

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – February 1st, 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, Police Chief Ward Anderson, Fire Chief Jeff Ballard, Clerk-Treasurer Beth Hellquist, Promotions Director Lyle Grindy and Jack Swanson – WILD 102 Radio.

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

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the January 4th, 2016 Regular meeting minutes as written.

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, 2016 through January 31st, 2016 batch AP013116. January 2016 AP Checks #59970 – 60060
2. Presentation of daily checks January 1, 2016 through January 31, 2016. Electronic payments #1-28E & Checks #59920-59969
3. Presentation of Receipt entries December 1, 2015 through December 31, 2015.
4. Presentation of Journal entries JV113015.
5. Audit Committee review of November, 2015 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. March 7th, 2016 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center-Kathy Ross Wedding-08/27/2016
8. Investment–Roseau EDA Hi Fi as of 01/27/2016 is \$56,529.51.
9. Cash in bank-DNR Escrow as of 01/27/2016 is \$2,000.00.
10. Cash in bank-Regular checking as of 01/27/2016 is \$2,687,875.10.
11. Investment-Regular Hi Fi as of 01/27/2016 is \$1,544,699.57.
12. Investment Certificate of Deposit as of 01/27/2016 is \$775,319.91.
13. Investment Certificate of Deposit as of 01/27/2016 is \$777,234.88.
14. Investment Certificate of Deposit as of 01/27/2016 is \$782,029.85.
15. Investment Certificate of Deposit as of 01/27/2016 is \$786,712.66.
16. Cash in bank-Airport Fuel Sales Credit Card as of 01/27/2016 is \$25,414.05.
17. Investment-Roseau EDA Money Market as of 01/27/2016 is \$196,535.33.
18. Cash in bank-Pine to Prairie Birding Trail as of 01/27/2016 is \$11,560.80.
19. Cash in bank-Roseau EDA as of 01/27/2016 is \$2,880.81.
20. Resolution #14-16

RESOLUTION #14-16

BE IT RESOLVED that the City of Roseau act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on 31st of March, 2016 and that the Community Development Coordinator is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of City of Roseau.

BE IT FURTHER RESOLVED that City of Roseau has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that City of Roseau has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that City of Roseau has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, City of Roseau may enter into an agreement with the State of Minnesota for the above-referenced project, and that City of Roseau certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that the Community Development Coordinator is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of Roseau on February 1, 2016.

SIGNED:

WITNESSED:

(Signature)

(Signature)

Jeff Pelowski
Mayor (2/1/2106)

Elizabeth Hellquist
City Clerk-Treasurer (2/1/2016)

21. Resolution #15-16

**RESOLUTION NO. 15-16
OF THE CITY OF R RESOLUTION NO. 15-16
OF THE CITY OF ROSEAU REGARDING SUMMARY PUBLICATION OF SIGN
ORDINANCE NO. 30**

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, February 1st, 2016, at 5:00 p.m., a Motion was made by Councilperson Amy Bassingthwaite for passage of the following Resolution:

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

WHEREAS, The City Council of the City of Roseau has determined the publication of the title and a summary of ORDINANCE NO. 30 (THIRD SERIES) AN ORDINANCE OF THE CITY OF ROSEAU, MINNESOTA, AMENDING CITY CODE TITLE XV: LAND USAGE, SECTION 154.220 – 154.226 ENTITLED “SIGNS”

WHEREAS, Pursuant to Minnesota Statutes 412.191, Subdivision 4 and M.S. 331A.01, Subd. 10, the Council may, by a majority vote of its members, direct that only the title of the Ordinance and a summary be published with notice that a printed copy of the Ordinance is available for inspection by any person during regular office hours at the City Offices; and,

WHEREAS, Prior to the publication of the title and summary, the Council has read and approved the text of the summary and determined that it clearly informs the public of the intent and effect of the Ordinance.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA, that the County of Roseau, Minnesota that the title and summary of ORDINANCE NO. 30 (THIRD SERIES) AN ORDINANCE OF THE CITY OF ROSEAU, MINNESOTA, AMENDING CITY CODE TITLE XV: LAND USAGE, SECTION 154.220 – 154.226 ENTITLED “SIGNS” is available in its entirety for inspection by any person during regular office hours at the City Offices.

BE IT FURTHER RESOLVED: the publication shall read as follows:

"On January 4th, 2015 the City Council of the City of Roseau approved

ORDINANCE NO. 30 (THIRD SERIES)

AN ORDINANCE OF THE CITY OF ROSEAU, MINNESOTA, AMENDING CITY CODE TITLE XV: LAND USAGE, SECTION 154.220 – 154.226 ENTITLED “SIGNS”

The following is a summary of the Ordinance. The Ordinance, in its entirety is available for review and/or photocopying during regular office hours at the City of Roseau Offices, at 121 Center Street East, Suite 201, in the City of Roseau, Minnesota, or by standard or electronic mail.

The newly adopted ordinance 30 codifies the various Sign regulations including, but not limited to The Purpose and Definitions, Findings, Purpose and Effect, Severability, Definitions, Administration and Enforcement, Permit Required, Exemptions, Fees, Repairs, Removal, Violations, General Provisions, Size, Regulations, Below Marquee, Electrical Signs, Unauthorized Signs, Setbacks, Area, Canopies, marquees and fixed awnings, Illumination, Height, Retroactive affect, Non-commercial speech, Specific Regulations by Zoning District, Permitted signs by district, Permitted signs: Multi-Tenant Buildings, Non-Conforming Uses, and Noncommercial Speech

The city council hereby finds as follows:

1. Exterior signs have a substantial impact on the character and quality of the environment.
2. Signs provide an important medium through which individuals may convey a variety of messages.

3. Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.

4. The city's zoning regulations have included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the city and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact upon the aesthetics of the community and threaten the health, safety and welfare of the community. The regulation of the physical characteristics of signs within the city has had a positive impact on traffic safety and the appearance of the community.

The Purpose and intent of this Ordinance is as follows: It is not the purpose or intent of this sign ordinance to regulate the message displayed on any sign; nor is it the purpose or intent of this article to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this article is to:

1. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the city in order to promote the public health, safety and welfare.
2. Maintain, enhance and improve the aesthetic environment of the city by preventing visual clutter that is harmful to the appearance of the community.
3. Improve the visual appearance of the city while providing for effective means of communication, consistent with constitutional guarantees and the city's goals of public safety and aesthetics.
4. Provide for fair and consistent enforcement of the sign regulations set for herein under the zoning authority of the city.

The Effect of this Ordinance is as follows: A sign may be erected, mounted, displayed or maintained in the city if it is in conformance with the provisions of these regulations. The effect of this sign ordinance, as more specifically set forth herein, is to:

1. Allow a wide variety of sign types in commercial zones, and a more limited variety of signs in other zones, subject to the standards set forth in this sign ordinance.
2. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this sign ordinance.
3. Prohibit signs whose location, size, type, illumination or other physical characteristics negatively affect the environment and where the communication can be accomplished by means having a lesser impact on the environment and the public health, safety and welfare.
4. Provide for the enforcement of the provisions of this sign ordinance.

Ordinance No. 30 shall be in full force and effect from and after the date of its passage (January 4th, 2015) and this summary publication according to law.”

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

The following voted against the same: none.

The following abstained: none.

The following were absent: none.

Adopted by the Council this 1st day of February, 2016.

EFFECTIVE DATE: _____.

Mayor

ATTEST:

City Clerk

22. LMC Talking Points
23. AED from Greater NW EMS/LifeCare AED Grant Program
24. MPCA
25. January 2016 Liquor Store Revenue & Expenditures.
26. January 2016 City Revenues & Expenditures

Delegations-none

Committee Reports

Roseau Promotions Director

Roseau Promotions Director Lyle Grindy informed council on the following items:

- Last month was the Civic and Commerce Banquet. 120 guests attended. The highlight of the evening was Mayor Jeff Pelowski's speech.
- The Convention and Visitors Bureau is working on the plans for the "Girlfriends Winter Break-away." The dates are March 18th and 19th.
- Carson & Barnes Circus is coming to Roseau Saturday June 18th, 2016. They will be holding two performances, one at 4:30 p.m. and one at 7:30 p.m. Council member Pat Novacek will see if it can be held at the fairgrounds.
- The Gazebo concerts and Farmers Market will both be held on Thursdays towards the end of summer to draw better attendance for both venues. The Farmers Market will be held every Saturday as well.

Planning Commission-

CDC Todd Peterson informed council the Planning Commission did not meet

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed council of the following items:

- Through the work of Judge Donna Dixon, Roseau County’s domestic violence court will start in April.
- The county receives a Drug Free grant of \$125,000 per year. LifeCare has agreed to administer the grant and has hired a coordinator to facilitate it.
- Tuesday, February 2nd, 2016 the county is meeting with Valley Med Flight, Inc. to discuss a \$60,000 yearly fee agreement for transporting Doctor recommended life flights for residents of Roseau County and prisoners that are being housed at the Roseau County jail. (This works out to approximately \$4 per resident. Currently the cost of a life flight starts around \$20,000 per flight) There would not be any cost to the resident and Valley Med, Inc. would bill the insurance companies. Lake of the Woods County has already signed and Kittson County is contemplating it. LifeCare Medical Center is willing to collaborate.

Operation Committee –

CDC Todd Peterson informed council the Operations Committee did not meet.

Oak Crest Golf Course – Closed for the season-no new business.

Airport Committee –

CDC Todd Peterson informed council the Airport Committee did not meet, but introduced the following airport items:

- There will be a meeting on the Airport Master Plan coming up in a couple of weeks. The meeting has tentatively been set for February 18, 2016.
- Valley Med Inc. informed CDC Peterson particulates were found in the fuel at the airport. They are currently not using the fuel farm and have notified the Polaris pilots of the issue.
- Valley Med, Inc. has installed their new hangar door and are now using the hangar for the Life Flight helicopter.

EDA –

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

- Minnesota, Roseau County and the City of Roseau all have a similar problem. There are not enough employees to fill the positions vacated as the “Baby Boomers” retire. Katie Pieper gave a presentation to the EDA of ideas of what she and her marketing firm could do for the City of Roseau and surrounding area using new marketing ideas and existing collaborations.
CDC Todd Peterson presented council with a marketing proposal from Katie Pieper that would run from March 2016-December 2016. This marketing will use social media, websites, blogs and other avenues to promote jobs in the area.
CDC Peterson introduced Resolution #16-16 for council approval to apply for a \$5000 grant from Northwest Minnesota Foundation to pay a portion of the costs associated with hiring a consultant to attract new residents to come and work in the Roseau Community.

Resolution #16-16

Whereas, the City of Roseau and the Roseau Economic Development Authority recognize the need and importance of attracting a new generation of workers to replace our aging workforce for the future sustainability of our community and businesses; and

Whereas, the City of Roseau Economic Development Authority has initiated a process to hire a professional consultant to develop a strategic marketing plan for our community to attract new residents into our community to live and work;

Now therefore be it resolved, that the City of Roseau authorizes its Community Development Coordinator to submit an application to the Northwest Minnesota Foundation to seek grant funding to pay a portion of the costs associated with hiring a consultant to lead a comprehensive marketing strategy to attract new residents to come and live and work in the Roseau community.

Be it further resolved, that the Mayor and Community Development Coordinator are authorized to execute all paperwork necessary to make this application and accept funds.

Signed:

Witnessed:

Mayor, City of Roseau

Date

City Clerk

Date

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was approved by unanimous vote to approve resolution #16-16.

- CDC Todd Peterson informed council the EDA approved a loan to Shawn Broten to help him move his business to a different location.
- The EDA also approved removing one of the original owners from the loan Reed River Coffee Company has with the EDA.
- CDC Todd Peterson informed council, Tamarac Place is ready to drywall and the owners hope to begin leasing the apartments the beginning of June.
- CDC Todd Peterson is meeting with Diane Hayes and Tim Anacabe of NWCA to discuss ways to sell the new house built with the school. Asking price is \$198,000 and there has not been a lot of interest.
- The EDA also approved Promotions Director Lyle Grindy's position for another year.

Department Reports

Liquor Store-

Liquor Store Manager Linda Roseborough was absent

Fire Department-

Fire Chief Jeff Ballard presented council with the 2015 Roseau Fire Department Annual Report. Chief Ballard reported the number of fire department calls were about the same as previous years but the types

of calls had changed. There were more structure fires. The major call they had this year was the Palsberg Fire in Beltrami.

Chief Ballard informed council the fire department did safety training to over 250 children, provided fire hall tours, built an ice track for the 120 snowmobile races, helped build a skating rink in Malung, provided safety coverage to the demolition derby and fireworks events and various other support for area events.

Fire Chief Ballard reported the fire department had purchased grain bin rescue equipment with the donation received from CHS and had training with them. The fire department participated in over 800 training hours in addition to live propane burn training and propane safety training, and have trained with the new life flight helicopter as we can now have on scene landings in our area.

Fire Chief Ballard stated that the local DNR is warning the fire departments it may be a busy spring. Though the soil is saturated from last fall there has not been a lot of precipitation so far this winter.

Council member Pat Novacek also pointed out the in addition to all of the above the Volunteer Fire Chief gets about 12 Fire Department related calls per week.

Police Department –

Police Chief Ward Anderson presented council with the Police Department Annual Report. There were 19 more calls than the previous year, so not much change. Accidents are back down to the 2012 rate.

Police Chief Anderson informed council the computer aided dispatch, LETG system should be up and running in 5 to 6 months.. The LETG system was purchased with the assistance of a grant from the Minnesota Courts.

Fire Chief Jeff Ballard also stated the Fire Department will be getting tablets for the Fire trucks that will have google maps as part of this new system.

Superintendent-

City Superintendent David Drown informed council there had been some issues with cloudy water and they were not going to backflush the treatment plant until they figured it out.

City Attorney- no new business

Community Development Coordinator-

CDC Todd Peterson informed council that all of the paper work is signed and sent to FEMA for the LOMR for the East Diversion project. There may be more paperwork required later.

Mayor Council

It was council consensus to table discussion on the Temporary Liquor License Application and fee as the American Legion has not filled out the necessary application.

Unfinished Business-

Council member Jane Evans presented to council the 2007-2017 Community Master Plan for the City of Roseau and asked council if it should be revisited.

It was council consensus to put it on the agenda as a standing item under Mayor and Council and discuss it section by section as part of the council meeting.

Council member Pat Novacek motioned, Council Member Jane Evans seconded, and it was carried by unanimous vote that there was no further business, therefore the meeting be adjourned.

ATTEST:

Clerk-Treasurer

Mayor