

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
October 14, 2019

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, October 14, 2019 at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Dufault, Hoialmen, Anderson, and Bosselman. Members absent: none. Also present was: Cassie Heide, Chuck Lucken, David Larson, Matthew Bellamy, Mike Norland, Amelia Linehan, Ed Lavelle, Karen Graham, Stephen Larson, Lee Cariveau, and Keith Kinnen.

Motion was made by Anderson, seconded by Hoialmen to approve the agenda with the following modifications:

- Consider change order no. 2 for East End Multi Use Trail.

Motion was made by Anderson 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 September 9, 2019, and September 23, 2019 Special Joint Meeting Minutes, September 23, 2019 Special Meeting Minutes, and September 30, 2019 Special Meeting Minutes.
- B) To approve Accounts Payable Bill Listing #19-10 in the amount of \$164,426.93 and AP Bill Listing #19-10A in the amount of \$131,155.30.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$9,860.08.

A forum for members of the public present to speak was held.

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Deputy Bellamy and Chief Deputy Mike Norland were present to discuss matters pertaining to their department

- Traffic stops have been average.
- School patrols continue while school is back in session

City Administrator: Heide discussed matters pertaining to City Administration

- A new service grant application that would allow the city to hire both a part time transit coordinator and allowance for additional service on Saturdays from 8am to noon was submitted to the Department of Transportation and was awarded for a total of approximately \$64,000 for 2020 and 2021.
- Sarah Steinbrenner of Fosston has interest in placing a “free little library” on the FIT trail near the new Viking sculpture. Steinbrenner would oversee the project. It would include a small standing cabinet that anyone could leave a book and take a book as a free little

library. These are popular in other communities and offer a resource for people to get reading material anytime of the day. The consensus of the council was to allow the placement of the free little library with oversight by Steinbrenner.

- The new City bus should be arriving in the next couple of weeks.

Report from Director of Public Works: Dave Larson reported on matters pertaining to his departments

- Streets will be swept once the snow melts
- Brush pickup continues
- MDV has been down for several days due to potatoes not coming off the fields. The IPF will be monitored while down.
- Pond 2 is almost empty. Pond 3 has been tested and staff is awaiting results to begin discharge.
- Transformers continue to be changed out.
- The substation feeder project will not be done this Fall and will have to wait until Spring. Permits from the railroad still have not come in.
- 14 new natural gas installs have been completed. Another two will possibly be completed this Fall.

Report from Aquatics & Recreation Director: Karen Graham reported on matters pertaining to her department:

- The railings have been installed in the balcony and look great.
- A vehicle drove behind the cemetery on the FIT trail and rutted up the grass. Law Enforcement will patrol this area more often. Barricades should be put up so that vehicles cannot get through.

Hospital Board: Roy Dufault reported on matters pertaining to the Hospital.

- A donor appreciation event is being held in the foyer of Essentia where the donor wall is located on Tuesday, October 22nd at 5:00pm

Council considered adopting the updated personnel policy per recommendation of the personnel committee. Heide reported that the personnel policy changes include language change to the amend the former “training period” language to use “probation period” to be in accordance with what city staff currently follow. The other change deals with termination and reprimanding employees to give City Administration the authority.

Motion was made by Hoialmen, seconded by Dufault. Motion carried by unanimous vote.

Council considered approving a new hire for Assistant Aquatics and Recreation Director at the Civic Center effective January 1, 2020. Graham explained that Jen Hubbard has been working as a part time seasonal employee for the Civic Center for several years and has been working with

Graham for the past few months. When Graham took the position of Aquatics and Recreation Director approximately five years ago an assistant was not hired in her place. Graham has additional supervision duties and is in need of assistance to assure that there is always someone in the building.

Motion was made by Bosselman, seconded by Dufault to approve new hire for Assistant Aquatics and Recreation Director at the Civic Center effective January 1, 2020. Motion carried by unanimous vote.

Council considered approving two farm land leases with Mike Theis for 2020. The lease is for 9.2 and 41 acres in the City of Fosston and Theis has farmed these acres in past years.

Motion was made by Anderson, seconded by Hoialmen to approve two farm land leases with Mike Theis. Motion carried by unanimous vote.

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

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

Council considered approving a wage study proposal from BakerTilly, formerly Springsted. Heide informed the council that there has been discussion at the Utilities Commission for a need for a wage study, primarily to study our linemen wages, but to ensure all wages are in line with other communities. The last study was completed in 2015 for approximately \$7,200. The current proposal is not to exceed \$9,750.

Motion was made by Bosselman, seconded by Anderson to approve the wage study proposal from BakerTilly, formerly Springsted. Motion carried by unanimous vote.

Council considered approval of the sale of two lots in the Fairlawn addition in the amount of \$7,500 per lot to Midwest Minnesota Community Development Corporation (MMCDC) to build two homes as part of their Building Better Neighborhoods program. The Economic Development Authority Board met and is recommending the sale of the lots for the price of \$7,500.

Motion was made by Dufault, seconded by Anderson to approve sale of two lots in the Fairlawn addition in the amount of \$7,500 per lot to Midwest Minnesota Community Development Corporation (MMCDC) to build two homes as part of their Building Better Neighborhoods program. Motion carried by unanimous vote.

Council considered approval of partial pay estimate no. 5 in the amount of \$22,784.97 for 2019 Street & Utility Improvements from Hagen Construction and Trucking, Inc. Cariveau reported that \$20,815 of the pay estimate has been approved as change order number 2.

Motion was made by Hoialmen, seconded by Anderson to approve partial pay estimate no. 5 in the amount of \$22,784.97 for 2019 Street & Utility Improvements from Hagen Construction and Trucking, Inc. Motion carried by unanimous vote.

Council considered approval of change order no. 3 in the amount of \$7,480 for 2019 Street & Utility Improvements from Hagen Construction and Trucking, Inc. Cariveau reported that the amount included in the change order was previously requested for payment, but, Cariveau needed more information to request approval for payment and has now received that information and is requesting approval on that payment.

Motion was made by Dufault, seconded by Anderson to approve change order no. 3 in the amount of \$7,480 for 2019 Street & Utility Improvements from Hagen Construction and Trucking, Inc. Motion carried by unanimous vote.

Council considered approving partial pay estimate no. 1 in the amount of \$82,192.28 to Knife River Materials for 2019 Street and Utility Improvement, county portion. Cariveau reported that the county entered into a contract with Knife River for paving, where the city was included on the paving for the city portions for 2019.

Motion was made by Anderson, seconded by Bosselman to approve partial pay estimate no. 1 in the amount of \$82,192.28 to Knife River Materials for 2019 Street and Utility Improvement, county portion. Motion carried by unanimous vote.

Council considered partial pay estimate no. 2 for East end multi use path from Gordon Construction of Mahnomen, Inc in the amount of \$111,806.27. Kinnen reported that the work is substantially complete.

Motion was made by Anderson, seconded by Bosselman to approve partial pay estimate no. 2 for East end multi use path from Gordon Construction of Mahnomen, Inc in the amount of \$111,806.27. Motion carried by unanimous vote.

Lee Cariveau reported on proposed 2020 street & utility improvement projects. Cariveau identified 5 project areas including:

- Service road to potential daycare off of Amber Ave
- Eaton Avenue between 4th & 6th street
- Eaton Avenue between 6th & 8th
- 8th Street, Eaton to end of road
- Areas on the northwest end of town, 9th, Mark, Stephens

Council will look into financing and prioritization of the projects outlined to make the best decision.

Keith Kinnen, Karvakko reported that the Highway 2 Corridor study is underway with a public survey currently going on and a public open house on Wednesday, October 16. The current phase of the study is still gathering information.

Replacement signs for the signs that were placed on Tim Saeters hangar, which he took down and has not returned, have been ordered and paid for by Karvakko and will be installed on posts in the necessary spots.

Council considered change order no. 2 for the East end multi use path. The change order is needed to address the retainage of water in the Veterans park. Kinnen is proposing a trench drain that will allow the water to get out into the ditch. Keith believes that this is the solution and guarantees it. The cost of the change order is \$7,155 and will keep the project in budget as other items have come in under.

Motion was made by Anderson, seconded by Hoialmen to approve change order no. 2 for East end multi use path in the amount of \$7,155. Motion carried by unanimous vote.

The meeting of the City Council was reopened. There being no further business to come before the council, motion was made by Anderson, seconded by Dufault to adjourn. Motion carried by unanimous vote.

Charles Lucken, City Administrator