

**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, July 15, 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.

Members Absent: Destry Hell.

Others Present: Sonja Pelland, Kory Williams, Stephanie Fairchild, Dylan Peterson, Wayne Skoe, Carol Skoe, Wade Pavleck, Carol Pavleck, Teckla Brown.

Pledge of Allegiance was recited.

A motion was made by Councilor Lehman, seconded by Councilor Kennedy, to approve the agenda. The motion carried 4-0.

Approval of Minutes

A motion was made by Councilor Kennedy, seconded by Councilor Lehman, to approve June 17, 2021 Regular Meeting Minutes. The motion carried 4-0.

Consent Agenda

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

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

Public Hearings

1. Littlefork Medical Center Subordinate Taxing District Hearing:

A motion was made by Councilor Kennedy, seconded by Councilor Lehman to call the hearing to order with all members present (City Councilors and Commissioners Skoe and Pavleck). The motion carried 7-0. It was noted that the amount of the levy was to be \$100,000 every year for 10 years (2015-2024) to pay back the loan from the county for medical center improvements. Stephanie Fairchild, LMC Administrator was in attendance and reported that things are going very well at the medical center and that 75 people are currently employed. A motion to approve the \$100,000 levy for 2021, collectible in 2022, was made by Councilor Lehman, seconded by Councilor Sather, and carried 7-0. A motion was made by Councilor Sather, seconded by Councilor Kennedy, to adjourn the meeting. The motion carried 7-0.

Petitions, Requests, and Communications

1. A public meeting notice was provided to the council regarding a planned roundabout at the intersection of Highway 332 and CSAH 332. The meeting is to be held in Ranier, MN at the community building on July 20 at 4:00p.m.

Reports of Officers, Boards and Committees:

1. Ambulance Report – The Ambulance Service. No minutes were available as the monthly meeting is not until July 19.
2. Fire Department – Minutes of the July 12th meeting were provided and are on file at City Hall.

3. Maintenance Department – Kory Williams reported for the Maintenance Department that the crew had mowed and maintaining the sewer ponds, painting curbs, laying sod at the community building park plaza, minor repairs and getting the new pickup ready for mounting the plow. The old pickup and the camper are listed for sale on Do-Bid.com.
4. Community Building Park Committee Report – Loren Lehman reported that the sod is laid and growing well. Construction is expected to begin in approximately two weeks when the brackets are painted. Kory Williams will order snow catches for the community building roof and the maintenance department will install them.
5. Awards Committee Minutes from the June 30 meeting were provided and are on file at City Hall. CPR training was held for city employees on July 14.
6. Liquor Report – Teckla Brown reported that the store made a slight profit of \$601.57 for the month of June. She is having trouble scheduling the weekend shifts as nobody wants to work those shifts. She also reported that she has herself scheduled to work four days a week in case she has to fill in a shift where nobody will work. Minutes of the July 15 Liquor Committee were provided and are on file at City Hall.
7. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of June 2021 and are on file at City Hall. The Liquor Store had revenues for the month of \$25952.83, expenses of \$25,351.26, resulting in a profit of \$601.57 for the month of June. A motion was made by Councilor Kennedy seconded by Councilor Sather, to approve the financial report. The motion carried 4-0.

Unfinished Business

1. Third Avenue Water Project: A motion was made by Councilor Kennedy, seconded by Councilor Lehman, to act on the Certificate of Final Approval for the Third Avenue Water line project. The motion carried 5-0. A motion was made by Councilor Kennedy, seconded by Councilor Lehman, to approve the final pay request for Utility Systems of America in the amount of \$8,629.19. The motion carried 4-0.
2. Water Plant Roof Quotes – Resolution 2021-22: Acknowledging the Notice of Award to Up North Builders. USDA Rural Development has granted an extension to the city to complete the project and utilize the grant funds remaining by this fall. A motion was made by Councilor Sather, seconded by Councilor Kennedy, and carried 5-0 to approve. The motion carried 4-0.
3. Water Plant Lighting Project – Kory Williams reported that Tom Donahou has the lighting project nearly completed.
4. Lofgren Park Sewer Project – No update.
5. Littlefork Medical Center parking lot and Riverview Road Patch quotes. Two quotes were received per the engineer's specifications: KGM Construction quoted \$_____ and Bowman Construction quoted \$_____. Councilor Sather made a motion to table the quotes until a further breakdown of the costs by the lower quote could be obtained. Councilor Lehman seconded the motion and the motion carried 4-0.
6. City Park/Campground Development – strategy discussion will be held with representatives of S.E.H., Inc. on the development of a park in the pit area. Councilors agreed that further discussion on warranted as far as what is feasible, pros, cons, liabilities, and grant funding possibilities at this stage.

New Business

1. City Gravel Pit access road: The Council discussed the need for a new access road to the city gravel pit in the event that owners of the property the road currently crosses should ever decide they needed the material beneath the road, leaving no access to the city's pit. Once the best new route is determined the council may add an access, but no formal action was taken at the meeting.
2. Resolution 2021-23: Preliminary 2021, Collectible 2022 General Fund Tax Levy of 107,000, Debt Service Levy of \$15,000 on 2002A Water/Sewer and General Fund Budget of \$497,958. The preliminary budget includes a 5% Cost of Living increase for city employees. A motion was made by Councilor Kennedy, seconded by Councilor Sather to approve. The motion carried 4-0.

3. Resolution 2021-24: Designate an official newspaper. A motion to table the designation until the Littlefork Times is registered as such with the state was made by Councilor Kennedy, seconded by Councilor Sather, and carried 4-0.
4. Resolution 2021-25: Accepting a donation from PCA for Fire Department training in the amount of \$5,000. A motion to accept was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 4-0.

Miscellaneous

- 1.

Adjournment

Councilor Lehman made a motion, seconded by Councilor Kennedy to adjourn the meeting at 8:07p.m. The motion carried 4-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort