

# THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, February 3, 2026

COUNCIL CHAMBERS  
CITY HALL – 405 3<sup>RD</sup> STREET EAST  
5:30 PM

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

- |   |   |
|---|---|
| <input type="checkbox"/> Mike Lorensen, Mayor     | <input type="checkbox"/> Megan Arlt, Ward 1       |
| <input type="checkbox"/> Julie Bolduc, Ward 2     | <input type="checkbox"/> Kelly Langness, Ward 3   |
| <input type="checkbox"/> Michele McCraw, Ward 4   | <input type="checkbox"/> Scott Pream, Ward 5      |
| <input type="checkbox"/> Jason Aarestad, At-Large | <input type="checkbox"/> Steve Narverud, At-Large |

**4. PUBLIC HEARING**

4.1. Subdivision Amendment (3)

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

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

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

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

8.1. Approval of January 20, 2026 Council Proceedings (4-16)

8.2. City of Thief River Falls bills, disbursements and per diems (17-

**9. NEW BUSINESS**

9.1. Approve Tobacco License for Casey's #5317 (50-51)

9.2. First Reading to Amend Subdivision Ordinance, Chapter 151 of City Code (52-75)

**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**

- Planning & Zoning 2/4 at 5 pm - Council Chambers
- Public Utilities 2/09 at 7 am - Room 101
- Public Safety 2/9 at 4:30 pm - Room 101
- Administrative 2/10 at 4:30 pm - Room 101
- Public Works 2/11 at 4:30 pm - Room 101
- Special Meeting Planning & Zoning 2/12 at 5 pm - Council Chambers
- City Council 2/17 at 5:30 pm - Council Chamber

**12. INFORMATIONAL ITEMS**

- Holiday - 2/16 City Offices will be closed for President's Day. There will be no garbage pickup.
- Mayor Update
- Reminder - FPHL hockey game at the Ralph March 27 & 28 Topeka vs. Indiana. Tickets are on sale now. Visit Ralph Engelstad Arena on Facebook or their website.

**13. ADJOURNMENT**

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

**NOTICE OF PUBLIC HEARING  
PLANNING COMMISSION  
CITY OF THIEF RIVER FALLS**

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

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

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

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

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

Dated this 23<sup>rd</sup> day of December 2025.

CITY OF THIEF RIVER FALLS

/s/ Richard Baker \_\_\_\_\_

Zoning Administrator

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

## **CITY COUNCIL PROCEEDINGS**

**Tuesday, January 20, 2026**

### **CALL TO ORDER**

This meeting is officially called to order at 5:30 pm on January 20, 2026. This meeting is being presided over by Mayor Mike Lorenson.

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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

### **PUBLIC FORUM**

### **PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**

### **APPROVE AGENDA**

Councilmember Jason Aarestad motioned being seconded by Kelly Langness to approve the agenda with the removal of 8.2 and the additional of addendum items 8.14, 8.15, and 8.16.

On vote being taken, the resolution was unanimously passed.

### **CONSENT AGENDA**

#### **RESOLUTION NO. 1.17.26: Approval of January 6, 2026 Council Proceedings**

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced RESOLUTION 1.17.26, being seconded by Councilmember Kelly Langness , that:

THEREFORE BE IT RESOLVED, by the City Council, to approve the January 6, 2026 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

#### **RESOLUTION NO. 1.18.26: City of Thief River Falls Bills and Disbursements**

Presented as part of the Consent Agenda, Councilmember Scott Pream introduced RESOLUTION 1.18.26, being seconded by Councilmember Kelly Langness , that:

THEREFORE BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$1,935,562.56. 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. 1.19.26: Commercial Storefront Revolving Loan

Following discussion, Councilmember Jason Aarestad introduced Resolution 1.19.26, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City Council approved a commercial storefront renovation loan of \$25,000 to Julie Nelson and Kathleen Metelak at the December 2, 2025 City Council Meeting. Since that time, they have obtained a renter of the portion of the building off the alleyway which is prompting a second storefront and significant additional work to be done. The Community Development Advisory Board members met via email and approved the additional \$10,000, which will maximize the amount allowed for a commercial storefront renovation loan bringing the total to \$35,000.

THEREFORE, BE IT RESOLVED, to approve an additional \$10,000 to the already approved Commercial Storefront Renovation Loan of \$25,000 at a 3% interest rate for a period not to exceed 60 months from the city's revolving loan fund to Julia Nelson and Kathleen Metelak, co-owners of 220 Horace Ave N.

On vote being taken, the resolution was unanimously passed.

Subdivision Ordinance - First Reading

Removed from the Agenda.

RESOLUTION NO. 1.20.26: Planning & Zoning Commission Ordinance Amendment - First Reading

Following discussion, Councilmember Jason Aarestad introduced Resolution 1.20.26, being seconded by Councilmember Kelly Langness , that:

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

WHEREAS, Section 1. The City Code Chapter 31, Section 31.100 is hereby amended to

read as follows:

- Sec. 31.100. - Establishment and composition.

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

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

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

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

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

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

f. Submit to the long range planning committee a list of recommended capital

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

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

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

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

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

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

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

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

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

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

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

THEREFORE, BE IT RESOLVED Conduct the First Reading amending city code Chapter 31 entitled “Departments, Divisions, Boards and Commissions”, and by adopting by reference penalty provisions and amending city code Chapter 31 to delete certain provisions. Council also moves to waive the second reading.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.21.26: Planning & Zoning Commission ORdinance Amendment - Approval

Following discussion, Councilmember Jason Aarestad introduced Resolution 1.21.26, being seconded by Councilmember Scott Pream, that:

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

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

- Sec. 31.100. - Establishment and composition.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 10. City Code references to Penalty and Violations are hereby adopted in their

entirety, by reference, as though repeated verbatim herein.

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

THEREFORE, BE IT RESOLVED Approve amending city code Chapter 31 entitled "Departments, Division, Boards, and Commissions." and by adopting by reference penalty provision and amending city code Chapter 31 to delete certain provisions.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.22.26: Planning & Zoning Reappointment - Teri Averill

Following discussion, Councilmember Steve Narverud introduced Resolution 1.22.26, being seconded by Councilmember Michele McCraw, that:

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

THEREFORE, BE IT RESOLVED, re-appoint Teri Averill on the Planning and Zoning Commission.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.23.26: Planning & Zoning Councilmember Appointment - Mike Lorenson and Kelly Langness

Following discussion, Councilmember Steve Narverud introduced Resolution 1.23.26, being seconded by Councilmember Scott Pream, that:

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

THEREFORE, BE IT RESOLVED Appoint Mayor, Mike Lorenson, and Ward 3 Council Member, Kelly Langness to the Planning and Zoning Commission.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.24.26: Purchase - Thermal Imaging Camera

Following discussion, Councilmember Scott Pream introduced Resolution 1.24.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The Fire Department supplies each front-line engine with a Thermal Imaging Camera. The camera on Engine 97 has failed and needs to be replaced. It is

estimated that the failed camera was 15 – 20 years old.

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

THEREFORE, BE IT RESOLVED Approve the purchase of a Thermal Imaging Camera from Grand Forks Fire Equipment for a cost of \$6068.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.25.26: Microsoft Windows Server Client Access Licenses Upgrade

Following discussion, Councilmember Scott Pream introduced Resolution 1.25.26, being seconded by Councilmember Steve Narverud, that:

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

WHEREAS, • Affected Systems: Windows Server environment requiring CAL compliance.

- Affected Users: Users at City Hall and the Electric Department relying on server-based resources.
- Business Impact: Potential licensing non-compliance, risk of service disruption, and inability to scale user access efficiently.

THEREFORE, BE IT RESOLVED Approve the acquisition of 30 Microsoft Server Client Access licenses for Server 2025 for three (3) years.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.26.26: MARCO DaaS agreement on a Konica c651i- 65-ppm copier for City Hall and a Konica c451i 45-ppm for the Public Works Department.

Following discussion, Councilmember Michele McCraw introduced Resolution 1.26.26, being seconded by Councilmember Kelly Langness , that:

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

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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.27.26: Energy Systems Group Contract Agreement

Following discussion, Councilmember Scott Pream introduced Resolution 1.27.26, being seconded by Councilmember Steve Narverud, that:

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

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

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

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

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

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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.28.26: Challenger Multi-Use Trail Connection

Following discussion, Councilmember Scott Pream introduced Resolution 1.28.26, being seconded by Councilmember Jason Aarestad, that:

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

THEREFORE, BE IT RESOLVED To adopt a resolution of City of Thief River Falls to act as sponsoring agency for the project identified as the Challenger Multi-Use Trail Connection.

On vote being taken, the resolution was passed. Mike Lorenson abstained.

RESOLUTION NO. 1.29.26: 2026 Public Improvement Feasibility Report

Following discussion, Councilmember Scott Pream introduced Resolution 1.29.26, being seconded by Councilmember Jason Aarestad, that:

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

Federal Funded

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

Locally Funded

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

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

THEREFORE, BE IT RESOLVED Call for a Feasibility Report for the potential 2026

Street & Utilities Improvements project.

On vote being taken, the resolution was unanimously passed.

Moore Engineering Services

No action taken.

RESOLUTION NO. 1.30.26: 2028 Transportation Alternatives Grant Application- Challenger Multi-Use Trail Connection.

Following discussion, Councilmember Steve Narverud introduced Resolution, 1.30.26 being seconded by Councilmember Michele McCraw, that:

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right-of-way or property ownership acquired without prior approval from the FHWA.

THEREFORE, BE IT RESOLVED To adopt a resolution of City of Thief River Falls to agree to maintain facility for the project identified as the Challenger Multi-Use Trail Connection.

On vote being taken, the resolution was passed. Mike Lorenson abstained.

RESOLUTION NO. 1.31.26: State of MN Cooperative Agreement

Following discussion, Councilmember Scott Pream introduced Resolution 1.31.26, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The Shore fishing stations have been discussed in concept, scoping, environmental considerations, and engineering specifications for the last two years with City of TRF public works, department of Natural Resources, and local SWCD personnel.

THEREFORE, BE IT RESOLVED To sign a State of MN Cooperative Agreement for the purpose of constructing new ADA compliant shore fishing stations and pedestrian infrastructure at Hartz Park in TRF, MN.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.32.26: Approval of Councilmember Appointments to Community and Statewide Boards, Commissions and Committees

Following discussion, Councilmember Michele McCraw introduced Resolution 1.32.26, being seconded by Councilmember Kelly Langness , that:

THEREFORE, BE IT RESOLVED to approve the following appointments to various community state boards and committees for calendar year 2026:

**2026 Boards and Commissions City Representatives**

Airport Zoning Board – Narverud & Aarestad

Airport Authority Board - Lorenson and Langness

City Employee Safety Committee – Aarestad

Community Development Advisory Board – McCraw (Ex-officio – Philipp, Lorenson & Baker)

Community Education Advisory Board (Ex-officio) – Lorenson

Convention and visitors Bureau Board – Pream

Advance Thief River (Ex-officio) – Narverud

MEC Joint Powers – Pream (ALT Arlt) (Treas – Philipp)

Northwest Regional Library Board – Pream

Pennington County Historical Society – Pream

Pennington County Solid Waste Committee – McCraw

Planning Commission/Board of Appeals & Adjustments – Narverud, Langness & Lorenson (Ex-officio – Philipp & Baker)

Red Lake River Corridor Joint Board – Lorenson (ALT Kajewski)

TRF Area Community Fund’s Advisory Committee – Arlt

TRF Chamber of Commerce (Ex-officio) – Pream

TRF Library Board – Pream

On vote being taken, the resolution was unanimously passed.

**COUNCIL BOARDS AND COMMISSIONS REPORTS**

**UPCOMING MEETINGS**

- Committee of the Whole 1/20/26 after council (Chambers)

- City Council 2/3 at 5:30 pm (Chambers)
- Planning & Zoning 2/4 at 5 pm (Chambers)
- Public Utilities Committee 2/9 at 7 am (Room 101)
- Public Safety Committee 2/9 at 4:30 pm (Room 101)
- Administration Committee 2/10 at 4:30 pm (Room 101)
- Public Works Committee 2/11 at 4:30 pm (Room 101)
- City Council 2/17 at 5:30 pm (Chambers)

**INFORMATIONAL ITEMS**

- Investment Summary
- Mayor Update

**ADJOURNMENT**

There being no further discussion, Councilmember Scott Pream motioned being seconded by Kelly Langness to adjourn at to Committee of the Whole. On vote being taken, the chair declared the motion unanimously carried.

Mayor Mike Lorenson \_\_\_\_\_

Attest: City Administrator Angela Philipp \_\_\_\_\_







City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT01669 - 1/16/2026-\*DIRECT PAYABLE\*

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount	
<b>Vendor: BREAKTHRU BEVERAGE</b>								
BREAKTHRU BEVERAGE	124866667	12/22/2025	LIQUOR	610-4810-62510		12/22/2025	766.86	
							<b>Vendor BREAKTHRU BEVERAGE Total:</b>	<b>766.86</b>
<b>Vendor: IHEARTMEDIA</b>								
IHEARTMEDIA	8823468819	12/31/2025	PODCAST & RADIO	610-4880-63490		12/31/2025	891.84	
							<b>Vendor IHEARTMEDIA Total:</b>	<b>891.84</b>
<b>Vendor: LEIGHTON BROADCASTING</b>								
LEIGHTON BROADCASTING	263708-1	12/31/2025	97.1 KYCK	610-4880-63490		12/31/2025	990.00	
LEIGHTON BROADCASTING	263712-1	12/31/2025	94.7 KZGF-FM	610-4880-63490		12/31/2025	792.00	
							<b>Vendor LEIGHTON BROADCASTING Total:</b>	<b>1,782.00</b>
<b>Vendor: T R F RADIO</b>								
T R F RADIO	41522-1	12/15/2025	TRF RADIO	610-4880-63490		12/15/2025	250.00	
T R F RADIO	37902-12	12/31/2025	TRF RADIO	610-4880-63490		12/31/2025	550.00	
							<b>Vendor T R F RADIO Total:</b>	<b>800.00</b>
<b>Vendor: THIEF RIVER FALLS TIMES</b>								
THIEF RIVER FALLS TIMES	361622	12/10/2025	TIMES/WATCH	610-4880-63490		12/10/2025	110.00	
THIEF RIVER FALLS TIMES	361738	12/31/2025	PAPERS	610-4810-62590		12/31/2025	121.20	
							<b>Vendor THIEF RIVER FALLS TIMES Total:</b>	<b>231.20</b>
<b>Vendor: WASTE MASTERS LLC</b>								
WASTE MASTERS LLC	5C00076	12/31/2025	CARDBOARD DUMPSTER D...	610-4840-62990		12/31/2025	96.00	
							<b>Vendor WASTE MASTERS LLC Total:</b>	<b>96.00</b>
							<b>Grand Total:</b>	<b>4,567.90</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
610 - LIQUOR DISPENSARY	4,567.90
<b>Grand Total:</b>	<b>4,567.90</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
610-4810-62510	Liquor for Resale	766.86
610-4810-62590	Misc. Mdse for Resale	121.20
610-4840-62990	Misc. Operating Expense	96.00
610-4880-63490	Advertising	3,583.84
<b>Grand Total:</b>		<b>4,567.90</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	4,567.90
<b>Grand Total:</b>	<b>4,567.90</b>



City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT01666 - PYPKT02018 - 2026 01 22 #2 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: BLUE CROSS BLUE SHIELD OF MN</b>							
BLUE CROSS BLUE SHIELD O...	INV0001958	01/22/2026	FEB 2026 Billing	740-4870-63650		01/22/2026	2,720.00
<b>Vendor BLUE CROSS BLUE SHIELD OF MN Total:</b>							<b>2,720.00</b>
<b>Vendor: INTERNAL REVENUE SERVICE</b>							
INTERNAL REVENUE SERVICE	INV0001954	01/22/2026	SOCIAL SECURITY	740-20150		01/22/2026	25,778.04
INTERNAL REVENUE SERVICE	INV0001954	01/22/2026	MEDICARE	740-20150		01/22/2026	8,856.06
INTERNAL REVENUE SERVICE	INV0001954	01/22/2026	FED W/H	740-20150		01/22/2026	29,535.91
<b>Vendor INTERNAL REVENUE SERVICE Total:</b>							<b>64,170.01</b>
<b>Vendor: MEDICAREBLUE RX</b>							
MEDICAREBLUE RX	INV0001955	01/22/2026	FEB 2026 BILLING	740-4870-63650		01/22/2026	1,556.00
<b>Vendor MEDICAREBLUE RX Total:</b>							<b>1,556.00</b>
<b>Vendor: MINNESOTA STATE RETIREMENT SYS</b>							
MINNESOTA STATE RETIRE...	INV0001957	01/22/2026	Retiree MSRS HCSP	100-4150-61340		01/22/2026	100.00
MINNESOTA STATE RETIRE...	INV0001957	01/22/2026	HCSP Retiree	100-4150-61340		01/22/2026	200.00
MINNESOTA STATE RETIRE...	INV0001957	01/22/2026	HCSP Retiree	100-4220-61340		01/22/2026	300.00
MINNESOTA STATE RETIRE...	INV0001957	01/22/2026	HCSP Retiree	100-4312-61340		01/22/2026	300.00
MINNESOTA STATE RETIRE...	INV0001957	01/22/2026	HCSP Retiree	100-4315-61340		01/22/2026	100.00
MINNESOTA STATE RETIRE...	INV0001957	01/22/2026	HCSP Retiree	100-4510-61340		01/22/2026	200.00
MINNESOTA STATE RETIRE...	INV0001957	01/22/2026	HCSP Retiree	100-4650-61340		01/22/2026	100.00
MINNESOTA STATE RETIRE...	INV0001957	01/22/2026	HCSP Retiree	690-4825-61340		01/22/2026	100.00
<b>Vendor MINNESOTA STATE RETIREMENT SYS Total:</b>							<b>1,400.00</b>
<b>Vendor: MINNESOTA TEAMSTERS NO. 320</b>							
MINNESOTA TEAMSTERS N...	INV0001949	01/22/2026	Union Dues	740-24000		01/22/2026	4,485.00
<b>Vendor MINNESOTA TEAMSTERS NO. 320 Total:</b>							<b>4,485.00</b>
<b>Vendor: MINNESOTA U I FUND</b>							
MINNESOTA U I FUND	INV0001956	01/22/2026	2025 Q4	100-4510-61410		01/22/2026	30.12
MINNESOTA U I FUND	INV0001956	01/22/2026	2025 Q4	610-4825-61410		01/22/2026	79.40
<b>Vendor MINNESOTA U I FUND Total:</b>							<b>109.52</b>
<b>Vendor: MN DPT OF REVENUE - GARNISHMENTS</b>							
MN DPT OF REVENUE - GA...	INV0001950	01/22/2026	Garnishment	740-24000		01/22/2026	389.47
<b>Vendor MN DPT OF REVENUE - GARNISHMENTS Total:</b>							<b>389.47</b>
<b>Vendor: MN DPT OF REVENUE - WITHHOLDING</b>							
MN DPT OF REVENUE - WIT...	INV0001953	01/22/2026	State W/H Tax	740-20160		01/22/2026	14,232.74
<b>Vendor MN DPT OF REVENUE - WITHHOLDING Total:</b>							<b>14,232.74</b>

Council Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: P E R A OF MN</b>							
P E R A OF MN	INV0001952	01/22/2026	PERA EE/ER COORD	740-20180		01/22/2026	29,104.84
P E R A OF MN	INV0001952	01/22/2026	PERA EE/ER P&F	740-20180		01/22/2026	29,417.28
P E R A OF MN	INV0001952	01/22/2026	PERA EE/ER DEF	740-20180		01/22/2026	133.76
<b>Vendor P E R A OF MN Total:</b>							<b>58,655.88</b>
<b>Vendor: SUN LIFE FINANCIAL - LIFE</b>							
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	100-4150-61330		01/22/2026	56.95
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	100-4194-61330		01/22/2026	9.35
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	100-4210-61330		01/22/2026	184.45
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	100-4220-61330		01/22/2026	68.85
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	100-4312-61330		01/22/2026	51.00
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	100-4315-61330		01/22/2026	51.00
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	100-4510-61330		01/22/2026	9.35
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	100-4650-61330		01/22/2026	60.35
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	100-4660-61330		01/22/2026	12.75
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	610-4825-61330		01/22/2026	69.70
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	620-4825-61330		01/22/2026	43.75
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	680-4825-61330		01/22/2026	34.45
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	690-4825-61330		01/22/2026	171.70
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	740-24000		01/22/2026	667.03
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins COBRA	740-4870-63640		01/22/2026	18.70
SUN LIFE FINANCIAL - LIFE	INV0001948	01/22/2026	Life Ins Premium	820-4825-61330		01/22/2026	9.35
<b>Vendor SUN LIFE FINANCIAL - LIFE Total:</b>							<b>1,518.73</b>
<b>Vendor: VANTAGEPOINT ICMA</b>							
VANTAGEPOINT ICMA	INV0001944	01/22/2026	Contributions Employee	740-24000		01/22/2026	5,784.47
<b>Vendor VANTAGEPOINT ICMA Total:</b>							<b>5,784.47</b>
<b>Vendor: WEX BANK</b>							
WEX BANK	INV0001960	01/16/2026	VEBA Employer Contribution	100-4194-61310		01/16/2026	288.88
WEX BANK	INV0001960	01/16/2026	VEBA City Contribution	100-4210-61310		01/16/2026	3,480.48
WEX BANK	INV0001960	01/16/2026	VEBA City Contribution	100-4220-61310		01/16/2026	1,458.32
WEX BANK	INV0001960	01/16/2026	VEBA City Contribution	100-4650-61310		01/16/2026	4,938.80
WEX BANK	INV0001960	01/16/2026	VEBA City Contributions	610-4825-61310		01/16/2026	288.88
WEX BANK	INV0001960	01/16/2026	VEBA City Contribution	680-4825-61310		01/16/2026	1,458.32
WEX BANK	INV0001960	01/16/2026	VEBA City Contribution	690-4825-61310		01/16/2026	5,379.08
WEX BANK	INV0001947	01/22/2026	HSA	740-24000		01/22/2026	234.99
WEX BANK	INV0001959	01/22/2026	HSA City Contribution	100-4150-61310		01/22/2026	3,343.00
WEX BANK	INV0001959	01/22/2026	HSA City Contribution	100-4210-61310		01/22/2026	1,747.20
WEX BANK	INV0001959	01/22/2026	HSA City Contribution	100-4220-61310		01/22/2026	866.64
WEX BANK	INV0001959	01/22/2026	HSA City Contribution	100-4650-61310		01/22/2026	3,494.40
WEX BANK	INV0001959	01/22/2026	HSA City Contribution	610-4825-61310		01/22/2026	729.16
WEX BANK	INV0001959	01/22/2026	HSA City Contribution	680-4825-61310		01/22/2026	1,018.04
<b>Vendor WEX BANK Total:</b>							<b>28,726.19</b>

Council Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: WEX HEALTH INC</b>							
WEX HEALTH INC	INV0001965	01/12/2026	FSA Flex Reimbursement	740-20300		01/12/2026	60.00
WEX HEALTH INC	INV0001964	01/13/2026	FSA Flex Reimbursement	740-20300		01/13/2026	196.56
WEX HEALTH INC	INV0001967	01/13/2026	FSA Flex Reimbursement	740-20300		01/13/2026	4,999.20
WEX HEALTH INC	INV0001963	01/15/2026	FSA Flex Reimbursement	740-20300		01/15/2026	2.59
WEX HEALTH INC	INV0001962	01/16/2026	FSA Flex Reimbursement	740-20300		01/16/2026	260.01
WEX HEALTH INC	INV0001961	01/20/2026	FSA Flex Reimbursement	740-20300		01/20/2026	15.49
WEX HEALTH INC	INV0001968	01/21/2026	FSA Flex Reimbursement	740-20300		01/21/2026	10.00
WEX HEALTH INC	INV0001969	01/21/2026	FSA Flex Reimbursement	740-20300		01/21/2026	458.85
WEX HEALTH INC	INV0001970	01/21/2026	FSA Flex Reimbursement	740-20300		01/21/2026	20.00
WEX HEALTH INC	INV0001971	01/22/2026	FSA Flex Reimbursement	740-20300		01/22/2026	30.00
WEX HEALTH INC	INV0001966	01/26/2026	WEX Administrative Fees - ...	100-4670-62990		01/26/2026	134.75
WEX HEALTH INC	INV0001966	01/26/2026	WEX Administrative Fees - ...	610-4840-62990		01/26/2026	13.75
WEX HEALTH INC	INV0001966	01/26/2026	WEX Administrative Fees - ...	620-4840-62990		01/26/2026	16.50
WEX HEALTH INC	INV0001966	01/26/2026	WEX Administrative Fees - ...	690-4840-62990		01/26/2026	41.25
<b>Vendor WEX HEALTH INC Total:</b>							<b>6,258.95</b>
<b>Grand Total:</b>							<b>190,006.96</b>

**Fund Summary**

Fund	Expense Amount
100 - GENERAL FUND	21,586.64
610 - LIQUOR DISPENSARY	1,180.89
620 - WATER UTILITY FUND	60.25
680 - WASTEWATER UTILITY FUND	2,510.81
690 - ELECTRIC UTILITY FUND	5,692.03
740 - TRF HEALTH INSURANCE FUND	158,966.99
820 - GREENWOOD CEMETERY FUND	9.35
<b>Grand Total:</b>	<b>190,006.96</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	3,343.00
100-4150-61330	Life Insurance	56.95
100-4150-61340	MSRS HCSP	300.00
100-4194-61310	Health Insurance	288.88
100-4194-61330	Life Insurance	9.35
100-4210-61310	Health Insurance	5,227.68
100-4210-61330	Life Insurance	184.45
100-4220-61310	Health Insurance	2,324.96
100-4220-61330	Life Insurance	68.85
100-4220-61340	MSRS HCSP	300.00
100-4312-61330	Life Insurance	51.00
100-4312-61340	MSRS HCSP	300.00
100-4315-61330	Life Insurance	51.00
100-4315-61340	MSRS HCSP	100.00
100-4510-61330	Life Insurance	9.35
100-4510-61340	MSRS HCSP	200.00
100-4510-61410	Unemployment Compen...	30.12
100-4650-61310	Health Insurance	8,433.20
100-4650-61330	Life Insurance	60.35
100-4650-61340	MSRS HCSP	100.00
100-4660-61330	Life Insurance	12.75
100-4670-62990	Misc. Operating Expense	134.75
610-4825-61310	Health Insurance	1,018.04
610-4825-61330	Life Insurance	69.70
610-4825-61410	Unemployment Compen...	79.40
610-4840-62990	Misc. Operating Expense	13.75
620-4825-61330	Life Insurance	43.75
620-4840-62990	Misc. Operating Expense	16.50
680-4825-61310	Health Insurance	2,476.36
680-4825-61330	Life Insurance	34.45
690-4825-61310	Health Insurance	5,379.08

**Account Summary**

Account Number	Account Name	Expense Amount
690-4825-61330	Life Insurance	171.70
690-4825-61340	MSRS HCSP	100.00
690-4840-62990	Misc. Operating Expense	41.25
740-20150	Payroll Taxes Payable	64,170.01
740-20160	State Withholding	14,232.74
740-20180	PERA Payable	58,655.88
740-20300	Flex Payroll Deductions	6,052.70
740-24000	Clearing Account	11,560.96
740-4870-63640	Life Insurance - COBRA	18.70
740-4870-63650	Senior Gold BC/BS Mont...	4,276.00
820-4825-61330	Life Insurance	9.35
<b>Grand Total:</b>		<b>190,006.96</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	190,006.96
<b>Grand Total:</b>	<b>190,006.96</b>



City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT01668 - PYPKT02018 - 2026 01 22 #2 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE...	INV0001945	01/21/2026	MSRS	740-24000		01/21/2026	802.79
						<b>Vendor MINNESOTA STATE RETIREMENT SYS Total:</b>	<b>802.79</b>
						<b>Grand Total:</b>	<b>802.79</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
740 - TRF HEALTH INSURANCE FUND	802.79
<b>Grand Total:</b>	<b>802.79</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
740-24000	Clearing Account	802.79
<b>Grand Total:</b>		<b>802.79</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	802.79
<b>Grand Total:</b>	<b>802.79</b>



City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT01673 - 1/26/2026-ELECTRIC INVENTORY

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: DIGI KEY CORPORATION</b>							
DIGI KEY CORPORATION	96680205	01/09/2026	3M 1100 2 to 4/0 AWG Heat..	690-14100		01/09/2026	1,773.09
						<b>Vendor DIGI KEY CORPORATION Total:</b>	<b>1,773.09</b>
						<b>Grand Total:</b>	<b>1,773.09</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
690 - ELECTRIC UTILITY FUND	<u>1,773.09</u>
<b>Grand Total:</b>	<b>1,773.09</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
690-14100	Inventory - Materials	<u>1,773.09</u>
<b>Grand Total:</b>		<b>1,773.09</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	<u>1,773.09</u>
<b>Grand Total:</b>	<b>1,773.09</b>



City of Thief River Falls, MN

# Refund Check Register

## Refund Check Detail

### UBPKT03622 - Refunds 01 UBPKT03621 Disconnect

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
04-00507-002	EVANS, SIERRA J	1/28/2026	97181	56.62			56.62	Generated From Billing
11-01358-006	FARIAS, LILLIANA M	1/28/2026	97182	436.69			436.69	Generated From Billing
24-04738-009	LAIRD, KAREN A	1/28/2026	97183	135.81			135.81	Generated From Billing
25-03534-000	COUNTER, MARK J	1/28/2026	97184	96.05			96.05	Generated From Billing
31-05123-003	BEAUDRY, MARINA C	1/28/2026	97185	191.11			191.11	Generated From Billing
31-05218-002	FULLER, AMANDA G	1/28/2026	97186	193.70			193.70	Generated From Billing
<b>Total Refunds: 6</b>			<b>Total Refunded Amount:</b>	<b>1,109.98</b>				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	1109.98
<b>Revenue Total:</b>	<b>1109.98</b>

## General Ledger Distribution

Posting Date: 01/27/2026

Account Number	Account Name	Posting Amount	IFT
<b>Fund: 690 - ELECTRIC UTILITY FUND</b>			
690-10101	Cash & Investments	-1,109.98	Yes
690-11530	Accts Receivable - Billing	1,109.98	
<b>690 Total:</b>		<b>0.00</b>	
<b>Fund: 999 - POOL CASH FUND</b>			
999-10101	Pooled Cash & Investments	-1,109.98	
999-20700	Due To Other Funds	1,109.98	Yes
<b>999 Total:</b>		<b>0.00</b>	
<b>Distribution Total:</b>		<b>0.00</b>	



City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT01674 - 1/28/26-DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: ABSOLUTE ICE</b>							
ABSOLUTE ICE	31549	01/05/2026	20# BAGS-90@4.00	610-4810-62590		01/05/2026	360.00
<b>Vendor ABSOLUTE ICE Total:</b>							<b>360.00</b>
<b>Vendor: ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC (AE2S)</b>							
ADVANCED ENGINEERING ...	108153	01/12/2026	26 PAC/RAIN WATER PROJE...	510-4680-65920		01/12/2026	29,868.00
ADVANCED ENGINEERING ...	108275	01/13/2026	WW PERMIT / EPA AUDIT	620-4890-63110		01/13/2026	12,231.75
ADVANCED ENGINEERING ...	108275	01/13/2026	WW PERMIT / EPA AUDIT	680-4890-63110		01/13/2026	542.25
ADVANCED ENGINEERING ...	108276	01/13/2026	CO2 REPLACEMENT PROJECT	550-4680-65920		01/13/2026	304.50
<b>Vendor ADVANCED ENGINEERING AND ENVIRONMENTAL SERVICES LLC (AE2S) Total:</b>							<b>42,946.50</b>
<b>Vendor: AMARIL UNIFORM COMPANY</b>							
AMARIL UNIFORM COMPA...	IV290890	01/16/2026	PPE: J KINSMAN & J. DAVID...	690-4840-62880		01/16/2026	55.15
AMARIL UNIFORM COMPA...	IV290890	01/16/2026	PPE: J KINSMAN & J. DAVID...	690-4840-62880		01/16/2026	104.14
<b>Vendor AMARIL UNIFORM COMPANY Total:</b>							<b>159.29</b>
<b>Vendor: ARTISAN BEER COMPANY</b>							
ARTISAN BEER COMPANY	440471	01/01/2026	BEER CREDIT	610-4810-62520		01/01/2026	-15.96
ARTISAN BEER COMPANY	3823659	01/12/2026	BEER	610-4810-62520		01/12/2026	1,113.80
<b>Vendor ARTISAN BEER COMPANY Total:</b>							<b>1,097.84</b>
<b>Vendor: AUTO VALUE T R F</b>							
AUTO VALUE T R F	9731488	01/21/2026	ANTI-FREEZE	100-4312-62990		01/21/2026	215.88
AUTO VALUE T R F	9731503	01/21/2026	ANTI-FREEZE	100-4312-62990		01/21/2026	-60.00
AUTO VALUE T R F	9731560	01/22/2026	ANTI-FREEZE	100-4312-62990		01/22/2026	214.68
AUTO VALUE T R F	9731580	01/22/2026	ANTI-FREEZE	100-4312-62990		01/22/2026	-58.80
AUTO VALUE T R F	9731596	01/22/2026	6" PUMP	620-4850-62210		01/22/2026	80.93
AUTO VALUE T R F	9731636	01/22/2026	6" PUMP	620-4850-62210		01/22/2026	22.03
<b>Vendor AUTO VALUE T R F Total:</b>							<b>414.72</b>
<b>Vendor: BEVERAGE WHOLESALERS INC</b>							
BEVERAGE WHOLESALERS I...	417102	01/08/2026	BEER	610-4810-62520		01/08/2026	783.30
<b>Vendor BEVERAGE WHOLESALERS INC Total:</b>							<b>783.30</b>
<b>Vendor: C &amp; L DISTRIBUTING</b>							
C & L DISTRIBUTING	2236487	01/15/2026	LIQUOR, BEER, MIX	610-4810-62510		01/15/2026	783.50
C & L DISTRIBUTING	2236487	01/15/2026	LIQUOR, BEER, MIX	610-4810-62520		01/15/2026	194.50
C & L DISTRIBUTING	2236487	01/15/2026	LIQUOR, BEER, MIX	610-4810-62540		01/15/2026	141.00
<b>Vendor C &amp; L DISTRIBUTING Total:</b>							<b>1,119.00</b>

Council Approval Register

Packet: APPKT01674 - 1/28/26-DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: CINCINNATI INSURANCE CO</b>							
CINCINNATI INSURANCE CO	2026 RENEWAL	01/07/2026	0564328-2026 BOND RENE...	100-4670-63610		01/07/2026	250.00
<b>Vendor CINCINNATI INSURANCE CO Total:</b>							<b>250.00</b>
<b>Vendor: COMMUNITY SAFETY NET</b>							
COMMUNITY SAFETY NET	MN268 17402	01/08/2026	DRUG AWARENESS	610-4890-64900		01/08/2026	85.50
<b>Vendor COMMUNITY SAFETY NET Total:</b>							<b>85.50</b>
<b>Vendor: COMPASS MINERALS AMERICA</b>							
COMPASS MINERALS AMER...	1602946	01/10/2026	ROAD SALT	100-4312-62280		01/10/2026	13,025.27
COMPASS MINERALS AMER...	1600361	01/07/2026	ROAD SALT	100-4312-62280		01/07/2026	3,840.56
COMPASS MINERALS AMER...	1602631	01/09/2026	ROAD SALT	100-4312-62280		01/09/2026	3,793.00
<b>Vendor COMPASS MINERALS AMERICA Total:</b>							<b>20,658.83</b>
<b>Vendor: DAKOTA SUPPLY GROUP</b>							
DAKOTA SUPPLY GROUP	S105337998.001	01/13/2026	ELECTRICAL SUPPLIES	630-4850-62230		01/13/2026	497.77
DAKOTA SUPPLY GROUP	S105311431.001	12/29/2025	LIGHT FOR RINK (NORTHRU...	100-4510-62240		12/29/2025	314.72
<b>Vendor DAKOTA SUPPLY GROUP Total:</b>							<b>812.49</b>
<b>Vendor: ELAN FINANCIAL SERVICES</b>							
ELAN FINANCIAL SERVICES	JAN 2026	01/16/2026	DEC2025/JAN2026 STATEM...	100-4315-62880		01/16/2026	442.05
ELAN FINANCIAL SERVICES	JAN 2026	01/16/2026	DEC2025/JAN2026 STATEM...	100-4650-62010		01/16/2026	1,247.00
ELAN FINANCIAL SERVICES	JAN 2026	01/16/2026	DEC2025/JAN2026 STATEM...	100-4660-64400		01/16/2026	250.00
ELAN FINANCIAL SERVICES	JAN 2026	01/16/2026	DEC2025/JAN2026 STATEM...	130-4670-62990		01/16/2026	1,329.85
ELAN FINANCIAL SERVICES	JAN 2026	01/16/2026	DEC2025/JAN2026 STATEM...	670-4850-62200		01/16/2026	32.00
ELAN FINANCIAL SERVICES	JAN 2026	01/16/2026	DEC2025/JAN2026 STATEM...	670-4850-62200		01/16/2026	9.00
ELAN FINANCIAL SERVICES	JAN 2026	01/16/2026	DEC2025/JAN2026 STATEM...	690-4890-64400		01/16/2026	220.64
ELAN FINANCIAL SERVICES	JAN 2026	01/16/2026	DEC2025/JAN2026 STATEM...	690-4890-64400		01/16/2026	615.00
<b>Vendor ELAN FINANCIAL SERVICES Total:</b>							<b>4,145.54</b>
<b>Vendor: GUARDIAN PEST SOLUTIONS INC</b>							
GUARDIAN PEST SOLUTIONS..	2718972	12/17/2025	PEST CONTROL	690-4890-63030		12/17/2025	55.00
<b>Vendor GUARDIAN PEST SOLUTIONS INC Total:</b>							<b>55.00</b>
<b>Vendor: HDR ENGINEERING INC - CHICAGO</b>							
HDR ENGINEERING INC - CH...	1200787696	01/03/2026	CHIEF'S COULEE-10318459	515-4680-65920		01/03/2026	318.75
<b>Vendor HDR ENGINEERING INC - CHICAGO Total:</b>							<b>318.75</b>
<b>Vendor: HERITAGE COMMUNITY CENTER</b>							
HERITAGE COMMUNITY CE...	1ST QTR-2026	01/26/2026	1ST QTR MANAGERS SALAR...	100-4670-64500		01/26/2026	8,400.00
HERITAGE COMMUNITY CE...	2025 ALLOCATION	12/31/2025	BALANCE OF 2025 ALLOCAT...	100-4670-64500		12/31/2025	3,287.46
<b>Vendor HERITAGE COMMUNITY CENTER Total:</b>							<b>11,687.46</b>
<b>Vendor: IHLE &amp; SPARBY TRUST ACCOUNT</b>							
IHLE & SPARBY TRUST ACC...	1/21/26 INV	01/21/2026	LOAN: COMMERCIAL ENER...	210-13710		01/21/2026	100,000.00
IHLE & SPARBY TRUST ACC...	1/21/26 INV	01/21/2026	LOAN: COMMERCIAL ENER...	210-13710		01/21/2026	35,000.00
<b>Vendor IHLE &amp; SPARBY TRUST ACCOUNT Total:</b>							<b>135,000.00</b>

**Council Approval Register**

Packet: APPKT01674 - 1/28/26-DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: JEMCO INC</b>							
JEMCO INC	PSI003095	12/31/2025	WTP AIR COMPRESSOR CHE...	620-4850-62210		12/31/2025	322.64
<b>Vendor JEMCO INC Total:</b>							<b>322.64</b>
<b>Vendor: JOHNSON BROTHERS LIQUOR</b>							
JOHNSON BROTHERS LIQU...	2967945	01/12/2026	LIQUOR	610-4810-62510		01/12/2026	7,997.55
JOHNSON BROTHERS LIQU...	2967946	01/12/2026	WINE	610-4810-62530		01/12/2026	1,759.00
JOHNSON BROTHERS LIQU...	2967947	01/12/2026	MIX	610-4810-62540		01/12/2026	48.00
<b>Vendor JOHNSON BROTHERS LIQUOR Total:</b>							<b>9,804.55</b>
<b>Vendor: KAESER &amp; BLAIR INCORPORATED</b>							
KAESER & BLAIR INCORPOR...	51212090	01/05/2026	250 STICK CALENDARS	610-4880-63490		01/05/2026	263.27
<b>Vendor KAESER &amp; BLAIR INCORPORATED Total:</b>							<b>263.27</b>
<b>Vendor: LEAGUE OF MINNESOTA CITIES - FINANCE DPT</b>							
LEAGUE OF MINNESOTA CIT...	441071	01/02/2026	PATROL TRAINING	100-4210-63320		01/02/2026	1,530.00
<b>Vendor LEAGUE OF MINNESOTA CITIES - FINANCE DPT Total:</b>							<b>1,530.00</b>
<b>Vendor: MARCO TECHNOLOGIES LLC</b>							
MARCO TECHNOLOGIES LLC	573262995	01/13/2026	JAN 2026 + BALANCE FORW...	100-4150-63030		01/13/2026	156.48
MARCO TECHNOLOGIES LLC	573262995	01/13/2026	JAN 2026 + BALANCE FORW...	100-4150-63030		01/13/2026	611.98
MARCO TECHNOLOGIES LLC	573262995	01/13/2026	JAN 2026 + BALANCE FORW...	100-4150-63030		01/13/2026	105.27
MARCO TECHNOLOGIES LLC	573262995	01/13/2026	JAN 2026 + BALANCE FORW...	100-4650-63030		01/13/2026	112.68
MARCO TECHNOLOGIES LLC	573262995	01/13/2026	JAN 2026 + BALANCE FORW...	100-4650-63030		01/13/2026	440.69
MARCO TECHNOLOGIES LLC	573262995	01/13/2026	JAN 2026 + BALANCE FORW...	100-4650-63030		01/13/2026	105.27
MARCO TECHNOLOGIES LLC	573262995	01/13/2026	JAN 2026 + BALANCE FORW...	690-4890-63030		01/13/2026	36.82
MARCO TECHNOLOGIES LLC	573262995	01/13/2026	JAN 2026 + BALANCE FORW...	690-4890-63030		01/13/2026	14.40
MARCO TECHNOLOGIES LLC	573262995	01/13/2026	JAN 2026 + BALANCE FORW...	690-4890-63030		01/13/2026	144.02
<b>Vendor MARCO TECHNOLOGIES LLC Total:</b>							<b>1,727.61</b>
<b>Vendor: MARISSA L ADAM</b>							
MARISSA L ADAM	1/19/2026-HUGOS	01/19/2026	LUNCH-TRAINING	100-4210-63320		01/19/2026	27.43
<b>Vendor MARISSA L ADAM Total:</b>							<b>27.43</b>
<b>Vendor: MC KINNON COMPANY INC</b>							
MC KINNON COMPANY INC	892873	01/13/2026	BEER	610-4810-62520		01/13/2026	6,054.95
MC KINNON COMPANY INC	893875	01/15/2026	BEER CREDIT	610-4810-62520		01/15/2026	-30.00
MC KINNON COMPANY INC	893907	01/16/2026	BEER CREDIT	610-4810-62520		01/16/2026	-65.55
MC KINNON COMPANY INC	893908	01/16/2026	LIQUOR, BEER, & MIX	610-4810-62510		01/16/2026	1,315.00
MC KINNON COMPANY INC	893908	01/16/2026	LIQUOR, BEER, & MIX	610-4810-62520		01/16/2026	1,837.50
MC KINNON COMPANY INC	893908	01/16/2026	LIQUOR, BEER, & MIX	610-4810-62540		01/16/2026	96.70
MC KINNON COMPANY INC	890741	01/02/2026	BEER	610-4810-62520		01/02/2026	389.50
MC KINNON COMPANY INC	1150000171	01/06/2026	BEER CREDIT	610-4810-62520		01/06/2026	-11.90
MC KINNON COMPANY INC	891443	01/06/2026	BEER-WINE-MIX	610-4810-62520		01/06/2026	14,107.45
MC KINNON COMPANY INC	891443	01/06/2026	BEER-WINE-MIX	610-4810-62530		01/06/2026	114.40
MC KINNON COMPANY INC	891443	01/06/2026	BEER-WINE-MIX	610-4810-62540		01/06/2026	54.70
MC KINNON COMPANY INC	892535	01/09/2026	BEER & WINE	610-4810-62520		01/09/2026	5,468.00
MC KINNON COMPANY INC	892535	01/09/2026	BEER & WINE	610-4810-62530		01/09/2026	-12.25

Council Approval Register

Packet: APPKT01674 - 1/28/26-DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
MC KINNON COMPANY INC	892536	01/09/2026	BEER & WINE CREDIT	610-4810-62520		01/09/2026	-146.20
MC KINNON COMPANY INC	892536	01/09/2026	BEER & WINE CREDIT	610-4810-62530		01/09/2026	-12.25
<b>Vendor MC KINNON COMPANY INC Total:</b>							<b>29,160.05</b>
<b>Vendor: MINNESOTA DEPARTMENT OF NATURAL RESOURCES - OMB</b>							
MINNESOTA DEPARTMENT...	2026	01/23/2026	ANNUAL FEE	620-4890-64370		01/23/2026	3,882.35
<b>Vendor MINNESOTA DEPARTMENT OF NATURAL RESOURCES - OMB Total:</b>							<b>3,882.35</b>
<b>Vendor: MN DPT OF AGRICULTURE</b>							
MN DPT OF AGRICULTURE	2026-CHEM LIC.	01/26/2026	CHEMICAL APPLICATION LIC...	100-4510-64370		01/26/2026	240.00
<b>Vendor MN DPT OF AGRICULTURE Total:</b>							<b>240.00</b>
<b>Vendor: MN DPT OF LABOR &amp; INDUSTRY</b>							
MN DPT OF LABOR & INDUS...	4TH QTR-DEC2025	12/31/2025	DECEMBER1131152025	100-4240-64390		12/31/2025	2,264.12
<b>Vendor MN DPT OF LABOR &amp; INDUSTRY Total:</b>							<b>2,264.12</b>
<b>Vendor: MN DPT OF PUBLIC SAFETY</b>							
MN DPT OF PUBLIC SAFETY	5711500562025 M-150353	01/16/2026	ANNUAL REPORT FEE	620-4890-64370		01/16/2026	100.00
<b>Vendor MN DPT OF PUBLIC SAFETY Total:</b>							<b>100.00</b>
<b>Vendor: MN DPT OF REVENUE - SALES/USE TAX</b>							
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	100-20220		01/21/2026	12,229.82
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	100-4194-62990		01/21/2026	73.93
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	100-4220-62230		01/21/2026	-13.70
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	100-4312-62210		01/21/2026	-93.11
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	100-4315-62210		01/21/2026	567.63
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	100-4315-62400		01/21/2026	433.09
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	100-4315-62880		01/21/2026	4.56
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	100-4315-62990		01/21/2026	16.77
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	535-4680-65900		01/21/2026	323.99
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	610-4840-62020		01/21/2026	14.62
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	610-4840-62140		01/21/2026	81.00
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	610-4840-62420		01/21/2026	13.54
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	610-4840-62990		01/21/2026	5.26
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	620-20220		01/21/2026	2,545.20
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	620-4840-62430		01/21/2026	-167.47
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	620-4850-62220		01/21/2026	-9.06
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	620-4850-62230		01/21/2026	-1,161.29
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	690-20220		01/21/2026	64,227.30
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	690-4840-62010		01/21/2026	10.07
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	690-4840-62990		01/21/2026	27.96
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	690-4850-62210		01/21/2026	100.15
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	690-4850-62350		01/21/2026	19.04
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	690-4850-62360		01/21/2026	4.92
MN DPT OF REVENUE - SAL...	DEC 2025	01/21/2026	SALES TAX-DEC2025 PD JAN...	690-4890-63030		01/21/2026	3.78
MN DPT OF REVENUE - SAL...	DEC 2025-LIQ	01/21/2026	SALES TAX DEC2025 PD JAN...	610-20220		01/21/2026	45,816.00
<b>Vendor MN DPT OF REVENUE - SALES/USE TAX Total:</b>							<b>125,074.00</b>

Council Approval Register

Packet: APPKT01674 - 1/28/26-DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: MN ENERGY RESOURCES #0503090429-00002</b>							
MN ENERGY RESOURCES #0...	5774851193	01/14/2026	DEC METER 20086097-1100...	100-4312-63890		01/14/2026	806.44
MN ENERGY RESOURCES #0...	5774955022	01/14/2026	DEC 2025 METER 20075293...	100-4510-63890		01/14/2026	143.24
MN ENERGY RESOURCES #0...	5775748946	01/14/2026	DEC 2025 METER 20082000...	100-4315-63890		01/14/2026	765.39
MN ENERGY RESOURCES #0...	5775748946	01/14/2026	DEC 2025 METER 20082000...	100-4510-63890		01/14/2026	328.02
<b>Vendor MN ENERGY RESOURCES #0503090429-00002 Total:</b>							<b>2,043.09</b>
<b>Vendor: MN ENERGY RESOURCES #0503307772-00007</b>							
MN ENERGY RESOURCES #0...	5778366286	01/16/2026	DEC 2025-METER 20117203...	100-4194-63890		01/16/2026	591.93
<b>Vendor MN ENERGY RESOURCES #0503307772-00007 Total:</b>							<b>591.93</b>
<b>Vendor: MN ENERGY RESOURCES #0740731585-00002</b>							
MN ENERGY RESOURCES #0...	5769937987	01/09/2026	HERITAGE COMM CENTER-...	100-4670-64500		01/09/2026	294.61
<b>Vendor MN ENERGY RESOURCES #0740731585-00002 Total:</b>							<b>294.61</b>
<b>Vendor: NEIGHBORS FORD</b>							
NEIGHBORS FORD	TR120548	01/13/2026	OIL CHANGE-2025 FORD PO...	100-4210-62120		01/13/2026	76.22
<b>Vendor NEIGHBORS FORD Total:</b>							<b>76.22</b>
<b>Vendor: NORTHLAND SECURITIES INC</b>							
NORTHLAND SECURITIES INC	INV-2184	01/08/2026	ANNUAL DISSEMINATION F...	100-4150-63110		01/08/2026	3,075.00
NORTHLAND SECURITIES INC	INV-2185	01/08/2026	ANNUAL DISSEMINATION F...	690-4890-63110		01/08/2026	1,500.00
<b>Vendor NORTHLAND SECURITIES INC Total:</b>							<b>4,575.00</b>
<b>Vendor: NORTHWEST BEVERAGE INC</b>							
NORTHWEST BEVERAGE INC	160218	01/02/2026	LIQUOR & BEER	610-4810-62510		01/02/2026	171.00
NORTHWEST BEVERAGE INC	160218	01/02/2026	LIQUOR & BEER	610-4810-62520		01/02/2026	10,920.95
NORTHWEST BEVERAGE INC	160230	01/05/2026	LIQUOR & BEER	610-4810-62510		01/05/2026	163.05
NORTHWEST BEVERAGE INC	160230	01/05/2026	LIQUOR & BEER	610-4810-62520		01/05/2026	3,997.85
NORTHWEST BEVERAGE INC	160340	01/09/2026	LIQUOR	610-4810-62510		01/09/2026	4,464.55
<b>Vendor NORTHWEST BEVERAGE INC Total:</b>							<b>19,717.40</b>
<b>Vendor: PENNINGTON CO AUDITOR</b>							
PENNINGTON CO AUDITOR	4th QTR-2025	01/26/2026	4TH QTR 2025 LEC BILLING	100-4210-63030		01/26/2026	144,174.20
<b>Vendor PENNINGTON CO AUDITOR Total:</b>							<b>144,174.20</b>
<b>Vendor: PENNINGTON FAST LUBE INC</b>							
PENNINGTON FAST LUBE INC	85566	01/20/2026	OIL CHANGE	100-4210-62120		01/20/2026	50.56
<b>Vendor PENNINGTON FAST LUBE INC Total:</b>							<b>50.56</b>
<b>Vendor: PHILLIPS WINE &amp; SPIRITS</b>							
PHILLIPS WINE & SPIRITS	5109727	01/12/2026	LIQUOR	610-4810-62510		01/12/2026	11,851.10
PHILLIPS WINE & SPIRITS	5109728	01/12/2026	WINE	610-4810-62510		01/12/2026	668.85
PHILLIPS WINE & SPIRITS	5109728	01/12/2026	WINE	610-4810-62530		01/12/2026	2,884.93
<b>Vendor PHILLIPS WINE &amp; SPIRITS Total:</b>							<b>15,404.88</b>
<b>Vendor: RICHARD BAKER</b>							
RICHARD BAKER	1-22-2026	01/22/2026	EDAM WINTER CONF.	100-4660-64400		01/22/2026	82.65

**Council Approval Register**

Packet: APPKT01674 - 1/28/26-DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
RICHARD BAKER	1-23-26	01/23/2026	CVN WINTER EVENT	100-4660-64400		01/23/2026	110.20
<b>Vendor RICHARD BAKER Total:</b>							<b>192.85</b>
<b>Vendor: RMB ENVIRONMENTAL LAB INC</b>							
RMB ENVIRONMENTAL LAB ...	D084375	12/17/2025	STATE SAMPLES	620-4840-62170		12/17/2025	287.38
<b>Vendor RMB ENVIRONMENTAL LAB INC Total:</b>							<b>287.38</b>
<b>Vendor: STAPLES BUSINESS</b>							
STAPLES BUSINESS	6051439592	12/23/2025	GENERAL OFFICE SUPPLIES-...	100-4670-62010		12/23/2025	742.80
<b>Vendor STAPLES BUSINESS Total:</b>							<b>742.80</b>
<b>Vendor: STEVEN O KVASAGER</b>							
STEVEN O KVASAGER	002709-PWR PLNT	01/22/2026	PWR PLNT ALARM MONITO...	690-4850-62350		01/22/2026	21.75
STEVEN O KVASAGER	002710-ELCT DEPT	01/22/2026	ELEC SHOP ALARM MONIT...	690-4890-63030		01/22/2026	21.75
STEVEN O KVASAGER	2708	01/22/2026	FEB2026-FIRE ALARM MONI...	100-4194-63030		01/22/2026	21.75
<b>Vendor STEVEN O KVASAGER Total:</b>							<b>65.25</b>
<b>Vendor: STREICHERS</b>							
STREICHERS	11803172	01/07/2026	KEVLAR GLOVES	100-4210-62880		01/07/2026	46.98
<b>Vendor STREICHERS Total:</b>							<b>46.98</b>
<b>Vendor: THINK TOURISM/MICHELS COMMUNICATIONS</b>							
THINK TOURISM/MICHELS ...	2025-219653	12/31/2025	2026 VISITORS GUIDE	610-4880-63490		12/31/2025	1,395.00
<b>Vendor THINK TOURISM/MICHELS COMMUNICATIONS Total:</b>							<b>1,395.00</b>
<b>Vendor: TROY MERCIL CONSTRUCTION LLC</b>							
TROY MERCIL CONSTRUCTI...	1020	12/29/2025	GRAVE DIG	820-4890-63030		12/29/2025	1,200.00
<b>Vendor TROY MERCIL CONSTRUCTION LLC Total:</b>							<b>1,200.00</b>
<b>Vendor: U S POSTMASTER</b>							
U S POSTMASTER	FEB 2026	01/28/2026	UTILITY BILLING POSTAGE	100-4315-62010		01/28/2026	213.97
U S POSTMASTER	FEB 2026	01/28/2026	UTILITY BILLING POSTAGE	620-4840-62010		01/28/2026	499.26
U S POSTMASTER	FEB 2026	01/28/2026	UTILITY BILLING POSTAGE	680-4840-62010		01/28/2026	142.65
U S POSTMASTER	FEB 2026	01/28/2026	UTILITY BILLING POSTAGE	690-4840-62010		01/28/2026	570.58
<b>Vendor U S POSTMASTER Total:</b>							<b>1,426.46</b>
<b>Vendor: WASTE MASTERS LLC</b>							
WASTE MASTERS LLC	560	12/31/2025	GARBAGE TIPPING FEES	100-4315-63030		12/31/2025	26,608.86
<b>Vendor WASTE MASTERS LLC Total:</b>							<b>26,608.86</b>
<b>Vendor: WEX BANK - CIRCLE K FLEET</b>							
WEX BANK - CIRCLE K FLEET	109253430	12/07/2025	FUEL PURCHASES	100-4210-62120		12/07/2025	75.00
<b>Vendor WEX BANK - CIRCLE K FLEET Total:</b>							<b>75.00</b>
<b>Vendor: WEX HEALTH INC</b>							
WEX HEALTH INC	INV0001972	01/23/2026	FSA Flex Reimbursement	740-20300		01/23/2026	127.50
WEX HEALTH INC	INV0001974	01/26/2026	FSA Flex Reimbursement	740-20300		01/26/2026	53.00
WEX HEALTH INC	INV0001973	01/27/2026	FSA Flex Reimbursement	740-20300		01/27/2026	983.62
<b>Vendor WEX HEALTH INC Total:</b>							<b>1,164.12</b>

Council Approval Register

Packet: APPKT01674 - 1/28/26-DIRECT PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: WIDSETH SMITH NOLTING ASC INC</b>							
WIDSETH SMITH NOLTING ...	242708	12/29/2025	2024 STREET IMPROVEMEN...	505-4680-65920		12/29/2025	1,200.00
WIDSETH SMITH NOLTING ...	242709	12/29/2025	2026 S&4 PROJECT-STREET ...	506-4680-65920		12/29/2025	5,682.00
<b>Vendor WIDSETH SMITH NOLTING ASC INC Total:</b>							<b>6,882.00</b>
<b>Grand Total:</b>							<b>621,304.83</b>

**Fund Summary**

Fund	Expense Amount
100 - GENERAL FUND	232,182.55
130 - SRT FUND	1,329.85
210 - COMM DEVELOPMENT REV LOAN FUND	135,000.00
505 - 2024 ST AND UTILITY PROJECT	1,200.00
506 - 2026 ST AND UTILITY PROJECT	5,682.00
510 - 2026 PAC & RW PROJECT	29,868.00
515 - CHIEFS COULEE	318.75
535 - 2025 LIQUOR ROOF	323.99
550 - 2025 CO2 TANK REPLACEMENT	304.50
610 - LIQUOR DISPENSARY	125,121.21
620 - WATER UTILITY FUND	18,633.72
630 - ARENAS - OAK VIEW GROUP	497.77
670 - STORM WATER UTILITY FUND	41.00
680 - WASTEWATER UTILITY FUND	684.90
690 - ELECTRIC UTILITY FUND	67,752.47
740 - TRF HEALTH INSURANCE FUND	1,164.12
820 - GREENWOOD CEMETERY FUND	1,200.00
<b>Grand Total:</b>	<b>621,304.83</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-20220	Sales Tax Payable	12,229.82
100-4150-63030	Contracts Expense	873.73
100-4150-63110	Consulting Fees	3,075.00
100-4194-62990	Misc. Operating Expense	73.93
100-4194-63030	Contracts Expense	21.75
100-4194-63890	Utilities Expense	591.93
100-4210-62120	Gas-Oil-Lube	201.78
100-4210-62880	Personal Protective Equi...	46.98
100-4210-63030	Contracts Expense	144,174.20
100-4210-63320	Training Expense	1,557.43
100-4220-62230	Building Maint & Repair	-13.70
100-4240-64390	Building Permit Surcharge	2,264.12
100-4312-62210	Equipment Maint & Repa..	-93.11
100-4312-62280	Salt & Gravel Expense	20,658.83
100-4312-62990	Misc. Operating Expense	311.76
100-4312-63890	Utilities Expense	806.44
100-4315-62010	Office Supplies	213.97
100-4315-62210	Equipment Maint & Repa..	567.63
100-4315-62400	Small Tools and Minor E...	433.09
100-4315-62880	Personal Protective Equi...	446.61
100-4315-62990	Misc. Operating Expense	16.77

**Account Summary**

Account Number	Account Name	Expense Amount
100-4315-63030	Contracts Expense	26,608.86
100-4315-63890	Utilities Expense	765.39
100-4510-62240	Department Maint & Re...	314.72
100-4510-63890	Utilities Expense	471.26
100-4510-64370	Taxes and Licenses	240.00
100-4650-62010	Office Supplies	1,247.00
100-4650-63030	Contracts Expense	658.64
100-4660-64400	Travel, Conference, Sch...	442.85
100-4670-62010	Office Supplies	742.80
100-4670-63610	Insurance Expense	250.00
100-4670-64500	Senior Citizen Programs	11,982.07
130-4670-62990	Misc. Operating Expense	1,329.85
210-13710	Loans Receivable-Long T...	135,000.00
505-4680-65920	Work in Process - Eng/Ar...	1,200.00
506-4680-65920	Work in Process - Eng/Ar...	5,682.00
510-4680-65920	Work in Process - Eng/Ar...	29,868.00
515-4680-65920	Work in Process - Eng/Ar...	318.75
535-4680-65900	Work in Process-Constru...	323.99
550-4680-65920	Work in Process - Eng/Ar...	304.50
610-20220	Sales Tax Payable	45,816.00
610-4810-62510	Liquor for Resale	27,414.60
610-4810-62520	Beer for Resale	44,598.19
610-4810-62530	Wine for Resale	4,733.83
610-4810-62540	Soft Drinks/Mix for Resa...	340.40
610-4810-62590	Misc. Mdse for Resale	360.00
610-4840-62020	Computer Supplies	14.62
610-4840-62140	Off Sale Supplies	81.00
610-4840-62420	Computer Equipment	13.54
610-4840-62990	Misc. Operating Expense	5.26
610-4880-63490	Advertising	1,658.27
610-4890-64900	Civic Events	85.50
620-20220	Sales Tax Payable	2,545.20
620-4840-62010	Office Supplies	499.26
620-4840-62170	Field Supplies	287.38
620-4840-62430	Water Meters	-167.47
620-4850-62210	Equipment Maint & Repa...	425.60
620-4850-62220	Plant Equip Maint & Rep...	-9.06
620-4850-62230	Building Maint & Repair	-1,161.29
620-4890-63110	Consulting Fees	12,231.75
620-4890-64370	Taxes and Licenses	3,982.35
630-4850-62230	Building Maint & Repair	497.77
670-4850-62200	System Expense	41.00

**Account Summary**

Account Number	Account Name	Expense Amount
680-4840-62010	Office Supplies	142.65
680-4890-63110	Consulting Fees	542.25
690-20220	Sales Tax Payable	64,227.30
690-4840-62010	Office Supplies	580.65
690-4840-62880	Personal Protective Equi...	159.29
690-4840-62990	Misc. Operating Expense	27.96
690-4850-62210	Equipment Maint & Repa..	100.15
690-4850-62350	Power Plant/Dam Maint	40.79
690-4850-62360	Distribution Maint	4.92
690-4890-63030	Contracts Expense	275.77
690-4890-63110	Consulting Fees	1,500.00
690-4890-64400	Travel, Conference, Sch...	835.64
740-20300	Flex Payroll Deductions	1,164.12
820-4890-63030	Contracts Expense	1,200.00
	<b>Grand Total:</b>	<b>621,304.83</b>

**Project Account Summary**

Project Account Key	Expense Amount
**None**	621,304.83
	<b>Grand Total:</b> <b>621,304.83</b>



City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT01679 - 1/29/26-DIRECT PAYABLE-PETTY CASH ADMIN

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: CITY OF T R F - ADMIN PETTY CASH</b>							
CITY OF T R F - ADMIN PETTY..	1-29-26	01/29/2026	REPLENISH PETTY CASH	100-4110-64400		01/29/2026	53.38
CITY OF T R F - ADMIN PETTY..	1-29-26	01/29/2026	REPLENISH PETTY CASH	100-4150-62010		01/29/2026	33.40
CITY OF T R F - ADMIN PETTY..	1-29-26	01/29/2026	REPLENISH PETTY CASH	100-4150-62010		01/29/2026	11.12
CITY OF T R F - ADMIN PETTY..	1-29-26	01/29/2026	REPLENISH PETTY CASH	100-4150-62010		01/29/2026	33.35
CITY OF T R F - ADMIN PETTY..	1-29-26	01/29/2026	REPLENISH PETTY CASH	100-4240-62010		01/29/2026	12.70
CITY OF T R F - ADMIN PETTY..	1-29-26	01/29/2026	REPLENISH PETTY CASH	100-4315-64370		01/29/2026	15.00
<b>Vendor CITY OF T R F - ADMIN PETTY CASH Total:</b>							<b>158.95</b>
<b>Grand Total:</b>							<b>158.95</b>

**Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>
100 - GENERAL FUND	158.95
<b>Grand Total:</b>	<b>158.95</b>

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
100-4110-64400	Travel, Conference, Sch...	53.38
100-4150-62010	Office Supplies	77.87
100-4240-62010	Office Supplies	12.70
100-4315-64370	Taxes and Licenses	15.00
	<b>Grand Total:</b>	<b>158.95</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	158.95
<b>Grand Total:</b>	<b>158.95</b>



City of Thief River Falls, MN

# Council Approval Register

Packet: APPKT01676 - 2/4/26-COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: ACE HARDWARE</b>							
ACE HARDWARE	200380	01/13/2026	DIST. SHOP TOILET	620-4840-62990		01/13/2026	15.98
ACE HARDWARE	200420	01/14/2026	FURNACE FILTERS	100-4312-62990		01/14/2026	34.95
ACE HARDWARE	200420	01/14/2026	FURNACE FILTERS	100-4315-62990		01/14/2026	34.95
ACE HARDWARE	200420	01/14/2026	FURNACE FILTERS	100-4510-62990		01/14/2026	34.95
<b>Vendor ACE HARDWARE Total:</b>							<b>120.83</b>
<b>Vendor: AUTO VALUE T R F</b>							
AUTO VALUE T R F	9730556	01/12/2026	PERMATEX FOR PICKUP	100-4510-62210		01/12/2026	7.99
AUTO VALUE T R F	9729935	01/05/2026	FLUID FOR PICKUP	100-4510-62210		01/05/2026	25.99
<b>Vendor AUTO VALUE T R F Total:</b>							<b>33.98</b>
<b>Vendor: BELLBOY CORP - BAR SUPPLY</b>							
BELLBOY CORP - BAR SUPPLY	0110764000	01/20/2026	MIX & CAN HOLDER	610-4810-62540		01/20/2026	85.65
BELLBOY CORP - BAR SUPPLY	0110764000	01/20/2026	MIX & CAN HOLDER	610-4810-62590		01/20/2026	24.00
<b>Vendor BELLBOY CORP - BAR SUPPLY Total:</b>							<b>109.65</b>
<b>Vendor: BELLBOY CORP - LIQUOR</b>							
BELLBOY CORP - LIQUOR	0210266700	01/20/2026	LIQUOR	610-4810-62510		01/20/2026	1,909.00
BELLBOY CORP - LIQUOR	0210266900	01/20/2026	LIQUOR & MIX	610-4810-62510		01/20/2026	404.00
BELLBOY CORP - LIQUOR	0210266900	01/20/2026	LIQUOR & MIX	610-4810-62540		01/20/2026	54.75
<b>Vendor BELLBOY CORP - LIQUOR Total:</b>							<b>2,367.75</b>
<b>Vendor: BREAKTHRU BEVERAGE</b>							
BREAKTHRU BEVERAGE	125262970	01/20/2026	WINE	610-4810-62530		01/20/2026	1,792.00
BREAKTHRU BEVERAGE	125262971	01/20/2026	LIQUOR	610-4810-62510		01/20/2026	3,098.50
BREAKTHRU BEVERAGE	125262972	01/20/2026	WINE	610-4810-62530		01/20/2026	104.00
<b>Vendor BREAKTHRU BEVERAGE Total:</b>							<b>4,994.50</b>
<b>Vendor: COCA-COLA BOTTLING COMPANY</b>							
COCA-COLA BOTTLING CO...	5329797	01/15/2026	MIX	610-4810-62540		01/15/2026	331.50
<b>Vendor COCA-COLA BOTTLING COMPANY Total:</b>							<b>331.50</b>
<b>Vendor: COLE PAPERS INC</b>							
COLE PAPERS INC	10671629	01/15/2026	WTP SUPPLIES	620-4840-62990		01/15/2026	255.46
COLE PAPERS INC	10673081	01/15/2026	CREDIT CARD PAPER	610-4840-62140		01/15/2026	34.85
<b>Vendor COLE PAPERS INC Total:</b>							<b>290.31</b>
<b>Vendor: EVANS SCRAP AND STEEL INC</b>							
EVANS SCRAP AND STEEL INC	02250493	01/15/2026	SCRAP FOR BELLY BLADE	100-4312-62210		01/15/2026	16.05
<b>Vendor EVANS SCRAP AND STEEL INC Total:</b>							<b>16.05</b>

**Council Approval Register**

Packet: APPKT01676 - 2/4/26-COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: FALLS TOWING LLC</b>							
FALLS TOWING LLC	27469	01/14/2026	TOW	100-4210-62990		01/14/2026	150.00
<b>Vendor FALLS TOWING LLC Total:</b>							<b>150.00</b>
<b>Vendor: HACH COMPANY</b>							
HACH COMPANY	14825830	01/12/2026	LAB SUPPLIES	620-4840-62170		01/12/2026	1,575.70
<b>Vendor HACH COMPANY Total:</b>							<b>1,575.70</b>
<b>Vendor: HAWKINS INC</b>							
HAWKINS INC	7305199	01/13/2026	CHEMICALS	620-4840-62160		01/13/2026	561.40
<b>Vendor HAWKINS INC Total:</b>							<b>561.40</b>
<b>Vendor: HDR ENGINEERING INC - CHICAGO</b>							
HDR ENGINEERING INC - CH...	1200787700	01/03/2026	BORDER BANK PLANNING &...	100-4660-63030		01/03/2026	318.75
<b>Vendor HDR ENGINEERING INC - CHICAGO Total:</b>							<b>318.75</b>
<b>Vendor: HUGOS #7</b>							
HUGOS #7	15JAN2026	01/15/2026	CAKE & FORKS-C. LINDGREN...	100-4210-62990		01/15/2026	50.97
<b>Vendor HUGOS #7 Total:</b>							<b>50.97</b>
<b>Vendor: INTERSTATE BILLING SERVICE</b>							
INTERSTATE BILLING SERVICE	39480G	01/21/2026	FUEL CAP FOR TOOL CAT	100-4510-62210		01/21/2026	28.42
<b>Vendor INTERSTATE BILLING SERVICE Total:</b>							<b>28.42</b>
<b>Vendor: N A P A AUTO PARTS THF RVR FL</b>							
N A P A AUTO PARTS THF R...	747249	01/05/2026	FLUID FOR PICKUP #5403	100-4510-62210		01/05/2026	54.64
N A P A AUTO PARTS THF R...	747354	01/09/2026	FOR PICKUP #5518	100-4510-62210		01/09/2026	9.09
<b>Vendor N A P A AUTO PARTS THF RVR FL Total:</b>							<b>63.73</b>
<b>Vendor: NORMAN BETLAND</b>							
NORMAN BETLAND	104.1	01/15/2026	GIS CONTRACT-CONSULTING	100-4650-63030		01/15/2026	605.00
<b>Vendor NORMAN BETLAND Total:</b>							<b>605.00</b>
<b>Vendor: NORTH CENTRAL INTERNATIONAL LLC</b>							
NORTH CENTRAL INTERNAT...	X205092195.01	01/06/2026	WATER PUMP SINGLE AXLE ...	100-4312-62210		01/06/2026	304.45
<b>Vendor NORTH CENTRAL INTERNATIONAL LLC Total:</b>							<b>304.45</b>
<b>Vendor: NORTHERN MOTORS INC</b>							
NORTHERN MOTORS INC	6028015-1	01/15/2026	OIL CHANGE & TIRE ROTATI...	100-4210-62120		01/15/2026	88.75
NORTHERN MOTORS INC	6028015-1	01/15/2026	OIL CHANGE & TIRE ROTATI...	100-4210-62210		01/15/2026	25.00
<b>Vendor NORTHERN MOTORS INC Total:</b>							<b>113.75</b>
<b>Vendor: NORTHWEST BEVERAGE INC</b>							
NORTHWEST BEVERAGE INC	160351	01/12/2026	LIQUOR & BEER	610-4810-62510		01/12/2026	652.20
NORTHWEST BEVERAGE INC	160351	01/12/2026	LIQUOR & BEER	610-4810-62520		01/12/2026	10,122.45
NORTHWEST BEVERAGE INC	160415	01/13/2026	BEER CREDIT	610-4810-62520		01/13/2026	-50.00
NORTHWEST BEVERAGE INC	160442	01/16/2026	LIQUOR, BEER, & MIX	610-4810-62510		01/16/2026	499.50
NORTHWEST BEVERAGE INC	160442	01/16/2026	LIQUOR, BEER, & MIX	610-4810-62520		01/16/2026	6,735.80
NORTHWEST BEVERAGE INC	160442	01/16/2026	LIQUOR, BEER, & MIX	610-4810-62540		01/16/2026	277.50
<b>Vendor NORTHWEST BEVERAGE INC Total:</b>							<b>18,237.45</b>

Council Approval Register

Packet: APPKT01676 - 2/4/26-COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
<b>Vendor: NORTHWEST POWER SYSTEMS INC</b>							
NORTHWEST POWER SYST...	T349627	01/13/2026	ELEC SHOP PARTS FOR WAS...	690-4850-62230		01/13/2026	12.76
NORTHWEST POWER SYST...	T349640	01/14/2026	HYDRAULIC HOSE FORTV140..	100-4315-62210		01/14/2026	52.57
NORTHWEST POWER SYST...	T349650	01/15/2026	PRESSUR VLV GARBAGE TR...	100-4315-62210		01/15/2026	6.67
NORTHWEST POWER SYST...	T349611	01/16/2026	PRESSURE VLV GARBAGE T...	100-4315-62210		01/16/2026	44.01
NORTHWEST POWER SYST...	T349639	01/20/2026	REPAIRS TO WASH BAY IN E...	690-4850-62230		01/20/2026	200.45
NORTHWEST POWER SYST...	T349391	01/21/2026	REPLACE BROKEN FITTING ...	100-4220-62210		01/21/2026	12.96
NORTHWEST POWER SYST...	T349757	01/22/2026	HYDRAULIC HOSE #5607	100-4315-62210		01/22/2026	420.99
<b>Vendor NORTHWEST POWER SYSTEMS INC Total:</b>							<b>750.41</b>
<b>Vendor: NORTHWEST REGIONAL LIBRARY</b>							
NORTHWEST REGIONAL LIB...	1112	01/16/2026	2026-Q1 ALLOCATIONS	100-4550-63140		01/16/2026	43,556.00
<b>Vendor NORTHWEST REGIONAL LIBRARY Total:</b>							<b>43,556.00</b>
<b>Vendor: NORTHWOODS LUMBER CO TRF</b>							
NORTHWOODS LUMBER CO...	2601-193777	01/15/2026	BOARD FOR NORTH CONSE...	630-4850-62230		01/15/2026	66.41
<b>Vendor NORTHWOODS LUMBER CO TRF Total:</b>							<b>66.41</b>
<b>Vendor: PEPSI BEVERAGES COMPANY</b>							
PEPSI BEVERAGES COMPANY	48360106	01/15/2026	MIX	610-4810-62540		01/15/2026	448.95
<b>Vendor PEPSI BEVERAGES COMPANY Total:</b>							<b>448.95</b>
<b>Vendor: RALPH ENGELSTAD ARENA</b>							
RALPH ENGELSTAD ARENA	INV-THIEF-00188	01/13/2026	Q1 VENUE OPERATIONS	630-4930-67200		01/13/2026	15,000.00
RALPH ENGELSTAD ARENA	INV-THIEF-00188	01/13/2026	Q1 VENUE OPERATIONS	630-4930-67200		01/13/2026	157,914.50
<b>Vendor RALPH ENGELSTAD ARENA Total:</b>							<b>172,914.50</b>
<b>Vendor: RMB ENVIRONMENTAL LAB INC</b>							
RMB ENVIRONMENTAL LAB ...	D084982	01/15/2026	STATE SAMPLES	620-4840-62170		01/15/2026	289.47
<b>Vendor RMB ENVIRONMENTAL LAB INC Total:</b>							<b>289.47</b>
<b>Vendor: SOUTHERN GLAZERS OF MN</b>							
SOUTHERN GLAZERS OF MN	2715916	01/20/2026	LIQUOR & WINE	610-4810-62510		01/20/2026	9,785.52
SOUTHERN GLAZERS OF MN	2715916	01/20/2026	LIQUOR & WINE	610-4810-62530		01/20/2026	3,307.95
<b>Vendor SOUTHERN GLAZERS OF MN Total:</b>							<b>13,093.47</b>
<b>Vendor: T R F HARDWARE</b>							
T R F HARDWARE	34036804	01/14/2026	TOTE	100-4210-62990		01/14/2026	39.99
<b>Vendor T R F HARDWARE Total:</b>							<b>39.99</b>
<b>Vendor: TYLER TECHNOLOGIES INC</b>							
TYLER TECHNOLOGIES INC	025-541001	01/14/2026	AP TYLER TUTORING	100-4150-64400		01/14/2026	320.00
<b>Vendor TYLER TECHNOLOGIES INC Total:</b>							<b>320.00</b>
<b>Vendor: VERIZON WIRELESS #786782900</b>							
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	100-4110-63210		01/21/2026	336.44
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	100-4150-63210		01/21/2026	174.30
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	100-4194-63210		01/21/2026	41.43
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	100-4210-63210		01/21/2026	704.31
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	100-4510-63210		01/21/2026	82.86

**Council Approval Register**

Packet: APPKT01676 - 2/4/26-COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	100-4650-63210		01/21/2026	41.43
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	100-4660-63210		01/21/2026	41.43
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	610-4830-63210		01/21/2026	41.43
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	620-4830-63210		01/21/2026	122.87
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	650-4830-63210		01/21/2026	41.43
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	680-4830-63210		01/21/2026	41.43
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	690-4830-63210		01/21/2026	165.72
VERIZON WIRELESS #78678...	6134132441	01/21/2026	DEC 22-JAN 21-WIRELESS P...	820-4830-63210		01/21/2026	41.43
<b>Vendor VERIZON WIRELESS #786782900 Total:</b>							<b>1,876.51</b>
<b>Vendor: WELLS FARGO VENDOR FINANCIAL SERVICES LLC</b>							
WELLS FARGO VENDOR FIN...	5037378420	01/21/2026	2026 LEASE PAYMENT-BOB...	100-22520		01/21/2026	15,594.78
<b>Vendor WELLS FARGO VENDOR FINANCIAL SERVICES LLC Total:</b>							<b>15,594.78</b>
<b>Grand Total:</b>							<b>279,224.68</b>

**Fund Summary**

Fund	Expense Amount
100 - GENERAL FUND	63,260.12
610 - LIQUOR DISPENSARY	39,659.55
620 - WATER UTILITY FUND	2,820.88
630 - ARENAS - OAK VIEW GROUP	172,980.91
650 - TOURIST PARK - OAK VIEW GROUP	41.43
680 - WASTEWATER UTILITY FUND	41.43
690 - ELECTRIC UTILITY FUND	378.93
820 - GREENWOOD CEMETERY FUND	41.43
<b>Grand Total:</b>	<b>279,224.68</b>

**Account Summary**

Account Number	Account Name	Expense Amount
100-22520	Leases - Current	15,594.78
100-4110-63210	Communication Expense	336.44
100-4150-63210	Communication Expense	174.30
100-4150-64400	Travel, Conference, Sch...	320.00
100-4194-63210	Communication Expense	41.43
100-4210-62120	Gas-Oil-Lube	88.75
100-4210-62210	Equipment Maint & Repa..	25.00
100-4210-62990	Misc. Operating Expense	240.96
100-4210-63210	Communication Expense	704.31
100-4220-62210	Equipment Maint & Repa..	12.96
100-4312-62210	Equipment Maint & Repa..	320.50
100-4312-62990	Misc. Operating Expense	34.95
100-4315-62210	Equipment Maint & Repa..	524.24
100-4315-62990	Misc. Operating Expense	34.95
100-4510-62210	Equipment Maint & Repa..	126.13
100-4510-62990	Misc. Operating Expense	34.95
100-4510-63210	Communication Expense	82.86
100-4550-63140	Regional Library System ...	43,556.00
100-4650-63030	Contracts Expense	605.00
100-4650-63210	Communication Expense	41.43
100-4660-63030	Contracts Expense	318.75
100-4660-63210	Communication Expense	41.43
610-4810-62510	Liquor for Resale	16,348.72
610-4810-62520	Beer for Resale	16,808.25
610-4810-62530	Wine for Resale	5,203.95
610-4810-62540	Soft Drinks/Mix for Resa...	1,198.35
610-4810-62590	Misc. Mdse for Resale	24.00
610-4830-63210	Communication Expense	41.43
610-4840-62140	Off Sale Supplies	34.85
620-4830-63210	Communication Expense	122.87

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Expense Amount</b>
620-4840-62160	Chemicals	561.40
620-4840-62170	Field Supplies	1,865.17
620-4840-62990	Misc. Operating Expense	271.44
630-4850-62230	Building Maint & Repair	66.41
630-4930-67200	Operating Transfers	172,914.50
650-4830-63210	Communication Expense	41.43
680-4830-63210	Communication Expense	41.43
690-4830-63210	Communication Expense	165.72
690-4850-62230	Building Maint & Repair	213.21
820-4830-63210	Communication Expense	41.43
	<b>Grand Total:</b>	<b>279,224.68</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Expense Amount</b>
**None**	279,224.68
	<b>Grand Total: 279,224.68</b>

**COUNCIL PER DIEM TO BE PAID ON 02/19/2026 PAYROLL**  
**Presented 02/03/2026 Council Meeting**

**Mike Lorenson - December 2025**

12/5/2025	Utilities	City Hall	\$32.50
12/8/2025	Public Works	City Hall	\$32.50
12/9/2025	Walk/Bike TRF	City Hall	\$32.50
12/11/2025	CVB	Carnegie	\$32.50
12/16/2025	MEC	NCTC	\$32.50
12/17/2025	NWRL	Carnegie	\$32.50
12/18/2025	Chamber	City Hall	\$32.50
12/18/2025	Utilities	City Hall	\$32.50

**\$260.00**

**Kelly Langness - January 2026**

1/12/2026	Utilities	Rm 101	\$32.50
1/13/2026	Cyber	Rm 101	\$32.50
1/13/2026	Administrative	Rm 101	\$32.50
1/20/2026	Commity of the Whole	City Hall	\$32.50

**\$130.00**

**Steve Narverud - January 2026**

1/5/2026	Strategic Planning	Rm 201	\$32.50
1/9/2026	Labor Committee	City Hall	\$32.50
1/12/2026	Public Safety	Rm 101	\$32.50
1/13/2026	Planning and Zoning	City Hall	\$32.50
1/14/2026	Thrive in TRF	Northland	\$32.50
1/14/2026	Phishing Foundations	Online	\$32.50
1/14/2026	Public Works	Rm 101	\$32.50
1/20/2026	Committee of the Whole	City Hall	\$32.50
1/21/2026	Advance TRF	School Dist Bd Rm	\$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

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## Request for Council Action

**DATE:** 2/3/2026

**SUBJECT:** Approve Tobacco License for Casey's #5317

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

**MOTION TO:** to approve a new tobacco license for Casey's Retail Company, DBA Casey's #5317, through December 31, 2026.

**BACKGROUND:** Casey's is acquiring Cenex Travel Plaza at 1930 US Hwy 59, Thief River Falls. This location already has a tobacco license that will be canceled upon closing.

**KEY ISSUES:**

**FINANCIAL CONSIDERATIONS:** The annual \$150 application fee has been paid.

**LEGAL CONSIDERATION:** License is contingent on all applications, forms and fees which has been received.

**DEPARTMENT/RESPONSIBLE PERSON:** Jennifer Myers, Deputy City Clerk

**ATTACHMENTS:**

1.	Casey's Application
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# CITY OF THIEF RIVER FALLS

## TOBACCO LICENSE APPLICATION City Code Chapter 112

Date of Application: 1/16/26

Licensing Period: \_\_\_\_\_

CASEY'S RETAIL COMPANY

LICENSEE NAME (Corp, Partnership, Individual)

1 SE CONVENIENCE BLVD, ANKENY IA 50021

LICENSEE ADDRESS (Street, City, State, Zip)

0, NEW ACQUISITION

LENGTH OF TIME AT THIS ADDRESS

CASEY'S #5317

BUSINESS NAME/TRADE NAME

NOT YET ASSIGNED

BUSINESS PHONE

CORP: 515-381-5109

HOME PHONE

1930 US HWY 59

BUSINESS ADDRESS

2507600110, 2511600110, 2510003020

PARCEL # OF BUSINESS PROPERTY

SEE ATTACHED

BUSINESS PROPERTY LEGAL DESCRIPTION

20-1025921

FEDERAL ID#

7004654

STATE ID #

IF THE APPLICANT IS A PARTNERSHIP, LLP, CORPORATION, OR LLC, COMPLETE THE FOLLOWING FOR EACH PARTNER/OFFICER:

SEE ATTACHED OFFICER LIST

Full Name (First Middle Last)	Title	Date of Birth	Address - Street/City/State/Zip
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are the applicants citizens of the United States?  Yes  No

Applicants are at least 18 years of age.  Yes  No

Have any of the applicants ever been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to the sale of tobacco or tobacco products, or tobacco related devices?  Yes  No If yes, the date and place of conviction and nature of the offense \_\_\_\_\_



## Request for Council Action

**DATE:** 2/3/2026

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

**RECOMMENDATION:** It is respectfully requested the Council consider the following Planning & Zoning Commission recommendation:

**MOTION TO:** Conduct the First Reading of the Executive Summary of the amendment to the City’s Subdivision Ordinance, Chapter 151 of the City Code, which governs the procedures, requirements, and standards for subdividing land within the city.

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

- KEY ISSUES:** • It clarifies subdivision classifications defining them as simple, minor and major based on the size of the project and number of lots involved.
- Clarifies and establishes procedures for concept plan meetings, preliminary and final plat submissions, and recording requirements.
  - It aligns subdivision review with zoning applications and zoning regulations to ensure consistency with the City’s Comprehensive Plan.
  - Due to the length of the proposed amendment, it is requested that a summary of the amendment be read and published in the Times.
  - Direct the City Administrator to post a copy of the entire text of the stated Ordinance attached as Exhibit “A” in all public locations designated by the City Council.
  - Direct the City Administrator to publish the summary Exhibit “B” in the City’s legal newspaper within ten days of adoption.
  - Direct the City Administrator to file the executed Ordinance Exhibit “A” upon the books and records of the City along with proof of publication.
  - City Clerk is directed to keep a copy of the ordinance in her office at City Hall for public inspection and to post a full copy of the ordinance in a public place in the City for a period of two weeks.

**FINANCIAL CONSIDERATIONS:** Cost of publishing Public Hearing Notice and amended ordinance.

**LEGAL CONSIDERATION:** a Public Hearing was held at the Planning and Zoning Commission meeting on January 13, 2026. City Attorney time in drafting amendments, and notification to County Recorder’s Office.

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

**ATTACHMENTS:**

1.	Resolution. Summary publication.Exhibit A. Subdivision Ord.2
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2.	Subdivision Ordinance changes.ord.2
3.	Executive Summary of Subdivision Ordinance.2

CITY OF THIEF RIVER FALLS, MINNESOTA, RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, PROVIDING FOR THE SUMMARY PUBLICATION OF STATED ORDINANCES ATTACHED HERETO AS EXHIBIT “A”, AMENDING THE CITY CODE CHAPTER 151,

WHEREAS, On February 17, 2026, at a Regular Meeting of the City of Thief River Falls City Council, by 4/5<sup>th</sup> ‘s vote, the City Council adopted the stated Ordinance attached as Exhibit “A”, amending the City Code Chapter 151, and

WHEREAS, State law requires that all ordinances adopted be published prior to becoming effective; and

WHEREAS, the City Council for the City of Thief River Falls has determined that publication of the title and a summary of the stated Ordinance attached as Exhibit “A” would clearly inform the public of the intent and effect of the Ordinances; and

WHEREAS, the City Council for the City of Thief River Falls has reviewed the summary of the stated Ordinance Exhibit “A” and said summary is attached and incorporated herein as Exhibit “B”; and

WHEREAS, the City Council for the City of Thief River Falls has determined that the text of the summary clearly informs the public of the intent and effect of the stated Ordinance amendment.

NOW THEREFORE BE IT RESOLVED, the City Council for the City of Thief River Falls hereby:

1. Approves the text of the summary of the stated Ordinance Exhibit “A”, which is attached hereto as Exhibit “B”.
2. Directs the City Administrator to post a copy of the entire text of the stated Ordinance attached as Exhibit “A” in all public locations designated by the City Council.
3. Directs the City Administrator to publish the summary Exhibit “B” in the City’s legal newspaper within ten days.
4. Directs the City Administrator to file the executed Ordinance Exhibit “A” upon the books and records of the City along with proof of publication.
5. Said Resolution was passed by a 4/5 th’s vote.

BE IT FURTHER RESOLVED, that the City Clerk is directed to keep a copy of the ordinance in her office at City Hall for public inspection and to post a full copy of the ordinance in a public place in the City for a period of two weeks.

Dated this 17th day of February, 2026.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator

**ORDINANCE NO. \_\_\_\_, 3rd SERIES**

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA, AMENDING CITY CODE CHAPTER 151 ENTITLED "SUBDIVISIONS", AND BY ADOPTING BY REFERENCE PENALTY PROVISIONS AND AMENDING CITY CODE CHAPTER 31 TO DELETE CERTAIN PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

**Section 1.** That the present City Code Chapter 151.04, 151.06, 151.20, 151.21, 151.22, 151.23, 151.25, are hereby deleted.

**Section 2.** That City Code Chapter 151, is hereby amended to add the following sections:

151.04 FEES ESTABLISHED.

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

151.05 DEFINITIONS.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STRUCTURE. Means anything constructed or erected.

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

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

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

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

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

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

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

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

GENERAL SUBDIVISION PROCEDURES

151.20 GENERAL SUBDIVISION PROCEDURES.

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

151.21 CONCEPT PLAN MEETING AND CLASSIFICATION.

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

151.22 OFFICIAL SUBMISSION DATE.

(A) For the purposes of this chapter, the date a completed application for preliminary or final plat approval are submitted to planning staff, shall constitute the official submission date of the application on which the period required for formal approval, conditional approval or disapproval shall commence to run. The planning staff, upon receipt of the application, shall notify the applicant

in writing within 10 city business days if the application is found to be incomplete, per M.S. 15.99, as it may be amended from time to time.

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

#### 151.23 COORDINATION OF ZONING APPLICATIONS WITH SUBDIVISION APPROVAL.

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

#### 151.24 COORDINATION OF SUBDIVISION PLAT APPROVAL WITH PENNINGTON COUNTY ZONING ORDINANCE.

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

#### 151.25 PROCEDURE FOR SIMPLE SUBDIVISION PLATS

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

#### 151.26 PRELIMINARY PLAT APPLICATION FOR SIMPLE SUBDIVISION PLATS.

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

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

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

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

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

#### 151.27 FINAL PLAT APPLICATION FOR SIMPLE SUBDIVISION PLATS.

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

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

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

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

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

#### 151.28 RECORDING FOR SIMPLE SUBDIVISION PLATS.

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

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

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

## 151.29 PRELIMINARY PLAT APPLICATION FOR MINOR AND MAJOR SUBDIVISION PLATS.

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

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

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

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

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

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

said meeting to be published at least 10 days prior to the meeting of the Planning Commission at which said Major Subdivision preliminary plat shall be considered by the Planning Commission.

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

#### 151.30 FINAL PLAT APPLICATION FOR MINOR AND MAJOR SUBDIVISION PLATS.

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

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

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

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

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

#### 151.31 RECORDING FOR MINOR AND MAJOR SUBDIVISION PLATS.

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

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

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

## PRESENTATION REQUIREMENTS

### 151.32 CONCEPT PLAN.

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

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

(1) Name and address of developer/owner.

(2) Date of plan preparation.

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

(4) North arrow indication.

(5) Legal description.

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

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

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

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

(10) Any required zoning changes.

(11) Proposed timing and staging of development.

(12) Additional information as required by the planning staff

§ 151.33 PRELIMINARY PLAT PRESENTATION REQUIREMENTS.

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

(B)General information.

(1) The proposed name of the plat.

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

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

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

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

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

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

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

(9) Existing covenants, liens, or encumbrances.

- (10) Proposed street names.
- (11) Any additional information as requested by the planning staff.

-

(C) Existing features to be shown.

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

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

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

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

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

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

(D) Proposed features to be shown.

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

(2) Proposed spot elevations.

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

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

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

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

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

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

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

(E) Additional information required.

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

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

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

§ 151.34 FINAL PLAT PRESENTATION REQUIREMENTS.

The final plat shall include the following information unless waived by planning staff. Additional information or modifications that may be required by city staff, the Planning

Commission or City Council and any additional information that may be requested during the review process. In certain cases some information required by these standards may not be appropriate or may need to be modified in order to provide an adequate basis for making a decision.

- (A) Two mylar copies of the final plat.
- (B) One reproducible copy reduced to 11 inches by 17 inches of the final plat.
- (C) Five blueline copies of the final plat and supporting documents, plus any additional copies deemed necessary by the planning staff plus 1 reproducible copy reduced to 11 inches by 17 inches along with 1 copy of the final plat in a digital format compatible with city requirements.
- (D) One up-to-date (within 3 months) title insurance or opinion, as the City Attorney or planning staff may require.

**Section 3.** The City Code Chapter 151, Section 151.05, is hereby renamed as Section 151.35.

**Section 4.** City Code references to Penalty and Violations are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

**Section 5.** This ordinance shall be in force and effect from and after its passage, approval, and publication.

Passed by the unanimous vote of the City Council of Thief River Falls, Minnesota, on the 17th day of February, 2026.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Administrator



## EXHIBIT “B”

### Executive Summary: Subdivision Ordinance Amendment of Chapter 151 of the City Code – Thief River Falls

#### Purpose

To regulate the subdivision of land within Thief River Falls, ensuring orderly development aligned with the city’s comprehensive plan, zoning ordinance, and official maps.

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#### Key Provisions

##### 1. Fees

- Subdivision applications must include fees established by City Council resolution.

##### 2. Definitions

- Clarifies terms such as *alley*, *arterial street*, *easement*, *floodplain*, *lot*, *plat* (*preliminary/final*), and *subdivision types* (*simple*, *minor*, *major*).

##### 3. Compliance

- Subdivisions must conform to the city’s Land Use Plan, Zoning Code, and official maps.
- 

#### Subdivision Process Overview

##### Step 1: Concept Plan Meeting

- Required before formal application; provides advisory review.

##### Step 2: Preliminary Plat

- Submit detailed layout for review by Planning Staff and Commission.
- Approval is advisory, guiding preparation for final plat.

##### Step 3: Final Plat

- Submit within 90 days of preliminary approval.
- Reviewed by Planning Commission and City Council.

- Public notice required before Council action.

#### **Step 4: Recording**

- Approved plat must be recorded with Pennington County within 60 days of City Administrator's signature.
- 

#### **Subdivision Types**

- **Simple:** 2 lots, minimal changes.
  - **Minor:** 2–7 lots, may involve public improvements.
  - **Major:** Larger developments requiring full review.
- 

#### **Presentation Requirements**

- **Concept Plan:** Developer info, property maps, natural features.
  - **Preliminary Plat:** Detailed property data, proposed lot layout, grading, easements, sewage/water feasibility.
  - **Final Plat:** Multiple copies, title insurance, digital format compliance.
- 

#### **Intent**

Ensure subdivisions are:

- Consistent with city planning objectives.
  - Supported by necessary infrastructure.
  - Environmentally responsible and legally documented.
- 

A copy of the complete Ordinance Amendment to said Chapter 151 is available from the City Administrator's office for inspection without cost and has been posted as directed by the City Council.