

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – December 4th, 2017 @ 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, Acting Mayor Pat Novacek, Councilmembers: Don Ross, Amy Bassingthwaite, and Jane Evans. Absent: Mayor Jeff Pelowski. Others present were Community Development Coordinator Todd Peterson, Police Chief Ward Anderson, City Superintendent David Drown, City Attorney Michelle Moren, Fire Chief Craig McMillin, and Kevin Wiskow.

Acting Mayor Pat Novacek called the meeting to order and the Pledge of Allegiance was said.

Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the November 6th, 2017 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 November 1st, 2017 through November 30th, 2017 Batch AP113017. CK#63510-63571 = \$192,406.51
2. Presentation of daily checks November 1st, 2017 through November 30th, 2017
CK# 63394-63509 = \$246,837.78
E#749-788 = \$385,814.92
DD 11/15/17 = \$37,042.06
Fire Dept = \$27,688.46
DD 11/30/17 = \$39,638.73
3. Presentation of Receipt entries October 1st, 2017 through October 31st, 2017.
4. Presentation of Journal entries JE93-17.
5. Audit Committee review of September 2017 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. January 8th, 2018 Regular City Council meeting at 5:00 pm.
7. Approve the use of alcohol in the Community Center-
 - a. Polaris Power Train Dept. (Engineering) – Dec. 15, 2017 - VFW
8. Investment–Roseau EDA Hi Fi as of 11/29/2017 is \$86,610.74.
9. Cash in bank-DNR Escrow as of 11/29/2017 is \$2,000.00.
10. Cash in bank-Regular checking as of 11/29/2017 is \$2,690,034.38.
11. Investment-Regular Hi Fi as of 11/29/2017 is \$1,550,380.45.
12. Investment Certificate of Deposit as of 11/29/2017 is \$795,414.21.
13. Investment Certificate of Deposit as of 11/29/2017 is \$790,679.61.
14. Investment Certificate of Deposit as of 11/29/2017 is \$786,025.91.
15. Investment Certificate of Deposit as of 11/29/2017 is \$784,092.49
16. Investment-Roseau EDA Money Market as of 11/29/2017 is \$295,510.43.

17. Cash in bank-Pine to Prairie Birding Trail as of 11/29/2017 is \$90.99.
18. Cash in bank-Roseau EDA as of 11/29/2017 is \$141.80.
19. LG240B Excluded Bingo – 40 et 8 American Legion – Dec 12th, 2017
20. Brady Martz – City Audit – February 28th, March 1st and 2nd
21. Approve 2018 Airport Hangar Leases contingent upon all paperwork is obtained by the Clerk’s Office:
 - Hangar
 1. Steve Johnson
 2. Mark Geroy
 3. Harold Clark
 4. Rick Barber
 5. Greg Schmitz
 6. Ray Shefland
 7. Greg Grahn
 8. Cheldon Frank
 9. Dave Trangrud
 10. Dan Whipple
22. Re-appoint Linda Pavek to serve on the Northwest Regional Library Board for another term
23. League of Minnesota Cities Insurance Trust: 2017-18 Coverages, Rates and Dividend amount
24. MN Department of Health – Lead/Copper Tap Water Monitoring Report
25. 2018 Budget Approval Roseau Court Townhomes
- 26.

RESOLUTION NO. 48-17
A RESOLUTION TO DESIGNATE THE POLLING PLACE FOR 2018

WHEREAS, THE CITY COUNCIL OF ROSEAU, MINNESOTA, pursuant to Minnesota Statute SS204B.16 POLLING PLACES; DESIGNATION, is required by December 31 of each year to designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made.

NOW, THEREFORE BE IT RESOLVED, BY THE City Council of the City of Roseau, Minnesota as follows;

The City of Roseau designates the Roseau City Center at 121 Center Street E, Roseau as the polling place for the 2018 Elections.

Passed by the City Council of the City of Roseau, Minnesota this 4th day of December, 2017.

By: _____
 Acting Mayor

Attest: _____
 Clerk/Treasurer

27. Liquor Store Monthly Sales Report for September 2017.
28. City Revenues and Expenditures for September 2017

Delegations / Complaints

None

Committee Reports

Planning Commission-

The Planning Commission did not meet

Roseau County Commissioner –

Not Present

Operation Committee –

CDC Peterson informed council that the Operations Committee met on November 16th to discuss the Building Official position. It was discussed that Building Official's duties are not a full time job in Roseau, consisting of no more than 16 hours per week in the summer months and considerably less time in the winter months. The Operations Committee discussed that it was not in the best interests of the city to continue to maintain a full-time Building Official at a high rate of pay for so few hours of that type of work. Most cities of Roseau's size do not maintain full-time building officials and have generally contracted with outside consultants for this work. It was the recommendation of the Operations Committee to eliminate the full-time building official position and seek a contractor to perform all building official work for the City of Roseau. It was noted that currently all commercial building official duties are already being done by an outside consultant.

Oak Crest Golf Course –

Nothing to Report

Airport Committee –

CDC Peterson informed council that there has been a personnel change at KLJ, the consultant selected to complete the design and construction projects at the airport, with Airport Planner Marcus Watson leaving the firm. Mr. Watson was the person most closely involved in the development of the current plans for the improvements at the airport over the next five years. CDC Peterson has spoken with both Marcus Watson (TKDA) and Steve Synhorst (KLJ) about the future improvements at the airport and plans for moving forward. CDC Peterson also consulted with FAA and MnDOT Aeronautics for guidance. The City could perform a new consultant search and possibly move with Marcus Watson with TKDA or stay with KLJ Engineering. Both options are still feasible at this point, but there is a very short timeline for moving forward and completing the 2018 construction projects. After discussion CDC Peterson recommended continuing to work with KLJ through 2018 and if there are any issues with the delivery of this summer's projects seek RFQs for the remaining work at the airport. CDC

Peterson then presented the City Council with two task orders from KLJ for design of the Arrival/Departure Building and parking lot and the design of the access road for approval.

Councilmember Jane Evans motioned, seconded by Councilmember Don Ross, to approve Task Order #1 with KLJ for the design of the Arrival/Departure Building and Parking Lot in the amount of \$98,449.36 and authorized CDC Peterson to sign, the motion passed by unanimous vote.

Councilmember Amy Bassingthwaite motioned, seconded by Don Ross, to approve Task Order #2 with KLJ for the design of the Airport Access Road in the amount of \$24,902.09 and authorized CDC Peterson to sign, the motion passed by unanimous vote.

EDA –

The EDA did not meet in November will meet on December 13th.

Department Reports

Liquor Store-

Liquor Store Manager Linda Roseborough was not present. CDC Peterson reported that Liquor Store profits were down from projections as a result of increased inventory due to the expansion of the Liquor Store. Liquor Store Manager Roseborough will be working through some of these inventory issues over the next few months and expects that inventory levels will be able to be brought back to a level that will increase profitability in coming months.

Police Department –

Nothing to Report

Fire Department

Fire Chief Craig McMillin reported on the progress in obtaining the new fire truck. The truck is expected to be delivered to Roseau July 1, 2018. Councilmember Jane Evans reported that she is working with the Northwest Minnesota Foundation on obtaining the funds raised from the fundraisers for the fire truck. It was also noted that the Fire Department is fully staffed at this point.

Superintendent-

Nothing to report.

Superintendent Drown was asked if the situation with the compressors at the Memorial Arena has improved. Superintendent Drown stated that the compressors are not working as well as they have in the past. He believes that the added heat in the North Rink is overloading the existing compressors. They are noticing on warmer days that the compressors are having a very difficult time keeping the ice at a consistent temperature. If the fix proposed for next year is not enough to assist the compressors in keeping the ice at a proper temperature, the city may have to look at

upsizing the compressors to meet the increased workload due to the increased ambient heat at both the Memorial and North Rinks.

City Attorney –

City Attorney Michelle Moren presented a revised petition for the vacation of alleys in the Johnson Addition, Block 1 that was received on November 13th. City Attorney Moren indicated that the petition is sufficient for the holding of a public hearing on the proposed vacation. After discussion Jane Evans motioned, seconded by Amy Bassingthwaite and approved by unanimous vote to set a public hearing on the vacation of the alleys in the Johnson Addition, Block 1 on January 8th at 5:30 p.m.

RESOLUTION NO. 51-17

A RESOLUTION DECLARING SUFFICIENCY OF PETITION AND SETTING A PUBLIC HEARING ON A VACATION COMMENCED BY A PETITION OF A MAJORITY OF ABUTTING LANDOWNERS

WHEREAS, a petition signed by the majority of property owners abutting an alley in Johnson’s Addition abutting 4th Street Northwest and 4th Avenue Northwest in the City of Roseau was received by the City Clerk-Treasurer on the 27th day of October, 2017, with an Amended Petition received on the 17th day of November, 2017; and

WHEREAS, the petition requested that the City Council pursuant to Minnesota Statute §412.851 vacate an alley located in Johnson’s Addition to the City of Roseau, which abuts 4th Street Northwest and 4th Avenue Northwest, in the City of Roseau, Minnesota, legally described as:

Commencing at the Northeast corner of Out Lot “A” in Johnson’s Addition to the City of Roseau, thence North a distance of Twenty (20) feet; thence West a distance of Ninety-five (95) feet; thence North a distance of Two Hundred Ninety (290) feet; thence West a distance of Twenty (20) feet; thence South a distance of Two Hundred Ninety (290) feet; thence West a distance of Ninety-five and seven-tenths (95.7) feet; thence South a distance of Twenty (20) feet to the Northwest corner of Out Lot “B” in Johnson’s Addition to the City of Roseau; thence East a distance of Two Hundred Ten and seven-tenths (210.7) feet to the point of beginning and there terminating.

WHEREAS, the City Clerk-Treasurer has reviewed and examined the signatures on said petition and determined that such signatures constitute a majority of the landowners abutting upon the alley in Johnson’s Addition to the City of Roseau, Minnesota, to be vacated; and

WHEREAS, a copy of said petition is attached hereto.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA AS FOLLOWS:

The Council will consider the vacation of such alley and a public hearing shall be held on such proposed vacation on the 8th day of January, 2018, before the City Council in the City Hall located at 121 Center Street East, Suite 201, at 5:30 o'clock p.m., and

BE IT FURTHER RESOLVED that the City Clerk-Treasurer is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council of Roseau, Minnesota this 4th day of December, 2017.

Pat Novacek, Acting Mayor

Attested:

Todd Peterson, Community Development Coordinator

Community Development Coordinator-

CDC Todd Peterson reported that the City has received a formal resignation letter for Parks & Recreation Director Adam Crist. The City is advertising the position and has received three applications so far. The job posting is open until December 15, 2017.

CDC Todd Peterson reported on two meetings attended in November. The first meeting was the Child Care Town Hall on November 28th. Approximately 60 people attended the town hall and there was good discussion about the childcare shortages and some of the issues that are creating these problems. Some possible solutions to the shortages were proposed and will be worked on by task force members. A follow-up meeting will be held on January 4th to further discuss these initiatives. The second meeting was a meeting of the Paul Bunyan Expressway effort to bring a 4-lane highway from the Twin Cities to Bemidji. Rep. Matt Bliss from the Bemidji area sponsored a bill in the past legislative session that would have provided funding for a study to move this effort forward. The bill is opposed by some communities along the proposed TH 371 corridor, particularly Hackensack and Walker where they believe this effort could hurt their communities as has been witnessed by Pequot Lakes, a community recently bypassed by improvements to TH 371. There was discussion that Bemidji and communities further north, like Roseau, Warroad and Baudette need a better connection with the population centers in the Twin Cities, but that we need to work with communities along the way for a good solution. There will be a task force set up to discuss alternatives for the development of a viable alternative. CDC Peterson has volunteered to participate on this task force.

CDC Peterson gave an update on the City Center sign which is now operational. It was noted that the sign has been a popular addition to the facility and that there is great interest in having messages placed on the sign. CDC Peterson was seeking some guidance on a policy for the

types of messages that will be allowed on the sign and by whom they may advertise. It was consensus of the Council that the sign should be used for public purposes only and by users of the facility. It was discussed to potentially have a charge for private parties or for-profit users of the City Center. No formal action was taken.

Mayor Council-

At 6:30 pm the City Council held a public hearing on the proposed 2017, payable 2018, tax levy and 2018 city budget. Councilmember Amy Bassingthwaite motioned, seconded by Don Ross to open the public hearing. The motion passed by unanimous vote. There were no comments received by the City in advance of the meeting and there was no one in attendance for the public hearing. Acting Mayor Pat Novacek reviewed the proposed tax levy and summary budget. After discussion Councilmember Amy Bassingthwaite motioned to close the public hearing, seconded by Councilmember Don Ross and carried by unanimous vote.

The City Council then discussed the proposed 2017, payable 2018 tax levy and 2018 city budget. After discussion, Councilmember Jane Evans moved the following resolution on the 2017, payable 2018, tax levy, seconded by Amy Bassingthwaite and approved by unanimous vote:

RESOLUTION #49-17

FINAL 2017 PAYABLE 2018 TAX LEVY

WHEREAS, on September 11, 2017 the City Council of the City of Roseau, Minnesota, motioned and approved holding a Truth in Taxation Hearing at 6:30 pm, December 4th, 2017 Regular City Council meeting,

NOW, THEREFORE, BE IT RESOLVED, that the City of Roseau, County of Roseau, after holding its Truth in Taxation Public Hearing hereby adopts the final 2017 payable 2018 property tax levy in the amount of \$1,049,242 and with a breakdown as follows:

2017 PAYABLE 2018

FINAL TAX LEVY

1.	General Levy	\$ 995,988
	Library Expenses	\$ 53,254
	Total General	\$1,049,242
	2017 Payable 2018 Final Levy Grand Total	\$1,049,242

BE IT FURTHER RESOLVED, that the Community Development Coordinator submits to the Roseau County Auditor the proper documentation certifying the levy has been adopted.

Attest:

Elizabeth Hellquist, City Clerk-Treasurer

Pat Novacek, Acting Mayor

After discussion Councilmember Amy Bassingthwaite moved the following resolution on the 2018 Final City Budget for consideration,

**#R 50-17
RESOLUTION
2018 FINAL BUDGET**

WHEREAS, the City of Roseau is required to adopt a Tax Levy and annual operating budget,

AND WHEREAS, the City of Roseau has held a Truth in Taxation Public Hearing and adopted a 2017 payable 2018 Tax Levy,

NOW THEREFORE BE IT FURTHER RESOLVED that the 2018 General Fund, Special Revenue Funds and Enterprise Funds annual operating budget is hereby adopted, and the staff is directed to ensure its implementation as follows:

2018 FINAL BUDGET

	REVENUE		DISBURSEMENTS	+ OR ()
	BALANCE			
101 General	\$ 2,394,917		\$ 3,496,819	\$ (1,101,902)
228 Lodging Tax	\$ 57,000		\$ 78,891	\$ (21,891)
227 Gazebo Concert Fund	\$2,500		\$2,500	\$ 0
229 Commercial Rehab (SCDP)	\$ 1,000	\$ 0		\$ 1,000
231 DOC Lease	\$ 30,786		\$ 17,000	\$13,786
233 TIF	\$ 52,565		\$ 52,741	\$ (176)
450 Liquor Store Expansion	\$ 0		\$ 694,300	\$ (694,300)
451 South Riverview Park	\$ 0		\$ 150,000	\$ (150,000)
452 Airport Terminal	\$ 694,243		\$ 796,857	\$ (102,614)
448 Corps of Engineers	\$ 6,000	\$ 6,000	\$ 0	
601 Water Enterprise	\$ 377,255		\$ 367,935	\$ 9,320
602 Sewer Enterprise	\$ 361,636		\$ 250,511	\$ 111,125
603 Garbage Enterprise	\$ 433,000		\$ 405,997	\$ 27,003
604 Electric Enterprise	\$ 4,085,628		\$ 3,675,463	\$ 410,165
609 Liquor Enterprise	<u>\$ 1,905,900</u>		<u>\$ 1,560,012</u>	<u>\$ 345,888</u>
TOTAL ALL FUNDS	\$ 10,502,430		\$ 10,860,726	\$ (358,296)

The motion for adoption of the foregoing Resolution was duly seconded by Councilmember Don Ross and upon a vote being taken thereon, the following voted in favor thereof: Councilmembers Bassingthwaite, Ross, and Evans

Voting Against: Acting Mayor Novacek

Absent: Mayor Pelowski

Abstaining: None

Adopted by the City Council this 4th day of December 2017.

Acting Mayor

City Clerk - Treasurer

Unfinished Business-

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

ATTEST:

CDC Todd Peterson .

Mayor Jeff Pelowski