

**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, July 18, 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, Quen Kennedy, Todd Thydean, Sara Wendt

Members Absent: None

Others Present: Holly Hoy, Kristi Splett, Kory Williams, Tim McClellan, Tom Donahou

Pledge of Allegiance was recited.

Approval of Agenda

A motion was made by Councilor Wendt, seconded by Councilor Kennedy, to approve the agenda with the addition of accepting the North Star Round-Up Grant under the Consent Agenda and the addition of accepting the Airport Turf Taxi Lane Construction Grant under the Consent Agenda. Motion carried 5-0.

Approval of Minutes

A motion was made by Councilor Lehman, seconded by Councilor Thydean, to approve the June 24, 2024, Regular Meeting Minutes. The motion carried 5-0.

Consent Agenda

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

1. Monthly Bills Allowed.
2. Water/sewer service terminations.
3. North Star Round Up Grant SCBA for \$1755.42
4. Airport Turf Taxi Lane Construction Grant/Project for \$91,500

Public Hearings

1. Ron Liljedahl-address late fees on water/sewer bill. A Motion was made by Councilor Kennedy to remove late fees, seconded by Councilor Thydean, and carried 5-0.

Petitions, Requests, and Communications

1. Betsy Howell property drainage ditch-discussion ended with the Council deciding it is up to the homeowner to take care of the situation since this is on private property.
2. Ambulance loan from County- members of the City Council, along with members of the ambulance department will be attending a Committee of the Whole meeting August 6th at 9:30 to discuss two proposals for a 0% interest loan with Koochiching County.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Minutes from the June 3, 2024, Littlefork Ambulance Service Monthly Business Meeting were provided along with Run Recaps for June. Minutes from the July 15, 2024, Monthly Business Meeting were not provided.
2. The Ambulance Department received two quotes from Stryker Medical. One quote was for an LP15/LUCAS (LIFEPAK/Chest Compression) and the other quote was for an LP35 (LIFEPAK). The ambulance department is currently using LIFEPAK'S that are ten & fifteen years old. Pete Swetkovich, from Stryker Medical, will be setting up a time to come to Littlefork to provide a demonstration on the LP35 in the next week.
3. The Fire Department Report -minutes from the taxing district meeting on June 10th, 2024, were provided, along with minutes from the July 8th, 2024, regular business meeting. The Fire Department report was not given during the time of the meeting, as no members were available to attend.
4. Maintenance Department – Kory Williams reported that they have been repairing potholes and spreading new gravel in the alleys. Summer maintenance helpers continue to be busy mowing and painting around town, as well as painting two offices at City Hall and assisting with general repairs and various projects. The department has also been busy trimming trees around town, assisted by North Star Electric. Kory is looking into a quote on lift station annual maintenance from a business in Bemidji, since our current contract is out of Fargo, North Dakota.
5. Councilors Lehman and Wendt are part of the Veteran's Monument Committee. Councilor Lehman reported that military insignia signs have been received for all five branches and that Greentech Manufacturing did a wonderful job making them. New flagpoles have also been ordered and are set to arrive in late July. The logos will be displayed by the gazebo for different branches of the military with fencing donated by Green Forest.
6. 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 June 2024 and are on file at City Hall. The city also received the first half of County Tax Settlements and the first half of local government aid that will appear in the financial report. A motion was made by Councilor Thydean and seconded by Councilor Lehman, to approve the Financial Report. The motion carried 5-0.

Unfinished Business

1. The city will be receiving \$20,000 from the Blandin Foundation Grant that was applied for in the amount of \$25,000 for a Comprehensive Plan for the City of Littlefork. A special thank you to Sonja Pelland for this grant effort.
2. The city received a draft of the final feasibility study from engineer Jason Chopp regarding the paving project. More information is needed so the city hopes to have Jason attend the Council meeting on August 15th.
3. Purchase of Ziembra property-Deputy Clerk Kristi Splett and City Administrator Holly Hoy are working with MN Title & Abstract to finalize this transaction.

*Mayor Mike Fort left the meeting at 4:38 pm. Deputy Mayor Loren Lehman facilitated the rest of the meeting.

4. Propane Quotes were received as sealed bids. Deputy Mayor Lehman opened the three bids received. The quotes were as follows:
Rainy Lake Oil = \$1.289/gallon (no maintenance fee was included in the quote)
Lakes Gas = \$1.359/gallon with maintenance fee of \$100/hour
Northern Star Cooperative Services = \$1.59/gallon firm with maintenance fee of \$90/hour

A motion was made by Councilor Kennedy, seconded by Councilor Wendt, to award the bid to Rainy Lake Oil in the amount of \$1.289/gallon for the 2024/2025 heating season. Motion carried 4-0.

5. Airport Zoning Board-Airport Zoning Ordinance-Minutes from Airport JAZB meeting on June 25th, 2024, were received, as well as Airport Zoning Ordinance maps and a DRAFT of the Ordinance. More steps need to be taken before the Ordinance can be effective and the city is expecting the time frame to be two or three months. The city is working with engineer Melissa Underwood from SEH.

New Business

1. Opioid Settlement Grant- Documents were provided along with information about the grant option. It was decided that the City of Littlefork would not benefit from this and will not be applying, as it is more at the county level.
2. ACH CampSpot payment option- information was provided on this service, the city will not be moving forward with this option at this time, as most campers pay with credit or with debit cards. The option can be added at any time in the future if there seems to be a need.

Miscellaneous

N/A

Adjournment

Councilor Kennedy made a motion to adjourn the meeting at 5.01pm, seconded by Councilor Thydean. The motion carried 4-0.

Attest: Holly Hoy, City Clerk

Mayor Mike Fort