

**REGULAR ROSEAU CITY COUNCIL MEETING  
MONDAY – July 9th, 2018 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 Carlson, and 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 Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the June 4th, 2018 regular meeting minutes as written.

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

**Consent Agenda**

1. Presentation of Accounts Payable claims June 1<sup>st</sup>, 2018 through June 30<sup>th</sup> 2018 BatchAP63018. CK#64644-64693 = \$172,969.73.
2. Presentation of daily checks June 1<sup>st</sup>, 2018 through June 30<sup>th</sup>, 2018  
Ck#64543-64643 = \$155,946.90  
E#1017-1056 = \$389,080.82  
06/15/18PR = \$39,067.66  
06/30/18PR= \$46,541.19
3. Presentation of Receipt entries May 1<sup>st</sup>, 2018 through May 31<sup>st</sup>, 2018.
4. Presentation of Journal entries JE04302018.
5. Audit Committee review of April 2018 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
Upcoming scheduled meetings:
  - a. August 6<sup>th</sup>, 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 07/02/2018 is \$129,776.67.
9. Cash in bank-Regular checking as of 07/02/2018 is \$2,641,185.25.
10. Investment-Regular Hi Fi as of 07/02/2018 is \$1,552,633.11.
11. Investment Certificate of Deposit as of 07/02/2018 is \$797,820.07
12. Investment Certificate of Deposit as of 07/02/2018 is \$793,032.15.
13. Investment Certificate of Deposit as of 07/02/2018 is \$788,403.37.
14. Investment Certificate of Deposit as of 07/02/2018 is \$786,425.43.
15. Investment-Roseau EDA Money Market as of 07/02//2018 is \$331,861.59.
16. Cash in bank-Roseau EDA as of 07/02/2018 is \$587.97
17. LG 220 Exempt Gambling-Roseau Fire Relief at Gene’s Bar and Grill
18. Roseau SWCD – Summary of “Other Watercourses.”
19. LMC – Liability Coverage-Waiver Form

20.

RESOLUTION #23-18  
RESOLUTION ACCEPTING DONATION

**WHEREAS**, the following has presented to the City of Roseau, donations, and have designated that these donations be deposited in the City of Roseau Riverview Park Gazebo Concert Fund.

LifeCare Medical Center \$250.00

**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 donations are accepted and acknowledged with gratitude, and
2. That the donations will be allocated to the Riverview Park Gazebo Concerts.

Adopted by the City Council of the City of Roseau, Minnesota this the 9<sup>th</sup> day of July, 2018

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk/Treasurer

21.

RESOLUTION #24-18  
RESOLUTION ACCEPTING DONATION

**WHEREAS**, the General Public has presented to the City of Roseau, donations in the amount of \$30, and have 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 donations are accepted and acknowledged with gratitude, and
2. That the donations will be allocated to the Riverview Park Gazebo Concerts.

Adopted by the City Council of the City of Roseau, Minnesota this the 9<sup>th</sup> day of July, 2018

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk/Treasurer

22. Roseau Liquor Store Monthly Sales Report for June 2018
23. June 2018 City Revenues & Expenditures
24. Minnesota Super Bowl Legacy Fund granted the City of Roseau an additional \$1,474.97 for Phase 2 of the South Riverview Park.

## **Delegations/Petitions/Complaints**

### **Committee Reports**

#### **Planning Commission –**

CDC Todd Peterson informed council that the Planning Commission met on June 25<sup>th</sup>, 2018. The Planning Commission held a Public hearing at 12:30 on the request by Thomas & Keith Pringle to relocate a house from 401 3<sup>rd</sup> Street NW to 405 Center Street E. Notices had been sent to property owners within 350' and notice was published in the newspaper. There were two comments received concerning the proper setbacks. CDC Peterson stated that no setback variance had been requested with this application so the house must be placed with the proper setbacks and cannot be less than 10' from the property line.

The Planning Commission recommends, by unanimous vote, to the Roseau City Council approval of the relocation of the house from 401 3<sup>rd</sup> Street NW to 405 Center Street E, so long as proper setbacks and building and moving permits were obtained, noting that the house is similar in age and structure with other neighboring properties so as to fit within the overall character of the neighborhood.

After discussion, Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded and it carried by unanimous vote to approve the relocation of the house from 401 3<sup>rd</sup> ST NW to 405 Center St E so long as proper setbacks and building and moving permits were obtained.

CDC Peterson informed council that the Clean-up report was discussed. Officer Manka mailed out most of the letters by May 29<sup>th</sup>, and those residents that have not complied will start getting tickets now. One main concern is the Evergreen Motel, which was given until the start of the Roseau County Fair to comply, so they will have to be monitored closely to make sure it is cleaned up before the fair begins.

#### **Roseau County Commissioner**

County Commissioner Jack Swanson informed council, Roseau County has always budgeted in the red. 2017 was the first time in many years that the County actually ended the year financially in the red. The County shops built in Warroad and Badger were the main cause for the shortfall. Commissioner Swanson stated the budget will be watched closely and hopes this is not a trend.

**Operations Committee –** did not meet.

**Oakcrest Golf Course –** no new business.

### **Airport Committee**

CDC Peterson informed council the Airport Committee did not meet. CDC Peterson asked for Council approval of Resolution #25-18 (Design Fuel Facility). The fuel system has to be moved as it is in the way of the new aircraft apron. MnDOT is providing a 70/30 cost share for the design of the fuel facility. MnDot will pay \$32,124.83 and the City of Roseau will pay \$13,767.79.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded, and it carried by unanimous vote to approve the signing of Resolution #25-18 (Design of the Fuel Facility).

CDC Peterson provided to council three letters concerning the construction of the new arrival/ departure building at the airport. The first letter, dated July, 6<sup>th</sup> 2018, is from the FAA giving conditional approval for the Construction Safety and Phasing Plan (CSPP). This letter basically states that they are okay with the Master Plan and the City can now move forward on the arrival/departure building with the conditions listed in the letter. The second letter, dated July 9<sup>th</sup> 2018, is from U.S. DOT Federal Aviation Administration. This letter requests comments provided by the U.S. DOT FAA be incorporated into the Construction Plans and Specification (P & S) for the project. The third is a 2018 Grant Application – Cost breakdown from KLJ to construct the new terminal and parking lot expansion. CDC Peterson asked for council approval to begin putting the New Terminal building project out for bids and to begin requesting FAA and MnDOT grants.

After discussion, Council member Amy Bassingthwaite motioned, Council member Don Ross seconded, and it was approved by unanimous vote to authorize CDC Peterson to authorize the Terminal Building to be advertised for bids and to request FAA and MnDOT grant agreements for the project.

CDC Peterson will not be at the August 6<sup>th</sup>, 2018 council meeting but will supply City Attorney Michelle Moren with the information from the engineers for her to review and draw up contracts for the bidding process.

CDC Peterson provided to council a letter from Valley Med Flight. This letter serves as Valley Med Flights intention to be a long-term tenant of a city owned hangar at the airport. It would suit them best if the City of Roseau would be able and willing to relocate the hangar that Valley Med currently occupies. CDC Peterson stated that it may be around \$100,000 to \$150,000 to move the building and renovate it. CDC Peterson stated that the cost may be eligible for FAA grants as it is a relocation, because it is in the way of the new apron, and not a new build. CDC Peterson stated Nick Enblom from KLJ is putting together a relocation bid and asked council approval to authorize putting the relocation and renovation of the main hangar out for bids.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded, and it carried by unanimous vote to authorize the bidding process to relocate and renovate the current main hangar building.

### **EDA**

CDC Peterson informed council the EDA met. There were no action items. The EDA discussed:

- Work force recruitment efforts. Tony Pekarek, the Human Resource manager at Polaris, has put together a regional meeting at Polaris that includes regional manufactures as well as city representatives from around the region to discuss ways to recruit workers to the region.
- The City of Roseau owns property to develop three subdivisions. Houston Engineering is providing some planning estimates on costs to develop those subdivisions.
- Childcare is a statewide issue. The Coalition of Greater Minnesota Cities is looking into some legislative solutions.

## **Department Reports**

### **Liquor Store**

Liquor Store Manager Linda Roseborough informed council that they have ordered the new Point of Sale System and are looking forward to getting that installed.

### **Fire Department**

Fire Chief Craig McMillin informed council that the new fire truck should be fully operational and in service by the end of July.

### **Police Department**

Police Chief Ward Anderson had no new business.

### **Superintendent**

Superintendent David Drown informed council the work that had been pushed back on 10<sup>th</sup> Avenue is scheduled to be done on Thursday and Friday. The other streets should be done by the end of July.

Council member Don Ross asked about possibly moving the street sign that is in front of the new electronic sign as it is partially obstructing the view of the electronic message. Superintendent Drown will look into it.

### **City Attorney**

City Attorney Michelle Moren asked that the amendment to the nuisance ordinance be put on the agenda for the August 6th council meeting. This amendment will shorten the time between notice and compliance from 7 to 4 days to mow long grass and increase the cost to the owner, if the city crew has to do the work. City Attorney Moren, CDC Peterson and Superintend Drown will meet to discuss the amendment before the next council meeting.

### **Community Development Coordinator**

CDC Peterson presented to Council a map of surplus land along the diversion project that Ryan Murray is interested in purchasing from the City of Roseau. Mr. Murray is interested in purchasing the two triangles of land adjoining his property. The well supplying Mr. Murray's residence was placed on the parcel just north of Mr. Murray's residence. This parcel is owned by the City of Roseau. The total acreage of these two parcels is 3.9 acres. CDC Peterson stated that there should be monuments at each corner as it was surveyed for the diversion project. City Attorney Moren will check with the state and see if it needs to be resurveyed. This land was acquired with State Bonding proceeds so there are certain protocols that must be followed in the sale of the property. The property must be surveyed, appraised and sold at appraised value.

After discussion, Council member Don Ross motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote that the Council determined that the subject real property was no longer necessary to carry out the governmental purpose for which it was acquired (Diversion project) and that pursuant of Minn. Stat. section 412.211, the City has the authority to sell the subject real property. Accordingly the City shall sell the surplus real property to Ryan Murray following an appraisal and additional survey (if deemed necessary by the City) to be paid for by Ryan Murray. Ryan Murray shall be required to pay the appraised value of said property and further pay all related expenses associated with the transfer of said real property.

CDC Peterson informed council he has been working on the 2019 budget. CDC Peterson will have 2019 preliminary budget ready for the September 10<sup>th</sup>, 2018 council meeting. CDC Peterson informed council that health insurance for the City of Roseau may increase around 15%.

CDC Peterson is meeting with the MnDOT District engineer Tuesday, July 17<sup>th</sup>, to discuss urbanizing the section of highway 89 that is in the Roseau city limits.

CDC Peterson presented to council the bid won by R&Q Trucking for the Roseau River Trail Connection project. R & Q Trucking's bid came in below Davidson Construction's. This project will connect the trail from the northwest corner across the City Park to the south east corner. R & Q's bid is \$80,039.00 so it is within the \$100,000 budgeted. The final completion date is October 15<sup>th</sup>, 2018. CDC Peterson asked council approval to accept this bid. The City was awarded a \$75,000 grant to complete this project.

After discussion Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded, and it carried by unanimous vote to accept the bid from R & Q Trucking for the Roseau River Trail Connection in the amount of \$80,039.00.

Council member Jane Evans asked when the construction of the Gazebo Park bathrooms would begin. Superintendent Drown stated that all of the contractors are busy right now, so he hoped by September.

### **Mayor and Council**

CDC Peterson presented to council a letter from Luke Erickson from Thrivent Financial requesting that Thrivent be one of the providers for the City of Roseau 457 retirement plan. The City of Roseau does nothing with or for the plan other than deducting the amounts specified by the employees from their pay and sending those amounts to the retirement plan of the employees choosing.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded and it carried by unanimous vote to allow Thrivent Financial to offer a 457 retirement plan to the City of Roseau employees.

### **Unfinished Business-**

Council member Jane Evans informed council that the ALS walk/run is this Saturday and asked Superintendent Drown if the city crew would mow along the diversion path for the race. Superintendent Drown stated they would.

Council member Don Ross stated that the two Byfuglien trailers with the “GO Roseau” decals on them looked very nice.

Amy Bassingthwaite asked if the problem at the splash park had been resolved. CDC Peterson and Superintendent Drown are not sure what is causing the bucket to splash backwards but Superintendent Drown stated the city crew may put a block behind the bucket to prevent it from tipping backwards.

There being no further business Councilmember Pat Novacek motioned to adjourn the City Council meeting, seconded by Councilmember Don Ross and carried by unanimous vote.

ATTEST:

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Elizabeth Carlson Clerk-Treasurer

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Mayor Jeff Pelowski