

**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, June 17, 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, Tom Donahou, Stephanie Fairchild, Dennis Wagner, John Jannick.

Pledge of Allegiance was recited.

A motion was made by Councilor Sather, seconded by Councilor Kennedy, to approve the agenda with the addition under new business: Authorization to sell 2006 Ford F250 pickup and a pickup camper through an online auction service. The motion carried 4-0.

Approval of Minutes

A motion was made by Councilor Lehman, seconded by Councilor Sather, to approve May 20, 2021 Regular Meeting Minutes. The motion carried 4-0.

Consent Agenda

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

1. Approve Monthly Bills Allowed.
2. Acknowledge delinquent water and sewer accounts.
3. Approve Bingo License for Littlefork Fire Relief Association for July 9 and 10, 2021.
4. Set Littlefork Medical Center Taxing District annual hearing date for July 15, 2021 at 7:00p.m.

Public Hearings

1. None.

Petitions, Requests, and Communications

1. None.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Ambulance Chief Tom Donahou reported on behalf of the ambulance service. The crew continues to be busy with transfers in addition to regular emergency calls. The new ambulance hit a deer but is still drivable. An insurance claim has been filed for repairs. Tom is working with International Falls Ambulance on getting a training class in place for new EMTs. Minutes of the June 7 Ambulance Service meeting and Run/call recap was provided for the month of May and are on file at City hall.
2. Fire Department – Minutes of the June 14th meeting were provided and are on file at City Hall.
3. Maintenance Department – Kory Williams reported for the Maintenance Department that the two summer maintenance workers are doing a great job. The crew has been busy with tree trimming and there are 7 stumps that need to be removed at Lofgren Park. The DNR cleared some trees at the end of Third Avenue and allowed the City to take the wood for campfire wood across the street at Lofgren Park. A few

potholes have been repaired. The sewer ponds have been discharged and the annual inspection on the sewer lift stations went well. The new pickup is ready for snowplow use. Hydrant flushing will begin next week. Councilor Lehman inquired about notification to the public. A notice will be put on Facebook and posted.

4. Community Building Park Committee Report – The brackets for the gazebo are now being sandblasted and painted. Sod will be laid as soon as the supplier has a fresh crop ready. The final order of bricks has arrived and sod will be installed within the next few weeks.
5. Liquor Report – Minutes of the June 14 Liquor Committee were provided and are on file at City Hall. The liquor store continued to struggle with filling shifts last month while the manager was unable to work for a few weeks. Liquor revenues for the month of May were \$32,741.67 which included a \$10,000 transfer from Economic Development, and expenses were \$23,512.27, resulting in an excess of revenues over expenditures of \$9,229.40. The YTD loss is \$2,273.90 as of May 31, 2021.
6. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of May 2021 and are on file at City Hall. A motion was made by Councilor Lehman seconded by Councilor Hell, to approve the financial report. The motion carried 4-0.

Unfinished Business

1. Water/Sewer Project Update – Utility Systems of America has completed the paving. A motion was made by Councilor Lehman, seconded by Councilor Kennedy to pay the invoice less the retainage amount until a punch list of items is complete. The pay estimate will be modified to reflect the new payment. The motion carried 4-0. Koochiching County will be invoiced for \$11,828.90 to cover the top 2 inches of paving.
A motion was made by Councilor Kennedy and seconded by Councilor Lehman to approve Resolution 2020-12: Change Order #2 which reduced the contract by \$6,141.20 due to not having to cut out the fire hall concrete for the project. The motion carried 4-0.
2. Water Plant Roof Quotes – Resolution 2021-13: Award Bid on Roof Project - A motion was made by Councilor Sather, seconded by Councilor Kennedy, and carried 4-0 to award the Contract to Up North Builders in the amount of \$118,000 contingent on USDA approval and a time extension from USDA if materials are not available to the contractor in a timely manner due to Covid 19.
3. Water Plant Lighting Project – Tom Donahou is waiting for the materials needed for the lighting project so he can begin work. He was given a shipping date of July 3 for the lights he has ordered.
4. Lofgren Park Sewer Project – No update.
5. Riverview Road Repairs – A motion was made by Councilor Lehman, seconded by Councilor Kennedy to request JPJ Engineering to assist with quote specifications for a patch on Riverview Road and an overlay on the Littlefork Medical Center parking lot. The motion carried 4-0.

New Business

1. City Park/Campground Development Discussion – Dennis Wagner was in attendance to discuss the possibility of donating a portion of his gravel pit, known as the old Rasmussen pit, to the City of Littlefork for developing into a recreation area. The council discussed the possibility of a swimming area with restrooms, showers and a campground with connections to the ATV trail. It was decided by consensus that the council was very interested in Mr. Wagner's offer and would begin looking into requirements for developing the area and possible funding sources.
2. Resolution 2021-14: Voyageur Country ATV Club membership. A motion was made by Councilor Kennedy, seconded by Councilor Sather to approve. The motion carried 4-0.
3. Resolution 2021-15: Johnson Conditional Use Permit: A motion was made by Councilor Sather and seconded by Councilor Kennedy to approve a conditional use permit for Jeff and Rose Johnson to place a mobile home on a commercially zoned lot in the city per the recommendation of the Planning Commission. The motion carried 4-0
4. Resolution 2021-16: Authorizing Collection of American Rescue Plan Act Funds: A motion was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 4-0.

5. Resolution 2021-17: Accepting a Donation from Littlefork Garden Club for the gazebo park project. A motion was made by Councilor Sather to accept a donation of \$4,688.85 from Littlefork Garden Club. Councilor Lehman seconded the motion and the motion carried 4-0.
6. LMC Parking Lot Quotes – See Item 5 under Old Business.
7. Resolution 2021-18 Approve Ambulance Officers: Chief Tom Donahou, Deputy Chief Doug Hege, Scheduling Officer Laurie Mannausau, Training Officer Tim McClellan, Secretary Christine Hagen. A motion to approve was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 4-0.
8. Resolution 2021-19 Ambulance Budget and Tax Levy: Councilor Lehman made motion to approve the 2022 Ambulance Budget of \$274,421 and the 2021, collectible in 2022 Ambulance Tax Levy of \$101,921 and Ambulance Debt Service Tax levy of \$17,525 for a total of \$119,446. Councilor Sather seconded the motion and the motion carried 4-0.
9. Resolution 2021-20 Fire Department Budget and Tax Levy: Councilor Sather made a motion to approve the 2022 Fire Department Budget of \$80,709.00 and the 2021, collectible in 2022 Fire Department Tax Levy of \$80,709 and the Fire Department Debt Service Tax levy of \$12,025 for a total of \$92,734. Councilor Lehman seconded the motion and the motion carried 4-0.
10. Resolution 2020-21 – Authorization to sell the 2006 Ford F250 pickup and a pickup camper via an online auction. A motion to approve 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 8:16p.m. The motion carried 4-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort