

**REGULAR ROSEAU CITY COUNCIL MEETING
MONDAY – OCTOBER 7TH, 2013 @ 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 Curt Ireland, Don Ross, Linda Vatnsdal, Pat Novacek, absent none. Others present were Community Development Coordinator Todd Peterson, Chief of Police Ward Anderson, Liquor Store Manager Linda Roseborough, City Attorney Pat Moren, Fire Chief Jeff Ballard, City Clerk Janet Lundbohm, Roseau County Commissioner Jack Swanson – WILD 102 Radio, Lyle Grindy, Irene Olson, Sheila Winstead, Colleen Lorenson, Lola Grafstrom, Harriet Heinen, Helen Wagner, Bill Westman, Britt Dahl, Darlene Arneson, Darrell Borgen, and Glenn Holm.

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

Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the September 9th, 2013 minutes as presented.

Council member Linda Vatnsdal motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the September 16th, 2013 minutes as presented.

Council member Linda Vatnsdal motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve the September 17th, 2013 minutes as presented.

Council member Linda Vatnsdal motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to approve the September 24th, 2013 minutes as presented.

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

- a. Accounts payable claims from September 1st, 2013 through September 30th, 2013 as presented, with a batch number of AP093013 and is filed in edit books in the City Clerk’s Office.
- b. Daily Batch checks written from September 1st, 2013 through September 30th, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- c. Receipt entries August 1st, 2013 through August 31st, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- d. Journal entries July 1st, 2013 through July 31st, 2013 were audited, approved and are filed in edit books in the City Clerk’s Office.
- e. A review of July, 2013 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
 - a. November 4th, 2013 Regular meeting at 5:00 p.m.
- g. Approve the use of alcohol in the Community Center – none
- h. Thank you from the Warroad Rescue Squad.
- i.

R 31-13 RESOLUTION

WHEREAS, in accordance with the Minnesota Statutes § 345.31-345.60 (Minnesota Uniform Disposition of Unclaimed Property Act) requirement that cities must remit unclaimed property to the State of Minnesota.

NOW, THEREFORE, BE IT RESOLVED, that Roseau City Clerk Janet Lundbohm be and is hereby authorized to remit two (2) unclaimed warrants to the State of Minnesota Department of Commerce Unclaimed Property Division totaling \$7.88.

<u>Ck No.</u>	<u>Date</u>	<u>Amount</u>	<u>Payee</u>
#047468	08-04-09	\$ 5.98	Danielle Byfuglien

Approved this 7th day of October, 2013.

ATTEST:

s/s: Janet Lundbohm

Janet Lundbohm, City Clerk

s/s: Jeff Pelowski

Jeff Pelowski, Mayor

- j. Letter from Group of Citizens in regards to Grooming Cross Country Ski Trails for East Lagoon Park Trail.
- k. Investment-Roseau EDA Hi Fi as of 10/01/2013 is \$272,229.88.
- l. Cash in bank-DNR Escrow as of 10/01/2013 is \$832,000.00.
- m. Cash in bank-Regular checking as of 10/01/2013 is \$1,644,295.99.
- n. Investment-Regular Hi Fi as of 10/01/2013 is \$1,443,490.26.
- o. Investment of Certificate of Deposit as of 10/01/2013 is \$764,729.42.
- p. Investment of Certificate of Deposit as of 10/01/2013 is \$768,357.49.
- q. Investment of Certificate of Deposit as of 10/01/2013 is \$770,960.14.
- r. Investment of Certificate of Deposit as of 10/01/2013 is \$778,118.00.
- s. Cash in bank - Airport Fuel Sales Credit Card as of 10/01/2013 is \$5,343.29.
- t. Investment - Roseau EDA Money Market as of 10/01/2013 is \$218,257.27.
- u. Cash in bank - Pine to Prairie Birding Trail as of 10/01/2013 is \$8,993.88.
- v. Cash in bank - Scandinavian Festival as of 10/01/2013 is \$3,774.03.
- w. Cash in bank – Welcome to Roseau as of 10/01/2013 is \$1,287.17.
- x. Cash in bank - Roseau EDA as of 10/01/2013 is \$305.80.
- y. Roseau Liquor Store Monthly Sales.
- z. September 2013 City Revenues and Expenditures.
- aa. Invitation from the Greater Minnesota Partnership to attend a regional meeting at Thief River Falls City Hall on Wednesday, October 16, 2013 at 11am.
- bb. Financing Your Community Projects Training Session – sponsored by Minnesota Rural Water Association & MRWA Corporate Partners.
- cc.

RESOLUTION #32-13
 AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION
 GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
 EXCLUDING LAND ACQUISITION

It is resolved by the City of Roseau as follows:

- 1. That the state of Minnesota Agreement No. 04692,
 “Grant Agreement for Airport Improvement Excluding Land Acquisitions,” for
 State Project No. A6801-30 at the Roseau Municipal Airport is accepted.
- 2. That the Community Development Coord. And Mayor are authorized to execute this
 (Title) (Title)
 Agreement and any amendments on behalf of the City of Roseau.

s/s: Janet Lundbohm

Janet Lundbohm, City Clerk

s/s: Jeff Pelowski

Jeff Pelowski, Mayor

Roseau Promotions Director Lyle Grindy reported on the following:

- Explore Minnesota Tourism is promoting biking throughout Minnesota. The CVB is checking to see if it is possible to have a biking trail next to the Warroad/Roseau snowmobile trail.
- CVB has promoted the Oakcrest Golf Course by advertising in the Winnipeg Free Press and the Steinbach, Manitoba papers.
- The Civic & Commerce held their 2nd annual Pumpkin Contest along with the Farmers Market September 21, 2013.
- Thursday, September 26th, 2013 was the hiring fair at the City Center, the report was that the turnout was disappointing.

Community Development Coordinator Todd Peterson reported that the EDA met September 25th, 2013 and discussed the following:

- Approved the Guest House loan application.
- General discussion on other loan applications.

At 5:15 p.m. a Public Hearing was held to consider the William E. Westman and Patricia A. Westman and Darlene Arneson annexation request. All of the proper notices were sent to the adjacent property owners.

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

There were no written comments.

There were no oral comments.

Council member Pat Novacek motioned, Council member Curt Ireland seconded, and it was carried by unanimous vote to close the Public Hearing.

Council member Pat Novacek introduced the following Ordinance No. 24 Third Series and moved for its adoption and authorized Mayor and Clerk to sign:

ORDINANCE NO. 24 THIRD SERIES
(Uncodified)

AN ORDINANCE OF THE CITY OF ROSEAU, MINNESOTA, ANNEXING TO THE CITY OF ROSEAU CERTAIN REAL ESTATE LOCATED IN SPRUCE TOWNSHIP, ROSEAU COUNTY, MINNESOTA, PURSUANT TO MINNESOTA STATUTES SECTION § 414.033, ENTITLED "ANNEXATION BY ORDINANCE" SUBDIVISION 2 (3).

WHEREAS, William E. Westman, husband and wife; and Darlene Arneson, a single person, have Petitioned the City of Roseau, Minnesota, to annex by Ordinance the following described real estate currently located in Spruce Township, Roseau County, Minnesota:

Parcel I. owned by William E. Westman and Patricia A. Westman:

The North Twelve (12) Rods of the West Forty (40) Rods of Lot Three (3), in Section Nineteen (19), of Township One Hundred Sixty-two (162) North, Range Thirty-nine (39) West of the Fifth Principal Meridian in Minnesota, according to the United States Government Survey thereof, containing 3.00 acres, more or less.

Parcel I. abuts the City of Roseau.

Parcel II. owned by Darlene Arneson:

Lots One (1) and Two (2), of Block Two (2), Jensen's Subdivision, according to the recorded plat thereof on file and of record in the office of the County Recorder in and for Roseau County, Minnesota, containing .362 of an acre, more or less.

This real estate abuts on the Southerly portion of Parcel I. above described.

AND WHEREAS, the above described parcels:

- (a) Are urban or suburban in character or about to become so;

- (b) Are all residential properties;
- (c) Contain 3.362 acres ± (being less than 120 acres);
- (d) Are not presently served by public water, public wastewater facilities and public water and public wastewater facilities are not otherwise available;
- (e) Consists of 3.362 acres ± which about the corporate limits of the City of Roseau;
- (f) Contain no existing conditions under Minnesota Statutes § 414.033 Subdv. 2(3), as amended in 2008 which would prohibit the annexation of the above described lands (real estate) by Ordinance.

AND WHEREAS, the provisions of Minnesota Statutes § 414.033 Subdv. 13 are not applicable for the reason that the current electrical provider, the City of Roseau (as to Parcel I) and the Roseau Electric Cooperative, Inc., (as to Parcel II) will continue to provide electrical services to the subject real estate, and therefore there will be no need for an estimate of the cost impact of any change in electric utility service; and

WHEREAS, the City of Roseau previously set a Public Hearing on the above described Petition for Annexation by Ordinance said hearing to be held on Monday, October 7, 2013, at 5:15 p.m. at the City Council Chambers on the 2nd floor of the Roseau City Center building, 121 Center Street East, Suite 201, Roseau, Minnesota 56751; and

WHEREAS, Notice of said Public Hearing was given in accordance with Minnesota law by Certified Mail to Spruce Township, Roseau County, Minnesota, and to all landowners within, or contiguous to the area to be annexed, and further that said Notice was published in two (2) consecutive editions of the Roseau Times Region newspaper; and

WHEREAS, the Public Hearing above described was duly held on Monday, October 7, 2013, at the time and location above specified; and

WHEREAS, all persons desiring to be heard with respect to the requested annexation were heard at said Hearing; and

WHEREAS, following the closing of the Public Hearing the City Council of the City of Roseau approved the Petitioners' request for annexation to the City of Roseau.

NOW THEREFORE, the City of Roseau, Minnesota, does ordain as follows:

SECTION 1. That the corporate limits of the City of Roseau, Minnesota are hereby extended to include the following described real estate and said lands are hereby annexed to be included within the City of Roseau, Roseau County, Minnesota:

The North Twelve (12) Rods of the West Forty (40) Rods of Lot Three (3), in Section Nineteen (19), of Township One Hundred Sixty-two (162) North, Range Thirty-nine (39)

West of the Fifth Principal Meridian in Minnesota, according to the United States Government Survey thereof.

AND

Lots One (1) and Two (2), of Block Two (2), Jensen's Subdivision, according to the recorded plat thereof on file and of record in the office of the County Recorder in and for Roseau County, Minnesota.

SECTION 2. In conjunction with Minnesota Statutes § 414.036, with respect to the property taxes payable on the area legally described above hereby annexed to the City of Roseau, the City of Roseau shall make cash payments to Spruce Township in accordance with the following schedule:

Parcel I.

- (a) In the first year following the year the City of Roseau could first levy on the annexed area, an amount equal to \$101.00.
- (b) In the second year, an amount equal to \$101.00.

Parcel II.

- (a) In the first year following the year the City of Roseau could first levy on the annexed area, an amount equal to \$54.00.
- (b) In the second year, an amount equal to \$54.00.

With respect to the requirements under Minnesota Statutes § 414.036 regarding any special assessments assigned by the Township to the annexed property and any portion of debt incurred by the Township prior to the annexation and attributable to the property to be annexed, but for which no special assessments are outstanding, for the real estate described above, the City has determined that there are no special assessments or debt incurred by the Township on the subject real estate for which reimbursement is required.

SECTION 3. That in accordance with Minnesota Statutes § 414.033 Subdv. 7 this annexation ordinance shall be filed with the Director of the Office of Administrative Hearings-Municipal Boundary Adjustments (hereinafter designated "Director"), with Spruce Township, with the Roseau County Auditor, and with the Secretary of State of the State of Minnesota; and upon the approval by the Director a copy of the annexation ordinance shall be delivered immediately by the City Council of the City of Roseau, Minnesota, to the Roseau County Auditor.

SECTION 4. All ordinances and parts of ordinances inconsistent with this ordinance are hereby repealed.

SECTION 5. This ordinance shall take effect and be in full force following its passage, publication and approval by the Director.

Dated this 7th day of October, 2013.

APPROVED:

s/s: Jeff Pelowski
Jeff Pelowski, Mayor

ATTEST:

s/s: Janet Lundbohm

Janet Lundbohm, City Clerk

The motion for the adoption of the foregoing Ordinance was duly seconded by Council member Curt Ireland and upon vote being taken thereon, the following voted in favor thereof: Pelowski, Novacek, Ireland, Ross and Vatnsdal.

And the following voted against the same: None

Whereupon, said motion was declared duly passed and adopted.

Britt Dahl - Curator and Director of the Roseau County Museum appeared before the City Council to express concerns about the Museum's Liebert HVAC units not operating correctly or having timely maintenance. The temperatures are between 75 and 78 degrees and the humidity ranges from 41%-52%. The ideal temperature is anywhere from 68-72 degrees and humidity ideal is 42%. Council consensus was to direct City Superintendent David Drown to meet with Britt to work to come up with some numbers of costs to fix the problems.

After discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve Miner's Inc. (#8-13) for the Roseau U-Save Store Variance request for the purpose of having 51 parking stalls in lieu of the 121 parking stalls required, a Variance of 70 parking stalls, as recommended by the Planning Commission.

The reasons for approving the request include:

- The Parking Ordinance is overly burdensome.
- Area landowners (Miners Inc. and Northern Resources) were willing to meet face to face to work out the parking issues.
- The Roseau U-Save building addition will be a nice addition to the Roseau Community.

The Planning Commission consensus was to address Community Development Coordinator Todd Peterson's Parking Ordinance recommended revisions and review the sign Ordinance at the same time and to place them both on the October 28th, 2013 Planning Commission agenda.

Police Officer Marc Hodge reported at the Planning Commission meeting that he is continuing to send out letters to property owners that have unlicensed vehicles on the clean up report.

CDC Peterson reported that he had called the Department of Health in regards to the West Side Trailer Court clean up issues, the Department of Health has not returned his phone call.

Community Development Coordinator Todd Peterson reported that he had attended the Public Hearing for the Airport Zoning Ordinance September 26th, 2013 at 2:00 pm at the Spruce Township Hall. The Final Public Hearing for the Airport Zoning Ordinance will be held October 25th, 2013 at the Spruce Township Hall.

CDC Peterson reported that FAA requires that every five years the City of Roseau advertise for an Airport Engineer. After discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to authorize Community Development Coordinator Todd Peterson advertise for an Airport Engineer.

Liquor Store Manager Linda Roseborough made a request to the City Council to authorize her to hire two part time people to fill shifts at the Liquor Store and to hire a part time Liquor Store Assistant Manager to replace her position.

After discussion Council member Curt Ireland motioned to authorize Liquor Store Manager Linda Roseborough to advertise for two more new part time positions at the Roseau Liquor Store, the motion died for a lack of a second.

After discussion Council member Pat Novacek motioned, Council member Don Ross seconded and carried by unanimous vote to authorize Liquor Store Manager Linda Roseborough to advertise for part time help at the Liquor Store and to create a hiring list for part time positions for the next twelve months

Liquor Store Manager Linda Roseborough will hire a part time Liquor Store Assistant manager position in house.

Fire Chief Jeff Ballard reported that the Firemen's ball went well.

Chief of Police Ward Anderson reported on the following:

- The prescription drug box is installed in a secure location in the Police Department for the public to drop off prescription drugs.

Community Development Coordinator Todd Peterson reported on the following for City Superintendent David Drown who was absent:

- The 2013 Street project is complete and came in at \$781,000.00 which was under the \$800,000.00 that was budgeted. If there are any turf issues next spring, R & Q assured City Superintendent David Drown that they would come and fix it.
- Rodger Geroy would like to buy the property that is shaped like a triangle that is adjacent to his property that he has been maintaining and mowing, (the property was acquired after the flood) and is roughly about 30' x 142' x 145.5' which would be about .05 acres.

After discussion Council member Pat Novacek motioned to authorize the sale of the property to Rodger Geroy for \$200.00 plus all costs to transfer the property, the motion died for a lack of a second.

After discussion Council member Curt Ireland motioned to authorize the sale of the property that is shaped like a triangle adjacent to Rodger Geroy's property (that was acquired after the flood) that is roughly about 30' x 142' x 142.5' which is about .05 acres to Rodger Geroy for \$1.00 and that Rodger Geroy pay all of the fees for transfer of the property, seconded by Pat Novacek and carried by unanimous vote.

After discussion Council member Pat Novacek motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to renew the agreement with Johnson Oil for one year for \$500.00 for the property that Johnson Oil occupied along the railroad which will allow Johnson Oil to continue to clean up the property.

After discussion Council member Curt Ireland motioned, Council member Don Ross seconded and it was carried by unanimous vote to accept the proposal from Nicholas Kvidt to purchase two of the tax forfeited lots (one front and one back lot) on 6th Avenue NE for \$8,200.00 and to pay the balance of \$10,000.00 with the mortgage of a new home, if the \$10,000.00 assessment is not paid it will be put on taxes and spread out over 15 years at 2%.

After discussion Council member Linda Vatnsdal motioned, Council member Curt Ireland seconded and carried by unanimous vote to authorize Community Development Coordinator Todd Peterson to advertise and hire a new City Treasurer to replace City Treasurer Charlotte Erickson who will be retiring January 31, 2014.

Community Development Coordinator Todd Peterson updated the City Council on minor changes made by Briggs & Morgan to the final Polaris Tax Abatement Developer Agreement.

After discussion Council member Curt Ireland motioned, Council member Pat Novacek seconded and carried by unanimous vote to approve the following (on file at the Roseau City office) for the Minnesota Small Cities Development Program administered by Irene Wynne, Wynne Consulting:

- Resolution Prohibiting Use of Excessive Force.
- Certification for a Drug-Free Workplace
- Resolution of Adoption of Residential Antidisplacement and Relocation Assistance Plan.
- Rental Rehabilitation Program Policy and Procedural Guide.

Community Development Coordinator Todd Peterson updated the City Council that the current Medica insurance plan will no longer exist because the network changed and will not include the Mayo Clinic. Mike Reishus is researching what other options there are for medical insurance for the City of Roseau employees.

Community Development Coordinator Todd Peterson reported on the progress of the East Diversion.

Community Development Coordinator Todd Peterson updated the City Council on single family and multi-Family housing.

Council Consensus was to set Special Meeting dates for Tuesday, October 15th, 2013 at 5:30 p.m. and Tuesday, October 22nd, 2013 at 5:30 p.m. for Budget discussions.

Council member Don Ross motioned, Council member Linda Vatnsdal seconded, and it was carried by unanimous vote that there was no further business, therefore the meeting be adjourned.

ATTEST:

City Clerk

Mayor

