

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
March 14, 2022

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, March 14, 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, Stephen Larson, Dustin Manecke, Keith Kinnen, Lee Cariveau, Andrew Hanson, Tracee Bruggeman, Mike Murray, Erin Green, Charity Brault and Kristi Thorfinsson.

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

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

- A) To approve the minutes of the regular meeting held February 7, 2022, as presented.
- B) To approve Accounts Payable Bill Listing #22-03 in the amount of \$139,032.55 and Supplemental AP Bill Listing #22-03A in the amount of \$57,997.48.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$5,685.40.

COMMITTEES/BOARDS/COMMISSION:

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

- Heide reported that she's been working with Widseth on a request to be included on the PPL for our Johnson Avenue waterline & sidewalk project. Heide hopes to get grant funding along with a low interest loan for this project to be completed in 2023.
- Heide reported that the audit has been completed.
- Heide noted that the Industrial Park, T-Hanger and airport utilities project EDA grant application is being submitted this week.

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

- Larson reported they have purchased wire for projects this summer. The electrical feeder line from City Hall to the Highway 2 carwash still needs to be completed.
- Larson reported they have had a few sewer lines freeze so they've asked homeowners to leave faucets running as necessary.
- The street department has been steaming manholes and drains.
- Lyseng noted the new street sweeper is at the shop and the new bucket truck is on the way.

Civic Center: Roy Dufault reported on behalf of Karen Graham on matters pertaining to her department

- Dufault noted that the city was awarded a \$900 grant from Essentia Health. Graham had contacted Legend's Sporting Goods and was able to purchase 27 pairs of skates of varying sizes for \$500. She also contacted Josh Pearson at the high school to build shelving to install at the warming house. The city does have a skate sharpener at the warming house which Mark has received a lesson or two on from Dan Conway.
- Dufault reported that our ice season is likely winding down, but we've had a lot of compliments over the last few months on the great job Mark has done.
- Dufault reported that Graham has 7 communities lined up for the summer swim lessons – Win-E-Mac, Oklee, Bagley, Goodridge, Grygla, Plummer & Fertile. There will also be 3 sessions of Fosston lessons as well.
- Dufault noted that the Civic Center has been busy especially with birthday parties and swimming.

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

- Manecke reported they had 50 calls for service since the last meeting.
- Manecke reported that he applied for an Essentia Community grant to start a youth mentorship program. The Police Department was awarded \$6,000.
- Manecke noted that we received the first police squad, and the second squad will be ready this week. Officer Hanson has started working night shift and Officer Bodensteiner will do more training with Manecke this week.
- Manecke noted they now have BCA access so they can do predatory offender, warrant, license checks, etc.

Community Development: No report. FEDA board meets next Monday, March 21st at noon.

Hospital Board:

- Dufault reported they had a meeting January 31st, 2022. He noted that the new Assisted Living Manager is Ruby McCoy. They have onboarded an ER provider, Nina Bradfield, PA and a casual candidate, Dr. Peter Eriksson, who is from Bemidji. Dr. Hacker will be arriving late summer. Dufault noted the new Administrator in Fosston is Callen Weispfennig. He brings more than 15 years of healthcare and leadership experience to Essentia Health. He will be re-locating to the Fosston area from St. Cloud with his family.

Arts & Culture Commission:

- Heide reported that the commission is working through the feasibility study for a new arts & wellness space in Fosston.

City Attorney: No report

Tracee Bruggeman of Brady Martz was present to report on the findings of the 2021 City audit. Bruggeman reported that the city received an unmodified opinion, as they did the prior year.

Charity Brault, Executive Director & Kristi Thorfinsson, Community Development Coordinator with the NWHRA were present to discuss small cities owner-occupied rehab grant for the City of Fosston. Funds are granted to the local unit of government, which, in turn, lends funds for housing rehabilitation. The focus of this grant is on residential structures owned and occupied by low- and moderate-income households who are looking to improve their home from substandard to standard conditions. The preliminary proposal requires the city to provide an estimated number of interested/eligible households before being submitted to DEED in November 2022. If requirements are met, the full application would be submitted to DEED in March 2023 and awarded early summer 2023.

Council considered approval of a contract for services between NW MN Multi-County HRA and the City of Fosston for Small Cities Owner-Occupied Rehab Grant writing. The city will pay the HRA not to exceed \$5,000 to complete small cities grant application to DEED.

Motion was made by Mulry, seconded by Dufault to approve the contract for services between NW MN Multi-County HRA and the City of Fosston for Small Cities Owner-Occupied Rehab Grant writing. Motion carried by unanimous vote.

Council considered amending Fosston City Code, Chapter 151 Entitled “Subdivision Regulations” by Adding Section 151.57 Entitled “Safe Routes to School” per recommendation of Planning Commission.

Introduced by Council Member Bosselman

Seconded by Council Member Mulry

ORDINANCE NO. 22-02

AN ORDINANCE OF THE CITY OF FOSSTON, MINNESOTA, AMENDING FOSSTON CITY CODE, CHAPTER 151 ENTITLED “SUBDIVISION REGULATIONS” BY ADDING SECTION 151.57 ENTITLED “SAFE ROUTES TO SCHOOL”

WHEREAS, the City of Fosston may have the opportunity to apply for and receive grants and funding from the State of Minnesota under its “Safe Routes to School Program” as set forth in Minnesota Statutes, Section 174.40.

WHEREAS, to be eligible for the foregoing grants and funding, Minnesota Statutes, Section 174.40, Subd. 4a requires the City of Fosston to adopt subdivision regulations that “require safe routes to school infrastructure in developments authorized on or after June 1, 2016.”

WHEREAS, Chapter 152 of the Fosston City Code includes subdivision regulations but does not presently include regulations requiring safe routes to school infrastructure in developments authorized by the City of Fosston.

WHEREAS, the City Council of the City of Fosston has determined that requiring safe routes to school infrastructure in developments authorized by the City would serve the health, safety, and general welfare of the public.

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

Section 1. The City of Fosston hereby ordains Section 151.57 to be added to Chapter 151 of the Fosston City Code entitled “Subdivision Regulations” as follows:

§ 151.57 SAFE ROUTES TO SCHOOL. Any developments authorized by the City on or after June 1, 2016 shall include safe routes to schools infrastructure in accordance with Minnesota Statutes, Section 174.40, Subd. 4a, as amended from time to time.

Section 2. 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: Bosselman, Dufault, Mulry and Offerdahl.

Passed this 14th day of March 2022.

Mayor

ATTEST: _____
Clerk

Cassie Heide, City Administrator

Council considered approval of liquor license applications:

- a. On Sale (\$500) – Ventures Bar & Grill
DaRoos Pizza
Palubicki’s, Inc.
- b. Sunday On Sale (\$100) – Ventures Bar & Grill
DaRoos Pizza
Palubicki’s, Inc.
- c. Off Sale (\$100) – Fosston Off Sale
Palubicki’s, Inc.

Motion was made by Mulry, seconded by Dufault to approve the liquor license applications.
Motion carried by unanimous vote.

Council considered approval of amended City of Fosston personnel policy, probationary periods. Heide noted that all police department employees and exempt employees will be subject to a twelve-month probationary period instead of the six-month probationary period all other city employees are subject to.

Motion was made by Dufault, seconded by Bosselman to approve the amended City of Fosston personnel policy, probationary periods. Motion carried by unanimous vote.

Member Bosselman introduced the following resolution and moved its adoption:

**RESOLUTION REESTABLISHING PRECINCTS AND POLLING PLACES
IN THE CITY OF FOSSTON
RESOLUTION NO. 22-12**

WHEREAS, the legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Fosston, County of Polk, State of Minnesota hereby reestablishes the boundaries of the voting precincts and polling places as follows:

Precinct One: Embassy Community Center, 603 3rd Street NE

Attached to this resolution, for illustrative purposes, is a map showing said precincts and the location of each polling place.

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 same: None.

Whereupon said resolution was declared passed and adopted this 14th day of March 2022.

James Offerdahl, Mayor

Attest:

Cassie Heide, City Administrator

Council considered approval of an application for exempt permit from Fosston Sportsmen for Sportsman Banquet at Ventures.

Motion was made by Mulry, seconded by Dufault to approve the application for exempt permit from Fosston Sportsmen for Sportsman Banquet at Ventures. Motion carried by unanimous vote.

Council considered approval of a lease for the Incubator space used by Ignite Youth Center for 2022. The lease agreement between the City of Fosston and Ignite Station Youth Center, Inc. is

effective from April 1, 2022, through March 31, 2023. The Ignite Youth Center is open Tuesdays and Thursdays and welcomes all youth in for activities and snacks.

Motion was made by Bosselman, seconded by Mulry to approve the lease for the Incubator space used by Ignite Youth Center for 2022. Motion carried by unanimous vote.

Council considered approval of fixed rate investment participation in LMC 4M fund. The City of Fosston initially invested in a new LTD Fund last year. Since that time, the share price has declined approximately 70 basis points. Heide requested that our funds be pulled from the LTD Fund and be put into a 4M Fixed Rate Fund to re-coupe the 70 basis points lost.

Motion was made by Mulry, seconded by Dufault to approve the fixed rate investment participation in LMC 4M fund. Motion carried by unanimous vote.

Member Dufault introduced the following resolution and moved its adoption:

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

RESOLUTION NO. 22-13

**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. 1046685,

“Grant Agreement for Federal Airport Expenses Reimbursement,” for

State Project No. A6009-C3 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: Bosselman, Dufault, Mulry and Offerdahl.

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 14th day of March 2022.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Council considered approval of advertising and hiring for additional full-time patrol officer. Heide and Manecke have discussed scheduling and how to best serve the City of Fosston with full-time coverage. Heide proposes the addition of a fourth full-time and limited use of a part-time officer(s). Heide informed the council that the fourth full-time officer is necessary if council wishes to provide 22-24 hour service. Without a fourth full-time officer there will be less coverage as it will not be feasible with 3 full-time officers, unless they were paid more overtime and would have few weekends off. Heide reminded the council that the previous coverage provided by the county was the equivalent of 80 hours per week in Fosston. Full coverage is more than double those hours. Heide has projected what impact this will have on our 2022 budget and beyond. She projects 2022 will end under budget and 2023 will require additional funds but may not result in a tax levy increase due to upcoming debt service payments and the lack of debt issuance in 2022; however, in 2024 a slight tax levy increase beyond what has already been projected will likely be necessary. Beyond 2024 the budget will level off so to speak and result in historical levy increases. Chief Manecke noted there are grants available that could potentially fund a full-time officer for 36 months. Once the grant opens, Manecke will submit an application on behalf of the Fosston Police Department. Mulry asked Manecke if the City of Fosston's wage & benefits package are attractive enough to find another qualified applicant, to which Manecke said, "absolutely". Murray noted that when he was Chief of Police for Fosston, they had 3 full-time officers and two part-time officers. To provide 24-hour coverage, he said you need at least 4 officers.

Motion was made by Mulry, seconded by Dufault to approve the advertising, and hiring of an additional full-time patrol officer. Motion carried by unanimous vote.

Council considered approval of amended City of Fosston Police Department policy manual, addition of part-time officer supervision policy. Manecke noted that this policy is required by the MN POST board before any part-time peace officer is authorized to work under our supervision.

Motion was made by Bosselman, seconded by Mulry to approve the amended City of Fosston Police Department policy manual, addition of part-time officer supervision policy. Motion carried by unanimous vote.

Lee Cariveau, Widseth was present to discuss upcoming street improvement projects and wastewater expansion.

Cariveau reported that the wastewater expansion plans are 99.9% complete. Larry is reviewing the plans one last time before they will be sent to MPCA on or around April 1st. Heide noted the maximum grant award from PFA would be \$5,000,000 and from EDA it would be \$4,000,000. Cariveau presented potential 2023 utility project plans for watermain replacement on Johnson Ave North & South, portions of 2nd St. NE, Granum Ave N and Inderlee Ave N. We will see where the City of Fosston ranks on the PPL for this project.

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

The plans for the 2022 SRTS project should be going to the central office by next week where the real comments begin. Kinnen stated they will go out for bid in April with a planned July/August construction.

Kinnen reported he spoke with St. Mary's church and their finance & parish committees are interested in meeting with staff to discuss the FIT Trail expansion project. Kinnen informed the council there is a nice DNR grant application (75/25% grant), but it is due by March 31st.

Kinnen reported that the Industrial Pak, T Hanger & Airport Utilities project grant is being submitted.

Kinnen noted that the grant application deadline is March 28th for the bipartisan infrastructure bill. The plan is to get funding for an arrival and departure building at the airport.

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 Mulry to adjourn. Motion carried by unanimous vote.

Cassandra Heide, City Administrator