

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
OCTOBER 12, 2015

The regular meeting of the council of the City of Fosston, Polk County Minnesota was held in Council Chambers on Monday, October 12, 2015 at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Veum, Hoialmen, Anderson and Dufault. Also present was Karen Graham, Deputy Bellamy, Sheriff Erdman, Dave Larson, Ed Lavelle, Bonnie Stewart, Leah Hemmingsen, Paige Tompkins, Lee Cariveau and Matthew Hanglesben.

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

- A) Consider proposal from Killian Construction for Sidewalk Improvements on North Kaiser in front of Mireault's building.
- B) Consider authorizing David Drown Associates to negotiate the terms of an \$810,000 Tax Increment Financing bond issue with First National Bank of Bemidji.

Motion was made by Veum seconded by Anderson to approve consent agenda items A and B. Motion carried by unanimous vote.

- A) To approve the minutes of the regular meeting held September 14, 2015 and the Special meeting held September 28, 2015 as per copies furnished each member.
- B) To approve Accounts Payable Bill Listing #15-10 in the amount of \$102,747.38 and AP Bill Listing #15-10A in the amount of \$177,295.58.

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Sheriff Erdman and Deputy Bellamy were present to discuss law enforcement matters.

- Sheriff Erdman talked about Safe Schools and explained that by having deputies walk through the schools it gives them an opportunity to meet the students and staff as well as learning the layout of the building.
- Deputy Bellamy updated the council on the dog issue from September. The owner was cited for his dog running at large.

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

- Street sweeping of leaves will begin as well as leaf bag pick up.
- Alley maintenance will be done before winter and we will be getting equipment ready as well.
- Garden Valley is mostly done with its fiber overlay in the city and we got some new wire pulled in at the same time in some problem areas.
- Chemical was added to the ponds and one is being dumped now. Another one needs to be dumped before winter. Chemical will be added to that one on Wednesday.
- The guys have been working on street lights and we are replacing them with LEDs as we go.
- Street patches will be fixed this fall.
- CATV upgrades are planned and should be done by the end of October.

Civic Center/Parks & Recreation: Karen Graham reported on civic center/parks & recreation:

- Gregg is starting to prep the skating rink area as we get ready for winter.
- Planning for next year improvements to the hockey rink/warming house/storage building have begun as we got the grant from the state. We need to finish the site plan and get that submitted to the DNR. This decision needs to be made before the next council meeting so it was determined that Graham, Veum, Larson, Offerdahl and Lucken will meet and make a final decision on this.
- An option for the old bathroom building at the complex is to gut it and use it for storage. It is a block building and in good shape. Council agrees.
- The tile on the deck area of the pool is deteriorating and should be replaced in a few years. She will get some estimates so we can plan for this improvement in the future.

Hospital: A report from the hospital administrator was reviewed.

Bus: It has been busy and Gary is doing a nice job.

Community/Economic Development: The development projects were discussed and some demo of the old Hagen building might begin this week.

Airport: The crack seal project is done and looks really good.

Star Committee: A committee report was reviewed.

Motion was made by Anderson seconded by Dufault to approve Partial Payment Estimate #3 from Hagen Construction and Trucking in the amount of \$174,599.47. Motion carried by unanimous vote.

Motion was made by Veum seconded by Hoialmen to approve Payment Estimate #1 from Struck & Irwin Paving for the Fosston Airport Crack Seal Project in the amount of \$29,078.55. Motion carried by unanimous vote.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION DECLARING COST TO BE ASSESSED  
AND ORDERING PREPARATION OF PROPOSED ASSESSMENT  
RESOLUTION NO. 15-38**

**WHEREAS**, a contract has been let (costs have been determined) for the improvement of South Brandt Avenue between south line of First St. East and the north line of C.S.A.H. No. 1 and the contract price for such improvement is \$135,605, and the expenses incurred or to be incurred in making such improvement amount to \$21,175 so that the total cost of the improvement will be \$156,780.

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$125,424 and the portion of the cost to be assessed against benefited property owners is declared to be \$31,356.
2. Assessments shall be payable in equal annual installments extending over a period of ten years, the first of the installments to be payable on or before the first Monday in January, 2016 and shall bear interest at the rate of 6 percent per annum from the date of adoption of the assessment resolution.

3. The City Administrator, with the assistance of the city consulting engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in the office for public inspection.
4. The City Administrator shall upon the completion of such proposed assessment, notify the Council thereof.

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, Veum, Dufault, Hoialmen and Offerdahl

and the following voted against same: None

Whereupon said resolution was declared passed and adopted this 12<sup>th</sup> day of October, 2015.

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

Attest:

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

Member Hoialmen introduced the following resolution and moved its adoption:

**RESOLUTION FOR HEARING ON  
PROPOSED ASSESSMENT  
RESOLUTION NO. 15-39**

**WHEREAS**, by a resolution passed by the council on October 12, 2015, the City Administrator was directed to prepare a proposed assessment of the cost of improving the following streets by bituminous overlay:

South Brandt Ave. between East First St. and C.S.A.H. No. 1

**AND WHEREAS**, The City Administrator has notified the council that such proposed assessment has been completed and filed in his office for public inspection,

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

1. A hearing shall be held on the 9<sup>th</sup> day of November, 2015, in city hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. He may at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15 or interest will be charged through December 31 of the succeeding year.

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

and the following voted against same: None

Whereupon said resolution was declared passed and adopted this 12<sup>th</sup> day of October, 2015.

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

Attest:

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

Motion was made by Dufault seconded by Hoialmen to approve the Application for Exempt Permit from First Care Medical Services Foundation for the Tango & Cash fundraiser on February 6, 2016. Motion carried by unanimous vote.

Council considered the request for a donation from the East Polk Heritage Center. Bonnie Stewart, President of the EPHC was present and informed the Council that the board is planning to make accessibility improvements to the grounds by adding sidewalk to connect the buildings and the shelter on the grounds. Polk County has given them \$4,000 and the board requests \$4,000 from the City as the estimated cost for this is around \$8,000. Council supports this but the budget has been set so this request will be brought to the Utilities Commission in the morning.

Motion was made by Anderson seconded by Veum to approve Change Order #3 from Gordon Construction for the Downtown Street and Utility Improvements. This extends the completion to October 31<sup>st</sup>. Motion carried by unanimous vote.

Motion was made by Hoialmen seconded by Anderson to approve Partial Payment Estimate #6 from Gordon Construction in the amount of \$108,436.26 for the Downtown Street and Utility Improvement Project as recommended by the engineer. Motion carried by unanimous vote.

Motion was made by Dufault seconded by Veum to approve Payment Application #3 – Final from Killian Construction in the amount of \$3,890.05 for the Veteran’s Memorial Park Update. Motion carried by unanimous vote.

Lee Cariveau was present to discuss city projects:

- Water dripping from the rain gutter and the air conditioning unit is causing some pock marks on the new concrete behind city hall.
- There are three items left on the punch list for Second Street South.
- The bike path is done and he is just waiting on paperwork from the contractor.
- There are some minor things left to do on the Blower building. Cleaning of the VFD’s needs to be supervised and the paint issue can be addressed by Lee Peterson.

Motion was made by Hoialmen seconded by Dufault to direct David Drown Associates to negotiate the terms of an \$810,000 Tax Increment Financing bond issue with First National Bank of Bemidji. Motion carried by unanimous vote.

Council reviewed an estimate from C. Killian construction for replacing sidewalk at Mireaults. There will be a step. Estimate is \$12,425.33. Motion was made by Anderson seconded by Hoialmen to accept the estimate and proceed with this project. Motion carried by unanimous vote.

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

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Charles Lucken, City Administrator