

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
MARCH 14, 2016

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday March 14, 2016 at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Veum, Anderson and Hoialmen. Member absent: Dufault. Also present was Kenny Rose, EdLavalle, Dave Larson, Mark & Nancy Winkler, Steve & Heidi Roy, Darlene Skoglund, Polk County Deputies Folkert and Bixby, Lee Cariveau, Paige Tompkins, Tracee Bruggeman of Brady Martz Associates, Scott Balstad and Karen Graham.

Motion was made by Hoialmen seconded by Veum to approve the agenda with the following modification: Motion carried by unanimous vote.

- A) Consider proposal from Landsverk & Associates to update the Comprehensive Plan

Motion was made by Veum seconded by Hoialmen to approve Consent Agenda items A – D. Motion carried by unanimous vote.

- A) To approve the minutes of the regular meeting held February 8, 2016 and the Special Joint Council/Utilities Commission meeting held February 29, 2016 as per copies furnished each member.
- B) To approve Accounts Payable Bill Listing #16-03 in the amount of \$103,534.33 and AP Bill Listing #16-03A in the amount of \$85,433.59.
- C) To approve Application for Exempt Permit from Prairie Toms Chapter for a fundraiser at Venture's Bar & Grill on March 31, 2016.
- D) To approve Application for Exempt Permit from Fosston Rotary Club for a raffle for a pheasant hunt – drawing on June 30, 2016.

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Deputies Folkert and Bixby were present to discuss law enforcement matters. There was a break in attempt at Palubicki Express and other routine calls.

Streets/Sanitation/Utilities: Dave Larson reported on matters pertaining to his departments:

- Work on the cable television upgrade continues.
- We are working with MDV on repairs to the Industrial Pretreatment Facility (IPF). It looks like the entire liner will be replaced. Lucken and Larson have been meeting with Advanced Engineering to do a rate study and work on Significant Industrial User (SIU) Agreements.
- The transformer for Palubicki's new store has been ordered.
- The street sweeper is almost ready for the season.

Civic Center/Parks & Recreation: Karen Graham reported on Civic Center/Park & Recreation matters:

- February was busy with a lot of things including the Tango & Cash fundraiser. The Woolen Mill held a seminar there as well.
- The summer swimming lesson schedule for surrounding communities has been set.
- Fosston will again host the Class E Men's Softball Tournament.

- The Mentor Firemen's Relief Association made a \$500 donation for new benches.
- Councilman Anderson noted that we need to get more sand in the Berge-Stafford Park playground equipment area.

Community/Economic Development:

- The FEDA board met at noon today. The board is recommending updating the comprehensive plan. The last one was done in 2008. The cost to do this is \$7,500.00 but we could get a grant from the NW Minnesota Foundation that could cover \$5,000 of the cost. Motion was made by Veum seconded by Hoialmen to move forward with updating the Comprehensive Plan. Motion carried by unanimous vote.

Airport:

- An RFQ for Airport Consulting Services has been drafted. This is a requirement by the FAA. The Airport Commission met last week and approved the document. After review by council, motion was made by Veum seconded by Anderson to approve the Request for Qualifications (RFQ) as presented. Motion carried by unanimous vote.

Council considered the recommendation from the Planning Commission regarding Application for Amendment to Zoning Ordinance by Charles Balstad. The planning commission met at 6:30 to consider the request to rezone two lots Balstad owns from single family residential to commercial. A memo from the City Attorney was reviewed. The main issue with the request becomes spot zoning. The intended use still would not be allowed as it does not meet permitted uses. Offerdahl stated that a resident is objecting to the rezoning. Based on Attorney opinion, the planning commission recommends that council deny the rezoning request.

Tracee Bruggeman of Brady Martz Associates was present to review the 2015 Audit. A new accounting standard was implemented that pertains to pension liability and is found in the audit. Bruggeman went over the revenues, expenditures and changes in fund balances and changes in net position of funds was reviewed. The City's cash and investments are about \$830,000 less than the prior year. The City's unrestricted general fund balance is low. The Office of the State Auditor recommends 35 to 50% of operating revenue. We had a lot of projects last year that contributed to the lower fund balance.

Nancy and Mark Winkler were here regarding parking issues caused by patrons of the Library. Their driveway is being blocked quite often and sometimes people have parked in their driveway. This happens to the neighbors as well. This is an area that law enforcement will police more now that they are aware of it. Larson will look at signage as well. The Amish also use the library so there is an issue with horses and manure too. This will be looked into. Darlene Skoglund was present on behalf of the Methodist Church. They are requesting two of handicap parking spaces as many of the members are handicapped and elderly. Perhaps the city could approve one now and research about adding more. After further discussion, motion was made by Anderson seconded by Veum to approve two handicap parking spots for the Methodist Church. If there is an issue we will revisit this at a later day. Motion carried by unanimous vote.

The council reviewed the Ordinance relating to Transient Merchant License and license fees. Our license fee is supposed to cover investigation/administration fees. The council looked at what other towns are charging. After further discussion motion was made by Anderson seconded by Hoialmen to raise the Transient Merchant License fee from \$100.00 to \$200.00. Motion carried by unanimous vote.

Motion was made by Hoialmen seconded by Veum to approve the Application for Transient Merchant License for Greg Parenteau DBA Oof-da-Tacos with the new fee of \$200.00. Motion carried by unanimous vote.

Motion was made by Anderson seconded by Veum to approve the Farm Lease with Glen Tangen for 2016 at \$50/acre. Motion carried by unanimous vote.

Council reviewed the Ordinance Granting Cable Communications Franchise to Garden Valley Telephone Company and to consider an annual franchise fee. The City initially waived the Franchise fee to Garden Valley for five years. That has now expired. Offerdahl is recommending that we notify Garden Valley that the City of Fosston will impose a franchise fee of 5% of the revenue. After further discussion, motion was made by Hoialmen seconded by Veum to proceed with revising the ordinance to impose a franchise fee. Motion carried by unanimous vote. Target effective date is May 1<sup>st</sup>.

Planning Commission – regarding Balstad lots. After the recommendation by the planning commission to deny the rezoning request, and because there is a sewer line that runs through the middle of the lots it might be best for the city to own them. The City has offered \$8,000 but Balstad hoped for \$12,000. After further discussion motion was made by Anderson seconded by Hoialmen to offer \$10,000 for the lots. After further discussion Anderson amended the motion to offer \$11,000 for the lots. The motion was seconded by Hoialmen. Motion carried by unanimous vote.

Lee Cariveau was present to discuss potential projects for 2016. With water breaks by the A & W, Cariveau can include that part of Newton Avenue in the watermain replacement plan. There is still PFA money left. We also need to move a line for the Polk County Expansion Project. Some alleys are in bad shape as well. After further discussion, council directed Cariveau to prepare a preliminary engineering report for a 2016 Street Improvement Project. The council will review and consider recommendations at a special meeting that will be held on Friday, March 18<sup>th</sup> at 8:30 a.m.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION ORDERING THE  
PREPARATION OF REPORT ON THE  
2016 STREET AND ALLEY IMPROVEMENT PROJECT  
RESOLUTION NO. 16-14**

**WHEREAS**, it is proposed to improve of the following streets and avenues:

Alley right-of-way between Johnson Avenue South and Inderlee Avenue South  
Second Street NW between Mark Avenue North and Stephens Blvd.  
Newton Avenue between First Street West (Hwy #2) and 2<sup>nd</sup> Street NW

and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FOSSTON, MINNESOTA:**

That the proposed improvement be referred to Lee Cariveau, P.E., Widseth Smith Nolting for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

The motion for the adoption of the foregoing resolution was duly seconded by member Veum and upon vote being taken thereon the following voted in favor thereof:

Anderson, Dufault, Offerdahl and Veum

and the following voted against same: None

Whereupon said resolution was declared passed and adopted this 14<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
James Offerdahl, Mayor

Attest:

\_\_\_\_\_  
Charles Lucken, City Administrator

There being no further business to come before the council, motion was made by Hoialmen seconded by Anderson to adjourn. Motion carried by unanimous vote.

\_\_\_\_\_  
Charles Lucken, City Administrator