

**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, January 21, 2021

Mayor Fort and Councilors Kennedy and Lehman recited their oath of office prior to the meeting.

Call to Order

Mayor Mike Fort called the meeting to order at 7:00p.m. at the Community Building, 220 Main Street, to allow for social distancing.

Roll Call

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

Members Absent: None

Others Present: Sonja Pelland, Kory Williams

Pledge of Allegiance was recited.

A motion was made by Councilor Lehman, seconded by Councilor Hell, to approve the agenda as presented. The motion carried 5-0.

Approval of Minutes

A motion was made by Councilor Sather, seconded by Councilor Kennedy, to approve December 17, 2020 Regular Meeting Minutes. The motion carried 5-0.

Consent Agenda

A motion was made by Councilor Lehman, seconded by Councilor Sather to approve the items on the consent agenda:

1. Monthly Bills Allowed.
2. Acknowledge delinquent water and sewer accounts.
3. Renew Liquor Store Cleaning Contract.
4. Annual Appointments and Designations with the following changes: Quen Kennedy will replace Kevin Sather on the Liquor Committee and will replace Mike Fort on the Airport Committee. Border State Bank is now named Border Bank.
5. Pay Equity Compliance Report.

Public Hearings

1. None.

Petitions, Requests, and Communications

1. None.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Sonja Pelland reported that there had not been an ambulance business meeting in January due to lack of a quorum. The crew members will be paid monthly rather than quarterly beginning this year. Councilor Sather was concerned that the council was not receiving run/call reports and minutes at each meeting. The cot purchase was discussed again and the cot will be delivered near the end of February with the \$27,000 price tag paid with funds mostly thanks to the Littlefork Ambulance Thrift shop. Councilor Sather requested cost cutting measures for the ambulance service be added to next month's meeting agenda.

2. Fire Department – Minutes of the January 11 meeting were provided and are on file at City Hall. Gary Kjellgren has joined as a volunteer firefighter. Councilor Lehman requested that the Fire Department participate in winter fire hydrant checks and clearing. A motion was made by Councilor Lehman and seconded by Councilor Sather to allow the administrator to apply for a FEMA Assistance to Firefighters grant for a washer/extractor/dryer to clean turnout gear after fires. The motion carried 5-0.
3. Maintenance Department – Kory Williams reported that the Maintenance Department had cleared fire hydrants, moved snow piles, flooded the rink and taken some of the Christmas lights down. Titan Equipment has done software updates on the loader and adjusted the wing pressure. Kory has been working with Frank Stempke of Rural Water on evaluation plans for infiltration and inflow at the sewer ponds. Mayor Fort requested assistance with snowmobile signage and Councilor Lehman requested that the gazebo park area be marked with ribbon so that snowmobiles don't drive through and ruin the plants.
4. Community Building Park Committee Report – The City received a grant from Operation Roundup for \$700 to purchase a bench for the park. The committee will re-group and meet within the next two weeks to determine next steps.
5. Liquor Report – Minutes of the January 14 Liquor Committee meeting were provided to the council members and are on file at City Hall. The governor allows indoor seating again so operating hours are now 10:00a.m. – 10:00p.m. Tuesday through Saturday, closed Sunday. Ron Nelson is installing a dual furnace thermostat to control the heat as there has been a significant increase in heating fuel use.
6. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of December 2020 and are on file at City Hall. The liquor store showed a loss for the month of December of \$5625.28 due to the on-sale bar being closed due to the pandemic and a year to date loss of \$30,067.65 attributed to Covid 19 loss of revenues throughout the pandemic. To date, there has been no financial aid for which municipal liquor stores qualify. A motion was made by Councilor Kennedy seconded by Councilor Hell, to approve the financial report. The motion carried 5-0.

Unfinished Business

1. Water/Sewer Project Update – Sonja Pelland reported that the quote specifications for the water plant improvements had been submitted to Rural Development for review. Councilor Lehman requested that blown in insulation in the roof be added to the quote, if possible, to save on heating costs. The council agreed by consensus. A request for the change will be made.
2. The city was not selected to receive the DEED Small Cities grant for the community building/park. The Transportation Alternatives Program solicitation full application was successfully submitted and is currently in the review process. The city's Safe Routes to School planning assistance grant application was selected for funding and work will begin this summer on the plan.

New Business

1. Resolution 2021-1: Meal and Mileage Reimbursement Rates – A motion was made by Councilor Kennedy, seconded by Councilor Sather, to set the mileage rate at the IRS rate for 2021 of \$.56 per mile and the meal reimbursement rate at \$12 for breakfast and lunch and \$17 for an evening meal. The motion carried 5-0.
2. Resolution 2021-2: Backup Emergency Communication System facility lease with Federal Aviation Administration. A motion was made by Councilor Lehman, seconded by Councilor Kennedy to renew the no cost lease as provided by the FAA. The motion carried 5-0.
3. Resolution 2020-3: On Sale Liquor Licenses – A motion was made by Councilor Lehman, seconded by Councilor Sather to waive the 2021 on-sale liquor and Sunday liquor license fees for the Jackpine Savage Grill and the VFW when renewing because Covid 19 caused the loss of the ability to sell on-sale for the past year. The motion carried 5-0.

Miscellaneous

1. 2020 Conflict of Interest Statements were distributed to Council members to be returned to the office.

Adjournment

Councilor Lehman made a motion, seconded by Councilor Kennedy to adjourn the meeting at 7:55p.m. The motion carried 5-0.

Attest: Sonja Pelland, City Clerk

Mayor Mike Fort

2021 Council Designations, Appointments, Committees:

Designations:

Official Newspaper: The Journal

Alternate means of Publication – City Website www.cityoflittlefork.com

Official Depositories: Trustar Federal Credit Union, Wells Fargo, Deerwood, Bremer, Border State, Us Bank.

Council Appointments:

Deputy Mayor: Loren Lehman

City Attorney: Joseph Boyle

Deputy Clerk/Treasurer: Kristi Splett

City Councilor to CERC Board: Loren Lehman

Clergy to CERC Board: Greg McClellan

Two Year City at Large CERC Board: Amy Hanley

Utilities Superintendent: Kory Williams

Emergency Management Director: Mayor Fort

Planning Commission: Destry Hell, 1 yr Council Representative; 3 yrs. renew: Stephanie Fairchild and Loren Lehman

Mayor Appointments:

Liquor Committee: Quen Kennedy, Mike Fort

Airport Manager: Mike Fort

Airport Committee: Quen Kennedy and Destry Hell

Building Official: Kelly Meyers

Fire Marshall: Bruce Grothberg

Audit/Budget/Purchase Committee: Mike Fort and Loren Lehman

Personnel Committee: Mike Fort and Loren Lehman

KCDA Representative: Kevin Sather

Alternate KCDA Representative: Destry Hell