

**REGULAR ROSEAU CITY COUNCIL MEETING  
MONDAY – March 6th, 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. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, City Attorney Pat Moren, City Attorney Michelle Moren, Police Chief Ward Anderson, Fire Chief Jeff Ballard, Fireman Craig McMillan, Lyle Grindy-Promotions Director, 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 Basstingwaite seconded and it was carried by unanimous vote to approve February 6th, 2017 Regular meeting minutes as written.

Council member Jane Evans 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 February 1st, 2017 through February 28th, 2017 Batch AP022817. CK#62050-62118 = \$163,201.60.
2. Presentation of daily checks February 1, 2017 through February 28, 2017  
E#395-430 = \$430,911.86  
CK#61973-62049 = \$125,760.53  
02/15/2017 PR DD = \$37,245.48  
02/28/2017 PR DD = \$36,688.89
3. Presentation of Receipt entries January 1, 2017 through January 31, 2017.
4. Presentation of Journal entries JE123116.
5. Audit Committee review of December 2016 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
Upcoming scheduled meetings:  
April 3<sup>rd</sup>, 2017 Regular City Council meeting at 5:00 pm.
7. Approve the use of alcohol in the Community Center-
  - a. Women’s Winter Breakaway – March 24<sup>th</sup> & 25<sup>th</sup>, 2017
  - b. Moore-Hendrickson reception – June 3<sup>rd</sup>, 2017
  - c. Bozey – Newhouse reception – June 17<sup>th</sup>, 2017
  - d. Barrett – Fettig reception – June 24<sup>th</sup>, 2017
  - e. Kofstad – Johnson reception – July 8<sup>th</sup>, 2017
  - f. McFarlane – Tangen reception – July 15<sup>th</sup>, 2017
  - g. Acker – Omdahl reception – July 22<sup>nd</sup>, 2017
  - h. Vatsndal – Nelson reception – August 5<sup>th</sup>, 2017
  - i. Hanson wedding reception – September 16<sup>th</sup>, 2017
  - j. Beito – Ellis reception – September 30<sup>th</sup>, 2017

- k. Lifecare Medical Center Dinner – November 18<sup>th</sup>, 2017
8. Investment–Roseau EDA Hi Fi as of 3/1/2017 is \$76,951.70.
  9. Cash in bank-DNR Escrow as of 3/1/2017 is \$2,000.00.
  10. Cash in bank-Regular checking as of 3/1/2017 is \$3,110,509.59.
  11. Investment-Regular Hi Fi as of 3/1/2017 is \$1,548,300.69.
  12. Investment Certificate of Deposit as of 3/1/2017 is \$793,250.70.
  13. Investment Certificate of Deposit as of 3/1/2017 is \$786,348.74.
  14. Investment Certificate of Deposit as of 3/1/2017 is \$783,694.15.
  15. Investment Certificate of Deposit as of 3/1/2017 is \$779,601.75
  16. Investment-Roseau EDA Money Market as of 3/1/2017 is \$325,829.49.
  17. Cash in bank-Pine to Prairie Birding Trail as of 3/1/2017 is \$2,536.38.
  18. Cash in bank-Roseau EDA as of 3/1/2017 is \$780.05.
  19. LMC – 2017 Legislative Conference
  20. LMC – February Newsletter
  21. LG240 Excluded Bingo for Roseau County Veterans Memorial Park
  22. 2016 City Fund Balances – BradyMartz
  23. February 2017 City Revenues & Expenditures
  24. KLJ Airport Project Status Report

## **Delegations**

### **Fire Department**

Fire Chief Jeff Ballard provided a 2016 year-end summary for the Fire Department activities to the City Council. Overall, fire calls for 2016 were up over 2015 although the mix of calls was somewhat different than in 2015. Chief Ballard reported that the Fire Department continues to work on the purchase of a new fire truck in 2017. The Fire Department will sell the old fire truck and the Badger Fire Department has expressed interest in purchasing it. Chief Ballard also noted that the Fire Department has added 5 new members to its ranks and also presented the 2017 fire department officer appointments for Council approval as well as introducing the new Fire Chief Craig McMillan. Mayor Pelowski and the rest of the Council recognized Chief Ballard for his service as Roseau Fire Chief with a letter of recognition. New Fire Chief Craig McMillan was welcomed by the City Council

### **Committee Reports**

#### **Roseau Promotions Director**

Promotions Director Lyle Grindy presented the following items:

- Working on getting more information to the “Go Roseau Site”. There is no cost for the site to advertise activities, jobs, special events, sale specials and SandPieper Design will do the work.
- Roseau Civic & Commerce is also working to build the “Go Roseau” site
- February sales at local merchants have been slow
- New C&C memberships are coming in slowly, the C&C has 5 new members this year
- Roseau Farmers Market will start Thursday June 1<sup>st</sup> in conjunction with the Gazebo Concerts

- Thursday's Farmers Market will be in front of participating stores on Main Street. Merchants have been asked to stay open until 7:00 pm. Saturday's Farmers Market will be from 9-1 pm and Kate's Kitchen will operate at both Farmer's Market locations.

Polaris Stock closed up at \$84.53

### **Planning Commission-**

CDC Todd Peterson reported that the Planning Commission met on February 27<sup>th</sup> to hold a public hearing on the new floodplain ordinance and maps. There were no comments provided before or during the public hearing and the Planning Commission recommended to the City Council to proceed with the adoption process.

The Planning Commission also reviewed a proposed change to the Roseau City Code's nuisance ordinance regarding Abandoned, Unlicensed and Inoperable Vehicles. A draft ordinance amendment was provided by the City Attorney for the Planning Commission to review. After review, the Planning Commission recommended review and potential adoption by the City Council. After discussion, Amy Bassingthwaite motioned, seconded by Jane Evans to set a public hearing on the proposed ordinance change for Abandoned, Unlicensed and Inoperable Vehicles for the April 3<sup>rd</sup> City Council meeting at 5:45 pm. The motion passed by unanimous vote.

CDC Todd Peterson reported that neither Officer Marc Hodge nor Building Official Kevin Wiskow were available at the Planning Commission to report on the progress of addressing the 4 abandoned homes. City Attorney Michelle Moren reported that they are waiting for report from Building Official Wiskow on the required repairs necessary for the Lori Olson home so that they can forward an abatement letter to Ms. Olson. The City Attorney's office continues to work on the Ann Butler home identifying the appropriate parties to work with in the abatement process.

### **Roseau County Commissioner –**

Roseau County Commissioner Jack Swanson reported that the county is in the interview process stage for a new Emergency Management Director. Commissioner Swanson reported that they had several good candidates and hoped to have someone in place that will be able to provide assistance the various emergency personnel across the County.

**Operation Committee –** The Operations Committee will meet on March 15<sup>th</sup>.

**Oak Crest Golf Course –** No report

### **Airport Committee –**

CDC Todd Peterson informed council the Airport Committee did not meet. CDC Peterson reported that the KLJ Engineering who is working on the Airport Master Plan will be making a presentation to the Roseau City Council on April 3<sup>rd</sup> on the current long-range plan for future development of the Roseau Airport. In addition to meeting with the City Council there will be an open house for the public from 6-8 pm on April 3<sup>rd</sup> in the Library Meeting Room.

### **EDA**

CDC Todd Peterson reported the EDA met, but there were no new items to report on. Council asked if there had been any progress on the Housing Construction project with NWCA, Community School, and Polaris. CDC Peterson reported that he has contacted Polaris a number of times about the Polaris funding for the project, but has not received a response.

## **Department Reports**

### **Liquor Store-**

Liquor Store Manager Linda Roseborough presented the February Liquor Store sales report and indicated that sales were lower for 2017 so far. Manager Roseborough informed the Council that the State Legislature passed legislation allowing for off-sale liquor sales on Sundays beginning July 2, 2017. Manager Roseborough asked for guidance on how the City Council would like to proceed on whether to have the Liquor Store open on Sundays. The Council asked if there would be a reason to be open and if it would make financial sense to do so. Manager Roseborough stated that she did not believe being open on Sundays would provide much in the way of new revenue and would result in additional overhead for staff and other costs. She reported that TRF has made the decision that they will not be open on Sunday and Warroad is waiting to see what Pine Ridge Liquors will do. The Council took no action and recommended that we wait and see before making any decision on whether to be open on Sunday, effective July 31, 2017.

**Police Department** – Police Chief Ward Anderson presented the following resolution authorizing the Roseau Police Chief to execute a master subscriber agreement with the Minnesota Court system for access to data.

**RESOLUTION NO. 14-17**  
**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 Patrick Novacek made a motion to adopt the following resolution:

**WHEREAS**, Chief of the Roseau Police Department, Ward Anderson appeared before the City Council for the City of Roseau to discuss Master Subscriber Agreement between the City of Roseau Police Department 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 Roseau Police Department 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 Chief Ward Anderson, of the Roseau Police Department, to execute the same.

This Motion for Resolution was seconded by Councilperson Jane Evans, and upon a vote being taken, the following voted in favor: Pelowski, Novacek, Evans, Ross, and Bassingthwaite

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 6<sup>th</sup> day of March, 2017.

---

Mayor

ATTEST:

---

City Clerk-Treasurer

Chief Anderson also reported that the Roseau PD will be sending two officers to Bemidji to assist the Bemidji PD with security for a planned protest there.

**Superintendent-**

City Superintendent Drown reported that the City Engineer has completed the plans for the 2017 City Street project is ready to put the project out for bids and requested permission to advertise the project. After discussion Councilmember Amy Bassingthwaite motioned, seconded by Councilmember Don Ross to advertise the 2017 City Street Project for bids. The motion passed by unanimous vote. There was a question from the Council on bituminous prices for 2017. Superintendent Drown reported that the County had bid the bituminous for 2017 and it was higher than last year but still less than the engineer's estimated price for the 2017 Streets Project.

City Superintendent Drown also reported that Engineering Tech Jacob Mertens has resigned his position with the City effective March 10<sup>th</sup>. In addition to his regular duties, Mr. Mertens had also been covering the Parks & Recreation Director duties after the transfer of former Parks & Recreation Director Chad Johnson to the Street Department. At this time Superintendent Drown is requesting permission to advertise for both vacant positions: Engineering Technician in the Utility Department and the Park & Recreation Director position. After discussion Councilmember Jane Evans motioned, seconded by Councilmember Patrick Novacek, to advertise for both the Engineering Technician and Parks & Recreation Director positions. The motion passed by unanimous vote.

**City Attorney** - no new business.

## **Community Development Coordinator-**

CDC Peterson reported that the Roseau City Center Committee met on March 2<sup>nd</sup> to discuss a policy on solicitation and leafleting in the Roseau City Center. City Attorney Michelle Moren provided the committee with background information on the legal issues related to public spaces and free speech. After discussion, the Committee recommended a policy on use of the Roseau City Center for solicitation and leafleting that read as follows:

No solicitation should be allowed anywhere in the Roseau City Center, unless it is part of an approved activity in the community center. Leafleting would be allowed in only the lobby areas of the City Center Monday-Friday from 7:30 am – 5:00 pm. Persons performing leafleting may not set up any tables, stands, carts, easels or other apparatus for the purposes of distributing leaflets. In addition no City Center furnishings may be rearranged or moved for the purposes of distributing leaflets.

The City Council discussed the recommendations of the City Center Committee and requested the City Attorney provide a formal written policy as outlined by the City Center Committee for discussion at the next City Council meeting.

CDC Peterson presented to Council two sign proposals, one from Scenic Sign Corp. and one from Ross Lewis Sign Company for a digital messaging monument sign for the north side of the City Center building. Both proposals are for similar signage including a monument sign with a two-sided messaging board. The two quotes are not identical because the design of the monument sign requires construction at the base that is durable enough to resist damage from snow removal and other activities that could involve materials hitting the base of the sign. Scenic Sign has proposed a durable high density foam product that is molded and painted to a brick finish to match the City Center materials. Ross Lewis Sign Company would propose to place a brick base below their aluminum signage, however Ross Lewis does not do that work and would contract a mason to complete the base on which they would erect their signage. Another difference between the two quotes is the actual messaging sign proposed. Scenic Sign has proposed to use a messaging sign from Daktronics and Ross Lewis has proposed a messaging sign from WatchFire. The Daktronics signage is larger than the WatchFire sign, however; the WatchFire has a longer warrantee Overall the two sign proposals are very similar in cost after accounting for the fact that the Ross Lewis proposal requires additional cost to construct a brick base. The base Scenic Sign proposal is \$64,395.00 and the base Ross Lewis proposal is \$57,116.00, without the brick work. After considerable discussion of the two proposals, the overall need for such signage, Councilmember Patrick Novacek motioned, seconded by Don Ross to recommend proceeding with the Scenic Sign proposal for new signage at the Roseau City Center. The recommendation also included upgrading from the 3'-8" high message center to the larger 4'-8" message center. The cost proposal for the upgraded sign is \$71,395. The motion passed by unanimous vote. CDC Peterson and Superintendent Drown will do further work on the proposal to determine power requirements for the sign along with other items.

## **Mayor Council-**

Mayor Pelowski reported on a meeting area representatives had with representatives from Northland Community and Technical College on the Northland Site in Roseau. There was

discussion about the history of the site and future plans for development of programming for the broader Roseau area. It was discussed that without a position in Roseau to develop programs in work with local clients the site will not be successful. NCTC is open to funding a part-time position in Roseau, but the NCTC would need a partner to work with to fund the position full-time. Additionally NCTC would like to develop a better partnership with the local school districts to gain access to more potential students. Unfortunately none of the areas school districts were able to send a representative to the meeting. The two top priorities for moving forward are to see what can be done to fund a coordinator position in Roseau and to gain more access into area schools. Another meeting will be scheduled in the near future to discuss these two items.

Mayor Pelowski also reported on a conference call he and CDC Peterson had with representatives from FEMA Region V and the U.S. Army Corps of Engineers regarding the approval of the Letter of Map Revision (LOMR) for the Roseau East Diversion Flood Control Project. It was the City's understanding that the LOMR would become effective the day after the new floodplain maps were to go into effect, or April 20, 2017. However, the City recently became aware that FEMA Region V would not be able to meet that original timeline and that approval of the LOMR would likely not happen until sometime this summer and the Mayor requested a conference call with all parties to understand what had changed. Mayor Pelowski indicated to FEMA officials that the delay was unacceptable and that FEMA needed to provide information specifically on when the LOMR will be effective, what options are available to property owners for refunds on unnecessary flood insurance payments (and the process) and finally direction on enforcement of floodplain restrictions for the summer construction season. The City did receive a letter from FEMA today (March 6<sup>th</sup>) in response to the Mayor's concerns; however, the letter does not fully explain any of the above questions from the Mayor. The Mayor will follow up with FEMA on the letter and request further clarification. In addition, city officials will talk with MN DNR floodplain officials to discuss how building permits could work for this construction season. It was noted that if the city must adopt the new floodplain maps without having the LOMR in place, someone from FEMA Region V should be in Roseau for that meeting to explain the issues.

CDC Peterson reported that the City Auditors completed the audit for the City and one of their recommendations was that the City should have an out-of-state travel policy for City Councilmembers. CDC Peterson presented a model policy provided by the League of Minnesota Cities. The Council discussed that Councilmembers should just follow the same policy used for staff travel and that it could be dealt with in the same manner at the beginning of each year. No action was taken.

**Unfinished Business-**

There being no further business Councilmember Don Ross motioned to adjourn the meeting, seconded by Councilmember Amy Bassingthwaite and carried by unanimous vote.

ATTEST:

---

Community Development Coord.

Mayor Jeff Pelowski