

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – FEBRUARY 3RD, 2014 @ 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, Pat Novacek, Linda Vatnsdal, Don Ross. Others present were City Superintendent David Drown, Chief of Police Ward Anderson, Liquor Store Manager Linda Roseborough, City Attorney Pat Moren, City Clerk Janet Lundbohm, Roseau County Commissioner Jack Swanson and WILD102 Radio, Fire Chief Jeff Ballard and Roseau County Emergency Manager Kathy Sebby.

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

Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the January 6th, 2014 minutes as presented.

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

- a. Accounts payable claims from January 1st, 2014 through January 31st, 2014 as presented, with a batch number of AP013114 and is filed in edit books in the City Clerk’s Office.
- b. Daily Batch checks written from January 1st, 2014 through January 31st, 2014 were audited, approved and are filed in edit books in the City Clerk’s Office.
- c. Receipt entries December 1st, 2013 through December 31st, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- d. Journal entries November 1st, 2013 through November 30th, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- e. A review of November, 2013 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
 - a. March 3rd, 2014 Regular meeting at 5:00 p.m.
- g. Approve the use of alcohol in the Community Center - none
- h. Letter from Minnesota Pollution Control Agency in regards to the Johnson Oil Company “Petroleum Tank Release Site File Closure”.
- i. Letter from Minnesota Pollution Control Agency in regards to the 117 3rd Street Northwest “Petroleum Tank Release Site File Closure”.
- j. 2013 City Revenues & Expenditures – Final (w/o adjusting entries).
- k. January 2014 City Revenues & Expenditures.
- l. Letter from Minnesota Pollution Control Agency in regards to the former Arneson’s Direct Service “Petroleum Tank Release Site File Closure”.
- m. Letter from Janine Lovold – Program Coordinator Roseau SWCD in regards to a request for donation.
- n. Application from the League of Minnesota Cities for the “2014 City of Excellence Awards”.
- o. Application from the League of Minnesota Cities for the “2014 C.C. Ludwig Leadership Awards.
- p. “2014 MMBA Boot Camp” Notice.
- q. Letter from Seth DeMerritt – Rate Case Consultant, Minnesota Energy Notice to Counties and Municipalities of Application for Rate Increase.
- r. Community Health Needs Assessment From LifeCare Medical Center and LifeCare Public Health 2013.
- s. Investment-Roseau EDA Hi Fi as of 01/27/2014 is \$175,924.06.
- t. Cash in bank-DNR Escrow as of 01/27/2014 is \$2,000.00.
- u. Cash in bank-Regular checking as of 01/27/2014 is \$2,377,087.44.
- v. Investment-Regular Hi Fi as of 01/27/14 is \$1,459,720.54.
- w. Investment of Certificate of Deposit as of 01/27/14 is \$766,849.71.
- x. Investment of Certificate of Deposit as of 01/27/14 is \$768,357.49.
- y. Investment of Certificate of Deposit as of 01/7/2014 is \$773,486.35.
- z. Investment of Certificate of Deposit as of 01/27/14 is \$778,118.00.

- aa. Cash in bank - Airport Fuel Sales Credit Card as of 01/27/2014 \$102.51.
- bb. Investment - Roseau EDA Money Market as of 01/27/14 is \$57,794.63.
- cc. Cash in bank - Pine to Prairie Birding Trail as of 01/27/2014 is \$5,504.01.
- dd. Cash in bank - Scandinavian Festival as of 01/27/2014 is \$3,749.03.
- ee. Cash in bank – Welcome to Roseau as of 01/27/2014 is \$1,312.17.
- ff. Cash in bank - Roseau EDA as of 01/27/14 \$98.76.
- gg. Comparison of City Liquor Store Operations – 2012 Ranked by Net Profit/(Loss) as a Percent of Sales.
- hh. Roseau Liquor Store Monthly Sales 2014.
- ii. Notice of “Town Hall Meeting” for Dan Fabian February 13th, 2014 at 10:00 A.M.
- jj. Letter from Kevin Weatherly CEO in regards to the AVTT (American Veterans Traveling Tribute).
- kk. Notice of Public Information and Environmental Report Scoping Meetings for Roseau Tuesday, February 11th, 2014 at 6:00 p.m.

After review and discussion of the letter submitted by Jenny Wolfe (on file at the Roseau City Office) in regards to the Minnesota Spay Neuter Assistance Program (MNSnap for cats and dogs of low income families) request for a place to park their vehicle during the day outside and a place to store the vehicle securely during the night for the dates of September 10-13, 2014, Council member Curt Ireland motioned, Council member Linda Vatsndal seconded and it was carried by unanimous vote to allow City Staff to find a location for the MNSnap vehicle to park during the day and a secure location to store the vehicle at night for the dates of September 10th through September 13th, 2014.

Roseau County Emergency Manager Kathy Sebby introduced herself to the Roseau City Council and reported that she is working on the following:

- The Roseau County Mitigation plan.
- The propane shortage.

After discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous to direct City Attorney Pat Moren to amend the Ordinance for Off-Street Parking (Chapter 154: Zoning Code-Appendix: Schedule of Required Off-Street Parking and Loading Spaces) to remove the regulations for the Commercial Off-Street Parking and Loading Spaces and bring it to the Planning Commission for review before a Public Hearing is held as recommended by the Planning Commission.

Community Development Coordinator Todd Peterson reported that he and Building Official Kevin Wiskow will review the “Model Sign Ordinance” that Todd had presented to the Planning Commission (on file at the Roseau City office) and Todd will check with the League of Minnesota Cities to see if they have a sample Sign Ordinance and bring their recommendations for the sign ordinance back to the Planning Commission for review as recommended by the Planning Commission.

Community Development Coordinator Todd Peterson reported to the Planning Commission that he had received a call from 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. CDC Peterson said that there are still many vacant and unsecured trailers and debris and safety and sanitary issues. There are abandoned cars in the West Side Trailer Court which CDC Peterson has brought to the Police Departments attention. The Planning Commission will go through West Side Trailer Court on the Planning Commission’s annual tour of the City.

After review and discussion Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to set a Public Hearing for February 24th, 2014 at 12:00 noon or as soon as possible thereafter for the Courthouse Commons (#1-14) Roger Didrikson and Susan Lisell for a Conditional Use Permit request for the purpose of remodeling the Courthouse Commons building (old Roseau County Courthouse) to include six apartments as recommended by the Planning Commission.

Roseau County Commissioner Jack Swanson reported on the following:

- The Association of Minnesota Counties executive group met with Governor Dayton and discussed the workforce housing problem that exists all across the State of Minnesota.

Community Development Coordinator Todd Peterson reported that the operations committee met today and discussed the following:

- Charlotte Erickson's request for an out-of-pocket cap of \$5,000.00.

After considerable discussion the Operations Committee determined it does not have the ability to negotiate with Charlotte and that Charlotte Erickson's request would be directed to the Employee Association first and then back to the Operations committee and the Operations Committee would make a recommendation to the City Council.

After discussion Council member Pat Novacek motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to authorize Community Development Coordinator Todd Peterson to sign the Professional Services Agreement with KLJ Engineering.

Community Development Coordinator Todd Peterson reported that the EDA met January 15th and the 28th, 2014 and discussed the following:

- Election of officers.
- The downtown retail building.
- The Tamarac Place Apartments.
- Single Family housing.

Fire Chief Jeff Ballard reported on the following:

- 2013 Roseau Fire Department Run Report.

Chief of Police Ward Anderson reported on the following:

- 2013 Annual Report.
- Request for more money than the \$31,000.00 budgeted amount for a vehicle due to state contracts coming in higher than anticipated.

After discussion Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to allow Chief of Police Ward Anderson to spend \$6,000.00 over the budgeted amount of \$31,000.00 for a new vehicle.

City Superintendent David Drown recommended to amend the General Utilities Billing Ordinance, Rules and Regulations § 50.20 Billing, Payment and Delinquency section to coincide with MnKota's billing cycle.

After discussion Council member Pat Novacek motioned, Council member Linda Vatnsdal seconded and carried by unanimous vote to direct City Attorney Pat Moren to amend the General Utilities Ordinance that section 50.20 read instead of the 15th it will read the last day of the month in both places that it says the 15th and this would be effective for the May reading as recommended by City Superintendent David Drown.

City Superintendent David Drown reported that he had received authorization from the City Council at the January 6th, 2014 City Council meeting to advertise for a position as a mechanic/public works operator to be hired at grade 6. After review of the mechanic/public works operator position it was determined that a mechanic/public works operator should be at grade 7 and David would like authorization to advertise for a mechanic/public works operator at grade 7 instead of the position at grade 6.

After discussion Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to authorize advertising for a new mechanic/public works operator at Grade 7 as recommended by City Superintendent David Drown.

City Superintendent David Drown reported that Gwen Kerner is leaving in March and David requested authorization to advertise to replace Gwen Kerner's position as a billing clerk grade 5 as some of Gwen Kerner's duties have been shifted to other employees and David would like to have a two week overlap for training purposes. David is also researching options for an IT consultant.

After discussion Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to authorize advertising for a billing clerk position at Grade 5 and to allow a two week overlap for training purposes and for the city to seek quotes for an IT consultant as recommended by City Superintendent David Drown.

Council member Don Ross reported that he has received suggestions from citizens to put direction signs for people coming from the east and west, such as by Earls and/or bus garage turn because buses filled with “parents and fans” coming for hockey tournaments are having a hard time finding the Rams Sports Center. Council consensus was that these suggestions can be discussed when the city and school meet to discuss the City/School Agreement.

Community Development Coordinator Todd Peterson reported that he had received a copy of a letter by email (on file at the Roseau City Office) signed by Amy Klobachar, U.S. Senator, Al Franken, U.S. Senator and Collin C. Peterson, Member of Congress in regards to the “Omnibus Appropriations Act of 2014” and an opportunity in that bill to appropriate funding for the Roseau East Diversion project.

City Clerk Janet Lundbohm left the City Council meeting while the City Council discussed negotiations, Community Development Coordinator Todd Peterson reported there was discussion only – no action was taken.

City Clerk Janet Lundbohm attended the remainder of the City Council meeting.

Council member Pat Novacek 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

