

REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – January 8th at 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, Councilmembers: 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 Kristy Kjos, Liquor Store Manager Linda Roseborough, Fire Chief Craig McMillin, Clerk-Treasurer Beth Hellquist, Jack Swanson – Wild 102 Radio, Culligan Representatives - Marc and Katy Halvorson and Susan Larson.

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

Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the December 4th, 2017 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 December 14th, 2017 Special meeting minutes as written.

Council member Don Ross motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the December 21st, 2017 Special meeting minutes as written.

Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the following Consent Agenda.

Consent Agenda

1. Presentation of Accounts Payable claims December 1st, 2017 through December 31st, 2017 BatchAP123117. CK#63656-63729 = \$752,382.40.
2. Presentation of daily checks December 1, 2017 through December 31, 2017
Ck#63572-63655 = \$357,198.50
E#789-828 = \$379,098.12
12/15/17PR = \$42,063.71
12/31/17PR = \$38,670.60
3. Presentation of Receipt entries November 1, 2017 through November 30, 2017.
4. Presentation of Journal entries JV103117.
5. Audit Committee review of October 2017 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. February 5th, 2018 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center-
 - a. C & C Banquet – January 15th, 2018
8. Investment–Roseau EDA Hi Fi as of 01/02/2018 is \$88,160.27.
9. Cash in bank-Regular checking as of 01/02/2018 is \$3,219,138.29.
10. Investment-Regular Hi Fi as of 01/02/2018 is \$1,550,881.71.
11. Investment Certificate of Deposit as of 01/02/2018 is \$795,414.21
12. Investment Certificate of Deposit as of 01/02/2018 is \$790,679.61.

13. Investment Certificate of Deposit as of 01/02/2018 is \$786,025.91.
14. Investment Certificate of Deposit as of 01/02/2018 is \$784,092.49.
15. Investment-Roseau EDA Money Market as of 01/02/2018 is \$308,284.68.
17. Cash in bank-Roseau EDA as of 01/02/2018 is \$1,069.66.
18. 2017 "City of Roseau Christmas Lighting Contest" Winners

Residential General:

- 1st – Alex McMillin 618 Oak Dr
- 2nd – Vance Dahl 1104 3rd St NE
- 3rd – Kurt Dahlquist 511 8th St NE

Residential Themed:

- 1st – Scott Habstritt 309 4th Ave NE
- 2nd – Vickie Smith 211 9th Ave SE
- 3rd – Earl Erickson 407 3rd Ave NE

Business:

- 1st – Twice the Charm
- 2nd – Jakes Pizza
- 3rd – Waage Appliance

19.

**#R 01-18
CITY OF ROSEAU
2018 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 2018;

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 2018 COMMITTEE/BOARD APPOINTMENTS

- **AIRPORT:** Keith Okeson, Jeremy Salverson, Bruce Stone, City Representatives-Council member **Jane Evans** and Community Development Coordinator Todd Peterson.
- **ARENA:** To be reviewed
- **BEAUTIFICATION:** **To be reviewed**
- **GILBERTSON BALLFIELD:** Donn Haugen, Tracy Wensloff, City Representatives-Mayor **Jeff Pelowski**.
- **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:** Chair person Joe Elick, Norm Hayes, NWRLB Linda Pavek, City Representative-Council member **Pat Novacek**.
- **PARK:** John Mekash, Mike Bodell, Larry Severson, Sonya Peterson, Gerald Koble, Dwayne Mast, Brad Bassingthwaite, City Representative Council member **Jane Evans**.
- **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.
- **ROSEAU CONVENTION AND VISITORS BUREAU:** Chairman Darrin Smedsmo, Keith Pringle, Jack Swanson, Gary Grondahl, Cheri Losse, Julie Parker, Debbie Benke, City representatives - Council member **Jane Evans**, Community Development Coordinator Todd Peterson, and Roseau Promotions Director Mary Hoffer.
- **WELCOME TO ROSEAU:** To be reviewed .
- **EDA:** Chairman Robert Foley, Kurt Weston, Cheri Losse, Steve Pavek, Jack Swanson, City Representatives - Mayor **Jeff Pelowski**, Council member **Pat Novacek**, Community Development Coordinator Todd Peterson, and Mary Hoffer.

- **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 Michelle Moren.
- **COMMUNITY CENTER COMMITTEE:** Mary Hoffer, Deb Haugen, Council member **Pat Novacek**, Council member **Amy Bassingthwaite**, Ivan Hirst, Community Development Coordinator Todd Peterson.
- **ASSISTANT WEED INSPECTOR:** The Roseau City Council hereby appoints **David Drown** 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 Craig McMillin

Adopted by the Roseau City Council this 8th day of January, 2018.

ATTEST:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

20.

**R # 02-17
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 8th day of January, 2018.

ATTEST:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

21.

**R #03-18
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:

- VOYA/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 8th day of January, 2018.

ATTEST:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

22.

R #04-18
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 8th, 2018.

ATTEST:

Witnessed:

Elizabeth Hellquist, City Clerk-Treasurer

Jeff Pelowski, Mayor

23.

**R# 05-18
CITY OF ROSEAU
RESOLUTION TO SET 2018
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 (**54.5 cents per mile** January 1, 2018),

BE IT FURTHER RESOLVED, by the Roseau City Council that it hereby approves the 2018 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 8th day of January, 2018.

City Clerk-Treasurer, Elizabeth Hellquist

Mayor, Jeff Pelowski

24.

**R# 06-18
CITY OF ROSEAU
RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2018**

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, 2018.

City of Roseau Enterprise Rate Schedule

CITY OF ROSEAU RATE SCHEDULE
2018 new rate schedule(JAN 3 CHANGED)

(BILLING RATES SCHEDULE)

ELECTRIC RATES

Customer Charge:	Residential	\$14.25	
	Commercial Single	\$33.50	
	Commercial 3 Phase	\$41.50	
Energy Charge:		\$0.102	/kwh + .0043 = .1063
Off Peak:		\$0.060	/kwh + .0043 = .0643
	Off Peak months of July, August and September (air conditioning)	\$0.074	/kwh + .0043 = .0785
	Uncontrolled Electric Heat	0.187	/kwh + .0043 = .1913

STANDBY GENERATION ELECTRIC RATE

To be determined upon customer request

Mercury Vapor Lights	\$9.75	/mo
Meter Deposit	\$100.00	Minimum or average of monthly bills if over 4100.
Penalty Charge - After the 30th 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
Commercial over 3,000 gallons	\$2.70
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
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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	\$17.41	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%

		3% increase	New Rate	
600	\$16.90	\$0.51	\$17.41	GC RES
				GC
601	\$30.26	\$0.91	\$31.17	COMM
				GC
602	\$57.04	\$1.71	\$58.76	COMM
				GC
603	\$16.90	\$0.51	\$17.41	COMM
				GC
604	\$87.57	\$2.63	\$90.20	COMM
				GC
605	\$65.10	\$1.95	\$67.06	COMM
				GC
606	\$67.24	\$2.02	\$69.25	COMM
				GC
608	\$76.60	\$2.30	\$78.89	COMM
				GC
612	\$83.56	\$2.51	\$86.07	COMM
				GC
613	\$98.02	\$2.94	\$100.96	COMM
				GC
614	\$143.83	\$4.31	\$148.15	COMM
				GC
615	\$120.54	\$3.62	\$124.15	COMM
				GC
617	\$133.38	\$4.00	\$137.38	COMM
				GC
619	\$185.59	\$5.57	\$191.16	COMM
				GC
620	\$108.99	\$3.27	\$112.26	COMM
				GC
622	\$16.90	\$0.51	\$17.41	COMM
				GC
623	\$40.72	\$1.22	\$41.94	COMM
				GC
624	\$534.25	\$16.03	\$550.28	COMM
				GC
625	\$124.02	\$3.72	\$127.74	COMM

626	\$141.44	\$4.24	\$145.68	GC COMM
627	\$126.41	\$3.79	\$130.20	GC COMM
628	\$120.02	\$3.60	\$123.62	GC COMM
631	\$189.59	\$5.69	\$195.28	GC COMM
632	\$420.16	\$12.60	\$432.76	GC COMM
633	\$426.40	\$12.79	\$439.19	GC COMM
635	\$143.26	\$4.30	\$147.56	GC COMM
Dumpster Rental				
681	\$27	\$0.81	\$27.81	GC 8yd
682	\$5.46	\$0.16	\$5.62	GC 1/4-6YD CONT
683	\$2.34	\$0.07	\$2.41	GC 1/7-2yd CONT COMM
684	\$2.34	\$0.07	\$2.41	GC 1/6-2YD CONT COMM
685	\$7.02	\$0.21	\$7.23	GC 1/3 6YD COMM
686	\$10.66	\$0.32	\$10.98	GC 1/2-6YD CONT COMM
687	\$5.72	\$0.17	\$5.89	GC 1/2-2YD CONT COMM
688	\$21.06	\$0.63	\$21.69	GC 6YD CONT COMM
690	\$21.06	\$0.63	\$21.69	GC 6 YD CONT RES/ASSISTED LIVING
691	\$11.44	\$0.34	\$11.78	GC 2YD CONT COMM
694	\$2.86	\$0.09	\$2.95	GC 1/4-2YD CONT RES
695	\$1.82	\$0.05	\$1.87	GC 1/8 OF 2YD CONT RES
697	\$13.52	\$0.41	\$13.93	GC 4YD CONT COMM
698	\$2.86	\$0.09	\$2.95	GC 1/4 OF 2 YD CONT-COMM

**City of Roseau
2018 Miscellaneous Fees Schedule
January 1, 2018**

General

Community Center	\$ 35.00 - \$330.00 based on fees schedule
Dog tags	\$ 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
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

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.

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
 Hangar Rents-Large (2) \$ 80.00/mo
 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 \$ 18.00/night (tax included)
 Weekly rate \$ 88.00/weekly (tax included)

Monthly(Except July)	\$324.00 (max 4 sites reserved for monthly rental)(tax included)
July Monthly	\$378.00 (July)(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 8th day of January 2018.

Mayor, Jeff Pelowski

City Clerk-Treasurer, Elizabeth Hellquist

25.

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.

26.

Authorize the 2018 \$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.

27.

R# 07-18
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 they are 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 8th day of January 2018.

Jeff Pelowski, Mayor

Elizabeth Hellquist, City Clerk-Treasurer

28.

#R 08-18
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, 2018 to December 31, 2018.

Dated this 8th day of January 2018.

Jeff Pelowski, Mayor
Law office Transition.

Elizabeth Hellquist, City Clerk -Treasurer

29.

R# 09-18
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 8th day of January 2018.
Attest:

By: _____
Jeff Pelowski, Mayor

Elizabeth Hellquist, City Clerk-Treasurer

30.

#R 10-18
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 8th day of January 2018.

ATTEST:

City Clerk-Treasurer, Elizabeth Hellquist

Mayor, Jeff Pelowski

31.

R # 11-18

**RESOLUTION APPOINTING DIRECTOR AND ADVISOR AS CITY OF ROSEAU REPRESENTATIVES
ON
THE NORTHERN MUNICIPAL POWER AGENCY BOARD**

BE IT RESOLVED, that Todd Peterson is hereby appointed Director and David Drown is appointed Advisor as City of Roseau representatives on the Northern Municipal Power Agency Board for May 1, 2018 to April 30, 2019.

Dated this 8th day of January 2018.

Elizabeth Hellquist Clerk-Treasurer

Jeff Pelowski, Mayor

32. Minnesota Energy rate increases

33. KLJ – Airport Project Status Report

34.

**RESOLUTION NO. 14-18
RESOLUTION ACCEPTING GRANT**

WHEREAS, the Roseau Area Community Fund, a component of the Northwest Minnesota Foundation, has presented to the City of Roseau, a grant of \$16,000.00 and has designated that this grant be deposited in the City of Roseau Fire Department Fund.

WHEREAS, the City Council is appreciative of the grant and commends them for their civic efforts,

NOW, THEREFORE BE IT RESOLVED, BY THE City Council of the City of Roseau, Minnesota;

1. That the grant is accepted and acknowledged with gratitude, and
2. That the grant will be allocated to the Fire Department Fund.

Adopted by the City Council of the City of Roseau, Minnesota this 8th day of January 2018.

By: _____
Mayor

Attest: _____
Clerk/Treasurer

35. Liquor Store Monthly Sales Report Dec 2017

36. December 2017 City Revenues & Expenditure report.

37. Patrick D Moren officially retired from the Law Office as of January 1, 2018.

Delegations/Petitions/Complaints

None

Committee Reports

Planning Commission

The Planning Commission did not meet.

Roseau County Commissioner

County Commissioner Jack Swanson informed council that the Roseau County Board of Commissioners has also held its 2018 organizational meeting. Commissioner Swanson stated that he would be meeting with Senator Mark Johnson in the upcoming week. Senator Johnson would like input on the issues facing Minnesotans to carry forward into the 2018 session.

Operations Committee

The Operations Committee did not meet.

Oakcrest Golf Course

Mark Wilson of the Oakcrest Golf Club Board of Directors provided the Golf Club's financial statement and a summary letter explaining the happenings of the golf course over the past year. It also thanked the City for its continued consideration and financial support over the past seasons.

Airport Committee

The Airport Committee did not meet. CDC Peterson informed council that Century Link is taking the pay phone out of the airport terminal.

EDA

CDC Peterson informed council that the EDA did meet last month to appoint Kurt Weston as a new board member. Other topics discussed were the DEED MIF funds and Childcare issues.

Department Reports

Liquor Store

Liquor Store Manager Roseborough reported on the two Sundays the Liquor Store was open over the Holidays. The Sundays went fairly well with sales the first Sunday of approximately \$3,500 and the second Sunday of approximately \$4,000. Manager Roseborough stated that it would not pay for the Liquor Store to be open every Sunday but would open the Liquor Store a few Sundays during the year when deemed appropriate.

Fire Department

Fire Chief Craig McMillin informed council the new fire truck should be done early July. CDC Peterson provided to council the Opinion letter from the Law Offices of Patrick D. Moren concerning the Kinetic Leasing, Inc. lease with option to purchase Agreement No. CIT5646-103, an authorizing resolution of the Lessee (Resolution #12-18), and other relevant documents pertaining to the lease/purchase of the new fire truck. After discussion, Council member Jane Evans motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve Resolution #12-18 (Exhibit D - Resolution Relating to Lease with Option to Purchase Agreement)

CDC Peterson asked council to authorize signing the contract agreement. Council member Amy Bassingthwaite motioned, Council member Pat Novacek seconded and it carried by unanimous vote to authorize the signing of the Lease with Option to Purchase Agreement No. CIT5646-103.

5:30 PUBLIC HEARING – VACATION OF ALLEY IN JOHNSON’S ADDITION

CDC Peterson informed council of the petition to vacate a north/south alley way (which has been platted but never developed) and an east/west alley way which is being used and abuts 4th Avenue Northwest and 5th Avenue Northwest in the Johnson’s Addition.

Council member Jane Evans motioned, Council member Don Ross seconded and it was carried by unanimous vote to open the Public Hearing.

CDC Peterson had received an email from Marc and Katy Halvorson about vacating the alley behind their business, Culligan, in Roseau. It stated that “...Vacating that alley would make it impossible for us to use our garage, therefore would be detrimental to our business.”

Marc and Katy Halvorson and Susan Larson (President of C.W.T of Roseau, Inc.) were also present for oral comment. It was again stated that the east/west ally was the only access they have to the back of the Culligan Building and shed, but they would be fine if the alley was closed to the east or to the west of their business, but not both directions.

There were no other written or oral comments.

City Attorney Kristy Kjos stated that the petition could either be approved or denied but it could not be altered by council at the meeting. Attorney Kjos recommended having the petitioner meet with the representatives from Culligan to work out an agreement that would be satisfactory to both parties and bring the amended agreement back to council. This would also mean setting another public hearing.

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

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous to deny the petition.

CDC Peterson stated that he would inform the petitioner of the council’s decision.

Police Department

Police Chief Anderson was absent

Superintendent

Superintendent stated that the Park and Rec position and the Building Official positions are being worked on. CDC Peterson stated he would cover it further, later in the meeting.

CDC Peterson introduced; Resolution 13-18 (Approving Waiver Petition with Northern Municipal Power Agency for Qualifying Facilities), The Public Utility Regulatory Policies Act of 1978 (PURPA), The Cogeneration and Small Power Production Facilities Rules and the Contract for Cogeneration and Small Power Production Facilities. CDC Peterson stated that the “NMPA is

recommending that all participating cities adopt the resolution and rules related to distributed generated systems so that we can retain our rights to control the methods and costs of outside parties who wish to supply power back onto the City's electrical system. These documents basically outline the City's rights under PURPA laws passed in the 1970's." CDC Peterson clarified that the City of Roseau would not be buying the power back but NMPA would be buying it at the NMPA wholesale rate.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve Resolution 13-18 (Approving Waiver Petition with the Northern Municipal Power Agency for Qualifying Facilities).

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was approved by unanimous vote to adopt the Cogeneration and Small Power Production Facilities Rules.

City Attorney

City Attorney Kristy Kjos stated that Pat Moren has officially retired and is enjoying his retirement in Grand Rapids. The Law Offices have been transferred to Attorney Michelle Moren and will continue to conduct business under the assumed name of Law Offices of Patrick D. Moren.

Community Development Coordinator

CDC Peterson informed council that he had contacted the state building inspector and found the City must notify the state within 15 days if they have not found a building official. The City cannot issue a building permit until the City has a building official. CDC Peterson contacted both Brian Scheible and Maury Peterson but they work full time at Marvin Windows and would not have the time. CDC Peterson has contacted a building Official from East Grand Forks but has not seen his proposal yet. Mayor Pelowski had the name of someone more local and would provide that to CDC Peterson.

CDC Peterson informed council that the City has received 16 applications for the Park and Rec Director. There are four applicants set up for personal interviews. Two on Thursday and two more the following Friday.

CDC Peterson provided to council a proposal from Spohn Ranch for the skate park construction. A Roseau skateboarder asked if he could see the plans and have input. CDC Peterson provided him with the plans and relayed his input to Spohn Ranch. Spohn Ranch made minor changes to a couple of his suggestions and the skateboarder approved. The Spohn Ranch proposal is all inclusive with the exception of the final cleanup and the finish landscaping. CDC Peterson assured council that Spohn Ranch has all of its bid and performance bonds and is in good standing, and City Attorney Michelle Moren has reviewed the proposal. The proposal is under budget with a total price of \$141,600.00 so work may be done on the basketball court as well.

CDC Peterson asked council for approval to move forward with the Spohn Ranch Proposal contract.

After discussion, Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was approved by unanimous vote to move forward with the Spohn Ranch proposal of \$141,600.00 for skate park construction.

CDC Peterson stated that he has been asked by Polaris how much it would cost to put employment opportunities up on the City's digital sign. CDC Peterson told Polaris that the City did not have a policy in place yet, so he did not know, but would bring their request to council. CDC Peterson asked council to consider creating a policy and setting the cost. The policy may consider whether the event or message is for public service, a City event or an event being held in the City Center. CDC Peterson said he would talk to the sign company to see if they had any examples of rates and or policies. City Attorney Kjos said she could look on the League's list serve for samples.

CDC Peterson reminded council of the City's sign ordinance that does not permit off site billboards.

It was council consensus to wait until a policy and fee schedule are in place before advertising for an outside party on the digital sign.

Mayor and Council

Mayor Pelowski shared a letter from the US Customs and Border Protection to Representative Peterson. The letter stated that the CBP would agree to a feasibility study but would not hold off on the implementation of reduced hours at the Roseau Port of entry.

Council member Pat Novacek inquired about signs for the Roseau Sports Complex and arena. MNDOT will need to be contacted as they may have restricted the placing of the arena signs in the past.

Council also noted the flashing pedestrian lights, considered at a previous meeting, are no longer an option, as the National Highways rescinded the use of them as of today.

Unfinished Business-

There being no further business Councilmember Don Ross motioned to adjourn the City Council meeting, seconded by Councilmember Pat Novacek and carried by unanimous vote.

ATTEST:

Elizabeth Hellquist Clerk-Treasurer

Mayor Jeff Pelowski