

**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, September 16, 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, Tom Donahou, Stephanie Fairchild, Dennis Wagner

Pledge of Allegiance was recited.

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

Approval of Minutes

A motion was made by Councilor Lehman, seconded by Councilor Kennedy, to approve August 19, 2021 Regular Meeting Minutes. The motion carried 5-0.

Consent Agenda

A motion was made by Councilor Lehman, seconded by Councilor Kennedy, 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. A letter was received from MN Dept. of Transportation Aeronautics Office stating that the City of Littlefork has been selected to receive a future State Grant Offer. The grant would be for a New Airport Layout Plan for an estimated total cost of \$50,000, as identified in the city's 2022 Capital Improvement Program. A motion was made by Councilor Sather, seconded by Councilor Kennedy to apply for the grant. The motion carried 5-0.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Run/call recap for the months of July and August and the minutes of the August 16 monthly business meeting were provided. Tom Donahou reported that the ambulance that hit the deer is under repairs at Wimmer's Body Shop and they are currently using a loaner rig. The other rig has been out of service for 2 days while Wherley Motors is servicing it. An EMT class will be offered through International Falls Ambulance service very soon. An information meeting for those interested in taking the class will be held at the Littlefork Ambulance Garage on Wednesday, September 29th at 7:00p.m. and the meeting will be posted on the city's website and Facebook page.
2. Fire Department – Minutes of the September 13th meeting were provided and are on file at City Hall.
3. Maintenance Department – No Report.
4. Community Building Park Committee Report – Minutes of the August 24 committee meeting were provided and are on file at City Hall. Loren Lehman reported that the gazebo is nearly complete and the bricks on hand are all laid in place. The committee will meet to plan a fall event to celebrate the completion of the project.

5. Liquor Report –September 15th Liquor Committee meeting minutes were provided and are on file at City Hall. Manager Teckla Brown was not in attendance so Councilor Kennedy and Sonja gave an update. Councilor Kennedy made a motion to approve a temporary on-sale license for the Community Building Park Gazebo Celebration for the date to be determined by the committee. Councilor Sather seconded the motion and the motion 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 August 2021 and are on file at City Hall. The Liquor Store had revenues for the month of \$24,274.26 expenses of \$28,893.85, resulting in a loss of \$4,619.59 for the month of August. It was noted by Sonja that the pre-buy for heating fuel for the year was included in the month's expenses and that bills are being paid without need for transfers in now that the store has been fully open and staffed for the past two months. A motion was made by Councilor Kennedy seconded by Councilor Hell to approve the financial report. The motion carried 5-0. Discussion was held regarding the use of the city's ARPA funds for the gazebo project, increasing outdoor activity and gathering space. A motion was made by Councilor Sather, seconded by Councilor Lehman, to transfer \$25,000 of ARPA funds from the General Fund to Capital Projects Park Fund. The motion carried unanimously.

Unfinished Business

1. Roof Project at Water Plant – Sonja reported that a pre-construction meeting had been held on Wednesday, September 15. Up North Builders will begin the roof project the first week of October, after the rafters arrive and hope to be done within a few weeks before snow arrives.
2. Lofgren Park Sewer Project – Destry Hell reported that pipe has been ordered for the project and should arrive next week.
3. City Park/Campground Development – Dennis Wagner attended the meeting to answer questions the council had posed regarding his donation of a portion of his gravel pit to the City of Littlefork. Mr. Wagner illustrated on a map the portion of the property he plans to donate. The city would be granted ingress and egress easements for access to the property. His accompanying letter stated that there is no debris on the property and there is an active Annual MnDNR Permit in place for them to pump the pit. He was amenable to a Phase 1 environmental study if the city wishes to proceed with that. His plans for the area north of the proposed donated area would be complimentary to whatever plans the city were to make. Mr. Wagner also stated that he may be able to donate the north portion as well if the city were interested. The councilors plan to individually visit the site, now that it has been defined, and come back to discuss further at the October meeting.
4. Gravel Pit Access Road – Per recommendation of Nathan Heibel of Koochiching County Lands and Forests and Eric Lund of MN DNR, the council by consensus decided not to pursue a permit or easement at this time and will revisit the topic only if access becomes an issue in the future.
5. Resolution 2021-24: Designate official newspaper – tabled.

New Business

1. Liquor Store Hearing Date: A motion was made by Councilor Lehman, seconded by Councilor Kennedy to hold the required liquor store hearing on Wednesday, November 17, 7:00p.m. at the Littlefork Community Building. The motion carried 5-0.
2. Resolution 2021-29: Premium Conversion Plan Document – A motion to approve the Premium Conversion Plan Document as presented was made by Councilor Kennedy, seconded by Councilor Lehman, and carried 5-0.

Miscellaneous

- 1.

Adjournment

Councilor Lehman made a motion, seconded by Councilor Hell to adjourn the meeting at 8:14p.m. The motion carried 5-0.