

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
June 13, 2022

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, June 13, 2022, at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Bosselman, Dufault and Mulry. Members absent: Anderson. Also present was: Cassie Heide, David Larson, Steven Lyseng, Sarah Manecke, Dustin Manecke, Stephen Larson, Karen Graham, Keith Kinnen, Lee Cariveau, Andrew Hanson and Mary Olson.

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

Motion was made by Mulry, 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 May 9, 2022, as presented.
- B) To approve Accounts Payable Bill Listing #22-06 in the amount of \$96,733.75 and Supplemental AP Bill Listing #22-06A in the amount of \$42,276.76.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$5,041.48.

COMMITTEES/BOARDS/COMMISSION:

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

- Heide discussed the press release seeking City of Fosston property owners interested in rehabbing their homes. The city will apply in Fall 2022 for a Small Cities Development program grant from the State of Minnesota to preserve and bring housing units within the city limits up to standard. Homeowners interested in participating if it's established, need to complete the "Intent to Participate" form by July 1, 2022.
- Heide noted that the City of Fosston's 2021 population estimate was 1,416 and the household estimate was 611 per the Minnesota State Demographer.
- Senator Smith has put forth our congressionally directed spending request of \$4,000,000 for the construction of additional wastewater storage ponds for our growing community.
- Heide sent a couple nuisance ordinance violations to residents relating to long grass and noxious weeds.
- Heide noted that her and Lyseng met with the state ADA representatives last week. They did a complete assessment of the sidewalks along highway 2.

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

- Larson noted that utility staff is working on natural gas regulators & meters.

- Lyseng noted that MDV is hoping to operate through the end of June. The ponds have seen more water, but they should be good until fall discharge.
- The utility staff has been doing some electrical termination. Transformers & wire were ordered last year so it's available for any upcoming projects this summer/fall.
- The City of Fosston was selected to receive an EV charging station which would include two fast chargers and two slow chargers. There are 5 city owned parking spots along Carco that have been targeted for the EV charging station.
- The street department staff has been busy mowing. White paint has finally arrived, and cold mix should be here next week.
- Larson met with Offerdahl, Heide and Dufault to discuss his retirement – no official date has been set, but he indicated it would be in the near future.

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

- Graham reported that summer rec programs started on Monday, June 6th – there are 182 kids registered. The theater play program has 35 kids, art class has 95 kids and golf has 40 kids. There are free library sessions and will be a free track & field program on Mondays in August.
- Graham noted that she has 7 communities doing swimming lessons which run from May 31st – August 4th. This equates to 172 kids per day in the pool. She said finding staff has been a challenge for many communities, so she feels fortunate to have a full staff.
- The parks & recreation department has finally gotten caught up on mowing.
- Graham noted the change in hours at the Civic Center on Saturdays. They will only be open from 1-5 pm.

Police Department: Dustin Manecke reported on matters pertaining to his department

- Manecke reported they had 181 calls for service since last meeting. There has been an increase in traffic stops especially within the construction zone.
- The bike rodeo in May went very well – 50 plus bikes were given away.
- Officer Olson has been training with Manecke.
- Manecke noted that the department had defensive tactics training a couple weeks ago and they will qualify with handguns, rifles, etc. on Friday.
- Access points finally arrived and will be installed tomorrow.
- Manecke reported he's in the final stages of setup with the Zurcher software.
- In light of the school shootings, Mulry asked Manecke if our department is prepared/trained in the event of a school shooting in our schools. Manecke noted that he's had a discussion with the school, but with the change in administration, he plans to meet with the new superintendent and principal. He will set up a time to do training in the school with his staff.

Community Development:

- Dufault informed the council that the EDA board met at noon today. In addition to regular business, Dufault noted they discussed the redevelopment plan for the former Palubicki grocery store property and were updated on the Prairie Pines Childcare Center.
- Heide noted that the board discussed the Northwood Avenue mobile home vacation process in detail. Letters were sent to each of the remaining 6 mobile home tenants. The city offered \$2,500 to vacate their home and sign over the title to the city or \$4,000 to put towards moving their home out of the park. Heide has spoke with most of the tenants and each property will be handled individually. There are a couple tenants who have vacated their home and agreed to sign over their title. City Attorney Larson will draft an agreement for the tenant to sign waiving all statutory rights and the tenant will deliver the title. Payouts, excluding any outstanding lot rent or utilities, will come directly from GMM. Omland Court has a reserve account of approximately \$73,000. Funds will be taken from this fund to cover the cost of moving, demolition and any payments to homeowners.

Motion was made by Bosselman, seconded by Dufault to approve Heide to proceed with agreements and payments discussed. Motion carried by unanimous vote.

Hospital Board:

- Dufault informed the council that the board met on May 23rd. He reported that the First Care Foundation has funds to use as needed to assist with recruitment of the critically needed staff. The hospital has put a 120 day hold on the labor & delivery services due to lack of qualified nursing staff for this department. Prenatal clinic services will continue. They are working hard to get a Director of Nursing hired.
- Dufault noted that they have put together a task force to help market and bring back the essential nursing/support staff for the O/B department, which is a core service for Fosston. Heide added that she has been impressed with the new Administrator Weispennig and believes that Essentia is fully engaged in successfully restarting OB Labor and Delivery services in Fosston.

Arts & Culture Commission:

- Heide reported she spoke with our attorney and auditors regarding the funding request from the Arts & Culture Commission in the amount of \$10,000 to establish a project fund within the Northwest Minnesota Foundation (NMF). It was determined that it was not appropriate for the city to establish this fund on behalf of the of the commission. The commission has moved forward with filing their articles of incorporation for a 501c3 status and has received \$1,000 of the necessary minimum \$5,000 for fund establishment with NMF

City Attorney: No report

The Fosston Redevelopment Project public hearing was opened at 7:00 p.m. The purpose of the hearing is to consider approval of a Redevelopment Plan for Fosston Redevelopment Project No. 1 for the Northwest Minnesota Multi-County Housing and Redevelopment Authority (HRA). The boundaries of Fosston Redevelopment Project No. 1 encompass the entire geographic boundaries of the City of Fosston.

The purpose of this proposed action is to facilitate redevelopment within the City of Fosston in cooperation with the HRA, in order to remove, prevent, or reduce blight, blighting factors, or the causes of blight on such property and encourage the redevelopment of an existing site for a multifamily housing development within the City of Fosston.

Parcel No. 87-00215.00

Street Address: 107 Kaiser Ave North

The redevelopment plan for this property includes 9 apartment units and 2 retail rental units.

Council considered adoption of a resolution approving the redevelopment plan for Fosston Redevelopment Project No. 1 by the Northwest Minnesota Multi-County and Redevelopment Authority per recommendation of the planning commission.

Member Dufault introduced the following resolution and moved its adoption:

CITY OF FOSSTON, MINNESOTA

RESOLUTION NO. 22-23

**RESOLUTION APPROVING REDEVELOPMENT PLAN FOR FOSSTON
REDEVELOPMENT PROJECT NO. 1 PROPOSED BY THE NORTHWEST
MINNESOTA MULTI-COUNTY HOUSING AND REDEVELOPMENT AUTHORITY**

Whereas, the Northwest Minnesota Multi-County Housing and Redevelopment Authority (the "HRA") operating within the counties of Kittson, Polk, Marshall, Pennington, Red Lake and Roseau, has proposed the creation of a Redevelopment Plan ("Plan") in connection with its Fosston Redevelopment Project No. 1 (the "Project"), pursuant to Minnesota Statutes, Sections 469.001 to 469.047, as amended (the "HRA Act"), coterminous with the boundaries of the City of Fosston, Minnesota (the "City"); and

WHEREAS, the City Council of the City (the “Council”) has the statutory responsibility under Minnesota Statutes, Section 469.028, to approve redevelopment plans and projects of the HRA located within the City after a public hearing thereon; and

WHEREAS, the City Planning Commission has adopted a resolution constituting its written comment finding that the Plan is consistent with the City’s comprehensive plan; and

WHEREAS, the HRA has approved the Plan and requested that the City hold a public hearing regarding the Plan duly noticed in accordance with the HRA Act; and

WHEREAS, the Council has on this date held a public hearing regarding the Plan at which all interested persons were given an opportunity to be heard; and

WHEREAS, under Section 469.005, subdivision 1 of the HRA Act, the HRA may not undertake any project within the boundaries of the City unless a resolution has been adopted by the Council; and

WHEREAS, the HRA proposes to provide a loan to Specklebelly Properties, LLC, a Minnesota limited liability company, or an affiliate thereof or entity related thereto, in an amount not to exceed \$300,000 in order to facilitate the redevelopment of an existing site located on Kaiser Avenue in the City for a multifamily housing development (the “Minimum Improvements”); and

WHEREAS, the Council has determined that in order to facilitate the development of the Minimum Improvements it is in the City’s interest to make the declaration required in order to permit the HRA to adopt the Plan and provide additional assistance for the development.

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

1. The Council hereby finds that: (a) the land within the Project area would not be available for redevelopment described in the Plan without the financial assistance to be sought under the Plan; (b) the Plan will afford maximum opportunity, consistent with the needs of the City as a whole, for the redevelopment of the Project area by private parties; and (c) the Plan conforms to the general plan for the development of the City as a whole.

2. The Council further finds that:

(a) the Project and Redevelopment Plan are necessary to remove or reduce blight, blighting factors, or the causes of blight and to prevent the emergence of blight and deterioration pursuant to Minnesota Statutes, Section 469.002, subd. 14 and the housing development being financed by the Redevelopment Plan within the Project will be constructed on an area that is underused or inappropriately used is occupied by functionally obsolete nonresidential buildings, within the meaning of Minnesota Statutes, Section 469.028, subd. 4; and

(b) the promotion of development and redevelopment in the Project and related activities to redevelop the Project all in accordance with the Redevelopment Plan,

constitute a “redevelopment project” within the meaning of Minnesota Statutes, Sections 469.002, subd. 14 and 469.028; and

(c) the Council made the above findings stated in this section based on the supporting facts and additional findings described in the Redevelopment Plan, which is incorporated herein in its entirety.

3. The Plan is hereby approved and adopted.

4. The Council declares that it is necessary for the HRA to exercise its powers in the City in the context of the Redevelopment Plan to provide assistance to the Minimum Improvements.

5. City staff and consultants are authorized to take all actions necessary to implement the Plan and provide assistance to the Minimum Improvements in accordance therewith in cooperation with the HRA.

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: Bosselman, Dufault, Mulry and Offerdahl.

And the following voted against the same: None.

Approved by the City Council of the City of Fosston, Minnesota this 13th day of June 2022.

Mayor

ATTEST:

City Administrator

Council considered awarding the bid to Gordon Construction of Mahnomen, Inc. for the 2022 Fosston SRTS-pedestrian ramp replacement and sidewalk construction. Two bids were submitted and opened on May 19th. Gordon Construction of Mahnomen, Inc. bid \$230,420.00 and Hagen Construction and Trucking, Inc. bid \$308,605.50. Gordon was the apparent low bidder. Kinnen reviewed the bids and discussed the project with the low bidder who states they are confident in their bid. Kinnen recommends the project be awarded to Gordon Construction of Mahnomen, Inc. in the amount of \$230,420.00.

Motion was made by Mulry, seconded by Bosselman to approve awarding the bid to Gordon Construction of Mahnommen, Inc. for the 2022 Fosston SRTS-pedestrian ramp replacement and sidewalk construction in the amount of \$230,420.00. Motion carried by unanimous vote.

Council considered accepting a gift, Wayside Chapel, located in Melland Park as well as the funds for maintenance of the chapel from the Athenian Club of Fosston. The Athenian Club of Fosston is no longer in existence so they would like the City of Fosston to take over ownership and care of the Wayside Chapel. The Athenian Club has a balance of \$2,348.04 that would be donated to the city to use for the chapel. Ownership duties would include opening the chapel for the summer season for visitors and closing it back up along with a few minor duties (weeding) which Graham feels comfortable with her department taking care of. There will be no religious services at this chapel. Heide noted that she doesn't see any major issues with ownership of the chapel and acceptance of the funds.

Motion was made by Dufault, seconded by Mulry to accept the donation of the Wayside Chapel and funds for maintenance of the chapel from the Athenian Club of Fosston. Motion carried by unanimous vote.

Cariveau, Widseth was present to discuss the Wastewater Expansion project. Cariveau noted that all our paperwork has been submitted to the MPCA. The deadline for items to be approved is June 30th so Cariveau knows our applications are being looked through. There is no further update at this time.

Keith Kinnen, Karvakko was present to discuss the Airport, FIT Trail Expansion, Industrial Park/ T Hanger/Airport utilities project & Safe Routes to School project.

Airport – Kinnen noted that the airport commission met recently to be updated on the runway rehab project as well as the arrival and departure building.

SRTS - Bid opening for the SRTS-pedestrian ramp replacement and sidewalk construction was held May 19th. Gordon Construction of Mahnommen, Inc. was awarded the project in the amount of \$230,420.00. The project period runs from July 5th – mid August. Kinnen is planning for a pre-construction meeting next week

FIT Trail Expansion – Kinnen met with the state & county board of soil & water to discuss wetland delineation and finalize the wetland boundaries.

Industrial Park, T Hanger & Airport Utilities project – no word yet on the EDA grant.

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

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

Cassandra Heide, City Administrator