

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL
OF THE CITY OF FOSSTON, POLK COUNTY MINNESOTA
November 14, 2022

The regular meeting of the Council of the City of Fosston, Polk County Minnesota was held in council chambers on Monday, November 14, 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, Steven Lyseng, Sarah Manecke, Dustin Manecke, Shane Linehan, Karen Graham, Amelia Linehan, Stephen Larson, Keith Kinnen, Lee Cariveau, Mary Olson, Andrew Hanson and Bonnie Stewart.

Recited the Pledge of Allegiance.

Motion was made by Anderson, seconded by Bosselman to approve the agenda. Motion carried by unanimous vote.

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

- A) To approve the minutes of the regular meeting held October 10, 2022, as presented.
- B) To approve Accounts Payable Bill Listing #22-11 in the amount of \$191,172.04 and Supplemental AP Bill Listing #22-11A in the amount of \$31,863.63.
- C) To approve Accounts Payable Bill Listing – Omland Court, \$4,872.13.

COMMITTEES/BOARDS/COMMISSION:

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

- Heide noted that the next step of the \$5.8 million grant award process is to select an architectural/engineering firm. Requests for proposals are due at the end of the month. Reviews and interviews will occur early December with hopes to make a selection before the next council meeting.
- Heide reported that 455 voters turned out for the general election on November 8th. The City of Fosston had five (5) election judges and Amelia and herself working open to close as election administrators.
- Heide noted that the library sidewalk is completed.
- Heide provided council with a year-to-date budget versus actual report to review. She noted that our second half levy & government aid payments will come in December. Overall, the budget is looking to come in under budget.

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

- Lyseng reported that ponds 2 & 3 have been fully discharged. Each pond required three loads of chemical (alum).
- There has been a total of 17 water breaks for the year.
- Lyseng noted that MN Pump Works did some necessary lift station repairs.
- Lyseng reported that the industrial feeder project that runs from City Hall to Cenex is 95% complete.
- Lyseng noted that MNOPs was here for their annual biogas inspection.
- The street department staff has been working on plow trucks & other equipment in preparation for winter.
- Lyseng noted that Christmas lights will be put up along Highway 2 before Light Up the Night on Friday, November 18th.

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

- Graham noted that Mitch Hextell will be sand blasting & re-painting the lockers in both locker rooms.
- Graham reported that the main valves for the pool are delayed so the pool will not be drained over Thanksgiving break to replace the valves. This work will likely happen after Christmas break in order to allow for swimming during the break.
- She noted that weekends have been busy with parties.

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

- Manecke reported they had 212 calls for service since last meeting. There were 33 different types of calls for service including medicals, theft, animal complaints, funeral escorts, school patrol, welfare checks, accidents, vehicle unlocks, fraud, domestic violence, assisting another agency, alarm, suspicious person/vehicle, business security checks, etc.
- Manecke highlighted each of his staff: Sergeant Juve used a tourniquet to stop the bleeding of a suicidal resident; thus, saving their life. Officer Olson has handed out over 20 "Lights Out" vouchers for free headlight/taillight repair work to community members. Officer Hanson befriended a boy who he noticed was out late at night by himself getting pop downtown. Hanson purchased him a case of pop so he could stay safe at night.
- Manecke noted that the radar for his squad finally arrived so it can now be outfitted by DTM.
- The nightly security check of businesses has found a few doors un-locked.

Community Development:

- Heide informed the council that the EDA board met at 11am today. In addition to regular business, the board continues to work diligently on potential housing developments. Heide states they are thinking ahead to the future and indicated that progress is being made. There are two housing projects in the early stages that EDA is working with developers on.

Hospital Board: No report.

Arts & Culture Commission:

- Bonnie Stewart reported that it’s been 5 years since the Arts & Culture Commission was established and they are very appreciative of the City of Fosston. The commission will be working on a five year review and a new five year plan for the commission. The Firefly Center project continues to move forward and has a couple of funding opportunities in the works.

City Attorney: No report.

ISD 601 Superintendent: No report.

Council met as a canvassing board to certify the results of the November 8, 2022 General Election. The office of Mayor and two City Council seats were up for election. Heide noted that the city had 65% voter turnout with approximately 12 new registered voters.

Motion was made by member Anderson to adoption to adopt the following resolution:

**CITY OF FOSSTON
RESOLUTION TO CERTIFY RESULTS OF THE
TUESDAY, NOVEMBER 8, 2022 GENERAL ELECTION
RESOLUTION NO. 22-39**

WHEREAS the City of Fosston held an election for the office of Mayor and two Council Members for a four-year regular term, November 8, 2022 during the General Election; and

WHEREAS on this 14th day of November, 2022, the City Council has met to canvass said election results;

WHEREAS the votes tabulated at said election were:

	<u>TOTAL</u>
<u>OFFICE OF MAYOR:</u>	
Two (2) Year Term	
James Offerdahl	442
<u>WRITE-IN FOR MAYOR</u>	
Evan Fonder	1
Dave Wandshneider	1
Nate Brink	1
Roy Dufault	1
Daffy Duck	1

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OFFICE OF COUNCILMEMBER

TOTAL

Four (4) Year Term

Charlie Anderson	246
Brandon LePier	371
George Bosselman	195

WRITE-IN FOR COUNCIL

TOTAL

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THEREFORE BE IT RESOLVED by the Council of the City of Fosston that the official election results for the office of Mayor and City Council are accepted as summarized by the Election Judges.

The motion for the foregoing resolution was duly seconded by member Mulry 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 passed and adopted this 14th day of November, 2022.

James Offerdahl, Mayor

Attest:

Cassie Heide, City Administrator

Council considered approval of a commercial lease agreement, airport hangar, between Leslie Bardwell and the City of Fosston. The term of this agreement is five (5) years, beginning December 1, 2022, and terminating December 31, 2027. Rent will be \$75.00 per year per hangar. Mulry inquired as to the reason for the minimal rental cost per year. Heide noted that the state pays for a portion of maintenance expenses and each individual owns their own hangar. Heide further informed that the benefit of having more pilots at our local equates to the federal aviation share of money that comes into the airport.

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

Council held a public hearing at 7:30 pm to consider vacating Northwood Avenue and a portion of 8th Street NW in Saeter Addition to Fosston pursuant to MN Statutes, Section 412.851. There were no members of the public present for this portion of the meeting.

Heide displayed a map of the area that's being considered. By vacating Northwood Avenue, this would allow a potential developer to build over Northwood. Attorney Larson noted that he has divided this section into two (2) parcels and it will be recorded with Polk County as such. Lyseng noted that the existing water & sewer lines along Northwood Ave will be vacated. Bosselman inquired as to any potential housing developers interested in this property. Heide noted that EDA has been in discussion with a few developers, but nothing has been formalized at this time. They are currently considering 55 plus housing for this location.

With there being no further business to take up during this hearing, motion was made by Dufault, seconded by Bosselman to close the public hearing.

Member Anderson introduced the following resolution and moved its adoption:

**RESOLUTION VACATING NORTHWOOD AVENUE AND PART OF 8TH STREET
WEST IN SAETER ADDITION TO FOSSTON:
RESOLUTION NO. 22-40**

WHEREAS, the City Council of the City of Fosston, Minnesota, previously passed Resolution No. 22-40 noting its interest in vacating, pursuant to Minnesota Statutes, Section 412.851, all of Northwood Avenue and part of 8th Street West in Saeter Addition to Fosston, described as:

---All of platted Northwood Avenue in Saeter Addition to Fosston for the full width from the northerly boundary of Lot Six (6), Block Two (2) to the southerly boundary of said Lot Six (6), Block Two (2), as extended.---

AND

---That part of platted 8th Street West in Saeter Addition to Fosston for the full width from the westerly boundary of Lot Six (6), Block Two (2), as extended, to the easterly boundary of said Lot Six (6), Block Two (2).---

and

WHEREAS, a public hearing was held on the 14th day of November, 2022 at 7:30 p.m. before the City Council in the Fosston City Hall located at 220 East 1st Street, after due published notice had been given on November 8, 2022, due posted notice had been given on November 8, 2022, due mailed notice had been given on November 8, 2022, and all persons interested were given an opportunity to be heard; and

WHEREAS, the City Council in its discretion has determined that vacation of the above described streets appears in the interest of the public and will benefit the public because: The property subject to the above described streets will be used for future development.

WHEREAS, at least 4/5 of all the members of the City Council concur in this Resolution;

NOW, THEREFORE, IT IS RESOLVED, that portion of the following streets, legally described below, are hereby vacated:

---All of platted Northwood Avenue in Saeter Addition to Fosston for the full width from the northerly boundary of Lot Six (6), Block Two (2) to the southerly boundary of said Lot Six (6), Block Two (2), as extended.---

AND

---That part of platted 8th Street West in Saeter Addition to Fosston for the full width from the westerly boundary of Lot Six (6), Block Two (2), as extended, to the easterly boundary of said Lot Six (6), Block Two (2).---

BE IT FURTHER RESOLVED, that the Mayor and City Administrator are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

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, Bosselman, Dufault, Mulry and Offerdahl.

And the following voted against the same: None.

Whereupon said resolution was declared passed and adopted by the City Council this 14th day of November, 2022.

APPROVED:

Mayor, James Offerdahl

ATTEST:

City Administrator, Cassie Heide

Council considered approval of a “Find Your Place in Fosston” marketing budget for 2023. Heide noted that the total budget for content creation and ad purchases is \$17,200. An outside source has pledged \$2,500. Heide noted that she has enough budgeted in the unallocated expense fund to pay for these marketing expenses.

Motion was made by Bosselman, seconded by Anderson to approve the “Find Your Place in Fosston” marketing budget for 2023. Motion carried by unanimous vote.

Cariveau, Widseth was present to discuss the Wastewater Expansion project & 2023 Street & Utility Improvement project. Cariveau noted that the wastewater permit renewal is going smoothly, and we should have our updated permit by the end of the year. The City of Fosston will then be able to get back in queue for wastewater pond funding.
2023 Street & Utility Improvement project – no report.

Keith Kinnen, Karvakko was present to discuss the Airport, FIT Trail Expansion, & Safe Routes to School project.

Kinnen noted that Lenex Sand & Gravel completed the sidewalk along the south side of the library and a portion of the concrete walks connecting Vets Park to the Heritage Center. Kinnen estimates the Veteran’s Park project to be 75% complete.

Airport Reconstruction – The 90% plans were sent to the FAA. Construction is scheduled for 2023. Kinnen has planned for the airport to be shut down from July 10th – September 1st, 2023 but can be adjusted as necessary.

SRTS – No report.

FIT Trail Expansion – No report.

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 Anderson to adjourn. Motion carried by unanimous vote.

Cassandra Heide, City Administrator