

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – AUGUST 4TH 2014 @ 5:00 P.M.
ROSEAU CITY CENTER COUNCIL CHAMBERS
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 Jeff Pelowski, Council members Pat Novacek, Curt Ireland, Linda Vatnsdal, and Don Ross. Absent none. Others present were Community Development Coordinator Todd Peterson, Superintendent David Drown, Chief of Police Ward Anderson, City Attorney Pat Moren, Liquor Store Manager Linda Roseborough, Roseau County Commissioner Jack Swanson - WILD102 Radio, Lyle Grindy Roseau Promotions Director, Richard Dick, Darrin Smedsmo and Nick Kvidt.

Mayor Jeff Pelowski called the meeting to order and the Pledge of Allegiance was said.

It was noted that the July 7th Meeting Minutes should be changed to strike the word “former” in reference to the AmericInn RV park. Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the July 7th, 2014 minutes as amended.

Council member Linda Vatnsdal motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the following Consent Agenda items:

1. Accounts payable claims from July 1st, 2014 through July 31st, 2014 as presented, with a batch number of AP073114 and is filed in edit books in the City Clerk’s Office.
2. Daily Batch checks written from July 1st, 2014 through July 31st, 2014 were audited, approved and are filed in edit books in the City Clerk’s Office.
3. Receipt entries June 1st, 2014 through June 31st, 2014 were audited, approved and are filed in edit books in the City Clerk’s Office.
4. Journal entries batch JV053114 were audited, approved and are filed in edit books in the City Clerk’s Office.
5. A review of May 2014 General Ledger checks written compared with check images on the bank statements found no irregularities.
6. Notices and Communications –
 - a. Upcoming scheduled meetings –
 - b. September 8th, 2014 Regular meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center –
 - a. December 13th, 2014 – Border State Bank Christmas Party (tentative)
 - b. February 14th, 2015 – Pearson Wedding Dance
8. 2013 Population and Household Estimates
9. Letter from Dan Greensweig, LMCIT Assistant Administrator, in regards to data security breaches and the eRisk Hub by NetDiligence.

**10. R #22-14
RESOLUTION APPOINTING ELECTION JUDGES FOR THE
2014 PRIMARY AND GENERAL ELECTION**

WHEREAS, Minnesota Statutes require cities to hold primary and general elections,

WHEREAS, Minnesota Statutes require that the City Council appoint by resolution election judges for the 2014 primary and general elections,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Roseau, Minnesota that the following individuals are appointed as City of Roseau election judges for the purpose of administering the August 12th, 2014 Primary election and the November 4th, 2014 General Election:

Elizabeth Hellquist

Adopted this 4th day of August, 2014

By: ss/Jeff Pelowski
Mayor, Jeff Pelowski

Attest: ss/Janet Lundbohm
City Clerk, Janet Lundbohm

11. Investment-Roseau EDA Hi Fi as of 7/29/14 is \$223,463.06
12. Cash in bank-DNR Escrow as of 7/29/14 is \$2,000
13. Cash in bank-Regular checking as of 7/29/14 is \$2,549,085.88
14. Investment-Regular Hi Fi as of 7/29/14 is \$1,472,168.30
15. Investment-Certificate of Deposit as of 7/29/14 is \$768,941.21
16. Investment of Certificate of Deposit as of 7/29/14 is \$770,875.18.
17. Investment of Certificate of Deposit as of 7/29/14 is \$775,595.95.
18. Investment of Certificate of Deposit as of 7/29/14 is \$780,275.41.
19. Cash in bank - Airport Fuel Sales Credit Card as of 7/29/14 \$7,909.85.
20. Investment - Roseau EDA Money Market as of 7/29/14 is \$72,488.68.
21. Cash in bank - Pine to Prairie Birding Trail as of 7/29/14 is \$6,297.12.
22. Cash in bank - Scandinavian Festival as of 7/29/14 is \$3,705.77.
23. Cash in bank - Welcome to Roseau as of 7/29/14 is \$1,312.17.
24. Cash in bank - Roseau EDA as of 7/29/14 is 668.16.
25. County Fair Thank You
26. Fireman's Relief Fund Notification on Investments
27. Liquor Store July Monthly Sales.
28. July 2014 City Revenues & Expenditures.

Richard Dick appeared before the City Council to discuss issues related to land that he believes that he owns that is being used as a public alley behind his house. Mr. Dick presented a number of maps and other documentation showing that the alley in question is on private property owned by the Dick family. Mr. Dick also presented information on issues he is having with the public utilizing this alleyway including large trucks, ATVs and other nuisance issues with people using the alley and his intent to close the alley to the public. City Attorney Pat Moren presented a State Statute (confirmed by information provided from the League of Minnesota Cities) that this alley has in fact been dedicated as a public right of way by the fact that it has been allowed to be used and maintained by the public as an alley for a period of over 6 years. Attorney Moren further informed the Council that any action to close this alley now would require formal street vacation, including holding a public hearing. Superintendent David Drown noted that use of this alley is important for snow removal and garbage pickup and that closing this section would make those activities much more difficult. There are also other utilities along this alley that would be difficult to service if the alley were vacated. Mr. Dick raised concerns over why he would be treated differently than the two more easterly properties (Denny's and East Side Trailer Court) which have closed their sections of the alley in the past. CDC Todd Peterson noted that Denny Kjos had contacted him expressing his concerns about the proposed closing of this alley and how that would limit access to his business. Mr. Kjos also noted that he had talked to his vendors about not using this alley with their delivery trucks in an effort to help Mr. Dick. There was general discussion by the Council about possible compromises on signage that would limit use of the alley to only certain types of vehicles. It was discussed by Police Chief Ward Anderson that unless the rules are going to be strictly enforced with tickets it would likely not help to place the any restrictive signage. City Attorney Pat Moren again reiterated that this is a public alley and that any restrictions on this particular alley could lead to additional requests from other persons having similar difficulty with their alleys. Council consensus was to have Mr. Dick work with Denny Kjos and the Roseau Police Department to minimize the number of nuisance vehicles using this alley.

Roseau Promotions Director Lyle Grindy reported on the following:

- Crazy Days will be held from August 7th through the 9th with various activities occurring each day.
- Roseau's second annual Wine Walk will be held August 9th, 2014.

Community Development Coordinator Todd Peterson reported that the Planning Commission held its meeting on July 28th, 2014 where it reviewed the preliminary plan for the Parkland Place Apartment project being developed by Darrin Smedsmo and Nick Kvidt. The Planning Commission reviewed the preliminary plans and gave recommendations on items needed for final approval and stated that a special meeting of the Planning Commission could be arranged in order to expedite approval of the final plans.

Community Development Coordinator reported that the Planning Commission reviewed the final site plan for the Tamarack Place Apartments being developed by Sand Companies. After discussion Curt Ireland made a motion, seconded by Don Ross to approve the Tamarack Place final plans. The motion was passed by unanimous vote.

Roseau County Commissioner Jack Swanson reported on the following:

- LifeCare Public Health has approached the County with the intent of developing a Public Health Nuisance Ordinance for the County. The County/LifeCare has contacted various city officials to participate in this effort.
- The Roseau County Committee on Aging recently voted 3-2 to dissolve the FAR North Transit system and instead merge with Paul Bunyan transit out of Bemidji. This action is supported by the State of Minnesota as an option that will provide better service at less cost for local residents. This change is being prompted by the retirement of FAR North's Director Steve Butler. Mr. Butler's local position will be replaced with a lesser manager as part of the Paul Bunyan system. The biggest concern about this action is the loss of local control over the transit system.

Community Development Coordinator Todd Peterson presented the Council with an application from Parkland Place Apartments for a DEED Workforce Housing Grant. The project is being developed by Darrin Smedsmo and Nick Kvidt to help alleviate the significant workforce housing shortage. The City would be seeking up to a \$400,000 grant from the State of Minnesota and would require a 50-50 match from the City, business or local non-profit. The City has previously committed to supporting this match requirement and is also in the process of seeking support from Polaris Industries from money it has previously allocated for housing projects. The application will be submitted to DEED as soon as all documentation is secured. After discussion Council Member Pat Novacek introduced the following resolution and moved for its adoption:

R #23-14
Resolution Workforce Housing Grant Pilot Program

BE IT RESOLVED that the City of Roseau act as the legal sponsor for the Parkland Place Apartment Project to be submitted on August 5, 2014, and that the Mayor and Community Development Coordinator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Roseau.

BE IT FURTHER RESOLVED that the City of Roseau has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Roseau has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the City of Roseau, may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that Mayor and Community Development Coordinator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Roseau on August 4, 2014.

Signed: ss/Jeff Pelowski
Mayor, Jeff Pelowski

Attest: ss/Todd Peterson
Community Development Coordinator Todd Peterson

The motion for the foregoing resolution was duly seconded by Council member Don Ross and upon vote being taken thereon, the following voted in favor thereof: Pelowski, Novacek, Ross, and Ireland.

and the following voted against the same: None

and the following abstained: Vatnsdal

and the following were absent: None

whereupon, said motion was declared duly passed and adopted.

Council member Don Ross reported that operations at the Oak Crest Golf Course were going well and that the Club Tournament will be held in two weeks. CDC Todd Peterson reported that he had been in contact with Mark Wilson from the Oak Crest Golf Club Board about land to the north of the northern cart shed to determine if this is city owned land as the club is contemplating adding another cart shed in this area.

Community Development Coordinator Todd Peterson reported that applications for FAA and MnDOT grants have been submitted for the Roseau Airport hangar, apron rehab and terminal area layout plan. It is expected that the City will receive the grant contracts shortly and CDC Peterson requested authorization to sign these agreements upon receipt. After discussion Council member Curt Ireland introduced the following resolution and moved for its adoption:

**R #24-14
RESOLUTION
Authorization to execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition**

It is resolved that the City of Roseau as follows:

1. That the State of Minnesota Agreement No. 06610, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A6801-32 at the Roseau Municipal Airport is accepted.
2. That the Mayor and Community Development Coordinator are authorized to execute this Agreement and any amendments on behalf of the City of Roseau.

The motion for the foregoing resolution was duly seconded by Council member Linda Vatnsdal and upon vote being taken thereon, the following voted in favor thereof: Pelowski, Novacek, Ross, Vatnsdal and Ireland.

and the following voted against the same: None

and the following abstained: None

and the following were absent: None

whereupon, said motion was declared duly passed and adopted.

Liquor Store Manager Linda Roseborough reported that July was a good month at the Liquor Store. The store did have an issue with the cooler going down for a couple of days this month. The cooler was repaired and is operational again.

Chief of Police Ward Anderson reported that the Dog Pound will be required to obtain a kennel license in order to continue to operate under new State laws. One issue with the new licensing requirements is that the pound will be required to maintain heated areas for all of animals in the pound during the winter. Currently the pound is only housing the smaller dogs indoors in the winter with the large dogs staying in an unheated shelter. The Pound operator can accommodate the new requirements by moving the kennels from the summer shelter to his heated shop in the winter, but would like additional compensation for the inconvenience of moving kennels and taking up additional shop space in the winter. After discussion Council member Pat Novacek motioned, seconded by Council member Linda Vatnsdal and carried by unanimous vote to approve increasing the contract rate for the Roseau Dog Pound from \$500/mo. to \$600/mo. beginning on September 1, 2014. It was noted that Roseau County pays 1/2 of the Dog Pound contract rate and that this increase would also have to be approved by the County.

City Superintendent David Drown reported that he has been approached by Miners Inc (Super One Foods) to change their garbage collection from daily dumpster collection to a 21-day compactor roll-off as they do at many of their other stores. Superintendent Drown has researched the option and is recommending that the City pursue this option. Superintendent Drown explained that the City would utilize a contract hauler (R&Q Trucking) to perform the roll-off service but would continue to maintain the billing and add 10% profit on this contracted collection service. It was further explained that this should be a cost effective service that would be beneficial to the customer, city and county. After discussion Council member Pat Novacek motioned, seconded by Curt Ireland and carried by unanimous vote to approve the proposed compactor service for Miners Inc.

City Superintendent David Drown requested guidance on the two new hires he previously requested for a Public Works Operator (PWO) and a Public Works Operator/Mechanic (PWM). Superintendent Drown hired two employees as Public Works Operators and would now like to move one to the PWM position previously approved. Superintendent Drown asked if he needed permission to move the employee to the PWM position. It was Council consensus that the move had been previously authorized when the position was originally approved for hire.

City Superintendent David Drown reported that Crystal Tower was in Roseau to assess the damage to the city's old water tower from the ice this winter. Damage to the tower will cost approximately \$29,000 to repair and paint. Crystal Tower will be coming this month to perform the service and it is hoped the tower will be back in service within the next two months. It is expected that most of the cost to repair will be covered by insurance.

City Superintendent David Drown reported that the street project in Oak Crest West is going well and that it should be complete by the end of the month.

Community Development Coordinator Todd Peterson provided an update on the Roseau East Diversion Project. The Corps of Engineers held its pre-construction meeting with the final phase contractor Zavoral on July 28th. It is expected that construction activities will begin on the site in approximately one month. CDC Peterson also discussed the current funding on the project and that the Corps of Engineers does not expect the need for any additional local funding from the local sponsor to complete the project unless there is a major change order to the project.

Community Development Coordinator Todd Peterson provided an update on the Tamarack Place Apartment project. The project has been delayed by some issues with the tax credit purchase by Polaris Industries. As soon as that financing detail can be finalized the rest of the financing documents can be executed. It is expected that the City will be finalizing the developer agreement with Sand Companies in September with a construction start sometime thereafter.

Community Development Coordinator Todd Peterson reported that the 2015 budgeting process has begun and that a preliminary budget is being developed for presentation to the Council in September.

Community Development Coordinator Todd Peterson reported that City Clerk Janet Lundbohm has indicated her intention to retire at the end of September. CDC Peterson requested permission from the City Council to pursue an option of re-combining the City Treasurer and City Clerk positions back into a single position and placing Elizabeth Hellquist in that new position and potentially seeking a new part-time or full-time accounting clerk/administrative assistant position after reviewing other possible staffing realignments with the Utility Department. It was council consensus to pursue these options as presented. CDC Peterson also noted that the City Clerk's Office may be short staffed over the next two months due to a family leave and that it may become necessary to close the office and have customers contact the Utility or Police Department for assistance when no one is available in the Clerk's Office.

Mayor Jeff Pelowski reported that he and CDC Peterson travelled to Minneapolis on July 29th to represent the City of Roseau as the community was inducted into the Polaris Hall of Fame during the company's 60th Anniversary celebration at the 2014 Dealer Show. The City will be receiving a plaque from Polaris commemorating this honor.

Council member Curt Ireland noted that he had been by the former Christian school which was recently converted into apartment and discussed how they were completely filled. He also noted that Polaris had recently purchased a group home in Karlstad to house employees.

Council member Linda Vatnsdal noted that she will not be seeking re-election and would like to find someone to run in her place.

Council member Don Ross asked if it would be possible for the department heads to be able to make their presentations to the Council and then be allowed to leave if they have no further business with the council so that they can make better use of their time. It was consensus of the Council that if people need to leave the meeting and there is no further business for them that they should feel free to leave.

Council member Pat Novacek motioned, Council member Don Ross seconded, and it was carried by unanimous vote that there was no further business, therefore the meeting be adjourned.

ATTEST:

Community Development Coord.

Mayor