

**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 20, 2022

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, Destry Hell

Members Absent: None

Others Present: Sonja Pelland, Kory Williams, Tom Donahou, Jason Chopp, Brigitte Master, Tom Dougherty, Dan Wendt

Pledge of Allegiance was recited.

A motion was made by Councilor Kennedy, seconded by Councilor Lehman to approve the agenda with addition under the consent agenda: Approve hire of Lisa Reller as casual on-call bartender. The motion carried 5-0.

Approval of Minutes

A motion was made by Councilor Kennedy, seconded by Councilor Hell, to approve December 16, 2021 Regular Meeting Minutes and the December 28, 2021 Special Meeting Minutes. The motion carried 5-0.

Consent Agenda

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

1. Approve Monthly Bills Allowed.
2. Water/Sewer shut-offs.
3. Renew Liquor Store Cleaning Contract with Bill Grotberg.
4. Approve Hazelwood Corporation vending license.
5. Approve termination of part time bartender Kerry Kelly.
6. Annual Appointments and Designations (attached).
7. Approve new hire of casual on call bartender Lisa Reller.

Public Hearings

1. None.

Petitions, Requests, and Communications

1. Tom Dougherty and Brigitte Master were in attendance to update the council on Voyageur ATV Club efforts to expand the trail system in northern Minnesota. Club members had attended a Minnesota ATV Legislative Summit last week and requested the council pass a resolution in support of a one million dollar bonding bill for trail expansion in Koochiching County and a letter of support for an additional five hundred thousand dollar Federal Recreation Trail Program grant administered by Minnesota Department of Natural Resources. A motion was made by Councilor Kennedy, seconded by Councilor Hell to have a resolution of support drafted to be passed at the February meeting (once the bill number is known) and to send the requested letter of support for the RTP grant as soon as possible. The motion carried 5-0.

Reports of Officers, Boards and Committees:

1. Ambulance Report – December Run/Call recap was provided and is on file at City Hall. There was no quorum of EMTs available for the regular January Ambulance meeting. Ambulance Chief Tom Donahou reported that an EMT class is scheduled for February 16. The cost of the class will be \$760 per person plus the cost of the books. Tom has three people interested in taking the class to become EMTs for the

Littlefork Ambulance Service. The class is paid for in exchange for one year of service as an EMT. The cost of the books will be paid by the participants. Fuel system had to be replaced in the 2015 Ford Ambulance resulting in a \$7,970.50 repair bill.

2. Fire Department – Minutes of the January 10 meeting were provided and are on file at city hall. Fire Chief Dan Wendt reported that several trainings are planned with International Falls and other area fire departments. He commented on the good working relationship between all the departments and that when mutual aid fires occur everyone works well together. He reported that there are currently 21 firefighters and that Nick Benedict will be working alongside Bruce Grotberg to learn the role of training officer. The Relief Association will be updating their investment policy at the next meeting.
3. Awards Committee meeting minutes were provided and are on file at City Hall.
4. Maintenance Department – Kory Williams reported that the ice rink is ready for use and that the crew has been busy with snow removal. They replaced the cutting edges on the loader, rearranged the shop to make room for equipment attachments, rebuilt the grapple bucket so it is ready for use next spring and made some general repairs and maintenance as needed during the past month.
5. Liquor Report – The Liquor Committee met prior to the council meeting. Minutes will be provided at the next regular council meeting. Cash flow has been enough to keep the bills paid and manager Teckla Brown has been able to fill all the shifts. An inventory schedule will be implemented for the year with quarterly full inventories, monthly section counts, and weekly spot checks. Teckla plans to have the bar open on Super Bowl Sunday.
6. The Financial Report was given by Sonja Pelland. Cash balances, balance sheets and income statements were provided for the month of December 2021 and are on file at City Hall. Liquor store revenues for the month of December were \$24,337.81. Expenses for the month were \$24,782.25, resulting in a loss of \$444.44 for the month. The YTD loss for the liquor store is \$9,063.68. Discussed the 2002 Debt Service Funds. A motion was made by Councilor Lehman, seconded by Councilor Hell, and approved 5-0, to transfer the balance of \$13,700.89 remaining in Fund 390 to fund 395. Fund 390 Debt Service is paid off and Fund 395 will have payments yearly for another 11 years. A motion was made by Councilor Hell seconded by Councilor Lehman to approve the financial report. The motion carried 5-0.

Unfinished Business

1. City Park/Campground Development –The deed for the property donated by Dennis Wagner can now be filed. After the deed is filed and taxes are paid for 2022, paperwork with the county assessor's office can begin for updating the tax classification for 2023. A motion was made by Councilor Hell, seconded by Councilor Lehman to file the deed and pre-pay the 2022 property taxes. The motion carried 5-0. Jason Chopp of SEH Engineering was in attendance to answer any questions regarding the engineering services agreement. A Draft Concept Plan would be ready by February and a Final Concept Plan and Cost Estimate for the project would be complete by March. The firm would then assist with LCCMR Grant (Legislative-Citizen Commission on Minnesota Resources) Application in April.

New Business

1. Resolution 2022-1: A motion was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 5-0, to approve an agreement with Short Elliott Hendrickson Inc. for engineering services for the potential development of an RV park at a lump sum cost of \$12,500 to be paid with this year's KCDA grant money.
2. Resolution 2022-2: A motion to set the 2022 mileage rate at the current IRS rate and the meal allowance at \$12 for breakfast and lunch and \$17 for an evening meal was made by Councilor Kennedy, seconded by Councilor Hell, and carried 5-0.
3. Resolution 2022-3: A motion to approve the Airport Maintenance and Operations Grant agreement was made by Councilor Lehman, seconded by Councilor Hell, and carried 5-0.
4. Resolution 2022-4: A motion to accept donations from VFW Post 9641 for the Ambulance - \$2,000, the Fire Department - \$3,000, and the Gazebo Park - \$3,000 was made by Lehman, seconded by Councilor Kennedy, and carried 5-0.
5. Resolution 2022-5: A motion was made by Councilor Lehman, seconded by Councilor Kennedy, and carried 5-0 to approve the Red Cross Facility Use Agreement. The agreement is for use of the community building as an emergency shelter in case of a disaster.

6. Resolution 2022-6: A motion was made by Councilor Kennedy, seconded by Councilor Hell to engage the services of Brady Martz and Associates P.C. for the 2021 Annual Audit. The motion carried 5-0.

Miscellaneous

1. Councilors were asked to complete conflict of interest statements if needed.

Adjournment

Councilor Hell made a motion, seconded by Councilor Kennedy to adjourn the meeting at 8:27p.m. The motion carried 5-0.

Attest: Sonja E. Pelland, City Clerk

Mayor Mike Fort

2022 Council Designations, Appointments, Committees:

Designations:

Official Newspaper – Littlefork Times* (*until a “qualified” paper exists in Koochiching County)

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

Official Depositories: Trustar Federal Credit Union, Wells Fargo, Deerwood, Bremer, Border 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

Utilities Superintendent: Kory Williams

Emergency Management Director: Mayor Fort

Planning Commission: Destry Hell, 1 yr Council Representative; 3 yrs. renew: Rod Bergstrom and Jean Anderson

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