

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
July 11, 2022

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, July 11, 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, Sarah Manecke, Dustin Manecke, Amelia Linehan, Stephen Larson, Todd Selk, Lee Cariveau, Andrew Hanson and Mary Olson.

Motion was made by Bosselman, 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. Motion carried by unanimous vote.

- A) To approve the minutes of the regular meeting held June 13, 2022 and the special meeting held June 28, 2022, as presented.
- B) To approve Accounts Payable Bill Listing #22-07 in the amount of \$512,371.42 and Supplemental AP Bill Listing #22-07A in the amount of \$11,506.26.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$9,055.42.

Mayor Offerdahl introduced and welcomed the new Fosston School District superintendent, Todd Selk. Selk stated he's excited to get started and for a continued, positive relationship with the city.

COMMITTEES/BOARDS/COMMISSION:

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

- Heide noted that our application to the 2022 Local Trail Connection Grant Program for our FIT trail expansion project was not selected for funding this year. Heide noted that the city will apply again next year for funding.
- Heide ordered new signs for the burn site and Manecke ordered cameras to place at the burn site as it will be under surveillance due to illegal dumping.
- Senator Smith and Senator Klobuchar have put forth our congressionally directed spending request for the construction of additional wastewater storage ponds for our growing community.
- Heide and Manecke have continued to send nuisance ordinance violations to residents relating to long grass and noxious weeds.
- Heide noted that as of the end of June, the city has licensed 37 animals which is an increase from past years.

- Heide stated that candidacy for council positions is open in August. The city has two council positions and the mayor position to fill for the term beginning January 2023.
- The industrial park/T hanger/airport utilities project is moving forward. The City of Fosston has been selected for further merits consideration, and could be awarded federal EDA grant funds in the amount of \$5,755,280.
- Heide noted that she received a request from a resident to add stop signs on Brandt Ave N at the intersection of 5<sup>th</sup> St NE (north & south side of 5<sup>th</sup> St NE). Stop signs have been recently added to 5<sup>th</sup> St NE going east and west. Brandt Ave N already has three (3) stops signs going north & south so adding a fourth stop would be unnecessary. The consensus of the council was to not place another set of stop signs at the intersection of Brandt Ave N and 5<sup>th</sup> St NE.

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

- Larson indicated this is his last council meeting before retiring on July 29<sup>th</sup>. He's been employed with the City of Fosston for 50 years. Larson stated he's ready for retirement but will miss the job because he's truly loved it. Larson is confident the city will continue to provide outstanding services to our residents.
- A retirement party for Dave Larson will be held on July 29<sup>th</sup> from 3-5 pm at City Hall.
- Lyseng noted that MDV is shut down for the summer.
- The power outage last month was attributed to a Minnkota tower that fell south of Fosston. Our utilities staff aided Minnkota in the repair and restoration of electricity.
- Lyseng reported that there has been 15-16 water breaks this year – once per week as of late.
- The street department staff has been busy mowing, picking up yard waste and repairing equipment.

Civic Center: Karen Graham was not present to report on matters pertaining to her department

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

- Manecke reported they had 100 calls for service since last meeting.
- Manecke will be uploading ordinances to the Zurcher software – hope to go live in a couple weeks.
- Garden Valley installed wires for a phone in the north lobby of the police department.
- Manecke informed Heide as well as the council a couple weeks ago of a dog biting that occurred within the city. Manecke provided an update to the incident. He had ruled the dog as “dangerous” per our city ordinance and state statute. The residents were notified they could appeal and request a hearing within 10 days, but the minimum fee would be \$250. Ten days passed with no hearing requested so Manecke ordered Dan Ekre, animal control, to have the dog euthanized.

### Community Development:

- Dufault informed the council that the EDA board met at noon today. In addition to regular business, Dufault noted they listened to a PowerPoint presentation from Peter Van Erem. His group of investors have chosen Fosston as a potential location for a 55+ community housing development. They are looking to construct 12-24 homes along Northwood Avenue which has approximately 250,000 square feet available. He is confident the homes can be built to meet our minimum standard of 800 square feet and include 1-2 bedrooms along with a single garage. Van Erem noted these would be rental properties with all maintenance, lawn care and snow removal provided by management.
- Heide noted that the childcare center is only waiting on DHS licensing before they can open.

### Hospital Board:

- Dufault informed the council that the directors board has not met again since his last report.
- Dufault noted there is an Essentia/City task force meeting on Thursday.
- Heide referenced the memo from Essentia Health Administrator, Callen Weispfennig regarding labor & delivery services in Fosston. Essentia Health-Fosston is temporarily redirecting labor and delivery services due to program constraints and staffing limitations. He noted that Essentia is fully committed to continuing OB services with a focus on quality, safety, compliance, patient experience and employee satisfaction. Prenatal and postnatal OB services will still be available in Fosston during this time.

### Arts & Culture Commission:

- Heide noted that the commission has filed their articles of incorporation for a 501c3 status as part of the process to establish to establish a project fund within the Northwest Minnesota Foundation (NMF).

### City Attorney: No report

Council considered approval of a purchase agreement between Robert & Sara Klinkhammer and the City of Fosston for an Aspen Addition lot purchase.

--Lot Eight (8), Block One (1), Aspen Addition to the City of Fosston

The property will be purchased for \$15,000. The City of Fosston requires the home to be constructed within 18 months of purchase and once the home is built, the owners will receive a \$5,000 check from the city as part of our Build Fosston incentive program.

Motion was made by Anderson, seconded by Bosselman to approve the purchase agreement between Robert & Sara Klinkhammer and the City of Fosston for an Aspen Addition lot purchase. Motion carried by unanimous vote.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION NO. 22-25**

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE  
AUGUST 9, 2022 PRIMARY ELECTION AND THE  
NOVEMBER 8, 2022 GENERAL ELECTION**

WHEREAS, a State Primary Election will be held on August 9, 2022; and

WHEREAS, a General Election will be held on November 8, 2022; and

WHEREAS, Minnesota Statute 204B.21, subd. 2, requires election judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the City of Fosston has one precinct; and

WHEREAS, the following City of Fosston residents have applied to serve as election judges and meet the qualifications established by the State of Minnesota.

NOW THEREFORE BE IT RESOLVED, that the City of Fosston Council, in accordance with State Law, hereby appoints the following persons to serve as election judges for the Primary Election on August 9, 2022 and the General Election on November 8, 2022.

|                |                       |             |           |            |
|----------------|-----------------------|-------------|-----------|------------|
| Rosalie Larson | Jason<br>Steinbrenner | Marvin Lee  | Amy Mulry | Linda Hand |
| Anita Lucken   | Douglas Hand          | Janet Olson |           |            |

BE IT FURTHER RESOLVED, that the City of Fosston Council approves payment of an hourly wage of \$15.00 per hour during election judge training and time served on election day and approves payment of an hourly wage of \$16.00 per hour for a Chief Judge during time served on election day.

BE IT FURTHER RESOLVED, that in case an appointed judge is unable to serve, the City Administrator is authorized to find a substitute judge of the same political party for the judge who cannot serve.

The motion for the adoption of the foregoing resolution was duly seconded by member Dufault 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 adopted and passed by the Council of the City of Fosston this 11<sup>th</sup> day of July.

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James Offerdahl, Mayor

ATTEST:

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Cassie Heide, City Administrator

Council considered approval of a letter to the U.S. Department of Commerce, Economic Development Administration confirming ability to bond for the local share of Industrial Park Expansion/Airport Hanger and Utilities project. Our project made the cut as part of the Northwest Minnesota region. Heide noted that the Chicago Regional EDA office has been working with our team at Karvakko to gather additional punch list items as requested. This letter from Mayor Offerdahl will serve as confirmation that the City of Fosston, if awarded funding in the amount of \$5,755,280, will commit dollars up to \$1,438,820 for the project total of \$7,194,100 through issuance of a bond.

Motion was made by Bosselman, seconded by Anderson to approve a letter to the U.S. Department of Commerce, Economic Development Administration confirming ability to bond for the local share of Industrial Park Expansion/Airport Hanger and Utilities project. Motion carried by unanimous vote.

Council considered approval of a commercial lease agreement, airport hangar, between Lorinda Bardwell and the City of Fosston. The term of this agreement is five (5) years, beginning August 1, 2022, and terminating December 31, 2027. Rent will be \$75.00 per year per hangar.

Motion was made by Anderson, seconded by Dufault to approve the commercial lease agreement, airport hangar, between Lorinda Bardwell and the City of Fosston. Motion carried by unanimous vote.

Council considered appointment of Steven Lyseng to Director of Public Works effective August 1, 2022. Mayor Offerdahl indicated that Public Works Director Dave Larson has been in phased retirement since August of 2019 and has been mentoring Lyseng to move into the Director of Public Works position. They are confident in Lyseng's leadership ability to continue to grow the services of the City of Fosston.

Motion was made by Anderson, seconded by Mulry to appoint Steven Lyseng to Director of Public Works effective August 1, 2022, with moving to pay grade 17, step 7. Motion carried by unanimous vote.

Member Dufault introduced the following resolution and moved its adoption:

**RESOLUTION APPOINTING MEMBERS  
TO NORTHERN MUNICIPAL POWER AGENCY  
RESOLUTION 22-26**

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

NOW, THEREFORE, BE IT RESOLVED, that Cassie Heide be appointed to represent the City of Fosston and Steven Lyseng be appointed to represent the Fosston Municipal Utilities Commission in the Northern Municipal Power Agency for the period August 1, 2022 – April 30, 2023.

The motion for the adoption of the foregoing resolution was duly seconded by member Anderson 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 adopted and passed by the Council of the City of Fosston this 11<sup>th</sup> day of July.

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James Offerdahl, Mayor

ATTEST:

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Cassie Heide, City Administrator

Cariveau, Widseth was present to discuss the Wastewater Expansion project. Cariveau noted that MPCA gave us the green light to begin construction in December. However, we do not have funding secured at this time. The bonding bill didn't go through this year so we will wait to see where we stand in 2023. Cariveau also stated we did get approval to proceed with mitigation.

Keith Kinnen, Karvakko was not present but Heide provided an update to the Airport, FIT Trail Expansion, Industrial Park/ T Hanger/Airport utilities project & Safe Routes to School project on behalf of Kinnen.

Airport – As part of the airport runway rehab process, the soil was tested, and the results indicated that the soil is very poor. Kinnen doesn't believe we should continue with a rehab but pursue a reconstruction instead. Heide reported that the city was not selected for the first round of funding for the arrival/departure building.

SRTS – Heide reported that the project started on 2<sup>nd</sup> Street NE; will start the Amber Ave sidewalk this week; the Civic Center work will start the end of July/early August.

FIT Trail Expansion – Heide noted that our application to the 2022 Local Trail Connection Grant Program for our FIT trail expansion project was not selected for funding this year.

Industrial Park, T Hanger & Airport Utilities project – As noted above, our project made the cut as part of the Northwest Minnesota region. Heide noted that the Chicago Regional EDA office has been working with our team at Karvakko to gather additional punch list items as requested. A letter from Mayor Offerdahl will serve as confirmation that the City of Fosston, if awarded funding in the amount of \$5,755,280, will commit dollars up to \$1,438,820 for the project total of \$7,194,100 through issuance of a bond.

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

Mayor Offerdahl closed the meeting with thanks and gratitude to Dave Larson for all he has done to progress the city and for his great leadership for the past 50 years.

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

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Cassandra Heide, City Administrator