

**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, May 18, 2023**

**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: Sonja Pelland, Tom Donahou, Kory Williams, Dan Wendt, Russell Fisher, Anna Fisher

**Pledge of Allegiance** was recited.

**Approval of Agenda**

A motion was made by Councilor Wendt, seconded by Councilor Thydean to approve the agenda with the addition of Resolution 2023-12 under New Business. The motion carried 5-0.

**Approval of Minutes**

A motion was made by Councilor Lehman, seconded by Councilor Kennedy, to approve April 25, 2023 regular meeting minutes. The motion carried 5-0.

**Consent Agenda**

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

1. Monthly Bills Allowed.
2. Water/Sewer terminations.
3. Approve summer maintenance temporary new hires: Anthony Boorman and Seth Donner.

**Public Hearings**

1. None.

**Petitions, Requests, and Communications**

1. Anna and Russell Fisher were in attendance to request a sponsorship for the Northern MN District Fair. She reported that the board is working on new arena panels, fixing septic tanks, building bleachers. A motion was made by Councilor Lehman, seconded by Councilor Kennedy for the City of Littlefork to sponsor the fair in the amount of \$2,000 with one thousand coming from KDA grant money and one thousand coming from Timber Apportionment funds. The motion carried 5-0.
2. The council was provided with information about upcoming changes to park rules. A motion was made by Councilor Lehman, seconded by Councilor Wendt, and carried 5-0 to send a letter from the Littlefork City Council in opposition to the new rules regarding vehicles on frozen waters within the park.
3. Minutes of the May 3 Koochiching Technology Initiative meeting were shared with the council.

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

1. Ambulance Report – April meeting minutes and run/call recaps were not available. April and May information will be provided at the June meeting. Tom Donahou reported that defibrillators had been inspected and passed. Rig 304 (gold) ambulance has an engine issue and will need to be taken to a repair shop in Ely for diagnostics/repairs. Mannco Trucking will perform an alignment on rig 305 (white). The crew has been busy but all shifts have been covered.
2. Fire Department – Minutes of the May 12 Fire Department meeting were provided. Dan Wendt reported the crew had a couple of runs, one of which was a rollover where they extracted a person who was unharmed. The department is hoping that rain will help to prevent grass fires. A propane fire training

will be held on May 22 in the lot behind the liquor store. Dan reported that he is working on pricing for the apron in front of the fire hall. The front door will be replaced with a door similar to the other two steel doors and they can re-use their lock. He also plans to schedule a meeting with a firefighter who has not been attending meetings or trainings before their next business meeting to determine status.

3. Maintenance Department - Kory Williams reported that Thein Well had done the well repairs and both wells are working. City wide clean-up is going well and they are hauling a lot of brush each Tuesday and Thursday. One of the mowers is in need of repairs and they are waiting on parts. Greg McClellan will help with playground set-up to get all the stakes lined up properly for the installation. There are a couple of large dead trees that will be removed before the playground equipment is installed. Councilor Lehman inquired if the fire department would spray off the landing at Lofgren Park again and Dan Wendt and Kory will coordinate to do so. Councilor Kennedy asked that snow be plowed past the basketball pad at City Park next winter so that there was not a large pile to melt off before kids could use the court in the spring. Councilor Kennedy also inquired if speed bumps could be placed on the road near Lofgren Park. Sonja mentioned that since that portion of Fourth Avenue is maintained by the county we would have to ask them.
4. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of April 2023 and are on file at City Hall. A motion to approve the Financial Report was made by Councilor Kennedy, seconded by Councilor Thydean, and carried 5-0.

### **Unfinished Business**

1. City Website – A motion was made by Councilor Wendt, seconded by Councilor Lehman to move to Municipal Impact for the city's website. The motion carried 5-0.
2. Lofgren Park Roof Repair – A motion was made by Councilor Lehman, seconded by Councilor Kennedy to make the repairs to the trailer house roof at Lofgren Park at an estimated cost of \$5,883.90 with half the funds coming from KDA grant dollars and half the funds coming from Timber Apportionment funds. The motion carried 5-0.
3. Spring Clean-up. Spring clean-up is going well. Blight notices will go out on June 1 wherever needed.
4. Lead Service Line Inventory – Discussed whether help was needed from an engineering firm to complete this task. With no known lead service lines in the city, Maintenance and Administration departments will work together on this project to begin with as there is much information available on file.

### **New Business**

1. A motion was made by Councilor Kennedy, seconded by Councilor Lehman, to approve the MN Dot Grant Request Letter for the Airport Zoning Project. The motion carried 5-0.
2. Resolution 2023-11: Airport Zoning Update Engineer Agreement. A motion was made to approve the resolution authorizing the mayor and the administrator to sign the contract by Councilor Wendt, seconded by Councilor Thydean, and carried 5-0.
3. A motion was made by Councilor Kennedy, seconded by Councilor Lehman to update the local ordinances in Chapter 17 of the MN Basic Code. The motion carried 5-0.
4. A motion was made by Councilor Lehman, seconded by Councilor Thydean to approve Resolution 2023-12: Airport Maintenance and Operations Grant Agreement. The motion carried 5-0.

### **Miscellaneous**

None.

### **Adjournment**

Councilor Kennedy made a motion, seconded by Councilor Wendt to adjourn the meeting at 7:48PM. The motion carried 5-0.

