

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – June 5th, 2017 @ 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, City Attorney Michelle Moren, Police Chief Ward Anderson, Liquor Store Manager Linda Roseborough, Fire Chief Craig McMillin, Clerk-Treasurer Beth Hellquist, Lyle Grindy-Promotions Director, Jack Swanson-Wild 102 Radio, Sonya Peterson-Roseau Park Board, Paula Hedlund-Lifecare and Joann Lambrides-Public Health.

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

Council member Don Ross motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve May 1st, 2017 Regular meeting minutes as amended. Page 13, paragraph 2 should read. “Council member Jane Evans inquired as to which department head the Park and Rec Director would be answering to, or if the Park and Rec position would be a department head. After discussion, it was consensus that Council member Jane Evans would take this issue back to the Park and Rec Board for their recommendation.”

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

1. Presentation of Accounts Payable claims May 1st, 2017 through May 31st, 2017 Batch AP053117. CK#62504-62589 = \$197,794.97
2. Presentation of daily checks May 1st, 2017 through May 31st, 2017
E#508-545 = \$366,469.95
CK#62409-62503 = \$189,844.50
05/15/2017 PR DD = \$32,091.58
05/15/2017 Sup. PR DD = \$398.93
05/30/2017 PR DD = \$36,388.99
3. Presentation of Receipt entries April 1, 2017 through April 30th, 2017.
4. Presentation of Journal entries JE033117.
5. Audit Committee review of March 2017 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. July 3rd, 2017 Regular City Council meeting at 5:00 pm.
After discussion, Council member Jane Evans motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve moving the Regular City Council meeting from July 3rd, 2017 to the following Monday, July 10th, 2017.

7. Approve the use of alcohol in the Community Center-none.
8. Investment–Roseau EDA Hi Fi as of 05/30/2017 is \$80,606.20.
9. Cash in bank-DNR Escrow as of 05/30/2017 is \$2,000.00.
10. Cash in bank-Regular checking as of 05/30/2017 is \$2,969,794.32.
11. Investment-Regular Hi Fi as of 05/30/2017 is \$1,548,801.28.
12. Investment Certificate of Deposit as of 05/30/2017 is \$793,250.70.
13. Investment Certificate of Deposit as of 05/30/2017 is \$788,493.43.
14. Investment Certificate of Deposit as of 05/30/2017 is \$783,694.15.
15. Investment Certificate of Deposit as of 05/30/2017 is \$781,728.03
16. Investment-Roseau EDA Money Market as of 05/30/2017 is \$263,861.41.
17. Cash in bank-Pine to Prairie Birding Trail as of 05/30/2017 is \$5,501.38.
18. Cash in bank-Roseau EDA as of 05/30/2017 is \$553.88.
19. LMC – May Newsletter
20. LMC – Member dues increase zero percent
21. Notice of Public Hearing on NWRDC 2017 Budget
22. KLJ – Airport Project Status Report
23. Roseau Court Townhomes – Inspection Report
- 24.

RESOLUTION NO. 21-17

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.

- LifeCare Medical Center \$250.00;
- Border State Bank \$250.00;
- Citizens State Bank \$250.00;
- Stoskopf Redi-Mix \$200.00;
- Jon and Vivian Miller \$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 5th day of June, 2017.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

25.

RESOLUTION NO. 22-17

RESOLUTION ACCEPTING DONATION

WHEREAS, Karl Manufacturing Solutions, Inc. has presented to the City of Roseau a donation of \$200.00 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 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 5th day of June, 2017.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

26. May 2017 City Revenues & Expenditures

Delegations

Carter Novacek and Martha Lystad were unable to attend the meeting. This item was addressed under the Community Development Coordinator section.

Sonya Peterson of the Roseau Park and Rec Board presented to council a revised City of Roseau - City Parks Tobacco Policy. The revision has two changes. It makes this a voluntary policy and has the wording “The use of any form of tobacco and electronic cigarettes will be prohibited within 20 feet of all playground areas.” (Minnesota state statute designates electronic cigarettes the same as tobacco cigarettes). Examples of signage were also on the hand out. Council member Evans would like a stronger, broader reaching policy or ordinance, but understands Council member Ross’s concerns. There was discussion that more steps could be taken if complaints about second hand smoke are made.

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to adopt the City of Roseau – City Parks Tobacco Policy.

Sonya Peterson also presented to council a \$30,012.25 quote from Midwest Playscapes. (This item was moved up from the Parks Department on the agenda). Ms. Peterson informed council the Park Board recommends purchasing this play structure and non-skid pad (the non-skid pad is recommended versus wood chips or other material that would be carried on to the splash pad) to be installed next to the Splash Pad. CDC Todd Peterson informed council the concrete will be poured for it as part of the Scott Johnson Co. bid. This play structure was to be part of Phase 1, but the bids for the building came in above the original budget, there is not enough money in the

South River View Park Budget to purchase this structure. Purchase of this structure will need council approval as it is not covered by the budget.

After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was approved by unanimous vote to purchase the Midwest Playscapes structure for \$30,012.25.

Committee Reports

Roseau Promotions Director

Promotions Director Lyle Grindy informed council:

- The Farmers Market started last Thursday. The Farmers Market will be open every Thursday from 3:00 p.m. until 7:00 p.m. And Saturdays from 9:00 a.m. until 1:00 p.m.
- The Junk Market Sale will be held at the Fair Grounds Saturday June 17th, 2017.
- The Wine walk will be September 23rd starting and Gene's Bar and Grill.
- Polaris Stock closed @ \$84.75 off 1.15%

Planning Commission-

CDC Todd Peterson reported that the Planning Commission met May 22nd, 2017, the following items were discussed:

- On May 22nd a Public Hearing was held for rezoning application #1-17 from William O'Connell for Lot 1, Block 2 Corrected Oak Crest West Subdivision and Lots 4 and 5, Block 7 of the Oak Crest west Subdivision to rezone the lots from R-1 (Single Family Residential) to R-2 (Single Family or Two Family Residential). There were no written or oral comments received by the City. The Planning Commission unanimously approved to recommend to the Roseau City Council to approve Re-Zoning Application #1-17 for William O'Connell.

After discussion, Council member Jane Evans motioned, Council member Don Ross seconded and it was approved by unanimous vote to approve Re-Zoning application #1-17 for William O'Connell for Lot 1, Block 2 Corrected Oak Crest West Subdivision and Lots 4 and 5, Block 7 of the Oak Crest West Subdivision to rezone the lots from R-1 (Single Family Residential) to R-2 (Single Family or Two Family Residential).

ORDINANCE NO. 33 THIRD SERIES **(Uncodified)**

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA, TO AMEND THE ROSEAU CITY CODE SECTION 11.03 GOVERNING LAND USE REGULATION (ZONING); SAID SECTION 11.03 BEING ENTITLED "DISTRICTS ESTABLISHED, ABBREVIATIONS, ZONING DISTRICT MAP, ANNEXATION AND ZONING PERMITS".

The City Council of the City of Roseau, Minnesota, ordains as follows:

SECTION 1. That the official zoning district map incorporated by reference in the Roseau City Code, Section 11.03, is amended to reclassify the following described real estate from R-1 (SINGLE FAMILY RESIDENTIAL) to R-2 (TWO FAMILY AND SINGLE FAMILY RESIDENTIAL).

Lots Four (4) and Five (5), of Block Seven (7), and Lot One (1), of Block Two (2) of the Replat of portions of Block One (1), Seven (7) and Nine(9), all in OAKCREST WEST Addition to the City of Roseau, according to the recorded plat thereof.

SECTION 2. All ordinances and parts of ordinances inconsistent with this ordinance are hereby repealed.

SECTION 3. The ordinance shall take effect and be in full force after its passage and publication.

Dated this 5th day of June, 2017.

APPROVED:

_____ Mayor

ATTEST:

City Clerk/Treasurer

(Publication in the Roseau Times Region Newspaper on the ____day of June, 2017.)

- The Planning Commission unanimously approved recommending the City Council set a Public Hearing for June 26th at 12:30 p.m. for Variance Application #2-17 (Lisa Beito) Lots 5&6 Block 2 Jensen's Subd. Ms. Beito is requesting an 8' front setback variance of 22' in lieu of the 30' required to construct a 12' x 22' addition to her existing home. CDC Peterson stated there is a gravel road in front and if in the future it is paved there would be room to put water and sewer on the other side as the property on the other side is to be annexed and deeded as a park. .

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was approved by unanimous vote to set a Public Hearing for June 26 at 12:30pm for Variance Application #2-17 (Lisa Beito) Lots 5&6 Block 2 Jensen's Subd. for an 8' front setback variance of 22' in lieu of the 30' required.

- CDC Peterson reported the Clean-up report and items from the Annual Tour of the City were reviewed, and noted there are several repeat offenders. The worst is the West Side Trailer Court. City Attorney Michelle Moren had assembled information on both the current and previous owners. Police Chief Ward Anderson stated that 2 letters had been mailed for each place and also 2 letters have been hung on each door.

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed council he attended a legislative session concerning Counties, Cities, Schools and Townships last Friday. The outcome was mixed. Townships thought it was awful, Schools thought it was ok and the others were pleased. Cities, Counties and Schools are very concerned about the lack of workforce. Roseau County experienced this when they hired a non-technical position after only receiving one applicant. This is a state wide problem but it is worse in greater Minnesota than in the metro areas. There was discussion on the need to attract, recruit and maintain younger employees.

Operation Committee –

CDC Peterson reported the Operations Committee did not meet but the following items were a carryover from the previous meeting.

- a. Social Media Policy
- b. Social Media Policy for Fire Department -
- c. Social Media Policy for Law Enforcement
- d. Computer Use Policy
- e. Incorporate it in the City of Roseau Handbook

The League of Minnesota Cities recommends these or similar policies be in place. The League has a webinar and handouts for training purposes. CDC Peterson informed council that the City of Rochester has a policy that combines the above policies into one that the City of Roseau may want to follow. It was council consensus to table the issue until September. This will give time for training and the City of Roseau can combine the policies into one. The policy can become effective in September after council approval.

Oak Crest Golf Course –

Mark Wilson, President of the Oak Crest Golf Club submitted to the City Clerk the following list of the Corporate Board and officers for 2017

Oakcrest Golf Club, Inc. Corporate Board and Officers 2017

Board of Directors

Mark Wilson, President

Scott Vatnsdal, Vice President

Kim Czeh, Secretary

Richard Anderson

Michelle Hagen

Chris Hass

Jason Tangen

Course Managers

Shelly LaPlane

Lara Strand

Grounds Manager

Carson Hedlund

Business Manager

Sue Butler

Airport Committee –

CDC Peterson stated the airport committee did not meet but introduced the following for council approval:

- A Miscellaneous Professional Services Agreement from KLJ for engineering services for the Crack Seal Airport Pavements at the Roseau Municipal Airport. Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was passed by unanimous vote to approve the KLJ Miscellaneous Professional Services Agreement for engineering services for the Crack Seal Airport Pavements at the Roseau Municipal Airport.
- Three quotes were received from crack sealing companies. Northwest Asphalt Maintenance of Thief River Falls, MN submitted the lowest quote in the amount of \$29,500 to perform the work. KLJ recommends awarding the bid to Northwest Asphalt Maintenance of Thief River Falls, MN. CDC Peterson informed council the budget for this project is \$50,000. The combined (KLJ and Northwest Asphalt) cost of this project is approximately \$35,000. This is also an 80/20 cost share with 20 percent being the City share. Council member Pat Novacek motioned, Council member Don Ross seconded and it was approved by unanimous vote to award the bid for Crack Seal Airport Pavements to Northwest Asphalt Maintenance of Thief River Falls, MN in the amount of \$29,500.

EDA

CDC Todd Peterson reported the EDA met Wednesday May 31, 2017 and the following items were discussed:

- The C&C proposed holding a “Building a Better Community” conference. The speaker is Peter Wagner. The topic is how to do better business. The cost is \$4,000. The C&C would pay \$1,000, NW MN Foundation would pay \$1,000. The EDA would pay \$2,000. The EDA proposed reimbursing the C&C up to \$2,000 if 100 people came. The conference would be scheduled for mid-July.
After discussion, council recommended pushing the date back to give time to promote the event to get more people to attend.
- Michelle Okeson from the NW Minnesota Foundation discussed how Child Care is an acute issue in Roseau County. The First Children’s Finance Organization has provided a technical assistance grant for innovative ways to address this issue and NWMN Foundation is holding a retreat to discuss solutions.

Department Reports

Liquor Store-

Liquor Store Manager Linda Roseborough presented the May 2017 Liquor Store sales report. Roseborough stated summer sales are getting stronger. Construction has begun on the liquor store, and a sign is going up informing customers that the liquor store is still open for business. The new refrigeration units will be going in the end of August. CDC Peterson informed council they are working on a couple of changes. Rather than shingling the whole roof, sections of existing shingles could be preserved as the Liquor store was shingled recently. This would save some expense on the shingles. As the foundation for the south entrance was being dug, it was realized that the building was very close to the curb. Bollards are recommended to protect the Liquor Store from being run into. Other changes are replacing some sidewalk, roof fascia, an old window and some metal siding. CDC Peterson asked approval to authorize an upcoming change order as long as it is within budget.

After discussion, Council member Don Ross motioned, Council member Jane Evans seconded and it was approved by unanimous vote to give CDC Peterson authorization to approve change orders as long as they are within budget.

Fire Department

Fire Chief Craig McMillin informed council “Live Burn” training would be done through fire training school in East Grand Forks rather than burning a structure locally.

Police Department – Police Chief Ward Anderson informed council, part time police officer Channing Kimble accepted a full time position with the City of Warroad. Officer Kimble will still be available to work a few part time shifts for the City of Roseau. Chief Anderson requested council approval to hire another part time police officer. Chief Anderson informed council the training of part time officers is done by the primary employer.

After discussion Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to authorized Police Chief Anderson hiring a new part time police officer.

Superintendent-

City Superintendent David Drown informed council he would like to hire an operator before the July 10th meeting. Council had already approved advertising and hiring an operator for the position in question so they informed Superintendent Drown he could move forward with the process.

CDC Peterson informed council 20 some applications were accepted for the Park and Rec director position by the Park & Recreation Director Search Committee. 11 applicants were interviewed, with 5 having a second round of interviews. After review the committee would like to extend the Roseau Park & Recreation Director Position to Mr. Adam Christ. In preliminary conversations with Mr. Christ the compensation package offered would be acceptable. Mr. Christ would need to give his current employer a 2 week notice. His start date could be July 5th. After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was approved by unanimous vote to offer Mr. Adam Christ the Roseau Parks & Recreation Director position. This is a Grade 7 Step A position with all of the benefits allocated to a full-time employee.

At the May 1st City Council meeting it was recommended that Council member Jane Evans ask the Park Board to make a recommendation as to which department head Mr. Christ would answer to or if the Park and Rec Director Position would be a department head. The Park and Rec board recommends the new Park and Recreation Director report to CDC Todd Peterson. Though Superintendent Drown has many strong points in the maintenance areas the Park board wants to create new programs. These would include grant writing, developing and implementing new camps, website promotions, and other technical duties. The current programs would stay but the Park Board wants to develop and offer a lot more to get kids into parks. Council member Evans listed off some camps that Thief River offers such as Nature Day camps, Fishing Camps, Bike Riding Camps, etc. The Park and Rec Director should be out in the field talking to people rather than sitting in an office. The position should fill all of his time with summer and winter activities. Mr. Christ will need to participate in the meetings of the school, Hockey boards, and Park boards. Eventually Mr. Christ may take a leadership position. After discussion, it was council consensus to take the recommendation of the Park Board and have Mr. Christ report to CDC Peterson with a direct line to Supt. Drown.

Superintendent Drown informed council that everything is going better than expected with the AMI system and would like to proceed putting in the rest of the electric meters that were budgeted to be put in next year. The electric meters could be all installed yet this fall and the water meters could be installed over the winter. Superintendent Drown asked council approval to spent approximately \$165,000 unbudgeted this year and reduce the budget next year. After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to authorize Superintendent Drown to spend \$165,000 of unbudgeted monies to order and put in the rest of the AMI meters.

Superintendent Drown asked council approval of 2017 Street Improvements Change Order No. 1 in the amount of \$95,709.00 and is supplemental to the present contract with R&Q Trucking. These changes are still within budget and do not go over the \$100,000 that would require a new bid process.

After discussion, Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the 2017 Street Improvements Change Order No. 1 in the amount of \$95,709.00

Superintendent Drown informed council that the Splash Pad is not going as fast as expected as they have had to wait for parts, but should start moving along faster now.

City Attorney – City Attorney Michelle Moren informed council that City Attorney Pat Moren is out indefinitely.

Community Development Coordinator-

CDC Todd Peterson informed council the City consulted with the MN DNR and stopped Carter Novacek and Martha Lystad from putting fill in the floodway on Lot 1 & Lot 2, Block of Riverside 2nd Addition. Carter Novacek submitted a conditional use permit to fill to dike and level the yard to control water on the property and to build above the flood plain. CDC Peterson informed Carter Novacek that this was not the proper form and Novacek and Lystad need an architect to engineer the plan. It is CDC Peterson's understanding that an architect is working on a plan. City Attorney Michelle Moren stated that the conditional use permit will have to be denied as it is not applicable as it is not the proper permit to use. This needs to be put on the agenda for the next meeting.

CDC Peterson presented to council a letter from Carter Novacek and Martha Lystad concerning a street that shows up on their abstract. They want to know if this street will be developed or if it has been abandoned. CDC Peterson provided council with a map showing the property and area in question. CDC Peterson could see no reason for the City of Roseau not to vacate that street as there is no reason for it to be developed and there are no utilities there. If vacated, half of the property would go to Novacek/Lystad and half would go to Douglas (owns the other property the street in question runs through). Vacating this street will also help Novacek/Lystad decide where to build their house as the setbacks will change. City Attorney informed council that if the City were to vacate the street the abutting landowners would have to be given notice and a public hearing would have to be set.

CITY OF ROSEAU

COUNTY OF ROSEAU

STATE OF MINNESOTA

A Motion was made by Councilperson Jane Evans and seconded by Amy Bassingthwaite, for passage of the following Resolution:

RESOLUTION NO. 23-17

A RESOLUTION SETTING A PUBLIC HEARING ON A VACATION OF A PORTION OF A STREET

THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA, DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the City Council pursuant to Minnesota Statute §412.851 desires to consider the vacation of a portion of 4th Street Northeast (formerly known as 1st Street) in the City of Roseau, which abuts 3rd Avenue Northeast, legally described as follows:

DESCRIPTION OF PART OF STREET TO BE VACATED:

That portion of 4th Street Northeast (formerly known as 1st Street) in the City of Roseau, Minnesota, described as follows:

Commencing at the Southeast corner of Lot 1, Block 3 of Riverside Second Addition to the City of Roseau, Minnesota being the point of beginning of that certain portion of 4th Street Northeast (formerly known as 1st Street) intended to be vacated; thence running Southeasterly to the Northeast corner of Lot 9 of Block 3 in Riverside Addition, thence Westerly on and along the North boundary line of said Lot 9, Block 3 of Riverside Addition to the Northwest corner of said Lot 9, Block 3 of Riverside Addition, thence Northwesterly to the Southwest corner of Lot 1, Block 3 of Riverside Second Addition to the City of Roseau, thence Easterly on and along the South boundary line of said Lot 1, Block 3 of Riverside Second Addition to the City of Roseau, to the point of beginning and there terminating.

WHEREAS, pursuant to Minnesota Statutes §412.851 the Resolution to set the public hearing for purposes of considering the vacation of a portion of a street was passed by over four-fifths of the members of the Council. (Mayor Pelowski and Council Members Evans, Bassingthwaite, and Ross voted in favor of said Resolution, Council Member Novacek abstained from the vote.)

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

- 1) The Council will consider the vacation of a portion of such street and a public hearing shall be held on such proposed vacation on the 10th day of July, 2017, at 5:30 p.m., before

the City Council in the City Center Council Chambers located at 121 Center Street East, Suite 201, Roseau, Minnesota 56751.

- 2) The City Clerk-Treasurer is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council this 5th day of June, 2017.

Signed by: _____
Jeff Pelowski, Mayor

Attested by: _____
Elizabeth Hellquist, City Clerk - Treasurer

Mayor Council-

Council member Pat Novacek stated he felt the Roseau Community is going in the right direction. The streets are in very good shape and the buildings on Main Street are filling up.

Council member Jane Evans informed those in attendance the ALS Walk/Run is being held July 15th 2017. The course will be the same as last year.

Unfinished Business-

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:

City Clerk- Treasurer Elizabeth Hellquist.

Mayor Jeff Pelowski