

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
August 13, 2018

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, August 13, 2018 at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Dufault, Hoialmen, Veum and Anderson. Members absent: none. Also present was: Charles Lucken, Cassie Heide, Lee Cariveau, David Larson, Steven Lyseng, Keith Kinnen, Ed Lavelle, Barb Erdman, Amelia Linehan, and Lee Cariveau.

Motion was made by Dufault, seconded by Hoialmen to approve the agenda with no modifications.

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

- A) To approve the minutes of the regular meeting held July 9, 2018.
- B) To approve Accounts Payable Bill Listing #18-08 in the amount of \$475,871.54 and AP Bill Listing #18-08A in the amount of \$34,575.76

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Sheriff Barb Erdman was present to discuss matters pertaining to her department.

- Due to this being a negotiation year for labor compensation, the budget is not yet ready. Budget should be ready before the next council meeting.
- National Night out was well attended. Deputies Chet Carlson, Matthew Bellamy and Zach Folkert took their turn in the dunk tank.
The helicopter was not available this year. A drone purchased jointly by the State Patrol and Sheriff's department was, however, and did demonstrations.
- The department is seeing about the same level of activity
- School patrols will be beginning. Local officers will work with the school to do bus safety visits.

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

- Crews are trimming boulevard trees to ensure traffic signs are visible.
- Mowing has slowed down with the dry weather.
- The street improvement project is going well. Davidson's have been good to work with. Crews are waiting for curb and gutter to go in for street lighting to then go in.

- There have been 4 water leaks. Two were accounted for as poor workmanship during street & utility projects that Gordon Construction performed. Larson has informed Lee Cariveau.
- Crews installed 2400 feet of new electrical wire, and 600 feet of new gas main along Eaton Ave North and east of Eaton.
- The Utilities Commission partnered with Northern Municipal Power Agency to do a rate study. Larson worked with Dave Berg Consulting to complete the study. The results of the study concluded that Fosston Utilities was appropriately charging in all customer classes.
- Veum inquired on the progress made to repair the stone wall at the Civic Center. Lyseng reported that he will have Chris Killian look at it and give us a price to repair the entire wall.
- Heide reported that the final wellhead protection plan was submitted and accepted by the State of Minnesota.

Civic Center:

- Dufault reported that LED lighting was installed in the gymnasium and looks good. Swede Bros was in to complete the remaining tile work.
- A job description for buildings & grounds supervisor was furnished to each member. Gregg Roragen is currently employed by the City and has been a temporary seasonal employee. With the job description, there is enough work to move Roragen to a full time employee. Roragen would be eligible to be compensated at pay grade 3, step 1. A motion was made by Hoialmen, seconded by Veum to approve the job description and pay compensation. Motion carried by unanimous vote.

Community Development:

- Dufault reported that the board met at noon today, but a quorum was not present. Joe Schmidt of the Fosston school board was present to discuss the upcoming referendum.

Airport:

- Striping at the airport was done this year. Fahrner Asphalt was the company performing the work. They are contracted by MNDOT to restripe the airport every three years.
- All hangars are painted and look good. One steel structure is still up. Lucken will work with owner to get that removed.

Bus:

- Heide reported that the City is working with two consultants that are under contract with the Minnesota Department of Transportation to perform a five year transit plan. Essentia,

Cornerstone and the school will be involved and part of an advisory committee to work on the five year plan.

Star Committee:

- Heide reported that Crazy Days and the Mini Carnival was held at the end of July. Over 250 children were in attendance at the carnival.
- Jeff Olson is interested in becoming a member of the committee. The committee will invite him to the next meeting to see if he would like to get involved.

Council considered approving accounts payable bill listing for West End Mobile Home Park. Greater Minnesota Management provided the expense listing. In the future this item will be in the consent agenda as item c.

A motion was made by Anderson, seconded by Hoialmen to approve accounts payable bill listing for West End Mobile Home Park. Motion carried by unanimous vote.

Council considered approving Data Practices Procedures Policy. Heide reported that a bulk data request of employee's names, titles and wages for 2017 was sent to hundreds of cities in Minnesota. While the information is public, the office can get flooded with data requests and we should be readily prepared to deal with these requests. A policy is the best way to do so. City attorney Stephen Larson reviewed the policy and found it to be suitable for the City of Fosston.

A motion was made by Dufault, seconded by Hoialmen to approve data practices procedures policy. Motion carried by unanimous vote.

Council considered updating resolution appointing election judges for August 14, 2018 Primary Election and November 6, 2018 General Election. Heide reported that since the resolution was first approved, three more election judges have been acquired by the City to perform the tasks of election judges.

A motion was made by Veum, seconded by Anderson to approve resolution appointing election judges for August 14, 2018 Primary Election and November 6, 2018 General Election.

Member Hoialmen introduced the following resolution and moved its adoption:

VEHICLE PURCHASE RESOLUTION
RESOLUTION #18-24

WHEREAS, the City of Fosston operates a transit system; and

WHEREAS, The City of Fosston desires to purchase, through the State of Minnesota Cooperative Procurement Process, a vehicle to be used in the transit system; and

WHEREAS, the vehicle cost is allocated 20% to local share and 80% State/Federal share of the “contract amount”

The motion for the adoption of the foregoing resolution was duly seconded by member Anderson and upon vote being taken thereon the following members 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 by the City Council this 13th day of August, 2018.

James Offerdahl, Mayor

ATTEST:

Charles Lucken, City Administrator

Council considered approving request for qualifications airport consulting services for hangar development project, updating hangar lease agreement, and alternate 4, 3 phase planning as recommended by airport commission. Lucken reported that the City is required to ask for a request for qualifications every five years. The new ruling that the FAA has is that even if you have selected an engineer to do the design for a project, we still have to get a request for qualifications for the construction engineering of the same project.

A motion was made by Anderson, seconded by Veum to approve the request for qualifications airport consulting services for hangar development project, updating hangar lease agreement, and alternate 4, 3 phase planning as recommended by airport commission. Motion carried by unanimous vote.

Member Dufault introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING EXECUTION
OF MN/DOT AGREEMENT FOR
AIRPORT IMPROVEMENTS EXCLUDING LAND ACQUISITION**

RESOLUTION 18-25

BE IT RESOLVED by the Council of the City of Fosston as follows:

1. That the State of Minnesota Agreement No. _____,
“Grant Agreement for Airport Improvement Excluding Land Acquisition”, for
State Project No. _____ at the **Fosston Municipal Airport** is accepted.
2. That the Mayor and City Administrator are hereby authorized to execute this

Agreement and any amendments on behalf of the City of Fosston.

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

And the following voted against the same: none.

Whereupon said resolution was declared passed and adopted this 13th day of August, 2018.

James Offerdahl, Mayor

Attest:

Council considered approving updated commercial lease agreement for hanger lessee's at airport. Lucken informed council that the airport commission met and would like to see a ten year lease agreement with a five year option. The updated lease agreement also contains language that the city reserves the right to amend rates annually. Anderson expressed his concern with items other than aeronautics being stored in hangars. Lucken reported that the airport commission is not concerned as long as there is an aircraft in every hangar.

Veum made a motion, seconded by Anderson to approve the updated commercial lease agreement for hangar lessee's at the airport with a five year term. Motion carried by unanimous vote.

Council considered approving 2019 workers compensation premium options. Lucken reported that the City has the \$1,000 deductible plan now and would recommend continuing with that plan.

A motion was made by Hoialmen, seconded by Anderson to approve 2019 workers compensation insurance premium with a \$1,000 deductible and a net deposit premium of \$42,778. Motion carried by unanimous vote.

Council considered approving task order 010, design services for East end multi use path. This task order came before council at July's regular meeting and was tabled for further review. Keith Kinnen of Karvako Engineers explained that this is for design services for a ten foot bituminous bike path that is being funded by the state. There are additional state regulations, such as prevailing wage and environmental reviews that need to be met to qualify for the MN/DOT grant funding. This drives the cost of the project up. Offerdahl would be pleased to get this trail for

only engineering costs. Dufault would like to see what a local contractor can get us in concrete sidewalks before we approve this task order. Larson will work with local contractors to get these prices. Council took no action on this agenda item.

Council considered approving partial pay estimate No. 1 in the amount of \$388,403.23 from Davidson Construction Inc for the 2018 street and utility improvement project. Lee Cariveau of Widseth, Smith, Nolting informed the council that this price includes work through July 29th and does not include gravel, drain tile and dirt work. Cariveau is pleased with the work that has been done thus far.

A motion was made by Anderson, seconded by Veum to approve partial pay estimate No. 1 in the amount of \$388,403.23 from Davidson Construction Inc for the 2018 street and utility improvement project. Motion carried by unanimous vote.

Council considered approving change order No. 1 from Davidson Construction Inc for the 2018 street and utility improvement project. Cariveau reported that this is for additional seeding in the area west of Granum, replacing a 2” service line to Zachariason’s, and additional mill and paving on Skeie drive.

A motion was made by Anderson, seconded by Dufault to approve change order No. 1 from Davidson Construction Inc for the 2018 street and utility improvement project. Motion carried by unanimous vote.

Council considered approving an estimate from Reit Rock Paving for asphalt paving spot repairs. Cariveau reported that Davidson and Agassiz declined this work. Reit Rock provided an estimate for the necessary work that city staff and Cariveau outlined. Since the estimate there are a couple more areas in town that will need to be included.

A motion was made by Anderson, seconded by Hoailmen to approve the estimate from Reit Rock Paving for asphalt paving spot repairs.

Council considered awarding quotes for demolition of buildings at West End Mobile Home Park. Two quotes were received and they were as follows:

Lenes Sand and Gravel	\$15,800
Hagen Construction and Trucking LLC.	\$14,900

Anderson made a motion, seconded by Dufault to accept the quote of \$15,800 from Lenes Sand and Gravel. Motion carried by unanimous vote.

Lee Cariveau for Widseth, Smith, Nolting was present to discuss 2018 street and utility improvement project. Cariveau reported that all residents in the affected area are operating on new water & sewer connections, including the two new homes being built. The gravel is now on

the new road. Curb and gutter will go in end of this week or early next week. Asphalt is scheduled for early to mid September.

Keith Kinnen of Karvako Engineering was present to discuss the warming house project. Kinnen reported that city staff and himself performed a final walk through of the project last week. All outstanding punch list items were addressed and accepted, except for the seeding. The city will hire the outstanding seeding work to be done and the cost will be deducted from the retainage for the project. This project will then be closed.

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