

**REGULAR ROSEAU CITY COUNCIL MEETING**

**MONDAY – September 12, 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: Pat Novacek, Amy Bassingthwaite, Brady Johnson, Mary Hayes Absent: none. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, Police Chief Ward Anderson, Fire Chief Leon Huot, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, Jim Trojanowski – Northwest Regional Library, Sinnamon Krings – Roseau Civic and Commerce, Roseau County Commissioner Jack Swanson, Tracy Halstensgard RRWD.

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

Council member Brady Johnson motioned, Council member Mary Hayes seconded, and it was carried by unanimous vote to approve the August 1, 2022, regular meeting minutes as written.

Council member Amy Bassingthwaite, Council member Mary Hayes seconded, and it was carried by unanimous vote to approve the following Consent Agenda with the removal of item 20 MPCA PFAS for further discussion.

1. Presentation of Accounts Payable claims August 1, 2022, through August 31, 2022, Batch AP08312022.  
CK# 72815-72842 = \$52,611.64.
2. Presentation of daily checks August 1, 2022, through August 31, 2022  
CK# 72656-72814= \$623,955.51.  
E# 3011-3052 = \$394,501.77.  
PR 08/15/2022 = \$48,405.12  
PR 08/31/2022 = \$52,728.82  
Primary Election Judges = \$1,595.00  
Void Ck# 72680
3. Presentation of Receipt entries July 1, 2022, through July 31, 2022.
4. Presentation of Journal entries JE06302022.
5. Audit Committee review of June 2022 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –

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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

Upcoming scheduled meetings:  
October 3, 2022, 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 09/01/2022 is \$104,979.18.
9. Cash in bank-Regular checking as of 09/01/2022 is \$2,248,411.96
10. Investment-Regular Hi Fi as of 09/01/2022 is \$1,565,714.80
11. Investment Certificate of Deposit as of 09/01/2022 is \$828,648.94
12. Investment Certificate of Deposit as of 09/01/2022 is \$822,673.03.
13. Investment Certificate of Deposit as of 09/01/2022 is \$824,394.95.
14. Investment Certificate of Deposit as of 09/01/2022 is \$815,610.81.
15. Investment-Roseau EDA Money Market as of 09/01/2022 is \$72,318.37
16. Cash in bank-Roseau EDA as of 09/01/2022 is \$25.29
17. The Salvation Army’s HeatShare Program
18. LG240B – Bingo-Eagles 3882 November 12, 2022, at the American Legion
19. CGMC – 2022 Session Report
20. MPCA PFAS Monitoring Memorandum of Understanding – moved for further discussion
21. 

RESOLUTION NO. 40-22

**RESOLUTION ACCEPTING DONATIONS**

**WHEREAS**, the general public presented to the City of Roseau, \$160.00 in donations, and have designated that these donations be deposited in the City of Roseau Gazebo Concert Series Fund.

**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 City of Roseau Gazebo Concert Series Fund.

Adopted by the City Council of the City of Roseau, Minnesota this 12th day of August, 2022.

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

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

22. LG220 Roseau Rams Hockey-Raffle 11/01/2022
23. Roseau Liquor Store Monthly Sales Report Aug 2022
24. August 2022 City Revenues & Expenditures

**Roseau County Commissioner**

County Commissioner Jack Swanson provided to Council a commissioner’s report. Roseau County must approve a preliminary Levy and Budget by the end of September. The County will

need to factor in a new employee wage and benefits agreement (current agreement expires at the end of 2022); Health Insurance increase (likely 10% over current year); and a \$460,000 expenditure in the sheriff's budget for a replacement software program.

Commissioner Swanson stated assessed homestead values are up between 20% and 30% across the county for pay 2023, while commercial values are stable (or down). Ag land values are also up by about 20%, but the AG classification is taxed at half (.5 vs. 1.0) of homestead values.

Even if the County Levy is held at zero percent (which is unlikely), homeowners will generally see a property tax increase due to a classification shift.

### **Airport Committee**

CDC Peterson stated that the airport committee did not meet. CDC Peterson presented to council a proposal from Neo Electrical Solutions for the maintenance of the Roseau Airport lighting system which would include a semiannual and annual inspection. This is a 3-year contract which may be eligible for M&O grant reimbursement.

After discussion, Council member Amy Bassingthwaite motioned, Council member Mary Hayes seconded, and it was carried by unanimous vote to approve hiring Neo Electrical Solutions for the maintenance of the Roseau Airport lighting system.

### **Public Hearing**

#### **5:15 pm Public Hearing – TIF Redevelopment District – BB Diversified.**

At 5:15 pm a public hearing was held to consider establishing TIF #9 (Redevelopment) District for BB Diversified.

Council member Brady Johnson motioned, Council member Pat Novacek seconded, and it was approved by unanimous vote to open the public hearing on establishing TIF #9 (Redevelopment) District for BB Diversified.

There were no written or oral comments received by the City prior to or during the public hearing. School Superintendent Tom Jerome had inquired as to why this was not brought for school approval when other TIF Districts were. CDC Peterson stated all of the previous TIF requests had specific actions that required School District approval and action, the School's approval is not required in this case. Superintendent Jerome had no other comments..

Council reviewed the Report on Structurally Substandard Buildings and the Tax Increment Financing Plan for TIF (Redevelopment) District No. 9 within Municipal Development District No. 1 (BB Diversified Redevelopment Project) Provided by Baker Tilly Municipal Advisors, LLC.

Council member Brady Johnson motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to close the public hearing.

EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY  
OF ROSEAU, MINNESOTA  
HELD: SEPTEMBER 12, 2022

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Roseau, Roseau County, Minnesota, was duly called and held at the City Hall, on September 12, 2022, at 5:15 P.M.

The following members of the Council were present: Mayor Fabian, Council members Novacek, Bassingthwaite, Johnson, and Hayes.

and the following were absent: None

Member Pat Novacek introduced the following resolution and moved its adoption:

RESOLUTION NO. 38-22

RESOLUTION ESTABLISHING TAX INCREMENT FINANCING  
(REDEVELOPMENT) DISTRICT NO. 9 WITHIN MUNICIPAL  
DEVELOPMENT DISTRICT NO. 1 AND APPROVING THE TAX  
INCREMENT FINANCING PLAN THEREFOR; AND AUTHORIZING AN  
INTERFUND LOAN

A. WHEREAS, it has been proposed that the City of Roseau, Minnesota (the "City") (1) establish Tax Increment Financing (Redevelopment) District No. 9 therein (the "TIF District"), (2) approve and adopt the proposed Tax Increment Financing Plan therefor under the provisions of Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the "Act"); and (3) authorize an Interfund Loan (hereinafter defined); and

B. WHEREAS, the City Council has investigated the facts and has caused to be prepared a proposed tax increment financing plan for the TIF District therein (the "TIF Plan"); and

C. WHEREAS, the City has performed all actions required by law to be performed prior to the approval of the establishment of the TIF District, and the adoption of the TIF Plan, including, but not limited to, notification of Roseau County and Independent School District No. 682 having taxing jurisdiction over the property to be included in the TIF District, and the holding of a public hearing upon published and mailed notice as required by law.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Roseau follows:

Tax Increment Financing (Redevelopment) District No. 9. There is hereby established in the City within the Development District, Tax Increment Financing (Redevelopment) District No. 9, a redevelopment tax increment financing district, the initial boundaries of which are fixed and determined as described in the TIF Plan.

Tax Increment Financing Plan. The TIF Plan is adopted as the tax increment financing plan for the TIF District, and the City Council makes the following findings:

The TIF District is a redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10, the specific basis for such determination is set forth in Section E of the TIF Plan.

The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future. The reasons for such determination are set forth in Section J(2) of the TIF Plan.

In the opinion of the City Council, the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan. The reasons supporting this finding are set forth in Section J(2) and Exhibit V of the TIF Plan:

The TIF Plan for the TIF District conforms to the general plan for development or redevelopment of the City as a whole. The reasons for supporting this finding are set forth in Section J(4) of the TIF Plan.

The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Development District by private enterprise. The reasons supporting this finding are set forth in Section J(3) of the TIF Plan.

Section J and Exhibit V of the TIF Plan is incorporated herein by reference.

Public Purpose. The adoption of the TIF Plan for the TIF District, located within the Development District, conforms in all respects to the requirements of the Act and will help fulfill a need to develop an area of the State which is already built up to provide employment opportunities, to help prevent the emergence of blight, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose.

Certification. The Auditor of Roseau County is requested to certify the original net tax capacity of the TIF District as described in TIF Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased in accordance with the Act; and the Community Development Coordinator is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together

with a list of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding the adoption of this Resolution.

Filing. The Community Development Coordinator is further authorized and directed to file a copy of the TIF Plan for the TIF District with the Commissioner of Revenue and the Office of the State Auditor.

Administration. The administration of the Development District is assigned to the Community Development Coordinator who shall from time to time be granted such powers and duties pursuant to Minnesota Statutes, Sections 469.130 and 469.131 as the City Council may deem appropriate.

Interfund Loan. The City has determined that it may pay for certain costs (the "Qualified Costs") identified in the TIF Plan which costs may be financed on a temporary basis from the City's general fund or any other fund from which such advances may be legally made (the "Fund"). Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the Fund in order to finance the Qualified Costs. The City intends to reimburse itself for the payment of the Qualified Costs, plus interest thereon, from tax increments derived from the TIF District in accordance with the following terms (which terms are referred to collectively as the "Interfund Loan"):

The City shall repay to the Fund from which the Qualified Costs are initially paid, the principal amount of \$916,126 (or, if less, the amount actually paid from such fund) together with interest at 4.00% per annum (which is not more than the greater of (i) the rate specified under Minnesota Statutes, Section 270C.40, or (ii) the rate specified under Minnesota Statutes, Section 549.09) from the date of the payment.

Principal and interest on the Interfund Loan ("Payments") shall be paid annually on each December 31 commencing with the date the tax increments from the TIF District are available and not otherwise pledged to and including the earlier of (a) the date the principal and accrued interest of the Interfund Loan is paid in full, or (b) the date of last receipt of tax increment from the TIF District ("Payment Dates") which Payments will be made in the amount and only to the extent of available tax increments. Payments shall be applied first to accrued interest, and then to unpaid principal.

Payments on the Interfund Loan are payable solely from the tax increment generated in the preceding twelve (12) months with respect to the TIF District and remitted to the City by Roseau County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, as amended. Payments on this Interfund Loan are subordinate to any outstanding or future bonds, notes or contracts secured in whole or in part with tax increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with tax increments.

The principal sum and all accrued interest payable under this Interfund Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No

partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.

The Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from tax increment pledged to the payment hereof under this resolution. The Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of tax increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on the Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the termination of the TIF District.

The City may amend the terms of the Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

The motion for adoption of the foregoing resolution was duly seconded by member Mary Hayes and, after full discussion thereof, and upon a vote being taken thereof, the following voted in favor thereof: Mayor Fabian, Council Members Novacek, Bassingthwaite, Johnson, and Hayes.

and the following voted against same: None

Adopted this 12th day of September, 2022.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

STATE OF MINNESOTA  
ROSEAU COUNTY  
CITY OF ROSEAU

I, the undersigned, being the duly qualified and acting City Clerk of the City of Roseau, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the establishment of the Tax Increment Financing (Redevelopment) District No. 9 in the City.

WITNESS my hand as such City Clerk of the City Council of the City of Roseau, Minnesota this 12 day of September, 2022.

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City Clerk

CDC Peterson informed council that this redevelopment TIF will only capture tax base for improvements above the existing tax base. The City will see no loss to revenue, just the increased value will be captured and sent back to BB Diversified. If the value drops there won't be anything to capture and send back. BB Diversified hopes to be operational in this location by January 2023.

Mayor Fabian stated that he would like BB Diversified to come to the October council meeting to discuss their plans more in-depth.

**Delegations/Petitions/Complaints**

- Northwest Regional Library Director Jim Trojanowski presented to council the NWRL Cities and Counties Budget 2020-2022, 2033 projections. Mr. Trojanowski stated that the NWRL would like to eliminate the budget deficit it has been operating at. NWRL is asking for a 3% increase from the City of Roseau. This is a \$1,695 increase over last year. The City of Roseau's allocation is 4% of the total NWRL budget. The NWRL was able to get State Covid money for technology. NWRL used this money to purchase wireless hot spots for school districts for students that did have internet access. The public may also check out wireless hot spots for a 3-week duration from the Library.



The budget for the Northwest Regional Library will be discussed when the City of Roseau meets to discuss its final budget.

- Promotions Director Sinnamon Krings of the Roseau Convention and Visitors Bureau and the Roseau Civic and Commerce presented to council Roseau's Winter Campaign promoting Roseau as Minnesota's Winter City with Polaris, hockey legends and winter adventures. Ms. Krings stated that this title gives Roseau marketing opportunities, branding, recognition, and tourism. To create Roseau's Winter City Scene Ms. Krings stated the gazebo will be decorated, the greens will stay on the bridges longer, new holiday lights and banners will be on light poles, the Nights of Lights will continue this year but will be held at the Pioneer Farms instead of the Roseau City Park, hockey tournaments, interpretive signage of Polaris Thrill Loop, and encouraging outdoor activities were on the list.

Ms. Krings stated that there are 36 light poles running through town on Highway 11. There was \$10,000 budgeted for 20 lights and \$10,450 was spent due to a 5% surcharge for an increase of raw materials.

Ms. Krings proposed approximately \$2,000 in additional spending for 20 new banners to complete the holiday lighting project. There would be a combination of alternating banners and lights on the 36 poles. Ms. Krings provided pictures of the banners and lights. Brackets left from the Roseau Feels like Home program will be used to hang the new banners.

There was concern about where the lights and banners would be stored, the labor it would take to put up and take down the lights and banners, the life expectancy of the lights and banners, the electricity it would take, and what to do with the holiday wreaths that the City purchased not that long ago.

Ms. Krings stated that the lights and banners would be stored in the City garage when not in use, the lights are LED so possibly 10-20 years, the labor would be the city crew and they currently put up and take down the wreaths, the electricity should be less than the wreaths as the new lights are LED, they only come on when the street lights come on and banners will be on several of the poles, and the wreaths could be repurposed to the Nights of Lights at the Pioneer Village.

Council member Amy Bassingthwaite motioned to allow the holiday lighting project to go up to \$2,000 over budget but not to give away the holiday wreaths.

It was determined that there needs to be further discussion as to what to do with the holiday wreaths so Council member Bassingthwaite stated that she would like to amend the motion.

After further discussion, Council member Bassingthwaite amended the motion to allow the holiday lighting project to spend up to \$2,000 over budget, Council member Mary Hayes seconded, and the motion passed by unanimous vote.

- "Welcome Back to Hockey" – Roseau Youth Hockey/Roseau Civic and Commerce "Pucks and Pints Octoberfest"  
Promotions Director Krings provided to council a flyer for "Pucks and Pints October fest". The Civic and Commerce will sponsor a craft and microbrew from 3-7 pm and

Roseau Youth Hockey is sponsoring food, games, and program from 3-8 pm. Roseau Youth Hockey is also sponsoring a dance from 8-11:30.

It was consensus to approve the temporary liquor license for the Civic and Commerce from 3 to close at the Memorial Arena contingent on the insurance certificate is provided to the City Attorney's office and at least two police officers be at the Memorial arena from 3 to close.

City Superintendent Drown asked if porta potties were going to be set up or if certain bathrooms would need to be open. Promotions Director Krings will have Paul Baumgartner from Roseau Youth Hockey call Superintendent Drown to discuss bathrooms.

## **Committee Reports**

### **Planning Commission**

The Planning Commission met Monday August 27, 2022, at 12:00pm. CDC Peterson reviewed the minutes.

- Sarah Larson appeared before the Planning Commission to present a conditional use request (#4-22) to convert the former Dean's Photo Express building into a family daycare facility. The facility would not be operated as a daycare center; but would remain a family daycare. The building would be remodeled to house the new use and a portion of the rear parking lot would be fenced and converted to an outdoor play area. There would also be parking on the rear for the employees. The Planning commission recommends the City Council consider setting a Public Hearing September 26, at 12:10 pm for conditional use permit #4-22 (Sarah Larson) for a family daycare center in a C-1 district.

Council member Brady Johnson motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to set a Public Hearing September 26, at 12:10 pm for conditional use permit #4-22 (Sarah Larson) for a family daycare center in a C-1 district.

- Dean Hedland from the First United Lutheran Church had called CDC Peterson requesting to withdraw their sign variance request.
- At 12:19 pm a public hearing for BB Diversified's conditional use permit application (#3-22) was held. CDC Peterson noted that the public hearing was advertised in the newspaper and notices were sent to all property owners within 350' of the subject property and no comments were received prior to the public hearing. No one appeared at the public hearing. The Planning Commission approved the conditional use application #3-22 for BB Diversified to allow BB Diversified to operate a metal fabrication shop in a C-2 zone.

Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded, and it was approved by unanimous vote to approve the conditional use application #3-22 for BB Diversified to operate a metal fabrication shop in a C-2 zone.

- Officer Vonasek gave the Planning Commission an update on the clean-up report. Priority has been placed on the trailer courts and residential areas and noticeable progress is being made. Council discussed the railroad property and asked Superintendent Drown to contact the railroad to see if they will clean up their property.

**EDA**

CDC Peterson informed Council that the EDA met Wednesday August 31, 2022, at 12:01 pm. CDC Peterson stated there were no action items but Frito-Lay, Inc has provided its notice to terminate the lease agreement at the end of the current term (October 31, 2022). The EDA has not received a bill of sales for the two buildings on site. It was EDA consensus that the EDA Attorney Moren submit the bill of sale she had already prepared to provide to Frito-Lay since Frito-Lay had not yet provided a bill of sale.

**Tracy Halstensgard -Roseau River Watershed District**

Tracy Halstensgard gave council an update on the Oak Crest Coulee project phase 1 and 2, the funding breakdown of estimated costs for each phase, and money applied for.

Phase 1 is for algae prone water, stormwater treatment with gated weir, and channel repair. This phase addresses channel modifications and stormwater treatment for Oak Crest Subdivision, improved water management capabilities, reduction of total phosphorus entering the Roseau River and sediment removal. The estimated project cost is up to \$240,000, with a cost share as follows:

- City of Roseau \$50,000
- Oak Crest Golf Course \$11,000
- Roseau County SWCD \$20,000
- Roseau River Watershed District \$11,000
- RRWMB 2020 Base Funding \$37,500
- RRWMB Competitive Funding \$110,500

Phase 2 is for iron enhanced sand filters. This phase addresses phosphorus removal from stormwater treatment and from sand iron filters each year. The estimated project cost is \$280,000, with a cost share as follows:

- BWSR CWF Competitive Grant \$210,000
- Oak Crest Golf Course \$11,550
- Roseau River Watershed District \$11,550
- RRWMB Competitive Funding \$46,900

The City of Roseau and Oak Crest Golf Course will be responsible for project monitoring and maintenance costs which includes mowing and sediment removal every 5 years.

Related to this, CDC Peterson asked for council approval for CDC Peterson to sign and submit to the Army Corps of Engineers a Joint Application Form for Activities Affecting Water Resources in Minnesota for wetland delineation of 310 5<sup>th</sup> St SE Roseau (a drainage ditch to a farm field).

Council member Amy Bassingthwaite motioned, Council member Mary Hayes seconded, and it carried by unanimous vote to approve CDC Peterson signing and submitting the Army Corps of Engineers a Joint Application Form for Activities Affecting Water Resources

## **Department Reports**

### **Liquor Store**

Liquor Store Manager Niki Johnson was absent.

### **Fire Department**

Fire Chief Leon Huot reminded council that the Fire Department annual banquet is this Saturday from 5-8 pm. It will be drive through serving and there will not be a dance. The Fire Department is also planning an open house for the community next spring.

There was also discussion on radios for the Fire Department and the possibility of receiving surplus radios.

### **Police Department**

Police Chief Ward Anderson informed council that he had visited local stores, and none were selling, nor were they interested in selling THC products. Most did not know it was even legal. City Attorney Moren informed the City Council that the Council has a year from the date Emergency Ordinance #45 was published to research and determine its course of action. The emergency ordinance prohibiting the establishment of new uses, or the expansion of existing uses related to sales, testing, manufacturing, or distribution of THC products was published August 6, 2022.

Police Chief Ward Anderson provided to council his letter of resignation. Chief Anderson is retiring on December 31, 2022, after working for the City of Roseau for 32 years and 5 months with 23 years as Chief of Police. Police Chief Anderson thanked the Mayor and council for their guidance over his tenure as chief. Chief Anderson feels extremely lucky to have worked in such a wonderful city.

Mayor and Council thanked Chief Anderson for his years of service and stated that it is going to be a tough position to fill. City Attorney Moren stated that she has been very fortunate to work with Chief Anderson all these years.

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to accept the resignation of Police Chief Anderson as of December 31, 2022 and to authorize the operations committee to meet to discuss the transition of the Chief of Police position and to move forward with the hiring process for Chief Anderson's replacement.

### **Superintendent**

- Superintendent Drown introduced to council a NMPA EV grant application. The purpose of this grant is to further the advancement of public electric vehicle charging

infrastructure in northwest Minnesota and northeast North Dakota. This is a one-time grant award up to \$10,000 to help cover the costs associated with deploying public EV charging infrastructure. The City would have to pay the remaining costs, installation costs, and maintenance of the charging station.

Police Chief Anderson informed council that people had been plugging in their electric vehicles to the 220 amp pedestals that had been set up for the Farmers Market vendors in the parking lot on the north side of the City Center building. The owners of the vehicles said that the parking lot was listed as a place to charge vehicles, which is not the case.

Superintendent Drown informed council that locks have been put on the pedestals and will open the pedestals for vendors when needed. Superintendent Drown stated that the cities of Warroad and Thief River Falls will be putting in charging stations.

Superintendent Drown also stated that local private businesses do not seem interested in putting in a charging station as it is not a money maker and takes added work to manage it.

Superintendent Drown will be meeting with Roseau Electric and will bring more information to the City Council meeting next month.

- Superintendent Drown and Mayor Fabian discussed a meeting concerning MPCA's PFAS Memorandum of Understanding of the Municipal Wastewater Treatment Plant (WWTP) and Polyfluoroalkyl Substances (PFAS) monitoring. The MPCA is seeking voluntary participation in the municipal wastewater PFAS Monitoring Plan and is requesting that permittees and the MPCA agree to the terms identified in a generic Memorandum of Understanding (MOU). Mayor Fabian stated that though MPCA says it is voluntary, it is not. The MPCA requested any clarifying questions about the MOU and has delayed signing by 45 days to incorporate comments from constituent questions. The City will be responsible for employee's time and expenses in the monitoring of the PFAS under the current MOU, but will make provision in the MOU to allow MPCA to conduct this monitoring if the Legislature provides sufficient funding to do so. The MPCA has pushed back the MOU deadline to November as the MPCA is reviewing and making changes to it. The City of Roseau has not received the revised MOU.
- Superintendent Drown informed Council that Hunter O'Leary has been working in the Parks and Rec department. Superintendent Drown asked what Council and the Park Board want to do with that position. The Park Board will meet on it.
- Superintendent Drown informed council that the Oakcrest Estates paving is in. The 5<sup>th</sup> Avenue overlay should be done by the end of the month. 9<sup>th</sup> Avenue overlay by the trailer court is complete. The ditch in Oakcrest Estates will be moved once Tony Brateng is done harvesting.
- Council member Hayes and Superintendent Drown discussed the gazebo bricks. Four bricks have come in with two more on the way. Superintendent Drown said the big bricks were moved up and the smaller ones were moved down, both Council member Hayes and Superintendent Drown agreed the brick placement looked nice.

- Council member Pat Novacek stated the seal coating on the walking paths looked very good. Superintendent Drown said there is one section left that a competitor of Ness Contracting would like to do for free to try to show that he can do it better.

**City Attorney**

City Attorney Moren presented to Council the following Resolution 39-22 Confirming Sale of Real Estate to Robin Wisner II and Kristina Karl.

Council member Brady Johnson motioned, Council member Mary Hayes seconded, and it was carried by unanimous vote to approve Resolution 39-22 confirming the sale of real estate to Robin Wisner II and Kristina Karl for the sum of \$1,160 for .29 acres plus the cost of the survey.

**RESOLUTION 39-22**

**CONFIRMING SALE OF REAL ESTATE TO ROBIN WISNER, II AND KRISTINA KARL**

At the September 12, 2022, regular City Council meeting Councilperson \_\_\_\_\_ 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, at the July 11, 2022 regular City Council meeting, Robin Wisner, II and Kristina Karl, (collectively "Buyers") have indicated their 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 Robin Wisner, II and Kristina Karl for the sum of One Thousand One Hundred Sixty and no/100 (\$1,160.00) Dollars (said purchase price reflects .29 acres at the rate of \$4,000.00 per acre); and

WHEREAS, in order to convey said real property, a survey must be completed. Buyers have indicated their willingness as and for additional consideration to pay the cost of the survey; and

WHEREAS, the City Council approved the sale of said real estate following completion of said survey; and

WHEREAS, Houston Engineering completed a survey for said real property, a copy of which is attached hereto and incorporated herein as Exhibit "A"; and

WHEREAS, Robin Wisner, II and Kristina Karl, are responsible for the cost of the survey which is One Thousand One Hundred Seventy-eight and 75/100 (\$1,178.75) Dollars; and

WHEREAS, the City of Roseau shall retain a 10 foot easement over said surveyed description for bike path and utility purposes. Said real estate is described as follows:

**Legal Description:**

That part of Outlot C, Oakcrest West Addition to the City of Roseau, Roseau County, Minnesota, described as follows:

Beginning at the northeast corner of said Outlot C; thence South 00°31'53" East, along the easterly line of said Outlot C, for a distance of 114.58 feet; thence North 68°55'56" West a distance of 36.45 feet; thence North 54°52'50" West a distance of 102.38 feet; thence South 89°22'38" West for a distance of 46.57 feet to a point of intersection with the westerly line of said Outlot C; thence North 00°44'20" West, along the westerly line of said Outlot C, for a distance of 41.31 feet to

the northwest corner of said Outlot C; thence North 89°22'38" East, along the northerly line of said Outlot C, for a distance of 163.80 feet to the point of beginning.

***Reserving unto the City of Roseau the following described easement for bike path/utility purposes:***

That part of Outlot C, Oakcrest West Addition to the City of Roseau, Roseau County, Minnesota, described as follows:

A 10.00-foot-wide strip, lying northerly of and being coincident with the following described line:

Commencing at the northeast corner of said Outlot C; thence South 00°31'53" East, along the easterly line of said Outlot C, for a distance of 114.58 feet to the true point of beginning of the line to be described; thence North 68°55'56" West for a distance of 36.45 feet; thence North 54°52'50" West for a distance of 102.38 feet; thence South 89°22'38" West for a distance of 46.57 feet to a point of intersection with the westerly line of said Outlot C, said line there terminating. Said strip shall be lengthened or shortened as necessary to intersect the easterly line of said Outlot C on the east, and to intersect the westerly line of said Outlot C on the west.

Subject to easements, reservations and restrictions of record.



NOW THEREFORE BE IT RESOLVED that the City of Roseau, accepts the offer of Robin Wisner, II and Kristina Karl, to purchase the above described real estate for said sum of One Thousand One Hundred Sixty and no/100 (\$1,160.00) Dollars together with the cost of the survey in the sum of One Thousand One Hundred Seventy-eight and 75/100 (\$1,178.75) Dollars for a total sum of Two Thousand Three Hundred Thirty-eight and 75/100 (\$2,338.75) Dollars. 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 Robin Wisner, II and Kristina Karl, Grantees, as joint tenants, conveying the above described real estate, and;

The motion for adoption of the foregoing Resolution was duly seconded by Member \_\_\_\_\_ and upon roll call vote being taken thereon, the following voted in favor thereof:

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And the following voted against the same: \_\_\_\_\_

And the following abstained: \_\_\_\_\_

And the following were absent: \_\_\_\_\_

Whereupon said motion was declared duly passed and adopted.

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Dan Fabian, Mayor

ATTEST:

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Elizabeth Carlson, City Clerk-Treasurer

**Community Development Coordinator**

CDC Peterson reported on the following

- Roseau Memorial Arena

The most critical issues needing improvement/replacement include the arena roof and the ice compressor system. CDC Peterson has researched some potential funding opportunities through the State of Minnesota that may be able to assist the city in making these capital improvements.

Short term repairs to the existing roof should slow the leaking but a permanent roofing repair that also addresses insulation needs may be a million-dollar project. Opportunities for funding through Minnesota Historical Society's Legacy Grants for Historic Preservation and State Capital Projects Grants-In-Aid are operated through the Historical Society for the preservation of historic properties. The Legacy grants do not have specific match requirements and the State Capital projects require a dollar-for-dollar match and can be used to make improvements to historic properties. Memorial Arena appears to be an eligible property for listing but has not been nominated by anyone to date. CDC Peterson and the Roseau County Historical Society developed a nomination for the Memorial Arena. If approved for the listing on the National Register, the city would not be obligated to do anything different with the operation and maintenance of the facility unless it was provided with Federal funding, but it would make it eligible for State preservation funding programs.

It was council consensus to nominate the Memorial Arena to the National Register of Historic Places.

The phase out of R-22 as a refrigerant will make the ice compressor system at the Memorial Arena and North Rink obsolete at some point in the future. The replacement of the compressor will be expensive. The State of Minnesota has provided funds through the James Metzen Mighty Ducks program to assist Minnesota arenas to make the switch from R-22 refrigerant to another system. Grants of up to \$250,000 can be obtained to make compressor conversions. The city would be required to provide a dollar-for-dollar match to any grant. No funding was provided to this program for 2022 and the program is dependent on future legislative appropriations.

It was council consensus to pursue this grant opportunity should the funding become available.

- Resolution 41-22 Hwy 11 West Sidewalk/Lighting Ditch Project  
MnDOT Agreement No. 1051324 provides for maintenance of the lighting, sidewalk, storm sewer construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 11. .5 miles west of the junction of Trunk Highway No. 89 and Trunk Highway No. 310 under State Project No. 6802-32 and the City's maintenance of said construction. The \$51,000 in engineering fees covers the City's cost share. City Attorney Moren has reviewed the agreement and does not see any issues with it.  
Council member Pat Novacek motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to approve Resolution 41-22 MnDOT Agreement No. 105324.
- CDC Peterson submitted a Community Rec Center Study to the Blandin Foundation. The Rec Center study was moved on to the next level of review by the Blandin Foundation for possible funding. CDC Peterson asked council for approval to submit a full proposal application and signage of the grant agreement if it is awarded to the City of Roseau. The \$40,000 grant money from the Blandin Foundation would fund a committee and a consultant architect to develop a concept plan for a community recreation & wellness center in Roseau. CDC Peterson informed council that there are no real expenditures to the city, just our time at this point.

Council member Brady Johnson motioned, Council member Mary Hayes seconded, and it was carried unanimous vote to approve submitting the full grant proposal and authorize the signing of the grant agreement if awarded.

- CDC Peterson gave an update that the Transportation Alternatives Grant award for the Roseau River pedestrian bridge was increased from \$400,000 to \$1.1 million. These additional funds will allow for a wider bridge and additional trail to connect Main Avenue to the Roseau School.

## **Mayor and Council**

CDC Peterson opened discussion on the 2023 budget process, highlighting that the City must adopt a preliminary budget and tax levy by September 30, 2022. However, for 2023 a new law requires the city to provide a preliminary budget to the county, as the county is required to provide each property owner with a supplemental insert that contains summary budget information for the city. The preliminary budget levy that is set in September cannot be raised and can only be lowered. CDC Peterson informed council that an updated preliminary budget summary sheet was provided for the meeting, as the budget information in the council packet has been changed.

CDC Peterson noted the pay chart increase in the budget reflects a 9.1% increase, but will need to be adjusted based on final negotiations. Medica has announced a 6.4% increase in health insurance premiums for the northwest pool, but final adjustments for the city’s premium have not been determined and a 10% increase was placed in the budget, and other insurances, utilities and IT expenses are based off current amounts with a small inflation factor. CDC Peterson reviewed the capital requests included in the 2023 budget. CDC Peterson stated that the rates for water, sewer, garbage and electric still need to be reviewed to insure they are making enough profit to be able to make transfers and improvements. This budget also proposes to include a new additional employee between the Clerk’s Office and the Billing Office.

After discussion, Council member Brady Johnson motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to set the overall 2023 preliminary levy with a 5% increase.

**2023 Proposed Levy**

General Revenue	\$1,066,703
Library Revenue	\$ 57,035
Total 2022 Levy	\$1,123,738

**City of Roseau 2023 Preliminary Budget**

CDC Peterson presented to council the 2023 Preliminary budget.

Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded, and it was carried by unanimous vote to accept the 2023 Preliminary Budget as presented.

**2023 PRELIMINARY BUDGET**

	REVENUE	DISBURSEMENTS	+ OR () BALANCE
101 General	\$ 2,551,244	\$3,581,298	\$(1,030,054)
228 Lodging Tax	\$ 62,500	\$83,850	\$(21,350)
227 Gazebo Concert Fund	\$	\$	\$0
229 Commercial Rehab (SCDP)	\$1,000	\$	\$1,000
231 DOC Lease	\$30,800	\$10,300	\$20,500
233 TIF**	\$129,800	\$119,560	\$10,240
237 Summer Camp	\$	\$	\$
454 Oakcrest	\$20,000	\$915,390	\$(895,390)
455 Larson	\$	\$ 500	\$( 500)
601 Water Enterprise	\$410,000	\$411,705	\$(1,705)
602 Sewer Enterprise	\$364,000	\$305,205	\$58,795
603 Garbage Enterprise	\$492,000	\$467,344	\$24,656
604 Electric Enterprise	\$4,147,000	\$3,707,181	\$439,819

609 Liquor Enterprise	\$2,185,300	\$1,938,692	\$246,608
TOTAL ALL FUNDS	\$10,393,644	\$11,541,025	\$(1,147,381)

**Set 2022 Truth in Taxation Public Hearing date**

It was noted that council must set a Truth in Taxation Public Hearing date.

Council member Pat Novacek motioned, Council member Mary Hayes seconded, and it was carried by unanimous vote to set the date of December 5, 2022, for the Truth in Taxation Public Hearing at 6:00 pm during the regular City Council meeting.

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

ATTEST:

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

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Mayor Dan Fabian