

**City Council Meeting Minutes
Tuesday, April 21, 2026**

CALL TO ORDER

This meeting is officially called to order at 5:30 pm on April 21, 2026. This meeting is being presided over by Mayor Mike Lorenson.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

PUBLIC FORUM

**PRESENTATIONS/PROCLAMATIONS/PUBLIC INFORMATION
ANNOUNCEMENTS**

Mike noted the new aerial photograph hanging in Council Chambers as well as the Council historical binder (past and present council members).

APPROVE AGENDA

Councilmember Scott Pream motioned being seconded by Councilmember Michele McCraw to approve the agenda with the addition of addendum items 8.14, 8.15, and 8.16.

On vote being taken, the resolution was unanimously passed.

CONSENT AGENDA

RESOLUTION NO. 04.69.26: Approval of April 7, 2026 Council Proceedings

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 04.69.26, being seconded by Councilmember Julie Bolduc, that:

THEREFORE, BE IT RESOLVED, by the City Council to approve the April 7, 2026 Council Proceedings.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.70.26: City of Thief River Falls Bills and Disbursements

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 04.70.26, being seconded by Councilmember Julie Bolduc, that:

THEREFORE, BE IT RESOLVED by the City Council, to authorize payment of bills and disbursements in the total amount of 2,128,344.56. A printout of the approved payments and disbursements are attached hereto and made a part hereof.

On vote being taken, the resolution passed unanimously.

RESOLUTION NO. 04.87.26: Approve Fireworks Permit for Pennington County Fair (J&M Displays)

Presented as part of the Consent Agenda, Councilmember Michele McCraw introduced RESOLUTION 04.87.26, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, The Pennington County Fair holds an annual fireworks display. The fireworks show is managed by J&M Displays. The show will be on July 15, 2026 from approximately 10 pm to 10:15 pm at the Pennington County Fairgrounds (525 Barzan Ave S, Thief River Falls).

THEREFORE, BE IT RESOLVED to approve the fireworks permit for the Pennington County Fair Association (J&M Displays).

On vote being taken, the resolution was unanimously passed.

NEW BUSINESS

RESOLUTION NO. 04.71.26: Water Treatment Plant Reroof

Following discussion, Councilmember Scott Pream introduced Resolution 04.71.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The City of Thief River Falls Water Treatment Plant was doubled in size in 1990. A new rubber roof was installed on the new addition, and the existing part of the Water Treatment Plant was reroofed at that time as well.

WHEREAS, The current rubber roofing is cracking and pulling away from the edges. The insulation under the rubber mat is deteriorating and needs to be replaced as well.

THEREFORE, BE IT RESOLVED Approve calling for the advertising for bids for the Water Treatment Plant to reroof the entire building, with bid opening on May 21st, 2026 at City Hall at 2:00 pm.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.72.26: Approval of the TRF Police Department to purchase a 2015 Chevrolet Tahoe

Following discussion, Councilmember Megan Arlt introduced Resolution 04.72.26, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, This purchase request was submitted to the public Safety committee. The current Deputy Chief's vehicle will be reassigned to the juvenile investigator, and the requested Chevy Tahoe will be assigned to the Deputy Chief. This will fill the void of a reliable vehicle for the Juvenile investigator.

WHEREAS, The Police Department currently does not have a vehicle suitable for Investigations work and by purchasing this Tahoe that will allow us to assign the Deputy Chief's current vehicle to investigations.

THEREFORE, BE IT RESOLVED To approve the purchase of a 2015 Chevrolet Tahoe to be used as an admin vehicle.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.73.26: Approval of the TRF Police Department to designate 3 vehicles as surplus to be sold at auction

Following discussion, Councilmember Michele McCraw introduced Resolution 04.73.26, being seconded by Councilmember Scott Pream, that:

WHEREAS, The 2 Explorers are worn out squad cars no longer in service and not sellable to Guardian. The BMW was a forfeiture that was used by investigations for a short time and is no longer needed.

WHEREAS, These vehicles are no longer used by the Police department and need to be sold. These vehicles will be sold at auction and the proceeds can be used to purchase needed equipment in the future.

THEREFORE, BE IT RESOLVED, the Council declares the property listed as surplus:
2018 Ford Explorer Interceptor
2017 Ford Explorer Interceptor
2013 BMW 3 Series

RESOLUTION NO. 04.74.26: Renewal of Existing Virtualization Platform

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.74.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, A few years ago, our current virtualization platform was acquired by another vendor. Since that acquisition, annual support costs have increased significantly. Because of these rising costs, we have evaluated the possibility of transitioning to an alternative virtualization platform.

However, because of the delicacy of this migration discovery, assessment, design and migration planning would cost between \$20,000.00-\$50,000.00

WHEREAS, **Costs:**

- o Renewal-\$10,913.76 per year for 3 years
- This structure includes the option of cancelling Years 2 and 3.
- o Estimated cost to transition to another virtualization platform-\$20,000-\$50,000.00

Issues:

- o Due to limited funds in the current budget and increased server costs, we are unable to purchase an additional server required to support a smooth and stable transition.

- o Attempting a transition without this required hardware increases risk of:
 - System Downtime
 - Potential data loss
- o Without completing the required discovery and assessment phase, the City cannot safely migrate to another platform at this time.

THEREFORE, BE IT RESOLVED Approve the renewal of our existing virtualization platform.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.75.26: Surplus Auction Items

Following discussion, Councilmember Scott Pream introduced Resolution 04.75.26, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, The 1990 Chevrolet truck was taken out of frontline service in 2021 and was designated to a backup/reserve status. With the purchase of the 2025 Ford F350, the 1990 Chevrolet was officially taken out of service in mid 2025.

The Hurst rescue equipment was taken out of service several years ago and kept in a reserve status. With recent updates to our extrication equipment, the Hurst tools are no longer needed.

WHEREAS, The listed items no longer meet current safety standards, or are outdated and no longer meet the department's needs.

THEREFORE, BE IT RESOLVED, the City council declare the following items as surplus and list at auction:

- 1990 Chevrolet 1-ton Crew Cab – VIN# 1GBJV33N6LF302333
- Hurst Rescue Equipment – 1 gas pump, 1 spreader, 2 telescoping rams

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.76.26: Public Safety Aid Purchase - Wildland Pump Packs

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.76.26, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, The Fire Department applied for a grant from the DNR to apply towards the purchase of twelve wildland pump packs. That grant was denied.

WHEREAS, Wildland backpacks are a key piece of equipment to help fight wildland fires in hard to reach terrain. The department typically keeps twelve packs in service, with the age of the existing packs (purchased in 2016), some have started to fail and need to be replaced.

THEREFORE, BE IT RESOLVED Approve spending \$1234.42 From the Public Safety Aid money for the purchase of six Wildland Pump Packs.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.77.26: Informational Meeting – Rental Inspection Program

Following discussion, Councilmember Scott Pream introduced Resolution 04.77.26, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Currently, a rental program within the city does not exist. Concerns of rental property neglect have warranted the need for an inspection program.

THEREFORE, BE IT RESOLVED Grant authorization to the Fire Chief to hold an informational meeting on May 26th at 5 pm in the council chambers at City Hall for owners, landlords, and managers of rental property in the city of Thief River Falls to explain the proposed rental program and receive input, questions, and concerns before adopting a rental ordinance.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.78.26: 413 Knight Ave. North

Following discussion, Councilmember Julie Bolduc introduced Resolution 04.78.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, 413 Knight Ave. North was deemed a hazardous building and has been removed. The City retains 2/3 of ownership and will need full ownership to resale the property. The purpose of this action is to secure clarification and confirmation of the property's legal ownership and to resolve any outstanding issues pertaining to its title. Taking this action will safeguard the interests of the City and ensure the property's title is clear and undisputed.

THEREFORE, BE IT RESOLVED to initiate a quiet title action regarding real property with the legal description for 413 Knight Avenue North, Thief River Falls, MN.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.79.26: Vacate Alley on Old Sanford Hospital Property

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.79.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, There is an alleyway platted, but never built that lies south of First Street and between Lots 2, 3 and 4 of Owner's Re-Arrangement of Blocks 61 and 62; in order to close the land sale and accommodate the future development of the parcel, this alley needs to be vacated.

WHEREAS, A Public Hearing was held at the Wednesday, April 8, 2026, Planning & Zoning Commission meeting.

THEREFORE, BE IT RESOLVED adopt a resolution granting vacation of the current platted alley located on Parcel No. 2500341110 to accommodate the future development planned at this location.

LEGAL DESCRIPTION

All that part of the Alley lying south of First Street and between Lots 2, 3 and 4 of Owner's Re-

Arrangement of Blocks 61 and 62, according to the official plat of record on file in the office of the County Recorder of Pennington and the State of Minnesota, more particularly described as follows:

Beginning at the northeast corner of said Lot 3; thence North 89 degrees 59 minutes 00 seconds East, assumed bearing, along the south line of First Street, as platted in said Re-Arrangement of Blocks 61 and 62, a distance of 12.00 feet to the northwest corner of said Lot 2; thence South 00 degrees 02 minutes 16 seconds West, along the west line of said Lot 2, a distance of 59.00 feet to the southwest corner of said Lot 2; thence South 89 degrees 59 minutes 00 seconds West, along the north line of said Lot 4, a distance of 12.00 feet to the southeast corner of said Lot 3; thence North 00 degrees 02 minutes 16 seconds East, along the east line of said Lot 3, a distance of 59.00 feet to the point of beginning.

The above described parcel contains 0.02 acres, more or less, and is subject to easements, restrictions, or reservations of record, if any.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.80.26: MOU with Public Library

Following discussion, Councilmember Scott Pream introduced Resolution 04.80.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, With changes to staff over the years at both the city and public library, there was some debate on who was responsible for what duties at the Public Library facility. The Northwest Regional Library Agreement conveys some of those responsibilities and duties, this MOU looks to define those in more detail.

WHEREAS, There was a need to clarify the duties and responsibilities between the city and library staff with respect to building services, maintenance, furnishings, and facility operations.

THEREFORE, BE IT RESOLVED approve a Memo of Understanding with the Public Library that establishes the division of responsibilities between the City of Thief River Falls ("City") and the Thief River Falls Public Library ("Library") with respect to building services, maintenance, furnishings, and facility operations.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.81.26: Facility Condition Assessment

Following discussion, Councilmember Julie Bolduc introduced Resolution 04.81.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, The city needs a good Capital Improvement Plan in place to repair and maintain these two buildings that are on the National Register of Historic Places. This is evident from the major repair work that is required to repair and replace HVAC, Windows and roof failures currently occurring. This process will look at all external structures, interior structures, mechanical and electrical components to identify deficiencies, remaining service life of all components of the facilities, develop a current deferred maintenance needs, develop a long-term facility maintenance plan and provide prioritization of the current needs, and provide a Facility Condition Index (FCI) rating for the facilities to assist in strategic decisions on future needs for the facilities. Three quotes for services were acquired with Kraus-Anderson, the low bidder. A Facility Conditions Assessment is needed to apply for any grants that may assist us in covering the cost of replacement for our various systems.

WHEREAS, • A Facility Conditions Assessment is needed to apply for any grants that may assist us in covering the cost of replacement for our various systems.

- The Facility Conditions Assessment will provide a clear timeline for estimated life span of Mechanical, electrical and structural components of the building and allow for better budgeting to prepare for these expenses before they become a “must do” as we have no other choices.

THEREFORE, BE IT RESOLVED approve hiring Kraus-Anderson to conduct a Facility Condition Assessment on the historic Depot building and the historic Carnegie Library at a cost of \$9,700.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.82.26: Elevator Sump Pump

Following discussion, Councilmember Scott Pream introduced Resolution 04.82.26, being seconded by Councilmember Jason Aarestad, that:

WHEREAS, Water/oil in the bottom of the elevator shaft has been an ongoing issue. The Dept. of Labor & Industry Elevator Inspector was here on March 31, 2026 and issued us a citation for having water/oil in the bottom of the elevator shaft. Per ASME A17.1.8.6.4.7.4 Clean Elevator Pit – Water and oil shall not accumulate on pit floor. And we were requested to “make provisions for permanent water mitigation. Failure to make these corrections or submit a compliance plan could result in your elevator-related device being placed out of service.” To correct this issue it requires installing a drain in the elevator shaft and running it to an explosion proof sump pump located in the records storage area. That requires removing cement floors, hand digging 5-6 feet, installing the equipment and replacing the soil and cement. We requested three quotes, only two were

received.

WHEREAS, • The elevator inspection on March 31, 2026, found water in the bottom of the elevator shaft. Per ASME A17.1.8.6.4.7.4 Clean Elevator Pit – Water and oil shall not accumulate on pit floor. The department of Labor and Industry requires repair items to be completed in 60 days, or a submission of a compliance plan with an expected date of completion. Failure to correct this issue could result in the elevator being placed out of service.

- This has been an ongoing issue.
- To correct this issue it requires installing a drain in the elevator shaft and running it to an explosion proof sump pump located in the records storage area. That requires removing cement floors, hand digging 5-6 feet, installing the equipment and replacing the soil and cement.

THEREFORE, BE IT RESOLVED approve hiring Lee Plumbing & Heating at a cost of \$24,000 to install a drain and explosion proof sump pump to eliminate the water in the bottom of the elevator shaft and bring our elevator into compliance.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.83.26: Membership in Community Venture Network (CVN)

Following discussion, Councilmember Scott Pream introduced Resolution 04.83.26, being seconded by Councilmember Michele McCraw, that:

WHEREAS, This in a renewal of membership in Community Venture Network, a program of the Brookshire Company. The agreement for services signed in 2025 will automatically renew unless cancelled. Community Venture Network exists to connect rural communities with businesses searching for opportunities to expand and grow their operations. CVN researches, finds, and engages with businesses nationwide and has a proven track record for bringing economic development professionals viable opportunities to attract business to their community. They have communities throughout the Midwest who have memberships with their organization. They host three events a year where economic development professionals can meet and hear from 10-12 prospective businesses and provide site selection services to prospective businesses.

In June of 2025 we hosted a housing developer and his CFO for a one-day tour of viable sites in Thief River Falls as well as meetings with DigiKey's Senior Director of Community Development and Corporate Facilities and a local realtor to discuss the market here in Thief River Falls. They have shown interest but pursued projects closer to the Twin Cities area in 2025. Community Development Director has had further discussions with the Developer at subsequent CVN events, and he has indicated a desire to make another visit in June of 2026 to continue exploring the viability of doing a project here in Thief River Falls.

As site selectors, they have promoted our community to a few housing developers that I have had conversations with. In recent months, I have asked them to assist with attracting professional services businesses/employees to the community.

WHEREAS, Brookshire Company is a site selection service and utilizing them and their contacts to promote our community and attract prospective businesses to the community is a cost-effective marketing tool.

THEREFORE, BE IT RESOLVED Renew the City's agreement with The Brookshire Company, LLC for membership in the Community Venture Network (CVN) and to direct City Administrator, Angie Philipp to sign any necessary documents on behalf of the City of Thief River Falls.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.84.26: Approval to reappoint Brian Jacobson as Director and John Kinsman as Advisor to the NMPA Board of Directors.

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.84.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, The City of Thief River Falls is a member of the NMPA. Each of the 12 members of the Agency appoints a Director and Advisor as a member of the NMPA Board of Directors.

THEREFORE, BE IT RESOLVED Re-appoint Brian Jacobson as Director and John Kinsman as Advisor to the Northern Municipal Power Agency Board of Directors. Terms effective May 1, 2026 through April 30 , 2027.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.85.26: MOU with MAK Construction

Following discussion, Councilmember Jason Aarestad introduced Resolution 04.85.26, being seconded by Councilmember Megan Arlt, that:

WHEREAS, MAK Construction has requested and desires to enter into this Memorandum of Understanding documenting the present understanding between the City of Thief River Falls and MAK Construction as it relates to the Project, the TIF District, and the TIF Plan, evidencing the Parties' continued interest in working together to cause the Project to occur, and providing a non-exhaustive overview of the proceedings required in the future to cause the Project to come to fruition.

Due to the passage of time, certain of the proceedings relating to the TIF District and the TIF Plan are required to be updated. The TIF Act essentially requires development activity for a TIF district to be finished within a five-year period that begins with certification of a TIF district's original tax capacity. The TIF District's original tax capacity has yet to be certified.

MAK Construction is working on a development plan and is hopeful that they will have a project ready by the end of the year 2026 with plans to begin construction in 2027.

WHEREAS, • On April 19, 2022, the City approved the establishment of Tax

Increment Financing District No. 1-14 (the “TIF District”) and adopted a Tax Increment Financing Plan (“TIF Plan”) for the TIF District.

- The Developer intends to develop rental housing units on certain property in the City within the TIF District (the “Project”).
- The City intends to apply tax increment revenues generated from the TIF District to pay or reimburse the City for administrative expenses relating to the TIF District to the extent permitted by Minnesota Statutes, Sections 469.174 through 469.1794 (the “TIF Act”) and pay or reimburse the City for the costs of certain qualified costs associated with the Project; and/or to reimburse the Developer, with interest, for the costs of certain qualified costs associated with the Project.
- The TIF Act essentially requires development activity for a TIF district to be finished within a five-year period that begins with certification of a TIF district’s original tax capacity.
- The TIF District’s original tax capacity has yet to be certified.
- Due to the passage of time, certain of the proceedings relating to the TIF District and the TIF Plan are required to be updated.
- The Parties desire to enter into this Memorandum of Understanding (this “Understanding”), documenting the present understanding of the Parties as it relates to the Project, the TIF District, and the TIF Plan, evidencing the Parties’ continued interest in working together to cause the Project to occur, and providing a non-exhaustive overview of the proceedings required in the future to cause the Project to come to fruition.
- The TIF Act does not require units in a workforce housing economic development TIF District to be market-rate. The primary concern is that the units are intended to serve businesses located in the City or surrounding area.

THEREFORE, BE IT RESOLVED Approve a Memo of Understanding with MAK Construction, LLC documenting the present understanding of the Parties as it relates to the Project, the TIF District, and the TIF Plan, evidencing the Parties’ continued interest in working together to cause the Project to occur, and providing a non-exhaustive overview of the proceedings required in the future to cause the Project to come to fruition.

On vote being taken, the resolution was unanimously passed.

RESOLUTION NO. 04.86.26: Termination of Oak View Group Contract

Following discussion, Councilmember Megan Arlt introduced Resolution 04.86.26, being seconded by Councilmember Julie Bolduc, that:

WHEREAS, Mayor Mike Lorenson verbally requested, via an added addendum item after the Council meeting began, for the Council to approve sending a 30-day notice to Oak View Group for the termination of their contract.

WHEREAS, Councilman Megan Arlt noted the work group has concerns that the management team hired to manage the Ralph (Oak View Group) is under performing in their contractual agreement with the City.

THEREFORE, BE IT RESOLVED To submit a 30-day written notice for termination of

contract to Oak View Group.

On vote being taken, the resolution was unanimously passed.

COUNCIL BOARDS AND COMMISSIONS REPORTS

- Mike noted Spring leaf pickup will begin May 4 -15.
- It was noted to be mindful of pedestrians/bikers with the nice weather

UPCOMING MEETINGS

- Adjourn to: Pennington County Cleanup Day at Les's Sanitation May 2
 - 1345 Hwy 32. S Thief River Falls from 8 am - 12 pm (Noon)
- May 5 - City Council Meeting at 5:30 in Council Chambers
- May 6 – Planning & Zoning Commission Meeting at 5 pm in Council Chambers
- May 11 - Public Utilities Committee Meeting at 7 am in Room 101
- May 11 - Public Safety Committee Meeting at 4:30 pm in Room 101
- May 12 - Administrative Committee Meeting at 4:30 pm in Room 101
- May 13 - Public Works Committee Meeting at 4:30 pm in Room 101
- May 19 - City Council Meeting at 5:30 pm in Council Chambers

INFORMATIONAL ITEMS

- Reminder of Pennington County Cleanup Day May 2 at Les's Sanitation 8am-noon
- Mayoral Update_

ADJOURNMENT

There being no further discussion, Councilmember Scott Pream motioned being seconded by Councilmember Megan Arlt to adjourn at 6:41 pm. On vote being taken, the Chair declared the motion unanimously carried.

Mayor Mike Lorenson

Attest: Angela Philipp, City Administrator
