

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
January 16, 2024

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Tuesday, January 16, 2024, 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, Sarah Manecke, Stephen Larson, Steven Lyseng, Jim Juve, Mary Olson, Shane Linehan, Amelia Linehan, Karen Graham, Keith Kinnen, Jerry Bolin, Jarda Solc, and Abby Pearson.

Recited the Pledge of Allegiance.

Motion was made by Mulry, seconded by Anderson 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., D., E., F., G., H., I. Motion carried by unanimous vote.

- A) To approve the minutes of the regular meeting held December 11, 2023, as presented.
- B) To approve Accounts Payable Bill Listing #24-01 in the amount of \$226,444.32, Accounts Payable Bill Listing #24-01B in the amount of \$110,159.17 and Supplemental AP Bill Listing #24-01A in the amount of \$763,835.92.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$3,415.60.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION DESIGNATING OFFICIAL DEPOSITORY  
AND SUPPLEMENTAL DEPOSITORIES  
RESOLUTION NO. 24-01**

**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 2024.

**BE IT FURTHER RESOLVED**, that the 4M Fund be designated as additional depositories for 2024 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, Dufault, LePier, Mulry and Offerdahl.

and the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 16<sup>th</sup> day of January, 2024.

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

**Attest:**

\_\_\_\_\_  
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. 24-02**

**A RESOLUTION APPOINTING 2024 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, Dufault, LePier, Mulry and Offerdahl.

and the following voted against the same: None.

Whereupon said resolution was declared passed and adopted this 16<sup>th</sup> day of January, 2024.

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**James Offerdahl, Mayor**

**ATTEST:**

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**Cassie Heide, City Administrator**

**BOARDS AND COMMISSIONS - 2024**  
**EXPIRATION DATE - DECEMBER 31, 2024**  
**New appointments in red**

**PLANNING COMMISSION**

City Council

**AIRPORT COMMISSION (5 YEAR TERM)**

Charlie Anderson	2028
Bruce Emmel	2024
Tom Jones	2025
Paul Votova	2026
Kyle Vig	2027

**UTILITIES COMMISSION (3 YEAR TERM)**

Lowell Veum  
Wayne Holt  
Jim Offerdahl, Council Appointee

2025  
2024

### **APPOINTMENTS FOR 2024**

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  
Steven Lyseng  
Steven Lyseng  
**Cassie Heide**  
Mike Mulry  
Charlie Anderson  
Roy Dufault

### **PERSONNEL COMMITTEE**

Jim Offerdahl  
Cassie Heide  
Karen Graham  
Steven Lyseng  
Sarah Manecke

### **PUBLIC SAFETY COMMITTEE**

Jim Offerdahl  
Cassie Heide  
Roy Dufault  
**Jim Juve**  
Mike Murray  
Curt Nelson  
Ray Miller  
Dave Larson  
Ruth Fonder  
Todd Selk

### **PARKS & REC COMMITTEE**

Charlie Anderson  
Mike Mulry  
Karen Graham  
Cassie Heide

### **STREET**

Charlie Anderson  
Mike Mulry

Steven Lyseng  
Jim London  
Cassie Heide

**MEMORIAL DAY PLANNING COMMITTEE**

Curt Nelson  
Dean Vikan  
Cassie Heide  
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  
Jason Steinbrenner  
Mike McColl  
Bonnie Stewart  
Jeanette McColl  
Kelsey Bingham

**APPOINTMENTS FOR 2024**

<b><u>MAYOR AND COUNCIL</u></b>	<b><u>ELECTED</u></b>	<b><u>EXPIRE</u></b>
Jim Offerdahl, Mayor	2022	2024
Roy Dufault	2020	2024
Charlie Anderson	2022	2026
Mike Mulry	2020	2024
Brandon LePier	2022	2026

**FOSSTON ECONOMIC DEVELOPMENT AUTHORITY**

Evan Fonder, appointed to Gish's vacated seat	2025
Mark Finstad	2028
Jen Howard, appointed to Breckel's vacated seat	2024
Callen Weispfennig	2029
Todd Selk, appointed to Peltier's seat July, 2022	2026
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. 24-03**

**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, Dufault, LePier, Mulry and Offerdahl.

and the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 16<sup>th</sup> day of January, 2024.

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

**ATTEST:**

\_\_\_\_\_  
**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. 24-04**

**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, Dufault, LePier, Mulry and Offerdahl.

and the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 16<sup>th</sup> day of January, 2024.

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

**ATTEST:**

\_\_\_\_\_  
**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. 24-05**

**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 2024 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, Dufault, LePier, Mulry and Offerdahl.

and the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 16<sup>h</sup> day of January, 2024.

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**James Offerdahl, Mayor**

**ATTEST:**

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**Cassie Heide, City Administrator**

Council considered approval of 2024 applications to sell tobacco and tobacco products at retail, edible cannabinoid products (THC) at retail, and a non-intoxicating liquor license. Manecke indicated that Over & Under Inc. dba Ventures Bar & Grill is excluded from the cannabinoid list as they did not renew.

**2024 APPLICATIONS TO SELL TOBACCO & TOBACCO PRODUCTS AT RETAIL**  
**\$100.00 EACH**

Dollar General Store #16335	Katie Durham, Licensing
LePier's East	Tami LePier
LePier's West	Tami LePier
Hugo's Family Marketplace #13	Kristi Magnuson Nelson
Hugo's Express #13	Kristi Magnuson Nelson
Hugo's Wine & Spirits #67	Kristi Magnuson Nelson
Fosston Off-Sale	Dale Disrud



**2024 APPLICATIONS TO SELL EDIBLE CANNABINOID PRODUCTS**  
**\$1,000.00 EACH**

Hugo’s Family Marketplace #13	Kristi Magnuson Nelson
Hugo’s Express #13	Kristi Magnuson Nelson
Shear Magic Salon & Tanning Emporium	Donna Campbell

**NON-INTOXICATING LIQUOR LICENSE – OFF/ON SALE**

LePier’s West	3.2 off - \$50.00
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Motion was made by Anderson, seconded by Mulry to approve the 2024 applications to sell tobacco and tobacco products at retail, edible cannabinoid products (THC) at retail, excluding Ventures Bar & Grill, and a non-intoxicating liquor license. Motion carried by unanimous vote.

**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 December.
- The annual rural fire board meeting will be held on Thursday, January 25<sup>th</sup> at 7:00pm at the Fire Hall. Heide will notice a potential quorum should council members wish to attend. The City of Fosston represents a 50% share of the rural fire district.
- Heide submitted the Transportation Alternatives full grant application for the FIT Trail Expansion – Phase 2 project.
- The 2023 audit will begin next week. Currently, it appears that the general fund has a positive balance as of year-end.
- As the Prairie Pines Childcare Center board president, Heide indicated that the director recently resigned, but they were already able to secure a new director who has been there for a week. The Center currently has approximately 25 children and is fully staffed.
- Heide thanked those council members who completed the Board of Equalization training.
- Heide provided an update on Essentia. The Department of Health deemed that Essentia must hold a public hearing because of the changes in Fosston, in particular, with labor & delivery services. Essentia should have given the Department of Health a 120 notice as well before discontinuing the service, but that was not done. Essentia will have a public

hearing on January 30<sup>th</sup> (TEAMS meeting) so Heide will make city hall available to public should they wish to attend. Heide will do a press release.

- Heide thanked all the staff, mayor and council for a great 2023.

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

- The street department has been removing snow, cleaning sidewalks, and doing maintenance on equipment, trailers, etc. They were able to take down the Christmas lights & decorations right away this year.
- Lyseng noted that the garbage truck was down for approximately a day and a half due to a couple broken pieces of brass on the compactor.
- Lyseng noted that they had some trouble with the generator cycles at the wastewater ponds, but they were able to catch it right away.
- Lyseng noted that as part of the Lead & Copper Rule Revision, the city has collected water line information from about 2/3 of homes.
- They had their first water break of the year on 4<sup>th</sup> Street/Cormontan Avenue.
- There was an MPCA inspection at MDV on January 12<sup>th</sup>.
- Lyseng met with RDO to get them some requested information.
- The County has been keeping Johnson Avenue N smooth in locations where there was construction.
- Electric & natural gas sales were down in 2023, primarily due to warmer weather.
- The city had three planned power outages in December.
- Utility staff are working on three phase transformer inspections.
- Staff will be doing pressure checks on large natural gas users.
- Lyseng said they purchased some new natural gas survey equipment.
- Lyseng has been working on annual gas & electric reports.

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

- Graham indicated that the Zamboni initially broke through the ice, but it has been repaired. Most of the ice is looking good, so the rink & warming house have been open. In general, if temps are below -10 with wind chill, the rink will be closed. However, since people had been patiently waiting, it was open last weekend despite frigid temps.
- Approximately 25 pairs of skates were donated last month, so there are roughly 100 pairs of skates to use at the rink.
- Graham noted that the Bagley 3<sup>rd</sup> & 4<sup>th</sup> graders will start swimming lessons on January 29<sup>th</sup>. Fosston Elementary students will resume lessons this spring.
- Elementary basketball teams are still practicing at the Civic Center in the evening and there have been many birthday parties on the weekends.

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

- Olson reported they had 168 calls for service, 26 reports were completed, 7 citations issued, and 2 arrests made since the last council meeting.
- There has been an uptick in juvenile complaints, motor vehicle & property damage calls.
- Olson indicated that the first quarter of TZD campaign is complete, and she got all the paperwork submitted to the state.
- Juve noted that they have given several warnings & issued a few citations for those spinning in the intersections. There are a few vehicles with loud exhaust they have given warnings to as well.
- DTM took care of a few minor items that were needed on the squads.
- Juve indicated that the police department is required to have an audit on their body cameras, policies, etc. this summer. Also, BCA will do an audit this summer/fall on security of the building, files, computers, etc.
- Juve said they have started to implement the MN Post Board mandated policies into Lexipol.
- Juve indicated that they are doing alright being short-handed and are trying to be patient as he understands the difficulty of hiring qualified personnel.

Community Development:

- Heide informed the council that the EDA board met at noon today. The same set of officers were re-elected for 2024. Callen Weispfennig was welcomed as the new board member. Heide indicated that housing, childcare and Omland Court were discussed as usual. All EDA loans are current.

Hospital Board: No report.

Arts & Culture Commission:

- Heide included the commission's 2024-2027 strategic plan. Northwest Minnesota Arts invited the Senators to Fosston last week for a visit & tour of the city's artwork. Several were in attendance for the event, including Senator Mark Johnson. The commission continues to do great work in Fosston.

City Attorney:

- Larson provided the council with a brief update on the legal side of the Essentia dispute. The City wants to resolve the issue prior to arbitration, but Essentia has not been willing to compromise. There have been talks on unwinding the contract; however, Essentia wasn't able to do that. Larson believes that Essentia thought they could possibly keep some of the clinic, but the City of Fosston/First Care ultimately want local control back. Attorney Larson noted that we have selected two (2) arbitrators with a third one yet to be selected. Arbitration will be a time for both sides to gather the facts & ask questions.

ISD 601 Superintendent: No report.

Member Mulry introduced the following resolution and moved its adoption:

**RESOLUTION ACCEPTING DONATIONS RECEIVED  
BY THE CITY OF FOSSTON IN 2023  
RESOLUTION 24-06**

WHEREAS, the City of Fosston received numerous donations in 2023; 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 Anderson and upon vote being taken thereon the following 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 by the City Council of the City of Fosston on this 16<sup>th</sup> day of January, 2024.

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

Attest:

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

Council considered approval of wage adjustments for the Police Department per recommendation of the Public Safety Committee. Administrator Heide noted the following:

As you are aware we are trying to fill the position of sergeant. We interviewed a quality candidate and spoke with two others interested, that ultimately decided Fosston was not a good fit for them at this point.

We extended an offer to a candidate we felt very good about and he ultimately turned down the position due mainly to the wages, particularly the potential eventual chief position.

Late 2023 a wage compensation study was approved. The early results show we are near, at, or above market with a notation that the chief position is low in comparison to other high-level roles.

When the department was formed, I used data from the League of Minnesota Cities to study, Clearwater, Mahnomen and Polk County wages, and, Crookston, Ada and Bagley PD wages. I did not have a formal wage study done at that time.

Since the department was stood up, we hired Jim Juve as sergeant position and needed to bump the chief wage as a result.

The public safety committee met Friday morning, the 12<sup>th</sup> of January. I presented the committee with several options for moving forward to position ourselves competitively to both hire and retain staff.

The recommendation of the public safety committee was to adjust the patrol officer wages to align with Polk County's wages of \$29.13-38.04. The committee also recommended adjusting the sergeant wage from pay grade 12 to pay grade 13, or 33.79-44.49 per hour. Lastly, it was recommended to adjust the chief pay grade from 13 to 15, or \$78,714.85-\$103,640.40.

The changes are recommended to take effect on the January 31<sup>st</sup>, 2024 payroll. The effect of the changes are assuming a sergeant would be paid the top pay, and take a family health insurance plan is not to exceed an additional \$37,000.

Heide indicated that we need to recognize the staff we do have, yet also be competitive with wages to hire & retain quality officers. She noted that Officer Olson and Officer Hanson have been working a ton of hours, but that is not sustainable if we want to continue to provide 24/7 coverage. Mayor Offerdahl says the City of Fosston needs to remain competitive and adjust the Police Department wages accordingly to attract & retain qualified staff. Heide said that if a formal wage study would've been done when the PD was stood up, she likely wouldn't be recommending these adjustments.

Motion was made by Dufault, seconded by Mulry to approve the wage adjustments for the Police Department per recommendation of the Public Safety Committee. Motion carried by unanimous vote.

Council considered approval of adopting a social media Policy for users of the City of Fosston Social Media Sites. Since many of our citizens and other stakeholders utilize social media for news and communications, the city has developed its own social media accounts, which help us

inform the public about our work and mission. The terms and conditions of this policy establish guidelines for the public's use of our social media sites in a way that balances these values. We invite members of the public to view our posts and provide comments where possible. Attorney Larson indicated that city staff should consult with him prior to hiding and/or deleting public comments.

Motion was made by Dufault, seconded by Mulry to approve adoption of the social media Policy for users of the City of Fosston Social Media Sites. Motion carried by unanimous vote.

Council considered approval of the application for exempt permit from the Prairie Toms Chapter for the annual turkey banquet held at Ventures Bar & Grill.

Motion was made by Anderson, seconded by LePier to approve the application for exempt permit from the Prairie Toms Chapter for the annual turkey banquet. Motion carried by unanimous vote.

Council considered approval of a donation request from Embassy Senior Meals in the amount of \$1,000.

Motion was made by Dufault, seconded by Anderson to approve the donation request from Embassy Senior Meals in the amount of \$1,000. Motion carried by unanimous vote.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE SALE OR  
DISPOSAL OF REAL PROPERTY  
RESOLUTION NO. 24-07**

**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:**

---Lot 4, Block 3, ASPEN ADDITION TO THE CITY OF FOSSTON.---

("Land")

**Buyer/Transferee:**

**Rick Forsberg and Rose Mary Smith-Gardner**

("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 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.

Upon this vote, this resolution passed and is effective the 16<sup>th</sup> day of January, 2024.

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

Attest:

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

Jarda Solc, AE2S, indicated that while we wait to hear from the EDA and FAA on final approval, council should consider approving the plans & specifications for the 2024 Industrial Park & Airport Improvement project and advertise for bids. The advertisement will be published for three weeks and Solc expects bid opening to be scheduled prior to the February council meeting, if possible.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PLANS  
AND SPECIFICATIONS FOR THE 2024 INDUSTRIAL PARK & AIRPORT  
IMPROVEMENT PROJECT AND ORDERING  
ADVERTISEMENT FOR BIDS  
RESOLUTION NO. 24-08**

**WHEREAS**, the City of Fosston has been approved for a grant from EDA and DEED BDPI for Industrial Park and Airport improvements and has selected AE2S as its project engineer and authorized them to develop plans and specs and has presented such plans and specifications to the council for approval:

Industrial Park Project & Airport Hangar & Utilities Project

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

1. Such plans and specifications, a copy of which is attached and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper and on the trade website [www.QUESTCDN.COM](http://www.QUESTCDN.COM) an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for three weeks, shall specify the work to be done, shall state that bids will be received by the City Administrator where they will be publicly opened in the council chambers of the city hall by the city administrator and engineer, will then be tabulated, and will be considered by the council at a future meeting in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Fosston for 5% of the amount of the bid.

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

and the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 16<sup>th</sup> day of January, 2024.

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

Attest:

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

Keith Kinnen, Karvakko, reminded council that the city solicited bids for the Omland Court Resurfacing project in the Spring 2023, but only received one bid which was over the construction budget. Kinnen indicated that he removed the paved parking pads and reduced pavement thickness from 4" to 3" from the original plans & specifications. Karvakko has developed a base bid and two alternates to allow for more flexibility to acquire a contractor. The



city will be using federal grant dollars from MN Housing for this project and the funds must be used this year. Heide does not recommend using any city funds to supplement this project as this street in Omland Court is not owned by the city. Kinnen indicated that this project must be done by August 31, 2024.

Member Mulry introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PLANS  
AND SPECIFICATIONS FOR THE OMLAND COURT RESURFACING  
PROJECT AND ORDERING  
ADVERTISEMENT FOR BIDS  
RESOLUTION NO. 24-09**

**WHEREAS**, the City of Fosston has been approved for a grant from MN Housing for Omland Court improvements and has selected Karvako, PA as its project engineer and authorized them to develop plans and specs and has presented such plans and specifications to the council for approval:

Omland Court Resurfacing Project

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

1. Such plans and specifications, a copy of which is attached and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper and on the trade website [www.QUESTCDN.com](http://www.QUESTCDN.com) an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for three weeks, shall specify the work to be done, shall state that bids will be received by the City Administrator where they will be publicly opened in the council chambers of the city hall by the city administrator and engineer, will then be tabulated, and will be considered by the council at a future meeting in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City of Fosston for 5% of the amount of the bid.

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

and the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 16<sup>th</sup> day of January, 2024.

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James Offerdahl, Mayor

Attest:

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Cassie Heide, City Administrator

Council considered approval of an amendment to Omland Court engineering task order. Kinnen indicated that Karvakko is asking for partial compensation for the redesign and rebidding services of Omland Court in the amount of \$2,000.

Motion was made by Anderson, seconded by Mulry to approve the amendment to Omland Court engineering task order in the amount of \$2,000. Motion carried by unanimous vote.

Council considered approval of final pay estimate for the Veterans Memorial Gazebo and Walks to Lenex Sand & Gravel in the amount of \$27,656.50. Kinnen indicated that this is for the irrigation system, topsoil and retainage, which will close out the project.

Motion was made by Dufault, seconded by Anderson to approve final pay estimate for the Veterans Memorial Gazebo and Walks to Lenex Sand & Gravel in the amount of \$27,656.50. Motion carried by unanimous vote.

Council considered approval of final pay estimate for the Pickleball Courts to Lenex Sand & Gravel in the amount of \$3,509.05. Kinnen indicated that the pickleball group has decided to paint the lines themselves, so that amount has been deducted from Lenex' contract and the retainage is being released to close out the project.

Motion was made by Anderson, seconded by Mulry to approve the final pay estimate for the Pickleball Courts to Lenex Sand & Gravel in the amount of \$3,509.05. Motion carried by unanimous vote.

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

Airport – Kinnen indicated that he's working through the ALPA. A draft of the new master plan will be sent to the FAA next month. They are working through the environmental phase with the state for the new AWOS unit.

FIT Trail Expansion – Kinnen noted that they continue to work through the design phase.

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

Jarda Solc, AE2S, was present to discuss the 2024 Industrial Park/Airport Utilities and Hangar project. Solc had no additional comments on what was discussed earlier in the meeting.

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

Due to a conflict with the normally scheduled council date, the February council meeting will be on Tuesday, February 20 at 7p.m.

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

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Cassandra Heide, City Administrator