

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA  
May 13, 2024

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, May 13, 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, Sarah Manecke, Stephen Larson, Steven Lyseng, Amelia Linehan, Dyana Dunnigan, Jim Juve, Mary Olson, Phil Juve, Karen Graham, Keith Kinnen (Karvakko), Nicole Dolejs (AE2S), Mark Hagen, and Rich Sanders (Polk County Engineer).

Recited the Pledge of Allegiance.

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

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

- A) To approve the minutes of the regular meeting held April 8, 2024, and minutes of the special meeting held May 1, 2024, as presented.
- B) To approve Accounts Payable Bill Listing #24-05 in the amount of \$79,384.62, and Supplemental AP Bill Listing #24-05A in the amount of \$77,085.95.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$4,668.19.

COMMITTEES/BOARDS/COMMISSION:

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

- Based on review of the bids received, comparison with the Engineer's Estimate, and evaluation for the low bidder, AE2S recommends the City of Fosston award the contract to Gordon Construction of Mahnomen, Inc. for \$3,972,328.75. AE2S has sent the request to EDA for approval of the contracts as required by the funding agency. Heide noted that the construction agreements cannot be executed until the award is approved by EDA.
- Heide submitted a FY2025 Congressionally Directed Spending Request Form to both senators once again.
- Heide provided the council with an electric vehicle charging report from April.
- Heide noted that she received an e-mail from a concerned resident regarding ariel mosquito spraying in Fosston and the affects it has on other bugs as well as birds. Before deciding on whether to continue spraying the entire city, Dufault suggested that Heide get in touch with the spraying company and check what kind of chemicals are in the spray.
- Heide indicated Fosston's 2023 Drinking Water Report was released and published in the newspaper as required.

- Bid opening for the T-Hangar portion of the Industrial Park/Airport Utilities and Hangar project is scheduled for June 13<sup>th</sup> at 2pm.
- Heide reported that Lowell Veum has resigned from the Utilities Commission. Mayor Offerdahl will appoint Chuck Lucken to fill his vacancy.

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 is clean-up month, so staff have also been busy with picking up brush and trash from yards.
- Streets & street light poles are being painted.
- Flags & banners will be put up prior to Memorial Day.
- Lyseng & Heide met with AE2S to go over the wastewater pond expansion plans that have not been fully completed by Widseth.
- Lyseng noted that they continue to sample the ponds – 5 loads of alum have been added. Hopefully they can start discharging at the end of the week.
- Lyseng indicated that they only have about 50 homes remaining to gather water line information from as part of the lead & copper rule revision.
- The Kingo Church intersection work of the Johnson Ave N project was finally figured out. Hagen will begin milling tomorrow.
- Lyseng & Heide met with Karvakko to discuss future street projects.
- The annual NMPA meeting will be held Wednesday in Thief River Falls.
- The utility staff has been repairing street lights and has some electrical work to do in the Aspen Addition.
- Lyseng briefed the council on the gas meter that was hit at Essentia. Overall, the situation went very well, and staff were able to quickly pinch off the gas line. A de-briefing was held at city hall a couple days later with police, fire, EMT, school officials, city officials and Essentia officials present. Lyseng filed all paperwork with MNOPs.

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

- Graham reported that she is finishing up swimming lessons with the Fosston 4<sup>th</sup> graders.
- Summer swimming lessons begin on May 28<sup>th</sup>; there are 95 kids registered for Summer Rec so far.
- Graham noted that the Civic Center was used for the after-prom party and will be used for a couple graduation parties.
- Graham reported she received the \$3,000 Essentia Community Health grant again this year for the summer Rec program. She will use the funds to help with summer Rec wages and equipment.

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

- Olson reported they had 97 calls for service, 27 reports were completed, two arrests, and 7 citations made in April.
- In addition to a dog bite incident, suspicious activity, vulnerable adults, and thefts were among the most received calls.
- Juve attended BCA training. The PD will be audited by BCA this year and they will check the security of our facility among other things. Overall, Juve said they are doing well, but will implement a couple new features.
- Officer Hanson is on light duty, so he has been working on ordinance violations, such as cleaning up yards. In addition to sending letters, he has been making personal contact with the residents.

Community Development:

- Heide informed the council that the EDA board met at noon. Michelle Landsverk has been working on a “Find Your Place in Fosston” website. Heide noted that there is a potential that GMM may acquire mobile homes, flip them and sell them within the next couple of months.

Hospital Board: No report.

Arts & Culture Commission: No report.

City Attorney:

- Larson provided the council with an update on the Essentia dispute. He speculates that Essentia is trying to avoid providing the city with some of the documents we need to receive during the discovery phase. The city is arguing with Essentia about what they must provide. Essentia Health is hosting a health care community meeting at 6:30pm on Wednesday, May 15<sup>th</sup> to discuss the future of Essentia and health care in Fosston.

ISD 601 Superintendent: No report.

Per recommendation of the Planning & Zoning Commission, member Dufault introduced the following resolution and moved its adoption:

**CITY OF FOSSTON  
COUNTY OF POLK  
STATE OF MINNESOTA  
RESOLUTION NO. 24-19  
A RESOLUTION APPROVING THE UPDATED FINAL PLAT OF  
THE FOSSTON INDUSTRIAL PARK FOURTH ADDITION**

**WHEREAS**, the City is proposing to plat land into a 14-lot subdivision; and

**WHEREAS**, the subject property is currently zoned Agricultural and Industrial; and

**WHEREAS**, the subject property advances Economic Development Goal #1 in the Fosston 2040 Comprehensive Plan to *Expand the industrial base in the community*; and

**WHEREAS**, all lots in the proposed plat conform to the minimum requirements of the Industrial District; and

**WHEREAS**, the Planning Commission held a public hearing to consider the matter at a meeting on March 11, 2024, and members of the public were provided the opportunity to comment and present information to the Planning Commission; and

**WHEREAS**, the Planning Commission has considered all the comments and the City Engineer's report; and

**WHEREAS**, the Planning Commission of the City of Fosston made the following Findings of Fact in relation to the recommendation of approval:

1. The proposed plat is consistent with the intent of the Fosston Comprehensive Plan.
2. The proposed plat will be consistent with the present and future zoning and land uses in the area.
3. The proposed plat will meet the requirements of the Fosston Zoning Ordinance.
4. The proposed plat will not create undue burdens on public systems, including streets and utilities.
5. The proposed plat will not create substantial impacts, visual or otherwise, on neighboring land uses.

**WHEREAS**, the Fosston City Council reviewed the recommendation of the Planning Commission; and

**WHEREAS**, the Fosston City Council reviewed the preliminary plat on February 20, 2024 and the final plat on March 11, 2024; and

**WHEREAS**, the City Council of the City of Fosston makes the following Findings of Fact in relation to the approval:

1. The Final Plat provides an appropriate means of furthering the intent of the Comprehensive Plan for the site by putting the proposed improvements and parcels to industrial use.
2. The proposed improvements on the site under the Final Plat are consistent with the needs of the development in this location as a industrial area.
3. The improvements will have expected impacts on public services, including water, sewer, stormwater and traffic which have been planned to serve the property for the development proposed.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Fosston, Minnesota that the final plat of the Fosston Industrial Park Fourth Addition is hereby approved.

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, Dufault, Mulry, Pearson and Offerdahl.

and the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 13<sup>th</sup> day of May 2024.

---

James Offerdahl, Mayor

ATTEST:

---

Cassie Heide, City Administrator

Council considered approval of a couple police department hires – Patrol Officer and Chief of Police. Heide indicated that the new patrol officer is Seth Senn, who is from McIntosh. He just graduated from Northland last week and is in the process of completing his MN POST Board examination. Heide indicated that Phil Juve, a Fosston native, is the new Chief of Police. His management and leadership experience with the Polk County Sheriff's Office makes him a good fit for this position. Interim Police Chief Jim Juve is stepping back into the sergeant position as he feels he can better serve the community in that role. Jim Juve thanked Administrator Heide and the City Council for their continued support.

Motion was made by Anderson, seconded by Mulry to approve the hire of Patrol Officer, Seth Senn and Chief of Police, Phil Juve. They will be sworn in at the next meeting. Motion carried by unanimous vote.

Council considered approval of a tobacco license to Corner Liquor for 2024.

Motion was made by Dufault, seconded by Pearson to approve the 2024 tobacco license to Corner Liquor. Motion carried by unanimous vote.

Member Anderson introduced the following resolution and moved its adoption:

**CITY COUNCIL OF FOSSTON, MINNESOTA  
RESOLUTION NO. 24-20  
RESOLUTION AUTHORIZING MORTGAGE**

**WHEREAS**, the City of Fosston (“City”) has applied to, received, and accepted from the United States Department of Commerce, Economic Development Administration, Chicago Regional Office, a grant under the Public Works and Economic Development Act of 1965 in the total amount of \$5,755,280 pursuant to a Financial Assistance Award dated September 5, 2022, and bearing EDA Award No. 06-79-06440 (“Grant”).

**WHEREAS**, pursuant to the Grant Agreement, the Grant is to be used for the purpose of acquiring and/or making improvements certain real property owned by the City, which is described in the Mortgage (“Property”), a copy of which is attached hereto as Exhibit 1.

**WHEREAS**, in accordance with the Grant Agreement, the City has agreed to grant United States Department of Commerce, Economic Development Administration (EDA), a mortgage and a lien on the Property to secure the City’s obligations under the Grant.

**NOW, THEREFORE, IT IS RESOLVED** by the City of Fosston’s council as follows:

1. That the City approve of and grant United States Department of Commerce, Economic Development Administration, a mortgage and lien in the Property for the purposes stated herein, and that any previous actions by the City to do the same is hereby ratified and approved; and
2. That the Mayor and the City Administrator are authorized and directed to sign and deliver the Mortgage to United States Department of Commerce, Economic Development Administration and any previously signed and delivered is mortgage 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, Mulry, Pearson and Offerdahl.

and the following voted against same: None.

Whereupon said resolution was declared passed and adopted this 13<sup>th</sup> day of May 2024.

---

James Offerdahl, Mayor

Attest:

---

Cassie Heide, City Administrator

Member Pearson introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING SPONSORSHIP  
OF TRAILS OPERATED BY  
KNIGHTRIDERS SNOWMOBILE CLUB  
RESOLUTION 24-21**

BE IT RESOLVED, that the City of Fosston act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for grooming of snowmobile trails managed by the Knightriders.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Fosston may enter into an agreement with the State of Minnesota for the above-referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

BE IT FURTHER RESOLVED that the City Administrator is authorized to sign such an agreement with the Department of Natural Resources.

BE IT FURTHER RESOLVED that the City Administrator is hereby authorized to serve as the fiscal agent for the above-referenced project.

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

And the following voted against the same: None.

Whereupon said resolution was declared passed and adopted this 13<sup>th</sup> day of May 2024.

---

James Offerdahl, Mayor

ATTEST:

---

Cassie Heide, City Administrator

Council considered approval of change order No. 3 – 2023 Johnson Avenue Improvement Project to Hagen Construction in the amount of \$308,145.50 to be reimbursed by Polk County. This change order is for additional work near Kingo Church that will be funded by Polk County. Hagen noted that they will start milling at the intersection tomorrow. Kinnen indicated that the plan is to lower the crown of the street to fix the pooling of water. The intersection will still see water but won't flood over the sidewalk into the church. To improve the storm water capacity, a catch basin will be installed between 2<sup>nd</sup> & 3<sup>rd</sup> street. The entire curb & sidewalk will be replaced on this block. Hagen is concerned about what rain will do to the dirt when the street is open. Sanders indicated that they would deal with that if needed. Kinnen noted that substantial completion for this project is June 28<sup>th</sup>.

Motion was made by Dufault, seconded by Anderson to approve change order No. 3, pending contractor approval, for the 2023 Johnson Avenue Improvement Project to Hagen Construction in the amount of \$308,145.50 to be reimbursed by Polk County. Motion carried by unanimous vote.

Council considered approval of the memo from Administrator Heide regarding office administration changes. Assistant City Administrator, Sarah Manecke, submitted a letter of resignation. Heide said she will greatly miss Sarah and the knowledge she has brought to the City of Fosston. Heide has thought a lot about the future of the City of Fosston and the needs of the city. She recommends dissolving the Assistant City Administrator position. In turn, she recommends returning the utility bill duties to a billing position, Billing Specialist. Dyana Dunnigan is well suited and capable of this position and has accepted it contingent upon council approval. Heide's next recommendation is that Amelia Linehan take on some of the administrative duties Sarah had in addition to her current duties. Her job title would change to Accounting Specialist. Both recommendations would include a bump of 2 steps in our pay step system. Heide recommends that the city advertise and hire the Administrative Assistant position. Lastly, Heide indicated that over the last four years as City Administrator have been by far the busiest. She continues to do many of the duties she had as Assistant City Administrator. While some may be delegated, several may not. Heide respectfully requests that the council act on an increase to her position effective June 1, 2024, based on the preliminary results of the market study. If all recommendations are approved, the budget would decrease by \$50,000.

Motion was made by Dufault, seconded by Mulry to approve the memo, as presented by Heide, regarding the office administration changes. 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 the airport will be closed tomorrow. Davidson will be addressing the remaining punch line items – permanent striping and seeding.

TAP/Berge Park Sidewalk project – Kinnen indicated that they are still waiting for grant authorization before the project can go to bid. If St. Paul turns over the plans in the next couple weeks, the city may need to have a special meeting to approve them so the project can go to bid. This project must be bid on this year, but construction can go into 2025. Heide noted that the city will only receive the construction grant funds as it turns out the engineering grant funds are very expensive.

Omland Court – Kinnen noted that the contract was awarded to Gordon Construction. The project will start mid-June.

Nicole Dolejs, AE2S, was present to discuss the 2024 Industrial Park/Airport Utilities and Hangar project. The Industrial Park project bids were opened a couple weeks ago. Gordon Construction was the low bidder. Dolejs noted that the EDA review period has started, and no contracts can be signed until approved by EDA. The Airport Utilities and Hangar project recently went out for bid. Dolejs said they will try to get this project approved as fast as possible.

Council considered approval of adding Tracy Ware and Ruby Sistad to the First Care Task Force.

Motion was made by Dufault, seconded by Mulry to approve the addition of Tracy Ware and Ruby Sistad to the First Care Task Force. Motion carried by unanimous vote.

A forum for members of the public present to speak was held. Mark Hagen expressed concern about liquidated damage being assessed by the city on the 2023 Johnson Avenue Improvement Project. They have been delayed this spring due to negotiations with Polk County regarding the Kingo Church intersection. Contractually the project was to be completed last fall, but with the approval of change order 3, the project must now be completed by June 28<sup>th</sup>. Rich Sanders, Polk County Engineer, indicated that this is a hard deadline for the County portion as he's heard from many upset residents despite not being a county project. Anderson said that people are frustrated that the paving is not done. Hagen also expressed concern about the sidewalk being torn out in front of Kingo. Mayor told him to get to work and Kingo will figure out what they need to do while this project is ongoing. Mayor Offerdahl stated that they can't promise no liquidated damages but have always been fair to Hagen.

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

---

Cassandra Heide, City Administrator