

**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**

**Thursday, January 19, 2023**

**Call to Order**

Mayor Mike Fort called the meeting to order at 4:30PM at City Hall, 901 Main Street.

**Roll Call**

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

Members Absent: None

Others Present: Sonja Pelland, Tom Donahou, Dan Wendt, Kory Williams, Jason Chopp, Laurel Beager, and Whitney Sims.

**Pledge of Allegiance** was recited.

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

**Approval of Minutes**

A motion was made by Councilor Kennedy, seconded by Councilor Wendt, to approve December 15, 2022 regular meeting minutes. The motion carried 5-0.

**Consent Agenda**

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

1. Approve Monthly Bills Allowed.
2. Approve Water/Sewer terminations.
3. Northern MN District Fair Sponsorship.
4. American Legion Bingo Licenses for January 21 and February 18, 2023.

**Public Hearings**

1. None.

**Petitions, Requests, and Communications**

1. Voyageur Country ATV minutes were provided January 11 meeting minutes were provided to the council for the purpose of staying informed on the organizations work and activities.
2. A KCDA grant application has been submitted and Sonja Pelland will attend the January KCDA meeting to present.

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

1. Ambulance Report – Minutes of the December 19, 2022 Ambulance meeting and run/call reports for December were provided and are on file at City Hall. Tom Donahou reported that the crew has been very busy with transports. He also reported that the refrigerator in the ambulance garage had quit working and that the Littlefork Ambulance Thrift Shop will be making a donation to pay for a replacement. One of the ambulance sirens is being re-built by Bruce Grotberg. Shifts are being filled well and rigs are running well. All Littlefork EMTs are up to date with their licenses. Councilor Lehman inquired if Big Falls had

any licensed responders yet and Tom stated that they have at least two who have certification.

Medications will once again be supplied to Big Falls First Responders. Sonja Pelland requested that the ambulance minutes reflect any actions taken on agenda items in the future.

2. Fire Department – Minutes of the January 9<sup>th</sup> Fire Department and Fire Relief Association meetings were provided and are on file at City Hall. A copy of the updated Fire Relief Association Investment Policy was also provided to the council. The Fire Department Report was given by Dan Wendt who reported that the department had responded to two suspected gas leak calls but both were found to be other issues. One call turned out to be a dry drain trap and the other was determined to be a skunk under a house.
3. Maintenance Department – Kory Williams reported that they have been busy trying to keep up with plowing streets and have been relying heavily on the pickup as they are waiting on a new drive shaft for the loader. The loader can be used, but he is trying to limit use until the drive shaft can be repaired. Kory met with Ben Oseien from Rural water recently to discuss a variety of water related issues. They also discussed sewer pond operations and everything is working as it should. He mentioned that the City of Ranier is currently working with MN Rural Water to do GPS mapping of their water and sewer lines and connections and he will be following how that project works for them to determine if GPS mapping is something that the City of Littlefork would like to pursue as well. He stated that the estimated cost of such a project was around \$6,000. Councilors expressed that they had been receiving complaints about the condition of the streets with the warmer weather. Kory explained that the loader does not have any “down pressure” so they do the best they can to remove the snow with the pickup. Councilor Kennedy suggested that he look into renting a grader to help the situation. Everyone was in agreement and Kory plans to check into renting from Ken Ziemba if the equipment is available when conditions are right for snow removal.
4. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of December 2022 and are on file at City Hall. A motion to accept the Financial Report was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 5-0.

### **Unfinished Business**

1. ATV Campground – Jason Chopp of S.E.H. Engineering was in attendance to discuss the next steps in obtaining funding for the project. Discussed several options to fund the project including reapplying for LCCMR funds again, applying for a lesser small community grant to move the project forward from concept to final design, applying for bonding in 2024 later this spring (one to one match) or a combination of these.

*Councilor Kennedy left the meeting at 5PM.*

Councilor Lehman made a motion, seconded by Councilor Thydean to move forward with applications for funding. The motion carried 4-0.

### **New Business**

1. Resolution 2023-1: A motion was made by Councilor Lehman, seconded by Councilor Wendt to accept a donation in the amount of \$600 from the Littlefork Thrift Shop to pay for the cost of an EMT refresher class. The motion carried 4-0.
2. Resolution 2023-2: A motion was made by Councilor Thydean, seconded by Councilor Wendt, to approve the mileage reimbursement rate at the IRS rate and meal allowance rates of \$12 for breakfast or lunch and \$17 for dinner. The motion carried 4-0.
3. Resolution 2023-3: A motion was made by Councilor Lehman, seconded by Councilor Wendt to approve the sale of certain tax forfeited parcels of land in Riverview Acres. The motion carried 4-0.
4. A motion was made by Councilor Lehman, seconded by Councilor Thydean to approve the renewal of a Sand and Gravel Contract for DH Contracting, LLC. The motion carried 4-0.
5. A motion was made by Councilor Wendt, seconded by Councilor Lehman, and carried 4-0, to approve updated Internal Controls Policy and updated Purchasing Policy as presented.

6. A motion was made by Councilor Wendt, seconded by Councilor Thydean, to approve the 2023 Council Designations, Council Appointments, and Mayoral Appointments (attached). The motion carried 4-0.
7. Volunteer Recognition Event – Councilor Lehman and Councilor Wendt volunteered to organize this event.
8. A conversation was held regarding bringing back Snow Fun Days and Councilor Lehman and Councilor Wendt will set a date to hold a meeting for anyone interested in helping. If there are enough people interested to help plan, organize and execute events the City may sponsor the event in 2024.

**Miscellaneous**

1. Sonja Pelland reported that caretaker Carrie Turner is making good progress on the needed repairs at the Lofgren Park mobile home. The new washer and dryer are purchased and installed, painting is complete, and Craig and Carrie continue work on flooring and repairs.

**Adjournment**

Councilor Thydean made a motion, seconded by Councilor Wendt to adjourn the meeting at 5:28PM. The motion carried 4-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort

**2023 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: Joseph Boyle

Deputy Clerk/Treasurer: Kristi Splett

City Councilor to CERC Board: Loren Lehman

Clergy to CERC Board: Greg McClellan

2 year “at large” to CERC Board: Rachel Berry

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. renew: Erik Lund and Loren Lehman; 1 year remaining term vacated by Stephanie Fairchild: Whitney Sims

Littlefork Ambulance Taxing District Board: Commissioner Destry Hell

Littlefork Thrift Store Board: Todd Thydean

**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