CITY COUNCIL PROCEEDINGS
Tuesday, January 20, 2026

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on January 20, 2026. This meeting is being presided over by Mayor Mike Lorenson.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION ANNOUNCEMENTS

APPROVE AGENDA

Councilmember Jason Aarestad motioned being seconded by Kelly Langness to approve the agenda with the removal of 8.2 and the additional of addendum items 8.14, 8.15, and 8.16.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 1.17.26: Approval of January 6, 2026 Council Proceedings

> Presented as part of the Consent Agenda, Councilmember Scott Pream introduced RESOLUTION 1.17.26, being seconded by Councilmember Kelly Langness , that:
>
> THEREFORE BE IT RESOLVED, by the City Council, to approve the January 6, 2026 Council Proceedings.
>
> On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.18.26: City of Thief River Falls Bills and Disbursements

> Presented as part of the Consent Agenda, Councilmember Scott Pream introduced RESOLUTION 1.18.26, being seconded by Councilmember Kelly Langness , that:
>
> THEREFORE BE IT RESOLVED, by the City Council, to authorize payment of bills and disbursements in the total amount of $1,935,562.56. 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. 1.19.26: Commercial Storefront Revolving Loan

Following discussion, Councilmember Jason Aarestad introduced Resolution 1.19.26, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The City Council approved a commercial storefront renovation loan of $25,000 to Julie Nelson and Kathleen Metelak at the December 2, 2025 City Council Meeting. Since that time, they have obtained a renter of the portion of the building off the alleyway which is prompting a second storefront and significant additional work to be done. The Community Development Advisory Board members met via email and approved the additional $10,000, which will maximize the amount allowed for a commercial storefront renovation loan bringing the total to $35,000.

THEREFORE, BE IT RESOLVED, to approve an additional $10,000 to the already approved Commercial Storefront Renovation Loan of $25,000 at a 3% interest rate for a period not to exceed 60 months from the city's revolving loan fund to Julia Nelson and Kathleen Metelak, co-owners of 220 Horace Ave N.

On vote being taken, the resolution was unanimously passed.

Subdivision Ordinance - First Reading

Removed from the Agenda.

RESOLUTION NO. 1.20.26: Planning & Zoning Commission Ordinance Amendment - First Reading

Following discussion, Councilmember Jason Aarestad introduced Resolution 1.20.26, being seconded by Councilmember Kelly Langness , that:

WHEREAS, The Strategic Planning Committee and the Administrative Services Committee held discussions regarding the structure and length of continuous terms of Planning and Zoning Commission members, A review of Section 31.100 - Establishment and Composition of the Planning Commission and Section 31.101 – Powers and Duties, prompted several suggested changes to these sections of our City Ordinances. Some of the key changes included limiting appointed members to three consecutive 3-year terms before requiring a 1-year period of non-service, unless waived by the City Council, Appointing three Council members to the Commission instead of just one. Moving the meeting day to the 1st Wednesday after the 1st City Council meeting of each month as the current scheduled regular meeting day conflicts with the Administrative Services Committee meeting and limits which council members can be appointed to the Planning Commission and does not allow the City Administrator to participate as an Ex-official member of the Planning Commission. The Powers and Duties were amended to better reflect the current powers and duties the Planning and Zoning Commission are exercising.

WHEREAS, Section 1. The City Code Chapter 31, Section 31.100 is hereby amended to read as follows:

- Sec. 31.100. - Establishment and composition.

A Planning Commission is established. The Planning Commission shall be composed of nine members, six of whom shall be selected as with other boards and commissions. Three of the members shall be council members, appointed by the City Council on an annual basis. The community development director and city administrator, by reason of their positions, shall serve as ex-officio members of the Planning Commission, not to be included in the number herein stated. Planning Commission members, except the council members, shall serve staggered three-year terms up to a maximum of 3 terms, after which there shall be a 1-year period of non-service, unless waived by the City Council. A chairperson and such other offices as determined by the Planning Commission shall be selected by the Planning Commission from the appointed members to serve a 1-year term. If any person serving as a member on the Planning Commission shall find that his or her private or personal interests are involved in any matter coming before the Planning Commission, the member shall disqualify himself or herself from taking part in any action on the matter, or the member may be disqualified by the Planning Commission. The Planning commission shall hold at least 1 regular meeting each month, unless there are no actions to be acted upon. Said regular meeting will be held on the 1st Wednesday after the 1st City Council meeting of each month. A member may be removed by the City Council if a member has 3 consecutive unexcused or 6 unexcused absences during their 3-year term. An absence is unexcused when a member: (1) fails to notify the Chair / Staff Liaison in advance or as soon as reasonably practical of the absence; (2) gives a reason that does not meet the "excused" criteria; or (3) is absent without a reason being provided. In other words: unexcused = no notice, no valid reason, or no communication. Excused absences include, but are not limited to: personal illness / medical appointment; illness or emergency involving immediate family; work conflict that cannot reasonably be rescheduled; required school function; funeral / bereavement; severe weather / road conditions; military duty; pre-approved travel or vacation (not a surprise day off).

Section 2. The City Code Chapter 31, Section 31.101, 1, d, is hereby amended to read as follows:

d. Prepare zoning regulations and recommend or reject proposed changes in such regulations;

Section 3. The City Code Chapter 31, Section 31.101, 1, e, is hereby amended to read as follows:

e. Prepare recommended or established plans for the clearance and rebuilding of slum districts or blighted areas within the city;

Section 4. The City Code Chapter 31, Section 31.101, 1, f, is hereby amended to read as follows:

f. Submit to the long range planning committee a list of recommended capital improvements, which, in the opinion of the planning commission, are necessary or desirable to be constructed during the forthcoming five-year period. The list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year; and

Section 5. The City Code Chapter 31, Section 31.101, 1, g, is hereby deleted.

Section 6. The City Code Chapter 31, Section 31.101, 2, c, is hereby deleted.

Section 7. The City Code Chapter 31, Section 31.101, 2, d, is hereby amended to read as follows:

d. Review plans for the replanning, improvement and development of neighborhoods; and

Section 8. The City Code Chapter 31, Section 31.101, 2, e, is hereby amended to read as follows:

e. Review a plan for the replanning, reconstruction or redevelopment of any area or district which may be destroyed in whole or in part or seriously damaged by fire, earthquake, flood or other disaster.

Section 9. The City Code Chapter 31, Section 31.101, 3, b, is hereby amended to read as follows:

b. To hold hearings on applications for conditional use and interim use permits provided for in the zoning chapter of the City Code and to transmit its recommended action to the city council for final action.

Section 10. City Code references to Penalty and Violations are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 11. This ordinance shall be in force and effect from and after its passage, approval, and publication.

THEREFORE, BE IT RESOLVED Conduct the First Reading amending city code Chapter 31 entitled "Departments, Divisions, Boards and Commissions", and by adopting by reference penalty provisions and amending city code Chapter 31 to delete certain provisions. Council also moves to waive the second reading.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 1.21.26: Planning & Zoning Commission ORdinance Amendment - Approval</u>

Following discussion, Councilmember Jason Aarestad introduced Resolution 1.21.26, being seconded by Councilmember Scott Pream, that:

WHEREAS, The Strategic Planning Committee and the Administrative Services Committee held discussions regarding the structure and length of continuous terms of Planning and Zoning Commission members, A review of Section 31.100 - Establishment and Composition of the Planning Commission and Section 31.101 – Powers and Duties, prompted several suggested changes to these sections of our City Ordinances. Some of the key changes included limiting appointed members to three consecutive 3-year terms before requiring a 1-year period of non-service, unless waived by the City Council, Appointing three Council members to the Commission instead of just one. Moving the meeting day to the 1st Wednesday after the 1st City Council meeting of each month as the current scheduled regular meeting day conflicts with the Administrative Services Committee meeting and limits which council members can be appointed to the Planning Commission and does not allow the City Administrator to participate as an Ex-official member of the Planning Commission. The Powers and Duties were amended to better reflect the current powers and duties the Planning and Zoning Commission are exercising.

WHEREAS, Section 1. The City Code Chapter 31, Section 31.100 is hereby amended to read as follows:

- Sec. 31.100. - Establishment and composition.

A Planning Commission is established. The Planning Commission shall be composed of nine members, six of whom shall be selected as with other boards and commissions. Three of the members shall be council members, appointed by the City Council on an annual basis. The community development director and city administrator, by reason of their positions, shall serve as ex-officio members of the Planning Commission, not to be included in the number herein stated. Planning Commission members, except the council members, shall serve staggered three-year terms up to a maximum of 3 terms, after which there shall be a 1-year period of non-service, unless waived by the City Council. A chairperson and such other offices as determined by the Planning Commission shall be selected by the Planning Commission from the appointed members to serve a 1-year term. If any person serving as a member on the Planning Commission shall find that his or her private or personal interests are involved in any matter coming before the Planning Commission, the member shall disqualify himself or herself from taking part in any action on the matter, or the member may be disqualified by the Planning Commission. The Planning commission shall hold at least 1 regular meeting each month, unless there are no actions to be acted upon. Said regular meeting will be held on the 1st Wednesday after the 1st City Council meeting of each month. A member may be removed by the City Council if a member has 3 consecutive unexcused or 6 unexcused absences during their 3-year term. An absence is unexcused when a member: (1) fails to notify the Chair / Staff Liaison in advance or as soon as reasonably practical of the absence; (2) gives a reason that does not meet the “excused” criteria; or (3) is absent without a reason being provided. In other words: unexcused = no notice, no valid reason, or no communication. Excused absences include, but are not limited to: personal illness / medical appointment; illness or emergency involving immediate family; work conflict that cannot reasonably be rescheduled; required school function; funeral / bereavement; severe weather / road conditions; military duty; pre-approved travel or vacation (not a surprise day off).

Section 2. The City Code Chapter 31, Section 31.101, 1, d, is hereby amended to read as follows:

d. Prepare zoning regulations and recommend or reject proposed changes in such regulations;

Section 3. The City Code Chapter 31, Section 31.101, 1, e, is hereby amended to read as follows:

e. Prepare recommended or established plans for the clearance and rebuilding of slum districts or blighted areas within the city;

Section 4. The City Code Chapter 31, Section 31.101, 1, f, is hereby amended to read as follows:

f. Submit to the long range planning committee a list of recommended capital improvements, which, in the opinion of the planning commission, are necessary or desirable to be constructed during the forthcoming five-year period. The list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year; and

Section 5. The City Code Chapter 31, Section 31.101, 1, g, is hereby deleted.

Section 6. The City Code Chapter 31, Section 31.101, 2, c, is hereby deleted.

Section 7. The City Code Chapter 31, Section 31.101, 2, d, is hereby amended to read as follows:

d. Review plans for the replanning, improvement and development of neighborhoods; and

Section 8. The City Code Chapter 31, Section 31.101, 2, e, is hereby amended to read as follows:

e. Review a plan for the replanning, reconstruction or redevelopment of any area or district which may be destroyed in whole or in part or seriously damaged by fire, earthquake, flood or other disaster.

Section 9. The City Code Chapter 31, Section 31.101, 3, b, is hereby amended to read as follows:

b. To hold hearings on applications for conditional use and interim use permits provided for in the zoning chapter of the City Code and to transmit its recommended action to the city council for final action.

Section 10. City Code references to Penalty and Violations are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 11. This ordinance shall be in force and effect from and after its passage, approval, and publication.

THEREFORE, BE IT RESOLVED Approve amending city code Chapter 31 entitled "Departments, Division, Boards, and Commissions." and by adopting by reference penalty provision and amending city code Chapter 31 to delete certain provisions.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.22.26: Planning & Zoning Reappointment - Teri Averill

Following discussion, Councilmember Steve Narverud introduced Resolution 1.22.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The mayor has interviewed four candidates for the two open positions on the Planning and Zoning Commission and scored and ranked them on their answers to 10 questions. He has selected Teri Averill to be reappointed to serve another 3-year term; his term would expire on January 31, 2029.

THEREFORE, BE IT RESOLVED, re-appoint Teri Averill on the Planning and Zoning Commission.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.23.26: Planning & Zoning Councilmember Appointment - Mike Lorenson and Kelly Langness

Following discussion, Councilmember Steve Narverud introduced Resolution 1.23.26, being seconded by Councilmember Scott Pream, that:

WHEREAS, With the amendment to City Code Chapter 31 entitled "Departments, Divisions, Boards and Commissions," the mix of public members and elected officials has changed. The new ordinance calls for three city council members to be appointed to the Planning and Zoning Commission and the six remaining seats to be made up of appointments by the mayor from citizens of the community.

THEREFORE, BE IT RESOLVED Appoint Mayor, Mike Lorenson, and Ward 3 Council Member, Kelly Langness to the Planning and Zoning Commission.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.24.26: Purchase - Thermal Imaging Camera

Following discussion, Councilmember Scott Pream introduced Resolution 1.24.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The Fire Department supplies each front-line engine with a Thermal Imaging Camera. The camera on Engine 97 has failed and needs to be replaced. It is estimated that the failed camera was 15 – 20 years old.

WHEREAS, The Thermal Imaging Camera is a key essential tool for search and rescue operations, firefighter safety, and tactical size-up considerations.

THEREFORE, BE IT RESOLVED Approve the purchase of a Thermal Imaging Camera from Grand Forks Fire Equipment for a cost of $6068.00.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 1.25.26: Microsoft Windows Server Client Access Licenses Upgrade</u>

Following discussion, Councilmember Scott Pream introduced Resolution 1.25.26, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Our Microsoft Client Access Licenses (CALs) for Windows Server have not been upgraded for an extended period, creating compliance and operational risks.

WHEREAS, • Affected Systems: Windows Server environment requiring CAL compliance.
• Affected Users: Users at City Hall and the Electric Department relying on server-based resources.
• Business Impact: Potential licensing non-compliance, risk of service disruption, and inability to scale user access efficiently.

THEREFORE, BE IT RESOLVED Approve the acquisition of 30 Microsoft Server Client Access licenses for Server 2025 for three (3) years.

On vote being taken, the resolution was unanimously passed.

<u>RESOLUTION NO. 1.26.26: MARCO DaaS agreement on a Konica c651i- 65-ppm copier for City Hall and a Konica c451i 45-ppm for the Public Works Department.</u>

Following discussion, Councilmember Michele McCraw introduced Resolution 1.26.26, being seconded by Councilmember Kelly Langness , that:

WHEREAS, The MARCO DaaS agreement no longer has a per copy charge and now includes unlimited prints. There are no meter count collections either. The agreement includes all travel time, all parts, labor, drums, and toner supplies. It also includes hard drive removal at no charge which would be bizhub secure as well. The City will be saving $297.02 per month with this agreement. With this new lease – rates will be fixed for the term of the lease, no late payment late fees and no additional fees will be added.

THEREFORE, BE IT RESOLVED Approve the Marco 60-month DaaS Agreement for $899.64 per month on a new Konica C651i 65 ppm for City Hall and a new Konica C451i 45-ppm for Public Works Department to be installed May of 2026. And authorize the City Administrator to sign the agreement.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.27.26: Energy Systems Group Contract Agreement

Following discussion, Councilmember Scott Pream introduced Resolution 1.27.26, being seconded by Councilmember Steve Narverud, that:

WHEREAS, Energy Systems Group will quantify potential every savings and operating costs reducing strategies and other financial benefits, including operational and equipment efficiencies.

Recommendations regarding the following energy conservation measures include but are not limited to:

- Lighting improvements
- HVAC infrastructure improvements
- HVAC control retro-commission opportunities
- Building envelope improvements
- Other areas of opportunity for operational efficiency and improvement yet to be determined

WHEREAS, To facilitate the evaluation, the City agrees to furnish ESG accurate and complete data including:

- Two years of utility information (signed authorization letters for utility companies)
- Utility provider agreements, if applicable
- Building drawings (digital or hard copies)
    - scaled architectural floor plans
    - Mechanical and electrical systems drawings
    - Roof plans
    - window/door plans/renovations
    - Any anticipated expansion plans and/or future capital improvement plan
    - Copies of any previous studies
    - Any known facility operating requirements
    - Two years of operations and maintenance expenditures (five years preferred)
    - ESG may request confirmation of historical maintenance and operational costs the City expects may be reduced, eliminated or otherwise offset through implementation of the Prosed contract.

THEREFORE, BE IT RESOLVED authorize the City Administrator to sign the Guaranteed Energy Savings Contract Project Development Agreement with Energy Systems Group, LLC to perform a detailed engineering evaluation of City Hall and the Carneige Library to develop a proposed scope of work for energy savings initiatives.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.28.26: Challenger Multi-Use Trail Connection

Following discussion, Councilmember Scott Pream introduced Resolution 1.28.26, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Be it resolved that City of Thief River Falls agrees to act as sponsoring agency for the project identified as Challenger Multi-Use Trail Connection and has reviewed and approved the project as
proposed. Sponsorship included a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through its completion, with compliance of all applicable laws, rules and regulations.

THEREFORE, BE IT RESOLVED To adopt a resolution of City of Thief River Falls to act as sponsoring agency for the project identified as the Challenger Multi-Use Trail Connection.

On vote being taken, the resolution was passed. Mike Lorenson abstained.

RESOLUTION NO. 1.29.26: 2026 Public Improvement Feasibility Report

Following discussion, Councilmember Scott Pream introduced Resolution 1.29.26, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The following list of potential improvements is based on items from the City's Capital Improvement Program, items requested by developers, and other departments.

Federal Funded

- Storm Sewer replacement on 6th St. from RR tracks to Barzen Ave., Storm sewer and Curb and Gutter on Brooks Ave. from raingardens at REA to 6th St. Reclamation and reconstruction of base, 4" bituminous surface, Curb and Gutter replacement.
- Barzen multi-use trail
- Streetlamp LED replacement
- 1st Street-2" mill and fill, Barzen to Calumel
- 2nd Street Brooks to Barzen

Locally Funded

- CSAH #11 project-city participation
- Kendall Ave, Greenwood to CASH?
- 2" Mill and fill on 2nd St. from Brooks to Barzen Ave.

WHEREAS, The City needs to discuss items to be included in a public improvement project in 2026 to assure adequate time for a project hearing and construction drawings preparation to have a project ready to bid in the Spring of 2026 for completion next fall.

THEREFORE, BE IT RESOLVED Call for a Feasibility Report for the potential 2026

Street & Utilities Improvements project.

On vote being taken, the resolution was unanimously passed.

Moore Engineering Services

No action taken.

RESOLUTION NO. 1.30.26: 2028 Transportation Alternatives Grant Application- Challenger Multi-Use Trail Connection.

Following discussion, Councilmember Steve Narverud introduced Resolution, 1.30.26 being seconded by Councilmember Michele McCraw, that:

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right-of-way or property ownership acquired without prior approval from the FHWA.

THEREFORE, BE IT RESOLVED To adopt a resolution of City of Thief River Falls to agree to maintain facility for the project identified as the Challenger Multi-Use Trail Connection.

On vote being taken, the resolution was passed. Mike Lorenson abstained.

RESOLUTION NO. 1.31.26: State of MN Cooperative Agreement

Following discussion, Councilmember Scott Pream introduced Resolution 1.31.26, being seconded by Councilmember Steve Narverud, that:

WHEREAS, The Shore fishing stations have been discussed in concept, scoping, environmental considerations, and engineering specifications for the last two years with City of TRF public works, department of Natural Resources, and local SWCD personnel.

THEREFORE, BE IT RESOLVED To sign a State of MN Cooperative Agreement for the purpose of constructing new ADA compliant shore fishing stations and pedestrian infrastructure at Hartz Park in TRF, MN.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 1.32.26: Approval of Councilmember Appointments to Community and Statewide Boards, Commissions and Committees

Following discussion, Councilmember Michele McCraw introduced Resolution 1.32.26, being seconded by Councilmember Kelly Langness , that:

THEREFORE, BE IT RESOLVED to approve the following appointments to various community state boards and committees for calendar year 2026:

2026 Boards and Commissions City Representatives

Airport Zoning Board – Narverud & Aarestad

Airport Authority Board - Lorenson and Langness

City Employee Safety Committee – Aarestad

Community Development Advisory Board – McCraw (Ex-officio – Philipp, Lorenson & Baker)

Community Education Advisory Board (Ex-officio) – Lorenson

Convention and visitors Bureau Board – Pream

Advance Thief River (Ex-officio) – Narverud

MEC Joint Powers – Pream (ALT Arlt) (Treas – Philipp)

Northwest Regional Library Board – Pream

Pennington County Historical Society – Pream

Pennington County Solid Waste Committee – McCraw

Planning Commission/Board of Appeals & Adjustments – Narverud, Langness & Lorenson (Ex-officio – Philipp & Baker)

Red Lake River Corridor Joint Board – Lorenson (ALT Kajewski)

TRF Area Community Fund's Advisory Committee – Arlt

TRF Chamber of Commerce (Ex-officio) – Pream

TRF Library Board – Pream

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

UPCOMING MEETINGS

- Committee of the Whole 1/20/26 after council (Chambers)

- City Council 2/3 at 5:30 pm (Chambers)
- Planning & Zoning 2/4 at 5 pm (Chambers)
- Public Utilities Committee 2/9 at 7 am (Room 101)
- Public Safety Committee 2/9 at 4:30 pm (Room 101)
- Administration Committee 2/10 at 4:30 pm (Room 101)
- Public Works Committee 2/11 at 4:30 pm (Room 101)
- City Council 2/17 at 5:30 pm (Chambers)

INFORMATIONAL ITEMS

- Investment Summary
- Mayor Update

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Kelly Langness to adjourn at to Committee of the Whole. On vote being taken, the chair declared the motion unanimously carried.