

REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – July 11th, 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, Council members, Pat Novacek, Don Ross, Amy Bassingthwaite, and Jane Evans. Absent: Mayor Jeff Pelowski. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, Assistant City Attorney Michelle Moren, Clerk-Treasurer Beth Hellquist, Jack Swanson – WILD 102 Radio, Lyle Grindy-Promotions Director.

Council member Don Ross called the meeting to order and the Pledge of Allegiance was said. Council member Pat Novacek then presided over the meeting.

Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the June 13th, 2016 Regular meeting minutes as written.

Council member Don Ross motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the following Consent Agenda:

1. Presentation of Accounts Payable claims July 1st, 2016 through July 10th, 2016 Batch AP071016.
July 2016 AP Checks #60819-60872 = \$171,254.40
2. Presentation of daily checks June 1, 2016 through June 30, 2016
Electronic payments #128-153= \$380,267.36
Checks #60700-60818 = \$267,714.78
06/15/16 PR DD = \$35,993.19
06/30/16 PR DD = \$43,906.27
3. Presentation of Receipt entries May 1, 2016 through May 31, 2016.
4. Presentation of Journal entries JV4302016.
5. Audit Committee review of April 2016 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. August 1st, 2016 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 07/05/2016 is \$73,819.67.
9. Cash in bank-DNR Escrow as of 07/05/2016 is \$2,000.00.
10. Cash in bank-Regular checking as of 07/05/2016 is \$3,412,892.19.
11. Investment-Regular Hi Fi as of 07/05/2016 is \$1,546,240.67.
12. Investment Certificate of Deposit as of 07/05/2016 is \$777,446.20.
13. Investment Certificate of Deposit as of 07/05/2016 is \$779,389.84.
14. Investment Certificate of Deposit as of 07/05/2016 is \$784,174.54.
15. Investment Certificate of Deposit as of 07/05/2016 is \$788,893.90
16. Cash in bank-Airport Fuel Sales Credit Card as of 07/05/2016 is \$31,498.77.
17. Investment-Roseau EDA Money Market as of 07/05/2016 is \$185,240.16.
18. Cash in bank-Pine to Prairie Birding Trail as of 07/05/2016 is \$14,861.30.
19. Cash in bank-Roseau EDA as of 07/05/2016 is \$2,292.74.
20. League of Minnesota Cities – Member dues schedule
21. The NW Regional Development Commission, Nomination and 2015 Annual Report was pulled out of the Consent agenda and put under Mayor Council for further discussion.

22.

RESOLUTION NO. 28-16
RESOLUTION ACCEPTING DONATION

WHEREAS, LifeCare Medical Center has presented to the City of Roseau a donation of \$250.00 and has designated that these donations be deposited in the City of Roseau Riverview Park Gazebo Concert Fund.

WHEREAS, the City Council is appreciative of the donations and commends them for their civic efforts,

NOW, THEREFORE BE IT RESOLVED, BY THE City Council of the City of Roseau, Minnesota;

1. That the donation is accepted and acknowledged with gratitude, and
2. That the donation will be allocated to the Riverview Park Gazebo Concerts.

Adopted by the City Council of the City of Roseau, Minnesota this 11th day of July, 2016.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

23.

RESOLUTION NO. 29-16
RESOLUTION ACCEPTING GRANT

WHEREAS, Northwest Minnesota Arts Council has presented to the City of Roseau a grant of \$1,125.00 and has designated that this grant be deposited in the City of Roseau Riverview Park Gazebo Concert Fund.

WHEREAS, the City Council is appreciative of the grant and commends them for their civic efforts,

NOW, THEREFORE BE IT RESOLVED, BY THE City Council of the City of Roseau, Minnesota;

3. That the grant is accepted and acknowledged with gratitude, and
4. That the grant will be allocated to the Riverview Park Gazebo Concerts.

Adopted by the City Council of the City of Roseau, Minnesota this 11th day of July, 2016.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

24. Roseau Liquor Store Revenues and Expenses – June 2016

25. City Revenues and Expenses – June 2016

Delegations

Committee Reports

Roseau Promotions Director

Promotions Director Lyle Grindy presented the following items:

- The Convention and Visitors Bureau in conjunction with the Civic and Commerce are continuing to develop the “Go Roseau” web site. Todd Peterson and Lyle Grindy will help interested parties participate in this web site.
- The big news was the “Farmers Market”. Last Saturday the Farmers Market had 21 vendors with a variety of goods from farmers beef to jewelry.
The big draw was a truck load of Georgia peaches. The driver thought they might only sell one pallet but everything except three lugs of peaches sold. They asked if they could come back. There was council discussion concerning this vendor being more of a commercial vendor and possibly competing with local grocery stores. The city has a policy of not letting vendors set up in the city limits unless they are invited in, and sponsored by a local business. In this case the vendor was sponsored by the Civic and Commerce so they will be allowed to come back.
- Polaris stock closed @ \$86.23 up \$1.00.

Planning Commission-

CDC Todd Peterson reported the Planning Commission met on June 27th, 2016. A Public Hearing was held on the Variance Request (2015-4) Wesley Otto. There were no oral or written comments received on the variance request. The Planning Commission unanimously recommends to the City Council approval of the Wesley Otto variance (2015-4) for the purposes of constructing an addition to the front of the house with a front setback of 6” in lieu of the 30’ required, a 29.5’ variance.

Reasons for approving the variance include:

- The City’s previous approval of the same variance in 2010.
- The addition will be an improvement to the home including allowing for the expansion of a kitchen that is too small to meet the current standards.
- The addition to the house is in conformity with the rest of the neighborhood
- The right-of way in this neighborhood is very large (80’ versus 66’) for a residential neighborhood and that the setback from the existing street is sufficient for safety

After discussion, Council member Don Ross motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the Wesley Otto variance request (2015-4) for the purposes of constructing an addition to the front of the house with a front setback of 6” in lieu of the 30’ required, a 29.5’ variance.

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed council the Center Street Bridge is now open. The bridge is over 40 years old and the deck had to be replaced. The bridge builders claim it will last another 60 years.

Operation Committee – The operations committee did meet. Council will discuss the issues under the City Superintendents section.

Oak Crest Golf Course –

Oakcrest Golf Club, Inc. submitted its Corporate Board and Officers listing for the 2016 Calendar year.

Oakcrest Golf Club, Inc.
Corporate Board and Officers

2016 Calendar Year

Board of Directors

Mark Wilson, President
Scott Vatnsdal, Vice-President
Kim Czeh, Secretary
Richard Anderson
Michelle Hagen
Chris Hass
Jason Tangen

Course Managers

Shelly LaPlante
Laura Strand

Grounds Manager

Carson Hedlund

Business Manager

Sue Butler

Airport Committee –

CDC Todd Peterson informed council the Airport Committee did not meet, but provided council with the KLJ update.

- The Aircraft Storage Hangar is basically complete. KLJ has completed the draft FAA closeout report and submitted it to MNDOT Office of Aeronautics for review.
- The Master Plan Project accomplishments in June include refining alternatives for the airfield and terminal area and analyzing impacts. The Wildlife Hazard Management Plan has also been refined. The MPAG will meet again later this summer.
- The above ground Jet-A fuel tank has been ordered from O'Day, but it has not arrived. It will be placed next to the underground Av gas tank. When the tanks have to be moved in the future the Av gas tank will be replaced with an above ground tank.

EDA

CDC Todd Peterson reported the EDA met June 29, 2016, items discussed were:

- The EDA will not actively recruit existing tenants to rent the old Farmers Union as that is not a role of the EDA. The EDA also will not be undercutting local businesses so the building will be leased at or above the market rate. There have been interested parties that have approached the EDA in renting just the retail portion of the building. As of October 1st, 2016 the Roseau Fire Department will take over all of the storage bays to house some of its equipment.
- The EDA also authorized a Commercial Rehab loan to the ROSO Theater. While doing renovations the ROSO Theater found electrical issues that need to be repaired.

Department Reports

Liquor Store-

Liquor Store Manager Linda Roseborough was absent. CDC Peterson stated there was not much to report other than the staff from the Roseau Liquor Store have been invited the Far North Spirits in Hallock, MN, to tour their distillery.

Police Department –

Police Chief Ward Anderson was absent. CDC Todd Peterson requested council approval to acquire a DUI seized and forfeited 2011 Chevrolet Z71 Silverado 2500 diesel crew cab pickup for the Roseau Utilities Department for the payoff sum of approximately \$5,150.46 (unbudgeted) plus a \$10 wire fee. This will not only benefit the City of Roseau Utilities Department but it will save City of Roseau tax dollars.

After discussion, Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was carried by unanimous vote to pay the (unbudgeted) \$5,150.46 and a \$10 wire fee for the forfeited 2011 Chevrolet Z71 Silverado 2500 diesel crew cab pickup, to the Town and Country Credit Union and turn it over to the City of Roseau Utilities Department.

Fire Department

Fire Chief Jeff Ballard was absent. CDC Peterson informed council the state changed the minimum wage to \$9.50 per hour. The Roseau Firefighters will be increased to this rate.

Superintendent-

City Superintendent David Drown informed council the Home and Art show had requested barricades to block off the City Center north parking lot. It was the consensus of the Council to allow this request.

City Superintendent Drown presented the job description and pay recommendations from our pay plan consultant George Gmach for Angie Vonasek. Angie Vonasek was hired as billing clerk but has since been performing the duties of Billing and Office Manager. Superintendent Drown requested Angie Vonasek be placed at the top step in grade 5 immediately and be moved to pay grade 8A at the beginning of 2017 as she moves fully into the Billing Manager role.

City Superintendent Drown and CDC Peterson informed council that all public entities use a pay plan based on a rating of job descriptions. The job is separated from the person. The chart rates the job a person is responsible to do but not the person themselves. This chart is used to reduce discrimination. Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve an immediate pay increase for Angie Vonasek to step I of grade 5, and to grade 8 step A effective January 1st, 2017.

CDC Todd Peterson informed council the memo enclosed in the council packets is a memo regarding a proposed CGMC Environmental Action Fund. The chart shows each city's current CGMC dues and the amounts they would pay if the membership opts to adopt a surcharge on dues and a voluntary assessment to help pay for the proposed Environmental Action Fund. This proposal will be discussed at the CGMC membership meeting on July 22, 2016. This is for informational purposes at this time.

Council member Jane Evans asked if there was a policy in place that required deposits consistent across all of the City owned facilities. Deposits are required to reserve the City Center but were not required to reserve the City Park Shelter. Superintendent Drown said he would discuss the issue with Park Manager Chad Johnson.

Council member Amy Bassingthwaite inquired when construction would begin on 6th St. SW and if it would remain passable. Superintendent Drown stated they would try to notify everyone affected before the construction begins and a driving lane would remain open.

City Attorney-

Assistant City Attorney Michelle Moren informed council on the following items:

- The Community Garden lease has been drafted.
- The Use Agreement between the City of Roseau and H2O Fitness & Paddling, LLC is ready to be signed. This agreement grants the use of the City dock on a non-exclusive basis for the purpose of operating paddleboard rental and lesson business and was approved by council at the June 13th, 2016 Regular Council meeting pending legal agreements and insurance, which have been provided.

CDC Peterson informed council the University of Minnesota-Duluth is interested in acquiring the AURI-Gasifier from the City of Roseau. The City of Roseau has no use for it and no money invested in it. The AURI-Gasifier was part of an experimental research project the City of Roseau agreed to host. The project had hoped to find a use for agricultural waste, none was found. The gasifier is set up next to the City shop in 2 train car containers. The State is ok with the City donating it.

**CITY OF ROSEAU
RESOLUTION NO. 30-16**

**RESOLUTION AUTHORIZING TRANSFER OF PERSONAL PROPERTY TO
GOVERNMENTAL ENTITY – UNIVERSITY OF MINNESOTA-DULUTH**

At the regular meeting of the City Council of the City of Roseau, Minnesota, held on Monday, July 11, 2016, at 5:30 p.m., a motion was made by Councilperson Jane Evans for passage of the following Resolution:

WHEREAS, the City of Roseau, through a grant from the State of Minnesota, obtained an experimental gasifier unit.

WHEREAS, the experimental term has expired and the City of Roseau is no longer in need of the gasifier unit.

WHEREAS, the gasifier unit has no market value other than scrap.

WHEREAS, the University of Minnesota-Duluth, a governmental entity (State Agency) of the State of Minnesota, has expressed an interest in the gasifier unit for experimentation purposes.

WHEREAS, the State of Minnesota, the original grantor, is in agreement that the gasifier be transferred from the City of Roseau to the University of Minnesota-Duluth.

WHEREAS, this matter was fully discussed by the City Council of the City of Roseau, Minnesota.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROSEAU, MINNESOTA, AS FOLLOWS:

1. That pursuant to Minnesota Statutes §471.64 the City of Roseau shall transfer the gasifier unit for no consideration to the University of Minnesota- Duluth.

2. Be it further resolved that the City of Roseau does not make any warranties regarding the safety or effectiveness of the gasifier unit and the University of Minnesota Duluth will take the gasifier unit “as is”.

This motion for a Resolution was seconded by Councilperson Don Ross and upon a vote being taken the following voted in favor:

The following abstained: None.

The following were absent: Mayor Jeff Pelowski

Adopted by the City Council of the City of Roseau on July 11, 2016.

Effective date July 11, 2016.

Approved:

Pat Novacek, Acting Mayor

Todd Peterson, Community
Development Coordinator

Attested:

Elizabeth Hellquist, City Clerk/Treasurer

Community Development Coordinator-

CDC Peterson reported on the following items:

- Joe Ingebrand, Senior Loss Control Consultant for the League of Minnesota Cities met with CDC Todd Peterson and the City/County I.T. Chris Stauffer on June 29th, 2016 and conducted a Data Security Survey. The survey concluded the City of Roseau has many safeguards in place including: data request policy for 1305.02 compliance, data back-up, pass word protection, virus protection, I.T. services, among others. The League recommended implementing additional safeguards to strengthen the city’s program to keep data safe. These recommendations have been forwarded to Assistant City Attorney Michelle Moren and Chris Stauffer the City of Roseau’s I.T. for review. These recommendations will also be taken to the operations committee.
- CDC Peterson gave an update on the Diversion project. The Diversion plug will likely be removed in late August. As far as the LOMR, the Corps of Engineers has sent everything to FEMA that FEMA has requested. If the new flood plain maps come out in September they could be published in March. There are a lot of unhappy people paying a lot of money for flood insurance that is not needed. CDC Peterson encouraged them to call Congressman Peterson, as it is two federal agencies holding this up.

- CDC Peterson informed council the Application for Designation as a Regionally Significant Park or Trail: Roseau River Recreational Area had been submitted a second time. CDC Peterson had made all of the recommended changes from the first submission. The Greater Minnesota Regional Parks & Trails Commission reviewed the application and gave the Roseau River Recreational Area a “Medium” ranking in its Step 1 ranking evaluation. This needs improvement before being resubmitted for Regional designation. One comment was “this would rank high if it is ONE regional park but I am not sure if it is simply an idea for a general area. The site plans show a series of small parks.”

“High initial ranking means that the proposed facility is a strong prospect for regional status” and become eligible for a Step 2 scoring evaluation upon completion of a qualified master Plan.

“Medium initial ranking means that the proposed facility is a modest prospect for regional status and funding; may require an improved proposal to improve ranking.”

CDC Peterson will talk to the Park Board to discuss the future of the area, to have one overall goal in mind and submit the application one more time.

Mayor Council

The Northwest Regional Development Commission was seeking nominations for a Municipal Representative from Roseau County to serve on the Northwest Regional Development Commission. Council member Jane Evans expressed an interest in serving on the Northwest Regional Development Commission.

Council member Don Ross motioned, Council member Amy Bassingthwaite seconded and it was approved by unanimous vote to nominate Council member Jane Evans to serve on the Northwest Regional Development Commission.

Community Master Plan Review – Section 6: Community Facilities

CDC Peterson opened discussion on the community facilities:

- The City Center (Office/ Library/Museum/PD/Auditorium) is 10 years old. The space works well but there are mechanical issues as equipment is wearing out and needs to be repair/replaced. CDC Peterson recommended that funds be budgeted for replacement of equipment.
- The Maintenance Shop (Office/Billing/Street maintenance/Utilities) is 35 years old. This building is past its prime. It needs major upgrades as it is a steel structure and is rusting and poorly insulated. Most of the overhead doors are original to the building. Long-range plans should include additional heated and/or cold storage space for the city’s assets.
- The Fire Hall (Fire Department) is 28 years old. This is a concrete structure and in good shape but it is not large enough to house all of the firefighting equipment. The fire department will be housing some of its non-seasonal equipment a couple of blocks away for the short term. Additional storage will have to be built if a larger piece of equipment is purchased that does not fit in the existing Fire Hall.
- Liquor Store (Retail Store) is 36 years old. The structure is in good shape but the space is not large enough, the lighting is bad and the coolers are old. The liquor store expansion has been put on hold until the flood plain mapping is complete. Miner’s Food has approached the city with a possible alternate location. Miners will present its proposal next week.
- Memorial Arena (Hockey Arena) is 69 years and is constructed of cider block and glulam arch beams with wood purlins. City Superintendent Drown stated the beams seemed to be in good shape though he was not sure when they were tested. CDC Peterson said plans should be made

for addressing the HVAC, electrical, mechanical and locker rooms needs in the warming house portion of the facility that respect the historic character of the facility.

- Retail Building (Commercial Rental Space) is 12 years old and was sold to North Country Media contract for deed that will be fulfilled in 2034. This building houses Wild 102 Radio and Roseau Computers.
- Farmers Union Building (Storage/Commercial Rental Space). CDC Peterson is not sure on the age of this building. This building is of solid brick construction. The commercial/retail portion of the building was completely rehabilitated after the 2002 flood and has been leased to a retail establishment since 2007. The remaining storage areas have been utilized by various city departments for equipment storage. The fire department will be utilizing the majority of the storage. CDC Peterson stated the City should continue to reserve certain amount of rents from the building to keep the facility adequately maintained for continued use by commercial tenants and for city use.
- Oak Crest Golf Course (Clubhouse/Maintenance Shop/Storage) CDC Peterson is not sure of the age of these buildings. All of the structures of the Oak Crest Golf Club are city owned, though maintained by the Oak Crest Golf Club from club operations and city subsidy. The Club House was rehabilitated after the 2002 flood. The building is adequate for its current use and in good physical repair. CDC Peterson stated the Oak Crest GC should continue to make regular investments into the structures at the GC to ensure that they are adequately maintained for continued use.
- The goals, policies, and programs were to; Develop a capital improvements schedule for all city facilities and continue to provide proper maintenance and annual capital improvements to existing structures to maintain them for long-term use; Upgrade the office portion of the Utilities Building for long-term energy efficiency and proper administrative use; Upgrade and expand the Utility shop to adequately house all city equipment; Proceed with the current plans to renovate and expand the Municipal Liquor Store to house more inventory; Continue to monitor the long-term needs for equipment storage at the Roseau Fire Hall and implement the expansion plans developed at such time as necessary.

CDC Peterson stated this portion of the Community Master Plan Review did not include the Airport and Park buildings as they are covered under the Airport and the Park Sections.

There was discussion as to the cost savings of having several departments housed in one building. CDC Peterson stated there were projections made before the City Center building was built but there has not been a comparison done to see if the comparisons match actual cost.

The next section the City Council will be discussing will be the Housing Section.

Unfinished Business

Council member Jane Evans informed council \$10,000 more come in for the Splash Park. This puts the donations at approximately \$216,000 or \$432,000 with the City match. The architect's preliminary plans will be done soon. There will be more information available after the August meeting. Though the buildings themselves cannot be built until the area is removed from the flood plain, possibly the cement structures could be put in place so building could begin once the flood plain map has been approved. The construction of the park will be put out in a couple of different bid packages so it can be built a section at a time. Council member Evans also encouraged everyone to give donations.

There was discussion as to whether there was opposition the Splash Park. Council had not heard much opposition to the Splash Park but had heard that some would like an outdoor pool also, as one had been there in the past. There was discussion of the ongoing maintenance costs, safety, and staffing the pool all for such a short season. It is simply not feasible. The indoor pool at the school was built in place of the outdoor pool.

There was also discussion as to the age group the Splash Park benefited versus the skate board park. It is estimated there will be larger number of users of the Splash Park versus the skate board park.

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

ATTEST:

Clerk – Treasurer

Acting Mayor