

**REGULAR ROSEAU CITY COUNCIL MEETING**  
**MONDAY – April 2<sup>nd</sup>, 2018 at 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, Councilmembers: Pat Novacek, Amy Bassingthwaite and Jane Evans. Absent: Don Ross. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, City Attorney Michelle Moren, Police Chief Ward Anderson, Fire Chief Craig McMillin, Clerk-Treasurer Beth Carlson, Jack Swanson – Wild 102 Radio and Katy Spoden - Park and Rec Director.

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

Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the March 5<sup>th</sup>, 2018 regular meeting minutes as written.

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the following Consent Agenda with the removal of item 19, which was the LMC – Local Authority Resolution.

**Consent Agenda**

1. Presentation of Accounts Payable claims March 1<sup>st</sup>, 2018 through March 31<sup>st</sup>, 2018 BatchAP033118. CK#64143-64222 = \$159,001.91.
2. Presentation of daily checks March 1<sup>st</sup>, 2018 through March 31<sup>st</sup>, 2018  
Ck#64066-64142 = \$100,780.09  
E#905-937 = \$407,255.29  
03/15/18PR = \$36,156.72  
03/31/18PR= \$42,058.86
3. Presentation of Receipt entries February 1<sup>st</sup>, 2018 through February 28<sup>th</sup>, 2018.
4. Presentation of Journal entries JE01312018.
5. Audit Committee review of January 2018 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
Upcoming scheduled meetings:
  - a. May 7<sup>th</sup>, 2018 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 03/27/2018 is \$90,861.99.
9. Cash in bank-Regular checking as of 03/27/2018 is \$2,261,028.22.
10. Investment-Regular Hi Fi as of 03/27/2018 is \$1,551,400.13.
11. Investment Certificate of Deposit as of 03/27/2018 is \$797,820.07
12. Investment Certificate of Deposit as of 03/27/2018 is \$790,679.61.
13. Investment Certificate of Deposit as of 03/27/2018 is \$788,403.37.
14. Investment Certificate of Deposit as of 03/27/2018 is \$784,092.49.
15. Investment-Roseau EDA Money Market as of 03/27/2018 is \$326,545.29.
17. Cash in bank-Roseau EDA as of 03/27/2018 is \$885.93.
18. Roseau Court Townhomes Financial Statement.

20. LG240B American Legion – Bingo at the County Fair
21. LG240B Roseau Eagles – Bingo at the County Fair
22. March 2018 City Revenues and Expenditures report
23. March 2018 Liquor Stores monthly sales report

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

Brady Martz – City Financial Statement (moved to a later date)

Katy Spoden, Roseau's new Park and Rec Director, was introduced and welcomed.

### **Committee Reports**

#### **Planning Commission –**

CDC Todd Peterson informed council that the Planning Commission met on Monday, March 26<sup>th</sup>, 2018 to review variance application #18-01 (submitted by Val Bernat) for the Roseau Sacred Heart Catholic Church. The church is requesting a 30' front setback variance to allow an addition on the east side of the church up to the property line. The church feels this addition is necessary to provide space for church operations and the only feasible location to expand is to the east. The addition would come out to the edge of the side walk similar to the American Legion directly to the south. The right of way at this location is 80'. After discussion, the Planning Commission recommends the Roseau City Council set a public hearing for April 30<sup>th</sup>, 2018 at 12:30 pm in the Roseau City Council Chambers for the purpose of seeking public comment.

After discussion, Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it carried by unanimous vote to set a public hearing on April 30<sup>th</sup>, 2018 at 12:30 pm in the Roseau City Council Chambers for the purpose of seeking public comment on variance application #18-01 for the Roseau Sacred Heart Catholic Church.

The Planning Commission will be meeting Monday, May 21<sup>st</sup>, 2018 for both the regular May Planning Commission meeting and the annual Planning Commission Tour as May 28<sup>th</sup> is Memorial Day.

#### **Roseau County Commissioner**

County Commissioner Jack Swanson commented on item 19 that was removed from the agenda. The county has a similar preemptive resolution in place that gives the County more authority in its decision making. The County and the City differ in the role the state plays. The State legislature tells the County how much it can spend which concerns the County, whereas the City has more flexibility.

Commissioner Swanson informed council about the housing vacancy rate in Roseau County. A couple of years ago there was a shortage of apartments and now with the two new apartment buildings there is a surplus. There are at least 13 open apartments at Summerfield Apartments. A tour and marketing of Summerfield Apartments to Polaris employees, as temporary housing until a permanent home can be built or purchased, is planned.

Commissioner Swanson informed council that the County is hiring for a few different positions. The County is concerned that its pay and benefits package are not as competitive as they once were.

Council member Pat Novacek inquired as to the new contract with Air Medical Resource Group (AMRG), the Medical Helicopter (formerly known as Valley Med Flight.). Commissioner Swanson stated the contract is basically the same with some fee increases, additions that would cover “snow birds”, and the pick-ups had to originate in Roseau County.

**Operations Committee** – did not meet.

**Oakcrest Golf Course** – did not meet

**Airport Committee** –

CDC Peterson informed council that the FAA is close to signing off on the Airport Master Plan and MN DOT will hopefully follow as well. Once the plans are approved, money will be needed to proceed into the construction phase. CDC Peterson has been seeking entitlements from other Minnesota cities that are not in position to use the entitlements before they expire. The City of St. James and the City of Orr are both interested. City of Orr has agreed to a Federal Airport Funding Repayment agreement between the City of Orr and the City of Roseau. The City of Orr agrees to transfer \$150,000 in Federal Fiscal Year 2018 to the City of Roseau from available 2018 FAA non-primary entitlement funds through the Airport Improvement Program. The City of Roseau agrees to transfer back to the City of Orr a portion of their FAA funding allocation in Federal Fiscal Year 2021 in re-payment of the total amount of \$150,000. CDC Peterson asked for council approval to sign the agreement with the City of Orr and the pending agreement with the City of St. James.

After discussion Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was approved by unanimous vote to authorize CDC Peterson to sign the Federal Airport Funding Repayment Agreements between the City of Orr and the City of Roseau and the City of St. James and the City of Roseau, each for the amount of \$150,000.00.

CDC Peterson informed Council that Polaris and the DNR Fire Watch have both weighed in on the final design for the Arrival/Departure building. CDC Peterson is still waiting for a response from Valley Med Flight. Mayor Pelowski stated that he had the name and contact information for the new company that bought out Valley Med Flight. CDC Peterson will contact them.

**EDA**

CDC Peterson informed council that the EDA did not meet. The meeting was moved to next week as CDC Peterson was in the cities testifying on a bill relating to economic development and the modifying of restrictions on local government revolving loan funds. CDC Peterson worked with Representative Dan Fabian on this bill and Representative Fabian feels it went well. Representative Garofalo is chair of that committee.

**Department Reports**

**Liquor Store**

Liquor Store Manager Linda Roseborough was absent, but CDC Peterson presented to council the application and certificate for payment for the final \$3,000 on the liquor store expansion project. This final payment is held until all of the remaining punch list items are completed. CDC Peterson stated there is one thing still to finish but would like council approval to pay contingent upon the completion of the final project.

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was approved by unanimous vote to pay the final \$3,000.00 to Scott Johnson Companies once the final project is complete.

#### **Fire Department**

Fire Chief Craig McMillin informed council that Badger is interested in purchasing the old fire truck for \$40,000, as soon as the city of Roseau receives the new one. Chief McMillin requested council approval to sell the old fire truck to the Badger Fire Department. Chief McMillin would like to use the money from the sale of the old truck to stock and equip the new fire truck.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it carried by unanimous vote to approve the sale of the old fire truck to the Badger Fire Department for \$40,000 and to designate that money to stock and equip the new fire truck.

Fire Chief McMillin informed council the fire department will be doing a house burn April 21<sup>st</sup>, 2018.

#### **Police Department**

Police Chief Anderson provided council Resolution 17-18 authorizing the City of Roseau to enter into Law Enforcement Mutual Aid Agreement. The purpose of this agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions for law enforcement purposes. Northern counties from Beltrami through Kittson are asked to participate as the Enbridge Energy Pipeline may spark controversy.

### **RESOLUTION NO. 17-18 OF THE CITY OF ROSEAU AUTHORIZING THE CITY OF ROSEAU TO ENTER INTO LAW ENFORCEMENT MUTUAL AID AGREEMENT**

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, April 2, 2018, at 5:00 p.m., a Motion was made by Councilmember Pat Novacek for passage of the following Resolution:

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

**WHEREAS**, the City of Roseau Police Department accepted the plan for a mutual aid agreement with the law enforcement agencies in northern Minnesota – the intent of which is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions for law enforcement purposes; and

**WHEREAS**, this agreement is consistent with Minnesota Statutes §12.331 entitled “LOCAL ASSISTANCE TO POLITICAL SUBDIVISIONS”.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA,** that the City of Roseau enters into a Law Enforcement Mutual Aid Agreement with other northern Minnesota law enforcement agencies for the mutual benefit of the public safety of all citizens in the State of Minnesota.

This Motion for Resolution was made by Councilmember Pat Novacek and was seconded by Councilmember Jane Evans, and upon a vote being taken, the following voted in favor: Mayor Jeff Pelowski, Council members Pat Novacek, Amy Bassingthwaite and Jane Evans.

The following voted against the same: none

The following abstained: none

The following were absent: Council member Don Ross

Adopted by the Council this 2nd day of April, 2018.

EFFECTIVE DATE: April 2, 2018.

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Mayor

ATTEST:

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City Clerk/Treasurer

**Superintendent**

Superintendent David Drown presented to council the 2018 Street Improvements bids. Houston Engineering, Inc. estimate was \$270,408.50; R & Q Trucking, Inc. bid was \$195,094.50; and the Spruce Valley Corp. bid was \$359,030.00. Council inquired as to the bid performance bonds. CDC Peterson stated that all the necessary paperwork was in order. Superintendent Drown informed council that the bid does not include the bituminous but the City was included in a County bid package that was awarded at \$48 dollars a ton. Superintendent Drown asked for council authorization to accept the low bid of R & Q Trucking.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded, and it carried by unanimous vote to accept the low bid of \$195,094.50 from R&Q trucking for the 2018 Street Improvements.

Council was provided an email from the Violence Intervention Project requesting permission to put up teal colored ribbons that represent awareness regarding sexual assault on the light poles down Main Street.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to give permission to the Violence intervention

project to put up teal colored ribbons for the month of April on the light poles down main street, with the understanding that: the people that put them up will also take them down by May 2<sup>nd</sup>, 2018; the ribbons will be properly disposed of; and that they contact the City Superintendent before hanging them as not to damage the light poles. The Council did not establish this as a policy, but rather as a trial run to see how it goes. Council will decide if it is something they will consider again in the future.

Council member Jane Evans inquired about the progress of the rest room project and the Gazebo Park. Superintendent Drown stated that there is only \$55,000 in the budget and the bid came in at \$68,000. There was discussion of fund raising and scaling back the project. No action taken.

Council member Jane Evans inquired as to the possible recycling of glass and curbside collection within the recycling program the City of Roseau offers. Superintendent Drown and Mayor Pelowski stated that Mar-Kit (the company contracted by the county to handle the recyclables) will not take glass because there is no market for glass at this time. It was noted that curb side pick-up would require more trucks, employee hours and it would at least double the customer's garbage bill.

**City Attorney-** no new business

**Community Development Coordinator –** no new business

**Mayor and Council**

Council inquired as to the status of Phase 2 of the South Riverview skate park. CDC Peterson stated the contract and cooperative purchasing agreement has been signed with Spohn Ranch for construction to begin the end of May or the beginning of June.

Mayor Pelowski informed council that Irene Wynne, a long time consultant for the City of Roseau, has passed away. Irene was a grant writer for the City of Roseau and helped tremendously after the flood. The Wynne's administered all of the grants for the City of Roseau. Irene's passing is a big loss for the City.

Mayor Pelowski informed council that Polaris is paying a 27 million dollar penalty to close out the recalls it has been having. Polaris has assured him that this is budgeted and it should have no bearing on the Roseau facility other than the repair kits will be made here.

**Unfinished Business-**

There being no further business Councilmember Amy Bassingthwaite motioned to adjourn the City Council meeting, seconded by Councilmember Pat Novacek and carried by unanimous vote.

ATTEST:

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Elizabeth Carlson Clerk-Treasurer

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Mayor Jeff Pelowski