

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – January 5th, 2015 @ 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 Pat Novacek, Don Ross, Curt Ireland and Amy Bassingthwaite. Absent: none. Others present were Community Development Coordinator Todd Peterson, Superintendent David Drown, City Attorney Pat Moren, Assistant City Attorney Michelle Moren, Liquor Store Manager Linda Roseborough, Fire Chief Jeff Ballard, City Clerk-Treasurer Elizabeth Hellquist, Roseau County Commissioner Jack Swanson - WILD102 Radio, Darrin Smedsmo with Parkland Place, Richard and Sandra Otto of Far North Transit, Brad and Emma Bassingthwaite.

City Attorney Pat Moren gave the Oath of Office to Mayor Jeff Pelowski and Council member Curt Ireland who were reelected and Council member Amy Bassingthwaite who was newly elected.

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 1st, 2014 Regular meeting minutes.

Council member Don Ross motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the December 2nd, 2014 Special Joint Council and Planning Commission meeting minutes.

Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the December 15th, 2014 Special Council meeting minutes.

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

1. Accounts payable claims from December 1st, 2014 through December 31st, 2014 as presented, with a batch number of AP123114 and is filed in edit books in the City Clerk's Office.
2. Daily Batch checks written from December 1, 2014 through December 31, 2014 were audited, approved and are filed in edit books in the City Clerk's Office.
3. Receipt entries November 1, 2014 through November 30, 2014 were audited, approved and are filed in edit books in the City Clerk's Office.
4. Journal entries batch JV103114 were audited, approved and are filed in edit books in the City Clerk's Office.
5. A review of October, 2014 General Ledger checks written compared with check images on the bank statements found no irregularities.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. February 2nd, 2015 Regular meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center
 - a. June 27,2015 Butler Wedding Reception
 - b. July 10th, 2015 Kinley Wedding Reception
 - c. July 11th, 2015 Foley Wedding Reception
 - d. August 15th, 2015 Roy Wedding Reception

- | | |
|-------------------------|---------------------------|
| e. September 19th, 2015 | Jackson Wedding Reception |
| f. October 12th, 2015 | Deer Hunters |
| g. November 21st, 2015 | Partners for Health Event |

8. 2014 “City of Roseau Christmas Lighting Contest” Winners.

Residential General:

- 1st – Craig McMillin 304 Center St E
- 2nd – George Biermaier 601 3rd St NE
- 3rd – Stephen Beals 303 4th Ave NE

Residential Themed:

- 1st – James Bernat 1005 6th St SE
- 2nd – Leland Lunos 1006 6th St SE
- 3rd – Ryan Sprabary 507 6th St NE

Business:

- 1st – Annie’s Trading Post
- 2nd – Sallberg Dental
- 3rd – Border State Bank

- 9. CenturyLink “Notice of Application for Authority to Provide Local Telephone Service”
- 10. LMCIT - 2014 Property/Casualty Dividend of \$24,772.00.
- 11. Investment–Roseau EDA Hi Fi as of 12/30/14 is \$81,412.28.
- 12. Cash in bank-DNR Escrow as of 12/30/14 is \$2,000.00.
- 13. Cash in bank-Regular checking as of 12/30/14 is \$2,732,292.29.
- 14. Investment-Regular Hi Fi as of 12/30/14 is \$1,491,392.33.
- 15. Investment Certificate of Deposit as of 12/30/14 is \$771,073.18.
- 16. Investment Certificate of Deposit as of 12/30/14 is \$772,977.66.
- 17. Investment Certificate of Deposit as of 12/30/14 is \$777,746.37.
- 18. Investment Certificate of Deposit as of 12/30/14 is \$782,403.53.
- 19. Cash in bank-Airport Fuel Sales Credit Card as of 12/30/14 is \$18,661.86.
- 20. Investment-Roseau EDA Money Market as of 12/30/14 is \$298,227.62.
- 21. Cash in bank-Pine to Prairie Birding Trail as of 12/30/14 is \$5,229.62.
- 22. Cash in bank-Scandinavian Festival as of 12/29/14 is \$2488.12.
- 23. Cash in bank-Welcome to Roseau as of 12/30/14 is \$1,312.17.
- 24. Cash in bank-Roseau EDA as of 12/30/14 is \$4,045.48.
- 25.

**#R 01-15
CITY OF ROSEAU
2015 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 2015;

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 Clerk-Treasurer is authorized to use a facsimile signature stamp at such time as it becomes necessary: Mayor Jeff Pelowski, Acting Mayor Pat Novacek and Clerk-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 Bassingthwaite
Sanitation and Wastewater Service – Council member Ross
City/School Recreation - Mayor Pelowski and Council member Novacek
Planning Commission – Council member Bassingthwaite and Mayor Pelowski as alternate
Liquor Store – Council member Ross and Council member Ireland
Golf Course – Council member Bassingthwaite and Council Member Ross
Library – Council member Novacek

26.

CITY OF ROSEAU 2015 COMMITTEE/BOARD APPOINTMENTS

- **AIRPORT:** Arun Reddy, Keith Okeson, City Representatives-Council member Curt Ireland and Community Development Coordinator Todd Peterson.
- **ARENA:** To be reviewed
- **BEAUTIFICATION:** Dawn Johnson, Colleen Olson, Ed Derosier, City Representatives - Community Development Coordinator Todd Peterson, Superintendent David Drown, Council member Amy Bassingthwaite.
- **GILBERTSON BALLFIELD:** Chairman Ron Schwehr, Donn Haugen, Andy Ziegler, Tracy Wensloff, City Representatives-Mayor Jeff Pelowski, 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 Amy Bassingthwaite, and Council member Ross.
- **LIBRARY:** Chair person Joe Elick, Norm Hayes, NWRLB Linda Pavek, City Representative-Council member Pat Novacek.
- **PARK:** Chairperson Zach Swanson, 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, Bruce Stone, Dave Anderson, City Representatives-Council member Amy Bassingthwaite, Community Development Coordinator Todd Peterson.

- **OUTDOOR POOL COMMITTEE:** To be reviewed
- **ROSEAU CONVENTION AND VISITORS BUREAU:** Chairman Darrin Smedsmo, Stacy Ruse, Jack Swanson, Gary Grondahl, Cheri Losse, Carol Rhen, Debbie Benke, City representatives - Council member Curt Ireland, Community Development Coordinator Todd Peterson, and Roseau Promotions Director Lyle Grindy.
- **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.
- **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, City Attorney Pat Moren.
- **COMMUNITY CENTER COMMITTEE:** Lyle Grindy, Deb Haugen, Council member Pat Novacek, Council member AB, Aaron Nelson, Community Development Coordinator Todd Peterson.
- **ASSISTANT WEED INSPECTOR:** The Roseau City Council hereby appoints Building Official Kevin Wiskow Assistant Weed Inspector for the City of Roseau.
- **TECHNOLOGY COMMITTEE:** Council member Pat Novacek, Department heads: Community Development Coordinator Todd Peterson, Police Chief Ward Anderson, Superintendent David Drown, Liquor Store Manager Linda Roseborough, and Fire Chief Jeff Ballard

Adopted by the Roseau City Council this 5th day of January, 2015.

ATTEST:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

27.

**R # 02-15
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 Clerk- 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 5th day of January 2015.

ATTEST:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

28.

**R #03-15
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 Clerk-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 5th day of January 2015.

ATTEST:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

29.

**R #04-15
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-Treasurer, Community Development Coordinator, Superintendent, Chief of Police Liquor Store Manager, and Fire Chief.

NOW THEREFORE, BE IT RESOLVED that the City Council decrees that, as a matter policy, the City Clerk-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 5th, 2015.

ATTEST:

Witnessed:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

30.

**R# 05-15
CITY OF ROSEAU
RESOLUTION TO SET 2015 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 (.575c January 1, 2015),

BE IT FURTHER RESOLVED, by the Roseau City Council that it hereby approves the 2015 reimbursement rate for meals while traveling on City business at a rate not to exceed \$35.00 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 5th day of January, 2015.

City Clerk-Treasurer, Elizabeth Hellquist

Mayor, Jeff Pelowski

31.

**R# 06-15
CITY OF ROSEAU
RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2015**

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, 2015.

City of Roseau Enterprise Rate Schedule

CITY OF ROSEAU RATE SCHEDULE

2015 new rate schedule

(BILLING RATES SCHEDULE)

ELECTRIC RATES

Customer Charge:	Residential	\$13.85	
	Commercial Single	\$32.50	
	Commercial 3 Phase	\$40.10	
Energy Charge:		\$0.096	/kwh
			/kwh
Off Peak:		\$0.056	/kwh
Off Peak months of July, August and September (air conditioning)		\$0.070	
Uncontrolled Electric Heat		\$0.176	/kwh
Power Cost Adjustment based on kwhs used		.0043/kwh	

STANDBY GENERATION ELECTRIC RATE

To be determined upon customer request

Mercury Vapor Lights	\$8.70	/mo	Minimum or average of monthly bills if over
Meter Deposit	\$100.00	\$100.	
Penalty Charge - After the 15th 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	\$16.25	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 \$16.25 RES	682	GC 1/4-6YD CONT \$5.25
601	GC \$29.10 COMM	683	GC 1/7-2yd CONT \$2.25
602	GC-\$54.85 COMM	684	COMM
603	GC-\$16.25 COMM	685	GC 1/6-2YD CONT \$2.25
604	GC-\$84.20 COMM	686	COMM
605	GC-\$62.60 COMM	687	GC 1/3 6YD \$6.75 COMM
606	GC-\$64.65 COMM	688	GC 1/2-6YD CONT \$10.25 COMM
608	GC-\$73.65 COMM	689	GC 1/2-2YD CONT \$5.50
611	GC-\$290.20 COMM	690	COMM
612	GC-\$80.35 COMM	691	GC 6YD CONT \$20.25 COMM
613	GC-\$ 94.25COMM	692	GC 6 YD CONT-\$20.25 COMM
614	GC-\$138.30 COMM	693	GC 2YD CONT-\$11.00 COMM
615	GC-\$115.90 COMM	694	GC 1/4-2YD CONT-\$2.75 RES
617	GC-\$128.25 COMM	695	GC 1/8 OF 2YD CONT-\$1.75 RES
619	GC-\$178.45 COMM	696	GC 1/6-2YD CONT-\$2.25 RES
620	GC-\$104.80 COMM	697	GC 4YD CONT \$13.00 COMM
621	GC-\$97.60 COMM	698	GC 1/4 OF 2 YD CONT-COMM \$2.75
622	GC-\$16.25 COMM (CHURCHES)		
623	GC-\$39.15 COMM		
624	GC-\$513.70 COMM		
625	GC-\$119.25 COMM		
626	GC-\$136.00 COMM		
627	GC-\$121.55 COMM		
628	GC-\$115.40 COMM		
631	GC-\$176.85 COMM		
632	GC-\$392.00 COMM		
633	GC-\$398.00 COMM		
635	GC-\$133.60 COMM		

City of Roseau
2015 Miscellaneous Fees Schedule
January 1, 2015

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
Double-sided B/W Photo copy	\$.20/pg

City Maps

B/W Photo Copy of Existing City Maps

8 ½" X 11"	\$.10/map
11" X 17"	\$.15/map

Laser Print of Electronic Generated GIS City Maps

8 ½" 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 ½" 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.

Library-Museum

Historical Society \$ 600.00/mo

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 5th day of January 2015.

Mayor, Jeff Pelowski

City Clerk-Treasurer, Elizabeth Hellquist

32.

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.

33.

Authorize the 2015 \$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.

34.

**R# 07-15
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 does not include the City's Workman's Compensation Insurance policy which is self-administered.**

Term

2. This appointment shall remain effective indefinitely unless and until it is terminated or amended by council action (adopted July 2nd, 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 deductible, 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 5th day of January 2015.

Jeff Pelowski, Mayor

Elizabeth Hellquist, City Clerk-Treasurer

35.

**#R 08-15
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, 2015 to December 31, 2015.

Dated this 5th day of January 2015.

Jeff Pelowski, Mayor

Elizabeth Hellquist, City Clerk -Treasurer

36.

**R# 09-15
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 5th day of January 2015.

Attest:

By: _____

Jeff Pelowski, Mayor

Elizabeth Hellquist, City Clerk-Treasurer

37.

**#R 10-15
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 5th day of January 2015.

ATTEST:

City Clerk-Treasurer, Elizabeth Hellquist

Mayor, Jeff Pelowski

38.

**R #11-15
RESOLUTION**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the City of Roseau hereby declares that the position titled Police Officer, currently held by, Stephen J. Vanderport meets all of the following Police and Fire membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the above-named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire salary deduction by the governmental subdivision.

STATE OF MINNESOTA
COUNTY OF ROSEAU

39. Resolution #12-15 MnDOT Contract No: 07378

**City of Roseau
Resolution #12-15**

IT IS RESOLVED that the City of Roseau enter into MnDOT Agreement No. 07378 with the State of Minnesota, Department of Transportation for the following purposes:

To define the maintenance responsibilities of the sidewalk/trail and storm sewer construction and associated construction to be performed upon, along and adjacent to Trunk Highway No. 11 within the corporate City Limits under State Project NO. 6802-27.

IT IS FURTHER RESOLVED that the Mayor and the Clerk-Treasurer are authorized to execute the Agreement and any amendments to the Agreement.

40. APPA Nominations
41. 2015 Experienced Officials Leadership Conference
42. MMUA 'Tom Bovitz Memorial Scholarship Award'
43. Approve 2015 Airport Hangar Leases:
 - Steve Johnson #1
 - Mark Geroy #2
 - Rick Barber #4
 - Greg Schmitz #5
 - Ray Shefland #6
 - Dave Trangsrud #9
 - Gary Slater #11
44. Tobacco Free Outdoor Spaces
45. Roseau Liquor Store Monthly Sales 2014
46. Comparison of City Liquor Store Operations-2013
47. Pay Equity Implementation Report
48. Greater Minnesota Partnership 2015 Partnership Positions.
49. December 2014 City Revenues & Expenditures

Delegations- No new business

Committee Reports

Roseau Promotions –

Lyle Grindy of the Civic and Commerce informed Council on the following items: Holiday Fantasy was another successful promotion. The C&C gave away \$3,000.00 in Roseau Dough to 16 different winners. 250,000 registration tickets were given out. Merchant sales were mixed but the motels were full for the month of December. The next big event is the Annual Civic and Commerce Banquet, Monday January 19th, 2015.

Planning Commission-

The Planning Commission did not hold a regular Planning Commission meeting in December.

Roseau County Commissioner –

Roseau County Commissioner Jack Swanson informed the City Council that he attended the “Big Four Meeting”. Commissioner Swanson stated the League of Minnesota Cities (LMCIT) is working with Greater Minnesota Partnerships . The GMNP is focusing on workforce training, broadband expansion for the unserved and underserved, public infrastructure, water quality , workforce housing, and transportation among other policy positions, while the LMCIT is focusing on Tax Increment Financing (TIF). The County is in a supportive role for these initiatives.

Operation Committee – No New Business

Oak Crest Golf Course –No New Business

Airport Committee –

CDC Todd Peterson informed the City Council the airport committee did not meet. CDC Peterson did have a conference call with MNDOT and the FAA concerning the Master Plan for the Roseau Airport. Everyone is supportive of goals for the planning process. The FAA indicated that they cannot pay for a study of the highway exclusively. However, MNDOT highways may. The FAA has grant funding

available up to \$250,000. There was a lot of discussion. Ultimately, the highway may stay where it is, but all other alternatives must be investigated.

Beautification Committee – no new business

EDA –

CDC Todd Peterson informed council the EDA discussed Parkland Place. Originally the EDA was going to purchase the land, but could not as Council Member Linda Vatnsdal had a financial interest in the property. DEED has approved the use of \$60,000 in business assistance funding for a loan which will be forgiven on the Parkland Place project.

Department Reports

Liquor Store-

Liquor Store Manager Linda Roseborough informed council the inventory audit of the liquor store went well. 2014 sales were well above the previous year.

Fire Department- Fire Chief Jeff Ballard informed council that the fire department was bringing on a couple of new firefighters as some of the current firefighters are retiring. The Relief association changed its current age requirement of 36 years or younger, to allow older firefighters to volunteer.

Fire Chief Ballard informed council that MN Energy has “Emergency Gas Training” classes and recommended that a couple of the city utility crew participate.

Fire Chief Ballard also inquired about the previous discussion on the financing for construction of expansion to the existing fire station. Chief Ballard is seeking guidance on whether the Fire Department should continue to develop final plans for the project.

After discussion Council needed more information on bonding, warrants and leases. Council would like to see a proposal from the bank.

CDC Todd Peterson will contact Citizens State Bank for a proposal.

The council also noted that funds had been approved in the current budget to complete the final plans.

No action taken.

Police Department – no new business.

Superintendent-

Council member Pat Novacek was contacted with a complaint by a resident concerning the snow removal in the city. City Superintendent David Drown responded saying the city crew is doing all it can with the equipment and the employees it has. They are working overtime to get it taken care of as quickly as possible. The crew has a priority for clearing streets; first the crew gets all of the streets passable by plowing the main streets to the middle, then opening the side streets, finally they go back and clean up the remaining snow piles.

City Attorney-

City Attorney Pat Moren and Assistant City Attorney Michelle Moren advised changing the resolution number #13-15 to #39-14 to give it the last resolution number for 2014. Then recommended the minutes from the November 3rd, 2014 Regular City council meeting be amended to reflect/ add Resolution #39-14. Council member Curt Ireland motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve Resolution #39-14.

Assistant City Attorney Michelle Moren presented council with an office conference memo Moren had done after a meeting with members of Roseau Committee on Aging (Far North Transit) and MnDOT. Far North Transit is leasing its property from the city of Roseau and would like to sublease to Paul Bunyan Transit with the provision that the sub lessee provide liability insurance in accordance with Minnesota Statutes §466. Richard and Sandra Otto of Far North Transit were present to voice their support of the sublease.

After discussion, Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve a sublease from the Committee on Aging to Paul Bunyan Transit.

Assistant City Attorney Michelle Moren presented council with an easement for construction and maintenance of a pipeline owned by Centra Pipeline Minnesota, Inc. This would be a strip of land 60 feet wide. The land affected by the easement is described as follows:

NE1/4 of Section 18, Township 162 North, Range 39 West.

After discussion, Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the easement to Centra Pipelines Minnesota, Inc.

Assistant City Attorney Michelle Moren addressed council concerning Darrin Smedsmo and Parkland Place apartments. Moren advised council they did not have the statutory authority to grant Mr. Smedsmo monies for Parkland Place but could offer a deferred no interest loan.

Darrin Smedsmo also addressed council and presented spreadsheets projecting revenues and expenses, outlining income with a grant versus deferred loan.

After discussion, Council member Pat Novacek motioned Council member Curt Ireland seconded and it was carried by unanimous vote to approve a \$400,000 interest free, 15 year loan to Parkland Place, deferred for 30 years. The loan is to be paid back in annual payments beginning after 2045. The loan must also have a personal guarantee. The loan must also be paid in full upon sale of the property.

After discussion, Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve a \$162,500, 30 year loan to Parkland Place, with 3.5% interest.

Assistant City Attorney Michelle Moren recommended council accept the Verizon lease proposal contingent upon the City Attorneys' review.

Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to accept the Verizon lease proposal contingent upon the City Attorneys' review.

Community Development Coordinator-

CDC Todd Peterson presented council with Paul Bunyan Expressway Resolution #13-15. This resolution expresses support for the completion of the Paul Bunyan Expressway and encourages the completion of Minnesota Highway 371.

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve Resolution #13-15.

CDC Todd Peterson informed council that Select Account was in the process of updating the City of Roseau Section 125 Plan Document for "Premium only" and HSA contributions and asked for council to approve.

Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the updated City of Roseau Section 125 Plan Document for “Premium only” and HSA contributions.

CDC Todd Peterson informed council medical reimbursements (HRA) will be done out of house beginning 2015 through MEDICA. This will alleviate any HIPPA issues.

CDC Todd Peterson reported digging on the diversion ditch should be done by the end of the month. Finishing work will have to be done when the weather warms.

Mayor Council

A letter from the Roseau River Watershed District was presented to council. The City of Roseau was named as an entity to appoint a member and alternate of their choice. Members will look for an interested person.

No action taken.

Unfinished Business- No unfinished business.

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

ATTEST:

City Clerk-Treasurer

Mayor