

REGULAR ROSEAU CITY COUNCIL MEETING

MONDAY – January 3, 2022

Regular meeting 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, Mayor Dan Fabian, Councilmembers: Pat Novacek, Amy Bassingthwaite, and Brady Johnson. Absent: none. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, Fire Chief Craig McMillin, Police Chief Ward Anderson, Liquor Store Manager Niki Johnson, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, Jack Swanson Roseau County Commissioner, Keith Severson Parks & Rec Director, and Destiny Wennerstrand.

Mayor Dan Fabian called the meeting to order, and the Pledge of Allegiance was said.

Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded, and it was carried by unanimous vote to approve the December 6th, 2021, regular meeting minutes as written.

Council member Pat Novacek motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to approve the following Consent Agenda noting the following: the blank council member in Resolution #1 – 22 is to be determined, Liquor Store Manager Niki Johnson is on the Operations Committee replacing Linda Roseborough, the camping rates may change after Park Board review, and CDC Peterson informed council that Minnkota and NMPA rates are unchanged for 2022.

1. Presentation of Accounts Payable claims December 1st, 2021, through December 31st, 2021 Batch AP123121.
CK# 71461-71498 = \$59,952.33.
2. Presentation of daily checks December 1, 2021 through December 31, 2021
CK# 71310-71460 = \$324,574.83.
E# 2693-2732 = \$384,814.63.
PR 12/15/21 = \$41,354.00
PD Night Diff = \$4,405.44
PR 12/31/21 = \$47,362.40
3. Presentation of Receipt entries November 1, 2021, through November 30, 2021.
4. Presentation of Journal entries JE103121.
5. Audit Committee review of October 2021 General Ledger checks written compared with images on the bank statement.

Mayor
Dan Fabian

Council
Pat Novacek
Amy Bassingthwaite

City Attorney
Michelle E. Moren

Police Chief
Ward Anderson

Manager Liquor Store
Niki Johnson

City Clerk-Treasurer
Elizabeth Carlson

Brady Johnson

**Community
Development Coordinator**
Todd Peterson

City Superintendent
David Drown

6. Notices and Communications –

Upcoming scheduled meetings:

- a. February 7, 2022, Regular council meeting at 5:00 p.m.
 - b. February 7, 2022, Public Hearing 5:15 pm. Evangelical Covenant Church Annexation.
7. Approve the use of alcohol in the Community Center- none
 8. Investment–Roseau EDA Hi Fi as of 12/26/2021 is \$78,900.24.
 9. Cash in bank-Regular checking as of 12/26/2021 is \$2,344,539.54.
 10. Investment-Regular Hi Fi as of 12/26/2021 is \$1,564,638.10.
 11. Investment Certificate of Deposit as of 12/26/2021 is \$825,756.27
 12. Investment Certificate of Deposit as of 12/26/2021 is \$821,247.66.
 13. Investment Certificate of Deposit as of 12/26/2021 is \$821,103.93.
 14. Investment Certificate of Deposit as of 12/26/2021 is \$814,197.68.
 15. Investment-Roseau EDA Money Market as of 12/26/2021 is \$124,519.47.
 16. Cash in bank-Roseau EDA as of 12/26/2021 is \$25.29.
 17. 2021 “City of Roseau Christmas Lighting Contest” Winners

Residential General:

1st – John Nash & Vanessa Garcia 300 4th ST SE

2nd – Lowell Peterson 504 2nd Ave

3rd – Marie Eklund 801 6th St SW

Residential Themed:

1st – David & Vicki Smith 211 9th Ave SE

2nd – Craig McMillin 304 Center St

3rd – Ray Vistad 801 ½ 6th St. SW

Business:

1st – Twice the Charm

2nd – Transfers Unlimited

3rd – LifeCare Med Center

18. LG220 Raffle – Roseau Wrestling

19. League of Minnesota Cities Dividend Announcement

20.

#R 01-22

CITY OF ROSEAU

2022 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 2022;

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 Dan 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**
Street, Alleys and Sidewalks – **Council member -to be determined**
Community Center – **Council member Bassingthwaite**
Sanitation and Wastewater Service – **Council member Johnson**
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 – to be determined**
Golf Course – **Council member Bassingthwaite** and **Council Member Johnson**
Library – **Council member Novacek**

CITY OF ROSEAU 2022 COMMITTEE/BOARD APPOINTMENTS

- **AIRPORT:** Keith Okeson, Bruce Stone, City Representatives-**Council member - to be determined** and Community Development Coordinator Todd Peterson.
- **ARENA:** Lew Erickson, Bryan Lundbohm, Trevor Hammer, Tom Murphy and city representatives 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**.
- **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**.
- **PARK:** James Acton, Erik Holmstrom, Mike Bodell, Sonya Peterson, Gerald Koble, Dwayne Mast, Brad Bassingthwaite, Adam Munstensteiger City Representative **Council member – to be determined**.
- **PLANNING COMMISSION:** Chairman Dennis Sabourin, Mary Hayes, 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. Jane Evans, Arlene Billberg, Kyle Horntveot and City representative - Community Development Coordinator Todd Peterson, **Council member - to be determined.**
- **WELCOME TO ROSEAU:** Currently no members
- **EDA:** Chairman Robert Foley, Tim Loven, 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 Ward Anderson, Municipal Liquor Store Manager Niki Johnson, and City Attorney Michelle Moren.
- **COMMUNITY CENTER COMMITTEE:** Deb Haugen, Council member **Pat Novacek**, Council member **Amy Basingthwaite**, Community Development Coordinator Todd Peterson. 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 Ward Anderson, Superintendent David Drown, Liquor Store Manager Niki Johnson, Fire Chief Craig McMillin.

Adopted by the Roseau City Council this 3rd day of January 2022.

ATTEST:

Elizabeth Carlson, City Clerk-Treasurer

Dan Fabian, Mayor

21.

**R # 02-22
RESOLUTION**

WHEREAS, there is a need from time to time to perform transfers between General Ledger Funds,

NOW THEREFORE BE IT RESOLVED, that the City Clerk-Treasurer is hereby authorized to make transfers as deemed necessary and that all transfers will be brought before the Council for approval.

Adopted by the Roseau City Council this 3rd day of January 2022.

ATTEST:

Elizabeth Carlson, City Clerk-Treasurer

Dan Fabian, Mayor

22.

**R #03-22
RESOLUTION**

CITY OF ROSEAU

RESOLUTION ALLOWING WIRE/AUTOMATED BANK PAYMENTS

WHEREAS, the banking industry has promoted electronic funds transfers to reduce paper transactions, move resources more rapidly and respond to customer demands; and

WHEREAS, Minnesota State Statutes defines electronic funds transfer as the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

WHEREAS, Minnesota State Statutes states that payment of claims, obligations and investment transactions of a statutory city may be made by warrant, check or all forms of electronic or wire funds transfer and that a statutory city may accept payment by use of a credit card, debit card, or all forms of electronic or wire funds transfer; and

WHEREAS, the Roseau City Council acknowledges this new technology and the need for electronic fund transfer transactions both coming into and going out of the City bank and investment accounts.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROSEAU, MINNESOTA that the Roseau City Clerk-Treasurer may accept and make payment by electronic funds transfer and wire transfer and that these transactions are subject to the same approval requirements as any paper transaction and that these electronic funds transfer and wire transfer transactions meet all of the required policies of the financial institutions the City of Roseau transacts with and includes but may not be limited to the following:

VOYA/Nationwide/Orion & Hartford Mass Mutual - Deferred Compensation
Health Savings Account transfers
State of Minnesota – Sales Tax Payable
State of Minnesota – Payroll withholdings
Federal payroll withholdings
Northern Municipal Power Agency – Power billing
Citizens State Bank – Monthly ACH fee
AFLAC – Life Insurance
USDA – Bond Payment
State of Minnesota – Any state funding, Bldg Permit Surcharge, Other License fees
Any Federal Government funding
PERA
Electric Fund – Utilities

Adopted by the Roseau City Council this 3rd day of January 2022.

ATTEST:

Elizabeth Carlson, City Clerk-Treasurer

Dan Fabian, Mayor

23.

**R #04-22
RESOLUTION AUTHORIZING FACSIMILE MAYOR'S SIGNATURE
AND PREPAYMENT OF CERTAIN INVOICES**

WHEREAS, City Councils are required to review expenditures before payments are made, and

WHEREAS, business and contractor billing cycles vary and do not always coincide with the City Council meeting held once per month, and

WHEREAS, some small businesses and contractors demand payment upon job completion, and

WHEREAS, some businesses and contractors include finance charges for bills not paid with 10, 15, 20 or 30 days, and

WHEREAS, it is in the City's best interest to pay just debts in a timely manner, and

WHEREAS, the mayor’s signature is required on checks and various reports and correspondence,

BE IT RESOLVED that the Roseau City Council authorizes the use of a facsimile mayor’s signature on checks and various reports and correspondence at the discretion of the Clerk-Treasurer, Community Development Coordinator, Superintendent, Chief of Police, Liquor Store Manager, and Fire Chief.

NOW THEREFORE, BE IT RESOLVED that the City Council decrees that, as a matter policy, the City Clerk-Treasurer and Mayor, when in agreement, may pay bills as appropriate with handwritten checks. All such payments will be presented to the City Council for review at the next regularly scheduled meeting.

I certify the above resolution was adopted by the City Council of the City of Roseau on January 3rd, 2022.

ATTEST:

Witnessed:

Elizabeth Carlson, City Clerk-Treasurer

Dan Fabian, Mayor

24.

**R# 05-22
CITY OF ROSEAU
RESOLUTION TO SET 2020
TRAVEL AND MEETINGS REIMBURSEMENT RATES**

WHEREAS, Roseau City Council members, members of Commissions and Committees may, from time to time, request reimbursement for mileage and meals while conducting official City business; and

WHEREAS, the Roseau City Council annually sets the rate of reimbursement for mileage for City employees while using their personal vehicle for official City business as authorized by their Department Head; and

WHEREAS, the Roseau City Council annually sets the rate of reimbursement for meals for City employees who are out of town on official City business as authorized by their Department Head; and

THEREFORE BE IT RESOLVED, by the Roseau City Council that it hereby approves the mileage reimbursements to be paid for City travel in non-City vehicles shall be set at the approved IRS rate (**58.5 cents per mile** January 1, 2022),

BE IT FURTHER RESOLVED, by the Roseau City Council that it hereby approves the 2022 reimbursement rate for meals while out of town on City business at a rate not to exceed \$35.00 per day.

BE IT FURTHER RESOLVED, by the Roseau City Council that meal reimbursement shall be made upon request provided proof of receipts is given.

Adopted by the Roseau City Council this 3rd day of January, 2022.

City Clerk-Treasurer, Elizabeth Carlson

Mayor, Dan Fabian

25. CDC Peterson informed council that the Minnkota and NMPA rates are unchanged for 2022.

**R# 06-22
CITY OF ROSEAU
RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2022**

WHEREAS, the City of Roseau charges appropriate fees to cover costs associated with providing various services;

WHEREAS, Electric, Water, Garbage and Sewer fees are necessary for City operating and capital expenses;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Roseau, County of Roseau, Minnesota:

The following rate and fee schedule is adopted and will become in effect as of January 1st, 2022

CITY OF ROSEAU RATE SCHEDULE	403,404,407,408 CHANGE
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2022 Rates increase 3% Water and 3% Garbage.

(BILLING RATES SCHEDULE)

ELECTRIC RATES

Customer Charge:	Residential	\$14.25	
	Commercial Single	\$33.50	
	Commercial 3 Phase	\$41.50	
Energy Charge:		0.1073	KW
Off Peak:		0.0653	KW
Off Peak months of July, August and September (air conditioning)		0.0793	KW
Uncontrolled Electric Heat		0.1933	KW

STANDBY GENERATION ELECTRIC RATE				
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To be determined upon customer request			
Mercury Vapor Lights		9.85	month
Meter Deposit	Minimum or average of monthly bills	\$100-\$500	
Penalty Charge - After the 30th of the month		10%	
Reconnect Fee		\$40.00	Plus tax

WATER RATES

Customer Charge - Residential	\$10.61
Customer Charge - Commercial	\$14.59
Residential over 3,000 gallons	\$2.76
Commercial over 3,000 gallons	\$2.86
Commercial resale of City Water	\$5.73
Water/No Meter - Residential	\$16.97

Water/No Meter - Commercial	\$25.46
Temporary Construction Water/No Meter	\$39.25
Minnesota Department of Health	\$0.55

SEWER RATES

Customer Charge - Residential/Commercial	\$16.25 per month	\$9.80	mo
Residential/Commercial to 5,000 gallons/mo		\$6.45	mo
Over 5,000 gallons		\$1.40	/M gal
No Water Meter Sewer Minimum		\$22.00	mo

GARBAGE RATES

Residential	\$18.47	mo
Commercial - Price varies based on garbage volume.		

As of 01/01/98 the State of Minnesota has required all garbage be taxed as follows:

Commercial	17%
Residential	9.75%

NEW RATE

		GC
600	\$18.47	RES
601	\$33.07	GC COMM
602	\$62.33	GC COMM
603	\$18.47	GC COMM
604	\$95.69	GC COMM
605	\$71.14	GC COMM
606	\$73.47	GC COMM
608	\$83.70	GC COMM
612	\$91.31	GC COMM
613	\$107.11	GC COMM
614	\$157.17	GC COMM
615	\$131.71	GC COMM
617	\$145.75	GC COMM
619	\$202.80	GC COMM
620	\$119.10	GC COMM
622	\$18.47	GC COMM

Beer On-Sale	\$ 250.00/yr
Beer Off-Sale	\$ 250.00/yr
Wine License	\$ 150.00/yr
Club License	\$ 300.00/yr (set by State Statute)*
Temporary Liquor License	\$ 25.00
Variance	\$ 100.00
Conditional Use	\$ 100.00
Zoning	\$ 100.00
Peddlers/Transient Merchant License	\$ 100.00/day (City application is given to the Chief of Police for investigation of applicant)

Request For Information

Photo Copies (Standard 8 ½" X 11" White Photo Copy Paper)

Single-sided B/W Photo copy	\$.10/pg
Double-sided B/W Photo copy	\$.15/pg

Photo Copies (Color Paper or Other Specialty Copy)

Single-sided B/W Photo copy	\$.15/pg
Double-sided B/W Photo copy	\$.20/pg

City Maps

B/W Photo Copy of Existing City Maps

8 ½" X 11"	\$.10/map
11" X 17"	\$.15/map

Laser Print of Electronic Generated GIS City Maps

8 ½" X 11"	\$.25/map
11" X 17"	\$.25/map

Copy of Electronic Data Files

E-Mail Transfer	N/C
Printed to Paper	\$.10/pg

(Laser Printer 8 ½" X 11")

Copy to 3.5" Floppy Disk	\$ 1.00/Disk
Copy to CD	\$ 2.00/CD

Copy of Audio, Video or Other Special Documents Performed by Outside Contract Service

Video	City Cost
Audio	City Cost

City Staff Time for Information Requests (Tasks requiring in excess of 15 minutes to complete)

\$34.50/hr	The Actual Number of Hours Spent and Hourly Wage of Lowest Cost Employee Able to Fulfill Request.
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City Center Rentals

Historical Society	\$ 600.00/mo
DEED Office	\$ 300.00/mo
Public Safety Admin	\$ 325.00/qtr
Northland College	\$ 250.00/mo

Airport

Daily T Hangar Rent	\$ 5.00/day
Main Hangar Rent	\$200.00/month \$50/day twin engine, \$20/day single engine
Hangar Rents-Small (8)	\$ 75.00/mo Increased \$20 in 1997
Hangar Rents-Large (2)	\$ 80.00/mo Increased \$20 in 1997

Airport Sign Rent	\$ 200.00/yr	(10 total)
Airport Land Rent	\$ 10.00/A	(2880 acres)
Airport Spraying Lease	\$ 100.00/yr	(20 year lease)
Hangar Land Lease	\$ 150.00/yr	(20 year lease)

Park

Camping Fees/RV Hookup	\$ 18.00/night (tax included)
Weekly rate	\$ 88.00/weekly (tax included)
Monthly (Except July)	\$324.00 (max 4 sites reserved for monthly rental)(tax included)
July Monthly	\$378.00 (July) (tax included)
Camping Fees/Tenting	\$ 10.00/night (tax included)
Shelter Rent	\$ 50.00/day (tax included)
Dump Station	\$ 1.00/ea (donation is requested) (Approved now, may be amended after Park Board Review.)

Police

Police Reports	\$ 3 - \$5/ea (tax included)
Dog Impound Fee	\$ 15.00/first day (tax included)
Dog Impound Fee	\$ 5.00/every day thereafter (tax included)
Parking Fine	\$ 5.00/ea
Handicapped parking fine	\$ 25.00/ea
Parking fine during snow removal	\$ 65.00/ea whether vehicle is towed or not.
Bike License	\$ 1.00/one time fee

Zoning

Building Permits	1988 MN Bldg Codes Fees Schedule
Surcharge	\$.50 (4% is retained by City)
Sign Permits	\$ 15.00
Plan Review	5% of Building Permit Fee
Rezoning /Variance/Cond. Use	\$ 100.00
Recording Fee	\$ 46.00 City Cost
House Moving Fee	\$ 50.00 with \$300 deposit
Reroofing	\$ 50.00/flat fee (01/03/05)
Siding	\$ 50.00/flat fee (01/03/05)
Windows	\$ 50.00/flat fee (01/03/05)

Cleanup Week

Appliances	Landfill cost or discretion of Superintendent
Car Tire	“ “
Tractor Tire	“ “
Truck Tire	“ “
TV’s/Monitors	“ “

Adopted by the Roseau City Council this 3rd day of January 2022.

Mayor, Dan Fabian

City Clerk-Treasurer, Elizabeth Carlson

26.

**R# 07-22
RESOLUTION**

WHEREAS, the League of Minnesota Cities Insurance Trust requires cities to use the services of an agent in order to participate in the LMCIT property/casualty program; and

WHEREAS, the City Council has reviewed and considered the written materials from LMCIT discussing the agent's role and compensation in LMCIT; and

WHEREAS, Amber Hass DBA North Country Insurance has agreed that she is willing to provide to the city the services listed below under the terms and conditions listed below;

The City Council of the City of Roseau resolves as follows:

Appointment

1. The City of Roseau hereby appoints as its agent for purposes of the City's participation in the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty/ program. **THIS SHOULD NOT INCLUDE WORKERS COMPENSATION – THE CITY OF ROSEAU ACTS AS THEIR OWN AGENT AND HAS SINCE THE BEGINNING. AS LONG AS THERE ARE NOT VERY MANY CLAIMS AND WE CAN HANDLE IT – THE CITY WILL REMAIN THEIR OWN AGENT FOR WORKERS COMPENSATION. NCI IS THE AGENT FOR THE REST OF THE INSURANCE.**

Term

2. This appointment shall remain effective indefinitely unless and until it is terminated or amended by council action (adopted July 2nd, 2010).

Compensation

3. As compensation for the services provided to the city as described in Paragraph 4 below, the agent will receive annually a fee equal to 8% of the annual premiums paid by the city to LMCIT for property, liability, and automotive coverages. This fee shall be included in the amounts billed to the city by LMCIT and shall be paid to the agent by LMCIT on the city's behalf.

4. The agent will perform the following services:

- Advise and assist the city in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
- Advise and assist the city in evaluating and selecting among coverage alternatives such as deductible, limits, optional coverages, alternative coverage forms, etc. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
- Advise the city on potential gaps or overlaps in coverages. Assist the city as requested in submitting claims and interpreting coverages as applied to particular claims. Review loss reports for correct reporting, appropriate reserves, etc.
- Assist as requested with safety and loss control activities.
- Assist the city in identifying risk exposures and developing appropriate strategies to address those exposures.

BE IT RESOLVED, that Amber Hass DBA North Country Insurance be hereby appointed as Agent to administer the City of Roseau League of Minnesota Cities Liability Insurance indefinitely unless and until it is terminated or amended by council action.

Dated this 3rd day of January 2022.

Dan Fabian, Mayor

Elizabeth Carlson, City Clerk-Treasurer

27.

**#R 08-22
RESOLUTION**

BE IT RESOLVED, that Moren Law Offices be hereby appointed attorney(s) for the City of Roseau for the period January 1, 2022 to December 31, 2022.

Dated this 3rd day of January 2022.

Dan Fabian, Mayor

Elizabeth Carlson, City Clerk -Treasurer

28.

**R# 09-22
RESOLUTION
COVERING THE MAYOR AND COUNCIL MEMBERS
UNDER THE MINNESOTA WORKERS' COMPENSATION LAW**

WHEREAS, the law enables elected or appointed officials of the City of Roseau to be covered by the Minnesota Workers' Compensation Law and,

NOW THEREFORE BE IT RESOLVED, that pursuant to Minnesota Statutes 176.011, subd. 9, clause 6 – the Minnesota Workers' Compensation Act, members of the Roseau City Council will be included as employees and therefore are included in the City's worker's compensation coverage.

Adopted this 3rd day of January 2022.
Attest:

By: _____
Dan Fabian, Mayor

Elizabeth Carlson, City Clerk-Treasurer

29.

**#R 10-22
RESOLUTION
INCLUDING ACCIDENT COVERAGE FOR CITY VOLUNTEERS**

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) offers accident coverage for City volunteers, and

WHEREAS, the Roseau City Council recognizes the importance of work done by City volunteers,

NOW THEREFORE BE IT RESOLVED, that Accident coverage for City volunteers will be included in the City's Insurance coverage as provided by LMCIT.

Adopted this 3rd day of January 2022.

ATTEST:

City Clerk-Treasurer, Elizabeth Carlson

Mayor, Dan Fabian

30.

R # 11-22

**RESOLUTION APPOINTING DIRECTOR AND ADVISOR AS CITY OF ROSEAU REPRESENTATIVES
ON
THE NORTHERN MUNICIPAL POWER AGENCY BOARD**

BE IT RESOLVED, that Todd Peterson is hereby appointed Director and David Drown is appointed Advisor as City of Roseau representatives on the Northern Municipal Power Agency Board for May 1, 2022 to April 30, 2023.

Dated this 3rd day of January 2022.

Elizabeth Carlson, Clerk-Treasurer

Dan Fabian, Mayor

31.

R #12-22

RESOLUTION CERTIFYING DELINQUENT UTILITY AND OTHER CHARGES TO THE COUNTY AUDITOR FOR COLLECTION WITH REAL ESTATE TAXES IN 2022

WHEREAS, pursuant to Minnesota Statute §429.101 and as set forth in Roseau City Code §50.26 which states that all city utility charges delinquent in excess of forty-five (45) days past due, may, when authorized by resolution of the Council, be certified by the City Clerk-Treasurer of the City to the County Auditor, and the City Clerk-Treasurer in so certifying shall specify the amount thereof, the description of the premises served and the name of the owner thereof. The amount so certified shall be extended by the Auditor on the tax rolls against the premises in the same manner as other taxes, collected by the County Treasurer and paid to the City along with other taxes.

WHEREAS, the City of Roseau, Minnesota has notified property owners of unpaid charges and the possibility that said unpaid charges may be specially assessed against their real property;

THEREFORE BE IT RESOLVED, that the Roseau City Council authorizes the City Clerk-Treasurer's Office to certify delinquent utility and other charges, including lot mowing and snow removal bills, to the Roseau County Auditor for collection with real estate taxes on the parcels specified by the City Clerk-Treasurer's office.

Dated this 3rd day of January 2022.

Elizabeth Carlson, Clerk-Treasurer

Dan Fabian, Mayor

32.

R #13-22

RESOLUTION TO AUTHORIZE THE 2022 \$7,000 FIREFIGHTERS ALLOWANCE LINE ITEM BUDGET.

It is hereby resolved that the 2022 \$7,000 Firefighter's Allowance line item in the City budget, which is paid at the beginning of each year, shall be construed to be part of the Firefighter's Compensation package. This meets the requirements regarding the supplying of meals on work nights for the firefighters.

Dated this 3rd day of January 2022.

Elizabeth Carlson, Clerk-Treasurer

Dan Fabian, Mayor

33.

RESOLUTION NO. 14-22

RESOLUTION ACCEPTING GRANT

WHEREAS, the Northwest Minnesota Foundation, has presented to the City of Roseau, a grant of \$1,500 and has designated that this grant be deposited in the City of Roseau Gazebo Concert Series Fund.

WHEREAS, the City Council is appreciative of the grant and commends them for their civic efforts,

NOW, THEREFORE BE IT RESOLVED, BY THE City Council of the City of Roseau, Minnesota;

- 1. That the grant is accepted and acknowledged with gratitude, and
- 2. That the grant will be allocated to the City of Roseau Gazebo Concert Series Fund.

Adopted by the City Council of the City of Roseau, Minnesota this 3rd day of January 2022.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

34. RESOLUTION NO. 15-22
RESOLUTION ACCEPTING DONATION

WHEREAS, the following have presented to the City of Roseau, donations, and have designated that these donations be deposited in the City of Roseau Nights of Lights Project.

Citizens State Bank \$2,500
General Public \$1,411.52

WHEREAS, the City Council is appreciative of the donations and commends them for their civic efforts,

NOW, THEREFORE BE IT RESOLVED, BY THE City Council of the City of Roseau, Minnesota;

- 1. That the donations are accepted and acknowledged with gratitude, and
- 2. That the donations will be allocated to the Nights of Lights Project.

Adopted by the City Council of the City of Roseau, Minnesota this 3rd day of January 2022.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

35. December 2021 City Revenues & Expenditures

Delegations/Petitions/Complaints

Committee Reports

Planning Commission

CDC Peterson informed council that the Planning Commission met Monday, December 27, 2021, at 12pm.

- CDC Peterson informed council that there was a rezoning request #10-21 (Anthony LaVoy) to rezone portions of The Roseau River Watershed District and Roseau Community Church properties from F-R (Farm Residential) to R-5 (High Density Multi-Family Residential). Both property owners are in discussions with Mr. LaVoy regarding the sale of a portion of their properties for the development of apartments, but neither entity has been able to get authorization for their boards to move this rezoning action in time for the Planning Commission meeting. CDC Peterson stated that rezoning was not done when the properties were annexed so the Planning Commission recommends it be done now. The Council was advised that per the City Code, both the Planning Commission and the City Council have the authority to initiate a zoning amendment. CDC Peterson advised the Council that in order to expedite the proposed rezoning, the Planning Commission initiated the rezoning request and the Planning Commission recommends to the City Council to set a public hearing for January 31, 2022 at 12:05 pm, which public hearing would encompass the request in the rezoning application #10-21.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to set a public hearing for January 31, 2022, at 12:05 pm based upon the Planning Commission's initiation for rezoning which was based upon application #10-21 (Anthony LaVoy) from F-R (Farm Residential) to R-5 (High Density Multi-Family Residential).

CDC Peterson informed council that he just received maps of the proposed development of two, thirty-six unit apartment buildings and will provide the maps to council.

- CDC Peterson informed council that there was a rezoning request #11-21 (Roseau County) to rezone the Roseau County Highway Garage from P-2 (Heavy Public) to C-2 (Outlying Commercial). Roseau County intends to sell the former highway garage once the new garage is complete and in order to sell the property to a non-public entity the zoning needs to be changed to an appropriate private zoning district. The C-2 zoning district is in conformity with the site and prospective uses of the building. The Planning Commission recommends to the City Council to set a public hearing for January 31, 2022, at 12:10 pm for the rezoning application #11-21.

After discussion, Council member Pat Novacek motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to set a public hearing for January 31, 2022, at 12:10 pm for the rezoning application #11-21 (Roseau County).

- CDC Peterson and City Attorney Moren have been working on a draft ordinance that has reasonable language to provide legal means for short-term and communal housing potions through licensure and /or ordinance modifications. City Attorney Moren informed council that the draft ordinance to the Roseau City Code regarding communal

housing and short-term rental housing may be ready for the next Planning Commission meeting.

Roseau County Commissioner

Commissioner Jack Swanson informed council that the current Roseau County Garage and likely all the property it sits on will be sold at auction when the new Roseau County Garage is complete. It cannot be sold when it is zoned public to a private entity making the rezoning necessary.

Commissioner Swanson stated that his granddaughters really enjoyed the Nights of Lights Christmas decorations at the City Park and thanked those involved in making that happen.

Operations Committee

Council member Pat Novacek informed council that there are ongoing meetings on employment issues.

Oakcrest Golf Course

No new business to report.

Airport Committee

The Airport Committee did not meet.

EDA

The EDA did not meet.

Department Reports

Liquor Store

Liquor Store Manager Niki Johnson presented to council the Liquor Store Monthly Sales Report for December 2021. Manager Johnson informed council 2021 was a very busy year though total sales were down \$13,000 from 2020. 2020 was a record year, breaking \$2 million dollars in sales.

Fire Department

Fire Chief Craig McMillin informed council that firefighter Oliver Ullman has resigned the fire department after 18 years of service due to other obligations. The fire department will be taking applications to fill the vacancy.

Mayor Fabian told Chief McMillin to thank Mr. Ullman for his years of service.

Police Department

Police Chief Ward Anderson had no new business.

Superintendent

City Superintendent David Drown informed council that cutting the snow and ice from the streets went well, the city crew finished today. It is expected to snow again tomorrow.

City Attorney

City Attorney Michelle Moren informed council on the following:

- City Attorney Moren and City Superintendent Drown have reviewed the Minnesota Energy Ordinance #43 and recommend setting a public hearing for February 7, 2022, at 5:30 pm.
After discussion, Council member Pat Novacek motioned, Council member Brady Johnson seconded and it was carried by unanimous vote to setting a public hearing for February 7, 2022, at 5:30 pm. on Minnesota Energy Ordinance #43.
- City Attorney Moren asked for council approval of a memorandum of agreement with the State of Minnesota pertaining to the opioid crisis in the event the City of Roseau becomes entitled. Currently cities with a population of under 10,000 are not eligible but are still encouraged to approve the memorandum.
County Commission Jack Swanson stated that Roseau County should be receiving \$15,000 to \$16,000 each year for the next 18 years.

After discussion, Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded, and it was carried by unanimous vote approve the memorandum of agreement with the State of Minnesota pertaining to the opioid crises.

- City Attorney Moren asked council for clarification on how to document and pay a fire fighter who is also a full-time city utility worker. The fire department has its own relief association so does not participate in PERA. The city utility wages are subject to PERA. The hours are subject to overtime after 40 hours either at the rate of when the overtime threshold was reached, or at a blended rate. It was discussed at the last meeting of allowing the fire fighter to be paid at the utility rate if he were to leave his utility job during the day to fight fires, and any fire department hours outside of that would be at the fire department rate.
Council member Pat Novacek recommends that if the employee leave his utility job, he should be paid at the fire department rate and overtime be paid at the blended rate at time and a half.
Fire Chief McMillin informed council that they have discussed the tracking and documenting of hours for meetings and training. The employee is documenting both the fire department and utility hours on his utility time sheets.

There was discussion of discussed how the overtime hours would be figured for PERA.

After further discussion, it was council consensus to have City Attorney Moren and City Clerk-Treasurer Carlson contact PERA and the League for more information.

- City Attorney Moren informed council that there was a typo on Resolution #41-21 and asked council to amend the resolution to spell the name correctly.

Council member Brady Johnson motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to approve amending Resolution #41-21 to spell the name correctly.

Community Development Coordinator

CDC Todd Peterson presented to council a draft of a Minnesota Housing Workforce Housing Development Workbook from Anthony LaVoy for a new market-rate apartment project. Mr. LaVoy is a developer that is interested in building two, thirty-six unit apartment buildings with a total of 72 one, two and three-bedroom units. CDC Peterson has been working with Mr. LaVoy to complete a Minnesota Housing Grant Application and is still receiving project information. CDC Peterson will provide floor plans and concept drawings to council following the meeting as they were received during the meeting. The total cost of the project is estimated to be \$9,730,243. A workforce housing grant may cover up to 25% of the total project costs which would be approximately \$2,432,560. If a MN Housing grant was awarded at \$2.4 million, the City would be required to match \$1 for every \$2 of state money received which translates into \$1.2 million. The City could use TIF and/or tax abatement as the local share of the match. However, a TIF for strictly market rate housing is only 9 years and would not be sufficient to meet this match obligation. However, when the TIF expires a tax abatement could continue to provide similar subsidy to the project to meet the full local match obligation. CDC Peterson informed council that the Workforce Housing TIF and a 15 year tax abatement, similar to what was provided to the Eleven01 project should be enough to fulfill the City’s grant match requirement. CDC Peterson stated that the application has to be in by January 11 and asked if the Council would support this development project with a Workforce Housing Grant as the City has to be the one to apply.

After discussion, Council member Pat Novacek introduced the following two resolutions for the Aurora Meadows project and motioned for their adoption, Council member Amy Bassingthwaite seconded:

RESOLUTION #16-22

AUTHORIZING SUBMISSION OF MINNESOTA HOUSING WORKFORCE GRANT APPLICATION FOR AURORA MEADOWS PROJECT

WHEREAS, Recipient intends to submit an application (the “Application”) for a project (the “Project”) pursuant to the Workforce Housing Development Program (“Program”) in order to obtain funding from the Minnesota Housing Finance Agency (“Minnesota Housing”).

WHEREAS, on this 3rd day of January, 2022, there has been presented to the meeting of the City Council of Recipient a proposal for Recipient, upon selection by Minnesota Housing, to enter in to a Grant Contract/Funding Agreement pursuant to the Program in order to obtain funding from Minnesota Housing.

NOW, THEREFORE, BE IT RESOLVED, that Recipient is authorized to enter into a Grant Contract/Funding Agreement, substantially in the form as attached to these Resolutions as **Exhibit A**, pursuant to the Program in order to obtain funding from Minnesota Housing in an amount not to exceed \$2,030,000 (the “Grant/Loan”).

BE IT FURTHER RESOLVED, that Recipient is an Eligible Project Area, as defined in Minnesota Statute Section 462A.39, subdivision 2, has the legal authority to apply for financial assistance, and has the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the Project for its design life.

BE IT FURTHER RESOLVED, that Recipient certifies that it will use the Grant/Loan for qualified expenditures for the Project to serve employees of business located in the City of Roseau (eligible project area) or surrounding area.

BE IT FURTHER RESOLVED, that the Grant/Loan will be matched by City of Roseau (local unit of government, business, or nonprofit organization) with at least \$1 for every \$2 provided.

BE IT FURTHER RESOLVED, that Recipient certifies that the average vacancy rate for rental housing located in City of Roseau (eligible project area), and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period.

BE IT FURTHER RESOLVED, that the Grant/Loan will not exceed 25 percent of the Project costs.

BE IT FURTHER RESOLVED, that Mayor (Title of First Authorized Official) and Community Development Coordinator (Title of Second Authorized Official), or their successors in office, are hereby authorized to execute the Grant Contract/Funding Agreement and such other agreements, and amendments thereto, as are necessary to implement the Project on behalf of Recipient.

BE IT FURTHER RESOLVED, that Minnesota Housing is authorized to rely on the continuing force and effect of these Resolutions until receipt by the Commissioner of Minnesota Housing at its principle office of notice in writing from Recipient of any amendment or alteration of such Resolutions.

RESOLUTION #17-22

RESOLUTION CONSENTING TO THE PROCESS FOR THE CREATION OF AN ECONOMIC DEVELOPMENT (WORKFORCE HOUSING) TAX INCREMENT FINANCING DISTRICT AND TAX ABATEMENT PROGRAM IN SUPPORT OF THE PROPOSED 72-UNIT MULTIFAMILY RENTAL HOUSING PROJECT – AURORA MEADOWS

BE IT RESOLVED by the City Council (the “Council”) of the City of Roseau, Minnesota (the “City”) as follows:

WHEREAS, the City is a political subdivision duly organized and existing under the Constitution and laws of the State of Minnesota; and

WHEREAS, pursuant to the Constitution and laws of the State of Minnesota, particularly Minnesota Statutes, Sections 469.174 through 469.1799, as amended, the City is authorized to use tax increment financing to carry out the public purposes described therein and contemplated thereby; and

WHEREAS, pursuant to the Constitution and laws of the State of Minnesota, particularly Minnesota Statutes, Sections 469.1812 through 469.1815, as amended, the City is authorized to use tax abatement financing after the tax increment financing has expired to further carry out the public purposes described therein and contemplated thereby, and

WHEREAS, a proposal has been made by the Optima Development (the “Owner” and “Developer”) to construct two 36-unit apartment buildings in the City of Roseau, Minnesota, which is to be known as the Aurora Meadows Apartments at 100% market-rate and no income restricted units (the “Project”); and

WHEREAS, the Developer will submit an application for the Project pursuant to the Minnesota Housing Finance Authority’s Workforce Housing Development Program in order to obtain grant funding of up to \$2,030,000 that requires a local match of at least 50% of the funding request; and

WHEREAS, it is estimated that the tax increment and tax abatement generated from the proposed Project has a present value of approximately \$1,637,000 at 2.25% over a 25-year period; and

WHEREAS, the Project would be located on land that is currently controlled by the Owner; and

WHEREAS, the Developer/Owner has submitted its development proposal to the City, and the City is supportive to the process of creating an economic development (workforce housing) tax increment financing district in support of the Project; and

WHEREAS, the Developer/Owner has also submitted its development proposal to the City, and the City is supportive to the process of creating a tax abatement program to begin after the tax increment financing district has expired in further consideration of the Project; and

WHEREAS, the City wishes to support the Project and directs staff to work with the Developer/Owner to take the steps necessary to create a tax increment financing district and tax abatement program for the Project.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseau, Minnesota the City supports the Project, and pending final determination of project eligibility, required reviews, public input, notices and hearings, and without surrendering its legislative discretion, hereby authorizes City staff to proceed with the steps required to establish a tax increment financing district and tax abatement program for the Project; and

BE IT FURTHER RESOLVED, that City staff, in connection with the activities required to be undertaken by the City, continue its analysis of the Project, and prepare a development plan, tax increment financing plan and tax abatement project for the Project, all subject to final determination of project eligibility, required reviews, public input notices, and public hearings

Those voting in favor of the motion: Fabian, Novacek, Bassingthwaite and Johnson

Those voting against: None

Absent: None

Adopted by the City Council of the City of Roseau, Minnesota this 3rd day of January 2022.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

Mayor and Council

Mayor Dan Fabian asked Jack Swanson to pass on to Craig at the radio station for people to respect the ski trails and stay off the ski trails with snowmobiles.

Mayor Fabian stated that there were two applications for the city council member position. The position would be filled until January 2023 after the November 2022 election.

It was council consensus to call a special meeting for January 24, 2022, at 5:00 pm to interview the two applicants. CDC Peterson will notify the two applicants.

There being no further business Council member Amy Bassingthwaite motioned to adjourn the meeting, seconded by Council member Brady Johnson, and approved by unanimous vote.

ATTEST:

Elizabeth Carlson, City Clerk-Treasurer

Mayor Dan Fabian