THIEF RIVER FALLS CITY COUNCIL AGENDA
Tuesday, January 20, 2026

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

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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

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

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

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

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

   7.1. Approval of January 6, 2026 Council Proceedings (3-10)
   7.2. City of Thief River Falls Bills and Disbursements (11-44)

8. **NEW BUSINESS**

   8.1. Commercial Storefront Revolving Loan (45)
   8.2. Subdivision Ordinance - First Reading (46-63)
   8.3. Planning & Zoning Commission Ordinance Amendment - First Reading (64-71)
   8.4. Planning & Zoning Commission Ordinance Amendment - Approval (72-74)
   8.5. Planning & Zoning Reappointment - Teri Averill (75)

8.6. Planning & Zoning Councilmember Appointment - Mike Lorenson and Kelly Langness (76)

8.7. Purchase - Thermal Imaging Camera (77)

8.8. Microsoft Windows Server Client Access Licenses Upgrade (78)

8.9. MARCO DaaS agreement on a Konica c651i- 65-ppm copier for City Hall and a Konica c451i 45-ppm for the Public Works Department (79-82)

8.10. Energy Systems Group Contract Agreement (83-89)

8.11. Challenger Multi-Use Trail Connection (90)

8.12. 2026 Public Improvement Feasibility Report (91)

8.13. Moore Engineering Services (92)

9. COUNCIL BOARDS AND COMMISSIONS REPORTS

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

10. UPCOMING MEETINGS

- Committee of the Whole – Jan 20 after Council

- City Council - Feb 3 at 5:30 pm
- Public Utilities Committee - Feb 9 at 7 am
- Public Safety Committee - Feb 9 at 4:30 pm
- Administrative Committee - Feb 10 at 4:30 pm
- Public Works Committee - Feb 11 at 4:30 pm
- City Council - Feb 17 at 5:30 pm

11. INFORMATIONAL ITEMS

- Investment Summary (151-152)

12. ADJOURNMENT

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

CITY COUNCIL PROCEEDINGS
Tuesday, January 6, 2026

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on January 6, 2026. This meeting is being presided over by Mayor Mike Lorenson.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

Scott Fricke (Frika Properties) address the Council regarding continued concerns about property taxes. He stated, 'It’s a knife to the heart of the city." He noted the Council needs to do something now and he would like to be involved. He would like to see a 20% decrease next year offsetting the 20% increase this year.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 01.1.26: Approval of December 16, 2025 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 1.1.26, being seconded by Councilmember Kelly Langness , that:

THEREFORE BE IT RESOLVED, by the City Council to approve the December 16, 2025 council proceedings.

On vote being taken, the resolution was unanimously passed.

City of Thief River Falls Bills, Disbursements and Council Per Diems

Removed from the Consent Agenda for discussion by Councilmember Mike Lorenson.

NEW BUSINESS

RESOLUTION NO. 01.2.26: City of Thief River Falls Bills, Disbursements and Council Per Diems

Following discussion, Councilmember Steve Narverud introduced Resolution 1.2.26, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED by the Council to approve the City of Thief River Falls Bills, Disbursements and Council per Diems.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.3.26: Approve the Northland Securities resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.

Following discussion, Councilmember Scott Pream introduced Resolution 1.3.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The reimbursement resolution, certification, and declaration of official intent relate to the City Hall Geothermal heating and cooling system updates and improvements. This allows the City to reimburse ourselves for certain costs of the project with the proceeds on the bond issue. The maximum principal amount would be up to $500,000.

THEREFORE, BE IT RESOLVED to authorize the City Administrator to sign the Northland Securities resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.4.26: Resolution Authorizing Issuance, Awarding Sale, Prescribing the Form and Details and Providing For The Payment of $260,000 General Obligation Bonds, Series 2026A

Following discussion, Councilmember Steve Narverud introduced Resolution 1.4.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, The Council approved on November 18, 2025 the Plan, the issuance of CIP Bonds, and the Tax Abatement, and authorized issuance of it's General Obligation Bonds, Series 2026A in the approximate principal amount of $260,000. The CIP Bonds will be issued in the principal amount of $101,000 and the Abatement Bonds will be issued in the principal amount of $159,000.

THEREFORE, BE IT RESOLVED to approve authorizing the City Administrator to sign the resolution authorizing issuance, awarding sale, prescribing the form and details and providing for the payment of $260,000 general obligation bonds, series 2026A.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.5.26: Approve Electric Rate Increase

Following discussion, Councilmember Michele McCraw introduced Resolution 1.5.26, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED Approve correction to Geothermal rates customer charge per month of $8.79 (2026), $9.08 (2027), $9.41 (2028), $9.75 (2029) and add Solar rate fixed monthly charge of $3.35 per kW over 3 kW.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 01.6.26: 517 Crocker Ave S - Buyer Update</u>

Following discussion, Councilmember Scott Pream introduced Resolution 1.6.26, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Council approved the sale of the property on 10/7/2025. During closing it was requested the buyer's name be amended from Bray Construction - David Bray to 110th LLC.

THEREFORE, BE IT RESOLVED Approve the amendment to purchase agreement for the buyer of 517 Crocker Ave S., Thief River Falls, MN.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 01.7.26: Reaffirming the City's Decision not to Waive the Monetary Limit of Municipal Tort Liability Established by MN Statute</u>

Following discussion, Councilmember Scott Pream introduced Resolution 1.7.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, Because the City of Thief River Falls obtains it liability coverage from the League of MN Cities Insurance Trust, the City must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased.

THEREFORE, BE IT RESOLVED by the City Council to reaffirm and inform the League of Minnesota Cities Insurance Trust that the City of Thief River Falls does not waive the monetary limits on municipal tort liability established by Minnesota Statute 466.04 and authorizes the City Administrator to execute any and all documents relating to the action.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 01.8.26: Approval of Appointment of Councilmember Steve Narverud as Acting Mayor in Absence of Mayor Lorenson for Calendar year 2026</u>

Following discussion, Councilmember Jason Aarestad introduced Resolution 1.8.26, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to appoint Councilmember Steve Narverud as the acting mayor in the absence of Mayor Lorenson for calendar year 2026.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.9.26: Approval to Designate *The Times Newspaper* as the Official Newspaper

Following discussion, Councilmember Scott Pream introduced Resolution 1.9.26, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council, to designate *The Times* as the official newspaper of the City of Thief River Falls for calendar year 2026.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.10.26: Approval of Northern State Bank Collateral in Excess of FDIC Insurance for 2026

Following discussion, Councilmember Michele McCraw introduced Resolution 1.10.26, being seconded by Councilmember Steve Narverud, that:

WHEREAS, to authorize the City Administrator to execute any and all documents necessary relating to this agreement

THEREFORE, BE IT RESOLVED By the City Council, to approve an agreement with Northern State Bank for collateral in excess of the FCIA Insurance of $250,000 per account for 2026.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.11.26: Approval of City Council Committee Assignments for Calendar Year 2026

Following discussion, Councilmember Michele McCraw introduced Resolution 1.11.26, being seconded by Councilmember Kelly Langness , that:

WHEREAS, By the City Council, to appoint the following City Council Committees and Committee Members for calendar year 2026:

Functional Standing Committees

Utilities
McCraw*
Lorenson
Langness
Pream

Public Works
Narverud*
Pream
McCraw
Julie Bolduc

Public Safety/Liquor
Aarestad*
Narverud
Arlt
Julie Bolduc

Administrative Services
Lorenson*
Langness
Arlt
Aarestad

*Designates Committee Chair

Crosscutting Ad Hoc Committees

Budget/Finance (ad hoc)
Steve Narverud
Mike Lorenson
Michele McCraw

Long Range Planning/Annexation (ad hoc)
Mike Lorenson
Michele McCraw
Steve Narverud

Personnel/Labor (ad hoc)
Steve Narverud
Mike Lorenson
Jason Aarestad

Strategic Planning Workgroup
Michele McCraw
Angela Philipp
Mike Lorenson
Steve Narverud

Building Workgroup
Jason Aarestad
Steve Narverud
Mike Lorenson

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.12.26: Approval of "Schedule of Council Member Meetings" Authorized to Charge a Per Diem

Following discussion, Councilmember Scott Pream introduced Resolution 1.12.26, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED by the City Council, to approve the following "Schedule of Council Member Meetings" list as meetings authorized to charge a per diem of attending on behalf of the City of Thief River Falls:

Schedule of Council Member Meetings
Administrative Services Committee
Airport Zoning Board
Airport Authority Commission
Budget/Finance Ad Hoc Committee
Building Workgroup
Coalition of Greater Minnesota Cities
Employee Safety Committee
Community Development Advisory Board
Community Education Advisory Board
Convention and Visitors Bureau Board
Advance TRF
Joint City/County Meetings
League of Minnesota Cities
Legislative Lobbying Meetings

Long Range Planning/Annexation Ad Hoc Committee
MEC Joint Powers Board
Northwest Regional Development Commission
Northwest Regional Library Board
Pennington County Solid Waste Committee
Personnel/Labor Ad Hoc Committee
Planning Commission
Public Safety/Liquor Committee
Public Utilities Committee
Red Lake River Corridor Joint Board
Strategic Planning Workgroup
TRF Area Community Fund Advisory Committee
TRF Chamber of Commerce
TRF Day at the Capitol
TRF Library Board
Tri-Cities Joint Meeting
Bike Thief River Falls
Pennington County Historical Society

Also including, any of Committees that are established by the City Council or appointments made or meetings attended while representing the City of Thief River Falls.

Per diem shall be paid retroactively each month upon submission of documentation approved by the City Administrator.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.13.26: Approval of Official Depositories for City Funds

Following discussion, Councilmember Scott Pream introduced Resolution 1.13.26, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED By the City Council, to appoint the following institutions as official depositories for City funds for calendar year 2026:

Minnesota Municipal Money Market Fund
c/o PMA Financial Network, Inc.
2135 City Gate Lane 7th Floor
Naperville, IL 60563

Wells Fargo Advisors LLC
222 West Superior St.
Duluth, MN 55802

RBA Capital Markets LLC
60 South Sixth St.
Minneapolis, MN 55402

Border Bank
1528 Highway 59 S.
Thief River Falls, MN 56701

Northern State Bank
201 Third St. E.
Thief River Falls MN 56701

Wells Fargo Bank West, NA
208 Main Ave N.
Thief River Falls, MN 56701

Piper Jaffray
800 Nicollet Mall, Suite 800
Minneapolis, MN 55402-7020

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.14.26: 2026 Mileage and Meal Reimbursement

Following discussion, Councilmember Kelly Langness introduced Resolution 1.14.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, The 2026 Government Services Administration meals reimbursement schedule for reimbursement for travel outside of Pennington County is meals would be reimbursed at $22.00 for Breakfast, $23.00 for lunch and $36.00 for dinner. No reimbursement on alcohol or tips. The City of Thief River Falls has in the past followed the federal reimbursement rate for mileage and in 2026 is 72.5 cents per mile.

THEREFORE, BE IT RESOLVED To adopt the Northern Minnesota (Duluth) meal reimbursement schedule and the 2026 federal mileage rate as on file in the City Administrator's Office.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.15.26: Approval to Write-off Falls Liquor Store NSF Checks

Following discussion, Councilmember Scott Pream introduced Resolution 1.15.26, being seconded by Councilmember Megan Arlt, that:

THEREFORE, BE IT RESOLVED By the City Council, to accept a Public Safety/Liquor Committee recommendation to write off Falls Liquor Store NSF checks totaling $77.29 to bad debt expense. Efforts will continue to collect on the outstanding accounts.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 01.16.26: Reappoint Chad Broadwell to Community Development Advisory Board

Following discussion, Councilmember Michele McCraw introduced Resolution 1.16.26, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Chad's current term expires on 1/31/2026 and he has agreed to serve another term. This is a three-year term.

THEREFORE, BE IT RESOLVED Reappoint Chad Broadwell to the Community Development Advisory Board (CDAB).

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

- Public Utilities Committee 1/12 at 7:00 am
- Public Safety Committee 1/12 at 4:30 pm
- Administrative Committee 1/13 at 4:30 pm
- Public Works Committee 1/14 at 4:30 pm
- City Council 1/20 at 5:30 pm
- Committee of the Whole 1/20 following City Council

INFORMATIONAL ITEMS

- Mayoral Update
- City Offices will be closed January 19, 2026 for Martin Luther King Day. No garbage pickup.

ADJOURNMENT

There being no further discussion, Councilmember Pream motioned being seconded by Councilmember Langness to adjourn at 6:20 pm. On vote being taken, the chair declared the motion unanimously carried.

_______________________________________ Mayor Mike Lorenson

Attest: City Administrator Angela Philipp ____

CITY OF THIEF RIVER FALLS
EXPENSE ACCOUNT CODES

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

City of Thief River Falls

#7.02

COUNCIL MEETING BILLS

Tuesday, January 20, 2026

SUMMARY OF DISBURSEMENTS

1/2/2026	AP PKT #1648-DEERE CREDIT	$31,646.62
1/7/2026	AP PKT #1658-NORM BETLAND REPLACEMENT CK & DSG	$22,535.02
1/8/2026	AP PKT #1650-#1 PAYROLL	$300,485.90
1/8/2026	AP PKT #1652-#1 PAYROLL	$39,349.64
1/9/2026	AP PKT #1654-DIRECT PAYABLES	$98,573.78
1/13/2026	AP PKT #1665-DIRECT PAYABLE	$1,240.00
1/16/2026	AP PKT #1653-LIQUOR (*WEEKLY DIRECT PAYABLE*)	$1,241,333.64
1/20/2026	AP PKT #1649-COUNCIL MEETING	$200,397.96
GRAND TOTAL OF DISBURSEMENTS		**$1,935,562.56**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01648 - 1/2/2026-DEERE CREDIT

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: JOHN DEERE FINANCIAL							
JOHN DEERE FINANCIAL	3105031	01/02/2026	2026 JOHN DEERE 772G M...	100-22520		01/02/2026	31,646.62
						Vendor JOHN DEERE FINANCIAL Total:	**31,646.62**
						Grand Total:	**31,646.62**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		31,646.62
	Grand Total:	**31,646.62**

Account Summary

Account Number	Account Name	Expense Amount
100-22520	Leases - Current	31,646.62
	Grand Total:	**31,646.62**

Project Account Summary

Project Account Key		Expense Amount
None		31,646.62
	Grand Total:	**31,646.62**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01650 - PYPKT01806 - 2026 01 08 #1 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: BLUE CROSS BLUE SHIELD OF MN							
BLUE CROSS BLUE SHIELD O...	INV0001941	01/08/2026	JANUARY SENIOR GOLD	740-4870-63650		01/08/2026	2,720.00
						Vendor BLUE CROSS BLUE SHIELD OF MN Total:	**2,720.00**
Vendor: DELTA DENTAL OF MINNESOTA							
DELTA DENTAL OF MINNES...	INV0001935	01/08/2026	Dental Premium	740-24000		01/08/2026	1,982.77
						Vendor DELTA DENTAL OF MINNESOTA Total:	**1,982.77**
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0001939	01/08/2026	SOCIAL SECURITY	740-20150		01/08/2026	23,936.96
INTERNAL REVENUE SERVICE	INV0001939	01/08/2026	FED W/H	740-20150		01/08/2026	25,486.78
INTERNAL REVENUE SERVICE	INV0001939	01/08/2026	MEDICARE	740-20150		01/08/2026	8,054.44
						Vendor INTERNAL REVENUE SERVICE Total:	**57,478.18**
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR...	INV0001931	01/08/2026	LELS Dues	740-24000		01/08/2026	1,095.00
						Vendor LAW ENFORCEMENT LABOR SERVICES Total:	**1,095.00**
Vendor: MEDICAREBLUE RX							
MEDICAREBLUE RX	INV0001942	01/08/2026	JANUARY BILLING	740-4870-63650		01/08/2026	1,556.00
						Vendor MEDICAREBLUE RX Total:	**1,556.00**
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0001933	01/08/2026	Garnishment	740-24000		01/08/2026	389.47
						Vendor MN DPT OF REVENUE - GARNISHMENTS Total:	**389.47**
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0001938	01/08/2026	State W/H Tax	740-20160		01/08/2026	12,824.29
						Vendor MN DPT OF REVENUE - WITHHOLDING Total:	**12,824.29**
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR...	INV0001932	01/08/2026	PLIFE	740-24000		01/08/2026	672.00
						Vendor NCPERS GROUP LIFE INSURANCE Total:	**672.00**
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	100-4150-61310		01/02/2026	6,243.01
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	100-4210-61310		01/02/2026	26,411.88
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	100-4220-61310		01/02/2026	7,533.24
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	100-4312-61310		01/02/2026	7,118.01
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	100-4315-61310		01/02/2026	11,566.48
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	100-4510-61310		01/02/2026	3,329.12
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	100-4650-61310		01/02/2026	5,783.24
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	100-4660-61310		01/02/2026	2,038.89

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	610-4825-61310		01/02/2026	15,041.51
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	620-4825-61310		01/02/2026	6,716.17
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	680-4825-61310		01/02/2026	8,237.36
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	690-4825-61310		01/02/2026	26,795.51
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Employee ...	740-4870-63620		01/02/2026	23,530.44
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	740-4870-63620		01/02/2026	147.60
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Retiree	740-4870-63660		01/02/2026	2,387.24
NORTHWEST SERVICE COO...	INV0001940	01/02/2026	Health Insurance Premium	820-4825-61310		01/02/2026	875.00
						Vendor NORTHWEST SERVICE COOPERATIVE Total:	**153,754.70**
Vendor: P E R A OF MN							
P E R A OF MN	INV0001937	01/08/2026	PERA EE/ER P&F	740-20180		01/08/2026	25,964.98
P E R A OF MN	INV0001937	01/08/2026	PERA EE/ER COORD	740-20180		01/08/2026	28,149.23
						Vendor P E R A OF MN Total:	**54,114.21**
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0001934	01/08/2026	LTD Premium	740-24000		01/08/2026	633.18
						Vendor SUN LIFE FINANCIAL (LTD) Total:	**633.18**
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001927	01/08/2026	Contributions Employee	740-24000		01/08/2026	5,895.86
						Vendor VANTAGEPOINT ICMA Total:	**5,895.86**
Vendor: WEX BANK							
WEX BANK	INV0001930	01/08/2026	HSA	740-24000		01/08/2026	234.99
						Vendor WEX BANK Total:	**234.99**
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001943	01/06/2026	FSA Flex Reimbursement	740-20300		01/06/2026	7,135.25
						Vendor WEX HEALTH INC Total:	**7,135.25**
						Grand Total:	**300,485.90**

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	70,023.87
610 - LIQUOR DISPENSARY	15,041.51
620 - WATER UTILITY FUND	6,716.17
680 - WASTEWATER UTILITY FUND	8,237.36
690 - ELECTRIC UTILITY FUND	26,795.51
740 - TRF HEALTH INSURANCE FUND	172,796.48
820 - GREENWOOD CEMETERY FUND	875.00
Grand Total:	**300,485.90**

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	6,243.01
100-4210-61310	Health Insurance	26,411.88
100-4220-61310	Health Insurance	7,533.24
100-4312-61310	Health Insurance	7,118.01
100-4315-61310	Health Insurance	11,566.48
100-4510-61310	Health Insurance	3,329.12
100-4650-61310	Health Insurance	5,783.24
100-4660-61310	Health Insurance	2,038.89
610-4825-61310	Health Insurance	15,041.51
620-4825-61310	Health Insurance	6,716.17
680-4825-61310	Health Insurance	8,237.36
690-4825-61310	Health Insurance	26,795.51
740-20150	Payroll Taxes Payable	57,478.18
740-20160	State Withholding	12,824.29
740-20180	PERA Payable	54,114.21
740-20300	Flex Payroll Deductions	7,135.25
740-24000	Clearing Account	10,903.27
740-4870-63620	Employee BC/BS Monthl...	23,678.04
740-4870-63650	Senior Gold BC/BS Mont...	4,276.00
740-4870-63660	Retiree BC/BS Monthly bi..	2,387.24
820-4825-61310	Health Insurance	875.00
	Grand Total:	**300,485.90**

Project Account Summary

Project Account Key	Expense Amount
None	300,485.90
Grand Total:	**300,485.90**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01658 - 1/7/26-NORM BETLAND REPLACEMENT CHECK & DSG

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S105248863.001	11/26/2025	ELECTRICAL SUPPLIES	630-4850-62230		11/26/2025	124.91
DAKOTA SUPPLY GROUP	S105248863.002	12/01/2025	ELECTRICAL SUPPLIES	630-4850-62230		12/01/2025	48.29
DAKOTA SUPPLY GROUP	S105251293.001	12/02/2025	GFCI Recep 20 amp Ivory	690-14100		12/02/2025	134.93
DAKOTA SUPPLY GROUP	S105251293.001	12/02/2025	GFCI Recep 20 amp White	690-14100		12/02/2025	134.93
DAKOTA SUPPLY GROUP	S105285863.001	12/10/2025	HEATER REPLACEMENT	620-4850-62230		12/10/2025	79.48
DAKOTA SUPPLY GROUP	S105237645.001	12/19/2025	Shorting Cap	690-14100		12/19/2025	404.01
DAKOTA SUPPLY GROUP	S105237645.001	12/19/2025	LED ATBO P302 MVOLT R2 ...	690-14100		12/19/2025	20,469.18
DAKOTA SUPPLY GROUP	S105298119.001	12/16/2025	WTP HEATERS	620-4850-62230		12/16/2025	-400.00
DAKOTA SUPPLY GROUP	S105260087.001	12/08/2025	3/4" Liquatite Straight Conn...	690-14100		12/08/2025	84.34
DAKOTA SUPPLY GROUP	S105260087.001	12/08/2025	Green #12 Thhn Stranded W..	690-14100		12/08/2025	119.45
DAKOTA SUPPLY GROUP	S105260087.001	12/08/2025	WHITE W/BLACK STRIPE #12..	690-14100		12/08/2025	136.15
DAKOTA SUPPLY GROUP	S105234742.002	12/03/2025	GFCI OUTLETS	100-4510-62230		12/03/2025	89.36
DAKOTA SUPPLY GROUP	S105248863.003	12/09/2025	ELECTRICAL SUPPLIES	630-4850-62230		12/09/2025	23.74
						Vendor DAKOTA SUPPLY GROUP Total:	**21,448.77**
Vendor: NORMAN BETLAND							
NORMAN BETLAND	104	12/15/2025	DEC 2025-GIS CONSULTING	100-4650-63030		12/15/2025	1,086.25
						Vendor NORMAN BETLAND Total:	**1,086.25**
						Grand Total:	**22,535.02**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		1,175.61
620 - WATER UTILITY FUND		-320.52
630 - ARENAS - OAK VIEW GROUP		196.94
690 - ELECTRIC UTILITY FUND		21,482.99
	Grand Total:	**22,535.02**

Account Summary

Account Number	Account Name	Expense Amount
100-4510-62230	Building Maint & Repair	89.36
100-4650-63030	Contracts Expense	1,086.25
620-4850-62230	Building Maint & Repair	-320.52
630-4850-62230	Building Maint & Repair	196.94
690-14100	Inventory - Materials	21,482.99
	Grand Total:	**22,535.02**

Project Account Summary

Project Account Key		Expense Amount
None		22,535.02
	Grand Total:	**22,535.02**

City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01652 - PYPKT01806 - 2026 01 08 #1 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE...	INV0001928	01/08/2026	MSRS	740-24000		01/08/2026	39,349.64
						Vendor MINNESOTA STATE RETIREMENT SYS Total:	**39,349.64**
						Grand Total:	**39,349.64**

Fund Summary

Fund		Expense Amount
740 - TRF HEALTH INSURANCE FUND		39,349.64
	Grand Total:	**39,349.64**

Account Summary

Account Number	Account Name	Expense Amount
740-24000	Clearing Account	39,349.64
	Grand Total:	**39,349.64**

Project Account Summary

Project Account Key		Expense Amount
None		39,349.64
	Grand Total:	**39,349.64**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01654 - 1/9/26-DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: AMARIL UNIFORM COMPANY							
AMARIL UNIFORM COMPA…	IV289917	01/02/2026	PPE-JOHN KINSMAN & JEFF…	690-4840-62880		01/02/2026	572.07
AMARIL UNIFORM COMPA…	IV289917	01/02/2026	PPE-JOHN KINSMAN & JEFF…	690-4840-62880		01/02/2026	641.27
AMARIL UNIFORM COMPA…	IV289923	01/02/2026	PPE-IAN LUND & FRANCO T…	690-4840-62880		01/02/2026	376.11
AMARIL UNIFORM COMPA…	IV289923	01/02/2026	PPE-IAN LUND & FRANCO T…	690-4840-62880		01/02/2026	552.23
						Vendor AMARIL UNIFORM COMPANY Total:	**2,141.68**
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC P…	DEC 2025	12/31/2025	CREDIT CARD FEES - DECEM…	610-4890-63060		12/31/2025	9,307.00
						Vendor BANKCARD ELECTRONIC PYMTS INC Total:	**9,307.00**
Vendor: BNJ PLUMBING & HEATING							
BNJ PLUMBING & HEATING	5899	01/02/2026	REPLACE CIRCULATING PMP…	690-4850-62350		01/02/2026	1,258.73
						Vendor BNJ PLUMBING & HEATING Total:	**1,258.73**
Vendor: ELAN FINANCIAL SERVICES							
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	100-4150-64400		12/16/2025	727.47
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	100-4150-64400		12/16/2025	23.99
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	100-4210-62990		12/16/2025	2.43
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	100-4210-64330		12/16/2025	81.00
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	100-4315-62010		12/16/2025	13.49
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	100-4510-62210		12/16/2025	187.90
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	100-4660-64400		12/16/2025	51.19
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	100-4670-62990		12/16/2025	41.00
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	100-4670-62990		12/16/2025	178.25
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	130-4670-62990		12/16/2025	295.14
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	610-4840-62140		12/16/2025	214.54
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	610-4890-64370		12/16/2025	250.00
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	610-4890-64370		12/16/2025	5.38
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	620-4840-62010		12/16/2025	31.48
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	670-4850-62200		12/16/2025	32.00
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	670-4850-62200		12/16/2025	9.00
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	680-4840-62010		12/16/2025	9.00
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	690-4840-62010		12/16/2025	35.98
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	690-4890-64400		12/16/2025	410.00
ELAN FINANCIAL SERVICES	NOV/DEC 2025	12/16/2025	NOV/DEC 2025 STATEMENT	690-4890-64400		12/16/2025	275.72
						Vendor ELAN FINANCIAL SERVICES Total:	**2,874.96**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS139017	12/23/2025	BOLTS FOR SNOWBLOWER ...	100-4510-62210		12/23/2025	36.96
						Vendor FASTENAL COMPANY Total:	**36.96**
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200782619	12/11/2025	CHIEF'S COULEE	515-4680-65920		12/11/2025	4,012.50
						Vendor HDR ENGINEERING INC - CHICAGO Total:	**4,012.50**
Vendor: JEFF DAVIDSON							
JEFF DAVIDSON	12 31 25	12/31/2025	SAFETY TOE FOOTWEAR	690-4840-62880		12/31/2025	100.00
JEFF DAVIDSON	12 31 25-WINTER	12/31/2025	SAFETY TOE FOOTWEAR	690-4840-62880		12/31/2025	70.00
						Vendor JEFF DAVIDSON Total:	**170.00**
Vendor: JOSH HUTTLESTON							
JOSH HUTTLESTON	542237	01/09/2026	LIFT #7 LADDER REPLACEM...	680-4850-62230		01/09/2026	1,066.75
						Vendor JOSH HUTTLESTON Total:	**1,066.75**
Vendor: MAD CITY WINDOWS & BATH							
MAD CITY WINDOWS & BA...	DBL PYMNT	01/09/2026	REFUND FOR DUPLIATE PA...	100-24000		01/09/2026	122.00
						Vendor MAD CITY WINDOWS & BATH Total:	**122.00**
Vendor: MN ENERGY RESOURCES #0503307772-00005							
MN ENERGY RESOURCES #0...	5760979874	12/31/2025	DEC 2025 GAS METER READ...	690-4830-63890		12/31/2025	2,379.84
						Vendor MN ENERGY RESOURCES #0503307772-00005 Total:	**2,379.84**
Vendor: N A P A AUTO PARTS THF RVR FL							
N A P A AUTO PARTS THF R...	746706	12/01/2025	BATTERY & CORE	100-4510-62210		12/01/2025	154.89
N A P A AUTO PARTS THF R...	746921	12/11/2025	BACKHOE PARTS	690-4850-62210		12/11/2025	5.99
N A P A AUTO PARTS THF R...	747006	12/16/2025	PARTS-FORKLIFT #5602	100-4315-62210		12/16/2025	28.99
N A P A AUTO PARTS THF R...	747016	12/16/2025	TOOLCAT FOR WINDHIELD	100-4510-62990		12/16/2025	8.99
N A P A AUTO PARTS THF R...	747027	12/16/2025	TOOLCAT ADHESIVE FOR W...	100-4510-62990		12/16/2025	6.99
N A P A AUTO PARTS THF R...	747042	12/17/2025	TOOLCAT RELAY	100-4510-62210		12/17/2025	16.25
N A P A AUTO PARTS THF R...	747152	12/23/2025	ORANGE MARKER CASE LO...	100-4312-62990		12/23/2025	33.99
N A P A AUTO PARTS THF R...	747153	12/23/2025	FORKLIFT	100-4315-62210		12/23/2025	4.06
N A P A AUTO PARTS THF R...	747194	12/29/2025	NEW BATTERY-DODGE JOU...	100-4240-62210		12/29/2025	146.23
N A P A AUTO PARTS THF R...	747213	12/30/2025	WIPER BLADES #5524	100-4312-62990		12/30/2025	44.98
						Vendor N A P A AUTO PARTS THF RVR FL Total:	**451.36**
Vendor: NICHOLAS TRUDEAU							
NICHOLAS TRUDEAU	12 30 25 FUEL	12/30/2025	FUEL REIMBURSEMENT	620-4890-64400		12/30/2025	60.14
NICHOLAS TRUDEAU	12 30 25-MEAL	12/30/2025	LUNCH-MONTICELLO, MN ...	620-4890-64400		12/30/2025	10.49
						Vendor NICHOLAS TRUDEAU Total:	**70.63**
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	DEC 2025	12/31/2025	DEC. 2025 FUEL PURCHASES	100-4210-62120		12/31/2025	1,923.03
NORTHDALE OIL INC	DEC 2025	12/31/2025	DEC. 2025 FUEL PURCHASES	100-4312-62120		12/31/2025	529.09
NORTHDALE OIL INC	DEC 2025	12/31/2025	DEC. 2025 FUEL PURCHASES	690-4840-62120		12/31/2025	206.22
						Vendor NORTHDALE OIL INC Total:	**2,658.34**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	160036	12/18/2025	BEER	610-4810-62520		12/18/2025	14,195.80
						Vendor NORTHWEST BEVERAGE INC Total:	**14,195.80**
Vendor: RALPH ENGELSTAD ARENA							
RALPH ENGELSTAD ARENA	DEC 2025	12/31/2025	SHARE OF LIGHTING INVOICE	520-4680-65900		12/31/2025	45,064.56
						Vendor RALPH ENGELSTAD ARENA Total:	**45,064.56**
Vendor: STREICHERS							
STREICHERS	I1800773	12/22/2025	SIMUNITION ROUNDS	130-4670-62990		12/22/2025	437.99
						Vendor STREICHERS Total:	**437.99**
Vendor: T R F CONVENTION &							
T R F CONVENTION &	NOV 2025	01/06/2026	NOV 2025 - LODGING TAX	100-4670-63030		01/06/2026	11,670.62
						Vendor T R F CONVENTION & Total:	**11,670.62**
Vendor: THE SHED ON THIRD							
THE SHED ON THIRD	2548355	01/06/2026	GERALD SANDERS PLANT	100-4510-62990		01/06/2026	61.99
						Vendor THE SHED ON THIRD Total:	**61.99**
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	DEC 2025	12/31/2025	DEC2025-HRNG ROBSON-N...	100-4660-63590		12/31/2025	53.46
THIEF RIVER FALLS TIMES	DEC 2025	12/31/2025	DEC2025-HRNG ROBSON-N...	100-4660-63590		12/31/2025	41.58
THIEF RIVER FALLS TIMES	DEC 2025	12/31/2025	DEC2025-HRNG ROBSON-N...	100-4660-63590		12/31/2025	48.51
						Vendor THIEF RIVER FALLS TIMES Total:	**143.55**
Vendor: TREVIPAY - WALMART							
TREVIPAY - WALMART	4F96C906	12/11/2025	2026 DESK CALENDARS	690-4840-62010		12/11/2025	68.14
						Vendor TREVIPAY - WALMART Total:	**68.14**
Vendor: VERIZON WIRELESS #742042583							
VERIZON WIRELESS #74204...	6132447443	01/01/2026	DEC iPAD CHARGES	100-4220-63210		01/01/2026	40.04
VERIZON WIRELESS #74204...	6132447443	01/01/2026	DEC iPAD CHARGES	100-4240-63210		01/01/2026	20.02
VERIZON WIRELESS #74204...	6132447443	01/01/2026	DEC iPAD CHARGES	100-4650-63210		01/01/2026	40.04
VERIZON WIRELESS #74204...	6132447443	01/01/2026	DEC iPAD CHARGES	620-4830-63210		01/01/2026	60.06
VERIZON WIRELESS #74204...	6132447443	01/01/2026	DEC iPAD CHARGES	680-4830-63210		01/01/2026	20.02
VERIZON WIRELESS #74204...	6132447443	01/01/2026	DEC iPAD CHARGES	690-4830-63210		01/01/2026	200.20
						Vendor VERIZON WIRELESS #742042583 Total:	**380.38**
						Grand Total:	**98,573.78**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		16,339.43
130 - SRT FUND		733.13
515 - CHIEFS COULEE		4,012.50
520 - 2018 ARENA PROJECT		45,064.56
610 - LIQUOR DISPENSARY		23,972.72
620 - WATER UTILITY FUND		162.17
670 - STORM WATER UTILITY FUND		41.00
680 - WASTEWATER UTILITY FUND		1,095.77
690 - ELECTRIC UTILITY FUND		7,152.50
	Grand Total:	**98,573.78**

Account Summary

Account Number	Account Name	Expense Amount
100-24000	Clearing Account	122.00
100-4150-64400	Travel, Conference, Sch…	751.46
100-4210-62120	Gas-Oil-Lube	1,923.03
100-4210-62990	Misc. Operating Expense	2.43
100-4210-64330	Dues and Subscriptions	81.00
100-4220-63210	Communication Expense	40.04
100-4240-62210	Equipment Maint & Repa..	146.23
100-4240-63210	Communication Expense	20.02
100-4312-62120	Gas-Oil-Lube	529.09
100-4312-62990	Misc. Operating Expense	78.97
100-4315-62010	Office Supplies	13.49
100-4315-62210	Equipment Maint & Repa..	33.05
100-4510-62210	Equipment Maint & Repa..	396.00
100-4510-62990	Misc. Operating Expense	77.97
100-4650-63210	Communication Expense	40.04
100-4660-63590	Printing & Publications	143.55
100-4660-64400	Travel, Conference, Sch…	51.19
100-4670-62990	Misc. Operating Expense	219.25
100-4670-63030	Contracts Expense	11,670.62
130-4670-62990	Misc. Operating Expense	733.13
515-4680-65920	Work in Process - Eng/Ar…	4,012.50
520-4680-65900	Work in Process-Constru…	45,064.56
610-4810-62520	Beer for Resale	14,195.80
610-4840-62140	Off Sale Supplies	214.54
610-4890-63060	Credit Card Fees	9,307.00
610-4890-64370	Taxes and Licenses	255.38
620-4830-63210	Communication Expense	60.06
620-4840-62010	Office Supplies	31.48
620-4890-64400	Travel, Conference, Sch…	70.63

Account Summary

Account Number	Account Name	Expense Amount
670-4850-62200	System Expense	41.00
680-4830-63210	Communication Expense	20.02
680-4840-62010	Office Supplies	9.00
680-4850-62230	Building Maint & Repair	1,066.75
690-4830-63210	Communication Expense	200.20
690-4830-63890	Utilities Expense	2,379.84
690-4840-62010	Office Supplies	104.12
690-4840-62120	Gas-Oil-Lube	206.22
690-4840-62880	Personal Protective Equi...	2,311.68
690-4850-62210	Equipment Maint & Repa..	5.99
690-4850-62350	Power Plant/Dam Maint	1,258.73
690-4890-64400	Travel, Conference, Sch...	685.72
	Grand Total:	**98,573.78**

Project Account Summary

Project Account Key		Expense Amount
None		98,573.78
	Grand Total:	**98,573.78**

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City of Thief River Falls, MN

Packet: APPKT01665 - 1/13/26-DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: MN POLLUTION CONTROL AGENCY							
MN POLLUTION CONTROL ...	2026 PERMIT	01/13/2026	GENERAL MPCA PERMIT	690-4850-62350		01/13/2026	1,240.00
						Vendor MN POLLUTION CONTROL AGENCY Total:	**1,240.00**
						Grand Total:	**1,240.00**

Fund Summary

Fund		Expense Amount
690 - ELECTRIC UTILITY FUND		1,240.00
	Grand Total:	**1,240.00**

Account Summary

Account Number	Account Name	Expense Amount
690-4850-62350	Power Plant/Dam Maint	1,240.00
	Grand Total:	**1,240.00**

Project Account Summary

Project Account Key		Expense Amount
None		1,240.00
	Grand Total:	**1,240.00**

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Packet: APPKT01653 - 1/16/26-LIQUOR

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	440495	12/24/2025	BEER CREDIT	610-4810-62520		12/24/2025	-55.40
ARTISAN BEER COMPANY	3821230	12/29/2025	BEER	610-4810-62520		12/29/2025	69.20
						Vendor ARTISAN BEER COMPANY Total:	**13.80**
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9728506	12/16/2025	REPAIR WINDSHIELD-TOOL…	100-4510-62210		12/16/2025	44.95
						Vendor AUTO VALUE T R F Total:	**44.95**
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0210023600	12/23/2025	LIQUOR & WINE	610-4810-62510		12/23/2025	3,960.48
BELLBOY CORP - LIQUOR	0210023600	12/23/2025	LIQUOR & WINE	610-4810-62530		12/23/2025	120.00
						Vendor BELLBOY CORP - LIQUOR Total:	**4,080.48**
Vendor: BERNICK'S							
BERNICK'S	20119383	12/26/2025	MIX	610-4810-62540		12/26/2025	606.40
						Vendor BERNICK'S Total:	**606.40**
Vendor: BERTS TRUCK EQUIPMENT MOORHEAD							
BERTS TRUCK EQUIPMENT …	S 105270	01/08/2026	CONTROL LEVER 5526 PLOW…	100-4312-62210		01/08/2026	83.00
						Vendor BERTS TRUCK EQUIPMENT MOORHEAD Total:	**83.00**
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I…	415176	12/23/2025	BEER	610-4810-62520		12/23/2025	1,546.74
						Vendor BEVERAGE WHOLESALERS INC Total:	**1,546.74**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	124893766	12/23/2025	LIQUOR	610-4810-62510		12/23/2025	3,799.35
BREAKTHRU BEVERAGE	124893767	12/23/2025	WINE	610-4810-62530		12/23/2025	1,608.00
BREAKTHRU BEVERAGE	124893768	12/23/2025	WINE	610-4810-62530		12/23/2025	312.00
BREAKTHRU BEVERAGE	124893769	12/23/2025	MIX	610-4810-62540		12/23/2025	158.15
						Vendor BREAKTHRU BEVERAGE Total:	**5,877.50**
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	2228501	12/31/2025	LIQUOR-BEER-MIX	610-4810-62510		12/31/2025	36.00
C & L DISTRIBUTING	2228501	12/31/2025	LIQUOR-BEER-MIX	610-4810-62520		12/31/2025	361.95
C & L DISTRIBUTING	2228501	12/31/2025	LIQUOR-BEER-MIX	610-4810-62540		12/31/2025	50.00
						Vendor C & L DISTRIBUTING Total:	**447.95**
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO…	5329663	12/19/2025	MIX	610-4810-62540		12/19/2025	315.50
COCA-COLA BOTTLING CO…	5329690	12/24/2025	MIX	610-4810-62540		12/24/2025	438.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
COCA-COLA BOTTLING CO...	5329732	12/31/2025	MIX	610-4810-62540		12/31/2025	506.50
						Vendor COCA-COLA BOTTLING COMPANY Total:	**1,260.00**
Vendor: ELECTRONIC PAYMENT							
ELECTRONIC PAYMENT	DEC 2025	12/31/2025	CREDIT CARD FEES-DEC 2025	610-4890-63060		12/31/2025	10.00
						Vendor ELECTRONIC PAYMENT Total:	**10.00**
Vendor: ELECTRONICS PLUS OF T R F INC							
ELECTRONICS PLUS OF T R F ...	JAN 2026-38	12/31/2025	REA-FIRE ALARM MONITOR...	630-4890-63030		12/31/2025	256.50
						Vendor ELECTRONICS PLUS OF T R F INC Total:	**256.50**
Vendor: FLAHERTY AND HOOD PA							
FLAHERTY AND HOOD PA	24330	01/02/2026	2025/2026 LABOR & EMPL...	100-4160-63040		01/02/2026	85.00
						Vendor FLAHERTY AND HOOD PA Total:	**85.00**
Vendor: FLEETPRIDE							
FLEETPRIDE	130436458	11/20/2025	CABIN FILTER 5511	100-4312-62210		11/20/2025	58.10
						Vendor FLEETPRIDE Total:	**58.10**
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR...	DEC 2025 -ASHELY	12/31/2025	CREDIT CARD FEES - DEC 20...	100-4670-63060		12/31/2025	20.92
GLOBAL PAYMENTS INTEGR...	DEC 2025 -ASHELY	12/31/2025	CREDIT CARD FEES - DEC 20...	690-4890-63060		12/31/2025	636.35
GLOBAL PAYMENTS INTEGR...	DEC 2025	12/31/2025	CREDIT CARD FEES-DEC 2025	690-4890-63060		12/31/2025	3,918.82
GLOBAL PAYMENTS INTEGR...	DEC 2025-ELECT	12/31/2025	CREDIT CARD FEES-DEC 2025	690-4890-63060		12/31/2025	415.80
GLOBAL PAYMENTS INTEGR...	DEC 2025-GENERAL	12/31/2025	CREDIT CARD FEES- DEC 20...	100-4670-63060		12/31/2025	410.45
						Vendor GLOBAL PAYMENTS INTEGRATED Total:	**5,402.34**
Vendor: JIM HIRT TRUCKING INC							
JIM HIRT TRUCKING INC	169494	12/15/2025	FREIGHT-JOHNSON	610-4810-62610		12/15/2025	649.42
JIM HIRT TRUCKING INC	169503	12/16/2025	FREIGHT-BREAKTHRU	610-4810-62610		12/16/2025	45.16
JIM HIRT TRUCKING INC	169517	12/16/2025	FREIGHT-SOUTHERN	610-4810-62610		12/16/2025	361.13
JIM HIRT TRUCKING INC	169334	12/02/2025	FREIGHT-20 CS BELLBOY	610-4810-62610		12/02/2025	62.23
JIM HIRT TRUCKING INC	169350	12/02/2025	FREIGHT-JOHNSON & SOUT...	610-4810-62610		12/02/2025	904.59
JIM HIRT TRUCKING INC	169603	12/23/2025	FREIGHT-BREAKTHRU	610-4810-62610		12/23/2025	118.35
JIM HIRT TRUCKING INC	169605	12/23/2025	FREIGHT-VINOCOPIA	610-4810-62610		12/23/2025	80.90
JIM HIRT TRUCKING INC	169607	12/23/2025	FREIGHT-BELLBOY & JOHNS...	610-4810-62610		12/23/2025	89.23
JIM HIRT TRUCKING INC	169608	12/23/2025	FREIGHT-SOUTHERN	610-4810-62610		12/23/2025	332.33
JIM HIRT TRUCKING INC	169668	12/30/2025	FREIGHT-JOHNSON	610-4810-62610		12/30/2025	283.53
JIM HIRT TRUCKING INC	169674	12/30/2025	FREIGHT-SOUTHERN	610-4810-62610		12/30/2025	202.87
JIM HIRT TRUCKING INC	169678	12/31/2025	FREIGHT-JOHNSON	610-4810-62610		12/31/2025	187.32
JIM HIRT TRUCKING INC	169406	12/09/2025	FREIGHT-SOUTHERN	610-4810-62610		12/09/2025	356.70
JIM HIRT TRUCKING INC	169414	12/09/2025	FREIGHT-BELLBOY	610-4810-62610		12/09/2025	85.38
JIM HIRT TRUCKING INC	169421	12/09/2025	FREIGHT-BREAKTHRU & JO...	610-4810-62610		12/09/2025	303.62
						Vendor JIM HIRT TRUCKING INC Total:	**4,062.76**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2953808	12/22/2025	LIQUOR	610-4810-62510		12/22/2025	288.00
JOHNSON BROTHERS LIQU...	2959221	12/29/2025	LIQUOR	610-4810-62510		12/29/2025	2,531.88

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
JOHNSON BROTHERS LIQU...	2959222	12/29/2025	WINE	610-4810-62530		12/29/2025	1,807.15
JOHNSON BROTHERS LIQU...	2959223	12/29/2025	MIX	610-4810-62540		12/29/2025	40.00
						Vendor JOHNSON BROTHERS LIQUOR Total:	**4,667.03**
Vendor: LEE PLUMBING & HEATING INC							
LEE PLUMBING & HEATING ...	36103125	01/08/2026	WTP AIR COMPRESSORS	620-4850-62210		01/08/2026	36.51
						Vendor LEE PLUMBING & HEATING INC Total:	**36.51**
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	889219	12/01/2025	LIQUOR-BEER-WINE	610-4810-62510		12/01/2025	2,719.00
MC KINNON COMPANY INC	889219	12/01/2025	LIQUOR-BEER-WINE	610-4810-62520		12/01/2025	18,889.75
MC KINNON COMPANY INC	889219	12/01/2025	LIQUOR-BEER-WINE	610-4810-62530		12/01/2025	231.50
MC KINNON COMPANY INC	889218	12/23/2025	CREDIT-BEER-WINE	610-4810-62520		12/23/2025	-21.80
MC KINNON COMPANY INC	889218	12/23/2025	CREDIT-BEER-WINE	610-4810-62530		12/23/2025	-54.65
MC KINNON COMPANY INC	1150000167	12/30/2025	BEER CREDIT	610-4810-62520		12/30/2025	-30.00
MC KINNON COMPANY INC	890304	12/30/2025	BEER CREDIT	610-4810-62520		12/30/2025	-64.50
MC KINNON COMPANY INC	890305	12/30/2025	LIQUOR & BEER	610-4810-62510		12/30/2025	1,367.00
MC KINNON COMPANY INC	890305	12/30/2025	LIQUOR & BEER	610-4810-62520		12/30/2025	15,427.80
MC KINNON COMPANY INC	890305	12/30/2025	LIQUOR & BEER	610-4810-62540		12/30/2025	125.00
						Vendor MC KINNON COMPANY INC Total:	**38,589.10**
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	ALR0185113X	12/27/2025	ELEVATOR OPERATOR PERM..	100-4194-64370		12/27/2025	145.00
						Vendor MN DPT OF LABOR & INDUSTRY Total:	**145.00**
Vendor: MN ENERGY RESOURCES #0502295320-00003							
MN ENERGY RESOURCES #0...	5761649938	01/02/2026	DEC 2025-GENERATOR-440...	680-4830-63890		01/02/2026	21.38
MN ENERGY RESOURCES #0...	5759647454	12/31/2025	DEC 2025-102 N MAIN AVE	100-4560-63890		12/31/2025	553.25
MN ENERGY RESOURCES #0...	5759779092	12/31/2025	DEC 2025-320 E 2ND ST	100-4220-63890		12/31/2025	450.10
MN ENERGY RESOURCES #0...	5760149428	12/31/2025	DEC 2025-120 MANE AVE S	100-4550-63890		12/31/2025	832.28
MN ENERGY RESOURCES #0...	5761047611	12/31/2025	DEC 2025-201 ATLANTIC AVE	100-4570-63890		12/31/2025	754.55
MN ENERGY RESOURCES #0...	5731296494	12/08/2025	NOV 2025-GENERATOR-440...	680-4830-63890		12/08/2025	21.38
						Vendor MN ENERGY RESOURCES #0502295320-00003 Total:	**2,632.94**
Vendor: NORTHERN MUNICIPAL POWER AGNCY							
NORTHERN MUNICIPAL PO...	12 31 25	12/31/2025	DE & ENERGY USAGE	690-4810-68400		12/31/2025	1,111,776.86
						Vendor NORTHERN MUNICIPAL POWER AGNCY Total:	**1,111,776.86**
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	160053	12/22/2025	LIQUOR-BEER	610-4810-62510		12/22/2025	380.45
NORTHWEST BEVERAGE INC	160053	12/22/2025	LIQUOR-BEER	610-4810-62520		12/22/2025	11,721.85
NORTHWEST BEVERAGE INC	160118	12/24/2025	LIQUOR-BEER-MIX	610-4810-62510		12/24/2025	1,175.85
NORTHWEST BEVERAGE INC	160118	12/24/2025	LIQUOR-BEER-MIX	610-4810-62520		12/24/2025	8,980.90
NORTHWEST BEVERAGE INC	160118	12/24/2025	LIQUOR-BEER-MIX	610-4810-62540		12/24/2025	192.50
NORTHWEST BEVERAGE INC	160125	12/29/2025	BEER	610-4810-62520		12/29/2025	10,182.70
						Vendor NORTHWEST BEVERAGE INC Total:	**32,634.25**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: ON LINE INFORMATION SERVICES							
ON LINE INFORMATION SER…	1364524	12/31/2025	UTILILTY EXCHNG REPORT, …	100-4315-62010		12/31/2025	19.85
ON LINE INFORMATION SER…	1364524	12/31/2025	UTILILTY EXCHNG REPORT, …	620-4840-62010		12/31/2025	46.33
ON LINE INFORMATION SER…	1364524	12/31/2025	UTILILTY EXCHNG REPORT, …	680-4840-62010		12/31/2025	13.24
ON LINE INFORMATION SER…	1364524	12/31/2025	UTILILTY EXCHNG REPORT, …	690-4840-62010		12/31/2025	52.95
						Vendor ON LINE INFORMATION SERVICES Total:	**132.37**
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	40161005	12/19/2025	MIX	610-4810-62540		12/19/2025	325.00
						Vendor PEPSI BEVERAGES COMPANY Total:	**325.00**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	5101892	12/26/2025	LIQUOR	610-4810-62510		12/26/2025	360.00
PHILLIPS WINE & SPIRITS	5103384	12/29/2025	LIQUOR	610-4810-62510		12/29/2025	3,170.40
PHILLIPS WINE & SPIRITS	5103385	12/29/2025	LIQUOR & WINE	610-4810-62510		12/29/2025	223.25
PHILLIPS WINE & SPIRITS	5103385	12/29/2025	LIQUOR & WINE	610-4810-62530		12/29/2025	396.85
PHILLIPS WINE & SPIRITS	5103386	12/29/2025	WINE & MIX	610-4810-62530		12/29/2025	176.00
PHILLIPS WINE & SPIRITS	5103386	12/29/2025	WINE & MIX	610-4810-62540		12/29/2025	31.50
						Vendor PHILLIPS WINE & SPIRITS Total:	**4,358.00**
Vendor: RED LAKE ELECTRIC COOP INC							
RED LAKE ELECTRIC COOP I…	DEC 2025	01/06/2026	LIFT 15-LOCATION:4409119	680-4830-63890		01/06/2026	7.77
						Vendor RED LAKE ELECTRIC COOP INC Total:	**7.77**
Vendor: SEAN O'CONNOR							
SEAN O'CONNOR	REIMBURSEMENT	12/07/2025	DUTY PANTS S. O'CONNOR	100-4210-62880		12/07/2025	197.99
						Vendor SEAN O'CONNOR Total:	**197.99**
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2707399	12/23/2025	LIQUOR & WINE	610-4810-62510		12/23/2025	10,521.49
SOUTHERN GLAZERS OF MN	2707399	12/23/2025	LIQUOR & WINE	610-4810-62530		12/23/2025	1,442.38
SOUTHERN GLAZERS OF MN	2707400	12/23/2025	LIQUOR	610-4810-62530		12/23/2025	1,102.80
SOUTHERN GLAZERS OF MN	2707981	12/24/2025	LIQUOR	610-4810-62510		12/24/2025	292.50
SOUTHERN GLAZERS OF MN	2709730	12/30/2025	LIQUOR & WINE	610-4810-62510		12/30/2025	4,269.77
SOUTHERN GLAZERS OF MN	2709730	12/30/2025	LIQUOR & WINE	610-4810-62530		12/30/2025	2,218.45
						Vendor SOUTHERN GLAZERS OF MN Total:	**19,847.39**
Vendor: STAR ENERGY SERVICES LLC							
STAR ENERGY SERVICES LLC	25839	12/31/2025	STAR ENERGY SOLAR	690-4890-63030		12/31/2025	112.50
						Vendor STAR ENERGY SERVICES LLC Total:	**112.50**
Vendor: STEVE ZAVORAL							
STEVE ZAVORAL	REIMRS-JAN2026	01/14/2026	MN DEPT OF LABOR CRW-0…	690-4890-64370		01/14/2026	53.00
						Vendor STEVE ZAVORAL Total:	**53.00**
Vendor: VERIZON WIRELESS #486397938							
VERIZON WIRELESS #48639…	6132407337	01/01/2026	DEC 2025-MONTHLY CHAR…	100-4210-63210		01/01/2026	235.15
						Vendor VERIZON WIRELESS #486397938 Total:	**235.15**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0387629-IN	12/23/2025	LIQUOR-WINE-MIX	610-4810-62510		12/23/2025	207.01
VINOCOPIA INC	0387629-IN	12/23/2025	LIQUOR-WINE-MIX	610-4810-62510		12/23/2025	1,062.75
VINOCOPIA INC	0387629-IN	12/23/2025	LIQUOR-WINE-MIX	610-4810-62540		12/23/2025	240.00
						Vendor VINOCOPIA INC Total:	**1,509.76**
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	5CX00255	12/31/2025	DEC 2025-DWNTWN APT C...	100-4315-63030		12/31/2025	162.50
						Vendor WASTE MASTERS LLC Total:	**162.50**
Vendor: WEX BANK - CIRCLE K FLEET							
WEX BANK - CIRCLE K FLEET	108620163	11/07/2025	FIANANCE CHARGES/FUEL ...	100-4210-62120		11/07/2025	75.00
						Vendor WEX BANK - CIRCLE K FLEET Total:	**75.00**
						Grand Total:	**1,241,333.64**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		4,128.09
610 - LIQUOR DISPENSARY		119,836.16
620 - WATER UTILITY FUND		82.84
630 - ARENAS - OAK VIEW GROUP		256.50
680 - WASTEWATER UTILITY FUND		63.77
690 - ELECTRIC UTILITY FUND		1,116,966.28
	Grand Total:	**1,241,333.64**

Account Summary

Account Number	Account Name	Expense Amount
100-4160-63040	Legal Fees	85.00
100-4194-64370	Taxes and Licenses	145.00
100-4210-62120	Gas-Oil-Lube	75.00
100-4210-62880	Personal Protective Equi…	197.99
100-4210-63210	Communication Expense	235.15
100-4220-63890	Utilities Expense	450.10
100-4312-62210	Equipment Maint & Repa..	141.10
100-4315-62010	Office Supplies	19.85
100-4315-63030	Contracts Expense	162.50
100-4510-62210	Equipment Maint & Repa..	44.95
100-4550-63890	Utilities Expense	832.28
100-4560-63890	Utilities Expense	553.25
100-4570-63890	Utilities Expense	754.55
100-4670-63060	Credit Card Fees	431.37
610-4810-62510	Liquor for Resale	36,365.18
610-4810-62520	Beer for Resale	67,009.19
610-4810-62530	Wine for Resale	9,360.48
610-4810-62540	Soft Drinks/Mix for Resa…	3,028.55
610-4810-62610	Freight In (Liquor)	4,062.76
610-4890-63060	Credit Card Fees	10.00
620-4840-62010	Office Supplies	46.33
620-4850-62210	Equipment Maint & Repa..	36.51
630-4890-63030	Contracts Expense	256.50
680-4830-63890	Utilities Expense	50.53
680-4840-62010	Office Supplies	13.24
690-4810-68400	Purchased Power	1,111,776.86
690-4840-62010	Office Supplies	52.95
690-4890-63030	Contracts Expense	112.50
690-4890-63060	Credit Card Fees	4,970.97
690-4890-64370	Taxes and Licenses	53.00
	Grand Total:	**1,241,333.64**

Project Account Summary

Project Account Key		Expense Amount
None		1,241,333.64
	Grand Total:	**1,241,333.64**

Council Approval Register

City of Thief River Falls, MN

Packet: APPKT01649 - 1/20/26-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 ..	14VN-HKQH-FH9W	01/02/2026	METER DEVICE PROGRAM...	620-4850-62210		01/02/2026	114.82
AMAZON CAPITAL SERVICES ..	14VN-HKQH-FH9W	01/02/2026	METER DEVICE PROGRAM...	620-4890-63020		01/02/2026	171.97
AMAZON CAPITAL SERVICES ..	1MQP-WVT-FCMX	01/05/2026	PPE GLOVES	690-4840-62880		01/05/2026	223.32
AMAZON CAPITAL SERVICES ..	1WPV-VJPX-D4HY	01/05/2026	LAPTOP ACC. CASE	100-4192-62020		01/05/2026	24.75
						Vendor AMAZON CAPITAL SERVICES INC Total:	**534.86**
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN010226	01/02/2026	CHEMICALS	620-4840-62160		01/02/2026	8,801.95
						Vendor AQUA PURE INC Total:	**8,801.95**
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9730422	01/09/2026	AIR COMPRESSOR OIL	100-4220-62210		01/09/2026	52.99
						Vendor AUTO VALUE T R F Total:	**52.99**
Vendor: AXON ENTERPRISE INC							
AXON ENTERPRISE INC	INUS411589	01/01/2026	TASERS	100-4210-65400		01/01/2026	13,513.60
						Vendor AXON ENTERPRISE INC Total:	**13,513.60**
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0110716300	01/06/2026	MIX	610-4810-62540		01/06/2026	35.00
						Vendor BELLBOY CORP - BAR SUPPLY Total:	**35.00**
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0210130300	01/06/2026	LIQUOR	610-4810-62510		01/06/2026	2,053.92
						Vendor BELLBOY CORP - LIQUOR Total:	**2,053.92**
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	125060988	01/06/2026	LIQUOR	610-4810-62510		01/06/2026	227.30
BREAKTHRU BEVERAGE	125060989	01/06/2026	MIX	610-4810-62540		01/06/2026	58.70
BREAKTHRU BEVERAGE	125065240	01/06/2026	LIQUOR	610-4810-62510		01/06/2026	3,466.20
BREAKTHRU BEVERAGE	125065241	01/06/2026	MIX	610-4810-62540		01/06/2026	475.67
						Vendor BREAKTHRU BEVERAGE Total:	**4,227.87**
Vendor: BRIAN JACOBSON							
BRIAN JACOBSON	REIMB-12-31-25	01/02/2026	SOUTH WIRE CONFERENCE-...	690-4890-64400		01/02/2026	1,292.98
						Vendor BRIAN JACOBSON Total:	**1,292.98**
Vendor: CITY OF T R F - POLICE DPT PETTY CASH							
CITY OF T R F - POLICE DPT ...	01 02 2026	01/02/2026	REIMBURSEMENT-PETTY CA...	100-4210-62010		01/02/2026	79.16
						Vendor CITY OF T R F - POLICE DPT PETTY CASH Total:	**79.16**
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10669537	01/08/2026	CLEAN & SHINE, EASY TRAP,...	610-4840-62140		01/08/2026	34.85

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
COLE PAPERS INC	10669537	01/08/2026	CLEAN & SHINE, EASY TRAP,...	610-4850-62230		01/08/2026	316.13
COLE PAPERS INC	10660788	12/31/2025	FLOOR SCRUBBER	620-4850-62210		12/31/2025	190.00
COLE PAPERS INC	10661693	12/31/2025	FLOOR SCRUBBER	620-4850-62210		12/31/2025	623.28
						Vendor COLE PAPERS INC Total:	**1,164.26**
Vendor: CORE & MAIN LP							
CORE & MAIN LP	CNV1000020772	12/30/2025	METERS	620-4840-62430		12/30/2025	4,578.41
						Vendor CORE & MAIN LP Total:	**4,578.41**
Vendor: CORE-MARK US LLC							
CORE-MARK US LLC	2503314	01/07/2026	CIGS & LIGHTERS	610-4810-62590		01/07/2026	3,138.77
						Vendor CORE-MARK US LLC Total:	**3,138.77**
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	DEC 2025	12/31/2025	FUEL PURCHASES-DEC 2025	100-4194-62120		12/31/2025	94.79
FARMERS UNION OIL COM...	DEC 2025	12/31/2025	FUEL PURCHASES-DEC 2025	100-4210-62120		12/31/2025	2,084.74
FARMERS UNION OIL COM...	DEC 2025	12/31/2025	FUEL PURCHASES-DEC 2025	100-4220-62120		12/31/2025	967.24
FARMERS UNION OIL COM...	DEC 2025	12/31/2025	FUEL PURCHASES-DEC 2025	100-4312-62120		12/31/2025	7,548.52
FARMERS UNION OIL COM...	DEC 2025	12/31/2025	FUEL PURCHASES-DEC 2025	100-4315-62120		12/31/2025	2,066.42
FARMERS UNION OIL COM...	DEC 2025	12/31/2025	FUEL PURCHASES-DEC 2025	100-4510-62120		12/31/2025	1,242.31
FARMERS UNION OIL COM...	DEC 2025	12/31/2025	FUEL PURCHASES-DEC 2025	620-4840-62120		12/31/2025	434.38
FARMERS UNION OIL COM...	DEC 2025	12/31/2025	FUEL PURCHASES-DEC 2025	680-4840-62120		12/31/2025	412.42
FARMERS UNION OIL COM...	DEC 2025	12/31/2025	FUEL PURCHASES-DEC 2025	690-4840-62120		12/31/2025	1,160.42
FARMERS UNION OIL COM...	DEC 2025	12/31/2025	FUEL PURCHASES-DEC 2025	820-4840-62120		12/31/2025	160.86
						Vendor FARMERS UNION OIL COMPANY Total:	**16,172.10**
Vendor: GALLS LLC							
GALLS LLC	033611962	01/01/2026	BADGE-RETIREMENT C. LIN...	100-4210-62890		01/01/2026	91.82
GALLS LLC	033611961	12/29/2025	K-9 BADGE (BANNER)	230-4840-63150		12/29/2025	102.19
						Vendor GALLS LLC Total:	**194.01**
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4150-63210		01/10/2026	408.92
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4194-63210		01/10/2026	63.26
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4220-63210		01/10/2026	104.26
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4240-63210		01/10/2026	26.99
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4312-63210		01/10/2026	41.99
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4315-63210		01/10/2026	41.98
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4510-63210		01/10/2026	48.99
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4570-63210		01/10/2026	9.99
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4650-63210		01/10/2026	110.97
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4660-63210		01/10/2026	22.00
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4670-64500		01/10/2026	0.76
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	100-4670-64500		01/10/2026	82.52
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	610-4830-63210		01/10/2026	155.60
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	620-4830-63210		01/10/2026	197.89
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	630-4830-63210		01/10/2026	330.12

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	690-4830-63210		01/10/2026	341.90
GARDEN VALLEY TECHNOL...	101479599	01/10/2026	JAN 2026 PHONE CHARGES	690-4830-63210		01/10/2026	2.10
						Vendor GARDEN VALLEY TECHNOLOGIES Total:	**1,990.24**
Vendor: GREGORY STEPHEN HUFNAGLE							
GREGORY STEPHEN HUFNA...	223	01/03/2026	BUILDING OFFICIAL SERVICES	100-4240-63030		01/03/2026	12,324.60
						Vendor GREGORY STEPHEN HUFNAGLE Total:	**12,324.60**
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200787701	01/03/2026	POWER PLANT DAM RELICE...	690-4890-64370		01/03/2026	6,625.45
						Vendor HDR ENGINEERING INC - CHICAGO Total:	**6,625.45**
Vendor: ICON ARCHITECTURAL GROUP LLC							
ICON ARCHITECTURAL GRO...	20250482	12/31/2025	LIBRARY RESTROOMS	100-4671-62200		12/31/2025	780.00
						Vendor ICON ARCHITECTURAL GROUP LLC Total:	**780.00**
Vendor: IHLE SPARBY AND HAASE PA							
IHLE SPARBY AND HAASE PA	05468	01/01/2026	CONTRACT SERVICES	100-4160-63040		01/01/2026	2,700.00
IHLE SPARBY AND HAASE PA	05469	01/01/2026	CRIMINAL SERVICES	100-4160-63040		01/01/2026	5,450.00
						Vendor IHLE SPARBY AND HAASE PA Total:	**8,150.00**
Vendor: JEFFREY A OLSON							
JEFFREY A OLSON	3055i	01/06/2026	MAIN REPAIR-ARNOLD AVE	620-4890-64190		01/06/2026	980.00
						Vendor JEFFREY A OLSON Total:	**980.00**
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2960632	12/30/2025	LIQUOR	610-4810-62510		12/30/2025	5,418.05
JOHNSON BROTHERS LIQU...	2960633	12/30/2025	WINE	610-4810-62530		12/30/2025	1,300.00
JOHNSON BROTHERS LIQU...	2962268	12/31/2025	LIQUOR	610-4810-62510		12/31/2025	4,590.75
JOHNSON BROTHERS LIQU...	2962269	12/31/2025	LIQUOR	610-4810-62510		12/31/2025	1,485.00
						Vendor JOHNSON BROTHERS LIQUOR Total:	**12,793.80**
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	10069670	01/06/2026	BROOM & ZIP TIES	100-4510-62990		01/06/2026	25.98
L & M SUPPLY INC	10029586	12/31/2025	PPE-STEVE ZAVORAL	690-4840-62880		12/31/2025	119.95
L & M SUPPLY INC	10068410	12/31/2025	PPE-GREG HALL	690-4840-62880		12/31/2025	119.95
						Vendor L & M SUPPLY INC Total:	**265.88**
Vendor: LMC - LEAGUE OF MINNESOTA CITIES							
LMC - LEAGUE OF MINNESO...	441984	01/01/2026	MEMBERSHIP DUES-2026	100-4110-64330		01/01/2026	10,737.00
						Vendor LMC - LEAGUE OF MINNESOTA CITIES Total:	**10,737.00**
Vendor: M M U A							
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	100-4150-64410		01/01/2026	483.95
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	100-4194-64410		01/01/2026	80.90
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	100-4210-64410		01/01/2026	1,532.75
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	100-4220-64410		01/01/2026	564.85
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	100-4240-64410		01/01/2026	80.90
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	100-4312-64410		01/01/2026	564.85
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	100-4315-64410		01/01/2026	564.85

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	100-4510-64410		01/01/2026	402.30
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	100-4650-64410		01/01/2026	241.97
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	100-4660-64410		01/01/2026	80.91
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	610-4890-64410		01/01/2026	483.95
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	620-4890-64410		01/01/2026	322.88
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	660-24000		01/01/2026	322.88
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	680-4890-64410		01/01/2026	322.88
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	690-4890-64410		01/01/2026	1,923.75
M M U A	68144	01/01/2026	MMUA SAFETY MANAGEM...	690-4890-64410		01/01/2026	1,371.68
						Vendor M M U A Total:	**9,346.25**
Vendor: MINNESOTA CHIEFS OF POLICE ASC							
MINNESOTA CHIEFS OF POL...	22871	01/05/2026	PERMIT TO PURCHASE CAR...	100-4210-62990		01/05/2026	137.00
						Vendor MINNESOTA CHIEFS OF POLICE ASC Total:	**137.00**
Vendor: NEIGHBORS FORD							
NEIGHBORS FORD	TR120456	01/08/2026	2023FORD-REPLACE CPV VL...	100-4210-62210		01/08/2026	684.20
NEIGHBORS FORD	TR120342	12/31/2025	OIL CHANGE-2013 FORD F1...	100-4210-62120		12/31/2025	86.18
						Vendor NEIGHBORS FORD Total:	**770.38**
Vendor: NORTH CENTRAL INTERNATIONAL LLC							
NORTH CENTRAL INTERNAT...	X205092195-01	01/08/2026	WATER PUMP SINGLE AXLE ...	100-4312-62210		01/08/2026	304.45
						Vendor NORTH CENTRAL INTERNATIONAL LLC Total:	**304.45**
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	7665-14	01/06/2026	'21 RAM WASHES	620-4850-62210		01/06/2026	39.95
						Vendor NORTHDALE OIL INC Total:	**39.95**
Vendor: NORTHERN STATE BANK							
NORTHERN STATE BANK	DEC 2025	12/31/2025	DEC 2025	100-4150-63030		12/31/2025	338.75
						Vendor NORTHERN STATE BANK Total:	**338.75**
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T349321	01/05/2026	HEADLIGHT	100-4510-62210		01/05/2026	257.00
						Vendor NORTHWEST POWER SYSTEMS INC Total:	**257.00**
Vendor: NORTHWOODS LUMBER CO TRF							
NORTHWOODS LUMBER CO...	2601-192236	01/06/2026	REPLACE 2x4	100-4315-62990		01/06/2026	4.52
						Vendor NORTHWOODS LUMBER CO TRF Total:	**4.52**
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	5105620	12/31/2025	LIQUOR	610-4810-62510		12/31/2025	40,389.00
						Vendor PHILLIPS WINE & SPIRITS Total:	**40,389.00**
Vendor: POWERPLAN							
POWERPLAN	P7197309	01/09/2026	CASE LOADER 5511	100-4312-62210		01/09/2026	417.80
						Vendor POWERPLAN Total:	**417.80**
Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	139224	01/09/2026	PRESSURE WASHER SOAP	100-4312-62990		01/09/2026	97.97

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
QUALITY FARM SUPPLY INC	139224	01/09/2026	PRESSURE WASHER SOAP	100-4315-62990		01/09/2026	97.97
QUALITY FARM SUPPLY INC	139224	01/09/2026	PRESSURE WASHER SOAP	100-4510-62990		01/09/2026	97.97
						Vendor QUALITY FARM SUPPLY INC Total:	**293.91**
Vendor: REGENTS OF UNIVERSITY OF MN							
REGENTS OF UNIVERSITY OF…	0070002291	12/30/2025	LIME SLUDGE SAMPLES	620-4840-62170		12/30/2025	330.00
						Vendor REGENTS OF UNIVERSITY OF MN Total:	**330.00**
Vendor: ROBIN HOOD SHIP							
ROBIN HOOD SHIP	16633	01/12/2026	STATE SAMPLES	620-4840-62170		01/12/2026	19.95
						Vendor ROBIN HOOD SHIP Total:	**19.95**
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2711130	01/06/2026	LIQUOR	610-4810-62510		01/06/2026	257.25
SOUTHERN GLAZERS OF MN	2711131	01/06/2026	LIQUOR	610-4810-62510		01/06/2026	4,359.28
SOUTHERN GLAZERS OF MN	2711131	01/06/2026	LIQUOR	610-4810-62530		01/06/2026	122.28
SOUTHERN GLAZERS OF MN	5135397	12/31/2025	LIQUOR	610-4810-62510		12/31/2025	5,300.00
SOUTHERN GLAZERS OF MN	5135398	12/31/2025	WINE	610-4810-62530		12/31/2025	10,250.04
SOUTHERN GLAZERS OF MN	5135400	12/31/2025	LIQUOR	610-4810-62510		12/31/2025	6,982.44
						Vendor SOUTHERN GLAZERS OF MN Total:	**27,271.29**
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA…	446749	01/07/2026	REPAIR HANGING ELEC HEA…	690-4850-62230		01/07/2026	218.73
						Vendor ST HILAIRE SUPPLY COMPANY Total:	**218.73**
Vendor: T R F HARDWARE							
T R F HARDWARE	34036422	01/09/2026	TWO STEP LADDER	100-4312-62990		01/09/2026	49.99
						Vendor T R F HARDWARE Total:	**49.99**
Vendor: TREVIPAY - WALMART							
TREVIPAY - WALMART	DCE0C825	01/07/2026	3-RING BINDERS FOR TRAN…	690-4840-62010		01/07/2026	26.51
						Vendor TREVIPAY - WALMART Total:	**26.51**
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	025-539340	12/31/2025	4TH QTR CC TRANSACTIONS	100-4315-63060		12/31/2025	607.31
TYLER TECHNOLOGIES INC	025-539340	12/31/2025	4TH QTR CC TRANSACTIONS	620-4890-63060		12/31/2025	1,417.06
TYLER TECHNOLOGIES INC	025-539340	12/31/2025	4TH QTR CC TRANSACTIONS	680-4890-63060		12/31/2025	404.88
TYLER TECHNOLOGIES INC	025-539340	12/31/2025	4TH QTR CC TRANSACTIONS	690-4890-63060		12/31/2025	1,619.50
TYLER TECHNOLOGIES INC	025-539786	12/31/2025	4TH QTR SM PORTAL TRAN…	100-4315-63060		12/31/2025	2.65
TYLER TECHNOLOGIES INC	025-539786	12/31/2025	4TH QTR SM PORTAL TRAN…	620-4890-63060		12/31/2025	6.20
TYLER TECHNOLOGIES INC	025-539786	12/31/2025	4TH QTR SM PORTAL TRAN…	680-4890-63060		12/31/2025	1.77
TYLER TECHNOLOGIES INC	025-539786	12/31/2025	4TH QTR SM PORTAL TRAN…	690-4890-63060		12/31/2025	7.08
						Vendor TYLER TECHNOLOGIES INC Total:	**4,066.45**
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	47094	01/06/2026	RETIREMENT PLAQUE	100-4210-62990		01/06/2026	75.00
						Vendor UNIVERSAL SCREENPRINT Total:	**75.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: VESTIS							
VESTIS	2630506421	01/06/2026	WTP RUGS	620-4890-63030		01/06/2026	86.75
						Vendor VESTIS Total:	**86.75**
Vendor: WESTSIDE MOTORS OF TRF INC							
WESTSIDE MOTORS OF TRF ...	33822	01/06/2026	OIL & FILTER CHANGE	620-4850-62210		01/06/2026	64.05
						Vendor WESTSIDE MOTORS OF TRF INC Total:	**64.05**
Vendor: WILLIAM E YOUNG CO							
WILLIAM E YOUNG CO	23249	12/30/2025	#4 FILTER METER	620-4850-62220		12/30/2025	4,226.52
						Vendor WILLIAM E YOUNG CO Total:	**4,226.52**
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	FEB 2026	01/08/2026	POLICE PENSION-FEB 2026	810-4820-61500		01/08/2026	1,176.86
						Vendor YVONNE PEDERSON Total:	**1,176.86**
						Grand Total:	**200,397.96**

Fund Summary

Fund		Expense Amount
100 - GENERAL FUND		68,603.54
230 - TRF AREA K-9 FUND		102.19
610 - LIQUOR DISPENSARY		90,900.18
620 - WATER UTILITY FUND		22,606.06
630 - ARENAS - OAK VIEW GROUP		330.12
660 - AIRPORT FUND		322.88
680 - WASTEWATER UTILITY FUND		1,141.95
690 - ELECTRIC UTILITY FUND		15,053.32
810 - POLICE RELIEF ASSOCIATION		1,176.86
820 - GREENWOOD CEMETERY FUND		160.86
	Grand Total:	**200,397.96**

Account Summary

Account Number	Account Name	Expense Amount
100-4110-64330	Dues and Subscriptions	10,737.00
100-4150-63030	Contracts Expense	338.75
100-4150-63210	Communication Expense	408.92
100-4150-64410	Safety Training	483.95
100-4160-63040	Legal Fees	8,150.00
100-4192-62020	Computer Supplies	24.75
100-4194-62120	Gas-Oil-Lube	94.79
100-4194-63210	Communication Expense	63.26
100-4194-64410	Safety Training	80.90
100-4210-62010	Office Supplies	79.16
100-4210-62120	Gas-Oil-Lube	2,170.92
100-4210-62210	Equipment Maint & Repa..	684.20
100-4210-62890	Uniforms/ID Clothing	91.82
100-4210-62990	Misc. Operating Expense	212.00
100-4210-64410	Safety Training	1,532.75
100-4210-65400	Machinery & Equipment	13,513.60
100-4220-62120	Gas-Oil-Lube	967.24
100-4220-62210	Equipment Maint & Repa..	52.99
100-4220-63210	Communication Expense	104.26
100-4220-64410	Safety Training	564.85
100-4240-63030	Contracts Expense	12,324.60
100-4240-63210	Communication Expense	26.99
100-4240-64410	Safety Training	80.90
100-4312-62120	Gas-Oil-Lube	7,548.52
100-4312-62210	Equipment Maint & Repa..	722.25
100-4312-62990	Misc. Operating Expense	147.96
100-4312-63210	Communication Expense	41.99
100-4312-64410	Safety Training	564.85

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62120	Gas-Oil-Lube	2,066.42
100-4315-62990	Misc. Operating Expense	102.49
100-4315-63060	Credit Card Fees	609.96
100-4315-63210	Communication Expense	41.98
100-4315-64410	Safety Training	564.85
100-4510-62120	Gas-Oil-Lube	1,242.31
100-4510-62210	Equipment Maint & Repa..	257.00
100-4510-62990	Misc. Operating Expense	123.95
100-4510-63210	Communication Expense	48.99
100-4510-64410	Safety Training	402.30
100-4570-63210	Communication Expense	9.99
100-4650-63210	Communication Expense	110.97
100-4650-64410	Safety Training	241.97
100-4660-63210	Communication Expense	22.00
100-4660-64410	Safety Training	80.91
100-4670-64500	Senior Citizen Programs	83.28
100-4671-62200	System Expense	780.00
230-4840-63150	Canine Unit Expense	102.19
610-4810-62510	Liquor for Resale	74,529.19
610-4810-62530	Wine for Resale	11,672.32
610-4810-62540	Soft Drinks/Mix for Resa...	569.37
610-4810-62590	Misc. Mdse for Resale	3,138.77
610-4830-63210	Communication Expense	155.60
610-4840-62140	Off Sale Supplies	34.85
610-4850-62230	Building Maint & Repair	316.13
610-4890-64410	Safety Training	483.95
620-4830-63210	Communication Expense	197.89
620-4840-62120	Gas-Oil-Lube	434.38
620-4840-62160	Chemicals	8,801.95
620-4840-62170	Field Supplies	349.95
620-4840-62430	Water Meters	4,578.41
620-4850-62210	Equipment Maint & Repa..	1,032.10
620-4850-62220	Plant Equip Maint & Rep...	4,226.52
620-4890-63020	Computer Maintenance...	171.97
620-4890-63030	Contracts Expense	86.75
620-4890-63060	Credit Card Fees	1,423.26
620-4890-64190	Rentals/Leases	980.00
620-4890-64410	Safety Training	322.88
630-4830-63210	Communication Expense	330.12
660-24000	Clearing Account	322.88
680-4840-62120	Gas-Oil-Lube	412.42
680-4890-63060	Credit Card Fees	406.65

Account Summary

Account Number	Account Name	Expense Amount
680-4890-64410	Safety Training	322.88
690-4830-63210	Communication Expense	344.00
690-4840-62010	Office Supplies	26.51
690-4840-62120	Gas-Oil-Lube	1,160.42
690-4840-62880	Personal Protective Equi…	463.22
690-4850-62230	Building Maint & Repair	218.73
690-4890-63060	Credit Card Fees	1,626.58
690-4890-64370	Taxes and Licenses	6,625.45
690-4890-64400	Travel, Conference, Sch…	1,292.98
690-4890-64410	Safety Training	3,295.43
810-4820-61500	Annuity Payments	1,176.86
820-4840-62120	Gas-Oil-Lube	160.86
	Grand Total:	**200,397.96**

Project Account Summary

Project Account Key		Expense Amount
None		200,397.96
	Grand Total:	**200,397.96**

City of Thief River Falls

ECONOMIC / COMMUNITY DEVELOPMENT DIRECTOR

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

PHONE: 218-681-8506
FAX: 218-681-8507
email: rbaker@trfmn.go
www.citytrf.net

Request for Council Action

DATE: January 20, 2026

SUBJECT: Approve an Additional $10,000 Commercial Storefront Renovation Loan to Julia Nelson & Kathleen Metalak

RECOMMENDATION: It is respectfully requested that the Council consider the following recommendation from the Community Development Advisory Board.

MOTION TO: Approve an additional $10,000 to the already approved Commercial Storefront Renovation Loan of $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. The additional $10,000 will bring the total loan amount to $35,000, which is the maximum allowable amount.

BACKGROUND: The City Council Approved a Commercial Storefront Renovation Loan of $25,000 to Julia Nelson and Kathleen Metelak at the December 2, 2025, City Council Meeting. Since that time, they have obtained a renter for the portion of the building off the alleyway (The Former Hudson Electric location) which is prompting a second storefront and significant additional work to be done. The Community Development Advisory Board members met via email and approved the additional $10,000, which will maximize the amount allowed for a Commercial Storefront Renovation Loan.

KEY ISSUES: The newly submitted project estimate increases the project costs by over $129,000. There are well over $12,000 in eligible costs associated with the new storefront and changes to the original storefront plans.

FINANCIAL CONSIDERATIONS: The terms of the loan will be up to $35,000 at 3% interest for a period not to exceed 60 months. Monthly payments with be made via ACH.

LEGAL CONSIDERATION: The City Attorney's office will handle the execution of all the necessary loan paperwork and dispensing of the funds to the applicant.

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

City of Thief River Falls

ECONOMIC / COMMUNITY DEVELOPMENT DIRECTOR

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

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www.trfmn.gov

Request for Council Action

DATE: January 13, 2026

SUBJECT: First Reading to Amend Subdivision Ordinance, Chapter 151 of City Code

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

Motion to: Conduct the First Reading to amend the City's Subdivision Ordinance, Chapter 151 of the City Code, which governs the procedures, requirements, and standards for subdividing land within the city.

BACKGROUND: The proposed amendment updates definitions, clarifies subdivision classifications (simple, minor and major), and revises procedures for concept plan meetings, preliminary and final plat submissions, and recording requirements. It also aligns subdivision review with zoning applications and zoning regulations to ensure consistency with the City's Comprehensive Plan.

KEY ISSUES:

- It clarifies subdivision classifications defining them as simple, minor and major based on the size of the project and number of lots involved.
- Clarifies and establishes procedures for concept plan meetings, preliminary and final plat submissions, and recording requirements.
- It aligns subdivision review with zoning applications and zoning regulations to ensure consistency with the City's Comprehensive Plan.

FINANCIAL CONSIDERATIONS: Cost of publishing Public Hearing Notice

LEGAL CONSIDERATION: City Attorney time in drafting amendments, and notification to County Recorder's Office.

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

Encl: (2)

151.009 FEES ESTABLISHED.

The City Council shall, from time to time establish by resolution, fees for review of subdivisions. No application for subdivision shall be considered filed with Planning Staff, unless and until said application is accompanied by the fee, as established by resolution of the City Council, and as required by these regulations.

151.010 DEFINITIONS.

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

ALLEY. Means any strip of land publicly or privately owned, less than 24 feet in width between property lines, set aside for public vehicular access to abutting property and public utility uses.

APPLICANT. Means the owner of land proposed to be subdivided or its representative who shall have express written authority to act on behalf of the owner. Consent shall be required from the legal owner of the premises.

ARTERIAL STREET or HIGHWAY. Means a street or highway of considerable continuity; designed primarily to serve as travel corridors between various sectors of the area and beyond (such as from within a city to the outlying areas.)

BLOCK Means any property abutting on 1 side of a street and laying between the 2 nearest intersecting or intercepting streets or railroad right-of-way or unsubdivided acreage.

BUILDING. Means any structure having a roof that may provide shelter or enclosure of persons, animals or property of any kind.

COLLECTOR STREET. Means refers to a street designed to serve the internal traffic of an area (such as a neighborhood,) and which distributes and collects traffic from local streets and connects with highways and/or arterial streets. A LOCAL STREET as herein used means a street whose primary use is to serve abutting property.

CONCEPT PLAN. Means that map submitted in connection with a multi-phased or phased subdivision application which provides the information and graphics meeting the requirements of this chapter for the purpose of implementing an integrated development scheme for all phases of the proposed subdivision.

CUL-DE-SAC. Means a comparatively short street having but one end open to traffic and the other end being permanently terminated by a vehicular turn-around.

DEVELOPMENT. Means to improve or take overt action to alter real property.

DEVELOPMENT OBJECTIVE. Means those goals determined from time to time in plan or policy form as part of the city's comprehensive planning program that indicate how the city wishes to develop itself in line with orderly and logical direction.

EASEMENT. Means the right to use the land of another owner for a specified use. An EASEMENT may be granted for the purpose of constructing and maintaining walkways, roadways, individual sewage treatment systems, utilities, drainage, driveway, and other uses.

FLOOD FRINGE. Means that portion of the flood plain outside of the floodway. Flood fringe is synonymous with the term FLOOD FRINGE used in the Flood Insurance Study for the City of Thief River Falls. Unnumbered A Zones shall be the same as FLOOD FRINGE except in floodway areas which are determined as per Minn. Reg. 6128.5000.6120.6200 Floodplain Management for Determining Floodways and Flood Fringe.

FLOOD PLAIN. Means the areas adjoining a watercourse which have been or hereafter may be covered by the regional flood.

FLOODWAY Means the channel of the watercourse and those portions adjoining flood plains which are reasonably required to carry and discharge the regional flood.

IMPROVEMENTS. Means changes to the land necessary to prepare it for development.

IMPROVEMENTS - PUBLIC. Means changes to the land necessary to prepare it for development including but not limited to grading, filling, street paving, curb paving, sidewalks, walk ways, watermains, sewers, drainageways, and other public works and appurtenances.

LOCAL STREET. Means a street designed for access to abutting property and not intended to facilitate through traffic.

LOT. Means land occupied by, or to be occupied by a building and its accessory buildings; or by a dwelling group and its accessory buildings; together with such open spaces as are required under the provisions of this chapter, having not less than the minimum area required by this chapter for a building site in the district in which such lot is situated, and having its principal frontage on a street.

MONEY IN LIEU OF LAND. Means payment of money into a municipally earmarked fund to provide for facilities off-site in place of dedicating land or providing such facility on site.

PERMANENT STRUCTURES AND BUILDINGS. Mean structures and building existing prior to the proposed plat will remain in place after the plat has been approved.

PLAT. Means the map, drawing or chart on which the applicant's plan of subdivision is presented to the City Council for approval.

PLAT - FINAL. Means the map of a subdivision, and any accompanying material as required, to be recorded after approval by the City Council.

PLAT - PRELIMINARY. Means the drawing or drawings, described in this chapter, indicating the proposed manner or layout of the subdivision to be submitted for approval.

REGIONAL FLOOD. Means a flood which is representative of large floods known to have occurred in the vicinity of Thief River Falls and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 100-year recurrence interval.

REGULATORY FLOOD PROTECTION ELEVATION. Means that point not less than the water surface profile associated with the regional flood, plus any increase in flood heights attributable to encroachments on the flood plain.

RIGHT-OF-WAY. Means a strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil, or gas pipeline, water main, sanitary or storm sewer main, or for any other special use. The usage of the term RIGHT-OF-WAY for land platting purposes shall mean that every right of way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right of way and not included within the dimensions or areas of such lots or parcels. RIGHT OF WAY intended for streets, crosswalks, water mains, sanitary sewers, storm drains, or any other use involving maintenance by a public agency shall be dedicated to public use by the applicant of the plat on which such right of way is established.

RIGHT-OF-WAY WIDTH. Means the distance between property lines measured at right angles to the center line of the street.

STREET. Means public property, not an alley, intended for traffic circulation. In appropriate context the term STREET may refer to the right of way bounded by the property lines of such public property, or may refer to the paving installed within such right of way.

STRUCTURE. Means anything constructed or erected.

SUBDIVISION. Means the division or redivision of a lot, tract, or parcel of land regardless of how it is to be used, into 2 or more lots either by plat or by metes and bounds description; or the division or redivision of land involving dedication of a new park, playground, street, or other public right of way facility, or the vacation, realignment, or any other changes in existing streets, alleys, easements, recreation areas, water, or other public improvements or facilities; provided, however, that the following classes shall be exempt:

(l) The division of land for agricultural purposes into parcels greater than 40 acres, where no new streets, roads, or other right of way is involved.

(2) The division of land in a court ordered action as a direct result of an inheritance from a deceased family member.

SUBDIVISION - MAJOR. Means any division of land not meeting the definition for a simple nor minor subdivision.

SUBDIVISION - MINOR. Means the division or redivision of a lot, tract, or parcel of land regardless of how it is to be used, into 2 but not more than 7 lots or parcels either by plat or by metes and bounds description, or the division or redivision of land involving dedication of a new park, playground, street, or other public right of way facility, or the vacation, realignment, or any other changes in existing streets, alleys, easements, recreation areas, water, or other public improvements or facilities.

SUBDIVISION - SIMPLE. Means the division or redivision of a lot, tract, or parcel of land regardless of how it is to be used, into 2 lots either by plat or by metes and bounds description but not including the division or redivision of land involving dedication of a new park, playground, street, or other public right of way facility, or the vacation, realignment, or any other changes in existing streets, alleys, easements, recreation areas, water, or other public improvements nor facilities.

151.011 COMPLIANCE WITH COMPREHENSIVE PLAN, ZONING ORDINANCE AND OFFICIAL MAP.

No subdivision of land shall conflict with the provisions of the Thief River Falls Land Use Plan, Chapter 152 of the City Code, or Official Maps.

GENERAL SUBDIVISION PROCEDURES

151.025 GENERAL SUBDIVISION PROCEDURES.

The following procedures shall be followed in the administration of this chapter and no real property within the jurisdiction area as identified in this chapter shall be subdivided and offered for sale until the final plat has been approved by the City Council as set forth in the procedures provided herein.

151.026 CONCEPT PLAN MEETING AND CLASSIFICATION.

Prior to the submission of any application for subdivision plat approval under the provisions of this chapter, the applicant shall submit a concept plan and meet with the planning staff to discuss the platting application and process. Through the concept plan meeting, the planning staff will summarize the informational requirements and issues related to the specific platting request. The intention is to provide the developer with an advisory review of the subdivision without incurring major costs.

151.027 OFFICIAL SUBMISSION DATE.

(A) For the purposes of this chapter, the date a completed application for preliminary or final plat approval are submitted to planning staff, shall constitute the official submission date of the application on which the period required for formal approval, conditional approval or disapproval shall commence to run. The planning staff, upon receipt of the application, shall notify the applicant in writing within 10 city business days if the application is found to be incomplete, per M.S. 15.99, as it may be amended from time to time.

(B) The City Council must take action on a completed application following referral by the Planning Commission within the time permitted by M.S. 15.99, as it may be amended from time to time. The person making the application shall be notified of the action taken.

151.028 COORDINATION OF ZONING APPLICATIONS WITH SUBDIVISION APPROVAL.

It is the intent of this chapter that subdivision review be carried out simultaneously with the review of the zoning applications under the Chapter 152, Zoning Code. The plans required for the zoning applications shall be submitted in a form to satisfy the requirements of this chapter. Whenever zoning applications include the division or re-subdivision of land as regulated by this chapter, subdivision plat approval shall be required prior to the issuance of a building permit.

151.029 COORDINATION OF SUBDIVISION PLAT APPROVAL WITH PENNINGTON COUNTY ZONING ORDINANCE.

It is the intent of this chapter that subdivision plat review be carried out simultaneously with the review of zoning applications under the Pennington County Zoning Ordinance. Whenever a zoning application includes the division or re-subdivision of land under the jurisdiction of this chapter, subdivision plat approval shall be required prior to the issuance of a building permit.

151.045 PROCEDURE FOR SIMPLE SUBDIVISION PLATS

If, at the concept plan meeting, the proposed subdivision plat has been classified as a simple subdivision plat, the following procedures shall be followed.

151.046 PRELIMINARY PLAT APPLICATION FOR SIMPLE SUBDIVISION PLATS.

(A) The applicant shall submit to the planning staff 5 copies of a preliminary plat and completed administrative application form for the proposed subdivision plat. The preliminary plat and application must be completed and provide all of the information as set forth in this chapter.

(B) The planning staff shall forward copies of the application form and preliminary plat to the appropriate review agencies for their recommendations on the proposal. Planning staff shall request the reviewing agencies to submit their recommendations.

(C) The applicant will be given staff comments and recommendations as to what if any changes must be made. The applicant shall then revise the proposed subdivision plat as required.

(D) The applicant may appeal the recommendations made by the planning staff to the Planning Commission. All information regarding the proposed subdivision plat shall be forwarded to the Planning Commission for consideration at its next meeting. Following its review, the Planning Commission shall determine what recommendations shall be forwarded regarding the proposed subdivision plat.

(E) Approval of the preliminary plat is not an acceptance of the subdivision plat for record but is rather an expression of approval of a general plat as a guide to preparation to the subdivision plat for final approval and recording upon fulfillment of all requirements of this chapter.

151.047 FINAL PLAT APPLICATION FOR SIMPLE SUBDIVISION PLATS.

(A) A complete application for final plat shall be submitted no later than 90 days after the date which the applicant receives the notice of recommendations of final plat. Otherwise, the preliminary plat approval shall be considered void, unless an extension is requested in writing by the developer, and for good cause, is granted by the City Council.

(B) A complete final plat application consists of, a completed administrative application form, 5 paper copies and 1 electronic version of the final plat which shall conform to the preliminary plat as reviewed. The Final Plat shall show the features designated in 151.090 et seq.

(C) The planning staff shall forward copies of the application form and final plat to the appropriate review agencies for their recommendations on the proposal. Planning staff shall request the reviewing agencies to submit their recommendations.

(D) Once planning staff has received all of the recommendations, they shall notify the applicant of the changes, if any, that must be made. The applicant shall then revise the proposed subdivision plat as required.

(E) When a final plat meets all the conditions of this chapter, planning staff shall forward the application and proposed final plat and any recommendations to the City Council for their action upon the proposal. Prior to the City Council giving consideration to said final plat, the City Administrator shall cause notice to be published in the official newspaper of the city. The City Council shall consider said final plat, said notice of the time and place of said meeting to be published at least 10 days prior to the meeting of the City Council at which said final plat shall be considered by the City Council.

151.048 RECORDING FOR SIMPLE SUBDIVISION PLATS.

(A) Once the owner or applicant has received notice of the final action taken by the City Council, he or she shall have 90 days thereafter to submit the approved final plat that meets the conditions, if any, as set by the Council to the planning staff. The planning staff shall review the final plat for conformance with the action taken by the City Council.

(B) Once planning staff has determined the final plat meets all requirements of this chapter, the City Administrator shall sign the final plat.

(C) The owner or applicant shall then file the final plat together with a certified copy of the resolution with the Pennington County Recorder's Office. Any approval of the final plat by the City Council shall be null and void if the plat and resolution of the Council approving same are not recorded with the Recorder's Office within 60 days after the date the City Administrator signs the final plat, unless application for an extension of time is made in writing during said 60-day period to the City Council, and an extension is granted by the City Council.

151.061 PRELIMINARY PLAT APPLICATION FOR MINOR AND MAJOR SUBDIVISION PLATS.

If, at the concept plan meeting, the proposed subdivision plat has been classified as a minor or major subdivision plat, the following procedures shall be followed.

(A) The applicant shall submit to the planning staff 5 copies of a preliminary plat and completed administrative application form for the proposed subdivision plat. The preliminary plat and application must be completed and provide all of the information as set forth in this chapter.

(B) The planning staff shall forward copies of the application form and preliminary plat to the appropriate review agencies for their recommendations on the proposal. Planning staff shall request the reviewing agencies to submit their recommendations.

(C) The applicant will be given staff comments and recommendations as to what if any changes must be made. The applicant shall then revise the proposed subdivision plat as required.

(D) For a Minor Subdivision, the applicant may appeal the recommendations made by the planning staff to the Planning Commission. All information regarding the proposed Minor Subdivision plat shall be forwarded to the Planning Commission for consideration at its next meeting. Following its review, the Planning Commission shall determine what recommendations shall be forwarded regarding the proposed Minor Subdivision plat.

(E) For a Major Subdivision, when a preliminary plat meets all the conditions of this chapter, planning staff shall forward the application, proposed Major Subdivision preliminary plat, staff recommendations, and any review agency recommendations to the Planning Commission for their action upon the proposal. Prior to the Planning Commission giving consideration to said Major Subdivision preliminary plat, the City Administrator or Zoning staff shall cause notice to be published in the official newspaper of the city. The Planning Commission shall consider said Major Subdivision preliminary plat, and hear all interested parties. Said notice of the time and place of said meeting to be published at least 10 days prior to the meeting of the Planning Commission at which said Major Subdivision preliminary plat shall be considered by the Planning Commission.

(F) Approval of the preliminary plat is not an acceptance of the subdivision plat for record but is rather an expression of approval of a general plat as a guide to preparation to the subdivision plat for final approval and recording upon fulfillment of all requirements of this chapter.

151.062 FINAL PLAT APPLICATION FOR MINOR AND MAJOR SUBDIVISION PLATS.

(A) A complete application for final plat shall be submitted no later than 90 days after the date which the applicant receives the notice of recommendations of final plat. Otherwise, the preliminary plat approval shall be considered void, unless an extension is requested in writing by the developer, and for good cause, is granted by the City Council.

(B) A complete final plat application consists of, a completed administrative application form, 5 paper copies and 1 electronic version of the final plat which shall conform to the preliminary plat as reviewed. The final plat shall show the features designated in 151.090 et seq.

(C) The planning staff shall forward copies of the application form and final plat to the appropriate review agencies for their recommendations on the proposal. Planning staff shall request the reviewing agencies to submit their recommendations.

(D) When a Minor Subdivision final plat meets all the conditions of this chapter, planning staff shall forward the application, proposed final plat, staff recommendations, and any review agency recommendations to the Planning Commission for their action upon the proposal. Prior to the Planning Commission giving consideration to said final plat, the City Administrator shall cause notice to be published in the official newspaper of the city. The City Council shall consider said final plat, said notice of the time and place of said meeting to be published at least 10 days prior to the meeting of the Planning Commission at which said final plat shall be considered by the Planning Commission.

(E) After receiving the recommendation of the Planning Commission together with all applicable information gathered upon the proposed subdivision, the City Council may take action upon said plat. The City Council may approve, approve with conditions, or deny the said plat. Following final action by the City Council, the planning staff shall notify the owner or applicant, and the appropriate review agencies, of the City Council's action.

151.063 RECORDING FOR MINOR AND MAJOR SUBDIVISION PLATS.

(A) Once the owner or applicant has received notice of the final action taken by the City Council, he or she shall have 90 days thereafter to submit the approved final plat that meets the conditions, if any, as set by the City Council to the planning staff. The planning staff shall review the final plat for conformance with the action taken by the City Council.

(B) Once planning staff has determined the final plat meets all requirements of this chapter, the City Administrator shall sign the final plat.

(C) The owner or applicant shall then file the final plat together with a certified copy of the resolution with the Pennington County Recorder’s Office. Any approval of the final plat by the Council shall be null and void if the plat and resolution of the Council approving same are not recorded with the Recorders Office within 60 days after the date the Clerk-Treasurer signs the final plat, unless application for an extension of time is made in writing during said 60-day period to the Council, and an extension is granted by the Council.

PRESENTATION REQUIREMENTS

151.090 CONCEPT PLAN.

(A) Concept plan information. Prior to the formulation of a preliminary plat, applicants shall present a sketch plan to the Planning Department at the concept plan meeting.

(B) Information to be included. The sketch plan shall include the following information unless waived by planning staff:

(l) Name and address of developer/owner.

(2) Date of plan preparation.

(3) Scale of plan (engineering scale only).

(4) North arrow indication.

(5) Legal description.

(6) Property location map illustrating the site location relative to adjoining properties and streets.

(7) Scaled drawing (engineering scale only) illustrating property boundaries using the City's GIS database.

(8) Scaled drawing of the proposed subdivision sketch plan including street patterns and lot layout related to the natural features of the site, and adjoining properties.

(9) Natural Features. A generalized drawing of natural features showing wetlands, lakes, drainage ways, and woodland areas.

(10) Any required zoning changes.

(1 l) Proposed timing and staging of development.

(12) Additional information as required by the planning staff

§ 151.091 PRELIMINARY PLAT PRESENTATION REQUIREMENTS.

The preliminary plat shall include the following information unless waived by planning staff. Additional information or modifications may be required by city staff, the Planning Commission or City Council and additional information may be requested during the review process. In certain cases some information required by these standards may not be appropriate or may need to be modified in order to provide an adequate basis for making a decision.

(B) General information.

(l) The proposed name of the plat.

(2) Date of application, name, address, phone number and applicable license number of the owner, developer, agent, applicant, engineer, surveyor or other principle involved in the development of the plat.

(3) Proof of ownership or legal interest in the property in order to make application.

(4) Existing zoning or any zoning changes needed, or reference to any zoning or similar land use actions that have already occurred that are pertinent to the proposed development.

(5) Total acreage of the land to be subdivided.

(6) Boundary line survey and legal description. Identify any property within the subdivision that is registered (Torrens).

(7) Five paper copies of the preliminary plat and supporting documents, plus any additional copies deemed necessary by the planning staff, plus one reproducible copy reduced to 11 inches by 17 inches along with one copy of preliminary plat and all related engineering plans in a digital format compatible with city requirements.

(8) North arrow and scale of 1 to 200 (1/200) to 1 to 50 (1/50) depending upon the size of the plat and the detail of the information to be shown.

(9) Existing covenants, liens, or encumbrances.

(10) Proposed street names.

(11) Any additional information as requested by the planning staff.

-

(C) Existing features to be shown.

(l) Existing property lines and property lines extending 200 feet from the exterior boundaries of the parcel to be subdivided, including the names of the adjacent property owners shall be indicated.

(2) Existing roads, both public and private, showing width of road, type of construction, and any associated easements.

(3) Any and all existing public and private easements with purpose of easement and types and location of any facility or installation that is located in the easement.

(4) Location, size, and capacity of all existing and abandoned drainage, storm water, individual sewage treatment systems, wells, and utilities, including poles located on the property and to a distance of 200 feet beyond the property lines.

(5) Permanent buildings or other substantial land uses located on the property and to a distance of 200 feet beyond the property.

(6) Waterways, watercourses, lakes, and wetlands with ordinary high water level and 100-year flood elevations shown on the map and delineated in the field.

(D) Proposed features to be shown.

(l) Proposed lot lines and dimensions of all lots. When lots are located on a curve in a road or cul-de-sac, the lot width at the building setback line shall be shown.

(2) Proposed spot elevations.

(3) Proposed uses, including parks, storm water retention areas, and areas of common ownership.

(4) Location, grade, and width of proposed streets, pedestrian ways, bicycle paths, trails, walking paths and provision for extending streets to serve adjacent areas.

(5) Location of proposed structures, driveways, percolation tests and soil borings, if applicable, and 2 sites suitable for individual sewer treatment systems with the method outlined for protecting the alternate individual sewage treatment system site for future use.

(6) Grading plans showing how the site will be graded and showing the final contours into the existing contours. Preliminary street grades and drainage plan shall be shown on a copy of the contour map.

(7) Proposed easements for drainage, slope protection, flood protection, and protection of wetlands and waterbodies, including stormwater retention areas and easements for the installation of utilities.

(8) A report, prepared by a Minnesota Pollution Control Agency (MPCA) licensed designer, on the feasibility of individual sewage treatment systems (ISTS) and water systems on each lot or a communal or shared sewage and water system serving the subdivision. The report shall follow the Minn. Rules Ch. 7080, as may be amended, and include soil boring analysis and percolation tests to verify report conclusions.

(9) The minimum setback requirements with resulting building envelope.

(E) Additional information required.

(l) A build out plan (ghost plat), when applicable, depicting how the land within the subdivision may be further subdivided in the future.

(2) Proposed title declarations for residential lots adjoining potential future development open spaces notifying the perspective homeowner of the intent to have the open space develop in the future.

(3) Any additional information as requested by the planning staff.

§ 151.092 FINAL PLAT PRESENTATION REQUIREMENTS.

The final plat shall include the following information unless waived by planning staff. Additional information or modifications that may be required by city staff, the Planning Commission or City Council and any additional information that may be requested during the review process. In certain cases some information required by these standards may not be appropriate or may need to be modified in order to provide an adequate basis for making a decision.

(A) Two mylar copies of the final plat.

(B) One reproducible copy reduced to 11 inches by 17 inches of the final plat.

(C) Five blueline copies of the final plat and supporting documents, plus any additional copies deemed necessary by the planning staff plus 1 reproducible copy reduced to 11 inches by 17 inches along with I copy of the final plat in a digital format compatible with city requirements.

(D) One up-to-date (within 3 months) title insurance or opinion, as the City Attorney or planning staff may require.

NOTICE OF PUBLIC HEARING
PLANNING COMMISSION
CITY OF THIEF RIVER FALLS

Notice is hereby given that the Planning Commission of Thief River Falls will hold a public hearing to consider an amendment to the City's Subdivision Ordinance, Chapter 151 of the City Code, which governs the procedures, requirements, and standards for subdividing land within the City.

The proposed amendment updates definitions, clarifies subdivision classifications (simple, minor and major), and revises procedures for concept plan meetings, preliminary and final plat submissions, and recording requirements. It also aligns subdivision review with zoning applications and zoning regulations to ensure consistency with the City's Comprehensive Plan.

A draft copy of the complete proposed ordinance may be obtained by contacting the Zoning Administrator at 218-681-8506.

Notice is further given that the Planning Commission will conduct a hearing on the proposed amendment to the subdivision ordinance at approximately 5:00 p.m. on Tuesday, January 13, 2026, in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the proposed amendment to the subdivision ordinance will have the option to be heard at that time. Persons who wish to submit written comments prior to the Hearing or who have questions should address them to the office of the Zoning Administrator, City Hall, P.O. Box 528, Thief River Falls, MN 56701, or telephone at: 218-681-8506.

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

Dated this 23rd day of December 2025.

CITY OF THIEF RIVER FALLS

/s/ Richard Baker___________________

Zoning Administrator

Published in the Wednesday, December 31st edition of The Times.

City of Thief River Falls

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Request for Council Action

DATE: 1/20/2026

SUBJECT: First Reading to Amend City Code Chapter 31 entitled "Departments, Divisions, Boards and Commissions",

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

MOTION TO: Conduct the First Reading amending city code Chapter 31 entitled "Departments, Divisions, Boards and Commissions", and by adopting by reference penalty provisions and amending city code Chapter 31 to delete certain provisions. Council also moves to waive the second reading.

BACKGROUND: The Strategic Planning Committee and the Administrative Services Committee held discussions regarding the structure and length of continuous terms of Planning and Zoning Commission members, A review of Section 31.100 - Establishment and Composition of the Planning Commission and Section 31.101 – Powers and Duties, prompted several suggested changes to these sections of our City Ordinances. Some of the key changes included limiting appointed members to three consecutive 3-year terms before requiring a 1-year period of non-service, unless waived by the City Council, Appointing three Council members to the Commission instead of just one. Moving the meeting day to the 1st Wednesday after the 1st City Council meeting of each month as the current scheduled regular meeting day conflicts with the Administrative Services Committee meeting and limits which council members can be appointed to the Planning Commission and does not allow the City Administrator to participate as an Ex-official member of the Planning Commission. The Powers and Duties were amended to better reflect the current powers and duties the Planning and Zoning Commission are exercising.

KEY ISSUES: Section 1. The City Code Chapter 31, Section 31.100 is hereby amended to read as follows:

- Sec. 31.100. - Establishment and composition.

A Planning Commission is established. The Planning Commission shall be composed of nine members, six of whom shall be selected as with other boards and commissions. Three of the members shall be council members, appointed by the City Council on an annual basis. The community development director and city administrator, by reason of their positions, shall serve as ex-officio members of the Planning Commission, not to be included in the number herein stated. Planning Commission members, except the council members, shall serve staggered three-year terms up to a maximum of 3 terms, after which there shall be a 1-year period of non-service, unless waived by the City Council. A chairperson and such other offices as determined by the Planning Commission shall be selected by the Planning Commission from the appointed members to serve a 1-year term. If any person serving as a member on the Planning Commission shall find that his or her private or personal interests are involved in any matter coming before the Planning Commission, the member shall disqualify himself or herself from taking part in any action on the matter, or the member may be disqualified by the Planning Commission. The Planning commission shall hold at least 1 regular meeting each month, unless there are no actions to be acted upon. Said regular meeting will be held on the 1st Wednesday after the 1st City

Council meeting of each month. A member may be removed by the City Council if a member has 3 consecutive unexcused or 6 unexcused absences during their 3-year term. An absence is unexcused when a member: (1) fails to notify the Chair / Staff Liaison in advance or as soon as reasonably practical of the absence; (2) gives a reason that does not meet the "excused" criteria; or (3) is absent without a reason being provided. In other words: unexcused = no notice, no valid reason, or no communication. Excused absences include, but are not limited to: personal illness / medical appointment; illness or emergency involving immediate family; work conflict that cannot reasonably be rescheduled; required school function; funeral / bereavement; severe weather / road conditions; military duty; pre-approved travel or vacation (not a surprise day off).

Section 2. The City Code Chapter 31, Section 31.101, 1, d, is hereby amended to read as follows:

d. Prepare zoning regulations and recommend or reject proposed changes in such regulations;

Section 3. The City Code Chapter 31, Section 31.101, 1, e, is hereby amended to read as follows:

e. Prepare recommended or established plans for the clearance and rebuilding of slum districts or blighted areas within the city;

Section 4. The City Code Chapter 31, Section 31.101, 1, f, is hereby amended to read as follows:

f. Submit to the long range planning committee a list of recommended capital improvements, which, in the opinion of the planning commission, are necessary or desirable to be constructed during the forthcoming five-year period. The list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year; and

Section 5. The City Code Chapter 31, Section 31.101, 1, g, is hereby deleted.

Section 6. The City Code Chapter 31, Section 31.101, 2, c, is hereby deleted.

Section 7. The City Code Chapter 31, Section 31.101, 2, d, is hereby amended to read as follows:

d. Review plans for the replanning, improvement and development of neighborhoods; and

Section 8. The City Code Chapter 31, Section 31.101, 2, e, is hereby amended to read as follows:

e. Review a plan for the replanning, reconstruction or redevelopment of any area or district which may be destroyed in whole or in part or seriously damaged by fire, earthquake, flood or other disaster.

Section 9. The City Code Chapter 31, Section 31.101, 3, b, is hereby amended to read as follows:

b. To hold hearings on applications for conditional use and interim use permits provided for in the zoning chapter of the City Code and to transmit its recommended action to the city council for final action.

Section 10. City Code references to Penalty and Violations are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 11. This ordinance shall be in force and effect from and after its passage,
approval, and publication.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

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

ATTACHMENTS:

1.	PLANNING_COMMISSION Establishment & Powers and Duties - City Ordinance Sec 31-100
2.	Planning Commission changes.ord2

PLANNING COMMISSION

Sec. 31.100. Establishment and composition.

A planning commission is established. The planning commission shall be composed of nine members, eight of whom shall be selected as with other boards and commissions. One member shall be a council member, appointed by the council on an annual basis. The community development director, public works director, and city administrator, by reason of their positions, shall serve as ex officio members of the planning commission, not to be included in the number herein stated. Planning commission members, except the council members, shall serve staggered three-year terms. A chairperson and such other offices as determined by the planning commission shall be selected by the planning commission from the appointed members.

Sec. 31.101. Powers and duties.

1. The planning commission shall have power and shall be required to:
    a. Prepare and keep up to date a master plan for the physical development of the city;
    b. Review proposed sub-departments of land within the city;
    c. Draft for the council an official map of the city and recommend or disapprove proposed changes in such map;
    d. Prepare zoning regulations and recommend proposed changes in such regulations;
    e. Prepare plans for the clearance and rebuilding of slum districts and blighted areas within the city;
    f. Submit to the mayor a list of recommended capital improvements which, in the opinion of the planning commission, are necessary or desirable to be constructed during the forthcoming five-year period. The list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year; and
    g. Promote public interest in and understanding of the comprehensive plan and of planning, zoning, and slum clearance.
2. The planning commission shall have the power to:
    a. Require information which shall be furnished within a reasonable time from the other departments of the city government in relation to its work;
    b. Within its budget appropriation, recommend that the city contract with city planners and other consultants for such services as it may require;
    c. In the performance of its functions, enter upon any land, make examinations and surveys, and place and maintain necessary monuments and marks thereon;
    d. Prepare plans for the replanning, improvement, and redevelopment of neighborhoods; and
    e. Prepare a plan for the replanning, reconstruction, or redevelopment of any area or district which may be destroyed in whole or in part or seriously damaged by fire, earthquake, flood, or other disaster.
3. The duties of the planning commission in zoning administration shall be:

a. To hold public hearings on applications for amendments to the zoning chapter of the city Code. The planning commission shall not have the authority to make changes or amendments to this chapter; it shall act in a purely advisory manner to the council transmitting recommendations to the council for final action.

b. To hold public hearings on applications for conditional use permits provided for in the zoning chapter of the city Code and to transmit its recommended action to the council for final action.

ORDINANCE NO. ____, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 31 ENTITLED "DEPARTMENTS, DIVISIONS, BOARDS AND COMMISSIONS", AND BY ADOPTING BY REFERENCE PENALTY PROVISIONS AND AMENDING CITY CODE CHAPTER 31 TO DELETE CERTAIN PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. The City Code Chapter 31, Section 31.100 is hereby amended to read as follows:

- **Sec. 31.100. - Establishment and composition.**

A Planning Commission is established. The Planning Commission shall be composed of nine members, six of whom shall be selected as with other boards and commissions. Three of the members shall be council members, appointed by the City Council on an annual basis. The community development director and city administrator, by reason of their positions, shall serve as ex-officio members of the Planning Commission, not to be included in the number herein stated. Planning Commission members, except the council members, shall serve staggered three-year terms up to a maximum of 3 terms, after which there shall be a 1 year period of non-service, unless waived by the City Council. A chairperson and such other offices as determined by the Planning Commission shall be selected by the Planning Commission from the appointed members to serve a 1 year term. If any person serving as a member on the Planning Commission shall find that his or her private or personal interests are involved in any matter coming before the Planning Commission, the member shall disqualify himself or herself from taking part in any action on the matter, or the member may be disqualified by the Planning Commission. The Planning commission shall hold at least 1 regular meeting each month, unless there are no actions to be acted upon. Said regular meeting will be held on the 1st Wednesday after the 1st City Council meeting of each month. A member may be removed by the City Council if a member has 3 consecutive unexcused or 6 unexcused absences during their 3 year term. An absence is unexcused when a member: (1) fails to notify the Chair / Staff Liaison in advance or as soon as reasonably practical of the absence; (2) gives a reason that does not meet the "excused" criteria; or (3) is absent without a reason being provided. In other words: unexcused = no notice, no valid reason, or no communication. Excused absences include, but are not limited to: personal illness / medical appointment; illness or emergency involving immediate family; work conflict that cannot reasonably be rescheduled; required school function; funeral / bereavement; severe weather / road conditions; military duty; pre-approved travel or vacation (not a surprise day off).

Section 2. The City Code Chapter 31, Section 31.101, 1, d, is hereby amended to read as follows:

d. Prepare zoning regulations and recommend or reject proposed changes in such regulations;

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e. Prepare recommended or established plans for the clearance and rebuilding of slum districts or blighted areas within the city;

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b. To hold hearings on applications for conditional use and interim use permits provided for in the zoning chapter of the City Code and to transmit its recommended action to the city council for final action.

Section 10. City Code references to Penalty and Violations are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 11. This ordinance shall be in force and effect from and after its passage, approval, and publication.

Passed by the unanimous vote of the City Council of Thief River Falls, Minnesota, on the 20th day of January, 2026.

Mayor

ATTEST:

City Administrator

City of Thief River Falls

ECONOMIC / COMMUNITY DEVELOPMENT DIRECTOR

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

PHONE: 218-681-8506
FAX: 218-681-8507
email: rbaker@trfmn.gov
www.trfmn.gov

Request for Council Action

DATE: January 20, 2026

SUBJECT: Amend, City Code Chapter 31 entitled "Departments, Divisions, Boards and Commissions"

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

Motion to: Approve amending city code Chapter 31 entitled "Departments, Divisions, Boards and Commissions", and by adopting by reference penalty provisions and amending city code Chapter 31 to delete certain provisions.

BACKGROUND: The Strategic Planning Committee and the Administrative Services Committee held discussions regarding the structure and length of continuous terms of Planning and Zoning Commission members, A review of Section 31.100 - Establishment and Composition of the Planning Commission and Section 31.101 – Powers and Duties, prompted several suggested changes to these sections of our City Ordinances. Some of the key changes included limiting appointed members to three consecutive 3-year terms before requiring a 1-year period of non-service, unless waived by the City Council, Appointing three Council members to the Commission instead of just one. Moving the meeting day to the 1st Wednesday after the 1st City Council meeting of each month as the current scheduled regular meeting day conflicts with the Administrative Services Committee meeting and limits which council members can be appointed to the Planning Commission and does not allow the City Administrator to participate as an Ex-official member of the Planning Commission. The Powers and Duties were amended to better reflect the current powers and duties the Planning and Zoning Commission are exercising.

KEY ISSUES:
Section 1. The City Code Chapter 31, Section 31.100 is hereby amended to read as follows:

- **Sec. 31.100. - Establishment and composition.**

A Planning Commission is established. The Planning Commission shall be composed of nine members, six of whom shall be selected as with other boards and commissions. Three of the members shall be council members, appointed by the City Council on an annual basis. The community development director and city administrator, by reason of their positions, shall serve as ex-officio members of the Planning Commission, not to be included in the number herein stated. Planning Commission members, except the council members, shall serve staggered three-year terms up to a maximum of 3 terms, after which there shall be a 1-year period of non-service, unless waived by the City Council. A chairperson and such other offices as determined by the Planning Commission shall be selected by the Planning Commission from the appointed members to serve a 1-year term. If any person serving as a member on the Planning Commission shall find that his or her private or personal interests are involved in any matter coming before the Planning Commission, the member shall disqualify himself or herself from taking part in any action on the matter, or the member may be disqualified by the Planning Commission. The Planning commission shall hold at least 1 regular meeting each month, unless there are no actions to be acted upon. Said regular meeting will be held on the 1st Wednesday after the 1st City Council meeting of each month. A member may be removed by the City Council if a member has 3 consecutive unexcused or 6 unexcused absences during their 3-year term. An absence is unexcused when a member: (1) fails to notify the Chair / Staff Liaison in advance or as soon as reasonably practical of the absence; (2) gives a reason that does not meet the "excused" criteria; or (3) is absent without a reason being provided. In other words: unexcused = no notice, no valid reason, or no communication. Excused absences include, but are not limited to: personal illness / medical appointment; illness or emergency involving immediate family; work conflict that cannot reasonably be rescheduled; required school function; funeral / bereavement; severe weather / road conditions; military duty; pre-approved travel or vacation (not a surprise day off).

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Section 10. City Code references to Penalty and Violations are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 11. This ordinance shall be in force and effect from and after its passage, approval, and publication.

FINANCIAL CONSIDERATIONS: none

LEGAL CONSIDERATION: City Attorney time in drafting amendments.

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

Encl: None

City of Thief River Falls

ECONOMIC / COMMUNITY DEVELOPMENT DIRECTOR

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

PHONE: 218-681-8506
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email: rbaker@trfmn.go
www.citytrf.net

Request for Council Action

DATE: January 20, 2026

SUBJECT: Re-appointment of Teri Averill to Planning and Zoning Commission

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

MOTION TO: Re-appoint Teri Averill, to another 3-year term, on the Planning and Zoning Commission.

BACKGROUND: The mayor has interviewed four candidates for the two open positions on the Planning and Zoning Commission and scored and ranked them on their answers to 10 questions. He has selected Teri Averill to be reappointed to serve another 3-year term; his term would expire on January 31, 2029.

KEY ISSUES: None

FINANCIAL CONSIDERATIONS: None

LEGAL CONSIDERATION: None

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

Encl.: None

City of Thief River Falls

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Thief River Falls MN 56701-0528

PHONE: 218-681-2943
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Request for Council Action

DATE: 1/20/2026

SUBJECT: Planning & Zoning Councilmember Appointment - Mike Lorenson and Kelly Langness

RECOMMENDATION: It is respectfully requested that the council consider the following recommendation from the Mayor:

MOTION TO: Appoint Mayor, Mike Lorenson, and Ward 3 Council Member, Kelly Langness to the Planning and Zoning Commission.

BACKGROUND: With the amendment to City Code Chapter 31 entitled "Departments, Divisions, Boards and Commissions," the mix of public members and elected officials has changed. The new ordinance calls for three city council members to be appointed to the Planning and Zoning Commission and the six remaining seats to be made up of appointments by the mayor from citizens of the community.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

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

ATTACHMENTS:
None

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Request for Council Action

DATE: 1/20/2026

SUBJECT: Thermal Imaging Camera - Fire Department

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

MOTION TO: Approve the purchase of a Thermal Imaging Camera from Grand Forks Fire Equipment for a cost of $6068.00.

BACKGROUND: The Fire Department supplies each front-line engine with a Thermal Imaging Camera. The camera on Engine 97 has failed and needs to be replaced. It is estimated that the failed camera was 15 – 20 years old.

KEY ISSUES: The Thermal Imaging Camera is a key essential tool for search and rescue operations, firefighter safety, and tactical size-up considerations.

FINANCIAL CONSIDERATIONS: Use of donation and grant money.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Rick Beier - Fire Chief

ATTACHMENTS:
None

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Request for Council Action

DATE: 1/20/2026

SUBJECT: Microsoft Windows Server Client Access Licenses Upgrade

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

MOTION TO: Approve the acquisition of 30 Microsoft Server Client Access licenses for Server 2025 for three (3) years.

BACKGROUND: Our Microsoft Client Access Licenses (CALs) for Windows Server have not been upgraded for an extended period, creating compliance and operational risks.

KEY ISSUES: • Affected Systems: Windows Server environment requiring CAL compliance.
• Affected Users: Users at City Hall and the Electric Department relying on server-based resources.
• Business Impact: Potential licensing non-compliance, risk of service disruption, and inability to scale user access efficiently.

FINANCIAL CONSIDERATIONS: $96.43 per license, totaling $2,892.90. Vendor Morris Electronics. Money will be funded from the 2026 IT Budgets and Contracts.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, IT Coordinator

ATTACHMENTS:
None

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Request for Council Action

DATE: 1/20/2026

SUBJECT: MARCO DaaS agreement on a Konica c651i- 65-ppm copier for City Hall and a Konica c451i 45-ppm for the Public Works Department.

RECOMMENDATION: It is respectfully requested the Council consider the following recommendation from the Administrative Services Committee to approve a 60-month DaaS Agreement with Marco.

MOTION TO: Approve the Marco 60-month DaaS Agreement for $899.64 per month on a new Konica C651i 65 ppm for City Hall and a new Konica C451i 45-ppm for Public Works Department to be installed May of 2026. And authorize the City Administrator to sign the agreement.

BACKGROUND: The MARCO DaaS agreement no longer has a per copy charge and now includes unlimited prints. There are no meter count collections either. The agreement includes all travel time, all parts, labor, drums, and toner supplies. It also includes hard drive removal at no charge which would be bizhub secure as well. The City will be saving $297.02 per month with this agreement. With this new lease – rates will be fixed for the term of the lease, no late payment late fees and no additional fees will be added.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Quotes were received from Loffler and Marco.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Anglea Philipp, City Administrator

ATTACHMENTS:

1.	Copier Quotes_Marco001

marco

December 31, 2025

PROPOSAL FOR

CITY OF THIEF RIVER FALLS
THIEF RIVER FALLS, MN

Prepared by:

Darby Barron

Senior Account Manager
800.847.3098
218.686.8808 - Direct

Managed Services

Copiers & Printers

Audio Visual

Business IT Services

800.847.3098
MARCONET.COM

Simple.
Secure.
Better.

MINNESOTA

- Current DaaS (Unlimited) Print Agreement.. $1,196.66 Month
  - Konica C650i – Administrative Services runs 4,770 BW prints and 9,236 Color prints monthly
  - Konica C450i – Public Works runs 1,222 BW prints and 1,558 color prints monthly
  - Canon C5540i - Electric Department runs 531 BW prints and 545 color prints monthly
  - Service is provided out of our Thief River Falls office
  - Average service response time is 2.78 hours

- Option 1 - New 60-Month DaaS Agreement – February 2026 Install .... $921.07 Month
- Monthly reduction .... -$279.59 Month

- Option 2 - New 60-Month DaaS Agreement – May 2026 Install – Lease End .... $899.64 Month
- Monthly reduction .... -$297.02 Month

  - Includes New Konica C651i – Administrative Services – Current lease terms 5.30.2026
  - Includes New Konica C451i – Public Works – Current lease terms 5.30.2026
  - Includes Keeping Canon C5540i - Electric Department – Current lease terms 4.14.2029
  - Includes Unlimited BW and Color Prints
  - Includes all travel time, all parts, labor, and drums, and OEM supplies
  - Local service with 4-hour service response time and 1-hour call back
  - New Lease addendum will reflect the following for easier budgeting
    - Rates will be fixed for the term of the lease and only renew month to month at lease end
    - No late payment fees
    - No additional fees will be added

DELIVERY, INSTALLATION, INITIAL SUPPLIES AND INITIAL TRAINING

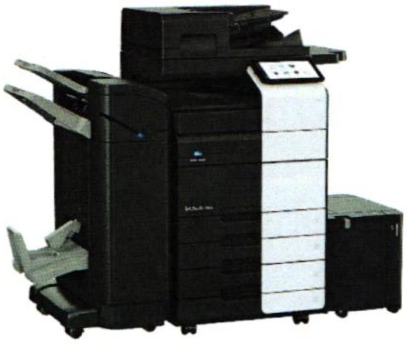
Delivery, Installation, Initial Supplies & Initial Training...Included

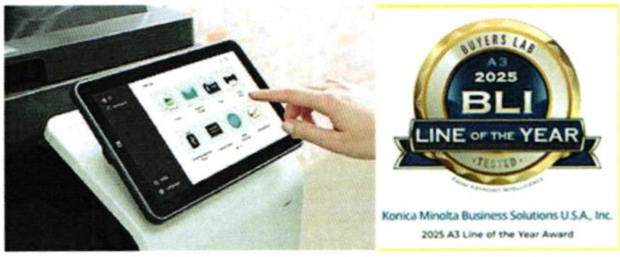
The above pricing does not include applicable sales tax.

Prices quoted are subject to change and should be verified before placing your order.

Accepted by:_______________________________________ Date:______________________

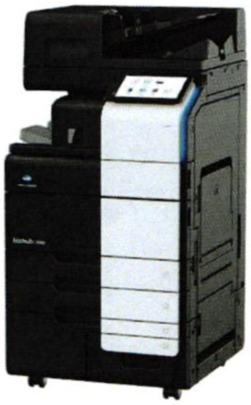
By signing this proposal, the City of Thief River Falls authorizes Marco Technologies LLC to order, install and invoice the above listed equipment.

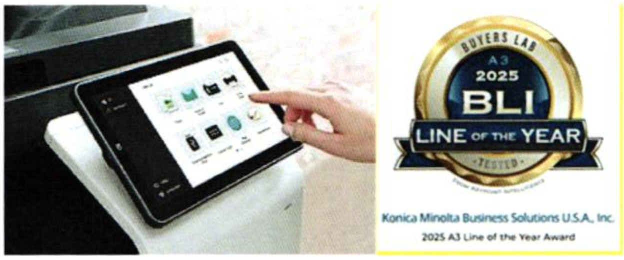




Administrative Services - New Konica C651i next generation Color Copier

- 65 BW and Color Pages Per Minute
- Up to 12 x 18 Paper Size
- 100 Sheet Bypass Tray
- **(2) 500 Sheet Paper Trays**
- **(1) 2,500 Sheet Paper Deck – 1,000 and 1,500 Sheet Trays**
- **(1) LCT paper deck**
- 300 Sheet Single Pass Document Feeder
- **External Stapler Finisher with Punch**
- Color Network Print and Scan / Scan to E-Mail/Network Folder
- Mobile Print Ready





Public Works - New Konica C451i next generation Color Copier

- 45 BW and Color Pages Per Minute
- Up to 12 x 18 Paper Size
- 100 Sheet Bypass Tray
- **(2) 500 Sheet Paper Trays**
- **2,500 Sheet Paper Deck – 1,000 and 1,500 Sheet Trays**
- 300 Sheet Single Pass Document Feeder
- **Inner Stapler Finisher**
- Color Network Print and Scan / Scan to E-Mail/Network Folder
- Mobile Print Ready

City of Thief River Falls

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Request for Council Action

DATE: 1/20/2026

SUBJECT: Energy Systems Group Contract Agreement

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

MOTION TO: authorize the City Administrator to sign the Guaranteed Energy Savings Contract Project Development Agreement with Energy Systems Group, LLC to perform a detailed engineering evaluation of City Hall and the Carneige Library to develop a proposed scope of work for energy savings initiatives.

BACKGROUND: Energy Systems Group will quantify potential every savings and operating costs reducing strategies and other financial benefits, including operational and equipment efficiencies.

Recommendations regarding the following energy conservation measures include but are not limited to:

- Lighting improvements
- HVAC infrastructure improvements
- HVAC control retro-commission opportunities
- Building envelope improvements
- Other areas of opportunity for operational efficiency and improvement yet to be determined

KEY ISSUES: To facilitate the evaluation, the City agrees to furnish ESG accurate and complete data including:

- Two years of utility information (signed authorization letters for utility companies)
- Utility provider agreements, if applicable
- Building drawings (digital or hard copies)
    - scaled architectural floor plans
    - Mechanical and electrical systems drawings
    - Roof plans
    - window/door plans/renovations
    - Any anticipated expansion plans and/or future capital improvement plan
    - Copies of any previous studies
    - Any known facility operating requirements
    - Two years of operations and maintenance expenditures (five years preferred)
    - ESG may request confirmation of historical maintenance and operational costs the City expects may be reduced, eliminated or otherwise offset through implementation of the Prosed contract.

FINANCIAL CONSIDERATIONS: The City agrees to pay the PDA fee of $2122 for the City Hall and Carnige Library evaluations. Payment is due no more than 60 days after receiving the proposals.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Thief River Falls (MN) PDA for ESG_Draft 1.16.26

Guaranteed Energy Savings Contract
Project Development Agreement

Between

AND

City of Thief River Falls
405 3rd Street East
Thief River Falls, MN 56701

Energy Systems Group, LLC
9877 Eastgate Court
Newburgh, IN 47630
Sourcewell Acct # 071624-ENE

This Project Development Agreement ("PDA") is between Energy Systems Group, LLC ("ESG") and City of Thief River Falls ("Customer"). Customer is a member of Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 ("Sourcewell"). Customer selected ESG as the most highly qualified provider of energy services under contract with Sourcewell pursuant to the Sourcewell Master Agreement #071624 for Energy Savings Performance Contracting with Related Services ("Sourcewell Contract"). Owner has determined that its selection of ESG through Sourcewell for performance of an Detailed Energy Evaluation ("DEE") and subsequent Guaranteed Energy Savings Contract ("Contract") is consistent with its ordinances and charter and with Minnesota law. ESG and Customer hereby agree as follows:

ESG and Customer hereby agree as follows:

1. <u>Detailed Engineering Evaluation</u>
   ESG agrees to perform a detailed engineering evaluation of the City Hall Building and the Carnegie Building to develop a proposed scope of work for a Guaranteed Energy Savings Contract. ESG will quantify potential energy savings and operating cost reducing strategies and other financial benefits, including operational and equipment efficiencies that could be achieved through implementation of a Guaranteed Energy Savings Contract. Customer agrees to cooperate with ESG to facilitate the evaluation. ESG will provide to Customer a proposal for a Guaranteed Energy Savings Contract based on the result of the evaluation that may include, but is not necessarily limited to, recommendations regarding the following Energy Conservation Measures:

   A. Lighting improvements to ensure appropriate lighting levels throughout the facilities
   B. HVAC infrastructure improvements
   C. HVAC control retro-commissioning opportunities
   D. Building envelope improvements
   E. Other areas of opportunity for operational efficiency and improvement yet to be determined

   As part of the deliverable ESG shall put together a proposal to develop energy projects at other city owned buildings as determined by the city during the development of this initial scope of work.

2. <u>Customer Data Collection</u>
   To facilitate the evaluation, Customer agrees to furnish ESG accurate and complete data including:

   - Two Years of Utility Information (signed authorization letters for utility companies)
   - Utility provider agreements, if applicable
   - Building Drawings (if available– digital or hard
   - copies for scanning):
     - Scaled architectural floor plans
     - Mechanical and electrical systems drawings
     - Roof plans

- Window/door plans/renovations
- Any anticipated expansion plans and/or future capital improvement plan (If available)
- Copies of any previous studies
- Any known facility operating requirements
- Two Years of Operations and Maintenance expenditures (five years preferred)

ESG may request Customer's confirmation of historical maintenance and operational costs the parties expect may be reduced, eliminated or otherwise offset through implementation of the proposed Guaranteed Energy Savings Contract.

3. Preparation of Guaranteed Energy Savings Contract

If ESG's evaluation results in a viable project, the parties intend to negotiate a Guaranteed Energy Savings Contract (the "Contract") under which ESG will design, install, and implement cost-reducing strategies and identified energy conservation measures that will adhere to performance standards as agreed upon by the parties. The terms and provisions of the Contract will be set forth in a separate document. This Contract shall be prepared on standard ESG contract forms and will include, but will not be limited to, the following components:

- Terms and Conditions, a template will be provided for review during the development process
- Exhibit A - Scope of Work
- Exhibit B – Performance Guarantee
- Exhibit C – Support Service Annual Agreement (TBD)
- Appendices

4. Price and Payment Terms

ESG is undertaking work and forgoing attendant business opportunities to perform this PDA at its cost and in reliance on Customer's good faith intention to negotiate a Contract following the evaluation. Customer agrees to pay to ESG a fee of **$2,122** (the "PDA Fee") within 60 days of receipt of the proposed Contract if Customer declines to enter into the Contract with ESG.

Customer has no obligation to pay the PDA Fee if either of the following conditions below are met:

A. The parties agree to enter into a Guaranteed Energy Savings Contract within 60 days of Customer's receipt of the same. In such event, the parties agree that any and all obligations under this PDA will have been fulfilled and satisfied and that this PDA will be superseded by the Contract. Further, in such event, the evaluation will be incorporated into the services and work provided by ESG pursuant to the Contract, the PDA Fee and all other development costs will be included in the cost of Contract, subject to any payment terms outlined therein.

B. The evaluation results in projected cost reductions that do not offset the price of the Contract within 20 years following completion. Cost reductions include, but are not limited to, energy cost avoidance, utility cost avoidance, negotiated utility rate reductions, operating and maintenance cost avoidance, and/or capital cost avoidance to the extent permitted by applicable law.

Customer acknowledges that ESG's performance under this PDA is not contingent upon the Customer's creditworthiness or ability to qualify or obtain financing for its execution of a Contract. If the Customer is not able to obtain financing, for any reason, ESG will nonetheless be entitled to receive the PDA Fee.

5. Contract Implementation and Timeline

Customer has reviewed ESG's qualifications in detail and has selected ESG to perform performance contracting services, namely, the evaluation. Customer agrees to work in good faith with ESG during its development of the evaluation. Customer shall provide ESG with access to its facilities during normal working hours for the purpose of gathering information required for the evaluation and will cooperate with ESG by providing timely, complete, accurate, and pertinent information as requested. Customer agrees that it will not, for a period of 12 months following receipt of the Contract, actively solicit, review, or consider other proposals that offer to implement the Energy Conservation Measures listed in Section 1 of this PDA. Nothing contained herein shall prevent the Customer and ESG from good faith negotiations with respect to the execution and implementation of a final Guaranteed Energy Savings Contract.

It is the intent and commitment of the parties to work diligently, and to cause others under their direction to work diligently, toward meeting or exceeding the following estimated timeline goals:

ESTIMATED IMPLEMENTATION TIMELINE:

Project Start/ESG Selection Approval by City Commissioners	Jan 20, 2026
PDA executed	Jan 21, 2026
Detailed Development (Kick off Meeting)	Jan 23, 2026
A progress update tempo will be established and future milestones outlined by the City stakeholders and the ES-Group team.	Jan-Feb 2026
Workshopping Sessions with Stakeholders to select scope of work	Feb-March 2026
Consensus Sessions with Stakeholders and Decision Makers	Feb-March 2026
City Commission Scope, Funding, and Approval to Execute Contract	March-April 2026
Contract Execution	March-April 2026
Implementation Kickoff	March-April 2026

6. Confidentiality

This PDA creates a confidential relationship between the Parties. The Parties acknowledge that while ESG performs services under this PDA, each Party will have access to confidential information and intellectual property, including but not limited to cost information, systems, services or planned services, suppliers, data, financial information, computer software, processes, methods, knowledge, ideas, marketing promotions, current or planned activities, research, development, designs, and other trade information and/or intellectual property relating to the other Party ("Confidential Information").

Except as authorized in writing, the Parties agree to keep all Confidential Information confidential. ESG may make copies of only that Confidential Information necessary for performing the evaluation. Upon either Party's request, both Parties will return or destroy all such information and all documents, data and other materials in their control that contain or relate to such Confidential Information, with the exception of any such records that are required under the Party's record retention policy, in which case such records shall otherwise remain subject to the confidentiality obligations described herein.

Notwithstanding anything contained herein to the contrary, the Parties' obligations of confidentiality with respect to Confidential Information shall survive for a period of one year following expiration of this PDA pursuant to Section 8, below.

The Parties agree to keep and maintain confidentiality regarding its undertaking of the obligations under this PDA. ESG shall coordinate its services only through designated Customer representatives and shall provide information regarding the evaluation to only those persons approved by Customer.

7. Miscellaneous Provisions

This PDA cannot be assigned by either party without the prior written consent of the other party. This PDA is the entire PDA between ESG and Customer and supersedes any prior oral understandings, written agreements, proposals, or other communications between ESG and Customer. Any change or modification to this Agreement will not be effective unless made in writing and signed by both parties. The written instrument must specifically indicate that it is an amendment, change, or modification to this PDA.

8. Agreement Expiration

This PDA will expire upon the occurrence of any of the following: (a) the Parties' full execution of the Contract or a substantially similar version thereof; (b) twelve months following the latest date of execution, identified below; or (c) the Parties' written mutual consent to terminate. Expiration or termination of this PDA shall not impact Customer's obligation to pay the PDA Fee in accordance with Section 4 above.

Customer acknowledges that ESG may take a phased approach in its evaluation of Customers facilities, infrastructure, and systems; however, this PDA can be utilized repeatedly for each phase of work and each subsequent project that is developed. The acceptance of any subsequent phased implementation stages will be handled as an amendment to this PDA and the resulting Guaranteed Energy Savings Contract. Each time this agreement is utilized for future phases of work the agreement expiration date extends another twelve (12) months from date of subsequent contract execution.

[signatures to follow]

Energy Systems Group, LLC	City of Thief River Falls
Authorized Signature:	Authorized Signature:
Print Name: Anthony Martin	Print Name: Angie Philipp
Title: Vice President	Title: City Administrator
Date:	Date:

** This PDA reflects the business intent of both parties and should be executed by authorized representatives who would ultimately be signatories to a final Guaranteed Energy Savings Contract.*

City of Thief River

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DIRECTOR OF PUBLIC WORKS

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

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www. @trfmn.gov

Request for Council Action

DATE: 1/20/2026

SUBJECT: Challenger Multi-Use Trail Connection

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

MOTION:. To adopt a resolution of City of Thief River Falls to act as sponsoring agency for the project identified as the Challenger Multi-Use Trail Connection.

BACKGROUND: Be it resolved that City of Thief River Falls agrees to act as sponsoring agency for the project identified as Challenger Multi-Use Trail Connection and has reviewed and approved the project as proposed. Sponsorship included a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through its completion, with compliance of all applicable laws, rules and regulations.

FINANCIAL CONSIDERATIONS: total estimated project costs are approximately $625,000.00 with an estimated $180,000.00 cost to the City of Thief River Falls, MN.

LEGAL CONSIDERATIONS:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

City of Thief River Falls

DIRECTOR OF PUBLIC WORKS

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#

Request for Council Action

DATE: January 20, 2026

SUBJECT: 2026 Public Improvements Feasibility Report

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

MOTION TO: Call for a Feasibility Report for the potential 2026 Street & Utilities Improvements project.

BACKGROUND: The following list of potential improvements is based on items from the City's Capital Improvement Program, items requested by developers, and other departments.

Federal Funded

- Storm Sewer replacement on 6th St. from RR tracks to Barzen Ave., Storm sewer and Curb and Gutter on Brooks Ave. from raingardens at REA to 6th St. Reclamation and reconstruction of base, 4" bituminous surface, Curb and Gutter replacement.
- Barzen multi-use trail
- Streetlamp LED replacement
- 1st Street-2" mill and fill, Barzen to Calumel
- 2nd Street Brooks to Barzen?

Locally Funded

- CSAH #11 project-city participation
- Kendall Ave, Greenwood to CASH?
- 2" Mill and fill on 2nd St. from Brooks to Barzen Ave.?

KEY ISSUES: The City needs to discuss items to be included in a public improvement project in 2026 to assure adequate time for a project hearing and construction drawings preparation to have a project ready to bid in the Spring of 2026 for completion next fall.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

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

City of Thief River

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#

Request for Council Action

DATE: 12/16/2025

SUBJECT: 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.

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

MOTION: 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 needs to enter into the agreement for services to be provided, and reimbursement funds released.

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 match required by the city would be in-kind services performed by the Public Works Director in the amount of $8,000.00.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
RBC						
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	$200,000	11-Feb-26	1.00%	**11-Aug-21**	$199,360.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	$246,000	30-Mar-26	2.85%	**01-Jul-22**	$249,492.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	$249,000	31-Mar-26	0.95%	**30-Jun-21**	$247,237.08
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	$245,000	16-Jun-26	0.85%	**16-Jul-21**	$241,856.65
Univest Ntl Bk Tr Souderton	Certificate of Deposit - Brokered	$183,000	17-May-27	4.50%	**16-May-23**	$185,130.12
Morgan Stanley Bk N A	Certificate of Deposit - Brokered	$245,000	08-Oct-27	3.65%	**08-Apr-26**	$244,848.10
CFG Cmnty Bk Lutherville MD	Certificate of Deposit - Brokered	$163,000	15-Aug-28	4.00%	**15-Sep-25**	$162,991.85
Truist Bk CD	Certificate of Deposit - Brokered	$163,000	29-Aug-28	4.00%	**28-Feb-26**	$163,030.97
Bankwest Inc Pierre SD	Certificate of Deposit - Brokered	$248,000	12-Apr-29	4.65%	**12-May-24**	$253,736.24
Jonesboro St Bk Jonesboro LA	Certificate of Deposit - Brokered	$244,000	03-Oct-29	4.00%	**03-Nov-24**	$243,987.80
Federal Home Loan Bank	Certificate of Deposit - Brokered	$460,000	12-Feb-29	4.55%	**12-Aug-25**	$463,100.40
Medallion Bk Utah	Certificate of Deposit - Brokered	$183,000	17-Jun-30	4.00%	**16-Jul-25**	$184,098.00
Federal Home Loan Bank	Certificate of Deposit - Brokered	$525,000	30-Sep-31	1.50%	**30-Sep-31**	$496,182.75
Eaton Cmnty Bk Charlotte MI	Certificate of Deposit - Brokered	$248,000	03-Dec-30	4.00%	**03-Jan-26**	$247,975.20
Defiance Ohio City Sch Dist	Bond - Brokered	$550,000	01-Dec-28	0.00%	**01-Dec-28**	$488,983.00
Thief River Falls Minn Indpt	Bond - Brokered	$190,000	01-Feb-27	1.01%	**01-Feb-27**	$184,630.60
		RBC INVESTMENTS				$4,256,641.26
Border State Bank	Certificate of Deposit	$100,000	16-Dec-26	3.60%	**16-Dec-25**	$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 & Tru	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				$10,397,141.26
MONEY MARKET ACCOUNTS						
Piper Jaffray	First American Gov't Obligations Fund			3.660%		$3,692,011.70
RBC	US Govt Money Market Fund					$55.14
League of Minnesota Cities	4M Money Market Fund			3.756%		$7,839,505.86
League of Minnesota Cities	4M Plus Fund			3.767%		$30,184.31
League of Minnesota Cities	4M LTD Account					$8,496,063.69
		TOTAL MONEY MARKET SAVINGS				$20,057,820.70
		GRAND TOTAL			**12/31/2025**	$30,454,961.96