

## **REGULAR ROSEAU CITY COUNCIL MEETING**

**MONDAY – January 11, 2021 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, Brady Johnson and Jane Evans. Absent: None. Others present were Community Development Coordinator Todd Peterson, Police Chief Ward Anderson, City Superintendent David Drown, Liquor Store Manager Linda Roseborough, Fire Chief Craig McMillin, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, Former Mayor Jeff Pelowski, Jeff Olsen- Roseau Times Region and Roxanne Fabian.

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

City Attorney Michelle Moren administered the Oath of Office to Mayor Dan Fabian and Council members Pat Novacek and Jane Evans. The Mayor and two council members were elected November 3, 2020 with terms beginning January 2021.

Mayor Dan Fabian thanked former Mayor Jeff Pelowski and presented him a plaque for his 22 years of service to the City of Roseau. Mayor Fabian highlighted several of former Mayor Pelowski's accomplishments which included the handling of the 2002 flood, the East Diversion Project, and getting the City of Roseau designated out of the flood zone to name a few. The City of Roseau would not be seeing the growth and positive changes without the East Diversion and removing the City of Roseau from the flood zone. Mayor Fabian also thanked former Mayor Pelowski for all the help when Mayor Fabian was State Representative.

Council members, City Attorney and City staff all commended former Mayor Pelowski on; his leadership skills, the countless hours, miles, struggles endured, and the many positive changes he spearheaded for the City of Roseau.

Former Mayor Pelowski addressed each one present. Thanking them for all of their hard work, friendship and support throughout the years, and wished them the best of luck.

Council member Pat Novacek motioned, Council member Jane Evans seconded, and it was carried by majority vote to approve the December 7th, 2020 regular meeting minutes as written. Mayor Dan Fabian abstained.

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to approve the following Consent Agenda with the correction of a typo in Resolution 1-21 and inserting Jr. after Robert Foley. Replacing Jerry Klema as owner of North Country Insurance with the current owner Amber Hass in Resolution 7-21.

1. Presentation of Accounts Payable claims December 1st, 2020 through December 31st, 2020 Batch AP123120.  
CK# 69473-69530 = \$201,033.89

2. Presentation of daily checks December 1, 2020 through December 31, 2020  
 CK# 69367-69472 = \$351,306.32  
 E# 2175-2219 = \$380,693.94  
 PR 12/15/20 = \$39,114.16  
 PD Night Diff = \$4,631.10  
 PR 12/31/20 = \$43,348.52
3. Presentation of Receipt entries November 1, 2020 through November 30, 2020.
4. Presentation of Journal entries JE103120.
5. Audit Committee review of October 2020 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
     Upcoming scheduled meetings:
  - a. February 1st, 2021 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center- none
8. Investment–Roseau EDA Hi Fi as of 01/05/2021 is \$188,216.55.
9. Cash in bank-Regular checking as of 01/05/2021 is \$2,632,035.67.
10. Investment-Regular Hi Fi as of 01/05/2021 is \$1,563,606.24.
11. Investment Certificate of Deposit as of 01/05/2021 is \$821,642.92
12. Investment Certificate of Deposit as of 01/05/2021 is \$817,564.48.
13. Investment Certificate of Deposit as of 01/05/2021 is \$813,127.13.
14. Investment Certificate of Deposit as of 01/05/2021 is \$809,952.12.
15. Investment-Roseau EDA Money Market as of 01/05/2021 is \$204,599.75.
16. Cash in bank-Roseau EDA as of 01/05/2021 is \$609.36.
17. 2020 “City of Roseau Christmas Lighting Contest” Winners

Residential General:

- 1<sup>st</sup> – Ryan & Andrea Spraybary 1010 11<sup>th</sup> St. SW
- 2<sup>nd</sup> – Steve & Chris Beals 4<sup>th</sup> Ave NE
- 3<sup>rd</sup> – Curt Osweiler 2<sup>nd</sup> St NE

Residential Themed:

- 1<sup>st</sup> – Lowell Peterson 504 2<sup>nd</sup> Ave SE
- 2<sup>nd</sup> – Marie Eklund 801 6<sup>th</sup> St SW
- 3<sup>rd</sup> – David & Vicki Smith 211 9<sup>th</sup> Ave SE

Business:

- 1<sup>st</sup> – Life Care Med Center
- 2<sup>nd</sup> – Twice the Charm
- 3<sup>rd</sup> – Annie’s Trading Post

Honorable Mention to the City of Roseau Employees

18. Northwest Regional Development Commission
19. December Promotions Report
20. Management and Budget Compliance Report
21. Oak Crest Estates subdivision
22. December 2020 Liquor Store Monthly Sales Report
- 23.

**CITY OF ROSEAU  
2021 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 2021;

**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 Evans**  
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 Evans**  
Golf Course – **Council member Bassingthwaite** and **Council Member Johnson**  
Library – **Council member Novacek**

**CITY OF ROSEAU 2021 COMMITTEE/BOARD APPOINTMENTS**

- **AIRPORT:** Keith Okeson, Jeremy Salverson, Bruce Stone, City Representatives-Council member **Jane Evans** 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:**
- **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 Joe Elick, Norm Hayes, NWRLB, City Representative-Council member **Pat Novacek**.
- **PARK:** John Mekash, Mike Bodell, Sonya Peterson, Gerald Koble, Dwayne Mast, Brad Bassingthwaite, Adam Munstensteiger City Representative Council member **Jane Evans**.
- **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. Mary Hoffer, Treas. **Jane Evans**, Tallie Habstritt, Tim Fugleberg and City representative - Community Development Coordinator Todd Peterson.
- **WELCOME TO ROSEAU:**
- **EDA:** Chairman Robert Foley Jr., Tim Loren, Kellie Roth, Jerry Olson, Jack Swanson, City Representatives - Mayor **Dan Fabian**, Council member **Pat Novacek**, Community Development Coordinator Todd Peterson, and Mary Hoffer.
- **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 Linda Roseborough, and City Attorney Michelle Moren.
- **COMMUNITY CENTER COMMITTEE:** Mary Hoffer, Deb Haugen, Council member **Pat Novacek**, Council member **Amy Bassingthwaite**, Ivan Hirst, Community Development Coordinator Todd Peterson.
- **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 Linda Roseborough, Fire Chief Craig McMillin.

Adopted by the Roseau City Council this 11th day of January, 2021.

ATTEST:

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

\_\_\_\_\_  
Dan Fabian, Mayor

24.

**R # 02-21  
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 11th day of January, 2021.

ATTEST:

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

\_\_\_\_\_  
Dan Fabian, Mayor

25.

**R #03-21  
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 11th day of January, 2021.

ATTEST:

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

\_\_\_\_\_  
Dan Fabian, Mayor

26.

**R #04-21  
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 11<sup>th</sup>, 2021.

ATTEST:

Witnessed:

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

\_\_\_\_\_  
Dan Fabian, Mayor

27.

**R# 05-21  
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 ( **56 cents per mile** January 1, 2021),

**BE IT FURTHER RESOLVED**, by the Roseau City Council that it hereby approves the 2021 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 11<sup>th</sup> day of January, 2021.

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

\_\_\_\_\_  
Mayor, Dan Fabian

When staying over night. IRS. Let employees. Overnight length of time. Clarification. 3<sup>rd</sup> whereas. Employees. To be legal taxable benefit on w-2.

28.

**R# 06-21**  
**CITY OF ROSEAU**  
**RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2021**

**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, 2021

<b>CITY OF ROSEAU RATE SCHEDULE</b>	403,404,407,408 CHANGE JAN,FEB,MAR
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2021 Rate schedule Elect up 1% only on KW, Water up 3% on Meter charge and usage, Garbage up 3% on Reg and rent.

**(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

<b>STANDBY GENERATION ELECTRIC RATE</b>				
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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
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<b>WATER RATES</b>
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Customer Charge - Residential	\$10.30
Customer Charge - Commercial	\$14.16
Residential over 3,000 gallons	\$2.68
Commercial over 3,000 gallons	\$2.78
Commercial resale of City Water	\$5.56
Water/No Meter - Residential	\$16.48
Water/No Meter - Commercial	\$24.72
Temporary Construction Water/No Meter	\$38.11
Minnesota Department of Health	\$0.53

<b>SEWER RATES</b>
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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

<b>GARBAGE RATES</b>
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Residential	\$17.93	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%

<b>NEW RATE</b>
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600	\$17.93	GC RES
601	\$32.11	GC COMM
602	\$60.52	GC COMM



603	\$17.93	GC COMM
604	\$92.90	GC COMM
605	\$69.07	GC COMM
606	\$71.33	GC COMM
608	\$81.26	GC COMM
612	\$88.65	GC COMM
613	\$103.99	GC COMM
614	\$152.59	GC COMM
615	\$127.88	GC COMM
617	\$141.50	GC COMM
619	\$196.89	GC COMM
620	\$115.63	GC COMM
622	\$17.93	GC COMM
623	\$43.20	GC COMM
624	\$566.78	GC COMM
625	\$131.57	GC COMM
626	\$150.05	GC COMM
627	\$134.11	GC COMM
628	\$127.32	GC COMM
631	\$201.14	GC COMM
632	\$445.75	GC COMM
633	\$452.37	GC COMM
635	\$151.98	GC COMM

Dumpster Rental
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681	\$28.64	GC 8yd GC 1/4-6YD
682	\$5.79	CONT
683	\$2.48	GC 1/7-2yd CONT COMM
684	\$2.48	GC 1/6-2YD CONT COMM GC 1/3 6YD
685	\$7.45	COMM
686	\$11.31	GC 1/2-6YD CONT COMM
687	\$6.07	GC 1/2-2YD CONT COMM
688	\$22.34	GC 6YD CONT COMM GC 6 YD CONT RES/ASSISTED
690	\$22.34	LIVING
691	\$12.14	GC 2YD CONT COMM
694	\$3.03	GC 1/4-2YD CONT RES
695	\$1.93	GC 1/8 OF 2YD CONT RES
697	\$14.34	GC 4YD CONT COMM
698	\$3.03	GC 1/4 OF 2 YD CONT-COMM



**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.

**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 \$20/day  
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)  
Private Hangar Snow Removal \$ 50.00/yr (4 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)

**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 11th day of January 2021.

\_\_\_\_\_  
Mayor, Dan Fabian

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

29.

**R# 07-21**  
**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 2<sup>nd</sup>, 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 11<sup>th</sup> day of January 2021.

\_\_\_\_\_  
Dan Fabian, Mayor

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

30.

**#R 08-21**  
**RESOLUTION**

**BE IT RESOLVED**, that Moren Law Offices be hereby appointed attorney(s) for the City of Roseau for the period January 1, 2021 to December 31, 2021.

Dated this 11th day of January 2021.

\_\_\_\_\_  
Dan Fabian, Mayor

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

31.

**R# 09-21**  
**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 11th day of January 2021.

By: \_\_\_\_\_

Attest:

Dan Fabian, Mayor

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

32.

**#R 10-21**  
**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 11th day of January 2021.

ATTEST:

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

\_\_\_\_\_  
Mayor, Dan Fabian

33.

**R # 11-21**

**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, 2021 to April 30, 2022.

Dated this 11<sup>th</sup> day of January 2021.

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

\_\_\_\_\_  
Dan Fabian, Mayor

34.

**R #12-21**

**RESOLUTION CERTIFYING DELINQUENT UTILITY AND OTHER CHARGES TO THE COUNTY  
AUDITOR FOR COLLECTION WITH REAL ESTATE TAXES IN 2021**

**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 11<sup>th</sup> day of January 2021.

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

\_\_\_\_\_  
Dan Fabian, Mayor

35.

**R #13-21**

**RESOLUTION TO AUTHORIZE THE 2021 \$10,000 FIREFIGHTERS ALLOWANCE LINE ITEM  
BUDGET.**

It is hereby resolved that the 2021 \$10,000 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 11th day of January 2021.

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Elizabeth Carlson, Clerk-Treasurer

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Dan Fabian, Mayor

36. December 2020 City Revenues & Expenditures

**Delegations/Petitions/Complaints - none**

**Committee Reports**

**Planning Commission**

CDC Peterson informed council that the City of Roseau Planning Commission met Monday, December 28, 2020, at 12:00 pm via In-Person/WebEx conference call.

The following items were discussed:

Planning Commission meeting minutes

- CDC Peterson informed council that the Planning Commission held a Public Hearing on Rezoning Application #9-20 (City of Roseau) Oak Crest Estates First Subdivision seeking to change the zoning of Lots 1-5, Block 1; Lots 1-9, Block 2; Lots 1-8, Block 3 and Lots 1-4, Block 4 from F-R (Farm Residential to R01 (Single Family Residential). There were no oral or written comments provided prior or during the meeting. The Planning Commission recommended the City Council approve the Rezoning Application #9-20.

After discussion, Council member Jane Evans motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to approve the Rezoning Application #9-20 (City of Roseau) Oak Crest Estates First Subdivision seeking to change the zoning of Lots 1-5, Block 1; Lots 1-9, Block 2; Lots 1-8, Block 3 and Lots 1-4, Block 4 from F-R (Farm Residential) to R-1 (Single Family Residential).

CDC Peterson informed council that the next scheduled Planning Commission meeting will be in April unless an application is brought to the City for action prior to April.

**Roseau County Commissioner**

County Commissioner Jack Swanson was absent as he was attending a school board meeting.

**Operations Committee**

The Operations Committee did not meet but will be meeting Thursday at 3pm to clarify snowmobile use in the City, the routes designated for snowmobiles to pass through the City, and walking paths that will be cleared of snow.

### **Oakcrest Golf Course**

There was no new business for the golf course.

### **Airport Committee**

The Airport Committee did not meet.

### **EDA**

CDC Peterson informed council the EDA met December 30, 2020 at 12:00 pm.

CDC Peterson reviewed EDA minutes.

- A request from twisted Apparel (Mandy Trangsrud) was provided to the EDA for consideration. Ms. Trangsrud is in negotiations with the property owner to the south to sell a 30' portion of their business property for the purpose of creating a parking lot for the adjacent business. The sale is for \$7,500. The Roseau EDA holds a mortgage on the property and would need to provide a release for the sale to proceed. It was noted the Ms. Trangsrud is not current on her loan with the EDA and has been using the EDA deferral program for the past 9 months. The amount outstanding to the EDA is \$60,000 in principal, plus one interest only payment of \$150 that was due prior to the deferral period. The EDA approved a partial release of the Trangsrud mortgage to the EDA for the 30' being sold to B&E Rentals, contingent upon the proceeds from the sales bringing the loan current (i.e. payment of \$150 to the EDA).
- The EDA approved to provide an additional 90 day deferral for businesses still struggling from the pandemic and business restrictions. Each business seeking an additional deferral period will need to provide an outline of their current economic situation and a recovery plan if they will be unable to resume payments on April 1, 2021.

### **Department Reports**

#### **Liquor Store**

Liquor Store Manager Roseborough informed council that the Roseau Municipal Liquor Store had a record \$2 million in sales in 2020.

#### **Fire Department**

Fire Chief Craig McMillin informed council that everything is going well at the fire department. The firefighters have received their first round of COVID-19 vaccinations. The second set of shots will be received on the 18<sup>th</sup>.

#### **Police Department**

Police Chief Ward Anderson informed council that the Police Department has hired Joshua Buckentin as a part time police officer.

City Attorney Moren and Police Chief Anderson presented to council Resolution 14-21, a Mutual Aid Agreement. This is the same agreement that was passed in 2019 with the same parties, but a new agreement was requested.

After discussion, the following resolution was passed.



**RESOLUTION NO. 14-21  
OF THE CITY OF ROSEAU, MINNESOTA, AUTHORIZING  
THE CITY OF ROSEAU TO ENTER INTO A LAW ENFORCEMENT  
MUTUAL AID AGREEMENT**

Councilperson Pat Novacek made a motion to adopt the following resolution:

**WHEREAS**, Chief Ward Anderson appeared before the City Council for the City of Roseau to discuss the Law Enforcement Mutual Aid Agreement; and

**WHEREAS**, the purpose of this agreement is that in the future the City of Roseau may require mutual aid from other jurisdictions, or those jurisdictions may require aid from the City of Roseau, and having an ongoing Agreement would allow for the Chief of Police to request and plan for assistance and mutual aid as the need arises; and

**WHEREAS**, many area law enforcement jurisdictions have already signed and approved the Law Enforcement Mutual Aid Agreement (hereinafter designated “Agreement”); and

**WHEREAS**, the intent of the Agreement is to accept and/or make equipment , personnel and other resources available to other political subdivisions for law enforcement purposes; and

**WHEREAS**, the Roseau Chief of Police has reviewed the Agreement and is in support of and recommends the City Council approve the Agreement; and

**WHEREAS**, the Agreement is authorized by and consistent with Minn. Stat. §12.331 (Local Assistance to Political Subdivisions) and Minn. Stat. §471.59 (Joint Exercise of Powers).

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Roseau, Minnesota, hereby authorizes entering into a Law Enforcement Mutual Aid Agreement with other law enforcement agencies for the mutual benefit of the public safety of all citizens in the State of Minnesota; and the Roseau Chief of Police is hereby authorized to execute such Agreements and Amendments, as are necessary to implement this Agreement on behalf of the City of Roseau Police Department.

This Motion for Resolution was seconded by Councilperson Amy Bassingthwaite, and upon a vote being taken, the following voted in favor: Mayor Dan Fabian, Council members Pat Novacek, Amy Bassingthwaite, Jane Evans, and Brady Johnson.

The following voted against the same: none

The following abstained: none

The following were absent: none

Adopted by the City Council of the City of Roseau, Minnesota this 11th day of January, 2021.

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Mayor

ATTEST:

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City Clerk-Treasurer

**Superintendent**

City Superintendent David Drown had no new business.

**Parks and Rec Director**

CDC Peterson informed council that the arena schedules are almost done. Hockey practices have started, and games will be starting on Thursday, so things are starting to get back to normal. CDC Peterson will begin advertising for a new Park and Rec Director next week. This will be a director position to start, with the possibility of it becoming a department head position.

**City Attorney**

City Attorney Michelle Moren informed council that there have been questions raised about political signs that are still up. City Attorney Moren clarified that political signs must be taken down within 10 following an election. A political sign on a billboard is still a political sign and must be taken down. All other temporary signs may only be up for 2 weeks.

City Attorney Moren presented to council the purchase agreement for the sale of real estate (Outlot B, located in Roseau Industrial Park) by the City of Roseau to Byfuglien Trucking, for the sum of \$43,500. The EDA has agreed to transfer the ownership of the real estate to the City of Roseau and the City accepted at the December 2020 City Council meeting.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the purchase agreement for the sale of real estate, (Outlot B, located in Roseau Industrial Park), to Byfuglien Trucking for the purchase price of \$43,500.

City Attorney Moren presented to council the purchase agreement for the sale of real estate by the City of Roseau to Roseau County, (Lots 1, 2 and 3 of Block 2, located in Roseau Industrial Park), for the sum of \$50,000.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the following purchase agreement for the sale of real estate (Lots 1, 2 and 3 of Block 2, located in Roseau Industrial Park), to Roseau County for the purchase price of \$50,000.

City Attorney Moren informed council that the closing date on the Richard Larsen property is January 15, 2021, but may need to be extended as Mr. Larsen has not provided an abstract and has not been in to sign the warranty deed. City Superintendent Drown will try to contact Mr. Larsen, but Mr. Larsen may be out of the area for the winter.

After discussion, Council member Pat Novacek motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to extend the closing date on the Richard Larsen property another 3 months.

### **Community Development Coordinator**

CDC Todd Peterson informed council of the following:

- CDC Peterson gave an update on the application for the MNDOT Alternative Transportation grant submitted for a walking bridge and connections for the Roseau River Trail Project near the Roseau Dam. Preliminary cost estimates are \$540,000 for the bridge and connections. The City of Roseau's application asked for all \$400,000 of MNDOT's grant funds. This would leave \$140,000 to be covered by the DNR and local cost share. The grant will be presented in February via video conference.
- Skip Duchesneau D.W. Jones Management, is checking to see if there were other applications for the Minnesota Housing Workforce Housing Grants. The City of Roseau applied for a \$499,999 grant and a \$1.5 million dollar grant for the Eleven01 Apartment Project. CDC Peterson is fairly confident the City of Roseau will receive the \$499,999 grant, but maybe not the \$1.5 million as the \$1.5 million is the full amount of funding for the entire program and Minnesota Housing will probably try to fund 3 projects at \$500,000 each.
- CDC Peterson informed council that every three years Minnesota Management and Budget Office requires a pay equity compliance report, to view male and female classes of employees to make sure female classes are not underpaid. The City of Roseau uses a

Consultant for its pay chart and the City of Roseau is in compliance with pay equity requirements.

**Mayor Council**

Mayor Dan Fabian stated that he is looking forward to working with council for the City of Roseau.

Council member Jane Evans inquired about lights for the Gazebo for the holiday season next year and about the possibility of a Parade of Lights in the city park as well. City Superintendent Drown will look into the electric supply to see if it will be sufficient. Council discussed starting the Parade of Lights along the walking path by the City Center as new electric service has been installed for the Farmers Markets. There will be future discussions as more information is obtained.

Council member Brady Johnson asked for clarification on the Park and Rec Director position as interested parties have contacted him. Council discussed that this will be advertised as a director position but not a department head, though council could change it to a department head position at a later date upon review.

Mayor Dan Fabian informed council that members of the community approached him about having a Community Appreciation celebration for former Mayor Jeff Pelowski. Council discussed holding it in the summer when hopefully COVID restrictions are off.

Mayor Dan Fabian asked council to support the local bars and restaurants as they and many other businesses have suffered great hardship through the COVID lockdowns and restrictions.

**Unfinished Business-**

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

ATTEST:

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Elizabeth Carlson Clerk-Treasurer

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Mayor Dan Fabian