

**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, September 19th, 2024

Call to Order

Mayor Mike Fort called the meeting to order at 6:49 PM at City Hall, 901 Main Street.

Roll Call

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

Members Absent: None

Others Present: Holly Hoy, Kristi Splett, Kory Williams, and Tim McClellan

Pledge of Allegiance was recited.

Approval of Agenda

A motion was made by Councilor Thydean, seconded by Councilor Wendt, to approve the agenda with the addition of CERC letter of request to be added under new business. Motion carried 4-0.
(Councilor Kennedy arrived at the meeting)

Approval of Minutes

A motion was made by Councilor Wendt, seconded by Councilor Lehman, to approve the August 15th, 2024, Regular Meeting Minutes. The motion carried unanimously.

Consent Agenda

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

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

Public Hearings

1. None

Petitions, Requests, and Communications

1. Holly Hoy attended a City Clerk's Academy conference on September 12th & September 13th in Staples, MN. The League of MN Cities brought in several presenters with experience in all areas of city government to mentor and coach attendees who have been in their position for two years or less. Holly earned four credits towards her 16-credit clerk certification and spoke highly of the conference.
2. Holly reached out to Senator Hauschild regarding assistance with the Local Roads Improvement Plan (LRIP) grant. The city had previously applied and not been selected, but Senator Hauschild and his assistant Jamie Hysjulien encouraged the city to reapply in 2025 and offered to write a letter of recommendation and support to submit along with our next grant application.

3. Alexander Baker Apartments will be having a grand opening celebration on-site at 919 3rd Street, Int'l Falls, on Thursday, September 26th from 12:00 pm to 3:30 pm. There will be speakers, refreshments, ribbon cutting, and tours.
4. Councilor Wendt made a motion, seconded by Councilor Lehman and the motion carried unanimously to purchase cameras for city hall, the gravel pits, and the Veteran's Memorial Park to ensure safety and upkeep of those areas.
5. Councilor Kennedy made a motion, seconded by Councilor Thydean and the motion carried unanimously to purchase "Do Not Litter" signs for the gravel pits due to recent dumping of garbage and furniture.
6. A resident had previously stopped by city hall with a request for their neighborhood to pool their money together and pay for pavement repairs on their street instead of being assessed for newly paved roads if the city decides to go forward with its paving project. The request was denied by Council.

Reports of Officers, Boards and Committees:

1. Ambulance Report – Minutes from the August 19th, 2024, Littlefork Ambulance Service Monthly Business Meeting and July run recaps were provided. Tim McClellan reported on the Stryker Lifepacks no longer including modems, so the Ambulance Service will be getting a hot spot for the new rig in January.
2. Fire Department Report - Minutes from the September 9th, 2024, regular business meeting were provided. The Fire Department report was not given during the time of the meeting, as no members were in attendance. Dan Wendt did stop by city hall earlier in the week to report that the new apron for the fire department had been completed.
3. Maintenance Department – Kory Williams suggested that the city removes two camp sites at Lofgren Park in order have enough electrical outlets for all campers to get the electricity they need without tripping the system from overloading. The discussion was tabled until next month's meeting. There was also discussion on the sidewalk complaint, located by the care center. City maintenance looked at the damaged sidewalk and estimated it will take \$10,000-\$12,000 to rip out and replace the 4 ft by 105 ft long sidewalk. The city will contact KHS to see if they will take care of the repair.
4. Councilors Lehman and Wendt reported on the Veteran's Monument Committee. The Veteran's Memorial Park is now complete and there will be a dedication service on Sunday, September 29th at 3:00 pm.
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 August 2024 and are on file at City Hall. A motion was made by Councilor Wendt and seconded by Councilor Kennedy, to approve the Financial Report and the motion carried unanimously.

Unfinished Business

1. The city received \$20,000 from the Blandin Foundation Grant that was applied for, in the amount of \$25,000, for a Comprehensive Plan. A special thank you to Sonja Pelland for this grant effort and the funds received. The city will develop and report the Comprehensive Plan by August 1, 2025, as outlined in the grant reporting requirements. Currently, the city is looking for an engineering team to assist with this special project. The city's current engineering team, S.E.H. cannot help with this due to its reporting

timeline.

2. The city received the final feasibility study, from Short Elliot Henrickson Engineer Jason Chopp, regarding the paving project. A public hearing date is expected to follow some time in November.
3. Purchase of Ziemba property is now complete and was recorded with the county on September 5th, 2024.
4. Airport Zoning Board-Airport Zoning Ordinance-Holly reached out to Melissa Underwood of S.E.H. and Melissa indicated that MNDOT is still working through the Commissioner's order on this. MNDOT has until October 21st, 2024, for their 90-day time period to get that approved and sent to us, otherwise, it is automatically approved.
5. The Littlefork signs on Hwy 71 that advertise the city's businesses have not been updated yet to remove gun shop and replace it with lumber. The city is waiting for Benedict Sign Company to finish this update.
6. Benedict Sign Company is working on a two-sided Lofgren Park sign with arrows to place on Main Street for the park's out of town guests.
7. Rainy Lake Oil was awarded the bid for propane for the city for the 2024-2025 heating season and had asked if the city would like to make it a two-year contract. It is legal for the city to do this since the dollar amount would not exceed \$25,000. The Council decided not to enter a two-year contract, as the original bids were sent out for a one-year term.
8. Engineer Simon McCormack reached out about the next steps in the lead service line inventory project. Notifications to residents will be sent out for anyone having a lead service line or unknown service line. Those lines will need to be replaced within ten years after notification.

New Business

1. Resolution 2024-14: Councilor Lehman made a motion, seconded by Councilor Thydean and motion carried unanimously to approve renewal for the Int'l Voyageurs Snowmobile Club gambling license.
2. Councilor Lehman made a motion, seconded by Councilor Thydean and motion carried unanimously, to approve the purchase of business cards for the City Administrator up to \$100.00.
3. Councilor Wendt made a motion, seconded by Councilor Lehman and motion carried unanimously to reimburse an out-of-town camper at Lofgren Park for two nights plus the lock site fee due to the camper's experience at the park. The total refund was \$77.10.
4. MN Board of Water & Soil Resources representative, Chad Severts, will be contacting the city regarding the "One Watershed, One Plan" project partnership in the next few weeks for the pre-planning steps.
5. Danielle Karasov, Environmental Consultant for Carlson McCain, will be visiting the city in the

upcoming weeks to conduct several well searches for the Minnesota Pollution Control Agency (MPCA) for their statewide Gasoline Additive Project in Koochiching County. In addition to the well searches, the MPCA is requiring that Carlson McCain confirm with the city that properties within our search areas are or are not connected/billed for city water services.

6. Councilor Lehman made a motion, seconded by Councilor Kennedy, and motion carried unanimously, to approve and sign an eight-year, \$130,000 loan agreement with Koochiching County Board towards purchase of new ambulance. Mayor Mike Fort and Ambulance Chief Tim McClellan signed for the City of Littlefork.
7. Director of CERC, Tiffany Dobbs, submitted a written request to the Council for reduced rental fee or waived rental fee of the Community Building for CERC events. Councilor Kennedy made a motion to approve the request to waive the rental fee, seconded by Councilor Thydean and motion carried unanimously, with the stipulation that this fee will be waived unless someone wants to rent the building.

Miscellaneous

- 1.

Adjournment

Councilor Lehman made a motion to adjourn the meeting at 8:03 pm, seconded by Councilor Kennedy. The motion carried unanimously.

Attest: Holly Hoy, City Clerk

Mayor Mike Fort