

**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 18, 2025

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: Councilor Lehman, Councilor Wendt, Councilor Sims

Members Absent: Councilor Thydean

Others Present: Holly Hoy, Preston Hoy, Kory Williams, Tim McClellan

The Pledge of Allegiance was recited.

Approval of Agenda / Additions

A motion was made by Councilor Wendt, seconded by Councilor Lehman, to approve the agenda with the following additions under New Business: Planning & Zoning Committee, Public Health Nuisance Property, and SnoFun Days. Motion carried.

Approval of Minutes

A motion was made by Councilor Wendt, seconded by Councilor Sims, to approve the November 20, 2025, Regular Meeting Minutes. Motion carried unanimously.

Consent Agenda

A motion was made by Councilor Lehman, seconded by Councilor Wendt, to approve the consent agenda. Motion carried unanimously.

- Monthly bills for November
- Water and sewer service terminations
- Koochiching Technology Initiative November Meeting Minutes

Public Hearings

A Truth in Taxation Hearing was held for public comment on the proposed 2026 tax levy. No members of the public were present to speak.

Petitions, Requests, and Communications

None

Reports of Officers, Boards, and Committees

Ambulance Department

Ambulance Chief Tim McClellan reported that Chris Little will serve as the new medical director following Jay Knaak's retirement. He also reported that Janessa Holte has joined the ambulance department. The 2024 ambulance experienced an issue with the hydraulic suspension but was repaired under warranty.

Fire Department

No report: no representative was present.

Maintenance Department

No report: maintenance staff were plowing streets during the meeting.

Financial Report

The financial report was presented by Holly Hoy. A motion to approve the report was made by Councilor Wendt, seconded by Councilor Sims. Motion carried.

Unfinished Business

Blandin Foundation Grant

A scheduled Teams meeting was postponed to the January council meeting due to technical difficulties.

Little Fork River Watershed

There was no Advisory Committee meeting in December. A Steering Committee meeting was held on December 17.

New Business

Resolution 2025-15: Airport Maintenance and Operations Grant Agreement (MN DOT)

Motion to approve by Councilor Wendt, seconded by Councilor Sims. Motion carried.

Resolution 2025-16: Final 2025 Tax Levy (Collectible 2026) and 2026 General Fund Budget

Motion to approve by Councilor Lehman, seconded by Councilor Sims. Motion carried.

Resolution 2025-17: Authorizing COLA Increase

Motion to approve by Councilor Sims, seconded by Councilor Wendt. Motion carried.

Water and Sewer Budgets

Motion to approve by Councilor Lehman, seconded by Councilor Wendt. Motion carried.

Lawful Gambling Fund Allocation

Motion by Councilor Wendt to issue two \$1,000 scholarships to ISD 362 and allocate remaining funds toward new playground equipment at Lofgren Park. Seconded by Councilor Sims. Motion carried.

Ordinance 123: Review of Fees and Rates

Rates were reviewed. Motion for no changes by Councilor Wendt, seconded by Councilor Sims. Motion carried.

Resolution 2025-18: Approving Fire Department Officers

Motion to approve by Councilor Lehman, seconded by Councilor Sims. Motion carried.

Camera Installation Quote

Preston Hoy presented a quote for installing cameras at City Hall at the request of Mayor Fort. Motion to approve by Councilor Wendt, seconded by Councilor Lehman. Motion carried.

Renewal of CD with Edward Jones

The debt service medical center CD matured. Sufficient funds are available in savings to make the required payment. Motion by Councilor Wendt to renew the CD for six months in the amount of \$99,000 at 3.75% interest. Seconded by Councilor Sims. Motion carried.
(Corrected typo: "require4d" → "required")

Three S Design Proposal

Tabled until January pending clarification of services provided.

Ordinance 127: Amending the Zoning Ordinance

Second reading of the ordinance approving Craig Palmer's property rezoning from R1 to C1. Motion to approve by Councilor Wendt, seconded by Councilor Sims. Motion carried.

Planning & Zoning Committee

Discussion was held regarding potential residents to contact to fill vacancies on the committee.

Public Health Nuisance

A property under repair has been left unfinished for the winter and is considered a blight concern. Council discussed improvements made and intends to contact Building Inspector Kelly Meyers in the spring.

SnoFun Days

Councilor Wendt requested use of the community building at no charge for SnoFun Days, scheduled for February 13–15. Motion to approve by Mayor Fort, seconded by Councilor Lehman. Motion carried.

Miscellaneous

None.

Adjournment

A motion to adjourn was made by Councilor Wendt, seconded by Councilor Sims. Motion carried. The meeting adjourned at 7:52 p.m.

Attest: Holly Hoy, City Clerk

Approved: Mayor Mike Fort