# COUNCIL PROCEEDINGS

## Tuesday, July 15, 2025

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

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**
The following Councilmembers were present: Lorenson, McCraw, Aarestad, Pream, Bolduc, Langness and Narverud. Absent: Arlt. Others present: Angie Philipp, City Administrator; Travis Giffen, Public Works Director; Richard Baker, Economic and Community Development Director; Wayne Johnson, Water Superintendent; Brian Jacobson, Electrical Superintendent; and Marissa Adam, Chief of Police. Mayor Lorenson chaired the meeting.

**PUBLIC FORUM**
Dean Philipp and Rob Finstad appeared before the Council to address their concerns about a letter they received from a tenant regarding city utility payments for renters with medical issues and the processes the City takes in health related situations. Lorenson noted the council will take their comments and concerns under advisement.

**PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS**

RESOLUTION NO. :

- Scott Ingram - Crazy Days
- Community Voice App
- 2024 Audit Presentation (Hoffman Philipp Martel, PLLC)

  - Crazy Days (Scott Ingram) - Scott was not present. Steve noted crazy days will be held on August 2, 2025 with Labree Ave blocked off as usual.
  - Community Voice App (Megan Pederson) - Megan reveiwed the app with Council and showed a brief welcome video.
  - 2024 Audit Presentation (Crystal Philipp and Marit Martel - Hoffman Philipp Martell, PLLC) - Crystal and Marit presented the 2024 Audit and reviewed key points with the Council.

**APPROVE AGENDA**
Councilmember Jason Aarestad being seconded by Councilmember Scott Pream to approve the agenda it the additional of addendum item 8.10.

On vote being taken, the resolution was unanimously passed.

**CONSENT AGENDA**

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

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 07.156.25, being seconded by Councilmember Steve Narverud, that:

THEREFORE, BE IT RESOLVED by the City Council, to approve the July 1, 2025 Council proceedings.

On vote being taken, the resolution was unanimoulsy passed.

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

Presented as part of the Consent Agenda, Councilmember Jason Aarestad introduced RESOLUTION 07.157.25, being seconded by Councilmember Scott Pream, that:

THEREFORE, BE IT RESOLVED by the City Council, to authorize payment of bills and disbursements int he total amount of $1,129,747.28. 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. : MNDOT Contract Agreement Extension

Following discussion, Councilmember Scott Pream introduced Resolution 07.158.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, 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 9.216.23with MNDOT occurred on 9/19/2023.

THEREFORE, BE IT RESOLVED To approve a Contract agreement extension with HDR engineering for continuation 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.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Establishment of TIF District 1-16

Following discussion, Councilmember Steve Narverud introduced Resolution 07.159.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, the City received an application for tax increment assistance from D.W.

Jones to assist with the development of a 65-unit apartment complex. The proposed project will be located on approximately 5.07 acres that D.W. Jones is purchasing from Sanford Health Network North. The TIF will be used to assist with the site improvements and preparation and provide for the development of workforce housing and would have a maximum term of nine years of TIF Assistance.

WHEREAS, Legal costs associated with the establishment of the TIF District 1-16, and subsequent TIF Agreement will be paid for by the developer through the establishment of an escrow account with the city.

THEREFORE, BE IT RESOLVED approve the City's proposed adoption of a Modification to the Development Program for Development District No. 1 (the "Development District"), the proposed establishment of Tax Increment Financing District No. 1-16: The Edge (a workforce housing economic development tax increment financing district) (the "TIF District") within the Development District, and the proposed adoption of a Tax Increment Financing Plan (the "TIF Plan") therefor (collectively, the "Modification and Plan"), pursuant to Minnesota Statutes, 469.124 to 469.133 and Sections 469.174 to 469.1794, all inclusive, as amended. Copies of the Modification and Plan are on file and available for public inspection at the office of the Community/Economic Development Director at City Hall.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : TIF 1-16 Development Agreement

Following discussion, Councilmember Steve Narverud introduced Resolution 07.160.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The city received a request from The Edge Housing, LLC for tax increment financial assistance to assist with the development of a 65-unit apartment complex. The proposed project will be located on approximately 5.07 acres that The Edge Housing, LLC is purchasing from Sanford Health Network North. The TIF will be used to assist with the site improvements and preparation and provide for the development of much needed workforce housing and would have a maximum term of nine years of TIF Assistance. The Proposed project is anticipated to have a completed market value of approximately $7 million.

The development activities associated with the Project pursuant to this Agreement are in the best interests of the City and benefits the health, safety, morals and welfare of its residents, and complies with the applicable state and local laws and requirements under which the Project has been undertaken and is being assisted.

A public Hearing was held at approximately 5:30 pm at the May 6, 2025, City Council meeting.

WHEREAS, Legal costs associated with the establishment of the TIF District 1-16, and subsequent TIF Agreement will be paid for by the developer through the establishment of an escrow account with the city.

THEREFORE, BE IT RESOLVED approve the attached council resolution and Tax Increment Financing Development Agreement (the "Agreement") between the City and Edge Housing LLC, a Minnesota limited liability company (the "Developer"), stating the Developer's responsibilities and the terms and conditions of the City's assistance with the financing the costs of the Project with any related documents necessary in connection therewith (collectively, the "Development Documents") substantially in the form presented to the Council and hereby authorizes the Mayor and City Administrator, in their discretion and at such time, if any, as they may deem appropriate, to execute the same on behalf of the City, and to carry out, on behalf of the City, the City's obligations thereunder.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. : Building Official/BO-Limited/Inspector Position</u>

Following discussion, Councilmember Narverud introduced Resolution 07.161.25, being seconded by Councilmember McCraw, that:

WHEREAS, With the resignation of our Building Official, Gregory Hufnagle, in 2024, we have an open position which is currently being filled on a limited basis with contracted services with True Check, LLC.  The positions correlate with the three levels of Building Inspector the Department of Labor & Industry acknowledges. The job descriptions will be kept on file.  A work group will meet to discuss the current contract to review and rewrite for the July 2026 contract renewal with True Check LLC.

THEREFORE, BE IT RESOLVED Approve the job descriptions for Building Inspector (Grade 5), Building Official – Limited Certification (Grade 6).

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. : Microsoft CoPilot</u>

Following discussion, Councilmember Scott Pream introduced Resolution 07.162.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City seeks to implement artificial intelligence (AI) technology in a secure, compliant, and efficient manner to enhance organizational productivity and communication.

WHEREAS, • Licenses would be issued to the City Administrator, Economic Development Director, and the Information Technology Coordinator
- Microsoft Copilot is designed to help users work smarter, improving productivity across departments
- Enhances utilization of existing Microsoft 365 tools
- Supports faster, more informed decision-making
- Improves communication, consistency, and workflow efficiency.
- Built for enterprise use with robust security and compliance features

THEREFORE, BE IT RESOLVED Approve the purchase of three Microsoft Copilot Licenses for designated City staff.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Voluntary Installation of Passwordless Login App

Following discussion, Councilmember Kelly Langness introduced Resolution 07.163.25, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, The City is implementing Passwordless Login technology to enhance system security. Staff will be issued either soft tokens (via a mobile app) or physical tokens, depending on whether they have City-issued mobile devices. This voluntary form outlines the expectations and guidelines for employees who choose to install the authentication app on their devices.

This document is currently under review by legal counsel to ensure alignment with applicable laws, policies and employee privacy protections.

WHEREAS, • Both the soft token and physical token methods are strictly for secure user authentication.

- The app does not access, store, or generate any data beyond what is necessary for identity verification.
- Use of personal devices for this app is entirely voluntary.
- No additional compensation will be provided for using personal devices.
- Personal devices used for this purpose will not be subject to the City's Mobile Device Policy, including enrollment in Mobile Device Management (MDM) or compliance with the Data Practices Act as it applies to City-owned devices.

THEREFORE, BE IT RESOLVED Approve the Voluntary Installation Form for the Passwordless Login App.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Remloh & Associates LLC Contract

Following discussion, Councilmember Julie Bolduc introduced Resolution 07.164.25, being seconded by Councilmember Kelly Langness , that:

WHEREAS, The City of Thief River Falls entered into a contract with Remloh & Associates LLC for lobbying services with the State of Minnesota starting in January of 2025. The State of Minnesota has completed their legislative actions for the year so services with Remloh & Associates are no longer needed.

THEREFORE, BE IT RESOLVED To authorize the City Administrator to send a letter of cancellation to Remloh & Associates LLC to exercise the City of Thief River Falls' right, in its sole discretion, without penalty or cause, to cancel the contract with a 30-day prior written notice. Contract will end on August 16th, 2025.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Authorize the installation of ceiling tile and lighting in the Public Works new offices at City Hall

Following discussion, Councilmember Steve Narverud introduced Resolution 07.165.25, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief River Falls has been looking at different options to reduce the sound transfer within the Public Works area. The City had approved to move forward with new partitions on November 19, 2024. The installation of the ceiling and lighting would complete the solution selected.

THEREFORE, BE IT RESOLVED To approve the quote from David Bray Construction and authorize the installation of ceiling tile and lighting for the new offices in Public Works located at City Hall.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Rivers and Rails Temp Intoxicating Liquor App

Following discussion, Councilmember Jason Aarestad introduced Resolution 07.166.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Rivers and Rails is in the process of getting approved for a food license through the State of Minnesota. They are scheduled to host an event for Digikey who has requested wine. Under their current license they are unable to serve/sale wine. When they receive their food license they will be granted the license update with the State of Minnesota Alcohol and Gambling Division. Until then, they are requested a temp permit for this one-time event. The event will be held inside and on their patio area.

WHEREAS, Due to the delay in their food license with the State, the temp permit is required to fulfill their event with Digikey.

THEREFORE, BE IT RESOLVED To approve the intoxicating liquor license 1-4 day permit for Rivers and Rails Brewing Company for July 28, 2025.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. : Northland Securities Reimbursement Resolution

Following discussion, Councilmember Julie Bolduc introduced Resolution 07.167.25, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The reimbursement resolution, certification and declaration of official intent relate to the replacement of the Falls Liquor Store roof and the Branch Library roof. This allows the City to reimburse ourselves for certain costs of the project with the proceeds on the bond issue. The maximum principal amount would be up to $400,000.

THEREFORE, BE IT RESOLVED authorize the City Administrator to sign the Northland Securities Resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code including certification and declaration of offical intent.

On vote being taken, the resolution was unanimously passed.

**COUNCIL BOARDS AND COMMISSIONS REPORTS**

Mike noted Strategic Planning Committee will meet with top employers in town July 21, at 2 pm.

**UPCOMING MEETINGS**

RESOLUTION NO. :

- City Council Meeting - 7/15 in Council Chambers at 5:30 pm.
- City Council Meeting - 8/5 Before Night to Unite at Centennial Park at 4:30 pm. Night to Unite activities 5-7 pm.
- City Council Meeting - 8/19 in Council Chambers at 5:30 pm. Committee of the Whole will follow.

RESOLUTION NO. : Public Utilities Committee - Aug 11 at 7:00 am Room 201
Public Safety Committee- Aug 11 at 4:30 pm Room 201
Administrative Committee - Aug 12 at 4:30 pm Room 101
Public Works Committee - Aug 13 at 4:30 pm Room 101

**INFORMATIONAL ITEMS**

RESOLUTION NO. : June 2025 Investment Summary

RESOLUTION NO. : Deer Hunt

- **Deer Hunt -** Steve noted Committees have discussed the possibility of a deer hunt within city limits and came to the conclusion that they don't believe a hunt will remedy the problem so they don't want to move forward. Scott noted he would like Public Safety to include the DNR for other options as he would like to see something tried.
- June 2025 Investment Summary
- Mayoral Update

RESOLUTION NO. : Mayoral Update

**ADJOURNMENT**

There being no futher discussion, Councilmember Scott Pream motioned being seconded by

Kelly Langness to adjourn at 6:55 pm. ON vote being taken, the Chair declared the motion unanimously carried.

________________________________________ Mayor Mike Lorenson

_________________________________________ ATTEST: Angela Philipp, City Administartor