

**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, February 16, 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, Quen Kennedy

Members Absent: Todd Thydean

Others Present: Sonja Pelland, Tom Donahou, Kory Williams.

Pledge of Allegiance was recited.

A motion was made by Councilor Lehman, seconded by Councilor Kennedy to approve the agenda. The motion carried 4-0.

Approval of Minutes

A motion was made by Councilor Wendt, seconded by Councilor Kennedy, to approve January 19, 2023 regular meeting minutes. The motion carried 4-0.

Consent Agenda

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

1. Monthly Bills Allowed.
2. Water/Sewer terminations.

Public Hearings

1. None.

Petitions, Requests, and Communications

1. A KCDA grant was received in the amount of \$4,807 for expression swings for the park. A motion to accept the grant was made by Councilor Wendt, seconded by Councilor Lehman, and carried 4-0.
2. An Operation Round-up grant was received in the amount of \$1,359.26 toward search and rescue portable lights for the Fire Department. A motion to accept the grant was made by Councilor Kennedy, seconded by Councilor Wendt, and carried 4-0.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Minutes of the January 17 Ambulance meeting and run/call reports for January were provided and are on file at City Hall. Tom Donahou reported that the crew continues to be busy with transports. Bruce Grotberg has been working on repairs to the heat and siren on one of the rigs. Tom had extra volunteers on duty for a snowmobile event that happened on February 10th, but there were no incidents with the ride. Two helmets were purchased for the rescue sled. Tom Donahou and Tim McClellan have several CPR classes lined up to teach in the coming weeks. Sonja Pelland is working on the Medicare Ground Ambulance Data Collection Instrument with input from Ambulance Secretary Christine Hagen and the ambulance billing service.

2. Fire Department – Minutes of the February 13th Fire Department meeting were provided and are on file at City Hall. Councilor Lehman questioned the many tabled items each month in the minutes, some of which have been tabled for almost a year including lights on a truck and the installation of the washer. Mayor Fort requested that Sonja Pelland ask Fire Chief Wendt why the items were not being addressed. It was noted that the fire department minutes stated that Dan Wendt would speak to the city council about purchasing an aerial truck from International Falls for \$99. Mr. Wendt was not present and no action was taken.
3. Maintenance Department – Kory Williams reported that the Titan loader had been repaired and serviced. The crew has been busy working with the county to scrape streets and cleaning storm drains and have made great progress. Kory stated that there is a dozer blade that may go on the loader but is expensive and may not work as well. He also found an ice breaker for the front of a skid steer for around \$1,800 that appeared to work well. Council agreed by consensus that Kory should inquire about the price of the dozer blade and consider purchasing the skid steer attachment.
4. Volunteer Recognition Committee minutes from February 3 were provided. A dinner, funded by gambling proceeds the city council designated for the event, will be held at the Jackpine Family Diner on Monday, March 13 to recognize fire, ambulance, and thrift shop volunteers for their humanitarian efforts. Invitations will be sent and certificates of appreciation will be given at the event.
5. Airport Layout Plan update: Melissa Underwood of S.E.H. Engineering has completed the final draft of the plan and will meet with the city on Tuesday, April 11 to review the plan and discuss the upcoming zoning project and other airport plans.
6. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of January 2023 and are on file at City Hall. Sonja reported that she had checked on rates for Certificates of Deposits and that Edward Jones had the best rates to offer. A motion was made by Councilor Lehman and seconded by Councilor Kennedy to allow the administrator to invest a portion of city funds from Water, Sewer, Ambulance, Liquor and CERC as well as Debt Service Funds if allowable (Sonja will check with the city’s financial adviser, David Drown, first). The motion carried 4-0. Sonja also reported that she plans to meet with each department to work on a capital improvement plan for the city. A motion to accept the Financial Report was made by Councilor Kennedy, seconded by Councilor Wendt, and carried 4-0.

Unfinished Business

1. Planning Commission Appointment – A motion was made by Councilor Kennedy, seconded by Councilor Lehman to appoint Emily Knaeble to the Planning Commission for a 3 year term, replacing Matt Wappler. The motion carried 4-0.

New Business

1. A motion was made by Councilor Lehman, seconded by Councilor Wendt, and carried 4-0 to add Juneteenth to the city’s list of official holidays in the Personnel Policy. This will be in effect beginning in 2024.
2. Resolution 2023-4: A motion was made by Councilor Kennedy, seconded by Councilor Wendt, to accept donations to the Ambulance Department from the Littlefork Thrift Store in the amounts of \$626 for a refrigerator and \$2,700 for a new computer. The motion carried 4-0.
3. Resolution 2023-5: A motion was made by Councilor Lehman, seconded by Councilor Wendt to approve the resolution to apply for Legislative Commission on Minnesota Resources (LCCMR) Environmental and Natural Resources Trust Fund grant for an RV Campground. The motion carried 4-0.

Miscellaneous

None.

Adjournment

Councilor Lehman made a motion, seconded by Councilor Kennedy to adjourn the meeting at 7:48PM. The motion carried 4-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort