

**REGULAR ROSEAU CITY COUNCIL MEETING**  
**MONDAY – June 4th, 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, Jack Swanson – Wild 102 Radio and Mike Strodtman – MRWA.

Mayor Jeff Pelowski called the meeting to order and the Pledge of Allegiance was said.

Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the May 7th, 2018 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 as written with the exception of moving Item 6 (June 2<sup>nd</sup> scheduled meeting) to Mayor and Council on the agenda.

**Consent Agenda**

1. Presentation of Accounts Payable claims May 1<sup>st</sup>, 2018 through May 31<sup>st</sup>, 2018 BatchAP53118. CK#64491-64542 = \$125,057.93.
2. Presentation of daily checks May 1<sup>st</sup>, 2018 through May 31<sup>st</sup>, 2018  
Ck#64364-64490 = \$370,380.45  
E#972-975 = \$27,335.68  
E#976-1016 = \$370,811.75  
05/15/18PR = \$33,619.55  
05/30/18PR = \$36,558.74
3. Presentation of Receipt entries April 1<sup>st</sup>, 2018 through April 30<sup>th</sup>, 2018.
4. Presentation of Journal entries JE03312018.
5. Audit Committee review of March 2018 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
Upcoming scheduled meetings:
  - a. July 2<sup>nd</sup>, 2018 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center-
  - a. Eaton Wedding Reception – June 30<sup>th</sup>, 2018
  - b. Hogenson Wedding Reception – September 8<sup>th</sup>, 2018
  - c. Johnson Wedding Reception – September 29<sup>th</sup>, 2018
8. Investment–Roseau EDA Hi Fi as of 05/30/2018 is \$128,530.99.
9. Cash in bank-Regular checking as of 05/30/2018 is \$2,161,895.25.
10. Investment-Regular Hi Fi as of 05/30/2018 is \$1,551,995.24.
11. Investment Certificate of Deposit as of 05/30/2018 is \$797,820.07
12. Investment Certificate of Deposit as of 05/30/2018 is \$793,032.15.
13. Investment Certificate of Deposit as of 05/30/2018 is \$788,403.37.

- 14. Investment Certificate of Deposit as of 05/30/2018 is \$786,425.43.
- 15. Investment-Roseau EDA Money Market as of 05/30/2018 is \$342,169.57.
- 16. Cash in bank-Roseau EDA as of 05//30/2018 is \$675.29
- 17.

**R #19-18  
RESOLUTION APPOINTING ELECTION JUDGES FOR THE  
2018 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 2018 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 14<sup>th</sup>, 2018 Primary election and the November 6<sup>th</sup>, 2018 General Election:

|                         |                |               |                   |
|-------------------------|----------------|---------------|-------------------|
| Mary Foley – Head Judge | Paul Stynsberg | Pat Westman   | Audrey Haugen     |
| Kathleen Ross           | Deann Vatnsdal | Heidi Moser   | Elizabeth Carlson |
| Darrin Smedsmo          | Dave Grafstrom | Dianne Dahl   |                   |
| Elizabeth Santl         | Eileen Carter  | Deanna Peters |                   |

Adopted this 4<sup>th</sup> day of June, 2018.

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

Attest: \_\_\_\_\_  
City Clerk-Treasurer

- 18. Approve Hangar #6 lease to Brian Norman (Previously leased by RC Shefland).
- 19.

**RESOLUTION #20-18  
RESOLUTION ACCEPTING DONATION**

**WHEREAS**, the following have 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.

Jon & Vivian Miller \$100.00  
 Richard & Pamela Hetteen \$100.00  
 Stoskopf Redi-Mix Roseau \$500.00  
 Karl Manufacturing Solutions \$200.00  
 E.S & C.J. Erickson \$100.00

**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 4<sup>th</sup> day of June, 2018

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

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

20.

**RESOLUTION #21-18  
RESOLUTION ACCEPTING DONATION**

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

The Bridge Marathon Group \$270.00

**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;

3. That the donations are accepted and acknowledged with gratitude, and
4. That the donations will be allocated to the South Riverview Park Fund.

Adopted by the City Council of the City of Roseau, Minnesota this the 4<sup>th</sup> day of June, 2018

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

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

21. Northern Municipal Power Agency 2017 Annual Report

22.

**RESOLUTION #22-18  
RESOLUTION ACCEPTING DONATION**

**WHEREAS**, the following have 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.

Border State Bank \$100.00  
Citizens State Bank \$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 4<sup>th</sup> day of June, 2018

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

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

23. Roseau Liquor Store Monthly Sales Report for April & May 2018
24. May 2018 City Revenues & Expenditures
25. Mayor and Council are invited to the Grand Opening for Reed River Coffee Shop and the 5 year celebration of the Brickhouse Restaurant and Bar. There will not be a quorum of council members attending so no action is needed.

### **Delegations/Petitions/Complaints Committee Reports**

#### **Planning Commission –**

CDC Todd Peterson informed council that the Planning Commission performed its annual tour of the City on May 21<sup>st</sup>, 2018 from 10:00 am to 12:00 pm. The Planning Commission reconvened at the City Council Chambers at 12:10 pm.

The Planning Commission recommended to council to set a public hearing on Sam and Kara Pelowski's variance application #18-02, which has since been withdrawn, as the Pelowski's lot is large enough to not need a variance.

The Planning Commission briefly discussed the Tour of the City findings and the process for addressing the issues found during the tour. CDC Peterson provided to council a location list and map where issues were found on about 73 properties. The Planning Commission also identified the four worst violations that should be resolved in 2018:

- o 101 3<sup>rd</sup> Street NW Commercial Building
- o Evergreen Motel Site
- o 911 2<sup>nd</sup> Street SE – Residence
- o 305 7<sup>th</sup> Street SW – Residence

Police Officer Zach Manka is sending letters to each of the properties where issues were found. The recipients of the letters have 30 days to comply.

CDC Peterson presented to council a building permit application from Tom and Keith Pringle to move a house from lot 54.0197800 (401 3<sup>rd</sup> ST NW) to 54.0202300 (405 Center St E). The house will be set on a new foundation with a 28 x 24 attached garage. CDC Peterson asked council approval to set a public hearing on June 25<sup>th</sup>, 2018 at 12:30 pm for the Planning Commission to review the proposal. The City Council will then review the Planning Commissions recommendations at its July 9<sup>th</sup>, 2018 City Council meeting.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded and it carried by unanimous vote to approve the Architectural Design Review Board hearing on June 25<sup>th</sup>, 2018 at 12:30 pm to discuss the moving of a house owned by Tom and Keith Pringle from 401 3<sup>rd</sup> ST NW to 405 Center St E.

## **5:15 WELLHEAD PROTECTION PLAN HEARING**

At 5:15 pm a public hearing was held to discuss comments provided from local units of government and solicit comments from the public concerning the City of Roseau's Wellhead Protection Plan for its drinking water supply wells. The City of Roseau would like to "Promote public health, economic development and community infrastructure by maintaining a potable public drinking water supply for the community"

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it carried by unanimous vote to open the Public Hearing on the City of Roseau's Wellhead Protection Plan.

There were no written or oral comments received by the City prior to or during the Public Hearing.

Mike Strodman from Minnesota Rural Water Association (MRWA) has been working with the City of Roseau to develop a wellhead protection plan for the City. MRWA has expertise in writing plans, the implementation, grant writing and answering questions concerning wellhead protection. Mr. Strodman provided council with the Part 2 Executive Summary and an overview of what has been done so far.

Part 1 of the wellhead protection plan which was submitted and approved by the Department of Health "presented the 1) delineation of the wellhead protection area (WHPA) and the drinking water supply management area (DWSMA) and 2) the vulnerability assessments for the system's wells and aquifer within the DWSMA."

Part 2 "of the wellhead protection (WHP) plan for the City of Roseau includes:

- The results of the Potential Contaminant Source Inventory,
- The Wellhead Protection Management Strategies,
- The Emergency/Alternative Water Supply Contingency Plan, and
- The Wellhead Protection Program Evaluation Plan."

The Wellhead Protection Plan has to be updated with the Department of Health every 10 years but the City must evaluate it a minimum of every 2 ½ years. The preliminary review of the plan is complete so there should not be any issues with it when it is sent to the state.

Council member Don Ross motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to close the public hearing.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to send Part 2 of the Wellhead Protection Plan for the City of Roseau to the Minnesota Department of Health for approval before November 1<sup>st</sup>, 2018.

**Roseau County Commissioner**

County Commissioner Jack Swanson informed council that the County meeting of the Board of Appeals is coming up. Residential and agricultural property taxes stayed the same while commercial and industrial properties have been assessed at a higher valuation.

Commissioner Swanson also thanked the City of Roseau for its mosquito management. The spraying really helps control the mosquitoes.

**Operations Committee** – did not meet.

**Oakcrest Golf Course** –

Council member Amy Bassingthwaite stated that the golf course is in great shape.

**Airport Committee** –

The Airport Committee did not meet.

CDC Peterson provided to council a draft proposal of the floor plan and exterior drawing of the new arrival/departure building from KLJ. These drawings have been sent to the FAA and MnDOT Aeronautics for final approval and should be ready to go out for solicitation after the July 9<sup>th</sup> City Council meeting, pending final approval of the Airport Master Plan. Polaris has agreed to sign and pay a lease that would cover the City's local share for a portion of the arrival/departure space. The DNR Fire Watch out of Grand Rapids will also sign and pay a lease for use of the new conference room during the fire watch season. The new arrival/departure building will be located next to the new hangar but will not be touching due to the snow load that may come off of the hangar. The current arrival/departure building will be demolished, due to its wood and brick construction it cannot be reused.

CDC Peterson stated that once approved, these projects will move quickly as the window for FAA grants is in 2019.

Also, provided by CDC Peterson, were the site plan and grading plan for the Roseau Municipal airport and discussion on relocating the existing bay hangar for the Air Ambulance. CDC Peterson stated that AMRG (Air Ambulance) is interested in a long term lease if the heated hangar can be moved. AMRG's lease is up in 2 years. More work is needed to see if it is feasible and possible to relocate that building. One estimate is \$75,000 to relocate but more detail is needed.

CDC Peterson also provided to council a letter addressed to Gene Fichter concerning the March 2019 renewal of Mr. Fichter's aircraft hangar at the Roseau Municipal Airport. CDC Peterson also sent with the letter the FAA's requirements on the use of hangars at the airport for non-aeronautical purposes. Non-aeronautical use of aeronautical facilities, including private hangars, jeopardizes our airports assistance with Federal and State funding. Mr. Fichter is in violation of both his lease agreement with the City of Roseau and the FAA regulations.

CDC Peterson sent Mr. Fichter a letter last year and Mr. Fichter did not comply.

**EDA**

CDC Peterson informed council the EDA met in May. The main discussion was the return of 20% (\$20,000) of the Minnesota Investment Funds (MIF) to the state general fund before June 30, 2018. This allows the use of "the remaining 80% (\$80,000) of the uncommitted money as general purpose aid for any lawful expenditure."

CDC Peterson had worked with Rep. Fabian and Sen. Johnson to draft legislation that would allow the City to keep 100% of the MIF funds, but the bill did not pass.

Council will need to authorize the return of 20% of the MIF funds.

Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded and it carried by unanimous vote to authorize the return of 20% (\$20,000) of the MIF funds to the state general fund.

Council member Jane Evans asked for ideas that would promote people to come to northern Minnesota to live. Most businesses are looking for help.

Some discussion points were:

- It seems that salaried positions are being filled but hourly positions are not.
- Workers from Canada have been cut off due to shortened hours at the port and required green cards.
- How effective is the advertising the City is doing, such as the Go Roseau Ads
- How to promote the good school system
- The Counties promotions get a lot of hits but cannot gauge how effective it is to get people to move.
- New housing is available now
- The Community of Roseau, as a whole, needs to be ready, putting its best foot forward such as mowing, clean yards and well-kept buildings.
- Join forces with neighboring communities
- Offering packages such as tax breaks and reduced utilities
- Plan with Companies from Northern Minnesota

No action taken

## **Department Reports**

### **Liquor Store**

Liquor Store Manager Linda Roseborough provided to council information on Exatouch for Liquor Stores, a new Point of Sale (POS) system the Liquor Store will be installing. The current POS system is not meeting their needs and it was recommended by the City Auditor to change the POS system. Exatouch will be doing a demonstration for the Roseau Liquor Store on Thursday. The Liquor Store has already budgeted for the system.

### **Fire Department**

Fire Chief Craig McMillin informed council that September 22<sup>nd</sup> is the tentative date set for the Roseau Firefighters Banquet.

Chief McMillin also informed council that the new fire truck will be parked outside after the meeting for them to inspect.

Chief McMillin stated that they were asked to show the new fire truck to the Walker Fire Department on its way home. They were provided with a full tank of gas and water.

Council member Jane Evans asked if the Fire Department needed anything else that may require a fund raiser similar to the one last year that raised \$40,000. Chief McMillin stated that the Jaws of Life should be upgraded.

### **Police Department**

Police Chief Ward Anderson will look into the graffiti that was sprayed on the bridge and trash can outside the City Center.

### **Superintendent**

Superintendent David Drown informed council that the contractors will be back to finish the street projects the end of June. A section of Center Street will be fixed this summer. The City Park is up and running well.

Superintendent Drown did ask council if City Code could be changed on long grass, weeds and violations, to put shorter compliance periods and higher penalties for owners not keeping up their properties. Superintendent Drown stated lawns have not looked as bad as they do this year and complaints are rolling in from neighbors.

CDC Peterson provided to council sample codes from Moorhead and Columbia Heights and City Attorney Michelle Moren will work on rewriting the City of Roseau's code on this matter.

**City Attorney-** no new business

### **Community Development Coordinator –**

CDC Peterson presented to Council a sublease from the Department of Employment and Economic Development (DEED) to Inter-County Community Council. Inter-County has a staffer who does similar work as the DEED staff housed in the City office. The sublease has not been signed by either party. CDC Peterson requested tentative approval of the sublease in the event that both parties agree to it. City Attorney Michelle Moren has reviewed it and has approved it as long as the original lease with the City of Roseau is attached, which it is.

After discussion, Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it carried by unanimous vote to tentatively approve the sublease between the Department of Employment and Economic Development and Inter-County Community Council.

CDC Peterson provided to council information on a proposed sale of surplus land along the diversion project to Ryan Murray. Neither the City of Roseau nor Mr. Murray was aware that the well supplying Mr. Murray's residence was placed on Richard Larsen's property, now owned by the City of Roseau.

The Richard Larsen property was acquired by the City of Roseau as part of the Diversion Project but is now surplus property and could be sold. However, because this land was acquired with State Bonding proceeds 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 Pat Novacek motioned, Council member Jane Evans 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.

City Attorney Michelle Moren or Todd Peterson will inform Mr. Murray of the process the sale of the property must go through and see if he wants to proceed.



**Mayor and Council**

The next regular City Council meeting is scheduled for July 2<sup>nd</sup>. As this is a holiday week and there will not be a quorum of council members in attendance.

After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded, and it carried by unanimous vote to move the July 2<sup>nd</sup> regular council meeting to July 9<sup>th</sup>, 2018.

After the meeting the members of the Roseau City Council will gather to inspect the new fire truck. There will be a quorum of members present but no business will be discussed and no action will be taken.

**Unfinished Business-**

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

ATTEST:

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Elizabeth Carlson Clerk-Treasurer

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Mayor Jeff Pelowski