

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

**Thursday, May 16, 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, Sara Wendt, Loren Lehman, Quen Kennedy, Todd Thydean.

Members Absent: None.

Others Present: Sonja Pelland, Tom Donahou, Kristi Splett, Kory Williams, Anna Fisher, Russell Fisher, Holly Hoy, Preston Hoy, and Jason Chopp (via telephone).

**Pledge of Allegiance** was recited.

**Approval of Agenda**

A motion was made by Councilor Lehman, seconded by Councilor Kennedy, to approve the agenda with the following additions: Miscellaneous - 1. Meeting changes. 2. City Park. The motion carried 5-0.

**Approval of Minutes**

A motion was made by Councilor Lehman, seconded by Councilor Thydean, to approve the April 18, 2024 Regular Meeting Minutes. The motion carried 5-0.

**Consent Agenda**

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

1. Monthly Bills Allowed.
2. Water/sewer service terminations.
3. 3.2 beer license for Northern MN District Fair board on July 11-13 (Thurs.-Sat.).
4. Resignation of CERC Director
5. Accept donation of \$8000 to the Ambulance service from the Ambulance Thrift Shop.

**Public Hearings** None.

**Petitions, Requests, and Communications**

1. Northern MN District Fair Board President Anna Fisher requested that the city be a sponsor of the fair again this year. Fair dates are July 11-14, 2024. Anna also reported that the auto race event has been moved to Saturday this year, a couple of local bands will be performing at the fair, and cameras are being installed at the fairgrounds due to a couple of break-ins. A motion was made by Councilor Lehman to approve a fair sponsorship with \$1000 from Timber Apportionment funds and \$1000 from KDA funds. Councilor Kennedy seconded the motion and the motion carried 5-0.

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

1. Ambulance Report – Tom Donahou reported that ambulance 305 had hit a deer with very little damage resulting from the accident. The department is busy with many transfers and the rigs are running well.

Tom also reported he will be stepping down as Chief and would bring a newly elected Chief to the June Council meeting.

2. Fire Department – None.
3. Maintenance Department – Kory Williams reported that the MN Dept. of Health had been to the water plant and conducted annual sampling. He and Jerry Anderson attended two days of training, one day for water and one day for sewer, at a MN Rural Water training event hosted by the City of Ranier. They hauled 2 loads of appliances during Spring Clean-up. Road repair work is underway and they have gone through 1000 pounds of patching materials and need more. They will be working on alleys next and need gravel as well.
4. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of April 2024 and are on file at City Hall. A motion was made by Councilor Kennedy seconded by Councilor Thydean to approve the Financial Report. The motion carried 5-0.

### **Unfinished Business**

1. Veteran’s Memorial: The committee is planning to install the 3 flagpoles that are currently on the former VFW site and extend the fence by the liquor store out to the sidewalk. Kevin Boorman of Green Forest Wood Products told Sara Wendt that the fencing would be donated. Green Tech Manufacturing will make military insignia signs to hang on the fence.
2. A motion was made by Councilor Kennedy, seconded by Councilor Wendt, and carried 5-0 to hire Annalee McClellan for one of the summer maintenance positions. The motion carried 4-1 with Councilor Lehman abstaining.
3. Code Violation follow up: By consensus, the council agreed that they must follow through on the current notices that were sent if the violations are not corrected by the deadlines given.
4. City Engineer Update. Jason Chopp reported that the preliminary feasibility study for paving was complete and that he would like to take the time to go over the entire document with the council. Mayor Fort and the council tentatively set a Committee of Whole meeting date for June 7, 2024, 10AM to discuss the report with Jason.

### **New Business**

1. Sonja Pelland reported that she has applied for a Blandin Foundation grant for Small Cities for the purpose of completing a Comprehensive Plan for the City of Littlefork. She is hoping to hear from the foundation by the end of May as to whether or not the \$25,000 grant will be funded.
2. Airport Capital Grant information was shared with the council. If MN Dot accepts the grant the city would proceed with the next step in the Airport Capital Improvement Plan which is constructing a new turf taxi lane.
3. A motion was made by Sara Wendt, seconded by Loren Lehman, and carried 5-0 to purchase Microsoft GCC licenses for City Hall offices and the Maintenance office. This will allow the city to have more secure e-mail and document storage.

### **Miscellaneous**

1. Meeting Dates: A motion was made by Councilor Lehman, seconded by Councilor Thydean, to change the June council meeting date to June 24, 7PM, and the time for the July 18 and August 15 Council meetings to 4PM. The motion carried 5-0.
2. City Park: Councilor Wendt is currently running the summer ball program at the park and wanted the council to know that the scoreboard has been having issues and that Bruce Grotberg is working to fix it, that the national anthem is being played at games and she feels a flagpole would be a nice addition to the field for that purpose. She requested that the maintenance department leave the mini-fence up until summer ball is over. Sara plans to sort through the items stored in the concession stand at the park with maintenance to determine what items need to be discarded or moved elsewhere. She also reported that John Polkinghorne is willing to build a “Little Library” for the park to place near the Maggie Lauren sign. A motion was made

by Councilor Kennedy, seconded by Councilor Thydean to install the library at the park. The motion carried 5-0.

**Adjournment**

Councilor Kennedy made a motion, seconded by Councilor Wendt to adjourn the meeting at approximately 7:55p.m. The motion carried 5-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort