

**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, December 19th, 2024

Call to Order

Mayor Mike Fort called the meeting to order at 7:00 p.m. at City Hall, 901 Main Street.

Roll Call

Members Present: Mike Fort, Loren Lehman, Todd Thydean, Quen Kennedy and Sara Wendt

Members Absent: None

Others Present: Holly Hoy, Kory Williams, Tiffany Dobbs, Preston Hoy, Whitney Sims, and Dale Peterson

Pledge of Allegiance was recited.

Approval of Agenda/Additions

A motion was made by Councilor Wendt, seconded by Councilor Thydean, to approve the agenda with the following additions: Under Consent Agenda: Accept Littlefork Lutheran Church Quilters donation to Ambulance service. Under Petitions, Requests, and Communications: Review/Discuss CERC Joint Powers Agreement with ISD 362.

Approval of Minutes

A motion was made by Councilor Lehman, seconded by Councilor Thydean, to approve November 21st, 2024, Regular Meeting Minutes. The motion carried unanimously.

Consent Agenda

A motion was made by Councilor Kennedy, seconded by Councilor Wendt, and carried out unanimously, to approve the consent agenda:

1. Monthly Bills Allowed.
2. Water/sewer service terminations.
3. Accept donation of \$3,400 to the Ambulance service from the Ambulance Thrift Shop for CPR mannequins.
4. Accept Littlefork Lutheran Church Quilters Donation to Ambulance service for \$300.

Public Hearings

1. Truth in Taxation Hearing: This hearing was an opportunity for the public to comment on the proposed tax levy for the City of Littlefork. Dale Peterson spoke of his home's taxes going up the past three years in a row and asked about the amount of Local Government Aid (LGA) the City of Littlefork will be receiving in late December. The city will receive \$133,483.50 on December 26th.

Petitions, Requests, and Communications

1. Mayor for a day contest for 4th - 6th graders - Submissions were received from Mr. Larson's 6th grade classroom. The winners of the contest will be announced in early January. The contest is state-wide, and winners will be featured in the League of MN Cities magazine, as well as be awarded a \$100 cash prize

from the League of MN Cities. The City of Littlefork will also have recognition for any local contest winners.

2. Municipal Impact – the city uses this service to regulate the city’s website. The service will be going up \$72.00 in 2025.
3. Voyageur Country ATV Phase 2 Project – The DNR invited the public to review and comment on the Environmental Assessment Worksheet (EAW), during the public review period from November 26th through December 26th.
4. The script for “live reads” purchased through KSDM/KGHS radio for the boys’ and girls’ basketball season was shared.
5. Resignation Notice – Kristi Splett turned in her letter of resignation. Her last day will be January 10th, 2025. The City of Littlefork would like to thank her for her ten years of service. A motion to accept her resignation was made by Councilor Kennedy, seconded by Councilor Thydean and carried unanimously. A special meeting will take place on Friday, December 27th at 5:30 p.m. to review and discuss applicants and interview notes and make a recommendation.
6. The Council discussed the Joint Powers Agreement between the City of Littlefork and ISD 362. This is also on the agenda for the Friday December 27th meeting for further discussion.

Reports of Officers, Boards and Committees:

1. Ambulance Report – No one was in attendance to report. Littlefork Ambulance Service Monthly Business Meeting Minutes were provided, along with run recaps for October. The new ambulance was delivered on December 5th. The Ambulance Department will be receiving \$222,153.73 as a one-time EMS aid on December 26th, 2024.
2. Fire Department Report –No one was in attendance to report. Minutes from the December 9th regular monthly meeting were shared.
3. Maintenance Department –Kory Williams gave report. The city maintenance department has been busy fixing streetlights, starting on the ice for the skating rink, clearing the walking trail at Lofgren Park and monitoring a river erosion. Kory and Jerry had a very busy couple of days snow plowing and Kory explained the route that they take to the Councilors. The city is working with JPJ to obtain “as builds” for all new meters to report to John with MN Rural Water for the unknown service lines.
4. SnoFun Days Report was given by Sara Wendt. The committee met December 2nd and has a tentative schedule of events planned for the weekend of February 13th – February 16th. Councilor Kennedy made a motion for the City of Littlefork to pay for the advertising for SnoFun Days, seconded by Councilor Thydean and motion carried unanimously. Advertising will be paid out of the Economic Development Funds Timber account.
5. The Financial Report was given by Holly Hoy. Bank balances, balance sheets, and statements of revenues and expenditures for all funds were provided for the month of November 2024 and are on file at City Hall. A motion was made by Councilor Wendt and seconded by Councilor Lehman, to approve the Financial Report and the motion carried unanimously.

Unfinished Business

1. The Community Design Group (CDG) will be assisting the City of Littlefork, with the Comprehensive Plan for the Blandin grant of \$20,000. Signed copies of the agreement are in place and planning will begin in January.
2. Paving Project – A public hearing is set for January 15th at the Littlefork Community Building at 7:00 p.m. Engineer Jason Chopp will be in attendance and have estimates on assessments for residents.
3. Airport Zoning Board-Airport Zoning Ordinance- The Joint Airport Zoning Board (JAZB) met on December 4th to sign the ordinance. The City of Littlefork is in the process of recording the ordinance with the county.
4. MN Board of Water & Soil Resources (One Watershed, One Plan) – The City of Littlefork discussed which participation level to be involved at. Recommendation was made by Whitney Sims that the city be involved as much as possible. Councilor Wendt made a motion to choose option #1, the highest level of involvement, seconded by Councilor Kennedy and motion carried unanimously.

New Business

1. 2025 Municipal Airport Taxilane Extension Grant – There were four options available to choose from. Councilor Wendt made a motion to choose option #3, seconded by Councilor Kennedy and motion carried unanimously. This option includes removal of a tree obstruction. The project total will be \$1,500 and there will be a 5% local share for the city to pay.
2. Resolution 2024-18: Approve Final 2024 Tax Levy, Collectible in 2025 in the amount of \$166,470 and 2025 General Fund Budget in the amount of \$685,068. A motion was made by Councilor Wendt, seconded by Councilor Thydean and motion carried unanimously.
3. Resolution 2024-19: Authorizing Cost of Living (COLA) increase. A motion was made by Councilor Lehman, seconded by Councilor Thydean and motion carried unanimously.
4. Resolution 2024-20: Delegating Cannabis Business Registration and Enforcement Authority to Koochiching County. A motion was made by Councilor Lehman, seconded by Councilor Wendt and motion carried unanimously.
5. Approve Water and Sewer Budgets – A motion was made by Councilor Wendt to approve the water and sewer budgets, seconded by Councilor Kennedy and motion carried unanimously.
6. Declare Lawful Gambling funds use – There is \$937.33 left from 2023 funds to be used for finishing up lighting and cameras at the Veteran’s Park. Currently there is \$11,441.68, with two more payments coming in of an unknown amount by the end of the year. Councilor Thydean made a motion to approve the (2) \$1000 scholarships to ISD 362, (2) \$1,000 donations for church baskets and the remainder to be used towards park equipment. Councilor Wendt seconded the motion and motion carried unanimously.
7. Ordinance 123 Review fees and rates – the ordinance was last updated in January of 2024 and there are no recommendations for change at this time. However, Councilor Lehman made a motion to increase the amount for gravel/sand hauled from the city pit from \$1 per ton to \$2 per ton, beginning January 1, 2025, while maintaining the current individual gravel

contracts until expiration. The motion was seconded by Councilor Thydean and carried unanimously.

8. Resolution 2024-21: Approving Fire Department Officers. Fire Chief: Dan Wendt, Assistant Chief: Dan Krause, Captain/Training & Safety Officer: Bruce Groberg, Lieutenant/Secretary-Treasurer: Valerie Krause. Councilor Lehman made a motion to approve, seconded by Councilor Kennedy and motion carried unanimously.
9. Resolution 2024-22: Authorizing Engineer Agreement – For Engineer Jason Chopp with Short Elliott Hendrickson (S.E.H.) to assist the city with a potential upcoming paving project. Councilor Thydean made a motion, seconded by Councilor Kennedy and motion carried unanimously.

Miscellaneous

1. Give thanks to outgoing Councilor Quen Kennedy. Quen was presented with a certificate of appreciation for his four years of service on city council for the City of Littlefork.

Adjournment

Councilor Kennedy made a motion to adjourn the meeting at 8:28 p.m., seconded by Councilor Wendt, and motion carried unanimously.

Attest: Holly Hoy, City Clerk

Mayor Mike Fort