

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
February 13, 2023

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, February 13, 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, Shane Linehan, Stephen Larson, Keith Kinnen, Lee Cariveau, Karen Graham, Amelia Linehan, Mary Olson, Andrew Hanson, Mark Hagen, Les Anderson, Roger Sjulson, Gary & Lavonne Twite, Maxine Sorgaard, John Bergland, Jose Mendoza, Matt Upgren, Jody Peterson, Kyson Hokkonan, Aubrey Peterson & Buck Peterson.

Recited the Pledge of Allegiance.

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

Charlie Anderson recited the Official Oath as he was sworn into the office of Council of the City of Fosston by Mayor Offerdahl.

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

- A) To approve the minutes of the regular meeting held January 9, 2023, as presented.
- B) To approve Accounts Payable Bill Listing #23-02 in the amount of \$86,024.86 and Supplemental AP Bill Listing #23-02A in the amount of \$676,830.93.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$3,935.59.

COMMITTEES/BOARDS/COMMISSION:

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

- Heide touched on the letter that was sent to Fosston Businesses regarding the Star Committee. The current committee is not meeting regularly and events are not being planned due to the lack of participation and lack of adequate members to run the events. Their hopes are that some service organizations will carry on some of the events that are community driven.
- Heide provided council with the Rural Fire Board financials from their annual meeting. The City of Fosston accounts for 50% of the levy.
- Heide and Kinnen have an ATP grant presentation in McIntosh for phase 1 of the FIT Trail Expansion.

- The audit is not yet complete, but Heide stated it went very well. They should have our report ready for next month's meeting.

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

- Lyseng noted that one of their shop garage doors was backed into – Juve filed a police report.
- Lyseng and Linehan met with Rural Water to discuss the pond optimization study.
- Lyseng noted that a VFD on one of the blowers at the lagoon went bad and AE2S is working on it.
- A new off-peak electric rate schedule was implemented January 1, 2023.
- Lyseng has been working on electrical annual reports.
- 100 new electric meters were ordered and installed.
- Lyseng reported that Linehan completed his apprenticeship lineman tests - the city now has two journeyman linemen.
- Lyseng has been working on natural gas annual reports.
- The new gas meter will be installed on Highway 92 this spring.
- The street department staff has been plowing, cleaning sidewalks, knocking down snowbanks and opening catch basins where necessary.
- The new loader should be here this week.

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

- Graham noted that the skating rink has been very busy ~ the community has enjoyed the availability of free skates to use. Graham said we have 35 pairs of skates available.
- The annual Curling Club bonspiel was very successful yet again. The club reached out to Graham to see if they can have curling on Wednesday evenings at the rink to which she has no objections to.
- Graham noted that the Civic Center has been busy, especially on the weekends. The glass room has been reserved for parties every weekend.
- Bagley 3<sup>rd</sup> & 4<sup>th</sup> graders have been coming over for swimming lessons.

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

- Manecke reported they had 143 calls for service and 21 ICR reports since last meeting.
- Manecke reported on the case where two individuals passed more than \$5,000 worth of stolen checks in the Fosston community. A good reminder for businesses to check ID's if accepting checks.
- Manecke reported on the case of the stolen Doyle taxicab from LePier's East. As a result of live cameras & GPS, Fosston PD was able to update dispatch on their location and with the assistance of the Bemidji Police Department, the suspect was apprehended.
- Staff completed taser re-certification and first responder/AED training. Manecke & Olson will be doing their DMT certification next month.
- Manecke & Olson will hand out candy to the elementary students on Valentine's Day.

Community Development:

- Dufault informed the council that the EDA board met at noon today. Hospital Administrator Callen Weispfennig and Hospital Director of Nursing, Stephanie McKnight were present to discuss the possibility of an expansion to Essentia Fosston's emergency department as well as a potential urgent care piece to keep costs lower. Dufault noted that Weispfennig is in touch with our community needs and is making a strong case for Fosston.

Hospital Board:

- Dufault reported they had a meeting on Monday, January 23<sup>rd</sup>. The newly hired Hospital Director of Nursing, Stephanie McKnight, has been in Fosston for about a month and has brought a wealth of knowledge and experience. Dufault noted that Kristi Mienert is the Nursing Home Director of Nursing. The newly hired Prairie Pines Nurse Manager, Carissa Affeldt, is licensed to facilitate CNA classes so they will be offering in-house classes starting in February.
- The First Care Foundation will be hosting Tango & Cash on March 25, 2023. Tickets are on sale for \$100 each and the goal financially this year is to raise \$50,000. This will be for outdoor living space improvements in the LTC courtyard.
- Dufault noted that Dr. Cheryl White reported that EH Fosston is currently meeting 4/6 metrics and are on track to meeting 5/6 by year end.

Arts & Culture Commission: No report.

City Attorney: No report.

ISD 601 Superintendent: No report.

Council considered approval of Tax Increment payment to D3D. Heide noted this is a 10-year district.

Motion was made by Anderson, seconded by Dufault to approve the Tax Increment payment to D3D. Motion carried by unanimous vote.

Council considered approval of non-intoxicating liquor license to LePier's West for 2023. The City of Fosston issues LePier's West a 3.2% off-sale liquor license each year for \$50.

Motion was made by Dufault, seconded by Mulry to approve the non-intoxicating liquor license to LePier's West for 2023. Motion carried by unanimous vote.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION IMPLEMENTING THE FEDERAL TRANSIT ADMINISTRATION  
REGULATIONS ON DRUG USE AND ALOCHOL MISUSE  
RESOLUTION #23-10**

WHEREAS, the City of Fosston Transit system has an obligation to insure that its employees perform their jobs safely, and in a professional manner.

WHEREAS, the City of Fosston Transit system recognizes that alcoholism and other drug dependencies has a significant potential for causing safety hazards for transit system employees.

NOW THEREFORE, the purpose of this document is set forth the Fosston Transit System Policy regarding urine drug testing and breath alcohol testing for safety-sensitive positions in accordance with the terms of 49 CFR Part 655. I further certify that the employee training conducted under this part meets the requirements of 49 CFR Part 655.

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, Dufault, LePier, Mulry and Offerdahl.

And the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 13<sup>th</sup> day of February, 2023

---

James Offerdahl, Mayor

ATTEST:

---

Cassie Heide, City Administrator

Council considered awarding the 2023 Utility & Street Improvement Project per engineer recommendation. Five bids were received on February 9, 2023, for the Utility & Street Improvement Project. The lowest bidder was Hagen Construction and Trucking, Inc., with a base bid of \$1,063,968.37; Alt #1 bid \$50,715.00; Alt #2 bid \$67,755.50 for a total of \$1,182,438.87. Widseth recommends awarding the contract bid to Hagen Construction and Trucking, Inc. Heide noted that the final assessment to property owners should be lower than what was initially noticed.

Motion was made by Mulry, seconded by Anderson to award the 2023 Utility & Street Improvement Project to Hagen Construction and Trucking, Inc. in the amount of \$1,182,438.87. Motion carried by unanimous vote.

Matt Upgren, MnDOT, was present to check-in with council to see how the Highway 2 re-stripe is going. The City of Fosston is trialing the 3-lane highway. A few traffic concerns have surfaced as a result of the re-stripe. It appears as though there is a right turn lane at the stoplight when, in fact, there isn't causing driver confusion. Traffic engineer Michelle Rognerud has been working with Heide on this and lines will likely be painting there this Spring. Drivers have had issues

with the continuous center left turn lane. There is a manhole on Highway 2 that is not flush with the pavement. Heide has been in contact with MnDOT and they have been receptive to our questions and concerns. Upgren stated that some of these concerns won't be an issue once construction happens. He appreciates the feedback. Council members, as well as many others, have been very happy with the 3-lane highway design. Upgren noted that MnDOT is working to get a consultant on board as they continue to plan for the project, which is scheduled for construction in 2027. He will get a final decision from council this spring before MnDOT moves forward with the 3-lane highway design.

Roger Sjulson presented on behalf of the Pickleball Club. He noted that pickleball is one of the fastest growing sports and is played by individuals of all ages. They are looking for an outdoor space within the city to put up two pickleball courts. They have identified Berge-Stafford Park has a good location due to the access of restrooms. Mulry asked if they had considered the rink as a possible location. Sjulson said they have, but don't think that will work because courts are preferred to be north/south due to the sun. Anderson asked how much this would cost. Heide noted that Kinnen has come up with a design, which includes two courts, fencing and lighting, and estimates the cost to be approximately \$150,000. The Pickleball Club has started raising money through private donations and will reach out to some local service organizations for their support. Heide noted that they have raised \$22,000 thus far. The city generally only contributes 20% local share as there are many other projects & requests that require funding. Mayor Offerdahl stated they have the support of the city and encouraged them to continue raising funds to get to 80% of the total project cost.

Jody Peterson presented on behalf of the Pine to Prairie 4-H Club. The club is comprised of 24 kids who do volunteer project in area communities. They would like to place butterfly boxes & plant milkweed along the FIT trail. The club would maintain the boxes. Council agreed that it was a great idea & project. Mayor Offerdahl noted that she can work with Graham on placement & grounds maintenance.

Cariveau, Widseth was present to discuss the 2023 Street & Utility Improvement project. Five bids were received on February 9, 2023 for the Utility & Street Improvement project. Hagen Construction and Trucking, Inc. bid \$1,182,438.87; Gordon Construction bid \$1,449,286.69; RJ Zavoral & Sons bid \$1,624,902.48; Spruce Valley bid \$1,846,792; and Sellin Brothers bid \$2,093,037.11. After tabulating the results and reviewing bid documents from all the bidders, Hagen Construction was deemed the lowest Responsive bidder. As approved earlier in the meeting, Hagen Construction was awarded the contract. Cariveau noted that Polk County's portion is approximately \$225,000. He confirmed that the Johnson Ave portion of the project is not scheduled to begin until after 4<sup>th</sup> of July.

Keith Kinnen, Karvakko was present to discuss the Airport and FIT Trail Expansion. Airport Reconstruction – The plans are done and were sent to the FAA for review. Kinnen hasn't received any comments from them yet. We can't go to bid until we receive comments from the FAA.

FIT Trail Expansion – Heide, Offerdahl, Dufault and Kinnen met with Calvary Church to discuss getting an easement from them for the FIT Trail project. Heide and Kinnen have an ATP grant presentation in McIntosh on Thursday for phase 1 of the FIT Trail Expansion.

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 Dufault, seconded by Anderson to adjourn. Motion carried by unanimous vote.

---

Cassandra Heide, City Administrator