

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – JUNE 6TH, 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 Linda Vatnsdal, Gerry Schiltz, Curt Ireland, Pat Novacek. 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, Assistant Fire Chief Mark Bernat, Lyle Grindy, Roseau County Commissioner Jack Swanson- WILD 102 Radio, Assistant City Attorney Shelly Moren, Jeff Olson- Roseau Times Region, and Kelly Christanson – Northern Resources.

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 May 2nd, 2011 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 May 1st, 2011 through May 31st, 2011 as presented, with a batch number of AP05312011 and is filed in edit books in the City Clerk's Office.
- b. Daily Batch checks written from May 1st, 2011 through May 31st, 2011 were audited, approved and are filed in edit books in the City Clerk's Office.
- c. Receipt entries April 1st, 2011 through April 30th, 2011 are audited, approved and are filed in edit books in the City Clerk's Office.
- d. Journal entries March 1st, 2011 through March 31st, 2011 were audited, approved and are filed in edit books in the City Clerk's Office.
- e. A review of March, 2011 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
 - a. July 11th, 2011 Regular meeting at 5:00 pm.
- g. Approve the use of alcohol in the Community Center :
 - a. None
- h. Email from League of Minnesota Cities – LMC Cities Bulletin: May 25th, 2011.
- i. Email from CGMC in Brief: Timothy Flaherty End of Session Report and Talking Points & CGMC in Brief: May 26th, 2011.
- j. Minnesota Department of Health Mobile Home/Recreational Camping Inspection Report.
- k. Liquor Store Monthly Sales Recap April 2011.
- l. Liquor Store Sales 2011.
- m. OAKCREST GOLF COURSE BOARD : President – Mark Wilson, Vice President – Randy Mason, Secretary – Kim Czeh, Scott Vatnsdal, Chris Hass, Michelle Hagen, Richard Anderson.
- n. Investment-Roseau EDA Hi Fi as of 05/31/2011 is \$147,877.61.
- o. Cash in bank-DNR Escrow as of 05/31/2011 is \$3,039,000.00.
- p. Cash in bank-Regular checking as of 05/31/2011 is \$1,404,761.48.
- q. Investment-Regular Hi Fi as of 05/31/2011 is \$1,305,134.74.
- r. Investment of Certificate of Deposit as of 05/31/2011 is \$750,000.00.
- s. Investment of Certificate of Deposit as of 05/31/2011 is \$750,000.00.
- t. Investment of Certificate of Deposit as of 05/31/2011 is \$756,767.67.
- u. Investment of Certificate of Deposit as of 05/31/2011 is \$755,727.53.
- v. Cash in bank - Airport Fuel Sales Credit Card as of 05/31/2011 is \$88.04.
- w. Investment - Roseau EDA Money Market as of 05/31/2011 is \$227,904.78.
- x. Cash in bank - Pine to Prairie Birding Trail as of 05/31/2011 is \$5,591.15.
- z. Cash in bank - Scandinavian Festival as of 05/31/2011 is \$8,477.06.

- aa. Cash in bank – Welcome to Roseau as of 05/31/2011 is \$1,262.17.
- bb. Cash in bank - Roseau EDA as of 05/31/2011 is \$1,952.66
- cc. Authorize Clerk’s office to certify 2011 Debra Robinson arrear utility bill to the Roseau County Auditor to be placed on property owner taxes for payment for the year 2012.
- dd. \$500.00 donation by Polaris Industries for Roseau Beautification.
- ee. LMC bulletin: June 2, 2011
- ff. Year to Date Revenues & Expenditures (May 31, 2011).
- gg. Auri – Extending deadline for collaboration from June 30th, 2011 to June 30th, 2012 and authorize mayor to sign.

Kelly Christianson representing Northern Resources Cooperative and its Board of Directors would like for the City of Roseau to consider treating the access road located off of Center Street that travels between the Cenex C-Store and U-Save as a city owned frontage road. This land is currently owned by Northern Resources Cooperative and the paved road was put in by Northern Resources Cooperative a number of years ago and is in need of some major repairs. Council consensus was to have City Attorney Pat Moren discuss the matter with City Superintendent David Drown.

At 5:15 p.m. a Public Hearing was held to consider the Jon & Bonnie Hagen annexation request. All of the proper notices were sent to adjacent property owners.

Council member Pat Novacek motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to open the Public Hearing.

There were no written comments.

There were no oral comments.

Council member Pat Novacek motioned, Council member Linda Vatnsdal seconded, and it was carried by unanimous vote to close the Public Hearing.

Council member Pat Novacek introduced the following Ordinance No. 20 Third Series and moved for its adoption:

ORDINANCE NO. 20 THIRD SERIES
(Uncodified)

AN ORDINANCE OF THE CITY OF ROSEAU, MINNESOTA, ANNEXING TO THE CITY OF ROSEAU CERTAIN REAL ESTATE LOCATED IN SPRUCE TOWNSHIP, ROSEAU COUNTY, MINNESOTA, PURSUANT TO MINNESOTA STATUTES SECTION § 414.033, ENTITLED “ANNEXATION BY ORDINANCE” SUBDIVISION 2 (3).

WHEREAS, Jon Hagen and Bonnie Hagen, husband and wife, have petitioned the City of Roseau, Minnesota, to annex by Ordinance the following described real estate currently located in Spruce Township, Roseau County, Minnesota:

Lots Thirteen (13), Fourteen (14) and Fifteen (15), of Block Two (2) in Jensen’s Subdivision of Lot Three (3), in Section Nineteen (19), Township One Hundred Sixty-two (162) North, Range Thirty-nine (39) West of the Fifth P.M., according to the Plat thereof on file and of record in the office of the County Recorder of Roseau County, Minnesota, subject to easements, reservations and restrictions of record.

AND WHEREAS, said petition was presented to the Council of the City of Roseau on May 2, 2011.

AND WHEREAS, the above described parcel:

- (a) Is urban or suburban in character or about to become so;

- (b) Is residential property;
- (c) Contains .44 acres ± (being less than 120 acres);
- (d) Is not presently served by public water, public wastewater facilities and public water and public wastewater facilities are not otherwise available;
- (e) Consists of .44 acres ± which abuts the corporate limits of the City of Roseau;
- (f) Contains no existing conditions under Minnesota Statutes § 414.033 Subd. 2(3), as amended in 2008 which would prohibit the annexation of the above described land (real estate) by Ordinance.
- (g) Said property is not located within a flood plain or shoreland area.

AND WHEREAS, the provisions of Minnesota Statutes § 414.033 Subd. 13 are not applicable for the reason that the current electrical provider, the Roseau Electric Cooperative, Inc., will continue to provide electrical services to the subject real estate, and therefore there will be no need for an estimate of the cost impact of any change in electric utility service; and

WHEREAS, the City of Roseau previously set a Public Hearing on the above described Petition for Annexation by Ordinance said hearing to be held on Monday, June 6, 2011, at 5:15 p.m. at the City Council Chambers on the 2nd floor of the Roseau City Center building, 121 Center Street East, Suite 201, Roseau, Minnesota 56751; and

WHEREAS, Notice of said Public Hearing was given in accordance with Minnesota law by Certified Mail to Spruce Township, Roseau County, Minnesota, and to all landowners within, or contiguous to the area to be annexed, and further that said Notice was published in two (2) consecutive editions of the Roseau Times-Region newspaper; and

WHEREAS, the Public Hearing above described was duly held on Monday, June 6, 2011, at the time and location above specified; and

WHEREAS, all persons desiring to be heard with respect to the requested annexation were heard at said Hearing; and

WHEREAS, following the closing of the Public Hearing the City Council of the City of Roseau approved the Petitioners' request for annexation to the City of Roseau.

NOW THEREFORE, the City of Roseau, Minnesota, does ordain as follows:

SECTION 1. That the corporate limits of the City of Roseau, Minnesota are hereby extended to include the following described real estate and said land is hereby annexed to be included within the City of Roseau, Roseau County, Minnesota:

Lots Thirteen (13), Fourteen (14) and Fifteen (15), of Block Two (2) in Jensen's Subdivision of Lot Three (3), in Section Nineteen (19), Township One Hundred Sixty-two (162) North, Range Thirty-nine (39) West of the Fifth P.M., according to the Plat thereof on file and of record in the office of the County Recorder of Roseau County, Minnesota, subject to easements, reservations and restrictions of record.

SECTION 2. In conjunction with Minnesota Statutes § 414.036, with respect to the property taxes payable on the area legally described above hereby annexed to the City of Roseau, the City of Roseau shall make cash payments to Spruce Township in accordance with the following schedule:

- (a) In the first year following the year the City of Roseau could first levy on the annexed area, an amount equal to \$73.62.
- (b) In the second year, an amount equal to \$83.21.

With respect to the requirements under Minnesota Statutes § 414.036 regarding any special assessments assigned by the Township to the annexed property and any portion of debt incurred by the Township prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the real estate described above, the City has determined that there are no special assessments or debt incurred by the Township on the subject real estate for which reimbursement is required.

SECTION 3. That in accordance with Minnesota Statutes § 414.033 Subd. 7 this annexation ordinance shall be filed with the Director of the Office of Administrative Hearings-Municipal Boundary Adjustments (hereinafter designated "Director"), with Spruce Township, with the Roseau County Auditor, and with the Secretary of State of the State of Minnesota; and upon the approval by the Director a copy of the annexation ordinance shall be delivered immediately by the City Council of the City of Roseau, Minnesota, to the Roseau County Auditor.

SECTION 4. All ordinances and parts of ordinances inconsistent with this ordinance are hereby repealed.

SECTION 5. This ordinance shall take effect and be in full force following its passage, publication and approval by the Director.

Dated this 6th day of June, 2011.

APPROVED:

s/s Jeff Pelowski

Jeff Pelowski, Mayor

ATTEST:

s/s Janet Lundbohm

Janet Lundbohm, City Clerk

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

And the following voted against the same: None

Whereupon, said motion was declared duly passed and adopted.

Roseau Promotions Director Lyle Grindy reported on the following:

- Plans are progressing with the Farmers Market.
- Members of the Civic and Commerce are working on reviving the Roseau River Fishing Contest for next year.
- No date has been set for Krazy Days except it will be held in August.
- Coupon pages are being circulated at local motels and service stations.
- In partnership with the Oakcrest golf course, local motels and the Convention and Visitors Bureau they will advertise in the Winnipeg Free Press Golf Guide.
- Lyle attended the tourism conference in Thief River Falls.
- A class from the U of M Crookston and the Marketing Strategist Karen Smith will critique our website offering suggestions as how to get more hits on our website (U of M at no cost).
- Lyle traveled to Steinbeck, Manitoba at the request of the EDA to explore the possibility of a Tim Horton's restaurant to locate in Roseau. Tim Hortons has merged with Wendy's restaurants and they are franchise stores and are looking to the Northeast US for expansion.

At 5:30 p.m. the City Council had a telephone conference with Roy Lunde-Brady Martz who presented the 12/31/2010 Audit Report, reviewing noteworthy items. Lunde reported the audit went very well with the new accounting system and the City is in very good financial shape.

Community Development Coordinator Todd Peterson reported that the Planning Commission went on its annual tour of the City May 23, 2011.

Council member Gerry Schiltz motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to set a Public Hearing for June 27th, 2011 to consider the Deland Broten (#3-11) Variance request to add a 10' x 20' front porch to his home with a front yard setback of 14.5' in lieu of the 30' front yard setback requirement, a 15.5' front yard setback Variance as recommended by the Planning Commission.

Council member Linda Vatnsdal motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to set a Public Hearing for June 27th, 2011 to consider the Glen R. Johnson (#2-11) Variance request to create a lot that would be 8,094 square feet in lieu of 10,000 square feet requirement which would be a 1,906 square foot Variance –to be verified by a survey prior to the June 27th, 2011 meeting as recommended by the Planning Commission.

Police Officer Marc Hodge will check the addresses from the tour of the city and send out letters to the property owners as recommended by the Planning Commission.

Roseau County Commissioner Jack Swanson reported on the following:

- Roseau county will have four or five parcels within the City of Roseau tax forfeited lots for sale and Jack was wondering if the city had any creative ideas on how and when the specials would have to be paid. Mayor Jeff Pelowski stated that the city has a policy on special assessments.
- Jack reported that the County Commissioners are meeting with the department heads on suggestions for the replacement of the County Coordinator.

Community Development Coordinator Todd Peterson reported that the airport apron/taxiway reconstruction project bid opening is on Friday, June 10th, 2011.

Fire Chief Jeff Ballard reported that Jeff Parker from Warroad Aviation had inquired if the City of Roseau Fire Department would be interested in aircraft emergency training at a cost of about \$3,000.00. He discussed the possibility of Marvins and Polaris being interested in contributing to the cost of the training along with the Baudette and Warroad Fire Departments.

Council member Linda Vatnsdal reported that the Beautification committee met and everything is going fine, the flowers are out and they are maintaining them.

Community Development Coordinator Todd Peterson reported on the following:

- The EDA met two weeks ago and are working on a couple of existing loans.
- AURI has notified the city that the company building the gasification unit has been purchased by another company which has delayed the project but Michael Sparby from AURI feels this company has good technology and will be able to deliver a workable unit and is expected to be installed sometime in November.

Liquor Store manager Brad Wiberg reported on the following:

- Liquor Store Monthly Sales Recap May 2011.
- Liquor Store Sales 2011.

After discussion Council member Gerry Schiltz motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to accept the bid from Doug Bischoff of \$9,297.00 for the 2005 Polaris Ranger as recommended by Fire Chief Jeff Ballard. Fire Chief Jeff Ballard noted that this was the only bid that was received on the 2005 Polaris Ranger.

Fire Chief Jeff Ballard requested approval from the City Council to advertise and put out on bids a 1990 Chevy Grass Rig Pick Up which is no longer useful for the Roseau Fire Department's operation. Following discussion by the City Council, Council member Curt Ireland made a motion to declare the 1990 Chevy Grass Rig surplus equipment and approved the Roseau Fire Department advertise and put out on bids a 1990 Chevy Grass Rig Pick Up. Seconded by Council member Gerry Schiltz, carried by unanimous vote.

Fire Chief Jeff Ballard reported that the State of Minnesota recommends that all firemen to be licensed beyond the required certification at a cost of \$75.00 a fireman. After discussion Council member Curt Ireland motioned, Council member Gerry Schiltz seconded and it was carried by unanimous vote to approve the expenditure to license all of the Roseau Volunteer Firefighters.

Chief Ballard reported that the Roseau Fire Department responded to a tanker roll over gas spill on the county line. During the response many of the firefighter's turnout gear was damaged from being soaked with gasoline. The Roseau Fire Department will be sending out a bill in the amount of \$4,000.00 to Holiday to cover replacement costs of gas soaked turn out gear.

After discussion Council member Curt Ireland motioned, Council member Pat Novacek seconded and it was carried by unanimous vote that Police Officer Gene Pearson receive, per city policy, a one time pay

increase effective Jun 11, 2011 as he will have been employed as a part time employee for 1 year and has averaged 27 hours a week.

At the April 4th, 2011 City Council meeting the Roseau City Council approved a request of \$4,000.00 for seven portable radios and the state will match three-fourths through a grant which is about \$16,000.00 for communications. Chief of Police Ward Anderson reported that additional grant money is available and after much discussion Council member Pat Novacek motioned to approve the purchase of an additional two mobiles at a cost to the city of \$3,122.51 and two repeaters at a cost of \$2,000.00 which totals \$5,122.21 as recommended by Chief of Police Ward Anderson. The motion was duly seconded by Council member Linda Vatnsdal and upon vote being taken, the following voted in favor thereof: Pelowski, Novacek, Vatnsdal, and Schiltz.

and the following voted against the same: Ireland

and the following abstained: None

and the following were absent: None

whereupon said motion was declared duly passed and adopted.

Chief of Police Ward Anderson reported that he had a request from Pam Hetteen to block off the street on the north side of the City Center June 17th and June 18th, 2011 for the Scandinavian Festival. After discussion Council member Linda Vatnsdal motioned to block off the street on the north side of the City Center for the Scandinavian Festival June 17th & June 18th, 2011, Council member Curt Ireland seconded and it was carried by unanimous vote.

Community Development Coordinator Todd Peterson reported that after review of the bids by Engineer Brian Grund and City Superintendent David Drown for the 2011 7th Ave NW, 4th St NW Improvements it was determined that they came in very high and it was recommended to reject all bids and carry the project over until next year to combine with a bigger project. After discussion Council member Pat Novacek motioned to reject all bids for the 2011 7th Ave NW, 4th St NW Improvements and carry the project over to combine with a bigger project, seconded by Council member Linda Vatnsdal, carried by unanimous vote.

Community Development Coordinator Todd Peterson reported that the Freeburg & Grund Engineer's cost estimate for the proposed 6th Ave NE improvements came in extremely high and City Council consensus was to have Community Development Coordinator Todd Peterson review the cost estimates with City Superintendent David Drown and determine options to reduce the cost before mailing it out to the property owners.

Community Development Coordinator Todd Peterson reported on the following:

- City Superintendent David Drown recommended a project for a Safe Routes To School (SRTS) Grant program. Todd Peterson is completing an SRTS application to replace the two pedestrian cross walk signage on the Highway 11, in front of the school, with Pedestrian Hybrid Beacons. Todd Peterson has talked to School Superintendent Larry Guggisberg and County Engineer Brian Ketring as they would have to be sponsors of the grant application and they are both in favor of the project. After discussion Council member Gerry Schiltz made a motion for Community Development Coordinator Todd Peterson to submit the application for the grant, Council member Pat Novacek seconded the motion, carried by unanimous vote.
- Roseau East Diversion Project Update June 1,2011 which is on file at the Roseau City Office.
- Todd attended the NMPA annual meeting and he voiced to the City Council the concerns NMPA has in regards to regulations that could influence electric rates in the future.

Council member Gerry Schiltz motioned to approve the November 2nd 2011 Roseau County/City of Roseau/REA Health Fair to be located in the City Center and with a cost share as in the past and that employees working that day be allowed one paid hour to attend the health fair, Council member Linda Vatnsdal seconded and it was carried by unanimous vote.

The Roseau City Council noted that they have received the Northwest Regional Development Commission Notice of Public Hearing on NWRDC CY 2012 Budget.

Council member Linda Vatnsdal reported that Concerts at the Gazebo at the Roseau River Park will start Thursday, June 23, 2011 with the WILD 102 15th Anniversary celebration and concert and continue on Thursdays until September 15, 2011 (weather permitting).

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

ATTEST:

City Clerk

Mayor

