

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – February 2nd, 2015 @ 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 and Amy Bassingthwaite. Absent: Curt Ireland. Others present were Community Development Coordinator Todd Peterson, City Attorney Pat Moren, Assistant City Attorney Michelle Moren, Police Chief Ward Anderson, Fire Chief Jeff Ballard, Roseau County Commissioner Jack Swanson - WILD102 Radio, Promotions Director Lyle Grindy and Kate Lundquist.

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

Council member Don Ross motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the January 5th, 2015 Regular meeting minutes.

Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the following Consent Agenda:

1. Presentation of Accounts Payable claims January 1st, 2015 through January 31st, 2015 batch AP103115.
2. Presentation of daily checks January 1, 2015 through January 31, 2015
3. Presentation of Receipt entries December 1, 2014 through December 31, 2014.
4. Presentation of Journal entries JV113014.
5. Audit Committee review of November, 2014 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. March 2nd, 2015 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 01/27/2015 is \$23,796.09.
9. Cash in bank-DNR Escrow as of 01/27/2015 is \$2,000.00.
10. Cash in bank-Regular checking as of 01/27/2015 is \$2,090,910.41.
11. Investment-Regular Hi Fi as of 01/27/2015 is \$1,491,662.01.
12. Investment Certificate of Deposit as of 01/27/2015 is \$771,073.18.
13. Investment Certificate of Deposit as of 01/27/2015 is \$772,977.66.
14. Investment Certificate of Deposit as of 01/27/2015 is \$777,746.37.
15. Investment Certificate of Deposit as of 01/27/2015 is \$782,403.53.
16. Cash in bank-Airport Fuel Sales Credit Card as of 01/27/2015 is \$19,199.27.
17. Investment-Roseau EDA Money Market as of 01/27/2015 is \$305,315.70.
18. Cash in bank-Pine to Prairie Birding Trail as of 01/27/2015 is \$5,194.62.
19. Cash in bank-Scandinavian Festival as of 01/27/2015 is \$2488.12.
20. Cash in bank-Welcome to Roseau as of 01/27/2015 is \$1,312.17.
21. Cash in bank-Roseau EDA as of 01/27/2015 is \$4,045.48
- 22.

**R #14-15
RESOLUTION**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City of Roseau hereby declares that the position titled Police Officer, currently held by, Floyd DeGrout meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

STATE OF MINNESOTA
COUNTY OF ROSEAU

23. LMCIT-2015 City of Excellence Awards
24. LMCIT-2015 C.C. Ludwig & Leadership Awards
25. Appoint Dave Grafstrom as city representative to Roseau River International Watershed.
26. January 2015 Liquor Store Revenue & Expenditures
27. 2014 Final City Revenue & Expenditures (without adjusting entries)
28. January 2015 City Revenue & Expenditures

Delegations- Resident Kate Lundquist appeared before the Roseau City Council and read a letter concerning a snow removal ticket and towing she had received on January 9th. Ms. Lundquist stated that she believes the ticket to be unfair as she did not feel that the snowfall on January 8th and 9th was sufficient to require snow removal activities on the morning of January 9th. Ms. Lundquist also stated that she believes that the city's current snow removal policy is not sufficiently clear on when vehicles need to be off the street for snow removal and was seeking relief from the ticket. The Council had discussion about the current snow removal ordinance and policy on towing vehicles. Police Chief Ward Anderson provided information on how and when snow emergencies are called and the difficulty in getting the word out to the public in a manner that all will know when plowing activities will be taking place. The recommendation of the City's legal counsel and staff was to not set a precedent in removing this ticket at the Council level and that if Ms. Lundquist wants to fight this ticket in Court that would be her option. It was noted by Chief Anderson that the ticket was an administrative ticket so no Court hearing would be held and that he would need to issue a much more expensive ticket in order for Ms. Lundquist to fight this in court. It was the consensus of the City Council to not take any action on the existing ticket, but the

Council did ask staff to research ways to improve communication with local residents on expectations on snow removal activities and vehicle removal from local streets.

Committee Reports

Roseau Promotions –

Lyle Grindy of the Civic and Commerce informed Council on the following items:

Roseau Civic & Commerce held their Annual Meeting on January 19th. The meeting was well attended with 129 guest. Speakers included:

- Mayor Jeff Pelowski gave a report on the “State of the City”. No new taxes, but garbage rates will increase to help purchase a new garbage truck. The Diversion project is on schedule and will be completed by September 2015.
- LifeCare CEO Keith Okeson gave an overview about all the improvements that have been taking place at the LifeCare Medical Center.
- Polaris Plant Manager Dalton Pierce spoke about all of the exciting things that are happening for Polaris worldwide and that they are still hiring in Roseau.

The Roseau CVB will be sponsoring a program at the City Center call “Girlfriends Winter Breakaway”. The goal of the event is to provide a get-away event tailored toward women of all ages across northwest Minnesota and southern Manitoba.

Planning Commission-

After discussion Pat Novacek motioned, seconded by Don Ross to set a public hearing on February 23, 2015 at 12:30 pm for Mark Jensen’s (Annie’s Trading Post) Variance Application #1-15 for total signage of 216.5 SF which is in excess of the 120 SF maximum, or a 96.5 SF variance. The motion passed by unanimous vote.

Community Development Coordinator Todd Peterson provided information on a zoning ordinance violation by Ms. Lisa Howe in which she has converted a portion of her garage into an apartment. The apartment does not meet either the building or zoning code. Ms. Howe was given 30 days to stop using the apartment or bring it into compliance. It has been determined by the City that the apartment cannot be allowed under our current code. Police Chief Ward Anderson added that Ms. Howe has received a ticket for the violation.

Community Development Coordinator Todd Peterson provided information on a discussion at the Planning Commission regarding an ordinance that prohibits skateboarding in the downtown area. The Park Board is investigating options for redevelopment of the South Riverview Park and a skateboard park was one option for the park. However, the Park Board does not want to pursue this feature if the ordinance prohibiting skateboarding in this area of Roseau cannot be changed. It was the consensus of the City Council that they would consider modifications to the ordinance to allow skateboarding in the park and adjacent paved trails if a skateboard park materializes as a viable option for this park.

Community Development Coordinator Todd Peterson reported that JoMar Bernat will be stepping down from the Planning Commission due to conflicts with his work schedule. Mr. Bernat provided names of two individuals who might have an interest in serving on the Planning Commission: Shane McFarlane and Eric Vasko.

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed the City Council on some county issues including: the new public nuisance policy being implemented by the county; a broadband grant awarded to

Wikstrom Telephone and Sjobergs Cable for \$750,000 to increase broadband capacity in rural areas around Roseau; and the FAR North/Paul Bunyan Transit merger issues.

Operation Committee – No New Business

Oak Crest Golf Course –

The City Council reviewed the annual financial statement provided by the Oak Crest Golf Course Board.

Airport Committee –

CDC Todd Peterson informed the City Council the airport committee did not meet. CDC Peterson has been in conversations with the City's airport engineer KLJ about planning efforts related to the Airport Master Plan and the Highway 11 realignment. KLJ will manage both planning efforts simultaneously, with the Master Plan being funded by the city utilizing FAA and MnDOT Aeronautics money and the Hwy 11 realignment being funded by MnDOT District 2 Highways.

Beautification Committee – no new business

EDA –

CDC Todd Peterson presented information on the need for the City to transfer the FAR North Transit building from City ownership to the Roseau County Committee on Aging so that they can facilitate a new transit operations lease to Paul Bunyan Transit or other transit operator. However, to facilitate a transfer in a way that will not trigger grant repayment requirements it has been advised that the City transfer the building to the Roseau EDA for sale to the Roseau County Committee on Aging at nominal consideration (\$1). After discussion Pat Novacek motioned, seconded by Amy Bassingthwaite to approve the transfer of the FAR North Building to the Roseau EDA for sale to the Roseau County Committee on Aging. The motion passed by unanimous vote.

CDC Todd Peterson reported that the Roseau EDA recently approved a \$100,000 loan to Grindeland Flooring and Masonry for the purchase of the Floor and Wall Specialists business and building. Jeremy Grindeland will merge the two businesses in addition to constructing 4 new apartments in the building.

Department Reports

Liquor Store-

Liquor Store Manager Linda Roseborough was unavailable, but CDC Peterson updated the Council on the efforts to complete the architectural work in preparation for bidding the expansion project this spring. CDC Peterson reported on some difficulties with the current architect RRA and efforts to get the plans completed.

Fire Department- Fire Chief Jeff Ballard presented the City Council with the 2014 Fire Department Annual Report on fire calls.

Fire Chief Ballard informed council that CHS has donated \$4,885.00 to the Roseau Fire Department to pay for grain bin rescue training. After discussion Pat Novacek presented the following resolution and moved for its approval, seconded by Amy Bassingthwaite and carried by unanimous vote.

**RESOLUTION NO. 15-15
RESOLUTION ACCEPTING DONATION**

WHEREAS, CHS Inc. has presented to the City of Roseau a donation of \$4,885.00 and has designated that these donations be deposited in the City of Roseau General Fund to be used by the Roseau Fire Department for Grain Bin Rescue Training; and

WHEREAS, the City Council is appreciative of the donation and commends CHS Inc. 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 Roseau Fire Department for Grain Bin Rescue Training.

Adopted by the City Council of the City of Roseau, Minnesota this 2nd day of February, 2015.

By: _____
Mayor

Attest: _____
Community Development Coordinator

Fire Chief Ballard also reported that he had received a contract from Widseth Smith Nolting (WSN), the architects working on the Fire Hall expansion to do additional work to further develop the concept plans in more detail and provide a more concrete bid amount. The agreement is an hourly agreement with a not to exceed amount of \$2,000. Council consensus was the Chief Ballard had the authority to go ahead and proceed with the work. CDC Todd Peterson informed the Council that he had contacted Citizens State Bank for a lending proposal. CDC Peterson reported that the Citizens Loan would actually be run through a leasing agent, Kinnetic Leasing, but that Citizens State Bank would determine the terms of the lease agreement. The City has used Kinnetic Leasing in the past for Fire Truck purchases. The terms of the lease arrangement would be dependent on the timing and amount of the lease, but current rates are at around 2.5% right now.

Police Department –

Police Chief Ward Anderson presented the 2014 Police Annual Report to the City Council and provided highlights. Overall, the number of calls to the Police Department in 2014 were nearly the same as 2013. It was noted that it can be difficult to track the number of incidents from one year to the next due to the way the calls are entered into the system by the dispatcher.

Superintendent-

Nothing to report

City Attorney-

City Attorney Michelle Moren presented the REA Lineman Service Contract for approval. Superintendent Drown has reviewed the agreement and is recommending the City Council approve the contract. After discussion Pat Novacek motioned, seconded by Don Ross and carried by unanimous vote to approve the REA Lineman Service Contract and authorized signature, pending final legal counsel authorization.

Community Development Coordinator-

CDC Todd Peterson presented information from School Superintendent Larry Guggisberg on the bid price for resealing the six tennis courts at the school, two of which are owned and maintained by the City. The bid price was about ½ of the original estimate. The anticipated cost to the City will be reduced from \$16,000 to around \$8,000 under the current bid.

CDC Todd Peterson provided an update on the progress of the East Diversion Flood Control Project. As of the end of January most all of the channel excavation has been completed. The contractor continues to work on the restriction structure component of the project. Final completion and certification of the

project is expected in the fall of 2015. The U.S. Army Corps of Engineers anticipates FEMA to complete its project review of the by the 1st of January 2016 for the issuance of a new floodplain map for the City of Roseau based on the diversion project. However, the U.S. Army Corps does not know the timeline for the production and implementation of the new floodplain maps.

CDC Todd Peterson presented information on a request from the Roseau Department of Employment and Economic Development (DEED) office to co-locate its operations in the Roseau City Center. DEED would prefer to be located in the City Center for efficiencies in its operation as it utilizes many of the services of the library in its regular operation. Additionally DEED can no longer afford its current rental space and without another home the DEED office in Roseau could be closed due to a lack of funds. Closure of the DEED office in Roseau has been threatened in the past. CDC Peterson has met with DEED representative Bonny Stechman to discuss alternatives in the City Center including the Roseau City Office and the Northland Office. Northland is agreeable to a co-location in the NCTC office in Roseau (they share space in Thief River Falls). However, the agreement between the City of Roseau and NCTC is that the NCTC space should be utilized for providing post-secondary education opportunities first and foremost. It was not the Council's preference to locate DEED in the Northland space if at all possible. The Council was open to further negotiations with DEED for a portion of the space in the Roseau City Offices.

Mayor Council

Councilmember Don Ross asked the question if the City of Roseau has investigated replacing our high pressure sodium lighting for LED in order to reduce electric costs. It was noted that Superintendent Drown has been testing various LED lighting in Roseau to see what would be acceptable.

No action taken.

Unfinished Business- No unfinished business.

Council member Pat Novacek 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:

Community Development Coordinator

Mayor