

**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, August 19, 2021

Call to Order

Mayor Mike Fort called the meeting to order at 7:00p.m. at City Hall, 901 Main Street.

Roll Call

Members Present: Mike Fort, Kevin Sather, Loren Lehman, Quen Kennedy, Destry Hell.

Members Absent: None.

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

Pledge of Allegiance was recited.

A motion was made by Councilor Lehman, seconded by Councilor Hell, 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 July 15, 2021 Regular Meeting Minutes and the July 20 and July 23 Special Meeting Minutes. The motion carried 5-0.

Consent Agenda

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

1. Approve Monthly Bills Allowed.
2. Water/Sewer shut-offs.

Public Hearings

Petitions, Requests, and Communications

1. The City of Littlefork received a 50 Year Community Water Fluoridation Award from the Minnesota Department of Health, American Dental Association, and the Centers for Disease Control and Prevention.
2. Minnesota Department of Natural Resources informed the City of Littlefork that there will be a timber harvest on state land adjacent to city owned land, possibly as soon as this fall.
3. A meeting is being planned, tentatively for September 8, 2021 with representatives from Koochiching County and the cities of Littlefork, Mizpah, Northome, Ranier, and Big Falls to review Small Cities Aid generated from the Great Northern Transmission line grant funds currently being distributed annually to each of the five cities.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Run/call recap for the months of June and July and the minutes of the July 19 monthly business meeting were provided. Tom Donahou reported that the new ambulance hit another deer and he will be picking up a loaner rig from Premier Ambulance at no charge until Wimmer's Body Shop has completed the repairs. The crew continues to do a lot of transfers; 28 in the month of July. An EMT class will be offered through International Falls Ambulance service in October. Councilor Sather inquired as to why there were 4 EMTs on some of the runs. Tom Donahou reviewed the circumstances where it may be necessary to have 4 people present on a run. Sonja Pelland reported that Medicare will be requiring data tracking on ground ambulance runs and a webinar is scheduled with information. Tom or Christine Hagen will attend the online class.

2. Fire Department – Minutes of the August 9th meeting were provided and are on file at City Hall. Dan Wendt reported that the department had responded to a couple of car fires, a power line fire, a fuel spill on highway 65, and a sawdust pile fire at Green Forest. Rig 309 had a leak repaired on the tank. The new SCBA tanks are in service.
3. Maintenance Department – Kory Williams reported for the Maintenance Department that they had been busy with some repairs at Lofgren Park trailer house and that Tom Donahou had repaired some of the power posts for campers. They have done brushing and fencing at the sewer ponds and removing garbage at the city gravel pit area. Kory met with Up North Builders about the roof at the water plant and the change needed to the direction of the roof. He reported that the Do-Bid Auction had sold the pickup for \$8,000 and the camper for \$7,000. The summer maintenance help is done for the summer and did a great job.
4. Community Building Park Committee Report – Dan Wendt reported that the gazebo is going up. It is a custom build, not a kit. The roof will be shingles, not steel. The sod at the site has some brown spots and Dan recommended a weed and feed application this fall. More sod will be needed in the area at the back after the gazebo is completed. Sonja reported that the committee will meet next week to discuss lights, signage, and whether or not more benches are needed.
5. Liquor Report –Minutes of the August 3 Liquor Committee meeting were provided and are on file at City Hall. The committee recommended that the store be open on Mondays again with one shift from 10:00a.m.-6:00p.m. with Manager Teckla Brown working that day to do orders and office work during the shift. Daily hours of operation were discussed but no change was made other than opening Mondays. The council agreed by consensus. Mayor Fort inquired if the council felt that putting the store up for sale was something that they would like to consider. The consensus was that when the required public hearing is held this year (municipal liquor stores that do not make a profit in any two out of three consecutive years must hold a public hearing as to whether or not to continue operations.) that public input would be solicited before any such decision is made. A motion to obtain an appraisal of the store was made by Councilor Lehman, seconded by Councilor Sather, and carried 5-0.
6. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of July 2021 and are on file at City Hall. The Liquor Store had revenues for the month of \$26,041.04, expenses of \$28,843.23, resulting in a loss of \$2,802.19 for the month of July. A motion was made by Councilor Lehman seconded by Councilor Hell, to approve the financial report. The motion carried 5-0.

Unfinished Business

1. Resolution 2021-26: Change Order No. 1 to the Water Plant Roof Project changes the direction of the roof on the building, correcting an oversight on the initial design and increases the price of the contract by \$5,108.00. A motion to approve was made by Councilor Sather, seconded by Councilor Kennedy, and carried 5-0.
2. Lofgren Park Sewer Project – Destry Hell reported that the project will be done before fall.
3. Littlefork Medical Center parking lot. A motion to approve final payment on the concrete work in the amount of \$42,700 was made by Councilor Lehman, seconded by Councilor Kennedy and carried 5-0.
4. City Park/Campground Development – Strategy discussion was held with Jason Chopp of S.E.H., Inc. on the development of a park in the pit area. The city would need the property to be transferred before seeking funding sources. Dennis Wagner has offered to answer a series of questions related to the donation of the property via e-mail and questions had been sent, but no reply had been received as of the council meeting.
5. Gravel Pit Access Road – Loren Lehman volunteered to help obtain and mark a map of where the proposed route would be so that a request for an easement can be made.
6. Resolution 2021-24: Designate official newspaper – tabled.

New Business

1. Resolution 2021-27: Accept Gazebo Park Donation of \$40 from Jennifer Fondie. A motion to approve was made by Councilor Sather, seconded by Councilor Kennedy, and carried 5-0.
2. Resolution 2021-28: Update Purchasing Policy – A motion was made by Councilor Sather, seconded by Councilor Hell to approve the changes as presented. The motion carried 5-0.

Miscellaneous

- 1.

Adjournment

Councilor Lehman made a motion, seconded by Councilor Hell to adjourn the meeting at 8:25p.m. The motion carried 5-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort