

REGULAR ROSEAU CITY COUNCIL MEETING

MONDAY – January 9, 2023

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, Brady Johnson, Mary Hayes Absent: none. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, Police Chief Marc Hodge, Fire Chief Leon Huot, Liquor Store Manager Niki Johnson, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, Roseau County Commissioner Jack Swanson, former Police Chief Ward Anderson, and city residents Paul Donahue, Ashley Carpinelli, and Mitchell Rhen.

Mayor Dan Fabian 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, Council member Amy Bassingthwaite, Council member Brady Johnson and Council member Mary Hayes.

City Attorney Michelle Moren administered the Oath of Office to Police Chief Marc Hodge.

Council member Brady Johnson motioned, Council member Mary Hayes seconded, and it was carried by unanimous vote to approve the December 5, 2022, regular meeting minutes as written and the December 8, 2022, special meeting minutes as written.

Council member Pat Novacek motioned, Council member Mary Hayes seconded, and it was carried by unanimous vote to approve the following consent agenda items with the correction of “City Park Rates” in Resolution #R 06-23 and #R 1-23 “Committee Assignments” was pulled for further discussion under Mayor and Council.

1. Presentation of Accounts Payable claims December 1st, 2022, through December 31st, 2022, Batch AP123122.
CK# 73431-73473 = \$246,064.72
2. Presentation of daily checks December 1, 2022, through December 31, 2022
CK# 73292-73430 = \$649,197.08
E# 3166-3207 = \$403,073.45
PR 12/15/22 = \$43,795.16
PR Night Diff = \$4,329.72
PR 12/31/22 = \$50,440.69
Void checks 73479, 73237, 73146
3. Presentation of Receipt entries November 1, 2022, through November 30, 2022.
4. Presentation of Journal entries JE103122.

5. Audit Committee review of October 2022 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings: February 6, 2023, Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center- Bjerck Wedding Sept 30, 2023
8. Investment–Roseau EDA Hi Fi as of 01/03/2023 is \$39,177.03.
9. Cash in bank-Regular checking as of 01/03/2023 is \$2,797,711.53.
10. Investment-Regular Hi Fi as of 01/03/2023 is \$1,566,931.26.
11. Investment Certificate of Deposit as of 01/03/2023 is \$828,648.94.
12. Investment Certificate of Deposit as of 01/03/2023 is \$824,124.54.
13. Investment Certificate of Deposit as of 01/03/2023 is \$824,394.95.
14. Investment Certificate of Deposit as of 01/03/2023 is \$818,283.33.
15. Investment-Roseau EDA Money Market as of 01/03/2023 is \$138,402.92.
16. Cash in bank-Roseau EDA as of 01/03/2023 is \$25.29.
17. 2022 “City of Roseau Christmas Lighting Contest” Winners
Residential General:
1st – Alex McMillin 618 Oak Dr
2nd – Lowell Peterson 504 2nd Ave
3rd – Chuck Skoglund 501 11th Ave

Residential Themed:
1st – Craig McMillin 304 Center St
2nd – Vicki Smith 211 9th Ave SE
3rd – Ryan Sprabary 1010 2nd Ave SW

Business:
1st – Twice the Charm
2nd – Holter’s Floral
3rd – TIE Annie’s & Transfers Unlimited
18. League of Minnesota Cities Dividend Announcement
19. Nominations for Northwest Regional Development Commission – It was council consensus to nominate Mayor Dan Fabian as the Roseau County Municipal Representative to the Northwest Regional Development Commission.
20. Liquor Store Monthly Sales Report & Analysis
21. December 2022 City Revenues and Expenditures

22.

**R # 02-23
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 9th day of January 2023.

ATTEST:

Elizabeth Carlson, City Clerk-Treasurer

Dan Fabian, Mayor

23.

**R #03-23
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:

Compensation	VOYA/Nationwide/Orion & Hartford Mass Mutual - Deferred
	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 9th day of January 2023.

ATTEST:

Elizabeth Carlson, City Clerk-Treasurer

Dan Fabian, Mayor

24.

**R #04-23
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 **Department Heads**, when in agreement, may pay bills as appropriate. 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 9th, 2023.

ATTEST:

Witnessed:

Elizabeth Carlson, City Clerk-Treasurer
Mayor

Dan Fabian,

25.

**R# 05-23
CITY OF ROSEAU
RESOLUTION TO SET 2023
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.

BE IT FURTHER RESOLVED, by the Roseau City Council that it hereby approves the 2023 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 9th day of January, 2023.

City Clerk-Treasurer, Elizabeth Carlson

Mayor, Dan Fabian

26.

R# 06-23
CITY OF ROSEAU
RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2023

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, 2023

CITY OF ROSEAU RATE SCHEDULE

403,404,407,408 CHANGE

2023 RATES INCREASE 3% ELECT, 10% WATER INCREASE, GARBAGE 5%

(BILLING RATES SCHEDULE)

ELECTRIC RATES

Customer Charge:	Residential	\$14.68
	Commercial Single	\$34.51
	Commercial 3 Phase	\$42.75
Energy Charge:		0.1105 KW
Off Peak:		0.0673 KW

Off Peak months of July, August and September (air conditioning)	0.0817	KW
Uncontrolled Electric Heat	0.1991	KW

STANDBY GENERATION ELECTRIC RATE				
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To be determined upon customer request		
Mercury Vapor Lights	10.15	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	\$11.67
Customer Charge - Commercial	\$16.05
Residential over 3,000 gallons	\$3.03
Commercial over 3,000 gallons	\$3.15
Commercial resale of City Water	\$6.30
Water/No Meter - Residential	\$18.67
Water/No Meter - Commercial	\$28.01
Temporary Construction Water/No Meter	\$43.18
Minnesota Department of Health	\$0.60

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	\$19.39	mo
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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

600	\$19.39	GC RES
601	\$34.72	GC COMM
602	\$65.45	GC COMM
603	\$19.39	GC COMM
604	100.47	GC COMM
605	\$74.70	GC COMM
606	\$77.14	GC COMM
608	\$87.88	GC COMM
612	\$95.88	GC COMM
613	112.46	GC COMM
614	165.03	GC COMM
615	138.30	GC COMM
617	153.04	GC COMM
619	212.94	GC COMM
620	125.05	GC COMM
622	\$19.39	GC COMM
623	\$46.72	GC COMM
624	612.98	GC COMM
625	142.30	GC COMM
626	162.28	GC COMM
627	145.04	GC COMM
628	137.70	GC COMM
631	217.53	GC COMM
632	482.08	GC COMM
633	489.24	GC COMM
635	164.37	GC COMM

Dumpster Rental

681	\$30.98	GC 8yd
682	\$6.26	GC 1/4-6YD CONT
683	\$2.68	GC 1/7-2yd CONT COMM
684	\$2.68	GC 1/6-2YD CONT COMM
685	\$8.05	GC 1/3 6YD COMM
686	\$12.23	GC 1/2-6YD CONT COMM

687	\$6.56	GC 1/2-2YD CONT COMM
688	\$24.16	GC 6YD CONT COMM
690	\$24.16	GC 6 YD CONT RES/ASSISTED LIVING
691	\$13.13	GC 2YD CONT COMM
694	\$3.28	GC 1/4-2YD CONT RES
695	\$2.09	GC 1/8 OF 2YD CONT RES
697	\$15.51	GC 4YD CONT COMM
698	\$3.28	GC 1/4 OF 2 YD CONT-COMM

City of Roseau
2023 Miscellaneous Fees Schedule
January 1, 2023

General

Community Center \$ 35.00 - \$330.00 based on fees schedule
City Center Rental Rate

Weekend Rental Rate to include: Friday after 3:00 pm – Sunday
Additional Days before Friday @ 3:00 pm or after Sunday at 12:00 am at \$100/day

Mid-week (Mon-Thurs) garage sale rate of \$50 for up to 3 days
(single room only Trader/Voyager)

Dog tags	\$ 5.00/life of dog
Liquor License	\$2000.00/yr
Sunday Liquor	\$ 200.00/yr
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

Single-sides Color Photo copy	\$.20/pg.
Double-sided Color Photo copy	\$.25/pg.
Photo Copies (Legal or Tabloid)	
Single-sided B/W Photo copy	\$.15/pg
Double-sided B/W Photo copy	\$.20/pg.
Single-sided Color Photo copy	\$.25/pg.
Double-sided Color Photo copy	\$.30/pg.

Copy of Electronic Data Files

E-Mail Transfer	N/C
Printed to Paper	photo copy cost

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)

\$40.00/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 \$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	as negotiated
Airport Spraying Lease	\$ 100.00/yr (20 year lease)
Hangar Land Lease	\$ 150.00/yr (20 year lease)

Park

Camping Fees/RV Hookup \$ 30.00/night (tax included)

Weekly rate	\$ 26.00/night/weekly (tax included)
Monthly rate	\$ 22.00/night/monthly (tax included)
Camping Fees/Tenting	\$ 12.00/night (tax included)
Shelter Rent	\$ 60.00/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	\$ 20.00
Plan Review	5% of Building Permit Fee
Rezoning /Variance/Cond. Use	\$ 125.00
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	“ “

Equipment rental

Equipment rental – The FEMA Schedule of Equipment Rates

Adopted by the Roseau City Council this 9th day of January 2023.

Mayor, Dan Fabian

City Clerk-Treasurer, Elizabeth Carlson

27.

R# 07-23

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 9th day of January 2023.

Dan Fabian, Mayor

Elizabeth Carlson, City Clerk-Treasurer

28.

**#R 08-23
RESOLUTION**

BE IT RESOLVED, that Moren Law Offices be hereby appointed attorney(s) for the City of Roseau for the period January 1, 2023 to December 31, 2023.

Dated this 9th day of January 2023.

Dan Fabian, Mayor

Elizabeth Carlson, City Clerk -Treasurer

29.

**R# 09-23
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 9th day of January 2023.

By:

Attest:

Dan Fabian, Mayor

Elizabeth Carlson, City Clerk-Treasurer

30.

**#R 10-23
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 9th day of January 2023.

ATTEST:

City Clerk-Treasurer, Elizabeth Carlson

Mayor, Dan Fabian

31.

R # 11-23

**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, 2023 to April 30, 2024.

Dated this 9th day of January 2023.

Elizabeth Carlson, Clerk-Treasurer

Dan Fabian, Mayor

32.

R #12-23

RESOLUTION CERTIFYING DELINQUENT UTILITY AND OTHER CHARGES TO THE COUNTY AUDITOR FOR COLLECTION WITH REAL ESTATE TAXES IN 2023

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 9th day of January 2023.

Elizabeth Carlson, Clerk-Treasurer

Dan Fabian, Mayor

33. **R #13-23**

RESOLUTION TO AUTHORIZE THE 2023 \$7,000 FIREFIGHTERS ALLOWANCE LINE ITEM BUDGET.

It is hereby resolved that the 2023 \$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 9th day of January 2023.

Elizabeth Carlson, Clerk-Treasurer

Dan Fabian, Mayor

Delegations/Petitions/Complaints

Former Police Chief Ward Anderson requested permission to purchase his city issued cell phone from the City as it has all of Mr. Anderson's contacts in it. Police Chief Marc Hodge does not want the cell phone. Mr. Anderson has discussed this with City Attorney Moren. Attorney Moren informed council that the phone could be sold to a former employee, but inquired about its worth, as if it is over \$500 there would need to be a bidding process. Mr. Anderson stated that the phone is over 3 years old. CDC Peterson informed council that the department head cell phones are replaced every 2 years so Mr. Anderson's cell phone is basically obsolete. Attorney Moren informed Mr. Anderson that any confidential City information would need to be deleted and Mr. Anderson agreed.

Council member Pat Novacek motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to sell Mr. Anderson his former work cell phone to him for \$1.00 and to have the account and number transferred to Mr. Anderson. Mr. Anderson then promptly paid for the cell phone

Mr. Paul Donahue appeared before council seeking an extension on the timeline for having his dogs euthanized, which is scheduled for tomorrow. Mr. Donahue is not able to get the dogs spayed and neutered until January 17. Mr. Donahue stated that he has met the other requirements and argued that the dogs are not dangerous dogs but potentially dangerous dogs as they had not permanently disfigured anyone. Mr. Donahue handed council a packet showing the dogs tags, rabies certificates and insurance policy.

On December 5th, 2022, the Roseau City Council passed the motion to designate the dogs owned by Mr. Donahue named Marie and Bruno, to be dangerous dogs based on the evidence and findings presented at the hearing. Council also passed a motion to provide Mr. Donahue thirty (30) days from December 5, 2022, to meet all dangerous dog statutory code requirements for both Marie and Bruno to allow for their release from the Roseau County Pound. If the requirements were not met within the 30-day time period, then the dogs would be summarily destroyed as authorized by statute.

Mayor Fabian informed council that he visited the dog pound and talked with Pound Master Jason Monsrud and Police Chief Marc Hodge. Mayor Fabian stated he is not comfortable letting the dogs back in town. They are very aggressive and have damaged the cages they are being held in. Mr. Monsrud indicated that these were the most aggressive dogs that he has had in the pound. Mayor Fabian recommends to council that they be put down tomorrow.

Police Chief Hodge stated that he did not want the dogs back in Westside Trailer Court as many children live there. The male has strong jaws and has damaged the cage and broke the latch at the dog pound.

Mitchell Rhen spoke on behalf of Mr. Donahue stating that council may be misinterpreting Minnesota Statutes and that the dogs should be designated potentially dangerous dogs and not dangerous dogs.

City Attorney Moren stated that council was within its legal right to find the dogs dangerous dogs under both Minnesota Statutes and the City Code at the Dangerous Dog Hearing as the attacks were with more than one dog participating, biting multiple humans and the dogs did bodily harm.

Mr. Donahue asked to appeal council's decision.

Mayor Fabian noted that it is difficult and hard to put down a dog, but he is not willing to take responsibility for these aggressive dogs. The 30-day requirement was not met, and the dogs should be put down tomorrow.

Council member Mary Hayes stated that she has seen what a dog can do to a child and is adhering to the 30-day requirement.

Council member Amy Bassingthwaite stated that the poles for the cage are not 18 inches in the ground so there are other things besides the neutering and spading not done in the required 30 days.

Council member Pat Novacek stated that the 30 days given was adequate time to meet the requirements.

Council member Brady Johnson stated that as a dog owner this is hard to do, but as a parent and council member, the dogs should be put down.

Mayor Fabian asked council if they all stood by the decision at the December 5, 2022, meeting. Council all voted yes in favor to stand by their decision at the December 5, 2022, meeting.

Committee Reports

Planning Commission - did not meet.

Roseau County Commissioner

Commissioner Swanson informed council on the following:

- Roseau County has two newly elected commissioners. They are Levi Novacek and Glenda Phillipe.
- City Police Chief Marc Hodge and Commissioner Swanson attended a Community Justice Coordinating Committee (CJCC) meeting. These meetings are to improve public safety.

- The new county garage is close to complete. The county is waiting for the certificate of occupancy among other minor things.

Operations Committee

Council member Novacek stated that the operations committee met to review the background checks of the police chief applicants.

Oakcrest Golf Course – did not meet.

Airport Committee - did not meet.

EDA

CDC Peterson informed council the EDA met December 21, 2022, at 12:00 pm.

The EDA approved the transfer of Lots 1 and 2, Block 1 of the Roseau Industrial Park to the City of Roseau for sale to Intercept Industries (TBA LLP) at a purchase price of \$65,000 with a restriction that the lots be built upon in 3-years or the Roseau EDA has the right to repurchase the lots at the original purchase price.

City Attorney Moren introduced the following Resolution 16-23.

Council member Amy Bassingthwaite made a motion, Council member Brady Johnson seconded, and it was carried by unanimous vote to adopt the following resolution.

RESOLUTION 16-23

EXTRACT OF CITY COUNCIL MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF ROSEAU HELD ON MONDAY, JANUARY 9, 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 bare lot only, and;

WHEREAS, TBA, LLP, a Minnesota Limited Liability Partnership, 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 TBA, LLP, a Minnesota Limited Liability Partnership, for the sum of Sixty-five Thousand and no/100 (\$65,000.00) Dollars. Said real estate is described as follows:

Legal Description:

Lot One (1) LESS the North Two Hundred Fifty (250) feet of Lot One (1) and Lot Two (2) of Block One (1), in Roseau Industrial Park, according to the recorded Plat thereof on file and of record in the office of the County Recorder in and for Roseau County, Minnesota.

NOW THEREFORE BE IT RESOLVED, that the City of Roseau, accepts the offer of TBA, LLP, a Minnesota Limited Liability Partnership, to purchase the above described real estate for said sum of Sixty-five Thousand and no/100 (\$65,000.00) Dollars, and that the 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 TBA, LLP, a Minnesota Limited Liability Partnership, as Grantee, conveying the above described real estate, subject to a Right of First Refusal to Repurchase the above described real estate, by the City of Roseau at a purchase price of \$65,000.00, in the event that the Buyer herein has not commenced development of said real property within a period of three (3) years from the closing date of this transaction, and;

The motion for adoption of the foregoing Resolution was duly seconded by Member Brady Johnson and upon roll call vote being taken thereon, the following voted in favor thereof: Mayor Fabian, Council members Novacek, Bassingthwaite, Johnson, and Hayes

And the following voted against the same: none

And the following abstained: none

And the following were absent: none

Whereupon said motion was declared duly passed and adopted.

Dan Fabian, Mayor

ATTEST:

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 January 9, 2023.

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

IT Committee.

CDC Peterson informed council on the following
Marco has been reviewing the City's IT infrastructure and they have recommended changes to our current policy for password protection on our computer network access.

First, network passwords will need to conform to the following construction:

- Be at least 10 characters in length
 - Requirement is reduced to 8 characters in length when Multi-Factor Authentication is also being used.
 - Any industry regulated or governed by a law that mandates specific configurations, processes or procedures must be at least 16 characters in length
- Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

Also, today our network passwords do not expire, in the future they will have to be changed every 90 days.

These changes are being recommended by Marco to protect the city's IT network from unauthorized access.

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was approved by unanimous vote to approve the recommended changes for any device used to log into the City of Roseau's computer system.

Department Reports

Liquor Store

Liquor Store Manager Niki Johnson reviewed the month end sales report as well as the month end and year end analysis reports. Manager Johnson stated that it is a busy time of year, and everything is going well.

Fire Department

Fire Chief Leon Huot informed council that the Fire Department has received a \$5,000 matching grant from the DNR Division of Forestry. Fire Chief Huot stated that the fire department will be purchasing radios with the matching grant funds.

Fire Chief Huot stated that the fire calls for 2022 are on the yearly average and will be doing a year-end summary report.

Council member Pat Novacek informed council he is working on a FEMA grant application that opened up today for the Fire Department.

Police Department

Police Chief Marc Hodge informed council that everything is going well at the police department.

- The Police Department has received 2 new radios and is purchasing 2 more from Roger's Two Way Radio and will be handing the old ones over to the fire department. There will be 2 laptops changing over as well.
- The Police Depart received 26 calls this week.
- The Police Department is advertising for a part time officer as Officer Zach Manka has been promoted to the full-time officer position.
- Police Chief Hodge will be attending Police Chief training at the end of the month.
- Chief Hodge will be attending a policy making Zoom meeting along with City Attorney Moren.
- The police department will be invoicing the added cost of housing the dangerous dogs as it is the responsibility of the owner.

City Superintendent

Council discussed how to advertise the City's ski trails as most skiers are not aware of all the trails the city has to offer. Council member Novacek asked that the trails be advertised on the city's digital sign as well.

Superintendent Drown will have Hunter O'Leary review and update the ski trail maps and make sure the trails are groomed. Six signs have been made to try to keep the snowmobilers off the ski trails. It was suggested that reminders be put on snowmobile maps to keep the snowmobiles off the ski trails. Local resident, Mr. Erick Hallie has a grooming machine and has offered to help maintain the ski trails.

Council member Mary Hayes informed council that on February 25 the first annual fat bike race event will be held. The course will depend on the weather.

City Attorney

City Attorney Moren presented to council a Hold Harmless and Indemnification Agreement between the City of Roseau and Roseau County, as the property once was the site of underground fuel storage tanks which were used by the County. The City would accept the transfer of the property provided the City has no responsibility for any damages caused by the fuel tanks or other use of the property by the County.

Hold Harmless and Indemnification Agreement

This hold harmless and indemnification agreement is entered into by and between, the County of Roseau, Minnesota, a Minnesota Political Subdivision (hereinafter "County") and the City of Roseau, Minnesota, a Minnesota Municipal Corporation, hereinafter ("City") this ___ day of January, 2023.

WHEREAS, County is the owner of the following described real property:

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.

(hereinafter "Real Property").

WHEREAS, the Real Property currently or in the past has been the site of underground fuel storage tanks which were used by the County; and

WHEREAS, the County desires to transfer the Real Property to the City; and

WHEREAS, the City has expressed its willingness to accept the transfer of said Real Property; provided that the City has no responsibility for any damages caused by said fuel tanks or other use of the Real Property by the County and the County has agreed to indemnify and hold the City harmless for any such damages.

WHEREAS, County acknowledges that on or about July 5th, 1990 there was an overfill of fuel or oil in a tank(s) on the Premises, and that on or about July 6th, 1990, County reported the overfill to the Minnesota Pollution Control Agency (MPCA). MPCA issued a clean-up letter to County dated July 28th, 1990 and determined that County was the responsible party for the clean-up work and cost. MPCA (Petroleum Remediation #LS0002880). County cleaned up the site and MPCA conditionally closed the matter on November 6th, 1991. County remains responsible for any newly discovered contamination caused by the overfill event of July 5th, 1990.

NOW, THEREFORE, in consideration of the mutual promises herein contained and for other good and valuable consideration, the parties hereto covenant and agree as follows:

1. Transfer of Real Property. City agrees to accept the transfer from the County for no remuneration of the above described real property subject to the following:

1.1 Environmental Matters. To the best of the County's knowledge, after due inquiry: (i) there is not now any violation occurring on, under or about the land, of any federal, state or local law, ordinance or regulation relating to industrial hygiene, environmental conditions, hazardous materials or waste or toxic materials, or waste on, under or about it including, without limitation, soil and groundwater conditions, nor is there any circumstance or condition in existence on, under or about the land which, if known or disclosed, would constitute such a violation or which would subject any owner or user of the land to any liability to any governmental agency or any other person as a result of any such matter or circumstance; (ii) neither County nor any aspect of the Real Property has been the subject of any complaint, investigation or proceeding relating to any such matter, nor has the operation of the Real Property by County or its lessees or assigns, prior to this date resulted in any such violation; (iii)

neither County nor any prior lessee, owner, or assign of the Real Property nor, to the best knowledge of County, any third party, has manufactured, stored or disposed of, on, under or about such real property (or transported to or from such real property) any combustible, explosive, reactive, toxic or radioactive materials or wastes, or other hazardous materials or wastes; and (iv) County has not owned or operated any commercial enterprise on the land other than the for County operations and as rental property, other than the Recital listed above for the event that occurred on or about July 5th, 1990, County has no knowledge of any prior use of any part of the land which might have caused any violation referred to in this paragraph.

1.2 Indemnification and Hold Harmless by County. County hereby agrees to defend, indemnify and hold harmless City from and against any and all costs, losses, liabilities, damages, claims or expenses (including, without limitation, reasonable legal fees and expenses incurred in defending against any such claims or enforcing this indemnity) incurred by City arising out of or resulting from:

(a) Any misrepresentation, breach of any warranty, or the nonfulfillment of any obligation or covenant made by County in this Agreement (unless specifically waived by City in writing) or in any Schedule or Exhibit hereto or in any other agreement executed and delivered by County in connection herewith.

(b) Any liabilities and obligations of, or claims against County (whether known or unknown, fixed or contingent, due or to become due) not expressly assumed by City under this Agreement.

(c) All claims and liabilities including, but not limited to, those for personal injury, death or property or environmental damage to any person (including employees) or entity not a party to this Agreement, which arise out of any acts, events, conditions or omissions and which relate in any way to the ownership, use or operation of the premises at any time prior to transfer to the City and during County's ownership and/or operation of the facility, whether any such claim or liability may be asserted prior to or after the transfer of the Real Property. Any and all claims for environmental damage to any real property, groundwater, and soil which relate to County's use of the Real property at any time prior to the transfer to the City whether any such claim or liability may be asserted prior to or after the transfer of the Real Property

(d) Any liabilities and claims asserted against City by any Federal, state or local taxing authorities, or relating to any tax liability of County or of the premises, to the extent that any such claim shall relate to the operations of County at any time, or to the ownership, use or operation of the premises by County prior to transfer to the City of the Real Property.

(e) Any and all liabilities regarding the fuel overspill which occurred on or about July 5, 1990 with MPCA #LS0002880.

2. Recitals Inclusive. The recitals are an integral part of this agreement and shall be incorporated herein and shall constitute a part of this Agreement.

3. Survival of Representations, Hold Harmless, Indemnification Clauses, and Agreement. The representations, warranties, hold harmless, and indemnification clauses contained in this Agreement, and in any other agreements executed and delivered in connection herewith shall survive Closing and any prior investigation made by or on behalf of City or County.

IN WITNESS WHEREOF, both parties have hereunto set their hands the year and date first above written. City of Roseau

By: Dan Fabian
Its Mayor

By: Elizabeth Carlson
Its City Clerk-Treasurer

County of Roseau

By:
Its Chairman

By: Martha Monsrud
Its Auditor Treasurer

After discussion, Council member Brady Johnson motioned, Council member Amy Bassingthwaite seconded, to approve the Food Shelf – Hold Harmless Agreement for the County transfer of the Food Shelf building to the City of Roseau.

After further discussion, Council member Mary Hayes motioned, seconded by council member Amy Bassingthwaite, and it was approved by unanimous vote to amend the previous motion by the Council to accept the transfer of the Food shelf real property from Roseau County to instead accept transfer of the Food shelf real property from Roseau County contingent on the Food Shelf being ready to accept the building, as costs the County has been covering, (such as utilities and snow removal, etc.) are not in the City budget and the Food Shelf may not be in a financial position to cover those costs.

City Attorney Moren presented to council the revised Johnson Oil Lease already approved contingent on revisions to the lease to include the language regarding removing the fuel tanks and maintenance as proposed at the last council meeting. No motion was needed.

Community Development Coordinator

Community Development Coordinator Todd Peterson presented to council the following:

- CDC Peterson presented the following resolution and stated that this \$5,000 League of Minnesota Cities grant would be used to hire Houston Engineering to write a MN DOT grant application for help with the storm sewer drainage problems with the lowering of the Highway 89 project.

RESOLUTION NO. 14-23

A RESOLUTION AUTHORIZING APPLICATION FOR GRANT NAVIGATION SUPPORT FOR THE CITY.

WHEREAS, the League of Minnesota Cities (“LMC”) has created a pilot Grants Navigation Program (“Program”) in which LMC will provide 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 Program is limited to providing services to help obtain grant funding for one project per city.

WHEREAS, the Program is limited to providing support in obtaining grant funding, and LMC does not provide funds to implement projects.

WHEREAS, the City of Roseau (“City”) wishes to apply to the Program to for support in finding grant funding for the TH89 Reconstruction and Storm Sewer Project (“Project”).

WHEREAS, the City recognizes that the if approved, any funds received through the Program must be used in a manner consistent with the conditions above as well as all other conditions or limitations of the Program.

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

- 1. If the City is awarded a grant under the Program, it agrees to use the funds to engage with industry partners who will aid in the grant matching and application process consistent with the terms and conditions of the Program.*
- 2. 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 Program.*
- 3. 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 Program.*

Passed by the City Council of Roseau, Minnesota this 9th day of January, 2023.

Mayor

Attested:

City Clerk

Council member Amy Bassingthwaite motioned, Council member Mary Hayes seconded, and it was carried by unanimous vote to approve Resolution 14-23 a resolution authorizing grant application support for the City.

- CDC Peterson provided to council a preliminary map from Houston Engineering of the trail plan and profile of the Roseau River Pedestrian Bridge and trail. Houston is finding the alignment to keep path and bridge on City property. A \$400,000 federal grant was increased to 1.1 million. CDC Peterson is also seeking a MnDOT local trails grant.
- CDC Peterson provided to council a geometric layout of the TH 89 (5th Avenue SW) improvements proposed by MnDOT.
- CDC Peterson provided to council the project design from HDR of the Roseau River Water Trail and its proposed amenities.
- CDC Peterson provided to council two proposals for cultural resources services in support of the Nomination of Roseau Memorial Arena to the National Register of Historic Places. One was provided by Westwood Professional Services, Inc. The fee for this proposal is \$6,900 for the planning, work, research and writing a NRHP nomination. The second was provided by Daniel Hoisington in the amount of \$8,798 for the same work. After review of both proposals CDC Peterson recommended the selection of Daniel Hoisington as his proposal provided more extensive experience in successful National Register nominations.

Council member Brady Johnson motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to accept the proposal of Daniel Hoisington for the fixed fee of \$8,798 for the work to write a National Register of Historic Places nomination for the Roseau Memorial Arena.

- CDC Peterson informed council that a Community Rec. Center study is underway and that 620 participants have responded to a community survey.. CDC Peterson has received preliminary responses from the survey to begin discussions with the consulting architects from JLG..

Mayor and Council

- The Roseau City Employee Association Wage and Benefit Negotiation 2023, 2024 and 2025 and the Roseau Police Department Wage and Benefit Negotiation 2023, 2024 and 2025 were presented to council. Mayor Dan Fabian and Council member Amy Bassingthwaite were on the negotiation committee.

After discussion, Council member Brady Johnson motioned, Council member Mary Hayes seconded, and it was carried by unanimous vote to approve the Roseau City Employee Association Wage and Benefit Negotiation 2023, 2024 and 2025 and the Roseau Police Department Wage and Benefit Negotiation 2023, 2024 and 2025 agreements.

- Mayor Fabian informed council that he will be attending the CGMC legislative rally in St. Paul on January 25th..
- Resolution R 01-23 was pulled from the consent agenda for further discussion. Councilmember Pat Novacek requested that all Council committee assignments be reviewed for more discussion.

#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 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 Hayes**
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 Hayes**
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 Mary Hayes** and Community Development Coordinator Todd Peterson.
- **ARENA:** 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, Jane Evans, Gerald Koble, Dwayne Mast, Brad Bassingthwaite, Adam Munstenteiger City Representative **Council member Mary Hayes**.
- **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.

Adopted by the Roseau City Council this 9th day of January 2023.

ATTEST:

Elizabeth Carlson, City Clerk-Treasurer

Dan Fabian, Mayor

- Council member Pat Novacek recommended that two council members be on every committee so that council was making more informed decisions. There will be further discussion on R 1-23 at the February 6, 2023, council meeting.
- Council member Pat Novacek motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to approve adding, Bill Lund, Phil Larson and Paul Baumgartner to the arena board.
- Council discussed annual reviews for the employees and department heads.
- Council member Pat Novacek inquired if the Department heads are being offered the same wage chart and benefits as the employee agreements. CDC Peterson stated that it was always accepted in the past that the department heads would be under the same wage chart and benefits of the employee agreements.

Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded, and it was approved by unanimous vote that the department heads have the same wage charts and benefits as negotiated by the employees.

6:30 Closed meeting

Council member Brady Johnson motioned, Council member Amy Bassingthwaite seconded, and it carried by unanimous vote to approve R#15-13 Resolution Closing Board Meeting.

R#15-23 RESOLUTION CLOSING BOARD MEETING

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 2(b) states that:

“A public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.”

WHEREAS, allegations of employee misconduct have arisen against an individual subject to the control of the City of Roseau; and

WHEREAS, the City Council shall conduct a preliminary consideration of these allegations on January 9, 2023, commencing at 6:30 PM, in the Council Chambers located at 121 Center Street East, Suite 202, Roseau, MN; and

BE IT RESOLVED by the Roseau City Council as follows:

1. The Roseau City Council hereby closes this meeting pursuant to Minn. Stat. § 13D.05, subd. 2(b) for preliminary consideration of allegations or charges against an individual subject to its authority;
2. The specific subjects to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, are the allegations of employee misconduct.
3. The employee who is the subject of this meeting shall have the option to attend this closed meeting. Said employee also has the right to open this meeting to the public.

Dated this 9th day of January, 2023.

Mayor (or acting Mayor)

City Clerk-Treasurer

Elizabeth Carlson, City Clerk-Treasurer

The meeting was re-opened following the closed session.

Following the closed session, a motion was made by Council member Pat Novacek, seconded by Council member Amy Bassingthwaite, and approved by unanimous vote to provide a written reprimand to Department Head Niki Johnson to work on personnel issues and city property issues.

Council member Brady Johnson motioned, Council member Amy Bassingthwaite seconded, and it carried by unanimous vote to adjourn the meeting.

Mayor (or acting Mayor)

City Clerk-Treasurer