

**REGULAR ROSEAU CITY COUNCIL MEETING  
MONDAY – November 5<sup>th</sup>, 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, Liquor Store Manager Linda Roseborough, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, Jack Swanson Wild 102 Radio and Tami Osweiler.

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 October 1<sup>st</sup>, 2018 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 October 29<sup>th</sup> continued October 30<sup>th</sup>, 2018 Special 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.

**Consent Agenda**

1. Presentation of Accounts Payable claims October 1<sup>st</sup>, 2018 through October 31<sup>st</sup>, 2018 BatchAP093018. CK#65264-65322 = \$110,132.46.
2. Presentation of daily checks October 1<sup>st</sup>, 2018 through October 31<sup>st</sup>, 2018  
Ck#65169-65263 = \$278,913.83  
E#1178 = \$17,668.70  
E#1179-1219 = \$351,072.39  
10/15/18PR = \$34,109.03  
10/31/18PR = \$39,014.81
3. Presentation of Receipt entries September 1<sup>st</sup>, 2018 through September 30<sup>th</sup>, 2018.
4. Presentation of Journal entries JE08312018.
5. Audit Committee review of August 2018 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
Upcoming scheduled meetings:
  - a. December 3<sup>rd</sup>, 2018 Regular council meeting at 5:00 p.m./Truth and Taxation Public Hearing at 6:00 p.m.
7. Approve the use of alcohol in the Community Center-
  - a. Minnesota Canola Council – 12/11/2018
8. Investment–Roseau EDA Hi Fi as of 10/30/2018 is \$133,774.27.
9. Cash in bank-Regular checking as of 10/30/2018 is \$2,222,897.59.

10. Investment-Regular Hi Fi as of 10/30/2018 is \$1,553,618.07.
11. Investment Certificate of Deposit as of 10/30/2018 is \$800,193.86
12. Investment Certificate of Deposit as of 10/30/2018 is \$793,032.15.
13. Investment Certificate of Deposit as of 10/30/2018 is \$791,726.54.
14. Investment Certificate of Deposit as of 10/30/2018 is \$786,425.43.
15. Investment-Roseau EDA Money Market as of 10/30/2018 is \$281,262.15.
16. Cash in bank-Roseau EDA as of 10/30/2018 is \$179.42
17. LG240B Excluded Bingo – VFW Post 8663
18. LG240B Excluded Bingo – American Legion
19. LG220 Exempt Permit – Roseau Youth Hockey
20. October 2018 City Revenues & Expenditures
21. Roseau Liquor Store Monthly Sales Report for October 2018
22. “2018 Christmas Lighting Contest” (The same categories as 2017 with prizes awarded in Roseau Dough).
23. Approve 2019 (December 1, 2018 – November 30, 2019) Liquor Licenses contingent upon all paperwork is obtained by the Clerk’s Office.
  - American Legion Club + Sunday
  - Brickhouse Bar & Grill + Sunday
  - Gene’s Bar & Grill
  - North Country Inn & Suites
  - Oakcrest Golf Club + Sunday
  - Roseau Motel & Diner
  - Sparetime Bowl (Legends) + Sunday
  - The Pour House Bar & Grill + Sunday
  - VFW Club
24. Approve 2019 (January 1, 2019 – December 31, 2019) 3.2 Beer licenses contingent upon all paperwork is obtained by the Clerk’s Office.
  - Holiday Stationstore – Off sale
  - Super One Foods (Miner’s) – Off sale
  - Shopko Hometown – Off sale
25. KLJ – Airport Status Report
26. Roseau Court Townhomes - 2019 Budget Approval
27. Roseau Electric Cooperative, Inc. – Amended Certificate of Authority to Provide Facilities-based and Resold Local Exchange and Interexchange Services.

**Delegations/Petitions/Complaints**

City resident Tami Osweiler, expressed her interest in becoming more informed and involved in the community. Ms. Osweiler appreciated being included in the discussion on the location of the Gazebo Park bathroom. Ms. Osweiler was happy that it was moved so it was not directly across from her house but is disappointed in the overall look of it and that it will not be located closer to the river. It was her understanding that the Veterans came up with the extra \$10,000 needed to move it further back. Council member Jane Evans stated that there were only commitments of a couple thousand dollars, not the \$10,000 needed.

Ms. Osweiler informed council, she has talked to people in the community who are reluctant to voice their opinions and concerns because they feel they would not be heard and may offend friends and neighbors.

Mayor Pelowski thanked Ms. Osweiler for coming to the meeting and voicing her opinions and concerns. The City Council welcomes and appreciates community involvement. Everyone's opinions and concerns are respected and listened to.

## **Committee Reports**

### **Planning Commission –**

CDC Todd Peterson reviewed the Planning Commission Meeting minutes from October 29th, 2018.

- The Planning Commission recommended, by unanimous vote to the Roseau City Council, to set a public hearing for the Roseau County Ford sign variance request #18-06, on November 26<sup>th</sup> at 12:30 pm. Roseau County Ford is seeking a variance to construct a new monument sign that is 9' x 19' (171 SF) on the southwest corner of the dealership site. The maximum signage allowed in a C-2 (Outlying Commercial Zone) is 275 SF and the dealership maintains 220 SF of existing signage requiring a 116 SF variance to allow the additional new sign. The new sign is needed for the addition of Chrysler/Jeep/Ram products under the Roseau County Ford dealership.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to set a public hearing on sign variance application #18-06 for Roseau County Ford on November 26<sup>th</sup> at 12:30 pm.

- Officer Manka provided an update to the Planning Commission on the progress of the clean-up report. A number of tickets will be issued to the property owners who have not complied. The Planning Commission voiced concern on the building on Main & MN Hwy 11 owned by Karl Nelson where large snow loads and other building debris have been falling from this building onto the sidewalk. Officer Manka reported that he has spoken with Mr. Nelson about issues with the building and will be ticketing for those conditions. The Planning Commission also discussed the condition of the former Evergreen Motel property. City Attorney Michelle Moren went over the abatement process with council.

After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded, and it carried by unanimous vote to have City Attorney Michelle Moren initiate the abatement process by sending a letter of compliance giving the owner of the former Evergreen Motel property 60 days to comply and to set a public hearing for February 4<sup>th</sup>, 2019 at 5:30 pm.

### **Roseau County Commissioner**

County Commissioner Jack Swanson requested input from city council on the old law enforcement building. The county has tried to sell the building for a dollar in the past, with no interest. The building would be expensive to tear down and there is soil contamination that

would have to be dealt with before redevelopment. The old jail portion is unusable but the offices are in good shape. Mayor Pelowski stated that a space study is being conducted as some county services are running low on office space and may have to utilize part of that building. The Food Shelf is currently housed in part of the building, and is needed in the community.

**Operations Committee** – did not meet.

**Oakcrest Golf Course** – did not meet.

### **Airport Committee**

CDC Peterson informed council Valley Med would like to continue leasing the main hangar building after it is moved. The FAA will not fund moving the building but may have funding for site prep and demolition of the old terminal and hangar that could be applied to relocation expenses. The State has offered a \$54,000 grant towards the estimated \$75,000 relocation project. CDC Peterson stated that there is not a contract in place to get the building moved so the estimated \$75,000 is a rough estimate. There is a deadline to accept this state grant and this grant needs to be spent by the summer of 2019. CDC Peterson asked for council authorization to submit a letter to accept the grant agreement though a contract to get the building moved is not in place yet.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to authorize CDC Peterson to submit a letter to accept the \$54,000 state grant agreement for the relocation of the main hangar building.

CDC Peterson informed council that Rod Wulff Construction has the new terminal building up and sheeted in. The building should be completed by the first of the year which is well ahead of the June 1<sup>st</sup>, 2019 scheduled completion date. Lease agreements are being drafted with Polaris and the DNR Fire Watch.

### **EDA**

CDC Peterson informed council the EDA met October 31<sup>st</sup> 2018. Housing was the main item discussed. CDC Peterson conducted an informal survey of the new apartment projects. The survey indicates these projects are 80-90% full.

The number of available lots for single family housing is low, but these vacant lots maybe should be absorbed before a new subdivision is developed. There are approximately 30- 40 available lots. About 20 of them are in the Oak Crest West and Oak Crest South Subdivision.

## **Department Reports**

### **Liquor Store**

Liquor Store Manager Linda Roseborough reported to council that the new Point of Sale system at the Liquor Store is working very well.

### **Fire Department**

Fire Chief Craig McMillin was absent. City Attorney Michelle Moren informed council the law office is waiting for the numbers from the fire department before the law office can draw up the Rural Fire Contracts with the townships listed below. These are three year contracts. The amounts for the first year of the contracts will remain the same as the previous contracts but years two and three will change.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to authorize City Attorney Moren to draw up the Rural Fire Contracts with the new amounts when they are provided, and approve Resolution #33-18.

R #33-18  
RESOLUTION ACCEPTING FIRE CONTRACTS

**WHEREAS**, discussion was had by the City Council of the City of Roseau regarding the proposed Fire Protection Agreements among the City of Roseau, the following organized Townships and Roseau County on behalf of the following unorganized Townships:

**Organized Townships:**

Beaver Township;  
Dieter Township;  
Enstrom Township;  
Falun Township;  
Golden Valley Township;  
Grimstad Township;  
Jadis Township;  
Malung Township;  
Mickinock Township;  
Palmville Township;  
Reine Township;  
Ross Township;  
Spruce Township;  
Stafford Township; and

**Unorganized Townships:**

Roseau County for the following unorganized Townships:

160-37  
163-38  
163-39  
163-40  
164-38  
164-39  
164-40

**BE IT RESOLVED** that the City of Roseau shall enter into the Fire Protection Agreements with the above named Organized Townships and the County of Roseau on behalf of the unorganized Townships, and that the Mayor and City Clerk-Treasurer are hereby authorized to execute said Fire Protection Agreements on behalf of the City of Roseau.

Attest:

\_\_\_\_\_  
Elizabeth Carlson, City Clerk-Treasurer

\_\_\_\_\_  
Jeff Pelowski, Mayor

Council member Jane Evans informed council that over \$10,000 had been raised at the Vikings-Eagles Polaris Tailgate party. The Polaris Foundation is providing matching funds. These funds will go towards the Jaws of Life for the new fire truck which will cost approximately \$21,000.

**Police Department**

Police Chief Ward Anderson was absent.

**Superintendent**

Superintendent David Drown was absent. CDC Peterson informed council that Park and Rec Director Katy Spoden had applied for and received the following grants and asked for council approval to accept the grants.

After discussion, Council member Amy Bassingthwaite motioned, council member Jane Evans seconded and it was carried by unanimous vote to accept Resolution #31-18, the \$4,000 NW MN Foundation grant to purchase Outdoor Fitness Stations.

RESOLUTION NO. #31-18  
RESOLUTION ACCEPTING GRANT

**WHEREAS**, Northwest Minnesota Foundation has presented to the City of Roseau a grant of \$4,000.00 and has designated that this grant be deposited in the City of Roseau Park & Recreation Department for the purchase of Outdoor Fitness Stations.

**WHEREAS**, the City Council is appreciative of the grant 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 grant is accepted and acknowledged with gratitude, and
2. That the grant will be allocated to the Park & Recreation Department for the purchase of Outdoor Fitness Stations.

Adopted by the City Council of the City of Roseau, Minnesota this 5<sup>th</sup> day of November, 2018.

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

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

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to accept Resolution #32-18, the \$1,000 NW MN Foundation, Cover Your Melon Grant, to purchase bike helmets.

RESOLUTION NO. #32-18  
RESOLUTION ACCEPTING GRANT

**WHEREAS**, Northwest Minnesota Foundation has presented to the City of Roseau a grant of \$1,000.00 and has designated that this grant be deposited in the City of Roseau Park & Recreation Department for the purchase of bike helmets (Cover your Melon grant).

**WHEREAS**, the City Council is appreciative of the grant 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 grant is accepted and acknowledged with gratitude, and
2. That the grant will be allocated to the Park & Recreation Department for the purchase of bike helmets.

Adopted by the City Council of the City of Roseau, Minnesota this 5<sup>th</sup> day of November, 2018.

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

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

Council member Jane Evans does not how the helmets will be disbursed as yet and is looking for suggestions.

It was noted by CDC Peterson that the Gilbertson Field entrance gate project proposed in the 2019 budget could qualify for a \$10,000 arts grant through the NWRDC. A grant application would need to be submitted in March.

**City Attorney**

City Attorney Michelle Moren informed council that the state has approved the land sale to Ryan and Erin Murray. All proceeds are to be made payable to the State of Minnesota as the land is G.O Bond Financed property, (part of the Roseau East Diversion Flood Control Project).

**RESOLUTION #34-18**

**EXTRACT OF CITY COUNCIL MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF ROSEAU HELD ON  
NOVEMBER 5, 2018, AT 5:00 PM**

Council member Pat Novacek introduced the following Resolution and moved its adoption:

WHEREAS, the City of Roseau is the owner of the following described real estate; and

WHEREAS, the following described real estate consists of a bare lot only, and;

WHEREAS, Ryan A. Murray and Erin M. Murray, have indicated their desire to purchase the following described real estate; and

WHEREAS, it is deemed to be in the best interest of the City of Roseau that said real estate be sold to Ryan A. Murray and Erin M. Murray, for the sum of Eleven Thousand Four Hundred Thirty and no/100 (\$11,430.00) Dollars. Said real estate is described as follows:

**Legal Description**

That part of the Northeast Quarter of the Southwest Quarter (NE<sup>1</sup>/<sub>4</sub> SW<sup>1</sup>/<sub>4</sub>) of Section Eighteen (18), Township One Hundred Sixty-two (162) North, Range Thirty-nine (39) West of the Fifth Principal Meridian in Minnesota, according to the United States Government Survey thereof, described as follows, to-wit: Beginning at the Southeast Corner of said NE<sup>1</sup>/<sub>4</sub> SW<sup>1</sup>/<sub>4</sub>, thence West on the South line of said NE<sup>1</sup>/<sub>4</sub> SW<sup>1</sup>/<sub>4</sub> assumed bearing of South 89° 25' 23" West a distance of Two Hundred Sixty (260) feet, thence North 17° 28' 50" East a distance of Eight Hundred Forty-three and Forty-seven Hundredths (843.47) feet to the East line of said NE<sup>1</sup>/<sub>4</sub> SW<sup>1</sup>/<sub>4</sub>, thence South on said East line South 00° 28' 23" East a distance of Eight Hundred One and Ninety-three Hundredths (801.93) feet to the point of beginning and there terminating. Containing 2.39 acres, more or less.

AND

That part of the Southeast Quarter of the Southwest Quarter (SE<sup>1</sup>/<sub>4</sub> SW<sup>1</sup>/<sub>4</sub>) of Section Eighteen (18), Township One Hundred Sixty-two (162) North, Range



Thirty-nine (39) West of the Fifth Principal Meridian in Minnesota, according to the United States Government Survey thereof, described as follows, to-wit: Commencing at the Northeast Corner of said SE<sup>1</sup>/<sub>4</sub> SW<sup>1</sup>/<sub>4</sub>, thence West on the North line of said SE<sup>1</sup>/<sub>4</sub> SW<sup>1</sup>/<sub>4</sub> assumed bearing of South 89° 25' 23" West a distance of Two Hundred Sixty (260) feet to the point of beginning, thence South 00° 28' 23" East a distance of Seven Hundred Nine and Twenty-two Hundredths (709.22) feet, thence North 89° 40' 37" West a distance of One Hundred Seventy-four and Sixty-two Hundred (174.62) feet, thence North 13° 24' 12" East a distance of Seven Hundred Twenty-eight and Four Hundredths (728.04) feet to the point of beginning and there terminating. Containing 1.42 acres, more or less.

NOW THEREFORE BE IT RESOLVED, that the City of Roseau, accepts the offer of Ryan A. Murray and Erin M. Murray, to purchase the above described real estate for said sum of Eleven Thousand Four Hundred Thirty and no/100 (\$11,430.00) Dollars and that the Mayor and Clerk/Treasurer of the City of Roseau are hereby authorized and directed to execute a deed of conveyance running from the City of Roseau, a municipal corporation under the laws of the State of Minnesota, as Grantor, to Ryan A. Murray and Erin M. Murray, husband and wife, as joint tenants, as Grantees, conveying the above described real estate, and;

BE IT FURTHER RESOLVED, that the above described real estate is exempt for real estate taxes in the year 2018. The purchasers, Ryan A. Murray and Erin M. Murray, shall be responsible for any remaining special assessments and for all real estate taxes due and payable in the year 2019 and thereafter.

The motion for adoption of the foregoing Resolution was duly seconded by Council member Jane Evans and upon a vote being taken thereon, the following voted in favor thereof:

Council Members: Mayor Pelowski, Council members Novacek, Ross, Bassingthwaite and Evans.

And the following voted against the same: NONE

And the following abstained: NONE

And the following were absent: NONE

Whereupon said motion was declared duly passed and adopted.

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Jeff Pelowski, Mayor

ATTEST:

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Elizabeth Carlson, Clerk/Treasurer

I hereby certify that the foregoing resolution is a true and correct copy of the original resolution adopted by the City Council of the City of Roseau on November 5, 2018.

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Elizabeth Carlson, City Clerk, City of Roseau,  
Minnesota

City Attorney Michelle Moren informed council the State Office of Administrative Hearings approved Annexation Ordinance Number 37. (D&J Properties – Jadis Township.) The City Attorney’s office will be sending out the proper notices.

**Community Development Coordinator**

CDC Peterson informed council on the following items:

- CDC Peterson provided for council review and approval, the amended Roseau Convention and Visitors Bureau (CVB) Bylaws, which have been approved by the CVB. These amended bylaws reflect the reality of the way the CVB has been currently operating.

After discussion, Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the amended Roseau Convention and Visitors Bureau Bylaws.

- CDC Peterson presented to council the current agricultural farm land lease with Tim Michal, and asked for council approval to renew the lease with the same terms. This was a 2015 lease with the option to renew for 3 additional years automatically terminating December 31, 2018. The rent is \$14.00 per acre.

After discussion, Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was carried by unanimous vote to renew the agricultural farm land lease agreement with Tim Michal under the same terms as the 2015 lease agreement.

- CDC Peterson presented to council the current agricultural farm land lease with Michael Grahn, and asked for council approval to renew the lease with the same terms. This was 2015 lease with the option to renew for 3 additional years automatically terminating December 31, 2018. The rent is \$14.00 per acre.

After discussion, Council member Jane Evans motioned, Council member Don Ross seconded and it was carried by unanimous vote to renew the agricultural farm land lease agreement with Michael Grahn under the same terms as the 2015 lease agreement.

- CDC Peterson presented to council a study proposal for engineering services on Trunk Highway 89 corridor from Houston Engineering. This study would be used to support the reconstruction of the existing roadway from a rural to and urban section, giving traffic a better flow and pedestrian's more safety. The project includes MN TH 89 from the intersection with 3<sup>rd</sup> St. NW south to just south of 7<sup>th</sup> St. SW near the south City Limits of Roseau and 200 feet from the centerline of TH 89 east and west. The main focus will be between 3<sup>rd</sup> St. NW south to just south of 6<sup>th</sup> St. SW. "This work will include pedestrian facilities, trails, stormwater management, utilities, street lights, access control, RW limits, and general future growth needs."

It is hoped that this study would accelerate the project. CDC Peterson asked for council approval to move ahead with the Houston Engineering Proposal for Engineering Services on MN TH 89 corridor.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was approved by unanimous vote to authorize Houston Engineering to conduct a study that supports the reconstruction of the existing rural TH 89 segment to an urban section and to authorize CDC Peterson to sign the formal study project agreement with Houston Engineering.

- **NMF Communities Thrive Program Application**  
CDC Peterson informed council that a letter of interest has been submitted to the Northwest Minnesota Foundation for the Communities Thrive Program for the Roseau region, represented by the cities of Roseau, Warroad and surrounding communities. There is a trend of highly educated people with families moving to more rural areas for a better, safer, simpler lifestyle. The Communities Thrive Program helps a small number of communities capitalize on the community's assets and attract younger talent, by working with the communities for two to three years and investing up to \$500,000 in a mix of staff time, grants, loans and philanthropic services. The selection of the Communities Thrive Communities will be based on site visits that will be conducted this winter. NMF will announce in January who has been selected. CDC Peterson stated that there will be a meeting December 11<sup>th</sup> from 9 to noon with 4 to 8 people of the community. CDC Peterson is still waiting for more information.
- CDC Peterson informed council that an email has been received stating that the Canadian Customs, South Junction Port will be closing at 8:00pm starting November 26, 2018. This will adversely impact many businesses, workers and tourists, from both sides of the border.

It was council consensus to send a letter urging the Canadian government to reconsider and keep the South Junction Port open until midnight.

### **Mayor and Council**

CDC Peterson presented to council the 2019 Preliminary Budget that was revised due to changes during the Budget meetings. Mayor Pelowski stated that this will likely be approved at the

December 3<sup>rd</sup> council meeting after the Truth and Taxation Public Hearing. The 2019 budget reflects no increase in levy.

Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it carried by unanimous vote to set the date and time to canvass the 2018 election results to November 13<sup>th</sup>, 2018 at 8:00 am.

CDC Peterson presented to council, the employee 2019 Medica group health insurance renewal. The 2019 Medica plan is slightly changed with lower co-insurance, higher deductible, and a 16.85% premium increase. Council was concerned that the City could see more liability. CDC Peterson stated that the \$60,000 budgeted for HRA reimbursements has never been exceeded and is thought to still be sufficient after a review of our claims history by our insurance consultant. CDC Peterson asked for council to approve the 2019 Medica plan and authorization to sign it.

After discussion, Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it carried by majority vote to approve the 2019 Medica group health insurance renewal and authorization for CDC Peterson to sign it. Council member Pat Novacek voted against.

**Unfinished Business-**

Council member Amy Bassingthwaite brought to council complaints of people burning leaves during the day, filling the school with smoke when it enters the air handling system. The air handlers have to be on and this smoke is causing health issues especially to those with allergies. Council discussed options such as extended hours at the compost site, and restricted burn hours. City Attorney Michelle Moren is going to look into options the City can enforce.

There being no further business Councilmember Jane Evans 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