

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
November 8, 2021

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, November 8, 2021, 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, Chief Deputy Mike Norland, Lee Cariveau, Sarah Manecke, Stephen Larson, Amelia Linehan, Dustin Manecke, Karen Graham, Keith Kinnen, Michael Karvakko, Kent Ritterman, Clifton Allen, Mike Murray, Eric Olson and Jody Peterson.

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

Motion was made by Dufault, 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 October 18, 2021 and special meeting held November 2, 2021.
- B) To approve Accounts Payable Bill Listing #21-11 in the amount of \$160,527.26 and Supplemental AP Bill Listing #21-11A in the amount of \$398,923.82.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$4,745.96.

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Chief Deputy Mike Norland was present to report on matters pertaining to Fosston Law Enforcement

- Norland reported that welfare checks have been fluctuating, but they were down in October.
- Norland reported they continue to provide school patrol.
- Norland reported that Halloween night was uneventful as far as any incidents. There were many kids throughout the city trick-or-treating.

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

- Heide reported on a letter of intent to the Safe Routes to School program for funding assistance to install sidewalks along 2nd street northeast, a commonly traveled route for Fosston High School athletes to Thompson field. The project corridor is approximately 2,000 LF. It includes installation of 12 ped ramps, 8 approaches and about 1,000 LF of new sidewalk.

- Heide noted that the Safe Routes to School grant has been amended to include a sidewalk on Amber Avenue South along the west boulevard.
- Heide updated council on the Go Fund Me page for the preservation of the rock wall. It has raised approximately \$3,400 plus we have received over \$1,000 at city hall.
- Heide placed an order for two speed control signs which should arrive in the next couple weeks. The hope is to have MNDOT install them on both ends of town.
- Heide included a letter she mailed to a gentleman in Mentor for unlawfully dumping garbage at the City's burn site. City staff continues to monitor the burn site and lets administration know of any violations.

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

- Larson noted that the city has locked in a good percentage of natural gas (70-80%) at a lower rate; thus, the city is able to support our customers and keep prices at a lesser rate.
- Larson reported that all water should be discharged from the wastewater ponds by the end of this week.
- Larson reported that natural gas and electrical sales are up.
- Larson reported that all park bathrooms have been winterized.
- The street department staff has been doing a lot of sweeping for leaves this fall. Larson stated they will have a staff meeting next week to discuss the plan for snow removal this winter.

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

- Graham reported that the Bagley Just for Kix program will be renting the Civic Center every Wednesday night through May 2022 for dance classes. They will be charged \$100/night.
- Garden Valley installed the new camera system at the skating rink last week.

Community Resource Officer: Dustin Manecke reported on matters pertaining to his department

- Manecke reported that an additional five letters have been mailed to residents who aren't in compliance with city ordinances. He stated he is working with three properties and allowing additional time to address their violations.
- Manecke reported that the majority of residents have moved trailers, boats, campers, etc parked on the street.
- Manecke reported he received the door hangers with some of the more common ordinance violations and his contact information for residents to call if they have questions. He will place these at homes as necessary.
- Manecke assisted the Polk County Sheriff's Office with a dog pickup until Dan Ekre, animal control, arrived.

Community Development:

- Offerdahl informed the council that the EDA board met at noon today with regular business being conducted. Heide reported on the childcare center which is slated to be open 1st quarter of 2022. They will be able to accept 77 children.

Hospital Board: No report.

Arts & Culture Commission:

- Heide reported that Kirby Vossler's mural along highway 2 is completed and has been very well received.
- Heide reported they had a brief dedication for Mike McColl's "Flight of the Deco" sculpture on Friday November 5, 2021.

City Attorney: No report

Member Mulry introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING
PROPERTY TAX ABATEMENTS
RESOLUTION NO 21-34**

WHEREAS, Minnesota Statutes 469.1812 through 469.1815 authorize property tax abatements for economic development purposes,

THEREFORE BE IT RESOLVED, by the Council of the City of Fosston, Polk County, Minnesota, that the City of Fosston desires to provide for a tax abatement program as authorized by M.S. 469.1812 through 469.1815, said program will be a housing incentive tax abatement program with the following parameters required for City participation:

1. The program would apply to new residential construction only. New residential construction shall include modular homes, manufactured homes and stick-built homes.
2. The program would apply to single-family dwellings ready for occupancy within two years of acquisition of the undeveloped real property.
3. The abatement of real property taxes would be for two years, in the first two years where payment of taxes are based upon the final value of the new dwelling as determined by the Polk County Assessor.
4. Term of the program shall be December 31, 2022.
5. The City of Fosston shall be responsible to notify Polk County of which properties are in the program at the time the real property is acquired and arrange for the appropriate hearing(s) as required by law.

The motion for the foregoing resolution was duly seconded by member Bosselman 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 8th day of November, 2021

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Council considered approval of Polk County Recorder Classification of Parcel 87.00288.00 as non-Conservation. Heide stated that before this land can be sold, the council must approve of the classification made by the County Board.

Motion was made by Dufault, seconded by Mulry to approve the Polk County Recorder Classification of Parcel 87.00288.00 as non-Conservation. Motion carried by unanimous vote.

Council considered approving two farmland leases with Mike Theis for 2022. The lease is for 9.2 and 41 acres in the City of Fosston and Theis has farmed these acres in past years. Heide informed the council there was no changes to either farm lease.

Motion was made by Mulry, seconded by Bosselman to approve the two farmland leases with Mike Theis for 2022. Motion carried by unanimous vote.

Council considered approval of Chief of Police hire. On October 26, 2021 Heide, Mayor Offerdahl, Vice Mayor Dufault and Mike Murray (retired Polk County Sergeant and former city Chief of Police) conducted 3 interviews for the Chief of Police position. Heide noted that each candidate had many qualities that made them suitable for the job. It was the consensus of the interview panel that Dustin Manecke was the best choice for the position based on his experience, depth and variety of experiences in the field, his personality, desire to serve in the community he grew up in and overall fit for the position. All backgrounding has been completed including half a dozen interviews with former law enforcement personnel that worked with Manecke, a full criminal background and credit check. All checks came back satisfactorily. Administrator Heide recommends hire of Dustin Manecke as Chief of Police for the City of Fosston.

Motion was made by Dufault, seconded by Bosselman to approve Dustin Manecke as Chief of Police for the City of Fosston. Motion carried by unanimous vote.

Council considered approval of a Public Safety Committee. The purpose of this committee is to promote public safety in all aspects in the City of Fosston, with a focus on police, fire and overall safety of residents of the city. The committee shall act in an advisory capacity and its purpose

shall be to act as a liaison between the City Council and the residents of Fosston addressing public safety concerns and working together to promote safety.

Motion was made by Mulry, seconded by Bosselman to approve the creation of a Public Safety Committee. Motion carried by unanimous vote.

Member Dufault introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING SELECTION
OF CIVIL ENGINEER FOR CITY OF FOSSTON
RESOLUTION NO. 21-35**

WHEREAS, The City of Fosston has requested statements from qualified consultants to provide planning and engineering services for civil engineering in the City of Fosston

WHEREAS, Widseth Engineering was found to be the most qualified firm based on the evaluation by the City Council and City Administration.

THEREFORE BE IT RESOLVED, by the Council of the City Fosston that: Widseth Engineering is the City's choice to provide consulting services for civil engineering projects to be initiated during until further notice; or until another firm is selected for such work.

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 8th day of November, 2021.

James Offerdahl, Mayor

Attest: _____
Cassie Heide, City Administrator

Council considered approval of task order No. 27 from Karvakko PA for engineering services in connection with the application for federal assistance to develop the industrial park, airport T-hanger and utilities expansion to the airport. The cost of these engineering services is \$26,000. Kinnen stated they are hoping to get the report submitted before year end.

Motion was made by Mulry, seconded by Bosselman to approve task order No. 27 from Karvakko PA for engineering services in connection with the application for federal assistance to develop the industrial park, airport T-hanger and utilities expansion to the airport. Motion carried by unanimous vote.

Council considered approval of Master Engineering Agreement with Karvakko PA for 2022. From time to time the City of Fosston may request Karvakko provide professional services for specific projects. Each engagement will be documented by a task order. This agreement sets forth the general terms and conditions which will apply to all task orders executed under this agreement.

Motion was made by Dufault, seconded by Mulry to approve the Master Engineering Agreement with Karvakko PA for 2022. Members in favor: Dufault, Mulry and Offerdahl. Members opposed: Bosselman. Motion carried.

Member Bosselman introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING SUBMISSION OF
APPLICATION FOR FEDERAL ASSISTANCE TO THE
ECONOMIC DEVELOPMENT ADMINISTRATION AND
AUTHORIZING EXECUTION OF THE APPLICATION**

RESOLUTION NO. 21-36

NOW, THEREFORE BE IT RESOLVED BY THE City Council of the City of Fosston:

1. That the City Administrator is authorized to submit an Application for Federal Assistance in the amount of approximately \$5,000,000 to the Department of Commerce, Economic Development Administration for the Fosston Industrial Park Expansion Infrastructure and Airport Hangar Construction and Utilities to Airport.
2. That the Mayor and City Administrator are authorized and directed to execute said application.

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.

Whereupon said resolution was declared passed and adopted this 8th day of November, 2021.

James Offerdahl, Mayor

Attest:

Cassie Heide, City Administrator

Member Bosselman introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING SUBMISSION OF
APPLICATION FOR FEDERAL ASSISTANCE TO THE
ECONOMIC DEVELOPMENT ADMINISTRATION AND
AUTHORIZING EXECUTION OF THE APPLICATION**

RESOLUTION NO. 21-37

NOW, THEREFORE BE IT RESOLVED BY THE City Council of the City of Fosston:

2. That the City Administrator is authorized to submit an Application for Federal Assistance in the amount of approximately \$10,000,000 to the Department of Commerce, Economic Development Administration for the Fosston Wastewater Treatment Project.
2. That the Mayor and City Administrator are authorized and directed to execute said application.

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.

Whereupon said resolution was declared passed and adopted this 8th day of November, 2021.

James Offerdahl, Mayor

Attest:

Cassie Heide, City Administrator

Council considered rejecting change order No. 3 and accepting change order No. 4 from Hagen Construction and Trucking Inc for the 2021 utility and street improvement project. Change order

No. 3 was submitted last month in the amount of \$65,000, but after further discussion between Hagen and Cariveau, Cariveau recommends rejection of change order No. 3 and approval of change order No. 4 in the amount of \$45,000. Change order No. 4 is for additional bond and extra labor on 1st Street East.

Motion was made by Mulry, seconded by Dufault to reject change order No. 3 in the amount of \$65,000 and accept change order No. 4 in the amount of \$45,000 from Hagen Construction and Trucking Inc for the 2021 utility and street improvement project. Motion carried by unanimous vote.

Council considered approval of pay estimate No. 5 in the amount of \$60,223.34 to Hagen Construction and Trucking Inc for the 2021 utility and street improvement project. Cariveau noted that this payment estimate includes change order No. 4. The retainage is the only item that remains unpaid. Hagen has requested retainage be reduced to 2.5% at the December meeting.

Motion was made by Bosselman, seconded by Dufault to approve pay estimate No. 5 in the amount of \$60,223.34 to Hagen Construction and Trucking Inc for the 2021 utility and street improvement project. Motion carried by unanimous vote.

Lee Cariveau, Widseth was present to discuss the 2022 street improvement project and wastewater expansion.

Cariveau expressed his thanks to the council for choosing Widseth to be the City of Fosston's civil engineer. With that, Cariveau stated he will work on getting plans for the 2022 street and improvement project from 30% to 70% complete. Heide noted that MNDOT no longer plans on doing the Granum Ave N – Highway 2 realignment next year; thus, the city may need to revise the plans for the 2022 street improvement project. Cariveau stated he would sit down with staff to discuss this project

Cariveau provided a brief update on the wastewater expansion project. Cariveau had given the wastewater expansion plans to a local dirt contractor and reported that their cost estimates were comparable to Widseth's. Cariveau hopes to have everything ready for the city to potentially solicit bids in March. All work is contingent upon financing.

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

Kinnen noted that John Deere staff went on strike so our SRE equipment for the airport will likely be delayed.

Industrial Park, T Hanger & Airport utilities project - Kinnen stated they will have the preliminary engineering report ready to submit with the EDA form ED-900 application for funding by the February 2022 deadline.

A forum for members of the public present to speak was held. Eric Olson, 403 6th St. NE, was present to discuss the possibility of bringing disc golf to Fosston. He stated that his family recently moved here from Bagley and they love to travel to disc golf courses around the area. He mentioned Berge Stafford Park as an option for a 9-hole course. He stated disc golf courses are

relatively inexpensive to build - approximately \$3,000. Heide said she would love to discuss further and acknowledged that the city will stay in touch.

Jody Peterson, 208 Brandt Ave N, was present to discuss law enforcement. She inquired as to whether the city has verified that the Chief of Police is MN POST board certified, performed a background check and psychological evaluation. Heide noted that these are all required by the State of Minnesota, and they have all been completed. She expressed concern with how ordinances are being enforced and feels there is inequality amongst neighbors. Peterson stated she believes only 11 families are being picked on to clean up their property. Heide stated that city staff sends letters for ordinance violations to any resident based on complaints from neighbors or other community members and that no city resident has received a fine from city office for violation of nuisance ordinance. Peterson also noted that a citizen told her that Manecke said it was acceptable to leave a boat, trailer, etc. in their front yard. Manecke said he has not told any resident that is acceptable.

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