

**REGULAR ROSEAU CITY COUNCIL MEETING  
MONDAY – February 6, 2023, at 5:00 P.M.**

**In person meeting**

**121 Center Street East Suite 201  
Roseau, MN 56751**

The Regular monthly meeting of the Roseau City Council was held on the above date, time, and place. Members present were, Acting Mayor Pat Novacek, Council members: Amy Bassingthwaite, Brady Johnson, and Mary Hayes. Absent: Mayor Dan Fabian. Others present were Community Development Coordinator Todd Peterson, Police Chief Marc Hodge, Liquor Store Manager Niki Johnson, Fire Chief Leon Huot, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, Roseau County Commissioner Jack Swanson, City Utility Manager Angie Vonasek.

Acting Mayor Pat Novacek called the meeting to order, and the Pledge of Allegiance was said.

Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to approve the January 9, 2023, regular meeting minutes as written.

Council member Mary Hayes motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to approve the following Consent Agenda as written.

1. Presentation of Accounts Payable claims January 1, 2023, through January 31, 2023, Batch AP01312023  
CK# 73578-73635 = \$151,857.92
2. Presentation of daily checks January 1, 2023, through January 31, 2023  
CK# 73474-73577 = \$257,987.37  
E# 3208-3259 = \$495,467.39  
PR 01/15/23 = \$44,692.89  
Severance = \$16,605.50  
Sick Payout = \$10,457.22  
Comp Payout = \$4,184.73  
Longevity = \$4,654.80  
PR 01/31/23= \$48,468.99  
Void Ck #73414
3. Presentation of Receipt entries December 1, 2022, through December 31, 2022.
4. Presentation of Journal entries JE113022.
5. Audit Committee review of November 2022 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
Upcoming scheduled meetings:
  - a. March 6, 2023, Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center- State Ball Tournament – Gene’s Bar & Grill – July 27, 2023.
8. Investment–Roseau EDA Hi Fi as of 01/31/2023 is \$50,739.22.
9. Cash in bank-Regular checking as of 01/31/2023 is \$2,340,193.89.
10. Investment-Regular Hi Fi as of 01/31/2023 is \$1,566,931.26.
11. Investment Certificate of Deposit as of 01/31/2023 is \$828,648.94

12. Investment Certificate of Deposit as of 01/31/2023 is \$824,124.54.
13. Investment Certificate of Deposit as of 01/31/2023 is \$824,394.95.
14. Investment Certificate of Deposit as of 01/31/2023 is \$818,283.33.
15. Investment-Roseau EDA Money Market as of 01/31/2023 is \$138,480.71.
16. Cash in bank-Roseau EDA as of 01/31/2023 is \$25.29.
17. City of Roseau Storm Sewer Reconstruction
18. City Revenue & Expense Report January 2023
19. Liquor Store Monthly Sales Report & Analysis Report January 2023

CDC Todd Peterson had another meeting to attend so the following items were moved up on the agenda.

### **Airport Committee**

The Airport Committee did not meet. CDC Peterson provided to council a resolution (#17-23) to authorize the execution of Mn DOT grant agreement for an Automated Weather System (AWOS) scoping grant in the amount of \$7,400.

CDC Peterson informed council that to replace the AWOS will cost approximately \$150,000.

This project will be separated into 3 projects. The first project will be the TKDA site engineering with the project fee estimate of \$7,400.00.

Council member Brady Johnson motioned, Council member Mary Hayes seconded, and it was approved by unanimous vote to authorize the execution of the resolution (#17-23) for the Mn DOT grant agreement for an Automated Weather System scoping grant in the amount of approximately \$7,400.

### **TH 89 Storm Sewer and Highway Construction Project**

CDC Peterson provided to council the following Resolution 18-23 to accept grant funding for support in finding grant funding for the TH 89 Storm Sewer and Highway Construction Project.

Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to approve Resolution 18-23 accepting the \$5,000 grant awarded by the League of Minnesota Cities.

## **RESOLUTION NO. 18-23 A RESOLUTION ACCEPTING GRANT NAVIGATOR FUNDING**

**WHEREAS**, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Grant”) in which LMC provides grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects.

**WHEREAS**, the City of Roseau (“City”) submitted an application for the Grant, a copy of which is attached hereto as Exhibit A (“Application”) for support in finding grant funding for TH 89 Storm Sewer and Highway Construction Project (“Project”).

**WHEREAS**, the City has been notified that it has been awarded \$5,000 from the Grant (“Funding”) to find additional grant funding for the Project.

**WHEREAS**, the city council has determined that it is in the best interests of the City to accept the Funding and proceed with hiring a contractor to assist in finding additional grant opportunities for the Project as noted in the Application, subject to the terms and conditions of the Grant.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA AS FOLLOWS:

1. The City accepts the Funding in order to seek additional grant opportunities to complete the Project consistent with the findings in the Application.
2. The City shall use the Funding to enter into an agreement with Houston Engineering (“Contractor”) to find additional grant funding for the Project in a manner consistent with the terms and conditions of the Grant and the Application.
3. The Community Development Coordinator is hereby appointed as the City’s Authorizing Agent related to the Grant and the Project.
4. The Authorizing Agent is granted the authority to commit the City to any terms and conditions required to accept the Grant.
5. The Authorizing Agent is granted the authority and directed to execute any documents necessary to accept the Funding.
6. The Authorizing Agent shall serve as the City’s official liaison with the entity issuing the Grant.
7. The Authorizing Agent is granted the authority to direct City staff and the Contractor in matters related to accepting the Grant and finding funding for the Project.
8. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the grant.
9. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Grant.

Passed by the City Council of Roseau, Minnesota this 6th day of February, 2023.

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Pat Novacek, Acting Mayor

Attested:

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Elizabeth Carlson, City Clerk-Treasurer

### **Flood Damage Reduction Grant Assistance Program**

CDC Peterson provided to council a grant application from MN DNR Division of Ecological and Water Resources.

MnDOT is scheduled to reconstruct Hwy 89 through the city in 2027. The city is responsible for all necessary storm sewer improvements which must be done for the highway reconstruction project to proceed.

The storm sewer project proposes to replace 5,000 lineal feet of existing storm sewer pipe with an appropriately sized system designed to accommodate projected storm events, thereby eliminating the current flooding issues.

The project total cost = \$4.83 Million

Funding Request Engr/Proj. Dev costs = \$50,000

Federal Funds = \$2,415,000

CM costs = \$80,000

State FDR Funds = \$1,915,000

Capital Cost of project = \$4,700,000

City of Roseau = \$500,000

Council member Mary Hayes motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to approve the grant application from MN DNR Division of Ecological and Water Resources and authorize all necessary signatures.

### **EDA**

CDC Peterson informed council that the EDA met January 25, 2023. CDC Peterson reviewed the meeting minutes and stated there were no items needing council action.

### **Electronic Payments**

CDC Peterson informed council that the city has been having trouble receiving mail in a timely manner or not receiving mail at all. In addition to this issue the billing service of companies like MN Energy have not been processing checks or applying them to accounts. Instead, they have been returning the checks, applying late fees, and giving notices.

CDC Peterson asked for council authorization to add MN Energy and Marco to the list of authorized payments made electronically as well as any other vendor that becomes an issue.

Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded, and it was approved by unanimous vote to authorize the addition of MN Energy and Marco to the list of authorized payments made electronically as well as any other vendors that become an issue.

**Planning Commission** – did not meet.

**Delegations/Petitions/Complaints** – The Civic and Commerce representative was not present.

## **Committee Reports**

### **Roseau County Commissioner**

County Commissioner Jack Swanson informed council that he learned through the Association of Minnesota Counties that the governor has proposed a \$40 million increase in FY24-25 for the Greater Minnesota Workforce Housing Development program. This is a significant increase. CDC Peterson stated that the City of Roseau received funding for the Eleven01 Apartments through this program, but the apartment project proposed by a Fargo company that the city had applied for, was not selected. This increase in funding in the Greater Minnesota Workforce Housing Development Program should help the City of Roseau and Roseau County with housing development.

Commissioner Swanson inquired about the status of the transfer of the Old Law Enforcement Building from the County to the City and then to the Food Shelf.

City Attorney Michelle Moren informed council that the transfer of the Old Law Enforcement Building could be discussed, and action taken in this section of the meeting if council were ready. The excerpt of the January 12, 2023, Roseau Area Food Shelf meeting minutes is in the council packets.

Council discussed the County transferring by deed to the City of Roseau the Old Law Enforcement building, the City of Roseau then selling the property to the Food Shelf for the assessed value of \$175,000 and the City of Roseau simultaneously donating back to the Food Shelf \$175,000 as authorized by law.

City Attorney Moren stated that the first transaction would be for the City of Roseau to accept the transfer by deed the Old Law Enforcement Building and property from Roseau County.

Council member Amy Bassingthwaite motioned, Council member Mary Hayes seconded, and it was approved by unanimous vote to accept the transfer of the Old Law Enforcement Building property from Roseau County to the City of Roseau with the terms outlined in the Hold Harmless and Indemnification Agreement. The City would then transfer the property to the Food Shelf for the assessed value of \$175,000, with the City donating the sum of \$175,00 to the Food Shelf as authorized by law, the transfer of the building to the Food Shelf is contingent upon approval by the Food Shelf committee and no transfer or donation will be made until confirmation from the Food Shelf committee.

RESOLUTION 21-23

EXTRACT OF CITY COUNCIL MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF ROSEAU HELD ON MONDAY, FEBRUARY 6, 2023, AT 5:00PM

Councilperson Amy Bassingthwaite made a motion to adopt the following resolution:

WHEREAS, the City of Roseau, is the owner of the following described real estate; and

WHEREAS, the following described real estate consists of a building currently occupied by the Roseau Food Shelf; and

WHEREAS, Roseau Area Food Shelf, Inc., has indicated its desire to purchase the following described real estate; and

WHEREAS, it is deemed to be in the best interest of the City of Roseau that said real estate be sold to Roseau Area Food Shelf, Inc., for the sum of One Hundred Seventy-five Thousand and no/100 (\$175,000.00) Dollars. Said real estate is described as follows:

Legal Description:

Lots One (1) and Two (2) of Block Twenty-three (23), LESS the East 110 feet and LESS the North 147 feet of Lot One (1) and LESS the North 147 feet of Lot Two (2) of the Auditor's Correction Plat of the Original Townsite of Roseau. Subject to easements, reservations and restrictions of record.

NOW THEREFORE BE IT RESOLVED that the City of Roseau, accepts the offer of Roseau Area Food Shelf, Inc., to purchase the above described real estate for said sum of One Hundred Seventy-five Thousand and no/100 (\$175,000.00) Dollars, and that the Acting Mayor and the City Clerk/Treasurer of the City of Roseau, are hereby authorized and directed to execute a deed of conveyance running from the City of Roseau, a municipal corporation, under the laws of the State of Minnesota, as Grantor, to Roseau Area Food Shelf, Inc., Grantee, conveying the above described real estate; and

The motion for adoption of the foregoing Resolution was duly seconded by Member Mary Hayes and upon roll call vote being taken thereon, the following voted in favor thereof:

Acting Mayor Pat Novacek, Council members Amy Bassingthwaite, Brady Johnson, and Mary Hayes.

And the following voted against the same: none

And the following abstained: none

And the following were absent: Dan Fabian, Mayor

Whereupon said motion was declared duly passed and adopted.

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Pat Novacek, Acting Mayor

ATTEST:

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Elizabeth Carlson, City Clerk-Treasurer

I hereby certify that the foregoing resolution is a true and correct copy of the original resolution adopted by the City Council of the City of Roseau on February 6th, 2023.

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Elizabeth Carlson, City Clerk/Treasurer, City of  
Roseau Minnesota

Commissioner Swanson then informed council that a County Commissioner election will be coming up in May to fill a commissioner seat due to the resignation of Commissioner Walker.

**Operations Committee**

The Operations Committee did not meet.

**Oakcrest Golf Course**

The Oakcrest Golf Club Board did not meet.

**Department Reports**

**Liquor Store**

Liquor Store Niki Johnson provided to council an updated January monthly sales report and reviewed the liquor store monthly sales report and analysis report.

Manager Johnson inquired about reimbursement on her personal cell phone as it is used as her work phone also.

Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded, and it was approved by unanimous vote for Manager Johnson to receive a \$41.00 per month reimbursement for her personal cell phone expenses.

Manager Johnson informed council that the Minnesota Municipal Beverage Association (MMBA) is offering training of staff in identifying fake ID's, how to identify when someone has had too much to drink, and how to deal with difficult customers, etc. The MMBA would come to the Liquor Store to conduct the training. Manager Johnson thought the cost would be \$200. No council action was needed as training is a line item in the liquor store budget.

### **Fire Department**

Fire Chief Leon Huot informed council that the fire department is submitting a grant application to FEMA. If the Roseau Fire Department were awarded the grant the money would be used to replace the aging fire fighter packs.

It was council consensus to approve the submission of the grant application by the Roseau Fire Department to FEMA.

Fire Chief Huot informed council that the Roseau Fire Hall will be hosting the NW Regional Fire Association meeting in April. Chief Huot will have the date and time of the regional meeting for the March council meeting as there will be a request to serve alcohol at the Fire Hall for that event.

### **Police Department**

Police Chief Marc Hodge informed council that January was a busy month.

- Police Chief Hodge completed chief law enforcement training.
- The Donahue dogs were sedated and euthanized.
- Chief Hodge and City Attorney Moren have discussed a \$257 per year, 3-year contract with Docu Shred for shredding expired Police Department information.  
Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to authorize the signing of the 3-year contract with Docu Shred.
- Chief Hodge informed council that the police department is reviewing its policy manual. Several policies are pre 2000 and need to be updated correctly and soon. Chief Hodge informed council that one policy making program Chief Hodge has looked at would cost \$5,000 per year, and could be dropped after one year, but it is not in the budget. Another option would be to review other Police department's policy manuals. The Bemidji Police Department has offered to share their policies and they have very good content. Chief Hodge has checked the League of Minnesota Cities policies, but their policies seem to deal more with city policies rather than police department policies. Chief Hodge will continue to work on this issue.
- Chief Hodge would like council permission to have a Facebook page created for the Roseau Police Department. Chief Hodge stated that a Facebook page would help find the owners of lost dogs and solve crimes such as the Brickhouse break-in, etc.



Council member Amy Bassingthwaite motioned, Council member Mary Hayes seconded, and it was approved by unanimous vote to permit the Roseau Police Department to have a Facebook page.

- Chief Hodge reminded everyone that former Police Chief Anderson's retirement party is February 16.

### **Superintendent**

City Superintendent David Drown was absent.

Council member Brady Johnson informed council that there was an arena meeting on January 31, 2023, at 5:30 pm and the following items were discussed.

- Council member Johnson would like to update the names again for the arena board. Tom Murphy would stay on in lieu of Bill Lund, and Mark Jennings will take Trevor Hammer's place.
- The arena board would like the city to hire a full-time employee for cleaning and general maintenance, as the arena is understaffed.
- Relight the Memorial Arena and move the lights up higher.
- There are still concerns about the compressors, roof, and Zamboni, but it was noted that Superintendent Drown and Hunter O'Leary are confident with the compressors and the Zamboni has been recalibrated.
- Roseau Youth Hockey wished to take down the current advertisement banners and sell new banners on the boards. Polaris and Life Care have indicated that they will purchase large banners. The banner company Roseau Youth Hockey has been in contact with has produced banners for over 340 arenas. Warroad is considering using them as well. Roseau Youth Hockey will be assuming the labor and the cost to replace the banners.

Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to approve Roseau Youth Hockey taking down the current advertising banners and selling new banners along the boards as long as the City Superintendent is okay with it and Roseau Youth Hockey assumes the labor and cost of the banners.

- The heating of the arena is another topic of concern.

Council member Johnson would like to discuss these topics at the March council meeting when all of council and department heads are present.

Council member Bassingthwaite would also like to see where the grant for designating the Memorial arena as an historical site is at before the city spends a substantial amount of money.

Council member Novacek brought up the possibility of creating a city sales tax to fund some of the recreational expenses in the city.

### **City Attorney**

City Attorney Michelle Moren had no new business as the transfer of the Old Law Enforcement building was discussed earlier in the meeting.

## **Mayor Council**

It was council consensus to approve the Open Meeting Notice – Ward Anderson’s Retirement Party February 16, 2023, from 4pm – 6 pm at the Roseau City Center.

Council reviewed the 2023 Organizational Resolution and recommended the following changes.

**#R 01-23  
CITY OF ROSEAU  
2023 ORGANIZATIONAL RESOLUTION**

**WHEREAS**, Minnesota Statute, Chapter 412, requires certain action by the City Council at the annual organizational Council meeting each January;

**THEREFORE BE IT RESOLVED**, by the Roseau City Council, that it hereby approves the following designations for the year 2023;

**MEETINGS:** Regular meetings of the Roseau City Council shall be held on the First Monday of every month at 5:00 p.m. If a regular meeting falls upon a holiday, it shall be held on the following Monday at the same time and place. All meetings, including special and adjourned meetings, shall be held at City Center Council Chambers located at 121 Center St E, Suite 201, Roseau, Minnesota unless the City Council otherwise announces at a prior meeting.

**ACTING MAYOR:** In the absence of the Mayor, the Acting Mayor for the Roseau City Council shall be Council member **Pat Novacek**.

**OFFICIAL NEWSPAPER:** The official newspaper for the City of Roseau shall be the Roseau Times Region, which is published in Roseau, Minnesota.

**OFFICIAL CITY DEPOSITORY:** The Citizens State Bank of Roseau and Border State Bank of Roseau shall be designated as official City of Roseau depositories and are authorized to exceed \$250,000 provided current Certificates of Collateral are on file with said institutions. Funds in excess of \$250,000 will be secured by pledges of government securities. The Treasurer shall have the authority to transfer between funds when deemed necessary. The following shall be authorized agents to endorse checks and orders for the payment of money transactions at the official City depository and the Clerk-Treasurer is authorized to use a facsimile signature stamp at such time as it becomes necessary: **Mayor Den Fabian, Acting Mayor Pat Novacek** and Clerk-Treasurer, Elizabeth Carlson.

**COUNCIL MEMBER LIAISONS:** Council Members shall serve as liaisons to the following departments/organizations:

Light, Power and Water – **Council member Novacek** and **Council member Hayes**  
Street, Alleys and Sidewalks – **Council member Hayes** and **Council member Novacek**.

Community Center – **Council member Bassingthwaite** and **Council member Johnson**  
Sanitation and Wastewater Service – **Council member Johnson** and **Council member Bassingthwaite**

City/School Recreation - **Mayor Dan Fabian** and **Council member Novacek**  
Planning Commission – **Council member Bassingthwaite** and **Mayor Fabian** as alternate  
Liquor Store – **Council member Johnson** and **Council member Hayes**  
Golf Course – **Council member Bassingthwaite** and **Council member Johnson**

Library – Council member Novacek and Council member Bassingthwaite

### CITY OF ROSEAU 2022 COMMITTEE/BOARD APPOINTMENTS

- **AIRPORT:** Keith Okeson, Bruce Stone, City Representatives-Council member Mary Hayes and Community Development Coordinator Todd Peterson.
- **ARENA:** Bryan Lundbohm, ~~Trevor Hammer~~, ~~Bill Lund~~, Tom Murphy, Mark Jennings, Phil Larson, Paul Baumgartner, and city representatives Mayor Dan Fabian, Council member Brady Johnson, City Superintendent David Drown and the Parks and Rec Director.
- **BEAUTIFICATION:** Currently no members
- **GILBERTSON BALLFIELD:** Josh Weckmen, Donn Haugen, Tracy Wensloff, City Representatives-Mayor Dan Fabian and Council member Brady Johnson.
- **ROSEAU VOLUNTEER FIRE DEPARTMENT:** To be named in March.
- **OAKCREST GOLF BOARD:** To be named in May, City Representatives – Council member Amy Bassingthwaite, and Council member Brady Johnson.
- **LIBRARY:** Chair person Norm Hayes, NWRLB, City Representative-Council member Pat Novacek, and Council member Amy Bassingthwaite.
- **PARK:** James Acton, Erik Holmstrom, Mike Bodell, Jane Evans, Gerald Koble, Dwayne Mast, Brad Bassingthwaite, Adam Munstenteiger City Representatives Council member Mary Hayes and Council member Pat Novacek.
- **PLANNING COMMISSION:** Chairman Dan Krings, Nathan Voll, Shane McFarlane, Sarah Klint, Eric Vasko, Bruce Stone, Dave Anderson, City Representatives-Council member Amy Bassingthwaite, Community Development Coordinator Todd Peterson.
- **ROSEAU CONVENTION AND VISITORS BUREAU:** Pres. Darrin Smedsmo, VP Julie Parker, Sec. Sinnamon Krings, Treas. Ann Backes, Arlene Billberg, Keith Severson and City representative - Community Development Coordinator Todd Peterson and Council member Mary Hayes.
- **WELCOME TO ROSEAU:** Currently no members.
- **EDA:** Chairman Tim Loven, Jamie Simmons, Kellie Roth, Jerry Olson, Jack Swanson, City Representatives - Mayor Dan Fabian, Council member Pat Novacek, Community Development Coordinator Todd Peterson, and Sinnamon Krings.

- **CITY OPERATIONS COMMITTEE:** Mayor **Dan Fabian**, Council member **Pat Novacek** Community Development Coordinator Todd Peterson, Superintendent David Drown, Police Chief Marc Hodge, Municipal Liquor Store Manager Niki Johnson, and City Attorney Michelle Moren.
  
- **COMMUNITY CENTER COMMITTEE:** NOT ACTIVE
  
- **ASSISTANT WEED INSPECTOR:** The Roseau City Council hereby appoints **David Drown** for the City of Roseau.
  
- **TECHNOLOGY COMMITTEE:** Council member **Pat Novacek**, Department heads: Community Development Coordinator Todd Peterson, Police Chief Marc Hodge, Superintendent David Drown, Liquor Store Manager Niki Johnson, Fire Chief Leon Huot.

Council member Brady Johnson motioned, Council member Mary Hayes seconded, and the recommended changes to the 2023 Organizational Resolution were approved by unanimous vote.

Adopted by the Roseau City Council this 6th day of February 2023.

ATTEST:

\_\_\_\_\_  
Elizabeth Carlson, City Clerk-Treasurer

\_\_\_\_\_  
Pat Novacek, Acting Mayor

**Unfinished Business-**

There being no further business Council member Amy Bassingthwaite motioned to adjourn the City Council regular meeting, Seconded by Council member Brady Johnson and it was carried by unanimous vote.

ATTEST:

\_\_\_\_\_  
Elizabeth Carlson Clerk-Treasurer

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Acting Mayor Pat Novacek