

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – DECEMBER 2ND, 2013 @ 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 Curt Ireland, Don Ross, Linda Vatsndal, Pat Novacek, absent none. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, Chief of Police Ward Anderson, Liquor Store Manager Linda Roseborough, City Attorney Pat Moren, Assistant City Attorney Michelle Moren, City Clerk Janet Lundbohm, and Roseau County Commissioner Jack Swanson - Wild 102 Radio.

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

Council member Curt Ireland motioned, Council member Linda Vatsndal seconded and it was carried by unanimous vote to approve the November 4th, 2013 minutes as presented.

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

- a. Accounts payable claims from November 1st, 2013 through November 30th, 2013 as presented, with a batch number of AP113013 and is filed in edit books in the City Clerk’s Office.
- b. Daily Batch checks written from November 1st, 2013 through November 30th, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- c. Receipt entries October 1st, 2013 through October 31st, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- d. Journal entries September 1st, 2013 through September 30th, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- e. A review of September, 2013 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
 - a. January 6th, 2014 Regular City Council meeting at 5:00 p.m.
- g. Approve the use of alcohol in the Community Center – none
- h. 2014 MBA Scholarship Program.
- i. Letter from the Minnesota Department of Health in regards to “Reduction of Lead in Drinking Water Act Reminder”.
- j. Letter from the Minnesota Department of Health in regards to “Flouride Analytical Device Project”.
- k. Letter from LMCIT in regards to 2013-2014 Coverage Changes, Rates, and Dividends.
- l. Draft of November 25th, 2013 Planning ‘commission minutes.
- m. October 2013 – Ambassador Talking Points from the League of Minnesota Cities.
- n. Approve (December 1, 2013- November 30, 2014) Liquor License contingent upon all paperwork is obtained by the Clerk’s office.
 - Oakcrest Golf Club (Full Liquor License) + Sunday.
- n. Investment-Roseau EDA Hi Fi as of 11/26/2013 is \$157,433.42.
- p. Cash in bank-DNR Escrow as of 11/26/2013 is \$832,000.00.
- q. Cash in bank-Regular checking as of 11/26/2013 is \$2,180,728.82.
- r. Investment-Regular Hi Fi as of 11/26/2013 is \$1,454,735.46.
- s. Investment of Certificate of Deposit as of 11/26/2013 is \$766,849.71.
- t. Investment of Certificate of Deposit as of 11/26/2013 is \$768,357.49.
- u. Investment of Certificate of Deposit as of 11/26/2013 is \$773,486.35.
- v. Investment of Certificate of Deposit as of 11/26/2013 is \$778,118.00.
- w. Cash in bank - Airport Fuel Sales Credit Card as of 11/26/2013 is \$703.93.
- x. Investment - Roseau EDA Money Market as of 11/26/2013 is \$217,568.51.
- y. Cash in bank - Pine to Prairie Birding Trail as of 11/26/2013 is \$7,806.56.
- z. Cash in bank - Scandinavian Festival as of 11/26/2013 is \$3,774.03.

- aa. Cash in bank – Welcome to Roseau as of 11/26/2013 is \$1,312.17.
- bb. Cash in bank - Roseau EDA as of 11/26/2013 is \$192.28.
- cc. Roseau Liquor Store Monthly Sales.
- dd. November 2013 Revenues and Expenditures.

Community Development Coordinator Todd Peterson reported that he had talked to the Minnesota Department of Health in regards to West Side Trailer Court and they said that West Side Trailer Court has complied with what the Minnesota Department of Health had wanted them to do **and that they were pursuing no further enforcement action.**

Roseau County Commissioner Jack Swanson reported on the following:

- The Roseau County Board will be holding its required Truth and Taxation meeting December 3rd, 2013 at 6:00 p.m.

Community Development Coordinator Todd Peterson reported that the Operations Committee did meet on November 21, 2013 (minutes on file at the Roseau City Office) and discussed the handbook policy change requests from the Employee Association and the Police Association and after review made the following recommendations to the City Council.

- Amend the Funeral Leave policy to allow an employee to use one-day funeral leave to serve as a pallbearer or otherwise be an active participant in a funeral service (does not include simply attending a funeral) of someone not identified as a family member of the employee or spouse (vacation, sick leave or compensatory time must be used).
- The remaining Handbook policy change requests from the Employees Association and Police Association remain the same with no change in the Employee Handbook.

The Operations Committee also discussed the following:

- Health Insurance changes starting in December.
- Meeting with Sjobergs. There was some discussion about the efforts to link the Liquor Store, City Center, Fire Hall and City Shop via fiber optic to provide an integrated communications and computer network between all of the operations.
- Brief discussion on the proposed Liquor Store expansion and its priority with other projects within the city.

After discussion Council member Curt Ireland motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve to amend the Funeral Leave policy to include the following, one-day funeral leave to include “parents” of employee’s spouse and to add to allow an employee to take one-day funeral leave to serve as a pallbearer or otherwise be an active participant in a funeral service (does not include simply attending a funeral) of someone not identified as a family member (vacation, sick leave or compensatory time must be used).

Community Development Coordinator Todd Peterson reported on the following:

- The second Public Hearing for the Airport Zoning Ordinance that was scheduled for October 25th, 2013 was cancelled, they are awaiting a recommendation from the Commissioner at MN DOT in regards to the Airport Zoning Ordinance.
- CDC Peterson advertised for an Airport Engineer as required by the FAA every five years and CDC Peterson, Superintendent Drown and Council member Pat Novacek will review the proposals from the four Airport Engineers and conduct the interviews.

Council member Linda Vatnsdal would like to thank Dawn Johnson, Chairman of the Beautification committee who has been doing the winter decorating.

Community Development Coordinator Todd Peterson reported that the EDA met and discussed the following:

- The loan for the Brickhouse closed.
- Renewed the Roseau Promotions Director position for another year and capped their contribution at the current level.
- Housing.

Liquor Store Manager Linda Roseborough reported that the Roseau Liquor Store had started a wine club this month and had a wine tasting event the Tuesday before Thanksgiving and it was very successful. Linda had contacted the architect Dick Rude from RRA, Inc. and asked how long from beginning to end it would take for construction of the addition at the Roseau Liquor Store and he said that he would get back to her.

Chief of Police Ward Anderson reported that he will be conducting interviews at the end of this week for a part time police officer.

Council member Don Ross commended the police department for notifying residents when they spotted cars, boats, etc. left on the street that the city would begin plowing the residential streets soon after the snow event the day before Thanksgiving.

Assistant City Attorney Michelle Moren reported on the Summons and Complaint from counsel for Border State Bank regarding a foreclosure against Karl Nelson et al, in which the City of Roseau has been listed as a Defendant. The Law Offices of Patrick D. Moren act as City Attorneys for the City of Roseau and, further, have and continue to represent Border State Bank in various matters and recommended that the City of Roseau enter into a conflict waiver and enter into a stipulation in regards to this matter.

After discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to sign the Border State Bank Conflict Waiver to the extent that the City of Roseau will not be seeking any type of adverse action against Border State Bank and the City of Roseau execute a stipulation regarding priority of mortgages and that Moren assist in providing legal counsel for the City of Roseau with respect to these proceedings.

After discussion Council member Curt Ireland motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to allow Community Development Coordinator Todd Peterson offer the City Treasurer position to Elizabeth Hellquist and Elizabeth Hellquist would be hired at Grade 7 Step C and the start date would be December 17th, 2013 as recommended by Community Development Coordinator Todd Peterson.

Community Development Coordinator Todd Peterson reported on the following:

- Minnesota housing Finance Agency announced that Sand Companies was awarded funding for Tamarac Place in Roseau that will have 40 units (there will be about a \$500,00.00 shortfall, Sand Companies indicated that will not be an issue). Sand Companies would like to break ground in the spring as soon as possible.
- Northwest Community Action was awarded \$500,000. for five new homes and rehab for 10 owner occupied homes in Roseau County.
- CDC Peterson, Mayor Jeff Pelowski, Roseau County Commissioner Jack Swanson met with Carey Castle the Vice President for Academic and Student Affairs for Northland Community and Technical College to discuss options for their credit and curriculum programs and he said that he also plans to meet with several other companies in the coming weeks.

Community Development Coordinator Todd Peterson reported on progress of the East Diversion.

Council member Linda Vatnsdal reported on the following:

- Roseau Friends of the Library received \$10,000.00 of Arts Legacy funding from the Northwest Minnesota Arts Council to purchase a permanent art collection for the Roseau Public Library. The Roseau Friends of the Library held an Official Opening of the Northwest Minnesota Art Collection at the Roseau Public Library on Sunday, November 24th, 2013 which was very well attended.
- The Craft show put on by Carol Amundson held the weekend of Thanksgiving at the Roseau Community School had 72 booths (same as last year). 800 booklets with coupons had been printed and all of them were handed out during the first day of the Show. The craft show proceeds are used for the garland decorations on the City bridges. Carol has received funds from the CVB, 17 hotel rooms in Roseau were reserved by vendors. Some vendors also stayed in Badger and Warroad hotels.

At 6:00 p.m. the Final Levy and Budget discussion and the opportunity for "public comment" and consideration of the final 2014 Levy and Budget was held. Mayor Jeff Pelowski asked for comment from the public and there were none.

After discussion Council member Curt Ireland introduced the following resolution and moved for its adoption:

R #37-13
RESOLUTION ADOPTING FINAL 2013 PAYABLE 2014 TAX LEVY

WHEREAS, on September 9th, 2013 the City Council of the City of Roseau, Minnesota, motioned and approved holding a Truth in Taxation Hearing at 6:00 pm, December 2nd, 2013 Regular City Council meeting,

NOW, THEREFORE, BE IT RESOLVED, that the City of Roseau, County of Roseau, after holding its Truth in Taxation Public Hearing hereby adopts the final 2013 payable 2014 property tax levy in the amount of \$1,049,242 and with a breakdown as follows:

2013 PAYABLE 2014 FINAL TAX LEVY	
1. General Levy	\$ 996,928
Library Expenses	\$ 45,314
Total General	\$1,042,242
2. Special Levies –	
(602) PFA Loan \$237,000	\$ 2,000
(602) PFA Loan \$950,000	\$ 5,000
2013 Payable 2014 Final Levy Grand Total	\$1,049,242

BE IT FURTHER RESOLVED, that the Community Development Coordinator submits to the Roseau County Auditor the proper documentation certifying the levy has been adopted.

Attest:

Janet Lundbohm, City Clerk

Jeff Pelowski, Mayor

The motion for adoption of the foregoing resolution was duly seconded by Council member Linda Vatnsdal and upon vote being taken thereon, the following voted in favor thereof: Pelowski, Ireland, Vatnsdal, and Ross

and the following voted against the same: Novacek

and the following abstained: None

and the following were absent: None

whereupon, said motion was declared duly passed and adopted.

Council consensus was to set a Special Meeting for Monday, December 16th, 2013 at 5:00 p.m. to discuss the 2014 Final budget.

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

ATTEST:

City Clerk

Mayor

