

**REGULAR ROSEAU CITY COUNCIL MEETING**

**MONDAY – March 7, 2022**

**Regular meeting at 5:00 P.M.**

**In person meeting**

**121 Center Street East Suite 201**

**Roseau, MN 56751**

The Regular monthly meeting of the Roseau City Council was held on the above date, time, and place. Members present were, Mayor Dan Fabian, Councilmembers: Amy Bassingthwaite, and Mary Hayes. Absent: Pat Novacek and Brady Johnson. Others present were Community Development Coordinator Todd Peterson, Fire Chief Craig McMillin, Police Chief Ward Anderson, Liquor Store Manager Niki Johnson, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, Parks & Rec. Director Keith Severson, and Leon Huot-incoming Fire Chief.

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

Council member Mary Hayes motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to approve the February 7, 2022, regular meeting minutes as written.

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

1. Presentation of Accounts Payable claims February 1, 2022, through February 28, 2022, Batch AP02282022.  
CK# 71756-71790 = \$91,664.94.
2. Presentation of daily checks February 1, 2022, through February 28, 2022  
CK# 71641-71755= \$317,123.70.  
E# 2778-2818 = \$434,163.56.  
PR 02/15/2022 = \$41,172.12  
PD Comp Payout = \$1,835.23  
PR 02/28/2022 = \$46,395.91  
Void Ck#71114
3. Presentation of Receipt entries January 1, 2022, through January 31, 2022.
4. Presentation of Journal entries JE123121.
5. Audit Committee review of December 2021 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
Upcoming scheduled meetings:
  - a. April 4, 2022, Regular council meeting at 5:00 p.m.

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**Mayor**  
Dan Fabian

**Council**  
Pat Novacek  
Amy Bassingthwaite  
Brady Johnson  
Mary Hayes

**City Attorney**  
Michelle E. Moren

**Police Chief**  
Ward Anderson

**Manager Liquor Store**  
Niki Johnson

**City Clerk-Treasurer**  
Elizabeth Carlson

**Community  
Development Coordinator**  
Todd Peterson

**City Superintendent**  
David Drown

7. Approve the use of alcohol in the Community Center- April 9, 2022-Partners for Health
8. Investment–Roseau EDA Hi Fi as of 03/01/2022 is \$82,082.77.
9. Cash in bank-Regular checking as of 03/01/2022 is \$2,116,175.18.
10. Investment-Regular Hi Fi as of 03/01/2022 is \$1,564,908.18.
11. Investment Certificate of Deposit as of 03/01/2022 is \$827,213.22
12. Investment Certificate of Deposit as of 03/01/2022 is \$821,247.66.
13. Investment Certificate of Deposit as of 03/01/2022 is \$822,966.60.
14. Investment Certificate of Deposit as of 03/01/2022 is \$814,197.68.
15. Investment-Roseau EDA Money Market as of 03/01/2022 is \$138,593.95.
16. Cash in bank-Roseau EDA as of 03/01/2022 is \$25.29.
17. Roseau Liquor Store February 2022 monthly sales report
18. February 2022 City Revenues & Expenditures

### **Committee Reports**

**Planning Commission** – Did not meet

### **Roseau County Commissioner**

Commissioner Jack Swanson was absent.

### **Operations Committee**

No new business to report.

### **Oakcrest Golf Course**

No new business to report.

### **Airport Committee**

The Airport Committee did not meet. CDC Peterson presented to council Resolution 19-22 for the Airport Maintenance and Operation Grant Contract and the Contract #1047512.

Council member Amy Bassingthwaite motioned, Council member Mary Hayes seconded, and it carried by unanimous vote to approve Resolution 19-22 for the Airport Maintenance and Operation Grant Contract and the Contract #1047512 and authorize its signing.

### **EDA**

CDC Peterson informed council that the EDA met on February 23, 2022. CDC Peterson reported on the following:

- Two agreements were provided to the EDA for the development and management of the Eleven01 Apartments from D.W. Jones Management. The first agreement is a Consultant Service Agreement with D.W. Jones for the planning and development of the Eleven01 project. The second agreement is a Management Agreement to manage the day-to-day operations of the Eleven01 apartments. The EDA approved both agreements.
- The Aurora Meadows project that has been proposed by Optima Development is on hold after the Roseau Community Church rejected the offer to sell land for the development. Optima is looking at a site north of Roseau Electric Cooperative that may be suitable for

the project. CDC Peterson provided a preliminary map of a proposed 3 phase development.

- Frito-Lay has requested an early termination of its ground lease with the EDA and has agreed to abide by the early termination requirements set forth in the lease agreement and to provide the two existing buildings to the EDA at no cost. It has not been decided if the EDA will lease the buildings, use them for City purposes or sell the buildings.
- The EDA/City owns a lot on the east side of Roseau along MN Hwy 11 between Helgeson Funeral Home and Roseau Business Plaza. Mr. Roger Geroy has inquired about purchasing that lot to construct a building to house his appliance business. The appraisal provided a valuation of \$70,000 for the parcel. The EDA approved offering the parcel to Roger Geroy for \$70,000. The City acquired this parcel by tax forfeit.

## **Department Reports**

### **Liquor Store**

Liquor Store Manager Niki Johnson provided council the Liquor Store monthly sales report.

### **Fire Department**

Fire Chief Craig McMillin informed council of the following:

- The Fire Department has hired Jordan Brateng as a fire fighter.
- Chief McMillin will be using the Red House for Fire Department training. There will be a safety officer on site. Council had no objections.
- Chief McMillin provided to council the Roseau Fire Department 2021 Annual Report. Chief McMillin noted that there was an increase in grass fires in 2021 due to the dry summer and there was an increase in assisting in the search for lost individuals.
- Chief McMillin presented to council the following Roseau Fire Department Appointments for 2022 noting that Leon Huot would be the new fire chief as Chief McMillin is stepping down.

#### 2022 Roseau Fire Department Appointments

Chief – Leon Huot

Assistant Chief – Jeremy Grindeland

Captain – Seth Novotny

1<sup>st</sup> Lieutenant – Neal Vatnsdal

2<sup>nd</sup> Lieutenant – Rick Bjorkquist

Training Officer – Ryan Murray

Supply Officer – Jon Brandt

President – Ryan Murray

Vice President – Dan Halstensgard

Secretary – Ben Edwards

Mayor Fabian and Council thanked Fire Chief Craig McMillin for his years of service.

Council member Amy Bassingthwaite motioned, Council member Mary Hayes seconded, and it was carried by unanimous vote to approve the 2022 Roseau Fire Department Appointments.

Police Chief Ward Anderson thanked Fire Chief McMillin and the Fire Department for their assistance. When called upon the Fire Department was more than willing to assist in searches.

**Police Department**

Police Chief Ward Anderson had no new business.

**Superintendent**

City Superintendent David Drown was absent

**Parks**

Parks and Rec Director Keith Severson provided to council proposed camping rate changes for 2022 and 2023. The Park Board has recommended and approved them. Director Severson researched rates in the region and found the City of Roseau camping rates to be below the average competition. Rather than making a significant increase in 2022 the Park Board recommends spreading the increase over two years. Those who have already booked will have the rates at the time of booking honored. Director Severson stated that he can implement the new rates in the software tomorrow, upon council approval. It was also noted that with the Camp Spot software there has been a significant increase in bookings and revenue collection.

The rates would be	2022	2023
Daily	26.00	30.00
Weekly (per day)	21.00	26.00
Monthly (31 days)(per day)	17.00	22.00

The “Special July Rate” will be eliminated.

The Park Shelter remains the same \$60.00 for the day.

Primitive camping (tents only) will also stay the same at \$12.00 per day.

Director Severson informed council that there are 5 primitive sites but only up to 3 sites are full at a time, maybe 2 of the sites should be converted into RV sites.

Council member Amy Bassingthwaite motioned, Council member Mary Hayes seconded, and it was carried by unanimous vote to approve the 2022 and 2023 rate increases to the Roseau City Campground.

**City Attorney**

City Attorney Michelle Moren informed council on the following:

- The legislature of the State of Minnesota has been redistricted and Minnesota Statutes §204B.14 subd. 3(d) requires that precinct boundaries must be reestablished within 60 of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first, so this needs to be done by the end of March. City

Attorney Moren presented the following resolution along with a Roseau Precinct Map provided by CDC Peterson that shows all the recent annexations.

**RESOLUTION NO. 20-22**

**OF THE CITY OF ROSEAU REESTABLISHING PRECINCTS AND POLLING PLACES**

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, March 7, 2022, at 5:00 p.m., a Motion was made by Councilperson Amy Bassingthwaite for passage of the following Resolution:

**THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:**

**WHEREAS**, the legislature of the State of Minnesota has been redistricted; and

**WHEREAS**, Minnesota Statutes §204B.14. subd. 3(d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

**NOW THEREFORE, BE IT RESOLVED** that the City Council of the City of Roseau, County of Roseau, State of Minnesota hereby reestablishes the boundaries of the voting precinct and polling place as follows:

**Sole precinct:**

All of the City of Roseau as set forth on the attached City map; and

**Sole polling place:**

Roseau City Center, 121 Center Street East, Roseau, Minnesota 56751.

Attached to this resolution, for illustrative purposes, is a map showing said sole precinct and the location of the sole polling place.

This Motion for Resolution was seconded by Councilperson Mary Hayes, and upon a vote being taken, the following voted in favor: Mayor Dan Fabian, Councilpersons Amy Bassingthwaite, Mary Hayes.

The following voted against the same: NONE.

The following abstained: NONE.

The following were absent: Council member Pat Novacek and Brady Johnson.

Adopted by the Council this 7th day of March, 2022.

EFFECTIVE DATE: March 7, 2022.

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Mayor

ATTEST:

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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 March 7, 2022.

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Elizabeth Carlson, City Clerk-Treasurer, City of Roseau, Minnesota.

- City Attorney Moren gave an update on notifications the railroad has been sending to the City of Roseau concerning the billing on the piping running under the tracks. There is a time limit as to how long the railroad can charge and we are past that time limit. City Attorney Moren will be speaking with City Superintendent Drown to discuss how to proceed.
- City Attorney is working on the Vatnsdal annexation map. The Department of Transportation is raising an issue as their map and the Roseau County GIS maps are different where the Vatnsdal property abuts the railroad.

### **Community Development Coordinator**

CDC Todd Peterson presented to the following:

- Work is still being done on the Highway 89 development project. Except for Dollar General everyone along the corridor has been notified. (Have not been able to get contact information for the person in charge of Dollar General.) MnDOT and Houston Engineering are working on preliminary designs. To solicit comments: CDC Peterson is putting information on the Hwy 89 project in the newsletter this month and will post information on the City of Roseau Website; MnDOT will be posting the development to their web page and is planning a booth at the Roseau County Fair.
- A proposed draft of the Roseau Comprehensive Plan Update Schedule. Houston Engineering is working on a survey to gather information to develop an overall plan on what the future of the City of Roseau should look like. CDC Peterson will get a draft of the survey to the council members. This will be advertised on the City website, Facebook, an article in the newsletter, and a booth at the Roseau County Fair. A draft of the plan should be ready to present to Council at the October council meeting.
- A company contacted CDC Peterson about purchasing the City's Verizon water tower lease. This company would pay the City of Roseau up front a lump sum for its on-going \$1,000/mo. lease to Verizon. CDC Peterson did not recommend pursuing this proposal as it would result in less income to the city in the long run and there is no pressing need for the City to obtain cash up front today.

### **Mayor and Council**

Mayor Fabian and CDC Peterson attended the Coalition of Greater Minnesota Cities Legislative Day. Mayor Fabian stated that they spoke on behalf of a lot of cities when they requested more money for the workforce housing grants and tax credits for businesses seeking to invest in workforce housing projects.

Mayor Fabian and CDC Peterson will be attending a meeting tomorrow at 11:30 with Polaris to discuss workforce issues

Mayor Fabian and CDC Peterson discussed the bridge at the old dam site. The DNR is working on rock rapids in the same area simultaneously. It was understood that Houston Engineering would be used for both the City project and the DNR project so that there would not be duplicate engineering work and duplicate charges on the projects or conflicting designs. The Roseau River Watershed District is contracting with the DNR to design the rock rapids portion of the project, but has hired their own engineers HDR to do the work, and this may cause problems. Mayor Fabian will talk to the Watershed District Board chair to see how to move forward with this issue.

CDC Peterson informed council that Houston Engineering is also working on a coulee project for the golf course drainage. There are a couple of preliminary ideas. One version would fix the drainage back to Highway 89 and cost approximately \$160,000. The second version would cost approximately \$400,000 but would incorporate structures to reduce phosphorus. This second version may save the City money if it can get phosphorus credits to use against the phosphorus discharged out of the lagoons. The City may also be able to receive grants and assistance for water quality that the lagoons would not be eligible for. CDC Peterson stated that there is no agreement with MPCA yet but if this could be done it could potentially address more than one issue.

Mayor Fabian stated that when he was in the legislature, he worked with the City of Thief River on phosphorus offset projects. The MPCA had said no initially but then worked with them on offset credits.

**Delegations/Petitions/Complaints - none**

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

ATTEST:

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Elizabeth Carlson, City Clerk-Treasurer

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Mayor Dan Fabian