

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
January 10, 2022

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, January 10, 2022, at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Anderson, Bosselman, Dufault and Mulry. Members absent: none. Also present was: Cassie Heide, David Larson, Steven Lyseng, Amelia Linehan, Stephen Larson, Dustin Manecke, Karen Graham, Keith Kinnen, Mike Murray, Alex Bodensteiner, Andrew Hanson, Chris Hanson, Michelle Hanson, Allison Hanson, Gunnar Nelson, Liza Nelson and Jody Peterson. Lee Cariveau was present via zoom.

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

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 December 13, 2021, as presented.
- B) To approve Accounts Payable Bill Listing #22-01 in the amount of \$134,412.92, Accounts Payable Bill Listing #22-02B in the amount of \$371,086.23 and Supplemental AP Bill Listing #22-01A in the amount of \$843,897.53.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$9,066.87.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION DESIGNATING OFFICIAL DEPOSITORY  
AND SUPPLEMENTAL DEPOSITORIES  
RESOLUTION NO. 22-01**

**WHEREAS**, Minnesota Statutes Section 118 sets forth the procedures for the deposit of Public Funds and it is necessary for the Fosston City Council or the Treasurer or Chief Financial Officer to annually designate a bank as the official depository for City funds and manage the collateral pledged to such funds; and

**WHEREAS**, the First National Bank, American Federal Bank and the Ultima Bank Minnesota are now the official depositories; and

**WHEREAS**, other financial institutions from time to time have offered to pay the City of Fosston interest rates on deposits which are greater than can be obtained by other investments.

**NOW THEREFORE BE IT RESOLVED**, that the City of Fosston City Council does hereby designate the First National Bank, American Federal Bank and the Ultima Bank Minnesota as the City's official depositories for 2022.

**BE IT FURTHER RESOLVED**, that the 4M Fund be designated as additional depositories for 2022 for investment purposes only; and

**BE IT FURTHER RESOLVED**, that checks of the City of Fosston drawn on any of the official depositories shall be signed by the following officers:

**James Offerdahl, Mayor**

**Cassandra Heide, City Administrator**

**BE IT FURTHER RESOLVED**, that the City Administrator is authorized to use a facsimile signature stamp at such time as it becomes necessary for Mayor James Offerdahl, and

**BE IT FURTHER RESOLVED**, that the City Administrator shall have authority to wire transfer funds from one official depository to another for the purpose of investing City funds, and

**BE IT FURTHER RESOLVED**, that the Treasurer of the City of Fosston is hereby designated as the approval authority for the acceptance and release of all collateral to be held by the City in conjunction with City Funds on deposit with authorized institutions.

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, Bosselman, Dufault, Mulry and Offerdahl.

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 10<sup>th</sup> day of January, 2022.

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James Offerdahl, Mayor

**Attest:**

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Cassie Heide, City Administrator

Member Anderson introduced the following resolution and moved its adoption:

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

**RESOLUTION NO. 22-02**

**A RESOLUTION APPOINTING 2022 BOARDS & COMMITTEES**

**WHEREAS**, the City Council annually appoints individuals to serve in an advisory capacity on various boards and commissions;

**WHEREAS**, Included is the designation of Acting Mayor and appointment of City Council members and staff to various committees;

**THEREFORE, BE IT RESOLVED:** The City Council does hereby make the following annual appointments:

**See Exhibit A**

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

and the following voted against the same: none.

Whereupon said resolution was declared passed and adopted this 10<sup>th</sup> day of January, 2022.

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**James Offerdahl, Mayor**

**ATTEST:**

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**Cassie Heide, City Administrator**

**BOARDS AND COMMISSIONS - 2022**  
**EXPIRATION DATE - DECEMBER 31, 2022**  
**New appointments in red**

**PLANNING COMMISSION**

City Council

**AIRPORT COMMISSION (5 YEAR TERM)**

Charlie Anderson	2023
Bruce Emmel	2024
Tom Jones	2025
Paul Votova	2026
Kyle Vig	2022

**UTILITIES COMMISSION (3 YEAR TERM)**

Lowell Veum  
Wayne Holt  
Jim Offerdahl, Council Appointee

2022  
2024

**STAR COMMITTEE**

Cassie Heide  
Amelia Linehan  
Charlie Anderson  
Dean Vikan  
Don Brinkman  
Ed Lavelle  
Kacie Anderson  
Holly Lenés  
Kate Moore  
Kevin Moore

**APPOINTMENTS FOR 2022**

Vice President of the Council  
2nd Vice President of the Council  
Assistant Weed Inspector  
Emergency Management Director  
Zoning Official  
Hospital Board  
Liaison to Library Board  
Street  
Civic Center

Roy Dufault  
Charlie Anderson  
Jim London  
Dave Larson  
Dave Larson  
Roy Dufault  
Mike Mulry  
Charlie Anderson  
Roy Dufault

**PERSONNEL COMMITTEE**

Jim Offerdahl  
Dave Larson  
Cassie Heide  
Karen Graham  
Steven Lyseng  
Sarah Manecke

**PUBLIC SAFETY COMMITTEE**

Jim Offerdahl  
Cassie Heide  
Roy Dufault  
Dustin Manecke  
Mike Murray  
Curt Nelson

Ray Miller  
Dave Larson  
Ruth Fonder

**PARKS & REC COMMITTEE**

Charlie Anderson  
Mike Mulry  
Dave Larson  
Karen Graham  
Cassie Heide

**STREET**

Charlie Anderson  
Mike Mulry  
Dave Larson  
Jim London  
Cassie Heide

**MEMORIAL DAY PLANNING COMMITTEE**

Bob Saeter  
Curt Nelson  
Dean Vikan  
Cassie Heide  
Robert Vorce  
Sarah Manecke  
Ben Stout  
Ilene Reiersen

**VETARANS MEMORIAL PARK COMMITTEE**

Jim Offerdahl  
Cassie Heide  
Chuck Lucken  
Dave Larson  
Dean Vikan  
Curt Nelson

**ARTS & CULTURE COMMISSION**

Cassie Heide Liaison  
Barb Johnson  
Heidi Danos  
Jason Steinbrenner  
Mike McColl

Bonnie Stewart  
Rhonda Carlin

**APPOINTMENTS FOR 2022**

<b><u>MAYOR AND COUNCIL</u></b>	<b><u>ELECTED</u></b>	<b><u>EXPIRE</u></b>
Jim Offerdahl, Mayor	2020	2022
Roy Dufault	2020	2024
Charlie Anderson	2018	2022
Mike Mulry	2020	2024
George Bosselman	2018	2022

**FOSSTON ECONOMIC DEVELOPMENT AUTHORITY**

Evan Fonder, appointed to Gish's vacated seat		2024
Mark Finstad		2024
Jen Howard, appointed to Breckel's vacated seat		2022
David Burggraf		2023
Paul Peltier, appointed to Winjum's vacated seat		2024
Jim Offerdahl, Council Appointee	(appointed 1/11/10)	
Roy Dufault, Council Appointee	(appointed 6/10/13)	

Member Anderson introduced the following resolution and moved its adoption:

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

**RESOLUTION NO. 22-03**

**A RESOLUTION APPROVING COLLATERAL PLEDGED**

**WHEREAS**, the City Council annually approves the collateral pledged by the official depositories of city funds;

**THEREFORE, BE IT RESOLVED:** The Council of the City of Fosston hereby approves the following collateral pledged:

First National Bank	\$ 885,000
American Federal Bank	\$ 250,000
Ultima Bank Minnesota	\$1,550,000

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, Bosselman, Dufault, Mulry and Offerdahl.

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 10<sup>th</sup> day of January, 2022.

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**James Offerdahl, Mayor**

**ATTEST:**

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**Cassie Heide, City Administrator**

Member Anderson introduced the following resolution and moved its adoption:

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

**RESOLUTION NO. 22-04**

**A RESOLUTION APPROVING TREASURER'S SURETY BOND**

**WHEREAS**, the City Council annually approves a surety bond in the amount of \$100,000 for the Treasurer (City Administrator) as required by Auditor of Polk County and the State of Minnesota;

**THEREFORE, BE IT RESOLVED:** The Council of the City of Fosston hereby approves a surety bond for the Treasurer in the amount of \$100,000.

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, Bosselman, Dufault, Mulry and Offerdahl.

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 10<sup>th</sup> day of January, 2022.

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**James Offerdahl, Mayor**

**ATTEST:**

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**Cassie Heide, City Administrator**

Member Anderson introduced the following resolution and moved its adoption:

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

**RESOLUTION NO. 22-05**

**A RESOLUTION DESIGNATING  
THE THIRTEEN TOWNS  
AS THE  
OFFICIAL NEWSPAPER**

**WHEREAS**, the City Council annually designates a local publication as the City's official newspaper;

**THEREFORE, BE IT RESOLVED:** The City of Fosston designates **The Thirteen Towns** as the 2022 Official Newspaper.

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, Bosselman, Dufault, Mulry and Offerdahl.

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted this 10<sup>th</sup> day of January, 2022.

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**James Offerdahl, Mayor**

**ATTEST:**

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**Cassie Heide, City Administrator**



Council considered approval of 2022 applications to sell tobacco and tobacco products at retail and nonintoxicating liquor licenses.

**2022 APPLICATIONS TO SELL TOBACCO & TOBACCO PRODUCTS AT RETAIL**  
**\$12.00 EACH**

Dollar General Store #16335 Tracy Givens	Katie Durham, Licensing
LePier's East	Tami LePier
LePier's West	Tami LePier
Palubicki's Family Market	Leah Hemmingsen
Palubicki's Express	Leah Hemmingsen
Fosston Off-Sale	Dale Disrud

Motion was made by Anderson, seconded by Mulry to approve the 2022 applications to sell tobacco and tobacco products at retail and nonintoxicating liquor licenses. Motion carried by unanimous vote.

**COMMITTEES/BOARDS/COMMISSION:**

City Administration: No report

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

- Larson reported that staff has primarily been busy with snow removal and hauling the snow out of town as quickly as possible.

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

- Graham reported that Heide informed her of an Essentia Community grant that would be a good fit to apply for skates and storage at the skating rink for individuals to rent out skates for the night. Mulry offered that he has a contact at Top Shelf in Bemidji that could potentially be of assistance with skates.

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

- Manecke introduced his new patrol officers, Andrew Hanson and Gunnar Nelson.

- Manecke reported that Bodensteiner and Hanson will be attending SFST training in Duluth this week.
- Manecke has been working with Central Square/Zurcher on the software.
- Manecke reported that we are waiting for radios and cameras to arrive, and vehicles are still at the outfitting company awaiting equipment.
- Since January 1<sup>st</sup>, the Polk County Sheriff's Office as been handling emergency calls, but the Fosston Police Department has responded to a few non-emergency calls like vehicle unlocks and welfare checks.
- Manecke met with Graham at the Civic Center to learn of their needs and areas of concern. Manecke and his staff will make regular stops at the Civic Center.

Community Development:

- Dufault informed the council that the EDA board met at noon today. They discussed the Option Agreement between the City of Fosston and Real Estate Acquisitions USA, Corp. The board decided to table and recommend tabling to council to make some amendments to the agreement before consideration of approval.
- The EDA board also discussed other housing options as well as progress on the PPCC and marketing Fosston.

Hospital Board: No report.

Arts & Culture Commission:

- Heide reported that the commission applied for an Essentia Community grant for phase 2 of studying the feasibility of an art and wellness center in Fosston and was awarded the grant.
- Heide reported that the commission welcomed two new members, Rhonda Carlin and welcomed back Bonnie Stewart. Heide thanked the group for their work and dedication.

City Attorney: No report

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION ACCEPTING DONATIONS RECEIVED  
BY THE CITY OF FOSSTON IN 2021  
RESOLUTION 22-06**

WHEREAS, the City of Fosston received numerous donations in 2021; and,

WHEREAS, Minnesota Statutes Section 465.03 provides that donations to the City be accepted by resolution of the City Council; and

WHEREAS, the City Council expresses its gratitude for the donations given to the Fosston community; and

WHEREAS, the City Council agrees that said donations would be of benefit to the citizens of Fosston.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT the City Council of the City of Fosston, Minnesota hereby acknowledges and agrees to accept said donations as described in Exhibit A attached to this resolution.

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

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted by the City Council of the City of Fosston on this 10<sup>th</sup> day of January, 2022.

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James Offerdahl, Mayor

Attest:

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Cassie Heide, City Administrator

Council considered approval of full-time and part-time patrol officer hires. Manecke introduced and recommended hire of full-time patrol officer, Andrew Hanson. He also introduced and recommended hire of part-time patrol officer, Gunnar Nelson.

Motion was made by Dufault, seconded by Anderson to approve the full-time and part-time patrol officer hires. Motion carried by unanimous vote.

Chief of Police Manecke conducted the swearing in of patrol officer, Andrew Hanson. Hanson recited the City of Fosston Police Department Oath of Office.

Chief of Police Manecke conducted the swearing in of patrol officer, Gunnar Nelson. Nelson recited the City of Fosston Police Department Oath of Office.

Council considered approval of 2022 part-time pay step schedule.

Motion was made by Anderson, seconded by Mulry to approve the 2022 part-time pay step schedule. Motion carried by unanimous vote.

Council considered adopting a City of Fosston Investment Policy. The city does not currently have an investment policy. In the past auditors have recommended adopting a policy even

though it is not required, and many cities do not have one. Heide used a LMC model policy and Attorney Larson has reviewed it.

Motion was made by Dufault, seconded by Anderson to adopt the City of Fosston Investment Policy. Motion carried by unanimous vote.

Member Anderson introduced the following resolution and moved its adoption:

## **RESOLUTION 22-07**

### **CERTIFIED COPY OF RESOLUTIONS ADOPTED BY THE MEMBERS OF CITY OF FOSSTON CITY COUNCIL**

**I HEREBY CERTIFY**, that I am the duly elected Secretary and keeper of the records of the City of Fosston a city government, that the following is a true and correct copy of Resolutions duly and unanimously adopted by all of the members of the city council of the City of Fosston on January, 10 2022, all of the members being present and constituting a quorum for the transaction of business; further, that such meeting was called in compliance with all applicable laws and any other requirements of Recipient; that such Resolutions do not conflict with any laws of Recipient nor have such Resolutions been in any way altered, amended or repealed and are in full force and effect, unrevoked and unrescinded as of this day, and have been entered upon the regular Minute Book of Recipient, as of the aforementioned date, and that the members of the [*city council*] of Recipient have, and at the time of adoption of such Resolutions, had full power and lawful authority to adopt such Resolutions and to confer the powers thereby granted to the officer(s) therein named who has (have) full power and lawful authority to exercise the same:

**WHEREAS**, Recipient has submitted an application (the “Application”) for a project (the “Project”) pursuant to the Workforce Housing Development Program (“Program”) in order to obtain funding from the Minnesota Housing Finance Agency (“Minnesota Housing”).

**WHEREAS**, on this 10<sup>th</sup> day of January, 2022, there has been presented to the meeting of the [*city council*] of Recipient a proposal for Recipient, upon selection by Minnesota Housing, to enter in to a Grant Contract/Funding Agreement pursuant to the Program in order to obtain funding from Minnesota Housing .

**NOW, THEREFORE, BE IT RESOLVED**, that Recipient is authorized to enter into a Grant Contract/Funding Agreement, substantially in the form as attached to these Resolutions as **Exhibit A**, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed \$500,000 (the “Grant/Loan”).

**BE IT FURTHER RESOLVED**, that Recipient is an Eligible Project Area, as defined in Minnesota Statute Section 462A.39, subdivision 2, has the legal authority to apply for financial

assistance, and has the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the Project for its design life.

**BE IT FURTHER RESOLVED**, that Recipient certifies that it will use the Grant/Loan for qualified expenditures for the Project to serve employees of business located in the City of Fosston.

**BE IT FURTHER RESOLVED**, that the Grant/Loan will be matched by the City of Fosston with at least \$1 for every \$2 provided.

**BE IT FURTHER RESOLVED**, that Recipient certifies that the average vacancy rate for rental housing located in the City of Fosston, and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period.

**BE IT FURTHER RESOLVED**, that the Grant/Loan will not exceed 25 percent of the Project costs.

**BE IT FURTHER RESOLVED**, that Cassie Heide, City Administrator and James Offerdahl, Mayor, or their successors in office, are hereby authorized to execute the Grant Contract/Funding Agreement and such other agreements, and amendments thereto, as are necessary to implement the Project on behalf of Recipient.

**BE IT FURTHER RESOLVED**, that Minnesota Housing is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of Minnesota Housing at its principle office of notice in writing from Recipient of any amendment or alteration of such Resolutions.

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

and the following voted against same: none.

Whereupon said resolution was declared passed and adopted by the City Council of the City of Fosston on this 10<sup>th</sup> day of January, 2022.

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

Attest:

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

Member Mulry introduced the following resolution and moved its adoption:

**RESOLUTION ACCEPTING RESPONSIBILITY  
AS THE SPONSORING AGENCY  
RESOLUTION 22-08**

BE IT RESOLVED, that the City of Fosston act as sponsoring agency for a Safe Routes to School project and acknowledges herewith that it is willing to be the project sponsor knowing full well that such sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED, that Cassandra Heide is hereby authorized to act as agent on behalf of this applicant.

Agreement to Maintain Facility

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way acquired without prior approval from FHWA; and

WHEREAS: Transportation enhancement projects receive federal funding from the reauthorization of the Surface Transportation Program (STP) of the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991; and

WHEREAS: The Minnesota Department of Transportation (Mn/DOT) has determined that for projects implemented with transportation enhancement funds, this requirement should be applied to the project sponsor; and

WHEREAS: The City of Fosston is the project sponsor for the transportation enhancement project identified as Safe Routes to School project.

THEREFORE BE IT RESOLVED THAT, the Project Sponsor hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation enhancement project.

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

And the following voted against same:

Whereupon said resolution was declared passed and adopted this 10th day of January, 2022

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James Offerdahl, Mayor

ATTEST:

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Cassie Heide, City Administrator

Council considered approval of the Option Agreement between the City of Fosston and Real Estate Acquisitions USA, Corp – Omland Court. Per recommendation from the EDA board, the decision was tabled to make some amendments to the agreement before consideration of approval.

Council considered approval of a sanitation rate increase. The 2022 rate for regular residential customers will be \$14.32 and the senior residential rate will be \$13.32. This is an increase of \$.48 in 2022. The commercial sanitation rates will be adjusted according to the service each business receives.

Motion was made by Anderson, seconded by Mulry to approve the sanitation rate increase for January 2022. Motion carried by unanimous vote.

Council considered approval of warranty deed parcels 87.00406.01 and 87.00936.01 for future FIT trail expansion. These 2 previously undefined parcels are in northeast Fosston near the Aspen Addition. Attorney Larson requested from the county that a tax ID be assigned to the parcels. Upon assigning the numbers, the county determined that the last know owner was J.O. Saeter. Heide determined that Bob Saeter of Fosston is the closest living descendant. Heide reached out to Saeter. He would like to sign a quit claim deed to assign the city to the parcels. These parcels will be important to the city for future FIT trail expansion. Saeter has requested \$1,500 for the transfer.

Motion was made by Anderson, seconded by Mulry to approve the warranty deed parcels 87.00406.01 and 87.00936.01 for future FIT trail expansion. 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. 22-09**

**RESOLUTION AUTHORIZING EXECUTION OF MINNESOTA DEPARTMENT OF  
TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT  
CONTRACT**

It is resolved by the City of Fosston as follows:

1. That the state of Minnesota Agreement No. 1047458,  
“Airport Maintenance and Operation Grant Contract,”  
at the Fosston Municipal-Anderson Field is accepted.
  
2. That the City Administrator and Mayor are authorized to execute this Agreement and any amendments on behalf of the City of Fosston.

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

and the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 10<sup>th</sup> day of January, 2022.

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

ATTEST:

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

Council considered approval of Engineer Services Agreement with Widseth for 2022. This agreement considers and/or authorizes potential projects requiring professional engineering services for 2022.

Motion was made by Dufault, seconded by Anderson to approve the Engineer Services Agreement with Widseth for 2022. Motion carried by unanimous vote.

Lee Cariveau, Widseth was present to discuss the 2022 street improvement project and wastewater expansion.



Cariveau reported that he's been working on the PER (preliminary engineering report) for the wastewater expansion project for the EDA grant proposal the city is putting in. Heide and Landsverk are working with the NWRDC on the grant application. Final plans will be presented at the next meeting for adoption.

The plans for the 2022 water improvement and sidewalk improvement on Johnson Ave North for the 2022 project are 95% complete and will be presented to council for formal approval at the next meeting. The city will assess 20% of the project.

Keith Kinnen, Karvakko was present to discuss the Airport, FIT Trail Expansion & Industrial Park, T Hanger & Airport utilities project.

Kinnen stated the PER for the Industrial Park, T-Hanger and airport utilities project EDA grant proposal is complete. This is another grant request Heide and Landsverk are working with the NWRDC on. Kinnen presented a project area map and described the project which will be the platting of various lots in the former Rue property for industrial use with lot sizes varying from 2-10 acres. The project also includes extending utilities to the airport and the construction of a 6-unit hanger. Kinnen invited council and members of the public present to ask questions or further comment on the project.

The SRTS project for 2022 is moving along and will look to be bid in March.

FIT trail expansion is still in design phase. Kinnen will work with the city on the newly acquired parcels and the layout of the expansion.

A forum for members of the public present to speak was held. Jody Peterson, 208 Brandt Ave N, was present to make a statement.

Mayor's Office  
City Council  
City Administrator

Since I do not know who the town of Fosston has as history record keeper, I'm attending this meeting to request records under the Minnesota Government Data Practices Act.  
Under Statute 13.

I would like to inspect all data on the conception and implementation of the upcoming New Police department. This would include handwritten notes, emails, typed notes and messages, and phone calls. I am available to inspect these documents Monday-Thursday. 9:00am-4:00pm. Please let me know ahead of time how much copies of said documents will be per page. If any of the records are redacted or withholds any data, please state the specific statutory basis.

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

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Cassandra Heide, City Administrator