

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

**Thursday, September 21, 2023**

**Call to Order**

Deputy Mayor Loren Lehman called the meeting to order at 4:30 PM at City Hall, 901 Main Street.

**Roll Call**

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

Members Absent: Mike Fort

Others Present: Sonja Pelland, Kory Williams, Sara Swenson

**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 4-0.

**Approval of Minutes**

A motion was made by Councilor Kennedy, seconded by Councilor Wendt, to approve August 17, 2023 Regular Meeting Minutes, September 6 Special Meeting Minutes (KHS Lease Amendment), and the September 6 Special Meeting Minutes (IVSC Gambling License) The motion carried 4-0.

**Consent Agenda**

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

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

**Public Hearings** - None.

**Petitions, Requests, and Communications**

1. The council was provided with a copy of an Airport Grant Request Letter to MN Dot Aeronautics for a tie-down relocation project as identified in the Airport Layout Plan.
2. A copy of a letter sent to the Koochiching County Board regarding the creation of a Joint Airport Zoning Board for the Littlefork Airport was provided to the council. Sonja Pelland will attend the September 26 Koochiching County Board meeting to discuss.
3. Information about an upcoming DEED Digital Opportunity event at RRCC on September 26, 6:30PM was provided to the council.
4. A thank you letter to the L-BF Class of 1972 for the donation of the bench at City Park was shared with the council.
5. A thank you card received from the Jackpine Savage Softball team for the use of the City Concession Stand during their playing season was shared with the council.

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

1. Ambulance Report – Minutes of the August 21, 2023 Ambulance Service meeting, and Run/Call Recap reports for July were provided.
2. Fire Department – Minutes of the August 14<sup>th</sup> and September 11<sup>th</sup> Fire Department meeting and an August 1<sup>st</sup> Littlefork Fire Relief Association meeting were provided. It was noted by the City Administrator that going forward, before holding a Fire Relief Association meeting, all board members are to be given proper notification of the meeting. Repairs are complete on Rig 307 and members of the department will be going to get the truck

and drive it back to Littlefork. Councilor Lehman noted that new members of the department have not yet had their physicals.

3. Maintenance Department - Kory Williams reported that the crew has been doing some mowing and trimming, have done some clean-up at Lofgren Park, and patched some potholes with blacktop. Kory attended a MN Rural Water training in Mt. Iron toward maintaining his licensure. Hydrants will be flushed the week of October 9<sup>th</sup>, and some hydrant testing and repairs will be done the following week. The new testing equipment for the sewer ponds has arrived. Councilor Thydean asked about the street light that still needs to be repaired and Kory reported that Tom Donahou is still trying to get the parts. Kory will make sure that the wires are completely dead and put a cover over them until the repairs can be made.
4. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of August 2023 and are on file at City Hall. A motion was made by Councilor Kennedy, seconded by Councilor Thydean to reinvest the CD purchased with funds received for the sale of the liquor store at the best available rate for a one year term. The motion carried 4-0. A motion to approve the Financial Report was made by Councilor Thydean, seconded by Councilor Wendt, and carried 4-0.

### **Unfinished Business**

1. KHS Lease Agreement – Motion by Councilor Kennedy, seconded by Councilor Wendt to table discussion until September 28<sup>th</sup> at 5PM after councilors have all had an opportunity to review the new lease. The motion carried 4-0.
2. Paving: Estimates from S.E.H. Engineering for paving the remaining streets in the City were provided to the council. It was the consensus of the council to proceed with the project if the citizens are in favor.
3. Raze or Repair Order: A response letter to the Raze or Repair Order issued by the City Council was received from the property owners of a hazardous building located at 705 Third Avenue. A reply will be drafted by the City Administrator and the council will receive a copy of the letter.
4. Veterans' Memorial. Loren Lehman and Sara Wendt reported that they have not yet had an opportunity to meet regarding this issue.

### **New Business**

1. Resolution 2023-27: A motion was made by Councilor Wendt, seconded by Councilor Kennedy, and carried 4-0 to approve a resolution granting a 3.2 Off Sale Liquor license to the VFW and allow gambling on the VFW premises.
2. Truth in Taxation Date – A motion was made by Councilor Kennedy, seconded by Councilor Thydean to set the Truth in Taxation hearing date for Thursday, December 21, 7:00PM.
3. Resolution 2023-28: A motion was made by Councilor Kennedy, seconded by Councilor Wendt to approve a resolution certifying unpaid utility and mowing bills to 2024 property taxes. The motion carried 4-0.
4. Resolution 2023-29: Accepting North Star Electric donations to the Fire Department – A motion was made to approve the resolution by Councilor Wendt, seconded by Councilor Thydean. The motion carried 4-0.
5. Lofgren Park – A motion was made by Councilor Wendt, seconded by Councilor Lehman to approve the installation of a new sign at Lofgren Park by Benedict Sign Company. The motion carried 4-0. A motion was made by Councilor Lehman, seconded by Councilor Wendt, and carried 4-0 to appoint Councilor Thydean and Councilor Kennedy to a committee to discuss park operations and make recommendations to the council.
6. Snow Fun Days – Sara Wendt reported that she is tentatively looking at the weekend of February 17-18, 2024 (Presidents' Day Weekend) for Snow Fun days.

### **Miscellaneous**

1. A moment of silence for former City employee, Gary Imhof, was observed by all present.

### **Adjournment**

Councilor Wendt made a motion, seconded by Councilor Thydean to adjourn the meeting at 5:25PM. The motion carried 4-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort