

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
April 10, 2023

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, April 10, 2023, at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Anderson, Dufault, LePier and Mulry. Members absent: None. Also present was: Cassie Heide, Steven Lyseng, Sarah Manecke, Dustin Manecke, Stephen Larson, Keith Kinnen, Jerry Bolin, Mary Olson, Joan Uhren, Charity Brault, Pete & Heidi Danos, Bob & Lora Lee Saeter, Tim Saeter, Chuck Lucken, and D'Anne Johnson.

Recited the Pledge of Allegiance.

Motion was made by Dufault, seconded by Anderson to approve the agenda. Motion carried by unanimous vote.

Mayor Offerdahl presented the Group of the Year and Service Awards for 2022.

**BOB SAETER – FOSSTON SERVICE AWARD**

Bob Saeter has a long history of serving the community of Fosston. He first came to Fosston in 1968 To be the Band Director for the Fosston School District or as I like to call him “the leader of the band”. Under Bob’s direction Fosston had the finest pop and marching band of any school district around at that time.

Bob has volunteered in many capacities including helping the All-School Reunion committees over the years. Bob had assisted with parade organization and even directed the All-School Reunion Bands as a volunteer.

But the reason Bob is receiving the Fosston Service Award is most importantly for the pledge Bob made at the Memorial Day Ceremony that almost wasn’t in 2012. When the group that had been organizing the Memorial Day ceremonies for as long as I can remember didn’t do it that year and we learned of that only the day before Bob stepped up along with Phil Ehlke, Dick Roue, Pastor Paul Magelssen and myself and we held a ceremony at the Veteran’s Memorial Park for which a small number of people turned out for. I remember after the ceremony Bob making the pledge that Fosston’s Memorial Day program would not end and for the next 9 years Bob chaired a new Memorial Day program committee formed by the city.

The criteria for receiving the Fosston Service Award are defined as:

“The Fosston Service Award should be an individual who has made a positive impact on our community over an extended period of time or lifetime. (This impact should not be directly related to his or her job duties and responsibilities)”.

Bob’s service on the Memorial Day Program committee certainly is sufficient for his receiving this award, however his lifetime of service in the ways I have described as well as many others certainly make Bob very deserving of this award.

### **Fosston Person(s) of the Year Award: Prairie Pines Childcare Center Board**

I recall a day when I was at City Hall visiting with then Administrator Chuck Lucken when Greg Mireault stopped in and mentioned the lack of a daycare center in Fosston. Greg offered that if the City were to form a committee to work on securing a daycare center he would like to serve on it. In fact, I remember that not only did Greg offer to serve on the committee he insisted that we do it!

In 2016 the City of Fosston formed a daycare task force with stakeholders in the community to work together to solve the childcare crisis in the Fosston area. Over the years several meetings were held, and a childcare study completed.

Different options were considered from new construction, renovating existing and collaboration opportunities with school, community action councils and existing providers. In late 2020 Leah Faudskar owner of Prairie Pet Clinic offered her building as donation for the purpose of a childcare center. It was this generous donation made the reality of a daycare center in Fosston feasible.

Members of the existing childcare task force offered their assistance in forming a non-profit childcare center. After receiving 501C3 status the board went to work soliciting donations and grants in order to fund the renovations and operation of the center. The board raised funds in the form of grants and donations far more than what was dreamed of, which allowed the center to open debt free.

In 2021 renovation of the former Prairie Pet Clinic began. Several community members volunteered with the demolition and construction and setup of the classrooms. We are very grateful for those individuals as well. In June 2022 the Prairie Pines Childcare Center was opened, a beautifully modern age facility with the capacity to care for more than 70 children.

The successful opening of the center is due in large part to board President Greg Mireault, former Vice President and donor of the building – Leah Faudskar, current Vice President of the board Callen Weispfenning, Secretary D’Anne Johnson, Treasurer Chuck Lucken and board members Todd Selk and Cassie Heide.

The criteria for receiving the Fosston Person(s) of the Year award are defined as:

“Person(s) or Group of the year should be an individual(s) who has made a positive impact on our community in the previous year. (This impact should not be directly related to his or her job duties and responsibilities)”.

A most deserving group of individuals that made Daycare in The City of Fosston a reality are the recipients of the Fosston Persons of the year award for their service to the community.

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

- A) To approve the minutes of the regular meeting held March 13, 2023, and special meeting minutes from March 20, 2023, as presented.
- B) To approve Accounts Payable Bill Listing #23-04 in the amount of \$87,961.10 and Supplemental AP Bill Listing #23-04A in the amount of \$55,030.47.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$3,540.60.

#### COMMITTEES/BOARDS/COMMISSION:

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

- Heide informed council that the Northwest Minnesota Area Transportation Partnership (ATP-2) has selected the City of Fosston’s “FIT Trail Expansion-Calvary Church Segment” project application for Federal Transportation Alternatives program funding. Our project will receive \$280,000 in federal TA funds for fiscal year 2026, which is from July 1, 2025 to June 30, 2026. This project will be completed during the summer of 2025. Heide noted that this is an 80/20 grant, so the city will be responsible for a 20% local share.
- Heide included an e-mail she sent to Senator Johnson and Representative Kiel asking for their advocacy during session of some very important issues in Fosston such as childcare, local government aid (LGA), housing and public safety. Further aid is necessary to support each one of these items.
- Heide included a 1<sup>st</sup> quarter budget to actual report for council to review. Revenues & expenditures are right on track for the year.

Street/Utilities/Sanitation: Steven Lyseng reported on matters pertaining to his department.

- Lyseng noted that the ponds are full, but they will be dumped soon.
- Lyseng noted that the water plant flooded on Saturday due to an air valve that failed. The alarm did not notify staff right away, so a couple computers were ruined and need to be replaced.
- Lyseng indicated that the Polk County Incinerator requested to have their electricity shut off on May 6<sup>th</sup> for some repairs. The city plans to work on the industrial feeder at that time.
- Lyseng & Heide attended the meeting at Minnkota on March 31<sup>st</sup>.

- Linehan is attending a leadership program in Plymouth this week.
- The MNOPs natural gas inspection will be on July 12<sup>th</sup>.
- Bill Gustafson will be attending the MNOPs conference on April 18<sup>th</sup> & 19<sup>th</sup> in Duluth.
- The street department staff has been opening catch basins where necessary and getting winter equipment put away. They are also looking for summer help.

Civic Center: No report.

Police Department: Dustin Manecke reported on matters pertaining to his department.

- Manecke reported they had 142 calls for service and 10 reports since last meeting.
- Manecke reported that Officer Olson was assaulted when a property retrieval call turned into domestic violence.
- Manecke noted that he's finally able to submit his stats to the state.
- Annual training for the year will include handgun/rifle, defensive tactics, active shooter training at the schools, etc.
- Manecke & Heide submitted the COPS federal grant in hopes of being able to hire a fifth officer.

Community Development: No report. The meeting will be held Wednesday, April 12<sup>th</sup> at noon.

Hospital Board:

- Dufault reported that they had a meeting on March 27<sup>th</sup>. Three recipients from Essentia Fosston received "value" awards; there were many wonderful comments on Tango & Cash; 4 out of 7 metrics are being met; and there is a Task Force meeting Thursday with key Essentia mid-level management to discuss the future of OB Services in Fosston.

Arts & Culture Commission:

- Heide reported on behalf of Bonnie Stewart. The commission is planning public art events and still looking for additional commission members.

City Attorney:

- Larson stated he has assisted with an Aspen Addition Lot Purchase Agreement, FIT trail revisions, and the Affiliation Agreement with Essentia Community Hospitals and Clinics and First Care Medical Services.

ISD 601 Superintendent: No report.

Council held a public hearing at 7:15 p.m. to receive recommendations from the public in regard to the City's Housing and Community Development needs; review and comment on the City's Citizen Participation Plan; provide information regarding the proposed owner-occupied housing

rehabilitation program; and receive comments on the State of Minnesota Small Cities Development Program (SCDP) application that the City plans to submit before May 1, 2023. Joan Uhren and Charity Brault were present to report on this project. In order to be eligible for the program, households must meet the income limits as established by HUD. SCDP assistance will be structured as 0% deferred loans that will be forgiven after 7 years as long as the owner remains in the home. Maximum SCDP dollars per unit will be \$25,000. SCDP loans will be secured with a mortgage. The total SCDP request is \$597,713. Grant awards are expected to be announced during the summer with construction starting spring 2024.

With there being no further business to take up during this hearing, motion was made by Anderson, seconded by LePier to close the public hearing.

Member Dufault introduced the following resolution and moved its adoption:

**Local Government Resolution  
Resolution 23-12**

Applicant Name: City of Fosston

BE IT RESOLVED that the City of Fosston (Applicant) act as the legal sponsor for the project contained in the Application to be submitted on May 1, 2023 (date) and that the Mayor (Title of First Authorized Official) and City Administrator (Title of Second Authorized Official) are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Fosston (Applicant).

BE IT FURTHER RESOLVED that the City of Fosston (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Fosston (Applicant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, the City of Fosston (Applicant) may enter into an agreement with the State of Minnesota for the approved project, and that the City of Fosston (Applicant) certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that the Mayor (Title of First Authorized Official) and City Administrator (Title of Second Authorized Official), or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

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

And the following voted against the same: none.

I CERTIFY THAT the above resolution was adopted by the City Council (governing body of Applicant) of Fosston, Minnesota (Applicant) on April 10, 2023 (date).

SIGNED:

WITNESSED:

\_\_\_\_\_  
(First Authorized Official)

\_\_\_\_\_  
(Signature)

Mayor 4/10/2023  
(Title) (Date)

\_\_\_\_\_  
(Title) (Date)

\_\_\_\_\_  
(Second Authorized Official)

City Administrator 4/10/2023  
(Title) (Date)

Council considered approval of variance permit for Mark & Jill Burggraf per recommendation of the Planning Commission. The planning commission met prior to council and recommended approval of the variance from Mark & Jill Burggraf, 609 2<sup>nd</sup> St NE to construct a home addition, garage addition and deck.

Motion was made by Dufault, seconded by Mulry to approve the variance from Mark & Jill Burggraf, 609 2<sup>nd</sup> St NE to construct a home addition, garage addition and deck. Members in favor: Dufault, Mulry and Offerdahl. Members opposed: Anderson and LePier. Motion carried.

Council considered approval of applications for licenses to sell cannabinoid or cannabinoid products in the City of Fosston from Venture’s Bar & Grill and Shear Magic Salon. After briefly being tabled for Attorney Larson to review the ordinance, he noted that there is nothing in ordinance restricting these establishments from selling edible cannabinoid products. These licenses are good through 12/31/2023. Council will be reviewing this ordinance throughout the year and possibly amending it as state & local regulations change and the city receives further guidance on this matter. It may or may not affect a business’ ability to sell cannabinoid products in 2024.

Motion was made by Anderson, seconded by LePier to approve the applications for licenses to sell cannabinoid or cannabinoid products in the City of Fosston from Venture’s Bar & Grill and Shear Magic Salon. Motion carried by unanimous vote.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION APPOINTING MEMBERS  
TO NORTHERN MUNICIPAL POWER AGENCY  
RESOLUTION NO. 23-13**

WHEREAS, the City of Fosston has joined eleven other cities in Northern Minnesota and North Dakota to form the Northern Municipal Power Agency;

NOW, THEREFORE, BE IT RESOLVED, that Cassie Heide be appointed to represent the City of Fosston and Steven Lyseng be appointed to represent the Fosston Municipal Utilities Commission in the Northern Municipal Power Agency for the period May 1, 2023 – Aril 30, 2024.

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

And the following voted against the same: none.

Whereupon said resolution was declared passed and adopted this 10th day of April, 2023.

\_\_\_\_\_  
James Offerdahl, Mayor

ATTEST:

\_\_\_\_\_  
Cassie Heide, City Administrator

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE SALE  
OR DISPOSAL OF REAL PROPERTY  
RESOLUTION NO. 23-14**

**WHEREAS**, it is in the best interest of the City of Fosston, Minnesota (“City”) to sell or otherwise dispose or transfer real property located in the County of Polk, State of Minnesota, as follows:

**Legal Description:**

Lots Seven (7), Block One (1), Aspen Addition to the City of Fosston  
 (“Land”)

**Buyer/Transferee:**

**Todd Selk**

(“Transferee”); and

**WHEREAS**, Minnesota Statutes, Sections 412.201 and 412.211 provide that real property of the City may be disposed of as its interests require.

**NOW, THEREFORE, IT IS RESOLVED** by the City Council as follows:

1. That the City sell, convey or otherwise dispose of or transfer the Land to the Transferee or any previous disposal or transfer of the Land to the Transferee is ratified and approved; and

2. That the Mayor and the City Administrator are authorized and directed to sign and deliver an instrument of conveyance of the land to the Transferee and any such instrument of conveyance which was previously signed and delivered is ratified and approved.

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

and the following voted against same: none.

Upon this vote, this resolution passed and is effective the 10<sup>th</sup> day of April, 2023.

\_\_\_\_\_  
James Offerdahl, Mayor

Attest:

\_\_\_\_\_  
Cassie Heide, City Administrator



Council considered approval of an Independent Fee Estimate (IFE) from Bolton & Menk for Airport Master Plan Update. As part of FAA regulations, an IFE must be completed periodically. Bolton & Menk, Inc. were provided Karvakko Engineering's Scope of Services for the project. Based on the Scope of Services provided, Bolton & Menk's IFE for the project is \$232,474.

Motion was made by Anderson, seconded by Dufault to approve the Independent Fee Estimate (IFE) from Bolton & Menk for Airport Master Plan Update. Motion carried by unanimous vote.

Council considered approval of Task Order 003 – Airport Targeted Master Plan Update by Karvakko P.A. Design and engineering services include a Target Master Plan Update, Airport Layout Plan Update, Aprion/Taxiway Reconfiguration, Hangar Development Alternatives, Non-Safety Critical Data Survey & Submissions, and updated Exhibit 'A' Property Inventory Map. Karvakko will provide these services for an amount of \$220,000. The Fosston Municipal Airport has been allocated funding through the Bipartisan Infrastructure Law (BIL). Fosston has been allocated two rounds of BIL funding thus far, and currently has a balance of \$223,000. Kinnen noted that this project will be funded at a rate of 90% federal share and 10% local share. This project will utilize \$198,000 of the available BIL funding currently allocated to the City. Mulry asked if there was a possibility of getting a usage report for the Airport. Bolin told Mulry that this would be included in the Airport Targeted Master Plan Update.

Motion was made by Anderson, seconded by LePier to approve Task Order 003, Airport Targeted Master Plan Update by Karvakko P.A. Motion carried by unanimous vote.

Council considered approval of Task Order 006 - Pickleball Courts Design and Construction Engineering from Karvakko P.A. Kinnen noted that for design services and limited construction administration for the proposed pickleball courts to be located in the Sports Complex would cost \$14,500 (design & bidding - \$10,500; construction administration - \$4,000 budgeted T&E). To help with project budgeting, Kinnen also updated the preliminary cost estimate for both a single court option and a two court option. Mulry and Anderson had a brief discussion on where the pickleball courts should go. Offerdahl noted that the location has not been finalized and can be discussed further amongst council.

Motion was made by Anderson, seconded by LePier to approve Task Order 006 - Pickleball Courts Design and Construction Engineering from Karvakko P.A. Members in favor: Dufault, Anderson, LePier and Offerdahl. Members opposed: Mulry. Motion carried.

Council considered approval of Task Order 007 – General on Call Services provided by Karvakko P.A. The purpose of this task order is to provide a basis for small tasks and general services that occur during the day-to-day activities. No work will be conducted without authorization from city staff, services will be invoiced per Time & Expense basis, and all invoices will include details of work performed under the task order. Karvakko included their reimbursable expenses schedule and standard hourly rates schedule.

Motion was made by Anderson, seconded by LePier to approve Task Order 007 – General on Call Services provided by Karvakko P.A. Motion carried by unanimous vote.

Council considered approval of Task Order 008 – Omland Court upgrades by Karvakko P.A. The design, bidding and construction admin services to replace the Cul de Sacs at Omland Court are broken into 4 tasks. Preliminary design is a fixed fee of \$10,000; final design is a fixed fee of \$12,500; bidding is a fixed fee of \$2,500; and construction administration is budgeted T&E of \$15,000 for a total proposed fee of \$40,000. Heide noted that the grant funds need to be spent this year. Paving the Cul de Sacs is only beneficial to Omland Court; thus, the need to stay within budget and maximize the grant. Heide does not want to use any general fund dollars for this project.

Motion was made by LePier, seconded by Anderson to approve Task Order 008 – Omland Court upgrades by Karvakko P.A. Motion carried by unanimous vote.

**EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE  
CITY OF FOSSTON, MINNESOTA  
HELD: April 10, 2023**

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Fosston, Polk County, Minnesota, was duly held at the City Hall in said City on the 10th day of April, 2023, beginning at 7:00 o'clock P.M. for the purpose, in part, of authorizing the competitive negotiated sale of the \$1,260,000 General Obligation Improvement Bonds, Series 2023A, of said City.

The following Council members were present: Anderson, Dufault, LePier, Mulry and Offerdahl.  
and the following were absent: none.

Council member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION #23-15  
PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF  
\$ 1,260,000 G.O. IMPROVEMENT BONDS, SERIES 2023A**

A. WHEREAS, the City Council of the City of Fosston, Minnesota (the "City"), has heretofore determined that it is necessary and expedient to issue the City's \$ 1,260,000 General Obligation Improvement Bonds, Series 2023A (the "Bonds"), to finance the cost of the 2023 infrastructure projects (the "Project") located within the City; and

B. WHEREAS, the City has retained David Drown Associates, Inc., in Minneapolis, Minnesota ("David Drown"), as its independent financial advisor for the Bonds and is therefore authorized to sell the Bonds by a competitive negotiated sale in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9):

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fosston, Minnesota, as follows:

1. Authorization. The Council hereby authorizes David Drown to solicit bids for the competitive negotiated sale of the Bonds.

2. Meeting: Bid Opening. The Council shall meet at the time and place specified in the Terms of Offering attached hereto as Exhibit A for the purpose of considering sealed bids for, and awarding the sale of, the Bonds. The City Administrator, or designee, shall open bids at the time and place specified in such Terms of Offering.

3. Terms of Offering. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the "Terms of Offering" attached hereto as Exhibit A and hereby approved and made a part hereof.

4. Official Statement. In connection with said competitive negotiated sale, the officers or employees of the City are hereby authorized to cooperate with David Drown and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the City upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by Council member LePier and, after full discussion thereof and upon a vote being taken thereon, the following Council members voted in favor thereof: Anderson, Dufault, LePier, Mulry and Offerdahl.

and the following voted against the same: none.

Whereupon said resolution was declared duly passed and adopted.

Approved this 10th day of April, 2023.

Heide indicated that 20% of the project must be assessed to property owners per state statute. The initial assessment amounts noticed late last year will be similar to what property owners will see at the completion of this project. This debt will be paid from assessments, levy and water fund.

Keith Kinnen, Karvakko was present to discuss the Airport, FIT Trail Expansion, 2023 Utility & Street Improvement project, and TAP/Berge Park Sidewalk project.

Airport Reconstruction – Bid opening will be tomorrow, April 11<sup>th</sup> at 10 a.m. Kinnen noted there are 8 prime bidders. Jerry Bolin got it cleared with the FAA to move the dirt from the airport to the new Industrial Park so the City is able to use it for additional projects.

FIT Trail Expansion – Earlier in the meeting, Heide informed council that the Northwest Minnesota Area Transportation Partnership (ATP-2) has selected the City of Fosston's "FIT Trail Expansion-Calvary Church Segment" project application for Federal Transportation Alternatives program funding. Our project will receive \$280,000 in federal TA funds for fiscal year 2026, which is from July 1, 2025 to June 30, 2026. This project will be completed during the summer of 2025. Kinnen noted that this is an 80/20 grant, so the city will be responsible for a 20% local share.

2023 Utility & Street Improvement project – Kinnen mentioned he spoke with Hagen. He would like to start in May on the storm sewer in Berge Park as well as soft cutting for patch work around the city. The contract states that Johnson Avenue cannot begin before July 10<sup>th</sup>. Staff will discuss further with Kinnen after the meeting.

TAP/Berge Park Sidewalk project – no report.

A forum for members of the public present to speak was held. Tim Saeter, 36263 360<sup>th</sup> St. Gully, MN, has concerns with the Highway 2 project. His wife owns Rosemary's Garden, 114 1<sup>st</sup> St W, and according to Saeter, the traffic piles up at the stop light multiple times a day making it difficult to turn onto Highway 2 from the alley. He believes that once the summer traffic begins, vehicles will really be backed up. Heide noted that she will contact MN DOT to have them adjust the timing on the stoplight to allow for better traffic flow on Highway 2. She was unaware of this issue prior to this evening. Saeter inquired as to when the highway would be put back to 4-lane.

Heide noted that it would not be changed unless there was factual data that the 3-lane highway isn't working. Saeter indicated he was going to place cameras on the store to monitor traffic.

Heide noted that MN DOT has had cameras in place from the beginning as well.

Saeter also questioned why the airport loader was being used during the winter within the City as that equipment is to be solely used at the airport. He said that equipment should last many years.

Heide noted that FAA wants to see new equipment every 10 years and after 10 years, the city is allowed to use that equipment anywhere.

Lastly, Saeter told council that a new arrival/departure building at the airport is not necessary.

Heide indicated that there is only a 5% local share, so if Fosston is awarded a grant for an arrival/departure building, they will absolutely update.

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

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Cassandra Heide, City Administrator