

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
December 11, 2023

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, December 11, 2023, at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Anderson, LePier, and Mulry. Dufault present via zoom. Members absent: None. Also present was: Cassie Heide, Sarah Manecke, Stephen Larson, Steven Lyseng, Jim Juve, Mary Olson, Karen Graham, Keith Kinnen, Mike Karvako, Jarda Solc, Nicole Dolejs, Abby Pearson, Dan Berge, Luke Nelson, Michael Rood, Richard Balstad, Inez Johnson, and Wesley Trulsen.

Recited the Pledge of Allegiance.

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

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

- A) To approve the minutes of the regular meeting held November 13, 2023, and minutes of the special meeting held December 4, 2023, as presented.
- B) To approve Accounts Payable Bill Listing #23-12 in the amount of \$183,371.40 and Supplemental AP Bill Listing #23-12A in the amount of \$1,280,484.02.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$5,146.29.

COMMITTEES/BOARDS/COMMISSION:

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

- Heide provided the council with an electric vehicle charging report from November.
- Heide has been working on the Local Improvement Grant application for road improvements along 400<sup>th</sup> Street beyond Granum Avenue. The grant request is on behalf of the city, Brandsvold and Rosebud to complete the paving from Granum Ave N to CSAH 6 as well as paving the end of Eaton Ave N in the Aspen Addition. Heide received letters of support from several industries in Fosston who rely heavily on this street.
- Heide indicated that there is new legislation regarding sick & safe time, which will be discussed later in the meeting.
- She has been working with the police department to implement Lexipol. They had an interview for the sergeant position this morning.
- As part of the 2023 Minnesota Small Cities Development Program Grant (SCDP), residents will soon be able to submit a full application and be considered for up to \$25,000, which must be used for rehabbing their home. Heide indicated that applications will primarily be selected based on type of construction, need, and household income.

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

- The street department has been cutting down trees as necessary, cleaning & putting away summer equipment and removing snow.
- A storm sewer had to be repaired on Mark Ave N/9<sup>th</sup> St. NW due to back up in homeowner's basements.
- Lyseng noted that as part of the Lead & Copper Rule Revision, the city has collected water line information from 357 homes with less than half left to complete. A big thank you to residents for getting us pictures and/or letting us into your home.
- There have been 10 water breaks this year.
- Lyseng indicated that they have all the wires on hand for the Industrial Park Expansion project.
- The utility staff have been doing some terminating in the transformers. There is a planned power outage for Thursday, December 14<sup>th</sup> at 1pm for 2<sup>nd</sup> St. NE and 3<sup>rd</sup> St. NE between Foss Ave and Brandt Ave that will last approximately one hour.
- Lyseng has been working on annual gas & electric reports.
- Lyseng noted that the city was able to get the electricity and natural gas off quickly at the house fire on 2<sup>nd</sup> street last week. Juve expressed his appreciation to Lyseng for the prompt response by city staff to the scene of the last couple fires.

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

- Graham indicated that she has had a few calls regarding the ice rink. With the warmer temperatures, they have been unable to put any water on the rink. The goal each year is to have the rink ready for Christmas break; however, she is unsure if that will happen this year.
- There have been a lot of elementary basketball teams practicing at the Civic Center in the evening.

Police Department: Jim Juve and Mary Olson reported on matters pertaining to the police department.

- Olson reported they had 162 calls for service and 30 reports were completed since the last council meeting. Of these calls, there were 3 arrests and 6 citations issued.
- There has been an uptick in theft over the last couple of weeks and they had yet another dog bite incident.
- Olson indicated that they would continue to assist the public works department with vehicles, campers, boats, trailers, etc. parked on the street longer than 24 hours or after a snowfall to aid with snow removal. If it becomes a problem, citations will be issued and/or vehicles will be towed.
- Olson indicated that TZD shifts have begun with the DWI campaign.

- Juve indicated that with the ever-changing laws and mandates, it's in the best interest of the city to implement Lexipol who will update the language for us when there are changes.
- Juve noted that they had an interview for the sergeant position. It was a good interview, and he foresees an offer being made soon.

Community Development:

- Heide informed the council that the EDA board met at 11a.m. today. In addition to regular business, there was discussion on housing and marketing as well as an update on the Childcare Center. Heide noted that the Childcare Center is fully staffed. The school is utilizing the lower level for their ECFE program.

Hospital Board:

- Heide indicated that Dr. Amanda Morgan is still planning to come to Essentia Fosston in August 2024.
- The Essentia Fosston financials are favorable to date.
- Local staff are doing a great job.
- Administrator Weispfennig and the Director of Nursing and other local staff have been working hard to re-gain the Trauma Center standing back. It is looking that this will be achieved in 2024.
- Heide noted approval of a capital expenditure - EKG machine. Heide noted that the approval of the purchase was not made prior.

Arts & Culture Commission: No report.

City Attorney: No report.

ISD 601 Superintendent: No report.

Heide introduced the following resolution with Anderson noting that the legal description will likely change based on the exhibit that is attached hereto. AE2S surveyors need to physically survey the property to get the exact legal description that will likely change from what is currently in the resolution as a baseline.

Member Anderson introduced the following resolution and moved its adoption:

**CITY OF FOSSTON  
POLK COUNTY  
STATE OF MINNESOTA**

**RESOLUTION NO. 23-44**

**IN THE MATTER OF THE ORDERLY ANNEXATION BETWEEN**

**THE CITY OF FOSSTON AND BRANDSVOLD TOWNSHIP  
PURSUANT TO MINNESOTA STATUTES, SECTION 414.0325**

**WHEREAS**, on November 28, 2023, 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 Brandsvold Township jointly agree to designate and request the immediate annexation of the following described land located within Brandsvold Township to the City of Fosston, County of Polk, State of Minnesota:

**Parcel Nos. 06.00199.00:**

**Owner:** Thomas J. Freeman and Morgan Freeman

**Legal Description:**

---A strip of land 66 feet in width over and across that part of the Southeast Quarter of Section 33, Township 148 North, Range 40 West, Polk County, Minnesota, excluding land already within in the City of Fosston, the centerline of which is described as follows: Commencing at the intersection of County Highway 30 and 400<sup>th</sup> Street SE; thence easterly along the center line of 400<sup>th</sup> Street SE, as traveled, to the intersection of 400<sup>th</sup> Street SE and the easterly right-of-way line of Granum Avenue, as extended, and there terminating.---

(consisting of approximately 1.69 acres)

**WHEREAS**, the City of Fosston and Brandsvold 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 Brandsvold Township may agree on a process of orderly annexation of a designated area.

**WHEREAS**, the City of Fosston and Brandsvold 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 Brandsvold 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:

---A strip of land 66 feet in width over and across that part of the Southeast Quarter of Section 33, Township 148 North, Range 40 West, Polk County, Minnesota, excluding land already within in the City of Fosston, the centerline of which is described as follows: Commencing at the intersection of County Highway 30 and 400<sup>th</sup> Street SE; thence easterly along the center line of 400<sup>th</sup> Street SE, as traveled, to the intersection of 400<sup>th</sup> Street SE and the easterly right-of-way line of Granum Avenue, as extended, and there terminating.---

**Section 2. Acreage/Population/Usage.** That the orderly annexation area consists of approximately 1.69 acres, no one lives in the annexation area, and the land is comprised primarily of a township road and associated right-of-way.

**Section 3. Jurisdiction.** That Brandsvold 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/Tax Exempt Property.** Brandsvold Township and the City of Fosston agree that there shall be no reimbursement. The property is primarily comprised of a township road and associated right-of-way being owned by Thomas J. Freeman and Morgan Freeman.

**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 Brandsvold 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.

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: Anderson, Mulry, LePier and Offerdahl.

and the following voted against same: None.

Adopted by affirmative vote of all the members of the Brandsvold Township Board of Supervisors this 13th day of December 2023.

**BRANDSVOLD TOWNSHIP**

ATTEST:

By: \_\_\_\_\_  
Chairperson  
Board of Supervisor

By: \_\_\_\_\_  
Township Clerk

Adopted by affirmative vote of the City Council of Fosston this 11<sup>th</sup> day of December 2023.

**CITY OF FOSSTON**

ATTEST:

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

By: \_\_\_\_\_  
City Administrator

The Truth in Taxation public hearing was opened at 7:30p.m. to review the proposed 2024 General Fund budget and proposed 2024 Property Tax Levies. Wesley Trulsen and Inez Johnson were present for this portion of the meeting; however, Wesley indicated that he thought this public hearing was with the Polk County Assessor to discuss property valuations. Heide noted that City Council conducts Board of Review meetings in April of each year; this is when residents can question their proposed values.

Heide reviewed the hearing reports with the council. The 2023 and 2024 budget comparison was reviewed with a decrease of 259% in expenditures and a decrease of 258.71% in revenues. The runway reconstruction & lighting project is complete, so the airport budget is significantly less. The 2024 tax levy is a 6.8% increase over the 2023 levy at \$519,339.00. While the tax levy increase is 6.8%, due to net tax capacity rates increasing, there is an overall decrease in taxes of 22%. In 2024, \$.31 of every tax dollar that a city resident pays will go towards city government expenses. Heide gave the example of a \$150,000 valued home paying \$635.71 in city taxes in 2023. In 2024 that same valued home would pay \$498.40, or a lessor amount of \$155.31. With there being no further business to take up during this hearing, a motion was made by Anderson, seconded by LePier to close the public hearing.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION CERTIFYING FINAL  
PAYABLE 2023 PROPERTY TAX LEVY  
RESOLUTION NO. 23-45**

RESOLVED, that the following sums are hereby proposed to be levied upon the taxable property in the City of Fosston, County of Polk, State of Minnesota, for the 2023 taxes collectable in 2024 for the following purposes to-wit:

<b>PURPOSE</b>	<b>2023 FINAL</b>	<b>2024 PRELIMINARY</b>	<b>CHANGE</b>
General Fund	\$ 172,00	\$ 190,000	\$ 18,000
2014 Downtown St. & Utility Note	\$ 37,717	\$ 37,717	\$ -0-
2015B St. Improvement Bonds	\$ 33,058	\$ 54,290	\$21,232
2016B St Improvement Bonds	\$ 23,098	\$ 22,319	\$ (779)
2017A St. & Utility Note	\$ 29,891	\$ 30,157	\$ 266
2018A St & Utility Improvement Bonds	\$ 76,120	\$ 77,040	\$920
2019 St. & Utility Note	\$ 22,362	\$ 22,362	\$ -0-
2020 St. & Utility Note	\$ 34,075	\$ 34,075	\$ -0-
2021A St & Utility Impr Bonds	\$ 27,733	\$ 27,296	\$(437)
2021 St & Utility Note	\$ 23,435	\$ 23,435	\$-0-
2022 SRTS Note	\$ 6,976	\$ 0	\$ (6,976)
2023A Utility & St Improvement Bonds	\$-0-	\$6,062	\$6,062
Total Gross Levy	\$486,465 =====	\$519,339 =====	\$ 32,874 =====

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

and the following voted against the same: None.

Whereupon said resolution was declared passed and adopted this 11<sup>th</sup> day of December 2023.

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

Attest: \_\_\_\_\_  
Cassie Heide, City Administrator

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION AMENDING TAX  
LEVY FOR DEBT SERVICE  
RESOLUTION NO. 23-46**

BE IT RESOLVED, by the Council of the City of Fosston, Polk County, Minnesota as follows:

1. The tax levy for the \$1,148,000 General Obligation Certificate, Series 2018A shall be set for the years and amounts as follows:

<u>Year of Tax Levy</u>	<u>Year of Tax Collection</u>	<u>Amount</u>
2023	2024	\$77,040

2. The City Administrator is hereby authorized and directed to furnish a copy of this resolution to the County Auditor of Polk County forthwith.

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

and the following voted against the same: None.

Whereupon said resolution was declared passed and adopted this 11<sup>th</sup> day of December 2023.

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

Attest:

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

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION ADOPTING FINAL  
GENERAL FUND BUDGET  
RESOLUTION NO. 23-47**

BE IT RESOLVED, that the Proposed 2024 Budget for the General Fund be set at \$2,179,408.

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

and the following members voted against the same: None.



Whereupon said resolution was declared passed and adopted this 11<sup>th</sup> day of December 2023.

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James Offerdahl, Mayor

Attest: \_\_\_\_\_  
Cassie Heide, City Administrator

A public hearing on proposed final assessments relating to the 2023 Johnson Avenue North and South Watermain Improvement project was opened at 7:45p.m. Heide indicated there were 52 parcels that were assessed. The total assessable cost of the project is \$1,260,000, the amount of the bond issuance. The city must assess 20% to adjacent property owners per state statute. The total amount of the proposed assessment is \$252,000, plus 5.5% interest. Heide noted that the final special assessment did not change from the initial public hearing in January. If a property owner chooses not to pay before the end of the year, the assessment would be placed on their property tax bill at a rate of 5.5% over the next 10 years.

Luke Nelson, Micheal Rood and Richard Balstad were present on behalf of Kingo Lutheran Church. Luke Nelson indicated that the church would like to formally challenge the assessments, noting that three (3) parcels are parking lots which don't benefit from the project; thus, they shouldn't be assessed. Heide indicated that she had spoken with Pastor Ragan and Karen last week regarding the assessments. She had told them she would confirm with the bond counsel on assessment of the parking lot parcels. Heide told the church representatives that she spoke to the bond counsel, and they advised her that with the uniformed assessment structure that was used the city appears to be in compliance. The city must assess 20% of total project cost to affected property owners per state statute. The next step would be to appeal to the district court. Balstad asked if this would be the only assessment for this project to which Heide said, "yes". She also reiterated that the County will be paying for the sidewalk replacement, milling & fixing the intersection by Kingo Church and paying for 100% of the storm sewer repair that will take care of their water issues. Heide explained that the county can do this with state aid funding. The city of Fosston does not receive state aid for roads, unless a grant is open to apply for and successful. Dan Berge, 402 Johnson Ave N, was present to ask a couple of questions. Berge was curious if the entire county road would be milled & paved. Kinnen indicated that the gravel would be dug out, the holes would be patched, the entire shoulder will be milled, and continuous, smooth asphalt will be laid along the shoulder. Mayor Offerdahl noted that the entire street won't be paved because the city is unable to levy for that and the county is able to use state aid for these projects. Berge also asked who would be responsible for watering the grass in the boulevard once it was hydroseeded. Kinnen indicated that the contractor is responsible for taking care of that, not the property owner. Berge also asked if there were other payment options besides payment in full by the end of the year or property tax assessment over 10 years. Heide stated that anything paid prior to year end would go towards their final assessment and the remaining balance would be sent over to the county.

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

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION ADOPTING ASSESSMENT  
FOR 2023 STREET AND UTILITY IMPROVEMENT PROJECT  
RESOLUTION NO. 23-48**

**WHEREAS**, pursuant to proper notice duly given as required by law, the council met and heard and passed upon all objections to the proposed assessment for the improvement of the following streets by street reconstruction and replacement of water and/or sewer:

Johnson Ave N between 2<sup>nd</sup> and 6<sup>th</sup> St and Johnson Ave South

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefitted by the proposed improvement in the amount of assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years, the first of the installments to be payable on or before the first Monday in January, 2023, and shall bear interest at the rate of five and one half (5.5) percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2034. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
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 said payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.
4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the County Auditor-Treasurer to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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: Anderson, LePier, Mulry and Offerdahl.

And the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 11<sup>th</sup> day of December 2023.

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James Offerdahl, Mayor

ATTEST:

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Cassie Heide, City Administrator

Council considered approval of amendments to the City Personnel Policy Manual to reflect Minnesota Statutes § 181.9447, subdivision 9, earned sick and safe time. Heide indicated that Minnesota passed new legislation where employees in Minnesota are entitled to earned sick and safe time, a form of paid leave. Employees must accrue at least one hour of earned sick and safe time for every 30 hours they work, up to at least 48 hours in a year. The earned sick and safe time hours the employee has available, as well as those that have been used in the most recent pay period, must be indicated on the employee's earnings statement that they receive at the end of each pay period. Heide recommends amending our personnel policy to reflect the updated language effective January 1, 2024. City employees already accrue 8 hours per month of sick leave and Heide has no reason to believe staff are abusing sick time, nor will they with the proposed change.

Motion was made by Mulry, seconded by Anderson to approve the amendments to the City Personnel Policy Manual to reflect Minnesota Statutes § 181.9447, subdivision 9, earned sick and safe time. Motion carried by unanimous vote.

Council considered approval of City of Fosston Emergency Management Handbook as updated. Heide updated the Emergency Management Handbook to reflect current staff and council. Lexipol will take care of the updates going forward.

Motion was made by Anderson, seconded by Mulry to approve the City of Fosston Emergency Management Handbook as updated. Motion carried by unanimous vote.

Member Anderson introduced the following resolution and moved its adoption:

**CITY OF FOSSTON  
COUNTY OF POLK**

**STATE OF MINNESOTA**

**RESOLUTION NO. 23-49**

**RESOLUTION SUPPORTING AND AUTHORIZING APPLICATION FOR TAP FUNDS  
TO MNDOT**

**WHEREAS**, the City of Fosston supports and authorizes the grant application made to the Minnesota Department of Transportation Alternatives Program (TAP) The application is to construct a portion of the FIT Trail Expansion. The proposed trail will extend north from Calvary Church to Eaton Avenue North.

**NOW, THEREFORE, BE IT RESOLVED**, that if the City of Fosston is awarded a grant by the Minnesota Department of Transportation, the City of Fosston agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Fosston will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

**BE IT FURTHER RESOLVED**, The City of Fosston hereby assures the Fosston FIT Trail Expansion will be maintained for a period of no less than 20 years.

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: Anderson, LePier, Mulry and Offerdahl.

And the following voted against same: None.

Passed and adopted by the City Council of Fosston this 11<sup>th</sup> day of December 2023.

\_\_\_\_\_  
Jim Offerdahl - Mayor

ATTEST: \_\_\_\_\_  
Cassie Heide, City Administrator

Council considered approval of Task Order 009 amendment – Airport Runway Construction Engineering from Karvakko. The contractor is currently 26 days beyond their contract deadline, which was paused on October 31, 2023, after paving was complete and temporary markings were installed. Karvakko was required to provide full time construction inspection, administration, and management services per FAA requirements. The contractor agreed that liquidated damages may

be applied between October 5, 2023, and October 31, 2023. The additional engineering fees totaled \$39,000.

Motion was made by LePier, seconded by Anderson to approve Task Order 009 amendment – Airport Runway Construction Engineering from Karvakko in the amount of \$39,000. Motion carried by unanimous vote.

Council considered approval of Change Order No. 2 for the 2023 Utility & Street Improvement project to Hagen Construction, Inc. in the amount of (\$2,825). Kinnen indicated that this change order includes revised quantities based on the 2023 as-builts which is a decrease of \$41,825. It also includes a lump sum negotiated amount for the contractor's proposed additional work in the amount of \$39,000. Total net change to the contract is a decrease of \$2,825.

Motion was made by LePier, seconded by Anderson to approve Change Order No. 2 for the 2023 Utility & Street Improvement project to Hagen Construction, Inc. in the amount of (\$2,825). Motion carried by unanimous vote.

Council considered approval of pay estimate No. 4 for the 2023 Utility & Street Improvement project to Hagen Construction, Inc. in the amount of \$114,576.85. Kinnen indicated that this is for work completed to date.

Motion was made by Mulry, seconded by LePier to approve pay estimate No. 4 for the 2023 Utility & Street Improvement project to Hagen Construction, Inc. in the amount of \$114,576.85. Motion carried by unanimous vote.

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

Airport – Kinnen indicated that the airport was re-opened on Wednesday for daytime flights per approval from the FAA. There are a couple NOTAM's for Heide to cancel.

FIT Trail Expansion – Kinnen and Heide are in the process of applying for another TAP grant for Phase 2 of the FIT Trail Expansion. The proposed trail will extend north from Calvary Church to Eaton Avenue North.

2023 Utility & Street Improvement project – This project will be wrapped up in the spring.

TAP/Berge Park Sidewalk project – Kinnen is working through the environmental phase of the project. They are looking to bid the project in April/May with construction starting summer of 2024.

Omland Court Cul-de-sac paving project – Kinnen has revised the plans, and the city will re-bid the project in January in hopes for lower bids.

Jarda Solc, AE2S, was present to discuss the 2024 Industrial Park/Airport Utilities and Hangar project. The hanger project is still awaiting FAA for approval before it can be bid. Solc indicated that a surveyor will be in Fosston tomorrow to make sure the legal description for the project is done properly. Solc hopes to advertise for bids early next spring.

A forum for members of the public present to speak was held. No one from the public wished to speak during this forum.

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