

**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, December 15, 2022

Call to Order

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

Roll Call

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

Members Absent: Destry Hell

Others Present: Sonja Pelland, Tom Donahou, Todd Thydean, Taylor Nelson, Sara Wendt, Dan Wendt, and Steph Fairchild.

Pledge of Allegiance was recited.

A motion was made by Councilor Lehman, seconded by Councilor Sather to approve the agenda with the addition of Small Town Tech Proposal under Unfinished Business. The motion carried 4-0.

Approval of Minutes

A motion was made by Councilor Kennedy, seconded by Councilor Lehman, to approve November 17, 2022 regular meeting minutes. The motion carried 4-0.

Consent Agenda

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

1. Approve Monthly Bills Allowed.
2. Approve Water/Sewer terminations.
3. Approve Hazelwood vending, Friends Garbage, Jim's Disposal licenses, and cigarette licenses for J & D Family Foods, Melvin's, and Littlefork Muni (upon payment of fees).
4. Accept donations including \$5000 from the VFW, \$2000 to Littlefork Ambulance Service, and an anonymous donation of \$1,000 to Littlefork Ambulance Service.

Public Hearings

1. Truth in Taxation Hearing. The General Fund Levy will remain the same as last year at \$107,000. This is a reduction from the Preliminary General Fund Levy which had been set at \$109,140. There were no comments from the public on the proposed levy.

Petitions, Requests, and Communications

1. Taylor Nelson was in attendance to request a reduced rate for a weekly community building rental throughout the winter on Wednesday evenings for corn hole tournaments. A motion was made by Councilor Kennedy, seconded by Councilor Lehman, and carried 4-0 to allow Mr. Nelson to rent the building for the weekly rental at \$25 per event.
2. Koochiching Technology Initiative meeting information including minutes of the latest meeting were provided for the council. The council requested that Sonja Pelland represent the City of Littlefork at future meetings for KTI.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Minutes of the November 21 Ambulance meeting and run/call reports for November were provided and are on file at City Hall. Tom Donahou reported that the crew has been very busy with transports. All EMTs have completed the refresher course. Tom reported that the Thrift Shop would be donating the \$600 total cost of the course which was held on December 1. Shifts are being filled well and rigs are running well. Big Falls does not currently have first responders so Littlefork EMTs would most likely be first on scene. No medications will be supplied to Big Falls First Responders until they become active again.
2. Fire Department – Minutes of the November 14th meeting were provided and are on file at City Hall. The Fire Department Report was given by Dan Wendt. All the rigs have been serviced by Emergency Apparatus and are working well and the foam units are all working and are using a new kind of foam. The department plans to have the company service the rigs annually when they make their loop through this area as this will ensure maintenance is completed regularly. The new extractor will be hooked up now that the hot water heater has been repaired. The machine will wash two sets of gear at a time and each firefighter is responsible for their own gear.
3. Maintenance Department – No Report.
4. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of November 2022 and are on file at City Hall. The city had requested and has received the return of \$2,000 in gambling proceeds that was previously distributed to the Northern MN District Fair. It has been determined that the fair is not an eligible type of 501 organization to which the city can designate those funds. A motion was made by Councilor Sather, seconded by Councilor Lehman to re-issue the fair sponsorship using \$1,000 KDA grant and \$1000 Timber Apportionment funds. The motion carried 4-0. A motion to accept the Financial Report was made by Councilor Lehman, seconded by Councilor Sather, and carried 4-0.

Unfinished Business

1. Code violation follow up – As requested, the City Administrator telephoned the resident who had the camper in violation of the city code and the resident reported that they had removed the skirting, had winterized the camper, and would be removing it in the spring.
2. Small Town Tech Proposal – The telephone and internet services at the water plant and at the fire hall/ambulance garages have contracts up for renewal. No proposal is ready at this time from Small Town Tech for the single service for all city locations. A motion was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 4-0 to renew the two Midco phone and internet lines for three years.

New Business

1. Resolution 2022-34: A motion was made by Councilor Kennedy and seconded by Councilor Sather to approve an amendment to the 2022 Fire Department budget which redistributes their expenses to better fit the needs of the department. The motion carried 4-0.
2. Resolution 2022-35 – A motion was made by Councilor Lehman, seconded by Councilor Kennedy, to approve the Fire Department Officers: Chief Dan Wendt, Deputy Chief Dan Krause, Training and Safety Officer Bruce Grotberg, and Lieutenant/Secretary-Treasurer Valerie Krause. The motion carried 4-0.
3. Resolution 2022-36 – A motion was made by Councilor Kennedy, seconded by Councilor Lehman to approve a 3% Cost of Living Adjustment for employees for 2023. The motion carried 4-0.
4. Resolution 2022-37 - A motion was made by Councilor Sather, seconded by Councilor Kennedy to approve the 2023 Final Budget and the 2022, Collectible in 2023, Final Tax levy in the amount of

\$107,000 for the General Fund, \$15,000 Debt Service levy, \$100,000 Littlefork Medical Center Taxing District Levy. The motion carried 4-0.

5. Resolution 2022-38 – Water and Sewer Budgets: A motion was made by Councilor Kennedy, seconded by Councilor Sather, and carried 4-0, to approve the water and sewer budgets as presented.
6. Resolution 2022-39 – Declare Lawful Gambling Receipts Use. A motion was made by Councilor Sather, seconded by Councilor Lehman, to designate \$2,000 for scholarships, \$2,000 for the Community Food Basket program, and \$2,000 toward an event recognizing humanitarian volunteer service.

Miscellaneous

1. Mayor Fort and those present offered thanks to Councilor Sather for his 12 years of service and presented him with a certificate of appreciation. A certificate will also be presented to Councilor Hell for 6 years of service.

Adjournment

Councilor Lehman made a motion, seconded by Councilor Kennedy to adjourn the meeting at 7:45PM. The motion carried 4-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort