

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
October 19, 2020

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, October 19, 2020 at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Dufault, Bosselman and Hoialmen. Members absent: Anderson. Also present was: Cassie Heide, David Larson, Steven Lyseng, Karen Graham, Matt Bellamy, Jim Tadman, Lee Cariveau, Ed Lavelle, Sarah Manecke, Stephen Larson, Amelia Linehan and Greg Mireault.

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

Motion was made by Hoialmen 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 14, 2020, special meeting held September 21, 2020 and special meeting held September 28, 2020
- B) To approve Accounts Payable Bill Listing #20-10 in the amount of \$125,963.92 and AP Bill Listing #20-10A in the amount of \$265,533.99
- C) To approve Accounts Payable Bill Listing – Omland Court, \$6,264.91

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Deputy Matt Bellamy and Sheriff Jim Tadman were present to report on matters pertaining to Fosston Law Enforcement

- September was another busy month for traffic stops
- Reminder to residents that scams are still happening. Contact law enforcement if you think you have been scammed
- Addresses are being verified around the city to ensure proper reporting on traffic calls

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

- Heide has been busy with the City of Fosston CARES Business grants and COVID-19 Resiliency grants over the past month
- Heide will draft a letter of intent and look to secure funding for upcoming sidewalk improvement projects

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

- City installed seven (7) new natural gas services this year
- The substation feeder line replacement project is approximately 85% complete. All the wire and pipe are in except for a small section near the substation and it likely won't be completed this year due to the ground freezing

- City staff is almost done with the fall discharge of the ponds. Pond 2 is completed, and Pond 3 should be completed by the end of next week
- The street department is getting plow trucks ready & winterizing some of the summer equipment

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

- There are bubbles appearing on the pool deck causing some cracks. The floor will be repaired at no charge during the week of Thanksgiving
- Lawn mowers have been moved into storage & the water lines were blown out at the softball complex
- Pickleball has drawn quite a bit of interest with 15 members to date

Community Development

- Dufault informed the council the EDA board met at noon today and Ed Lavelle was present to discuss his plan to purchase the 13 Towns newspaper November 1st. Lavelle's request is for \$50,000 to allow for cash flow and covering operating costs during the time where he will be unable to collect advertising revenue upon his purchase of the 13 Towns contract for deed from current owner, Mike Moore. The EDA board is recommending approval of a loan in the amount of \$50,000 with a five-year term and 5.5% interest with the following contingencies:

- Subordination of real estate from Mike Moore to the City to allow for the City to be in first position on the loan.
- Completed loan application
- Apply for funding through NW RDC – if awarded pay City loan back.
- Approval of inter-fund loan from utilities commission to fund the loan.

Motion was made by Hoialmen, seconded by Dufault to approve the loan in the amount of \$50,000 with a five-year term and 5.5% interest with outlined contingencies. Motion was carried by unanimous vote.

Hospital Board: No report

Arts & Culture Commission: No report

City Attorney:

- Stephen Larson inquired as to the status of the Illies property at 204 Inderlee Ave N. Administrator Heide indicated the school will be purchasing the property. Larson advised the council to continue the public hearing to the next meeting to determine whether a substandard or hazardous conditions exists on the property located at 204 Inderlee Avenue North, Fosston, MN 56542, Parcel No. 87-00173.00 and to determine what action needs to be taken to remedy such conditions.

Council considered approving the 2021 Law Enforcement Contract with Polk County Sheriff's Office. The contract includes a 9% increase due to payroll increases.

Motion was made by Bosselman, seconded by Dufault to approve the 2021 Law Enforcement Contract with Polk County Sheriff's Office. Motion carried by unanimous vote.

Council considered approving employee health insurance renewal for 2021 per recommendation of the personnel committee.

Motion was made by Hoialmen, seconded by Bosselman to approve employee health insurance renewal for 2021 per recommendation of the personnel committee. Motion carried by unanimous vote.

Council considered approving 2021 cost of living adjustment, step increases and wage study updates for city employees per recommendation of the personnel committee.

Motion was made by Bosselman, seconded by Dufault to approve 2021 cost of living adjustment, step increases and wage study updates for city employees per recommendation of the personnel committee. Motion carried by unanimous vote.

Council considered approval of an application for exempt permit from Fosston Lengby Lions for raffle fundraiser in lieu of annual Sportsman banquet.

Motion was made by Hoialmen, seconded by Dufault to approve the application for exempt permit from Fosston Lengby Lions for raffle fundraiser in lieu of annual Sportsman banquet. Motion carried by unanimous vote.

Member Bosselman introduced the following resolution and moved its adoption:

**RESOLUTION AWARDING CARES FUNDS
GRANTS TO CITY OF FOSSTON BUSINESSES**

RESOLUTION 20-24

WHEREAS, through City of Fosston council action on September 14, 2020 grant programs named City of Fosston Resiliency and CARES grant programs were approved to offer to all businesses in the City of Fosston.

WHEREAS, Grant applications have been received, processed and reviewed by city administrator and economic development authority for determining grant awards; and

WHEREAS, a total of \$150,000 was received from Polk County, Minnesota for use of business grants, \$25,244.17 was allocated for business grants through City of Fosston CARES funds received for a total of \$175,244.17 available grant funds.

WHEREAS, The total for Business Relief grants have been determined after review to total \$175,244.17 to the businesses listed below in amounts to address business losses and expenses related to COVID-19; and

WHEREAS, The City of Fosston council agrees the amounts listed below are appropriate and meet the criteria for addressing COVID-19 needs as best possible for each grant recipient with the allocated County CARES funds.

NOW THEREFORE BE IT RESOLVED, That the City of Fosston council approves CARES payments to the businesses listed below in the amounts recommended through the grant review process to address their COVID-19 related costs.

Fosston Chiropractic	\$ 5,820.23
<hr/>	
Cut N Creations	\$ 3,768.99
<hr/>	
All That & More	\$ 4,000.00
<hr/>	
Shear Magic Salon & Tanning	\$ 9,691.09
<hr/>	
Daroos Pizza	\$ 5,622.30
<hr/>	
Thrivent Financial	\$ 5,660.28
<hr/>	
Sjulson Family Dentistry	\$ 10,000.00
<hr/>	
Embassy Community Center *	\$ 1,000.00
<hr/>	
Dirty Knees Soap Co	\$ 5,000.00
<hr/>	
Fosston Theatre	\$ 10,000.00
<hr/>	
Hanson's Repair	\$ 5,000.00
<hr/>	
The Cutting Edge	\$ 6,827.08
<hr/>	
Anytime Fitness	\$ 5,000.00
<hr/>	
LePier Lodge	\$ 5,000.00
<hr/>	

	\$
Fosston Subway	5,000.00
<hr/>	
	\$
LePier Oil Co (without gas)	2,500.00
<hr/>	
	\$
LePiers Inc (without gas)	2,500.00
<hr/>	
	\$
Ventures Bar & Grill Inc	10,000.00
<hr/>	
	\$
Smile Designs by Sandwick	10,000.00
<hr/>	
	\$
Millers Building Center	3,000.00
<hr/>	
	\$
K&K Drive In A&W	8,000.00
<hr/>	
	\$
Theorose & Rosemary's Garden	5,000.00
<hr/>	
	\$
Chiropractic Health Clinic	2,500.00
<hr/>	
	\$
Fosston Family Dental	10,000.00
<hr/>	
	\$
D3D Dean Ultra Thin Retainer LLC	4,854.20
<hr/>	
	\$
Carlin Family Funeral Service	5,000.00
<hr/>	
	\$
Minnesota Dehydrated Vegetables, Inc	10,000.00
<hr/>	
	\$
MDV, LLC	2,500.00
<hr/>	
	\$
FosstonDQ, Inc	4,000.00
<hr/>	
	\$
Health Services Network, Inc	4,000.00
<hr/>	
	\$
Lindfors Insurance Agency	4,000.00
<hr/>	
	\$ 175,244.17

City of Fosston Administrator is authorized to proceed and implement payment of grant awards in these amounts.

The motion for the foregoing resolution was duly seconded by member Hoialmen and upon vote being taken thereon the following voted in favor thereof: Bosselman, Dufault, Hoialmen and Offerdahl

and the following voted against same: None

Whereupon said resolution was declared passed and adopted by the City Council of the City of Fosston on this 19th day of October, 2020.

James Offerdahl, Mayor

Attest:

Cassandra Heide, City Administrator

Member Dufault introduced the following resolution and moved its adoption:

**RESOLUTION ACCEPTING DONATIONS RECEIVED
BY THE CITY OF FOSSTON FROM COLUMBIA TOWNSHIP
RESOLUTION 20-25**

WHEREAS, the City of Fosston received a donation from Columbia Township in the amount of \$11,650.00: and,

WHEREAS, the funds used for the donation are Coronavirus Relief Funds Columbia Township received;

WHEREAS, the intended use of the donation is for Fosston Fire Department to purchase necessary Personal Protective Equipment needed as a result of the Coronavirus pandemic and not budgeted for;

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City Council; and

WHEREAS, the City Council expresses its gratitude for the donations given to the Fosston Fire Department which serves the Fosston community; and

WHEREAS, the City Council agrees that said donations would be of benefit to the citizens of Fosston.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT the City Council of the City of Fosston, Minnesota hereby acknowledges and agrees to accept said donations as described in Exhibit A attached to this resolution.

The motion for the foregoing resolution was duly seconded by member Bosselman and upon vote being taken thereon the following voted in favor thereof: Bosselman, Dufault, Hoialmen and Offerdahl

and the following voted against same: None

Whereupon said resolution was declared passed and adopted by the City Council of the City of Fosston on this 19th day of October, 2020.

James Offerdahl, Mayor

Attest:

Cassandra Heide, City Administrator

Council considered approving the coronavirus relief fund (CRF) expense report to the State of Minnesota Management and Budget office for September 2020 CRF expenses. Heide informed the council that monthly reports are due to the Minnesota Management and Budget Department where a special department was formed to deal with the CARES funding the state received. Expenses included in the report are eligible under Coronavirus Relief Fund, as they were a necessary expenditure to respond to the COVID-19 public health emergency, were not accounted for in the current budget, and were incurred during the covered period.

Motion was made by Hoialmen, seconded by Bosselman to approve the coronavirus relief fund (CRF) expense report submittal to the State of Minnesota Management and Budget office for September 2020 CRF expenses. Motion carried by unanimous vote.

Council considered approval of assessment reimbursement for defective concrete through 2019 concrete settlement. The total settlement was cash of \$42,500 and 184 yards of concrete valued at \$138/yard - \$25,392 for an overall total of \$67,892. The settlement percent of total concrete

was 61%. Greg Mireault was present on behalf of those businesses affected by the defective concrete and would like the City to consider a percentage reimbursement of the cash settlement. Administrator Heide presented a spreadsheet which indicated the amount of reimbursement each business would receive as part of the concrete settlement.

Motion was made by Dufault, seconded by Hoialmen to approve the assessment reimbursement for defective concrete through 2019 concrete settlement. Motion carried by unanimous vote.

Council considered approval of pay application number 5 from Hagen Construction, Inc for 2020 street and utility improvements in the amount of \$122,516.38. This pay application includes curb & gutter as well as gravel but excludes the paving. Cariveau has approved the pay application.

Motion was made by Hoialmen, seconded by Bosselman to approve application number 5 from Hagen Construction, Inc for 2020 street and utility improvements in the amount of \$122,516.38. Motion carried by unanimous vote.

Lee Cariveau, Widseth was present to discuss the 2020 street and utility improvement project and the wastewater expansion. Cariveau reported that paving should be completed on Wednesday with the north and south end of Eaton Ave N receiving a second lift, 6th St NE being paved as well as all other spot repairs throughout the city. Completion date for this project was October 17, 2020.

Cariveau presented a preliminary cost estimate for four (4) different scenarios plus several different subcomponents for the proposed 2021 Eaton Ave extension. Other potential 2021 street & improvement projects were identified as well.

Keith Kinnen, Karvakko was not present to discuss the Highway 2 Corridor study or Airport.

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

Cassandra Heide, City Administrator