

REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – May 7th, 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, Clerk-Treasurer Beth Carlson, Jack Swanson – Wild 102 Radio, Tracee Bruggeman - Brady Martz, Sonya Peterson – Park Board member, Katy Spoden - Park and Rec Director and Val Bernat – Sacred Heart Church.

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

Council member Jane Evans motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the April 2nd, 2018 regular meeting minutes as written.

Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the following Consent Agenda as written.

Consent Agenda

1. Presentation of Accounts Payable claims April 1st, 2018 through April 30th, 2018 BatchAP043018. CK#64315-64363 = \$79,629.45.
2. Presentation of daily checks April 1st, 2018 through April 30th, 2018
Ck#64223-64314 = \$226,847.47
E#938-971 = \$363,969.66
04/15/18PR = \$33,167.60
04/30/18PR= \$37,550.08
3. Presentation of Receipt entries March 1st, 2018 through March 31st, 2018.
4. Presentation of Journal entries JE02282018.
5. Audit Committee review of February 2018 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. June 4th, 2018 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center- Burkel Wedding Reception – July 28th, 2018
8. Investment–Roseau EDA Hi Fi as of 04/27/2018 is \$129,301.52.
9. Cash in bank-Regular checking as of 04/27/2018 is \$2,082,137.78.
10. Investment-Regular Hi Fi as of 04/27/2018 is \$1,551,665.78.
11. Investment Certificate of Deposit as of 04/27/2018 is \$797,820.07
12. Investment Certificate of Deposit as of 04/27/2018 is \$790,679.61.
13. Investment Certificate of Deposit as of 04/27/2018 is \$788,403.37.
14. Investment Certificate of Deposit as of 04/27/2018 is \$784,092.49.
15. Investment-Roseau EDA Money Market as of 04/27/2018 is \$335,351.17.
17. Cash in bank-Roseau EDA as of 04/27/2018 is \$805.69
18. Resolution #18-18 Polling place
19. NW Regional Development Commission

20. Express Vote
- 21 April 2018 City Revenues and Expenditures report
22. April 2018 Liquor Stores monthly sales report
23. Thank you from Irene Wynne Family
24. KLJ Airport status report
25. Oak Crest Golf Officers Corporate Board and Officers 2018 Calendar Year

Board of Directors

Mark Wilson, President
Scott Vatnsdal, Vice-President
Kim Czeh, Secretary
Michelle Hagen
Chris Hass

Richard Anderson
Jason Tangen

Course Managers

Shelly LaPlante
Laura Strand

Grounds Manager

Alex Halstensgard

Business Manager

Sue Butler

Delegations/Petitions/Complaints

Tracee Bruggeman from Brady Martz presented to council the City of Roseau audited financial statements for the year ended December 31st, 2017. Ms. Bruggeman stated the audit went well and the City of Roseau has healthy fund balances and low debt levels. Ms. Bruggeman noted concerns on internal controls on credit card invoices that were not itemized and the profit margins at the Liquor Store.

CDC Peterson informed council the Liquor Store is getting new software that will preload to a certain percent markup, as the current Banyon software has not been able to provide that in their software, so the flexibility in price changes has been delayed.

Sonya Peterson from the Roseau Park Board and Katie Spoden the Park and Rec Director, stated that Dean Mattson has expressed interest in sponsoring a food vendor for the Grand Opening of the Splash Park which will be held once phase two of the Splash Park is complete. They also informed council there is interest in having a food vendor at the Splash Park for the summer season. Ms. Peterson inquired about council approval and the process to get just one vendor annually that served a variety of items, similar to a concession stand. Ms. Peterson will check with the school to see how their agreement is written for the concession at the softball field and how they annually request proposals from the vendors.

After discussion, Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve City Attorney Michelle Moren writing

an RFP (Request for Proposals) agreement for an annual vendor at the Splash Park and authorize the Park Board to move forward on the process of finding a vendor that meets the requirements set by the RFP agreement.

Park and Rec Director Spoden asked for council approval to order and pay for a kayak launch now, before the pledged donation checks have all come in.

After Discussion, Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve paying for the kayak launch out of the Park & Rec budget before all of pledged donations have come in.

Ms. Peterson and Ms. Spodin discussed the sign for the Splash Park with council. There will be different levels of recognition for the different amounts that were donated including a titanium level for Polaris and the City of Roseau as the City and its citizens contributed a large amount.

Committee Reports

Planning Commission –

CDC Todd Peterson informed council that the Planning Commission met on Monday, April 30th, 2018. A public hearing was held for variance application #18-01 for the Roseau Sacred Heart Catholic church requesting a 30' front setback variance to allow an addition on the east side of the church to the property line. There were no written or oral objections. The Planning Commission recommends to the Roseau City Council approval of variance request #18-01 for the Roseau Sacred Heart Catholic Church for a 0' front setback in lieu of the 30' required, a 30' variance.

After discussion, Council member Pat Novacek motioned, Council member Don Ross seconded, and it passed by unanimous vote to approve variance request #18-01 for the Roseau Sacred Heart Catholic Church for a 0' front setback in lieu of the 30' required. The following justifications were cited:

1. The addition fits in with the current neighborhood.
2. The addition alignment is uniform with all buildings to the south.
3. The addition addresses handicapped accessibility and safety issues with the existing entrance.

CDC Peterson informed council that the Planning Commission's Annual Tour of the City will be May 21st before its monthly meeting.

CDC Peterson also informed council that the Planning Commission was introduced to the new Building Official, Brad Bail, and Randy Gust, one of Bail's inspectors, who will be working in Roseau. City Superintendent Drown stated that the new Building Inspector is working out well.

Roseau County Commissioner

County Commissioner Jack Swanson informed council that the County has hired for two of the three positions that were open. Commissioner Swanson also stated that the County Board voted not to record its meetings as the recording have to be permanently stored and other boards have had problems with recordings being taken out of context.

Operations Committee – did not meet.

Oakcrest Golf Course –

Council member Don Ross reported that the water was turned on at the golf course and the course is being readied for the season.

Airport Committee –

The Airport Committee did not meet.

CDC Peterson provided to council a diagram of the proposed new arrival/departure building. KLJ drew the original diagram; from there it went to a Polaris architect, then to the DNR and back to KLJ to come up with the current diagram. Polaris offices would be 100% paid for by up front contributions from Polaris. The rest of the building is eligible for 90/10 local contribution. CDC Peterson has sent this to the Airport Commission members for review. The DNR will use the conference room during the fire season and has worked with Polaris to design that room to meet their needs. This building will be put out for bids this summer pending the completion of the environmental assessment and council approval. The building will be located about 10 feet from the new hangar so that the snow load coming off of the new hangar cannot accumulate on the new arrival/departure building. The building will most likely not be constructed on site; it will be a modular building. Planning is still being done on the foundation as stairs and ramps up to this building are not desired for safety, accessibility and maintenance.

CDC Peterson provided to Council a Federal Airport Funding Repayment Agreement between the City of Crookston and the City of Roseau for \$150,000 from 2018 FAA non-primary entitlement funds through the Airport Improvement Program. CDC Peterson asked for council approval to enter into the agreement and authorize CDC Peterson to sign it.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded, and it carried by unanimous vote to approve the Federal Airport Funding Repayment Agreement between the City of Crookston and the City of Roseau for \$150,000 from 2018 FAA nonprimary entitlement funds and authorized CDC Peterson to sign the agreement.

CDC Peterson provided to Council a Task Order Agreement with KLJ for the relocation design to move the fuel farm at the City Municipal airport. The funding will come from an 80/20 state grant.

After discussion Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it carried by unanimous vote to approve the Task Order Agreement with KLJ for the relocation design to move the fuel farm at the Roseau Municipal Airport.

EDA

CDC Peterson informed council the EDA met April 25, 2018. A loan application for a new lumber business was approved. CDC Peterson also discussed some economic development workshops he attended including: DEED hosted Government entities and employers at a round table held in Thief River Falls; The Roseau Civic and Commerce hosted a Peter Wagner seminar; and Child Care meetings.

CDC Peterson also informed council the MIF funds issue has made it onto a House bill and hopes it makes it into conference.

Department Reports

Liquor Store

Liquor Store Manager Linda Roseborough was absent.

Fire Department

Fire Chief Craig McMillin was absent. The Roseau Fire Department Relief Association Minutes of Meeting for February 13, 2018, the By-Laws of the Roseau Fire Department Relief Association, and the Roseau Fire Department Relief Association Officers were provided to Council. CDC Peterson informed Council the Roseau Fire Relief association voted to increase the annual pension benefit from \$1,800 per year of service to \$2,000 per year of service and that all other language in the Roseau Fire Relief Bylaws remain the same. The City Council would have to approve this change as the City is liable if the Fire Relief Association does not have the funds to cover its obligations.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it carried by unanimous vote to approve the Roseau Fire Relief Association increasing the annual pension benefit from \$1,800 per year of service to \$2,000 per year of service.

CDC Peterson informed council the new fire truck is done. The fire department would like to hold a meeting to show council the new fire truck.

Police Department

Police Chief Ward Anderson informed Council that the Police Department will be holding Bike safety training on May 16th and expects there to be between 50 and 60 kids attending.

Superintendent

Superintendent David Drown asked for council approval to sign a water tower service agreement with KLM. This agreement would lock in today's prices for the next 10 years. The City of Roseau has two water towers. The water towers would get serviced every 5 years. One water tower would get serviced this year and one next year.

After discussion, Council member Jane Evans motioned, Council member Jane Evans motioned, Council member Don Ross seconded and it carried by unanimous vote to approve an agreement with KLM to service the water towers for the next 10 years.

Superintendent Drown asked for council approval to hire two people, instead of one, from the same group of applicants as there were some very good applicants. They would both be grade 5 positions. Only one grade 5 position was budgeted for, but with Kevin Wiskow retiring the utility crew is shorthanded. Council asked if some part time positions would be eliminated.

Superintendent Drown stated that there were only 3 kids mowing grass and 3 people working at the arena and could not cut back any more.

After discussion, Council member Jane Evans motioned, Council member Don Ross seconded and it carried by unanimous vote to hire 2 grade 5 positions for the Utility Department.

Superintendent Drown provided to council the Roseau wellhead protection plan executive summary and an example notice for public hearing to be set for June 4th, 2018 at 5:15 pm at the Roseau City Hall. This hearing would be to discuss comments provided from local units of government and solicit comments from the public.

After discussion, Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded and it carried by unanimous vote to set a public hearing for June 4th, 2018, 5:15pm at the Roseau City Hall for comments and discussion on the City of Roseau's wellhead protection plan.

Council member Jane Evans asked Superintendent Drown when the Gazebo is scheduled to be stained again as it looks like it is needed and when the old flowers would be cleaned. Superintendent Drown stated that they will be working on those projects.

Council member Pat Novacek asked about the gravel road going north to the water tower. The frost is coming out and it is rough shape. Council member Novacek has been receiving complaints. Superintendent Drown stated that it would cost around \$200,000 to \$300,000 to redo that road and it is only bad 2 weeks out of the year when the frost is coming out. A lot of the township roads are like this for 2 weeks every spring when the frost is coming out. The City crew is working on it to fix it up as fast as they can by dragging it.

City Attorney- no new business

Community Development Coordinator –

CDC Peterson provided to Council a letter he sent to Mike Ginnaty, MNDOT District 2 Engineer, concerning Urban Section MN Hwy 89 in Roseau from TH 11 to 6th Street SW. The City of Roseau has asked to have this section of highway updated for over 22 years. In its current state there are safety issues such as pedestrian crossing, poor lighting, drainage and it inhibits further development. CDC Peterson provide council with the written response he received from District Engineer, Mike Ginnaty that states this portion of highway is due to be resurfaced around 2027. Engineer Ginnaty would be open to meeting with CDC Peterson to discuss the concerns with auto and pedestrian safety, lighting, drainage and emergency parking along with future development needs along this corridor. Funding will also need to be discussed as it will be a larger project.

CDC Peterson stated that discussions on the Northwest Transportation corridor, formerly known as the Paul Bunyan Expressway, are not going anywhere. Hackensack, Pine River and Walker along with smaller towns along those routes are opposing the route that does not benefit them and are not overly concerned about doing anything to benefit their neighbors to the North including Bemidji and Roseau County.

CDC Peterson informed Council that Peterson along with Superintendent Drown and Mayor Pelowski were part of the 5 communities (Thief River Falls, Breckenridge, Moorhead and Warroad) that met to oppose the MPCA's phosphorus limits that MPCA is attempting to impose. The MPCA does not have scientific data to back its limits and is not taking into account the ag related contributions to the problems in Lake Winnipeg, nor the contributions from North Dakota and Manitoba development. The attorneys advising the cities recommends the cities hang together as communities and not negotiate individually. Let the courts decide if MPCA has the authority to put phosphorus limits in the permits

Mayor and Council

Councilmember Jane Evans was approached by Roseau Promotions Director Mary Hoffer to see if Council would want to put money towards putting graphics on two semi-trucks promoting Explore Minnesota and Roseau. The graphics will cost \$3,500 per truck. The Chamber of Commerce and the Convention and Visitors Bureau have each committed \$2,000 towards this

project. Councilmember Evans also mentioned increasing the Promotions Directors hours to help grow our City.

CDC Peterson stated that it is more logical for the CVB to provide additional funding for these items. The CVB has the money however it has not had its monthly meeting yet.

No action taken.

Unfinished Business-

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

ATTEST:

Elizabeth Carlson Clerk-Treasurer

Mayor Jeff Pelowski