

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
August 9, 2021

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, August 9, 2021, at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Anderson, Bosselman, Dufault and Mulry. Members absent: None. Also present was: Cassie Heide, David Larson, Chief Deputy Mike Norland, Ethan Nagel, Lee Cariveau, Sarah Manecke, Stephen Larson, Steven Lyseng, Amelia Linehan, Karen Graham, Barb Johnson, Heidi Danos, Mark Hagen, Travis Quam, Dave Skunes, and Bill Stenberg. Keith Kinnen and Erin Green were present via zoom.

Motion was made by Bosselman, seconded by Mulry to approve the agenda. Motion carried by unanimous vote.

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

- A) To approve the minutes of the regular meeting held July 12, 2021, as presented.
- B) To approve Accounts Payable Bill Listing #21-08 in the amount of \$87,380.37 and Supplemental AP Bill Listing #21-08A in the amount of \$783,933.18.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$5,050.31.

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

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Chief Deputy Mike Norland and Deputy Ethan Nagel were present to report on matters pertaining to Fosston Law Enforcement

- Nagel reported that he was contacted by Graham regarding a careless driver in the softball complex parking lot. Nagel stated he had an educated conversation with the individual and is confident it won't happen again.
- Nagel reported of a counterfeit \$100 bill at All That & More. There have been no additional reports of counterfeit money in Fosston but encourages businesses to be vigilant and report any suspicious currency.
- Nagel reported that the nuisance complaint at Hanson's Service has been turned over to our attorney, Stephen Larson.
- Nagel reported that the deputies performed 7-8 car unlocks during the month of July.
- Norland reported on the capture of Eric Reinbold which was a huge relief for all law enforcement agencies in the area.

City Administration: Cassie Heide reported on matters pertaining to City Administration

- Heide presented to the council a summary of the council & mayor pay comparison among area cities. Upon request of the council, she will prepare an amendment to the ordinance reflecting an annual salary increase.
- Heide reported on a letter the city received from Rosebud Township's attorney expressing their opposition to the proposed annexation.
- Heide reported that the City of Fosston is looking for proposals for engineering services to extend the FIT Trail as outlined. Heide is requesting proposals to be submitted by 9am Friday, September 10th; where she will then review and recommend award of consultant to council on September 13th.
- Heide reported that the Minnesota Department of Health Oral Health Program and Drinking Water Protection Section has presented the City of Fosston with the 2020 Community Water Fluoridation 50-year award.
- Heide reported that the Small Cities Assistance Account funded in transportation bill passed and the City of Fosston will receive \$35,637. Half of this amount will be received this year, with the other half being received next year.
- Heide reported that Manecke mailed a couple more Notice & Order for Abatement letters to residents for violating the nuisance ordinance. All nuisance violations have been resolved.

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

- Larson reported that NPL is moving right along with the natural gas line installation. Plowing has been completed from the industrial park to Zachariason's.
- Larson reported that there are four (4) new residential gas installations scheduled thus far for this fall.
- The substation feeder project is 100% complete.
- Larson reported they did some draw down testing on the water tower and checked the well levels and stated they are down approximately 5ft. The City of Fosston has not put water restrictions in place but encourages residents to conserve water if they can.
- The street department staff has been busy street sweeping, cleaning and spraying weeds.
- The Berge Stafford Park Pond is at extremely low water levels. It was suggested to possibly dredge the pond and place fabric-rock around edges.

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

- Graham reported that summer rec activities and swimming lessons are finished. There was a total of 466 kids from seven communities, in addition to three Fosston sessions, who went through the swimming program. There were 170 kids registered for the summer rec program. Mayor Offerdahl inquired as to how many of those kids were from the City of Fosston. Graham stated a majority of the kids were from Fosston, but she does get children from surrounding communities as well.

- Graham reported that the Civic Center will be getting a new door at the east entrance along with a new handicap accessible door at the west entrance.

Community Development

- Dufault informed the council that the EDA board met at noon today. Heide informed the council that Real Estate Acquisitions USA, Corp has opted to cancel the purchase agreement with the City of Fosston for the sale of Omland Court Mobile Home Park. Heide explained that the improvement costs were much higher than anticipated. Real Estate Acquisitions USA, Corp has offered to provide us with their business plan and stated they would be open to being the management company with the option to purchase in the next few years. The EDA board expressed the importance of providing affordable housing if Fosston, especially to industries who desperately need housing for their workers. Motion was made by Bosselman, seconded by Anderson to accept the cancellation of the purchase agreement. Motion carried by unanimous vote.
- With Kevin Gish no longer the Essentia Hospital Administrator and his resignation from the EDA board, Offerdahl indicated that Evan Fonder has agreed to fill his spot through 2024. Motion was made by Mulry, seconded by Dufault to approve Fonder filling Gish's position on the EDA board. Members in favor: Bosselman, Dufault, Mulry and Offerdahl. Members opposed: Anderson. Motion carried.

Hospital Board:

- Dufault informed the council that Kevin Gish is no longer the Essentia Hospital Administrator in Fosston, but they do have an interim Administrator in place. He stated that Fosston is a strong, viable location for a new administrator and is confident they will find a replacement soon.

Arts & Culture Commission: Barb Johnson & Heidi Danos were present to report on matters pertaining to the Arts & Culture Commission.

- Danos reported that they briefly discussed locations in downtown Fosston to place a mural.

City Attorney:

- Stephen Larson informed the council that Chad Hanson, Hanson's Service, made his first court appearance last week for violating the City of Fosston Nuisance Ordinance by having "junk vehicles" and accumulation of discarded or disused machinery, equipment and tires on his property. Larson reported that Hanson indicated he would clean up the vehicles.

Council considered approval of a variance permit application from Paul & Lisa Rosendahl per recommendation of the planning commission. The planning commission met prior to council and recommended approval of the variance to construct a garage at 407 8th St NW, conditional upon

placement of an approximately 15ft apron off the curb to access the garage via the east side of his property. The proposed garage would be fifteen (15) feet from the north (rear) property line, whereas zoning ordinance calls for a rear yard minimum setback of 25% lot coverage: thirty-seven and one-half feet (37.5') for this property.

Motion was made by Anderson, seconded by Bosselman to approve the variance permit application from Paul & Lisa Rosendahl per recommendation of the planning commission. Motion carried by unanimous vote.

Council considered approval of a Community Resource Officer position and advertisement of the job. Heide stated this individual would perform intermediate skilled code and zoning compliance work, general administration of local zoning and code ordinances, conduct necessary inspections for compliance and provide information to the public and contract community concerning requirements of local codes. Work is performed under the general direction of the City Administrator. Heide stated the city is looking for compliance, not punishment of our residents.

Motion was made by Anderson, seconded by Mulry to approve the Community Resource Officer position and advertisement of the job. Motion carried by unanimous vote.

Council considered approval of an employment agreement with Public Works Director David Larson for the period of September 1, 2021, through August 31, 2022. Larson's second year of phased retirement under the Public Employees Retirement Association (PERA) Phased Retirement Plan expires on August 31, 2021.

Motion was made by Dufault, seconded by Anderson to approve the employment agreement with Public Works Director David Larson for the period of September 1, 2021, through August 31, 2022. Motion carried by unanimous vote.

Council considered approval of 2022 financial support to East Polk Heritage Center in the amount of \$4,000.

Motion was made by Anderson, seconded by Bosselman to approve 2022 financial support to East Polk Heritage Center in the amount of \$4,000. Members in favor: Anderson, Bosselman, Dufault and Offerdahl. Members abstained: Mulry. Motion carried.

Council considered approval of pay estimate No. 2 in the amount of \$19,578.46 to Hagen Construction and Trucking Inc for the 2021 Utility and Street Improvements. This pay estimate includes most of the spot repairs identified throughout the city.

Motion was made by Anderson, seconded by Mulry to approve pay estimate No. 2 in the amount of \$19,578.46 to Hagen Construction and Trucking Inc for the 2021 Utility and Street Improvements. Motion carried by unanimous vote.

Lee Cariveau, Widseth was present to discuss the 2021 street improvement project and the wastewater expansion. Cariveau said the 2020 Improvement project has yet to be finalized due to an issue with grass growing in the boulevard. Approximately \$20,000 is being withheld from the contractor.

Cariveau reported that the County (Knife River) is scheduled to do the milling of 1st Street East and from 4th to 6th Street on Eaton Avenue North starting August 16th. Spot repairs along with the complete asphalt overlay of 1st Street East and 4th to 8th Street on Eaton Avenue North is scheduled for August 24th or 25th. After a walk down 1st Street East, Mayor Offerdahl expressed concern with the poor condition of the curb, gutter, ramps, aprons, and sidewalks especially along the south side of the street. Cariveau was tasked with finding a contractor who could do the work & provide a quote with very short notice. He was able to gather sealed quotes from 5 different contractors. Hagen Construction bid \$56,007.40 for removal of curb, gutter, ramps, aprons and sidewalks and \$89,209 for the flat work and curb/gutter; Quam bid \$88,835 for the flat work and curb/gutter; Paras Construction bid \$143,910.30 for replacement of curb, gutter, ramps, aprons, and sidewalks; Ti-Zack Concrete Inc bid \$161,762.78 for replacement of curb, gutter, ramps, aprons, and sidewalks and TNT Construction bid \$195,202.20 for replacement of curb, gutter, ramps, aprons, and sidewalks. After further discussion, council directed Cariveau to finalize & confirm all amounts and scope of work. No action was taken.

Cariveau provided no update to the wastewater expansion project.

Keith Kinnen, Karvakko was present to discuss the Airport and the Skeie Drive sidewalk. Kinnen reported that Novco, Inc has subcontracted Davidson Construction to do the wetland mitigation at the airport. They will begin work Monday, August 16th. Kinnen informed the council that Davidson may be able to do all the work without shutting down the runway. Kinnen indicated that the trees along Skeie Drive have been removed in preparation for the sidewalk.

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

Cassandra Heide, City Administrator