

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – January 7th, 2019 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, Amy Bassingthwaite, Jane Evans and Brady Johnson. Absent: None. Others present were, Community Development Coordinator Todd Peterson, Fire Chief Craig McMillin, City Attorney Michelle Moren, Clerk-Treasurer Beth Carlson, Jack Swanson – Wild 102 radio, Dave Edquist – Holiday Stationstores, and Roseau Civics Students Gracie Everett and Sadie Pulczynski.

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

City Attorney Michelle Moren administered the Oath of Office to Mayor Jeff Pelowski and Council members Amy Bassingthwaite and Brady Johnson. The Mayor and two council members were elected November 6th, 2018 with terms beginning January 2019.

Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded and it was carried by unanimous vote to approve the December 3rd, 2018 regular meeting minutes as written.

Council member Jane Evans motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the following Consent Agenda, with the correction to Resolution #1-19, Assistant Weed Inspector appointed is David Drown, and clarification to rates in Resolution # 6-19.

1. Presentation of Accounts Payable claims December 1st, 2018 through December 31st, 2018 Batch AP123118.
CK# 65598-65668 = \$187,927.20
2. Presentation of daily checks December 1, 2018 through December 31, 2018
CK# 65505-65597 = \$226,129.11
E# 1257-1297 = \$409,790.39
PR 12/15/18 = \$42,433.50
Fire Dept. Supplemental = \$403.93
PR 12/30/2018 = \$40,470.72
3. Presentation of Receipt entries November 1, 2018 through November 30, 2018.
4. Presentation of Journal entries JV103118.
5. Audit Committee review of October 2018 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –
Upcoming scheduled meetings:
 - a. February 4th, 2019 Regular council meeting at 5:00 p.m.
7. Approve the use of alcohol in the Community Center-
 - a. Minnesota Wheat Growers – January 17th 2019
 - b. Beito & Czeh reception – February 9th, 2019
 - c. Berger & Gerszewski reception – March 30th, 2019
 - d. Hlucny & Langaas reception – June 15th 2019

e. Loken & Cankar reception – June 8th 2019

f. Rockis reception – June 22nd 2019

8. Investment–Roseau EDA Hi Fi as of 01/02/2019 is \$136,195.27.
9. Cash in bank-Regular checking as of 01/02/2019 is \$2,758,481.54.
10. Investment-Regular Hi Fi as of 01/02/2019 is \$1,554,984.80.
11. Investment Certificate of Deposit as of 01/02/2019 is \$800,193.86
12. Investment Certificate of Deposit as of 01/02/2019 is \$795,430.80.
13. Investment Certificate of Deposit as of 01/02/2019 is \$791,726.54.
14. Investment Certificate of Deposit as of 01/02/2019 is \$790,786.32.
15. Investment-Roseau EDA Money Market as of 01/02/2019 is \$297,079.76.
16. Cash in bank-Roseau EDA as of 01/02/2019 is \$996.29.

17. 2018 “City of Roseau Christmas Lighting Contest” Winners

Residential General:

1st – Lowell Petersen 504 2nd Ave SE

2nd – Vicki Smith 211 9th Ave SE

3rd – Jonathan Nash 300 4th St SE

Residential Themed:

1st – Charles Thomas 1003 2nd St SE

2nd – Tim Erickson 407 3rd Ave NE

3rd – Mary Ecklund 801 ½ 6th St SW

Business:

1st – Twice the Charm

2nd – Transfers Unlimited

3rd – Past Treasures

18.

#R 01-19

CITY OF ROSEAU

2019 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 2019;

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 \$250,000 provided current Certificates of Collateral are on file with said institutions. Funds in excess of \$250,000 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 Carlson.

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 **Johnson**
City/School Recreation - Mayor Pelowski and Council member **Novacek**
Planning Commission – Council member **Bassingthwaite** and Mayor **Pelowski** as alternate
Liquor Store – Council member **Johnson** and Council member **Evans**
Golf Course – **Council member Bassingthwaite and Council Member Johnson**
Library – **Council member Novacek**

CITY OF ROSEAU 2019 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:**
- **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 **Brady Johnson**.
- **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, Adam Munstenteiger 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, Danielle Byfuglien, Julie Parker, Debbie Benke, City representatives - Council member **Jane Evans**, Community Development Coordinator Todd Peterson, and Roseau Promotions Director Mary Hoffer.

- **WELCOME TO ROSEAU:**
- **EDA:** Chairman Robert Foley, Jason Smith, Cheri Losse, Steve Pavek, Jack Swanson, City Representatives - Mayor Jeff Pelowski, Council member Pat Novacek, Community Development Coordinator Todd Peterson, and Mary Hoffer. Reappointed at the eda.
- **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 7th day of January, 2019.

ATTEST:

Elizabeth Carlson, City Clerk-Treasurer

Jeff Pelowski, Mayor

19.

**R # 02-19
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 7th day of January, 2019.

ATTEST:

Elizabeth Carlson, City Clerk-Treasurer

Jeff Pelowski, Mayor

20.

**R #03-19
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 7th day of January, 2019.

ATTEST:

Elizabeth Carlson, City Clerk-Treasurer

Jeff Pelowski, Mayor

21.

**R #04-19
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 7th, 2019.

ATTEST:

Witnessed:

Elizabeth Carlson, City Clerk-Treasurer

Jeff Pelowski, Mayor

22.

R# 05-19

**CITY OF ROSEAU
RESOLUTION TO SET 2019
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 (**.58 cents per mile** January 1, 2019),

BE IT FURTHER RESOLVED, by the Roseau City Council that it hereby approves the 2019 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 7th day of January, 2019.

City Clerk-Treasurer, Elizabeth Carlson

Mayor, Jeff Pelowski

23. 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.

24.

**R# 06-19
CITY OF ROSEAU
RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2019**

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, 2019.

City of Roseau Enterprise Rate Schedule

CITY OF ROSEAU RATE SCHEDULE
2019 new rate schedule(JAN 1 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 bill 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
Commercial resale of City Water	\$5.40

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	\$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
601	\$30.26	\$0.91	\$31.17	GC COMM
602	\$57.04	\$1.71	\$58.76	GC COMM
603	\$16.90	\$0.51	\$17.41	GC COMM
604	\$87.57	\$2.63	\$90.20	GC COMM
605	\$65.10	\$1.95	\$67.06	GC COMM
606	\$67.24	\$2.02	\$69.25	GC COMM
608	\$76.60	\$2.30	\$78.89	GC COMM
612	\$83.56	\$2.51	\$86.07	GC COMM
613	\$98.02	\$2.94	\$100.96	GC COMM
614	\$143.83	\$4.31	\$148.15	GC COMM
615	\$120.54	\$3.62	\$124.15	GC COMM
617	\$133.38	\$4.00	\$137.38	GC

				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
				GC
626	\$141.44	\$4.24	\$145.68	COMM
				GC
627	\$126.41	\$3.79	\$130.20	COMM
				GC
628	\$120.02	\$3.60	\$123.62	COMM
				GC
631	\$189.59	\$5.69	\$195.28	COMM
				GC
632	\$420.16	\$12.60	\$432.76	COMM
				GC
633	\$426.40	\$12.79	\$439.19	COMM
				GC
635	\$143.26	\$4.30	\$147.56	COMM

Dumpster Rental				
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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
2019 Miscellaneous Fees Schedule
January 1, 2019**

General

Community Center \$ 35.00 - \$330.00 based on fees schedule
City Center Rental Rate

Set Weekend Rental Rate to include: Friday after 3:00 pm – Sunday
 Additional Days before Friday @ 3:00 pm or after Sunday at 12:00 am at \$100/day

Create new mid-week (Mon-Thurs) garage sale rate of \$50 for up to 3 days
 (single room only Trader/Voyager)

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	\$ 100.00
Conditional Use	\$ 100.00
Zoning	\$ 100.00

Peddlers/Transient Merchant License \$ 100.00/day (City application is given to the Chief of Police for investigation of applicant)

Request For Information

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

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

Photo Copies (Color Paper or Other Specialty Copy)

Single-sided B/W Photo copy	\$.15/pg
Double-sided B/W Photo copy	\$.20/pg

City Maps

B/W Photo Copy of Existing City Maps

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

Laser Print of Electronic Generated GIS City Maps

8 ½” X 11”	\$.25/map
11” X 17”	\$.25/map

Copy of Electronic Data Files

E-Mail Transfer	N/C
Printed to Paper	\$.10/pg
(Laser Printer 8 ½” X 11”)	
Copy to 3.5” Floppy Disk	\$ 1.00/Disk
Copy to CD	\$ 2.00/CD

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

Video	City Cost
Audio	City Cost

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

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

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 \$ 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

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 7th day of January 2019.

Mayor, Jeff Pelowski

City Clerk-Treasurer, Elizabeth Carlson

25. Authorize the 2019 \$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.

26.

R# 07-19
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 7th day of January 2019.

Jeff Pelowski, Mayor

Elizabeth Carlson, City Clerk-Treasurer

27.

#R 08-19
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, 2019 to December 31, 2019.

Dated this 7th day of January 2019.

Jeff Pelowski, Mayor

Elizabeth Carlson, City Clerk -Treasurer

28.

R# 09-19
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 7th day of January 2019.

Attest:

By: _____
Jeff Pelowski, Mayor

Elizabeth Carlson, City Clerk-Treasurer

29.

#R 10-19
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 7th day of January 2019.

ATTEST:

City Clerk-Treasurer, Elizabeth Carlson

Mayor, Jeff Pelowski

30.

R # 11-19

**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, 2019 to April 30, 2020.

Dated this 7th day of January 2019.

Elizabeth Carlson, Clerk-Treasurer

Jeff Pelowski, Mayor

31.

**RESOLUTION NO. 12-19
RESOLUTION ACCEPTING DONATION**

WHEREAS, Proseed, Inc. and Northern Resources Coop. have presented to the City of Roseau a donation of \$846.00 and have designated that these donations be deposited in the City of Roseau General Fund to be used for the Roseau Volunteer Fire Department and

WHEREAS, the City Council is appreciative of the donation and commends Proceed, Inc. and Northern Resources Coop. for their civic efforts,

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

1. That the donation is accepted and acknowledged with gratitude, and
2. That the donation will be allocated to the Roseau Volunteer Fire Department.

Adopted by the City Council of the City of Roseau, Minnesota this 7th day of January, 2019.

By: _____
Mayor

Attest: _____
Clerk-Treasurer

- 32. League of Minnesota Cities Dividend
- 33. LMC-2019 Legislative Conference
- 34. LMC 2019 Leadership Conference
- 35. December 2018 City Revenues & Expenditures
- 36. December 2018 Liquor Store Revenue & Expenditures
- 37. Roseau River Watershed District invitation to participate and become a member.
- 38. Northwest Regional Development Commission nomination.
- 39. MnDOT Capital Highway Investment Plan 2019-2028 Roseau County
- 40. KLJ-Airport Project Status Report December 28, 2018.
- 41. Briggs – Updating the City of Roseau Blanket Letter of Representation. Bond council work. Update
- 42. Oak crest golf course letter and financial statement

Committee Reports

Planning Commission –

CDC Peterson informed council that the Planning Commission did not meet but introduced Resolution #13-19 “Waiver of Subdivision Platting Regulations by the City Council of the City of Roseau.” This resolution allows certain real estate to be conveyed by a metes and bounds description. This will allow Loren Ballard to convey to Holiday Stationstores a 25 by 363 foot strip of property. All setbacks and easements are maintained.

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve Resolution #13-19.

WAIVER OF SUBDIVISION PLATTING REGULATIONS
BY THE CITY COUNCIL OF THE CITY OF ROSEAU
RESOLUTION NO. R13-19

WHEREAS, provisions of the Subdivision Platting Regulations of the City of Roseau, Minnesota currently in effect restrict certain real estate from being conveyed by a metes and bounds description, and

WHEREAS, Loren Ballard, has requested from the City of Roseau, Minnesota, a Waiver of said Subdivision Platting Regulations allowing Loren Ballard to convey certain real estate located within the confines of the City of Roseau, using a metes and bounds description, and

WHEREAS, the City Council of the City of Roseau, Minnesota, finds that in order to preclude the imposition of an unnecessary hardship upon the current fee owners of the hereinafter described real estate, Loren J. Ballard and Marianne A.

Ballard, and further upon a determination by the City of Council that failure to comply with the Subdivision Platting Regulations of the City of Roseau regarding the conveyance of real estate by metes and bounds description, in this particular instance, will not compromise or interfere with said Subdivision Platting Regulations Ordinance of the City of Roseau or any laws of the State of Minnesota.

NOW THEREFORE BE IT RESOLVED, that in accordance with the authority provided by the provisions of M.S. 462.358, Subdivision 4 (b), that the provision of the Subdivision Platting Regulations currently in effect in the City of

Roseau, which would restrict certain real estate from being conveyed by a metes and bounds description, are hereby waived and shall not be applicable to the following described real estate located within City of Roseau, Minnesota:

SEE ATTACHED EXHIBIT “A” CONTAINING THE LEGAL DESCRIPTIONS – PARCEL #1 WILL BE CONVEYED TO HOLIDAY STATION STORES – PARCEL #2 WILL BE RETAINED BY LOREN J. BALLARD AND MARIANNE A. BALLARD, AS WAS CONVEYED TO THEM IN THAT CERTAIN WARRANTY DEED DATED NOVEMBER 2, 2018, AND RECORDED IN THE OFFICE OF THE ROSEAU COUNTY RECORDER ON DECEMBER 20, 2018, AS DOCUMENT #294838, WHICH ARE THE SUBJECT OF THIS WAIVER;

AND

SEE THE ATTACHED A.L.T.A SURVEY FOR HOLIDAY STATIONSTORES AND PROPOSED SITE PLAN OPTION 2 AS EXHIBIT “B”.

Adopted by the City Council of the City of Roseau this 7th day of January, 2019.

	AYES	NAYS
Mayor Jeff Pelowski	_____	_____
Patrick Novacek	_____	_____
Amy Bassingthwaite	_____	_____
Jane Evans	_____	_____
Brady Johnson	_____	_____

Approved:

 Jeff Pelowski, Mayor

Attested by:

 Elizabeth Carlson, Clerk

Roseau County Commissioner

County Commissioner Jack Swanson informed council that the Roseau County Commissioners will be meeting tomorrow to welcome two new commissioners and a new county attorney. This meeting will also be primarily annual housekeeping issues.

Council member Pat Novacek asked Commissioner Swanson about county electronic mapping. A new satellite now makes it possible to upgrade 911 maps with layers of information that is not internet dependent. Commissioner Swanson and Mayor Pelowski stated that the county is working on the base map verifying addresses and names, road directions and marking structures

with emergency services numbers. These maps will also provide actual structure elevations and show all of the GPS marked fire hydrants. A committee will be meeting again in January.

Council discussed the great benefit the free air ambulance service is to county residents.

Operations Committee – did not meet.

Oakcrest Golf Course – did not

Airport Committee

The airport committee did not meet but CDC Peterson informed council:

- The new terminal building should be ready to occupy by the end of February, well ahead of schedule.
- The state has funding left over and has offered it to the City of Roseau for 3 airport improvement projects. CDC Peterson provided an Airport Improvement Project spreadsheet showing the 2 projects that have been approved by council, the 5 that were approved in the 2019 budget and the 3 that still need council approval and were not part of the 2019 budget as they were not anticipated projects for 2019.

These three projects are the:

- Fuel system relocation. Total cost \$300,000 (State share \$225,000 City share \$75,000)
- Install approach lighting runway 16. Total cost \$600,00 (State share \$450,000 City share \$150,000)
- Old hangar relocation. Total cost \$200,000 (State share \$56,520 –not the 75 % cost share) There is still debate over moving or reconstruction of this building. It may be cheaper to build new to meet current code. Some things are still pending with the Guardian Med Flight Hangar. With the greater expense to house their helicopter, Guardian may have to commit to a longer term lease.

These grants will bring in approximately \$725,000 in additional state funding for 2019. The fuel system and building will need to be moved in the near future and the surplus state money is just offered for this year.

CDC Peterson asked for council approval to request the state funds for the three projects that will need to be implemented this year and to enter into grant agreements with the state by the end of June. There would likely be 3 separate grant agreements, one for each project. Council will also need to approve the city share as it will exceed the 2019 airport budget by \$225,000. This would bring the City share for the airport improvement projects to approximately \$500,000.

After discussion, Council member Pat Novacek motioned, Council member Jane Evans seconded and it was carried by unanimous vote to authorize CDC Peterson to accept the state offer for funding for the three additional airport projects and to enter into grant agreements for each. Also, to approve exceeding the 2019 airport budget by \$225,000.

CDC Peterson then reviewed Task Order No. 5

Task Order No. 5. Design and bidding to relocate apron area, airfield pavement rehabilitation and airfield electrical rehabilitation. The Preliminary and Design Services Total Cost is \$225,056.45.

- Phase 1 – Apron Relocation and Taxiway Construction (Design)
 - Demolish existing apron and parking lot.
 - Demolish existing hangar and terminal building.
 - Construct new connecting taxiways.
 - Construct new apron area, parking lot and access road.

- Phase 2 – Rehabilitate Runway 16-34 and Taxiway Pavements (Design)
 - Crack seal, large crack repair, seal coat and new pavement markings.

- Phase 3 – Install New Runway MIRLS, Signs and Electrical Vault (Design)
 - Install new Medium Intensity Runway Lighting System
 - Install new lighted signs
 - Install new PAPI System
 - Install new lighted windcone
 - Install new Electrical Vault.

As FAA will be paying over \$100,000 on this design work, it is required that an outside firm reviews the engineering proposal. An outside firm will need to be found, hired and paid.

After discussion, Council member Jane Evans motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to enter into a contract, pending City Attorney Moren's review, with an independent firm to review KLJ's airport design proposal.

CDC Peterson asked for council approval for KLJ to advertise for bids for the airport fuel system.

After discussion, Council member Amy Bassingthwaite motioned, Council member Jane Evans seconded, and it was carried by unanimous vote to authorize KLJ to advertise for bids for the airport fuel system.

EDA

CDC Peterson informed council the EDA did not meet and that Roseau was not one of the cities selected for the Northwest Minnesota Foundation's Communities Thrive Program grant. Warroad and Halstad were the two communities selected. Northwest Minnesota Foundation will continue to help find other resources regionally to help fund work force initiatives.

Department Reports

Liquor Store

Liquor Store Manager Linda Roseborough was absent.

Fire Department

Fire Chief Craig McMillin informed council that a couple of firefighters have volunteered to be on the 911 system electronic mapping committee. This mapping system is key to fast, efficient dispatch and response, especially in mutual aid situations. Currently dispatch has a big job helping 911 services find the locations and coordinating the services that need to respond. The cost for the 911 upgrade for the fire department is fairly low and is covered in the budget.

Police Department

Police Chief Ward Anderson was absent

Superintendent

Superintendent David Drown was absent

City Attorney

City Attorney Michelle Moren had no new business.

Community Development Coordinator

CDC Peterson informed council that Tracy Halstensgard, from the Roseau River Watershed District, is working on developing a recreational water trail on the Roseau River. This is a good project for designation as a Greater Minnesota regional trail.

However, the Water Shed is not an eligible applicant, so the City and County intend to submit a joint application for this project. This will be put before the county board and is on the agenda for the county meeting tomorrow.

Mayor and Council

CDC Peterson addressed the letters that the Mayor and Council members had received from the state auditor concerning the qualified statement on the City of Roseau audit. Tracee Bruggeman, from Brady Martz, informed CDC Peterson that the qualified statement refers to the Fire Relief Association pension which according to GASB requirements should be reflected in the audit to avoid a qualified statement. It is up to council what they want to do, but should they want to include the fire relief pension in the city audit it will cost the city a couple of thousand every 2 to 3 three years and it would not materially change the financial status of the City. All it would do is get the city a qualified opinion on the audit and eliminate the letter from the state auditor.

Also, the Fire Relief Association is independently audited and that is sent to the state.

Mayor Pelowski informed council that hours at the Roseau and South Junction Ports are still an issue. A meeting is tentatively set for January 23rd, from 11 to noon at the Roseau City Council Chambers to discuss options such as the 24 hour ROAM systems. Congressman Peterson will attend and it is hoped that CPB personal from Seattle can attend. As the government is in a shut down there is no confirmation yet. Decisions on hours for the South Junction Port on the Canadian side are still pending as well.

Unfinished Business-

Council member Pat Novacek stated that there are no lights on the HWY 89 S cross walk by Polaris. This is a dangerous situation and lights have to be put up or someone is going to get hit. CDC Peterson stated that he would talk to Superintendent Drown and the State Highway Department.

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

ATTEST:

Elizabeth Carlson Clerk-Treasurer

Mayor Jeff Pelowski