

**MINUTES OF A REGULAR MEETING OF THE CITY OF LITTLEFORK
IN THE COUNTY OF KOOCHICING AND STATE OF MINNESOTA
INCLUDING ALL ACCOUNTS AUDITED BY SAID COUNCIL**

Thursday, August 15th, 2024

Call to Order

Mayor Mike Fort called the meeting to order at 4:00 PM at City Hall, 901 Main Street.

Roll Call

Members Present: Mike Fort, Loren Lehman, Todd Thydean, Sara Wendt

Members Absent: Quen Kennedy

Others Present: Holly Hoy, Kristi Splett, Kory Williams, Noah Melhorne, Jason Chopp, and Mike Bubany (online).

Pledge of Allegiance was recited.

Approval of Agenda

A motion was made by Councilor Lehman, seconded by Councilor Thydean, to approve the agenda. Motion carried 4-0.

Approval of Minutes

A motion was made by Councilor Lehman, seconded by Councilor Wendt, to approve the July 18th, 2024, Regular Meeting Minutes. The motion carried 4-0.

Consent Agenda

A motion was made by Councilor Wendt, seconded by Councilor Thydean, and carried 4-0, to approve the consent agenda:

1. Monthly Bills Allowed.
2. Water/sewer service terminations.

Public Hearings

1. None

Petitions, Requests, and Communications

1. Information was shared regarding the overpayment of lawful gambling receipts to the city from International Voyageurs Snowmobile Club. The city will receive a report each month until the balance of the overpayment is depleted, which will be in approximately ten months. At that time, payments to the city will resume.
2. Complaints on animals running at large were shared, along with reports of dogs & cats running around multiple neighborhoods. A notice was posted online on the City of Littlefork's website and in the Littlefork Times, stating the ordinance that prohibits animals running at large and the consequences of it.

3. A letter was shared with Council members from the League of MN Cities recognizing Roger Skraba as a 2024 Legislator of Distinction. An article was also published in the Rainy Lake Gazette.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Minutes from the July 16th, 2024, Littlefork Ambulance Service Monthly Business Meeting were provided. No one from the ambulance service was in attendance to report.
2. Fire Department Report - Minutes from the August 12th, 2024, regular business meeting were provided. The Fire Department report was not given during the time of the meeting, as no members were in attendance.
3. Maintenance Department – Kory Williams reported that they have been busy mowing and painting around town. Also, they continue to mow the airport and recently mowed the long grass in the middle of the disc golf course at Lofgren Park. The original design was just proving to be too frustrating for disc golf players that kept losing their discs. The Maintenance Department is currently repairing a storm sewer catch basin on main street by the school. The gravel pit and swimming area owned by the City of Littlefork has been getting heavily littered and multiple days were spent cleaning it up by members of the maintenance department. Councilor Lehman made a motion to purchase signs that state a \$500 fine for littering to be posted on both sides of the pit area, seconded by Councilor Wendt and carried 4-0.
4. Councilors Lehman and Wendt reported on the Veteran’s Monument Committee. New flagpoles have been received, as well as the new State, POW MIA and American flags. The material for fencing and placement of the fencing are being soon determined, as they have changed from the original plan.
5. The Financial Report was given by Holly Hoy. Bank balances, balance sheets, and statements of revenues and expenditures for all funds were provided for the month of July 2024 and are on file at City Hall. A motion was made by Councilor Thydean and seconded by Councilor Wendt, to approve the Financial Report. The motion carried 4-0.

Unfinished Business

1. The city received \$20,000 from the Blandin Foundation Grant that was applied for, in the amount of \$25,000, for a Comprehensive Plan. A special thank you to Sonja Pelland for this grant effort and the funds received. The city will develop and report the Comprehensive Plan by August 1, 2025, as outlined in the grant reporting requirements. Currently, the city is looking for an engineering team to assist with this special project.
2. Previously, the city received a draft of the final feasibility study, from Short Elliot Henrickson Engineer Jason Chopp, regarding the paving project. Jason reported his findings and the next steps in the process. The city’s financial advisor Mike Bubany, of David Drown and Associates, joined the meeting online and shared information regarding costs, details of the project, and recommendations. The Council agreed to proceed with the next steps in the process. Engineer Jason Chopp will provide a final feasibility study followed by a public hearing date some time in November.
3. Purchase of Ziemba property-Deputy Clerk Kristi Splett and City Administrator Holly Hoy are working with MN Title & Abstract to finalize this transaction and it is now in the process of a title exam.
4. Airport Zoning Board-Airport Zoning Ordinance-No updates available currently. It could be another

month or two until we hear back from the MNDOT Commissioner and proceed with this ordinance for approval and formal adoption.

New Business

1. Resolution 2024-13: Councilor Thydean made a motion, seconded by Councilor Wendt and carried 4-0, to approve the Preliminary 2024, collectible in 2025, Tax Levy in the amount of \$150,720, Debt Service levy of \$15,000, and the Preliminary 2025 General Fund Budget in the amount of \$650,068.
2. Noah Melhorne, of Rainy Lake Oil, attended the meeting and offered a two-year contract option along with the propane bid that was awarded at last month's council meeting. This two-year option would include a 10% down payment, Councilor Lehman made a motion to check if the city can legally enter a two-year contract at this point; and if it is legal, the city will accept the two-year contract. Councilor Thydean seconded the motion, and the motion carried 4-0.
3. A quote from Benedict Sign to update the Littlefork signs on Hwy 71 just outside of town was presented to the Council. Updates include removing "Gun Shop" and adding "Lumber" in its place. The quote was for \$480.00. Councilor Wendt made a motion to accept the quote, seconded by Councilor Thydean, and motion carried 4-0.

(*Mayor Mike Fort left the meeting at 4:53 pm. Deputy Mayor Loren Lehman facilitated the rest of the meeting.)

4. An additional quote from Benedict Sign was presented for a double-sided Lofgren Park sign to be placed along Main Street, with arrows pointing towards Lofgren Park. The quote was \$70.00 for an 18" x 24" metal sign or \$40.00 for a 12" x 18" metal sign. Councilor Wendt made a motion to accept the quote for the 18" x 24" sign for \$70.00, seconded by Councilor Thydean, and motion carried 3-0.
5. Open bid contracts for gravel from the gravel pit were requested from area contractors. Councilor Wendt made a motion to accept the option for open bid contracts for the gravel pit, seconded by Councilor Thydean, and motion carried 3-0.

Miscellaneous

N/A

Adjournment

Councilor Thydean made a motion to adjourn the meeting at 4:58 pm, seconded by Councilor Lehman. The motion carried 3-0.

Attest: Holly Hoy, City Clerk

Mayor Mike Fort