

**MINUTES OF A REGULAR MEETING OF THE CITY OF LITTLEFORK  
IN THE COUNTY OF KOOCHICING AND STATE OF MINNESOTA  
INCLUDING ALL ACCOUNTS AUDITED BY SAID COUNCIL**

**Thursday, May 15, 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: Mike Fort, Loren Lehman, Sara Wendt, Todd Thydean, and Whitney Sims

Members Absent: None

Others Present: Holly Hoy, Kory Williams, Anna Fischer, Russell Fischer, Jamie Wendt and Dan Wendt.

**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 Consent Agenda: D.H. Contracting LLC Sand & Pit Run Contract, and Voyageur Country ATV April Meeting Minutes. Under New Business: Approve quote for tree removal at city hall. Motion carried.

**Approval of Minutes**

A motion was made by Councilor Lehman, seconded by Councilor Thydean, to approve April 17, 2025, Regular meeting minutes. 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.

1. Monthly Bills Allowed – March
2. Water sewer service terminations
3. 3.2 Beer License for Northern MN District Fair Board
4. D.H. Contracting LLC Sand & Pit Run Contract
5. Voyageur Country ATV April Meeting Minutes

**Public Hearings**

1. Jamie Wendt stated that the city park needs more Agri-lime. The cost will be split between the city and the school. Jamie will have Mason Imhof order more around the end of July and then reach out to Maintenance Supervisor Kory Williams.

**Petitions, Requests, and Communications**

1. Fair Board Sponsorship Request – Anna Fischer was in attendance to request sponsorship. The motion was made by Councilor Lehman, seconded by Councilor Thydean and carried 5-0 to provide a \$2000 sponsorship to the Northern MN District Fair, with \$1000 being paid out of KDA funds and \$1000 paid out of Timber funds.

2. The 2024 Audit Presentation was provided over the phone by Amanda Scanson of Brady Martz & Associates. The findings were that ambulance payments collected were down by \$137,000 from 2023, which seemed to be a common trend across cities in MN this past year. Holly Hoy continues to contact Expert Billing Services to find out why. Councilor Thydean made a motion to accept the 2024 Audit as presented, seconded by Councilor Wendt and the motion carried.
3. The June regularly scheduled council meeting would fall on a holiday, Juneteenth, so Council discussed an alternative date. Councilor Lehman made a motion to accept June 16<sup>th</sup> at 4:00 p.m. as the scheduled date for June's regular meeting, seconded by Councilor Sims and the motion carried.

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

1. Ambulance Report – No one was in attendance to report; however, a series of First Responder classes are underway providing the ambulance department with seven new people to join their staff.
2. Fire Department Report –Dan Wendt reported that the Fire Department needs a new tank on 311, he also spoke about the DNR wildlife fire. The Fire Department plans to hold a pancake feed during the All School Reunion and Dan plans to replace the front door on the garage before city wide garage sale days. There are 25 members on the Fire Department roster currently.
3. Maintenance Department –Kory Williams gave the report. Their well was in town working to help repair a well that is down. Also, the City of Littlefork is down one lift station. City wide cleanup was a success from April 15<sup>th</sup> to May 15<sup>th</sup>. There was discussion of the new pickleball lines being painted and new nets being put up for the All School Reunion.
4. The Financial Report was given by Holly Hoy. Cash balances, balance sheets and income statements were provided for the month of March 2025 and are on file at City Hall. A motion was made by Councilor Wendt, seconded by Councilor Sims, to approve the financial report and the 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. City Administrator Holly Hoy gave an update on the progress of the comprehensive plan. There is a public meeting scheduled for June 12<sup>th</sup> from 6:00 p.m. to 8:00 p.m. at the Littlefork Community Building. The online survey will be closing Friday, May 23<sup>rd</sup>.
2. The 2025 Littlefork Municipal Airport Taxi lane Extension Grant – update – Councilor Wendt made a motion, seconded by Councilor Sims, to approve the \$5,225.00 state grant, with the local share being \$275.00 and the motion carried.
3. Summer Maintenance positions – Councilor Lehman made a motion to accept recommended candidates Jenika Wills and Megan Hanley for summer maintenance, seconded by Councilor Thydean and the motion carried.

#### **New Business**

1. The Joint Powers Agreement dissolution is almost complete. Superintendent Jamie Wendt provided the revised copy of the agreement stating that \$3,458.27 will remain in the Kids Plus fund for the community gardening program, while the remaining cash and financial assets of \$55,928.83 will go to ISD 362. Councilor Lehman made a motion to approve the JPA, seconded by Councilor Sims and the motion carried.

2. Culverts in driveways – Kory Williams gave an updated report on the properties with culverts in their driveways, and it is the property owner’s responsibility to upkeep the culvert.
3. Hand dryers in the community building – Sara Wendt and Whitney Sims asked to have extra paper towels or a more high-powered hand dryer in the restrooms, along with new sinks. Councilor Lehman made the motion to purchase new hand dryers and sinks for both bathrooms, seconded by Councilor Thydean and the motion carried.
4. LF Times Sponsorship – Councilor Lehman made the motion to sponsor two seniors in the LF Times at a cost of \$40 per sponsorship, seconded by Councilor Sims and the motion carried. The two graduating seniors sponsored were Walter Glover and Cadence Schmidtbauer.
5. Pickleball at Lofgren Park – Councilor Lehman discussed lines and asphalt to be painted with Kory Willams. A line sprayer will be used and the pickleball court will be up and running for the All School Reunion. Councilor Thydean made a motion to order eight paddles and balls for the Pickleball court at Lofgren Park to be purchased with Economic Development Timber Funds, seconded by Councilor Lehman and the motion carried.
6. Garage Sale Day – Mike Polkinghorne is organizing the event; Lacey Lund is advertising it, and Littlefork City Hall will print the maps for the June 7<sup>th</sup> citywide garage sales.
7. Notices of ordinance violations – Councilors put together a general overview reminder to be sent out to residents regarding keeping pets leashed, keeping grass mowed, removing junked vehicles and semi-trailers, and what constitutes as a noise nuisance. The letters will be sent out due to numerous complaints received on the condition of residents’ yards.
8. Timber at Happyland – Councilor Lehman made a motion to have Eric Lund log off the \$30,000 in timber by Happyland in the next five years, seconded by Councilor Sims and the motion carried.
9. Resolution 2025-7: Resolution Sponsoring Events & Authorizing Use of City Streets – Councilor Wendt made a motion to approve the resolution, seconded by Councilor Sims and the motion carried. Parts of County Road 22 and 3<sup>rd</sup> Avenue in Littlefork will be closed during different events the weekend of the All School Reunion for the Fun Run, the parade and the cornhole tournament.
10. KGHS/KSDM senior salutes sponsorship – Councilor Wendt made a motion to approve \$150 sponsorship for senior salutes, seconded by Councilor Thydean and the motion carried.
11. Councilor Lehman made a motion to approve the quote for \$1260.00 for tree removal, stump grinding and hauling of debris, seconded by Councilor Wendt, and the motion carried 4-0. Councilor Thydean abstained.

#### **Miscellaneous**

1. None

#### **Adjournment**

Councilor Lehman made a motion to adjourn the meeting at 8:38 p.m., seconded by Councilor Sims, and the motion carried.

Attest: Holly Hoy, City Clerk

Mayor Mike Fort