

**REGULAR ROSEAU CITY COUNCIL MEETING  
MONDAY – February 6th, 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, 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, City Attorney Michelle Moren, Police Chief Ward Anderson, Liquor Store Manager Linda Roseborough, Fire Chief Jeff Ballard, Clerk-Treasurer Beth Hellquist, 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 Jane Evans seconded and it was carried by unanimous vote to approve the January 9<sup>th</sup>, 2017 Regular meeting minutes as written.

City Attorney Michelle Moren requested the City Attorney portion of the meeting be moved up as she had to leave the meeting early.

It was council consensus to begin the City Attorney portion of the meeting.

City Attorney Michelle Moren provided to council copies of a memorandum from the City Attorney to the City Center Committee in regards to a request from the Jehovah's Witness Church for use of the City Center lobby for solicitation/leafleting.

Ms. Kiley Vejtasa, of the Jehovah's Church was in attendance and asked permission to bring a small cart into the City Center lobby on Friday's (during driver's training) and have a person sit at this cart that could hand out brochures and/or provide information to people in the City Center. City Attorney Michelle Moren stated after careful analysis of the First Amendment and classification of the City Center Lobby the conclusion in the memorandum is "The City Center lobby comprises a nonpublic forum, which parts are limited public forums. In general, the City Center may restrict speech so long as the restrictions are reasonable and not an effort to suppress a particular point of view. Specifically, the City Center could impose a time, place, or manner restriction on leafleting. (i.e., not allowing someone to come in with a table, desk, or cart, in order to leaflet.)" The City Center community bulletin board is considered a limited public forum. "Once the City chose to open up the bulletin board for this purpose, it is prevented from unreasonable distinguishing the types of speech it would allow within the forum."

After discussion, it was council consensus to refer this matter to the City Center Committee for their recommendation.

City Attorney Michelle Moren reviewed the Floodplain management check list and stated there needs to be two Public hearings on the new flood plain ordinance before the City council amends and adopts the new floodplain ordinance at the March 6<sup>th</sup>, 2017 City Council meeting. (The updated ordinance must be effective by 4/19/2017). It was discussed having a public hearing at

the next Planning Commission meeting and the other Public hearing on or before the next City Council meeting.

City Attorney Michelle Moren informed council the two bids that came in for the first phase (buildings and concrete) of the South Riverview Splash Park were approximately \$150,000.00 more than anticipated and budgeted. Attorney Moren had consulted the League of Minnesota Cities to review options. Options are to; reject both bids; have the engineers redraft so the specs are not so broad; break the components into three separate bids; rebid the project. CDC Peterson stated the bid bond is fairly expensive and may not be necessary. City Attorney Moren agreed, the performance bond was necessary and the bid bond was not, but as the City Attorney she felt she must also recommend the bid bond.

After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was approved by unanimous vote to reject both the bid from Scott Johnson Companies and Tradesmen Construction

CDC Peterson informed council Karvekkko had met with the bidders to figure out alternatives to get the cost down and Karvekkko hopes to have new plans available in two weeks.

After further discussion, Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was approved by unanimous vote to readvertise for bids the South Riverview Splash Park, once the new plans become available, (either in 3 parts or as a single bid) and to require the Performance Bond but waive the Bid Bond.

City Attorney Moren stated the abatement process is moving forward on the vacant houses. City Attorney Pat Moren would address it later in the meeting.

City Attorney informed council they had not received the contract from AutoIce but it was her understanding the program was up and running. City Superintendent stated that it was in place. City Attorney Michelle Moren asked about the scheduling of baseball. She had heard from other baseball booster parents that are concerned about the scheduling of the baseball games and practices. The Baseball Booster parents do not want to take on any of the scheduling. City Superintendent Drown assured her it will be taken care of.

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

1. Presentation of Accounts Payable claims January 1st, 2017 through January 31st, 2017 Batch AP013117. CK#61903 - 61972 = \$200,276.79.
2. Presentation of daily checks January 1, 2017 through January 31, 2017  
E#355-394 = \$463,961.62  
CK#61836-61902 = \$145,347.31  
01/15/17 PR DD500945E=\$34,148.88  
01/19/17 PR DD500948E=\$1,981.06  
01/31/17 PR DD500986E= \$38,359.36

3. Presentation of Receipt entries December 1, 2016 through December 31, 2016.
4. Presentation of Journal entries JE11302016.
5. Audit Committee review of November 2016 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
  - Upcoming scheduled meetings:
  - March 6<sup>th</sup>, 2017 Regular City Council meeting at 5:00 pm.
7. Approve the use of alcohol in the Community Center-
  - a. March 24<sup>th</sup>, 2017 Women’s Winter Break-away
8. Investment–Roseau EDA Hi Fi as of 01/31/2017 is \$76,124.17.
9. Cash in bank-DNR Escrow as of 01/31/2017 is \$2,000.00.
10. Cash in bank-Regular checking as of 01/31/2017 is \$3,131,136.34.
11. Investment-Regular Hi Fi as of 01/31/2017 is \$1,547,791.79.
12. Investment Certificate of Deposit as of 01/31/2017 is \$791,057.41.
13. Investment Certificate of Deposit as of 01/31/2017 is \$786,348.74.
14. Investment Certificate of Deposit as of 01/31/2017 is \$781,527.29.
15. Investment Certificate of Deposit as of 01/31//2017 is \$779,601.75
16. Investment-Roseau EDA Money Market as of 01/31/2017 is \$317,458.08.
17. Cash in bank-Pine to Prairie Birding Trail as of 01/31/2017 is \$4,606.38.
18. Cash in bank-Roseau EDA as of 01/31/2017 is \$1,368.65.
19. Approve 2017 Airport #8 Hangar Lease to Cheldon Frank contingent upon all paperwork is obtained by the Clerk’s office.
20. January 2017 City Revenues and Expenditures

**Delegations/Petitions/Complaints**

**Committee Reports**

**Roseau Promotions Director**

Promotions Director Lyle Grindy was absent

**Planning Commission-**

CDC Todd Peterson reported that the Planning Commission met Monday, January 30<sup>th</sup>, 2017.

- The Planning Commission reviewed and approved the new floodplain ordinance and maps as presented without change and forwarded it to the City Council for Public Hearing and formal adoption.
- Officer Marc Hodge provided an update on the clean-up report. The removal of additional abandoned trailers has stopped as the individual who was doing the dismantling of the trailers can no longer perform this task. The Planning Commission discussed the need to continue to press for clean-up of the trailer court for the benefit of others living there and for the community. The Planning Commission would like a plan developed for the clean-up of the court even if it requires using the City’s authority to do the clean-up through our condemnation process. The Planning Commission would like to know what can be done as far as pressure and enforcement to keep the community up. City Attorney Pat Moren stated the Attorneys office will put together an outline for the Planning Commission and City Council of the steps that can be taken to keep the community up before things get so dilapidated.

- CDC Peterson has been reviewing ordinances from other cities that are more specific in regards to inoperable vehicles. City Attorney Michelle Moren will review the ordinance; the Planning Commission will then consider amending the ordinance.

**Roseau County Commissioner –**

Roseau County Commissioner Jack Swanson informed council Roseau County and the City of Greenbush are building a shop that will house the City of Greenbush shop and Roseau County equipment. They were able to save a considerable amount of money by bidding before construction season, by breaking the projects components into 6 different bids and by not requiring a bid bond.

Commissioner Jack Swanson also informed Council the County has plans for the “Old Beito Building” just so it would not be considered for the abatement process.

**Operation Committee –** The Operations Committee will meet in March.

**Oak Crest Golf Course –** The golf course is closed for the season.

**Airport Committee –** CDC Todd Peterson informed council the Airport Committee did not meet.

**EDA**

CDC Todd Peterson reported the EDA met January 25<sup>th</sup>, 2017. The Department of Correction lease is in place and Markstrom Construction is about half done with the renovation.

**Department Reports**

**Liquor Store-**

Liquor Store Manager Linda Roseborough state January was a typical slow winter month. The DSGW Architects were up January 18<sup>th</sup> and did a “walk around”.

CDC Peterson stated DSGW is still working on the plans. The project is not that complicated so the project will probably go out as one bid and not be split. CDC Peterson will find out if the 3 year old estimate is still good and hopes to have the plans so Council can consider the project going out for bids at the March meeting.

**Fire Department -** Fire Chief Jeff Ballard informed council that the Fire Departments monthly meeting will be tomorrow, Tuesday February 7<sup>th</sup>, 2017.

- Chief Ballard will introduce the new Fire Chief at the next city council meeting.
- The Fire Departments 2016 Report will be reviewed at the March meeting.
- The training of the new firefighters is going well and nearly done.
- Beito Plumbing and Heating installed a new furnace in the Fire Hall.
- Chief Ballard informed council 2 of the Senior Citizens that had for years showed up 45 minutes early to the Firemen’s Banquet had passed away and will be missed. There is a lot of community support for the Firemen’s Banquet as nearly 70 people were served before the start time of this last event.

**Police Department** – Police Chief Ward Anderson provided information to council on the following items:

- Every three years the Police Department purchases a new vehicle. Police Chief Anderson received two bids for a 2017 Chevrolet Tahoe Special Service vehicle. Ranger GM out of Hibbing, MN (has the “actual State Bid”) came in at \$36,942.05. Lake Country Chevrolet (a local business) came in at \$38,197.00. Special paint and keys could vary on both estimates and have not been considered on either estimate. Ranger GM is \$1,826.96 lower than Lake Country Chevrolet on the original bid. The repairs and maintenance are done at Lake Country regardless of where it is purchased. Council prefers to buy local whenever possible as the business employs local people and pays local taxes. Council member Ross asked if the Police Department considered getting a similar vehicle in a Ford. Chief Anderson stated they had, but the cab is smaller in the Ford and most of their equipment and accessories would not transfer to a Ford.

After discussion, Council member Ross motioned, Council member Bassingthwaite seconded and it was carried by unanimous vote to approve the bid for the 2017 Chevrolet Tahoe Special Service vehicle from Lake Country Chevrolet and that the Chief seek to get the lowest price possible with regard to a discount on the paint package.

- Police Chief Anderson provided council with the 2016 Annual Report for the Roseau Police Department. In summary everything is down from the previous years. The Initial Complaint Report is down 14% from 2015. Crime is down, there were fewer accidents, less burglaries, fewer doors left unlocked, less NSF's, traffic and criminal tickets were down. Chief Anderson stated the 2016 Annual Report is similar to the 2013 Annual Report.

### **Superintendent-**

City Superintendent David Drown informed council the new meters are on their way and installation will start the end of April or beginning of May. The meter company will have classes April 11 to train the city crew.

### **City Attorney –**

City Attorney Pat Moren stated the abatement process has begun on the Ann Butler house. The City Attorney's office has reviewed the abstract and Ann Butler is the owner. There are some issues: There is intrusion on the chain of title on 2 of the 4 lots; There is a mortgage to the United States (Rural Housing Authority) on 2 notes; Ann Butler is in the nursing home. Ann's son and daughter live in the area and City Attorney Pat Moren will try to set up a meeting with them. City Attorney Pat Moren will also talk to Social Services to see if Ann has a case worker he could speak with.

### **Community Development Coordinator-**

CDC Peterson presented to council a contract renewal from Medica Health Insurance for handling Health Reimbursement Arrangement (HRA) claims.

Council member Jane Evans motioned, Council member Bassingthwaite seconded and it was carried by unanimous vote to approve the HRA administration contract renewal with Medica One Source.

CDC Peterson asked for council approval to waive the building permits fees for the renovation for the Department of Corrections building and the construction of the new South Riverview Park Shelter as the City of Roseau owns the properties and would be charging itself. The surcharge would still have to be paid as the surcharge is sent to the State.

Council member Bassingthwaite motioned, Council member Ross seconded and it was carried by unanimous vote to waive the building permit fees for both the renovation of the Department of Corrections building and the new construction of the South Riverview Park shelter.

CDC Peterson informed council that the city utility department was now able to accept credit and debit card payments. Council discussed ways to get the customers aware of this new service. Also, the more customers that get set up for ebills the greater the savings for the City. CDC Peterson stated the information is on the City website, the city will print reference to the webpage on the Utility bills, the information has been and will continue to be printed in the City newsletter, and may be mentioned on the radio.

CDC Peterson showed council the new floodplain maps as a result of the East Diversion flood project. Some lands by the fairgrounds and by the golf course are still in the floodplain. Every structure in Roseau is out of the floodplain, with the exception of 5 that still appear to be at least partially in the floodplain. The maps are still being worked on in Washington once completed these structures will be looked at more closely. The new Flood plain maps should be official April 20<sup>th</sup>, 2017.

**Mayor Council-**

Council member Jane Evans thanked CDC Peterson and City Superintendent Drown for their handling of the South Riverview Park project when the bids came in higher than expected.

**Unfinished Business-**

There being no further business Council member Jane Evans motioned to adjourn the meeting, seconded by Council member Ross and carried by unanimous vote.

ATTEST:

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City Clerk-Treasurer

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Mayor Jeff Pelowski