

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, December 16, 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, Michele McCraw	___ Ward 5, Scott Pream
___ At-Large, Jason Aarestad	___ At-Large, Steve Narverud	

4. PUBLIC HEARING

4.1. Tax Abatement Hearing (4)

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

6. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

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

8. CONSENT AGENDA - *These items are considered routine in nature and are approved with one motion without discussion/debate. The Mayor will ask if any Council member wishes to remove an item and place it on the regular agenda for discussion and consideration. If no items are to be removed, the Mayor will then ask for a motion to approve the Consent Agenda.*

8.1. Approval of December 2, 2025 Council Proceedings (5-11)

8.2. City of Thief River Falls Bills and Disbursements (12-52)

9. NEW BUSINESS

9.1. Adopt the City of Thief River Falls Final 2026 Budget (53)

9.2. Approval of 2026 Tax Levy (54)

9.3. Restricted Fund Balance Reserve (55)

- 9.4. Approve the Northland Securities resolution calling for the redemption of the outstanding Electric Revenue Bonds, Series 2018A. (56-62)
- 9.5. Approval of electric rate increase (63-74)
- 9.6. Approve year-end accounts payable through December 31, 2025 (75)
- 9.7. Approve Application to Conduct Off-Site Gambling - TRFAHA (76-77)
- 9.8. Approve Uncollectible Utility Account Write-offs. (78-82)
- 9.9. Approval to Designate the Ralph Englestad Arena as the City of Thief River Falls polling place for all 2026 precinct elections (83)
- 9.10. Approval Tobacco Ordinance Update - First Reading (84-90)
- 9.11. Approve Tobacco Ordinance Chapter 112 update (91-97)
- 9.12. Approval of the Joint Powers Agreement for the Pine to Prairie Drug and Violent Crime Task Force (98-125)
- 9.13. 2026 Water Treatment Plant Chemical Bids (126-128)
- 9.14. 2026 Building Permit and Inspection Fee Schedule (129-133)
- 9.15. Approval of Single Family Residential Tax Abatement (134-135)
- 9.16. MPCA Local Climate Action Grant (136-143)
- 9.17. Approval of Certification of Unpaid Grass Mowing/Weed Trimming Charges to Property Owners' 2026 Property Tax (144-145)
- 9.18. Engineering Services (146)

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

11. UPCOMING MEETINGS

- City Council 1/6/2026 at 5:30 pm
- Public Utilities Committee 1/12/2026 at 7 am
- Public Safety Committee 1/12/2026 at 4:30 pm
- Administrative Committee 1/13/2025 at 4:30 pm
- Public Works Committee 1/14/2025 at 4:30 pm
- City Council 1/20/2025 at 5:30 pm

12. INFORMATIONAL ITEMS

- Investment Summary (147-148)
- Holiday Hours: City Offices will closed 12/25/2025 for Christmas and 1/1/2026 for New Years. There will be no garbage pickup.
- The Municipal City Liquor Store will close at 4:30 pm on Christmas Eve and will be closed on 12/25 for Christmas. It will be open normal business hours (8am - 9pm) on New Year's Eve 12/31/2025 and closed New Year's Day 1/1/2026.

13. ADJOURNMENT

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

NOTICE OF HEARING
CITY OF THIEF RIVER FALLS

Notice is hereby given, pursuant to Minnesota State Statute 469.1813 through 469.1815 – Economic Development – Tax Abatement that the following property owners are eligible and have applied for tax abatement as per the Tax Abatement Policy approved by the City of Thief River Falls. The qualified properties are legally described as:

Robson First Addition Lot-014 Block-001. Parcel number 25.09701410 – Kia B & Vatchara Vichaikul. Total estimated abatement is \$2580.12.

South Eastwood Addition Lot-003 Block-001. Parcel number 25.11100310 – Abbey Halvorson Trustee. Total estimated abatement is \$1016.20.

Notice is further given that the City of Thief River Falls will conduct a Hearing on the Tax Abatements at 5:30 P.M. on Tuesday, December 16, 2025, in the City Council Chambers, City Hall, 405 Third Street East, Thief River Falls, MN 56701. All persons wishing to comment on will have the option to be heard at this time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the Office of the Finance Director, City Hall, P. O. Box 528, Thief River Falls, MN 56701, or telephone 218-681-2943.

If you have a disability and need an accommodation in order to attend this Hearing, please contact the undersigned as soon as possible or at least three (3) working days in advance of the Hearing at the above telephone number.

Dated this 25th day of November 2025.

Travis Giffen
Public Works Director

Published in the Wednesday, December 3, 2025, edition of The Times.

**City Council Meeting Minutes
Tuesday, December 2, 2025**

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on December 2, 2025. This meeting is being presided over by Mayor Mike Lorenson.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING

2024 Street and Utilities Improvements (federal funded) – Assessment Roll

Travis Giffen, Public Works Director, reviewed the 2024 Street and Utilities Improvement project and assessment breakdown to benefited properties.

Lois Solberg (resident owner of 103 S. Kendall and 703 E. 1st St properties) addressed the council with concerns about the project and her properties. She noted she tried to contact Giffen last year but received no response; there was a lack of communication to property owners as the project started earlier than planned; she noted Davidson Construction trespassed on her property and damaged her driveway concrete; she said the assessment value she was billed is double what she was quoted and wants to know/understand why.

After no further discussion, Lorenson closed the Public Hearing at 5:41 pm.

PUBLIC FORUM

**PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION
ANNOUNCEMENTS**

Dave Berg Presentation (via Zoom) - Electric Rate Study

Dave Berg presented via Teams his Electric Rate Study. He presented 2 different rate schedules: one was keeping the debt schedule as is and having a 2.5% increase for each year from 2026-2029; the other was to payoff the existing debt schedule and then have a 3.5% increase for each year from 2026-2029. There were no questions from the council.

APPROVE AGENDA

Councilmember Michele McCraw motioned being seconded by Councilmember Jason Aarestad to approve the agenda with the addition of addendum items of 9.8 and 9.9.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 12.260.25: Approval of November 18, 2025 Council proceedings

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced RESOLUTION 12.260.25, being seconded by Councilmember Kelly Langness, that:

THEREFORE, BE IT RESOLVED, by the City Council, to approve the November 18, 2025 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

ADJOURNMENT TO TRUTH IN TAXATION HEARING AT 6 P.M. TONIGHT

TRUTH IN TAXATION

Council meeting recessed to the Truth in Taxation hearing at 6:06pm Angie Philipp, City Administrator; presented the report.

The following residents addressed the council: Jim Dagg, Karen, Kevin, Donald Marwitz, Steve Keogh, Scott Fricke, and Lois Solberg.

The hearing adjourned to the normal council meeting at 6:56pm.

NEW BUSINESS

RESOLUTION NO. 12.262.25: 2024 Street and Utilities Improvements (federal funded) – Assessment Roll

Following discussion, Councilmember Steve Narverud introduced Resolution 12.262.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, This project was bid because of meetings with department heads, council committees, and according to items in the City's Capital Improvement Plan. It was awarded to Davidson Construction. The total project cost is estimated to be \$4,164,058,38. A public hearing was held on 12/02/2025 at 5:30 pm in council chambers.

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

THEREFORE, BE IT RESOLVED Adopt Assessment Roll for the 2024 Street & Utilities Improvements. The amount to be assessed is \$75,857.80.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.263.25: Approval to sign Project Development Agreement Contract with Energy Systems Group, LLC - Phase #2 replacing heat pumps at City Hall

Following discussion, Councilmember Scott Pream introduced Resolution 12.263.25, being seconded by Councilmember Michele McCraw, 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 two heat pumps within City Hall and update the software that will control the independent gas boilers. Phase #2 of this project would be deciding if the remaining heat pumps are replaced and possible solutions of the failing geothermal system.

THEREFORE, BE IT RESOLVED To authorize the City Administrator to sign the Project Development Agreement Contract on items to be included in phase #2 of the project.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.264.25: Authorize the City Administrator to work with Advance Thief River to apply for the Intercultural Harmony Grant Program from the Laura Jane Musser Fund and authorize the Mayor to send a letter of support for this Welcoming Rivers project.

Following discussion, Councilmember Steve Narverud introduced Resolution 12.264.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The Welcoming Rivers initiative represents an important step toward deepening relationships among the diverse groups that call our city home. Through shared meals, music, art, stories, and collaborative events, this project will encourage residents to learn from one another, build trust, and celebrate the richness of our collective identity. These kinds of experiences strengthen social cohesion, support community vitality, and help ensure that Thief River Falls remains a welcoming and resilient place for future generations.

THEREFORE, BE IT RESOLVED Authorize the City Administrator to work with Advance Thief River Falls to apply for the Intercultural Harmony Grant Program from the Laura Jane Musser Fund and authorize the Mayor to send a letter of support for this Welcoming Rivers project.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.265.25: Approve a Commercial Storefront Renovation Loan to Julia Nelson & Kathleen Metalak

Following discussion, Councilmember Michele McCraw introduced Resolution 12.265.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The Community Development Advisory Board met at noon on Friday, November 21, 2025, to review and discuss the application request by Julia Nelson for a Commercial Storefront Renovation Loan through the City of Thief River Falls' Revolving Loan Fund in the amount of \$35,000. After reviewing the application and speaking with the co-owner and contractor, the CDAB members determined there were \$25,000 in eligible expenses and voted unanimously to recommend that the City Council approve a Commercial Storefront Renovation Loan in an amount up to \$35,000 at a 3 percent interest rate for a period not to exceed 60 months. The property is located at 220 Horace Ave. N. and will be renovated for office space.

WHEREAS, Total estimated costs of the project are over \$205,000.00. Since there are multiple improvement projects occurring the CDAB was challenged with determining what costs were eligible for the Storefront Renovation Loan and the applicants' request for an Energy Renovation Loan

THEREFORE, BE IT RESOLVED Approve a Commercial Storefront Renovation Loan in an amount up to \$25,000 at a 3 percent interest rate for a period not to exceed 60 months from the City's Revolving Loan Fund to Julia Nelson and Kathleen Metelak, co-owners of 220 Horace Ave. N.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.266.25: Approve a Commercial Energy Renovation Loan to Julia Nelson & Kathleen Metalak

Following discussion, Councilmember Jason Aarestad introduced Resolution 12.266.25, being seconded by Councilmember Scott Pream, that: WHEREAS, The Community Development Advisory Board met at noon on Friday, November 21, 2025, to review and discuss the application request by Julia Nelson for a Commercial Energy Renovation Loan through the City of Thief River Falls' Revolving Loan Fund in the amount of \$100,000. After reviewing the application and speaking with the co-owner and contractor, the CDAB members determined there were \$100,000 in eligible expenses and voted unanimously to recommend that the City Council approve a Commercial Energy Renovation Loan in an amount up to \$100,000 at a 2 percent interest rate for a period not to exceed 84 months. The property is located at 220 Horace Ave. N. and will be renovated for office space.

WHEREAS, Total estimated costs of the project are over \$205,000.00. Since there are multiple improvement projects occurring the CDAB was challenged with determining what costs were eligible for the applicants' request for an Energy Renovation Loan and which were eligible for their request for a Storefront Renovation Loan.

THEREFORE, BE IT RESOLVED Approve a Commercial Energy Renovation Loan in an amount up to \$100,000 at a 2 percent interest rate for a period not to exceed 84 months from the City's Revolving Loan Fund to Julia Nelson and Kathleen Metelak, co-owners of 220 Horace Ave. N.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.267.25: Appoint a Council member for Cybersecurity Committee

Following discussion, Councilmember Julie Bolduc introduced Resolution 12.267.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, Current committee members include Mike Lorenson, Scott Pream, Angela Philipp and Joanne Olson. Meetings are scheduled on an "as-needed" basis and is not a term position. This appointment replaces a vacancy from Brian Holmer.

THEREFORE, BE IT RESOLVED To appoint a Council member Kelly Langness for the Cybersecurity Committee.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.268.25: To institute Minnesota Paid Leave effective 1/1/2026

Following discussion, Councilmember Scott Pream introduced Resolution 12.268.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The State of Minnesota, effective 1/1/26, is launching a Paid Leave program. Minnesota Paid Leave provides payments and job protection when time off is needed to care for yourself or your family. Paid Leave is funded by premiums paid by employees and employers. The initial premium rate is 0.88% of wages. The City will deduct 0.44% from wages and will then cover the remainder.

THEREFORE, BE IT RESOLVED To approve the MN Paid Leave benefits be funded by premiums from employers paid at a rate not less of 50% with the remainder to be paid by employees. To approve MOU's with MN Teamsters Public and Law Enforcement Employees Local #320 - City Employees, MN Teamsters Public and Law Enforcement Employees' Union, Local #320 – Firefighters, Law Enforcement Labor Service Local #193, the Management, Administrative, Professional, and Supervisory Employees Union, and Non-Union Employees.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 12.269.25: Purchase over the ice accent lighting for event and in-game experience at the Ralph Engelstad Arena

Following discussion, Councilmember Kelly Langness introduced Resolution 12.269.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, This RGB Lighting and Madrix control system upgrade will transform the arena into a dynamic, multipurpose venue that delivers fan experience, atmosphere and energy for ticketed events.

THEREFORE, BE IT RESOLVED To accept the quote of \$79,637.00 to purchase RGB lighting and Madrix control system.

RESOLUTION NO. 12.270.25: Approve Library Bathrooms change proposal request #3

Following discussion, Councilmember Scott Pream introduced Resolution 12.270.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The previous door locks and handles that were ordered did not have the functionality that was needed at the public library.

THEREFORE, BE IT RESOLVED To approve the Library Bathrooms, change proposal request #3. The total cost is \$2,592.76 to provide and install 2 new locks and handles on the new restroom doors.

On vote being taken, the resolution was passed. Bolduc opposed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Jason Aarestad thanked Sara Lunke and Scott Ingram for hosting the Christmas Kickoff at Floyd B. Olson Park.
- Kelly noted there are 7-8 holiday displays at the Tourist Park. It's free to the public and you walk or drive around the displays.

UPCOMING MEETINGS

- Public Utilities 12/8 at 7 am
- Public Safety 12/8 at 4:30 pm
- Administrative 12/9 at 4:30 pm
- Public Works 12/10 at 4:30 pm
- City Council 12/16 at 5:30 pm

INFORMATIONAL ITEMS

- Holiday Train 12/16 - Reminder this is a council night. Approximate time of arrive 7:45 pm.
- Holiday Hours - City offices will be closed December 25 for Christmas. There will be no garbage pickup.
- The City and City Council would like to extend its gratitude to Sandy Brink who is retiring after 30 years of dedication to the City. We wish her well and congratulate her on her retirement.
- Mike asked Scott Pream to check with the Chamber regarding their plans for Day at the Capital.
- Mike noted he's requested the Community Voice app to be installed on all councilmember's phones and requested council get familiar with using the app.

- Mike reminded councilmembers to respond to phone calls and emails in a timely manner.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to adjourn at 7:44 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

[illegible]



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01626 - PYPKT01784 - 2025 12 11 #25 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0001892	12/01/2025	FLEX VISION	740-24000		12/01/2025	403.76
						Vendor VSP INSURANCE CO Total:	403.76
						Grand Total:	403.76

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	403.76
Grand Total:	403.76

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	403.76
Grand Total:		403.76

Project Account Summary

Project Account Key	Expense Amount
None	403.76
Grand Total:	403.76



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01625 - PYPKT01784 - 2025 12 11 #25 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: DELTA DENTAL OF MINNESOTA							
DELTA DENTAL OF MINNES...	INV0001898	12/11/2025	Dental Premium	740-24000		12/11/2025	1,600.78
Vendor DELTA DENTAL OF MINNESOTA Total:							1,600.78
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001901	12/11/2025	FED W/H	740-20150		12/11/2025	30,537.59
INTERNAL REVENUE SERVICE	INV0001901	12/11/2025	MEDICARE	740-20150		12/11/2025	8,615.16
INTERNAL REVENUE SERVICE	INV0001901	12/11/2025	SOCIAL SECURITY	740-20150		12/11/2025	25,584.32
Vendor INTERNAL REVENUE SERVICE Total:							64,737.07
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR...	INV0001894	12/11/2025	LELS Dues	740-24000		12/11/2025	1,095.00
Vendor LAW ENFORCEMENT LABOR SERVICES Total:							1,095.00
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0001905	12/11/2025	DECEMBER BILLING	740-4870-63650		12/11/2025	1,556.00
Vendor MEDICAREBLUE RX Total:							1,556.00
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE...	INV0001906	12/11/2025	HCSP Retiree	100-4150-61340		12/11/2025	200.00
MINNESOTA STATE RETIRE...	INV0001906	12/11/2025	HCSP Retiree	100-4220-61340		12/11/2025	300.00
MINNESOTA STATE RETIRE...	INV0001906	12/11/2025	HCSP Retiree	100-4312-61340		12/11/2025	300.00
MINNESOTA STATE RETIRE...	INV0001906	12/11/2025	HCSP Retiree	100-4315-61340		12/11/2025	100.00
MINNESOTA STATE RETIRE...	INV0001906	12/11/2025	HCSP Retiree	100-4510-61340		12/11/2025	200.00
MINNESOTA STATE RETIRE...	INV0001906	12/11/2025	HCSP Retiree	100-4650-61340		12/11/2025	100.00
MINNESOTA STATE RETIRE...	INV0001906	12/11/2025	HCSP Retiree	690-4825-61340		12/11/2025	100.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	100-4150-61340		12/11/2025	2,900.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	100-4210-61340		12/11/2025	2,500.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	100-4220-61340		12/11/2025	2,333.34
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	100-4312-61340		12/11/2025	1,500.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	100-4315-61340		12/11/2025	2,958.34
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	100-4510-61340		12/11/2025	1,000.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	100-4650-61340		12/11/2025	1,700.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	100-4660-61340		12/11/2025	1,100.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	610-4825-61340		12/11/2025	2,500.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	620-4825-61340		12/11/2025	1,500.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	680-4825-61340		12/11/2025	2,000.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	690-4825-61340		12/11/2025	6,500.00
MINNESOTA STATE RETIRE...	INV0001907	12/11/2025	Annual MSRS	820-4825-61340		12/11/2025	500.00
Vendor MINNESOTA STATE RETIREMENT SYS Total:							30,291.68

Council Approval Register

Packet: APPKT01625 - PYPKT01784 - 2025 12 11 #25 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0001896	12/11/2025	Garnishment	740-24000		12/11/2025	389.47
Vendor MN DPT OF REVENUE - GARNISHMENTS Total:							389.47
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0001900	12/11/2025	State W/H Tax	740-20160		12/11/2025	14,338.38
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							14,338.38
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR...	INV0001895	12/11/2025	PLIFE	740-24000		12/11/2025	672.00
Vendor NCPERS GROUP LIFE INSURANCE Total:							672.00
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	100-4150-61310		12/01/2025	5,402.61
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	100-4210-61310		12/01/2025	24,797.97
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	100-4220-61310		12/01/2025	6,498.47
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	100-4312-61310		12/01/2025	5,402.61
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	100-4315-61310		12/01/2025	8,606.40
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	100-4510-61310		12/01/2025	2,868.80
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	100-4650-61310		12/01/2025	4,976.73
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	100-4660-61310		12/01/2025	1,772.94
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	610-4825-61310		12/01/2025	16,108.58
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	620-4825-61310		12/01/2025	5,840.12
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	680-4825-61310		12/01/2025	7,084.66
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	690-4825-61310		12/01/2025	23,117.81
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	740-4870-63620		12/01/2025	147.60
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Employee ...	740-4870-63620		12/01/2025	15,757.33
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Retiree	740-4870-63660		12/01/2025	1,601.84
NORTHWEST SERVICE COO...	INV0001904	12/01/2025	Health Insurance Premium	820-4825-61310		12/01/2025	760.87
Vendor NORTHWEST SERVICE COOPERATIVE Total:							130,745.34
Vendor: P E R A OF MN							
P E R A OF MN	INV0001899	12/11/2025	PERA EE/ER P&F	740-20180		12/11/2025	27,520.16
P E R A OF MN	INV0001899	12/11/2025	PERA EE/ER COORD	740-20180		12/11/2025	29,885.47
Vendor P E R A OF MN Total:							57,405.63
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0001897	12/11/2025	LTD Premium	740-24000		12/11/2025	695.19
Vendor SUN LIFE FINANCIAL (LTD) Total:							695.19
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001891	12/11/2025	Contributions Employee	740-24000		12/11/2025	5,212.84
Vendor VANTAGEPOINT ICMA Total:							5,212.84
Vendor: WEX BANK							
WEX BANK	INV0001893	12/11/2025	HSA	740-24000		12/11/2025	337.50
Vendor WEX BANK Total:							337.50

Council Approval Register

Packet: APPKT01625 - PYPKT01784 - 2025 12 11 #25 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001908	12/08/2025	WEX Administrative Fees - ...	100-4670-62990		12/08/2025	134.75
WEX HEALTH INC	INV0001908	12/08/2025	WEX Administrative Fees - ...	610-4840-62990		12/08/2025	13.75
WEX HEALTH INC	INV0001908	12/08/2025	WEX Administrative Fees - ...	620-4840-62990		12/08/2025	16.50
WEX HEALTH INC	INV0001908	12/08/2025	WEX Administrative Fees - ...	690-4840-62990		12/08/2025	41.25
WEX HEALTH INC	INV0001909	12/09/2025	FSA Flex Reimbursement	740-20300		12/09/2025	18.88
Vendor WEX HEALTH INC Total:							225.13
Grand Total:							309,302.01

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	77,652.96
610 - LIQUOR DISPENSARY	18,622.33
620 - WATER UTILITY FUND	7,356.62
680 - WASTEWATER UTILITY FUND	9,084.66
690 - ELECTRIC UTILITY FUND	29,759.06
740 - TRF HEALTH INSURANCE FUND	165,565.51
820 - GREENWOOD CEMETERY FUND	1,260.87
Grand Total:	309,302.01

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	5,402.61
100-4150-61340	MSRS HCSP	3,100.00
100-4210-61310	Health Insurance	24,797.97
100-4210-61340	MSRS HCSP	2,500.00
100-4220-61310	Health Insurance	6,498.47
100-4220-61340	MSRS HCSP	2,633.34
100-4312-61310	Health Insurance	5,402.61
100-4312-61340	MSRS HCSP	1,800.00
100-4315-61310	Health Insurance	8,606.40
100-4315-61340	MSRS HCSP	3,058.34
100-4510-61310	Health Insurance	2,868.80
100-4510-61340	MSRS HCSP	1,200.00
100-4650-61310	Health Insurance	4,976.73
100-4650-61340	MSRS HCSP	1,800.00
100-4660-61310	Health Insurance	1,772.94
100-4660-61340	MSRS HCSP	1,100.00
100-4670-62990	Misc. Operating Expense	134.75
610-4825-61310	Health Insurance	16,108.58
610-4825-61340	MSRS HCSP	2,500.00
610-4840-62990	Misc. Operating Expense	13.75
620-4825-61310	Health Insurance	5,840.12
620-4825-61340	MSRS HCSP	1,500.00
620-4840-62990	Misc. Operating Expense	16.50
680-4825-61310	Health Insurance	7,084.66
680-4825-61340	MSRS HCSP	2,000.00
690-4825-61310	Health Insurance	23,117.81
690-4825-61340	MSRS HCSP	6,600.00
690-4840-62990	Misc. Operating Expense	41.25
740-20150	Payroll Taxes Payable	64,737.07
740-20160	State Withholding	14,338.38
740-20180	PERA Payable	57,405.63

Account Summary

Account Number	Account Name	Expense Amount
740-20300	Flex Payroll Deductions	18.88
740-24000	Clearing Account	10,002.78
740-4870-63620	Employee BC/BS Monthl...	15,904.93
740-4870-63650	Senior Gold BC/BS Mont...	1,556.00
740-4870-63660	Retiree BC/BS Monthly bi..	1,601.84
820-4825-61310	Health Insurance	760.87
820-4825-61340	MSRS HCSP	500.00
Grand Total:		309,302.01

Project Account Summary

Project Account Key	Expense Amount
None	309,302.01
Grand Total:	309,302.01



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01632 - 12-11-25 ELECTRIC INVOICES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S105170012.001	10/29/2025	LAMPS	630-4850-62230		10/29/2025	281.83
DAKOTA SUPPLY GROUP	S105149598.002	11/12/2025	STREET LIGHT SURGE PROT...	690-4850-62360		11/12/2025	126.87
DAKOTA SUPPLY GROUP	S105197874.001	11/12/2025	WTP HEATERS	620-4850-62230		11/12/2025	90.77
DAKOTA SUPPLY GROUP	S105172225.001	11/13/2025	WTP HEATERS	620-4850-62230		11/13/2025	17,278.50
DAKOTA SUPPLY GROUP	S105172225.003	11/14/2025	WTP HEATERS	620-4850-62230		11/14/2025	684.00
DAKOTA SUPPLY GROUP	S105234742.001	11/19/2025	WTP MIXERS	620-4850-62220		11/19/2025	34.73
DAKOTA SUPPLY GROUP	S105182219.001	11/03/2025	RESERVOIR MIXERS	620-4850-62220		11/03/2025	69.17
DAKOTA SUPPLY GROUP	S105194937.001	11/17/2025	Fluorescent Lamp Holder	690-14100		11/17/2025	59.83
DAKOTA SUPPLY GROUP	S105198232.001	11/06/2025	WTP RESERVOIR MIXERS	620-4850-62220		11/06/2025	37.01
Vendor DAKOTA SUPPLY GROUP Total:							18,662.71
Vendor: DEVIN SPEARS							
DEVIN SPEARS	1065	08/29/2025	UNIT #111 REPAIRS	690-4850-62210		08/29/2025	622.15
Vendor DEVIN SPEARS Total:							622.15
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S013827971.001	12/11/2025	HOWARD 1000KVA 480Y/2...	690-14100		12/11/2025	57,605.63
STUART C IRBY CO	S014370767.001	11/17/2025	HOT STICK TOOL	690-4840-62400		11/17/2025	404.31
STUART C IRBY CO	S014430316.001	12/02/2025	150/55 HPS	690-14100		12/02/2025	766.94
STUART C IRBY CO	S014439594.001	12/02/2025	250 HPS	690-14100		12/02/2025	162.24
STUART C IRBY CO	S014439594.002	12/02/2025	250 HPS	690-14100		12/02/2025	162.24
Vendor STUART C IRBY CO Total:							59,101.36
Grand Total:							78,386.22

Fund Summary

Fund	Expense Amount
620 - WATER UTILITY FUND	18,194.18
630 - ARENAS - OAK VIEW GROUP	281.83
690 - ELECTRIC UTILITY FUND	59,910.21
Grand Total:	78,386.22

Account Summary

Account Number	Account Name	Expense Amount
620-4850-62220	Plant Equip Maint & Rep...	140.91
620-4850-62230	Building Maint & Repair	18,053.27
630-4850-62230	Building Maint & Repair	281.83
690-14100	Inventory - Materials	58,756.88
690-4840-62400	Small Tools and Minor E...	404.31
690-4850-62210	Equipment Maint & Repa..	622.15
690-4850-62360	Distribution Maint	126.87
Grand Total:		78,386.22

Project Account Summary

Project Account Key	Expense Amount
None	78,386.22
Grand Total:	78,386.22



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01611 - PYPKT01778 - 2025 11 26 #24 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001884	11/26/2025	740-20150	Payroll Taxes Payable	SOCIAL SECURITY		24,601.92
INTERNAL REVENUE SERVICE	INV0001884	11/26/2025	740-20150	Payroll Taxes Payable	MEDICARE		8,195.36
INTERNAL REVENUE SERVICE	INV0001884	11/26/2025	740-20150	Payroll Taxes Payable	FED W/H		27,356.71
Vendor INTERNAL REVENUE SERVICE Total:							60,153.99
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE...	INV0001885	11/26/2025	100-4150-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001885	11/26/2025	100-4220-61340	MSRS HCSP	HCSP Retiree		300.00
MINNESOTA STATE RETIRE...	INV0001885	11/26/2025	100-4312-61340	MSRS HCSP	HCSP Retiree		300.00
MINNESOTA STATE RETIRE...	INV0001885	11/26/2025	100-4315-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0001885	11/26/2025	100-4510-61340	MSRS HCSP	HCSP Retiree		200.00
MINNESOTA STATE RETIRE...	INV0001885	11/26/2025	100-4650-61340	MSRS HCSP	HCSP Retiree		100.00
MINNESOTA STATE RETIRE...	INV0001885	11/26/2025	690-4825-61340	MSRS HCSP	HCSP Retiree		100.00
Vendor MINNESOTA STATE RETIREMENT SYS Total:							1,300.00
Vendor: MINNESOTA TEAMSTERS NO. 320							
MINNESOTA TEAMSTERS N...	INV0001880	11/26/2025	740-24000	Clearing Account	Union Dues		4,288.00
Vendor MINNESOTA TEAMSTERS NO. 320 Total:							4,288.00
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0001881	11/26/2025	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...	INV0001883	11/26/2025	740-20160	State Withholding	State W/H Tax		13,144.78
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							13,144.78
Vendor: P E R A OF MN							
P E R A OF MN	INV0001882	11/26/2025	740-20180	PERA Payable	PERA EE/ER DEF		150.00
P E R A OF MN	INV0001882	11/26/2025	740-20180	PERA Payable	PERA EE/ER P&F		25,144.14
P E R A OF MN	INV0001882	11/26/2025	740-20180	PERA Payable	PERA EE/ER COORD		28,179.13
Vendor P E R A OF MN Total:							53,473.27
Vendor: SUN LIFE FINANCIAL - LIFE							
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	100-4150-61330	Life Insurance	Life Ins Premium		66.30
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	100-4194-61330	Life Insurance	Life Ins Premium		9.35
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	100-4210-61330	Life Insurance	Life Ins Premium		184.45
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	100-4220-61330	Life Insurance	Life Ins Premium		68.85
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	100-4312-61330	Life Insurance	Life Ins Premium		51.00
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	100-4315-61330	Life Insurance	Life Ins Premium		51.00
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	100-4510-61330	Life Insurance	Life Ins Premium		9.35

Council Approval Register

Packet: APPKT01611 - PYPKT01778 - 2025 11 26 #24 Payroll

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	100-4650-61330	Life Insurance	Life Ins Premium		60.35
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	100-4660-61330	Life Insurance	Life Ins Premium		12.75
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	610-4825-61330	Life Insurance	Life Ins Premium		69.70
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	620-4825-61330	Life Insurance	Life Ins Premium		43.75
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	680-4825-61330	Life Insurance	Life Ins Premium		34.45
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	690-4825-61330	Life Insurance	Life Ins Premium		171.70
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	740-24000	Clearing Account	Life Ins Premium		668.84
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	740-4870-63640	Life Insurance - COBRA	Life Ins COBRA		9.35
SUN LIFE FINANCIAL - LIFE	INV0001879	11/26/2025	820-4825-61330	Life Insurance	Life Ins Premium		9.35
Vendor SUN LIFE FINANCIAL - LIFE Total:							1,520.54
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001876	11/26/2025	740-24000	Clearing Account	Contributions Employee		5,212.84
Vendor VANTAGEPOINT ICMA Total:							5,212.84
Vendor: WEX BANK							
WEX BANK	INV0001878	11/26/2025	740-24000	Clearing Account	HSA		337.50
WEX BANK	INV0001886	11/26/2025	100-4150-61310	Health Insurance	VEBA City Contribution		251.20
WEX BANK	INV0001886	11/26/2025	100-4194-61310	Health Insurance	VEBA Employer Contribution		251.20
WEX BANK	INV0001886	11/26/2025	100-4210-61310	Health Insurance	VEBA City Contribution		2,647.96
WEX BANK	INV0001886	11/26/2025	100-4220-61310	Health Insurance	VEBA City Contribution		1,391.96
WEX BANK	INV0001886	11/26/2025	100-4650-61310	Health Insurance	VEBA City Contribution		3,595.14
WEX BANK	INV0001886	11/26/2025	610-4825-61310	Health Insurance	VEBA City Contributions		251.20
WEX BANK	INV0001886	11/26/2025	680-4825-61310	Health Insurance	VEBA City Contribution		1,391.96
WEX BANK	INV0001886	11/26/2025	690-4825-61310	Health Insurance	VEBA City Contribution		4,735.90
WEX BANK	INV0001887	11/19/2025	100-4150-61310	Health Insurance	HSA City Contribution		2,841.54
WEX BANK	INV0001887	11/19/2025	100-4210-61310	Health Insurance	HSA City Contribution		1,198.38
WEX BANK	INV0001887	11/19/2025	100-4220-61310	Health Insurance	HSA City Contribution		753.60
WEX BANK	INV0001887	11/19/2025	100-4650-61310	Health Insurance	HSA City Contribution		3,537.52
WEX BANK	INV0001887	11/19/2025	610-4825-61310	Health Insurance	HSA City Contribution		695.98
WEX BANK	INV0001887	11/19/2025	680-4825-61310	Health Insurance	HSA City Contribution		947.18
WEX BANK	INV0001887	11/19/2025	690-4825-61310	Health Insurance	HSA City Contribution		251.20
Vendor WEX BANK Total:							25,079.42
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001888	11/18/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		500.00
WEX HEALTH INC	INV0001889	11/18/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		20.32
WEX HEALTH INC	INV0001890	11/21/2025	740-20300	Flex Payroll Deductions	FSA Flex Reimbursement		30.00
Vendor WEX HEALTH INC Total:							550.32
Grand Total:							165,112.63

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	18,181.90
610 - LIQUOR DISPENSARY	1,016.88
620 - WATER UTILITY FUND	43.75
680 - WASTEWATER UTILITY FUND	2,373.59
690 - ELECTRIC UTILITY FUND	5,258.80
740 - TRF HEALTH INSURANCE FUND	138,228.36
820 - GREENWOOD CEMETERY FUND	9.35
Grand Total:	165,112.63

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	3,092.74
100-4150-61330	Life Insurance	66.30
100-4150-61340	MSRS HCSP	200.00
100-4194-61310	Health Insurance	251.20
100-4194-61330	Life Insurance	9.35
100-4210-61310	Health Insurance	3,846.34
100-4210-61330	Life Insurance	184.45
100-4220-61310	Health Insurance	2,145.56
100-4220-61330	Life Insurance	68.85
100-4220-61340	MSRS HCSP	300.00
100-4312-61330	Life Insurance	51.00
100-4312-61340	MSRS HCSP	300.00
100-4315-61330	Life Insurance	51.00
100-4315-61340	MSRS HCSP	100.00
100-4510-61330	Life Insurance	9.35
100-4510-61340	MSRS HCSP	200.00
100-4650-61310	Health Insurance	7,132.66
100-4650-61330	Life Insurance	60.35
100-4650-61340	MSRS HCSP	100.00
100-4660-61330	Life Insurance	12.75
610-4825-61310	Health Insurance	947.18
610-4825-61330	Life Insurance	69.70
620-4825-61330	Life Insurance	43.75
680-4825-61310	Health Insurance	2,339.14
680-4825-61330	Life Insurance	34.45
690-4825-61310	Health Insurance	4,987.10
690-4825-61330	Life Insurance	171.70
690-4825-61340	MSRS HCSP	100.00
740-20150	Payroll Taxes Payable	60,153.99
740-20160	State Withholding	13,144.78
740-20180	PERA Payable	53,473.27

Account Summary

Account Number	Account Name	Expense Amount
740-20300	Flex Payroll Deductions	550.32
740-24000	Clearing Account	10,896.65
740-4870-63640	Life Insurance - COBRA	9.35
820-4825-61330	Life Insurance	9.35
Grand Total:		165,112.63

Project Account Summary

Project Account Key	Expense Amount
None	165,112.63
Grand Total:	165,112.63



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01617 - 11/26/25 DIRECT PAYABLES / LIQUOR

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ABSOLUTE ICE							
ABSOLUTE ICE	31340	11/12/2025	610-4810-62590	Misc. Mdse for Resale	ICE		120.00
Vendor ABSOLUTE ICE Total:							120.00
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3812058	11/17/2025	610-4810-62520	Beer for Resale	BEER		1,075.40
Vendor ARTISAN BEER COMPANY Total:							1,075.40
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	0214376	11/20/2025	610-4840-62010	Office Supplies	OFFICE SUPPLIES - DATE BO...		37.77
BREDESON OFFICE SUPPLY	0214376	11/20/2025	610-4840-62140	Off Sale Supplies	OFFICE SUPPLIES - PACKING...		53.95
Vendor BREDESON OFFICE SUPPLY Total:							91.72
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	2209280	11/20/2025	610-4810-62520	Beer for Resale	BEER		427.70
C & L DISTRIBUTING	2209280	11/20/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		145.00
Vendor C & L DISTRIBUTING Total:							572.70
Vendor: DWIGHT TANGQUIST							
DWIGHT TANGQUIST	10 10 25	10/10/2025	610-4810-62590	Misc. Mdse for Resale	BAGS		541.00
DWIGHT TANGQUIST	10 10 25	10/10/2025	610-4810-62590	Misc. Mdse for Resale	BEER GLASSES		170.70
Vendor DWIGHT TANGQUIST Total:							711.70
Vendor: FORESTEDGE WINERY							
FORESTEDGE WINERY	6152	11/17/2025	610-4810-62530	Wine for Resale	WINE		414.00
Vendor FORESTEDGE WINERY Total:							414.00
Vendor: IHEARTMEDIA							
IHEARTMEDIA	8823263334	10/31/2025	610-4880-63490	Advertising	OCT 2025 - RADIO ADVERTIS..		1,074.63
Vendor IHEARTMEDIA Total:							1,074.63
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2925298	11/13/2025	610-4810-62530	Wine for Resale	WINE		4,200.00
JOHNSON BROTHERS LIQU...	2926606	11/17/2025	610-4810-62510	Liquor for Resale	LIQUOR		9,576.79
JOHNSON BROTHERS LIQU...	2926607	11/17/2025	610-4810-62530	Wine for Resale	WINE		6,736.85
JOHNSON BROTHERS LIQU...	2926608	11/17/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		40.00
Vendor JOHNSON BROTHERS LIQUOR Total:							20,553.64
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	1086000106	11/18/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-86.10
MC KINNON COMPANY INC	880102	11/04/2025	610-4810-62520	Beer for Resale	BEER		10,564.60
MC KINNON COMPANY INC	880983	11/06/2025	610-4810-62520	Beer for Resale	BEER		28.50
MC KINNON COMPANY INC	881169	11/07/2025	610-4810-62510	Liquor for Resale	LIQUOR		1,472.80

Council Approval Register

Packet: APPKT01617 - 11/26/25 DIRECT PAYABLES / LIQUOR

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MC KINNON COMPANY INC	881169	11/07/2025	610-4810-62520	Beer for Resale	BEER		7,705.30
MC KINNON COMPANY INC	881428	11/11/2025	610-4810-62520	Beer for Resale	BEER		7,240.22
MC KINNON COMPANY INC	881428	11/11/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		42.00
MC KINNON COMPANY INC	882393	11/13/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-22.12
MC KINNON COMPANY INC	882486	11/14/2025	610-4810-62510	Liquor for Resale	LIQUOR		410.00
MC KINNON COMPANY INC	882486	11/14/2025	610-4810-62520	Beer for Resale	BEER		5,162.60
MC KINNON COMPANY INC	882565	11/14/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-18.00
MC KINNON COMPANY INC	882565	11/14/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-7.73
MC KINNON COMPANY INC	882801	11/18/2025	610-4810-62510	Liquor for Resale	LIQUOR		1,350.00
MC KINNON COMPANY INC	882801	11/18/2025	610-4810-62520	Beer for Resale	BEER		10,052.55
MC KINNON COMPANY INC	882801	11/18/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		54.70
Vendor MC KINNON COMPANY INC Total:							43,949.32
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	159278	11/03/2025	610-4810-62510	Liquor for Resale	LIQUOR		888.00
NORTHWEST BEVERAGE INC	159278	11/03/2025	610-4810-62520	Beer for Resale	BEER		17,665.62
NORTHWEST BEVERAGE INC	159368	11/07/2025	610-4810-62510	Liquor for Resale	LIQUOR		45.85
NORTHWEST BEVERAGE INC	159368	11/07/2025	610-4810-62520	Beer for Resale	BEER		7,793.80
NORTHWEST BEVERAGE INC	159371	11/07/2025	610-4810-62510	Liquor for Resale	LIQUOR CREED		-158.84
NORTHWEST BEVERAGE INC	159371	11/07/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-29.75
NORTHWEST BEVERAGE INC	159386	11/10/2025	610-4810-62510	Liquor for Resale	LIQUOR		1,327.95
NORTHWEST BEVERAGE INC	159386	11/10/2025	610-4810-62520	Beer for Resale	BEER		16,750.39
NORTHWEST BEVERAGE INC	159492	11/14/2025	610-4810-62520	Beer for Resale	BEER		10,698.95
NORTHWEST BEVERAGE INC	159503	11/17/2025	610-4810-62520	Beer for Resale	BEER		1,468.10
NORTHWEST BEVERAGE INC	159503	11/17/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		192.50
Vendor NORTHWEST BEVERAGE INC Total:							56,642.57
Vendor: PAUSTIS WINE COMPANY							
PAUSTIS WINE COMPANY	280083	11/11/2025	610-4810-62530	Wine for Resale	WINE		144.00
PAUSTIS WINE COMPANY	280083	11/11/2025	610-4810-62610	Freight In (Liquor)	FREIGHT		1.50
PAUSTIS WINE COMPANY	280775	11/17/2025	610-4810-62530	Wine for Resale	WINE		2,605.00
PAUSTIS WINE COMPANY	280775	11/17/2025	610-4810-62610	Freight In (Liquor)	FREIGHT		34.50
Vendor PAUSTIS WINE COMPANY Total:							2,785.00
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	5079716	11/17/2025	610-4810-62510	Liquor for Resale	LIQUOR		3,859.03
PHILLIPS WINE & SPIRITS	5079717	11/17/2025	610-4810-62510	Liquor for Resale	LIQUOR		565.95
PHILLIPS WINE & SPIRITS	5079717	11/17/2025	610-4810-62530	Wine for Resale	WINE		1,544.00
PHILLIPS WINE & SPIRITS	5079718	11/17/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		280.50
Vendor PHILLIPS WINE & SPIRITS Total:							6,249.48
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2693371	11/18/2025	610-4810-62510	Liquor for Resale	610481062510		4,290.00
Vendor SOUTHERN GLAZERS OF MN Total:							4,290.00
Grand Total:							138,530.16

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	138,530.16
Grand Total:	138,530.16

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	23,609.53
610-4810-62520	Beer for Resale	96,488.03
610-4810-62530	Wine for Resale	15,643.85
610-4810-62540	Soft Drinks/Mix for Resa...	754.70
610-4810-62590	Misc. Mdse for Resale	831.70
610-4810-62610	Freight In (Liquor)	36.00
610-4840-62010	Office Supplies	37.77
610-4840-62140	Off Sale Supplies	53.95
610-4880-63490	Advertising	1,074.63
Grand Total:		138,530.16

Project Account Summary

Project Account Key	Expense Amount
None	138,530.16
Grand Total:	138,530.16



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01618 - 11/26/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: BRIAN MOYER							
BRIAN MOYER	1342	11/25/2025	100-4510-63030	Contracts Expense	TREE REMOVAL SERVICES		4,950.00
						Vendor BRIAN MOYER Total:	4,950.00
Vendor: CITY OF T R F - ADMIN PETTY CASH							
CITY OF T R F - ADMIN PETTY..	11 26 25	11/26/2025	100-4110-64400	Travel, Conference, School	REPLENISH PETTY CASH - B...		7.50
CITY OF T R F - ADMIN PETTY..	11 26 25	11/26/2025	100-4150-64400	Travel, Conference, School	REPLENISH PETTY CASH - B...		3.00
CITY OF T R F - ADMIN PETTY..	11 26 25	11/26/2025	100-4210-64440	DWI Enforcement & Equip...	REPLENISH PETTY CASH - R...		27.00
CITY OF T R F - ADMIN PETTY..	11 26 25	11/26/2025	100-4240-62010	Office Supplies	REPLENISH PETTY CASH - 1S...		9.14
CITY OF T R F - ADMIN PETTY..	11 26 25	11/26/2025	100-4312-65400	Machinery & Equipment	REPLENISH PETTY CASH - A...		15.50
CITY OF T R F - ADMIN PETTY..	11 26 25	11/26/2025	100-4660-64400	Travel, Conference, School	REPLENISH PETTY CASH - B...		12.00
CITY OF T R F - ADMIN PETTY..	11 26 25	11/26/2025	100-4670-62990	Misc. Operating Expense	REPLENISH PETTY CASH - B...		5.34
CITY OF T R F - ADMIN PETTY..	11 26 25	11/26/2025	690-4840-62990	Misc. Operating Expense	REPLENISH PETTY CASH - KL...		11.95
						Vendor CITY OF T R F - ADMIN PETTY CASH Total:	91.43
Vendor: ELECTRONIC PAYMENT							
ELECTRONIC PAYMENT	OCT 2025	11/03/2025	610-4890-63060	Credit Card Fees	OCT 2025 - CREDIT CARD FE...		29.00
						Vendor ELECTRONIC PAYMENT Total:	29.00
Vendor: U S POSTMASTER							
U S POSTMASTER	1ST CLASS PERMIT	11/26/2025	100-4315-62010	Office Supplies	ANNUAL 1ST CLASS PRESOR...		55.50
U S POSTMASTER	1ST CLASS PERMIT	11/26/2025	620-4840-62010	Office Supplies	ANNUAL 1ST CLASS PRESOR...		129.50
U S POSTMASTER	1ST CLASS PERMIT	11/26/2025	680-4840-62010	Office Supplies	ANNUAL 1ST CLASS PRESOR...		37.00
U S POSTMASTER	1ST CLASS PERMIT	11/26/2025	690-4840-62010	Office Supplies	ANNUAL 1ST CLASS PRESOR...		148.00
						Vendor U S POSTMASTER Total:	370.00
						Grand Total:	5,440.43

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	5,084.98
610 - LIQUOR DISPENSARY	29.00
620 - WATER UTILITY FUND	129.50
680 - WASTEWATER UTILITY FUND	37.00
690 - ELECTRIC UTILITY FUND	159.95
Grand Total:	5,440.43

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64400	Travel, Conference, Sch...	7.50
100-4150-64400	Travel, Conference, Sch...	3.00
100-4210-64440	DWI Enforcement & Equ...	27.00
100-4240-62010	Office Supplies	9.14
100-4312-65400	Machinery & Equipment	15.50
100-4315-62010	Office Supplies	55.50
100-4510-63030	Contracts Expense	4,950.00
100-4660-64400	Travel, Conference, Sch...	12.00
100-4670-62990	Misc. Operating Expense	5.34
610-4890-63060	Credit Card Fees	29.00
620-4840-62010	Office Supplies	129.50
680-4840-62010	Office Supplies	37.00
690-4840-62010	Office Supplies	148.00
690-4840-62990	Misc. Operating Expense	11.95
Grand Total:		5,440.43

Project Account Summary

Project Account Key	Expense Amount
None	5,440.43
Grand Total:	5,440.43



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01619 - 12/02/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: NORMAN BETLAND							
NORMAN BETLAND	103	11/30/2025	100-4650-63030	Contracts Expense	NOV 2025 - GIS CONSULTING		467.50
Vendor NORMAN BETLAND Total:							467.50
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	NOV 2025	11/26/2025	100-4210-62120	Gas-Oil-Lube	NOV 2025 - FUEL PURCHAS...		1,461.86
NORTHDALE OIL INC	NOV 2025	11/26/2025	100-4312-62120	Gas-Oil-Lube	NOV 2025 - FUEL PURCHAS...		380.05
NORTHDALE OIL INC	NOV 2025	11/26/2025	690-4840-62120	Gas-Oil-Lube	NOV 2025 - FUEL PURCHAS...		111.20
Vendor NORTHDALE OIL INC Total:							1,953.11
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	6129106579	11/21/2025	100-4110-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		336.44
VERIZON WIRELESS #78678...	6129106579	11/21/2025	100-4150-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		174.30
VERIZON WIRELESS #78678...	6129106579	11/21/2025	100-4194-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		41.43
VERIZON WIRELESS #78678...	6129106579	11/21/2025	100-4210-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		704.31
VERIZON WIRELESS #78678...	6129106579	11/21/2025	100-4510-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		82.86
VERIZON WIRELESS #78678...	6129106579	11/21/2025	100-4650-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		41.43
VERIZON WIRELESS #78678...	6129106579	11/21/2025	100-4660-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		41.43
VERIZON WIRELESS #78678...	6129106579	11/21/2025	610-4830-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		41.43
VERIZON WIRELESS #78678...	6129106579	11/21/2025	620-4830-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		122.87
VERIZON WIRELESS #78678...	6129106579	11/21/2025	650-4830-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		41.43
VERIZON WIRELESS #78678...	6129106579	11/21/2025	680-4830-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		41.43
VERIZON WIRELESS #78678...	6129106579	11/21/2025	690-4830-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		165.72
VERIZON WIRELESS #78678...	6129106579	11/21/2025	820-4830-63210	Communication Expense	NOV 2025 - WIRELESS PHO...		41.43
Vendor VERIZON WIRELESS #786782900 Total:							1,876.51
Grand Total:							4,297.12

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	3,731.61
610 - LIQUOR DISPENSARY	41.43
620 - WATER UTILITY FUND	122.87
650 - TOURIST PARK - OAK VIEW GROUP	41.43
680 - WASTEWATER UTILITY FUND	41.43
690 - ELECTRIC UTILITY FUND	276.92
820 - GREENWOOD CEMETERY FUND	41.43
Grand Total:	4,297.12

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63210	Communication Expense	336.44
100-4150-63210	Communication Expense	174.30
100-4194-63210	Communication Expense	41.43
100-4210-62120	Gas-Oil-Lube	1,461.86
100-4210-63210	Communication Expense	704.31
100-4312-62120	Gas-Oil-Lube	380.05
100-4510-63210	Communication Expense	82.86
100-4650-63030	Contracts Expense	467.50
100-4650-63210	Communication Expense	41.43
100-4660-63210	Communication Expense	41.43
610-4830-63210	Communication Expense	41.43
620-4830-63210	Communication Expense	122.87
650-4830-63210	Communication Expense	41.43
680-4830-63210	Communication Expense	41.43
690-4830-63210	Communication Expense	165.72
690-4840-62120	Gas-Oil-Lube	111.20
820-4830-63210	Communication Expense	41.43
Grand Total:		4,297.12

Project Account Summary

Project Account Key	Expense Amount
None	4,297.12
Grand Total:	4,297.12



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01627 - 12/04/2025 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	2ND HALF NOV 2025	11/18/2025	100-4210-62010	Office Supplies	2ND HALF NOV 2025 - OFFI...		38.57
AMAZON CAPITAL SERVICES ..	2ND HALF NOV 2025	11/18/2025	100-4312-62210	Equipment Maint & Repair	2ND HALF NOV 2025 - LED L...		45.59
AMAZON CAPITAL SERVICES ..	2ND HALF NOV 2025	11/18/2025	100-4315-62210	Equipment Maint & Repair	2ND HALF NOV 2025 - LED L...		11.40
AMAZON CAPITAL SERVICES ..	2ND HALF NOV 2025	11/18/2025	100-4510-62240	Department Maint & Repair	2ND HALF NOV 2025 - POW...		25.98
AMAZON CAPITAL SERVICES ..	2ND HALF NOV 2025	11/18/2025	620-4840-62020	Computer Supplies	2ND HALF NOV 2025 - SECU...		205.00
Vendor AMAZON CAPITAL SERVICES INC Total:							326.54
Vendor: CAPITAL ONE							
CAPITAL ONE	1666310977	11/19/2025	100-4210-62990	Misc. Operating Expense	11/19/25 STMT - CABLE		23.81
CAPITAL ONE	1666310977	11/19/2025	100-4210-62990	Misc. Operating Expense	11/19/25 STMT - HALLOWE...		451.03
CAPITAL ONE	1666310977	11/19/2025	100-4220-62990	Misc. Operating Expense	11/19/25 STMT - CLEANING...		256.60
Vendor CAPITAL ONE Total:							731.44
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	5298414	11/06/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		438.00
COCA-COLA BOTTLING CO...	5298452	11/13/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		140.50
COCA-COLA BOTTLING CO...	5299493	11/20/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		1,191.00
Vendor COCA-COLA BOTTLING COMPANY Total:							1,769.50
Vendor: ELAN FINANCIAL SERVICES							
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4150-62010	Office Supplies	NOV 2025 STMT -		53.32
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4150-64400	Travel, Conference, School	NOV 2025 STMT - LODGING		515.25
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4150-64400	Travel, Conference, School	NOV 2025 STMT - LYFT FARE		71.76
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4150-64400	Travel, Conference, School	NOV 2025 STMT - AIRFARE/...		248.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4150-64400	Travel, Conference, School	NOV 2025 STMT - REGISTRA...		725.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4150-64400	Travel, Conference, School	NOV 2025 STMT - LYFT FARE		57.58
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4194-62990	Misc. Operating Expense	NOV 2025 STMT - CLEANING...		97.82
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4194-62990	Misc. Operating Expense	NOV 2025 STMT - SPRAYER ...		10.76
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4210-62400	Small Tools and Minor Equip	NOV 2025 STMT - EVIDENCE...		1,408.33
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4210-62990	Misc. Operating Expense	NOV 2025 STMT - CAMERA ...		32.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4210-62990	Misc. Operating Expense	NOV 2025 STMT - CAMERA ...		9.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4210-62990	Misc. Operating Expense	NOV 2025 STMT - CAMERA ...		10.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4210-62990	Misc. Operating Expense	NOV 2025 STMT - FRGN TR...		0.30
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4210-62990	Misc. Operating Expense	NOV 2025 STMT - FRGN TR...		0.30
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4210-62990	Misc. Operating Expense	NOV 2025 STMT - CAMERA ...		10.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4312-62210	Equipment Maint & Repair	NOV 2025 STMT - LIFT AST ...		217.70
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4312-62990	Misc. Operating Expense	NOV 2025 STMT - WEATHE...		145.80
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4312-64370	Taxes and Licenses	NOV 2025 STMT - 1004312...		20.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4312-64370	Taxes and Licenses	NOV 2025 STMT - BOILER LI...		20.00

Council Approval Register

Packet: APPKT01627 - 12/04/2025 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4315-62010	Office Supplies	NOV 2025 STMT - EMAIL SU...		13.49
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4315-62210	Equipment Maint & Repair	NOV 2025 STMT - FORKLIFT...		53.18
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4315-62210	Equipment Maint & Repair	NOV 2025 STMT - TV 140 T...		484.82
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4315-62210	Equipment Maint & Repair	NOV 2025 STMT - MODULE -..		618.16
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4510-64400	Travel, Conference, School	NOV 2025 STMT - REG FEE / ...		240.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4550-62990	Misc. Operating Expense	NOV 2025 STMT - CLEANING..		45.23
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4550-62990	Misc. Operating Expense	NOV 2025 STMT - SPRAYER ...		10.76
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4560-62990	Misc. Operating Expense	NOV 2025 STMT - SPRAYER ...		10.76
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4660-64400	Travel, Conference, School	NOV 2025 STMT - DOMINOS..		57.95
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	100-4660-64400	Travel, Conference, School	NOV 2025 STMT - PIZZA HUT..		49.38
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	610-4890-64370	Taxes and Licenses	NOV 2025 STMT - SEC OF S...		50.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	610-4890-64370	Taxes and Licenses	NOV 2025 STMT - SEC OF S...		18.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	610-4890-64370	Taxes and Licenses	NOV 2025 STMT - MNOCM ...		5.38
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	610-4890-64370	Taxes and Licenses	NOV 2025 STMT - MN OCM		250.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	620-4840-62010	Office Supplies	NOV 2025 STMT - EMAIL SU...		31.48
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	620-4850-62200	System Expense	NOV 2025 STMT - PRESSURE..		2,274.78
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	680-4840-62010	Office Supplies	NOV 2025 STMT - EMAIL SU...		9.00
ELAN FINANCIAL SERVICES	NOV 25 STMT	12/04/2025	690-4840-62010	Office Supplies	NOV 2025 STMT - EMAIL SU...		35.98
Vendor ELAN FINANCIAL SERVICES Total:							7,911.27
Vendor: M M B A							
M M B A	2025 / 2026	12/04/2025	610-4890-64330	Dues and Subscriptions	M M B A DUES		3,700.00
Vendor M M B A Total:							3,700.00
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	30677707	11/20/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		530.35
Vendor PEPSI BEVERAGES COMPANY Total:							530.35
Vendor: PITNEY BOWES BANK INC PURCHASE POWER							
PITNEY BOWES BANK INC P...	12/03/25	12/04/2025	100-4670-62010	Office Supplies	POSTAGE METER REFILL CH...		214.99
Vendor PITNEY BOWES BANK INC PURCHASE POWER Total:							214.99
Vendor: VESTIS							
VESTIS	2630492394	11/25/2025	620-4890-63030	Contracts Expense	11/25/25 LAUNDRY SERVICE		86.75
Vendor VESTIS Total:							86.75
Grand Total:							15,270.84

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	6,304.62
610 - LIQUOR DISPENSARY	6,323.23
620 - WATER UTILITY FUND	2,598.01
680 - WASTEWATER UTILITY FUND	9.00
690 - ELECTRIC UTILITY FUND	35.98
Grand Total:	15,270.84

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	53.32
100-4150-64400	Travel, Conference, Sch...	1,617.59
100-4194-62990	Misc. Operating Expense	108.58
100-4210-62010	Office Supplies	38.57
100-4210-62400	Small Tools and Minor E...	1,408.33
100-4210-62990	Misc. Operating Expense	536.44
100-4220-62990	Misc. Operating Expense	256.60
100-4312-62210	Equipment Maint & Repa..	263.29
100-4312-62990	Misc. Operating Expense	145.80
100-4312-64370	Taxes and Licenses	40.00
100-4315-62010	Office Supplies	13.49
100-4315-62210	Equipment Maint & Repa..	1,167.56
100-4510-62240	Department Maint & Re...	25.98
100-4510-64400	Travel, Conference, Sch...	240.00
100-4550-62990	Misc. Operating Expense	55.99
100-4560-62990	Misc. Operating Expense	10.76
100-4660-64400	Travel, Conference, Sch...	107.33
100-4670-62010	Office Supplies	214.99
610-4810-62540	Soft Drinks/Mix for Resa...	2,299.85
610-4890-64330	Dues and Subscriptions	3,700.00
610-4890-64370	Taxes and Licenses	323.38
620-4840-62010	Office Supplies	31.48
620-4840-62020	Computer Supplies	205.00
620-4850-62200	System Expense	2,274.78
620-4890-63030	Contracts Expense	86.75
680-4840-62010	Office Supplies	9.00
690-4840-62010	Office Supplies	35.98
Grand Total:		15,270.84

Project Account Summary

Project Account Key	Expense Amount
None	15,270.84

Project Account Summary

Project Account Key	Expense Amount
None	
Grand Total:	15,270.84



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01628 - 12/05/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: GMPT							
GMPT	2026	12/05/2025	100-4510-64330	Dues and Subscriptions	2026 MEMBERSHIP DUES		175.00
						Vendor GMPT Total:	175.00
Vendor: T R F CONVENTION &							
T R F CONVENTION &	OCT 2025	12/05/2025	100-4670-63030	Contracts Expense	OCT 2025 - LODGING TAX		12,489.27
						Vendor T R F CONVENTION & Total:	12,489.27
Vendor: TRACTOR SUPPLY CREDIT PLAN							
TRACTOR SUPPLY CREDIT P...	NOV 2025	12/05/2025	100-4510-62240	Department Maint & Repair	NOV 2025 STMT - CHRISTM...		69.99
TRACTOR SUPPLY CREDIT P...	NOV 2025	12/05/2025	100-4510-62990	Misc. Operating Expense	NOV 2025 STMT -		23.95
						Vendor TRACTOR SUPPLY CREDIT PLAN Total:	93.94
						Grand Total:	12,758.21

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	12,758.21
Grand Total:	12,758.21

Account Summary

Account Number	Account Name	Expense Amount
100-4510-62240	Department Maint & Re...	69.99
100-4510-62990	Misc. Operating Expense	23.95
100-4510-64330	Dues and Subscriptions	175.00
100-4670-63030	Contracts Expense	12,489.27
Grand Total:		12,758.21

Project Account Summary

Project Account Key	Expense Amount
None	12,758.21
Grand Total:	12,758.21



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01631 - 12/16/2025 Council Meeting

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	1VX7-P3HT-JWYF	12/02/2025	HYDRAULIC CYLINDER FORC...	100-4312-62210		12/02/2025	98.13
AMAZON CAPITAL SERVICES ..	17PX-JFGC-FX4L	12/03/2025	WTP SUPPLIES	620-4840-62990		12/03/2025	91.99
AMAZON CAPITAL SERVICES ..	1LF4-XMN4-TW66	12/05/2025	COFFEE FILTER & ICE BAGS	690-4840-62990		12/05/2025	38.64
AMAZON CAPITAL SERVICES ..	1N7C-1QVQ-HRNT	12/08/2025	POWER POINT REMOTE & H...	100-4210-62990		12/08/2025	24.49
AMAZON CAPITAL SERVICES ..	1VQJ-33H6-CDM7	12/09/2025	TOOL REPLACEMENT	620-4840-62990		12/09/2025	33.10
Vendor AMAZON CAPITAL SERVICES INC Total:							286.35
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN120125	12/16/2025	CHEMICALS	620-4840-62160		12/16/2025	12,133.96
Vendor AQUA PURE INC Total:							12,133.96
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9724101	10/25/2025	REPLACE LIGHT ON E-97	100-4220-62210		10/25/2025	18.99
AUTO VALUE T R F	9724345	10/30/2025	TV140 TRACTOR	100-4315-62210		10/30/2025	12.99
AUTO VALUE T R F	9725295	11/10/2025	OIL FILTER & CAB FILTER	100-4312-62210		11/10/2025	109.81
AUTO VALUE T R F	9725342	11/11/2025	FILTER	100-4312-62210		11/11/2025	64.88
AUTO VALUE T R F	9725671	11/14/2025	FILTER	100-4315-62210		11/14/2025	10.11
AUTO VALUE T R F	9725752	11/17/2025	FILTER	100-4315-62210		11/17/2025	122.03
AUTO VALUE T R F	9725986	11/19/2025	CASE LOADER	100-4312-62210		11/19/2025	26.98
AUTO VALUE T R F	9726042	11/19/2025	PLOWER TRUCK FOR MIRR...	100-4510-62210		11/19/2025	5.49
AUTO VALUE T R F	9726089	11/20/2025	MOTOR GRADER	100-4312-62210		11/20/2025	99.99
AUTO VALUE T R F	9726241	11/21/2025	DIST SHOP FLOOR DRY	680-4840-62990		11/21/2025	38.99
AUTO VALUE T R F	9726282	11/21/2025	CASE LOADER	100-4312-62210		11/21/2025	53.99
AUTO VALUE T R F	9726456	11/24/2025	FILTER	100-4312-62210		11/24/2025	130.85
AUTO VALUE T R F	9726457	11/24/2025	FUEL CONST.	100-4315-62210		11/24/2025	26.06
AUTO VALUE T R F	9726458	11/24/2025	FILTERS	100-4510-62210		11/24/2025	113.57
AUTO VALUE T R F	9726524	11/25/2025	PICKUP WINDSHIELD	100-4315-62210		11/25/2025	128.49
Vendor AUTO VALUE T R F Total:							963.22
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC P...	NOV 2025	12/02/2025	CREDIT CARD FEES-NOV 20...	610-4890-63060		12/02/2025	9,029.91
Vendor BANKCARD ELECTRONIC PYMTS INC Total:							9,029.91
Vendor: CITY OF T R F - GENERAL CITY							
CITY OF T R F - GENERAL CITY	03 07 25-12 03 25	12/03/2025	POSTAGE METER USAGE 3/...	100-4150-62010		12/03/2025	90.89
CITY OF T R F - GENERAL CITY	03 07 25-12 03 25	12/03/2025	POSTAGE METER USAGE 3/...	100-4650-62010		12/03/2025	296.40
CITY OF T R F - GENERAL CITY	03 07 25-12 03 25	12/03/2025	POSTAGE METER USAGE 3/...	620-4840-62010		12/03/2025	34.72
Vendor CITY OF T R F - GENERAL CITY Total:							422.01

Council Approval Register

Packet: APPKT01631 - 12/16/2025 Council Meeting

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10646412	11/17/2025	REFILLS	100-4194-62990		11/17/2025	159.16
COLE PAPERS INC	10646803	11/06/2025	ICE MELT	100-4194-62990		11/06/2025	177.02
COLE PAPERS INC	10646803	11/06/2025	ICE MELT	100-4550-62990		11/06/2025	13.03
COLE PAPERS INC	10646803	11/06/2025	ICE MELT	100-4560-62990		11/06/2025	13.03
Vendor COLE PAPERS INC Total:							362.24
Vendor: COMPASS MINERALS AMERICA							
COMPASS MINERALS AMER...	1569051	11/20/2025	SALT FOR STREETS	100-4312-62280		11/20/2025	9,970.62
Vendor COMPASS MINERALS AMERICA Total:							9,970.62
Vendor: CORE & MAIN LP							
CORE & MAIN LP	Y087986	11/10/2025	HYD REPAIR	620-4850-62270		11/10/2025	38.31
CORE & MAIN LP	Y153123	11/20/2025	WATER MAIN REPAIR	620-4850-62200		11/20/2025	937.22
Vendor CORE & MAIN LP Total:							975.53
Vendor: DANA C KLOS							
DANA C KLOS	NOV 2025	11/21/2025	ANIMAL CONTROL	100-4210-63100		11/21/2025	290.00
Vendor DANA C KLOS Total:							290.00
Vendor: DAVID A BERG							
DAVID A BERG	INVOICE #4	12/03/2025	PROF. SRVCS-ELECTRICAL S...	690-4890-63110		12/03/2025	8,000.00
Vendor DAVID A BERG Total:							8,000.00
Vendor: DAVIDSON CONSTRUCTION INC							
DAVIDSON CONSTRUCTION ...	31637	11/20/2025	WATER MAIN REPAIR/BLOC...	620-4850-62200		11/20/2025	156.00
Vendor DAVIDSON CONSTRUCTION INC Total:							156.00
Vendor: DDA HUMAN RESOURCES INC							
DDA HUMAN RESOURCES I...	00001100	12/01/2025	JD REVIEW	100-4150-62990		12/01/2025	200.00
Vendor DDA HUMAN RESOURCES INC Total:							200.00
Vendor: DIGI KEY CORPORATION							
DIGI KEY CORPORATION	118338401	11/21/2025	MIXERS	620-4850-62220		11/21/2025	494.98
DIGI KEY CORPORATION	118488797	11/27/2025	WASH BAY REPAIR	690-4850-62230		11/27/2025	50.77
DIGI KEY CORPORATION	12 31 25	12/10/2025	TIF 1-13 - PRINCIPAL	870-4710-66010		12/10/2025	306,244.84
DIGI KEY CORPORATION	12 31 25	12/10/2025	TIF 1-13 - INTEREST	870-4710-66110		12/10/2025	21,095.01
Vendor DIGI KEY CORPORATION Total:							327,885.60
Vendor: ELLINGSON PLUMBING, HEATING, A/C & ELECTRICAL							
ELLINGSON PLUMBING, HE...	247040001	11/21/2025	DRAW #1 HVAC REPLACEM...	500-4680-65900		11/21/2025	10,000.00
Vendor ELLINGSON PLUMBING, HEATING, A/C & ELECTRICAL Total:							10,000.00
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	02250234	11/17/2025	PIPE CASE LOADER	100-4312-62210		11/17/2025	15.51
Vendor EVANS SCRAP AND STEEL INC Total:							15.51
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	100-4210-62120		11/30/2025	1,903.74
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	100-4220-62120		11/30/2025	184.16

Council Approval Register

Packet: APPKT01631 - 12/16/2025 Council Meeting

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	100-4312-62120		11/30/2025	4,033.01
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	100-4315-62120		11/30/2025	1,263.74
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	100-4510-62120		11/30/2025	255.84
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	100-4650-62120		11/30/2025	59.45
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	620-4840-62120		11/30/2025	467.22
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	670-4840-62120		11/30/2025	309.05
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	680-4840-62120		11/30/2025	215.47
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	690-4840-62120		11/30/2025	965.65
FARMERS UNION OIL COM...	NOV 2025	11/30/2025	FUEL PURCHASES-NOV 2025	820-4840-62120		11/30/2025	113.01
Vendor FARMERS UNION OIL COMPANY Total:							9,770.34
Vendor: FERGUSON WATERWORKS #2516							
FERGUSON WATERWORKS ...	0541848	11/21/2025	WATER MAIN REPAIR SLEEV...	620-4850-62200		11/21/2025	511.51
Vendor FERGUSON WATERWORKS #2516 Total:							511.51
Vendor: FLAGSHIP RECREATION							
FLAGSHIP RECREATION	F24187	11/24/2025	MEMORIAL BENCH FOR CIN...	100-4510-62240		11/24/2025	2,560.00
Vendor FLAGSHIP RECREATION Total:							2,560.00
Vendor: FLEET SUPPLY							
FLEET SUPPLY	40488	11/10/2025	TRACTOR CORE	100-4312-62210		11/10/2025	5.59
FLEET SUPPLY	40580	11/13/2025	GLOVES (WINTER)	100-4312-62880		11/13/2025	66.27
FLEET SUPPLY	40580	11/13/2025	GLOVES (WINTER)	100-4315-62880		11/13/2025	66.26
FLEET SUPPLY	40580	11/13/2025	GLOVES (WINTER)	100-4510-62880		11/13/2025	66.26
FLEET SUPPLY	40729	11/20/2025	BASIN CLEANING	680-4840-62880		11/20/2025	179.19
FLEET SUPPLY	40813	11/24/2025	BASIN CLEANING	620-4840-62880		11/24/2025	139.39
FLEET SUPPLY	160810	11/06/2025	COVERALLS	100-4312-62990		11/06/2025	149.97
Vendor FLEET SUPPLY Total:							672.93
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR...	NOV 2025	12/02/2025	NOV 2025-CREDIT CARD FE...	690-4890-63060		12/02/2025	4,489.06
GLOBAL PAYMENTS INTEGR...	NOV 2025-ASHLEY	12/02/2025	NOV 2025 CREDIT CARD FEE...	100-4670-63060		12/02/2025	256.79
GLOBAL PAYMENTS INTEGR...	NOV 2025-ASHLEY	12/02/2025	NOV 2025 CREDIT CARD FEE...	690-4890-63060		12/02/2025	702.01
GLOBAL PAYMENTS INTEGR...	NOV 2025-ELECTRIC	12/02/2025	NOV 2025-CREDIT CARD FE...	690-4890-63060		12/02/2025	116.48
GLOBAL PAYMENTS INTEGR...	NOV 2025-GEN	12/02/2025	NOV 2025-CREDIT CARD FE...	100-4670-63060		12/02/2025	94.00
Vendor GLOBAL PAYMENTS INTEGRATED Total:							5,658.34
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	5110796	11/30/2025	LOCATE TICKETS	690-4850-62360		11/30/2025	71.55
Vendor GOPHER STATE ONE CALL Total:							71.55
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIP...	45283	12/09/2025	EXTRICATION BLADES FOR ...	100-4220-62400		12/09/2025	1,026.50
Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:							1,026.50
Vendor: GREG HALL							
GREG HALL	12/4/25-RONNINGS	12/04/2025	SAFETY FOOTWEAR REIMB...	690-4840-62880		12/04/2025	100.00
Vendor GREG HALL Total:							100.00

Council Approval Register

Packet: APPKT01631 - 12/16/2025 Council Meeting

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: GREGORY STEPHEN HUFNAGLE							
GREGORY STEPHEN HUFNA...	214	12/01/2025	NOVEMBER 2025 INVOICE	100-4240-63030		12/01/2025	13,020.01
Vendor GREGORY STEPHEN HUFNAGLE Total:							13,020.01
Vendor: HACH COMPANY							
HACH COMPANY	14772787	11/25/2025	LAB SUPPLY	620-4840-62170		11/25/2025	1,311.60
Vendor HACH COMPANY Total:							1,311.60
Vendor: HAWKINS INC							
HAWKINS INC	7251172	11/11/2025	CHEMICALS	620-4840-62160		11/11/2025	8,521.92
HAWKINS INC	7266439	11/24/2025	CHEMICALS	620-4840-62160		11/24/2025	2,897.60
HAWKINS INC	7244819	11/03/2025	CHLORINE FEEDER	620-4850-62220		11/03/2025	1,870.00
HAWKINS INC	7247453	11/04/2025	CHEMICALS	620-4840-62160		11/04/2025	5,734.00
Vendor HAWKINS INC Total:							19,023.52
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200778911	12/03/2025	CULTURAL RESOURCE	690-4890-63110		12/03/2025	550.50
Vendor HDR ENGINEERING INC - CHICAGO Total:							550.50
Vendor: ICON ARCHITECTURAL GROUP LLC							
ICON ARCHITECTURAL GRO...	20250444	11/30/2025	PROF. SRVCS-LIBRARY REST ...	100-4671-62200		11/30/2025	1,624.40
Vendor ICON ARCHITECTURAL GROUP LLC Total:							1,624.40
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	05413	12/01/2025	CONTRACT SERVICES NOV. ...	100-4160-63040		12/01/2025	2,700.00
IHLE SPARBY AND HAASE PA	05414	12/01/2025	CRIMINAL SERVICES NOV. 2...	100-4160-63040		12/01/2025	5,450.00
Vendor IHLE SPARBY AND HAASE PA Total:							8,150.00
Vendor: KEATON HUOT							
KEATON HUOT	213296-REIMBURSE	12/04/2025	SAFETY FOOTWEAR REIMB...	100-4315-62880		12/04/2025	100.00
Vendor KEATON HUOT Total:							100.00
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	10029670	11/10/2025	RESERVOIR MIXERS	620-4850-62220		11/10/2025	5.97
L & M SUPPLY INC	10030144	11/13/2025	GREG HALL	690-4840-62880		11/13/2025	239.90
L & M SUPPLY INC	10030145	11/13/2025	PPE-FRANCO TRUDEAU	690-4840-62880		11/13/2025	119.95
L & M SUPPLY INC	10059276	11/19/2025	MARKING FLAGS & CABLE T...	100-4510-62990		11/19/2025	47.94
L & M SUPPLY INC	10055614	11/03/2025	GLOVES	100-4315-62990		11/03/2025	9.99
L & M SUPPLY INC	10055706	11/03/2025	GLOVES	100-4312-62990		11/03/2025	29.97
L & M SUPPLY INC	10055706	11/03/2025	GLOVES	100-4315-62990		11/03/2025	19.98
L & M SUPPLY INC	10048174	12/08/2025	POWER PLANT ICE MELT	690-4850-62350		12/08/2025	90.00
L & M SUPPLY INC	10063009	12/08/2025	PIPE GALLERY LIGHT REPLA...	620-4850-62230		12/08/2025	47.97
Vendor L & M SUPPLY INC Total:							611.67
Vendor: MIDWEST MN COMM DEV CORP							
MIDWEST MN COMM DEV ...	12 31 25	12/10/2025	TIF 1-5 - PRINCIPAL	940-4710-66010		12/10/2025	16,435.32
MIDWEST MN COMM DEV ...	12 31 25	12/10/2025	TIF 1-5 - INTEREST	940-4710-66110		12/10/2025	5,513.89
MIDWEST MN COMM DEV ...	12 31 25	12/10/2025	TIF 1-7 - PRINCIPAL	960-4710-66010		12/10/2025	19,452.17

Council Approval Register

Packet: APPKT01631 - 12/16/2025 Council Meeting

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
MIDWEST MN COMM DEV ...	12 31 25	12/10/2025	TIF 1-7 - INTEREST	960-4710-66110		12/10/2025	33,632.69
Vendor MIDWEST MN COMM DEV CORP Total:							75,034.07
Vendor: MN DPT OF COMMERCE							
MN DPT OF COMMERCE	1000054661	12/01/2025	3RD QTR FISCAL YEAR 2026 ...	690-4890-68880		12/01/2025	3,065.48
Vendor MN DPT OF COMMERCE Total:							3,065.48
Vendor: MN ENERGY RESOURCES #0503307772-00005							
MN ENERGY RESOURCES #0...	5722176053	12/01/2025	NOV 2025 GAS METER READ..	690-4830-63890		12/01/2025	982.67
Vendor MN ENERGY RESOURCES #0503307772-00005 Total:							982.67
Vendor: MUNICIPAL SERVICE CO INC							
MUNICIPAL SERVICE CO INC	PAY RQST #4	11/26/2025	CO2 TANK REPLACEMENT P...	550-4680-65900		11/26/2025	34,425.00
Vendor MUNICIPAL SERVICE CO INC Total:							34,425.00
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	746363	11/10/2025	CAP	100-4312-62210		11/10/2025	5.98
N A P A AUTO PARTS THF R...	746370	11/10/2025	SHOP FLOOR DRY	680-4840-62990		11/10/2025	28.98
N A P A AUTO PARTS THF R...	746427	11/12/2025	SPARK PLUG	100-4510-62210		11/12/2025	28.14
N A P A AUTO PARTS THF R...	746432	11/12/2025	BATTERY FOR GENERATOR	690-4850-62210		11/12/2025	164.24
N A P A AUTO PARTS THF R...	746491	11/17/2025	GARBAGE TRUCK HEADLIGHT	100-4315-62210		11/17/2025	26.97
N A P A AUTO PARTS THF R...	746493	11/17/2025	MOWER	100-4510-62210		11/17/2025	14.37
N A P A AUTO PARTS THF R...	746553	11/20/2025	FLOWER TRUCK PRESSURE ...	100-4510-62210		11/20/2025	18.59
N A P A AUTO PARTS THF R...	746585	11/21/2025	SHOCK	100-4312-62210		11/21/2025	117.02
N A P A AUTO PARTS THF R...	746596	11/21/2025	ALTERNATOR PICKUP	100-4510-62210		11/21/2025	384.99
N A P A AUTO PARTS THF R...	746607	11/21/2025	CORE ALTERNATOR #5409	100-4510-62210		11/21/2025	-55.00
N A P A AUTO PARTS THF R...	746617	11/24/2025	IGNITION COIL PICKUP #5409	100-4510-62210		11/24/2025	109.98
N A P A AUTO PARTS THF R...	746630	11/24/2025	CAP & ROTOR #5403	100-4510-62210		11/24/2025	48.98
N A P A AUTO PARTS THF R...	746645	11/25/2025	FILTER #5403	100-4510-62210		11/25/2025	19.49
N A P A AUTO PARTS THF R...	746653	11/26/2025	WIPER BLADE TV140 #5601	100-4315-62210		11/26/2025	9.99
N A P A AUTO PARTS THF R...	746655	11/26/2025	HUB NOT FOR TIRE	100-4510-62210		11/26/2025	16.14
N A P A AUTO PARTS THF R...	746665	11/26/2025	CAP	100-4315-62210		11/26/2025	6.99
N A P A AUTO PARTS THF R...	746295	11/05/2025	STARTER	100-4510-62210		11/05/2025	109.99
N A P A AUTO PARTS THF R...	746301	11/05/2025	BATTERY	100-4510-62210		11/05/2025	154.89
Vendor N A P A AUTO PARTS THF RVR FL Total:							1,210.73
Vendor: NEIGHBORS FORD							
NEIGHBORS FORD	TR119153	10/29/2025	BRAKES/ROTORS/WHEEL AL...	100-4210-62210		10/29/2025	1,021.92
NEIGHBORS FORD	TR119376	11/10/2025	KEY	100-4312-62990		11/10/2025	312.26
NEIGHBORS FORD	TR15017	11/13/2025	UNIT #103 PARTS	690-4850-62210		11/13/2025	1,185.07
NEIGHBORS FORD	TR119257	11/03/2025	OIL CHANGE/CLEAN BRAKES	100-4210-62120		11/03/2025	72.32
NEIGHBORS FORD	TR119257	11/03/2025	OIL CHANGE/CLEAN BRAKES	100-4210-62210		11/03/2025	87.60
NEIGHBORS FORD	TR119289	11/04/2025	OIL CHANGE/TIRE ROTATION	100-4210-62120		11/04/2025	72.32
NEIGHBORS FORD	TR119289	11/04/2025	OIL CHANGE/TIRE ROTATION	100-4210-62210		11/04/2025	36.29
NEIGHBORS FORD	TR119351	11/07/2025	OIL CHANGE	100-4210-62120		11/07/2025	67.40
Vendor NEIGHBORS FORD Total:							2,855.18

Council Approval Register

Packet: APPKT01631 - 12/16/2025 Council Meeting

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: NELSON EQUIPMENT OF T R F INC							
NELSON EQUIPMENT OF T R...	CT166074	11/19/2025	FILTER CASE LOADER	100-4312-62210		11/19/2025	41.30
NELSON EQUIPMENT OF T R...	CT165867	11/05/2025	TU140 TRACTOR	100-4315-62210		11/05/2025	2.24
Vendor NELSON EQUIPMENT OF T R F INC Total:							43.54
Vendor: NORTH CENTRAL INTERNATIONAL LLC							
NORTH CENTRAL INTERNAT...	X205090479-01	11/03/2025	BRAKE KIT	100-4315-62210		11/03/2025	99.68
NORTH CENTRAL INTERNAT...	X205090662-01	11/07/2025	CREDIT BATTERY & BRAKE ...	100-4312-62210		11/07/2025	-37.50
NORTH CENTRAL INTERNAT...	X205090662-01	11/07/2025	CREDIT BATTERY & BRAKE ...	100-4315-62210		11/07/2025	-9.82
Vendor NORTH CENTRAL INTERNATIONAL LLC Total:							52.36
Vendor: NORTHERN MOTORS INC							
NORTHERN MOTORS INC	6027332/1	11/17/2025	OIL CHANGE	100-4210-62120		11/17/2025	88.75
NORTHERN MOTORS INC	6027181/1	11/03/2025	OIL CHANGE & REPAIR COO...	100-4210-62120		11/03/2025	88.75
NORTHERN MOTORS INC	6027181/1	11/03/2025	OIL CHANGE & REPAIR COO...	100-4210-62210		11/03/2025	384.32
NORTHERN MOTORS INC	6027226/1	11/06/2025	REPLACED COOLANT RESEV...	100-4210-62210		11/06/2025	176.45
Vendor NORTHERN MOTORS INC Total:							738.27
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T348882	11/14/2025	COUPLER	100-4312-62210		11/14/2025	26.33
NORTHWEST POWER SYST...	T348852	11/18/2025	4 IN 1 PARTS	100-4312-62210		11/18/2025	579.94
NORTHWEST POWER SYST...	T348720	11/03/2025	SWIVEL	100-4315-62210		11/03/2025	15.93
NORTHWEST POWER SYST...	T348737	11/04/2025	PARTS FOR SMALL SUCKER...	690-4850-62210		11/04/2025	23.96
NORTHWEST POWER SYST...	T348752	11/05/2025	COUPLING ELBOW	100-4315-62210		11/05/2025	48.36
NORTHWEST POWER SYST...	T348721	11/07/2025	TU140 TRACTOR	100-4315-62210		11/07/2025	79.56
Vendor NORTHWEST POWER SYSTEMS INC Total:							774.08
Vendor: ON LINE INFORMATION SERVICES							
ON LINE INFORMATION SER...	1359501	12/05/2025	NEW CUSTOMER CREDIT C...	100-4315-62010		12/05/2025	11.38
ON LINE INFORMATION SER...	1359501	12/05/2025	NEW CUSTOMER CREDIT C...	620-4840-62010		12/05/2025	26.56
ON LINE INFORMATION SER...	1359501	12/05/2025	NEW CUSTOMER CREDIT C...	680-4840-62010		12/05/2025	7.59
ON LINE INFORMATION SER...	1359501	12/05/2025	NEW CUSTOMER CREDIT C...	690-4840-62010		12/05/2025	30.36
Vendor ON LINE INFORMATION SERVICES Total:							75.89
Vendor: PENNINGTON FAST LUBE INC							
PENNINGTON FAST LUBE INC	84635	12/05/2025	OIL CHANGE ON UNIT #110	690-4850-62210		12/05/2025	178.76
Vendor PENNINGTON FAST LUBE INC Total:							178.76
Vendor: PITNEY BOWES BANK INC PURCHASE POWER							
PITNEY BOWES BANK INC P...	12 01 25	12/01/2025	POSTAGE METER REFILL	100-4670-62010		12/01/2025	214.99
Vendor PITNEY BOWES BANK INC PURCHASE POWER Total:							214.99
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550036286	11/10/2025	TIRE (MOTOR GRADER)	100-4312-62210		11/10/2025	250.00
POMPS TIRE SERVICE INC	1550036287	11/12/2025	TIRES	100-4312-62210		11/12/2025	1,271.76
POMPS TIRE SERVICE INC	1550036431	11/19/2025	TIRES	100-4210-62210		11/19/2025	683.00
Vendor POMPS TIRE SERVICE INC Total:							2,204.76

Council Approval Register

Packet: APPKT01631 - 12/16/2025 Council Meeting

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	137369	05/28/2025	HERBICIDE 2-4D LV6	100-4510-62240		05/28/2025	328.35
Vendor QUALITY FARM SUPPLY INC Total:							328.35
Vendor: RIVER FALLS ESTATES LLC							
RIVER FALLS ESTATES LLC	12 31 25	12/10/2025	TIF 1-9 - PRINCIPAL	970-4710-66010		12/10/2025	6,654.60
RIVER FALLS ESTATES LLC	12 31 25	12/10/2025	TIF 1-9 - INTEREST	970-4710-66110		12/10/2025	21,984.16
Vendor RIVER FALLS ESTATES LLC Total:							28,638.76
Vendor: RIVER POINTE TOWNHOMES							
RIVER POINTE TOWNHOMES	12 31 25	12/10/2025	TIF 1-11 - PRINCIPAL	890-4710-66010		12/10/2025	3,315.16
RIVER POINTE TOWNHOMES	12 31 25	12/10/2025	TIF 1-11 - INTEREST	890-4710-66110		12/10/2025	6,029.56
Vendor RIVER POINTE TOWNHOMES Total:							9,344.72
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB ...	E000920	10/30/2025	WW SAMPLES	680-4840-62170		10/30/2025	2,175.00
RMB ENVIRONMENTAL LAB ...	D083589	11/19/2025	STATE SAMPLES	620-4840-62170		11/19/2025	287.38
RMB ENVIRONMENTAL LAB ...	D082555	11/05/2025	WW SAMPLES	680-4840-62170		11/05/2025	1,004.25
RMB ENVIRONMENTAL LAB ...	D084051	12/08/2025	WW SAMPLES	680-4840-62170		12/08/2025	182.88
Vendor RMB ENVIRONMENTAL LAB INC Total:							3,649.51
Vendor: SANITATION PRODUCTS INC							
SANITATION PRODUCTS INC	95020	11/18/2025	WHEEL KIT	670-4850-62210		11/18/2025	1,217.45
Vendor SANITATION PRODUCTS INC Total:							1,217.45
Vendor: SCHMITZ BUILDERS INC							
SCHMITZ BUILDERS INC	APPLICATION #8	11/01/2025	FINAL PAY REQUEST #8-LIB...	100-4671-62200		11/01/2025	16,106.51
SCHMITZ BUILDERS INC	APPLICATION#9	11/01/2025	FINAL PAY REQUEST #9 CITY...	100-4671-62200		11/01/2025	20,138.25
Vendor SCHMITZ BUILDERS INC Total:							36,244.76
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B20533534	11/24/2025	HARDWARE	100-4192-62020		11/24/2025	1,728.01
SHI INTERNATIONAL CORP	B20533534	11/24/2025	HARDWARE	620-4840-62420		11/24/2025	1,234.39
Vendor SHI INTERNATIONAL CORP Total:							2,962.40
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	100-4192-63020		12/10/2025	81.90
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	100-4192-63020		12/10/2025	225.00
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	100-4220-63020		12/10/2025	49.95
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	100-4312-63020		12/10/2025	56.95
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	100-4510-63210		12/10/2025	104.50
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	100-4560-63210		12/10/2025	40.39
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	100-4570-63210		12/10/2025	25.00
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	610-4890-63020		12/10/2025	56.95
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	620-4830-63210		12/10/2025	25.84
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	620-4830-63210		12/10/2025	85.50
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	620-4890-63020		12/10/2025	49.95
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	680-4830-63210		12/10/2025	475.00

Council Approval Register

Packet: APPKT01631 - 12/16/2025 Council Meeting

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	690-4830-63210		12/10/2025	142.50
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	690-4830-63210		12/10/2025	34.90
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	690-4830-63210		12/10/2025	142.50
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	690-4890-63020		12/10/2025	49.95
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	690-4890-63020		12/10/2025	42.95
SJOBERG'S CABLE TV	DEC 2025	12/10/2025	DEC 2025-MONTHLY CHAR...	690-4890-63020		12/10/2025	225.00
Vendor SJOBERG'S CABLE TV Total:							1,914.73
Vendor: STAR ENERGY SERVICES LLC							
STAR ENERGY SERVICES LLC	25703	11/30/2025	STAR ENERGY ENGINEERING	690-4890-63030		11/30/2025	450.00
Vendor STAR ENERGY SERVICES LLC Total:							450.00
Vendor: STEVEN O KVASAGER							
STEVEN O KVASAGER	002697	11/21/2025	POWER PLANT ALARM SYST...	690-4850-62350		11/21/2025	19.50
STEVEN O KVASAGER	002698	11/21/2025	ELECTRIC DEPT ALARM SYST...	690-4890-63030		11/21/2025	19.50
Vendor STEVEN O KVASAGER Total:							39.00
Vendor: T R F HARDWARE							
T R F HARDWARE	34030886	11/10/2025	MIXERS	620-4850-62220		11/10/2025	49.07
T R F HARDWARE	34031290	11/14/2025	MISC. OPERATING SUPPLIES	690-4840-62990		11/14/2025	32.26
T R F HARDWARE	34031753	11/19/2025	SEALANT FOR CASE LOADER...	100-4312-62210		11/19/2025	15.99
T R F HARDWARE	34032633	11/28/2025	SLACKER REPAIR	620-4850-62220		11/28/2025	8.97
T R F HARDWARE	34029797	11/03/2025	HARDWARE	100-4210-62990		11/03/2025	11.97
T R F HARDWARE	34029923	11/04/2025	BOLTS TU140 TRACTOR	100-4315-62210		11/04/2025	11.69
T R F HARDWARE	34030175	11/06/2025	ANTI FREEZE	690-4840-62990		11/06/2025	29.94
Vendor T R F HARDWARE Total:							159.89
Vendor: T R F RADIO							
T R F RADIO	NOV 2025	11/01/2025	NOV 2025-HOLIDAY GREETI...	100-4110-63490		11/01/2025	271.25
Vendor T R F RADIO Total:							271.25
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	360773	11/17/2025	1 REAM HEAVY WEIGHT WH...	690-4840-62010		11/17/2025	45.25
Vendor THIEF RIVER FALLS TIMES Total:							45.25
Vendor: TITAN MACHINERY - CROOKSTON							
TITAN MACHINERY - CROOK...	PS1014236-1	11/18/2025	TV140 TRACTOR	100-4315-62210		11/18/2025	261.70
TITAN MACHINERY - CROOK...	PS1014236-2	11/19/2025	SWITCH TV140 TRACTOR	100-4315-62210		11/19/2025	87.25
TITAN MACHINERY - CROOK...	PS1018413-1	11/20/2025	WIPER CASE LOADER	100-4312-62210		11/20/2025	79.60
TITAN MACHINERY - CROOK...	PS1021597-1	11/22/2025	TV140 TRACTOR	100-4315-62210		11/22/2025	506.25
TITAN MACHINERY - CROOK...	PS0959918-1	11/25/2025	CASE LOADER	100-4312-62210		11/25/2025	1,997.65
TITAN MACHINERY - CROOK...	PS0987306-1	11/03/2025	TU140 TRACTOR	100-4315-62210		11/03/2025	129.10
Vendor TITAN MACHINERY - CROOKSTON Total:							3,061.55
Vendor: TITAN MACHINERY - WINGER							
TITAN MACHINERY - WINGER	PS1001945-1	11/04/2025	SHAFT TV140 TRACTOR	100-4315-62210		11/04/2025	393.80
Vendor TITAN MACHINERY - WINGER Total:							393.80

Council Approval Register

Packet: APPKT01631 - 12/16/2025 Council Meeting

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: TRAFERA							
TRAFERA	I001337151	06/11/2025	MONITOR	610-4840-62420		06/11/2025	196.94
TRAFERA	I001337756	06/12/2025	REPLACE OUTDATED COMP...	100-4220-62420		06/12/2025	960.00
						Vendor TRAFERA Total:	1,156.94
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI...	1008	11/29/2025	GRAVE DIG-RICHARD JORDE	820-4890-63030		11/29/2025	800.00
						Vendor TROY MERCIL CONSTRUCTION LLC Total:	800.00
Vendor: U S POSTMASTER							
U S POSTMASTER	2026 PO BOX RENTAL FEE	12/01/2025	PO BOX RENTAL FEE	100-4210-62990		12/01/2025	126.00
U S POSTMASTER	2026 RENTAL FEE	12/01/2025	2026 PO BOX RENTAL FEE	100-4150-62010		12/01/2025	198.00
						Vendor U S POSTMASTER Total:	324.00
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	46948	11/25/2025	RETIREMENT PLAQUE (S.BR...	100-4150-63590		11/25/2025	58.00
UNIVERSAL SCREENPRINT	46948	11/25/2025	RETIREMENT PLAQUE (S.BR...	100-4150-63590		11/25/2025	15.00
						Vendor UNIVERSAL SCREENPRINT Total:	73.00
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	5BX00256	11/30/2025	NOV 2025-DOWNTOWN CO...	100-4315-63030		11/30/2025	162.50
						Vendor WASTE MASTERS LLC Total:	162.50
Vendor: WHEATLAND BOYS LLC							
WHEATLAND BOYS LLC	12 31 25	12/10/2025	TIF 1-8 - INTEREST	970-4710-66110		12/10/2025	16,218.85
						Vendor WHEATLAND BOYS LLC Total:	16,218.85
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	242091	11/24/2025	2026 PROJECT	506-4680-65920		11/24/2025	1,422.00
WIDSETH SMITH NOLTING ...	242092	11/24/2025	2024 FEDERAL PROJECT	505-4680-65900		11/24/2025	3,600.00
WIDSETH SMITH NOLTING ...	242093	11/24/2025	2026 PROJECT	506-4680-65920		11/24/2025	5,664.00
WIDSETH SMITH NOLTING ...	242094	11/24/2025	2026 PROJECT	506-4680-65920		11/24/2025	17,368.00
						Vendor WIDSETH SMITH NOLTING ASC INC Total:	28,054.00
Vendor: WILLIAM E YOUNG CO							
WILLIAM E YOUNG CO	23168	11/18/2025	FILTER 4 ROSEMONT TRAN...	620-4850-62220		11/18/2025	2,503.17
						Vendor WILLIAM E YOUNG CO Total:	2,503.17
						Grand Total:	705,323.48

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	98,139.98
500 - CITY HALL HVAC PROJECT	10,000.00
505 - 2024 ST AND UTILITY PROJECT	3,600.00
506 - 2026 ST AND UTILITY PROJECT	24,454.00
550 - 2025 CO2 TANK REPLACEMENT	34,425.00
610 - LIQUOR DISPENSARY	9,283.80
620 - WATER UTILITY FUND	39,698.29
670 - STORM WATER UTILITY FUND	1,526.50
680 - WASTEWATER UTILITY FUND	4,307.35
690 - ELECTRIC UTILITY FUND	22,399.30
820 - GREENWOOD CEMETERY FUND	913.01
870 - TIF 1-13 DIGI-KEY	327,339.85
890 - TIF 1-11 RIVER POINTE TOWNHOME	9,344.72
940 - TIF 1-5 WENDT DRIVE	21,949.21
960 - TIF 1-7 ELEMENTARY ADDN	53,084.86
970 - TIF 1-8 WHEATLAND ESTATES	44,857.61
Grand Total:	705,323.48

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63490	Advertising	271.25
100-4150-62010	Office Supplies	288.89
100-4150-62990	Misc. Operating Expense	200.00
100-4150-63590	Printing & Publications	73.00
100-4160-63040	Legal Fees	8,150.00
100-4192-62020	Computer Supplies	1,728.01
100-4192-63020	Computer Maintenance...	306.90
100-4194-62990	Misc. Operating Expense	336.18
100-4210-62120	Gas-Oil-Lube	2,293.28
100-4210-62210	Equipment Maint & Repa..	2,389.58
100-4210-62990	Misc. Operating Expense	162.46
100-4210-63100	Animal Control	290.00
100-4220-62120	Gas-Oil-Lube	184.16
100-4220-62210	Equipment Maint & Repa..	18.99
100-4220-62400	Small Tools and Minor E...	1,026.50
100-4220-62420	Computer Equipment	960.00
100-4220-63020	Computer Maintenance...	49.95
100-4240-63030	Contracts Expense	13,020.01
100-4312-62120	Gas-Oil-Lube	4,033.01
100-4312-62210	Equipment Maint & Repa..	4,953.80
100-4312-62280	Salt & Gravel Expense	9,970.62
100-4312-62880	Personal Protective Equi...	66.27

Account Summary

Account Number	Account Name	Expense Amount
100-4312-62990	Misc. Operating Expense	492.20
100-4312-63020	Computer Maintenance...	56.95
100-4315-62010	Office Supplies	11.38
100-4315-62120	Gas-Oil-Lube	1,263.74
100-4315-62210	Equipment Maint & Repa..	1,969.37
100-4315-62880	Personal Protective Equi...	166.26
100-4315-62990	Misc. Operating Expense	29.97
100-4315-63030	Contracts Expense	162.50
100-4510-62120	Gas-Oil-Lube	255.84
100-4510-62210	Equipment Maint & Repa..	969.62
100-4510-62240	Department Maint & Re...	2,888.35
100-4510-62880	Personal Protective Equi...	66.26
100-4510-62990	Misc. Operating Expense	47.94
100-4510-63210	Communication Expense	104.50
100-4550-62990	Misc. Operating Expense	13.03
100-4560-62990	Misc. Operating Expense	13.03
100-4560-63210	Communication Expense	40.39
100-4570-63210	Communication Expense	25.00
100-4650-62010	Office Supplies	296.40
100-4650-62120	Gas-Oil-Lube	59.45
100-4670-62010	Office Supplies	214.99
100-4670-63060	Credit Card Fees	350.79
100-4671-62200	System Expense	37,869.16
500-4680-65900	Work in Process-Constru...	10,000.00
505-4680-65900	Work in Process-Constru...	3,600.00
506-4680-65920	Work in Process - Eng/Ar...	24,454.00
550-4680-65900	Work in Process-Constru...	34,425.00
610-4840-62420	Computer Equipment	196.94
610-4890-63020	Computer Maintenance...	56.95
610-4890-63060	Credit Card Fees	9,029.91
620-4830-63210	Communication Expense	111.34
620-4840-62010	Office Supplies	61.28
620-4840-62120	Gas-Oil-Lube	467.22
620-4840-62160	Chemicals	29,287.48
620-4840-62170	Field Supplies	1,598.98
620-4840-62420	Computer Equipment	1,234.39
620-4840-62880	Personal Protective Equi...	139.39
620-4840-62990	Misc. Operating Expense	125.09
620-4850-62200	System Expense	1,604.73
620-4850-62220	Plant Equip Maint & Rep...	4,932.16
620-4850-62230	Building Maint & Repair	47.97
620-4850-62270	Hydrant Maintenance Su...	38.31

Account Summary

Account Number	Account Name	Expense Amount
620-4890-63020	Computer Maintenance...	49.95
670-4840-62120	Gas-Oil-Lube	309.05
670-4850-62210	Equipment Maint & Repa..	1,217.45
680-4830-63210	Communication Expense	475.00
680-4840-62010	Office Supplies	7.59
680-4840-62120	Gas-Oil-Lube	215.47
680-4840-62170	Field Supplies	3,362.13
680-4840-62880	Personal Protective Equi...	179.19
680-4840-62990	Misc. Operating Expense	67.97
690-4830-63210	Communication Expense	319.90
690-4830-63890	Utilities Expense	982.67
690-4840-62010	Office Supplies	75.61
690-4840-62120	Gas-Oil-Lube	965.65
690-4840-62880	Personal Protective Equi...	459.85
690-4840-62990	Misc. Operating Expense	100.84
690-4850-62210	Equipment Maint & Repa..	1,552.03
690-4850-62230	Building Maint & Repair	50.77
690-4850-62350	Power Plant/Dam Maint	109.50
690-4850-62360	Distribution Maint	71.55
690-4890-63020	Computer Maintenance...	317.90
690-4890-63030	Contracts Expense	469.50
690-4890-63060	Credit Card Fees	5,307.55
690-4890-63110	Consulting Fees	8,550.50
690-4890-68880	Conservation Program	3,065.48
820-4840-62120	Gas-Oil-Lube	113.01
820-4890-63030	Contracts Expense	800.00
870-4710-66010	Bond Principal	306,244.84
870-4710-66110	Bond Interest	21,095.01
890-4710-66010	Bond Principal	3,315.16
890-4710-66110	Bond Interest	6,029.56
940-4710-66010	Bond Principal	16,435.32
940-4710-66110	Bond Interest	5,513.89
960-4710-66010	Bond Principal	19,452.17
960-4710-66110	Bond Interest	33,632.69
970-4710-66010	Bond Principal	6,654.60
970-4710-66110	Bond Interest	38,203.01
Grand Total:		705,323.48

Project Account Summary

Project Account Key	Expense Amount
None	705,323.48

Project Account Summary

Project Account Key	Expense Amount
None	
Grand Total:	705,323.48



City of Thief River Falls

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

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

Request for Council Action

DATE: 12/16/2025

SUBJECT: Adopt the City of Thief River Falls Final 2026 Budget

RECOMMENDATION: It is respectfully requested the City Council accept Administrative Services Committee recommendation:

MOTION TO: By the City Council, to adopt the City of Thief River Falls Final 2026 Budget. A summary of the 2026 revenue and expenditures is as follows:

	2026 REVENUE	2026 EXPENSE	FUND BALAN RESERVES + (
General Fund	\$ 11,797,766.00	\$ 11,811,766.00	\$ (14,000.00)
Liquor Dispensary	\$ 5,011,100.00	\$ 5,500,601.00	\$ (489,501.00)
Electric Utility Fund	\$ 17,893,000.00	\$ 17,947,331.00	\$ (54,331.00)
Storm Water Utility Fund	\$ 422,000.00	\$ 422,000.00	\$ -
Water Utility Fund	\$ 3,112,342.00	\$ 3,252,534.00	\$ (140,192.00)
Wastewater Utility Fund	\$ 1,213,150.00	\$ 1,223,244.00	\$ (10,094.00)
Police Relief Pension Fund	\$ 12,585.00	\$ 14,197.00	\$ (1,612.00)
Debt Service Fund	\$ 1,873,816.00	\$ 1,850,073.00	\$ 23,743.00
TOTALS	\$ 41,335,759.00	\$ 42,021,746.00	\$ (685,987.00)

BACKGROUND:

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/16/2025

SUBJECT: Approval of 2026 Tax Levy

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

MOTION TO: By the City Council, to certify the City of Thief River Falls 2026 Tax Levy at \$4,666,302 to the Pennington County Auditor, representing a 19.36% increase from the 2025 Tax Levy. This 19.36% increase also produced an increase in the City of Thief River Falls' proposed tax rate. The breakdown of the 2026 Tax Levy is as follows:

General Fund Levy	\$3,258,795
Bonded Debt Levy	\$1,407,507
Net Tax Levy	\$4,666,302

BACKGROUND: On September 16, 2025 the City of Thief River Falls set the 2026 preliminary tax levy at \$4,762,282 which represented a 21.82% increase.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: In order to comply with state law, cities with a population over 500 must approve their final 2026 tax levy no later than December 30, 2025.

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/16/2025

SUBJECT: Restricted Fund Balance Reserve

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

MOTION TO: authorize the City Administrator to transfer \$15,892 into a restricted fund balance reserve for the Electrical Department.

BACKGROUND: In 2025 the City had approved for a switch gear testing project to be paid from 690-4850-62350 for Revolt Electrical Services to complete. The project will be unable to be completed in 2025 and is scheduled for the beginning of 2026.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/16/2025

SUBJECT: Approve the Northland Securities resolution calling for the redemption of the outstanding Electric Revenue Bonds, Series 2018A.

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

MOTION TO: approve the City Council of the City of Thief River Falls, Minnesota as follows:

1. \$2,600,000 of the Electric Revenue Bonds, Series 2018A, dated April 3, 2018, of the City of Thief River Falls, Minnesota, maturing or subject to mandatory redemption in the years 2027 through 2038, inclusive, shall be redeemed and prepaid on February 1, 2026, at 100% of their principal amount plus accrued interest for each such bond called.

2. Northland Bond Services, a division of First National Bank of Omaha, in Minneapolis, Minnesota, the bond registrar and paying agent for the principal and interest on the Bond, is hereby authorized and directed to cause the Notice of Call for Redemption attached hereto as Exhibit A to be given in accordance with the provisions of the Prior Resolution.

BACKGROUND: A. The City Council of the City of Thief River Falls, Minnesota issued \$3,870,000 Electric Revenue Bonds, Series 2018A, dated April 3, 2018; and

B. All of said bonds maturing or subject to mandatory redemption on February 1, 2027 through 2038, inclusive, are subject to redemption, in whole or in part, and prepayment at the option of the City on February 1, 2026, and on any date thereafter at par plus accrued interest, all as provided in the resolution of the City authorizing the issuance of said bonds; and

C. The City deems it desirable and in the best interest of the City to call \$2,600,000 of the outstanding bonds maturing or subject to mandatory redemption in the years 2027 through 2038, inclusive, for redemption on February 1, 2026, in accordance with said resolution authorizing the issuance of said bonds.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Call Resolution
2.	Electric Revenue 2018 Cash Call

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF THEIF RIVER FALLS, MINNESOTA

Held: December 16, 2025

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Thief River Falls, Pennington County, Minnesota, was duly called to order on December 16, 2025, at _____ P.M.

The following members were present:

and the following members were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION CALLING FOR THE REDEMPTION OF
THE OUTSTANDING
ELECTRIC REVENUE BONDS, SERIES 2018A

WHEREAS:

A. The City Council of the City of Thief River Falls, Minnesota issued \$3,870,000 Electric Revenue Bonds, Series 2018A, dated April 3, 2018; and

B. All of said bonds maturing or subject to mandatory redemption on February 1, 2027 through 2038, inclusive, are subject to redemption, in whole or in part, and prepayment at the option of the City on February 1, 2026, and on any date thereafter at par plus accrued interest, all as provided in the resolution of the City authorizing the issuance of said bonds; and

C. The City deems it desirable and in the best interest of the City to call \$2,600,000 of the outstanding bonds maturing or subject to mandatory redemption in the years 2027 through 2038, inclusive, for redemption on February 1, 2026, in accordance with said resolution authorizing the issuance of said bonds, and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Thief River Falls, Minnesota as follows:

1. \$2,600,000 of the Electric Revenue Bonds, Series 2018A, dated April 3, 2018, of the City of Thief River Falls, Minnesota, maturing or subject to mandatory redemption in the years 2027 through 2038, inclusive, shall be redeemed and prepaid on February 1, 2026, at 100% of their principal amount plus accrued interest for each such bond called.

2. Northland Bond Services, a division of First National Bank of Omaha, in Minneapolis, Minnesota, the bond registrar and paying agent for the principal and interest on the

Bond, is hereby authorized and directed to cause the Notice of Call for Redemption attached hereto as Exhibit A to be given in accordance with the provisions of the Prior Resolution.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon a vote taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF PENNINGTON
CITY OF THIEF RIVER FALLS

I, the undersigned, being the duly qualified and acting City Administrator of the City of Thief River Falls, Pennington County, Minnesota, DO HEREBY CERTIFY, that I have carefully compared the preceding extract of minutes of a meeting of the City Council of said City held on the date therein indicated with the original minutes thereof on file in my office and that the same is a full, true and correct transcript thereof insofar as said minutes relate to the topic described in the title of the resolution set forth in the extract.

WITNESS my hand officially and the official seal of the City on December 16, 2026.

City Administrator

NOTICE OF CALL FOR REDEMPTION

ELECTRIC REVENUE BONDS, SERIES 2018A

EXHIBIT A

NOTICE OF CALL FOR REDEMPTION

ELECTRIC REVENUE BOND, SERIES 2018A

CITY OF THIEF RIVER FALLS, PENNINGTON COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that by order of the City Council of the City of Thief River Falls, Pennington County, Minnesota, there have been called for redemption and prepayment on

February 1, 2026

the outstanding bonds of the City designated the Electric Revenue Bonds, Series 2018A, dated April 3, 2018 (the "Bonds"), maturing or subject to mandatory redemption in the years 2027 through 2038, inclusive, totaling \$2,600,000 in principal amount and with the following CUSIP number:

<u>Maturity</u>	<u>Principal Amount</u>	<u>CUSIP</u>
2027	\$175,000	883852AJ4
2030	570,000	883852AK1
2033	630,000	883852AL9
2035	460,000	883852AM7
2038	765,000	883852AN5

The Bond is being called at a price of par plus accrued interest to February 1, 2026, on which date all interest on the Bond will cease to accrue. Holders of the bonds hereby called for redemption are requested to present their bonds for payment at the office of Northland Bond Services, a division of First National Bank of Omaha, Attention: Paying Agent Services, 150 South 5th Street, Suite 3300, Minneapolis, MN 55402.

Dated: December 16, 2025.

BY ORDER OF THE CITY COUNCIL
CITY OF DANUBE, MINNESOTA

/s/ Angela Philipp

City Administrator

*The City shall not be responsible for the selection of or use of the CUSIP numbers, nor is any representation made as to their correctness indicated in the notice. They are included solely for the convenience of the holder.

City of Thief River Falls, Minnesota

\$3,870,000 Electric Revenue Bonds, Series 2018A

Callable on February 1, 2026

Paying Agent Northland Bond Services

Debt Service To Maturity And To Call

Date	Refunded Bonds	D/S To Call	Principal	Coupon	Interest	Refunded D/S	Fiscal Total
02/01/2026	2,600,000.00	2,600,000.00	-	3.000%	-	-	-
08/01/2026	-	-	-	-	48,987.50	48,987.50	-
02/01/2027	-	-	175,000.00	3.000%	48,987.50	223,987.50	272,975.00
08/01/2027	-	-	-	-	46,362.50	46,362.50	-
02/01/2028	-	-	185,000.00	3.250%	46,362.50	231,362.50	277,725.00
08/01/2028	-	-	-	-	43,356.25	43,356.25	-
02/01/2029	-	-	190,000.00	3.250%	43,356.25	233,356.25	276,712.50
08/01/2029	-	-	-	-	40,268.75	40,268.75	-
02/01/2030	-	-	195,000.00	3.250%	40,268.75	235,268.75	275,537.50
08/01/2030	-	-	-	-	37,100.00	37,100.00	-
02/01/2031	-	-	200,000.00	4.000%	37,100.00	237,100.00	274,200.00
08/01/2031	-	-	-	-	33,100.00	33,100.00	-
02/01/2032	-	-	210,000.00	4.000%	33,100.00	243,100.00	276,200.00
08/01/2032	-	-	-	-	28,900.00	28,900.00	-
02/01/2033	-	-	220,000.00	4.000%	28,900.00	248,900.00	277,800.00
08/01/2033	-	-	-	-	24,500.00	24,500.00	-
02/01/2034	-	-	225,000.00	4.000%	24,500.00	249,500.00	274,000.00
08/01/2034	-	-	-	-	20,000.00	20,000.00	-
02/01/2035	-	-	235,000.00	4.000%	20,000.00	255,000.00	275,000.00
08/01/2035	-	-	-	-	15,300.00	15,300.00	-
02/01/2036	-	-	245,000.00	4.000%	15,300.00	260,300.00	275,600.00
08/01/2036	-	-	-	-	10,400.00	10,400.00	-
02/01/2037	-	-	255,000.00	4.000%	10,400.00	265,400.00	275,800.00
08/01/2037	-	-	-	-	5,300.00	5,300.00	-
02/01/2038	-	-	265,000.00	4.000%	5,300.00	270,300.00	275,600.00
Total	\$2,600,000.00	\$2,600,000.00	\$2,600,000.00	-	\$707,150.00	\$3,307,150.00	-

*Paying off the remaining maturities of the 2018A Bonds on February 1, 2026 would require \$2,600,000.

*Total remaining payments if not paid off early is \$3,307,150.

*Total savings by paying off the remaining maturities on February 1, 2026 is \$707,150.



City of Thief River Falls

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Request for Council Action

DATE: 12/16/2025

SUBJECT: Approval of electric rate increase

RECOMMENDATION: It is respectfully requested the city council consider the following recommendation:

MOTION TO: Adopt a resolution, setting the 2026-2029 electric rates effective with the February 1, 2026 bill.

BACKGROUND: There are 10 components to the city's wholesale electric rate structure. There are four coincidental demand components. Each year, new demands are set and the city pays for those over the next 12 months. This year no wholesale rate change is expected.

Demand amounts change from year to year, it is recommended that the city set the customer charge and usage rates as per attached from the Dave Berg study for years 2026 - 2029. City reserves right to change rates within this time frame based on city needs.

- The bonds with the Northern Municipal Power Agency, NMPA, require member cities to have rates that maintain an average coverage ratio that sufficiently covers the wholesale cost, and all department bonds and expenses.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: To set electric rates for 2026-2029 as per attached form.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Exhibit4B revised
2.	121625 Approval of Electric rate increase effective with February 1 billing REVISED

Thief River Falls

Existing and Proposed Rates

Accelerated Debt Service with 2026 Bond Call

<u>Class</u>	<u>Current Rate</u>	<u>2026 Proposed Rate</u>	<u>2027 Proposed Rate</u>	<u>2028 Proposed Rate</u>	<u>2029 Proposed Rate</u>
Residential - R1					
Customer (per month)	\$ 15.82	\$ 16.39	\$ 16.98	\$ 17.59	\$ 18.22
Energy - 1st 1500 kWh (per kWh)	\$ 0.1117	\$ 0.1157	\$ 0.1199	\$ 0.1242	\$ 0.1287
Energy - over 1500 kWh (per kWh)	\$ 0.1259	\$ 0.1304	\$ 0.1351	\$ 0.1400	\$ 0.1450
Residential - R3					
Customer (per month)	\$ 15.82	\$ 16.39	\$ 16.98	\$ 17.59	\$ 18.22
Energy - 1st 1000 kWh (per kWh)	\$ 0.1117	\$ 0.1157	\$ 0.1199	\$ 0.1242	\$ 0.1287
Energy - over 1000 kWh (per kWh)	\$ 0.0655	\$ 0.0679	\$ 0.0703	\$ 0.0728	\$ 0.0755
Residential - R4					
Customer (per month)	\$ 8.46	\$ 8.76	\$ 9.08	\$ 9.41	\$ 9.75
Energy - all kWh (per kWh)	\$ 0.0655	\$ 0.0679	\$ 0.0703	\$ 0.0728	\$ 0.0755
Commercial - C1					
Customer (per month)	\$ 23.81	\$ 24.67	\$ 25.56	\$ 26.48	\$ 27.43
Energy - all kWh (per kWh)	\$ 0.1171	\$ 0.1213	\$ 0.1257	\$ 0.1302	\$ 0.1349
Commercial Heat - CH3					
Customer (per month)	\$ 23.81	\$ 24.67	\$ 25.56	\$ 26.48	\$ 27.43
Energy - all kWh (per kWh)	\$ 0.0709	\$ 0.0735	\$ 0.0761	\$ 0.0788	\$ 0.0817
Commercial Standby - CG1					
Customer (per month)	\$ 110.00	\$ 114.00	\$ 118.00	\$ 122.00	\$ 126.00
Energy - all kWh (per kWh)	\$ 0.0694	\$ 0.0719	\$ 0.0745	\$ 0.0772	\$ 0.0799
Controlled Winter Demand (per kW)	\$ 12.01	\$ 12.44	\$ 12.89	\$ 13.35	\$ 13.84
Controlled Summer Demand (per kW)	\$ 7.39	\$ 7.66	\$ 7.93	\$ 8.22	\$ 8.51
Industrial - I1					
Customer (per month)	\$ 110.00	\$ 114.00	\$ 118.00	\$ 122.00	\$ 126.00
Energy - all kWh (per kWh)	\$ 0.0704	\$ 0.0729	\$ 0.0756	\$ 0.0783	\$ 0.0811
Demand - all demand (per kW)	\$ 19.02	\$ 19.70	\$ 20.41	\$ 21.15	\$ 21.91
Industrial Controlled - I2					
Customer (per month)	\$ 110.00	\$ 114.00	\$ 118.00	\$ 122.00	\$ 126.00
Energy - all kWh (per kWh)	\$ 0.0694	\$ 0.0719	\$ 0.0745	\$ 0.0772	\$ 0.0799
Demand - all demand (per kW)	\$ 2.06	\$ 2.13	\$ 2.21	\$ 2.29	\$ 2.37
Controlled Winter Demand (per kW)	\$ 12.75	\$ 13.21	\$ 13.68	\$ 14.18	\$ 14.69
Controlled Summer Demand (per kW)	\$ 7.84	\$ 8.12	\$ 8.41	\$ 8.72	\$ 9.03
Industrial Controlled - I3					
Customer (per month)	\$ 110.00	\$ 114.00	\$ 118.00	\$ 122.00	\$ 126.00
Energy - all kWh (per kWh)	\$ 0.0751	\$ 0.0778	\$ 0.0806	\$ 0.0835	\$ 0.0865
Demand - all demand (per kW)	\$ 1.9499	\$ 2.0201	\$ 2.0928	\$ 2.1682	\$ 2.2462
Controlled Winter Demand (per kW)	\$ 12.75	\$ 13.21	\$ 13.68	\$ 14.18	\$ 14.69
Controlled Summer Demand (per kW)	\$ 7.84	\$ 8.12	\$ 8.41	\$ 8.72	\$ 9.03
Geothermal - E1					
Customer (per month)	\$ 8.46	\$ 25.25	\$ 26.16	\$ 27.10	\$ 28.08
Energy - all kWh (per kWh)	\$ 0.0607	\$ 0.0629	\$ 0.0651	\$ 0.0675	\$ 0.0699
Controlled Winter Demand (per kW)	\$ 12.75	\$ 13.21	\$ 13.68	\$ 14.18	\$ 14.69
Controlled Summer Demand (per kW)	\$ 7.84	\$ 8.12	\$ 8.41	\$ 8.72	\$ 9.03
Power Cost Adjustment					
All classes - all kwh (per kWh)	\$ 0.0040	\$ 0.0040	\$ 0.0040	\$ 0.0040	\$ 0.0040
Security Lights (per month)					
175 MV	\$ 7.63	\$ 7.90	\$ 8.19	\$ 8.48	\$ 8.79
250 MV	\$ 13.03	\$ 13.50	\$ 13.99	\$ 14.49	\$ 15.01
100 HPS	\$ 7.51	\$ 7.78	\$ 8.06	\$ 8.35	\$ 8.65
150 HPS	\$ 9.63	\$ 9.98	\$ 10.34	\$ 10.71	\$ 11.09
250 HPS	\$ 15.45	\$ 16.01	\$ 16.58	\$ 17.18	\$ 17.80
400 HPS	\$ 20.54	\$ 21.28	\$ 22.05	\$ 22.84	\$ 23.66
LED	\$ 7.63	\$ 7.90	\$ 8.19	\$ 8.48	\$ 8.79
Adopt a Light	\$ 2.22	\$ 2.30	\$ 2.38	\$ 2.47	\$ 2.56
Township Lighting	\$ 11.90	\$ 12.33	\$ 12.77	\$ 13.23	\$ 13.71

Approval of Electric rate increase effective with February 1, 2026 bill

The Utility committee made a recommendation to set the 2026, 2027, 2028, and 2029 electric rates which were presented at the _____ City Council meeting. Following discussion, Councilmember _____ introduced Resolution No., being seconded by Councilmember _____, that:

RESOLVED, the City Council, to accept a Public Utilities Committee recommendation, to approve for following electric rate adjustments, effective with the February 1, 2026 bill;

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

Customer Charge: The customer charge is the minimum charge and is in addition to any energy used.

Power Factor Correction: When required by the City, the customer shall provide power factor correction as follows.

Power Factor: The customer shall at all times take and use power in such a manner that the average power factor shall be as near 100% as possible.

1. After the customer's power factor has been determined by the City, the City will not be obligated to take additional readings until the customer has taken action to correct his power factor.
2. The City may take power factor readings at its discretion.
3. The customer shall correct the power factor to a minimum of 95%.

Power Factor Correction Charge:

Power Factor Below 95%. Any establishment where the power factor is below 95% will be required to correct same to a minimum of 95%. An additional charge will be added to the customer's monthly bill according to the following until the correction has been made:

95% to 100% P.F.	No additional charge
85% through 94% P.F.	4% additional charge
0 through 84% P.F.	5% additional charge

Transformer discount: A customer who owns a transformer metered at primary voltage may receive a 1% (one percent) discount off the net billing for service.

Determination of Rate: As provided by City Ordinance, the City shall determine the rate at which a customer is served. The City may combine multiple meter readings into one reading and treat the combined reading as one meter. The City may use submeters and subtract meter readings and treat the readings as a separate meter.

Rate R1. Electric Residential Service - All Purpose Uncontrolled.

- A. Availability. The following rate shall be charged and collected for the use of electricity for light and power in private residences and in all flats and rooms used solely for private residence purposes on an uncontrolled basis (without a City provided load control device).

B. Rate No. R1

	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Customer Charge: per month	\$16.39	\$16.98	\$17.59	\$18.22

Energy Charge:

For the first 1,500 KWH's/month	\$0.1157	\$0.1199	\$0.1242	\$0.1287
Excess KWH's per month	\$0.1304	\$0.1351	\$0.1400	\$0.1450

Rate R3. Electric Residential Service - Dual Fuel - 100% Controlled.

- A. Availability. Closed to new customers after January 1, 2011.

Available to customers served prior to January 1, 2011. A customer that is on Rate R3 and is served at another residential rate will not be served by Rate R3 again. For space heating with/without electric water heater installations. In order to qualify for Rate R3, 100% interruptible electric heating rate, the customer must agree that electric heat and electric water heater shall be controlled on an interruptible basis without notice and that the customer shall have an alternate source of heat acceptable to the City. The alternate heating source shall heat the residence for an indefinite period of time.

B. Rate No. R3

Winter Months (Bills due in November, December, January, February, March, April, May and June)

	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Customer Charge: per month	\$16.39	\$16.98	\$17.59	\$18.22

Energy Charge: (With load control - 100%)

For the first 1,000 KWH's/month	\$0.1157	\$0.1199	\$0.1242	\$0.1287
Excess KWH's per month	\$0.0679	\$0.0703	\$0.0728	\$0.0755

Summer Months (Bills due in July, August, September and October)
The rate shall be Rate R1.

Rate R4. Electric Residential Service - Residential Heating Dual Fuel - 100% Controlled - Separately Metered.

- A. Available to all present and future space heating installations that are separately metered. In order to qualify for Rate R4, 100% interruptible electric heating rate, the customer must agree that electric heat and electric water heaters shall be controlled on an interruptible basis without notice and that the customer shall have an alternate source of heat acceptable to the City. The alternate heating source shall heat the residence for an indefinite period of time. This meter may be a submeter.

B. Rate No. R4

	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Customer Charge: per month	\$8.76	\$9.08	\$9.41	\$9.75

Energy Charge: (With load control - 100%)

All KWH's per month	\$0.0679	\$0.0703	\$0.0728	\$0.0755
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Rate CH3. Commercial Heat - 100% Controlled

- A. Availability. Available only for customers with electricity as the primary heat source. Available to commercial heating service installation supplied through a separate meter for the use of electric energy in all establishments other than that used solely for residential purposes. The customer must agree that electric heat and electric water heaters shall be controlled on an interruptible basis without notice and that the customer shall have an alternate source of heat acceptable to the City. The alternate heating source shall heat the facility for an indefinite period of time. This meter may be a submeter.

B. Rate No. CH3

Winter months (Bills due in November, December, January, February, March, April, May and June)

	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Customer Charge: per month	\$24.67	\$25.56	\$26.48	\$27.43

Energy Charge: (With 100% Load Control)

All KWH's per month	\$0.0735	\$0.0761	\$0.0788	\$0.0817
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Summer Months (Bills due in July, August, September and October)

The rate shall be Rate C1.

Rate C1. Commercial - General Service

- A. Availability. Available to commercial customer for single phase or three phase electric service supplied through one meter. For the use of electric energy in all churches and in all buildings, stores, offices, manufacturing plants, and other places occupied for business or commercial and manufacturing purposes and for any other use other than residential.

B. Rate No. C1

	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Customer Charge: per month	\$24.67	\$25.56	\$26.48	\$27.43

Energy Charge:

All KWH's/month	\$0.1213	\$0.1257	\$0.1302	\$0.1349
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Rate CG1. Commercial, with Standby Generation.

- A. Availability. Available in the City to any commercial, industrial, and institutional customer for single or three phase electric service supplied through one meter. For the use of electric energy in all churches and in all buildings, stores, offices, manufacturing plants, and other places occupied for business or commercial and manufacturing purposes and for any use other than residential.

- B. To qualify, the customer shall provide:

- 1) A standby generator sized to provide capacity sufficient to supply the power and energy for the customer's total electric load;

- 2) The customer's load factor shall be acceptable to the City;
- 3) The customer's generator shall be controlled by a load control device furnished by the City and installed by the customer at the direction of the City.
- 4) The generator shall be sized and capable of providing the customers energy for an indefinite amount of time.
- 5) The customer shall be billed for any coincidental demand the customer has connected.

C. Rate No. CG1

	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Customer Charge: per month	\$114.00	\$118.00	\$122.00	\$126.00
Coincidental Demand: (2026-2029)				
Winter demand (per KW)	\$12.44	\$12.89	\$13.35	\$13.84
Summer demand (per KW)	\$7.66	\$7.93	\$8.22	\$8.51
Energy Charge: (2026-2029)				
All KWH's per month/KWH	\$0.0719	\$0.0745	\$0.0772	\$0.0799

Coincidental Billing Demand:

Winter: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from December 1 through April 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

Summer: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from June 1 through October 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

D. As an alternative to operating the generator for certain designated control periods, the customer may pay an additional charge per KWH for the hours designated as control hours. The customer shall make a written "Buy Through" agreement as provided by the City for this service.

E. Primary Service Discount. Customers receiving service at primary distribution voltage may receive a 2% (two percent) discount off the net billing for service.

Rate I1. Industrial - General Service Rate

A. Availability. To commercial and industrial customers for combined lighting and power purposes. Service will be rendered at the utility system standard secondary voltage, single or three phase, or at a primary voltage. Special voltage transformers for lighting and other purposes shall be owned and maintained by the customer.

B. Rate No II

	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Customer Charge: per month	\$114.00	\$118.00	\$122.00	\$126.00
Demand Charge:				
All KWH's per month	\$19.70	\$20.41	\$21.15	\$21.91
Energy Charge:				
All KWHs per month	\$0.0729	\$0.0756	\$0.0783	\$0.0811

C. Primary Service Discount. Customers receiving service at primary distribution voltage may receive a 2% (two percent) discount of the net billing for the service.

D. Determination of Demand. The maximum demand in kilowatts for billing purposes shall be the greatest 15 minutes demand load during the billing period for which the bill is rendered.

E. Power Factor Correction. Power Factor Correction may be required as described above.

Rate I2. Industrial - Controlled

A. Availability. Closed to new installations.

Available in the City to any commercial, industrial, and institutional customer as single business establishments for all power and lighting requirements, when all service hereunder is provided through one meter to determine the general service demand, annual system coincidental billing peak demand and energy, all at a single point of entry.

B. Applicable. To commercial, industrial, and institutional customers for combined lighting and power purposes. Service will be rendered for combined lighting and power purposes. Service will be rendered at the utility system standard secondary voltage, three phase, or at primary voltage designated by the utility system at the service voltage available in the area for the size of load to be served. Special voltage transformers for lighting and other purposes shall be owned and maintained by the

customer. Load control receivers will be furnished by the City and installed by the customer.

C. Rate No. I2

(Closed to new installations)

	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>
Customer Charge: per month	\$114.00	\$118.00	\$122.00	\$126.00

General Service Demand – Uncontrolled (per KW)

	\$2.13	\$2.21	\$2.29	\$2.37
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Coincidental Demand:

Winter Demand (per KW)	\$13.21	\$13.68	\$14.18	\$14.69
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Summer Demand (per KW)	\$ 8.12	\$ 8.41	\$ 8.72	\$ 9.03
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Energy Charge:

All KWH's per month	\$0.0719	\$0.0745	\$0.0772	\$0.0799
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General Service Demand - Uncontrolled:

The maximum demand in kilowatts for billing purposes shall be the greatest 15 minutes demand load during the billing period for which the bill is rendered.

Coincidental Billing Demand:

Winter: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from December 1 through April 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

Summer: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from June 1 through October 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

D. Primary Service Discount. Customer's receiving service at primary distribution voltage may receive a 2% (two percent) discount off the net billing for service.

E. Power Factor Correction. Power Factor Correction can be required as described above.

Rate I3. Industrial

- A. Availability. Available in the City to any commercial, industrial, and institutional customer as single business establishments for all power and lighting requirements.
- B. Applicable. To commercial, industrial, and institutional customers for combined lighting and power purposes. Service will be rendered for combined lighting and power purposes. Service will be rendered at the utility system standard secondary voltage, three phase, or at primary voltage designated by the utility system at the service voltage available in the area for the size of load to be served. Special voltage transformers for lighting and other purposes shall be owned and maintained by the customer.

C. Rate No. I3

	2026	2027	2028	2029
Customer Charge: per month	\$114.00	\$118.00	\$122.00	\$126.00

General Service Demand (/ KW)	\$2.0201	\$2.0928	\$2.1682	\$2.2462
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Controlled Coincidental Demand:

Winter demand (/ KW)	\$13.21	\$13.68	\$14.18	\$14.69
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Summer demand (/ KW)	\$ 8.12	\$ 8.41	\$ 8.72	\$ 9.03
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Energy Charge:

All KWH's per month	\$0.0778	\$0.0806	\$0.0835	\$0.0865
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General Service Demand:

The maximum demand in kilowatts for billing purposes shall be the greatest 15 minutes demand load during the billing period for which the bill is rendered.

Coincidental Billing Demand:

Winter: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from December 1 through April 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

Summer: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from June 1 through October 1 during

Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

- D. Primary Service Discount. Customers receiving service at primary distribution voltage may receive a 2% (two percent) discount off the net billing for service.
- E. Power Factor Correction. Power Factor Correction can be required as described above

Rate E1. Geothermal System Rate.

- A. Availability. The following rate shall be charged and collected for the use of electricity for power to operate a separately metered geothermal system. This meter may be submeter. (Without a City provided load control device).

B. Rate No. E1

	2026	2027	2028	2029
Customer Charge: per month	\$25.25	\$26.16	\$27.10	\$28.08

Coincidental Demand:

Winter demand (/ KW)	\$13.21	\$13.68	\$14.18	\$14.69
Summer demand (/ KW)	\$ 8.12	\$ 8.41	\$ 8.72	\$ 9.03

Energy Charge:

All KWH's per month	\$0.0629	\$0.0651	\$0.0675	\$0.0699
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Coincidental Billing Demand:

Winter: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from December 1 through April 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

Summer: In no month shall the demand to be billed be less than the greatest demand in kilowatts registered from June 1 through October 1 during Northern Municipal Power Agency and Minnkota Power Cooperative, Inc.'s controlled coincidental billing demand periods. To be in effect for one year from April 1st to March 31st of the following year.

Automatic Protective Lighting

- A. Availability. The City will install and maintain luminaries upon private or public property for the purpose of protective lighting for a customer at the discretion of the City. The installation of the cable, pole and controls not on the luminaire are the responsibility of the customer.

The City shall bill the customer the cost of labor and such material that is not part of the luminaire and mounting arm for the luminaire.

DESIGNATION OF LAMPS – per month charge	2026	2027	2028	2029
175 Watt Mercury Vapor	7.90	8.19	8.48	8.79
250 Watt Mercury Vapor	13.50	13.99	14.49	15.01
100 Wat High Pressure Sodium	7.78	8.06	8.35	8.65
150 Watt High Pressure Sodium	9.98	10.34	10.71	11.09
250 Watt High Pressure Sodium	16.01	16.58	17.18	17.80
400 Watt High Pressure Sodium	21.28	22.05	22.84	23.66
LED	7.90	8.19	8.48	8.79
Adopt a Light	2.30	2.38	2.47	2.56
Township Lighting	12.33	12.77	13.23	13.71

- B. Alternatives. Other sizes and types may be available upon request. Prices shall be established by the Utilities Committee. Only high-pressure sodium luminaries shall be available for new protective lighting.



City of Thief River Falls

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

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

Request for Council Action

DATE: 12/16/2025

SUBJECT: Approve year-end accounts payable through December 31, 2025

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

MOTION TO: By the City Council, to authorize staff to process year-end accounts payable with payment on December 31, 2025. Staff will email a report to the Council prior to payment with Council invited to contact City Administrator Angela Philipp if they see something they question.

BACKGROUND: Annually, the City Council can authorize payment of year-end bills to simplify the year-end accounting.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/16/2025

SUBJECT: Approve Application to Conduct Off-Site Gambling - TRFAHA

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

MOTION TO: To approve Thief River Falls Amateur Hockey Association's application to conduct an off-site gambling raffle.

BACKGROUND: TRFAHA conducts their Mega Raffle every year as a fundraiser for their program. The drawing will be held February 5, 2026 at the American Legion.

KEY ISSUES: Council must approve by resolution the application so it can be sent to the MN Gambling Control Board for final approval.

FINANCIAL CONSIDERATIONS: There are no fees associated with the application.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

1.	TRFAHA Mega Raffle App
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MINNESOTA LAWFUL GAMBLING
LG230 Application to Conduct Off-Site Gambling

10/24 Page 1 of 2

No Fee

ORGANIZATION INFORMATION

Organization Name: Thief River Falls Amateur Hockey Assoc License Number: 02008
Address: PO Box 6 City: Thief River Falls, MN Zip: 56701
Chief Executive Officer (CEO) Name: Leif Spears Daytime Phone: 813-810-6105
Gambling Manager Name: Alicia Schneider Daytime Phone: 218-686-8787

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From / / to 2, 5, 26

Check the type of games that will be conducted:



Raffle



Pull-Tabs



Bingo



Tipboards



Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: American Legion

Street address and City (or township): 324 Brooks Ave Thief River Falls Zip: MN County: Pennington

- Do not use a post office box.

- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?



Yes If yes, a lease is not required.



No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____

Date: _____

Print Lessor's Name: _____

CONTINUE TO PAGE 2



City of Thief River Falls

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Request for Council Action

DATE: 12/16/2025

SUBJECT: Approve Uncollectible Utility Account Write-offs.

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

MOTION TO: Accept a Utility Committee recommendation to approve write-off of uncollectible utilities accounts for the previous 12-month period. \$10,065.78 has been turned over to the Credit Bureau; \$38,795.30 has been submitted to the MN Revenue Recapture program, \$375.50 in small direct write-offs and \$31,753.86 turned over to tax roll, for a total of \$80,990.44.

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

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

FINANCIAL CONSIDERATIONS: Total to write off is \$80,990.44. It is anticipated that the majority of that will be recovered by the Minnesota Revenue Recapture Program and tax roll.

LEGAL CONSIDERATION: City policy is followed.

DEPARTMENT/RESPONSIBLE PERSON: Jeremy Treitline, Senior Utility Billing Specialist

ATTACHMENTS:

1.	2025 TURNOVERS
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2025 TURNOVERS

ADDRESS	AMOUNT	COLLECTION AGENCY
110 RUBY AVE N APT 313	61.25	MN RECAP
710 PARNHAM ST E LOT 67	65.70	MN RECAP
205 PINE AVE N	124.28	MN RECAP
524 LABREE AVE N APT 5	33.89	MN RECAP
210 MERRIAM AVE N	2,679.94	MN RECAP
940 1/2 MAIN AVE N	148.34	MN RECAP
1115 KNIGHT AVE N	102.03	MN RECAP
1601 GREENWOOD ST E APT 302	86.53	MN RECAP
110 RUBY AVE N APT 312	51.70	MN RECAP
100 BARNICK RD APT 208	30.66	MN RECAP
241 CROCKER AVE N	219.02	MN RECAP
1205 CHRISTOPHER ST LOT 111	416.26	MN RECAP
925 ALICE DR APT 201	133.47	MN RECAP
215 KNEALE AVE N	135.80	MN RECAP
106 COTTONWOOD AVE APT 101	59.66	MN RECAP
1602 GREENWOOD ST E APT 124	119.24	MN RECAP
209 ST PAUL AVE S	562.75	MN RECAP
215 5TH ST W	1,965.70	MN RECAP
17995 140TH AVE NE	288.89	MN RECAP
907 PLEASANT AVE LOT 55	457.79	MN RECAP
212 ARNOLD AVE N	447.80	MN RECAP
712 RED LAKE BLVD APT 3	47.09	MN RECAP
103 COTTONWOOD AVE APT 4	132.43	MN RECAP
939 DULUTH AVE N	1,670.66	MN RECAP
1209 SUNSET ST LOT 26	1,849.76	MN RECAP
416 MAIN AVE N APT 5	781.67	MN RECAP
102 BARNICK RD APT 310	138.61	MN RECAP
902 OAKMONT DR	779.10	MN RECAP
903 LABREE AVE N	127.34	MN RECAP
116 MARKLEY AVE N APT 2	37.23	MN RECAP
1750 1ST ST E	2,031.02	MN RECAP
826 PLEASANT AVE LOT 31	1,491.31	MN RECAP
1554 HWY 59 S APT 2	69.46	MN RECAP
223 BROOKS AVE S LOT 56	1,051.25	MN RECAP
223 MARKLEY AVE N APT 1	697.05	MN RECAP
1303 1ST ST W APT 401	569.46	MN RECAP
1601 GREENWOOD ST E APT 304	266.94	MN RECAP
412 STATE AVE N	215.91	MN RECAP
702 MARKLEY AVE S	187.47	MN RECAP
1301 1ST ST W APT 107	50.88	MN RECAP
709 LABREE AVE N	3,105.82	MN RECAP
709 1/2 LABREE AVE N	149.86	MN RECAP
324 1/2 RIVERSIDE AVE S	618.13	MN RECAP
2002 GREENWOOD ST E APT 104	650.48	MN RECAP
207 KENDALL AVE S	608.51	MN RECAP
210 RUBY AVE N APT 223	577.36	MN RECAP

2025 TURNOVERS

ADDRESS	AMOUNT	COLLECTION AGENCY
1601 GREENWOOD ST E APT 203	495.22	MN RECAP
618 DULUTH AVE N	187.38	MN RECAP
110 RUBY AVE N APT 208	108.31	MN RECAP
417 3RD ST W APT 103	59.90	MN RECAP
907 TINDOLPH AVE S	539.88	MN RECAP
417 3RD ST W APT 304	131.50	MN RECAP
1411 1ST ST W APT 111	117.01	MN RECAP
1305 1ST Street W # 602	66.83	MN RECAP
19 STATE AVE N APT 7	59.08	MN RECAP
915 FALLS AVE LOT 85	833.97	MN RECAP
204 KENDALL AVE N	1,349.82	MN RECAP
111 3RD ST E APT 1	491.91	MN RECAP
916 FALLS AVE LOT 77	119.25	MN RECAP
316 ARNOLD AVE S	697.89	MN RECAP
308 MAPLE AVE S	148.86	MN RECAP
416 MAIN AVE N APT 5	177.23	MN RECAP
719 KENDALL AVE S	2,055.61	MN RECAP
510 RIVERSIDE AVE S	545.32	MN RECAP
710 TINDOLPH AVE S	442.39	MN RECAP
210 ST PAUL AVE S	372.91	MN RECAP
1218 MEADOW ST LOT 46	289.86	MN RECAP
223 MARKLEY AVE N APT 2	190.64	MN RECAP
122 KENDALL AVE N	189.34	MN RECAP
212 MARKLEY AVE S	119.03	MN RECAP
916 FALLS AVE LOT 77	413.25	MN RECAP
1236 EDGEWOOD DR APT 7	370.56	MN RECAP
1019 ALICE DR	754.52	MN RECAP
510 1/2 ARNOLD AVE N	582.53	MN RECAP
714 2ND ST W LOT 25	315.90	MN RECAP
241 CROCKER AVE N	278.13	MN RECAP
501 3RD ST W	118.60	MN RECAP
1301 1ST ST W APT 204	77.17	MN RECAP
	38,795.30	
715 DEWEY AVE N	114.83	SWS
241 KNEALE AVE N APT 1	237.63	SWS
1218 MEADOW ST LOT 46	1,369.58	SWS
912 PLEASANT AVE LOT 36	524.14	SWS
123 ST PAUL AVE N	191.32	SWS
317 ATLANTIC AVE N	441.10	SWS
619 PARNHAM ST E LOT 57	667.95	SWS
1305 1ST ST W APT 501	405.21	SWS
516 KENDALL AVE S	983.52	SWS
103 COTTONWOOD Ave N	889.67	SWS
111 BELLEVILLE CT	72.30	SWS

2025 TURNOVERS

ADDRESS	AMOUNT	COLLECTION AGENCY
1528 MN HWY 1 E APT 104	659.47	SWS
210 ST PAUL AVE S APT 2	406.28	SWS
413 KNIGHT AVE N	459.42	SWS
323 1ST St E	452.80	SWS
1305 1ST ST W APT 510	56.24	SWS
609 PARNHAM ST E LOT 59	72.52	SWS
409 ATLANTIC AVE N APT 6	77.54	SWS
1303 1ST ST W APT 306	66.15	SWS
530 8TH ST W APT 4	107.40	SWS
902 OAKMONT DR	1,047.58	SWS
618 PARNHAM ST E LOT 73	763.13	SWS
	10,065.78	

215 9TH ST E APT 305	22.86	MISC WRITE OFF
110 RUBY AVE N APT 307	19.38	MISC WRITE OFF
409 ATLANTIC AVE N APT 1	24.13	MISC WRITE OFF
1303 1ST ST W APT 403	44.56	MISC WRITE OFF
417 3RD ST W APT 304	85.64	MISC WRITE OFF
100 BARNICK RD APT 115	13.56	MISC WRITE OFF
112 KENDALL AVE S	8.61	MISC WRITE OFF
209 1/2 MAIN AVE N APT 6	19.70	MISC WRITE OFF
907 PLEASANT AVE LOT 55	14.34	MISC WRITE OFF
110 RUBY AVE N APT 202	19.72	MISC WRITE OFF
1611 1ST ST W APT 201	66.05	MISC WRITE OFF
319 DULUTH AVE N APT	36.95	MISC WRITE OFF
	375.50	

1016 MAIN AVE N	939.55	TAX ROLL
1024 DEWEY AVE N	3198.38	TAX ROLL
307 CARDINAL AVE	1706.77	TAX ROLL
121 PARKVIEW ST E	790.66	TAX ROLL
618 KNIGHT AVE N	1073.60	TAX ROLL
307 ARNOLD AVE S	1754.31	TAX ROLL
241 MARKLEY AVE N	958.64	TAX ROLL
413 HICKORY RD	1958.19	TAX ROLL
824 HORACE AVE N	1951.76	TAX ROLL
1813 ROBINHOOD DR	1003.98	TAX ROLL
102 APPLETREE CT	1802.10	TAX ROLL
524 RIVERSIDE AVE S APT 1	677.64	TAX ROLL
324 TINDOLPH AVE N	1413.24	TAX ROLL
301 DULUTH AVE N	1409.84	TAX ROLL
619 KNIGHT AVE N	1395.52	TAX ROLL
723 ATLANTIC AVE N	1329.39	TAX ROLL
115 MERRIAM AVE N	1241.43	TAX ROLL

2025 TURNOVERS

ADDRESS	AMOUNT	COLLECTION AGENCY
413 EVERGREEN ST	1161.24	TAX ROLL
804 GLEASON AVE N	1060.85	TAX ROLL
908 MAIN AVE N	649.15	TAX ROLL
312 RIVERSIDE AVE S	1012.52	TAX ROLL
116 MARKLEY AVE N	939.53	TAX ROLL
116 MARKLEY AVE N APT 2	582.12	TAX ROLL
116 MARKLEY AVE N APT 4	288.02	TAX ROLL
116 MARKLEY AVE N APT 1	21.74	TAX ROLL
112 MARKLEY AVE N	168.68	TAX ROLL
426 MAPLE AVE S	569.88	TAX ROLL
136 BELLEVILLE CT	695.13	TAX ROLL
	31,753.86	

80,990.44



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Request for Council Action

DATE: 12/16/2025

SUBJECT: Approval to Designate the Ralph Englestad Arena as the City of Thief River Falls polling place for all 2026 precinct elections

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

MOTION TO: by the city council, to designate the Ralph Englestad Arena, 525 Brooks Ave N, Thief River Falls, as the City of Thief River Falls designated polling place for all precincts within the City limits for 2026 elections.

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

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Jennifer Myers, Deputy City Clerk

ATTACHMENTS:

None



City of Thief River Falls

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Request for Council Action

DATE: 12/16/2025

SUBJECT: Approve Tobacco Ordinance Update - First Reading

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

MOTION TO: to approve the first reading and forgo the second reading of the age requirement update to Chapter 112 (all sections) from 18 years old to 21 years old.

BACKGROUND: In 2020, Minnesota changed the tobacco age requirement to 21 years old. This law aims to reduce youth tobacco use and prevent addiction, aligning with federal regulations that raised the minimum age for tobacco sales from 18 to 21. When the law changed, the city ordinance did not update. This approval allows the ordinance to be published in The Times and sent for codification to be update in our City Code.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: The change is upheld by state law and only needs to be updated within the city ordinance.

DEPARTMENT/RESPONSIBLE PERSON: Angela Philpp, City Administrator

ATTACHMENTS:

1.	Tobacco Ordinance Update
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CHAPTER 112. TOBACCO REGULATIONS

Sec. 112.01. Purpose and intent.

Because the city recognizes that many persons under the age of 21 years purchase or otherwise obtain, possess, and use tobacco, tobacco products, and tobacco related devices, and the sales, possession, and use are violations of both state and federal laws; and because studies, which the city hereby accepts and adopts, have shown that most smokers begin smoking before they have reached the age of 21 years and that those persons who reach the age of 21 years without having started smoking are significantly less likely to begin smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this chapter shall be intended to regulate the sale, possession, and use of tobacco, tobacco products, and tobacco related devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, and tobacco related devices, and to further the official public policy of the state in regard to preventing young people from starting to smoke as stated in Minn. Stat. § 144.391, as it may be amended from time to time.

Sec. 112.02. Definitions.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Compliance checks. The system the city uses to investigate and ensure that those authorized to sell tobacco, tobacco products, and tobacco related devices are following and complying with the requirements of this chapter. Compliance checks shall involve the use of minors as authorized by this chapter. Compliance checks shall also mean the use of minors who attempt to purchase tobacco, tobacco products, or tobacco related devices for educational, research, and training purposes as authorized by state and federal laws. Compliance checks may also be conducted by other units of government for the purpose of enforcing appropriate federal, state, or local laws and regulations relating to tobacco, tobacco products, and tobacco related devices.

Individually packed. The practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include but not be limited to single cigarette packs, single bags, or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this definition shall not be considered individually packaged.

Loosies. The common term used to refer to a single or individually packaged cigarette.

Minor. Any natural person who has not yet reached the age of 21 years.

Moveable place of business. Any form of business operated out of a truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

Retail establishment. Any place of business where tobacco, tobacco products, or tobacco related devices are available for sale to the general public. The phrase shall include but not be limited to grocery stores, convenience stores, and restaurants.

Sale. Any transfer of goods for money, trade, barter, or other consideration.

Self-service merchandising. Open displays of tobacco, tobacco products, or tobacco related devices in any manner where any person shall have access to the tobacco, tobacco products, or tobacco related devices, without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, or tobacco related device between the customer and the licensee or employee. The phrase shall not include vending machines. Self-service sales are interpreted as being any sale where there is not an actual physical exchange of the tobacco between the clerk and the customer.

Tobacco or Tobacco products. Any substance or item containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, snuff, fine cut or other chewing tobacco, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready-rubbed, and other smoking tobacco, snuff flowers, cavendish, shorts, plug and twist tobaccos, dipping tobaccos, refuse scraps, clippings, cuttings, and sweepings of tobacco, and other kinds and forms of tobacco leaf prepared in a manner as to be suitable for chewing, sniffing, or smoking.

Tobacco related devices. Any tobacco product as well as a pipe, rolling papers, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing, or smoking of tobacco or tobacco products.

Vending machine. Any mechanical, electric or electronic, or other type of device which dispenses tobacco, tobacco products, or tobacco related devices upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product, or tobacco related device.

Sec. 112.03. License.

1. *License required.* No person shall sell or offer to sell any tobacco, tobacco products, or tobacco related device without first having obtained a license to do so from the city.
2. *Application.* An application for a license to sell tobacco, tobacco products, or tobacco related devices shall be made on a form provided by the city. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the city deems necessary. Upon receipt of a completed application, the city administrator shall forward the application to the city council for action at its next regularly scheduled city council meeting. If the city administrator shall determine that an application is incomplete, the city administrator shall return the application to the applicant with notice of the information necessary to make the application complete.
3. *Action.* The city council may either approve or deny the license, or it may delay action for a reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the city council shall approve the license, the city administrator shall issue the license to the applicant. If the city council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the city council's decision.
4. *Term.* All licenses issued under this chapter shall be valid to the end of the calendar year in which it was issued.
5. *Revocation or suspension.* Any license issued under this chapter may be revoked or suspended as provided in section 112.99.
6. *Transfers.* All licenses issued under this chapter shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the city council.

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7. *Moveable place of business.* No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this chapter.
 8. *Display.* All licenses shall be posted and displayed in plain view of the general public on the licensed premise.
 9. *Renewals.* The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license.
 10. *Issuance as privilege and not a right.* The issuance of a license issued under this chapter shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

Sec. 112.04. Fees.

No license shall be issued under this chapter until the appropriate license fee shall be paid in full. The fee for a license under this chapter shall be established by resolution, which resolution may be amended from time to time.

Sec. 112.05. Basis for denial of license.

1. Grounds for denying the issuance or renewal of a license under this chapter includes but is not limited to the following:
 - a. The applicant is under the age of 21 years;
 - b. The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to tobacco or tobacco products, or tobacco related devices;
 - c. The applicant has had a license to sell tobacco, tobacco products, or tobacco related devices revoked within the preceding 12 months of the date of application;
 - d. The applicant fails to provide any information required on the application, or provides false or misleading information; or
 - e. The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding a license.
2. However, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the city must deny the license.
3. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this chapter.

Sec. 112.06. Prohibited sales.

It shall be a violation of this chapter for any person to sell or offer to sell any tobacco, tobacco product, or tobacco related device:

1. To any person under the age of 21 years;
2. By means of any type of vending machine, except as may otherwise be provided in section 112.07;
3. By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco product, or tobacco related device and whereby there is not a physical exchange of the tobacco, tobacco

product, or tobacco related device between the licensee, or the licensee's employee, and the customer;

4. By means of loosies as defined in section 112.02;
5. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other tobacco products; or
6. By any other means, to any other person, on in any other manner or form prohibited by federal, state or other local law, ordinance provision, or other regulation.

Sec. 112.07. Vending machines.

It shall be unlawful for any person licensed under this chapter to allow the sale of tobacco, tobacco products, or tobacco related devices by the means of a vending machine unless minors are at all times prohibited from entering the licensed establishment.

Sec. 112.08. Self-service sales.

It shall be unlawful for a licensee under this chapter to allow the sale of tobacco, tobacco products, or tobacco related devices by any means where by the customer may have access to those items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, or the tobacco related device between the licensee or the licensee's clerk and the customer. All tobacco, tobacco products, and tobacco related devices shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public.

Sec. 112.09. Responsibility.

All licensees under this chapter shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, or tobacco related devices on the licensed premises, and the sale of an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the city from also subjecting the clerk to whatever penalties are appropriate under this chapter, state or federal law, or other applicable law or regulation.

Sec. 112.10. Compliance checks and inspections.

All licensed premises shall be open to inspection by peace officers or other authorized city officials during regular business hours. From time to time, the city shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of 15 years but less than 21 years to enter the licensed premise to attempt to purchase tobacco, tobacco products, or tobacco related devices. Minors used for the purpose of compliance checks shall be supervised by city designated law enforcement officers or other designated city personnel. Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, tobacco products, or tobacco related devices when those items are obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or the licensee's employee and shall produce any identification, if any exists, for which they are asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular state or federal law.

Sec. 112.11. Other illegal acts.

Unless otherwise provided, the following acts shall be a violation of this chapter:

1. *Illegal sales.* It shall be a violation of this chapter for any person to sell or otherwise provide any tobacco, tobacco product, or tobacco related device to any minor;
2. *Illegal possession.* It shall be a violation of this chapter for any minor to have in the minor's possession any tobacco, tobacco product, or tobacco related device. This division (2) shall not apply to minors lawfully involved in a compliance check;
3. *Illegal use.* It shall be a violation of this chapter for any minor to smoke, chew, snuff or otherwise use any tobacco, tobacco product, or tobacco related device;
4. *Illegal procurement.* It shall be a violation of this chapter for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, or tobacco related device, and it shall be a violation of this chapter for any person to purchase or otherwise obtain those items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco product, or tobacco related device. This division (4) shall not apply to minors lawfully involved in a compliance check; and
5. *Use of false identification.* It shall be a violation of this chapter for any minor to attempt to disguise the minor's true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

Sec. 112.12. Exceptions and defenses.

Nothing in this chapter shall prevent the providing of tobacco, tobacco products, or tobacco related devices to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this chapter for a person to have reasonably relied on proof of age as described by state law.

Sec. 112.99. Violations and penalty.

1. *Violations.*
 - a. *Notice.* Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of the violator's right to be heard on the accusation.
 - b. *Hearings.* If a person accused of violating this chapter so requests, a hearing shall be scheduled, the time and place of which shall be provided to the accused violator.
 - c. *Hearing officer.* The city official designated by the city council shall serve as the hearing officer.
 - d. *Decision.* If the hearing officer determines that a violation of this chapter did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed under division (2) of this section, shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, those findings shall be recorded and a copy provided to the acquitted accused violator.
 - e. *Appeals.* Appeals of any decision made by the hearing officer shall be filed in the district court for the city in which the alleged violation occurred.

f. *Misdemeanor prosecution.* Nothing in this section shall prohibit the city from seeking prosecution as a misdemeanor for any alleged violation of this ordinance.

g. *Continued violation.* Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

2. *Administrative penalties.*

a. *Licensees.* Any licensee found to have violated this chapter, or whose employee shall have violated this chapter, shall be charged an administrative fine of \$75.00 for a first violation of this chapter; \$200.00 for a second offense at the same licensed premises within a 24-month period; and \$250.00 for a third or subsequent offense at the same location within a 24-month period. In addition, after the third offense, the license shall be suspended for not less than seven days.

b. *Other individuals.* Other individuals, other than minors regulated by division (2)(c) of this section, found to be in violation of this chapter shall be charged an administrative fee of \$50.00 for a first violation of this chapter; \$100.00 for a second violation of this chapter within a 24-month period; and \$150.00 for a third violation of this chapter within a 24-month period.

c. *Minors.* Minors found in unlawful possession of or who unlawfully purchase or attempt to purchase, tobacco, tobacco products, or tobacco related devices, shall be subject to an administrative fine, or may be subject to tobacco related education classes, diversion programs, community services, or another penalty that the city believes will be appropriate and effective. The administrative fine or other penalty shall be established by city council resolution upon the city council's consultation with interested parties of the courts, educators, parents and children to determine an appropriate penalty for minors in the city. This administrative fine or other penalty may also be established from time to time by resolution, which resolution may be amended from time to time.

d. *Misdemeanor.* Nothing in this section shall prohibit the city from seeking prosecution as a misdemeanor for any violation of this chapter.

e. *Statutory penalties.* If the administrative penalties authorized to be imposed by Minn. Stat. § 461.12, as it may be amended from time to time, differ from those established in this section, then the statutory penalties shall prevail.



City of Thief River Falls

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Request for Council Action

DATE: 12/16/2025

SUBJECT: Approve Tobacco Ordinance Chapter 112 update

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

MOTION TO: to approve the age requirement update to Chapter 112 (all sections) from 18 years old to 21 years old.

BACKGROUND: In 2020, Minnesota changed the tobacco age requirement to 21 years old. This law aims to reduce youth tobacco use and prevent addiction, aligning with federal regulations that raised the minimum age for tobacco sales from 18 to 21. When the law changed, the city ordinance did not update. This approval allows the ordinance to be published in The Times and sent for codification to be update in our City Code.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: The change is upheld by state law and only needs to be updated within the city ordinance.

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Tobacco Ordinance Update
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CHAPTER 112. TOBACCO REGULATIONS

Sec. 112.01. Purpose and intent.

Because the city recognizes that many persons under the age of 21 years purchase or otherwise obtain, possess, and use tobacco, tobacco products, and tobacco related devices, and the sales, possession, and use are violations of both state and federal laws; and because studies, which the city hereby accepts and adopts, have shown that most smokers begin smoking before they have reached the age of 21 years and that those persons who reach the age of 21 years without having started smoking are significantly less likely to begin smoking; and because smoking has been shown to be the cause of several serious health problems which subsequently place a financial burden on all levels of government; this chapter shall be intended to regulate the sale, possession, and use of tobacco, tobacco products, and tobacco related devices for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, tobacco products, and tobacco related devices, and to further the official public policy of the state in regard to preventing young people from starting to smoke as stated in Minn. Stat. § 144.391, as it may be amended from time to time.

Sec. 112.02. Definitions.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Compliance checks. The system the city uses to investigate and ensure that those authorized to sell tobacco, tobacco products, and tobacco related devices are following and complying with the requirements of this chapter. Compliance checks shall involve the use of minors as authorized by this chapter. Compliance checks shall also mean the use of minors who attempt to purchase tobacco, tobacco products, or tobacco related devices for educational, research, and training purposes as authorized by state and federal laws. Compliance checks may also be conducted by other units of government for the purpose of enforcing appropriate federal, state, or local laws and regulations relating to tobacco, tobacco products, and tobacco related devices.

Individually packed. The practice of selling any tobacco or tobacco product wrapped individually for sale. Individually wrapped tobacco and tobacco products shall include but not be limited to single cigarette packs, single bags, or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this definition shall not be considered individually packaged.

Loosies. The common term used to refer to a single or individually packaged cigarette.

Minor. Any natural person who has not yet reached the age of 21 years.

Moveable place of business. Any form of business operated out of a truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

Retail establishment. Any place of business where tobacco, tobacco products, or tobacco related devices are available for sale to the general public. The phrase shall include but not be limited to grocery stores, convenience stores, and restaurants.

Sale. Any transfer of goods for money, trade, barter, or other consideration.

Self-service merchandising. Open displays of tobacco, tobacco products, or tobacco related devices in any manner where any person shall have access to the tobacco, tobacco products, or tobacco related devices, without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, tobacco product, or tobacco related device between the customer and the licensee or employee. The phrase shall not include vending machines. Self-service sales are interpreted as being any sale where there is not an actual physical exchange of the tobacco between the clerk and the customer.

Tobacco or Tobacco products. Any substance or item containing tobacco leaf, including but not limited to cigarettes, cigars, pipe tobacco, snuff, fine cut or other chewing tobacco, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready-rubbed, and other smoking tobacco, snuff flowers, cavendish, shorts, plug and twist tobaccos, dipping tobaccos, refuse scraps, clippings, cuttings, and sweepings of tobacco, and other kinds and forms of tobacco leaf prepared in a manner as to be suitable for chewing, sniffing, or smoking.

Tobacco related devices. Any tobacco product as well as a pipe, rolling papers, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing, or smoking of tobacco or tobacco products.

Vending machine. Any mechanical, electric or electronic, or other type of device which dispenses tobacco, tobacco products, or tobacco related devices upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the tobacco, tobacco product, or tobacco related device.

Sec. 112.03. License.

1. *License required.* No person shall sell or offer to sell any tobacco, tobacco products, or tobacco related device without first having obtained a license to do so from the city.
2. *Application.* An application for a license to sell tobacco, tobacco products, or tobacco related devices shall be made on a form provided by the city. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the city deems necessary. Upon receipt of a completed application, the city administrator shall forward the application to the city council for action at its next regularly scheduled city council meeting. If the city administrator shall determine that an application is incomplete, the city administrator shall return the application to the applicant with notice of the information necessary to make the application complete.
3. *Action.* The city council may either approve or deny the license, or it may delay action for a reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the city council shall approve the license, the city administrator shall issue the license to the applicant. If the city council denies the license, notice of the denial shall be given to the applicant along with notice of the applicant's right to appeal the city council's decision.
4. *Term.* All licenses issued under this chapter shall be valid to the end of the calendar year in which it was issued.
5. *Revocation or suspension.* Any license issued under this chapter may be revoked or suspended as provided in section 112.99.
6. *Transfers.* All licenses issued under this chapter shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid without the prior approval of the city council.

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7. *Moveable place of business.* No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this chapter.
 8. *Display.* All licenses shall be posted and displayed in plain view of the general public on the licensed premise.
 9. *Renewals.* The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license.
 10. *Issuance as privilege and not a right.* The issuance of a license issued under this chapter shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.

Sec. 112.04. Fees.

No license shall be issued under this chapter until the appropriate license fee shall be paid in full. The fee for a license under this chapter shall be established by resolution, which resolution may be amended from time to time.

Sec. 112.05. Basis for denial of license.

1. Grounds for denying the issuance or renewal of a license under this chapter includes but is not limited to the following:
 - a. The applicant is under the age of 21 years;
 - b. The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to tobacco or tobacco products, or tobacco related devices;
 - c. The applicant has had a license to sell tobacco, tobacco products, or tobacco related devices revoked within the preceding 12 months of the date of application;
 - d. The applicant fails to provide any information required on the application, or provides false or misleading information; or
 - e. The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding a license.
2. However, except as may otherwise be provided by law, the existence of any particular ground for denial does not mean that the city must deny the license.
3. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this chapter.

Sec. 112.06. Prohibited sales.

It shall be a violation of this chapter for any person to sell or offer to sell any tobacco, tobacco product, or tobacco related device:

1. To any person under the age of 21 years;
2. By means of any type of vending machine, except as may otherwise be provided in section 112.07;
3. By means of self-service methods whereby the customer does not need to make a verbal or written request to an employee of the licensed premise in order to receive the tobacco, tobacco product, or tobacco related device and whereby there is not a physical exchange of the tobacco, tobacco

product, or tobacco related device between the licensee, or the licensee's employee, and the customer;

4. By means of loosies as defined in section 112.02;
5. Containing opium, morphine, jimson weed, bella donna, strychnos, cocaine, marijuana, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process. It is not the intention of this provision to ban the sale of lawfully manufactured cigarettes or other tobacco products; or
6. By any other means, to any other person, on in any other manner or form prohibited by federal, state or other local law, ordinance provision, or other regulation.

Sec. 112.07. Vending machines.

It shall be unlawful for any person licensed under this chapter to allow the sale of tobacco, tobacco products, or tobacco related devices by the means of a vending machine unless minors are at all times prohibited from entering the licensed establishment.

Sec. 112.08. Self-service sales.

It shall be unlawful for a licensee under this chapter to allow the sale of tobacco, tobacco products, or tobacco related devices by any means where by the customer may have access to those items without having to request the item from the licensee or the licensee's employee and whereby there is not a physical exchange of the tobacco, tobacco product, or the tobacco related device between the licensee or the licensee's clerk and the customer. All tobacco, tobacco products, and tobacco related devices shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public.

Sec. 112.09. Responsibility.

All licensees under this chapter shall be responsible for the actions of their employees in regard to the sale of tobacco, tobacco products, or tobacco related devices on the licensed premises, and the sale of an item by an employee shall be considered a sale by the license holder. Nothing in this section shall be construed as prohibiting the city from also subjecting the clerk to whatever penalties are appropriate under this chapter, state or federal law, or other applicable law or regulation.

Sec. 112.10. Compliance checks and inspections.

All licensed premises shall be open to inspection by peace officers or other authorized city officials during regular business hours. From time to time, the city shall conduct compliance checks by engaging, with the written consent of their parents or guardians, minors over the age of 15 years but less than 21 years to enter the licensed premise to attempt to purchase tobacco, tobacco products, or tobacco related devices. Minors used for the purpose of compliance checks shall be supervised by city designated law enforcement officers or other designated city personnel. Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, tobacco products, or tobacco related devices when those items are obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or the licensee's employee and shall produce any identification, if any exists, for which they are asked. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular state or federal law.

Sec. 112.11. Other illegal acts.

Unless otherwise provided, the following acts shall be a violation of this chapter:

1. *Illegal sales.* It shall be a violation of this chapter for any person to sell or otherwise provide any tobacco, tobacco product, or tobacco related device to any minor;
2. *Illegal possession.* It shall be a violation of this chapter for any minor to have in the minor's possession any tobacco, tobacco product, or tobacco related device. This division (2) shall not apply to minors lawfully involved in a compliance check;
3. *Illegal use.* It shall be a violation of this chapter for any minor to smoke, chew, snuff or otherwise use any tobacco, tobacco product, or tobacco related device;
4. *Illegal procurement.* It shall be a violation of this chapter for any minor to purchase or attempt to purchase or otherwise obtain any tobacco, tobacco product, or tobacco related device, and it shall be a violation of this chapter for any person to purchase or otherwise obtain those items on behalf of a minor. It shall further be a violation for any person to coerce or attempt to coerce a minor to illegally purchase or otherwise obtain or use any tobacco, tobacco product, or tobacco related device. This division (4) shall not apply to minors lawfully involved in a compliance check; and
5. *Use of false identification.* It shall be a violation of this chapter for any minor to attempt to disguise the minor's true age by the use of a false form of identification, whether the identification is that of another person or one on which the age of the person has been modified or tampered with to represent an age older than the actual age of the person.

Sec. 112.12. Exceptions and defenses.

Nothing in this chapter shall prevent the providing of tobacco, tobacco products, or tobacco related devices to a minor as part of a lawfully recognized religious, spiritual, or cultural ceremony. It shall be an affirmative defense to the violation of this chapter for a person to have reasonably relied on proof of age as described by state law.

Sec. 112.99. Violations and penalty.

1. *Violations.*
 - a. *Notice.* Upon discovery of a suspected violation, the alleged violator shall be issued, either personally or by mail, a citation that sets forth the alleged violation and which shall inform the alleged violator of the violator's right to be heard on the accusation.
 - b. *Hearings.* If a person accused of violating this chapter so requests, a hearing shall be scheduled, the time and place of which shall be provided to the accused violator.
 - c. *Hearing officer.* The city official designated by the city council shall serve as the hearing officer.
 - d. *Decision.* If the hearing officer determines that a violation of this chapter did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed under division (2) of this section, shall be recorded in writing, a copy of which shall be provided to the accused violator. Likewise, if the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, those findings shall be recorded and a copy provided to the acquitted accused violator.
 - e. *Appeals.* Appeals of any decision made by the hearing officer shall be filed in the district court for the city in which the alleged violation occurred.

f. *Misdemeanor prosecution.* Nothing in this section shall prohibit the city from seeking prosecution as a misdemeanor for any alleged violation of this ordinance.

g. *Continued violation.* Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

2. *Administrative penalties.*

a. *Licenseses.* Any licensee found to have violated this chapter, or whose employee shall have violated this chapter, shall be charged an administrative fine of \$75.00 for a first violation of this chapter; \$200.00 for a second offense at the same licensed premises within a 24-month period; and \$250.00 for a third or subsequent offense at the same location within a 24-month period. In addition, after the third offense, the license shall be suspended for not less than seven days.

b. *Other individuals.* Other individuals, other than minors regulated by division (2)(c) of this section, found to be in violation of this chapter shall be charged an administrative fee of \$50.00 for a first violation of this chapter; \$100.00 for a second violation of this chapter within a 24-month period; and \$150.00 for a third violation of this chapter within a 24-month period.

c. *Minors.* Minors found in unlawful possession of or who unlawfully purchase or attempt to purchase, tobacco, tobacco products, or tobacco related devices, shall be subject to an administrative fine, or may be subject to tobacco related education classes, diversion programs, community services, or another penalty that the city believes will be appropriate and effective. The administrative fine or other penalty shall be established by city council resolution upon the city council's consultation with interested parties of the courts, educators, parents and children to determine an appropriate penalty for minors in the city. This administrative fine or other penalty may also be established from time to time by resolution, which resolution may be amended from time to time.

d. *Misdemeanor.* Nothing in this section shall prohibit the city from seeking prosecution as a misdemeanor for any violation of this chapter.

e. *Statutory penalties.* If the administrative penalties authorized to be imposed by Minn. Stat. § 461.12, as it may be amended from time to time, differ from those established in this section, then the statutory penalties shall prevail.



City of Thief River Falls

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Request for Council Action

DATE: 12/16/2025

SUBJECT: Approval of the Joint Powers Agreement for the Pine to Prairie Drug and Violent Crime Task Force

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

MOTION TO: To approve the renewal of the Pine to Prairie Drug and Violent Crime Task Force for the calendar year of 2027.

BACKGROUND: The Thief River Falls Police Department currently has one officer that is a half time member with the Pine to Prairie Drug and Violent Crime Task Force and will be for the calendar year of 2027.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Marissa Adam, Chief of Police

ATTACHMENTS:

1.	P2PDTF Fifth Restated JPA - Revised 12-4-2025
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**FIFTH AMENDED AND RESTATED
JOINT POWERS AGREEMENT FOR THE
PINE TO PRAIRIE
DRUG AND VIOLENT CRIME TASK FORCE**

THIS FIFTH AMENDED AND RESTATED AGREEMENT is made and entered into by the undersigned, who are units of government responsible for the enforcement of controlled substance, gang, and violent crime laws in their respective jurisdictions. This agreement is made pursuant to the authority conferred upon the parties by the laws of the State of Minnesota, including the Joint Exercises of Powers Act, Minn. Stat. § 471.59.

WHEREAS, the Pine to Prairie Drug Task Force was organized and established by the County of Polk, the City of Crookston, and the City of East Grand Forks, pursuant to a Joint Powers Agreement (“Original Agreement”) in 2008; and

WHEREAS, from time to time, the Original Agreement was amended pursuant to its terms by agreement of the parties; and

WHEREAS, an Amended and Restated Pine to Prairie Drug Task Force Joint Powers Agreement (“Amended Agreement”) was approved by the parties in early 2014. The Amended Agreement incorporated all previously approved amendments to the Agreement and amended the Agreement to provide for participation by U.S. Customs and Border Protection as a non-voting member; and

WHEREAS, the Amended Agreement has been modified from time to time, and the undersigned parties desire to further amend and restate the Amended Agreement in order to provide for enhanced participation of members to this agreement in the task force as stated below.

NOW, THEREFORE, the undersigned Governmental Units, in the joint and mutual exercise of their powers, agree as follows:

1. Name.

- 1.1 The name of the joint powers entity created herein shall be the “Pine to Prairie Drug Task Force” (hereinafter “PTPDTF”).

2. General Purpose.

- 2.1 The purpose of this Agreement is to establish an organization to coordinate efforts to investigate, apprehend, and prosecute drug, gang, and violent crime offenders. The PTPDTF shall seek to target felonies that have the likelihood of being related to the distribution of narcotics, gang activity, violent crimes, and/or other cases that have multi-jurisdictional impact.

3. Members.

- 3.1 The Members of this Agreement shall consist of the following units of government:

The City of Crookston (Full member);
The City of East Grand Forks (Full member);

The County of Polk (Full member);
The County of Roseau (Full Member)
The County of Norman (Full Member);
The County of Marshall (Full Member);
The County of Pennington (Half Member)
The City of Thief River Falls (Half Member);
The County of Red Lake (Half Member);
The County of Lake of the Woods (Half Member)
The City of Ada (Liaison Member);
The County of Kittson (Liaison Member);
U.S. Customs and Border Protection and Homeland Security Investigations
(non-voting, Full Member – Combined- as they are able);

- 3.2 The Polk County Attorney's Office shall participate as the legal advisor to the PTPDTF. However, when necessary, each of the respective Members to this Agreement shall obtain legal advice from their respective County Attorneys on cases from their respective jurisdictions.
- 3.4 The Members to this Agreement shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Members agree to act in good faith to undertake resolutions of disputes, if any, in an equitable and timely manner and in accordance with the provisions of this Agreement.
- 3.5 Full, Half, Associate, and Liaison Members. Each Member to the PTPDTF shall assign an experienced peace officer to serve as an Agent on the task force, subject to the provisions set forth below.
- 3.5.1 Full Members. Each Full Member shall assign a peace officer to be an Agent on the task force, and such assignment shall be the principal assignment of such peace officer.
- 3.5.2 Half Members. Each Half Member shall assign a peace officer to be a part-time Agent on the task force, and such assignment will be secondary to their principal assignment of such peace officer.
- 3.5.3 Associate Members. Each Associate Member is not required to assign a peace officer as an Agent to the task force, but will participate in PTPDTF investigations, operations and activities on occasion. Participation in occasional task force investigations, operations and activities by peace officers from an Associate Member will be initiated by requests from full time PTPDTF Agents or by the initiation of cases by the Associate Member officers that require or would benefit from task force assistance or participation. Task force case participation by Associate Member peace officers is contingent upon the Associate Member agency's supervisory notification and approval, if possible under the circumstances.
- 3.5.4 Liaison Members. Each Liaison Member is not required to assign a peace officer as an Agent to the task force, but will participate in PTPDTF investigations, operations and activities on occasion. Participation in

occasional task force activities by peace officers from a Liaison Member will be initiated by requests from full-time PTPDTF Agents or by the initiation of cases by the Liaison Member officers that require or would benefit from task force assistance or participation. Task force case participation by Liaison Member peace officers is contingent upon the Liaison Member agency's supervisory notification and approval, if possible under the circumstances.

- 3.6 Peace officers, who are assigned by Associate or Liaison Members to participate in PTPDTF investigations and operations, shall report to the Task Force Commander or Team Leader(s) during the course of joint operations or investigations. During joint operations and investigations, the Task Force Commander or Team Leader(s) or designee shall update and coordinate with the Associate or Liaison Member officer's supervisor to ensure compliance with work standards and department policy.
- 3.7 Peace officers, who are assigned by Associate or Liaison Members to participate in PTPDTF investigations and operations, shall be trained in the established operational protocols and practices of the PTPDTF. Operations involving the use of PTPDTF confidential funds shall require involvement of a full time PTPDTF Agent. Use of PTPDTF equipment by Associate Member or Liaison Member officers is allowed after the officer is trained in the use of the equipment and is approved by the Task Force Commander or Supervisor.

4. Term of Agreement.

- 4.1 This Agreement shall be effective upon execution by the parties hereto and the term of this Agreement shall be for the remainder of the calendar year, thereby terminating on December 31, 2027, unless the Agreement is terminated earlier, pursuant to Section 12.1 of this Agreement.
- 4.2 The Members agree that this Agreement shall be automatically extended for successive one-year terms upon the same terms, conditions, and covenants, unless the PTPDTF is dissolved prior to expiration of the initial or successive term.

5. Coordinating Agency.

- 5.1 Unless otherwise provided by resolution of the Governing Board, the City of Crookston shall serve as the Coordinating Agency.
- 5.2 Acting on behalf of the PTPDTF and its members, the Coordinating Agency shall apply for state and/or federal funding through grant agreements with the Minnesota Department of Public Safety, Office of Justice Programs (OJP) the United States Department of Justice, Bureau of Justice Assistance, and/or any other sources of grant funding available to support the operations and expenses of the PTPDTF ("Grant Funds"). Unless otherwise designated by resolution of the Governing Board, the City of Crookston Chief of Police shall be the "authorized official" as defined in the general policies and procedures for applying for and accepting Grant Funds.

6. Governing Board.

6.1 Creation and Composition. A joint powers board, known as the PTPDTF Governing Board, is established for the purposes contained herein with the powers and duties set forth in this Agreement. The Governing Board shall consist of not less than six members, nor more than 17 members, which shall include two (2) members appointed from each participating Full Member agency, one (1) member appointed from each participating Half Member agency, and an attorney from the Polk County Attorney's Office. Board members shall not be deemed employees of the PTPDTF and shall not be compensated by it.

6.2 Officers.

6.2.1 At the first meeting of each year, the Governing Board shall elect from the persons representing Full Members a Chair, a Vice-Chair, and such other officers, if any, as it deems necessary to conduct its meetings and affairs. The attorney appointed to the Governing Board shall not be eligible to serve as an officer of the Governing Board. Associate and Liaison Members shall not be entitled to representation on the Governing Board, but shall be entitled to attend meetings of the Governing Board and serve in an advisory role to the Governing Board.

6.2.2 The Governing Board may adopt rules and regulations governing its meetings. Such rules and regulations may be amended from time to time at either a regular or a special meeting of the Board provided that at least ten (10) days prior notice of the meeting has been furnished to each Board member.

6.2.3 The Chair and any other officers so selected shall serve for a term of one (1) year or until the officer ceases to be a Governing Board member, whichever is shorter.

6.2.4 The Chair shall have no more power than any other member of the Governing Board, except that the Chair shall have the authority to do the following:

6.2.4.1 Give notice of any meetings when scheduled or otherwise called;

6.2.4.2 Call meetings to order and provide for their orderly and efficient conduct;

6.2.4.3 Provide for the preparation of minutes of all meetings; and

6.2.4.4 When authorized by the passage of a motion by the Governing Board, execute such contracts, agreements, reports, filings, and other documents as necessary on behalf of the PTPDTF.

6.3 Meetings.

6.3.1 The Governing Board shall meet at least quarterly and shall have such other special meetings at such times and places as Chair of the Governing Board shall determine. Special meetings may be held on three (3) days' notice by the Chair or any two (2) Governing Board members, except that

a special meeting to consider adoption of or amendments to the Governing Board's operating rules, pursuant to Section 6.2.2, shall require ten (10) days' notice. The presence of a majority of the duly appointed voting members of the Governing Board at a meeting shall constitute a quorum.

6.3.2 Each Governing Board member shall be entitled to one vote, with the exception of the members from the Polk County Attorney's Office and U.S. Customs and Border Protection and Homeland Security Investigations, whose assigned Governing Board members, who shall act in an advisory capacity only. Proxy voting is not permitted. The Governing Board shall function by a majority vote of the board members present, except as provided herein.

6.3.2.1 An affirmative vote of at least two-thirds of the members shall be required to:

6.3.2.1.1 Approve or amend the budget;

6.3.2.1.2 Abolish or dissolve the PTPDTF; or

6.3.2.1.3 Designate a Coordinating Agency, pursuant to Section 5.

6.4 Duties and Powers.

6.4.1 The Governing Board may adopt and amend such bylaws that it may deem necessary or desirable for the conduct of the business of the Governing Board. Such bylaws shall be consistent with the terms of this Agreement and any applicable laws or regulations.

6.4.2 The Governing Board may enter into any contract necessary or proper for the exercise of its powers or the fulfillment of its duties and may enforce such contracts to the extent available in equity or at law. The Governing Board may authorize the Chair or Vice Chair of the Governing Board to execute those contracts.

6.4.3 The Governing Board may disburse funds in a manner which is consistent with this Agreement and with the method provided by law for the disbursement of funds by the Members to this Agreement. Such disbursements shall be made through the Fiscal Agent approved by the Governing Board.

6.4.4 The Governing Board may apply for and accept gifts, grants or loans of money or other property or assistance from the United States Government, the State of Minnesota, or any person, association or agency for any of its purposes. The Governing Board may enter into any agreement in connection therewith, and hold, use and dispose of such money, property or assistance in accordance with the terms of the gift, grant or loan relating thereto.

6.4.5 The Governing Board may cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which it is organized.

6.4.6 Other Conditions:¹ even though it may otherwise be stated herein, the PTPDTF, and each of its members, further agree as follows:

- 6.4.6.1 The PTPDTF will meet and maintain the conditions of eligibility established as a part of the Request for Proposal that established funding for the grant funded project.
- 6.4.6.2 The PTPDTF will be in compliance with the Open Meeting Law requirements contained in Minn. Stat., Chapter 13D.
- 6.4.6.3 The PTPDTF will be subject to the operational command and supervision of one of the participating agencies.
- 6.4.6.4 The PTPDTF will be subject to a biennial operational and financial audit contracted out to an external organization not associated with us and designed to ensure that our multijurisdictional entity and our designated fiscal agent are in compliance with applicable legal requirements, proper law enforcement standards and practices and effective financial controls.
- 6.4.6.5 The PTPDTF will ensure that it has adequate staffing and funding to support law enforcement, prosecutorial and financial operations, including bookkeeping, evidence handling and inventory recording.
- 6.4.6.6 The PTPDTF will process all seized cash, physical assets and evidence through the standard evidence handling procedures established by its policies and procedures or the policies and procedures of one or more of its Members.
- 6.4.6.7. Officers participating in the PTPDTF shall be subject to annual performance reviews conducted by its operational supervisor.
- 6.4.6.8. The PTPDTF governing board will require that the prosecutor on the governing board who shall: (1) Recommend to the governing board the nature and frequency of training for officers assigned to the PTPDTF in order to increase successful prosecutions; (2) Advise the PTPDTF on the lawful handling and processing of seized property and evidence and forfeited property and money; and (3) Ensure that seizures and forfeitures are reported in accordance with Minn. Stat. § 609.5315, subd. 6.

¹ These conditions originally were agreed to and adopted by the Governing Board pursuant to a Resolution of the PTPDTF adopted October 14, 2010.

- 6.4.6.9 The fiscal agent appointed by the Governing Board shall be approved by the Department of Public Safety. The Governing Board will require the fiscal agent to adhere to these conditions.
- 6.4.7 From the full-time Agents assigned to the PTPDTF pursuant to Section 7, the Governing Board shall appoint a Task Force Commander, who shall be responsible for overseeing and coordinating the day-to-day operations of the PTPDTF, subject to the supervision and direction of the Governing Board. The Task Force Commander must be a full-time, licensed peace officer of a full Member of the PTPDTF. The Task Force Commander shall remain an employee of the Member that has assigned them to the PTPDTF. Such Task Force Commander shall perform duties in accordance with Section 8 herein.
- 6.4.8 The Governing Board shall formulate policies and procedures to govern the Task Force Commander and PTPDTF Agents. In the absence of PTPDTF policies and procedures, the Task Force Commander and the Agents shall be governed by the policies and procedures of the respective law enforcement agency of the Member that appointed them to the PTPDTF.
- 6.4.8 The Governing Board shall cause to be made an annual audit of the books and accounts of the PTPDTF and shall make and file a report to its members which includes the following information:
- 6.4.8.1 The financial condition of the PTPDTF;
 - 6.4.8.2 The business transacted by the PTPDTF; and
 - 6.4.8.3 Any other matters which affect the interests of the PTPDTF.
- 6.4.10 The PTPDTF's books, receipts, and records shall be open to inspection by its Members at all reasonable times.
- 6.4.11 The Governing Board may contract with any of its Members to take title to, hold, manage and convey real and/or personal property obtained by the PTPDTF as a result of civil asset forfeiture proceedings.
- 6.4.12 The Governing Board may hold such property as may be required to accomplish the purposes of this Agreement and upon termination of this Agreement make distribution of such property as provided for in Section 12.2 of this Agreement.

7. Duties of Task Force Members.

- 7.1 Each Full Member shall assign one experienced, licensed peace officer to serve as Agents for the PTPDTF as follows:

City of Crookston	1 Full Time Equivalent (FTE)
City of East Grand Forks	1 FTE
County of Polk	1 FTE
County of Roseau	1 FTE
County of Norman	1 FTE
County of Marshall	1 FTE
City of East Grand Forks (Commander)	1 Half Time Equivalent (HTE)
County of Pennington	1 HTE
City of Thief River Falls	1 HTE
County of Lake of the Woods	1 HTE
County of Red Lake	1 HTE
U.S. Customs and Border Protection	4 FTEs (as they are able)
Homeland Security Investigations	<u>1 FTE (as they are able)</u>
Total:	11 FTEs, 5 HTEs

- 7.2 Agents assigned to the PTPDTF will be responsible for drug investigation, including but not limited to intelligence gathering and management, case development, and referrals of investigations for prosecution. Agents may also assist other law enforcement agencies in surveillance and undercover operations. Agents will work cooperatively with law enforcement officers from the Members and will work cooperatively with other federal, state, and local law enforcement agencies, as directed by the Task Force Commander.

- 7.3 Agents assigned to the PTPDTF will be supervised by the Task Force Commander or, in his/her absence, by a Team Leader or such other agent assigned by the Task Force Commander to act in his/her behalf.

7.3.1 From Agents assigned by Members, one or more Team Leaders may be appointed by the Governing Board, with the concurrence of the Agent's member agency, to serve at the pleasure of the Governing Board. Team Leaders so appointed shall act in the absence of the Task Force Commander and will have the duties, responsibility, and authority of the Task Force Commander during the time the Task Force Commander is absent.

7.3.1.1 The duties, responsibilities, and authority of the Team Leader(s), while the Task Force Commander is absent, shall be the same as the Task Force Commander as described in Section 8 herein. If there is more than one Team Leader, the Task Force Commander will assign one of the Team Leaders to act as Task Force Commander while the Task Force Commander is absent.

- 7.4 Agents will maintain compliance with the policies and procedures of the PTPDTF, and in the absence of a PTPDTF policy or procedures, Agents shall maintain compliance with the applicable policy or procedure, if any, of his/her appointing Member.

- 7.5 Agents will adhere to all laws of the State of Minnesota and the United States of America.
- 7.6 Unless otherwise agreed to by the Governing Board, the Member appointing an Agent to the PTPDTF shall furnish the Agent with a weapon and a vehicle, and the Member shall pay any lease payments, insurance, maintenance and operating costs for said vehicle. Further, unless otherwise agreed to by the Governing Board, the Member appointing the Agent shall pay all expenses associated with tuition, travel, lodging and meals incurred on behalf of said Agent.
- 7.7 Agents assigned by the Members shall not be employees of the PTPDTF. Agents shall remain the employees of the Member that has assigned them to the task force and shall be compensated by that Member, except as otherwise provided herein.
 - 7.7.1 Grant Funds will be utilized to ensure that PTPDTF operations are properly funded, including but not limited to the funding of office supplies, support staff salary, cellular telephones and service, liability insurance, training, and confidential funds. The Members agree that remaining Grant Funds will be divided equally among its Full Member agencies for reimbursement of the Full Member assigned agent's salary (excluding benefits); Half Members will receive a half-share of the Grant Funds for agent's salary.
- 7.8 During the term of this Agreement, the Members agree to maintain the law enforcement officer position assigned to the PTPDTF and shall maintain the FTE staffing assigned to the Task Force as shown in Section 7.1.

8. Task Force Commander.

- 8.1 The Task Force Commander shall serve at the pleasure of the Governing Board and shall be in charge of the day-to-day operation of the PTPDTF, including supervising the task force's assigned personnel, subject to direction received from the Governing Board. The Task Force Commander is responsible for staffing, scheduling, case assignment, case management, record keeping, informant management, buy fund management, petty cash management and intelligence management.
- 8.2 The Task Force Commander will be responsible to keep the Governing Board updated as to the task force's activity, which would include major case development within Member jurisdictions.
- 8.3 The Task Force Commander, or designee, will supervise the drafting and, when possible, the execution of all search warrants initiated by the PTPDTF and will work cooperatively with the agencies with venue over the case.
- 8.4 The Task Force Commander will be responsible for all buy fund monies and petty cash funds, if any is provided for by resolution of the Governing Board, and will provide the Governing Board with a monthly accounting of all funds disbursed and a written summary of activity involving task for buy money and funds.
- 8.5 The Task Force Commander shall be responsible to coordinate annual leave (vacation) of all Agents under his supervision, in accordance with any bargaining agreement, policy, and guidelines of the Agent's respective appointing Member.
- 8.6 The Task Force Commander shall immediately notify the chair of the Governing

Board and all other members of the Governing Board on any misconduct by Agents under his/her supervision. Such misconduct shall include, but not be limited to, the following: commission of a criminal offense; neglect of duty; violation of PTPDTF policies, rules or procedures, or the policies, rules, and procedures of the respective appointing Member; and conduct that tends to reflect unfavorably upon the PTPDTF or any Member.

- 8.7 The Task Force Commander shall coordinate intelligence among the Members and between the PTPDTF and other local, state, and federal law enforcement agencies.

9. Budgeting and Funding.

- 9.1 The Members intend to fund the cost of operation of the PTPDTF from grant funds and matching funds and/or contributions from the member cities and counties, from the proceeds of forfeiture actions, and from restitution.
- 9.2 The Governing Board shall adopt a budget based upon grant funds, member matching funds and/or contributions, and money made available from other sources. The Governing Board may amend the budget from time to time as provided herein.
- 9.3 The Governing Board shall appoint one of its Members to serve as Fiscal Agent to provide budgeting, recordkeeping, and accounting services necessary or convenient for the operations of the PTPDTF. Such services shall include, but not be limited to:
 - 9.3.1 Management of all PTPDTF funds, including member contributions and grant monies;
 - 9.3.2 Management and tracking of forfeiture assets and proceeds;
 - 9.3.3 Timely payment of any contracted services; and
 - 9.3.4 Maintenance of all relevant bookkeeping and recordkeeping.
- 9.4 No payment on any invoice for services performed by any person providing services or supplying goods to the PTPDTF in connection with this Agreement shall be authorized unless approved by the Chair or Vice Chair of the Governing Board.
- 9.5 The Members agree to contribute their grant funds and required matching funds/contributions, if any, to operate the PTPDTF.
- 9.6 All funds shall be accounted for according to generally accepted accounting principles. The Fiscal Agent shall make a monthly financial report of all expenditures and receipts, and current fund balances to the Board.
- 9.7 The Governing Board may not incur debts and may not incur obligations or approve contracts which will require expenditure of funds in excess of funds available to the PTPDTF.
- 9.8 The Board's obligation to reimburse members for any expense, furnish

equipment and the like is contingent upon the receipt of grant funds for that purpose. If insufficient grant funds are received, the Board may reduce the level of reimbursement and/or reduce other expenditures.

10. Seizures, Forfeitures, and Restitution.

- 10.1 Cash, property, and other items that are seized and thereafter forfeited pursuant to the operations or efforts of the PTPDTF under this Agreement shall be used to support PTPDTF efforts. Additionally, the Members agree that any and all forfeitures of cash, property, and other items, resulting from cases where felony-level drug charges are filed, shall be paid to and/or the property of the PTPDTF, to be used to support PTPDTF efforts.
- 10.2 All money and property that is obtained as a result of PTPDTF efforts and operations shall be forfeited by the Member agency originating the specific case. Forfeitures so initiated shall be cleared through the respective Member's prosecuting authority. Forfeited monies or property shall be distributed in the manner consistent with applicable statutes of the State of Minnesota. Unless otherwise agreed to by a unanimous vote of the Governing Board, the portion of forfeiture proceeds inuring to Members under the applicable law shall be used for the benefit of PTPDTF as provided below.
 - 10.2.1 If the felony-level drug charge is the result of a case initiated by a licensed peace officer who is not a PTPDTF assigned Agent, and the case involved one or more PTPDTF assigned Agents in any way, then the Members agree that fifteen percent (15%) of any net forfeiture proceeds, which are disbursed to the "appropriate agency," pursuant to Minn. Stat. § 609.5315, Subd. 5, shall be disbursed to the Member whose officer initiated the case, and the remainder of the net proceeds shall be disbursed to the PTPDTF.
 - 10.2.2 If the felony-level drug charge is the result of a case initiated by a licensed peace officer who is not a PTPDTF assigned Agent, and the case did not involve any PTPDTF assigned Agents, then the Members agree that that twenty-five percent (25%) of any net forfeiture proceeds, which are disbursed to the "appropriate agency," pursuant to Minn. Stat. § 609.5315, Subd. 5, shall be paid to the Member whose officer initiated the case, and the remainder of the net proceeds shall be disbursed to the PTPDTF.
- 10.3 Forfeiture proceeds hereunder shall be deposited into a PTPDTF forfeited funds account to be maintained by the Coordinating Agency. In the case of Federal forfeiture actions, established Federal Rules shall be followed. Fine or restitution monies ordered paid to the PTPDTF by court order may be used to offset equipment or operating costs of the PTPDTF which are not funded by grant or matching monies, subject to compliance with applicable laws.
- 10.4 If expenses from a forfeiture exceed the sale proceeds, the Governing Board shall provide for reimbursement from other funds of the PTPDTF.
- 10.5 The use and disbursement of all cash and/or property forfeited to the PTPDTF pursuant to this Agreement shall be in accordance with Minnesota law and must be approved by the Governing Board. Any disputes on disbursement of funds will be decided by the Governing Board.

11. Insurance and Indemnification.

11.1 Insurance.

- 11.1.1 The PTPDTF will maintain liability coverage with the League of Minnesota Cities Insurance Trust (LMCIT) with a limit of at least \$2,000,000 per occurrence, under standard LMCIT liability coverage forms.
- 11.1.2 Alternatively, the PTPDTF may maintain equivalent private liability insurance coverage. Such coverage may be provided through separate policies for commercial general liability (CGL) and law enforcement liability. Such private liability insurance policies must comply with the following requirements:
 - 11.1.2.1 Each policy shall have a limit of at least \$2 million per occurrence. If the policy contains a general aggregate limit, the general aggregate limit shall not be less than \$2,000,000.
 - 11.1.2.2 The CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and contractually-assumed liability.
 - 11.1.2.3 Each member, and each member's officers, employees, and volunteers, shall be named as additional covered parties on each policy for all claims arising from PTPDTF activities or operations.
- 11.1.3 Each Member agrees to procure and maintain insurance for auto liability and damage to or loss of property with respect to any automobile(s) and/or property/equipment supplied by the Member for PTPDTF efforts. Each member shall be responsible for damages to or loss of its own equipment. Each Member waives the right to, and agrees that it will not, bring any claim or suit against the PTPDTF or any other Member for damages to or loss of its equipment arising out of participation in or assistance with PTPDTF operations or activities, even if the damages or losses were caused wholly or partially by the negligence of any other Members, or its officers, employees, and/or volunteers.
- 11.1.4 Each Member shall be responsible for injuries to or death of its own personnel, including those assigned to the PTPDTF. Each Member will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are assigned to the PTPDTF or are otherwise participating in or assisting with PTPDTF operations or activities. Each Member waives the right to, and agrees that it will not, bring any claim or suit against the PTPDTF or any of its Members for any workers' compensation benefits paid to its own employee or dependents, that arise out of participation in or assistance with PTPDTF operations or activities, even if the injuries were caused wholly or partially by the negligence of any other Member or its officers, employees, or volunteers.
- 11.1.5 All insurance policies and certificates required under this agreement shall be open to inspection by any member and copies of the policies of certificates

shall be submitted to a member upon written request.

- 11.1.6 Any excess or uninsured liability of the PTPDTF shall be borne equally by all of the Members, but this does not include the liability of any individual officer, employee, or volunteer that which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

11.2 Indemnity.

- 11.2.1 The PTPDTF agrees to defend and indemnify the Members for any and all claims, losses, damage, liability, suits, judgments, costs, and expenses by reason of the action or inaction of its employees assigned to the PTPDTF for claims arising from PTPDTF activities or operations and decisions of the Governing Board.
- 11.2.2 The Agreement to indemnify and hold harmless provided herein does not constitute a waiver by any Member of limitations on liability provided by Minnesota Statutes, Chapter 466. Under no circumstances shall a Member be required to pay on behalf of itself and other Members, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466, applicable to any other Member. The limits of liability for some or all of the Members may not be added together to determine the maximum amount of liability for any Member.
- 11.2.3 Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any Member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

12. Termination / Withdrawal.

- 12.1 Termination. This Agreement shall terminate upon the occurrence of any one of the following events, whichever occurs first:
 - 12.1.1 When necessitated by operation of law or as a result of a decision by a court of competent jurisdiction;
 - 12.1.2 When necessitated based upon the failure to obtain the necessary grant funding from the State of Minnesota and/or the United States federal government and/or Member agencies and other local sources of funding; or
 - 12.1.3 When two-thirds of the Members agree by resolution to terminate the agreement upon a date certain.
- 12.2 Effect of Termination. Upon termination of this Agreement, the Governing Board shall provide for the distribution of all PTPDTF funds and assets in the following manner:
 - 12.2.1 The Governing Board may determine to sell and liquidate any and all non-monetary assets prior to distribution.

12.2.2 Any and all personal property used by the PTPDTF and owned by a Member shall be returned to that Member upon dissolution of the PTPDTF.

12.2.3 All remaining funds and assets shall be distributed to the Members in proportion to the Full Time Equivalent (FTE) or Half Time Equivalent (HTE) contributions of each Member to the PTPDTF, with Half Time Members receiving half of the share that Full Time Members receive hereunder. Only Members who have been a member of the PTPDTF continuously for 24 months immediately preceding dissolution shall be entitled to a share in the distribution.

12.3 Withdrawal.

12.3.1 Any Member may withdraw from this Agreement upon six months' written notice to the Governing Board.

12.3.2 Withdrawal shall not act to discharge any liability incurred by the Member prior to withdrawal. Such liability shall continue until discharged by law or agreement of the remaining Members.

12.3.3 If a Member withdraws from the PTPDTF, and the remaining Members decide to continue the operations of the PTPDTF under the terms of this Agreement, including any amendment(s) thereto, the withdrawing Member shall not be entitled to the distribution of any assets or funds under Section 12.2, above, except as provided by Section 12.2.2.

12.3.4 In the event of withdrawal by any Member, this Agreement shall remain in full force and effect as to all remaining Members.

13. Modification of Agreement.

13.1 Any alterations, modifications, or amendments of the provisions of this Agreement shall only be valid if they have been reduced to writing and duly approved and signed by all of the Members.

14. Counterparts.

14.1 This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

CITY OF CROOKSTON

The Crookston City Counsel duly approved this Agreement on the ____ day of _____, 202__.

City of Crookston

By _____
Dale Stainbrook, Mayor

Attest _____
Darin Selzler, Interim City Administrator

Approved as to form and content:

Tanner Holten, City Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

CITY OF EAST GRAND FORKS

The East Grand Forks City Council duly approved this Agreement on the ____ day of _____, 202__.

City of East Grand Forks

By _____
Mark Olstad, Mayor

Attest _____
Reid Huttunen, City Administrator

Approved as to form and content:

Ronald Galstad, City Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

COUNTY OF POLK

The Polk County Board of Commissioners duly approved this Agreement on the ____ day of _____, 202__.

County of Polk

By _____
Joan Lee, Chairman

Attest _____
Charles Whiting, Administrator

Approved as to form and content:

Greg Widseth, County Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

COUNTY OF ROSEAU

The Roseau County Board of Commissioners duly approved this Agreement on the ____ day of _____, 202__.

County of Roseau

By _____
Kermit Jenson, Chairperson

Attest _____
Jeff Pelowski, County Coordinator

Approved as to form and content:

Kristy Kjos, County Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

CITY OF THIEF RIVER FALLS

The Thief River Falls City Counsel duly approved this Agreement on the ____ day of _____, 202__.

City of Thief River Falls

By _____
Mike Lorenson, Mayor

Attest _____
Angie Philipp, City Administrator

Approved as to form and content:

Delray Sparby, City Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

COUNTY OF PENNINGTON

The Pennington County Board of Commissioners duly approved this Agreement on the ____ day of _____, 202__.

County of Pennington

By _____
Roy Sourdif, Chairman

Attest _____
Jennifer Herzberg, Auditor-Treasurer

Approved as to form and content:

Nathan Haase, County Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

COUNTY OF NORMAN

The Norman County Board of Commissioners duly approved this Agreement on the ____ day of _____, 202__.

County of Norman

By _____
Steve Jacobson, Chairman

Attest _____
Amanda L. Riegert, Auditor-Treasurer

Approved as to form and content:

Elizabeth Brainard, County Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

CITY OF ADA

The Ada City Counsel duly approved this Agreement on the ____ day of _____, 202__.

City of Ada

By _____
John Hintz, Mayor

Attest _____
Ashley Larson, City Administrator

Approved as to form and content:

Elizabeth Brainard, City Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

COUNTY OF RED LAKE

The Red Lake County Board of Commissioners duly approved this Agreement on the ____ day of _____, 202__.

County of Red Lake

By _____
Anthony Flage, Chairperson

Attest _____
Kelsey Gervais, Auditor

Approved as to form and content:

Tanner Holten, County Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

COUNTY OF MARSHALL

The Marshall County Board of Commissioners duly approved this Agreement on the ____ day of _____, 202__.

County of Marshall

By _____
Larry Nybladh, Chairperson

Attest _____
Scott Peters, Auditor-Treasurer

Approved as to form and content:

Chris Rokke, County Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

COUNTY OF KITTSO

The Kittson County Board of Commissioners duly approved this Agreement on the ____ day of _____, 20____.

County of Kittson

By _____
Loren Younggren, Chairman

Attest _____
Aimee Sugden, County Administrator

Approved as to form and content:

Robert M Albrecht, County Attorney

IN WITNESS WHEREOF, the undersigned governmental units, by action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minn. Stat. § 471.59.

COUNTY OF LAKE OF THE WOODS

The Lake of the Woods County Board of Commissioners duly approved this Agreement on the ____ day of _____, 202__.

County of Lake of the Woods

By _____
Jon Waibel, Chairperson

Attest _____
Lorene Hanson, County Auditor

Approved as to form and content:

Michelle Moren, County Attorney

U.S. Customs and Board Protection/Homeland Security Investigations

U.S. Customs and Board Protection/Homeland Security Investigations duly approved this Agreement on the ____ day of _____, 202__.

Department of Homeland Security

By _____
Scott Garrett, Chief Patrol Agent
U.S. Customs and Border Protection



City of Thief River Falls

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

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

Request for Council Action

DATE: 12/16/2025

SUBJECT: 2026 Water Treatment Plant Chemical Bids

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

MOTION TO: Approve the low water treatment plant chemical bids for calendar year 2026 as presented.

BACKGROUND: The City of Thief River Falls Water Systems Department solicits bids annually for Chemicals used in the Water Treatment Plant to provide budget stability throughout the next twelve months.

KEY ISSUES: Inflation across the board has significantly increased bids for 2026. The budget has been adjusted accordingly.

FINANCIAL CONSIDERATIONS: Total estimated chemical cost is \$410,262.69 for 2026.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

1.	2026 Chem bid talley
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**City of Thief River Falls
Water Treatment Chemical Bids
4-Dec-25**

BID ITEM #1 - Pebble Quicklime 280 Tons				
Bidder	Bid Bond	Bid Amount per ton	Bid Total	
Graymont	YES	\$418.90	\$117,292.00	X
BID ITEM #2 - Liquid Chlorine 14,000 Pounds				
Bidder	Bid Bond	Bid amount per ton	Bid Total	
Hawkins	YES	\$2,835.00	\$19,845.00	X
BID ITEM #3 - Liquid CO2 90 Tons				
Bidder	Bid Bond	Bid Amount per ton	Bid Total	
Oxygen Service Company Inc	YES	\$300.00	\$27,000.00	X
American Welding and Gas	YES	\$312.70	\$28,143.00	
BID ITEM #4 - Hydrofluorosillicic Acid 900 Gallons				
Bidder	Bid Bond	Bid Amount per gallon	Bid Total	
Hawkins	YES	\$9.50	\$8,550.00	X
BID ITEM #5 - Anhydrous Ammonia 2,800 pounds				
Bidder	Bid Bond	Bid amount per pound	Bid Total	
Hawkins	YES	\$4.01	\$11,228.00	X
BID ITEM #6 - Powdered Activated Carbon 40,000 pounds				
Bidder	Bid Bond	Bid amount per pound	Bid Total	
Hawkins	YES	\$2.43	\$97,200.00	
Aqua Pure Inc	YES	\$1.48	\$59,200.00	X

BID ITEM #7 - 1,000 Gallons of raw water pumped				
Bidder	Bid Bond	Bid amount per 1,000	Bid Total	
Aqua Pure Inc	YES	\$0.4995	\$167,147.69	

2013 TOTALS	\$384,243.16
2014 TOTALS	\$416,778.08
2015 TOTALS	\$382,352.55
2016 TOTALS	\$340,926.54
2017 TOTALS	\$357,730.88
2018 TOTALS	\$331,818.04
2019 TOTALS	\$334,632.00
2020 TOTALS	\$320,980.00
2021 TOTALS	\$309,020.00
2022 TOTALS	\$374,838.08
2023 TOTALS	\$383,371.50
2024 TOTALS	\$379,718.26
2025 TOTALS	\$410,262.69



City of Thief River Falls

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

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

DATE: 12/16/2025

SUBJECT: 2026 Building Permit and Inspection Fee Schedule

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

MOTION TO: Approve the 2026 Building Permit and Inspection fee schedule.

BACKGROUND: The City of Thief River Falls has not increased its Building Permit and Inspection Fees in 10 years. The fees collected should cover the administrative costs the city incurs to enforce the building codes, issuing building permits, inspections, plan reviews, administrative services, and required reporting. A comparison of current Building Permit Rates for the City of Thief River Falls to the suggested rates by the Department of Labor and Industry shows our current rates are approximately 33% lower. This proposed rate structure is based on a 20% increase in Building Permit and Inspection fees. In my research, I believe that the last time rates were adjusted was 2015 and are based off the Department of Labor and Industry's rates from 1994.

KEY ISSUES: • One of the key issues with our current fee structure is the lower fee ranges. \$21.00 for \$1 to \$500 and \$62.50 for \$501 to \$2000 of project costs do not come close to covering our Building Inspector's cost of labor. Which is why the proposed fee schedule begins at \$120.00 for anything between \$1 to \$5,000 in value.

- Per the 2020 Minnesota Building Codes 1300.0160 FEES, fees established by the municipality must be by legal means and must be fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed. Minnesota State Statute 326B.153 also governs Building Permit Fees.

FINANCIAL CONSIDERATIONS: This fee structure brings us closer to covering the administrative costs the city incurs to enforce the building codes, issuing building permits, inspections, plan reviews, administrative services, and required reporting.

LEGAL CONSIDERATION: These fee rates are fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed and meet the guidelines per Minnesota State Statute 326B.153 which also governs Building Permit Fees.

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

ATTACHMENTS:

1.	Proposed 2026 Fee Schedule
----	----------------------------

2026 Permit and Inspection Fee Schedule

Fees for Services Administered by the City of Thief River Fall's Designated Building Official

The administration and issuance of permits, along with the collection of fees, shall be conducted in accordance with Minnesota Statutes § 326B and Minnesota Rules 1300.0120 and 1300.0160. All fees shall be commensurate with the level of service provided and be consistent with this adopted fee schedule.

Sec. 1. Fee Multiplier Table (FMT). The following table establishes permit and inspection fees for all projects that require a building permit or are not otherwise specifically identified within this fee schedule. The minimum fee for these permits is \$120. The cost of plan review is separate, if applicable.

Valuation	Permit Fee
\$1 to \$5,000	\$120.00
\$5,001 to \$25,000	\$120.00 for the first \$5,000 plus \$15.00 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$420.00 for the first \$25,000 plus \$10.80 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$690.00 for the first \$50,000 plus \$7.50 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,065.00 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$501,000 to \$1,000,000	\$3,465.00 for the first \$500,000 plus \$5.10 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and
\$1,000,001 and up	\$6,015.00 for the first \$1,000,000 plus \$3.30 for each additional \$1,000 or fraction thereof

Sec. 2. Plumbing Permit Fees for Residential and Non-residential or Multi-Family Structures Regulated under the Minnesota State Building Code and Minnesota Rules Chapter 1305. The following permit fee is based upon the number of fixture openings in the plumbing system. The cost of plan review is separate, if applicable.

\$120 for the first 10 fixture openings, plus \$7.50 for each additional fixture.

Sec. 3. Mechanical Permit Fees

Commercial Systems:

0.003 times the value of the mechanical system with a \$60 minimum charge.

Residential Systems:

New Construction: \$50

Replacement: \$30

Sec. 4. Plan Review Fees. The following fees apply when an administrative or technical plan review is completed for all projects that are not otherwise specifically identified within this fee schedule. Plan review is determined by the Designated Building Official or their designee.

(a) Building Permit Plan Review.

- (1) **Review of Commercial Plan Fee:** 65% of the permit fee as calculated in the Fee Multiplier Table in Sec. 1 shall be charged for review of building plans, specifications, and related documents submitted.
- (2) **Review of Residential Plan Fee:** A fee of 25% of the cost of the Building Permit Fee shall be charged for review of building plans, specifications, and related documents submitted.
- (3) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

(b) Plan Revisions. Applicant-submitted changes:

Additional plan review required by changes, additions, or revisions to approved plans (Minimum ½ hour charges - \$120/hour) Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

(c) Abandoned Permit Applications. When an application requiring plan review is submitted, and the applicant either:

- (1) Elects not to proceed following completion of the review, or
- (2) The application is deemed abandoned by the Designated Building Official pursuant to Minnesota Rules 1300.0120, Subpart 9;

The applicant will be assessed one hundred percent (100%) of the plan review fee, for plan review and processing services, whether or not a permit is issued.

Sec. 5. Other Permits and Inspection Fees. The following table identifies costs for permits or fees associated with administration of either the Minnesota State Building Code or City of Thief River Falls codes. The minimum fee for the following permits is \$120. **Plan review is charged according to Subd. 4 of this fee schedule, unless otherwise identified.**

Fences: Refer to Fee Multiplier Table in Sec. 1

Connection Permits: \$250

Encroachment Permit: \$150 (\$50 of which will cover the City's cost of recording the permit with the County Recorder's Office.)

Manufactured Home Permit Fee: \$120

Demolition Permit Fee: \$30 – Garage, \$60 – House, \$120 – Commercial

Moving Permit Fee: \$30

Reissuance or Renewal of a Permit: \$60

Home Occupational Permit Fee: \$30

Temporary Sign Permit: \$15

Sign Permit Fee: \$115

Inspection outside of normal business hours: Minimum 2 Hour Charge – \$120/hour.

*Re-inspection fees are assessed at a rate of \$120 per hour.**

*Inspections for which no fee is specifically indicated (min. ½ hour charge; \$120/hour)**

**Or the total hourly cost to the City of Thief River Falls, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.*

Sec. 6. State Surcharge. In accordance with Minnesota Statutes § 326B.148, a state surcharge shall be charged on all permits, if applicable.

Sec. 7. Refunds. The Designated Building Official may authorize refunds of up to eighty percent (80%) of the issued permit fee when no work has commenced and no inspections have been performed.

- (a) Requests must be submitted in writing by the permit applicant within one hundred eighty (180) days of permit issuance.
 - (1) Within (10) business days of receipt, the Designated Building Official or their designee shall review the request and determine the amount to be refunded or provide written justification if the request is denied.
- (b) Fees retained shall cover expenses incurred for services rendered by the city and/or its consultant(s).
- (c) Refunds shall only be issued to the original payee.
- (d) No refunds shall be granted for the following:
 - (1) Plan review fees;
 - (2) Re-inspection fees;
 - (3) State surcharge fees;
 - (4) Fraudulent applications;
 - (5) Expired, revoked, suspended, or invalid permits;
 - (6) Contractor license verification.

Sec. 8. Work Commencing Before Permit Issuance. If work for which a permit is required by the code has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for the work. An investigation fee established by the municipality shall be collected whether or not a permit is issued and is in addition to the required permit fees, but it may not exceed the permit fee. The investigation fee is set at a minimum ½ hour charge - \$120/hour, or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

Sec. 9. Abandonment, Expiration, Revocation/Suspension, or Validity. The validity, expiration, suspension, and revocation of permits shall be governed by Minnesota Rules 1300.0120 and the following:

- (a) An application for a permit for any proposed work shall be considered abandoned one hundred eighty (180) days after the date of filing, except in the following cases:

- (1) The application has been actively pursued in good faith by the applicant, as determined by the Designated Building Official or their designee; and
 - (2) A written request for an extension, not to exceed one hundred eighty (180) days, has been submitted with justifiable cause demonstrated, and the extension has been approved by the Designated Building Official or their designee.
- (b) Every permit issued shall expire unless the authorized work is commenced within one hundred eighty (180) days of issuance. The Designated Building Official or their designee may grant written extensions of time, not to exceed one hundred eighty (180) days, if the applicant demonstrates justifiable cause.
- (c) The Designated Building Official or their designee may suspend or revoke a permit if it was issued in error, if the application contained incorrect, inaccurate, or incomplete information, or if there is a violation of any state law, rule, or ordinance.
- (d) The issuance of a permit, or the approval of plans, specifications, or computations, shall not be construed as authorization for any violation of this code or any other ordinance of the City of Thief River Falls. Any permit purporting to authorize work in violation of the code or other ordinances shall be invalid. A permit also becomes invalid if the authorized work is suspended or abandoned for more than one hundred eighty (180) days, commencing on the first day the work was suspended or abandoned.



Request for Council Action

DATE: 12/16/2025

SUBJECT: Approval of Single Family Residential Tax Abatements

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

MOTION TO: MOTION TO: Approve Tax Abatement for the following properties:

First Year

- 415 Robson Court. Robson First Addition Lot-014 Block-001. Parcel Number 25.09701410 – Kia B & Vatchara Vichaikul. Total estimated abatement is \$2580.12.
- 109 Eastwood Drive. South Eastwood Addition Lot-003 Block-001. Parcel Number 25.11100310 – Abbey Halvorson Trustee. Total estimated abatement is \$1016.20.

Second Year

- 619 Evergreen Street. Noreen's First Addition West 68' of Lot 14 & Lot 15 less the West 54' Blk-006. Parcel Number 25.06208700 – Richard & Mary Merrill. Total estimated abatement is \$804.76.
- 2016 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-019 Block-001. Parcel Number 25.12101910 – Davis Mills. Total estimated abatement is \$1061.26.

Third Year

- 2006 Nelson Drive. MMCDC's Greenwood Neighborhood Addition Lot-024 Block-001. Parcel Number 25.12102410 - Haven Kuehn. Total estimated abatement is \$1065.73.

Fifth Year

- 2004 Nelson Drive. Lot 5, Block 1, MMCDC'S Greenwood Neighborhood Addition Lot-025 Block-001. Parcel number 25.121.025.10 - Lori Alvarado. Total estimated abatement is \$631.10.

BACKGROUND: This program was established to spur development of new single family homes.

KEY ISSUES: The homeowner must submit a copy of their property tax statement and proof of payment. There are two new properties eligible for abatement this year. There are two existing properties in the second year, one in the third year, and one in the fifth year of the abatement program. This program expired December 31, 2020. Any homes meeting the qualifications with building permits issued prior to December 31, 2020 will be honored. The abatement program was reinstated January 1, 2022 and will terminate December 31, 2026.

FINANCIAL CONSIDERATIONS: The cost to the City for the abatement of all properties is \$7,037.70.

LEGAL CONSIDERATION: The tax abatement requires a Public Hearing for new property in their first year of abatement.

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: 12/16/2025

SUBJECT: MPCA Local CLimate Action Grant

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

MOTION TO: To authorize the City Administrator to enter a contract for engineering services with Moore Engineering in the amount not to exceed \$50,000.00 for services related to local climate planning. The project objective would be to identify and prioritize projects that the City of Thief River Falls, MN may undertake to increase resiliency.

BACKGROUND: The City of Thief River Falls has been awarded a local climate action planning grant with the Minnesota Pollution Control Agency. Engineering services are required for project objectives to be delivered. The City of Thief River Falls needs to enter into an agreement for services to be provided, and reimbursement funds released.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The amount of the grant funds from MPCA that has been awarded to the City of Thief River Falls is \$50,000. The contract with Moore Engineering is written as “not to exceed \$50,000”. The match required by the city would be in-kind services performed by the Public Works Director in the amount of \$8,000.00. The MPCA grant award would reimburse the City for the expenditure owed to Moore Engineering, and the Public Works Director would focus an estimated 40 hours’ time on the project.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	12162025 RCA- Supporting documentation, Moore Enginneering services
----	---

December 10, 2025

City of Thief River Falls
Travis Giffen, Public Works Director
405 3rd St E.
Thief River Falls, MN 56701

Subject: Letter Agreement
City of Thief River Falls, MN
Climate Action Planning
Moore Project No. 24750

Dear Mr. Giffen,

In accordance with discussions with staff and the Local Climate Action Grant application, Moore Engineering, Inc. ("Moore") is pleased to submit our proposal to the City of Thief River Falls ("Owner") to provide assistance in developing a Climate Action Plan.

Project Understanding

BACKGROUND: The City of Thief River Falls applied for and received a local climate action grant through the Minnesota Pollution Control Agency. The funding is being provided to communities for developing and implementing local plans of action that enable adaptation to extreme weather events and a changing climate and/or reduction of local contributions to the causes of climate change.

GENERAL DESCRIPTION OF PROJECT: In order to develop a comprehensive plan, the City will engage a stakeholder group to identify priorities for resiliency in Thief River Falls. Simultaneously, infrastructure and policies will be reviewed for potential improvements. Utilizing the input from stakeholders, we will identify and prioritize projects that the City of Thief River Falls may undertake to increase resiliency. All of this will be incorporated into a Climate Action Planning document that can be adopted by the City.

PROJECT OBJECTIVES: Through this project, we will assist the City of Thief River Falls in developing a Climate Action Plan. The plan will identify the vulnerability and risk associated with the city stormwater infrastructure, goals and priorities of the community, and a plan of action to address the concerns.

Scope of Work

To meet the project objectives above, Moore proposes to provide the scope of services identified in Exhibit A.

Deliverable(s)

- One electronic copy (PDF) of the Climate Action Plan, as described in Exhibit A, for review by the project team.
- One electronic copy (PDF) of the final Climate Action Plan, as described in Exhibit A, for approval of the City.
- Stormwater model outputs for use by the city.

Basis of Proposal

The following items form the basis of this Proposal:

- No field survey or boundary survey is required.
- No design will be completed.
- No environmental or permitting services are included.

Schedule

Moore will perform the Scope of Work listed above in accordance with the following schedule:
All work will be completed by May 31, 2026.

Fee

Moore will perform the tasks specified in the Scope of Work above on a Category Billing Rate basis using the actual hours worked times the appropriate Category Billing Rate plus the actual direct expenses incurred, including subconsultant fees, times a multiplier of 1.15. Category Billing Rates are provided in **Attachment 1** to this proposal. Category Billing Rates and expense costs listed in **Attachment 1** are valid through the end of the current year. On January 1 in each subsequent year, Category Billing Rates and reimbursable expenses may be adjusted to meet market conditions.

Based on our current understanding of the work, the overall fee for this project is not to exceed **FIFTY THOUSAND DOLLARS (\$50,000.00)**.

Standard Terms and Conditions

Our services will be provided in accordance with the **Attachment 2** "Standard Terms and Conditions for Professional Services", which are integral to this proposal.

Closing

Should you find this Proposal acceptable, please have the authorized representative[s] of the City of Thief River Falls sign the Acceptance portion of this letter below and return one (1) fully executed copy of this Proposal to me. Receipt of a fully executed copy of this Proposal will serve as our Agreement and our Notice to Proceed.

We appreciate the opportunity to submit this Proposal, and we look forward to working with you on this Project. Should you have any questions or need additional information, please contact me by phone at (218) 368-9955 or by e-mail at zach.thoma@mooreengineeringinc.com.

Sincerely,



Zach Thoma, PE
Project Manager

Jonathan Pauna, PE
Municipal Sector Leader

Enclosure: As noted

Acceptance for the City of Thief River Falls:

We hereby authorize Moore Engineering, Inc. to proceed with the work described above.

Signature	_____	_____
Name	_____	_____
Title	_____	_____
Date	_____	_____

Address for giving notices: 405 3rd St. E
Thief River Falls, MN 56701

From: Mueller-LaClair, Julianne (MPCA) <Julianne.Mueller-LaClair@state.mn.us>
Sent: Tuesday, April 8, 2025 1:53 PM
To: tgiffen@trfmn.com
Cc: Wiese, Liz (MPCA) <Liz.Wiese@state.mn.us>
Subject: LCA Planning Grant Application - City of Thief River Falls

Congratulations! I am pleased to inform you that the City of Thief River Falls has been selected for a FY25 Local Climate Action Planning Grant in the amount of \$50,000.00.

Due to RFP and statutory requirements, the MPCA will require review of the below and attached documentation before fully awarding your project. Please forward the completed/required documents to the MPCA by Wednesday, April 16th.

- **Capacity Responses: Exhibit C**
- **Certification: No current principals have been convicted of a felony financial crime in the last ten years: Exhibit D**

Please provide contact information (email) for the person who will be responsible for signing your agreement on behalf of your entity. All agreements are routed through Docusign and reviewed/approved electronically.

Remember any costs incurred prior to the MPCA's execution of your Grant Agreement will be ineligible as both project grant costs and as your matching funds. ***Do not start work on your project until you have been notified that you may begin.***

Liz Wiese will serve as your MPCA Project Manager and will be in contact regarding next steps.

Julianne Mueller-LaClair, JD | Lead Contract Specialist
Operations Division
520 Lafayette Rd. N. | St. Paul, MN | 55155
651-757-2135
julianne.laclair@state.mn.us | www.pca.state.mn.us

***Please note my new email address: julianne.mueller-laclair@state.mn.us**



Attachment A
Workplan and Budget

SWIFT Number: 269075
AI: 37874
Activity ID: PRO20250001

Project Title: Thief River Falls Climate Resiliency Assessment and Planning

1. Project Summary:

Organization: City of Thief River Falls (The City)
Contractor Contact Name: Travis Giffen
Title: Public Works Director
Address: 405 3rd Street East
Thief River Falls, Minnesota 56701
Phone: 218-689-4292
Email: tgiffen@trfmn.com

Minnesota Pollution Control Agency (MPCA) Contact:

MPCA Project Manager: Liz Wiese
Title: Grants Coordinator
Address: 7678 College Road, Suite 105
Baxter, Minnesota 56425
Phone: 651-757-2072
Email: Liz.Wiese@state.mn.us

Project Description: The City will engage diverse stakeholders to one (1) conduct a robust climate resiliency assessment of existing public infrastructure, and to two (2) develop a comprehensive action plan that includes a list of prioritized projects. The climate resiliency assessment will evaluate stormwater infrastructure, transportation sustainability, and transportation infrastructure. The assessments will draw on diverse data sources to catalog the age, existing conditions, current capacity, and potential environmental impacts associated with public facilities. Additionally, the assessment will include evaluation of current City policies and permits related to stormwater design and municipal separate storm sewer system (MS4) program implementation. This data will then be integrated with stormwater models to assess the resiliency of key infrastructure by comparing current and forecasted climate conditions. The data and insights obtained during this multi-layered resiliency assessment will subsequently be integrated into the City's Climate Action Plan. In addition to reporting on the results of the resiliency assessment, the plan will be developed by reviewing Minnesota's Climate Action Framework, establishing local goals and priorities, and creating a list of prioritized projects for future implementation. The Project Team's collaborative approach for achieving substantive engagement from diverse stakeholders will include a community survey to identify specific areas of concern related to climate resiliency.

Project Deliverables: The ultimate deliverable will be a Climate Action Plan that includes a list of approximately 10 prioritized projects. Each project will include a timeline for development/implementation and a list of potential funding sources.

2. Workplan:

Task 1 of 4: Stakeholder Engagement

Subtask 1a: Establish Project Team

Brief description of activities involved: The City will establish a Project Team at the outset of this effort. The City expects that the Project Team will include representation from the City Council, the Public Works Department, the Planning Commission, the general public, and the Pennington Soil and Water Conservation District. The Project Team will review provide input on the priorities of the City and review the final Climate Action Plan.

Subtask 1b: Conduct Community Survey

Brief description of activities involved: The Project Team will develop and disseminate a community survey to identify specific areas of concern related to climate resiliency. The team will engage diverse stakeholders with an emphasis in outreach to Environmental Justice neighborhoods within the City. Input will be used to help prioritize the needs of the City.

Task 2 of 4: Conduct climate resiliency assessment

Subtask 2a: Evaluate stormwater infrastructure

Brief description of activities involved: Utilizing the City's stormwater records, Light Detection and Ranging (LiDAR) data, and aerial imagery, the existing stormwater infrastructure will be evaluated for its resiliency. The age, existing capacity, and projected capacity (based on the Minnesota CLIMAT data) will be assessed. Areas of concern will be identified based on Project Team and Community Survey input and considered for inclusion in future projects. Areas of known concern will be studied via hydrologic and hydraulic modeling to identify the deficiencies in the system.

Subtask 2b: Evaluate transportation infrastructure

Brief description of activities involved: Geographic Information System (GIS) mapping, aerial imagery, age of transportation routes, available public transit data, and Electric Vehicle (EV) charging station locations will be reviewed to assess transportation resiliency. The roadways, trails, and sidewalks adjacent to the stormwater modeling developed in task 2a will be evaluated for resiliency.

Subtask 2c: Data Collection and Review

Brief description of activities involved: Work with MPCA to receive Greenhouse gas (GHG) emissions data. Information will be used for community engagement and will be included in the project plan.

Task 3 of 4: Develop Climate Action Plan

Brief description of activities involved: Utilizing the assessment of existing infrastructure completed in task 2, a Climate Action Plan will be developed for the City. The plan will identify the projected climate impacts to the region, the vulnerability and risks associated with the climate impacts, goals and priorities of the community, and a plan of action listing priority projects, sources of potential funding, and target construction timelines.

Task 4 of 4: Final Report and Project Deliverables

Subtask 4a: Submit Grant Final Report

Brief description of activities involved: The Grantee will provide a final grant project report using the MPCA template approximately one month prior to the end of the grant agreement of June 30, 2026, or at completion of the project, whichever occurs first. The City will respond promptly to any requests by the MPCA authorized representative for additional information and/or corrections to the report.

Subtask 4b: Submit Project Deliverables

Brief description of activities involved: The Grantee will provide electronic files of all project deliverables to the MPCA authorized representative prior to the end of the grant agreement of June 30, 2026, or at the completion of the project, whichever occurs first.

3. Project Budget:

Cost category	Grant Funds	Budgeted In-Kind Match	Total Budget
Project Manager	\$7,990.00		\$7,990.00
Engagement Specialist	\$3,200.00		\$3,200.00
Administrative	\$1,500.00		\$1,500.00
Public Works Director		\$8,000.00	\$8,000.00
Senior Engineer	\$7,350.00		\$7,350.00
Engineer	\$25,800.00		\$25,800.00
Environmental Scientist	\$4,160.00		\$4,160.00
Totals (Not to Exceed)	\$50,000.00	\$8,000.00	\$58,000.00



City of Thief River Falls

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

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

Request for Council Action

DATE: 12/16/2025

SUBJECT: Approval of Certification of Unpaid Grass Mowing/Weed Trimming Charges to Property Owners' 2026 Property Taxes

RECOMMENDATION: It is respectfully requested to consider the following:

MOTION TO: To approve certification of unpaid grass mowing/weed trimming charges to property owner's 2026 property taxes.

BACKGROUND: Grass mowing/weed trimming removal charges remain unpaid to the City of Thief River Falls.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The total amount for collection as part of the property owner's property tax statement in 2026 is \$5,230.27.

GRASS MOWING/WEED TRIMMING

OWNER	ADDRESS	PARCEL	AMOUNT
Michael Larson	1016 Duluth Ave N	25.021.019.20	\$95.41
Pilgrimage of TRF LLC	201 Tindolph Ave S	25.012.035.60	\$782.73
Gladys Hanson	408 Arnold Ave S	25.005.098.30	\$717.90
The Bank of New York	142 Willow Rd	25.062.043.00	\$717.90
LN Real Estate	1301 3 rd St W	25.053.002.10	\$138.00
Daren & Lindsey Asp	412 1 st St E	25.006.263.40	\$399.74
Jessica Weyers	124 Conley Ave S	25.006.274.50	\$283.74
Bryan & Alyssa Gregory	1618 Stevens Dr	25.041.010.20	\$32.48
Ian Hutton	136 Belleville Ct	25.087.001.10	\$261.74
Grant Reed	708 Duluth Ave N	25.015.025.40	\$73.08
Lynell Omlid	312 State Ave S	25.024.003.10	\$95.41
Steve Soiney	1016 Main Ave N	25.022.068.00	\$593.74
Mandy Maygra	723 State Ave N	25.071.017.40	\$616.40
Joshua Rand/Skylar Weiland	621 Labree Ave N	25.014.033.50	\$94.00
Annette Sten	123 State Ave N	25.003.359.20	\$116.00
Annette Sten	508 2 nd St W	25.003.360.20	\$116.00
Samantha Klopp	609 Atlantic Ave N	25.003.003.20	\$96.00

LEGAL CONSIDERATION: Pursuant to City Code Section 91.01 and Minnesota State Statute 429.101, the city may certify to the Pennington County Auditor the unpaid charges.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works 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: 12/16/2025

SUBJECT: Engineering Services

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

MOTION TO: Approve the reappointment of Widseth, Inc as the city engineering firm, and Rich Clauson as the Engineer of Record.

BACKGROUND: The City of Thief River Falls uses an external consultant to provide engineering services for municipal street and utilities improvement projects, state required bridge inspections and municipal state aid processes. The City of Thief River Falls has a long-term successful relationship with Widseth engineering in working together with city staff to complete these tasks.

KEY ISSUES: Each year the success of the relationship is evaluated, and an appointment made. The Public Works Committee discussed the services provided and determined it be in the City's best interest to reappoint Widseth engineering firm. This is a multi-disciplined firm with expertise in many areas. They have a strong relationship with the MnDOT State Aid office and specialize in municipal projects. There is great value to utilize a firm that has been involved in long term projects that often span several years from inception through completion.

FINANCIAL CONSIDERATIONS: The consultant invoices services on an as needed basis. This billing method has resulted in engineering fees only for services rendered.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:
None

**CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY**

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
<u>RBC</u>						
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	\$200,000	11-Feb-26	1.00%	11-Aug-21	\$198,838.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	\$246,000	30-Mar-26	2.85%	01-Jul-22	\$249,215.00
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.95%	30-Jun-21	\$246,572.25
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$241,072.65
Univest Ntl Bk Tr Souderton	Certificate of Deposit - Brokered	\$183,000	17-May-27	4.50%	16-May-23	\$184,996.53
Morgan Stanley Bk N A	Certificate of Deposit - Brokered	\$245,000	08-Oct-27	3.65%	08-Apr-26	\$244,617.80
CFG Cmnty Bk Lutherville MD	Certificate of Deposit - Brokered	\$163,000	15-Aug-28	4.00%	15-Sep-25	\$163,006.52
Truist Bk CD	Certificate of Deposit - Brokered	\$163,000	29-Aug-28	4.00%	28-Feb-26	\$163,026.08
Bankwest Inc Pierre SD	Certificate of Deposit - Brokered	\$248,000	12-Apr-29	4.65%	12-May-24	\$254,157.84
Jonesboro St Bk Jonesboro LA	Certificate of Deposit - Brokered	\$244,000	03-Oct-29	4.00%	03-Nov-24	\$244,012.20
Federal Home Loan Bank	Certificate of Deposit - Brokered	\$460,000	12-Feb-29	4.55%	12-Aug-25	\$462,787.60
Medallion Bk Utah	Certificate of Deposit - Brokered	\$183,000	17-Jun-30	4.00%	16-Jul-25	\$184,264.53
Federal Home Loan Bank	Certificate of Deposit - Brokered	\$525,000	30-Sep-31	1.50%	30-Sep-31	\$496,529.25
Defiance Ohio City Sch Dist	Bond - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$487,388.00
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$183,950.40
RBC INVESTMENTS						\$4,004,434.65
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-24	2.09%	16-Dec-23	\$100,000.00
BORDER STATE BANK INVESTMENTS						\$100,000.00

Farmers Ins Group Federal CU, C	Certificate of Deposit - Brokered	\$2,000,000	12-Jan-26	4.304%	\$2,000,000.00
ServisFirst Bank, FL	Certificate of Deposit - Brokered	\$240,000	26-Mar-26	4.133%	\$240,000.00
USF Federal Credit Union, FL	Certificate of Deposit - Brokered	\$240,000	26-Mar-26	4.130%	\$240,000.00
Solera National Bank, CO	Certificate of Deposit - Brokered	\$240,300	09-Apr-26	3.935%	\$240,300.00
NorthEast Community Bank, NY	Certificate of Deposit - Brokered	\$240,200	09-Apr-26	3.969%	\$240,200.00
Cornerstone Bank, NE	Certificate of Deposit - Brokered	\$240,300	01-May-26	4.024%	\$240,300.00
Consumer Credit Union, IL	Certificate of Deposit - Brokered	\$240,400	01-May-26	3.976%	\$240,400.00
State Bank of Texas, TX	Certificate of Deposit - Brokered	\$240,300	01-May-26	3.993%	\$240,300.00
Oakwood Bank, WI	Certificate of Deposit - Brokered	\$240,000	01-May-26	4.118%	\$240,000.00
4M Term Series	Certificate of Deposit - Brokered	\$500,000	13-May-26	3.750%	\$500,000.00
NexBank, TX	Certificate of Deposit - Brokered	\$239,900	13-Jul-26	4.143%	\$239,900.00
First National Bank, ME	Certificate of Deposit - Brokered	\$235,900	21-Sep-26	4.009%	\$235,900.00
GBank, NV	Certificate of Deposit - Brokered	\$235,400	25-Sep-26	4.061%	\$235,400.00
American Commercial Bank & Tr	Certificate of Deposit - Brokered	\$231,700	25-Mar-27	3.893%	\$231,700.00
Bank Hapoalim B.M., NY	Certificate of Deposit - Brokered	\$231,600	25-Mar-27	3.900%	\$231,600.00
KS StateBank, KS	Certificate of Deposit - Brokered	\$221,500	27-Mar-28	4.258%	\$221,500.00
Truxton Trust Company, TN	Certificate of Deposit - Brokered	\$223,000	03-Apr-28	4.016%	\$223,000.00

4M INVESTMENTS

\$6,040,500.00

TOTAL CD INVESTMENTS

\$10,144,934.65

MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	4.150%	\$3,680,583.58
RBC	US Govt Money Market Fund		\$248,006.55
League of Minnesota Cities	4M Money Market Fund	3.931%	\$5,957,323.33
League of Minnesota Cities	4M Plus Fund	3.939%	\$30,088.02
League of Minnesota Cities	4M LTD Account		<u>\$8,467,835.09</u>

TOTAL MONEY MARKET SAVINGS

\$18,383,836.57

GRAND TOTAL

11/30/2025 \$28,528,771.22