

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
June 10, 2024

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, June 10, 2024, at 7:00 p.m.

The meeting was called to order by Mayor Offerdahl with the following members present: Anderson, Dufault, Pearson, and Mulry. Members absent: None. Also present was: Cassie Heide, Amelia Linehan, Steven Lyseng, Shane Linehan, Keith Kinnen (Karvakko Engineering), Mike Karvakko (Karvakko Engineering), Karen Graham, Bonnie Stewart, Seth Senn, Donna Senn, Phil Juve, Laura Juve, Jim Juve, Nikki Juve, Andrew Hanson, Mary Olson.

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

Heide informed the council of a modification to the Agenda with two additional resolutions being added; a resolution appointing election judges for the August 13, 2024 Primary Election and the November 5, 2024 General Election, as well as a resolution authorizing submission of public transit assistance application to MN/DOT.

Motion was made by Dufault, seconded by Anderson to approve Consent Agenda items A., B., C as presented with the modifications. Motion carried by unanimous vote.

- A) To approve the minutes of the regular meeting held May 13, 2024
- B) To approve Accounts Payable Bill Listing #24-06 in the amount of \$77,225.21 and Supplemental AP Bill Listing #24-06A in the amount of \$135,096.16.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$3,397.99.

Member Anderson introduced the following resolution and moved its adoption

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
AUGUST 13, 2024 PRIMARY ELECTION AND THE
NOVEMBER 5, 2024 GENERAL ELECTION
RESOLUTION 24-22**

WHEREAS, a State Primary Election will be held on August 13, 2024; and

WHEREAS, a General Election will be held on November 5, 2024; 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 13, 2024 and the General Election on November 5, 2024.

Rosalie Larson Douglas Hand Amy Mulry Anita Lucken Timothy Balstad

Crystal Bergerson Amelia Linehan Dyana Dunnigan Cassie Heide

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 Pearson and upon vote being taken thereon the following members voted in favor thereof:

and the following voted against same:

Whereupon said resolution was declared adopted and passed by the Council of the City of Fosston this 10th day of June.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING SUBMISSION
OF PUBLIC TRANSIT ASSISTANCE
APPLICATION TO MN/DOT
RESOLUTION 24-23**

RESOLVED, that the City of Fosston entered into an Agreement with the State of Minnesota, Department of Transportation, to provide transportation service in the City of Fosston.

FURTHER RESOLVED, that the City of Fosston agrees to provide fifteen (15) percent of the total operating costs from local funds and twenty (20) percent of the total capital costs.

FURTHER RESOLVED, that authorization to execute the aforementioned Agreement and any amendments thereto is hereby given to the Mayor and the City Administrator.

FURTHER RESOLVED, that the Mayor and the City Administrator are hereby authorized to execute requests for reimbursement from the Minnesota Department of Transportation.

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

And the following voted against same:

Whereupon said resolution was passed and adopted this 10th day of June, 2024.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

COMMITTEES/BOARDS/COMMISSION:

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

- Heide noted the restructuring in the office. Dyana worked on and processed her first billing reports and utility bills. Amelia is now taking minutes and completing a few additional annual reports, otherwise her job duties have not changed much. The new Administrative Assistant will be starting on July 1st.
- League of Minnesota Cities (LMC) Bulletin, \$22,654 through small cities road program that can be used and will come available in July.

- Heide provided the council with a Notice of Council Meeting Change stating the meeting scheduled to be held on Monday, July 8th at City Hall has been changed to Monday, July 15th at 7:00 p.m. due to Essentia arbitration taking place.
- Heide informed the council of the upcoming Annual 4th of July in Fosston with a parade on Saturday, July 6th beginning at 4pm with fireworks display at dusk.
- Bid opening for the Fosston FSE 6-Unit T-Hangar Project was conducted on May 30, 2024 at the Fosston City Hall at 2:00pm. A bid tabulation provided by Mead & Hunt indicated the apparent low bidder was Gustafson & Goudge, Inc. with a cumulative bid price of \$1,993,646.19. That bid being \$184,996.31 under the engineer's estimate. Mead & Hunt recommended the City of Fosston award the contract to Gustafson & Goudge, Inc. Heide stated the local share on this \$7million project will be estimated around half a million dollars. There will be resolutions in the future for funding.

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

- The street department has been sweeping streets, mowing, and adding gravel to the alleys. May was busy with it being clean-up month, so staff have also been busy with picking up brush and trash from yards. The Summer Help, Tristan Nyland and Max Heide started the last week in May and have kept busy with mowing and helping where needed.
- Parks were sprayed by Teamlab.
- Streets, street light poles, and all other necessary painting is underway and planned to be completed before July 4th.
- Ly seng informed the council that pond 3 had been discharged, 21,000 gallons of alum have been added.
- Ly seng reported that they have gathered water line information as part of the Lead & Copper Rule Revision and are close to completing this project. Karvakko has been marking the water shut offs.
- To date, there have been 3 water breaks.
- Ly seng briefed the council that the water plant has been working well.
- Ly seng and Heide have been working with AE2s on SIU agreements.
- Ly seng also reported to the council on the current and upcoming projects in town. The Johnson Av e project is completed, concrete curbs are poured. A future street project will be 5th Street starting at Foss Av e to Eaton Av e and down to Amber Av e. Monday, June 17th will be the start of the Omland Court project, this will be a quick project.
- Ly seng informed the council they are working on the 2024 Electrical project out to the new Industrial Park. A planned power outage took place on June 5th for just under an hour to complete working on necessary maintenance.
- Ly seng reported that MNOPS annual gas inspection will be held at the end of June looking at fields and records. The guys are working on leak surveys throughout town.

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

- Graham reported that Summer Rec programs have started with 208 kids registered and 190 kids through the pool daily, all is going well.
- Graham stated she was approached regarding the pickleball courts. Heide stated there are no painted lines, people want to play, and there are posts and nets for it. Heide also mentioned the city has already paid more than the 20%. A recommendation was made to have the lines painted so it can be used. The street department may be able to use their machine to paint the lines on and a resurface can be completed later on when the rest of the funds are raised. A consensus of the council were all in agreement with this recommendation.

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

- Olson reported the month of May had 129 calls for service, 2 arrests, 3 citations, a fire call at the hospital, and a recent dog bite case had been settled.
- Olson reported the majority of the calls coming in have been vulnerable adults, domestics and thefts.
- Juve briefed the council on a yearly training course that took place with Bagley and Clearbrook Police Departments in the first week of June.
- They have continued to actively work on enforcing the ordinances and have seen an increase in pet licenses.

Community Development:

- Heide reported the Housing/Marketing guide is in the works to attract new residents and other community members to step up to handle past events.
- Heide informed the council that the EDA had an item to act on. Chuck Lucken reported on the financial position of the childcare center. It has been moving in the right direction. A \$75,000 loan for staff retention as well as administrative costs was recommended. Motion was made by Dufault, seconded by Mulry to approve the \$75,000 loan to the childcare center. Motion carried by unanimous vote.

Hospital Board: No report.

Arts & Culture Commission:

- Stewart informed the council that the Arts & Culture Commission has been established for 7 years. The Arts & Culture Commission has been successful in many public art projects including the latest mural painted by Kirby Vossler. The high school students will be working with an artist in September to refurbish the original mural along highway 2 on the north side.
- Stewart reported there has been a six-month study in the Northwest region which includes 11 counties receiving 6 billion dollars. Four entities in Fosston included in the

study are the Fosston School District, Heritage Center, Arts & Culture Commission, and the City of Fosston.

- Another grant opportunity has become available in the amount of \$35,000. If granted, they would like to get a new sculpture placed along the fit trail close to highway 2 east of town. They would also like to have mural wraps around several utility boxes which would include marketing for the Arts & Culture Commission.
- Stewart informed the council that the Firefly Center is 100% complete with Aluma moving in mid-June with 2 full time staff. Phase 3 is an art gallery and kitchen and they have raised just over \$600,000 for construction costs.

City Attorney: No report.

ISD 601 Superintendent: No report.

New Chief of Police Phil Juve was sworn in by interim Chief Jim Juve who will be stepping back into the sergeant position as he feels he can better serve the community in that role. Juve expressed his appreciation to Patrol officers Hanson and Olson. New Patrol Officer Seth Senn was sworn in by Chief Juve.

Council considered approval Nikki Juve as the new hire, Administrative Assistant with a start date of July 1st.

Motion was made by Pearson, seconded by Dufault to approve Administrative Assistant new hire. Motion carried by unanimous vote.

Council considered approval of Task Order No.012 from Karvako Engineering, Inc. in the amount of \$60,000 for Preliminary Engineering Report for the south side of Fosston.

Kinnen reported the south side will be one big project, there will be grants available and the study will take 6 months to complete. The project priority list has a timeline beginning in March which will work out nicely. There will be a \$60,000 effort needed to be provided in completing the survey. Costs are known upfront and are payable in Construction/Project in progress for the audit.

Motion was made by Anderson, seconded by Mulry to approve Task Order No.012 from Karvako Engineering, Inc. in the amount of \$60,000 for Preliminary Engineering Report for the south side of Fosston.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING PLANS
AND SPECIFICATIONS FOR THE BERGE-STAFFORD PARK TRAILS PROJECT
AND ORDERING
ADVERTISEMENT FOR BIDS**

RESOLUTION NO. 24-24

WHEREAS, the City of Fosston has been approved for a grant from MN DOT TAP for Berge-Stafford Park Trails project and has selected Karvakko, 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:

Berge-Stafford Park Trails 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, contingent upon signed authorization and approvals from MnDOT State Aid.
2. The City Administrator shall prepare and cause to be inserted in the official paper and on the trade website 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 Pearson and upon vote being taken thereon the following voted in favor thereof:

and the following voted against same:

Whereupon said resolution was declared passed and adopted this 10th day of June, 2024.

James Offerdahl, Mayor

Attest:

Cassie Heide, City Administrator

Resolution No. 24-24 contingent upon signed and pair of culverts.

Council considered the approval of change order No. 5-2023 Utility & Street Improvements Project to Hagen Construction Inc., in the amount of \$134,104.91.

Motion was made by Anderson, seconded by Dufault to approve change order No. 5- 2023 Utility & Street Improvements Project to Hagen Construction Inc., in the amount of \$134,104.91. Motion carried by unanimous vote.

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

Airport-Kinnen indicated the Airport is close to being completed, there is a piece of equipment remaining and the runway is open.

Fit Trail-Regarding prior easement issues, progress and agreement has been made to move forward. Fit trail project will begin in 2026.

Johnson Avenue Project -Ped ramps and storm sewers have been installed; pavement will possibly be complete ahead of schedule.

Kinnen reported the 6th Street Project will begin in 2027 and the Eaton Avenue Project will begin in 2028.

Jarda Solc, AE2S- 2024 Industrial Park/Airport Utilities and Hangar project.

Heide reported the Hangar Project just bid and the project will begin in the Fall. There is a 60-day window, engineering will have been paid, and a credit application will be submitted.

Gustafson & Goudge are the low bidder on the project.

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, a motion was made by Dufault, seconded by Anderson to adjourn. Motion carried by unanimous vote.

Cassandra Heide, City Administrator