

**REGULAR ROSEAU CITY COUNCIL MEETING  
MONDAY – May 3, 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, City Superintendent David Drown, Police Chief Ward Anderson, Fire Chief Craig McMillin, Parks and Rec Director Keith Severson, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, Jack Swanson-Wild 102 Radio and Leon Huot – Roseau Fire Department.

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 April 5, 2021 continued to April 7, 2021 regular meeting minutes as written.

Council member Amy Bassingthwaite 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 April 1, 2021 through April 30, 2021 Batch AP0043021.  
CK# 70055-70120 = \$322,430.18
2. Presentation of daily checks April 1, 2021 through April 30, 2021  
CK# 69966-70054 = \$260,329.15  
VOID Ck #69984  
E# 2362-2396 = \$371,885.48  
PR 04/15/21 = \$41,130.88  
PR 04/30/21= \$45,962.64
3. Presentation of Receipt entries March 1, 2021 through March 31, 2021.
4. Presentation of Journal entries JE022821.
5. Audit Committee review of February 2021 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
Upcoming scheduled meetings:
  - a. June 7, 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 04/28/2021 is \$292,613.30.
9. Cash in bank-Regular checking as of 04/28/2021 is \$2,187,545.95.
10. Investment-Regular Hi Fi as of 04/28/2021 is \$1,563,906.13.
11. Investment Certificate of Deposit as of 04/28/2021 is \$823,713.91
12. Investment Certificate of Deposit as of 04/28/2021 is \$817,564.48.
13. Investment Certificate of Deposit as of 04/28/2021 is \$819,275.71.
14. Investment Certificate of Deposit as of 04/28/2021 is \$809,952.12.
15. Investment-Roseau EDA Money Market as of 04/28/2021 is \$208,529.46.
16. Cash in bank-Roseau EDA as of 04/28/2021 is \$369.42.

17. LG240B-Eagles-Bingo-County Fair Bingo
18. KLJ Airport Project Status Report
19. April 2021 City Revenues & Expenditures Report
20. April 2021 Liquor Store Monthly Sales Report
21. Fort Erie Ontario Resolution-Reopen the US Canadian Border
22. Promotions Director Monthly Report

### **Delegations/Petitions/Complaints –**

Robert Tuttle informed council that the Roseau Masonic Lodge is looking to host a drive-thru Mother's Day meal on Sunday May 9, 2021. They are collaborating with the Roseau American Legion. They plan to serve approximately 350 parties/vehicles on 2<sup>nd</sup> Ave between the American Legion and the Memorial Arena from 11:00 am until sold out. Mr. Tuttle would like council approval for the Mother's Day Fund Raising meal.

Council member Jane Evans motioned, Council member Pat Novacek seconded, and it was carried by unanimous vote to approve the Roseau Masonic Lodge hosting a drive-thru Mother's Day meal for parties/vehicles on 2<sup>nd</sup> Ave between the American Legion and the Memorial Arena from 11:00 am until sold out, on Sunday May 9, 2021.

### **Committee Reports**

#### **Planning Commission –**

CDC Peterson informed council that the Planning Commission met Monday, April 26, 2021 at 12pm. The following items were discussed.

- CDC Peterson reviewed the Tour of the City reports that were distributed to the Planning Commission. There was general discussion about the properties on the list and the overall process. The Planning Commission then discussed logistics for the 2021 Tour of the City. It was discussed that CDC Peterson and Officer Manka will review the 2020 property listings to verify what still needs attention and address those items first. If any new issues are spotted those will be added. It was discussed to go ahead with Planning Commission tour in May if COVID regulations will allow for a bus tour of the City. City Attorney Michelle Moren will check the current guidelines and provide feedback to the Planning Commission on moving forward with the bus tour. CDC Peterson stated that the traditional tour will probably not take place, so CDC Peterson and Officer Manka will go over the lists and add and subtract properties from that list.
- CDC Peterson presented to council Land variance application #3-21 from Cary Olson. Mr. Olson would like to purchase a house to be moved to Lot 14 Blk 2 of Oak Crest South addition. Mr. Olson has provided pictures of the houses to the east and west of his lot in addition to the pictures of his lot and the house he would like moved. CDC Peterson informed council that normally the Planning Commission would review this first, but there is a 60-day rule and in that time frame there will need to be two public hearings, and a decision made. CDC Peterson asked council to set the first public hearing for 12:05 at the May 24, 2021 Planning Commission meeting.

After discussion, Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded, and it carried by unanimous vote to set the first public hearing

on the Cary Olson Land Variance Application #3-21 for 12:05 at the May 24, 2021 Planning Commission meeting.

Council member Jane Evans asked if something could be done about the tall weeds that have grown up by the elevator in town. City Superintendent will look into it but it is in the railroad right of way and the railroad has not made an effort to clean it up in the past.

### **Roseau County Commissioner**

County Commissioner Jack Swanson informed council on the following items:

- The first half of the property taxes are due in mid-May so the City should see the disbursement mid-June.
- The President has signed the federal funding and there is some clarity as to how it can be spent. Counties may see it in May. CDC Peterson stated that cities may see it in June.
- There was some discussion of the Roseau River Watershed Comprehensive Watershed Management Plan. This topic will be discussed further under Mayor Council later in the meeting.

### **Operations Committee**

The Operation Committee did not meet.

### **Oakcrest Golf Course**

Council member Brady Johnson informed council the Oakcrest Golf Board met briefly and discussed the following items:

- Mark Wilson will no longer be on the board but will run the men's league.
- Both the men's and women's leagues are filling up.
- Golf course memberships are up.
- Cart storage is full with a waiting list.

### **Airport Committee**

The Airport Committee did not meet. CDC Peterson provided to council:

- State Airports Fund Grant Agreement 1046431 for a septic system upgrade at the Roseau Municipal airport. This grant is being rewritten as the amount of the project has increased. Both State share (\$14,877) and the City share (\$4,759) will be slightly larger than the original grant agreement.

CDC Peterson asked for council approval of the Resolution Authorizing Grant Agreement 1046431 with the amended numbers of the State share of \$14,877 and the City share of \$4,759.

After discussion, Council member Jane Evans seconded by Council member Amy Basingthwaite to approve the Resolution Authorizing Grant Agreement 1046431 with the amended numbers of the State share of \$14,877 and the City share of \$4,759.

Rev. 1/07

## **RESOLUTION 23-21**

## **AUTHORIZATION TO EXECUTE**

## **MINNESOTA DEPARTMENT OF TRANSPORTATION**

## **GRANT AGREEMENT FOR AIRPORT IMPROVEMENT**

**EXCLUDING LAND ACQUISITION**

It is resolved by the **City of Roseau** as follows:

1. That the state of Minnesota Agreement No. **1046431**, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. **A6801-43** at the **Roseau Municipal Airport** is accepted.
2. That the Mayor and Community Dev. Coord. are  
(Title) (Title)  
authorized to execute this Agreement and any amendments on behalf of the **City of Roseau**.

**CERTIFICATION**

STATE OF MINNESOTA

COUNTY OF ROSEAU

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the Roseau City Council

(Name of the Recipient)

at an authorized meeting held on the 3<sup>rd</sup> day of May , 2021

as shown by the minutes of the meeting in my possession.

Signature: \_\_\_\_\_

(Clerk or Equivalent)

\_\_\_\_\_  
CORPORATE SEAL /OR/ NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

- CDC Peterson informed council that the current engineering firm KLJ the City uses for the airport work has lost all of the personnel that were originally assigned to work on our airport. CDC Peterson asked for council approval to retain the professional services of a qualified airport architectural and engineering consulting firm for a 5-year period to assist the Roseau Municipal Airport.

After discussion, Council member Pat Novacek motioned, Council member Brady Johnson seconded, and it was approved to advertise for Request for Statement of Qualifications Architectural and Engineering Services.

**EDA**

CDC Peterson informed council that the EDA met April 28, 2021. The main item discussed was the Eleven 01 project.

- The EDA has \$ 200,000 put towards this project. The City may have to fund approximately \$350,000 depending on bids. There will be more information for council at the June council meeting as the bids will have been opened. There will not be a lot of time for discussion after that meeting.
- The \$1.441 million grant agreement has not been received from the State of MN yet.
- There are three sizable donations from local businesses.
- There is still hope that sales tax exemption on project materials may get approved in the Legislature.
- Material prices are high and items such are appliances are six to eight months out.
- There are also loan items yet to take care of.

## **Department Reports**

### **Liquor Store**

Liquor Store Manager Roseborough was absent but had provided to council her formal resignation. Ms. Roseborough's resignation stated that she is relocating to Missouri. Ms. Roseborough was grateful to have been a part of the City and wished the City success in the future.

After discussion, Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded, and it carried by unanimous vote to accept the resignation of Liquor Store Manager Roseborough.

CDC Peterson informed council that there were about 18 applicants for the Liquor Store Manager position. None of the applicants were fully qualified but two of the applicants met some of the qualifications. CDC Peterson would like council to interview the two applicants as soon as possible so if one were chosen there would be some time for training before Manager Roseborough leaves. As this is a Department Head position the whole council is on the interview panel.

Council discussed continuing this council meeting to Wednesday, May 5<sup>th</sup> for interviews. The motion will be made at the end of this meeting.

### **Fire Department**

Fire Chief Craig McMillin provided to council the Roseau Fire Department Relief Association Minutes of Meeting for February 9, 2021, the By-Laws of the Roseau Fire Department Relief Association, and the Roseau Fire Department Relief Association Officers. Fire Chief McMillin informed Council the Roseau Fire Relief association voted to increase the annual pension benefit from \$2,000 per year of service to \$2,200 per year of service and that all other language in the Roseau Fire Relief Bylaws remain the same. The Roseau Fire Relief Association is in good financial shape and has the funds. Council still needs to approve this change as the City is liable if the Fire Relief Association does not have the funds to cover its obligations.

After discussion, Council member Pat Novacek motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to approve The Roseau Fire Relief Association increasing the annual pension benefit for each year of service within the Roseau Fire Relief Association from \$2,000 per year to \$2,200 per year.

Fire Chief McMillin introduced Leon Huot. Mr. Huot may fill in for Chief McMillin and wanted to sit in on a Council meeting.

### **Police Department**

Police Chief Ward Anderson informed council that two applicants for the part time police officer position were given tests and interviews. Both applicants are in school but will graduate this spring. Chief Anderson informed council that the Police Department would like to hire Cody Vonasek as soon as he finishes school and passes state boards.

Police Chief Anderson stated that the Police Department had a body worn camera audit and it went well. During the audit it was asked if there had been a public comment period on the use of body cameras. Chief Anderson stated that the Police Department has worn body cameras since 2009. In 2016 they became mandatory. City Attorney Moren stated that it was assumed that the Roseau Police Department was “grandfathered in” and did not have a public comment period as the use of body cameras was already in place. The auditor would still like to see a public comment period. City Attorney Moren asked that a public comment period be set on the June 7<sup>th</sup> agenda to confirm and ratify by resolution that the public comment period had taken place.

It was council consensus to set the public comment period for 6 pm at the June 7, 2021 council meeting.

**Superintendent**

City Superintendent David Drown informed council of the following:

- The City of Roseau has received the pre-public draft notice from the Minnesota Pollution Control Agency on the City of Roseau’s wastewater treatment facility. The City of Roseau has been filing on a 2015 permit. Superintendent Drown stated that there will be more information coming as we do not have a number yet. The Red River Basin commission is working on behalf of the cities with the MPCA to try to come up with a formula.
- KLM Engineering provided the City of Roseau with a bid evaluation for cleaning, repairing, and painting the 200,000-gallon old water tower. The bid opening was held on Thursday, April 8, 2021. KLM recommended G&L Tank Sandblasting and Coating LLC as they had the lowest bid of \$372,500.00

Council discussed how to pay for this project. CDC Peterson stated that \$59,000 was in the budget if council wanted to lease/purchase. There is also over \$300,000 coming from the Federal government that can be used on infrastructure and the water tower would be an eligible project. The \$300,000 and what is in the budget would cover the cost.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded, and it carried by unanimous vote to use the approximately \$300,000 in Federal COVID money plus the budgeted amount and accept the lowest bid of \$372,500.00 from G&L Tank Sandblasting and Coating LLC for cleaning, repairing, and painting the 200,000-gallon Old Water Tower.

**RESOLUTION 24-21**

BE IT RESOLVED, the 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
Classic Protective Coatings, Inc.....	\$375,625.00
The Osseo Construction Co. LLC.....	\$431,000.00

Maguire Iron, Inc..... \$597,000.00

NOW THEREFORE BE IT RESOLVED that the bid amount from G&L Tank Sandblasting and Coating LLC in the amount of \$372,500.00 be accepted.

Adopted by the City Council, of the City of Roseau, Minnesota, this 3<sup>rd</sup> day of May 2021.

ATTEST:

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

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

- Superintendent Drown informed council that City Crew member Daniel Halstengard has turned in a letter of resignation and the City Utility Department is advertising for his position.
- Superintendent Drown presented to council the Opinion letter from the Moren Law Offices concerning the Kinetic Leasing, Inc. lease with the option to purchase Agreement No.CIT6914-104, an authorizing resolution of the Lessee (Resolution 25-21), and other relevant documents pertaining to the lease/purchase of the Street and Utility Construction. The total amount financed is \$525,000 with the first payment of \$58,280 due June 1, 2021the final payment will be June 1, 2030.

After discussion, Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded, and it carried by unanimous vote to approve and authorize the signing of the Kinetic lease option to purchase Agreement No.CIT6914-104, an authorizing resolution of the Lessee (Resolution 25-21), and other relevant documents pertaining to the lease/purchase of the Street and Utility Construction. The total amount financed is \$525,000 with the first payment of \$58,280 due June 1, 2021the final payment will be June 1, 2030.

- Superintendent Drown informed council that Tony Brateng would like to farm approximately 14.5 acres of City property, along the golf course. As the acreage is small Superintendent Drown suggested that rent be in exchange for maintaining the land. City Attorney Moren stated that Moren Law Office will draw up the agreement.

After discussion, Council member Amy Bassingthwaite motioned, seconded by Council member Jane Evans, and carried by unanimous vote to approve Tony Brateng farming approximately 14.5 acres along the golf course and maintain those acres in exchange for rent.

**Parks and Rec Director**

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

- The roof leak at the Memorial arena is significant and Director Severson is getting quotes to repair the roof.

- Compressor #3 has been down since March and Director Severson is getting bids for repair.
- Gilbertson field is in great shape.
- Earth Day clean-up was a success, all the parks in the City were cleaned.
- The campground and shelter dates are filling up. Council discussed the construction crews that are moving in and how to accommodate both the vacationers and the construction crew's use of the campground.
- The new booking reservation system is going well and turning into a hub for all things Roseau. Director Severson has met with over 13 different groups to work with the City to offer more opportunities to people.
- Youth and adult softball are filling up and there may be a shortage of fields.
- Some of the planned upcoming activities are "Bike & Kite Day", "Fishing Day", and "Movie in the Park".
- Director Severson has completed the Park Boards request to find an equipment rental solution. It is a self-service equipment rental system costing \$8,500 with a \$1,500 recurring fee. It is an unbudgeted item if the city council were to consider it.

### **City Attorney**

City Attorney Michelle Moren provided to council the Roseau River Restoration Agreement City Center Site. The project improvements include construction of access trails, resting areas benches, kayak launch, dock, transition plat, information kiosk, stabilization of the riverbank, including a retaining wall and fish habitat structure, installation of rain gardens and planting of prairie grass. The estimated cost of the project is \$65,800. The DNR grant amount is \$32,900 and the Roseau River Watershed District will be responsible for payment of the local match amount of \$32,900. RRWD will act as the general contractor. The City of Roseau will pay to RRWD the \$32,900 grant it receives from the DNR. The maintenance of this project will be the City's responsibility.

After discussion, Council member Jane Evans motioned, seconded by Council member Pat Novacek and it was carried by unanimous vote to approve the Roseau River Restoration Agreement City Center Site and to provide to the RRWD the \$32,900 the City receives from the Minnesota DNR grant.

### **Community Development Coordinator**

- CDC Todd Peterson informed council there is a broadband grant available for low to moderate income and portions of the city would qualify and be eligible for funding. Roseau Electric Cooperative is interested and will submit a proposal though it would not be exclusively for Roseau Electric as it will need to have a public hearing and go out for bids. John Wynne would need to submit the grant application by June 1, 2021. CDC recommended setting the public hearing for May 26, 2021 at 11:30 am.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded, and it carried by unanimous consent to approve setting a public hearing on the broadband grant for May 26, 2021 at 11:30am.



- CDC Peterson asked for council approval to enter into the City/School three-year agreement (July 1, 2021 to June 30, 2024), with Independent School District 682. “The School believes its primary mission is to provide quality educational programs for its kindergarten through twelfth grade consistent with the rules and regulations of the State of Minnesota.” “The City believes its primary mission is to provide governance and basic infrastructure needs for its residents.” “The School and City agree that this Agreement is secondary to each party’s stated primary mission.” CDC Peterson stated that there were just minor changes to the previous agreement.

After discussion, Council member Pat Novacek motioned, Council member Brady Johnson seconded, and it carried by unanimous consent to approve the City/School three year agreement (July 1, 2021 to June 30, 2024), with Independent School District 682.

- CDC Peterson informed council that the school will have a class this year to do a house build. Keith Markstrom is willing to head it up thus eliminating the need to use Northwest Community Action. This would also reduce the cost. The City does have a lot in Oak Crest West or the Ann Butler lot closer to the school. The house style would be the same as the last one.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to approve entering into a house build project with the Roseau School.

### **Mayor Council**

Mayor Fabian opened discussion on the invitation to participate in the development of the Roseau River Watershed Comprehensive Watershed Management Plan. It was discussed that CDC Peterson would be on the advisory committee with City Superintendent David Drown as backup.

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded, and it carried by unanimous consent to approve CDC Peterson be on the advisory committee with City Superintendent David Drown as backup.

Council member Jane Evans inquired as to what is recyclable as it seems to change. City Superintendent Drown stated that the County Environmental Office would be the best place to find out what is recyclable now as it depends on the market.

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it carried by unanimous vote to continue the Roseau City Council meeting to Wednesday at 3:45 pm.

**CONTINUATION OF MAY 3<sup>RD</sup> REGULAR COUNCIL MEETING  
May 5, 2021, 3:45 pm**

Present: Mayor Dan Fabian; Councilmembers Amy Bassingthwaite, Pat Novacek, Brady Johnson; City Attorney Michelle Moren, Community Development Coordinator Todd Peterson, Liquor Store Manager Linda Roseborough, Joanna Ullman and Nicole Johnson.

Mayor Fabian reopened the May 3<sup>rd</sup> Regular City Council Meeting.

CDC Peterson presented the City Council with LG220 Application for Exempt Permit from the Roseau Chapter of the Minnesota Deer Hunters Association. Councilmember Amy Bassingthwaite moved to approve the lawful gambling application, seconded by Councilmember Pat Novacek. The motion passed. Those voting in favor: Mayor Fabian, Councilmembers Bassingthwaite and Novacek. Those voting against: none. Absent: Councilmembers Johnson and Evans.

CDC Peterson presented a request from Promotions Director Mary Hoffer and the Roseau C&C requesting funding from the City Council to improve the holiday décor for the downtown area. The C&C presented a proposal for \$5,800 to install new wreaths on Main Avenue, Center Street and 2<sup>nd</sup> Avenue NE in the downtown area. After discussion it was consensus of the City Council that they would be willing to consider a cost share with the C&C on a project and requested that CDC Peterson bring that back to the C&C. Councilmember Novacek also suggested the possibility of using a programmable lighting that would be synchronized with the music downtown.

CDC Peterson presented a letter from Minnesota Housing announcing Roseau's selection to receive \$1,441 million for the construction of the Eleven01 Apartment project and that a grant contract would follow shortly. CDC Peterson requested authorization from the City Council to execute that grant upon receipt. After discussion Councilmember Bassingthwaite motioned, seconded by Councilmember Novacek to accept the \$1.411 million grant from Minnesota Housing and authorize signature of a grant agreement for same, contingent upon the City Attorney's review. The motion passed. Those voting in favor: Mayor Fabian, Councilmembers, Bassingthwaite, Johnson, and Novacek. Those voting against: None. Absent: Councilmember Evans.

The City Council then held two interviews for the Liquor Store Manager position.

- Joanna Ullman (4:00 pm)
- Nicole Johnson (4:35 pm)

After the interviews the Council had a lengthy discussion about the interviews and all of candidates who submitted applications after which Councilmember Amy Bassingthwaite motioned, seconded by Councilmember Pat Novacek to offer the Liquor Store Manager position to Nicole Johnson at the Grade 10 start pay. The motion passed. Those voting in favor: Mayor Fabian, Councilmembers Bassingthwaite, Johnson and Novacek. Voting against: None. Absent: Councilmember Evans.

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

ATTEST:

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Elizabeth Carlson Clerk-Treasurer

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Mayor Dan Fabian