

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
June 10, 2019

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, June 10, 2019 at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Dufault, Anderson, Hoialmen, and Bosselman. Members absent: none. Also present was: Cassie Heide, Chuck Lucken, Lee Cariveau, David Larson, Ethan Nagel, A.T. Stoddard, Jason Miller, Christy Campoll, Karen Graham, Greg Mireault, Stephen Larson, and Keith Kinnen.

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

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 May 13, 2019.
- B) To approve Accounts Payable Bill Listing #19-06 in the amount of \$94,055.66 and AP Bill Listing #19-06A in the amount of \$446,905.71.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$6,898.57.

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Deputy Ethan Nagel was present to report on matters pertaining to his department.

- Deputy Nagel has been doing more training.
- May was an average month for the department.

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

- Utility crew has been busy with switching out transformers and planning for the City hall feed replacement project. The project will bid in July.
- Two blowers from the wastewater plant are being sent in for repair. We have a total of four blowers and usually operate two at a time. It is necessary to have two backup blowers and at times all four blowers are used.
- Pond 3 has been discharged. Levels are high and water was added to the aeration pond to make room.
- Work needs to be done at the IPF and will be done during MDV's annual shut down.
- An old storm drain on Mark Ave that caused problems over the last several years has been filled with cement to ensure water will not fill up and cause problems for the affected neighbors.
- Berge Park is in need of several repairs in the coming years. Staff should identify the necessary work and come up with a long term maintenance plan.

- Staff has not yet sprayed the parks. Veterans Memorial was sprayed by Todd's Landscaping last week. We should look to outside vendors to complete this work as staff is not getting it done timely when busy with other necessary work.

Civic Center: Karen Graham reported on matters pertaining to her departments.

- The pool and recreation programs began on June 3<sup>rd</sup>. 195 children are in the pool each day and 130 children are signed up for summer rec programs.
- Mens league is using the softball complex on Wednesday nights. Cal Ripken and fast pitch are also using the complex for summer softball activities.

Community Development:

- The EDA board met at noon today and discussed various topics. The MMCDC is still considering a project in Fosston. Contractors have not returned bids to MMCDC and have informed them that a considerable amount of fill is necessary for the lots on the West side of Eaton Avenue North. Dufault inquired regarding the engineering of the project and why the lots weren't built up more or if homes can be built on the lots as is. City engineer Cariveau was present to inform the council on the inquiries. Cariveau believes that the lots are ready to be built on, moreover a split level or walkout basement style home. Cariveau provided cost estimates for fill based on split level or slab on grade style homes with the total for all three lots ranging from \$50,000 to \$60,000, noting that the most northern lot on the West side needs the least amount of fill. Council discussed at length the possibilities for the lots and the availability to MMCDC. It was the recommendation of the EDA to offer the lot for \$1 to the MMCDC as is with the responsibility of fill or any change to the level of the lot left on the buyer.
- EDA reviewed an estimate from Lenex Sand & Gravel for work in the mobile home park to replace the original 1975 water services. The original infrastructure is showing its age and failing. Work should be done before any homes are put on these empty lots. EDA recommended work being done on two lots. One of the three homes the City owns have been sold and the money received and another is being closed on at the end of the month. The money from the sales of the home will be put in a reserve account for maintenance work. There is money for the work that Lenex has proposed. Each lot is estimated at \$1,180. Sewer lines will be camera'd and if necessary a cost estimate for work will be provided.

Hospital Board: Member Dufault reported on matters pertaining to this board he serves.

- Essentia participated in the very successful community bike rodeo in May, with the emphasis on bike safety and education.
- Essentia Fosston campus has participated in a quality matrix review and is scoring very well in most areas and higher in some areas than other health campuses.
- Scholarships were given away to high school graduates entering the medical field. Fosston's Kayla Juve received one of the scholarships awarded.
- Tango and Cash's fundraising event was for a simulated mother and child for staff to train and be educated on. The simulated mother and child was ordered and received.

Council reviewed the City of Fosston Five Year Transit System Plan as presented by A.T. Stoddard and Jason Miller of LSC Consultants and Christy Campoll of RLS and Associates. The Minnesota Department of Transit initiated and funded the five year transit plan to identify the transportation needs in Minnesota. The plan began in July of 2018. The plan includes the following:

- Overview and background of existing services
- Ridership analysis with notable highlights:
  - Ridership was highest during 2013 with approximately 17,400 passenger trips and has since been gradually declining to approximately 16,000 passenger trips in 2018.
  - Ridership is highest during the months of January, February, March, and December and lowest during July and August.
  - Ridership by passenger type shows that the overall number of elderly passengers has been declining over the past four years while the overall number of disabled, adult, and child passenger trips has increased between 2014 and 2017, and is projected to continue to increase in 2018.
- Identified unmet needs including:
  - Extend Monday through Friday weekday hours to 7:00 a.m. until 6:00 p.m.
  - Add Saturday and Sunday service from 8:00 a.m. until noon.
  - Add a part-time transit coordinator.
  - Purchase or contract for a dispatch system.
  - Expand service area to include a five-mile radius from Fosston with an additional bus.
- System performance
  - Fosston Transit performs at a high level relative to peers with 8.3 passengers per hours and \$41.72 cost per hour.
  - System performance is estimated for the unmet needs, if there were to be implemented.
  - Suggestions on new performance measurements for trip denials, on-time performance, farebox recovery, road calls, and accidents.
- Capital and operating financial needs for 2020-2025 for status quo/constrained funding scenario
  - Includes operating costs for part-time transit coordinator, dispatch technology and outsourced dispatching services, and real-time bus location app.
  - Replacement buses in 2021 and 2025.
- Capital and operating financial needs for 2020-2025 for unconstrained funding scenario
  - Includes operating and capital costs to add new service expansions and enhancements including: extending weekday service hours to operate from 7 :00 a.m. until 6:00 p.m.; add Saturday and Sunday service from 8:00 a.m. until noon; and expand service area to include a five-mile radius from Fosston with an additional bus.
- Strategic considerations and challenges
- Marketing action plan

Motion was made by Hoialmen, seconded by Anderson to approve the City of Fosston Five Year Transit Plan as presented by A.T. Stoddard and Jason Miller of LSC Consultants, and Christy Campoll of RLS and Associates. Motion carried by unanimous vote.

Council considered approval of a limited use permit for the East end multi use path. Heide informed the council that this project is moving forward and this permit is a necessary formality of the project.

Motion was made by Anderson, seconded by Dufault to approve the limited use permit for the East end multi use path. Motion carried by unanimous vote.

Member Anderson introduced the following resolution and moved its adoption:

**CITY OF FOSSTON**

**RESOLUTION 19-17**

IT IS RESOLVED that the City of Fosston enter into Limited Use Permit No. 6005-0012 with the State of Minnesota, Department of Transportation for the following purposes:

To provide trail maintenance and use by the City of Fosston upon, along and adjacent to Trunk Highway No. 2 and the limits of which are defined in said Limited Use Permit.

IT IS FURTHER RESOLVED by the Fosston City Council of the City of Fosston, Minnesota that the Mayor and the City Council are authorized to execute the Limited Use Permit.

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, Dufault, Bosselman, Hoialmen, and Offerdahl.

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 10<sup>th</sup> day of June, 2019.

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**James Offerdahl, Mayor**

**ATTEST:**

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**Charles Lucken, City Administrator**

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION NO. 19-18**

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS  
AGREEMENTS WITH THE CITY OF FOSSTON ON BEHALF OF ITS CITY  
ATTORNEY AND POLICE DEPARTMENT**

WHEREAS, the City of Fosston on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Fosston, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Fosston on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the sheriff, James Tadman, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, sheriff James Tadman is appointed as the Authorized Representative's designee.

3. That the attorney, Stephen Larson, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized

to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, attorney, Stephen Larson is appointed as the Authorized Representative's designee.

4. That James Offerdahl, the Mayor for the City of Fosston, and Charles Lucken, the City Administrator, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 10th day of June, 2019.

CITY OF FOSSTON

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By: James Offerdahl

Its Mayor

ATTEST: \_\_\_\_\_

By: Charles Luckem

Its City Administrator

Member Bosselman introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING PURCHASE OF  
VEHICLE FOR CITY OF FOSSTON TRANSIT

RESOLUTION #19-19

**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% local share and 80% State/Federal share of the "contract amount"; and

**WHEREAS**, The City of Fosston staff has reviewed the vehicle options offered by approved multiple contracting vendors; and

**WHEREAS**, the staff recommends purchasing a vehicle from Hoglund Bus Company for the reason of cost, fleet consistency, service availability, and past vendor performance, and

**NOW, THEREFORE, BE IT RESOLVED** that the City of Fosston City Council hereby authorizes the purchase of a new transit bus from Hoglund Bus Company in the approximate amount of \$ 83,816.00.

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: Bosselman, Anderson, Dufault, Hoialmen, and Offerdahl.

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted by the City Council this 10<sup>th</sup> day of June, 2019.

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James Offerdahl, Mayor

ATTEST:

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Charles Lucken, City Administrator

Member Dufault introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING SUBMISSION  
OF PUBLIC TRANSIT ASSISTANCE  
APPLICATION TO MN/DOT  
RESOLUTION 19-20**

**RESOLVED**, that the City of Fosston enter into an Agreement with the State of Minnesota, Department of Transportation, to provide transportation service in the City of Fosston.

**FURTHER RESOLVED**, that the City of Fosston agrees to provide fifteen (15) percent of the total operating costs from local funds and twenty (20) percent of the total capital costs.

FURTHER RESOLVED, that authorization to execute the aforementioned Agreement and any amendments thereto is hereby given to the Mayor and the City Administrator.

FURTHER RESOLVED, that the Mayor and the City Administrator are hereby authorized to execute requests for reimbursement from the Minnesota Department of Transportation.

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

And the following voted against same: none.

Whereupon said resolution was passed and adopted this 10th day of June, 2019.

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James Offerdahl, Mayor

ATTEST:

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Charles Lucken, City Administrator

Council considered approval of a responsive web design upgrade including ADA accessibility from GovOffice in the amount of \$4,900. Heide informed the council that the current website is original and outdated. The City currently works with GovOffice for website service. ADA accessibility has been a hot topic with the League of Minnesota Cities. Legal cases have been brought against cities whose websites are inaccessible to visual and audio impaired individuals. The need for creating an accessible website has been brought to the forefront and is important for equal access to all who visit our website.

Motion was made by Anderson, seconded by Hoialmen to approve a responsive web design upgrade including ADA accessibility from GovOffice in the amount of \$4,900. Motion carried by unanimous vote.

Council considered approval of appointment of Lowell Veum to the vacant utilities commission seat for the term ending December 31, 2019. Mayor Offerdahl informed the council that the seat was held by Orland Aspen who untimely passed away. Veum brings expertise of the City, knowledge and experience in utilities having retired from Minnkota Power Cooperative.

Motion was made by Anderson, seconded by Bosselman to approve the appointment of Lowell Veum to the vacant utilities commission seat for the term ending December 31, 2019. Motion carried by unanimous vote.

Council considered approval of a purchase agreement between Neal & Kathy Schmidt and the City of Fosston for the purchase of parcel 87.00966.00 in the Aspen Addition. Heide informed

the council that the Schmidts are proposing the purchase the lot between the two lots that were sold last year on the East side of Eaton Avenue north in the Aspen addition for the same price as the other two lots of \$25,000. Schmidts would be eligible for the \$5,000 Build Fosston rebate when construction is completed.

Member Dufault introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE SALE  
OR DISPOSAL OF REAL PROPERTY  
RESOLUTION NO. 19-21**

**WHEREAS**, it is in the best interest of the City of Fosston, Minnesota (“City”) to sell or otherwise dispose or transfer real property located in the County of Polk, State of Minnesota, as follows:

**Legal Description:**

Lot Two (2), Block Three (3), Aspen Addition to the City of Fosston  
 (“Land”)

**Buyer/Transferee:**

**Neal Schmidt and Kathy Schmidt**

(“Transferee”); and

**WHEREAS**, Minnesota Statutes, Sections 412.201 and 412.211 provide that real property of the City may be disposed of as its interests require.

**NOW, THEREFORE, IT IS RESOLVED** by the City Council as follows:

1. That the City sell, convey or otherwise dispose of or transfer the Land to the Transferee or any previous disposal or transfer of the Land to the Transferee is ratified and approved; and

2. That the Mayor and the City Administrator are authorized and directed to sign and deliver an instrument of conveyance of the land to the Transferee and any such instrument of conveyance which was previously signed and delivered is ratified and approved.

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

and the following voted against same: none.

Upon this vote, this resolution passed and is effective the 10<sup>th</sup> day of June, 2019.

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James Offerdahl, Mayor

Attest:

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Charles Lucken, City Administrator

Council considered approval of a farm land lease with Mike Theis for 2019. Heide informed the council that this lease was originally approved for Mark Brinkman who no longer wishes to farm the land and Theis has expressed his interest.

Motion was made by Anderson, seconded by Hoialmen to approve the farm land lease with Mike Theis for 2019. Motion carried by unanimous vote.

Council considered approval of the final pay estimate no. 6 from Davidson Construction for the 2018 street & utility improvement project. Cariveau reported that work will be completed in the next two weeks when they are in town performing other work and that the estimate should be approved with Cariveau informing City staff when to submit payment.

Motion was made by Anderson, seconded by Bosselman to approve final pay estimate no. 6 from Davidson Construction for the 2018 street & utility improvement project. Motion carried by unanimous vote.

Council considered approval of partial pay estimate no. 1 from Hagen Construction and Trucking Inc in the amount of \$36,805.95 for the 2019 street & utility improvement project. Cariveau reported that the estimate includes material on hand and work completed to date.

Motion was made by Bosselman, seconded by Hoialmen to approve partial pay estimate no. 1 from Hagen Construction and Trucking Inc in the amount of \$36,805.95 for the 2019 street & utility improvement project. Motion carried by unanimous vote.

Lee Cariveau of Widseth Smith Nolting was present to discuss the 2019 street and utility improvement project. Cariveau informed the council that the sanitary sewer was installed today. Storm sewer work will be done this week and concrete work is being completed.

Keith Kinnen of Karvakko was present to discuss the 2019 East end multi use path, airport work and the highway 2 corridor study. Kinnen informed the council that the East end multi use path project is out for bids currently and will bid on July 2<sup>nd</sup>. The project will include an 8 week window for construction with 6 weeks of actual construction.

Kinnen reported that wetland delineation work at the airport continues.

Kinnen reported that work continues on the highway 2 corridor study and the project is moving forward. A Community Review panel is needed of about 15-20 people. Heide will recruit appropriate members with a stake in the project. The project is being funded 100% by MNDOT with a joint powers agreement between the City of Fosston and MNDOT and the City taking the lead on the project working with Karvakko PA. More information on the project with meeting dates will be available for council at the next regular meeting.

The meeting of the City Council was reopened. 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.

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Charles Lucken, City Administrator