

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – October 5th, 2015 @ 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. Absent: Jane Evans. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, City Attorney Pat Moren, Police Chief-Ward Anderson, Liquor Store Manager – Linda Roseborough, Fire Chief – Jeff Ballard, Clerk-Treasurer Beth Hellquist, Roseau County Commissioner Jack Swanson - WILD102 Radio, Promotions Director Lyle Grindy, and Bruce Stone.

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

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the amended September 14th, 2015 Regular 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 with the removal of Terrell Washington from the Unclaimed Property Resolution:

1. Presentation of Accounts Payable claims September 1st, 2015 through September 30th, 2015 batch AP093015.
2. Presentation of daily checks September 1, 2015 through September 30, 2015.
3. Presentation of Receipt entries August 1, 2015 through August 31, 2015.
4. Presentation of Journal entries JV073115.
5. Audit Committee review of July, 2015 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. November 2nd, 2015 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center-none
8. Investment–Roseau EDA Hi Fi as of 09/30/2015 is \$45,590.55.
9. Cash in bank-DNR Escrow as of 09/30/2015 is \$2,000.00.
10. Cash in bank-Regular checking as of 09/30/2015 is \$1,817,452.55.
11. Investment-Regular Hi Fi as of 09/30/2015 is \$1,543,667.51.
12. Investment Certificate of Deposit as of 09/30/2015 is \$773,176.20.
13. Investment Certificate of Deposit as of 09/30/2015 is \$777,234.88.
14. Investment Certificate of Deposit as of 09/30/2015 is \$779,867.59.
15. Investment Certificate of Deposit as of 09/30/2015 is \$786,712.66.
16. Cash in bank-Airport Fuel Sales Credit Card as of 09/30/2015 is \$9168.31.
17. Investment-Roseau EDA Money Market as of 09/30/2015 is \$216,328.17.
18. Cash in bank-Pine to Prairie Birding Trail as of 09/30/2015 is \$11,660.80.
19. Cash in bank-Roseau EDA as of 09/30/2015 is \$3,284.79
20. **R 34-15 RESOLUTION**

WHERE AS, in accordance with the Minnesota Statutes § 345.31-345.60 (Minnesota Uniform Disposition of Unclaimed Property Act) requirement that cities must remit unclaimed property to the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED, that Roseau City Clerk-Treasurer Elizabeth Hellquist be and is hereby authorized to remit three (3) unclaimed warrants to the State of Minnesota Department of Commerce Unclaimed Property Division totaling \$9.31

<u>Ck. No</u>	<u>Date</u>	<u>Amount</u>	<u>Payee</u>
#52431	02-06-12	\$.50	Zachary Ryan
#53041	06-06-12	\$.66	BAC Homeloan Serv.
#56395	04-14-14	\$8.15	Bradley Schroeder

Approved this 5th day of October, 2015

Jeff Pelowski, Mayor

21. LG220 Application for Exempt Permit-Roseau Youth Hockey
22. September 2015 Liquor Store Revenue & Expenditures
23. September 2015 City Revenue & Expenditures

Delegations-none

Committee Reports

Roseau Promotions Director

Roseau Promotions Director Lyle Grindy informed council on the following items:

- The Civic and Commerce sponsored a number of events in September:
 - a. The Annual Roseau Pumpkin Fest, where the largest pumpkin weighed in at 455 lbs
 - b. The Roseau Wine Walk had 40 walkers and 24 business sponsors.
 - c. The Bike-a-Thon
 - d. And Another Man's Treasures two day event.
- Fall Madness Week October 5th -10th is a new event this year.
- The City Center continues to be busy with bookings into December 2016.

Planning Commission-

CDC Todd Peterson informed council the Planning Commission met September 28th, 2015.

The Planning commission reviewed a variance application #2015-4 (Wesley Otto) for the purposes of constructing an addition on the front of his house. The proposed addition would require a 29'-6" variance from the front setback requirement. The variance was tabled due to lack of information in the form of a site plan or floor plan that details the specific addition dimensions and locations related to property lines. CDC Peterson is sending a letter to Mr. Otto requesting the needed information and directing Mr. Otto to work with Building Official Kevin Wiskow to provide a complete variance application.

CDC Peterson informed council the sign ordinance will be put on the October Planning Commission agenda for further discussion. City Attorney Pat Moren's office is reviewing the City of Roseau's sign ordinance after the U.S. Supreme Court ruled against a sign ordinance in the State of Arizona. City Attorney Pat Moren informed council a template approved by the League was used in making the sign ordinance for the City of Roseau so there will not be many changes recommended.

CDC Todd Peterson informed council that many of the inoperable vehicles within the city limits have been moved.

Council discussed the West Side Trailer Court trailers. Clean up is slow and messy. Danny Johnson has cleaned it into two piles. Dumpsters are still there and R&Q is hauling to the county demo site.

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed council the County will be holding a tax-forfeited land sale once the City responds to the Approval of Classification and Sale of Tax-Forfeited Land(s) requested by the County.

Commissioner Swanson stated the County passed their 2016 levy. The County levy has stayed the same since 2010. The County has also passed its 2016 budget. The County budget is the same as last year.

Operation Committee –

CDC Todd Peterson informed council the Operations Committee did not meet.

Oak Crest Golf Course –

Council member Don Ross informed council the golf course will be blowing the water pipes on Wednesday October 7th for the season.

Airport Committee –

CDC Todd Peterson informed council the Airport Commission met on October 1, 2015 to review the Management Agreement Airport Aviation Fuel Farm Roseau Municipal Airport, and the Roseau Municipal Airport Hangar Lease Agreement. It is the Airport Commissions recommendation the City Council enter into the Roseau Municipal Airport Hangar Lease Agreement and the Management Agreement Airport Aviation Fuel Farm Roseau Municipal Airport Agreement.

CDC Todd Peterson presented the Management Agreement Airport Aviation Fuel Farm Roseau Municipal Airport agreement to council. This agreement is between Air Medical Resource Group, INC (AMRG) and the City of Roseau. This agreement is for an initial term of 5 years, however this agreement shall automatically renew for an additional 12 month term on each anniversary.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to enter into the Management Agreement Airport Aviation Fuel Farm Roseau Municipal Airport Agreement with AMRG and authorize the signatures.

CDC Todd Peterson presented the Roseau Municipal Airport Hangar Lease Agreement to council. This agreement is between Valley Med Flight, Inc. and the City of Roseau. This agreement is for an initial term of 5 years, with the option of renewing annually, thereafter. The Airport Committee had a few concerns pertaining to rent, utilities and public access to the lobby. Valley Med Flight will take over both the hangar and the FBO office. The lobby and restrooms will be open to the public. Valley Med Flight, Inc. will pay the utilities, maintenance and repairs in addition to the \$200 per month rent. Valley Med Flight, Inc. was fine with the changes proposed.

Bruce Stone felt \$200 per month rent was not enough as Valley Med Flight, Inc. is a for profit entity. After discussion, Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to enter into the Roseau Municipal Airport Hangar Lease Agreement with Valley Med Flight, Inc. and authorize the signatures.

City Attorney Pat Moren provided to council a Lease Agreement with Polaris that was easier to read. CDC Todd Peterson informed council there were proposed changes to the original lease agreement and Polaris attorneys have not commented on it yet.

CDC Peterson brought up concerns with the T hangars. That building needs some upgrades. The doors do not close tight allowing snow to drift in. The floors are partially concrete and partially gravel so the T

hangars are damp. CDC Peterson is working with the City Superintendent David Drown to see what can be done.

CDC Peterson informed council the two renters of the main hangar have other places for their planes. Gary Slater is moving to a T Hangar and Jared Foss is moving his plane to a hangar he built in Greenbush.

CDC Peterson presented council the Airport Status Report from KLJ. This report is an update on the status of the hangar project and pouring of concrete in the parking lot and hangar apron, and the status of the Airport Master Plan.

CDC Peterson informed council changes will be incorporated into the Airport Master Plan to accommodate Polaris and Valley Med Flight needs. Polaris would like to bring in cargo planes that could ship and receive parts on pallets.

Beautification Committee – no new business

EDA –

CDC Todd Peterson informed council the EDA met September 29th, 2015. There were two presenters. Amy Bassingthwaite from Prior Electric made a request for a loan for Prior Electric. Sinnamon Krings from “Twice the Charm” presented ways to engage people in the City of Roseau to improve the business climate in Roseau.

Mayor Pelowski presented council with a flyer from the Grand Forks Harold. The flyer promotes the assets and vision for the Red River Valley. Mayor Pelowski suggested the EDA, C&C and Chamber form a steering committee to promote the City of Roseau’s assets and vision for this community.

Council member Don Ross noted, Dave Brinkman bought the old “Penny’s” building and has begun renovations.

Department Reports

Liquor Store-

Liquor Store Manager Linda Roseborough reported some possible revenue loss due to the Highway 11 project.

CDC Todd Peterson informed council DSGW will be taking over the design work for the liquor store expansion from Karvakko Engineering. The City will not provide any further compensation to Karvakko for some outstanding and incomplete work.

Fire Department-

Fire Chief Jeff Ballard informed council the Minnesota Fire Marshal’s office is offering a 90% matching grant for turnout gear up to \$10,000.

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve applying for the matching grant from the Minnesota Fire Marshal’s office for turnout gear.

Mayor Pelowski, Fire Chief Ballard, and CDC Peterson attended a Senate hearing in East Grand Forks, October 2nd, 2015. CDC Peterson gave a power point presentation and Fire Chief Ballard answered questions pertaining to the request for funding for the fire hall expansion project. Mayor Pelowski felt it was well received.

Police Department –

Police Chief Ward Anderson asked council approval for Resolution #35-15 and #36-15. Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve Resolution #35-15.

a.

**R #35-15
RESOLUTION**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City of Roseau hereby declares that the position titled Police Officer, currently held by, Zachary Manka meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

STATE OF MINNESOTA
COUNTY OF ROSEAU

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve Resolution #36-15.

b.

**R #36-15
RESOLUTION**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City of Roseau hereby declares that the position titled Police Officer, currently held by, Nathan Cossentine meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

STATE OF MINNESOTA
COUNTY OF ROSEAU

Superintendent-

Streets

City Superintendent David Drown informed council the parking around the arena is done. Not all of the City's black top projects are complete so the black top company will be back in two weeks. An upgrade to cement was poured around Northland Tire. This business is paying for the upgrade.

Bruce Stone informed council there is settling around the main hangar at the airport, causing stress fractures on the building. City Superintendent Drown said they brought the City's hot mix plant out there and are trying something new to fix some of the problems.

City Attorney-

City Attorney Pat Moren provided council with more detail to the 5 parcels of tax-forfeited land that are up for sale pending council approval. City Attorney Moren informed council one property has a house on it. The pipes had broken in the house so there may be mold issues.

CDC Peterson has contacted John Wynne, with Northwest Community Action, to see if there are any rehab funds available to rehab the house. John Wynne needed time to check and see if there were funds available.

The other 4 vacant parcels are too small to build on. There was discussion of the county transferring the vacant parcels to the EDA then selling them to neighboring land owners.

It was council consensus put the issue on the agenda for the October 20th, 2015 budget meeting.

Community Development Coordinator-

CDC Todd Peterson informed council he would meet with Thune Insurance on October 15th to discuss the employees' health insurance. Thune anticipates an overall rate increase of 15.2% between the plan increase and the employees increase in the age band. Thune believes Blue Cross Blue Shield may be a better choice for 2016. The Employee's Association has a contract through 2016. There is no need to

negotiate with the Employee's Association unless the insurance plan and out of pocket maximums change.

CDC Peterson asked council approval to sign contracts for Phase 1 and 2 of the South River View Park. The Park Board has money available to begin the preliminary design of the park. Phase 1 would include a topographic field survey and drafting the topographic data into a useable design file. Phase 2 will be incorporating the engineered skate board park draft and engineered splash pad draft into the design. It is anticipated that the vendors will provide the bulk of the design work for phase 2. Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to authorize the signing of the Phase 1 and Phase 2 contracts.

Council member Pat Novacek reminded council that Karvakko Engineering needs to be aware of potentially unstable soil conditions around the old pool site.

CDC Peterson informed council the diversion ditch should be complete in 2 weeks. The Army Corps of Engineers will then certify the completion. Until the Corps is done certifying nothing can be done on the floodplain mapping. FEMA will not do anything in advance of project completion. The DNR will help coordinate between The Corps and FEMA. FEMA has 90 days to review the Corp's data; they can then approve or request new information. Approval may not happen for another 6-9 months. There is a possibility that once the Corps certifies that the project is completed it may be possible to get flood insurance refunds back to that date.

CDC Peterson reminded council that Public Hearings will need to be set and the Flood Plan Ordinance will need to be amended once FEMA approves a new floodplain map.

CDC Peterson informed council the new phone system connecting the departments is installed and working well, only a few minor glitches.

Mayor Council

After discussion Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to set the budget meeting dates to October 20th and October 21st, 2015 at 5:00 p.m.

Unfinished Business-

Council member Don Ross informed council he had observed a full size, quad cab, Chevy pickup driving on the bike path bridge. CDC Peterson stated there is signage up stating that the path is a bike path. Council discussed the possibility of putting up a post that would stop vehicles but still allow bikes, carts, snowmobiles and ATVs to cross that bridge.

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

ATTEST:

Clerk-Treasurer

Mayor