

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – June 13th, 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, 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, Assistant 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, Lyle Grindy-Promotions Director, Kristi Hanson – NW Regional Library, and Sonya Peterson – South Riverview Park.

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 May 2nd, 2016 Regular meeting minutes as written.

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

1. Presentation of Accounts Payable claims June 1st, 2016 through June 10th, 2016 Batch AP061016. June 2016 AP Checks #060664-060699 = \$218,314.98
2. Presentation of daily checks May 1, 2016 through May 30, 2016
Electronic payments #103-127 = \$394,723.93
Checks #60521-60663 = \$226,621.89
05/13/16 PR DD = \$33,988.51
05/27/16 PR DD = \$37,439.43
3. Presentation of Receipt entries April 1, 2016 through April 30, 2016.
4. Presentation of Journal entries JV3312016.
5. Audit Committee review of March 2016 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. July 11th, 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 06/7/2016 is \$72,188.01.
9. Cash in bank-DNR Escrow as of 06/7/2016 is \$2,000.00.
10. Cash in bank-Regular checking as of 06/7/2016 is \$2,816,236.62.
11. Investment-Regular Hi Fi as of 06/7/2016 is \$1,545,986.54.
12. Investment Certificate of Deposit as of 06/07/2016 is \$777,446.20.
13. Investment Certificate of Deposit as of 06/07/2016 is \$779,389.84.
14. Investment Certificate of Deposit as of 06/07/2016 is \$784,174.54.
15. Investment Certificate of Deposit as of 06/07/2016 is \$788,893.90
16. Cash in bank-Airport Fuel Sales Credit Card as of 06/07/2016 is \$31,497.48.
17. Investment-Roseau EDA Money Market as of 06/07/2016 is \$174,347.11.
18. Cash in bank-Pine to Prairie Birding Trail as of 06/07/2016 is \$12,220.30.
19. Cash in bank-Roseau EDA as of 06/7/2016 is \$2,292.74.
20. Parade Permit application – American Legion

- 21. North Country Inn and Suites transfer of Liquor license to new owners contingent on forms and background checks approved.
- 22. KLJ Project Status Report
- 23. League of MN Cities news letter
- 24. League of MN Cities 2015-16 Premium Rates
- 25. League of MN Cities Waiver form – Do not waive.
- 26. NMPA Annual Report
- 27.

R #23-16
RESOLUTION APPOINTING ELECTION JUDGES FOR THE
2016 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 2016 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 9, 2016 Primary election and the November 8th, 2016 General Election:

Mary Foley – Head Judge	Paul Stynsberg	Lyle Grindy	Pat Westman
Kathleen Ross	Deann Vatnsdal	Heidi Moser	Dianne Dahl
Darrin Smedsmo	Dave Grafstrom	Carole Grindy	Audrey Haugen
Elizabeth Santl	Eileen Carter	Deanna Peters	Beth Hellquist

Adopted this 13th day of June, 2016.

By: _____
 Mayor

Attest: _____
 City Clerk/Treasurer

28.

RESOLUTION NO. 24-16
RESOLUTION ACCEPTING DONATION

WHEREAS, Border State Bank has presented to the City of Roseau a donation of \$100.00 Malung Park Board has presented to the City of Roseau a donation of \$400.00 and E.S. Erickson has presented to the City of Roseau a donation of \$100.00 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 13nd day of June, 2016.

By: _____
 Mayor

Attest: _____
Clerk/Treasurer

29.

**RESOLUTION NO. 27-16
RESOLUTION ACCEPTING DONATION**

WHEREAS, Rebecca and Kenneth Hayden have presented to the City of Roseau a donation of \$100.00, and various members of the public have presented to the City of Roseau a donation of \$113.00 and has designated that these donations be deposited in the City of Roseau South Riverview Park.

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;

3. That the donation is accepted and acknowledged with gratitude, and
4. That the donation will be allocated to the South Riverview Park.

Adopted by the City Council of the City of Roseau, Minnesota this 13nd day of June, 2016.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

30. LG220 Application for Exempt Permit – MN Deer Hunters Association
31. Roseau Liquor Store – May 2016
32. City Revenues and Expenses – May 2016

Delegations

NW Regional Library

NW Regional Library, director Kristi Hanson provided council with the NW Regional Library annual financial information as well as a look at how NWRL patrons used their libraries in 2015. Digital books and bandwidth usage is going up. Director Hanson informed council NW Regional Library is fully staffed and has a proactive board in place. Budget increases last year were 3% and 5% the year before. NW Regional Library is requesting a 2% increase for the coming year. The NW Regional Library budget request will be discussed during the City Council budget meetings.

South Riverview Park

Park board member Sonya Peterson provided council with a South Riverview Park fundraising update. Fundraising efforts have brought in \$207,000 to date. (Some of these donations are spread out over the next 3 years). The City's matching funds brings this total to \$414,000. The Park Board is still actively seeking donations and grants.

Park board member Peterson asked for council authorization to move ahead with the Karvako Engineering proposal to start the design for construction and bid documents for the South Riverview Park Project Phase 1. Phase 1 will be bid out in parts so that if there is not enough funds raised, portions of the project can be deleted to match available funding. Council will still have to approve the soliciting bids. If the process for Phase 1 is started now' the Splash pad could be done yet this year and the building next year, as the City is still dealing with flood plain issues. "Phase 1 will include the splash pad, the new changing facility, updates to the existing picnic shelter, and playground with surrounding walks and landscape."

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to authorize Karvako Engineering to move ahead with the proposal and start the design for construction drawings and bid documents. The estimated fees for this proposal are \$60,750.

Park board member Peterson then asked how to move forward with fundraising for Phase 2 of the project. Phase 2 of the project includes the skate park, refurbish the basketball court, parking and landscaping. Construction could start next year if funding is available. CDC Todd Peterson informed council another DNR Outdoor recreation grant application likely would not score high enough to get funded, but there may be other skateboard specific grants out there.

It was council consensus to put the discussion of Phase 2 funding on hold and wait to take action until the upcoming budget meetings.

CDC Todd Peterson informed council Rebecca Lundgren would like to rent paddleboards at the boat launch area in the City Park. The Park Board is supportive of this request. Assistant City Attorney Michelle Moren recommended that Ms. Lundgren provide proof of at least a minimum of 1 million dollars of insurance as recommended by LMCIT.

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve Rebecca Lundgren to rent paddleboards at the launch area in the City Park pending legal agreements and insurance.

Committee Reports

Roseau Promotions Director

Promotions Director Lyle Grindy presented the following items:

- The BIG DAY is Saturday the 18th. The Circus comes to town. The Circus is sponsored by the Civic and Commerce. At 10 am they will be putting up the "Big Top". At 3 pm the Fire Department will be giving the elephants a shower. There will be two performances Saturday, one at 4:30 pm and one at 7:30 pm.
- The Farmer's Market will also begin this Saturday, June 18th
- The Civic and Commerce / Convention and Visitors Bureau invite you to check out the new web site "Go Roseau". Todd or Lyle will help anyone who wants to be on this website.
- Polaris closed at \$79.94. Down \$1.39

Planning Commission-

CDC Todd Peterson reported the Planning Commission met on May 23rd, 2016 for the Annual Tour of the City. The Planning Commission noted past areas of concern as well as new areas that need to be addressed for building code and nuisance issues. Police Officer Marc Hodge was to give notice to both the parties identified in the previous Police tour as well as those noted in the Planning Commission tour. CDC Peterson stated, judging by the number of calls he received, Officer Hodge has sent the notices.

Police Chief Ward Anderson inquired if the abatement process could be moved along faster for the abandoned trailers in the West Side Trailer Court, rather than wait the 30 days on those who have already been sent letters. Assistant City Attorney Moren stated that the City had to follow protocol, and if the parties had been notified of the violations in the past, the abatement process could be moved along.

CDC Peterson informed council the Planning Commission recommended setting a Public Hearing for June 27, 2016 at 12:30 at the Planning Commission meeting for the variance application for Wesley Otto for the purposes of constructing an addition to the front of his house. The proposed 20' x 18' addition would replace and add on to the kitchen of the house. The addition would extend beyond the existing front of the house 10', further into the required setback. The house does not currently meet the required 30' setback and the new addition would bring the front of the house to within 6" of the property line. The public right of way on this block is 80', so the front of the addition would still be 20' off the curb line and still roughly in line with existing properties in the neighborhood. The same variance request was made in 2010 and the City Council and Planning Commission had approved the variance at that time.

Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to set a Public Hearing for the variance application of Westley Otto, June 27, 2016 at 12:30 at the Planning Commission meeting.

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed council of the following items:

- Commissioner Swanson was on the road with the Association of Minnesota Counties visiting other counties. They are facing the several of the same issues as Roseau County.
- Commissioner Swanson also attended the district meeting held in Warroad. The contract with Valley Med Flights helicopter was discussed. The only counties participating in this area are Roseau and Lake of the Woods counties. The other counties have service from other life flight helicopters. Commissioner Swanson also informed council that a contract with Valley Med is being worked on to transport inmates that are not county residents.

Operation Committee – No new business

Oak Crest Golf Course –

Council members Bassingthwaite and Ross reported that the Ladies Golf League has good participation and the staff has the golf course in in good shape.

Airport Committee –

CDC Todd Peterson informed council the Airport Committee did not meet, but presented to council Resolution #25-16. Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition this resolution is to accept the grant for the Jet A Fuel tank replacement. CDC Peterson informed council Valley Med Flight will cover the cost of the Local share. Valley Med Flight will recoup this cost by withholding the City' share of the profits from the gas sold until they have recouped their cost.

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to authorize to execute Minnesota Department of Transportation Grant Agreement for the Jet A Tank replacement.

EDA

CDC Todd Peterson reported the EDA met the end of May. The EDA discussed the revolving loans funds. The rules of the revolving loans were clarified. Certain revolving loans such as DEED and some USDA loans are restricted from retail. From here on out we will have to keep track of all of the different revolving loan funds.

CDC Peterson informed Council the consignment shop that had been leasing the old Farmers Union building that the City owns is moving out. Three different parties have approached the EDA, interested in leasing the space.

CDC Peterson informed Council the EDA also discussed housing. Polaris has slowed. Polaris has not been hiring since last fall and is looking to bring some outsourced production back in house. The current sales numbers and production levels cannot keep everyone working. Polaris would like to have 1250 hourly employees at its Roseau Plant. They currently have 1130. They may hire 120 more, but they maybe high school and college kids. Polaris has also delayed start-up of the Alabama plant, due to the lower production volumes.

Department Reports

Liquor Store- No new business

Police Department –

Police Chief Ward Anderson informed council he needed to reopen the hiring process for part time police officers again as there were only two applicants the first round.

Fire Department

Fire Chief Jeff Ballard inquired if the storage area of the old Farmers Union building would be available to the Fire Department. If the Fire Department could use a couple of the stalls they could delay spending the money on a building addition for 2-5 years. The Fire Department needs space to store its off season equipment. City Superintendent David Drown stated City Utilities had removed all of its items from this area and three bays on the west side may be open. CDC Peterson informed council the most interested party in leasing the old Farmers Union property when the consignment store leaves is not interested in the storage space.

Fire Chief Ballard also informed Council the Fire department is seeking 4-6 firefighters as several members will be retiring in the next 5-6 years. Fire Chief Ballard will discuss new truck costs at the next Council meeting. The Fire Department is also receiving a matching grant from the DNR for \$2,000.

Superintendent-

City Superintendent David Drown asked council to accept the retirement of Wayne Ziska and the resignation of Benjamin Ullman and authorization to fill Ben Ullman's position. Authorization to fill Wayne Ziska's position had been approved at a previous meeting.

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to accept the retirement of Wayne Ziska and the resignation of Ben Ullman and authorization to fill Ben Ullmans position.

Superintendent Drown asked council to waive the building permit fee for the Gibertson concession stand as it would be the City paying the City. The surcharge will still be paid to the state.

Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve waiving the building permit fee, with the exception of the State surcharge, for the Gilbertson concession stand.

Superintendent informed council the street projects are going well, the bike path is sealed, some sidewalks are being replaced and the arena roof project is done. There has been work done on the hood and sink area in the arena concessions. The hockey board is interviewing 5 or 6 parties interested in running the arena concessions.

Council member Don Ross inquired as to whether the bike trail seal would work on some of the golf course paths. Superintendent Drown recommended calcium chloride.

City Attorney-

Assistant City Attorney asked for council to approve Resolution 26-16 to adopt the Master Subscriber Agreement. This agreement is for the Office of the State Court Administrator to provide the City of Roseau Attorney's Office with access to the new online Minnesota Government Access system. There may be fees assessed but that is not known yet. The agreement will remain in place until the state changes it again.

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to adopt the Master Subscriber Agreement and directs Michelle Moren, Assistant City of Roseau Attorney, to execute the same.

RESOLUTION NO. 26-16
OF THE CITY OF ROSEAU, MINNESOTA AUTHORIZING EXECUTION OF
THE MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA
SERVICES FOR GOVERNMENTAL AGENCIES WITH THE OFFICE OF THE
STATE COURT ADMINISTRATOR.

Councilperson Pat Novacek made a motion to adopt the following resolution:

WHEREAS, Assistant City of Roseau Attorney, Michelle E. Moren appeared before the City Council for the City of Roseau to discuss Master Subscriber Agreement between the City of Roseau and the Office of the State Court Administrator; and

WHEREAS, the purpose of this agreement is for the Office of the State Court Administrator to provide the City of Roseau Attorney's Office with access to the new online Minnesota Government Access or "MGA" system.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Roseau, Minnesota, hereby adopts the Master Subscriber Agreement and directs the Michelle Moren, Assistant City of Roseau Attorney, to execute the same.

This Motion for Resolution was seconded by Councilperson Amy Bassingthwaite, and upon a vote being taken, the following voted in favor:

The following voted against the same: NONE

The following abstained: NONE

The following were absent: NONE

Adopted by the City Council of the City of Roseau, Minnesota this 13 day of June, 2016.

Mayor

ATTEST:

City Clerk-Treasurer

Community Development Coordinator-

CDC Peterson reported on the following items:

- Kristina Kaml, the SNAP-ED director and organizer of the community gardens for the Roseau area, has asked to lease the city lot between Helgesons and the Roseau Business Plaza. The Garden would be set back from the frontage road, starting small with a raised bed and plots that would be approximately 15' by 15'. Lifecare Wellness is partnering with them. Lifecare Wellness has agreed to participant sign-up and provide a contract of agreement.

Council discussed mowing and upkeep of the open areas. Superintended Drown stated they mow that area with a tractor and cannot fit in small areas. Council discussed leasing the land for a dollar as long as Lifecare Wellness and the University of Minnesota were going to take care of the rest as well as mowing the smaller areas.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve leasing the city lot between Helgesons and the Roseau Business Plaza for the Community Gardens for a dollar contingent on the legalities and administration of the project.

- The Notice of Public Hearing on North West Regional Development Commission 2017 budget is just for council information.

- MNDOT held another open house where they discussed Hwy 11. Among the areas of concern were the Roseau airport curves, the highway through Badger, and MNDOT was concerned the entrances are too close to the intersection of Hwy 89 and Hwy 11. There is no support for moving the entrances close to the intersection unless MNDOT is going to pay. The City is not interested in paying.
- CDC Peterson stated he listened in on a conference call between MNDOT Highways and MNDOT Aeronautics. MNDOT Highways would like to straighten the airport curves as soon as possible due to the accidents, some of them fatal, that have happened there. The Roseau airport curves are in the top 4 of projects MNDOT would like to fix. MNDOT Aeronautics said no to MNDOT Highway's preferred alternative, MNDOT Highways could not put the highway back to where it used to be and wants them to do a 2 mile reroute. The cost of this reroute will drop the airport curve project lower on the list due to the increased cost. CDC Peterson does not know where this project is going to go. He does not feel he can jeopardize the City's relationship with MNDOT Aeronautics, as the airport receives a substantial amount of grant money from them. Getting Rep. Dan Fabian involved may be a possibility.

Council member Jane Evans commented that the rumble strip that was just put in the center of Hwy 11 saved them from a car crossing over into their lane.

- CDC Peterson informed council there has not been much said on the East Diversion project. The Corps are still responding to FEMA comments. There is no word when FEMA will finish their preliminary flood plain maps. The Corps needs FEMA to complete their new flood plain mapping before a LOMR can be approved. CDC Peterson will ask the Congressmen's office to get more involved.
- The removal of the final plug on the East Diversion ditch may be August as it is not out for bids yet. An area that is sloughing in the park needs to be repaired as well as a drain tile that is plugged.
- A private lot's drainage was obstructed by the construction of the restriction structure in the City Park. If the City crew can grade it to drain the lot, the Corps will repave the section of the bike trail that needs to be altered.

Mayor Council

- NW MN Foundation Area Disaster Recovery & Resiliency Fund.
Mayor Jeff Pelowski informed council the city of Roseau already has established a community fund with Northwest Minnesota Foundation. What Northwest Minnesota Foundation is proposing is setting up the framework for a disaster recovery sub-fund for the Roseau community. This would make it possible to accept donations immediately at the time of the disaster. "There is no money required to establish the fund. The benefit is the instant access and early training of a local advisory committee who can work together with the emergency management team creating a cohesive plan." "Northwest Minnesota Foundation will prepare the necessary documentation and work with the community fund to promote the fund."

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve setting up the Roseau Area Disaster Recover & Resiliency Fund through the Northwest Minnesota Foundation.

- CDC Todd Peterson informed Council, a representative from Colonial Life inquired about offering their products to the employees of the city. Their products are similar to the AFLAC products which are already available the city employees. Though the employees pay for the products there is still administrative time to administer these additional deductions in payroll.

It was council consensus not to make the Colonial Life products available to the city employees, unless it was requested by the employee's association, as similar products are already available through AFLAC.

- Mayor Pelowski informed Council, Freon R-22 for the ice arena will be banned by January 1st, 2020. City Superintendent is aware of it.
- Mayor Pelowski also informed council the new director from the League of Minnesota Cities is looking at expanding into IT support for its members. This IT support would be for securing City data.
- Council member Jane Evans had a resident ask if the city is currently able to spray for mosquitoes. City Superintendent stated they are currently spraying.

Community Master Plan Review – Section 4: Natural Resources and Section 7. Historic and Cultural Resources.

CDC Todd Peterson led a discussion on the Master Plan, section 4: Natural Resources and section 7: Historic and Cultural Resources, noting there was not a lot to change.

Changes recommended under the Water: Surface Water are:

The incorporation of the U.S Army Corps of Engineers completion of the East Diversion ditch in 2015; the creation of the rock rapids greatly benefitting the fishery south of the Roseau River Dam; the creation of a storm-water retention basin on the west side of the Roseau River that collects all storm water from the west side of the city and allows sediment to settle out prior to its release into the Roseau River.

It was also noted the river can be shut out so it cannot go back into the storm sewer. There was a lot of work done after the flood on the west side storm drains to bring them all together into the basin. The city would like to eventually do the same thing on the east side. It is not yet required by the state but may be eventually. The City of Roseau is still in the flood plain until the new maps are made saying Roseau is out of the flood plain.

Under the subsection Goals, CDC Peterson recommended “Develop a plan for protecting the community’s drinking water.” The City does not currently have a set plan but is working with Rural Water to develop one.

Council discussed wells in the city. If the party is able to hook up to city water they are not allowed to put in a well.

CDC Peterson noted that large forested areas were removed for the east diversion project and 1000 sapling were planted in the diversion project. There are small remnants of agricultural parkland type lands that are not optimal for farming anymore. This would be an opportunity to create more native lands for wildlife or recreational purposes. These remnants could be part of the Regional Park designation if accepted.

Council discussed how to care for the lands if there were not farmed or hayed. The corridor would be hayed and possibly the DNR would allow a burning plan on other open land so it wouldn't have to be mowed all the time. Some may be planted in natural vegetation.

CDC Peterson stated there was nothing really to add under Section 7: Historic and Cultural Resources. Roseau has a lot to offer with the County Museum, the Historic Society, the Pioneer Village, and the Library. The City should continue to support them.

Council discussed more interpretive stations around the area and in the City Center. There are a lot of blank walls in the City Center. Maybe set up a cultural center. It was also noted, to include the Northern Lights Concert Series and outside concert series as part of the City's cultural offerings.

CDC Peterson recommended holding off on the section of Parks as the Park Board wants to be involved so the section for the next Council meeting will on Section 6 Community Facilities.

Unfinished Business - There was no unfinished business.

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

ATTEST:

Clerk – Treasurer

Mayor