

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
October 8, 2018

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, October 8, 2018 at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Dufault, Hoialmen, Veum and Anderson. Members absent: none. Also present was: Charles Lucken, Cassie Heide, Lee Cariveau, David Larson, Steven Lyseng, Keith Kinnen, Ed Lavelle, Amelia Linehan, Karen Graham, Bonnie Stewart, Jason Steinbrenner, Mike McColl, Barbara Johnson, Chet Carlson, and Scott Bixby

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

- Add Resolution for Hearing on Proposed Assessment

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

- A) To approve the minutes of the regular meeting held September 10, 2018 and special meeting held September 24, 2018.
- B) To approve Accounts Payable Bill Listing #18-10 in the amount of \$108,058.78 and AP Bill Listing #18-10A in the amount of \$219,465.22.
- C) To approve Accounts Payable Bill Listing – West End Mobile Home Park \$3,770.16.

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Deputy Scott Bixby and Chester Carlson were present to discuss matters pertaining to their department

- September was another busy month with traffic and animal calls.
- Safe School patrols continue to take place with patrols during the morning and afternoon. Officers patrol in squads and occasionally enter the schools.

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

- Crews are continuing to pick up brush, clean storm drains and prepare for winter weather.
- MDV's expansion project has begun. Working with them to get new natural gas and electrical service that is needed.
We need to do some studies and engineering to determine if we can accept any additional load for wastewater before we can allow MDV to process more wastewater. There is a need for additional gas main. Larson is working with a consultant to model our system to see what future needs will be.

- Chemicals have been added to ponds to prepare for fall discharge. Two full ponds are needed to be discharged. We need more capacity. Larson is working with Mark Hallan at WSN to engineer the needs of a new pond.
- All of Eaton Ave new electrical and gas services have been completed. Staking for street lights is done and crews will work to get some street lighting in yet this fall.
- Fourteen gas services have been completed this fall.

Civic Center: Karen Graham was present to discuss matters pertaining to her department.

- There has been more vandalism at Berge Park. Crews will be closing the public restrooms for the winter season soon. Administration is looking into security systems. The Sports Complex has seen activity in the early morning hours. Graham notified law enforcement as a neighboring home owner expressed concern over the type of activity that may be happening.
- The Zamboni should be ready this week; the vendor will provide Graham with a final price.
- Minnesota Health Department health inspector came on the 4th and reported zero deficiencies.

Community Development:

- The EDA board met today. Items discussed included re-naming the mobile home park. Letters were sent to resident in the park to choose a new name for the park. Omland Court and Poplar Place were the choices. Omland Park received the majority choices. The park is located on Omland Avenue. Heide researched the relevance of the name with the history of Fosston and two mentions of an Omland were found. One for a blacksmith and one for a doctor in Fosston.

A motion was made by Hoialmen, seconded by Veum to re-name the mobile home park Omland Court. Motion carried by unanimous vote.

Council considered a funding request from the Arts and Culture Commission as well as consideration of appointing a new member. Bonnie Stewart, Mike McColl, Jason Steinbrenner and Barbara Johnson were all present on behalf of the commission. Stewart informed the council that Fosston resident Tyler Stynsberg expressed interest in joining the commission. He is an artist and has been assisting with commission art events.

A motion was made by Dufault, seconded by Hoialmen to appoint Tyler Stynsberg to the Arts and Culture Commission. Motion carried by unanimous vote.

Stewart presented a letter of request to the council in the amount of \$5,000. Mayor Offerdahl

informed Stewart and commission members that the 2019 tax levy has been set and cannot be raised. The City can consider requests as they come in to see where the budget is.

Council considered approving final pay estimate for the warming house project in the amount of \$6,875 to Hagen Construction and Trucking, LLC. Keith Kinnen reported that near the warranty period expiration date in August; approximately twelve outstanding items were identified. Those items have been corrected and Kinnen recommends final payment to close out this project.

A motion was made by Dufault, seconded by Hoialmen to approve final pay estimate for the warming house project in the amount of \$6,875 to Hagen Construction and Trucking, LLC. Motion carried by unanimous vote.

Council considered approving partial pay estimate No. 3 in the amount of \$47,223.92 to Davidson Construction, Inc for 2018 street and utility improvement project. Lee Cariveau reported that this project is currently tracking under budget and recommends payment.

A motion was made by Anderson, seconded by Veum to approve partial pay estimate No. 3 in the amount of \$47,223.92 to Davidson Construction, Inc for 2018 street and utility improvement project. Motion carried by unanimous vote.

Council considered approving City of Fosston Council rules of procedure policy. Offerdahl informed the council that this policy formalizes what council is already doing and is good practice to have a policy on file. Councilman Dufault questioned if the adoption of the policy holds members to higher standards. Offerdahl is comfortable with the policy as it is what council is already abiding by. Lucken offered time for members to look over the policy and to consider adoption at the next regular meeting.

A motion was made by Dufault, seconded by Veum to table this agenda item. Motion carried by unanimous vote.

Keith Kinnen of Karvakko Engineering was present to discuss progress on the 2019 East end multi use path. The project memorandum is being finalized ahead of schedule. Any alternates we wish to include need to be part of the memorandum. Per approval of task order 010 Kinnen was instructed to include alternate no. 1 to include exterior sidewalks on Sather Drive and alternate no. 2 to include the remaining interior sidewalks. Engineers from Karvakko will be doing wetland delineation in the next few weeks.

Kinnen reported on the airport hangar development project. The environmental assessment for hangar development area is being performed and coordinating with the FAA on this project. Crack sealing is complete.

Lee Cariveau of Widseth, Smith, Nolting was present to discuss the 2018 street and utility improvement project. Paving should be done by the end of the week if the weather

cooperates. Grass has begun growing since seeding was done. The spot repairs should be completed later this week.

Member Hoialmen introduced the following resolution and moved its adoption:

**RESOLUTION FOR HEARING ON
PROPOSED ASSESSMENT
RESOLUTION NO. 18-29**

WHEREAS, by a resolution passed by the council on October 8, 2018, the City Administrator was directed to prepare a proposed assessment of the cost of improving the following streets by bituminous overlay:

Eaton Avenue N. between 8th Street NE and 11th Street NE

AND WHEREAS, The City Administrator has notified the council that such proposed assessment has been completed and filed in his office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FOSTON, MINNESOTA:

1. A hearing shall be held on the 12th day of November, 2018, in city hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. He may at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15 or interest will be charged through December 31 of the succeeding year.

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

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 8th day of October, 2018.

James Offerdahl, Mayor

Attest:

Charles Lucken, City Administrator

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.

Charles Lucken, City Administrator