

REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – February 4th, 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, Police Chief Ward Anderson, Liquor Store Manager Linda Roseborough, City Superintendent David Drown, Fire Chief Craig McMillin, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, and Jack Swanson – Wild 102 radio.

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 7th, 2019 regular meeting minutes as written.

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the following Consent Agenda, as written

1. Presentation of Accounts Payable claims January 1st, 2019 through January 31st, 2019 Batch AP01312019.
CK# 65758-65823 = \$123,389.30
2. Presentation of daily checks January 1, 2019 through January 31, 2019
CK# 65669-65757 = \$185,148.42
E# 1298-1332 = \$446,863.28
PR 1/15/19 = \$38,216.43
Sick Payout = \$5,632.43
PR 01/30/2019 = \$40,823.58
3. Presentation of Receipt entries December 1, 2018 through December 31, 2018.
4. Presentation of Journal entries JE113018.
5. Audit Committee review of November 2018 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. March 4th, 2019 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center-
 - a. Girlfriends Winter Breakaway – April 13, 2019 - Pourhouse
8. Investment–Roseau EDA Hi Fi as of 01/30/2019 is \$137,409.24.
9. Cash in bank-Regular checking as of 01/30/2019 is \$2,569,032.70.
10. Investment-Regular Hi Fi as of 01/30/2019 is \$1,554,984.80.
11. Investment Certificate of Deposit as of 01/30/2019 is \$800,193.86
12. Investment Certificate of Deposit as of 01/30/2019 is \$795,430.80.
13. Investment Certificate of Deposit as of 01/30/2019 is \$791,726.54.
14. Investment Certificate of Deposit as of 01/30/2019 is \$790,786.32.
15. Investment-Roseau EDA Money Market as of 01/30/2019 is \$302,701.29.

16. Cash in bank-Roseau EDA as of 01/30/2019 is \$996.29.
17. LMC Talking Points
18. January 2019 City Revenues & Expenditures
19. January 2019 Liquor Store Revenue & Expenditures

Committee Reports

Planning Commission –

The Planning Commission did not meet.

Roseau County Commissioner

County Commissioner Jack Swanson informed council:

- Roseau County purchased another road grader; this should expedite plowing of county roads.
- The County approved the new contract with Air Med Care. The contract cost went up slightly to \$65,000 with LifeCare Medical Center paying ½. There were 137 emergency flights in 2018. One change was noted, as both Roseau County and Lake of the Woods County contract with Air Med Care, residents of either county can be picked up in the other county for emergency transport.
- The Next Generation (911) system is in the implementation process. Lifecare Medical Center is the first unit with access the same information as dispatch is receiving. The Roseau Fire Department will also be part of the system

Operations Committee – did not meet.

Oakcrest Golf Course – did not meet

Airport Committee

The airport committee did not meet but CDC Peterson presented to council:

- Resolution #14-19 The State Lease Agreement (DNR Firewatch) and asked for council approval and authorization to sign. With this lease the DNR pays for the space in the new terminal building over a period of 5 years.

RESOLUTION NO. 14-19 OF THE CITY OF ROSEAU REGARDING LEASE AGREEMENT WITH STATE OF MINNESOTA, DEPARTMENT OF NATURAL RESOURCES

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, February 4, 2019, 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, is in the process of construction of the Roseau Municipal Airport Terminal Building which building shall be completed in February of 2019.

WHEREAS, the City of Roseau has entered into negotiations with the State of Minnesota, Department of Natural Resources whereby the City has agreed to lease space in said terminal building to the State of Minnesota, for an initial term of five (5) years commencing March 1, 2019, and continuing through February 29, 2024, for a five (5) year total sum of Twenty-nine Thousand Six Hundred Forty and no/100 (\$29,640.00) Dollars; with total monthly rental payments of Four Hundred Ninety-four and no/100 (\$494.00) Dollars.

WHEREAS, the City of Roseau determines that it is in the best interests of the City to enter into said Lease Agreement with the State of Minnesota.

NOW THEREFORE, BE IT RESOLVED that the City of Roseau hereby approves the Lease Agreement with the State of Minnesota for a portion of the Roseau Municipal Airport Terminal Building for a five (5) year time period commencing March 1, 2019, and continuing through February 29, 2024, for the total sum of Twenty-nine Thousand Six Hundred Forty and no/100 (\$29,640.00) Dollars; with total monthly rental payments of Four Hundred Ninety-four and no/100 (\$494.00) Dollars.

BE IT FURTHER RESOLVED that the Mayor and City Clerk-Treasurer are authorized and directed to execute said Lease Agreement by and between the City of Roseau, Minnesota, and the Department of Natural Resources.

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

The following voted against the same: none

The following abstained: none

The following were absent: none

Adopted by the Council this 4th day of February, 2019.

EFFECTIVE DATE: February 4, 2019.

Mayor

ATTEST:

City Clerk

- CDC Peterson stated that the bid opening in Grand Forks, for the fuel system project at the airport, has been delayed until Friday, February 8th due to the weather. CDC requested a special meeting to approve the bid. It was council consensus to set a Special Meeting for Tuesday, February 12th, 2019 at 8:00 am.

EDA

CDC Peterson informed council the EDA met January 30th, 2018 to approve a loan for a business transaction.

Department Reports

Liquor Store

No new business.

Fire Department

Fire Chief Craig McMillin presented to council the Roseau Fire Department 2018 Annual Report. In 2018 the Roseau Fire Department responded to 53 calls for assistance. This is similar to the number of calls in 2017. In addition: the fire department had their annual safety training for over 250 children; built an ice track for the 120 snowmobile races; taught fire safety to Boy Scouts; supported funerals of past firefighters; and safety coverage for various events at the Roseau County Fair.

Council member Pat Novacek noted that well over 90% of the Roseau Fire department is certified with Firefighter I and Firefighter II training.

Police Department

Police Chief Ward Anderson presented to council the Roseau Police Department 2018 Annual Report. Police Chief Anderson stated that 2018 was a normal year. Incident totals were down by 47. Accidents, NSF's and traffic stops were among the incidents down. While snow removal tickets, business alarms and public assistance calls were up.

Superintendent

Superintendent David Drown stated that snow removal is underway from the last snow storm, and the city crew would be in early in the morning to finish.

CDC Todd Peterson provided to council Resolution 15-19 regarding submission of Legacy Arts Grant Application regarding Gilbertson field. This grant would give up to \$10,000 in assistance to replace the sign at Gilbertson Field. Joel Miller and Sue Sues are local artists that would create the sign.

**RESOLUTION NO. 15-19
OF THE CITY OF ROSEAU REGARDING SUBMISSION OF LEGACY ARTS
GRANT APPLICATION REGARDING GIBLERTSON FIELD**

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, February 4, 2019, at 5:00 p.m., a Motion was made by Councilperson Jane Evans 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, is the owner of the Gilbertson Field baseball field.

WHEREAS, a request for improvements has been made; specifically a new gate/arch for the entry to Gilbertson Field.

WHEREAS, there may be up to \$10,000 in funding available for the proposed arch through the Legacy Arts Grant and possible cost-share with Northwest Arts Council; and in order to determine the availability of funding an application must be submitted.

NOW THEREFORE, BE IT RESOLVED that the City of Roseau is hereby authorized to submit a Legacy Arts Grant application regarding the project for Gilbertson Field.

BE IT FURTHER RESOLVED that the Community Development Coordinator Todd Peterson shall be authorized to execute the application request on behalf of the City of Roseau.

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

The following voted against the same: none

The following abstained: none

The following were absent: none

Adopted by the Council this 4th day of February, 2019.

EFFECTIVE DATE: February 4, 2019.

Mayor

ATTEST:

City Clerk

CDC Peterson presented to council Resolution #16-19 Authorize submission of Roseau River Water Trail project for designation as a Regional Trail (joint w/county). The City of Roseau and Roseau County are jointly applying for Designation as a Regional Park or Trail in Grater Minnesota for a water trail on behalf of the Roseau River Watershed District (RRWD) as the Watershed is not eligible to apply. CDC Peterson will work with Tracy Halstengard of the RRWD on this project.

**RESOLUTION NO. 16-19
OF THE CITY OF ROSEAU REGARDING SUPPORTING REGIONAL PARK
OR TRAIL DESIGNATION APPLICATION IN GREATER MINNESOTA FOR
ROSEAU RIVER WATER TRAIL**

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, February 4, 2019, 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, as joint applicant, has the authority to act as legal public sponsor for the application described in the *Request for Designation*

as a Regional Park or Trail in Greater Minnesota. As joint applicant, the City of Roseau shall submit all necessary paperwork on behalf of the partnership with the County of Roseau.

WHEREAS, that as joint applicants the City of Roseau and County of Roseau are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted;

WHEREAS, that, should the Roseau River Water Trail receive formal designation as a Regional park or trail in Greater Minnesota by the Commission, the joint applicants have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail

WHEREAS, that the City of Roseau certifies they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project

NOW THEREFORE, BE IT RESOLVED that the City of Roseau is hereby authorized to submit the Regional Park or Trail Designation Application in Greater Minnesota, for the Roseau River Water Trail.

BE IT FURTHER RESOLVED that the Community Development Coordinator Todd Peterson shall be authorized to execute the application request on behalf of the City of Roseau.

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

The following voted against the same: none

The following abstained: none

The following were absent: none

Adopted by the Council this 4th day of February, 2019.

EFFECTIVE DATE: February 4, 2019.

Mayor

ATTEST:

City Clerk

City Attorney

City Attorney Michelle Moren informed council that a Public Hearing on the abatement of the Keith Pringle property had been set for this February meeting but had not been placed on the agenda. The Public hearing will have to be reset.

Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to set the abatement of the Keith Pringle property Public Hearing for Monday, March 4th, 2019 at 5:30 pm.

City Attorney Michelle Moren informed council the City has received information from Shopko stating that they are filing bankruptcy. Attorney Moren has just received the information and needs to review it, but is not a licensed bankruptcy attorney. Attorney Moren stated that the City may have to hire a bankruptcy attorney and asked council approval to hire a bankruptcy attorney of needed.

After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve hiring a bankruptcy attorney to assist Moren Law offices in this matter.

Community Development Coordinator

CDC Peterson informed council the EDA would like to reenergize efforts with the Roseau School Construction Trades class and Northwest Community Action (NWCA) to build a spec home. CDC Peterson presented to council a Memorandum of Understanding for the City of Roseau, NWCA and Roseau Schools for the Roseau New Housing Collaborative, and Resolution 17-19 regarding that Memorandum. The initial seed money for the construction will come from City of Roseau reserves and other sources. CDC Peterson asked for council approval of the memorandum and the authorization to execute it. NWCA will have a general contractor to oversee the project. The Roseau school is on board as long as they can get enough students. CDC Peterson stated that the City may only break even on the project but would make up any short comings in taxes and utilities.

RESOLUTION NO. 17-19

**OF THE CITY OF ROSEAU REGARDING MEMORANDUM OF
UNDERSTANDING WITH NORTHWEST COMMUNITY ACTION AGENCY
AND ROSEAU INDEPENDENT SCHOOL DISTRICT NUMBER 682**

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, February 4, 2019, 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 Roseau New Housing Collaborative was formed by and among the City of Roseau, Minnesota, Northwest Community Action Agency, and Roseau Independent School District Number 682 for purposes of addressing a shortage of single family housing in the Roseau community, while at the same time providing the Roseau School District construction technology students with practical hands-on experience in the building trades through construction of new, single family homes.

WHEREAS, said members of the Roseau New Housing Collaborative have entered into negotiations regarding the respective responsibilities of each party in regard to the construction of at least one new, single family home annually.

WHEREAS, a Written Memorandum of Understanding setting forth each Members roles and responsibilities has been prepared in part indicating that the City of Roseau shall establish a revolving construction fund of no greater than Two Hundred Fifty Thousand and no/100 (\$250,000.00) for the purposes of funding the development, construction, marketing and sale of any home developed under said collaborative and that the City of Roseau shall be the owner of the housing site and housing project and all materials. Northwest Community Action Agency shall provide all project development and on-site project management for the house build program and shall secure the services of a licensed and bonded builder to oversee the project either through in-house staff or through a general contractor. The Roseau Independent School District Number 682 shall ensure that a sufficient number of students are made available to participate in the construction build from start to finish and that a qualified instructor shall be on site at all times to provide guidance to said students. It is further understood that the City of Roseau will compensate Northwest Community Action Agency for the project management, however, the project management budget must be approved by the City of Roseau prior to the commencement of any construction.

WHEREAS, the City of Roseau determines that it is in the best interest of the City to enter into a Memorandum of Understanding with Northwest Community Action Agency and Roseau Independent School District Number 682.

NOW THEREFORE, BE IT RESOLVED that the City of Roseau hereby approves the Memorandum of Understanding by and among the City of Roseau, Minnesota, the Northwest Community Action Agency, and Roseau Independent School District Number 682 for the Roseau New Housing Collaborative.

BE IT FURTHER RESOLVED, that the City of Roseau authorizes and shall establish a revolving construction fund for the purposes of funding the development, construction, marketing and sale of any homes developed under said program with the initial funding to be no greater than Two Hundred Fifty Thousand and no/100 (\$250,000.00) Dollars. Said construction fund shall be set up as a separate accounting fund within the City of Roseau for the collaborative project and shall be maintained until such time that the subject Memorandum of Understanding or Housing Construction Program is dissolved.

BE IT FURTHER RESOLVED, that the initial seed money for the construction fund will be obtained from reserves of the City of Roseau or from other governmental or non-profit sources eligible to participate in said program and only funds from the housing construction fund shall be requested by program partners for approved program expenses, and if no funds remain in said construction fund no additional funding may be sought or requested from the City of Roseau. Any and all proceeds obtained from the sale of homes constructed under the agreement shall be deposited into the City's Housing Construction Fund for future projects.

BE IT FURTHER RESOLVED that the Mayor and City Clerk-Treasurer are authorized and directed to execute said Memorandum of Understanding by and among the City of Roseau, Minnesota, Northwest Community Action Agency and Roseau Independent School District Number 682.

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

The following voted against the same: none

The following abstained: none

The following were absent: none

Adopted by the Council this 4th day of February, 2019.

EFFECTIVE DATE: February 4, 2019.

Mayor

ATTEST:

City Clerk

CDC Peterson shared with council correspondence with Northwest Minnesota Foundation concerning assistance with workforce recruitment for this region. CDC Peterson, Mayor Pelowski and Tony Pekarek from Polaris have been attending meetings to address this issue. Though the City of Roseau did not receive the Communities Thrive Grant, Northwest Minnesota Foundation stated that they have staff that can help in finding other sources of funding and organizing meetings for this project. CDC Peterson stated that he has contacted Katie Pieper, the C&C and City Marketing consultant, for ideas, as she advertises for several cities in this region. CDC Peterson and Roseau Promotions Director Mary Hoffer are meeting with Brenda Bauman February 19th to discuss collaborative efforts between Warroad and Roseau. Brenda Bauman works for Marvin Window's and also works on Warroad's Community Development projects.

CDC Peterson stated that he is on a facilities committee to help advise the Roseau School District on its facilities and traffic issues around the school. CDC Peterson asked council if they had any input that he could relay to the school board.

Houston Engineering is working on the proposed urban section of TH 89. They will be setting up meetings with individuals that live and work along that section of TH 89 to get information and provide recommendations on items that MnDOT would like to see. The study should be finalized in March. It was noted that TH 89 will be increasing its speed limit to 60 mph. from Roseau to Grygla.

CDC Peterson informed council representatives from the League of Minnesota Cities were out visiting with representatives from local communities. They are looking for ways to be of more assistance and provide more resources for Minnesota cities. Council discussed the important advisory role the League of Minnesota Cities plays in the operations of Minnesota cities.

Mayor and Council

Council member Jane Evans attended the Polaris annual meeting and shared the following information with council:

- The tool pouches the ODC have been assembling will stay with the Roseau ODC as they have been able to streamline the production process, making it financially feasible.
- The foam blocks that Polaris uses for packaging are being replaced with recyclable material. This will have a positive impact on the landfill.
- Polaris will be celebrating its 65th Anniversary and is planning a picnic for some time in August.

Council member Evans asked about developing signage to showcase all of the state champions, from all sports, that this great community has produced. There was council discussion about the lease of the land for the sign, the cost of the sign and how it would be paid and possibilities of what organization would head up this project. No action taken.

Unfinished Business-

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

ATTEST:

Elizabeth Carlson Clerk-Treasurer

Mayor Jeff Pelowski