

**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, April 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, Loren Lehman, Quen Kennedy, Todd Thydean

Members Absent: Sara Wendt

Others Present: Tom Donahou, Kory Williams, Anna Fisher, Kristi Splett, Carlie Hell, Jerry Anderson, Melody Kimball, Clayton Kimball, Dan Wendt, and Tracee Bruggeman via phone (for audit presentation only).

Pledge of Allegiance was recited.

Approval of Agenda

A motion was made by Councilor Lehman, seconded by Councilor Thydean to approve the agenda with the following additions: Under the Consent Agenda – accept donation to ambulance service and an additional donation to CERC. The motion carried 4-0.

Approval of Minutes

A motion was made by Councilor Kennedy, seconded by Councilor Lehman, to approve the March 21, 2024 Regular Meeting Minutes. The motion carried 4-0.

Consent Agenda

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

1. Monthly Bills Allowed.
2. Water/sewer service terminations.
3. Accept CERC donations: Harvey Lehman - \$100 for egg hunt, Littlefork Thrift Shop - \$1000 undesignated, Destry Hell - \$500 undesignated, VFW Auxiliary 2948 - \$100 for Veterans' project, and American Legion Post 940 - \$100 for Veterans' project, Littlefork Lutheran Quilters - \$100 for Veterans' project.
4. Approve American Legion Bingo License for 4/25.
5. Accept donation of \$50 to the Ambulance service from Bev Houglum in memory of Barb Hell.

Public Hearings None.

Petitions, Requests, and Communications

1. 2023 Audit Presentation was given via phone by Tracee Bruggeman of Brady Martz. A motion to accept the report was made by Councilor Kennedy, seconded by Councilor Thydean, and carried 4-0.
2. By consensus the council agreed that two memorial benches could be ordered by the parties that wish to donate them to the city. The benches would be in the style of the current city benches.
3. Anna Fisher of the Northern MN District Fair board requested to put a permanent metal sign advertising the fair on the city's billboards. The fair dates would be changed annually. The council agreed by consensus to allow the signs.
4. A Notice of Retirement letter was received from City Administrator/Clerk-Treasurer Sonja Pelland stating that she plans to retire and that her last day of service will be June 28. Councilor Lehman made a motion to accept the notice, seconded by Councilor Kennedy. The motion carried 4-0. The Personnel Committee will meet at 9AM Monday, April 22, to work out the details of the hiring process.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Minutes of the March 18th Ambulance Department meeting were provided. Tom Donahou reported the things are running well, and that a budget meeting is planned for next week. Tom stated that 8 people are needed for a class to run in International Falls and they are always looking for people who want to take a class. Daytime shifts remain the hardest to fill.
2. Fire Department – Minutes of the April 8, 2024 Fire Department meetings were provided. Dan Wendt reported that they were called out once last month but the call was cancelled. The department is gearing up for spring wildfires and has done some training with the DNR. Dan will be ordering a door for the back of the fire hall and moving the current back door to the front of the building. He and Greg McClellan plan to pour the apron out front this spring. Big Falls Fire Department is shorthanded so Littlefork will be called out for their fires as needed.
3. AWAIRS Report – Minutes of the March 27, 2024 quarterly safety meeting were provided.
4. Maintenance Department – Kory Williams reported that Their Well had completed their annual inspections on the two wells and that everything is in good working condition. The crew has been hauling some brush and yard waste in connection with City-wide Clean Up and have been cleaning the river landings. A land plane has been ordered and he plans to begin adding gravel to alleys and at Lofgren Park once the plane arrives.
5. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of March 2024 and are on file at City Hall. A motion was made by Councilor Lehman, seconded by Councilor Kennedy to approve the Financial Report. Sonja reported that the CDs that matured in April have all been reinvested with Edward Jones with the exception of one that will be reinvested after it matures on April 25. The motion carried 4-0.

Unfinished Business

1. Code Violation Notices – A motion was made by Councilor Thydean, seconded by Mayor Fort to give Oleg Simutkin 30 days to move his sawmill operation out of the residential area. After some discussion regarding the fact that he has already been given notice, a vote was called and the motion carried 3-1 with Councilor Lehman opposed. A motion was made by Councilor Thydean, seconded by Councilor Kennedy to give Ryan Schmidtbauer 30 days to move his semi-trailer only out of town. After some discussion regarding the fact that the truck is still in violation of the ordinance, the motion carried 3-1 with Councilor Lehman opposed.
2. Lead Service Line Inventory is still in process.
3. Veterans' Memorial – Loren Lehman reported that the committee plans to put up flagpoles by the gazebo and to keep the memorial simple. They plan to extend the fence to hide the propane tank on adjacent property.
4. City-Wide Cleanup is in progress.
5. Paving Project is on hold until we receive more information from the engineer on the feasibility study.

New Business

1. Lofgren Park Caretaker. Two parties interested in the position were in attendance. The council discussed the contract details and decided by consensus that rent should be charged in the amount of \$200 per month and that since reservations are now made online, that internet service would be provided by the city for the caretaker. A motion was made by Councilor Kennedy to enter into a

contract with Clayton and Melody Kimball for the caretaker position. Councilor Thydean seconded the motion and the motion carried 3-1, with Councilor Lehman abstaining from the vote.

2. Lofgren Park Signage – A motion was made by Councilor Thydean, seconded by Councilor Lehman to accept a quote from Benedict Sign Company in the amount of \$2,400 for a new information board/kiosk for the park. The motion carried 4-0.
3. A motion was made by Councilor Lehman, seconded by Councilor Thydean to post the summer maintenance positions (2) at \$13.75 per hour. The motion carried 4-0.
4. A motion was made by Councilor Lehman, seconded by Councilor Kennedy, to amend the Sewer Budget to include an expenditure for property insurance in the amount of \$2,079. The motion carried 4-0.
5. Little Library – tabled.

Miscellaneous

1. None.

Adjournment

Councilor Kennedy made a motion, seconded by Councilor Thydean to adjourn the meeting at approximately 7:58p.m. The motion carried 4-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort