City Council Meeting Minutes
Tuesday, March 18, 2025

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

PLEDGE OF ALLEGIANCE

ROLL CALL
The following Councilmembers were present: Mike Lorenson, McCraw, Narverud, Pream, Lorenson, Bolduc, Aarestad, Langness. Arlt was absent.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA
Councilmember Scott Pream motioned, being seconded by Councilmember Michele McCraw to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 03.52.25: Approval of March 4, 2025 Council Proceedings

> Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 03.52.25, being seconded by Councilmember Kelly Langness, that:
>
> THEREFORE, BE IT RESOLVED by the City Council, to approve the March 4, 2025 Council Proceedings.
>
> On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.53.25: Approve City of Thief River Falls Bills and Disbursements

> Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 03.53.25, being seconded by Councilmember Kelly Langness, that:
>
> THEREFORE, BE IT RESOLVED by the City Council to authorize payments of bills and disbursement in the total amount of $599,658.84. A printout of the approved payments, disbursements are attached hereto and made a part hereof.
>
> On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 03.54.25: Variance Request – Eric Tjelle

Following discussion, Councilmember Jason Aarestad introduced Resolution 03.54.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, Tjelle would like to build a portico on the front of his house to cover his front step and provide some shelter from the elements while entering the home. The property does not currently meet the setback requirements for the R-2 General Residential District. The addition of the portico would cover the front step but would not extend out to the edge of the existing stone patio/deck.

WHEREAS, • Per City Ordinance Sec. 152.025.5a, General Yard Requirements in R-2 General Residential Districts the front yard setback requirement is 25 feet.
- The existing home itself encroaches upon the required setback by approximately 10 feet. The stone front step/patio deck encroaches another 6-1/2 feet approximately.
- The addition of the portico would cover the front step but would not extend out to the edge of the existing stone patio/deck.
- The structure would be approximately 30 feet from the edge of the Riverside Avenue roadway.
- The proposed portico would measure 9-feet wide, 4-feet deep and 10-feet high.

THEREFORE, BE IT RESOLVED Approve a Variance Request Application by Eric Tjelle, 428 Riverside Avenue, Thief River Falls, Minnesota to erect a 9-feet wide, 4-feet deep and 10-feet high portico on the front of his house.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.55.25: Purchase & installation of new carpet in Conference Room 101 & PW Alcove

Following discussion, Councilmember Steve Narverud introduced Resolution 03.55.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, With the remodeling of the Public Works area, the city will once again be able to use Conference Room 101 for meetings. The carpet is approximately 30 years old and shows wearing. With the lobby carpet being replaced during the remodeling project for City Hall, now would be the time to replace the carpet in the Conference Room 101. Likewise, the alcove area outside of the Public Works Director’s and IT Coordinator’s offices is 30 years old and an update should be done to transition into the new carpet in the IT Coordinator’s office.

WHEREAS, Now would be the time to replace this carpet to coordinate with the replacement of the lobby carpet and the quoted price seems very reasonable.

THEREFORE, BE IT RESOLVED Approve the purchase and installation of new carpet in Conference Room 101 and the Public Works Alcove area from Paint & Glass Interiors, Inc. in the amount of $2,371.28.

On vote being taken, the resolution was passed; with Jason Aaerstad abstaining.

RESOLUTION NO. 03.56.25: Schedule Public Hearing to Establish TIF District 1-16

Following discussion, Councilmember Michele McCraw introduced Resolution 03.56.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, D.W. Jones, Inc. has applied for the establishment of a 9-year Economic Development Tax Increment Financing District to assist in the financing gap on a 65-unit muti-family, workforce housing development to be built at 1926 Sanford Parkway.

WHEREAS, • The City's 2024 Housing Study showed the need for 110-121 new units to be built per year over an 11-year span.

- Current market conditions do not provide an adequate return on investment to entice developers to build new homes without subsidies.
- Without the TIF and additional funding subsidies, the development of multi-family residences and single-family homes will most likely be non-existent.
- Without growth in residential housing, Thief River Falls will be limited on population growth and the ability to provide an adequate workforce to its employers, thus stagnating their growth, the growth of the community and growth to the city's taxbase.

THEREFORE, BE IT RESOLVED Approve scheduling a Public Hearing to be held at 5:30 pm at the May 6, 2025, City Council meeting to consider modification to the Development Program for Development District Number 1 and the proposed establishment of Tax Increment Financing District Number 1-16, 1926 Sanford Parkway, Thief River Falls, Minnesota, an economic development TIF district for workforce housing.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.57.25: Approve Adoption of the Pennington County 2024 Hazard Mitigation Plan

Following discussion, Councilmember Scott Pream introduced Resolution 03.57.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Pennington County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Ave of 2000 and,

THEREFORE, BE IT RESOLVED that the City of Thief River Falls supports the hazard mitigation planning effort and wishes to adopt the Pennington County 2024 Haard Mitigation Plan.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.58.25: Approval of County Project within Municipal Corporate Limits

Following discussion, Councilmember Scott Pream introduced Resolution 03.58.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The plans for Project No. SAP 05706310008 showing proposed alignment, profiles grades and cross-selections for the construction, reconstruction or improvement of County State-Aid Hwy No. 31 within the limits of Thief River Falls as a State Aid Project has been prepared and presented to the City.

THEREFORE, BE IT RESOLVED By the City Council, to approve County Project with Municipal Corporate Limits.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.59.25: Approve opening a patrol officer position to fill a vacancy that occurred with a recent resignation of Brady Meunier which will be effective on April 10th, 2025.

Following discussion, Councilmember Jason Aarestad introduced Resolution 03.59.25, being seconded by Councilmember Kelly Langness, that:

WHEREAS, On March 10th, 2025 a resignation was received by Officer Brady Meunier which will be effective April 10th, 2025 and we are looking to now fill that position. We recently interviewed 3 applicants for our open 17th position, and we potentially may use 2 from that applicant pool.

WHEREAS, this is a budgeted item for 2025.

THEREFORE, BE IT RESOLVED To approve the opening of a patrol officer position with the department:

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.60.25: Conditional Use Permit Request – Wikstrom Telephone Company

Following discussion, Councilmember Jason Aarestad tabled Resolution 03.60.25, being seconded by Councilmember Julie Bolduc.

RESOLUTION NO. 03.61.25: Approval of Certificate of Survey for meets and bounds legal description transfer of a proposed Land Subdivision parcel

Following discussion, Councilmember Scott Pream introduced Resolution 03.61.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, City Ordinance Sec. 151.06 Conveyance by Meets and Bounds, under Chapter 151 – SUBDIVISIONS is unclear as to platting process requirements when it comes to the sale of a single parcel for the development of one project without public infrastructure and without plans for further subdivision of the said parcel. Subsection 3 of this section of ordinance allows for, "A waiver of the restrictions in this section may be sought from the board of appeals and adjustments." The City does not have a Board of Appeals and Adjustments, so therefore that authority rests with the City Council. Since this is a simple land transfer between D.W. Jones and Sanford Health without the addition of public infrastructure, going through the subdivision platting process seems excessive and would add unnecessary costs to the project. Approval and attachment of the Certificate of Survey to the metes and bounds legal description transfer establishes these survey points from which future development of the area can be measured from. The Planning and Zoning Commission is reviewing and updating the subdivision ordinance and will be making a recommendation to the city council at a future date as to clarification and simplification of the platting process for different types of proposed development. Waiting for that updated ordinance will delay this project and may cause the developer to abandon the project.

CERTIFICATE OF SURVEY
PART OF LOTS 18, 19, & 20, BLOCK 3, OAK HAVEN SUBDIVISION;
PART OF THE NW1/4 OF SEC. 9, T. 153 N., R. 43 W. OF THE
5TH PRINCIPAL MERIDIAN, PENNINGTON COUNTY, MN

PROPOSED LEGAL DESCRIPTION
That part of Lots 18, 19, and 20, Block 3, Oak Haven Subdivision; and that part of the Northwest
Quarter of Section 9, Township 153 North, Range 43 West of the Fifth Principal Meridian, all in
Pennington County, Minnesota, described as follows:
Commencing at the northwest corner of said Northwest Quarter; thence North 88 degrees 40 minutes 08 seconds East, assumed bearing, along the north line of said Northwest Quarter, a distance of 1493.49 feet, more or less, to the northerly extension of the easterly right of way line of Sanford Parkway; thence South 01 degree 20 minutes 00 seconds East 33.00 feet to the point of beginning; thence North 88 degrees 40 minutes 08 seconds East 403.71 feet, more or less, to the west line of said Oak Haven Subdivision; thence South 01 degree 19 minutes 47 seconds East, along said west line, a distance of 194.75 feet; thence South 88 degrees 40 minutes 13 seconds West, along said west line, a distance of 53.91 feet; thence South 02 degrees 15 minutes 53 seconds West, along said west line, a distance of 60.12 feet, more or less, to the northwest corner of said Lot 20; thence North 88 degrees 40 minutes 13 seconds East, along the north line of said Lot 20, a distance of 150.00 feet, more or less, to the northeast corner of said Lot 20; thence South 02 degrees 15 minutes 53 seconds West, along the east line of said Block 3, a distance of 192.45 feet; thence on a tangential curve, along the east line of said Block 3, being concave to the east and having a radius of 270.00 feet, a delta of 19 degrees 16 minutes 53 seconds, and an arc length of 90.86 feet; thence South 88 degrees 40 minutes 13 seconds West 385.40 feet, more or less, to the easterly right of way line o Sanford Parkway; thence North 21 degrees 19 minutes 55 seconds West, along the easterly right of way line of Sanford Parkway, a distance of 233.10 feet; thence on a tangential curve, along the easterly right of way line of Sanford Parkway, being concave to the northeast and having a radius of 470.00 feet, a delta of 19 degrees 59 minutes 55

seconds, and an arc length of 164.05 feet; thence North 01 degree 20 minutes 00 seconds, along the easterly right of way line of Sanford Parkway, a distance of 156.96 feet, more or less, to the point of beginning. The above-described parcel contains 5.07 acres, more or less, and is subject to any easements, restrictions, or reservations of record, if any.

WHEREAS, • City Ordinance Sec. 151.06 Conveyance by Meets and Bounds, under Chapter 151 – SUBDIVISIONS is unclear when it comes to the sale of a single parcel for the development of one project without inclusion of new public infrastructure and without plans for further subdivision. The Planning and Zoning Commission is reviewing and updating the subdivision ordinance as to clarification and simplification of the platting process for different types of proposed development, and will be making a recommendation to the city council at a future date. Waiting for that updated ordinance will delay this project and may cause the developer to abandon the project.

• Subsection 1.f states, “Is a single parcel of commercial or industrial land of not less than five acres and having a width of not less than 300 feet and its conveyance does not result in the division of the parcel into two or more lots or parcels, any one of which is less than five acres in area or 300 feet in width; or
• Subsection 1.f states, “Is a single parcel of residential or agricultural land of not less than 20 acres and having a width of not less than 500 feet and its conveyance does not result in the division of the parcel into two or more lots or parcels, any one of which is less than 20 acres in area or 500 feet in width. (There is a question of whether this exception is applicable).
• Subsection 3 of this section of ordinance allows for, “A waiver of the restrictions in this section may be sought from the board of appeals and adjustments.” The City does not have a Board of Appeals and Adjustments, so therefore the authority rests with the City Council.

• This is a simple land transfer between D.W. Jones and Sanford Health, going through the subdivision process seems excessive, in that there are no public streets or improvements being proposed within the project real property and no City utilities are required to be extended in the project real property area, and would add unnecessary costs to the project.

• Approval of the Certificate of Survey establishes these survey points from which future development of the area can be measured from.

THEREFORE, BE IT RESOLVED Waive the subdivision requirements and approve the metes and bounds legal description transfer with an attached Certificate of Survey for the proposed land subdivision for the Edge multi-family housing development located at 1926 Sanford Parkway, contingent upon the final sale of the land between D.W. Jones and Sanford Health System, proper re-zoning, notice to and approval of MnDOT and the Pennington County Engineer, if required, and inclusion of said real property in any future subdivision Plat of adjacent real property.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.62.25: 2025 REA Steps and Sidewalk Reconstruction

Following discussion, Councilmember Jason Aarestad introduced Resolution 03.62.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, The project is based on an item generated by the City's Building Committee. These are items that have been prioritized for needs and project viability. The East Entrance (Main) steps leading into the lobby area have been deteriorating for years, posing potential safety risks and poor aesthetics. New ADA design improvements were added to the sidewalk and a bid for replacement option, as the existing condition is also deteriorating.

WHEREAS, Bids for City Hall Remodel Project were opened February 28, 2025. A decision to award the project must be made to ensure a 2025 project completion date

THEREFORE, BE IT RESOLVED Approve Fynboh Construction, the successful bidder and award the Ralph Englestad Area Project BID ITEM #1 in the amount of $45,522.00, and BID ITEM #2 in the amount of $46,432.00. The combined amount between these bid items is $91,954.00. The bid items encompass demolition and new construction of the East Entrance steps, as well as the approach sidewalk leading up to the lobby of the Ralph Englestad Arena.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.63.25: Approval of Grass Mowing Contract

Following discussion, Councilmember Michele McCraw introduced Resolution 03.63.25, being seconded by Councilmember Kelly Langness, that:

WHEREAS, The City of Thief River Falls Code requires a property owner to control grass and weeds on their property as follows:
91.37 OWNERS RESPONSIBLE FOR TRIMMING, REMOVAL AND THE LIKE. All property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds, grass, and rank vegetation or other uncontrolled plant growth on their property, which at the time of notice, is in excess of six inches in height. Inspections are conducted periodically (typically every other week) during the growing season through the Building Official, with notice sent to noncompliant property owners after each inspection. Property owners are given seven days to mow their grass, or it will be completed by the contractor.

WHEREAS, Every two years the city requests quotes for these services. An advertisement for bids was placed in the Times. Bids were received for grass mowing per parcel, hourly mowing, and tractor mowing with a low bid established in each category. The city adds a $10.00 administrative fee and passes the cost on to the property owner.

THEREFORE, BE IT RESOLVED Award the following grass mowing contracts for services from May 15, 2025, to December 31, 2026:

- Grass Mowing Per Parcel - Wade Cota
- Weed Trimming Per Parcel- Wade Cota
- Other Mowing Per Hour – Les Cota
- Tractor Mowing Per Hour - Les Cota

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 03.64.25: Approval of Stump Grinding

Following discussion, Councilmember Scott Pream introduced Resolution 03.64.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City actively manages the urban forest throughout the city with a City Forester. The responsibilities for this position include inspection and managed removal of diseased trees on public and private property, tree pruning, tree planting, inspection of wood piles and public relations regarding forestry. Stump grinding services are contracted out to the private sector. The volume of this work varies greatly depending on the number of diseased elm trees that are removed each year.

WHEREAS, A request for sealed bids was published in the Times. A quote was submitted by B & K Stump Grinding, LLC. This was the only quote received. B & K has done this work for the city in the past and provides reliable quality services.

THEREFORE, BE IT RESOLVED Approve the low bid to grind stumps, clean up, backfill, and seeding from B & K Stump Grinding, LLC for services to be provided from July 1, 2025, to April 30, 2027.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

Mike noted Saturday, May 3 is City Wide Clean Up Day

UPCOMING MEETINGS

- **City Council Meeting** - April 1 at 5:30 pm in Council Chambers
- **Public Utilities Committee Meeting** - April 7 at 7 am in Room 101*
- **Public Safety Committee Meeting** - April 7 at 4:30 pm in Room 101*
- **Administrative Committee Meeting** - April 8 at 4:30 pm in Room 101*
- **Public Works Committee Meeting** - April 9 at 4:30 pm in Room 101*
- **City Council Meeting** - April 15 at 5:30 pm in Council Chambers

*Unless the carpet is being installed, then prior meeting rooms

- Tri-City Meeting - April 29, 20205 at the Ralph Engelstad Arena Imperial Room with meal at 5:30 pm and session beginning at 6 pm.

INFORMATIONAL ITEMS

- Investment Summary
- Tentative State of the City Address scheduled for April 29, 2025. More details to come once date is confirmed.
- Mike presented his notes from discussions and meetings - Mayor Notes.

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to adjourn at 6:35pm. On vote being taken, the Chair declared the motion unanimously carried.

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Mayor Mike Lorenson

Attest: Angela Philipp, City Administrator

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