

REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – August 5, 2019 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, Jane Evans and Brady Johnson Absent: None. Others present were, Community Development Coordinator Todd Peterson, City Superintendent David Drown, Police Chief Ward Anderson, Liquor Store Manager Linda Roseborough, Fire Chief Craig McMillin, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, Jack Swanson – Wild 102 radio and Jodi Twete from Colonial Life.

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

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the July 1, 2019 regular meeting minutes as written.

Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded and it was carried by unanimous vote to approve the following Consent Agenda, as written

1. Presentation of Accounts Payable claims July 1, 2019 through July 31, 2019 Batch AP07312019.
CK# 66677-66745 = \$225,123.03
2. Presentation of daily checks July 1, 2019 through July 31, 2019
CK# 66590-66676 = \$237,776.68
E# 1520-1559 = \$354,209.11
PR 07/15/19 = \$37,600.26
PR 07/30/19 = \$42,155.94
3. Presentation of Receipt entries June 1, 2019 through June 30, 2019.
4. Presentation of Journal entries JE0053119.
5. Audit Committee review of May 2019 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. September 9th, 2019 Regular council meeting at 5:00 p.m. & Public Hearing 5:30 p.m. – Abatement 107 3rd Street NW
7. Approve the use of alcohol in the Community Center
 - a. MN Canola Council – Changed date from December 4 to December 10, 2019.
8. Investment–Roseau EDA Hi Fi as of 07/30/2019 is \$145,808.42
9. Cash in bank-Regular checking as of 07/30/2019 is \$2,814,811.97.
10. Investment-Regular Hi Fi as of 07/30/2019 is \$1,558,037.63.
11. Investment Certificate of Deposit as of 07/30/2019 is \$804,832.79
12. Investment Certificate of Deposit as of 07/30/2019 is \$800,361.38.
13. Investment Certificate of Deposit as of 07/30/2019 is \$795,119.03.

14. Investment Certificate of Deposit as of 07/30/2019 is \$795,099.90.
15. Investment-Roseau EDA Money Market as of 07/30/2019 is \$275,552.07.
16. Cash in bank-Roseau EDA as of 07/30/2019 is \$609.73.
17. Roseau Promotions Director Report
18. Airport Hangar #5 lease to Trent Wiskow
19. Border-to-Border Broadband Development Grant Program
20. LG220-Roseau Fire Department Relief Association-American Legion Raffle
21. LG220-Roseau Chapter of MN Deer Hunters Association-Raffle
22. MN Dept. of Health – Lead/Copper Tap Water Monitoring Report
23. Roseau County Fair Board – Thank you letter
- 24.

RESOLUTION NO. 37-19
RESOLUTION ACCEPTING DONATION

WHEREAS, the Roseau Lodge A.F & A.M. No. 268 has presented to the City of Roseau, a donation of \$1,500.00, and has designated that this donation be deposited in the City of Roseau South Riverview Park Fund for the basketball court.

WHEREAS, the City Council is appreciative of the donation 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 donation is accepted and acknowledged with gratitude, and
 2. That the donation will be allocated to the South Riverview Park basketball court.
- Adopted by the City Council of the City of Roseau, Minnesota this 5th day of August, 2019.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

25.

RESOLUTION NO. 38-19
RESOLUTION ACCEPTING DONATION

WHEREAS, the General Public has presented to the City of Roseau, a donation of \$41, and has designated that this donation be deposited in the City of Roseau Gazebo Concert Fund.

WHEREAS, the City Council is appreciative of the donation 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 donation is accepted and acknowledged with gratitude, and
2. That the donation will be allocated to the Gazebo Concert Fund.

Adopted by the City Council of the City of Roseau, Minnesota this 5th day of August, 2019.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

26. July 2019 Roseau Liquor Store monthly sales report
27. July 2019 City Revenues & Expenditures report

Delegations

Jody Twete from Colonial Life asked for council approval to present Colonial Life as a voluntary benefit plan option to the City of Roseau Employees at the employees' expense. There will be no cost or obligation to the City other than the time it takes to process the deductions through payroll. Ms. Twete, a former a Former AFLAC agent, stated that the benefits offered are similar to AFLAC but more affordable.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded, and it carried by unanimous vote, to approve Colonial Life to be presented to the City of Roseau Employees as a voluntary benefit plan at the employees expense, as long as there is no cost or obligation to the City other than the time it takes to process the deduction through payroll.

Committee Reports

Planning Commission –

CDC Todd Peterson reviewed the Planning Commission minutes from July 29, 2019.

- CDC Peterson stated that there has been compliance from several properties listed on the clean-up report, due to Officer Manka's efforts.
- CDC Peterson presented to council a Variance Application #19-2 (Grass Lake Enterprises) for a sign variance on the car wash (Sven and Ole's) and oil change businesses. The car wash has an existing monument sign with a square footage of 72 SF, the proposed electronic messaging sign for the oil change business has a square footage of 40 SF for the total square footage of 112 SF, 12 SF in excess of that allowed under the sign ordinance of 100 SF for a monument sign on a multi-tenant business. Grass Lake Enterprises is seeking a variance of 12 SF to install the new signage. The Planning Commission recommends to the City Council to set a public hearing on August 26th at 12:30 pm for the Variance Application #19-2 (Grass Lake Enterprises) to allow the installation of an Electronic Messaging Sign with a square footage of 40SF, in addition to existing signage of 72 SF, requiring a 12 SF variance. It was noted that the electronic messaging sign has already been installed. It was also noted that the application was received on June 28, 2019 and that the city must act on this application by August 28,

2019 or the application will be automatically approved. It was suggested that a City Council meeting be set for August 28, 2019 in case there is a need for the City Council to deny the permit.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to set a public hearing for August 26th, 2019 at 12:30 pm.

As action must be taken before August 28, 2019, Council member Jane Evans motioned, Council member Pat Novacek seconded and it carried by unanimous vote to follow the Planning Commission's recommendation to approve or to not approve Variance Application #19-2.

CDC Peterson then inquired of council about a penalty for people who proceed before receiving approval. Council discussed doubling the fee and will decide when budgeting the Fee Schedule.

- A Public Hearing on a house moving permit application from Mr. David Ulvin was held at 12:30 pm. The Ulvin building permit application requests the relocation of a school buyout home located at 408 6th Street NE (near the Roseau School) to a site at 405 Center Street E in Roseau. The split level home was constructed in 1969 and is in good shape and recently updated with new siding and roofing. The home is approximately 1,500 SF. The public hearing was advertised in the Roseau Times-Region and property owners within 350' of the proposed location of the home were notified and that only one person had provided any comment on the application. Tammi Borgen who lives directly to the east of the proposed site requested information on the site plan and setbacks for the project. CDC Peterson provided Ms. Borgen with that information and notified Ms. Borgen that no setback variances were part of this application and hearing. Only an architectural review of the home itself was being considered. No other comments were provided. The Planning Commission recommended approval of the house relocation to the proposed site based on the proposed home being of the appropriate size, mass, architectural style and age to properly fit within the proposed neighborhood.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded, and it was carried by unanimous vote to approve the moving permit application from David Ulvin for the purpose of relocating a home currently located at 406 6th St NE, Roseau, MN to a vacant lot at 405 Center St E, Roseau, MN

Roseau County Commissioner

County Commissioner Jack Swanson had no new business from the county, but informed council that his wife Nancy has had family up and they were very impressed with the golf course and how well the houses and lawns are kept up in Roseau. They had fun kayaking and paddle boarding on the Roseau River, and they even got to greet Mayor Pelowski.

Operations Committee –

CDC Peterson stated that the operations committee met to discuss updating the City of Roseau Pay Plan. CDC Peterson presented to council an estimate from George B. Gmach Compensation Consulting, LLC for updating the city pay plan. The City of Roseau Pay Plan has not been updated since 2009 or 2010, about 10 years. The employees will be asked to review their job descriptions, as some may have changed. George Gmach Compensation Consulting will then update where needed, review market comparisons, review grades and ranges, recommend adjustments, calculate costs and retest for pay equity compliance. The cost will be capped at \$1,000 and CDC Peterson stated that there is money in the budget to cover this.

It was council consensus to approve hiring George Gmach Compensation Consulting, LLC to review the City of Roseau Pay Plan.

CDC Peterson and City Superintendent Drown presented to council information from George Gmach Compensation Consulting, LLC concerning the Grade 8 rating for a revised job description called Utility Technical Coordinator/Water and Wastewater Operator. The current grade for this position is 9 but requires a civil engineering degree. The City of Roseau does not need this requirement as the City hires engineering firms that have Civil Engineers on staff. CDC Peterson and Superintendent Drown recommended to council to approve a new job called Utility Technical Coordinator/Water and Wastewater Operator as rated by George Gmach at grade 8.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded, and it carried by unanimous vote approve the new job position of Utility Technical Coordinator/Water and Wastewater Operator (grade 8 position.)

City Superintendent Drown then recommended that city employee Mike Picard be promoted to the new job position of Utility Technical Coordinator/Water and Wastewater Operator and change Mike Picard's pay from grade 5 to grade 8.

Council member Pat Novacek motioned, Council member Brady Johnson seconded and it carried by unanimous vote to approve city employee Mike Picard be promoted to the new job position of Utility Technical Coordinator/Water and Wastewater Operator and the change to Mike Picard's pay from grade 5 to grade 8.

Oakcrest Golf Course – Council member Brady Johnson stated that the golf course is in great shape and that everyone should attend the Golf Tournament on the 24th and 25th, as it is impressive to watch.

Airport Committee

The airport committee did not meet.

CDC Peterson presented to council the Task Order #9 MALSF Design from KLJ. This agreement is for Kadrmas, Lee & Jackson, Inc. to do the design and bidding for Construct MALSF, Shelter and Access Road. The total compensation for the engineering services is \$87,916.96. The engineering cost will be cost shared with the state at 75% state and 25% local. The city's share is within budget.

After discussion, Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded, and it carried by unanimous vote to approve task order #9 and authorize CDC Peterson's signature.

Resolution #39-19

NOW THEREFORE, BE IT RESOLVED, that the City Council, of the City of Roseau, approve the Task Order #9 Agreement between owner, (City of Roseau) and Engineer (KLJ Engineering) to do the design and bidding for Construct MALSF, Shelter & Access Road. The total compensation for the engineering services is to be \$87,916.96 and is subject to a MN DOT 75/25 state grant.

Adopted by the City Council of the City of Roseau, Minnesota this 5th day of August, 2019.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

CDC Peterson informed council that construction at the airport, starting in the next two weeks and lasting thru October, will cause closures periodically. At those times there will most likely be shuttling in and out of the Warroad Municipal Airport.

EDA

CDC Peterson informed council the EDA met on July 31, 2019 to review a loan application. The loan application was tabled for a special meeting to be held August 6th, 2019.

Department Reports

Liquor Store

Liquor Store Manager Roseborough provided to council information on the 1st Annual MMBA Fire Department Fundraiser. "In an effort to help your cities promote the Community Value of their Municipal Liquor Operation, the MMBA, in partnership with MillerCoors, is coordinating the 1st annual fundraiser **benefiting your local fire departments.**" "All funds raised will go directly to the local fire department that services your community." The fundraiser will run from August 1 – September 11, 2019.

Fire Department

Fire Chief Craig McMillin informed council that one of the firefighters has resigned and Ryan Murry is a new volunteer fire fighter. A couple more firemen have indicated that they may resign at the end of the year, so the fire department will be looking for more volunteers.

Fire Chief McMillin informed council that the money received from selling Truck #44 (the old fire truck) to Badger, had been allocated for new equipment. That money has not been spent yet and the fire department would like to buy 12 new sets of turnout gear as 12 sets have expired. It

was Council consensus that the fire department already had the approval to spend the money for equipment which includes turnout gear.

Fire Chief McMillin informed council that the Fire Fighters Ball will be on September 21, 2019.

Police Department

Police Chief Ward Anderson and City Attorney Michelle Moren did research to see what other cities are doing when off duty police officers need to be at events when alcohol is being served. The officers are off duty volunteers that are paid by the event holders, but the payment is collected with the room rental fees and then paid to the officers through the City. The City cannot supplement the fee, as that could be considered wages from the City.

City Attorney Moren stated that the League said they could be scheduled as an employee, but that would make it difficult for the Police Departments scheduling and budgeting.

Council discussed \$50.00 as a fair rate versus the \$25.00 the officers receive now. Police Chief Anderson said that it is difficult to get officers to give up their Saturday's for \$25 per hour.

Council then discussed how to keep the price down for the events yet collect \$50.00 per hour for the officers.

After discussion, Council member Pat Novacek motioned to increase the Police officer fee to \$50.00 effective as of August 5th, 2019 on all room rental agreements.

City Attorney Michelle Moren then noted that the \$25 fee is already written in the room rental agreement, and stated that the agreements that are already signed would have to be honored.

Council member Pat Novacek rescinded his motion.

After further discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it carried by unanimous vote to wave the \$100 bar fee and a portion of the room fee, if necessary, to keep the entire cost the same for those that have already signed agreements for their events and to raise the hourly fee for the off duty police officer's to \$50.00. All new room rental agreements will also have the bar fee waved and the new Officer fee of \$50 per hour, but the room rates will stay the same, Effective August 5th, 2019.

It was council consensus to review the City Center rates during budget meetings.

Superintendent

City Superintendent Drown stated that the gas company, (Minnesota Energy Resources) would like to use the same two data collection positions in town as the City of Roseau for their automated meter reading equipment (AMI). Their equipment will not interfere with the City of Roseau's AMI collection positions. If they do interfere, Minnesota Energy will correct the interference immediately at MN Energy's expense. City Attorney Michelle Moren is reviewing the contract from Minnesota Energy. MN Energy will pay the City a \$10 monthly fee for these positions.

After discussion, Council member Amy Bassingthwaite motioned, Council member Brady Johnson seconded, and it carried by unanimous vote to approve the contract allowing Minnesota Energy Resources to install two AMI (Meter reading) collection positions in the City of Roseau for a \$10 monthly fee contingent on City Attorney Moren's approval of the contract.

Resolution #40-19

NOW THEREFORE, BE IT RESOLVED, that the City Council, of the City of Roseau, approve the City of Roseau Utilities and Minnesota Energy Resources agreement to allow Minnesota Energy Resources to erect antennae's and equipment and use certain poles owned by the City of Roseau. The duration of the agreement will be from August 5th 2019 until December 31, 2020 and thereafter from year to year unless terminated by either party. Minnesota Energy Resources will pay the City of Roseau \$10 per month, per site for the duration of the agreement.

Adopted by the City Council of the City of Roseau, Minnesota this 5th day of August, 2019.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

Superintendent Drown stated that the new summer hours for the City Crew are going fairly well. The City Crew is happy with them.

Mayor Pelowski presented to council Resolution 36-19 asked for authorization to participate in the Red River Basin Commission Basin-Wide Phosphorus Reduction Planning Effort. This resolution authorizes the City of Roseau's participation in the planning efforts to voluntarily reduce phosphorus reductions in the Red River Basin by developing an alternative framework to the MPCA's approach.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it carried by unanimous vote to authorize participation in the Red River Basin Commission Basin-Wide Phosphorus Reduction Planning Effort.

CITY OF ROSEAU, MINNESOTA
CITY COUNCIL RESOLUTION 36-19

A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROSEAU,
MINNESOTA, AUTHORIZING PARTICIPATION IN THE RED RIVER BASIN
COMMISSION BASIN-WIDE PHOSPHORUS REDUCTION PLANNING EFFORT

WHEREAS, the City of ROSEAU owns and operates a wastewater treatment plant ("WWTP") that discharges into the Red River Basin and holds a National Pollutant Discharge Elimination System and State Disposal System (NPDES/SDS) Permit #EDMR MNG 580039 that may be subject to further regulation pursuant to Minnesota Pollution Control Agency's ("MPCA") Revised Approach for Implementing Total Phosphorus ("TP") Effluent Limits in the Red River Basin, Minnesota (March 3, 2014); and

WHEREAS, the cities of Breckenridge, Moorhead, Roseau, Thief River Falls and Warroad (“Red River cities”) are all potentially impacted by MPCA’s approach for implementing phosphorus effluent limits in the Red River Basin; and

WHEREAS, the City has previously determined that it is in the City’s best interest to work collectively with the above cities to address mutual concerns about the revised approach with MPCA and to develop an alternative framework to achieve phosphorus reductions in the Red River Basin; and

WHEREAS the City of ROSEAU and other Red River cities have made significant investments in their WWTP’s and have made resulting progress voluntarily reducing their phosphorus discharges; and

WHEREAS, the Red River Basin Commission (“RRBC”) is engaged in a basin wide phosphorus reduction strategy and planning effort; and

WHEREAS, MPCA has proposed to continue to work in collaboration with the Red River cities to develop an adaptive management approach to reduce phosphorus in the Red River that seeks to address the cities’ collective concerns and improve water quality in the river; and

WHEREAS, the City is generally supportive of the proposed adaptive management approach proposed by MPCA, contingent upon reaching agreement with MPCA on critical details of the adaptive management approach and specific NPDES/SDS permit requirements; and

WHEREAS, the proposed adaptive management approach contemplates that the City and other Red River Basin cities participate in the RRBC led phosphorus reduction strategy and planning effort and potentially a future MPCA led stakeholder process.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL THAT:

1. The City Council hereby authorizes and directs the Mayor, City Manager/Administrator, and/or those other City staff or representatives as they may designate, to continue to work collectively with the Red River cities to achieve the City’s goals with respect to its NPDES/SDS permit and phosphorus reduction in the Red River Basin; and
2. The City Council hereby authorizes and directs the Mayor, City Manager/Administrator, and/or those other City staff or representatives as they may designate, to work in good faith with the MPCA to negotiate an agreement regarding the details of the proposed adaptive management approach and any City specific NPDES/SDS permit requirements; and
3. The City Council hereby authorizes and directs the Mayor, City Manager/Administrator, and those other City staff or representatives as they may designate, to participate in good faith in the RRBC basin-wide phosphorus reduction strategy planning effort and future stakeholder processes as needed to achieve the City’s interests; and

4. The City Council hereby finds that ongoing participation in said stakeholder processes shall be contingent upon reaching an agreement with MPCA regarding the details of the adaptive management approach and specific NPDES/SDS permit requirements for the City.

PASSED by the City Council of the City of ROSEAU on this 5TH day of AUGUST, 2019.

ATTEST

City Clerk

Mayor

City Attorney

City Attorney Michelle Moren covered legal matters earlier in the meeting with the department heads.

Community Development Coordinator

CDC Peterson presented to council Resolution #35-19. Authorization to Execute Minnesota Department of Natural Resources Grant Agreement Contract No. 163008, for the Purpose of Conducting the Project Entitled City Center Park. The Watershed wrote the grant for the River Trail Plan. The Department of Natural Resources Grant will cover half of the funds. The total project cost is \$65,800.00. The City of Roseau will be funding the other half (approximately \$32,900.00) that will have to be budgeted for in 2020.

After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it carried by unanimous vote approve and authorize signatures of contract No. 163008. Authorization to Execute MNDNR Grant Agreement for the Purpose of Conducting the Project Entitled City Center Park.

CDC Peterson informed council that NWCA is moving forward with the new house project and hopes to have the foundation in prior to the start of school.

CDC Peterson informed council that the previous Parks and Rec Director had attended a Walkable Community Workshop and had applied for available grant funds for construction of a trail, but that project is not eligible for the \$5,000 grant funds. CDC Peterson is working to change the grant application to signage, to mark all of the trails in the City.

CDC Peterson informed council that he spent a considerable amount of time on the Highway 11 sidewalks with DOT from the Bemidji office and members from the ADA. These sidewalks were installed after the flood and two years later ADA laws were passed which made all of the sidewalks and ramps out of ADA compliance and will have to be replaced. Also, the street light

poles are in the middle of the side walk and will need to be relocated as will the signal lights on main. Going east on highway 11 there are no sidewalks, which will need to be constructed. A mill and overlay project is scheduled for 2025 and the sidewalks and ramps are scheduled to be completed at that time.

Mayor and Council

Mayor Pelowski reminded council there is a Public Hearing scheduled for September 9, 2019 at 5:30p.m. – Abatement 107 3rd Street NW. City Attorney Moren stated that they are having trouble establishing who the actual owner or owners are, as there has been a death of one of the owners.

Council member Jane Evans presented to council the itinerary for the Polaris 65th Anniversary party and asked for council approval to add the Sunday Concert, August 18 to the list of events. The streets will need to be blocked from Saturday morning to Sunday night. Superintendent Drown and Police Chief Anderson stated there shouldn't be any issue with blocking the streets, other than the City does not have enough barricades. It was discussed using Polaris Trucks with logos and trailers to block some of the streets. Council member Jane Evans will be meeting with Polaris and will see if Polaris will use some of its trucks and trailers to block some of the streets.

After discussion, Council member Brady Johnson motioned, Council member Amy Bassingthwaite seconded and it carried by unanimous consent to approve the addition of the Sunday concert and keeping the streets blocked from Saturday morning to Sunday night.

Council member Pat Novacek, representing the Roseau County Fair Board, thanked City Superintendent Drown, the City Crew, Police Chief Anderson, the Police Department, Fire Chief McMillin and the Fire Department for all of their work in making the Roseau County Fair a success. Council member Novacek stated that the City of Roseau and Roseau County has a level of caring and participation that is not found elsewhere.

Council Jane Evans representing the ALS Walk/Run Fundraiser, thanked City Superintendent Drown, the City Crew, Police Chief Anderson and the Police Department in helping with the event.

Council member Jane Evans asked Superintendent Drown as to what can be done to expand the names on bricks project, as Pam Hetten has informed Council member Evans that the names on the bricks are full in the gazebo in Riverview Park. Superintendent Drown stated that there will have to be a meeting to see what can be done.

Mayor Pelowski informed council that CDC Peterson has been notified that Representative Benny Thompson, who is the chairman of the House Homeland Security Committee, is coming to Roseau on August 29th. Mayor Pelowski will be out of town but would like to see Council represented. Mayor Pelowski has not yet seen the itinerary.

CDC Peterson stated that the preliminary budget and levy will be due in September and asked council how to proceed as the salary study and negotiations have not been completed. It was

discussed budgeting with the current information as a base line to work off of until more information is available. CDC Peterson stated that health insurance premiums are expected to increase about 11%.

Council member Jane Evans informed council that she will be out of town for the September 9th City council meeting.

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:

Elizabeth Carlson Clerk-Treasurer

Mayor Jeff Pelowski