

REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – October 2nd, 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. Absent: None. Others present were Community Development Coordinator Todd Peterson, Police Chief Ward Anderson, Liquor Store Manager Linda Roseborough, City Attorney Michelle Moren, Fire Chief Craig McMillin, Clerk-Treasurer Beth Hellquist, Jack Swanson-Wild 102 Radio, John Douglas and Jeff Swanson, city residents.

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 September 11th, 2017 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:

1. Presentation of Accounts Payable claims September 1st, 2017 through September 30th, 2017 Batch AP093017. CK#63183-63238 = \$111,124.45.
2. Presentation of daily checks September 1st, 2017 through September 30th, 2017
E#667-709 = \$352,249.08
CK#63082-63182 = \$484,447.63
09/15/2017 PR DD = \$35,588.17
09/30/2017 PR DD = \$41,638.68
3. Presentation of Receipt entries August 1st, 2017 through August 31st, 2017.
4. Presentation of Journal entries JE073117.
5. Audit Committee review of July 2017 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. November 6th, 2017 Regular City Council meeting at 5:00 pm.
7. Approve the use of alcohol in the Community Center-none
8. Investment–Roseau EDA Hi Fi as of 09/26/2017 is \$85,077.55.
9. Cash in bank-DNR Escrow as of 09/26/2017 is \$2,000.00.
10. Cash in bank-Regular checking as of 09/26/2017 is \$2,361,638.90.
11. Investment-Regular Hi Fi as of 09/26/2017 is \$1,549,862.37.
12. Investment Certificate of Deposit as of 09/26/2017 is \$795,414.21.
13. Investment Certificate of Deposit as of 09/26/2017 is \$788,493.43.
14. Investment Certificate of Deposit as of 09/26/2017 is \$786,025.91.
15. Investment Certificate of Deposit as of 09/26/2017 is \$781,728.03
16. Investment-Roseau EDA Money Market as of 09/26/2017 is \$281,341.67.
17. Cash in bank-Pine to Prairie Birding Trail as of 09/26/2017 is \$4,028.88.
18. Cash in bank-Roseau EDA as of 09/26/2017 is \$267.51.

- 19. LG220 Gambling Permit – KC Pro West Inc.
- 20. LG220 Gambling Permit – Roseau Youth Hockey
- 21.

RESOLUTION NO. 39-17

RESOLUTION ACCEPTING DONATION

WHEREAS, Matthew & Kari Millner have presented to the City of Roseau, a donation of \$500.00 and have designated that this donation be deposited in the City of Roseau South Riverview Splash Pad Project.

WHEREAS, the City Council is appreciative of the donation 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 donations are accepted and acknowledged with gratitude, and
- 2. That the donations will be allocated to the South Riverview Splash Pad Project.

Adopted by the City Council of the City of Roseau, Minnesota this 2nd day of October, 2017.

By: _____
Mayor

Attest: _____
Clerk/Treasurer
22.

R 41-17 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 one (3) unclaimed warrants to the State of Minnesota Department of Commerce Unclaimed Property Division totaling \$92.28.

<u>Ck. No</u>	<u>Date</u>	<u>Amount</u>	<u>Payee</u>
#59797	09/09/2015	\$ 1.85	Justin M Peterson
#59461	10/08/2015	\$80.81	Harley A Sourdif
#60750	06/27/2016	\$ 9.62	Joseph Frenning

Approved this 2nd day of October, 2017

Jeff Pelowski, Mayor

ATTEST:

Elizabeth Hellquist, City Clerk-Treasurer

23.

RESOLUTION NO. 42-17
RESOLUTION ACCEPTING DONATION

WHEREAS, VFW Post 8663 has presented to the City of Roseau, a donation of \$1,000.00 and has designated that this donation be deposited in the City of Roseau for the purchase of Fire Department Equipment.

WHEREAS, the City Council is appreciative of the donation 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 donations are accepted and acknowledged with gratitude, and
2. That the donations will be allocated to purchase Fire Department Equipment.

Adopted by the City Council of the City of Roseau, Minnesota this 2nd day of October, 2017.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

24. LG240B-Application to Conduct Excluded Bingo-VFW Post 8663-Veterans Park
25. Liquor Store Monthly Sales Report for September 2017.
26. City Revenues and Expenditures for September 2017
27. Liquor Store Expansion Project Budget & Actual Expenditures

Delegations / Complaints

John Douglas, a city resident, was concerned about 3 foot high dirt piles that were being placed along his property in the City right of way. The dirt piles will create snow drifts this winter. Mr. Douglas asked if the City had authorized it. CDC Peterson informed Mr. Douglas that the City had not authorized placement of dirt piles in the right of way, but Mr. Novacek was to put drain tile and grade along the right of way to ensure proper drainage. CDC Peterson said he and would have the City Superintendent check into the matter.

Committee Reports

Planning Commission-

CDC Todd Peterson informed council the Planning Commission met on September 25th, 2017 and discussed the clean-up report. CDC Peterson stated that Officers Hodge and Manka reported they have not ticketed the owners of the junk vehicles yet as the LETG electronic ticketing system has not updated the new “abandoned and junk vehicle” ordinance and doing so would result in double ticketing the violators. Ticketing will be done as soon as the system is ready. Police Chief Anderson said the new ordinance will be added to the LETG system but a hand written ticket could still be done.

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed Council that Roseau County passed their preliminary budget and levy last Tuesday, September 26th. The 2018 budget shows a deficit and the preliminary levy was increased 3%. Commissioner Swanson explained the final levy is unlikely to be increased 3%, but once the preliminary levy is submitted it cannot be increased.

Operation Committee –

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

Oak Crest Golf Course –

CDC Peterson presented to council Resolution #40-17 – TCF Equipment Finance Lease No.008-0727898-300 for the lease with the option to purchase a new mower for the Oak Crest Golf Course. Oak Crest Golf Club is purchasing the mower through the City to get a better price. The golf club will take care of all the payments. CDC Peterson asked for council to approve the contract and authorize CDC Peterson to sign the agreement.

Council member Don Ross motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the contract with TCF Equipment finance Lease No. 008-0727898-300 and authorized CDC Peterson to sign the agreement.

Airport Committee –

CDC Peterson informed council the Airport Committee did not meet but presented to council a “Request for Statements of Qualifications Architectural and Engineering Services Roseau Municipal Airport”. CDC Peterson informed council the FAA has a new rule that an architectural and engineering firm may do the planning of the Capital Improvements Plan or the design/construction phase, but not both under the same contract, so the City needs to retain a qualified airport architectural and engineering consulting firm for a five-year period to assist the Roseau Municipal Airport in its projects.

CDC Peterson asked council approval for advertising Requests for Qualifications to select an Architectural and Engineering firm to design and engineer the Arrival/Departure Building, Parking Lot, Rwy 16 Lighting system, and Fuel Facility as outlined in Roseau Municipal Airport Draft Capital Improvements Plan (CIP) at the Roseau Municipal Airport.

After discussion, Council member Jane Evans motioned, Council member Don Ross seconded and it was approved by unanimous vote to approve the advertising to select an AE firm.

CDC Peterson then asked council to appoint a 3 member committee to review the RFQs and select the AE firm.

After discussion, Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was approved by unanimous vote to appoint Council member Jane Evans, CDC Todd Peterson and City Superintendent David Drown as the committee members.

CDC Peterson requested authorization from Council for CDC Peterson to hire selected AE Firm to perform architectural services in designing Arrival/Departure Building, Parking Lot, Rwy 16 Lighting system, and Fuel Facility as outlined in Roseau Municipal Airport Draft Capital Improvements Plan (CIP).

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded, and it was carried by unanimous vote to authorize CDC Peterson to hire selected AE Firm to perform architectural services in designing Arrival/Departure Building, Parking Lot, Rwy 16 Lighting system, and Fuel Facility as outlined in Roseau Municipal Airport Draft Capital Improvements Plan (CIP).

CDC Peterson discussed leasing part of the new Arrival/Departure building as office space; Polaris Industries, Valley Med Flight and the State of Minnesota DNR Fire Watch have inquired. CDC Peterson did not think the leased portion of the building would qualify for grants as it would not be fully public. Council requested CDC Peterson get more information as to what kind of space would be needed as the size of the building is dictated by the size of the airport and building space is already constrained.

CDC Peterson has been in discussions with Valley Med Flight on the possible relocation of the hangar they currently lease from the City.

EDA –

CDC Peterson informed council the EDA met last week. There were no action items on the agenda. Mary Hoffer was introduced as the new Roseau Promotions Director. Director Hoffer has been working with the C&C and a little with the CVB so far.

CDC Peterson also stated that a Deed grant was discussed. Back in the 90's a \$100,000 revolving loan fund was issued and paid back. The State has tight restrictions on it and it cannot be loaned to retail businesses, so it has been mostly idle. The State is making a one-time offer of turning back 20% of the funds to the State, then the remaining 80% could be used in any lawful manner the EDA chooses. The EDA will discuss this further.

CDC Peterson reminded council of the October 26th Child Care Initiative, and encouraged everyone to attend.

CDC Peterson stated the leaking windows at the Department of Corrections Building are being replaced.

Department Reports

Liquor Store-

Liquor Store Manager Linda Roseborough informed council, there are some final lights to install, otherwise the liquor store expansion project is complete. Manager Roseborough is looking at a Grand Opening around the opener of deer hunting.

The City Council and Manager Roseborough addressed opening the Liquor Store for certain Sundays around holidays. City Attorney Michelle Moren reviewed the laws and the City ordinance, as it stands now; it is up to the Liquor Store Manager to choose which Sundays to be open. It was council consensus to leave it up to the Liquor Store Manager.

Police Department –

Police Chief Anderson informed council that skunks are a problem in town this year. There are only 2 traps for several skunks.

5:30 pm Public Hearing. Annexing to the City of Roseau certain real estate located in Spruce Township, Roseau County, Minnesota, pursuant to Minnesota Statutes Section § 414.033, entitled “Annexation by Ordinance” Subdivision 2 (3). Ordinance No. 35 Third Series.

ORDINANCE NO. 35 THIRD SERIES
(Uncodified)

AN ORDINANCE OF THE CITY OF ROSEAU, MINNESOTA, ANNEXING TO THE CITY OF ROSEAU CERTAIN REAL ESTATE LOCATED IN SPRUCE TOWNSHIP, ROSEAU COUNTY, MINNESOTA, PURSUANT TO MINNESOTA STATUTES SECTION § 414.033, ENTITLED “ANNEXATION BY ORDINANCE” SUBDIVISION 2 (3).

WHEREAS, Jeffrey O. Swanson and Angela O. Swanson, husband and wife, have Petitioned the City of Roseau, Minnesota, to annex by Ordinance the following described real estate currently located in Spruce Township, Roseau County, Minnesota:

The Northerly 159 feet of the Southerly 204 feet of the Northerly 668 feet of Government Lot 1, Section 19, Township 162 North, Range 39 West, LESS the Easterly 903.6 feet thereof, AND ALSO THE Westerly 195 feet thereof.

Said parcel abuts the City of Roseau.

AND WHEREAS, the above described parcel:

- (a) Is urban or suburban in character or about to become so;
- (b) Is all residential property;
- (c) Contains 0.71 acres ± (being less than 120 acres);

(d) Is not presently served by public water, public wastewater facilities and public water and public wastewater facilities are not otherwise available;

(e) Consists of 0.71 acres ± which abut the corporate limits of the City of Roseau;

(f) Contains no existing conditions under Minnesota Statutes § 414.033 Subdv. 2(3), which would prohibit the annexation of the above described land (real estate) by Ordinance.

AND WHEREAS, the provisions of Minnesota Statutes § 414.033 Subdv. 13 are not applicable for the reason that the current electrical provider, the City of Roseau, will continue to provide electrical services to the subject real estate, and therefore there will be no need for an estimate of the cost impact of any change in electric utility service; and

WHEREAS, the City of Roseau previously set a Public Hearing on the above described Petition for Annexation by Ordinance said hearing to be held on Monday, October 2, 2017, at 5:30 p.m. at the City Council Chambers on the 2nd floor of the Roseau City Center building, 121 Center Street East, Suite 201, Roseau, Minnesota 56751; and

WHEREAS, Notice of said Public Hearing was given in accordance with Minnesota law by Certified Mail to Spruce Township, Roseau County, Minnesota, and to all landowners within, or contiguous to the area to be annexed, and further that said Notice was published in two (2) consecutive editions of the Roseau Times Region newspaper; and

WHEREAS, the Public Hearing above described was duly held on Monday, October 2, 2017, at the time and location above specified; and

WHEREAS, all persons desiring to be heard with respect to the requested annexation were heard at said Hearing; and

WHEREAS, following the closing of the Public Hearing the City Council of the City of Roseau approved the Petitioners' request for annexation to the City of Roseau.

NOW THEREFORE, the City of Roseau, Minnesota, does ordain as follows:

SECTION 1. That the corporate limits of the City of Roseau, Minnesota are hereby extended to include the following described real estate and said lands are hereby annexed to be included within the City of Roseau, Roseau County, Minnesota:

The Northerly 159 feet of the Southerly 204 feet of the Northerly 668 feet of Government Lot 1, Section 19, Township 162 North,

Range 39 West, LESS the Easterly 903.6 feet thereof, AND ALSO
THE Westerly 195 feet thereof.

SECTION 2. In conjunction with Minnesota Statutes § 414.036, with respect to the property taxes payable on the area legally described above hereby annexed to the City of Roseau, the City of Roseau shall make cash payments to Spruce Township in accordance with the following schedule:

- (a) In the first year following the year the City of Roseau could first levy on the annexed area, an amount equal to \$46.00.
- (b) In the second year, an amount equal to \$46.00.

With respect to the requirements under Minnesota Statutes § 414.036 regarding any special assessments assigned by the Township to the annexed property and any portion of debt incurred by the Township prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the real estate described above, the City has determined that there are no special assessments or debt incurred by the Township on the subject real estate for which reimbursement is required.

SECTION 3. That in accordance with Minnesota Statutes § 414.033 Subdv. 7 this annexation ordinance shall be filed with the Chief Administrative Law Judge of the Office of Administrative Hearings-Municipal Boundary Adjustments (hereinafter designated “Judge”), with Spruce Township, with the Roseau County Auditor, and with the Secretary of State of the State of Minnesota; and upon the approval by the Judge a copy of the annexation ordinance shall be delivered immediately by the City Council of the City of Roseau, Minnesota, to the Roseau County Auditor.

SECTION 4. All ordinances and parts of ordinances inconsistent with this ordinance are hereby repealed.

SECTION 5. This ordinance shall take effect and be in full force following its passage, publication and approval by the Judge.

Dated this 2nd day of October, 2017.

APPROVED:

Jeff Pelowski, Mayor

ATTEST:

Elizabeth Hellquist, City Clerk/Treasurer

(Publication in the Roseau Times Region Newspaper on the ____ day of October, 2017.)

At 5:30 pm a public hearing was held to consider annexing to the city of Roseau certain real estate located in Spruce Township, Roseau County.

Council member Jane Evans motioned, Council member Don Ross seconded and it was approved by unanimous vote to open the public hearing on Ordinance No. 35.

There were no written or oral comments received by the City prior to or during the Public Hearing.

Council member Don Ross motioned, Council member Jane Evans seconded and it was carried by unanimous vote to close the public hearing.

After discussion, Council member Jane Evans motioned, Council member Don Ross seconded and it was carried by unanimous vote to pass Ordinance No. 35 Third Series.

Council member Novacek inquired as to how land taxes are paid for the annexed property. CDC Peterson stated that the land taxes are amortized over years.

Fire Department

Fire Chief Craig McMillin presented to council an Interlocal Contract for Cooperative Purchasing for the new Firetruck with a total purchase price of \$452,645.85. The City checked the State Bid contract and it does not include Fire Trucks so the Fire Department is working with a different cooperative purchasing group HGACBuy.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous consent to approve the Interlocal Contract for Cooperative Purchasing.

Fire Chief McMillin also reported on the Fire Department Relief Association's annual ball that was held September 23rd, 2017. The numbers were down due to a lot of other events in town (4 weddings and a Wine Walk) but the raffle was about the same and donations were up from the previous year.

Fire Chief McMillin and Council member Evans reminded council of the Polaris sponsored tailgate party at the American Legion for the Green Bay and Viking football game on Oct 15th as a fund raiser for the Roseau Fire Department.

Superintendent-

City Superintendent David Drown absent.

CDC Peterson presented to council maps from Houston Engineering of City of Roseau streets for potential reconstruction. These streets will be reviewed and the selected streets, (up to \$500,000), will be presented to council at a later date for final approval.

CDC Peterson then presented to council a memorandum from Flaherty/Hood. "The Minnesota Pollution Control Agency's (MPCA) is in the process of implementing an updated phosphorus reduction strategy for municipal wastewater treatments plants (WWTP) in the Red River Basin. This Strategy will require WWTP's to meet new and/or more restrictive phosphorus permit limits that will place restrictions on future development and economic growth for all impacted cities..." These limits may affect many cities with significant and costly infrastructure upgrades. The MPCA's findings are not based on science and these compliance changes will not produce measurable benefits to Lake Winnipeg. Flaherty/Hood recommends that the cities of Breckenridge, Moorhead, Roseau, Thief River Falls and Warroad authorize Flaherty & Hood, PA and Hall & Associates to request a meeting with MPCA to discuss alternatives, review MPCA's data, and get updated water quality studies from Lake Winnipeg and City water quality data.

CDC Peterson stated the City of Roseau is currently under the limit, but that those limits could be changed ultimately hindering the City of Roseau's ability to grow.

The estimated cost for Flaherty & Hood, P.A and Hall & Associates to perform up to \$15,000 worth of work to implement the proposed strategies, for the City of Roseau is \$706.82 as it is on a per capita basis.

After discussion, Council member Jane Evans motioned, Council member Don Ross seconded and it was carried by unanimous vote to authorize Flaherty & Hood, P.A and Hall & Associates to perform up to \$15,000 worth of work to implement the proposed strategies and pay \$706.82 to Flaherty & Hood that would include any cost incurred by Hall & Associates; contingent on the City of Moorhead's participation as they have the largest cost share.

City Attorney –

City Attorney Michelle Moren stated she had two items, but had addressed the Sunday opening of the Roseau Liquor Store earlier in the meeting. The second item was the abatement of 104

Westside trailer and Police Chief Anderson informed her that the trailer has been removed from the City of Roseau.

Community Development Coordinator-

CDC Todd Peterson asked council to authorize John Wynne to resubmit the Small Cities Development Grant application for residential rehab in the City of Roseau. The east side of town and the area around the hospital would be the focus of these grants.

Council member Don Ross motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to authorize John Wynne to resubmit the Small Cities Development Grant application for residential rehab in the City of Roseau.

CDC Peterson informed council that the roof of the building that the Department of Corrections is leasing is leaking. The roof is flat and is 15 years old. The roof used to have 4 drains but now only has two causing the water to sit on the roof for long periods of time eventually finding its way through the seams. Hjelle roofing has submitted a \$36,907.00 proposal to remove the existing rubber and install a new tapered, better insulated rubber roof with 2 more drains with a 10 year warranty on labor and material. The City will recover the expense from the lease payments in about 18 months.

After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was approved by unanimous vote to approve the Hjelle roofing proposal in the amount of \$36,907.00.

CDC Peterson presented to council proposals from MARCO and Wiktel for security cameras for the City Center, the Shop, the Arena, the Airport and the Liquor Store. MARCO's \$36,652.00 bid was higher than Wiktel's \$23,692.22 but MARCO had a much better bid. MARCO already does the IT work for the City of Roseau so installation and maintenance should be seamless. MARCO was also given higher reviews than Wiktel from existing customers. The City of Roseau's IT committee recommends the \$36,652.00 MARCO system. CDC Peterson informed council that some of the departments have money budgeted for this but some departments don't so council will need to approve unbudgeted money as well as the proposal.

After discussion, Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and is carried by unanimous vote to approve the MARCO bid of \$36,692.22 for the security cameras and the use of unbudgeted money.

CDC Peterson submitted to council a MARCO proposal for the City of Roseau's Servers, Networking, Firewalls and Switches for the Police Department, City Clerk's office, Shop Building, Municipal Liquor Store, Arena, and Airport. These updates were scheduled for next year and are part of next year's budget but CDC Peterson and Council member Pat Novacek felt the upgrades should be started this year as there are problems with the outdated system the City currently uses. A \$50,000 line item for this year would need to be approved and would be adjusted out of next year's budget. This proposal is not exactly what the IT committee feels is needed but it is a start. Rather than two servers between the Police Department and the City office the IT committee recommends one server. It is understood by the City that Sjoberg's installed a single dedicated fiber between the City Office and the City Shop, and one between the

City Office and the Municipal Liquor Store. If that is correct some of the quoted Fire Walls may not be needed.

After discussion, Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to move forward with upgrading the City's Server and Networking system and creating an IT line item in the 2017 budget of \$50,000.

Mayor Council-

Mayor and Council set October 23rd and 24th from 5-7pm as Budget meeting dates.

Unfinished Business-

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

ATTEST:

City Clerk- Treasurer Elizabeth Hellquist.

Mayor Jeff Pelowski