

## **REGULAR ROSEAU CITY COUNCIL MEETING**

**MONDAY – June 7, 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, Fire Chief Craig McMillin, Parks and Rec Director Keith Severson, Liquor Store Manager Niki Johnson, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, and Jack Swanson-Wild 102 Radio.

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

Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded, and it was carried by unanimous vote to approve the May 3, 2021 continued to May 5, 2021 regular meeting minutes with the spelling correction on page 7 “Braten” to Brateng”.

Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded, and it was carried by unanimous vote to approve the May 26, 2021 special meeting minutes as written.

Council member Pat Novacek motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to approve the following Consent Agenda as written.

1. Presentation of Accounts Payable claims May 1, 2021 through May 31, 2021 Batch AP053121.  
CK# 70217-70264 = \$152,860.51
2. Presentation of daily checks May 1, 2021 through May 31, 2021  
CK# 70121-70216 = \$337,022.02  
E# 2397-2434 = \$392,885.54  
PR 05/15/21 = \$39,716.58  
PR 05/31/21= \$45,748.60
3. Presentation of Receipt entries April 1, 2021 through April 30, 2021.
4. Presentation of Journal entries JE033121.
5. Audit Committee review of March 2021 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
Upcoming scheduled meetings:
  - a. July 12, 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 05/27/2021 is \$244,334.21.
9. Cash in bank-Regular checking as of 05/27/2021 is \$1,804,383.64.
10. Investment-Regular Hi Fi as of 05/27/2021 is \$1,563,996.11.
11. Investment Certificate of Deposit as of 05/27/2021 is \$823,713.91
12. Investment Certificate of Deposit as of 05/27/2021 is \$819,388.88.
13. Investment Certificate of Deposit as of 05/27/2021 is \$819,275.71.
14. Investment Certificate of Deposit as of 05/27/2021 is \$812,763.65.
15. Investment-Roseau EDA Money Market as of 05/27/2021 is \$214,783.78.

16. Cash in bank-Roseau EDA as of 05/27/2021 is \$302.09.
17. LG220 ALS Fundraiser at Gene's Bar & Grill
18. LG220 Roseau Fire Relief Raffle at Gene's Bar & Grill
19. LG220 – ALS Fundraiser Raffle-American Legion
20. Thank you from NW MN Multi-County Housing and Redevelopment Authority
21. Northwest Regional Development Commission-Notice of Public Hearing
22. Northern Municipal Power Agency-2020 Annual Report
- 23.

RESOLUTION NO. 26-21  
RESOLUTION ACCEPTING DONATION

**WHEREAS**, the following have presented to the City of Roseau, donations, and have designated that these donations be deposited in the City of Roseau Riverview Park Gazebo Concert Fund.

Border State Bank \$250.00;  
Stoskopf Redi-Mix of Roseau, Inc. \$500.00;  
Citizens State Bank \$250.00;

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

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

1. That the donations are accepted and acknowledged with gratitude, and
2. That the donations will be allocated to the Riverview Park Gazebo Concerts.

Adopted by the City Council of the City of Roseau, Minnesota this 7th day of June, 2021.

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

Attest: \_\_\_\_\_  
Clerk/Treasurer

24. Workers' Comp Supervisor Training conducted May 11, 2021.
25. MPCA 2020 Pretreatment Annual Report

26. RESOLUTION NO. 29-21  
RESOLUTION ACCEPTING DONATION

**WHEREAS**, the following have presented to the City of Roseau, donations, and have designated that these donations be deposited in the City of Roseau Riverview Park Gazebo Concert Fund.

Karl Manufacturing Solutions Inc. \$200.00;  
R&Q Trucking, Inc. \$200.00;  
Northwest Minnesota Foundation \$500.00;

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

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

1. That the donations are accepted and acknowledged with gratitude, and
2. That the donations will be allocated to the Riverview Park Gazebo Concerts.

Adopted by the City Council of the City of Roseau, Minnesota this 7th day of June, 2021.

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

Attest: \_\_\_\_\_  
Clerk/Treasurer

27. May 2021 City Revenues & Expenditures Report
28. Roseau Promotions Director notice
29. Darrin Smedsmo - Airport hangar lease

## **Delegations/Petitions/Complaints**

### **Committee Reports**

#### **Planning Commission –**

CDC Peterson informed council that the Planning Commission met Monday, May 24, 2021 at 12pm. The following items were discussed.

- At 12:05 PM a Public Hearing was held for the Architectural Design Review for Cary Olson (#3-21). CDC Peterson reported that the public hearing was published in the newspaper and that all property owners within 350’ were notified of the hearing. CDC Peterson noted that there were no comments, either oral or written, received by the City prior to the hearing. No one appeared at the public hearing to express any comments. The Planning Commission reviewed the application from Cary Olson and determined that the house being proposed was of similar design and age as homes in the neighborhood and that there were no concerns expressed amongst existing property owners to the proposal. There was a question about the front setback on the drawing submitted by Mr. Olson. It was determined that the setback would be met. The Planning Commission, by unanimous vote, recommends the Roseau City Council approve the house move as presented by Cary Olson.  
No action was taken by the City Council. After the May 24, 2021 meeting, Cary Olson purchased a different house and no longer needs the House Moving Permit #3-21, therefore the Council deemed Cary Olson’s application withdrawn.
- CDC Peterson provided to council the June 7, 2021 Planning Commission meeting minutes and the updated clean-up list from the June 7 City Tour. Mayor Fabian inquired about properties on the list and the process the City takes to work with the owners to get them into compliance with the City code. CDC Peterson stated that the violations are usually to do with the Nuisance and/or Zoning ordinances. CDC Peterson explained that the “x” on the property under the year, (the past 7 years show on the list to track chronic violators) means the violation was seen and no “x” means a violation was not seen or has

been cleaned up. The notes on the side are what needs to be done to bring the property into compliance. CDC Peterson explained that Officer Manka will verify the list, send out initial written notices of the violation and if the property owners have questions and/or need help they are to call the City. Officer Manka will follow up and then send out citations to those who have not complied.

### **Roseau County Commissioner**

County Commissioner Jack Swanson informed council on the following items:

- The County will be receiving 3 million dollars from the American Rescue Plan this week. The County has 3 years to use this money but does not have projects at this point that meet the criteria. Council asked if the County could use the money to partner with the City on projects, such as the housing project. Commissioner Swanson will check into that.
- The County is braking ground on the \$10 million Roseau County Highway Garage project in the Roseau Industrial Park this summer. The old county garage will be auctioned off.
- The old Beito buildings will be torn down and a new building will be built.

### **Operations Committee**

The Operation Committee did not meet.

### **Oakcrest Golf Course**

Council member Brady Johnson informed council that Andy Czeh is very excited about his leadership role on the Golf Course Board of Directors. Council member Johnson would like to invite Mark Wilson to the July 12 Council meeting to thank him for his years of service on the Oakcrest Golf Course Board of Directors.

The Oak Crest Golf Club provided to council the following Oakcrest Golf Board Oakcrest Golf Club, Inc. Corporate Board and Officers for the 2021 Calendar Year.

#### Board of Directors

Andy Czeh, President  
Jared Strand, Vice-President  
Kathy Jenson, Secretary  
Chris Hass  
Jess Herling  
Zach Johnson  
Oliver Ullman

#### Course Managers

Shelly LaPlante  
Laura Strand

#### Grounds Manager

Alex Halstensgard.

## **Airport Committee**

The Airport Committee did not meet. CDC Peterson informed council that the selection process to provide engineering services to the Roseau Municipal Airport will be on June 18<sup>th</sup> and will need a committee to go through the statement of qualifications (SOQ).

## **EDA**

CDC Peterson informed council that the EDA met May 26, 2021.

- The EDA opened the bids on May 13 for the Eleven01 Apartment project. The results were tabulated by Miller Construction the project manager. The EDA did not receive bids for three sections requiring a rebid of those sections, some bids were rejected as they were higher than the project budget, and these sections will be readvertised for bids. The EDA accepted some of the bid amounts contingent on the project being deemed feasible and proceeding with construction. There will be another bid opening on June 15<sup>th</sup> and a Special meeting on June 17 to review those bids. CDC Peterson stated that the hope is to shave a couple hundred thousand off the original bids, but the project may still be \$800,000 overestimate. Developer Skip Duchesneau has contacted MN Housing to see if there is more funding as there is such a large gap. MN Housing will also push for legislation of a sales tax exemption.

The City is currently pledging \$550,000. CDC Peterson asked council if they would consider putting forward more money to move this project forward this summer. CDC Peterson provided to council the following:

### **Eleven 01 Project Financial Investment**

Projected Cash Equity Need – Est. \$1,050,000

EDA Contribution - \$250,000

City Contribution - \$800,000

Existing Cash on Hand – City of Roseau

Checking account:	\$1-3 million	(Cash flows City Operation in most years)
Money Market Account:	\$1.5 million	(Reserve Account – not used since flood)
4 CDs (\$800k each)	\$3.2 million	(Reserve Account – not used since flood)

CD's Income: \$12,000 per year/CD

Eleven01 Projected Income: Average \$50,000 per year after year 4

Projected time to recoup investment: 20-25 years

After discussion, it was council consensus to hold a joint meeting with the EDA on June 17<sup>th</sup>.

- The EDA agreed to enter into a contract with Core Distinction Group to perform a \$9,000 Hotel Market Feasibility for Cobblestone Hotels which are interested in constructing a new hotel in the community.

## Department Reports

### Liquor Store

Liquor Store Manager Niki Johnson was introduced to Council. Manager Johnson informed council that things are going well, and former Manager Roseborough had left her with a good month. The year is down so far from last year but on track when compared to the year before COVID. Manager Johnson informed council that she had 2 applicants for the assistant manager position and ask if the position could be offered as full time. CDC Peterson stated that the assistant manager position is budgeted as a part time position.

### Fire Department

Fire Chief Craig McMillin informed council that the rural fire contracts are up for renewal for 2022, 2023 and 2024. No increase is recommended.

City Attorney Moren stated that the contracts are currently being worked on but council could approve the proposed terms so long as there were not increases.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded, and it was carried by unanimous vote to approve Resolution #30-21 Resolution Accepting Fire Contracts with no increases.

## R# 30-21 RESOLUTION ACCEPTING FIRE CONTRACTS

**WHEREAS**, discussion was had by the City Council of the City of Roseau regarding the proposed Fire Protection Agreements among the City of Roseau, the following organized Townships and Roseau County on behalf of the following unorganized Townships:

**Organized Townships:**

Beaver Township;  
Dieter Township;  
Enstrom Township;  
Falun Township;  
Golden Valley Township;  
Grimstad Township;  
Jadis Township  
Malung Township;  
Mickinock Township;  
Palmville Township;  
Reine Township;  
Ross Township;

Spruce Township;  
Stafford Township; and  
**Unorganized Townships:**

Roseau County for the following unorganized Townships:

159-37  
160-37  
163-38  
163-39  
163-40  
164-38  
164-39  
164-40

**BE IT RESOLVED** that the City of Roseau shall enter into the Fire Protection Agreements with the above named Organized Townships and the County of Roseau on behalf of the unorganized Townships, and that the Mayor and City Clerk-Treasurer are hereby authorized to execute said Fire Protection Agreements on behalf of the City of Roseau.

Adopted by the City Council of the City of Roseau, Minnesota, this 7th day of June 2021.

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

Attest: \_\_\_\_\_  
Clerk/Treasurer

Fire Chief McMillin informed council that an invoice for the fire hall project that was to be paid by the Fire Relief Association, had been submitted to and paid by the City putting the project over \$10,000 over budget in the City account. Chief McMillin asked council how he should handle it.

After discussion it was council consensus to ask the City Auditor how they would like it handled.

Chief McMillin informed council that it has been an extremely busy spring with over 40 calls so far. Most years average 50 calls annually. Chief McMillin stated that the straw fires burning north of town will continue to burn as they are contained to the piles and are extremely time consuming to put out. These fires are still under investigation.

### **Police Department**

Police Chief Ward Anderson informed council the police business will be during the public comment period.

### **Superintendent**

City Superintendent David Drown absent.

Mayor Fabian commented on the good progress that was being made on the projects on the residential lots

**Following Posted Notice and as set forth in the City of Roseau Agenda at 6:00 pm a Public Comment Period to consider Police Department Body Worn Camera Policy was held.**

City Attorney Moren provided council background for the public comment period in regard to adoption of the City Police Department Body Worn Camera Policy and resolution. The Police Department recently completed a body worn camera audit. During the audit it was asked if there had been a public comment period on the use of body cameras. The Roseau Police Department has worn body cameras since 2009. In 2016, a state law was enacted requiring any department using or proposing to use a body worn camera system to provide for public comment in regard to the system. It was assumed that the Roseau Police Department was “grandfathered in” and did not have to have a public comment period as the use of body cameras was already in place. The Auditor stated that a public comment period was necessary as well as a resolution to implement a body worn camera policy,

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to open the meeting for public comment.

There were no written or oral public comments.

A copy of the City Police Department Body Worn Camera Policy was available for inspection at the meeting. Chief Anderson stated that the League of Minnesota Cities had developed a model policy, which the City of Roseau followed.

Police Chief Anderson informed council that every officer wears a camera when they are working. The cameras are turned on when the officer is on a call except in certain health care situations. The recordings are kept following a records retention schedule provided by the State of Minnesota. The recordings can be downloaded into a docking station and put right into a case report. The new squad will be able to download the recordings automatically. Chief Anderson stated that there have not been data requests for video data other than for cases. It would cost \$8,000 for the software to be able to redact portions of video.

Commissioner Swanson stated that the County just approved a policy last month and the County is buying the software. It was discussed splitting the cost with the County.

Commissioner Swanson and Chief Anderson stated that the impact of the body worn cameras is very good for police departments as it is far more protective for the entities wearing them

Council member Pat Novacek motioned, Council member Jane Evans seconded, and it was carried by unanimous vote to close the public comment period.

Council member Jane Evans motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to approve Resolution #28-21

RESOLUTION NO. 28-21  
STATE OF MINNESOTA  
COUNTY OF ROSEAU



CITY OF ROSEAU

RESOLUTION AUTHORIZING THE CITY OF ROSEAU TO

APPROVE THE BODY CAMERA PROGRAM AS OUTLINED IN POLICE DEPARTMENT POLICY  
WHEREAS THE authorizing authority approves of the attached application/POLICY for the  
BODY WORN CAMERA PROGRAM: and

WHEREAS THE authorizing authority agrees to IMPLIMENT THE PROGRAM IMMEDIATELY  
NOW BE IT RESOLVED that the authorizing authority of the City of Roseau does adopt  
this resolution.

Upon vote taken, the following voted:

For:

Against:

Whereupon said Resolution No. 28-21 was declared duly passed and adopted this 7th day  
of June 2021.

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

Attest: \_\_\_\_\_  
Clerk/Treasurer

### **Parks and Rec Director**

Parks and Rec Director Keith Severson provided to Council a Monthly Summary Department  
Report that highlighted the following:

#### Memorial Arena

- The Roof leak is significant –getting quotes to repair the roof and provide an understanding of costs for a complete roof replacement which was in the 5-year plan. One side of the arena had been repaired to last 3-5 years until both sides could be redone but the roof is leaking. Council member Johnson stated that the wood may be rotting and suggested getting an architect to do an assessment on it.
- Director Severson informed council that ventilation will need to be added to the high school locker room. When it was remodeled, the ventilation was covered.
- Director Severson informed council that the North Rink has ice on year-round.

#### City Park / Parks / Trails break in -

- Two new RV campsites, 5 converted from tenting to RV sites
- Total 5 tent sites @ \$12 a night, 17 RV sites at \$22 a night
- 82 reservations made on CAMSPOT over 80% of those are made without help
- One issue identified in the transferring of reservations from old system to new system. Holding 1-2 site free in case any other unforeseen issues arise from the transfer of systems
- The campground is on track to have record revenues this year.
- One summer help staff has started and is trying to stay ahead of mowing and garbage until other summer help starts

- Three long term RV spots are filled with construction workers. Director Severson is referring other construction workers to the campground at the Americinn.

Gilbertson Field is in good shape

#### Summer camp

- Over 30 kids registered
- Utilizing a new system called BRIGHTWHEEL to manage services and communication with parents

#### Administration

- New Parks and Rec website continues to grow –480 active users already
- City ball registration closed –110 kids signed up!
- Adult softball registration is OPEN
- Tennis meet up is planned–June26
- Star gazing event is being planned
- Gazebo music nights are planned
- Movie in the park nights are being finalized
- Splash pad is OPEN
- New dock next to splashpad continues to be on plan for end of July completion

#### Planned Activities

- BIKE & KITE park event date to be selected
- Planning a cornhole league
- Planning a volleyball league
- Planning youth soccer (Aug.-Sept.)
- Planning multiple events with DNR
- Planning splash pad and new dock event splash pad appreciation for August 5<sup>th</sup> during Crazy Days.
- Director Severson is working on an event for the recognition of the former Mayor.

#### City Attorney

City Attorney Michelle Moren informed council that G&L Tank Sandblasting and Coating LLC would like to be let out of their bid (\$372,500.00) for cleaning, repairing, and painting the 200,000-gallon Old Water Tower (Resolution 24-21) that was accepted by council May 3, 2021, due to a scheduling conflict. City Attorney Moren informed council that Classic Protective Coatings, Inc. had the next lowest bid of \$375,625.00, but will accept the G&L Tank Sandblasting and Coating bid amount of \$372,500, a \$3,125.00 difference. The council was advised that action could be taken against G & L's bid bond. The council was further advised, that engineer, KLM recommended that the council allow G & L to withdraw its bid and for council to accept the next lowest responsible bidder.

After discussion, Council member Brady Johnson motioned, Council member Pat Novacek seconded, and it was carried by unanimous vote to rescind the bid acceptance with G&L Tank Sandblasting and Coating LLC (\$372,500.00) for cleaning, repairing and painting the 200,000-

gallon Old Water Tower (Resolution 24-21) and award the bid to Classic Protective Coatings, Inc. for \$372,500.00.

**RESOLUTION 31-21**

BE IT RESOLVED, that pursuant to advertisement for bids and for the City of Roseau, KLM Project No. 1030-21, the following bids were received:

G&L Tank Sandblasting and Coating LLC..... \$372,500.00  
(G&L Tank Sandblasting and Coating asked to be let out of their bid)  
Classic Protective Coatings, Inc.....\$375,625.00  
(Classic Protective Coating, Inc. agreed to accept the project for \$372,500.00)  
The Osseo Construction Co. LLC.....\$431,000.00  
Maguire Iron, Inc..... \$597,000.00

BE IT RESOLVED, that the City of Roseau hereby authorizes the release of G & L Tank Sandblasting and Coating LLC from its bid conditioned upon the acceptance of the next lowest responsible bidder, Classic Protective Coatings, Inc agreeing to the initial low bid amount of \$372,500.00.

BE IT FURTHER RESOLVED that the bid amount from Classic Protective Coatings in the amount of \$372,500.00 be accepted.

Adopted by the City Council, of the City of Roseau, Minnesota, this 7th day of June 2021.

ATTEST:

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

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

**Community Development Coordinator**

- CDC Todd Peterson informed council that the owners of 303 Center Street in Roseau are trying to sell the property and are asking if the city council would purchase the property from the potential new owner if the new potential owner decides they do not want it. In 2019 the City of Roseau had offered \$20,000 for that property. CDC Peterson informed council that this property is still in the flood plain. In 2019 the Building Official had indicated that the building was not worth saving, so the City would just be purchasing the lot and would still have the cost of the demo. The lot would have to be built up a foot or two to elevate it out of the flood plain so it can be sold.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to offer \$20,000 today for the lot at 303 Center Street but the offer does not include any time in the future.

CDC Peterson informed council that there is a \$9,000 CRRSA Act grant available to the Roseau Airport for Federal Airport Expenses Reimbursement. CDC Peterson informed

council that the City had not applied for it as the airport did not have COVID expenses. The Roseau Municipal Airport was 1 of 4 out of 4000 that had not applied. CDC Peterson has since been contacted and informed that these funds may be used for regular maintenance and operation (M&O) expenses.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to authorize CDC Peterson and Mayor Fabian to execute this “Grant Agreement for Federal Airport Expenses Reimbursement” #1047053 Resolution (32-21) on behalf of the City. Council member Jane Evans opposed.

**Mayor Council**

Mayor Fabian and council discussed planning an event to recognize former Mayor Pelowski. It was discussed having it August 5<sup>th</sup> during Crazy Days during the Splash Park and Kayak Launch as there will also be local talent at the gazebo. Director Severson was put in charge.

There being no further business Councilmember Pat Novacek motioned to adjourn the meeting, seconded by Councilmember Brady Johnson and approved by unanimous vote.

ATTEST:

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

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