

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
July 12, 2021

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, July 12, 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, Matthew Bellamy, Lee Cariveau, Sarah Manecke, Stephen Larson, Steven Lyseng, Amelia Linehan, Keith Kinnen, Barb Johnson, Mark Hagen and Karen Graham.

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

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

- A) To approve the minutes of the regular meeting held June 14, 2021, special meeting held June 30, 2021, and the work session meeting held July 7, 2021.
- B) To approve Accounts Payable Bill Listing #21-07 in the amount of \$118,041.50 and Supplemental AP Bill Listing #21-07A in the amount of \$687,029.93.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$5,139.40.

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 Matthew Bellamy were present to report on matters pertaining to Fosston Law Enforcement

- Bellamy reported they have the DQ ice cream coupon program back for children who are “caught” wearing their helmet while riding bike, rollerblading, skateboarding, etc.
- Bellamy reported the Fosston deputies took 143 calls in June of which half of them were deputy generated due to the nature of the call and requirement to be documented.
- Bellamy reported that in the event of an emergency, the Fosston deputy will respond to calls outside city limits along with another county deputy.
- Dufault asked deputies to increase patrol at the softball complex due to complaints of irregular activity. As always, deputies encourage residents to report any instances of suspicious activity to the Sheriff’s office right away.
- Norland stated that the 4th of July and Polk County fair went well with only a few instances reported.

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

- Heide reported she received a request from Brett Swanson, property owner in Rosebud Township, to be absorbed into the City of Fosston through the annexation process.
- Heide reported that herself and Manecke mailed a couple more Notice & Order for Abatement letters to residents/businesses for violating the nuisance ordinance. One of the nuisances, Hanson's Service, has not been abated so Heide informed deputies who then filed a report and submitted it to Stephen Larson for review.
- Heide reported that she certified the ARP funds of which the city will receive half in 2021 and the other half in 2022.

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

- Larson reported that the old shop building remodel has been completed and staff has cleaned up the shop grounds.
- New electrical service to the Elevator grain bin site will be completed this week.
- Natural gas and electrical sales were up in June.
- NPL is scheduled to begin constructing the 12,754' of 6" pipe to service natural gas and expand capacity north of the City to the industrial park in the next couple weeks.
- MDV's last production day was June 30 but hope to be back in operation by mid-August.
- SIU agreements with the major industries are in effect as of July 1, 2021.
- The street department staff has been busy street sweeping, mowing, and trimming trees.

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

- Graham reported that summer rec activities will finish up in the next week.
- Graham reported that there are 4 weeks left of the summer swimming program.

Community Development

- Dufault informed the council that the EDA board met at noon today. In addition to regular business, Dufault updated the council on the progress at the daycare center. Demolition is almost finished thanks to the many volunteers. Many of the items were saved and can be re-used. Heide reported that the board will be developing a childcare waiting list, creating job descriptions and will continue to meet twice per month with the hope of opening the center early 2022.

Hospital Board: No report

Arts & Culture Commission: Barb Johnson was present to report on matters pertaining to the Arts & Culture Commission.

- Johnson reported they would use grant funds of \$25,000 to do a second feasibility study as they pursue a permanent arts space in Fosston.
- Mike McColl has his sculpture ready but is waiting on the concrete pad.

City Attorney: No report

Council considered approval of a lease for the Incubator space used by Ignite Youth Center for 2021. The lease agreement between the City of Fosston and Ignite Station Youth Center, Inc. is effective from April 1, 2021, through March 31, 2022. The Ignite Youth Center is open Tuesdays and Thursdays and welcomes all youth in for activities and snacks.

Motion was made by Mulry, seconded by Bosselman to approve the lease for the Incubator space used by Ignite Youth Center for 2021. Motion carried by unanimous vote.

Council considered approving the 2021-2022 workers compensation premium options. The city will continue with a \$250 deductible.

Motion was made by Dufault, seconded by Mulry to approve the 2021-2022 workers compensation premium options. Motion carried by unanimous vote.

Member Bosselman introduced the following resolution and moved its adoption:

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

RESOLUTION NO. 21-27

**RESOLUTION AUTHORIZING EXECUTION OF MINNESOTA DEPARTMENT OF
TRANSPORTATION GRANT AGREEMENT FOR FEDERAL AIRPORT EXPENSES
REIMBURSEMENT**

It is resolved by the City of Fosston as follows:

1. That the state of Minnesota Agreement No. 1047410,

“Grant Agreement for Federal Airport Expenses Reimbursement,” for

State Project No. A6009-29 at the Fosston Municipal-Anderson Field is accepted.
2. That the City Administrator and Mayor are 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 Mulry and upon vote being taken thereon the following members voted in favor thereof: Anderson, Bosselman, Dufault, Mulry and Offerdahl.

and the following voted against same: None

Whereupon said resolution was declared passed and adopted this 12th day of July, 2021.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Member Dufault introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING SPONSORSHIP
OF DOCK ON MULE JOHN LAKE BY FOSSTON
AREA SPORTSMEN CLUB
RESOLUTION 21-28**

BE IT RESOLVED, that the City of Fosston act as the legal sponsor for an application for placement of a ~~20'~~ 12' aluminum dock plus ramp on Mule John Lake at the public water access in the Mule John State Wildlife Management Area (WMA) located in Section 14 Queen Township, rural Fosston, to be maintained and operated by the Fosston Area Sportsmen Club.

BE IT FURTHER RESOLVED that the MN DNR does not enter into agreements with private clubs; and a municipality is needed to act as sponsoring agency for the aforementioned dock placement;

BE IT FURTHER RESOLVED that the City of Fosston will not be responsible for the maintenance nor operation nor have any financial responsibility nor assume any liability of said dock. The Fosston Area Sportsmen Club will assume maintenance and operation responsibilities of said dock.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Fosston may enter into an agreement with the State of Minnesota for the above-referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED that the City Administrator is authorized to sign such an agreement with the Department of Natural Resources.

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

And the following voted against the same: None

Whereupon said resolution was declared passed and adopted this 12th day of July, 2021.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Council considered approval of partial pay estimate No. 1 in the amount of \$198,797.95 to Hagen Construction and Trucking, Inc. for 2021 utility improvements. Cariveau stated that most of Schedule A & B are completed.

Motion was made by Anderson, seconded by Bosselman to approve partial pay estimate No. 1 in the amount of \$198,797.95 to Hagen Construction and Trucking, Inc. for 2021 utility improvements. Motion carried by unanimous vote.

Council considered approval of change order No. 1 in the amount of \$135,939.00 to Hagen Construction and Trucking, Inc for the 2021 utility improvements. Cariveau stated this change order reflects the addition of storm sewer and aggregate roadway (fabric, gravel, and signs) on Eaton Ave North from 11th street to 400th street. This addition would help our utility department with accessibility when they need to install natural gas and electrical services. Heide stated she would request an inter-fund loan from the natural gas fund in the amount of approximately \$136,000. This loan will be repaid over 10 years at an interest rate of 2.0%.

Motion was made by Anderson, seconded by Mulry to approve change order No. 1 in the amount of \$135,939 to Hagen Construction and Trucking, Inc for the 2021 utility improvements. Motion carried by unanimous vote.

Lee Cariveau, Widseth was present to discuss the 2021 street improvement project and the wastewater expansion. Cariveau provided an update to the 2020 Improvement project that has yet to be finalized due to an issue with grass growing in the boulevard. Hagen will be spraying the boulevards for weeds tomorrow and filled in the dips today.

Cariveau reported that the County portion (1st street and 4th – 8th street of Eaton Ave) of our 2021 street improvement project is on track for work to be completed by the end of August or so. If the city has all its patching replacement done on CSAH 6 by August 10th, Knife River has agreed to mill and overlay to Eaton Ave as an extension to the County project at no additional cost to the city. Cariveau stated he's marked out 6th street for the mill and overlay by Knife River.

Cariveau reported that Travis Quam has been installing the new curbs at the various locations throughout the city and should be finished in the next week or so.

Cariveau provided no update to the wastewater expansion project.

Keith Kinnen, Karvakko was present to discuss the Airport. Kinnen reported that the snow removal equipment has been ordered and should be here by November. A preconstruction meeting for the wetland project was held with Novco, Inc where Kinnen received their draft performance and payment bond. They anticipate starting the first week in August.

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

Cassandra Heide, City Administrator