

THIEF RIVER FALLS CITY COUNCIL AGENDA

Tuesday, May 5, 2026

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

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 April 21, 2026 Council Proceedings (3-13)

7.2. Approve Bills, Disbursements and Council Per Diems (14-36)

8. NEW BUSINESS

8.1. First Reading - Food Truck Ordinance (37-42)

8.2. Trunk Highway #59 Corridor between 1st Street, south to 158th Street (city limits) (43-47)

8.3. Amend Resolution No. 04.86.26 dated 4/21/2026 (48-49)

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

- May 6 - Planning & Zoning Commission at 5 pm Council Chambers
- May 7 - Agassiz Wildlife Refuge Tour
- May 11 - Public Utility Committee at 4:30 pm Room 101
- May 11 - Public Safety Committee at 4:30 pm Room 101
- May 12 - Administrative Committee at 4:30 pm Room 101
- May 13 - Public Works Committee at 4:30 pm Room 101
- May 19 - City Council Meeting at 5:30 pm Council Chambers

11. INFORMATIONAL ITEMS

- City offices will be closed May 25 for Memorial Day. There will be no garbage pickup.
- City Hall offices begin summer hours week of May 25
 - M-Th 7am - 4:30 pm
 - F 7 am - noon
- Reminder to community groups and business - add your upcoming summer events to Community Voice

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 Meeting Minutes
Tuesday, April 21, 2026**

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on April 21, 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, and Bolduc. Absent: Narverud and Langness. Mayor Lorenson chaired the meeting.

PUBLIC FORUM

**PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION
ANNOUNCEMENTS**

Mike noted the new aerial photograph hanging in Council Chambers as well as the Council historical binder (past and present council members).

APPROVE AGENDA

Councilmember Scott Pream motioned being seconded by Councilmember Michele McCraw to approve the agenda with the addition of addendum items 8.14, 8.15, and 8.16.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 04.69.26: Approval of April 7, 2026 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 04.69.26, being seconded by Councilmember Julie Bolduc, that:

THEREFORE, BE IT RESOLVED, by the City Council to approve the April 7, 2026 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.70.26: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 04.70.26, being seconded by Councilmember Julie Bolduc, that:

THEREFORE, BE IT RESOLVED by the City Council, to authorize payment of bills and disbursements in the total amount of 2,128,344.56. A printout of the approved payments and disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution passed unanimously.

RESOLUTION NO. 04.87.26: Approve Fireworks Permit for Pennington County Fair (J&M Displays)

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 04.87.26, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, The Pennington County Fair holds an annual fireworks display. The fireworks show is managed by J&M Displays. The show will be on July 15, 2026 from approximately 10 pm to 10:15 pm at the Pennington County Fairgrounds (525 Barzan Ave S, Thief River Falls).

THEREFORE, BE IT RESOLVED to approve the fireworks permit for the Pennington County Fair Association (J&M Displays).

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 04.71.26: Water Treatment Plant Reroof

Following discussion, Councilmember Scott Pream introduced Resolution 04.71.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The City of Thief River Falls Water Treatment Plant was doubled in size in 1990. A new rubber roof was installed on the new addition, and the existing part of the Water Treatment Plant was reroofed at that time as well.

WHEREAS, The current rubber roofing is cracking and pulling away from the edges. The insulation under the rubber mat is deteriorating and needs to be replaced as well.

THEREFORE, BE IT RESOLVED Approve calling for the advertising for bids for the Water Treatment Plant to reroof the entire building, with bid opening on May 21st, 2026 at City Hall at 2:00 pm.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.72.26: Approval of the TRF Police Department to purchase a 2015 Chevrolet Tahoe

Following discussion, Councilmember Megan Arlt introduced Resolution 04.72.26, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, This purchase request was submitted to the public Safety committee. The current Deputy Chief's vehicle will be reassigned to the juvenile investigator, and the requested Chevy Tahoe will be assigned to the Deputy Chief. This will fill the void of a reliable vehicle for the Juvenile investigator.

WHEREAS, The Police Department currently does not have a vehicle suitable for Investigations work and by purchasing this Tahoe that will allow us to assign the Deputy Chief's current vehicle to investigations.

THEREFORE, BE IT RESOLVED To approve the purchase of a 2015 Chevrolet Tahoe to be used as an admin vehicle.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.73.26: Approval of the TRF Police Department to designate 3 vehicles as surplus to be sold at auction

Following discussion, Councilmember Michele McCraw introduced Resolution 04.73.26, being seconded by Councilmember Scott Pream, that:

WHEREAS, The 2 Explorers are worn out squad cars no longer in service and not sellable to Guardian. The BMW was a forfeiture that was used by investigations for a short time and is no longer needed.

WHEREAS, These vehicles are no longer used by the Police department and need to be sold. These vehicles will be sold at auction and the proceeds can be used to purchase needed equipment in the future.

THEREFORE, BE IT RESOLVED, the Council declares the property listed as surplus:
2018 Ford Explorer Interceptor
2017 Ford Explorer Interceptor
2013 BMW 3 Series

RESOLUTION NO. 04.74.26: Renewal of Existing Virtualization Platform

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.74.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, A few years ago, our current virtualization platform was acquired by another vendor. Since that acquisition, annual support costs have increased significantly. Because of these rising costs, we have evaluated the possibility of transitioning to an alternative virtualization platform.

However, because of the delicacy of this migration discovery, assessment, design and migration planning would cost between \$20,000.00-\$50,000.00

WHEREAS, Costs:

- o Renewal-\$10,913.76 per year for 3 years
- ☐ This structure includes the option of cancelling Years 2 and 3.
- o Estimated cost to transition to another virtualization platform-\$20,000-\$50,000.00

Issues:

- o Due to limited funds in the current budget and increased server costs, we are unable to purchase an additional server required to support a smooth and stable transition.

- o Attempting a transition without this required hardware increases risk of:
 - ☐ System Downtime
 - ☐ Potential data loss
- o Without completing the required discovery and assessment phase, the City cannot safely migrate to another platform at this time.

THEREFORE, BE IT RESOLVED Approve the renewal of our existing virtualization platform.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.75.26: Surplus Auction Items

Following discussion, Councilmember Scott Pream introduced Resolution 04.75.26, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The 1990 Chevrolet truck was taken out of frontline service in 2021 and was designated to a backup/reserve status. With the purchase of the 2025 Ford F350, the 1990 Chevrolet was officially taken out of service in mid 2025.

The Hurst rescue equipment was taken out of service several years ago and kept in a reserve status. With recent updates to our extrication equipment, the Hurst tools are no longer needed.

WHEREAS, The listed items no longer meet current safety standards, or are outdated and no longer meet the department's needs.

THEREFORE, BE IT RESOLVED, the City council declare the following items as surplus and list at auction:

- 1990 Chevrolet 1-ton Crew Cab – VIN# 1GBJV33N6LF302333
- Hurst Rescue Equipment – 1 gas pump, 1 spreader, 2 telescoping rams

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.76.26: Public Safety Aid Purchase - Wildland Pump Packs

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.76.26, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, The Fire Department applied for a grant from the DNR to apply towards the purchase of twelve wildland pump packs. That grant was denied.

WHEREAS, Wildland backpacks are a key piece of equipment to help fight wildland fires in hard to reach terrain. The department typically keeps twelve packs in service, with the age of the existing packs (purchased in 2016), some have started to fail and need to be replaced.

THEREFORE, BE IT RESOLVED Approve spending \$1234.42 From the Public Safety Aid money for the purchase of six Wildland Pump Packs.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.77.26: Informational Meeting – Rental Inspection Program

Following discussion, Councilmember Scott Pream introduced Resolution 04.77.26, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Currently, a rental program within the city does not exist. Concerns of rental property neglect have warranted the need for an inspection program.

THEREFORE, BE IT RESOLVED Grant authorization to the Fire Chief to hold an informational meeting on May 26th at 5 pm in the council chambers at City Hall for owners, landlords, and managers of rental property in the city of Thief River Falls to explain the proposed rental program and receive input, questions, and concerns before adopting a rental ordinance.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.78.26: 413 Knight Ave. North

Following discussion, Councilmember Julie Bolduc introduced Resolution 04.78.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 413 Knight Ave. North was deemed a hazardous building and has been removed. The City retains 2/3 of ownership and will need full ownership to resale the property. The purpose of this action is to secure clarification and confirmation of the property's legal ownership and to resolve any outstanding issues pertaining to its title. Taking this action will safeguard the interests of the City and ensure the property's title is clear and undisputed.

THEREFORE, BE IT RESOLVED to initiate a quiet title action regarding real property with the legal description for 413 Knight Avenue North, Thief River Falls, MN.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.79.26: Vacate Alley on Old Sanford Hospital Property

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.79.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, There is an alleyway platted, but never built that lies south of First Street and between Lots 2, 3 and 4 of Owner's Re-Arrangement of Blocks 61 and 62; in order to close the land sale and accommodate the future development of the parcel, this alley needs to be vacated.

WHEREAS, A Public Hearing was held at the Wednesday, April 8, 2026, Planning & Zoning Commission meeting.

THEREFORE, BE IT RESOLVED adopt a resolution granting vacation of the current platted alley located on Parcel No. 2500341110 to accommodate the future development planned at this location.

LEGAL DESCRIPTION

All that part of the Alley lying south of First Street and between Lots 2, 3 and 4 of Owner's Re-

Arrangement of Blocks 61 and 62, according to the official plat of record on file in the office of the County Recorder of Pennington and the State of Minnesota, more particularly described as follows:

Beginning at the northeast corner of said Lot 3; thence North 89 degrees 59 minutes 00 seconds East, assumed bearing, along the south line of First Street, as platted in said Re-Arrangement of Blocks 61 and 62, a distance of 12.00 feet to the northwest corner of said Lot 2; thence South 00 degrees 02 minutes 16 seconds West, along the west line of said Lot 2, a distance of 59.00 feet to the southwest corner of said Lot 2; thence South 89 degrees 59 minutes 00 seconds West, along the north line of said Lot 4, a distance of 12.00 feet to the southeast corner of said Lot 3; thence North 00 degrees 02 minutes 16 seconds East, along the east line of said Lot 3, a distance of 59.00 feet to the point of beginning.

The above described parcel contains 0.02 acres, more or less, and is subject to easements, restrictions, or reservations of record, if any.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.80.26: MOU with Public Library

Following discussion, Councilmember Scott Pream introduced Resolution 04.80.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, With changes to staff over the years at both the city and public library, there was some debate on who was responsible for what duties at the Public Library facility. The Northwest Regional Library Agreement conveys some of those responsibilities and duties, this MOU looks to define those in more detail.

WHEREAS, There was a need to clarify the duties and responsibilities between the city and library staff with respect to building services, maintenance, furnishings, and facility operations.

THEREFORE, BE IT RESOLVED approve a Memo of Understanding with the Public Library that establishes the division of responsibilities between the City of Thief River Falls ("City") and the Thief River Falls Public Library ("Library") with respect to building services, maintenance, furnishings, and facility operations.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.81.26: Facility Condition Assessment

Following discussion, Councilmember Julie Bolduc introduced Resolution 04.81.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The city needs a good Capital Improvement Plan in place to repair and maintain these two buildings that are on the National Register of Historic Places. This is evident from the major repair work that is required to repair and replace HVAC, Windows and roof failures currently occurring. This process will look at all external structures, interior structures, mechanical and electrical components to identify deficiencies, remaining service life of all components of the facilities, develop a current deferred maintenance needs, develop a long-term facility maintenance plan and provide prioritization of the current needs, and provide a Facility Condition Index (FCI) rating for the facilities to assist in strategic decisions on future needs for the facilities. Three quotes for services were acquired with Kraus-Anderson, the low bidder. A Facility Conditions Assessment is needed to apply for any grants that may assist us in covering the cost of replacement for our various systems.

WHEREAS, • A Facility Conditions Assessment is needed to apply for any grants that may assist us in covering the cost of replacement for our various systems.
• The Facility Conditions Assessment will provide a clear timeline for estimated life span of Mechanical, electrical and structural components of the building and allow for better budgeting to prepare for these expenses before they become a “must do” as we have no other choices.

THEREFORE, BE IT RESOLVED approve hiring Kraus-Anderson to conduct a Facility Condition Assessment on the historic Depot building and the historic Carnegie Library at a cost of \$9,700.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.82.26: Elevator Sump Pump

Following discussion, Councilmember Scott Pream introduced Resolution 04.82.26, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Water/oil in the bottom of the elevator shaft has been an ongoing issue. The Dept. of Labor & Industry Elevator Inspector was here on March 31, 2026 and issued us a citation for having water/oil in the bottom of the elevator shaft. Per ASME A17.1.8.6.4.7.4 Clean Elevator Pit – Water and oil shall not accumulate on pit floor. And we were requested to “make provisions for permanent water mitigation. Failure to make these corrections or submit a compliance plan could result in your elevator-related device being placed out of service.” To correct this issue it requires installing a drain in the elevator shaft and running it to an explosion proof sump pump located in the records storage area. That requires removing cement floors, hand digging 5-6 feet, installing the equipment and replacing the soil and cement. We requested three quotes, only two were

received.

WHEREAS, • The elevator inspection on March 31, 2026, found water in the bottom of the elevator shaft. Per ASME A17.1.8.6.4.7.4 Clean Elevator Pit – Water and oil shall not accumulate on pit floor. The department of Labor and Industry requires repair items to be completed in 60 days, or a submission of a compliance plan with an expected date of completion. Failure to correct this issue could result in the elevator being placed out of service.

- This has been an ongoing issue.
- To correct this issue it requires installing a drain in the elevator shaft and running it to an explosion proof sump pump located in the records storage area. That requires removing cement floors, hand digging 5-6 feet, installing the equipment and replacing the soil and cement.

THEREFORE, BE IT RESOLVED approve hiring Lee Plumbing & Heating at a cost of \$24,000 to install a drain and explosion proof sump pump to eliminate the water in the bottom of the elevator shaft and bring our elevator into compliance.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.83.26: Membership in Community Venture Network (CVN)

Following discussion, Councilmember Scott Pream introduced Resolution 04.83.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, This in a renewal of membership in Community Venture Network, a program of the Brookshire Company. The agreement for services signed in 2025 will automatically renew unless cancelled. Community Venture Network exists to connect rural communities with businesses searching for opportunities to expand and grow their operations. CVN researches, finds, and engages with businesses nationwide and has a proven track record for bringing economic development professionals viable opportunities to attract business to their community. They have communities throughout the Midwest who have memberships with their organization. They host three events a year where economic development professionals can meet and hear from 10-12 prospective businesses and provide site selection services to prospective businesses.

In June of 2025 we hosted a housing developer and his CFO for a one-day tour of viable sites in Thief River Falls as well as meetings with DigiKey's Senior Director of Community Development and Corporate Facilities and a local realtor to discuss the market here in Thief River Falls. They have shown interest but pursued projects closer to the Twin Cities area in 2025. Community Development Director has had further discussions with the Developer at subsequent CVN events, and he has indicated a desire to make another visit in June of 2026 to continue exploring the viability of doing a project here in Thief River Falls.

As site selectors, they have promoted our community to a few housing developers that I have had conversations with. In recent months, I have asked them to assist with attracting professional services businesses/employees to the community.

WHEREAS, Brookshire Company is a site selection service and utilizing them and their contacts to promote our community and attract prospective businesses to the community is a cost-effective marketing tool.

THEREFORE, BE IT RESOLVED Renew the City's agreement with The Brookshire Company, LLC for membership in the Community Venture Network (CVN) and to direct City Administrator, Angie Philipp to sign any necessary documents on behalf of the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.84.26: Approval to reappoint Brian Jacobson as Director and John Kinsman as Advisor to the NMPA Board of Directors.

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.84.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, The City of Thief River Falls is a member of the NMPA. Each of the 12 members of the Agency appoints a Director and Advisor as a member of the NMPA Board of Directors.

THEREFORE, BE IT RESOLVED Re-appoint Brian Jacobson as Director and John Kinsman as Advisor to the Northern Municipal Power Agency Board of Directors. Terms effective May 1, 2026 through April 30 , 2027.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.85.26: MOU with MAK Construction

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.85.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, MAK Construction has requested and desires to enter into this Memorandum of Understanding documenting the present understanding between the City of Thief River Falls and MAK Construction as it relates to the Project, the TIF District, and the TIF Plan, evidencing the Parties' continued interest in working together to cause the Project to occur, and providing a non-exhaustive overview of the proceedings required in the future to cause the Project to come to fruition.

Due to the passage of time, certain of the proceedings relating to the TIF District and the TIF Plan are required to be updated. The TIF Act essentially requires development activity for a TIF district to be finished within a five-year period that begins with certification of a TIF district's original tax capacity. The TIF District's original tax capacity has yet to be certified.

MAK Construction is working on a development plan and is hopeful that they will have a project ready by the end of the year 2026 with plans to begin construction in 2027.

WHEREAS, • On April 19, 2022, the City approved the establishment of Tax

Increment Financing District No. 1-14 (the “TIF District”) and adopted a Tax Increment Financing Plan (“TIF Plan”) for the TIF District.

- The Developer intends to develop rental housing units on certain property in the City within the TIF District (the “Project”).
- The City intends to apply tax increment revenues generated from the TIF District to pay or reimburse the City for administrative expenses relating to the TIF District to the extent permitted by Minnesota Statutes, Sections 469.174 through 469.1794 (the “TIF Act”) and pay or reimburse the City for the costs of certain qualified costs associated with the Project; and/or to reimburse the Developer, with interest, for the costs of certain qualified costs associated with the Project.
- The TIF Act essentially requires development activity for a TIF district to be finished within a five-year period that begins with certification of a TIF district’s original tax capacity.
- The TIF District’s original tax capacity has yet to be certified.
- Due to the passage of time, certain of the proceedings relating to the TIF District and the TIF Plan are required to be updated.
- The Parties desire to enter into this Memorandum of Understanding (this “Understanding”), documenting the present understanding of the Parties as it relates to the Project, the TIF District, and the TIF Plan, evidencing the Parties’ continued interest in working together to cause the Project to occur, and providing a non-exhaustive overview of the proceedings required in the future to cause the Project to come to fruition.
- The TIF Act does not require units in a workforce housing economic development TIF District to be market-rate. The primary concern is that the units are intended to serve businesses located in the City or surrounding area.

THEREFORE, BE IT RESOLVED Approve a Memo of Understanding with MAK Construction, LLC documenting the present understanding of the Parties as it relates to the Project, the TIF District, and the TIF Plan, evidencing the Parties’ continued interest in working together to cause the Project to occur, and providing a non-exhaustive overview of the proceedings required in the future to cause the Project to come to fruition.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.86.26: Termination of Oak View Group Contract

Following discussion, Councilmember Megan Arlt introduced Resolution 04.86.26, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, Mayor Mike Lorenson verbally requested, via an added addendum item after the Council meeting began, for the Council to approve sending a 30-day notice to Oak View Group for the termination of their contract.

WHEREAS, Councilman Megan Arlt noted the work group has concerns that the management team hired to manage the Ralph (Oak View Group) is under performing in their contractual agreement with the City.

THEREFORE, BE IT RESOLVED To submit a 30-day written notice for termination of

contract to Oak View Group.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mike noted Spring leaf pickup will begin May 4 -15.
- It was noted to be mindful of pedestrians/bikers with the nice weather

UPCOMING MEETINGS

- Adjourn to: Pennington County Cleanup Day at Les's Sanitation May 2
 - 1345 Hwy 32. S Thief River Falls from 8 am - 12 pm (Noon)
- May 5 - City Council Meeting at 5:30 in Council Chambers
- May 6 – Planning & Zoning Commission Meeting at 5 pm in Council Chambers
- May 11 - Public Utilities Committee Meeting at 7 am in Room 101
- May 11 - Public Safety Committee Meeting at 4:30 pm in Room 101
- May 12 - Administrative Committee Meeting at 4:30 pm in Room 101
- May 13 - Public Works Committee Meeting at 4:30 pm in Room 101
- May 19 - City Council Meeting at 5:30 pm in Council Chambers

INFORMATIONAL ITEMS

- Reminder of Pennington County Cleanup Day May 2 at Les's Sanitation 8am-noon
- Mayoral Update_

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Megan Arlt to adjourn at 6:41 pm. On vote being taken, the Chair declared the motion unanimously carried.

Mayor Mike Lorensen

Attest: Angela Philipp, City Administrator

CITY OF THIEF RIVER FALLS

EXPENSE ACCOUNT CODES

1/14/2022



Tuesday, May 5, 2026

4/23/2026	AP PKT #1767-DIRECT PAYABLES-MN ENERGY	\$19,093.93
4/23/2026	AP PKT #1770-DIRECT PAYABLE-CO RECORDER	\$46.00
4/24/2026	UBPKT03764-UTILITY REFUND CHECKS	\$991.32
4/27/2026	AP PKT #1771-DIRECT PAYABLES-LIQ & UTILITLY POSTAGE	\$27,578.58
4/28/2026	AP PKT #1762-REGULAR PAYABLES	\$300,668.30
4/30/2026	AP PKT #1769-2026 04 30 #9 PAYROLL	\$140,739.29
4/30/2026	AP PKT #1773-DIRECT PAYABLE-VERIZON & CC	\$13,068.22
GRAND TOTAL OF DISBURSEMENTS		\$502,185.64



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01767 - 4/23/26-DIRECT PAYABLES-MN ENERGY

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: BENJAMIN TURESON							
BENJAMIN TURESON	2026SOTA-MEALS	04/22/2026	MEALS:2026 SOTA CONF. D...	100-4210-63320		04/22/2026	141.44
Vendor BENJAMIN TURESON Total:							141.44
Vendor: DAHLSTROM MOTORS							
DAHLSTROM MOTORS	18074	04/22/2026	2015 CHEVY TAHOE STOCK ...	100-4670-64530		04/22/2026	11,800.00
Vendor DAHLSTROM MOTORS Total:							11,800.00
Vendor: DUSTIN ARLT							
DUSTIN ARLT	2026SOTA-MEALS	04/22/2026	MEALS: 2026 SOTA CONF-D...	100-4210-63320		04/22/2026	92.16
Vendor DUSTIN ARLT Total:							92.16
Vendor: MICHAEL J ROFF							
MICHAEL J ROFF	2026SOTA-MEALS	04/22/2026	MEALS: 2026 SOTA CONF-D...	100-4210-63320		04/22/2026	100.79
MICHAEL J ROFF	2026SOTA-PARKING	04/22/2026	PARKING: 2026 SOTA CONF....	100-4210-63320		04/22/2026	10.00
Vendor MICHAEL J ROFF Total:							110.79
Vendor: MN ENERGY RESOURCES #0503090429-00002							
MN ENERGY RESOURCES #0...	5887748076	04/13/2026	MAR2026-1121 ATLANTIC ...	100-4315-63890		04/13/2026	363.34
MN ENERGY RESOURCES #0...	5887748076	04/13/2026	MAR2026-1121 ATLANTIC ...	100-4510-63890		04/13/2026	155.72
MN ENERGY RESOURCES #0...	5888260658	04/13/2026	MAR2026-210 10TH ST E-M...	100-4510-63890		04/13/2026	85.16
MN ENERGY RESOURCES #0...	5888593655	04/13/2026	MAR2026-1100 N HORACE...	100-4312-63890		04/13/2026	433.32
Vendor MN ENERGY RESOURCES #0503090429-00002 Total:							1,037.54
Vendor: PENNINGTON CO MOTOR VEHICLE							
PENNINGTON CO MOTOR V...	2015TAHOE-REG/TITLE	04/22/2026	TITLE/REG-2015 TAHOE TRF...	100-4210-64370		04/22/2026	853.25
Vendor PENNINGTON CO MOTOR VEHICLE Total:							853.25
Vendor: RONNIE LUND							
RONNIE LUND	REIMB.Boots2026	04/22/2026	BOOT REIMBURSEMENT	690-4840-62880		04/22/2026	37.02
Vendor RONNIE LUND Total:							37.02
Vendor: SJOBERG'S CABLE TV							
SJOBERG'S CABLE TV	B4UDIG-2026	04/20/2026	CALL BEFORE YOU DIG BAN...	690-4890-63590		04/20/2026	94.03
Vendor SJOBERG'S CABLE TV Total:							94.03
Vendor: STAR ENERGY SERVICES LLC							
STAR ENERGY SERVICES LLC	INV0002884	04/16/2026	CONFERENCE FOR STAR EN...	690-4890-64400		04/16/2026	100.00
Vendor STAR ENERGY SERVICES LLC Total:							100.00
Vendor: STUART C IRBY CO							
STUART C IRBY CO	S014501251.001	04/09/2026	PPE-GLOVE TESTING	690-4840-62880		04/09/2026	327.70
Vendor STUART C IRBY CO Total:							327.70

Council Approval Register

Packet: APPKT01767 - 4/23/26-DIRECT PAYABLES-MN ENERGY

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: THE BROOKSHIRE CO LLC							
THE BROOKSHIRE CO LLC	26-1709	03/31/2026	2026/2027 ANNUAL CVN M...	100-4660-63490		03/31/2026	4,500.00
Vendor THE BROOKSHIRE CO LLC Total:							4,500.00
Grand Total:							19,093.93

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	18,535.18
690 - ELECTRIC UTILITY FUND	558.75
Grand Total:	19,093.93

Account Summary

Account Number	Account Name	Expense Amount
100-4210-63320	Training Expense	344.39
100-4210-64370	Taxes and Licenses	853.25
100-4312-63890	Utilities Expense	433.32
100-4315-63890	Utilities Expense	363.34
100-4510-63890	Utilities Expense	240.88
100-4660-63490	Advertising	4,500.00
100-4670-64530	Public Safety Grant Expe...	11,800.00
690-4840-62880	Personal Protective Equi...	364.72
690-4890-63590	Printing & Publications	94.03
690-4890-64400	Travel, Conference, Sch...	100.00
Grand Total:		19,093.93

Project Account Summary

Project Account Key	Expense Amount
None	19,093.93
Grand Total:	19,093.93



City of Thief River Falls, MN

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Packet: APPKT01770 - 4/23/26-DIRECT PAYABLE-CO RECORDER

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: PENNINGTON CO RECORDER							
PENNINGTON CO RECORDER	2500341110-PID#	04/23/2026	RECORDING OF ALLEY VAC ...	100-4660-62990		04/23/2026	46.00
Vendor PENNINGTON CO RECORDER Total:							46.00
Grand Total:							46.00

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	46.00
Grand Total:	46.00

Account Summary

Account Number	Account Name	Expense Amount
100-4660-62990	Misc. Operating Expense	46.00
Grand Total:		46.00

Project Account Summary

Project Account Key	Expense Amount
None	46.00
Grand Total:	46.00



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01771 - 4/27/2026-LIQUOR & UTILITY POSTAGE

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: BREAKTHRU BEVERAGE							
BREAKTHRU BEVERAGE	125020384	04/24/2026	LIQUOR-12/31/25 INV. DATE	610-4810-62510		04/24/2026	12,738.25
BREAKTHRU BEVERAGE	125020386	04/24/2026	WINE	610-4810-62530		04/24/2026	2,208.00
						Vendor BREAKTHRU BEVERAGE Total:	14,946.25
Vendor: T R F CONVENTION &							
T R F CONVENTION &	MAR 2026	04/27/2026	MAR 2026 LODGING TAX	100-4670-63030		04/27/2026	11,292.81
						Vendor T R F CONVENTION & Total:	11,292.81
Vendor: U S POSTMASTER							
U S POSTMASTER	MAY 2026	04/27/2026	913790-UTILITY BILING-POS...	100-4315-62010		04/27/2026	200.93
U S POSTMASTER	MAY 2026	04/27/2026	913790-UTILITY BILING-POS...	620-4840-62010		04/27/2026	468.83
U S POSTMASTER	MAY 2026	04/27/2026	913790-UTILITY BILING-POS...	680-4840-62010		04/27/2026	133.95
U S POSTMASTER	MAY 2026	04/27/2026	913790-UTILITY BILING-POS...	690-4840-62010		04/27/2026	535.81
						Vendor U S POSTMASTER Total:	1,339.52
						Grand Total:	27,578.58

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	11,493.74
610 - LIQUOR DISPENSARY	14,946.25
620 - WATER UTILITY FUND	468.83
680 - WASTEWATER UTILITY FUND	133.95
690 - ELECTRIC UTILITY FUND	535.81
Grand Total:	27,578.58

Account Summary

Account Number	Account Name	Expense Amount
100-4315-62010	Office Supplies	200.93
100-4670-63030	Contracts Expense	11,292.81
610-4810-62510	Liquor for Resale	12,738.25
610-4810-62530	Wine for Resale	2,208.00
620-4840-62010	Office Supplies	468.83
680-4840-62010	Office Supplies	133.95
690-4840-62010	Office Supplies	535.81
Grand Total:		27,578.58

Project Account Summary

Project Account Key	Expense Amount
None	27,578.58
Grand Total:	27,578.58



City of Thief River Falls, MN

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Packet: APPKT01762 - 4/28/26-REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: ABSOLUTE ICE							
ABSOLUTE ICE	32502	04/13/2026	ICE	610-4810-62590		04/13/2026	100.00
						Vendor ABSOLUTE ICE Total:	100.00
Vendor: ACE HARDWARE							
ACE HARDWARE	205274	04/10/2026	322-CARABINERS FOR FLAG...	100-4220-62230		04/10/2026	5.54
ACE HARDWARE	205410	04/13/2026	278-U-BOLTS	100-4312-62210		04/13/2026	9.08
ACE HARDWARE	204843	04/03/2026	322-TOILET PAPER	100-4220-62230		04/03/2026	20.30
						Vendor ACE HARDWARE Total:	34.92
Vendor: AMAZON CAPITAL SERVICES INC							
AMAZON CAPITAL SERVICES ..	1CJM-QWND-WPKV	03/20/2026	LAB SUPPLY	620-4840-62170		03/20/2026	210.38
AMAZON CAPITAL SERVICES ..	1YCK-FRQH-NQCC	03/27/2026	HDMI CABLES	100-4192-62020		03/27/2026	8.57
AMAZON CAPITAL SERVICES ..	1LJG-YGX6-N196	03/30/2026	WTP PIPE REPAIR	620-4840-62990		03/30/2026	68.06
AMAZON CAPITAL SERVICES ..	1971-LTFJ-Y7GL	03/31/2026	REPAIR LEAKING TOILETS	100-4220-62230		03/31/2026	85.48
AMAZON CAPITAL SERVICES ..	1LJG-YGX6-FFW3	04/01/2026	ANNUAL PRIME MEMBERSH...	100-4192-63020		04/01/2026	779.00
						Vendor AMAZON CAPITAL SERVICES INC Total:	1,151.49
Vendor: AUTO VALUE T R F							
AUTO VALUE T R F	9738897	04/13/2026	FILTERS	100-4312-62210		04/13/2026	50.95
AUTO VALUE T R F	9739285	04/16/2026	2012 1 TON TRUCK	680-4850-62210		04/16/2026	6.49
AUTO VALUE T R F	9739288	04/16/2026	2012 1 TON TRUCK	680-4850-62210		04/16/2026	2.50
AUTO VALUE T R F	9739404	04/17/2026	FILTER	100-4510-62210		04/17/2026	43.34
AUTO VALUE T R F	9739779	04/21/2026	POWER STEERING FLUID	100-4220-62210		04/21/2026	13.98
AUTO VALUE T R F	9740175	04/23/2026	TOOL FOR PUTTING ON BEL...	100-4312-62990		04/23/2026	24.95
AUTO VALUE T R F	9738209	04/06/2026	FILTERS	100-4312-62210		04/06/2026	84.70
						Vendor AUTO VALUE T R F Total:	226.91
Vendor: COLE PAPERS INC							
COLE PAPERS INC	10705693	04/09/2026	HAND SANITIZER	610-4840-62990		04/09/2026	68.99
						Vendor COLE PAPERS INC Total:	68.99
Vendor: EVANS SCRAP AND STEEL INC							
EVANS SCRAP AND STEEL INC	02250988	04/13/2026	PIER	100-4312-62210		04/13/2026	119.99
EVANS SCRAP AND STEEL INC	02250988	04/13/2026	PIER	100-4510-62210		04/13/2026	31.22
						Vendor EVANS SCRAP AND STEEL INC Total:	151.21
Vendor: FASTENAL COMPANY							
FASTENAL COMPANY	MNROS140306	04/10/2026	REPAIR ROADS (PERMA PAT...	100-4312-62240		04/10/2026	2,025.50
FASTENAL COMPANY	MNROS140422	04/20/2026	IN & OUT OF ZEHLIANS BO...	690-4840-62990		04/20/2026	334.45

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Packet: APPKT01762 - 4/28/26-REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
FASTENAL COMPANY	MR-MNROS140463	04/22/2026	MNROS140422-IN & OUT O...	690-4840-62990		04/22/2026	-334.45
Vendor FASTENAL COMPANY Total:							2,025.50
Vendor: FLEET SUPPLY							
FLEET SUPPLY	164455	04/15/2026	ASPHALT PATCHING	100-4312-62240		04/15/2026	68.96
FLEET SUPPLY	43368	04/16/2026	2012 1 TON TRUCK	680-4850-62210		04/16/2026	219.99
FLEET SUPPLY	164576	04/20/2026	PPE-STEVE ZAVORAL	690-4840-62880		04/20/2026	144.49
FLEET SUPPLY	43428	04/20/2026	PPE-GREG HALL	690-4840-62880		04/20/2026	420.47
FLEET SUPPLY	43429	04/20/2026	PPE-GREG HALL-DISCOUNT	690-4840-62880		04/20/2026	-21.00
FLEET SUPPLY	164679	04/22/2026	WINDOW STICKER SCRAPER	100-4650-62990		04/22/2026	3.69
FLEET SUPPLY	164703	04/23/2026	GRASS SEED FOR RESTORAL...	690-4840-62990		04/23/2026	89.99
Vendor FLEET SUPPLY Total:							926.59
Vendor: GUARDIAN PEST SOLUTIONS INC							
GUARDIAN PEST SOLUTIONS..	2748979	04/15/2026	APRIL PEST CONTROL SERVI...	100-4560-63030		04/15/2026	55.00
GUARDIAN PEST SOLUTIONS..	2746334	04/21/2026	PEST CONTROL	690-4890-63030		04/21/2026	55.00
Vendor GUARDIAN PEST SOLUTIONS INC Total:							110.00
Vendor: HAWKINS INC							
HAWKINS INC	7371599	03/25/2026	CHEMICALS	620-4840-62160		03/25/2026	1,122.80
Vendor HAWKINS INC Total:							1,122.80
Vendor: HDR ENGINEERING INC - CHICAGO							
HDR ENGINEERING INC - CH...	1200814150	04/06/2026	2026 STREET & UTILITY IMP...	506-4680-65920		04/06/2026	1,038.75
Vendor HDR ENGINEERING INC - CHICAGO Total:							1,038.75
Vendor: INTERSTATE BILLING SERVICE							
INTERSTATE BILLING SERVICE	41020G	04/13/2026	BOBCAT EXCAVATOR 5705	820-4850-62210		04/13/2026	273.85
INTERSTATE BILLING SERVICE	41230G	04/23/2026	BELTS FOR TOOLCAT 5408	100-4510-62210		04/23/2026	53.26
Vendor INTERSTATE BILLING SERVICE Total:							327.11
Vendor: MC KINNON COMPANY INC							
MC KINNON COMPANY INC	909956	04/10/2026	BEER & WINE	610-4810-62520		04/10/2026	2,433.00
MC KINNON COMPANY INC	909956	04/10/2026	BEER & WINE	610-4810-62530		04/10/2026	98.00
MC KINNON COMPANY INC	910007	04/10/2026	BEER	610-4810-62520		04/10/2026	476.10
MC KINNON COMPANY INC	910364	04/14/2026	BEER & WINE	610-4810-62520		04/14/2026	8,299.44
MC KINNON COMPANY INC	910364	04/14/2026	BEER & WINE	610-4810-62530		04/14/2026	283.40
Vendor MC KINNON COMPANY INC Total:							11,589.94
Vendor: MN DPT OF REVENUE - SALES/USE TAX							
MN DPT OF REVENUE - SAL...	MAR 2026	04/21/2026	SALES TAX-MARCH 2026	100-20220		04/21/2026	12,809.80
MN DPT OF REVENUE - SAL...	MAR 2026	04/21/2026	SALES TAX-MARCH 2026	100-4315-62210		04/21/2026	8.98
MN DPT OF REVENUE - SAL...	MAR 2026	04/21/2026	SALES TAX-MARCH 2026	100-4315-62990		04/21/2026	0.74
MN DPT OF REVENUE - SAL...	MAR 2026	04/21/2026	SALES TAX-MARCH 2026	620-20220		04/21/2026	2,419.77
MN DPT OF REVENUE - SAL...	MAR 2026	04/21/2026	SALES TAX-MARCH 2026	690-20220		04/21/2026	68,148.98
MN DPT OF REVENUE - SAL...	MAR 2026	04/21/2026	SALES TAX-MARCH 2026	690-4840-62990		04/21/2026	15.33
MN DPT OF REVENUE - SAL...	MAR 2026	04/21/2026	SALES TAX-MARCH 2026	690-4850-62350		04/21/2026	1.75
MN DPT OF REVENUE - SAL...	MAR 2026	04/21/2026	SALES TAX-MARCH 2026	690-4850-62360		04/21/2026	0.65

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Packet: APPKT01762 - 4/28/26-REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
MN DPT OF REVENUE - SAL...	MAR2026-LIQUOR	04/21/2026	SALES TAX-MARCH 2026	610-20220		04/21/2026	31,493.00
MN DPT OF REVENUE - SAL...	MAR2026-PARKS & REC	04/21/2026	SALES TAX-MARCH 2026	100-20220		04/21/2026	8.00
Vendor MN DPT OF REVENUE - SALES/USE TAX Total:							114,907.00
Vendor: MORRIS ELECTRONICS INC							
MORRIS ELECTRONICS INC	19375	04/06/2026	BACKUP RENEWAL	100-4192-63020		04/06/2026	2,220.30
Vendor MORRIS ELECTRONICS INC Total:							2,220.30
Vendor: NAPA AUTO PARTS THF RVR FL							
NAPA AUTO PARTS THF RVR..	749032	04/16/2026	FUEL TANK #5431	100-4510-62210		04/16/2026	643.49
NAPA AUTO PARTS THF RVR..	749036	04/16/2026	FOR FUEL TANK #5431	100-4510-62210		04/16/2026	22.17
NAPA AUTO PARTS THF RVR..	749037	04/16/2026	E-97 BOOSTER REEL DOOR ...	100-4220-62210		04/16/2026	71.98
NAPA AUTO PARTS THF RVR..	749088	04/20/2026	VALVE DRAIN GARBAGE TR...	100-4315-62210		04/20/2026	41.72
NAPA AUTO PARTS THF RVR..	749176	04/23/2026	AIR HOSES	100-4312-62210		04/23/2026	85.61
NAPA AUTO PARTS THF RVR..	749189	04/23/2026	AIR ADAPTER IN SHOP	100-4312-62210		04/23/2026	5.42
NAPA AUTO PARTS THF RVR..	748905	04/09/2026	'12 FORD 1 TON	680-4850-62210		04/09/2026	93.09
NAPA AUTO PARTS THF RVR..	748913	04/09/2026	MOTOR TUNE UP FOR SHOP	690-4840-62990		04/09/2026	38.76
Vendor NAPA AUTO PARTS THF RVR FL Total:							1,002.24
Vendor: NORTHDAL OIL INC							
NORTHDAL OIL INC	3156-5	04/20/2026	FUSE FOR SQUADCAR	100-4210-62990		04/20/2026	4.58
Vendor NORTHDAL OIL INC Total:							4.58
Vendor: NORTHWEST BEVERAGE INC							
NORTHWEST BEVERAGE INC	161809	04/10/2026	LIQUOR & BEER	610-4810-62510		04/10/2026	249.75
NORTHWEST BEVERAGE INC	161809	04/10/2026	LIQUOR & BEER	610-4810-62520		04/10/2026	2,129.25
NORTHWEST BEVERAGE INC	161826	04/13/2026	LIQUOR & BEER	610-4810-62510		04/13/2026	2,148.20
NORTHWEST BEVERAGE INC	161826	04/13/2026	LIQUOR & BEER	610-4810-62520		04/13/2026	7,883.35
Vendor NORTHWEST BEVERAGE INC Total:							12,410.55
Vendor: NORTHWEST POWER SYSTEMS INC							
NORTHWEST POWER SYST...	T350903	04/14/2026	HYD HOSE FOR EXCAVATOR	670-4850-62210		04/14/2026	35.49
NORTHWEST POWER SYST...	T350978	04/20/2026	STANDBY GENERATOR-NEW...	680-4850-62210		04/20/2026	448.50
Vendor NORTHWEST POWER SYSTEMS INC Total:							483.99
Vendor: O'REILLY AUTOMOTIVE INC							
O'REILLY AUTOMOTIVE INC	1519-437803	04/24/2026	KEY FOR BATTERIES	620-4850-62210		04/24/2026	11.99
Vendor O'REILLY AUTOMOTIVE INC Total:							11.99
Vendor: PENNINGTON CO AUDITOR							
PENNINGTON CO AUDITOR	1ST QTR-2026	04/17/2026	1ST QTR 2026 LEC BILLING	100-4210-63030		04/17/2026	138,736.81
Vendor PENNINGTON CO AUDITOR Total:							138,736.81
Vendor: PEPSI BEVERAGES COMPANY							
PEPSI BEVERAGES COMPANY	74185905	04/09/2026	MIX	610-4810-62540		04/09/2026	387.15
Vendor PEPSI BEVERAGES COMPANY Total:							387.15

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Packet: APPKT01762 - 4/28/26-REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: POLK COUNTY SOLID WASTE							
POLK COUNTY SOLID WASTE	26-2000	04/21/2026	PHARM. DISPOSAL	100-4210-62990		04/21/2026	654.85
Vendor POLK COUNTY SOLID WASTE Total:							654.85
Vendor: RMB ENVIRONMENTAL LAB INC							
RMB ENVIRONMENTAL LAB ...	D087520	04/16/2026	STATE SAMPLES	620-4840-62170		04/16/2026	289.47
Vendor RMB ENVIRONMENTAL LAB INC Total:							289.47
Vendor: ROBIN HOOD SHIP							
ROBIN HOOD SHIP	17627	04/14/2026	STATE SAMPLES	620-4840-62170		04/14/2026	21.55
Vendor ROBIN HOOD SHIP Total:							21.55
Vendor: SHPIGLER CONSULTING INC							
SHPIGLER CONSULTING INC	4/21/2026	04/21/2026	AMI REPURPOSE-1 MO CON...	620-4890-63110		04/21/2026	5,000.00
Vendor SHPIGLER CONSULTING INC Total:							5,000.00
Vendor: SOK ENTERPRISES-STEVEN O KVASAGER							
SOK ENTERPRISES-STEVEN O..	002734	04/27/2026	MAY2026 SECURITY ALARM...	100-4194-63030		04/27/2026	21.75
SOK ENTERPRISES-STEVEN O..	002735	04/27/2026	MAY 2026 FIRE ALARM MO...	100-4194-63030		04/27/2026	21.75
SOK ENTERPRISES-STEVEN O..	002736	04/27/2026	ALARM MONITORING CON...	690-4890-63030		04/27/2026	21.75
SOK ENTERPRISES-STEVEN O..	002737	04/27/2026	POWER PLANT ALARM MON..	690-4850-62350		04/27/2026	21.75
Vendor SOK ENTERPRISES-STEVEN O KVASAGER Total:							87.00
Vendor: ST HILAIRE SUPPLY COMPANY							
ST HILAIRE SUPPLY COMPA...	451491	04/14/2026	WTP PRESSURE SYSTEM RE...	620-4850-62220		04/14/2026	90.50
ST HILAIRE SUPPLY COMPA...	451538	04/14/2026	WTP PRESSURE SYSTEM RE...	620-4850-62220		04/14/2026	119.41
ST HILAIRE SUPPLY COMPA...	451542	04/14/2026	WTP PRESSURE SYSTEM RE...	620-4850-62220		04/14/2026	52.39
ST HILAIRE SUPPLY COMPA...	451551	04/14/2026	WTP PRESSURE SYSTEM RE...	620-4850-62220		04/14/2026	457.17
ST HILAIRE SUPPLY COMPA...	451432	04/08/2026	CHLORINE ANALYZER DRAIN...	620-4850-62220		04/08/2026	46.34
Vendor ST HILAIRE SUPPLY COMPANY Total:							765.81
Vendor: STATION 59							
STATION 59	5435	03/31/2026	CAR WASHES	100-4210-62990		03/31/2026	220.00
Vendor STATION 59 Total:							220.00
Vendor: T R F HARDWARE							
T R F HARDWARE	34043222	03/26/2026	ELEC. SUPPLIES-TV TIME OU...	630-4850-62230		03/26/2026	26.91
T R F HARDWARE	34044271	04/10/2026	PADLOCK	100-4210-62990		04/10/2026	22.99
T R F HARDWARE	34044300	04/10/2026	ROPE & SPRAY PAINT ELEC ...	690-4840-62990		04/10/2026	10.55
T R F HARDWARE	34044805	04/15/2026	SHOP SUPPLY	680-4840-62990		04/15/2026	22.99
T R F HARDWARE	34045177	04/20/2026	TOOL BASKETS	690-4840-62990		04/20/2026	49.99
T R F HARDWARE	34045266	04/21/2026	WINCH STRAP	100-4510-62210		04/21/2026	16.99
T R F HARDWARE	34045400	04/22/2026	RESERVOIR VENT REPAIR	620-4840-62990		04/22/2026	10.12
Vendor T R F HARDWARE Total:							160.54
Vendor: TROY MERCIL CONSTRUCTION LLC							
TROY MERCIL CONSTRUCTI...	1123	04/10/2026	GRAVE DIG-JIM SCHEEF	820-4890-63030		04/10/2026	1,200.00
Vendor TROY MERCIL CONSTRUCTION LLC Total:							1,200.00

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Packet: APPKT01762 - 4/28/26-REGULAR PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: U S POSTMASTER							
U S POSTMASTER	MAY2026UTILITY	04/28/2026	POSAGE-MAY 2026 UTILITY ...	100-4315-62010		04/28/2026	200.93
U S POSTMASTER	MAY2026UTILITY	04/28/2026	POSAGE-MAY 2026 UTILITY ...	620-4840-62010		04/28/2026	468.83
U S POSTMASTER	MAY2026UTILITY	04/28/2026	POSAGE-MAY 2026 UTILITY ...	680-4840-62010		04/28/2026	133.95
U S POSTMASTER	MAY2026UTILITY	04/28/2026	POSAGE-MAY 2026 UTILITY ...	690-4840-62010		04/28/2026	535.81
Vendor U S POSTMASTER Total:							1,339.52
Vendor: UNIVERSAL SCREENPRINT							
UNIVERSAL SCREENPRINT	47539	04/16/2026	TREE MARKER	820-4850-62240		04/16/2026	185.00
UNIVERSAL SCREENPRINT	47484	04/03/2026	TABLE CLOTH FOR JOB FAIRS	100-4210-62990		04/03/2026	233.00
Vendor UNIVERSAL SCREENPRINT Total:							418.00
Vendor: VESTIS							
VESTIS	2630539756	04/14/2026	WTP RUGS	620-4890-63030		04/14/2026	100.82
Vendor VESTIS Total:							100.82
Vendor: YVONNE PEDERSON							
YVONNE PEDERSON	MAY 2026	04/21/2026	POLICE PENSION-MAY 2026	810-4820-61500		04/21/2026	1,176.86
Vendor YVONNE PEDERSON Total:							1,176.86
Vendor: ZIEGLER INC							
ZIEGLER INC	IN002370113	04/10/2026	STAND-BY GENERATOR	680-4850-62210		04/10/2026	195.06
Vendor ZIEGLER INC Total:							195.06
Grand Total:							300,668.30

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	159,535.37
506 - 2026 ST AND UTILITY PROJECT	1,038.75
610 - LIQUOR DISPENSARY	56,049.63
620 - WATER UTILITY FUND	10,489.60
630 - ARENAS - OAK VIEW GROUP	26.91
670 - STORM WATER UTILITY FUND	35.49
680 - WASTEWATER UTILITY FUND	1,122.57
690 - ELECTRIC UTILITY FUND	69,534.27
810 - POLICE RELIEF ASSOCIATION	1,176.86
820 - GREENWOOD CEMETERY FUND	1,658.85
Grand Total:	300,668.30

Account Summary

Account Number	Account Name	Expense Amount
100-20220	Sales Tax Payable	12,817.80
100-4192-62020	Computer Supplies	8.57
100-4192-63020	Computer Maintenance...	2,999.30
100-4194-63030	Contracts Expense	43.50
100-4210-62990	Misc. Operating Expense	1,135.42
100-4210-63030	Contracts Expense	138,736.81
100-4220-62210	Equipment Maint & Repa..	85.96
100-4220-62230	Building Maint & Repair	111.32
100-4312-62210	Equipment Maint & Repa..	355.75
100-4312-62240	Department Maint & Re...	2,094.46
100-4312-62990	Misc. Operating Expense	24.95
100-4315-62010	Office Supplies	200.93
100-4315-62210	Equipment Maint & Repa..	50.70
100-4315-62990	Misc. Operating Expense	0.74
100-4510-62210	Equipment Maint & Repa..	810.47
100-4560-63030	Contracts Expense	55.00
100-4650-62990	Misc. Operating Expense	3.69
506-4680-65920	Work in Process - Eng/Ar...	1,038.75
610-20220	Sales Tax Payable	31,493.00
610-4810-62510	Liquor for Resale	2,397.95
610-4810-62520	Beer for Resale	21,221.14
610-4810-62530	Wine for Resale	381.40
610-4810-62540	Soft Drinks/Mix for Resa...	387.15
610-4810-62590	Misc. Mdse for Resale	100.00
610-4840-62990	Misc. Operating Expense	68.99
620-20220	Sales Tax Payable	2,419.77
620-4840-62010	Office Supplies	468.83
620-4840-62160	Chemicals	1,122.80

Account Summary

Account Number	Account Name	Expense Amount
620-4840-62170	Field Supplies	521.40
620-4840-62990	Misc. Operating Expense	78.18
620-4850-62210	Equipment Maint & Repa..	11.99
620-4850-62220	Plant Equip Maint & Rep...	765.81
620-4890-63030	Contracts Expense	100.82
620-4890-63110	Consulting Fees	5,000.00
630-4850-62230	Building Maint & Repair	26.91
670-4850-62210	Equipment Maint & Repa..	35.49
680-4840-62010	Office Supplies	133.95
680-4840-62990	Misc. Operating Expense	22.99
680-4850-62210	Equipment Maint & Repa..	965.63
690-20220	Sales Tax Payable	68,148.98
690-4840-62010	Office Supplies	535.81
690-4840-62880	Personal Protective Equi...	543.96
690-4840-62990	Misc. Operating Expense	204.62
690-4850-62350	Power Plant/Dam Maint	23.50
690-4850-62360	Distribution Maint	0.65
690-4890-63030	Contracts Expense	76.75
810-4820-61500	Annuity Payments	1,176.86
820-4850-62210	Equipment Maint & Repa..	273.85
820-4850-62240	Department Maint & Re...	185.00
820-4890-63030	Contracts Expense	1,200.00
Grand Total:		300,668.30

Project Account Summary

Project Account Key	Expense Amount
None	300,668.30
Grand Total:	300,668.30



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01769 - PYPKT02206 - 2026 04 30 #9 Payroll

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: INTERNAL REVENUE SERVICE							
INTERNAL REVENUE SERVICE	INV0002119	04/30/2026	FED W/H	740-20150		04/30/2026	29,969.72
INTERNAL REVENUE SERVICE	INV0002119	04/30/2026	MEDICARE	740-20150		04/30/2026	8,611.32
INTERNAL REVENUE SERVICE	INV0002119	04/30/2026	SOCIAL SECURITY	740-20150		04/30/2026	25,802.96
Vendor INTERNAL REVENUE SERVICE Total:							64,384.00
Vendor: MN DPT OF REVENUE - GARNISHMENTS							
MN DPT OF REVENUE - GA...	INV0002115	04/30/2026	Garnishment	740-24000		04/30/2026	389.47
Vendor MN DPT OF REVENUE - GARNISHMENTS Total:							389.47
Vendor: MN DPT OF REVENUE - WITHHOLDING							
MN DPT OF REVENUE - WIT...	INV0002118	04/30/2026	State W/H Tax	740-20160		04/30/2026	14,372.09
Vendor MN DPT OF REVENUE - WITHHOLDING Total:							14,372.09
Vendor: P E R A OF MN							
P E R A OF MN	INV0002117	04/30/2026	PERA EE/ER COORD	740-20180		04/30/2026	28,627.87
P E R A OF MN	INV0002117	04/30/2026	PERA EE/ER P&F	740-20180		04/30/2026	27,031.75
Vendor P E R A OF MN Total:							55,659.62
Vendor: VANTAGEPOINT ICMA							
VANTAGEPOINT ICMA	INV0002114	04/30/2026	Contributions Employee	740-24000		04/30/2026	5,784.47
Vendor VANTAGEPOINT ICMA Total:							5,784.47
Vendor: WEX HEALTH INC							
WEX HEALTH INC	INV0002120	04/21/2026	FSA Flex Reimbursement	740-20300		04/21/2026	94.20
WEX HEALTH INC	INV0002121	04/21/2026	FSA Flex Reimbursement	740-20300		04/21/2026	13.04
WEX HEALTH INC	INV0002123	04/28/2026	FSA Flex Reimbursement	740-20300		04/28/2026	42.40
Vendor WEX HEALTH INC Total:							149.64
Grand Total:							140,739.29

Fund Summary

Fund	Expense Amount
740 - TRF HEALTH INSURANCE FUND	140,739.29
Grand Total:	140,739.29

Account Summary

Account Number	Account Name	Expense Amount
740-20150	Payroll Taxes Payable	64,384.00
740-20160	State Withholding	14,372.09
740-20180	PERA Payable	55,659.62
740-20300	Flex Payroll Deductions	149.64
740-24000	Clearing Account	6,173.94
	Grand Total:	140,739.29

Project Account Summary

Project Account Key	Expense Amount
None	140,739.29
Grand Total:	140,739.29



City of Thief River Falls, MN

Council Approval Register

Packet: APPKT01773 - 4/30/26-DIRECT PAYABLE-VERIZON & CC

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Project Account Key	Post Date	Amount
Vendor: ELAN FINANCIAL SERVICES							
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4110-63490		04/16/2026	85.00
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4150-63590		04/16/2026	1,440.00
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4150-64400		04/16/2026	540.00
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4210-63210		04/16/2026	0.99
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4210-63320		04/16/2026	-1,511.91
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4210-63320		04/16/2026	1,511.91
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4210-63320		04/16/2026	1,213.63
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4210-63320		04/16/2026	75.00
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4210-64330		04/16/2026	35.99
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4210-64370		04/16/2026	90.00
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4312-62210		04/16/2026	644.02
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	100-4315-62010		04/16/2026	13.49
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	620-4840-62010		04/16/2026	31.48
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	620-4850-62220		04/16/2026	4,044.00
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	670-4850-62200		04/16/2026	9.00
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	670-4850-62200		04/16/2026	32.00
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	680-4840-62010		04/16/2026	9.00
ELAN FINANCIAL SERVICES	MAR/APR 2026	04/16/2026	0812: 3/19/26-4/16/26 CC ...	690-4840-62010		04/16/2026	35.98
Vendor ELAN FINANCIAL SERVICES Total:							8,299.58
Vendor: NORTHDAL OIL INC							
NORTHDAL OIL INC	APR 2026	04/30/2026	FUEL PURCHASES FOR APRIL...	100-4210-62120		04/30/2026	1,389.49
NORTHDAL OIL INC	APR 2026	04/30/2026	FUEL PURCHASES FOR APRIL...	100-4220-62120		04/30/2026	262.75
NORTHDAL OIL INC	APR 2026	04/30/2026	FUEL PURCHASES FOR APRIL...	100-4240-62120		04/30/2026	80.76
NORTHDAL OIL INC	APR 2026	04/30/2026	FUEL PURCHASES FOR APRIL...	100-4312-62120		04/30/2026	324.45
NORTHDAL OIL INC	APR 2026	04/30/2026	FUEL PURCHASES FOR APRIL...	100-4315-62120		04/30/2026	219.66
NORTHDAL OIL INC	APR 2026	04/30/2026	FUEL PURCHASES FOR APRIL...	690-4840-62120		04/30/2026	593.67
Vendor NORTHDAL OIL INC Total:							2,870.78
Vendor: VERIZON WIRELESS #786782900							
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	100-4110-63210		04/21/2026	336.28
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	100-4150-63210		04/21/2026	174.24
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	100-4194-63210		04/21/2026	41.41
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	100-4210-63210		04/21/2026	706.18
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	100-4510-63210		04/21/2026	82.82
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	100-4650-63210		04/21/2026	61.41
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	100-4660-63210		04/21/2026	41.41
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	610-4830-63210		04/21/2026	41.41

Council Approval Register

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	620-4830-63210
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	650-4830-63210
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	680-4830-63210
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	690-4830-63210
VERIZON WIRELESS #78678...	6141684389	04/21/2026	MAR22-APR21, 2026-WIREL...	820-4830-63210

Packet: APPKT01773 - 4/30/26-DIRECT PAYABLE-VERIZON & CC

Project Account Key	Post Date	Amount
	04/21/2026	122.83
	04/21/2026	41.41
	04/21/2026	41.41
	04/21/2026	165.64
	04/21/2026	41.41
Vendor VERIZON WIRELESS #786782900 Total:		1,897.86
Grand Total:		13,068.22

Fund Summary

Fund	Expense Amount
100 - GENERAL FUND	7,858.98
610 - LIQUOR DISPENSARY	41.41
620 - WATER UTILITY FUND	4,198.31
650 - TOURIST PARK - OAK VIEW GROUP	41.41
670 - STORM WATER UTILITY FUND	41.00
680 - WASTEWATER UTILITY FUND	50.41
690 - ELECTRIC UTILITY FUND	795.29
820 - GREENWOOD CEMETERY FUND	41.41
Grand Total:	13,068.22

Account Summary

Account Number	Account Name	Expense Amount
100-4110-63210	Communication Expense	336.28
100-4110-63490	Advertising	85.00
100-4150-63210	Communication Expense	174.24
100-4150-63590	Printing & Publications	1,440.00
100-4150-64400	Travel, Conference, Sch...	540.00
100-4194-63210	Communication Expense	41.41
100-4210-62120	Gas-Oil-Lube	1,389.49
100-4210-63210	Communication Expense	707.17
100-4210-63320	Training Expense	1,288.63
100-4210-64330	Dues and Subscriptions	35.99
100-4210-64370	Taxes and Licenses	90.00
100-4220-62120	Gas-Oil-Lube	262.75
100-4240-62120	Gas-Oil-Lube	80.76
100-4312-62120	Gas-Oil-Lube	324.45
100-4312-62210	Equipment Maint & Repa..	644.02
100-4315-62010	Office Supplies	13.49
100-4315-62120	Gas-Oil-Lube	219.66
100-4510-63210	Communication Expense	82.82
100-4650-63210	Communication Expense	61.41
100-4660-63210	Communication Expense	41.41
610-4830-63210	Communication Expense	41.41
620-4830-63210	Communication Expense	122.83
620-4840-62010	Office Supplies	31.48
620-4850-62220	Plant Equip Maint & Rep...	4,044.00
650-4830-63210	Communication Expense	41.41
670-4850-62200	System Expense	41.00
680-4830-63210	Communication Expense	41.41
680-4840-62010	Office Supplies	9.00
690-4830-63210	Communication Expense	165.64
690-4840-62010	Office Supplies	35.98

Account Summary

Account Number	Account Name	Expense Amount
690-4840-62120	Gas-Oil-Lube	593.67
820-4830-63210	Communication Expense	41.41
Grand Total:		13,068.22

Project Account Summary

Project Account Key	Expense Amount
None	13,068.22
Grand Total:	13,068.22

COUNCIL PER DIEM TO BE PAID ON 05/28/2026 PAYROLL
Presented 05/05/2026 Council Meeting

Kelly Langness - April 2026

4/7/2026	Social Eng Training	Online	\$32.50
4/8/2026	P&Z	City Hall	\$32.50
4/13/2026	Utilities	Rm 101	\$32.50
4/14/2026	Administrative	Rm 101	\$32.50
4/15/2026	Airport	Airport	\$32.50
			<u>\$162.50</u>

Julie Bolduc -January/February 2026

4/13/2026	Public Safety	City Hall	\$32.50
			<u>\$32.50</u>

Jon Scott Pream - March/April 2026

3/9/2026	Utilities	City Hall	\$32.50
3/10/2026	Walk/Bike TRF	City Hall	\$32.50
3/10/2026	CVB	Carnegie	\$32.50
3/11/2026	Public Works	City Hall	\$32.50
3/16/2026	PCHS	Gov Center	\$32.50
3/18/2026	MEC	NCTC	\$32.50
3/19/2026	Chamber	Carnegie	\$32.50
3/30/2026	Joint Power	County HD	\$32.50
4/9/2026	NWRL	HQ	\$32.50
4/13/2026	Utilities	City Hall	\$32.50
4/14/2026	Walk/Bike TRF	City Hall	\$32.50
4/14/2026	CVB	Carnegie	\$32.50
4/15/2026	MEC	NCTC	\$32.50
4/15/2026	Public Works	City Hall	\$32.50
4/16/2026	Chamber	Carnegie	\$32.50
4/16/2026	TRF Library	Library	\$32.50
4/27/2026	PCHS	Gov Center	\$32.50
			<u>\$552.50</u>

Steve Narverud - April 2026

4/8/2026	Planning and Zoning	City Hall	\$32.50
4/9/2026	Advance TRF	Northland	\$32.50
4/15/2026	Advance TRF	School Dist	\$32.50
4/15/2026	Public Works	Rm 101	\$32.50
4/29/2026	Budget	Rm 201	\$32.50
			<u>\$162.50</u>



City of Thief River Falls

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

PHONE: 218-681-2943
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Request for Council Action

DATE: 5/5/2026

SUBJECT: First Reading - Food Truck Ordinance

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

MOTION TO: To conduct a First Reading summary to adopt a Mobile Food Cart or Mobile Food Vehicle Ordinance establishing a permitting system for the City of Thief River Falls.

BACKGROUND: The ordinance is for the purpose of authorizing the city to regulate the operation of mobile business/food carts and mobile business/food vehicles.

KEY ISSUES: Calendard year permit \$150.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

1.	Food Truck policy -ordinance
----	------------------------------

CITY OF THIEF RIVER FALLS – MOBILE BUSINESS AND FOOD TRUCK POLICY /ORDINANCE

Purpose and intent:

This article is adopted for the purpose of authorizing the city to regulate the operation of mobile business/food carts and mobile business/food vehicles.

Definitions:

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the content clearly indicates a different meaning.

- Food or beverage establishment: means any building, room, stand, enclosure, vehicle, space, area or other place wherein food or beverages are prepared, served, sold or offered for sale to the public, regardless of whether there is a charge for the article.
- Mobile food cart: means a self-contained cart used to prepare and serve food that is non-motorized and propelled by the operator.
- Mobile food vehicle: means an outdoor food and beverage service establishment that is a vehicle mounted unit, either motorized or trailered.
- Restaurant: means a food and beverage service establishment, whether the establishment serves alcohol or nonalcoholic beverages, which operated from a location for more than twenty-one (21) days annually. The term “restaurant” does not include a mobile food cart or mobile food vehicle.
- Mobile Business vehicle: means an outdoor business or service establishment doing any form of business besides food and beverage.

License / Permit Requirements:

- A. No Person or business shall vend from a mobile business/food carts or mobile business/food vehicle within the city unless a license/permit to do so is obtained from the city.
 - a. Exemptions from license / permit requirement:
 - i. Community Events approved and licensed or permitted by the City Council are exempt from the provisions of this ordinance provided that participating vendors are covered by the event license or permit

and are otherwise compliant with the Minnesota Department of health standards and insurance liability requirements.

- ii. Mobile food carts or Mobile food vehicles located on the Pennington County Fairground property during the Pennington County Fair are exempted from the provisions of this ordinance.
 - iii. Mobile food carts or Mobile food vehicles located on the City of Thief River Falls Hartz Park property during Riverfest are exempted from the provisions of this ordinance.
- B. Licenses shall be issued only upon approval by the City Administrator or Zoning Administrator
- C. A separate license is required for each mobile food cart or mobile food vehicle. More than one license may be issued to a person if all provisions of this section, county and state law are complied with.
- D. A licensee obtains no vested interest in a license under this section and the city reserves the right to not renew the same.

License / Permit Term:

- A. Each license shall be granted for a calendar year and shall expire at the conclusion of business on December 31st of the license year.
- B. License/Permit is not transferable. Proof of permit shall be always displayed in the mobile food unit.

Application and Requirements:

Any person desiring a mobile food cart or mobile food vehicle license / permit shall file with the Zoning Administrator an application in writing upon a form furnished by the Public Work's Office. Such applications shall require that any or all of the following information be set forth or agreed to upon the application:

- A. *State license.* Mobile food carts and mobile food vehicles shall hold a valid license from the State of Minnesota Department of Health. Conditions from the State shall be incorporated in the license issued under this section, in addition to any conditions by the City of Thief River Falls.
- B. *City Property.* A mobile food cart and mobile food vehicle operating on city property, must submit a signed statement that the license shall hold harmless the city and its officers and employees, and shall defend and indemnify the city and its officers and employees for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the license

- C. *Signs.* One “A” frame sign not exceeding 12 sf per side is permitted during operation
- D. *Noise.* No shouting, blowing a horn, ringing a bell or use of any sound devices upon any of the streets, alleys, parks, or other public places of the city or upon any private premises in the city. Ice cream trucks traveling through a residential district may have outdoor music or noise-making devices to announce their presence.
- E. Hours of operation shall be 7:00 am to 10:00 pm
- F. *Waste.* Mobile food carts and Mobile food vehicles shall provide waste disposal and clean up all litter and garbage generated by the mobile food cart or mobile food vehicle before moving from the location.
- G. *Gray Water.* Mobile food carts and Mobile food vehicles must dispose of its gray water daily. Gray water shall not under any circumstances be drained or discharged into the City’s storm water drains, anywhere on the ground or disposed of in a public trash can.
- H. *Fire Code.* Mobile food carts and Mobile food vehicles shall comply with all applicable fire codes and may be inspected by a city fire official prior to operation.
- I. *Location and parking.*
 - a. *Private Property.* Mobile food carts and a mobile food vehicles located on privately owned property must have written permission from the property owner.
 - b. *City parks and parking lots.* Mobile food carts and Mobile food vehicles are allowed to operate in designated areas. Attachment A will have designated spots available at Floyd B Olson Park (1 spot), Hartz Park (1 spot) and Centennial Park (2 spots). These designated areas will not be available during large community events unless authorized by the City Council. The Zoning Administrator shall keep an official map of the City owned locations authorized in this ordinance. These spots will be first come first serve and must move after 24 hours.
 - c. *Prohibited locations:*
 - i. A mobile food cart and a mobile food vehicle may not operate in the road right-of-way or any location which causes an obstruction of traffic. No parking on the road unless an event has the approval to close the road.
 - ii. Within 500 feet of a City permitted special event, unless authorized by the event organizer or on private property.
 - iii. Within 150 feet of a public entrance of an operating restaurant unless authorized by the restaurant owner.

- iv. In any area marked by the city for on-street parking only associated with a special event.
- v. May not operate or travel in or on public sidewalks.
- d. *Performance Standards:*
 - i. A mobile food cart and a mobile food vehicle may not operate on the same public property designated in section I.b. for more than (30) thirty days during any calendar year.
 - ii. Only food and non-alcoholic beverages shall be sold.
 - iii. Food sold or served may not be prepared or stored at a private residence
 - iv. Electrical cords and hookups to public utilities are not permitted unless a community event that has been approved by the city council.

FEE

- A. Calendar year fee \$150.00.

INSURANCE

No permit shall be granted, nor be effective, until the applicant files with the city a certificate of insurance by an insurance company authorized to do business in the State of Minnesota, evidencing the following forms of insurance

- A. Commercial general liability insurance, with a limit of not less than one million dollars (\$1,000,000) each occurrence. If such insurance contains an annual aggregate limit, the annual aggregate limit shall be not less than two million dollars (\$2,000,000);
- B. Automobile liability insurance with a limit of five hundred thousand (\$500,000) to one million dollars (\$1,000,000) combined single limit. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned vehicles.

LICENSE REVOCATION

- A. A mobile food cart or mobile food vehicle license may be revoked by the City at any time for failure to comply with the provisions of this chapter and conditions of the license. The provisions of this chapter are not exclusive. Revocation may be based upon good cause as authorized by this chapter but shall not preclude the enforcement of any other provisions of this code or other food, fire prevention, health, safety, county, state and federal laws and regulations.

DRAFT



City of Thief River Falls

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Thief River Falls MN 56701-0528

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FAX: 218-681-6223
email: @citytrf.net
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Request for Council Action

DATE: 5/5/2026

SUBJECT: Trunk Highway #59 Corridor between 1st Street, south to 158th Street (city limits)

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

MOTION TO: To allow the City Administrator to approve a Contract agreement extension with HDR engineering for final completion of a corridor study concerning and future improvements with roadway infrastructure on Trunk Highway #59 Corridor between 1st Street, south to 158th Street (city limits), as well as an additional contract extension with MNDOT to receive reimbursement costs for financial commitments on their behalf.

BACKGROUND: The City of Thief River Falls previously funded a preliminary corridor study of this section of town to review potential improvement areas for future construction. Based on feedback from that study, it was recommended that a more detailed study be conducted to identify specific design improvements with participation of MNDOT, as well as the residents of Thief River Falls, Mn. The original resolutions with HDR is 9.217.23, and 9.216.23 with MNDOT occurred on 9/19/2023. A contract extension was approved in 2025 that included the City Financial commitment of an additional \$3,473.16. The requested RCA will impact the City's financial responsibilities on additional \$3,280.73. The additional time resulted in community response requesting an additional roundabout be placed into the design for greater accessibility to businesses. The additional time will also include an updated video modeling output that will be used to build project awareness until the project is scheduled for construction.

KEY ISSUES: An additional agreement will be signed between the City of Thief River Falls and HDR Engineering. The contract with MNDOT and the City would be to continue to share 90% financial responsibility on MNDOT, and the remaining 10%, to the City of Thief River Falls. The anticipated additional cost share to the city would be an additional approximately \$3,280.73. The additional cost of the total contract with HDR engineering is \$32,807.29.

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Travis Giffen, Public Works Director

ATTACHMENTS:

1.	City of Thief River Falls Trunk Highway 59 Corridor Study - Amendment No.2 - 04-30-2026
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April 30, 2026

Travis Giffen, Public Works Director
City of Thief River Falls
405 Third Street East
Thief River Falls, MN 56701

RE: Trunk Highway 59 Corridor Study – Amendment No.2

Mr. Travis Giffen,

This amendment request is regarding the work that has been requested to finalize the recommended layout and updates to the documentation and cost estimate for the Trunk Highway 59 Corridor Study in Thief River Falls, Minnesota. The amendment request covers costs associated with the tasks outlined below.

The additional layout requested includes adding a fourth roundabout at the intersection of TH 59 and Dale Street. The analysis will include up to two roundabout size configurations, a 130-foot inner circular diameter (ICD) and a 110-foot (ICD). The appropriate updates will also be made to the traffic operations and safety memo, the alternatives analysis memo, the cost estimate, the estimated right-of-way impacts, the corridor study document, and an updated visualization video. This fee does not include additional iterations as a result of GDSU review and comments. These items and additional concept meetings were not previously in the original scope and fee estimate and assumptions in MnDOT Contract Number 1054714.

As a result, HDR is requesting that the following amendment to the Contract be considered:

Task Number & Description		Hours	Direct Labor Cost	OH Cost	Fee	Total Cost
Task	Description					
1	Project Management	4	\$ 195.80	\$ 303.26	\$ 59.89	\$ 558.95
2	Public and Stakeholder Engagement	0	\$ -	\$ -	\$ -	\$ -
3	Project Purpose and Need	0	\$ -	\$ -	\$ -	\$ -
4	Traffic Operations and Safety Analysis	23	\$ 1,176.90	\$ 1,822.78	\$ 359.96	\$ 3,359.64
5	Concept Development	167	\$ 9,000.20	\$ 13,939.51	\$ 2,752.77	\$ 25,692.48
6	Drainage Analysis	0	\$ -	\$ -	\$ -	\$ -
7	Right of Way	1	\$ 39.39	\$ 61.01	\$ 12.05	\$ 112.45
8	Opinion of Probable Cost	10	\$ 695.66	\$ 1,077.44	\$ 212.77	\$ 1,985.87
9	Alternative Evaluation	4	\$ 256.40	\$ 397.11	\$ 78.42	\$ 731.93
10	Corridor Study Report	2	\$ 128.20	\$ 198.56	\$ 39.21	\$ 365.97
Subtotal Labor Hours & Related Costs:		211	\$ 11,492.55	\$ 17,799.67	\$ 3,515.07	\$ 32,807.29
Expenses:						\$ -
Subtotal Expenses:						\$ -
Total Estimated Budget Costs						\$ 32,807.29

We look forward to the opportunity to continue working with you on this Project. If you have any questions regarding this amendment request, please contact me at (218) 681-6100.

Sincerely,
HDR Engineering, Inc.

Dillon Nelson, P.E.
Project Manager

Keith Quernemoen
Sr. Vice President

Cost Estimate

The estimated cost for the work described above is \$32,807.29 which will be performed on a time and materials not-to-exceed basis. HDR will invoice every two months by task based on work progress. Our estimated costs are based upon our understanding of the scope of work and assumptions listed. Should the scope of work be modified, it may be necessary to review scope changes and our cost estimate.

Notice to Proceed

Please indicate your acceptance of this proposal by signing the Notice to Proceed (below) and returning one copy of the signed proposal to HDR. If you have any questions, please contact me (Dillon) at 218.681.6100.

NOTICE TO PROCEED

Owner

Consultant

City of Thief River Falls

HDR Engineering, Inc.

By: _____

By: 

Name: _____

Name: Keith Quernemoen

Title: _____

Title: Vice President

HDR Engineering, Inc. Terms and Conditions for Professional Services

1. STANDARD OF PERFORMANCE

Notwithstanding any other provision of any contract term between the ENGINEER and the CLIENT, the standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

ENGINEER and CLIENT agree that no other party is an intended or unintended third-party beneficiary of this contract, and that ENGINEER's duties run solely to CLIENT.

2. INSURANCE/INDEMNITY

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. Upon request, OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for claims to the extent caused by ENGINEER's negligent acts, errors or omissions.

3. OPINIONS OF PROBABLE COST (COST ESTIMATES)

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

4. CONSTRUCTION PROCEDURES

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER beyond those set forth in this Agreement. OWNER agrees to include ENGINEER as an indemnified party in OWNER's construction contracts for the work, which shall protect ENGINEER to the same degree as OWNER. Further, OWNER agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

5. CONTROLLING LAW

This Agreement is to be governed by the law of the state where ENGINEER's services are performed.

6. CLIENT-PROVIDED SERVICES AND INFORMATION

CLIENT will provide all criteria and information pertaining to the project in CLIENT's possession, and any requirements or budgetary limitations. The CLIENT agrees to bear full responsibility for the technical accuracy and content of CLIENT-furnished documents, information and services.

In performing services hereunder, it is understood by CLIENT that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the CLIENT's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the CLIENT's legal and financial interests.

7. SUCCESSORS AND ASSIGNS

OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other.

8. RE-USE OF DOCUMENTS

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER and CLIENT retain joint ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom.

9. TERMINATION OF AGREEMENT

OWNER or ENGINEER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice, if the other party substantially fails to fulfill its obligations under the Agreement through no fault of the terminating party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

10. SEVERABILITY

If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

11. INVOICES

ENGINEER will submit monthly invoices for services rendered and OWNER will make prompt payments in response to ENGINEER's invoices.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date of the invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

12. CHANGES

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

13. CONTROLLING AGREEMENT

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, purchase order, requisition, notice-to-proceed, or like document. In resolving inconsistent or contradictory provisions between this Agreement and any other document or understanding, the terms of these Terms and Conditions shall control.

14. EQUAL EMPLOYMENT AND NONDISCRIMINATION

In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

15. CERTIFICATIONS

The use of the word "certify" or "certification" by a registered professional engineer in the practice of professional engineering or land surveying constitutes an expression of professional opinion regarding those facts or findings which are the subject of the certification, and does not constitute a warranty or guarantee, either expressed or implied. Certification of analyses is a statement that the analyses have been performed correctly and in accordance with sound engineering practices. Certification of structural works is a statement that the works are designed in accordance with sound engineering practices and client approved design loads. Certification of "as built" conditions is a statement that the structure(s) has been built according to specifically identified drawings, specifications and contract documents to the extent the structure(s) is readily observable, is in place, and is fully functioning. The definition and legal effect of any and all certifications shall be limited as stated herein.

16. EXECUTION

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and OWNER, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

17. LIMITATION OF LIABILITY

In the event that any damage, loss, or claim is asserted by a third party, and said damage, loss, or claim arises out of or is in connection with the performance of ENGINEER'S services, including ENGINEER and its employees professional negligent acts, errors, or omissions, each party (ENGINEER and CLIENT) shall release, indemnify, and hold the other harmless, together with their agents, employees and assigns, PROVIDED THAT, said damage, loss, or claim is within the parties' combined limits of applicable insurance. In the event that any damage, loss or claim exceeds the parties' combined available limits of applicable insurance, then each party shall bear their own liability in direct proportion to their own individual fault.

18. LITIGATION SUPPORT

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, CLIENT shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for engineering services when gathering information and documents and shall pay ENGINEER its standard rates for providing expert witness services when attending depositions, hearings, and trial.

If ENGINEER and CLIENT are made a party to any litigation concerning CLIENT's flood control structures, CLIENT and ENGINEER shall each bear their own costs and expenses for defense pending a final determination of each party's liability. Upon a finding by a court of competent jurisdiction of any negligence, all of the parties' reasonable total costs for defense of the matter shall be combined, and the total reasonable defense costs of both parties shall be pro-rated between the parties based on their respective shares of fault.

19. MAINTENANCE OF STRUCTURES AND SYSTEMS

CLIENT agrees that structures and systems studied, reviewed, analyzed or designed by the ENGINEER's are dependent upon CLIENT's continued operation and maintenance of the project structures and systems in accordance with all, permits, laws and regulations that permit the construction and operations of the structure(s) and systems including any Engineer prepared operations and maintenance plans. Should CLIENT fail to maintain the structures to be in full compliance permits, approvals, and operations and maintenance plans, ENGINEER shall have no liability to CLIENT, and CLIENT shall indemnify, release and hold ENGINEER and its employees harmless from any liability resulting from any direct or consequential damage resulting from such non-compliance, including but not limited to claims made by third-parties against ENGINEER.

20. VISUAL INSPECTIONS

For visual inspections, CLIENT hereby releases, holds harmless, indemnifies and agrees to defend ENGINEER against any claims, damages, losses, liabilities, expenses or costs arising out of any failure to detect hidden, covered, inaccessible, or internal structural or material defects, corrosion, or damages in components, embedment, reinforcing, anchorages and parts of equipment, structures, or mechanisms being inspected, that are not readily discernible by external visual inspection through reasonable efforts.



City of Thief River Falls

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Request for Council Action

DATE: 5/5/2026

SUBJECT: Amend Resolution No. 04.86.26 dated 4/21/2026

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

MOTION TO: to submit a 30-day written notice to Oak View Group listing such failures with ability to remedy in 30 days. If such failures cannot reasonably be cured within 30 days, then a longer period of time of up to 90 days shall be provided.

BACKGROUND: Mayor Mike Lorenson verbally requested, via an added addendum item after the Council meeting began on April 21, 2026, for the Council to approve sending a 30-day written notice to OakView Group on fails to perform or comply with any of the material terms, covenants, agreements or conditions of their contract.

KEY ISSUES: Councilmember Megan Arlt noted the work group has concerns that the management team hired to manage the Ralph (Oak View Group) is under performing in their contractual agreement with the City.

1. **Event Execution - High-Impact Event Failures** During events on or about March 27 and March 28, 2026, OVG failed to meet operational expectations:
 - Concessions inadequately prepared
 - Advertised items unavailable
 - Staff professionalism inconsistent
2. **Box Office Operations** - On March 13, 2026, the box office was not staffed, resulting in approximately one hour wait for tickets
3. **Facility Access** - On April 12, 2025, no staff were present to open the facility; a City Council member had to open the arena
4. **Contract Administration** - In January 2026, an inappropriate contract template was sent to a prospective partner, negatively impacting relationships

FINANCIAL CONSIDERATIONS:

LEGAL CONSIDERATION:

DEPARTMENT/RESPONSIBLE PERSON: Angela Philipp, City Administrator

ATTACHMENTS:

None

