

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

**Wednesday, January 18, 2024**

**Call to Order**

Mayor Mike Fort called the meeting to order at 7:00 PM at City Hall, 901 Main Street.

**Roll Call**

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

Members Absent: None

Others Present: Tom Donahou, Kory Williams

**Pledge of Allegiance** was recited.

**Approval of Agenda**

A motion was made by Councilor Kennedy, seconded by Councilor Thydean to approve the agenda. The motion carried 5-0.

**Approval of Minutes**

A motion was made by Councilor Lehman, seconded by Councilor Wendt, to approve the December 21, 2023 Regular Meeting Minutes. The motion carried 5-0.

**Consent Agenda**

A motion was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 5-0, to approve the consent agenda:

1. Monthly Bills Allowed.
2. Water/sewer service terminations
3. Approve Northern Disposal and Friends Garbage licenses, Mel's Corner Service and J & D Foods Cigarette licenses, and Hazelwood vending license.

**Public Hearings** None

**Petitions, Requests, and Communications**

1. Sara Wendt reported that the SnoFun Days group now has a schedule of events out and that an article will be printed in both newspapers promoting the events.

**Reports of Officers, Boards and Committees:**

1. Ambulance Report – Minutes of the December 18, 2023 Ambulance Service meeting, and Run/Call Recap reports for December were provided. Tom Donahou reported that the crew has been busy, that the rigs are running well, and that the doors to the garage have been re-keyed. Rig 305 had new bearings installed. Rylan Street may be interested in taking an EMT course when one is available. Tom has installed LED lights in the garage.
2. Fire Department – Minutes of the January 8th Fire Department meeting were provided. Tom Donahou will be installing LED lights in the fire hall.
3. Maintenance Department – Kory Williams reported that the rink has been flooded, they have used the new ice scraper attachment to clean ice from catch basins and it works well. The airport has been cleared of brush. Councilor Thydean asked about 3 tall light poles that are not working. Kory will order new lights and North Star Electric will install the bulbs.
4. AWAIRS Committee minutes from December 20<sup>th</sup> quarterly meeting were provided for the council and are on file at City Hall.

5. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of December 2023 and are on file at City Hall. A motion was made by Councilor Wendt, seconded by Councilor Thydean to approve the Financial Report. The motion carried 5-0.

#### **Unfinished Business**

1. A motion was made by Councilor Kennedy, seconded by Councilor Lehman to approve Ordinance 123: Schedule of Fees and Charges. The motion carried 5-0.

#### **New Business**

1. A motion was made by Councilor Lehman, seconded by Councilor Thydean to approve Ordinance 124: Amending the Zoning Ordinance, re-zoning parcel 95-002-000042 owned by Kevin Boelk and Melissa Burmeister to C-1 Commercial. The motion carried 5-0.
2. A motion to approve Resolution 2024-1 setting the mileage and meal reimbursement rates was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 5-0. The mileage rate was set to the current IRS rate of .67 cents per mile. The meal reimbursement rate for breakfast and lunch was set to \$13 and the rate for an evening meal was set to \$18.
3. A motion to approve Resolution 2024-2 sponsoring SnoFun Days for certain events was made by Councilor Lehman, seconded by Councilor Wendt, and carried 5-0.
4. A motion to approve Resolution 2024-3 approving a personnel policy update was made by Councilor Wendt, seconded by Councilor Thydean, and carried 5-0. The amendment identified official holidays for the City of Littlefork and levels at which holidays are paid.
5. A motion to renew a Sand and Gravel contract with DH Construction at \$1 per ton was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 5-0.
6. A motion to approve the annual appointments and designations (attached) with the exception of the city attorney (tabled for action at a later date) was made by Councilor Thydean, seconded by Councilor Kennedy, and carried 5-0.

#### **Miscellaneous**

1. A motion was made by Councilor Lehman, seconded by Councilor Kennedy, to reschedule the February meeting to Thursday, February 22, at 7:00p.m. (one week later than normal). The motion carried 5-0.

#### **Adjournment**

Councilor Lehman made a motion, seconded by Councilor Kennedy to adjourn the meeting at 7:32p.m. The motion carried 5-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort

## 2024 Council Designations, Appointments, Committees:

### **Designations:**

Official Newspaper – Rainy Lake Gazette

Alternate means of Publication – City Website [www.cityoflittlefork.com](http://www.cityoflittlefork.com) and Littlefork Times

Official Depositories: Trustar Federal Credit Union, Wells Fargo, Deerwood, Bremer, Border Bank, Edward Jones

### **Council Appointments:**

Deputy Mayor: Loren Lehman

City Attorney: (tabled action)

Deputy Clerk/Treasurer: Kristi Splett

City Councilor to CERC Board: Loren Lehman

Clergy to CERC Board: Greg McClellan

Utilities Superintendent: Kory Williams

Emergency Management Director: Mayor Fort

Economic Development Committee: Loren Lehman, Sara Wendt

Planning Commission: Todd Thydean, 1 yr. Council Representative; 3 yrs. citizens renew: Whitney Junker, Loren Lehman

Littlefork Ambulance Taxing District Board: County Commissioner Destry Hell

### **Mayor Appointments:**

Airport Manager: Mike Fort

Airport Committee: Quen Kennedy and Todd Thydean

Building Official: Kelly Meyers

Audit/Budget/Purchase Committee: Mike Fort and Loren Lehman

Personnel Committee: Mike Fort and Loren Lehman

KCDA Representative: Mike Fort

Alternate KCDA Representative: Sara Wendt