

**City Council Proceedings
Tuesday, February 17, 2026**

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on February 17, 2026. This meeting is being presided over by Councilman Steve Narverud.

PLEDGE OF ALLEGIANCE

ROLL CALL

The following Councilmembers were present: Narverud, Aarestad, Pream, McCraw, Arlt, Bolduc and Langness. Mayor Mike Lorenson was absent (attending MN Chamber of Commerce Convention). Councilman Steve Narverud chaired the meeting.

PUBLIC FORUM

**PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION
ANNOUNCEMENTS**

APPROVE AGENDA

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

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 02.37.26: Approval of February 3, 2026 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Megan Arlt introduced RESOLUTION 02.37.26, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED by the City Council, to approve the February 3, 2026 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.38.26: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Megan Arlt introduced RESOLUTION 02.38.26, being seconded by Councilmember Michele McCraw, that:

THEREFORE, BE IT RESOLVED by the City Council, to authorize payment of bills and disbursements in the total amount of \$754,623.10. 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. 02.39.26: Utility Billing Integration/MDM Operating System

Following discussion, Councilmember Michele McCraw introduced Resolution 02.39.26, being seconded by Councilmember Scott Pream, that:

WHEREAS, The City of Thief River Falls has replaced the Utility Water and Electric meters in the past few years, converting to “Smart” meters that allow for advanced monitoring and analytics. The City acquired Harris SmartWorks and an integrator and Meter Data Management System. The program has not been successful, and support from the company is extremely poor. Any time there is a change or a problem, if they do get back to us, we get a substantial bill for service, along with the \$22,000/ year support fee.

WHEREAS, By removing Harris SmartWorks and replacing with a nonproprietary system, the annual support fee will not have to be supported, and the Shpigler Group will develop a custom dash board for key performance indicators for monitoring and troubleshooting issues that come up with the meter reading system, and out of average meter reading alarms. Cost for this proposal is \$5000/month and will be paid out of the Water Systems budget.

THEREFORE, BE IT RESOLVED Approve the proposal of the Shpigler group to reconfigure and optimize the integration systems of the Utility Billing software, and remove the current Harris SmartWorks MDM.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.40.26: 2026 Water Treatment Plant Reroof Project

Following discussion, Councilmember Michele McCraw introduced Resolution 02.40.26, being seconded by Councilmember Kelly Langness , that:

WHEREAS, The City of Thief River Falls Water Treatment plant roof is thirty six years old and is in need of repair and replacement.

WHEREAS, The roof isn’t currently leaking, but the underlayment insulation is deteriorating and a complete replacement is needed. The current rubber roof is weather cracked and the seams are splitting apart.

THEREFORE, BE IT RESOLVED Approve Widseth Engineers and Architects proposal for Construction Documents, Bidding coordination, and Construction Administration in the amount of \$22,000 paid through future bonding, along with the Intake model and PAC feeder replacement project.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.41.26: Approve the Northland Securities resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal

Revenue Code.

Following discussion, Councilmember Michele McCraw introduced Resolution 02.41.26, being seconded by Councilmember Scott Pream, that:

WHEREAS, The reimbursement resolution, certification, and declaration of official intent relate to the Water Systems Department projects consisting of the carbon PAC, the raw water rehabilitation, and the roofing project. 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 \$3,000,000.00.

THEREFORE, BE IT RESOLVED to authorize the City Administrator to sign the Northland Securities resolution establishing procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.42.26: Approve services from Flaherty & Hood PA for labor union contract negotiations

Following discussion, Councilmember Jason Aarestad introduced Resolution 02.42.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, Current union contracts end 12-31-26. Flaherty & Hood PA has the expertise to assist the City of Thief River Falls with all facets of public labor relations, employment law, and human resources. The services the city is requesting is to review current documents and prepare strategy, meet with management and council, review labor contracts and draft comments and initial proposals for each labor contract, participate directly in negotiations, and draft all final contract, MOUs, and council action for all units.

WHEREAS, cost estimates are \$4,100 - \$8,050. The actual costs may be lower or higher dependent on the nature, extent, and volume of such services. Since we are a member of the Coalition of Greater Minnesota Cities (CGMC) these services are billed at reduced hourly rates for labor and employment services.

THEREFORE, BE IT RESOLVED to approve Flaherty & Hood PA to provide labor negotiations services for the City of Thief River Falls' unions and bargaining unit with Attorney Brandon Fitzsimmons as the lead negotiator for union contract years 2027, 2028 and 2029.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.43.26: Approve services from David Drown Associates Inc

Following discussion, Councilmember Scott Pream introduced Resolution 02.43.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, In June 2021, the City of Thief River Falls engaged David Drown

Associates to provide market analysis services and to update all existing job descriptions, which was previously updated in 1994. The resulting market study was implemented in October 2022. Following its implementation, it was recommended that a market analysis be conducted in a timely manner. It should be noted that completing these services does not guarantee any pay adjustments for the staff of the City of Thief River Falls. The total cost for the market analysis services is \$23,000.

THEREFORE, BE IT RESOLVED to approve the agreement with David Drown Associates Inc and the City of Thief River Falls to complete a market analysis and pay grid recalibration.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.44.26: Professional Services for MDR Intégrations

Following discussion, Councilmember Scott Pream introduced Resolution 02.44.26, being seconded by Councilmember Kelly Langness , that:

WHEREAS, As an MDR customer, we receive monitoring and logging services for key infrastructure at no additional cost. Our only expense is the implementation of these integrations. This initiative will strengthen our security posture and will meet our current SIEM (Security Information and Event Management) requirements by providing 90 days of monitored logs.

WHEREAS, • Integrations (4):

- o Firewalls – Enhance perimeter security
- o Wireless Networks – Protect internal connectivity
- o Backups – Ensure data recovery
- o Microsoft – Secure productivity tools
- Departments affected: All departments and locations within the city can utilize these integrations.
- Cost Structure: \$595.68 per integration (fixed cost; no additional charges if implementation takes longer).
- Added Value: May satisfy SIEM requirements, reducing future costs for separate solutions.

THEREFORE, BE IT RESOLVED Approve Professional Services for MDR Integrations Implementation.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.45.26: 2026 Street & Utilities Improvements Feasibility Report

Following discussion, Councilmember Kelly Langness introduced Resolution 02.45.26, being seconded by Councilmember Scott Pream, that:

WHEREAS, The items outlined in the feasibility report listed below are potential improvements based on items from the City’s Capital Improvement Program, items requested by developers, homeowners, and other departments.

The 2026 Street and Utilities improvement plan for the city of Thief River Falls includes:

1. 6th Street Storm Sewer and Road Reconstruction
2. Barzen Multi-Use Trail and pedestrian/bike improvements
3. Street Lighting(LED replacement initiative)

WHEREAS, The City Council needs to call for a public hearing on any or all the items included in the feasibility report to proceed with the project. The public hearing is scheduled for March 3rd at 5:30 P.M. in the City Council Chambers. All affected residents will be mailed a notice of hearing, giving them an opportunity to attend and voice their opinion for or against the project. A hearing notice will also be published in the Times.

THEREFORE, BE IT RESOLVED Approve Feasibility Report for the proposed 2026 Street & Utilities Improvements and call for a public hearing.

On vote being taken, the resolution was passed. Bolduc opposed.

RESOLUTION NO. 02.46.26: Second Reading to Amend Subdivision Ordinance, Chapter 151 of City Code

Following discussion, Councilmember Jason Aarestad introduced Resolution 02.46.26, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, The proposed amendment updates definitions, clarifies subdivision classifications (simple, minor and major), and revises procedures for concept plan meetings, preliminary and final plat submissions, and recording requirements. It also aligns subdivision review with zoning applications and zoning regulations to ensure consistency with the City's Comprehensive Plan.

WHEREAS, • It clarifies subdivision classifications defining them as simple, minor and major based on the size of the project and number of lots involved.

- Clarifies and establishes procedures for concept plan meetings, preliminary and final plat submissions, and recording requirements.
- It aligns subdivision review with zoning applications and zoning regulations to ensure consistency with the City's Comprehensive Plan.
- Due to the length of the proposed amendment, it is requested that a summary of the amendment be read and published in the Times.

THEREFORE, BE IT RESOLVED Conduct the Second Reading of the summary of the amendment to the City's Subdivision Ordinance, Chapter 151 of the City Code, which governs the procedures, requirements, and standards for subdividing land within the city.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.47.26: Amend Subdivision Ordinance, Chapter 151 of City Code

Following discussion, Councilmember Jason Aarestad introduced Resolution 02.47.26,

being seconded by Councilmember Michele McCraw, that:

WHEREAS, he proposed amendment updates definitions, clarifies subdivision classifications (simple, minor and major), and revises procedures for concept plan meetings, preliminary and final plat submissions, and recording requirements. It also aligns subdivision review with zoning applications and zoning regulations to ensure consistency with the City's Comprehensive Plan.

WHEREAS, • It clarifies subdivision classifications defining them as simple, minor and major based on the size of the project and number of lots involved.

- Clarifies and establishes procedures for concept plan meetings, preliminary and final plat submissions, and recording requirements.
- It aligns subdivision review with zoning applications and zoning regulations to ensure consistency with the City's Comprehensive Plan.
- Due to the length of the proposed amendment, it is requested that a summary of the amendment be read and published in the Times.

THEREFORE, BE IT RESOLVED approve the amendment to the City's Subdivision Ordinance, Chapter 151 of the City Code, which governs the procedures, requirements, and standards for subdividing land within the city and to approve the publishing of the summary of the ordinance in the Times.

ORDINANCE NO. ____, 3rd SERIES

AN ORDINANCE OF THE CITY OF THIEF RIVER FALLS, MINNESOTA,
AMENDING
CITY CODE CHAPTER 151 ENTITLED "SUBDIVISIONS", AND BY ADOPTING
BY REFERENCE PENALTY PROVISIONS AND AMENDING CITY CODE
CHAPTER 31 TO DELETE CERTAIN PROVISIONS.

THE CITY COUNCIL OF THIEF RIVER FALLS ORDAINS:

Section 1. That the present City Code Chapter 151.04, 151.06, 151.20, 151.21, 151.22, 151.23, 151.25, are hereby deleted.

Section 2. That City Code Chapter 151, is hereby amended to add the following sections:

151.04 FEES ESTABLISHED.

The City Council shall, from time to time establish by resolution, fees for review of subdivisions. No application for subdivision shall be considered filed with Planning Staff, unless and until said application is accompanied by the fee, as established by resolution of the City Council, and as required by these regulations.

151.05 DEFINITIONS.

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ALLEY. Means any strip of land publicly or privately owned, less than 24 feet in width between property lines, set aside for public vehicular access to abutting property and public utility uses.

APPLICANT. Means the owner of land proposed to be subdivided or its representative who shall have express written authority to act on behalf of the owner. Consent shall be required from the legal owner of the premises.

ARTERIAL STREET or HIGHWAY. Means a street or highway of considerable continuity; designed primarily to serve as travel corridors between various sectors of the area and beyond (such as from within a city to the outlying areas.)

BLOCK Means any property abutting on 1 side of a street and laying between the 2 nearest intersecting or intercepting streets or railroad right-of-way or unsubdivided acreage.

BUILDING. Means any structure having a roof that may provide shelter or enclosure of persons, animals or property of any kind.

COLLECTOR STREET. Means refers to a street designed to serve the internal traffic of an area (such as a neighborhood,) and which distributes and collects traffic from local streets and connects with highways and/or arterial streets. A **LOCAL STREET** as herein used means a street whose primary use is to serve abutting property.

CONCEPT PLAN. Means that map submitted in connection with a multi-phased or phased subdivision application which provides the information and graphics meeting the requirements of this chapter for the purpose of implementing an integrated development scheme for all phases of the proposed subdivision.

CUL-DE-SAC. Means a comparatively short street having but one end open to traffic and the other end being permanently terminated by a vehicular turn-around.

DEVELOPMENT. Means to improve or take overt action to alter real property.

DEVELOPMENT OBJECTIVE. Means those goals determined from time to time in plan or policy form as part of the city's comprehensive planning program that indicate how the city wishes to develop itself in line with orderly and logical direction.

EASEMENT. Means the right to use the land of another owner for a specified use. An **EASEMENT** may be granted for the purpose of constructing and maintaining walkways, roadways, individual sewage treatment systems, utilities, drainage, driveway, and other uses.

FLOOD FRINGE. Means that portion of the flood plain outside of the floodway. Flood fringe is synonymous with the term **FLOOD FRINGE** used in the Flood Insurance Study for the City of Thief River Falls. Unnumbered A Zones shall be the same as **FLOOD FRINGE** except in floodway areas which are determined as per Minn. Reg. 6128.5000.6120.6200 Floodplain Management for Determining Floodways and Flood Fringe.

FLOOD PLAIN. Means the areas adjoining a watercourse which have been or hereafter may be covered by the regional flood.

FLOODWAY Means the channel of the watercourse and those portions adjoining flood plains which are reasonably required to carry and discharge the regional flood.

IMPROVEMENTS. Means changes to the land necessary to prepare it for development.

IMPROVEMENTS - PUBLIC. Means changes to the land necessary to prepare it for development including but not limited to grading, filling, street paving, curb paving, sidewalks, walk ways, watermains, sewers, drainageways, and other public works and appurtenances.

LOCAL STREET. Means a street designed for access to abutting property and not

intended to facilitate through traffic.

LOT. Means land occupied by, or to be occupied by a building and its accessory buildings; or by a dwelling group and its accessory buildings; together with such open spaces as are required under the provisions of this chapter, having not less than the minimum area required by this chapter for a building site in the district in which such lot is situated, and having its principal frontage on a street.

MONEY IN LIEU OF LAND. Means payment of money into a municipally earmarked fund to provide for facilities off-site in place of dedicating land or providing such facility on site.

PERMANENT STRUCTURES AND BUILDINGS. Mean structures and building existing prior to the proposed plat will remain in place after the plat has been approved.

PLAT. Means the map, drawing or chart on which the applicant's plan of subdivision is presented to the City Council for approval.

PLAT - FINAL. Means the map of a subdivision, and any accompanying material as required, to be recorded after approval by the City Council.

PLAT - PRELIMINARY. Means the drawing or drawings, described in this chapter, indicating the proposed manner or layout of the subdivision to be submitted for approval.

REGIONAL FLOOD. Means a flood which is representative of large floods known to have occurred in the vicinity of Thief River Falls and reasonably characteristic of what can be expected to occur on an average frequency in the magnitude of the 100-year recurrence interval.

REGULATORY FLOOD PROTECTION ELEVATION. Means that point not less than the water surface profile associated with the regional flood, plus any increase in flood heights attributable to encroachments on the flood plain.

RIGHT-OF-WAY. Means a strip of land occupied or intended to be occupied by a street, crosswalk, railroad, road, electric transmission line, oil, or gas pipeline, water main, sanitary or storm sewer main, or for any other special use. The usage of the term **RIGHT-OF-WAY** for land platting purposes shall mean that every right of way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right of way and not included within the dimensions or areas of such lots or parcels. **RIGHT OF WAY** intended for streets, crosswalks, water mains, sanitary sewers, storm drains, or any other use involving maintenance by a public agency shall be dedicated to public use by the applicant of the plat on which such right of way is established.

RIGHT-OF-WAY WIDTH. Means the distance between property lines measured at right angles to the center line of the street.

STREET. Means public property, not an alley, intended for traffic circulation. In appropriate context the term **STREET** may refer to the right of way bounded by the property lines of such public property, or may refer to the paving installed within such right of way.

STRUCTURE. Means anything constructed or erected.

SUBDIVISION. Means the division or redivision of a lot, tract, or parcel of land regardless of how it is to be used, into 2 or more lots either by plat or by metes and bounds description; or the division or redivision of land involving dedication of a new park, playground, street, or other public right of way facility, or the vacation, realignment, or any other changes in existing streets, alleys, easements, recreation areas,

water, or other public improvements or facilities; provided, however, that the following classes shall be exempt:

- (1) The division of land for agricultural purposes into parcels greater than 40 acres, where no new streets, roads, or other right of way is involved.
- (2) The division of land in a court ordered action as a direct result of an inheritance from a deceased family member.

SUBDIVISION - MAJOR. Means any division of land not meeting the definition for a simple nor minor subdivision.

SUBDIVISION - MINOR. Means the division or redivision of a lot, tract, or parcel of land regardless of how it is to be used, into 2 but not more than 7 lots or parcels either by plat or by metes and bounds description, or the division or redivision of land involving dedication of a new park, playground, street, or other public right of way facility, or the vacation, realignment, or any other changes in existing streets, alleys, easements, recreation areas, water, or other public improvements or facilities.

SUBDIVISION - SIMPLE. Means the division or redivision of a lot, tract, or parcel of land regardless of how it is to be used, into 2 lots either by plat or by metes and bounds description but not including the division or redivision of land involving dedication of a new park, playground, street, or other public right of way facility, or the vacation, realignment, or any other changes in existing streets, alleys, easements, recreation areas, water, or other public improvements nor facilities.

151.06 COMPLIANCE WITH COMPREHENSIVE PLAN, ZONING ORDINANCE AND OFFICIAL MAP.

No subdivision of land shall conflict with the provisions of the Thief River Falls Land Use Plan, Chapter 152 of the City Code, or Official Maps.

GENERAL SUBDIVISION PROCEDURES

151.20 GENERAL SUBDIVISION PROCEDURES.

The following procedures shall be followed in the administration of this chapter and no real property within the jurisdiction area as identified in this chapter shall be subdivided and offered for sale until the final plat has been approved by the City Council as set forth in the procedures provided herein.

151.21 CONCEPT PLAN MEETING AND CLASSIFICATION.

Prior to the submission of any application for subdivision plat approval under the provisions of this chapter, the applicant shall submit a concept plan and meet with the planning staff to discuss the platting application and process. Through the concept plan meeting, the planning staff will summarize the informational requirements and issues related to the specific platting request. The intention is to provide the developer with an advisory review of the subdivision without incurring major costs.

151.22 OFFICIAL SUBMISSION DATE.

(A) For the purposes of this chapter, the date a completed application for preliminary or final plat approval are submitted to planning staff, shall constitute the official submission date of the application on which the period required for formal approval, conditional approval or disapproval shall commence to run. The planning staff, upon receipt of the application, shall notify the applicant in writing within 10 city business

days if the application is found to be incomplete, per M.S. 15.99, as it may be amended from time to time.

(B) The City Council must take action on a completed application following referral by the Planning Commission within the time permitted by M.S. 15.99, as it may be amended from time to time. The person making the application shall be notified of the action taken.

151.23 COORDINATION OF ZONING APPLICATIONS WITH SUBDIVISION APPROVAL.

It is the intent of this chapter that subdivision review be carried out simultaneously with the review of the zoning applications under the Chapter 152, Zoning Code. The plans required for the zoning applications shall be submitted in a form to satisfy the requirements of this chapter. Whenever zoning applications include the division or re-subdivision of land as regulated by this chapter, subdivision plat approval shall be required prior to the issuance of a building permit.

151.24 COORDINATION OF SUBDIVISION PLAT APPROVAL WITH PENNINGTON COUNTY ZONING ORDINANCE.

It is the intent of this chapter that subdivision plat review be carried out simultaneously with the review of zoning applications under the Pennington County Zoning Ordinance. Whenever a zoning application includes the division or re-subdivision of land under the jurisdiction of this chapter, subdivision plat approval shall be required prior to the issuance of a building permit.

151.25 PROCEDURE FOR SIMPLE SUBDIVISION PLATS

If, at the concept plan meeting, the proposed subdivision plat has been classified as a simple subdivision plat, the following procedures shall be followed.

151.26 PRELIMINARY PLAT APPLICATION FOR SIMPLE SUBDIVISION PLATS.

(A) The applicant shall submit to the planning staff 5 copies of a preliminary plat and completed administrative application form for the proposed subdivision plat. The preliminary plat and application must be completed and provide all of the information as set forth in this chapter.

(B) The planning staff shall forward copies of the application form and preliminary plat to the appropriate review agencies for their recommendations on the proposal. Planning staff shall request the reviewing agencies to submit their recommendations.

(C) The applicant will be given staff comments and recommendations as to what if any changes must be made. The applicant shall then revise the proposed subdivision plat as required.

(D) The applicant may appeal the recommendations made by the planning staff to the Planning Commission. All information regarding the proposed subdivision plat shall be forwarded to the Planning Commission for consideration at its next meeting. Following its review, the Planning Commission shall determine what recommendations shall be forwarded regarding the proposed subdivision plat.

(E) Approval of the preliminary plat is not an acceptance of the subdivision plat for record but is rather an expression of approval of a general plat as a guide to preparation to the subdivision plat for final approval and recording upon fulfillment of all requirements of this chapter.

151.27 FINAL PLAT APPLICATION FOR SIMPLE SUBDIVISION PLATS.

(A) A complete application for final plat shall be submitted no later than 90 days after the date which the applicant receives the notice of recommendations of final plat. Otherwise, the preliminary plat approval shall be considered void, unless an extension is requested in writing by the developer, and for good cause, is granted by the City Council.

(B) A complete final plat application consists of, a completed administrative application form, 5 paper copies and 1 electronic version of the final plat which shall conform to the preliminary plat as reviewed. The Final Plat shall show the features designated in 151.090 et seq.

(C) The planning staff shall forward copies of the application form and final plat to the appropriate review agencies for their recommendations on the proposal. Planning staff shall request the reviewing agencies to submit their recommendations.

(D) Once planning staff has received all of the recommendations, they shall notify the applicant of the changes, if any, that must be made. The applicant shall then revise the proposed subdivision plat as required.

(E) When a final plat meets all the conditions of this chapter, planning staff shall forward the application and proposed final plat and any recommendations to the City Council for their action upon the proposal. Prior to the City Council giving consideration to said final plat, the City Administrator shall cause notice to be published in the official newspaper of the city. The City Council shall consider said final plat, said notice of the time and place of said meeting to be published at least 10 days prior to the meeting of the City Council at which said final plat shall be considered by the City Council.

151.28 RECORDING FOR SIMPLE SUBDIVISION PLATS.

(A) Once the owner or applicant has received notice of the final action taken by the City Council, he or she shall have 90 days thereafter to submit the approved final plat that meets the conditions, if any, as set by the Council to the planning staff. The planning staff shall review the final plat for conformance with the action taken by the City Council.

(B) Once planning staff has determined the final plat meets all requirements of this chapter, the City Administrator shall sign the final plat.

(C) The owner or applicant shall then file the final plat together with a certified copy of the resolution with the Pennington County Recorder's Office. Any approval of the final plat by the City Council shall be null and void if the plat and resolution of the Council approving same are not recorded with the Recorder's Office within 60 days after the date the City Administrator signs the final plat, unless application for an extension of time is made in writing during said 60-day period to the City Council, and an extension is granted by the City Council.

151.29 PRELIMINARY PLAT APPLICATION FOR MINOR AND MAJOR SUBDIVISION PLATS.

If, at the concept plan meeting, the proposed subdivision plat has been classified as a minor or major subdivision plat, the following procedures shall be followed.

(A) The applicant shall submit to the planning staff 5 copies of a preliminary plat and completed administrative application form for the proposed subdivision plat. The preliminary plat and application must be completed and provide all of the information as

set forth in this chapter.

(B) The planning staff shall forward copies of the application form and preliminary plat to the appropriate review agencies for their recommendations on the proposal. Planning staff shall request the reviewing agencies to submit their recommendations.

(C) The applicant will be given staff comments and recommendations as to what if any changes must be made. The applicant shall then revise the proposed subdivision plat as required.

(D) For a Minor Subdivision, the applicant may appeal the recommendations made by the planning staff to the Planning Commission. All information regarding the proposed Minor Subdivision plat shall be forwarded to the Planning Commission for consideration at its next meeting. Following its review, the Planning Commission shall determine what recommendations shall be forwarded regarding the proposed Minor Subdivision plat.

(E) For a Major Subdivision, when a preliminary plat meets all the conditions of this chapter, planning staff shall forward the application, proposed Major Subdivision preliminary plat, staff recommendations, and any review agency recommendations to the Planning Commission for their action upon the proposal. Prior to the Planning Commission giving consideration to said Major Subdivision preliminary plat, the City Administrator or Zoning staff shall cause notice to be published in the official newspaper of the city. The Planning Commission shall consider said Major Subdivision preliminary plat, and hear all interested parties. Said notice of the time and place of said meeting to be published at least 10 days prior to the meeting of the Planning Commission at which said Major Subdivision preliminary plat shall be considered by the Planning Commission.

(F) Approval of the preliminary plat is not an acceptance of the subdivision plat for record but is rather an expression of approval of a general plat as a guide to preparation to the subdivision plat for final approval and recording upon fulfillment of all requirements of this chapter.

151.30 FINAL PLAT APPLICATION FOR MINOR AND MAJOR SUBDIVISION PLATS.

(A) A complete application for final plat shall be submitted no later than 90 days after the date which the applicant receives the notice of recommendations of final plat. Otherwise, the preliminary plat approval shall be considered void, unless an extension is requested in writing by the developer, and for good cause, is granted by the City Council.

(B) A complete final plat application consists of, a completed administrative application form, 5 paper copies and 1 electronic version of the final plat which shall conform to the preliminary plat as reviewed. The final plat shall show the features designated in 151.090 et seq.

(C) The planning staff shall forward copies of the application form and final plat to the appropriate review agencies for their recommendations on the proposal. Planning staff shall request the reviewing agencies to submit their recommendations.

(D) When a Minor Subdivision final plat meets all the conditions of this chapter, planning staff shall forward the application, proposed final plat, staff recommendations, and any review agency recommendations to the Planning Commission for their action upon the proposal. Prior to the Planning Commission giving consideration to said final plat, the City Administrator shall cause notice to be published in the official newspaper

of the city. The City Council shall consider said final plat, said notice of the time and place of said meeting to be published at least 10 days prior to the meeting of the Planning Commission at which said final plat shall be considered by the Planning Commission.

(E) After receiving the recommendation of the Planning Commission together with all applicable information gathered upon the proposed subdivision, the City Council may take action upon said plat. The City Council may approve, approve with conditions, or deny the said plat. Following final action by the City Council, the planning staff shall notify the owner or applicant, and the appropriate review agencies, of the City Council's action.

151.31 RECORDING FOR MINOR AND MAJOR SUBDIVISION PLATS.

(A) Once the owner or applicant has received notice of the final action taken by the City Council, he or she shall have 90 days thereafter to submit the approved final plat that meets the conditions, if any, as set by the City Council to the planning staff. The planning staff shall review the final plat for conformance with the action taken by the City Council.

(B) Once planning staff has determined the final plat meets all requirements of this chapter, the City Administrator shall sign the final plat.

(C) The owner or applicant shall then file the final plat together with a certified copy of the resolution with the Pennington County Recorder's Office. Any approval of the final plat by the Council shall be null and void if the plat and resolution of the Council approving same are not recorded with the Recorder's Office within 60 days after the date the Clerk-Treasurer signs the final plat, unless application for an extension of time is made in writing during said 60-day period to the Council, and an extension is granted by the Council.

PRESENTATION REQUIREMENTS

151.32 CONCEPT PLAN.

(A) Concept plan information. Prior to the formulation of a preliminary plat, applicants shall present a sketch plan to the Planning Department at the concept plan meeting.

(B) Information to be included. The sketch plan shall include the following information unless waived by planning staff:

- (1) Name and address of developer/owner.
- (2) Date of plan preparation.
- (3) Scale of plan (engineering scale only).
- (4) North arrow indication.
- (5) Legal description.
- (6) Property location map illustrating the site location relative to adjoining properties and streets.
- (7) Scaled drawing (engineering scale only) illustrating property boundaries using the City's GIS database.
- (8) Scaled drawing of the proposed subdivision sketch plan including street patterns and lot layout related to the natural features of the site, and adjoining properties.
- (9) Natural Features. A generalized drawing of natural features showing wetlands, lakes, drainage ways, and woodland areas.
- (10) Any required zoning changes.
 - (11) Proposed timing and staging of development.

- (12) Additional information as required by the planning staff

151.33 PRELIMINARY PLAT PRESENTATION REQUIREMENTS.

The preliminary plat shall include the following information unless waived by planning staff. Additional information or modifications may be required by city staff, the Planning Commission or City Council and additional information may be requested during the review process. In certain cases some information required by these standards may not be appropriate or may need to be modified in order to provide an adequate basis for making a decision.

(B) General information.

- (1) The proposed name of the plat.
- (2) Date of application, name, address, phone number and applicable license number of the owner, developer, agent, applicant, engineer, surveyor or other principle involved in the development of the plat.
- (3) Proof of ownership or legal interest in the property in order to make application.
- (4) Existing zoning or any zoning changes needed, or reference to any zoning or similar land use actions that have already occurred that are pertinent to the proposed development.
- (5) Total acreage of the land to be subdivided.
- (6) Boundary line survey and legal description. Identify any property within the subdivision that is registered (Torrens).
- (7) Five paper copies of the preliminary plat and supporting documents, plus any additional copies deemed necessary by the planning staff, plus one reproducible copy reduced to 11 inches by 17 inches along with one copy of preliminary plat and all related engineering plans in a digital format compatible with city requirements.
- (8) North arrow and scale of 1 to 200 (1/200) to 1 to 50 (1/50) depending upon the size of the plat and the detail of the information to be shown.
- (9) Existing covenants, liens, or encumbrances.
- (10) Proposed street names.
- (11) Any additional information as requested by the planning staff.

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(C) Existing features to be shown.

- (1) Existing property lines and property lines extending 200 feet from the exterior boundaries of the parcel to be subdivided, including the names of the adjacent property owners shall be indicated.
- (2) Existing roads, both public and private, showing width of road, type of construction, and any associated easements.
- (3) Any and all existing public and private easements with purpose of easement and types and location of any facility or installation that is located in the easement.
- (4) Location, size, and capacity of all existing and abandoned drainage, storm water, individual sewage treatment systems, wells, and utilities, including poles located on the property and to a distance of 200 feet beyond the property lines.
- (5) Permanent buildings or other substantial land uses located on the property and to a distance of 200 feet beyond the property.
- (6) Waterways, watercourses, lakes, and wetlands with ordinary high water level and 100-year flood elevations shown on the map and delineated in the field.

(D) Proposed features to be shown.

(1) Proposed lot lines and dimensions of all lots. When lots are located on a curve in a road or cul-de-sac, the lot width at the building setback line shall be shown.

(2) Proposed spot elevations.

(3) Proposed uses, including parks, storm water retention areas, and areas of common ownership.

(4) Location, grade, and width of proposed streets, pedestrian ways, bicycle paths, trails, walking paths and provision for extending streets to serve adjacent areas.

(5) Location of proposed structures, driveways, percolation tests and soil borings, if applicable, and 2 sites suitable for individual sewer treatment systems with the method outlined for protecting the alternate individual sewage treatment system site for future use.

(6) Grading plans showing how the site will be graded and showing the final contours into the existing contours. Preliminary street grades and drainage plan shall be shown on a copy of the contour map.

(7) Proposed easements for drainage, slope protection, flood protection, and protection of wetlands and waterbodies, including stormwater retention areas and easements for the installation of utilities.

(8) A report, prepared by a Minnesota Pollution Control Agency (MPCA) licensed designer, on the feasibility of individual sewage treatment systems (ISTS) and water systems on each lot or a communal or shared sewage and water system serving the subdivision. The report shall follow the Minn. Rules Ch. 7080, as may be amended, and include soil boring analysis and percolation tests to verify report conclusions.

(9) The minimum setback requirements with resulting building envelope.

(E) Additional information required.

(1) A build out plan (ghost plat), when applicable, depicting how the land within the subdivision may be further subdivided in the future.

(2) Proposed title declarations for residential lots adjoining potential future development open spaces notifying the perspective homeowner of the intent to have the open space develop in the future.

(3) Any additional information as requested by the planning staff.

151.34 FINAL PLAT PRESENTATION REQUIREMENTS.

The final plat shall include the following information unless waived by planning staff. Additional information or modifications that may be required by city staff, the Planning Commission or City Council and any additional information that may be requested during the review process. In certain cases some information required by these standards may not be appropriate or may need to be modified in order to provide an adequate basis for making a decision.

(A) Two mylar copies of the final plat.

(B) One reproducible copy reduced to 11 inches by 17 inches of the final plat.

(C) Five blueline copies of the final plat and supporting documents, plus any additional copies deemed necessary by the planning staff plus 1 reproducible copy reduced to 11 inches by 17 inches along with 1 copy of the final plat in a digital format compatible with city requirements.

(D) One up-to-date (within 3 months) title insurance or opinion, as the City Attorney or planning staff may require.

Section 3. The City Code Chapter 151, Section 151.05, is hereby renamed as Section 151.35.

Section 4. City Code references to Penalty and Violations are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 5. This ordinance shall be in force and effect from and after its passage, approval, and publication.

Passed by the unanimous vote of the City Council of Thief River Falls, Minnesota, on the 17th day of February, 2026.

Mayor

ATTEST:

City Administrator

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 02.48.26: Planning Commission Fee Schedule

Following discussion, Councilmember Michele McCraw introduced Resolution 02.48.26, being seconded by Councilmember Kelly Langness , that:

WHEREAS, We have received a request to vacate an easement on a commercial property, and we have no fees established to cover the cost of publishing the Public Hearing Notice and council resolution in the Times and record the change with the County Recorder's Office. Plus, there is staff time involved. We are aware of a request coming in 2026 to vacate an alley, so the vacate easement, vacate alley, and vacate street fees have been added to the existing fee structure and set at \$300 to match the existing Land Subdivision fee. The proposed fee structure is:

- Rezoning \$150.00
- Variance \$150.00
- Conditional Use Permits \$150.00
- Interim Use Permits \$150.00
- Appeals \$150.00
- Land Subdivision \$300.00
- Vacate Easement \$300.00
- Vacate Alley \$300.00
- Vacate Street \$300.00

WHEREAS,

- We currently do not have a fee structure in place for requests to vacate an easement, vacate an alley, or to vacate a street. These all cost us to publish notifications in the Times newspaper and to record the actions with the County Recorder's Office.

- We have received a request to vacate an easement on a commercial property and are aware of a request coming in 2026 to vacate an alley,

THEREFORE, BE IT RESOLVED Approve the 2026 fees to the Application for Planning and Zoning Commission actions. Those fees are for rezoning, variance, conditional use permits, interim use permits, appeals, land subdivision, vacate easement, vacate alley, and vacate street.

On vote being taken, the resolution was unanimously passed.

First Reading to Rezone 517 Duluth Ave. S. from C-1 to C-2.

Councilmember Scott Pream motioned, being seconded by Councilmember Jason Aarestad to call for the first reading of an ordinance of

WHEREAS, Mr. Peralta is looking to sell his property to a prospective retail business owner. A (C-1) Neighborhood Business District zoning is very limiting on what types of business can locate there. The existing use as a coffee shop/restaurant and former use as a DQ does not meet the intent and purpose of the neighborhood business district and should have been rezoned decades ago. The neighborhood business district is intended for business establishments for use by persons residing in adjacent residential areas. Uses within the district shall not attract community-wide consumer traffic. It could be argued that with the tight margins in retail sales, the neighborhood Business District doesn't exist anymore, as neighborhood businesses are unable to survive financially unless they attract customers city-wide, or more realistically from surrounding communities.

WHEREAS, • Existing use as a coffee shop/restaurant and former use as a DQ does not meet the intent and purpose of the neighborhood business district. The neighborhood business district is intended for business establishments for use by persons residing in adjacent residential areas. Uses within the district shall not attract community-wide consumer traffic.

- With the tight margins in retail sales, neighborhood businesses are unable to survive financially. Today's retail business really needs to attract customers city-wide and from surrounding communities to survive financially.

THEREFORE, BE IT RESOLVED approve the first reading for the rezoning application from Andrew Peralta, DQ – Peralta, Inc., to rezone 517 Duluth Ave. S. from Neighborhood Business District (C-1) to General Business District (C-2) to allow for broader community-wide consumer traffic.

City Attorney Sparby read the proposed ordinance. No action was taken at this time and this ordinance will again be presented at the next Council Meeting.

RESOLUTION NO. 02.49.26: Approve the ATM Agreement with Northern State Bank of Thief River Falls

Following discussion, Councilmember Megan Arlt introduced Resolution 02.49.26, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, Following the City Council's approval to implement a 3% credit card fee for Falls Liquors customers, an option will now be available for customers to withdraw cash for their purchases.

THEREFORE, BE IT RESOLVED to authorize the City Administrator to sign the ATM Agreement between the City of Thief River Falls and Northern State Bank of TRF upon legal review. The Automated Teller Machine (ATM) will be located at Falls Liquors.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

Steve noted his thanks and appreciation to the Public Works Department for their work this winter with timely snow removal, trail cleaning and snow pile removals.

UPCOMING MEETINGS

- City Council 3/3 at 5:30 pm - Council Chambers
- Planning & Zoning 3/4 at 5:00 pm - Council Chambers
- Public Utilities Committee 3/9 at 7:00 am - Room 101
- Public Safety Committee 3/9 at 4:30 pm - Room 101
- Administrative Committee 3/10 at 4:30 pm - Room 101
- Public Works Committee 3/11 at 4:30 pm - Room 101
- City Council 3/17 at 5:30 pm - Council Chambers

INFORMATIONAL ITEMS

- Investment Summary (117-118)
- Mayoral Update

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Kelly Langness to adjourn at 5:58 pm. ON vote being taken, the chair declared the motion unanimously carried.

Mayor Mike Lorenson

Attest: City Administrator, Angela Philiipp
