

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – MAY 4, 2009 @ 5:00 P.M.
ROSEAU CITY CENTER COUNCIL CHAMBERS
121 Center Street East Suite 201
Roseau, MN 56751**

A 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 Linda Vatnsdal, Curt Ireland, Pat Novacek and Gerry Schiltz. Absent none. Others present were Clerk-Treasurer Michelle Slater, Community Development Coordinator Todd Peterson, Superintendent David Drown, Police Chief Ward Anderson, Liquor Store Manager Brad Wiberg, City Attorney Pat Moren, Jack Swanson-Roseau County Commission and Wild102 and Lyle Grindy-Roseau Promotions, .

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

The following corrections(s)/additions(s) were noted in the April 6, 2009 minutes;

- Council member Novacek reported that he and Gracia Nelson met with members of the local radio stations to work out a procedure for allowing emergency notification alerts to the general public during times when the stations are unmanned.

Council member Vatnsdal motioned, Council member Ireland seconded and it was carried by unanimous vote to approve the April 6, 2009 minutes with the addition.

Council member Ireland motioned, Council member Novacek seconded and it was carried by unanimous vote to approve the April 22, 2009 minutes as presented.

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

- a. Approval was given to pay the accounts payable claims from April 7, 2009 through May 4, 2009 as presented, with a batch number of AP043009 and is filed in edit books in the City Clerk's Office.
- b. Daily Batch checks written from April 1, 2009 through April 30, 2009 were audited, approved and are filed in edit books in the City Clerk's Office.
- c. Receipt entries March 1, 2009 to March 31, 2009 were audited, approved and are filed in edit books in the City Clerk's Office.
- d. Journal entries March 1, 2009 through March 31, 2008 were audited, approved and are filed in edit book in the City Clerk's Office.
- e. A review of February 2009 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
 - a. June 1, 2009 Regular Council meeting.
 - b. July 6, 2009 Regular Council meeting.
- g. Approve the use of alcohol in the Community Center –
 - a. August 8, 2009 Peterson wedding dance.
 - b. August 15, 2009 Halverson wedding dance.
 - c. August 22, 2009 Johnson/Bain wedding dance.
 - d. August 29, 2009 Olson wedding dance.
- h. Liquor monthly sales report for April 2009.
- i. Investment – Roseau EDA Hi Fi as of 04/27/09 is \$79,975.02.
- j. Cash in bank – Regular checking as of 04/27/09 is \$1,001,901.88.
- k. Investment – Regular Hi Fi as of 04/27/09 is \$3,456,243.93.
- l. Cash in bank – Liquor Credit Card as of 04/27/09 is \$2,873.57.
- m. Cash in bank – Airport Fuel Sales Credit Card as of 04/27/09 is \$687.16.
- n. Investment – Roseau EDA Money Market as of 04/27/09 is \$117,826.28.
- o. Cash in bank – Pine to Prairie Birding Trail as of 04/27/09 is \$929.55.
- p. Cash in bank – Scandinavian Festival as of 04/27/09 is \$2,673.49.
- q. Cash in bank – Roseau Community Youth Project as of 04/27/09 is \$3,324.24.

- r. Cash in bank – Welcome to Roseau as of 04/27/09 is \$1,137.17.
- s. Cash in bank – Roseau EDA as of 04/27/09 is \$4,491.35.
- t.

CITY OF ROSEAU 2009 COMMITTEE/BOARD APPOINTMENTS

- **OAKCREST GOLF BOARD:** President Dave Ingeman, Vice President Randy Mason, Secretary Julie Hallie, Scott Vatnsdal, Bill Yon, Shelly LaPlante and Mark Wilson.

Lyle Grindy-Roseau Promotions Director reported an estimated 50 people attended the free “Survive or Thrive” workshop held on April 22, 2009 in the Community Center.

Council member Schiltz motioned, Council member Novacek seconded and it was carried by unanimous vote to authorize Lyle Grindy to work with the Beautification Committee and Polaris to explore replacing four lighted Polaris billboards at each entrance into Roseau with Polaris/Welcome to Roseau verbiage and bring a recommendation back to the council on final ideas and cost sharing information. Grindy reported Kofstad signs has quoted \$9,200 as the total cost for all four signs.

The Planning Commission;

- Rescheduled their May 25th meeting to May 18th due to the Memorial Day holiday.
- Has scheduled May 18th for their annual tour of the city.
- Discussed on-going property clean-up items.

Roseau County Commissioner Swanson and Stuart McFarlane attended the Joint Legislative Conference for Cities, Counties, Schools and Townships on April 29, 2009 in St. Paul and Swanson updated the council.

Council member Schiltz motioned, Council member Novacek seconded and it was carried by unanimous vote to approve the following Liquor parttime pay schedule (not covered by any bargaining unit) for time worked starting July 1, 2009, to comply with the July 24, 2009 minimum wage increase, as recommended by the Operations Committee:

Pay	*Hrs Worked	Hrs Worked	Hrs Worked	Hrs Worked	Hrs Worked	Hrs Worked
Grade	0 – 480	1801-3600	5401-7200	9001-10800	12601-14400	21601-28800
2	\$ 8.00	\$ 9.18	\$ 9.62	\$ 10.04	\$ 10.47	\$ 10.95
	Hrs Worked	Hrs Worked	Hrs Worked	Hrs Worked	Hrs Worked	Hrs Worked
	481-1800	3601-5400	7201-9000	10801-12600	14401-21600	28801 +
	\$ 8.97	\$ 9.40	\$ 9.82	\$ 10.26	\$ 10.69	\$ 11.23

*Hours worked is continuous hours, not yearly.

Council member Ireland motioned, Council member Vatnsdal seconded and it was carried by unanimous vote to clarify the following paragraphs in the Employee Handbook as recommended by the Operations committee;

Sick Leave

Although sick leave accumulates during the first six months of employment, it can not be used until after that period. Sick leave can be used only during an actual illness, legal quarantine, personal disability, illness or death in the family (**family includes: spouse, children, parents, siblings, grandparents or grandchildren of both the employee and the employee’s spouse**) or to receive dental or medical care or other preventative health measures. According to Minnesota Statutes, a parent may use personal sick time to care for a sick or injured child.

Funeral Leave

The City grants up to three days funeral leave for a death of an employee’s mother, father, spouse, son or daughter, or spouse’s children.

In addition to above funeral leave, a one-day funeral leave may be taken for funerals of other relatives including the employee's siblings, grandparents, grandchildren, and the siblings, grandparents, and grandchildren of the employee's spouse; however, vacation, sick leave or compensatory time must be used.

The Operations Committee also;

- Reviewed the policy that the City owns all of the water and sewer mains, however, the laterals off of the mains are owned by the property owner, including curb stops.
- Discussed a request to waive the cost of certain services on City of Roseau light bills. The inability to successfully monitor these services was reiterated.

The Operations Committee recommended no change to current policy on either item.

Council member Schiltz reported the new restroom on the front nine of the Oakcrest Golf Course is almost finished.

The Beautification met and had initial discussion about the Polaris/Welcome to Roseau signs and are not planning any new projects this summer.

Community Development Coordinator Peterson reported the EDA met on April 29, 2009 and;

- Took a tour of the new Christian Brothers hockey stick facility.
- Met with Art Nash-University of Minnesota Extension Crookston who gave a presentation on different Community Development programs available.
- Received an update on the AURI Gasification project.
- Reported work continues on a number of business prospects.

Liquor Store manager Wiberg reported the liquor store sign is in need of replacement and presented a drawing of a proposed new liquor store sign, which Kofstad Signs has quoted at \$1300 installed. Wiberg reported there is money in the current liquor budget for the sign. Wiberg agreed to work with the Beautification Committee and Polaris to research whether the Liquor Store sign should somehow be incorporated with the Polaris/Welcome to Roseau billboards discussed earlier in the meeting. Wiberg agreed to bring a recommendation back to the Council for approval.

Police Chief Anderson reported the transmission went out while in Bagley, on his main squad car. The repair bill was \$2,700, which caused a cost overrun on his 2009 repairs and maintenance line item in the budget.

Chief Anderson reported the new Police vehicle (Tahoe) should arrive in late May or early June.

Chief Anderson reportedly met with Assistant City Attorney Michelle Moren, who indicated there would be no conflict by hiring Keith Nelson-Say Security as a third part-time officer as long as the City of Roseau did not make any purchases from his business. After discussion, it was determined there would be a conflict of interest since Nelson has done work for the Roseau Fire Department recently.

Council member Novacek introduced the following resolution and moved for its adoption;

**#R 23- 09
CITYOF ROSEAU
RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2009**

WHEREAS, the City of Roseau charges appropriate fees to cover costs associated with providing various services;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Roseau, County of Roseau, Minnesota;

The following update in the rate and fee schedule is adopted and will become in effect as of May 4, 2009:

Park

Camping Fees/RV Hookup

\$15.00/night (tax included)

Camping Fees/Tenting

\$10.00/night (tax included)

Adopted by the Roseau City Council this 4th day of May 2009.

ATTEST:

s/s Michelle Slater
Clerk-treasurer

s/s Jeff Pelowski
Mayor

The motion for the adoption of the foregoing was duly seconded by Council member Ireland and upon vote being taken, the following vote in favor thereof: Novacek, Ireland, Schiltz, Vatsndal, and Pelowski

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.

The Council acknowledged the Minnkota Power Cooperative, Inc. NMPA 2009/2010 Wholesale Power Rate incorporating the finalized summer and winter billing demands.

Superintendent Drown reported the park has not officially opened. The road in the park is in good shape however, everywhere else is wet. The shelter is rented out for this weekend.

Council member Novacek motioned, Council member Vatsndal seconded and it was carried by unanimous vote to authorize the purchase of a Utility Permit (Continuing Bond) from North Country Insurance (NCI) in the amount of \$100 as required by Mn/DOT for any and all work done along/on State Highways as follows;

Utility Permit (Continuing Bond)

Bond # BD 7900670976

KNOW ALL MEN BY THESE PRESENTS,

That we the City of Roseau, Minnesota, as Principal and Nationwide Mutual Insurance Company with principal offices at 1100 Locust St. Dept. 2006, Des Moines, IA 50391 as Surety, are held and firmly bound unto the State of Minnesota, Commissioner of Transportation, in the sum of Five Thousand AND NO/100 (\$5,000.00), lawful money of the United States of America, to be paid unto the State of Minnesota Commissioner of Transportation, its successors or assigns, for which payment well and truly to be made, we jointly and severally bind ourselves, and each of our heirs, executors, administrators, successors and assigns, firmly by these presents.

Sealed with our seal and dated this 11th day of May, 2009.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT WHEREAS the above bounden City of Roseau shall receive from the Obligee, State of Minnesota Commissioner of Transportation, permission in the form of Public Utility permits to do work in and about trunk highway right of ways as specified in each individual permit so granted.

NOW, THEREFORE, if the above bounden principal shall satisfactorily restore the truck highway right of ways and bear the expense of engineering supervision and inspection provided by the State and for any expense incurred in the repairing of any damage to any portion of the trunk highway right of ways caused by work performed under permits so granted, then this obligation shall be void; otherwise to remain in full force and effect.

It is the intention of the parties that this bond is to be a continuing bond. This bond may be cancelled at any time by the Surety upon giving the said principal and the State of Minnesota Commissioner of Transportation (30) days written notice, said notice to be served by registered mail, whereupon except as to any liabilities or indebtedness incurred or accrued prior to the termination of this said 3-days notice, the liability of the Surety under this bond shall cease. The principal may terminate at any time by notice to the obligee.

In the event the statute, ordinance or regulation requiring this bond does not specify the time within which suit may be filled on this bond, then in that event not action may be brought hereunder after the expiration of two years following the day on which principal ceased work on any permits so included within the life of this bond.

IN TESTIMONY WHEREOF, The Principal and Surety have respectively caused this bond to be duly executed.

Morgan Collins
Surety

Michelle Slater
Principal

By: Morgan Collins, Attorney in fact

By: Clerk-Treasurer

Discussion was held on a 2009 Property Tax Statement for West Intercept Ditch Maintenance received by the City of Roseau in the amount of \$7500, as certified by the Roseau River Watershed District. Council member Ireland motioned, Council member Vatsndal seconded and it was carried by unanimous vote to delay payment of the first half of the Ditch Assessment pending the formation of a committee to meet with Roseau Watershed District representatives to explore West Intercept operations and maintenance issues and to pursue a contract between the City of Roseau and the Roseau River Watershed District to spell out unresolved maintenance issues. Mayor Pelowski, Community Development Coordinator Peterson, Superintendent Drown, Council member Novacek and Roseau County Commissioner Jack Swanson agreed to serve on a West Intercept Ditch Maintenance Committee.

Council member Schiltz motioned, Council member Vatsndal seconded and it was carried by unanimous vote to authorize the payment of the following late arriving Wynne Consulting administrative services bills;

- East Diversion Project \$758.66
- HMG West Side Pump Station \$200.00

Community Development Coordinator;

- Presented a Roseau Project update from engineers Freeberg & Grund.
- Has made an application to FEMA to receive reimbursement for 2009 flood damages.
- Reported he and Gwen Kerner are continuing work on a new City Website.
- Presented an update on the East Diversion Flood Damage Reduction Project.

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

ATTEST:

s/s Michelle Slater
Clerk-Treasurer

s/s Jeff Pelowski
Mayor