

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
JANUARY 9, 2017

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, January 9, 2017 at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Anderson, Veum, Dufault and Hoialmen. Also present was: Charles Lucken, Cassie Heide, Dave Larson, Ed LaVelle, Keith Kinnon, Scott Bixby, Zach Folkert and Mike Trujillo.

Motion was made by Hoialmen seconded by Anderson to approve the agenda with modifications including: discussion of Industrial Park Land purchase and approve invoice for additional payment to Michelle Landsverk.

Motion was made by Anderson seconded by Dufault to approve Consent Agenda items A., B., C., D., E., F., G., H. Motion carried by unanimous vote.

- A) To approve the minutes of the regular meeting held December 12, 2016 with the modification of adjusting last month's meeting minutes to omit Dufault as present for agenda items following Lee Cariveau's report, as Dufault left unexpectedly after becoming ill.
- B) To approve Accounts Payable Bill Listing #17-01 in the amount of \$89,155.26 and AP Bill Listing #17-01A in the amount of \$723,723.83
- C) To approve Resolution Designating Official Depositories for City Funds – Resolution #17-01
- D) To approve Resolution Appointing 2017 Boards and Commission members – Resolution #17-02
- E) To approve Resolution Approving Collateral Pledged by Depositories - Resolution #17-03
- F) To approve Resolution Approving \$100,000 Surety Bond for the City Administrator Resolution # 17-04
- G) To approve Resolution Designating The Thirteen Towns as the Official Newspaper – Resolution #17-05
- H) To approve Cigarette Licenses and Non-Intoxicating Liquor Licenses for 2017.

Member Anderson introduced the following resolution and moved its adoption:

RESOLUTION DESIGNATING OFFICIAL DEPOSITORY
AND SUPPLEMENTAL DEPOSITORIES
RESOLUTION NO. 17-1

WHEREAS, Minnesota Statutes Section 118 sets forth the procedures for the deposit of Public Funds and it is necessary for the Fosston City Council or the Treasurer or Chief Financial Officer

to annually designate a bank as the official depository for City funds and manage the collateral pledged to such funds; and

WHEREAS, the First National Bank, American Federal Bank and the Ultima Bank Minnesota are now the official depositories; and

WHEREAS, other financial institutions from time to time have offered to pay the City of Fosston interest rates on deposits which are greater than can be obtained by other investments.

NOW THEREFORE BE IT RESOLVED, that the City of Fosston City Council does hereby designate the First National Bank, American Federal Bank and the Ultima Bank Minnesota as the City's official depositories for 2017.

BE IT FURTHER RESOLVED, that the 4M Fund be designated as additional depositories for 2017 for investment purposes only; and

BE IT FURTHER RESOLVED, that checks of the City of Fosston drawn on any of the official depositories shall be signed by the following officers:

James Offerdahl, Mayor

Charles Lucken, City Administrator

BE IT FURTHER RESOLVED, that the City Administrator is authorized to use a facsimile signature stamp at such time as it becomes necessary for Mayor James Offerdahl, and

BE IT FURTHER RESOLVED, that the City Administrator shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds, and

BE IT FURTHER RESOLVED, that the Treasurer of the City of Fosston is hereby designated as the approval authority for the acceptance and release of all collateral to be held by the City in conjunction with City Funds on deposit with authorized institutions.

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

And the following voted against same: Anderson, Hoialment, Dufault, Veum and Offerdahl

Whereupon said resolution was declared passed and adopted this 9th day of January, 2017.

James Offerdahl, Mayor

Attest:

Charles Lucken, City Administrator

Member Anderson introduced the following resolution and moved its adoption:

CITY OF FOSSTON

COUNTY OF POLK

STATE OF MINNESOTA

RESOLUTION NO. 17-02

A RESOLUTION APPOINTING 2016 BOARDS & COMMITTEES

WHEREAS, the City Council annually appoints individuals to serve in an advisory capacity on various boards and commissions;

WHEREAS, Included is the designation of Acting Mayor and appointment of City Council members and staff to various committees;

THEREFORE, BE IT RESOLVED: The City Council does hereby make the following annual appointments:

See Exhibit A

BOARDS AND COMMISSIONS - 2017

EXPIRATION DATE - DECEMBER 31, 2017

NEW APPOINTMENTS IN RED

PLANNING COMMISSION

City Council

AIRPORT COMMISSION (5 YEAR TERM)

Norman Anderson

2017

Lowell Veum

2018

Robert Saeter 2019

Tom Jones 2020

Larry LePier 2021

UTILITIES COMMISSION (3 YEAR TERM)

Orland Aspen 2019

Bobby Lofstrand 2018

Jim Offerdahl, Council Appointee

SAFETY COMMITTEE (APPOINTED ANNUALLY)

Dave Larson

Charlie Anderson

Chuck Lucken

Lowell Veum

STAR COMMITTEE

Greg Mireault

Cassie Heide

Amelia Linehan

Charlie Anderson

Dean Vikan

Don Brinkman

Ed Lavelle

Kacie Anderson

APPOINTMENTS FOR 2017

Vice President of the Council

Roy Dufault

2nd Vice President of the Council

Assistant Weed Inspector

Emergency Management Director

Zoning Official

Hospital Board

Liaison to Library Board

Street

Charlie Anderson

Jim London

Dave Larson

Dave Larson

Chuck Lucken

Roy Dufault

Lowell Veum

PERSONNEL COMMITTEE

Bob Lofstrand

Orland Aspen

Jim Offerdahl

Chuck Lucken

Dave Larson

Laurel Skala

LAW ENFORCEMENT COMMITTEE

Barb Erdman, Polk County Sheriff

Lowell Veum, Council Appointee

Jim Offerdahl, Council Appointee

Jim Aagnes

Harold Vig

Joan Lee, County Commissioner

Chuck Lucken, City Administrator

PARK COMMITTEE

Jim Offerdahl

Lowell Veum

Chuck Lucken

Dave Larson

Karen Graham

Laurel Skala

APPOINTMENTS FOR 2017

<u>MAYOR AND COUNCIL</u>	<u>ELECTED</u>	<u>EXPIRE</u>
Jim Offerdahl, Mayor	2016	2018
Roy Dufault	2016	2020
Charlie Anderson	2014	2018
Doug Hoialmen	2016	2020
Lowell Veum	2014	2018

FOSSTON ECONOMIC DEVELOPMENT AUTHORITY

Mona Nelson		2019
Mark Finstad		2020
Mike Breckel		2022
David Burggraf (appointed June 20, 2016)		2017
Dr. Chuck Winjum		2018
Jim Offerdahl, Council Appointee	(appointed 1/11/10)	
Roy Dufault, Council Appointee	(appointed 6/10/13)	

(John Keller resigned effective May 6, 2016)

Revised January 9, 2017

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

and the following voted against the same: None

Whereupon said resolution was declared passed and adopted this 9th day of January, 2017.

James Offerdahl, Mayor

ATTEST:

Charles Lucken, City Administrator

Member Anderson introduced the following resolution and moved its adoption:

CITY OF FOSTON

COUNTY OF POLK

STATE OF MINNESOTA

RESOLUTION NO. 17-03

A RESOLUTION APPROVING COLLATERAL PLEDGED

WHEREAS, the City Council annually approves the collateral pledged by the official depositories of city funds;

THEREFORE, BE IT RESOLVED: The Council of the City of Fosston hereby approves the following collateral pledged:

First National Bank	\$ 1,150,000
American Federal Bank	\$ 250,000
Ultima Bank Minnesota	\$1,250,000

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

and the following voted against same: None

Whereupon said resolution was declared passed and adopted this 9th day of January, 2017

James Offerdahl, Mayor

ATTEST:

Charles Lucken, City Administrator

Member Anderson introduced the following resolution and moved its adoption:

CITY OF FOSSTON

COUNTY OF POLK

STATE OF MINNESOTA

RESOLUTION NO. 17-04

A RESOLUTION APPROVING TREASURER'S SURETY BOND

WHEREAS, the City Council annually approves a surety bond in the amount of \$100,000 for the Treasurer (City Administrator) as required by Auditor of Polk County and the State of Minnesota;

THEREFORE, BE IT RESOLVED: The Council of the City of Fosston hereby approves a surety bond for the Treasurer in the amount of \$100,000.

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

and the following voted against same: None

Whereupon said resolution was declared passed and adopted this 9th day of January, 2017.

James Offerdahl, Mayor

ATTEST:

Charles Lucken, City Administrator

Member Anderson introduced the following resolution and moved its adoption:

**CITY OF FOSTON
COUNTY OF POLK
STATE OF MINNESOTA
RESOLUTION NO. 17-05
A RESOLUTION DESIGNATING
THE THIRTEEN TOWNS
AS THE
OFFICIAL NEWSPAPER**

WHEREAS, the City Council annually designates a local publication as the City's official newspaper;

THEREFORE, BE IT RESOLVED: The City of Fosston designates **The Thirteen Towns** as the 2017 Official Newspaper.

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

and the following voted against same: None

Whereupon said resolution was declared passed and adopted this 9th day of January, 2017.

James Offerdahl, Mayor

ATTEST:

Charles Lucken, City Administrator

Council considered approval of Cigarette Licenses and Non-Intoxicating Malt Liquor Licenses for 2017. Anderson made a motion seconded by Dufault. Motion carried by unanimous vote.

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Scott Bixby and Zach Folkert were present to discuss law enforcement matters:

- There were about 200 traffic stops in December.
- Drug task force continues to stay busy behind the scene
- Dufault questioned what the agency can do for vehicles parked on roads during snow plowing. Bixby: We need to report it to law enforcement so they can put a warning on the windshield and later tow vehicle if necessary.

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

- Plowing and sanding is being done. Moving snow as quick as possible and trying to keep roads wide
- Equipment is working well aside from the snowblower at the airport which has had several issues. It is currently being fixed. We may need a new model in the future.
- Minnkota has been doing a couple billing peaks recently. Dave is still hoping for blink mitigation to happen this summer
- Water will be getting dumped this Spring.

Community/Economic Development:

- FEDA board met at noon today. Michelle Landsverk submitted an invoice for additional payment for work that was done on the survey for the Comprehensive plan. The same surveys from 2008 were used, which were lengthy. Landsverk budgeted for a 20% response and we had 40% response, this created more editing time and labor. Anderson made a motion to approve payment Dufault seconded. Motion carried by unanimous vote.
- There was discussion at FEDA regarding purchasing land from Mark Rue. The last offer Landsverk gave Rue was the approved offer of \$4500/acre. Offerdahl would like to make a written offer with a deadline of March 1st of \$4600/acre. Commission will also need to approve this. Hoialmen made the motion to make a written offer to Mark Rue of \$4600/acre with a deadline to respond by March 1st. Veum seconded the motion. Motion carried by unanimous vote.

Airport:

- Veum reported that airport needs plowing. Snowblower is currently being repaired but Dave will get equipment to get it plowed.

The public hearing to consider input on 2017 Street & Utility Improvement project was opened at 7:15p.m. Lee Cariveau reported that the City is looking at replacing water line and street on Mark Ave South and Mark Ave North. There is an additional \$50,000 in cost estimates to cover the incidental casing pipe we may need. If we do not need it there will be a small re-stocking fee but if we do need it we will have it and will not need to put the project on hold to wait for it. There are currently sidewalks on each side of Mark Ave North. There was discussion on whether we need sidewalks on each side. The consensus was that at the time we would speak to property owners for input before a decision would be made to keep, remove or repair sidewalks. Cariveau reported that in his preliminary plan there is some sidewalk repair, curb and driveways on east side of road but not on west. Bid opening would be in March.

Mike Trujillo was present. His only concern was how traffic would be handled. Cariveau spoke to this issue. Half a street would be done at a time and there would be time during the day that it would be closed and opened at night for access to property owners.

Member Veum introduced the following resolution and moved its adoption:

**RESOLUTION ORDERING THE
2017 STREET AND UTILITY IMPROVEMENT PROJECT
AND PREPARATION OF PLANS
RESOLUTION NO. 17-6**

WHEREAS, pursuant to resolution of the council adopted December 12, 2016, fixed a date for a council hearing on the proposed improvement of the following streets and avenues:

Mark Ave. South between Second Street SW and First Street W. (Hwy #2)

Mark Ave. North between Second Street NW and Third Street NW.

AND WHEREAS, ten days mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 9th day of January, 2017, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. Such improvement is necessary, cost-effective, and feasible, as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted January 9, 2017.
3. Lee Cariveau, P.E., Widseth Smith Nolting, is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvements.

4. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax-exempt bond.

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

And the following voted against same: None

Whereupon said resolution was declared passed and adopted this 9th day of January, 2017.

James Offerdahl, Mayor

Attest: _____

Charles Lucken, City Administrator

Motion was made by Veum and seconded by Dufault to adopt the following:

ORDINANCE NO. 33.16

AN ORDINANCE OF THE CITY OF FOSSTON, MINNESOTA AMENDING FOSSTON CITY CODE, SECTION 33.16 BY CHANGING THE NUMBER OF MEMBERS ON THE PUBLIC UTILITIES COMMISSION AND HOW THE MEMBERS ARE APPOINTED.

BE IT ORDAINED BY THE CITY OF FOSSTON, as follows:

Section 1. Fosston City Code, Section 33.16, Subpart (B) is repealed and replaced with the following:

(B) *Establishment.* There is hereby continued a Public Utilities Commission for the city consisting of three members of which one, and only one, member shall be a member of the City Council.

Section 2. Fosston City Code, Section 33.16, Subpart (C) is repealed and replaced with the following:

(C) *Membership, term.* Each member shall be appointed by the City Council and shall serve for a term of three years or until his or her successor is appointed and qualified. Each member shall be a resident of the city.

Section 3. This ordinance shall take effect upon the date of its publication, or upon the publication of a summary of the ordinance as provided by Minn. Stat., § 412.191, subd. 4, as it may be amended from time to time, which meets the requirements of Minn. Stat. § 331A.01, subd. 10, as it may be amended from time to time.

Voting in the negative: None

Voting in the affirmative: Anderson, Hoialmen, Veum, Dufault and Offerdahl.

Passed this 9th day of January, 2017.

Mayor

ATTEST: _____
Clerk

[Published in _____ on _____, 2017.]

Member Anderson introduced the following resolution and moved its adoption:

RESOLUTION ACCEPTING DONATIONS RECEIVED
BY THE CITY OF FOSSTON IN 2016
RESOLUTION 17-07

WHEREAS, the City of Fosston received numerous donations in 2016; and,

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City Council; and

WHEREAS, the City Council expresses its gratitude for the donations given to the Fosston community; and

WHEREAS, the City Council agrees that said donations would be of benefit to the citizens of Fosston.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT the City Council of the City of Fosston, Minnesota hereby acknowledges and agrees to accept said donations as described in Exhibit A attached to this resolution.

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

And the following voted against same: None

Whereupon said resolution was declared passed and adopted by the City Council of the City of Fosston on this 9th day of January, 2017.

James Offerdahl, Mayor

Attest:

Charles Lucken, City Administrator

Council considered approval of 2016 Tax Increment Financing reimbursement in the amount of \$3924 to Anytime Fitness. A motion was made by Veum seconded by Anderson to approve financing reimbursement. Motion carried by unanimous vote.

Council considered approval of Farm Lease between City and Mark Brinkman (Aspen property) Offerdahl said we need to get \$66/acre to break even. Motion was made by Anderson seconded by Veum to approve the lease with the payment change to \$66/acre. Motion carried by unanimous vote.

Kieth Kinnon informed the council that bid opening for the sports complex building is in the newspapers currently and will have bid opening on February 2nd. Kinnon reported savings in flooring of \$17000. Becker is a direct selective company as they are members of the co-op. They have given Kinnon an estimate for durable 4x6 rubber mat that has been installed around the nation with great results for around \$7000, product and labor. There were also some changes made to the original bid specs in siding and roofing. Kinnon has had several local contractors contact him and he is confident we will come in on budget this time.

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