

**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, November 21st, 2024**

**Call to Order**

Mayor Mike Fort called the meeting to order at 6:00 p.m. at City Hall, 901 Main Street.

**Roll Call**

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

Members Absent: Quen Kennedy

Others Present: Holly Hoy, Kory Williams, Tim McClellan, Preston Hoy, Whitney Sims, Jaci Nagle, Jason Sjoblom, and Jim Yount.

**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 addition: Under Public Hearings: Preston Hoy requesting use of the Community Building on December 11.

**Approval of Minutes**

A motion was made by Councilor Lehman, seconded by Councilor Wendt, to approve October 17th, 2024, Regular Meeting Minutes, November 7, 2024, Planning Commission Minutes, and November 13, 2024, Special Meeting Minutes. The motion carried unanimously.

**Consent Agenda**

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

1. Monthly Bills Allowed.
2. Water/sewer service terminations.

**Public Hearings**

1. Preston Hoy –requested Council approval to set up props at the Community Building on December 11th for his community Christmas event that is scheduled for December 13th. The council agreed to allow use of the building for setup.

**Petitions, Requests, and Communications**

1. Mayor for a day contest for 4<sup>th</sup> - 6<sup>th</sup> graders - Holly Hoy will follow up with the LBF school to see if any submissions have been received. The City of Littlefork will also have recognition for applicants.
2. Sno Fun Days – Meeting on Monday December 2<sup>nd</sup> at 7:00 p.m. at City Hall.

3. Safe Routes to School – A letter of intent was sent for infrastructure grant by Holly Hoy and Linnea Imhof, Koochiching County Public Health Educator. Minutes from the October 28<sup>th</sup> quarterly Safe Routes to School Committee meeting were shared.
4. Resident with leaky sewer update - Resident is working with Destry Hell & Koochiching County to get it fixed next summer.
5. MPCA Gasoline Additive Project – the City of Littlefork has received confirmation that the survey has been completed.

#### **Reports of Officers, Boards and Committees:**

1. Ambulance Report – Minutes from the October 21st, 2024, Littlefork Ambulance Service Monthly Business Meeting were provided. Tim McClellan reported that the new ambulance is here.
2. Fire Department Report –No one was in attendance to report.
3. Maintenance Department –Kory Williams gave report. The city will be entering into a contract with MN Pump for service of the lift stations, Christmas decorations and flags are up on Main Street and Kory talked about getting things prepared for winter.
4. Councilor Lehman reported on the Veteran’s Monument Committee. The park is complete, other than waiting on lights, and the flags will be hung after winter.
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 October 2024 and are on file at City Hall. A motion was made by Councilor Thydean and seconded by Councilor Wendt, 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.
2. Councilor Lehman made a motion, seconded by Councilor Wendt to hold a public hearing on January 15<sup>th</sup> at 7:00 p.m. at the Littlefork Community Building to discuss the upcoming paving project, and the motion carried out unanimously.
3. Airport Zoning Board-Airport Zoning Ordinance- Administrator Holly Hoy reached out to Melissa Underwood of S.E.H. for an update. Melissa reported that the MNDOT Commissioner approved the Littlefork Municipal/Hanover Airport Zoning Ordinance. The Joint Airport Zoning Board (JAZB) will be meeting on December 4<sup>th</sup> at 6:00 p.m. at City Hall to sign the ordinance.
4. Lead Service Line Inventory-MN Dept of Health provided templates for notices to be sent out to residents with unknown status of their water lines. Notices were sent out on November 15<sup>th</sup> to inform residents.
5. MN Board of Water & Soil Resources (One Watershed, One Plan) – Pam Tomevi, from Koochiching County will be sending information to the city regarding the three different participation options. Information will be shared at the December 19<sup>th</sup> Council meeting.

### **New Business**

1. Lofgren RideMN1- A group of cyclists are planning on camping at Lofgren on September 9<sup>th</sup>, 2025. The group is biking to end cancer and will be expecting about twenty people to be setting up pup tents. The council approved the request for added tents to be set up for that special event.
2. Koochiching Technology Initiative (KTI)- Jaci Nagle, Jason Sjoblom and Jim Yount presented information on the focus of KTI and asked how they could help Littlefork moving forward, with a focus on cellular service. They also gave positive feedback on the attendance at the community building for the laptop event. Sonja Pelland was the previous member representative for Littlefork and Councilor Lehman made the motion to appoint Holly Hoy as a member of the KTI, seconded by Councilor Thydean and the motion carried unanimously.
3. RJ Broadcasting – The City of Littlefork will once again be sponsoring the boys & girls basketball seasons with “live reads” for December & January.
4. Resolution 2024-17: Authorizing Community Design Group Professional Services Agreement to assist with comprehensive plan for Blandin Grant of \$20,000. Councilor Lehman made a motion to approve the agreement, seconded by Councilor Thydean and the motion carried out unanimously.
5. MN Snowmobilers Association renewal – Councilor Lehman made a motion, seconded by Councilor Wendt, and motion carried unanimously to renew the membership at the Business Sponsorship Level for the City of Littlefork at a cost of one hundred dollars.
6. Insurance Liability Coverage Waiver – Councilor Thydean made a motion, seconded by Councilor Wendt to choose “Does Not Waive” for the annual insurance liability coverage waiver, and the motion carried unanimously.
7. Up Ahead Proposal – an SMS texting service company called UPAHEAD submitted a proposal to the city for \$124 a month. The service would send out text messages to residents in the event of fire hydrants being flushed, or other non-emergency notifications. The Council declined, stating that there would not be much utilization for this service for that price.

### **Miscellaneous**

- 1.

### **Adjournment**

Councilor Lehman made a motion to adjourn the meeting at 6:37 pm, seconded by Councilor Thydean. The motion carried unanimously.

Attest: Holly Hoy, City Clerk

Mayor Mike Fort