

**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, October 20, 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, Destry Hell.

Members Absent: None.

Others Present: Sonja Pelland, Kory Williams, Todd Thydean, Tom Donahou, Mac Turner, Craig Turner

Pledge of Allegiance was recited.

A motion was made by Councilor Lehman, seconded by Councilor Kennedy to approve the agenda with the addition of CERC Director Resignation under Petitions, Requests and Communications and the removal of the Leahy Liquor License on the consent agenda. The motion carried 5-0.

Approval of Minutes

A motion was made by Councilor Sather, seconded by Councilor Hell, to approve September 15, 2022 regular meeting minutes. The motion carried 5-0.

A motion was made by Councilor Kennedy, seconded by Councilor Sather, to approve the September 22 Special Meeting minutes regarding an offer on the sale of the municipal liquor store. The motion carried 5-0.

A motion was made by Councilor Kennedy, seconded by Councilor Hell to approve the October 10 Special Meeting minutes regarding liquor ordinances. The motion carried 5-0.

A motion was made by Councilor Lehman, seconded by Councilor Kennedy to approve the October 10 Special meeting minutes regarding liquor store inventory and licensing. The motion carried 5-0.

Consent Agenda

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

1. Approve Monthly Bills Allowed.
2. Approve Water/Sewer terminations.
3. Approve American Legion Bingo License for October 27, 2022.
4. Approve VFW gambling permit at the Littlefork Muni.

Public Hearings

1. None.

Petitions, Requests, and Communications

1. A motion was made by Councilor Lehman, seconded by Councilor Hell to accept the resignation of Lofgren Park Caretaker, Roger Keep. The motion carried 5-0.
2. A motion was made by Councilor Sather, seconded by Councilor Kennedy to accept (regretfully) the resignation of CERC Director, Wendy Boorman. The motion carried 5-0. Councilors commented on the excellent job Wendy has done over the past 14 years and the mayor requested that a letter of appreciation be drafted on behalf of the council.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Minutes of the September 19 Ambulance meeting and run/call reports for August and September were provided and are on file at City Hall. Tom Donahou reported that the crew has been very busy. A county-wide joint training drill for the care center will be held in Littlefork next week with participation by all fire, ambulance, and law enforcement groups participating. Rigs are running well. Newest recruit, Elizabeth Pendergast is doing great and Baylea Hagen is back in the area after an overseas tour and is serving as a first responder.
2. Fire Department – Minutes of the October 10 meeting were provided and are on file at City Hall.
3. Maintenance Department – Maintenance Supervisor Kory Williams reported that the crew had done the winterization needed at Lofgren Park, and had been working on alleys. The new playground equipment arrived late and is being stored in space donated by Kenny Ziemba until it can be installed next spring. They plan to remove the old piece of equipment yet this fall.
4. AWAIRS Committee minutes of the quarterly meeting held on September 28 were provided and are on file at City Hall.
5. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of September 2022 and are on file at City Hall. The liquor store's last day of sales was September 24. Revenues for the month of September were \$22,298.70. Expenses for the month were \$29,428.09, resulting in a loss of \$7,129.39 for the month and a YTD loss of \$6,603.59. She reported that the closing went well and that the October financials would reflect the receipt of the sale proceeds. There will be some bills to pay and the fund will remain open until all bills are paid. Ms. Pelland had several requests for use of funds. A motion was made by Councilor Lehman, seconded by Councilor Sather, and carried unanimously to redistribute the prepaid propane to the other city accounts proportionately. A motion was made by Councilor Lehman, seconded by Councilor Kennedy to approve the transfer of \$7,878.12 from the liquor fund, back to the Ec Dev Fund. The motion carried 5-0. A motion was made by Councilor Kennedy, seconded by Councilor Hell, to approve the use of \$2,136.78 of gambling proceeds to pay the balance on the playground equipment that was not covered by ARPA funds. The motion carried 5-0. A date for the Budget Committee to meet to discuss Water, Sewer, and the final General Fund Budgets was set for Friday, October 28, at 9:00AM. A motion was made by Councilor Sather seconded by Councilor Hell to approve the financial report. The motion carried 5-0.

Unfinished Business

1. Ordinance 119: Council Salaries. A motion to approve the ordinance was made by Councilor Lehman, seconded by Councilor Kennedy. The motion carried 4-1, with Councilor Sather voting "no".

New Business

1. Park Caretaker Position was discussed. The trailer will need to be inspected when the current caretaker vacates the premises so that the damage deposit may be returned. There is interest by at least one party to fill the caretaker position already. The council agreed by consensus that the position will be posted at City Hall and on the website through November 1 and that the Personnel Committee will then interview interested parties on November 2. The committee will meet at 9AM to discuss any changes needed to the contract and begin interviews at 10AM.
2. Resolution 2022-28: Certifying unpaid mowing bill to taxes: A motion was made by Councilor Kennedy, Seconded by Councilor Hell to approve the resolution assessing \$300 in unpaid mowing bills to the taxes for the property located at 405 Main Street. The motion carried 5-0.
3. Code violation – Discussion was held regarding a camper on Main Street that appeared to be being used as a residence. The administrator reported that she had spoken to the owner and that the owner states no one is living in the camper and that they plan to remove the camper in the spring. Mayor

Fort stated that if the camper is unoccupied, then at the very least the skirting needs to be removed, water lines and propane need to be disconnected, and the camper should be winterized for storage as is common practice. The council agreed by consensus that if the owners agree to do these things and remove the camper in the spring they will not pursue any other action at this time and will follow up at next month's council meeting. A letter will be sent to the property owner.

4. Resolution 2022-9 – Copier Contract. A motion was made by Councilor Kennedy, seconded by Councilor Lehman to renew the contract with Marco for the copier lease at this time. The motion carried 5-0.
5. A motion was made by Councilor Lehman, seconded by Councilor Hell to purchase a 36 month extended warranty on the Case loader in the amount of \$3,695. The motion carried 5-0.
6. The council by consensus agreed not to purchase new tables and/or chairs for the community building at this time.
7. A discussion was held regarding health insurance options through Public Employees Insurance Program, the city's insurance provider. The council agreed by consensus that if the cost to the city can be kept the same, they would allow the employees to decide as a group whether to keep the Value Option plan or switch to the Advantage Health Plan (Health Savings Account compatible).
8. Administrator Annual Review. The councilors each thanked Sonja Pelland and stated that she continues to do a great job.

Miscellaneous

- 1.

Adjournment

Councilor Lehman made a motion, seconded by Councilor Kennedy to adjourn the meeting at 7:56PM. The motion carried 5-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort