

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – March 7th, 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, City Attorney Pat Moren, Assistant City Attorney Michelle Moren, Liquor Store Manager Linda Roseborough, Police Chief Ward Anderson, Clerk-Treasurer Beth Hellquist and Jack Swanson – WILD 102 Radio, Mike Strodtman – MN Rural Water, and the Roseau Police Officers, Dan Berggren, Brian DeMars, Marc Hodge, Jeff Klein, Nathan Cossentine, Zach Manka, Steven Vanderport, and Ben Waller.

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

Mayor Pelowski and the City Council wished to show their appreciation for the service the Roseau Police Department does for the City. The loss of Fargo Police Officer, Jason Moszer, brings to light the risk our police officers take every day. Mayor Pelowski asked the Roseau Police Officers to introduce themselves and state their years of service for the City of Roseau. Mayor Pelowski, the City Council and those in attendance gave the Roseau Police Department a standing ovation.

Police Chief Ward Anderson
Police Sargent Jeff Klein
Police Officer Dan Berggren
Police Officer Brian DeMars
Police Officer Marc Hodge
Police Officer Nathan Cossentine
Police Officer Zach Manka
Police Officer Steven Vanderport
Police Officer Ben Waller

Police Officers Marc Hodge and Dan Berggren attended the service for Fargo Police Officer Jason Moszer. They said it was a very humbling and emotional experience to see the length of the procession and the gratitude the citizens of Fargo showed to them.

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the February 1st, 2016 Regular meeting minutes as written.

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 February 1st, 2016 through February 29th, 2016 batch AP022916. February 2016 AP Checks # 60136-60208 = \$110,553.01
2. Presentation of daily checks February 1, 2016 through February 29, 2016.
Electronic payments #29-56 = \$456,545.78
Checks #60061-60135 = \$169,821.31
2/15/16 PR DD = \$36,574.38
2/29/16 PR DD = \$37,845.32
3. Presentation of Receipt entries January 1 2016 through January 31, 2016.
4. Presentation of Journal entries JV123115.

5. Audit Committee review of December, 2015 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. April 4th, 2016 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center-
 - a. March 18-19, 2016 Girls Winter Break Away
 - b. April 2nd, 2016 Chelsey Froseth
 - c. April 30th, 2016 T.J. Erickson
8. Investment–Roseau EDA Hi Fi as of 03/01/2016 is \$59,120.71.
9. Cash in bank-DNR Escrow as of 03/01/2016 is \$2,000.00.
10. Cash in bank-Regular checking as of 03/01/2016 is \$2,623,870.91.
11. Investment-Regular Hi Fi as of 03/01/2016 is \$1,545,207.46.
12. Investment Certificate of Deposit as of 03/01/2016 is \$775,319.91.
13. Investment Certificate of Deposit as of 03/01/2016 is \$779,389.84.
14. Investment Certificate of Deposit as of 03/01/2016 is \$782,029.85.
15. Investment Certificate of Deposit as of 03/01/2016 is \$788,893.90.
16. Cash in bank-Airport Fuel Sales Credit Card as of 03/01/2016 is \$27,553.86.
17. Investment-Roseau EDA Money Market as of 03/01/2016 is \$206,759.53.
18. Cash in bank-Pine to Prairie Birding Trail as of 03/01/2016 is \$10,435.30.
19. Cash in bank-Roseau EDA as of 03/01/2016 is \$2,770.18.
20. LMC – February Newsletter
21. LG240B – Application to Conduct Excluded Bingo – VFW Post 8663
22. Minnesota Energy – Notices for the evidentiary and public hearings in rate case.
23. LMC – 2016 Safety & Loss Control Workshops
24. February 2016 Liquor Store Revenue & Expenditures.
25. February 2016 City Revenues & Expenditures

Delegations-

Mike Strodman of MN Rural Water presented to council an assessment of the vulnerability to contamination of the City of Roseau’s public water supply and a map showing:

1. The WHPA(Wellhead Protection Area) this area contributes a 10-year pumping volume to the city’s wells.
2. The ERA (Emergency Response Area) this area represents a 1-year volume.

The city wells are still a good source of water but they are considered moderately vulnerable to contamination due to tritium detected in the well water. Tritium was released into the atmosphere by bombing during the war. Tritium comes down in precipitation so this contamination shows the City of Roseau’s water is “young” water, meaning the aquafer is not deep.

Mr. Strodman of MN Rural Water will assist the City of Roseau through the process of developing a plan to manage threats. The report will be given to council for approval then sent to the state.

Some potential contaminants to the water supply are above and below ground tanks, wells and borings. Superintendent David Drown stated that well drilling is restricted within the city limits but there are old wells and borings that should be sealed. Mr. Strodman stated there are grant funds available to assist in eliminating some of these threats. The City of Roseau would receive the grant money for disbursal.

Mayor Pelowski noted that some of the land in the well management area is outside the city limits. Mr. Strodman recommended talking to the county to see what their land use regulations are.

It was council consensus to have City Superintendent David Drown and Mike Strodtman of MN Rural Water head up the Wellhead Protection project.

Committee Reports

Roseau Promotions Director - absent

Planning Commission-

CDC Todd Peterson informed council the Planning Commission did not meet.

Roseau County Commissioner –

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

- Mayor Jeff Pelowski is going to St. Paul Thursday and Friday for Association of Minnesota Counties meetings. Transportation and broadband are among the topics being discussed.
- Commissioner Swanson was part of the Association of Minnesota Counties that went to Washington and met with 7 of 10 of Minnesota's Congressional delegation.
- Roseau County approved a contract with Valley Med Flight for the Life Flight Helicopter to carry all Roseau County residents at no personal cost. Roseau County is contributing half of the contract fee while LifeCare Medical Center is contributing the other half. Valley Med will collect any applicable fees from the insurance companies.

Operation Committee –

CDC Todd Peterson informed council the Operations Committee did meet Feb 10th, 2016. The main discussion was what role the City of Roseau and Roseau Youth Hockey play in finding new operators for the concession stand at the arena. According to the contract, Roseau Youth Hockey is in charge of the operation of the concession. The City of Roseau is to make sure the arena itself is maintained and functional.

Superintendent David Drown recommended letting the current concession stand operators shut down, then assess repairs and/or upgrades that may need to be done to make sure everything is up to code for the Health Department. Any repairs and upgrades to the concession's equipment will be the responsibility of Roseau Youth Hockey or the new concession operator unless they have to do with the structure of the building itself. Once this is done Roseau Youth Hockey can proceed with the bidding process.

CDC Todd Peterson and Superintendent Drown are working on electric meters but will be meeting as a group again before bringing it to council.

Oak Crest Golf Course –

Council member Don Ross informed council the golf course is still closed but the hybrid poplar trees have been taken down by 4 and 5. The secondary rows of evergreens should start doing better.

Airport Committee –

CDC Todd Peterson informed council the Airport Committee did not meet, but introduced the following airport items:

- CDC Todd Peterson asked council for authorization to start the bidding for a Jet A fuel tank replacement with the option to replace both Jet A and the Av Gas tanks. It would be cheaper to replace both tanks at the same time. The Jet A is leaking fuel into its secondary containment. It is not clear yet if the water in the Av Gas secondary containment is ground water or condensation. More tests are being done. Regardless, both of these tanks will have to be dug up and moved in the future due to future airport expansion.

The Jet A tank will be a 10,000 gallon tank to hold a full transport. The Av gas tank will stay at 4000 gallon as there is not as large a demand for Av gas.

Valley Med has stated it will participate in the local share. If the bids for the replacement of both tanks come in over \$100,000, just the Jet A tank will be replaced at this time unless it is determined the water in the Av gas secondary containment is ground water. The FAA does not participate in tank replacement but the state does a 60/40 split. The tank or tanks may have to be purchased first, then request reimbursement from the state.

The MPCA inspection requires action within 90 days. The state is aware that the City is working on replacing the tanks.

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to authorize CDC Todd Peterson to proceed with the bidding to replace the Jet A fuel tank with the option to replace both Jet A and Av Gas tanks.

- CDC Peterson informed council Resolution #17-16 is authorization to execute Minnesota Department of Transportation Airport Maintenance and Operation Contract. This contract is for financial assistance from the State for airport maintenance and operation activities for State Fiscal Year 2016 and State Fiscal Year 2017.
Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to authorize the execution of the Minnesota Department of Transportation Airport Maintenance and Operation Contract for the State Fiscal Year 2016 and State Fiscal year 2017.
- CDC Todd Peterson presented to council the KLJ Airport Project Status Report as of February 26th, 2016. The aircraft storage hangar is complete; Work continues on the Airport Master Plan; KLJ is working with the City of Roseau on replacement of airport fuel tanks; and paperwork to pay back \$150,000 to the City of Winsted was completed and sent to the FAA.

EDA –

CDC Todd Peterson informed council the EDA did not meet in February but will the end of March

Department Reports

Liquor Store- no new business

Fire Department-

Fire Chief Jeff Ballard was absent but supplied to council the 2016 Roseau Fire Department Appointed Positions.

- Chief – Jeff Ballard
- Asst. Chief – Mark Bernat
- Captain – Troy Hammer
- 1st Lieutenant – Craig McMillin
- 2nd Lieutenant – Mark Jennings
- President – Oliver Ullman
- V.P. – Leon Huot
- Secretary – Ryan Severson

- Supply Officer – Kyle Peterson
- Training Officers (2 year term up 2017)-1. Nick Gustafson 2. Seth Novotny
- Trustees (2 year term up 2017)- 1. Nick Kvidt 2. Colton Mendl

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to accept the 2016 Roseau Fire Department Appointed Positions.

Police Department –

Police Chief Ward Anderson thanked council for showing their support to the Roseau Police Department.

Superintendent-

City Superintendent David Drown and CDC Todd Peterson informed council there were three bids submitted for the 2016 Street Reconstruction. The bids did not include the bituminous as the City is waiting for Roseau County’s bidding in April. R&Q Trucking had the low bid in the amount of \$311,876.90.

CDC Todd Peterson asked the council to accept R&Q Trucking’s low bid contingent on the award of a municipal bituminous contract by Roseau County.

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to accept the low bid from R&Q Trucking for the 2016 Street Reconstruction contingent on the award of a municipal bituminous contract by Roseau County.

City Attorney-

Assistant City Attorney Michelle Moren informed council the Guest House no longer wishes to sell liquor at its establishment. Assistant City Attorney Moren recommended a Public Hearing be set at the next council meeting to suspend the Guest House Liquor License.

Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to set a Public Hearing for April 4th, 2016 at 5:30pm to suspend the Liquor License of JLN Guest House.

CDC Peterson requested the use of a Quit Claim deed to purchase nine acres of the Roseau County Trailblazers Corridor. The property is being sold for \$1,000 per acre. The City has to pay all of the costs associated with the purchase. City Attorney Pat Moren and Assistant City Attorney Michelle Moren recommended that a Warranty Deed be used and an abstract made. This would be extremely difficult and costly to do as it appears there has never been an abstract on the property.

After discussion, Mayor Jeff Pelowski motioned, Council member Pat Novacek seconded, and it was carried by unanimous vote to purchase the 9 acres of the Roseau County Trailblazers Corridor for \$1,000 per acre. The city will pay the costs associated with the purchase. The City will purchase the 9 acres with a Quit Claim Deed as producing an abstract would be difficult and costly.

Community Development Coordinator-

- CDC Todd Peterson informed council the County, the Roseau River Water Shed, and the DNR are not interested in participating with the City of Roseau in funding the USGS East Diversion Stream Gage. CDC Peterson recommended the City cancel it. It would be pulled in a month or so and the City will ask for reimbursement.
It was council consensus to cancel the USGS East Diversion Stream Gage.
- CDC Peterson asked for authorization to re-submit the Roseau River Trail Recreation Area for consideration of Greater Minnesota Regional Parks & Trails status. Resolution #27-15 previously

passed 7/6/2015. A few changes were recommended to the application for it to become eligible. CDC Peterson will be attending a meeting on Wednesday pertaining to the application.

Council member Jane Evans motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to authorize CDC Peterson to re-submit the Roseau River Trail Recreation Area for consideration of Greater Minnesota Regional Parks & Trails Status.

- CDC Peterson informed council the Auditors from Brady Martz were here the week of February 22 and the audit went well. Auditor Tracee Bruggeman asked to be put on the April 4th 2016 City Council agenda. CDC Peterson informed council that the government required more reporting with this year's audit. There is no extra cost to the City but an agreement needs to be signed authorizing Brady Martz to do the necessary reporting. CDC Peterson asked council approval to sign the agreement.
Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was carried by unanimous vote to authorize CDC Todd Peterson to sign the agreement allowing Brady Martz to do the necessary reporting.

CDC Peterson informed council the 3 year agreement with Brady Martz is up and a new agreement will need to be signed for 2016. Council member Pat Novacek recommended the City get quotes before a new agreement is signed.

- CDC Peterson informed council Northland Community College has paid the back rent that was owed. Northland also sent up a new lease agreement as their lease had expired in 2014. Assistant City Attorney Michelle Moren and CDC Peterson have reviewed the new lease agreement and have a few recommendations on changes to the lease. They recommend we operate as we have. The rent due to the City will be \$15,000 for the next 5 years, which works out to \$250.00 per month.
Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to authorize the signing of the lease agreement with Northland Community College to operate as we have in the past.
- CDC Peterson and Mayor Pelowski informed council FEMA has asked for some items that were lacking in the Flood Plain LOMR application. There are approximately 6 panels that need to be changed. The Corps will need to provide that information to FEMA before they can complete their review. The Corps is concerned about the process. If FEMA delays the publication of the new flood plain map to get the information before they publish the map things should progress. If FEMA publishes the map without the correct LOMR information it may delay Roseau being removed from the Flood Plain map possibly for years. CDC Peterson has not heard back from the Corps as to which route FEMA will take. If FEMA is going to publish incorrect maps Roseau may have to get legislators involved to intervene. CDC Peterson is following up on this.
Council discussed the possibility of refunds to the property owners that will have had to pay flood insurance if the correct map does not get published. There are three avenues that may apply, but it would be the property owner's obligation to get any refund.

Mayor Council

It was council consensus to table the CGMC 2016 Wastewater Legal and Regulatory Program contribution discussion until the April 4th 2016 City Council meeting. City Superintendent Drown will get more information.

Council discussed the process to review and change the Community Master Plan. The current plan was started before the flood and finished after. Several of the sections will have their own independent Master plans that will just need to be inserted into the Community Master Plan such as the Airport and the Parks. Other areas such as the whole flood plan section will be completely different. It was council consensus to start at the April 4th, 2016 reviewing the Mission Statements, City Values, Section 1 and Section 2 (which Todd will update.)

Council member Jane Evans informed council Marc Karl from Polaris had voiced his concerns about getting new people, potential employees, to move to the Roseau area. A large portion of Polaris employees will be retiring in the near future and there is currently not enough young people in the area to replace those retirees. CDC Todd Peterson stated he has submitted a grant application to Northern Minnesota Foundation for monies to promote the Roseau area. The grant cannot be used directly for advertising but may be used for organizational things. Incorporating testimonials from new people moving in and people moving back to the area into the website was also discussed.

Unfinished Business - There was no unfinished business.

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

ATTEST:

Clerk-Treasurer

Mayor