

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – JUNE 2ND 2014 @ 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 , Acting Mayor Pat Novacek, Council members Curt Ireland, Linda Vatsdal, Don Ross, absent Mayor Jeff Pelowski. Others present were Community Development Coordinator Todd Peterson, Superintendent David Drown, Chief of Police Ward Anderson, Liquor Store Manager Linda Roseborough, City Attorney Pat Moren, Assistant City Attorney Michelle Moren, City Clerk Janet Lundbohm, Zach Swanson - WILD102 Radio, Building Official Kevin Wiskow, Lyle Grindy, Darrin Smedsmo, Phillip Larson, and Jeff Klein.

Acting Mayor Pat Novacek called the meeting to order and the Pledge of Allegiance was said.

Council member Linda Vatsdal motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the May 5th, 2014 minutes as presented.

Council member Curt Ireland motioned, Council member Linda Vatsdal seconded and it was carried by unanimous vote to approve the following Consent Agenda items:

- a. Accounts payable claims from May 1st, 2014 through May 31st, 2014 as presented, with a batch number of AP053114 and is filed in edit books in the City Clerk's Office.
- b. Daily Batch checks written from May 1st, 2014 through May 31st, 2014 were audited, approved and are filed in edit books in the City Clerk's Office.
- c. Receipt entries April 1st, 2014 through April 30th, 2014 were audited, approved and are filed in edit books in the City Clerk's Office.
- d. Journal entries March 1st, 2014 through March 31st, 2014 were audited, approved and are filed in edit books in the City Clerk's Office.
- e. A review of March, 2014 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Notices and Communications –
Upcoming scheduled meetings –
 - a. July 7th, 2014 Regular meeting at 5:00 p.m.
- g. Approve the use of alcohol in the Community Center – none
- h. 2013 – Partnership Distribution – Roseau Court Townhomes of \$36,071.00.
- i.

CITY OF ROSEAU 2014 COMMITTEE/BOARD APPOINTMENTS

OAKCREST GOLF BOARD: Board of Directors: Mark Wilson – President, Scott Vatsdal – Vice President, Kim Czeh – Secretary, Richard Anderson, Michelle Hagen, Chris Hass, Jason Tangen, Shelly LaPlante – Course Manager, Laura Strand, - Course Manager, Carson Hedlund – Grounds Manager, Sue Butler – Business Manager, City Representatives – Council member Linda Vatsdal, and Council member Don Ross.

j.

**R #22-14
RESOLUTION APPOINTING ELECTION JUDGES FOR THE
2014 PRIMARY AND GENERAL ELECTION**

WHEREAS, Minnesota Statutes require cities to hold primary and general elections.

WHEREAS, Minnesota Statutes require that the City Council appoint by resolution election judges for the 2014 primary and general elections,

NOW, THERE BE IT RESOLVED, by the City Council of the City of Roseau, Minnesota, that the following individuals are appointed as City of Roseau election judges for the purpose of administering the August 12, 2014 Primary election and the November 4th, 2014 General Election:

Mary Foley – Head Judge	Paul Stynsberg	Janet Lundbohm
Kathleen Ross	Deann Vatnsdal	Heidi Moser
Darrin Smedsmo	Dave Grafstrom	Amy Bassingthwaite
Elizabeth Santl	Eileen Carter	Deanna Peters

Adopted this 2nd day of June, 2014.

By: s/s: Jeff Pelowski
Mayor

Attest: s/s: Janet Lundbohm
City Clerk

- k. Investment-Roseau EDA Hi Fi as of 05/26/2014 is \$207,435.30.
- l. Cash in bank-DNR Escrow as of 05/26/2014 is \$2,000.00.
- m. Cash in bank-Regular checking as of 05/26/2014 is \$1,950,523.50.
- n. Investment-Regular Hi Fi as of 05/26/14 is \$1,460,680.03.
- o. Investment of Certificate of Deposit as of 05/26/14 is \$768,941.21.
- p. Investment of Certificate of Deposit as of 05/26/14 is \$770,875.18.
- q. Investment of Certificate of Deposit as of 05/26/14 is \$775,595.95.
- r. Investment of Certificate of Deposit as of 05/26/14 is \$780,275.41.
- s. Cash in bank - Airport Fuel Sales Credit Card as of 05/26/2014 \$7,269.99.
- t. Investment - Roseau EDA Money Market as of 05/26/14 is \$66,539.99.
- u. Cash in bank - Pine to Prairie Birding Trail as of 05/26/2014 is \$5,837.12.
- v. Cash in bank - Scandinavian Festival as of 05/26/2014 is \$4,224.03.
- w. Cash in bank – Welcome to Roseau as of 05/26/2014 is \$1,312.17.
- x. Cash in bank - Roseau EDA as of 05/26/14 \$855.19.
- y. Liquor Store Monthly Sales 2014.
- z. May 2014 City Revenues & Expenditures.
- aa. Minnesota Department of Natural Resources - in regards to Muskie size limit note.

Building Official Kevin Wiskow appeared before the City Council in regards to Northwest Concrete’s – Phil Larson, Variance request for a maximum height of 72’ for his plant in lieu of the maximum height of 35’ allowed.

After discussion Council member Don Ross motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to put Northwest Concrete’s Variance request on the June 2nd, 2014 City Council agenda.

Phil Larson appeared before the City Council in regards to Northwest Concrete’s Variance request and would like permission to be able to proceed with installation of his plant as it will cause undue hardship.

After review and discussion Council member Linda Vatnsdal motioned to set a joint Special City Council and Planning Commission meeting for June 18th, 2014 at 8:00 am and to set a Public Hearing for June 18th, 2014 at 8:00 am for Northwest Concrete’s (#4-14) Phil Larson, Variance request for the purpose of installing a concrete plant with a maximum height of 72’ in lieu of the 35’ maximum height allowed, a 37’ maximum height Variance.

Roseau Promotions Director Lyle Grindy reported on the following:

- The Farmers Market will start July 12th, 2014 from 8:00 am until 12:00 noon in the parking lot north of the City Center.
- Sidewalk sales will be held June 7th, 2014.
- Roseau’s second annual Wine Walk will be held August 9th, 2014.

Community Development Coordinator Todd Peterson reported that the Planning Commission held its annual Tour of the City of Roseau May 21st, 2014 from 10:00 am until 11:30 am (on file at the Roseau City office). It was noted that Police Officer Marc Hodge is working on the unlicensed and inoperable vehicles on the list and that some property owners on the list have begun cleaning up of their property.

After review and discussion Council member Curt Ireland motioned, Council member Linda Vatnsdal seconded, and it was carried by unanimous vote to approve Super One Foods (#2-14) Variance request for the purpose of installing a sign on an existing pole with a size of 148 square feet in excess of the amount allowed as recommended by the Planning Commission.

The reasons for approving the request include:

- It is a good use of an existing sign.
- There are other signs in the area that have received variances.

Darrin Smedsmo appeared before the City Council in regards to Northern Horizons Hospitality Conditional Use (#3-14) request and presented plans for the proposed apartments on property located next to the Americinn that was an RV park.

After review and discussion Council member Curt Ireland motioned, Council member Don Ross seconded and it was carried by unanimous vote to set a Public Hearing to be held at the joint Special City Council and Planning Commission meeting to be held June 18th, 2014 at 8:00 am o'clock or as soon as possible thereafter for Northern Horizons Hospitality (#3-14) Darrin Smedsmo's Conditional Use request for the purpose of allowing Northern Horizons Hospitality to build apartments.

Community Development Coordinator Todd Peterson reported that Chuck Thompson resigned from the Planning Commission and Chuck recommended Bruce Stone as a replacement. The Planning Commission thanked Chuck Thompson for his years of service on the Planning Commission.

A Public Hearing was held regarding a program for a Multifamily Housing Development and the Issuance of Multifamily Housing Revenue Bonds.

Council member Don Ross motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to open the Public Hearing.

Written comments - none

Oral comments – none

Council member Linda Vatnsdal motioned, Council member Don Ross seconded and it was carried by unanimous vote to close the Public Hearing.

Community Development Coordinator Todd Peterson reported that Tamarack Place, LLC recommended to not adopt the resolution at this time and requested to hold it over until the next city council meeting.

Community Development Coordinator Todd Peterson reported that the Airport Zoning Public Hearing will be held June 6th, 2014 at 2:00 pm at Spruce Town Hall.

After discussion Council member Curt Ireland motioned, Council member Don Ross seconded and it was carried by unanimous vote to authorize to bid out the Crack Seal/Slurry Seal Apron project for the Roseau Airport.

Council member Linda Vatnsdal reported that applications had been received and reviewed (workers for beautification) and City Superintendent David Drown reported that two individuals have been hired.

Community development Coordinator Todd Peterson reported that the EDA met May 28th, 2014 and discussed the following:

- Single and Multi-family housing.
- Memorandum to the Roseau City Council from the Roseau EDA in regards to support of the Americinn Apartment Project (on file at the Roseau City Office).

Following discussion of the Memorandum from the Roseau EDA by the City Council, Council consensus was to support the idea of the Americinn Apartment Project as recommended by the EDA.

Liquor Store Manager Linda Roseborough reported that sales in May were very good.

City Superintendent David Drown presented the City Council for approval the following Sign Retroreflectivity Policy(on file at the Roseau City Office):

After review and discussion Council member Linda Vatnsdal motioned to approve the following City of Roseau, Minnesota Sign Retroreflectivity Policy with the changes that were recommended by Assistant City Attorney Michelle Moren and authorize Mayor and Clerk to sign, seconded by Council member Curt Ireland and carried by unanimous vote.

City of Roseau, Minnesota Sign Retroreflectivity Policy

Article I. Purpose and Goal.

The purpose of this policy is to establish how the city will implement an assessment or management method, or combination of methods, to meet the minimum sign retroreflectivity requirements in the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD).

Substantial conformance with the MN MUTCD is achieved by having a method in place to maintain minimum retroreflectivity levels. Conformance does not require or guarantee that every individual sign in the city will meet or exceed the minimum retroreflective levels at every point in time.

The goal of this policy is to improve public safety on the city's streets and roads and prioritize the city's limited resources to replace signs.

Article II. Applicable Signs.

This policy applies to all regulatory, warning, and guide signs as set forth in the MN MUTCD.

Pursuant to Section 2A.8 of the MN MUTCD the city excludes the following signs from the retroreflectivity maintenance guidelines:

- A. Parking, Standing, and Stopping signs (R7 and R8 series)
- B. Walking/Hitchhiking/Crossing signs (R9 series, R10-1 through R10-4b)
- C. Acknowledgment signs, including Memorial signs
- D. All signs with blue or brown backgrounds
- E. Bikeway signs that are intended for exclusive use by bicyclists or pedestrians

Article III. Resource Materials

The city has reviewed and relied on numerous resources in adopting this policy. These resource materials include, but are not limited to the following:

- *Methods for Maintaining Traffic Sign Retroreflectivity*, Publication No. FHWA-HRT-08-026, U.S. Department of Transportation, Federal Highway Administration (November 2007).
- *Sign Retroreflectivity Guidebook*, Publication No. FHWA-CFL/TD-09-005, U.S. Department of Transportation, Federal Highway Administration (September 2009).
- *Sign Retroreflectivity: A Minnesota Toolkit*, Minnesota Department of Transportation, Local Road Research Board (June 2010).

- *Traffic Sign Maintenance/Management Handbook*, Report No. 2010RIC10, Version 1.1, Minnesota Department of Transportation (October 2010).
- *LMCIT Sign Retroreflectivity Memo and Model Policy*, League of Minnesota Cities (Final Edition, March 2014).

Article IV. Sign Inventory

To meet the city’s goal of maintaining sign retroreflectivity above certain levels, the city will maintain a sign inventory of all new or replacement signs installed after the effective date of this policy. The inventory shall indicate the type of sign, the location of the sign, the date of installation or replacement and the expected life of the sign.

As to existing signs, the city will perform an inventory of all signs covered by this policy. The city recognizes this process will occur over time subject to the city’s monetary and human resources. The city expects to complete its sign inventory by June 14, 2014. The city shall record the above information related to new signs to the extent that such information is known and shall also include a statement on the general condition of the sign.

Article V. Removal of Signs

In recognition of the fact that excess road signs have been shown to reduce the effectiveness of signage, as well as impose an unnecessary financial burden on road authorities, it is the city’s policy to remove signs determined to be unnecessary for safety purposes and which are not required to comply with an applicable state or federal statute or regulation.

Article VI. Approved Sign Evaluation Method.

After reviewing the various methods proposed for sign maintenance, the City adopts one or more of the following methods to meet the minimum sign retroreflectivity requirements in the MN MUTCD:

- Nighttime Visual Inspection.** The retroreflectivity of the City’s signs is assessed by a trained sign inspector following a formal visual inspection procedure from a moving vehicle during nighttime conditions. Signs that are visually identified by the inspector to have retroreflectivity below the minimum levels will be replaced. The City will visually inspect its signs based on the following schedule:
- Measured Sign Retroreflectivity.** Sign retroreflectivity is measured using a retroreflectometer. Signs with retroreflectivity below the minimum levels will be replaced. The City will measure sign retroreflectivity based on the following schedule:
- Expected Sign Life.** The installation date is labeled or recorded when a sign is installed, so that the age of any given sign is known. The age of the sign is compared to the expected sign life. The expected sign life is based on the experience of sign retroreflectivity degradation in the City. Signs older than the expected life will be replaced.
- Blanket Replacement.** All signs in the City of a given type are replaced at specified intervals. This eliminates the need to assess retroreflectivity or track the life of individual signs. The replacement interval is based on the expected sign life for the shortest-life material used in the City or a given sign type. The current replacement interval is ____ years.
- Control Signs.** Replacement of signs in the City is based on the performance of a sample set of signs. The control signs will be a small sample located in the City’s maintenance yard or a selection of signs in the field. The control signs will be monitored to determine the end of retroreflective life for the associated signs. All signs represented by a specific set of control signs will be replaced before the retroreflectivity levels of the control signs reach the minimum retroreflectivity levels.

Article VII. Sign Replacement.

The City hereby establishes the following priority order in which road signs will be replaced:

- First priority shall be given to replacing all signs determined not to meet applicable retroreflectivity standards. Top priority shall also be given to replacing missing or damaged signs determined to be of a priority for safety purposes.
- Second priority shall be given to replace all signs by their directionality (South facing-1st, West Facing-2nd, East Facing-3rd, and North Facing-4th) over a period of four years until all signs are replaced with newly dated signs.

In addition, within each category above, further priority shall be given to warning and regulatory signs on roads with higher vehicle usage.

After the initial replacement of signs as provided for in this Article or the installation of new signs, the City shall, for the purpose of complying with the requirements of the MN MUTCD, maintain minimum retroreflectivity standards, as budgetary factors allow, by replacing signs as they reach the end of the latter of their (a) warranty period, or (b) expected life expectancy for the sheeting material used on the sign.

Damaged, stolen, or missing signs may be replaced as needed.

Article VIII. Modification and Deviation from Policy.

The City reserves the right to modify this Sign Retroreflectivity Policy at any time if deemed to be in the best interests of the City based on safety, social, political and economic considerations.

The Director of Public Works, or his or her designee, may authorize a deviation from the implementation of this policy in regard to a particular sign when deemed to be in the best interests of the City based on safety, social, political and economic considerations. Such deviation shall be documented including the reason for the deviation and other information supporting the deviation.

Adopted by the City Council of the City of Roseau on this 2nd day of June, 2014.

City Clerk

Mayor

City Superintendent David Drown reported that the hockey scoreboard in memorial arena does not work and Superintendent Drown presented the City Council a proposal for a new center hung hockey scoreboard for memorial arena at a cost of \$32,099.00 (on file at the Roseau City office). Superintendent Drown reported that the youth hockey has agreed to pay for 1/2, the school has agreed to pay for 1/4 and Superintendent Drown requested that the City Council approve to pay 1/4 which would be \$8,025.00 (it is not in the budget).

After discussion Council member Curt Ireland motioned, Council member Don Ross seconded and it was carried by unanimous vote to pay 1/4 of the cost for a new center hung hockey scoreboard (which is not in the budget) for a cost of \$8,025.00, as recommended by City Superintendent David Drown.

Community Development Coordinator Todd Peterson updated the City Council on the East Diversion project.

Community Development Coordinator Todd Peterson reported that the Roseau Court Townhomes had an annual inspection and came out good. There was an issue with a furnace and the tenant was displaced and this was turned over to insurance.

Council member Linda Vatnsdal introduced the following Resolution and moved for its adoption:

RESOLUTION CLOSING COUNCIL MEETING

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 2(a) states that “any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed . . . :

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7; or

(4) an individual’s medical records governed by section 144.291 to 144.298.

WHEREAS, an individual city employee is seeking to address the Council regarding the individual’s health data, medical data and medical records;

WHEREAS, in order to address the Council, the meeting must be closed.

BE IT RESOLVED by the Roseau City Council as follows:

1. The Roseau City Council hereby closes this meeting to discuss an individual’s health, medical data and/or medical records pursuant to Minn. Stat. § 13D.05, subd. 2(a)(3) and/or (4);
2. The specific subjects to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, are the individual employee’s health, medical and/or medical records and possible request for restricted duty.

Dated this 2nd day of June, 2014.

s/s: Pat Novacek
Acting Mayor

s/s: Janet Lundbohm
Clerk

The motion for the adoption of the foregoing resolution was duly seconded by Council member Curt Ireland and upon vote being taken the following voted in favor thereof : Novacek, Vatnsdal, Ireland, and Ross

and the following voted against the same: None

and the following abstained: None

and the following were absent: Pelowski

whereupon, said motion was declared duly passed and adopted.

Council member Curt Ireland motioned, Council member Don Ross seconded and it was carried by unanimous vote to reopen the City Council meeting.

Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded that Chief of Police Ward Anderson is authorized to deviate from the city personnel policy for a limited time regarding scheduling of police department personnel as was discussed by council in closed session (due to discussion of non-public medical data).

Council member Don Ross motioned, Council member Linda Vatnsdal seconded, and it was carried by unanimous vote that there was no further business, therefore the meeting be adjourned.

ATTEST:

City Clerk

Acting Mayor

