

**City of Bigfork**  
**Regular City Council Meeting**  
**February 8, 2022**  
**5:30 p.m.**

Members Present: Bryan Boone, David Mann, Ben Maxa  
Members Absent: Paul Gustafson, Andrew Francisco, Junior Council Member Lily Danielson  
Also Present: Tim Johnson, Chris Clark, Trina Clark, Sally Sedgwick, Chris Parthun  
(Microsoft Teams)

Mayor Boone called the meeting to order at 5:34 p.m.

The pledge of Allegiance was recited, and the Public Forum was opened.

As no one else wished to address the Council, the public forum was closed.

Removed Scada Water System & E2ip Building Update, moved Bigfork Auto Parts and Repair to the top of unfinished business and moved Snowplow for Red Plow Truck to top of New Business.  
**Motion by Boone to approve agenda as amended, seconded by Mann, motion carried unanimously (MCU).**

**Consent Agenda: Motion by, seconded by and MCU to approve the consent agenda including:**

1. Minutes of the January 13, 2022, Regular City Council meeting
2. City Clerk's office report for January 2022,
3. Financial report for January 2022,
4. Public Works Department Report for January 2022
5. Payroll and timecards for January 21, 2022, and February 4, 2022, regular payrolls, in the amount of \$6,739.33
6. Claims paid in January in the amount of \$6,591.72 and claims for payment in the amount of \$40,222.05.

#### **UNFINISHED BUSINESS**

##### **Wellhead Protection Plan Part 1 Approval:**

Chris Parthun from MN Department of Health joined the Council meeting via Microsoft Teams to go over the Bigfork part 1 wellhead protection plan summary. Wellhead protection began in 1990s. The state recognized the importance of clean drinking water all over MN. Chris explained that the City's well is well protected. Our vulnerability for the cities drinking water source is low. The DOH looks for contaminations in the water and how to keep contaminations from effecting the water source. Our water has been tested and has very low nitrates and chloride which shows that our water is clean and has very minimal to no contaminates. At this time no human caused contaminants have been found in the city's water supply. Moving forward the plan is to continue

with water quality monitoring, test drilling and geophysical analysis. Chris said that the city's next step should be to appoint and Wellhead Protection Manager to oversee this process.

#### **Bigfork Auto Parts and Repair Administrative Fines:**

Bryan Boone asked Jerry to come to the meeting to address the Administrative Fines that are currently pending. Jerry addressed the council with a letter asking to present regarding his personal health and medical reasoning as to why he has been unable to work on cleaning his property. Jerry stated to the council that he tried to hire help to clean, and the help he hired never showed up. He developed a staph infection that landed him in the hospital. His doctor is on vacation for the next week, so he did not get a written letter from her currently. He also received an injury to his back this past fall from a fall and has been unable to lift and operate heavy equipment. He is hoping to hire someone to help him soon to help him clean the property up. He has come up with a plan to have the unmarked vehicles removed within the next month and as his health improves to clean up the property. The council noted at this time that they would be willing to give him time to get better and get the property cleaned up. Jerry also mentioned that he will be vacating the property no later than June of 2022. **Motion to grant Bigfork Auto Parts and Repair until March 15<sup>th</sup> of 2022 to remove the unmarked vehicles, and June 1<sup>st</sup>, 2022, for the rest of the property cleanup, and to keep the \$840 fine in place but to be reevaluated upon completion of agreement made by Mann, seconded by Maxa, and MCU.**

#### **Police Coverage in Bigfork and Surrounding Communities:**

Bryan Boone talked with Itasca County Sherriff Williams, and he will be getting back to the city on the costs of hiring a fulltime sheriff to patrol the Bigfork area. The city is currently waiting for response from him. Boone has also been researching a community safety officer rather than a full-time cop to assist in emergency responses. This individual would be used for emergency response and ordinance enforcement in the city and possibly surrounding townships and communities.

#### **Part Time Public Works Position:**

City Clerk Melissa put together a report on the difference between the costs of having a 3<sup>rd</sup> party come in to remove snow from the airport, versus the hiring of a part time public works position. Hiring of an excavation service is approximately \$6,980.00 as gathered from previous invoices to the city, and the cost over the last month of having a part time employee come in was approximately \$617.50. The council discussed doing this over a period that is longer to help cost compare. The council asked Melissa to create a job description for the position with qualifications to present at the next Council Meeting.

#### **Water Main/Water Tower Project Update:**

Melissa, Joe and Bryan had a meeting with Widseth Engineers about combining the water tower project and the water main replacement project. The reasoning was because we can get better funding options and opportunities with a bigger project as they evaluate the city based on the project at large with the amount of money the community is making. They consider the debt we have and the money coming in to determine what we can afford. The main option that Widseth presented was MN PFA program, they offer lower interest loans at 20 years and loan forgiveness

grants for affordability. Caleb from Widseth met with Joe Zimmer Monday the 7<sup>th</sup>, to get measurements on the water mains to get a better cost estimate. Widseth will be getting back to the city with a cost estimate hopefully within the next month to further explore our financing options.

## **NEW BUSINESS**

### **Snowplow Quote for Red Truck:**

Tim Johnson addressed the council regarding the \$100,000 Blandin Foundation granted the Bigfork Valley Community Foundation. Tim Johnson said that they have another pool of funds that would be available to purchase the plow that would not mean we would cut into the \$100,00 grant funds. He understands that the plow may be used for things other than the riverwalk trail, but they would be okay with granting that money. He said they could contribute \$4,000- \$4,500 to the plow purchase. Mann stated that amount they would contribute is a fair amount. **Motion to accept the funds from the BFVCF for the plow and designate the rest to be paid from the ARP funds to purchase the new plow by Maxa, seconded by Mann, and MCU.**

### **Resolution 2022-01 Official Appointments for 2022:**

Change of acting mayor from Bryan Boone to Andrew Francisco. **Motion to accept Resolution 2022-01 as edited by Mann, seconded by Maxa, and MCU.**

### **Resolution 2022-02: Designating Polling Place Location for 2022:**

**Motion to accept Resolution 2022-02 by Mann, seconded by Maxa, and MCU.**

### **Resolution 2022-03: Authorizing ACH Bank Payments:**

**Motion to accept Resolution 2022-03 by Maxa, seconded by Boone, and MCU.**

### **Ordinance NO. 196: Amending Fees and Charges:**

**Motion to approve Ordinance NO. 196 by Mann, seconded by Maxa, MCU.**

### **Ordinance NO. 197: Council Meeting Date:**

**Motion to approve Ordinance NO. 197 by Mann, seconded by Maxa, MCU.**

### **First Call for Help Contribution Request Letter:**

The council asked Melissa what they contributed in 2021 to First Call for Help. Melissa stated they contributed \$500 last year. **Motion to contribute \$500 to First Call for Help made by Mann, seconded by Boone, and MCU.**

### **Mayor for a Day Essay Contest:**

The Bigfork Elementary School had 12 students in the 4<sup>th</sup> and 6<sup>th</sup> grades participate in a Mayor for a Day Essay Contest put on by the League of MN Cities. Melissa stated that it would be fun to recognize the students that wrote these essays to encourage community engagement. Melissa will send copies of the essays to council members for them to pick a winner and then choose a winner from the 4<sup>th</sup> and the 6<sup>th</sup> grade class. Mayor Boone will then present the prizes to the students in coordination with the school. Gift cards to be granted to each student for

participation from the pizza parlor. The idea to have Creek Bank Printing create a t shirt for the winners and use Blandin Foundation money for community engagement to purchase these items. **Motion to distribute 12, \$20 gift cards for the pizza parlor to each student, and 2 t-shirts from Creek Bank Printing to the winners made by Boone, seconded by Mann, and MCU.**

**Dog Ordinance:**

Melissa addressed the council regarding multiple complaints she has received from community members about dogs around town. There has been no photographic identification provided to her from the community members at this time. The Council stated that the Ordinance in place stands and without evidence of the dogs being out by photograph or video there is nothing more that the Council can do. Should evidence be provided a letter will be sent to the owner on the first offence, and a second offence will result in a fine administered by the city. The council suggested making a Facebook notification reminding residents of the Ordinance in place.

**OTHER/ ANNOUNCEMENTS:**

Annual Weed Inspection Report for Ben Maxa to fill out.

2022 City Council Meeting Schedules Distributed

2021 Tax Audit Questionnaires needed.

**Motion to adjourn at 7:03 p.m. by Boone, seconded by Maxa, and MCU.**

Melissa J. Grover

*City Clerk/Treasurer*

Approved at the regular meeting held on  
March 8, 2022

---

Mayor