

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
May 9, 2022

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, May 9, 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, Dustin Manecke, Karen Graham, Keith Kinnen, Lee Cariveau, Erin Green, Bonnie Stewart, Heidi Danos, Jason Steinbrenner, Curt Nelson, Mike Murray, Andrew Hanson, Alex Bodensteiner, Kenny Olson, Mary Olson, Jody Peterson, Dale Williams and Cherie Keith.

Motion was made by Dufault, 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 April 11, 2022, and the minutes of the Board of Appeals & Equalization meeting held April 27, 2022, as presented.
- B) To approve Accounts Payable Bill Listing #22-05 in the amount of \$121,623.16 and Supplemental AP Bill Listing #22-05A in the amount of \$598,118.54.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$8,570.92.

COMMITTEES/BOARDS/COMMISSION:

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

- Heide noted that Sarah is attending Minnesota Municipal Clerks Institute this week and she will be sending Amelia in a couple years when Sarah finishes.
- Heide noted that Dyana attended a transit conference last week.
- Small cities assistance has been approved in legislature to be funded long term, with the city receiving funding in 2023. The city did not receive any assistance this year. The small cities assistance was approximately \$36,000 in 2021.
- The city successfully passed the pay equity compliance that is due every couple of years.
- Prairie Pines Childcare Center open house invitations have been handed out. The plan is for the childcare center to be open early June.

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

- Larson noted that electrical sales are up.

- The City of Fosston was selected to receive an EV charging station - one fast charger and one slow charger. There will be more discussed at the Utilities Commission meeting.
- Larson noted that gas sales are up and they're looking ahead to gas installs.
- The pipeline safety inspection went well and upgrades to the manuals will be made as needed.
- Larson noted they have been monitoring the lift stations more due to excess rain.
- Staff has been sampling the lagoons and adding chemicals as necessary.
- Larson stated they are working with NMPA for a Minnesota pollution grant.
- The street department staff has been sweeping streets, cleaning storm drains and prepping mowers.
- Larson noted that all park bathrooms have been opened.
- Larson stated they have contracted with WSN for a flyover to update our utility maps.

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

- Graham stated she handed out summer rec programs and registration is underway.
- Graham noted that the after-prom party was held at the Civic Center over the weekend.
- Mark is working on the softball fields to get them ready for upcoming games.
- Mayor Offerdahl spoke about a letter turned in regarding the addition of concrete within the rink – he noted they will look into re-doing it in the future.

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

- Manecke reported they had 129 calls for service since last meeting.
- Manecke stated he's been busy with Motorola Watchguard; body cameras are up & running; waiting on antennas; and he's meeting with Zurcher software.
- Manecke introduced the new patrol officer, Mary Olson, who started today.

Community Development:

- Dufault informed the council that the EDA board met at noon today. In addition to regular business, Dufault noted they discussed the mobile homes along Northwood Ave and were updated on the childcare center.

Hospital Board: No report.

Arts & Culture Commission:

- Bonnie Stewart reported they finished up with Art Space.
- There are two potential individuals who are interested in joining the commission.

City Attorney: No report

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING SPONSORSHIP
OF TRAILS OPERATED BY
KNIGHTRIDERS SNOWMOBILE CLUB
RESOLUTION 22-20**

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 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 the same: None.

Whereupon said resolution was declared passed and adopted this 9th day of May 2022.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Council considered approval of full-time patrol officer hire. Manecke introduced and recommended hire of full-time officer, Mary Olson.

Motion was made by Mulry, seconded by Dufault to approve the full-time patrol officer hire. Motion carried by unanimous vote.

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

Council considered adopting the amended Police Department pursuit policy. Manecke noted that the use of pursuit intervention tactics should be employed only after approval from a supervisor. Supervisors/officers should balance the risk of allowing the pursuit to continue with the potential hazard arising from the use of each tactic to the public, the officers, and persons in or on the pursued vehicle. It is imperative that officers act within legal bounds using good judgement and accepted practices.

Motion was made by Dufault, seconded by Bosselman to adopt the amended Police Department pursuit policy. Motion carried by unanimous vote.

Member Bosselman introduced the following resolution and moved its adoption:

**RESOLUTION APPOINTING MEMBERS
TO NORTHERN MUNICIPAL POWER AGENCY
RESOLUTION 22-21**

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 David Larson be appointed to represent the City of Fosston and Cassie Heide be appointed to represent the Fosston Municipal Utilities Commission in the Northern Municipal Power Agency for the period May 1, 2022 – Aril 30, 2023.

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: Bosselman, Anderson, Dufault, Mulry and Offerdahl.

And the following voted against the same: none.

Whereupon said resolution was declared passed and adopted this 9th day of May, 2022.

James Offerdahl, Mayor

ATTEST:

Cassie Heide, City Administrator

Council considered a funding request from the Arts & Culture Commission in the amount of \$10,000. Bonnie Stewart received a document from the Northwest Minnesota Foundation (NMF) for establishment of a project fund with the foundation. Stewart will get more information from the NMF and check to make sure establishing a project fund for their “Firefly Center for Art and Wellbeing” project is an allowable use of funds. Council recommended the funding request be tabled at this time. No action taken.

Cariveau, Widseth was present to discuss the Wastewater Expansion project. Cariveau noted that Heide submitted paperwork to the MPCA. The environmental protection on the wastewater project will take several months to go through. Cariveau will check in on the plans in June. Cariveau looked at the 2021 street improvements and spoke with Hagen in regard to a specific area of sidewalk along 1st street east that needs to be repaired due to standing water.

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

Airport – Kinnen noted that the capital improvement plan (CIP) was updated to include the master plan modifications. Kinnen discussed the airport runway rehab. It was found that existing pavement varies 4-10 inches. He’s waiting on a report to come back on whether mill and overlay is necessary or not.

SRTS - Bid opening for the SRTS project will be May 19th. There are five prime bidders.

Larson suggested the possibility of tying in a sidewalk to the Heritage Center bathrooms from the existing sidewalk. Kinnen noted this would need to be a separate project.

FIT Trail Expansion – no update.

Industrial Park, T Hanger & Airport Utilities project – no update.

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

Cassandra Heide, City Administrator