

**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, October 17th, 2024**

**Call to Order**

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

**Roll Call**

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

Members Absent: Mayor Mike Fort

Others Present: Holly Hoy, Shelley & Eddie Williams, Linnea Imhof, Whitney Sims and Representative Roger Skraba.

**Pledge of Allegiance** was recited.

**Approval of Agenda/Additions**

A motion was made by Councilor Kennedy, seconded by Councilor Wendt, to approve the agenda with these additions: Under the Consent Agenda: Accept the \$500 donation to the Littlefork Ambulance Department from North Star Electric; Under Public Hearings: Roger Skraba to speak about the past legislative session; Under Petitions, Requests and Communications: Whitney Sims to report on Floodplain Ordinance, County Board to meet at City of Littlefork city hall on Tuesday, February 11<sup>th</sup> at 9:30 AM; Under New Business: Linnea Imhof to report on Safe Routes To School project, and approve Halloween Safety radio ads. Motion carried 4-0.

**Approval of Minutes**

A motion was made by Councilor Wendt, seconded by Councilor Thydean, to approve the September 19th, 2024, Regular Meeting Minutes. The motion carried unanimously.

**Consent Agenda**

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

1. Monthly Bills Allowed.
2. Water/sewer service terminations.
3. Approve American Legion Bingo license for Nov 2<sup>nd</sup>, 2024
4. Accept \$500 donation to Littlefork Ambulance Service from North Star Electric

**Public Hearings**

1. Shelley & Eddie Williams addressed the council about trying to sell their lot of wooded land to someone who wants to put a camper on it for the summer and hook up to city water and sewer. Currently, this violates Local Ordinance 118. Shelley & Eddie argued that people have campers sitting in their yards or driveways year-round, so how is this different? Councilor Kennedy made a motion to send this request back to the planning commission where it originated and ask that they change the ordinance from two weeks to seasonal, seconded by Councilor Wendt, and the motion carried unanimously.

2. The Council heard from Representative Roger Skraba about the past legislative session. He also asked the Council if there is anything the city needs his help with. No campaigning took place.

### **Petitions, Requests, and Communications**

1. Mark Rock Products renewed their sand and pit contract for September 2024-September 2025 for up to 2,000 yards at a cost of \$1.00 per yard.
2. Whitney Sims reported on the recent Floodplain Ordinance of 2022, since FEMA updated their maps and the City of Littlefork approved to adopt the ordinance. This is affecting people nationwide, not just in Koochiching County. Whitney will be meeting with City Administrator Holly Hoy on October 23<sup>rd</sup> to discuss in further detail, including how it will affect building permits moving forward.
3. County Administrator Adam Coe reached out on behalf of the County Board to see when in February or March they could meet where our Littlefork City Council meets. It was decided that February 11<sup>th</sup> at 9:30 AM would work. The County Board had voted to hold a County Board meeting in some of the remote smaller towns in the County.

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

1. Ambulance Report – Minutes from the September 16th, 2024, Littlefork Ambulance Service Monthly Business Meeting and August run recaps were provided. No one was available to report on the ambulance department, but Linnea Imhof shared a personal experience she had with the Littlefork Ambulance Service, and she spoke very highly of the prompt arrival time and compassionate care her family received.
2. Fire Department Report – The new apron was completed at the Fire Hall; Minutes from the September 9<sup>th</sup> Fire Dept monthly meeting were in the previous month's Council packet and minutes from the Oct 14<sup>th</sup> monthly meeting will be shared next month. No one was in attendance to report.
3. Maintenance Department –No one from the Maintenance Department was in attendance. After receiving a complaint and discussion at the September meeting, the city reached out to KHS regarding the broken and crumbling sidewalk between the care center parking lot and main street. Geoff Ryan, KHS Administrator, responded and stated that KHS would like to have the sidewalk removed and allow the area to go back to grass. City maintenance will remove the sidewalk.
4. Councilors Lehman and Wendt reported on the Veteran's Monument Committee. The Veteran's Memorial Park was dedicated at a ceremony on September 29<sup>th</sup>, hosted by the American Legion post 490. Attendees from Int'l Falls VFW came dressed in their uniforms to show support. Legion member Preston Hoy was the speaker and the Holte family sang the National Anthem and God Bless the USA. The event was well attended, and special thanks were mentioned to all who helped plan and create the park.
5. AWAIRS Committee Report- Minutes from the quarterly meeting on September 25<sup>th</sup> were provided.
6. 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 September 2024 and are on file at City Hall. The Certificate of Deposit that matured on October 10th has been reinvested with Edward Jones. A motion was made by Councilor Kennedy and seconded by Councilor Wendt, to approve the Financial Report and the motion carried unanimously.

### **Unfinished Business**

1. The city received a \$20,000 grant in July from the Blandin Foundation for the development of a

Comprehensive Plan to be completed by August 1, 2025, as outlined in the grant reporting requirements. Koochiching County Environmental Services Director Matt Gouin assisted in finding a company to help with the process of developing the City's comprehensive plan on the limited budget. Administrator Holly Hoy will keep the Council updated on the progress.

2. The city received the final feasibility study for the proposed paving project from Short Elliot Henrickson Engineer Jason Chopp. A public hearing date is expected to follow sometime in late 2024 – early 2025.
3. Airport Zoning Board-Airport Zoning Ordinance- Administrator Holly Hoy reached out to Melissa Underwood of S.E.H. for an update. Melissa indicated that MNDOT is still working through the Commissioner's order on this and has until October 21<sup>st</sup>, 2024, for their 90-day period to get that approved and sent to us, otherwise, it is automatically approved. Underwood asked the City of Littlefork to upload the proposed zoning ordinance and maps on the city's website, the request was granted.
4. Lead Service Line Inventory-MN Dept of Health will be sending an email to the maintenance department for instructions & templates on how to reach out to residents with the possibility of lead service lines in their homes. Awaiting a response from Engineer Simon McCormack for an update.
5. MPCA Gasoline Additive Project – there were trucks in town and cards left on doors September 25<sup>th</sup>. No updates have been received from Carlson McCain.
6. MN Board of Water & Soil Resources (One Watershed, One Plan) – Still waiting to hear from Chad Severts regarding setting up an initial orientation meeting.

### **New Business**

1. Address the hauling of sand & gravel from the City of Littlefork pit – Councilors were getting phone calls from residents of Littlefork saying trucks are going in and out of the city pit and no one knows who they are. After speaking with Destry Hell, owner of D. H. Contracting, the trucks are hauling under him and his liability insurance. The Council would like a statement prepared stating that Destry is responsible for these haulers, not the City of Littlefork.
2. Resolution 2024-15: Approving Ambulance Loan with Koochiching County- Councilor Lehman made a motion to approve, seconded by Councilor Thydean and motion carried unanimously.
3. Safe Routes To School project – Linnea Imhof met with City Administrator and Deputy Administrator to discuss the 2022 S.R.T.S. plan that was created and how to move forward with it. Imhof also presented an infrastructure grant opportunity. A letter of intent will be sent in from the City of Littlefork.
4. MDH Wellhead Protection manager/Source Water Protection Grant opportunity- looking into this grant opportunity with a short window to apply. Working with Chris Parthun, contact with the State of MN. He will provide information and training on how to have Holly Hoy take over the position of Wellhead Protection Manager for the City of Littlefork.
5. Resolution 2024-16: Approve waiving community building rental fee for Community Education Recreation Committee (CERC) events, with the stipulation that no one else wants to rent it that day. Motion was made by Councilor Thydean, seconded by Councilor Kennedy and motion carried unanimously.

6. Halloween safety ads- 20 ads purchased at 15 seconds each from 104.1 KSDM radio, for the City of Littlefork at \$100 total regarding Halloween safety.

**Miscellaneous**

- 1.

**Adjournment**

Councilor Kennedy made a motion to adjourn the meeting at 9:22 pm, seconded by Councilor Thydean. The motion carried unanimously.

Attest: Holly Hoy, City Clerk

Mayor Mike Fort