

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
January 13, 2020

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, January 13, 2020 at 7:00 p.m.

The meeting was called to order by member Hoialmen with the following members present: Anderson, and Bosselman. Members absent: Offerdahl and Dufault. Also present was: Charles Lucken, Cassie Heide, David Larson, Scott Bixby, Ethan Nagel, Ed Lavelle, Stephen Larson, Lee Cariveau, Karen Graham, Jen Hubbard, Keith Kinnen, and Amelia Linehan.

Motion was made by Anderson, seconded by Bosselman to approve the agenda with no modifications.

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

- A) To approve the minutes of the regular meeting held December 9, 2019.
- B) To approve Accounts Payable Bill Listing #20-01 in the amount of \$76,244.45 and AP Bill Listing #20-01A in the amount of \$2,766,857.73.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$6,312.69.

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

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION DESIGNATING OFFICIAL DEPOSITORY
AND SUPPLEMENTAL DEPOSITORIES**

RESOLUTION NO. 20-01

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 2020.

BE IT FURTHER RESOLVED, that the 4M Fund be designated as additional depositories for 2020 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 Bosselman and upon vote being taken thereon the following members voted in favor thereof: Anderson, Bosselman, and Hoialmen

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 13th day of January, 2020.

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. 20-02

A RESOLUTION APPOINTING 2019 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

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

and the following voted against the same: none.

Whereupon said resolution was declared passed and adopted this 13th day of January, 2020.

James Offerdahl, Mayor

ATTEST:

Charles Lucken, City Administrator

BOARDS AND COMMISSIONS - 2020
EXPIRATION DATE - DECEMBER 31, 2020

New appointments in red

PLANNING COMMISSION

City Council

AIRPORT COMMISSION (5 YEAR TERM)

Charlie Anderson	2023
Bruce Emmel	2019
Tom Jones	2020
Paul Votova	2021
Kyle Vig	2022

UTILITIES COMMISSION (3 YEAR TERM)

Lowell Veum	2022
Wayne Holt	2021
Jim Offerdahl, Council Appointee	

STAR COMMITTEE

Greg Mireault
Cassie Heide

Amelia Linehan
Charlie Anderson
Dean Vikan
Don Brinkman
Ed Lavelle
Kacie Anderson

APPOINTMENTS FOR 2020

Vice President of the Council	Roy Dufault
2nd Vice President of the Council	Charlie Anderson
Assistant Weed Inspector	Jim London
Emergency Management Director	Dave Larson
Zoning Official	Dave Larson
Hospital Board	Roy Dufault
Liaison to Library Board	Charlie Anderson
Street	Doug Hoialmen
Civic Center	Roy Dufault

PERSONNEL COMMITTEE

Jim Offerdahl
Chuck Lucken
Dave Larson
Cassie Heide
Karen Graham

LAW ENFORCEMENT COMMITTEE

James Tadman, Polk County Sheriff

George Bosselman, Council Appointee

Jim Offerdahl, Council Appointee

Jim Aagenes

Harold Vig

Joan Lee, County Commissioner

Chuck Lucken, City Administrator

PARK COMMITTEE

Jim Offerdahl

Charlie Anderson

Chuck Lucken

Dave Larson

Karen Graham

Cassie Heide

MEMORIAL DAY PLANNING COMMITTEE

Bob Saeter

Curt Nelson

Dean Vikan

Cassie Heide

Robert Vorce

Sarah Manecke

VETARANS MEMORIAL PARK COMMITTEE

Jim Offerdahl
Chuck Lucken
Cassie Heide
Dave Larson
Dean Vikan
Curt Nelson
Ann Offerdahl

ARTS & CULTURE COMMISSION

Cassie Heide Liaison
Heidi Danos
Barbara Johnson
Jeff Olson
Dawn Skeie-Crane
Jason Steinbrenner
Michael McColl
Tyler Stynsberg

APPOINTMENTS FOR 2020

<u>MAYOR AND COUNCIL</u>	<u>ELECTED</u>	<u>EXPIRE</u>
Jim Offerdahl, Mayor	2018	2020
Roy Dufault	2016	2020
Charlie Anderson	2018	2022

Doug Hoialmen	2016	2020
George Bosselman	2018	2022

FOSSTON ECONOMIC DEVELOPMENT AUTHORITY

Kevin Gish, appointed to Nelson’s vacated seat		2024
Mark Finstad		2020
Jen Howard, appointed to Breckel’s vacated seat		2022
David Burggraf		2023
Paul Peltier, appointed to Winjum’s vacated seat		2024
Jim Offerdahl, Council Appointee	(appointed 1/11/10)	
Roy Dufault, Council Appointee	(appointed 6/10/13)	
(John Keller resigned effective May 6, 2016)		
(Dr. Chuck Winjum resigned effective September 1, 2018)		

Member Anderson introduced the following resolution and moved its adoption:

**CITY OF FOSSTON
COUNTY OF POLK
STATE OF MINNESOTA**

RESOLUTION NO. 20-03

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	\$ 885,000
American Federal Bank	\$ 250,000
Ultima Bank Minnesota	\$1,550,000

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

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 13th day of January, 2020.

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. 20-04

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 Bosselman and upon vote being taken thereon the following members voted in favor thereof: Anderson, Bosselman, and Hoialmen.

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 13th day of January, 2020.

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. 20-05

**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 2020 Official Newspaper.

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

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 13th day of January, 2020.

James Offerdahl, Mayor

ATTEST:

Charles Lucken, City Administrator

Council approved 2020 applications to sell tobacco and tobacco products at retail and non-intoxicating liquor licenses.

2020 APPLICATIONS TO SELL TOBACCO & TOBACCO PRODUCTS AT RETAIL
\$12.00 EACH

Dollar General Store #16335	Katie Durham, Licensing
LePier's East	Larry LePier
LePier's West	Larry LePier
Palubicki's Family Market	Leah Hemmingsen
Palubicki's Express	Leah Hemmingsen
Fosston Off-Sale	Dale Disrud

NON-INTOXICATING LIQUOR LICENSE – OFF/ON SALE

LePier's West	3.2 off - \$50.00
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COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Sergeant Scott Bixby and Deputy Ethan Nagel were present to discuss matters pertaining to his department.

- Snow can be an issue for vehicles, but hasn't been unmanageable.
- Bosselman questioned what kind of speed control is occurring in Fosston. Sergeant Bixby informed that Fosston receives higher than normal law enforcement presence because of our contract and county substation in Fosston. Directed patrols are done when an area of town has been identified as a problem for speeding.

Report from Director of Public Works: Dave Larson reported on matters pertaining to his departments

- Snow removal is a big job with the recent snow events. Crews are continuing to dig out hydrants and electrical transformers as well and hauling snow away that is piled at intersections.
- A water leak in the high school has been problematic in identifying where the leak is coming from. A crew will come and dig in the morning to get closer to the source of the leak to make the necessary repairs.

Report from Aquatics & Recreation Director: Karen Graham reported on matters pertaining to her departments

- Graham introduced new full time hire, Jen Hubbard to the council. Jen began working full time at the Civic Center on January 1st as Assistant Aquatics and Recreation Director and is doing a nice job.
- Security systems and the Civic Center, Pool, and Hockey rink are being updated by Garden Valley.
- Zamboni had mechanical troubles and parts have been ordered for a local shop to do the repairs.

Community Development: Heide reported on matters pertaining to community development.

- The EDA board met at noon today and reviewed the 2020 housing study as prepared by Michelle Landsverk, community development director. The board recommends that the council formally adopt this in-depth valuable plan for future housing planning in Fosston.

Member Bosselman introduced the following resolution and moved its adoption:

RESOLUTION ACCEPTING DONATIONS RECEIVED

BY THE CITY OF FOSSTON IN 2019

RESOLUTION 20-06

WHEREAS, the City of Fosston received numerous donations in 2019; 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 Anderson and upon vote being taken thereon the following voted in favor thereof: Bosselman, Anderson, and Hoialmen.

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 13th day of January 2020.

James Offerdahl, Mayor

Attest:

Charles Lucken, City Administrator

Member Bosselman introduced the following resolution and moved its adoption:

RESOLUTION NO. 20-07

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
MARCH 3, 2020 PRESIDENTIAL NOMINATION PRIMARY**

AUGUST 11, 2020 PRIMARY ELECTION AND THE

NOVEMBER 3, 2020 GENERAL ELECTION

Whereupon said resolution was declared adopted and passed by the Council of the City of Fosston this 13th day of January, 2020.

James Offerdahl, Mayor

ATTEST:

Charles Lucken, City Administrator

Council considered approving a 2019 tax increment financing reimbursement in the amount of \$2,192 to Total Track & Performance Products.

Motion was made by Anderson, seconded by Bosselman to approve the 2019 tax increment financing reimbursement in the amount of \$2,192 to Total Track & Performance Products. Motion carried by unanimous vote.

Council considered adoption of the 2020 Housing Study as recommended by Economic Development Authority. Member Bosselman commented that the report was in-depth and done well.

Motion was made by Bosselman, seconded by Anderson to adopt the 2020 Housing Study as recommended by Economic Development Authority. Motion carried by unanimous vote.

Council considered approval of engineer services agreement with Widseth, Smith Notling for 2020 services. Engineer Cariveau informed the council that the only change from last year includes a rate increase.

Motion was made by Bosselman, seconded by Anderson to approve the engineer services agreement with Widseth, Smith Notling for 2020 services. Motion carried by unanimous vote.

Lee Cariveau, WSN was present to report on the 2020 Street & Utility Improvement project. Cariveau reported that the plans are 99% complete and available for staff to review. Construction cost estimates are approximately \$709,000. Bid opening for the project is scheduled for March 5th.

Keith Kinnen, Karvakko was present to report on airport engineering and the highway 2 corridor study. Kinnen reported that the environmental assessment that is currently in progress called for an inventory of buildings at the property for the state historic preservation office. The highway 2 corridor study continues with administration and Kinnens office receiving comments. The next

community review panel meeting is set for January 28th at 8:30am at City Hall. Kinnens objective for the panel meeting will be to present the facts involving the study and ensure that everyone is being heard even if they are not being as vocal as others. This is a community project and everyone's opinions and concerns are important.

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

Charles Lucken, City Administrator