

**REGULAR ROSEAU CITY COUNCIL MEETING  
MONDAY – January 9th, 2017 @ 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, City Attorney Michelle Moren, Police Chief Ward Anderson, Liquor Store Manager Linda Roseborough, Fire Chief Jeff Ballard, Clerk-Treasurer Beth Hellquist, Lyle Grindy-Promotions Director, Zach Swanson-Wild 102 Radio.

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 Pat Novacek, Don Ross and Jane Evans. The Mayor and three Council members were reelected November 8<sup>th</sup>, 2016 with terms beginning January 2017.

Council member Don Ross motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve the December 5th, 2016 Regular meeting minutes as written.

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

1. Presentation of Accounts Payable claims December 1st, 2016 through December 31st, 2016 Batch AP123116. CK#61753 - 61835 = \$118,066.37.
2. Presentation of daily checks December 1, 2016 through December 31, 2016  
E#316-354 = \$402,066.01  
CK#61678-61752 = \$231,597.00  
12/15/16 PR DD500871E=\$43,327.60  
12/31/16 PR DD500909E=\$38,008.19
3. Presentation of Receipt entries November 1, 2016 through November 30, 2016.
4. Presentation of Journal entries JE10312016.
5. Audit Committee review of October 2016 General Ledger checks written compared with images on the bank statement.
6. Notices and Communications –  
Upcoming scheduled meetings:  
January 9<sup>th</sup>, 2017 Regular City Council meeting at 5:00 pm.
7. Approve the use of alcohol in the Community Center - Jan 21<sup>st</sup>, 2017 - Chad Degerness and Jody Haugen wedding reception.
8. LMC – 2017 Leadership Conference
9. Investment–Roseau EDA Hi Fi as of 01/03/2017 is \$75,819.17.
10. Cash in bank-DNR Escrow as of 01/03/2017 is \$2,000.00.
11. Cash in bank-Regular checking as of 01/03/2017 is \$3,361,726.85.

12. Investment-Regular Hi Fi as of 01/03/2017 is \$1,547,791.79.
13. Investment Certificate of Deposit as of 01/03/2017 is \$791,057.41.
14. Investment Certificate of Deposit as of 01/03/2017 is \$786,348.74.
15. Investment Certificate of Deposit as of 01/03/2017 is \$781,527.29.
16. Investment Certificate of Deposit as of 01/03/2017 is \$779,601.75
17. Investment-Roseau EDA Money Market as of 01/03/2017 is \$246,896.74.
18. Cash in bank-Pine to Prairie Birding Trail as of 01/03/2017 is \$4,651.38.
19. Cash in bank-Roseau EDA as of 01/03/2017 is \$1,440.79.
20. Brady Martz – City Audit – The week of February 21, 2017
21. 2016 “City of Roseau Christmas Lighting Contest” Winners

Residential General:

- 1<sup>st</sup> – Vance Dahl 1104 3<sup>rd</sup> St NE
- 2<sup>nd</sup> – Kenneth Hayden 1010 A 2<sup>nd</sup> St SE
- 3<sup>rd</sup> – Keith Vatnsdal 511 2<sup>nd</sup> Ave SE

Residential Themed:

- 1<sup>st</sup> – Ida Novacek 504 B 4<sup>th</sup> Ave
- 2<sup>nd</sup> – Lowell Peterson 504 2<sup>nd</sup> Ave SE
- 3<sup>rd</sup> – Kurt Dahlquist 511 8<sup>th</sup> St NE

Business:

- 1<sup>st</sup> – Twice the Charm 115 Main Ave N
- 2<sup>nd</sup> – Americinn 1110 3<sup>rd</sup> St NW
- 3<sup>rd</sup> – Transfers 110 Main Ave N

22. Approve 2017 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
- Dave Trangsrud #9

23.

**#R 01-17  
CITY OF ROSEAU  
2017 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 2017;

**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 2017 COMMITTEE/BOARD APPOINTMENTS**

- **AIRPORT:** Keith Okeson, Jeremy Salvesson, Bruce Stone, City Representatives-Council member **Jane Evans** and Community Development Coordinator Todd Peterson.
- **ARENA:** To be reviewed
- **BEAUTIFICATION:**
- **GILBERTSON BALLFIELD:** Donn Haugen, Andy Ziegler, 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:** Zach Swanson, John Mekash, Mike Bodell, Larry Severson, Sonya Peterson, Gerald Koble, Mark Johnston, 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, Andrew Rakow, 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 Lyle Grindy.
  
- **WELCOME TO ROSEAU:** to be determined .
  
- **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 9th day of January, 2017.

ATTEST:

\_\_\_\_\_  
Elizabeth Hellquist, City Clerk-Treasurer

\_\_\_\_\_  
Jeff Pelowski, Mayor

24.

**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 9th day of January, 2017.

ATTEST:

\_\_\_\_\_  
Elizabeth Hellquist, City Clerk-Treasurer

\_\_\_\_\_  
Jeff Pelowski, Mayor

25.

**R #03-17  
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 9th day of January, 2017.

ATTEST:

\_\_\_\_\_  
Elizabeth Hellquist, City Clerk-Treasurer

\_\_\_\_\_  
Jeff Pelowski, Mayor

26.

**R #04-17**  
**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 9<sup>th</sup>, 2017.

ATTEST:

Witnessed:

\_\_\_\_\_  
Elizabeth Hellquist, City Clerk-Treasurer

\_\_\_\_\_  
Jeff Pelowski, Mayor

27.

**R# 05-17**  
**CITY OF ROSEAU**  
**RESOLUTION TO SET 2017 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 ( **53.5 cents per mile** January 1, 2017),

**BE IT FURTHER RESOLVED**, by the Roseau City Council that it hereby approves the 2017 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 9th day of January, 2017.

\_\_\_\_\_  
City Clerk-Treasurer, Elizabeth Hellquist

\_\_\_\_\_  
Mayor, Jeff Pelowski

28.

**R# 06-17**  
**CITY OF ROSEAU**  
**RESOLUTION APPROVING FEE SCHEDULE FOR YEAR 2017**

**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, 2017.

*City of Roseau Enterprise Rate Schedule*

CITY OF ROSEAU RATE SCHEDULE

2017 new rate schedule

(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 \$100
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 /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

<b>SEWER RATES</b>
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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
601	GC \$30.26 COMM	683	GC 1/7-2yd CONT \$2.34 COMM
602	GC-\$57.04 COMM	684	GC 1/6-2YD CONT \$2.34 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
605	GC-\$65.10 COMM	687	GC 1/2-2YD CONT \$5.72 COMM
606	GC-\$67.24 COMM	688	GC 6YD CONT \$21.06 COMM
608	GC-\$76.60 COMM	690	GC 6 YD CONT-\$21.06 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		
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		
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  
2017 Miscellaneous Fees Schedule  
January 1, 2017**

**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 (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

**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
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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	\$ 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 9th day of January 2017.

\_\_\_\_\_  
Mayor, Jeff Pelowski

\_\_\_\_\_  
City Clerk-Treasurer, Elizabeth Hellquist

29.

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.

30.

Authorize the 2017 \$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.

31.

**R# 07-17**  
**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 2<sup>nd</sup>, 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 9<sup>th</sup> day of January 2017.

\_\_\_\_\_  
Jeff Pelowski, Mayor

\_\_\_\_\_  
Elizabeth Hellquist, City Clerk-Treasurer

32.

**#R 08-17**  
**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, 2017 to December 31, 2017.

Dated this 9th day of January 2017.

\_\_\_\_\_  
Jeff Pelowski, Mayor

\_\_\_\_\_  
Elizabeth Hellquist, City Clerk -Treasurer

33.

**R# 09-17**  
**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 9th day of January 2017.

Attest:

By: \_\_\_\_\_  
Jeff Pelowski, Mayor

\_\_\_\_\_  
Elizabeth Hellquist, City Clerk-Treasurer

34.

**#R 10-17**  
**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 9th day of January 2017.

ATTEST:

\_\_\_\_\_  
City Clerk-Treasurer, Elizabeth Hellquist

\_\_\_\_\_  
Mayor, Jeff Pelowski

35. KLJ Airport Status Report

36.

RESOLUTION NO. 11-17  
RESOLUTION ACCEPTING GRANT

**WHEREAS**, Northwest Minnesota Foundation has presented to the City of Roseau a grant of \$1,500.00 and has designated that this grant be deposited in the City of Roseau Gazebo Park Bathroom Project .

**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 Gazebo Park Bathroom Project.

Adopted by the City Council of the City of Roseau, Minnesota this 9<sup>th</sup> day of January, 2017.

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk/Treasurer

37.

RESOLUTION NO. 12-17  
RESOLUTION ACCEPTING GRANT

**WHEREAS**, Northwest Minnesota Foundation has presented to the City of Roseau a grant of \$1,000.00 and has designated that this grant be deposited in the City of Roseau for Roseau Trail signage .

**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;

3. That the grant is accepted and acknowledged with gratitude, and
4. That the grant will be allocated for Roseau Trail Signage.

Adopted by the City Council of the City of Roseau, Minnesota this 9<sup>th</sup> day of January, 2017.

By: \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Clerk/Treasurer

### 38. December 2016 City Revenues & Expenditures

#### **Delegations/ Complaints**

#### **Committee Reports**

##### **Roseau Promotions Director**

Promotions Director Lyle Grindy presented the following items:

- Holiday Fantasy was a big success. The \$4,000 prize pool was awarded in Roseau Dough to 22 winners.
- The next event at the City Center is the Roseau Civic and Commerce Annual Banquet. Social hour starts at 6:00 p.m. with dinner at 7:00 p.m. Mayor Jeff Pelowski will be the noted speaker. Former Senator LeRoy Stumpf will be an honored guest. Tickets are still available.
- Polaris closed at \$83.72 down \$3.24. Polaris has discontinued manufacturing Victory motorcycles and will concentrate on the Indian motorcycle.

#### **Planning Commission-**

CDC Todd Peterson reported that the Planning Commission did not meet.

Police Chief Ward Anderson presented to council pictures of 2 of the 4 abandoned homes the Planning Commission has been discussing. Police Chief Anderson and City Building Official Kevin Wiskow were finally able to gain access to these two. Police Chief Anderson reported on the following:

- A Demo permit has been applied for on the Christopher Bernard house.
- The Ann Butler house is not stable. The foundation is bad. The floor is rotted and there is mold everywhere. The house needs to be condemned. Ann is in the nursing home and does not have funds to demolish the house. City Attorney Michelle Moren recommended ordering a Title Abstract to confirm the actual owner to begin the abatement process. The City could demolish the house with the cost being accessed to the property taxes once the abatement process is complete.

Council member Don Ross motioned, Council member Jane Evans seconded and it was carried by unanimous vote to instruct City Attorney Moren to order a title abstract on the Butler house and start the condemnation process.

- Police Chief Anderson reported the house belonging to Lori Ann Olson at 309 9<sup>th</sup> Avenue SE was not as bad as expected. The roof sags and water runs into the kitchen area of the house. Ms. Olson is currently using the home for storage. It is a small house on a small lot. It will likely cost more to repair the roof than to tear down. Ms. Olson would like it torn down and sell the empty lot to a neighbor. Ms. Olson needs time to clear her stuff out.

Council discussed the City hiring R & Q to do the demolition and accessing the cost back to property taxes.

City Attorney Michelle stated the Law Office will send out notices giving Ms. Olson time to respond.

### **Roseau County Commissioner –**

Roseau County Commissioner Jack Swanson informed council the County held its organizational meeting and the County Emergency Manager has resigned. Commissioner Swanson wanted input from the City Council as to whether the position should be moved in to Sheriff's department, (one of the current Deputies would do it part time) or left as an independent position.

Fire Chief Jeff Ballard felt that the Emergency Manager position should be a full time position; there are four volunteer fire departments in the county that could use help. If the Emergency manager were proactive there is plenty of work to do.

Police Chief Anderson felt that if the position was in the Sheriff's department, work would be delegated out to others.

Council member Novacek was concerned about the cost of having the Emergency manager position in the Sheriff's department.

Commissioner Swanson stated that if Emergency Manager Position was in the Sheriff's office the County Board would have no control over it.

It was discussed that the Emergency Manager is in an advisory position only.

**Operation Committee –** The Operations Committee did not meet.

**Oak Crest Golf Course –** Mark Wilson, from the Oak Crest Golf Club Board of Directors provided a summary letter and 2016 financial statement for the Oak Crest Golf Club. The Financial Statement shows the club close to breaking even.

Council member Don Ross informed council the golf club has been able to upgrade equipment over the last 4-5 years. The club also has had reliable staff and managers over the past few years, which has resulted in better maintenance.

### **Airport Committee –**

CDC Todd Peterson informed council the Airport Committee did not meet.

### **EDA**

CDC Todd Peterson reported the EDA met December 28, 2016 and the following items were discussed:

- Steve Pavek was reappointed as a member of the EDA.

- The State of Minnesota sent a lease agreement to lease the old Farmers Union building for the Department of Corrections. A verbal agreement has been reached and Keith Markstrom has been renovating the building to make it ready for the Department of Corrections to occupy. As part of the lease agreement the City will replace the carpet and the Department of Corrections will pay the rest. City Attorney has some concerns with the lease agreement and will discuss those with CDC Peterson before it is signed. May 1<sup>st</sup>, 2017 is the scheduled move in date.

Council member Pat Novacek motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve Lease agreement No. 12169 pending legal review and minor modifications by City Attorney Michelle Moren.

CDC Peterson informed council a separate fund will be set up to bring in the lease revenue until the City's fix-up expenses on the Farmers Union Building are paid.

- CDC Peterson informed council the original committee that brought Northland College to the City Center, is going to meet to see if something different should be done. Northland College has yet to get back to CDC Peterson to discuss future plans for the City Center site.
- CDC Peterson informed council there is new interest from a different party in the Old Ben Franklin building. The City may not have to be a part of the sale if the parties can reach an agreement. Keith Pringle is still interested but no one has been in contact with CDC Peterson in last couple weeks.

## **Department Reports**

### **Liquor Store-**

Liquor Store Manager Linda Roseborough informed council sales for December were pretty good. Totals for 2016 are pretty close to the previous year. Profits were \$300,070.

CDC Peterson informed council DSGW Architects are working on finishing plans for the liquor store expansion. They will be on site to verify the existing plan documents are accurate.

### **Fire Department - Fire Chief Jeff Ballard informed council:**

- The Fire truck committee is considering other vendors for purchasing the new Fire Truck and its add-ons. Vendors have come down in price and more of a truck can be purchased for less money especially when looking at each add-on separately. The price range expected is between \$400,000 and \$420,000. The Fire Relief Association will put \$100,000 towards this purchase.
- The Fire Department will have its annual report and elections next month. Fire Chief Ballard informed council he would not be the Fire Chief after the elections. He is considering retirement from the Fire Department in a few years and feels it important to bring in a new Chief for training while a former Chief is still around.



Council member Pat Novacek informed council the Fire Chief does a lot of work that is not seen, such as; fielding phone calls at all hours, and making sure everyone has the required training.

- Council was provided with the Volunteer Fire Department Relief Association Investment Report Card. The Report is a look at the mix of investments the fire relief is invested in.

**Police Department** – Police Chief Ward Anderson nothing new.

### **Superintendent-**

City Superintendent Drown informed council about a scheduling software program called Auto Ice used to manage ice arenas. This software can also manage soccer schedules, youth base-ball and summer activities. Auto Ice will be used to manage all three sheets of ice in Roseau. The contract with Auto Ice for the first year is \$2,500 and \$3,000 for the next 2 years.

Superintendent Drown explained that coaches can open the site and schedule the dates themselves. Parents can access the screen in view only to see the schedules and/or changes to the schedule. Auto Ice tracks how much ice time every team has had. Auto Ice has been existence quite a few years and is easy to use. The Auto Ice Company will be teaching city personnel how to run it for about three weeks.

Council was concerned because coaches are volunteers and just want to be coaches and do not want to do the scheduling.

City Attorney Michelle Moren recommended approval of the Auto Ice agreement contingent upon changes and insurance certification.

After discussion, Council member Amy Bassingthwaite motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the Auto Ice contract for \$2,500 for the first year and \$3,000 for the next 2 years contingent upon changes, insurance certification, and a performance/cancel default clause.

Council asked if there was a replacement for the Park & Rec Director position. City Superintendent Drown will meet with Park Board to discuss the position but would like more time to see how the position might change with Auto Ice.

Council discussed snow removal, especially the snow removal in front of the fire hall. Fire Chief Ballard expressed concern over the row that is in the middle of the street. The bigger fire trucks have to make a wide turn and may get stuck responding to a call. City Superintendent Drown stated he would meet with the County, as it is a County street, to make sure the windrow is removed immediately after plowing.

### **City Attorney**

#### a. Floodplain Model Ordinance Information

City Attorney Michelle Moren provided to council a model flood plain ordinance for the City of Roseau to consider. The City must review and amend or update its flood plain ordinance. The updated ordinance must be effective by 4/19/2017. City Attorney Michelle Moren informed council they must make a motion and vote to

initiate the process. The ordinance must be referred to the Planning Commission and be amended at a public hearing.

After discussion, Council member Pat Novacek motioned to initiate the process of amending the Flood Plain Ordinance and refer the Flood Plain Ordinance to the Planning Commission to amend at a Public Hearing. Council member Jane Evans seconded and upon a vote being taken, the following voted in favor thereof:

Mayor Pelowski, Council members Pat Novacek, Amy Bassingthwaite, Don Ross, and Jane Evans.

And the following voted against the same: None

And the following abstained: None

And the following were absent: None

CDC Peterson stated a preliminary ordinance will be sent to the DNR for approval and then to the Planning Commission.

The LOMR maps under review, final comments and adjustments are being made.

CDC Peterson informed council that it looks like all but 4 houses will be out of the Flood Plain with the new LOMR. These houses are still protected by a levy but that levy is not certified. These 4 homes may want to get elevation certificates to see if that will get them out of the flood plain. After the LOMR is in place the City should see what can be done to help them. Other properties north by the water tower are still in the flood plain but are protected by a certified levy.

### **Community Development Coordinator-**

CDC Peterson presented to council a Trail Grant Application.

#### RESOLUTION 13-17

WHEREAS, the City of Roseau supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Program. The application is to construct two tenths (.2) of a mile of paved trail for the City Park Trail. The trail system is located within 42 acres of Roseau City Park, and

WHEREAS, the City of Roseau recognizes that it has secured \$25,000 in non-state cash matching funds for this project.

NOW, THEREFORE, BE IT RESOLVED, if the City of Roseau is awarded a grant by the Minnesota Department of Natural resources, the City of Roseau agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Roseau will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the City Council of the City of Roseau names the fiscal agent for the City of Roseau for this project as:

Todd Peterson  
Community Development Coordinator  
City of Roseau

121 Center Street E; Suite 202  
Roseau, MN 56751

BE IT FURTHER RESOLVED, the City of Roseau hereby assures the City Park Recreational Trail will be maintained for a period of no less than 20 years.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ROSEAU THIS 9TH DAY OF JANUARY, 2017.

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JEFF PELOWSKI - MAYOR

ATTEST:

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ELIZABETH HELLQUST - CITY CLERK

CDC Peterson informed council that this is a \$100,000 project that would connect the two existing trails together. CDC Peterson asked for council approval to apply for the grant. The decision to whom grants will be awarded will be made in June.

Council member Jane Evans motioned, Council member Amy Bassingthwaite seconded and it was carried by unanimous vote to approve Resolution 13-17 supporting the grant application to the Minnesota Department of Natural Resources for the Local Trails connection Program.

CDC Peterson also informed council, representatives from Scenic Sign company would be at the City Center in the morning to answer questions about the proposed City Center Sign. Council members discussed who would attend. A Notice was posted pursuant to Minn. Stat. 13D.01 subd1, the "Open Meeting Law", as a quorum of council members may be in attendance, but no decisions will be made.

### **Mayor Council-**

Council member Jane Evans inquired if the required employee performance reviews are being done and if not they should be.

Council also discussed the Operations Committee meeting to conduct Department Head reviews.

Mayor Jeff Pelowski inquired as to who was responsible for maintaining and shoveling snow around the community post office boxes. City Superintendent stated that it appeared that nobody was. The Post Office informed him that the Post Office was not responsible, but that the City does not have the authority to remove the community boxes.

Council asked the City Attorneys for guidance. City Attorney Michelle Moren will look into it.

Council Don Ross asked if there had been any complaints about the hill out east. CDC Peterson informed council that there were none. The area has been closed to snowmobilers due to the little trees that are planted there. The hill is basically inaccessible at this point. There is not a road access and it is a long walk.

### **Unfinished Business-**

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

ATTEST:

\_\_\_\_\_  
City Clerk-Treasurer

\_\_\_\_\_  
Mayor Jeff Pelowski