

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
May 10, 2021

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, May 10, 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, Karen Graham, Keith Kinnen, Chuck Lucken, Holly Lenes, Kevin Gish, Casey Holland, Sue Chase, Mark Finstad, David Burggraf, Jen Howard, Kirsten Fagerlund, Amanda Lien, TJ Melchner, Rich Sanders, Evan Fonder, Greg Mireault and Robert Byland. Matt Upgren, Ed Lavelle and Leslie Seitz were present via zoom.

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

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

- A) To approve the minutes of the regular meeting held April 12, 2021, minutes of the special meeting held April 22, 2021 and board of appeals and equalization meeting held April 28, 2021.
- B) To approve Accounts Payable Bill Listing #21-05 in the amount of \$180,060.85 and Supplemental AP Bill Listing #21-05A in the amount of \$41,925.69.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$6,954.82.

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 that welfare checks have significantly decreased as more residents are able to get outdoors and interact with the community again.
- Bellamy reported that with the warmer weather more people are using the parks, sidewalks, and FIT trail so they periodically stop to visit with the kids.
- Bellamy indicated they hope to have the DQ certificates available this summer for those who are wearing helmets while riding bike.
- Bellamy briefed the council on the body cameras that deputies are now required to wear.

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

- Heide presented the letter she sent to Tim Donaghue, Minnesota Department of Transportation, regarding the request for a local partnership between the City and Polk County. Polk County has agreed to engineer the project which will address our notorious safety issue at our five-legged intersection on US trunk highway 2.
- Heide reported that she mailed several more Notice & Order for Abatement letters to residents for violating the nuisance ordinance.

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

- Utility staff continues to work on the substation feeder replacement project.
- Larson reported they have started working on the electrical & cable relocation projects at Highway 2 and First Street and Highway 2 and Skeie Drive.
- Larson reported that the proposal the City received from NPL for labor to construct 12,754' of 6" pipe to service natural gas and expand capacity north of the City to the industrial park has been signed and NPL will begin work later this summer.
- Lyseng reported that pond 3 was dumped.
- Staff will meet with MDV, JRS and Specialty Products in the next couple weeks to finalize the SIU agreements.
- The street department staff has been street sweeping, mowing, cleaning storm drains and will begin painting in the next few weeks.
- The park bathrooms are all open now and staff repaired the concrete by the bathrooms at Berge Stafford park.

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

- Graham reported that summer rec registration has been going well and staff is ready for a full summer of activity.
- Graham reported she has six (6) communities signed up for swimming lessons this summer.
- Graham reported they have hired a new evening supervisor.
- Graham stated she has been in communication with the Bagley dance instructor and they would like to use the Civic Center 4 hours each week from September-May for dance lessons.

Community Development

- Dufault informed the council that the EDA board met at noon today. The EDA board has recommended to council approval of a loan application from Beth Munter, MJ Café, up to \$75,000 with loan applicant completing City of Fosston's Money Smart training. Munter is working on securing some funds from the RDC as well. Heide will ask for approval of the Utilities Commission for an interfund loan of up to \$75,000.

Motion was made by Anderson, seconded by Mulry to approve the loan application from Beth Munter, MJ Café, up to \$75,000 with loan applicant completing City of Fosston's Money Smart training. Motion carried by unanimous vote.

- The EDA board discussed Omland Court and has recommended to council approval of the purchase offer from Mobile Home Park Place in the amount of \$350,000 for 2 cul de sacs and property on west side of Northwood Avenue, contingent upon development agreement that includes right of first refusal on property as well as specific improvement benchmarks for property to be determined by FEDA board. The interested buyer has indicated their plan to get to 40 homes within Omland Court through rehabilitating existing homes and bringing in new mobile homes. Background and credit checks are done as well. A few council members expressed their concern over selling the mobile home park.

Motion was made by Offerdahl, seconded by Anderson to table the discussion. Motion carried by unanimous vote.

- Prairie Pines Childcare Center received its 501(c)(3) status.
- After 16 years of volunteering on the STAR Committee, Greg Mireault has decided to step down. Heide presented him with a plaque for all his dedication to the City over the years.

Hospital Board: No report

Arts & Culture Commission: No report

City Attorney: No report

Council considered approval of a variance application from Evan & Ruth Fonder per recommendation of the planning commission. The planning commission met prior to council and recommended approval of the variance to construct a garage at 403 3rd St NE. The proposed garage would be eight (8) feet from the east property line, whereas zoning ordinance calls for a side yard minimum setback of ten (10) feet.

Motion was made by Bosselman, seconded by Anderson to approve the variance application from Evan & Ruth Fonder per recommendation of the planning commission. Motion carried by unanimous vote.

Council held a public hearing at 7:30 p.m. to review the final layout from MnDOT on the Highway 2 Corridor related study. Matt Upgren reviewed the final layout as was recommended by the community review panel. Upgren informed the council that cameras would be installed in various locations along the corridor in Fosston to gather traffic data. The cameras will be installed in 2021 and remain on the highway after the re-stripe exercise to have traffic data to compare. Holly Lenex, of the community review panel inquired what type of information a business would have to provide to prove that a change is detrimental to their business. Upgren informed that anecdotal data from businesses would not be considered in changing back to four lanes. Real, measurable traffic data that shows that the change was detrimental or that changed the level of service the corridor provides would be considered by MnDOT. Greg Mireault, business owner, stated it is difficult to judge a business' performance by the traffic alone. Upgren further informed that the project has been a locally driven project and municipal consent for

MnDOT to move forward with the 3-lane option is necessary. The city can choose to deny municipal consent. Kinnen indicated that discussion started in July 2019 and there has been 11 public meetings. The municipal consent is for the first phase of the project which will include the re-striping of the corridor from four lanes to three lanes as recommended by the community review panel. Kinnen reported that the community review panel held a level of acceptance anonymous voting exercise to gauge the panels level of acceptance of a four lane to three lane transition in February of 2020. The community review panel had 5 members who were committed, 7 members who accepted, 4 members who had neutral opinions, 2 that opposed and 2 that rejected the change. With the results of the community review panel showing great support for the transition Kinnen further defined the conversion plans and submitted to MnDOT. Heide thanked the members of the community review panel for their dedication, thoughtfulness, and support of the process. Heide reported that the panel consisted of a diverse group of members of the community, school and healthcare officials, business owners, and elected officials. Heide also thanked Matt Upgren and TJ Melchner of MnDOT, Keith Kinnen of Karvakko and Rich Sanders, Kirsten Fagerlund and Amanda Lien at Polk County for all the work they have done over the past two years. Several opportunities were given during the public meeting that last just over one hour. With no members of the public wishing to speak, the public hearing was closed.

Municipal consent would indicate the City's intent to re-stripe the Highway 2 corridor in 2022 at no cost to the City. Stephen Larson clarified with MnDOT that once the city provides municipal consent, there is no going back to 4 lanes of traffic unless the 3-lane option is deemed detrimental to the community based on studies & data collected over the next few years by MnDOT. Upgren informed that Larson was correct, but, certainly if the data collected did show a detriment officials at MnDOT would be very interested in that and correcting it.

Member Anderson introduced the following resolution and moved its adoption:

**CITY OF FOSSTON
RESOLUTION FOR HIGHWAY 2 CORRIDOR STUDY LAYOUT APPROVAL TO MNDOT
RESOLUTION NO. 21-21**

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project 6005-74 on Trunk Highway 2, from 0.4 mi West of the intersection with Omland Avenue to 0.35 mi East of Sather Drive within the City of Fosston for roadway improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167: and

WHEREAS, said final layout is on file in the District 2 Minnesota Department of Transportation office, Bemidji, Minnesota, being marked as Corridor Study Appendix 4, Recommended Alternative (4-Lane to 3-Lane Conversion), S.P. 6005-74 from R.P. 69+000.84 to 71+000.61.

NOW, THEREFORE, BE IT RESOLVED that said final layout for the improvement of said Trunk Highway within the corporate limits be and is hereby approved.

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, Mulry, Dufault and Offerdahl.

And the following voted against the same: Bosselman.

Whereupon said resolution was declared passed and adopted this 10th day of May, 2021.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Two positions within the city were vacant and needing to be filled: Civic Center evening supervisor, part-time non-exempt, and solid waste handler, full-time, non-exempt. Bryan Dahl, solid waste handler with the city since March 2019 was promoted to utility & maintenance per utilities commission April 13, 2021 leaving a solid waste handler position open. One application for each open position were received.

Mark Fletcher was interviewed on Monday, April 19 for the evening supervisor position. The position of evening supervisor has been offered to Mark contingent upon council approval. Heide recommends the approval of his hire.

Seth Kennedy was interviewed on Monday, April 19 for the solid waste handler position. The solid waste position has been offered to Seth contingent upon council approval. Heide recommends the approval of his hire.

Motion was made by Bosselman, seconded by Anderson to approve the hire of Civic Center evening supervisor, part-time non-exempt, and solid waste handler, full-time, non-exempt per recommendation of Heide. Motion carried by unanimous vote.

Member Dufault introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING SPONSORSHIP

**OF TRAILS OPERATED BY
KNIGHTRIDERS SNOWMOBILE CLUB
RESOLUTION 21-22**

BE IT RESOLVED, that the City of Fosston act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for grooming of snowmobile trails managed by the Knightriders.

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.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized to serve as the fiscal agent for the above-referenced project.

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 10th day of May, 2021.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION APPOINTING MEMBERS
TO NORTHERN MUNICIPAL POWER AGENCY
RESOLUTION 21-23**

WHEREAS, the City of Fosston has joined eleven other cities in Northern Minnesota and North Dakota to form the Northern Municipal Power Agency;

NOW, THEREFORE, BE IT RESOLVED, that David Larson be appointed to represent the City of Fosston and Cassie Heide be appointed to represent the Fosston Municipal Utilities Commission in the Northern Municipal Power Agency for the period May 1, 2021 – Aril 30, 2022.

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, Anderson, Dufault, Mulry and Offerdahl.

And the following voted against the same: none.

Whereupon said resolution was declared passed and adopted this 10th day of May, 2021.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Council considered approval of a Task Order from Karvako, P.A. for wetland delineation of Melland Lake, Boardwalk. Kinnen stated they will conduct a wetland delineation and apply for

boundary concurrence from the Technical Evaluation Panel (TEP) so that specific wetland boundaries are identified for any potential improvements to the boardwalk. Engineering services for this Task Order are \$3,500.

Motion was made by Dufault, seconded by Anderson to approve the Task Order from Karvakko, P.A. for wetland delineation of Melland Lake, Boardwalk in the amount of \$3,500. Motion carried by unanimous vote.

In April, Mayor Offerdahl, Vice Mayor Dufault, Karen, Dave, Steven and Cassie met with Superintendent Chase and director Duppong from the school regarding the upcoming civic center lease renewal, July 1, 2021. The school has requested a freeze on any increase for the renewal and a 2-year term to better plan their budget. The city is looking at a 1.42% increase in budgeted expenses in 2021 over 2020. Further, in 2020 the city did not realize the budgeted revenue of nearly \$50,000 due to the pandemic.

Heide recommends working with the school and accommodate a two-year lease including a freeze resulting in no increase for 2021-2022 contract year and put in place a 3% increase for the 2022-2023 contract year. With a 3% increase in 2022 we will be able to make up our increased expenses in 2021 along with the potential of an additional 1-1.5% increase in 2022.

Motion was made by Anderson, seconded by Mulry to accommodate a two-year lease with the school district including a freeze resulting in no increase for the 2021-2022 contract year and put in place a 3% increase for the 2022-2023 contract year per recommendation of Heide. Motion carried by unanimous vote.

Member Mulry introduced the following resolution and moved its adoption:

**CITY OF FOSSTON
COUNTY OF POLK
STATE OF MINNESOTA
RESOLUTION NO. 21-24**

**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-C2 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 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 same: none.

Whereupon said resolution was declared passed and adopted this 10th day of May, 2021.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Lee Cariveau, Widseth was present to discuss the 2021 street improvement project and the wastewater expansion. Cariveau reported that the work on First Street should begin mid-July with paving to be completed by Knife River (County contractor) mid-August. Hagen will begin his utility construction work from 11th St. to 400th St. on Eaton Avenue North next Monday. Cariveau provided an update to the wastewater expansion project. He reported that they have tested water depths for the past 12 months and will finalize a pond bottom shortly.

Keith Kinnen, Karvakko was present to discuss the Airport. Kinnen reported that the grant application was submitted after the council meeting last month. The wetland project should be ready to go within the next couple weeks.

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

Cassandra Heide, City Administrator