

**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**

**Wednesday, November 15, 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, Kory Williams, Tom Donahou, Dan Wendt, Valerie Krause, Sara Smith, Shannon Arnold

**Pledge of Allegiance** was recited.

**Approval of Agenda**

A motion was made by Councilor Wendt, seconded by Councilor Kennedy to approve the agenda. The motion carried 5-0.

**Approval of Minutes**

A motion was made by Councilor Kennedy, seconded by Councilor Lehman, to approve October 17, 2023 Regular Meeting Minutes. The motion carried 5-0.

**Consent Agenda**

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

1. Monthly Bills Allowed.
2. Water/sewer service terminations.
3. Approve new hire - Rebecca Kimball, CERC Director

**Public Hearings** - None.

**Petitions, Requests, and Communications**

1. Shannon Arnold and Sara Smith of International Falls Area Chamber of Commerce did a presentation on an area comprehensive resource guide that they are putting together which will include Littlefork businesses and services. This item will be added to the December council meeting agenda for consideration of an ad and/or contribution to the project.
2. A letter from ARDC seeking nominations for board candidates was shared with the council.

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

1. Ambulance Report – Minutes of the October 16 Ambulance Service meeting, and Run/Call Recap reports for October were provided. Tom Donahou reported that the crew had 30 runs in the past month, that the rigs are running well, he is working on replacing a heater in the ambulance garage and switching the lighting to LED lights. The crew has received training on new CPAP machine and will be utilizing the machine during calls when needed.
2. Fire Department – Minutes of the November 13th Fire Department meeting were provided. Dan Wendt reported that they have had no fire calls in the past month and that they are applying for Operation Roundup grant dollars for SCBA masks. Dan inquired as to whether they need to continue to replace Rural Directors and after discussion determined that the five board positions should be filled by residents

in the rural areas of the taxing district and that the department should work toward finding people to appoint. Jason Hauner has already volunteered to take one position. Councilor Lehman chastised the department for not keeping the fire hall clean and requested that they make an effort to do better. Lehman also inquired as to when the door that was to be replaced this year will be installed. Dan Wendt stated that this winter when things slow down for him and Greg McClellan that the two of them will be installing the door.

3. Maintenance Department – Kory Williams reported that Electric Pump has inspected all the lift stations and that there were no issues with any of them. The crew has been working on some brush and limb clearing, that the airport has been closed for a month due to wet runway conditions and a plane having gotten stuck after landing, and that a light pole on Main Street had been damaged by an auto accident. A hydrant was also hit in the same accident and was turned, but was not damaged. A new light pole has been ordered.
4. The Veterans' Memorial Committee is still considering potential sites for a memorial. Todd Thydean suggested the front lawn by the gazebo park and the committee will look into whether that site will work.
5. Sno Fun Days Committee Report – Sara Wendt reported that the committee had met at the liquor store on Sunday, October 22 and plans to meet again on Thursday, November 30, time and place to be determined. Minutes of the meeting are on file at City Hall.
6. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of October 2023 and are on file at City Hall. A motion was made by Councilor Lehman, seconded by Councilor Kennedy, to transfer \$20,000 from checking to savings within the Ambulance Fund for 2021 and \$20,000 for 2022 for truck replacement as intended by their budget. The motion carried 5-0. Sonja Pelland stated that for 2023 and going forward an accounts payable check will be written and deposited in savings. A motion was made by Councilor Wendt, seconded by Councilor Thydean to approve the Financial Report. The motion carried 5-0.

### **Unfinished Business**

1. None.

### **New Business**

1. A motion was made by Councilor Lehman, seconded by Councilor Kennedy, to not waive the monetary limits on municipal tort liability established by MN Statue 466.04. The motion carried 5-0.
2. Resolution 2023-34: Amending the Personnel Policy. A motion to approve the resolution addressing earned sick and safe time as required by state law was made by Councilor Lehman, seconded by Councilor Thydean, and carried 5-0.
3. Resolution 2023-35: Authorizing the Creation of a Joint Airport Zoning Board. A motion to approve the resolution which appoints Rod Bergstrom, Eric Lund, Emily Knaeble, Jean Anderson, and Whitney Sims to the board was made by Councilor Kennedy, seconded by Councilor Lehman, and carried 5-0.
4. Resolution 2023-36: Authorizing the Joint Airport Zoning Board to zone the area surrounding Littlefork Municipal Airport. A motion to approve was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 5-0.
5. Resolution 2023-37: Accepting donations to Littlefork Fire Department for \$ 750 and Littlefork Ambulance Service for \$250 from Green Forest Wood Products in appreciation for their assistance during a fire at the facility. A motion to approve the resolution was made by Councilor Wendt and seconded by Councilor Thydean. The motion carried 5-0.
6. Resolution 2023-38: A motion was made by Councilor Thydean, seconded by Councilor Lehman to approve a Campground Policy. The motion carried 5-0.
7. Resolution 2023-39: A motion was made by Councilor Lehman, seconded by Councilor Thydean, and carried 5-0 to approve a resolution governing write-in vote counting. Votes for write-in candidates will only be individually recorded if the total number of write-in votes for an office is equal to or

greater than the fewest number of non-write-in votes for a ballot candidate for that office.

8. Resolution 2023-40: Approving an engineering agreement with S.E.H. Engineering for a paving feasibility study, soil borings, and design engineering. A motion to approve was made by Councilor Thydean, seconded by Councilor Wendt. The motion carried 4-1 with Councilor Kennedy opposed.
9. Administrator Annual Review. - The councilors thanked Sonja Pelland for her work and commented that she does an excellent job.

### **Miscellaneous**

- 1.

### **Adjournment**

Councilor Kennedy made a motion, seconded by Councilor Thydean to adjourn the meeting at 8:52PM. The motion carried 5-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort