

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
September 20, 2021

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, September 20, 2021, at 7:00 p.m.

The meeting was called to order by Vice Mayor Dufault with the following members present: Anderson, Bosselman and Mulry. Members absent: Mayor Offerdahl. Also present was: Cassie Heide, David Larson, Sergeant Scott Bixby, Lee Cariveau, Sarah Manecke, Stephen Larson, Steven Lyseng, Amelia Linehan, Keith Kinnen, Karen Graham, Mark Hagen, Dave & Sue Skunes, and Bill & Judy Stenberg. Erin Green was present via zoom.

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

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 August 9, 2021, special meetings held August 11, 2021 and August 23, 2021, as presented.
- B) To approve Accounts Payable Bill Listing #21-09 in the amount of \$93,422.78 and Supplemental AP Bill Listing #21-09A in the amount of \$45,066.64
- C) To approve Accounts Payable Bill Listing – Omland Court, \$10,249.19.

COMMITTEES/BOARDS/COMMISSION:

Law Enforcement: Sergeant Scott Bixby was present to report on matters pertaining to Fosston Law Enforcement

- Bixby reported to council that Nagel had some issues with our afterhours service over the weekend when he attempted to get ahold of our on-call staff to hold a stray dog from LePier's West until animal control was available. Heide indicated she would contact Aureon to address our concerns.

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

- Heide reported that the City of Fosston is ranked 144th on the Minnesota Pollution Control Agency's (MPCA) 2022 Project Priority List for the wastewater expansion project. She indicated our priority at this time is to secure funding in order to move forward with the project.
- Heide mailed a couple letters to residents for violating the nuisance ordinance.

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

- Larson reported that NPL is done with the 6” natural gas line expansion. This will allow current industries to expand and new industry to come to Fosston. Approximately 60% of natural gas is consumed by industrial users, 20% by commercial users and 20% by residential users.
- Larson reported that there are eight (8) new residential gas installations scheduled for this fall. Approximately 90% of the city uses natural gas. Gas usage in the City is comprised of 60% industrial use, 20-25% commercial use and 15% residential use.
- There have been two (2) pipeline safety inspections this year.
- The substation feeder project is 100% complete – the industrial feeder is the only feeder left to complete. Our electrical system is in really good shape after all the recent updates.
- Additional electrical work was completed on the west end of the city in preparation for the squaring up of Omland Avenue next year.
- Larson reported that the wastewater ponds are relatively empty due to the extremely dry summer and evaporation of a couple feet of water. He stated we need two ponds emptied in the fall to prepare for winter.
- Larson reported that the well inspection was done – levels are down but still doing fine.
- The street department staff has been busy street sweeping, tree trimming, tree removal and picking up brush.
- The burn site is open again on the weekend for City of Fosston residents to bring leaves and brush.

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

- Graham reported that the Civic Center has been busy with 5th grade elementary swimming, volleyball practice, high school swimming, etc.
- Graham reported that the school contacted her about using the facility for an Indian Education class.

Community Development

- Heide informed the council that the EDA board met at noon last Monday. Heide informed the council that EDA requested a management proposal from Real Estate Acquisitions USA, Corp for management of the mobile home park. Heide reported that the Prairie Pines Childcare Center is moving right along with hopes of opening early 2022.
- The EDA board recommended to council the approval of a micro loan to PlayWorld, Inc. in the amount of \$20,000 to use towards equipment inventory, working capital and marketing of playground equipment and safety compliance services.

Hospital Board: No report

Arts & Culture Commission:

- Heide reported that the City of Fosston received a grant payment from the Blandin Foundation in the amount of \$5,000 to help establish a physical location for the Fosston Arts and Culture Commission.
- Heide reported that the art crawl last weekend was a success with artists located at 8 businesses throughout Fosston.

City Attorney: No report

Council considered approval of a micro loan in the amount of \$20,000 over 5 years at 5% interest to PlayWorld, Inc. per recommendation of the Fosston Economic Development Authority. These funds will be used towards equipment inventory, working capital and marketing of playground equipment and safety compliance services. The playground equipment will be sold to public schools, private schools, and municipalities.

Motion was made by Anderson, seconded by Mulry to approve the micro loan in the amount of \$20,000 to PlayWorld, Inc. per recommendation of the Fosston Economic Development Authority. Motion carried by unanimous vote.

Council considered approval of new hire, Dustin Manecke, for the Community Resource Officer position. Manecke is from Fosston and a graduate of Fosston High School. He graduated with honors from the University of North Dakota with a bachelor's degree in Criminal Justice. He was a police officer/detective for 10 years with the West Fargo Police Department, so he has ample experience with ordinances and working with the community. Administrator Heide, Mayor Offerdahl and vice mayor Dufault interviewed Manecke and were pleased with his background, desire to serve locally and understands the importance of community and compliance versus punishment. Manecke will have an office at City Hall and report to Administrator Heide. Manecke will begin work the 4th of October.

Motion was made by Mulry, seconded by Anderson to approve new hire, Dustin Manecke, for the Community Resource Officer position. Motion carried by unanimous vote.

Council reviewed proposals and considered awarding engineering services for FIT trail expansion. Heide received two proposals: one from Widseth and one from Karvakko. Widseth submitted a proposal for design engineering in the amount of \$62,726 which is based on a percentage of total project cost. Karvakko's proposal for design engineering was a fixed fee of \$67,500 and not based on the total project cost. Heide feels costs based on actual work versus a percentage of a construction amount is a better way of planning and budgeting. She recommends awarding the FIT trail expansion engineering to Karvakko.

Motion was made by Anderson, seconded by Mulry to award design engineering services for the FIT trail expansion to Karvakko in the amount of \$67,500. Members in favor: Anderson, Dufault and Mulry. Members opposed: Bosselman. Motion carried.

Council considered approval of a request for proposals for civil engineering. Heide presented an RFP to council for city engineering services should they be interested in requesting proposals from various professional engineering firms. Widseth has been the city's civil engineer for many

years. Heide indicated that it is a good practice to select the best-qualified engineering firm through the RFP process and exercise the request for proposals at least every five years or more frequently if necessary.

Motion was made by Bosselman, seconded by Anderson to approve the request for proposals (RFP) for civil engineering services as presented by Heide. Motion carried by unanimous vote.

Council considered approval of an estimate from MacQueen Equipment for purchase of a 2022 Elgin Pelican Street sweeper on state bid in the amount of \$219,669. Heide stated the city would lease this equipment over 5-7 years. The city will get approximately \$7,000 on trade-in for the old street sweeper.

Motion was made by Mulry, seconded by Anderson to approve the estimate from MacQueen Equipment for purchase of a 2022 Elgin Pelican Street sweeper on state bid in the amount of \$219,669. Motion carried by unanimous vote.

Council considered approval of an application for exempt permit from the Fosston Area Sportsmen Club for the annual sportsman banquet.

Motion was made by Anderson, seconded by Mulry to approve the application for exempt permit from the Fosston Area Sportsmen Club for the annual sportsman banquet. Motion carried by unanimous vote.

Council considered approval of pay estimate No. 1 in the amount of \$32,815.85 to Hagen Construction, Inc. for the 2021 Skeie Drive sidewalk project. Kinnen noted that this is for work completed through August.

Motion was made by Bosselman, seconded by Anderson to approve pay estimate No. 1 in the amount of \$32,815.85 to Hagen Construction, Inc. for the 2021 Skeie Drive sidewalk project. Motion carried by unanimous vote.

Council considered approval of pay estimate No. 1 in the amount of \$142,197.97 to Novco, Inc. for the airport wetland removal project. Kinnen reported that Novco has completed the project except for seeding. Heide indicated that 100% of this project will be re-imbursed with ARPA funds.

Motion was made by Anderson, seconded by Mulry to approve pay estimate No. 1 in the amount of \$142,197.97 to Novco, Inc. for the airport wetland removal project. Motion carried by unanimous vote.

Council considered approval of change order No. 2 in the amount of \$56,007.40 to Hagen Construction and Trucking, Inc for the 2021 utility and street improvement project. This amount includes the removal of curb & gutter, concrete sidewalks, and concrete driveway along 1st Street East.

Motion was made by Mulry, seconded by Bosselman to approve change order No. 2 in the amount of \$56,007.40 to 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. 3 in the amount of \$56,643.14 to Hagen Construction and Trucking, Inc. for the 2021 utility and street improvement project. Cariveau noted this is payment for the removal of curb & gutter, concrete sidewalks, and concrete driveway along 1st Street East.

Motion was made by Bosselman, seconded by Anderson to approve pay estimate No. 3 in the amount of \$56,643.14 to 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. 1 in the amount of \$37,287.50 to Polk County for the 2021 utility and street improvement – city portion of Knife River Materials contract. Knife River is doing the milling, bituminous paving, and spot repairs in the City of Fosston as per contract. Cariveau noted that the County will make the payment to Knife River upon their board's approval.

Motion was made by Anderson, seconded by Mulry to approve pay estimate No. 1 in the amount of \$37,287.50 to Polk County for 2021 utility and street improvement – city portion of Knife River Materials contract. Motion carried by unanimous vote.

Council considered approval of change order No. 1 in the amount of \$52,439.54 to Polk County for the 2021 utility and street improvement – city portion of Knife River Materials contract. Cariveau noted this change order is for additional milling and bituminous paving spot repairs throughout the city.

Motion was made by Bosselman, seconded by Mulry to approve change order No. 1 in the amount of \$52,439.54 to Polk County for the 2021 utility and street improvement – city portion of Knife River Materials contract. Motion carried by unanimous vote.

Council considered approval of pay estimate No. 2 in the amount of \$166,920.98 to Polk County for 2021 utility and street improvement – city portion of Knife River Materials contract. Knife River is doing the milling, bituminous paving, and spot repairs in the City of Fosston as per contract. Cariveau noted that the County will make the payment to Knife River upon their board's approval.

Motion was made by Anderson, seconded by Mulry to approve pay estimate No. 2 in the amount of \$166,920.98 to Polk County for 2021 utility and street improvement – city portion of Knife River Materials contract. Motion carried by unanimous vote.

Council considered approval of pay estimate No. 1 in the amount of \$161,807.12 to Paras Construction for additional concrete work on 1st Street East. Cariveau reported that the additional cost to the contract is attributed to the Dairy Queen requesting a section of their north driveway be repaired and Paras tearing out and re-doing some of the sidewalk to fix the elevation. The

Dairy Queen will be assessed 100% of their costs for their requested driveway improvement. Cariveau noted that this payment is for the entire contract less retainage.

Motion was made by Anderson, seconded by Mulry to approve pay estimate No. 1 in the amount of \$161,807.12 to Paras Construction for additional concrete work on 1st Street East. Motion carried by unanimous vote.

Lee Cariveau, Widseth was present to discuss the 2021 street improvement project and the wastewater expansion.

Cariveau reported that the County (Knife River) has completed all the milling & asphalt overlay of 1st Street East, 4th to 8th Street on Eaton Avenue North and spot repairs throughout the city. The additional concrete work along 1st Street East has also been completed by Paras Contracting. Per recommendation of staff, Cariveau presented information to council of a potential 2022 utility and street improvement project. A full reconstruction of an identified area of Second Street, Granum Avenue N, and Inderlee Ave N was discussed. The reconstruction would include all new sanitary and storm sewer, watermain and street on 2nd Street, Inderlee and Granum. Cariveau stated that 2nd Street would be widened to better accommodate parking and traffic flow near the high school. The engineers estimated cost for schedule A, B & C is \$1,710,176. Cariveau provided a brief update on the wastewater expansion project. 90% plans have been delivered to city staff for review with completed plans to be ready late fall, early winter to submit to MPCA. 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 and Skeie Drive sidewalk. Kinnen reported that Novco has completed the wetland mitigation project except for seeding. Kinnen noted that Jeff Broadwell did not wish to have the field seeded so Novco will forgo seeding there and till up the area instead. Kinnen also noted that this project is tracking a little under budget. Kinnen reported that the Skeie Drive sidewalk project has been completed and he's satisfied with the work.

A forum for members of the public present to speak was held. Dave Skunes, a Rosebud township resident, stated he spoke with Evan Fonder at Heritage days regarding the hiring of a Community Resource Officer in the City of Fosston and reducing the Sheriff's Office contract hours. Dave expressed concern of what cutting a deputy from the Polk County Sheriff's Office contract with the City of Fosston to hire this new employee would do to the County's response time in and around Fosston. Dufault acknowledged his question and concern but stated the Polk County Sheriff's Office contract has not been brought to council for discussion. He stated there would be a special meeting held at a later date with the Sheriff's Office to discuss the City's contract. Dufault said he would not speak on behalf of the mayor, but believes it is the City's intention to have as much coverage within the city as possible.

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

Cassandra Heide, City Administrator