

**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, February 20th, 2025

Call to Order

Deputy Mayor Loren Lehman called the meeting to order at 7:00 p.m. at City Hall, 901 Main Street.

Roll Call

Members Present: Loren Lehman, Sara Wendt, and Whitney Sims

Members Absent: Mayor Mike Fort, Councilor Todd Thydean

Others Present: Holly Hoy, Kory Williams, Tim McClellan, Stacy Otteman

Pledge of Allegiance was recited.

Approval of Agenda/Additions

A motion was made by Councilor Wendt, seconded by Councilor Sims, to approve the agenda with the following additions: Under New Business: Approve Main Street Pub LLC Liquor License, and Tom Dougherty seeking letter of support from City of Littlefork for ATV FRTP Grant. Motion carried unanimously.

Approval of Minutes

A motion was made by Councilor Wendt, seconded by Councilor Sims, to approve January 15th, 2025, Public Hearing meeting minutes, and minutes for the January 16th, 2025, regular meeting. The motion carried unanimously.

Consent Agenda

A motion was made by Councilor Wendt, seconded by Councilor Sims, and carried out unanimously, to approve the consent agenda, with the exception of tabling “Monthly Bills Allowed” that were not presented at the meeting.

1. Monthly Bills Allowed - tabled
2. Water/sewer service terminations
3. Approve Friend’s Garbage Service, LLC Garbage/Refuse Collection License

Public Hearings

1. None

Petitions, Requests, and Communications

1. A recap of the Koochiching Technology Initiative (KTI) workshop on February 17th was given. Six people attended and received assistance with computer skills, then left with their complimentary laptops.
2. Ambulance Trainings – it was reiterated that only members of the ambulance service may attend, the trainings are not open to the public, unless prior approval has been given.

3. Koochiching County Board meeting and Committee of the Whole meeting was held at City Hall on February 11th and it was well attended. The County Board meetings will be held at various locations within the county throughout 2025.
4. CERC Director Tiffany Dobbs resigned, with her last day being February 27th. Councilor Sims made a motion to accept the resignation, seconded by Councilor Wendt and motion carried unanimously.
5. CERC Joint Powers Agreement was discussed for a 3rd reading in public. A motion was made by Councilor Wendt and seconded by Councilor Sims to remove the CERC legal fees of \$370.50 and \$94.50 regarding the dissolution of the joint powers agreement. The City of Littlefork will pay their own legal fees and ISD 362 will pay their own legal fees. Motion carried.
6. There was a mention of a possible new business in Littlefork. A coffee shop is being discussed but has temporarily been put on hold.
7. An update on a workers compensation claim was provided to the Councilors.
8. Minutes of the regular CERC monthly meeting on January 21st were provided.
9. Minutes from the Koochiching Technology Initiative regular monthly meeting were provided.
10. Minutes from the regular Safe Routes To School quarterly meeting on January 27th were provided.
11. Minutes from the Koochiching Technology Initiative regular monthly meeting on February 5th were provided.
12. Minutes from the Voyageur Country ATV Club January 8th meeting were provided.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Tim McClellan was in attendance to report. Littlefork Ambulance Service monthly business meeting minutes were not provided for January as they did not have a quorum. The ambulance department will be purchasing a hot spot for the new ambulance.
2. Fire Department Report –No one was in attendance to report. Minutes from the February 10th regular monthly meeting were provided.
3. Maintenance Department –Kory Williams gave report. The maintenance crew assisted with SnoFun Days preparations and clean up. There was a large water break in January where 600 gallons a minute were lost from the water tower. Tein Well came and did a total remodel of the wellhouse as everything inside was ruined. A special thank you was given to the city maintenance department and Destry Hell for their quick actions to maintain the break. MN Pump will be coming soon to look at some possible issues with the lift stations.
4. SnoFun Days Report was given by Sara Wendt. SnoFun Days was a series of community events that was well attended by residents of all ages. There was discussion on setting up a non-profit account for SnoFun Days and other community events. This would allow the committee to advertise for donations, making the events better each year.

5. The Financial Report is usually given by Holly Hoy. A motion was made by Councilor Sims, seconded by Councilor Wendt, to table the financial report until the March Council meeting since financials were not finished for last month, and motion carried unanimously.

Unfinished Business

1. The Community Design Group (CDG) has been assisting the City of Littlefork, with the Comprehensive Plan for the Blandin Foundation grant of \$20,000. Holly has met with them providing pictures of the town and businesses, as well as providing information on the different initiatives like Safe Routes To School and the Feasibility Report from S.E.H. Engineering. A motion was made by Councilor Wendt and seconded by Councilor Sims to approve the press release CDG has prepared to kick off the comprehensive plan for the city. Motion carried unanimously.
2. MN Board of Water & Soil Resources (One Watershed, One Plan) – a Memorandum of Agreement and preplanning documents were provided. A motion was made by Councilor Wendt and seconded by Councilor Sims to approve the draft as long as there are no changes made, or to revisit the draft if changes are made. Motion carried unanimously.
3. Options were provided for moving forward with the 2025 Littlefork Municipal Airport Taxilane Extension Grant. Councilor Wendt made the motion to table the discussion until more information is provided. Motion was seconded by Councilor Sims and carried unanimously.

New Business

1. A motion was made by Councilor Wendt to table the request for a contract employee option (in the absence of a Councilor and the Mayor), seconded by Councilor Sims and motion carried unanimously.
2. Resolution 2025-1: Authorize Grant Application to Legislative Commission on Minnesota Resources (LCCMR) Environmental and Natural Resources Trust Fund for Littlefork Public RV Campground. A motion was made to table the resolution by Councilor Sims and seconded by Councilor Wendt, until more information is provided since some of the verbiage was unclear. Motion carried unanimously.
3. The Main Street Pub LLC Liquor License is up for renewal. A special request was made that a cook would not need to be on duty to serve alcohol (which was the previous arrangement). Councilor Sims made the motion to table the discussion until next month, in the absence of the Mayor Fort and Councilor Thydean. Motion was seconded by Councilor Wendt and motion carried.
4. A motion was made by Councilor Sims and seconded by Councilor Wendt, to approve the request for a letter of support to Tom Dougherty for the ATV FRTP Grant. Motion carried unanimously.

Miscellaneous

1. None

Adjournment

Councilor Wendt made a motion to adjourn the meeting at approximately 8:00 p.m., seconded by Councilor Sims, and motion carried unanimously.

Attest: Holly Hoy, City Clerk

Mayor Mike Fort