City Council Meeting Minutes
Tuesday, February 18, 2025

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC HEARING

Amendment to Tower Height Ordinance

> Richard Baker, Economic/Community Development Director presented a review of the ordinance amendment. Brian Wikstrom was present with Eric Bergman (Greatplains) via zoom to answer questions regarding the proposed Tower Height Ordinance Amendment. Travis Giffen, Public Works Director, noted his concerns regarding tower height and safety for residents who live in the fall radius.

PUBLIC FORUM

Connie and Tony Dorn, on behalf of the Heritage Center, addressed the Council to express their appreciation and to invite all councilmembers to the Heritage Center on March 3 for dinner, art unveiling and a message from the new Director. Mayor Lorenson will also be there for Q&A.

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Scott Pream motioned, being seconded by Councilmember Steve Narverud, to approve the agenda. On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 02.30.25: Approval of February 4, 2025 Council Proceedings

> Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 02.30.25, being seconded by Councilmember Scott Pream, that:
>
> THEREFORE BE IT RESOLVED, By the City Council, to approve the February 4, 2025 Council Proceedings.
>
> On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.31.25: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 02.31.25, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED By the City Council, to authorize $789,389.13. A printout of the approved payments, disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 02.43.25: Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License</u>

A Councilmember requested removal from the Consent Agenda for discussion, Councilmember Steve Narverud, being seconded by Councilmember Michele McCraw, that:

RESOLUTION NO. 02.43.25 be placed in New Business for discussion.

<u>RESOLUTION NO. 02.44.25: J&M Displays Fireworks Display Permit Application</u>

A Councilmember requested removal from the Consent Agenda for discussion, Councilmember Steve Narverud, being seconded by Councilmember Michele McCraw, that:

RESOLUTION NO. 02.44.25 be placed in New Business for discussion.

<u>RESOLUTION NO. 02.45.25: Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License</u>

A Councilmember requested removal from the Consent Agenda for discussion, Councilmember Steve Narverud, being seconded by Councilmember Michele McCraw, that:

RESOLUTION NO. 02.45.25 be placed in New Business for discussion.

<u>RESOLUTION NO. 02.46.25: Parade Application to Pennington County Fair Association during the Pennington County Fair</u>

A Councilmember requested removal from the Consent Agenda for discussion, Councilmember Steve Narverud, being seconded by Councilmember Michele McCraw, that:

RESOLUTION NO. 02.46.25 be placed in New Business for discussion.

NEW BUSINESS

<u>Amend City Ordinance 150.06 – Regulating and Controlling Towers</u>

Resolution failed due to lack of motion.

<u>RESOLUTION NO.02.32.25: Adopt Cannabis & Lower-Potency Hemp retail Registration Form and Fees</u>

Following discussion, Councilmember Scott Pream introduced Resolution 02.32.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, Local governments play a critical role in the licensing process, serving as a near-final approval check on cannabis businesses nearing the awarding of a state license for operations. Once an applicant has been vetted by OCM and is selected for proceeding in the verification process, they are then required to receive the local government's certification of zoning compliance and, if applicable, retail registration before operations may commence.

Local retail registration
Once the licensing process begins, local retail registration applies to cannabis retailers or other cannabis/hemp businesses that are seeking a retail endorsement. Local governments issue a retail registration after verifying that the business:
- Has a valid license or license preapproval issued by OCM
- Paid a registration fee or renewal fee to the local government

Initial registration fees collected by a local government may be $500 or up to half the amount of the applicable initial license fee, whichever is less. Renewal registration fees may be $1,000 or up to half the amount of the applicable renewal license fee, whichever is less.
- Is found in compliance with state law and local ordinances
- Is current on all property taxes and assessments for the proposed retail location

Local certification of zoning compliance
During the application and licensing process for cannabis businesses, OCM will notify a local government when an applicant intends to operate within their jurisdiction and request a certification as to whether a proposed cannabis business complies with local zoning ordinances, and if applicable, whether the proposed business complies with state fire code and building code. According to Minnesota's cannabis law, a local unit of government has 30 days to respond to this request for certification of compliance. If a local government does not respond to OCM's request for certification of compliance within the 30 days, the cannabis law allows OCM to issue a license. OCM may not issue the final approval for a license if the local government has indicated they are not in compliance.

Compliance checks
Local governments must conduct compliance checks for cannabis and hemp businesses holding retail registration at least once per calendar year. These checks must verify compliance with age verification procedures and compliance with any applicable local ordinances.

WHEREAS, Per State Statute 342 and the City of Thief River Falls' Cannabis & Lower-Potency Hemp Edibles Ordinance we need to create a Retail Registration Form and may adopt Registration fees which would be used to cover the cost of administration and required yearly compliance checks.

THEREFORE, BE IT RESOLVED Adopt the Cannabis & Lower-Potency Hemp retail Registration Form and Fees. And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.33.25: TIF Agreement with Sanford Health Network North

Following discussion, Councilmember Scott Pream introduced Resolution 02.33.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City Council approved TIF District 1-12 in 2021 to aid in the demolition of the old Sanford Hospital to eliminate the blight of the old hospital while providing a clean property to a future developer. The proposed development project that would have generated a tax increment to pay the note did not materialize and the TIF Agreement was never executed.
This is a 26-year TIF Agreement, or reimbursement up to $3,000,000, which ever should occur first and was certified on November 12, 2021.

WHEREAS, Sanford has five years for a project to occur, or the TIF District would be decertified. Final available increment will be dependent on the completed development and may be higher or lower than the estimates.
Dorsey & Whitney, LLP will be responsible for collecting all signed documents and recording all necessary documents once the agreement is executed by Sandford Health Network North and the City of Thief Falls.
Without this TIF District and Agreement, the City of Thief River Falls would most likely still be looking at an old, dilapidated hospital building and the site would not be prepared for a future development.

THEREFORE, BE IT RESOLVED Approve the Tax Increment Financing (TIF) Redevelopment Agreement for District 1-12 with Sanford Health Network North for the purpose of providing financial assistance in the demolition of the old Sanford Hospital Building and directing the Mayor and City Administrator to execute all necessary documents of the TIF Agreement including all exhibits.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.34.25: Approve an agreement with Remloh & Associates LLC

Following discussion, Councilmember Steve Narverud introduced Resolution 02.34.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief Falls has existing initiatives being worked on that need legislative action. One project is working on moving the City of Thief River Falls water in-take for our drinking water and another is acquiring funds for City Hall and the Carnegie Library as historical buildings to have the ability to make the buildings energy efficient. The draft contract is in review with legal counsel.

THEREFORE, BE IT RESOLVED to authorize the City Administrator to fully execute the contract with Remloh & Associates LLC to authorize Brian Holmer to provide professional lobbying services for the City of Thief River Falls effective February 19, 2025.

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

RESOLUTION NO.02.35.25: Plastic Refuse Bags

Following discussion, Councilmember Michele McCraw introduced Resolution 02.35.25, seconded by Councilmember Steve Narverud, that:

WHEREAS, The city of Thief River Falls purchases plastic refuse bags on an annual basis for distribution to the residents of the City. The city has historically used black garbage bags with "TRF" printed on them to indicate they are a sanitation customer of the city. Revolution Materials is the lowest bid and has supplied the City with sanitation bids since 2012. Bags features remain the same as the previous two years of 1/3 mil thickness with white printed "TRF" lettering, flat seal and no ties.

THEREFORE, BE IT RESOLVED Approve the purchase of plastic refuse bags from Revolution Materials, Inc. in the amount of $37,740.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.47.25: Approval Public Safety Aid Purchase - Turnout Gear

Following discussion, Councilmember Scott Pream introduced Resolution 02.47.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The Fire Department purchased three sets of turnout gear at a total cost of $10,242.78. A partial payment of $6,500 was made from the 2024 budget leaving a remaining balance of $3,742.78.

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

THEREFORE, BE IT RESOLVED Approve spending $3,742.78 From the Public Safety Aid money for the purchase of turnout gear.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.36.25: Creation of Assistant Fire Chief job description and grading thru DDA

Following discussion, Councilmember Steve Narverud introduced Resolution 02.36.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, Public Safety Committee approved the recommendation on 2/10/2025.

THEREFORE, BE IT RESOLVED To approve the creation of an Assistant Fire Chief job description and to have it graded by DDA.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.37.25: Fill Position of Fire Fighter

Following discussion, Councilmember Michele McCraw introduced Resolution 02.37.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, A position has opened due to the intent to retire submitted by Mark Bieganek, effective May 3, 2025. The department needs to fill the position to run efficiently.

THEREFORE, BE IT RESOLVED Approve and authorize to fill a vacant position of Fire Fighter Teamster 320 fire union position, due to the upcoming retirement of Mark Bieganek. The position will be opened to the public for filling.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.38.25: MMUA Apprenticeship Lineman Program

Following discussion, Councilmember Steve Narverud introduced Resolution 02.38.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, The MN Department of Labor and Industry (MNDLI) had standards and requirements that an apprentice lineman must meet and complete in order to become a Journey Lineman. There are standards that currently need to be updated with the DOLI and records that need to be submitted to the MNDLI on the progress of the apprentice lineman. MMUA will update the standards and progress of the apprentice lineman in order for him to complete the apprenticeship program and become a registered Journey Lineman with the MNDLI. MMUA will address any inquiries or audits from the MNDLI.

THEREFORE, BE IT RESOLVED Enroll Apprentice Lineman, McLain Stennes, into the Apprenticeship Lineman program with MMUA.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.39.25: Approval of TRF Police Department Squad Car Purchase

Following discussion, Councilmember Scott Pream introduced Resolution 02.39.25, being seconded by Councilmember Kelly Langness, that:

WHEREAS, This purchase request was submitted to the public Safety committee. This vehicle will be a regular use patrol vehicle replacing aging vehicles in our fleet.

WHEREAS, This vehicle will be built specifically for the Thief River Falls Police Department.

THEREFORE, BE IT RESOLVED Approval of TRF Police Department to purchase a 2025 Ford Explorer Police Interceptor on State Bid through Thief River Ford.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.40.25: Approval of the TRF Police Department to enter into a MOU with Pennington County and Marshall County as it pertains to the membership of the NorthStar Special Response Team.

Following discussion, Councilmember Michele McCraw introduced Resolution 02.40.25, being seconded by Councilmember Kelly Langness, that:

WHEREAS, The Police Department has a signed MOU in place with Pennington County. Since signing that MOU Marshall County has become a member of the NorthStar SRT team. Furthermore, each member of the team is now asked to contribute $5000 toward training, equipment and costs associated with the team. Thief River Falls will be the fiscal host for that account.

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

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

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.41.25: Statement of Work for Civic Optimize

Following discussion, Councilmember Scott Pream introduced Resolution 02.41.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, This is a renewal of a contract that we began with Civic Optimize in 2022.

WHEREAS, Prior to Civic Optimize the City did not have any submittable forms, the City uses them in many aspects including, but, not limited to:

- Employment Applications
- Utility Billing Applications
- Parking Tickets
- Park Rentals
- City Council Applications
- Policys

THEREFORE, BE IT RESOLVED Authorize the City Administrator to execute a 3-year contract with Civic Optimize.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.42.25: Approval of Thief River Falls Amateur Hockey Association (TRFAHA) Premises Permit Application for Gambling License at the Ralph Engelstad Arena

Following discussion, Councilmember Steve Narverud introduced Resolution 02.42.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, TRFAHA holds its Mega Raffle annually and Premise Permit Application is required for Gambling License approval by the State of Minnesota.

WHEREAS, It should be noted that the State of Minnesota will be the licensing agent. The State of Minnesota requires that the City of Thief River Falls approve the application prior to its submittal to the State of Minnesota for licensing approval.

THEREFORE, BE IT RESOLVED By the City Council, to approve the Thief River Falls Amateur Hockey Association (TRFAHA) Premise Permit Application for Gambling License at the Ralph Engelstad Arena.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO.02.43.25: Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

Following discussion, Councilmember Scott Pream introduced Resolution 02.43.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, Pennington County Fair Association applies for a Permit each year.

WHEREAS, Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys' fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

THEREFORE, BE IT RESOLVED By the City Council, to grant the Pennington County Fair Association a Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License, dates of July 20, 2025 from noon to midnight at the Fairgrounds during the Pennington County Fair.

On vote being taken, the resolution was unanimously passed with Kelly Langness abstained.

RESOLUTION NO.02.44.25: J & M Displays Fireworks Display Permit Application

Following discussion, Councilmember Steve Narverud introduced Resolution 02.44.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, J & M Displays will be performing at the Pennington County Fair on July 17th from 8 pm to 10 pm.

WHEREAS, Pursuant to Thief River Falls City Code Section 130.26 and Minnesota Statutes, Section 13.04, Subd. 2, that in order to complete the application necessary for licensing within this municipality, you may be required to supply certain private and/or confidential personal data to the City of Thief River Falls via the completed application form. This private and/or confidential personal data, in addition to all other information provided, will be used by employees of the City of Thief River Falls and the Thief River Falls City Council to determine whether or not the “license” may be granted as requested.

THEREFORE, BE IT RESOLVED To approve a Fireworks Display Permit Application effective July 16, 2025 from 10:15 pm to 10:30 pm for J & M Displays.

On vote being taken, the resolution was unanimously passed with Kelly Langness abstained.

RESOLUTION NO.02.45.25: Approval of Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License

Following discussion, Councilmember Scott Pream introduced Resolution 02.45.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, Pennington County Fair Association applies for a permit each year.

WHEREAS, Applicant shall comply with all restrictions, limitations, and regulations for the sale of liquor under the City Code and State Statutes.

Applicant hereby agrees to obtain a resolution of its governing board wherein applicant agrees to indemnify and hold harmless the City of Thief River Falls and its elected officials, employees, and agents, from and against any and all liabilities, judgements, settlements, losses, costs, or charges, including attorneys’ fees, incurred by the City of Thief River Falls, and/or any of its elected officials, employees, and agents, as a result of any claim, demand, action, or suit relating to any bodily injury (including death), loss of property, and/or property damage caused by, arising out of, or relating to or associated with the granting of a temporary intoxicating liquor license to applicant.

Applicant also understands that all information contained on this application is public data according to Chapter 13 of the Minnesota State Statute. Failure to provide the requested information may result in the application being denied.

THEREFORE, BE IT RESOLVED By the City Council, to grant the Pennington County Fair Association a Permit for a 1 Day to 4 Day Temporary On-Sale Liquor License, dates of July 16-19, 2025 from noon to midnight at the Fairgrounds during the Pennington County Fair.

On vote being taken, the resolution was unanimously passed with Kelly Langness abstained.

RESOLUTION NO.02.46.25: Parade Application to Pennington County Fair Association during the Pennington County Fair

Following discussion, Councilmember Michele McCraw introduced Resolution 02.46.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, The Pennington County Fair Association has applied for a Parade Application Permit. The route would remain the same as in prior years unless construction causes a route change. If this was to occur, the Pennington County Fair Association would work with the City and Law Enforcement to find a suitable alternative.

THEREFORE, BE IT RESOLVED Approval of Parade Application to Pennington County Fair Association during the Pennington County Fair on July 16, 2025, from 7 - 9:00 p.m.

On vote being taken, the resolution was unanimously passed with Kelly Langness abstained.

COUNCIL BOARDS AND COMMISSIONS REPORTS

Mayor Lorenson noted Utility Billing is moved into its new location and windows are open.

Mayor Lorenson noted Hairball concert was not well attended (802 in attendance).

UPCOMING MEETINGS

- **City Council Meeting** March 4 at 5:30 pm in Council Chambers - City Hall
- **Committee of the Whole** March 4 following City Council Meeting in Council Chambers- City Hall
- **Public Utilities Committee Meeting** March 10 at 7 am in Council Chambers - City Hall
- **Public Safety Committee Meeting** March 10 at 4:30 pm in Council Chambers - City Hall
- **Administrative Services Committee Meeting** March 11 at 4:30 pm in Room 201 - City Hall
- **Public Works Committee Meeting** March 12 at 4:30 pm in Council Chambers - City Hall
- **City Council Meeting** March 18 at 5:30 pm in Council Chambers - City Hall

INFORMATIONAL ITEMS

Investment Summary

Lorenson noted the investment summary included in the agenda packet for review.

Day at the Capital - March 6, 2025

Lorenson noted invites have been sent on behalf of the city for the Day at the Capital.

Strategic Plan

Lorenson handed out a copy of the Strategic Plan and advised councilmembers to review.

Mayor Memo

Lorenson handed out his notes from two recent Meet the Mayor events and asked the council to review.

ADJOURNMENT

There being no further discussion, Councilmember Pream being seconded by Councilmember Bolduc to adjourn to 5pm on March 3, 2025 at the Heritage Center. On vote being taken, the Chair declared the motion unanimously carried.

____
Mayor, Mike Lorenson

Attest: ____
City Administrator, Angela Philipp