

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, December 2, 2025

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

4. PUBLIC HEARING

4.1. 2024 Street and Utilities Improvements (federal funded) – Assessment Roll

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

6. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

6.1. Dave Berg Presentation (via Zoom) - Electric Rate Study

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

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

8.1. Approval of November 18, 2025 Council proceedings (3-17)

8.2. Approve City of Thief River Falls Bills, Disbursements and Council Per Diems (18-44)

9. NEW BUSINESS

- 9.1. 2024 Street and Utilities Improvements (federal funded) – Assessment Roll (45-50)
- 9.2. Approval to sign Project Development Agreement Contract with Energy Systems Group, LLC - Phase #2 replacing heat pumps at City Hall (51-61)
- 9.3. Authorize the City Administrator to work with Advance Thief River to apply for the Intercultural Harmony Grant Program from the Laura Jane Musser Fund and authorize the Mayor to send a letter of support for this Welcoming Rivers project (62-63)
- 9.4. Approve a Commercial Storefront Renovation Loan to Julia Nelson & Kathleen Metalak (64)
- 9.5. Approve a Commercial Energy Renovation Loan to Julia Nelson & Kathleen Metalak (65)
- 9.6. Appoint a Council member for Cybersecurity Committee (66)
- 9.7. To institute Minnesota Paid Leave effective 1/1/2026 (67)

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

11. UPCOMING MEETINGS

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

12. INFORMATIONAL ITEMS

12.1.

- **Holiday Train 12/16** - celebrating it's 27th season visiting communities across the CPKC network and helping those in need. The event is free to the public with CP Rail encouraging attendees to make a monetary or heart-healthy food donation to benefit the local food shelf. Estimated arrival time is 7:45 pm (time will vary). Dress warm and be mindful of street closures and pedestrians.
- **Holiday Hours** - City Offices will be closed December 25 for Christmas. There will be no garbage pickup.
- The City and City Council would like to extend its gratitude to Sandy Brink who is retiring after 30 years of dedication to the City. We wish her well and congratulate her on her retirement.

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

14. TRUTH IN TAXATION

15. 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 Minutes
Tuesday, November 18, 2025

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on November 18, 2025. This meeting is being presided over by Mayor Mike Lorenson.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING

Modification TIF 1-5 to Amend the Budget & State Auditor Requirements with Outstanding Obligation (Rebecca Kurtz via Teams)

Rebecca reviewed the Modifications to TIF 1-5. There was no comment from the public.

CIP Bond - Library (George Eilertson via Teams)

George reviewed the Capital Improvement Plan Bond for the Library Roof. There was no comment from the public.

Abatement Bond - Liquor Store (George Eilertson via Teams)

George reviewed the Abatement Bond for the Liquor store roof. There was no comment from the public.

PUBLIC FORUM

- **Jim Dagg** (Business and Homeowner) - Jim addressed the council with his continued concerns regarding the preliminary property tax levy. He urged the council to look at the budget again and slow down the increases in taxes. He noted the community needs lower taxes to increase the economy.
- **Tom Greelis** (Business and Homeowner) - Tom addressed the council with concerns for his family-owned business (TRF Mini Storage) and how the property tax levy will affect his son who he plans to turn the business over to. He also asked the council to look at the budget to cut where necessary.
- **Kelly Savage** (Homeowner) - Kelly addressed the council with her concerns of the property tax levy increase. She noted the increase for her home is unmanageable and also asked the council to review the budget to help bring expenses down for the community.
- **Jared Shierts** - (Business and Homeowner) - Jared addressed the council with concerns for both his business employees. He recently moved to town and noted Thief River is a great community but has the least amount of things to do for the amount it costs to live here.
- **Steve Keogh** (Business and Homeowner) - Steve noted he's a long-time resident and business owner in TRF. He asked the council how are business owners suppose to pass

down their businesses and keep younger people here in town. He noted there are essential things the city should be doing and not be doing. He doesn't believe the Ralph Englestad Arena is something it should be doing.

- **Scott Fricke** (Business Owner) - Scott noted things have made it hard for business owners and it's not as easy to "make more" like people believe. He urged the council to review the budget as he worries there won't be any businesses left.
- **Alexandra H.** (Homeowner) - Alexander purchased her home in 2024 and feels the financial strain of homeownership with the increasing taxes. She asked the council "what can you do?" She noted there are a lot of people like her who have cut back on expenses. She noted it would be nice to be able to spend her money in town instead of worrying about all the increases affecting her.
- **Devin Grandbois** (Business Owner) - Devin addressed the council noting his concerns as a small business owner (one-man operation) and the reality of people not being able to afford to upkeep their homes. He owns and operates a handyman business and worries people won't call him so his livelihood will be affected as well as homes in the community that people will forgo updating and maintaining due to rising costs.
- **Ken Hunter** (Business Owner) - Ken noted the rising taxes are hurting the people of Thief River Falls and people are going to start selling their properties. He noted the city needs to get more people in town and more amenities because TR is competing with other towns and is losing.
- **Mayor Lorenson** - thanked everyone for coming and for their discussion. He reminded everyone he'll be at City Hall on Friday 11/21 at 1pm to talk to anyone who would like to discuss things further.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

Retirement Plaque Presentation - Brian Jacobson, Thief River Falls Volunteer Fire Department

Mayor Lorenson thanked Brian Jacobson for this 30 years on the volunteer fire department. Photos were taken by the Times and many firefighters were in attendance.

APPROVE AGENDA

Councilmember Michele McCraw motioned being seconded by Councilmember Jason Aarestad to approve the agenda with the addition of addendum item 9.13.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 11.245.25: Approval of November 4, 2025 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced RESOLUTION 11.245.25, being seconded by Councilmember Megan Arlt, that:

THEREFORE BE IT RESOLVED, by the City Council, to approve the November 4, 2025 Council proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.246.25: Approval of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced RESOLUTION 11.246.25, being seconded by Councilmember Megan Arlt, that:

THEREFORE, BE IT RESOLVED by the City Council, to authorize payment of bills and disbursements in the total amount of \$580,211.03. A printout of the approved payments and disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution passed unanimously.

NEW BUSINESS

RESOLUTION NO. 11.247.25: Approval of TIF Plan for TIF District No. 1-5

Following discussion, Councilmember Steve Narverud introduced Resolution 11.247.25, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED to approve the resolution adopting a modification to the tax increment financing plan for tax increment financing district No. 1-5 (A Housing District).

CITY OF THIEF RIVER FALLS PENNINGTON COUNTY STATE OF MINNESOTA

Councilmember Steve Narverud introduced the following resolution and Councilmember Jason Aarestad moved its adoption:

RESOLUTION NO. 11.247.25

RESOLUTION ADOPTING A MODIFICATION TO THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 1-5 (A HOUSING DISTRICT)

BE IT RESOLVED by the City Council (the “Council”) of the City of Thief River Falls, Minnesota (the “City”), as follows:

Section 1. Recitals.

1.01. The Council has heretofore established Development District No. 1 (the “Development District”) and adopted a Development Program therefor (the “Development Program”).

1.02. The Council has previously adopted a Modification to the Development Program for the Development District (the “Development Program Modification”) and established Tax Increment Financing District No. 1-5, a housing district (the “District”), therein and adopted a Tax Increment Financing Plan (the “TIF Plan”) therefor (the Development Program Modification and the TIF Plan are referred to collectively herein as the “Program and Plan”); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended (the “Act”), all as reflected in the Program and Plan

dated June 10, 2003.

1.03. The City desires to modify the existing TIF Plan pursuant to Minnesota Statutes, Section 469.175, subdivision 4, to increase the budget therein to allow for the continued collection of tax increment for payment of certain obligations and provide the opportunity to use increment for future housing projects (the "Modification").

1.04. The City has investigated the facts relating to the Modification and has caused the Modification to be prepared.

1.05. The City has performed all actions required by law to be performed prior to the adoption and approval of the proposed Modification, including, but not limited to notification of Pennington County and Independent School District No. 564 having taxing jurisdiction over the property included in the District, and the holding of a public hearing upon published notice as required by law.

1.06. Certain written reports (the "Reports") relating to the Modification and to the activities contemplated therein have heretofore been prepared by staff and consultants and submitted to the Council and/or made a part of the City files and proceedings on the Modification.

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The Reports include data, information and/or substantiation constituting or relating to the basis for the other findings and determinations made in this resolution. The Council hereby confirms, ratifies and adopts the Reports, which are hereby incorporated into and made as fully a part of this resolution to the same extent as if set forth in full herein.

1.07. The City is not modifying the boundaries of Development District No. 1.

Section 2. Findings for the Approval of the Modification.

2.01. Pursuant to the Act, a tax increment financing plan may be modified by an authority only upon the notice and after the discussion, public hearing, and findings required for approval of the original plan. This Council has held a public hearing on the date hereof and hereby makes the findings listed in Exhibit A and sets forth the reasons and supporting facts for each determination therein, as is required by the Act.

Section 3. Public Purpose.

3.01. The adoption of the Modification conforms in all respects to the requirements of the Act and will meet the statutory requirement of resulting in increased employment in the State and resulting in preservation and enhancement of the tax base of the State. For the reasons described in Exhibit A, the City believes these benefits directly derive from the tax increment assistance provided under the TIF plan as modified by the Modification. A private developer will receive only the assistance needed to make this development financially feasible. As such, any private benefits received by a developer are incidental and do not outweigh the primary public benefits.

Section 4. Approval and Adoption of the Modification.

4.01. The Modification, as presented to the Council on this date, including without limitation the findings and statements of objectives contained therein, are hereby approved, ratified, established, and adopted and shall be placed on file in the office of the City Administrator.

4.02. The staff of the City, the City's advisors, and legal counsel are authorized and directed to proceed with the implementation of the Modification and to negotiate, draft, prepare and present to this Council for its consideration all further plans, resolutions, documents and contracts necessary for this purpose.

4.03. The City Administrator is further authorized and directed to file a copy of the Modification with the Commissioner of the Minnesota Department of Revenue and the Office of the State Auditor pursuant to Minnesota Statutes 469.175, Subd. 4a. The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Jason Aarestad, and upon a vote being taken thereon, the following voted in favor thereof: Aarestad, Pream, McCraw, Arlt Lorenson, Narverud, Bolduc, and Langness and the following voted against the same: none.

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Dated: November 18, 2025

ATTEST:

Mayor Mike Lorenson _____

City Administrator Angela Philipp _____

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EXHIBIT A RESOLUTION NO. 11.247.25

The reasons and facts supporting the findings for the adoption of the Modification (the “Modification”) to the Tax Increment Financing Plan (the “TIF Plan”) for Tax Increment Financing District No. 1-5, a housing district (the “TIF District”), as required pursuant to Minnesota Statutes, Section 469.175, Subdivision 3 and 4 are as follows:

1. Finding that Tax Increment Financing District No. 1-5 is a housing district as defined in M.S., Section 469.174, Subd. 11.

Tax Increment Financing District No. 1-5 consists of 18 parcels. The development will consist of single- family owner-occupied housing. At least 95 percent of the houses assisted with tax increment will be initially purchased and occupied with persons at 100% of median income for a family of two to less and 115 percent of median income for families of three or more. Median income under this provision is the greater of the statewide median or the county median. The market value of non-assisted housing or commercial property will be less than 20 percent of the total fair market value of the planned improvements. Appendix E of the TIF plan contains background for the above finding.

2. Findings that the proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future.

This finding is supported by the fact that the development proposed in this plan is a housing district that meets the City’s objectives for development and redevelopment. The cost of land acquisition, site and public improvements and utilities makes this housing development infeasible without City assistance. Due to the high cost of building affordable new housing in the City and the cost of financing the proposed public improvements, this project is feasible only through assistance, in part, from tax increment financing. The developer was asked for and provided a letter and a proforma as justification that the developer would not have gone forward without tax increment assistance (see attachment in Appendix F of the TIF plan).

3. Finding that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the District

permitted by the TIF Plan.

This finding is justified on the grounds that the cost of land acquisition, site and public improvements and utilities add to the total development cost. Historically, site development costs in this area have made development infeasible without tax increment assistance. Therefore, the City reasonably determines that no other development of similar scope is anticipated on this site without substantially similar assistance being provided to the development. Page 106 of 137

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A comparative analysis of estimated market values both with and without establishment of the District and the use of tax increments has been performed as described above. If all development which is proposed to be assisted with tax increment were to occur in the District, the total increase in market value would be up to \$2,066,400. The present value of tax increments from the District is estimated to be \$442,699. It is the Council's finding that no development with a market value of greater than \$1,623,701 would occur without tax increment assistance in this district within 25 years. This finding is based upon evidence from general past experience with the high cost of acquisition and public improvements in the general area of the District (see Cashflow in Appendix D of the TIF Plan).

4. Finding that the TIF Plan for the TIF District conforms to the general plan for the development or redevelopment of the municipality as a whole.

The Planning Commission reviewed the TIF Plan and found that the TIF Plan conforms to the general development plan of the City.

5. Finding that the TIF Plan for the TIF District will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of Development District No. 1 by private enterprise.

Through the implementation of the TIF Plan, the City will provide an impetus for residential development, and provide safe and decent life-cycle housing within the City. Page

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.248.25: Approval of CIP - Abatement of Issuance and Sale of General Obligation Bonds (Library and Liquor Store)

Following discussion, Councilmember Scott Pream introduced Resolution 11.248.25, being seconded by Councilmember Jason Aarestad, that:

THEREFORE, BE IT RESOLVED to approve the Resolution approving the 5-year Capital Improvement Plan, Granting a Tax Abatement, and Authorizing Issuance and Sale of General Obligation Bonds, Series 2026A.

**CERTIFICATION OF MINUTES RELATING TO
CAPITAL IMPROVEMENT PLAN, TAX ABATEMENT, AND GENERAL
OBLIGATION BONDS, SERIES 2026A**

Issuer: City of Thief River Falls, Minnesota

Governing Body: City Council

Kind, date, time and place of meeting: A regular meeting held on November 18, 2025, at 5:30 p.m. in the City Offices in Thief River Falls, Minnesota.

Members present: Aarestad, Pream, McCraw, Arlt, Lorenson, Narverud, Bolduc and Langness.

Members absent: None

Documents Attached:

Minutes of said meeting (pages):

RESOLUTION NO. 11.248.25

RESOLUTION APPROVING THE 5-YEAR CAPITAL IMPROVEMENT PLAN, GRANTING A TAX ABATEMENT, AND AUTHORIZING ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, SERIES 2026A

I, the undersigned, being the duly qualified and acting recording officer of the public corporation conducting the proceedings and issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said proceedings and bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on November 18, 2025.

City Administrator

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Councilmember Scott Pream introduced the following resolution and moved its adoption, which motion was seconded by Councilmember Jason Aarestad

RESOLUTION NO. 11.148.25

RESOLUTION APPROVING THE 5-YEAR CAPITAL IMPROVEMENT PLAN, GRANTING A TAX ABATEMENT, AND AUTHORIZING ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, SERIES 2026A

BE IT RESOLVED by the City Council (the "Council") of the City of Thief River Falls, Minnesota (the "City"), as follows:

Section 1. Authorization and Recitals.

1.01.

The City has published notice of its intent to hold a hearing on the adoption of its Five-Year Capital Improvement Plan (the "Plan") and the issuance of its general obligation capital improvement bonds (the "CIP Bonds") under Minnesota Statutes, Chapter 475, at least ten (10) but not more than twenty-eight (28) days prior to the date hereof, pursuant to and in accordance with Minnesota Statutes, Section 475.521 (the "CIP Act").

1.02.

The City, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the "Abatement Act"), is authorized to grant an abatement of the property taxes imposed by the City on a parcel of property, if certain conditions are met, through the adoption of a resolution specifying the terms of the abatement, and the City has published notice of its intent to hold a hearing on the desirability of granting an abatement of property taxes (the "Abatement") on the property with parcel identification number RP25.08000630 (the "Property"), in connection with certain public improvements to the municipal liquor store (the "Abatement Project"), at least ten (10) but less than thirty (30) days prior to the date hereof, pursuant to and in accordance with

the Abatement Act.

1.03.

Pursuant to the CIP Act and Abatement Act, on the date hereof, this Council conducted public hearings on: (i) adoption of the Plan and the issuance of the CIP Bonds for the purpose of financing a portion of the capital improvements identified in the Plan (the “CIP Project”), and (ii) the Abatement.

1.04.

Notices of the public hearings were duly published as required by law in the *The Times*, the official newspaper of the City, on Thief River Falls, 2025, which date is at least ten (10) but no more than twenty-eight (28) days prior to the date hereof.

Section 2. CIP Findings and Approval.

2.01. In preparing the Plan, the Council has considered for the CIP Project and for the overall Plan:

- (1) the condition of the City’s existing infrastructure, including the projected need for repair or replacement;
- (2) the likely demand for the improvement;
- (3) the estimated cost of the improvement;
- (4) the available public resources;
- (5) the level of overlapping debt in the City;
- (6) the relative benefits and costs of alternative uses of the funds; Page 110 of 137
- (7) operating costs of the proposed improvements; and
- (8) alternatives for providing services more efficiently through shared facilities with other counties or local government units.

2.02. The Council hereby adopts the Plan and authorizes the issuance of CIP Bonds for the purposes described herein in an amount not to exceed \$105,000, contingent upon the satisfaction of the conditions described in the CIP Act.

Section 3. Abatement Findings and Approval. On the basis of the information compiled by the City and elicited at the public hearing for the Abatement, it is hereby found, determined and declared:

3.01. The Abatement Project is in the public interest because it will finance or provide public infrastructure.

3.02. The City expects that the benefits of the proposed Abatement are not less than the costs of the proposed Abatement. The public benefits that the City expects to result from the abatement are the provision and construction of public facilities.

3.03. The Property is not located in a tax increment financing district.

3.04. The granting of the proposed Abatement will not cause the aggregate amount of abatements granted by the City under the Abatement Act in any year to exceed the greater of (i) ten percent (\$737,919.10) of the City’s net tax capacity for the taxes payable year to which the abatement applies (\$7,379,491), or (ii) \$200,000.

3.05. It is in the best interests of the City to grant the Abatement authorized in this Resolution.

3.06. Under Section 469.1813, Subdivision 9 of the Abatement Act, it is not necessary for the City to obtain the consent of any owner of the Property to grant an abatement.

3.07. The Abatement is hereby granted in respect of property taxes levied by the City on the Property for seven (7) years. The Abatement will reduce all of the taxes for the Property, and the total amount of the Abatement is estimated to be not more than \$34,000 annually.

3.08. The City shall retain the Abatement and apply it to payment of all or a portion of

the costs of acquiring or constructing the Abatement Project or to the payment of bonds of the City issued to finance costs of acquiring or constructing the Project.

Section 4. Bond Authorization; Purpose. It is hereby determined to be in the best interests of the City to issue its General Obligation Bonds, Series 2026A, in the approximate principal amount of \$310,000, as authorized pursuant to Minnesota Statutes, Sections 475.521 and 469.1812-1815 and Chapter 475, for the purpose of financing the CIP Projects, the Abatement Project, and funding costs of issuance of the Bonds.

Section 5. Term Sheet. Northland Securities, Inc., municipal advisor to the City, has presented to this Council a Term Sheet, which is hereby approved and which shall be placed on file by the City Administrator. Each and all of the provisions of the Term Sheet are hereby adopted as the preliminary terms and conditions of the Bonds and of the sale thereof, subject to adjustment.

Section 6. Award and Sale. The City Council shall meet at the times and place shown in the Term Sheet, or such other time and place as may be deemed appropriate, for the purpose of considering proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interest of the City.

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

whereupon the resolution was declared duly passed and adopted. Page

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.249.25: Approval of the TRF Police Department to accept the proposed Unmanned Aerial System (UAS) Drone Policy

Following discussion, Councilmember Scott Pream introduced Resolution 11.249.25, being seconded by Councilmember Megan Arlt, that:

WHEREAS, By state law LE is required to have a drone policy. The Police Department has proposed a drone Policy that closely modeled after Crookston PD's Drone Policy. The Policy has been reviewed and approved by Hasse.

WHEREAS, This was discussed at the Public Safety Committee, and it was recommended to be brought to the Council for approval.

THEREFORE, BE IT RESOLVED Approval of TRF Police Department adopt the proposed Drone Policy.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.250.25: Approval of the TRF Police Department to increase the rates of the Animal Pound and ATV permits.

Following discussion, Councilmember Scott Pream introduced Resolution 11.250.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The TRF PD is currently charging pound fees at the following rate:

\$20.00 for the first day
\$7.50 each day after with a maximum of 10 days stay.

It was discussed and recommended that the rates increase to keep up with current inflation and care costs.

It was recommended by the committee to increase the rates to the following

\$40.00 the first Day
\$20.00 per day after that maxing out at 10 days.

It was also recommended to increase the current ATV permits from \$10.00 for 3 years to \$50 for 3 years.

The current rates have been in effect since 2015.

WHEREAS, This was discussed at the Public Safety Committee, and it was recommended to be brought to the Council for approval.

THEREFORE, BE IT RESOLVED Approval of the TRF Police Department to increase the rates of the Animal Pound and ATV permits.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.251.25: Approval of the TRF Police Department to accept an addendum to the SRT MOU with Pennington County and Marshall County, to allow Red Lake County to Join the NorthStar Special Response Team.

Following discussion, Councilmember Michele McCraw introduced Resolution 11.251.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The Police Department has a signed MOU in place with Pennington County and Marshall County. Red Lake County has expressed interest in becoming members of the NorthStar SRT team. As laid out in the original MOU any addition to the MOU would require an addendum. As before each participating agency is required to contribute \$5000 toward training, equipment and costs associated with the team. Thief River Falls will be the fiscal host for that account.

WHEREAS, This was discussed at the Public Safety Committee, and it was recommended to be brought to the Council for approval.

THEREFORE, BE IT RESOLVED Approval of TRF Police Department signing an addendum to include Red Lake County to the MOU with Pennington and Marshall Counties as members of the NorthStar SRT and Authorize Chief Adam and Mayor Lorenson to sign said memorandum.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.252.25: Public Safety Aid Purchase

Following discussion, Councilmember Scott Pream introduced Resolution 11.252.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, It was agreed upon that \$10,800 of the Public Safety Aid Grant funding would be allocated towards the purchase of firefighter turnout gear. To date \$3743 of that allocation has been spent leaving a balance of \$7057.

WHEREAS, To meet current NFPA standards for turnout gear, the fire department cycles turnout gear every ten years. In order to stay current, the fire department must purchase approximately three sets of turnout gear per year.

THEREFORE, BE IT RESOLVED Approve spending approximately \$3700 from the Public Safety Aid Grant money for the purchase of firefighter turnout gear (coat & pants).

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.253.25: Microsoft Server 2025 License Upgrade Request

Following discussion, Councilmember Jason Aarestad introduced Resolution 11.253.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, The primary justification for this acquisition is the imminent end of life for Microsoft Server 2016, scheduled for January 2027. Failure to upgrade would result in significant security vulnerabilities and operational inefficiencies, thereby necessitating the transition to Microsoft Server 2025.

KEY POINTS:

- The City currently has eight servers running on Microsoft Server 2016.
- Each Microsoft Server 2025 license will allow the upgrade of two servers.
- Microsoft Server 2016 will be retired in January 2027. If the upgrade is not performed, it will create significant security vulnerabilities and operational inefficiencies.
- Purchasing the licenses this year will help reduce the budget for 2026.

WHEREAS, \$1266.48 per license; \$5065.92 total to be purchased from Morris Electronics. Money will be used from the 2025 IT Budgets and Contracts.

THEREFORE, BE IT RESOLVED Approve the acquisition of four Microsoft Server 2025 Licenses.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.254.25: Approve 3.2 beer License for Pizza Hut

Following discussion, Councilmember Michele McCraw introduced Resolution 11.254.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Joseph Comes has purchased the Thief River Falls Pizza Hut, taking ownership 12/9/2025 and has submitted a 3.2 beer license application. The license will begin January 1, 2026 and will renew each year. The application includes Sunday sales. The current Pizza Hut does not serve alcohol.

WHEREAS, Certificate of insurance and workers comp documents will be submitted once the business sale has closed. Docs will be received before license period begins.

THEREFORE, BE IT RESOLVED to approve the liquor application submitted by Pizza Hut's new owner, Comes Investments, Inc (Joseph Comes).

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.255.25: Contract with SOK Enterprises Tech Systems for Panic Alarm System Monitoring

Following discussion, Councilmember Kelly Langness introduced Resolution 11.255.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City currently contracts with Electronics Plus for our equipment needs and monitoring of our panic alarm system at a cost of \$300 per year. SOK Enterprises Technology Systems has quoted a price of \$260 per year for the service and will provide testing and system schematics. SOK Enterprises Technology Systems is currently upgrading our Fire Alarm System and will monitor that, so this will provide for some synergy and improved customer service.

WHEREAS, • There are several offices that currently do not have panic buttons.
• The current system was installed in 2016; there is a question of whether the current system uses a phone line, or our network system for connection to the monitoring center.
• It has been several years since any testing of the system has been done to ensure it still operates efficiently.

THEREFORE, BE IT RESOLVED Approve the purchase of additional panic alarm buttons, the testing and network schematics of the system, and contract with SOK Enterprises Technology Systems to monitor our panic alarm system.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.256.25: Approve Visit Thief River Falls 2026 Budget as presented on November 4, 2025.

Following discussion, Councilmember Scott Pream introduced Resolution 11.256.25, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED to approve Visit Thief River Falls 2026 Budget as presented to Council on November 4, 2025.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 11.257.25: Approve of 2026 City License Renewals

Following discussion, Councilmember Scott Pream introduced Resolution 11.257.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Annually, City License Renewal forms are distributed to current license/permit holders to be completed. Submission of City Application, State Renewal Forms, Background Check forms, Certificate of Insurance, MN Revenue form and appropriate fees according to City Code are due to be considered for renewal.

THEREFORE, BE IT RESOLVED Approval of 2026 City License Renewals effective January 1, 2026 - December 31, 2026.

On vote being taken, the resolution was unanimously passed.

Budget Discussion in Regard to Retiring Officer Position

- Julie noted she called for the discussion as she strongly feels the 17th officer position should not be cut and the safety of the community is more important than decreasing the budget. She noted several stats she found online regarding burnout and other negative factors facing officers who are "overworked" due to being understaffed.
- Megan noted she agrees with Julie and does not want the 17th position to be cut. She argued that real life events differ from any documentation found online as Mike referred to benchmark studies showing the city is on the high end of staffing standards.
- Scott noted the city hired a 17th officer just this summer who just got done with FTE. He asked if OT has been diminished; Roff/Marissa were unsure.
- Marissa noted there are many calls each month; all ranging in severity and having one less officer puts a strain on the department.
- Marissa also noted there are several students graduating from the NCTC program this spring who have expressed their desire to work for the TRF PD. If they are not allowed to hire in relative time to graduation, they will miss out on the top candidates, if not all of them, as they will take jobs elsewhere.
- Steve noted the 17th position was decided to be cut for now but wasn't a definite result; just wait to rehire in a year.

RESOLUTION No. 11.258.25: Approval to begin hiring process for 17th Police Officer Position

Following discussion, Councilmember Julie Bolduc introduced Resolution 11.258.25, being seconded by Councilmember Megan Arlt, that:

WHEREAS, the council, Deputy Chief Mike Roff and Chief Marissa Adams came to an agreement to start the hiring process June 1, 2026 with a start date of September 1, 2026 following the retirement of a fellow officer. This changes the levy from 18.32% to

19.36%.

THEREFORE, BE IT RESOLVED, approve the hiring process for a 17th police officer beginning June 1, 2025 with an employment start date of September 1, 2025.

On vote being taken, the motion was unanimously approved by the Council.

RESOLUTION NO. 11.259.25: Approval to appoint Ruth Vaughan as Accounts Payable Clerk

Following discussion, Councilmember Michele McCraw introduced Resolution 11.259.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Following the planned retirement of Sandra Bring, Accounts Payable Clerk, on December 5, 2025, the city opened up the position for hire on October 7, 2025.

THEREFORE, BE IT RESOLVED Approve the hiring of Ruth Vaughan in the Accounts Payable Clerk position, a Teamsters Local #320 Union position, effective December 8, 2025. Mrs. Vaughn's starting wage would be \$28.28 per hour. This is a grade 3, step 3.

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

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

- City Council 12/2 at 5:30 pm (Truth & Taxation at 6pm)
- Public Utilities Committee 12/8 at 7 am
- Public Safety Committee 12/8 at 4:30 pm
- Administrative Committee 12/9 at 4:30 pm
- Public Works Committee 12/10 at 4:30 pm
- City Council 12/16 at 5:30 pm

INFORMATIONAL ITEMS

- Investment Summary
- City Offices will be closed 12/27 & 12/28 for the Thanksgiving Holiday. There will be no garbage pickup.
- Reminder: Holiday Train 12/16
- Mayoral Update

- Mike noted Truth & Taxation will be on 12/2 at 6pm, it is a council night.
- Mike noted he will be at City Hall on 11/21 to speak with anyone from the public who would like to discuss the property tax levy/budget.
- Mike noted the State of the City address will be in the first part of 2026.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to adjourn at 7:54 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	



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01607 - 11/14/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: EAZY PACK N SHIP							
EAZY PACK N SHIP	15073	08/05/2025	690-4840-62010	Office Supplies	SHIPPING CHARGES - GLOVE...		28.52
EAZY PACK N SHIP	15802	10/21/2025	680-4840-62170	Field Supplies	SHIPPING CHARGES - WW S...		19.09
EAZY PACK N SHIP	15815	10/22/2025	680-4840-62170	Field Supplies	SHIPPING CHARGES - WW S...		19.09
EAZY PACK N SHIP	15917	11/03/2025	690-4840-62880	Personal Protective Equipm...	SHIPPING CHARGES - GLOVE...		66.18
EAZY PACK N SHIP	15935	11/04/2025	620-4840-62170	Field Supplies	SHIPPING CHARGES - STATE...		19.59
Vendor EAZY PACK N SHIP Total:							152.47
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	100-4194-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		22.24
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	100-4210-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		1,514.02
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	100-4220-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		384.48
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	100-4312-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		3,045.09
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	100-4315-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		1,424.46
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	100-4510-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		1,105.44
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	100-4650-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		45.64
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	620-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		414.95
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	670-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		356.49
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		239.43
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	680-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		1,560.79
FARMERS UNION OIL COM...	SEP 2025	09/30/2025	820-4840-62120	Gas-Oil-Lube	FUEL PURCHASES - SEP 2025		506.50
Vendor FARMERS UNION OIL COMPANY Total:							10,619.53
Vendor: GARDEN VALLEY TECHNOLOGIES							
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4150-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		1.88
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4150-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		408.34
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4194-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		63.31
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4220-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		104.31
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4240-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		26.99
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4312-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		41.99
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4315-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		41.98
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4510-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		48.99
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4570-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		9.99
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4650-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		110.97
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4660-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		22.00
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4670-64500	Senior Citizen Programs	NOV / DEC 2025 - PHONE C...		1.59
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	100-4670-64500	Senior Citizen Programs	NOV / DEC 2025 - PHONE C...		82.62
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	610-4830-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		155.70
GARDEN VALLEY TECHNOL...	101464976	11/10/2025	620-4830-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		197.89

Council Approval Register

Packet: APPKT01607 - 11/14/25 DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
GARDEN VALLEY TECHNOLOGIES	101464976	11/10/2025	630-4830-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		330.17
GARDEN VALLEY TECHNOLOGIES	101464976	11/10/2025	690-4830-63210	Communication Expense	NOV / DEC 2025 - PHONE C...		341.90
Vendor GARDEN VALLEY TECHNOLOGIES Total:							1,990.62
Vendor: HUBERTS OUTDOOR POWER							
HUBERTS OUTDOOR POWER	102374	09/25/2025	100-4510-62210	Equipment Maint & Repair	MOWER BELT		16.99
HUBERTS OUTDOOR POWER	102517	10/01/2025	100-4510-62210	Equipment Maint & Repair	WEED TRIMMER HEAD		168.40
HUBERTS OUTDOOR POWER	103279	10/30/2025	820-4840-62120	Gas-Oil-Lube	OIL		34.90
HUBERTS OUTDOOR POWER	28257	10/09/2025	100-4510-62210	Equipment Maint & Repair	CHAINSAW REPAIR		51.51
Vendor HUBERTS OUTDOOR POWER Total:							271.80
Vendor: JEREMY KASPRZAK							
JEREMY KASPRZAK	REIMB 11 13 25	11/13/2025	690-4850-62360	Distribution Maint	REIMBURSE - EBAY ACCT P...		293.66
Vendor JEREMY KASPRZAK Total:							293.66
Vendor: MN ENERGY RESOURCES #0503307772-00007							
MN ENERGY RESOURCES #0...	5696926171	11/05/2025	100-4194-63890	Utilities Expense	OCT 2025 - GAS METER REA...		21.38
Vendor MN ENERGY RESOURCES #0503307772-00007 Total:							21.38
Vendor: NORTHERN MUNICIPAL POWER AGENCY							
NORTHERN MUNICIPAL PO...	OCT 2025	11/13/2025	690-4810-68400	Purchased Power	OCT 2025 - DE & ENERGY		1,000,742.83
Vendor NORTHERN MUNICIPAL POWER AGENCY Total:							1,000,742.83
Vendor: TRACTOR SUPPLY CREDIT PLAN							
TRACTOR SUPPLY CREDIT P...	100364304	10/22/2025	100-4510-62210	Equipment Maint & Repair	OCT 2025 STMT -MANIFOLD...		42.74
TRACTOR SUPPLY CREDIT P...	100364304	10/22/2025	100-4510-62240	Department Maint & Repair	OCT 2025 STMT - SNOW FE...		69.98
TRACTOR SUPPLY CREDIT P...	100364304	10/22/2025	100-4510-62990	Misc. Operating Expense	OCT 2025 STMT - T POST		70.24
Vendor TRACTOR SUPPLY CREDIT PLAN Total:							182.96
Vendor: VESTIS							
VESTIS	2630477574	10/14/2025	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 10/14/...		86.75
VESTIS	2630487184	11/11/2025	620-4890-63030	Contracts Expense	LAUNDRY SERVICE - 11/11/...		86.75
Vendor VESTIS Total:							173.50
Grand Total:							1,014,448.75

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	8,947.57
610 - LIQUOR DISPENSARY	155.70
620 - WATER UTILITY FUND	805.93
630 - ARENAS - OAK VIEW GROUP	330.17
670 - STORM WATER UTILITY FUND	356.49
680 - WASTEWATER UTILITY FUND	1,838.40
690 - ELECTRIC UTILITY FUND	1,001,473.09
820 - GREENWOOD CEMETERY FUND	541.40
Grand Total:	1,014,448.75

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63210	Communication Expense	410.22
100-4194-62120	Gas-Oil-Lube	22.24
100-4194-63210	Communication Expense	63.31
100-4194-63890	Utilities Expense	21.38
100-4210-62120	Gas-Oil-Lube	1,514.02
100-4220-62120	Gas-Oil-Lube	384.48
100-4220-63210	Communication Expense	104.31
100-4240-63210	Communication Expense	26.99
100-4312-62120	Gas-Oil-Lube	3,045.09
100-4312-63210	Communication Expense	41.99
100-4315-62120	Gas-Oil-Lube	1,424.46
100-4315-63210	Communication Expense	41.98
100-4510-62120	Gas-Oil-Lube	1,105.44
100-4510-62210	Equipment Maint & Repa..	279.64
100-4510-62240	Department Maint & Re...	69.98
100-4510-62990	Misc. Operating Expense	70.24
100-4510-63210	Communication Expense	48.99
100-4570-63210	Communication Expense	9.99
100-4650-62120	Gas-Oil-Lube	45.64
100-4650-63210	Communication Expense	110.97
100-4660-63210	Communication Expense	22.00
100-4670-64500	Senior Citizen Programs	84.21
610-4830-63210	Communication Expense	155.70
620-4830-63210	Communication Expense	197.89
620-4840-62120	Gas-Oil-Lube	414.95
620-4840-62170	Field Supplies	19.59
620-4890-63030	Contracts Expense	173.50
630-4830-63210	Communication Expense	330.17
670-4840-62120	Gas-Oil-Lube	356.49
680-4840-62120	Gas-Oil-Lube	1,800.22

Account Summary

Account Number	Account Name	Expense Amount
680-4840-62170	Field Supplies	38.18
690-4810-68400	Purchased Power	1,000,742.83
690-4830-63210	Communication Expense	341.90
690-4840-62010	Office Supplies	28.52
690-4840-62880	Personal Protective Equi...	66.18
690-4850-62360	Distribution Maint	293.66
820-4840-62120	Gas-Oil-Lube	541.40
Grand Total:		1,014,448.75

Project Account Summary

Project Account Key	Expense Amount
None	1,014,448.75
Grand Total:	1,014,448.75



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01608 - 11/17/25 DIRECT PAYABLES / LIQUOR

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ABSOLUTE ICE							
ABSOLUTE ICE	31243	10/29/2025	610-4810-62590	Misc. Mdse for Resale	ICE		200.00
Vendor ABSOLUTE ICE Total:							200.00
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3808850	11/03/2025	610-4810-62520	Beer for Resale	BEER		1,192.30
ARTISAN BEER COMPANY	434903	10/14/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-18.48
Vendor ARTISAN BEER COMPANY Total:							1,173.82
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0110457200	10/28/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		42.65
BELLBOY CORP - BAR SUPPLY	0110457200	10/28/2025	610-4810-62590	Misc. Mdse for Resale	CAN COOLERS		45.90
BELLBOY CORP - BAR SUPPLY	0110457300	10/28/2025	610-4810-62590	Misc. Mdse for Resale	CAN COOLERS		31.50
BELLBOY CORP - BAR SUPPLY	0110511100	11/11/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		42.65
Vendor BELLBOY CORP - BAR SUPPLY Total:							162.70
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0209429700	10/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		3,715.58
BELLBOY CORP - LIQUOR	0209570700	11/11/2025	610-4810-62510	Liquor for Resale	LIQUOR		3,920.25
Vendor BELLBOY CORP - LIQUOR Total:							7,635.83
Vendor: BERNICK'S							
BERNICK'S	20113394	10/24/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		629.80
Vendor BERNICK'S Total:							629.80
Vendor: BEVERAGE WHOLESALERS INC							
BEVERAGE WHOLESALERS I...	407393	10/30/2025	610-4810-62520	Beer for Resale	BEER		556.05
Vendor BEVERAGE WHOLESALERS INC Total:							556.05
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	123986733	10/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		11,052.76
BREAKTHRU BEVERAGE	123986734	10/28/2025	610-4810-62530	Wine for Resale	WINE		1,648.00
BREAKTHRU BEVERAGE	123986735	10/28/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		266.45
BREAKTHRU BEVERAGE	124067461	10/31/2025	610-4810-62510	Liquor for Resale	LIQUOR		4,266.00
BREAKTHRU BEVERAGE	124096207	11/04/2025	610-4810-62510	Liquor for Resale	LIQUOR		2,007.00
BREAKTHRU BEVERAGE	124208727	11/11/2025	610-4810-62510	Liquor for Resale	LIQUOR		4,658.68
BREAKTHRU BEVERAGE	124209501	11/11/2025	610-4810-62510	Liquor for Resale	LIQUOR		250.03
Vendor BREAKTHRU BEVERAGE Total:							24,148.92
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	2202311	11/06/2025	610-4810-62510	Liquor for Resale	PURCHASES - LIQUOR		1,237.00
C & L DISTRIBUTING	2202311	11/06/2025	610-4810-62520	Beer for Resale	PURCHASES - BEER		224.50

Council Approval Register

Packet: APPKT01608 - 11/17/25 DIRECT PAYABLES / LIQUOR

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
C & L DISTRIBUTING	2202311	11/06/2025	610-4810-62540	Soft Drinks/Mix for Resale	PURCHASES - MIX		133.00
Vendor C & L DISTRIBUTING Total:							1,594.50
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	5235767	10/02/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		431.50
COCA-COLA BOTTLING CO...	5266425	10/09/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-112.50
COCA-COLA BOTTLING CO...	5266426	10/09/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		125.00
COCA-COLA BOTTLING CO...	5266427	10/09/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		610.00
COCA-COLA BOTTLING CO...	5266489	10/16/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		389.50
COCA-COLA BOTTLING CO...	5266529	10/23/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		140.50
COCA-COLA BOTTLING CO...	5266571	10/30/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		426.00
COCA-COLA BOTTLING CO...	OCT 2025	10/31/2025	610-4840-62010	Office Supplies	FNC CHRG		17.82
Vendor COCA-COLA BOTTLING COMPANY Total:							2,027.82
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10632123	10/06/2025	100-4194-62990	Misc. Operating Expense	DISINFECTANT		79.53
COLE PAPERS INC	10632123	10/06/2025	100-4550-62990	Misc. Operating Expense	DISINFECTANT		79.53
COLE PAPERS INC	10634382	10/09/2025	100-4312-62990	Misc. Operating Expense	PAPER TOWEL / TOILET TIS...		388.00
COLE PAPERS INC	10634382	10/09/2025	100-4315-62990	Misc. Operating Expense	PAPER TOWEL / TOILET TIS...		388.00
COLE PAPERS INC	10634382	10/09/2025	100-4510-62990	Misc. Operating Expense	PAPER TOWEL / TOILET TIS...		161.46
COLE PAPERS INC	10634385	10/09/2025	610-4840-62140	Off Sale Supplies	CREDIT CARD PAPER		34.85
COLE PAPERS INC	10634385	10/09/2025	610-4840-62990	Misc. Operating Expense	HAND TOWELS / TOILET TIS...		164.88
COLE PAPERS INC	10634385	10/09/2025	610-4850-62230	Building Maint & Repair	EASY TRAP DUSTING SHEETS		59.95
COLE PAPERS INC	10636734	10/16/2025	100-4510-62990	Misc. Operating Expense	TOILET TISSUE`		208.53
COLE PAPERS INC	10640069	10/23/2025	100-4194-62990	Misc. Operating Expense	PAPER TOWELS		84.06
COLE PAPERS INC	10640070	10/23/2025	610-4840-62140	Off Sale Supplies	BAGS / CREDIT CARD PAPER		765.45
COLE PAPERS INC	10640070	10/23/2025	610-4850-62230	Building Maint & Repair	TOILET BOWL CLEANER		55.34
COLE PAPERS INC	10643462	10/30/2025	610-4840-62140	Off Sale Supplies	CREDIT CARD PAPER		34.85
COLE PAPERS INC	37354	10/14/2025	100-4510-62990	Misc. Operating Expense	TOILET TISSUE		-161.46
Vendor COLE PAPERS INC Total:							2,342.97
Vendor: CORE-MARK US LLC							
CORE-MARK US LLC	2404229	10/29/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		48.04
CORE-MARK US LLC	2404229	10/29/2025	610-4810-62590	Misc. Mdse for Resale	TOBACCO		2,997.66
Vendor CORE-MARK US LLC Total:							3,045.70
Vendor: IRONWOOD STUDIO LLC							
IRONWOOD STUDIO LLC	4017	10/20/2025	610-4850-62230	Building Maint & Repair	DOOR INSPECTION - BOTTL...		662.50
Vendor IRONWOOD STUDIO LLC Total:							662.50
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	153626	10/09/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-48.00
JOHNSON BROTHERS LIQU...	154133	10/14/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-126.00
JOHNSON BROTHERS LIQU...	154134	10/14/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-80.00
JOHNSON BROTHERS LIQU...	154135	10/14/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-238.50
JOHNSON BROTHERS LIQU...	154135	10/14/2025	610-4810-62530	Wine for Resale	WINE CREDIT		-48.00
JOHNSON BROTHERS LIQU...	154256	10/15/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-333.00

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Packet: APPKT01608 - 11/17/25 DIRECT PAYABLES / LIQUOR

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
JOHNSON BROTHERS LIQU...	154257	10/15/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-675.00
JOHNSON BROTHERS LIQU...	2905204	10/20/2025	610-4810-62510	Liquor for Resale	LIQUOR		2,750.09
JOHNSON BROTHERS LIQU...	2905205	10/20/2025	610-4810-62530	Wine for Resale	WINE		1,371.40
JOHNSON BROTHERS LIQU...	2914559	10/30/2025	610-4810-62510	Liquor for Resale	LIQUOR		1,115.92
JOHNSON BROTHERS LIQU...	2914560	10/30/2025	610-4810-62530	Wine for Resale	WINE		2,867.85
JOHNSON BROTHERS LIQU...	2916422	11/03/2025	610-4810-62510	Liquor for Resale	LIQUOR		7,394.65
JOHNSON BROTHERS LIQU...	2916423	11/03/2025	610-4810-62530	Wine for Resale	WINE		400.00

Vendor JOHNSON BROTHERS LIQUOR Total: **14,351.41**

Vendor: MC KINNON COMPANY INC

MC KINNON COMPANY INC	1150000154	10/24/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-30.00
MC KINNON COMPANY INC	877435	10/21/2025	610-4810-62520	Beer for Resale	BEER		8,366.50
MC KINNON COMPANY INC	8775968	10/21/2025	610-4810-62520	Beer for Resale	BEER		192.00
MC KINNON COMPANY INC	878298	10/24/2025	610-4810-62520	Beer for Resale	BEER		104.00
MC KINNON COMPANY INC	878496	10/24/2025	610-4810-62520	Beer for Resale	BEER		4,090.75
MC KINNON COMPANY INC	878732	10/28/2025	610-4810-62520	Beer for Resale	BEER		10,294.00
MC KINNON COMPANY INC	879490	10/30/2025	610-4810-62520	Beer for Resale	BEER		210.00
MC KINNON COMPANY INC	879787	10/31/2025	610-4810-62520	Beer for Resale	BEER CREDIT		-7.29
MC KINNON COMPANY INC	879788	10/31/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		109.40
MC KINNON COMPANY INC	89302	10/31/2025	610-4810-62520	Beer for Resale	BEER		6,862.40
MC KINNON COMPANY INC	89302	10/31/2025	610-4810-62530	Wine for Resale	WINE		147.00
MC KINNON COMPANY INC	89302	10/31/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		125.00

Vendor MC KINNON COMPANY INC Total: **30,463.76**

Vendor: NORTHWEST BEVERAGE INC

NORTHWEST BEVERAGE INC	159033	10/17/2025	610-4810-62520	Beer for Resale	PURCHASES - BEER		10,133.25
NORTHWEST BEVERAGE INC	159033	10/17/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX CREDIT		-30.00
NORTHWEST BEVERAGE INC	159048	10/20/2025	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		171.00
NORTHWEST BEVERAGE INC	159048	10/20/2025	610-4810-62520	Beer for Resale	PURCHASE - BEER		8,969.75
NORTHWEST BEVERAGE INC	159144	10/24/2025	610-4810-62520	Beer for Resale	BEER		6,294.30
NORTHWEST BEVERAGE INC	159166	10/27/2025	610-4810-62520	Beer for Resale	BEER		8,902.26
NORTHWEST BEVERAGE INC	159266	10/31/2025	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		499.50
NORTHWEST BEVERAGE INC	159266	10/31/2025	610-4810-62520	Beer for Resale	PURCHASE - BEER		5,213.10

Vendor NORTHWEST BEVERAGE INC Total: **40,153.16**

Vendor: PEPSI BEVERAGES COMPANY

PEPSI BEVERAGES COMPANY	21279206	10/23/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		505.10
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Vendor PEPSI BEVERAGES COMPANY Total: **505.10**

Vendor: PHILLIPS WINE & SPIRITS

PHILLIPS WINE & SPIRITS	5064397	10/20/2025	610-4810-62510	Liquor for Resale	LIQUOR		10,816.86
PHILLIPS WINE & SPIRITS	5064398	10/20/2025	610-4810-62530	Wine for Resale	WINE		1,100.00
PHILLIPS WINE & SPIRITS	5072210	11/03/2025	100-4670-53921	Transfers from Liquor Fund	LIQUOR		8,220.00
PHILLIPS WINE & SPIRITS	5072211	11/03/2025	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		411.60
PHILLIPS WINE & SPIRITS	5072211	11/03/2025	610-4810-62530	Wine for Resale	PURCHASE - WINE		282.50
PHILLIPS WINE & SPIRITS	5072212	11/03/2025	610-4810-62540	Soft Drinks/Mix for Resale	MIX		56.10

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
PHILLIPS WINE & SPIRITS	562229	10/14/2025	610-4810-62510	Liquor for Resale	RETURN CREDIT - LIQUOR		-42.96
PHILLIPS WINE & SPIRITS	562229	10/14/2025	610-4810-62540	Soft Drinks/Mix for Resale	RETURN CREDIT - MIX		-6.06
PHILLIPS WINE & SPIRITS	562230	10/14/2025	610-4810-62530	Wine for Resale	RETURN CREDIT - WINE		-150.61
PHILLIPS WINE & SPIRITS	562231	10/14/2025	610-4810-62510	Liquor for Resale	RETURN CREDIT - LIQUOR		-52.50
PHILLIPS WINE & SPIRITS	562231	10/14/2025	610-4810-62540	Soft Drinks/Mix for Resale	RETURN CREDIT - MIX		-13.28
PHILLIPS WINE & SPIRITS	562232	10/14/2025	610-4810-62510	Liquor for Resale	LIQUOR CREDIT		-16.96
Vendor PHILLIPS WINE & SPIRITS Total:							20,604.69
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	2682704	10/21/2025	610-4810-62510	Liquor for Resale	LIQUOR		2,712.44
SOUTHERN GLAZERS OF MN	2685282	10/28/2025	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		4,476.33
SOUTHERN GLAZERS OF MN	2685282	10/28/2025	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,004.00
SOUTHERN GLAZERS OF MN	2685283	10/28/2025	610-4810-62530	Wine for Resale	WINE		1,168.60
SOUTHERN GLAZERS OF MN	2685284	10/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		728.76
SOUTHERN GLAZERS OF MN	2685285	10/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		728.76
SOUTHERN GLAZERS OF MN	2685286	10/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		769.20
SOUTHERN GLAZERS OF MN	2685287	10/28/2025	610-4810-62510	Liquor for Resale	LIQUOR		791.64
SOUTHERN GLAZERS OF MN	2690697	11/11/2025	610-4810-62510	Liquor for Resale	LIQUOR		995.71
SOUTHERN GLAZERS OF MN	2690698	11/11/2025	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		5,611.64
SOUTHERN GLAZERS OF MN	2690698	11/11/2025	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,405.66
SOUTHERN GLAZERS OF MN	2690699	11/11/2025	610-4810-62510	Liquor for Resale	LIQUOR		449.00
SOUTHERN GLAZERS OF MN	2690700	11/11/2025	610-4810-62530	Wine for Resale	WINE		1,131.00
SOUTHERN GLAZERS OF MN	2690701	11/11/2025	610-4810-62530	Wine for Resale	WINE		1,131.00
SOUTHERN GLAZERS OF MN	5132142	10/31/2025	610-4810-62610	Freight In (Liquor)	LIQUOR		1,600.22
SOUTHERN GLAZERS OF MN	5132143	10/31/2025	610-4810-62510	Liquor for Resale	LIQUOR		4,282.54
SOUTHERN GLAZERS OF MN	5132145	10/31/2025	610-4810-62510	Liquor for Resale	LIQUOR		495.00
SOUTHERN GLAZERS OF MN	5132146	10/31/2025	610-4810-62510	Liquor for Resale	LIQUOR		190.50
Vendor SOUTHERN GLAZERS OF MN Total:							29,672.00
Vendor: T R F RADIO							
T R F RADIO	37902-10	10/31/2025	610-4880-63490	Advertising	RADIO ADVERTISING - OCT ...		550.00
T R F RADIO	40192-2	10/31/2025	610-4880-63490	Advertising	OCT 2025 - RADIO ADVERTIS..		2,130.00
Vendor T R F RADIO Total:							2,680.00
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	OCT 2025 - 137	10/31/2025	610-4810-62590	Misc. Mdse for Resale	NEWSPAPERS		132.00
THIEF RIVER FALLS TIMES	OCT 2025 - 137	10/31/2025	610-4880-63490	Advertising	SPONSOR ADS		149.00
Vendor THIEF RIVER FALLS TIMES Total:							281.00
Vendor: VINOCOPIA INC							
VINOCOPIA INC	0383912-IN	10/30/2025	610-4810-62510	Liquor for Resale	PURCHASE - LIQUOR		432.00
VINOCOPIA INC	0383912-IN	10/30/2025	610-4810-62530	Wine for Resale	PURCHASE - WINE		1,144.02
Vendor VINOCOPIA INC Total:							1,576.02

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: WINE MERCHANTS							
WINE MERCHANTS	7538603	10/20/2025	610-4810-62530	Wine for Resale	WINE		537.50
Vendor WINE MERCHANTS Total:							537.50
Grand Total:							185,005.25

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	9,447.65
610 - LIQUOR DISPENSARY	175,557.60
Grand Total:	185,005.25

Account Summary

Account Number	Account Name	Expense Amount
100-4194-62990	Misc. Operating Expense	163.59
100-4312-62990	Misc. Operating Expense	388.00
100-4315-62990	Misc. Operating Expense	388.00
100-4510-62990	Misc. Operating Expense	208.53
100-4550-62990	Misc. Operating Expense	79.53
100-4670-53921	Transfers from Liquor Fu...	8,220.00
610-4810-62510	Liquor for Resale	75,445.52
610-4810-62520	Beer for Resale	71,549.39
610-4810-62530	Wine for Resale	15,011.92
610-4810-62540	Soft Drinks/Mix for Resa...	3,918.85
610-4810-62590	Misc. Mdse for Resale	3,407.06
610-4810-62610	Freight In (Liquor)	1,600.22
610-4840-62010	Office Supplies	17.82
610-4840-62140	Off Sale Supplies	835.15
610-4840-62990	Misc. Operating Expense	164.88
610-4850-62230	Building Maint & Repair	777.79
610-4880-63490	Advertising	2,829.00
Grand Total:		185,005.25

Project Account Summary

Project Account Key	Expense Amount
None	185,005.25
Grand Total:	185,005.25



City of Thief River Falls, MN

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Packet: APPKT01613 - 12/02/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC (AE2S)							
ADVANCED ENGINEERING ...	106738	11/11/2025	565-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - LEAD SERVICE...		2,279.50
ADVANCED ENGINEERING ...	106826	11/11/2025	680-4890-63110	Consulting Fees	PROF SRVCS - WW PERMIT ...		3,963.75
ADVANCED ENGINEERING ...	106826	11/11/2025	680-4890-63110	Consulting Fees	PROF SRVCS - EPA AUDIT		12,902.25
ADVANCED ENGINEERING ...	106827	11/11/2025	550-4680-65900	Work in Process-Constructi...	PROF SRVCS - CO2 TANK RE...		1,619.50
Vendor ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC (AE2S) Total:							20,765.00
Vendor: BREDESON OFFICE SUPPLY							
BREDESON OFFICE SUPPLY	0214371	11/18/2025	100-4210-62010	Office Supplies	LEGAL PADS		16.95
Vendor BREDESON OFFICE SUPPLY Total:							16.95
Vendor: BRIAN MOYER							
BRIAN MOYER	1333	11/04/2025	100-4510-63030	Contracts Expense	OCT 2025 - STUMP REMOV...		1,939.50
Vendor BRIAN MOYER Total:							1,939.50
Vendor: FERGUS POWER PUMP INC							
FERGUS POWER PUMP INC	56642	11/20/2025	620-4850-62310	Lime Sludge Maintenance	LIME POND CLEANING - DIS...		53,611.40
Vendor FERGUS POWER PUMP INC Total:							53,611.40
Vendor: GRAND FORKS WELDING & MACHINE							
GRAND FORKS WELDING &...	350625	11/21/2025	100-4312-62210	Equipment Maint & Repair	COUPLER REPAIR - CASE LO...		1,375.92
Vendor GRAND FORKS WELDING & MACHINE Total:							1,375.92
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS..	2703741	10/13/2025	690-4890-63030	Contracts Expense	OCT 2025 - RODENT CONTR...		55.00
GUARDIAN PEST SOLUTIONS..	2714791	11/19/2025	100-4194-63030	Contracts Expense	NOV 2025 - RODENT CONT...		55.00
Vendor GUARDIAN PEST SOLUTIONS INC Total:							110.00
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200747002-11	08/08/2025	555-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - TH #59 CORR...		5,540.43
HDR ENGINEERING INC - CH...	1200763269-12	10/08/2025	555-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - TH #59 CORR...		9,585.14
HDR ENGINEERING INC - CH...	1200766766	10/15/2025	515-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - CHIEFS COUL...		7,122.41
HDR ENGINEERING INC - CH...	1200770891	11/07/2025	515-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - CHIEFS COUL...		6,495.14
HDR ENGINEERING INC - CH...	1200771723	11/10/2025	100-4650-64481	FEMA	PROF SRVCS - BOY SCOUT P...		382.50
HDR ENGINEERING INC - CH...	1200771724	11/10/2025	690-4890-64370	Taxes and Licenses	PROF SRVCS - DAM RELICEN...		9,100.28
HDR ENGINEERING INC - CH...	1200774813-13	11/17/2025	555-4680-65920	Work in Process - Eng/Arch...	PROF SRVCS - TH #59 CORR...		14,362.37
Vendor HDR ENGINEERING INC - CHICAGO Total:							52,588.27
Vendor: JOANNE OLSON							
JOANNE OLSON	REIMB - 11 20 25	11/20/2025	100-4150-64400	Travel, Conference, School	REIMBURSE MEALS - GOV IT...		85.51
Vendor JOANNE OLSON Total:							85.51

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Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	10022298	10/08/2025	100-4510-62990	Misc. Operating Expense	RV ANTIFREEZE - PARKS		23.94
L & M SUPPLY INC	10023802	10/15/2025	650-4850-62230	Building Maint & Repair	240V 5KW HEATER - TOURI...		99.99
L & M SUPPLY INC	10023881	10/15/2025	620-4850-62230	Building Maint & Repair	WTP LIGHT REPLACEMENT		66.45
L & M SUPPLY INC	10025869	10/23/2025	690-4840-62990	Misc. Operating Expense	PROPANE CANISTER REPLA...		5.99
L & M SUPPLY INC	10026968	10/28/2025	690-4840-62880	Personal Protective Equipm...	PPE - J KASPRZAK		189.94
L & M SUPPLY INC	10027075	10/28/2025	100-4315-62210	Equipment Maint & Repair	PARTS TV140		42.95
L & M SUPPLY INC	10041222	10/20/2025	690-4850-62350	Power Plant/Dam Maint	WINDOW CLIPS		20.57
L & M SUPPLY INC	10042397	11/20/2025	100-4510-62990	Misc. Operating Expense	RV ANTIFREEZE		71.82
L & M SUPPLY INC	10049722	10/06/2025	100-4210-62990	Misc. Operating Expense	VINYL		17.88
L & M SUPPLY INC	10053399	10/22/2025	100-4510-62240	Department Maint & Repair	T POST CAPS		18.98
L & M SUPPLY INC	10054596	10/29/2025	100-4510-62990	Misc. Operating Expense	FENCE T POST CAP		9.49
L & M SUPPLY INC	10054787	10/30/2025	100-4210-62990	Misc. Operating Expense	HARDWARE		40.93
Vendor L & M SUPPLY INC Total:							608.93
Vendor: MN DPT OF HEALTH							
MN DPT OF HEALTH	4TH QTR 2025	11/25/2025	620-4890-64370	Taxes and Licenses	4TH QTR 2025 - ENDING 12...		8,512.00
Vendor MN DPT OF HEALTH Total:							8,512.00
Vendor: MN DPT OF LABOR & INDUSTRY							
MN DPT OF LABOR & INDUS...	ABR0362253X	10/25/2025	620-4890-64370	Taxes and Licenses	ANNUAL PRESSURE VESSEL ...		75.00
MN DPT OF LABOR & INDUS...	ABR0362258X	10/25/2025	100-4312-64370	Taxes and Licenses	ANNUAL PRESSURE VESSEL ...		100.00
MN DPT OF LABOR & INDUS...	ABR0363618X	10/25/2025	690-4850-62350	Power Plant/Dam Maint	ANNULA PRESSURE VESSEL ...		100.00
MN DPT OF LABOR & INDUS...	ABR0363721X	10/25/2025	630-4890-64370	Taxes and Licenses	ANNUAL PRESSURE VESSEL ...		75.00
Vendor MN DPT OF LABOR & INDUSTRY Total:							350.00
Vendor: NOAH KELLY BERNIER							
NOAH KELLY BERNIER	2030	11/16/2025	620-4850-62200	System Expense	WATER SERVICE CALL		95.00
Vendor NOAH KELLY BERNIER Total:							95.00
Vendor: SANITATION PRODUCTS INC							
SANITATION PRODUCTS INC	94869	11/05/2025	670-4850-62210	Equipment Maint & Repair	CHAIN / SPROCKET - STREET...		119.93
Vendor SANITATION PRODUCTS INC Total:							119.93
Vendor: SORVIG OIL INC							
SORVIG OIL INC	25526	11/04/2025	100-4312-62120	Gas-Oil-Lube	DYED KEROSENE - PRESSURE..		30.00
SORVIG OIL INC	25526	11/04/2025	100-4315-62120	Gas-Oil-Lube	DYED KEROSENE - PRESSURE..		30.00
SORVIG OIL INC	25526	11/04/2025	100-4510-62120	Gas-Oil-Lube	DYED KEROSENE - PRESSURE..		30.00
Vendor SORVIG OIL INC Total:							90.00
Vendor: STAR ENERGY SERVICES LLC							
STAR ENERGY SERVICES LLC	25580	10/31/2025	690-4890-63030	Contracts Expense	ENGINEERING SERVICES		413.00
Vendor STAR ENERGY SERVICES LLC Total:							413.00
Vendor: STATION 59							
STATION 59	1011542	10/31/2025	100-4210-62990	Misc. Operating Expense	CAR WASHES		220.00
Vendor STATION 59 Total:							220.00

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Packet: APPKT01613 - 12/02/25 COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: STREICHERS							
STREICHERS	I1786772	10/02/2025	100-4210-62880	Personal Protective Equipm...	BALLISTIC VEST - D ARLT		1,570.00
STREICHERS	I1787500	10/07/2025	100-4210-62880	Personal Protective Equipm...	WINTER JACKETS - S ANDER...		617.99
STREICHERS	I1787760	10/08/2025	100-4210-62880	Personal Protective Equipm...	BALLISTIC VEST - M BRUGG...		1,570.00
STREICHERS	I1788945	10/15/2025	100-4210-62880	Personal Protective Equipm...	UNIFORM SHIRT / TIES		144.94
Vendor STREICHERS Total:							3,902.93
Vendor: THYGESON CONSTRUCTION							
THYGESON CONSTRUCTION	11 01 25	11/01/2025	820-4850-62240	Department Maint & Repair	12 YDS TOPSOIL		288.00
Vendor THYGESON CONSTRUCTION Total:							288.00
Vendor: TITAN MACHINERY - CROOKSTON							
TITAN MACHINERY - CROOK...	PS0992886-1	10/30/2025	100-4315-62210	Equipment Maint & Repair	TV 140 TRACTOR		515.10
TITAN MACHINERY - CROOK...	PS1000631-1	11/05/2025	100-4315-62210	Equipment Maint & Repair	TV140 TRACTOR		100.80
Vendor TITAN MACHINERY - CROOKSTON Total:							615.90
Vendor: TROY COLTOM							
TROY COLTOM	1001	11/07/2025	820-4890-63030	Contracts Expense	OPEN/CLOSE FEE - ELAINE V...		800.00
Vendor TROY COLTOM Total:							800.00
Vendor: TYLER BUSINESS FORMS							
TYLER BUSINESS FORMS	107962	11/24/2025	100-4150-62010	Office Supplies	TAX FORMS		161.08
Vendor TYLER BUSINESS FORMS Total:							161.08
Vendor: WASTE MASTERS LLC							
WASTE MASTERS LLC	548	10/31/2025	100-4315-63030	Contracts Expense	OCT 2025 - GARBAGE TIPPI...		27,397.43
WASTE MASTERS LLC	5AX00077	10/31/2025	535-4680-65900	Work in Process-Constructi...	CONSTRUCTION DEBRIS - LI...		3,074.57
WASTE MASTERS LLC	5AX00077	10/31/2025	610-4890-63030	Contracts Expense	CARD BOARD RECYCLING		96.00
Vendor WASTE MASTERS LLC Total:							30,568.00
Vendor: WIDSETH SMITH NOLTING ASC INC							
WIDSETH SMITH NOLTING ...	241233	10/17/2025	505-4680-65920	Work in Process - Eng/Arch...	2024 STREET & UTILITY IMP...		6,000.00
Vendor WIDSETH SMITH NOLTING ASC INC Total:							6,000.00
Grand Total:							183,237.32

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	36,568.71
505 - 2024 ST AND UTILITY PROJECT	6,000.00
515 - CHIEFS COULEE	13,617.55
535 - 2025 LIQUOR ROOF	3,074.57
550 - 2025 CO2 TANK REPLACEMENT	1,619.50
555 - TH59 CORRIDOR	29,487.94
565 - LEAD & GALVANIZED SERVICE LINE PROJECT	2,279.50
610 - LIQUOR DISPENSARY	96.00
620 - WATER UTILITY FUND	62,359.85
630 - ARENAS - OAK VIEW GROUP	75.00
650 - TOURIST PARK - OAK VIEW GROUP	99.99
670 - STORM WATER UTILITY FUND	119.93
680 - WASTEWATER UTILITY FUND	16,866.00
690 - ELECTRIC UTILITY FUND	9,884.78
820 - GREENWOOD CEMETERY FUND	1,088.00
Grand Total:	183,237.32

Account Summary

Account Number	Account Name	Expense Amount
100-4150-62010	Office Supplies	161.08
100-4150-64400	Travel, Conference, Sch...	85.51
100-4194-63030	Contracts Expense	55.00
100-4210-62010	Office Supplies	16.95
100-4210-62880	Personal Protective Equi...	3,902.93
100-4210-62990	Misc. Operating Expense	278.81
100-4312-62120	Gas-Oil-Lube	30.00
100-4312-62210	Equipment Maint & Repa..	1,375.92
100-4312-64370	Taxes and Licenses	100.00
100-4315-62120	Gas-Oil-Lube	30.00
100-4315-62210	Equipment Maint & Repa..	658.85
100-4315-63030	Contracts Expense	27,397.43
100-4510-62120	Gas-Oil-Lube	30.00
100-4510-62240	Department Maint & Re...	18.98
100-4510-62990	Misc. Operating Expense	105.25
100-4510-63030	Contracts Expense	1,939.50
100-4650-64481	FEMA	382.50
505-4680-65920	Work in Process - Eng/Ar...	6,000.00
515-4680-65920	Work in Process - Eng/Ar...	13,617.55
535-4680-65900	Work in Process-Constru...	3,074.57
550-4680-65900	Work in Process-Constru...	1,619.50
555-4680-65920	Work in Process - Eng/Ar...	29,487.94
565-4680-65920	Work in Process - Eng/Ar...	2,279.50

Account Summary

Account Number	Account Name	Expense Amount
610-4890-63030	Contracts Expense	96.00
620-4850-62200	System Expense	95.00
620-4850-62230	Building Maint & Repair	66.45
620-4850-62310	Lime Sludge Maintenance	53,611.40
620-4890-64370	Taxes and Licenses	8,587.00
630-4890-64370	Taxes and Licenses	75.00
650-4850-62230	Building Maint & Repair	99.99
670-4850-62210	Equipment Maint & Repa..	119.93
680-4890-63110	Consulting Fees	16,866.00
690-4840-62880	Personal Protective Equi...	189.94
690-4840-62990	Misc. Operating Expense	5.99
690-4850-62350	Power Plant/Dam Maint	120.57
690-4890-63030	Contracts Expense	468.00
690-4890-64370	Taxes and Licenses	9,100.28
820-4850-62240	Department Maint & Re...	288.00
820-4890-63030	Contracts Expense	800.00
Grand Total:		183,237.32

Project Account Summary

Project Account Key	Expense Amount
None	183,237.32
Grand Total:	183,237.32



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01614 - 11/21/25 DIRECT PAYABLES / ACKERMAN

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2025	11/21/2025	100-4220-62990	Misc. Operating Expense	1ST HALF NOV 2025 - BIND...		11.20
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2025	11/21/2025	100-4312-62400	Small Tools and Minor Equip	1ST HALF NOV 2025 - HYDR...		141.55
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2025	11/21/2025	100-4510-62990	Misc. Operating Expense	1ST HALF NOV 2025 - LABEL...		9.49
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2025	11/21/2025	130-4670-62990	Misc. Operating Expense	1ST HALF NOV 2025 - NIGHT...		66.20
AMAZON CAPITAL SERVICES ..	1ST HALF NOV 2025	11/21/2025	620-4840-62990	Misc. Operating Expense	1ST HALF NOV 2025 - BUCK...		71.08
Vendor AMAZON CAPITAL SERVICES INC Total:							299.52
Vendor: AMERICAN WATERWORKS							
AMERICAN WATERWORKS	INV-00000929	10/29/2025	100-4240-53221	Building Permits	REFUND - BUILDING PERMIT...		131.28
Vendor AMERICAN WATERWORKS Total:							131.28
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	100-4194-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		54.42
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	100-4210-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		1,894.79
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	100-4220-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		350.22
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	100-4312-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		2,207.63
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	100-4315-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		1,707.51
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	100-4510-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		743.07
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	100-4650-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		55.62
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	620-4840-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		1,669.66
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	670-4840-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		635.01
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	680-4840-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		396.84
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	690-4840-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		1,328.98
FARMERS UNION OIL COM...	OCT 2025	11/21/2025	820-4840-62120	Gas-Oil-Lube	OCT 2025 - FUEL PURCHASES		347.23
Vendor FARMERS UNION OIL COMPANY Total:							11,390.98
Vendor: MARCO TECHNOLOGIES LLC							
MARCO TECHNOLOGIES LLC	568420269	11/01/2025	100-4150-63030	Contracts Expense	NOV 2025 - COPIER CONTR...		-229.50
MARCO TECHNOLOGIES LLC	568420269	11/01/2025	100-4150-63030	Contracts Expense	NOV 2025 = COPIER CONTR...		611.98
MARCO TECHNOLOGIES LLC	568420269	11/01/2025	100-4650-63030	Contracts Expense	NOV 2025 - COPIER CONTR...		-166.50
MARCO TECHNOLOGIES LLC	568420269	11/01/2025	100-4650-63030	Contracts Expense	NOV 2025 - COPIER CONTR...		440.69
MARCO TECHNOLOGIES LLC	568420269	11/01/2025	690-4890-63030	Contracts Expense	NOV 2025 - COPIER CONTR...		-54.00
MARCO TECHNOLOGIES LLC	568420269	11/01/2025	690-4890-63030	Contracts Expense	NOV 2025 - COPIER CONTR...		144.02
Vendor MARCO TECHNOLOGIES LLC Total:							746.69
Vendor: MN DPT OF REVENUE - SALES/USE TAX							
MN DPT OF REVENUE - SAL...	OCT 2025 - LQR	11/21/2025	610-20220	Sales Tax Payable	OCT 2025 - SALES TAX		37,260.00
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	100-20220	Sales Tax Payable	OCT 2025 - SALES / USE TAX		12,198.15
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	100-4210-62990	Misc. Operating Expense	OCT 2025 - SALES / USE TAX		-14.81

Council Approval Register

Packet: APPKT01614 - 11/21/25 DIRECT PAYABLES / ACKERMAN

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	100-4315-62210	Equipment Maint & Repair	OCT 2025 - SALES / USE TAX		461.31
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	100-4315-62230	Building Maint & Repair	OCT 2025 - SALES / USE TAX		4.13
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	100-4315-62990	Misc. Operating Expense	OCT 2025 - SALES / USE TAX		2.30
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	100-4670-62990	Misc. Operating Expense	OCT 2025 - SALES / USE TAX		14.15
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	610-4840-62990	Misc. Operating Expense	OCT 2025 - SALES / USE TAX		3.08
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	610-4850-62230	Building Maint & Repair	OCT 2025 - SALES / USE TAX		8.52
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	620-20220	Sales Tax Payable	OCT 2025 - SALES / USE TAX		2,797.43
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	690-20220	Sales Tax Payable	OCT 2025 - SALES / USE TAX		66,145.01
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	690-4840-62010	Office Supplies	OCT 2025 - SALES / USE TAX		1.96
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	690-4840-62990	Misc. Operating Expense	OCT 2025 - SALES / USE TAX		43.09
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	690-4850-62210	Equipment Maint & Repair	OCT 2025 - SALES / USE TAX		16.39
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	690-4850-62350	Power Plant/Dam Maint	OCT 2025 - SALES / USE TAX		1.51
MN DPT OF REVENUE - SAL...	OCT 2025	11/21/2025	690-4890-63030	Contracts Expense	OCT 2025 - SALES / USE TAX		3.78
Vendor MN DPT OF REVENUE - SALES/USE TAX Total:							118,946.00
Vendor: MN ENERGY RESOURCES #0503090429-00002							
MN ENERGY RESOURCES #0...	5706820828	11/13/2025	100-4312-63890	Utilities Expense	OCT 2025 - GAS METER REA...		153.62
MN ENERGY RESOURCES #0...	5706820828	11/13/2025	100-4315-63890	Utilities Expense	OCT 2025 - GAS METER REA...		116.32
MN ENERGY RESOURCES #0...	5706820828	11/13/2025	100-4510-63890	Utilities Expense	OCT 2025 - GAS METER REA...		21.38
MN ENERGY RESOURCES #0...	5706820828	11/13/2025	100-4510-63890	Utilities Expense	OCT 2025 - GAS METER REA...		49.85
Vendor MN ENERGY RESOURCES #0503090429-00002 Total:							341.17
Vendor: QUALITY FARM SUPPLY INC							
QUALITY FARM SUPPLY INC	138601	09/30/2025	640-4850-62210	Equipment Maint & Repair	FILTERS - LAWN MOWER		134.15
Vendor QUALITY FARM SUPPLY INC Total:							134.15
Vendor: ZACHERY ACKERMAN							
ZACHERY ACKERMAN	1170-2	11/21/2025	535-4680-65900	Work in Process-Constructi...	LABOR / MATERIALS - ROOF...		132,866.00
Vendor ZACHERY ACKERMAN Total:							132,866.00
Grand Total:							264,855.79

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	20,969.85
130 - SRT FUND	66.20
535 - 2025 LIQUOR ROOF	132,866.00
610 - LIQUOR DISPENSARY	37,271.60
620 - WATER UTILITY FUND	4,538.17
640 - MEC - OAK VIEW GROUP	134.15
670 - STORM WATER UTILITY FUND	635.01
680 - WASTEWATER UTILITY FUND	396.84
690 - ELECTRIC UTILITY FUND	67,630.74
820 - GREENWOOD CEMETERY FUND	347.23
Grand Total:	264,855.79

Account Summary

Account Number	Account Name	Expense Amount
100-20220	Sales Tax Payable	12,198.15
100-4150-63030	Contracts Expense	382.48
100-4194-62120	Gas-Oil-Lube	54.42
100-4210-62120	Gas-Oil-Lube	1,894.79
100-4210-62990	Misc. Operating Expense	-14.81
100-4220-62120	Gas-Oil-Lube	350.22
100-4220-62990	Misc. Operating Expense	11.20
100-4240-53221	Building Permits	131.28
100-4312-62120	Gas-Oil-Lube	2,207.63
100-4312-62400	Small Tools and Minor E...	141.55
100-4312-63890	Utilities Expense	153.62
100-4315-62120	Gas-Oil-Lube	1,707.51
100-4315-62210	Equipment Maint & Repa..	461.31
100-4315-62230	Building Maint & Repair	4.13
100-4315-62990	Misc. Operating Expense	2.30
100-4315-63890	Utilities Expense	116.32
100-4510-62120	Gas-Oil-Lube	743.07
100-4510-62990	Misc. Operating Expense	9.49
100-4510-63890	Utilities Expense	71.23
100-4650-62120	Gas-Oil-Lube	55.62
100-4650-63030	Contracts Expense	274.19
100-4670-62990	Misc. Operating Expense	14.15
130-4670-62990	Misc. Operating Expense	66.20
535-4680-65900	Work in Process-Constru...	132,866.00
610-20220	Sales Tax Payable	37,260.00
610-4840-62990	Misc. Operating Expense	3.08
610-4850-62230	Building Maint & Repair	8.52
620-20220	Sales Tax Payable	2,797.43

Account Summary

Account Number	Account Name	Expense Amount
620-4840-62120	Gas-Oil-Lube	1,669.66
620-4840-62990	Misc. Operating Expense	71.08
640-4850-62210	Equipment Maint & Repa..	134.15
670-4840-62120	Gas-Oil-Lube	635.01
680-4840-62120	Gas-Oil-Lube	396.84
690-20220	Sales Tax Payable	66,145.01
690-4840-62010	Office Supplies	1.96
690-4840-62120	Gas-Oil-Lube	1,328.98
690-4840-62990	Misc. Operating Expense	43.09
690-4850-62210	Equipment Maint & Repa..	16.39
690-4850-62350	Power Plant/Dam Maint	1.51
690-4890-63030	Contracts Expense	93.80
820-4840-62120	Gas-Oil-Lube	347.23
Grand Total:		264,855.79

Project Account Summary

Project Account Key	Expense Amount
None	264,855.79
Grand Total:	264,855.79



City of Thief River Falls, MN

Refund Check Register

Refund Check Detail

UBPKT03513 - TERRI WILMAN

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
16-01967-000	WILMAN, TERRI	11/18/2025	96689	37.05			37.05	Deposit
Total Refunds: 1		Total Refunded Amount:		37.05				

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	37.05
Revenue Total:	37.05

General Ledger Distribution

Posting Date: 11/18/2025

	Account Number	Account Name	Posting Amount	IFT
Fund:	690 - ELECTRIC UTILITY FUND			
	690-10101	Cash & Investments	-37.05	Yes
	690-11530	Accts Receivable - Billing	37.05	
	690 Total:		0.00	
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-37.05	
	999-20700	Due To Other Funds	37.05	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



Refund Check Register

Refund Check Detail

UBPKT03517 - Refunds 01 UBPKT03516 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-00179-005	RUIZ, CESAR	11/25/2025	96738	182.65			182.65	Generated From Billing
02-00190-002	HAYES, BRIEANNA D	11/25/2025	96739	11.12			11.12	Generated From Billing
04-00509-004	ABELD, REBAKAH A	11/25/2025	96740	14.24			14.24	Generated From Billing
14-01666-011	GARCIA, JOSELITO RODRIGUEZ	11/25/2025	96741	177.24			177.24	Generated From Billing
16-01993-004	CARDERELLI, JAMES A	11/25/2025	96742	147.61			147.61	Generated From Billing
17-02163-001	SELLON, SAMANTHA A	11/25/2025	96743	66.12			66.12	Generated From Billing
24-03482-003	MELBY, DYLAN J	11/25/2025	96744	191.17			191.17	Generated From Billing
26-04861-006	SWANSON, DONOVAN M	11/25/2025	96745	81.63			81.63	Generated From Billing
26-05169-007	JONES, JAMELIAH M	11/25/2025	96746	11.41			11.41	Generated From Billing
31-05190-002	AULT, MICHAEL E	11/25/2025	96747	157.17			157.17	Generated From Billing
Total Refunds: 10				Total Refunded Amount:	1,040.36			

Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	1040.36
Revenue Total:	1040.36

General Ledger Distribution

Posting Date: 11/20/2025

	Account Number	Account Name	Posting Amount	IFT
Fund:	690 - ELECTRIC UTILITY FUND			
	690-10101	Cash & Investments	-1,040.36	Yes
	690-11530	Accts Receivable - Billing	1,040.36	
	690 Total:		0.00	
Fund:	999 - POOL CASH FUND			
	999-10101	Pooled Cash & Investments	-1,040.36	
	999-20700	Due To Other Funds	1,040.36	Yes
	999 Total:		0.00	
	Distribution Total:		0.00	



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01615 - 11/25/25 DIRECT PAYABLES / U S POSTMASTER

Vendor Name	Payable Number	Post Date	Account Number	Account Name	Description (Item)	(None)	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	DEC 2025	11/25/2025	100-4315-62010	Office Supplies	POSTAGE - DEEMBER 2025 ...		306.71
U S POSTMASTER	DEC 2025	11/25/2025	620-4840-62010	Office Supplies	POSTAGE - DECEMBER 2025...		715.64
U S POSTMASTER	DEC 2025	11/25/2025	680-4840-62010	Office Supplies	POSTAGE - DECEMBER 2025...		204.47
U S POSTMASTER	DEC 2025	11/25/2025	690-4840-62010	Office Supplies	POSTAGE - DECEMBER 2025...		817.88
Vendor U S POSTMASTER Total:							2,044.70
Grand Total:							2,044.70

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	306.71
620 - WATER UTILITY FUND	715.64
680 - WASTEWATER UTILITY FUND	204.47
690 - ELECTRIC UTILITY FUND	817.88
Grand Total:	2,044.70

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62010	Office Supplies	306.71
620-4840-62010	Office Supplies	715.64
680-4840-62010	Office Supplies	204.47
690-4840-62010	Office Supplies	817.88
Grand Total:		2,044.70

Project Account Summary

Project Account Key	Expense Amount
None	2,044.70
Grand Total:	2,044.70

COUNCIL PER I TO BE PAID ON 12/24/2025 PAYROLL**Presented 12/2/2025 Council Meet****Mike Lorenson -September/October/November 2025**

9/8/2025	Public Utility	City Hall	\$32.50
9/8/2025	Labor Meeting	City Hall	\$32.50
9/9/2025	Admin Services	City Hall	\$32.50
9/11/2025	Building Committee	City Hall	\$32.50
9/17/2025	TVF Airport	Airport	\$32.50
9/18/2025	Open Line	Radio Station	\$32.50
9/21/2025	Historical Society	City Hall	\$32.50
9/22/2025	Building Committee	Buildings	\$32.50
9/24/2025	Building Committee	City Hall	\$32.50
10/7/2025	Long Range Planning	City Hall	\$32.50
10/7/2025	Long Range Planning	City Hall	\$32.50
10/8/2025	Walk/Bike	Greenwood	\$32.50
10/10/2025	Guset Speaker	Govt Center	\$32.50
10/13/2025	Public Utility	City Hall	\$32.50
10/13/2025	CGMC Conference	City Hall	\$32.50
10/13/2025	Long Range Planning	City Hall	\$32.50
10/14/2025	Admin Services	City Hall	\$32.50
10/15/2025	TVF Airport	Airport	\$32.50
10/15/2025	State of the College	Northland	\$32.50
10/16/2025	Open Line	Radio Station	\$32.50
10/20/2025	City/County/School	REA	\$32.50
10/22/2025	Budget and Finance Meeting	City Hall	\$32.50
10/22/2025	Long Range Planning	DOT	\$32.50
10/29/2025	Budget and Finance Meeting	City Hall	\$32.50
10/30/2025	Manufacturer's Day	Artic Cat	\$32.50
11/5/2025	Labor Meeting	City Hall	\$32.50
11/6/2025	Admin Services	City Hall	\$32.50
11/10/2025	Public Utility	City Hall	\$32.50
11/12/2025	Press Conf.	REA	\$32.50
11/13/2025	SRTS	Web	\$32.50
11/17/2025	AP Clerk Interviews	City Hall	\$32.50
11/19/2025	TVF Airport	Airport	\$32.50
11/20/2025	Open Line	Radio Station	\$32.50
11/21/2025	Comm Develop	City Hall	\$32.50
			<u>\$1,105.00</u>

Julie Bolduc -November. 2025

11/10/2025	Public Safety	City Hall	\$32.50
11/12/2025	Public Works	City Hall	\$32.50
			<u>\$65.00</u>

Kelly Langass - November 2025

10/30/2025	Airport Meeting	Airport	\$32.50
11/6/2025	Admin Meeting	Rm 101	\$32.50
11/10/2025	Utilities	Rm 101	\$32.50
11/19/2025	Airport Meeting	Airport	\$32.50
11/17/2025	Trainings	Home	\$75.00

\$205.00**Steven Narverud - November 2025**

11/5/2025	55+ Housing	Legacy Center	\$32.50
11/5/2025	Labor Committee	Rm 201	\$32.50
11/6/2025	Training	Computer	\$32.50
11/10/2025	Public Safety	Rm 101	\$32.50
11/12/2025	Planning and Zoning	City Hall	\$32.50
11/12/2025	Press Conference	Ralph	\$32.50
11/12/2025	Public Works	Rm 101	\$32.50
11/13/2025	SRTS	School	\$32.50
11/19/2025	Advance TRF	Rm 101	\$32.50

\$292.50



City of Thief River Falls

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

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

Request for Council Action

DATE: 12/2/2025

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

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

MOTION TO: Adopt Assessment Roll for the 2024 Street & Utilities Improvements. The amount to be assessed is \$75,857.80.

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

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

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

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

		ASSESSMENT FRONTAGE (FEET)	4 inch walk (\$____/sq. ft)	4 INCH WALK TOTAL	width	6 inch walk (\$____/ sq. ft)	6 INCH WALK TOTAL	6" driveway (Square yards)	6" DRIVEWAY TOTAL \$____/sq. yd	Engineering Costs (15%)	TOTAL ASSESSMENT
25.006.353.00	DANIE PACKARD 101 MERRIAM AVE N THIEF RIVER FALLS, MN 56701		12.0	\$168.00			\$0.00		\$0.00		\$193.20
25.006.363.00	ROBERT BURKEL 104 CROCKER AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	23.2	\$3,294.40		\$3,788.56
25.006.372.10	LONDON SANDERS 1121 1ST STREET EAST THIEF RIVER FALLS, MN 56701		10.0	\$140.00			\$0.00	32.2	\$4,572.40		\$5,419.26
25.006.382.10	LAS CASAS 104 MERRIAM AVE N (MAIL TO: 401 CONLEY AVE S) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
Chris Mills <chris.mills@myprowler.org>	NANCY CLOUD 103 MAPLE AVE N (MAIL TO: 28048 220TH ST SE, OKLEE 56742 THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.403.20	SYDNEY BONAIME 102 KNEALE AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.411.30	RACHEL BUCK 103 SPRUCE AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.418.30	ALISHA ROWAN 1303 1ST STREET EAST THIEF RIVER FALLS, MN 56701		19.3	\$269.50			\$0.00		\$0.00		\$309.93
25.006.425.40	MELISSA ERICKSON 103 PINE AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.432.40	GARRETT HOGLO 102 SPRUCE AVE N THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.354.00	VICTOR GRAF 101 MERRIAM AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00

		ASSESSMENT FRONTAGE (FEET)	4 inch walk (\$____/sq. ft)	4 INCH WALK TOTAL	width	6 inch walk (\$____/ sq. ft)	6 INCH WALK TOTAL	6" driveway (Square yards)	6" DRIVEWAY TOTAL \$____/sq. yd	Engineering Costs (15%)	TOTAL ASSESSMENT
25.006.362.00	TORINA PETERSON 104 CROCKER AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.373.10	CURTIS ZOLLER 103 KNEALE AVE S (MAIL TO: 11715 US HWY 59 NE) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.381.10	JOSEPH TAYLOR 1102 1ST STREET EAST THIEF RIVER FALLS, MN 56701		13.5	\$189.00			\$0.00		\$0.00		\$217.35
25.006.432.40	KAREN ROLLAND 102 SPRUCE AVE N (MAIL TO: 12750 OAK GROVE DR) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.354.00	VICTOR GRAF 101 MERRIAM AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.362.00	TORINA PETERSON 104 CROCKER AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.373.10	CURTIS ZOLLER 103 KNEALE AVE S (MAIL TO: 11715 US HWY 59 NE) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.381.10	JOSEPH TAYLOR 1102 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.393.20	JEREMY TREITLINE 101 MAPLE AVE S (MAIL TO: 18278 140TH AVE NE) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.402.20	JON ROBERT LEGARRIE 102 KNEALE AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.412.30	STEVEN BEICH 101 SPRUCE AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
				\$0.00			\$0.00		\$0.00		\$0.00

		ASSESSMENT FRONTAGE (FEET)	4 inch walk (\$____/sq. ft)	4 INCH WALK TOTAL	width	6 inch walk (\$____/ sq. ft)	6 INCH WALK TOTAL	6" driveway (Square yards)	6" DRIVEWAY TOTAL \$____/sq. yd	Engineering Costs (15%)	TOTAL ASSESSMENT
25.006.417.30	MARGARET FOX 104 MAPLE AVE S (MAIL TO: PO BOX 296) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	30.0	\$4,260.00		\$4,899.00
25.006.426.40	SAINT JOHNS EVANGELICAL CHURCH 101 PINE AVE S THIEF RIVER FALLS, MN 56701		14.0	\$196.00			\$0.00		\$0.00		\$225.40
25.006.431.40	ANNE FUENTES 102 SPRUCE AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	14.0	\$1,988.00		\$2,286.20
25.006.439.50	AVERILL AGENCY 102 PINE AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.264.40	EFREN CORIA HEREDIA 416 1ST STREET EAST (MAIL TO: 307 KNIGHT AVE N) THIEF RIVER FALLS, MN 56701		36.0	\$504.00			\$0.00	18.0	\$2,556.00		\$3,519.00
25.006.270.50	JSTT RENTALS LLP 520 1ST STREET EAST (MAIL TO: PO BOX 911) THIEF RIVER FALLS, MN 56701		33.0	\$462.00			\$0.00		\$0.00		\$531.30
25.006.279.50	BERNIER PROPERTIES LLC 506 1ST STREET EAST (MAIL TO: 623 DULUTH AVE N) THIEF RIVER FALLS, MN 56701		190.0	\$2,660.00			\$0.00		\$0.00		\$3,059.00
25.006.280.50	JSTT RENTALS LLP 510 1ST STREET EAST (MAIL TO: PO BOX 911) THIEF RIVER FALLS, MN 56701		83.0	\$1,162.00			\$0.00		\$0.00		\$1,336.30
25.006.289.60	ZANE ANDERSON 103 MARKLEY AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.296.60	XOCHITL GONZALEZ 604 1ST STREET EAST THIEF RIVER FALLS, MN 56701		57.0	\$798.00			\$0.00		\$0.00		\$917.70
25.006.297.60	CRISTINA MANNING 610 1ST STREET EAST THIEF RIVER FALLS, MN 56701		53.0	\$742.00			\$0.00		\$0.00		\$853.30

		ASSESSMENT FRONTAGE (FEET)	4 inch walk (\$____/sq. ft)	4 INCH WALK TOTAL	width	6 inch walk (\$____/ sq. ft)	6 INCH WALK TOTAL	6" driveway (Square yards)	6" DRIVEWAY TOTAL \$____/sq. yd	Engineering Costs (15%)	TOTAL ASSESSMENT
25.006.307.70	LUELLA SOLBERG 103 KENDALL AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	28.7	\$4,075.40		\$4,686.71
25.006.308.70	LUELLA SOLBERG 714 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.315.70	LAS CASAS LLC 102 MARKLEY AVE S (MAIL TO: 401 CONLEY AVE S) THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00		\$0.00		\$0.00
25.006.324.80	DEBRA BRUGGEMAN 101 TINDOLPH AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	24.1	\$3,422.20		\$3,935.53
25.006.332.80	KYLE MOLSTAD 102 KENDALL AVE S THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	20.8	\$2,953.60		\$3,396.64
25.006.339.90	JOHN CLOSSNER 920 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00		294	\$4,557.00	36.1	\$5,126.20		\$11,135.68
25.006.347.90	GARY ANDERSON 904 1ST STREET EAST THIEF RIVER FALLS, MN 56701			\$0.00			\$0.00	19.4	\$2,754.80		\$3,168.02

\$75,857.80



City of Thief River Falls

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

PHONE: 218-681-2943
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Request for Council Action

DATE: 12/2/2025

SUBJECT: Approval to sign Project Development Agreement Contract with Energy Systems Group, LLC - Phase #2 replacing heat pumps at City Hall

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

MOTION TO: To authorize the City Administrator to sign the Project Development Agreement Contract on items to be included in phase #2 of the project.

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

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

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This is note a budgeted expense however, looking into grants opportunities.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Energy Systems Group Phase 2 contract
----	---------------------------------------

Guaranteed Energy Savings Contract **Project Development Agreement**

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

Between
AND

**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. Detailed Engineering Evaluation

ESG agrees to perform a detailed engineering evaluation of the City Hall 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. Customer Data Collection

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 **\$11,500** (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	October 21, 2025
PDA executed	Nov 2025
Detailed Development (Kick off Meeting)	Nov 2025
A progress update tempo will be established and future milestones outlined by the City stakeholders and the ES-Group team.	Nov 2025
Workshopping Sessions with Stakeholders to select scope of work	Nov 2025
Consensus Sessions with Stakeholders and Decision Makers	Nov/Dec 2025
City Commission Scope, Funding, and Approval to Execute Contract	Dec 2025
Contract Execution	Dec 2025
Implementation Kickoff	Dec 2025

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.*

Certificate Of Completion

Envelope Id: 1597D64F-778C-4C86-899C-9E6EBCDC59E6
 Subject: Thief River Falls (MN) - ESG PDA - Request for Signature 11/19/25
 Source Envelope:
 Document Pages: 5
 Certificate Pages: 5
 AutoNav: Enabled
 Enveloped Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:
 Angie Rawlinson
 arawlinson@energysystemsgroup.com
 IP Address: 64.198.251.192

Record Tracking

Status: Original
 11/19/2025 3:40:04 PM

Holder: Angie Rawlinson
 arawlinson@energysystemsgroup.com

Location: DocuSign

Signer Events

Signature

Timestamp

Angie Philipp
 aphilipp@trfmmn.gov
 City Administrator

Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Accepted: 11/24/2025 10:55:12 AM
 ID: 145701b7-0781-4604-85a2-feae3b0dda86

Sent: 11/19/2025 4:04:54 PM
 Viewed: 11/24/2025 10:55:12 AM

Anthony Martin

amartin@energysystemsgroup.com

Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Accepted: 5/22/2025 4:01:46 PM
 ID: 06c8c942-fae0-431b-bae2-926a86ed1328

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Holly Sandrey

hsandrey@energysystemsgroup.com

Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

COPIED

Sent: 11/19/2025 4:04:54 PM

Mike Johnson

mjohnson@energysystemsgroup.com

Engineering Team Lead

Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Accepted: 10/2/2025 10:55:14 AM
 ID: e8aa0da5-e03f-498b-a91f-4b02f29700b8

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Sent: 11/19/2025 4:04:54 PM
 Viewed: 11/19/2025 5:12:16 PM

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/19/2025 4:04:54 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Energy Systems Group, LLC:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: helpdesk@energysystemsgroup.com

To advise Energy Systems Group, LLC of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at helpdesk@energysystemsgroup.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to helpdesk@energysystemsgroup.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Energy Systems Group, LLC

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to helpdesk@energysystemsgroup.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Energy Systems Group, LLC as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Energy Systems Group, LLC during the course of your relationship with Energy Systems Group, LLC.



City of Thief River Falls

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

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

Request for Council Action

DATE: 12/2/2025

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

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

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

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

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	letter of support laura jane musser fund
----	--



City of Thief River Falls

OFFICE OF THE MAYOR

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

PHONE: 218-681-2943
FAX: 218-681-6223
email: Mayor@trfmmn.gov
www.trfmmn.gov

December 2, 2025

Laura Jane Musser Fund
Intercultural Harmony Grant Program

To the Grant Review Committee:

The City of Thief River Falls is pleased to submit this application to the Laura Jane Musser Fund's Intercultural Harmony program in support of the *Welcoming Rivers* project. As a regional hub for commerce, education, health care, and cultural activity in northwest Minnesota, Thief River Falls serves people from across a wide geographic area. Our community continues to evolve, shaped by longstanding Scandinavian and Ojibwe cultural traditions and strengthened by the growing presence of Latin families who contribute to the vibrancy of our schools, workplaces, and neighborhoods. In this context, creating meaningful opportunities for connection across cultures is both timely and essential.

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

The City is proud to partner with Advance Thief River on this effort. Their leadership in community engagement and cultural collaboration has laid the groundwork for a strong and successful initiative, and we are enthusiastic about working together to bring the *Welcoming Rivers* project to life. We believe deeply in this work and are committed to supporting its implementation, outreach, and long-term impact.

Thank you for considering this application. We appreciate the Laura Jane Musser Fund's dedication to fostering harmony and understanding among diverse communities, and we are grateful for the opportunity to seek your support for this important project.

Sincerely,

Mayor Mike Lorenson
City of Thief River Falls, Minnesota



City of Thief River Falls

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www.citytrf.net

Request for Council Action

DATE: 12/2/2025

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

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

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

FINANCIAL CONSIDERATIONS: The terms of the loan are up to \$25,000 at 3% interest for a period not to exceed 60 months. Monthly payments will 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

ATTACHMENTS:

None



City of Thief River Falls

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Thief River Falls MN 56701-0528

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Request for Council Action

DATE: 12/2/2025

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

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

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

FINANCIAL CONSIDERATIONS: The terms of the loan are up to \$100,000 at 2% interest for a period not to exceed 84 months. Monthly payments will 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

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/2/2025

SUBJECT: Appoint a Council member for Cybersecurity Committee

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

MOTION TO: To appoint a Council member for the Cybersecurity Committee.

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

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Joanne Olson, IT Coordinate

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/2/2025

SUBJECT: To institute Minnesota Paid Leave effective 1/1/2026

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

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

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

KEY ISSUES:

FINANCIAL CONSIDERATIONS: This has been factored into the 2026 budget.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None



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Request for Council Action

DATE: 12/2/2025

SUBJECT: Purchase over the ice accent lighting for event and in-game experience at the Ralph Engelstad Arena

RECOMMENDATION: It is respectfully requested that the Thief River Falls City Council consider the following:

MOTION TO: To accept the quote to purchase RGB lighting and Madrix control system.

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

KEY ISSUES:

FINANCIAL CONSIDERATIONS: The quote from LucentHD is listed at (\$79,637.00). The City of Thief River Falls will use remaining 2018 Bond Funds in the amount of \$45,660.46. The Ralph Engelstad Arena received a \$20,000 donation from the Beito Foundation, which has been allocated toward this purchase, and the remaining balance of \$13,976.54 will be allocated from Capital.

LEGAL CONSIDERATION:

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

ATTACHMENTS:

1.	Request for Council Action 1222025 LucentHD RGB Lighting
2.	Lucent Hd Lighting - Ralph TRF
3.	LucentHD - Proposal TRF REA Show Lighting 120225

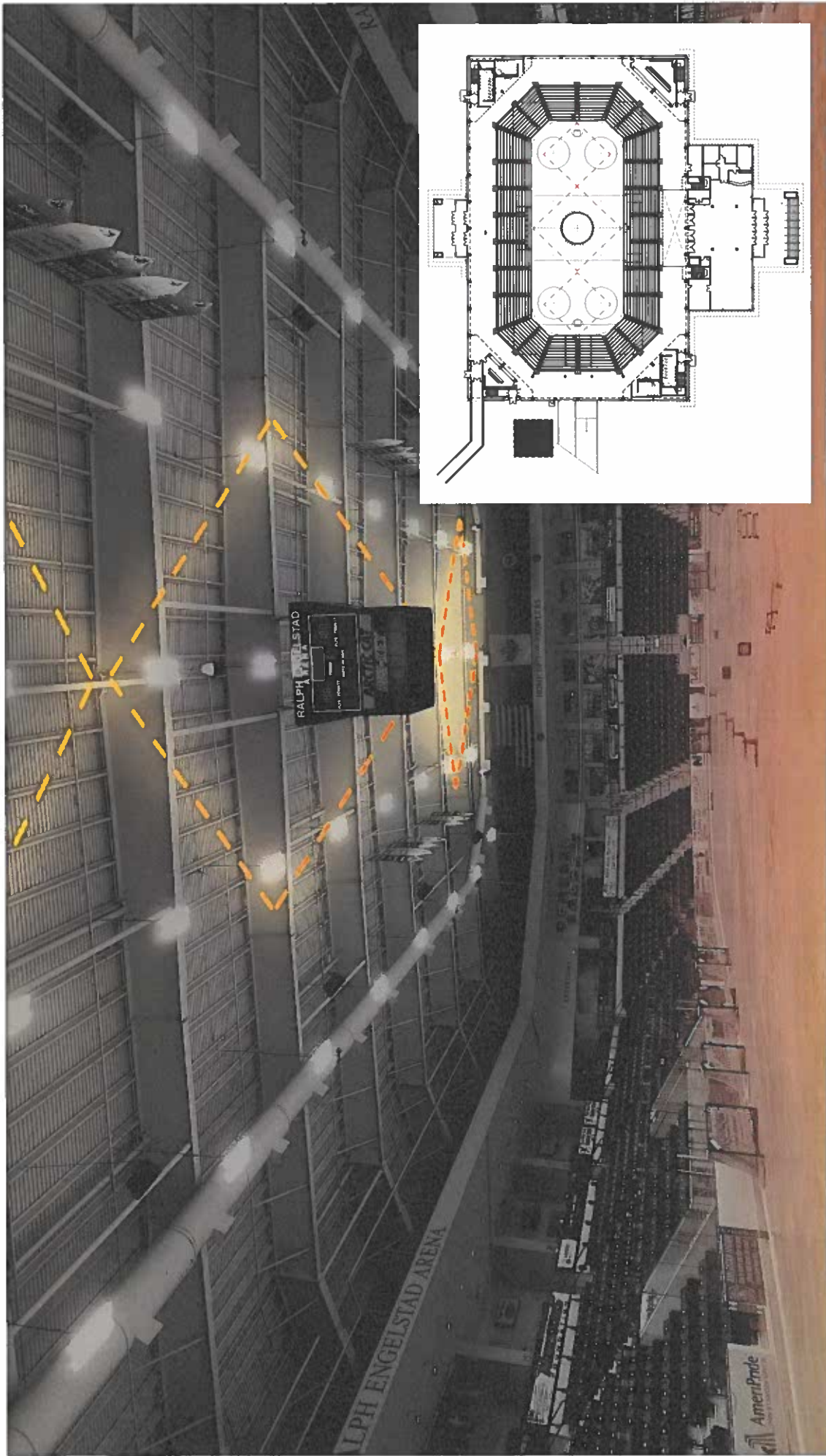


Request for Council Action

December 2, 2025

- Subject:** Purchase over the ice accent lighting for event and in-game experience at the Ralph Engelstad Arena.
- Recommendation:** It is respectfully requested that the Thief River Falls City Council consider the following:
- Motion:** To accept the quote to purchase RGB lighting and Madrix control system.
- Background:** This RGB Lighting and Madrix control system upgrade will transform the arena into a dynamic, multipurpose venue that delivers fan experience, atmosphere and energy for ticketed events.
- Financial Considerations:** The quote from LucentHD is listed at (\$79,637.00). The City of Thief River Falls will use remaining 2018 Bond Funds in the amount of \$45,660.46. The Ralph Engelstad Arena received a \$20,000 donation from the Beito Foundation, which has been allocated toward this purchase, and the remaining balance of \$13,976.54 will be allocated from Capital.
- Responsible Person(s):** Travis Collins, General Manager of Oak View Group

Oak View Group
Ralph Engelstad Arena and Huck Olson Memorial Civic Center
525 Brooks Avenue North



RENDERING

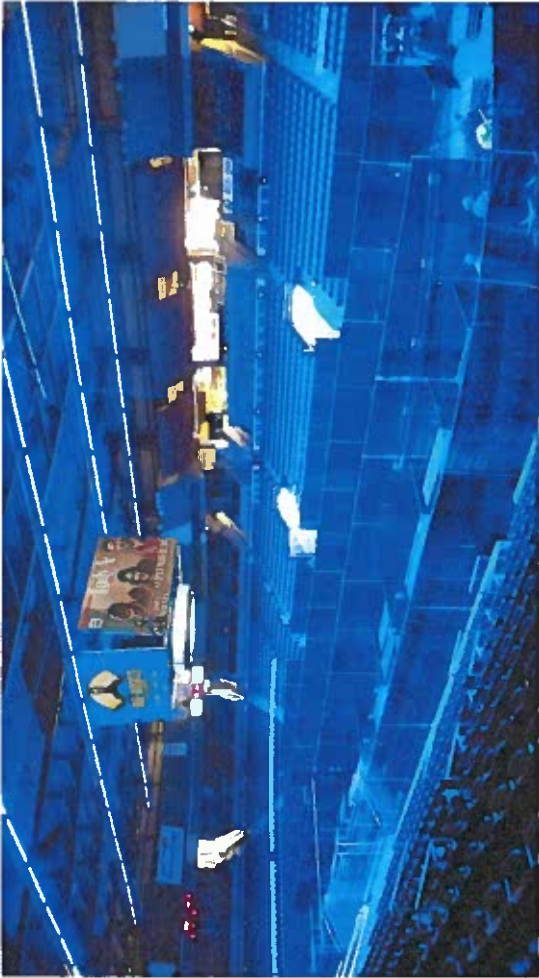
RALPH ENGELSTAD ARENA
TECHNOLOGY INTEGRATION
THIEF RIVER FALLS, MN



iconHD

www.iconHD.com
P&R NO 22-8701 8/4/2022
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RALPH ENGELSTAD ARENA
TECHNOLOGY INTEGRATION
THIEF RIVER FALLS, MN

PRECEDENTS

Travis Collins*General Manager***OAK VIEW GROUP I** *Ralph Engelstad Arena*

525 Brooks Avenue N, Thief River Falls, MN 56701

O: (218) 681-2183

Travis.Collins@OakViewGroup.com

Date: 12/2/25

We are pleased to provide you with a proposal for **over the ice accent lighting** identified by the technical specifications included herein. We hope you find this proposal complete and responsive to your needs and we look forward to executing the project to your satisfaction.

Scope of Work:

1. Engineering Phase Services
 - a. Provide lighting design drawings.
2. Fabrication/Installation Services
 - a. Provide and install new RGB lighting in prefabricated 20' sections.
 - b. Provide and install new Madrix control system for the new lighting.
 - c. Provide commissioning and training on the new lighting system.

Proposal Details:

1. Work permitting costs to be paid by owner.
2. Does not include any federal, state, or local taxes.
3. Assumes standard working hours and conditions.
4. Pricing is subject to fluctuations in market conditions, pricing is based on current market prices.
5. Assumes electrical is to be brought to the lighting and connected by owners electrician.
6. Assumes relays and low voltage line for relay control will be provided and installed by the owners electrician. LucentHD will integrate the relay control into the lighting control system.
7. Assumes sufficient project lead time and timely display delivery.
8. Assumes no road or lane closures needed.
9. Pricing assumes one single site mobilization.

10. Schedule does not include delays due to owner provided engineering.
11. Assumes standard shipping no rush deliveries required.
12. Assumes staging area for materials onsite and close to working area, no offsite staging or receiving included.
13. Assumes inspections to be provided by others.
14. Assumes LucentHD will receive one comprehensive punch list that identifies each specific deficiency to be corrected. No additional items to be added to punch list after initial punch list is received.

Payment Terms:

Oak View Group or its assignee agrees:

Down payment of 50% at the time of contract approval.

Final payment of 50% at time of first substantial use.

Pricing:

\$79,637.00

Thank you for giving LucentHD the opportunity to provide this proposal. If you have any questions, feel free to contact me at joshg@lucenthd.com or by phone at 701.741.0771.

Best Regards,

Josh Goldade, President
LucentHD



Thief River Falls REA Show Lighting

OWNER:

ENGINEER:

By:

By:



Name:

Name:

Josh Goldade

Title:

Title:

President



City of Thief River Falls

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

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

Request for Council Action

DATE: 12/2/2025

SUBJECT: Approve Library Bathrooms change proposal request #3

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

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

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

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen Public Works Director

ATTACHMENTS:

1.	change order_library change proposal order #3001
----	--



Document G701[®] - 2017

Change Order

PROJECT: (Name and address)
23-021 Thief River Falls Public Library -
New Restrooms
102 1st Street East
Thief River Falls, MN 56701

CONTRACT INFORMATION:
Contract For: General
Construction
Date: 03/26/2024

CHANGE ORDER INFORMATION:
Change Order Number: 003
Date: 12/02/2025

OWNER: (Name and address)
City of Thief River Falls

405 Third Street East
Thief River Falls, MN 56701

ARCHITECT: (Name and address)
ICON Architectural Group,
LLC
214 N 4th Street Ste 208
Grand Forks, ND 58203

CONTRACTOR: (Name and address)
Schmitz Builders, Inc.

210 3rd Street NE
Red Lake Falls, MN 56750

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

CPR #4 - Provide and Install 2 new locksets on restroom doors. (attached); Add \$2,592.76

The original Contract Sum was	\$ 265,000.00
The net change by previously authorized Change Orders	\$ 5,275.00
The Contract Sum prior to this Change Order was	\$ 270,275.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 2,592.76
The new Contract Sum including this Change Order will be	\$ 272,867.76

The Contract Time will be increased by one hundred forty-six (146) days.
The new date of Substantial Completion will be October 8, 2025

NOTE:

This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.



ARCHITECT (Signature)

BY: Michael Johnston, Architect
(Printed name, title, and license
number if required)

12-2-2025

Date



CONTRACTOR (Signature)

BY: Kent Schmitz, President
(Printed name and title)

12-2-2025

Date

OWNER (Signature)

BY: Angela Philipp, City
Administrator
(Printed name and title)

Date

SCHMITZ BUILDERS, INC.

210 3RD ST. NE
RED LAKE FALLS, MN 56750
218 253 – 2474
218 253 – 2484 FAX
SCHBLD@GVTEL.COM

Nov 23, 2025

Proposal Submitted to:

Michael Johnston
Icon Architectural
123 2nd Ave Street NW
Bemidji, MN.

Job: Thief River Falls Library Remodel. Change Proposal Request # 4

We hereby propose the following:

1-Provide and Install 2 new lock on restroom doors.

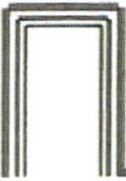
Central Door	\$ 2,254.58
P/OH & Bonds	\$ 338 .18
Total Add	\$ 2,592.76

All materials are guaranteed to be as specified, and the above work to be performed in accordance with drawings & specifications submitted for above work and completed in a suitable workmanlike manner. We are Bonded, Licensed and Insured.

By: _____

Accepted : _____

STATEMENT



CENTRAL DOOR & HARDWARE INC.

Box 9044 . 602 43rd St. N.W. . Fargo, North Dakota 58106

Toll Free: 1-800-747-9082 . Phone: 701-281-9082 . Fax: 701.281.1707

Date: 8/7/2025

Account: 28S118

Amount Paid:

SCHMITZ BUILDERS

210 3RD ST NE
RED LAKE FALLS MN 56750

Payment Terms: NET 30

Amount Due: \$179.55

Please return this portion with your payment

Document No.	Date	Code	Description	Amount	Balance
223327	7/31/2025	SLS	INDICATORS - TRF LIBRARY -KENT	\$179.55	\$179.55
				Amount Due:	\$179.55

Thank you for your business!

Tax 12³⁵
\$ 191.⁹⁰

Current	31 - 60 Days	61 - 90 Days	91 and Over			
\$179.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Codes: SLS = Sales / Invoices
SCH = Scheduled Payments
DR = Debit Memos

FIN = Finance Charges
SVC = Service / Repairs
WRN = Warranties

CR = Credit Memos
RTN = Returns
PMT = Payments

Subject: Re: Schlage lock

From: Travis Giffen <tgiffen@trfmrn.gov>

To: "Michael Johnston, AIA" <michael.johnston@iconarchitects.com>, schbld@gvtel.com <schbld@gvtel.com>

Date: Tuesday, 07/01/2025 4:05 PM

I am happy to hear that we have a potential solution that will meet our needs and does not need a new door. Do we have the updated costs back yet?

Travis Giffen

PWD, city of TRF

Get [Outlook for iOS](#)

From: Michael Johnston, AIA <michael.johnston@iconarchitects.com>

Sent: Monday, June 30, 2025 4:23:07 PM

To: Travis Giffen <tgiffen@trfmrn.gov>; schbld@gvtel.com <schbld@gvtel.com>

Subject: FW: Schlage lock

SECURITY NOTICE:

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact Joanne Olson @ EXT 1150.

Travis,

I talked with Central Door & Hardware, with the functionality that is desired they are recommending using a L9456 which is a Corridor Lock with a deadbolt. It would be able to be locked or unlocked for controlled use from the library side, have occupancy indicators on both sides of the door operated by the thumb turn on the inside, and the inside lever is always free from the inside and retract the deadbolt automatically.

They believe the existing door would not need any new machining and the existing lock would be removed and the new lock installed and will cover the existing holes.

Cost per door lock is \$965 each. I did not ask if the existing locks could be returned or a restocking charge if they could be. The tech person I talked with was Eric Maher, but the person on the Library project is Rob Kraught who is the person we will need to talk with on lead times and cost details.

Kent, you or Skylar will need to reach out to Rob and see if they will take the original locks back or not, costs for just changing one lock or both, and approx. lead time.

965⁰⁰
x 2

\$ 1930
132 68

\$ 2062 68