COUNCIL PROCEEDINGS

Tuesday, April 15, 2025

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on April 15, 2025. This meeting is being presided over by Mayor Mike Lorenson.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

RESOLUTION NO. : Zehlians - Flower Baskets Presentation

Members of the Zehlians reviewed their progress of getting floral hanging baskets for the double lanes and downtown Thief River Falls. Notable items included: Honkerflats will be filling the baskets and delivering to the Curling Club when they are completed; the Curling Club will be used as a staging location; Cenex has offered to provide gas for the side-by-side for watering purposes; Hueberts checked the side-by-side over and completed necessary repairs; the boyscouts and community members have volunteered to water through out the summer; and the the City will help hang the baskets and take then down. The Zehlians have reached out to businesses and individuals seeking $75 donations to sponsor a basket. Some additional needs include: watering volunteers, monetary donations, fertilizer donations and basket replacements. The group plans to have the baskets hung by Memorial Day Weekend.

APPROVE AGENDA

Councilmember Scott Pream motioned being seconded by Councilmember Megan Arlt to approve the agenda with the removal of 8.22 and the addition of addendum item 8.26.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. : Approval of April 1, 2025 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced Resolution No.[RESOLUTION NO], being seconded by Councilmember Julie Bolduc, that:

THEREFORE, BE IT RESOLVED, by the City Council, to approve the April 1, 2025 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

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

Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION, being seconded by Councilmember Julie Bolduc, that:

THEREFORE, BE IT RESOLOVED by the City Council, to authorize payment of bills and disbursements in the total amount of $911,290.31. A printout of the approved payments and disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution passed unanimously.

NEW BUSINESS

RESOLUTION NO. : Approve a Commercial Storefront Renovation Loan to PHT Properties

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

WHEREAS, The Community Development Advisory Board met at noon on Thursday, April 3, 2025, to review and discuss the application request by Patrick Thibert for a Commercial Storefront Renovation Loan through the City of Thief River Falls' Revolving Loan Fund in the amount of $35,000. After reviewing the application and speaking with the owner, the CDAB members voted unanimously to recommend that the City Council approve a Commercial Storefront Renovation Loan in the amount of $35,000 at a 3 percent interest rate for a period not to exceed 60 months. The property is located at 303 Main Ave. N. and will be renovated for office space.

WHEREAS, Estimated improvement costs far exceed the maximum allowable loan amount of $35,000.

THEREFORE, BE IT RESOLVED Approve a Commercial Storefront Renovation Loan in the amount of $35,000 at a 3 percent interest rate for a period not to exceed 60 months from the City's Revolving Loan Fund to PHT Properties, Patrick Thibert, co-owner.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approve a Commercial Energy Renovation Loan to PHT Properties

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

WHEREAS, The Community Development Advisory Board met at noon on Thursday, April 3, 2025, to review and discuss the application request by Patrick Thibert for a Commercial Energy Renovation Loan through the City of Thief River Falls' Revolving Loan Fund in the amount of $100,000. After reviewing the application and speaking with the owner, the CDAB members voted unanimously to recommend that the City Council approve a Commercial Energy Renovation Loan in the amount of $100,000 at a

2 percent interest rate for a period not to exceed 84 months. The property is located at 303 Main Ave. N. and will be renovated for office space.

WHEREAS, Estimated improvement costs far exceed the maximum allowable loan amount of $100,000.

THEREFORE, BE IT RESOLVED Approve a Commercial Energy Renovation Loan in the amount of $100,000 at a 2 percent interest rate for a period not to exceed 84 months from the City's Revolving Loan Fund to PHT Properties, Patrick Thibert, co-owner.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approval of Variance Request - Steve Westerman

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

WHEREAS, Mr. Westerman would like to install a solar panel system to provide electricity for his home. He lives in the south unit of a twin home and has a very limited back yard. His side yard faces south and provides the ideal location for his proposed solar panel system.

WHEREAS, • Per City Ordinance Sec. 152.056.2.b - Location. Ground-mounted solar energy systems must be located in the rear yard only.
• The residence is a twin home with a very small backyard with little to no space for solar panels. There would be very little yard space left and the chances of damage occurring to the solar arrays from his grandkids' playing in the backyard is most likely to occur.
• A building permit is required and the solar system must meet all building requirements, electrical and state plumbing codes.
• When solar storage batteries are included as part of a solar energy system, they must be placed in a secure container or enclosure meeting the requirements of the Minnesota state building code.

THEREFORE, BE IT RESOLVED Approve a Variance Request Application by Steven Westerman, 904 Alice Drive, Thief River Falls, Minnesota to place two solar panel arrays (6'-6" high by 20' long each) in his side yard. One on the south sidewall of the shed and the other a ground-mounted solar panel between the shed and the 20-foot utility easement.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approval posting for a Full-Time Building Official

Following discussion, Councilmember Steve Narverud tabled Resolution, being seconded by Councilmember Michele McCraw.

RESOLUTION NO. : Amend City Ordinance 150.06 – Regulating and Controlling Towers

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

WHEREAS, Wikstrom Telephone Company approached the Planning & Zoning Commission requesting a variance to the maximum height restriction of 200 feet as is currently written in our City Ordinance. They are requesting a tower height of 350 feet. They have been informed that their existing 200' tower base is sinking, and the tower needs to be replaced. They were asking for a variance to install a new self-supporting 350' tower in its place. Currently T-Mobile, Ham Radio, and Wiktel Internet Services are provided on this Tower. The new tower would allow Minnkota Power Company to add Microwave to their power plants in NW Minnesota from Crookston. This amendment failed to receive a motion at the February 18, 2025 council meeting, but was asked to be reconsidered by council person Jason Arestad.

Three criteria must be applied when cities consider granting a variance:
1) Reasonableness – The property owner proposes to use the property in a reasonable manner.
2) Uniqueness – The landowner's problem is due to circumstances unique to the property not caused by the landowner.
3) Essential Character – The variance, if granted, will not alter the essential character of the locality.

In this case, the landowner's problem is not due to circumstances unique to the property but instead caused by the landowner's desire to build a taller tower to accommodate the location of Minnkota Power Company. Therefore, the request does not fit the criteria for requesting a variance and thus the request from Planning and Zoning to amend our City Ordinances to allow for an increase in the maximum tower height allowed to be set at 365 feet.

WHEREAS, • Currently, Per City Ordinance 150.06.15.b, Height Limitations the maximum height allowed is 200 feet.

• City ordinance also states, Tower setbacks shall be setback from all property lines by a minimum distance equal to the height of the tower, plus 10 feet, including all antennas, and attachments. Towers may be located closer to a property line, or public rights-of-way, if the tower is designed and engineered to collapse progressively within the distance between the tower and property line, which design must be documented by and signed by a qualify professional engineer licensed in Minnesota. In all cases, the tower shall meet the setbacks of the underlining Zoning district.

Towers shall be set back from existing public rights-of-way and from the planned public rights-of-way, as shown on the most recently adopted comprehensive plan of the city, by a minimum distance equal to the height of the tower, plus ten feet, including all antennas and attachments. Towers may be located closer to public rights-of-way and to planned public rights-of-way if the tower is designed and engineered to collapse progressively within the distance between the tower and the public rights-of-way, which design must be documented by and signed by a qualified professional engineer licensed in Minnesota.

A tower's setback may be reduced or its location in relation to a public street varied, at the sole discretion of the city council, to allow the integration of a tower into an existing or proposed structure such as a light standard, power line support device, or similar structure.

Towers shall not be illuminated by artificial means and shall not display strobe lights unless such lighting is specifically required by the federal aviation administration or other federal or state authority for a particular tower. Should strobe lights be required, strobe lights shall be limited to daylight hours and shall switch to red lights during nighttime hours. Any such lighting shall be shaded as required by section 150.06 (5)(e). When incorporated into the approved design of the tower, light fixtures used to illuminate ball fields, parking lots, or similar areas may be attached to the tower, subject to the approval of the city zoning administrator.

- If the Ordinance change is approved, Wikstrom Telephone Co, per City Ordinance, would still be required to apply for a Conditional Use Permit and secure a building permit. Before issuing a building permit, proof that the proposed tower complies with regulations administered by the Federal Aviation Administration (FAA) and the Federal Communications Commission (FCC), and others; tower setback requirements, aesthetic requirements to blend into the surrounding environment unless color is dictated by federal or state authorities.
- Fewer Towers is the preference in and near airports and within the city limits of Thief River Falls. Minnkota Power Company has indicated that, if need be, they will build their own separate tower to accommodate their Microwave transmission requirements. The additional tower height is needed because of the line-of-sight requirements of Microwave signals and the need to accommodate for the curvature of the earth.
- The requested tower design would be of a tripod design and not a monopole design. Sec. 150.06.6.b of City Code states: Commercial wireless telecommunication service towers shall be of a monopole design unless the city determines that an alternative design would accommodate co-location of additional antennas or would better blend into the surrounding environment.

- Current zoning requirements allow towers to be erected in I-1 Light Industrial Districts and I-2 General Industrial Districts as a conditional use. In the particular instance that is prompting this ordinance change request, the proposed tower is situated on I-2 with R-3 High Density Residential District across the street to the east and north of the property

- Most Cities allow tower heights of 200 feet, some less and others allow taller towers. A few cities have nothing found in their code regulating communication towers.
- The average windspeed in Thief River Falls is 12 mph.
- The highest wind gust ever recorded in Thief River Falls was 48 mph on October 28,

2008, at 8:15 am. Nearby areas have experienced higher wind gusts so significant wind events can occur in the region. The direction of the wind is predominantly from the northly direction during the winter months.

- Ice would fall 82.0 feet from the base of a 350-foot tower in a 12-mph wind.

Ice would fall 61.9 feet from the base of a 200-foot tower in a 12-mph wind.

- Ice would fall 328.5 feet from the base of a 350-foot tower in a 48-mph wind.

Ice would fall 247.4 feet from the base of a 200-foot tower in a 48-mph wind.

- Ice would fall 409.6 feet from the base of a 350-foot tower in a 60-mph wind.

Ice would fall 310.0 feet from the base of a 200-foot tower in a 60-mph wind.

- TRF Ordinance 150.06.16 states:

Factors considered in granting conditional use permits for towers. The city council shall consider the following factors in determining whether to issue a conditional use permit for towers. The city council may evaluate each of these factors on a site-by-site basis with varying levels of preference in determining how the goals of this section are best served:

a. Height of the proposed tower facility.
b. Capacity of the tower structure for additional antenna equipment to accommodate expansion, or to allow for co-location of other provider's equipment.
c. Proximity of the tower to residential structures and residential district boundaries.
d. Nature of uses on adjacent and nearby properties.
e. Surrounding topography.
f. Present and surrounding tree coverage and foliage.
g. Design and sighting of the tower, with particular reference to design characteristics and location that have the effect of reducing or eliminating visual obtrusiveness.
h. Proposed ingress and egress.
i. Availability of suitable existing towers and other structures as discussed in other paragraphs of this section.
j. Such other factors as the planning commission or city council deem appropriate.

- Issues to consider reflecting on in considering public safety concerns regarding the erection of Communication towers include:
  - Structural Safety
  - Electromagnetic Radiation Exposure
  - Aviation Safety
  - Accessibility and Security
  - Environmental Impact
  - Community Concerns
  - Disaster Response and Emergency Services
  - Public engagement and Transparency
  - Regulatory Compliance

THEREFORE, BE IT RESOLVED Amend City Ordinance 150.06.15.b – Height

Limitations to read, "The maximum height of towers shall be 365 feet." And adopting by reference City Code Chapter 10, which, among other things, contain penalty provisions.

On vote being taken, the resolution was passed. Roll call vote Aye: Lorenson, Langness, Bolduc, Arlt, McCraw, and Aarestad. Vote Nay: Narverud and Pream.

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

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

WHEREAS, Wikstrom has been informed that the existing 200' tower base is sinking, and the tower needs to be replaced. Per city ordinance, a conditional use permit is required. Currently T-Mobile, Ham Radio, and Wiktel Internet Services are provided on this Tower.

The Property has a PID# of 2500102930 with a property address of 824 1st Street W., Thief River Falls, MN 56701; Latitude N48 06 59.08, Longitude W96 11 35.20 and is legally described as follows:

SECT-33 TWP-154 RANGE-043 UNPLATTED THIEF RIVER FALLS 3.21 AC. 3.21 A. IN SW1/4NW1/4 SITE ID# MN-00820.

WHEREAS, • Per City Ordinance 150.06.5.a.i, It shall be unlawful for any person, firm, or corporation to erect, construct in place, place, or re-erect, replace, or repair any tower without first making application for a conditional use permit and thereafter securing a building permit.

- Per City Ordinance 150.04.15.b, Height Limitations the maximum height allowed is 200 feet.
- City ordinance also states, Tower setbacks shall be setback from all property lines by a minimum distance equal to the height of the tower, plus 10 feet, including all antennas, and attachments. Towers may be located closer to a property line, or public rights-of-way, if the tower is designed and engineered to collapse progressively within the distance between the tower and property line, which design must be documented by and signed by a qualified professional engineer licensed in Minnesota. In all cases, the tower shall meet the setbacks of the underlining Zoning district.
- The tower meets the co-location requirements allowing multiple users on the same tower.

- Per Section 150.06.16 of City Ordinance. Factors considered in granting conditional use permits for towers. The council shall consider the following factors in determining whether to issue a conditional use permit to towers. The City Council may evaluate each of these factors on a site-by-site basis with varying levels of preference in determining how the goals of this section are best served.

o Height of the proposed tower facility.
o Capacity of the tower structure for additional antenna equipment to accommodate expansion, or to allow for co-location of other provider's equipment.
o Proximity of the tower to residential structures and residential district boundaries.
o Nature of uses on adjacent and nearby properties.

- Surrounding topography.
- Present and surrounding tree coverage and foliage.
- Design and sighting of the tower, with particular reference to design characteristics and location that have the effect of reducing or eliminating visual obtrusiveness.
- Proposed ingress and egress.
- Availability of suitable existing towers and other structures as discussed in other paragraphs of this section.
- Such other factors as the planning commission or city council deem appropriate.

THEREFORE, BE IT RESOLVED Approve a Conditional Use Permit application by Wikstrom Telephone Company to replace their existing 200-foot-tall monopole communication tower with a new 200-foot free-standing lattice tower.

On vote being taken, the resolution was unanimously passed with the changes to new 365' height in resolution___________.

RESOLUTION NO. : Approval of Remote Monitoring and Mangement Support Tool

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

WHEREAS, The tool currently used has increased in price, and we are limited in its capabilities. The new software has the same cost, with more capabilities, including management, patch, and support for all endpoints. Since it includes inventory and deployment, we would be able to eliminate our inventory and deployment software as well. Thus saving the city money in the future.

WHEREAS, Features

- Remote Monitoring & Management
  - Patch Management
  - Software Deployment
  - Quick Connect
  - Hardware and Software Inventory
- Endpoint Management
  - Monitoring & Alerting
  - Scripting & Automation

THEREFORE, BE IT RESOLVED Approve for the City of Thief River Falls to purchase a tool for remote monitoring and management, endpoint management and remote access.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approval of POS Registers for Liquor Store

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

WHEREAS, The present POS Server and POS Computers are 7 years old. These are used every day to conduct business.

WHEREAS, • We have concerns about the server failing with its age
o The new server would be configured with a Raid 1 for redundancy
• The computers have older processors and not as much memory as the new ones
o Will be able to meet now and future needs.
• We have a good relationship with Total Register Systems in the past with our software and hardware needs.

On vote being taken, the resolution was unanimously passed.

THEREFORE, BE IT RESOLVED Approve for the City of Thief River Falls to purchase a Server, 4 POS Computers and 4 Monitors for the Liquor Store.

<u>RESOLUTION NO. : Approval of Clip Training Subscription</u>

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

WHEREAS, With technology forever changing, ClipTraining is an inexpensive means at $25 a month for 50 users to provide self-service employee training in Cybersecurity and Microsoft 365. We will pay for one year with one month free for a total of $275.00 plus a one-time setup fee of $235.00.

WHEREAS, Elevate
o Employee Productivity
o Improve Skillsets
o Ensure Organizational Compliance
o Improve Employee Retention

THEREFORE, BE IT RESOLVED Approve for the City of Thief River Falls to purchase a ClipTraining subscription.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. : Statement of Work for Civic Plus</u>

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

WHEREAS, The City is eligible for a new custom website redesign through Civic Plus after four years of service since 2020.

WHEREAS, • Transition to the new platform, Central Starter
• Free custom redesign is available to us this year.
• Future financial considerations:
o Next year's premium package is $5,799.00 annually

o Additional recurring redesign fee: $2,100.00 per year for a 48-month term.

- Customized Design
- 12 default modules, 1 advanced design component
- Launch timeline of 16-28 weeks.
- Meetings for content, design, and website reveal.
- Migration of all site content verbatim (excluding calendar, news, and time-sensitive items),

THEREFORE, BE IT RESOLVED Authorize the City Administrator to execute a Statement of Work with Civic Plus.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. : Statement of Work for AudioEye from Civic Plus</u>

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

WHEREAS, • Civic Plus offers a platform called AudioEye, specifically designed for ADA Compliance Accessibility.
- A one-year free trial has been offered, with the option to cancel at any time.

WHEREAS, • Government websites must comply with accessibility standards to ensure content is accessible and usable for all residents.
- Commitment to ongoing deliverance of accessible content.
- Focus on digital accessibility: Ensure that digital content is designed with accessibility in mind.
- User testing and insights: Provides actionable insights through user testing to improve accessibility.
- Certified accessible by AudioEye: Guarantees certification of accessibility standards through AudioEye.

THEREFORE, BE IT RESOLVED Authorize the City Administrator to execute a Statement of Work for AudioEye.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. : To approve and authorize the City Administrator to sign the Northern Woodwork, Inc proposal</u>

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

WHEREAS, The City of Thief River Falls has had construction done on City Hall. In the process some existing cabinetry has been moved into conference room 201 upstairs. During the removal and placement, the countertop had been broken in several places and hinges misplaced. The countertop is not a standard size.

THEREFORE, BE IT RESOLVED to authorize the City Administrator to fully execute the proposal with Northern Woodwork, Inc to construct a laminate countertop, provide specialty hinges and mounting plates with jobsite delivery.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : To approve and authorize the City Administrator and Mayor to sign the revised Memorandum of Understanding with the Pennington County Council on Aging as owner of the Heritage Center.

Following discussion, Councilmember Steve Narverud introduced Resolution, being seconded by Councilmember Megan Arlt, that:

WHEREAS, The City of Thief River Falls and the Pennington County Council on Aging has had a Memorandum of Understanding since 1989. This revised version has cleared up wording on processes.

THEREFORE, BE IT RESOLVED to authorize the City Administrator and Mayor to fully execute the revised Memorandum of understanding with the Pennington County Council on Aging as owner of the Heritage Center.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : To approve a Mamava XL pod at the Ralph Engelstad Arena

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

WHEREAS, Local public health agencies conducted a survey across the 5-county area including Kittson, Marshall, Red Lake, Pennington, and Roseau. In 2023 this survey included the Women, Infant, and Children (WIC) program which surveyed nursing mothers regarding their level of comfort when feeding their child while outside the home. The data indicated that spaces would be welcomed.

The Mamava XL pod is spacious and is wheelchair accessible. This size is best for public venues and larger work places.

THEREFORE, BE IT RESOLVED to authorize the City Administrator to fully execute a SHIP Partner Award application for a Mamava XL pod to be placed at the Ralph Engelstad Arena.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Authorize City Administrator to sign the VIA Engagement letter – GASB 67/68

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

WHEREAS, The GASB 67/68 accounting rules require a “full” actuarial valuation every two years, while a simplified roll-forward report is required in the “off-years”. The

2024/2025 Full actuarial report is a fixed fee of $2,600 and the 2025/2026 off-year actuarial report is a fixed fee of $1,000. This engagement letter would be effective as of January 1, 2025 and shall automatically renew on an annual basis

THEREFORE, BE IT RESOLVED Contract with VIA Actuarial services to provide GASB 67/68 actuarial services for the Thief River Falls Fireman's Relief Association. Authorize the City Administrator to sign the letter of engagement with VIA Actuarial Solutions.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approve CDAB appointment renewal and new appointment

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

WHEREAS, Steve Lillistol term renewed 1/31/2025. Tim Hagl is not renewing his term (ending 1/31/2025). Tony McLean has been appointed to replace Hagl. Each seat is a three-year term.

THEREFORE, BE IT RESOLVED Approve the re-appointment of Steve Lillistol and appointment of Tony McLean (Border Bank) to the Community Development and Advisory Board (CDAB).

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approve application for loan/grant for lead service line replacement project

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

WHEREAS, the City of Thief River Falls is hereby applying to the Minnesota Public Facilities Authority for a loan and/or grant from the Drinking Water Revolving Fund/Drinking Revolving Fund for lead service line replacement project as described in the application.

THEREFORE, BE IT RESOLVED that the City of Thief River Falls has the legal authority to apply for the loan and/or grant, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

On vote being taken, the resolution was unanimously passed.

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

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

WHEREAS, The City of Thief River Falls is a member of the Northern Municipal

Power Agency. 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, 2025 through April 30 ,2026.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Purchase and Installation of New Carpet in City Hall Public Works Director's Office

Following discussion, Councilmember Steve Narverud introduced Resolution, being seconded by Councilmember Kelly Langness , that:

WHEREAS, The existing carpet is approximately 30 years old and shows wearing. With the lobby, PW administrative office, and alcove carpet currently being replaced, now would be the time to replace the carpet in the PW Director's Office.
WHEREAS, Adjacent carpet is being updated. Replacement would match future wear conditions.

THEREFORE, BE IT RESOLVED Approve the purchase and installation of new carpet in City Hall PW Director's office from Paint & Glass Interiors, Inc. in the amount of $ $1,678.52.

On vote being taken, the resolution was unanimously passed. Aarestad abstained.

RESOLUTION NO. : Administration fees for executing contracted grass mowing for city code compliance.

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

WHEREAS, The City of Thief River Falls Code requires a property owner to control grass and weeds on their property as the city code 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, Public Works Committee was asked to review the administrative costs with comparative municipal data of other cities.

THEREFORE, BE IT RESOLVED Adjust the Administration fees associated with code enforcement mowing contracts to the following 2025 calendar year schedule: $50.00 for first offense, $100.00 for any offenses committed after 1st offense in any one calendar year.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : New resurfacing of four (4) tennis courts and one (1) basketball court at Englestad Park

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

WHEREAS, The courts at Englestad Park were previoulsy resurfaced in 2017. New resurfacing was placed into annual budgets to accumulate funds for the next recommended resurfacing of 7 years. The surface has deteriorated and is in need of resurfacing. The local public schools use the courts for organized tennis matches and tournaments.

WHEREAS, The school uses the courts for organized matches in April/May. Construction of the new surface would be mid-June to early August. Color scheme to be inner dark blue/outer light green on tennis courts and inner dark blue/outer light blue on the basketball court.

THEREFORE, BE IT RESOLVED Approve JB Surfaces of Fargo, ND for new Plexipave court resurfacing at Engelstad Park for a total sum of $62,086.00.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : New roof construction for the Municipal Liquor Store and the Public Library

Removed from Agenda replaced with Addendum 8.26.

RESOLUTION NO. : Approval of the TRF Police Department to purchase a 20 new Glock duty pistols to replace aging duty handguns with sights and holsters.

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

WHEREAS, The current handguns carried by the TRF Police officers are 10 years old. Holsters are starting to wear out. The new Gen 5 Glock pistols will not fit in existing duty holsters so replacing existing holsters now will have to be replaced again when we purchase new guns. We respectfully request to purchase new guns and holsters at the same time.

WHEREAS, This is a mandatory piece of equipment.

THEREFORE, BE IT RESOLVED Approval of the TRF Police Department to purchase a 20 new Glock duty pistols, sights and holsters for $18,000. To come out of the Emergency Services account.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approve the Employment of Colin Bruggeman as Patrol Officer

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

WHEREAS, Bruggeman will replace Officer Munier on Patrol, Officer Munier resigned in April of 2025.

WHEREAS, This hire will put the Police Department at 16 full-time officers. The Police Department has been approved for 17 full-time officers.

THEREFORE, BE IT RESOLVED To approve the employement of Colin Bruggeman for the position of Patrol Officer. Bruggeman will be hired for the position of Patrol Officer. Bruggeman will be hired at a grade 6 step 1 for $33.38 per hour. This is an LELS Union non-exempt position. Employment is contingent upon successful completion of all pre-employment requirements.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Approval of TRF Police Department to purchase 6 additional batteries for the body cameras

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

WHEREAS, The batteries for the body cameras last on average about 4-5 hours. Officers work 12-hour shifts. Motorola does not offer a longer lasting battery. It is the recommendation of the manufacturer to have spare batteries available to officers that they can keep with them on their shift.

WHEREAS, Public safety consented to the purchase of the batteries.

THEREFORE, BE IT RESOLVED Approval of the TRF Police Department to purchase 6 additional body cam batteries for the price of $1134.00.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

RESOLUTION NO. :

- Spring leaf pickup beings April 28 by Wards. Map and dates available on the city website.
- Tourist Park opens May 1.
- Music in the Park (Floyd B. Olson Park) beings June 3. It has been moved to Tuesday nights. Dates an entertainment schedule available on the city website.

UPCOMING MEETINGS

RESOLUTION NO. :

- **State of The City Address** - Council Chambers April 28th at 5:30 pm
- **Mark Bieganek Retirement Party** - Fire Hall April 28th from 2-5 pm
- **Tri-City Meeting** (TRF, Crookston & EGF) - Ralph Engelstad Arena Imperial Room April 29th. Dinner at 5:30 pm Session at 6 pm.
- **Spring Cleanup Day for Pennington County Residents** - Saturday, May 3rd from 8 am - Noon (call Les's Sanitation with questions 681-7312)
- **City Council Meeting** - Council Chambers May 6th at 5:30 pm
- **Public Utilities Committee Meeting** - Room 101 May 12th at 7 am
- **Public Safety/Liquor Committee Meeting** - Room 101 May 12th at 4:30 pm
- **Administrative Services Committee Meeting** - Room 101 May 13th at 4:30 pm
- **Public Works Committee Meeting** - Room 101 May 14th at 4:30 pm
- **City Council Meeting** - Council Chambers May 20th at 5:30 pm

INFORMATIONAL ITEMS

RESOLUTION NO. : Investment Summary

RESOLUTION NO. : Social Media for government officials letter from Delray

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to adjourn at 7:00 pm. ON vote being taken, the Chair declared the motion unanimously carried.

____ Mayor Mike Lorenson

Attest: City Administrator Angela Philipp ____