

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
March 9, 2026

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, March 9, 2026 at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Dufault, Pearson and Mulry. Members absent: Anderson. Also present were: City Administrator Cassie Heide, Public Works Director Steven Lyseng, Accounting Specialist Nikki Juve, Sergeant Olson, Patrolman Schipper, Communications Coordinator Kirby Vossler, Stephen Larson (Fosston City Attorney), Michael Karvacko and Keith Kinnen (Karvacko Engineering), Jarda Solc and Nicole Dolejs (AE2S).

Recited the Pledge of Allegiance.

Modifications to and the Approval of the Agenda was presented by Mayor Offerdahl. Motion was made by Dufault, Mulry seconded to approve the agenda and modifications. Motion carried by unanimous vote.

Motion was made by Mulry, seconded by Pearson to approve Consent Agenda items A., B. Motion carried by unanimous vote.

- A) To approve the minutes of the regular meeting held February 9, 2026.
- B) To approve Accounts Payable Bill Listing #26-03 in the amount of \$119,925.14 and supplemental AP Bill Listing #26-03A in the amount of \$244,596.04.

COMMITTEES/BOARDS/COMMISSION:

City Administration: Cassie Heide reported

- Heide reported the open house for Sergeant Jim Juve went well, congratulated him on his retirement and thanked him again for his years of service to the city and community.
- There is still a need to hire one patrol officer.
- Last month council approved the orderly annexation for the Ostena land purchased at the end of 2025 located in Brandsvold township. The small cemetery parcel, which does not generate taxes for any taxing authority was also included as it is contiguous and tax neutral. Brandsvold Township met last month and voted against the orderly annexation. Heide noted that the City of Fosston has the right to annex contiguous land that it owns. The actions of Brandsvold Township merely cost the taxpayers of this community additional expenses as now our city attorney needs to prepare new paperwork with the same end result as the orderly annexation. It is very unfortunate. Heide stated she was clear in explaining to them what property the orderly annexation documents included, and no questions were asked of her. It is unclear as to the reason why it was not approved, there was nothing gained by voting against it.
- For the Berge Stafford Park playground project Heide submitted the pre-submission for comments for the DNR 50/50 grant. Formal application is due at the end of March and everything is ready to go pending any comments from DNR. The total project cost is \$765,664.74 which includes the cost of the playground equipment already paid for. The grant

request will be for \$382,832.37 which will cover all costs of the splash pad and assist with the installation and surfacing expenses. The city portion will be under \$350,000 as a result of the near \$40,000 already received in generous donations towards the project. A big thank you to the committee that is working on this project, to Kirby Vossler and for the generous local support.

- Bid opening for 9<sup>th</sup> St NW went very well, with bids coming in under estimate. With certain bids coming in well under estimate it is a good time to consider finishing the paving of Eaton Avenue North in the Aspen addition. Utility infrastructure was installed quite a few years ago and the road remained gravel. Urbanizing and finishing the pavement is what's left to do. The project cost should be just under \$175,000 including engineering, so it falls under the threshold for competitive bids and could be quoted. If prices come in favorable it would be a good project to add to this years' work. Residents there were sent notice of potential assessment and were supportive of the project and excited. Notice of formal public hearing was completed so it can be discussed at the April city council meeting.
- For staff continuing education, Dyana continues with her leadership program training at MMUA. Madi is set for the Spring transit workshop in May. Nikki will be attending first year clerks' school in Brooklyn Center for a week in May. It is a three-year program with a lot of very good training that will help her be successful in her position. Our newest lineman, Zack, also has been able to take advantage of a lot of training, and Steven will share more on that. Steven and I will go to a grid resiliency workshop in TRF in April. We both continue to be engaged on and with the NMPA board. NMPA's annual meeting is in May with a bigger formal event in October during Public Power week for the celebration of the Agency's 50<sup>th</sup> year. It remains the oldest joint action agency in Minnesota. The Minnkota annual meetings are at the end of the month.
- Heide will attend the MMUA legislative rally at the end of the month in St. Paul.
- Bid opening on 2<sup>nd</sup> St NE project is April 2<sup>nd</sup>.
- The interview for the FIT Trail Phase 4 grant (from Mary Avenue to Granum Avenue) was done in McIntosh in February. There was about \$800,000 in funds available, with 5 communities in the district interviewing for the grant. The City of Fosston has been awarded the full grant applied for, just under \$300,000. We are very fortunate to receive that funding.
- The city is looking for a new fireworks vendor for this year. The previous vendor is no longer providing that service.
- Rosebud Township property needs to be annexed; they meet tonight to vote on it. Their decision determines the steps that will be taken to annex both the Brandsvold and Rosebud parcels.
- Heide stated the city received a letter from the Essentia Health Foundation asking for a donation. She included in correspondence their foundation portfolio showing that only about 35% of every dollar donated goes to the actual charity, unlike The First Care Foundation where 100% of every dollar donated goes to the charity. Offerdahl commented it is hard to believe that a charitable organization keeps 65% of their donations; if anyone wanted to donate to a health-oriented charity, The First Care Medical Services Foundation definitely would be the one to donate to.

Street/Utilities/Sanitation: Steven Lyseng reported

- Lyseng reported they are working on sweeper maintenance getting ready for spring.

- The remaining Berge Stafford Park playground equipment will be removed as weather permits. The sand at the park will also need to be removed. Lyseng is considering whether to have staff do the sand removal or hiring someone to do dirt work and install drain tiles.
- Quotes are still being collected to fix the library roof.
- The shop breakroom is close to being finished, with cabinets & countertop left to be installed. Tomorrow will be the first day it can be used by staff.
- There were two recent water main breaks, with three total so far in 2026. The recent breaks were just cracks and were able to be addressed by utilizing a valve versus an area shut off.
- Lyseng attended the MN Rural Water Annual Conference last week. A big topic there was future nitrogen level limits and the SAGR system being a key process to maintain those levels. With the city considering that system as phase two of the recently approved wastewater project it confirms we are on the right track.
- It appears that all damage caused by the lightning strike last summer has been found and addressed.
- With the warmer weather and melting snow the storm sewers and basins are being opened as needed. Many are thawing on their own.
- Lyseng is hopeful to complete the transformer replacement for the AWOS system soon if weather stays warm. Once the old one is disconnected the installation of the new one must be completed.
- Minnkota will have a 4% rate increase effective April 1. Lyseng has been working on adjustments needed in response to that rate change. This will be discussed in depth at the utilities commission meeting tomorrow, with possible rate changes to be presented for approval.
- Zack Radtke is signed up with MMUA to begin his Northwest Lineman College Books. Because Lyseng and Linehan have done the apprenticeship lineman program, Zack can do the training in-house. His hours will be submitted to the Department of Labor to be verified. He has previous training so will be able to get him through the process quickly.
- On Wednesday Lyseng and Linehan will attend the NMPA Superintendent meeting. This is a good opportunity to get information and build relationships with employees from other NMPA cities.
- Planned summer work includes energizing the line to the new industrial park, installing single phase lines between Foss and Granum Avenue and the AWOS transformer replacement.
- The new gas regulators that were sent in to be serviced under warranty have been returned and will be installed this spring.
- Friday there will be an electrofusion training conducted by MMUA. This is done hands on every year with follow-up training on leak and investigation. The Bagley and Clearbrook utilities crews will join in the training.
- There has been one request for gas installation for 2026.

Civic Center: In Karen Graham's absence Councilman Dufault reported

- Councilman Dufault reported the Civic Center continues to stay busy with birthday parties and various groups using the space regularly. Morning lap swim at the pool remains busy as well, averaging 6-8 people. The ice at the skating rink is pretty much gone now. Dufault had family in town over the holidays. They went to the skating rink and were very impressed with the warming house, skate rentals and other amenities offered.

Police Department: Sergeant Mary Olson reported

- Olson reported in February there were 77 CFS's and 16 ICR's. Primary reasons for CFS's were motor vehicle accidents (3 in February), juvenile issues and animal complaints.
- March is the end of the 2<sup>nd</sup> quarter of the TZD program. In April a new focus will start on distracted driving that will result in some overtime hours for the department.
- The prescription take back program is going very well. The recent submission to be disposed was 56 pounds.
- The department is short one patrol officer. Ads remain on the POST board and FaceBook, however competition is tough. There are currently 123 ad posts on the POST board, with some departments advertising for multiple positions. Sergeant Olson will reach out to the local colleges to present the employment opportunity to this year's graduates.
- A body camera audit will be completed in May checking current policy and compliance measures. This is required by the state every two years.
- Olson stated community members recently recognized Officer Schipper, sharing that his attention to detail, caring attitude and empathy while on duty was appreciated.

Community Development: Cassie Heide reported

- Heide reported discussion on the Rehab Fosston Grant request that was tabled last month was resumed. There have been two grants awarded in the last couple of years. The application was for a vacant home needing improvements, primarily replacing windows. The application brought awareness of potential improvements to enhance the program that will be discussed further. The EDA board unanimously voted to recommend the approval of the application from Ken Kaasa. Motion was made by Mulry, seconded by Pearson to approve the grant application. Motion carried by unanimous vote.
- A request was made to council asking to table agenda item #10, the TIF District Development 1-15 due to the developer having some outstanding questions. This will be further discussed later in the meeting.
- The Childcare Center has a couple infant openings.

Communications: Kirby Vossler reported

- Vossler reported she continues to work on the Berge Stafford Park project fundraising campaigns. The T-shirts have arrived and are being sold for \$20/each. There is a link on the city's website to order online, and shirts are also available at City Hall to purchase. The shirts both help raise funds for the project and brings awareness as people wear them. Cash donations are also accepted to support the project.
- Vossler collaborated with Heide to complete the pre-submission for comments DNR 50/50 grant application.
- A person/group of the year award and service award for the community will be awarded in 2026. These awards have been given at various times in the past. The person/group of the year award would go towards a person/group who made a meaningful and positive impact on the community during the past year that goes above and beyond regular job duties. The service award recognizes an individual who has, over an extended period of time, made a lasting positive impact on the community through service. Nomination forms will be available at City Hall and online soon, with a deadline of March 31 to turn in nominations.
- The City Newsletter was prepared and focused on spring storm safety and preparedness, information on Childcare Center openings and employment opportunities, an update on the park project and ways to support it through fundraising campaigns.

Hospital Board/Health Care: Cassie Heide reported

- Heide reported there is a First Care Medical Services Board meeting scheduled for next Monday and is assuming it will be to approve financials for the prior year. She is not comfortable going to that meeting with the expectation of her to make important financial decisions without having documentation to review beforehand. She stated she was not given specific financial details prior to last year's meeting either, and asked council for direction. Mayor Offerdahl reiterated the City of Fosston retains one seat on the First Care Medical Services Board of directors and Heide holds that seat. She represents the City of Fosston and everyone within the community. Offerdahl stated she was put in a tough position last year at the annual meeting as well. At that meeting Heide disputed the legitimacy of the meeting itself, and anything decided upon due to the fact two new members of the three-member board were appointed without the existing board's knowledge or the city's consent. Additionally, the removal of a specific member was inconsistent with the terms of Essentia Health's agreement with the city. Heide's vote of nay was against the legitimacy of the meeting itself but was weaponized by Essentia to make it appear her vote was against the ED improvement. That was not the case. One of the newly appointed board members prepares the financial documents presented for approval. While that member has a clear conflict of interest and should abstain, they voted to approve last year, and that vote was permitted to stand. Offerdahl stated the city will continue to make clear their objection to the legitimacy of the board of director appointments Essentia made violating their agreement. He affirmed Heide handled it correctly last year and should respond the same this year. Offerdahl then stated the situation of the six providers not given privileges at the Fosston hospital is concerning. When they resigned from Essentia Health they were advised their privileges would remain; however, that was not true. Essentia revoked their privileges. If a patient to one of those six providers is hospitalized at Fosston Essentia, that patient cannot be seen by their provider. Offerdahl emphatically stated this must change. It is common for Essentia to give privileges to non-Essentia providers; there is no valid reason why they are withholding their privileges. Heide then reported about the Essentia emergency department expansion. Months ago, she and Lyseng met with their engineers to outline the necessary pre-construction requirements. Although they were informed zoning permits must be submitted and approved before construction can take place, no applications have been filed to date. Offerdahl stated the expansion is included in the 2009 agreement with the city. It is needed and would be welcomed. It appears to be more gaslighting, however, and makes a person wonder if they truly plan to follow through with the expansion since required paperwork to do so hasn't yet been submitted. Lastly, Heide reported that the hearing in district court on compelling arbitration will be held two weeks from today. The judge will have 90 days to rule on it.

City Attorney: Stephen Larson reported

- Larson reported that even with Brandsvold Township declining the annexation of the recently purchased land, the city owns the land and can annex it through ordinance. Rosebud votes on the annexation of that parcel tonight. Their decision determines the steps to be taken to annex both parcels. Both are owned by the city, and both will be annexed as city property.

Airport Commission: Cassie Heide reported

- Heide reported a notice for the airport commission ordinance change is included in correspondence. Upon city attorney Larson's review, it was confirmed by ordinance there is to be a commission meeting once a month; this has not been happening. The ordinance also states authority is given to city council. Casey Holland recently reached out expressing interest in the airport commission, and his interest is appreciated. As it stands, the commission board functions solely as an advisory board to city council and is not mandated by the FAA or MnDOT Aeronautics. Upon further discussion it was decided the current notice will remain for a period of 30 days, with the city council having opportunity to vote on disbanding the airport commission during the April meeting.

Council considered adopting Resolution Authorizing Submission of DNR Outdoor Recreation Grant. Heide reported the pre-application for comments has been submitted and is waiting for comments from the DNR to incorporate into the final application. Those awarded the grant will be notified in June.

Member Pearson introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING SUBMISSION OF  
DNR OUTDOOR RECREATION GRANT  
RESOLUTION NO. 26-14**

BE IT RESOLVED that the City of Fosston act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on 16/03/2026 and that Cassie Heide is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of Fosston.

BE IT FURTHER RESOLVED that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that the City of Fosston has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Fosston has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that the City of Fosston has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State,

The City of Fosston may enter into an agreement with the State for the above-referenced project, and that the City of Fosston certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that THE CITY ADMINISTRATOR is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the Fosston City Council of the City of Fosston on 09/03/2026.

SIGNED:

WITNESSED:

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Cassie Heide

(Signature)

City Administrator

3/09/2026

(Title)

(Date)

Council considered approval of 2026 Liquor License Applications:

- a. On Sale (\$1,000) – Over & Under Inc - Ventures Bar & Grill  
Hugo's.  
Daroos
- b. Sunday On Sale (\$200) – Over & Under Inc - Ventures Bar & Grill  
Hugo's
- c. Off Sale (\$200) – Corner Liquor  
Hugo's

Motion was made by Dufault, seconded by Mulry to approve the 2026 liquor license applications. Motion carried by unanimous vote.

Council considered approval of lease for Incubator space used by Ignite Youth Center, Inc. for 2026. Motion was made by Mulry, seconded by Pearson to approve the lease. Motion carried by unanimous vote.

Council considered approval of Sign on Incentives for Police Department job openings through 2026 per recommendation of Fosston Public Safety Committee. Heide reported at the recent FPSC meeting they discussed how it has proven to be difficult hiring an officer to fill the open PD patrol position with so many local agencies also hiring and offering competitive sign-on incentives. Offering a lateral hiring incentive package was discussed, one that is competitive and compliments the current incentives offered to new residents of Fosston. It would include a hiring incentive of \$2,000 paid with the first paycheck, \$1,000 paid with successful completion of field training, \$1,000 with successful completion of probationary period and \$1,000 paid upon completion of two years employment with the department. Councilman Mulry inquired about the dollar amount of the incentive and asked how it compares to other agencies. There was much discussion regarding the importance of filling that 4<sup>th</sup> patrol officer position and the elements within the proposed incentive package. Motion was made by Dufault, seconded by Mulry to approve the incentive package with the caveat it could be re-visited if the position is not filled after a reasonable amount of time. Motion carried by unanimous vote.

Council considered the TIF Development Agreement with Back Country Construction & Development Inc for TIF 1-15. Mayor Offerdahl confirmed with Heide the Community Development Committee's recommendation was to table this pending further refinement of the development agreement. Motion was made by Dufault, seconded by Pearson to table pending refinement of the agreement. Motion carried by unanimous vote.

Council considered adopting Resolution Awarding the 2026 9<sup>th</sup> St NW Utility & Street Improvement Project. Heide reported this would include the base bid plus alternate 2 which does not include new sidewalks and preserves the mature trees along the boulevard.

Member Dufault introduced the following resolution and moved its adoption:

RESOLUTION ACCEPTING BID AND AWARDING CONTRACT  
FOR 2026 9<sup>TH</sup> STREET NORTHWEST UTILITY & STREET IMPROVEMENT  
RESOLUTION NO. 26-15

WHEREAS, pursuant to an advertisement for bids for the improvement of the following PROJECT:

WHEREAS, bids were received, opened and tabulated according to law, and two (2) bids were received complying with the advertisement as follows:

Gordon Construction of Mahnomen, Inc.	Base Bid	\$ 1,038,473.16
	Alternate 1	\$ 85,330.00
	Alternate 2	\$ 93,928.04
	TOTAL BID	\$ 1,217,731.20
Davidson Construction, Inc	Base Bid	\$ 1,146,823.50
	Alternate 1	\$ 93,650.00
	Alternate 2	\$ 106,834.00
	TOTAL BID	\$ 1,347,307.50
Sellin Brothers, Inc	Base Bid	\$ 1,167,904.50
	Alternate 1	\$ 101,870.00
	Alternate 2	\$ 114,942.00
	TOTAL BID	\$ 1,384,716.50
R.J. Zavoral & Sons Inc	Base Bid	\$ 1,198,321.00
	Alternate 1	\$ 79,390.50
	Alternate 2	\$ 91,797.00
	TOTAL BID	\$ 1,369,508.50
Taggart Contracting, Inc	Base Bid	\$ 1,230,995.00
	Alternate 1	\$ 77,775.00
	Alternate 2	\$ 114,351.00
	TOTAL BID	\$1,423,121.00

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

1. The Mayor and City Administrator are hereby authorized to enter into an agreement with Gordon Construction of Mahnomen, Inc, Minnesota in the name of the City of Fosston for the 2026 9<sup>th</sup> St NW Street & Utility Improvement Project, Base Bid of \$ 1,038,473.16 and alternate 2 of \$93,928.04 for a total of \$1,132,401.20.
2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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

And the following voted against same: None

Whereupon said resolution was declared passed and adopted this 9<sup>th</sup> day of March 2026.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Council considered adopting Resolution authorizing Orderly Annexation of certain Land from Rosebud Township to the City of Fosston. Heide reported this is the Rosebud land purchased last fall, and also includes the cemeteries on the west side of County Road 6 to clean things up since there are no property taxes assessed to cemeteries. Rosebud Township meets tonight as well. Once Heide receives the signed document stating their approval it will be given to City Attorney Larson to process.

**IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN  
THE CITY OF FOSSTON AND ROSEBUD TOWNSHIP  
PURSUANT TO MINNESOTA STATUTES, SECTION 414.0325**

**WHEREAS**, on February 17, 2026, a Notice of Intent to include property in an orderly annexation area was published pursuant to the requirements of Minnesota Statutes, Section 414.0325, Subd. 1b.

**WHEREAS**, the City of Fosston and Rosebud Township jointly agree to designate and request the immediate annexation of the following described land located within Rosebud Township to the City of Fosston, County of Polk, State of Minnesota:

**Parcel No. 61.00016.00:**

**Owner:** City of Fosston

**Legal Description:**

The South Half of the Northeast Quarter and Government Lots 1 and 2 in Section 3, Township 147 North of Range 40 West of the Fifth Principal Meridian, according to the United States Government Survey thereof, LESS THE FOLLOWING EXCEPTED TRACTS:

EXCEPTED TRACT: That part conveyed by Warranty Deed, dated Jan. 13, 1992 and recorded March 26, 1992 in Book 494 of Deed on page 99 as Document No. 513147.

EXCEPTED TRACT: That part of the Southeast Quarter of the Northeast Quarter and Government Lot 1 in Section 3, Township 147 North of Range 40 West of the Fifth Principal Meridian, described as follows: Commencing at the Northeast corner of said Government Lot 1; thence West along the North line of said Government Lot 1 a distance of 990 feet; thence South on a line parallel with the East line of said Government Lot 1 and said SE1/4NE1/4 a distance of 2,640 feet, more or less, to the South line of said SE1/4NE1/4; thence East along the South line of said SE1/4NE1/4 a distance of 990 feet, more or less, to the Southeast corner of said SE1/4NE1/4; then North along the East line of said

SE1/4NE1/4 and said Government Lot 1 a distance of 2,640 feet, more or less, to the point of beginning, containing 60 acres, more or less.

(consisting of approximately 94.8 acres)

**Parcel No. 61.00016.02:**

**Owner:** City of Fosston

**Legal Description:**

That part of the Southeast Quarter of the Northeast Quarter and Government Lot 1 in Section 3, Township 147 North of Range 40 West of the Fifth Principal Meridian, described as follows: Commencing at the Northeast corner of said Government Lot 1; thence West along the North line of said Government Lot 1 a distance of 990 feet; thence South on a line parallel with the East line of said Government Lot 1 and said SE1/4NE1/4 a distance of 2,640 feet, more or less, to the South line of said SE1/4NE1/4; thence East along the South line of said SE1/4NE1/4 a distance of 990 feet, more or less, to the Southeast corner of said SE1/4NE1/4; then North along the East line of said SE1/4NE1/4 and said Government Lot 1 a distance of 2,640 feet, more or less, to the point of beginning.

(consisting of approximately 60.00 acres)

**Parcel Nos. 61.00035.00 and Parcel No. 61.00036.00:**

**Owner:** Hope Lutheran Church of Fosston and Kingo Evangelical Lutheran Church

**Legal Description:**

---Southeast Quarter of the Northwest Quarter in Section 3, Township 147 North of Range 40 West of the Fifth Principal Meridian, except that part which has been previously annexed by the City of Fosston.

(consisting of approximately 5.50 acres)

**WHEREAS**, the City of Fosston and Rosebud Township are in agreement as to the orderly annexation of the unincorporated land described.

**WHEREAS**, Minnesota Statutes, Section 414.0325 provides a procedure whereby the City of Fosston and Rosebud Township may agree on a process of orderly annexation of a designated area.

**WHEREAS**, the City of Fosston and Rosebud Township have agreed to all the terms and conditions for the annexation of the above-described lands, and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

**NOW, THEREFORE, BE IT RESOLVED**, jointly by the City Council of the City of Fosston and the Township Board of Rosebud Township as follows:

**Section 1. Property.** That the following described land is subject to orderly annexation pursuant to Minnesota Statutes, Section 414.0325, and that the parties hereto designate the area for orderly annexation and agree that the land be immediately annexed:

**Parcel No. 61.00016.00:**

**Owner:** City of Fosston

**Legal Description:**

The South Half of the Northeast Quarter and Government Lots 1 and 2 in Section 3, Township 147 North of Range 40 West of the Fifth Principal Meridian, according to the United States Government Survey thereof, LESS THE FOLLOWING EXCEPTED TRACTS:

EXCEPTED TRACT: That part conveyed by Warranty Deed, dated Jan. 13, 1992 and recorded March 26, 1992 in Book 494 of Deed on page 99 as Document No. 513147.

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(consisting of approximately 94.8 acres)

**Parcel No. 61.00016.02:**

**Owner:** City of Fosston

**Legal Description:**

That part of the Southeast Quarter of the Northeast Quarter and Government Lot 1 in Section 3, Township 147 North of Range 40 West of the Fifth Principal Meridian, described as follows: Commencing at the Northeast corner of said Government Lot 1; thence West along the North line of said Government Lot 1 a distance of 990 feet; thence South on a line parallel with the East line of said Government Lot 1 and said SE1/4NE1/4 a distance of 2,640 feet, more or less, to the South line of said SE1/4NE1/4; thence East along the South line of said SE1/4NE1/4 a distance of 990 feet, more or less, to the Southeast corner of said SE1/4NE1/4; then North along the East line of said SE1/4NE1/4 and said Government Lot 1 a distance of 2,640 feet, more or less, to the point of beginning.

(consisting of approximately 60.00 acres)

**Parcel Nos. 61.00035.00 and Parcel No. 61.00036.00:**

**Owner:** Hope Lutheran Church of Fosston and Kingo Evangelical Lutheran Church

**Legal Description:**

---Southeast Quarter of the Northwest Quarter in Section 3, Township 147 North of Range 40 West of the Fifth Principal Meridian, except that part which has been previously annexed by the City of Fosston.

(consisting of approximately 5.50 acres)

**Section 2. Acreage/Population/Usage.** That the orderly annexation area consists of approximately 160.3 acres, no one lives in the annexation area, and the land use type is cemetery and agricultural.

**Section 3. Jurisdiction.** That Rosebud Township and the City of Fosston, by submission of this joint resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, confers jurisdiction upon the Chief Administrative Law Judge so as to accomplish said orderly annexation in accordance with the terms of this resolution.

**Section 4. No Municipal Reimbursement/No Tax Exempt Property.** Rosebud Township and the City of Fosston agree that there shall be no reimbursement. There is no tax exempt property in the area to be annexed.

**Section 5. Assessments and Debt.** That pursuant to Minnesota Statutes § 414.036 with respect to any special assessment assigned by the Township to the annexed property and any portion of debt incurred by the Township prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the area legally described there are no special assessments or debt.

**Section 6. Review and Comment.** The City of Fosston and Rosebud Township agree that upon receipt of this resolution, passed and adopted by each party, the Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

**Section 7. Filing and Costs.** The City of Fosston is responsible for filing this resolution with the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, paying all filing costs and publication costs associated with the orderly annexation, and for providing additional information or corrections as may be needed to complete the requested annexation.

Adopted by a majority vote, two (2) in favor and one (1) against, of the members of the Rosebud Township Board of Supervisors this 9<sup>th</sup> day of March 2026.

**ROSEBUD TOWNSHIP**

ATTEST:

By: \_\_\_\_\_

By: \_\_\_\_\_

Kerry Winkelmann, Chairperson

Cheryl F. Winkelmann

Board of Supervisors

Township Clerk

Adopted by affirmative vote of the City Council of Fosston this 9<sup>th</sup> day of March 2026.

**CITY OF FOSSTON**

**ATTEST:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Mayor

City Administrator

Approved this 9<sup>th</sup> day of March 2026.

Council considered approval of Engineering Agreement and accompanying Task Order No. 001 with Karvacko Engineering for Southside Utility & Street Improvement Project. Mike Karvacko of Karvacko Engineering reported the City of Fosston currently has a Master Service agreement on Task Order Process with them that is coming up to the end of the fifth year, and with the Southside Project it seemed like a good time to renew it. Heide reported after completing the public hearing last month on the project, we are now going through the process with Minnesota Public Facilities Authority to get on the project priority list, with the next step having an intended use plan with PFA to get their long-term low interest loan for this project. The task order fee is \$520,000 and is design engineering on a \$6 million+ project, equaling about 11.5% of the project. There will be another task order for construction engineering once the project is bid. Heide stated most of the design should be done by January 2027 and then focus would be getting on the intended use plan for 2028/2029 projects. Motion was made by Dufault, seconded by Mulry to approve the Engineering Agreement and Task Order No. 001. Motion carried by unanimous vote.

Keith Kinnen with Karvacko reported they will submit the paperwork for the Calvary Trail Project tomorrow morning to MnDOT, which includes the base bid and 2 alternates. Within it lies line items addressing the wetland areas. If there is no issue with the subsoil, that part of the grant would not need to be used; it is in place to be prepared to avoid any delays. Alternate one includes vinyl coated fencing in steeper areas, and alternate 2 also includes a seating area with picnic tables straight north of the cemetery by the complex and additional trees along the trail. It needs to be reviewed and approved before being put out for bid. The 2<sup>nd</sup> Street project will be open for bids April 2. This will be administered by Polk County and will be held online. For the Southside Project soil boring was completed last week by AET; once it thaws surveying will be done.

Nicole Dolejs with AE2S reported now with the approval of awarding the 9<sup>th</sup> Street project they will work on getting contracts put together with Gordon Construction and a pre-con meeting will be scheduled so all is in place once the weather warms up. For the wastewater project documents were compiled and submitted last week to the MPCA on the wastewater facility plan. It is in the review stage.

There was a forum for the members of the public to speak, but no one was present who wished to speak.

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

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Cassie Heide, City Administrator