

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – January 4th, 2016 @ 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, Amy Bassingthwaite, and Jane Evans. Absent: none. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, City Attorney Pat Moren, Assistant City Attorney Michelle Moren, Police Chief Ward Anderson, Liquor Store Manager – Linda Roseborough, Fire Chief Jeff Ballard, Clerk-Treasurer Beth Hellquist, Promotions Director Lyle Grindy, Jack Swanson – WILD 102 Radio.

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

Council member Don Ross motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the December 7th, 2015 Regular meeting minutes as written.

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

1. Presentation of Accounts Payable claims December 1st, 2015 through December 31st, 2015 Batch AP123115.
2. Presentation of daily checks December 1, 2015 through December 31, 2015
3. Presentation of Receipt entries November 1, 2015 through November 30, 2015.
4. Presentation of Journal entries JV103115.
5. Audit Committee review of October 2015 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. February 1st, 2016 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center-
 - a. January 18, 2016 C&C Banquet
 - b. January 21, 2016 Wheat Growers
 - c. March 18th & 19th, 2016 Girlfriends Winter Break-Away
 - d. April 2, 2016 Froseth Wedding
 - e. April 30, 2016 Erickson/Demais Wedding
 - f. August 20, 2016 Emery/Berger Wedding
 - g. September 3, 2016 Curry Wedding
 - h. September 10, 2016 Kirkeids Wedding
 - i. September 17, 2016 Berg Wedding
 - j. September 24, 2016 Burkel Wedding
 - k. October 10, 2016 Minnesota Deer Hunters
 - l. November 19, 2016 Health Partners
8. Investment–Roseau EDA Hi Fi as of 12/30/2015 is \$53,343.15.
9. Cash in bank-DNR Escrow as of 12/30/2015 is \$2,000.00.
10. Cash in bank-Regular checking as of 12/30/2015 is \$3,052,711.60.
11. Investment-Regular Hi Fi as of 12/30/2015 is \$1,544,437.23.
12. Investment Certificate of Deposit as of 12/30/2015 is \$775,319.91
13. Investment Certificate of Deposit as of 12/30/2015 is \$777,234.88.

14. Investment Certificate of Deposit as of 12/30/2015 is \$782,029.85.
15. Investment Certificate of Deposit as of 12/30/2015 is \$786,712.66
16. Cash in bank-Airport Fuel Sales Credit Card as of 12/30/2015 is \$21,276.64.
17. Investment-Roseau EDA Money Market as of 12/30/2015 is \$186,100.94.
18. Cash in bank-Pine to Prairie Birding Trail as of 12/30/2015 is \$11,585.80.
19. Cash in bank-Roseau EDA as of 12/30/2015 is \$2,955.63.
20. LMC- What makes your city loveable?
21. Minnesota Energy-Hearing and Application for Rate Increase.
22. Minnesota Public Utilities Commission-Notice of Commission Meeting
23. Minnesota Public Utilities Commission-Notice of Comment Period
24. LMC 2015 Property/Casualty Dividend - \$40, 031
25. Brady Martz- City Audit-The week of February 22, 2016
26. 2016 Final Budget
27. 2015 "City of Roseau Christmas Lighting Contest" Winners

Residential General:

- 1st – Kurt Dahlquist 511 8th Street NE
- 2nd – Russell Sorenson 318 6th Ave NE
- 3rd – Joshua Broten 307 Delmore Drive

Residential Themed:

- 1st – Alex McMillin 618 Oak Drive
- 2nd – Lowell Peterson 504 2nd Ave SE
- 3rd – Ida Novacek 504 B 4th Ave

Business:

- 1st – Jakes 114 Main Ave N
- 2nd – Brinkman Construction 115 Main Ave N
- 3rd – D & E 1091 3rd St NW

28. Approve 2016 Airport Hangar Leases contingent upon all paperwork is obtained by the Clerk's Office:

- Steve Johnson #1
- Mark Geroy #2
- Harold Clark #3*
- Rick Barber #4
- Greg Schmitz #5
- Gary Slater #6
- Ray Shefland #7
- Tom Spindler #8*
- Dave Trangsrud #9*

29.

**#R 01-16
CITY OF ROSEAU
2016 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 2016;

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 **Evans**
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 **Evans**
Golf Course – **Council member Bassingthwaite and Council Member Ross**
Library – **Council member Novacek**

CITY OF ROSEAU 2016 COMMITTEE/BOARD APPOINTMENTS

- **AIRPORT:** Brenda Schildgen, Keith Okeson, Tom Spindler, Bruce Stone, City Representatives- Council member **Jane Evans** and Community Development Coordinator Todd Peterson.
- **ARENA:** To be reviewed
- **BEAUTIFICATION:** **To be reviewed.** Dawn Johnson, Colleen Olson, Ed Derosier, City Representatives - Community Development Coordinator Todd Peterson, Superintendent David Drown, Council member **Amy Bassingthwaite**. (City Superintendent Drown stated that Carol Bradley has shown interest in coordinating the flowers for the City.)
It was council consensus to put the Beautification under the direction of the City Superintendent to work with Carol Bradley for a one year trial period.

- **GILBERTSON BALLFIELD:** Chairman Andy Ziegler, Donn Haugen, 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 **Don Ross**.
- **LIBRARY:** Chairperson 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, Shane McFarlane, Larry Guggisberg, Eric Vasko, Bruce Stone, Dave Anderson, City Representatives-Council member **Amy Bassingthwaite**, Community Development Coordinator Todd Peterson.
- **OUTDOOR POOL COMMITTEE:** It was council consensus to delete this committee as they have not met in years and an outdoor pool is not being discussed.
- **ROSEAU CONVENTION AND VISITORS BUREAU:** Chairman Darrin Smedsmo, Stacy Reese, Jack Swanson, Gary Grondahl, Cheri Losse, Carol Rhen, Debbie Benke, City representatives - Council member **Jane Evans**, 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 **Jane Evans**, Community Development Coordinator Todd Peterson.
- **EDA:** Chairman Robert Foley, Joe Ulwelling, Cheri Losse, Steve Pavek, Jack Swanson, City Representatives - Mayor **Jeff Pelowski**, Council member **Pat Novacek**, 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 **Amy Bassingthwaite**, 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 4th day of January, 2016.

ATTEST:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

30.

**R # 02-16
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 4th day of January, 2016.

ATTEST:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

31.

**R #03-16
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 4th day of January, 2016.

ATTEST:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

32.

R #04-16
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 4th, 2016.

ATTEST:

Witnessed:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

33.

R# 05-16
CITY OF ROSEAU
RESOLUTION TO SET 2016 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 (.54c January 1, 2016),

BE IT FURTHER RESOLVED, by the Roseau City Council that it hereby approves the 2016 reimbursement rate for meals while out of town 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 4th day of January, 2016.

City Clerk-Treasurer, Elizabeth Hellquist

Mayor, Jeff Pelowski

After discussion, it was council consensus to have City Attorney Pat Moren's office review a mileage rate for employees voluntarily using their personal vehicles and perhaps amending Resolution R# 5-16 at a later date.

34.

R# 06-16
CITY OF ROSEAU
RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2016

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, 2016.

City of Roseau Enterprise Rate Schedule

CITY OF ROSEAU RATE SCHEDULE

2016 new rate schedule

(BILLING RATES SCHEDULE)

ELECTRIC RATES

Customer Charge:	Residential	\$13.85	
	Commercial Single	\$32.50	
	Commercial 3 Phase	\$40.10	
Energy Charge:		\$0.099	/kwh
			/kwh
Off Peak:		\$0.058	/kwh
Off Peak months of July, August and September (air conditioning)		\$0.072	
Uncontrolled Electric Heat		\$0.181	/kwh
Power Cost Adjustment based on kwhs used		.0043/kwh	

STANDBY GENERATION ELECTRIC RATE

To be determined upon customer request

Mercury Vapor Lights	\$9.50	/mo	Minimum or average of monthly bills if
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	\$16.90	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 \$16.90 RES	682 GC 1/4-6YD CONT \$5.46	
	GC 1/7-2yd CONT \$2.34	
601 GC \$30.26 COMM	683 COMM	
	GC 1/6-2YD CONT \$2.34	
602 GC-\$57.04 COMM	684 COMM	
603 GC-\$16.90 COMM	685 GC 1/3 6YD \$7.02 COMM	
604 GC-\$87.57 COMM	686 GC 1/2-6YD CONT \$10.66 COMM	
	GC 1/2-2YD CONT \$5.72	
605 GC-\$65.10 COMM	687 COMM	
606 GC-\$67.24 COMM	688 GC 6YD CONT \$21.06 COMM	
	GC 6 YD CONT-\$21.06	
608 GC-\$76.60 COMM	690 COMM	
611 GC-\$301.81 COMM	691 GC 2YD CONT-\$11.44 COMM	
612 GC-\$83.56 COMM	694 GC 1/4-2YD CONT-\$2.86 RES	
613 GC-\$98.02 COMM	695 GC 1/8 OF 2YD CONT-\$1.82 RES	
614 GC-\$143.83 COMM	696 GC 1/6-2YD CONT-\$2.34 RES	
615 GC-\$120.54 COMM	697 GC 4YD CONT \$13.52 COMM	
617 GC-\$133.38 COMM	698 GC 1/4 OF 2 YD CONT-COMM \$2.86	
619 GC-\$185.59 COMM		
620 GC-\$108.99 COMM		
621 GC-\$101.50 COMM		
622 GC-\$16.90 COMM (CHURCHES)		
623 GC-\$40.72 COMM		
624 GC-\$534.25 COMM		
625 GC-\$124.02 COMM		
626 GC-\$141.44 COMM		
627 GC-\$126.41 COMM		
628 GC-\$120.02 COMM		
631 GC-\$189.59 COMM		
632 GC-\$420.16 COMM		
633 GC-\$426.40 COMM		
635 GC-\$143.26 COMM		

**City of Roseau
2016 Miscellaneous Fees Schedule
January 1, 2016**

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	\$ 300.00/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 1/2" 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 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

5:30 PM PUBLIC HEARING – Ordinance #30 – SIGN Ordinance

Mayor Jeff Pelowski interrupted the discussion on the consent agenda to call to order the Public Hearing. CDC Todd Peterson introduced Ordinance #30 and informed council this new ordinance will make regulating signs more streamline and less confusing. There have been 13 variances granted in the last 10 years. The delay in bringing Ordinance #30 to council for approval was waiting for the verdict pertaining to constitutionality of an Arizona case. Ordinance #30 has been reviewed and meets the requirements.

Council member Pat Novacek motioned, Council member Don Ross seconded and it was carried by unanimous vote to open the public hearing.

At 5:30 the opportunity for “public comment” and consideration of Ordinance #30 was held. Mayor Jeff Pelowski asked for comment from the public and there was none, as no one was in attendance. There were also no written comments.

Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to close the public hearing.

After discussion Pat Novacek introduced the following Ordinance #30 and moved for its adoption.

ORDINANCE NO. 30 (THIRD SERIES)

AN ORDINANCE OF THE CITY OF ROSEAU, MINNESOTA, AMENDING CITY CODE TITLE XV: LAND USAGE, SECTION 154.220 – 154.226 ENTITLED “SIGNS”

The City Council of the City of Roseau, Minnesota, does ordain as follows:

SECTION 1. That the City Code of the City of Roseau, Minnesota, Title XV: Land Usage, Section 154, Zoning Code, sections 154.220 – 154.226 “SIGNS” is here by amended to read as follows:

§154.220 – PURPOSE AND DEFINITIONS

Section 1. Findings, purpose and effect

a. Findings. The city council hereby finds as follows:

1. Exterior signs have a substantial impact on the character and quality of the environment.
2. Signs provide an important medium through which individuals may convey a variety of messages.
3. Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.
4. The city's zoning regulations have included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the city and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact upon the aesthetics of the community and threaten the health, safety and welfare of the community. The regulation of the physical characteristics of signs within the city has had a positive impact on traffic safety and the appearance of the community.

b. Purpose and intent. It is not the purpose or intent of this sign ordinance to regulate the message displayed on any sign; nor is it the purpose or intent of this article to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this article is to:

1. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the city in order to promote the public health, safety and welfare.
2. Maintain, enhance and improve the aesthetic environment of the city by preventing visual clutter that is harmful to the appearance of the community.
3. Improve the visual appearance of the city while providing for effective means of communication, consistent with constitutional guarantees and the city's goals of public safety and aesthetics.
4. Provide for fair and consistent enforcement of the sign regulations set for herein under the zoning authority of the city.

c. Effect. A sign may be erected, mounted, displayed or maintained in the city if it is in conformance with the provisions of these regulations. The effect of this sign ordinance, as more specifically set forth herein, is to:

1. Allow a wide variety of sign types in commercial zones, and a more limited variety of signs in other zones, subject to the standards set forth in this sign ordinance.
2. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this sign ordinance.
3. Prohibit signs whose location, size, type, illumination or other physical characteristics negatively affect the environment and where the communication can be accomplished by means having a lesser impact on the environment and the public health, safety and welfare.
4. Provide for the enforcement of the provisions of this sign ordinance.

Section 2. Severability

If any section, subsection, sentence, clause, or phrase of this Sign Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this Sign Ordinance. The City Council hereby declares that it would have adopted the Sign Ordinance in each section, subsection, sentence, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

Section 3. Definitions

The following words and terms, when used in this Sign Ordinance, shall have the following meanings, unless the context clearly indicates otherwise:

Abandoned sign - any sign and/or its supporting sign structure which remains without a message or whose display surface remains blank for a period of one (1) year or more, or any sign which pertains to a time, event or purpose which no longer applies, shall be deemed to have been abandoned. Signs applicable to a business temporarily suspended because of a change in ownership or management of such

business shall not be deemed abandoned unless the property remains vacant for a period of one (1) year or more. Any sign remaining after demolition of a principal structure shall be deemed to be abandoned. Signs which are present because of being legally established nonconforming signs or signs which have required a conditional use permit or a variance shall also be subject to the definition of abandoned sign.

Awning - a roof-like cover, often of fabric, plastic, metal or glass designed and intended for protection from the weather or as a decorative embellishment, and which projects from a wall or roof of a structure primarily over a window, walk, or the like. Any part of an awning which also projects over a door shall be counted as an awning.

Awning sign - a building sign or graphic printed on or in some fashion attached directly to the awning material.

Balloon sign - a sign consisting of a bag made of lightweight material supported by helium, hot, or pressurized air which is greater than twenty-four (24) inches in diameter.

Building - any structure used or intended for supporting or sheltering any use or occupancy.

Building sign - any sign attached or supported by any structure used or intended for supporting or sheltering any use or occupancy.

Cabinet sign - any wall sign that is not of channel or individually mounted letter construction.

Canopy - a roof-like cover, often of fabric, plastic, metal, or glass on a support, which provides shelter over a doorway.

Canopy sign - any sign that is part of or attached to a canopy, made of fabric, plastic, or structural protective cover over a door or entrance. A canopy sign is not a marquee and is different from service area canopy signs.

Changeable copy sign - a sign or portion thereof with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. Changeable copy signs do not include signs upon which characters, letters or illustrations change or rearrange only once in a 24-hour period.

Commercial Speech – speech advertising a business, profession, commodity, service or entertainment.

Elevation - the view of the side, front, or rear of a given structure(s).

Elevation area - the area of all walls that face any lot line.

Erect - activity of constructing, building, raising, assembling, placing, affixing, attaching, creating, painting, drawing or any other way of bringing into being or establishing.

Flag - any fabric or similar lightweight material attached at one end of the material, usually to a staff or pole, so as to allow movement of the material by atmospheric changes and which contains distinctive colors, patterns, symbols, emblems, insignia, or other symbolic devices.

Flashing sign - a directly or indirectly illuminated sign which exhibits changing light or color effect by any means, so as to provide intermittent illumination which includes the illusion of intermittent flashing

light by means of animation. Also any mode of lighting which resembles zooming, twinkling, or sparkling.

Freestanding sign - any sign which has supporting framework that is placed on, or anchored in, the ground and which is independent from any building or other structure.

Frontage - the line of contact of a property with the public right-of-way.

Grade - grade shall be construed to be the final ground elevation after construction. Earth mounding criteria for landscaping and screening is not part of the final grade for sign height computation.

Ground sign - any freestanding sign with its sign face mounted on the ground or mounted on a base at least as wide as the sign and which has a total height not exceeding eight (8) feet.

Height of sign - the height of the sign shall be computed as the vertical distance measured from the base of the sign at grade to the top of the highest attached component of the sign.

Hotel, motel, motor hotel - any building or combination of buildings contained six or more rooms used for sleeping purposes by guest on a transient basis.

Illuminated sign - any sign which contains an element designed to emanate artificial light internally or externally.

Interior sign - a sign which is located within the interior of any building, or within an enclosed lobby or court of any building, and a sign for and located within the inner or outer body, court or entrance of any theater.

Issuing Authority - the City of Roseau Building Official

Legally established nonconforming sign - any sign and its support structure lawfully erected prior to the effective date of this ordinance which fails to conform to the requirements of this ordinance. A sign which was erected in accordance with a variance granted prior to the adoption of this ordinance and which does not comply with this ordinance shall be deemed to be a legal nonconforming sign. A sign which was unlawfully erected shall be deemed to be an illegal sign.

Marquee - any permanent roof-like structure projecting beyond a theater building or extending along and projecting beyond the wall of that building, generally designed and constructed to provide protection from the weather.

Marquee sign - any building sign painted, mounted, constructed or attached in any manner, on a marquee.

Monument sign - any freestanding sign with its sign face mounted on the ground or mounted on a base at least as wide as the sign and which has a height exceeding eight (8) feet.

Multiple tenant site - any site which has more than one (1) tenant, and each tenant has a separate ground level exterior public entrance.

Non-commercial speech – dissemination of messages not classified as Commercial Speech which include, but are not limited to, messages concerning political, religious, social, ideological, public service and informational topics.

Off-premise sign – a commercial speech sign which directs the attention of the public to a business activity conducted, or product sold or offered at a location not on the same premises where such business sign is located. For purposes of this sign ordinance, easements and other appurtenances shall be considered to be outside such a platted parcel of land and any sign located or proposed to be located in an easement or other appurtenance shall be considered an off-premise sign.

On-premise message – identify or advertise an establishment, person, activity, goods, products or services located on the premises where the sign is installed.

Parapet (wall) – that portion of a building wall that rises above the roof level.

Pole sign – see Pylon Sign.

Portable sign – any sign which is manifestly designed to be transported, including by trailer or on its own wheels, even though the wheels of such sign may be removed and the remaining chassis or support is converted to another sign or attached temporarily or permanently to the ground since this characteristic is based on the design of such a sign.

Porte cochere – a roofed structure or roof-like cover, extending from the entrance of a building and which provides shelter over a doorway.

Principal building - the building in which the principal primary use of the lot is conducted. Lots with multiple principal uses may have multiple principal buildings, but storage buildings, garages, and other clearly accessory uses shall not be considered principal buildings.

Projecting sign - any sign which is affixed to a building or wall in such a manner that its leading edge extends more than two (2) feet beyond the surface or such building or wall face.

Property owner - legal owner of property as officially recorded by Roseau County.

Public notices - official notices posted by public officers, employees or their agents in the performance of their duties, or as directed by such officers, employees or agents.

Public street right-of-way - the planned right-of-way for a public street.

Pylon sign - any freestanding sign which has its supportive structure(s) anchored in the ground and which has a sign face elevated above ground level by pole(s) or beam(s) and with the area below the sign face open.

Residential district - any district zoned for residential uses.

Roof - the exterior surface and its supporting structure on the top of a building or structure. The structural make-up of which conforms to the roof structures, roof construction and roof covering sections of the Uniform Building Code.

Roof line - the upper-most edge of the roof or in the case of an extended facade or parapet, the upper-most height of said facade.

Roof sign - any sign erected and constructed wholly on and above the roof of a building, supported by the roof structure, and extending vertically above the highest portion of the roof.

Roof sign, integral - any building sign erected or constructed as an integral or essentially integral part of a normal roof structure of any design, so that no part of the sign extends vertically above the highest portion of the roof and so that no part of the sign is separated from the rest of the roof by a space of more than six (6) inches.

Rotating sign - a sign or portion of a sign which turns about on an axis

Setback, front - the minimum horizontal distance permitted between the public right-of-way and a structure on the premises. In instances in which a property fronts on more than one (1) street, front setbacks are required on all street frontages.

Setback, rear - the minimum horizontal distance permitted between the property line opposite the principal street frontage and a structure on the premises.

Setback, side - the minimum horizontal distance permitted between the side lot line and a structure on the premises.

Shimmering signs - a sign which reflects an oscillating sometimes distorted visual image.

Sign - any letter, word or symbol, poster, picture, statuary, reading matter or representation in the nature of advertisement, announcement, message or visual communication, whether painted, posted, printed, affixed or constructed, including all associated brackets, braces, supports, wires and structures, which is displayed for informational or communicative purposes.

Sign face - the surface of the sign upon, against, or through which the message of the sign is exhibited.

Sign structure - any structure including the supports, uprights, bracing and framework which supports or is capable of supporting any sign.

Site - a plot or parcel of land, or combination of contiguous lots or parcels of land, which are intended, designated, and/or approved to function as an integrated unit.

Stringer - a line of string, rope, cording, or an equivalent to which is attached a number of pennants.

Suspended sign - any building sign that is suspended from the underside of a horizontal plane surface and is connected to this surface.

Total site signage - the maximum permitted combined area of all freestanding and wall identification signs allowed on a specific property.

Visible - capable of being seen by a person of normal visual acuity (whether legible or not) without visual aid.

Wall - any structure which defines the exterior boundaries or courts of a building or structure and which has a slope of sixty (60) degrees or greater with the horizontal plane.

Wall sign - any building sign attached parallel to, but within two (2) feet of a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one (1) sign surface.

Window sign - any building sign, pictures, symbol, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service, that is placed inside a window or upon the window panes or glass and is visible from the exterior of the window.

§154.221- ADMINISTRATION AND ENFORCEMENT

Section 1. Permit Required

No sign shall be erected, altered, reconstructed, maintained or moved in the city without first securing a permit from the city. The content of the sign shall not be reviewed or considered in determining whether to approve or deny a sign permit.

Application for a permit shall be in writing addressed to the issuing authority and shall contain the following information:

- a. names and addresses of the owners of the display structure and property;
- b. the address at which any signs are to be erected;
- c. the lot, block and addition at which the signs are to be erected and the street on which they are to front;
- d. a complete set of plans showing the necessary elevations, distances, size and details to fully and clearly represent the construction and place of the signs;
- e. type of sign (i.e. wall sign, monument sign, etc.);
- f. certification by applicant indicating the application complies with all requirements of the sign ordinance; and
- g. if the proposed sign is along state trunk highway , the application shall be accompanied by proof that the applicant has obtained a permit from the state for the sign.

The issuing authority shall approve or deny the sign permit in an expedited manner no more than 60 days from the receipt of the complete application, including applicable fee. All permits not approved or denied within 60 days shall be deemed approved. If the permit is denied, the issuing authority shall prepare a written notice of within 10 days its decision, describing the applicant's appeal rights under this ordinance, and send it by certified mail, return receipt requested, to the applicant.

Section 2. Exemptions

The following signs shall not require a permit. These exemptions, however, shall not be construed as relieving the owner of the sign from the responsibility of its erection and maintenance, and its compliance with the provisions of this ordinance or any other law or ordinance regulating the same.

- a. The changing of the display surface on a painted or printed sign only. This exemption, however, shall apply only to poster replacement and/or on-site changes involving sign painting elsewhere than directly on a building.
- b. Signs six (6) square feet or less in size.

Section 3. Fees

Sign permit fees are set by the Roseau City Council annually.

Section 4. Repairs

Any sign located in the city which may now be or hereafter become out of order, rotten or unsafe, and every sign which shall hereafter be erected, altered, resurfaced, reconstructed or moved contrary to the provisions of this section, shall be removed or otherwise properly secured in accordance with the terms of this section by the owners thereof or by the owners of the grounds on which said sign shall stand, upon receipt of proper notice so to do, given by the issuing authority. No rotten or other unsafe sign shall be repaired or rebuilt except in accordance with the provisions of this section and upon a permit issued by the issuing authority.

Section 5. Removal

In the event of the failure of the owner or person, company or corporation having control of any sign, or the owner of the ground on which the sign is located, to remove or repair said sign within 60 days after the use is terminated, a notice shall be given pursuant to this ordinance and the sign may be removed by the city at the expense of the owner or manager of the sign, or the owner of the ground upon which the sign stands.

Section 6. Violations

Violation of this section is a misdemeanor. Each day that the violation continues is a separate offense.

§154.222- GENERAL PROVISIONS

Section 1. Size

No sign shall exceed 250 square feet in area.

Section 2. Regulations

Subd. 1. General. Except as hereinafter provided, no signs shall be erected or maintained at any angle to a building or structure which sign extends or projects over the sidewalk, street or highway. No sign which is erected or maintained flat against any building or structure shall extend or project more than fifteen inches over the sidewalk, street or highway.

Subd. 2. Exceptions. The provisions of this subsection do not prohibit:

- a. the erection and maintenance of signs, either illuminated or unilluminated, which are on the sides of a marquee which is firmly attached to and a part of a theatre or other building, providing such signs are an integral part of the marquee and do not project above or below the marquee; or
- b. the erection and maintenance of signs, not illuminated, which are attached to the marquee and which do not project more than 16 inches above the marquee.

Section 3. Below Marquee

No sign, either illuminated or non-illuminated, may project below a marquee.

Section 4. Electrical Signs

Electrical signs must be installed in accordance with the current electrical code and a separate permit from the building official must be obtained prior to placement.

Section 5. Unauthorized signs

The following signs are unauthorized signs:

- a. Any sign, signal, marking or device which purports to be or is an imitation of or resembles any official traffic control device or railroad sign or signal, or emergency vehicle signal, or which attempts to direct the movement of traffic or which hides from view or interferes with the effectiveness of any official traffic-control device or any railroad sign or signal.
- b. All off-premise signs.
- c. Signs painted, attached or in any other manner affixed to trees, rocks, or similar natural surfaces, or attached to public utility poles, bridges, towers, or similar public structures.
- d. Banners or portable signs in place for longer than fourteen (14) consecutive days.

Section 6. Setbacks

Subd. 1. Yards. Signs shall conform to building yard regulations for the zoning district in which the signs are located except as otherwise specified in this section.

	C-1	C-2	I-M	F-R	Public	Residential
Front Yard	0'	10'	10'	10'	5'	5'
Side Yard	0'	10'	10'	10'	5'	5'
Rear Yard	0'	10'	10'	10'	5'	5'
Rear Yard – abutting Residential District	20' (C-1, C-2, I-M, F-R, Public)					

Section 7. Area

The area within the frame shall be used to calculate the square footage except that the width of a frame exceeding 12 inches shall constitute sign face, and if such letters or graphics be mounted directly on a wall or fascia or in such way as to be without a frame the dimensions for calculating the square footage shall be the area extending six inches beyond the periphery formed around such letters or graphics in a plane figure bounded by straight lines connecting the outermost points thereof. Each surface utilized to display a message or to attract attention shall be measured as a separate sign and shall be calculated in the overall square footage. Symbols, flags, pictures, wording, figures or other forms of graphics painted on or attached to windows, walls, awnings, free-standing structures, suspended by balloons, or kites or on persons, animals, or vehicles are considered a sign and are included in calculating the overall square footage.

Section 8. Canopies, marquees and fixed awnings

Canopies, marquees and fixed awnings are an integral part of the structure to which they are attached. They are allowed in the Business and Industrial Districts if they meet following requirements and the applicable square footage requirements.

- a. an awning, canopy or marquee may not project into the public right-of-way nearer than 30 inches to the street curb or curb line;
- b. awnings, canopies or marquees may have no part of the structure other than supports nearer the ground surface than eight feet;
- c. the architectural style of the awning, canopy or marquee may be consistent with the building being served;
- d. awnings, canopy or marquees projecting into the required yards may not be enclosed except with a transparent material permitting through vision.

Section 9. Illumination

External illumination for signs shall be so constructed and maintained that the source of light is not visible from the public right-of-way or residential property.

Section 10. Height

The top of a sign, including its superstructure, if any, shall be no higher than the roof of the building to which such sign may be attached or 35 feet above ground level, whichever height is less; except that the height of any changeable sign which is attached to or an integral part of a functional structure, such as a water tower, smoke stack, radio or TV transmitting tower, beacon or similar structure shall be no higher than such structure. Signs, including any superstructure standing or erected free of any building or other structure, shall not exceed an overall height of 35 feet from ground level and shall be located on land in an area which is landscaped or if such land is part of an approved parking area, it shall be surfaced or paved as required in the zoning code.

Section 11. Retroactive affect

This sign ordinance shall apply to all sign applications applied for and/or pending prior to its enactment.

Section 12. Non-commercial speech

Notwithstanding any other provisions of this sign ordinance, all signs of any size containing Non-Commercial Speech may be posted from August 1 in any general election year until ten (10) days following the general election and thirteen (13) weeks prior to any special election until ten (10) days following the special election.

§154.223 - SPECIFIC REGULATIONS BY ZONING DISTRICT

Section 1. Permitted signs by district

Subd. 1 Residential Districts

- a. Within residential zoning districts, signs are permitted as follows:

<u>District</u>	<u>Maximum sign area of single sign</u>	<u>Total area of all signs</u>
F-R	12 square feet per surface	24 square feet

R-1, R-2 8 square feet per surface 16 square feet

R-3, R-4, R-5 12 square feet per surface 24 square feet

b. The following types of signs are not permitted in residential zoning districts:

1. Awning signs;
2. Balloon signs;
3. Canopy signs;
4. Flashing signs;
5. Marquee signs;
6. Pole signs;
7. Pylon signs; and
8. Shimmering signs.

Subd. 2 Business Districts

a. Within business zoning districts, signs are permitted as follows:

<u>District</u>	<u>Maximum sign area of single sign</u>	<u>Total area of all signs</u>
C-1	60 square feet	2.5 square feet per front foot of building abutting a public right-of-way 25 feet or more in width. Not to exceed 120 SF.
C-2	150 square feet	3 square feet per front foot of lot (narrowest footage on a corner lot) abutting public right-of-way 50 feet or more in width. Not to exceed 275 SF.

Subd. 3 Industrial and Public Districts

a. Within industrial and public zoning districts, signs are permitted as follows:

<u>District</u>	<u>Maximum sign area of single sign</u>	<u>Total area of all signs</u>
I-M	250 square feet	4 square feet per front foot of Lot plus 1 square foot per foot of side yard abutting a public right-of-way of 50 feet or more. Least width of frontage shall be considered front yard. Not to exceed 350 SF.
P-1, P-2	150 square feet	3 square feet per front foot of lot (narrowest footage on a corner lot) abutting public right-of-way 50 feet or more in width. Not to exceed 275 SF.

Section 2. Permitted signs: Multi-Tenant Buildings

Subd. 1. Multi-tenant signs. Each tenant in a multi-tenant building may have a flat wall sign, not extending more than 18 inches from the face of the building. The aggregate area of such signs shall not exceed 10% of the area of the wall to which they are attached, and no individual sign shall exceed the maximum sign area of a single sign for the applicable zoning district as outlined in this ordinance.

Subd. 2. Multi-tenant monument signs. One monument sign shall be permitted for each multi-tenant building provided the surface area of the sign does not exceed the 100 square feet per side, 15 feet in height, and is setback in no case less than 20 feet from the property lines. The area may be increased to a maximum of 150 square feet per side for developments with over 750 lineal feet of frontage in C-2 and I-M zoning districts.

§154.224 NON-CONFORMING USES

Non-conforming signs: compliance.

It is recognized that signs exist within the zoning districts which were lawful before this sign ordinance was enacted, which would be prohibited, regulated or restricted under the terms of this chapter or future amendments. It is the intent of this sign ordinance that nonconforming signs shall not be enlarged upon, expanded or extended, nor be used as grounds for adding other signs or uses prohibited elsewhere in the same district. It is further the intent of this sign ordinance to permit legal nonconforming signs existing on the effective date of this sign ordinance, or amendments thereto, to continue as legal nonconforming signs provided such signs are safe, are maintained so as not to be unsightly, and have not been abandoned or removed subject to the following provisions:

- a. No sign shall be enlarged or altered in a way which increases its nonconformity.
- b. Should such sign or sign structure be destroyed by any means to an extent greater than fifty (50) percent of its replacement cost and no building permit has been applied for within 180 days of when the property was damaged, it shall not be reconstructed except in conformity with the provisions of this ordinance.
- c. Should such sign or sign structure be moved for any reason for any distance whatsoever, it shall thereafter conform to the regulations for the zoning district in which it is located after it is moved.
- d. No existing sign devoted to a use not permitted by the zoning code in the zoning district in which it is located shall be enlarged, extended or moved except in changing the sign to a sign permitted in the zoning district in which is it located.
- e. When a structure loses its nonconforming status all signs devoted to the structure shall be removed and all signs painted directly on the structure shall be repainted in a neutral color or a color which will harmonize with the structure.

§154.225 NONCOMMERCIAL SPEECH

Substitution Clause

The owner of any sign which is otherwise allowed by this sign ordinance may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over non-commercial speech, or favoring of any particular non-

commercial message over any other non-commercial message. This provision prevails over any more specific provision to the contrary.

SECTION 2. All ordinances and parts of ordinances inconsistent with this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect and be in full force after its passage and publication.

Dated this ____ day of _____, 2016.

APPROVED:

Jeff Pelowski, Mayor

ATTEST:

City Clerk-Treasurer

(Publication in the Roseau Times Region Newspaper on the ____ day of _____, 2016.)

The motion for adoption of the foregoing resolution was duly seconded by Council member Amy Bassingthwaite and upon vote being taken thereon, the following voted in favor thereof: Mayor Pelowski, Council members Novacek, Ross, Bassingthwaite, and Evans.

and the following voted against the same: None

and the following abstained: None

and the following were absent: None

whereupon, said motion was declared duly passed and adopted.

Discussion on the consent agenda was resumed.

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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City Center Rentals

Historical Society	\$ 600.00/mo
DEED Office	\$ 300.00/mo

Public Safety Admin	\$ 325.00/qtr
Northland College	\$ 250.00/mo

Airport

Daily Hangar Rent	\$ 20.00/day
Main Hangar Rent	\$200.00/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 (10 total)
Private Hangar Snow Removal	\$ 50.00/yr (4 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 4th day of January 2016.

Mayor, Jeff Pelowski

City Clerk-Treasurer, Elizabeth Hellquist

35. 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.

36. Authorize the 2016 \$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.

37.

R# 07-16
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 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 and Amber Hass 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 4th day of January 2016.

Jeff Pelowski, Mayor

Elizabeth Hellquist, City Clerk-Treasurer

38.

#R 08-16
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, 2016 to December 31, 2016.

Dated this 4th day of January 2016.

Jeff Pelowski, Mayor

Elizabeth Hellquist, City Clerk -Treasurer

39.

R# 09-16
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 4th day of January 2016.
Attest:

By: _____
Jeff Pelowski, Mayor

Elizabeth Hellquist, City Clerk-Treasurer

40.

**#R 10-16
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 4th day of January 2016.

ATTEST:

City Clerk-Treasurer, Elizabeth Hellquist

Mayor, Jeff Pelowski

41.

**#R 11-16
RESOLUTION AUTHORIZING RCB COLLECTIONS AS THE COLLECTOR OF BAD DEBT**

BE IT RESOLVED, that the City Council appoints RCB Collections as the collector of bad debt and authorizes the signing of the service agreement with RCB Collections.

Dated this 4th^t day of January 2016.

By: _____
Mayor

Attest: _____
Clerk-Treasurer

42.

**#R 12-16
AUTHORIZING USE OF COLLECTION AGENCY FOR COLLECTION OF CERTAIN PAST
DUE UTILITIES**

THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, pursuant to Roseau County Ordinance § 50.26 (A) and (B) the City of Roseau is authorized to collect payment for municipality utilities in a civil action or through certification to the County Auditor; and

WHEREAS, this matter was fully discussed by the City Council of the City of Roseau;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEAU, MINNESOTA, that the City of Roseau is authorized to utilize the services of a collection agency to assist in collection of delinquent municipal utility payments.

Dated January 4th, 2016

Mayor

ATTEST:

City Clerk-Treasurer

- 43. KLJ Airport Status Report
- 44. Department of the Army-Letter of Map Revision Application
- 45. December 2015 Liquor Store Revenue & Expenditures
- 46. December 2015 City Revenue & Expenditures
- 47. Dairy Queen Resolution – R# 13-16
- 48. Oak Crest Golf Club Financial Statement

Delegations/Petitions/Complaints - none

Committee Reports

Roseau Promotions Director

Roseau Promotions Director Lyle Grindy informed council on the following items:

- The Civic and Commerce held another successful Holiday Fantasy Promotion. Tickets for the last drawing was the most turned in ever.
- Sales reported for the Holidays were mixed. Some businesses showed a slight increase, others maintained about the same.
- The Civic and Commerce Annual Banquet will be Monday January 18th, 2016.
- Plans are being worked on to bring the Circus back to Roseau this summer.
- Plans are in place to continue with the Farmers Market for the summer of 2016.
- Members of the Convention and Visitors Bureau are busy working on their second annual “Girlfriends Winter Breakaway Event” scheduled for March 18th and 19th at the City Center.

Planning Commission – The Planning Commission did not hold a meeting.

Roseau County Commissioner

Roseau County Commissioner Jack Swanson informed council the County will be holding its organizational meeting tomorrow, January 5, 2016. The County finances for the end of the year will be similar to the previous year. The County froze the budget for the Library and increased the budget for the museum by 10%.

Mayor Jeff Pelowski congratulated Commissioner Jack Swanson on becoming the President of the Association of Minnesota Counties. The association has 87 counties.

Operations Committee – the Operations Committee did not meet.

Oakcrest Golf Course – the Oak Crest Golf Course did not meet.

Airport Committee –

The airport committee did not meet but CDC Todd Peterson informed council on the following issues at the Airport:

- The Jet-A fuel tank is leaking from the main tank into the containment. Valley Med would like an above ground tank large enough to hold a tanker and will participate in the local cost share. There is funding from state aeronautics, a 60/40 cost share program. The estimated cost will be \$50,000.
- The 100 LL tank needs to be retested. There was moisture in the secondary containment but it may just be condensation.
- The City still needs clarification from MPCA as to the time frame everything has to be fixed or shut down.
- The whole fuel system at the airport will need to be moved eventually but for now the above ground tank or tanks will be placed at the current fuel system site.

EDA

CDC Todd Peterson informed council the EDA recommended reappointment of Robert Foley to the EDA board. The EDA also contacted Explore Minnesota Tourism for direction on promoting the community and recruiting employees for the community businesses. The CVB and CNC are currently working with Sandpiper Design on a tourism promotional campaign. It was suggested that this could be expanded to include marketing for recruiting people to the area.

There will be a January meeting to get discussion going, then forming a committee comprised of persons from the School, Hospital, Polaris, the City, and the community.

There will be a review of the Promotions Director position.

Department Reports

Liquor Store

Liquor Store Manager Linda Roseborough informed council the final inventory has been completed for the auditors.

The Liquor Store expansion is still on hold pending the completion of the Flood Plain Maps. The new architectural firm has been contacted and the new plans will be developed closer to the time when the City is actually ready to proceed with the project.

Fire Department

Fire Chief Jeff Ballard informed council the Fire Departments flatbed truck is now functional with the tool box installed. The cost was around \$6,000.

Police Department

Police Chief Ward Anderson had no new business to report.

City Superintendent

City Superintendent David Drown had no new business to report.

Streets

Assistant City Attorney Michelle Moren expressed concern over the absence of a stop sign at the intersection near Pat Moren's Law Office.

Parks

Council discussed snowmobiles crossing the bridges on the walking/bike path. The bridges will be chained off so motorized vehicles cannot access the path. The chains can be removed to plow it so people can run on it.

The spoil pile from the diversion project is being used as a sliding hill. There was discussion about officially designating it as a sliding hill. If so, the City would have to provide access to it, as it can only be accessed by snowmobile or walking. It is not inside the City limits. Some neighbors will be opposed to officially opening it to the public.

It was council consensus to have the Park Board review this issue for a year before making a decision.

City Attorney**Parkland Place**

The Council was advised by Attorney Michelle Moren that the State of Minnesota has amended the law in regard to the Workforce Housing Grants Pilot Program and has allocated additional funds for the Parkland Place project. The Department of Employment and Economic Development (DEED) has provided the City with an Amended Agreement outlining the changes to the grant. In order to effectuate the disbursement of additional funds in the amount of \$494,041,00 to Parkland Place, the City is required to accept the Amended Agreement with DEED and also must amend the applicable 2015 Promissory Note and Mortgage by and between the City and Parkland Place. Further upon receipt of said additional funds, because the City is deemed to have exceeded its "match" amount with DEED, Parkland Place will pay off one mortgage with the City in the sum of \$162,500 and the City will satisfy said mortgage, further, Parkland Place will pay an additional amount of \$50,479.50 to the City to reduce another applicable mortgage debt. Council member Pat Novacek moved to approve the amendment and execution of all necessary documents, Council member Amy Bassingthwaite seconded and it was unanimously approved.

Liquor license

The City was advised that a check issued by JLN Guest House, Inc. for its 2016 liquor license had been returned due to non-sufficient funds (NSF). Attorney Michelle Moren outlined options that the City could consider regarding the NSF check, including following the administrative process for revocation and/or issuing a fine for non-compliance. Council member Jane Evans moved to approve the City Attorney sending the Guest House an official letter concerning the NSF check for their Liquor License giving them 30 days to pay and if payment was not received in the 30 day fine period, assessing a fine in the sum of \$200 but giving them an opportunity for

a public hearing to contest the fine. Council member Pat Novacek seconded and it was carried by unanimous vote.

Community Development Coordinator

Community Development Coordinator Todd Peterson gave council an update on the east diversion and showed council maps of the new flood plain area in and around the City of Roseau. There are no structures inside the city limits that are still in the flood plain. The only areas still in the flood plain within the city limits are streets and some areas that are protected by old levees.

- Floodplain models and mapping submitted to FEMA on December 18, 2015 (Case #16-05-1851P)
- FEMA has agreed to begin review of the models and mapping submitted to FEMA by the Corps of Engineers. Other items that will need to be submitted to FEMA before they complete their review and sign off on the new flood plain maps include:
 - Final Operations and Maintenance manual developed by the Corps of Engineers and signed off on by the City of Roseau (Draft O&M manual has already been provided to the City for review and concurrence and returned)
 - Corps Levee certifications. The field work has been completed on these levee certifications and the Corps of Engineers is in the final stages of completing the administrative portions of the submittal. The City will also have to sign off on the Corps of Engineers paperwork. Anticipated submission date is by the end of January.
 - City will need to publish a Public Notice in the local paper that the City has requested a change in the Floodplain Mapping. This notice will be provided by the Corps of Engineers.

Mayor and Council

Mayor Jeff Pelowski informed council Miles Hogenson from the Roseau County Trailblazers approached him with an offer to sell the City of Roseau 1 mile of rail bed between the Park road and County Road #28. It would be approximately 11 acres. The Trailblazers are asking \$1,000 per acre and want the City to cover all the costs associated with the transaction.

After discussion Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote negotiate a price for the purchase for the 11 acres and direct the City Attorneys to draw up the appropriate legal work.

Unfinished Business- there was no unfinished business.

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:

Clerk-Treasurer

Mayor