

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
August 12, 2024

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, August 12, 2024, at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Dufault, Anderson, Pearson, and Mulry. Also present was: Cassie Heide, Amelia Linehan, Steven Lyseng, Mike Karvakko & Keith Kinnen (Karvakko Engineering), Karen Graham, City Attorney Stephen Larson, Nicole Dolejs (AE2s Engineering), Mark Hagen, Chief Juve, Officer Olson & Officer Senn.

Motion was made by Anderson, seconded by Mulry to approve the agenda with modifications. Motion carried by unanimous vote.

Motion was made by Dufault, seconded by Anderson to approve Consent Agenda items A., B., C as presented. Motion carried by unanimous vote.

- A) To approve the minutes of the regular meeting held July 15, 2024.
- B) To approve Accounts Payable Bill Listing #24-08 in the amount of \$115,470.83 and Supplemental AP Bill Listing #24-08A in the amount of \$77,279.34.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$3,381.54.

COMMITTEES/BOARDS/COMMISSION:

City Administration: Cassie Heide reported on matters pertaining to her department.

- Heide informed the council that the Industrial Park project is approved, contractors have signed, and Gordon Construction is scheduled to start August 12, 2024.
- Open House was held on August 6, 2024, in consideration of National Night Out. Heide thanked the staff and public for a great turn out.
- Hwy 2 project design process is in progress. Heide and Lyseng will be walking the sidewalks with MnDOT and Karvakko consultants on August 14, 2024, and will receive additional information on traffic count and street lighting.
- Lyseng met with Hope Church approximately one year ago regarding the sidewalk project they would be completing and specified at that time the city would not cover the costs if Hope Church were to move forward with the sidewalk project. Heide and Lyseng visited with Hope Church more recently regarding their sidewalk removal and replacement. Hope Church asked for council to consider help with cost sharing with the project. Heide stated it wasn't at the point where the city would cover the costs as it was not budgeted for, the corner was not replaced and would need to be updated and replaced with a ped ramp. Heide informed the council of Garden Valley and Mireault's Home Furnishing reaching out in separate situations regarding their sidewalks. At that time Heide indicated it was not a sidewalk the city would be replacing in the near future.

Ultimately, they both replaced and paid for. Mayor Offerdahl shared his concern in regard to the cost sharing as it was not approved for others.

- Heide reported that she and Lyseng will come up with an inventory of sidewalks that need replacement and go out at least five years with that list and prioritize. If the small cities assistance continues to come in annually and \$20,000 continues to be budgeted for, the city would have approximately \$50,000 to spend on sidewalk replacements annually.

Street/Utilities/Sanitation: Steven Lyseng reported on matters pertaining to his department.

- The street department has been sweeping streets, mowing, maintaining/mowing the airport field, and spraying weeds. Staff have also been busy with picking up and hauling brush and yard waste from yards.
- Lyseng spoke about the Open House, several pieces of equipment were brought up to the city hall for the public to view. There was a great turn-out and all went well.
- Lyseng informed the council of David Larson mowing part time.
- The new mower arrived which has drastically reduced mowing time allowing staff to catch up on other duties.
- Lyseng informed the council that maintenance to the library north wall began in July, digging out around the building and installing a membrane to keep the water out.
- Lyseng met with AE2s to discuss the needs and dimensions for future pond space.
- Spoke with KLM for water tower maintenance and wastewater sampling for fall discharge.
- A total of 4 water breaks to date for the year.
- Thein Well inspected the city wells all passed and are in good shape.
- The Omland court project and signs are complete. The Industrial Park pre-con meeting was held to discuss the upcoming project.
- Lyseng stated Minnkota Power will need to meet with the city to plan an electric outage to replace several structures and corner posts.
- Lyseng briefed the council of an electrical cabinet that was hit by CEG. Lyseng and city staff met with Roy Dufault and were able to quickly shut off the power and fix the cabinet in a timely manner.
- Staff have also been busy fixing streetlights, replacing and painting meters and gas markers before winter.

Civic Center: Karen Graham reported on matters pertaining to her department.

- Graham reported all is well and quiet at the Civic Center. The Swim team has started their practices.
- North Country Insulation worked on insulating the Civic Center early last week. Graham is satisfied with the clean service provided.
- Graham reported staff members have been busy mowing and maintaining the parks.

Police Department: Chief Phil Juve and Officer Mary Olson reported on matters pertaining to the police department.

- Olson reported the month of July had 134 calls for service, 10 citations, 29 ICR's, and 4 arrests.
- Olson stated law enforcement have been busy working on ordinances, parking violations and yellow tagging vehicles, agency assists, and several motor vehicle accidents.
- Juve informed the council of Officer Senn being in his last phase of evaluation and will soon be on his own. This will bring the police department back up to 4 officers, which will increase coverage throughout town.
- Juve spoke about the Open House, kids had fun honking the horns and looking in the squad cars, the weather was warm, and overall went well.
- Juve informed the council of the upcoming Pet Clinic being held on August 20th at the fire hall from 4-6pm. Veterinarian, Paula Davis from Bagley has agreed to administer rabies vaccinations to dogs in town.
- Officer Olson and Officer Senn have been working continuously enforcing the city ordinances.
- Chief Juve and Seargent Juve attended a mandated driving school in St. Cloud, working on pit maneuvers and defensive driving.
- School Patrol will begin in the coming weeks.

Community Development:

- Heide reported the EDA met at noon discussing housing and apartment options, including availability and what is currently available.
- Heide stated the Northland development may be multi-family housing with amenities taken care of for them. FEDA's main action items have been Omland Court, Housing, and Childcare.
- The Omland Court project is substantially complete with paved cul de sacs, parking spaces and new lot markers. The construction and engineering was covered by a grant.
- Heide informed the council that Prairie Pine Childcare Center is at its highest enrollment with 10 away from the maximum.
- Heide reported the new marketing campaign, find your place in Fosston is complete with the website built out.

Hospital Board: No report.

Arts & Culture Commission:

- Heide reported the Arts & Culture Commission met at 4:30pm prior to council. They have been busy looking into grants for more murals in hopes to have an art corridor created in the alley by the existing mural.
- Heide informed the council the stucco rehabilitation on the library north wall is in progress. Joby Buchholz will help complete the remaining maintenance needed. There have been significant improvements at the library including roof repair that should resolve the water issues, and the replacement of both sidewalks.

City Attorney: Stephen Larson

- Larson informed the council there is no Essentia news to report on. They are expecting to find out soon as the arbitration panel has 60 days to make a ruling from the date of July 19th. Larson stated he is hoping for the best while preparing for the worst. He will keep the city updated when he hears something.

ISD 601 Superintendent: No report.

Council considered approval Rec Department Toolcat Trade-in in the amount of \$32,500 to IronHide.

Graham met with an IronHide salesman regarding the current 2019 Toolcat owned by the city. A trade in was offered for a 2023 Toolcat with a 24 months-2,000 HR warranty while keeping the original bucket. Graham stated Erskine Attachments would be able to help with the pin connection that would need to be changed from 14 to 7 and all other attachments needed. Heide stated the Equipment lease is currently through American Federal and is paid off as of this year. Heide recommended an interfund loan be used with the Rec Department paying back over 5 years. Trade in offer without the bucket is listed at \$32,000 leaving a balance of \$32,500. Graham was not able to provide the hours on the machine at the meeting.

Motion was made by Dufault, seconded by Anderson to approve Rec Department Toolcat Trade-in in the amount of \$32,500 to IronHide. Members in favor: Dufault, Anderson, Offerdahl, and Pearson. Members opposed: Mulry. Motion carried.

Council considered approving Boardwalk Reconstruction Project.

Keith Kinnen (Karvakko), Heide, Graham and Buchholz met with Kosel Services who are regional and have completed several projects for Karvakko. Kinnen felt they would be a good fit as Kosel Services specialize in shoreland and wetland projects while taking pride in their work. Repairs consist of installing a footing under the boardwalk completed by auguring a hole and filling it with stones to create a gabion footing. Heide will propose a 5-6 year interfund loan to the general for this project. Upon completion, Kosel Services will also come back a year later to inspect the project. Heide informed the council that part of the motion would be acknowledging a second quote was not available for like work in the area and that council should be aware that a second quote is required as part of the city's purchasing policy. However, there are times where a like contractor or like service is not available.

Motion was made by Anderson, seconded by Pearson to approve the Boardwalk Reconstruction Project by Kosel Services to approve up to \$78,881.00 with Administrator Heide to negotiate up to that amount, recognizing only one quote was received for this project. Motion carried by unanimous vote.

Council considered awarding 5th St. NE Street Improvement Project Engineering Firm.

Heide reported that the next street project will be the first project post-Widseth. Karvakko took on the Johnson Avenue project after Widseth designed and took the project to bid. This is a difficult thing for an engineering firm to do. Heide thanked Karvakko for their work on the Johnson project and noted that the project went as well as could be expected given the circumstances. Heide and Lyseng requested proposals from AE2S and Karvakko for design, survey and bid engineering work along with a construction estimate for the reconstruction of 5th St. NE between Amber Avenue and Foss Avenue. Heide stated both engineering costs came in close but is hoping the project comes in lower. AE2S provided a cost estimate to perform all survey, design, and bidding administration services for a lump sum fee of \$66,800. Karvakko Engineering provided a cost estimate to provide design engineering and bidding services for a lump sum fee of \$85,000. Assessments for the project will need to be considered when looking at the total construction. AE2S' proposal includes all the services, sidewalk, street, sewer, and water. Heide advised a firm will need to be approved to complete the preliminary survey design as this will be a 2025 project. Mayor Offerdal proposes awarding the project to AE2S. Nicole Dolejs (AE2s Engineering) expressed the potential to save costs by decreasing the road width.

Motion was made by Anderson, seconded by Dufault to approve awarding the 5th St. NE Street Improvement Project Engineering Firm to AE2S. Motion carried by unanimous vote.

Consider Voiding Pay Estimate No. 6 for 2023 Johnson Avenue Utility & Street Improvement Project to Hagen Construction, Inc in the amount of \$442,592.58.

Heide, Lyseng, Kinnen, and Hagen met to discuss Pay Estimate No. 6 to discuss quantities. The pay estimate provided and approved last month was not in it's final form. Therefore, it should be voided and a new pay estimate approved.

Motion was made by Anderson, seconded by Mulry to approve voiding Pay Estimate No. 6 for 2023 Johnson Avenue Utility & Street Improvement Project to Hagen Construction, Inc in the amount of \$442,592.58. Motion carried by unanimous vote.

Consider approving Change Order No. 4 for 2023 Johnson Avenue Utility & Street Improvement Project in the amount of \$24,346.13.

Heide informed the council of additional spot repairs completed. Adjustment to quantities to reflect actual quantities of work performed resulted in a decrease of cost with less water service connections installed. Heide stated an invoice will be issued to Polk County for the Johnson project for approximately \$550,000.00.

Motion was made by Anderson, seconded by Mulry to approve Change Order No. 4 for 2023 Johnson Avenue Utility & Street Improvement Project in the amount of \$24,346.13. Motion carried by unanimous vote.

Consider approving the "revised" Pay Estimate No. 6 for the 2023 Johnson Avenue Utility & Street Improvement Project to Hagen Construction, Inc in the amount of \$508,031.05.

Heide indicated the project is complete, aside from grass establishment. A 1% retainage is being held for grass establishment. Heide reported bond proceeds in the 4M account have earned interest to apply toward year 1, 2, and possibly year 3 debt service payments.

Motion was made by Anderson, seconded by Dufault to approve the “revised” Pay Estimate No. 6 for the 2023 Johnson Avenue Utility & Street Improvement Project to Hagen Construction, Inc in the amount of \$508,031.05. Motion carried by unanimous vote.

Consider approving Change Order No. 2 in the amount of \$1,200.00 to Gordon Construction for Omland Court Improvement Project.

Kinnen stated the change order price difference is due to the removal of 4 additional trees. Heide indicated the project is 100% grant funded.

Motion was made by Anderson, seconded by Mulry to approve Change Order No. 2 in the amount of \$1,200.00 to Gordon Construction for Omland Court Improvement Project. Motion carried by unanimous vote.

Consider approving Pay Estimate No. 1 in the amount of \$257,979.94 to Gordon Construction for Omland Court Improvement Project.

Kinnen indicated the Estimate No.1 cost consists of the project total excluding the 5% retainage which will be held until September/October once the grass comes and there is a final inspection.

Motion was made by Pearson, seconded by Dufault to approve Pay Estimate No. 1 in the amount of \$257,979.94 to Gordon Construction for Omland Court Improvement Project. Motion carried by unanimous vote.

Consider approving Pay Estimate No. 5 in the amount of \$171,161.86 to Davidson Construction for Airport Runway Rehab Project.

Kinnen reported the permanent striping and erosion control was complete on the Airport Runway Heide reported the project is 95% refunded by the FAA and MnDOT. A 1% retainage will be held until final approval and inspection is completed.

Motion was made by Anderson, seconded by Pearson to approve Pay Estimate No. 5 in the amount of \$171,161.86 to Davidson Construction for Airport Runway Rehab Project. Motion carried by unanimous vote.

Keith Kinnen, Karvakko was present to discuss the Airport, FIT Trail Expansion, and TAP/Berge Park Sidewalk project.

Kinnen reported that the Civic Center project is complete, waiting on State Aid for the final inspection.

TAP/Berge Park Sidewalk Project-Kinnen reported they are waiting on State Aid. If the bids and prices come in high this summer, they can put in a request for higher funds. Upon bid completion, intended start date will be 2025.

Nicole Dolejs, AE2s Engineering-2024 Industrial Park/Airport Utilities and Hangar project.

Dolejs informed the council of the Pre-construction meeting that took place on August 6th in the city hall council chambers. Gordon Construction was on site today, August 12, 2024. They will begin with the silt fence and utilities. Dolejs stated they are hoping to complete utilities this year with the base and paving being completed in early 2025 as well as the gas portion once installed.

Dolejs reported the Hangar project is still on schedule to start this fall.

A forum for members of the public present to speak was held. No one from the public wished to speak during this forum.

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

Cassandra Heide, City Administrator