

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – April 4th, 2016 @ 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, Don Ross, Amy Bassingthwaite, and Jane Evans. Absent: none. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, City Attorney Pat Moren, Assistant City Attorney Michelle Moren, Liquor Store Manager Linda Roseborough, Police Chief Ward Anderson, Fire Chief Jeff Ballard, Clerk-Treasurer Beth Hellquist, Jack Swanson – WILD 102 Radio, Natalie Anderson-Lucky Border Stars, Tracy Bruggeman – Brady Martz Audit, Marc Hodge- Roseau Police Department, Bruce Stone, and from the Park Board, Sonya Peterson, Chad Johnson and Brad Bassingthwaite.

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

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the March 7th, 2016 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:

1. Presentation of Accounts Payable claims March 1st, 2016 through March 31st, 2016 batch AP0033116. March 2016 AP Checks # 60277-60365 = \$140,908.14.
2. Presentation of daily checks March 1, 2016 through March 31, 2016.
Electronic payments #57-80 = \$405,905.81
Checks #60209-60276 = \$110,156.30
3/15/16 PR DD = \$35,047.21
3/30/16 PR DD = \$41,883.94
3. Presentation of Receipt entries February 1, 2016 through February 29, 2016.
4. Presentation of Journal entries JV01312016.
5. Audit Committee review of January, 2016 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. May 2nd, 2016 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 03/30/2016 is \$61,702.58.
9. Cash in bank-DNR Escrow as of 03/30/2016 is \$2,000.00.
10. Cash in bank-Regular checking as of 03/30/2016 is \$2,684,030.87.
11. Investment-Regular Hi Fi as of 03/30/2016 is \$1,545,207.46.
12. Investment Certificate of Deposit as of 03/30/2016 is \$775,319.91.
13. Investment Certificate of Deposit as of 03/30/2016 is \$779,389.84.
14. Investment Certificate of Deposit as of 03/30/2016 is \$782,029.85.
15. Investment Certificate of Deposit as of 03/30/2016 is \$788,893.90.
16. Cash in bank-Airport Fuel Sales Credit Card as of 03/30/2016 is \$31,493.58.
17. Investment-Roseau EDA Money Market as of 03/30/2016 is \$199,137.41.
18. Cash in bank-Pine to Prairie Birding Trail as of 03/30/2016 is \$10,415.30.
19. Cash in bank-Roseau EDA as of 03/30/2016 is \$2,724.18.
20. LMC – March Newsletter

21. LMC – 2016 City of Excellence Form
22. LMC - 2016 Ludwig Award & Millar Award Form.
23. March 2016 Liquor Store Revenue & Expenditures.
24. March 2016 City Revenues & Expenditures

Delegations –

“Stomp Out Cancer 5K Walk/Run”

Natalie Anderson from Border State Bank presented to council the “Stomp Out Cancer 5K Walk/Run”. This event will be held May 14th, 2016 using the same route as last year. This event has raised over \$15,000, for Relay for Life and the American Cancer Society, in the last four years. Natalie Anderson asked council permission to do a “color run” for next year’s 5K.

It was council consensus to approve this years “Stomp Out Cancer 5k Walk/Run” allow a “color run” at next years “Stomp Out Cancer 5K Walk/Run”.

BradyMartz City Audit

Tracee Bruggeman from Brady Martz appeared before the City Council to give a presentation of the December 31, 2015 Audit. Tracee stated the audit went well and the City of Roseau has healthy fund balances and low debt levels.

Park Board

Sonya Peterson, Chad Johnson and Brad Bassingthwaite of the Roseau City Park Board presented to council the South Riverview Park Fundraising Campaign and plans for the project. The Park Board would like to proceed with the construction of Phase I or a portion of Phase I (The Splash Pad Development and Activities Building Construction), depending on the amount of money raised. The estimated cost for Phase I is \$489,000 and the estimated cost for just the Splash Pad Development and Activities Building is \$379,000.

The Park Board is starting on a fundraising campaign. The Park Board will be holding a fundraising meeting Wednesday night. Donations to the South River View Park project are tax deductible and may be directed to either the City of Roseau (c/o South Riverview Park Project) or the NMF/Roseau Parks & Recreation Fund and specify the South Riverview Park Project”

Council member Pat Novacek requested proper boring be done in that area so the project doesn’t shift towards the river.

Discussion was interrupted for the 5:30 Public Hearing concerning JLN Guest House.

5:30pm Public Hearing – JLN Guest House

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to open the Public Hearing.

Assistant City Attorney Michelle Moren presented to council the ONSS Liquor licenses and the Retailer ID card that were voluntarily surrendered by JLN Guest House. JLN Guest House no longer will be selling alcohol. JLN Guest House was given the opportunity to make good the NSF check written to obtain the licenses, but chose to surrender the licenses instead.

Assistant City Attorney Moren recommended the council accept the relinquishment of the ONSS Liquor Licenses.

There were no public written or oral comments.

Council member Jane Evans motioned, Council member Don Ross seconded and it was carried by unanimous vote to close the Public Hearing.

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to accept JLN Gust House relinquishment of their ONSS Liquor Licenses and Retailers Card on the recommendation of Assistant City Attorney Michelle Moren.

Delegations - Park Board – continued 5:40pm

Fire Chief Jeff Ballard asked if the Fire Hall Expansion project had been figured into the plan, and it had. Sonya Peterson of the Park Board informed council the following three grants have been applied for: the DNR Outdoor Recreation Grant which could be up to \$100,000; the Polaris Grant of \$30,000; and the KaBoom equipment grant which would be \$15,000 with the purchase of \$24,000 in equipment. The Park Board should know by the end of June if they will receive any of the grants.

Council asked if there would be certain hours of operation. Sonya Peterson of the Park Board informed council there are programmable timers so the Splash Park could be closed at dusk.

Council discussed how the location for the Splash Park was determined. The Park Board Reps discussed the reasons for the current location including: It is a central location; in the heart of the city; next to the library and close to restaurants and local businesses; assessable by bike trails and walking distance for most residents.

The Park Board asked if the City of Roseau would match private donations dollar for dollar up to \$250,000. The Park Department has \$50,000 already budgeted for this project.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to match private donations dollar for dollar up to \$250,000, (the \$50,000 already in the budget to be part of this amount). This matching would cover the whole year.

Bruce Stone

City resident Bruce Stone brought the following concerns before the City council:

- Morning and late afternoon/evening traffic going past his residence is going faster than the 30 mph set by the state. This is a hazard for the elderly people out walking and the children waiting for school buses.
- Stray dogs have been coming through his yard. One snarled at his wife and they threaten his small dogs which are licensed and in his yard. Bruce was able to catch one animal and called the police to pick it up, but the problem continues. Fire Chief Jeff Ballard stated they have the same problem at his residence.
- Droppings from animals are littering the sidewalks not just near his residence but down Center Street, also.

Police Chief Ward Anderson will look into the traffic issue. The City Police have ticketed the owners of a couple of stray dogs, and will continue to pick up strays.

Council discussed the animal droppings that seem to be an issue all over town and on the trail system. Actions discussed were taking pictures and putting this issue in the City newsletter, signs on trails and adding more bagging stations.

Council also discussed traffic by the North Star apartments. There is not enough space in the parking lot for the tenants, so they have to park on the street. Cars cannot meet in this area and have to take turns.

Committee Reports

Roseau Promotions Director - absent

Planning Commission-

CDC Todd Peterson informed council the Planning Commission met Monday March 28th, 2016.

CDC Peterson presented council with the Planning Commission minutes which contained photos from the West Side Trailer Court showing a partially demolished trailer and debris. The Planning Commission recommended to begin the process of abatement of all abandoned and hazardous buildings in the city and requested the Roseau Police Department take photos of all structures needing to be addressed for the April, 4 2016 City Council meeting to initiate the abatement process.

Police Chief Ward Anderson and Police Officer Marc Hodge talked with the person dismantling the 2 trailer houses. The person stated the trailers should be removed in 2 weeks and all the debris in dumpsters. Police Chief Anderson and Officer Hodge drove by earlier in the day before the council meeting. There is 1 trailer left and debris everywhere.

Police Officer Marc Hodge presented council with books of pictures of over 30 structures in the City of Roseau that are abandoned or in disrepair but not abandoned. Many of the abandoned structures are trailer houses. It is expensive and difficult to get rid of trailer houses and they cannot be burned. It was discussed the abatement process should include any and all abandoned and hazardous units in the community.

City Attorney Michelle Moren advised council to proceed with the abatement process on the 2 trailer houses at the West side Trailer Court. The Planning Commission will need to decide what needs to be done to the other structures. The Police Department will need to give notice to the owners and give them a time period and list of specific instructions of what needs to be done. A Public Hearing will have to be set as part of the abatement process.

City Attorney Michelle Moren recommended focusing on the trailer houses at West Side Trailer Court first. City Attorney provided council information on the process for undertaking abatement of the 2 trailer houses at the West Side Trailer Court as the progress on the clean-up has taken over a year.

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried my unanimous vote to set a Public Hearing for May 2nd, 2016 at 5:30pm, and to authorize the Police Department to give notice of the June 1st deadline and specific instructions.

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed council the County Commissioners approved submitting a federal grant for a Roseau Drug Court to pay for an additional probation officer among other drug compliance items. Drug related offenders have tripled. Commissioner Swanson also informed council Roseau County now has a Domestic Violence Court. There have been approximately 40 domestic violence incidents since Christmas.

Operation Committee –

CDC Todd Peterson informed council the Operations Committee did not meet

Oak Crest Golf Course – no new business

Airport Committee –

CDC Todd Peterson informed council the Airport Committee did not meet, but stated he is working with KLJ to receive bids from 8 different companies for fuel tank replacement at the airport.

EDA –

CDC Todd Peterson informed council the EDA met last week. The following items were discussed:

The EDA is working with Katie Piper on promotional efforts to encourage people to move to Roseau. The grant from the Northwest Minnesota Foundation is \$5,000. Approximately \$10,000 is needed. The EDA will lead the effort, but is meeting to form a committee. Representatives from Polaris, the Roseau School District and LifeCare Medical Center will be invited to discuss the forming of the committee and are encouraged to be part of it.

The house the Roseau School, NWCA and the City of Roseau built has sold. The City received a check for their portion last Friday. NWCA has asked if the City would be interested in funding another house if it were presold. NWCA stated they may have potential buyers. This house would be built using contractors as the School cannot participate this year. This should shorten the time frame on construction. Council discussed assisting in the housing market, the rental units that are available, and the newer houses that are on the market. Property values are holding. Though there are houses on the market there is a shortage of newer housing. CDC Peterson made the same offer to a local contractor as NWCA but the local contractor was not interested. There have not been any objections from the local contractors pertaining to the City's involvement in the housing market and NWCA tends to hire local contractors. After discussion, Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was carried by unanimous vote to work with NWCA building a new house contingent they have the house presold.

Department Reports

Liquor Store- no new business

Fire Department-

Fire Chief Jeff Ballard reported a couple of firemen went to the regional meeting in April. The Fire Department is working to be ready with the trucks before fire season.

Police Department – no new business

Superintendent-

City Superintendent David Drown asked council if they would waive the Building permit fee for shingling the arena roof. The surcharge will still need to be paid to the state. Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to waive the fee for the building permit to shingle the arena roof.

City Superintendent Drown asked for council to pass the 3% contract increase on the School Electric Rate. The demand is down, so they will not see an increase overall. Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to pass the 3% contract increase on the School Electric Rate.

City Superintendent Drown informed council MPCA is actively watching the City of Roseau's phosphorus levels. Superintendent recommended the City sign the agreement to join approximately 44 other cities and the Coalition of Greater MN Cities and participate in the voluntary assessment (of .88 cents per hookup) contingent on City Attorney Michelle Moren's review and recommendation. Council member Jane Evans motioned, Council member Don Ross seconded and it was carried by unanimous vote approve Resolution #18-16 to enter into the joint agreement plus participate in the voluntary assessment contingent upon City Attorney Michelle Moren's review and recommendation.

RESOLUTION NUMBER 18-16

A RESOLUTION APPROVING MEMBERSHIP IN THE MINNESOTA ENVIRONMENTAL SCIENCE AND ECONOMIC REVIEW BOARD (MESERB)

WHEREAS, the Minnesota Environmental Science and Economic Review Board (MESERB) is a joint powers organization made up of cities, public utilities commissions, sanitary

sewer districts, and business associates committed to using established principles of science, law and engineering to advocate for sound and cost-effective environmental regulations; and

WHEREAS, MESERB is dedicated to using these principles in the research, study, and analysis of environmental issues impacting the provision of wastewater treatment services in the State of Minnesota; and

WHEREAS, MESERB actively monitors environmental activities at a federal, state and local level and provides up to date information and analysis to MESERB members regarding the provision of wastewater services and the impacts of proposed environmental regulations thereon; and

WHEREAS, MESERB uses these principles of science, law, and engineering to analyze water quality standards, rules, and mandates imposed by the Environmental Protection Agency and the Minnesota Pollution Control Agency, to ensure accountability for agency activities and to ensure that imposed regulations are justified and will result in measurable improvements to water quality and public health; and

WHEREAS, MESERB implements these principles of science, law, and engineering to evaluate new or reissued NPDES Permits of MESERB members to ensure that environmental requirements contained in such permits are appropriate and consistent with applicable rules and regulations; and

WHEREAS, MESERB takes collective action and works with environmental interests and federal and state regulators to communicate the comments, concerns, and recommendations of wastewater treatment facility operators and aid in the development of scientifically justified and effective environmental rules and standards.

NOW THEREFORE, BE IT RESOLVED, that the City of Roseau hereby agrees to join the Minnesota Environmental Science and Economic Review Board (MESERB), hereby directs and authorizes Mayor and Clerk to sign the MESERB Joint Powers Agreement and any other associated documentation needed to effect membership in MESERB, and hereby directs and authorizes payment of the membership assessment required to participate in MESERB.

Adopted this 4th day of April, 2016, by Roseau City Council

YEAS: 5 NAYS: none ABSTENTIONS: none

City Superintendent informed council the County bituminous bid came in at \$44.62. This will put the 2016 street project at approximately \$457,000 not the \$800,000 that was budgeted. Superintendent Drown asked to do more under the contract, stating the bituminous prices may not be this low again. The 2016 street projects would be 6th St SW (highest priority in the area), 8th Ave SW and 8th Ave NE. These would cost approximately \$850,000.

Council member Jane Evans motioned, Council member Pat Novacek seconded and it was carried by unanimous vote approve the addition of 6th ST SW to the 2016 street projects and increase the total to approximately \$850,000 contingent on both contractors signing the contract and honoring their unit pricing.

Council member Jane Evans asked Superintendent Drown to look at the parking around the Post Office, to see if something could be done to make it safer. It is hard to see when cars are parked on the street on 2nd Ave SE. The street discussed is a County street but City Superintendent Drown said he would take to the County Engineer to see what could be done.

City Attorney- no new business

Community Development Coordinator-

CDC Todd Peterson informed council the Corps has submitted all of the information to FEMA on the East Diversion Flood Control Project. It is still not clear if the Letter of Map Revision for the flood control project (LOMR) will be integrated in the new Flood Plain map or adopted separately immediately after and released at the same time.

FEMA has indicated the new flood plain maps will not come out until the spring of 2017. CDC Peterson said there was no way to politically speed up the process substantially but politicians may keep it moving along.

CDC Peterson informed council there are a couple of things left to provide to FEMA for the LOMR. One is the levee certification. The US Army Corps has provided its certification; however, the levees received minimal certification due to damage. The levees have sustained some damage due to ATV's driving on it. There has to be community education on this, signage and possibly barricades. The levees cannot be ridden on as it kills the ground cover causing erosion. The City crew will need to do the repairs and maintenance on the levees to get them up to standards.

CDC Peterson presentation council with Resolution #17-16

**City of Roseau
Resolution #17-16**

**RESOLUTION FOR THE OPERATION, MAINTENANCE, REPAIR, REHABILITATION AND REPLACEMENT OF
THE FLOOD RISK MANAGEMENT PROJECT**

IT IS RESOLVED, that the City of Roseau accepts responsibility for the inspection, operation, maintenance, repair, rehabilitation and replacement of all features of the project in accordance with Section 3 of the Flood Control Act of June 22, 1936 relating to the Roseau Flood Risk Management Project.

Motion made, seconded and passed unanimously this 4th day of April, 2016.

Approved:

Jeff Pelowski, Mayor

Attested:

Elizabeth Hellquist, City Clerk-Treasurer

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote approve Resolution #17-16.

Mayor Council

The American Legion Post 24 submitted an application and permit for Temporary Liquor License. The permit is to be used at the North Hockey Rink on May 28, 2016 for the Bree Wedding reception. Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the Temporary Liquor License for the American Legion at no fee contingent on it being necessary for the City to be involved.

The City council began reviewing the Community Master Plan. Council reviewed the City Values; Section 1 (The Introduction), and Section 2 (Population and Demographics.)

Council will discuss the next section at the May 2nd, 2016 regular council meeting.

Unfinished Business - There was no unfinished business.

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

ATTEST:

Clerk-Treasurer

Mayor