

**REGULAR ROSEAU CITY COUNCIL MEETING  
MONDAY – JANUARY 6TH, 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 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, Roseau County Commissioner Jack Swanson-WILD102 Radio, and Lyle Grindy.

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

Council member Curt Ireland motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the December 2nd, 2013 minutes as presented.

Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the December 16th, 2013 minutes as presented.

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

- a. Accounts payable claims from December 1st, 2013 through December 31st, 2013 as presented, with a batch number of AP123113 and is filed in edit books in the City Clerk’s Office.
- b. Daily Batch checks written from December 1st, 2013 through December 31st, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- c. Receipt entries November 1st, 2013 through November 30, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- d. Journal entries October 1<sup>st</sup>, 2013 through October 31st, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- e. A review of October 2013 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
  - a. February 3rd, 2014 Regular meeting at 5:00 p.m
- g. Approve the use of alcohol in the Community Center -
  - a. January 14<sup>th</sup>, 2014 Polaris
  - b. January 23<sup>rd</sup>, 2014 Minnesota Wheat Growers Meeting
  - c. June 7<sup>th</sup>, 2014 Wellen Wedding dance
  - d. June 28<sup>th</sup>, 2014 Miller Wedding dance
  - e. July 26<sup>th</sup>, 2014 Mekash Wedding dance
  - f. August 2<sup>nd</sup>, 2014 Stanislawski Wedding dance
  - g. August 16th, 2014 Beito Wedding dance
  - h. September 20<sup>th</sup>, 2014 Larson Wedding dance
  - i. October 4<sup>th</sup>, 2014 Bergstrom Wedding dance
  - j. October 13<sup>th</sup>, 2014 Deer Hunters
  - k. November 22<sup>nd</sup>, 2014 Partners for Health
- h. 2013 “City of Roseau Christmas Lighting Contest” Winners.
- i. Letter from Michael J. Hyland, Senior Vice President, Engineering Services – in regards to invite the City of Roseau to participate in the APPA Safety Awards of Excellence.
- j. Letter from Jim Atkinson, Environmental Siting and Permitting Manager, Minnesota Power – in regards to Minnesota Power Selects Route Alternatives for Permit Applications.
- k. Donald & Elna Kofstad \$10.00 donation to the Beautification Committee in memory of Gladys Helgeson.
- l. Letter from Minnesota Pollution Control Agency in regards to “Accepting Projects for State Revolving Loan Programs”.

- m. LMCIT- 2013 Property/Casualty Dividend of \$26,250.00.
- n. LMCIT – 2013 return premium check of \$1,584.00.
- o. Letter from Minnesota Rural Water Association in regards to a message of rural water and wastewater issues to Washington D.C.
- p. Letter from Myron Frans, Commissioner of Revenue in regards to the new sales tax exemption for cities and counties.
- q. Thank you Letter from the Roseau MN Congregations of Jehovah’s Witnesses.
- r. Letter from Ms. Michelle Bjerk in regards to the Feasibility Cost Sharing Agreement between the United States of America and the City of Roseau Escrow Agreement – a contribution of \$830,000.00 from the City of Roseau.
- s. Investment-Roseau EDA Hi Fi as of 12/30/2013 is \$166,035.91.
- t. Cash in bank-DNR Escrow as of 12/30/2013 is \$2,000.00.
- u. Cash in bank-Regular checking as of 12/30/2013 is \$2,458,161.33.
- v. Investment-Regular Hi Fi as of 12/30/2013 is \$1,454,965.42.
- w. Investment of Certificate of Deposit as of 12/30/2013 is \$766,849.71.
- x. Investment of Certificate of Deposit as of 12/30/2013 is \$768,357.49.
- y. Investment of Certificate of Deposit as of 12/30/2013 is \$773,486.35.
- z. Investment of Certificate of Deposit as of 12/30/2013 is \$778,118.00.
- aa. Cash in bank - Airport Fuel Sales Credit Card as of 12/30/2013 is \$3,981.86.
- bb. Investment - Roseau EDA Money Market as of 12/30/2013 is \$226,610.58..
- cc. Cash in bank - Pine to Prairie Birding Trail as of 12/30/2013 is \$6,433.10.
- dd. Cash in bank - Scandinavian Festival as of 12/30/2013 is \$3,749.03.
- ee. Cash in bank – Welcome to Roseau as of 12/30/2013 is \$1,312.17.
- ff. Cash in bank - Roseau EDA as of 12/30/2013 is \$192.28.
- gg.

**#R 01-14  
CITY OF ROSEAU  
2014 ORGANIZATIONAL RESOLUTION**

**WHEREAS**, Minnesota Statute, Chapter 412, requires certain action by the City Council at the annual organizational Council meeting each January;

**THEREFORE BE IT RESOLVED**, by the Roseau City Council, that it hereby approves the following designations for the year 2014;

**MEETINGS:** Regular meetings of the Roseau City Council shall be held on the First Monday of every month at 5:00 p.m. If a regular meeting falls upon a holiday, it shall be held on the following Monday at the same time and place. All meetings, including special and adjourned meetings, shall be held at City Center Council Chambers located at 121 Center St E, Suite 201, Roseau, Minnesota unless the City Council otherwise announces at a prior meeting.

**ACTING MAYOR:** In the absence of the Mayor, the Acting Mayor for the Roseau City Council shall be Council member Pat Novacek.

**OFFICIAL NEWSPAPER:** The official newspaper for the City of Roseau shall be the Roseau Times Region, which is published in Roseau, Minnesota.

**OFFICIAL CITY DEPOSITORY:** The Citizens State Bank of Roseau and Border State Bank of Roseau shall be designated as official City of Roseau depositories and are authorized to exceed \$100,000 provided current Certificates of Collateral are on file with said institutions. Funds in excess of \$100,000 will be secured by pledges of government securities. The Treasurer shall have the authority to transfer between funds when deemed necessary. The following shall be authorized agents to endorse checks and orders for the payment of money transactions at the official City depository and the Treasurer is authorized to use a facsimile signature stamp at such time as it becomes necessary: Mayor Jeff Pelowski, Acting Mayor Patrick A Novacek, Treasurer Charlotte Erickson, and Treasurer Elizabeth Hellquist.

**COUNCIL MEMBER LIAISONS:** Council Members shall serve as liaisons to the following departments/organizations:

Light, Power and Water – Council member Novacek  
Street, Alleys and Sidewalks – Council member Ireland  
Community Center – Council member Vatnsdal  
Sanitation and Wastewater Service – Council member Ross  
City/School Recreation - Mayor Pelowski and Council member Novacek  
Planning Commission – Council member Vatnsdal and Mayor Pelowski as alternate  
Liquor Store – Council member Ross and Council member Ireland  
Golf Course – Council member Vatnsdal and Ross  
Library – Council member Novacek

hh.

#### **CITY OF ROSEAU 2014 COMMITTEE/BOARD APPOINTMENTS**

- **AIRPORT:** Arun Reddy, Matt Anderson, Keith Okeson, City Representatives-Council member Curt Ireland and Community Development Coordinator Todd Peterson.
- **ARENA:** To be reviewed
- **BEAUTIFICATION:** Dawn Johnson, Colleen Olson, Gracia Nelson, Deanna Hovda, City Representatives - Community Development Coordinator Todd Peterson, Superintendent David Drown, Council member Linda Vatnsdal.
- **GILBERTSON BALLFIELD:** Chairman Ron Schwehr, Donn Haugen, Andy Ziegler, Tracy Wensloff, City Representatives-Mayor Jeff Pelowsk, Parks and Rec.-Chad Johnson.
- **ROSEAU VOLUNTEER FIRE DEPARTMENT:** To be named in March.
- **OAKCREST GOLF BOARD:** To be named in May, City Representatives – Council member Linda Vatnsdal, and Council member Ross
- **LIBRARY:** Chair person Joe Elick, Norm Hayes, NWRLB Linda Pavek, City Representative-Council member Pat Novacek.
- **PARK:** Chairperson John Mekash, Mike Bodell, Michelle Moren, Kyle Peterson, Sonya Peterson, Gerald Koble, Mark Johnston, Jamie Lisell, Dwayne Mast, Jim Ludwig, Pat Roth, City Representatives-Mayor Jeff Pelowski and Parks and Rec.-Chad Johnson.
- **PLANNING COMMISSION:** Chairman Dennis Sabourin, Mary Hayes, Roland Fredrickson, Larry Guggisberg, JoMar Bernat, Chuck Thompson, Dave Anderson, City Representatives-Council member Linda Vatnsdal, Community Development Coordinator Todd Peterson, and Secretary Janet Lundbohm.
- **OUTDOOR POOL COMMITTEE:** Tonia Helgeson, Karrie Rugland, Ann Jacobson, Bill Miller, Chris Hamness, Joanne Thompson, Tom Johnson, City representatives-Council member Pat Novacek, Council member Curt Ireland, Community Development Coordinator Todd Peterson and Superintendent David Drown.
- **ROSEAU CONVENTION AND VISITORS BUREAU:** Chairman Darrin Smedsmo, Pam Hetteen, Jack Swanson, Gary Grondahl, Cheri Losse, Carol Rhen, Debbie Benke, City Representatives – Council member Curt Ireland, Community Coordinator Todd Peterson and Roseau Promotions Director.

- **WELCOME TO ROSEAU:** Sharon Pelowski, Kate Lundquist, Marsha Hagen, Sarah Klint, Diane Dahl, Janet Johnson, City Representatives- Council member Curt Ireland, Community Development Coordinator Todd Peterson, and Janet Lundbohm.
- **EDA:** Chairman Robert Foley, Joe Ulwelling, Cheri Losse, Steve Pavek, Jack Swanson, City Representatives - Mayor Jeff Pelowski, Council member Curt Ireland, Community Development Coordinator Todd Peterson, and Lyle Grindy.
- **CITY OPERATIONS COMMITTEE:** Mayor Jeff Pelowski, Council member Pat Novacek Community Development Coordinator Todd Peterson, Superintendent David Drown, Police Chief Ward Anderson and Municipal Liquor Store Manager Linda Roseborough, Attorney Pat Moren.
- **COMMUNITY CENTER COMMITTEE:** Lyle Grindy, Deb Haugen, Council member Pat Novacek, Council member Linda Vatnsdal, Aaron Nelson, Community Development Coordinator Todd Peterson and City Clerk Janet Lundbohm.
- **ASSISTANT WEED INSPECTOR:** The Roseau City Council hereby appoints Building Official Kevin Wiskow Assistant Weed Inspector for the City of Roseau.

Adopted by the Roseau City Council this 6th day of January, 2014.

ATTEST:

\_\_\_\_\_  
Janet Lundbohm, City Clerk

\_\_\_\_\_  
Jeff Pelowski, Mayor

ii.

**R # 02-14  
RESOLUTION**

**WHEREAS**, there is a need from time to time to perform transfers between General Ledger Funds,

**NOW THEREFORE BE IT RESOLVED**, that the City Treasurer is hereby authorized to make transfers as deemed necessary and that all transfers will be brought before the Council for approval.

Adopted by the Roseau City Council this 6th day of January 2014.

ATTEST:

\_\_\_\_\_  
Janet Lundbohm, City Clerk

\_\_\_\_\_  
Jeff Pelowski, Mayor

jj.

**R #03-14  
RESOLUTION  
CITY OF ROSEAU  
RESOLUTION ALLOWING WIRE/AUTOMATED BANK PAYMENTS**

**WHEREAS**, the banking industry has promoted electronic funds transfers to reduce paper transactions, move resources more rapidly and respond to customer demands; and

**WHEREAS**, Minnesota State Statutes defines electronic funds transfer as the process of value exchange via mechanical means without the use of checks, drafts, or similar negotiable instruments; and

**WHEREAS**, Minnesota State Statutes states that payment of claims, obligations and investment transactions of a statutory city may be made by warrant, check or all forms of electronic or wire funds transfer and that a statutory city may accept payment by use of a credit card, debit card, or all forms of electronic or wire funds transfer; and

**WHEREAS**, the Roseau City Council acknowledges this new technology and the need for electronic fund transfer transactions both coming into and going out of the City bank and investment accounts.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ROSEAU, MINNESOTA** that the Roseau City Treasurer may accept and make payment by electronic funds transfer and wire transfer and that these transactions are subject to the same approval requirements as any paper transaction and that these electronic funds transfer and wire transfer transactions meet all of the required policies of the financial institutions the City of Roseau transacts with and includes but may not be limited to the following:

- ING/TD Ameritrade/FTJ & USCM - Deferred Compensation
- Health Savings Account transfers
- State of Minnesota – Sales Tax Payable
- State of Minnesota – Payroll withholdings
- Northern Municipal Power Agency – Power billing
- Citizens State Bank – Monthly ACH fee
- AFLAC – Life Insurance
- USDA – Bond Payment
- State of Minnesota – Any state funding, Bldg Permit Surcharge, Other License fees
- Any Federal Government funding
- PERA
- Federated Ins – Life Ins.
- Electric Fund - Utilities

Adopted by the Roseau City Council this 6th day of January 2014.

ATTEST:

\_\_\_\_\_  
Janet Lundbohm, City Clerk

\_\_\_\_\_  
Jeff Pelowski, Mayor

kk.

**R #04-14**  
**RESOLUTION AUTHORIZING FACSIMILE MAYOR'S SIGNATURE**  
**AND PREPAYMENT OF CERTAIN INVOICES**

**WHEREAS**, City Councils are required to review expenditures before payments are made, and

**WHEREAS**, business and contractor billing cycles vary and do not always coincide with the City Council meeting held once per month, and

**WHEREAS**, some small businesses and contractors demand payment upon job completion, and

**WHEREAS**, some businesses and contractors include finance charges for bills not paid with 10, 15, 20 or 30 days, and

**WHEREAS**, it is in the City's best interest to pay just debts in a timely manner, and

**WHEREAS**, the mayor's signature is required on checks and various reports and correspondence,

**BE IT RESOLVED** that the Roseau City Council authorizes the use of a facsimile mayor's signature on checks and various reports and correspondence at the discretion of the Clerk and Treasurer, Community Development Coordinator, Superintendent, Chief of Police and Liquor Store Manager,

**NOW THEREFORE, BE IT RESOLVED** that the City Council decrees that, as a matter policy, the City Treasurer and Mayor, when in agreement, may pay bills as appropriate with handwritten checks. All such payments will be presented to the City Council for review at the next regularly scheduled meeting.

I certify the above resolution was adopted by the City Council of the City of Roseau on January 6<sup>th</sup>, 2014.

ATTEST:

Witnessed:

\_\_\_\_\_  
Janet Lundbohm, City Clerk

\_\_\_\_\_  
Jeff Pelowski, Mayor

ll.

**R# 05-14  
CITY OF ROSEAU  
RESOLUTION TO SET 2013 TRAVEL AND MEETINGS REIMBURSEMENT RATES**

**WHEREAS**, Roseau City Council members, members of Commissions and Committees may, from time to time, request reimbursement for mileage and meals while conducting official City business; and

**WHEREAS**, the Roseau City Council annually sets the rate of reimbursement for mileage for City employees while using their personal vehicle for official City business as authorized by their Department Head; and

**WHEREAS**, the Roseau City Council annually sets the rate of reimbursement for meals for City employees who are out of town on official City business as authorized by their Department Head; and

**THEREFORE BE IT RESOLVED**, by the Roseau City Council that it hereby approves the mileage reimbursements to be paid for City travel in non-City vehicles shall be set at the approved IRS rate ( .56c January 1, 2014),

**BE IT FURTHER RESOLVED**, by the Roseau City Council that it hereby approves the 2014 reimbursement rate for meals while traveling on City business at a rate not to exceed \$40.00 per day.

**BE IT FURTHER RESOLVED**, by the Roseau City Council that meal reimbursement shall be made upon request provided proof of receipts is given.

Adopted by the Roseau City Council this 6th day of January, 2014.

\_\_\_\_\_  
City Clerk, Janet Lundbohm

\_\_\_\_\_  
Mayor, Jeff Pelowski

mm.

**R# 06-14  
CITY OF ROSEAU  
RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2014**

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

**WHEREAS**, Electric, Water, Garbage and Sewer fees are necessary for City operating and capital expenses;

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

The following rate and fee schedule is adopted and will become in effect as of January 1st, 2014.

<b>City of Roseau Enterprise Rate Schedule</b>		
<b>ELECTRIC RATES</b>		
Customer Charge:	Residential	\$13.85

	Commercial Single	\$ 32.50	
	Commercial 3 Phase	\$ 40.10	
Energy Charge:		\$ 0.091	/kwh
Off Peak:		\$ 0.053	/kwh
Off Peak for months of July, August and September (air conditioning)		\$ 0.067	/kwh
Uncontrolled Electric Heat		\$ 0.168	/kwh
*****Subject to Superintendent approval			
Power Cost Adjustment	Based on kWhs used	\$ .0033	/kwh April 1, 2014 .0043

**STANDBY GENERATION ELECTRIC RATE** (to be determined upon customer request)

Mercury Vapor Lights	\$ 8.70	/mo
Meter Deposit	\$100.00	
Minimum or average of monthly bills over \$100.00 (applicant shall provide social security number)		
Penalty Charge – After the 15 <sup>th</sup> of the month	10%	
Reconnect Fee:	\$ 40.00	Plus tax

**WATER RATES**

Customer Charge – Residential	\$10.00
Customer Charge – Commercial	\$13.75
Residential over 3,000 gallons	\$2.60 /M
Commercial over 3, 000 gallons	\$2.70 /M
Water/No Meter – Residential	\$16.00
Water/No Meter – Commercial	\$24.00
Temporary Construction Water/No Meter	\$37.00
Minnesota Department of Health	\$0.53 as of 07/01/05

**SEWER RATES**

Customer Charge – Residential/Commercial	\$9.80 mo
Residential/Commercial to 5,000 gallons/mo	\$6.45 mo
Over 5,000 gallons	\$1.40 /M gal
No Water Meter Sewer Minimum	\$22.00 mo

**GARBAGE RATES**

Residential	\$15.75 mo
Commercial – Price varies based on garbage volume.	

As of 01/01/98 the State of Minnesota has required all garbage be taxed as follows:

Commercial	17%
Residential	9.75%

600 GC \$15.75 RES  
 601 GC \$28.25 COMM  
 602 GC \$53.25 COMM  
 603 GC \$15.75 COMM  
 604 GC \$81.75 COMM  
 605 GC \$60.75 COMM  
 606 GC \$62.75 COMM  
 608 GC \$71.50 COMM  
 611 GC \$281.75 COMM  
 612 GC \$78.00 COMM  
 613 GC \$91.50 COMM  
 614 GC \$134.25 COMM  
 615 GC \$112.50 COMM  
 617 GC \$124.50 COMM  
 619 GC \$173.25 COMM  
 620 GC \$101.75 COMM  
 621 GC \$94.75 COMM  
 622 GC \$15.75 COMM (CHURCHES)  
 623 GC \$38.00 COMM  
 624 GC \$498.75 COMM  
 625 GC \$115.75 COMM  
 626 GC \$132.00 COMM  
 627 GC \$118.00 COMM  
 628 GC \$112.00 COMM  
 631 GC \$177.00 COMM  
 632 GC \$392.25 COMM  
 633 GC \$398.00 COMM  
 635 GC \$133.75 COMM  
 635 GC \$129.70 COMM

681 GC 8YD \$26.00 COMM  
 682 GC ¼-6YD \$5.25 COMM  
 683 GC 1/7-2YD CONT \$2.25 COMM  
 684 GC 1/6 2YD CONT \$2.25 COMM  
 685 GC 1/3-6YD \$6.75 COMM  
 686 GC 1/2-6YD CONT \$10.25 COMM  
 687 GC ½ 2YD CONT \$5.50 COMM  
 688 GC 6YD CONT \$20.25 COMM  
 689 GC 2 YD CONT \$31.50 RES  
 690 GC 6YD CONT \$20.25 COMM  
 691 GC 2YD CONT \$11.00 COMM  
 692 GC 2YD CONT \$10.25 RES  
 693 GC 1/3 YD COMM \$3.60 COMM  
 694 GC 1/4 OF 2 YD CONT \$2.75 RES  
 695 GC 1/8 OF 2YD CONT \$2.75 RES  
 696 GC 1/6 OF 2YD CONT \$2.25 RES  
 697 GC 4 YD CONT \$13.00 COMM  
 698 GC ¼ OF 2 YD CONT-COMM \$2.75  
 699 GC ¼ 4 YD COMM \$3.25

**City of Roseau  
 2014 Miscellaneous Fees Schedule  
 January 1, 2014**

**General**

Community Center	\$ 35.00 - \$330.00 based on fees schedule
Dogtags	\$ 5.00/life of dog
Liquor License	\$2000.00/yr
Sunday Liquor	\$ 200.00/yr
Beer On-Sale	\$ 250.00/yr
Beer Off-Sale	\$ 250.00/yr (increased from \$62.50 in 2006)
Wine License	\$ 150.00/yr
Club License	\$ 500.00/yr (set by State Statute)
Temporary Liquor License	\$ 25.00
Variance	\$ 50.00
Conditional Use	\$ 50.00
Zoning	\$ 75.00
Peddlers/Transient Merchant License	\$ 100.00/day (City application is given to the Chief of Police for investigation of applicant)

**Request For Information**

Photo Copies (Standard 8 ½" X 11" White Photo Copy Paper)

Single-sided B/W Photo copy	\$ .10/pg
Double-sided B/W Photo copy	\$ .15/pg

Photo Copies (Color Paper or Other Specialty Copy)

Single-sided B/W Photo copy	\$ .15/pg
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Double-sided B/W Photo copy	\$ .20/pg
<b>City Maps</b>	
B/W Photo Copy of Existing City Maps	
8 1/2" X 11"	\$ .10/map
11" X 17"	\$ .15/map
Laser Print of Electronic Generated GIS City Maps	
8 1/2" X 11"	\$ .25/map
11" X 17"	\$ .25/map

**Copy of Electronic Data Files**

E-Mail Transfer	N/C
Printed to Paper	\$ .10/pg

(Laser Printer 8 1/2" X 11")

Copy to 3.5" Floppy Disk	\$ 1.00/Disk
Copy to CD	\$ 2.00/CD

**Copy of Audio, Video or Other Special Documents Performed by Outside Contract Service**

Video	City Cost
Audio	City Cost

**City Staff Time for Information Requests (Tasks requiring in excess of 15 minutes to complete)**

\$34.50/hr	The Actual Number of Hours Spent and Hourly Wage of Lowest Cost Employee Able to Fulfill Request.
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**Library-Museum**

Historical Society	\$ 600.00/mo
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**Airport**

Daily Hangar Rent	\$ 20.00/day		
Main Hangar Rent	\$100.00/month		
Hangar Rents-Small (8)	\$ 75.00/mo	Increased \$20 in 1997	
Hangar Rents-Large (2)	\$ 80.00/mo	Increased \$20 in 1997	Airport Sign Rent
\$ 200.00/yr	(6 total)		
Private Hangar Snow Removal	\$ 50.00/yr	(5 total)	
Airport Land Rent	\$ 10.00/A	(2880 acres)	
Airport Spraying Lease	\$ 100.00/yr	(20 year lease)	
Hangar Land Lease	\$ 100.00/yr	(20 year lease)	

**Park**

Camping Fees/RV Hookup	\$ 15.00/night (tax included)
Camping Fees/Tenting	\$ 10.00/night (tax included)
Shelter Rent	\$ 50.00/day (tax included)
Dump Station	\$ 1.00/ea (donation is requested)

**Police**

Police Reports	\$ 3 - \$5/ea (tax included)
Dog Impound Fee	\$ 15.00/first day (tax included)
Dog Impound Fee	\$ 5.00/every day thereafter (tax included)
Parking Fine	\$ 5.00/ea
Handicapped parking fine	\$ 25.00/ea
Parking fine during snow removal	\$ 65.00/ea whether vehicle is towed or not.
Bike License	\$ 1.00/one time fee

**Zoning**

Commercial	\$ 25.00
Residential	\$ 20.00
Building Permits	1988 MN Bldg Codes Fees Schedule
Surcharge	\$ .50 (4% is retained by City)
Sign Permits	\$ 15.00
Plan Review	5% of Building Permit Fee
Rezoning	\$ 75.00
Elevation Certificate	\$ 50.00
Recording Fee	\$ 46.00 City Cost
House Moving Fee	\$ 50.00 with \$300 deposit
Reroofing	\$ 50.00/flat fee (01/03/05)
Siding	\$ 50.00/flat fee (01/03/05)
Windows	\$ 50.00/flat fee (01/03/05)

**Cleanup Week**

Appliances	Landfill cost or discretion of Superintendent
Car Tire	“ “
Tractor Tire	“ “
Truck Tire	“ “
TV's/Monitors	“ “

Adopted by the Roseau City Council this 6th day of January 2014.

\_\_\_\_\_  
Mayor, Jeff Pelowski

\_\_\_\_\_  
City Clerk, Janet Lundbohm

nn.

Authorize Clerk's Office to certify arrear utility, lot mowing and snow removal bills to the Roseau County Auditor to be placed on property owner taxes for payment.

oo.

Authorize the 2014 \$10,000 Firemen's Allowance line item budget paid at the beginning of each year is acknowledged as part of the Firemen's Compensation package. This meets requirements regarding the supplying of meals on work nights.

pp.

**R# 07-14**  
**RESOLUTION**

**WHEREAS**, the League of Minnesota Cities Insurance Trust requires cities to use the services of an agent in order to participate in the LMCIT property/casualty program; and

**WHEREAS**, the City Council has reviewed and considered the written materials from LMCIT discussing the agent's role and compensation in LMCIT; and

**WHEREAS**, Jerry Klema DBA North Country Insurance has agreed that he is willing to provide to the city the services listed below under the terms and conditions listed below;

The City Council of the City of Roseau resolves as follows:

**Appointment**

1. The City of Roseau hereby appoints as its agent for purposes of the City's participation in the League of Minnesota Cities Insurance Trust (LMCIT) property/casualty/ program. **THIS SHOULD NOT INCLUDE WORKERS COMPENSATION – THE CITY OF ROSEAU ACTS AS THEIR OWN AGENT AND HAS SINCE THE BEGINNING. AS LONG AS THERE ARE NOT VERY**

**MANY CLAIMS AND WE CAN HANDLE IT – THE CITY WILL REMAIN THEIR OWN AGENT FOR WORKERS COMPENSATION. NCI IS THE AGENT FOR THE REST OF THE INSURANCE.**

- Term** 2. This appointment shall remain effective indefinitely unless and until it is terminated or amended by council action (adopted July 2<sup>nd</sup>, 2010).
- Compensation** 3. As compensation for the services provided to the city as described in Paragraph 4 below, the agent will receive annually a fee equal to 8% of the annual premiums paid by the city to LMCIT for property, liability, and automotive coverages. This fee shall be included in the amounts billed to the city by LMCIT and shall be paid to the agent by LMCIT on the city's behalf.
4. The agent will perform the following services:
- Advise and assist the city in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
  - Advise and assist the city in evaluating and selecting among coverage alternatives such as deductable, limits, optional coverages, alternative coverage forms, etc. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
  - Advise the city on potential gaps or overlaps in coverages. Assist the city as requested in submitting claims and interpreting coverages as applied to particular claims. Review loss reports for correct reporting, appropriate reserves, etc.
  - Assist as requested with safety and loss control activities.
  - Assist the city in identifying risk exposures and developing appropriate strategies to address those exposures.

**BE IT RESOLVED**, that Jerry Klema DBA North Country Insurance be hereby appointed as Agent to administer the City of Roseau League of Minnesota Cities Liability Insurance indefinitely unless and until it is terminated or amended by council action.

Dated this 6<sup>th</sup> day of January 2014.

\_\_\_\_\_  
Jeff Pelowski, Mayor  
qq.

\_\_\_\_\_  
Janet Lundbohm, City Clerk

**#R 08-14**  
**RESOLUTION**

**BE IT RESOLVED**, that the Law Offices of Patrick D. Moren be hereby appointed attorney(s) for the City of Roseau for the period January 1, 2014 to December 31, 2014.

Dated this 6th day of January 2014.

\_\_\_\_\_  
Jeff Pelowski, Mayor

\_\_\_\_\_  
Janet Lundbohm, City Clerk

rr.

**R# 09-14**  
**RESOLUTION**

**COVERING THE MAYOR AND COUNCIL MEMBERS  
UNDER THE MINNESOTA WORKERS' COMPENSATION LAW**

**WHEREAS**, the law enables elected or appointed officials of the City of Roseau to be covered by the Minnesota Workers' Compensation Law and,

**NOW THEREFORE BE IT RESOLVED**, that pursuant to Minnesota Statutes 176.011, subd. 9, clause 6 – the Minnesota Workers' Compensation Act, members of the Roseau City Council will be included as employees and therefore are included in the City's worker's compensation coverage.

Adopted this 6th day of January 2014.  
Attest:

By: \_\_\_\_\_  
Jeff Pelowski, Mayor

\_\_\_\_\_  
Janet Lundbohm, City Clerk

ss.

**#R 10-14  
RESOLUTION  
INCLUDING ACCIDENT COVERAGE FOR CITY VOLUNTEERS**

**WHEREAS**, the League of Minnesota Cities Insurance Trust (LMCIT) offers accident coverage for City volunteers, and

**WHEREAS**, the Roseau City Council recognizes the importance of work done by City volunteers,

**NOW THEREFORE BE IT RESOLVED**, that Accident coverage for City volunteers will be included in the City's Insurance coverage as provided by LMCIT.

Adopted this 6th day of January 2014.

ATTEST:

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City Clerk, Janet Lundbohm

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Mayor, Jeff Pelowski

- tt. Sjoberg's Cable TV notification of the new Expanded Basic rate increase effective February 1, 2014.
- uu. Oakcrest letter and financial statement for 2013.
- vv. Roseau Liquor Store Monthly Sales.
- ww. Projected 2013 City Revenues & Expenditures – Final.

Roseau Promotions Director Lyle Grindy reported on the following:

- Lyle will be attending the Explore Minnesota Tourism Conference in Duluth this year; the key topic is "Making the Most of Explore Minnesota Tourism Opportunities".
- The Civic & Commerce had a good year with an increase in memberships and the C & C sponsored more successful and new projects and is currently working on 2014 memberships. The Annual Roseau Civic and Commerce Banquet is January 20<sup>th</sup>, 2014 at the Community Center.

Roseau County Commissioner Jack Swanson reported on the following:

- The Roseau County Board will hold its Organizational meeting tomorrow morning.
- One of the Association of Minnesota Counties initiatives for 2014 is improving its outreach to citizens; Swanson would like to use the City of Roseau newsletter as an example.

Community Development Coordinator Todd Peterson presented a memorandum to the City Council from the Airport Engineering Selection Committee of Council member Pat Novacek, Community Development Coordinator

Todd Peterson and City Superintendent David Drown (on file at the Roseau City Office) in regards to the process of the search for an Airport Engineering Firm and made the following recommendations:

- The City hire the engineering firm of KLJ who has their main office in Fargo.
- Ulteig would finish the three projects that they are currently working on.
- Hire KLJ for the completion of the proposed hangar at the Roseau Municipal Airport.

After review and discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to hire the engineering firm of KLJ for the Roseau Municipal Airport for the next five years as recommended by the Airport Engineering Selection Committee.

After discussion Council member Pat Novacek motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to direct Community Development Coordinator Todd Peterson work with Ulteig to transfer the proposed hangar project at the Roseau Municipal Airport to KLJ as recommended by the Airport Engineering Selection Committee.

Community Development Coordinator Todd Peterson reported that the EDA will meet January 15<sup>th</sup>, 2014.

Roseau Liquor Store Manager Linda Roseborough reported on the following:

- December was a very busy month.
- Year end inventory has been done and it went well.

City Superintendent David Drown presented the Roseau City Council a “Proposal for accepting credit card/on line payments” from Donald R. Frey & Company, Inc. (on file at the Roseau City Office).

After discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to accept the proposal from Donald R. Frey & Company, Inc. for the purpose of allowing Residential customers to use credit cards to pay their light bills and to not pass along the \$1.95 per transaction fee for credit card use (to be reviewed in one year) as recommended by City Superintendent David Drown.

City Superintendent David Drown notified the City Council of the resignation of Shane McFarlane and requested authorization to advertise to replace Mr. McFarlane’s position as a mechanic/public works operator to be hired at Grade 6.

After discussion Council member Pat Novacek 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 6 as recommended by City Superintendent David Drown.

City Superintendent David Drown requested that the Operations Committee meet to discuss the following:

- The pay structure.
- The on call phone.

Community Development Coordinator Todd Peterson reported on the following:

- Progress of the East Diversion.
- Progress on developing housing projects.
- Charlotte Erickson will be retiring at the end of January and due to the increase in the Health Insurance deductible to \$9000.00, Charlotte is requesting an out of pocket cap of \$5,000.00 for the year 2014.

After discussion Council consensus was to refer Charlotte Erickson’s request to the Operations Committee and the Operations Committee make a recommendation back to the City Council.

Council member Linda Vatnsdal reported that the Police Department has agreed to the 2014 Wage and Benefit Package presented by Council member Linda Vatnsdal and Council member Curt Ireland and have signed the agreement. The Employees Association had to select new negotiators as two negotiators, Neal Vatnsdal and Shane McFarlane have resigned from the City. Council member Linda Vatnsdal reported that she had received an email

from Gwen Kerner that the employees did meet to elect new negotiators and the Employees voted to not accept the 2014 Wage and Benefit proposal.

After much discussion Council member Curt Ireland motioned to establish the non-bargaining unit employees (department heads) COLA and benefits package to be the same as the Police Department Association. The motion did not get a second and Council member Curt Ireland withdrew the motion.

After discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the 2014 Roseau City Police Department Wage and Benefit Package as approved by the Roseau Police Association and the Roseau City Council and authorize signature of a contract with the following additions: "Health insurance is for 11 months instead of 1 year (November 30, 2014 is when the current policy will expire) and \*When the Employees Association has completed negotiations, should they receive a better package than what the Police Department has agreed to, then the Police Department will receive the same as the Employees Association.

**Roseau Police Department  
Wage and Benefit Negotiation  
2014**

A one-year contract has been negotiated due to uncertainty in health insurance for future years.

**Health Insurance:**

Insurance with Medica: Health insurance is for 11 months instead of 1 year (November 30, 2014 is when the current policy will expire).

Premium cost-share: 90% - 10% employee; \$1,800.00 into each employee's HSA for 2014, made in two semi-annual payments. A \$3,300.00 cap for employee family policy and a \$2,600.00 cap for employee single policy; the City will pay out-of-pocket reimbursements for claims eligible to health insurance under in-network providers only.

**Cost of Living Adjustment (COLA)**

2% COLA increase for 2014.

Employees will receive step increase(s), if applicable, for 2014.

All benefits per the employee handbook to remain the same.

\* When the Employees Association has completed negotiations, should they receive a better package than what the Police Department has agreed to, then the Police Department will receive the same as the Employees Association.

Dated: 1-06-2014

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Jeff Klein

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Council member Curt Ireland

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Brian DeMars

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Council member Linda Vatnsdal

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Dan Berggren

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Marc Hodge

After discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to establish the COLA and benefits package for all non-bargaining unit employees (Department Heads) to be the same as the 2014 Wage and Benefit package that was approved for the Police Department.

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

ATTEST:

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City Clerk

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Mayor

