

**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**

**Tuesday, April 25, 2023 (Rescheduled from April 20 due to snowstorm.)**

**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

Members Absent: Quen Kennedy

Others Present: Sonja Pelland, Tom Donahou, Kory Williams, Craig Turner, Carrie Turner, Tracee Bruggeman

**Pledge of Allegiance** was recited.

**Approval of Agenda**

A motion was made by Councilor Lehman, seconded by Councilor Wendt to approve the agenda with the additions: Under the Consent Agenda – CERC Canoe Trailer purchase. Under Unfinished Business: Airport Layout Plan Approval. Under New Business: CERC Insurance Liability Waiver. The motion carried 4-0.

**Approval of Minutes**

A motion was made by Councilor Wendt, seconded by Councilor Thydean, to approve March 16, 2023 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 items on the consent agenda:

1. Monthly Bills Allowed.
2. Water/Sewer terminations.
3. Erickson's Eatery license renewal
4. Northern Disposal license renewal.
5. CERC Canoe Trailer Purchase

**Public Hearings**

1. None.

**Petitions, Requests, and Communications**

1. Annual Audit Presentation. Tracee Bruggeman of Brady, Martz and Associates P.D. presented information on the audited finances for the year 2022. Tracee stated that the city is in good financial condition. Audit information is available by contacting the City Clerk and is on file at City Hall. A motion was made to approve the report by Councilor Wendt, seconded by Councilor Lehman, and carried 4-0.
2. The council was provided with information about Conditional Use Permits and informed of the status of a few businesses which have been determined not to need permits. No council action was necessary.
3. A thank you card was received from Andrew and Irene Hauner for the Volunteer Appreciation event. A thank you card was also received from the Littlefork Ambulance Service members.

4. Carrie Turner updated the council on progress with the mobile home repairs at Lofgren Park. She had before and after photos of the work she and her husband Craig have done since moving in. The council was pleased and appreciative of the workmanship displayed. There was discussion on repairs still needed including a new roof. The council will revisit this after an assessment and estimate for repairs is completed.

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

1. Ambulance Report – Minutes of the March 20 Ambulance Business meeting and March run/call recaps were provided and are on file at City Hall. Tom Donahou reported that a state inspection of the ambulances had been completed today and that it had gone well. The rigs are running well. EMT training records will be provided to the City Clerk within the next couple of weeks as all EMTs have updated cards. Tom is working on compiling an equipment list. The mock accident held on April 12th went very well with cooperation from the county and state law enforcement agencies, DNR, Border Patrol, and Fire department participating. Tom would like to plan another training for a mass injuries mock accident in the future and will keep the council informed.
2. Fire Department – No report. Minutes of the March 13<sup>th</sup> and April 10<sup>th</sup> business meetings were provided and are on file at city hall.
3. Maintenance Department - Kory Williams reported that Their Well had been up to complete their annual well inspections. They found that Well #2 runs but pumps no water. Both wells are on their schedule to pull. They will also replace the check valve on the main at that time. As of now, the date is to be determined. Kory also reported that Greg McClellan will help with playground set-up to help get all the stakes lined up properly for the installation. Both Kory and Jerry will be attending water and wastewater trainings this week in International Falls sponsored by MN Rural Water.
4. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of March 2023 and are on file at City Hall. Sonja Pelland reported that the CDs that were approved have all been purchased and are shown on the cash balances report. A motion to approve the Financial Report was made by Councilor Lehman, seconded by Councilor Thydean, and carried 4-0.

#### **Unfinished Business**

1. A motion was made by Councilor Thydean, seconded by Councilor Wendt, and carried 4-0 to approve the completed Airport Layout Plan as presented.

#### **New Business**

1. Resolution 2023-9: A motion was made by Councilor Lehman, seconded by Councilor Wendt, and carried 4-0 to accept a donation from the Littlefork Thrift Shop in the amount of \$1,450 to offset the cost of laptop computer upgrades.
2. Resolution 2023-10: A motion was made by Councilor Wendt, seconded by Councilor Thydean to approve the resolution declaring a list of old office equipment surplus goods and authorizing the disposal of the items. The motion carried 4-0.
3. Ordinance 122 Adopting the MN Basic Code 2023 edition. A motion to approve was made by Councilor Lehman, seconded by Councilor Wendt, and carried 4-0.
4. City Website Options: Information was presented by the clerk on upcoming price hikes for the city website and an alternative option. Discussion was tabled until further research is done on the option of creating a free website vs. paying for a hosting service.
5. A motion was made by Councilor Lehman, seconded by Councilor Thydean, to set spring cleanup dates for May 9-25. We will once again offer bagged leaf and bundled small branches pickup as well as appliance pickup if the homeowner provides a disposal ticket. The motion carried 4-0. Sonja Pelland inquired if the council wanted blight notices sent out again this spring and the consensus was

yes, notices should be sent out.

6. CERC Liability Waiver – A motion was made by Councilor Lehman, seconded by Councilor Wendt, and carried 4-0 to not waive the monetary limits on municipal tort liability established by Minn. Statute 466.04.

**Miscellaneous**

None.

**Adjournment**

Councilor Thydean made a motion, seconded by Councilor Wendt to adjourn the meeting at 8:12PM. The motion carried 4-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort