

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, November 4, 2025

COUNCIL CHAMBERS

CITY HALL – 405 3RD STREET EAST

5:30 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

___ Mayor, Mike Lorenson ___ Ward 1, Megan Arlt ___ Ward 2, Julie Bolduc
___ Ward 3, Kelly Langness ___ Ward 4, Michelle McCraw ___ Ward 5, Scott Pream
___ At-Large, Jason Aarestad ___ At-Large, Steve Narverud

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

5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

5.1. Visit TRF 2026 Budget Proposal (4-6)

5.2. Library 2026 Budget Proposal

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 October 21, 2025 Council Proceedings (7-21)

7.2. City of Thief River Falls Bills, Disbursements and Council Per Diem (22-57)

8. NEW BUSINESS

8.1. Purchase a walk-through detection system to serve as a security checkpoint for Ticketed events at the Ralph Engelstad Arena (58)

8.2. To approve to call for a Public Hearing on the intention to grant an abatement with respect to certain properties (59-62)

8.3. Approve the Municipal Advisory Service Agreement between the City of Thief River Falls and Northland Securities. (63-68)

- 8.4. To authorize a fee for printing and mailing Utility Bills (69)
- 8.5. To approve Border State Bank authorization (70)
- 8.6. Second Reading for Amendment to the Comprehensive Plan (71-74)
- 8.7. Approve Amendment to the Comprehensive Plan for Ambulance Garage (75-76)
- 8.8. Second Reading to Rezone Sanford Medical Center Property from R-4 to C-2 (77-88)
- 8.9. Approval to Rezone Sanford Medical Center Property from R-4 to C-2 (89-90)
- 8.10. Pete Carlson Land Lease (91)
- 8.11. Resolution establishing a public hearing with regard to proposed assessments on the 2024 Street & Utilities Improvements Project (92-96)
- 8.12. City of TRF Park Shelter Rentals (97-99)
- 8.13. Calendar Parking Ordinance Amendment - Second Reading (100-102)
- 8.14. Approval of Calendar Parking Ordinance Amendment (103-105)

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

- Administrative Committee Meeting 11/6 at 4:30 pm (moved for holiday)
- Public Utilities Committee Meeting 11/10 at 7 am
- Public Safety Committee Meeting 11/10 at 4:30 pm
- Public Works Committee Meeting 11/12 at 4:30 pm
- City Council Meeting 11/18 at 5:30 pm

11. INFORMATIONAL ITEMS

11.1.

- Calendar Parking begins November 15. See the city website or Facebook page for more details and map.
- Reminder snow removal operations begin when snowfall has reached 2 inches. See the city website for the full snowplowing policy and residential/commercial sidewalk snow removal policy.
- November Holidays — city offices are closed, no garbage pickup.
 - Tuesday 11/11
 - Thursday 11/27
 - Friday 11/28
- Holiday Train 12/16
- Application deadline for the Accounts Payable Clerk position is noon on Friday 11/7. Applications can be found online trfmn.gov or at City Hall Human Resources office.

12. ADJOURNMENT

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

2026 Visit Thief River Falls Proposed Budget

Line Item	2025 Revised Budget	2026 Proposed Budget
INCOME		
3901-Gross Lodging Tax	\$135,000.00	\$135,000.00
3903-Less 5% to City of Thief River Falls (Admin. Fee)	-\$7,250.00	-\$6,750.00
3904-MOT Partnerships (Explore MN2026 Recovery Marketing Grant - Image Portfolio)	\$10,000.00	\$3,500.00
4108-Interest Income	\$0.00	\$0.00
TOTAL INCOME	\$137,750.00	\$131,750.00
ADMINISTRATIVE EXPENSE		
5112-License/Fees	\$25.00	\$25.00
<i>State of Minnesota Charitable Org. Registration</i>		
5105-Labor	\$39,612.00	\$55,702.40
<i>Executive Director's Salary</i>		
5220-Professional Fees	\$8,000.00	\$9,000.00
<i>Accounting & Legal Expenses</i>		
5325-Insurance	\$3,000.00	\$3,000.00
<i>Directors/Officers, Business Owners & Workman's Comp.</i>		
6220-Dues and Subscriptions	\$500.00	\$250.00
<i>Canva - \$120</i>		
6530-Miscellaneous	\$200.00	\$200.00
<i>Retirement Gifts, Condolences Cards/Flowers</i>		
6540-Office Expenses	\$5,000.00	\$5,000.00
<i>Stamps.com Postage, Paper, File Folders,</i>		
<i>Water Cooler, Coffee, Copy Clicks, Checks, Storage Totes,</i>		
<i>Office Displays, Connecting Point Anti-Virus, Security & Data Backup</i>		
6560-Payroll Expenses	\$3,110.00	\$4,518.23
<i>Payroll Taxes</i>		
6565-Employee Benefits	\$0.00	\$0.00
<i>Simple IRA</i>		
6670-Meeting Expense	\$2,500.00	\$2,500.00
<i>CVB Meeting Lunches - (Average \$255/month)</i>		
6690-Rent	\$8,100.00	\$8,400.00

2026 Visit Thief River Falls Proposed Budget

<i>Carnegie Office Rent (2020-\$582.98, 2021-\$600, 2022-\$618, 2023-\$637, 2024-\$656)</i>		
<i>Paid to City of Thief River Falls</i>		
6800-Office Equipment	\$200.00	\$200.00
<i>Booth Backdrop, Table Cover ,</i>		
<i>Desk, Chair, File Cabinets, Tables, Computer, Storage Shelves</i>		
6885-Communications	\$2,500.00	\$2,500.00
<i>AT&T Cell Phone (reduced bill to around \$125 per month) \$1,500 yearly estimate</i>		
<i>Sjoberg's Internet \$732.00 yearly estimate</i>		
TOTAL ADMIN. EXPENSES	\$72,747.00	\$91,295.63
MARKETING EXPENSE		
7137-Print Marketing	\$3,000.00	\$5,500.00
<i>2025-2026 Minnesota Vikings Team Yearbook Ad</i>		
7136-Co-op Marketing	\$3,000.00	\$3,000.00
<i>Pine to Prairie Birding Trail - \$1,000</i>		
<i>MACVB - \$450</i>		
<i>Advance Thief River - \$300</i>		
<i>Hospitality MN - \$345</i>		
<i>Chamber of Commerce - \$193</i>		
<i>BikeTRF - \$100</i>		
<i>Jefferson Hwy Association - \$35</i>		
7141-Promotional Marketing Materials	\$3,500.00	\$3,500.00
<i>Welcome Thief River Falls Bags</i>		
<i>Various Promotional Marketing Materials</i>		
7172-Social Media Marketing	\$2,000.00	\$0.00
7120-Website	\$20,000.00	\$1,500.00
<i>Website Hosting & Content Manager Expense</i>		
7123-Ad Development & Design	\$500.00	\$0.00
7135-Fam Tours/Travel Writers	\$700.00	\$0.00
7169-Radio Marketing	\$0.00	\$0.00
7170-Digital Marketing	\$13,000.00	\$15,000.00
<i>MailChimp - \$500</i>		
<i>Other Various Digital Marketing - \$8,800.00</i>		
<i>Shrpa Creator Visits - \$ 4,500</i>		

2026 Visit Thief River Falls Proposed Budget

<i>Explore Minnesota - \$1,200</i>		
7205-Event Marketing Sponsorship	\$7,000.00	\$7,000.00
<i>Thunder on Hooves Bull Ride - \$1,000</i>		
<i>Pennington County Fair - \$1,000</i>		
<i>RiverFest - \$1,000</i>		
<i>Nordic Fest - \$1,000</i>		
<i>BikeTRF - \$500</i>		
<i>New Events - \$2,000</i>		
7400-Thief River Falls Visitors Guide	\$8,500.00	\$9,000.00
<i>Visitor Guide Publishing (Think Tourism USA) - \$2,600</i>		
<i>Local VG Distribution (Prowler Tennis Team) - \$250</i>		
<i>VG Storage (ODC) - \$300</i>		
<i>VG Shipping (TICs & Ind. Requests) - \$1,500</i>		
<i>Mall of America VG Distribution Program - \$550</i>		
<i>MSP VG Distribution Program - \$525</i>		
<i>Pioneer Radio State Fair Distribution Program - \$250</i>		
<i>Visitor Guide Reprint (Quad Printing) - \$5,800</i>		
7406-Marketing Analysis / Training / Travel	\$0.00	\$0.00
7407-New Media Development	\$8,000.00	\$8,000.00
<i>Purchased Photos & Videos for Marketing Usage</i>		
TOTAL MARKETING EXPENSES	\$69,200.00	\$52,500.00
TOTAL EXPENSES	\$141,947.00	\$143,795.63
TOTAL INCOME	\$137,750.00	\$131,750.00
NET INCOME	-\$4,197.00	-\$12,045.63

City Council Minutes
Tuesday, October 21, 2025

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on October 21, 2025. This meeting is being presided over by Mayor Mike Lorenson.

PLEDGE OF ALLEGIANCE

ROLL CALL

The following Councilmembers were present: Lorenson, McCraw, Aarestad, Pream, Bolduc, Langness and Narverud. Absent: Arlt. Mayor Lorenson chaired the meeting.

PUBLIC FORUM

- **The Chamber of Commerce (Carly Lunsetter & Angie Westling)** - presented a request to utilize the Tourist Park for business-sponsored holiday lights. They requested electricity at no cost. EA will provide snowplowing. It was noted for them to attend the next public works and public safety committee meetings.
- **Jim Dagg & Don Sollom** (other business owners in attendance) - Noted their concerns with rising commercial property tax.
- **Ron Hegge** - Voiced his concerns regarding a 40 ft camper parked in a driveway and believes such vehicles should not be allowed to be permanently parked and would like an ordinance for it.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

Manufacturing Appreciation Day Proclamation

Mike presented the proclamation and noted the certificate will be presented to Arctic Cat during the Manufacturing Day breakfast October 30 at 8:30 am at Arctic Cat.

APPROVE AGENDA

Councilmember Jason Aarestad motioned being seconded by Scott Pream to approve the agenda with the addition of addendum item 8.16.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 10.211.25: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced RESOLUTION 10.211.25, being seconded by Councilmember Michele McCraw, that:

THEREFORE BE IT RESOLVED, by the City Council to authorize payment of bills and disbursements in the total amount of \$1,812,738.36. A printout of the approved payments and disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution passed unanimously.

RESOLUTION NO. 10.212.25: Approval of October 7, 2025 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced RESOLUTION 10.212.25, being seconded by Councilmember Michele McCraw, that:

THEREFORE BE IT RESOLVED, by the City Council to approve the October 7, 2025 council proceedings.

On vote being taken, the resolution unanimously passed.

NEW BUSINESS

RESOLUTION NO. 10.213.25: To approve to call for a Public Hearing on the proposed modification to TIF 1-5

Following discussion, Councilmember Jason Aarestad introduced Resolution 10.213.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, This Council shall meet on November 18, 2025, at approximately 5:30 p.m., to hold a public hearing on the proposed Modification to the Tax Increment Financing Plan for Tax Increment Financing District No. 1-5 (the "Modification"), a housing district, and the proposed adoption of the Modification therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133 and Sections 469.174 through 469.1794, inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City.

THEREFORE, BE IT RESOLVED To authorize and direct City staff to work with Ehlers & Associates, Inc., to prepare the Modification and to forward documents to the appropriate taxing jurisdictions including Pennington County and Independent School District No. 564. The City Administrator is authorized and directed to cause notice of the hearing, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not later than 10, no more than 30, days prior to November 18, 2025, and to place a copy of the Modification on file in the City Administrator's office at City Hall and to make such copy available for inspection by the public.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.214.25: Approve the Purchase of Heat Pumps for City Hall - Doug Straus (Automotive Technology) presentation

Following discussion, Councilmember Steve Narverud introduced Resolution 10.214.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Thief River Falls City Hall has been experiencing daily failures with existing heat pumps in the building. There are currently 19 heat pumps using a geothermal system under the parking lot of City Hall. Half of that system failed several years ago. To

aid the remaining system two boilers were installed.

WHEREAS, Proposed work for phase 1 includes replacing 2 heat pumps within City Hall. Update the control software that will control the independent gas boilers also. The City will provide the virtual machine for the software. Also included is graphically representing mechanical equipment, with thermographic floor-plans, and alarm notifications. As well as engineered control drawings, programming, project management, installation, startup, 1-year parts and labor warranty on new installed control equipment, training, and setting up alarm notifications.

THEREFORE, BE IT RESOLVED To authorize the City Administrator to execute the proposal of work from Automated Technologies in the amount of \$48,628.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.215.25: Approve the City Administrator to enter negotiations with Automated Technologies for Phase #2 - Doug Straus (Automated Technologies) presentation

Following discussion, Councilmember Scott Pream introduced Resolution 10.215.25, being seconded by Councilmember Kelly Langness , that:

WHEREAS, The Thief River Falls City Hall has been experiencing daily failures with existing heat pumps in the building. There are currently 19 heat pumps using a geothermal system under the parking lot of City Hall. Half of that system failed several years ago. To aid the remaining system two boilers were installed.

Proposed work for phase 1 included replacing 2 heat pumps within City Hall. Update the control software that will control the independent gas boilers also. Phase 2 of this project would be deciding if the remaining heat pumps are replaced and possible solutions for the failing geothermal system.

THEREFORE, BE IT RESOLVED To authorize the City Administrator to negotiate a contract with Automated Technologies and Energy Systems Group on items to be included in phase 2 of the project.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.216.25: Calendar Parking Ordinance Amendment - First Reading

Following discussion, Councilmember Julie Bolduc introduced Resolution 10.216.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, Correcting Chapter 72 as approved in policy update in 2020.

THEREFORE, BE IT RESOLVED Approve the first reading to amend City Code Chapter 72 Section 72.08 entitled "Calendar Parking."

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.217.25 : To allocate funding for the pickleball court expansion

Following discussion, Councilmember Michele McCraw tabled Resolution 10.217.25, being seconded by Councilmember Kelly Langnes, to:

Discuss at the City TRF Budget meeting the next day (October 22, 2025).

RESOLUTION NO. 10.218.25: Water Treatment Plant Task Order #23

Following discussion, Councilmember Michele McCraw introduced Resolution 10.218.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief River Falls Water Treatment Plant has had these projects in the capital improvement plan for a few years, planning to complete them along with the raw water intake move project. Since the City has not been able to secure the federal grants to complete the intake move project, the PAC and Intake Pump Station improvements need to be completed in the 2026 construction season.

WHEREAS, The current Powder Activated Carbon feed system is 40 years old and is in need of replacement. The Raw Water Intake has been in place for 53 years and is in need of electrical and air handling replacement, along with asbestos removal. Task Order #23 estimate is \$277,800 and will be paid with Utility bonding.

THEREFORE, BE IT RESOLVED Approve Task order 23 with AE2S for design and bidding of the Water Treatment Plant Powder Activated Carbon Feed System replacement and Raw Water Intake Pump Station Improvements.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.219.25: WCA Notice of Decision for CSAH 11 Urbanization and Rocksbury Township Road 150th Ave Reconstruction

Following discussion, Councilmember Julie Bolduc introduced Resolution 10.219.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, In August 2024, HDR certified wetland delineator Torin McCormack delineated wetlands along Kendall Ave S/158th NE/County Rd 62. A complete Joint Application for wetland delineation concurrence was received on September 12, 2025. Technical Evaluation Panel (TEP) members met on site October 8, 2025 to review the delineation; all members present agreed on the wetland boundaries and types delineated.

THEREFORE, BE IT RESOLVED by the City Council to approve the wetlands delineated along Kendall Ave S and 158th St NE that fall within City boundaries.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.220.25: 2024 Federally funded Street and Utility Project (1st and 13th St)

Following discussion, Councilmember Steve Narverud introduced Resolution 10.220.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, This project was bid, as a result of meetings with department heads, council committees, and according to items in the City's Capital Improvement Plan. It was awarded to Agassiz Asphalt in the amount of \$3,897,150.60.

WHEREAS, The City of Thief River Falls assesses benefited property owners for these improvements.

THEREFORE, BE IT RESOLVED Declare the cost to be assessed for the 2024 Federally Funded Street & Utilities Improvements Project and order the preparation of the assessment roll.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.221.25: Variance Request – Lorene Flynn, 716 Main Ave. N.

Following discussion, Councilmember Scott Pream introduced Resolution 10.221.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, City Code, Sec. 152.025.5.a, General Yard Requirements for R-2 General Residential District requires a 25-foot front yard setback The request meets all three criteria (Reasonableness, Uniqueness, Essential Character) for granting of variances.

This is an older home built before current City Ordinance requirements. The existing front steps sit approximately 18 feet from the property line. With the addition of the small deck, and new steps, the setback would be approximately 14 -15 feet. This would be similar to the setback distance of the neighbor to the north.

WHEREAS,

- The house sits approximately 25 feet from the front property line, so some sort of variance would be required to install access steps into the home.
- It would not detract from the neighborhood as it would be similar to the neighbor to the north.

THEREFORE, BE IT RESOLVED Approve a Variance Request Application for Lorene Flynn, 716 Main Ave. N., for an 11-foot variance to City Code, Sec. 152.025.5.a, General Yard Requirements for R-2 General Residential District, which would allow for a 15-foot setback from the property line, for the installation of a new deck and stairs to replace her existing dilapidated front concrete steps.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.222.25: Variance Request – Diane Kalsnes, 214 Markley Ave. N.

Following discussion, Councilmember Kelly Langness introduced Resolution 10.222.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, City Code, Sec. 152.025.5.a, General Yard Requirements for R-2 General Residential District requires a 25-foot front yard setback The request meets all three criteria (Reasonableness, Uniqueness, Essential Character) for granting of variances.

Ms. Kalsnes' front porch is separating from the home, which is causing the roof step flashing to separate and causing active leakage and the development of mold. Per Bray Construction, the porch sits on a shallow foundation without frost-protected footings. Without proper footings this will continue to occur. The proper remedy is to demolish the failed entry and build a new entry and stairs.

Current setback to the front of the house is approximately 27 feet, Setback to the current front porch is 24 feet and the current setback to the front steps is approximately 19 feet.

The new 6-foot by 12-foot porch addition would have the front door facing north. With the addition of a small deck and steps off that, the encroachment would be approximately the same 10-foot as the existing entry, deck and stairs and would match the distance from the street as the neighbor to the north. The request is a 9-foot variance from the 25-foot code.

This is an older home, built prior to the current setback requirements, which is why the variance is requested to allow for the replacement of the porch to the front of the home and meets the criteria of Sec. 151.66 - Variances Subsection (d) - The alleged difficulty or hardship is caused by the provisions of this chapter and has not been created by any persons presently or formerly having an interest in the parcel of land;

WHEREAS,

- The front porch is separating from the main house structure, allowing moisture to enter and develop a mold issue.
- A simple patch job will not suffice as the existing porch foundation is too shallow and does not meet the required frost-protected footings. Without replacement the problem will continue to exist.
- The house and porch sit approximately 27 feet and 24 feet respectively from the front property line, so some sort of variance would be required to install access steps into the home.

THEREFORE, BE IT RESOLVED Approve a Variance Request Application for Diane Kalsnes, 214 Markley Ave. N., for a 9-foot variance to City Code, Sec. 152.025.5.a, General Yard Requirements for R-2 General Residential District, which would allow for a 17-foot setback from the front property line, for the installation of a new front porch, deck and stairs.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.223.25: Comprehensive Plan Amendment - First Reading

Following discussion, Councilmember Julie Bolduc introduced Resolution 10.223.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, A Public Hearing to amend the Comprehensive Plan was held at a Special Meeting of the Planning Commission at approximately 5:00 pm on Tuesday, October 14, 2025.

This amendment to the Comp. Plan is warranted by the request from Sanford Medical Center to rezone PID# 2502208300 and PID# 2501700120, 324th 10th Street E. and 921 Atlantic

Ave. N., respectively, from R-4 Multi-family Residential district to C-2 General Commercial district for the purpose of building a new 4-stall ambulance garage that will be attached to the existing un-used residential building on 10th Street that will be used as office and sleeping quarters.

This is a required procedural process to ensure that the proposed zoning change for this parcel matches with the City's Land Use Plan. The Proposed Land Use Plan adopted in 2019 shows the proposed use of the parcel as High Density Residential. Amending this Land Use Plan in the 2019 Comp Plan from High Density Residential to General Commercial would allow for the rezoning of the parcel from R-4 Multi-family residential to C-2 General Business District. For the property to be rezoned, the proposed zoning classification must match the proposed land use designated in the comprehensive plan. The city's zoning regulations reference certain aspects of the comprehensive plan for compatibility.

The legal description has been updated from Sanford Medical Center's original rezoning request as it was discovered that the County's GIS map showed a parcel that did not exist - those two parcels had been combined many years ago:

LOT ONE, BLOCK 2, IN OAKLAND ADDITION along with LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD is all that is required to be rezoned for the project and rezoning the original requested parcels is not an option as most of PID# 25017001230 must remain zoned R-4 Multi-family for the Northern Lights Residence Home.

WHEREAS,

- The City may not rezone the subject property without first amending its comprehensive plan.
- This area directly across Atlantic Ave. from Industrial zoned parcels, is in transition. There are already four parcels rezoned C-2 along this west side of Atlantic Ave. C-2 Commercial and R-4 Multi-family Residential are good transition zones between Industrial and General Residential Districts.
- Legal description has been updated from Sanford Medical Center's original rezoning request as it was discovered that the County's GIS map showed a parcel that did not exist - those two parcels had been combined many years ago LOT 1, BLOCK 2, IN OAKLAND ADDITION is all that is required to be rezoned for the project and rezoning the original requested parcels is not an option as most of PID# 2501700120 must remain zoned R-4 Multi-Family.

THEREFORE, BE IT RESOLVED to Approve the first reading to amend the Comprehensive Plan designating LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD from high density residential to general commercial. This action will be contingent upon the rezoning approval.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.224.25: Rezoning of Sanford Ambulance Garage R4 to C2 - First Reading

Following discussion, Councilmember Julie Bolduc introduced Resolution 10.224.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, This project is probably a \$2 million, or more project cost that would probably double in cost if they were to build new office and sleeping quarters. It will utilize a structure that has been vacant for at least 5 years, making it a good redevelopment project. The west side of Atlantic Ave. is transitioning to commercial with already four parcels rezoned commercial. And with Industrial to the East, there is minimal impact to the existing neighborhood. Infrastructure is already in place.

The legal description is: LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOTS 1 THROUGH 5, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD.

WHEREAS,

- 1) Rezoning of this parcel requires a prior amendment to the Comp Plan from R-4 to C-2.
- 2) Sanford Medical Center Owns the parcels and has not used the 10th Street E. facility in at least 5 years. This would be a good use of an empty building.
- 3) With a few residential locations in the southernly 2 block direction, it may be wise to add a stipulation that no sirens be used until reaching 8th Street/Hwy. 1.
- 4) Sanford Health Northern Lights Residence PID# 2501700120 is adjacent to the south. LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD, is the portion of this parcel to be combined with PIC# 2502208300 to create the new parcel to be zoned C-2.

THEREFORE, BE IT RESOLVED approve the first reading for the rezoning application from Sanford Medical Center to rezone LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THERE OF ON RECORD from E-4.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.225.25: First Reading to Adopt Chapter 35 "Fences" to the City Code

Following discussion, Councilmember Steve Narverud introduced Resolution 10.225.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, The proposed ordinance establishes regulations for the construction, placement, and maintenance of fences within the City of Thief River Falls. Key provisions include:

- Permit Requirement: All new fences require a permit issued by the City Building Official.
- Property Line Fences: Must include written permission from adjoining property owners and designate maintenance responsibilities.
- Maintenance: Fence owners are responsible for upkeep; failure to maintain may result in enforcement actions.
- Height Restrictions:
- Front yard fences: maximum 4 feet.

- Corner lot visibility areas: maximum 30 inches.
- Side/rear yard fences: subject to zoning regulations.
- Fences 8 feet or taller require a conditional use permit.
- Prohibited Fences: Razor and barbed wire are generally prohibited, with limited exceptions for commercial/industrial zones. Electric fences are only allowed around gardens with proper signage.
- Setbacks and Easements: Fences must not obstruct public rights-of-way or easements without an encroachment permit.
- Variances: Property owners may apply for variances citing hardship and alternative proposals.
- Enforcement: Violations may result in stop work orders, removal at the owner's expense, or court action.

It is also requested that the City Council waive the second reading of the ordinance to prevent any further erection of fences that hinder the sightlines at intersections.

WHEREAS, Key changes to the Fence Ordinance include:

- 1) All fences will now require a building permit.
- 2) Currently, if a fence is built on the property line, the adjacent property owners own the left half of the fence and are responsible for maintenance. Under the proposed ordinance the property owner erecting the fence must get permission from the adjoining property owner with designated maintenance responsibility.
- 3) Maximum height of front yard fences is 4 feet. And the visibility angle for corner lots has increased, with shrubs, or yard ornaments only allowed to be a maximum of 30 inches in that area.
- 4) Barbed wire fences are generally prohibited except in commercial or industrial zones and with specific design requirements
- 5) Electrical fences are only allowed around gardens and must be adequately signed.

THEREFORE, BE IT RESOLVED Conduct the First Reading to amend City Code by adding Chapter 35 entitled "Fences," and adopting by reference penalty provisions. And rescinding current City Ordinance, Sec. 130.06 – Barbed wire fences. And amending the references to fences under accessory uses as listed in District Regulations of the Zoning code to "see Fence Ordinance," Further more, the council waves the second reading of the ordinance.

On vote being taken, the resolution passed. Jason Aarestad opposed.

RESOLUTION NO. 10.226.25: Adopt Chapter 35 "Fences" to the City Code

Following discussion, Councilmember Julie Bolduc introduced Resolution 10.226.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The proposed ordinance establishes regulations for the construction, placement, and maintenance of fences within the City of Thief River Falls. Key provisions include:

Section 1. Permit Required.

No fence shall be constructed without a permit issued by the City Building Official.

Section 2. Written Permission for Property Line Fences.

If a fence is to be constructed on the property line:

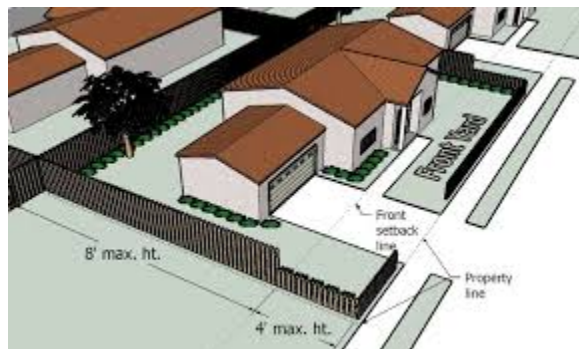
- Written permission from each of the adjoining property owner(s) who own real property adjacent to the proposed fence is required.
- Such permission(s) must be attached to the permit application.
- The written permission shall include consent for the fence owner or their agents to enter the adjoining property for reasonable maintenance and repair of the fence or shall designate an owner or permit holder that will have maintenance responsibility for the fence and rights of ingress and egress, which shall be binding on successors and assigns.
- It is the owner's responsibility to verify the location of property lines
- The side of the fence considered to be the face (the finished side) shall face the adjoining property owner.

Section 3. Maintenance Responsibility.

The owner of any fence is solely responsible for its maintenance and upkeep in a safe, upright, and aesthetically acceptable condition. If not properly maintained the fence owner or permit holder shall be notified of the necessary maintenance required by the City Building Official or designated representative. Said notice shall include a timeline for required maintenance, repair or removal. If the fence owner or permit holder does not comply, the City may apply for a court order directing said maintenance, repairs or removal.

Section 4. Height Limitations.

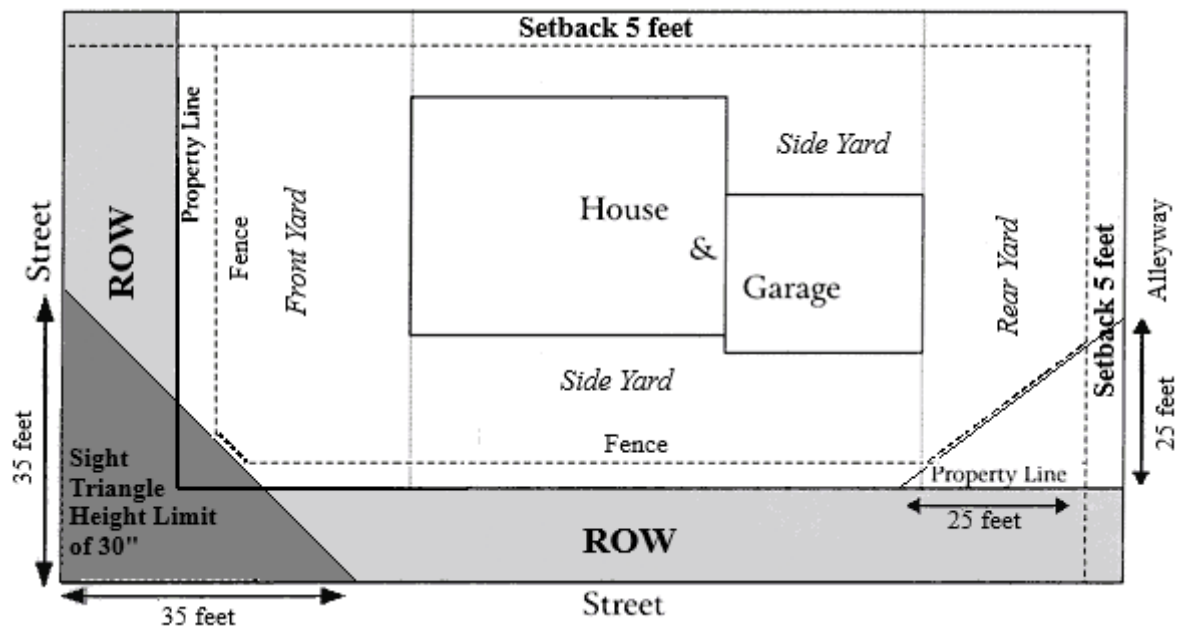
- No fence in a front yard shall exceed four (4) feet in height.
- Corner lot sight restriction areas shall not exceed 30 inches in height.
- Fences located in side or rear yards shall comply with height restrictions established by zoning regulations or other applicable ordinances.
- Any fence eight (8) feet in height or higher shall require a conditional use permit to ensure compliance with wind load calculations as set forth in the State Building Code.



Section 5. Setback for Corner Lots and Alleyways.

The following diagram shall set forth the setback requirements for corner lots.

On corner lots in all Districts no structure or planting in excess of 30" above the street center line grade shall be permitted.



Corner yard setback shall be determined by a defined vision triangle with sidelines defined as being 35 feet in length as measured from the point of intersection of the outside perimeter of the corner street curbs.

Alleyway corner setback shall be determined by a defined vision triangle with sidelines defined as being 25 feet in length as measured from the point of intersection of the adjacent City alley right of way and the City street or sidewalk right of way, whichever is closer.

Section 6. Setback from City Right of Way.

Fences must be set back 2 feet from City Right of Way.

Section 7. Painting.

Any fence that is painted shall be painted in a solid, opaque, continuous color.

Section 8. Prohibited Fences.

- Razor wire and barbed wire fences are prohibited in all zoning districts except commercial or industrial zones where barbed wire may be permitted pursuant to a conditional use permit for security purposes on fences seven (7) feet in height or higher, provided it is not within ten (10) feet of a property line abutting a street.
- Electric fences are prohibited except:
 - Electric fences may be used around gardens to keep animals out.
 - Such fences must have visible signage posted at reasonable intervals notifying the public that the fence is electrified.

Section 9. Obstruction of Public Right-of-Way or Easements.

No fence shall be constructed so as to obstruct or encroach upon a public right-of-way, easement, or utility access area without express written permission from the City through the encroachment permit process. No fence shall be built upon real property adjacent to an alleyway unless it is set back a minimum of five (5) feet from the City alley right-of-way line.

- Setbacks and Easements: Fences must not obstruct public rights-of-way or easements without an encroachment permit.
- Variances: Property owners may apply for variances citing hardship and alternative proposals.
- Enforcement: Violations may result in stop work orders, removal at the owner's expense, or court action.

35.04. Variances.

Property owners may request a variance from the provisions of this ordinance by submitting a written application to the City Council. The application shall outline:

- The specific section of the ordinance from which relief is sought
- The reason for the request and hardship imposed by strict enforcement
- The proposed alternative and its impact on adjoining properties and public safety

35.05. Enforcement and Penalties.

Any person violating this ordinance shall be subject to enforcement actions including, but not limited to:

- Stop work orders
- Removal of the non-compliant fence at the owner's expense
- Maintenance Orders as established by the City Council

WHEREAS, Key changes to the Fence Ordinance include:

- 1) All fences will now require a building permit.
- 2) Currently, if a fence is built on the property line, the adjacent property owners own the left half

of the fence and are responsible for maintenance. Under the proposed ordinance the property owner erecting the fence must get permission from the adjoining property owner with designated maintenance responsibility.

- 3) Maximum height of front yard fences is 4 feet. And the visibility angle for corner lots has increased, with shrubs, or yard ornaments only allowed to be a maximum of 30 inches in that area.
- 4) Barbed wire fences are generally prohibited except in commercial or industrial zones and with specific design requirements
- 5) Electrical fences are only allowed around gardens and must be adequately signed.

THEREFORE, BE IT RESOLVED Amend City Code by adding Chapter 35 entitled “Fences,” and adopting by reference penalty provisions. And rescinding current City Ordinance, Sec. 130.06 – Barbed wire fences. And amending the references to fences under accessory uses as listed in District Regulations of the Zoning code to “see Fence Ordinance.”

On vote being taken, the resolution passed. Jason Aarested opposed.

RESOLUTION NO. 10.227.25: Apply for a Small Cities Development Grant

Following discussion, Councilmember Michele McCraw introduced Resolution 10.227.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Recognizing that the City of Thief River Falls has an aging housing stock, downtown commercial buildings and rental housing, including apartments above storefronts, the use of a DEED Small Cities Development Grant to assist business owners and homeowners in rehabilitating their properties will lead to improvement, preservation, and re-development of blighted areas to benefit the community.

Unlike the SCDP grant the City was awarded in November 2022 which focused on multi-family housing rehabilitation, this grant application would be for multi-use, allowing funds to be used to rehabilitate commercial, rental and owner-occupied housing.

This grant, like the previous grant, would be administered by the NW Minnesota Multi-County HRA. The intent to apply for a grant application is due November 26, 2025, with the actual grant application due in March of 2026 and the awarding of the grant thereafter by DEED.

WHEREAS,

- Our downtown buildings continue to age and require some upkeep of their buildings. Many of these buildings also contain apartments above that could also use some “refreshing” or remodeling to keep them or make them useful rental units.
- This grant would assist in covering a significant portion of the costs for rehabilitation of commercial buildings, and rental and owner-occupied housing.

THEREFORE, BE IT RESOLVED Approve the attached resolution applying for a Minnesota Department of Employment and Economic Development Small Cities Development Program grant with the NW Minnesota Multi-County Housing Redevelopment Authority acting as grant administrators, and to authorize the City Administrator and Mayor to sign any necessary documents.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.228.25: Approve to call for a public hearing to issue General Obligation Capital Improvement Plan Bonds

Following discussion, Councilmember Scott Pream introduced Resolution 10.228.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Pursuant to Minnesota Statutes, Section 475.521, the City of Thief River Falls, Minnesota (the "City") is authorized to issue bonds to finance capital expenditures under an approved capital improvement plan (the "Plan") without an election, provided that, among other things, prior to issuing the bonds the City adopts the Plan after a duly noticed public hearing thereon; and the City Council will hold a public hearing on November 18, 2025, on its intention to (i) issue general obligation capital improvement plan bonds (the "CIP Bonds"); (ii) adopt the Plan therefor.

THEREFORE, BE IT RESOLVED That the City Council hereby calls for a public hearing for the purposes set forth hereinabove. The City Administrator is authorized to prepare the Plan for City Council consideration and is hereby directed to cause the notice of the public hearing to be published at least 10 but not more than 28 days before the hearing in the official newspaper of the City or a newspaper of general circulation in the City.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

- Manufacturing Day 10/30 at Arctic Cat at 8:30 am
- City Council 11/4 at 5:30 pm
- Administrative Committee 11/6 (date changed due to holiday) at 4:30 pm
- Public Utilities Committee 11/10 at 7am
- Public Safety Committee 11/10 at 4:30 pm
- Public Works Committee 11/12 at 4:30 pm
- City Council 11/18 at 5:30 pm

INFORMATIONAL ITEMS

- Investment Summary
- Holiday Train 12/16
- Mayor Lorenson gave an update to Council
- Jason Aarestad and Council thanked and congratulated Brian Jacobson on his retirement as a volunteer firefighter/volunteer fire chief after 32 years.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to adjourn at 7:19 pm. On vote being taken, the Chair declared the motion unanimously carried.

Mayor Mike Lorenson

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

NOVEMBER 4th, 2025

SUMMARY OF DISBURSEMENTS

10/16/2025	AP PKT #1578 - DIRECT PAYABLES	\$198,807.47
10/20/2025	AP PKT #1581 - ELECTRIC INVENTORY	\$4,647.73
10/20/2025	AP PKT #1580 - DIRECT PAYABLES / LIQUOR	\$83,954.50
10/21/2025	UB PKT #3348 - REFUND CHECK / SALVATION ARMY	\$500.00
10/21/2025	AP PKT #1583 - DIRECT PAYABLES	\$132,017.69
10/24/2025	AP PKT #1588 - DIRECT PAYABLES	\$1,078,942.25
10/27/2025	AP PKT #1590 - DIRECT PAYABLES / LIQUOR	\$84,505.98
10/29/2025	UB PKT #3465 - UTILITY REFUNDS	\$1,043.40
10/29/2025	AP PKT #1592 - DIRECT PAYABLES / U S POSTMASTER	\$2,074.32
10/29/2025	UB PKT #3470 - UTILITY REFUND	\$117.18
10/30/2025	AP PKT #1585 - #22 PAYROLL	\$132,859.47
11/4/2025	AP PKT #1593 - COUNCIL MEETING	\$313,959.35
GRAND TOTAL OF DISBURSEMENTS		\$2,033,429.34



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01578 - 10/16/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: EMMA WALING							
EMMA WALING	85048	10/16/2025	690-20250	Customer Deposits	REPLACED CHECK #85048 D...		134.63
Vendor EMMA WALING Total:							134.63
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4150-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		408.18
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4194-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		63.31
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4220-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		104.73
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4220-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		1.09
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4240-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		26.99
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4312-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		41.99
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4315-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		41.98
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4510-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		48.99
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4570-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		9.99
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4650-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		110.97
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4660-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		22.00
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4670-64500	Senior Citizen Programs	OCT/NOV 2025 - PHONE CH...		82.62
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	100-4670-64500	Senior Citizen Programs	OCT/NOV 2025 - PHONE CH...		0.34
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	610-4830-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		155.70
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	620-4830-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		197.89
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	630-4830-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		330.17
GARDEN VALLEY TECHNOL...	101457020	10/10/2025	690-4830-63210	Communication Expense	OCT/NOV 2025 - PHONE CH...		341.90
Vendor GARDEN VALLEY TECHNOLOGIES Total:							1,988.84
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	566209755	10/01/2025	100-4150-63030	Contracts Expense	OCT 2025 - COPIER LEASE + ...		650.23
MARCO TECHNOLOGIES LLC	566209755	10/01/2025	100-4650-63030	Contracts Expense	OCT 2025 - COPIER LEASE + ...		468.44
MARCO TECHNOLOGIES LLC	566209755	10/01/2025	690-4890-63030	Contracts Expense	OCT 2025 - COPIER LEASE + ...		153.02
Vendor MARCO TECHNOLOGIES LLC Total:							1,271.69
Vendor: MN ENERGY RESOURCES #0502295320-00003							
MN ENERGY RESOURCES #0...	5655804902	10/06/2025	100-4220-63890	Utilities Expense	SEP 2025 - GAS METER REA...		47.00
MN ENERGY RESOURCES #0...	5655804902	10/06/2025	100-4550-63890	Utilities Expense	SEP 2025 - GAS METER REA...		58.07
MN ENERGY RESOURCES #0...	5655804902	10/06/2025	100-4560-63890	Utilities Expense	SEP 2025 - GAS METER REA...		56.49
MN ENERGY RESOURCES #0...	5655804902	10/06/2025	100-4570-63890	Utilities Expense	SEP 2025 - GAS METER REA...		50.23
MN ENERGY RESOURCES #0...	5655804902	10/06/2025	680-4830-63890	Utilities Expense	SEP 2025 - GAS METER REA...		21.38
Vendor MN ENERGY RESOURCES #0502295320-00003 Total:							233.17

Council Approval Register

Packet: APPKT01578 - 10/16/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MN ENERGY RESOURCES #0503307772-00007							
MN ENERGY RESOURCES #0...	5658302452	10/08/2025	100-4194-63890	Utilities Expense	SEP 2025 - GAS METER REA...		21.38
Vendor MN ENERGY RESOURCES #0503307772-00007 Total:							21.38
Vendor: MN ENERGY RESOURCES #0740731585-00002							
MN ENERGY RESOURCES #0...	5655978900	10/07/2025	100-4670-64500	Senior Citizen Programs	SEP 2025 - GAS METER REA...		42.73
Vendor MN ENERGY RESOURCES #0740731585-00002 Total:							42.73
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR V...	22838762	10/16/2025	100-4312-65400	Machinery & Equipment	REG / TITLE / TAX - 2026 W...		13,206.69
Vendor PENNINGTON CO MOTOR VEHICLE Total:							13,206.69
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	11944406	09/25/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		448.05
Vendor PEPSI BEVERAGES COMPANY Total:							448.05
Vendor: RALPH ENGELSTAD ARENA							
RALPH ENGELSTAD ARENA	INV-THIEF-00156	10/14/2025	630-4930-67200	Operating Transfers	4TH QTR ALLOCATION - CAP...		15,000.00
RALPH ENGELSTAD ARENA	INV-THIEF-00156	10/14/2025	630-4930-67200	Operating Transfers	4TH QTR ALLOCATION - OPF...		166,165.75
Vendor RALPH ENGELSTAD ARENA Total:							181,165.75
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP I...	SEP 2025	09/30/2025	680-4830-63890	Utilities Expense	SEP 2025 - ELECTRIC READI...		144.54
Vendor RED LAKE ELECTRIC COOP INC Total:							144.54
Vendor: WEX BANK - CIRCLE K FLEET							
WEX BANK - CIRCLE K FLEET	107951080	10/07/2025	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASE / FINANCE ...		150.00
Vendor WEX BANK - CIRCLE K FLEET Total:							150.00
Grand Total:							198,807.47

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	15,714.44
610 - LIQUOR DISPENSARY	603.75
620 - WATER UTILITY FUND	197.89
630 - ARENAS - OAK VIEW GROUP	181,495.92
680 - WASTEWATER UTILITY FUND	165.92
690 - ELECTRIC UTILITY FUND	629.55
Grand Total:	198,807.47

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63030	Contracts Expense	650.23
100-4150-63210	Communication Expense	408.18
100-4194-63210	Communication Expense	63.31
100-4194-63890	Utilities Expense	21.38
100-4210-62120	Gas-Oil-Lube	150.00
100-4220-63210	Communication Expense	105.82
100-4220-63890	Utilities Expense	47.00
100-4240-63210	Communication Expense	26.99
100-4312-63210	Communication Expense	41.99
100-4312-65400	Machinery & Equipment	13,206.69
100-4315-63210	Communication Expense	41.98
100-4510-63210	Communication Expense	48.99
100-4550-63890	Utilities Expense	58.07
100-4560-63890	Utilities Expense	56.49
100-4570-63210	Communication Expense	9.99
100-4570-63890	Utilities Expense	50.23
100-4650-63030	Contracts Expense	468.44
100-4650-63210	Communication Expense	110.97
100-4660-63210	Communication Expense	22.00
100-4670-64500	Senior Citizen Programs	125.69
610-4810-62540	Soft Drinks/Mix for Resa...	448.05
610-4830-63210	Communication Expense	155.70
620-4830-63210	Communication Expense	197.89
630-4830-63210	Communication Expense	330.17
630-4930-67200	Operating Transfers	181,165.75
680-4830-63890	Utilities Expense	165.92
690-20250	Customer Deposits	134.63
690-4830-63210	Communication Expense	341.90
690-4890-63030	Contracts Expense	153.02
Grand Total:		198,807.47

Project Account Summary

Project Account Key	Expense Amount
None	198,807.47
Grand Total:	198,807.47



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01581 - 10/20/25 ELECTRIC INVENTORY

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	1jhy-y4ct-lyjh	10/13/2025	690-14100	Inventory - Materials	AA Fuse Trons		389.64
AMAZON CAPITAL SERVICES ..	1ST HALF OCT 2025	10/06/2025	100-4192-62020	Computer Supplies	1ST HALF OCT 2025 - IT SUP...		17.99
AMAZON CAPITAL SERVICES ..	1ST HALF OCT 2025	10/06/2025	100-4210-62010	Office Supplies	1ST HALF OCT 2025 - OFFICE...		161.87
AMAZON CAPITAL SERVICES ..	1ST HALF OCT 2025	10/06/2025	100-4210-62020	Computer Supplies	1ST HALF OCT 2025 - CELL ...		48.99
AMAZON CAPITAL SERVICES ..	1ST HALF OCT 2025	10/06/2025	100-4220-62990	Misc. Operating Expense	1ST HALF OCT 2025 - 3 RING...		12.99
AMAZON CAPITAL SERVICES ..	1ST HALF OCT 2025	10/06/2025	100-4220-62990	Misc. Operating Expense	1ST HALF OCT 2025 - OFFICE...		19.43
AMAZON CAPITAL SERVICES ..	1ST HALF OCT 2025	10/06/2025	100-4312-62210	Equipment Maint & Repair	1ST HALF OCT 2025 - HEAT ...		66.11
AMAZON CAPITAL SERVICES ..	1ST HALF OCT 2025	10/06/2025	100-4650-62020	Computer Supplies	1ST HALF OCT 2025 - MICR...		15.99
AMAZON CAPITAL SERVICES ..	1ST HALF OCT 2025	10/06/2025	130-4670-62990	Misc. Operating Expense	1ST HALF OCT 2025 - HEAD...		189.00
Vendor AMAZON CAPITAL SERVICES INC Total:							922.01
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S104905720.001	09/08/2025	620-4850-62220	Plant Equip Maint & Repair	MATERIALS - WTP WASHW...		89.77
DAKOTA SUPPLY GROUP	S104947366.002	08/26/2025	690-4840-62990	Misc. Operating Expense	MODULAR DATA PLUG		35.26
DAKOTA SUPPLY GROUP	S105018438.001	09/08/2025	630-4850-62230	Building Maint & Repair	4' LED LAMPS		281.83
DAKOTA SUPPLY GROUP	S105027270.001	09/10/2025	630-4850-62230	Building Maint & Repair	4' LED LAMPS		281.83
DAKOTA SUPPLY GROUP	S105040969.001	09/18/2025	690-14100	Inventory - Materials	GFCI Recep 20 amp Ivory		101.26
DAKOTA SUPPLY GROUP	S105040969.001	09/18/2025	690-14100	Inventory - Materials	GFCI Recep 20 amp White		101.26
DAKOTA SUPPLY GROUP	S105041784.001	09/15/2025	100-4194-62230	Building Maint & Repair	OUTSIDE OUTLET - HEAT TA...		119.87
DAKOTA SUPPLY GROUP	S105041784.002	09/23/2025	100-4194-62230	Building Maint & Repair	MATERIALS - OUTSIDE OUT...		14.28
DAKOTA SUPPLY GROUP	S105062607.001	09/30/2025	690-14100	Inventory - Materials	Mini 5 amp fuse		217.87
Vendor DAKOTA SUPPLY GROUP Total:							1,243.23
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S014353506.001	09/30/2025	690-14100	Inventory - Materials	200 AMP 2 POS 15 KV MOD		1,467.18
STUART C IRBY CO	S014369883.001	09/23/2025	690-14100	Inventory - Materials	CU H - Taps #6-#2 MED		416.81
STUART C IRBY CO	S014380036.001	09/30/2025	690-14100	Inventory - Materials	Nico Press - #2		598.50
Vendor STUART C IRBY CO Total:							2,482.49
Grand Total:							4,647.73

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	477.52
130 - SRT FUND	189.00
620 - WATER UTILITY FUND	89.77
630 - ARENAS - OAK VIEW GROUP	563.66
690 - ELECTRIC UTILITY FUND	3,327.78
Grand Total:	4,647.73

Account Summary

Account Number	Account Name	Expense Amount
100-4192-62020	Computer Supplies	17.99
100-4194-62230	Building Maint & Repair	134.15
100-4210-62010	Office Supplies	161.87
100-4210-62020	Computer Supplies	48.99
100-4220-62990	Misc. Operating Expense	32.42
100-4312-62210	Equipment Maint & Repa..	66.11
100-4650-62020	Computer Supplies	15.99
130-4670-62990	Misc. Operating Expense	189.00
620-4850-62220	Plant Equip Maint & Rep...	89.77
630-4850-62230	Building Maint & Repair	563.66
690-14100	Inventory - Materials	3,292.52
690-4840-62990	Misc. Operating Expense	35.26
Grand Total:		4,647.73

Project Account Summary

Project Account Key	Expense Amount
None	4,647.73
Grand Total:	4,647.73



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01580 - 10/20/25 DIRECT PAYABLES / LIQUOR

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ABSOLUTE ICE							
ABSOLUTE ICE	30284	09/17/2025	610-4810-62590	Misc. Mdse for Resale	ICE		340.00
Vendor ABSOLUTE ICE Total:							340.00
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3802353	10/06/2025	610-4810-62520	Beer for Resale	beer		110.80
Vendor ARTISAN BEER COMPANY Total:							110.80
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0110404800	10/14/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		105.00
BELLBOY CORP - BAR SUPPLY	0110404800	10/14/2025	610-4810-62590	Misc. Mdse for Resale	CAN HUGGERS / SHAKER		57.00
Vendor BELLBOY CORP - BAR SUPPLY Total:							162.00
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0209284500	10/14/2025	610-4810-62510	Liquor for Resale	LIQUOR		3,589.48
Vendor BELLBOY CORP - LIQUOR Total:							3,589.48
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	401120	09/18/2025	610-4810-62520	Beer for Resale	BEER		844.95
Vendor BEVERAGE WHOLESALERS INC Total:							844.95
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	123537053	09/26/2025	610-4810-62510	Liquor for Resale	LIQUOR		225.00
BREAKTHRU BEVERAGE	123655223	10/07/2025	610-4810-62510	Liquor for Resale	LIQUOR		861.38
BREAKTHRU BEVERAGE	123766471	10/14/2025	610-4810-62510	Liquor for Resale	LIQUOR		2,799.49
BREAKTHRU BEVERAGE	123766472	10/14/2025	610-4810-62530	Wine for Resale	WINE		36.00
BREAKTHRU BEVERAGE	123766473	10/14/2025	610-4810-62530	Wine for Resale	WINE		348.00
Vendor BREAKTHRU BEVERAGE Total:							4,269.87
Vendor: CORE-MARK US LLC							
CORE-MARK US LLC	2336274	09/15/2025	610-4810-62590	Misc. Mdse for Resale	TOBACCO CREDIT		-70.20
CORE-MARK US LLC	2361111	10/01/2025	610-4810-62590	Misc. Mdse for Resale	TOBACCO		3,012.93
Vendor CORE-MARK US LLC Total:							2,942.73
Vendor: ECOLAB INC							
ECOLAB INC	9098621	09/26/2025	610-4890-63030	Contracts Expense	SEP OCT NOV 2025 - RODE...		146.40
Vendor ECOLAB INC Total:							146.40
Vendor: IHEARTMEDIA							
IHEARTMEDIA	8823160596	09/30/2025	610-4880-63490	Advertising	SEP 2025 - RADIO ADVERTIS...		889.00
Vendor IHEARTMEDIA Total:							889.00
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2891436	09/30/2025	610-4810-62510	Liquor for Resale	LIQUOR		44,361.10

Council Approval Register

Packet: APPKT01580 - 10/20/25 DIRECT PAYABLES / LIQUOR

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
JOHNSON BROTHERS LIQU...	2893991	10/02/2025	610-4810-62510	Liquor for Resale	LIQUOR		6,840.00
JOHNSON BROTHERS LIQU...	2895239	10/06/2025	610-4810-62510	Liquor for Resale	LIQUOR		2,834.50
JOHNSON BROTHERS LIQU...	2895240	10/06/2025	610-4810-62530	Wine for Resale	WINE		1,677.15
JOHNSON BROTHERS LIQU...	2900321	10/13/2025	610-4810-62510	Liquor for Resale	LIQUOR		950.00
JOHNSON BROTHERS LIQU...	2900322	10/13/2025	610-4810-62530	Wine for Resale	WINE		879.96
Vendor JOHNSON BROTHERS LIQUOR Total:							57,542.71
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	862409	08/01/2025	610-4810-62520	Beer for Resale	BEER		64.00
Vendor MC KINNON COMPANY INC Total:							64.00
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	5056944	10/06/2025	610-4810-62510	Liquor for Resale	LIQUOR		3,389.45
PHILLIPS WINE & SPIRITS	5056945	10/06/2025	610-4810-62530	Wine for Resale	WINE		1,186.50
Vendor PHILLIPS WINE & SPIRITS Total:							4,575.95
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2679999	10/14/2025	610-4810-62510	Liquor for Resale	LIQUOR		7,265.01
SOUTHERN GLAZERS OF MN	2679999	10/14/2025	610-4810-62530	Wine for Resale	WINE		352.00
Vendor SOUTHERN GLAZERS OF MN Total:							7,617.01
Vendor: T R F RADIO							
T R F RADIO	SEP 2025	10/01/2025	610-4880-63490	Advertising	SEP 2025 - RADIO ADVERTIS...		550.00
Vendor T R F RADIO Total:							550.00
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	SEP 2025 - 137	09/30/2025	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS		93.60
Vendor THIEF RIVER FALLS TIMES Total:							93.60
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7536946	10/06/2025	610-4810-62530	Wine for Resale	WINE		216.00
Vendor WINE MERCHANTS Total:							216.00
Grand Total:							83,954.50

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	83,954.50
Grand Total:	83,954.50

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	73,115.41
610-4810-62520	Beer for Resale	1,019.75
610-4810-62530	Wine for Resale	4,695.61
610-4810-62540	Soft Drinks/Mix for Resa...	105.00
610-4810-62590	Misc. Mdse for Resale	3,433.33
610-4880-63490	Advertising	1,439.00
610-4890-63030	Contracts Expense	146.40
Grand Total:		83,954.50

Project Account Summary

Project Account Key	Expense Amount
None	83,954.50
Grand Total:	83,954.50



City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT03448 - REF SALV ARMY FOR DEPOSIT

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
92-05002-001	Salvation Army	10/20/2025	96484	500.00			500.00	Deposit
Total Refunds: 1		Total Refunded Amount:		500.00				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	500.00
Revenue Total:	500.00

General Ledger Distribution

Posting Date: 10/21/2025

	Account Number	Account Name	Posting Amount	IFT
Fund: 690 - ELECTRIC UTILITY FUND	690-10101	Cash & Investments	-500.00	Yes
	690-11530	Accts Receivable - Billing	500.00	
	690 Total:		0.00	
Fund: 999 - POOL CASH FUND	999-10101	Pooled Cash & Investments	-500.00	
	999-20700	Due To Other Funds	500.00	
	999 Total:		0.00	Yes
	Distribution Total:		0.00	



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01583 - 10/21/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: FYNBOH CONSTRUCTION INC							
FYNBOH CONSTRUCTION INC	2520	10/16/2025	610-4890-63030	Contracts Expense	REMOVE & REPLACE SIDEW...		1,560.00
FYNBOH CONSTRUCTION INC	2521	10/16/2025	100-4220-65200	Buildings and Structures	REMOVE & REPLACE SIDEW...		4,563.00
Vendor FYNBOH CONSTRUCTION INC Total:							6,123.00
Vendor: MN DPT OF COMMERCE							
MN DPT OF COMMERCE	SEP 2025 - U P	10/21/2025	100-4670-62990	Misc. Operating Expense	UNCLAIMED PROPERTY FEE		1.00
MN DPT OF COMMERCE	SEP 2025 - UC PROP	10/21/2025	100-4210-63320	Training Expense	SEP 2025 - UNCLAIMED PR...		40.79
MN DPT OF COMMERCE	SEP 2025 - UC PROP	10/21/2025	100-4650-63030	Contracts Expense	SEP 2025 - UNCLAIMED PR...		646.93
MN DPT OF COMMERCE	SEP 2025 - UC PROP	10/21/2025	690-20250	Customer Deposits	SEP 2025 - UNCLAIMED PR...		1,600.80
MN DPT OF COMMERCE	SEP 2025 - UC PROP	10/21/2025	690-4840-62990	Misc. Operating Expense	SEP 2025 - UNCLAIMED PR...		17.17
Vendor MN DPT OF COMMERCE Total:							2,306.69
Vendor: MN DPT OF REVENUE - SALES/USE TAX							
MN DPT OF REVENUE - SAL...	SEP 2025 - GEN	10/21/2025	100-20220	Sales Tax Payable	SEP 2025 - SALES / USE TAX --		7.00
MN DPT OF REVENUE - SAL...	SEP 2025 - LQR	10/21/2025	610-20220	Sales Tax Payable	SEP 2025 - SALES / USE TAX ...		34,336.00
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	100-20220	Sales Tax Payable	SEP 2025 - SALES /USE TAX		12,244.27
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	100-4194-65200	Buildings and Structures	SEP 2025 - SALES /USE TAX		0.85
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	100-4315-62210	Equipment Maint & Repair	SEP 2025 - SALES /USE TAX		63.73
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	610-4840-62140	Off Sale Supplies	SEP 2025 - SALES /USE TAX		45.06
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	610-4840-62140	Off Sale Supplies	SEP 2025 - SALES /USE TAX		2.27
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	610-4840-62400	Small Tools and Minor Equip	SEP 2025 - SALES /USE TAX		8.25
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	610-4840-62990	Misc. Operating Expense	SEP 2025 - SALES /USE TAX		4.74
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	610-4850-62210	Equipment Maint & Repair	SEP 2025 - SALES /USE TAX		22.88
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	620-20220	Sales Tax Payable	SEP 2025 - SALES /USE TAX		2,633.93
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	690-20220	Sales Tax Payable	SEP 2025 - SALES /USE TAX		74,145.27
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	690-4840-62990	Misc. Operating Expense	SEP 2025 - SALES /USE TAX		19.16
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	690-4850-62210	Equipment Maint & Repair	SEP 2025 - SALES /USE TAX		15.64
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	690-4850-62350	Power Plant/Dam Maint	SEP 2025 - SALES /USE TAX		13.67
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	690-4850-62360	Distribution Maint	SEP 2025 - SALES /USE TAX		13.88
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	820-4850-62210	Equipment Maint & Repair	SEP 2025 - SALES /USE TAX		9.47
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	820-4850-62230	Building Maint & Repair	SEP 2025 - SALES /USE TAX		1.38
MN DPT OF REVENUE - SAL...	SEP 2025	10/21/2025	820-4850-62240	Department Maint & Repair	SEP 2025 - SALES /USE TAX		0.55
Vendor MN DPT OF REVENUE - SALES/USE TAX Total:							123,588.00
Grand Total:							132,017.69

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	17,567.57
610 - LIQUOR DISPENSARY	35,979.20
620 - WATER UTILITY FUND	2,633.93
690 - ELECTRIC UTILITY FUND	75,825.59
820 - GREENWOOD CEMETERY FUND	11.40
Grand Total:	132,017.69

Account Summary

Account Number	Account Name	Expense Amount
100-20220	Sales Tax Payable	12,251.27
100-4194-65200	Buildings and Structures	0.85
100-4210-63320	Training Expense	40.79
100-4220-65200	Buildings and Structures	4,563.00
100-4315-62210	Equipment Maint & Repa..	63.73
100-4650-63030	Contracts Expense	646.93
100-4670-62990	Misc. Operating Expense	1.00
610-20220	Sales Tax Payable	34,336.00
610-4840-62140	Off Sale Supplies	47.33
610-4840-62400	Small Tools and Minor E...	8.25
610-4840-62990	Misc. Operating Expense	4.74
610-4850-62210	Equipment Maint & Repa..	22.88
610-4890-63030	Contracts Expense	1,560.00
620-20220	Sales Tax Payable	2,633.93
690-20220	Sales Tax Payable	74,145.27
690-20250	Customer Deposits	1,600.80
690-4840-62990	Misc. Operating Expense	36.33
690-4850-62210	Equipment Maint & Repa..	15.64
690-4850-62350	Power Plant/Dam Maint	13.67
690-4850-62360	Distribution Maint	13.88
820-4850-62210	Equipment Maint & Repa..	9.47
820-4850-62230	Building Maint & Repair	1.38
820-4850-62240	Department Maint & Re...	0.55
Grand Total:		132,017.69

Project Account Summary

Project Account Key	Expense Amount
None	132,017.69
Grand Total:	132,017.69



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01588 - 10/24/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BRIAN JACOBSON							
BRIAN JACOBSON	3RD QTR - 2025	10/24/2025	100-4220-61060	Temporary Salaries	3RD QTR 2025 VOLUNTEER ...		145.00
						Vendor BRIAN JACOBSON Total:	145.00
Vendor: CIVICPLUS LLC							
CIVICPLUS LLC	345184	10/24/2025	100-4110-63020	Computer Maintenance & li...	CIVIC CLERK MANUAL		11,337.78
						Vendor CIVICPLUS LLC Total:	11,337.78
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	5064018	09/04/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-17.00
COCA-COLA BOTTLING CO...	5202988	09/04/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		296.50
COCA-COLA BOTTLING CO...	5235637	09/11/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		275.50
COCA-COLA BOTTLING CO...	5235684	09/18/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		429.50
COCA-COLA BOTTLING CO...	5235727	09/25/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		146.50
						Vendor COCA-COLA BOTTLING COMPANY Total:	1,131.00
Vendor: CORE & MAIN LP							
CORE & MAIN LP	CNV1000006223	08/02/2025	620-4850-62270	Hydrant Maintenance Suppli...	COUPLING NUT - HYD REPA...		123.48
CORE & MAIN LP	CNV1000007885	07/21/2025	680-4850-62200	System Expense	FLANGE - LIFT #7		211.36
CORE & MAIN LP	CNV1000009204	08/02/2025	620-4850-62200	System Expense	PARTS - WATER MAIN REPA...		3,776.39
CORE & MAIN LP	CNV1000010946	08/25/2025	620-4850-62210	Equipment Maint & Repair	CURB STOP REPAIR		668.76
CORE & MAIN LP	CNV1000010987	08/25/2025	620-4850-62200	System Expense	WATER MAIN REPAIR		2,032.78
CORE & MAIN LP	CNV1000010988	08/25/2025	620-4850-62200	System Expense	PARTS - WATER MAIN REPA...		1,067.75
CORE & MAIN LP	CNV1000011819	09/04/2025	620-4840-62430	Water Meters	NEW METER INSTALLATION		3,265.43
CORE & MAIN LP	CNV1000015387	10/14/2025	620-4850-62290	Water Meter Maintenance	PARTS - METER REBUILD		1,210.82
						Vendor CORE & MAIN LP Total:	12,356.77
Vendor: GUARDIAN FLEET SAFETY LLC							
GUARDIAN FLEET SAFETY LLC	303213	09/10/2025	100-4670-64530	Public Safety Grant Expenses	2020 CHEVY TAHOE - EQUI...		28,148.32
						Vendor GUARDIAN FLEET SAFETY LLC Total:	28,148.32
Vendor: JOHN DEERE FINANCIAL							
JOHN DEERE FINANCIAL	10602450	09/15/2025	820-4850-62210	Equipment Maint & Repair	PAINT / WHEEL		58.89
						Vendor JOHN DEERE FINANCIAL Total:	58.89
Vendor: MN ENERGY RESOURCES #0503090429-00002							
MN ENERGY RESOURCES #0...	5669299011	10/15/2025	100-4312-63890	Utilities Expense	SEP 2025 - GAS METER REA...		52.84
MN ENERGY RESOURCES #0...	5669299011	10/15/2025	100-4315-63890	Utilities Expense	SEP 2025 - GAS METER REA...		36.99
MN ENERGY RESOURCES #0...	5669299011	10/15/2025	100-4510-63890	Utilities Expense	SEP 2025 - GAS METER REA...		21.38
MN ENERGY RESOURCES #0...	5669299011	10/15/2025	100-4510-63890	Utilities Expense	SEP 2025 - GAS METER REA...		15.85
						Vendor MN ENERGY RESOURCES #0503090429-00002 Total:	127.06

Council Approval Register

Packet: APPKT01588 - 10/24/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORTHERN MUNICIPAL POWER AGENCY							
NORTHERN MUNICIPAL PO...	SEP 2025	10/14/2025	690-4810-68400	Purchased Power	SEP 2025 - DE & ENERGY		1,023,004.98
Vendor NORTHERN MUNICIPAL POWER AGENCY Total:							1,023,004.98
Vendor: SMALL LOT COOP LLC							
SMALL LOT COOP LLC	MN103812	09/26/2025	610-4810-62530	Wine for Resale	WINE		549.00
Vendor SMALL LOT COOP LLC Total:							549.00
Vendor: T R F HARDWARE							
T R F HARDWARE	34021262	09/03/2025	620-4840-62990	Misc. Operating Expense	BATTERIES		28.98
T R F HARDWARE	34021270	09/03/2025	100-4510-62990	Misc. Operating Expense	NUTS / BOLTS / SCREWS		17.76
T R F HARDWARE	34021377	09/04/2025	100-4315-62990	Misc. Operating Expense	FLY SPRAY		19.99
T R F HARDWARE	34021465	09/05/2025	100-4312-62990	Misc. Operating Expense	NUTS / BOLTS / SCREWS		18.98
T R F HARDWARE	34023030	09/11/2025	690-4840-62990	Misc. Operating Expense	METER BOX REPAIR		16.87
T R F HARDWARE	34023430	09/15/2025	690-4850-62350	Power Plant/Dam Maint	BUTANE TORCH		45.98
T R F HARDWARE	34023553	09/16/2025	100-4510-62240	Department Maint & Repair	SPRAY PAINT		16.48
T R F HARDWARE	34023755	09/18/2025	670-4850-62210	Equipment Maint & Repair	NUTS / BOLTS - SWEEPER		7.18
T R F HARDWARE	34025557	09/26/2025	690-4840-62990	Misc. Operating Expense	DISTILLED WATER - LIFT		3.98
T R F HARDWARE	34026028	09/30/2025	630-4840-62990	Misc. Operating Expense	PARTS - HOMCC POPCORN...		29.99
Vendor T R F HARDWARE Total:							206.19
Vendor: VERIZON WIRELESS #742042583							
VERIZON WIRELESS #74204...	6124937635	10/01/2025	100-4220-63210	Communication Expense	SEP 2025 - IPAD CHARGES		80.02
VERIZON WIRELESS #74204...	6124937635	10/01/2025	100-4240-63210	Communication Expense	SEP 2025 - IPAD CHARGES		40.01
VERIZON WIRELESS #74204...	6124937635	10/01/2025	100-4650-63210	Communication Expense	SEP 2025 - IPAD CHARGES		80.02
VERIZON WIRELESS #74204...	6124937635	10/01/2025	620-4830-63210	Communication Expense	SEP 2025 - IPAD CHARGES		120.03
VERIZON WIRELESS #74204...	6124937635	10/01/2025	680-4830-63210	Communication Expense	SEP 2025 - IPAD CHARGES		40.01
VERIZON WIRELESS #74204...	6124937635	10/01/2025	690-4830-63210	Communication Expense	SEP 2025 - IPAD CHARGES		380.11
Vendor VERIZON WIRELESS #742042583 Total:							740.20
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	NOV 2025	10/24/2025	810-4820-61500	Annuity Payments	NOV 2025 - POLICE PENSION		1,137.06
Vendor YVONNE PEDERSON Total:							1,137.06
Grand Total:							1,078,942.25

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	40,031.42
610 - LIQUOR DISPENSARY	1,680.00
620 - WATER UTILITY FUND	12,294.42
630 - ARENAS - OAK VIEW GROUP	29.99
670 - STORM WATER UTILITY FUND	7.18
680 - WASTEWATER UTILITY FUND	251.37
690 - ELECTRIC UTILITY FUND	1,023,451.92
810 - POLICE RELIEF ASSOCIATION	1,137.06
820 - GREENWOOD CEMETERY FUND	58.89
Grand Total:	1,078,942.25

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63020	Computer Maintenance...	11,337.78
100-4220-61060	Temporary Salaries	145.00
100-4220-63210	Communication Expense	80.02
100-4240-63210	Communication Expense	40.01
100-4312-62990	Misc. Operating Expense	18.98
100-4312-63890	Utilities Expense	52.84
100-4315-62990	Misc. Operating Expense	19.99
100-4315-63890	Utilities Expense	36.99
100-4510-62240	Department Maint & Re...	16.48
100-4510-62990	Misc. Operating Expense	17.76
100-4510-63890	Utilities Expense	37.23
100-4650-63210	Communication Expense	80.02
100-4670-64530	Public Safety Grant Expe...	28,148.32
610-4810-62530	Wine for Resale	549.00
610-4810-62540	Soft Drinks/Mix for Resa...	1,131.00
620-4830-63210	Communication Expense	120.03
620-4840-62430	Water Meters	3,265.43
620-4840-62990	Misc. Operating Expense	28.98
620-4850-62200	System Expense	6,876.92
620-4850-62210	Equipment Maint & Repa..	668.76
620-4850-62270	Hydrant Maintenance Su...	123.48
620-4850-62290	Water Meter Maintenanc...	1,210.82
630-4840-62990	Misc. Operating Expense	29.99
670-4850-62210	Equipment Maint & Repa..	7.18
680-4830-63210	Communication Expense	40.01
680-4850-62200	System Expense	211.36
690-4810-68400	Purchased Power	1,023,004.98
690-4830-63210	Communication Expense	380.11
690-4840-62990	Misc. Operating Expense	20.85

Account Summary

Account Number	Account Name	Expense Amount
690-4850-62350	Power Plant/Dam Maint	45.98
810-4820-61500	Annuity Payments	1,137.06
820-4850-62210	Equipment Maint & Repa..	58.89
Grand Total:		1,078,942.25

Project Account Summary

Project Account Key	Expense Amount
None	1,078,942.25
Grand Total:	1,078,942.25



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01590 - 10/27/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ABSOLUTE ICE							
ABSOLUTE ICE	30430	10/01/2025	610-4810-62590	Misc. Mdse for Resale	ICE		160.00
Vendor ABSOLUTE ICE Total:							160.00
Vendor: BERNICK'S							
BERNICK'S	20111945	10/10/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		458.20
Vendor BERNICK'S Total:							458.20
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	403183	10/02/2025	610-4810-62520	Beer for Resale	BEER		337.84
BEVERAGE WHOLESALERS I...	405324	10/16/2025	610-4810-62520	Beer for Resale	BEER		1,693.90
Vendor BEVERAGE WHOLESALERS INC Total:							2,031.74
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	2187492	10/09/2025	610-4810-62510	Liquor for Resale	LIQUOR		270.00
C & L DISTRIBUTING	2187492	10/09/2025	610-4810-62520	Beer for Resale	BEER		490.95
C & L DISTRIBUTING	2187492	10/09/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		45.00
C & L DISTRIBUTING	2195064	10/23/2025	610-4810-62510	Liquor for Resale	BEER		550.75
C & L DISTRIBUTING	2195064	10/23/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		104.00
Vendor C & L DISTRIBUTING Total:							1,460.70
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	1032000149	10/14/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-53.80
MC KINNON COMPANY INC	1032000149	10/14/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-12.25
MC KINNON COMPANY INC	874478	10/03/2025	610-4810-62520	Beer for Resale	BEER		5,239.75
MC KINNON COMPANY INC	874478	10/03/2025	610-4810-62530	Wine for Resale	WINE		122.50
MC KINNON COMPANY INC	874478	10/03/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		151.40
MC KINNON COMPANY INC	874529	10/03/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-8.77
MC KINNON COMPANY INC	874529	10/03/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-55.42
MC KINNON COMPANY INC	874765	10/07/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-54.87
MC KINNON COMPANY INC	874772	10/07/2025	610-4810-62520	Beer for Resale	BEER		10,346.70
MC KINNON COMPANY INC	875772	10/10/2025	610-4810-62520	Beer for Resale	BEER		2,464.45
MC KINNON COMPANY INC	876041	10/13/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-12.00
MC KINNON COMPANY INC	876073	10/14/2025	610-4810-62520	Beer for Resale	BEER		10,496.35
MC KINNON COMPANY INC	876073	10/14/2025	610-4810-62530	Wine for Resale	WINE		122.50
MC KINNON COMPANY INC	877193	10/17/2025	610-4810-62510	Liquor for Resale	LIQUOR		906.80
MC KINNON COMPANY INC	877193	10/17/2025	610-4810-62520	Beer for Resale	BEER		7,760.75
MC KINNON COMPANY INC	877193	10/17/2025	610-4810-62530	Wine for Resale	WINE		192.20
MC KINNON COMPANY INC	877237	10/17/2025	610-4810-62520	Beer for Resale	BEER CERDIT		-18.00
Vendor MC KINNON COMPANY INC Total:							37,588.29

Council Approval Register

Packet: APPKT01590 - 10/27/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	158797	10/01/2025	610-4810-62520	Beer for Resale	BEER		402.00
NORTHWEST BEVERAGE INC	158812	10/03/2025	610-4810-62510	Liquor for Resale	LIQUOR		1,089.45
NORTHWEST BEVERAGE INC	158812	10/03/2025	610-4810-62520	Beer for Resale	BEER		16,169.25
NORTHWEST BEVERAGE INC	158826	10/06/2025	610-4810-62520	Beer for Resale	BEER		1,483.80
NORTHWEST BEVERAGE INC	158826	10/06/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		162.50
NORTHWEST BEVERAGE INC	158915	10/10/2025	610-4810-62510	Liquor for Resale	LIQUOR		499.50
NORTHWEST BEVERAGE INC	158915	10/10/2025	610-4810-62520	Beer for Resale	BEER		8,064.80
NORTHWEST BEVERAGE INC	158924	10/13/2025	610-4810-62510	Liquor for Resale	LIQUOR		28.50
NORTHWEST BEVERAGE INC	158924	10/13/2025	610-4810-62520	Beer for Resale	BEER		14,907.25
Vendor NORTHWEST BEVERAGE INC Total:							42,807.05
Grand Total:							84,505.98

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	84,505.98
Grand Total:	84,505.98

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	3,336.23
610-4810-62520	Beer for Resale	79,663.70
610-4810-62530	Wine for Resale	424.95
610-4810-62540	Soft Drinks/Mix for Resa...	921.10
610-4810-62590	Misc. Mdse for Resale	160.00
Grand Total:		84,505.98

Project Account Summary

Project Account Key	Expense Amount
None	84,505.98
Grand Total:	84,505.98



City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT03465 - Refunds 01 UBPKT03464 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
15-01878-007	KING, ROBBIE	10/29/2025	96567	200.00			200.00	Generated From Billing
20-02723-005	PALMER, BECKY JO	10/29/2025	96568	90.63			90.63	Generated From Billing
26-04627-004	HINOJOSA, ALEX	10/29/2025	96569	135.62			135.62	Generated From Billing
26-04906-005	PEDERSON, BJORN C	10/29/2025	96570	185.43			185.43	Generated From Billing
26-05194-002	QUALEY, GABRIELA J	10/29/2025	96571	281.81			281.81	Generated From Billing
31-05200-004	GASMEN, RUBY N	10/29/2025	96572	149.91			149.91	Generated From Billing
Total Refunds: 6			Total Refunded Amount:	1,043.40				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	1043.40
Revenue Total:	1043.40

General Ledger Distribution

Posting Date: 10/28/2025

	Account Number	Account Name	Posting Amount	IFT
Fund:	690 - ELECTRIC UTILITY FUND			
	690-10101	Cash & Investments	-1,043.40	Yes
	690-11530	Accts Receivable - Billing	1,043.40	
	690 Total:		0.00	
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-1,043.40	
	999-20700	Due To Other Funds	1,043.40	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01592 - 10/29/25 DIRECT PAYABLES - U S POSTMASTER

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	NOV 2025	10/28/2025	100-4315-62010	Office Supplies	POSTAGE - NOV 2025 UTILI...		311.15
U S POSTMASTER	NOV 2025	10/28/2025	620-4840-62010	Office Supplies	POSTAGE - NOV 2025 UTILI...		726.01
U S POSTMASTER	NOV 2025	10/28/2025	680-4840-62010	Office Supplies	POSTAGE - NOV 2025 UTILI...		207.43
U S POSTMASTER	NOV 2025	10/28/2025	690-4840-62010	Office Supplies	POSTAGE - NOV 2025 UTILI...		829.73
Vendor U S POSTMASTER Total:							2,074.32
Grand Total:							2,074.32

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	311.15
620 - WATER UTILITY FUND	726.01
680 - WASTEWATER UTILITY FUND	207.43
690 - ELECTRIC UTILITY FUND	829.73
Grand Total:	2,074.32

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62010	Office Supplies	311.15
620-4840-62010	Office Supplies	726.01
680-4840-62010	Office Supplies	207.43
690-4840-62010	Office Supplies	829.73
Grand Total:		2,074.32

Project Account Summary

Project Account Key	Expense Amount
None	2,074.32
Grand Total:	2,074.32



Refund Check Register

Refund Check Detail

UBPKT03470 - REFUND DEP ON HOLD TO SOCIAL SERVICES

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
01-00024-001	PENNINGTON COUNTY SOCIAL SERVICES	10/29/2025	96573	117.18			117.18	Deposit
Total Refunds: 1		Total Refunded Amount:		117.18				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	117.18
Revenue Total:	117.18

General Ledger Distribution

Posting Date: 10/29/2025

	Account Number	Account Name	Posting Amount	IFT
Fund:	690 - ELECTRIC UTILITY FUND			
	690-10101	Cash & Investments	-117.18	Yes
	690-11530	Accts Receivable - Billing	117.18	
	690 Total:		0.00	
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-117.18	
	999-20700	Due To Other Funds	117.18	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01585 - PYPKT01765 - 2025 10 30 #22 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001859	10/30/2025	740-20150	Payroll Taxes Payable	FED W/H		28,265.48
INTERNAL REVENUE SERVICE	INV0001859	10/30/2025	740-20150	Payroll Taxes Payable	MEDICARE		8,247.04
INTERNAL REVENUE SERVICE	INV0001859	10/30/2025	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		24,751.64
Vendor INTERNAL REVENUE SERVICE Total:							61,264.16
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0001856	10/30/2025	740-24000	Clearing Account	Garnishment		389.47
Vendor MN DPT OF REVENUE - GARNISHMENTS Total:							389.47
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0001858	10/30/2025	740-20160	State Withholding	State W/H Tax		13,473.89
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							13,473.89
Vendor: P E R A OF MN							
P E R A OF MN	INV0001857	10/30/2025	740-20180	PERA Payable	PERA EE/ER COORD		27,499.90
P E R A OF MN	INV0001857	10/30/2025	740-20180	PERA Payable	PERA EE/ER P&F		25,009.21
Vendor P E R A OF MN Total:							52,509.11
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001855	10/30/2025	740-24000	Clearing Account	Contributions Employee		5,212.84
Vendor VANTAGEPOINT ICMA Total:							5,212.84
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001861	10/28/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		10.00
Vendor WEX HEALTH INC Total:							10.00
Grand Total:							132,859.47

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	132,859.47
Grand Total:	132,859.47

Account Summary

Account Number	Account Name	Expense Amount
740-20150	Payroll Taxes Payable	61,264.16
740-20160	State Withholding	13,473.89
740-20180	PERA Payable	52,509.11
740-20300	Flex Payroll Deductions	10.00
740-24000	Clearing Account	5,602.31
Grand Total:		132,859.47

Project Account Summary

Project Account Key	Expense Amount
None	132,859.47
Grand Total:	132,859.47



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01593 - 11/04/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC (AE2S)							
ADVANCED ENGINEERING ...	106222	10/07/2025	620-4890-63110	Consulting Fees	EPA AUDIT SCADA UPDATE		19,598.25
ADVANCED ENGINEERING ...	106222	10/07/2025	680-4890-63110	Consulting Fees	WASTEWATER PERMIT		2,121.00
ADVANCED ENGINEERING ...	106223	10/29/2025	550-4680-65920	Work in Process - Eng/Arch...	CO2 TANK REPLACEMENT P...		5,998.25
Vendor ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC (AE2S) Total:							27,717.50
Vendor: AMARIL UNIFORM COMPANY							
AMARIL UNIFORM COMPA...	OC189512	10/23/2025	690-4840-62880	Personal Protective Equipm...	PPE - MCCLAIN STENNES		119.13
Vendor AMARIL UNIFORM COMPANY Total:							119.13
Vendor: AMERICAN WATER WORKS ASSOC							
AMERICAN WATER WORKS ...	00027386-2026	10/27/2025	620-4890-64330	Dues and Subscriptions	2026 MEMBERSHIP DUES		999.00
Vendor AMERICAN WATER WORKS ASSOC Total:							999.00
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9721294	09/29/2025	100-4510-62210	Equipment Maint & Repair	FILTERS		79.49
AUTO VALUE T R F	9721295	09/29/2025	100-4315-62210	Equipment Maint & Repair	FILTERS		102.75
AUTO VALUE T R F	9721408	09/30/2025	630-4840-62990	Misc. Operating Expense	FILTERS - AIR / OIL / FUEL M...		73.84
AUTO VALUE T R F	9722619	10/13/2025	100-4312-62210	Equipment Maint & Repair	FILTER - OIL		5.29
AUTO VALUE T R F	9722620	10/13/2025	670-4850-62210	Equipment Maint & Repair	FILTER - AIR		66.45
AUTO VALUE T R F	9723300	10/20/2025	100-4312-62210	Equipment Maint & Repair	FILTER		60.68
Vendor AUTO VALUE T R F Total:							388.50
Vendor: BRIAN JACOBSON							
BRIAN JACOBSON	REIMB 10 16 25	10/29/2025	690-4890-64400	Travel, Conference, School	REIMBURSE EXPENSES - EA...		58.80
BRIAN JACOBSON	REIMB 10 16 25	10/29/2025	690-4890-64400	Travel, Conference, School	REIMBURSE EXPENSES - EA...		98.12
BRIAN JACOBSON	REIMB 10 16 25	10/29/2025	690-4890-64400	Travel, Conference, School	REIMBURSE EXPENSES - EA...		68.91
Vendor BRIAN JACOBSON Total:							225.83
Vendor: BUREAU OF CRIMINAL APPREHENSION							
BUREAU OF CRIMINAL APP...	00000892520	09/30/2025	100-4210-62990	Misc. Operating Expense	CJDN ACCESS		600.00
Vendor BUREAU OF CRIMINAL APPREHENSION Total:							600.00
Vendor: DANA C KLOS							
DANA C KLOS	OCT 2025	10/29/2025	100-4210-63100	Animal Control	ANIMAL CONTROL - OCT 20...		150.00
Vendor DANA C KLOS Total:							150.00
Vendor: DEVIN SPEARS							
DEVIN SPEARS	1065	08/29/2025	690-4850-62210	Equipment Maint & Repair	BRAKE BOOSTER - #111		622.15
Vendor DEVIN SPEARS Total:							622.15

Council Approval Register

Packet: APPKT01593 - 11/04/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: E & A SERVICES LLC							
E & A SERVICES LLC	4439	10/15/2025	100-4312-62240	Department Maint & Repair	CRACK SEALING STREETS		14,682.50
Vendor E & A SERVICES LLC Total:							14,682.50
Vendor: EMERGENCY APPARATUS MAINT INC							
EMERGENCY APPARATUS ...	136421	10/13/2025	100-4220-62210	Equipment Maint & Repair	NFPA ANNUAL PUMP TEST - ...		568.35
EMERGENCY APPARATUS ...	136422	10/13/2025	100-4220-62210	Equipment Maint & Repair	NFPA PUMP TEST - ENGINE ...		568.35
EMERGENCY APPARATUS ...	136423	10/13/2025	100-4220-62210	Equipment Maint & Repair	NFPA PUMP TEST - ENGINE ...		568.35
EMERGENCY APPARATUS ...	136424	10/13/2025	100-4220-62210	Equipment Maint & Repair	NFPA PUMP TEST - ENGINE ...		568.35
EMERGENCY APPARATUS ...	137841	10/15/2025	100-4220-62210	Equipment Maint & Repair	PARTS - E-13 REPAIR		376.75
Vendor EMERGENCY APPARATUS MAINT INC Total:							2,650.15
Vendor: FALLS TOWING LLC							
FALLS TOWING LLC	26870	09/22/2025	100-4210-62990	Misc. Operating Expense	TOWING CHARGES - TASK F...		95.00
FALLS TOWING LLC	27002	10/23/2025	100-4210-62990	Misc. Operating Expense	TOWING CHARGES		125.00
Vendor FALLS TOWING LLC Total:							220.00
Vendor: FLEETPRIDE							
FLEETPRIDE	129711442	10/22/2025	100-4315-62210	Equipment Maint & Repair	BRAKE PADS		1,779.92
Vendor FLEETPRIDE Total:							1,779.92
Vendor: FRANCO TRUDEAU							
FRANCO TRUDEAU	REIMB 10 16 25	10/16/2025	690-4890-64400	Travel, Conference, School	REIMBURSE EXPENSES - EA...		32.13
Vendor FRANCO TRUDEAU Total:							32.13
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200761590	10/06/2025	690-4890-64370	Taxes and Licenses	PROF SRVCS - DAM RELICEN...		8,562.83
HDR ENGINEERING INC - CH...	1200762356	10/07/2025	100-4650-64481	FEMA	BOY SCOUT PARK		431.25
HDR ENGINEERING INC - CH...	1200762356	10/07/2025	670-4890-63030	Contracts Expense	PROF SRVC - COLLECTION O...		380.00
Vendor HDR ENGINEERING INC - CHICAGO Total:							9,374.08
Vendor: JOANNE OLSON							
JOANNE OLSON	REIMB 10 20 25	10/29/2025	100-4150-64400	Travel, Conference, School	REIMBURSE EXPENSES - CY...		46.34
Vendor JOANNE OLSON Total:							46.34
Vendor: JOHNSON CONTROLS							
JOHNSON CONTROLS	1-136592587099	10/10/2025	620-4850-62230	Building Maint & Repair	WTP HVAC MASTER FAN AS...		11,487.74
Vendor JOHNSON CONTROLS Total:							11,487.74
Vendor: KILENS CUSTOM CLEANERS							
KILENS CUSTOM CLEANERS	3192	10/15/2025	100-4550-62230	Building Maint & Repair	STEAM CLEANING - FURNIT...		5,649.45
Vendor KILENS CUSTOM CLEANERS Total:							5,649.45
Vendor: LMC - LEAGUE OF MINNESOTA CITIES							
LMC - LEAGUE OF MINNESO...	436203	10/19/2025	100-4660-64400	Travel, Conference, School	REG FEE - RICHARD BAKER /...		30.00
Vendor LMC - LEAGUE OF MINNESOTA CITIES Total:							30.00
Vendor: MCLAIN STENNES							
MCLAIN STENNES	REIMB 10 28 25	10/28/2025	690-4840-62880	Personal Protective Equipm...	REIMBURSE - SAFETY TOED ...		100.00
Vendor MCLAIN STENNES Total:							100.00

Council Approval Register

Packet: APPKT01593 - 11/04/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: MINNKOTA POWER COOPERATIVE INC							
MINNKOTA POWER COOPE...	CIP QTR 3	10/14/2025	690-4890-68880	Conservation Program	3RD QTR 2025 - CIP		39,858.52
Vendor MINNKOTA POWER COOPERATIVE INC Total:							39,858.52
Vendor: MN DPT OF PUBLIC SAFETY							
MN DPT OF PUBLIC SAFETY	6701 - 2026	10/29/2025	610-4890-64370	Taxes and Licenses	2026 BUYERS CARD		20.00
Vendor MN DPT OF PUBLIC SAFETY Total:							20.00
Vendor: MN DPT OF TRANSPORTATION							
MN DPT OF TRANSPORTATI...	P00020607	10/15/2025	100-4312-63030	Contracts Expense	TRAFFIC SIGNAL MAINTEN...		346.01
Vendor MN DPT OF TRANSPORTATION Total:							346.01
Vendor: MYRON OPERATIONS LLC							
MYRON OPERATIONS LLC	137423471	10/17/2025	690-4890-63590	Printing & Publications	2026 POCKET CALENDARS		158.75
Vendor MYRON OPERATIONS LLC Total:							158.75
Vendor: NATHAN WILLIAM DYKES							
NATHAN WILLIAM DYKES	12804	10/23/2025	680-4850-62220	Lift Station and Pond Maint...	CALIBRATION - 3 LIFT STATI...		1,313.26
Vendor NATHAN WILLIAM DYKES Total:							1,313.26
Vendor: NOAH KELLY BERNIER							
NOAH KELLY BERNIER	1940	10/06/2025	100-4550-62230	Building Maint & Repair	LABOR/MATERIALS - CAP O...		155.81
Vendor NOAH KELLY BERNIER Total:							155.81
Vendor: NORTHWEST REGIONAL LIBRARY							
NORTHWEST REGIONAL LIB...	1098	10/15/2025	100-4550-63140	Regional Library System Py...	4TH QTR 2025 ALLOCATION		43,556.00
Vendor NORTHWEST REGIONAL LIBRARY Total:							43,556.00
Vendor: NORTHWOODS LUMBER CO TRF							
NORTHWOODS LUMBER CO...	2510-171266	10/01/2025	690-4840-62990	Misc. Operating Expense	LUMBER - TEMPORARY SER...		18.06
NORTHWOODS LUMBER CO...	2510-171772	10/02/2025	620-4850-62200	System Expense	HYDRANT INSULATION		177.24
NORTHWOODS LUMBER CO...	2510-172611	10/06/2025	100-4210-62990	Misc. Operating Expense	LUMBER / SCREWS		30.04
Vendor NORTHWOODS LUMBER CO TRF Total:							225.34
Vendor: PENNINGTON CO AUDITOR							
PENNINGTON CO AUDITOR	3RD QTR 2025	10/29/2025	100-4210-63030	Contracts Expense	3RD QTR 2025 - LEC BILLING		133,665.49
Vendor PENNINGTON CO AUDITOR Total:							133,665.49
Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	138716	10/15/2025	630-4840-62990	Misc. Operating Expense	ZAMBONI MAINTENANCE		61.16
Vendor QUALITY FARM SUPPLY INC Total:							61.16
Vendor: RALPH ENGELSTAD ARENA							
RALPH ENGELSTAD ARENA	INV-THIEF-00157	10/20/2025	100-4110-64400	Travel, Conference, School	MEALS - JOINT CITY, COUNT...		752.50
RALPH ENGELSTAD ARENA	INV-THIEF-00159	10/30/2025	100-4110-64400	Travel, Conference, School	MEALS - REGIONAL MEETING		896.70
Vendor RALPH ENGELSTAD ARENA Total:							1,649.20
Vendor: SANDAHL'S SIGNS & CUSTOM GRAPHI							
SANDAHL'S SIGNS & CUSTO...	793915	10/21/2025	100-4510-62990	Misc. Operating Expense	STICKERS - UNIT #2419		10.00
Vendor SANDAHL'S SIGNS & CUSTOM GRAPHI Total:							10.00

Council Approval Register

Packet: APPKT01593 - 11/04/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: SIGN SOLUTIONS USA							
SIGN SOLUTIONS USA	419971	10/17/2025	505-4680-65900	Work in Process-Constructi...	SIGNAGE - TRAIL / 2024 STR...		54.17
Vendor SIGN SOLUTIONS USA Total:							54.17
Vendor: SIRCHIE ACQUISITION COMPANY LLC							
SIRCHIE ACQUISITION COM...	0715337-IN	10/22/2025	100-4210-62010	Office Supplies	EVIDENCE PROCESSING SUP...		391.56
Vendor SIRCHIE ACQUISITION COMPANY LLC Total:							391.56
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	002692	10/23/2025	690-4890-63030	Contracts Expense	NOV 2025 - ALARM MONIT...		19.50
STEVEN O KVASAGER	002693	10/23/2025	690-4850-62350	Power Plant/Dam Maint	NOV 2025 - ALARM MONIT...		19.50
Vendor STEVEN O KVASAGER Total:							39.00
Vendor: SUPERIOR SALES & SERVICE							
SUPERIOR SALES & SERVICE	79463	10/22/2025	620-4850-62200	System Expense	PRESSURE REDUCING RELIEF..		2,274.78
Vendor SUPERIOR SALES & SERVICE Total:							2,274.78
Vendor: THE FIRE GROUP INC							
THE FIRE GROUP INC	23541	10/13/2025	100-4194-63030	Contracts Expense	INSPECTION FEE - FIRE SPRI...		414.00
THE FIRE GROUP INC	23542	10/13/2025	690-4890-63030	Contracts Expense	INSPECTION FEE - FIRE SPRI...		684.00
Vendor THE FIRE GROUP INC Total:							1,098.00
Vendor: TIFFANY TURESON							
TIFFANY TURESON	REIMB 10 16 25	10/29/2025	100-4210-62880	Personal Protective Equipm...	UNIFORM SUSPENDERS		54.99
Vendor TIFFANY TURESON Total:							54.99
Vendor: TRAFFIC AND PARKING CONTROL CO LLC							
TRAFFIC AND PARKING CON...	I811558	10/15/2025	100-4312-62240	Department Maint & Repair	PUSH BUTTON CROSSWALK...		1,696.62
Vendor TRAFFIC AND PARKING CONTROL CO LLC Total:							1,696.62
Vendor: TRI VALLEY OPPORTUNITY COUNCIL							
TRI VALLEY OPPORTUNITY ...	2025	10/29/2025	100-4670-64500	Senior Citizen Programs	2025 ALLOCATION		5,000.00
Vendor TRI VALLEY OPPORTUNITY COUNCIL Total:							5,000.00
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI...	973	10/14/2025	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - YVONNE...		800.00
TROY MERCIL CONSTRUCTI...	975	10/16/2025	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - RUSSEL J...		800.00
Vendor TROY MERCIL CONSTRUCTION LLC Total:							1,600.00
Vendor: TYLER BUSINESS FORMS							
TYLER BUSINESS FORMS	106552	10/22/2025	100-4150-62990	Misc. Operating Expense	W 2 FORMS		141.30
Vendor TYLER BUSINESS FORMS Total:							141.30
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	46774	10/08/2025	100-4210-62210	Equipment Maint & Repair	VEHICLE WRAP - K9 UNIT		750.00
Vendor UNIVERSAL SCREENPRINT Total:							750.00
Vendor: WADE ALLEN COTA							
WADE ALLEN COTA	821857	10/25/2025	100-4240-63030	Contracts Expense	GRASS MOWING SERVICE		132.00
Vendor WADE ALLEN COTA Total:							132.00

Council Approval Register

Packet: APPKT01593 - 11/04/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	59X00077	09/30/2025	535-4680-65900	Work in Process-Constructi...	ROOFING PROJECT		2,240.53
WASTE MASTERS LLC	59X00077	09/30/2025	610-4840-62990	Misc. Operating Expense	CARDBOARD RECYCLING SE...		97.44
Vendor WASTE MASTERS LLC Total:							2,337.97
Vendor: WESTSIDE MOTORS OF TRF INC							
WESTSIDE MOTORS OF TRF ...	32544	09/23/2025	100-4210-62210	Equipment Maint & Repair	BATTERY - TASK FORCE JEEP		495.00
Vendor WESTSIDE MOTORS OF TRF INC Total:							495.00
Grand Total:							313,959.35

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	214,975.84
505 - 2024 ST AND UTILITY PROJECT	54.17
535 - 2025 LIQUOR ROOF	2,240.53
550 - 2025 CO2 TANK REPLACEMENT	5,998.25
610 - LIQUOR DISPENSARY	117.44
620 - WATER UTILITY FUND	34,537.01
630 - ARENAS - OAK VIEW GROUP	135.00
670 - STORM WATER UTILITY FUND	446.45
680 - WASTEWATER UTILITY FUND	3,434.26
690 - ELECTRIC UTILITY FUND	50,420.40
820 - GREENWOOD CEMETERY FUND	1,600.00
Grand Total:	313,959.35

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64400	Travel, Conference, Sch...	1,649.20
100-4150-62990	Misc. Operating Expense	141.30
100-4150-64400	Travel, Conference, Sch...	46.34
100-4194-63030	Contracts Expense	414.00
100-4210-62010	Office Supplies	391.56
100-4210-62210	Equipment Maint & Repa..	1,245.00
100-4210-62880	Personal Protective Equi...	54.99
100-4210-62990	Misc. Operating Expense	850.04
100-4210-63030	Contracts Expense	133,665.49
100-4210-63100	Animal Control	150.00
100-4220-62210	Equipment Maint & Repa..	2,650.15
100-4240-63030	Contracts Expense	132.00
100-4312-62210	Equipment Maint & Repa..	65.97
100-4312-62240	Department Maint & Re...	16,379.12
100-4312-63030	Contracts Expense	346.01
100-4315-62210	Equipment Maint & Repa..	1,882.67
100-4510-62210	Equipment Maint & Repa..	79.49
100-4510-62990	Misc. Operating Expense	10.00
100-4550-62230	Building Maint & Repair	5,805.26
100-4550-63140	Regional Library System ...	43,556.00
100-4650-64481	FEMA	431.25
100-4660-64400	Travel, Conference, Sch...	30.00
100-4670-64500	Senior Citizen Programs	5,000.00
505-4680-65900	Work in Process-Constru...	54.17
535-4680-65900	Work in Process-Constru...	2,240.53
550-4680-65920	Work in Process - Eng/Ar...	5,998.25
610-4840-62990	Misc. Operating Expense	97.44

Account Summary

Account Number	Account Name	Expense Amount
610-4890-64370	Taxes and Licenses	20.00
620-4850-62200	System Expense	2,452.02
620-4850-62230	Building Maint & Repair	11,487.74
620-4890-63110	Consulting Fees	19,598.25
620-4890-64330	Dues and Subscriptions	999.00
630-4840-62990	Misc. Operating Expense	135.00
670-4850-62210	Equipment Maint & Repa..	66.45
670-4890-63030	Contracts Expense	380.00
680-4850-62220	Lift Station and Pond Ma...	1,313.26
680-4890-63110	Consulting Fees	2,121.00
690-4840-62880	Personal Protective Equi...	219.13
690-4840-62990	Misc. Operating Expense	18.06
690-4850-62210	Equipment Maint & Repa..	622.15
690-4850-62350	Power Plant/Dam Maint	19.50
690-4890-63030	Contracts Expense	703.50
690-4890-63590	Printing & Publications	158.75
690-4890-64370	Taxes and Licenses	8,562.83
690-4890-64400	Travel, Conference, Sch...	257.96
690-4890-68880	Conservation Program	39,858.52
820-4890-63030	Contracts Expense	1,600.00
Grand Total:		313,959.35

Project Account Summary

Project Account Key	Expense Amount
None	313,959.35
Grand Total:	313,959.35

COUNCIL PER DIEM TO BE PAID ON 11/26/2025 PAYROLL
Presented 11/4/2025 Council Meeting

Julie Bolduc -September/October 2025

9/8/2025	Public Safety	City Hall	\$32.50
9/10/2025	Public Works	City Hall	\$32.50
9/22/2025	Tour City Buildings	City Hall	\$32.50
10/15/2025	Public Works	City Hall	\$32.50
10/20/2025	City/County/School	REA	\$32.50

\$162.50

Kelly Langass - October 2025

10/13/2025	Utility Meeting	Huck	\$32.50
10/14/2025	Admin Meeting	Rm 101	\$32.50
10/15/2025	Aairport Meeting	Rm 101	\$32.50
10/20/2025	City/County/School	City Hall	\$32.50

\$130.00

J Scott Pream - September/October 2025

9/8/2025	Utilities Committee	City Hall	\$32.50
9/9/2025	Bike Walk TRF	City Hall	\$32.50
9/9/2025	CVB	City Hall	\$32.50
9/10/2025	Public Works	Carnegie	\$32.50
9/15/2025	PCHS	Pioneer Village	\$32.50
9/17/2025	MEC	City Hall	\$32.50
9/18/2025	Chamber	Huck	\$32.50
9/22/2025	Tour of City	Discovery Place	\$32.50
10/8/2025	Bike Walk TRF	City Hall	\$32.50
10/13/2025	Utilities Committee	City Hall	\$32.50
10/14/2025	Bike Walk TRF	Carnegie	\$32.50
10/14/2025	CVB	HQ	\$32.50
10/14/2025	NWRL	PW Garage	\$32.50
10/15/2025	MEC	City Hall	\$32.50
10/16/2025	Open Line	1st Street	\$32.50
10/16/2025	Chamber	Pioneer Village	\$32.50
10/15/2025	Public Works	City Hall	\$32.50
10/16/2025	Library	NCTC	\$32.50
10/20/2025	Joint Powers	Library	\$32.50

\$617.50

Steven Narverud - October 2025

10/7/2025	55+ Housing	GV	\$32.50
10/7/2025	Long Range Planning	Rm 101	\$32.50
10/13/2025	Public Safety	Rm 101	\$32.50
10/14/2025	Planning and Zoning	City Hall	\$32.50
10/15/2025	Public Works	Rm 101	\$32.50

10/15/2025	Advance TRF	School Board Room	\$32.50
10/20/2025	City, County, School	Ralph	\$32.50
10/22/2025	Budget	Rm 101	\$32.50
10/29/2025	Budget	Rm 101	\$32.50
10/30/2025	Manufacturing Day	Artic Cat	\$32.50
			<u>\$325.00</u>



City of Thief River Falls

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

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

Request for Council Action

DATE: 11/4/2025

SUBJECT: Purchase a walk-through detection system to serve as a security checkpoint for Ticketed events at the Ralph Engelstad Arena.

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

MOTION TO: To accept the quote to purchase one set of OpenGate Weapon Detection security system.

BACKGROUND: OpenGate walk-through detection system provides automatic weapon screening, enabling seamless and efficient threat detection with minimal intervention while screening large crowds quickly.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The quote from Prevent Advisors is listed at \$43,540. The City of Thief River Falls received a safety grant of \$21,600 that has been allocated toward this purchase and using a portion of the 2018 bond Funds in the amount of \$21,9140.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Collins, General Manager Ralph Engelstad Arena of Oak View Group

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 11/4/2025

SUBJECT: To approve to call for a Public Hearing on the intention to grant an abatement with respect to certain properties

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

MOTION TO: That the City Council hereby calls for a public hearing for the purposes set forth hereinabove. The City Administrator is authorized and directed to cause the notice of the public hearing to be published at least 10 but less than 30 days before the hearing in a newspaper of general circulation in the City.

BACKGROUND: Minnesota Statutes, Sections 469.1812 through 469.1815, as amended, authorize the City to grant an abatement of all or a part of the taxes levied by the City on real property within its boundaries, upon satisfaction of certain conditions, including a duly noticed public hearing thereon; and

the City Council will hold a public hearing on November 18, 2025, on its intention to grant an abatement of taxes on the property with the following parcel identification number: RP25.08000630.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Resolution Calling Abatement Public Hearing - Thief River Falls 2025-v2
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EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF THIEF RIVER FALLS

November 4, 2025

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Thief River Falls, Minnesota, was duly called and held at the City Center in the City of Thief River Falls, Minnesota on Tuesday, the 4th day of November, 2025 at 5:30 p.m. for the purpose, in part, of calling a public hearing on the intention to grant an abatement with respect to certain properties.

The following members were present:

And the following were absent:

Councilmember _____ introduced the following resolution and moved its adoption, which motion was seconded by Councilmember _____:

RESOLUTION NO. [____]
RESOLUTION CALLING PUBLIC HEARING ON
THE INTENTION TO GRANT AN ABATEMENT
WITH RESPECT TO CERTAIN PROPERTIES

A. WHEREAS, Minnesota Statutes, Sections 469.1812 through 469.1815, as amended, authorize the City to grant an abatement of all or a part of the taxes levied by the City on real property within its boundaries, upon satisfaction of certain conditions, including a duly noticed public hearing thereon; and

B. WHEREAS, the City Council will hold a public hearing on November 18, 2025, on its intention to grant an abatement of taxes on the property with the following parcel identification number: RP25.08000630.

NOW , THEREFORE, BE IT RESOLVED by the City Council of the City of Thief River Falls, Minnesota, that the City Council hereby calls for a public hearing for the purposes set forth hereinabove. The City Administrator is authorized and directed to cause the notice of the public hearing to be published at least 10 but less than 30 days before the hearing in a newspaper of general circulation in the City.

Upon vote being taken thereon, the following members voted in favor thereof:

and the following members voted against the same:

whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

NOTICE OF PUBLIC HEARING

**CITY OF THIEF RIVER FALLS, MINNESOTA
PROPOSED PROPERTY TAX ABATEMENT**

NOTICE IS HEREBY GIVEN that the City Council of the City of Thief River Falls, Minnesota (the "City") will hold a public hearing on Tuesday, November 18, 2025, at or after 5:30 p.m., in the Council Chambers at the Thief River Falls City Hall, 405 3rd Street East in the City, on its intention to grant an abatement of taxes on the property with the following parcel identification number: RP25.08000630 (the "Property").

The total amount of the taxes proposed to be abated by the City on the Property is estimated to be not more than \$34,000 annually. The City Council will consider the property tax abatement in connection with the issuance by the City of its general obligation tax abatement bonds in an aggregate principal amount not to exceed \$215,000, under Sections 469.1812 to 469.1815, as amended, for the purpose of financing certain improvements to the municipal liquor store.

Questions or comments may be directed to the City Hall Phone at 218-681-2943.

All interested persons may appear and be heard at the public hearing either orally or in writing, or may file written comments with the City Administrator before the hearing.

Dated: November 4, 2025

**BY ORDER OF THE CITY COUNCIL OF
OF THE CITY OF THIEF RIVER FALLS, MINNESOTA**



City of Thief River Falls

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

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

Request for Council Action

DATE: 11/4/2025

SUBJECT: Approve the Municipal Advisory Service Agreement between the City of Thief River Falls and Northland Securities.

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

MOTION TO: to authorize the City Administrator to sign the Municipal Advisory Service Agreement between the City of Thief River Falls and Northland Securities in connection with the issuance of General Obligation Bonds, Series 2026A.

BACKGROUND: Northland shall provide the City of Thief River Falls with services necessary to analyze, structure, offer for sale and close the Debt. The services will be tailored to meet the needs of this engagement.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	MAAgreement
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**MUNICIPAL ADVISORY SERVICE AGREEMENT
BY AND BETWEEN
THE CITY OF THIEF RIVER FALLS, MINNESOTA
AND
NORTHLAND SECURITIES, INC.**

This Agreement is made and entered into by and between the City of Thief River Falls, Minnesota (hereinafter "Client") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "Northland").

WITNESSETH

WHEREAS, the Client desires to have Northland provide it with advice on the structure, terms, timing and other matters related to the issuance of the General Obligation Bonds, Series 2026A (the "Debt") serving in the role of municipal (financial) advisor, and

WHEREAS, Northland is a registered municipal advisor with both the Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB") (registration # 866-00082-00), and

WHEREAS, Northland will act as municipal advisor in accordance with the duties and responsibilities of Rule G-42 of the MSRB, and

WHEREAS, the MSRB provides a municipal advisory client brochure on its website (www.msrb.org) that describes the protections that may be provided by the MSRB rules, including professional competency, fair dealing, duty of loyalty, remedies for disputes and how to file a complaint with an appropriate regulatory authority, and

WHEREAS, the Client and Northland are entering into this Agreement to define the municipal advisory relationship at the earliest opportunity related to the inception of the municipal advisory relationship for the Debt, and

WHEREAS, Northland desires to furnish services to the Client as hereinafter described,

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NORTHLAND

Northland shall provide the Client with services necessary to analyze, structure, offer for sale and close the Debt. The services will be tailored to meet the needs of this engagement and may include:

Planning and Development

1. Assist Client officials to define the scope and the objectives for the Debt.
2. Investigate and consider reasonably feasible financing alternatives.

3. Assist the Client in understanding the material risks, potential benefits, structure and other characteristics of the recommended plan for the Debt, including issue structure, estimated debt service payments, projected revenues, method of issuance, sale timing, and call provisions.
4. Prepare a schedule of events related to the issuance process.
5. Coordinate with bond counsel any actions needed to authorize the issuance of the Debt.
6. Attend meetings of the Client and other project and bond issue related meetings as needed and as requested.

Bond Sale

1. Distribute the Term Sheet and bid form to prospective bidders.
2. Directly contact potential bidders to assure bidding interest is established.
3. Assist the Client in receiving the bids, compute the accuracy of the bids received, and recommend to the Client the most favorable bid for award.
4. Coordinate with bond counsel the preparation of required contracts and resolutions.

Post-Sale Support

1. Coordinate the bond issue closing, including making all arrangements for bond printing, registration, and delivery.
2. Furnish to the Client a complete transcript of the transaction, if not provided by bond counsel.

There are no specific limitations on the scope of this agreement.

COMPENSATION

For providing these services with respect to the Debt, Northland shall be paid a lump sum of \$7,000. The fee due to Northland shall be payable by the Client upon the closing of the Bonds.

Northland agrees to pay the following expenses from its fee:

- Out-of-pocket expenses such as travel, long distance phone, and copy costs.
- Production and distribution of material to rating agencies and/or bond insurance companies.
- Preparation of the bond transcript.

The Client agrees to pay for all other expenses related to the processing of the bond issue(s) including, but not limited to, the following:

- Engineering and/or architectural fees.
- Publication of legal notices.
- Bond counsel and local attorney fees.
- Fees for various debt certificates.
- Client staff expenses.
- Accounting and other related fees.

It is expressly understood that there is no obligation on the part of the Client under the terms of this Agreement to issue the Debt. If the Debt is not issued, Northland agrees to pay its own expenses and receive no fee for any municipal advisory services it has rendered pursuant to this Agreement.

CONFLICTS OF INTEREST

Northland, as your Municipal Advisor, mitigates conflicts through its adherence to its fiduciary duty to the Client, which includes a duty of loyalty to the Client in performing all municipal advisory

activities for the Client. This duty of loyalty obligates Northland to deal honestly and with the utmost good faith with the Client and to act in the Client's best interests without regard to our own financial or other interests. In addition, because Northland is a broker-dealer with significant capital due to the nature of its overall business, the success and profitability of Northland is not dependent on maximizing short-term revenue generated from individualized recommendations to its clients but instead is dependent on long-term profitability built on a foundation of integrity, quality of service and strict adherence to its fiduciary duty. Furthermore, Northland's municipal advisory supervisory structure leverages our long-standing and comprehensive broker-dealer supervisory processes and practices, and provides strong safeguards against individual representatives of Northland potentially departing from our regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

Northland serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of the Client. For example, Northland serves as Municipal Advisor to other Municipal Advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client under this Agreement. These other clients may, from time to time and depending on the specific circumstances, have competing interests, such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, Northland could potentially face a conflict of interest arising from these competing client interests. In other cases, as a broker-dealer that engages in underwritings of new issuances of municipal securities by other municipal entities, the interests of Northland to achieve a successful and profitable underwriting for its municipal entity underwriting clients could potentially constitute a conflict of interest if, as in the example above, the municipal entities that Northland serves as underwriter or municipal advisor have competing interests in seeking to access the new issue market with the most advantageous timing and with limited competition at the time of the offering. However, none of these other engagements or relationships would impair Northland's ability to fulfill its regulatory duties to the Client.

The compensation for services provided in this Agreement is customary in the municipal securities market, however, it may pose a conflict of interest. The fees due under this Agreement are in a fixed amount established at the outset of the Agreement. The amount is usually based upon an analysis by Client and Northland of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by Northland. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Northland may suffer a loss. Thus, Northland may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by supervisory policies and procedures to ensure the scope of services within the transaction align with other comparable engagements. By executing this Agreement, the Client acknowledges and accepts the potential conflicts of interest posed by the compensation to Northland. Northland does not participate in any payments to be retained, nor participate in any fee splitting agreements or arrangements.

Northland is a subsidiary of Northland Capital Holdings, Inc. First National of Nebraska, Inc. ("FNNI"), is the parent company of Northland Capital Holdings, Inc. and First National Bank of Omaha.

Under FNNI, Northland and its affiliates are comprised of a securities firm and a commercial bank. These entities provide investment banking, asset management, financing, financial advisory services and other commercial and investment banking products and services to a wide range of corporations and individuals. In addition, Northland and its affiliates currently have, and may in the future have, investment and commercial banking, trust, and other relationships with parties that may relate to assets of, or be involved in the issuance of securities and/or instruments by, the Client and its affiliates. In the ordinary course of their respective businesses, Northland and its affiliates have engaged, and may in the future engage, in transactions with, and perform services for, the Client and its affiliates for which they received or will receive customary fees and expenses.

Northland is a broker-dealer that engages in a broad range of securities-related activities to service its clients, in addition to serving as a Municipal Advisor or Underwriter. Such securities-related activities, which may include but are not limited to the buying and selling of outstanding securities, including securities of the Client, may be undertaken on behalf of, or as counterparty to, the Client, and current or potential investors in the securities of the Client. These other Northland clients may, from time to time and depending on the specific circumstances, have interests in conflict with those of the Client, such as when their buying or selling of the Client's securities may have an adverse effect on the market for the Client's securities. However, any potential conflict arising from Northland effecting or otherwise assisting such other clients in connection with such transactions is mitigated by means of such activities being engaged in on customary terms through other business units of Northland that operate independently from Northland's Municipal Advisory business, thereby reducing or eliminating the likelihood that the interests of such other clients would have an impact on the services provided by Northland to the Client under this Agreement. Northland has policies and procedures in place to ensure that Northland as a broker-dealer or its affiliates are not participating in bidding or determining market prices for the Client's transaction that is covered under this Agreement.

Northland Bond Services is a division of First National Bank of Omaha. Northland Bond Services provides paying agent services to issuers of municipal bonds. The Client is solely responsible for the decision on the source of paying agent services. Any engagement of Northland Bond Services is outside the scope of this Agreement. No compensation paid to Northland Bond Services is shared with Northland Securities.

Northland is not aware of any additional material conflicts of interest that could reasonably be anticipated to impair Northland's ability to provide advice to or on behalf of the Client in accordance with the standards of conduct for municipal advisors.

LEGAL AND DISCIPLINARY ACTIONS

The Client can find information about legal or disciplinary events reported by the Securities and Exchange Commission contained in Form MA or Form MA-I related to Northland at www.sec.gov/municipal/oms-edgar-links.

SUCCESSORS OR ASSIGNS

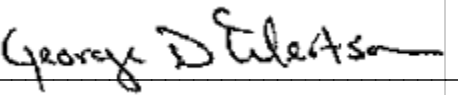
The terms and provisions of this Agreement are binding upon and inure to the benefit of the Client and Northland and their successors or assigns.

TERM OF THIS AGREEMENT

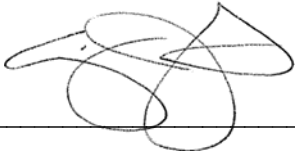
This Agreement may be terminated by thirty (30) days written notice by either the Client or Northland and it shall terminate sixty (60) days following the closing date related to the issuance of the Debt.

Dated this day of October, 2025.

Northland Securities, Inc.

By: 

George Eilertson, Managing Director

By: 

Craig Jones, Senior Managing Director, Head of Public Finance

City of Thief River Falls, Minnesota

By: _____

Its: _____



City of Thief River Falls

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

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

Request for Council Action

DATE: 11/4/2025

SUBJECT: To authorize a fee for printing and mailing Utility Bills

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

MOTION TO: To authorize the utility billing office to charge a fee of \$2.00 to account holders who want a printed copy of their bill sent to them in the mail. The fee is to start January 2026.

BACKGROUND: There are different options to receive your utility bill with email being the most used. The high cost of preparing bills, postage, paper, and envelopes. The fee would offset that cost. In order to have the fee waived the customer would have to switch to an email bill at the Utility Billing Office or call 218-681-4145.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 11/4/2025

SUBJECT: To approve Border State Bank authorization

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

MOTION TO: To authorize Angela Philipp, City Administrator, and Jenny Davis, Accountant, to be authorized to complete transfers and sign on the behalf of the City of Thief River Falls for all transactions for the account titled City of Thief River Falls and remove all prior names listed.

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



Request for Council Action

DATE: 11/4/2025

SUBJECT: Second Reading for Amendment to the Comprehensive Plan

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

MOTION TO: approve the second reading to amend the Comprehensive Plan designating LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. from High Density Residential to General Commercial. This action will be contingent upon the rezoning approval.

BACKGROUND: A Public Hearing to amend the Comprehensive Plan was held at a Special Meeting of the Planning Commission at approximately 5:00 pm on Tuesday, October 14, 2025.

This amendment to the Comp. Plan is warranted by the request from Sanford Medical Center to rezone PID# 2502208300 and PID# 2501700120, 324th 10th Street E. and 921 Atlantic Ave. N., respectively, from R-4 Multi-family Residential district to C-2 General Commercial district for the purpose of building a new 4-stall ambulance garage that will be attached to the existing un-used residential building on 10th Street that will be used as office and sleeping quarters. Legal description has been updated from Sanford Medical Center's original rezoning request as it was discovered that the County's GIS map showed a parcel that did not exist – those two parcels had been combined many years ago. LOT 1, BLOCK 2, IN OAKLAND ADDITION along with LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD is all that is required to be rezoned for the project and rezoning the original requested parcels is not an option as most of PID# 2501700120 must remain zoned R-4 Multi-family for the Northern Lights Residence Home.

This is a required procedural process to ensure that the proposed zoning change for this parcel matches with the City's Land Use Plan. The Proposed Land Use Plan adopted in 2019 shows the proposed use of the parcel as High Density Residential. Amending this Land Use Plan in the 2019 Comp Plan from High Density Residential to General Commercial would allow for the rezoning of the parcel from R-4 Multi-family residential to C-2 General Business District. For the property to be rezoned, the proposed zoning classification must match the proposed land use designated in the comprehensive plan. The city's zoning regulations reference certain aspects of the comprehensive plan for compatibility.

The legal description of this parcel is as follows:

LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD.

KEY ISSUES: • The City may not rezone the subject property without first amending its comprehensive plan.

- This area directly across Atlantic Ave. from Industrial zoned parcels, is in transition. There are already four parcels rezoned C-2 along this west side of Atlantic Ave. C-2 Commercial and R-4 Multi-family Residential are good transition zones between Industrial and General Residential Districts.
- Legal description has been updated from Sanford Medical Center’s original rezoning request as it was discovered that the County’s GIS map showed a parcel that did not exist – those two parcels had been combined many years ago. LOT 1, BLOCK 2, IN OAKLAND ADDITION is all that is required from Parcel 2501700120 along with PID# 250220830 – legal description of LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. to be rezoned for the project. Rezoning the original requested parcels is not an option as most of PID# 2501700120 must remain zoned R-4 Multi-family for the Northern Lights Residence Home.

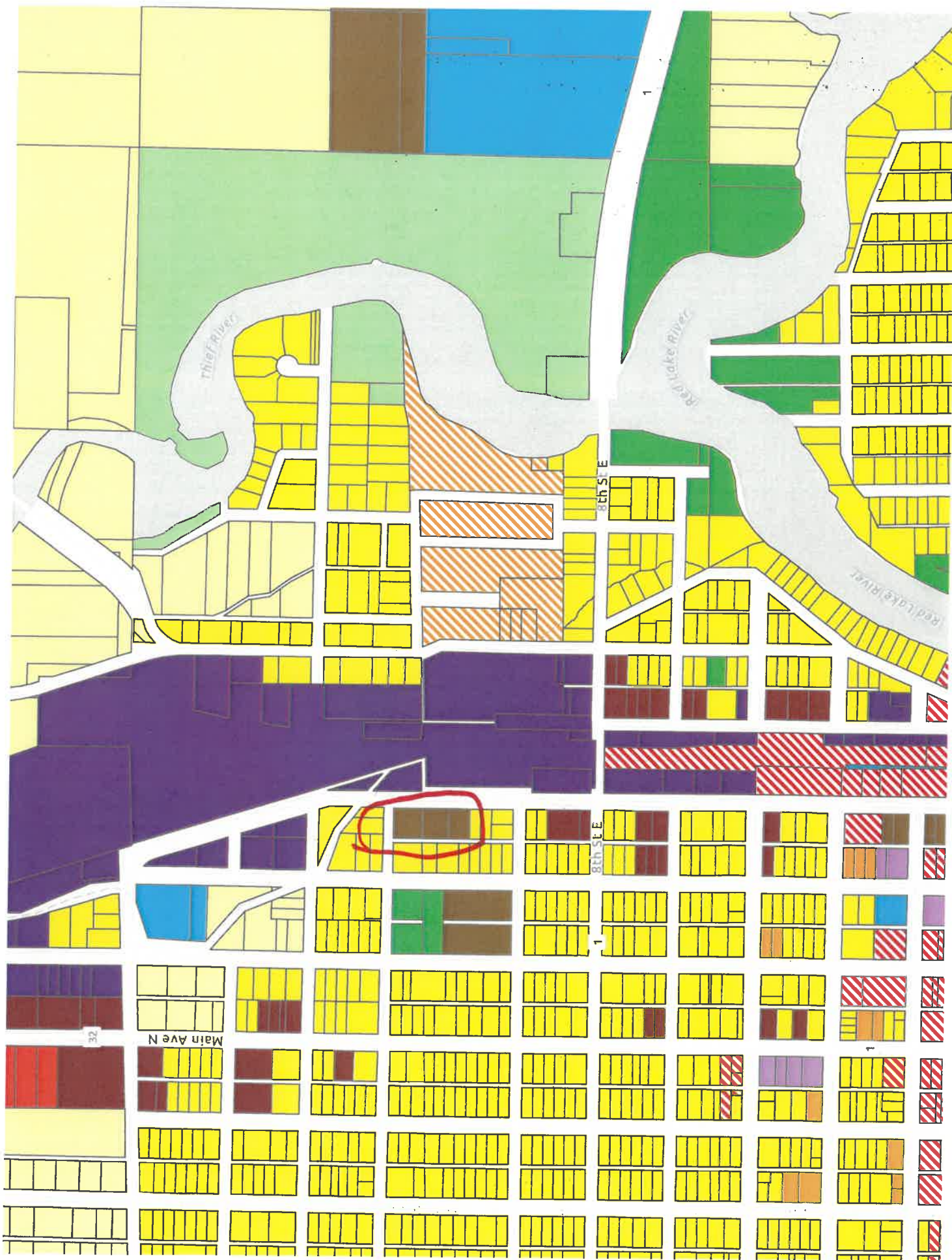
FINANCIAL CONSIDERATIONS:

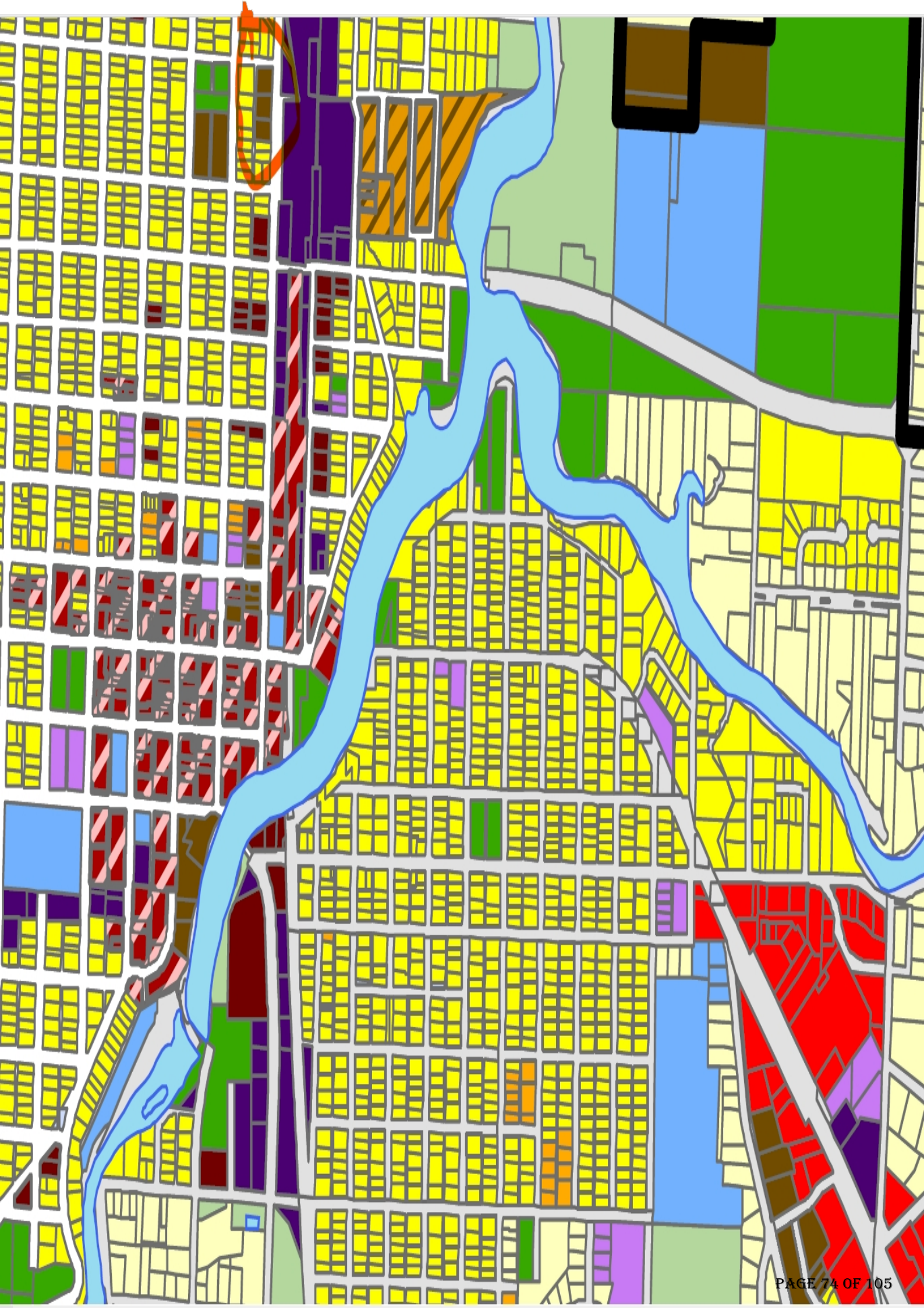
LEGAL CONSIDERATION: This action will be contingent upon the rezoning approval.

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

ATTACHMENTS:

1.	Land Use Map High Density Circled
2.	Land Use Map R-4 Circled







Request for Council Action

DATE: 11/4/2025

SUBJECT: Approve Amendment to the Comprehensive Plan for Ambulance Garage

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

MOTION TO: approve amending the Comprehensive Plan designating LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. from High Density Residential to General Commercial. This action will be contingent upon the rezoning approval.

BACKGROUND: A Public Hearing to amend the Comprehensive Plan was held at a Special Meeting of the Planning Commission at approximately 5:00 pm on Tuesday, October 14, 2025.

This amendment to the Comp. Plan is warranted by the request from Sanford Medical Center to rezone PID# 2502208300 and PID# 2501700120, 324th 10th Street E. and 921 Atlantic Ave. N., respectively, from R-4 Multi-family Residential district to C-2 General Commercial district for the purpose of building a new 4-stall ambulance garage that will be attached to the existing un-used residential building on 10th Street that will be used as office and sleeping quarters. Legal description has been updated from Sanford Medical Center's original rezoning request as it was discovered that the County's GIS map showed a parcel that did not exist – those two parcels had been combined many years ago. LOT 1, BLOCK 2, IN OAKLAND ADDITION along with LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD is all that is required to be rezoned for the project and rezoning the original requested parcels is not an option as most of PID# 2501700120 must remain zoned R-4 Multi-family for the Northern Lights Residence Home.

This is a required procedural process to ensure that the proposed zoning change for this parcel matches with the City's Land Use Plan. The Proposed Land Use Plan adopted in 2019 shows the proposed use of the parcel as High Density Residential. Amending this Land Use Plan in the 2019 Comp Plan from High Density Residential to General Commercial would allow for the rezoning of the parcel from R-4 Multi-family residential to C-2 General Business District. For the property to be rezoned, the proposed zoning classification must match the proposed land use designated in the comprehensive plan. The city's zoning regulations reference certain aspects of the comprehensive plan for compatibility.

The legal description of this parcel is as follows:

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KEY ISSUES: • The City may not rezone the subject property without first amending its comprehensive plan.

- This area directly across Atlantic Ave. from Industrial zoned parcels, is in transition. There are already four parcels rezoned C-2 along this west side of Atlantic Ave. C-2 Commercial and R-4 Multi-family Residential are good transition zones between Industrial and General Residential Districts.
- Legal description has been updated from Sanford Medical Center's original rezoning request as it was discovered that the County's GIS map showed a parcel that did not exist – those two parcels had been combined many years ago. LOT 1, BLOCK 2, IN OAKLAND ADDITION is all that is required from Parcel 2501700120 along with PID# 250220830 – legal description of LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. to be rezoned for the project. Rezoning the original requested parcels is not an option as most of PID# 2501700120 must remain zoned R-4 Multi-family for the Northern Lights Residence Home.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: This action will be contingent upon the rezoning approval.

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

ATTACHMENTS:

None



Request for Council Action

DATE: 11/4/2025

SUBJECT: Second Reading to Rezone Sanford Medical Center Property from R-4 to C-2

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

MOTION TO: approve the second reading for the rezoning application from Sanford Medical Center to rezone LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. from R-4 Multi-family Residential district to C-2 General Commercial district. With the stipulations that require no use of sirens until reaching 8th Street/Hwy. 1, and a survey of the property to ensure that the new property line is at least 3 feet from the north side of the existing storage garage of the Northern Lights Residence Home.

BACKGROUND: This project is probably a \$2 million, or more project cost that would triple in cost if they were to build new office and sleeping quarters. It will utilize a structure that has been vacant for at least 5 years, making it a good redevelopment project. The west side of Atlantic Ave. is transitioning to commercial with already four parcels rezoned commercial. And with Industrial to the East, there is minimal impact to the existing neighborhood. Infrastructure is already in place.

The legal description is:

LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD.

KEY ISSUES: 1) Rezoning of this parcel requires a prior amendment to the Comp Plan from High Density Residential to General Commercial.
2) Sanford Medical Center Owns the parcels and has not used the 10th Street E. facility in at least 5 years. This would be a good use of an empty building.
3) With a few residential locations in the southernly 2 block direction, it may be wise to add a stipulation that no sirens be used until reaching 8th Street/Hwy. 1.
4) Sanford Health Northern Lights Residence PID# 2501700120 is adjacent to the south. LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. is the portion of this parcel to be combined with PID# 2502208300 to create the new parcel to be zoned C-2.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Update to Land Use plan is needed.

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

ATTACHMENTS:

1.	Rezoning Request - Sanford
2.	CHECKLIST FOR REZONING REQUEST - Sanford Ambulance Garage (2)
3.	Block & Parcel Lines
4.	Zoning Map
5.	Current R-4 Zoning

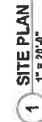
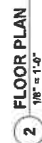


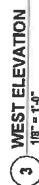
Application To Planning Commission/BOZA

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

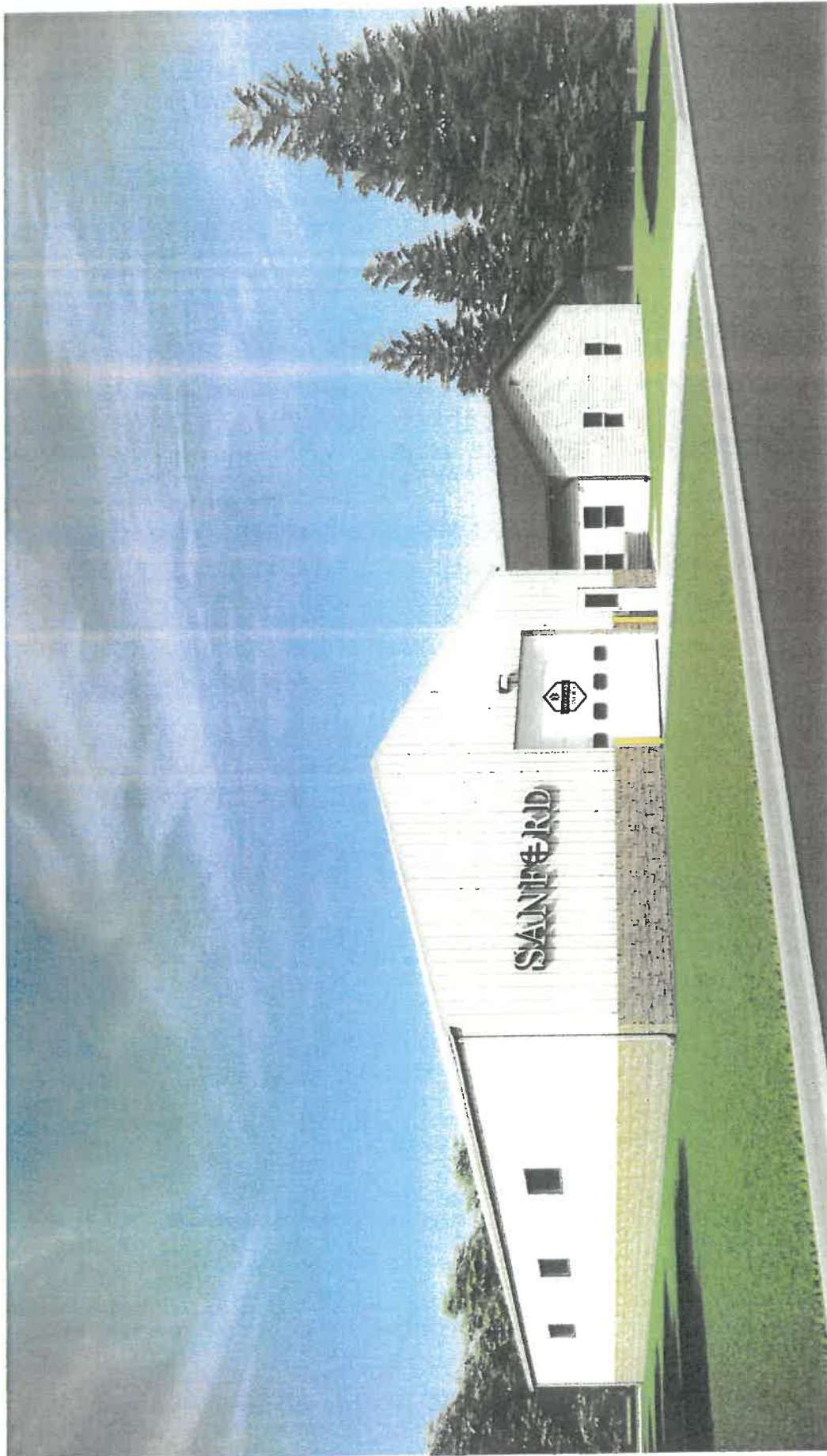
☒ REZONING (Fee \$150.00)		☐ APPEALS (Fee \$150.00)	
☐ VARIANCE (Fee \$150.00)		☐ LAND SUBDIVISION (\$300.00)	
☐ CONDITIONAL USE PERMIT (Fee \$150.00)			
☐ INTERIM USE PERMIT (Fee \$150.00)			
Applicant			
Name Phil Siek		Phone # 701-429-1479	
Address 801 Broadway N	City Fargo	State ND	Zip 58122
Property Owner (if different from Applicant)			
Name Sanford Medical Center		Phone #	
Address 120 Labree Ave S	City Thief River Falls	State MN	Zip 56701
Approximate Location of Property			
Address 324 10TH ST E & 921 Atlantic Ave N		Legal Description FAIRFIELD ADDN. LOT 66 & OAKLAND ADDITION LOTS 1-5 BLK 2	
Present Zoning Classification R-4		Present Use Residential Day Treatment Program	
Description of Request Sanford Ambulance would like to construct an ambulance garage on the property, and use the building located at 324 10th St E as the office & crew quarters for the service. The proposed floor plan and site plan are included in this submission. The request is to change the two lots, which the new garage would straddle, from R-4 to C-2.			

Property Owner Signature (required) <i>Phillip Siek</i>		Date 9/9/2025
Applicant Signature <i>Phillip Siek</i>		Date 9/9/2025
Review (For office use only)		
Date of Publication		Date on Planning Commission Agenda
Action Taken By Commission:		
Action Taken By City Council:		
City Council Resolution / Ordinance Number		
Fee Paid		





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1 EXTERIOR PERSPECTIVE - SOUTHEAST CORNER
1/2" = 1'-0"

SANFORD HEALTH AMBULANCE GARAGE

THIEF RIVER FALLS, MN

R RICE
COMPANIES

A602

NOTICE: This document ("Drawing") was prepared by Rice Companies, Inc. ("Rice") for the use of the client. It is the property of Rice Companies, Inc. and is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Rice Companies, Inc. Rice Companies, Inc. assumes no responsibility for the accuracy or completeness of the information contained herein. Rice Companies, Inc. is not a professional engineering or architectural firm. The information contained herein is for informational purposes only and is not intended to be used as a basis for any design or construction. Rice Companies, Inc. is not a professional engineering or architectural firm. The information contained herein is for informational purposes only and is not intended to be used as a basis for any design or construction.

CHECKLIST FOR REZONING REQUESTS

- 1. Applicant (Name/Address/Tel):** Sanford Medical Center, 120 Labree Ave. S., Thief River Falls, MN 56701, 701-429-1479.
- 2. General location of the request:** 324 10th Street E. & 921 Atlantic Ave. N., LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD.
- 3. Proposed use and/or zoning:** The owner is Requesting that the zoning be amended from (R-4) Multi-family Residential to (C-2) General Business District.
- 4. Dimension of the request:**

	Frontage -	140'	Depth -	150'
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- 5. Area of property in request:**

	Sq. Feet –	21,000	Acres –	0.48
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- 6. Existing characteristics:**

	Zoning -	R-4	Use:	Multi-family Medical Residential Home.
	Conforming -	Yes	Non-Conforming -	No
- 7. Adjacent land use:** North has one block of Residential before becoming commercial and Industrial, East is Industrial, South is Sanford Health's Northern Lights Residential home and a mix of residential and commercial property along Atlantic Avenue, to the west is a row of single-family homes with city park and multi-family housing to the west across Horace Ave.
- 8. Adjacent zoning districts:** R-2, R-4, Industrial.
- 9. Are Wetlands or Shorelands impacted by this request?** No.
- 10. Characteristics of soils:** According to the "Pennington County Soil Survey," the soil is predominately "Smiley Sandy Clay Loam", which is rated very poor to moderately well-drained. Ratings for seasonal high-water table and frost action are severe. The permeability rating is moderate and available water capacity is high.
- 11. Has an adequate site plan been provided?** See Attached.
- 12. What provisions have/can be made for utilities, drainage and adequate easements?** Existing Infrastructure is adequate.
- 13. Is the proposed rezoning consistent with the Comprehensive Plan?** The Comprehensive Plan calls for medium-high density housing which would be approximately 40 units per 5 acres, this would require an amendment to the Comp Plan.
- 14. Have other pertinent segments of the Comprehensive Plan been considered?** Yes.
 1. Examine requested land use changes in relation to adjoining land uses, site accessibility, utility availability, and consistency with the Thief River Falls Comprehensive Plan and policies.
 2. Land use development shall be related to and reflect transportation needs, desired development, and community priorities.
 3. A cohesive land use pattern which ensures compatibility and strong functional relationships among activities is to be implemented.
 4. Attempt to make transitions between distinctly differing types of land uses in an orderly fashion which does not create a negative (economic, social or physical) impact on adjoining developments.
 5. Maintain and strengthen the character of individual neighborhoods, commercial areas, and industrial areas.

6. Restrict the spot development of commercial businesses in Residential neighborhoods.

15. Is the area platted? Yes

If so, will the existing lots conform to the requested district? Yes, but it should be requested that Sanford Medical Center survey and replat all three lots they own as the Sanford Health Northern Lights Residence, PID# 2501700320 encroaches over into PID# 2501700120 by approximately 4 feet; 13 feet when accounting for the sidewalk. Side yard setback requirement is 7 feet. Concrete sidewalks and driveways may be built up to the property line.

16. If the area is to be residential: N/A

A. What is the holding capacity?

B. Street access?

C. Has a subdivision plan been submitted?

17. If the request is for commercial use:

A. Is there an economic need? Yes

B. Is there a provision for adequate screening? There is adequate room for a buffer fence, or vegetation per City Code Sec. 152.036 – Performance Standards for commercial and industrial zoning districts. And will be a requirement and confirmed with developer during the site and building plan review and prior to issuing the building permit.

Buffers. All uses, excluding single and two-family dwellings where a structure or parking lot is located adjacent to a residential or agricultural district, shall provide a buffer strip 35 feet in width, or as determined by conditional use permit.

a. The buffer strip shall be landscaped and screened.

b. The buffer strip shall be screened with a sight-obscuring fence, six feet in height or vegetation of sufficient type, density, and height to provide year-round screening, as approved by the conditional use permit.

c. All landscaping and screening shall be maintained.

C. What is the traffic situation? This site is approximately 4 blocks north of the current ambulance garage location, less than 2 blocks north of 8th Street/Hwy. 1, and should provide quick and easy response times.

D. What is the distance to schools? The parcel is located 12 blocks northeast of Lincoln High School and St. Bernard's School.

18. If the request is for industrial: N/A

A. Is the area readily accessible to major thoroughfares? NA

B. Is it served by a railroad? NA

C. Is it suitably separated from a residential area? NA

19. Comments: This project is probably a \$2 million, or more project cost that would probably double in cost with the addition of office and sleeping quarters. It will utilize a structure that has been vacant for at least 5 years, making it a good redevelopment project. The west side of Atlantic Ave. is transitioning to commercial with already four parcels rezoned commercial. And with Industrial to the East, there is minimal impact to the existing neighborhood. Infrastructure is already in place.

It should be requested that Sanford Medical Center survey to ensure the new property line is at least three feet from the north side of the existing storage garage located on the Northern Lights Residence Home.

CRITERIA FOR GRANTING ZONING AMENDMENTS

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

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

An Amendment to the Comp. Plan is required prior to rezoning this property. The west side of Atlantic Ave, while not designated as such is a transitional zone between industrial and residential. There already exists four C-2 Commercially zoned parcels on the west side along this street.

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

This is an established neighborhood that is in transition for redevelopment to commercial and high density residential as the City of Thief River Falls continues to grow

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

The impact, if any, should be minimal. Sanford Medical Center owns Sanford Health Northern Lights Residence to the south and will be utilizing the existing residential group home as office and sleeping quarters as part of this development. Across Atlantic Ave. to the east is zoned Industrial, so there is no impact there either. There are two residences across the alley to the west with both of them having detached garages that access the alley - there is the possibility of some impact here, but very minimal.

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

A stipulation that the P& Z Commission and City Council may want to consider is no use of sirens until reaching 8th Street/Hwy. 1.

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

Utilities are well established and adequate for this project.

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

There are no additional public services needed.

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

Sanford Medical Center looked at other locations, and feels this site meets their requirements for response time. The group home facility on 10th Street has not been utilized for at least the last five years, and this would allow for that structure to become used again.

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

Sanford Ambulance Service is experiencing growth with assisting surrounding communities with ambulance services. An aging population in Thief River Falls also prompts the need for additional ambulances and ambulance garage space.

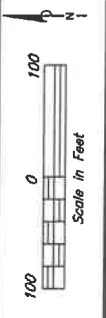


CITY OF THIEF
RIVER FALLS

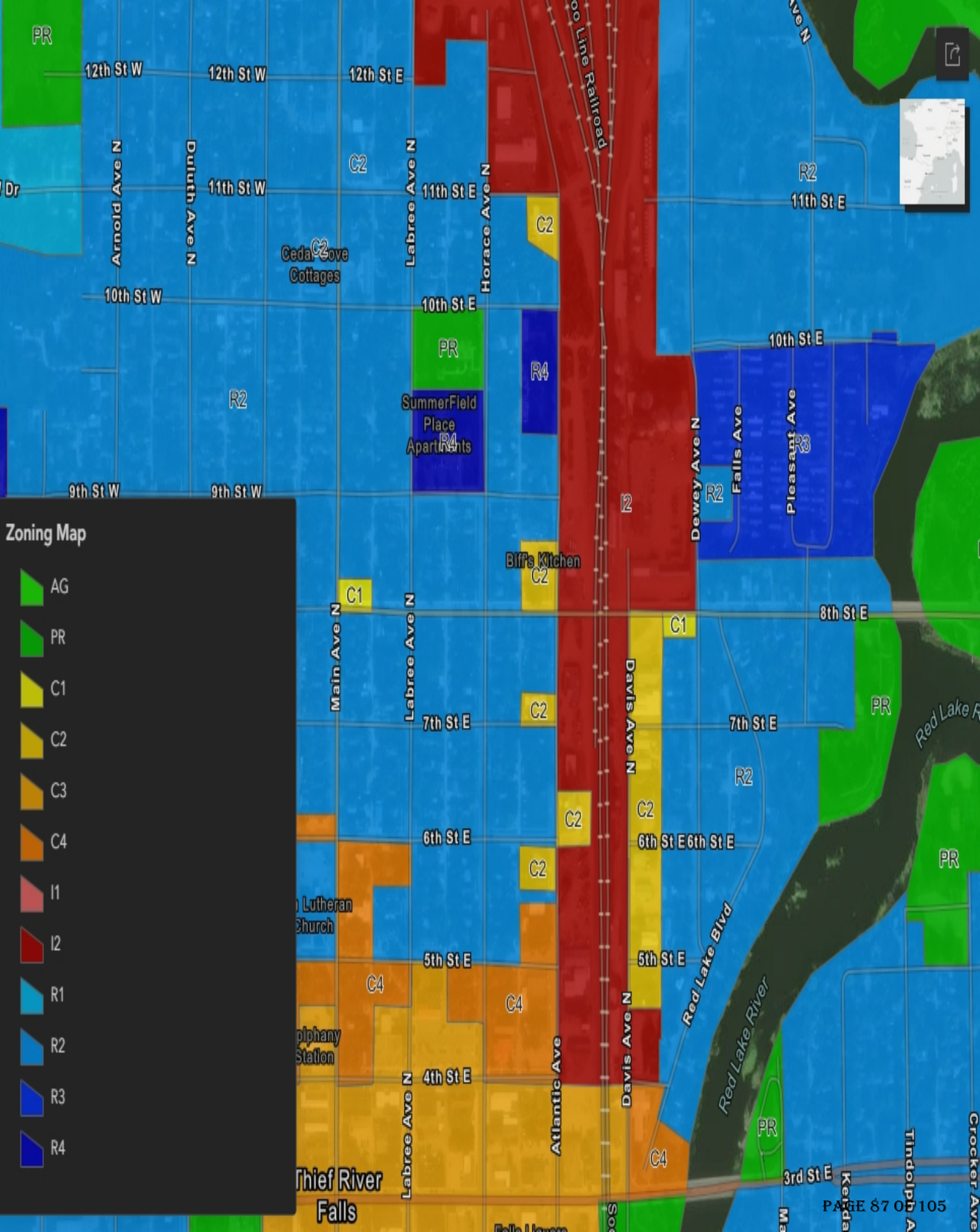
Parcels
Lots



SANFORD MEDICAL CENTER



File Name
img_exporting.org
File Path
Planning/108 08/1
Date
10/1/2020
Sheet 1 of 1



Zoning Map

- AG
- PR
- C1
- C2
- C3
- C4
- I1
- I2
- R1
- R2
- R3
- R4

Clear search location



Horace Ave N

10th St E

10th St E

10th St E

Atlantic Ave

Atlantic Ave

Atlantic Ave

Soo Line Railroad

Zoning Map

- AG
- PR
- C1
- C2
- C3
- C4
- I1
- I2
- R1
- R2
- R3
- R4

Multi-Family Residential District

R4

921 Atlantic Ave

River Falls, Minnesota, 56701



Request for Council Action

DATE: 11/4/2025

SUBJECT: Approval to Rezone Sanford Medical Center Property from R-4 to C-2

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

MOTION TO: approve the rezoning application from Sanford Medical Center to rezone LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. from R-4 Multi-family Residential district to C-2 General Commercial district. With the stipulations that require no use of sirens until reaching 8th Street/Hwy. 1, and a survey of the property to ensure that the new property line is at least 3 feet from the north side of the existing storage garage of the Northern Lights Residence Home.

BACKGROUND: This project is probably a \$2 million, or more project cost that would triple in cost if they were to build new office and sleeping quarters. It will utilize a structure that has been vacant for at least 5 years, making it a good redevelopment project. The west side of Atlantic Ave. is transitioning to commercial with already four parcels rezoned commercial. And with Industrial to the East, there is minimal impact to the existing neighborhood. Infrastructure is already in place.

The legal description is:

LOT SIXTY-SIX (66), TOWNSITE OF FAIRFIELD, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. TOGETHER WITH LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD.

KEY ISSUES: 1) Rezoning of this parcel requires a prior amendment to the Comp Plan from High Density Residential to General Commercial.
2) Sanford Medical Center Owns the parcels and has not used the 10th Street E. facility in at least 5 years. This would be a good use of an empty building.
3) With a few residential locations in the southernly 2 block direction, it may be wise to add a stipulation that no sirens be used until reaching 8th Street/Hwy. 1.
4) Sanford Health Northern Lights Residence PID# 2501700120 is adjacent to the south. LOT 1, BLOCK 2, IN OAKLAND ADDITION TO THIEF RIVER FALLS, ACCORDING TO THE OFFICIAL PLAT THEREOF ON RECORD. is the portion of this parcel to be combined with PID# 2502208300 to create the new parcel to be zoned C-2.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Update to Land Use plan is needed.

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

ATTACHMENTS:

None



City of Thief River Falls

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

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

Request for Council Action

DATE: 11/4/2025

SUBJECT: Pete Carlson Land Lease

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

MOTION TO: To approve the renewal of a lease between the City of Thief River Falls and Pete Carlson, for farmland rental, until November 15, 2028 for the tillable acreage located in Government Lots Six (6) and Seven (7) and the East Half of the Southwest Quarter (E½SW¼) of Section Six (6), Township One Hundred Fifty-three (153) North of Range Forty-three (43) West of the Fifth Principal Meridian.

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

KEY ISSUES: The current lease will expire on November 15, 2025. Pete Carlson wishes to continue to lease the property.

FINANCIAL CONSIDERATIONS: He shall pay a total of \$34,170.00 over the three-year period.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None



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Request for Council Action

DATE: 11/4/2025

SUBJECT: Resolution establishing a public hearing with regard to proposed assessments on the 2024 Street & Utilities Improvements Project.

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

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

1. A hearing shall be held on the 2nd day of December, 2025 in the Council Chambers of City Hall at 5:30 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment; and
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and the City Administrator shall state in the notice the total cost of the improvement, The City Administrator shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing; and
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property to the City Administrator. No interest shall be charged if the entire assessment is paid by December 31st, 2025. You may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. If you decide not to prepay the assessment before the date given, interest will be applied.

BACKGROUND: Pursuant to Resolution No. 10.220.25, the City Administrator and Public Works Director were directed to prepare the proposed assessments of the 2024 Street and Utilities Improvements Project.

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

FINANCIAL CONSIDERATIONS: The total cost of the improvements is estimated to be \$4,164,058.38. This project will be funded through special assessments and bonding. The amount to be assessed is estimated to \$75,857.80

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen – Public Works Director

ATTACHMENTS:

1.	2025 Driveway Assessment List
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		ASSESSMENT FRONTAGE (FEET)	4 inch walk (\$____/sq. ft)	4 INCH WALK TOTAL	width	6 inch walk (\$____/ sq. ft)	6 INCH WALK TOTAL	6" driveway (Square yards)	6" DRIVEWAY TOTAL \$____/sq. yd	Engineering Costs(15%)	TOTAL ASSESSMENT
25.006.261.40	PAUL ADELMAN 421 1ST STREET EAST THIEF RIVER FALLS, MN 56701		68.0	\$952.00			\$0.00		\$0.00		\$1,094.80
25.006.262.40	DEAN PHILIPP 415 1ST STREET EAST (MAIL TO: 510 ARNOLD AVE N) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	19.1	\$2,712.20		\$3,119.03
25.006.269.50	JAKE OSMONDSON 521 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.281.50	DIANE DESSELLIER 505 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	33.2	\$4,714.40		\$5,421.56
25.006.282.50	VINSON ANENSON 503 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.288.60	JOHN BRING 621 1ST STREET EAST THIEF RIVER FALLS, MN 56701		50.0	\$700.00			\$0.00		\$0.00		\$805.00
25.006.298.60	CONRAD LADUKE 607 1ST STREET EAST THIEF RIVER FALLS, MN 56701		14.0	\$196.00			\$0.00		\$0.00		\$225.40
25.006.305.70	JOLENE MAMMEN 721 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.306.70	JOLENE MAMMEN 715 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.316.70	CRYSTAL SEURER 104 MARKLEY AVE N THIEF RIVER FALLS, MN 56701		12.0	\$168.00			\$0.00	44.9	\$6,375.80		\$7,525.37
25.006.323.80	DAWN WILLIAMSON 103 TINDOLPH AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.333.80	ZANE HAWK 106 KENDALL AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	23.2	\$3,294.40		\$3,788.56

		ASSESSMENT FRONTAGE (FEET)	4 inch walk (\$____/sq. ft)	4 INCH WALK TOTAL	width	6 inch walk (\$____/ sq. ft)	6 INCH WALK TOTAL	6" driveway (Square yards)	6" DRIVEWAY TOTAL \$____/sq. yd	Engineering Costs(15%)	TOTAL ASSESSMENT
25.006.353.00	DANIE PACKARD 101 MERRIAM AVE N THIEF RIVER FALLS, MN 56701		12.0	\$168.00			\$0.00		\$0.00		\$193.20
25.006.363.00	ROBERT BURKEL 104 CROCKER AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	23.2	\$3,294.40		\$3,788.56
25.006.372.10	LANDON SANDERS 1121 1ST STREET EAST THIEF RIVER FALLS, MN 56701		10.0	\$140.00			\$0.00	32.2	\$4,572.40		\$5,419.26
25.006.382.10	LAS CASAS 104 MERRIAM AVE N (MAIL TO: 401 CONLEY AVE S) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.392.20	NANCY CLOUD 103 MAPLE AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.403.20	SYDNEY BONAIME 102 KNEALE AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.411.30	RACHEL BUCK 103 SPRUCE AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.418.30	ALISHA ROWAN 1303 1ST STREET EAST THIEF RIVER FALLS, MN 56701		19.3	\$269.50			\$0.00		\$0.00		\$309.93
25.006.425.40	MELISSA ERICKSON 103 PINE AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.432.40	GARRETT HOGLO 102 SPRUCE AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00

		ASSESSMENT FRONTAGE (FEET)	4 inch walk (\$____/sq. ft)	4 INCH WALK TOTAL	width	6 inch walk (\$____/ sq. ft)	6 INCH WALK TOTAL	6" driveway (Square yards)	6" DRIVEWAY TOTAL \$____/sq. yd	Engineering Costs(15%)	TOTAL ASSESSMENT
25.006.362.00	TORINA PETERSON 104 CROCKER AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.373.10	CURTIS ZOLLER 103 KNEALE AVE S (MAIL TO: 11715 US HWY 59 NE) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.381.10	JOSEPH TAYLOR 1102 1ST STREET EAST THIEF RIVER FALLS, MN 56701		13.5	\$189.00			\$0.00		\$0.00		\$217.35
25.006.354.00	VICTOR GRAF 101 MERRIAM AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.393.20	JEREMY TREITLINE 101 MAPLE AVE S (MAIL TO: 18278 140TH AVE NE) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.402.20	JON ROBERT LEGARRIE 102 KNEALE AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.412.30	STEVEN BEICH 101 SPRUCE AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.417.30	MARGARET FOX 104 MAPLE AVE S (MAIL TO: PO BOX 296) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	30.0	\$4,260.00		\$4,899.00
25.006.426.40	SAINT JOHNS EVANGELICAL CHURCH 101 PINE AVE S THIEF RIVER FALLS, MN 56701		14.0	\$196.00			\$0.00		\$0.00		\$225.40
25.006.431.40	ANNE FUENTES 102 SPRUCE AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	14.0	\$1,988.00		\$2,286.20
25.006.439.50	AVERILL AGENCY 102 PINE AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.264.40	EFREN CORIA HEREDIA 416 1ST STREET EAST (MAIL TO: 307 KNIGHT AVE N) THIEF RIVER FALLS, MN 56701		36.0	\$504.00			\$0.00	18.0	\$2,556.00		\$3,519.00

		ASSESSMENT FRONTAGE (FEET)	4 inch walk (\$____/sq. ft)	4 INCH WALK TOTAL	width	6 inch walk (\$____/ sq. ft)	6 INCH WALK TOTAL	6" driveway (Square yards)	6" DRIVEWAY TOTAL \$____/sq. yd	Engineering Costs(15%)	TOTAL ASSESSMENT
25.006.270.50	JSTT RENTALS LLP 520 1ST STREET EAST (MAIL TO: PO BOX 911) THIEF RIVER FALLS, MN 56701		33.0	\$462.00			\$0.00		\$0.00		\$531.30
25.006.279.50	BERNIER PROPERTIES LLC 506 1ST STREET EAST (MAIL TO: 623 DULUTH AVE N) THIEF RIVER FALLS, MN 56701		190.0	\$2,660.00			\$0.00		\$0.00		\$3,059.00
25.006.280.50	JSTT RENTALS LLP 510 1ST STREET EAST (MAIL TO: PO BOX 911) THIEF RIVER FALLS, MN 56701		83.0	\$1,162.00			\$0.00		\$0.00		\$1,336.30
25.006.289.60	ZANE ANDERSON 103 MARKLEY AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.296.60	XOCHITL GONZALEZ 604 1ST STREET EAST THIEF RIVER FALLS, MN 56701		57.0	\$798.00			\$0.00		\$0.00		\$917.70
25.006.297.60	CRISTINA MANNING 610 1ST STREET EAST THIEF RIVER FALLS, MN 56701		53.0	\$742.00			\$0.00		\$0.00		\$853.30
25.006.307.70	LUELLA SOLBERG 103 KENDALL AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	28.7	\$4,075.40		\$4,686.71
25.006.308.70	LUELLA SOLBERG 714 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.315.70	LAS CASAS LLC 102 MARKLEY AVE S (MAIL TO: 401 CONLEY AVE S) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.324.80	DEBRA BRUGGEMAN 101 TINDOLPH AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	24.1	\$3,422.20		\$3,935.53
25.006.332.80	KYLE MOLSTAD 102 KENDALL AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	20.8	\$2,953.60		\$3,396.64
25.006.339.90	JOHN CLOSSNER 920 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00		294	\$4,557.00	36.1	\$5,126.20		\$11,135.68
25.006.347.90	GARY ANDERSON 904 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	19.4	\$2,754.80		\$3,168.02
										TOTAL ASSESSMENT	\$75,857.80



City of Thief River Falls

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Thief River Falls MN 56701-0528

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Request for Council Action

DATE: 11/4/2025

SUBJECT: City of TRF Park Shelter Rentals

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

MOTION TO: To approve a new park shelter rental rate of \$40.00 per shelter.

BACKGROUND: The City of Thief River Falls has not had an increase in shelter rentals since 2019. Comparable community shelter rates range from \$40.00 - \$100.00.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The increased costs are to cover expenses in park maintenance and repairs.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	Park Shelter Rental Form PDF
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**CITY OF THIEF RIVER FALLS
PUBLIC WORKS DEPARTMENT**

Mailing Address: P.O. Box 528, Thief River Falls, MN 56701
Office Location: City Hall 405 3rd ST E, Thief River Falls, MN 56701
(218) 681-8506

CONTACT NAME: _____ PHONE: _____

ADDRESS: _____ CITY _____ ZIP _____

PARK SHELTER RENTAL - \$20.00 PER SHELTER

☐ CENTENNIAL PARK	☐ LION'S PARK EAST (BY WATER TOWER)
☐ GAZEBO - FLOYD B. OLSON	☐ LION'S PARK WEST
☐ HARTZ PARK EAST (NEAR PLAYGROUND)	☐ OAKLAND PARK WEST (CLOSER TO PARKING & BATHROOMS)
☐ HARTS PARK WEST (NEAR PLAYGROUND – NO CANOPY)	☐ OAKLAND PARK EAST
☐ HARTZ PARK RIVER (NEAR RIVER)	☐ RED ROBE PARK
☐ NORTHROP PARK	☐ TOURIST PARK (NEAR ARMORY & CAMPGROUND)

RESERVATION DATE DESIRED _____ TIME _____

PURPOSE _____ APPROX. NUMBER OF PEOPLE _____

\$20.00 Non-refundable Rental Fee required to hold the reservation.

As lawful, consideration for being permitted to use the park shelter, belonging to the City of Thief River Falls, I on behalf of myself, and/or the _____ corporation - organization - association, agree that the City of Thief River Falls shall be held harmless and will not be liable for any injury or disability which I or any member, employee or participant of the said corporation - organization - association incur as the result of use of said facility due to the passive or active negligence of the city, its agents or employees. This release of liability of the City of Thief River Falls does not include any injuries that I or any member, employee or participant of the said corporation - organization - association incur as the result of willful, wanton or intentional misconduct by the City of Thief River Falls, its agents or employees. This agreement is specifically binding on my spouse, heirs and assigns, and the spouses, heirs and assigns of any member, employee or participant of the said corporation - organization - association.

I warrant that I am authorized to enter into this Agreement on behalf of said corporation - organization - association.

TODAY'S DATE _____ SIGNATURE _____ PHONE _____

Park Shelter Rental Disclaimer

City of Thief River Falls Public Works Department



By reserving and using the park shelter, the renter agrees to the following terms set forth by the City:

- **Use at Own Risk:** The shelter and surrounding park areas are used at the renter's own risk. The City of Thief River Falls is not liable for any injury, loss, or damage to persons or property during the rental period.
- **No Damage or Alterations:** Decorations or temporary fixtures must not damage park property. Use of paint, nails, staples, adhesives, or other damaging materials is prohibited.
- **Clean-Up Responsibility:** Renter must clean the shelter and surrounding area after use. All trash and debris must be properly disposed of in designated receptacles.
- **Compliance with Rules:** Renter must comply with all park rules, city ordinances, and noise regulations. Violations may result in termination of rental and/or fines.
- **Permit Requirements:** Activities involving amplified sound, sales, or large gatherings may require additional permits. It is the renter's responsibility to obtain necessary approvals from the City of Thief River Falls.
- **Shelter Rental Includes:** Park shelter rental of the shelter is limited to the shelter area. Rental does not grant exclusive access to the entire park. Public access to other park amenities area allowed during your rental time.
- **Weather Policy:** Rentals fees are non-refundable. Refunds will not be issued due to inclement weather unless otherwise stated in the rental agreement.

I, the undersigned, have read and agree to the terms outlined in this disclaimer.

SIGNATURE _____ DATE OF RENTAL _____ SHELTER RENTED _____

STAFF USE ONLY

Staff Approval: _____ Date _____ Date Paid: _____ Cash/Check/Credit Card _____



City of Thief River Falls

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Thief River Falls MN 56701-0528

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Request for Council Action

DATE: 11/4/2025

SUBJECT: Calendar Parking Ordinance Amendment - Second Reading

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

MOTION TO: Approve the second reading to amend City Code Chapter 72 Section 72,08 entitled "Calendar Parking"

BACKGROUND: Sunday parking regulations was added to City policy and needs to amend current City Code Chapter 73 Section 72,08 entitled "Calendar Parking" to include Sundays in Street and Avenue calendar parking.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Legal has reviewed the ordinance amendment.

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Calendar Parking.Ord.Amend.revised
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ORDINANCE NO. ____, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE SECTION 72.08, ENTITLED "CALENDAR PARKING", AND BY ADOPTING BY REFERENCE PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. The City Code Chapter 72, Section 72.08 1. is hereby amended to read as follows:

CALENDAR PARKING

(A) Streets and Avenues. It is a petty misdemeanor for any person to park or leave standing, between November 15 and March 15 of the following year, any motor vehicle on any street designated as an "avenue" between 6:00 a.m. and 9:00 a.m. on Mondays, Wednesdays, and Fridays including Red Lake Blvd, Cottonwood Ave & Alice Dr, or on any designated street, road, boulevard, circle, court, cul-de-sac, drive, or lane between the hours of 6:00 a.m. and 9:00 a.m. on Tuesdays, Thursdays, Saturdays, and Sundays.

[View](#) for the calendar parking map.

(B) Parking Lots. It is a petty misdemeanor for any person to park or leave standing, between November 15 and March 15 of the following year, any motor vehicle in City parking lots identified as the west half of the parking lot east of LaBree Avenue and from Second Street to 150 feet south of Second Street (Municipal Lot No. 1), the west half the parking lot west of LaBree Avenue and north of First Street (Municipal Lot No. 2), the west half of the parking lot located between Second Street and Third Street west of Knight Avenue (Municipal Lot No. 3) and the west half of the parking lot located between LaBree Avenue and Horace Avenue north of Fourth Street (Municipal Lot No. 4) between the hours of midnight and 6:00 a.m. on Mondays, Wednesday, and Fridays, or in City parking lots identified as the east half of the parking lot east of LaBree Avenue and from Second Street to 150 feet south of Second Street (Municipal Lot No. 1), the east half of parking lot west of LaBree Avenue and north of First Street (Municipal Lot No. 2), the east half of parking lot located between Second Street and Third Street west of Knight Avenue (Municipal Lot No. 3) and the east half of the parking lot located between LaBree Avenue and Horace Avenue north of Fourth Street (Municipal Lot No. 4) between the hours of midnight and 6:00 a.m. on Tuesdays, Thursdays, and Saturdays

(C) Central Business District Streets and Avenues. It is a petty misdemeanor for any person to park or leave standing year-round any motor vehicle on any street or avenue in the Central Business District between 2:00 a.m. and 6:00 a.m. on any day between November 15 and March 15 of the following year.

This area is bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east (including LaBree Avenue east to the former hospital emergency entrance). This restriction includes Highway 32 (Main Avenue) from Zeh Street to Fourth Street and Highway 59 (Third Street) from Duluth Avenue to Atlantic Avenue.

(D) Snow Emergency. The Mayor has the ability to declare a snow emergency and start calendar parking city-wide before November 15th or after March 15th of the following year.

Section 2. City Code references to Penalty and Violations are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

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

Passed by the unanimous vote of the City Council of Thief River Falls, Minnesota, on the 21st day of October, 2025.

Mayor

ATTEST:

City Administrator



City of Thief River Falls

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

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Request for Council Action

DATE: 11/4/2025

SUBJECT: Approval of Calendar Parking Ordinance Amendment

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

MOTION TO: approve to amend the City Code Chapter 72 Section 72.08 entitled "Calendar Parking"

BACKGROUND: Sunday parking regulations was added to City policy and needs to amend current City Code Chapter 73 Section 72.08 entitled "Calendar Parking" to include Sundays in Street and Avenue calendar parking.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Legal has reviewed the ordinance amendment.

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Calendar Parking.Ord.Amend.revised
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ORDINANCE NO. ____, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE SECTION 72.08, ENTITLED "CALENDAR PARKING", AND BY ADOPTING BY REFERENCE PENALTY PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. The City Code Chapter 72, Section 72.08 1. is hereby amended to read as follows:

CALENDAR PARKING

(A) Streets and Avenues. It is a petty misdemeanor for any person to park or leave standing, between November 15 and March 15 of the following year, any motor vehicle on any street designated as an "avenue" between 6:00 a.m. and 9:00 a.m. on Mondays, Wednesdays, and Fridays including Red Lake Blvd, Cottonwood Ave & Alice Dr, or on any designated street, road, boulevard, circle, court, cul-de-sac, drive, or lane between the hours of 6:00 a.m. and 9:00 a.m. on Tuesdays, Thursdays, Saturdays, and Sundays.

[View](#) for the calendar parking map.

(B) Parking Lots. It is a petty misdemeanor for any person to park or leave standing, between November 15 and March 15 of the following year, any motor vehicle in City parking lots identified as the west half of the parking lot east of LaBree Avenue and from Second Street to 150 feet south of Second Street (Municipal Lot No. 1), the west half the parking lot west of LaBree Avenue and north of First Street (Municipal Lot No. 2), the west half of the parking lot located between Second Street and Third Street west of Knight Avenue (Municipal Lot No. 3) and the west half of the parking lot located between LaBree Avenue and Horace Avenue north of Fourth Street (Municipal Lot No. 4) between the hours of midnight and 6:00 a.m. on Mondays, Wednesday, and Fridays, or in City parking lots identified as the east half of the parking lot east of LaBree Avenue and from Second Street to 150 feet south of Second Street (Municipal Lot No. 1), the east half of parking lot west of LaBree Avenue and north of First Street (Municipal Lot No. 2), the east half of parking lot located between Second Street and Third Street west of Knight Avenue (Municipal Lot No. 3) and the east half of the parking lot located between LaBree Avenue and Horace Avenue north of Fourth Street (Municipal Lot No. 4) between the hours of midnight and 6:00 a.m. on Tuesdays, Thursdays, and Saturdays

(C) Central Business District Streets and Avenues. It is a petty misdemeanor for any person to park or leave standing year-round any motor vehicle on any street or avenue in the Central Business District between 2:00 a.m. and 6:00 a.m. on any day between November 15 and March 15 of the following year.

This area is bordered by Fourth Street on the north, Knight Avenue on the west, First Street on the south, and the Canadian Pacific Railroad on the east (including LaBree Avenue east to the former hospital emergency entrance). This restriction includes Highway 32 (Main Avenue) from Zeh Street to Fourth Street and Highway 59 (Third Street) from Duluth Avenue to Atlantic Avenue.

(D) Snow Emergency. The Mayor has the ability to declare a snow emergency and start calendar parking city-wide before November 15th or after March 15th of the following year.

Section 2. City Code references to Penalty and Violations are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

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

Passed by the unanimous vote of the City Council of Thief River Falls, Minnesota, on the 21st day of October, 2025.

Mayor

ATTEST:

City Administrator