

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – MARCH 7TH, 2011 @ 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 Gerry Schiltz, Pat Novacek, Linda Vatnsdal, Curt Ireland. Others present were Community Development Coordinator Todd Peterson, Chief of Police Ward Anderson, Liquor Store Manager Brad Wiberg, City Attorney Pat Moren, City Clerk Janet Lundbohm, Fire Chief Jeff Ballard, Lyle Grindy, Roseau County Commissioner Jack Swanson-WILD 102 Radio, Cassie Schumacher, Ericka Beito, Madison Olson, Breanna Hebel, Mark Miller, Jordan Olson, Jake Swanson, Trever Russell, Emilee Knochenmus, Mariah Johnson, Kali Austad.

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

The following correction (s) addition (s) were noted in the February 7th, 2011 minutes.

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- City council action taken on the ~~City Center~~ Operations Committee recommendations are the following:

Council member Gerry Schiltz motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the February 7th, 2011 minutes with corrections.

Council member Linda Vatnsdal motioned, Council member Gerry Schiltz seconded and it was carried by unanimous vote to approve the following Consent Agenda items:

- Accounts payable claims from February 1st, 2011 through February 28th, 2011 as presented, with a batch number of AP02282011 and is filed in edit books in the City Clerk's Office.
- Daily Batch checks written from February 1st, 2011 through February 28th, 2011 were audited, approved and are filed in edit books in the City Clerk's Office.
- Receipt entries January 1st, 2011 through January 31st, 2011 are audited, approved and are filed in edit books in the City Clerk's Office.
- Journal entries December 1st, 2010 through December 31st, 2010 were audited, approved and are filed in edit books in the City Clerk's Office.
- A review of December, 2010 General Ledger checks written compared with check images on the bank statements found no irregularities.
- Upcoming meetings –
 - March 14th, 2011 Special meeting at 5:00 pm.
- Approve the use of alcohol in the Community Center :
August 27th, 2011 – Grafstrom wedding dance.
November 19th, 2011 – Partners for Health event.
- Thank you from First Baptist Church.
- Appoint Linda Pavek to replace Rod Kjersten on the Northwest Regional Library Board.
- E-mail from League of Minnesota Cities – Cities Bulletin.
- E-mail from Coalition of Minnesota Cities.
- Liquor Store Monthly Sales Recap February 2011.
- Liquor Store Sales 2011.
- Investment-Roseau EDA Hi Fi as of 03/01/2011 is \$162,421.58.
- Cash in bank-DNR Escrow as of 03/01/2011 is \$3,039,000.00.
- Cash in bank-Regular checking as of 03/01/2011 is \$1,433,375.56.
- Investment-Regular Hi Fi as of 03/01/2011 is \$2,041,984.00.
- Investment of Certificate of Deposit as of 03/01/2011 is \$750,000.00.
- Investment of Certificate of Deposit as of 03/01/2011 is \$750,000.00.
- Cash in bank - Airport Fuel Sales Credit Card as of 03/01/2011 is \$201.14.
- Investment - Roseau EDA Money Market as of 03/01/2011 is \$228,701.64.

- v. Cash in bank - Pine to Prairie Birding Trail as of 03/01/2011 is \$4,840.88.
- w. Cash in bank - Scandinavian Festival as of 03/01/2011 is \$3,489.56.
- x. Cash in bank – Welcome to Roseau as of 3/01/2011 is \$1,212.17.
- y. Cash in bank - Roseau EDA as of 03/01/2011 is \$2,697.70.
- z.

2011 COMMITTEE APPOINTMENTS

ROSEAU VOLUNTEER FIRE DEPARTMENT: Chief Jeff Ballard, Asst. Chief Mark Bernat, Captain Mike Trihey, 1st Lieutenant Troy Hammer, 2nd Lieutenant Craig Mcmillin, President Mark Jennings, Vice President Ollie Ullman, Aaron Rose, Supply Officer Scott Vacura, Training Officers Craig Mcmillin, Jeremy Grindeland, Trustees Nick Gustafson, Neal Vatnsdal, Secretary Ryan Severson.

aa. Year to Date City Revenues & Expenditures (March 3, 2011).

Roseau Promotions Director Lyle Grindy reported on the following:

- Plans are in place to continue the Outdoor Farmers Market this summer. Advertising times and dates.
 - Time: Would be 9:00 am to 2:00 pm.
 - Location: North of the City Center by the bridge.
- There have been talks between the C & C and the Scandinavian Festival people as to how they could benefit by working together.
- The Explore Minnesota Tourism Council has Governor Dayton’s support requesting a 1% fee (tax) added to car rentals. The funds would be for marketing Minnesota Tourism.
- Lyle will be attending a Board of Directors Meeting for the Heartland Association later this month.

Council member Curt Ireland motioned, Council member Linda Vatnsdal seconded, and it was carried by unanimous vote to set a Public Hearing to consider Titan Machinery’s (#1-2011) Variance request to replace existing signage with new signage with a square footage of 275 square feet in lieu of the 120 square feet allowed, a 155 square foot Variance.

Community Development Coordinator Todd Peterson reported that Police Officer Marc Hodge had said that some unlicensed vehicles parked by Northern Lights Apartments have been removed and that there still is a lot of snow so it is difficult to review properties on the clean up report at this time.

Roseau County Commissioner Jack Swanson reported on the following:

- Roseau County has ordered an additional 125,000 sandbags and two pallets of plastic and is prepared to partner with the cities of Roseau and Warroad in the event of a flood fight this spring.

Community Development Coordinator Todd Peterson presented to the City Council the “Bonus Hours Payout” Current Handbook Language and Proposed Handbook Language.

Current Handbook Language:

Sick Leave

Regular full-time employees earn 96 hours of paid sick leave each year (8 hours per month) accumulative to 90 days (720 hours). After the accrual of 90 days, each employee shall accumulate 2 hours per month as added sick leave and 6 hours per month as bonus hours. Bonus hours will be paid out in January for hours not used in the previous year. Employees may choose to have the value of accrued bonus hours deposited into his/her HSA account up to an amount not to exceed annual IRS HSA contribution limits. When taking sick leave you must use bonus hours earned first.

Proposed Handbook Language:

Sick Leave

Regular full-time employees earn 96 hours of paid sick leave each year (8 hours per month) accumulative to 90 days (720 hours). After the accrual of 90 days, each employee shall accumulate 2 hours per month as added sick leave and 6 hours per month as bonus hours. For any employee eligible to receive bonus hours, any sick leave taken during the year shall be subtracted first from their total number of bonus hours accrued for the year (72 hours or actual amount of bonus hours accrued if employed for less than 12 months in the year) and then from remaining sick leave. Bonus hours will be paid out in January for any hours not used for sick leave in the previous year. Employees may choose to have the value of accrued bonus hours deposited into his/her HSA account up to an amount not to exceed annual IRS HSA contribution limits.

After discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to change the wording in the employee handbook to clarify the bonus hours language so the employees are all treated equally.

Council consensus was to send George B Gmach's recommendation for pay increase for employees that assume lead role responsibilities in the City Superintendent's absence to the Operations Committee for further review and discussion.

Community Development Corodinator Todd Peterson reported on the following:

- The Airport committee will meet on March 21st, 2011.
- 2010 Roseau EDA Annual Report (on file at the Roseau City Office).

Fire Chief Jeff Ballard reported that the ISO representative will be here on March 16th, 2011 and will come back to do the fire hydrants testing after the snow is gone.

After discussion Council member Gerry Schiltz motioned, Council member Linda Vatsndal seconded and it was carried by unanimous vote that Police Officer Stacy Wiseth receive per city policy a one time pay increase as he has been employed as a part time employee for 1 year as of March 11th, 2011 and has averaged 23.8 hours a week as recommended by Police Chief Ward Anderson.

Police Chief Ward Anderson presented the City Council with the Roseau Police Department 2010 Annual Report (on file at the Roseau City Office). Chief Anderson noted that the NSF check collections were up but the number of NSF checks written are down.

The City Council reviewed the Northern Municipal Power Board Meeting reports and the spreadsheet of the impact of various options of electric rate increases to the City of Roseau residents and businesses. Council member Pat Novacek motioned, Council member Gerry Schiltz seconded and it was carried by unanimous vote to increase the electric rates by 5%.

Assistant City Attorney Michelle Moren reported that she had received an anonymous letter in regards to the "therapy room" at the North Rink involving a complaint of alcohol. Assistant City Attorney Michelle Moren noted that the north rink is owned and operated by the CAIA and the youth hockey board has been notified of the complaint.

Community Development Coordinator Todd Peterson reported that Chad McDonald representing Geroy's Building Center requested to be a party to the Development Agreement that the City of Roseau has with Bergland Enterprises Inc. in regards to Oak Crest West Subdivision (Main Avenue S) hook-up fee and Oakcrest South deferral of water and sewer assessments. After discussion Council member Curt Ireland motioned, Council member Gerry Schiltz seconded and it was carried by unanimous vote to approve Geroy's Building Center to be a party to the Development Agreement with Bergland Enterprise Inc. for Oakcrest West Subdivision (Main Avenue S) and Oakcrest South deferral of water and sewer assessments until such time as homes are constructed on any of the following lots being purchased by Geroy's Building Center for residential development:

Legal Description
Bergland Enterprises to Geroy Building Center

Lot Four (4) of Block Two (2), Lots Four (4) and Five (5) of Block Five (5) and Lot (1) and the North Half (N1/2) of Lot Two (2), and Lot Four (4), Block Eight (8) in OAK CREST WEST Addition to the City of Roseau, according to the plat thereof on file and of record in the office of the County Recorder, Roseau County, MN

AND

Lots Two (2), Three (3), Four (4), Five (5) and Six (6) of Block Three (3), Oak Crest South Addition to the City of Roseau, according to the plat thereof on file and of record in the office of the County Recorder, Roseau County, MN.

Upon vote being taken thereon, the following voted in favor thereof: Mayor Jeff Pelowski, Council member Curt Ireland, and Council member Gerry Schiltz.

and the following voted against the same: Council member Pat Novacek

and the following abstained: Council member Linda Vatnsdal

and the following were absent: None

Whereupon said motion was declared duly passed.

Community Development Coordinator Todd Peterson presented the City Council with the Roseau East Diversion Project Update – March 1, 2011 (on file at the Roseau City Office).

Mayor Jeff Pelowski reported that there will be another meeting on flood preparedness March 17th, 2011 to inventory equipment.

Council member Linda Vatnsdal 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:

City Clerk

Mayor

