City Council Meeting Minutes
Tuesday, October 7, 2025

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on October 7, 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. Mayor Lorenson chaired the meeting.

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Scott Pream motioned being seconded by Councilmember McCraw to approve the agenda.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 10.204.25: Approval of 9/16/2025 Council Proceedings

> Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 10.204.25, being seconded by Councilmember Michele McCraw, that:
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> THEREFORE, BE IT RESOLVED, by the City Council, to approve the September 16, 2025 Council Proceedings.
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> On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.205.25: Approval of Thief River Falls Bills, Disbursements and Council Per Diems

> Presented as part of the Consent Agenda, Councilmember Steve Narverud introduced RESOLUTION 10.205.25, being seconded by Councilmember Michele McCraw, that:
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> THEREFORE BE IT RESOLVED, by the City Council, to authorize payments of bills and disbursements in the total amount to $2,144,196.08 and per diems in the total amount of $1852.50. A printout of the approved payments and disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution unanimously passed.

NEW BUSINESS

RESOLUTION NO. 10.206.25: 2026 Sanitation Rate Increase

Following discussion, Councilmember Scott Pream introduced Resolution 10.206.25, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The City has established rates for sanitation services that include twice a week residential and multi-family refuse pickup. These rates also cover leaf vac in the spring and fall, alley snow plowing, tree branch disposal, garbage bags, appliance and bulky item pickup, and other miscellaneous services.

WHEREAS, The current rates that were established for 2026 have been reviewed for a rate increase. The proposed rate increase would take place over the next year, starting January 1, 2026. Sanitation rates would be increased by approximately 6% for the year 2026.

THEREFORE, BE IT RESOLVED Approve a one-year sanitation rate increase.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.207.25: Approval to fill an Accounts Payable Clerks position and revise the job description

Following discussion, Councilmember Michele McCraw introduced Resolution 10.207.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Accounts Payable Clerk, Sandy Brink submitted her retirement letter with an effective date of December 5, 2025.

THEREFORE, BE IT RESOLVED To approve revisions to the Accounts Payable Clerk job description and authorize the Administrative Department to begin the process to fill the position of Accounts Payable Clerk. Because of the retirement of Sandra Brink, the position shall be open for 10 days internally and then to the public for filling. The position is a Grade 3 with a wage range of $26.08-$33.09. This is a Teamsters Union #320 position.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.208.25: Lead Service Line Replacement Task Order

Following discussion, Councilmember Scott Pream introduced Resolution 10.208.25, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The City of Thief River Falls Water Systems has been preparing for the EPA mandated lead and galvanized water service replacement in the City of Thief River Falls for the last two years. Now that contracts have been accepted and approved and signed by the contractor, the contract for engineering services for the construction phase is ready to be approved.

WHEREAS, This replacement project was slated to begin at the beginning of the construction season 2025. Because of requirements of the federal regulations, the project was delayed several months. The project is now ready to move forward and Task Order #22 is the next step.

THEREFORE, BE IT RESOLVED Approve Task order #22 with Advanced Engineering and Environmental Services, LLC for construction phase services for the lead and galvanized water service replacement project.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 10.209.25: Extension to Small Cities Development Program Grant CDAP-21-OO37-O-FY23

Following discussion, Councilmember Jason Aarestad introduced Resolution 10.209.25, being seconded by Councilmember Kelly Langness , that:

WHEREAS, The City of Thief River Falls applied for and was awarded a Small Cities Development Program grant for $600,000 from the Minnesota Department of Employment and Economic Development (DEED) in November of 2022. The grant is being administered by the NW Minnesota Multi-County HRA., and there are two applicants for the funds, but it is questionable whether their contractors can do the work before the grant expires on December 1, 2025. NW MN Multi-County HRA is asking for the City of Thief River Falls to request an extension to this with a new end date of December 30, 2026.

WHEREAS, • There are still unspent funds, and the grant expires on December 1, 2025.
• The grant extension would accommodate two additional applicants to this grant program. Both have made applications for rehab work and have solicited and received bids; however, they are encountering difficulty in ensuring that the contractors will be able to complete the work this year due to other commitments on their respective schedules.
• Without the extension, the grant funds will have to be returned to DEED and the rehab work will not occur.

THEREFORE, BE IT RESOLVED Request an extension to the Minnesota Department of Employment and Economic Development Small Cities Development Program grant, grant number CDAP-21-OO37-O-FY23, and to authorize the City Administrator to sign the Grant Amendment Request Form.

On vote being taken, the resolution was unanimously passed.

CLOSED MEETING PURSUANT TO MINNESOTA STATUTES, SECTION 13D.05, SUBDIVISION 3 (C)

Discussion on Land Sale - 517 Crocker

Councilmember Narverud motioned being seconded by Aarestad to close the council meeting as permitted by section Pursuant to MN Statue 13D.05 to discuss the sale of city owned property to a single full-price offer.

On vote being taken, the motion was unanimously passed. The meeting closed at 5:43 pm.

RECONVENE MEETING

Council member Aarestad motioned being seconded by Councilmember Bolduc to reconvene the meeting.

On vote being taken, the motion was unanimously passed. The meeting reconvened at 5:42 pm.

NEW BUSINESS

RESOLUTION NO. 10.210.25: Sale of City Owned Property - 517 Crocker Ave S

Following discussion, Councilmember Jason Aarestad introduced Resolution 10.210.25, being seconded by Councilmember Julie Bolduc, that:

THEREFORE BE IT RESOLVED, Approve the sale of 517 Crocker Ave S (LOTS 7 & 8 23, Knox's addition to the City of Thief River Falls) in the amount of $13,500 to David Bray/Bray Construction with restrictions that the property must be built on within two years or new owner must remove sewer and water lines. Motion approves City Administrator and the Mayor to sign the deed.

On vote, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

Steve noted leaf vac pickup has begun and will run through October.

UPCOMING MEETINGS

- Public Utilities 10/13 at 7 am
- Public Safety 10/13 at 4:30 pm
- Administrative 10/14 at 4:30 pm
- Public Works 10/15 at 4:30 pm
- City/County/School joint meeting 10/20 at 6pm in the Imperial Room Ralph Engelstad Arena

- City Council 10/21 at 5:30 pm

INFORMATIONAL ITEMS

- Walk/Bike/Roll to school event - 10/8 starting at Greenwood Trails at 7:45 am. Mayor Mike will help escort kids to their respective schools.
- Mayor Mike thanked Jennifer Myers and Roy Fisher for their help when the Historical Council was visiting.
- Mayor Mike thanked Travis Collins for joining him on open line.
- Mayor Mike noted a press conference to be held at a later date.
- Mayor Update reviewed with Council.

ADJOURNMENT

There being no further discussion, Councilmember Pream motioned being seconded by Councilmember Narverud to adjourn at 6:06 pm. On vote being taken, the Chair declared the monition unanimously carried.

________________________________ Mayor Mike Lorenson

ATTEST: City Administrator Angela Philipp ___________________________________