

REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – February 5th 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, Don Ross, Amy Bassingthwaite and Jane Evans. Absent: none. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, City Attorney Michelle Moren, Police Chief Ward Anderson, Liquor Store Manager Linda Roseborough, Fire Chief Craig McMillin, Clerk-Treasurer Beth Hellquist, Jack Swanson – Wild 102 Radio, Jeff Ballard - Fire fighter.

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

Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the January 8th, 2018 Regular meeting minutes as written.

Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the following Consent Agenda.

Consent Agenda

1. Presentation of Accounts Payable claims January 1st, 2018 through January 31st, 2018 BatchAP013118. CK#63840-63914 = \$133,152.88.
2. Presentation of daily checks January 1, 2018 through January 31, 2018
Ck#63730-63839 = \$336,070.27
E#829-875 = \$503,655.09
01/15/18PR = \$33,733.32
01/18/18PR=\$5,717.05
01/19/18PR=\$3,254.10
01/31/18PR = \$37,800.15
3. Presentation of Receipt entries December 1, 2017 through December 31, 2017.
4. Presentation of Journal entries JE113017.
5. Audit Committee review of November 2017 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. March 5th, 2018 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 01/31/2018 is \$89,374.18.
9. Cash in bank-Regular checking as of 01/31/2018 is \$2,377,440.29.
10. Investment-Regular Hi Fi as of 01/31/2018 is \$1,550,881.71.
11. Investment Certificate of Deposit as of 01/31/2018 is \$795,414.21
12. Investment Certificate of Deposit as of 01/31/2018 is \$790,679.61.
13. Investment Certificate of Deposit as of 01/31/2018 is \$786,025.91.
14. Investment Certificate of Deposit as of 01/31/2018 is \$784,092.49.
15. Investment-Roseau EDA Money Market as of 01/31/2018 is \$315,541.63.

17. Cash in bank-Roseau EDA as of 01/31/2018 is \$990.95.
18. Pay Equity Implementation Report
19. Administrative Services Agreement with MEDICA Self-Insured
20. KLJ – January 26th, 2018 Airport Project Status Report
21. Collective Letter to MPCA concerning Phosphorus Limits.
22. US Postal Service to implement central delivery for new developments.
23. Liquor Store Monthly Sales Report January 2018
24. January 2018 City Revenues & Expenditure report.

Delegations/Petitions/Complaints

None

Committee Reports

Planning Commission – did not meet.

Roseau County Commissioner

County Commissioner Jack Swanson informed council that the Roseau County Board of Commissioners will be holding a work session tomorrow. One of the items to be discussed will be the new contract with AMRG (Valley Med Flight). It looks like there may be minor changes to the contract as last years numbers are reviewed.

Fireman Jeff Ballard asked Commissioner Swanson about the active 911 system. Commissioner Swanson stated that signs are very expensive at \$75 a sign costing over \$100,000 to implement. GPS may work instead. Commissioner Swanson recommended contacting the County Sheriff to discuss this issue.

Operations Committee – did not meet.

Oakcrest Golf Course – did not meet

Airport Committee – did not meet

EDA

CDC Peterson informed council that the EDA met January 28th, 2018. The EDA was advised that Joliette Ag Systems, Inc. had offered to purchase Outlot A of the Roseau Industrial Park for the purchase price of \$36,800.00. In order to sell the property the EDA will transfer back to the City of Roseau for no consideration, by Quit Claim Deed, at the EDA's next regular meeting in March.

RESOLUTION NO. 15-18 OF THE CITY OF ROSEAU REGARDING SALE OF REAL ESTATE TO JOLIETTE AG SYSTEMS, INC.

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, February 5th, 2018, at 5:00 p.m., a Motion was made by Councilperson Pat Novacek for passage of the following Resolution:

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

WHEREAS, the City of Roseau, Minnesota together with the City of Roseau Economic Development Authority, originally jointly acquired the following described real estate for development of an industrial district;

WHEREAS, the City of Roseau, by means of a Quit Claim Deed dated September 28, 2005, and recorded in the office of the Roseau County Recorder on October 11, 2005, as Document #251866, transferred said real estate to the City of Roseau Economic Development Authority (EDA); and

WHEREAS, at the regular meeting of the EDA held on January 24, 2018, the EDA was advised that Joliette Ag Systems, Inc., (Joliette) had offered to purchase the subject real property; and

WHEREAS, the EDA authorized the sale of the subject real estate, pending transfer to the City and pending the receipt of an acceptable monetary offer from Joliette; and

WHEREAS, Joliette has offered to purchase said real estate for the sum of Thirty-six Thousand Eight Hundred and no/100 Dollars (\$36,800.00), which sum was deemed acceptable by the EDA; and

WHEREAS, in order to effectuate the sale of said real estate pursuant to the terms offered by Joliette, the City of Roseau EDA will transfer said real estate back to the City of Roseau for no consideration, by Quit Claim Deed at the EDA's next regular meeting in March, 2018; and

WHEREAS, the City of Roseau determines that it is in the best interest of the City to accept the transfer of said real estate from the EDA and that contingent upon the transfer, which the City of Roseau hereby accepts, the City of Roseau further determines that it is in the best interest of the City that said real estate, consisting of vacant land only, be sold to Joliette Ag Systems, Inc., for the sum of Thirty-six Thousand Eight Hundred and no/100 Dollars (\$36,800.00).

The Following is the Legal Description of the Subject Real Estate:

Outlot A of Roseau Industrial Park, according to the recorded Plat thereof on file and of record in the office of the County Recorder in

and for Roseau County, Minnesota. Subject to easements, reservations and restrictions of record.

NOW THEREFORE, BE IT RESOLVED, that the City of Roseau hereby accepts the transfer from the City of Roseau EDA (contingent upon EDA approval at its March, 2018 regular meeting) of said real estate for purposes of subsequent transfer to Joliette Ag Systems, Inc.

BE IT FURTHER RESOLVED, that the City of Roseau, Minnesota, accepts the offer of Joliette Ag Systems, Inc., to purchase the above described real estate for the sum of Thirty-six Thousand Eight Hundred and no/100 Dollars (\$36,800.00).

BE IT FURTHER RESOLVED, that the Mayor and City Clerk-Treasurer are authorized and directed to execute a Warranty Deed running from the City of Roseau, as Seller, to Joliette Ag Systems, Inc., as Grantee, conveying the above described real estate, contingent upon said real estate first being transferred by Quit Claim Deed by the EDA to the City of Roseau.

BE IT FURTHER RESOLVED, that the City Clerk-Treasurer of the City of Roseau make an extract of the minutes of the meeting containing this Resolution for purposes of recording in the office of the Roseau County Recorder, or, in the alternative, record a certified copy of this Resolution for recording in the office of said County Recorder.

This Motion for Resolution was seconded by Councilperson Amy Bassingthwaite, 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 5th day of February, 2018.

EFFECTIVE DATE: February 5th, 2018.

Mayor

ATTEST:

City Clerk-Treasurer

I hereby certify that the foregoing resolution is a true and correct copy of the original resolution adopted by the City Council of the City of Roseau on February 5th, 2018.

Elizabeth Hellquist, City Clerk-Treasurer, City of Roseau, Minnesota.

The City Council and City Attorney Michelle Moren discussed ways to expedite the sale of City property and it was consensus to put "Ways to expedite the sale of City property" on the agenda for the next City Council meeting for further discussion.

CDC Peterson informed council the EDA further discussed the \$100,000 in MN DEED revolving loan funds the City of Roseau has. The EDA has pledged to use those funds with USDA funds, so as it stands now, the City is almost obligated to turn back 20% according to current legislation. CDC Peterson has discussed this issue with Representative Dan Fabian and Representative Pat Garofalo. The representatives will look into new legislation to see if the City can keep 100 % of the funds. The City has until the end of June 2018 to make a decision.

CDC Peterson stated that he is working with the the Northwest Minnesota Foundation to help facilitate legislative changes as part of the Child Care initiative. At this point, without a legislative change lifting some of the limits on infants, the problem will likely persist, in spite of local efforts. The main issue is finding child care workers with openings for infants to two years olds because day care providers are restricted on the number of infants they can care for. Creating more daycares is not the answer either as it makes it harder for the existing daycare providers to survive. Lifting the daycare infant limit may put children in unsafe conditions. There is no easy answer.

CDC Peterson is working with the county to develop a database that can match provider openings for those needing care to help facilitate connections, though this will not solve the shortage of openings.

Department Reports

Liquor Store

Liquor Store Manager Linda Roseborough informed council that the liquor store expansion project is complete with the exception of some trim work. Manager Roseborough also informed council that Super bowl Sundays sales were around \$2,000.

Fire Department

Fire Chief Craig McMillin provided council with the Roseau Fire Department 2017 Annual Report. The number of calls was down from 2016 overall, but the structure and grass fires were the same. In addition to the calls, the fire department did fire safety training for over 250 children from preschool to 1st grade. The new members have completed state paid FF1 & 2 training and as a department they have attended over 1300 hours of training.

Firefighter Jeff Ballard informed council the Roseau Fire Department was one of three recipients of a \$7,470 grant to get a front load washer/extractor. This washer will wash and extract the wash water by spinning the water out of the fire gear. Ballard believes that Roseau was chosen because they are well represented at the state and regional fire meetings. Firefighter Ballard asked for council to authorize the Clerk-Treasurer to sign for the grant when it is made available.

Council member Pat Novacek motioned, Council member Jane Evens seconded and it carried by unanimous vote to authorize the Clerk-Treasurer to sign for the fire departments washer/extractor grant.

Fire Chief Craig McMillin informed council the maker of the new fire truck is so impressed with the way the Roseau Fire Department's design of the truck, they want to use it for a display at an April show. In return for using it as a display they will do a \$7,000 upgrade to the stainless steel body at no cost to the Roseau Fire Department. Roseau will also receive the truck the end of April rather than late June as earlier expected.

Fire Chief McMillin informed council that the fire department may do a house burn mid-April to a house owned by Keith Pringle behind the former Evergreen Motel.

Police Department

Police Chief Anderson informed council he would have the 2017 Annual Roseau Police Department Report ready for the next council meeting.

Superintendent

Superintendent David Drown presented to council a written request of the Roseau Rams Hockey Association, requesting the addition of their logo decal to the front of the Zamboni at the Memorial arena. The Legion and the VFW have advertising on both of the sides. The Roseau Rams Hockey Association will cover all of the cost.

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the request of the Roseau Rams Hockey Association to put their logo and motto on the front of the Zamboni at the Memorial Arena.

Superintendent Drown requested council approval to move assistant superintendent Gary Przekwas to I-9 pay grade, retroactive to the first of the year. When wages were discussed Gary was told he would receive an I-9 salary, but due to a misunderstanding Gary was only given an H-9 increase.

After discussion, Council member Pat Novacek motioned, Council member Don Ross seconded and it carried by unanimous vote to approve the grade I-9 increase for Gary Przekwas retroactive to the first of the year.

Superintendent Drown informed council, Billing Clerk Mary Lou Johnson will be retiring as of February 28th, 2018. Mary Lou Johnson has over 25 years of service. After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to accept the resignation of Mary Lou Johnson.

City Attorney

City Attorney Michelle Moren informed council the City of Roseau needs to sign a \$348 yearly ASCAP licensing agreement for the City to pipe music in the City, at the Memorial arena and any public place as to not infringe on copy right laws.

Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve signing the ASCAP annual agreement to pipe music in public places.

Community Development Coordinator

CDC Peterson informed council that finding a building official has not been easy. Area Building Officials are busy and cannot take on anyone else. Brad Bail from Widseth, Smith and Nolting (WSN) sent CDC Peterson a fees schedule showing their costs for doing a single new home, and for doing approximately 10 new homes. Mr. Bail stated in his email that by having multiple projects constructed at the same time they would hope to be able to do multiple inspections on each trip, thus reducing the cost per home. The biggest hurdle will be the distance as they are 2 hours away.

Pictures, plans and forms may be emailed to WSN to assist in the process. WSN feels they can provide the service of building official for the fees Roseau is currently charging and would be willing to give it a try for a year, at which time they would review how it went and discuss changes that would be mutually agreeable.

CDC Peterson stated that it is a 3 year process for someone to obtain their building official license. It takes 1 year to get a building official limited (residential to 4 plex) license but for commercial buildings it will take the 3 years to become a full building official.

Superintendent Drown stated that a local person is interested in taking the test in March. Perhaps it may work for that person to work with WSN until fully licensed.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it carried by unanimous vote to approve a professional services contract, to be drafted by City Attorney Michelle Moren, to hire Widseth, Smith and Nolting as the City of Roseau Building official on a trial basis.

CDC Peterson provided to council a proposed policy for the City of Roseau City Center Electronic Message Board (EMB). City Attorney Kristy Kjos sent CDC Peterson samples from other cities. CDC Peterson compiled a hybrid of the samples to fit the City of Roseau. "The primary intent of the EMB is to provide information from the city and promote city, EDA, CVB and other City Center occupant-sponsored events and activities. As secondary uses, the EMB is also available to identify non-profit events and activities open to the public taking place on the City Center property or facilities owned and operated by the city of Roseau or other non-profit partners (school, hospital and county); and private rentals of the of the Roseau Community Center Room." The policy also lists what would be excluded and the \$30 per day fee for authorized private events.

After discussion, Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was approved by unanimous vote to adopt the City of Roseau City Center Electronic Message Board (EMB) on City Center property north of the Community Center on Minnesota Trunk Highway 11.

CDC Peterson informed council the City had received 16 applicants for the Park and Rec Director position. Of the 16 applicants 4 were interviewed. One applicant, Katy Spoden, was called back for an additional interview with the selection committee and 5 others (Ivan Hirst, Tracy Wensloff, Lew Erickson, Yogi Koble and Mayor Jeff Pelowski.) Ms. Spoden indicated that she would take the position if it was officially offered. Ms. Spoden is aware of the salary and benefits. Ms. Spoden currently works for the City of Nome, Alaska and has her Sports and Parks and Rec. degree, as well as a lot of notable experience. The selection committee recommends that Council offer KatySpoden the position of Parks and Rec Director. After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it carried by unanimous vote to offer Ms. Katy Spoden the position as the City of Roseau Parks and Rec Director.

CDC Peterson stated that Ms. Spoden will be incurring great expense moving from Alaska to Roseau. Ms. Spoden had inquired about a relocation package. Council discussed the amount and stipulations. City Attorney will look into it and draw up a relocation agreement. After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was approved by unanimous vote to offer relocation funding up to \$2,000 contingent on Ms. Spoden staying for 1 year and City Attorney Moren drawing up the agreement.

CDC Peterson informed Council that County Commissioner Jack Swanson and CDC Peterson will be attending a meeting on the "Paul Bunyan Expressway". Hwy 371 was started 40 years ago and has not been finished. There is conflict between Bemidji, Hackensack and Walker as to which highway should be used.

Mayor and Council

Council member Jane Evans informed council that she will be in Texas during the March 5th, 2018 City Council meeting.

Council member Jane Evans also informed council that the ALS Walk/Run will be held July 14th, 2018

Unfinished Business-

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

ATTEST:

Elizabeth Hellquist Clerk-Treasurer

Mayor Jeff Pelowski