

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, February 17, 2026

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

5. PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

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

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

7.1. Approval of February 3, 2026 Council Proceedings (3-5)

7.2. City of Thief River Falls Bills and Disbursements (6-42)

8. NEW BUSINESS

8.1. Utility Billing Integration/MDM Operating System (43-45)

8.2. 2026 Water Treatment Plant Reroof Project (46-53)

8.3. Approve the Northland Securities resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code (54-58)

- 8.4. Approve services from Flaherty & Hood PA for labor union contract negotiations (59-61)
- 8.5. Approve services from David Drown Associates Inc (62-69)
- 8.6. Professional Services for MDR Integrations (70-71)
- 8.7. 2026 Street & Utilities Improvements Feasibility Report (72-74)
- 8.8. Second Reading to Amend Subdivision Ordinance, Chapter 151 of City Code (75-98)
- 8.9. Approve Amending Subdivision Ordinance, Chapter 151 of City Code (99)
- 8.10. Planning Commission Fee Schedule (100-102)
- 8.11. First Reading to Rezone 517 Duluth Ave. S. from C-1 to C-2. (103-115)
- 8.12. Approve the ATM Agreement with Northern State Bank of Thief River Falls (116)

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

10. UPCOMING MEETINGS

- City Council 3/3 at 5:30 pm – Council Chambers
- Planning & Zoning 3/4 at 5:00 pm – Council Chambers
- Public Utilities 3/9 at 7:00 am – Room 101
- Public Safety 3/9 at 4:30 pm – Room 101
- Administrative 3/10 at 4:30 pm – Room 101
- Public Works 3/11 at 4:30 pm – Room 101
- City Council 3/17 at 5:30 pm – Council Chambers

11. INFORMATIONAL ITEMS

- Investment Summary (117-118)
- Mayoral Update

12. ADJOURNMENT

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

City Council Minutes
Tuesday, February 3, 2026

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on February 3, 2026. This meeting is being presided over by Mayor Mike Lorenson.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING

PUBLIC FORUM

**PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION
ANNOUNCEMENTS**

APPROVE AGENDA

Councilmember Scott Pream motioned being seconded by Councilmember Michele McCraw to approve the agenda with the removal of the public hearing (item was open to public at the previous Planning & Zoning Commission meeting).

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 02.33.26: Approval of January 20, 2026 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 02.33.26, being seconded by Councilmember Megan Arlt, that:

THEREFORE, BE IT RESOLVED, by the City Council, to approve the January 20, 2026 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.34.26: City of Thief River Falls bills, disbursements and per diems

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 02.34.26, being seconded by Councilmember Megan Arlt, that:

THEREFORE, BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of \$1,098,949.18 and Council per diems in the total amount of \$682.50. 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. 02.35.26: Approve Tobacco License for Casey's #5317

Following discussion, Councilmember Scott Pream introduced Resolution 02.35.26, being seconded by Councilmember Kelly Langness, that:

WHEREAS, 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.

THEREFORE, BE IT RESOLVED to approve a new tobacco license for Casey's Retail Company, DBA Casey's #5317, through December 31, 2026.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.36.26: First Reading to Amend Subdivision Ordinance, Chapter 151 of City Code

Following discussion, Councilmember Scott Pream introduced Resolution 02.36.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 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.

WHEREAS,

- 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.

THEREFORE, BE IT RESOLVED 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.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Steve Narverud wanted to remind residents there will be no garbage pickup on 2/16 for the President's Day holiday as offices will be closed. The utility bills incorrectly stated no pickup on 2/23.

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

INFORMATIONAL ITEMS

- Holiday – 2/16 City offices will be closed for President's Day. There will be no garbage pickup.
- Reminder - RPHL 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.
- Mayor Update
 - Lorenson noted himself, Narverud and McCraw met with MNDOT to discuss future needs/concerns, studies and projects coming up in a 5-year plan. He noted there will be traffic counters placed on a couple streets when the weather cooperates.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to adjourn at 5:45 pm. On vote being taken, the Chair declared the motion unanimously carried.

Mayor Mike Lorenson

Attest: Angela Philipp, City Administrator _____



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01682 - 2/18/26-COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	14CG-PNLJ-GYPG	01/15/2026	OFFIC SUPPLY-COMPUTER ...	100-4210-62010		01/15/2026	380.84
AMAZON CAPITAL SERVICES ..	14CG-PNLJ-GYPG	01/15/2026	OFFIC SUPPLY-COMPUTER ...	100-4210-62420		01/15/2026	24.98
AMAZON CAPITAL SERVICES ..	14CG-PNLJ-GYPG	01/15/2026	OFFIC SUPPLY-COMPUTER ...	100-4210-62990		01/15/2026	13.18
AMAZON CAPITAL SERVICES ..	13C4-GLGL-F1Y7	01/21/2026	POWER PLANT OIL ABSORB...	690-4850-62350		01/21/2026	232.31
Vendor AMAZON CAPITAL SERVICES INC Total:							651.31
Vendor: AQUA PURE INC							
AQUA PURE INC	TRFMN020326	01/31/2026	CHEMICALS	620-4840-62160		01/31/2026	9,100.47
Vendor AQUA PURE INC Total:							9,100.47
Vendor: BELLBOY CORP - BAR SUPPLY							
BELLBOY CORP - BAR SUPPLY	0110808400	02/03/2026	MIX	610-4810-62540		02/03/2026	52.00
Vendor BELLBOY CORP - BAR SUPPLY Total:							52.00
Vendor: BELLBOY CORP - LIQUOR							
BELLBOY CORP - LIQUOR	0210395600	02/03/2026	LIQUOR	610-4810-62510		02/03/2026	7,787.27
Vendor BELLBOY CORP - LIQUOR Total:							7,787.27
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	125464622	02/03/2026	LIQUOR	610-4810-62510		02/03/2026	9,396.79
BREAKTHRU BEVERAGE	125464623	02/03/2026	MIX	610-4810-62540		02/03/2026	802.38
BREAKTHRU BEVERAGE	125464624	02/03/2026	WINE	610-4810-62530		02/03/2026	864.00
BREAKTHRU BEVERAGE	125464625	02/03/2026	WINE	610-4810-62530		02/03/2026	104.00
Vendor BREAKTHRU BEVERAGE Total:							11,167.17
Vendor: DAKOTA SUPPLY GROUP							
DAKOTA SUPPLY GROUP	S105358872.001	01/14/2026	ELECTRICAL SUPPLIES	630-4850-62230		01/14/2026	58.56
DAKOTA SUPPLY GROUP	S105358872.002	01/14/2026	ELECTRICAL SUPPLIES OK/BB	630-4850-62230		01/14/2026	252.71
DAKOTA SUPPLY GROUP	S105361935.001	01/14/2026	SECURITY LIGHT FOR ENGEL...	100-4510-62230		01/14/2026	239.76
DAKOTA SUPPLY GROUP	S105358872.003	01/20/2026	ELECTRICAL SUPPLIES OK/BB	630-4850-62230		01/20/2026	103.67
DAKOTA SUPPLY GROUP	S105358872.004	01/20/2026	ELECTRICAL SUPPLIES-REA	630-4850-62230		01/20/2026	21.72
DAKOTA SUPPLY GROUP	S105374575.001	01/20/2026	LIGHTS FOR OUTDOOR RIN...	100-4510-62240		01/20/2026	830.92
DAKOTA SUPPLY GROUP	S105384393.001	01/26/2026	ELECTRICAL SUPPLIES REA	630-4850-62230		01/26/2026	309.85
DAKOTA SUPPLY GROUP	S105384432.001	01/26/2026	UPGRADE OFFICE LIGHTS TO...	100-4570-62230		01/26/2026	356.24
DAKOTA SUPPLY GROUP	S105384444.001	01/26/2026	POWER PLANT LIGHTS	690-4850-62350		01/26/2026	30.93
Vendor DAKOTA SUPPLY GROUP Total:							2,204.36
Vendor: ELECTRONICS PLUS OF T R F INC							
ELECTRONICS PLUS OF T R F ...	FEB 2026-15	01/31/2026	SECURITY ALARM SYST LEAS...	610-4890-63030		01/31/2026	1,339.19
Vendor ELECTRONICS PLUS OF T R F INC Total:							1,339.19

Council Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: ELLINGSON PLUMBING, HEATING, A/C & ELECTRICAL							
ELLINGSON PLUMBING, HE...	247040002	01/30/2026	INSTALL CNTRLS HVAC RPL...	500-4680-65900		01/30/2026	38,628.00
Vendor ELLINGSON PLUMBING, HEATING, A/C & ELECTRICAL Total:							38,628.00
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS139437	02/02/2026	CHLORINE ROOM	620-4850-62230		02/02/2026	29.56
Vendor FASTENAL COMPANY Total:							29.56
Vendor: GOPHER STATE ONE CALL							
GOPHER STATE ONE CALL	6010795	01/31/2026	LOCATE TICKETS	690-4850-62360		01/31/2026	67.55
Vendor GOPHER STATE ONE CALL Total:							67.55
Vendor: GRAND FORKS FIRE EQUIPMENT LLC							
GRAND FORKS FIRE EQUIP...	45573	01/26/2026	REPLACE OUTDATED & BRO...	100-4220-62400		01/26/2026	6,162.75
GRAND FORKS FIRE EQUIP...	45606	01/29/2026	SCBA MASK WASH	100-4220-62990		01/29/2026	130.00
Vendor GRAND FORKS FIRE EQUIPMENT LLC Total:							6,292.75
Vendor: H & L MESABI COMPANY							
H & L MESABI COMPANY	44384	01/26/2026	LOADER CUTTING EDGE	100-4312-62210		01/26/2026	532.03
Vendor H & L MESABI COMPANY Total:							532.03
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200797252	02/02/2026	POWER PLANT DAM RE-LIC...	690-4890-64370		02/02/2026	11,126.40
Vendor HDR ENGINEERING INC - CHICAGO Total:							11,126.40
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	39849G	02/09/2026	TOOLCAT CUTTING EDGE	100-4510-62210		02/09/2026	830.08
Vendor INTERSTATE BILLING SERVICE Total:							830.08
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2980774	01/29/2026	LIQUOR	610-4810-62510		01/29/2026	11,370.25
Vendor JOHNSON BROTHERS LIQUOR Total:							11,370.25
Vendor: KAESER & BLAIR INCORPORATED							
KAESER & BLAIR INCORPOR...	51212094	01/30/2026	500 MAGNETIC CALNEDARS	610-4880-63490		01/30/2026	491.95
Vendor KAESER & BLAIR INCORPORATED Total:							491.95
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	10074288	01/27/2026	MAGS & FASTENERS	100-4210-62400		01/27/2026	39.18
L & M SUPPLY INC	10038806	01/28/2026	TOOL BOX & SEAT COVER	100-4210-62400		01/28/2026	84.98
Vendor L & M SUPPLY INC Total:							124.16
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	895534	01/27/2026	BEER	610-4810-62520		01/27/2026	8,924.75
MC KINNON COMPANY INC	895563	01/27/2026	BEER	610-4810-62520		01/27/2026	196.00
MC KINNON COMPANY INC	1086000140	01/30/2026	BEER CREDIT	610-4810-62520		01/30/2026	-38.55
MC KINNON COMPANY INC	896661	01/30/2026	BEER	610-4810-62520		01/30/2026	12,316.30
Vendor MC KINNON COMPANY INC Total:							21,398.50

Council Approval Register

Packet: APPKT01682 - 2/18/26-COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: MOORE ENGINEERING, INC.							
MOORE ENGINEERING, INC.	SIN007370	01/30/2026	MPCA-CLIMATE RESILIENCY...	100-4216-62990		01/30/2026	7,337.75
						Vendor MOORE ENGINEERING, INC. Total:	7,337.75
Vendor: NATIONWIDE							
NATIONWIDE	3/2026-3/2028	02/01/2026	MN ELECTRICAL CONTRACT...	690-4870-63610		02/01/2026	225.00
						Vendor NATIONWIDE Total:	225.00
Vendor: NEIGHBORS FORD							
NEIGHBORS FORD	TR120925	02/03/2026	OIL CHANGE-2023 FORD PO...	100-4210-62120		02/03/2026	76.22
						Vendor NEIGHBORS FORD Total:	76.22
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	160575	01/26/2026	LIQUOR & BEER	610-4810-62510		01/26/2026	1,413.10
NORTHWEST BEVERAGE INC	160575	01/26/2026	LIQUOR & BEER	610-4810-62520		01/26/2026	14,253.55
NORTHWEST BEVERAGE INC	160665	01/30/2026	LIQUOR & BEER	610-4810-62510		01/30/2026	378.00
NORTHWEST BEVERAGE INC	160665	01/30/2026	LIQUOR & BEER	610-4810-62520		01/30/2026	17,326.22
						Vendor NORTHWEST BEVERAGE INC Total:	33,370.87
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE ...	FEB 2026	02/09/2026	FEB 2026-ANIMAL CONTROL..	100-4210-63100		02/09/2026	1,400.00
						Vendor PENNINGTON CO HUMANE SOCIETY Total:	1,400.00
Vendor: QUILL LLC							
QUILL LLC	47594955	01/30/2026	GENERAL SUPPLIES	100-4670-62010		01/30/2026	35.69
						Vendor QUILL LLC Total:	35.69
Vendor: SANFORD HEALTH OCCUPATIONAL MEDICINE							
SANFORD HEALTH OCCUPAT..	884926	01/30/2026	DRUG SCREENING-RANDOM	100-4650-62990		01/30/2026	104.00
SANFORD HEALTH OCCUPAT..	884926	01/30/2026	DRUG SCREENING-RANDOM	680-4840-62990		01/30/2026	72.00
						Vendor SANFORD HEALTH OCCUPATIONAL MEDICINE Total:	176.00
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B20760791	01/30/2026	LAPTOP	100-4192-62420		01/30/2026	2,285.00
						Vendor SHI INTERNATIONAL CORP Total:	2,285.00
Vendor: SOUTHERN GLAZERS OF MN							
SOUTHERN GLAZERS OF MN	5136145	01/30/2026	LIQUOR	610-4810-62510		01/30/2026	2,286.50
SOUTHERN GLAZERS OF MN	5136146	01/30/2026	LIQUOR	610-4810-62510		01/30/2026	2,331.00
SOUTHERN GLAZERS OF MN	2720495	02/03/2026	LIQUOR	610-4810-62510		02/03/2026	3,133.95
SOUTHERN GLAZERS OF MN	2720496	02/03/2026	LIQUOR & WINE	610-4810-62510		02/03/2026	6,416.18
SOUTHERN GLAZERS OF MN	2720496	02/03/2026	LIQUOR & WINE	610-4810-62530		02/03/2026	1,750.80
						Vendor SOUTHERN GLAZERS OF MN Total:	15,918.43
Vendor: STAPLES BUSINESS							
STAPLES BUSINESS	6053693088	01/24/2026	FOR HP LASER JET PRINTER	610-4840-62020		01/24/2026	93.68
STAPLES BUSINESS	6054584106	01/31/2026	GENERAL OFFICE	100-4670-62010		01/31/2026	132.19
						Vendor STAPLES BUSINESS Total:	225.87

Council Approval Register

Packet: APPKT01682 - 2/18/26-COUNCIL MEETING

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: SUNSET LAW ENFORCEMENT LLC							
SUNSET LAW ENFORCEMEN...	0012855-IN	01/27/2026	AMMUNITION	100-4210-62990		01/27/2026	1,783.40
Vendor SUNSET LAW ENFORCEMENT LLC Total:							1,783.40
Vendor: T R F HARDWARE							
T R F HARDWARE	34038052	01/30/2026	LIFT 8-ELEC HEATER	680-4850-62220		01/30/2026	39.99
Vendor T R F HARDWARE Total:							39.99
Vendor: T R F RADIO							
T R F RADIO	41522-2	01/15/2026	REINDEER GAMES	610-4880-63490		01/15/2026	250.00
T R F RADIO	41547-1	01/30/2026	KTRF	610-4880-63490		01/30/2026	550.00
Vendor T R F RADIO Total:							800.00
Vendor: TARGET SOLUTIONS LEARNING LLC							
TARGET SOLUTIONS LEARN...	INV134885	02/01/2026	TRAINING	100-4220-64400		02/01/2026	1,117.19
Vendor TARGET SOLUTIONS LEARNING LLC Total:							1,117.19
Vendor: TREVIPAY - WALMART							
TREVIPAY - WALMART	4935ec90	01/28/2026	CLEANING SUPPLIES	100-4194-62990		01/28/2026	97.03
TREVIPAY - WALMART	4935ec90	01/28/2026	CLEANING SUPPLIES	100-4550-62990		01/28/2026	71.58
TREVIPAY - WALMART	4935ec90	01/28/2026	CLEANING SUPPLIES	100-4560-62990		01/28/2026	44.81
TREVIPAY - WALMART	328cab8e	02/02/2026	POWER PLANT DISTILLED W...	690-4850-62350		02/02/2026	14.28
Vendor TREVIPAY - WALMART Total:							227.70
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI...	1053	01/23/2026	GRAVE DIG-C. SORTERBERG	820-4890-63030		01/23/2026	1,200.00
Vendor TROY MERCIL CONSTRUCTION LLC Total:							1,200.00
Vendor: ULINE							
ULINE	203376726	01/27/2026	PWR PLT TWLS, GLSS WPS-E...	690-4840-62990		01/27/2026	420.33
ULINE	203376726	01/27/2026	PWR PLT TWLS, GLSS WPS-E...	690-4850-62350		01/27/2026	276.31
Vendor ULINE Total:							696.64
Grand Total:							190,108.75

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	24,109.80
500 - CITY HALL HVAC PROJECT	38,628.00
610 - LIQUOR DISPENSARY	103,789.31
620 - WATER UTILITY FUND	9,130.03
630 - ARENAS - OAK VIEW GROUP	746.51
680 - WASTEWATER UTILITY FUND	111.99
690 - ELECTRIC UTILITY FUND	12,393.11
820 - GREENWOOD CEMETERY FUND	1,200.00
Grand Total:	190,108.75

Account Summary

Account Number	Account Name	Expense Amount
100-4192-62420	Computer Equipment	2,285.00
100-4194-62990	Misc. Operating Expense	97.03
100-4210-62010	Office Supplies	380.84
100-4210-62120	Gas-Oil-Lube	76.22
100-4210-62400	Small Tools and Minor E...	124.16
100-4210-62420	Computer Equipment	24.98
100-4210-62990	Misc. Operating Expense	1,796.58
100-4210-63100	Animal Control	1,400.00
100-4216-62990	Misc. Operating Expense	7,337.75
100-4220-62400	Small Tools and Minor E...	6,162.75
100-4220-62990	Misc. Operating Expense	130.00
100-4220-64400	Travel, Conference, Sch...	1,117.19
100-4312-62210	Equipment Maint & Repa..	532.03
100-4510-62210	Equipment Maint & Repa..	830.08
100-4510-62230	Building Maint & Repair	239.76
100-4510-62240	Department Maint & Re...	830.92
100-4550-62990	Misc. Operating Expense	71.58
100-4560-62990	Misc. Operating Expense	44.81
100-4570-62230	Building Maint & Repair	356.24
100-4650-62990	Misc. Operating Expense	104.00
100-4670-62010	Office Supplies	167.88
500-4680-65900	Work in Process-Constru...	38,628.00
610-4810-62510	Liquor for Resale	44,513.04
610-4810-62520	Beer for Resale	52,978.27
610-4810-62530	Wine for Resale	2,718.80
610-4810-62540	Soft Drinks/Mix for Resa...	854.38
610-4840-62020	Computer Supplies	93.68
610-4880-63490	Advertising	1,291.95
610-4890-63030	Contracts Expense	1,339.19
620-4840-62160	Chemicals	9,100.47

Account Summary

Account Number	Account Name	Expense Amount
620-4850-62230	Building Maint & Repair	29.56
630-4850-62230	Building Maint & Repair	746.51
680-4840-62990	Misc. Operating Expense	72.00
680-4850-62220	Lift Station and Pond Ma...	39.99
690-4840-62990	Misc. Operating Expense	420.33
690-4850-62350	Power Plant/Dam Maint	553.83
690-4850-62360	Distribution Maint	67.55
690-4870-63610	Insurance Expense	225.00
690-4890-64370	Taxes and Licenses	11,126.40
820-4890-63030	Contracts Expense	1,200.00
	Grand Total:	190,108.75

Project Account Summary

Project Account Key	Expense Amount
None	190,108.75
	Grand Total: 190,108.75



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01691 - 2/11/26-MN ENERGY-DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: BERTS TRUCK EQUIPMENT INC							
BERTS TRUCK EQUIPMENT I...	S030418	12/12/2025	FOR SNOW PLOWS	100-4510-62210		12/12/2025	1,196.52
Vendor BERTS TRUCK EQUIPMENT INC Total:							1,196.52
Vendor: MN ENERGY RESOURCES #0502295320-00003							
MN ENERGY RESOURCES #0...	5797136884	01/30/2026	JAN2026-120 MAIN AVE S	100-4550-63890		01/30/2026	893.13
MN ENERGY RESOURCES #0...	5797240873	01/30/2026	JAN2026-320 E 2ND ST	100-4220-63890		01/30/2026	482.71
MN ENERGY RESOURCES #0...	5797778471	01/30/2026	JAN2026-201 N ATLANTIC A...	100-4570-63890		01/30/2026	817.24
MN ENERGY RESOURCES #0...	5798656073	01/30/2026	JAN2026-102 N MAIN AVE	100-4560-63890		01/30/2026	550.27
MN ENERGY RESOURCES #0...	5800502433	02/02/2026	JAN2026-GENRTR-440 MAR...	680-4830-63890		02/02/2026	21.38
Vendor MN ENERGY RESOURCES #0502295320-00003 Total:							2,764.73
Grand Total:							3,961.25

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	3,939.87
680 - WASTEWATER UTILITY FUND	21.38
Grand Total:	3,961.25

Account Summary

Account Number	Account Name	Expense Amount
100-4220-63890	Utilities Expense	482.71
100-4510-62210	Equipment Maint & Repa..	1,196.52
100-4550-63890	Utilities Expense	893.13
100-4560-63890	Utilities Expense	550.27
100-4570-63890	Utilities Expense	817.24
680-4830-63890	Utilities Expense	21.38
Grand Total:		3,961.25

Project Account Summary

Project Account Key	Expense Amount
None	3,961.25
Grand Total:	3,961.25



City of Thief River Falls, MN

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Packet: APPKT01689 - 2/11-26-DIRECT PAY-BLDG SYST OF ND

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: BUILDING SYSTEMS OF NORTH DAKOTA LLC BUILDING SYSTEMS OF NOR...	B25-134	11/21/2025	CONDEMNATIONS-ASBEST...	100-4670-63090		11/21/2025	950.00
						Vendor BUILDING SYSTEMS OF NORTH DAKOTA LLC Total:	950.00
						Grand Total:	950.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	950.00
Grand Total:	950.00

Account Summary

Account Number	Account Name	Expense Amount
100-4670-63090	Vacant Home Demolition	950.00
Grand Total:		950.00

Project Account Summary

Project Account Key	Expense Amount
None	950.00
Grand Total:	950.00



City of Thief River Falls, MN

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Packet: APPKT01681 - 2/11/26-DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: ACE HARDWARE							
ACE HARDWARE	201217	01/28/2026	POWER PLANT BITS FOR DRI...	690-4850-62350		01/28/2026	16.97
Vendor ACE HARDWARE Total:							16.97
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	139T-YR9C-47DJ	01/12/2026	FILTERS FOR WATER FOUN...	690-4850-62230		01/12/2026	78.50
AMAZON CAPITAL SERVICES ..	1JJP-JFLV-L7HN	01/12/2026	HEADSET FOR A/P	100-4110-62020		01/12/2026	39.99
AMAZON CAPITAL SERVICES ..	1P3V-WP6R-4MHG	01/12/2026	UNIFORM PANTS, TAPES, & ...	100-4210-62880		01/12/2026	188.10
AMAZON CAPITAL SERVICES ..	1P3V-WP6R-4MHG	01/12/2026	UNIFORM PANTS, TAPES, & ...	100-4210-62990		01/12/2026	157.89
AMAZON CAPITAL SERVICES ..	1R66-4KV3-TFP6	01/12/2026	LYSOL WIPES	100-4210-62990		01/12/2026	23.11
AMAZON CAPITAL SERVICES ..	1YXX-YCLP-1CNQ	01/13/2026	OFFICE SUPPLIES	100-4220-62990		01/13/2026	94.86
AMAZON CAPITAL SERVICES ..	1GRJ-VCM4-QMYG	01/14/2026	FILE FOLDERS & HEAT MITTS ...	690-4840-62010		01/14/2026	11.51
AMAZON CAPITAL SERVICES ..	1GRJ-VCM4-QMYG	01/14/2026	FILE FOLDERS & HEAT MITTS ...	690-4840-62990		01/14/2026	25.98
AMAZON CAPITAL SERVICES ..	1F11-TDHF-N4QC	01/21/2026	RETURNED DAMAGED PRIN...	100-4210-62420		01/21/2026	-452.00
AMAZON CAPITAL SERVICES ..	19D7-WVHD-NHC4	01/03/2026	FARADAY BAGS	100-4210-62990		01/03/2026	270.48
AMAZON CAPITAL SERVICES ..	1QL6-9YYQ-F7HF	01/05/2026	PORTABLE CHARGERS	100-4210-62990		01/05/2026	99.96
AMAZON CAPITAL SERVICES ..	1GFL-164C-6F63	01/06/2026	PRINTER & COMPUTER CAB...	100-4210-62420		01/06/2026	382.74
AMAZON CAPITAL SERVICES ..	1TYG-7NY3-1NL7	01/08/2026	DAMAGED PRINTER-RETUR...	100-4210-62420		01/08/2026	-113.00
AMAZON CAPITAL SERVICES ..	1RQ3-CMM4-P3RH	01/09/2026	FIRST AID FOR WARMING H...	100-4510-62990		01/09/2026	17.66
Vendor AMAZON CAPITAL SERVICES INC Total:							825.78
Vendor: ARTISAN BEER COMPANY							
ARTISAN BEER COMPANY	3826643	01/26/2026	BEER	610-4810-62520		01/26/2026	118.50
Vendor ARTISAN BEER COMPANY Total:							118.50
Vendor: BANKCARD ELECTRONIC PYMTS INC							
BANKCARD ELECTRONIC P...	JAN 2026	02/02/2026	CREDIT CARD FEES-JAN 202...	610-4890-63060		02/02/2026	7,486.13
Vendor BANKCARD ELECTRONIC PYMTS INC Total:							7,486.13
Vendor: BENJAMIN TURESON							
BENJAMIN TURESON	2-8-26-HALBERSTADT'S	02/08/2026	CLOTHING ALLOWANCE-BE...	100-4210-62880		02/08/2026	600.00
Vendor BENJAMIN TURESON Total:							600.00
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	125264084	01/20/2026	LIQUOR	610-4810-62510		01/20/2026	227.30
Vendor BREAKTHRU BEVERAGE Total:							227.30
Vendor: C & L DISTRIBUTING							
C & L DISTRIBUTING	2243262	01/29/2026	LIQUOR, BEER, & MIX	610-4810-62510		01/29/2026	747.50
C & L DISTRIBUTING	2243262	01/29/2026	LIQUOR, BEER, & MIX	610-4810-62510		01/29/2026	147.50

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Packet: APPKT01681 - 2/11/26-DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
C & L DISTRIBUTING	2243262	01/29/2026	LIQUOR, BEER, & MIX	610-4810-62540		01/29/2026	45.00
Vendor C & L DISTRIBUTING Total:							940.00
Vendor: COCA-COLA BOTTLING COMPANY							
COCA-COLA BOTTLING CO...	5359048	01/22/2026	MIX	610-4810-62540		01/22/2026	69.00
COCA-COLA BOTTLING CO...	5359097	01/29/2026	MIX	610-4810-62540		01/29/2026	206.00
Vendor COCA-COLA BOTTLING COMPANY Total:							275.00
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10675954	01/22/2026	WTP SUPPLY	620-4840-62990		01/22/2026	109.92
Vendor COLE PAPERS INC Total:							109.92
Vendor: CORE & MAIN LP							
CORE & MAIN LP	PNV0000009296	01/19/2026	CMEP ANNUAL MAINT. FEE...	620-4890-63030		01/19/2026	1,250.00
CORE & MAIN LP	CNV1000022192	01/22/2026	WATER MAIN REPAIR	620-4850-62200		01/22/2026	4,194.58
CORE & MAIN LP	PNV0000008945	01/08/2026	METER SUPPORT	620-4890-63020		01/08/2026	6,993.70
Vendor CORE & MAIN LP Total:							12,438.28
Vendor: CORE-MARK US LLC							
CORE-MARK US LLC	2461770-26	12/05/2025	CIGS	610-4810-62590		12/05/2025	976.48
CORE-MARK US LLC	2543714	02/04/2026	CIGS & LIGHTER	610-4810-62590		02/04/2026	2,483.29
Vendor CORE-MARK US LLC Total:							3,459.77
Vendor: EDAM							
EDAM	16703	02/01/2026	EDAM WINTER CONFERENC...	100-4660-64400		02/01/2026	250.00
Vendor EDAM Total:							250.00
Vendor: ELECTRONIC PAYMENT							
ELECTRONIC PAYMENT	JAN 2026	02/02/2026	CREDIT CARD FEES- JANUAR...	610-4890-63060		02/02/2026	10.00
Vendor ELECTRONIC PAYMENT Total:							10.00
Vendor: FARMERS UNION OIL COMPANY							
FARMERS UNION OIL COM...	JAN 2026	01/31/2026	FUEL PURCHASES-JAN 2026	100-4194-62120		01/31/2026	176.46
FARMERS UNION OIL COM...	JAN 2026	01/31/2026	FUEL PURCHASES-JAN 2026	100-4210-62120		01/31/2026	2,152.23
FARMERS UNION OIL COM...	JAN 2026	01/31/2026	FUEL PURCHASES-JAN 2026	100-4220-62120		01/31/2026	149.52
FARMERS UNION OIL COM...	JAN 2026	01/31/2026	FUEL PURCHASES-JAN 2026	100-4312-62120		01/31/2026	5,017.42
FARMERS UNION OIL COM...	JAN 2026	01/31/2026	FUEL PURCHASES-JAN 2026	100-4315-62120		01/31/2026	1,994.40
FARMERS UNION OIL COM...	JAN 2026	01/31/2026	FUEL PURCHASES-JAN 2026	100-4510-62120		01/31/2026	1,041.31
FARMERS UNION OIL COM...	JAN 2026	01/31/2026	FUEL PURCHASES-JAN 2026	620-4840-62120		01/31/2026	382.36
FARMERS UNION OIL COM...	JAN 2026	01/31/2026	FUEL PURCHASES-JAN 2026	680-4840-62120		01/31/2026	421.98
FARMERS UNION OIL COM...	JAN 2026	01/31/2026	FUEL PURCHASES-JAN 2026	690-4840-62120		01/31/2026	1,124.66
FARMERS UNION OIL COM...	JAN 2026	01/31/2026	FUEL PURCHASES-JAN 2026	820-4840-62120		01/31/2026	189.53
Vendor FARMERS UNION OIL COMPANY Total:							12,649.87
Vendor: FLEET SUPPLY							
FLEET SUPPLY	42089	01/15/2026	THERMAL GLOVES	680-4840-62880		01/15/2026	33.66
Vendor FLEET SUPPLY Total:							33.66
Vendor: GLOBAL PAYMENTS INTEGRATED							
GLOBAL PAYMENTS INTEGR...	JAN 2026	02/02/2026	CREDIT CARD FEES-JAN 2026	100-4670-63060		02/02/2026	4,475.05

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
GLOBAL PAYMENTS INTEGR...	JAN 2026-ASHLEY	02/02/2026	CREDIT CARD FEES-JAN 2026	100-4670-63060		02/02/2026	114.39
GLOBAL PAYMENTS INTEGR...	JAN 2026-ASHLEY	02/02/2026	CREDIT CARD FEES-JAN 2026	690-4890-63060		02/02/2026	643.41
GLOBAL PAYMENTS INTEGR...	JAN 2026-ELECT.	02/02/2026	CREDIT CARD FEES-JAN 2026	690-4890-63060		02/02/2026	40.96
GLOBAL PAYMENTS INTEGR...	JAN 2026-GENERAL	02/02/2026	CREDIT CARD FEES-JAN 2026	100-4670-63060		02/02/2026	6.10
Vendor GLOBAL PAYMENTS INTEGRATED Total:							5,279.91
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS..	2725622	01/21/2026	PEST CONTROL	690-4890-63030		01/21/2026	55.00
GUARDIAN PEST SOLUTIONS..	2728615	01/21/2026	PEST CONTROL SERVICES	100-4194-63030		01/21/2026	55.00
Vendor GUARDIAN PEST SOLUTIONS INC Total:							110.00
Vendor: INDUCTIVE AUTOMATION LLC							
INDUCTIVE AUTOMATION L...	1413271	01/14/2026	WTP SCADA SUPPORT	620-4890-63020		01/14/2026	4,714.80
Vendor INDUCTIVE AUTOMATION LLC Total:							4,714.80
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	39758G	02/03/2026	BOBCAT SKIDSTEER	100-4312-62210		02/03/2026	218.17
Vendor INTERSTATE BILLING SERVICE Total:							218.17
Vendor: J & R WASTEWATER INC							
J & R WASTEWATER INC	1110	01/16/2026	LIFT 7 CLEANING	680-4850-62200		01/16/2026	2,500.00
Vendor J & R WASTEWATER INC Total:							2,500.00
Vendor: JOHNSON BROTHERS LIQUOR							
JOHNSON BROTHERS LIQU...	2976916	01/26/2026	LIQUOR	610-4810-62510		01/26/2026	9,979.15
JOHNSON BROTHERS LIQU...	2976917	01/26/2026	WINE	610-4810-62530		01/26/2026	657.35
JOHNSON BROTHERS LIQU...	2976918	01/26/2026	WINE	610-4810-62530		01/26/2026	1,116.00
JOHNSON BROTHERS LIQU...	2976919	01/26/2026	WINE	610-4810-62530		01/26/2026	1,296.25
JOHNSON BROTHERS LIQU...	2976920	01/26/2026	WINE	610-4810-62530		01/26/2026	3,960.00
Vendor JOHNSON BROTHERS LIQUOR Total:							17,008.75
Vendor: L & M SUPPLY INC							
L & M SUPPLY INC	10071452	01/14/2026	AR MAGAZINES	100-4210-62400		01/14/2026	155.88
L & M SUPPLY INC	10071948	01/16/2026	POWER PLANT TOOL-LIGHT...	690-4850-62350		01/16/2026	12.99
L & M SUPPLY INC	10026615	12/16/2025	DOG FOOD	230-4840-63150		12/16/2025	88.99
Vendor L & M SUPPLY INC Total:							257.86
Vendor: MARISSA L ADAM							
MARISSA L ADAM	1-27-26 BLK CAT	01/27/2026	SRT CALL-OUT REF CASE #26...	100-4210-62990		01/27/2026	103.81
Vendor MARISSA L ADAM Total:							103.81
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	894218	01/20/2026	BEER CREDIT	610-4810-62520		01/20/2026	-14.80
MC KINNON COMPANY INC	894234	01/20/2026	BEER	610-4810-62520		01/20/2026	5,406.45
MC KINNON COMPANY INC	895279	01/23/2026	BEER	610-4810-62520		01/23/2026	10,395.60
Vendor MC KINNON COMPANY INC Total:							15,787.25

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Packet: APPKT01681 - 2/11/26-DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: MICHAEL J ROFF							
MICHAEL J ROFF	2-6-26 PURDY'S	02/06/2026	BOOT ALLOWANCE-MIKE R...	100-4210-62880		02/06/2026	256.00
						Vendor MICHAEL J ROFF Total:	256.00
Vendor: MIKE LORENSEN							
MIKE LORENSEN	2-17-26	02/04/2026	SESSION PRIORITIES 2026-...	100-4110-64400		02/04/2026	99.00
						Vendor MIKE LORENSEN Total:	99.00
Vendor: MN ENERGY RESOURCES #0503307772-00005							
MN ENERGY RESOURCES #0...	5800277212	02/02/2026	JAN 2025-GAS METER READ...	690-4830-63890		02/02/2026	2,871.33
						Vendor MN ENERGY RESOURCES #0503307772-00005 Total:	2,871.33
Vendor: NAPA AUTO PARTS THF RVR FL							
NAPA AUTO PARTS THF RVR..	747465	01/14/2026	WIPER BLADE TV140 TRACT...	100-4315-62210		01/14/2026	22.99
NAPA AUTO PARTS THF RVR..	747496	01/15/2026	WIPER BLADE TV1409 TRAC...	100-4315-62210		01/15/2026	-22.99
NAPA AUTO PARTS THF RVR..	747699	01/27/2026	MECHANICS WIRE-POWER ...	690-4850-62350		01/27/2026	23.83
NAPA AUTO PARTS THF RVR..	747760	01/29/2026	REPAIRS TO #115	690-4850-62210		01/29/2026	255.83
NAPA AUTO PARTS THF RVR..	747781	01/30/2026	REPAIRS TO #115	690-4850-62210		01/30/2026	87.33
						Vendor NAPA AUTO PARTS THF RVR FL Total:	366.99
Vendor: NEIGHBORS FORD							
NEIGHBORS FORD	TR120916	02/06/2026	NEW BATTERY & WATER P...	100-4210-62210		02/06/2026	1,571.66
						Vendor NEIGHBORS FORD Total:	1,571.66
Vendor: NORTH CENTRAL INTERNATIONAL LLC							
NORTH CENTRAL INTERNAT...	X205092685-01	01/26/2026	HEAD LIGHT 5526	100-4312-62210		01/26/2026	20.00
						Vendor NORTH CENTRAL INTERNATIONAL LLC Total:	20.00
Vendor: NORTHDALE OIL INC							
NORTHDALE OIL INC	JAN 2026	01/29/2026	JAN 2026 FUEL PURCHASES	100-4210-62120		01/29/2026	1,480.74
NORTHDALE OIL INC	JAN 2026	01/29/2026	JAN 2026 FUEL PURCHASES	100-4220-62120		01/29/2026	22.32
NORTHDALE OIL INC	JAN 2026	01/29/2026	JAN 2026 FUEL PURCHASES	100-4312-62120		01/29/2026	467.01
NORTHDALE OIL INC	JAN 2026	01/29/2026	JAN 2026 FUEL PURCHASES	100-4315-62120		01/29/2026	157.37
						Vendor NORTHDALE OIL INC Total:	2,127.44
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	160454	01/19/2026	LIQUOR & BEER	610-4810-62510		01/19/2026	45.85
NORTHWEST BEVERAGE INC	160454	01/19/2026	LIQUOR & BEER	610-4810-62520		01/19/2026	9,829.03
NORTHWEST BEVERAGE INC	160567	01/23/2026	LIQUOR & BEER	610-4810-62510		01/23/2026	91.70
NORTHWEST BEVERAGE INC	160567	01/23/2026	LIQUOR & BEER	610-4810-62520		01/23/2026	4,362.15
NORTHWEST BEVERAGE INC	160684	02/02/2026	BEER	610-4810-62520		02/02/2026	14,896.67
						Vendor NORTHWEST BEVERAGE INC Total:	29,225.40
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T349803	01/27/2026	CAT BACKHOSE	620-4850-62210		01/27/2026	41.90
NORTHWEST POWER SYST...	T349815	01/27/2026	HYDRAULIC HOSE #5525	100-4312-62210		01/27/2026	32.73
NORTHWEST POWER SYST...	T349839	01/29/2026	POWER PLANT SET SCREWS	690-4850-62350		01/29/2026	6.68
NORTHWEST POWER SYST...	T349858	01/30/2026	MALE PIPE	100-4312-62210		01/30/2026	11.27

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
NORTHWEST POWER SYST...	T349863	01/30/2026	HYDRAULIC HOSE TV140 S...	100-4315-62210		01/30/2026	103.80
Vendor NORTHWEST POWER SYSTEMS INC Total:							196.38
Vendor: ON LINE INFORMATION SERVICES							
ON LINE INFORMATION SER...	1369611	02/06/2026	CUSTOMER CREDIT CHECK	100-4315-62010		02/06/2026	17.74
ON LINE INFORMATION SER...	1369611	02/06/2026	CUSTOMER CREDIT CHECK	620-4840-62010		02/06/2026	41.39
ON LINE INFORMATION SER...	1369611	02/06/2026	CUSTOMER CREDIT CHECK	680-4840-62010		02/06/2026	11.82
ON LINE INFORMATION SER...	1369611	02/06/2026	CUSTOMER CREDIT CHECK	690-4840-62010		02/06/2026	47.30
Vendor ON LINE INFORMATION SERVICES Total:							118.25
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR V...	2026 TAB RENEWAL	02/01/2026	2026 VEHICLE/TRAILER LICE...	100-4194-64370		02/01/2026	21.25
PENNINGTON CO MOTOR V...	2026 TAB RENEWAL	02/01/2026	2026 VEHICLE/TRAILER LICE...	100-4210-64370		02/01/2026	21.25
PENNINGTON CO MOTOR V...	2026 TAB RENEWAL	02/01/2026	2026 VEHICLE/TRAILER LICE...	100-4312-64370		02/01/2026	276.25
PENNINGTON CO MOTOR V...	2026 TAB RENEWAL	02/01/2026	2026 VEHICLE/TRAILER LICE...	100-4315-64370		02/01/2026	63.75
PENNINGTON CO MOTOR V...	2026 TAB RENEWAL	02/01/2026	2026 VEHICLE/TRAILER LICE...	100-4510-64370		02/01/2026	191.25
PENNINGTON CO MOTOR V...	2026 TAB RENEWAL	02/01/2026	2026 VEHICLE/TRAILER LICE...	100-4650-64370		02/01/2026	21.25
PENNINGTON CO MOTOR V...	2026 TAB RENEWAL	02/01/2026	2026 VEHICLE/TRAILER LICE...	620-4890-64370		02/01/2026	85.00
PENNINGTON CO MOTOR V...	2026 TAB RENEWAL	02/01/2026	2026 VEHICLE/TRAILER LICE...	680-4890-64370		02/01/2026	106.25
PENNINGTON CO MOTOR V...	2026 TAB RENEWAL	02/01/2026	2026 VEHICLE/TRAILER LICE...	690-4890-64370		02/01/2026	552.50
PENNINGTON CO MOTOR V...	2026 TAB RENEWAL	02/01/2026	2026 VEHICLE/TRAILER LICE...	820-4890-64370		02/01/2026	63.75
Vendor PENNINGTON CO MOTOR VEHICLE Total:							1,402.50
Vendor: PHILLIPS WINE & SPIRITS							
PHILLIPS WINE & SPIRITS	569885	01/21/2026	LIQUOR CREDIT	610-4810-62510		01/21/2026	-558.00
PHILLIPS WINE & SPIRITS	5116481	01/26/2026	LIQUOR	610-4810-62510		01/26/2026	3,718.17
PHILLIPS WINE & SPIRITS	5116482	01/26/2026	WINE	610-4810-62530		01/26/2026	565.00
PHILLIPS WINE & SPIRITS	5116483	01/26/2026	WINE & MIX	610-4810-62530		01/26/2026	168.00
PHILLIPS WINE & SPIRITS	5116483	01/26/2026	WINE & MIX	610-4810-62540		01/26/2026	46.20
PHILLIPS WINE & SPIRITS	5116484	01/26/2026	LIQUOR	610-4810-62510		01/26/2026	16,444.80
PHILLIPS WINE & SPIRITS	563177	10/23/2025	LIQUOR CREDIT	610-4810-62510		10/23/2025	-165.74
PHILLIPS WINE & SPIRITS	563426	10/27/2025	LIQUOR CREDIT	610-4810-62510		10/27/2025	-73.80
Vendor PHILLIPS WINE & SPIRITS Total:							20,144.63
Vendor: POMPS TIRE SERVICE INC							
POMPS TIRE SERVICE INC	1550037290	01/23/2026	NEW SQUAD TIRES-UNIT 23...	100-4210-62210		01/23/2026	715.28
POMPS TIRE SERVICE INC	1550037295	01/23/2026	NEW TIRES #5518	100-4312-62210		01/23/2026	708.40
POMPS TIRE SERVICE INC	1550037321	01/27/2026	TIRE REPAIR-2024 CHEV SILV..	100-4210-62210		01/27/2026	64.20
POMPS TIRE SERVICE INC	1550037323	01/28/2026	REPAIR TIRE-UNIT #5607	100-4315-62210		01/28/2026	51.00
Vendor POMPS TIRE SERVICE INC Total:							1,538.88
Vendor: POWERPLAN							
POWERPLAN	P7222209	01/21/2026	O-RING FOR MOTOR GRAD...	100-4312-62210		01/21/2026	9.68
Vendor POWERPLAN Total:							9.68

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Packet: APPKT01681 - 2/11/26-DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: PYE BARKER FIRE & SAFETY LLC							
PYE BARKER FIRE & SAFETY ...	IVN00368846	02/06/2026	FIRE ALARM INSPECTION	690-4890-63030		02/06/2026	558.96
Vendor PYE BARKER FIRE & SAFETY LLC Total:							558.96
Vendor: RICHARD BAKER							
RICHARD BAKER	2-5-26 EHLER'S	02/05/2026	EHLER'S PUBLIC FINANCE S...	100-4660-64400		02/05/2026	188.50
Vendor RICHARD BAKER Total:							188.50
Vendor: ROBIN HOOD SHIP							
ROBIN HOOD SHIP	16728	01/21/2026	STATE SAMPLES	620-4840-62170		01/21/2026	20.47
Vendor ROBIN HOOD SHIP Total:							20.47
Vendor: STAR ENERGY SERVICES LLC							
STAR ENERGY SERVICES LLC	25958	01/31/2026	STAR ENERGY-KNOTT	690-4890-63030		01/31/2026	188.00
Vendor STAR ENERGY SERVICES LLC Total:							188.00
Vendor: STREICHERS							
STREICHERS	11807967	02/02/2026	DUTY PANTS J. STEER	100-4210-62880		02/02/2026	110.00
Vendor STREICHERS Total:							110.00
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S014424014.001	01/12/2026	PPE-GLOVE TESTING	690-4840-62880		01/12/2026	141.05
Vendor STUART C IRBY CO Total:							141.05
Vendor: T R F CONVENTION &							
T R F CONVENTION &	DEC 2025	02/01/2026	DEC 2025 LODGING TAX	100-4670-63030		02/01/2026	8,938.17
Vendor T R F CONVENTION & Total:							8,938.17
Vendor: T R F HARDWARE							
T R F HARDWARE	34037459	01/23/2026	CHLORINE FEED REPAIR	620-4850-62220		01/23/2026	29.72
T R F HARDWARE	34037942	01/29/2026	CHLORINE FEED REPAIR	620-4850-62220		01/29/2026	5.24
T R F HARDWARE	34038006	01/30/2026	POWER PLANT DISTILLED W...	690-4850-62350		01/30/2026	7.96
Vendor T R F HARDWARE Total:							42.92
Vendor: THIEF RIVER FALLS TIMES							
THIEF RIVER FALLS TIMES	137-JAN 2026	01/31/2026	JAN 2026 STATEMENT-PAP...	610-4810-62590		01/31/2026	94.80
THIEF RIVER FALLS TIMES	137-JAN 2026	01/31/2026	JAN 2026	610-4880-63490		01/31/2026	165.00
THIEF RIVER FALLS TIMES	JAN 2026	01/31/2026	878-JAN 2026 STATEMENT	100-4660-62010		01/31/2026	75.00
THIEF RIVER FALLS TIMES	JAN 2026	01/31/2026	878-JAN 2026 STATEMENT	100-4660-63590		01/31/2026	39.60
Vendor THIEF RIVER FALLS TIMES Total:							374.40
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI...	1051	01/20/2026	GRAVE DIG-LOLA WISKOW	820-4890-63030		01/20/2026	1,200.00
Vendor TROY MERCIL CONSTRUCTION LLC Total:							1,200.00
Vendor: UNITED STATES PLASTIC CORP							
UNITED STATES PLASTIC CO...	7842048	01/21/2026	CHEMICAL FEED REPLACEM...	620-4850-62220		01/21/2026	198.62
Vendor UNITED STATES PLASTIC CORP Total:							198.62

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Packet: APPKT01681 - 2/11/26-DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount	
Vendor: VALLEY TRUCK								
VALLEY TRUCK	T568708	01/21/2026	AIR DRYING GARBAGE TRU...	100-4315-62210		01/21/2026	276.92	
							Vendor VALLEY TRUCK Total:	276.92
Vendor: VESTIS								
VESTIS	2630511267	01/20/2026	WTP RUGS	620-4890-63030		01/20/2026	86.75	
							Vendor VESTIS Total:	86.75
Vendor: VINOPIA INC								
VINOPIA INC	0389069-IN	01/27/2026	LIQUOR, WINE, & MIX	610-4810-62510		01/27/2026	1,136.25	
VINOPIA INC	0389069-IN	01/27/2026	LIQUOR, WINE, & MIX	610-4810-62530		01/27/2026	333.40	
VINOPIA INC	0389069-IN	01/27/2026	LIQUOR, WINE, & MIX	610-4810-62540		01/27/2026	216.00	
							Vendor VINOPIA INC Total:	1,685.65
Vendor: WASTE MASTERS LLC								
WASTE MASTERS LLC	61X00248	01/31/2026	JAN2026-COLLECTION OF ...	100-4315-63030		01/31/2026	162.50	
							Vendor WASTE MASTERS LLC Total:	162.50
Vendor: WEX BANK - CIRCLE K FLEET								
WEX BANK - CIRCLE K FLEET	109927372	01/07/2026	FINANCE CHARGES FOR CIR...	100-4210-62120		01/07/2026	75.00	
							Vendor WEX BANK - CIRCLE K FLEET Total:	75.00
Vendor: WIDSETH SMITH NOLTING ASC INC								
WIDSETH SMITH NOLTING ...	242979	01/16/2026	2024 S&4 IMPROVEMENTS	505-4680-65920		01/16/2026	2,665.00	
WIDSETH SMITH NOLTING ...	242980	01/16/2026	2026 S&4 IMPROVEMENTS	506-4680-65920		01/16/2026	8,522.50	
							Vendor WIDSETH SMITH NOLTING ASC INC Total:	11,187.50
							Grand Total:	170,805.28

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	33,468.42
230 - TRF AREA K-9 FUND	88.99
505 - 2024 ST AND UTILITY PROJECT	2,665.00
506 - 2026 ST AND UTILITY PROJECT	8,522.50
610 - LIQUOR DISPENSARY	96,628.18
620 - WATER UTILITY FUND	18,154.45
680 - WASTEWATER UTILITY FUND	3,073.71
690 - ELECTRIC UTILITY FUND	6,750.75
820 - GREENWOOD CEMETERY FUND	1,453.28
Grand Total:	170,805.28

Account Summary

Account Number	Account Name	Expense Amount
100-4110-62020	Computer Supplies	39.99
100-4110-64400	Travel, Conference, Sch...	99.00
100-4194-62120	Gas-Oil-Lube	176.46
100-4194-63030	Contracts Expense	55.00
100-4194-64370	Taxes and Licenses	21.25
100-4210-62120	Gas-Oil-Lube	3,707.97
100-4210-62210	Equipment Maint & Repa..	2,351.14
100-4210-62400	Small Tools and Minor E...	155.88
100-4210-62420	Computer Equipment	-182.26
100-4210-62880	Personal Protective Equi...	1,154.10
100-4210-62990	Misc. Operating Expense	655.25
100-4210-64370	Taxes and Licenses	21.25
100-4220-62120	Gas-Oil-Lube	171.84
100-4220-62990	Misc. Operating Expense	94.86
100-4312-62120	Gas-Oil-Lube	5,484.43
100-4312-62210	Equipment Maint & Repa..	1,000.25
100-4312-64370	Taxes and Licenses	276.25
100-4315-62010	Office Supplies	17.74
100-4315-62120	Gas-Oil-Lube	2,151.77
100-4315-62210	Equipment Maint & Repa..	431.72
100-4315-63030	Contracts Expense	162.50
100-4315-64370	Taxes and Licenses	63.75
100-4510-62120	Gas-Oil-Lube	1,041.31
100-4510-62990	Misc. Operating Expense	17.66
100-4510-64370	Taxes and Licenses	191.25
100-4650-64370	Taxes and Licenses	21.25
100-4660-62010	Office Supplies	75.00
100-4660-63590	Printing & Publications	39.60
100-4660-64400	Travel, Conference, Sch...	438.50

Account Summary

Account Number	Account Name	Expense Amount
100-4670-63030	Contracts Expense	8,938.17
100-4670-63060	Credit Card Fees	4,595.54
230-4840-63150	Canine Unit Expense	88.99
505-4680-65920	Work in Process - Eng/Ar...	2,665.00
506-4680-65920	Work in Process - Eng/Ar...	8,522.50
610-4810-62510	Liquor for Resale	31,593.18
610-4810-62520	Beer for Resale	45,141.10
610-4810-62530	Wine for Resale	8,096.00
610-4810-62540	Soft Drinks/Mix for Resa...	582.20
610-4810-62590	Misc. Mdse for Resale	3,554.57
610-4880-63490	Advertising	165.00
610-4890-63060	Credit Card Fees	7,496.13
620-4840-62010	Office Supplies	41.39
620-4840-62120	Gas-Oil-Lube	382.36
620-4840-62170	Field Supplies	20.47
620-4840-62990	Misc. Operating Expense	109.92
620-4850-62200	System Expense	4,194.58
620-4850-62210	Equipment Maint & Repa..	41.90
620-4850-62220	Plant Equip Maint & Rep...	233.58
620-4890-63020	Computer Maintenance...	11,708.50
620-4890-63030	Contracts Expense	1,336.75
620-4890-64370	Taxes and Licenses	85.00
680-4840-62010	Office Supplies	11.82
680-4840-62120	Gas-Oil-Lube	421.98
680-4840-62880	Personal Protective Equi...	33.66
680-4850-62200	System Expense	2,500.00
680-4890-64370	Taxes and Licenses	106.25
690-4830-63890	Utilities Expense	2,871.33
690-4840-62010	Office Supplies	58.81
690-4840-62120	Gas-Oil-Lube	1,124.66
690-4840-62880	Personal Protective Equi...	141.05
690-4840-62990	Misc. Operating Expense	25.98
690-4850-62210	Equipment Maint & Repa..	343.16
690-4850-62230	Building Maint & Repair	78.50
690-4850-62350	Power Plant/Dam Maint	68.43
690-4890-63030	Contracts Expense	801.96
690-4890-63060	Credit Card Fees	684.37
690-4890-64370	Taxes and Licenses	552.50
820-4840-62120	Gas-Oil-Lube	189.53
820-4890-63030	Contracts Expense	1,200.00

Account Summary

Account Number	Account Name	Expense Amount
820-4890-64370	Taxes and Licenses	63.75
	Grand Total:	170,805.28

Project Account Summary

Project Account Key	Expense Amount
None	170,805.28
	Grand Total:
	170,805.28



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01688 - 2/5/26-DIRECT PAY-JAN 2026-ANIMAL CNTRL

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: PENNINGTON CO HUMANE SOCIETY							
PENNINGTON CO HUMANE ...	JAN 2026	01/31/2026	JAN 2026-ANIMAL CONTROL..	100-4210-63100		01/31/2026	1,400.00
						Vendor PENNINGTON CO HUMANE SOCIETY Total:	1,400.00
						Grand Total:	1,400.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	1,400.00
Grand Total:	1,400.00

Account Summary

Account Number	Account Name	Expense Amount
100-4210-63100	Animal Control	1,400.00
Grand Total:		1,400.00

Project Account Summary

Project Account Key	Expense Amount
None	1,400.00
Grand Total:	1,400.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01687 - 2/5/26-ELECTRIC INVENTORY

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S104475858.001	01/29/2026	400 HPS	690-14100		01/29/2026	229.89
						Vendor STUART C IRBY CO Total:	229.89
Vendor: TRAFFIC CONTROL CORPORATION							
TRAFFIC CONTROL CORPOR...	163267	02/04/2026	Red Traffic Signal LED	690-14100		02/04/2026	196.00
						Vendor TRAFFIC CONTROL CORPORATION Total:	196.00
						Grand Total:	425.89

Fund Summary

Fund	Expense Amount
690 - ELECTRIC UTILITY FUND	425.89
Grand Total:	425.89

Account Summary

Account Number	Account Name	Expense Amount
690-14100	Inventory - Materials	425.89
Grand Total:		425.89

Project Account Summary

Project Account Key	Expense Amount
None	425.89
Grand Total:	425.89



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01677 - PYPKT02159 - 2026 02 05 #3 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: DELTA DENTAL OF MINNESOTA							
DELTA DENTAL OF MINNES...	INV0001982	02/05/2026	Dental Premium	740-24000		02/05/2026	1,982.77
Vendor DELTA DENTAL OF MINNESOTA Total:							1,982.77
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	CM0000012	12/24/2025	SOCIAL SECURITY	740-20150		12/24/2025	-5,690.32
INTERNAL REVENUE SERVICE	INV0001986	02/05/2026	FED W/H	740-20150		02/05/2026	27,694.79
INTERNAL REVENUE SERVICE	INV0001986	02/05/2026	MEDICARE	740-20150		02/05/2026	8,336.30
INTERNAL REVENUE SERVICE	INV0001986	02/05/2026	SOCIAL SECURITY	740-20150		02/05/2026	24,789.16
Vendor INTERNAL REVENUE SERVICE Total:							55,129.93
Vendor: LAW ENFORCEMENT LABOR SERVICES							
LAW ENFORCEMENT LABOR...	INV0001978	02/05/2026	LELS Dues	740-24000		02/05/2026	1,095.00
Vendor LAW ENFORCEMENT LABOR SERVICES Total:							1,095.00
Vendor: MINNESOTA STATE RETIREMENT SYS							
MINNESOTA STATE RETIRE...	INV0001987	02/05/2026	HCSP Retiree	100-4150-61340		02/05/2026	200.00
MINNESOTA STATE RETIRE...	INV0001987	02/05/2026	Retiree MSRS HCSP	100-4150-61340		02/05/2026	100.00
MINNESOTA STATE RETIRE...	INV0001987	02/05/2026	HCSP Retiree	100-4220-61340		02/05/2026	300.00
MINNESOTA STATE RETIRE...	INV0001987	02/05/2026	HCSP Retiree	100-4312-61340		02/05/2026	300.00
MINNESOTA STATE RETIRE...	INV0001987	02/05/2026	HCSP Retiree	100-4315-61340		02/05/2026	100.00
MINNESOTA STATE RETIRE...	INV0001987	02/05/2026	HCSP Retiree	100-4510-61340		02/05/2026	200.00
MINNESOTA STATE RETIRE...	INV0001987	02/05/2026	HCSP Retiree	100-4650-61340		02/05/2026	100.00
MINNESOTA STATE RETIRE...	INV0001987	02/05/2026	HCSP Retiree	690-4825-61340		02/05/2026	100.00
Vendor MINNESOTA STATE RETIREMENT SYS Total:							1,400.00
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0001980	02/05/2026	Garnishment	740-24000		02/05/2026	389.47
Vendor MN DPT OF REVENUE - GARNISHMENTS Total:							389.47
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0001985	02/05/2026	State W/H Tax	740-20160		02/05/2026	13,467.19
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							13,467.19
Vendor: NCPERS GROUP LIFE INSURANCE							
NCPERS GROUP LIFE INSUR...	INV0001979	02/05/2026	PLIFE	740-24000		02/05/2026	672.00
Vendor NCPERS GROUP LIFE INSURANCE Total:							672.00
Vendor: NORTHWEST SERVICE COOPERATIVE							
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	100-4150-61310		02/02/2026	6,243.01
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	100-4210-61310		02/02/2026	26,411.88
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	100-4220-61310		02/02/2026	7,533.24

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	100-4312-61310		02/02/2026	7,118.01
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	100-4315-61310		02/02/2026	11,566.48
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	100-4510-61310		02/02/2026	3,329.12
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	100-4650-61310		02/02/2026	5,783.24
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	100-4660-61310		02/02/2026	2,038.89
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	610-4825-61310		02/02/2026	15,041.51
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	620-4825-61310		02/02/2026	6,716.17
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	680-4825-61310		02/02/2026	8,237.36
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	690-4825-61310		02/02/2026	26,795.51
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Employee ...	740-4870-63620		02/02/2026	23,530.44
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	740-4870-63620		02/02/2026	147.60
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Retiree	740-4870-63660		02/02/2026	2,387.24
NORTHWEST SERVICE COO...	INV0001988	02/02/2026	Health Insurance Premium	820-4825-61310		02/02/2026	875.00
Vendor NORTHWEST SERVICE COOPERATIVE Total:							153,754.70
Vendor: P E R A OF MN							
P E R A OF MN	INV0001984	02/05/2026	PERA EE/ER COORD	740-20180		02/05/2026	29,170.31
P E R A OF MN	INV0001984	02/05/2026	PERA EE/ER P&F	740-20180		02/05/2026	26,804.03
Vendor P E R A OF MN Total:							55,974.34
Vendor: SUN LIFE FINANCIAL (LTD)							
SUN LIFE FINANCIAL (LTD)	INV0001981	02/05/2026	LTD Premium	740-24000		02/05/2026	633.18
Vendor SUN LIFE FINANCIAL (LTD) Total:							633.18
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0001975	02/05/2026	Contributions Employee	740-24000		02/05/2026	5,784.47
Vendor VANTAGEPOINT ICMA Total:							5,784.47
Vendor: WEX BANK							
WEX BANK	INV0001977	02/05/2026	HSA	740-24000		02/05/2026	234.99
Vendor WEX BANK Total:							234.99
Grand Total:							290,518.04

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	71,323.87
610 - LIQUOR DISPENSARY	15,041.51
620 - WATER UTILITY FUND	6,716.17
680 - WASTEWATER UTILITY FUND	8,237.36
690 - ELECTRIC UTILITY FUND	26,895.51
740 - TRF HEALTH INSURANCE FUND	161,428.62
820 - GREENWOOD CEMETERY FUND	875.00
Grand Total:	290,518.04

Account Summary

Account Number	Account Name	Expense Amount
100-4150-61310	Health Insurance	6,243.01
100-4150-61340	MSRS HCSP	300.00
100-4210-61310	Health Insurance	26,411.88
100-4220-61310	Health Insurance	7,533.24
100-4220-61340	MSRS HCSP	300.00
100-4312-61310	Health Insurance	7,118.01
100-4312-61340	MSRS HCSP	300.00
100-4315-61310	Health Insurance	11,566.48
100-4315-61340	MSRS HCSP	100.00
100-4510-61310	Health Insurance	3,329.12
100-4510-61340	MSRS HCSP	200.00
100-4650-61310	Health Insurance	5,783.24
100-4650-61340	MSRS HCSP	100.00
100-4660-61310	Health Insurance	2,038.89
610-4825-61310	Health Insurance	15,041.51
620-4825-61310	Health Insurance	6,716.17
680-4825-61310	Health Insurance	8,237.36
690-4825-61310	Health Insurance	26,795.51
690-4825-61340	MSRS HCSP	100.00
740-20150	Payroll Taxes Payable	55,129.93
740-20160	State Withholding	13,467.19
740-20180	PERA Payable	55,974.34
740-24000	Clearing Account	10,791.88
740-4870-63620	Employee BC/BS Monthl...	23,678.04
740-4870-63660	Retiree BC/BS Monthly bi..	2,387.24
820-4825-61310	Health Insurance	875.00
Grand Total:	290,518.04	

Project Account Summary

Project Account Key	Expense Amount
None	290,518.04
Grand Total:	290,518.04



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01683 - 2/2/2026-LIQUOR-DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	160215	12/31/2025	LIQUOR & BEER	610-4810-62510		12/31/2025	489.15
NORTHWEST BEVERAGE INC	160215	12/31/2025	LIQUOR & BEER	610-4810-62520		12/31/2025	<u>6,129.00</u>
						Vendor NORTHWEST BEVERAGE INC Total:	6,618.15
						Grand Total:	6,618.15

Fund Summary

Fund	Expense Amount
610 - LIQUOR DISPENSARY	6,618.15
Grand Total:	6,618.15

Account Summary

Account Number	Account Name	Expense Amount
610-4810-62510	Liquor for Resale	489.15
610-4810-62520	Beer for Resale	6,129.00
Grand Total:		6,618.15

Project Account Summary

Project Account Key	Expense Amount
None	6,618.15
Grand Total:	6,618.15



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01684 - 2/3/2026-DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: COUNTIES PROVIDING TECHNOLOGY							
COUNTIES PROVIDING TEC...	3503	01/27/2026	CONFERENCE: MN TECH C...	100-4150-64400		01/27/2026	130.00
Vendor COUNTIES PROVIDING TECHNOLOGY Total:							130.00
Vendor: SHI INTERNATIONAL CORP							
SHI INTERNATIONAL CORP	B20707382	01/16/2026	CO-PILOT PW DIRECTOR	100-4650-63020		01/16/2026	183.67
Vendor SHI INTERNATIONAL CORP Total:							183.67
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	100-4192-63020		01/26/2026	225.00
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	100-4192-63020		01/26/2026	81.90
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	100-4220-63020		01/26/2026	49.95
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	100-4312-62020		01/26/2026	56.95
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	100-4510-63210		01/26/2026	104.50
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	100-4560-63210		01/26/2026	40.39
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	100-4570-63210		01/26/2026	25.00
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	610-4890-63020		01/26/2026	56.95
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	620-4830-63210		01/26/2026	25.84
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	620-4830-63210		01/26/2026	85.50
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	620-4890-63020		01/26/2026	49.95
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	680-4830-63210		01/26/2026	475.00
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	690-4830-63210		01/26/2026	142.50
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	690-4830-63210		01/26/2026	142.50
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	690-4830-63210		01/26/2026	34.90
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	690-4890-63020		01/26/2026	49.95
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	690-4890-63020		01/26/2026	225.00
SJOBERG'S CABLE TV	FEB 2026	01/26/2026	FEB 2026 MONTHLY CHARG...	690-4890-63020		01/26/2026	42.95
Vendor SJOBERG'S CABLE TV Total:							1,914.73
Vendor: TYLER TECHNOLOGIES INC							
TYLER TECHNOLOGIES INC	CI100-00236149a	11/30/2025	TYLER 3 YEAR MAINTENANC...	100-4150-63020		11/30/2025	26,002.40
TYLER TECHNOLOGIES INC	CI100-00236149a	11/30/2025	TYLER 3 YEAR MAINTENANC...	100-4192-63020		11/30/2025	1,500.00
TYLER TECHNOLOGIES INC	CI100-00236149a	11/30/2025	TYLER 3 YEAR MAINTENANC...	100-4240-63020		11/30/2025	5,209.29
TYLER TECHNOLOGIES INC	CI100-00236149a	11/30/2025	TYLER 3 YEAR MAINTENANC...	100-4315-63020		11/30/2025	6,233.60
TYLER TECHNOLOGIES INC	CI100-00236149a	11/30/2025	TYLER 3 YEAR MAINTENANC...	620-4890-63020		11/30/2025	2,981.04
TYLER TECHNOLOGIES INC	CI100-00236149a	11/30/2025	TYLER 3 YEAR MAINTENANC...	620-4890-63020		11/30/2025	14,545.07
TYLER TECHNOLOGIES INC	CI100-00236149a	11/30/2025	TYLER 3 YEAR MAINTENANC...	680-4890-63020		11/30/2025	4,155.73
TYLER TECHNOLOGIES INC	CI100-00236149a	11/30/2025	TYLER 3 YEAR MAINTENANC...	680-4890-63020		11/30/2025	2,981.04
TYLER TECHNOLOGIES INC	CI100-00236149a	11/30/2025	TYLER 3 YEAR MAINTENANC...	690-4890-63020		11/30/2025	16,622.94

Council Approval Register

Packet: APPKT01684 - 2/3/2026-DIRECT PAYABLE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
TYLER TECHNOLOGIES INC	CI100-00236149a	11/30/2025	TYLER 3 YEAR MAINTENANC...	690-4890-63020		11/30/2025	5,962.08
						Vendor TYLER TECHNOLOGIES INC Total:	86,193.19
						Grand Total:	88,421.59

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	39,842.65
610 - LIQUOR DISPENSARY	56.95
620 - WATER UTILITY FUND	17,687.40
680 - WASTEWATER UTILITY FUND	7,611.77
690 - ELECTRIC UTILITY FUND	23,222.82
Grand Total:	88,421.59

Account Summary

Account Number	Account Name	Expense Amount
100-4150-63020	Computer Maintenance...	26,002.40
100-4150-64400	Travel, Conference, Sch...	130.00
100-4192-63020	Computer Maintenance...	1,806.90
100-4220-63020	Computer Maintenance...	49.95
100-4240-63020	Computer Maintenance...	5,209.29
100-4312-62020	Computer Supplies	56.95
100-4315-63020	Computer Maintenance...	6,233.60
100-4510-63210	Communication Expense	104.50
100-4560-63210	Communication Expense	40.39
100-4570-63210	Communication Expense	25.00
100-4650-63020	Computer Maintenance...	183.67
610-4890-63020	Computer Maintenance...	56.95
620-4830-63210	Communication Expense	111.34
620-4890-63020	Computer Maintenance...	17,576.06
680-4830-63210	Communication Expense	475.00
680-4890-63020	Computer Maintenance...	7,136.77
690-4830-63210	Communication Expense	319.90
690-4890-63020	Computer Maintenance...	22,902.92
Grand Total:	88,421.59	

Project Account Summary

Project Account Key	Expense Amount
None	88,421.59
Grand Total:	88,421.59



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01678 - PYPKT02159 - 2026 02 05 #3 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: VSP INSURANCE CO							
VSP INSURANCE CO	INV0001976	02/05/2026	FLEX VISION	740-24000		02/05/2026	450.68
						Vendor VSP INSURANCE CO Total:	450.68
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0001989	01/30/2026	FSA Flex Reimbursement	740-20300		01/30/2026	963.47
						Vendor WEX HEALTH INC Total:	963.47
						Grand Total:	1,414.15

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	<u>1,414.15</u>
Grand Total:	1,414.15

Account Summary

Account Number	Account Name	Expense Amount
740-20300	Flex Payroll Deductions	963.47
740-24000	Clearing Account	<u>450.68</u>
Grand Total:		1,414.15

Project Account Summary

Project Account Key	Expense Amount
None	<u>1,414.15</u>
Grand Total:	1,414.15



Request for Council Action

DATE: 2/17/2026

SUBJECT: Utility Billing Integration/MDM Operating System

RECOMMENDATION: It respectfully requested to consider approving The Shpigler Group proposal to discontinue Harris Smart Works and replace it with a non proprietary system for the file transfer of meter readings to the Tyler Technologies billing system.

MOTION TO: Approve the proposal of the Shpigler group to reconfigure and optimize the integration systems of the Utility Billing software, and remove the current Harris SmartWorks MDM.

BACKGROUND: The City of Thief River Falls has replaced the Utility Water and Electric meters in the past few years, converting to “Smart” meters that allow for advanced monitoring and analytics. The City acquired Harris SmartWorks and an integrator and Meter Data Management System. The program has not been successful, and support from the company is extremely poor. Any time there is a change or a problem, if they do get back to us, we get a substantial bill for service, along with the \$22,000/ year support fee.

KEY ISSUES: By removing Harris SmartWorks and replacing with a non proprietary system, the annual support fee will not have to be supported, and the Shpigler Group will develop a custom dash board for key performance indicators for monitoring and trouble shooting issues that come up with the meter reading system, and out of average meter reading alarms.

FINANCIAL CONSIDERATIONS: Cost for this proposal is \$5,000/ month and will be paid out of the Water Systems budget.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

1.	Thief River Falls Municipal Utilities proposal 2.3.26
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February 3, 2026

Wayne Johnson
Water Systems Superintendent
Thief River Falls Municipal Utilities
803 Barzen Avenue South
Thief River Falls, MN 56701

Re: Engagement Proposal

Dear Wayne:

Per our discussion on Friday, The Shpigler Group is prepared to reengage with Thief River Falls Municipal Utilities to ensure that the data management functions are operating as they should and to perform the necessary reconfigurations to optimize day-to-day operations. The key steps we plan to take include:


- Conduct system diagnostics to identify the source of discrepancy in usage among the key operating systems (Harris, Sensus, Tyler)
- Develop a plan for the removal of the Harris SmartWorks MDM and oversee the execution of the plan
- Establish the file transfer between Sensus and Eaton to Tyler
- Conduct system testing to ensure that all systems are operating as designed
- Develop a suitable dashboard and create an ongoing reporting process

Based on the work outlined, our assessment is that the work associated with the study will require the dedicated effort of the team for a period of 4 months. We are prepared to complete all of the requirements as described above for a fixed professional fee of \$5,000 per month. As always, travel expenses are billed at cost (no markup).

If the foregoing fairly states our understanding, please indicate your agreement by causing your duly authorized officer to sign where indicated below.

Very truly yours,

SHPIGLER CONSULTING

By: 

David Shpigler
President
Its duly authorized officer

Address of Notices: Shpigler Consulting, Inc.
10 10th Street NE
Suite 390
Atlanta, GA 30309
Phone: 404-600-5480

ACCEPTED AND AGREED TO:
Thief River Falls Municipal Utilities

By: _____

Address of Notices: _____

Attn: _____

Dated: _____



City of Thief River Falls

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

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

Request for Council Action

DATE: 2/17/2026

SUBJECT: 2026 Water Treatment Plant Reroof Project

RECOMMENDATION: It respectfully requested to consider approving Widseth Engineers professional design services proposal for design, bidding and construction documents of the Water Treatment Plant

MOTION TO: Approve Widseth Engineers and Architects proposal for Construction Documents, Bidding coordination, and Construction Administration.

BACKGROUND: The City of Thief River Falls Water Treatment plant roof is thirty six years old and is in need of repair and replacement.

KEY ISSUES: The roof isn't currently leaking, but the underlayment insulation is deteriorating and a complete replacement is needed. The current rubber roof is weather cracked and the seams are splitting apart.

FINANCIAL CONSIDERATIONS: The cost for this proposal is \$22,000 and will be paid through future bonding, along with the Intake remodel and PAC feeder replacement project.

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Wayne Johnson, Water Systems Superintendent

ATTACHMENTS:

1.	2026-02-05 - Widseth Proposal - TRF Water Treatment Plant Reroof
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February 5, 2026

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

Professional Design Services Proposal

Water Treatment Plant Reroof, 305 Pennington Avenue South

Dear Mr. Johnson,

Thank you for the opportunity to assist the City of Thief River Falls in the reroof of your water treatment plant. As a follow-up to our phone conversation, Widseth Smith Nolting & Associates, Inc. (dba Widseth) is pleased to submit the following proposal for design services. This proposal, as dated above, shall be governed by the attached General Provisions of Professional Services Agreement and amended to include the following information.

Project Understanding

The project involves the reroofing of the existing Water Treatment Plant at 305 Pennington Avenue South. The existing roof appears to be an adhered EPDM roof system, and possibly some ballast areas. The perimeter of the roof includes prefinished metal copings.

The intent of the project is to replace the existing roof system with a new 60-mil EPDM adhered roofing system. The replacement of the existing roof insulation would be based on the findings of test cuts to be made during design. Based on the finding, Widseth would provide a recommendation as to keeping or replacing the existing insulation. It is anticipated that the existing metal copings would be replaced.

During the design process, Widseth will coordinate with a roofing company to take a core of the insulation system. This would confirm the makeup of the existing to determine what type of insulation, cover board, deck sheathing, and insulation thickness is present.

Design Schedule

Based on the Scope of Services, this agreement shall be from the date of signature in this Letter Agreement until the completion of construction. Widseth proposes the following tentative design schedule:

Construction Documents	4-6 weeks for Notice to Proceed
Bidding	Spring 2026
Construction	Summer 2026

Scope of Services

Based on the Project Understanding outlined above, Widseth proposes the following Scope of Services:

- Architectural Design– WIDSETH will provide design services:
 - *Roof Inspection:* WIDSETH will observe and document the existing conditions of the roof for use in developing our design. We will coordinate having a local roofer visit the site and take test cuts to document the existing roof system.

- *Construction Documents:* WiDSETH will prepare construction documents and specifications for use in obtaining bids. Construction drawings and specifications shall be signed by a licensed architect.
- *Plan Review Submission:* WiDSETH will submit documents to the City of Thief River Falls for their plan review requirements and respond to any comments.
- *Bidding Coordination:* WiDSETH will coordinate the bid process to include posting an Advertisement for Bid, responding to bidder questions, issuing addenda, attending the bid opening, providing recommendations for award of the project, and development of AIA construction contracts.
- *Construction Administration:* WiDSETH will provide oversight throughout construction to include pre-construction meeting, review of shop drawings, review of applications for payment, responding to contractor questions, substantial completion review and project closeout coordination.

Any service not specifically described herein to be performed, if mutually agreed to by the Owner and Widseth, will be considered an Additional Service. This will result in an increase in Widseth's professional services fee and an adjustment in the contract time.

Proposed Fees

Design Services: Widseth proposes to complete the Design Scope of Services described above for a Total Lump Sum fee of \$22,000.00.

Bidding and Construction Administration Services: Widseth proposes to complete the Bidding and Construction Administration Scope of Services described above on an Hourly Rate basis per the attached Fee Schedule.

Your signature below and return of this document will indicate your agreement with this Letter Proposal and attachments and shall constitute an Agreement between Widseth and the City of Thief River Falls. If this proposal meets your approval, please sign and return a copy of the executed agreement to our office and we will schedule our work accordingly.

This proposal will remain valid for 45 days after the submission date.

If you have any questions or would like to discuss any items in more detail, please call me directly at 701.765.8005 to address your concerns.

Thank you for this opportunity to propose and serve as your Architect. Widseth is eager to contribute our expertise and we look forward to working with you on this exciting project.

Submitted:

Approved:

WIDSETH



 Brent Dammann (date) 2/5/2026
 Vice President

 Owner Name (date)
 Title

Attachments

- General Provisions of Professional Services Agreement and
- Fee Schedule

General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WIDSETH

A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

2026 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$145 / Hour
Level II	\$170 / Hour
Level III	\$200 / Hour
Level IV	\$205 / Hour
Level V	\$215 / Hour
Technician	
Level I	\$105 / Hour
Level II	\$125 / Hour
Level III	\$145 / Hour
Level IV	\$160 / Hour
Level V	\$175 / Hour
Computer Systems Specialist	\$180 / Hour
Senior Funding Specialist	\$150 / Hour
Marketing Specialist	\$125 / Hour
Funding Specialist	\$125 / Hour
Administrative Assistant	\$ 90 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	Cost
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Hydrographic Survey System	\$500 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.



City of Thief River Falls

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Thief River Falls MN 56701-0528

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

Request for Council Action

DATE: 2/17/2026

SUBJECT: Approve the Northland Securities resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.

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

MOTION TO: to authorize the City Administrator to sign the Northland Securities resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.

BACKGROUND: The reimbursement resolution, certification, and declaration of official intent relate to the Water Systems Department projects consisting of the carbon PAC, the raw water rehabilitation, and the roofing project. This allows the City to reimburse ourselves for certain costs of the project with the proceeds on the bond issue. The maximum principal amount would be up to \$3,000,000.00.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	reimbursement resolution Water 2026 2.17.26
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RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

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

1. Recitals.

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of bonds used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.

(b) The Regulations generally require that the City (as the issuer of or the primary obligor under the bonds) make a declaration of intent to reimburse itself for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment).

(c) The City heretofore implemented procedures for compliance with the predecessor versions of the Regulations and desires to amend and supplement those procedures to ensure compliance with the Regulations.

(d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.

2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have declared an official intent (the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequently issued bonds. The Council hereby authorizes the Administrator to make the City's Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:

(a) Each Declaration shall be made not later than 60 days after payment of the applicable project cost and shall state that the City reasonably expects to reimburse itself for the expenditure out of the proceeds of a bond issue or similar borrowing. Each Declaration may be made substantially in the form of the Exhibit A which is attached to and made a part of this Resolution, or in any other format which may at the time comply with the Regulations.

(b) Each Declaration shall (1) contain a reasonably accurate description of the "project," as defined in the Regulations (which may include the property or program to be financed, as applicable), to which the expenditure relates and (2) state the maximum principal amount of bonding expected to be issued for that project.

(c) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City doesn't reasonably expect that reimbursement bonds will be issued to finance the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the City concerning the requirements of the Regulations and their application in particular circumstances.

(d) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Declarations.

3. Reimbursement Allocations. If the City is acting as the issuer of the reimbursement bonds, the designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally written allocations that evidence the City's use of the applicable bond proceeds to reimburse the original expenditures.

4. Effect. This Resolution shall amend and supplement all prior resolutions and/or procedures adopted by the City for compliance with the Regulations (or their predecessor versions), and, henceforth, in the event of any inconsistency, the provisions of this Resolution shall apply and govern.

Adopted this 17th day of February, 2026, by the Thief River Falls City Council.

CERTIFICATION

The undersigned, being the duly qualified and acting Administrator of the City of Thief River Falls, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular meeting of the Council held on February 17, 2026. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Councilmember _____ moved the adoption of the Resolution, which motion was seconded by Councilmember _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the Administrator of the City of Thief River Falls, Minnesota, this 17th day of February, 2026.

Administrator
City of Thief River Falls, Minnesota

EXHIBIT A

Declaration of Official Intent

The undersigned, being the duly appointed and acting Administrator of the City of Thief River Falls, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986, as amended, hereby states and certifies on behalf of the City as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Thief River Falls City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be financed:

- WATER PROJECTS CONSISTING OF THE FOLLOWING: CARBON PAC, RAW WATER REHABILITATION, AND A ROOF PROJECT (\$3,000,000)

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$3,000,000 is the maximum principal amount of the Bonds which will be issued to finance the Project.

4. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.

5. As of the date hereof, the statements and expectations contained in this Declaration are believed to be reasonable and accurate.

Date: February 17, 2026

Administrator
City of Thief River Falls, Minnesota



Request for Council Action

DATE: 2/17/2026

SUBJECT: Approve services from Flaherty & Hood PA for labor union contract negotiations

RECOMMENDATION: It is respectfully requested the Council consider the following recommendation from the Administrative Services Committee:

MOTION TO: to approve Flaherty & Hood PA to provide labor negotiations services for the City of Thief River Falls’ unions and bargaining unit with Attorney Brandon Fitzsimmons as the lead negotiator for union contract years 2027, 2028 and 2029.

BACKGROUND: Current union contracts end 12-31-26. Flaherty & Hood PA has the expertise to assist the City of Thief River Falls with all facets of public labor relations, employment law, and human resources. The services the city is requesting is to review current documents and prepare strategy, meet with management and council, review labor contracts and draft comments and initial proposals for each labor contract, participate directly in negotiations, and draft all final contract, MOUs, and council action for all units.

KEY ISSUES: cost estimates are \$4,100 - \$8,050. The actual costs may be lower or higher dependent on the nature, extent, and volume of such services. Since we are a member of the Coalition of Greater Minnesota Cities (CGMC) these services are billed at reduced hourly rates for labor and employment services.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	FH Estimates for City of TRF for Labor Negotiations Services 020626
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QUOTE

To: Angie Philipp, City Administrator, City of Thief River Falls

From: Brandon M. Fitzsimmons, Shareholder Attorney

Date: February 6, 2026

Re: Estimates for Labor Negotiations Services

 Here are estimates for Flaherty and Hood, P.A. to provide labor negotiations services for the City of Thief River Falls (City).

Service Description

Flaherty & Hood, P.A. could provide the following services with estimated costs related to labor negotiations with Attorney Brandon M. Fitzsimmons as the lead negotiator:

Service	Cost Estimates	
	Low	High
Review documents and prepare negotiations strategy, outline, and presentation	\$800	\$1,500
Discuss strategy and meet with management and elected officials	\$500	\$800
Review labor contract and draft comments and initial proposals per unit	\$400	\$800
Compile, analyze, and summarize wage and benefit data	\$500	\$1,750
Participate directly in negotiations for each day	\$600	\$1,200
Draft all final contract, MOUs, and Council action for all units (total)	\$400	\$1,000
Travel costs (fees + expenses per in-person trip)	\$900	\$1000

As a member of the Coalition of Greater Minnesota Cities (CGMC), these services would be billed to the City at the CGMC-reduced hourly rates for labor and employment services, which for fiscal year 2024-2025 include: (a) \$175 per hour for attorney services, for the first 25 hours of services in a fiscal year; (b) \$190 per hour for attorney services over 25 hours of services in a fiscal year; and (c) \$140 per hour for analyst and legal assistant services. The actual costs may be lower or higher than these estimates, dependent on the nature, extent, and volume of such services.

Firm Background

Established over 30 years ago, Flaherty & Hood, P.A. is a unique law firm that effectively integrates the disciplines of law, government relations, analysis, and communications to provide high-quality, timely, and cost-effective services to its primarily local government clients. Flaherty & Hood, P.A. has 19 attorneys, 3 analysts, and 12 other professional staff who primarily provide legal, analytical, and legislative advocacy services for local governments in Minnesota. The firm dedicates 5 attorneys, 2 analysts, and 2 legal assistants to solely provide our labor and employment law services effectively and efficiently. We have served dozens of local governments in labor relations and employment matters throughout Minnesota, including Thief River Falls.

Angie Philipp
February 6, 2026

Labor relations, employment, and human resources issues are both complex and costly, and impact local governments on a daily basis. Flaherty & Hood, P.A. has the expertise to assist your local government with all facets of public labor relations, employment law, and human resources, such as:

Labor relations

- Labor contract negotiations
- Grievances
- Mediations
- Arbitrations
- Unfair labor practices
- Strikes
- BMS and PERB proceedings

Employment law

- Representation and advocacy
- Advice on personnel actions
- Conduct training seminars for supervisors and employees
- Investigations and legal audits
- Employment templates
- Contested hearings

Human Resources

- Personnel policies
- Job descriptions
- Performance review systems
- Pay equity
- Market studies
- Organizational reviews
- Data and records issues

Primary Consultants

Brandon M. Fitzsimmons, Shareholder Attorney

Brandon is a shareholder attorney with Flaherty & Hood, P.A. and head of the firm’s labor, employment law, and human resources practice. Brandon has been an attorney with the firm since 2004 and a shareholder since 2011 specializing in labor and employment law. Brandon provides legal advice and representation services for public entities in labor relations, employment law, and human resources matters. Brandon has his Bachelor of Arts in Political Science with Distinction, *cum laude*, from Creighton University and his J.D. from William Mitchell College of Law. Brandon is a member of the National and Minnesota Public Employer Labor Relations Associations, SHRM, and MSBA–Labor and Employment Law Section.

Christopher J. Hoodecheck, Senior Attorney

As a senior attorney, Christopher focuses his practice on representing and consulting local governments throughout Minnesota on labor and employment matters. Prior to joining Flaherty & Hood in 2023, acquired an extensive background in civil litigation for Gruenberg Law, where he gained substantial experience in civil litigation, including—but not limited to—discovery, pleading, motion practice, oral advocacy, and trial experience. Christopher received his B.A. from the University of Minnesota Twin Cities with a legal concentration in Psychology and Sociology and then went on to obtain his J.D. from California Western School of Law, where he earned an Academic Achievement Award in Employment Law.

Ethan Rundquist, Compensation and HR Analyst

Ethan Rundquist is a Compensation and HR Analyst with the firm. Ethan compiles, analyzes, and communicates data for job analysis, job evaluation, market surveys, compensation, pay equity, and organizational structures. Ethan has a Bachelor of Arts Degree in Finance and Management from The College of Saint Scholastica. He is a member of Society for Human Resources Management, Twin Cities Compensation Network, and World at Work Compensation Institute.

If you have any questions related to this quote, please contact me at your convenience at (651) 259-1910 or bmfitzsimmons@flaherty-hood.com.



Request for Council Action

DATE: 2/17/2026

SUBJECT: Approve services from David Drown Associates Inc

RECOMMENDATION: It is respectfully requested the Council consider the following recommendation from the Administrative Services Committee:

MOTION TO: to approve the agreement with David Drown Associates Inc and the City of Thief River Falls to complete a market analysis and pay grid recalibration.

BACKGROUND: In June 2021, the City of Thief River Falls engaged David Drown Associates to provide market analysis services and to update all existing job descriptions, which was previously updated in 1994. The resulting market study was implemented in October 2022. Following its implementation, it was recommended that a market analysis be conducted in a timely manner. It should be noted that completing these services does not guarantee any pay adjustments for the staff of the City of Thief River Falls.

KEY ISSUES:

FINANCIAL CONSIDERATIONS: Total cost is \$23,000.00

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Anglea Philpp, City Administrator

ATTACHMENTS:

1.	TRF 2026 Contract
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PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this 20th day of January 2026 (“Effective Date”) by and between David Drown Associates Inc., a Minnesota corporation with a Minnesota registered office at 5029 Upton Avenue South Minneapolis, MN 55410 (“Consultant”), and The City of Thief River Falls located at 405 3rd Street East, PO Box 528 Thief River Falls, MN 56701 (the “Client”):

RECITALS

- A. Consultant is engaged in the business of providing professional human resources consulting services.
- B. The Client desires to hire Consultant to perform the following work:
- The Consultant will perform the following services:
 - a. Market Analysis and Pay Grid Recalibration for 60 positions at \$23,000
 - b. Additional job description reviews will be at \$200 per position
 - c. Additional job description writing will be at \$250 per position

NOW, THEREFORE, in consideration of the terms and conditions expressed in this Agreement, the Client and Consultant agree as follows:

AGREEMENT

1. **Services to be Provided.** Consultant agrees to provide the Client with professional human resources consulting services as described in the attached **Exhibit A** (the “Services”). **Exhibits A** shall be incorporated into this Agreement by reference. All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by professionals currently providing similar services.

2. **Consideration.** The consideration, which the Client shall pay to Consultant, shall not exceed \$23,000. The consideration shall be for both the Services performed by Consultant and the expenses incurred by Consultant in performing the Services. The Client shall make progress payments to Consultant as follows:

- a. \$23,000 upon completion of the implementation stage, as described in Exhibit A

The Client shall pay Consultant within thirty (30) days after Consultant’s statements are submitted.

3. **Expense Reimbursement.** Consultant shall not be compensated separately for necessary incidental expenses. All expenses of Consultant shall be built into Consultant’s fixed compensation rate, unless reimbursement is provided for an expense that received the prior written approval of the Client, which approval may be provided via electronic mail.

4. **Approvals.** Consultant shall secure the Client’s written approval before making any expenditures, purchases, or commitments on the Client’s behalf beyond those listed in the Services. The Client’s approval may be provided via electronic mail.

5. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:

- a. The parties, by mutual written agreement, may terminate this Agreement at any time;
- b. Consultant may terminate this Agreement in the event of a breach of the Agreement by the Client upon providing thirty (30) days' written notice to the Client;
- c. The Client may terminate this Agreement at any time at its option, for any reason or no reason at all; or
- d. The Client may terminate this Agreement immediately upon Consultant's failure to have in force any insurance required by this Agreement.

In the event of a termination, the Client shall pay Consultant for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.

7. **Amendments.** No amendments may be made to this Agreement except in a writing signed by both parties.

8. **Remedies.** In the event of a termination of this Agreement by the Client because of a breach by Consultant, the Client may complete the Services either by itself or by contract with other persons or entities, or any combination thereof. These remedies provided to the Client for breach of this Agreement by Consultant shall not be exclusive. The Client shall be entitled to exercise any one or more other legal or equitable remedies available because of Consultant's breach.

9. **Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, subd. 5, Consultant agrees that the books, records, documents, and accounting procedures and practices of Consultant, that are relevant to the contract or transaction, are subject to examination by the Client and the state auditor or legislative auditor for a minimum of six years. Consultant shall maintain such records for a minimum of six years after final payment. The parties agree that this obligation will survive the completion or termination of this Agreement.

10. **Indemnification.** To the fullest extent permitted by law, the Consultant agrees to defend, indemnify, and hold-harmless the Client and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of the Consultant's negligence or the Consultant's performance or failure to perform its obligations under this Agreement. The Consultant's indemnification obligation shall apply to the Consultant's subcontractors, or anyone directly or indirectly employed or hired by the Consultant, or anyone for whose acts the Consultant may be liable. The Consultant agrees this indemnity obligation shall survive the completion or termination of this Agreement.

11. **Insurance.** Consultant shall maintain reasonable insurance coverage throughout this Agreement. Consultant agrees that before any work related to the approved project can be performed, Consultant shall maintain at a minimum: Worker's Compensation Insurance as required by Minnesota Statutes, section 176.181; Business Auto Liability in an amount not less than \$1,000,000.00 per occurrence; Professional Liability in an amount not less than \$1,000,000.00 per occurrence; and Commercial General Liability in an amount of not less than \$2,000,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$2,000,000.00 per occurrence for property damage. To meet the Commercial General Liability and Business Auto Liability requirements, Consultant may use a combination of Excess and Umbrella coverage. Consultant shall provide the Client with a current certificate of insurance including the following language: "The County of Cook is named as an additional insured with respect to the commercial general liability, business automobile liability and umbrella or excess liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages." Such certificate of liability insurance shall list the Client as an additional insured and contain a statement that such policies of insurance shall not be canceled or amended unless 30 days written notice is provided to the Client, or 10 days written notice in the case of non-payment.

12. **Subcontracting.** Neither the Client nor Consultant shall assign, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the

Agreement without the written consent of the other except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Consultant from employing such independent consultants, associates, and subcontractors, as it may deem appropriate to assist it in the performance of the Services required by this Agreement. Any instrument in violation of this provision is null and void.

13. **Assignment.** Neither the Client nor Consultant shall assign this Agreement or any rights under or interest in this Agreement, in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision is null and void.

14. **Independent Contractor.** Consultant is an independent contractor. Consultant's duties shall be performed with the understanding that Consultant has special expertise as to the services which Consultant is to perform and is customarily engaged in the independent performance of the same or similar services for others. Consultant shall provide or contract for all required equipment and personnel. Consultant shall control the manner in which the services are performed; however, the nature of the Services and the results to be achieved shall be specified by the Client. The parties agree that this is not a joint venture and the parties are not co-partners. Consultant is not an employee or agent of the Client and has no authority to make any binding commitments or obligations on behalf of the Client except to the extent expressly provided in this Agreement. All services provided by Consultant pursuant to this Agreement shall be provided by Consultant as an independent contractor and not as an employee of the Client for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.

15. **Compliance with Laws.** Consultant shall exercise due professional care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Consultant agrees to provide the Services. Consultant's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the Client's policies prohibiting sexual harassment and tobacco, drug, and alcohol use as defined on the Client's Tobacco, Drug, and Alcohol Policy, as well as all other reasonable work rules, safety rules, or policies, and procedures regulating the conduct of persons on Client property, at all times while performing duties pursuant to this Agreement. Consultant agrees and understands that a violation of any of these policies, procedures, or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the Client.

16. **Entire Agreement.** This Agreement, any attached exhibits, and any addenda signed by the parties shall constitute the entire agreement between the Client and Consultant, and supersedes any other written or oral agreements between the Client and Consultant. This Agreement may only be modified in a writing signed by the Client and Consultant. If there is any conflict between the terms of this Agreement and the referenced or attached items, the terms of this Agreement shall prevail.

17. **Third Party Rights.** The parties to this Agreement do not intend to confer any rights under this Agreement on any third party.

18. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Thief River Falls, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

19. **Conflict of Interest.** Consultant shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the Client. In the event of a conflict of interest, Consultant shall advise the Client and, either secure a waiver of the conflict, or advise the Client that it will be unable to provide the requested Services.

20. **Work Products and Ownership of Documents.** All records, information, materials, and work product, including, but not limited to the completed reports, data collected from or created by the Client or the Client's employees or agents, raw market data, survey data, market analysis data, and any other data,

work product, or reports prepared or developed in connection with the provision of the Services pursuant to this Agreement shall become the property of the Client, but Consultant may retain reproductions of such records, information, materials and work product. Regardless of when such information was provided or created, Consultant agrees that it will not disclose for any purpose any information Consultant has obtained arising out of or related to this Agreement, except as authorized by the Client or as required by law. Notwithstanding the foregoing, nothing in this Agreement shall grant or transfer any rights, title or interests in any intellectual property created by Consultant prior to the effective date of this Agreement; however, to the extent Consultant generates reports or recommendations for the Client using proprietary processes or formulas, Consultant shall provide the Client (1) factual support for such reports and recommendations; (2) a detailed explanation of the method used and data relied upon to arrive at the recommendation; and (3) a detailed explanation of the rationale behind the methodology used. All of the obligations in this paragraph shall survive the completion or termination of this Agreement.

21. **Agreement Not Exclusive.** The Client retains the right to hire other professional human resources consultant service providers for this or other matters, in the Client's sole discretion.

22. **No Discrimination.** Consultant agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Consultant agrees to comply with Americans with Disabilities Act as amended ("ADA"), section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Consultant agrees to hold harmless and indemnify the Client from costs, including but not limited to damages, attorneys' fees and staff time, in any action or proceeding brought alleging a violation of these laws by Consultant or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors. Upon request, Consultant shall provide accommodation to allow individuals with disabilities to participate in all Services under this Agreement. Consultant agrees to utilize its own auxiliary aid or service in order to comply with ADA requirements for effective communication with individuals with disabilities.

23. **Authorized Agents.** The Client's authorized agent for purposes of administration of this contract is Andrew Letson, the County Administrator of the Client, or designee. Consultant's authorized agent for purposes of administration of this contract is Dr. Tessia Melvin, or designee who shall perform or supervise the performance of all Services.

24. **Notices.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States mail, postage fully prepaid, certified, return receipt requested, addressed to:

CONSULTANT
David Drown Associates, Inc.
5029 Upton Avenue South
Minneapolis, MN 55410

THE CLIENT
Thief River Falls
405 3rd Street East
PO box 528
Thief River Falls, MN
56701

or such other contact information as either party may provide to the other by notice given in accordance with this provision.

26. **Waiver.** No waiver of any provision or of any breach of this Agreement shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver.

27. **Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit or affect the scope and intent of this Agreement.

28. **Publicity.** At the Client’s request, the Client and Consultant shall develop language to use when discussing the Services. Consultant agrees that Consultant shall not release any publicity regarding the Services or the subject matter of this Agreement without prior consent from the Client. Consultant shall not use the Client’s logo or state that the Client endorses its services without the Client’s advanced written approval.

29. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.

30. **Signatory.** Each person executing this Agreement (“Signatory”) represents and warrants that they are duly authorized to sign on behalf of their respective organization. In the event Consultant did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of Consultant, described in this Agreement, personally.

31. **Counterparts and Electronic Communication.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format (“pdf”) and signatures appearing on electronic mail instruments shall be treated as original signatures.

32. **Recitals.** The Client and Consultant agree that the Recitals are true and correct and are fully incorporated into this Agreement.

IN WITNESS WHEREOF, the Client and Consultant have caused this Professional Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

DDA HUMAN RESOURCES, INC:

THIEF RIVER FALLS

Name: _____

By: _____

Title : _____

Title: _____

Date: _____

Date: _____

By: _____

Title: _____

Date: _____

Exhibit A: Market Analysis and Pay Grid Calibration

Total Cost: \$23,000

Introduction and Project Orientation

Our first task with you is to meet and make sure we all understand the expectations and fully understand the current pay structure, pay philosophy, and employee benefits.

- We will conduct an Initial Project Meeting to discuss the scope of the planned services, its procedures, methods, intended outcomes and timeline. We will keep in mind directives from the governing board pertaining to this project.
- We will discuss any related details that are identified. During this meeting, we will identify data and resources on your current job descriptions, pay structure, classification system, employee roster, and union contracts. For your convenience, we will create a cloud-based account to make it easy to share files with you.
- An Employee Kickoff meeting will be held, if desired, to explain the project scope, expectations, timeline, and answer questions.

Wage/Labor Benchmarks and Market Analysis

The next step in the process involves looking outside of your organization to see what wages are offered to employees in the job market.

- We will work with your Project Team to determine an appropriate group of comparable “benchmark” entities to achieve an adequate sample size and a meaningful comparison. These “benchmark organizations” are typically counties that are similar to yours and/or other organizations with whom you compete for employees. Although we know that you compete with private sector organizations for employees, obtaining *reliable* private sector information is very difficult in most cases. So, our focus will be primarily on public sector entities.
- We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.
- We will work with you to design and administer a targeted benefit review to address specific benefit areas of interest/concern to you and your employees. Often a survey of employee attitudes and interests can be helpful in designing a benefit package – benefits need not necessarily be expensive to be effective and valuable to your employees.

Recalibrate Pay Plan as Directed by Council

- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation

philosophy.

- We will work with you to create job families, where appropriate, to allow career paths to be developed within the City.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.
- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.

Final Report

- Prepare final documents for this study, including presentation, policy, guidelines, and procedures for administration.
- We will make a final presentation of our report and findings.

Standard Fees for Other Services

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

Hourly rates:

- | | |
|---------------------|----------------|
| • Professional | \$250 per hour |
| • Technical Support | \$150 per hour |
| • Clerical | \$100 per hour |



Pricing Proposal
 Quotation #: 26960315
 Created On: 12/11/2025
 Valid Until: 1/10/2026

MN-City of Thief River Falls

Joanne Olson

405 THIRD STREET EAST
 PO BOX 528
 THIEF RIVER FALLS, MN 56701
 United States
 Phone: (218) 416-7050
 Fax:
 Email: jolson@trfmn.gov

Anthony Giannattasio

Phone:
 Fax:
 Email: Anthony_Giannattasio@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Professional Services - MDR Integrations Implementation (per integration) Sophos - Part#: PRPDRA12ZZPCAA Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02	4	\$595.68	\$2,382.72
		Subtotal	\$2,382.72
		Total	\$2,382.72

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
 TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Request for Council Action

DATE: 2/17/2026

SUBJECT: 2026 Street & Utilities Improvements Feasibility Report

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

MOTION TO: Approve Feasibility Report for the proposed 2026 Street & Utilities Improvements and call for a public hearing.

BACKGROUND: The items outlined in the feasibility report listed below are potential improvements based on items from the City’s Capital Improvement Program, items requested by developers, homeowners, and other departments.

The 2026 Street and Utilities improvement plan for the city of Thief River Falls includes:

1. 6th Street Storm Sewer and Road Reconstruction
2. Barzen Multi-Use Trail and pedestrian/bike improvements
3. Street Lighting(LED replacement initiative)

KEY ISSUES: The City Council needs to call for a public hearing on any or all the items included in the feasibility report to proceed with the project. The public hearing is scheduled for March 3rd at 5:30 P.M. in the City Council Chambers. All affected residents will be mailed a notice of hearing, giving them an opportunity to attend and voice their opinion for or against the project. A hearing notice will also be published in the Times.

FINANCIAL CONSIDERATIONS: Outlined in the feasibility report and financial summary.

LEGAL CONSIDERATION: Minnesota Statute Chapter 429 requirements apply.

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

ATTACHMENTS:

1.	PW 02112026 Feasibility Report
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February 11th, 2026

FEASIBILITY REPORT
PROPOSED 2026 STREET AND UTILITIES IMPROVEMENTS
CITY OF THIEF RIVER FALLS, MN

Mayor and City Council
Thief River Falls, MN

Mayor Lorenson and City Councilmembers:

- **6th Street Storm Sewer and Road Reconstruction**
- 6th street from R.R. Tracks east of REA, to Barzen Avenue
*Improvements would include increased storm sewer capacities and new catch basin transfers, concrete curb and gutter, reclamation, bituminous surfacing, sidewalk and rural roadway apron replacement, turf establishment.

Total estimated construction cost is \$1,619,518.00
*Protect Grant Funding \$400.000

- **Barzen Multi-Use Trail and pedestrian/bike improvements**
- Barzen Ave from T.H. 59, south to Greenwood Street. 10' multi-use trail and base construction,
*Concrete pedestrian ramps, curb and gutter, ground in pavement marking, turf establishment.
1st street from Barzen Ave. to Calumel
*Storm Sewer realignment and placement and road reclamation reconstruction.
Multi-use trail connection from existing trail to transition to south adjacent trail on 1st street and connecting to the new Barzen Multi-use trail. 8' multi-use trail and base connection, concrete pedestrian ramps, mailbox relocation, clear and grubbing, turf establishment.

Total estimated construction cost is \$431,069.00
*TA Grant funding \$300,000.00

- **Street Lighting(LED replacement initiative)**
- Replacement Head LED replacement- Lump Sum
Total Estimated Construction Cost is \$168,750.00
*CRP Grant Funding \$135,000

Respectfully Submitted,
Travis Giffen
Public Works Director
City of Thief River Falls, MN
tgiffen@trfmmn.gov

Rich Clauson, City Engineer
Angie Philipp, City Administrator
Delray Sparby, City Attorney
Wayne Johnson, Water Superintendent
Brian Jacobson, Electric Superintendent
Jenny Davis, Finance Director
Bob Huot, Street, Sanitation, and Park Foreman



Request for Council Action

DATE: 2/17/2026

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

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

MOTION TO: Conduct the Second Reading of the 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.

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
2.	Subdivision Ordinance changes.ord.2
3.	Executive Summary of Subdivision Ordinance.2
4.	Subdivision Amendment Public Hearing Notice.revised

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 4/5th’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 4/5th’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, water mains, 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.

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.

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

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

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

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

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

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

Dated this 23rd day of December 2025.

CITY OF THIEF RIVER FALLS

/s/ Richard Baker _____

Zoning Administrator

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



Request for Council Action

DATE: 2/17/2026

SUBJECT: Amend Subdivision Ordinance, Chapter 151 of City Code

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

MOTION TO: approve 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 and to approve the publishing of the summary of the ordinance in the Times.

BACKGROUND: he 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.

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:

None



Request for Council Action

DATE: 2/17/2026

SUBJECT: Planning Commission Fee Schedule

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

MOTION TO: Approve the 2026 fees to the Application for Planning and Zoning Commission actions. Those fees are for rezoning, variance, conditional use permits, interim use permits, appeals, land subdivision, vacate easement, vacate alley, and vacate street.

BACKGROUND: We have received a request to vacate an easement on a commercial property, and we have no fees established to cover the cost of publishing the Public Hearing Notice and council resolution in the Times and record the change with the County Recorder's Office. Plus, there is staff time involved. We are aware of a request coming in 2026 to vacate an alley, so the vacate easement, vacate alley, and vacate street fees have been added to the existing fee structure and set at \$300 to match the existing Land Subdivision fee. The proposed fee structure is:

- Rezoning \$150.00
- Variance \$150.00
- Conditional Use Permits \$150.00
- Interim Use Permits \$150.00
- Appeals \$150.00
- Land Subdivision \$300.00
- Vacate Easement \$300.00
- Vacate Alley \$300.00
- Vacate Street \$300.00

KEY ISSUES: • We currently do not have a fee structure in place for requests to vacate an easement, vacate an alley, or to vacate a street. These all cost us to publish notifications in the Times newspaper and to record the actions with the County Recorder's Office.

- We have received a request to vacate an easement on a commercial property and are aware of a request coming in 2026 to vacate an alley,

FINANCIAL CONSIDERATIONS: This fee structure brings us closer to covering the administrative costs the city incurs.

LEGAL CONSIDERATION: These fee rates are fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed.

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

ATTACHMENTS:

1.	Application to Planning Commission 2026
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Application To Planning Commission/BOZA

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

<input type="checkbox"/> REZONING (Fee \$150.00)		<input type="checkbox"/> APPEALS (Fee \$150.00)	
<input type="checkbox"/> VARIANCE (Fee \$150.00)		<input type="checkbox"/> LAND SUBDIVISION (\$300.00)	
<input type="checkbox"/> CONDITIONAL USE PERMIT (Fee \$150.00)		<input type="checkbox"/> VACATE EASEMENT (\$300.00)	
<input type="checkbox"/> INTERIM USE PERMIT (Fee \$150.00)		<input type="checkbox"/> VACATE ALLEY (\$300.00)	
<input type="checkbox"/> VACATE STREET (\$300.00)			
Applicant			
Name		Phone #	
Address	City	State	Zip
Property Owner (if different from Applicant)			
Name		Phone #	
Address	City	State	Zip
Approximate Location of Property			
Address		Legal Description	
Present Zoning Classification		Present Use	
Description of Request			

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



Request for Council Action

DATE: 2/17/2026

SUBJECT: First Reading to Rezone 517 Duluth Ave. S. from C-1 to C-2.

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

MOTION TO: approve the first reading for the rezoning application from Andrew Peralta, DQ – Peralta, Inc., to rezone 517 Duluth Ave. S. from Neighborhood Business District (C-1) to General Business District (C-2) to allow for broader community-wide consumer traffic.

BACKGROUND: Mr. Peralta is looking to sell his property to a prospective retail business owner. A (C-1) Neighborhood Business District zoning is very limiting on what types of business can locate there. The existing use as a coffee shop/restaurant and former use as a DQ does not meet the intent and purpose of the neighborhood business district and should have been rezoned decades ago. The neighborhood business district is intended for business establishments for use by persons residing in adjacent residential areas. Uses within the district shall not attract community-wide consumer traffic. It could be argued that with the tight margins in retail sales, the neighborhood Business District doesn't exist anymore, as neighborhood businesses are unable to survive financially unless they attract customers city-wide, or more realistically from surrounding communities.

KEY ISSUES: • Existing use as a coffee shop/restaurant and former use as a DQ does not meet the intent and purpose of the neighborhood business district. The neighborhood business district is intended for business establishments for use by persons residing in adjacent residential areas. Uses within the district shall not attract community-wide consumer traffic.

• With the tight margins in retail sales, neighborhood businesses are unable to survive financially. Today's retail business really needs to attract customers city-wide and from surrounding communities to survive financially.

FINANCIAL CONSIDERATIONS: The fee for rezoning was paid by Mr. Peralta and used to cover the publishing costs in the Times and postage for mailing letters to individual property owners within 350 feet of this property.

LEGAL CONSIDERATION: A Public Hearing was held at a special meeting of the Planning and Zoning Commission at 5:00 pm on February 12th.

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

ATTACHMENTS:

1.	Peralta Inc 517 Duluth Ave S. Rezoning Application
2.	CHECKLIST FOR REZONING REQUEST - 517 Duluth Ave. S. Andrew Peralta
3.	Land Use from Comp Plan Map

4.	Zoning Map
5.	C-1 & C-2 Ordinances
6.	Rezoning For Old DQ -



Application To Planning Commission/BOZA

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

<input checked="" type="checkbox"/> REZONING (Fee \$150.00)		<input type="checkbox"/> APPEALS (Fee \$50.00)	
<input type="checkbox"/> VARIANCE (Fee \$150.00)			
<input type="checkbox"/> LAND SUBDIVISION (Fee \$300.00)			
<input type="checkbox"/> CONDITIONAL USE PERMIT (Fee \$150.00)			
Applicant			
Name <i>Andrew Feralta-DQ-Feralta Inc</i>		Phone # <i>218-689-3129</i>	
Address <i>700 Hwy 32 S</i>	City <i>TRF</i>	State <i>MN</i>	Zip <i>56701</i>
Property Owner (if different from Applicant)			
Name <i>Andrew Feralta</i>		Phone # <i>218-689-3129</i>	
Address <i>517 Duluth Ave S</i>	City <i>TRF</i>	State <i>MN</i>	Zip <i>56701</i>
Approximate Location of Property			
Address <i>517 Duluth Ave. S</i>		Legal Description <i>Porter's Addition Lot 8 Less Hwy & Lots 9-12 Blk 16</i>	
Present Zoning Classification <i>C1</i>		Present Use <i>Restaurant.</i>	
Description of Request <i>Rezone From C1 to C2</i>			

Property Owner Signature <i>Andrew Feralta</i>	Date <i>1-21-26</i>
Applicant Signature <i>Andrew Feralta</i>	Date <i>1-21-26</i>

Review (For office use only)	
Date of Publication	Date on Planning Commission Agenda

Action Taken By Commission:

Action Taken By City Council:

City Council Resolution / Ordinance Number

Fee Paid *1/22/26 CK# 3838*

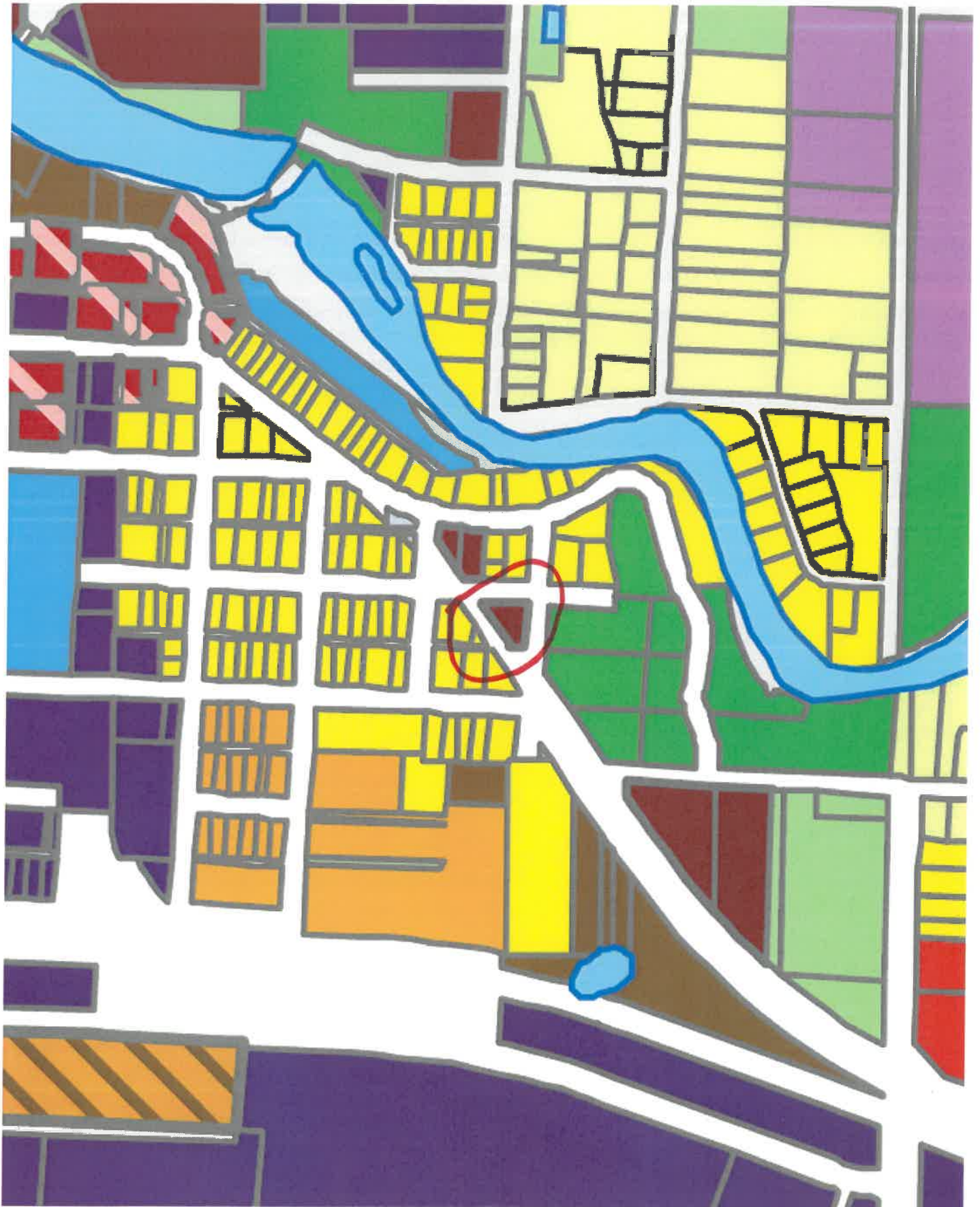
- 12. What provisions have/can be made for utilities, drainage and adequate easements?** N/A This is an already developed parcel
- 13. Is the proposed rezoning consistent with the Comprehensive Plan?** Yes, Comp Plan is zoned for General Commercial.
- 14. Have other pertinent segments of the Comprehensive Plan been considered?** Yes.
- 15. Is the area platted?** Yes.
- If so, will the existing lots conform to the requested district? Yes
- 16. If the area is to be residential:** N/A
- A. What is the holding capacity?**
B. Street access?
- C. Has a subdivision plan been submitted?** This property is platted as Oakland Park Fourth Addition.
- 17. If the request is for a commercial use:** YES
- A. Is there an economic need?** YES
- B. Is there a provision for adequate screening?** N/A
- C. What is the traffic situation?** Property sits on Main Ave. S./Hwy. 32 a major arterial street.
- D. What is the distance to schools?** 1000 feet to Lincoln High school, 1 mile to Franklin Middle School and 1.2 miles to Challenger Elementary School.
- 18. If the request is for industrial:** N/A
- A. Is the area readily accessible to major thoroughfares?** NA
- B. Is it served by a railroad?** NA
- C. Is it suitably separated from a residential area?** NA
- 19. Comments:** Existing use as a coffee shop and former use as a DQ does not meet the intent and purpose of the neighborhood business district. Per City Ordinance, the neighborhood business district is intended for business establishments for use by persons residing in adjacent residential areas. **Uses within the district shall not attract community-wide consumer traffic.** Decades ago, the city had

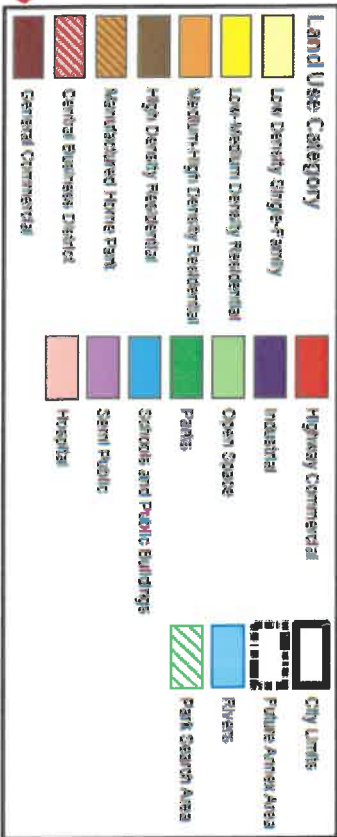
numerous neighborhood grocery stores, etc. that fit the definition of a neighborhood business. In today's retail climate, I highly doubt that a neighborhood commercial business could survive financially. This may be a zoning district that needs to be eliminated in the next Comprehensive Plan update. There are three such properties currently zoned as C-1 in the City; only one could possibly be argued as a neighborhood business and if a person looked at the geo-tracking data, it probably would show it too is a general commercial business and not a neighborhood business.

CRITERIA FOR GRANTING ZONING AMENDMENTS

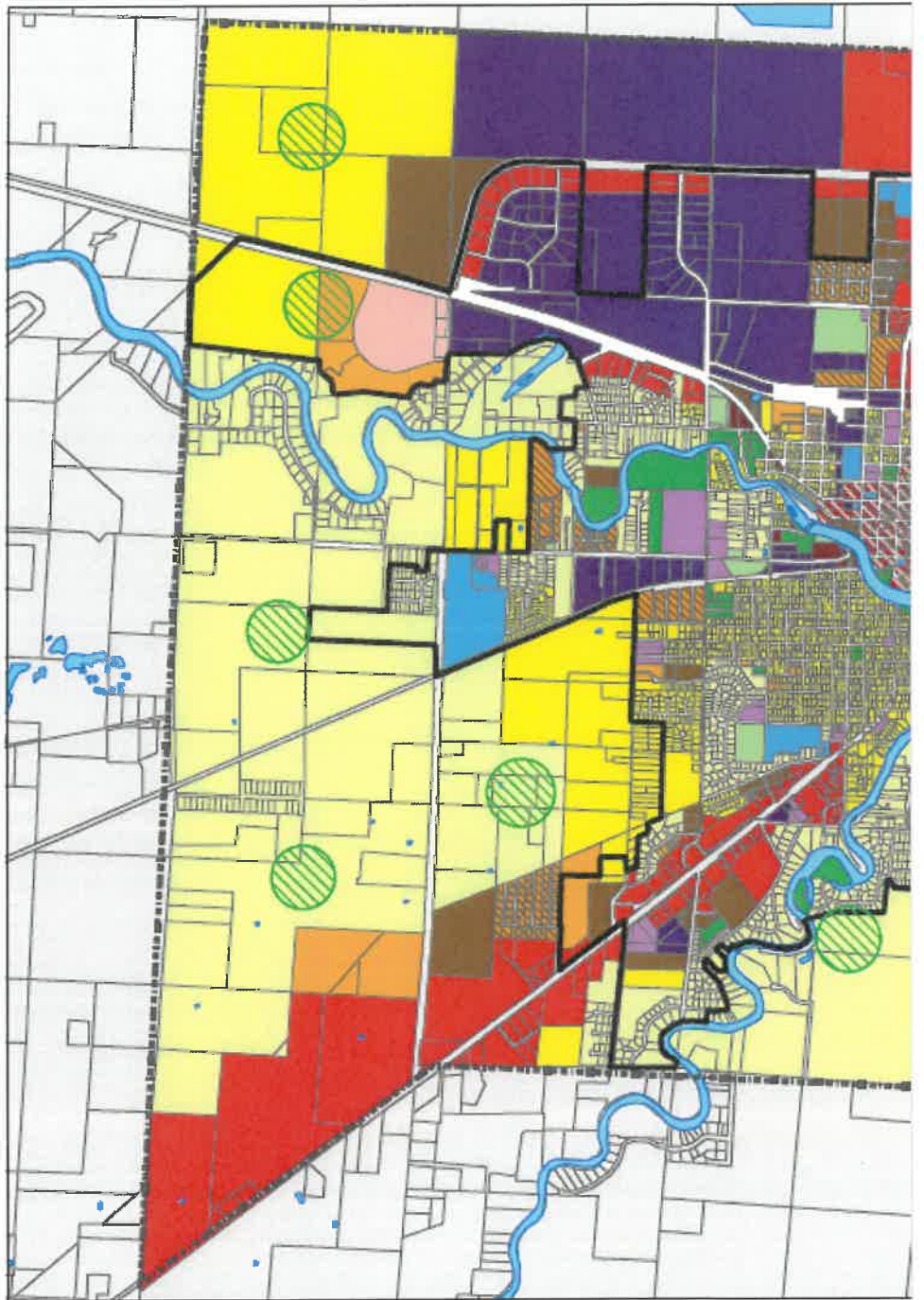
In granting a request for a rezoning, the City Council shall consider the effect of the proposed zoning amendment upon the health, safety, morals, and general welfare of occupants of surrounding lands. Among other things, the City Council shall make the following findings where applicable:

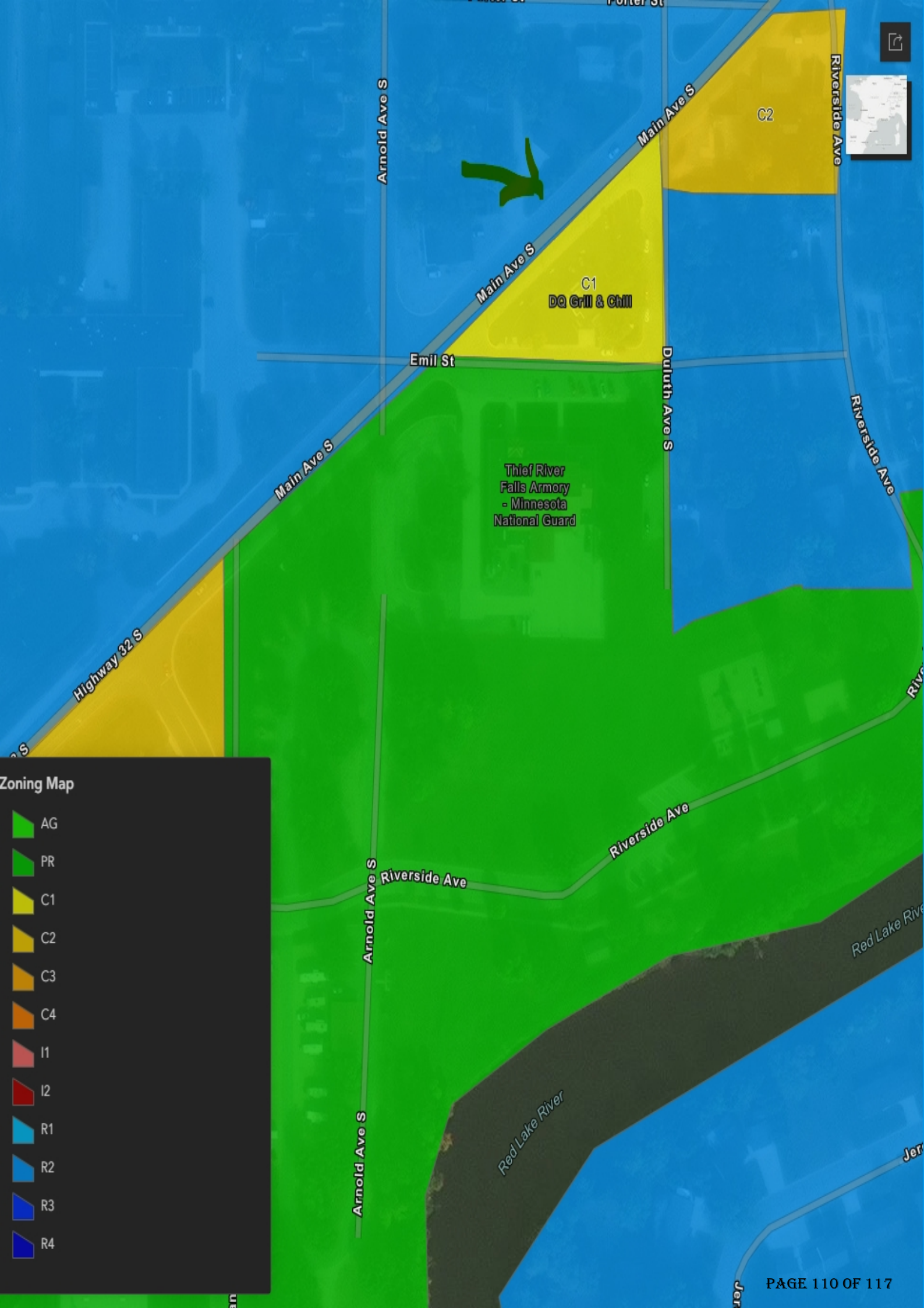
- 1. That the rezoning conforms to the Comprehensive Plan for the City, as well as, present land uses.**
The Comprehensive land use map indicate General Commercial use.
- 2. That the rezoning will not impede the normal and orderly development and improvement of surrounding property for uses predominant in the area.**
The property has been being used as a C-2 business and all of the other commercial properties adjacent and along Hwy. 32 are zoned C-2.
- 3. That the rezoning will not adversely affect property values of adjacent landowners.**
The property has been being misclassified and used as a C-2 business for decades. So, no change there.
- 4. That the rezoning will not impose other undue hardship on adjacent landowners such as noise, electrical display signs, odors, or other nuisances.**
No Change to current usage.
- 5. That necessary utilities be available to serve the use intended.**
Adequate utilities are already in place.
- 6. That additional public services needed by the rezoning be considered.**
No additional service are needed.
- 7. That alternate areas previously zoned for the intended use be considered.**
Building is existing. This is just getting it zoned in the correct zoning district.
- 8. That there is a public need for the proposed land use.**
We need commercial space. It currently is commercial and needs to remain commercial as it is along Hwy. 32.





Data Sources: City of Thief River Falls,
Pamington County, SANDR, NAC Inc.





Zoning Map

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

Sec. 152.029. Nonresidential districts.

The purpose of the nonresidential districts is as follows:

1. Group compatible commercial and industrial land uses;
2. Promote quality commercial and industrial development that will minimize land use, traffic, and environmental conflicts;
3. Encourage the development of commercial and industrial sites that produce an attractive image through architecture and landscaping; and,
4. Encourage commercial and industrial developers to provide for the capital improvements necessary to service the development.

Sec. 152.030. Neighborhood business district (C-1).

1. *Purpose.* The neighborhood business district is intended for business establishments for use by persons residing in adjacent residential areas. Uses within the district shall not attract community-wide consumer traffic.
2. *Permitted uses.* Retail: barber or beauty shops, grocery stores without gas pumps. All uses shall not exceed 3,000 square feet in gross floor area.
3. *Conditional uses.*
 - a. *Retail.* Barber or beauty shops, grocery stores with or without gasoline sales, and office buildings. All uses shall not exceed 5,000 square feet in gross floor area.
 - b. *Signs.* Freestanding business signs.
4. *Accessory uses.*
 - a. Accessory buildings.
 - b. Essential services.
 - c. Fences.
 - d. Parking lots.
 - e. Satellite dishes.
 - f. Signs.
5. *Yard requirements.*

	Permitted and Conditional Uses	Accessory Uses
Lot area, minimum sq. ft.	9,000	
Lot frontage, minimum at front yard setback	75 feet	
Front yard setback	25 feet	25 feet
Rear yard setback	20 feet	5 feet
Side yard setback, interior	10 feet	10 feet
Side yard setback, corner	15 feet	15 feet

6. *Additional restrictions.* Performance standards and supplemental restrictions are set forth in this chapter. (Ord. No. 19, 3 rd Series)

Sec. 152.031. General business district (C-2).

1. *Purpose.* The general business district is intended for business establishments that offer a wide variety of goods and services to customers from a large trade area.
2. *Permitted uses.*
 - a. *Commercial service:* buses, cabs, clinics, commercial trade or business schools, dry cleaning, financial institutions, hospitals, medical laboratories, laundries, mortuaries, motels, hotels, radio and television studios, and train stations.
 - b. *Entertainment:* private clubs, restaurants, and theaters.
 - c. *Personal services:* barbers, beauticians, and shoe repair.
 - d. *Professional services:* accountants, attorneys, dentists, doctors, engineers, financial consultants, insurance, realtors, and travel bureaus.
 - e. *Public services:* armories, fire stations, government offices, libraries, parks, police stations, public buildings, and publicly-owned parking lots.
 - f. *Wholesale and retail:* apparel, appliances, video, automobile sales, automobile service station and repair garage, bakeries, beverage, book, candy, carpet, hardware, jewelry, lumber yards, motels, music, office supply, nursery stock, plumbing and heating wholesale showrooms, and variety stores.
 - g. *Religious:* churches, convents, monasteries, mosques, nunneries, seminaries, synagogues, temples, and all other religious institutions or places of religious assembly.
 - h. *Storage facilities.*
3. *Conditional uses.*
 - a. *Retail and wholesale:* agricultural implement dealerships, beer and liquor establishments (on and off sale), lumber yards, manufactured home sales lots, pet and animal shops or clinics, shopping centers, and taxidermists.
 - b. *Commercial services:* delivery and express businesses.
 - c. *Publicly-owned recreational camping areas and privately-owned recreational camping areas.*
 - d. *Surface water-oriented commercial uses.*
 - e. *Car and truck wash business.*
 - f. Owner occupied residential use with a maximum of 330 square feet on the ground floor. Any larger residential use is required to be above the ground floor. All conditions in City Code section 152.027 and 152.028 apply.
4. *Accessory uses.*
 - a. Accessory buildings and structures, including surface water-oriented structures accessory to commercial uses.
 - b. Buffers.
 - c. Essential services.
 - d. Fences.
 - e. Loading areas.
 - f. Parking lots.

- g. Satellite dishes.
 - h. Signs.
5. *Yard requirements.*
- a. *General yard requirements.*

	Permitted and Conditional Uses	Accessory Uses
Lot area, minimum sq. ft.	7,000	
Lot frontage, minimum at front yard setback	50 feet	
Lot frontage for shoreland, minimum at front yard setback	100 feet	
Front yard setback	25 feet	25 feet
Rear yard setback	20 feet	5 feet
Side yard setback, interior	15 feet	15 feet
Side yard setback, corner	15 feet	15 feet
Shoreland setback		
Sewered lots	50 feet	50 feet
Unsewered lots	100 feet	50 feet
Sewage treatment system		75 feet

- b. *Nongeneral yard requirements.* The above general yard requirements shall apply, except as follows:
 - i. Principal buildings in excess of 3,000 square feet of gross floor area shall have a minimum lot area equal to two and a half times the gross floor area of the principal buildings;
 - ii. General business uses adjacent to a frontage street shall have a front yard setback of no less than 25 feet beginning at the interior edge of the frontage street;
 - iii. Buffers and essential services shall have no setback requirements, and parking lots shall have no setback requirements except in shoreland;
 - iv. Signs: additional yard requirements for signs are set forth in this chapter; and,
 - v. Setbacks for the following uses located within the shoreland shall not be less than:

1) Bait and fish houses:	10 feet.
2) Boat docks:	0 feet.
3) Detached decks:	10 feet.
4) Gazebos and screen houses:	10 feet.
5) Recreational equipment:	10 feet.
6) Satellite dishes:	30 feet.
7) Signs:	5 feet.

6. *Additional restrictions.* Performance standards and supplemental restrictions are set forth in this chapter. (Ord. No. 85, 3 rd Series 1-5-16; Ord. No. 136, 3rdSeries, § 1, 4-4-21; Ord. No. 122, 3rdSeries, § 1, 3-3-20; Ord. No. 10.226.25, 3rdSeries, § 3, 10-21-25)

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

Notice is hereby given, pursuant to Chapter 152 of the Thief River Falls City Code, that Andrew Peralta, Peralta Inc. has applied for the rezoning of 517 Duluth Ave. S., Thief River Falls, MN 56701 from C-1 Neighborhood Business District to C-2 General Business District.

The Property is legally described as follows: Porter's Addition, Lot 8, Less Hwy & Lots 9-12 Block 16. PID# 2500511460.

Notice is further given that the Planning Commission will conduct a hearing on the rezoning request at 5:00 p.m. on Thursday, February 12, 2026, at a Special Meeting in the City Council Chambers, 405 3rd Street East, Thief River Falls, MN. All persons wishing to comment on the rezoning 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 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.

Dated this 26th day of January 2026

CITY OF THIEF RIVER FALLS

/s/ Richard L. Baker
Zoning Administrator

Published in the Wednesday, January 28, 2026, edition of The Times.



City of Thief River Falls

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

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

Request for Council Action

DATE: 2/17/2026

SUBJECT: Approve the ATM Agreement with Northern State Bank of Thief River Falls

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

MOTION TO: to authorize the City Administrator to sign the ATM Agreement between the City of Thief River Falls and Northern State Bank of TRF upon legal review. The Automated Teller Machine (ATM) will be located at Falls Liquors.

BACKGROUND: Following the City Council's approval to implement a 3% credit card fee for Falls Liquors customers, an option will now be available for customers to withdraw cash for their purchases.

KEY ISSUES:

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None

**CITY OF THIEF RIVER FALLS
INVESTMENT SUMMARY**

BANK/BROKER	TYPE AND DESCRIPTION OF SECURITY	PAR	MATURITY DATE	YIELD OR INTEREST RATE	CALL DATE	CURRENT MARKET VALUE
RBC						
Goldman Sachs BK USA New York	Certificate of Deposit - Brokered	\$200,000	11-Feb-26	1.00%	11-Aug-21	\$199,808.00
Vernon Hills Taxable GO	Certificate of Deposit - Brokered	\$246,000	30-Mar-26	2.85%	01-Jul-22	\$249,657.50
BankUnited A Svgs Bk Miami	Certificate of Deposit - Brokered	\$249,000	31-Mar-26	0.95%	30-Jun-21	\$247,797.33
UBS BK USA Salt Lake City UT	Certificate of Deposit - Brokered	\$245,000	16-Jun-26	0.85%	16-Jul-21	\$242,278.05
Thief River Falls Minn Indpt	Bond - Brokered	\$190,000	01-Feb-27	1.01%	01-Feb-27	\$185,033.40
Univest Ntl Bk Tr Souderton	Certificate of Deposit - Brokered	\$183,000	17-May-27	4.50%	16-May-23	\$184,681.77
Morgan Stanley Bk N A	Certificate of Deposit - Brokered	\$245,000	08-Oct-27	3.65%	08-Apr-26	\$244,407.10
CFG Cmnty Bk Lutherville MD	Certificate of Deposit - Brokered	\$163,000	15-Aug-28	4.00%	15-Sep-25	\$162,993.48
Truist Bk CD	Certificate of Deposit - Brokered	\$163,000	29-Aug-28	4.00%	28-Feb-26	\$163,016.30
Defiance Ohio City Sch Dist	Bond - Brokered	\$550,000	01-Dec-28	0.00%	01-Dec-28	\$490,325.00
Federal Home Loan Bank	Certificate of Deposit - Brokered	\$460,000	12-Feb-29	4.55%	12-Aug-25	\$462,838.20
Bankwest Inc Pierre SD	Certificate of Deposit - Brokered	\$248,000	12-Apr-29	4.65%	12-May-24	\$253,408.88
Jonesboro St Bk Jonesboro LA	Certificate of Deposit - Brokered	\$244,000	03-Oct-29	4.00%	03-Nov-24	\$243,982.92
Medallion Bk Utah	Certificate of Deposit - Brokered	\$183,000	17-Jun-30	4.00%	16-Jul-25	\$183,732.00
Eaton Cmnty Bk Charlotte MI	Certificate of Deposit - Brokered	\$248,000	03-Dec-30	4.00%	03-Jan-26	\$247,697.44
Federal Home Loan Bank	Certificate of Deposit - Brokered	\$525,000	30-Sep-31	1.50%	30-Sep-31	\$495,978.00
RBC INVESTMENTS						<u>\$4,257,635.37</u>
Border State Bank	Certificate of Deposit	\$100,000	16-Dec-26	3.60%	16-Dec-25	\$100,000.00
BORDER STATE BANK INVESTMENTS						<u>\$100,000.00</u>

ServisFirst Bank, FL	Certificate of Deposit - Brokered	\$240,000	26-Mar-26	4.133%	\$240,000.00
USF Federal Credit Union, FL	Certificate of Deposit - Brokered	\$240,000	26-Mar-26	4.130%	\$240,000.00
Solera National Bank, CO	Certificate of Deposit - Brokered	\$240,300	09-Apr-26	3.935%	\$240,300.00
NorthEast Community Bank, NY	Certificate of Deposit - Brokered	\$240,200	09-Apr-26	3.969%	\$240,200.00
Cornerstone Bank, NE	Certificate of Deposit - Brokered	\$240,300	01-May-26	4.024%	\$240,300.00
Consumer Credit Union, IL	Certificate of Deposit - Brokered	\$240,400	01-May-26	3.976%	\$240,400.00
State Bank of Texas, TX	Certificate of Deposit - Brokered	\$240,300	01-May-26	3.993%	\$240,300.00
Oakwood Bank, WI	Certificate of Deposit - Brokered	\$240,000	01-May-26	4.118%	\$240,000.00
4M Term Series	Certificate of Deposit - Brokered	\$500,000	13-May-26	3.750%	\$500,000.00
NexBank, TX	Certificate of Deposit - Brokered	\$239,900	13-Jul-26	4.143%	\$239,900.00
First National Bank, ME	Certificate of Deposit - Brokered	\$235,900	21-Sep-26	4.009%	\$235,900.00
GBank, NV	Certificate of Deposit - Brokered	\$235,400	25-Sep-26	4.061%	\$235,400.00
Union National Bank & Trust Com	Certificate of Deposit - Brokered	\$240,600	13-Jan-27	3.821%	\$240,600.00
Freedom Northwest Credit Union,	Certificate of Deposit - Brokered	\$241,000	14-Jan-27	3.653%	\$241,000.00
Financial Federal Bank, TN	Certificate of Deposit - Brokered	\$241,100	15-Jan-27	3.660%	\$241,100.00
Eastbank, National Association, N	Certificate of Deposit - Brokered	\$241,400	16-Jan-27	3.450%	\$241,400.00
T Bank, National Association, TX	Certificate of Deposit - Brokered	\$240,900	17-Jan-27	3.671%	\$240,900.00
Transportation Alliance Bank Inc	Certificate of Deposit - Brokered	\$241,100	18-Jan-27	3.587%	\$241,100.00
Bank of China, NY	Certificate of Deposit - Brokered	\$241,000	19-Jan-27	3.655%	\$241,000.00
First Bank of DeQueen, AR	Certificate of Deposit - Brokered	\$241,100	20-Jan-27	3.612%	\$241,100.00
American Commercial Bank & Tru	Certificate of Deposit - Brokered	\$231,700	25-Mar-27	3.893%	\$231,700.00
Bank Hapoalim B.M., NY	Certificate of Deposit - Brokered	\$231,600	25-Mar-27	3.900%	\$231,600.00
KS StateBank, KS	Certificate of Deposit - Brokered	\$221,500	27-Mar-28	4.258%	\$221,500.00
Truxton Trust Company, TN	Certificate of Deposit - Brokered	\$223,000	03-Apr-28	4.016%	\$223,000.00

4M INVESTMENTS

\$5,968,700.00

TOTAL CD INVESTMENTS

\$10,326,335.37

MONEY MARKET ACCOUNTS

Piper Jaffray	First American Gov't Obligations Fund	3.660%	\$3,703,148.11
RBC	US Govt Money Market Fund		\$8.34
League of Minnesota Cities	4M Money Market Fund	3.675%	\$4,533,631.86
League of Minnesota Cities	4M Plus Fund	3.684%	\$30,278.80
League of Minnesota Cities	4M LTD Account		\$8,519,835.13

TOTAL MONEY MARKET SAVINGS

\$16,786,902.24

GRAND TOTAL

01/31/2026 \$27,113,237.61