

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – October 3rd, 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, City Attorney Michelle Moren, Liquor Store Manager Linda Roseborough, Fireman Craig McMillin, Clerk-Treasurer Beth Hellquist, Jack Swanson – WILD 102 Radio, Lyle Grindy-Promotions Director, Donna Johnson and Brooke Homstad from Tobacco Free Communities, Senate Candidate Mark Johnson and Representative Dan Fabian.

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

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the September 12th, 2016 Regular meeting minutes as written.

Council member Don Ross motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the following Consent Agenda:

1. Presentation of Accounts Payable claims September 1st, 2016 through September 30th, 2016 Batch AP093016. CK#61271-61349 = \$199,055.47
2. Presentation of daily checks September 1, 2016 through September 30, 2016
E#207-237 = \$376,946.68
CK#61233-61270 = \$123,691.32
09/15/16 PR DD500615E=\$33,596.25
09/30/16 PR DD500653E=\$38,618.50
3. Presentation of Receipt entries August 1, 2016 through August 31, 2016.
4. Presentation of Journal entries JE7312016.
5. Audit Committee review of July 2016 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. November 7th, 2016 Regular council meeting at 5:00 p.m.
 - b. December 5th, 2016 Truth and Taxation Public Hearing at 6:00 p.m.
 - c. Budget meetings will be held October 17th and 19th, 2016.
7. Approve the use of alcohol in the Community Center-Minnesota Canola Council, Dec 14th 2016.
8. Investment–Roseau EDA Hi Fi as of 09/27/2016 is \$77,674.47.
9. Cash in bank-DNR Escrow as of 09/27/2016 is \$2,000.00.
10. Cash in bank-Regular checking as of 09/27/2016 is \$2,851,102.06.
11. Investment-Regular Hi Fi as of 09/27/2016 is \$1,546,766.01.
12. Investment Certificate of Deposit as of 09/27/2016 is \$777,446.20.
13. Investment Certificate of Deposit as of 09/27/2016 is \$781,527.29.
14. Investment Certificate of Deposit as of 09/27/2016 is \$784,174.54.
15. Investment Certificate of Deposit as of 09/27/2016 is \$791,057.41
16. Investment-Roseau EDA Money Market as of 09/27/2016 is \$210,811.32.
17. Cash in bank-Pine to Prairie Birding Trail as of 09/27/2016 is \$7,061.38.
18. Cash in bank-Roseau EDA as of 09/27/2016 is \$1,691.20.

19. LMC – 2016 Regional Meetings
20. Sept 2016 City Revenue & Expenditures Report

Delegations

Donna Johnson PHN and Brooke Homstad PHN, from Tobacco Free Communities presented to council a summary fact sheet of key findings taken from the U of M Tobacco-Free Parks and Recreation Research Study Group. This study showed that “70% of Minnesota adults support tobacco – free park and recreation areas. Nearly three quarters (73%) of families with children support these policies. Even, 28% of smokers support these policies.” Donna Johnson stated that Roseau County has the highest tobacco use of the 5 surrounding counties. Should the City wish to adopt this policy it would be at the council’s discretion as to which parks or areas within the parks they wished to include in the tobacco-free designation. Signage is available through the Tobacco Free Communities Grant free of charge. Council member Don Ross was concerned with government’s reach, further restricting people from what they can and cannot do.

Council member Jane Evans stated the City should promote healthier choices and keep tobacco smoke away from children. Council member Evans suggested giving the Park Board the “Tobacco Free Parks for a Healthier Community” information and wait for the Park Boards recommendation on this matter. It was council consensus to give the “Tobacco Free Parks for a Healthier Community” information to the Park Board and wait for the Park Boards Recommendation.

Mark Johnson, Republican candidate for the Minnesota Senate (District 1) introduced himself to the Roseau City Council. Mr. Johnson reminded council of the election coming up and asked for their support. Mr. Johnson is running for the seat vacated by the retiring Senator LeRoy Stumpf. District 1 is made up of 6 counties. Mr. Johnson has been visiting communities hosting “Meet and Greet” meetings. Mr. Johnson stated that the economy of each county and each community are so different. It ranges from manufacturing such as Polaris in Roseau to Agriculture in Erskine. Mr. Johnson stated that St. Paul does not understand rural issues as they only deal with urban issues. The decisions made in St. Paul do not always work around here.

Representative Dan Fabian was at the council meeting as well and stated the “Meet and Greet” meetings were going well for Mark Johnson. Mr. Johnson is laying the foundation to be available to the public. Mayor Pelowski thanked Candidate Johnson and Representative Fabian for coming to Roseau and appreciated the “Town Hall” meetings that Representative Fabian holds.

Committee Reports

Roseau Promotions Director

Promotions Director Lyle Grindy presented the following items:

- The Civic and Commerce Farmers Markets are continuing each Thursday and Saturday weather permitting. There is discussion of doing something in the City Center later in the year. This will be on the agenda for C&C meeting Wednesday.
- Plans are being formulated for the Holiday Fantasy promotion. Roseau dough will be the prize reward this year, keeping the dollars in Roseau. The kickoff will be Friday, November 25th 2016.
- The Craft Show will be held at the school again this year.
- Polaris stock closed at \$77.50 up from the opening at \$76.43. The stock has been downgraded from “buy” to “hold”. Overall markets closed down.

Planning Commission-

CDC Todd Peterson reported the Planning Commission met on September 26th, 2016. The main topic of discussion was clean-up of vacant/dilapidated homes. CDC Peterson provided to council photos of 4 vacant/dilapidated homes. It was the consensus of the Planning Commission to continue to move forward getting these homes removed. CDC Peterson inquired as to what steps council should take next. All 4 houses appear to be uninhabited and two may be uninhabitable. Assistant City Attorney Michelle Moren informed council that condemnation can be a very lengthy process, and inquired if the building official had inspected the buildings. The Building Official will have to provide the City Attorney with his findings in writing before the condemnation process could begin. It would also have to be determined who the owners of record are.

Council member Novacek inquired as to what the property tax status was. If the property taxes are not being paid, the property may end up tax forfeited and the city may not have to start the condemnation process.

It was council consensus to check on the property tax status and have the Building Official inspect the houses.

Roseau County Commissioner –

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

- Roseau County has left the County levy set the same since 2010. The County Budget starts out the year in red but has ended in the black.
- The Greenbush highway department shop has been put on hold for now. The estimated cost was \$900,000. The low bid was 1.3M.

Operation Committee – The operations committee did not meet.

Oak Crest Golf Course –

Council member Don Ross informed council the golf course water pipes will be blown out for the season on Thursday. The golf course also bought 2 new pieces of lawn care equipment.

Airport Committee –

CDC Todd Peterson informed council the Airport Committee did not meet, but the Airport Master Plan is being worked on. Topics being reviewed are the air space needs and the congestion of the buildings. The FAA would like to see the future building area expand to the north. This would encroach on the cross wind turf runway. CDC Peterson met with the local pilots that use the turf runway and they would like to keep it. It is needed when the wind conditions make it necessary, especially for small aircraft. Pilots also prefer to use it to save wear on tires. The FAA will never fund a new turf runway. The current strip is 2,000ft. The pilots said they did not need that long of a strip; 1,200 to 1,500ft may be enough. However, MNDOT and the FAA may not like buildings at the end of the runway. KLJ will discuss this with MNDOT and the FAA to see if they will allow it.

Another concern is: Will MNDOT and the FAA provide money to do a bigger project if the City Council agrees?

Another airport meeting is scheduled for the end of the month.

EDA

CDC Todd Peterson reported the EDA did not meet. The meeting was moved to this Wednesday, October 5th, 2016.

Department Reports

Liquor Store-

Liquor Store Manager Linda Roseborough provided council with the Roseau Liquor Store monthly sales report. Manager Roseborough reported sales picked up in September but are still lower than last year. Roseborough contacted other liquor stores in the area. They report lower sales this year also.

Fire Department-

Craig McMillin from the Roseau Fire Department informed council on the following items;

- The annual Firemans Ball was a great success. The numbers are really close to last year.
- The fire department has 6 new firefighters.
- The fire department is looking at different options and companies to keep the cost of the new fire truck down.

Police Department – Police Chief Ward Anderson absent.

Superintendent-

City Superintendent Drown informed council the asphalt plant is set up and certified. The asphalt crew was supposed to start today but had not yet.

City Superintendent Drown informed council the Roseau High school Alumni Project had raised a larger than expected amount of money for improvements at the Memorial arena. The Alumni had wanted to just replace the lockers, but now with the extra money, they would like to work on the bathrooms, get a new air handling unit and possibly put new lockers out the back of the arena. Kurt Weston has been designated by the H.S. hockey program to ensure the improvements are maintained. School Superintendent Larry Guggisberg suggested the school and the City each donate \$5,000 towards the arena projects.

The City owns the arena and has oversight over the projects. The city has money in its line item budget. It would be a City expense not a donation.

After discussion, it was council consensus to have Superintendent Drown spend \$5,000 out of his budget towards the arena H.S locker room project.

Council member Jane Evans inquired about the use of pedestrian signs in front of the school to get people to stop. City Superintendent Drown stated that the highway in front of the school is a state highway so the city cannot post signs or mark it. Superintendent Drown stated that he would contact the state highway department.

City Attorney-

No new business

Community Development Coordinator-

CDC Peterson informed council the Liquor Store is ready to be hooked up with Fund Accounting in the City's new Banyon software. Banyon prefers to work with PSN credit cards processing and rather than work with two different credit card processors, the liquor store will switch to PSN. PSN says the daily batches are easy to match with the bank statement making balancing easy. The fees of PSN are similar to (Global) the credit processor the liquor store currently uses. Once set up the Utility department will be able to collect credit card payments from its customers online, by phone, web or in person. CDC Peterson suggested keeping the fees with the city for the time being, rather than passing them on to the customer to encourage credit and debit card use. This will reduce labor, postage and paper expense for the City. Utility rates can be adjusted at a later date if the expense is too great.

Assistant City Attorney Michelle Moren has reviewed the contract and approves its contents. CDC Peterson asked for council approval and authorization to move ahead with the PSN contract.

Council member Pat Novacek motioned, Council member Jane Evans seconded, and it was carried by unanimous vote to approve and authorize the signing of the PSN contract.

CDC Peterson asked for council approval for a 3 year package from GovOffice to update the City of Roseau's website. This would make accepting online utility payments easier.

Council member Amy Bassingthwaite motioned, Council member Don Ross seconded, and it was carried by unanimous vote to approve a three year package with GovOffice and authorize GovOffice to do the update to the City of Roseau website.

CDC Peterson informed council that Spruce Valley was awarded the contract to remove the plug in the diversion ditch. They have to remove the plug this fall.

CDC Peterson stated the Corps contacted FEMA to see if they had all the data they needed to make their final determination on the city's LOMR request, and FEMA indicated that they did at this point.

Susan Jawani from the DNR was optimistic that the LOMR and new county floodplain maps may be approved simultaneously in April of 2017.

The county will still need to send out a public notice on the LOMR request but will hold off until language becomes available from the USAGE.

CDC Peterson informed council Representative Collin Peterson has drafted an amendment to the new WRDA bill making the Corps of Engineers liable to pay the difference on flood insurance from the time the flood project is proposed to be completed and when it is actually certified. This is a long shot, as the Corps has no influence over FEMA so they will strongly oppose it.

Council member Jane Evans inquired as to how the school, City, and NWCA house project would proceed now that Diane is gone from NWCA, as Diane coordinated the last project. CDC Peterson stated he has been working on finding an organization to coordinate this project. Peterson did not think the Northwest Regional Development would be able to do it, but would contact a Housing Cooperative in Thief River Falls.

CDC Peterson informed council the Splash Pad did meet the financial goal for the first phase of the South River View Park project. The engineers are still working on final drawings and plans and getting it out for bids. It is time to begin looking at phase two of the project (The skate park). Companies that build Skate parks will be contacted.

Mayor Council-

Mayor Pelowski brought up the flood plain issue and council discussed options for the liquor store expansion and the new skate park should Roseau not be out of the flood plan by the next building season. Council concluded if the city built them without the flood protection features, Roseau would likely not get assistance should there be a major flood that exceeded the capacity of the diversion.

Community Master Plan Review – Economic Development

CDC Peterson led a discussion reviewing Section 10 of the City of Roseau Comprehensive Plan – Economic Development.

Mayor Jeff Pelowski and Council member Amy Bassingthwaite presented information to the City Council on the 2017 labor negotiations with the Police and City Employee's Associations.

Unfinished Business-

There being no further business Council member Don Ross motioned to adjourn the meeting, seconded by Council member Jane Evans and carried by unanimous vote.

ATTEST:

City Clerk-Treasurer

Mayor