplies	167.62
680-4840-62170	Field Supplies	-0.09
680-4850-62230	Building Maint & Repair	74.88
690-14100	Inventory - Materials	2.39
690-20220	Sales Tax Payable	72,943.21
690-4810-68400	Purchased Power	948,099.90
690-4830-63210	Communication Expense	341.91
690-4840-62010	Office Supplies	671.51
690-4840-62880	Personal Protective Equi...	230.26
690-4840-62990	Misc. Operating Expense	1,709.38
690-4850-62210	Equipment Maint & Repa..	0.95
690-4850-62350	Power Plant/Dam Maint	338.04
690-4890-63060	Credit Card Fees	846.59
820-4850-62210	Equipment Maint & Repa..	37.37
820-4890-63030	Contracts Expense	70.00
Grand Total:		1,091,991.93

Project Account Summary

Project Account Key	Expense Amount
None	1,091,991.93
Grand Total:	1,091,991.93



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT00790 - PYPKT00969 - 2023 11 30 #24 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0000938	11/30/2023	740-20150	Payroll Taxes Payable	FED W/H		23,465.14
INTERNAL REVENUE SERVICE	INV0000938	11/30/2023	740-20150	Payroll Taxes Payable	MEDICARE		7,088.32
INTERNAL REVENUE SERVICE	INV0000938	11/30/2023	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		21,225.02
Vendor INTERNAL REVENUE SERVICE Total:							51,778.48
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0000937	11/30/2023	740-20160	State Withholding	State W/H Tax		11,396.57
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							11,396.57
Vendor: P E R A OF MN							
P E R A OF MN	INV0000936	11/30/2023	740-20180	PERA Payable	PERA EE/ER COORD		23,556.39
P E R A OF MN	INV0000936	11/30/2023	740-20180	PERA Payable	PERA EE/ER P&F		21,610.44
Vendor P E R A OF MN Total:							45,166.83
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0000935	11/30/2023	740-24000	Clearing Account	Contributions Employee		4,946.87
Vendor VANTAGEPOINT ICMA Total:							4,946.87
Grand Total:							113,288.75

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	113,288.75
Grand Total:	113,288.75

Account Summary

Account Number	Account Name	Expense Amount
740-20150	Payroll Taxes Payable	51,778.48
740-20160	State Withholding	11,396.57
740-20180	PERA Payable	45,166.83
740-24000	Clearing Account	4,946.87
Grand Total:		113,288.75

Project Account Summary

Project Account Key	Expense Amount
None	113,288.75
Grand Total:	113,288.75



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: 12/5/2023

SUBJECT: #7.3 Approval of 2024 City License Renewals

RECOMMENDATION: It is respectfully requested the Council to consider:

MOTION TO: Approval of 2024 City License Renewals effective January 1, 2024 – December 31, 2024.

BACKGROUND: Annually City License Renewal forms are distributed to current license/permit holders to be completed by October 27th. Submission of City Application, State Renewal forms, Background Check forms, Certificate of Insurance, MN Revenue form and appropriate fee's according to City Code.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: License fees are set by City Council and listed in City Code.

LEGAL CONSIDERATION: Contingent on all applications, background checks, fees and insurance being met.

DEPARTMENT/RESPONSIBLE PERSON: Renee Olson, Administrative Services

ATTACHMENTS:

1.	City of Thief River Falls 2024 Licenses
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Completed	AUTH	LIC TYPE	LIC NUM - Sunday	LIC NUM	NAME	MN ID	FEIN	EXPIRE DATE
	THIEFRVRFL	ONSS	146	253	AMERICAN LEGION POST 117	8314987	41-0683945	12/31/2024
	THIEFRVRFL	ONSS	148	255	GRZADZY'S INC. (Black Cat)	1661545	27-2890373	12/31/2024
	THIEFRVRFL	ONSS	164	273	SOUTHTOWN LANES INC	7499513	87-1092062	12/31/2024
	THIEFRVRFL	ONSS	158	266	16 PENNY INC. (Rusty Nail)	4831369	81-4758340	12/31/2024
	THIEFRVRFL	ONSS	155	263	SCHOONER BAR & GRILL	8527633	92-0609426	12/31/2024
	THIEFRVRFL	ONSS	156	264	ORTIZ LLC (Las Ranitas)	3868935	47-2760666	12/31/2024
	THIEFRVRFL	ONSS	157	265	THE HIVE BAR & GRILL, INC	3846193	47-2755260	12/31/2024
	THIEFRVRFL	ONSS	161	270	VENUWORKS OF THIEF RIVER FALLS LLC	6475452	84-3073577	12/31/2024
	THIEFRVRFL	ONSS	163	272	LA FIESTA, INC (El Loro)	6962924	84-3009601	12/31/2024
	THIEFRVRFL	ONSS	165	274	Mulligans	8148106	88-2372415	12/31/2024
	THIEFRVRFL	3.2OFSL		893	ERL'S Food MARKET INC	8591689	88-1438274	12/31/2024
	THIEFRVRFL	3.2OFSL		894	Circle K - HOLIDAY STATIONSTORE LLC	9346950	41-0880942	12/31/2024
	THIEFRVRFL	3.2OFSL		896	WALMART INC.	3632313	71-0415188	12/31/2024
	THIEFRVRFL	3.2OFSL		897	JKC Corp/Station 59	7821317	87-3854062	12/31/2024
	THIEFRVRFL	TOBACCO		4525	ERL'S MARKET INC	2919346	41-1666431	12/31/2024
	THIEFRVRFL	TOBACCO		4526	FARMERS UNION OIL COMPANY	8075307	41-0251275	12/31/2024
	THIEFRVRFL	TOBACCO		4527	Circle K - HOLIDAY STATIONSTORE LLC	9346950	41-0880942	12/31/2024
	THIEFRVRFL	TOBACCO		4528	Hugo's - VALLEY MARKETS, INC	6219479	45-0273731	12/31/2024
	THIEFRVRFL	TOBACCO		4548	NORTHDALE OIL, INC	1722523	45-0337631	12/31/2024
	THIEFRVRFL	TOBACCO		4547	NORTHDALE OIL, INC	1722523	45-0337631	12/31/2024
	THIEFRVRFL	TOBACCO		4535	WALMART INC.	3632313	71-0415188	12/31/2024
	THIEFRVRFL	TOBACCO		4536	CITY OF THIEF RIVER FALLS	7132220	41-6005572	12/31/2024
	THIEFRVRFL	TOBACCO		4541	FARMERS UNION OIL COMPANY HWY 59 S	8075307	41-0251275	12/31/2024
	THIEFRVRFL	TOBACCO		4549	KING TOBACCO THIEF RIVER INC	5986606	83-3169606	12/31/2024
	THIEFRVRFL	TOBACCO		4550	JKC Corp/Station 59	7821317	87-3854062	12/31/2024
	THIEFRVRFL	TOBACCO		4551	MULLIGANS	8148106	88-2372415	12/31/2024
	THIEFRVRFL	TOBACCO		4552	KING TOBACCO THIEF RIVER 2	8972919	93-2822907	12/31/2024
	THIEFRVRFL	PAWN		4557	NORTHERN GUN & PAWN	3240683	86-1604602	12/31/2024
	THIEFRVRFL	SCRAPMETAL		4538	PHILLIPS IRON & METAL, INC	6629534	41-1242635	12/31/2024
	THIEFRVRFL	TAXI		4543	NORTHLAND TAXI	3182961	46-3426895	12/31/2024
	THIEFRVRFL	MCLONSS		251	EAGLES AERIE #2368	8172540	41-0584825	12/31/2024
	THIEFRVRFL	MCLONSS	159	252	VFW 2793	8217020	41-0643262	12/31/2024
	THIEFRVRFL	MWNONSB		519	LINE ON 59	4093627	47-4405169	12/31/2024
	THIEFRVRFL	MWNONSB	167	520	Moe's Burgers & Brew	7719776	20-2618986	12/31/2024
	THIEFRVRFL	OFSL			CITY OF THIEF RIVER FALLS	7132220	41-6005572	12/31/2024
3/17/2023	STATE	MCB		300	Rivers and Rails Brewing Company	7329822	84-4363746	2/9/2024
		BROFSL		301	Rivers and Rails Brewing Company	7329823	84-4363747	12/31/2024
		SBOFSL		302	Rivers and Rails Brewing Company	7329824	84-4363748	12/31/2024
		TRONSS	166	303	Rivers and Rails Brewing Company	7329825	84-4363749	12/31/2024
	STATE	WMB			Rivers and Rails Brewing Company	7329826	84-4363750	10/10/2024

KEY

ONSS	On Sale including Sunday - City
3.2OFSL	3.2 Off Sale
MCLONSL	Club On Sale - City
MCLONSS	Club On Sale including Sunday - City
WINESB	Wine & Strong Beer - City
OFSL	Off Sale - City
3.2 CMBN	3.2 On and Off Sale
MCB	Minnesota Micro Brewer's License (STATE ISSUED)
BROFSL	Brewer Off Sale
SBOFSL	SMALL BREWER OFF SALE
TRONSS	Tap Room On Sale Sunday
WMB	Wholesaler's Malt Beverage License
MWNONSB	Municipal Wine & Strong Beer

SCRAPMETAL	Scrap Metal Junk Recycling
PAWN	PAWN
TOBACCO	TOBACCO
TAXI	TAXI



City of Thief River Falls

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Request for Council Action

DATE: 12/5/2023

SUBJECT: #7.4 Approval to Designate the Ralph Engelstad Arena as The City of Thief River Falls Polling Place for All Precincts for 2024 Elections

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

MOTION TO: By the City Council, to designate the Ralph Engelstad Arena, 525 Brooks Avenue North, Thief River Falls as the City of Thief River Falls designated polling place for all precincts within the City limits for 2024 Elections.

BACKGROUND: Minnesota Election Law section 204B.16 requires the city council of every municipality to designate a place for holding an election for each precinct every year before December 5, 2023. The designated polling place remains the polling place for these precincts throughout the calendar year unless: Polling place becomes unavailable or an emergency occurs after the deadline to designate a polling place but before the polls close on election day.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 12/5/2023

SUBJECT: #8.1 Call for Second 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 Second 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
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**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 access~~

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

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

~~**(7) 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.

(314) 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 ¼ 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

Residential Building Code for Solar Energy Systems

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. 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. 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: 12/5/2023

SUBJECT: #8.2 Approval of City of Thief River Falls – Amend City Code 152.056 Solar Energy Systems

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

MOTION TO: Approve to Amend 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:

None



City of Thief River Falls

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Request for Council Action

DATE: 12/5/2023

SUBJECT: #8.3 Approval to accept the signed Teamsters, Local No. 320 (Public) 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 Teamsters, Local No. 320 (Public) 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:

1.	MOU Teamsters Public 2024 001
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MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is made by and between the City of Thief River Falls ("Employer") and Teamsters, Local No. 320 (Public) ("Union").

Recitals

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in an appropriate unit ("Employees");

WHEREAS, the Employer and Union are parties to a Labor Agreement for January 1, 2021 through December 31, 2023 ("Labor Agreement");

WHEREAS, Article 12 of the Labor Agreement states:

The Employer shall provide an insurance package, consisting of the following benefits subject to the terms and conditions as they read between the insurance administrator and the Employer.

The city and the union agreed to a reopener to discuss insurance options for members starting no later than June, 2021.

12.1 The \$300 Deductible Plan shall be considered as the "base" Hospital and Medical Insurance Plan for the City.

A. The City will pay 95% of the cost of a \$300 deductible Single Health Insurance Plan and the employee will be responsible for the balance (5%).

B. The City will pay up to 70% of the cost of a \$300 deductible Family Health Insurance Plan, and the employee will be responsible for the balance (30%).

NOTE: The maximum payment by the City is based on the value of a \$300 deductible Family Insurance Plan. Any additional premium for a full coverage plan will be the employee's responsibility, and no refund will be paid for a larger deductible single plan or insurance outside of the City's group plan.;

WHEREAS, Employees that desire to participate in Employer's sponsored health insurance plan for 2024 must enroll in such plan before November 30, 2023;

WHEREAS, the parties are meeting and negotiating a subsequent labor agreement;

WHEREAS, the Employer desires to change its payment for health insurance in 2024 to Employees that participate in its sponsored health plan; and

WHEREAS, the parties desire to specify and memorialize through this MOA the Employer's payment for health insurance for 2024 until a subsequent Labor Agreement is executed between the parties or December 31, 2024, whichever is earlier.

Agreement

NOW, THEREFORE, Employer and Union agree as follows:

Article 1. Interim 2024 Employer Health Insurance Payments

Section 1.1. This article is effective January 1, 2024.

Section 1.2. 12.1 of the Labor Agreement does not apply.

Section 1.3. The City will pay the following amounts monthly for calendar year 2024 premiums and health savings accounts ("H.S.A.") for Employees enrolled in the Employer-sponsored respective health plan and coverage:

Plan Type	Coverage	Premium Contribution	
Non-H.S.A.	Single	\$924.86	H.S.A. Contribution
	Family	\$2,562.29	
H.S.A.	Single	\$700.82	\$224.04
	Family	\$1,941.62	\$620.67

Article 2. Entire Agreement

This MOA constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOA, other than the representations, covenants, or inducements contained and memorialized in this MOA. This MOA supersedes all prior negotiations, oral and written agreements, policies and practices with respect thereto addressing the specific subject matter addressed in this MOA.

Article 3. Limitations

This MOA is intended for the sole and limited purpose specified herein. This MOA cannot be construed to be nor does it constitute or establish any modification of 9.1 of the Labor Agreement, term of the subsequent labor agreement, precedent, past practice, or otherwise place any prohibition or limitation on any management right of the Employer. The parties expressly reserve and do not waive their right to meet and negotiate over any negotiable item for the subsequent Labor Agreement, including negotiable items related to the subject matter of this MOA.

Article 4. Amendment or Modification

This MOA or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOA; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 5. Voluntary Agreement of the Parties

The parties hereto acknowledge and agree that this MOA is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 6. Effective Date and Expiration

This MOA is effective the date it is executed. This MOA will expire and no longer be in force or effect on the date that is the earlier of: (i) December 31, 2024; or (ii) the parties execute a subsequent labor agreement.

IN WITNESS WHEREOF, the parties hereto have executed this MOA on the latest date affixed to the signatures below.

FOR CITY OF THIEF RIVER FALLS

FOR TEAMSTERS, LOCAL NO. 320
(PUBLIC)

Mayor

Roger Munnier
Business Agent

DATE: _____

DATE: 11/27/23

City Administrator

Phil Tucker
Steward

DATE: _____

DATE: 11/27/23

Brian Apple
Steward

DATE: 11-27-23

Jeremy Teatline
Steward

DATE: 11-28-23



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: 12/5/2023

SUBJECT: #8.4 Approval to accept the signed Teamsters, Local No. 320 (Fire) 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 Teamsters, Local No. 320 (Fire) 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:

1.	MOU Teamsters Fire 2024 001
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MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is made by and between the City of Thief River Falls ("Employer") and Teamsters, Local No. 320 (Fire) ("Union").

Recitals

WHEREAS, the Union is the exclusive representative for certain employees of the Employer in an appropriate unit ("Employees");

WHEREAS, the Employer and Union are parties to a Labor Agreement for January 1, 2021 through December 31, 2023 ("Labor Agreement");

WHEREAS, Article 12 of the Labor Agreement states:

The Employer shall provide an insurance package, consisting of the following benefits subject to the terms and conditions as they read between the insurance administrator and the Employer.

The city and the union agreed to a reopener to discuss insurance options for members starting no later than June, 2021.

12.1 The \$300 Deductible Plan shall be considered as the "base" Hospital and Medical Insurance Plan for the City.

A. The City will pay 95% of the cost of a \$300 deductible Single Health Insurance Plan and the employee will be responsible for the balance (5%).

B. The City will pay up to 70% of the cost of a \$300 deductible Family Health Insurance Plan, and the employee will be responsible for the balance (30%).

NOTE: The maximum payment by the City is based on the value of a \$300 deductible Family Insurance Plan. Any additional premium for a full coverage plan will be the employee's responsibility, and no refund will be paid for a larger deductible single plan or insurance outside of the City's group plan.;

WHEREAS, Employees that desire to participate in Employer's sponsored health insurance plan for 2024 must enroll in such plan before November 30, 2023;

WHEREAS, the parties are meeting and negotiating a subsequent labor agreement;

WHEREAS, the Employer desires to change its payment for health insurance in 2024 to Employees that participate in its sponsored health plan; and

WHEREAS, the parties desire to specify and memorialize through this MOA the Employer's payment for health insurance for 2024 until a subsequent Labor Agreement is executed between the parties or December 31, 2024, whichever is earlier.

Agreement

NOW, THEREFORE, Employer and Union agree as follows:

Article 1. Interim 2024 Employer Health Insurance Payments

Section 1.1. This article is effective January 1, 2024.

Section 1.2. 12.1 of the Labor Agreement does not apply.

Section 1.3. The City will pay the following amounts monthly for calendar year 2024 premiums and health savings accounts ("H.S.A.") for Employees enrolled in the Employer-sponsored respective health plan and coverage:

Plan Type	Coverage	Premium Contribution	
Non-H.S.A.	Single	\$924.86	H.S.A. Contribution
	Family	\$2,562.29	
H.S.A.	Single	\$700.82	\$224.04
	Family	\$1,941.62	\$620.67

Article 2. Entire Agreement

This MOA constitutes the entire agreement among the parties hereto. No representations, warranties, covenants, or inducements have been made to any party concerning this MOA, other than the representations, covenants, or inducements contained and memorialized in this MOA. This MOA supersedes all prior negotiations, oral and written agreements, policies and practices with respect thereto addressing the specific subject matter addressed in this MOA.

Article 3. Limitations

This MOA is intended for the sole and limited purpose specified herein. This MOA cannot be construed to be nor does it constitute or establish any modification of 9.1 of the Labor Agreement, term of the subsequent labor agreement, precedent, past practice, or otherwise place any prohibition or limitation on any management right of the Employer. The parties expressly reserve and do not waive their right to meet and negotiate over any negotiable item for the subsequent Labor Agreement, including negotiable items related to the subject matter of this MOA.

Article 4. Amendment or Modification

This MOA or any of its terms may only be amended or modified by a written instrument that: (1) expressly states it is amending or modifying the MOA; and (2) is signed by or on behalf of all of the parties hereto or their successors in interest.

Article 5. Voluntary Agreement of the Parties

The parties hereto acknowledge and agree that this MOA is voluntarily entered into by all parties hereto as the result of arm's-length negotiations during which all such parties were represented.

Article 6. Effective Date and Expiration

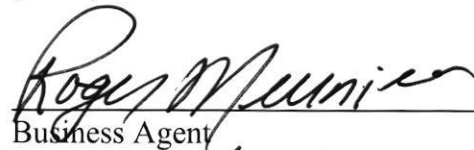
This MOA is effective the date it is executed. This MOA will expire and no longer be in force or effect on the date that is the earlier of: (i) December 31, 2024; or (ii) the parties execute a subsequent labor agreement.

IN WITNESS WHEREOF, the parties hereto have executed this MOA on the latest date affixed to the signatures below.

FOR CITY OF THIEF RIVER FALLS

FOR TEAMSTERS, LOCAL NO., 320
(FIRE)

Mayor



Business Agent

DATE: _____

DATE: 11/27/23

City Administrator



Steward

DATE: _____

DATE: 11/27/23



City of Thief River Falls

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

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Request for Council Action

DATE: 12/5/2023

SUBJECT: #8.5 Approval of Water and Wastewater Rate Increase

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

MOTION TO: By the City Council, to accept a Utilities Committee Recommendation approve setting the 2024, 2025, and 2026 for Water and Wastewater Utilities effective with the January 1, 2024 billing.

Determination of Rate: As provided by City Ordinance, the City shall determine the rate at which a customer is charged.

State Sales Tax: Where applicable, the water utility rates shown below are subject to state sales tax.

Monthly Service Charge: The monthly service charge is the minimum charge and is in addition to any volume charge. A customer served by more than one meter shall be billed a service charge for each meter.

WATER UTILITY RATES EFFECTIVE JANUARY 2024 BILLING

Service Size:	<u>2024</u>	<u>2025</u>	<u>2026</u>
5/8" & 3/4"	\$24.28	\$24.77	\$25.26
1"	\$48.10	\$49.07	\$50.05
1 1/4"	\$74.80	\$76.30	\$77.83
1 1/2"	\$108.36	\$110.53	\$112.74
2"	\$191.80	\$195.64	\$199.55
3"	\$431.76	\$440.40	\$449.21
4"	\$768.35	\$783.71	\$799.39
6"	\$1,728.47	\$1,763.04	\$1,798.30

Volume Charge per 1,000 gallons: The volume charge, to be billed monthly, is as follows:

Usage:	<u>2024</u>	<u>2025</u>	<u>2026</u>
Up to 10,000 gallons	0.00594	0.00606	0.00618
10,001 to 2,000,000 gallons	0.00609	0.00621	0.00634
More than 2,000,000 gallons	0.00533	0.00543	0.00554
	Charge per 1,000 gallons	Charge per 1,000 gallons	Charge per 1,000 gallons

WASTEWATER RATES EFFECTIVE JANUARY 2024 BILLING

Service Size:	<u>2024</u>	<u>2025</u>	<u>2026</u>
---------------	-------------	-------------	-------------

5/8" & 3/4"	\$9.99	\$10.19	\$10.39
1"	\$21.97	\$22.41	\$22.86
1 1/4"	\$33.96	\$34.63	\$35.33
1 1/2"	\$48.34	\$49.30	\$50.29
2"	\$85.22	\$86.92	\$88.66
3"	\$190.81	\$194.62	\$198.51
4"	\$338.74	\$345.52	\$352.43
6"	\$761.64	\$776.88	\$792.41
Usage:	<u>2024</u>	<u>2025</u>	<u>2026</u>
All gallons	0.00170	0.00174	0.00177
	Charge per 1,000 gallons	Charge per 1,000 gallons	Charge per 1,000 gallons

BACKGROUND: The Utilities Committee reviewed the proposed 2024, 2025, and 2026 water and sewer rates. It was recommended to continue with a 2% increase from the Northland Securities 5-year plan for water and wastewater.

KEY ISSUES: Increases are needed to fund the lime sludge project, sewer project upgrades that are mandated by MPCA, pump replacement, phosphorus management plan, sewer main re-lining, and bond payments.

FINANCIAL CONSIDERATIONS: The rate increases will generate approximately \$63,000 in water and \$24,000 in wastewater.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent and Angie Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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

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email: @citytrf.net
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Request for Council Action

DATE: 12/5/2023

SUBJECT: #8.6 2024 MMUA (Minnesota Municipal Utilities Association) Service Agreement

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

MOTION TO: To authorize the City Administrator to sign the 2024 MMUA Service Agreement. This agreement is dated and in force from October 1, 2023 through December 31, 2024.

BACKGROUND: This agreement provides for the services of a person engaged by MMUA, in the capacity of a Regional Safety Coordinator. This person will plan, organize and /or conduct regular monthly safety meetings at Thief River Falls Municipal Utilities. They will maintain a standard of safety management, record keeping and reporting system. They will also meet with the City of Thief River Falls 24 days per year.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The contract is for a 15-month period. Payments will be \$6,830 for 5 quarters to total \$34,150.00.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	TRF 199-2024
2.	2023-24 Safety Management Program contract letter
3.	2023-2024 Safety Management Program Tiers



SERVICES AGREEMENT

Date: September 15, 2023

Contract No. 199-2024

Safety Management Services

This Services Agreement (the “Agreement”) is made as of October 1, 2023, between the Minnesota Municipal Utilities Association (MMUA) and the Thief River Falls Municipal Utilities, each a “Party” and collectively, the “Parties.”

PART I – Scope of Services

PART II – Duration / Amendment / Renewal

PART III – Obligations

PART IV – Standard Terms and Conditions

The terms of this Agreement are hereby accepted by the Parties.

	Thief River Falls Municipal Utilities		Minnesota Municipal Utilities Association
By		By	
Title		Title	Chief Executive Officer
Date		Date	
PO #			

PART I – SCOPE OF SERVICES

MMUA will provide/deliver for the term of this Agreement:

1. The services of a person engaged by MMUA, in the capacity of Regional Safety Coordinator.
2. The assigned Regional Safety Coordinator will:
 - a. Plan, organize and/or conduct regular monthly safety meetings at Thief River Falls Municipal Utilities.
 - b. Develop and maintain a standard safety management record keeping and reporting system at Thief River Falls Municipal Utilities.
 - c. The record system will include (check those covered by this Agreement):
 - _____ Required OSHA records
 - _____ Required DOT records
 - _____ Required ADA records
 - _____ Provide written program
 - _____ Provide annual site inspection
 - _____ Provide interpretation and clarification of OSHA rules.
 - d. Visit Thief River Falls Municipal Utilities unless circumstances lend a different location approved by Thief River Falls Municipal Utilities management (collectively, the “Services”).
 - Tier service level: 2
 - Number of days per year: 24
3. The Services will be provided in the following city departments:
 - a. _____ # of employees _____
 - b. _____ # of employees _____
 - c. _____ # of employees _____
 - d. _____ # of employees _____
 - e. _____ # of employees _____

PART II – TERM/ RENEWAL/ AMENDMENT

1. TERM/RENEWAL: This Agreement shall remain in force from October 1, 2023 until December 31, 2024. Thereafter, it shall continue automatically for successive twelve-month calendar year periods unless terminated by either Party providing written notice at least sixty (60) days in advance of the end of the then-current term.
2. AMENDMENT: This Agreement may be amended or modified upon the mutual agreement of both Parties but only if in writing, signed by the Parties, dated, and appended to this Agreement.

PART III – OBLIGATIONS

1. COMPENSATION: For the Services, Thief River Falls Municipal Utilities shall pay MMUA an annual fee of \$27,319.95 in the first year. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- ☐ Full 15-month payment (October 1, 2023 to December 31, 2024) (\$34,150.00), contract amount will be billed on an annual basis thereafter, consistent with the amount communicated by MMUA each September as described below.
- ☐ Annual payment (\$27,319.95)
- ☐ Quarterly payments (\$6,830.00 each)

For any term less than twelve (12) full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the Services are provided as a percentage of twelve (12).

For years after the first year, the annual fee will be adjusted to reflect the cost of the Services for the coming twelve-month period. This fee will be set by the MMUA Board of Directors and provided to Thief River Falls Municipal Utilities in a written notice within 30 days of the Board's action.

2. OTHER CITY OBLIGATIONS:

- Provide workspace for Regional Safety Coordinator when on-site.
- Provide clerical support for Regional Safety Coordinator.
- Schedule participation of employees in regular safety meetings.
- Provide the required training for employees as recommended by the Regional Safety Coordinator.
- Provide to MMUA in a timely manner any information MMUA indicates is needed to perform the services hereunder. MMUA may rely on the accuracy of information provided by Thief River Falls Municipal Utilities and its representatives.
- Provide annual written evaluation of services of MMUA and its Regional Safety Coordinator.

3. MMUA OBLIGATIONS:

- Employ, assign, and supervise Regional Safety Coordinator.
- Plan, organize, and/or conduct regular monthly safety meetings on-site.
- Develop and maintain a standard safety management record keeping and reporting system on-site, including required OSHA records, required DOT records, required ADA records, and maintenance of safety manuals.
- Monitor safety training/certificate/licensure requirements, and recommend needed training.
- Prepare or oversee the preparation of required state and federal reports related to OSHA, DOT, and ADA compliance.
- Document safety meetings and training provided.
- Provide a standard interpretation of laws, rules, and regulations pertaining to safety management.

PART IV – STANDARD TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** In performing the Services, MMUA is an independent contractor and shall not be considered an employee, agent, partner, joint venturer, or representative of Thief River Falls Municipal Utilities for any purpose.
2. **STANDARD OF CARE:** Thief River Falls Municipal Utilities acknowledges that MMUA undertakes to provide the Services to Thief River Falls Municipal Utilities as a member of MMUA and, similarly to other members of MMUA, consistent with its nonprofit purpose and that in so doing, MMUA affords to Thief River Falls Municipal Utilities a convenience, cost savings, and efficiency otherwise not available to Thief River Falls Municipal Utilities from other service providers. Thief River Falls Municipal Utilities acknowledges that MMUA will exercise its best efforts to perform the Services in accordance with current rules and practices but also acknowledges that the ultimate responsibility for an interpretation of law lies with Thief River Falls Municipal Utilities and its attorney and that the application of such law and of the appropriate methods and practices also lies with Thief River Falls Municipal Utilities in the exercise of its best judgment with reasonable and due regard for the safety of its employees and other third persons. MMUA assumes no responsibility under this Agreement other than to render the Services in good faith. It shall not be responsible for any action of Thief River Falls Municipal Utilities, its agents, or employees.
3. **SCOPE AND SCHEDULE CHANGES:** The fees agreed to in Part III constitute MMUA's estimate of the effort and charges required to perform the Services. Any services not expressly set forth in this Agreement are excluded from the obligations of MMUA. If MMUA is delayed in performing the Services by any act of war, force majeure, or other circumstance beyond its control, then the schedule of performance shall be extended for the number of days as the occurrence delays performance, and the compensation limits under the Agreement shall be equitably adjusted, if necessary, to compensate MMUA for any additional costs due to the delay.
4. **BENEFICIARY.** The Services are solely for the benefit of Thief River Falls Municipal Utilities. Nothing contained in this Agreement shall create any duties, liabilities, or obligations on the part of MMUA toward any person other than Thief River Falls Municipal Utilities.
5. **FINANCING CHARGES FOR LATE PAYMENTS:** If Thief River Falls Municipal Utilities fails to pay undisputed invoiced amounts within thirty (30) days after delivery of invoice, additional charges shall become due and payable at a rate of 1½ percent per month (or the maximum percentage allowed by law, whichever is lower) on the unpaid amounts. All payments shall first be credited against any accrued interest. If Thief River Falls Municipal Utilities fails to pay invoiced amounts within sixty (60) days after delivery of invoice, MMUA in its sole discretion may suspend the Services without incurring any liability or waiving any right established hereunder or by law.
6. **WORK PRODUCT:** Thief River Falls Municipal Utilities shall preserve and protect MMUA's proprietary and copyright interests, rights, and privileges with respect to works of general application provided by MMUA to Thief River Falls Municipal Utilities. The Parties may use and duplicate materials developed by MMUA specifically for Thief River Falls Municipal Utilities pursuant to this Agreement without obligation of royalty or first seeking consent.
7. **INSURANCE:** Each Party shall procure and maintain at its own expense the following minimum insurance coverages to be in force for the duration of this Agreement:

- a. General Liability. Commercial General Liability Insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. Each Party shall endorse as additional insureds the other Party, its respective elected and appointed officials, employees, and agents, on its policy.
 - b. Automobile Liability. Business automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of \$1,000,000 per occurrence.
 - c. Professional (Errors and Omissions) Liability. Professional Liability Insurance for all claims a Party may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to this Agreement. Each Party shall carry the following minimum limits: \$1,000,000 per occurrence; \$2,000,000 annual aggregate. If such insurance is discontinued, extended reporting period/tail coverage must be obtained by the Party to fulfill this requirement.
 - d. Workers' Compensation. Each Party shall maintain Workers' Compensation insurance for all its respective employees in accordance with the statutory requirements of the State of Minnesota and/or the state(s) in which Thief River Falls Municipal Utilities is legally obligated to carry such insurance. Each Party shall also carry Employers' Liability Coverage with minimum limits as follows:
 - \$500,000 – Bodily Injury by Disease per employee
 - \$500,000 – Bodily Injury by Disease aggregate
 - \$500,000 – Bodily Injury by Accident
 - e. Additional Insurance Conditions.
 - i. Each Party shall deliver to the other Party a Certificate of Insurance as evidence that the above coverages are in full force and effect no later than the first day on which service is to commence or December 31, 2023, whichever comes later.
 - ii. The insurance requirements may be met through any combination of primary and umbrella/excess insurance. In that case, the other Party must be named as an additional insured on any umbrella/excess policy held by the other in fulfillment of this requirement.
 - iii. The policies held by each Party shall be primary insurance and non-contributory to any other valid and collectible insurance available with respect to any claim arising out of the Services.
8. MUTUAL INDEMNIFICATION: To the fullest extent permitted by law, each Party shall defend, indemnify, and hold harmless the other Party, its respective employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees and costs, arising out of the other Party's negligence, performance, or failure to perform its obligations under this Agreement. The indemnification obligation shall apply to subcontractor(s), or anyone directly or indirectly employed or hired by a Party, or anyone for whose acts the Party may be liable. The obligations in this section shall survive the completion or termination of this Agreement.

9. DISPUTE RESOLUTION: In the event that a dispute arises between the Parties as to the interpretation or performance of this Agreement, then upon written request of either Party, representatives with settlement authority for each Party shall meet and confer in good faith to resolve the dispute. If the Parties are unable to resolve the dispute, they shall make every effort to settle the dispute through mediation or other alternative dispute resolution methods. If the Parties are unable to resolve the dispute through these methods, either Party may commence an action in Hennepin County District Court.
10. ENTIRE AGREEMENT; HEADINGS: This Agreement constitutes the entire understanding and agreement of the Parties, and any and all prior agreements, oral discussions, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect. Headings are for convenience and are not a part of this Agreement.
11. CHOICE OF LAW: The laws of the state of Minnesota shall govern the validity of this Agreement, the construction of its terms, and the interpretation of the rights and duties of the Parties.
12. ASSIGNMENT: This Agreement will inure to the benefit of the Parties hereto and shall be binding on them and their respective legal representatives, successors, and assigns. Provided, however, neither Party hereto may assign any of its rights herein to any person without the prior written consent of the other Party.
13. DRAFTING: The Parties agree that they participated equally in, and are jointly responsible for, the drafting of this Agreement. In the event of any dispute, any ambiguity in this Agreement shall not be construed against either Party.
14. COUNTERPARTS: This Agreement may be executed in counterpart copies by the Parties and each counterpart, when taken together with the other, shall be deemed one and the same executed Agreement.

September 15, 2023

Dear Valued Member,

Thank you for your support and on-going participation in MMUA's Safety Management Program.

As mentioned in the letter we sent out earlier this month, we will be adjusting our fiscal year beginning in 2025; therefore, all agreements will be dated and in force from October 1, 2023, through December 31, 2024. Going forward, contracts will automatically renew annually on January 1 unless amended. We hope this will be a more convenient process in the future.

Included with this letter is the contract. Please sign and return it to Larry Pederson at MMUA with a copy of your certificate of insurance that meets the requirements as indicated in Part IV of the contract. Upon receipt of these items, we will send you the fully executed contract.

Also enclosed please find our Overview of Safety Management Tiers. If you are interested in adding days of service to your contract, please let us know at your earliest convenience.

If you have questions, please contact me at 612-802-8474.

Sincerely,



Mike Willetts
Director of Training and Safety
Cell: 612-802-8474
mwilletts@mmua.org

Overview of Safety Management Tiers

Options	Tier 1 - Compliance/Mentorship	Tier 2 - Competency	Tier 3 - Comprehensive
Time	6 Service Days Per Year (Every Other Month)	1 - 3 Service Days Per Month	> 3 Service Days Per Month
Included (as time allows)*	- Written Safety Manual Development and Maintenance - AWAIR - Bloodborne Pathogens - Confined Spaces Entry and Rescue - Employee Right to Know - Emergency Action Plan and Preparedness - Excavation and Trenching - Lockout/Tagout - Fall Protection - Personal Protective Equipment - Group Employee Training (in person or virtual) - Annual Safety Training Calendar - Standardized Safety Program Filing and File Management	- Written Safety Manual Development and Maintenance - AWAIR - Bloodborne Pathogens - Confined Spaces Entry and Rescue - Employee Right to Know - Emergency Action Plan and Preparedness - Excavation and Trenching - Lockout/Tagout - Fall Protection - Personal Protective Equipment - Group Employee Training (in person or virtual) - CPR/AED/First Aid Training - Annual Safety Training Calendar - Standardized Safety Program Filing and File Management - Facility Safety Audit - Mock OSHA Inspection with Report - Worksite Safety Audit - Mock OSHA Inspection with Report - Worksite Training - Safety Grant Development and Support - Accident Investigation - OSHA Inspection Support Services - Limited Classic Training - Choose up to 5 options from MMUA's list of Classic Training Options	- Written Safety Manual Development and Maintenance - AWAIR - Bloodborne Pathogens - Confined Spaces Entry and Rescue - Employee Right to Know - Emergency Action Plan and Preparedness - Excavation and Trenching - Lockout/Tagout - Fall Protection - Personal Protective Equipment - Group Employee Training (in person or virtual) - CPR/AED/First Aid Training - Annual Safety Training Calendar - Standardized Safety Program Filing and File Management - Facility Safety Audit - Mock OSHA Inspection with Report - Worksite Safety Audit - Mock OSHA Inspection with Report - Worksite Training - Safety Grant Development and Support - Accident Investigation - OSHA Inspection Support Services - Unlimited Classic Training - Choose an unlimited number of options from MMUA's list of Classic Training Options - Unlimited Technical Training - Choose an unlimited number of options from MMUA's list of Technical Training Options

*Included offerings are subject to number of days contracted. MMUA's role as a safety partner does not guarantee compliance or competency.



Santa's on his way from the North Pole to eat with you!

Adult & Children's Meal Options Available

THURSDAY, DECEMBER 14

5:30 - 7:30 pm

Before the Holiday Train Arrives

Free-Will Offering

Heritage Community Center

301 4th St. E, Thief River Falls

Food Provided by Evergreen Catering & Bakery

**All Proceeds Go To
Thief River Falls Area Food Shelf**

**Bring Your
Camera & Take
Your Photo With
Santa & Mrs. Claus**



Bring Your Letters For Santa