

**REGULAR ROSEAU CITY COUNCIL MEETING  
MONDAY – SEPTEMBER 9TH, 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 Vatsndal, Pat Novacek. Absent none. Others present were Community Development Coordinator Todd Peterson, City Superintendent David Drown, Chief of Police Ward Anderson, City Attorney Pat Moren, City Clerk Janet Lundbohm, and Wild 102 – Jack Swanson, Linda Pavek, and Kristi Harms.

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

Council member Linda Vatsndal motioned, Council member Curt Ireland seconded and it was carried by unanimous vote to approve the August 5th, 2013 minutes as presented.

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

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

- a. Accounts payable claims from August 1st, 2013 through August 31st, 2013 as presented, with a batch number of AP0083113 and is filed in edit books in the City Clerk's Office.
- b. Daily Batch checks written from August 1st, 2013 through August 31st, 2013 were audited, approved and are filed in edit books in the City Clerk's Office.
- c. Receipt entries July 1st, 2013 through July 31st, 2013 were audited, approved and are filed in edit books in the City Clerk's Office.
- d. Journal entries June 1<sup>st</sup>, 2013 through June 30th, 2013 were audited, approved and are filed in edit books in the City Clerk's Office.
- e. A review of June, 2013 General Ledger checks written compared with check images on the bank statements found no irregularities.
- f. Upcoming meetings –
  - a. October 7th, 2013 Regular meeting at 5:00 p.m.
- g. Approve the use of alcohol in the Community Center
  - a. Thirteen Sisters event – November 2<sup>nd</sup>, 2013.
- h. 2012 Partnership Distribution – Roseau Court Townhomes.
- i. Certification of Minimum Local Support Requirement: 2014
- j. 2013 Coalition of Greater Minnesota Cities Legislative Session Report.
- k. (For City Council's Information) City of Warroad Housing Incentives.
- l. Update on Great Northern Transmission Line and Invitation to Upcoming Open House Meetings.
- m. 2013-14 Safety Management Program Contract.
- n. 2014 LMC Dues Assessment.
- o. Annual Dues for Minnesota Mayors Association Membership.
- p. 2013 LMC Regionals Meetings.
- q. Heatshare Program Agreement.
- r. Investment-Roseau EDA Hi Fi as of 09/03/2013 is \$269,692.56.
- s. Cash in bank-DNR Escrow as of 09/03/2013 is \$832,000.00.
- t. Cash in bank-Regular checking as of 09/03/2013 is \$1,771,564.39.
- u. Investment-Regular Hi Fi as of 09/03/2013 is \$1,443,245.11.
- v. Investment of Certificate of Deposit as of 09/03/2013 is \$764,729.42.
- w. Investment of Certificate of Deposit as of 09/03/2013 is \$768,357.49.
- x. Investment of Certificate of Deposit as of 09/03/2013 is \$770,960.14.
- y. Investment of Certificate of Deposit as of 09/03/2013 is \$778,118.00.
- z. Cash in bank - Airport Fuel Sales Credit Card as of 09/03/2013 is \$1,863.61.

- aa. Investment - Roseau EDA Money Market as of 09/03/2013 is \$217,784.89.
- bb. Cash in bank - Pine to Prairie Birding Trail as of 09/03/2013 is \$9,003.88.
- cc. Cash in bank - Scandinavian Festival as of 09/03/2013 is \$3,774.03.
- dd. Cash in bank – Welcome to Roseau as of 09/03/2013 is \$1,287.17.
- ee. Cash in bank - Roseau EDA as of 09/03/2013 is \$382.27.
- ff. Roseau Liquor Store Monthly Sales.
- gg. August 2013 City Revenues & Expenditures.

Krisiti Harms – the new Northwest Regional Library Director, appeared before the City Council to introduce herself to the City Council and to present the proposed Roseau Public Library 2014 Operating Budget.

After review and discussion Council member Curt Ireland motioned, Council member Pat Novacek seconded and it was carried by unanimous vote to set a Public Hearing to be held September 30<sup>th</sup>, 2013 for 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 ( the application has been received and the fee has been paid), as recommended by the Planning Commission.

The Planning Commission recommended that Community Development Todd Peterson come up with a recommendation to revise the existing parking Ordinance (as the parking for C-2 requires more parking than is necessary in some areas) for the Planning Commission to review at the September 30<sup>th</sup>, 2013 Planning Commission meeting.

Roseau County Commissioner Jack Swanson reported on the following:

- The Roseau County Board will set the Preliminary levy and budget at the September 10th, 2013 meeting.

Council member Don Ross reported that Roseau Oakcrest Golf Course is in good shape and is one of the better golf courses in the area and has seen a considerable number of people golfing.

Community Development Coordinator Todd Peterson reported that the Airport Zoning committee (which includes three people from the City of Roseau and two people from Spruce Township) did meet and reviewed and approved the draft zoning ordinance for the Roseau Airport and set a Public Hearing for September 26<sup>th</sup>, 2013 at 2:00 pm at Spruce Township Hall. There will be one more Public Hearing for the Final Zoning Ordinance for the Roseau Airport.

After review and discussion Council member Curt Ireland motioned, Council member Don Ross seconded and it was carried by unanimous vote to approve Ulteig do a preliminary planning phase for the Polaris Hangar at the Roseau Municipal Airport as recommended by Community Development Coordinator Todd Peterson.

Community Development Coordinator Todd Peterson reported that the EDA met on August 6<sup>th</sup>, 2013 and discussed the following:

- A loan application.

The EDA met on Wednesday August 28th, 2013 and discussed the following:

- A couple of loan applications.
- A couple of inquiries in regards to the Industrial Park.
- Housing update.

Community Development Coordinator Todd Peterson reported on the following for the Roseau Liquor Store:

- Things have been going well at the store, Todd has authorized the Interim Liquor Store Manager to make a few changes to move out old inventory.
- Todd has talked with Richard Rude, RRA architect, in regards to the Liquor Store expansion.
- That 87 people applied for the Liquor Store Manager position and that a committee made up of Department Heads and Councilmember Ross have narrowed the pool to seven finalists for the Roseau Liquor Store Manager position.

After discussion Council member Curt Ireland motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to set Special Meeting dates for September 16<sup>th</sup>, 2013 at 4:00 pm, September 17<sup>th</sup>, 2013 at 5:00 pm and if needed September 24<sup>th</sup>, 2013 at 5:00 pm (if this meeting is not needed it will be cancelled) to conduct interviews with the seven finalists for the Roseau Liquor Store Manager position and to have Community Development Coordinator Todd Peterson contact the seven finalists to set up the day and time for the interviews.

Fire Chief Jeff Ballard reported on the following:

- The Widseth, Smith and Nolting Roseau Fire Department building addition feasibility study.
- The fireman's ball is September 28<sup>th</sup>, 2013.
- Five firemen will be attending the Fall Northern Region Firefighters Association meeting in Fosston.
- The Roseau Fire Department Relief Association purchased a thermal imager camera for \$5,000.00 and donated it to the Roseau Fire Department.

Chief of Police Ward Anderson informed the City Council that he will be purchasing from Heatmore a secure prescription drug drop box installed at the Roseau Police Department and he will try to coordinate with the Roseau Environmental office for the transportation of the drugs for disposal.

City Attorney Pat Moren reported on the following:

- The Public Hearing to consider the petition for annexation for William and Patricia Westman and Darlene Arneson will be held on Monday October 7<sup>th</sup>, 2013 at 5:15 P.M.
- Notices were sent by certified mail.
- The Public Hearing will be published in the Roseau Times Region for two weeks.
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Community Development Coordinator Todd Peterson reported that Briggs & Morgan have the Polaris Tax Abatement Developer Agreement ready for approval. After discussion Council member Curt Ireland motioned, Council member Linda Vatnsdal seconded and it was carried by unanimous vote to authorize the mayor and clerk to sign the Polaris Tax Abatement Developer Agreement unless there are any changes to the final version, then it would have to come back to the City Council for approval.

Council consensus was to have CDC Peterson invite Darryl Tveitbakk from Northern Municipal Power Agency to the October 7<sup>th</sup>, 2013 City Council meeting to discuss the City of Roseau's contract with Northern Municipal Power Agency.

Community Development Coordinator Todd Peterson reported on the following:

- The "New Health Insurance Marketplace Coverage Options and Your Health Coverage" form has been mailed out to all City of Roseau employees as required by the Health Care Law that will take effect in 2014.
- CDC Peterson has been in discussions with Mike Reishus in regards to 2014 renewal rates for medical insurance with Medica and 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 following:

- Progress of the East Diversion.
- There is a problem of ATV's on the paved trails next to the diversion project.

Community Development Coordinator Todd Peterson updated the City Council on single family housing and multi-family housing. CDC Peterson reported that he has been working with Representative Dan Fabian and a couple of other cities to request that the League of Minnesota Cities adopt as their policy and lobby the legislature to modify the TIF law - LE-New-B. Housing in Support of Job Growth (PH/HC) (a copy on file at the Roseau City Office).

After discussion Council member Curt Ireland motioned to approve the 2014 preliminary tax levy to remain the same as last year in the amount of \$1,049,242.00, seconded by Council member Linda Vatnsdal and it was carried by unanimous vote.

<b>2014</b>
<b>PRELIMINARY LEVY</b>

General Levy	\$ 996,928
Bonds and Interest JOBZ Non-Exempt	\$ 7,000
Library	45,314
Total 2014 General Levy	\$ 1,049,242

Council member Pat Novacek motioned to set the date for the public comment and consideration and possible adoption of the final 2014 Levy and 2014 Budget as required by state law at the December 2nd, 2013 City Council meeting to be held at 6:00 pm, seconded by Council member Linda Vatsndal, and it was carried by unanimous vote.

After discussion Council member Pat Novacek made a motion to approve the preliminary 2014 Budget, seconded by Council member Curt Ireland and it was carried by unanimous vote.

<b>2014 PRELIMINARY BUDGET</b>
<b>REVENUE                      EXPENSES                      BALANCE</b>

101 General Fund	\$2,832,604	\$3,845,698	(\$1,013,094)
228 Lodging Tax	\$ 48,000	\$ 52,690	(\$ 4,690)
Polaris Promissory Note	\$	\$ 5,000	(\$ 5,000)
233 2001 TIF	\$ 75,284	\$ 70,741	\$ 4,543
2003 Corp of Eng Flood	\$	\$1,388,145	(\$1,388,145)
Water Fund	\$ 392,750	\$ 285,580	\$ 107,170
Sewer Fund	\$ 360,500	285,609	\$ 74,891
Garbage Fund	\$ 394,000	\$ 355,312	\$ 38,688
Electric Fund	\$4,075,550	\$3,490,509	\$ 585,041
Liquor Fund	\$1,596,050	\$2,045,160	(\$ 449,110)
	=====	=====	=====
Total All Funds	\$9,774,738	\$11,824,444	(\$2,049,706)

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

ATTEST:

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City Clerk

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Mayor



